



# Commercial Terms and Conditions of Tatra banka, a. s. for electronic banking services Business Banking<sup>TB</sup>

## Preamble

Commercial Terms and Conditions of Tatra banka, a.s. for Business Banking<sup>TB</sup> (hereinafter the “**BBOP**”) regulate the legal relations of Tatra banka, a.s., Hodžovo námestie 3, 811 06 Bratislava, Company ID No.: 00 686 930, registered in the Commercial Register of District Court Bratislava I, Section: Sa, File No. 71 /B, Tax ID No.: 2020408522 (hereinafter the “**Bank**”) and its clients in providing the electronic banking services Business Banking<sup>TB</sup> of Tatra banka, a.s. (hereinafter the “**BBTB**”) on the Internet. The Bank is a payment services provider under the Act on Payment Services for BBTB payment instrument. BBTB is provided to the clients under BBTB Agreement and allows the Bank's clients to perform the rights and transactions under the terms and conditions defined in BBTB Agreement and these BBOP in the extent defined in the current version of Annex No. 1 to BBOP.

## Terms and Definitions

Unless the context of these BBOP or BBTB Agreement provides otherwise, the terms below will have the following meaning for the purposes of these BBOP a BBTB Agreement:

**Administration in BBTB** – administration of settings for Profiles of Rights, Signing Roles, Signing Rules and Client's Users in BBTB including the option to unilaterally change and amend or cancel the provisions by the Client directly in BBTB and access the information on their current status.

**Active form of rights** – allows the User to create, edit and delete electronic order and/or electronic application through BBTB (it concerns the rights to Create, Edit, Delete, Revoke, Approve, Import) and obtain the information provided through BBTB (in particular the right to View).

**Automatic rights and transactions** – the rights and transactions automatically assigned to the User together with the access to BBTB regardless of the assigned Profile of rights

**BBOP** – Commercial terms and condition of Tatra banka, a.s. for electronic banking services Business Banking<sup>TB</sup>, as amended

**Current Account** – means common name for (i) Account Holder's current account established in line with Section 708 et seq. of the Commercial Code, made accessible in BBTB and specified in Annex No. 1 to BBTB Agreement and (ii) corporate debit payment cards issued for the current account

**Certification** – confirmation of electronic transaction

by the authorised User through IAAP, while the Signing Rules do not apply to the electronic transaction under Annex No. 1 to BBOP

**Batch** – batch file containing at least one electronic order

**Daily limit** – amount specified in the Signing Rule, which along with the currency limit specified in the Signing Rule expresses maximum amount of the sum of individual amounts for payment as specified in all Batches together that can be signed using the applicable Signing Rule for a calendar day

**Electronic application** – application relating to the Accounts, Other Bank Products or Administration in BBTB delivered by the Client to the Bank through BBTB

**Electronic transactions** – common name for electronic orders and electronic applications

**Electronic means** – means joint name for Profile of Rights, Signing Role, Signing Rules and IAAP

**Electronic signature** – electronic signature under REGULATION (EU) No 910/2014 OF THE EUROPEAN PARLIAMENT AND OF THE COUNCIL of 23 July 2014 on electronic identification and trust services for electronic transactions in the internal market and repealing Directive 1999/93/EC (eIDAS Regulation)

**Electronic order** – payment order made from Account Holder's current account made accessible in BBTB and specified in Annex No. 1 to BBTB Agreement, while the given payment order is delivered by the Client to the Bank through BBTB

**IAAP** – identification, authentication and authorisation means specified under agreement on IAAP

**Individual matrix of rights and transactions** – combination of rights and transactions especially agreed between the Bank and Client in Annex No. 2 to BBTB Agreement, while this combination is, unless the bank and client agree expressly otherwise, a subset of the maximum scope of rights and transactions defined in the current version of Annex No. 1 to BBOP.

**Card Account** – means common name for (i) Account Holder's card account, made accessible in BBTB and specified in Annex No. 1 to BBTB Agreement and (ii) corporate credit cards issued to the given card account

**Client** – natural person – entrepreneur or legal person which entered into BBTB with Bank

**Account Holder** – person, for which the Bank maintains the Account, while it can be a Client or third person

**Matrix of rights and transactions** – common name for Standard matrixes of rights and transactions and Individual matrixes of rights and transactions

**Monthly limit** – amount specified in the Signing Rule, which along with the currency limit specified in the Signing Rule expresses maximum amount of the sum of individual amounts for payment as specified in all

Batches together that can be signed using the applicable Signing Rule for a calendar month

**Other bank products** – any bank products and services except for the Accounts

**Passive form of rights** – allows the User to obtain information provided through BBTB (in particular the right to View)

**Signature** – confirmation of electronic transaction by the authorised Signer through IAAP, while the Signing Rules do not apply to the electronic transaction under Annex No. 1 to BBOP

**Signer** – User defined in the Signing Rule either by the name and surname or through Signing Role, who can sign the electronic transactions included in the Signing Rule

**Signing Role** – group of Users created for the purpose of defining Signers in the Signing Rule. A particular User can have only one Signing Role assigned. In the Signing Rule the Signing Role can occur maximum as many times as individual Users have the Signing Role assigned.

**Signing Rule** – defines:

- a) Signers, who can sign the electronic transactions included in the rule
- b) Sequence of individual Signers' signatures
- c) Electronic transactions that can be signed under the given rule
- d) Accounts, to which the electronic transactions included in the rule relate,
- e) Menu of limits
- f) Transaction limit
- g) Daily limit
- h) Weekly limit
- i) Monthly limit

Signing Rule must include at least one electronic transaction and at least one Signer

**User** or even **Electronic means holder** – natural person authorised/empowered by the Client to access BBTB and so that in name of the Client and through Client as well as in the name of the Account Holder performed legal acts through BBTB in the extent in greater detail determined by relevant Profiles of Rights, Signing Roles, Signing Rules assigned to the User by Client in line with BBTB Agreement and to whom the Bank assigned IAAP.

**Annex No. 1 to BBOP** – defines:

- a) Standard matrixes of rights and transactions as provided by Bank for Current Accounts
- b) Standard matrixes of rights and transactions as provided by Bank for Card Accounts
- c) Standard matrixes of rights and transactions as provided by Bank for Other Bank Products
- d) Standard matrixes of rights and transactions as provided by Bank for Administration in BBTB
- e) Automatic rights and transactions
- f) Electronic transactions, to which Signing Rules apply.

**Profile of rights** – means the list of Accounts, Other Bank Products and Administration in BBTB and the

assigned and applied Matrixes of rights and transactions. Each User can have one particular Profile of Rights assigned

**Approval** – confirmation of electronic transaction by the authorised User required prior to signing the relevant electronic transaction

**Manners of Proving Disclosure** –

- a) written confirmation of the Office of Government of the Slovak Republic or electronic confirmation of the Office of Government of the Slovak Republic signed by electronic signature or secured electronic signature evidencing disclosure of BBTB Agreement in the Central Register of Agreements if the Client is an obliged person, which is obliged to disclose the agreement in the Central Register of Agreements,
- b) notarial deed certifying legally important fact, namely disclosure of BBTB Agreement on the Client's website, if the Client is an obliged person, which is obliged to disclose the agreement on the Client's website,
- c) notarial deed certifying legally important fact, namely disclosure of BBTB Agreement on the website of Client's founder, if the Client is an obliged person, which must disclose the agreement on the website of Client's founder,
- d) document proving disclosure of BBTB Agreement in the Business Journal, if the Client is an obliged person, which must disclose the agreement in Business Journal,

**Standard matrix of rights and transactions** – standard combination of rights and transactions disclosed by Bank in Annex No. 1 to BBOP.

**Transaction limit** – amount specified in the Signing Rule, which along with the currency limit specified in the Signing Rule expresses maximum amount of the sum of individual amounts for payment as specified in one Batch that can be signed using the applicable Signing Rule

**Weekly limit** – amount specified in the Signing Rule, which along with the currency limit specified in the Signing Rule expresses maximum amount of the sum of individual amounts for payment as specified in all Batches together that can be signed using the applicable Signing Rule for a calendar week

**Accounts** – common name for Current Account and Card Account

**VOP** – General Commercial Terms and Conditions of Tatra banka, a.s., as amended

**Act on Banks** – Act of the National Council of the Slovak Republic No. 483/2001 Coll. on Banks, as amended

**Act on Payment Services** – Act of the National Council of the Slovak Republic No. 492/2009 on Payment Services, as amended

**BBTB Agreement** – Agreement on Providing Services Through Electronic Banking System Business Banking<sup>™</sup> concluded between bank and client

**IAAP Agreement** – Agreement on assignment and prin-

principles of using identification, authentication and authorisation means concluded between bank and User

Banking services provided through BBTB are categorised as transactions performed with regard to:

- a) Current Accounts
- b) Card Accounts
- c) Other Bank Products
- d) Administration in BBTB.

Concerning the individual transactions the User can have either Passive form of rights or Active form of rights.

## IAAP

1. For the purposes of identification and authentication in communicating with the Bank through BBTB, in performing legal acts through BBTB as well as for authorisation of orders delivered through BBTB, the User uses IAAP, which was assigned to the User by the Bank under or in connection with IAAP Agreement. The Bank is obliged to identify the User solely through IAAP. Legal relations of the Bank and User/Client concerning use of the individual IAAP, their safety, method of change and responsibility relations are regulated by the relevant IAAP Agreement and Commercial Terms and Conditions of Tatra banka, a.s. on electronic banking.
2. Payment limits - maximum expense limits set for BBTB as payment means are defined by the relevant BBTB Agreement. For authorisation and/or signing the payment orders entered through payment means of BBTB, only IAAP Card and reader are used. IAAP Card and reader while it is always used in a non-limitative form that allows an authorized person to act within the scope of such person's authorisations defined in the BBTB Agreement and its relevant annexes, while the payments made through the BBTB payment instrument are not included in the daily / monthly payment limits made through means of payment which are not regulated by BBOP. This BBOP provision on determining payment limits takes precedence over the provisions of the Commercial terms and condition of Tatra banka, a.s. for electronic banking services, Part One, Section II., paragraph 11.

## Handling the Funds on the Current Account through BBTB

1. Payment order stating the current bank working day as the due date will be performed subject to delivery by the Client to the Bank of such payment order on the current bank working day before the cut-off time

for the relevant type of the payment order. The Bank is not obliged to process the payment order with the date of the current bank working day delivered to the bank after the cut-off time for the relevant type of the payment order.

2. After lapse of the cut-off time on the current bank working day, the bank accepts the payment order stating the following or any later day as the due date. The payment order stating a future date as a due date will be performed by the bank on the payment order due date.
3. In the case of insufficient funds on the Current Account on the due date, the bank will repeat performance of the payment order throughout the due date until cut-off time.
4. It also applies that if the batch file includes several payment orders and there are not sufficient funds on the relevant Current Account, the bank is entitled to decide, which payment orders are performed and to which extent. The Bank is not obliged to perform the payment orders not even up to the amount of financial coverage on the relevant Current Account. The Client is required to check the individual payment orders contained in the batch file at the latest on the bank working day following its processing by the bank.

## Safe Use of BBTB and responsibility for electronic transactions

1. User and client (through User) are obliged to use BBTB and individual IAAP in line with the conditions set out in IAAP Agreement and BBOP. After assigning IAAP and making BBTB available they are obligated to perform all reasonable steps to ensure protection of IAAP. With regard to ensuring protection of IAAP and BBTB it is required at bank's opinion, given the experience of the bank with providing electronic services and good practice in the field, the following acts can be considered reasonable, in particular:
  - a) do not leave IAAP unattended and prevent any publication or disclosure of IAAP
  - b) treat IAAP and BBTB as carefully as cash, not to leave them anywhere unattended or accessible at the time of your absence.
  - c) not to use password or other IAAP to access the payment means as a part of other systems (e.g. social networks etc.)
  - d) not to write or otherwise record a password for access to the BBTB or any other IAAP and not to disclose it to a third party, even the police or bank staff
  - e) not to store the PIN code for the chip card together with the card, not to write the PIN code on a card or other medium, and not to disclose it

- to a third party, even the police or bank staff
- f) not to leave any recorded IAAP in the vicinity of technical facilities serving for providing services through BBTB
- g) an IAAP may not be a simple sequence of characters (e.g., a sequence of numbers 1234 or 0000) and / or any easy-to-find word. Also, when changing the PIN code to a chip card or to IAAP Reader<sup>™</sup>, do not select combinations that are easy to detect (e.g. birthday, last four digits of a birth number or sequence of numbers 1234, 1111, etc.)
- h) after finishing the work in BBTB it is necessary to logout
- i) do not log in BBTB from public and/or unknown computers
- j) use the connection only through secure WiFi networks, or via data services provided by telecom operators
- k) do not log in BBTB through link in e-mail or through other websites (except for websites of Tatra banka)
- l) check safety of connection to BBTB based on URL address <https://business.tatrabanka.sk/> and valid certificate issued for the bank
- m) use duly licenced antivirus and anti-spyware program with latest updates
- n) use banking services provided through BBTB in line with BBOP.

More detailed information on safety instructions of the bank can be found on the bank's official website [www.tatrabanka.sk](http://www.tatrabanka.sk). The Bank has the legal view that the failure to perform or omission of the above acts may be considered as gross negligence on the part of the client and/or User.

2. If the client or User believe that the client's BBTB or User's IAAP can be abused, they are required to contact the bank without delay through any branch of the bank or by telephone through the service DIA-LOG Live (24/7 non-stop service) on the published telephone number valid at the time of the call (at the time of the publication of these BBOP, for mobile phone calls on a truncated number \* 1100 or \* TABA, for calls from the fixed line at 0800 00 1100, from abroad on +421 2/5919 1000) and ask for access blocking. Likewise, the client and/or User is required to proceed in the event of loss or theft of IAAP.
3. The Bank is entitled to block use of BBTB or User's IAAP even without the request of client or User
  - a) due to reasons related to BBTB safety
  - b) due to the threat of unauthorized or fraudulent use of BBTB
  - c) due to suspicion of unauthorized or fraudulent use of BBTB
  - d) due to suspected violation of the BBOP obligations.
4. If the bank's monitoring security systems assess the User's or client's behaviour as suspicious, the bank reserves the right to block the relevant IAAP or BBTB, or change the additional authentication or authorization when executing BBTB by the client's User. In this context, in order to increase security of payment transactions, the Bank is entitled to use both automated and non-automated security monitoring systems to detect fraudulent behaviour in the electronic communications media environment (e.g. IP addresses comparison).
5. The bank informs the User or client about blocking prior to blocking IAAP or BBTB or without undue delay after blocking the said IAAP or BBTB through SMS sent to a mobile phone registered by the bank at the time of blocking or to the User and/or customer email address registered by the bank at the time of blocking or by another suitable manner determined by the bank.
6. In the event that a client detects an unauthorized or incorrectly executed electronic transaction via BBTB, the Client will be entitled to remedy from the Bank if, without undue delay from the date of the unauthorized or erroneously executed electronic transactions, but not later than 13 months, the Client informs the Bank about detecting an unauthorized or incorrectly executed electronic transaction that provides the Client with the right to remedy. Given the fact that the electronic transaction may arise in a causal connection with the commission of a crime (e.g. fraud, damage and misuse of information on the information carrier or theft) or may result in unwarranted enrichment, the customer and the User are obliged to inform the bank about detecting unauthorized or incorrectly executed electronic transactions to provide the Bank with maximum possible co-operation in identifying the causes and consequences of such electronic transactions.
7. The bank must inform the client of the outcome of the processing of the electronic application and of the electronic order delivered via BBTB without undue delay after being processed through the BBTB. The provisions of the VOP on refusal to execute a payment order are not affected by the provisions of this paragraph.
8. Electronic applications delivered via BBTB outside the bank working day will be considered delivered to the bank on the following bank working day. The Bank can process an electronic application even outside the bank working day, provided that the Bank's operational and technical capacities enable so. The client will be informed about the outcome of the processing through BBTB.
9. Information on electronic applications and electronic orders delivered to the bank via BBTB will be made available to the client at BBTB for the 13 months following the date of their entry into the BBTB.

10. Under Section 98, par. 1 of Act on Payment Services, the provisions of Section 6, Section 8 par. 3, Section 10, Sections 12 to 14, Section 22 and provisions of Sections 33 to 44, except for Section 44, par. 2. and 3. of Act on Payment Services are not fully applied. Responsible relationships based on or related to the BBTB Agreement are governed by these BBOPs, in particular, that electronic applications and electronic orders delivered to the bank that contain the designated User's IAAP will be considered User-defined acts of the client, therefore full responsibility towards the bank is borne by the client.
11. Client and/or User communication with the bank is routed through PCs with Internet access. For correct use of BBTB, you need to have a supported browser installed, which should meet the following conditions:
  - a) SSL support
  - b) JavaScript support
  - c) Adobe Flash Player add-on module.The bank does not recommend using testing beta versions of browsers or operating systems. The Client is required to use the current and properly licensed versions of the operating system and the Internet browser. BBTB is only accessible through SSL protocol. More detailed information on the technical requirements for the means of communication and the minimum software requirements for its seamless use can be found on the official website of the bank: [www.tatrabanka.sk](http://www.tatrabanka.sk).
12. Into the BBTB message box, the bank may send different messages for the Client and/or User (text messages and files that contain an update of these BBOP and/or other bank's commercial terms and conditions, notices on processing/ non-processing of electronic transactions, alerts, information, miscellaneous business messages, etc.). The client agrees with this form of sending messages.
13. The Client is required to ensure that Users pay due attention to all messages received by the Bank in the BBTB message box. The client is responsible for damages caused by breach of this obligation. The Bank and the Client have agreed that, in relation to these reports, Section 32 par. 1 of the Act on Payment Services does not apply.

## **Common Provisions**

1. The Bank is not responsible for any damage suffered by the client due to the fact that the client is not able at certain moment to use services provided through BBTB in line with BBTB Agreement and these BBOP.
2. The Bank is not responsible for damages caused by or associated with transmission errors, technical

failures, interruption of the line, interference with the facilities of the telecommunication service provider or private network operators, as well as other technical problems of any kind, except for cases caused by the bank intentionally or arising from gross negligence. Responsibility for the accuracy of the transmitted data, the failure of the client's and / or user's hardware or software equipment is borne by the client.

3. Banka is not responsible for damage and other consequences caused by:
  - a) entering of another person into an ongoing bank and client connection through technical facilities and networks,
  - b) disclosure and misuse of client and bank secrecy data, including personal data of the customer, User and/or third party that the bank or the client is sending through the BBTB via or in connection with the provision of the service,
  - c) incorrect use of IAAP by User.
4. For damage caused by mistakes, misunderstandings and errors in the delivery of data via BBTB between the bank and the client / user or other bank's offices, the bank is responsible only if it caused it. This is also the case with multiple electronic application and electronic order issue via BBTB.
5. The Bank charges all fees associated with the provision of services defined by these BBOPs in accordance with the current Fee list of Tatra banka, a.s and BBTB Agreement. The rules for changing documents under VOP apply to changes the Fee list (article 5.4 of VOP).
6. The Bank reserves the right to discontinue the provision of services including payment services in the case of maintenance of the Bank's information systems, software update, or prophylactics. In cases where such interruption can be envisaged, such planned intervention will be appropriately notified by the Bank.

## **Final Provisions**

1. Mutual rights and obligations of bank and client not regulated by BBTB Agreement or these BBOP are governed by VOP. These commercial terms and conditions prevail over BBTB Agreement, unless specified otherwise.
2. The manner of settling the disputes, if any, that could arise under or in connection with provision of the services defined by these BBOP is specified in BBTB Agreement and VOP.
3. Unless the Bank and the Client have agreed otherwise, the legal relationships between them are governed by the laws of the Slovak Republic (excluding conflict-of-law rules of private international law as

part of the legal regulations of the Slovak Republic) and disputes arising out of or in connection therewith, except for the disputes falling under the jurisdiction of the arbitration tribunal, fall under the competence of the courts the Slovak Republic having relevant subject matter and territorial jurisdiction.

4. The Client is entitled to file a claim in a written form at any Bank's branch or via telephone by means of DIALOG Live service, and that during the business hours. The Bank is obligated to accept the raised claim and decide upon justification thereof within the periods stipulated by the Order of Claim Procedure. The Bank informs the Client of claim status in a written confirmation of claim processing delivered without unnecessary delay to the latest known address of the Client or by any other means arranged with the Client upon take-over thereof. The procedure and terms of complaint handling are governed by the VOP and the Bank's Complaint Rules. Unless otherwise agreed in the BBTB Agreement with the client, the bank concludes the relevant contract with the client in the Slovak language and communicates in the Slovak language during the contractual relationship with the client. Information and services provided by the Bank are provided in addition to the Slovak language also in English language.
5. The Bank is entitled depending on changes in the applicable legislation or business policy, or under a management's decision to change or replace these BBOP including Annex No. 1 (hereinafter the "**Change**"). This change will be published by the Bank in its business premises, on its website and delivered to the Client by the BBTB, together with its validity and effectiveness, and the Bank will make the disclosure at least 15 days before the change is effective.
6. If the client does not agree with the amendment to these BBOP, the Client is obliged to inform the bank in writing that the Client does not accept changes to BBOP, not later than on the effective date of amendment. Unless the bank and client agree otherwise, they have the right to terminate free of charge mutual relationships and to settle their mutual claims.
7. If within the time limit specified in par. 6 above the client fails to inform the bank of disagreement with amendment to BBOP, it applies that they agree with the change and that the relationship between the bank and the client is governed by the amended BBOPs from the effective date of the amendment.
8. If information is delivered by the Client to the Bank that the Client does not accept the amendment and fails to exercise the right to terminate the contractual relationship, the bank is entitled to suspend providing BBTB to the client.
9. The Bank publishes the BBOP on its website and in its commercial premises. The BBOP survive even

after the legal relationship between the Bank and the Client terminates, and that until the complete settlement of mutual commitments thereof. The Client is authorised to ask for provision of the respective VOP in paper or electronic form at any time in the course of the contract relationship with the Bank.

10. BBOP become valid on 07 June 2017 and effective on the date they are published in the commercial premises of the bank or enclosed to BBTB Agreement.



# Annex No. 1 to Commercial Terms and Conditions of Tatra banka, a.s. for electronic banking services Business Banking<sup>TB</sup>

## 1. Automatic rights and transactions

Group of transactions	Transactions	Rights*						
		View	Create	Edit	Delete	Cancel	Approve	Import
User settings	Log in	X						
	Request to change log in password	X	X					
	Application for change of contact details	X	X					
	Notifications setting	X	X		X			
	Application for activating mobile reader	X	X					
	Application for completing activation of mobile reader	X	X					

## 2. Scope of rights and transactions to Accounts

2.1. Standard matrixes of rights and transactions as provided by the Bank for **Current Accounts**:

PASSIVE								
Group of transactions	Transactions	Rights*						
		View	Create	Edit	Delete	Cancel	Approve	Import
Accounts	Account movements	X						
	Account	X						
	Account statements	X						
Bulk payments	Foreign payment							
	SEPA payment							
Debit cards	Debit card display	X						
Applications related to current account	Application for cancellation of authorised persons on account							
Applications related to debit card	Application for debit card blocking							
	Application for issue of replacement debit card							
	Application for change of debit card limits							
	Application for change of debit card continents							
	Application for debit card unblocking							
	Application for printing of debit card PIN code							
	Application for cancelation of debit card							

ENTERING PAYMENTS								
Group of transactions	Transactions	Rights*						
		View	Create	Edit	Delete	Cancel	Approve**	Import
Accounts	Account movements	X						
	Account	X						
	Account statements	X						
Bulk payments	Foreign payment	X	X	X	X		X	X
	SEPA payment	X	X	X	X		X	X
Debit cards	Debit card display	X						
Applications related to current account	Application for cancellation of authorised persons on account							
Applications related to debit card	Application for debit card blocking							
	Application for issue of replacement debit card							
	Application for change of debit card limits							
	Application for change of debit card continents							
	Application for debit card unblocking							
	Application for printing of debit card PIN code							
	Application for cancellation of debit card							

ENTERING PAYMENTS AND APPLICATIONS								
Group of transactions	Transactions	Rights*						
		View	Create	Edit	Delete	Cancel	Approve**	Import
Accounts	Account movements	X						
	Account	X						
	Account statements	X						
Bulk payments	Foreign payment	X	X	X	X		X	X
	SEPA payment	X	X	X	X		X	X
Debit cards	Debit card display	X						
Applications related to current account	Application for cancellation of authorised persons on account	X	X	X	X			
Applications related to debit card	Application for debit card blocking	X	X					
	Application for issue of replacement debit card	X	X	X	X			
	Application for change of debit card limits	X	X					
	Application for change of debit card continents	X	X					
	Application for debit card unblocking	X	X					
	Application for printing of debit card PIN code	X	X	X	X			
	Application for cancelation of debit card	X	X	X	X			



2.2. Standard matrixes of rights and transactions as provided by the Bank for **Card accounts**:

PASSIVE								
Group of transactions	Transactions	Rights*						
		View	Create	Edit	Delete	Cancel	Approve	Import
Credit cards	Credit card display	X						
Applications related to credit card	Application for cancelation of credit card							
	Application for printing of credit card PIN code							
	Application for credit card blocking							
	Application for credit card unblocking							
	Application for change of credit card limits							
	Application for change of credit card continents							
	Application for change of card overdraft facility							
	Application for issue of replacement credit card							

ENTERING PAYMENTS AND APPLICATIONS								
Group of transactions	Transactions	Rights*						
		View	Create	Edit	Delete	Cancel	Approve	Import
Credit cards	Credit card display	X						
Applications related to credit card	Application for cancelation of credit card	X	X	X	X			
	Application for printing of credit card PIN code	X	X	X	X			
	Application for credit card blocking	X	X					
	Application for credit card unblocking	X	X					
	Application for change of credit card limits	X	X					
	Application for change of credit card continents	X	X					
	Application for change of card overdraft facility	X	X	X	X			
	Application for issue of replacement credit card	X	X	X	X			

### 3. Scope of rights and transactions not linked to Accounts

3.1. Standard matrixes of rights and transactions as provided by the Bank for **Other bank products**:

PASSIVE								
Group of transactions	Transactions	Rights*						
		View	Create	Edit	Delete	Cancel	Approve	Import
Bank messages	Bank message	X			X			
Applications related to loan products	Application for provision of loan tranche							
	Application for issue of guarantee							
	Application for amendment of guarantee							
	Acceptance of bank's answer to guarantee application							
	Application for assignment of receivables							

ENTERING APPLICATIONS								
Group of transactions	Transactions	Rights*						
		View	Create	Edit	Delete	Cancel	Approve	Import
Bank messages	Bank message	X			X			
Applications related to loan products	Application for provision of loan tranche	X	X	X	X			
	Application for issue of guarantee	X	X	X	X			
	Application for amendment of guarantee	X	X	X	X			
	Acceptance of bank 's answer to guarantee application	X	X	X	X			
	Application for assignment of receivables	X	X	X	X			

3.2. Standard matrixes of rights and transactions as provided by the Bank for **Administration in BBTB**:

PASSIVE								
Group of transactions	Transactions	Rights*						
		View	Create	Edit	Delete	Cancel	Approve	Import
Client administration	List of users (list + detail)	X						
	Request to block / activate a user							
	Profile of rights	X						
	Signing roles	X						
	Signing rules	X						
	Application for change of user setting							
	Application to remove a user							
	Request to change product alias	X		X				

ENTERING APPLICATIONS								
Group of transactions	Transactions	Rights*						
		View	Create	Edit	Delete	Cancel	Approve	Import
Client administration	List of users (list + detail)	X						
	Request to block / activate a user	X	X					
	Profile of rights	X						
	Signing roles	X	X	X	X			
	Signing rules	X	X	X	X			
	Application for change of user setting	X	X		X			
	Application to remove a user	X	X					
	Request to change product alias	X		X				

#### 4. electronic transactions applicable to Signing Rules

Group of transactions	Transactions
Client administration	Signing rules
	Application for change of user setting
Bulk payments	Foreign payment
	SEPA payment
Applications related to current account	Application for cancellation of authorised persons on account
Applications related to debit card	Application for issue of replacement debit card
	Application for printing of debit card PIN code
	Application for cancelation of debit card
Applications related to credit card	Application for cancelation of credit card
	Application for printing of credit card PIN code
	Application for change of card overdraft facility
	Application for issue of replacement credit card
Applications related to loan products	Application for provision of loan tranche
	Application for issue of guarantee
	Application for amendment of guarantee
	Acceptance of bank 's answer to guarantee application
	Application for assignment of receivables

- \* right to **View** means the right to obtain / download information provided through BBTB  
right to **Create** means the right to fill in an electronic order or an electronic application  
right to **Edit** means the right to modify a previously filled in electronic order or electronic application as well as the right to edit existing settings of BBTB  
right to **Delete** means the right to delete a previously filled in electronic order or electronic application that has not yet been fully signed under the Signing Rules as well as the right to delete existing settings of BBTB  
right to **Cancel** means the right to cancel an electronic order or an electronic application already fully signed under the Signing Rules  
right to **Approve** means the right to confirm / approve an electronic order prior to its Signature under the Signing Rules  
right to **Import** means the right to fill in an electronic order so that the data in the electronic order will be automatically filled in from the uploaded / imported file

\*\* is valid only if the Client and the Bank have agreed on Approval of the transactions in the BBTB Agreement