

## Frequently Asked Questions (For **Tenderers**)

### 1. Who is Takasbank?

Fundamentally, Takasbank provides to members, central clearing, central counterparty and banking services in Turkish capital markets, energy markets and commodity markets with the ‘central clearing’, ‘banking’ and ‘payment and settlement system operator’ licenses it has.

One of the purposes of Takasbank's existence is to contribute to the management of counterparty credit risk and systemic risk in the markets, to strengthen the risk management infrastructure of the markets and to reduce brokerage costs by developing an effective central collateral and risk management system.

64% of the bank's capital is held by Borsa Istanbul A.Ş., 17% belongs to 11 banks, 19% belongs to 27 brokerage firms.

More detailed information can be accessed via the link <https://www.takasbank.com.tr/tr>.

### 2. What is Takasbank Public Collateral Management Service?

Collateral Management Service including acceptance, custody, valuation, accrual of interest and reporting processes of collaterals, given by Takasbank in Turkish capital markets, energy markets and commodity markets has been expanded to include the public sector. Therefore, “Public Collateral Management Service Project” that will contribute to increasing the diversity of collateral in the public sector, performing instant collateral valuation, providing proactive risk management services, reducing operational costs through full automation and digitalization in the public sector has been implemented.

Within the framework of the Public Collateral Management Service; acceptance, return, extension of the validity period, registration as revenue and reporting processes of electronic letters of guarantee/surety bonds submitted as tender security to be accepted from tenderers in the procurements within the scope of the Public Procurement Law (Law) will be carried out through the “Takasbank Public Collateral Management Platform” developed by Takasbank.

### 3. What are the processes that tenderers can carry out from the Takasbank Public Collateral Management Platform?

- Tenderers will first generate a TakasbankReference Number (REFNO) from **Takasbank's Public Collateral Management Platform** for the issuance of electronic letters of guarantee/surety bonds submitted as tender security and will transmit the generated reference number to the Banks/Insurance Companies that issue an

electronic letters of guarantee/surety bonds submitted as tender security, at the stage of issuing the electronic letters of guarantee/surety bonds submitted as tender security.

- Electronic letters of guarantee/surety bonds submitted as tender security will only be accepted in digital form, and physical electronic letters of guarantee/surety bonds will not be accepted by Takasbank.
- Tenderers will be able to instantly monitor and report all transactions regarding electronic letters of guarantee/surety bonds submitted as tender security via **Takasbank Public Collateral Management Platform**.

#### **4. What services are provided on Takasbank Public Collateral Management Platform?**

- Generating, listing and reporting the Takasbank Reference Number, which is mandatory for the issuance of the electronic letters of guarantee/surety bonds submitted as tender security.
- Calculation of the amount of Takasbank's Collateral Management Fee of the electronic letters of guarantee/surety bonds,
- Listing and reporting of the amount of Collateral Management Fee charged by Takasbank (valid for e-letters of guarantee sent between 01 September 2021 and 01 February 2022),
- Providing information about the method of sending an electronic letters of guarantee/surety bond submitted as tender security,
- Carrying out collateral withdrawal transactions of the electronic letters of guarantee/surety bonds submitted as tender security,
- Monitoring of transactions related to the status of the electronic letters of guarantee/surety bonds submitted as tender security,
- Monitoring of registration as revenue/return/extension of the validity period requests sent by Contracting Authorities on electronic letters of guarantee/surety bonds submitted as tender security,
- Viewing of the electronic letters of guarantee/surety bonds submitted as tender security in \*pdf format,
- Listing and reporting of all transactions and the balance of the electronic letters of guarantee/surety bonds submitted as tender security

services are provided.

#### **5. How can I access Takasbank Public Collateral Management Platform?**

- Access is provided via Electronic Public Procurement Platform (EKAP) with Turkish Republic Identity (T.C. ID) Number and password. More detailed information can be accessed from the Takasbank Public Collateral Management Platform Tenderers User Guide via the link <https://www.takasbank.com.tr/tr/kaynaklar/kilavuzlar>

#### **6. What is Takasbank Reference Number (REFNO)?**

- **Takasbank Reference Number**, which is mandatory to be used in the transmission of electronic letters of guarantee/surety bonds submitted as tender security to be given to Takasbank within the scope of public procurements, is a unique number generated

through Takasbank Public Collateral Management Platform to be used by the tenderer at the collateral depositing stage.

#### **7. How can I generate Takasbank Reference Number (REFNO)?**

- On the EKAP Collateral Transactions screen, the **“Create Reference Number”** button located in the “Takasbank Records” panel located in the “Tender Collaterals” field is pressed. The reference number can only be generated through this link.
- The tenderer is directed to the “Takasbank Public Collateral Management Platform” and the **“Create Reference Number”** screen is opened.
- The **“Create Reference Number”** button is pressed.
- When the approval is given for the Reference Number Creation process, the **“Reference Number Listing”** screen opens and the created REFNO is shown on the screen.

#### **8. Can I create more than one REFNO for a tender?**

- More than one REFNO can be produced only for partial procurements. In other types of procurements, only a single reference number can be created.

#### **9. Can I get the printouts from the printer by listing the REFNO's that I have produced?**

- All REFNO's produced on the basis of Procurement Registration Number (İKN) can be listed individually or in multiple, be reported as \*csv, \*screen, \* html and \*excel and be printed out by tenderers through “Reference Number Listing” screen in the Collateral Transactions menu of the Takasbank Public Collateral Management Platform.

#### **10. Can I report all the Reference Numbers I have produced for a specific date/period on a procurement basis?**

- All REFNO's produced on the basis of Procurement Registration Number (İKN) can be listed individually or in multiple, can be reported as \*csv, \* screen, \* html and \*excel and can be printed out from the printer for a specific date/period through **“Reference Number Report”** screen in the **Reports menu of Takasbank Public Collateral Management Platform**.

#### **11. How can I calculate the Takasbank Collateral Management Fee (Commission)?**

- You can calculate the Total Commission Amount to be Paid including BSMV, by typing the collateral amount to be deposited in the **“Amount”** field located on the **“Takasbank Collateral Management Fee Calculation”** screen in the **Collateral Transactions menu of the Takasbank Public Collateral Management Platform**.

#### **12. Where should I pay the Collateral Management Fee (Commission) for e-letters of guarantee?**

- The Collateral Management Fee for electronic letters of guarantee submitted as tender security should be paid to the banks that issue the e-letter of guarantee.

**13. Where should I pay the Collateral Management Fee (Commission) for e-surety bonds?**

- The Collateral Management Fee for electronic surety bonds submitted as tender security should be paid to the Insurance Companies that issue the e-surety bond.

**14. How can I deposit the e-letter of guarantee/surety bond to **Takasbank** as collateral?**

- The “**Takasbank Reference Number**”, which is required at the stage of depositing collateral, is generated through the Takasbank Public Collateral Management Platform.
- An application is made to the Bank/Insurance Company for the issuance of a e-letter of guarantee/surety bond submitted as tender security together with the created Takasbank Reference Number and Procurement Registration Number.
- The e-letter of guarantee/surety bond submitted as tender security issued electronically by the Bank/Insurance Company is transmitted to Takasbank.

**15. What should be considered when depositing a E-Letter of Guarantee/Surety bond submitted as tender security?**

- The e-letter of guarantee/surety bond to be issued by your Bank/Insurance Company to be given to Contracting Authority, must contain the **Takasbank Reference Number**. At the stage of issuing the e-letter of guarantee/surety bond, you must definitely notify your Takasbank Reference Number to your Bank/Insurance Company.
- E-letters of guarantee/surety bonds that do not contain REFNO and/or contain an invalid REFNO, will be automatically returned to the recipient.

**16. In electronic procurements, after the tender is submitted, can i make a deposit/extension of the validity period transaction until the date and time of the procurement?**

- No, it cannot be done.

**17. Can I make a deposit/extension of the validity period transaction until the procurement date and time, for procurements that are not carried out electronically?**

- Yes, it can be done.

**18. Can I make an extension of the validity period after the procurement date and time?**

- After the procurement date and time, an extension of the validity period can be made by applying to the Bank/Insurance Company in case of the Contracting Authority

determines a new minimum validity date and gives extension of validity period permission within the considerations determined by the legislation.

**19. Can I monitor the balances of the e-letters of guarantee/surety bonds that I have deposited to Takasbank as collateral?**

- Tenderers can instantly view the collateral balances they have deposited related to the reference numbers they have generated on a procurement basis from the **“Collateral Balance Monitoring”** screen located in the Takasbank Public Collateral Management Platform, Collateral Transactions menu and monitor and report their collateral transactions from the detail screen.

**20. Can I withdraw the e-letter of guarantee/surety bond that I have deposited to Takasbank as collateral?**

- Tenderers can withdraw their deposited collaterals for electronic tenders that they have not submitted tenders yet, from the **“Collateral Withdrawal Transactions”** screen located in the **Collateral Transactions menu of the Takasbank Public Collateral Management Platform** before the procurement date and time.

**21. Can I make a withdraw transaction after the tender is submitted before the procurement date and time in electronic tenders?**

- No, it cannot be done.

**22. Can I make a withdraw transaction before the procurement date and time for non-electronic tenders?**

- No, it cannot be done.

**23. Can I monitor the collateral transactions carried out on my e-letters of guarantee/surety bonds?**

- All collateral transactions (collateral withdrawals of tenderers, return transactions of Contracting Authorities, registration as revenue, extension of the validity period), carried out on the deposited collaterals which are related to the reference numbers generated on the basis of the procurement, can be monitored and reported in detail from the **“Monitoring Collateral Transactions”** screen in the **Collateral Transactions menu located in the Takasbank Public Collateral Management Platform**.

**24. Can I report my collateral transactions on the basis of a procurement for a specific date/period ?**

- All collateral transactions (collateral withdrawal of tenderers, return transactions of Contracting Authorities, registration as revenue, extension of the validity period, etc.)

carried out on the deposited collaterals, related to the reference numbers generated on the basis of the procurement, can be reported as csv, \*screen, \*Html and \*excel and can be printed out from the printer from the “**Collateral Transactions Report**” screen in the **Reports menu of the Takasbank Public Collateral Management Platform**.

**25. Can I report my collateral balances on a procurement basis for a specific date?**

- Collateral balances related to reference numbers generated on the basis of procurements, can be reported as \*csv, \*screen, \*Html and \*excel and can be printed out from the printer by selecting a specific date from the “**Collateral Balance Report**” screen in the **Reports menu of the Takasbank Public Collateral Management Platform**.

**26. Can e-letters of guarantee, whose validity continues at the end of the validity period, be sent as collateral to Takasbank Public Collateral Management Platform?**

- No, it cannot be sent. In the Takasbank Public Collateral Management Platform, e-letters of guarantee that are **invalid at the end of the validity period** are accepted as collateral.

**27. How can i check that the return and registration as revenue requests submitted by the contracting authorities **have been successfully transmitted** to the Bank/Insurance Company?**

- “Collateral Transaction Status” is checked via the “**Detail**” button located on the “**Monitoring Collateral Transactions**” screen in the “**Collateral Transactions**” menu of the Takasbank Public Collateral Management Platform (TKTYP).

If the Collateral Transaction Status;

- is “Delivered to the Bank/Delivered to the Insurance Company”, the return/registration as revenue request **has been successfully submitted to the Bank/Insurance Company**.
- is “Pending Approval”; the return/registration as revenue request **was not submitted to the Bank/Insurance Company** due to the contracting authority’s second user’s failure to approve. Return and registration as revenue processes have two stages (login and approval) that are being done by different users. Unapproved return/registration as revenue requests cannot be transmitted to the Bank/Insurance Company.

**28. How can we contact with you if we have questions and problems?**

- You can contact with us via [kamutemicg\\_kik@takasbank.com.tr](mailto:kamutemicg_kik@takasbank.com.tr) e-mail address.