

# Terms and Conditions of the Execution of Payment Transactions

## Terms and definitions

**Settlement Day** means the day when the payer's payment service provider and the payee's payment service provider related to the execution of the transaction and the payment intermediary are open for the settlements required for the execution of the payment transaction. In general, a Settlement Day is any calendar day that is not a Saturday, Sunday, national holiday or public holiday. The Settlement Day preceding New Year's Eve, Independence Day of the Republic of Estonia, Victory Day or Christmas Eve is shorter.

**BIC** means the Business Identifier Code of the bank.

**IBAN** means the International Bank Account Number.

**Payee Service Provider** means the payee's payment service provider. **T2** means the settlement system (payment intermediary) used to forward the payment order to the payee's bank. The Settlement Days of T2 are not Saturday, Sunday, New Year's Day, Good Friday, Easter Monday, 1 May, Christmas Day and Boxing Day.

**Intrabank Payment** means a payment in the case of which the accounts of the payer and the payee are in Coop Pank AS.

**Estonian Payment** means a European payment in the case of which the accounts of both the payer and payee are in Estonia.

**European Payment** means a payment in euros in the case of which the accounts of the payer and payee are in a SEPA (Single Euro Payment Area) country or territory and where the payment service providers of both the payer and payee have joined the SEPA scheme. In the case of European Payments, use of the IBAN is mandatory and the costs of the payment are shared.

**International Payment** means a payment that is not an Intrabank Payment or a European Payment.

**Instant Payment** means an Estonian Payment or a European Payment that is executed without delay, round the clock and on every calendar day.

## 1. General provisions

1.1 The terms and conditions of the Execution of Payment Transactions making payment transactions (hereinafter the Conditions) are an integral part of the settlement agreement. In addition to the terms defined in the Conditions, the terms defined in the settlement agreement and its standard terms and conditions are also used. In questions unregulated with the Conditions, the settlement agreement and its standard conditions, including other documents referred to therein are followed.

1.2. The Bank executes the payments initiated by the payer and transfers the payments received in favour of the payee to the payee's account by the deadlines stipulated with the Conditions.

## 2. Execution of the payment order

2.1. The Bank as a payment service provider executes payments on the conditions specified in the payment order.

2.2. The payer submits to the Bank a payment order that has been correctly filled in and includes at least the following data:

2.2.1. Estonian Payment, Intrabank Payment and European Payment;

- date (the date when the payment order is submitted to the Bank);
- payer's name;
- payer's IBAN;
- payee's name;
- payee's IBAN;
- payment amount and currency;
- payment details and/or reference number.

2.2.2. The payment order of an International Payment must also include the following information in addition to the information in clause 2.2.1:

- the payee's address;
- speed of execution or type of the payment order (ordinary payment, urgent payment or express payment);
- The name and address (at least city and country) and BIC of the Payee Service Provider. If there is no BIC, the relevant code used in the country of the Payee Service Provider (e.g. ABA in the USA or Sort Code in the UK);
- name and address (at least country and city) and BIC of payment intermediary. If there is no BIC, the relevant code used in the country of the payee's credit institution (e.g. ABA in the US, Sort Code in the UK, etc.);
- method of payment of costs pursuant to clause 4.

2.3. The Bank will automatically make a European Payment, incl. an Estonian Payment, as an Instant Payment. If the Instant Payment fails, the Bank will inform the payer of this via the Internet bank and make the payment as an ordinary Estonian Payment or a European Payment, provided that the payer issues the Bank with a relevant payment order in a format acceptable to the Bank.

### 3. Deadlines of execution of payment transactions

Transaction	On settlement days until	On shortened settlement days until	Time limit for effecting the payment transaction
Cash deposit			Transferred to the client's account immediately
Amounts received by way of collection			On the date the money is received
Cash withdrawal below the reservation limit			On demand
Cash withdrawal on the basis of a reservation application in an amount of up to 50,000 euros	12:00	12:00	On the Settlement Day following the receipt of the order
Cash disbursement on the basis of a reservation application in an amount over 50,000 euros	12:00	12:00	On the second Settlement Day following the receipt of the order
<i>Outgoing payments</i>			
Intrabank Payment			Immediately
Instant Payment			Immediately
Urgent payment within Estonia	16:00	13:00	Immediately, but not later than within one hour (not made if this day is not a working day of the T2)
European Payment (incl. ordinary Estonian Payment)	15:30	15:30	On the day of receipt of the order (if this day is not a working day of the T2, then on the subsequent working day)
International Payment	17:00	14:00	On the Settlement Day following the receipt of the order
- urgent payment	12:00	11:00	On the day of the receipt of the order
- EUR urgent payment with express fee	14:00	12:00	On the day of the receipt of the order
<i>Incoming payments</i>			
Intrabank Payment			Immediately
Instant Payment			Immediately
Urgent payment within Estonia			Immediately after receipt of the money
European Payment (incl. ordinary Estonian Payment)	18:30	18:30	On the day the money is received
International Payment	16:00	13:00	To the bank's correspondent account on the day the money is received if the Bank has certain information about receipt of the money

Instant Payments are made round the clock and on every calendar day. A paper-based payment order for an Instant Payment is deemed to have been received by the Bank once the Bank has entered the information contained in the payment order into its information system. A payment order for an Instant Payment forming part of a payment bundle is deemed to have been received by the Bank once the Bank has converted the payment bundle into individual payments and unpacked the corresponding payment order for the Instant Payment. A payment order for an Instant Payment from an account whose currency

is not the euro is deemed to have been received by the Bank once the Bank has converted the amount of the payment into euros. The deadlines of the execution of payments may be longer in the case of payments that require additional verification.

Conversion times apply if the currency of the payment is different from the currency of the account.

Execution of an outgoing payment means forwarding the payment to the payee's payment service provider or payment intermediary.

## 4. Service fees

4.1. The service fees related to payment transactions are paid by the Client according to the price list of the Bank. The Bank has the right to debit said fees from the Client's account.

4.2. If the payee's bank is located outside the European Economic Area, the payer has the option to choose one of two instructions for paying the fees:

4.2.1. Shared costs – the costs related to the execution of the payment are shared between the payer and the payee. The payer pays the service fees effective in the Bank. The payee pays the service fees of the payment intermediaries and the payee's bank.

4.2.2. The costs are paid by the payer or full amount to payee – the payer pays the service fees of the Bank and the fees of the intermediaries used in the course of making the payment.

4.3. In the case of the instruction specified in clause 4.2.2., the Bank may also debit from the payer's account the additional service charges that have become known later. The additional service charge is the difference that occurs when the total amount of the service fees paid to the payment intermediary and the payee's bank exceed the service fee paid by the payer to the Bank.

4.4. If the Client receives a payment from a Bank in the European Economic Area where the payment instruction is defined as "costs paid by payee", the Bank has the right to change it to the payment instruction specified in clause 4.2.1. and debit the service fee from the Client's account according to the price list of the Bank.

4.5. The payer pays the costs of correction (amendment), approval and withdrawal of a payment order according to the actual costs of the Bank. The Bank has the right to debit said costs from the payer's account.