

## SCHEDULE FOR THE ACCEPTANCE AND PROCESSING OF ORDERS DURING A TRADING DAY

### 1. General Provisions

- (a) This document (the “**Schedule**”) sets out the rules that a person keeping registers of Investment Instruments shall publish in a manner allowing remote access during the term of Register keeping subject to the conditions laid down in Act No 256/2004 on Capital Market Undertakings, as amended (the “**Capital Market Act**”) and in Regulation 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 “**Regulation**”).
- (b) Capitalised terms and expressions used in this document have the meaning specified in the Business Conditions of PPF banka a.s. for Investment Services. The provisions hereof are to be interpreted according to the interpretation rules set out in the Conditions. This is an Investment Document.
- (c) The bank is a legal person conducting the activities set out in the license issued by the Czech National Bank, i.e. providing banking services under Section 1(1) and (3) of Act No 21/1992, on Banks, as amended, and providing investment services under Section 4(2)(a),( b),(c),(e), (g) and (h) and Section 4(3)(a), (b), (c), (d), (e) and (f) of the Capital Market Act.
- (d) The bank is also a person keeping registers of Investment Instruments. As at the date hereof, the Bank keeps Registers under Section 12c of the Capital Market Act and under Articles 15 to 22 of the Regulation as part of the Investment Services that it provides but does not keep any registers that it is not required to keep under the law within the meaning of Section 10 of the Regulation. More detailed conditions for keeping registers of Investment Instruments (including the conditions for opening and keeping Asset Accounts) are the subject of the relevant Investment Documents signed between the Bank and each of its Clients.
- (e) The authority that oversees the activities of the Bank is the Czech National Bank, Na Příkopě 28, 115 03 Prague 1, telephone: +420 224 411 111, fax: +420 224 412 404, email: podatelna@cnb.cz.

### 2. The Schedule of a Trading Day

Unless stipulated otherwise in the Investment Documents signed between the Bank and the Client, any Orders for making the relevant entry in the Bank’s Registers can be given to the Bank between 08:30 and 16:30 on the relevant trading day subject to the relevant Investment Documents. Properly received Orders for making an entry in the Register shall then be processed by the Bank, i.e. entered in the Register by the end of that trading day, i.e. by the close of the trading day (i.e. at 23:59 on the relevant trading day) on which they were received, unless this Schedule or applicable regulations require otherwise.

### 3. Making Entries in Registers and the Effects of the Transfer Thereof

- (a) The Bank makes entries in the Registers so that the data registered in such Registers reflect the actual state of affairs. Before making an entry, the Bank shall check whether the Order has been submitted by an Authorised Person; where the making of an entry or manner of making the entry 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 Registers shall be made by the Bank 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 Registers.
- (b) An entry in follow-up registers that follows from an entry made in the Client’s account shall be made without undue delay after the entry in the Client’s account, as of the trading day when the entry was made in the Client’s account. An analogous procedure shall apply to keeping separate registers of foreign securities. An entry on the acceptance of certificated securities for custody and release thereof from custody 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.

#### **4. Correcting Errors**

- (a) The Bank shall correct an error in the Registers of the Bank:
  - (i) on the basis of the objections of the account holder, the issuer, a participant in the person that maintains the central registers of dematerialised securities, the regulated market operator, an operator of a multilateral trading facility, or a settlement system operator, which it acknowledges as justified;
  - (ii) on the basis of a final decision of a court or other authority;
  - (iii) on its own initiative; or
  - (iv) on the basis of a correction made in the register 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.
- (b) The Bank shall correct the error as at the day on which the error occurred, 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. The Bank shall also keep documentation on corrected errors. The Bank 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. The Bank shall cooperate with persons keeping relevant other Registers of Investment Instruments so that every error in the data contained in the Bank's Registers is remedied as soon as possible.

#### **5. Final and Transitory Provisions**

- (a) This Schedule becomes valid and comes into effect on 1 January 2018 and is governed by Czech law. This Schedule supersedes the previous Schedule issued with effect from 1 September 2017.
- (b) For the purposes hereof, a trading day is any Business Day.
- (c) The Bank shall publish this Schedule on its Website. The Bank 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 the Bank before any such amendment shall be processed in accordance with the Schedule as in force at that time, unless agreed otherwise with the Client.