INSTRUCTIONS FOR FILLING IN SPECIFICALLY DEFINED FIELDS IN THE PAYMENT SYSTEM

Version 03/2026

For payment service provider accounts and crypto-asset accounts/issuer accounts, please follow the following instructions for the accompanying instructions for individual payments on these accounts, in accordance with the contractual arrangement.

For all outgoing payments for domestic and foreign transfers submitted electronically and in paper form, they must contain the original payer's details in the following format:

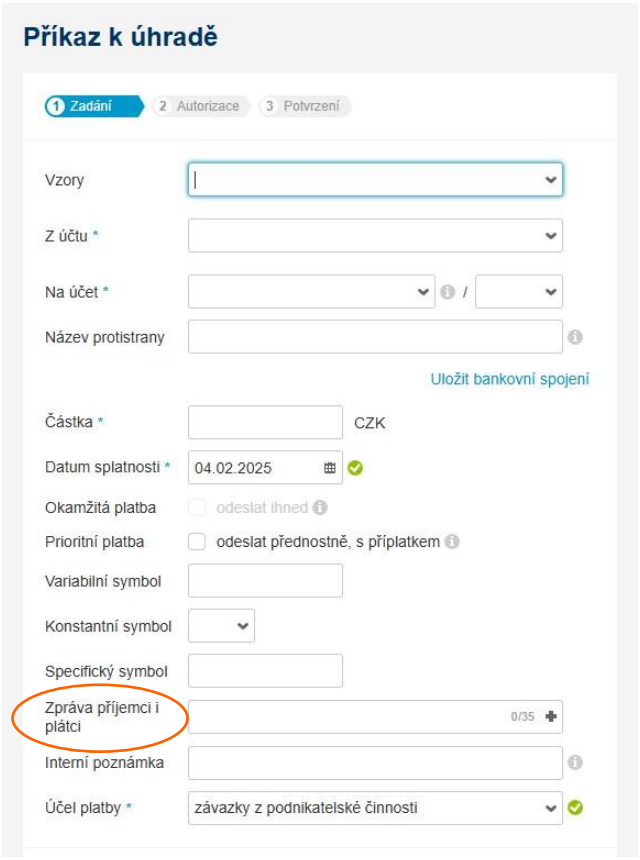
"UDT: name and surname, or name or business name, and address of the person" who instructed him to make the payment or to whom he undertook to make the payment (typically a person in the position of his client to whom he provides specified services).

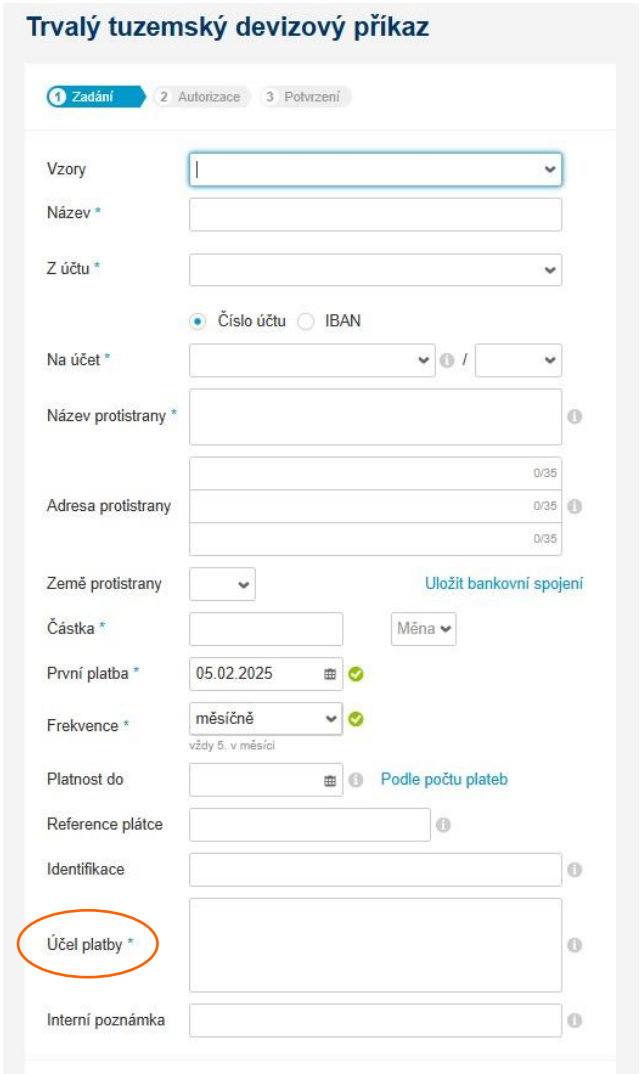
Examples:

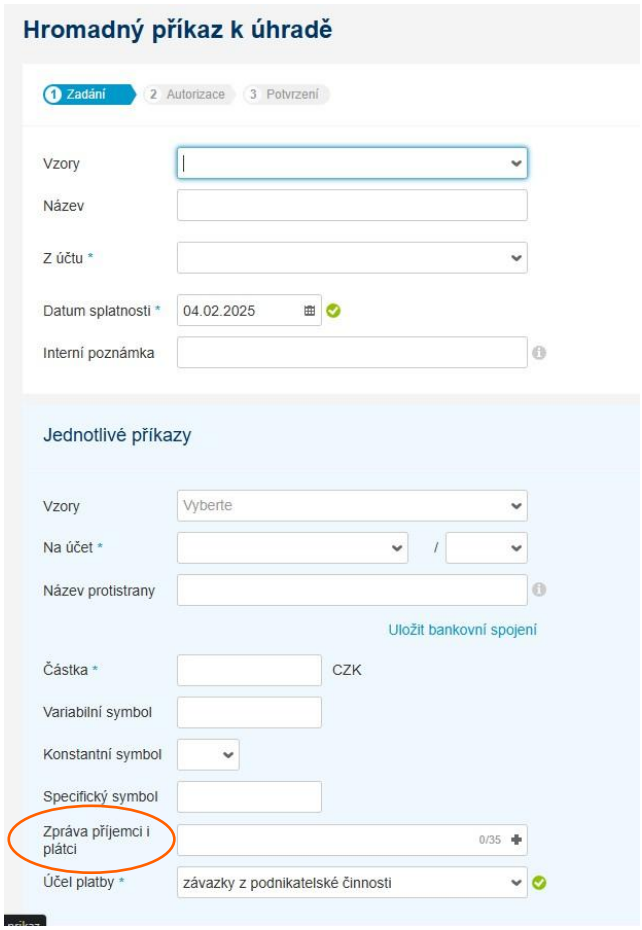
- if the beneficiary is a natural person: "UDT: Jan Novák:: U Stromu 25:: 101 00 Prague 1"
- if the beneficiary is a legal entity: "UDT: ABC s.r.o. :: Na pompě 6:: 503 51 Nový Bydžov"

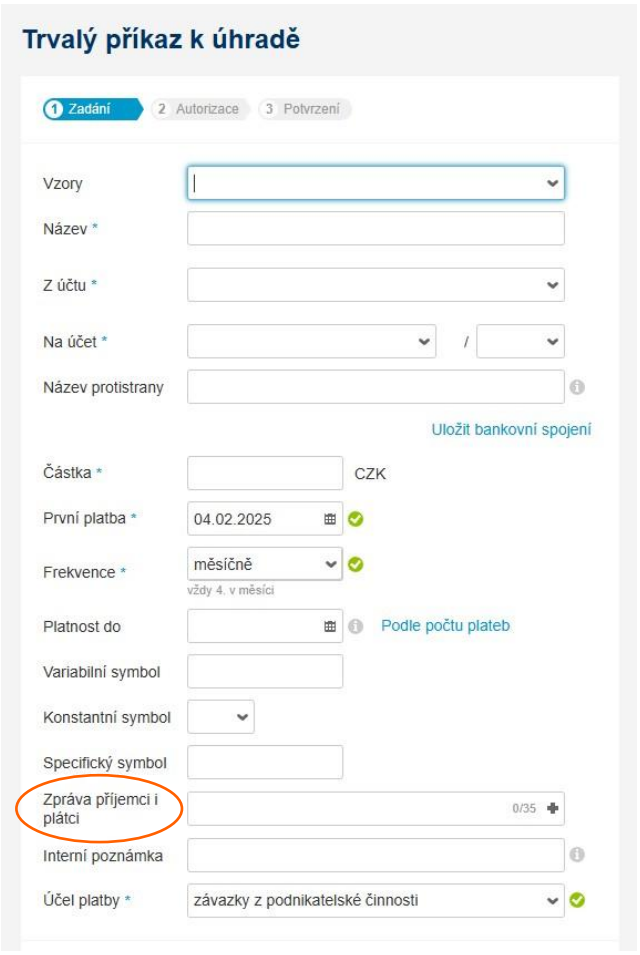
A) TYPES OF PAYMENT ORDERS ENTERED THROUGH ELECTRONIC CHANNEL SCREENS

CEB – Payment Order CEB – Domestic Foreign Exchange Order Field – Message to the Payee and Payer of the Field – Purpose of Payment

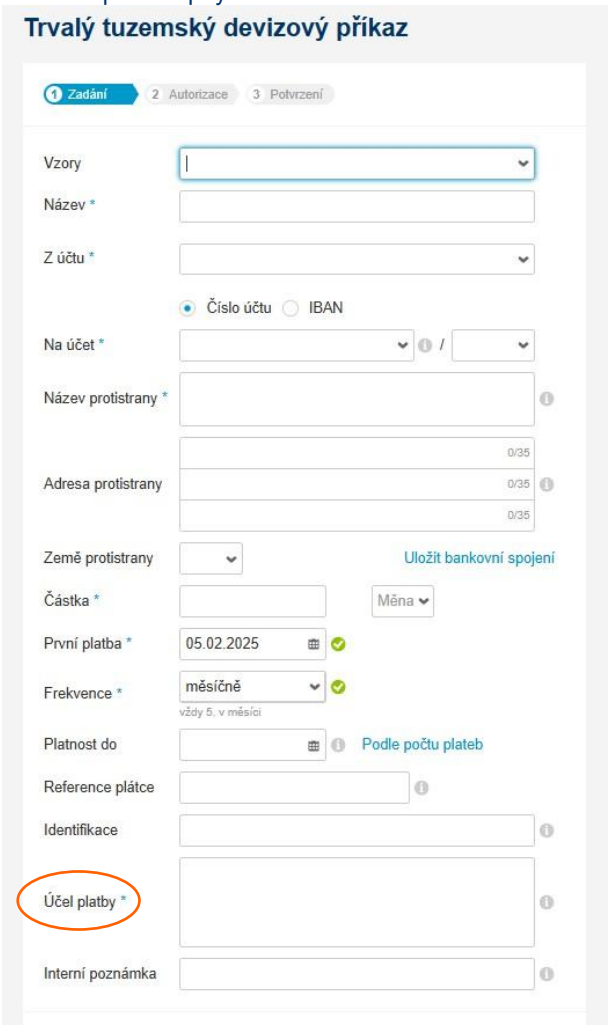




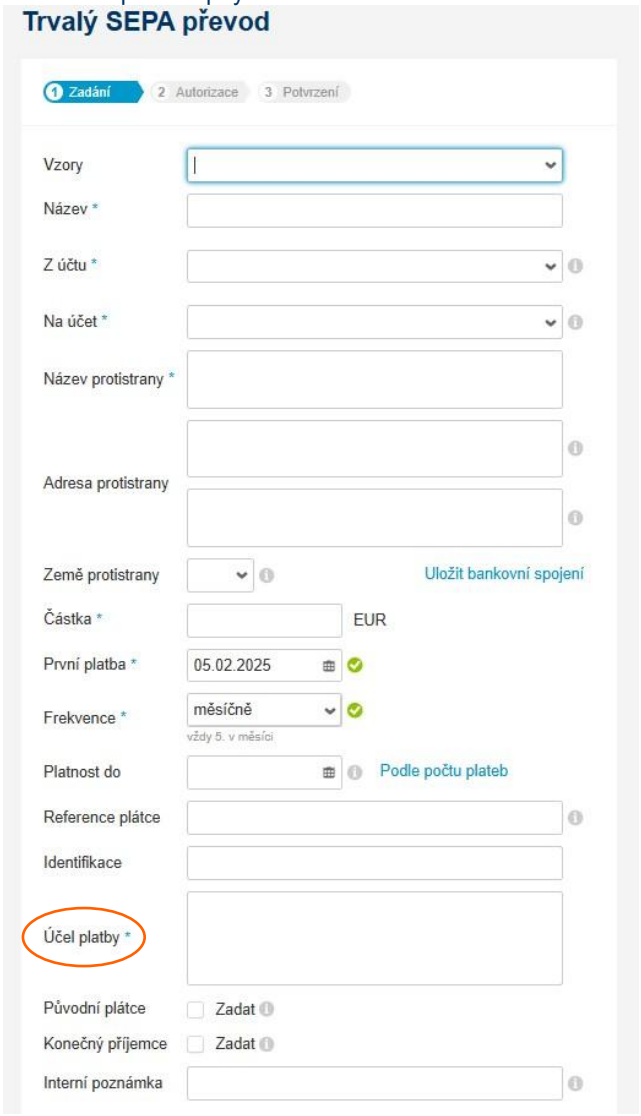

Hromadný příkaz k úhradě
1 Zadání
2 Autorizace
3 Potvrzení
Vzory
Název
Z účtu *
Datum splatnosti *
04.02.2025
Interní poznámka
Jednotlivé příkazy
Vzory
Vyberte
Na účet *
Název protistrany
Uložit bankovní spojení
Částka *
CZK
Variabilní symbol
Konstantní symbol
Specifický symbol
Zpráva příjemci i plátci
0/35
Účel platby *
závazky z podnikatelské činnosti


Trvalý příkaz k úhradě
1 Zadání
2 Autorizace
3 Potvrzení
Vzory
Název *
Z účtu *
Na účet *
Název protistrany
Uložit bankovní spojení
Částka *
CZK
První platba *
04.02.2025
Frekvence *
měsíčně
vždy 4. v měsíci
Platnost do
Podle počtu plateb
Variabilní symbol
Konstantní symbol
Specifický symbol
Zpráva příjemci i plátci
0/35
Interní poznámka
Účel platby *
závazky z podnikatelské činnosti

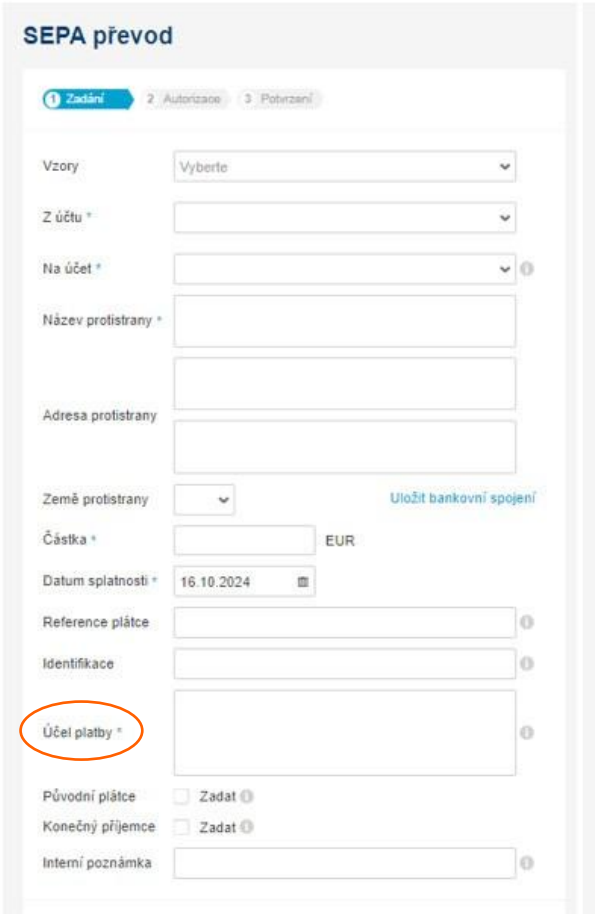
CEB – Standing Domestic Foreign Exchange Order
field - Purpose of payment

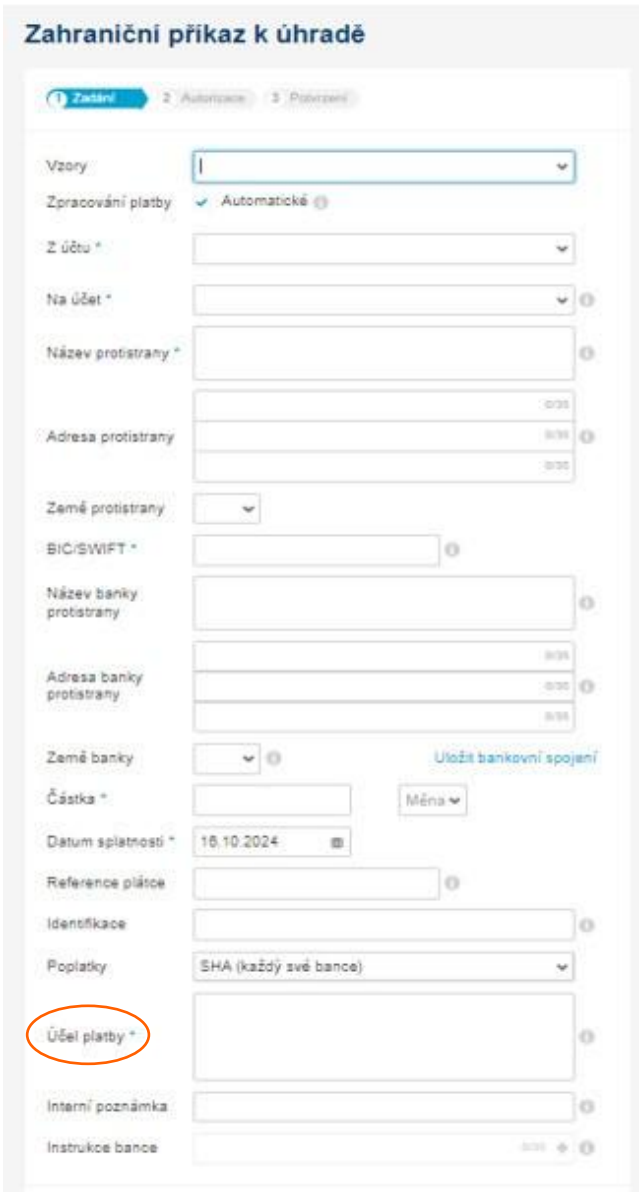


CEB – Permanent SEPA Transfer
field - Purpose of payment

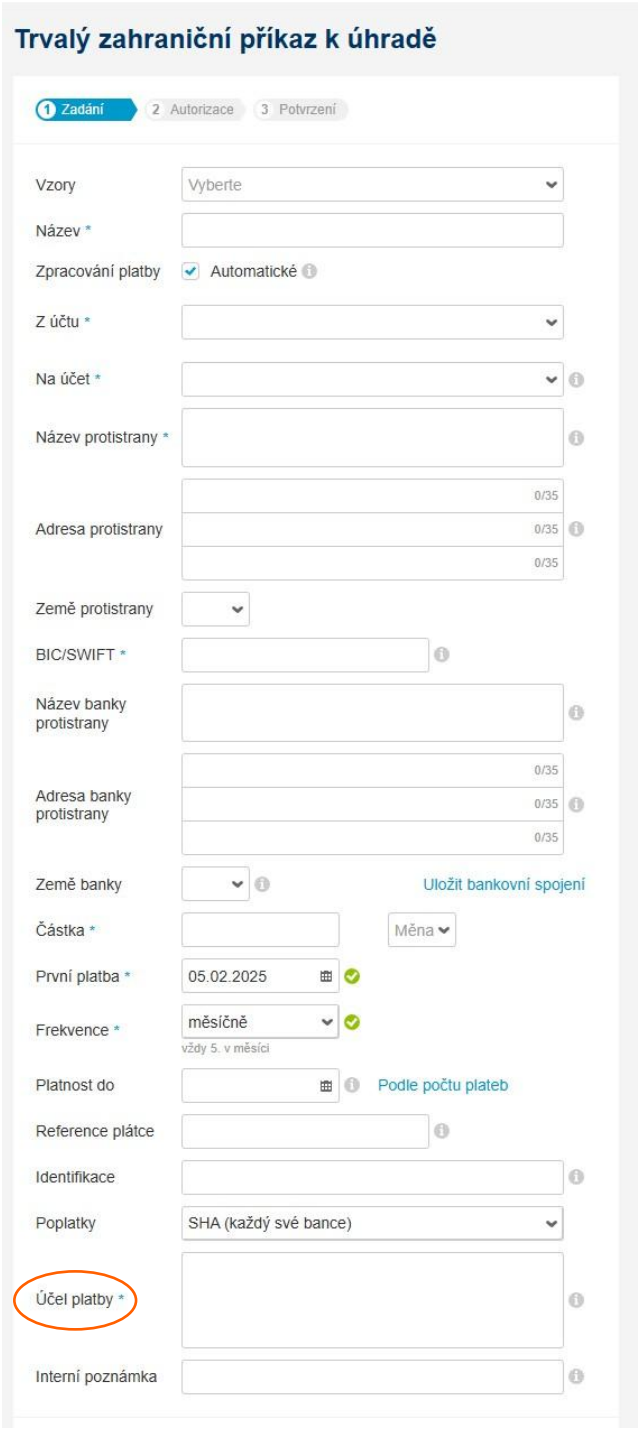


CEB – SEPA Transfer CEB – Foreign Payment Order Field – Purpose of Payment



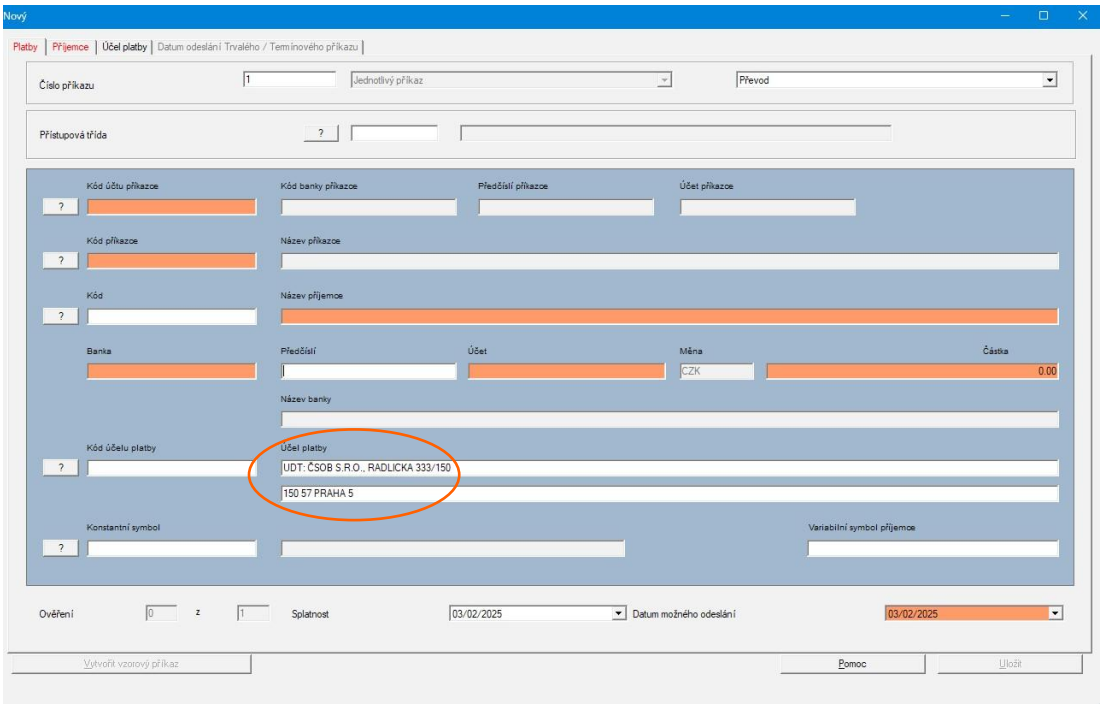


CEB – Standing Foreign Payment Order
field – Purpose of payment



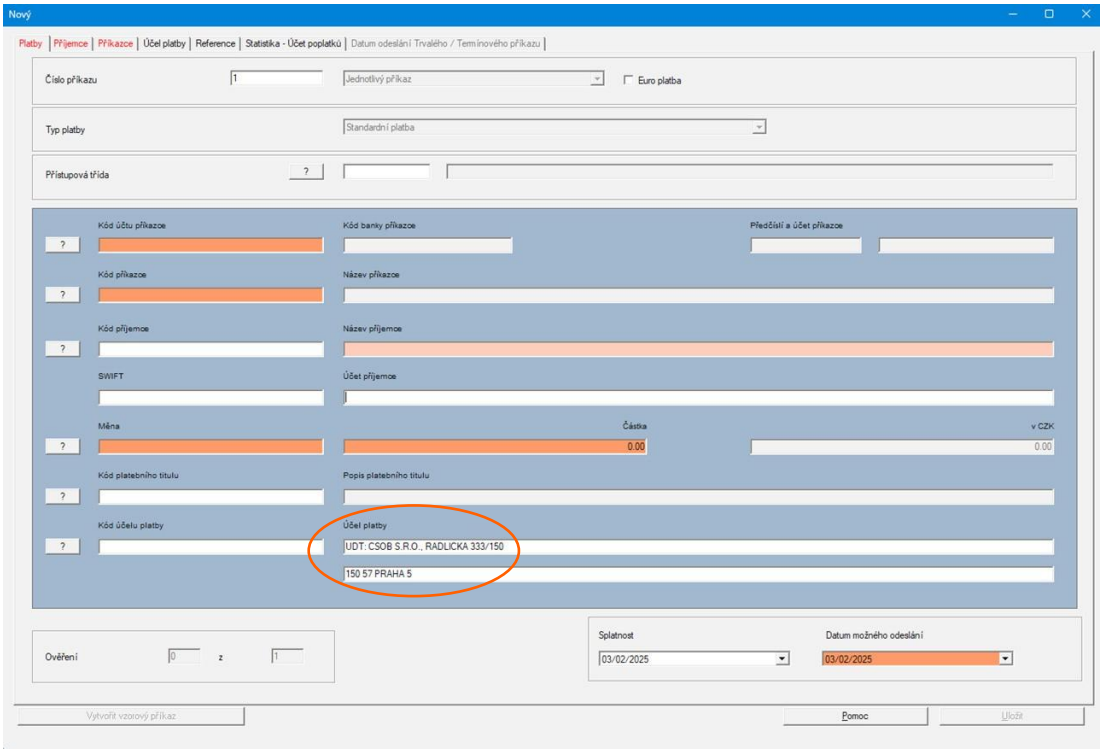
Multicash – domestic payment order

pole – Účel platby



Multicash – zahraniční příkaz k úhradě

pole – Účel platby



BATCH PAYMENT PROCESSING

Similarly to one-off payment orders, it is necessary to ensure the same fulfilment of the relevant fields (see above) for different forms of data files that are loaded in the form of a batch.

If the MT 101 or Pain.001 format will be used for batch processing, then it is necessary to ensure that the individual fields are filled in as follows:

Technical specifications for MT 101

Remittance Information text (4 * 35x)

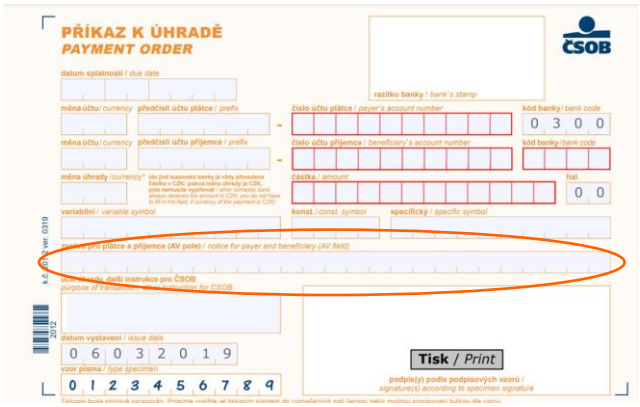
Technical Specification for Pain.001

Remittance Information text {1 * 140x)

C) TYPES OF PAPER PAYMENT ORDERS

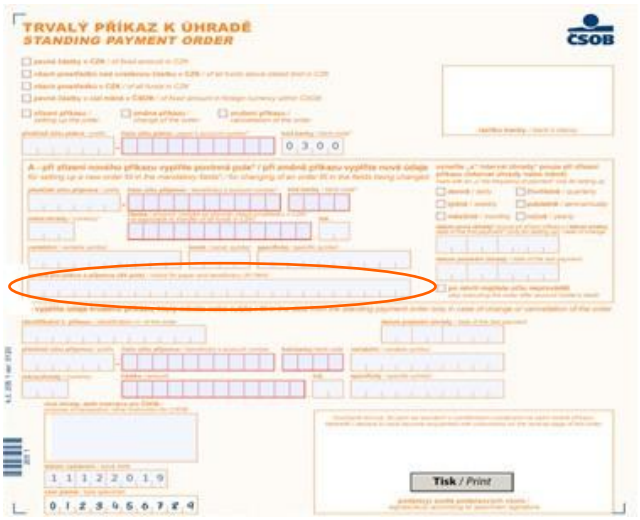
Tuzemský příkaz k úhradě

pole – zpráva pro plátce a příjemce (AV pole)



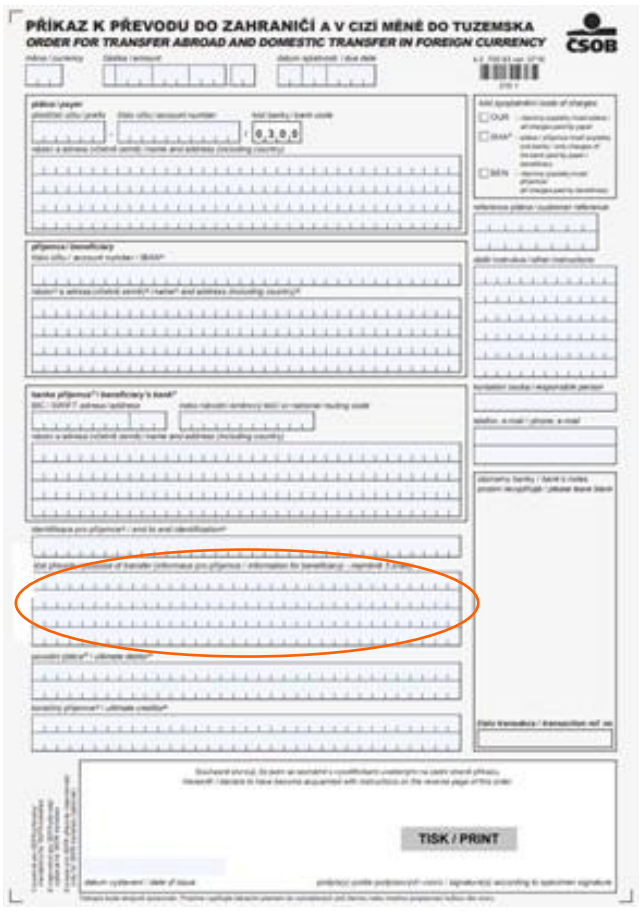
Trvalý tuzemský příkaz k úhradě

pole – zpráva pro plátce a příjemce (AV pole)



Order for transfer abroad and in foreign currency to the Czech Republic

Field - Purpose of Conversion



Standing Order for Transfer Abroad and in Foreign Currency to the Czech Republic

pole – účel převodu

