

**CONTENT AND MANNER OF FILLING OUT THE FORM – DIRECT DEBIT MANDATE
OF THE NBS**

Element	Content	Data type D – descriptive N – numeric DN – combination	Number of digits in a numeric data
1	2	3	4
Mandate reference number	Ordinal number of the direct debit mandate in the calendar year, unique for the payer and the year	N	9
Payer's name	Name of the payer – participant in the NBS RTGS System	DN	-
Payer's identification number	Payer's identification number	N	8
Payer's account number	Number of the payer's settlement account in the NBS RTGS System, debited in a direct debit transaction	N	18
Payee's name	Payee's name	DN	-
Payee's account number	Payee's current account number	N	18
Payment amount	Amount expressed in dinars/foreign currency is a fixed or maximum amount (up to maximum...) of a one-off direct debit amount that the payee may initiate based on the payer's mandate	N	14
Payment due date	Date of direct debit collection	N	8
Currency	Alphanumeric currency code	D/N	3
Exchange rate	Exchange rate applied when converting payment expressed in a currency different from the currency of payment (RSD)	D	-
Payer's signature and stamp	Payer's signature and stamp	D	-
Place and date	Place and date of mandate issuance	DN	-

Filling out data elements of the mandate

1. *Mandate reference number* – Enter a number up to nine digits in length (first five digits indicate the ordinal number of the direct debit mandate and the last four the calendar year in which the direct debit mandate was issued). This number is unique for the payer and the year in question.

2. *Payer's name* – Enter the business name or abbreviated business name of the payer under which the payer is registered with the competent authority.

3. *Payer's identification number* – Enter an eight-digit number specifying the identification number under which the payer is registered with the competent authority.

4. *Payer's account number* – Enter an eighteen-digit number specifying the number of the payer's settlement account in the NBS RTGS System, to be debited in a direct debit transaction.

5. *Payee's name* – Enter the business name or abbreviated business name of the payee under which the payee is registered with the competent authority.

6. *Payee's account number* – Enter an eighteen-digit number specifying the number of the payee's current account.

7. *Payment amount* – Enter a number in dinars/foreign currency – up to fourteen digits. This amount is a fixed or maximum amount (up to maximum...) of one-off direct debit that the payee may initiate based on the payer's mandate.

8. *Payment due date* – Enter an eight-digit number (day, month and year), specifying the date of direct debit collection.

9. *Currency* – Enter the international alphanumeric code (under ISO 4217) of the currency in which the liability specified in the direct debit mandate is expressed.

10. *Exchange rate* – Enter the exchange rate applied when converting contractual liabilities expressed in a currency different from the currency of payment (RSD). It should be expressed as: buying/middle/selling exchange rate of the National Bank of Serbia/payee's bank, and unless this element is specified – the official middle exchange rate of the National Bank of Serbia will be applied.

11. *Place and date* – Enter the place and date of the payer's issuance of the direct debit mandate.

Form – Direct Debit Mandate of the NBS contains the signatures of persons authorised to dispose funds in the payer’s account and the payer’s stamp, from the Specimen Signature Card with the NBS.

The payment amount specified in the mandate is expressed in a foreign currency. The transaction is executed solely in dinars (RSD), and the foreign currency is converted into the domestic currency (RSD) at the official exchange rate on the date the transfer order is submitted.