

Dear Employer Partner,

Thank you for choosing the OTP SZÉP Card services for your employees.

In May 2018, the regulation of the SZÉP Card cafeteria plan changed. The Government defined the conditions of the issuance and use of the card in a new decree (Government Decree No. 76/2018).

In accordance with the Decree, as of 5 January 2019 we are required to **transform the issuance of SZÉP Cards into a payment service**. This involves **a number of changes**, of which we would like to inform you below.

Our goal is to make the transition necessitated by the legislative changes as smooth as possible for you so that in 2019 you can continue to transfer SZÉP Card benefits to your employees undisturbed.

1. Changes in the transfer of fringe benefits

Under the contract concluded with employees, **we will open an independent payment account for each cardholder for each SZÉP Card sub-account** ("pocket"); i.e. a total of three accounts (accommodation, hospitality, leisure), and **employers are required to transfer the amount of the benefits provided through the SZÉP Card directly to these accounts**. Accordingly, starting from 2019, if you wish to provide benefits for all three SZÉP Card sub-accounts of an employee, you will need to transfer these amounts to your employee's three different SZÉP Card account numbers.

Consequently, **as of 5 January 2019, the current practice of uploading the amounts on the portal and transferring the benefits of all employees to the issuer in a lump sum will be eliminated**. In the future, similar to the transfer of wages, you will need to transfer the amount of your employees' benefits directly to their OTP SZÉP Card account numbers.

2. Changes in employment contracts

As a result of the changes, the previously concluded, **currently effective contract** between you and OTP Pénztárszolgáltató **must be modified**, as the voucher card service specified in the previous contract can no longer be provided from 2019.

If you would like us to hand over the SZÉP Card account numbers of your employees free of charge via the SZÉP Portal, please accept our contract modification offer, which will be sent to you in the autumn. In that way you need not collect the OTP SZÉP Card account numbers of your employees one by one. On the Portal, you will only have to upload the data of the employees whose account numbers you would like to get, and we will pass them to you. Your employees will give us their consent to do so by accepting the contract.

The service included in our contractual offer will significantly ease the administrative burdens entailed by the SZÉP Card benefit. If you decide to reject the contract modification, you may still transfer OTP SZÉP Card benefits to your employees, but you will have to obtain the account numbers from the employees yourself. In that case we will have to terminate the currently effective contract.

3. Contract conclusion with the employees

Due to the change in the regulation, we need to conclude a contract with all of our OTP SZÉP Card holders. We will send the contract to the cardholders **by post or via e-mail** from October 2018. If the employee does not respond to the offer thus delivered for 15 days, the offer will be deemed accepted automatically.

This contract is absolutely necessary in order to enable you to continue to transfer SZÉP Card benefits to your employees after 5 January 2019.

Is there anything else you should do?

In order to ease the transition, we request your cooperation.

We will use the tools at our disposal to inform employees of the relevant steps of the transition. However, the most efficient way for us to reach them is through you, employers.

Please support the process of contract conclusion and forward the information document attached to your employees.

We also suggest that you **review your payroll system** to determine whether any enhancement is needed to enable your system to record 3 new account numbers per employee (accommodation, hospitality, leisure accounts) from 2019.

If you record any new employees on the Portal during the period remaining until 5 January 2019, please make sure to provide the employee's e-mail address as well so that we can send our contractual offer to them via electronic means.

We also request you to **review the contact information of your employees recorded on the Portal (address, e-mail address), and update it as required.** In order to do so, please log on to the employer interface of the Portal, download the employees' master file, update/complete the data as needed and then re-load the master file to the website. The detailed description of the process of data entry/update can be found [here](#). In addition, please **close the employment relationship** of the employees no longer in your employment.

OTP Pénztárszolgáltató will continue to provide high-quality SZÉP Card services to its customers – your employees – with the ease that they are accustomed to.

Any questions?

Should you have any questions about the transition, please do not hesitate to contact our customer service (+361 3 666 235) or send an e-mail to otpszepekartya@otpszepekartya.hu.

Yours faithfully,
OTP Pénztárszolgáltató Zrt.