

## **Discount system for senders and groups of sender organisations**

### **1 Mail items, services and additional services supported with discounts**

#### **1.1. Mail items and services supported with discounts**

- a) Domestic letter type mail
  - letters, postcards, picture postcards (based on the General Terms and Conditions for Postal Services);
  - official documents (based on the General Terms and Conditions for Postal Services);
  - domestic reply mail (based on the General Terms and Conditions for Postal Services).
- b) Domestic EMS express mail
- c) Európa + parcels and international EMS express mail

#### **1.2. Additional services supported with discounts**

- a) Additional services prescribed by law for universal services
  - registered (based on the General Terms and Conditions for Postal Services);
  - advice of delivery (based on the General Terms and Conditions for Postal Services);
  - insured (based on the General Terms and Conditions of Postal Services).
- b) Other additional services used with universal services
  - e-notification (based on the General Terms and Conditions for Postal Services);
  - e-projection (based on the General Terms and Conditions for Postal Services).

### **2 Elements of the discount system**

- a) Discount based on turnover
- b) Discount based on turnover increase
- c) {Discount based on turnover increase of official documents}<sup>1</sup>
- d) Discount granted for preliminary data supply
- e) Key Partner discount
- f) Discount on load
- g) Discount granted for the use of a franking machine
- h) Discount granted for the use of the electronic posting list
- i) Discount related to the domestic EMS express mail service
- j) Discount for the Európa+ parcel and international EMS express mail services

### **3 General conditions of providing discounts**

- a) The discount system is applied as of 1 January 2014.
- b) All discounts may only be provided on the basis of a separate written contract.
- c) Retroactive discounts under HUF 1 000 per customer (Points 6.1 and 6.2 (c)) are not accounted.

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<sup>1</sup> This discount expires on 1 June 2014.

- 4 The possibility of combining discounts, the basis of calculating and accounting the discount based on turnover
- a) The basis of the calculation of the discount is the combined price, not reduced by discounts, of postal services performed for the business association signing a separate written contract enabling the use of the discount as the sender (hereinafter: Contracting Party) in the current year the fee for which is settled by the Contracting Party pursuant to the General Terms and Conditions for Postal Services by transfer (i.e. only by payment on credit or payment of postage using a franking machine; hereinafter: gross turnover). The discount system does not extend to the payment of postage by postage stamp and prepaid envelopes/postcards.
- b) Special terms and conditions relating to clients with company groups:
- I. The following organisations classified as business associations pursuant to the Act on civil procedure and other organisations (hereinafter: business associations) may belong to a company group (group of organisations):
    - business associations in which the Contracting Party has, either directly or indirectly, an ownership share of at least 25%, taking into consideration the actual ownership stakes (via a business association designated in the contract regulating inter alia the use of the discount system as a group member), or
    - which use a common lead word in their names referring to the Contracting Party or another member of the Contracting Party's company group, and are not independent of the Contracting Party because under agreements concluded with the members of the company group the Contracting Party or another member of the Contracting Party's company group acts as their trustee (which means that it is entitled to have a substantial and dominant influence on their financial/administrative/economic decisions) provided that the business associations that are part of the given company group and are regarded as such under this paragraph (not including the trustee) are not classified as a business association under the Civil Code, or
    - whose operating mechanisms, scope of activities and core business activities are basically the same and which, while maintaining their organisational independence, have proprietary rights directly or indirectly in a business association as defined in the Civil Code which is regarded as a Contracting Party and centrally arranges purchases as well as technical, operational and development affairs of the same nature for the members of the company group in a way that they do not perform such activities by way of business for business associations other than those that are part of the company group, or
    - in respect of which the Contracting Party is classified under the Civil Code as a business association and is entitled to control or co-ordinate the professional or financial/economic activity of any other members of the company group (group of organisations) established for the purposes of performing special tasks as defined in the relevant legislation, or
    - which are classified as domestic business associations under the Civil Code in each of which the same natural person or domestic or foreign registered business association not classified as a Contracting Party has, either directly or indirectly, a share of the ownership of at least 25% taking into account the actual ownership stakes (through a foreign business association or domestic registered business association that is part of the given group).
  - II. A further condition of using the discount is that all business associations stated in the separate written contract regulating inter alia the use of the

discount system sign the clause forming part of the said written contract in which they undertake to fulfil the conditions of the discount. (Should a business association fail to sign the clause, that particular business association's turnover for the current year will not be included in the turnover of the business associations that are part of the same company group from the aspect of providing discounts [hereinafter: Group of Users] in the year in question.)

The annual gross turnover performed by clients with a company group shall be taken into account as the consolidated gross turnover of the *Group of Users*.

- III. If the business associations that are part of the Group of Users do not have a turnover that can be shown for the whole of the year preceding the current year, the gross turnover calculated for 1 year by directly proportioning the turnover shown in the preceding year will be taken into account in respect of the discount elements where the discount rate is significantly influenced by the preceding year's turnover.
  - IV. The current year's gross turnover generated by a business association can only be taken into account for determining that year's consolidated gross turnover of one company group (group of organisations) at any one time.
  - V. If the conditions set out in the General Terms and Conditions for Postal Services are fulfilled, all business associations that are part of the same company group are entitled to use the discount available for the Contracting Party, but turnovers can only and exclusively be combined in the case of the discount based on turnover and the discount based on turnover increase.
- c) In the case of the discount based on turnover, should the current year's gross turnover of the Contracting Party or the Group of Users exceed the turnover taken into consideration upon the execution of the contract to such an extent that the Contracting Party or the Group of Users becomes entitled to a higher rate of discount, Magyar Posta shall transfer the amount of the discount difference in a lump sum subsequently by no later than 31 January of the following year based on a corrected invoice. If the current year's gross turnover of the Contracting Party or the Group of Users remains below the minimum annual gross turnover required for the rate of discount specified in the separate written contract, the Contracting Party shall pay the amount of the recognised discount difference subsequently on the basis of a corrected invoice issued by Magyar Posta.
- 5 The basis of calculating the discount based on turnover increase and the discount based on turnover increase of official documents
- a) If the Contracting Party does not have a turnover that can be shown for the whole of the year preceding the current year, the rate of the discount shall be calculated on the basis of the gross turnover calculated for 1 year by directly proportioning the turnover shown in the preceding year.
  - b) In the case of company groups defined in Point 4 b) of this document, the total turnover of all customer codes belonging to the members of the Group of Users and valid in the year preceding the year in question shall be compared to the total turnover of all customer codes belonging to the members of the Group of Users valid in the year in question.

## 6 Method of discount accounting

- 6.1. Accounting discounts to be granted for the period between the initial date of use of the separate written contract on discounts and the date of execution of the contract in the case of subsequent contracting:

Accounting shall take place retroactively based on a corrected invoice.

- 6.2. After signing the separate written contract:

- a) The discount based on turnover, the discount granted for the use of the electronic posting list, the discount granted for preliminary data supply, and the discount on load are accounted on the due invoice relating to the period of performance.
- b) The discount granted for the use of a franking machine is accounted by correcting the invoice containing the dispatch data of the month in question.
- c) The discount based on turnover increase, the discount based on turnover increase of official documents and the Key Partner discount are accounted in one sum on a corrected invoice by 31 January of the year following the year in question (for company groups, in the absence of a separate written contract with the Contracting Party to the contrary, separately for each business association that is part of the Group of Users).
- d) The discounts described in Point 6.2 c) are accounted monthly if the separate written contract stipulates this. Based on the Contracting Party's expected annual turnover, the expected annual amount of the discount is calculated by the twentieth day of the month after the close of the current month, and the amount of the annual discount for the current month will be applied in the following invoice only for the proportion of actual turnover achieved. After the close of the year the amount of the annual discount is calculated. The difference between the discount invoiced each month and the discount due based on the annual turnover is accounted on a corrected invoice in one sum by 31 January following the year under review. If the monthly calculation of the discounts is not set out in the separate written contract, the discount elements are calculated in accordance with Point 6.2 c).

- 6.3 Accounting if a discount element is terminated during the year

- a) If a discount element is terminated during the year, Magyar Posta will settle accounts with the Contracting Party with regard to the terminated discount element within 60 days of the date of its termination.
- b) If the Contracting Party does not have a turnover that can be shown for the whole of the year under review due to the termination of a turnover-type discount element during the year, the rate or amount of the discount shall be calculated on the basis of the gross turnover shown for the same period of the preceding year.

## 7 Elements of the discount system

### 7.1. Discount based on turnover

- 1) In the case of entitlement to the discount based on turnover for letter type mail services, the turnover data of the basic services related to mail items listed in Point 1.1 a) and the additional services listed in Point 1.2 will be taken into consideration.
- 2) The discount can be granted on the weight fees for the services and on the tariff of the additional services used based on the Contracting Party's or the Group of

Users' gross turnover that can be taken into consideration when accounting this discount.

3) The discount to be used in the year in question is set out in the separate written contract on the basis of the turnover bands stated in the following table. The rate of the discount is a fixed discount in percentage assigned to the specific turnover band.

Turnover bands (HUF) (annual gross turnover)	Rate of discount (%)
15 000 001 - 50 000 000	1%
50 000 001 - 500 000 000	2%
500 000 001 - 900 000 000	3%
900 000 001 - 1 500 000 000	4%
1 500 000 001 - 2 500 000 000	5%
2 500 000 001 - 3 500 000 000	6%
3 500 000 001 -	7%

## 7.2. Discount based on turnover increase

1) In the case of entitlement to the discount based on turnover increase in letter type mail services, the turnover data of the basic services related to mail items listed in Point 1.1 a) and the additional services listed in Point 1.2 will be taken into consideration.

2) A banded discount will be granted on the basis of the Contracting Party's or the Group of Users' gross turnover that can be taken into consideration when accounting this discount jointly on weight fees for the services and on the tariffs of additional services if the gross turnover of letter type mail in the year preceding the year in question exceeded HUF 20 million.

3) The discount specified for a given increase band will be accounted for the amount of turnover increase for a certain increase band if the rate of the turnover increase reaches or exceeds the lower limit of the given band and the value of the turnover increase reaches or exceeds the minimum value of the turnover increase specified for the given band. If the Contracting Party or the Group of Users did not reach the minimum value of turnover increase for a given band, it is not entitled to any discount for that specific band.

4) Entitlement to the discount based on turnover increase is subject to the simultaneous fulfilment of both criteria relating to the given band (the rate of turnover increase and the minimum value of turnover increase).

The method of calculation of the turnover increase is to be interpreted by band in a way that the discount is granted only upon the simultaneous fulfilment of all criteria assigned to that band, and relates to increase values between the lower and upper limits of the given band.

	Rate of turnover increase		Minimum value of turnover increase (HUF)	Discount rate (%)
	Lower limit	Upper limit		
1.	10% - 20%		2 000 000	5%
2.	20% - 30%		3 000 000	10%
3.	30% - 40%		4 000 000	15%

No further discount is granted for any amount exceeding 40% of the turnover increase, and the provisions of the third paragraph of Point 7.2.A. shall also be applied to the calculation of the discount.

#### 7.2.A {Discount based on turnover increase of official documents}<sup>2</sup>

#### 7.3. Discount granted for preliminary data supply

1) In the case of entitlement to the discount granted for preliminary data supply in respect of dispatched letter type mail items, the turnover data of domestic letters, domestic postcards and domestic picture postcards, official documents, and the additional services listed in Point 1.2. a)–b) will be taken into consideration.

2) The discount is calculated on the basis of the gross turnover appearing on the customer code of the mail items involved in the preliminary data supply, which is obtained by adding up the weight fee and the tariff of the additional services used. The rate of the discount is 1%.

3) The discount can be used on the condition that in the current year the Contracting Party dispatches more than 10,000 domestic letter items regularly, but at least once, which means that the Contracting Party fulfils its obligation to provide preliminary data supply concerning the dispatch of more than 10,000 domestic letter type mail items per dispatch on at least one occasion.

4) The data supply shall be prepared on the basis of the guide provided by Magyar Posta at the time of concluding the separate written contract on providing discounts. The preliminary data shall be supplied by the sender to the Traffic Management Department via e-mail (FMK@posta.hu), on an electronic data carrier (Forgalommenedzselési Osztály, Budapest, 1540) or by fax (FMI, fax: 06-1-288-1593), ensuring that the data arrive at the Traffic Management Department no later than 3 pm on the 2<sup>nd</sup> working day preceding the time of dispatch. If the preliminary data are modified to an extent below 10%, and the modification made according to the aforementioned guide is reported to the Traffic Management Department by e-mail, on an electronic data carrier or by fax on the working day preceding the day of

<sup>2</sup> This discount expires on 1 June 2014.

dispatch at the latest, Magyar Posta will accept the modified preliminary data supply as the basis of the discount.

5) Should the Contracting Party fail to supply preliminary data regarding the dispatch of more than 10,000 letter type mail items, or should it supply such data inappropriately, or there is a difference of more than 10% between the reported amount and the actually dispatched amount, Magyar Posta will send immediate written notification to the Contracting Party about the default or insufficiency of data supply. If another 3 occasions of insufficient preliminary data supply occur after receiving such notification, this discount may not be granted to the Contracting Party in the remaining part of the year.

6) If it is found in the year following the year in question that the Contracting Party failed to fulfil the conditions stated in paragraph 4 of this point (7.3) in the year in question, the Contracting Party shall reimburse the amount of the discount granted to it in the year in question for preliminary data supply to Magyar Posta.

#### 7.4. Key Partner discount

1) The Contracting Party or the Group of Users is entitled to the key partner discount if the total gross turnover of the postal services taken as the basis when calculating this discount (hereinafter: postal services taken as the basis) in the current year reaches 80% of the total gross turnover of the same postal services generated in the year preceding the year in question.

2) The following postal services are taken as the basis:

- the basic services used for the letter type mail items listed in Point 1.1 a),
- the additional services listed in Point 1.2

3) The discount is calculated on the basis of the total turnover of the postal services taken as the basis.

4) Rate of the discount

Turnover band (HUF) (annual gross turnover)	Discount rate
300 000 001 - 400 000 000	1.50%
400 000 001 - 500 000 000	2.25%
500 000 001 - 600 000 000	3.00%
600 000 001 - 700 000 000	3.75%
700 000 001 - 800 000 000	4.50%
800 000 001 - 950 000 000	5.25%
950 000 001 - 1 100 000 000	6.00%
1 100 000 001 - 1 400 000 000	6.75%

1 400 000 001 - 1 800 000 000	7.50%
1 800 000 001 -	8.25%

## 7.5. Discount on load

7.5.1. The number of non-registered non-priority letter-mail items (letters, postcards, picture postcards) specified in the General Terms and Conditions for Postal Services can be considered for the discount. The Contracting Party may use only one of the discounts listed in Point 7.5.3 in a given period (in the current year).

### 7.5.2. General conditions for granting the discount on load

- a) The mail items may only be posted at the National Logistics Centre.
- b) The mail items must be suitable for automated processing.
- c) The mail items may only be dispatched with an electronic posting list.
- d) The Contracting Party must supply preliminary data in accordance with Point 7.3.

### 7.5.3. Other conditions for granting the discount on load and the rate of the discount

- a) The rate of the discount is 7% provided the Contracting Party satisfies the conditions below in addition to fulfilling the conditions set out in Point 7.5.2.
  - (i) The average weight of the mail items dispatched on a posting list by the Contracting Party at the same time may not exceed 20% of the lowest weight category, at present 30 grams.
  - (ii) The number of mail items brought for dispatch at the same time must reach or exceed 100,000 items.
- b) The rate of the discount is 8% provided the Contracting Party satisfies the conditions below in addition to fulfilling the conditions set out in Point 7.5.2.
  - (i) The number of mail items dispatched by the Contracting Party to one settlement in one calendar month must reach or exceed 75% of the number of homes in the settlement in question as officially published by the Central Statistical Office.
  - (ii) The number of mail items brought for dispatch at the same time must reach or exceed 80,000 items.
  - (iii) The annual quantity of non-registered non-priority letter-mail items dispatched at the National Logistics Centre must reach or exceed 20,000,000 items.
- c) The rate of the discount is 8% provided the Contracting Party satisfies the conditions below in addition to fulfilling the conditions set out in Point 7.5.2.
  - (i) The number of mail items dispatched by the Contracting Party to one settlement in one calendar month must reach or exceed 90% of the number of homes in the settlement in question as officially published by the Central Statistical Office.
  - (ii) The Contracting Party must supply preliminary data with a daily breakdown of the items to be dispatched in the month in question by the 5<sup>th</sup> day of each month.
  - (iii) The number of mail items brought for dispatch at the same time must reach or exceed 120,000 items.

- (iv) The annual quantity of non-registered non-priority letter-mail items dispatched at the National Logistics Centre must reach or exceed 23,000,000 items.
- (v) 50% of the annual quantity of non-registered non-priority letter-mail items must be delivered in the settlement where they were dispatched.

## 8 Discount granted for the use of a franking machine

1) When granting the discount, the turnover data of services for the letter type mail items listed in Points 1.1 a) and the additional services listed in Point 1.2 will be taken into consideration.

2) The discount is calculated on the basis of the total gross turnover of the mail items franked using a franking machine, which is obtained by adding up the weight fee and the tariff of the additional services used.

3) The usual rate of the discount is 3%.

4) The sender is entitled to a further 2% discount within the scope, in the cases and for the periods specified hereunder:

1. In a 1-year period of time calculated from the first day of the application of the discount element described in this point (8) (hereinafter: Starting Date) with respect to mail items franked by a franking machine which

- a) can be re-credited online or over the phone and
- b) was not used for franking by the Contracting Party prior to the Starting Date, thus allowing the use of the discount at the rate described in paragraph 3 of this point (8).

2. With respect to mail items franked with a franking machine that can be re-credited online or over the phone and is purchased or leased after the Starting Date (i.e. using a new device), for a period of one year after such device is put into operation on the following conditions:

a) the replacement of an existing franking machine is regarded as the use of a new device if the replaced franking machine was not suitable for web-based or over-the-phone re-crediting, while the new digital franking machine has this feature. In this case the 2% discount can be granted.

b) if, however, the Contracting Party replaces a franking machine for which it is entitled to the 2% extra discount, the 2% extra discount will be due on items processed with the replacement (new) franking machine until the last day of the entitlement period valid for the replaced franking machine, but only if the new franking machine is suitable for remote over-the-phone or web-based re-crediting.

5) Discount accounting takes place on the basis of the data appearing in the document certifying dispatch (posting list, dispatch book).

## 9 Discount granted for the use of the electronic posting list

1) In the case of entitlement to the discount provided for the use of the electronic posting list, the turnover data of the services listed in Point 1.1 a) and Point 1.2 will be taken into consideration.

2) If the sender dispatches mail items with an electronic posting list certified and made on the basis of the technical specifications drawn up by Magyar Posta, the sender may receive a 1% discount on the gross turnover indicated on the customer code used for the electronic posting list.

3) Discounts for the use of the electronic posting list may only be granted for mail items dispatched at the National Logistics Centre, in Regional Sorting Centres, in the Letter Centre, and at post offices included in the Integrated Postal Network, as the use of the electronic posting list is possible in these postal outlets.

#### 10 Discount for the domestic EMS express mail service

1) If the domestic EMS express mail service is used regularly, a discount may be granted in a separate written contract. The basis of the discount is the annual gross turnover of the domestic EMS express mail products used by the Contracting Party as well as the additional services used along with these products, and the discount is applicable to the fees of all domestic EMS express mail services specified in the General Terms and Conditions for Postal Services.

2) The rate of the discount may range from 1% to 20%. The exact rate of the discount shall be set out in the separate written contract.

#### 11 Discount for the Európa+ parcel and international EMS express mail services

1) If the Európa+ parcel and international EMS express mail services are used regularly, a discount may be granted in a separate written contract. The basis of the discount is the annual net turnover of the Európa+ parcel or international EMS express mail products used by the Contracting Party as well as the services with additional charge used along with these products, and the discount is applicable to the fees of all Európa+ parcel or international EMS express mail services specified in the General Terms and Conditions for Postal Services.

2) The rate of the discount may range from 1% to 20%. The exact rate of the discount shall be set out in the separate written contract.