TENGRI BANK

Tengri Bank JSCB
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TENGRI BUSINESS · DOCUMENTS

Payroll project

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1. Subject

Terms for paying salaries, advances, vacation pay and bonuses to employees via registers from the app, issuing employee cards and exchanging data with the company's accounting system.

2. Terms

1. Register: a list of employees with amounts payable, created in the "Payroll" section or uploaded from 1C.
2. Payroll card: a Tengri Bank card issued to an employee at the company's request; maintenance is free.
3. Payment date: the day stated in the register; if it falls on a day off, payment is made the day before (Art. 136 of the Labour Code).
4. Personal income tax: withheld by the company on payment; the bank transfers net amounts per the register.
5. 1C export: a register file in payroll-project format for the accounting system.

3. Rights and obligations

1. A register confirmed in the app before 16:00 on a business day is executed the same day; credits to Tengri Bank cards are instant.
2. Payouts to other banks' cards are made to employees' details within one business day.
3. The company is responsible for amounts, withholding of income tax and payment of contributions; the bank does not verify the calculation.
4. The bank notifies the company in the app about unexecuted register lines (wrong details, closed card).
5. Employees receive a credit notification; salary data is visible only to the employee and the company's authorised person.
6. The company may recall a register before execution starts; after crediting, a refund is only possible via the employee.

4. Liability

1. The bank and the client are liable in accordance with applicable law and the service agreement.
2. The bank is not responsible for failures caused by third parties, such as telecom operators, payment systems or external services, or for the consequences of the client sharing login data or confirmation codes with other people.
3. Nothing in this document limits client rights that cannot be limited by law.

5. Changes to this document

1. The bank may update this document. The current edition is always available in the app: More → About the app → Licences and terms. The edition date is shown at the top.
2. The bank announces material changes in the app in advance. By continuing to use the service after the changes take effect, the client accepts the new edition; if it does not suit them, they may stop using the service by contacting support.

6. Contacts and details

1. Questions about this document: the support chat in the app (More → About the app → Contact us), phone +7 (495) 369-99-44, info@tengribank.com.
2. Tengri Bank JSCB, General licence of the Bank of Russia No. 369 of 25.08.2008. Other bank details are available at a branch or in the support chat.