

## I Time Schedule for Receipt and Execution of Payment Transactions of Corporate Clients and Entrepreneurs

With this Time Schedule, the Bank determines the time schedule of receipt and execution of orders during working or business days.

### A. Domestic payment transactions

**Payment orders, cash deposit orders and cash withdrawal orders in dinars (RSD)** are received and executed per the following Time Schedule:

#### *Orders submitted in paper form to the Bank's branch*

<b>a)</b>	<b>up to 300,000.00 RSD submitted in paper form, which are <u>not</u> marked as URGENT - external payment operations:</b>
-	until 4 pm, will be executed on the same day.
-	after 4 pm, will be executed on the first following working day
<b>b)</b>	<b>over 300,000.00 RSD submitted in paper form - external payment operations:</b>
-	until 4 pm, will be executed on the same day
-	after 4 pm, will be executed on the first following working day
<b>c)</b>	<b>payment orders submitted in paper form - internal payments</b>
-	until 30 minutes before the end of the working hours of the branch, will be executed on the same working day; Orders submitted after this time, will be executed on the first following working day (except internal cash deposit and withdrawal orders that will be performed during the working hours of branch without limitations)
<b>d)</b>	<b>transfer orders, per bill of exchange/ direct debit whose maturity date is the current date, submitted to the Bank in paper form</b>
-	until 2 pm, will be executed on the same day
<b>e)</b>	<b>cash operations in RSD (deposit/withdrawal)</b>
-	in accordance with the working hours of the branches. Cash withdrawals over 600,000.00 shall be announced one day in advance

#### *Electronic Banking*

<b>f)</b>	<b>up to 300,000.00 RSD submitted in electronic form, which are not marked as URGENT - external payment operations:</b>
-	until 5:30 pm, will be executed on the same day.
-	after 5:30 pm, will be executed on the first following working day
<b>f)</b>	<b>over 300,000.00 RSD submitted in electronic form, external payment operations:</b>
-	until 5:45 pm, will be executed on the same day
-	after 5:45 pm, will be executed on the first following working day
<b>g)</b>	<b>payment orders submitted in electronic form - internal payments</b>
-	from 00:00h to 24:00h will be executed on the same day

### **Special rules for Instant Payments (IPS)**

Instant Payments (IPS) represent payments in the amount of up to RSD 300,000.00 including this amount, with a reference **URGENT** and which are performed in the IPS NBS system within about 10 seconds.

<b>a)</b>	To the Bank clients who are <b>users of electronic banking</b> , all payment orders i.e. account
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approvals on the basis of IPS transactions are **available on a 24/7/365 basis** and are performed in time limited to 10 or around 10 seconds from the time of issuing the IPS payment order in the correct form and with provided coverage

**b)** Clients who submit to the Bank orders marked as URGENT in paper form in the amount of up to RSD 300,000.00 will be executed by the end of the working day of the branch

The moment when the Bank determines that all requirements for the proper execution of the order (data completeness, data accuracy, availability of funds, etc.) are met, shall be considered as the **payment order receipt time** for the execution of the instant transfer order.

If the conditions for the execution of the order are not met, or the payment order for the execution of the instant transfer approval is denied (e.g. the recipient's bank does not accept the order, the order is rejected in the payment system, etc.), the Bank shall promptly notify the User in the appropriate manner (message or facilitating access to this information through the e-banking application). If at the moment of receipt of the Instant order, there is no coverage on the account for its execution, the Bank shall transfer the order to the RTGS system to obtain coverage. If by the end of the working day of the RTGS system (i.e. by the end of the following working day of the RGS system, if the order for the Instant Order is initiated at the current date, after the end of that working day of the RTGS system) the coverage is not provided, the order is considered revoked, and the Bank is not obliged to notify the Client thereof. In case the subsequent coverage is provided, within the defined period, the date the coverage is provided is considered as the date of receipt of the Instant Order. Instant payment order is executed on the same day if the payment service provider of the payment recipient confirms the receipt of the order on the same day.

#### **Basic terms:**

- **Working day** is any day on which the Bank receives payment orders for execution in accordance with the working hours of its branches and subsidiaries and the time of receipt of orders via electronic banking. The Bank states the opening hours of branches in the premises of the branches and on the website of the bank <http://www.apibank.rs/>
- **Business Day** is a day or part of a day in which the Bank performs payment transactions, in accordance with the Time Schedule
- **Time of receipt of the order** is the moment when, in accordance with the Time Schedule, it is considered that the Bank has received the payment order. Time of receipt of the payment order issued via electronic banking is the moment when it is entered into the information system of the payment system of the Bank
- **Electronic banking** is the Bank's service that allows the User to execute, via the Internet, from a computer or mobile device, payment transactions and track the balance and changes on the accounts using the agreed payment instrument.

#### **Additional provisions:**

- Orders received after the time specified in the Time Schedule shall be considered received on the following business day of the Bank (except Instant payments where special rules apply)
- **The Bank reserves the right, on the day of receipt of the payment order, within its possibilities, to execute also the payment orders received after the time limits defined by this Time Schedule**
- If the date of execution of the payment order is not specified, it is considered that the desired date of execution of the order is identical to the date of receipt of the order
- the Bank executes the transfer order with the execution date in the future, on the date specified in the payment order. For payment orders submitted in advance, the Bank is not responsible if there is a change in persons authorized to dispose of funds in the User's account from the date of receipt to the date of execution specified in the payment order
- If at the moment of submission of the payment order, the account does not have sufficient funds for it to be executed, and the user, within the next two days provides funds, the day when the user provided the funds will be considered as the day of execution of the order.
- If the user does not provide funds for the execution of the order even after two days, it is considered that the user has revoked the payment order and the Bank is not obliged to notify the user thereof.

- Non-execution of a payment order due to the blocking of the payer's account shall not be deemed a cancellation of the payment order, and the Bank is not obliged to notify the user thereof.

## B. International Payment Transactions

**Payment order in foreign currency** may be submitted in paper or electronic form and must be properly completed and authentic and for which the coverage is provided, fees and costs paid and accompanied with the valid payment documents.

### Time of receipt and execution of payment transactions with foreign countries:

Time of receipt of the order	Execution date	Expected date of the approval of the Payment Recipient's account
Orders received by 3 pm	On the same working day	T + 0
Orders received after 3 pm	On the following working day	T+ 1
Business trip - advance payments by the end of the working hours of the branches	On the same working day	T + 0

Execution in the specified time assumes the legal validity of the received order, the documents needed for payment, if prescribed, i.e. if the client does not have a signed contract on the execution of payment orders to foreign countries without documentation, as well as provided coverage for the execution of that transfer.

**Execution date** - as indicated in the tables, it is the date when the bank sends authenticated SWIFT message ordering the correspondent bank to forward the funds to the payment recipient's bank in accordance with its schedule, or in case of transactions in the bank, the day it approved the recipient's account.

**Expected date of approval of the recipient's account** - the date on which it is expected that the recipient's bank, if different from the bank, shall approve the account of the recipient, which does not depend on the bank and is determined by the contractual relationship between that bank and the payment recipient.

The Bank undertakes to process, on the same date, duly completed payment order to the user in the EU Member State in the amount of EUR 50,000.00 submitted during the day until 3 pm, and to execute the orders received after this time on the following working day.

The Bank reserves the right to deviate from specified time limits in emergency situations. Emergency situation is considered to be any cause of force majeure due to which the bank does not have technical possibility to execute the submitted correct order. In case of delay of execution of proper order due to occurrence of an emergency situation, interest or any other form of indemnification shall not paid.

The user of payment services is obliged to monitor any possible changes in the Time Schedule in the bank branches or on the Bank's website <http://www.apibank.rs/>

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