

# The Bank for Banks.

## Cheque Services for Financial Institutions.

As a major Swiss bank, UBS is one of the country's top processors of cheques drawn on banks in Switzerland and the Principality of Liechtenstein. Our Cash Letter Service is an efficient, reliable and cost-effective solution, as it enables you to place all your cheques with a single correspondent. Herewith, we would like to draw your attention to the fact that cheque services is a part of our entire clearing offering. It is not a stand-alone product.

### Eligible cheques

Our service is available for cheques denominated in either CHF, EUR or any other freely convertible currency which are drawn on banks located in Switzerland and the Principality of Liechtenstein. All you need is an account in the respective currency with UBS.

### Remittance preparation

We suggest you make a photocopy of the front and back of each cheque for your own use, it does not have to be included in your remittance. Each cheque must be endorsed with a restrictive endorsement stamp which clearly indicates the name of your institution and contains the internationally used guarantee for prior endorsements. Cheques should be bundled in batches, with each batch containing no more than 250 cheques. They should be divided per currency. An adding machine tape listing each cheque should also be attached. Please issue a remittance letter for each deposit indicating the amount of each batch, the total deposit and the respective account number. All figures must be legible.

### Shipment

Bundle your remittance securely and send it by registered mail or via courier to:

#### Mail

UBS AG  
Portefeuille  
PEZH NORD 1 EUR2-038  
P.O. Box  
CH-8098 Zürich  
Switzerland

#### Courier

UBS AG  
Portefeuille  
EUR2-038  
Europastrasse 2  
CH-8152 Opfikon  
Switzerland

### Responsibility

UBS will not be held responsible for items sent via mail or courier until they arrive at our Zurich office. In the case of a cheque being lost, Swiss bank practice allows the drawee bank to pay upon presentation of a legible photocopy. In this case, UBS will credit your account upon receipt of payment and deduct charges for each item. Third-party charges will be passed on to you.

UBS will act on your behalf and will not accept liability for collection of photocopies.

### Value dates

The proceeds from cheques received by mail or by courier before 1.00 p.m. (CET) at our Cheque Collection Centre in Zurich will be credited to your account subject to receipt of funds with the following value dates:

### Payable in Switzerland and the Principality of Liechtenstein

#### Cheques denominated in CHF:

Drawn on UBS	2 bank working days after the date of receipt
Drawn on other banks	2 bank working days after the date of receipt
Travellers cheques	2 bank working days after the date of receipt

#### Cheques denominated in EUR or any other freely convertible currency:

Drawn on UBS	3 bank working days after the date of receipt
Drawn on other banks	5 bank working days after the date of receipt
Travellers cheques	5 bank working days after the date of receipt

### Cheque drawings

Cheques drawn on an account with UBS will only be processed if UBS has been previously advised by means of a MT110. In addition, your account number with UBS needs to be printed on the cheque. Please, avoid hand-written account numbers. Request for stop payment is expected by means of a MT111. Both messages are to be sent to our SWIFT address UBSWCHZH80A.

### Pricing

The service is subject to charges.

### Investigations

Charged according to the nature of investigation.

### Adjustment

In the case of a missing cheque, we will inform you immediately by a SWIFT MT499 or by telephone. In the case of a summation error, we will inform you by a separate SWIFT MT499. In any case, we will credit your account for the amount of the received items.

### Advice of credit

You will receive a SWIFT MT400 as an advice of credit after final payment or MT450 as an advice of credit under usual reserve.

### Guarantee of payment

If UBS has not returned dishonoured cheques or advised you otherwise within 30 domestic bank working days after the date of receipt, you can assume finality of payment. However, liability will not be accepted for any loss or delay of unpaid cheques by any party other than UBS.

Guarantee of payment will not be applied should cheques have been subjected to any type of frauds, including but not limited to being forged, counterfeited, mislaid, stolen or in the case of events of force majeure involving UBS and/or any of its correspondents, regardless of whether or not they belong to the banking sector. We will advise you of the occurrence of any such events when debiting/claiming the relevant unpaid amount.

### Advice of dishonour

UBS will inform you of any unpaid items by a SWIFT MT499 and charge you for every advice of dishonour.

### Return of unpaid or recalled items

Unpaid cheques will be returned to you by registered airmail accompanied by an advice showing the reference of the relevant remittance together with the reason for non-payment. UBS will debit your account for the original amount of the unpaid cheque plus a return charge.

In case we made a cover payment we expect the full amount to be re-sent within 10 working days after notification (MT499). After expiry we will debit your CHF account in our books with its countervalue (the charges for advice of dishonour plus return for unpaid cheque will be debited to your CHF account in our books).

### Third-party charges

Any third-party charge incurred as well as charges related to additional correspondence will be debited to your account or deducted from the principle amount.

### Your main advantages

- One entry point for your cash letter
- Value-added service for current account holders
- Guaranteed value dates
- Transparent pricing
- Prompt credit to your account
- Efficient processing of your cheques
- Advice of credit of your account via SWIFT
- Notification of any unpaid cheque via SWIFT

### Contact

For inquiries regarding your cheque remittances, please contact us at the following address:

UBS AG  
Portefeuille  
PEZH NORD 1 EUR2-038  
P.O. Box  
CH-8098 Zürich  
Switzerland

SWIFT: UBSWCHZH80A  
b4b-cash@ubs.com  
www.ubs.com/b4b