

İSTANBUL TAKAS VE SAKLAMA BANKASI A.Ş.
LEVERAGED TRADING TRANSACTIONS COLLATERAL AND REPORTING
SERVICE PROCEDURE

List for amendments to the Procedure:

- 1. It has been published in our General Letter dated 23.11.2016 and numbered 1313.*
- 2. It has been published in our General Letter dated 20.12.2017 and numbered 1389.*

CHAPTER ONE

Purpose, Scope, Basis, Definitions and Abbreviations

Purpose

ARTICLE 1 - The purpose of this Procedure is to stipulate the principles and procedures for the custody at İstanbul Takas ve Saklama Bankası A.Ş. of the customer collateral received for leveraged trading transactions by the institutions authorized by the Capital Markets Board and the reporting of the transactions conducted by the authorized institutions with their customers to İstanbul Takas ve Saklama Bankası A.Ş. for further reporting to the Capital Markets Board.

Scope

ARTICLE 2 - This Procedure covers reporting of the leveraged trading transactions conducted by the authorized institutions with their customers to İstanbul Takas ve Saklama Bankası A.Ş. and custody of the customer collateral at İstanbul Takas ve Saklama Bankası A.Ş. and their reporting to the Capital Markets Board by İstanbul Takas ve Saklama Bankası A.Ş., and pricing and other issues regarding such service.

Basis

ARTICLE 3 - This Procedure has been prepared based on the decision made in the Capital Markets Board's meeting dated 18.08.2011 and numbered 27 for the appointment of İstanbul Takas ve Saklama Bankası A.Ş. and the arrangements for the leveraged transactions stipulated in the Chapter Four of the Communique on Principles Regarding Investment Services, Activities and Ancillary Services published in the Official Gazette numbered 28704 and dated 11.07.2013.

Definitions and abbreviations

ARTICLE 4 - The following terms used in this Procedure shall bear the following meanings;

a) *(added by the General Letter dated 20.12.2017 and numbered 1389)* **Gross Asset:** The balance being calculated in the leveraged trading transactions by taking account of the collateral deposited and withdrawn by the customers and just the profit/loss amounts of the closed positions.

b) **Trade Intermediary:** A partially authorized intermediary institution defined in article 8 of the Communique on Principles Regarding Investment Services, Activities and Ancillary Services published in the Official Gazette numbered 28704 and dated 11.07.2013.

- c) **Leveraged Trading Transaction, LTT:** Trading of the foreign currency and precious metals and other assets designated by the Capital Markets Boards against the collateral amount being deposited in a leverage manner at a platform established in electronic environment, which is defined in the Communique on Principles Regarding Investment Services, Activities and Ancillary Services published in the Official Gazette numbered 28704 and dated 11.07.2013.
- ç) **MKK:** Merkezi Kayıt Kuruluşu A.Ş.
- d) *(added by the General Letter dated 20.12.2017 and numbered 1389)* **Net Asset:** The asset being calculated in the leveraged trading transactions by taking account of the collateral deposited and withdrawn by the customers and the profit/loss amounts of all open and closed positions.
- e) **Market Maker Entity:** A broadly authorized intermediary institution defined in article 8 of the Communique on Principles Regarding Investment Services, Activities and Ancillary Services published in the Official Gazette numbered 28704 and dated 11.07.2013.
- f) **CMB:** Capital Markets Board.
- g) **Takasbank:** İstanbul Takas ve Saklama Bankası A.Ş.
- ğ) **DIS Team:** İstanbul Takas ve Saklama Bankası A.Ş. Derivative Instruments Settlement Team.
- h) **CBRT:** Central Bank of the Republic of Turkey.
- ı) **Authorized institution:** The brokerage houses that are authorized by the Board to perform leveraged trading services and activities.

CHAPTER TWO

Principles for Membership

Membership operations

ARTICLE 5 - (1) The investment institution intending to become a member must have been authorized by the CMB to engage in leveraged trading transactions or the authorization made by the CMB must also cover the leveraged trading transactions.

(2) The authorized institutions must present the following documents to Takasbank's Member Affairs Department together with a letter regarding their membership request.

- The license authorizing the relevant institution to engage in such activity.
- The Membership Agreement (Appendix-1) and the Pre-Agreement Information Form for the Agreement.
- Notarized Signature Circular.

(3) In order for a member to commence its operations, it must establish the technical infrastructure required by Takasbank and must have taken the necessary measures to ensure its operability.

(4) Upon completion of the membership application in a full and complete manner, the necessary definitions of the institution shall be made in Takasbank leveraged trading system on the next business day at the latest.

Termination of membership

ARTICLE 6 - The membership of the relevant institution shall be terminated in case of cancellation of its license granted by the CMB to engage in leveraged trading transactions.

CHAPTER THREE

Account and Notification Operations

Customer margin accounts

ARTICLE 7 - (1) In order for an account to be opened at Takasbank by the authorized institution for an investor which will engage in leveraged trading, an account must be first opened at the MKK by the relevant institution in the name of the investor and the registry definition operation must be completed for that account. And in order for the account defined at the MKK to be received by Takasbank, the “Derivative (Futures and Options Market)” field must be selected as “Y” (Yes) for that account in the definitions at the MKK. After such process, the required collateral account shall be opened in the name of the investor at Takasbank by using the registry and account information received from the MKK. The accounts at Takasbank can be opened in three different types: “customer”, “portfolio” or “global”.

(2) The authorized institutions can open multiple accounts for their customers.

(3) The status of customer collateral accounts can be monitored as “*Open*”, “*Closed*” and “*Temporarily Suspended*”.

(4) The customer accounts at Takasbank shall be closed through Takasbank LTT member screens without requiring the authorized institution to submit a written instruction to Takasbank.

(5) The newly opened collateral accounts can be deleted by the authorized institutions through Takasbank member screens so long as it is done within the day they are opened to the extent that they have not been made subject to any trade notification or collateral movement.

(6) If a trade ban is imposed by the Board on the investor engaging in leveraged transaction or the investors against whom a bankruptcy/attachment order has been taken by the competent authorities are informed to Takasbank, the relevant accounts and collateral shall be monitored in accordance with the CMB legislation.

Account operations of the market maker entities

ARTICLE 8 - (1) **The trade intermediary shall open the accounts of its customers in accordance with the first paragraph of article 7.** The market maker entity shall open a global account on Takasbank LTT screens in the name of the trade intermediary at the MKK by the account/accounts it has matched with a legal personality.

(2) The information regarding under which market maker global account the account numbers of the investors intending to conduct leverage trading would run as a sub-account shall be defined to the system by the trade intermediary together with the matching order file. The order confirmation shall be made by the institution intermediating to the transaction, and the relevant matching process shall be concluded upon approval of the market maker entity. The matching definition process shall be carried out by “E-Entry”, whereas cancellation of the active matching shall be made by “C-Cancel” transaction type. A global account of a market maker entity can be matched with the customer account/accounts of only one trade intermediary.

(3) The trade intermediary shall collectively transfer the trade margins of the investors to the market maker entity outside Takasbank LTT system, and the market maker entity shall update the margin balances of the sub-accounts of the global accounts at itself. The electronic records of the transactions conducted by the investors of the trade intermediary shall be transmitted to Takasbank LTT system by the market maker entity. The market maker entity shall make the relevant trade and margin notifications in the files it would scan through Takasbank LTT system together with the global account number of the trade intermediary, including the account numbers of the investor.

(4) *(added by the General Letter dated 20.12.2017 and dated 1389)* A collateral reserves account called YEDEKTEM shall be opened on a member basis by Takasbank for the market maker entities.

(5) *(added by the General Letter dated 20.12.2017 and dated 1389)* The content of the account matching file for the market makers is attached herewith (Appendix.5).

CHAPTER FOUR

Assets Subject to Reporting and Procedures for Trade Notifications

Assets to be reported

ARTICLE 9 - (1) The leveraged trading transactions conducted for the foreign currency and precious metals and other assets designated by the Board and collateral received from the customers by virtue of these transactions and the account-based movements of such collateral fall within the scope of the reporting.

(2) The physical trading of the assets eligible for leveraged trading, the interbank transactions and those conducted to provide liquidity to the intermediary institutions by the banks are not included within the scope of reporting.

(3) Records of the collateral and trade notifications made by the market maker entity on behalf of the customers of the trade intermediary shall be automatically recorded by the system on behalf of the trade intermediary. The trade intermediaries can report their conducted trade and collateral information at the market maker entity through Takasbank LTT system, and the investors can report the information of their collateral held at the global account at the market maker entity by logging in Takasbank Information System over “Takas web login” on Takasbank web site.

Defining the assets

ARTICLE 10 - (1) List of the assets subject to the leveraged transactions reported to Takasbank by the members shall be published on Takasbank web site.

(2) The underlying assets that can be made subject to notification shall be defined by Takasbank to Takasbank LTT system in accordance with the principles of article 9 upon notification of the relevant assets to the DIS Team's email address (tat@takasbank.com.tr) by the authorized member representatives. Such request must be made at least 5 business days before the new underlying assets are made subject to any transaction to ensure the necessary infrastructure changes to be made in Takasbank system. The members shall be responsible for making the notifications related to the new underlying asset on time.

Reporting the transaction details

ARTICLE 11 - (1) The authorized institutions are obliged to report their transactions of each business day to Takasbank together with their details set forth by Takasbank.

(2) Information set by Takasbank as the minimum elements required to be reported and the sample trade notification file to be uploaded to the system over Takasbank screens by the authorized institutions are attached herewith (Appendix.2).

(3) The authorized institutions are obliged to report each day the transaction details of the previous day. In case of failing to make such reporting, the justification thereof must also be submitted to the DIS Team's email address (tat@takasbank.com.tr). In case of recurrence of such non-reporting situation, the Board shall be informed thereof. The trade notifications shall be made within the hours given in Chapter Seven.

(4) *(added by the General Letter dated 20.12.2017 and numbered 1389)* The content of sample trade notification file is attached herewith (Appendix.5).

Revising the reported transaction details

ARTICLE 12 - The authorized institutions shall convey their revision and deletion requests for the trade notifications they made over Takasbank system to the DIS Team in writing together with the justifications of such revisions. After evaluating such request, the DIS Team shall inform the result of the required revision/deletion operation to the authorized institution.

CHAPTER FIVE

Collateral Operations

Depositing and withdrawing customer collateral to/from Takasbank

ARTICLE 13 - (1) Collateral held at the authorized institutions must be monitored and reported to Takasbank on a customer basis. Collateral operations shall be performed by the authorized institutions over Takasbank LTT system.

(2) Collateral update is made in two stages (Entry and Approval) by way of scanning the files to Takasbank screens. That files includes the information relating to collateral increase and decrease in the customer margin accounts at the authorized institution.

(3) The minimum elements required for collateral reporting are attached herewith (Appendix.3).

(4) (Amended by the General Letter dated 20.12.2017 and dated 1389) The content of the collateral deposit/withdrawal file is attached herewith (Appendix.5).

Collateral updating operations

ARTICLE 14 - (1) If the investor conducting leverage trading makes any profit/ loss after such transactions, the authorized institutions shall update the customer collateral at Takasbank. In order for the customer collateral to be updated, the authorized institutions' free account balances at Takasbank must be made available. For the transactions failed to be conducted because of insufficient balance; if there is no balance in the customer collateral account, an error shall be received for the relevant customer accounts and the transactions shall not be executed, however, if the balance is not sufficient in the Free Current Account (TL or foreign currency), an error shall be received for all accounts and the transactions shall not be executed. The erroneous records can be re-approved by the authorized institution upon deposit of the necessary balances to the relevant accounts.

(2) (added by the General Letter dated 20.12.2017 and numbered 1389) As of the reporting moment of the collateral amounts received from the customers;

(a) the customers' net asset amount of the deposited and withdrawn collateral and the profit/loss amounts of all open and closed positions shall be transferred to the sub-accounts opened in the name of the customers at Takasbank,

(b) The portion of the customers' gross asset amounts (calculated by taking account of the deposited and withdrawn collateral and the profit/loss amounts of just the closed positions) exceeding their net asset amounts shall be transferred to the leveraged trades collateral reserves (YEDEKTEM) account to be opened in the name of the intermediary institutions at Takasbank, on a daily basis within the next business day at the latest and in accordance with the trade hours designated by Takasbank.

Reporting gross and net asset amounts to Takasbank (added by the General Letter dated 20.12.2017 and numbered 1389)

ARTICLE 15 - (1) The authorized institutions are obliged to daily report to Takasbank system the gross asset amounts on a sub-account basis and the net asset amounts in which the profit/loss amounts arising from their open positions are reflected.

(2) The reporting must be made prior to the issuance of margin call at the latest.

(3) The reporting can be made multiple times during the day, however, the last reported amounts together with the balance in the collateral reserves account shall be taken as the base in the margin call account.

(4) The minimum elements required in the gross/net asset reporting are attached herewith (Appendix.4).

(5) The content of the gross/net collateral file is attached herewith (Appendix.5).

Restoration of shortfall amount in collateral reserves account and withdraw of excess amounts (added by the General Letter dated 20.12.2017 and numbered 1389)

ARTICLE 16 - (1) The amount in the collateral reserves account to be opened in the name of the authorized institution at Takasbank cannot be less than 50% of the portion of the member's total gross asset amounts exceeding its total net asset amounts.

(2) For the shortfall amount, an intra-day margin call shall be issued at 16:00 to the authorized institution by Takasbank. The amount subject to the margin call shall be reported in TL, however; the restoration operation of the shortfall amount can be performed in TL, USD and EUR currencies. The margin call amount restored in USD and EUR currencies shall be valued by CBRT buying rate announced at 15:30 on the previous day and reported in TL.

(3) The amount exceeding 50% of the difference between the gross asset amounts and the net asset amounts in the collateral reserves account can be withdrawn by the authorized institution.

(4) The obligations subject to the margin call must be deposited to the collateral reserves account during the day on which they are notified. For the depositing operations, the collateral deposit cut-off times referred to in article 19 shall be taken into account.

CHAPTER SIX

Informing Investors and Members' Responsibility

Informing investors

ARTICLE 17 - (1) The investors of the authorized institutions can reach the details of the current collateral balance and collateral deposit/withdrawal operations at Takasbank by accessing to Takasbank Information System over the "Takas web login" on website of Takasbank. The authorized institutions shall provide the necessary information to the investors thereof.

(2) The fact that the collateral balance at Takasbank may differ from the collateral balance at the authorized institution because of the instantaneous change of collateral at the authorized institution by nature of the leveraged transactions shall be provided in the relevant inquiry screen for information purposes.

Responsibility of the members

ARTICLE 18 - The relevant authorized institution shall be responsible for the accuracy of the notifications being made. The authorized institutions must perform the trade and collateral notifications in a compatible manner with the form and content stipulated in the Procedure; and must show the necessary diligence to ensure such notifications to reflect the actual status. In addition, the authorized institutions must also check the information in Takasbank system and those in their own system with respect to their consistency.

CHAPTER SEVEN

Business Days and Hours

Trade notification time

ARTICLE 19 - (Amended by the General Letter dated 20.12.2017 and numbered 1389) Collateral and trade notifications to Takasbank leveraged trading system shall be performed within the following time frames each day except for the public holidays. Such hours can be changed by Takasbank if deems necessary.

	Full Business Day*		Half Business Day*	
	Start Time	End Time	Start Time	End Time
Collateral Deposit (Turkish Lira)	08.00	19.00	08.00	11.40
Collateral Deposit (Foreign Currency)	08.00	19.00	08.00	11.40
Collateral Withdrawal (Turkish Lira)	08.00	19.00	08.00	11.40
Collateral Withdrawal (Foreign Currency)	08.00	19.00	08.00	11.40
Trade Notification	08.00	21.00	08.00	15.00

(* In case any change is made in the hours by Takasbank for technical reasons, the changed hours shall be taken as the base.

(2) (Amended by the General Letter dated 23.11.2016 and numbered 1313) The cut-off times of collateral deposit/withdrawal are for the transfers between the accounts at Takasbank. For non-Takasbank transfers, the cash operational business rules of Takasbank shall be applied

(3) For all conducted transactions, the “system time” of Takasbank leveraged trading system shall be taken as the base.

Notification of transactions conducted on non-business day

ARTICLE 20 - (Amended by the General Letter dated 20.12.2017 and numbered 1389) Neither any collateral deposit/withdrawal transaction nor any gross/net asset and trade notification shall be executed on the public holidays and weekends. Collateral updating operations and trade notifications performed on such dates shall be executed on the following first business day.

CHAPTER EIGHT

Miscellaneous and Final Provisions

Fees

ARTICLE 21 - (1) Collateral custody commission shall be collected over the sum of TL and foreign currency denominated collateral safe-kept at Takasbank by the leveraged trading-authorized institutions. Foreign currency denominated collateral shall be converted to TL by using the CBRT foreign exchange selling rate announced at 15:30 by the CBRT for the next day. The commission to be calculated over the total balance together with other TL and FX denominated collateral shall be determined by the Board of Directors and published on Takasbank website.

(2) Data storage and reporting service commission shall be charged for keeping and reporting the notifications of collateral and trade details to be made to Takasbank by the leveraged trading-authorized

institutions. The commission amount to be collected from the members shall be determined by the Board of Directors and published on Takasbank website.

(3) Collateral deposit/withdrawal transaction commission shall be collected over the movements between the free current (TL and/or FX) account(s) of the leveraged trading-authorized institutions and the customer collateral accounts. The commission to be collected on a transaction basis shall be determined by the Board of Directors and published on Takasbank website.

(4) The fee accrual shall be made once a month and collected by Takasbank.

(5) Any change made in the fees shall be announced on Takasbank website.

Enforcement

ARTICLE 22 - This procedure shall enter into force on the date of its publication.

Execution

ARTICLE 23 - The provisions of this Procedure shall be executed by the General Manager.

Appendix.1: Letter of Leveraged Trading Undertaking

LETTER OF LEVERAGED TRADING UNDERTAKING

By this letter of undertaking, all collateral deposited to conduct leveraged trading to the authorized institution operating at and engaging in leveraged trading transaction (hereinafter referred to as the “COMPANY”) by the customers of the COMPANY shall be delivered to İstanbul Takas ve Saklama Bankası A.Ş. (hereinafter referred to as “TAKASBANK”), and such collateral shall be monitored in the COMPANY account on a customer basis. The details of the leveraged trading transactions shall be provided by the COMPANY to TAKASBANK on each business day.

In this context; we accept, declare and undertake that;

1- The COMPANY shall reflect any increase and decrease that might occur in the customer collateral balances at its structure in the customer collateral accounts at TAKASBANK through TAKASBANK terminals between the hours announced by TAKASBANK on each business day, and shall monitor these balances.

2- There might be differences between the COMPANY records and TAKASBANK records for the collateral balances during the process of reporting to TAKASBANK the changes occurring in the customer collateral balances at the COMPANY and thus, we are aware of the fact that TAKASBANK cannot be held responsible and our customers have been informed of that situation.

3- We shall provide, on each day, the trade information announced by TAKASBANK and whose minimum elements have been stipulated by the Capital Markets Board (hereinafter referred to as the “CMB”) for the transactions conducted by the customers at the COMPANY.

4- In case the notifications for the transactions conducted by the customers of the COMPANY are failed to be provided to TAKASBANK on the next business day and if the COMPANY deletes within the same day the trade information it has already delivered to TAKASBANK to amend/correct them through TAKASBANK terminals or have them deleted to do the same by giving a written instruction to the DIS Team, a detailed justification thereof shall be provided to TAKASBANK in writing.

5- The customers shall be informed of the fact that they can reach the details of the current collateral balance and the details of their collateral deposit/withdrawal operations at Takasbank by accessing to Takasbank Information System over the “Settlement web entry” “Investor Login” on website of Takasbank.

6- The collateral and trade notifications to be made through TAKASBANK screens shall be performed during the hours announced by the CMB and TAKASBANK.

7- TAKASBANK’s responsibility only consists of providing a system to the COMPANY for custody of the collateral deposited by the COMPANY on a customer basis, and the responsibility for the deposited collateral shall belong to the COMPANY and TAKASBANK’s responsibility shall be limited to precisely report to the CMB the collateral and trade information conducted through the screens.

8- TAKASBANK shall have no responsibility for examining and checking the accuracy of the information provided by the COMPANY, and TAKASBANK cannot be held liable in any manner for any loss to be incurred directly or indirectly by third parties due to reporting of such information in an incorrect, incomplete or improper manner or failing to report them at all.

9- The margin calls to be issued due to collateral depreciation resulting from the transactions conducted by the customers shall be made by the COMPANY and TAKASBANK shall not be responsible thereof.

10- If the account balances sent to TAKASBANK for collateral updating purposes fail to be available, we, as the COMPANY, shall be directly responsible for depositing the necessary collateral to TAKASBANK account, and thus, we are aware of the fact that all collateral updates being reported shall be invalid.

11- We shall timely deposit TAKASBANK collateral to be accrued against the collateral custody and data declaration services to be provided by TAKASBANK.

12- The transactions to be conducted over TAKASBANK systems shall be evidenced by TAKASBANK records, and such records shall be considered conclusive evidence, and that, we might incur debt because of binding nature of the records, and our such commitment shall constitute an exclusive evidential contract pursuant to article 193 of the Civil Procedures Code.

13- Istanbul Central Courts and Enforcement Offices shall have jurisdiction for the resolution of any conflict.

14- We shall be bound by all provisions of this Letter of Undertaking in our capacity as market maker, and the articles 2, 7, 8, 9, 11, 12, 13 and 14 of this Letter of Undertaking shall be binding on us in our capacity as trade intermediary.

Company Name :

Address :

Date :

Stamp-Signature :

Appendix.2: Minimum Elements for Trade Notifications

- Market Maker Member Code:
- Market Maker Account No:
- Trade Intermediary Member Code:
- Trade Intermediary Account No:
- Trade No:
- Trade Class: PA: Position Opening, PK: Position Closing, IP: Cancel, DG: Amendment, TI: Collateral Operations, EM: Order Placement, AP: Open Position.
- Trade Date:
- Trade Type: (1: Bid, 2: Ask, 3: Limited Bid, 4: Limited Ask, 5: Last Ask Price, 6: Last Bid Price, 7: Collateral Deposit, 8: Collateral Withdrawal, 9: Market Order, 10: Valuation)
- Trade Amount:
- Number of Lots:
- Conversion Rate:
- Trade Volume:
- Leverage Ratio:
- Collateral Type (TL, USD, EUR or other three-letter convertible currency codes)
- Asset Code (Based on underlying asset codes defined by Takasbank),
- Price:
- System Price:
- Price Lower-Limit:
- Price Upper-Limit:
- Position Closing Date:
- Closing Price:
- Commission:
- Tax:

- Swap:
- Profit/Loss:

Appendix.3: Minimum Elements for Collateral Deposit/Withdrawal

- Market Maker Member Code:
- Market Maker Member Account No:
- Trade Intermediary Member Code:
- Trade Intermediary Member Account No:
- Collateral Type (“TL” for “TL”, “DVZ” for FX)
- Collateral Code (EUR, USD, TL or three-letter code of other convertible foreign currencies whose daily buying and selling rates are announced by the CBRT if requested by the authorized institutions)
- Group
- Collateral Unit (information on amount subject to deposit/withdrawal)
- Transaction Code (“Y” for depositing, “Ç” for withdrawing)

Appendix.4: Minimum Elements for Gross/Net Collateral File Transfer

- Market Maker Member Code:
- Market Maker Member Account No:
- Trade Intermediary Member Code:
- Trade Intermediary Member Account No:
- Collateral Code (EUR, USD, TL or three-letter code of other convertible foreign currencies whose daily buying and selling rates are announced by the CBRT if requested by the authorized institutions)
- Collateral Date:
- Gross Collateral Amount:

- Net Collateral Amount:

Appendix.5: File Layout and Reporting Procedures for Transactions with Market Maker Entities

1. Account Matching File:

Field Layout: Market Maker Member Code, Market Maker Account No, Trade Intermediary Member Code, Trade Intermediary Member Account No, Collateral Type.

Field Explanations:

Market Maker Member Code: (3 digits, alphabetical) Code at TVS of the market maker member subject to the matching. Entry is compulsory except for collateral operations (TI).

Market Maker Account No: (15 digits, alphanumeric) Account number of the customer of the market maker member subject to the matching. Entry is compulsory.

Trade Intermediary Member Code: (3 digits, alphabetical) Code at TVS of the trade intermediary member subject to the matching. Entry is compulsory.

Trade Intermediary Account No: (15 digits, alphanumeric) Account number of the customer of the trade intermediary member subject to the matching. Entry is compulsory.

Order Type: (1 digit, alphabetical) Type of the relevant matching transaction. G: Entry, I: Cancel. Entry is compulsory.

Example: File Name: FEYYMMDD.XXX

YYY,1,XXX, 2, G

ZZZ, 2, XXX, 1, G

ZZZ, 3, XXX, 4, I

2. Collateral Deposit/Withdrawal File:

Field Layout: Market Maker Member Code, Market Maker Account No, Trade Intermediary Member Code, Trade Intermediary Account No, Collateral Type, Collateral Code, Group, Unit/Amount, Transaction Code.

Example: File Name: FTYYMMDD.ABC

ABC,1,XYZ,12486,DVZ,USD,,1547.51,Y

ABC,1,XYZ,12486,DVZ,EUR,,2152.87,C

Field Explanations:

Market Maker Member Code: (3 digits, alphabetical) Code at TVS of the market maker member depositing collateral. Entry is compulsory

Market Maker Account No: (15 digits, alphanumeric) Account number of the customer of the market maker member depositing collateral. Entry is compulsory.

Trade Intermediary Member Code: (3 digits, alphabetical) Code at TVS of the trade intermediary member depositing collateral. Entry is compulsory.

Trade Intermediary Account No: (15 digits, alphanumeric) Account number of the customer of the trade intermediary member depositing collateral. Entry is compulsory.

Collateral Type: (3 digits, alphabetical) Type of deposited collateral. Type of collateral being deposited can be TL, FX. Entry is compulsory.

Collateral Code: (29 digits, alphanumeric) Code of deposited collateral. Entry is compulsory.

Group: (1 digit, alphabetical) Category of the collateral. Group field is compulsory for Stocks. It is left empty for other collateral categories.

Amount/nominal: (15 digits, numerical) The field to which unit or amount information of the deposited collateral is entered. Entry is compulsory

Transaction code: (1 digit, alphabetical). Deposit/withdrawal code, entry is compulsory. “Y” is used for depositing operations, “C” code is used for withdrawal operations.

3. Trade Notification File:

Field Layout : Market Maker Member Code, Market Maker Account No, Trade Intermediary Member Code, Trade Intermediary Account No, Trade No, Trade Class, Trade Date, Trade Type, Trade Amount, Number of Lots, Conversion Rate, Trade Volume, Leverage Ratio, Collateral Type, Asset Code, Price, System Price, Price Upper Limit, Position Closing Date, Commission, Tax, Swap, Profit/Loss.

Example: File Name: FIYYMMDD.ABC

ABC,1,XYZ,12486,111,PA,20120611 17:52:05,1,10000,1,1.2561,12561,USD, EURUSD,.....

Field Explanations:

Market Maker Member Code: (3 digits, character) Code at TVS system of the trading market maker member. Entry is compulsory

Market Maker Account No: (15 digits, character) Account number of the trading market maker member. Entry is compulsory.

Trade Intermediary Member Code: (3 digits, character) Code at TVS system of the trading member intermediating to the trade. Entry is compulsory.

Trade Intermediary Account No: (15 digits, character) Account number of the trading member intermediating to the trade. Entry is compulsory.

Trade No: (15 digits, numerical) Trade no. of the trading member. Entry is compulsory. A whole number greater than 0 (zero) must be entered.

Transaction: (2 digits, character) Type of transaction conducted by the trading member. Transactions can be: PA (Position Opening), PK (Position Closing), IP (Cancel), DG (Amendment), TI (Collateral Operations), EM (Order Entry), AP (Open Position). Entry is compulsory.

Trade Date: (datetime) Date on which the transaction is conducted. Entry is compulsory. Entering a date earlier than a specific date (the date on which LTT operations have started=05/09/2011) is not permitted. Entries must be made in yyyyymmdd HH:mm:ss format.

Trade Type: (int) Order type of the transactions. Order types can be: 1(bid), 2(ask), 3(bid limit), 4(ask limit), 5(ask latest), 6(bid latest), 7(deposit), 8(withdrawal), 9(market order), 10(valuation). Entry is compulsory.

Trade Amount: (20 digits, numerical) Amount of the conducted transaction. Entry is compulsory. The amount (number of lots x contract size) must be entered for the transactions other than collateral movements. A whole number greater than 0 (zero) must be entered.

Number of Lots: The number of lots subject to the amount calculation in the trade amount field. It is left empty for collateral movements. A value greater than 0 (zero) must be entered for PA (Position Opening), PK (Position Closing) and AP (Open Position) operations.

Conversion Rate: For the PK, PA and AP operations, the price in collateral type of the asset subject to the transaction that is used to open the position. A value greater than 0 (zero) must be entered for PA (Position Opening), PK (Position Closing) and AP (Open Position) operations.

Trade Volume: For PK, PA and AP operations, the details of Trade Amount x Conversion Rate. A value greater than 0 (zero) must be entered for PA (Position Opening), PK (Position Closing) and AP (Open Position) operations.

Leverage Ratio: (20 digits, numeric) The leverage ratio of the conducted transaction. Entry is not compulsory.

Collateral Type: (3 digits, character) Collateral type of the conducted transaction. Collateral types can be those defined in the LTT market such as: TL, USD, EUR etc. Entry is compulsory.

Asset: (6 digits, character) Asset code of the transaction (Example: EURUSD, EURTRY, XAUJPY). Entry is compulsory except for CO-Collateral Operations.

Price: (20 digits, numerical) Price information of the transaction. Entry is not compulsory.

System Price: (20 digits, numerical) The price information available in the electronic trading platform at the moment the order is placed. Entry is not compulsory.

Price Lower Limit: (20 digits, numerical) These fields are filled out if, depending on the order type, the lower or upper limits are provided for position closing, Entry is not compulsory.

Price Upper Limit: (20 digits, numerical) These fields are filled out if, depending on the order type, the lower or upper limits are provided for position closing, Entry is not compulsory.

Position Closing Date: (datetime) The closing date for the position closing operation. Entry is not compulsory. If it is not left empty, entry must be made in yyyyymmdd HH:mm:ss format.

Closing Price: (20 digits, numerical) If it is a position closing operation, this field shows the position closing price. If the position is open, it is the price information by which the interim profit/loss calculation is made. Entry is not compulsory.

Commission: (20 digits, numerical) Commission amount of the transaction. Entry is compulsory.

Tax: (20 digits, numerical) Tax amount of the transaction. Entry is compulsory.

Swap: (20 digits, numerical) Swap information of the transaction. It can be a negative value. Entry is compulsory.

Profit/Loss: (20 digits, numerical) If the position is closed as of the notification, it is the realized profit/loss information of the position being closed, but if the position is open, it is the interim profit/loss information. It can be a negative value. Entry is compulsory.

4. Layout Required to be Used for Customer and Portfolio Accounts

Collateral Deposit/Withdrawal Operations: ABC,888,ABC,888,DVZ,USD,,1354.46,Y

Trade Notification: ABC,888, ABC,888,222,PA,20120611
15:05:10,1,10000,1,1.2611,12111,USD,EURUSD, ...

5. Gross/Net Collateral File

Field Layout: Market Maker Member Code, Market Maker Member Account No, Trade Intermediary Member Code, Trade Intermediary Account No, Collateral Code, Collateral Date, Gross Collateral, Net Collateral.

Example: File Name: FB170725.ABC

ABC,123456,XYZ,1234,TL,20170725,1500.55,1450.45

Field Explanations:

Market Maker Member Code: (3 digits, character) Code at the TVS system of the market maker member making the collateral notification. Entry is compulsory.

Market Maker Member Account No: (15 digits, character) Account number of the market maker member making the collateral notification. Entry is compulsory.

Trade Intermediary Member Code: (3 digits, character) Code at the TVS system of the member intermediating to the trade subject to the collateral notification. Entry is compulsory.

Trade Intermediary Account No: (15 digits, character) Account number of the member intermediating to the trade subject to the collateral notification. Entry is compulsory.

Collateral Code: (29 digits, character) Code of the collateral subject to the notification. Collateral codes can be those defined in the LTT market such as TL, USD, EUR, etc. Entry is compulsory.

Collateral Date: (8 digits, character) Date of collateral subject to the notification. Entry is compulsory. Entering a date later than the current date is not permitted. Entry must be made in yyyyymmdd format.

Gross Collateral: (20 digits, numerical) Number of gross collateral. Entry is compulsory.

Net Collateral: (20 digits, numerical) Number of net collateral. Entry is compulsory. Entering negative value is not possible.