

INSTRUCTIONS TO TABLES IN ANNEX 1 TO THE REGULATION OF THE MINISTER OF FINANCE OF 15 OCTOBER 2014

on the detailed scope and procedure of reporting information to Narodowy Bank Polski by acquirers, issuers of payment instruments and issuers of electronic money (Journal of Laws of 2014, item 1427). The Regulation defines the detailed scope of the information referred to in Article 14a-14c of the Act of 19 August 2011 on payment services (UUP) reported to Narodowy Bank Polski and the method of performing the obligation to report this information.

Glossary

acquirer - a provider performing activities of enabling payment transactions, initiated by or via an acceptor, using a payer's payment instrument, in particular operating authorisation, sending payment orders of the payer or the acceptor to the payment card issuer or payment schemes, in order to transfer funds owed to the acceptor (acquiring), with the exception of activities involving its clearing and settlement within the payment scheme as laid down in the Act on settlement finality (UUP, Article 2 item 1a, Article 3 paragraph 1 item 5)

In the event that the acquirer is a branch of a foreign bank, a branch of a credit institution or a branch of an EU payment institution, the data reported in the "outside the territory of the Republic of Poland" category apply only to acceptors who have entered into agreements with the abovementioned branches, devices installed directly by the abovementioned branches and transaction settled directly by the abovementioned branches;

acceptor – a recipient other than a consumer to whom the acquirer provides a payment service (UUP, Article 2 item 1b); An acceptor is an entity which has entered into an agreement with an acquirer for accepting payments using payment instruments. Acceptors may conduct their activities through a network of merchants or by means of one merchant.

merchant – an entity that is authorised to receive funds in exchange for the delivery of goods or services (Regulation ECB/2013/43). In practice, this is a merchant location selling goods or services, including selling goods or services via the Internet;

POS terminal – a device allowing the use of payment cards at a physical, (not virtual) point of sale (Regulation ECB/2013/43). It is an electronic terminal used to authorize payment cards or mobile payments;

payment instrument – a personalised device or a set of procedures agreed between the user and the provider used by the user to make a payment order (UUP, Article 2 item 10); In particular: a credit card, transfer order (including pay-by-link), payment order, an

instrument enabling making mobile payments as well as enabling to make transfers of funds between users using this instrument;

cash back – a cash withdrawal made at a cash register of a merchant during a cashless purchase transaction using a payment card;

pay-by-link – a payment method in online banking used by online shops and auction websites. In this method, during a purchase in an online shop, the customer receives a specially generated link by means of which, after logging in to online banking of the customer's bank, the customer receives a prepared, unmodifiable table and finalises the transaction by accepting it;

card not present – a card transaction which does not require the physical use of a payment card: Mail Order, Telephone Order, Internet Order. These transactions are made on the basis of data provided by the Customer (e.g. card number, full name, expiry date, CVV2/CVC2, etc.);

electronic money –electronically, including magnetically, stored monetary value , which is issued – with the obligation of its redemption– on receipt of funds for the purpose of making payment transactions, approved by entities other than only the electronic money issuer (UUP, Article 2 item 21a);

payment instrument issuer – a provider of a payment service consisting in issuing payment instruments (UUP, Article 2, item 35a, Article 3, paragraph 1 item 4);

payment card issuer – a provider issuing a payment card for a payer (UUP, Article 2 item 35c);

payment card – a card entitling to withdraw cash or submit a payment order through an acceptor or an acquirer, approved by the acceptor to obtain funds owed to him (UUP, Article 2 item 15a);

mobile payment – a payment or a transfer of funds in which a mobile phone (or a mobile device with similar functions) is used to initiate, confirm and finalise the transaction. Mobile payments do not include processes such as e.g.: placing an order by a mobile phone or delivery of goods or services to the payer's device. Mobile payments also include NFC contactless payments initiated using a phone;

Detailed instructions to tables for acquirers (annex 1)

| | |
|-------|--|
| | <p>The table should state:</p> <ul style="list-style-type: none"> • the number of acceptors with a breakdown by: <ul style="list-style-type: none"> ○ acceptors with devices for accepting payment cards, including: <ul style="list-style-type: none"> ▪ acceptors with devices for accepting mobile payments; ▪ acceptors with devices for providing cash back services; <ul style="list-style-type: none"> ○ acceptors selling goods and services via the Internet who accept payment cards; • the number of merchants with a breakdown by: <ul style="list-style-type: none"> ○ merchants with devices for accepting payment cards, including: <ul style="list-style-type: none"> ▪ merchants with devices for accepting mobile payments, including; ▪ merchants with devices for providing cash back services; <ul style="list-style-type: none"> ○ merchants selling goods and services via the Internet accepting payment cards; • the number of devices with a breakdown by: <ul style="list-style-type: none"> ○ devices accepting payment cards, including: <ul style="list-style-type: none"> ▪ devices accepting instruments enabling contactless payments, ▪ devices accepting instruments enabling mobile payments, ▪ devices for providing cash back services, ▪ devices accepting instruments with the EMV standard, ▪ Other (this item should provide information on the number of mPOS devices). |
| ST.01 | <p>The “Number of devices” category does not apply to entities selling goods or services only via the Internet.</p> <p>The “Number of devices - devices accepting payment cards” category should provide 100% of devices accepting payment cards, while the individual items “including devices...” (listed five types of devices) do not add up in the “Number of devices” category because a given terminal may be reported in multiple categories at the same time.</p> <p>The table should state the number of acceptors, the number of merchants and the number of devices located in the territory of the Republic of Poland and outside the territory of the Republic of Poland.</p> <p>When reporting the number of devices accepting payment cards located outside the territory of the Republic of Poland, i.e. completing the field “Number of devices - Devices accepting payment cards - outside the territory of the Republic of Poland”, the number of devices accepting payment cards with a breakdown by individual European Union member states and other countries of the world should be provided in table ST.04, in the column “The number of devices accepting payment cards”.</p> <p>With regard to the “Number of acceptors - the Internet” and the “Number of merchants - the Internet”, the localisation “in the territory of the Republic of Poland” or “outside the territory of the Republic of Poland” is determined by the address of the seat of the entity (acceptor) which entered into an agreement with an acquirer.</p> <p>The number of acceptors, the number of merchants and the number of devices should be given in units as of at the end of the quarter.</p> |
| ST.02 | <p>The table should state:</p> <ul style="list-style-type: none"> • the number of acceptors with devices accepting electronic money, • the number of merchants with devices accepting electronic money, with a breakdown by: <ul style="list-style-type: none"> ○ merchants with devices accepting electronic money, ○ merchants with devices accepting online payments with electronic money; • the number of devices accepting electronic money cards, with a breakdown by: <ul style="list-style-type: none"> ○ devices accepting cards which store electronic money, ○ devices enabling crediting or charging cards with the electronic money function. |

| | |
|---------------|--|
| | <p>The “Number of devices” category does not apply to entities selling goods or services only via the Internet.</p> <p>The table should state the number of acceptors of electronic money, the number of merchants accepting electronic money and the number of devices accepting electronic money located in the territory of the Republic of Poland and outside the territory of the Republic of Poland.</p> <p>In the case of reporting the number of devices accepting cards which store electronic money and the number of devices enabling crediting or charging cards with the electronic money function located outside the territory of the Republic of Poland, statistical data with a breakdown by European Union member states and other countries of the world should be provided in table ST.04, in the column “The number of devices accepting cards which store electronic money” and in the column “The number devices enabling crediting or charging cards with the electronic money function.”</p> <p>With regard to the “Number of merchants - the Internet” the localisation “in the territory of the Republic of Poland” or “outside the territory of the Republic of Poland” is determined by the address of the seat of the entity (acceptor) which entered into an agreement with the acquirer.</p> <p>The number of acceptors, the number of merchants and the number of devices should be given in units at the end of the quarter.</p> |
| ST.03 | <p>The table should state:</p> <ul style="list-style-type: none"> • the number of acceptors with a breakdown by: <ul style="list-style-type: none"> ◦ acceptors with devices for accepting payment instruments, including: <ul style="list-style-type: none"> ▪ acceptors with devices for accepting mobile payments; <ul style="list-style-type: none"> ◦ acceptors selling goods and services via the Internet who accept payment instruments; • the number of merchants with a breakdown by: <ul style="list-style-type: none"> ◦ merchants with devices for accepting payment instruments, including; <ul style="list-style-type: none"> ▪ merchants with devices for accepting mobile payments, <ul style="list-style-type: none"> ◦ merchants selling goods and services via the Internet accepting payment instruments; • the number of devices accepting payment instruments, including: <ul style="list-style-type: none"> ▪ devices accepting mobile payments. <p>The “Number of devices” category does not apply to entities selling goods or services only via the Internet.</p> <p>The table should state the number of acceptors, the number of merchants and the number of devices located in the territory of the Republic of Poland and outside the territory of the Republic of Poland.</p> <p>Unlike table ST.01, which relates to the number of acceptors, the number of merchants and the number of devices accepting payment cards, this table should state the number of acceptors, the number of merchants and the number of devices accepting payment instruments.</p> <p>The payment instruments category is broader than the payment cards category and in addition to payment cards it includes instruments such as: transfer orders, payment orders, cheques, mobile payments etc.</p> <p>With regard to the items “Number of acceptors - the Internet” and the “Number of merchants - the Internet”, the localisation “in the territory of the Republic of Poland” or “outside the territory of the Republic of Poland” is determined by the address of the seat of the entity (acceptor) which entered into an agreement with the acquirer.</p> <p>The number of acceptors, the number of merchants and the number of devices should be given in units at the end of the quarter.</p> |
| ST.01 – ST.03 | <p>Tables ST.01, ST.02 and ST.03 relate to the network for accepting payment cards, electronic money and payment instruments, respectively. In the event that an acceptor, a merchant or a device enables accepting payment cards, electronic money and payment instruments at the same time, this information should be reported in all three tables. A merchant in the Internet is an equivalent of a website operated by an acceptor, which means that one acceptor selling goods and services over the Internet may have multiple merchant locations.</p> |

| | |
|--|--|
| ST.01 ST.03 ST.05 ST.07 | <p>In the item "using the instruments that allows to make contactless payments" should report only transactions made in proximity mode with cards, watches, key rings, etc.</p> <p>In the item "using instruments that allows to make mobile payments (NFC and remote)" should report only transactions made by phone in SIM Centric and HCE technology and by using such applications as: IKO, PeoPay, BLIK.</p> |
| | <p>The table should state:</p> <ul style="list-style-type: none"> • the number of devices accepting payment cards, • the number of devices accepting instruments which store electronic money, • the number of devices enabling crediting and charging cards with the electronic money function <p>located outside the territory of the Republic of Poland, with a breakdown by European Union member states and other countries of the world.</p> |
| ST.04 | <p>The line "Total" was added to table ST.04.</p> <p>In this table:</p> <ul style="list-style-type: none"> • the item "Number of devices accepting payment cards – Total" equals the item "Number of devices – Devices accepting payment cards – outside the territory of the Republic of Poland" reported in table ST.01, • the item "Number of devices accepting instruments which store electronic money – Total" equals the item "Number of devices accepting electronic money, including: - devices accepting instruments which store electronic money - outside the territory of the Republic of Poland" reported in table ST.02, • the item "Devices enabling crediting and charging cards with the electronic money function – Total" equals the item "Number of devices accepting electronic money, including: - devices enabling crediting and charging cards with the electronic money function- outside the territory of the Republic of Poland" reported in table ST.02, |
| | <p>The number of devices should be given in units, as of the end of the quarter.</p> |
| ST.05 | <p>The table should state:</p> <ul style="list-style-type: none"> • the number and value of cashless transactions made using payment cards, with a breakdown by: <ul style="list-style-type: none"> ○ transactions made using cards issued to individual customers, including: <ul style="list-style-type: none"> ▪ transactions made in devices accepting payment cards, ▪ cash back transactions, ▪ online transactions made in entities selling goods or services via the Internet; <ul style="list-style-type: none"> ○ transactions made using cards issued to business customers, including: <ul style="list-style-type: none"> ▪ transactions made in devices accepting payment cards, ▪ cash back transactions, ▪ online transactions made in entities selling goods or services via the Internet; • the number and value of transactions made using payment orders, with a breakdown by: <ul style="list-style-type: none"> ○ online transactions made in entities selling goods or services via the Internet, including: <ul style="list-style-type: none"> ▪ via pay-by-link; • the number and value of transactions made using payment instruments enabling making mobile payments (e.g. BLIK, IKO, PeoPay, T-Mobile MyWallet, Orange Cash), with a breakdown by <ul style="list-style-type: none"> ○ transactions made in devices accepting mobile payments in brick and mortar merchants, ○ online transactions made in entities selling goods and services via the Internet; • the number and value of transactions made using other payment instruments, with a breakdown by: <ul style="list-style-type: none"> ○ transactions made in devices accepting payments with other payment instruments, ○ online transactions made in entities selling goods and services via the Internet; |

| | |
|-------|---|
| | <p>The item “Other payment instruments” should state the number and value of cashless payment transactions made in devices accepting payment cards instruments and over the Internet which were not reported in other separate categories of this table.</p> <p>For example, this item includes the number and value of transactions made using instruments enabling storing electronic money (e.g. PayPay)</p> |
| | <p>In the table:</p> <ul style="list-style-type: none"> • the item “Payment cards - issued to individual customers - devices accepting payment cards” and “Payment cards - issued to business customers - devices accepting payment cards” should state the number and value of cashless payment transactions without the cash back service accompanying these transactions; the number and value of cash back services are reported in a separate item in the table, • the item “Payment cards - issued to individual customers - cash back” and “Payment cards - issued to business customers - cash back” should state the number and value of cash back services without the cashless transactions accompanying these services; the number and value of cashless transactions are reported in a separate item in the table, |
| | <p>In the table:</p> <ul style="list-style-type: none"> • the item “Transfer order - the Internet” should state the number and value of all transfer order services, • the item “Transfer order - including: via pay-by-link” should state the number and value of payment order services performed via pay-by-link, the item “including: via pay-by-link” is included in the item “Internet”. |
| | <p>The table should state the number and value of cashless payment transactions made using instruments issued in the territory of the Republic of Poland and using instruments issued outside the territory of the Republic of Poland in merchants operating in the territory of the Republic of Poland.</p> |
| | <p>In the case of reporting the number and value of transactions made with payment cards using instruments issued outside the territory of the Republic of Poland i.e. filling in the item “Payment cards - using instruments issued outside the territory of the Republic of Poland”, table ST.06 should be filled in, with a breakdown by European Union Member States and other countries of the world.</p> |
| | <p>The item “the Internet” should state the number and value of card not present transactions.</p> |
| | <p>The number of cashless payment transactions should be given in units, and the value of cashless payment transactions should be given in PLN.</p> |
| ST.06 | <p>The table should state the number and value of transactions made at acceptors located in the territory of the Republic of Poland using payment cards issued outside the territory of the Republic of Poland with a breakdown by individual European Union Member States and other countries of the world.</p> |
| | <p>In the table:</p> <ul style="list-style-type: none"> • the sum of the items “number of transactions – devices accepting payment cards”, “number of transactions – the Internet” and “number of transactions – cash back” equals the respective items “Number of transaction using instruments issued outside the territory of the Republic of Poland - devices accepting payment cards”, “Number of transactions using instruments issued outside the territory of the Republic of Poland - cash back” and “Number of transactions using instruments issued outside the territory of the Republic of Poland - the Internet” reported in table ST.05. • the sum of the items “value of transactions – devices accepting payment cards”, “value of transactions – the Internet” and “value of transactions – cash back” equals the respective items “Value of transaction using instruments issued outside the territory of the Republic of Poland - devices accepting payment cards”, “Value of transactions using instruments issued outside the territory of the Republic of Poland - cash back” and “Value of transactions using instruments issued outside the territory of the Republic of Poland - the Internet” reported in table ST.05. |
| | <p>The item “the Internet” should state the number and value of card not present transactions.</p> |
| | <p>In the table:</p> |

| | |
|-------|--|
| | <ul style="list-style-type: none"> the item "Payment cards – devices accepting payment cards" should state the number and value of payment transactions made at acceptors using payment cards issued outside the territory of the Republic of Poland without the cash back service accompanying these transactions, the number and value of cash back is reported in a separate item in the table, the item "Payment cards – cash back" should state the number and value of cash back services without the payment transactions made at acceptors using payment cards issued outside the territory of the Republic of Poland accompanying these services, the number and value of the above payment transactions is reported in a separate item in the table. |
| | <p>In the item "Other countries of the world" should state the name of the country of the issuer of the card with which the transaction was made and indicate the number and value of transactions made with these cards. In the item "(country name)" please enter the names of the countries (by adding the new lines) in alphabetical order.</p> <p>The number of transactions should be given in units, and the value of transactions should be given in PLN.</p> |
| ST.07 | <p>The table should state the number and value of payment transactions made in breach of the law or the rules of fair dealing and the value of losses incurred by the acquirer or acceptors with a breakdown by:</p> <ul style="list-style-type: none"> cashless operations grouped by: <ul style="list-style-type: none"> card transactions, including: <ul style="list-style-type: none"> chargeback transactions, transactions in devices accepting payment cards, card not present transactions, contactless transactions; <ul style="list-style-type: none"> other cashless transactions, mobile transactions, including: transactions in devices enabling making mobile payments, card not present transactions; cash operations by: <ul style="list-style-type: none"> cash back transactions, other cash transactions. |
| | <p>The item "Cashless operations – using payment cards" should state the number and value of operations performed using counterfeit cards, stolen cards, lost cards, cards obtained on the basis of false data and cards which did not reach the recipient and the value of losses caused by these operations.</p> |
| | <p>The item "Cashless operations – Other" should state the number of operations, the value of operations and the value of incurred losses resulting from using payment instruments issued by the issuer, other than payment cards, which were not reported in other separate sub-categories within the "Cashless operations" category (e.g. pay-by-link transfer order operations).</p> |
| | <p>The item "Cashless operations – using payment cards – including: card not present" should state the number and value of operations performed using counterfeit cards, stolen cards, lost cards, cards obtained on the basis of false data and cards which did not reach the recipient and the value of losses incurred via the Internet.</p> |
| | <p>The item "Cashless operations – using payment cards" is the sum of: "of which: devices accepting payment cards" and "of which: card not present (CNP)". The item "of which: chargeback" provides additional information about fraudulent transactions made in internet as well as in the physical devices, data from this position are also in the following positions: "of which: devices accepting payment cards" and "of which: card not present (CNP)".</p> |
| | <p>Item "Value of losses"</p> <p>If at the moment of preparing the report the complaint procedure is pending and the party that has incurred the loss cannot be determined, this item should be left empty. On the completion of the complaint procedure, you should send a corrected report in which the fraudulent transaction was performed but not included in the report for that quarter.</p> |

| | |
|--|--|
| | <p>The number of operations should be provided in units, and the value of operations should be given in PLN.</p> |
|--|--|