

# List of Terms and Conditions

## for Small and Medium Enterprises\* of Commerzbank Zrt.

\* Micro, small and medium-sized businesses are in the classification of the Commerzbank Zrt businessmen and enterprises, whose revenue – in case of businessmen as well as enterprises and in case of a concern the concern as a whole – do not exceed the amount of HUF 3,500,000,000 and any member of the concern does not have a bank account at the Commerzbank-group. Concern means a connection of the owners and/or an economic connection held to be relevant at the Bank's discretion.

# List of Terms and Conditions

## for Small and Medium Enterprises

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## 1. Account maintenance

Account opening fee	HUF 5.000,-
Initial in-payment	HUF 20.000,-
Account maintenance fee	HUF 10.000,- /month
Account statement fee	HUF 350,- /statement
Statement-copies	HUF 2.000,- /statement
Electronic account information (SWIFT MT940/942)	
<i>Within Commerzbank Group</i>	<i>HUF 5.000,- /month</i>
<i>To other banks</i>	<i>HUF 10.000,- /month</i>
Account closing fee	HUF 5.000,-

## 2. Cash in-payments and withdrawal

Cash withdrawal	0,15%
Cash in payments <sup>1</sup>	0,15%
Order for cash	
Above 100.000 EUR or countervalue	0.1 % of the ordered amount
Cancellation of cash withdrawal order	0.01 % of the ordered amount

We kindly request you to announce cash withdrawals with amounts equal or larger than HUF 2.000.000,- (or corresponding amounts in foreign currency) until 2 pm. on the previous banking day latest or 2 banking days in advance in case of amounts equal or larger than HUF 5.000.000,- (or corresponding amounts in foreign currency). In case of foreign currencies 10 a.m. applies instead of 2 p.m.

## 3. Credit interests

Sight deposit on HUF current accounts	0,1% p.a.
Sight deposit on EUR current accounts	0% p.a.
Sight deposit on USD current accounts	0% p.a.
Term deposits	According to actual announcement.
Interest settlement for deposits	
<i>Interest settlement for sight deposits in HUF and in other currencies</i>	<i>Every calendar quarter</i>
<i>Interest settlement for term deposits</i>	<i>At maturity</i>

<sup>1</sup> Conversions are made at the respective daily bank note rate.

#### 4. Debit interests and other fees concerning to lending

Overdraft balance on HUF accounts	15,25% p.a.
Overdraft balance on EUR accounts	11,25% p.a.
Overdraft balance on USD accounts	13,25% p.a.
Overdraft balance on CHF accounts	10,00% p.a.
Overdraft balance on GBP accounts	12,75% p.a.
Overdraft balance on accounts set in other currency except HUF, EUR, GBP, CHF and USD	15,25% p.a.
Special fee for unauthorized overdraft balance	5,00% p.a.
Commitment commission	3,00% p.a.
Default interest	6,00% p.a.

#### 5. Domestic payments (for HUF-transactions)

Outgoing Giro payment fee	
<i>by Electronic Banking / Internet Banking</i>	<i>0,20% /transaction; minimum HUF 500,-</i>
<i>paper based</i>	<i>0,25% /transaction; minimum HUF 1.000,-</i>
Credit of postal-check payments	Actual fee of the Hungarian Post + HUF 10,- / item
Forwarding via email	HUF 100,- / advice
Forwarding via post	HUF 350,- / advice
Incoming Giro payment fee	Free of charge
Bulk payments	0,14% / transaction; minimum HUF 30,-
Collection orders	
prompt / with authorisation	
<i>sending</i>	<i>HUF 100,- /item</i>
<i>payment</i>	<i>0,25 % / transaction, minimum HUF 1.000,-</i>
<i>processing</i>	<i>HUF 4.000,-</i>
direct debit	
<i>application /amendment/cancellation</i>	<i>HUF 1.000,-</i>
<i>sending</i>	<i>HUF 100,- /item</i>
<i>payment</i>	<i>0,20% /transaction, minimum HUF 500,-</i>

Standing payment order fee application/amendment/cancellation	HUF 1.550,-
Internal transfer (between accounts at Commerzbank Zrt.)	Free of charge
RTGS (VIBER) fee	0,5% /transaction; minimum HUF 20.000,-; maximum HUF 300.000,-

## 6. International payments (clean payments)

### Commissions for International payments<sup>2</sup>

Incoming payment fee	0,20% /transaction; minimum HUF 6.500
Outgoing payment fee	
<i>by Electronic Banking / Internet Banking</i>	<i>0,20% /transaction; minimum HUF 6.500</i>
<i>paper based</i>	<i>0,25% /transaction; minimum HUF 9.500,-</i>
Outgoing SEPA payment fee	<i>0,25% /transaction; minimum HUF 5.500,- maximum HUF 20.000,-</i>
SWIFT MT101 (in addition to the payment fee)	HUF 300,-/ transaction
Postage	HUF 310,-
Surcharge for urgent payment orders (same day value)	
<i>on due day</i>	<i>HUF 25.000,-</i>
Cheque issuance	0,20%, minimum HUF 6.500,-
International Cheque collection fee	
Crediting before receipt of the amount	<i>0,15%; minimum HUF 6.200,- + international bank charges</i> Crediting: booking day + 8 working day respectively booking day + 9 working day in the case of conversion
Crediting after receipt of the amount	<i>0,15%; minimum HUF 6.200,- + international bank charges</i> Crediting: on that day receiving the amount
Handling of unpaid International Cheque	0,3%; minimum HUF 9.300
Incoming/outgoing payments of less than HUF 20.000 or countervalue	Free of charge
Internal transfer (between accounts at Commerzbank Zrt.)	Free of charge
Forwarding of payment orders (received from third parties)	
<i>HUF and FCY payment orders</i>	<i>0,16% / transaction; minimum HUF 7.500,-</i>

<sup>2</sup> Az esetleges konvertálások a mindenkori napi devizaárfolyamon történnek, csekk esetében is.

<i>Payments of less than HUF 25.000,- or countervalue</i>	<i>Free of charge</i>
<b>7. Confirmations and other fees</b>	
Bank information	HUF 7.500,- + third party charges, if any
Confirmation of balance per master account no.	HUF 5.000,-
Confirmation of transfer / increase of nominal capital	HUF 10.000,-
Confirmation for audit report purposes	HUF 10.000,-
Confirmation of domestic transfers (GIRO)	HUF 3.000,-
Confirmation of foreign currency transfers	HUF 5.000,-
Surcharge for urgent execution	HUF 7.000,-
Certificate of deposit	0.5 % non-recurrent of confirmed amount min. HUF 5.000, max. HUF 50.000,-
Re-issued certificate	
<i>Transfer / SWIFT confirmation</i>	<i>HUF 3.100,-</i>
<i>Telephone fee</i>	<i>HUF 1.550,-</i>
Transaction fee	The amount of the financial transaction fee according to the prevailing law <sup>3</sup> , currently 0.3% of the tax base but max. HUF 6.000,- for each transaction resp. 0.6% of the tax base for cash transactions
Administration fee according to the false/incorrect order/request of the client	HUF 6.200,-
Telefax payment order forms - 25 forms / package	HUF 2.500,-
Deferment of payments in case of insufficient funds (at the most 10 banking days)	HUF 6.200,-
Repair fee	
<i>Incorrect account number and/or incorrect SWIFT number</i>	<i>HUF 2.500,- / transaction</i>
<i>Other incorrect payments</i>	<i>HUF 2.500,- /transaction</i>
Cancellation / Recall of payments	
<i>Domestic HUF payment orders</i>	<i>HUF 1.000,- /transaction</i>
<i>International (FCY and HUF) payment orders</i>	<i>HUF 2.500,- /transaction</i>
Data request from the Central Credit information System (KHR)	Free of charge according to the law

<sup>3</sup> currently Act Nr. 116/2012

<sup>5</sup> If the drawee refuses payment of charges for Import Collection, such charges will be debited to the principal in addition.

## 8. Bank Card Conditions

### MasterCard Business HUF Standard

#### Conditions of bank cards

Card issuance fee (is payable in the year of the issuance)	HUF 15.000,-
Annual fee (in the subsequent years)	HUF 7.500,-
Extra charge for urgent issuance	HUF 9.000,-

#### Services regarding BankCard and fees

Card blocking fee	<i>Free of charge</i>
Renewal of the card	<i>Free of charge</i>
Card replacement (e.g. due to blocking)	HUF 9.000,-
PIN code reproduction fee	HUF 450,-
Copy of statements	HUF 1.500,-
Modification of the daily limit	HUF 900,-

#### Transaction fees

Payments domestic and abroad	<i>Free of charge</i>
Cash withdrawal on ATMs	
- on own ATMs in Hungary	HUF 300,-
- on other ATMs in Hungary	HUF 450,-
- on domestic POS terminal	HUF 450,-
- on any ATMs abroad	HUF 1.800,-
Other transactions	
- PIN replacement on ATMs	<i>Free of charge</i>

#### Other fees

SMS Service	HUF 300,- / month
SMS fee	HUF 40,- / sms
Travel insurance	<i>Free of charge</i>

### MasterCard Business EUR Standard

#### Conditions of bank cards

Card issuance fee (is payable in the year of the issuance)	EUR 50,-
Annual fee (in the subsequent years)	EUR 25,-
Extra charge for urgent issuance	EUR 30,-

#### Services regarding BankCard and fees

Card blocking fee	Free of charge
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Renewal of the card	Free of charge
Card replacement (e.g. due to blocking)	EUR 30,-
PIN code reproduction fee	EUR 1.5-
Copy of statements	EUR 5,-
Modification of the daily limit	EUR 3,-
Transaction fees	
Payments domestic and abroad	Free of charge
Cash withdrawal on ATMs	
- on own ATMs in Hungary	EUR 1,-
- on other ATMs in Hungary	EUR 1,5-
- on domestic POS terminal	EUR 1,5-
- on any ATMs abroad	EUR 6,-
Other transactions	
- PIN replacement on ATMs	Free of charge
Other fees	
SMS Service	EUR 1,- / month
SMS fee	EUR 0,15- / sms
Travel insurance	Free of charge

## 9. Electronic Banking conditions (Electra/Multicash)

Maintenance fee	HUF 4.500,- / month
Network license for multiple PCs	As agreed
Group license for specified group companies	As agreed
Installation fee/installation + basic training	HUF 20.000,-
Additional training	HUF 5.000,- / hour
Updates	HUF 5.000,- / hour
/Travelling costs outside Budapest/	As agreed
License fee	
<i>Electra Light</i>	<i>HUF 6.000,-</i>
<i>Electra Company</i>	<i>HUF 30.000,-</i>
<i>Electra Service provider</i>	<i>HUF 90.000,-</i>
License fee for installation in a new location	Similar to the license fee

## 10. Internet Banking conditions (Global Payment Plus)

Maintenance fee	HUF 4.500,- / month
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Set up fee (one-off)	
For up to 5 users	HUF 20.000,-
For additional users	HUF 3.000,-
Signature stick	HUF 6.000,-
Signature card	HUF 6.000,-

## 11. Hotline Service, Other Services

Support by phone or fax	Included in the monthly fee
Registration of new user	HUF 3.000,-
Reactivation of blocked user	HUF 1.500,-
Activation of new electronic signature	HUF 1.500,-
Change of user rights	HUF 1.500,-

## 12. Cash-Pooling

Contracting fee	As agreed, but min. HUF 50.000,-
Cash-Pooling fee per sub-account	HUF 5.000,- / month

## 13. Documentary Transactions

### Export Collection

Documentary collection against payment or acceptance, collection of acceptances and clean drafts, presentation of clean draft for acceptance	0,3%; minimum EUR 100,-
Supervisory commission (Recording and execution of payments under collections with deferred payment instructions)	0,1%; minimum EUR 100,-
Amendment of collection instructions (in the case of increase in addition to collection commission)	EUR 50,- per amendment
Reminder fee / other correspondences	EUR 50,- /item
Delivery of documents free of payment	0,2%; minimum EUR 50,-
Documents for collection and bills of exchange which have remained unpaid (in addition to collection commission)	0,2%; minimum EUR 50,-
Trustee charges on documents and commercial paper	0,15%; minimum EUR 100,-
Consultancy fee (e.g. consulting)	subject to negotiation, but min. EUR 100,- /hour

### Import Collection <sup>5</sup>

Documentary collection against payment or acceptance, collection of acceptances and clean drafts, presentation of clean draft for acceptance	0,3%; minimum. EUR 100,-
Supervisory commission (Recording and execution of payments under collections with deferred	0,15%; minimum EUR 100,-

payment instructions)	
Amendment of collection instructions (in the case of increase in addition to collection commission)	EUR 50,- per amendment
Trustee charges on documents and commercial paper	EUR 50,- per item
Release of goods sent to our address or at our disposal	0,15 %, minimum EUR 100,-
Documents for collection and bills of exchange which have remained unpaid (in addition to collection commission)	0,2%; minimum EUR 100,-
Delivery of documents free of payment	0,2%; minimum EUR 100,-
Reminder fee / other correspondences	EUR 50,- per item
Consultancy fee (e.g. consulting)	subject to negotiation, but min. EUR 100,- /hour

### Export Documentary Credit (Letter of Credit)

Pre-advising documentary credits	EUR 100,-
Advising of documentary credits directly to Beneficiary respectively increase commission for the increased amount	0,15%; minimum EUR 100,-
Advising of documentary credits through third banks respectively increase commission for the increased amount	0,25%; minimum EUR 150,-
Handing over to another bank for further handling	0,25%; minimum EUR 150,-
Confirmation of documentary credits (depending on the rate of risk, in addition to advising commission)	subject to negotiation, but at least 1.2% p.a., min. EUR 140,- /quarter
Confirmation commission for the deferred payment period or acceptance commission as from the taking up of documents (depending on the rate of risk)	subject to negotiation, but at least 1.8% p.a., min. EUR 140,- /quarter
Supervisory commission	
Recording and execution of payments under non-confirmed documentary credits with deferred payment instructions	0,1%; minimum EUR 100,-
Taking up of documents	0,2%; minimum EUR 100,-
Payment commission if proceeds of the documents are to be remitted to the account of the Beneficiary held with another bank	0,15%; minimum EUR 35,-
Amendment commission (in case of increase or extension in addition to advising and confirmation commission)	EUR 50,- per amendment
Transference of Letter of Credit	0,3 %; minimum EUR 200,-
Unconfirmed payment orders in favour of third parties under Letters of Credit	0,15 %; minimum EUR 100,-
Confirmed payment orders in favour of third parties under Letters of Credit	0,3 %; minimum EUR 150,-
Reminder fee / other postal correspondences	EUR 50,- per item
Cancellation of unutilized Letter of Credit	EUR 50,- per item
Discrepancy fee	EUR 50,- per submission
Pre checking of documents	0,15 %, minimum EUR 100,-

Preparing of photocopies of documents presented for our file	EUR 10,- per item
Filling out bill of exchange	EUR 5,- per bill-of-exchange
Risk fee	subject to negotiation
Consultancy fee (e.g. draft L/C, consulting)	subject to negotiation, but min. EUR 100,- /hour

### Import Documentary Credit (Letters of Credit)

Pre-advising documentary credits	EUR 100,- per item
Issuing commission for documentary credits (flat handling fee)	EUR 100,- per item
Opening commission (depending on the rate of risk) In case of increase or extension also for the increased amount respectively for the new period the opening commission will be charged	subject to negotiation, but at least 1.2% p.a., min. EUR 140,- /quarter
Taking up of documents	0.2%; min. EUR 100,-
Commission for the deferred payment period as from the taking up of documents (depending on the rate of risk)	subject to negotiation, but at least 1.8% p.a., min. EUR 140,- /quarter
Amendment commission (in case of increase or extension in addition to opening commission)	EUR 85,- per amendment
Release of goods sent to our address or at our disposal	0.15%; min. EUR 50,-
Cancellation of unutilized Letters of Credit	EUR 50,- per item
Consultancy fee(e.g. draft of L/C, consulting)	subject to negotiation, but min. EUR 100,- /hour

### Letter of Guarantee without any obligation on our part

Forwarding of Letter of Guarantee without any obligation on our part (advising commission)	0.15%; min. EUR 100,-
Forwarding of amendment without any obligation on our part (in case of increase in addition to advising commission)	EUR 50,- per amendment
Forwarding of claim under Letter of Guarantee	0.2%; min. EUR 100,-
Cancellation / release of Letter of Guarantee within the validity	EUR 50,- per item
Consultancy fee (e.g. draft of L/G, consulting)	subject to negotiation, but min. EUR 100,- /hour

### Letter of Guarantee in favour of foreign Beneficiary

Issuing commission for Letter of Guarantee (flat handling fee)	EUR 100,- per item
Opening commission of Letter of Guarantee In case of increase or extension also for the increased amount respectively for the new period the guarantee commission will be charged	3.0% p.a.; min. EUR 140,- /quarter
Amendment of Letter of Guarantee (in case of increase or extension in addition to guarantee commission)	EUR 50,- per amendment
Payment in settlement of a claim under a Letter of Guarantee	0.2%; min. EUR 100,-

Issuance fee for non-standard wording	EUR 50,-
Urgency fee	EUR 50,-
Cancellation / release of Letter of Guarantee within the validity	EUR 50,-
Consultancy fee (e.g. draft of L/G, consulting)	subject to negotiation, but min. EUR 100,- /hour

### Letter Guarantee in favour of domestic Beneficiary

Issuing commission for Letter of Guarantee respectively increase commission for the increased amount (flat handling fee)	0.5%; min. HUF 5.000,- max. HUF 50.000,- per item
Opening commission of Letter of Guarantee In case of increase or extension also for the increased amount respectively for the new period the guarantee commission will be charged	2.0% p.a.; min. HUF 5.000,- per quarter
Amendment of Letter of Guarantee (other than increasing of guarantee's amount)	HUF 5.000,- per amendment
Payment in settlement of a claim under a Letter of Guarantee	0.2%; min. EUR 100,-
Issuance fee for non-standard wording	HUF 5.000,-
Urgency fee	HUF 5.000,-
Cancellation / release of Letter of Guarantee within the validity	HUF 5.000,-
Consultancy fee (e.g. draft of L/G, consulting)	subject to negotiation, but min. EUR 100,- /hour

### Other items

Special handling fee (depending on the amount of work involved)	subject to negotiation
S.W.I.F.T. charges	EUR 12.50,- / USD 15,-
Fax charges	EUR 5,- / USD 6,-
Postage per mail	
<i>inland</i>	<i>EUR 2,- / USD 3,-</i>
<i>abroad</i>	<i>EUR 5,- / USD 6,-</i>
For obtaining clarification of incorrect or incomplete orders and instructions (depending on the amount of work involved)	subject to negotiation, but min. EUR 50,-

#### Note:

Costs for postage, stamps, cable, S.W.I.F.T., telephone, telefax, courier charges and other out-of-pocket expenses, as well as charges made to us by third parties, e.g. for bill protests etc. are for the account of the principal and will be charged in addition to any of the charges mentioned above.

**14. Cut-off times**

Domestic payments (HUF)	14.00h
Domestic payments via Electronic/Internet Banking	15.30h
Domestic payments - GTRS	16.00h
Domestic payments via Electronic/Internet Banking - GTRS	16.00h
International payments with/without conversion	14.00h
International payments with/without conversion via Electronic/Internet Banking	15.30h
SEPA payments	16.30h
Postal cheques	11.00h