

FORMAT OF BULK PAYMENTS ORDER IN ELECTRONIC FORM FOR NATIONAL PAYMENTS IN KUNA, NATIONAL PAYMENTS IN FOREIGN CURRENCY AND INTERNATIONAL PAYMENTS IN KUNA OR FOREIGN CURRENCY, PAYMENT OF PERSONAL INCOME AND RETENTION

CONTENT

CONTENT	1
FILE FORMAT	2
DETAILS	2
TYPES OF RECORDS IN FILE	2
LEGEND	2
GENERAL REMARKS	2
RECORD TYPE „300“	3
CONTROLS FOR RECORD TYPE „300“	3
RECORD TYPE „301“	4
CONTROLS FOR RECORD TYPE „301“	5
RECORD TYPE „309“	5
CONTROLS FOR RECORD TYPE „309“	6
RECORD TYPE „399“	8
CONTROLS FOR RECORD TYPE „399“	8
PERSONAL INCOME TYPE CODES	8
RETENTION TYPE CODE LIST	8

FILE FORMAT

DETAILS

- Recommended file name is **UNyyymmdd*** (*it can be txt, hub3 or VBDI). In the recommended file name, the „yyyy.mm.dd.“ positions are filled with the date of file submission/sending, which must be the current date.
- When a business entity submits/sends several files on the same date, the sequential number of the file **UNyyymmdd.nn*** has to be added at the end of the file name (for example: UN20111213.01*, UN20111213.02*).
- File record format: **TEXT – ASCII**
- Each record in the file ends with the code sequence **CR LF**
- Codepage: **WIN 1250**
- Maximum number of records type 309 in the file is: to be defined by each bank/FINA

TYPES OF RECORDS IN FILE

The file contains the following types of records:

- Record type „300“ – general data (label) of the file
- Record type „301“ – header record of the group/block
- Record type „309“ – record of a single group/block order
- Record type „399“ – footer record of the file

LEGEND

- M** mandatory data
- O** optional data
- V** variable, dependent on other data
- N** numeric field, digits from 0 to 9
- C** alphanumeric characters – letters and digits from 0 to 9

GENERAL REMARKS

- Record type „300“ appears only once at the beginning of the file as the first record in the file
- Record type „399“ appears only once at the end of the file
- All numeric fields are completed right- aligned with leading zeros, if the data item is shorter than the field length. If the value is not known, all zeros are inserted in the field line for the entire length.
- Textual fields are completed left-aligned, with blanks added up to the set length, if the value is shorter than the field length
- For the amount entry, the reserved record length is 15 places – the whole number with 13 digits + 2 decimal places (without any de-limiter).

RECORD TYPE „300“

IDENTIFIERS FOR RECORD TYPE „300“								
NO	FIELD CODE	FIELD DESCRIPTION	TYPE	FORMAT	LENGTH	FROM	TO	MANDATORY
1.	S300DATSL	File submission / sending date	N	8N	8	1	8	M
2.	S300VRSTNAL	Type of order in the file 1 (national payments in HRK) 2 (international payments in HRK or FX) 3 (national payments in FX) 4 (salaries, other regular and occasional income) 5 (retention)	N	1N	1	9	9	M
3.	S300IZDOK	Document source	N	3N	3	10	12	O
4.	S300NACIZVR	Execution method	N	1N	1	13	13	V
5.	S300OIBPOS	OIB of the employer (payer of personal income)	N	11N	11	14	24	V
6.	S300MBRPOS	Registration number and sub-number of the employer (payer of personal income)	N	11N	11	25	35	V
7.	S300INSIFPOS	Internal code of the employer (payer of personal income)	N	11N	11	36	46	V
8.	S300OIBUPL	OIB of contributor of personal income	N	11N	11	47	57	V
9.	S300REZERVA	Reserve	C	940C	940	58	997	O
10.	S300TIPSLOG	Record type	N	3N	3	998	1000	M

CONTROLS FOR RECORD TYPE „300“

CONTROLS FOR RECORD TYPE „300“		
NO.	FIELD DESCRIPTION	CONTROL
1.	File submission / sending date	Must be a current date in extended format YYYYMMDD.
2.	Type of order in the file 1 (national payments in HRK) 2 (international payments in HRK or FX) 3 (national payments in FX) 4 (salaries, other regular and occasional income) 5 (retention)	Check if 1, 2, 3, 4 or 5 is entered.
3.	Document source	Entered if the file is submitted to Fina branch or initiated via Fina's e-payment service. If the entry has been made, it is checked if one of the permitted values is entered: 300 – banks' orders for own payments and for payments debiting their clients' accounts 701 – clients' orders initiated via Fina's e-payment service and at Fina

		branch counters 803 – electronic orders initiated by the bank for transfers debiting its clients' transaction accounts for the purpose of effecting payments 652 – electronic medium submitted by CNB and the Ministry of Finance for payments via CRTGSS (HSVP). 530 – orders related to the collection by government 502 – orders in respect of public revenues with special controls 520 – special processing of payment orders
4.	Execution method	Mandatory for order type 4 and 5. Check if one of the permitted values is entered: 1 - specification 2 – bulk order File containing order type 4 or 5,, execution method 1 (specification), is submitted for execution to the bank in which the payee has a transaction account. File containing order type 4 or 5,, execution method 2 (bulk order), is submitted for execution to the bank in which both the payer (employer) and the payee have their transaction accounts.
5.	OIB of the employer (payer of personal income)	To be entered for order type 4 and 5. *
6.	Registration number and sub-number of the employer (payer of personal income)	To be entered for order type 4 and 5. *
7.	Internal code of the employer (payer of personal income)	To be entered for order type 4 and 5. *
8.	OIB of contributor of personal income	Mandatory for order type 4 and 5. *
9.	Reserve	Not checked
10.	Record type	Record type 300 has to be entered

*2 out of 3 pieces of data from fields 5, 6 and 7 have to be used in any combination.

RECORD TYPE „301“

IDENTIFIERS FOR RECORD TYPE „301“								
NO	FIELD CODE	FIELD DESCRIPTION	TYPE	FORMAT	LENGTH	FROM	TO	MANDATORY
1.	S301IBANPLAT	Payer's IBAN	C	21C	21	1	21	M
2.	S301VALPL	Payment currency identifier	C	3C	3	22	24	M
3.	S301RNNAK	Fee account	C	21C	21	25	45	O
4.	S301VALNAK	Fee currency identifier	C	3C	3	46	48	O
5.	S301BRNALUK	Total number of payment orders in the next group (records 309)	N	5N	5	49	53	M
6.	S301IZNNALUK	Total amount of payment orders in the next group (records 309)	N	20N	20	54	73	M
7.	S301DATIZVR	Execution date	N	8N	8	74	81	M
8.	S301REZERVA	Reserve	C	916C	916	82	997	O

9.	S301TIPSLOG	Record type	N	3N	3	998	1000	M
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CONTROLS FOR RECORD TYPE „301“

CONTROLS FOR RECORD TYPE „301“		
NO.	FIELD DESCRIPTION	CONTROL
1.	Payer's IBAN	Check whether the IBAN construction of the payer's account complies with the ISO standard 13616:1997. In exceptional cases, in respect of order type 4, execution method 1, the IBAN assigned to the payer by another bank can be entered.
2.	Payment currency identifier	Check against currency code book; the currencies which have a buy and sell rate for foreign currencies and HRK on the exchange rate list. HRK is a mandatory entry for payment order type 1, 4 and 5.
3.	Fee account	Account is entered if different from the payer's IBAN (entry from S301IBANPLAT field). If the field is blank, then the account from the field S301IBANPLAT is implied by default.
4.	Fee currency identifier	Check against currency code book; the currencies which have a buy and sell rate for foreign currencies and HRK on the exchange rate list. If the field is empty, the fee currency is implied to be HRK.
5.	Total number of payment orders in the next group (records 309)	Check total number of single orders (record type 309) belonging to the head record (record type 301)
6.	Total amount of payment orders in the next group (records 309)	Check total amount of single payment orders (record type 309) belonging to the head record (record type 301) 20 characters with leading zeros – the whole number of 18 digits + 2 decimal places (without a delimiter).
7.	Execution date	Check if the date is entered in the extended format YYYYMMDD and if it is the same or a later date (a date falling after the current date). The latest execution date permitted is defined by the Bank's by-laws.
8.	Reserve	Not checked
9.	Record type	Record type 301 has to be entered.

RECORD TYPE „309“

IDENTIFIERS FOR RECORD TYPE „309“								
NO	FIELD CODE	FIELD DESCRIPTION	TYPE	FORMAT	LENGTH	FROM	TO	MANDATORY
1.	S309IBANRNPRIM	Payee's IBAN or account number	C	34C	34	1	34	M
2.	S309NAZIVPRIM	Payee's name	C	70C	70	35	104	V
3.	S309ADRPRIM	Payee's address	C	35C	35	105	139	V
4.	S309SJEDPRIM	Payee's seat	C	35C	35	140	174	V
5.	S309SFZEMPRIM	Payee's country code	N	3N	3	175	177	V
6.	S309BRMODPLAT	Payer's payment model number	C	4C	4	178	181	O
7.	S309PNBPLAT	Payer's payment reference number	C	22C	22	182	203	O
8.	S309SIFNAM	External code (payment purpose code)	C	4C	4	204	207	O
9.	S309OPISPL	Payment details	C	140C	140	208	347	M

10.	S309IZN	Amount	N	15N	15	348	362	M
11.	S309BRMODPRIM	Payee's payment model number	C	4C	4	363	366	V
12.	S309PNBPRIM	Payee's reference number	C	22C	22	367	388	V
13.	S309BICBANPRIM	BIC (SWIFT) address	C	11C	11	389	399	V
14.	S309NAZBANPRIM	Payee's bank name	C	70C	70	400	469	V
15.	S309ADRBANPRIM	Payee's bank address	C	35C	35	470	504	V
16.	S309SJEDBANPRIM	Payee's bank seat	C	35C	35	505	539	V
17.	S309SFZEMBANPRIM	Payee's bank country code	N	3N	3	540	542	V
18.	S309VRSTAPRIM	Type of foreign person	N	1N	1	543	543	V
19.	S309VALPOKR	Currency of coverage	C	3C	3	544	546	V
20.	S309TROSOP	Charges-cost option	N	1N	1	547	547	V
21.	S309OZNHITN	Urgent payment	N	1N	1	548	548	O
22.	S309SIFPRIM	Personal income or retention code	N	3N	3	549	551	V
23.	S309OIBPLAT	OIB of actual payer- private individual	N	11N	11	552	562	V
24.	S309REZERVA	Reserve	C	435C	435	563	997	O
25.	S309TIPSLOG	Record type	N	3N	3	998	1000	M

CONTROLS FOR RECORD TYPE „309“

CONTROLS FOR RECORD TYPE „309“		
NO.	FIELD DESCRIPTION	CONTROL
1.	Payee's IBAN or account number	Check if the payee's IBAN account construction follows the ISO standard 13616:1997 or the NCS (NKS) account construction – VBDI(7)-account number (10) or another construction scheme (referring to international payments to countries that do not use the IBAN). For international payments, the length of IBAN depends on the rules applied in the payee's country, maximum length is 34 characters. Blanks are inserted for the full length of the field.
2.	Payee's name	Mandatory for order types 2 and 3. Not checked. Alphanumeric entry is permitted.
3.	Payee's address	Mandatory for order type 2. Not checked. Alphanumeric entry is allowed.
4.	Payee's seat	Mandatory for order type 2. Not checked. Alphanumeric entry is allowed.
5.	Payee's country code	Mandatory data item for order type 2. Checked against country codelist.
6.	Payer's payment model number	Check if HR and two digit model number have been entered according to defined Uniform list of basic models for payment reference numbers. Rules for entry of reference numbers for payments crediting the state treasury and other public bodies are determined by the applicable Ordinance on the method of payment of budget revenues, compulsory

		contributions and revenues for financing other public requirements.
7.	Payer (debit) reference number	Check if the entered reference number corresponds to the model number. Maximum number of characters allowed is 22, including dashes. If it has been entered, it should not begin with blanks.
8.	External code (payment purpose code)	Check if the entered external purpose code follows the ISO standard 20022.
9.	Payment details	Free text entry and the field may not be empty. The following characters may be used: blanks, numbers, letters and certain special characters (-,./) .
10.	Amount	Check if the figures have leading zeros. Maximum 15 characters are allowed – the whole number with 13 digits + 2 decimal places (without any delimiter)
11.	Payee's payment model number	Check if HR and two digit model number have been entered according to defined list of basic models for payment reference numbers. Rules for entry of reference numbers for payments crediting the state treasury and other public bodies are determined by the effective Ordinance on the method of payment of budget revenues, compulsory contributions and revenues for financing other public needs. Mandatory for order type 5, retention type code 500.
12.	Payee (credit) reference number	Check if the entered reference number corresponds to the model number. Maximum number of characters allowed is 22, including dashes. Mandatory for order type 5, retention type code 500.
13.	BIC (SWIFT) address	Check if it has been entered in the register of banks. It is used only in international payment orders (order type 2).
14.	Payee's bank name	It is mandatory if no BIC (SWIFT) address has been entered. It is used only in international payment orders (order type 2).
15.	Payee's bank address (optional)	It is mandatory if no BIC (SWIFT) address has been entered. It is used only in international payment orders (order type 2).
16.	Payee's bank seat (optional)	It is mandatory if no BIC (SWIFT) address has been entered. It is used only in international payment orders (order type 2).
17.	Payee's bank country code	Check against country code list. Mandatory entry for order type 2.
18.	Type of foreign person (optional)	Check if one of the permitted codes for type of foreign person has been entered (1 – legal entity, 2 – private individual). Must be entered for order type 2.
19.	Currency	Check against currency code book; the currencies which have a buy and sell rate for foreign currencies and HRK on the exchange rate list. Use for order types 2 and 3 in case coverage is provided in a currency other than the payment currency specified in field S301VALPL.
20.	Charges option	Check if one of the allowed cost options has been entered: 1 – (OUR) charged to ordering party 3 – (SHA) shared charges between ordering party and beneficiary Mandatory entry for order type 2. For order type 1 the default value is 3 (SHA); for order type 3 if the field is empty the presumed cost option is 3 (SHA).
21.	Urgent payment (optional)	Check if one of the permitted order execution methods has been entered (0 – regular execution, 1 – urgent execution). If it has not been entered, the order will be executed as regular payment. Permitted for order types 1, 2 and 3.
22.	Personal income or retention type code	Personal income type code is mandatory for order type 4. It is verified in Personal Income Type Code List. Retention type code is mandatory for order type 5. . It is verified in Retention Type Code List.
23.	OIB of actual payer-physical person	Mandatory for order type 5.
24.	Reserve	Not checked

25.	Record type	Record type 309 is a mandatory entry
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RECORD TYPE „399“

IDENTIFIERS FOR RECORD TYPE „399“								
NO	FIELD CODE	FIELD DESCRIPTION	TYPE	FORMAT	LENGTH	FROM	TO	MANDATORY
1.	S399REZERVA	Reserve	C	997C	997	1	997	O
2.	S399PTIPSLOG	Record type	N	3N	3	998	1000	M

CONTROLS FOR RECORD TYPE „399“

CONTROLS FOR RECORD TYPE „399“		
NO.	FIELD DESCRIPTION	CONTROL
1.	Reserve	Not checked
2.	Record type	Record type 399 has to be entered.

PERSONAL INCOME TYPE CODES

Code	Type of personal income
100	Personal income paid in whole
110	Payment of personal income in part
120	Personal income net of protected part
130	Temporary work/service contract
140	Work-and-study (school tuition reimbursements)
150	Dividend paid
160	Royalties paid to members of Management Board, General Assembly, Supervisory Board
170	Income from lease of tourist facilities
180	Rent
190	Local public transportation bonus
200	Official travel
210	Field allowance
220	Separation allowance
230	Sick pay
240	Car allowance
250	Overtime pay, bonuses, incentive payment, other rewards
260	Vacation allowance
270	Christmas and Easter bonus
280	Child gift
290	Scholarship, student grants and allowance for equipment, books
300	Allowances (for wedding, in case of death of employee or employee's family member)
310	Allowance for employee's newborn
320	Severance pay
399	Other personal income

RETENTION TYPE CODE LIST

Code	RETENTION TYPE
500	Loan
510	Alimony
599	Other types

Applicable as of 1 June 2014