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## **DECISION ON PAYMENT ORDERS**

**(Official Gazette 3/2011.)**

**Zagreb, January 2011.**

Pursuant to Article 64 of the Payment System Act (Official Gazette 133/2009) and Article 43, paragraph 2, item 9 of the Croatian National Bank Act (Official Gazette 75/2008), the Governor of the Croatian National Bank hereby issues the

## **Decision on payment orders**

### **I GENERAL PROVISIONS**

#### **Article 1**

(1) This Decision governs the basic data elements and manner of completion of payment orders for the execution of payment transactions through transaction accounts opened with credit institutions.

(2) The credit institutions referred to in paragraph (1) of this Article shall include:

- 1) credit institutions having their registered office in the Republic of Croatia;
- 2) branches of credit institutions from another Member State having their registered office in the Republic of Croatia; and
- 3) branches of third-country credit institutions having their registered office in the Republic of Croatia.

(3) All provisions of this Decision applying to credit institutions shall also apply to the Croatian National Bank.

#### **Article 2**

Payment orders shall be:

- 1) orders to place funds;
- 2) orders to withdraw funds; and
- 3) orders to transfer funds.

### **II CONTENT OF A PAYMENT ORDER**

#### **Article 3**

(1) An order to place funds shall be a payment order requesting the execution of a payment transaction of depositing (placing) cash.

(2) An order to place funds shall comprise the following data elements:

- 1) the name of the payer;

- 2) the name of the payee;
- 3) the payee's account number;
- 4) the name (identifier) of the payee's credit institution;
- 5) a currency code;
- 6) the amount;
- 7) a payment description;
- 8) a credit authorisation number;
- 9) a submission date;
- 10) authentication;
- 11) a payment description code; and
- 12) a statistical characteristic.

(3) An order to place funds shall comprise, at a minimum, the data elements referred to in items 1), 3), 5), 6) and 9) of paragraph (2) of this Article.

#### **Article 4**

(1) An order to withdraw funds shall be a payment order requesting the execution of a payment transaction of withdrawing (disbursing) cash.

(2) An order to withdraw funds shall comprise the following data elements:

- 1) the name of the payer;
- 2) the payer's account number;
- 3) the name of the payee;
- 4) a currency code;
- 5) the amount;
- 6) a payment description;
- 7) a debit authorisation number;
- 8) a submission date;
- 9) authentication;
- 10) the payee's signature;
- 11) a payment description code; and
- 12) a statistical characteristic.

(3) An order to withdraw funds shall comprise, at a minimum, the data elements referred to in items 2), 3), 4), 5), 8) and 9) of paragraph (2) of this Article:

#### **Article 5**

(1) An order to transfer funds shall be a payment order requesting the execution of a payment transaction of transferring funds.

(2) An order to transfer funds shall comprise the following data elements:

- 1) the name of the payer;
- 2) the payer's account number;

- 3) the name (identifier) of the payer's credit institution;
- 4) the name of the payee;
- 5) the payee's account number;
- 6) the name (identifier) of the payee's credit institution;
- 7) a currency code;
- 8) the amount;
- 9) a payment description;
- 10) the debit authorisation number;
- 11) the credit authorisation number;
- 12) the execution date;
- 13) the submission date;
- 14) authentication;
- 15) a payment description code;
- 16) a statistical characteristic.

(3) An order to transfer funds shall comprise, at a minimum, the data elements referred to in items 1), 5), 7), 8), 12) and 14) of paragraph (2) of this Article:

(4) An order to transfer funds, requesting the execution of a payment transaction of transferring funds from one transaction account to another shall comprise, apart from the data referred to in paragraph (3) of this Article, the data element referred to in item 2) of paragraph (2) of this Article.

## **Article 6**

Payment orders shall be completed in the following manner:

- 1) Name of the payer/payee - the name or abbreviated name of the payer/payee shall be entered; this data element may also contain the address (registered office) and other data;
- 2) Payer's account number – the number of an account shall be entered, in accordance with the decision laying down the manner of opening transaction accounts;
- 3) Payee's account number - the number of an account in accordance with the decision laying down the manner of opening transaction accounts or, in the case of cross-border and international transactions, the number of another account, or another unique identifier of the payee shall be entered.
- 4) Name (identifier) of the payer's credit institution the name of the payer's credit institution and/or BIC of the payer's credit institution according to the international standard ISO 9362 shall be entered.

- 5) Name (identifier) of the payee's credit institution - the name of the payee's credit institution and/or BIC of the payee's credit institution according to the international standard ISO 9362 shall be entered.
- 6) Amount – the amount in figures shall be entered.
- 7) Currency code – a currency code corresponding to the currency in which the payment transaction is executed shall be entered.
- 8) Payment description – a brief description of the payment shall be entered.
- 9) Debit/credit authorisation number – a numerical code according to the regulations or the needs of payment service users shall be entered in order to obtain additional information on the payment transaction.
- 10) Execution date – the date on which the payment order is to be executed shall be entered.
- 11) Submission date – the date on which the payment order is submitted to the credit institution shall be entered;
- 12) Authentication – a payment order shall be authenticated by the payment service user in the manner agreed between the credit institution and the payment service user;
- 13) Payee's signature – the signature of the recipient of funds shall be entered.
- 14) Payment description code – a payment description code assigned by a credit institution shall be entered.
- 15) Statistical characteristic – a prescribed identifier for statistical research purposes shall be entered.

#### **Article 7**

Apart from the data elements prescribed in this Decision, a credit institution may, for the purpose of executing payment transactions, lay down additional data elements to be included in a payment order for the purpose of executing a payment transaction.

### **III. TRANSITIONAL AND FINAL PROVISIONS**

#### **Article 8**

(1) At the date of entering into force of this Decision, the Decision on payment orders (Official Gazette 14/2002, 143/2002 and 104/2003) shall cease to have effect.

(2) The payment forms issued pursuant to the Decision referred to in paragraph (1) of this Article may continue to be used for the execution of payment transactions through transaction accounts with a credit institution.

### **Article 9**

This Decision shall enter into force on the date of its publication in the Official Gazette, with the exception of Article 1, paragraph (2), item 2 that shall enter into force on the date of accession of the Republic of Croatia to the European Union.

No.: 2-020/01-11/ŽR  
Zagreb, 3 January 2011

Croatian National Bank  
Governor  
**Željko Rohatinski**