

Istanbul, 10/05/2016

**General Letter: 1283**  
**Strategic Planning and Corporate Communications**

**Subject:** Takasbank 2016 Business Continuity Exercise that will be performed on the 4<sup>th</sup> of June 2016

**Concerns:** Members

Dear General Manager,

Takasbank Annual Business Continuity Exercise which is performed in order to verify our recovery plans for maintaining continuity of our services, will be performed on the 4<sup>th</sup> of June 2016 with participation of our members.

The members that are obliged to participate the exercise are listed in the Appendix-1. Participating the Business Continuity Exercise is optional for the other members that are not on the list and any participation is also possible upon their requests. In case of any request for participation, it is recommended to send an e-mail to [ube@takasbank.com.tr](mailto:ube@takasbank.com.tr) in advance by the time 17:45 on 13<sup>th</sup> May 2016.

System date during the exercise will be the 6<sup>th</sup> of June 2016 and the test database will comprise the production data.

The first phase of the exercise will start at 10:00 concurrently with the login of the members to our test database. During this phase, our members will use their production shortcuts on their desktops. The first phase will continue up to the disruption, as required by the scenario, at 11:00. At 11:00, the access to Takasbank's systems will be interrupted and the execution of Takasbank Business Continuity Plan will be announced by e-mail, sms and Takasbank web announcement page (<https://duyuru.takasbank.com.tr>) that comprises the subject "2016 ADT".

The connection for Disaster Recovery database is planned to be ready by 12:30 and the second phase of the Business Continuity Exercise will start by the announcement after the necessary controls. In this phase, our members will connect to Takasbank's systems via remote desktop shortcuts (leased line, ATM, Frame Relay and ISDN end to end connection paths will not be used during the second phase of the exercise).

It is planned to accomplish the exercise at 14:30 and the accomplishment will be announced.

It is required that your personnel who will participate to the exercise must be declared to Takasbank until 16<sup>th</sup> May 2016 17:45 by attending "2016 Takasbank ADT Katılımcıları Bilgileri" survey on <https://duyuru.takasbank.com.tr> web site (At least 1 personnel from business department and 1 personnel from IT department should be declared). Your participants must login to the related web site with their user\_id and password and fill in the text boxes with their contact information (corporation name, name/surname, title, phone number, mobile number and e-mail).

“Takasbank Business Continuity Exercise Connection Guide” and “CSD Central Dematerialized System Connection Guide” documents that include preparation and connection details for the exercise and “Test Scenario” document that includes the exercise steps will be sent to the e-mail addresses you declared on 17<sup>th</sup> of May 2016. All documents will also be accessible on the page <https://duyuru.takasbank.com.tr> “common document/2016 ADT” folder on the same date.

The participants that will use the CSD system during the exercise will connect to CSD Central Dematerialized System via internet. In order to connect to CSD system, it is required that the members should have completed the necessary arrangements mentioned in the document “CSD Central Dematerialized System Connection Guide” at least before the test day. During the exercise, the CSD technical personnel can be contacted by the phone number (0212) 334 74 74 .

The communication during the exercise will be executed via [ube@takasbank.com.tr](mailto:ube@takasbank.com.tr) e-mail address and the phone numbers (0212) 315 21 01 – 315 21 03 – 315 20 74 – 315 23 65 – 315 22 26 .

The participants must check their connections between the 23<sup>rd</sup> and 25<sup>th</sup> of May 2016 and inform Takasbank about the result (successful/unsuccessful) via [support@takasbank.com.tr](mailto:support@takasbank.com.tr) e-mail address with the subject “2016 Takasbank ADT”.

At the end of the exercise, it is expected that the participants should login to the web page <https://duyuru.takasbank.com.tr> with their user\_id/password to attend the “**2016 Takasbank ADT**” survey. That feedback will provide Takasbank to measure the business continuity performance goals and improve business continuity ability.

Respectfully submitted for your information and further action.

Sincerely yours,

**TAKASBANK**  
**İSTANBUL CLEARING, SETTLEMENT AND CUSTODY BANK INC.**

**Cengiz ÖZÜBEK**  
**Executive Vice President**

**Mahmut KAYACIK**  
**CEO and Board Member**

Appendix-1: 2016 Takasbank Business Continuity Exercise Participants

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**Brokerage Houses**

AK YATIRIM MENKUL DEĞERLER A.Ş.
ATA YATIRIM MENKUL KIYMETLER A.Ş.
ATIG YATIRIM MENKUL DEĞERLER A.Ş.
CITIBANK YABANCI A.Ş.
FİNANS YATIRIM MENKUL DEĞERLER A.Ş.
GARANTİ YATIRIM MENKUL DEĞERLER A.Ş.
GEDİK YATIRIM MENKUL DEGERLER A.Ş.
İŞ YATIRIM MENKUL DEĞERLER A.Ş.
MEKSA YATIRIM MENKUL DEĞERLER A.Ş.
PIRAMİT MENKUL KIYMETLER A.Ş.
YAPI KREDİ YATIRIM MENKUL DEGERLER A.Ş.

**Banks**

AKBANK T.A.Ş.
DENİZBANK A.Ş.
DEUTSCHEBANK (YABANCI) A.Ş.
ICBC BANK A.Ş.
TÜRK EKONOMİ BANKASI A.Ş. (YABANCI)
T. GARANTİ BANKASI A.Ş.
T. İŞ BANKASI A.Ş.
T. SINAİ KALKINMA BANKASI A.Ş.

**Electricity Market Participants**

K2 YEŞİLİRMAK PERAKENDE ELEKTRİK SATIŞ A.Ş.
POLAT ELEKTRİK ÜRETİM İNŞAAT İTHALAT İHRACAT A.Ş.
SANKO ENERJİ SAN. VE TİC. A.Ş.
YÜKSEL ELEKTRİK ENERJİSİ TOPTAN SATIŞ A.Ş.

**Private Pension Companies**

AVİVASA EMEKLİLİK VE HAYAT A.Ş.
AXA HAYAT VE EMEKLİLİK A.Ş.
HALK HAYAT VE EMEKLİLİK A.Ş.

**Factoring Firms**

FİBA FAKTORİNG A.Ş.
GARANTİ FAKTORİNG A.Ş.

**Leasing Company**

HALK FİNANSAL KİRALAMA A.Ş.
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