

HSBC*net* User Guide

Payments

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Issued by HSBC Bank Armenia cjsc.

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Introduction

The purpose of this document is to outline some fields and specific information that is required when making certain types of payments via *HSBCnet*.

This User Guide should not be considered a complete reference to all or any of the functions of *HSBCnet*.

General requirements

There are some general requirements that apply to all kinds of payments submitted via HSBCnet:

- If your transfer is a local one in AMD and the amount contains lumas, please make sure that the lumas are rounded (e.g. 10, 20, 40, ..., 80, etc).
- All payment instructions should contain a valid purpose of the transaction, which should fully reflect the nature and purpose of the payment.
- Although *Beneficiary account number or IBAN* field is not mandatory for the system and it will not warn you if you omit it, you should always specify one.

All payment instructions that do not comply with the above requirements, are subject to rejection by the bank.

Budget payments

When making state budget payments via HSBCnet please make sure you provide the following information in your payment instructions:

- *Beneficiary bank name* should be either set to *Central Bank of Armenia* or *HH Kentronakan Gandzapetaran*.
- *Beneficiary name* field, alongside with the beneficiary name, should also contain a relevant two-digit code (optional) (e.g. *Myasnikyani HT - 15*).
- *Information for the beneficiary* section, alongside with the payment purpose, should also contain the word TAX, which should be followed by sender's tax code (e.g. TAX12345678).

Cellular and fixed phone payments to Armentel CJSC

When making cellular and fixed phone payments to Armentel CJSC accounts held in Armeconombank OJSC please make sure that the invoice number (9-14 digits) is specified in the 4th point of the payment order (Information for the beneficiary). Payment orders that do not contain the above information will not be accepted by Armeconombank OJSC.

International payments

Charges

There are three types of charges for making international payments:

- *debit account*
- *beneficiary*
- *shared*

If your international payment is in USD and is to be sent to any bank located outside the United States and you wish to pay related charges yourself, you should do one of the following:

- Select *Debit account* in the *Charges* drop-down list and in this case you will pay HSBC Bank Armenia CJSC's and only the first intermediary bank's charges (HSBC Bank Armenia CJSC's commission and intermediary bank's commission *).
- Select *Debit account* in the *Charges* drop-down list, in the *Instruction to bank* section select *INS* in the first drop-down list and put *PPRO* in the field next to it. In this case you will pay HSBC Bank Armenia CJSC's, all intermediary banks' and beneficiary bank's charges (HSBC Bank Armenia CJSC's commission and intermediary banks' commission *).

* To receive the most complete and updated information on commissions please call (+374 10) 515-000, visit <http://www.hsbc.am> or any of HSBC Bank Armenia CJSC's retail branches.

International payments (continued)

Payments to accounts held by banks located in the Russian Federation

According to the requirements of the Russian Federation the following information is required when making payments in **Russian Rubles** to accounts held by the banks located in the subject country:

Payments to legal entities' accounts

Bank related information

- BIC code (9 digits)
- Cor account (20 digits)

Beneficiary related information

- INN (10 digits)
- KPP (optional)
- Is the beneficiary RF resident or non-resident

Payment related information

- Is the transfer a payment or prepayment
- Is it a transfer for services or goods
- Is there VAT or not
- If yes, then how much is the VAT (optional)

Payments to personal accounts

Bank related information

- BIC code (9 digits)
- Cor account (20 digits)

Beneficiary related information

- INN (10 digits) (optional)
- KPP (optional)

Payment related information

- Is the beneficiary RF resident or non-resident
- Real purpose of the transaction

International payments (continued)

Payments to accounts held by banks located in Canada

According to the requirements of Canada, beneficiary address is mandatory when making payments to accounts held in the banks located in the subject country.

Inter-account transfers

Whenever you are preparing an inter-account transfer via *HSBCnet* and you have agreed a preferential rate with HSBC Bank Armenia cjsc dealers, please make sure you specify the following information in relevant fields:

- *Exchange contract number* field should contain the actual preferential rate agreed with the dealers, which should be followed by the dealer's name (e.g. 560, Poghos)
- *Booked with* drop down list should be set to *Debit account bank*