

## Instruction for use RBA iDIREKT internet banking for Private Individuals

Zagreb, September 2015.

4



## Sadržaj

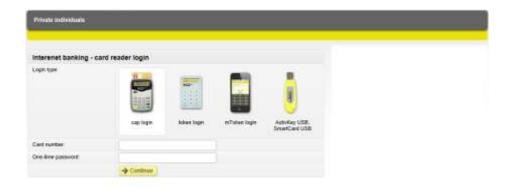
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**Operating** 

#### General information

The main menu of RBA iDIREKT Internet Banking (hereinafter RBA iDIREKT) offers You the following functionalities:



- Accounts list of accounts and their respective balances
- Payments placing a kuna and an FX payment order, and review thereof
- **Exchange** buying and selling foreign currencies
- **Savings** placing time deposit orders, and thereof
- Investment funds reviews of balances, and placing investment fund share buy and sell orders
- Custody sending custody messages to the Custodian Banke, and review thereof
- **Loans** review and balance of loans
- Credit Cards review and balance of credit card movements
- **eBroker** trading stocks on the Zagreb Stock Exchange
- My Bank messages, orders, complaints, and review thereof

Furthermore, clients are offered the following personalized functionalities:



- **Unathorized items** review of unathorized orders
- **Messages** Inbox
- **Settings** interface personalization



• Logout – closing the session

#### Instructions for Internet Payment Safety

## 1. Make sure You are using an antivirus software

- licensed users of the Microsoft Windows operating system are entitled to use free Microsoft's antivirus software;
  - http://www.microsoft.com/security/portal
- the list of other antivirus software manufacturers for the Windows operating system: <a href="http://windows.microsoft.com/en-US/windows/antivirus-partners">http://windows.microsoft.com/en-US/windows/antivirus-partners</a>

## 2. Regularly update Your PC and turn on a personal firewall

- use a licensed operating system
- regularly update the operating system
- o regularly update the antivirus software
- o regularly update the client software (web browser, PDF reader, office package/software...)
- turning on firewall within the operating system is mandatory, also in the settings of Your Internet service provider

#### 3. Do not use a PC with administrator privileges/role

- o use the PC as a regular user without administrator privileges
- o turn on the *UAC (User Account Control) notify* if available
- o the ideal:
  - a. use a separate copy of the operating system intended only for using the Internet banking and buying on the Internet
  - b. use a separate, carefully maintained, PC for the above purpose

## 4. Use strong passwords and authetication protocols

- o strong passwords contain letters, numbers and special characters, and have at least 10 characters
- o it is advisable to use a sentence instead of a word as a password (if You have the option, instead of a password, use a one-time password)
- o in the case of not using the PC temporarily, even for a few minutes, always lock Your PC
- regularly change access passwords to the Internet service , e-mail and operating system

## 5. Use the most popular Internet browsers and regularly update them to the latest version

- o do not use unnecessary browser plu-ins and add-ons from unverified locations/sites
- turn on automatic updating for Adobe Flash, Microsoft Silverlight, PDF reader (Adobe Reader, FoxIT Reader, ...) or disable/remove that supplements from Your PC
- always enable web filters for malicious sites (Block reported web forgeries, SmartScreen Filter, ...)

## 6. Do not download or run unnecessary files, especially from unverified locations/sites

o check the exact name of the signed application publisher before start-up and do not run unsigned applications

# 7. Do not visit sites of suspicious character, especially sites with illegal software and content, suspicious business offers and adult web pages

o if You do visit such sites, do not visit them from the PC on wich You access Internet banking

## 8. Do not open e-mails with suspicious content and from unknown senders

- o do not open links from them
- o do not open and run attachments (including any seemingly harmless non-executable files such as PDF documents)
- be especially careful with e-mails that were sent by Bank allegedly, but You know that You Yourself did not make any explicit requests for it
- o keep in mind that e-mails and addresses are very easy to counterfeit



#### 9. Avoid using CDs or USB memory sticks of unkonown origin

o the above external media are often the source of maleware infection

#### Which safety sensitive questions Bank will never ask You?

- PIN of Your RBA card or RBA authentication device
- Credit card security code (CSC / CVV / CVC / CID)
- Installation of tool sent via e-mail
- Date, time and amount when logging in to the RBA iDIREKT

#### Wich safety sensitive questions Bank will never ask You?

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- Instalation of tool sent via e-mail
- Date, time and amount when logging in in to the RBA iDIREKT

## How to recognize and avoid attempted fraud of the Bank application on the Internet?

# 1. With every access, always carefully examine the web address of the Bank (https://www.rba.hr, https://direkt.rba.hr)

o compared to the authentic Bank web address, the planted web address of the attacker can have only one character, sign or point different, and at first glance it may seem very familiar

## 2. Always check whether Bank address use protected protocol (SSL), and the validity of digital certificates

- o carefully check that the web address begins with https:// wich suggests use of the protected encrypted channel (SSL/TLS) between the Bank server and Your Internet browser
- select the padlock icon on the web address in Your Internet browser to verify that the Bank web site is signed (Verified by: VeriSign, Inc.) with a certificate issued by the world's most renowned publisher company VeriSign, Inc.

# 3. When entering Your authentication parameters (card number or token number and one-time password) carefully enter every character

- o if Your PC is under attack, the attacker takes Your authentication parameters, informs You that an error occurred, and ask You to enter them again. If this happens repeatedly, and You are sure of entering all parameters correctly, Your PC is most probably infected and we recommend that You disconnect it from the Internet and seek expert help.
- 4. In certain cases, at the moment of payment order authentication, the Bank will ask You to generate the MAC (Token and CAP Token users). Authentication instructions are available in the Instructions for Service Use, and within the service on the authentication screen. Please, pay particular attention to the contents of the following fields:
  - o Date represents the current date, or the last 8 digits of the recipient's account
  - o Time time of authentication
  - Amount rounded amount of transactions which You are athenticating (equivalent in HRK)

#### **Additional Recommendations for Legal Entities:**

- if You have several authorized persons to manage funds in the account, contract transaction authorization by two signatures
- if You are the only person who independently signs the transaction using ActivKey USB/SmartCard device, ask for an additional token device for authentication
- when You are not using the iDIREKT application, always disconnect the ActivKey USB/SmartCard device from Your PC

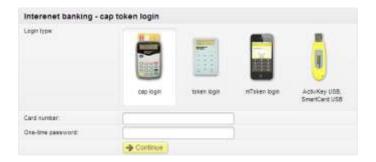


It is extremely important to apply all the recommendations consistently and simultaneously. To take over Your PC, the attacker will immediately take advantage of Your carelessness or inconsistency within a single recommended step!

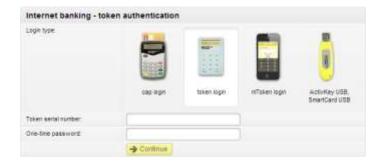
## Login

RBA iDIREKT is accessed in the following 4 ways:

1. By using a **card reader** (cap token) with the debit chip card of the respective RBA current account and/or FY account – the number of the card inserted into the card reader is entered, followed by a one-time password that is generated by entering the correct PIN.



2. By using an **identification token** – the token serial number is entered, followed by a one-time password that is generated by entering the correct PIN.



3. By using the **mToken** mobile phone application – the mToken serial number is entered, followed by a one-time password that is generated by entering the correct mToken PIN.



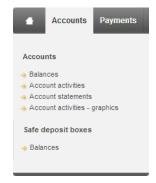
4. By logging ina via **ActivKey USB/SmartCard** device, and selecting the option Continue.





After the accuracy of the respective entered data is verified by the server, You will be redirected to the RBA iDIREKT pages.

#### **Accounts**



#### **Balances**



The screen *Account Balance* displays the list of all Your available accounts and the information on the name, type, number, balance, amount reserved by card transactions, and available amount.

Also, from this screen, by selecting the appropriate icon in the Action menu, it is possible to:

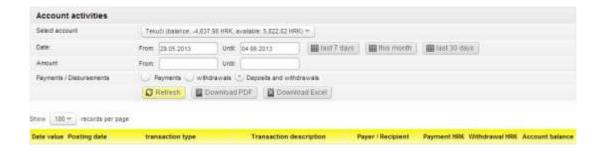
- review movements
- place a new order
- review payments

In order to see more detailed information regarding any of Your accounts, it is sufficient to select the account in the menu **Account name** where the respective detailed account information will be displayed, depending on the account type.

Furthermore, the mentioned menu holds links for changing account names, and if You are a Flexi Account Holder, You can order cheques and/or lower the amount of the respective overdraft.

#### Movements





Account Movements show all movements in the selected account within a particular time interval and amount. After clicking the **Refresh** button, movement for the selected period will be displayed.

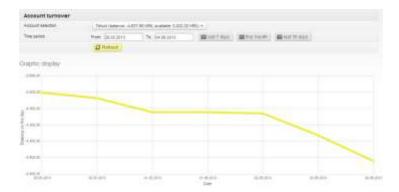
#### Statements



The menu **Statements** provides monthly account statements. The review criteria allow one of the available accounts to be selected, and the year for which You wish to review statements.

Statements can be downloaded in the PDF or Microsoft Excel format.

## Graphic balance review



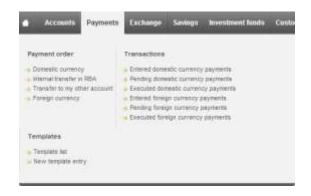
Graphic Balance Review provides a graph displaying movements and balances for a particular selected account within a period of the last seven days, the current month, or the last 30 days, the maximum period being the last 90 days.

## Sefe deposit boxes

The menu shows safe deposit box debt balance.

## **Payments**





## Payment order – kuna

The Kuna payment order form:



To effect a kuna payment order, the following fields are to be filled in:

- Name of the Recipient
- City (Recipient's seat)
- Account number of the Recipient
- Reference number (in the first smaller field the payment model number is entered, and if unknown, the model 99 is entered; in the second smaller field of this section the long reference number is entered, except in case of model 99 when this field is left empty)
- Amount

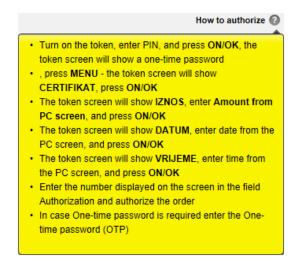
After clicking **Continue**, the program will offer the authorization screen where You will authorize Your order after controlling the order (depending on the login, the authorization manner will vary), save the order for subsequent authorization, or return to modify if any data are incorrect.





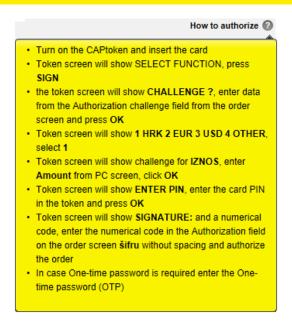
To simplify the process, every authorization screen includes mini instructions available by placing the cursor on the **How to authorize an order?** title, as shown in figure below (and depending on the used authentication device):

#### Token

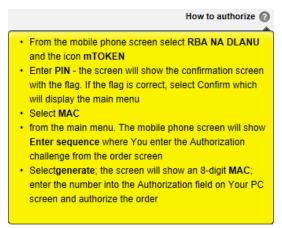


## CAP Token



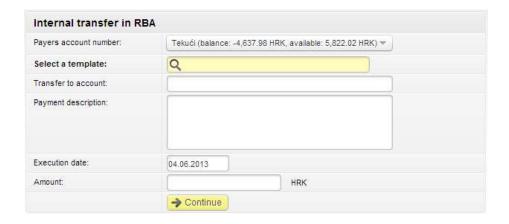


#### mToken



For the purpose of an easier and faster entry, it is useful to define the respective recipients of the more common transactions.

#### Internal transfer within RBA



Internal Transfer within RBA is used for payments in favour of another kuna account within RBA, to settle loans, or MasterCard/Visa credit card expenses, or pay loans in favour of a transaction account.



For all payments made in favour of transaction accounts within RBA that require the field **Reference number** to be filled in, You are to use the **Kuna Payment Order**.

Transfer to my other account

Kuna Payment within RBA has been predefined in the menu **Transfer to my other account**. Transfer tomy other account can be effected only if You hold several available kuna or FX accounts with RBA.

Payment order – FX



Entry of FC payment or	der
Select template:	Q
Amount in currency	978 EUR ▼
Debiting account:	
Debit account number:	select ▼
Fee:	
Debit account number:	select ▼
Bank costs:	Cost sharing ▼
Recipients data	
Recipients account number:	
IBAN (International Bank Acc. No):	
Recipients name:	
Recipients address:	
Recipients seat:	
Recipients country:	Croatia
Recipients code	Select ▼
Recipients bank information:	
Bank SWIFT code:	
Bank name:	
Bank address:	
Bank seat	
Bank country:	Croatia
Payment data	
Payment description:	
Purpose code:	
Execution date:	04.06.2013
	→ Continue

RBA iDIREKT enables You to make external payments as well as payments within RCro.

The required information is as follows:

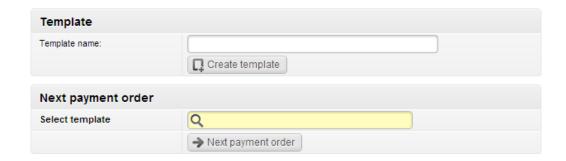
- Amount in currency
- Number of the debit account (payment/fee)
- Name, address and seat of the Recipient
- Code of the Recipient (private individual or legal entity)
- Name and seat of the Bank
- Description of payment
- Account number or the IBAN filling in one of these 2 field is required
- Date of execution the date can be the current one, or placed in advance. The respective payment will be effected in keeping with the Cut-Off Time Schedule for Retail Payment Transactions.

After clicking **Continue**, the order is to be authorized. The following message appears after order authorization:



After order authorization, the options for creating a template or for entering another paxment order are offered.





For the purpose of an easier and faster entry, You can define the Yours partners, the respective FX payments recipients, in the recipient's list.

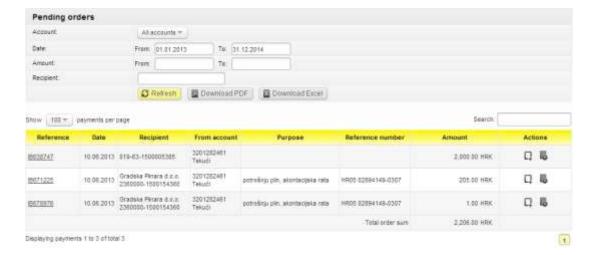
## Review of payments – Entered kuna payments



The respective menu enables You to review all entered kuna payment orders that are pending to be authorized. The unauthorized orders may be reviewed by their account number, date, amount, and recipient. Also, from this screen You can perform group authorization of the selected payment orders, or delete particular selected payment orders.

To the right of every payment order there are **Actions** available for every respective payment order (new payment order, modify, authorize, delete).

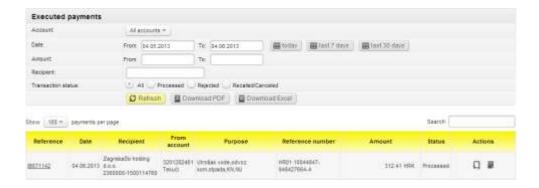
## Review of payments - Pending kuna payments



The respective menu enables You to review all payment orders that are pending to be effected. By selecting a particular payment order, transaction details will be displayed, which are downloadable in the PDF format also.



## Review of payments - Effected kuna payments



Kuna payments effected through RBA iDIREKT can be reviewed by selecting one of the following options:

- Account
- Period
- Amount
- Recipient
- Transaction status the possible transaction statuses are Processed, Rejected, or Recalled / Cancelled

A **Payment Receipt** can be requested for the processed kuna payment orders.

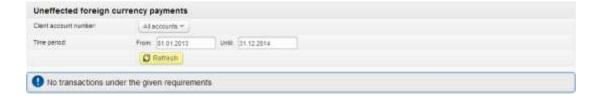
## Review of payments – Entered FX payments



The respective menu enables You to review all entered FX payment orders that are pending authorization. The unauthorized orders may be reviewed by their account number, date, amount, and recipient.

Also, from this screen You can perform group authorization of the selected payment orders. As in the kuna payment orders, every particular selected payment order is provided with the options of placing a new payment order, editing, authorizing, or deleting the respective payment order.

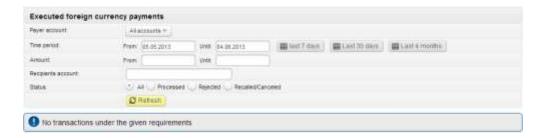
## Review of payments – Pending FX payments



The respective menu enables You to review all payment orders that are pending execution.



## Review of payments – Effected FX payments



In FX payment transactions it is also possible to select a review period of payment orders. Along with the basic details of the payment order, it is possible to review the payment order status.

The status options are:

- **Processed** payment order was processed successfully
- Rejected payment order was not executed
- Recalled/Cancelled payment order was recalled/cancelled

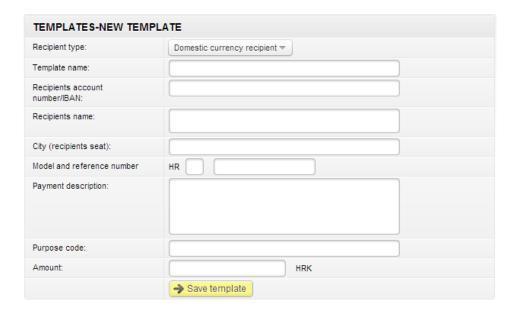
Furthermore, a **Payment Receipt** can be requested for the processed FX payment orders.

## Templates – List of templates



The **List of templates** includes all Your entered templates, and from this list You can create a new template or replace an existing one.

## Entering new template





After selecting Entry, the required fields (Name, Account No., Name of the Recipient, City, Model and Reference No., Description of Payment, and Amount) are to be filled so as to enter a new template, and archive it by clicking **Save Template**.

#### eRačun



Functionality eRačun allowes You to receive payement orders and invoices electronically, directly into a separate compartment inside iDIREKT, wich completely replaces the physical process of sending and submitting bills to Your home address or via e-mail.

#### Service activation



To use eRačun service is necessary to carry out the activation process, which consist of entering Your e-mail address and confirmation of acceptance of the General conditions for the use of service eRačun.

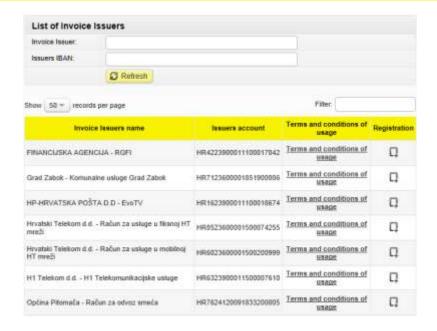


In the field **E-mail address** will appear existing available e-mail address, if available in the database. E-mail address is required information for possible communication with the client, and ability to receive invoices/bills by e-mail.

#### List of Invoice Issuers

After activation screen You will get the screen with the **List of Invoice Issuers** with the list of currently available Invoice Issuers:





By selecting a button in column **Registration**, You can begin registering elected Invoice Issuer.

When selecting Issuers, pay attention to the correct IBAN number on Your transfer payment/payment order on wich basis You are entering information.

## Registration of the Invoice Issuer

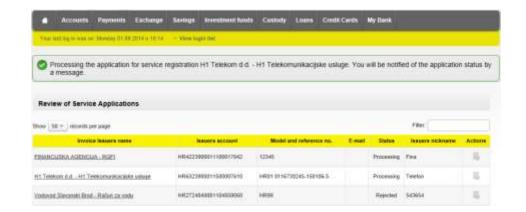
After selecting a particular Invoice Issuer will be open application form for registration with an eRačun Issuer like this:



In the application form is necessary to enter a reference number, and optionally, **the Name of the Issuer** (for later convinience). It is also necessary to confirm the approval of the General conditions of the Issuer (if available for the selected Issuer), and select **Continue** button.

You will get a screen **Review of Service Applications**, and information that Yours Request is in the process.





The status Processing will be changed to Approved or Rejected after the Issuer process Your request. Processing period is a maximum 5 days from the date of application.

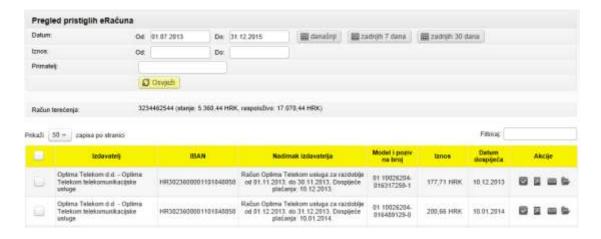
## Paying bills

For all incoming eRačun invoices there is a special Inbox wich is always visible in the header of the screen with a numerical indicator of the received invoices.



By choosing Inbox eRačun You will get **Review the received eRačun invoices** (if You have registration with at least one Issuer).

#### Review the received invoices



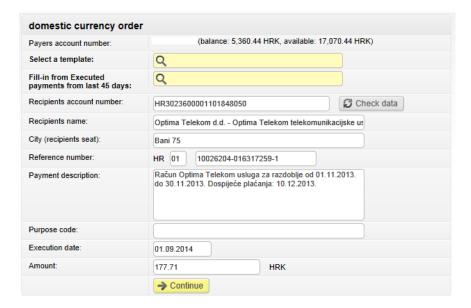
The screen **Review the received eRačun invoices** is the starting point for paying Your bills. On the list of Invoices You can select all or some of the bills and pay them by clicking button **Authorize transactions now**. Also, You can pay them by due date for each bill by clicking **Authorize transactions per maturity date**. After that, the program will offer the authorization screen where You will authorize Your order.



It is also possible to transfer single invoice in kuna payment order with possibility of changes in certain fields (described below). Paid invoices after payment has been made, automatically go into the Archive and they are no longer visible in the screen **Review the received eRačun invoices**.

Available actions in individual Invoice

In the column **Actions** are available functionality for individula Invoice:



- Move to Payment Order tranferring Invoice items into Kuna payment order and allows You to change all elements of the payment order (as shown on picture)
- **Document download (PDF)** if available allows access to the entire Invoice document, not just the payment slip
- **E-mail** the abillity to send selected Invoice on e-mail
- Move to Archive allows transmission of received Invoice to the Archive without payment (eg. Invoice has already been paid by other channel)

Review of eRačun invoice archive



Review of eRačun invoice archive anable You to see all payed or archived Invoices. In column **Actions** are available functionalitys for each individual Invoice:



- Document download (PDF) allows access to the entire Invoice document, not just the payment slip
- E-mail the abillity to send selected Invoice on e-mail
- ← Move to Review of received eRačun invoices allows transfer Invoices to the Inbox Review the received eRačun invoices for possible re-payment
- Rayment Order Details details of the payment transaction

### Review of Services Applications



Review of Services applications provides an overview of the requests for registration with the current status (available posibillity of filtering).

#### Registration suspension

On screen **Review of Services Application**, by selecting button **Deregistration registration** in the column **Action**, You can terminate regitration at any time.



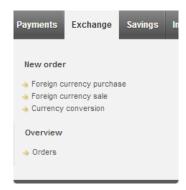
## Change the registered service



Changing registered service offers the ability to change e-mail address after the initial activation of the service.

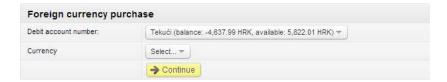


## **Exchange Office**



## The functionality enables You to:

• Buy and deposit foreign currency in an FX account (conversion at the effective exchange rates)



 Sell foreign currency from an FX account into the kuna (conversion at the effective exchange rates), to credit Your kuna account



Convert a currency from an FX account to an FX account (conversion at the effective exchange rates)



By selecting button **Continue**, You will be directed to the authorization screen.

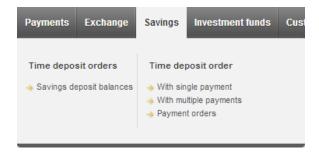
## Review of orders





The order review provides the list of placed orders, upon selecting the period in which You place the respective FX sale/purchase orders. Also, review by sale/purchase order status is available.

## **Savings**



## Time deposits – Time deposit balances



This particular functionality provides review of all time deposit balances. When making time deposits with multiple down-payments, it is possible to review movements and new order placements.

#### Time deposit – with single payment



Select the account from which You wish to time deposit assets. The respective account will be debited for the time deposit amount, or, the assets will be transferred back to the account upon time deposit agreement expiry. Time depositing can be in kuna or any of the following currencies: EUR, CHF, USD, AUD, CAD and GBP. The minimum amount of the RBA time deposit savings is as follows:

- HRK 2.000 for a kuna time savings deposit
- EUR 1.000, USD 870, CHF 1.500, AUD 1.600, CAD 1.500 and GBP 700 for an FX time savings deposit

The offered time deposit terms are: 1, 3, 6, 12, 24 and 36 months for one-off down-payment time savings deposits.



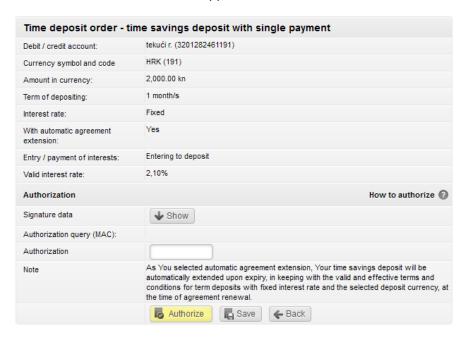
As regards the field With automatic agreement extension, by selecting:

- The option YES the agreement will be extended automatically for the same terms and pursuant to the
  conditions defined under the General Terms and Conditions and other Bank acts valid on the date of the
  respective time deposit term expiry.
- The option **NO** after time deposit agreement expiry, the principal and accrued interests will be transferred to the account from which You had placed Your time deposit order.

The field **Entry/Disbursement of Interests**, upon time deposit term expiry the interests can be:

- Entered with the deposit the calculated interests will be entered with the principal upon time deposit term expiry, and the sum total will represent the new principal, which will then be time deposited for the same period.
- Monthly interests disbursement the calculated interests will be transferred monthly (at the end of every calendar month), to a sight account, or to be at disposal, and upon time deposit term expiry the principal will be time deposited (again) for the same period.

After You enter, select time deposit parameters, and click **Continue**, the server control will take place, and if no errors are found, the order authorization screen will appear.



On the screen You can see the interest rate for the requested amount and the contracted term. At this point You can select between the options of authorizing, archiving, or returning.

After authorization, the application will notify You of the transaction by displaying the following message:





## Time Deposit – with multiple down-payments



Elements of this order are nearly identical to the One-Off Down-payment Time Deposit Order, except in the field **First payment amount in currency**. In this field You enter the wanted amount of the first down-payment, the minimum amount being HRK 1.000 kuna, or EUR 500, or USD 450. Furthermore, the time deposit term may not be shorter than 3 months.

An additional option in this type of time depositing is the option of subsequent down-payments to the respective time deposit.

## Time deposit – Review of orders



This functionality provides balances of all time deposits by their respective terms or statuses.

## **Investment funds**





#### Balances - Review



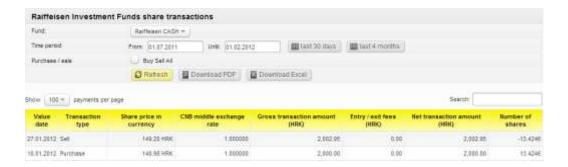
By selecting **Review**, You are presented all the currently active Raiffeisen Invest Investment Funds. Also, next to each of the funds there is a link to their respective Prospectus and Articles of Association, as well as the respective fund's Web site.

#### Share balances



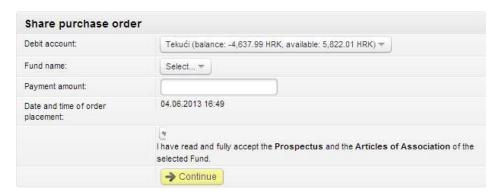
This functionality provides balance review of Your shares in a fund.

#### Balances – review of transactions



The menu of transactions review provides details of all Your purchase, sale, sale and/or purchase transactions.

## Share purchase order



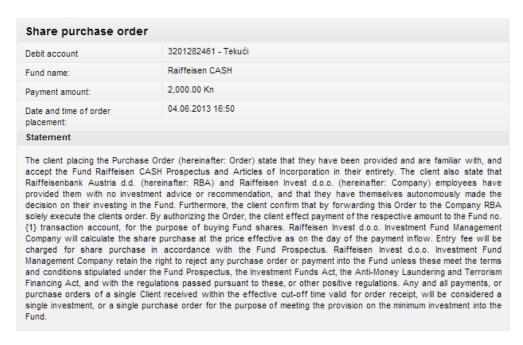


The Client has the following options to select from:

- Debit account
- Fund name
- Payment amount in kuna

After You have read the Fund Prospectus and Articles of Association, click on the square  $\square$  I am familiar with the respective Fund Prospectus and Articles of Association, and accept them in their entirety.

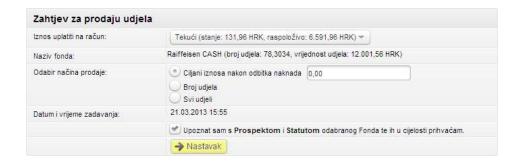
If the respective order is correct, by clicking **Continue**, You will be directed to the screen for purchase order confirmation.



After You have authorized the order, the following message will be displayed:

Your share purchase request was received and will be forwarded to Raiffeisen invest. Your account 3201262461 was debited. Information on the number of purchased shares will be available in the Transactions Overview form on the next working day upon purchase clearance. Request number: iT31611

#### Share sale order



Sale requires the following to be selected:

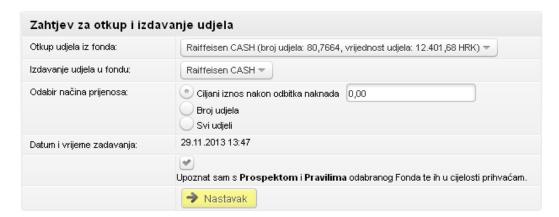
- Credit account You can choose from one of the provided (a current or giro account with RBA)
- Name of the fund of which You are selling shares
- One of the offered options either the number of shares, or the mark sell all, or a target amount to be disbursed after fees



The checkbox  $\square$  I am familiar with the respective Fund Prospectus and Articles of Association, and accept them in their entirety must be ticked. After You have filled in the order, control is initiated on the server. If there are any errors, the program will direct You to the entry screen. Otherwise, You will be directed to the sale order authorization screen.

Zahtjev za otkup udjela	
Iznos uplatiti na račun:	3208005085
Naziv fonda:	Raiffeisen CASH
Broj udjela za otkup:	10,0000
Datum i vrijeme zadavanja:	29.11.2013 13:46
Izjava	
Zahtjev) izjavljuje da su mu prije po mu je omogućen uvid u prospekt, i preuzimanje kao i da je upoznat sa prihvaća. Podnositelj Zahtjeva (dalj bilo kakav investicijski savjet ili prep RBA prosljeđivanjem ovog Zahtjeva obvezuje prema odredbama Prospe na dan primitka Zahtjeva, umanjeno iz fonda ako isti nije u skladu s u javnom ponudom, Zakonom o sprje odnosno drugim pozitivnim propisijednom godišnje dostaviti izvadak o	kako sam upoznat s izlaznom naknadom. Podnositelj Zahtjeva za otkup udjela (dalje: dnošenja Zahtjeva stavljeni na raspolaganje ključne informacije za ulagatelje Fonda te da oravila, polugodišnje izvješće i posljednje revidirano godišnje izvješće Fonda te njihovo Prospektom i Pravilima fonda Raiffeisen CASH te da je sa istima suglasan i da ih u cijelosti e: Ulagatelj) izjavljuje da mu djelatnici Raiffeisenbank Austria d.d. (dalje:RBA) nisu pružili oruku, te da je odluku o ulaganju u Fond donio samostalno. Nadalje, Ulagatelj potvrđuje da i Raiffeisen Investu d.o.o. (dalje: Društvo) isključivo izvršava nalog Ulagatelja. Društvo se kta i Pravila isplatiti Ulagatelja u Fondu, po cijeni koja odgovara vrijednosti udjela utvrđenoj i za iznos izlazne naknade. Društvo zadržava pravo odbiti svaki zahtjev odnosno isplatu vjetima propisanim prospektom fonda, Zakonom o otvorenim investicijskim fondovima s čavanju pranja novca i financiranju terorizma te na temelju njega donesenim propisima, na. Podnositelj zahtjeva je upoznat s time da će mu Raiffeisen Invest d.o.o. najmanje stanju i prometima udjela u fondu, kao i da će mu dostaviti sve ostale zakonom propisane naveo za slanje Potvrda o izdavanju/otkupu udjela, odnosno na adresu prebivališta ako resa.

## Share sale and purchase order



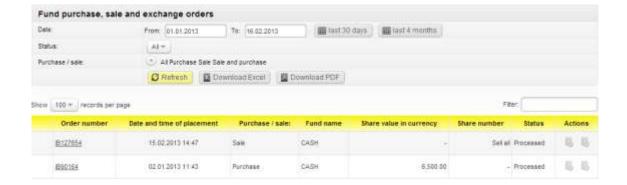
If You wish to sell and purchase shares, it is required that this is performed also by selecting the shares for sale and the fund for purchase, and by selecting the transfer method (target amount, number of shares, all shares). It is also required that the square warranting that You are familiar with the respective Fund Prospectus and Articles of Association, and accept them in their entirety.

After clicking **Continue**, You will be directed to the order authorization screen.



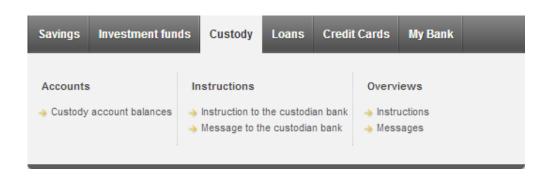


#### Review of orders



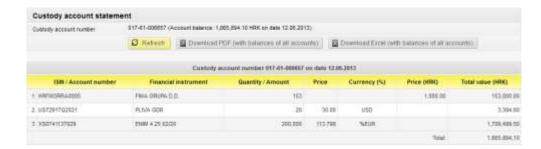
Order can be viewed by period, status and purchase, sale, or sale and purchase.

## Custody



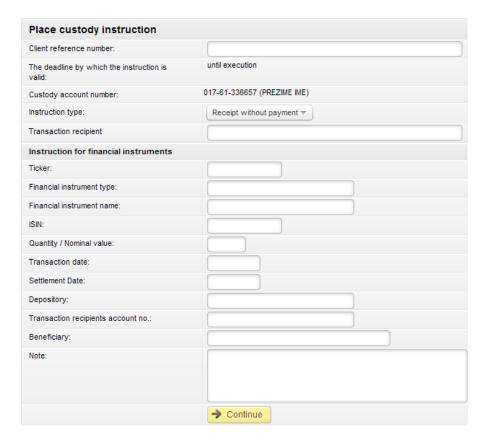


## Accounts - custody account balances



Custody Account Balance is a functionality in the menu of the **Custody** module that provides the balances of Your custody accounts and the review of the transactions with pending settlement.

## Instruction to the Custody Bank



Instruction to Custodian Bank is a functionality in the menu of the **Custody** module that provides a direct entry of instructions which will then be received and processed in the RBA custodian bank.

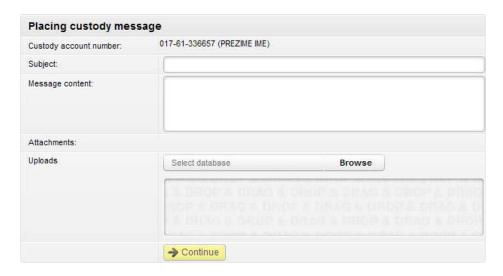
By selecting the functionality Instruction to Custodian Bank, You are provided an additional menu to select the specific types of instructions:

- Receipt without settlement if You wish to receive security papers to the custody account
- Receipt with settlement if You wish to receive security papers to the custody account and pay the cash amount for these from the custody account
- Delivery without settlement if You wish to deliver security papers from the custody account
- Delivery with settlement if You wish to deliver security papers from the custody account and collect the cash amount for these to the custody account



- Settlement if You wish to instruct the custodian bank to pay a particular cash amount from Your custody
  account
- Collection if You wish to instruct the custodian bank to collect payment which You made to the custody
  account

## Message to the Custodian Bank



By selecting the functionality **Message to Custodian Bank**, communication with the custodian bank is made available to You.

NOTE: The functionality Message to Custodian Bank cannot be used to place instructions for movements in the custody account. Transactions in a custody account can be effected only through the functionality Instruction to Custodian Bank.

You can send a message in the case of:

- Placing instructions for a corporate action
- Terminating an agreement
- Other

When sending a message to the Custodian Bank, the following fields are to be filled in:

- Custody account number
- Title
- Content

After clicking **Continue**, You will be directed to the authorization screen where You will authorize, archive, return to edit, or cancel the respective message.

Review of instructions to the Custodian Bank





The functionality **Review of Instructions to Custodian Bank** provides an overall review of instructions, as well as reviewing and searching them by various criteria.

The review criteria provide instructions print-out by:

- Instruction entry date
- Instruction status
- Instruction type

By selecting particular criteria, the following details from the instruction are displayed: number and type of the instruction, the custody account number, the counterparty in the transaction, date of entry, date of last modification, instruction status, and review of actions.

#### Instruction number

The number of the instruction is the system code under which Your instruction is recorded.

#### Statuses

Review of instruction statuses provides You with the information on every individual instruction phase at any particular moment:

- Entered, unauthorized instruction was entered, and deauthorized after entry
- Authorized instruction was entered and authorized, but still not received by the custodian bank
- Received the instruction was received by the custodian bank and it is in the processing stage
- Executed instruction was settled by the custodian bank
- Partly executed instruction was partly settled by the custodian bank
- Recalled instruction was entered and authorized, but subsequently cancelled

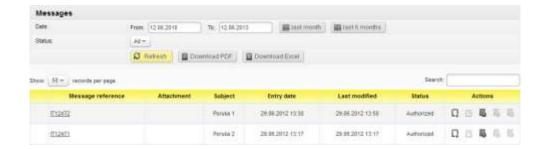
#### **Actions**

Selecting one of the offered icons enables:

- Copying of instruction instructions can be copied in all statuses, and this enables You to copy any of the existing instructions into the entry screen, without having to enter an instruction again, and then edit the fields that require modifications. A copied instruction receives a new instruction system number, and when received by the custodian bank it is processed as a new instruction.
- Deauthorization of instruction instructions can be deauthorized in the status authorized. That is, the ones that were not yet received by the custodian bank, and which You do not wish to be received in their previously entered form, i.e. if You wish to modify them, or You wish them not to be received at all.
- Modification of instruction instructions can be modified in the status entered, unauthorized. That is, the
  ones that were authorized, but were subsequently deauthorized so as to be modified and authorized
  again, in order to be received by the custodian bank thus modified. Instruction modification does not
  change the instruction system number.
- Recalling of instruction the action of recall can be initiated for instructions in the statuses received and entered, unauthorized...
  - o Instruction in the status entered, unauthorized can be recalled if You wish to remove it from the list of instructions pending authorization, i.e. sending to the custodian bank
  - o If You wish to recall an instruction in the status received, by the action Recall You will instruct the custodian bank to recall the already received instructions if this is at all possible. An instruction can be recalled only if the custodian bank has not begun with executing it already, or if the bank can halt instruction execution without causing damages. Recalling an instructions in the status received is charged in keeping with the RBA tariff for recalling instruction to the custodian bank.

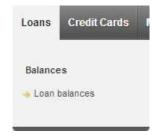


## Review of messages to the Custodian Bank



The functionality **Review of Messages to Custodian Bank** provides an overall review of instructions, as well as reviewing and searching them by various criteria.

#### Loans

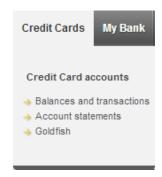


#### Loans balances



The mentioned screen provides balance of the not-yet-due principal, the effective interest rate, the repayment period, the maturity date, the agreement date, the contracted loan amount, currency, and agreement number. By selecting the option Agreement Number, You are provided with loan details.

#### **Credit cards**





#### Balances and transactions

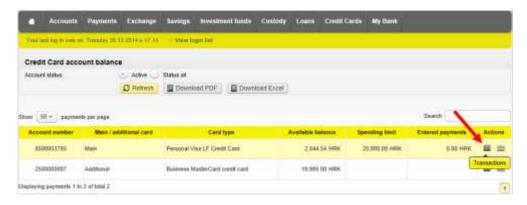


RBA iDIREKT offers the option to review balances and movements in Your credit card accounts.

By selecting **Credit Cards** from the main menu, a screen will appear showing the list of all cards that You hold.

Splitting transactions into installments

On the screen **Balances and transactions**, select the option **Transactions** in the column **Actions**.



Splitting transactions is possible for the transactions made with the RBA Personal Credit Cards in the current and in the previous period.

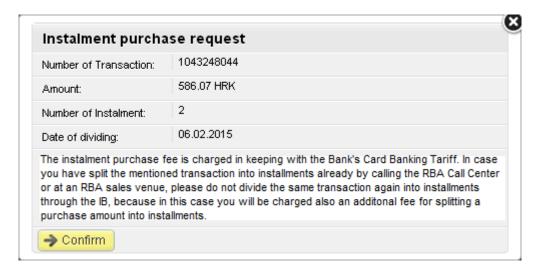


On the screen **Transactions**, in the column **Installment Purchase**, select the number of installments from the drop-down box, and click **Create** to confirm.





After placing a transaction to be split into installments, a screen showing transaction details will pop up. Transaction splitting will be conducted upon pressing the button **Confirm**. To cancel transaction splitting, simply close the screen by pressing the button **X**.



After splitting a transaction into installments, a message confirming successful transaction processing will be displayed in the column **Installment Purchase**.



## Statements



If You wish to review a credit card/s statement, it is necessary to select the particular year and click the **Refresh** button. If there is a statement for the selected parameters, the screen should display the date of statement, card name, whether the statement had been opened or read, total debt or overpayment, and maturity date.

The actions available to You are to download the statement in the PDF or XML format, or to place a new credit card settlement order.



#### Goldfish



The functionality provides the balances of Goldfish points.

#### **eBroker**

This functionality is intended for clients who have contracted the brokerage and eBroker service with the RBA.

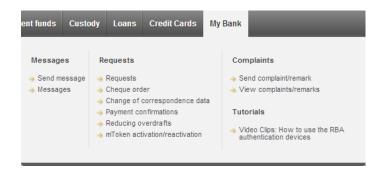
eBroker allows: placing of orders for purchase and sale of shares on the Zagreb Stock Exchange (ZSE), overview of prices of shares at the ZSE in real time (overview of 50 best offers for sale and purchase), display of the status of orders and executed transactions, insight in the current portfolio value along with a display of return and weight of an individual share in the portfolio, insight in the current balance of financial instruments and available cash assets, overview of balance and turnover, executing transfer of shares to/from RBA Brokers in the Central Depository and Clearing Company system, transfer of data to XLS and PDF format for further use.

The service may be arranged by the users of the iDIREKT internet banking service, who are physical persons by coming to any RBA outlet. On the occasion of arranging the service, it is necessary to deliver the following documents: personal identity card (local physical persons) or passport (foreign physical persons), and the number of the current account held at RBA.

If you are not a holder of a current account in RBA, on the occasion of arranging the eBroker service you shall open a current account and arrange the iDIREKT Internet banking service, and the Bank shall deliver the identification device for the use of service.

For more information on using the eBroker service please use the eBroker user manual.

## My Bank





## Messages – send message

Message to the	administrator		
Title			
Date	04.06.2013.		
Content			
Attachments			
	Select database	Browse	
	ROP & GRAGE DE	DROPA DRAG & DEOP & DR DP & DRAG & DRIDP & DRAG & DOAG & DROP & DRAG & DR	
	→ Send		

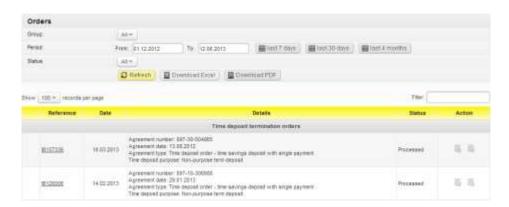
If You wish to send a message to the Bank, You are to state the **Title** and the **Content** of the message, and attach the respective database. After selecting **Send**, the message is forwarded to the competent Unit of the Bank.

## Messages – review of messages



The screen displays the option to review all messages sent to the Bank.

#### Review of orders





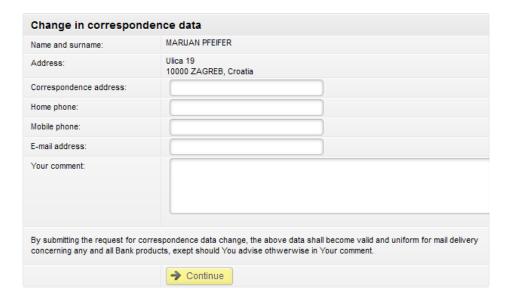
The above screen displays the order depending on their group, period, or status.

## Ordering Cheque blanks



Cheque blanks can be ordered through iDIREKT by placing **Cheque order**.

## Changing correspondance data



The screen provides the options to change Your correspondence data, so You can change Your address, home or mobile phone number, e-mail address, or leave a comment. After selecting confirmation, the respective changes require authorization.

## Review of payment receipt





The Payment Receipt and its status can be reviewed on the receipt review screen. Receipts can be reviewed by period and status. The review is defined by the mark of the order, date, delivery method, reference number, account from which fee was settled, and status.

## Lowering overdraft limits



If You are an RBA Flexi cuurrent account holder, this is the place to change the amount of overdraft.

## Contracting/Reactivating mToken

RBA mToken is an application on Your mobile phone, used for the same purposes as a physical token/card reader – for user authentication and authorization. This makes Your RBA authentication device even more practical and accessible. RBA mToken device can be contracted immediately if You have Apple iOS, Android, or Java compatible device.

#### Contracting mToken

mToken can be contracted in one of the following manners:

- **By deactivating** the existing token/card reader no additional fee charged (for service cancellation), or monthly fee and requirement that the device by physically returned
- **By retaining** the existing token/card reader additional monthly fee charged (for the device, i.e. mToken)



#### Reactivating mToken

mToken reactivation is a repeated personalization of the mToken. That is, for safety reasons, it is not possible to transfer the once activated mToken to another device, but it is necessary to reactivate the respective device by personally coming to an RBA retail outlet or by submitting an mToken reactivation application through iDIREKT.

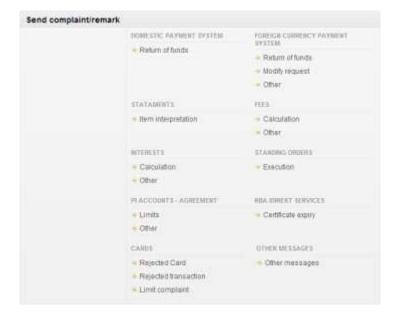
In the case of mToken being Your only active RBA authentication device, before changing Your mobile phone, and in order to avoid having to come to a retail outlet in person, You can:

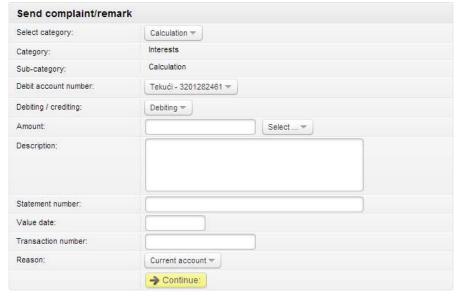
- submit the application for mToken reactivation through IB,
- receive the activation code and delete the application on Your previous mobile phone,
- activate mToken on a new mobile device.



When contracting or reactivating, the mobile phone number is to be entered. The number, except for delivery (via SMS) of the second part of the activation code, is saved into Your respective correspondence data. No fee or admission fee is charged for contracting or reactivating the mToken.

## Send comment/complaint

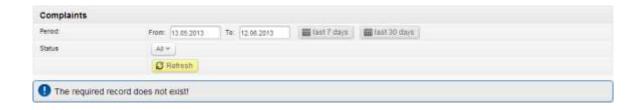




By selecting the category, a particular sub-category of comment/complaint is displayed which is to be filled. Every category has its own specific body of comment/complaint, which is to be filled. After filling the fields, by selecting **Continue**, You come to the authorization screen.

Review of comments/complaints



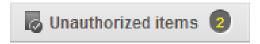


Also, as it is the case with most menus, comments/complaints can be reviewed by period, and status.

#### RBA iDIREKT interactive guide

RBA iDIREKT interactive guide is an interactive video clip showing safety, and instructions for authorization of each of the devices.

#### **Unauthorized items**



Unauthorized Items offer the list of all orders and requests that have not been authorized. Next to the title there is also a number showing how many unauthorized items there are. By selecting the title, the screen with unauthorized items appears.

Next to every order or request there is a square that can be ticked. Every order You wish to authorize must be marked in the mentioned square. If You wish to authorize all orders or requests, You can do so also by selecting the option **Mark all unauthorized items**.

Selecting the option **Continue** opens the authorization screen, in which all orders/equests are authorized by one authorization only, the so-called Group Authorization.



## Messages



The message title is the actual link to the messages site, and the number next to it is the number of unread messages. The unread messages can be distinguished by a dark, black icon colour, whereas the read messages are grey.

Also, if You wish to delete any of the messages, this can be done by clicking the square next to each message and selecting the option **Delete selected messages**, after which You will receive the notification **Message deleted**.



## **Settings**



In the Settings You can modify some of the internet settings. Just by selecting the title, the Internet Banking settings screen opens.

You can adjust the opening site to make the display multi-functional or classical. In the multi-functional display You can select which of the accounts and which of the services You wish to be presented on the initial screen.

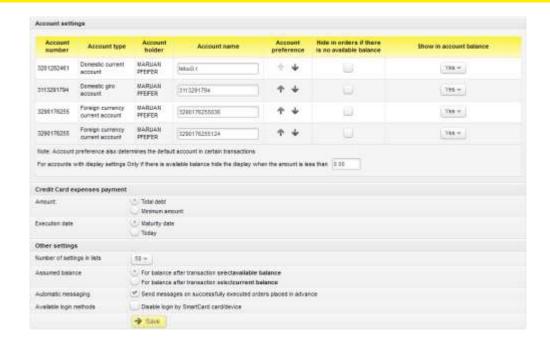
In the classical display You can select only one of the services.



Also, You can adjust account settings, so that You:

- Adjust the sequence of displays
- Select the accounts You wish to have displayed on the initial screen
- Select the amount for which You wish the accounts to be displayed on the initial screen
- Select the payment method for credit card
- Select the number of items on lists
- Select the balance display (available or current balance)
- Select the automatic sending of messages for all effected orders placed in advance
- Disable login by a SmartCard device





## Logout



By selecting Logout, the operating session on iDIREKT is closed.