

General Letter: 1754

Istanbul, 31/12/2021

Collateral Custody and Management Services Team

Subject : About Electronic Surety Bonds submitted as tender security to be accepted as Collateral for Public Procurements

Related Participants : Insurance Companies

Dear General Manager,

As it is known, processes related to the acceptance, custody, registration as revenue, return and extension of the validity period of the electronic letters of guarantee submitted as tender security issued by the Banks to be submitted to the procurements held within the scope of the Public Procurement Law No. 4734 has been carried out by Takasbank as of 01 September 2021.

Due to the fact that only electronic letters of guarantee submitted as tender security can be submitted in the tenders made by electronic tender method in accordance with the relevant legislation, the studies conducted with the Public Procurement Authority (KİK), Insurance and Private Pension Regulation and Supervision Agency (SEDDK), The Association of Insurance, Reinsurance and Pension Companies of Turkey (TSB) as well as Insurance Information and Monitoring Center (SBM) regarding the electronic arrangement of the surety bonds issued by insurance companies and their acceptance as tender security have been completed.

With the application to be put into effect on January 3, 2022; electronic surety bonds submitted as tender security issued by authorized insurance companies who have completed Takasbank membership process by signing the "Takasbank Custody Agreement" and who have signed the "Additional Protocol" issued by SBM, and those arranged with secure electronic signature or mobile signature with secure electronic signature feature and in accordance with the principles determined by the Public Procurement Authority and Takasbank could be used as a letter of guarantee and could be accepted by Takasbank and forwarded to EKAP through the "Takasbank Public Guarantee Management Platform" via SBM.

Moreover, all processes regarding registration as revenue, return and extension of the validity period of electronic surety bonds submitted as tender security must be carried out through "Takasbank Public Collateral Management Platform".

The summary procedure regarding the electronic surety bonds submitted as tender security to be transmitted to Takasbank is given below.

Acceptance of guarantees

- Insurance companies shall transmit the electronic surety bonds submitted as tender security to Takasbank via SBM along with the "Takasbank REFNO" presented to them by the tenderers.

- Electronic surety bonds submitted as tender security issued in accordance with the principles set forth in the Istanbul Takas ve Saklama Bankası A.Ş. Public Collateral Management Service Procedure (Procedure) shall be accepted by Takasbank and transmitted to EKAP.
- Electronic surety bonds submitted as tender security that are not issued in accordance with the determined procedures and principles, format and standards shall not be accepted.

Registration as revenue and return process

- Registration as revenue and return transactions are initiated upon the request of the relevant contracting authorities through the “Takasbank Public Collateral Management Platform”. Takasbank, via SBM, transmits the request to the insurance company who issued the electronic surety bond submitted as tender security.
- In case a registration as revenue request is submitted by the Contracting Authority through Takasbank; the insurance company transfers the electronic surety bond submitted as tender security amount to be registered as revenue to the bank account of the relevant contracting authority which was forwarded by Takasbank.
- The relevant contracting authority checks the amount related to the compensation of the electronic surety bond submitted as tender security deposited in the bank account and makes a confirmation over the Takasbank Public Guarantee Management Platform that it has received the payment.

Extension of the validity period transactions

- Extension of the validity period transactions can be carried out within the framework of the procedures and principles set forth in Takasbank Procedure.

The procedure prepared regarding the procedures and principles of Takasbank Public Collateral Management Service, which includes acceptance, custody, transmission, registration as revenue, return and extension of the validity period and reporting processes of the electronic surety bond submitted as tender security transmitted to Takasbank, can be accessed from link https://www.takasbank.com.tr/documents/prosedurler/procedure-on-public-collateral-management-service_10012022.pdf ; the user guide for the transactions to be made by insurance companies can be accessed from link <https://www.takasbank.com.tr/documents/kaynaklar/takasbanka-letilecek-gecici-elektronik-kefalet-senetleri-sigorta-sirketi-kilavuzu.pdf> ; and the fee schedule for the service can be accessed from <https://www.takasbank.com.tr/documents/Document/public-collateral-management-service.pdf> on our bank's website.

Our Bank's “Member Service and Support Team” can be reached from the e-mail address uye@takasbank.com.tr for membership processes and the business unit can be reached from the e-mail address kamutemicg_kik@takasbank.com.tr for operational processes.



Electronic surety bond submitted as tender security sent by insurance companies who have not completed the Takasbank membership process and have not signed an Additional Protocol with SBM will be returned automatically.

Respectfully submitted for your information and further action.

Sincerely yours,

TAKASBANK
ISTANBUL SETTLEMENT AND CUSTODY BANK INC.

Nesrin ÖZKURT
Director

Gökhan ELİBOL
Executive Vice President

