

International transfers

Instructions for the online bank

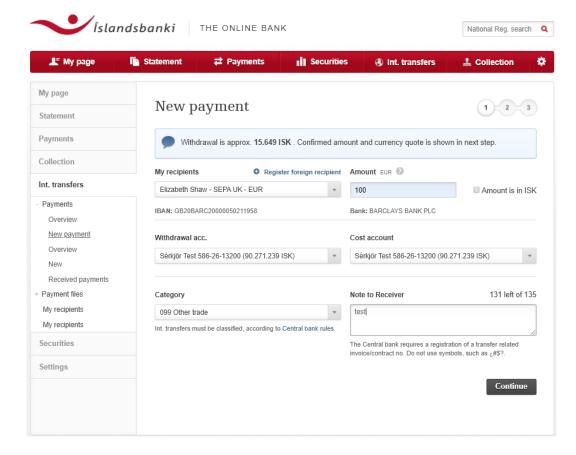


Individual payments



New payments

- Choose a recipient for the transfer from your list of recipients, or register a new one by clicking
 - + Register foreign recipient.
 - Once the recipient has been chosen, information regarding bank account and IBAN/BIC will appear.
 - By default, a withdrawal and a cost account will appear, but this can be altered at any time, by simply choosing different accounts from the list.
- Enter the amount.
- Choose a category for the transfer and write a note to the receiver.
- Payment can be registered outside opening hours of foreign exchange transactions
 - Orders are processed at the currency exchange rate of the next banking day
 - Customers agree on a rate in advance
 - Payment instructions may be canceled until payment has been made





New payments

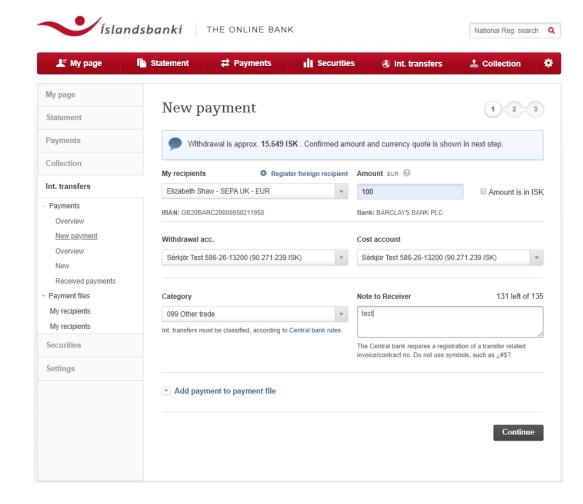
- Payment information
 - The withdrawal amount will appear in ISK at a general rate. Transfers over 2,000,000 ISK will receive a special rate.

— Category

 According to Central Bank rules, all int. transfers must be classified by choosing a category that describes the nature of the transfer. For further information, see link to the Central Bank.

Note to receiver

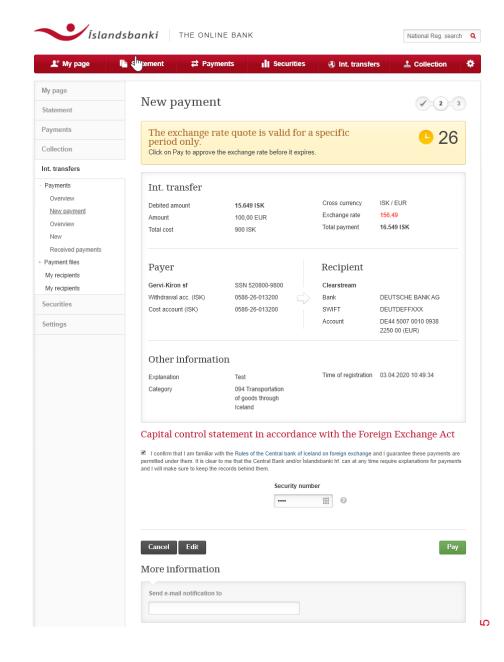
 Make sure that the note is written in the language of the receiver. Maximum no. of letters is 135.





Confirmation & exchange rate

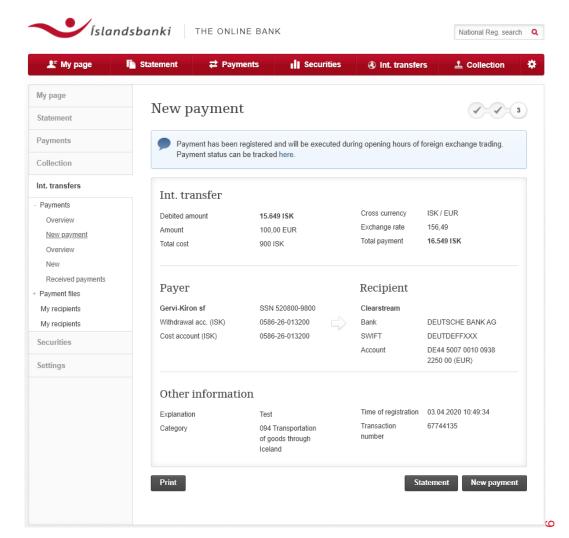
- An exchange rate offer will appear on top of the page and offer lasts for 199 second.
- An overview of the information regarding the transfer (important to read the information):
 - Withdrawal account and total cost
 - The recipient and payer
- Tick the box to confirm to the capitol control rules of the Central Bank on foreign exchange
- Approve the transfer by clicking the pay button. Payment is confirmed with a security number but also:
 - Clients authenticated w/Electronic ID (rafræn skilríki), confirm payment in the same way.
 - Clients authenticated w/username and password, confirm payment with ID number (auðkennislykill or sms).





Confirmed payments

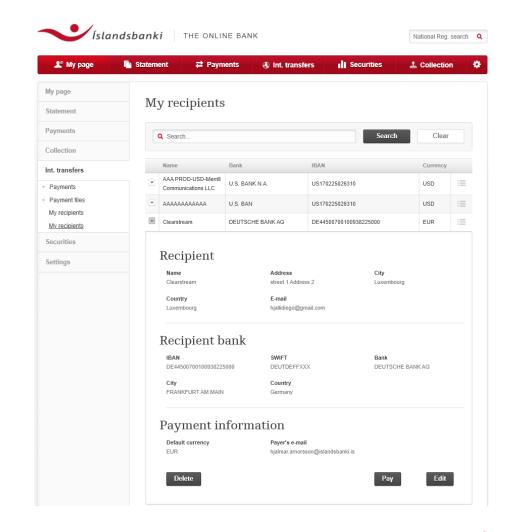
- On the final page the transfer is confirmed.
- It is possible to print out a receipt.



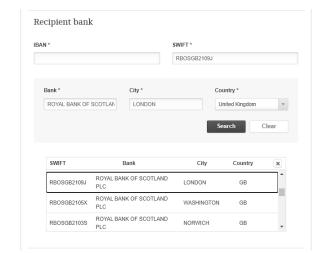


My recipients

- The table shows all previous recipients that have been registered and saved.
- Detailed transfer information is available regarding each recipient.
- It is possible to edit information or delete a recipient.
 It is also possible to choose a recipient here to make transfer to. Click pay and the transfer page will appear.
- To register a new recipient click **New** at the bottom of the page.

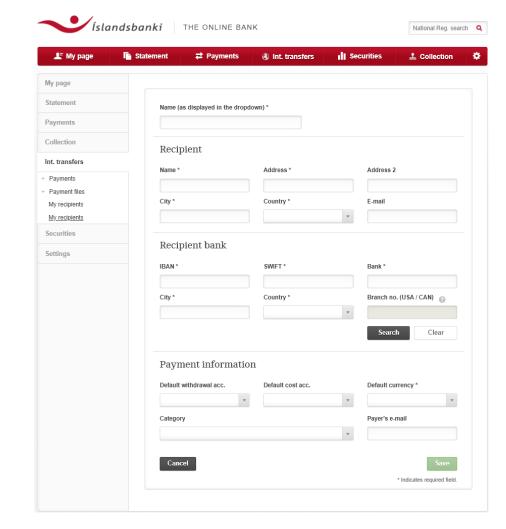






New recipients

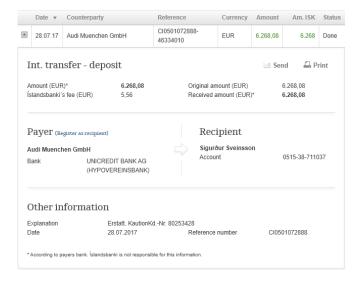
- First, type a descriptive name for the recipient and basic info about the recipient
- For the recipient's bank, it's best to search for bank details by Account/IBAN
 - SWIFT code, bank name, country and city is automatically registered.
- You can also search for SWIFT code and retrieve bank information based on it.
 - Name of the bank, country and city is automatically registered.
 - Here, the IBAN number must be registered by hand
 - Suitable if the bank country does not use the IBAN numbering system.
- If SWIFT code is not known, you can search by bank, city or country name.
 - Try searching for "Royal Bank of Scotland" to get a list of all RBS branches
 - Then just select the correct branch and bank details will be suggested
- In addition, you can select various other items for the payment, such as accounts to be used, default currency, category and more
- Next time you have to pay the recipient, the payment instructions are already known and the rest is simple.

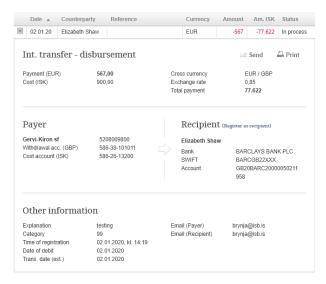


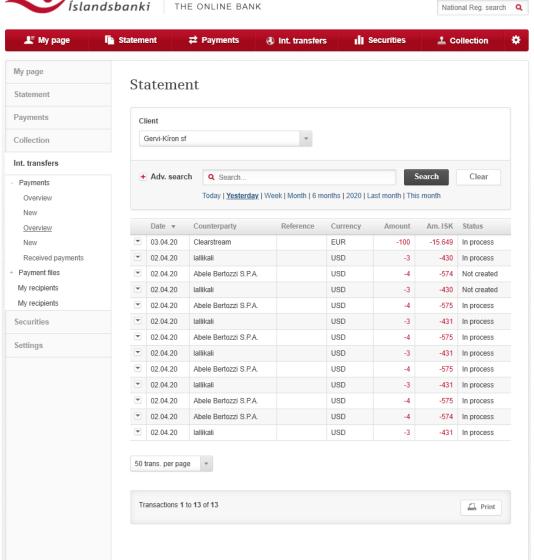


Statement & payment info

- The summary shows both sent and received payments
- You can search for transactions by periods based on the effective date of payments
- You can search by period, position, amount or currency
- You can view detailed payment information



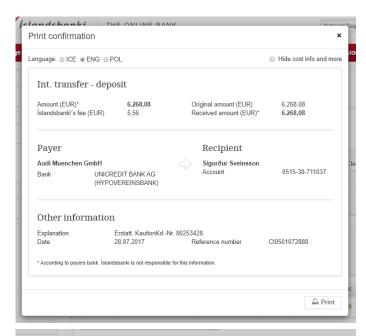






Receipts

- Users may find detailed information regarding each transfer.
- Users may print out receipts or send by email.
- Receipts are available in icelandic, english and polish.
 - Language selector is at the top of the receipt
- Transfer costs may also be hidden from the receipt, by clicking "Hide cost info and more".
- If sending the receipt by email, enter the email address. Otherwise, click Print.







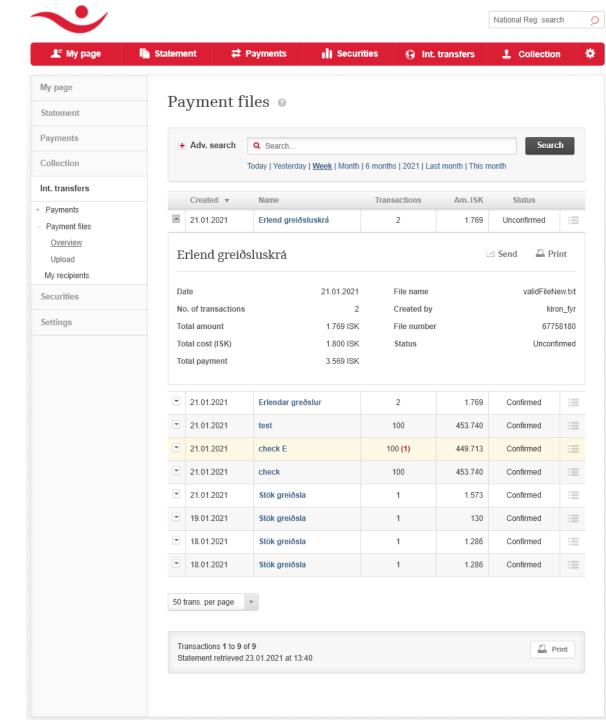
Payment files

Note, this service is only available in the corporate online bank.



Payment file overview and detailed information

- Overview of all payment files sent for the selected period
- You can search for entries by periods, file name and status
- You can view detailed payment information
- You can view all payments in a selected file
- You can send by e-mail and print detail information of a payment file

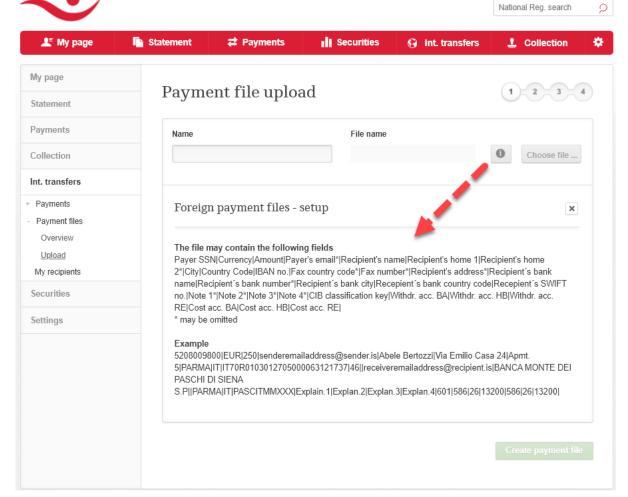




Payment file upload

- Payment files may be uploaded
 - Further information on setting up payments in a file, may be found by clicking the info icon.
- The file is uploaded and given a descriptive name along the way.







Payment file upload, cont'd

- Next, payments get an exchange offer
- Exchange rate offers are in all currencies in which different payments are registered
- Payment instructions must be confirmed by checking the statement regarding capital controls
- After confirmation, payment orders are processed and sent for execution

