



NATIONAL BANK OF GREECE S.A.

Registered Office: Aiolou 86, GR 105 59, Athens

GEMI No. 237901000

REO DIVISION (020)

PROCESS FOR THE LEASE OF PROPERTY AT A LEASE PRICE LOWER THAN €50,000 (ANNUALLY)

NATIONAL BANK OF GREECE S.A. publishes on its website at www.realestateonline.gr properties in its ownership to be leased, including the minimum lease price (reserve price) for each property.

For properties posted on the above site **with a starting lease price lower than €50,000 (annually) per property**, the procedure of **Direct Lease of Property** may be applied subject to the conditions described in detail below.

To participate in the leasing procedure of the Bank's property with a starting lease price lower than €50,000 (annually) per property, prospective bidders should take into consideration the following:

1. Prospective bidders, or external real estate agents acting on their behalf, shall communicate with the REO Division, at the telephone number or email posted on the platform, in order to receive information and instructions regarding the bid. Following the above communication, the required forms and other relevant instructions for a successful bid submission shall be sent to the e-mail address (from which the bid request was sent or which was designated by the prospective bidder during their communication with the Bank) of the prospective bidders, or of the external agent acting on their behalf, from the e-mail address. Leaserequests@nbg.gr The bidders, having examined the actual status of the properties for lease and having decided that said properties are appropriate for their purposes (note that the examination of the actual status on behalf of the final bidder and the ascertainment that the properties are appropriate for the bidders' purposes, shall be expressly stated in the lease contract), should submit their bid for a specific property either directly to the REO Division or through an external agent acting on the bidder's behalf.
2. The bid may be submitted as soon as the relevant properties are posted on the electronic platform; however, the bid shall be examined by the Bank after the lapse of twenty (20) calendar days from the day of posting, i.e. when the properties shall be available for lease and bear the indication "Rent Now".



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Accordingly, the bidder or the external agent, who is acting on behalf of the bidder, sends in digital form, via e-mail at Leaserequests@nbg.gr the following required documentation, provided they bear digital document verification via www.gov.gr whereas, in case digital document verification of the hereinabove documents is not possible, the submission of the original documents with physical presence is required at Stadiou 38, Athens (REO Division) so that the bid can be examined.

a) A Letter of Intent to Lease Property duly signed (digital document verification or submission of original document).

b) Evidence of payment of 10% of the annual lease offered, either by cash deposited to the NBG escrow account IBAN: and written notification to the Bank evidencing: the bank account (IBAN) from which the amount of the said deposit was transferred, the amount

deposited, and the ref. number of the relevant money transfer.

Note that the guarantee amount should appear as “available” in the Bank’s escrow account prior to the approval of the bid/proposal of the bidder, otherwise the bid/proposal will not be approved.

Note that the above payment of a sum equal to 10% of the offered price guarantees compliance with the terms of the lease of the property, if the property is awarded directly to the bidder, or participation in the tender that may be held and observance of the terms thereof, but in no event shall this mean that the property is conclusively awarded to the bidder.

C) The present List of Terms for the Lease of Property duly signed (digital document verification or submission of original document).

Following receipt of the above documentation, the Bank shall examine them for completeness and correctness. If the documents are not complete/ correct, the competent REO Officer shall communicate with the bidder or their authorized agent so that they are completed or corrected and resubmitted for a new examination.

The bidder’s bid/proposal shall be deemed valid when all the above documents have been sent to the Bank and are complete and correct.



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3. Properties on the electronic platform, for which bids have been received and registered, bear the indication "Offer submitted" for the information of other interested persons.
4. A valid bid shall be accepted by the Bank, provided that it covers the reserve lease price set by the Bank and:
 - 4.1. No other valid bid has been submitted until 23:59 of the third (3rd) business day following the twentieth (20th) calendar day as of the day on which the property was posted, provided that the (first) bid had been submitted within the said twenty (20) calendar day deadline or
 - 4.2. No other valid bid has been submitted until 23:59 of the third (3rd) business day as of the submission of the (first) valid bid, provided that the (first) bid had been submitted after the twentieth (20th) calendar day as of the day on which the property was posted.

The day of submission of the first valid bid shall not be taken into account in the calculation of the above three business day deadline.

Following the acceptance of the official bid by the Bank and receipt of the relevant approvals from the Bank's competent Committees, the bidder is awarded direct lease of the property.

The property shall be awarded to the winning bidder subject and without prejudice to compliance with the applicable AML/CFT regulatory framework. The compliance shall be ensured by the competent Bank Units that shall apply the KYC and source of wealth verification procedures to the successful lessee, including the beneficial owner.

4.3 As regards properties bearing the indication "Rent Now", in the event that another bidder has also submitted a valid bid at the reserve lease price set by the Bank until 23:59 of the third (3rd) business day as of the day of receipt of the first bid, then the ascending price tender procedure (physical or online) shall be followed, as provided for in the Real Estate Activities Regulation, in which any interested person, **in addition** to the above persons who have already submitted valid bids from the time of posting of property until the time that the indication "Rent Now" was set, may participate and which (the tender) shall be called within five (5) business days after the lapse of the above deadline. In such case, the indication "Rent Now" shall be replaced by "Tender To Be Announced".

The tender shall be called by the Bank in physical or online form, and **at least one (1) day** prior thereto any interested person wishing to participate therein, **in addition** to the above persons who have already submitted valid bids from the time of posting of property until the time that the indication "Rent Now" was set, shall submit the required documentation set out in detail



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under term 2 hereof, provided that following their examination the said documents would be complete and correct. Bidders who have submitted their bids as per the procedure of **term 2** shall be notified in writing of their participation in the tender, through an e-mail sent by the Bank. Reserve price shall be the price of the highest bid.

5. Terms and conditions governing the e-tender are set in the relevant e-tender terms that prospective bidders will be asked to sign, whereas for the Physical Open Tender, the following apply:

5.1. On the date and time of the tender, the bidders, – having reviewed the actual status of the property and having determined that it is appropriate for the intended use– file sealed (in an envelope) bids to the competent Committee. The envelopes containing the sealed bids shall be submitted by the bidders either in person or by a legally authorized representative.

5.2. Every sealed envelope shall include only one bid with no terms, conditions or vague expressions that may give rise to uncertainty.

5.3. Every sealed bid should be submitted in a sealed non-transparent envelope and should include the following:

- The bidder's particulars, i.e. name and surname (in the case of individuals) or full company name and the particulars of its legal representative(s) (in the case of legal entities), address, telephone and ID number (in the case of individuals), TIN and Tax Office (in the case of individuals and legal entities).
- The offered monthly lease for the property (in words and numbers).
- Declaration by the bidder that he is aware of the terms hereof and unreservedly accepts such.
- Description of the use intended for the lease.
- Date and the bidder's signature.

5.4. Submission of bids on behalf of third parties is possible, provided that the individual or the legal entity, to whom the property will be leased in the event that they win the bidding process, is stated in the bid. Such statement can be submitted upon commencement of the process.

5.5. The tender Committee collects and opens the sealed bids in front of the bidders or their representatives, the bids are initialled by all present and then the Committee announces who the winning bidder is.



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5.6. After the sealed bids are opened, NBG reserves the right to award the property to the winning bidder, or to ask the winning bidder, or all the bidders including the winning one or some of the bidders, according to their ranking (depending on the amount of their bids) to improve their bids. Thereafter, the tender shall immediately continue, until the winning bidder is selected, by submitting open bids and – counter-bids in writing, each successive bid being higher than the previous one by an increment of at least €, and such bids shall be signed by the bidders and recorded in the minutes.

5.7. Before finalization of the tender, the winning bidder shall adjust, if necessary, their deposited guarantee (€) so as to cover the guarantee amount, i.e. 10% of the annual lease (corresponding to the lease amount of the final bid). Failure to deposit the additional amount of the guarantee shall be deemed as a waiver of the winning bidder's interest in leasing the property.

5.8. Following completion of the said process, the file containing the bids shall be forwarded to NBG's competent Bodies that will decide whether to confirm and approve the outcome of the tender. Thereafter, NBG's decision will be communicated to the winning bidder via e-mail. The email sent shall specify the date by which the lease contract shall be signed.

5.9. The bids delivered are not binding on NBG, and NBG does not undertake any obligation regarding the lease of the property to the bidders taking part in the tender. Also, NBG reserves the right, at its absolute discretion, not to lease the property, to cancel the said process or repeat it under the same terms or in any other way, irrespective of the monthly lease amounts offered.

5.11. Up to the time of the award of the lease under term ... hereof, the Bank is entitled, at its absolute discretion, to reject the direct lease to the prospective lessee or cancel the tender, repeat it, or even lease the property in any other way whatsoever.

Should the Bank cancel the tender, the guarantee shall be returned without any interest thereon. If the lease contract is not effected due to a failure or fault on the part of the winning bidder, the amount of the guarantee shall be forfeited in favor of NBG.

5.12. Should the tender take place, the guarantee amounts deposited by the non-winning bidders shall be returned thereto without interest, as soon as the winning bidder supplements the amount of the guarantee deposited to 10% of their final bid.

6. NATIONAL BANK OF GREECE, as Data Controller, shall process the personal data that come to its knowledge in the context and for the purposes of performing the tenders, in accordance



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with the provisions of the General Data Protection Regulation 2016/679 (GDPR) and the specific regulatory framework for its implementation. For further information on data protection, interested parties can refer to National Bank's Privacy Policy available at the Bank's branch network and on its website (<https://www.nbg.gr>).

7. **NATIONAL BANK OF GREECE** represents that all its legal rights are reserved.

INFORMATION NOTE

about the bidding process for properties with a lease price below €50,000 (per year)

available through direct lease

The properties are available for bidding by the potential bidders, after posting them on the online platform.

After twenty (20) calendar days from the registered date of their posting, the properties are available for rent and are marked with the indication "Rent Now".

There is a chance of submitting an offer from the moment the property is posted on the platform, which is examined after the end of the twenty (20) calendar days from the posting.

Upon receipt of an offer from a bidder, the property is marked with a relevant indication "Offer Submitted".

The announcement of the bidder as winning bidder is made after the lapse of three (3) working days from the date of submission of the offer and if the property bears the indication "Rent now". With the above announcement, the property is characterized with the indication "Rent in Progress".

In the meantime, if a second offer is submitted within the above deadline of three (3) working days from the submission of the first offer, then the property is auctioned through a tender (or online auction), which is announced within 5 working days.

The announcement of the tender (or online auction), is announced at least three (3) weeks before the date of the tender.

In this case, the indication "Rent now" is changed to "Tender to Be Announced".



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E- AUCTION PROCESS FOR THE LEASE OF PROPERTY

NATIONAL BANK OF GREECE S.A. (hereinafter the “Bank”) organizes e-Auctions for the lease of properties in its ownership, as published in the Press and on the Bank’s website. These public announcements shall include the date and time of auctions and the reserve price for the lease of each property or group of properties.

To participate in the e-Auctions for the lease of properties of National Bank of Greece S.A., prospective bidders should be aware of the following:

1. To participate in the e-auctions held by National Bank of Greece S.A., prospective bidders should go to the www.realestateonline.gr platform either by registering with the platform or by using NBG’s i-bank credentials. Such participation is supported by a special application of the Bank that can be accessed via the said platform.

2. The bidders, having examined the actual status of the property for lease and having decided that the said property is appropriate for their purposes and upon linking to the www.realestateonline.gr platform, declare that they have taken knowledge and unreservedly accept the terms hereof, and state their interest in participating in a specific e-auction within the set deadline and pay the participation guarantee in the following ways:

2a. Bidders with NBG i-bank credentials should, prior to the date of the e- auction commencement, login to the platform at www.realestateonline.gr, identify themselves using their ibank codes, and select their bank account, from which they should block a sum equal to 10% of the reserve price, which amount corresponds to the guarantee for participating in the auction.

2b. Users registered with the said platform who do not have i-bank credentials should:

- Either deposit, prior to the commencement of the e- auction, 10% of the reserve (i.e. minimum bid) price as a participation guarantee into NBG escrow account **IBAN: GR** and state via the electronic platform the bank account (IBAN)



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from which the amount of the guarantee was transferred, the amount deposited, and the ref. number of the relevant money transfer.

Note that the guarantee amount should appear as “available” in the Bank’s escrow account prior to the commencement of the e- auction, otherwise participation in the e- auction will not be approved.

In addition, the aforementioned users should upload:

- a) In the case of an individual, a digital copy of their valid ID card or passport or equivalent valid document;
- b) In the case of a legal entity, the said legal entity’s minutes of representation and a digital copy of its Legal Representative’s valid ID card or passport or equivalent valid document.

Bidders send in digital form, via e-mail at leasere@nbg.gr the following required documentation, provided they bear digital document verification via www.gov.gr whereas, in case digital document verification of the hereinabove documents is not possible, the submission of the original documents with physical presence is required at Stadiou 38, Athens (REO Division) so that the bid can be examined.

- a) A letter of intent to lease Property duly signed (digital document verification or submission of original document)
- b) The present e- auction Terms duly signed (digital document verification or submission of original document).
- c) evidence of payment of 10% of the reserve price
- d) a digital copy of their ID card or passport or equivalent document (in the case of an individual), the Company’s valid minutes of representation, and a digital copy of its Legal Representative’s valid ID card or passport or equivalent valid document (in the case of a legal entity).

Then, once the Bank has reviewed the digital or original documents and approved the participation of the prospective bidder in the e-auction, the possibility to participate is activated for the specific auction’s date and time. Note that the Bank reserves the right to reject the participation in the e-auction of any prospective bidder, at its absolute discretion and without needing to provide an explanation.

3. On the date and time of the e-auction, users whose participation is approved subject to the terms hereinabove are transferred via the said platform to NBG’s e-auction application, and



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should file electronically their bids or counter-bids up to the end of the duration of the auction process.

4. Terms and rules governing e-auction:

4.1. Currency

The currency of the auction is EURO.

4.2. Duration

The duration of the auction, whether or not a bid has been filed, is **thirty (30) minutes**. If, within the last three (3) minutes before the auction closes a bid is filed, the auction's duration shall be automatically renewed by three (3) minutes. There is no limit on the number of renewals that may occur, as above.

4.3. Type of Auction - Rules of Auction - Acceptable bids

This is an English auction in line with the following:

The bids accepted should cumulatively meet the following criteria:

- they are filed in a timely manner, i.e. within the auction's duration, including any extensions thereof.
- they increase the highest bid by full multiples of an increment specified for the bidding process of the auction.
- in particular, the first bid filed shall be accepted as valid if it is at least equal to the specified reserve price or improves it by a whole increment as specified for the bidding process of the auction.
- the bid shall not be subject to terms, preconditions, conditions or limitations.

4.4. Winning Bid

The winning bid shall be the highest bid. The winning bid at the close of the e-Auction does not imply that the property in question is automatically awarded to the prospective lessee.

4.5. Reserve price

The reserve price of the lease is stated in the lease announcement of the property.



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4.6. The increment of the bidding process

The increment, i.e. the minimum amount a auction bid must be raised each time the current highest bid is surpassed, is published on the e-auction application upon the expression of participation interest or at the commencement of the e-Auction process.

4.7. Ethics

National Bank of Greece shall not interfere in any manner whatsoever with a view to influencing the progress of the e-Auction.

4.8. Publication of the bidders' data

The bidders in the e-Auction shall not have access to the data of the other bidders.

The basic data displayed during the auction on the screen of the bidders in the e-auction are the following:

- a photograph of the property;
- the auction code number;
- the code number of the property;
- the reserve price of the auction;
- the time remaining until the close of the auction;
- the participant's ranking each time applicable; and
- the current highest bid.

4.9. Validity of bids

A bid cannot be revoked once it has been entered in the e-Auction system. Bids deemed as valid are only those bids that are received and accepted pursuant to the provisions of article 4.3 hereof, and which are confirmed as valid and accepted by the e-Auction system. Each new bid accepted by the system cancels all previous bids entered by the same user/ prospective lessee.

5. Submission of bids on behalf of third parties subject to relevant authorization is possible, provided that the natural person or the legal entity, whether existing or to be established, to whom the property will be leased in the event that they win the bidding process, is stated in the bid. Such statement can also be submitted prior to the commencement of the auction process.



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If a bid is submitted by a third party on behalf of a legal entity to be established, the statement must also specify the individual or legal person in whose name the lease will be made if the entity to be established has not actually become an official legal entity by the date of signing the lease contract.

6. The Bank shall not be responsible for any technical problem that participants may encounter during the e-Auction, and which may exclude or limit their access to the e-auction application. (Such problems may include, without limitation: internet connection, breakdown of the computer, electrical power brownout, etc.)

The Bank does not guarantee that its servers will operate without disruption or errors of any kind, free from viruses, malware or similar programs, and for this reason the Bank shall not be responsible for cases such as the above, including also cases of force majeure. The Bank reserves the right to temporarily interrupt or to repeat the auction in the event there is a problem with the servers, the platform or the application, upon written notification of the bidders participating in the interrupted auction.

7. The Auction Committee declares the winning bidder after the completion of the e-Auction.

Note that for properties at a reserve price set lower than €50,000.00 (annual lease), bidders who have deposited the relevant guarantee prior to the call for auction are considered to accept their participation in the auction by means of a bid equal to the one already submitted. If after the end of the auction there are bids of equal amount, the person to be declared winning bidder shall be the person who submitted their bid earliest, taking also into consideration the bids submitted prior to the auction and participating therein as above.

If none of the above attends the auction as called, the guarantee shall be forfeited by the person who has submitted the bid earliest. Only if after the end of the auction there is a winning bidder, the amount of the guarantee shall be refunded to the prospective bidder who did not participate in the auction.



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8. The winning bidder shall, until the execution of the lease contract, adjust – if necessary – the deposited guarantee to 10% of the amount of their bid, using the methods set out in terms 2a and 2b hereof, to secure observance of the terms of the auction, but in no event shall this mean that the lease of the property(/-ies) is(/are) conclusively awarded to them.

9. Should the winning bidder fail to adjust the guarantee amount, they shall be deemed to have forfeited their interest in leasing the property, and the initial participation guarantee shall be forfeited in favor of the Bank. In such event, the Bank reserves the right to award the lease of the property to the next highest bidder, who shall in turn be called to supplement the amount of the guarantee deposited to 10% of their final bid, if required.

10. Following completion of the said process, the file concerning the lease of the properties shall be forwarded to the Bank's competent Bodies that will decide whether to confirm and approve the outcome of the auction.

Thereafter, the Bank's decision will be communicated forthwith to the winning bidder via e-mail, which shall constitute approval of the lease effective as of the date of the e-mail, and specify the date by which the lease contract shall be signed.

The property shall be awarded to the winning bidder subject and without prejudice to compliance with the applicable AML/CFT regulatory framework. The compliance shall be ensured by the competent Bank Units that shall apply the KYC and source of wealth verification procedures to the prospective lessee, including the beneficial owner.

11. Up to the time of the award of the lease under term 9 hereof, the Bank is entitled, at its absolute discretion and without explanation, to cancel the e-Auction, repeat it, or even lease the property in any other way whatsoever. If, following the award of the lease, the winning bidder fails to sign the lease contract within the period specified, the Bank is entitled either to insist on the signing of the lease contract (in which case the winning bidder shall also be required to pay rents from the date of expiry of such period to the date of signing the lease contract), or revoke the auction and cancel the lease, though reserving in both cases all its claims against the winning bidder. In the event that the Bank accepts the winning bidder's request (submitted in writing prior to the expiry of the deadline for signing the lease contract, as specified unilaterally by the Bank) for an extension to the deadline for signing the lease contract, the winning bidder shall also pay the rents corresponding to the requested extension.



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The Bank shall lease the property as is, in legal, actual and planning terms that are known to the bidders, without having any liability thereto. The bidders declare that they have checked and examined the properties and that they are appropriate for the bidders' purposes, and that the Bank shall bear no liability for any material defect.

- That since the property is governed by the provisions on horizontal ownership, they have full knowledge of the existing establishment deed, which they fully accept and unreservedly enter into.

13. If the Bank cancels the e-auction, the guarantee shall be returned to the depositor thereof without any interest thereon. If the lease is not effected due to an omission or fault on the part of the depositor of the guarantee, the amount thereof shall be forfeited in favor of NATIONAL BANK OF GREECE S.A.

Should the e-auction take place, the guarantee amounts deposited by the non-winning bidders shall be returned thereto without interest, as soon as the winning bidder supplements the amount of the guarantee deposited to 10% of their final bid.

14. **NATIONAL BANK OF GREECE**, as Data Controller, shall process the personal data that come to its knowledge in the context and for the purposes of performing the Auctions, in accordance with the provisions of the General Data Protection Regulation 2016/679 (GDPR) and the specific regulatory framework for its implementation. For further information on data protection, interested parties can refer to National Bank's Privacy Policy available at the Bank's branch network and on its website (<https://www.nbg.gr>).

15. **NATIONAL BANK OF GREECE S.A.** declares that it reserves the right to exercise any of its legal rights.

INFORMATION NOTE

This procedure concerns REO's properties to individuals or legal entities persons who are not related to the previous ownership status of the properties and are not Executives or employees of National Bank of Greece.