

# Processing Guide France

The information in this Guide is correct at the time it is provided to you, but may be subject to change from time to time. You can ask your Relationship Team for the latest copy of this Guide at any time.

## 1 Outbound Cut-Off Times

The following table provides details of the Cut-Off Times by which we must receive your instructions and the processing cycles applicable to each transaction type and/or currency. All times are quoted in prevailing French time (CET/CEST as applicable).

Outgoing Transactions (Customer Account Debited)						
Service type	Cut-Off Times (CET/CEST)			Processing cycles		
	Barclays.NET & Barclays iPortal	SWIFTNet FIN	Barclays File Gateway (SWIFTNet FileAct, EBICS T/TS, C:D Secure+, SFTP, FTPS)	Barclays SEPA Direct	Barclays Receipt or Execution date/Value date applied to debit on Barclays Customer account	Value Date applicable to Counterparty Bank
Euro Transactions, no FX conversion						
SEPA Credit Transfer, domestic and cross-border	12:00	Not available	12:00	12:00	D	D
SEPA Credit Transfer, domestic and cross-border	16:00	Not available	16:00	16:00	D	D+1
Wire Transfer in EUR, domestic and cross-border	16:00			Not available	D	D+1
Wire Transfers in Foreign Currency, Domestic and Cross-Border						
For payments with an FX Conversion, for the currency pair involved the earlier of the below two currency-specific cut off-times will apply						
AED	15:30			Not available	D	D+1
AUD	15:15			Not available	D	D+1
CAD	15:15			Not available	D	D
CHF	11:45			Not available	D	D
CZK	10:15			Not available	D	D
DKK	11:45			Not available	D	D
GBP	18:15			Not available	D	D
HKD	15:30			Not available	D	D+1
HRK	09:45			Not available	D	D
HUF	10:15			Not available	D	D
JPY	15:30			Not available	D	D+1
KES	15:30			Not available	D	D+1
MXN	10:15			Not available	D	D
NOK	11:45			Not available	D	D
NZD	15:30			Not available	D	D+1
PLN	10:45			Not available	D	D
RON	10:15			Not available	D	D
SAR	15:30			Not available	D	D+1
SEK	11:45			Not available	D	D
SGD	15:30			Not available	D	D+1
TRY	10:45			Not available	D	D
USD	18:15			Not available	D	D
ZAR	11:45			Not available	D	D
Inter-Account Transfers, in above Foreign Currencies, no FX Conversion						
All currencies, domestic	19:15			Not available	D	D
All currencies, cross-border	For the currency involved the above currency cut-off times will apply			Not available	D	D

## 2 Inbound Cut-Off Times

### Cash

It is not possible to pay in cash at a French branch of Barclays.

### Cheques

Cheques payable in euro and drawn on a French bank can be returned unpaid between 8 and 60 Business Days after being received by Barclays. Funds are available for withdrawal 1 Business Day after the cheque has been received.

Information on the times for processing cheques that are not payable in euro and/or not drawn on a French bank is available upon request.

The following table provides details of the Cut-Off Times by which we must receive your instructions and the processing cycles applicable to each transaction type and/or currency. All times are quoted in prevailing French time (CET/CEST as applicable).

Incoming Transactions (Customer Account Credited)				
Service type	Cut-Off Times (CET/CEST)	Processing cycles		
	Fully Structured for Straight Through Processing	Barclays Receipt or Execution Date	Value Date applied on credit Barclays customer account	Value Date applicable to Counterparty Bank
SEPA Direct Debit Collections (SDD), Domestic and Cross-Border				
SDD Core and B2B – Via Barclays File Gateway and SEPA Direct	10:30	D-1	D	D

### Electronic Payments

Cut-Off Times do not apply to incoming electronic payments. Barclays will credit the relevant account as soon as funds are received by Barclays in France.

## 3 SEPA Direct Debit

### Overview

SEPA Direct Debit is a means of originating Direct Debits/making a Direct Debit payment in euro across the Single Euro Payments Area. A SEPA Direct Debit will be made where the Customer provides authority to a third party (the **Originator**) to take a payment from its bank account. SEPA is currently made up of all the EEA Countries together with San Marino, Switzerland and Monaco and their territories.

There are 2 SEPA Direct Debit schemes: (i) SEPA Core Direct Debit, and (ii) SEPA B2B Direct Debit. The Core scheme can be used to originate payments from both consumers' and business customers' accounts. The B2B scheme can only be used to originate payments from business customers' accounts.

The European Payments Council has published separate rulebooks governing both schemes. Where Barclays allows the Customer to make payments under a particular scheme, Barclays must comply with the latest version of the rulebook for that scheme. As well as providing the account from which the Customer will make the SEPA Direct Debit payment, Barclays may provide the account into which the SEPA Direct Debit payment will be collected by the Originator.

Where a payment is to be made under the B2B scheme, as there is no refund right for an unauthorised transaction, Barclays will verify each direct debit transaction, and check whether the amount and frequency of the submitted Direct Debit transaction is equal to the amount and frequency agreed in the mandate, before debiting the Customer's payment account. This will be based on the mandate related information provided to Barclays.

### Customer rights as a Debtor under the SEPA Direct Debit Schemes

The Customer may request that Barclays prohibits any payments leaving its accounts by SEPA Direct Debit (either generally or to a specific recipient) and may also limit payments by amount and frequency.

The Customer may request that Barclays obtains all relevant information, including any Instruction, in relation to a SEPA Direct Debit. Barclays will provide this to the Customer without undue delay.

## 4 Charges

Where the Customer is making a payment to an account in an EEA Country, the Customer must pay Barclays' charges for the transfer, and the beneficiary must pay its account provider's charges for the transfer. This restriction, which is a requirement of the Payment Services Directive II, does not apply to payments to accounts outside of the EEA.

## 5 Instructions

Barclays never uses the account name provided in an Instruction to process payments (debiting or crediting an account). Barclays uses:

- the BBAN/IBAN and BIC (Euro payments in France, most international payments, and SEPA payments to accounts outside of the EEA), or
- the IBAN and, if provided, the BIC (SEPA payments to an account in the EEA), or
- the account number and national clearing code (for payments to countries which do not support IBAN and BIC).

Further information is available on request.

If the Customer gives the wrong details in an Instruction, Barclays will attempt to recover the payment, and will also provide information to help the Customer claim repayment.

## 6 External reference rates

Details of external reference rates are available from the Barclays website:

- <https://www.barclayscorporate.com/general-info/externalreferencerates.html> for most currencies
- <https://www.barclayscorporate.com/general-info/interestrates/currentsterlinginterestrates.html> for sterling.

## 7 Inbound and Foreign exchange payments

### Inbound payments

If the Customer instructs Barclays to make a SEPA payment (or receives an Instruction to credit a SEPA payment) and the Customer does not have a euro account from which to make or receive the payment, then the transaction will be rejected (or returned to the paying bank). However, for all other payments, Barclays will only ever credit a payment to the account specified in the instructions received from the payer's account provider, even if the Customer has a separate account in the same currency as the payment Barclays has received.

### Cross-Currency Payments

If the Customer receives a payment, or asks Barclays to make a payment, in a different currency from that of the account, Barclays will determine the foreign exchange rate to apply based on a Reference Exchange Rate. The Reference Exchange Rate is a rate calculated or obtained by Barclays which changes regularly with currency market movements. The Reference Exchange Rate and how it is determined will vary depending on the currency pair (the currency to be converted and the currency of the payment). Barclays uses mid-market rates as Reference Exchange Rates to determine the FX rates for cross-currency payments or inter-account transfers. Mid-market rates are the same rate regardless of whether you are buying or selling the currency.

The Customer can ask Barclays for its Reference Exchange Rate for these payment transactions at any time by contacting its Relationship Team. Barclays calculates the foreign exchange rate by adding an FX Margin to the Reference Exchange Rate. The FX Margin is determined by the amount of the payment and is set out in the table below.

FX Margin Applied	Payment Size – EUR Banding
1.60%	€0-€30,000
1.60%-1.16%	€30,000-€120,000
1.16%-0.84%	€120,000-€300,000
0.84%-0.48%	€300,000-€600,000
0.48%-0.24%	€600,000-€1,200,000
0.24%	€1,200,000+

Due to market conditions, for cross-currency payments and inter-account transfers in certain currencies (identified in the table below), the FX margin applied to the Reference Exchange Rate is 2% irrespective of the payment amount.

Currency ISO Code	Currency Description
HRK	Croatian Kuna
KES	Kenyan Shilling

Barclays will apply its Reference Exchange Rate to the payment transaction at the time the payment transaction is processed. If the Customer asks Barclays to make a payment on a future date and does not agree a rate for that payment, Barclays will calculate the foreign exchange rate using the relevant Reference Exchange Rate at the time it processes the payment.

If the Customer asks Barclays to make a payment which will require a currency conversion, Barclays will confirm whether the foreign exchange rate is guaranteed or indicative.

Barclays may suspend or stop offering certain currencies due to market conditions. You can find Barclays, most up-to-date market offering by visiting the international payments section on [barclayscorporate.com](http://barclayscorporate.com).

## 8 Interest

If interest is payable on an account, the time from which interest becomes payable on funds credited to an account depends on how the funds were received.

Type of payment to an account	Interest payable
Electronic payments in euro or sterling	The same Business Day
Euro cheques drawn on a bank resident in Metropolitan France	1 Business Day after the cheque is recorded in the customer's account

## 9 Payment Businesses

File Gateway is currently Barclays' secure channel for communications with Payment Businesses. Using File Gateway, a Payment Business is able to submit files containing one or more Instruction/request for information.

Before a Payment Business can communicate with Barclays using File Gateway, the Customer will need to apply for this service if it is not an existing user of this service.

The Customer will not need to disclose any passwords or login credentials to the Payment Business to enable it to use the secure channel. Further information about File Gateway is available on request.

## 10 Contacts

For the purposes of any matter related to the Portuguese Customer Agreement, the Customer may contact Barclays using the contact details indicated below:

Telephone: +44 (0) 20 7757 7344

Email: [franceclientservicebarclays@barclays.com](mailto:franceclientservicebarclays@barclays.com)

## 11 Glossary

A **Business Day** is a day in France on which banks are generally open for business. Weekends and French public holidays are not Business Days.

A **Cut-Off Time** is a time by which Barclays must receive a payment instruction if it is to be processed that day.

**D** means the day on which Barclays receives a funds transfer or a payment instruction, or if this is after a Cut-Off time or on a non-Business Day, the next Business Day. **D-x** means x Business Days before D. **D+x** means x Business Days after D.

**Due Date at Counterparty Bank** means the date on which the beneficiary bank will receive funds if the payment is in the currency of an EEA Country to a bank in an EEA Country. For any other transaction it means the date that Barclays will aim to give value to the beneficiary bank or the relevant correspondent bank.

An **EEA Country** is a country in the European Economic Area. This incorporates all European Union member states, as well as Iceland, Liechtenstein and Norway.

**IBAN** means international bank account number.

An **Inter-Account Transfer** is a non-SEPA transfer between two accounts held with Barclays, where the accounts are held by the same legal entity, or different legal entities within the same customer group notified to Barclays. The transfer may be in a foreign currency and/or involve a currency conversion and may also be domestic or cross border.

A **Wire Transfer** is any non-SEPA transfer that is not an Inter-Account Transfer.