**MNB identification code: P13**

**Completion instructions**

**Data related to payment card turnover**

**I. General instructions**

1. In the tables containing turnovers, the forint equivalent of the data arising in foreign currency shall be calculated using the reporting entity’s own exchange rate prevailing on the day of the transaction or the average MNB exchange rate for the reporting period.

2. The data of cooperative credit institutions using comprehensive services of banks, as reporting entities, are collected from the system, aggregated and submitted to the MNB in an aggregate form by the reporting entity (bank) operating the system. In the case of a sponsoring bank relationship, the data of the sponsored bank are submitted to the MNB either by the sponsored bank or by the sponsoring bank; in the latter case, the data must be separated from its own data and the GIRO code and registration number of the sponsored bank must be indicated.

3. A glossary of terms used in the tables and in these completion instructions is located in point I.A of this Annex.

4. The codes necessary for filling the tables and the methodological and technical guidelines are included in the technical manuals specified in Section 4.8 and 9. of Annex 3 hereto, published on the MNB website.

5. Correlations between the specific tables and rules of individual control of reports as per point 5 of Annex 3 are listed in the technical guidelines, published on the MNB website.

**II. Detailed instructions for the completion of the tables**

1. Table 01 shall contain the domestic and foreign turnover carried out by the payment cards issued by the reporting entity.

2. Table 02 shall include the turnover carried out in Hungary by cards issued in Hungary and abroad at cash withdrawal and merchant acceptance points (ATM, POS, imprinter) operated by the reporting entity in Hungary. The data related to the acceptance turnover shall be reported by the reporting entity interested in the acquiring irrespective of whether it uses its own ATM and POS network or that operated by other organisations.