



HSBC*net* User Guide Payments

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Introduction

The purpose of this document is to outline some fields and specific information that are 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 in AMD in favour of other local Armenian bank, 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.
- Even though Beneficiary account number or IBAN field is not mandatory for *HSBCnet*, and the system will not warn you if you omit it, you should always complete the field.

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 to provide the following information in your payment instructions:

- Beneficiary bank name should be either set to Central Bank of Armenia or HH Kentronakan Gandzapetaran.
- Payment instructions in favor of Tax Inspections or Customs, alongside with the beneficiary name, should also contain a relevant two-digit code in Beneficiary name field (e.g. Myasnikyani HT - 15).
- Information for the beneficiary section, alongside with the payment purpose, should also contain payer's TPN number.

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 (12 digits) and/or BAN code (9 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 be subject to rejection by the Bank.

International payments

Charges

There are three types of charges for making international payments:

- Debit account
- Beneficiary
- Shared

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

- By selecting *Debit account* in the *Charges* drop-down list 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 *).
- By selecting Debit account in the Charges drop-down list and INS in the first drop-down list of the Instruction to bank section and inputting PPRO in the field next to INS, 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 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 RF:

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 for goods
- Information on VAT: VAT included/VAT not included/VAT not applicable
- If VAT is included, 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

- Name, surname (family name), patronymic name
- 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, the beneficiary address is mandatory when making payments to accounts held in the banks located in Canada.

Payments to accounts held by banks located in the United Arab Emirates

According to the requirements of the United Arab Emirates, the beneficiary IBAN is mandatory when making payments to accounts held in the banks located in UAE.

Inter-account transfers

Whenever you prepare an inter-account transfer via HSBCnet and you have agreed a preferential rate with HSBC Bank Armenia CJSC dealers, please make sure to 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*