

Terms and Conditions of “Samlebetaling”

- 1) “Samlebetaling” is an arrangement that allows retail clients to make giro payments by means of an envelope solution.
- 2) Registration for Sydbank’s “Samlebetaling” requires that you have an account with Sydbank and that Sydbank accepts that payments may be made from this account. You are obliged to have sufficient funds in the account to cover the payment of the giro forms submitted. In the event of insufficient funds the Bank is not obliged to process the giro forms received.
- 3) Giro forms to be processed by Sydbank must be submitted in the Bank’s envelope for “Samlebetaling”. The envelope must contain giro forms completed with:
 - (a) your signature
 - (b) registration number and number of the account against which the amount is to be debited. If the giro forms have not been completed with registration number and account number the Bank is not obliged to pay the giro forms received.
 - (c) payment date. If the giro forms have not been completed with a payment date, payment will be made within two banking days from the date of receipt.
- 4) Your envelope containing giro forms must, as far as possible, be submitted to the Bank once a month. The envelope must be received by the Bank no later than two banking days prior to the payment date indicated on the giro forms.
- 5) Payments will be made by the bank branch to which you submit your giro forms.
- 6) If the giro forms relate to recurring payments which can be registered with Betalingsservice (operated by PBS) the Bank will register the payments for you.
- 7) The Bank will not issue separate receipts for payments made; they will appear from your bank statement. The payment fee appears from the Bank’s Tariff of Charges. If you wish to receive a separate receipt for a payment you must enclose the receipt slip. Receipts will be returned on an ongoing basis subject to a fee fixed by the Bank, see the Bank’s Tariff of Charges.
- 8) A giro payment may be revoked subject to a fee, see the Bank’s Tariff of

Charges. The revocation must be in writing and must be received by the Bank no later than one banking day prior to the payment date indicated and during the Bank's normal business hours. The revocation must contain the name and address of the beneficiary, the payment date and the amount.

- 9) The Bank is not liable for errors and delays in payments arising from incomplete and/or erroneous information on the giro forms. However we will notify you and try to correct the error(s), if possible. Recurring errors are subject to a fee, see the Bank's Tariff of Charges. If the account holder cannot be identified, the giro form(s) will be destroyed.
- 10) The Bank is not liable to you if, as a result of a breakdown, the payment is not executed or is delayed or contains errors and defects.
- 11) The Bank is not liable for losses arising from non-payment as a result of rules of law, actions on the part of public authorities or similar circumstances, actual or impending war, rebellion, civil unrest, terrorism, sabotage, natural disasters, strikes, lockouts, boycott and picket actions, regardless of whether the Bank is itself a party to the conflict, and regardless of whether only part of the Bank's functions is affected thereby. However, the Bank will not be exempt from liability in the event of independent liability on the part of the Bank.
- 12) Sydbank may change the terms and conditions subject to a notice of at least two months.

How to use "Samlebetaling"

Giro forms

You may pay all your giro forms via "Samlebetaling" – both bank giro forms and giro forms.

How to proceed

- Check that all your giro forms include an amount.
- Check that all your giro forms include a payment date.
- State the registration number and number of the account to be debited in the top left-hand corner of each giro form.
- Provide each giro form with your signature in the top left-hand corner.
- Detach the giro receipts and keep them for reconciliation.
- Place the giro forms in the post-paid envelope for "Samlebetaling" and post it. Alternatively, you may hand in the envelope at one of the Bank's branches.

Please remember that the envelope for "Samlebetaling" must be received by the Bank no later than two banking days prior to the payment of the first giro form.

Repeat order

Tick the box on the envelope for "Samlebetaling" to order new envelopes. The envelopes are also available at your Sydbank branch.

Payment on time

If you observe the deadline we will pay all your bills on the final date for payment unless – of course – you indicate another date on the giro form. The amount will be debited against the account indicated on the giro form.

Bank statement

Payments implemented will appear from your next bank statement.

Separate receipt

If you wish to receive a separate receipt for a payment, please enclose the receipt slip.

The issue of receipts is subject to the Bank's ordinary fee for the payment of single bills, see the Bank's Tariff of Charges.

Betalingservice

If some of your giro forms relate to regular recurring payments which can be registered with PBS Betalingservice the Bank will register the payments for you.

Payment via PBS Betalingservice is, whenever possible, part of our "Samlebetaling" arrangement.

Translation

The above is a translation of the Danish "Regler for Samlebetaling". In case of doubt the Danish original will prevail.