

Corporate Payment Services Payroll Service

1. Payroll Service – General information

Handelsbanken's Payroll Service is a salary administration service whereby the Bank assists employers with:

- Administration of the accounts database
- Printing and distribution of salary specifications
- Administration of salary transactions
- Supplementary services such as deductions for membership fees, etc., logotype on salary specifications, and electronic archives. See further information under point 11

“Salary” also includes pensions, travel allowance and other compensation which the employer assigns to the Bank to pay to the employee.

Your company's employees simply register their details at www.handelsbanken.se/minlon. Then your company creates a salary file from the salary ledger that is sent to the Bank electronically. The payment order is checked and the salary deposited in the employee's account so that it is available on the payment date stated.

2. Payer's right to cancellation

When the salary file has been sent and authorised, the payment is regarded as executed, and changes and/or cancellations are not possible.

3. Information on payments made

After a payment has been executed, the information on debiting will be available on your account statement.

4. Languages

Agreements and terms and conditions for Handelsbanken's Payroll Service are available in Swedish and English.

5. The Bank's business partner

The Bank collaborates with Aditro Business Services AB (hereafter referred to as “Aditro”) for the fulfilling of its undertakings under this agreement. The Bank is liable to the employer for Aditro's actions. The Bank reserves the right to change its business partner, and in which case inform the employer of this well before the change. In that case, what is stated below regarding Aditro will apply to the new business partner.

6. Support

Queries will be answered by Handelsbanken's internet support, www.handelsbanken.se.

7. File communication

Material will be transferred to the Bank via a communication and security solution agreed by the parties

and in compliance with the file layout approved by the Bank. The parties' undertaking concerning file transfer is regulated in a specific agreement and – as concerns the details for the service – through an agreement for the Handelsbanken Payroll service. At present, there are three communication methods for distributing salary files from the employer to Aditro.

- a. The employer sends the file to the Bank for onward transmission to Aditro. Communication is via the TCP/IP FTP method, encrypted using the PGP security solution.
- b. The employer sends the file via Decapus. Decapus is a communication method that is mainly used by local public authorities for almost all file distribution.
- c. The employer sends the file directly to Aditro. Communication is via the TCP/IP FTP method, encrypted using the PGP security solution.

8. Salary payment procedure

Regular salary file

The employer must, on the number of occasions per month agreed by the parties in a separate delivery plan, send a data file (“Regular salary file”) to Aditro, which receives the file on behalf of the Bank. The file must include information about the employee's name, civic registration number, address, salary specification and payment date for each employee. The employer must state the account from which the payment order will be debited. Aditro then sends the file to the Bank for payment.

If the employer uses TietoEnator's salary system KPAI, TietoEnator's normal schedule applies for delivery of salary files to Aditro. If the employer uses a different salary system than KPAI, the salary file must have reached Aditro no later than 5 p.m. (CET) three (3) banking days before the payment date stated in the file. The employer shall ensure that there are funds available on the employer's debit account one (1) banking day prior to the stated payment date.

No change or cancellation of information in the salary file or cancellation of the whole salary file can be made once the file has reached Aditro and the production of the salary file has started, which takes place directly after 5 p.m. (CET) three (3) banking days prior to the payment date stated by the employer.

Extra salary file

In addition to the Regular salary file, the employer can send a daily data file to Aditro for supplementary payments and/or for salary payments to new employees (“Extra salary file”). The Extra salary file must include the

same information as the Regular salary file. The Extra salary file must have reached Aditro no later than 10 a.m. for payment on the same day. Payment is conditional upon funds being available on the employer's debit account. The file must be sorted in order of civic registration numbers.

9. Execution time

The employee's account is credited at 00.01 a.m. on the salary payment date.

10. Employee database

General information

On behalf of the employer, the Bank assigns Aditro to register and administer an Employee database with information about the employees' names, civic registration numbers, bank account numbers and account-operating banks and any e-mail addresses. When the Employee database has been set up, the employer can request the Bank to make the salary payment. When a request has been made to make the salary payment, the employer sends the Regular salary file to Aditro where the employees are identified using civic registration numbers. Aditro matches the information in the file with the information in the Employee database and sends a file to the Bank with the employees' civic registration numbers, names, addresses and account numbers. The Bank subsequently makes the salary payments to the employees' account numbers or, if there is no account number, by means of a cash payment slip.

Setting up an Employee database

The employer must provide Aditro with information concerning the existing employees' names, civic registration numbers, addresses and any e-mail addresses. Using this information, Aditro creates an application form ("Application") that is distributed by Aditro to the employees. The employees are asked to fill in, sign and return the Application to Aditro. Through this procedure the Bank obtains information about the accounts on which the employees wish their salaries to be deposited. Aditro sends one (1) reminder to employees who have not returned the Application with the required information. Employees who have not submitted an Application to Aditro will receive their salary via a cash payment slip. The information supplied to Aditro by the employer and the information provided by the employees in the Application is entered into an Employee database by Aditro. The employer must provide Aditro with an Application completed and signed by the employer for each new employee. The same applies when the employee changes his/her bank and/or account number. The employee can also send the Application to Aditro by post or via Aditro's website for the service. Instructions for online application are provided separately by the Bank. The Bank and the employer may agree on other procedures for collection of Applications than that stated above.

Ownership of and responsibility for information in the Employee database

The Employee database is owned by the Bank and the Bank is responsible under the Swedish Personal Data Act (1998:204) for the Employee database. The employer is responsible to the Bank for the correctness of the information provided by the employer.

The Bank must not use information in the Employer database in any other way than that which is required to fulfil its assignment according to this agreement. When the Bank's assignment to maintain the Employer database expires, the Bank will delete the information in the database unless the Bank is obliged to save any information in order to satisfy an obligation pursuant to legislation or other statutes.

Incomplete or missing Application

If the employer has entered the correct employee in a Regular or Extra salary file and a correctly completed and signed Application for that employee has not reached the Bank within eight (8) banking days prior to the salary payment date entered in the file, the Bank may pay the salary via a cash payment slip.

11. Supplementary services

Membership fee deductions

Via Aditro, the Bank manages the reporting of fees to trade unions and insurance companies, i.e. membership fee deductions. Each month, Aditro receives data to enable calculation of deductions from the trade unions and insurance companies which by agreement with the employer deduct fees directly from the employees' net salaries. Deductions are calculated for each employee and are reported on the salary specification. Information about the amounts to be credited to the trade unions and insurance companies is sent via file from Aditro to the Bank. The Bank makes the payments while reports of payments made are sent to the organisations in question by Aditro.

Salary specifications

Via Aditro, the Bank manages printing and distribution of salary specifications. These are sent to the employees by first class mail no later than two (2) banking days before the payment date stated in the file. For a one-off fee, the employer can have its logotype printed on the salary specification and/or an optional text printed on the specification (more detailed information about available space, etc. can be provided by the Bank or Aditro). The employer can also, where required, attach a letter or a brochure to the salary specification. The employees can opt to receive their salary specifications online. Instructions for online specifications will be provided separately by the Bank. The employer can receive a copy of the salary specifications on a CD and/or microfiche. The employer can also obtain authorisation for appointed staff to access all the employees' salary specifications online.

Electronic archive

Via Aditro, the Bank offers an electronic archive for storage of salary specifications up to 10 years. These are accessed by logging on with special authorisation via the internet. Instructions for online access are provided separately by the Bank.

12. Service companies (engaged by the employer)

The employer can engage service companies with special delivery agreements with the Bank to perform the employer's obligations under this agreement. If the employer engages a service company, this means – unless the employer informs the Bank otherwise in writing – that the service company is authorised to represent the employer and to enter into agreements with the Bank in all matters concerning this agreement. The service company's right to represent the employer must be confirmed in writing to the Bank by the employer.

13. Breaches of the agreement

In addition to the rights held by the Bank under the file transfer agreement, the Bank may refrain from carrying out payment orders if the employer does not fulfil its undertakings under this agreement.

14. Period of agreement

The agreement applies from the date it is signed until and including the date stated in 'Agreement period' on page 1. Unless the agreement is cancelled by either of the parties no later than three (3) months prior to this date, the agreement is extended to apply until further notice with a three-month (3) period of notice on both sides. Notice of termination shall be given in writing.

The Bank's right, in the file transfer agreement, to terminate the agreement under certain circumstances, also applies to this agreement.

15. Fees

Unless otherwise agreed in writing, a fee is payable for this service on the terms generally applied by the Bank. VAT will be added to the stated fees.

16. Other terms and conditions

"General terms and conditions for corporate accounts and payment services" apply in all other respects to the Payroll service and file transfer.