

**General Letter: 1570**

**İstanbul, 26/07/2019**

**EQUITY CLEARING AND SETTLEMENT DEPARTMENT**

**Related Parties:** Banks

Brokerage Firms

Collective Investment Institutions

**Subject:** File Upload Format Change of Free of Payment in Equity Market

Dear General Manager,

As is known, in order to approve the transfer instructions with regards to the security transfers which are not the subject of settlement (transaction on credit, lending transaction, failure on instruction, failure on transaction, sale and transfer, ect.) made by the portfolio of collective investment institutions by our Bank, the reason of the transfer is supposed to be submitted with the written instruction with wet signature.

Within the frame of the demands of our members, the subject of making the security transfers which are not the subject of the settlement made by the portfolio of collective investment institutions without sending the written instruction with wet signature is evaluated by the Capital Markets Board and in the Board Meeting numbered 6/118 and dated 24.01.2019, it has been decided that it is considered no harm to submit the reason to the system through the Takasbank's screens without the writtern instruction with wet signature of the mentioned the security transfers of portfolio custodian however to continue approving the mentioned instructions by our Bank.

In this context, first of all, "the reason of the transfer" column is added to the screens where free of payment is executed in Equity Market of:

- Entrance and approve of free of payment directly,
- Entrance and approve of free of payment via file upload

and the related revision will be effective as of the date 19.08.2019.

The choosable reasons from the related screens are as follows. If the demans of additional reasons occur, it will be evaluated.

1. Transaction on Credit
2. Lending Transaction
3. Sending by Mistake
4. Sale based
5. Transfer based
6. TEFAS based
7. Odd transfer
8. VİOP physical delivery settlement

The file format of free of payment with the file upload is attached and the related format will be used within go live.

Kindly submitted for your information.

Sincerely Yours,

### **Format of Free of Payment**

UGGAAYY.XXX (XXX specifies member code)

<u>COLUMN</u>	<u>CHARACTERISTIC</u>	<u>LENGTH</u>
Account Servicing Code	Character	15
Account Servicing Sub Account	Numeric	4
Instrument Name	Character	5
Group	Character	2
Additional Information	Character	9
Quantity	Numeric	23
Counterparty	Character	3
Counterparty Client Code	Character	15
Counterparty Sub Account	Numeric	4
Tax Number	Character	10
Counterparty Client Name	Character	252
Counterparty Client Surname/Company/Fund/Other Name	Character	50
Explanation	Character	50
Buy Cost	Numeric	20
Buy Date	Character	
10(DD/MM/YYYY)		
Tax Ratio	Numeric	6
Account Servicing	Character	3
<b>The Reason of The Transfer</b>	<b>Numeric</b>	<b>2</b>

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

Beyhan ARASAN  
DIRECTOR

Gökhan ELİBOL  
DEPUTY CEO  
BOARD MEMBER