SBER Business

Instruction for the customers of the Sberbusiness online-bank.

Creating a multicurrency payment in the Indian Rupee (INR) from the Ruble write-off account

Where to begin:

If the currency account is not opened.

1. Go to the personal account of the SberBusiness online-bank.

2. Click "**Create**" (the button is located in the upper left corner).
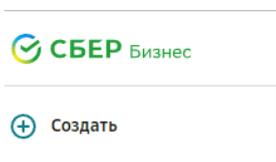
3. Expand the drop -down menu by pressing ⋯ and click a currency transfer
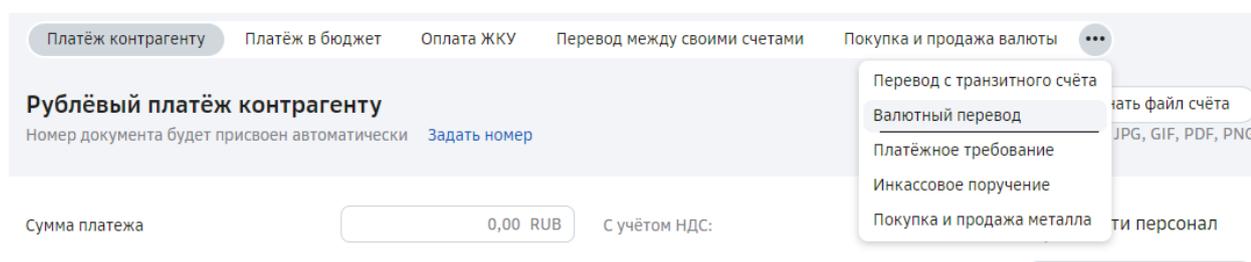
4. Fill in the data in the opening form to create a currency transfer. An example of filling in the instructions below: ① Currency transfer.

If the currency account is opened.

1. Go to the personal account of the SberBusiness online-bank.

2. Create a new payment ➔ currency transfer.
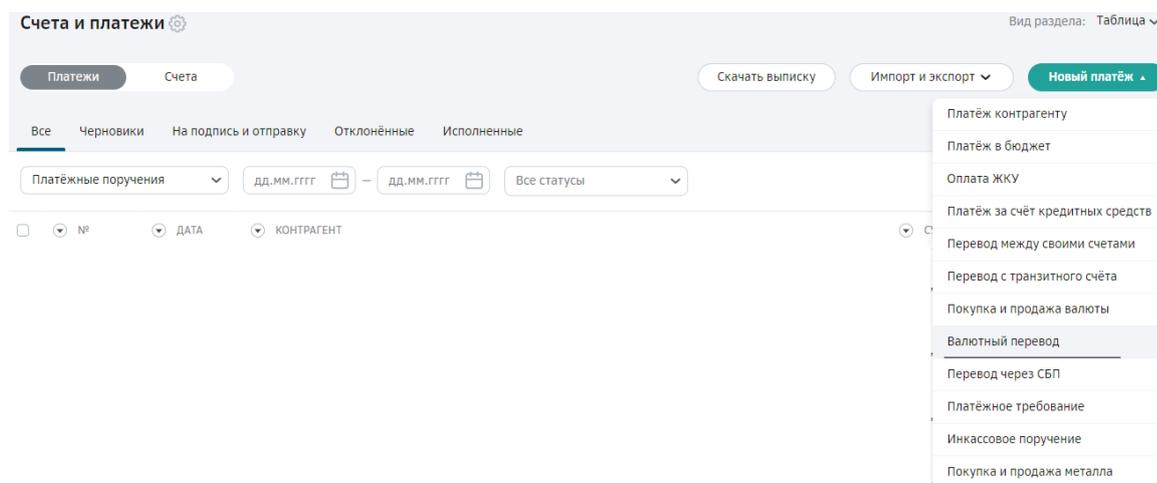
3. Fill in the data in the opening form to create a currency transfer. An example of filling in the   instructions below: ① Currency transfer.

① Currency transfer.

✓ Fill in the payer's data (an example with filled data is presented below)

Write-off accoun (*obligatory field*)	Indicate the ruble write-off account for transferring to the Beneficiary
Name (*obligatory field*)	It is filled automatically according to the above data in the personal account
International name (*obligatory field*)	If it is filled automatically, check the correctness of the data. If it is not filled automatically - enter the international name of the company (Latin letters) according to the contract or other document
INN (*obligatory field*)	It is filled automatically according to the above data in the personal account
Country (*obligatory field*)	Select the value from the drop-down list
City (*obligatory field*)	Enter the city of the remitter (in English)
Address (*obligatory field*)	Enter the address of the remitter (in English)
Payer ID	Don't change the default value "F" (F - by name and address)
Transfer amount (*obligatory field*)	Select the currency INR (Indian rupees). Enter the transfer amount in INR 1) If the payment is put up by the supplier in Dollars or Euros, then you need to clarify* the USD/INR, EUR/INR exchange rate on the website of the Indian Reserve Bank (RBI.org.in)/ managers FEA by phone of the hotline 8-800-200-94-45, make a recalculation in the Rupee: The amount in USD or in the EUR x the USD/INR or EUR/INR = amount in rupees 2) If the payment is put in rubles, then it is necessary to recalculate in rupees according to the formula: Amount in rubles / course RUB /INR = amount in rupees *applicable if the USD/INR, EUR/INR course, established by The Reserve Bank of India*

Conversion Rate	1. The rate of Sberbank. It is displayed to all users if the amount of the operation doesn't exceed the threshold value
	
	![Сумма перевода 33B — 1 000,00 INR; Курс конвертации — 105,4 RUB за 100 INR; Действителен на 02.05.2023, 10:38.]
	
	If the transfer amount exceeds the threshold value, check the course by the phone indicated next to the "Conversion rate" field, calling the remitter's INN. After that enter the agreed rate by which Sberbank will calculate the amount of write - off.
	
	![Курс конвертации — Введите курс — RUB за 100 INR; Узнайте курс по телефону +7 800 200-12-38 в рабочие дни до 18:00.]
	
	2. Individual exchange rate.
	   Indicate the rate (if available) that:
	     o Is agreed with the client manager
	     o You can clarify the indicated phone by calling the remitter INN.
	
	![Сумма перевода 33B — 1 000,00 INR; Курс конвертации — Курс Сбербанка / Индивидуальный курс; Введите курс — RUB за 1 INR; Узнайте курс по телефону +7 800 ... в рабочие дни до 18:00.]

The amount of write-off (*obligatory field*)	It is calculated automatically.
Date	The current date is set. Don't change the set date (the specified rate is valid during the working day).

✓ Select the payment type - "To another bank"

The type of transfer - "within Sberbank" involves making payments within the bank in the Russian Federation

✓ Fill in the Beneficiary data (an example with filled data is presented below)

By pressing Checkbox "Add a Beneficiary to the directory", you will save the entered data with the possibility of choosing a Beneficiary without re–entering data for creating following payments.

The name of the beneficiary *(obligatory field)*	Enter the name of the beneficiary (in English) or select from the list if it was previously added to the directory.
The account or IBAN	Enter the beneficiary's account.
Country of beneficiary *(obligatory field)*	Select the value from the drop -down list.
City *(obligatory field)*	Enter the city of the beneficiary (in English)

Address	Enter the beneficiary address (in English)

- ✓ Fill in the beneficiary's bank details (an example with filled data is presented below)
- ✓ Select the Bank's Details:
  - - Select SWIFT if you know the bank's SWIFT code.

SWIFT-code (*obligatory field*)	Specify the SWIFT- code of the Beneficiary's Bank
Bank clearing code (*obligatory field*)	Select IN - Indian Financial System Code. In the additional field specify the IFSC (code with 11 symbols of letters and numbers) Mandatory requisite for payment in India

- ✓ Fill in the beneficiary's bank details manually if you don't know the SWIFT code (an example with filled data is presented below)

Name of the bank (*obligatory field*)	Enter the name of the Beneficiary Bank in English
Branch	Enter the name of the branch if necessary (in English)
Correspondent Account	Leave field empty please
Country Of The Bank (*obligatory field*)	Select the country from the drop -down list
City (*obligatory field*)	Enter the city of the beneficiary (in English)
Address	Enter the address of the Beneficiary Bank (in English)
Bank clearing code (*obligatory field*)	Select **IN** - Indian Financial System Code. In the additional field specify the **IFSC** <u>Mandatory requisite for payment in India</u>

✓ Make sure to indicate the intermediary bank – SBERBANK. Select SWIFT. (An example with filled data is presented below)

SWIFT-code (*obligatory field*)	Indicate SABRINDD. Data of the intermediary bank will be filled out automatically.
Bank clearing code	Leave field empty please

✓ It is necessary to fill in the following fields:

The code of the type of currency transaction (*obligatory field*)	Select the type of currency operation from the drop - down list. Use the "code selection" if necessary
The purpose of the transfer (70) (*obligatory field*)	This field should indicate the following information (in English): • Code of the type of foreign exchange operation (according to Russian legislation) - is automatically displayed when it is selected in the field "Code of the type of currency operation", • number and date of the contract in the external economic activity, • account number (invoice) for payment, • payment terms in English: *Advance* or *Direct* (payment after delivery of goods/service). • for what payment is made (indicate the specific name of the product/service in English, not transliteration) • PURPOSE CODE* The registry of the payment purpose codes is given at the end of this Instruction *Mandatory requisite for payment in India

	For example: **((VO11000)), AGREEMENT 111 DATED 01.01.2000, INVOICE 1 DATED 01.01.2000, ADVANCED, GOODS (CARDBOARD BOXES), (P0103)**
Additional information (72)	If there are not enough symbols in the "Purpose of payment 70", continue the text in this field after the code word /ACC /. If the amount of one/all payments per day to one beneficiary is 500 million INR or more-it is necessary to specify the LEI codes ** of the sender and the beneficiary in each payment, according to the format below (taking into account the spaces): • Each code from a new line • At the beginning of the line, the double slash "//" is indicated • The code itself is indicated in round brackets "()" **The presence of LEI codes is a mandatory attribute of payment.**
Information for regulatory authorities (77B)	is not filled
The instruction code (23E)	is not filled
Charge type (71A) (BEN/SHA/OUR)	Do not change the default value: OUR Other commissions are not applicable for this type of payment.
Contact person	Indicate the contact person (Latin letters)
Contact phone	Indicate the contact phone number

2. Information about the currency transaction

Fill in the information about the currency transaction when saving the transfer. Write in the **details** in the window opened.

3. Signature

- ✓ Check the filling of the data. Pay attention to the correctness of the Banking details: Clearing Code, Purpose of the Translation, etc.

- ✓ You have to click "Show detailed information" to view all data in the payment.
- ✓ If all the data is correct sign the currency transfer using SMS code or token and send it to the bank.

4. Possible error

What does the "currency rate is not relevant" mean?

During the currency transfer process the rate becomes irrelevant if the document was created but not sent. And at the same time the Sberbank rate changed. The rate of Sberbank is set and valid within the same operating day

In this case viewing the document in detail will indicate that the rate is not relevant. You may click 'recalculate the amount' to recount the sum of write off at the current rate of Sberbank / Individual and conduct a currency transfer

✓ Confirm the recount of the write -off amount at the current rate.

✓ After that you can sign and send the document to the bank.

5. Contacts

1. Questions about making a payment on the Russian side:
   Currency control hotline phone number 8-800-200-94-45

2. In case of any technical problems please consult technical support hotline 0321.

PURPOSE CODES

Foreign Portfolio Investment, direct investment, capital account

P0001	Repatriation of Indian Portfolio investment abroad in equity capital (shares)
P0002	Repatriation of Indian Portfolio investment abroad in debt instruments.
P0003	Repatriation of Indian Direct investment abroad (by branches & wholly owned subsidiaries and associates) in equity shares
P0004	Repatriation Indian Direct investment abroad (by branches & wholly owned subsidiaries and associates) in debt instruments
P0005	Repatriation of Indian investment abroad in real estate
P0006	Foreign Direct Investment made by overseas Investors in India in equity shares
P0007	Foreign Direct Investment made by overseas Investors in India in debt instruments
P0008	Foreign Direct Investment made by overseas Investors in India in real estate
P0009	Foreign Portfolio Investment made by overseas Investors in India in equity shares
P0010	Foreign Portfolio Investment made by overseas Investors in India in debt Instruments.
P0011	Repayment of loans extended to Non-Residents
P0012	Long & medium term loans, with original maturity of above one year, from Non-Residents to India (External Commercial Borrowings)
P0017	Receipts on account of Sale of non-produced non-financial assets (Sale of intangible assets like patents, copyrights, trademarks etc., land acquired by government, use of natural resources) – Government

Exports (of Goods)

P0101	Value of export bills negotiated / purchased/discounted etc. (covered under GR/PP/SOFTEX/EC copy of shipping bills etc.) – Other than Nepal and Bhutan
P0102	Realisation of export bills (in respect of goods) sent on collection (full invoice value) – Other than Nepal and Bhutan
P0103	Advance receipts against export contracts, which will be covered later by GR/PP/SOFTEX/SDF – other than Nepal and Bhutan
P0104	Receipts against export of goods not covered by the GR /PP /SOFTEX /EC copy of shipping bill etc. (under Intermediary/transit trade, i.e., third country export passing through India

Transport

P0201	Receipts of surplus freight/passenger fare by Indian shipping companies operating abroad
P0202	Receipts on account of operating expenses of Foreign shipping companies operating in India
P0205	Receipts on account of operational leasing (with crew) – Shipping companies
P0207	Receipts of surplus freight/passenger fare by Indian Airlines companies operating abroad.

P0208	Receipt on account of operating expenses of Foreign Airlines companies operating in India
P0211	Receipt on account of operational leasing (with crew) – Airlines companies

Travel

P0301	Purchases towards travel (Includes purchases of foreign TCs, currency notes etc over the counter, by hotels, Emporiums, institutions etc. as well as amount received by TT/SWIFT transfers or debit to Non-Resident account).

Construction Services, Insurance and Pension Services

P0501	Receipts on account of services relating to cost of construction of projects in India
P0601	Life Insurance premium except term insurance
P0602	Freight insurance – relating to import & export of goods
P0603	Other general insurance premium including reinsurance premium; and term life insurance premium
P0605	Auxiliary services including commission on insurance

Financial Services

P0701	Financial intermediation except investment banking – Bank charges, collection charges, LC charges, etc.
P0702	Investment banking – brokerage, under writing commission etc.
P0703	Auxiliary services – charges on operation & regulatory fees, custodial services, depository services etc.

Telecommunication, Computer & Information Services

P0801	Hardware consultancy/implementation
P0802	Software consultancy/implementation (other than those covered in SOFTEX form)
P0803	Data base, data processing charges
P0804	Repair and maintenance of computer and software
P0805	News agency services
P0806	Other information services- Subscription to newspapers, periodicals, etc.

Charges for the use of intellectual property n.i.e

P0901	Franchises services
P0902	Receipts for use, through licensing arrangements, of produced originals or prototypes (such as manuscripts and films), patents, copyrights, trademarks, industrial processes, franchises etc.

Other Business Services

P1002	Trade related services – commission on exports / imports
P1003	Operational leasing services (other than financial leasing) without operating crew, including charter hire- Airlines companies
P1004	Legal services
P1005	Accounting, auditing, book keeping services
P1006	Business and management consultancy and public relations services

Personal, Cultural & Recreational services

P1101	Audio-visual and related services like Motion picture and video tape production, distribution and projection services.

Govt. not included elsewhere (G.n.i.e.)

P1201	Maintenance of foreign embassies in India
P1203	Maintenance of international institutions such as offices of IMF mission, World Bank, UNICEF etc. in India.

Secondary Income

P1301	Inward remittance from Indian non-residents towards family maintenance and savings
P1302	Personal gifts and donations
P1303	Donations to religious and charitable institutions in India
P1304	Grants and donations to governments and charitable institutions established by the governments
P1306	Receipts / Refund of taxes

Primary Income

P1401	Compensation of employees
P1403	Inward remittance towards interest on loans extended to non-residents (ST/MT/LT loans)
P1404	Inward remittance of interest on debt securities – debentures/bonds/FRNsetc,
P1405	Inward remittance towards interest receipts of ADs on their own account (on investments.)

Others

P1501	Refunds / rebates on account of imports
P1503	Remittances (receipts) by residents under international bidding process.
P1590	Receipts below $10,000 (say Rs 5,00,000)