

## **THE SCHEDULE FOR THE ACCEPTANCE AND PROCESSING OF ORDERS DURING A TRADING DAY of PPF banka a.s. and certain related information (“the Schedule”)**

The Schedule of PPF banka a.s., having its registered office at Evropská 2690/17, 166 41 Praha 6, Company No. [IČ] 47116129, incorporated in the commercial register maintained by the Municipal Court in Prague, Section B, File 1834 (“PPF banka”), sets out the rules that a person keeping records of investment instruments shall publish in a manner allowing remote access during the term of record keeping subject to the conditions laid down in Act No 256/2004 on Capital Market Undertakings, as amended (“the CMU Act”) and in Decree No 58/2006 on the manner of keeping separate records of investment instruments and records based on separate records of investment instruments, as amended (“the Decree”).

PPF banka is a bank and an investment firm that is, for the above purposes, also regarded as a person keeping records of investment instruments overseen to the extent and under the conditions laid down by the Czech National Bank in relevant legislation. As at the date hereof, PPF banka keeps records under Section 12c of the CMU Act and under Articles 15 to 22 of the Decree as part of the investment services that it provides to its clients (natural persons and legal entities), but it does not keep any records that it is not required to keep under the law within the meaning of Article 10 of the Decree. More detailed conditions for keeping records of investment instruments (including the conditions for opening and keeping asset accounts etc.) are the subject of the relevant contract documents signed between PPF banka and each of its clients.

### **1. The schedule of a trading day**

Unless stipulated otherwise in the contract documents signed between PPF banka and the client, any orders for making the relevant entry in the records of investment instruments maintained by PPF banka can be given to PPF banka between 08:30 and 16:30 on the relevant trading day subject to the relevant contract documents. Properly received orders for making an entry in the records of investment instruments shall then be processed by PPF banka and entered in the relevant records of investment instruments by the end of that trading day, i.e. by the close of the trading day (i.e. 23:59 on the relevant trading day) on which they were received, unless this Schedule or applicable legislation requires otherwise.

### **2. Making entries in records of investment instruments and the effects of the transfer thereof**

PPF banka shall make entries in the records of investment instruments so that the data registered in such records reflect the actual state of affairs. Before making an entry, PPF banka shall verify whether the instruction has been submitted by an authorised person; where the execution or manner of execution of the instruction depends on other facts, it shall verify whether such facts have occurred. The entry of a transfer of a certificated security or a foreign security in the records shall be made by PPF banka only if it is proven that the change of the owner of the security will occur on the basis of the relevant agreement at the latest upon the entry of the transfer in the records.

An entry in follow-up records that follows from an entry made in the nominee account shall be made without undue delay after the entry in the nominee account, as of the trading day when the entry was made in the nominee account. An analogous procedure shall apply to keeping separate records of foreign securities. An entry on the acceptance of certificated securities for safekeeping and release thereof from safekeeping shall be made without undue delay after the acceptance or

release, as of the trading day when the securities were accepted for safekeeping or released from safekeeping.

### **3. Correction of errors in records of investment instruments**

PPF banka opraví chybu v evidenci investičních nástrojů, kterou PPF banka vede:

- (a) on the basis of the objections of the account holder, the issuer, a participant in the person that maintains central records of dematerialised securities, the regulated market operator, an operator of a multilateral trading facility, or a settlement system operator, which it acknowledges as justified;
- (b) on the basis of a final decision of a court or other authority;
- (c) on its own initiative; or
- (d) on the basis of a correction made in the records of investment instruments kept by a third party if it has been requested by the third party to correct the error, provided that it acknowledges such request as justified.

PPF banka shall correct the error as at the day on which the error occurred in the records of investment instruments, unless the law or a decision of a court or another authority suggests otherwise. Should it not be possible to identify such day, the error shall be corrected as at the day on which it was detected. PPF banka shall also keep documentation on corrected errors. PPF banka shall transmit to the client in whose account it has corrected an error, a statement of the client's account together with the reasons for the change being made, doing so promptly after correcting the error. PPF banka shall cooperate with persons keeping the relevant records of investment instruments so that every error in the data contained in the records of investment instruments is remedied as soon as possible

### **4. Final and transitory provisions**

This Schedule becomes valid and comes into effect on 1 September 2017 and is governed by Czech law.

For the purpose hereof, a trading day is any business day on which banks in the Czech Republic are open to the public for the purpose of providing banking, foreign exchange and investment services.

PPF banka shall publish this Schedule on its official website. PPF banka shall promptly publish any amendment to the Schedule on its website together with the relevant notice of the time when the amendment comes into effect. Orders properly received by PPF banka before any such amendment shall be processed in accordance with the Schedule as in force at that time, unless agreed otherwise with the client.

The authority that oversees the activities of PPF banka is the Czech National Bank, Na Příkopě 28, 115 03 Praha 1, tel: 224 411 111, fax: 224 412 404, e-mail: [podatelna@cnb.cz](mailto:podatelna@cnb.cz), [www.cnb.cz](http://www.cnb.cz)