

APPROVED

Order No. 1-OCH dated 20.02.2025

Director of Ukrainian Clearing House

Limited Liability Company

_____ Olena VELYKA

PROCEDURE

**of holding consultations with clearing members and operators of
organized markets on amendments to the internal documents of the
Ukrainian Clearing Limited Liability Company
which carries out clearing activities
(new edition)**

1. The Procedure of holding consultations with clearing members and operators of organized markets on amendments to internal documents of Ukrainian Clearing House, a Clearing Member (hereinafter referred to as the Procedure) is developed in accordance with the Law of Ukraine “On Capital Markets and Organized Commodity Markets”, Licensing Conditions for Professional Activity on the Capital Markets - Clearing Activities, approved by the Resolution of the National Securities and Stock Market Commission dated 19.08.2021 No. 665, Regulation on Clearing Activities, approved by the Resolution of the National Securities and Stock Market Commission dated 13.01.2022 No. 5, Rules for Clearing Activities of the Ukrainian Clearing House Limited Liability Company (hereinafter referred to as the Company), the Company's Charter and other internal documents of the Company

2. This Procedure is developed to ensure consultations with the Clearing Members and Organized Market Operators (hereinafter referred to as the Clearing Members) on amendments to the internal documents of the Company on Clearing Issues (hereinafter referred to as the consultations).

2. 1. Such consultations shall not threaten the continuity of the Company's clearing services and clearing activities.

3. The Company shall use its reasonable efforts to provide the Clearing Members with full, accurate, timely and understandable information on amendments to the internal documents of the Company on clearing matters, if such amendments may affect the Clearing Members.

4. The information specified in clause 3 hereof shall be provided to the Clearing Members in the form of consultations on amendments to the internal documents of the Clearing Company if such amendments may have a significant impact on the Clearing Members. For the purposes of this Procedure, changes having a material impact on the Clearing Members shall be the introduction of new rules and procedures that change the rights and obligations of the Clearing Member and are made to the following internal documents to be published on the official website of the Company in accordance with the requirements of the applicable law Changes that do not change the main provisions of the document and/or its content or are editorial in nature shall not be material.

5. For the purposes of this Procedure, consultations shall mean placement by the Company on its official website <https://www.uaclearing.com.ua> of information (notification) on amendments to the internal documents of the Company on clearing matters, if such amendments may affect the Clearing Members.

5.1. The said information shall be posted in text format with a brief description of the essence of the amendments to the internal documents of the Clearing Member and specification of the specific clauses of the documents (if applicable) that have been amended/added. Information on the impact of the relevant amendments on the Clearing Members, if any, shall also be provided.

5.2. The Company may attach graphic materials, comparative tables and other materials that simplify the perception of the relevant information to the said information, if the relevant materials were developed/prepared by the Company.

The Company shall publish the said information in advance of the relevant amendments coming into force.

6. If the information disclosed in accordance with this Procedure to the Clearing Member is not sufficient for proper understanding of the amendments to the internal documents of the Company on Clearing and their possible impact on such Clearing Member, the Clearing Member shall have the right to additionally apply to the Company for consultations.

6.1. The Clearing Member shall send a written request (letter) to the Company to the postal address or e-mail address indicated on the official website of the Company on the Internet <https://www.uaclearing.com.ua> in the section "Contacts".

6.2. An appeal submitted to the Company must contain the name of the person submitting the appeal, the content of the issue raised, the date, signature and seal (if any).

6.3. The appeal shall be signed directly by the Clearing Member or its authorized representative (in such case, the appeal shall be accompanied by the documents confirming the authorized representative's powers, if such documents were not previously submitted to the Company). The appeal sent to the Company's e-mail shall be signed with an electronic signature in the manner and in the manner prescribed by the legislation of Ukraine.

6.4. The Company shall consider the request and respond to the Clearing Member not later than 30 calendar days following the day of receipt of the relevant request.

6.5. An appeal submitted without complying with the requirements specified in subparagraphs 6.2. and 6.3. of the Procedure shall be returned to the applicant with appropriate explanations within the time limit for consideration of the appeal.

7. The response to the appeal shall be sent by the Company to the postal address and/or e-mail address of the Clearing Member from which the Company received the relevant appeal.

8. The Procedure shall come into force from the date of its approval by the order of the Company's Director.

9. Amendments and additions to the Procedure shall be made by approval of the Procedure in a new version by the Director of the Company, which shall be put into effect by the relevant order of the Director of the Company.

10. Issues not regulated by this Procedure shall be governed by the Company's Charter, other internal documents of the Company, the current legislation of Ukraine and resolutions of the Supervisory Board of the Company.