

# 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 Date is any calendar day that is not a Saturday, Sunday, national 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.

**TARGET2** means the settlement system (payment intermediary) whose Settlement Days 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 payment in euros in the case of which the accounts of the payer and the payee are in Estonia.

**European or SEPA Payment** means a payment in euros in the case of which the accounts of the payer and the payee are in a SEPA country or territory and the payment service providers of the payer and the payee have joined the SEPA scheme. Using the IBAN is mandatory in the case of SEPA Payments and the costs of the payment are shared (SHA).

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

**Instant Payment** means an Estonian or European (SEPA) Payment in an amount of up to 100,000 euros in the case of which the payment service providers of the payer and the payee have joined the pan-European instant payments system.

## 1. General provisions

1.1. The conditions of making payment transactions (hereinafter the Conditions) are an inseparable 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 this document.

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 terms and conditions of payment transactions.

## 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:

- Estonian Payment, Intrabank Payment and European or SEPA Payment
- Data (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
- Method of payment of costs pursuant to clause 4.

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:

- Speed of execution or type of the payment order (ordinary payment, urgent payment or express payment)
- Name and address (at least country and city) and BIC of the payee's credit institution. 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.);
- 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.);

2.2.3. In the case of a payment in roubles, the payment order must also include the following information in addition to the information in clauses 2.2.1. and 2.2.2.:

- Payee's address
- Payee's INN
- Payee's BIK
- Payee's KPP. Added if the information exists
- Payee's correspondent account in the Central Bank of Russia
- Transaction code VO Added if the information exists

2.3. If the amount of the payment is up to 100,000 euros and the payee's payment service provider has joined the pan-European instant payment system, the Bank will automatically make the payment as an Instant Payment. If the Instant Payment fails due to technical reasons, the Bank will automatically make the payment as an Estonian Payment or a European or SEPA Payment, unless otherwise agreed.

### 3. Deadlines of execution of payment transactions

Transaction	On settlement days to	On shortened settlement days, until	Time limit for effecting the payment transaction
Cash deposit			Transferred into the client's account immediately
Received by way of collection amounts			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 under a reservation request 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
Intrabank Payment			Immediately
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 TARGET2 settlement system, then on the subsequent working day)
Urgent Estonian Payment	16:00	13:00	Immediately, but not later than within one hour (not made if this day is not a working day of the TARGET2 settlement system)
European or SEPA Payment	15:30	15:30	On the day of receipt of the order (if this day is not a working day of the TARGET2 settlement system, 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
- USD, 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
Ordinary Estonian Payment	18:30	18:30	On the day the money is received
Urgent payment within Estonia			Immediately after receipt of the money
European or SEPA payment	18:30	18:30	On the day the money is received
Cross-border 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

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 orders and receipts are paid by the Client according to the effective 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 ways of paying the fees:

4.2.2. Shared costs (SHA) – 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.

4.2.3. The costs are paid by the payer or full amount to payee (OUR) – 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 OUR instruction specified in clause 4.2.2., the Bank may also debit the payer's account by 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 exceeds 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" (BEN), then the Bank has the right to change it to the SHA instruction specified in clause 4.2.1. and debit the service fee 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.