

## **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) Universal postal services: domestic letter type mail
      - aa) priority and non-priority letters, postcards, picture postcards (based on Product Sheet no. 1 of the General Terms and Conditions for Postal Services);
      - ab) domestic reply mail service (based on Product Sheet no. 2 of the General Terms and Conditions for Postal Services);
      - ac) contractual discount direct mail (k-dm) (based on Product Sheet no. 3 of the General Terms and Conditions for Postal Services);
      - ad) official documents (based on Product Sheet no. 4 of the General Terms and Conditions for Postal Services).
    - b) Domestic EMS express mail (based on Product Sheet no. 15 of the General Terms and Conditions for Postal Services).
    - c) Európa+ parcels and international EMS express mail (based on Product Sheet nos. 20 and 21 of the General Terms and Conditions for Postal Services).
  - 1.2. Additional services supported with discounts
    - a) Additional services prescribed by law for universal services
      - aa) registered (based on Product Sheet no. 22.1 of the General Terms and Conditions for Postal Services);
      - ab) insured (based on Product Sheet no. 22.2 of the General Terms and Conditions of Postal Services);
      - ac) advice of delivery and e-advice of delivery (based on Product Sheet nos. 22.3 and 22.4 of the General Terms and Conditions for Postal Services).
    - b) Other additional services used with universal services
      - ba) e-notification (based on Product Sheet no. 23.1 of the General Terms and Conditions for Postal Services);
      - bb) e-projection (based on Product Sheet no. 23.2 of the General Terms and Conditions for Postal Services).
  - 1.3. For turnover-based discounts not supported by other discounts, the services and additional services taken into account in defining the turnover data of the year preceding the year in question
    - a) Services taken into account in defining the turnover data of the year preceding the year in question for turnover-based discounts: Postal services substituting the universal postal service provided under Point 4.2.2. of the General Terms and Conditions for Postal Services.
    - b) Additional services taken into account in defining the turnover data of the year preceding the year in question for turnover-based discounts: Additional services used for postal services substituting the universal postal service provided under Point 4.2.2. of 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<sup>1</sup>
- c) -
- 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 2016.
- 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.

## 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):
    - I.1. 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
    - I.2. 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

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<sup>1</sup> Expired on 1 January 2015

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

I.3. 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

I.4. 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

I.5. 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.

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## 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 turnover increase 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 domestic 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 - 3 400 000 000	6%
3 400 000 001 –	7%

## 7.2. Discount based on turnover increase<sup>2</sup>

### 7.2.A -

## 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 domestic 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 regularly fulfils its obligation to provide preliminary data supply concerning the dispatch of more than 10,000 domestic letter type mail items per dispatch.

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 forwarded by the sender to the Logistics Management Department by e-mail (FMK@posta.hu), ensuring that the data arrive at the Logistics Management Department no later than 12 midnight 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 Logistics Management Department by e-mail on the working day preceding the day of 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 domestic 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 2 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 quarter in that year.

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## 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

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<sup>2</sup> Expired on 1 January 2015

<sup>3</sup> Expired on 1 January 2015

calculating this discount (hereinafter: postal services taken as the basis) in the current year reaches 70% 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:

- a) the basic services used for the mail items listed in Point 1.1 a) except the official document, and
- b) the additional services listed in Point 1.2 (if they are not related to an official document) as well as
- c) the services and additional services specified in Point 1.3.

3) The discount is calculated on the basis of the total turnover of the basic services used for the mail items listed in Point 1.1. a) - except the official document - and the additional services not related to the official document listed in Point 1.2.

4) Rate of the discount

Turnover band (HUF) (annual gross turnover based on paragraph 3) of Point 7.4.)	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<sup>1</sup>

1) When determining the amount of the discount, the turnover data of basic services related to the domestic letter type mail items listed in Point 1.1. a), as well as the

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<sup>1</sup> Magyar Posta applies the regulations of this point from 1 of January 2016

additional services related to said mail items listed in Point 1.2 will be taken into consideration.

2) The discount can be granted on the weight fees for the services listed in Point 1) and on the tariff of the additional services used based on the Contracting Party's gross turnover that can be taken into consideration when accounting this discount.

3) The discount on load can be validated in the case of domestic letter type mail items listed in Point 1.1. a), which

- a) may only be posted at the National Logistics Centre, and
- b) are dispatched with an electronic posting list, and
- c) are suitable for automated processing, and
- d) have an average weight which does not exceed 20% of the lowest weight category – currently 30 grams – of the items dispatched on the day in question, and
- e) have a volume – of items dispatched on the same day – which reaches or exceeds 100,000 pieces, and
- f) are determined in Points d) and e) and for which the Contracting Party prepares an electronic data supply according to the separate written agreement, which he will provide between the 25th day of the month preceding the given month and the 5th day of the given month.

4) Rate of the discount

Turnover band HUF (annual gross turnover)	Discount rate %
below 3 400 000 001	0%
3 400 000 001 – 3 600 000 000	10%
3 600 000 001 – 3 800 000 000	16%
3 800 000 001 – 4 000 000 000	22%
4 000 000 001–	28%

8 Discount granted for the use of a franking machine

1) When granting the discount, the turnover data of services for the domestic 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 Logistics Units, at the Post Office in the Pest 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.