

Corporate NEWS

in Payments



CONTENT

IMPROVEMENTS AND NOVELTIES

- Processing domestic payments within and outside KB in the 24/7/365 mode
- We extend the time for the accelerate processing of payments to other banks
- How to deposit cash at the branches where teller counters are no longer available
- Fast, modern, and secure – such is the KB Klíč application

WHAT ARE WE WORKING ON FOR YOU

- Statements prepared as at the last day of a month

TIPS/HINTS/GADGETS

- The latest deadlines for submitting payment orders in 2018

WORLD NEWS, LEGISLATION

- How to submit a payment to the United Arab Emirates
- Using the IBAN for cross border payments



IMPROVEMENTS AND NOVELTIES

■ Processing domestic payments within and outside KB in the 24/7/365 mode

Starting from the end of November, **we have extended the time for the acceptance of orders** denominated in CZK or in foreign currencies that do not include a currency conversion and are submitted using online forms or by importing a batch with a request for processing in the online mode or continuous mode. The deadline has been extended from 20:30 hrs (currently only on business days) **to midnight (24:00 hrs) each day.**

You can submit an order for a payment within Komerční banka 24 hours a day, 7 days a week, 365 days a year, no matter whether it is morning, afternoon, evening or night, a business day, weekend or public holiday. **If you have sufficient funds in your account, we will now process immediately also payments within KB between two current accounts** (both denominated in Czech crowns or in the same foreign currency) **and payments between a savings account and a current account** (both denominated in Czech crowns) **submitted on business days after 20:30 hrs and throughout the night, but also on weekends, which will be immediately indicated by a reduced available balance. If the creditor's account is held with Komerční banka, we will increase the available balance within seconds.**

The recipient may subsequently **use the money received on business days after 20:30 hrs and throughout the night, but also on weekends, to make further payments, draw**

cash from an ATM or pay with a card. Currently, it is not possible to use the funds credited or the disposable balance increased on business days after 20:30 hrs for payments made under standing orders, repayments of credit products, direct debit transfers to other banks, and/or batch-processed payments, which operate with the guaranteed balance that is calculated after 20:30 hrs for the purpose of the so-called overnight processing.

An order for a payment to another bank in the Czech Republic can also be submitted in the 24/7/365 mode. **If you have sufficient funds in your account, we will process payments from CZK current accounts to other banks in the Czech Republic immediately, which will be immediately indicated by a reduced available balance.** If you submit a payment on a business day before 13:00 hrs or, as the case may be, if a payment is **booked in our systems on a business day before 14:15 hrs,** we will ensure that it is **credited to the creditor's account held with another domestic bank on the same day;** otherwise, it will be booked on the next succeeding business day.

Cash deposits into CZK accounts made through Komerční banka ATMs can also be made at any time of the day, from midnight to midnight, on business days, weekends, and public holidays; **we will credit the money to clients' accounts held with KB within minutes.**

■ We extend the time for the accelerate processing of payments to other banks

As we have verified, **we managed to ensure that all domestic payments** in Czech crowns **submitted since August 21, 2018 in the on-line processing mode by 12:00 noon were credited** to creditor's accounts with other banks in the Czech Republic on the same business day. **Therefore we decided to extend the time for their submission.**

If we receive from you payment orders via direct banking services on any business day, **we will transfer them to another bank on the same day,** as long as you have

sufficient funds in your account and the orders are **booked in our systems by 13:00 hrs, without any extra charge for priority processing. We will do our best and transfer even payments received after this deadline to another bank on the same day,** as long as they are **booked in our systems by 14:15 hrs.**

We also extend the time for the submission of domestic express payments by shifting the deadline from 14:00 hrs to **14:30 hrs.**

We recommend you to submit your payments in advance so that we can process them in time.

Type of order	Recommended time of submission
Separate payments submitted on-line via electronic banking services	13:00
Payments imported in a batch in the on-line or continuous mode	12:00
Payment order submitted via Expresní linka KB at the due date	11:00
Payment order handed over to a relationship manager at a KB branch	11:00

Payments that are submitted later may only be processed in part and, hence, cannot be credited to the creditor's account with another bank until on the next succeeding business day.

More details about the accelerated processing of usual payments can be found on www.kb.cz/rychleplatby.

IMPROVEMENTS AND NOVELTIES

■ How to deposit cash at the branches, where teller counters (cash desks) are no longer available

Starting from December 3, 2018, Komerční banka has launched a pilot phase of a new operating model for cash deposit operations at nineteen chosen branches where no regular cash services can be provided. In addition to the use of a deposit ATM, it is possible for chosen clients to realize cash deposits also via a new type of closed package with a special receipt pocket, which the bank will provide for free. The closed packages with cash (in CZK and/or foreign

currency) can be handed over during the opening hours of the branch. Subject to the terms and conditions specified in the agreement the bank will credit the client account by the amount of the deposit as soon as a bank employee takes over the closed package. After evaluating the pilot phase, the bank assumes to extend this service during the second half of 2019 to its entire branch network no matter, if branches will still have cash desks or not.

Currently, you can deposit cash in single use envelopes with a special receipt pocket at the following branches of the bank:

Branch code	Name of the branch where a teller counter is no more available	Address
106426	Bzenec	Bzenec, nám. Svobody 328, 696 81
102316	České Budějovice – Géčko	České Budějovice – Géčko, České Vrbné 2360, 370 11
101421	Hostivice	Hostivice, Husovo nám. 193, 253 01
106808	Jihlava – centrum	Jihlava – centrum, Masarykovo nám. 1190/43, 586 01
104612	Jilemnice	Jilemnice, Masarykovo nám. 8, 514 01
101803	Mladá Boleslav – Havlíčkova	Mladá Boleslav – Havlíčkova, Havlíčkova 1307, 293 01
107626	Opava – centrum	Opava – centrum, U Fortny 49/10, 746 01
100232	Praha 1 – Hradčany	Praha 1 – Hradčany, Pohořelec 152/3, 118 00
100835	Praha 10 – Horní Měcholupy	Praha 10 – Horní Měcholupy, Veronské náměstí 596, 109 00
100824	Praha 10 – Kubánské náměstí	Praha 10 – Kubánské náměstí, Kubánské nám. 15, 100 00
100526	Praha 6 – Břevnov	Praha 6 – Břevnov, Bělohorská 131, 169 00
100528	Praha 6 – Petřiny	Praha 6 – Petřiny, Křenova 19, 162 00
100524	Praha 7 – Strossmayerovo náměstí	Praha 7 – Strossmayerovo nám., Dukelských hrdinů 37, 170 31
100815	Praha 8 – Bohnice	Praha 8 – Bohnice, Lodžská 850/6, 181 00
107825	Příbor	Příbor, nám. S. Freuda 10, 742 58
101415	Roztoky u Prahy	Roztoky u Prahy, Tyršovo nám. 1732, 252 36
105102	Třebechovice pod Orebem	Třebechovice pod Orebem, Masarykovo nám. 18, 503 46
106614	Zlín – střed	Zlín – střed, J. A. Bati (Svit č. 22) 5520, 760 01
104608	Železný Brod	Železný Brod, Štefánikova 879, 468 22

■ Fast, modern, and secure – such is the KB Klíč application

KB Klíč (KB Key) is a convenient method of logging-in through a secure application that will make it easier for you to work with Internet banking. In addition to this, you can also authorise payment orders, make changes and sign documents.



Main benefits of KB Klíč:

- You can log in to the MojeBanka Business application from anywhere, from any device (without installing a certificate).
- It works without connecting your telephone to the Internet.
- Access can be unblocked (after repeated erroneous PIN entry) through a KB ATM.

How does KB Klíč work?

- After signing in to Internet banking, you can use your chosen username (e.g. your email address).
- You will receive a notification on your smartphone and use it to go to KB Klíč.
- To log in on your PC, you enter your PIN or use a fingerprint/face scan in the application.

How to get KB Klíč?

You can set up KB Klíč as a new logging-in method by yourself online, via the MůjProfil portal, or at a KB branch. The KB Klíč application can be used with Android version 4.1 and higher or iOS from version 9.

More information on KB Klíč, as well as easy-to-understand videos showing how KB Klíč works and how to arrange for it, can be found at www.kb.cz/jakseprihlasit.

WHAT ARE WE WORKING ON FOR YOU

■ VStatements prepared as at the last day of a month

Starting January 2019, we are going to change the manner of compiling monthly statements of accounts. Statements pertaining to selected types of bank accounts held for corporate clients will be generated automatically on the last calendar day of a month. In December, two separate

statements will be prepared for such accounts, the first listing the transactions executed during the current period and the second the transactions executed during the remaining period until end 2018. The second statement will be free of charge.

TIPS/HINTS/GADGETS

■ The latest deadlines for submitting payment orders in 2018

As for credit transfers (outgoing payments) in Czech crowns to be credited to a creditor's account held with another bank in the Czech Republic before end 2018, this year, for the first time, our clients can submit standard payment orders via Internet banking or at a branch **as late as December 31, 2018**.

This year, we have accelerated the processing of standard credit transfers to other banks in the Czech Republic. If we receive them in time, we forward them to other banks on the same business day at the time indicated below. For express payments, we extended the deadline for their submission via Internet banking to 14:30 hrs. Later orders can only be processed in KB and cannot be forwarded until in 2019. Separate orders can be submitted via Internet banking on 31 December 2018, until 13:00; orders submitted in a batch under the on-line mode until 12:00 hrs (noon), like standard credit transfer orders; and express credit transfer orders until 14:30 hrs.

Please note that KB branches will only be open until **13:00 hrs on December 31, 2018**. Standard credit transfer orders will be accepted at branches until 11:00 hrs and super express credit transfer orders until 12:30 hrs.

Credit transfer orders in Czech crowns within KB can be submitted via Internet banking as separate orders or in batches on December 31, 2018 until 20:30 hrs (at branches until 12:30 hrs).



Detailed information on the submission deadlines at the end of 2018 can be found on the Internet banking notice boards and at www.kb.cz/konecroku.

Credit transfer orders due in 2019 are accepted at the end of 2018 at standard times when submitted via in Internet banking, and at branch counters or through a collection box within the opening hours of KB's branches.

WORLD NEWS, LEGISLATION

How to submit a payment to the United Arab Emirates

Do you make single or regular or payments to the United Arab Emirates (Abu Dhabi, Ajman, Dubai, Fujairah, Ras al-Khaimah, Sharjah, Umm al-Quwain)? We have prepared instructions for you how to fill in the payment order so that the payment can be successfully executed (see [HERE](#) for the instructions). In addition to filling in the mandatory fields that are necessary for the payment to be made,

payments to the United Arab Emirates must contain the **reason of the payment** and the **foreign exchange statistics code** in the Remittance information. The code list is available on Komerční banka's website under the [Documents](#) tab. **The creditor's account number must be in the international IBAN format.**

Using the IBAN for cross border payments

Our clients often ask us when to use the creditor's account number in the IBAN (International Bank Account Number) format, i.e. in an international format, for international payments. This obligation has recently been introduced for payments to Qatar and to Israel with effect from January 1, 2019.

An account number in the IBAN format is required for EUR payments within the so-called SEPA Area, which consists, in general, of EU member states, the additional three EEA countries (Iceland, Liechtenstein, and Norway), and also Switzerland, Monaco, and San Marino. The full list of the SEPA countries that are member states of the EEA and of the European Union can be found at [SEPA Area, EU, and EEA](#).

You may feel quite confused if your partner shrewdly sends you an invoice with an account number in the IBAN format and at the same time in the Basic Bank Account Number (BBAN) format. The BBAN account number is commonly used for domestic payments (such as domestic payments in Czech crowns between Czech banks), while the IBAN format is intended for payments between countries or, as the case may be, within a country where the IBAN is mandatory, which is the case of EUR payments made in Slovakia between Slovak banks. As opposed to the BBAN format, the account number in the IBAN format includes, besides the account number itself, the creditor's bank country code, a control number, and the identification number of the bank that holds the account. In such a situation, you can apply a simple rule – If you send money abroad, always use the IBAN, which you can never go wrong with. Quite the opposite, you avoid any possible additional fees charged



by the creditor's bank for a so-called NON-STP processing, i.e. a manual processing of the payment. The account number structure in the IBAN format is shown [HERE](#).

At present, there are 75 registered countries for which the account number structure in the IBAN format has been set. We have prepared for you a list of these countries, in which we have marked those where the IBAN account number is mandatory when making payments in any currency – see [HERE](#). In this group, we have included all countries where the obligation to use the IBAN is required by the country's legislation and, seemingly strangely, also all EEA countries. From practical experience, we know that these countries charge additional fees for NON-STP processing unless the account number is in the IBAN format. By including these countries in the list and recommending you to the creditor's account number in the IBAN format for all payments to these countries, we want to protect your funds.



Do you seek more information? Do you have an idea for improvement or for what you would like to see here next time? Everything is welcome! Please communicate with us through your relationship manager.

You may also contact us through the KB infoline [+420 800 521 521](#) or mojebanka@kb.cz.