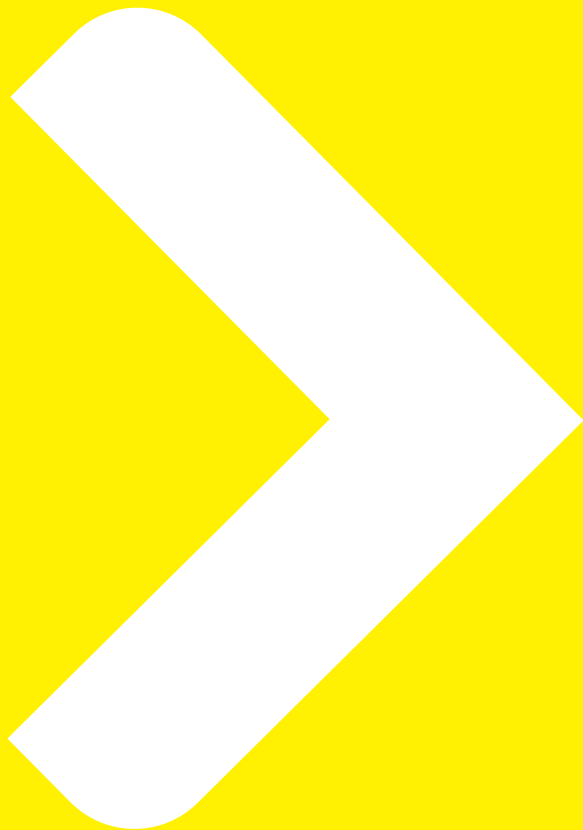


User Manual

Internet Banking

Revolving loan
drawdown application form



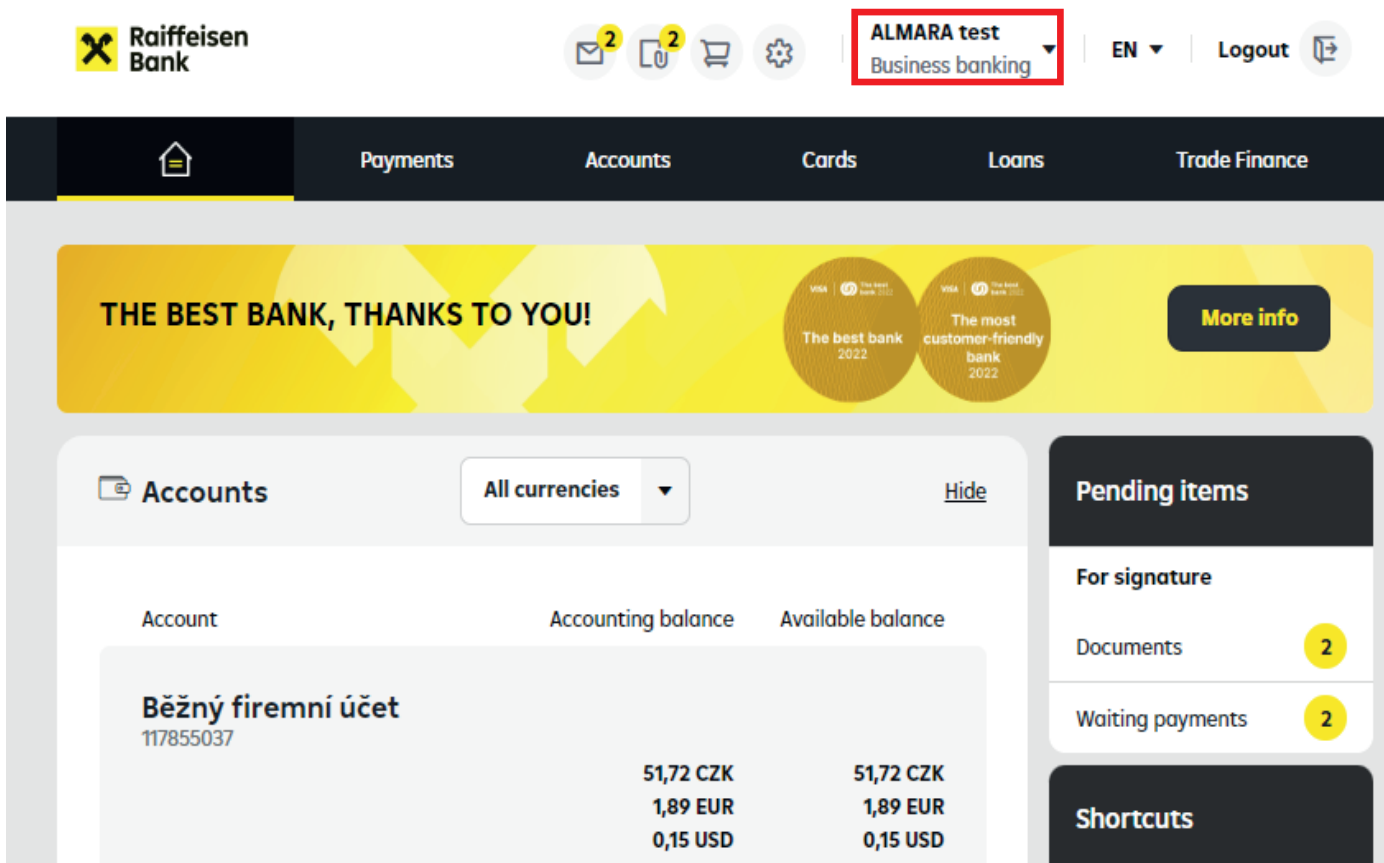
Applications for financing in Internet Banking

Internet banking allows for sending applications for financing without paper documents. The service lets you conveniently work with the following products:

- **Overdraft facility** – drawdown request
- **Revolving loan** – drawdown request
- **Conclusion of security documents for operating finance** – Offer to pledge / assign receivables
- **Instalment loan** – drawdown request
- **Bank guarantees** – draft bank guarantee / application to issue / amend a bank guarantee

Creating the application:

After signing in to Internet banking, use the dropdown menu to select the company through which you will make the change.



Accounts

All currencies

Hide

Account	Accounting balance	Available balance
Běžný firemní účet 117855037	51,72 CZK	51,72 CZK
	1,89 EUR	1,89 EUR
	0,15 USD	0,15 USD
	0,00 CHF	0,00 CHF


Pending items

For signature

Documents 2

Waiting payments 2

Shortcuts

Online financing options are available under **Offers and Applications**  > **New funding application**, where you select the option of your choice.

TIP: You can also access the tab where you select the specific Application type by clicking the appropriate link under **"Shortcuts"**.



Payments

Accounts

Cards

Loans

Trade Finance

THE BEST BANK, THANKS TO YOU!**More info** **Accounts**

All currencies

[Hide](#)

Account

Accounting balance

Available balance

Běžný firemní účet

117855037

51,72 CZK

51,72 CZK

1,89 EUR

1,89 EUR

0,15 USD

0,15 USD

0,93 CHF

0,93 CHF

[Show graph](#)[List of all accounts](#)**Pending items****For signature**

Documents

2

Waiting payments

2**Shortcuts**

New payment

List of outgoing
payments

All statements



Upload document

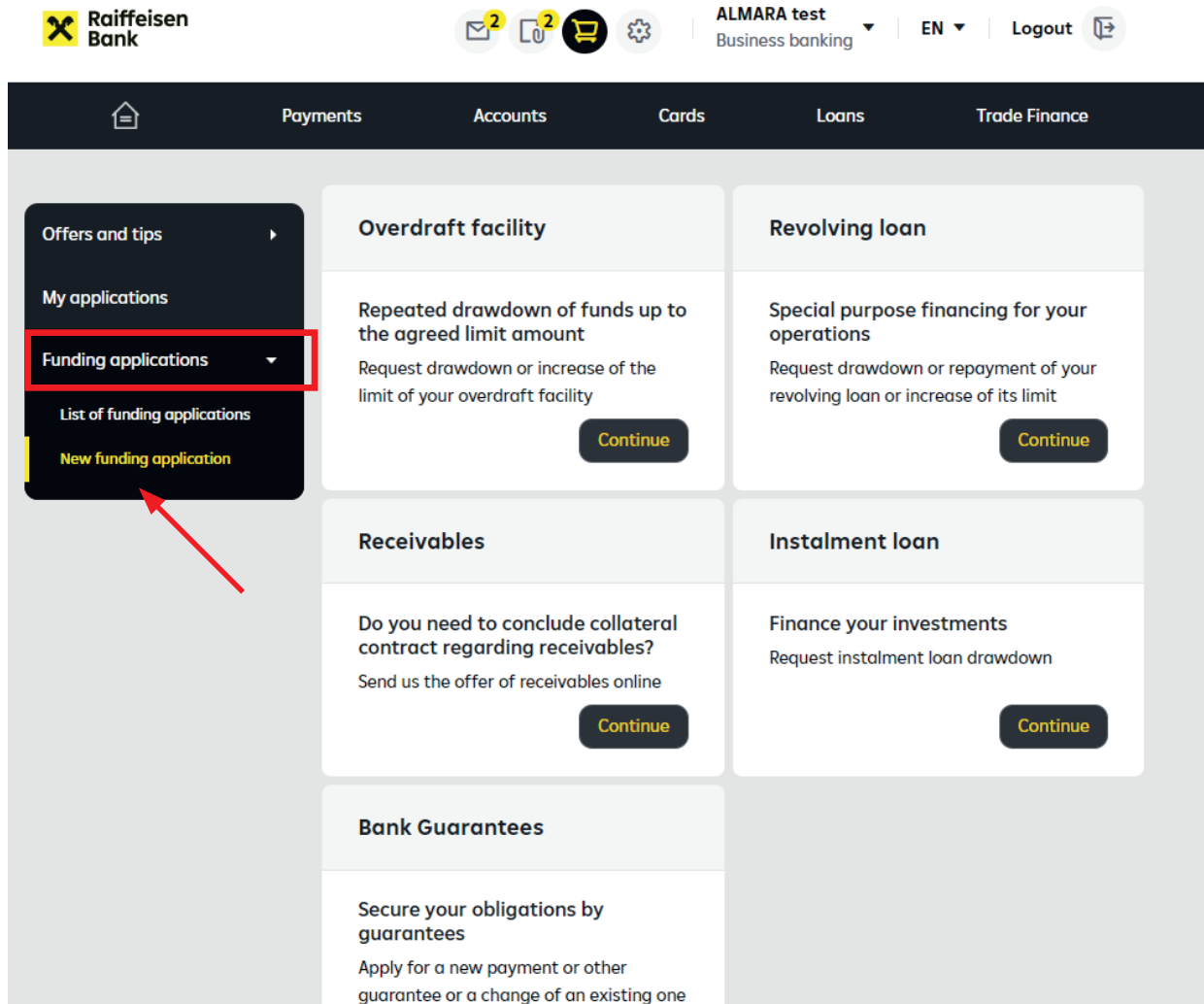


Uploaded documents

New financing
applicationFinancing applications
overview **Loans**[Hide](#)

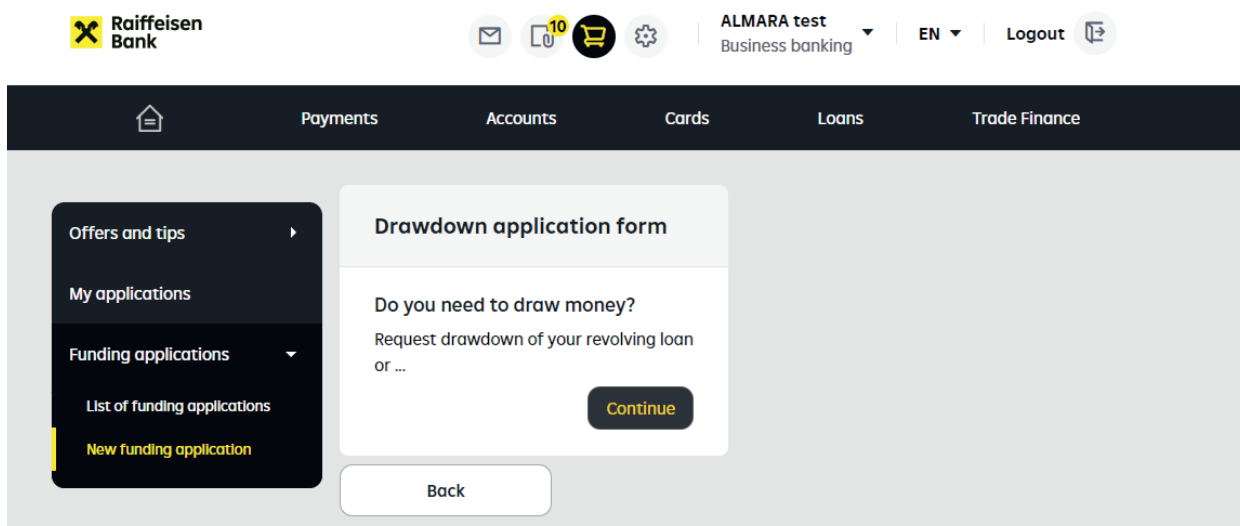
There are no items for this selection.





The screenshot shows the Raiffeisen Bank Corporate Banking dashboard. At the top, there is a navigation bar with a home icon, 'Payments', 'Accounts', 'Cards', 'Loans', and 'Trade Finance'. Below this is a sidebar menu with 'Offers and tips', 'My applications', 'Funding applications' (highlighted with a red box), 'List of funding applications', and 'New funding application' (indicated by a red arrow). The main content area displays several product tiles: 'Overdraft facility', 'Revolving loan', 'Receivables', 'Instalment loan', and 'Bank Guarantees'. Each tile contains a brief description and a 'Continue' button. The 'Revolving loan' tile is the focus of the next step.

Now, according to the selected product (Revolving loan), click **"Continue"** to display the following tile: **Drawdown application form**.



The screenshot shows the Raiffeisen Bank Corporate Banking dashboard after clicking 'Continue' on the 'Revolving loan' tile. The sidebar menu remains the same. The main content area now displays a single tile titled 'Drawdown application form'. The tile contains the text: 'Do you need to draw money? Request drawdown of your revolving loan or ...' and a 'Continue' button. Below the tile is a 'Back' button.

Drawdown application form:



Fill in all the items displayed and marked with an asterisk *. Leaving blanks prevents proceeding to the next step. Required fields will be highlighted.



displays help for the particular field.

Field details

Application language:	Choose Czech or English as the language of the application
Product:	Pre-filled automatically based on the selected application type
Client:	Pre-filled automatically based on the selected client
Name of credit agreement:	Enter the name of the credit agreement
Credit agreement number:	Enter the number of the credit agreement. The maximum is 30 characters. If the number is too long, type the last 30 characters or as shown in the example.
<i>Example: The agreement number is NDP/00001/NCRAM/01/12345678/ZPPO2. The number is too long and does not fit into the field. Enter the identifiers starting from NCRAM/01/12345678/ZPPO2.</i>	
Amount:	Fill in the amount
Interest rate:	Choose from the options according to the agreement, or enter another rate, omit the % symbol when entering the rate.
<i>Example: "PRIBOR + 2". The type of PRIBOR rate according to tenor (such as 1M, 3M) is defined through the selected Interest period.</i>	
Interest period:	Choose from the options offered according to the agreement, or another option
Drawdown date:	Enter the drawdown date
Send funds to account:	Enter the account number or choose "Select own account"
Repayment date:	Enter the repayment date according to the agreement
Repayment account:	Enter the account number or choose "Select own account"



Payments

Accounts

Cards

Loans

Trade Finance

[Back to Funding applications](#)

Revolving loan drawdown request

1 Drawing detail

2 Summary and attachments

3 Application form download

4 signature

DO YOU HAVE A QUESTION?
CALL



412440000

Application form language*

czech

Product*

Revolving loan

Client*

ALMARA test

Loan contract name*

framework agreement

Loan contract number*

446

Amount*

500

CZK

Interest rate*

as contracted

Interest period*

as contracted

Date of drawing*

27.09.2023

Send funds to account*

Běžný firemní účet
117855037

[or Type account number manually](#)

Repayment date*

21.09.2023

Repayment account*

Běžný firemní účet
117855037

[or Type account number manually](#)



Next

[or Leave and save application](#)

Completing all required fields and clicking **"Next"** moves you to the next step. Check the entered information and upload any required attachments by clicking **"Choose file"** or using the drag and drop feature. Most often, attachments include a list of receivables for financing or a proof of the financed inventory.

TIP: Open applications are continuously saved and can be retrieved under **"List of funding applications"**.



 We have automatically saved a draft of your application. You can retrieve it again in List of funding applications. 

Summary

[Change](#)

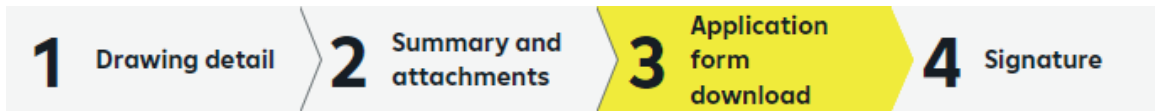
Application form language	czech
Product	Revolving loan
Client	ALMARA test
Loan contract name ^[?]	framework agreement
Loan contract number ^[?]	446
Amount ^[?]	500,00 CZK
Interest rate ^[?]	as contracted
Interest period ^[?]	as contracted
Date of drawing ^[?]	06.02.2024
Send funds to account ^[?]	117855037/5500 Raiffeisenbank a.s.
Repayment date ^[?]	13.02.2024
Repayment account ^[?]	117855037/5500 Raiffeisenbank a.s.
Choose file ^[?]	Choose file

Or drag the file here
(Max 10 MB) Supported extensions are .doc, .docx, .xls, .xlsx, .csv, .ppt, .pptx, .pdf, .txt, .jpg, .jpeg, .png



Next


[or Leave and save application](#)





At the third step, the application is ready for download as a PDF.

[< Back to Funding applications](#)

Revolving loan drawdown request





1 Drawing detail 2 Summary and attachments 3 Application form download 4 Signature

 We have automatically saved a draft of your application. You can retrieve it again in [List of funding applications](#). 

You can check the content of request via click on field Draft of Request.

[Application form draft](#)

ATTENTION: After moving to the next step you will be unable to edit the application. Thus, please check the information provided in the downloaded file.

Click the **Draft application** icon to open the PDF document, which creates the actual original of the Drawdown request. The document in the application must be signed in accordance with the [Electronic signature](#) manual.

Once signed, the document must be saved to your disk. The file name must remain as generated by your Internet banking. You must not change the file name. If the name is changed, the application cannot be approved.

TIP: Applications may be submitted by a specially authorized person, other than the one signing the actual original copy in PDF. Thus, the statutory representative or top manager does not have to be signed in to Internet banking. He or she may receive the PDF by e-mail or through another company process and sign it off-line.

Raiffeisenbank recognizes electronic signatures from **První certifikační autorita a.s.** or **PostSignum** from the **Czech Post** – for details, see the [Electronic signature](#) manual.

ATTENTION: If you do not have a digital signing certificate, you need to print the application to sign it by hand and scan it. Then, attach the scanned document at the fourth step of the application. The signed document can be attached using the drag and drop or browse feature. The original copy of the signed application must be sent to the Bank by mail or courier within 21 days.

You can also sign with RB key in accordance with the RB key online financing manual.



At step 4, upload the original of the signed PDF using the **Choose file** or drag and drop feature.

[Back to Funding applications](#)


Revolving loan drawdown request

- 1 Drawing detail
- 2 Summary and attachments
- 3 Application form download
- 4 **Signature**


I confirm that I have read the draft of request and I agree with content of request.
[Application form draft](#)

If everything is alright, please authorize the activation with your current security method.

[←](#) [Sign](#)

 [Mobile device is not online](#) [or Leave and save application](#)

To complete the drawdown request, you need to certify its sending to the bank by clicking **"Sign"**. Once the certification is confirmed, your drawdown request is sent to the bank for processing.



Application has been sent successfully.

[List of requests](#)

Sent applications are shown in **"List of funding applications"**. The section also lets you keep track of the current status of your application.

🏠
Payments
Accounts
Cards
Loans

Offers and tips ▶

My applications

Funding applications ▼

List of funding applications

New funding application

Financing application forms

All ▼

7 days ▼

☰ Filter

Product	Amount		
State	Loan contract number		
Own application note	Modified at		
	Created/modified by		
Drawdown application form	500,00 CZK	446	<input type="button" value="Copy"/>
Processing	06.02.2024	Ondřej Žák	<input type="button" value="Note"/>
Limit settings application form	500,00 CZK	456123	<input type="button" value="Copy"/>
Processing	06.02.2024	Ondřej Žák	<input type="button" value="Note"/>
Drawdown application form	500,00 CZK	7894	<input type="button" value="Copy"/>
Processing	06.02.2024	Ondřej Žák	<input type="button" value="Note"/>

TIP: You can create another Drawdown request from a copy of the previous one.

A copy can be created by opening the "List of funding applications" and clicking "Copy" next to the relevant application.

FAQ

Why do I have to sign an offer of receivables to pledge first and then a drawdown request?

Because in fact they are two contractual acts – the conclusion of two subcontracts.

Both subcontracts – the offer of receivables for pledge or assignment and the drawdown request – must be accepted or electronically signed by the Client and the Bank.

I cannot fit the number of the security agreement in the box. Will the bank recognize a shortened number?

Yes, it will. The field is limited to 30 characters. Thus, the number must be entered from the end as shown in the example.

Example: The agreement number is NDP/00001/NCRAM/01/12345678/ZPPO2.

The number is too long and does not fit into the field. Enter the identifiers starting from NCRAM/01/12345678/ZPPO2.

I have uploaded a wrong file, I would like to delete it and upload the correct one before sending the Application to the bank.

The current file does not have a delete button. However, you only need to upload another file that automatically overwrites the current one.

I have changed the name of the Application when saving, what happens?

You need to go back to the previous step, download the document from Internet banking again, and then work with the newly downloaded document.