

TIMETABLE
of operations per payment account

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Timetable is a document of the Bank which defines time of accepting payment orders, time of execution of payment orders, conditions and manner of executing domestic and international payment transactions as well as conditions of performing other payment services. Timetable is available in the branches of the Bank and on the web site of the Bank www.expobank.rs

Business Day day, or part of the day on which the Bank receives and executes payment orders determined by the time for receipt and the time for the execution of payment orders determined by this Timetable, which depends on the payment system that executes the payment transaction and the channel for receiving payment orders.

Business day of the Bank for execution of payment orders that are not marked as urgent or not the orders of the instant transfer is every working day except Saturdays, Sundays, holidays and non-working days in accordance with the valid regulations of the Republic of Serbia.

Business day of the Bank for execution of payment orders up to 300,000 dinars that are marked as urgent or as an instant transfer of the authorization is any calendar day.

Payment order means the instruction of the Client submitted to the Bank, which requires the execution of the payment transaction.

Instant Transfer Approvals - Domestic Payment Transaction in Dinars Performed by Transfer of Authorizations which a payee can initiate at any time of the day during each day of the year and in which the transfer of funds to the payment account of the payee is executed in the manner and within the deadlines set by the Timetable.

Instant Transfer Order - means the transfer order in a payment system in electronic form that has been prepared for the execution of a payment order.

1. DOMESTIC PAYMENT SERVICE

1.1 Timeframe for receiving payment orders

Payment orders for instant transfer of approval are received via ebanking or other contracted electronic system for the entry of an instant transfer authorization, at any time of the day during each day of the year.

Payment orders are accepted during business days (Monday-Friday) from **8:00 till 14:00** and on Saturday from **9:00 till 12:00**. **Exceptionally, if there are technical possibilities for this, the Bank can also receive orders delivered by 15:30h.**

Note: Saturday, Sunday and public holidays are not considered to be business days of the Bank, in accordance with Timetable of clearing and RTGS payment system of the National Bank of Serbia (NBS). Payment orders for transfer received on Saturday, including internal payment orders for transfer, are entered in the system which will process them automatically on the next business day. These transactions will be recorded in the statements of the customers on the next business day.

1.2 Timeframe for execution of payment orders

Customers' payment orders received in branches up to **14:20h**, which are being executed through clearing payment system of NBS, will be realized by the Bank on the same business day, in accordance with timetable of clearing system of NBS.

Upon customer's request, the Bank can receive and process payment orders which, according to payment amount, belong to the group of payment orders executed in clearing system of NBS, in the period from **14:20h** to **15:30h**, provided that the orders are realized through RTGS system of NBS, by the end of business day of payment system at the latest.

Customers' payment orders received in branches up to **15:30h**, which are being executed through RTGS system of NBS, will be realized by the Bank on the same business day.

Customers' payment orders received in branches after **14:20h** (in case of payment orders executed through clearing payment system of NBS) or **15:30h** (in case of payment orders executed through RTGS system of NBS), will be realized by the Bank on the next business day of payment system.

Payment orders that are being executed by clearing or RTGS NBS payment system submitted by e-banking service up to **17:00h**, will be realized by the end of the business day of payment system at the latest.

Payment orders that are being executed by clearing or RTGS NBS payment system submitted by e-banking service after **17:00h**, will be realized by the end of the next business day of payment system.

Internal payment orders for transfer of funds between accounts within the Bank, which are not executed in the payment system of NBS, are realized on the same business day when they are received in the branch or entered in e-banking system, in accordance with the above **Note**.

1.3 Receipt of a bills of exchange or a proxies from the creditors

Branches receive bills of exchange from payment receivers by **14:00h** at the least for that day. Bills of exchange and proxies received after 14:00h have receipt date of the next business day.

Payment orders up to the amount of 300,000 RSD that are marked as urgent or instant transfer of the authorization, which are entered into the Bank's information system by 23:59, will be realized within the deadline provided for by the Decision on general rules for executing the instant transfer of the authorization.

In the event that the payer enters an electronic payment order with the future value date, the same will be realized during the business day that the payer stated as the value date or on the first following business day in case that stated value date is a non-working day. Payment orders up to the amount of 300,000 RSD that are marked as urgent or instant transfer of the authorization cannot be executed with the future value date.

1.4 Receipt of cheques

Cheques of private individuals received up to **11:00h** are executed in clearing on the same day, including cheques from the previous day where payment or cashing in has taken place.

2. INTERNATIONAL PAYMENTS AND SETTLEMENTS SERVICE - Defining value date of payments execution / exchange rate, as well as Cut off Times for – execution of payment order and purchase of foreign currency from received funds

2.1 Defining value date of payment order execution

All international payments are executed with the SPOT value date, i.e. two business days from the date of payment cover.

Deviation from this rule is possible if it is approved by the relevant bodies of the Bank in accordance with the internal procedures.

2.2 Cut off time – time of execution of payment orders and purchase of foreign currency from received funds

Payment order can be executed if the following deadlines for payment cover are met:

2.2.1. Same value date – value date and cover date is the same - EUR currency

Payment cover has to be booked up to **12:00h**, including international costs and commission.

2.2.2 Next and spot value date – value date and cover date differ by one or two business days

Payment cover has to be booked up to **14:00h**, including international costs and commission.

2.2.3 Foreign currency purchase from the fx account of legal entity

Requests for foreign currency purchase from account of legal entity are accepted up to **16.00h** for EUR and USD currencies and up to **12:00h** for other currencies.

The request is delivered in written form in person (in the nearest branch) or by fax or e-mail (devizna.placanja@expobank.rs).

2.3. Inward payments from abroad

Notification about income is delivered to the beneficiary during the same business day for all income payments received till **15:00**.

Beneficiary of income is obliged within 24 hours of receiving the notice to inform the Bank about payment purpose and end-beneficiary. Notification is delivered in written form, either in person or by fax or e-mail. All incomes for which filled notification about income and complete documentation is submitted by 16:00 will be booked on the same day.

For any deviations regarding exchange rate for foreign currency income payments and value date it is necessary to obtain approval of relevant body of the Bank in accordance with internal procedures.

2.4. Time frames defined in sections 2.2 and 2.3 also apply to payment orders submitted via e-banking service.

The Bank is not responsible for possible non-execution of payment orders submitted after the defined time for receipt of payment orders. These payment orders will be executed on the next business day at the latest.