

# Aktualności CitiService



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Issue No. 11

## Services in Shortcut



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## INFORMATION ON PRODUCTS

### Basic Foreign Transfer Rules



We would like to remind you a few simple rules the following of which will help you successfully make a correct foreign/currency transfer.

1. Option of **one-time value date shortening**: select “OTHER INSTRUCTIONS” in CitiDirect and enter one of the two options below:

“VD0” – with zero at the end — Express Transfer to be settled on the same day.

“VD1” – Urgent Transfer to be settled on the next working day, at the latest.

Both options should be entered without spaces and with no additional comments or words. This service is charged according to the Fee and Commission Table or as individually negotiated.

2. Option to convert a transfer amount into other currency—the so called **Equivalent**:

To place an order to the bank to convert a transfer amount into other currency, please enter “XXX EQUIVALENT” in “OTHER INSTRUCTIONS” in CitiDirect, where XXX should be replaced with a code of a currency in which the transfer is to be made.

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## CURRENT INFORMATION

### Banking Holidays in November and December 2012

Below are the dates in November and December on which the orders will be processed on the next working day due to a currency holiday (work-free day in a given country).

#### NOVEMBER

01 - HRK, HUF, LTL, PLN, **EUR** (Austria, Belgium, Spain, France, Italy, Luxembourg, Portugal, Slovakia, Slovenia)

02 - HUF

05 - RUB

12 - CAD, **USD**

13 - SGD

15 - AED

22 - USD

23 - JPY

#### DECEMBER

03 - AED

06 - **EUR** (Spain, Finland)

17 - ZAR

24 - **EUR** (Austria, Belgium, Germany, Estonia, Finland, Portugal, Slovakia), **CZK**, HUF, ISK, JPY, LVL, NOK, SEK, DKK

25-**EUR** (Austria, Belgium, Cyprus, Germany, Finland, Estonia, Spain, France, Greece, Ireland, Italy, Luxembourg, Holland, Portugal, Slovakia, Slovenia) AUD, BGN, **CHF**, CAD, **CZK**, DKK, **GBP**, HKD, HRK, HUF, ISK, LTL, LVL, NOK, **PLN**, RON, **SEK**, SGD, **USD**, ZAR

26- **EUR** (Austria, Belgium, Cyprus, Germany, Estonia, Finland, France, Greece, Ireland, Italy, Luxembourg, Holland, Slovakia, Slovenia) AUD, BGN, CAD, **CHF**, **CZK**, DKK, **GBP**, HKD, HRK, HUF, ISK, LTL, LVL, NOK, **PLN**, RON, **SEK**, ZAR

27- **EUR** (Ireland)

31- **EUR** (Germany) DKK, HUF, JPY, LVL, SEK



### Outcoming and incoming Russian ruble payments (reminder)

Please be reminded that any payments in Russian rubles require special format and appropriate data to be entered in payment instructions.

**For further details on how to make payments in Russian rubles, please visit:**

<http://www.citibank.pl/poland/corporate/polish/7151.htm>

- "Documents for downloading" tab



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