

Place date

CLEAN COLLECTION ORDER

<p>Drawer (name & address)</p> <hr/> <p><i>(Please fill out in block capitals or using a stamp)</i></p> <p>Contact person</p> <p>Phone no.:</p>	<p>Collection no</p> <hr/> <p>For Bank use only</p> <hr/> <p>Drawee (name & address)</p>
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The following bills are being sent:

Issue date of a bill	Currency and amount	Payable on

Please release the a/m bill(s) to the Drawee through the following bank:

.....
 against payment payable on

Please send the bill:

- by registered airmail
- by courier arranged by Bank
- by courier arranged by Drawer, at our cost.

Please let us know the reasons of non-payment.

In case of non-payment the bill, please:

- protest it not protest it

Fees and costs of a drawee's bank covered by:

- drawee drawer

Bank Handlowy w Warszawie S.A. fees and costs covered by:

- drawee drawer

In case of non-payment by the drawee of the fees and costs of drawee's bank:

- do not release the bill waive

In case of non-payment by the drawee of the fees and costs of Bank Handlowy w Warszawie S.A.:

- do not release the bill waive

Bill amount converted into PLN amount of a bill collected by the Bank, please credit to our account no.
 (please give your account no and currency) held
 with.....

Enclosures:

General terms for the execution of a clean collection order

1. A clean collection order should be provided in time enable the Bank to execute it.
2. A clean collection order should be filled out in writing precisely to exclude any potential doubts and should contain all necessary instructions required for correct execution of an order. If not, the Bank does not bear responsibility for any consequences resulting. Appropriate documents should be attached to it. Any changes to clean collection orders must be provided in writing or in the electronic form according to the agreement based on it electronic system of processing and data transmission delivered by the Bank to the customer.
3. Clean collection order should be signed under the drawer's company stamp and the signature should be consistent with the specimen of signatures held by the Bank.
4. This clean collection order is subject to the Uniform Rules for Collections – Publication no 522 by International Chamber of Commerce, and in consequence:
 - a) The Bank may cooperate with another bank/other banks in order to execute a clean collection order, but it always acts for the account of and at the risk of the drawer, even if a cooperating bank has been chosen by the Bank.
 - b) The Bank assumes no liability or responsibility for a form, sufficiency, accuracy, authenticity or legal enforceability of any documents as well as for any general and/or specific conditions mentioned in documents or which are imposed on them. Moreover, the Bank assumes no liability or responsibility for a description, weight, quality, quantity, condition, packing, delivery, value and existence of goods quoted in a document or documents as well as for good faith and/or negligence, solvency, performance or financial standing of suppliers, transport agents, forwarders or insurance agents or any other third parties.
 - c) The Bank assumes no liability or responsibility for the consequences arising out of delay and/or loss in transit of any messages, letters or documents or for delay, mutilation or other errors arising in the transmission by telecommunication or for errors in translation and/or interpretation of technical terms.
 - d) The Bank assumes no liability or responsibility for delays caused by the necessity of receiving additional explanations because of unclear order instructions.
 - e) The Bank assumes no liability or responsibility for consequences arising out of interruption in its business by Acts of God, riots, civil commotions, insurrections, wars, strikes or lockouts or any other causes beyond its control.
 - f) The Bank will not release documents and will not be responsible for any consequences arising out of delay in releasing the documents, if a drawee refuses to pay interest, costs and/or charges, which it is not authorized to waive.
 - g) The Bank has the right to debit the Drawer's account without separate authorization, with the presenting bank's costs connected with collection handling if the Bank has been requested to pay such costs or the Bank's account has been debited with the amount thereof - as a result of the Drawee's refusal to pay these costs.
 - h) The Bank reserves the right to cover costs according to the Table of Fees and Commissions of Bank and/or collect its charges in advance from the party which has authorised it to execute cost related instructions provided that the costs have already been covered.
 - i) The Drawer may file a complaint by e-mail, by phone with a CitiService advisor, in writing or in person at units of the Bank which serve the Drawer to the address published on the Bank's website (www.citibank.pl) in the Corporate and commercial tab you will find the CitiService tab.
 - j) The Bank shall reply to a filed complaint immediately but no later than 30 days after the date of receipt of the complaint. In particularly complex cases, the deadline for reply may be extended to 60 days for natural persons who are entrepreneurs and to 90 days in other cases, unless the legislation provides for a shorter complaint processing deadline.
 - k) The Bank shall reply to a filed complaint in writing, by e-mail or by phone, unless the legislation provides for a special form of reply.
 - l) At the request of the Drawer, the Bank shall confirm the receipt of a complaint by phone or otherwise as requested by the Drawer.
 - m) Detailed information on the complaint filing and processing procedure are available on the Bank's website referred to in point l) above.
 - n) Bank shall notify the Drawer, that the Bank's activity is supervised by the Polish Financial Supervision Authority.
5. The stipulations of the Uniform Rules for Collections are binding on all parties thereto unless otherwise expressly agreed or contrary to the provisions of a national, state or local law, and /or regulation, which cannot be departed from. The Bank shall handle clean collection in accordance with the Uniform Rules for Collections and with the Banking Law, the Foreign Exchange Law and the Bills of Exchange Law valid and binding in Poland.
6. We hereby declare, that Bank Handlowy w Warszawie S.A. will bear no responsibility for damages which I/we may suffer as a result of proper execution of this Order, unless such damage has occurred due to an intentional fault of Bank Handlowy w Warszawie S.A.

Place..... date.....

Stamp, name and surname of authorized person in the name of Drawer and signature

Signature(s) of authorized representatives – as per the National Court Register, unless a separate Power of Attorney has been provided