

Signing exchange documents

In the "Documents to be signed" section of the Client Area, you can find documents created based on the results of trading, namely the Exchange Certificate and the Exchange Agreement.

The Exchange Certificate is generated and signed by the Exchange automatically after the of trading on the order. To view and download it to your PC, you should hover your mouse over the "Exchange Certificate" button and click "Download Original".

The Exchange Certificate shall be signed by the broker on behalf of the Buyer.

1. Signing of exchange documents with the imposition of an electronic signature

Signing of the stock exchange certificate by applying an electronic signature shall be performed as follows: when you click on the "Buyer" button, a window appears for entering key and the key protection password. After clicking on the "Sign" button, the document is an electronic signature is applied to the document and a check mark appears on the Buyer button, which means that the document is signed.

You can check the imposition of signatures on the website <https://czo.gov.ua/> by downloading a file with signatures for verification, which can be downloaded to a PC by clicking on the "Download signed" button. Also, information about the signatories is displayed by clicking on the "Information about signatories" button.

After signing the exchange certificate, the exchange agreement is formed.

If the database has not yet been formed by clicking on the "Upload original" field the user receives the message "The contract is missing. Try again later".

The exchange agreement is signed by the Buyer and the Supplier

Signing of the exchange agreement by means of an electronic signature is performed in the same way as signing a stock exchange certificate. When you click on the "Buyer" button, a window appears for entering the key and the key protection password. After clicking on the button, an electronic signature is applied to the document and a check mark appears on the "Buyer" button. button, a check mark appears to indicate that the document is signed. The same steps are required for the Client to the Supplier to fully sign the exchange agreement. You can check the signatures on the website <https://czo.gov.ua/> by downloading a file with signatures for verification, which can be downloaded to a PC

by clicking on the "Download Signed" button. Also, information about the signatories is also displayed by clicking on the "Information about signatories" button.

2. Signing/certifying exchange documents without imposing an electronic signature.

Signing a stock exchange certificate without the use of an electronic signature is available only to a broker who representing the interests of non-resident clients. To certify a stock exchange certificate you need to click on the "Buyer" button and confirm the certification of the exchange certificate. After that, a window appears to download a scanned copy of the exchange agreement. Signing the exchange agreement with a handwritten signature takes place by downloading a scanned copy of the finished agreement with a signature and a seal, if it is used by the client used by the Buyer, in the file upload window that appears when you click on the "Buyer" button. You must first enter the information about the No. of the agreement in a special field. After uploading the file, the document is considered signed fully signed, and a mark (tick) is placed on the signature of both the Buyer and the by both the Buyer and the Supplier. To view the agreement with a handwritten signature, click on the button "Download original". By clicking on the "Download signed" or "Information about signatories" buttons, the user receives the message "Signatures are missing".

All actions related to a particular document are logged (recorded) in the system and are available for viewing in the "Signing Protocol".

3. Expiration of the term for signing exchange documents.

The Exchange Certificate shall be signed by the broker on behalf of the Buyer no later than 18:00 of the business day following the date of the trade. In case of failure to sign the exchange certificate within the specified period, it shall be deemed canceled, and the seller and the buyer specified in the exchange certificate shall lose the right to enter into a sale and purchase agreement based on the based on the results of the exchange trading.

On the basis of the signed exchange certificate, the seller and the buyer are obliged to conclude the sale and purchase agreement within five (5) business days starting from the next business day following the day of the relevant auction. In case of failure to conclude

the seller and the buyer fail to conclude the sale and purchase agreement, the exchange certificate shall be deemed canceled, and the seller and the buyer specified in the exchange certificate shall lose the right enter into a sale and purchase agreement based on the results of the exchange trading.