

## Acceptance and transfer act of POS-terminal

We, the undersigned, Closed Joint Stock Company "Kyrgyz Investment and Credit Bank", hereinafter referred to as **the Bank**, represented by (full name of the Bank employee) \_\_\_\_\_, acting on the basis of power of attorney № \_\_\_\_\_ dated \_\_\_\_\_, on the one hand, and \_\_\_\_\_, hereinafter referred to as **Party-2**, represented by \_\_\_\_\_, hereby confirm the following:

**1.** The **Bank** has installed and put into operation the following equipment at the point of sale of Party 2:

POS-terminals \_\_\_\_\_ in the quantity of \_\_\_\_\_ ( \_\_\_\_\_ ) pieces,

Serial №

Inventory №

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

POS-terminals, which are the property of the Bank, are installed at the point of sale of Party 2 for the period of validity of the Agreement. POS-terminals are intended and can be used by Party -2 only for the purposes of implementing the Agreement.

The equipment was installed and put into operation in complete package.

**Bank:**

**Company:**

FULL NAME.

FULL NAME.

\_\_\_\_\_  
signature

\_\_\_\_\_  
signature

Date \_\_\_\_\_, \_\_\_\_\_ 20\_\_

Date \_\_\_\_\_, \_\_\_\_\_ 20\_\_

**Stamp**

## Staff instruction act

The **Bank** conducted instruction for the **Company's** staff on carrying out of trade operations using bank cards, including the following topics:

- *procedure for conducting transactions using banking cards (including in accordance with the manual for using an electronic terminal),*
- *standard security elements for international plastic cards,*
- *cashier's workplace equipping,*
- *characteristic features of counterfeit cards and methods for recognizing them,*
- *main types of card fraud and countermeasures,*
- *actions of the cashier in case of unauthorized use of the card or submission of a counterfeit card for service.*

The following employees received instructions, familiarized themselves with and received a description of the card security elements, instructions for using the electronic terminal, the procedure for conducting transactions using Cards in a trade and service enterprise equipped with a POS terminal (Appendix 2) and have the right to conduct transactions through Cards using the equipment installed at the Company:

N o.	Full name	Position	Signature	Date of instruction
1.				
2.				
3.				

Position, full name of the Bank employee(s) who conducted the instruction

\_\_\_\_\_

signature \_\_\_\_\_ date \_\_\_\_\_, 20\_\_

**Bank**

**Company:**

Full name

Full name

Signature

Signature

Date \_\_\_\_\_, 20\_\_

Date \_\_\_\_\_, 20\_\_

**Stamp**

**Application for return of a transaction made at POS terminal**

Company's name	
Company's TIN	

Number of canceled operations	
Total amount of canceled transactions, transaction currency	

I ask you to cancel the following transactions made at POS terminals using banking cards:

Date of operation	Card number	Transaction amount	Terminal number	Authorization code

Executor's full name \_\_\_\_\_ tel. \_\_\_\_\_

Company's Director  
signature \_\_\_\_\_, 20\_\_

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**Bank's notes**

The authorized employee who accepted the application \_\_\_\_\_:

Full name \_\_\_\_\_

signature \_\_\_\_\_, 20\_\_

**Card withdrawal report**

Card type: \_\_\_\_\_

Card number: \_\_\_\_\_

Card expiration date: \_\_\_\_\_

Cardholder: \_\_\_\_\_

Reason for withdrawal: \_\_\_\_\_

Additional Information: \_\_\_\_\_

Cardholder's signature: \_\_\_\_\_

Date and time of card picking-up: \_\_\_\_\_ 20\_\_ \_\_\_\_: \_\_\_\_  
.....

The report was composed by

Company's name: \_\_\_\_\_

Full name: \_\_\_\_\_

Telephone: \_\_\_\_\_

Signature: \_\_\_\_\_

Report date: \_\_\_\_\_, 20\_\_

**Уважаемый клиент,  
Приносим Вам свои извинения за причиненные неудобства.  
По всем вопросам по поводу причин изъятия, пожалуйста, обращайтесь в банк,  
выпустивший Вашу карту.**

**Dear Client,  
We apologize for the inconvenience caused.  
Please contact the bank that issued your card for any issues regarding the reasons for  
picking-up.**

**Акт об изъятии карточки кассиром  
Pick-up card report by teller**

« \_\_\_\_\_ » \_\_\_\_\_ 20\_\_

Номер карточки/Card number

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Срок истечения действия/Expiration date of card: \_\_\_\_\_

Держатель карточки/Cardholder: \_\_\_\_\_

Причина задержания/Reason for recovery: \_\_\_\_\_

Дополнительная информация/Additional information:

Карточка задержана у \_\_\_\_\_

Card was picked up from (фамилия, имя, отчество предъявителя карточки – card presenter's full name)

гражданина \_\_\_\_\_

Citizen of \_\_\_\_\_ (подданство, адрес – citizenship, address)

предъявленную к оплате « \_\_\_\_\_ » \_\_\_\_\_ 20\_\_ г. в г. \_\_\_\_\_

Presented for payment \_\_\_\_\_ in city

Сведения о торгово-сервисном предприятии

Information about the Merchant

Наименование точки обслуживания/Name of POS \_\_\_\_\_

Адрес / Address \_\_\_\_\_

Телефон, факс / Phones, faxes \_\_\_\_\_

Подпись Кассира / Cashier's signature

Signature \_\_\_\_\_ / Name \_\_\_\_\_ /

Подпись гл. бухгалтера / Chief accountant's signature

Signature \_\_\_\_\_ / Name \_\_\_\_\_ /

Подпись держателя карточки / Cardholder's signature

Signature \_\_\_\_\_ / Name \_\_\_\_\_ /

Настоящий акт составлен в трех экземплярах:

1 экз. - для банка, в который передается

задержанная или изъятая карточка;

2 экз. - для держателя карточки;

3 экз. - для торгово-сервисного предприятия.

This Report should be filled out in three copies:

1<sup>st</sup> copy – for Bank, where picked up/found  
card should be delivered;

2<sup>nd</sup> copy – for cardholder;

3<sup>rd</sup> copy – for the merchant

Отметки Банка / Bank's notes

Дата/date: \_\_\_\_ / \_\_\_\_ /20\_\_ г. \_\_\_\_\_

(подпись сотрудника Банка)/ ФИО  
(Bank employee's signature) /Full name