**Annex ...**

## Principal’s requirements

## Conditions of the Magyar Nemzeti Bank for contracts concluded with

## external enterprises performing the services

1. **Work in the territory of the Magyar Nemzeti Bank (hereinafter: Bank) is permitted only in possession of a valid permit to stay on the premises issued in accordance with the bank’s internal regulations**. Permit to stay on the premises may be issued to external employees being in continuous relationship with the Bank – at the initiative of the contracting organisational unit – for a period of **one year** at the most, the validity of which does not extend beyond 31 December of the current year. The existence of this shall be checked by the head of the contracting organisational unit or the person indicated in the contract as a general contact person.
2. External employees may enter the Bank’s premises only with an external employee security pass indicating **“EXTERNAL EMPLOYEE”**, only in accordance with the content of the permit to stay on the premises, after the issuance of external employee security pass. External employees may enter and remain in restricted areas only subject to the approval of the head of the competent organisational unit and stay there only under supervision.
3. The security pass shall be issued by the reception staff or the security service, after presentation of the identity documents, verification of the right of entry and recording of the number of the card issued.
4. On the Bank's premises, security passes may only be received and deposited at, and the premises may only be entered and left through the designated entrances, after security check.
5. In buildings where an access control system is in operation, the security pass must be used for the intended purpose at the card readers located at the access points. Access control devices shall be operated by each person separately upon entry and exit.
6. The external employee card issued for the purpose of one-off entry shall be deposit upon the last exit after finishing the daily work. Guest cards shall be inserted in the card collector slot of the turnstile before passing through the turnstile at building entry points where a card collector device is installed as part of the access control system. When there is no card collector device they shall be handed over to the security service.
7. The security pass shall be protected from access by unauthorised persons. The card should not be exposed to strong heat, direct sunlight, physical impact, magnetic fields, aggressive chemicals and solvents. Any malfunctioning, theft, loss, damage or destruction of the security pass shall be reported immediately to the reception or the security service as well as to the organisational unit designated as contact point for the external service provider.
8. Any person who loses the security pass or culpable for the damage of the card or its becoming unusable, or is otherwise unable to give account of the security pass shall be liable for the replacement cost of the pass. The amount of the reimbursement shall be HUF 6,000 (including VAT) for cards without a chip and HUF 22,800 (including VAT) for chip cards. If the lost security pass is found, no claim shall be made for reimbursement of the cost of the initiated replacement, if the card has already been replaced. The Bank sends the invoice to the organisational unit designated as contact point, which forwards it to the contracting party. Its shall be paid in cash within 8 working days of receipt or by bank transfer within 15 working days.
9. Material and equipment (hereinafter: property) may be brought into or out of the Bank – with the exception of items for personal use – only in accordance with the prevailing documentary rules (with a delivery note or with the authorisation of the head of the respective organisational unit or the manager supervising the organisational unit). The Delivery Note certifying the removal of Bank‑owned property shall be signed by the head of the organisational unit possessing the property according to the inventory or by the asset manager, indicating the name of the organisational unit. The armed security guard on duty at the place of delivery or removal shall, after having identified the property to the extent that he is expected to do so, confirm that the property has been delivered or removed by indicating clearance on the Delivery Note. Clearance shall be indicated by the imprint of the access control stamp and the armed security guard's signature.
10. No film, video or photo shall be taken on the Bank’s premises unless permitted by – and when necessary, under the escort of – the Communication Department, subject to the approval of the head of the respective organisational unit and the prior approval of the Bank Security Directorate.
11. With a view to ensuring of disciplined and safe work, the employees of the enterprise providing the services shall not bring or consume on the Bank's premises alcoholic beverages and narcotic or intoxicating substances. Compliance with this requirement may be checked by the security service and any person infringing this requirement may be immediately removed from the Bank's premises after having the case entered on record.
12. When carrying out their tasks related to controlled access and stay on the premises, the members of the security service shall be entitled:
* to request proof of identity of any person entering or staying on the Bank’s premises;
* to ask about the purpose of entry or stay, request a proof of right, to refuse entry or stay in the event of refusal or obvious falsity of the information provided, and to ask the person intending to enter or stay to leave;
* to require the person entering, leaving or staying to show his luggage, travel and delivery documents, and check his luggage, vehicle and cargo;
* the armed security guard is obliged to prevent the removal of any property from the premises if any doubt arises as to the ownership of the property to be transported and/or the legitimacy of its removal. If the title to the property cannot be clarified immediately (on the day of retention), the incident shall be recorded in the guard's logbook.
1. External employees who jeopardise the internal order and security of the Bank, violate the rules of working in the Bank, misuse the security pass, stay outside the work area designated for them or knowingly mislead the members of the security service, may be expelled from the Bank's premises by the security service, with immediate withdrawal of the security pass. The security service may deny persons who have been expelled from the Bank's premises re-entry for work.

14. The enterprise shall ensure that the conditions described above are made known to its own employees, and it shall be fully liable, **both morally and financially, for any damage resulting from the breach thereof.**