

# USER GUIDE

**PBZCOM@NET**

INTERNET BANKING FOR CORPORATES

TERM DEPOSITS

Zagreb, May 2021

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## SAFETY WARNING

### IMPORTANT NOTICE!!!

Upon finishing the work in the service, please act according to instructions set out in the image (Figure 1)

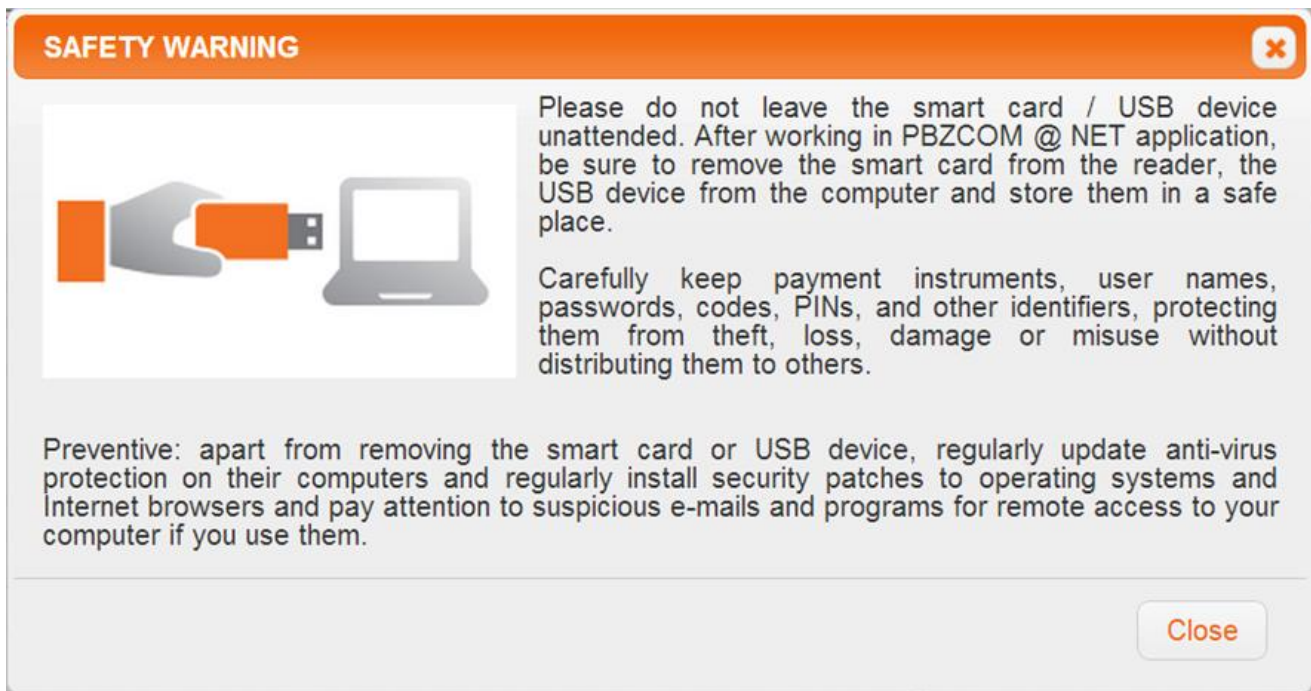


Figure 1 – safety warning for PBZCOM@NET service

If you notice that the web page does not start with <https://comnet.pbz.hr/>, end your work immediately because you are not on the Bank's web pages. By clicking the lock placed in front of or beside the web address for accessing the PBZCOM@NET service, make sure you check if the address is correct (**Error! Reference source not found.**).



Figure 2 - correct web page check (IE)

## TERM DEPOSITS IN GENERAL

Deposit implies cash funds you place on a time deposit account with the bank, and the bank undertakes to return the deposited amount plus the contracted interest.

Term depositing of funds is a safe form of investment rendering a cash reward in the form of earned interest to those who have surplus funds at the moment and decide to keep such funds tied up for a certain period of time.

## WHAT DOES PBZCOM@NET PROVIDE IN THE TERM DEPOSITING SEGMENT?

### *Term depositing functionalities:*

The deposit placement module within the PBZCOM@NET internet banking has the following functionalities:

- LT and ST depositing of kuna and FX funds with the Bank
- Signing of MM deal confirmations for term deposits contracted with the Treasury Division
- Review of active contracted deposits with the Bank
- Display of deposit details, interest calculated and paid and not yet due
- Preview and print out of term depositing contracts
- Termination of term depositing contract (term deposit termination)
- Term deposits archive and
- Informative calculation of interest and potential interest income

### **Term depositing conditions:**

**Deposit and payment account:** transaction account with the Bank

**Type of deposit:** general purpose kuna and FX deposits

**Term deposit amount in kuna:** HRK 50,000 - HRK 7,500,000

**Term deposit amount in foreign currency:** EUR 1,000 - EUR 75,000

**Term depositing period:** over one month

**Term depositing currencies:** HRK, EUR, USD and CHF

**Interest rate:** floating, at the rate of PBZBID for HRK, EUR and USD, and LIBOR for CHF

**Interest calculation and payment:** monthly, quarterly, semi-annually, annually and upon maturity

**Term depositing business hours:** each business day 8:00 h - 15:30 h

**Term depositing prolongation option:** for equal period of time and in the same amount, on conditions and at interest rate valid on the expiry date of contracted term deposit period.

## GENERAL PURPOSE KUNA AND FX TERM DEPOSITING

By selecting the option new term depositing, the screen will open with entry fields for amount, term depositing period, frequency of interest calculation and automatic renewal option.

The screenshot shows the PBZCOM@NET web interface. The user is logged in as IVANA HORVAT, TVRTKA D.O.O. The navigation menu includes ACCOUNTS, PAYMENTS, FX DEALS, TERM DEPOSITS (highlighted), INVESTMENT, and CARDS. There are also buttons for CONTACT and LOGOUT, and links for MESSAGES and PREFERENCES. The main content area is titled 'New deposit' and contains a sidebar with 'New term deposit' (selected) and 'Info calculation'. The main form is divided into sections: 'Debit account' with a text input field; 'Depositing terms' with 'Amount and currency' (text input and currency selector), 'Deposited from 01/10/2013' (radio buttons for 'till' and 'on' with date and time selectors), 'Interest category' (Floating), 'Interest calculation' (dropdown menu set to 'upon maturity'), and 'Automatic time deposit renewal' (dropdown menu set to 'No'). A 'Contract details' section contains a checkbox and text: 'I am familiar with the details of the contract and accept the deposition terms'. At the bottom are 'Check' and 'Save' buttons.

Figure 3 – new term deposit

Required entry for **general purpose FX term deposit**:

- **Selection of debit account** – transaction account
- **Amount** to be term deposited (HRK 50,000 - HRK 7,500,000 or the equivalent of EUR 1,000 - EUR 75,000 for other currencies)
- **Term deposit currency** (HRK, EUR, CHF or USD)
- **Term deposit period** – *date until* you wish to place your funds in term deposit or *period of time in months or years* that has to be longer than a month
- **Interest calculation frequency** – monthly, quarterly, semi-annually, annually or upon maturity
- **Automatic term depositing renewal** – only for ST deposits – up to a year
- **Certificate** testifying that you have been informed about the details of the **Contract** and term depositing **General Conditions**

## CONTRACTED INTEREST (MM DEAL CONFIRMATIONS)

The process of negotiating the term depositing of kuna or FX funds with the Treasury Division (the so called *Money market* – hereinafter MM) has been optimised with the possibility to receive the deal confirmations through PBZCOM@NET. For this, you have to sign a Master Agreement on Cash Depositing Transactions with the Bank.

After you have opted for the PBZCOM@NET to be the channel for sending MM deal confirmations and after the authorisations have been given by the administrator to chosen persons in your company, you will be allowed to sign and view the MM deal confirmations.

The menu for viewing and signing of MM deal confirmations is located on the left side in the segment of term depositing and becomes visible only after you have contracted the signing of MM deal confirmations through COM@NET application.

The screenshot displays the PBZCOM@NET web application interface. The top header shows the user's name, IVANA HORVAT, and the company name, TVRTKA D.O.O. There are buttons for CONTACT and LOGOUT. The navigation menu includes ACCOUNTS, PAYMENTS, FX DEALS, TERM DEPOSITS (highlighted), INVESTMENT, and CARDS. The main content area is titled "For signing" and includes a search bar and a filtering section. The filtering section has "Date from:" and "Date to:" fields with a search button. Below the filtering section is a table of term deposits with the following columns: Transaction number, Trade Date, Deposit Date, Maturity Date, Currency, Capital, Interest rate, Interest, Status, and PDF. The table contains 9 rows of data, all with a status of "Unsigned".

	Transaction number	Trade Date	Deposit Date	Maturity Date	Currency	Capital	Interest rate	Interest	Status	PDF
1.	171665	06/15/2012	06/21/2012	06/22/2012	EUR	2,000,000.00	4.00 %	222.22	Unsigned	
2.	171664	06/15/2012	06/21/2012	09/28/2012	HRK	250,000.00	1.00 %	687.50	Unsigned	
3.	171663	06/15/2012	06/21/2012	09/28/2012	HRK	250,000.00	1.00 %	687.50	Unsigned	
4.	171662	06/15/2012	06/21/2012	09/28/2012	HRK	150,000.00	1.00 %	412.50	Unsigned	
5.	171661	06/15/2012	06/21/2012	06/22/2012	EUR	2,000,000.00	4.00 %	222.22	Unsigned	
6.	181659	06/14/2012	06/18/2012	09/28/2012	HRK	250,000.00	1.00 %	708.33	Unsigned	
7.	181658	06/14/2012	06/10/2012	09/28/2012	HRK	150,000.00	1.00 %	425.00	Unsigned	
8.	171659	06/14/2012	06/18/2012	09/28/2012	HRK	250,000.00	1.00 %	708.33	Unsigned	
9.	171658	06/14/2012	06/18/2012	09/28/2012	HRK	150,000.00	1.00 %	425.00	Unsigned	

Figure 4 – list of term deposits

By selecting the adequate option from the left menu, it is possible to see MM deal confirmations ready to be signed (option "Unsigned deal confirmations"), then those that are signed (option "Signed deal confirmations" – includes both the confirmations for deals waiting to be settled and the confirmations for settled deals) as well as those that are cancelled (option "Cancelled deal confirmations.").

The list of MM deal confirmations displays the following data: deal confirmation number, deal contracting date, beginning of term deposit, term deposit expiration, currency and principal amount, interest rate, interest amount, deal confirmation status. After these data, action icons follow in unsigned deal confirmations. The first icon is for the change in the settlement account, the second for the left hand side signature on the deal confirmation, the third for the return of deal confirmation for the left hand side signature, the fourth for the right hand side signature or signature by a person having autonomous authority, the fifth for reviewing the deal confirmation history (review of all actions taken therein) and the icon for its print out in PDF format. The last two icons (deal confirmation history and PDF printout) appear also in other two reviews of deal confirmations.

By clicking the deal confirmation number, the screen will open displaying the MM deals without the possibility of making any change thereto. By clicking the icon for the change of the settlement account, it is possible to change it into another account in corresponding currency. The change is made by clicking the icon next to the number of account and by selecting the desired account number from the menu.

A deal confirmation is signed by clicking the appropriate icon (depending whether it is signed by left hand side, right hand side or single power signatory) and then by clicking the button "Sign the order" on the screen that opens.

# TERMINATION OF TIME DEPOSITS CONTRACTED VIA PBZCOM@NET

## Pre-termination

You can terminate time deposits contracted through PBZCOM@NET on your own. It is necessary to enter the termination date that has to be at least 5 days ahead of the date when your request is created.

The screenshot shows the PBZCOM@NET web interface. The top navigation bar includes 'ACCOUNTS', 'PAYMENTS', 'FX DEALS', 'TERM DEPOSITS' (highlighted), 'INVESTMENT', and 'CARDS'. On the right, there are links for 'CONTACT' and 'LOGOUT', and a user profile for 'IVANA HORVAT TVRTKA D.O.O.'. A sidebar on the left contains 'New deposit' (with sub-links for 'New term deposit' and 'Info calculation') and 'Deposit overview' (with sub-links for 'Prepared deposits', 'Contracted deposits' (highlighted), and 'Deposits archive').

The main content area is titled 'Deposit termination order' and contains a form with the following sections:

- Order data:** A field for 'Date of deposit termination' with a calendar icon.
- Basic data:**
  - Contract number: 8310646495
  - Deposit type: Kuna time deposit of general-purpose
- Depositing terms:**
  - Contracted amount: 56,000.00 HRK
  - Depositing time period: from 06/20/2012 till 12/20/2012
  - Interest: 100,00%HRKPZ3M
  - Interest description: 100,00% tromjesečnog PBZBID za HRK
  - Current interest: 1.58 % yearly
  - Interest category: Floating
  - Interest calculation: monthly
  - Deposit disposal: Transfer to account: 2340009-110018XXXX
  - Interest disposal: Transfer to account: 2340009-110018XXXX
  - Automatic time deposit renewal: No

At the bottom of the form are two buttons: 'Check' and 'Save'.

Figure 5 – term deposit order

If the funds are disbursed before the term depositing period has expired, and the lapsed term deposit period is **shorter than half of the contracted period**, the **interest rate on demand deposits** will be applied to pre-terminated deposit amount.

If the lapsed term deposit period is longer than half of the contracted period, on the pre-terminated deposit amount calculated will be the interest rate representing the arithmetic mean between the interest rate on demand deposits valid on the termination date and the contracted interest rate.

In situations where a successive payment of interest according to specific frequency pattern is contracted with a client, and not upon final maturity, and when the deposit is pre-terminated after the interest has been paid for the previous period or several periods at a contracted rate, the interest rate on demand deposits will be applied for the calculation of interest in the remaining accounting period, and the fee for pre-termination will be charged in conformity with the Decision on fees in transactions with domestic and foreign business entities, individuals and financial institutions, amounting to 0.15 % of the pre-terminated deposit amount.



minimum HRK 200.00, and will be collected by deducting the said sum (set off) from the amount of pre-terminated deposit.

### **Deposit availability**

You can dispose of the deposit on the last day of the term deposit period or you can pre-terminate it through PBZCOM@NET minimum five days before the intended day of deposit period pre-termination. Deposit and calculated interest are paid to the same account that was debited when the term depositing was contracted. The frequency of calculating and paying the interest on deposit is defined by the Contract, and it can be: monthly, quarterly, semi-annually, annually and upon maturity.

## **LIST OF ALL TERM DEPOSITS**

The browsing of active term deposits allows you to see all term deposits contracted through PBZCOM@NET and through traditional channels with the Bank. By selecting a particular deposit and by activating the button, you can get access to the information about time depositing terms and conditions and about matured and paid interest on the day.

You can also view all the deposits that have been time deposited till the present moment (deposit archive).