



INFORMATION

ELECTRONIC SUBMISSION OF CHANGES RELATING TO THE ROUTING TABLE

Under Article 4(2) of Resolution No. 18/2009 (VIII. 6.), the payment service provider shall notify the Magyar Nemzeti Bank (MNB) of any change in the data of the routing table by the 4th business day of the month preceding the date of change. The MNB shifts its system to receiving requests for modification electronically as of 20 July 2013, since requests can thus be accepted and processed automatically under the rules set out in Annex 1 without the need of expert assessment.

Clearing members have to give notice of the following changes, not related to their clearing memberships, electronically from 20 July 2013:

- changes in the name, address of the bank branch, sending/receiving VIBER,
- registering a new bank branch,
- deletion of the bank branch.

It is important to know that any changes related to clearing membership may still be requested by mail (the administration of these typically requires hard-copy documents, e.g. the MNB licence, Technical Quality Certification, extract from the Register of Entrepreneurs, etc.).

For the purposes of such electronic submission, the MNB sends a unique Excel template file for direct clearing members on the GIRONetwork GIROFile "szamvez" channel by the 20th day of each month (if this is a bank holiday, the following business day) to give notice of changes by the 4th business day of the subsequent month, after which the template becomes invalid. The file contains a worksheet of the following format:

Operation:	Bank branch code:	Branch name:	Branch address:	Sends VIBER:	Receives VIBER:
New bank branch:	19012345	MNB Nyíregyháza branch	8-9 Kossuth Lajos u., H-4400 Nyíregyháza	Yes	Yes
Modification	19023456	MNB Kecskemét branch	12 Korona u., H-6000 Kecskemét		
Deletion	19034567				

The structure of the Excel sheet is protected, but otherwise can be freely edited, the operation field can be selected from the drop-down menu and its value can be copied (e.g. to delete, open or modify multiple branches). The sheet can be duplicated and renamed, and the information linking the sheet to the bank code can be found in the sheet. In a single file, multiple requests for modification can be submitted (within the limitations of Excel).

The Excel sheet filled with modification requests should be submitted via the "szamvez" channel of GiroNetwork GIROFile to the address of MNB within the 4th business day of receiving the template. During this period any number of Excel files can be sent, and any number of modifications can be submitted for the same branch (e.g. incorrect name/address). The MNB's system authenticates the routing table, then processes it and confirms if the operation was successful or not successful. The confirmation is done in a text file, which allows for the precise identification of any errors.

Processing of incoming requests is suspended after the lapse of the deadline for acceptance (the 4th business day of the month preceding the change). Any requests received after this are deleted by the MNB.

Please contact the MNB's Banking Operations Directorate with your questions.

Contact:

Banking Operations Directorate

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Budapest, date

MAGYAR NEMZETI BANK

MODIFICATIONS AUTOMATICALLY CHECKED AND IMPLEMENTED BY THE PROCESSING SYSTEM OF MNB

1. MODIFICATION OF THE DATA OF THE EXISTING BRANCH

Branch codes authorized to be changed: all codes pertaining to the notifying bank and registered "under" its code (the corresponded ones).

Fields authorized to be changed (field codes under the HT standard are indicated in brackets): branch name [g-bank], branch address [g-cím], sends and receives Viber ([V-send], [V-receive]) fields. Except for the sends and receives Viber fields, all fields are mandatory (even if there is no change).

2. INPUTTING A NEW BRANCH

Limitations on branch code:

- it can only pertain to a bank code already existing in the valid verification sheet
- the bank may only input branch codes relating to its own bank codes or corresponded ones of credit institutes
- branch codes must be CDV-approved
- existing branches cannot be input again

Mandatory fields (the field names under the standard are indicated in brackets):

- Branch code (if meets the above-mentioned criteria) [g-code]
- Branch name [g-bank]
- Branch address [g-address]
- Sends Viber [V-send]
- Receives Viber [V-receive]

3. DELETING EXISTING BRANCHES

Limitations on a branch to be deleted:

- The branch to be deleted must be an existing one
- The bank has the right to delete the branch, since it has a bank code starting with an own or corresponded code string
- VIBER direct branches cannot be deleted (the value of [V-jel] field is "D")
- BKR publishing branches cannot be deleted (the value of [G-jel] field is "P")

4. FURTHER IMPORTANT INFORMATION AND RULES ON MODIFICATIONS CARRIED OUT THROUGH AN EXCEL TEMPLATE:

- Only direct GIRO members have an Excel template.
- The filled Excel template can be submitted in any number up until the end of the acceptance period.
- The program can only process Excel files of version 97-2003.
- A txt response file is sent for all incoming templates to report the number of successfully processed records or errors. In the event of an error, the reasons of declining a request are also indicated.
- Response is given within a few minutes in case of ordinary operation; however, this time might

significantly increase if an IT crisis is experienced at MNB.

- A deletion operation can only be executed on the basis of a branch code; hence it is carried out in case of different name and address as well.
- A bank branch deleted by the notifying bank by mistake cannot be recovered in the given version through the template. This is only possible using a hard-copy request received by the deadline. The branch deleted beforehand can be input again in the version valid for the subsequent month, even through the template.
- The distributed template can be used for requests submitted until the 4th business day of the subsequent month. The system only accepts the new template for the next version, the previous one becomes ineffective. When receiving an invalid template, a decline response file is sent out with the following explanation: "Get a new Excel template to load HT changes."