

# CIB FOREX User Manual



Bank of INTESA  SANPAOLO

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## 1 Introduction

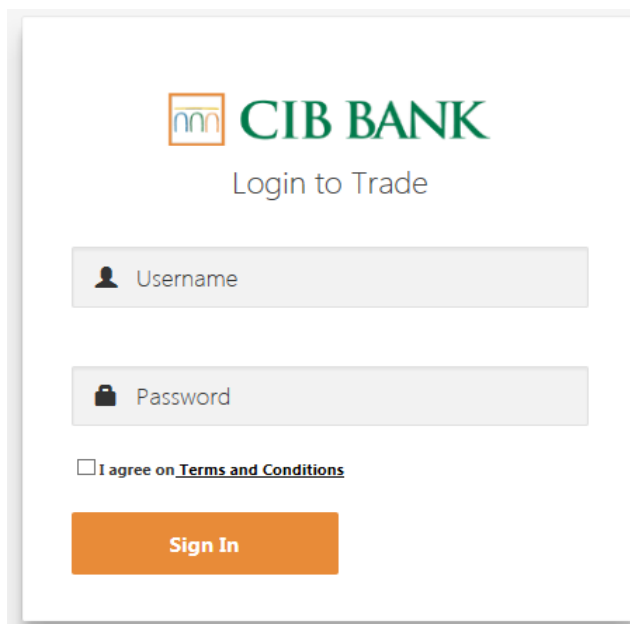
CIB Forex is CIB Bank Zrt.'s web browser based application, which may be used for online currency trading and for placing limit orders for currency trading. The application runs in the main browsers (Internet Explorer, Mozilla Firefox, Google Chrome, Safari) on computers, laptops and smartphones.

### 1.1 Registration

After signing the framework agreement concerning this service, the Bank sends a notification to the e-mail address that was given in the framework agreement. The e-mail contains the username, which is necessary to log in. Then another e-mail will be sent, that contains the password for the first log in. IMPORTANT: This initial password expires in 6 days! It is obligatory to change this password after the first log in.

### 1.2 First sign in

The CIB Forex system can be reached by <https://forex.cib.hu/>. For signing in it is compulsory to fill in the blank fields accordingly with the given username (User's ID) and with the password for the first sign in (both are formerly given by the Bank). After filling the blank fields, click on "Sign in" button.



The screenshot shows the login page for CIB Bank's trading platform. At the top, there is the CIB Bank logo and the text "Login to Trade". Below this, there are two input fields: "Username" and "Password". Under the "Password" field, there is a checkbox labeled "I agree on Terms and Conditions". At the bottom of the form is an orange "Sign In" button.

It is obligatory to change your password after the first sign in. The new password must be:

- At least 8 characters long
- It must contain at least one number
- It must contain at least one special character (not number nor letter)

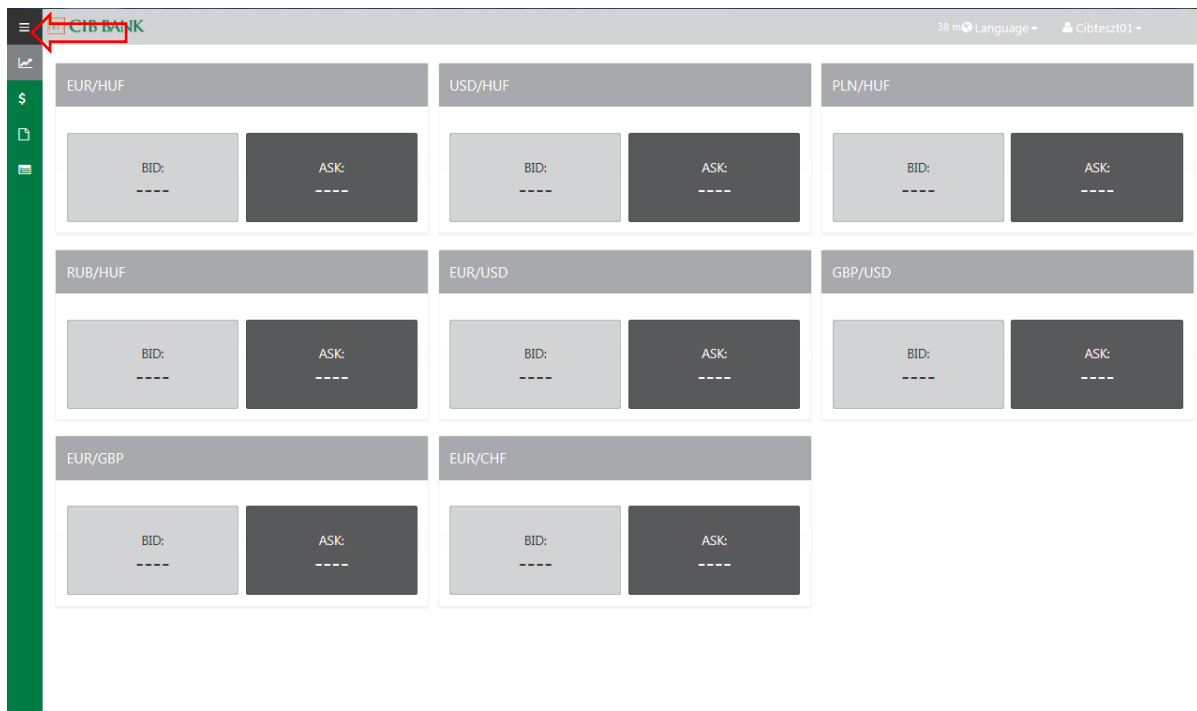
- It must contain at least one capital letter

The username field and password field handle both upper and lower case letters!

The CIB Forex system blocks the user after 3 unsuccessful sign in attempts. For assistance please call our colleagues at the CIB Treasury Sales Department on the phone number 06 1 489 8300.

### 1.3 Menu

After signing in the User will see the „Streaming FX” page, which showing the actual bid and ask rates of available currency pairs. The menu appears on the left side of the screen, which can be reached by clicking on the „≡” sign at the top left side of the screen:



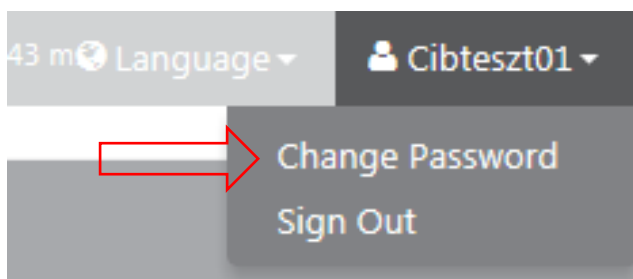
The menu will disappear by clicking on the „≡” sign. The hidden menu can be brought back by clicking on the „≡” sign again:



The points of the menu are the following:

- **StreamingFX:** Here appears the available actual bid and ask rates of the currency pairs. Orders can be placed from this page, details are in chapter 2.1.
- **FX SPOT/FWD:** For initiating currency transactions.
- **FX Orders:** For placing limit orders. Active orders and orders history are also shown. Transactions are searchable.
- **Deal blotter:** Currency transactions done via the platform in detailed table. The table's contents are searchable and filterable.

#### 1.4 Change password



When changing password, the User should give his/her current password, then the User types the new password, which has to match the criteria given in chapter 1.2.

Change Password.

Current password

New password

Confirm new password

New Password must:

- be at least 8 characters long
- have at least one digit (0-9)
- have at least one that is not letter or digit character
- have at least one uppercase (A-Z)

Change password

### 1.5 Change username

In case the User forgot her/his username (OLFX ... ), she/he should call CIB Bank Treasury Sales on the phone number 06 1 489 8300.

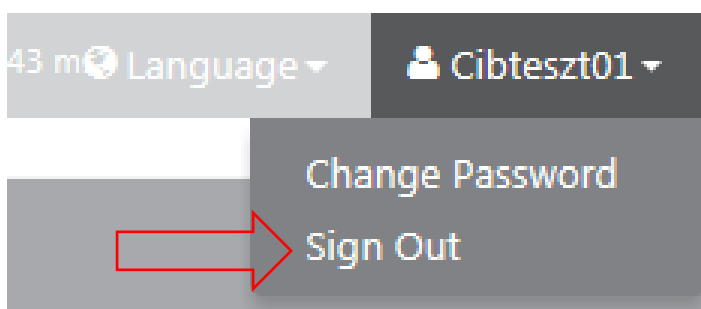
### 1.6 Resolve blocked or forgotten password

In case of blocked or forgotten password the User should call CIB Bank Treasury Sales Department on the phone number 06 1 489 8300.

- In case of forgotten but not blocked password a new password will be sent to the e-mail address given in the framework agreement. It is obligatory to change this password right after signing in.
- In case of blocked password, the password will remain the same.

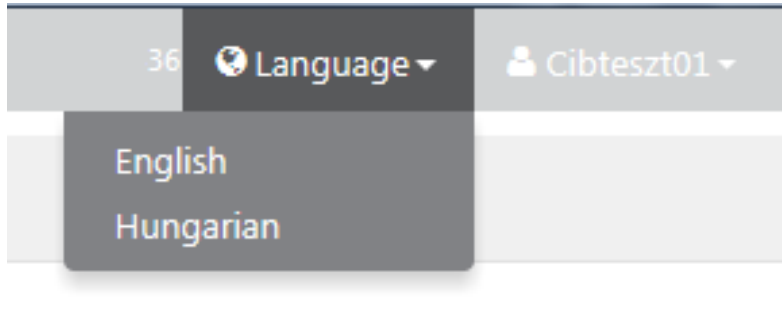
### 1.7 Log out

For safety reasons it is advised to log out from the platform right after the last transaction is made.



## 1.8 Change language

The platform provides English or Hungarian languages, by default the language is Hungarian.



## 2 Currency Transactions

### 2.1 Transactions launched from "StreamingFX"

StreamingFX (default homepage) shows those currency pairs, which are available for the User. "Buy" or "Sell" options are always from the User's points of view and concerns the base currency. The base currency is the first currency quoted in a currency pair, the base currency is assigned the value of 1 when calculating exchange rates.

For example, if the User wants to convert EUR to HUF, then by clicking on the EUR/HUF currency pair "Sell" button the User gets a quotation, which is the same as the one under the page called "FX SPOT/FWD". This page will be detailed under the "FX SPOT/FWD" chapter.



Exchange rates shown on the “StreamingFX” page are indicative only, they may differ from the firm prices quoted by the Bank, for a given transaction.

## 2.2 Transactions launched from “FX SPOT/FWD”

On the “FX SPOT/FWD” page the User may launch transactions. After pressing the “FX SPOT/FWD” button the User will be directed to the following page:

The screenshot shows the CIB BANK interface for the "FX SPOT/FX FORWARD" transaction. The left sidebar contains navigation options: StreamingFX, FX SPOT/FWD (selected), FX Orders, and Deal Blotter. The main content area has the following fields:

- Currency Pair:** EUR/HUF
- Action:** I BUY EUR / SELL HUF
- Amount in EUR:** (empty input field)
- Amount in HUF:** (empty input field)
- Settlement Date:** 21/07/2017

A "GET QUOTE" button is positioned at the bottom right of the form.

The User may choose the available currency pairs from the “**Currency Pair**” field.

The User may choose the direction of the currency conversion from the “**Action**” field. The direction is always from the User’s point of view. For instance, “I BUY EUR / SELL HUF” means the purchase of Euro, so the User’s Euro account will be credited, while the User’s HUF account will be debited.

The sum of the transaction can be given in any currency from the chosen currency pairs. For instance, the User would like to buy EUR for HUF the sum may be given in the “**Amount in HUF**” field in HUF or in the “**Amount in EUR**” field in EUR. Important:

- The User has to fill only one from the two amounts!
- In case the amount is given in HUF, the amount might be rounded up.

The “**Settlement Date**” depends on the type of the Framework agreement signed between the User and the Bank. In case of “Framework agreement for individual rate conversions via CIB Forex system” T, T+1 and T+2 days can be chosen as settlement dates, the system will not quote a price if the settlement date is different. In case of “Framework agreement for foreign exchange, interest rates and derivatives” the User may initiate currency transactions for settlement days between T day and 364 days.



After filling all the fields and pressing the „**GET QUOTATION**” button the User will receive the individual rates quoted by the bank. After pressing the button the User will be directed to the following page:

The screenshot displays the CIB BANK interface for FX SPOT/FX FORWARD. On the left is a green sidebar with navigation options: StreamingFX, FX SPOT/FWD (selected), FX Orders, and Deal Blotter. The main content area shows a '00:45 Cancel' button at the top left. Below it are several input fields: 'Currency Pair' (EUR/USD), 'Action' (I BUY EUR / SELL USD), 'Amount in EUR' (1 000.00), 'Amount in USD' (1 166.30), and 'Settlement Date' (25/07/2017). A red arrow points from the right side of the form to an orange button labeled 'I BUY EUR/SELL USD AT 1.1663'.

The User will have a limited amount of time (shown in the “**Cancel**” field) to accept the quoted price. The User can accept the quoted price by pressing the orange button (where the price is shown) again. If the quoted price is not acceptable the User may press the “**Cancel**” button or waits until the quotation expires.

Please note! By pressing the „**Cancel**” button the value of the fields changes to default position, so it is possible that the currency pair and the direction of the transaction will be different from to the previous quotation!

In some cases, it may happen that after pressing the “Get quotation” button the User will not get a quotation and the time expires.

The screenshot shows the CIB BANK interface after a timeout. The sidebar remains the same. The main area shows a '00:50 Cancel' button. Above the form fields, there are three dots and the text 'Wait for response'. The 'Currency Pair' is now 'EUR/HUF', 'Action' is 'I BUY EUR / SELL HUF', 'Amount in EUR' is '100.00', and 'Settlement Date' is '21/07/2017'.

If this problem occurs continuously after several attempts it is advised to call CIB Bank Treasury Department on the phone number 06 1 489 8300.

The User initiates the transaction by pressing the orange button which shows the given exchange rate.

The screenshot shows the CIB BANK interface with a 'Trade Confirmation' window. The window contains the following information:

- Id: **11965007**
- Company Code: **OLFXV0001**
- Settlement Date: **25/07/2017**
- Action: **I BUY EUR / SELL USD**
- Currency Pair: **EUR/USD**
- Notional amount: **1 000.00**
- Opposite amount: **1 166.20**
- Quote: **1.1662**
- User ID: **Cibteszt01**
- Execution Time Stamp: **21/07/2017 09:27:28.855**

An orange 'CLOSE' button is located at the bottom of the window.

This page only shows that order for the transaction has been successfully given. **If the order is successfully realized the Bank will send an official confirmation.** If - for any reason - an order is not completed (insufficient funds, blocked account, etc.), a notice to the User will be sent by the Bank.

### 2.3 Deal Blotter

Further information in chapter 4.

## 3 Limited Price Orders for currency transactions

By clicking on the "FX Orders" button the User will be directed to the following page:

Status	Expire	Settlement	Pair	Type	Rate	Action	Notional	Currency
PENDING	25/07/2017 16:00:00	25/07/2017	EUR/HUF	LIMIT	300	I BUY EUR / SELL HUF	1,000.00	EUR

Status	Expire	Settlement	Pair	Type	Rate	Action	Notional	Currency
CANCELLED	24/07/2017 16:00:00	24/07/2017	EUR/HUF	LIMIT	300	I BUY EUR / SELL HUF	100.00	EUR

### 3.1 New FX Order

By clicking on the “NEW FX ORDER” button the User could give a limit order. By clicking on the button the following rolling window will appear:

In this window the User has the opportunity to give the details of the new limited price order. The blank fields are the same as the fields were in chapter 2.2., except the settlement date and the following fields:

- The Settlement Date is missing as **limit order can solely be given for T+2 value date**.
- **The User should fill the „At Spot Rate” field with the specific exchange rate.** Please note spot rate does not refer to the interbank rate but to the exchange rate quoted by CIB Bank! It is also important that the limited rate is for T+2 value date, thus for spot transaction!
- **Order type:** Only “Limit” type can be chosen.
- **Market Rate:** indicative exchange rate.
- **Expire:** expiry of the order (date, hour, minute), which is maximum 30 calendar days, if the expiry date is longer then the Bank will automatically deny the order.

After filling the details and pressing the “Place Order” button the following resume will appear about the placed order:

**NEW FX ORDER**

**You have placed following order:**

Order Type: **LIMIT**  
 Expiry Time: **25/07/2017 16:00:00**  
 Company Code: **OLFXV0001**  
 Settlement Date: **25/07/2017**  
 Action: **I BUY EUR / SELL HUF**  
 Currency Pair: **EUR/HUF**  
 Notional amount: **1 000.00 EUR**  
 Order at SPOT Rate: **300**  
 Time stamp: **21/07/2017 11:32:38**

**CLOSE**

The User can check whether order has been recorded accordingly to the User’s will or not. At the same time the order appears at the “Active Orders” window in “Pending” status:

**ACTIVE ORDERS**

	Status	Expire	Settlement	Pair	Type	Rate	Action	Notional	Currency
view	PENDING	25/07/2017 16:00:00	25/07/2017	EUR/HUF	LIMIT	300	I BUY EUR / SELL HUF	1,000.00	EUR

1 - 1 of 1 items

**ORDER HISTORY**

	Status	Expire	Settlement	Pair	Type	Rate	Action	Notional	Currency
	CANCELLED	24/07/2017 16:00:00	24/07/2017	EUR/HUF	LIMIT	300	I BUY EUR / SELL HUF	100.00	EUR

The order will change from “Pending” state to “Active” state after the Bank has accepted the order.

The “Pending” and “Active” orders appear under the “Active Order” window. The details of the order can be checked by pressing the “view” button. Here is an opportunity to delete the order irrespective of the order’s status it can be deleted.

ACTIVE ORDERS

Back

Status: **PENDING**  
Order Type: **LIMIT**  
Expire Time: **25/07/2017 16:00:00**  
Company Code: **OLFXV0001**  
Settlement Date: **25/07/2017**  
Action: **1 BUY EUR / SELL HUF**  
Currency Pair: **EUR/HUF**  
Notional amount: **1 000.00 EUR**  
Order at SPOT Rate: **300**  
User: **Cibteszt01**

**CANCEL ORDER**

Orders may not be modified. The order can be deleted by clicking on the “Cancel Order” button.

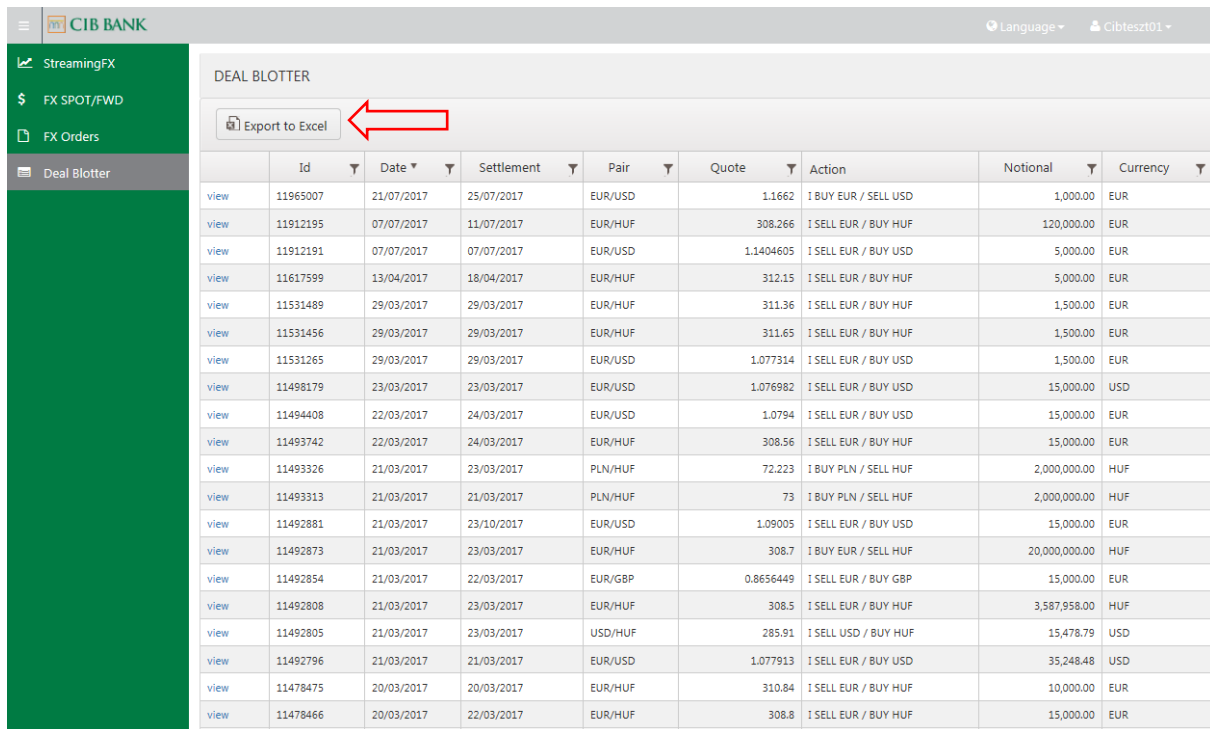
### 3.3 Order History

“Order History”: Previous and completed orders – which are not listed in the “Active Orders” - are listed here. and former orders, that has been already processed. The “Status” column contains further information about the orders:

- **Active:** These orders are matched with the execution terms and were accepted by the Bank. However, this does not mean that they have been already realized, similarly to the “Currency Transactions”. In this case the Bank will send a notification.
- **Cancelled:** These orders were cancelled by the User before expiry.
- **Pendingcancel:** The cancelation requested by the User is not confirmed by the Bank yet.
- **Expired:** The order expired without execution.
- **Rejected:** The order was rejected by the Bank.

## 4 Deal Blotter

Formerly initiated transactions can be found on this page as well as individual price orders or limited price orders. By clicking on the fields in the topline of the table the data can be organized and filtered. The table does not contain information about whether the transaction was realized or not. By clicking on the “view” button in the first column the User can check the details of the particular order.



DEAL BLOTTER

Export to Excel

	Id	Date	Settlement	Pair	Quote	Action	Notional	Currency
view	11965007	21/07/2017	25/07/2017	EUR/USD	1.1662	I BUY EUR / SELL USD	1,000.00	EUR
view	11912195	07/07/2017	11/07/2017	EUR/HUF	308.266	I SELL EUR / BUY HUF	120,000.00	EUR
view	11912191	07/07/2017	07/07/2017	EUR/USD	1.1404605	I SELL EUR / BUY USD	5,000.00	EUR
view	11617599	13/04/2017	18/04/2017	EUR/HUF	312.15	I SELL EUR / BUY HUF	5,000.00	EUR
view	11531489	29/03/2017	29/03/2017	EUR/HUF	311.36	I SELL EUR / BUY HUF	1,500.00	EUR
view	11531456	29/03/2017	29/03/2017	EUR/HUF	311.65	I SELL EUR / BUY HUF	1,500.00	EUR
view	11531265	29/03/2017	29/03/2017	EUR/USD	1.077314	I SELL EUR / BUY USD	1,500.00	EUR
view	11498179	23/03/2017	23/03/2017	EUR/USD	1.076982	I SELL EUR / BUY USD	15,000.00	USD
view	11494408	22/03/2017	24/03/2017	EUR/USD	1.0794	I SELL EUR / BUY USD	15,000.00	EUR
view	11493742	22/03/2017	24/03/2017	EUR/HUF	308.56	I SELL EUR / BUY HUF	15,000.00	EUR
view	11493326	21/03/2017	23/03/2017	PLN/HUF	72.223	I BUY PLN / SELL HUF	2,000,000.00	HUF
view	11493313	21/03/2017	21/03/2017	PLN/HUF	73	I BUY PLN / SELL HUF	2,000,000.00	HUF
view	11492881	21/03/2017	23/10/2017	EUR/USD	1.09005	I SELL EUR / BUY USD	15,000.00	EUR
view	11492873	21/03/2017	23/03/2017	EUR/HUF	308.7	I BUY EUR / SELL HUF	20,000,000.00	HUF
view	11492854	21/03/2017	22/03/2017	EUR/GBP	0.8656449	I SELL EUR / BUY GBP	15,000.00	EUR
view	11492808	21/03/2017	23/03/2017	EUR/HUF	308.5	I SELL EUR / BUY HUF	3,587,958.00	HUF
view	11492805	21/03/2017	23/03/2017	USD/HUF	285.91	I SELL USD / BUY HUF	15,478.79	USD
view	11492796	21/03/2017	21/03/2017	EUR/USD	1.077913	I SELL EUR / BUY USD	35,248.48	USD
view	11478475	20/03/2017	20/03/2017	EUR/HUF	310.84	I SELL EUR / BUY HUF	10,000.00	EUR
view	11478466	20/03/2017	22/03/2017	EUR/HUF	308.8	I SELL EUR / BUY HUF	15,000.00	EUR

By clicking on the „Export” button the table’s content can be retrieved in excel format.

## 5 Security Measures

While using CIB Forex system we would like to inform you in order to minimize the safety hazards.

It is advised do not disclose your username and password! Check if anyone was watching You while You are typing your identification data, and under no circumstance make your ID public.

If you believe that unauthorized people acquire your username and/or password please immediately call CIB Bank Treasury Sales Department on the phone number 06 1 489 8300 and request the blocking of your account.

In order to prevent the phishing attempts, we would like to inform You that CIB Bank under no circumstance will ask for your username and password neither by e-mail nor by text message.

While using CIB Forex system - before You type your username and password – be sure that your computer communicates with CIB Bank Zrt.’s system under appropriate security environment.

We highly recommend You to check the web page’s digital record by clicking on the icons (key or lock) in the browser’s status row.

For quitting from the digital record click on the “X” (close) button found in the upper right corner of your browser.

While using our electronic systems make sure you are in a safe environment in order to this we highly recommend You consider the followings:

- Only use legally purchased OS (operating system) and makes sure that the automatic updates are turned on!
- We highly recommend You run a firewall and a virus scanner and make sure they are updated automatically!
- Only use legally purchased applications on your computer. Make sure they are updated regularly!
- The automatic updates are usually the default settings of the OS, firewall, virus scanner and other applications, please do not change these settings!
- Check regularly that your computer is clear from viruses (especially: Trojan viruses) We highly recommend you do not use other applications while using our platform.
- In case You use our system from a new device or from a public place please be highly alert when giving your username and password!