# Manual 4issuers "sets interest"

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# Introduction.

In order to improve the quality of services and to increase the security of WSE introduces a new system of uploading the tables of interest. The application is open every day of the session between <u>6.00 and 16:30</u> and during these hours it is possible to upload the interest for the instruments listed. Interest for unlisted instruments should be uploaded between <u>6.00 and 15.00</u>. The purpose of this manual is to demonstrate the use of the application.

The manual consists of four chapters devoted to the principles of file creation, file submitting, managing agents and procedures in case of errors.

Principles of construction of tables of interest and the text file for the broadcast of debt instruments listed on the Catalyst market for the purposes of the Stock Exchange and BondSpot.

Interest Tables should be prepared in two forms:

- 1. File in pdf format (model est. No. 1) in the tables please select the date on which the rights to interest for the period of interest and the date of the end of the interest period. It is advisable to place a comment that the interest paid on the payment date, receive investors who owned the bonds on the date of determination of rights to such interest. Table shall bear the seals of persons who are authorized to represent the issuer in this case.
- 2. File in .txt format File of interest must be a text file with the extension "txt". The file contains the number of records corresponding to the number of days in the interest period for the bonds consistent with the table referred to in paragraph 1. In one file can be placed in only one interest period. In the period from the first day after determining the rights to interest until the end of the interest period (inclusive) in the amount of interest, enter zero.

Tables on unlisted instruments must be submitted no later than hours. 15:00 trading day preceding the first listed debt instruments. Interest instruments listed must be submitted electronically no later than hours. 16:30 of the third trading day prior to the start of the next interest period

Sending tables in a way other than described in this document requires specific arrangements with the Team Database WSE Trading Department (tel. 22 537-73-61). In case of any doubt regarding the structure of tables, ask for an explanation the Database Team WSE Trading Department <a href="mailto:dnb@gpw.pl">dnb@gpw.pl</a>

The data format should be consistent with the formula given below.

#### **Interest filename:**

A collection of the accumulated interest on any calendar day should have a name created according to the following rules: XXXXXXXXXXXXXXRRRRMMDD\_rrrrmmdd.txt

wherein:

XXXXXXXXXXX - 12 characters - the ISIN code under which the bonds are registered with the series in the National Depository for Securities (KDPW)

YYYYMMDD - 8 characters - the date of the first record set interest

yyyymmdd - 8 characters - the date of the last record set interest

#### The construction of a text file with the values of interest:

The method of construction for interest attributable to the record at 29 November 2012 (worth 12.51) for example bonds:

Sample record: PL0000106795201211290000000012510000

Description of Record:

Full record has 36 characters, including

ISIN code: 12 characters
 date in yyyymmdd format: 8 characters
 assets value: 16 characters

in this case:

o ISIN: PL0000100517

o DATE: 20121129

o INTEREST: 0000000012,510000

#### WSE / BondSpot take no responsibility for the information contained in the tables of interest and for their verification.

Principles of the Stock Exchange in case of no transfer or misreporting percentage, are described as follows:

- o In Ward 5 and Ward 6 Chapter 2 Section II of the Detailed Exchange Trading Rules UTP system,
- Ward 3 in Chapter 7, Exhibit 2 to the Alternative Trading System Rules "Rules for trading in financial instruments in the alternative trading system"
- o Chapter IV § 9 Detailed Rules of Trading on a Regulated Market Regulated Over the counter BondSpot
- § 17 of the Alternative Trading System Rules organized by BondSpot,

#### Appendix 1

Cumulative interest on bearer bonds series YY name of the issuer of maturity DD.MM.YYYY r. In the first interest period by an annual rate of PP%

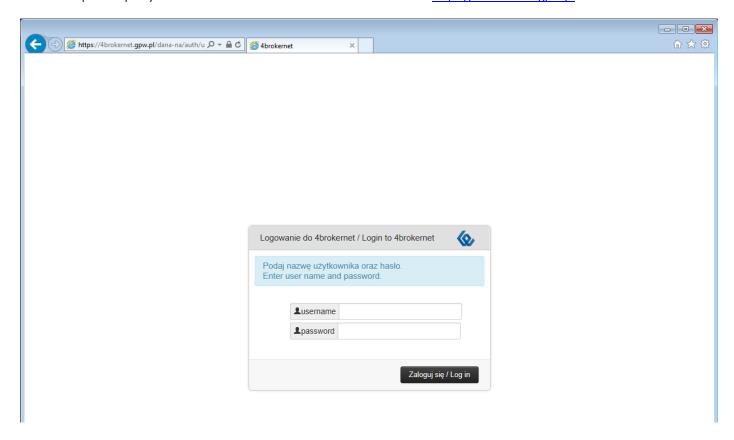
Day	Novem ber '2012	Decem ber '2012	January '2013	February '2013	March	April '2013	May '2013	June '2013	July '2013	August	Septem ber '2013	Octob er '2013	Novem ber '2013
1	-	XX,XX	xx,xx	XX,XX	xx,xx	xx,xx	XX,XX	XX,XX	xx,xx	XX,XX	XX,XX	XX,XX	XX,XX
2	-	XX,XX	XX,XX	XX,XX	XX,XX	XX,XX	XX,XX	XX,XX	XX,XX	XX,XX	XX,XX	XX,XX	XX,XX
3	-	XX,XX	XX,XX	XX,XX	XX,XX	XX,XX	XX,XX	XX,XX	XX,XX	XX,XX	XX,XX	XX,XX	XX,XX
4	-	XX,XX	XX,XX	XX,XX	XX,XX	XX,XX	XX,XX	XX,XX	XX,XX	XX,XX	XX,XX	XX,XX	XX,XX
5	-	XX,XX	XX,XX	XX,XX	XX,XX	XX,XX	XX,XX	XX,XX	XX,XX	XX,XX	XX,XX	XX,XX	XX,XX
6	-	XX,XX	XX,XX	XX,XX	xx,xx	XX,XX	XX,XX	XX,XX	XX,XX	XX,XX	XX,XX	XX,XX	XX,XX
7	-	XX,XX	XX,XX	XX,XX	xx,xx	XX,XX	XX,XX	XX,XX	XX,XX	XX,XX	XX,XX	XX,XX	XX,XX
8	-	XX,XX	XX,XX	XX,XX	XX,XX	XX,XX	XX,XX	XX,XX	XX,XX	XX,XX	XX,XX	XX,XX	XX,XX
9	-	XX,XX	XX,XX	XX,XX	XX,XX	XX,XX	XX,XX	XX,XX	XX,XX	XX,XX	XX,XX	XX,XX	XX,XX
10	-	XX,XX	XX,XX	XX,XX	XX,XX	XX,XX	XX,XX	XX,XX	XX,XX	XX,XX	XX,XX	XX,XX	XX,XX
11	-	XX,XX	XX,XX	XX,XX	XX,XX	XX,XX	XX,XX	XX,XX	XX,XX	XX,XX	XX,XX	XX,XX	XX,XX
12	-	XX,XX	XX,XX	XX,XX	XX,XX	XX,XX	XX,XX	XX,XX	XX,XX	XX,XX	XX,XX	XX,XX	хх,хх
13	-	XX,XX	XX,XX	XX,XX	XX,XX	XX,XX	XX,XX	XX,XX	XX,XX	XX,XX	XX,XX	XX,XX	* xx,xx
14	-	XX,XX	XX,XX	XX,XX	XX,XX	XX,XX	XX,XX	XX,XX	XX,XX	XX,XX	XX,XX	XX,XX	* xx,xx
15	-	XX,XX	XX,XX	XX,XX	XX,XX	XX,XX	XX,XX	XX,XX	XX,XX	XX,XX	XX,XX	XX,XX	* xx,xx
16	-	xx,xx	xx,xx	XX,XX	xx,xx	XX,XX	xx,xx	xx,xx	XX,XX	xx,xx	XX,XX	XX,XX	* xx,xx
17	-	xx,xx	xx,xx	XX,XX	xx,xx	XX,XX	xx,xx	xx,xx	XX,XX	xx,xx	XX,XX	XX,XX	* xx,xx
18	-	XX,XX	xx,xx	XX,XX	xx,xx	xx,xx	XX,XX	XX,XX	xx,xx	XX,XX	xx,xx	XX,XX	* xx,xx
19	-	XX,XX	xx,xx	XX,XX	xx,xx	xx,xx	XX,XX	XX,XX	xx,xx	XX,XX	xx,xx	XX,XX	* xx,xx
20	-	XX,XX	xx,xx	XX,XX	xx,xx	xx,xx	XX,XX	XX,XX	xx,xx	XX,XX	xx,xx	XX,XX	* xx,xx
21	-	XX,XX	xx,xx	XX,XX	xx,xx	xx,xx	XX,XX	XX,XX	xx,xx	XX,XX	xx,xx	XX,XX	* xx,xx
22	-	XX,XX	xx,xx	XX,XX	xx,xx	xx,xx	XX,XX	XX,XX	xx,xx	XX,XX	xx,xx	XX,XX	* xx,xx
23	хх,хх	XX,XX	xx,xx	XX,XX	xx,xx	xx,xx	XX,XX	XX,XX	xx,xx	XX,XX	xx,xx	XX,XX	* zz,zz
24	XX,XX	XX,XX	xx,xx	XX,XX	xx,xx	xx,xx	XX,XX	XX,XX	xx,xx	XX,XX	xx,xx	XX,XX	-
25	XX,XX	XX,XX	xx,xx	XX,XX	xx,xx	xx,xx	XX,XX	XX,XX	xx,xx	XX,XX	xx,xx	XX,XX	-
26	XX,XX	xx,xx	xx,xx	XX,XX	xx,xx	xx,xx	xx,xx	XX,XX	XX,XX	xx,xx	XX,XX	XX,XX	-
27	XX,XX	xx,xx	XX,XX	XX,XX	XX,XX	xx,xx	XX,XX	XX,XX	XX,XX	XX,XX	XX,XX	XX,XX	-
28	XX,XX	xx,xx	xx,xx	XX,XX	xx,xx	xx,xx	xx,xx	XX,XX	XX,XX	xx,xx	XX,XX	XX,XX	-
29	12,51	XX,XX	XX,XX	-	XX,XX	xx,xx	XX,XX	XX,XX	XX,XX	XX,XX	XX,XX	XX,XX	-
30	XX,XX	XX,XX	XX,XX	-	XX,XX	xx,xx	XX,XX	XX,XX	XX,XX	XX,XX	XX,XX	XX,XX	-
31	-	XX,XX	XX,XX	-	XX,XX	-	XX,XX	-	XX,XX	XX,XX	-	XX,XX	-

<sup>\*</sup> Interest in the amount of ZZ zz zł, paid on 23 November 2013. Receive investors who owned the bonds on which the right to the interest ie. 12 November 2013 r.

# **User application "Interest Collections"**

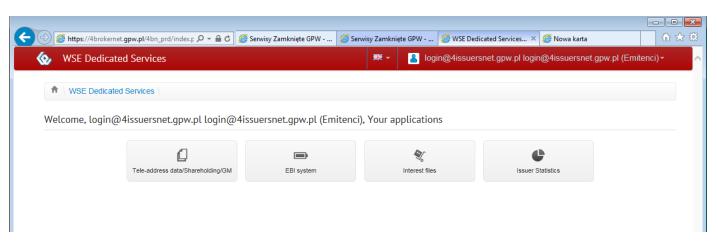
#### Sign In.

The first step is to open your Web browser and enter the address of the site <a href="https://4brokernet.gpw.pl">https://4brokernet.gpw.pl</a>



Please type in the "username" and "password" user data received in the registration process. And then press the "Zaloguj się/Log in".

After you have successfully logged into the website appears on the screen set available for the user application.



To support the collection of interest, select the application "Interest files".

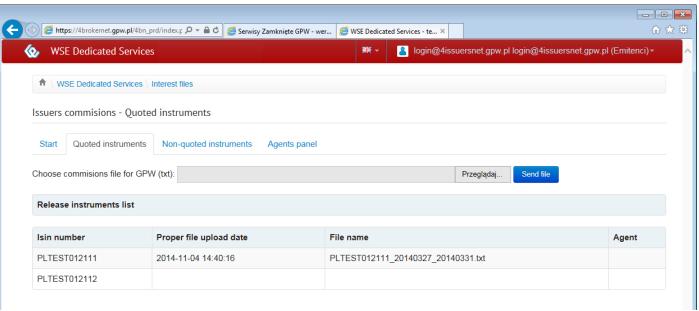


In the Web browser start page will appear with the available applications 'menu' in the form of:

- O Start pressing this link will always return to this page
- O Quoted instruments to submit your interest for instruments listed
- O Non-quoted instruments to submit your interest for unlisted instruments
- Agents panel allows you to add, modify, delete, agents and add them permission to upload interest for specific instruments.

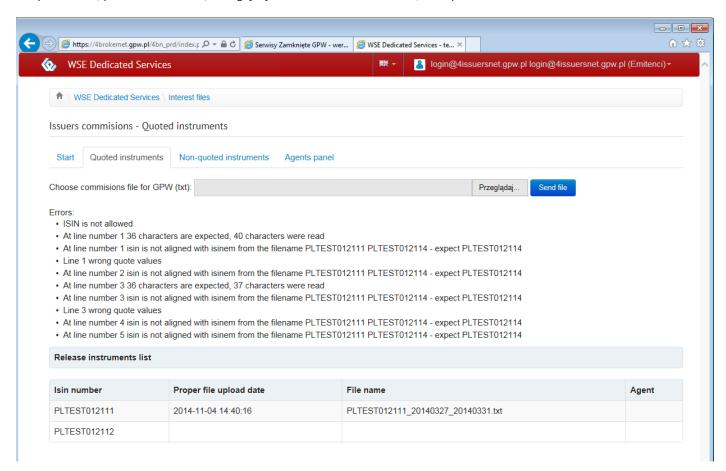
#### Uploading file of interest for listed and unlisted instruments.

The process of loading a file of interest for quoted and unquoted instruments is the same when you select the proper link.



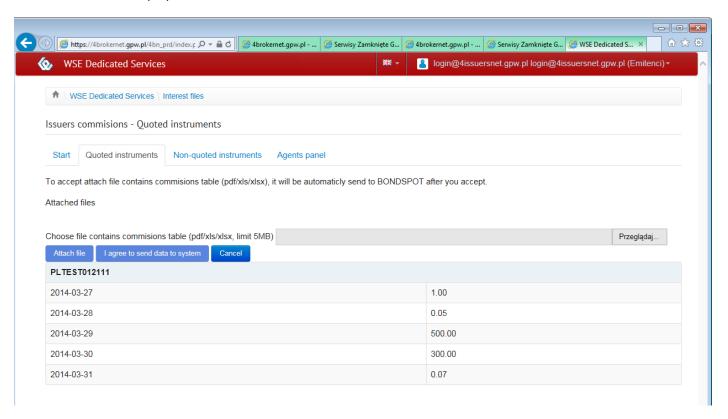
In the bottom of the screen is displayed a list of approved instruments to which the user can upload the interest. In "Proper file upload date", "File name", "Agent" will provide information about the most recently correctly uploaded file for the instrument.

To upload a file, press the "Browse / Przeglądaj" and select the desired file, then press the "Send file"



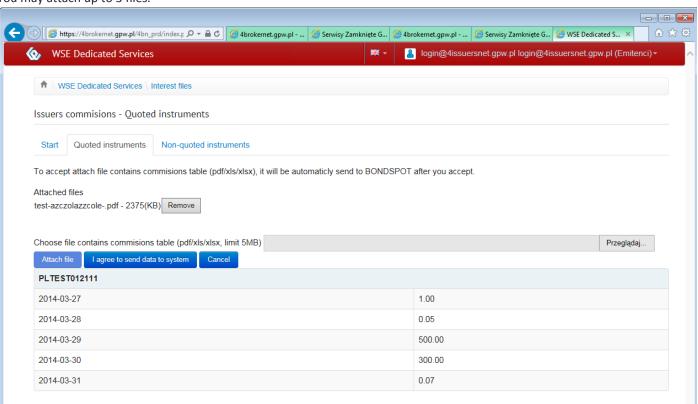
If your interest is not correct on the screen displays information about the irregularities found.

If the file correctly passed the verification process you will see a form that allows to join the other file mentioned in the introduction of these collections - .pdf file (model est. No. 1). The "Attach file" and "I agree to send data to system" buttons will remain inactive until the proper inclusion of the above file.



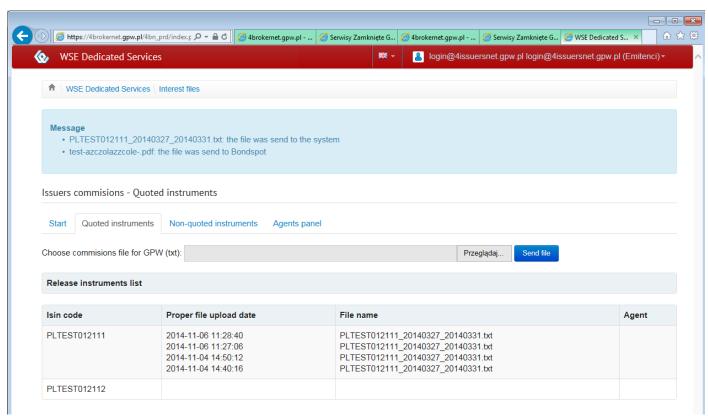
To attach a .pdf file, press the "Browse / Przeglądaj" button, select the desired file, then press the "Attach file". If the file passes correctly preliminary verification of its name will appear in the "Attached Files".

You may attach up to 3 files.



If the file correctly passed the verification process you will see a set of data taken from the file of request for acceptance of the process.

Acceptance will send files txt and PDF to the systems of the Warsaw Stock Exchange and Bondspot. Selecting "Cancel" will return to the beginning of the process of submitting a file of interest.



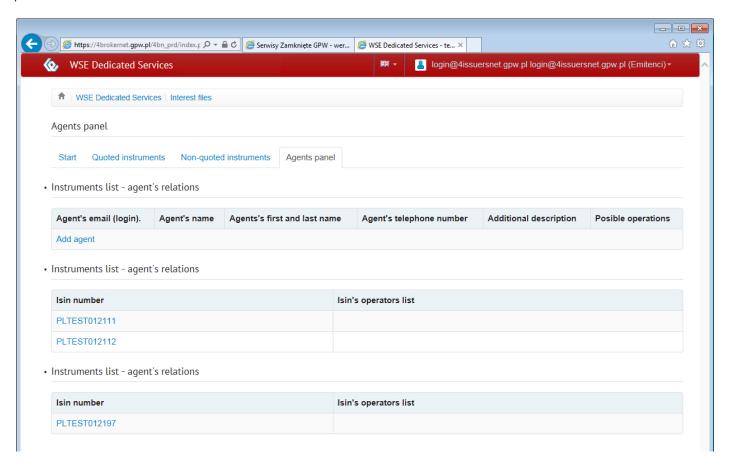
The correct message file for further WSE systems will be confirmed information about the files have been transferred to the appropriate systems.

In the case of uploading the percentage of erroneous values, upload a new file with the correct values that will override previously transmitted erroneous values.

In case of transfer of interest for a period of forward-looking beyond the period of interest possible to count at a given time should be to remove the files from the system, contact the Database Team WSE Trading Department operator number tel. +48 22 537 7361 or e-mail address dnb@gpw.pl

# **Managing agents**

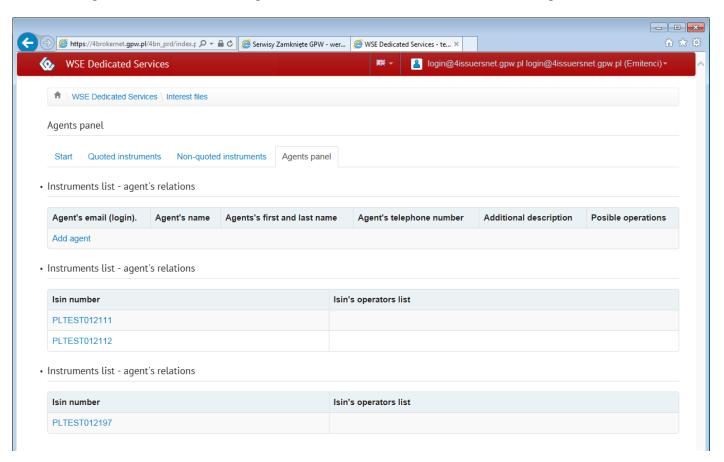
To carry out the process of managing agents and their associated instruments must be from the main menu, select "Agents panel".

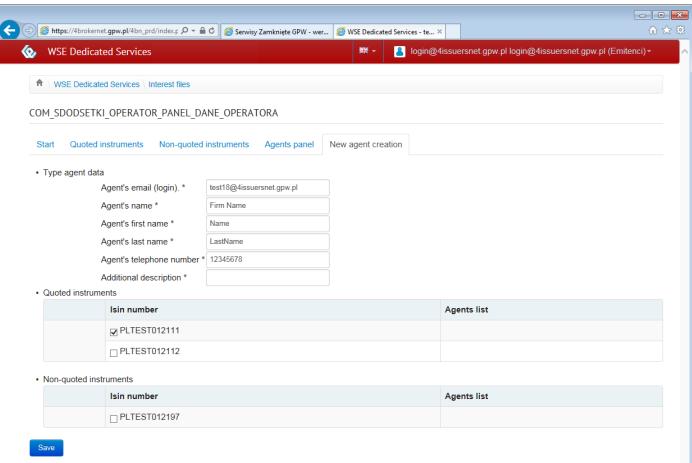


The screen will show a panel allowing managers to add delete and modify agents, and to assign them instruments, which will be able to submit files of interest. In the middle of the screen is a list of agents already serving sets interest. Located below the two lists of quoted and unquoted instruments, to which you can assign agents.

#### Adding a new agent

To add a new agent, select the button "Add agent" button at the bottom of the table with a list of agents.





To add an agent must fill in the fields:

- Agent' email is a unique e-mail address, which will be simultaneously login for the agent to enable him to handle files
  of interest in this service. Use this address to the agent logs in to the site.
- o Agent's name is the name that will enable the identification of the entity responsible for sending Agent interest
- o Agent's first name name is the name of a particular person, as your email address
- o Agent last name the name of a particular person, as your email address
- o Agent's telephone number a contact telephone number to enable contact and Agent
- o Additional description This field is used to enter additional notes to help distinguish the Issuer Agents.

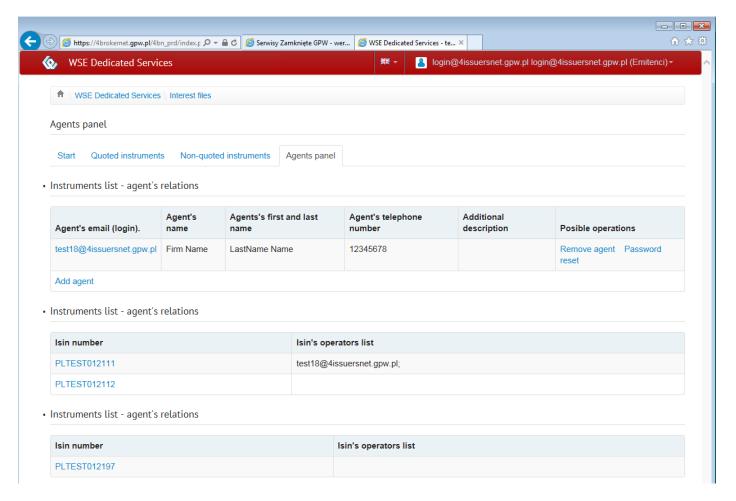
Below is a list of instruments that can be attributed to the agent by clicking on the "checkbox" with the instrument data. If in the "List of Agents" is the address of another agent it means that this instrument is already assigned to another agent. It is possible to assign the next, but should pay attention to the possibility of a collision when submitting files with interest by more than one agent.

To complete the process of setting agent, press "Save".

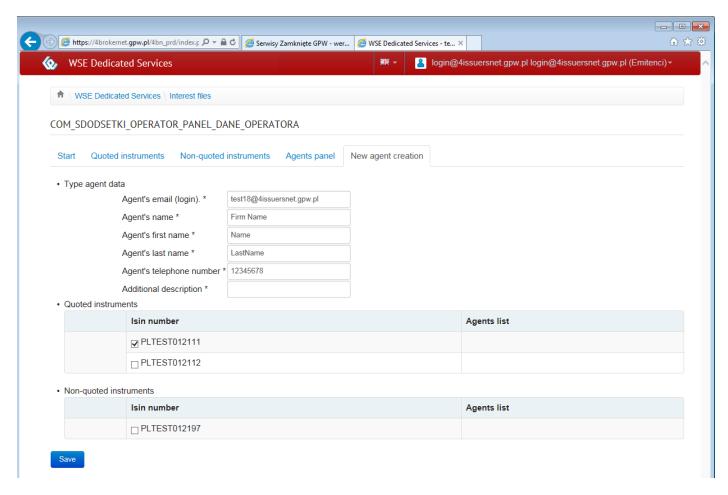
This will send an email with an activation link to the site <a href="https://4brokernet.gpw.pl">https://4brokernet.gpw.pl</a> to the specified email address in the form of an agent. Where the agent has already profile in 4issuers system you will only receive email of the changes.

## **Editing existing agent**

To carry out the process of editing an existing agent, follow the link from the email address Agent



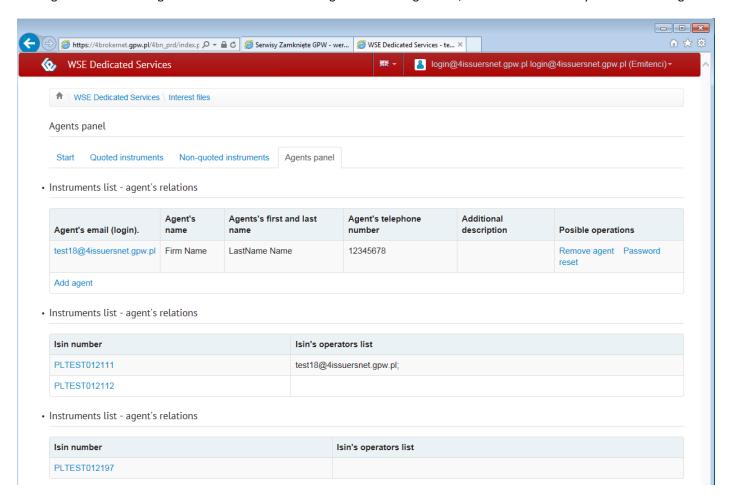
Page appears with the parameters of the agent that you can edit.



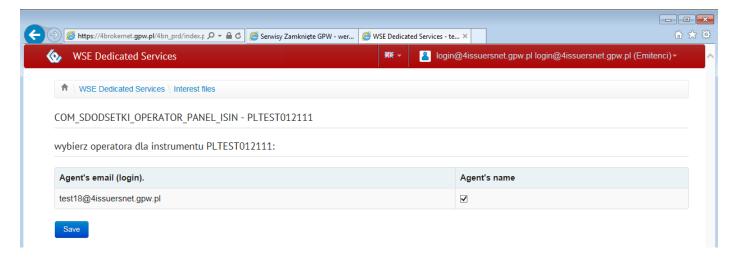
To complete the editing process, select the "Save" button

## Bulk assign agents to a particular instrument / change agent for the instrument

To assign more than one agent to the instrument or reassign to another agent Isin, select the instrument you want to change.



Page appears with a list of agents that can be assign to a given instrument.



To enable the agent to upload files with interest should be pointed at his email address "checkbox". To deprive them of the power to file charge interest uncheck "checkbox". The editing process ends with the "Save" to save your changes.

#### **Contact**

The profile issues, access login, please contact Issuers Department at tel. +48 22 537 7136 or e-mail address <a href="mailto:Joanna.rancewicz@gpw.pl">Joanna.rancewicz@gpw.pl</a>

In case of unavailability of the application or technical problems with the uploading file, please contact the Technical Support at no tel. +48 22 537 7341 or e-mail address <a href="mailto:supportutp@wse.com.pl">supportutp@wse.com.pl</a>

In other cases please contact the Database Team WSE Trading Department operator number tel. +48 22 537 7361 or e-mail address <a href="mailto:dnb@gpw.pl">dnb@gpw.pl</a>