

ISTANBUL CLEARING, SETTLEMENT AND CUSTODY BANK INC.

ELECTRONIC REFERENCE LETTER MANAGEMENT SERVICE PROCEDURE

SECTION ONE

General Provisions

Purpose

Article 1- (1) The purpose of this procedure is to establish the principles and procedures for electronic receipt of data, concerning bank reference letters demanded by the Contracting Authority pursuant to the governing applicable legislation, from Banks by means of Takasbank, and electronic submission of such data to the Contracting Authority.

Scope

Article 2- (1) This procedure involves matters concerning electronic receipt of data, concerning bank reference letters demanded by the Contracting Authority pursuant to the applicable legislation, from Banks by means of Takasbank, and electronic submission of such data to the Contracting Authority.

Basis

Article 3- (1) This Procedure was issued on the basis of regulations governing the Contracting Authority requesting a reference letter.

Definitions and Abbreviations

Article 4- (1) In implementation of this Procedure, the following terms shall have the meanings provided next to them;

- a) **Bank:** The bank, as defined in the Banking Law no. 5411, that issues the electronic reference letter,
- b) **Applicant:** Real or legal entities, in whose favor electronic reference letters are issued,
- c) **Electronic Reference Letter (E-Reference Letter):** The data containing information on financial standing with banks, which does not involve a commitment to pay, issued by authorized personnel of the banks subject to a certain standard and format, and submitted electronically to the Contracting Authority through Takasbank for indication of the current financial standing of applicants,
- d) **CEO:** CEO of Istanbul Clearing, Settlement and Custody Bank Inc.,
- e) **Contracting Authority:** Public institutions and organizations, as well as other organizations, that demand reference letters pursuant to the applicable legislation,
- f) **Takasbank Electronic Reference Letter Management System (SYSTEM):** The application that ensures transfer of data, to be included in the E-Reference Letter, from Banks to Takasbank and from Takasbank to the Contracting Authority and runs the processes that enable reporting,
- g) **Takasbank Reference Number (REFNO):** The unique identifier that is automatically generated by the SYSTEM, which must be submitted by the Applicant to the Contracting Authority at the moment of the application and which is delivered by Takasbank to the banks,
- h) **Procedure:** Istanbul Clearing, Settlement and Custody Bank Inc. Electronic Reference Letter Management Service Procedure

SECTION TWO

Principles for E-Reference Letter

General Principles

Article 5- (1) E-Reference Letters are generated by banks in their systems pursuant to established principles and procedures.

(2) Format and standards specified in the web service document issued by Takasbank shall be applicable to the transmission of E-Reference Letters. Other matters concerning implementation shall be determined by the Contracting Authority and Takasbank.

(3) Details of E-Reference Letters, issued by Banks, are submitted to Takasbank by means of web services and transmitted to the Contracting Authority through Takasbank.

(4) E-Reference Letter details, which are not submitted in the established format, are not accepted by Takasbank.

(5) Issuance date of an E-Reference Letter is the date when the E-Reference Letter is successfully received by Takasbank on the SYSTEM.

(6) E-Reference Letter data, transferred to the SYSTEM, are the current data at the moment of their input into the system, while they do not cover potential changes in the financial standing of the applicant after transfer of such data to the SYSTEM. The Bank or Takasbank is not responsible for changes in data after submission.

(7) If there is a change in financial standing, the Applicant shall be responsible for renewal of the E-Reference Letter.

Issuance and Submission of E-Reference Letters

Article 6- (1) The Applicant sends an application to the Bank for an E-Reference Letter to be submitted to the relevant Contracting Authority.

(2) The Bank shall have the E-Reference Letter generated in its own system by its authorized personnel in two stages.

(3) Details of the generated E-Reference Letter shall be transferred to Takasbank through web services in the format provided by Takasbank.

(4) Takasbank shall perform necessary controls and generate a REFNO for provision to the Applicant, and it shall be submitted to the Bank and the Contracting Authority through web services.

(5) The Bank shall submit REFNO information to the Applicant.

(6) Takasbank shall submit the E-Reference Letter detail, received from the Bank, to the Contracting Authority through web services.

(7) The Applicant shall make an application to the Contracting Authority with the REFNO provided to them.

(8) The Contracting Authority shall query the E-Reference Letter on the system using the REFNO submitted by the Applicant.

Tracing E-Reference Letters

Article 7- (1) Details of E-Reference Letter can be traced by the Contracting Authority and Banks by means of queries on the basis of REFNO, beginning from the moment of acceptance of E-Reference Letter by the SYSTEM.

(2) E-Reference Letters, which are rejected due to the absence of acceptance criteria, can be traced by Bank users along with the reasons for their rejection.

SECTION THREE

Miscellaneous and Final Provisions

Fees and Commissions

Article 8- (1) Fees and commissions applicable in exchange for services offered by Takasbank under this Procedure shall be determined by Takasbank.

(2) Takasbank reserves the right to make updates and changes in the fee tariff at any time, subject to prior notice.

(3) Takasbank fee tariff concerning services offered under this Procedure shall be published on the website of Takasbank.

(4) Takasbank Electronic Reference Letter Management Service fee shall not be charged to rejected E-Reference Letters.

Exceptional circumstances

Article 9- (1) Takasbank is entitled to determine and implement measures to be taken in case of the presence of exceptional circumstances, under which Electronic Reference Letter Management Service procedures are estimated to be impacted negatively. Takasbank shall notify such measures and practices to the Contracting Authority as soon as possible.

System Business Continuity

Article 10- (1) System business continuity plan and emergency rules are regulated by “Takasbank Business Continuity Directive” and sub-directives and continuity plans based on Takasbank Business Continuity Directive. General policy texts regarding business continuity are announced to participant through Takasbank website.

Provisions Applicable in the Absence of Stipulation in the Procedure

Article 11- (1) Provisions of the applicable legislation shall be implemented in case of circumstances that are not stipulated in the Procedure.

Implementation Principles

Article 12- (1) Takasbank is authorized to interpret the provisions of this procedure, and decide, also in consideration of the general provisions, in respect of matters that are not included or clarified in this procedure.

Announcements

Article 13- (1) Changes regarding matters within the scope of the Procedure are announced on www.takasbank.com.tr website.

Effect

Article 14- (1) The procedure takes effect on the date of its issuance.

Conduct

Article 15- (1) The CEO implements the provisions of the Procedure.