**MNB identification number: P56**

**Completion instructions**

**Data pertaining to the location of network units performing payment transaction and ATMs, and the services rendered**

**I. General requirements**

1. The data supply is aimed at the reporting of the location and service data of the network units of institutions participating in the performance of payment transactions and the automatic teller machines (hereinafter: ATMs) operated by them in Hungary, broken down by network units and ATMs. The data concerning the ATMs must be reported by the reporting agent involved in the operation of ATMs irrespective of whether the reporting entity is the operator of the ATMs, or it uses the services of a third-party ATM operator. In the case of network units, the reporting agent is the institution involved in acceptance, irrespective of whether, as an operator, it owns the POS equipment supplied with cash withdrawal functions and the ATMs, or it uses the relevant services of another legal entity in its network units. In the case of network units and ATMs, the location data must be provided both in the form of an address and with geographical coordinates. The information on network units and ATMs must include information whether the given network unit or ATM is accessible and can be used unimpeded by the disabled.

2. In the case of a sponsor bank relationship, data on the sponsored bank must be submitted either by the sponsored or by the sponsoring bank; when the data are submitted by the sponsoring bank, they must be separated from its own data, indicating the sponsored institution.

3. The codes to be used for completing the table are included in the technical manual specified in section 4.8 of Annex 3, published on the MNB’s website.

**II. Detailed rules applicable to the data supply**

**1. P5601 – Data related to the individual ATMs of institutions and service providers with own ATMs**

**Data to be reported in the individual cells:**

Cell **a)** must contain the name of the reporting agent.

Cell **b)** must contain the registration number of the reporting agent.

Cell **c)** must contain the 8-digit branch code connected to the ATM involved in the data supply, if cell **g)** contains the value of "the ATM is installed at the branch" (the first 3 digits of the branch code is the bank code issued by the MNB, followed by a four-digit branch identifier freely definable by the credit institution; the last digit of the branch code is a check digit, its generation rules are prescribed by MNB Decree 35/2017 (XII. 14) on the Execution of Payment Transactions).

Cell **d)** must contain the alphanumeric ID of the ATM (unique within the institution's ATM pool), which is suitable for the clear differentiation of the individual devices both by the MNB and the reporting agent. For this purpose the serial number or the logical identifier of the ATM within the acceptance network may be used, or in the absence of those any other ID that satisfies the criteria above.

Cell **e)** must contain, based on the relevant code list, whether the ATM is publicly available. If access to the stated ATM is limited to a narrow range of consumers – e.g. ATMs installed at workplaces or offices – option "no" must be selected.

Cell **f)** must contain the address where the ATM can be accessed. If the ERA system flags the specified address as incorrect, but the reporting agent deems it correct, the system will accept it, if you tick off the "Verified" checkbox.

Cell **g)** must contain, based on the relevant code list, whether the ATM is installed at a branch. The ATMs installed in the branch, in the entrance hall of the branch, in the wall of the branch and the standalone ATMs in the immediate vicinity of the branch (within 10 metres from the entrance) are qualified as ATMs installed at the branch.

Cell **h)** must contain, based on the relevant code list, whether the ATM is available 24 hours a day. The ATM must be classified as available 24 hours, if it is installed in the entrance hall of the branch and it is available also after the opening hours of the branch through bankcard controlled access.

Cells **m)** and **n)** must contain the geographical location of the ATM in north latitude and east longitude decimal degrees, with an accuracy of 5 decimal points.

For the purpose of completing cell **o)** a building or fixtures is deemed accessible for the disabled when it can be accessed easily, without special efforts and external assistance, irrespective of the degree of the user's physical, organoleptic or mental disability. For this purpose, premises of proper size and height is provided, while the use of the disabled person's therapeutic equipment (stick, crutches, walking frame, wheelchair) is not restricted. When providing information on accessibility for the disabled, consideration should be given to the relevant effective laws, as well as to the effective recommendations relating to or affecting disabled consumers.

For the purpose of completing cell **p)**, a building can be used unimpeded when all devices and fixtures therein can be used irrespective of the degree of the user's physical, organoleptic and mental disability or in the case of severely disabled users with the assistance of his permanent attendant. For this purpose control devices of proper size and form are provided, and the availability and accessibility of those is unimpeded. The criteria of unimpeded use include that the respective ATM should have control panel supplied with Braille and its vertical installation should permit use from a wheelchair. When providing information on usability by the disabled, consideration should be given to the relevant effective laws, as well as to the effective recommendations relating to or affecting disabled consumers.

For the purpose of completing cells **q1)** and **q2)**, suspension means when the reporting agent suspends the operation of the stated ATM for a certain period (e.g. in the case of ATMs under temporary maintenance). The out of service time of ATMs one day or shorter than one day, caused by unforeseen technical reasons, are not qualified as suspension.

**2. P5602 – Data relating to the network units of institutions accepting bank cards**

**Data to be reported in the individual cells:**

The completion of cells **a)-d)** shall be governed, mutatis mutandis, by the provisions of Section 1 related to cells a)-c) and f).

The completion of cells **f)** and **g)** shall be governed, mutatis mutandis, by the provisions of Section 1 related to cells m) and n).

The completion of cells **h)** and **i)** shall be governed, mutatis mutandis, by the provisions of Section 1 related to cells o) and p).

In cell **j)** the data related to the opening hours of the network unit should be specified broken down by the days of the week. The opening hours must be specified in the format of twice two digits (e.g. 08:00). If the network unit is closed on a certain day, it must be specified in the following format: 00:00 – 00:00. If the network unit is continuously open on a certain day, it must be specified in the following format: 00:00 – 23:59.

The completion of cells **k1) and k2)** shall be governed, mutatis mutandis, by the provisions of Section 1 related to cells q1) and q2).

Cell **m)** must contain "yes", if the network unit pursues any activity with registration obligation, specified in Section 123 (1) f) of Act CXXXVIII of 2007 on Investment Firms and Commodity Dealers, and on the Regulations Governing their Activities; otherwise the value of the cell should be "no".

Institutions performing investment services activity as an intermediary should indicate "no".