BossaPower+

DM BOŚ S.A. Transactional System Manual for markets run by TGE SA [POLPX] – BossaPower

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Introduction

General Information:

- In this Manual, the words 'Customer' or 'User' are used interchangeably and constitute a reference to a Customer of Dom Maklerski Banku Ochrony Środowiska S.A. (DM) who is a BossaPower+ user.

- BossaPower+ is an application that allows Customers of Dom Maklerski Banku Ochrony Środowiska S.A. to access their clearing accounts, commodity registers over the Internet. It is a dedicated system for transactions on the commodity markets run by Towarowa Giełda Energii S.A. ('TGE') with access to their quotations.

    - The application is dedicated for:

        o Commodities Market, comprising:
            o Day-Ahead Market (DAM)
            o Intraday Market (IDM)
            o Day-Ahead Market and Intraday Market for Gas (DAM&IDMg)
            o Proprietary Rights Market (PRM)
            o Agricultural and Food Commodities Market (RTRS)
        o OTF, comprising:
            o Electricity Forwards Market (EFM)
            o Gas Forwards Market (GFM)

- Attention! All references to the EFM market are marked in the BossaPower+ system as EDM, and to the RTPG market as GDM.

- As every IT system, BossaPower+ may be also subject to failures, disruptions and delays. This may lead to a situation in which the Customer is unable to use, or experiences difficulties in using, the system for operating the relevant account. If any Customer happens to be in doubt about the system operation, he should use instead the phone-based customer service offered by DM. Phone numbers of the Division of Brokerage Services in Energy Markets: + 48 32 358 20 00 .

- BossaPower+ is secured by an encryption protocol. The connection security is verified with a valid SSL certificate.

- Instructions and/or orders may be placed in the manner and on the terms of accepting orders and instructions set forth in the applicable Terms and Conditions of brokerage services provision.

- Customer is obliged to follow the instructions of DM regarding security rules to be observed while using the DM-approved software; in particular, Customer should exercise due diligence in protecting the data used to log into the DM-approved software (including his user ID and password). Customer shall be fully liable for making these available to any third parties. General information and security guidelines can be found at http://bossa.pl/oferta/gielda/pytania/bezpieczenstwo/.

- Whenever there is a reasonable suspicion about the authenticity of an order/instruction submitted, DM may suspend processing of such an order/instruction until the suspicion is cleared or refuse to process it altogether.

- Whenever there is a suspicion of a third party coming into possession of the Customer's ID or password used for the DM-approved software, Customer shall be obliged to immediately notify DM of such a suspicion in order to have the Customer's account secured against an unauthorized access. Such a notice may be delivered to DM over the phone at (+48) 32 358 20 00.

- Until the Customer's obligation referred to above is fulfilled, DM shall not be liable for any Customer's loss caused by any third party in relation to the Customer's ID/password disclosure/loss, provided that the ID/password disclosure has not arisen through DM actions. Upon receipt of a notice of a suspected disclosure of authentication data (ID/code/password) by a third party, DM shall use due diligence in preventing the use of such data by any unauthorised party.

- In accordance with the provisions of Article 18(5) of the Electronic Services Act of 18 July 2002, DM may process the Users' operating data (i.e. data describing the method of User's utilization of the services referred to herein), including:

    - User ID, assigned to him on the basis of data provided by such User;
    - ID of the telecommunications terminal or the IT system that was used by the User;
    - information about the start/end date and time and the scope of using the electronic services in each instance of such use;
    - information about the User's accessing the electronic services.

- DM may notify User of any unauthorized activities of such User and demand their immediate cessation and, whenever DM learns that any User utilizes DM's services provided through the DM-approved software in a manner non-compliant with the relevant Terms of Service or with the applicable regulations (unauthorized use), notify the User of DM's exercise of their right to evidence the fact and scope of such unauthorised use by recording it, and of DM's right to process such User's personal information to the extent necessary to determine the User's liability for such unauthorised use.

- The data necessary for the correct processing of Customer's orders/instructions should be submitted in line with the descriptions provided for individual fields in the order/instruction form. Prior to the order/instruction authorization, Customers should make sure that the order/instruction is clear and consistent with their intentions. Customer shall be solely liable for the consequences of incorrect or erratic submission of an order/instruction.

Customer shall be obliged to keep a check on the correctness of processing their orders and/or instructions. Any non-compliance regarding orders/instructions should be notified in the manner and on the terms set forth in the applicable Terms and Conditions of brokerage services provision.

Access to the on-line transactional system, including quotation handling, operations in clearing accounts, commodity registers – BossaPower+

Application functionalities

This chapter will discuss the functionalities of BossaPower+, an application for accessing the on-line transaction system, namely accessing current quotations in the TGE-run markets for commodities and OTF as well as the detailed information on Customer's clearing account, commodity registers (e.g. settlements, invoices, schedules), including a possibility of online ordering of transfers of funds available.

Before using the application, please read the security information and recommendations from DM, which can be found at http://bossa.pl/oferta/gielda/pytania/bezpieczenstwo/

Logging in

1. Connect over the Internet to the BossaPower+ login page at https://online.bossa.pl/bossaapp/login, enter the User ID (Identyfikator) and password (Hasło) in the appropriate fields and then click on the [Log in (Zaloguj się)] button on the screen. Providing incorrect authorisation data will pop up the message 'Log-in error'; enter the correct data and click on the [Log in again (Zaloguj się ponownie)] button.

   To log in, use the User ID and password. When logging in for the first time, the User will be prompted to change his password.

2. The password should be entered into the [Password] field. The characters put in will be displayed as dots. Three subsequent errors in entering the User ID or password will disable the account, of which the User shall be notified via e-mail. On https://online.bossa.pl/bossaapp/login website the User can use the link provided for unlocking the account, and then place an instruction to unlock the account, submitting his personal data correctly. If all the data are entered correctly, and an employee of DM verify the customer by phone, the account shall be unlocked by DM. Provided that the User carries out the procedure of unlocking his account correctly, he shall be assigned a unique PUK number to be used in the future for a simplified procedure of unlocking his account.

3. Where the bossaToken or SMS authorization is used as an additional security measure when logging in, then after correctly entering the User ID and Password, an additional screen will be displayed where a one-time code generated by the bossaToken application or a one-time SMS code should be entered. If an incorrect token or SMS code is entered, information about the incorrect token or SMS code will be displayed. The user will then be able to re-enter the correct login details.

4. Upon logging on to BossaPower+, the User will receive greeting messages, presenting to him any new regulations and other information which require Customer's confirmation of his having read and understood their contents. Clicking on the [Next] confirmation button for each of the messages is equivalent to making such a declaration. The messages will be accessible in the [Account Service > Message Centre > Message Archive] menu. Upon reading the messages, the User will be taken to the first option of the main menu - [Reports].

Main menu

The main menu and the side tabs are accessible from every page in the transaction system. Selecting one of the main menu tabs will take the User to a corresponding submenu. The side tabs include: Print-out of the current page, Site map and Help either for the current page or for an option selected in the transaction system. At the bottom of the screen, there is a SHORTCUTS bar for quick navigation to the frequently used options. The SHORTCUTS content can be personalized in the [Account Service > Site Map] menu (quick access via the Site Map side tab).

The User can select the language in which the system is operated. Changing the default language (Polish) to English is possible with the [polski] [English] buttons located in the top-right corner of the screen.

The [Accounts] panel is located below the side menu, regardless of the tab selected in the main menu. It will display a list of DM accounts accessible to the user. This panel makes it possible for the User to quickly switch between the accounts.

A list of links will display the DM account number and type. Holding the cursor over the selected account will display information on the account holder. Selecting a specific account will cause a switch between accounts.

The top-right corner of the screen will continuously display the name of the Customer holding the account to which the User is logged in.

Reports

The [Reports] menu is used to view the balances of clearing account, commodities register, as well as several reports on this register.

1. **Account statement** provides information on the current status of the clearing account and the commodities register. The User can set the default type of statement [*Display … statement as default*] to be displayed upon selecting the [Reports] menu. The standard display is a [*detailed*] statement. In addition to that, the User can configure his own statement. The options available include:

   - [*detailed*] statement - displaying most details of the account status;
   - *[my statement]* - allowing the User to configure their own layout for the statement. To do this, select [*my statement*], and then [*my statement - settings*].

Upon selecting the desired layout options, click on [Display a sample]. An example of the personalized statement will be displayed. After using the [*back to my statement - settings*] link, click on either the [Set my statement] button to save or the [Clear all] button to make corrections. When confirmed, the selected statement will be displayed by default whenever the [Statement] menu is selected.

a. **Transaction limit** – The limit defines the maximum value of a Bid order that can be placed by the Customer. It is the total of funds in the Customer's ordinary cash account increased by the outstanding receivables; this value also takes into account a possible Shortage and Intraday deposit correction as well as the funds frozen towards the current orders and the transactions not yet cleared.

b. **Cash on basic account** – non-frozen cash assets. The sum accounts for funds frozen towards the current orders or the transactions not yet cleared

c. **Receivables** – funds receivable from the Ask transactions that have not yet been cleared.

d. **Cash blocked for active orders & transactions not cleared yet** - funds frozen as security towards the orders and the transactions not yet cleared.

e. **Funds blocked for delivery settlement** - funds frozen as security towards the settlement of delivery on D+2 (where D is the day of delivery) resulting from transactions on the derivatives market.

f. **Shortage** - the amount by which the clearing account should be supplemented so as to secure the value of delivery on D+2. Where the Customer has failed to supplement the funds by 10:00 AM on the day immediately following DM's notifying him of the need to do so, during the day's trading session DM will start closing any of the Customer's positions in commodities (intervention closing).

g. **Cash blocked for substitute fee** - funds frozen to secure DM's performance of their obligations resulting from the supply of electricity and gas to end users.

h. **Security deposit** – fund frozen to secure correct performance of the obligations arising from trading transactions concluded as a result of an auction of agricultural and/or food commodity, required by the DM from the Customer placing the order to open an auction of sale.

i. **Margin deposit required** – the total of initial and supplementary margin deposits securing the open positions in the EFM and GFM markets.

j. **Calculation of deposit** – time of the last calculation of margin deposit.

k. **Deposit factor** – factor increasing/decreasing margin deposits required in relation to the value required by Izba Rozliczeniowa Giełd Towarowych S.A. (IRGiT) [*Warsaw Commodity Clearing House*].

l. **Cash supplement required** - the amount by which the account should be supplemented to make up an overdraft resulting from revaluation of the margin deposits securing open positions in the EFM and GFM. Where the Customer has failed to supplement the funds by 10:00 AM on the day

immediately following DM's notifying him of the need to do so, during the day's trading session DM will start closing any of the Customer's positions in commodities (intervention closing).

m. **Intraday deposit correction** – funds additionally blocked for increase in margin deposits securing open positions in the EFM and GFM markets based on the last Intraday deposits calculation.

n. **Total value of non-cash securities** - the total of non-cash margin deposits recognized by DM as a security towards open positions on the markets for commodity futures on the basis of a Guarantee Agreement entered by the Customer with Izba Rozliczeniowa Giełd Towarowych S.A. (IRGiT) [*Warsaw Commodity Clearing House*] and DM.

Below the information on the clearing account balance, there are two tables on the screen, presenting information on the balances of the Customer's register of:

a. Instruments – the table presents information on commodities (proprietary rights, agricultural and/or food commodities), split into:

- Available - proprietary rights or agricultural and/or food commodities that are available to the Customer - for example, they can be offered for sale. In the event that an Ask order is placed, they will become displayed as 'Frozen to secure orders'.

- Frozen to secure orders - proprietary rights or agricultural and/or food commodities frozen towards the Ask orders placed. If an Ask order is not executed, they will again become displayed as 'Available'.

- Blocked- proprietary rights that have been frozen for their redemption or agricultural and/or food commodities not submitted for Single-price system or Auction.

- Balance - the total of proprietary rights or agricultural and/or food commodities held by the Customer.

b. Register of open positions on the markets for electricity and gas – a summary of Customer's open positions. The user can display the positions related to the selected portfolio, market or instrument. The calendar [icon] allows specification of the selected date. After selecting the operation type, time window and method of displaying, and possibly selecting a data export option [*Export to CSV / PDF / XLS*], click on the [Search] button.

2. **Invoices** allow viewing detailed information on the invoices issued by DM and those to be issued by the Customer. The invoices displayed are read-only, the originals are delivered as per the agreement.

a. DM invoices – the User can apply filters to define the type of invoices displayed, the market to which they relate and the range of invoice dates required. Upon selecting the desired range of data, including through the calendar [icons], and possibly using the [Export to CSV] option, please click on the [Execute] button. The report generated will display a list of invoices issued by DM during the period selected. By using the [txt, pdf, csv] buttons in the Download column, the User can obtain detailed information on a specific invoice.

The invoices downloaded in PDF format are read-only and serve information purposes only. Original invoices will be delivered to the Customer as per his agreement.

b. Invoice templates – these are applicable to the invoices that should be issued to DM by the Customer. The User can apply filters to define the type of invoices displayed, the market to which they relate and the range of invoicing dates required. Clicking on the [Execute] button will generate a list. By using the invoice templates, the User can download data to be used while issuing his invoice or apply his own numbering to the invoice template (downloadable in PDF format).

The User has the option to download each of the invoices using [txt, pdf, csv] buttons in the Download column. Starting to download an invoice in PDF format will open a new window where the User can assign his own invoice number, enter the place of issue and edit the date of issue.

3. **Scheduling** will open a window displaying schedules of physical deliveries of electricity and gas which arise from transactions concluded via DM on the electricity and gas DAM and IDM markets. In addition to the total - the balance required – deliveries are presented in separate lines for each BM Unit and TSU ID. The checksums displayed above the schedules are calculated on the basis of the current content of the schedules downloaded from the exchange clearing system. The user can apply the [*all transactions*] filter to display a schedule covering the entire BM Unit or TSU ID, including the transactions entered into by the entities to whom the BM Unit or TSU ID has been made available. Applying the [*own transactions*] filter will display a schedule arising solely from transactions concluded within the Customer's own portfolio. Upon selecting the schedule scope and the delivery date to be displayed, click on the [Execute] button. Selecting the [*csv, pdf, xls*] file type will save the schedule as the selected file type.

Where the BM Unit or TSU ID has been made available to other entities, stopping the cursor over the name of BM Unit or TSU ID will display a list of portfolios included in the schedule.

4. **Orders History** will display an overview of orders placed via the account. Using filters, the User can select the type of order information to be displayed. Upon selecting the desired range of data by using the [Status], [Type], [Side], [Market], [Type], [Portfolio], [Counterparty's RCO ID] and [Exchange Member ID] filters, selecting the time range by using the calendar [icons] and possibly selecting the [Export to CSV] option, click on the [Execute] button. The report generated will display a list of orders for the period selected. The *Cur.* column shows the currency in which TGE quotes the price of instruments on a given market; for the electricity IDM it is EUR and for other markets Polish zloty. User may use the Order History module to perform order-related operations [modifications, cancellations] provided that the order status is Active.

Clicking on the order number will display the order details along with information on its modifications / cancellations.

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Archival data until April 2016 will be available at the Customer's individual request.

5. **Financial history** will display the details of financial flows in the clearing account. The calendar [icons] allow specifying a date range. Using the [*View summary only*] option will display just a summary of the operations performed in the clearing account, with no history of settlements. The [*View opening and closing balances*] option will make the report include the information on the opening and closing balances for the day. The [*Export to CSV / PDF / XLS*] option allows exporting of operations performed to the selected file type. Upon selecting the type, range of dates and search filters for the operations to be displayed, and possibly using the [*View summary only*] [*View opening and closing balances*] or [*Export to CSV / PDF / XLS*] options, click on the [Execute] button. Because the financial settlement of transactions is always carried out in Polish zlotys, all values are presented in this currency.

The Amount column shows the value of financial operations. Amounts displayed in the "+" column increase the balance, those in the "-" column reduce the balance.

6. **Transactions History** will display information on the transactions concluded, as well as on other operations and details of delivery settlements.

    a) **Transactions** – this is intended for downloading information on the transactions concluded. Using filters, the User can select the type of transactions to be displayed. The [*all*] option will display both transactions and other operations. The User can also select [*transactions*] (*Bid/Ask*), [*other operations*] (supplementation, freeze, redemption)* or a specific type of operations only. Upon selecting the desired range of data by using the [market], [portfolio] and [status] filters, selecting the time range by using the calendar [icons] and possibly selecting the [Export to CSV] option, click on the [Execute] button. The generated table will display a list of transactions for the period selected; where the entire table is exported to a .csv file, the generated file will contain complete information on transaction settlements, including details not presented on the screen. The Cur. column shows the currency in which TGE quotes the price of instruments on a given market; for the electricity IDM it is EUR and for other markets Polish zloty. Clicking on the transaction [Volume] will display information on the order which resulted in the transaction. Using the [details, txt, pdf, csv] buttons in the Download column, the User can view or download details of a specific transaction.

    Important!

    For transactions on the IDM market, the Transactions report provides an opportunity to submit, in accordance with TGE regulations, a request for cancellation of an erroneous transaction.

    To request cancellation of an erroneous transaction concluded on the IDM, call up the list of concluded transactions using the [Execute] button. In the [Operations] column, the [Cancel transaction] option is visible while the POLPX allows to submit a request for cancellation of a given transaction. Pressing the [Cancel Transaction] button in the row corresponding to a specific

transaction will bring up an additional window, the confirmation of which indicates the submission of a request to cancel this transaction.

The customer is obliged to immediately inform DM BOŚ by phone at +48 32 358 20 00 about submitting an application to cancel the transaction via the BossaPower application.

If a transaction from the IDM market is canceled, its status will be changed to [A], and Client Users will receive a message in Quotations (BossaPower+) about the cancellation of the transaction.

Transaction statuses:

N - unsettled

V - a cancellation request has been submitted for the transaction, which is pending consideration by the TGE

A - cancelled

W - settled

* functionality is not available in the current version of the application.

Archival data until April 2016 will be available at the Customer's individual request.

b) **Deliveries** – this is intended for downloading information on the settlement of delivery resulting from transactions on the derivatives market. Using filters, the User can select the type of information to be displayed. The [all] option will display both buy and sell deliveries. Upon selecting the desired range of data by using the [market], [portfolio] filters, and selecting the time range by using the calendar [icons] and possibly selecting the [Export to CSV] option, click on the [Execute] button. The generated table will display a list of delivery settlements for the period selected; where the entire table is exported to a .csv file, the generated file will contain complete information on delivery settlements, including details not presented on the screen. Clicking on the transaction [Volume] will display information on the order which resulted in the transaction. Using the [details, txt, pdf, csv] buttons in the Download column, the User can view or download details of a specific delivery settlement.

7. **Viewfinder** – the window will display information on the orders/instructions placed and on their execution or rejection. It will open automatically when an instruction/order is placed. When the window has been closed, it can be reopened via the [Viewfinder] link. The Viewfinder provides information related to the current day.

8. **Archived account statement** – it will display information on the status of clearing account and commodities register account as at a specific day.

Orders

The [Orders] menu is used to place and modify the instructions / orders placed by the User. This menu will display the instruction / order form on the screen.

Warning! The User is obliged to check the status of the order(s) submitted in the [*Viewfinder*] menu. The status changing to 'Archived' or 'Rejected' would mean that the order is no longer active.

1. **Session.** The [Session] menu is used to submit instructions and Ask/Bid orders for commodity instruments traded on the POLPX.

    [Single order placement] - When submitting an instruction or Ask/Bid order using this form, the User has the following options available:

    a) The [Market Group] field allows selection of a market from a list of all market groups. The field allows contextual search of a group market name.

    b) The [Instrument] field is used for selecting an instrument. In order to search for a specific instrument belonging to the Market Group, please use contextual search by typing the first letters of the instrument name.

    c) The [B/A] field specifies the operation type: B - bid, A - ask.

    d) In the [volume] field, please enter the number of instruments covered by the instruction / order.

    e) In the [limit] field, please enter the Bid/Ask price limit for the instrument. The order limit is specified in currency in which TGE quotes the price of instruments on a given market; for the electricity IDM it is EUR and for other markets Polish zloty in Polish zlotys.

    f) The [Portfolio] field is used for selecting a portfolio from a list of all the portfolios available for the market and for the account selected.

    g) The [type] field is used for selecting a type of order. Orders submitted to the continuous trading system should specify the order activation condition and validity period.

    The Good until date and Good until expiry order types are not available on the OTF.

    The [advanced] bar contains additional parameters of an order:

    h) [Description] field – The description may include any comment and is not mandatory.

    i) [Stop date] field – The end of the order validity period, specified in terms of a trading session date. The field becomes available after selecting the order type: Good until date.

    j) The [Stop time] field – The end of the order validity period, specified in terms of a trading session hour. The field becomes available after selecting the order type: Timed order.

    k) The [Activation Instrument] field – Name of the instrument that the activation condition refers to.

    l) The [Activation Condition] field – Specification of the condition of order activation, which can be:

    • Ask >= Ask order to be activated at or above the specified Activation Price,

    • Ask <= Ask order to be activated at or below the specified Activation Price,

    • Bid >= Bid order to be activated at or above the specified Activation Price,

    • Bid <= Bid order to be activated at or below the specified Activation Price,

    • Last >= last transaction price equal to or above the specified Activation Price,

    • Last <= last transaction price equal to or below the specified Activation Price

m) The [Activation Trigger] field – activation trigger for STOP LOSS orders. Instrument quotation or price limit of the activation trigger.

n) The [Clip size] field, only on IDM, disclosed volume – indicates the maximum volume of an Order to be disclosed on the market. The field becomes available after selecting the order type: IceBerg.

o) The [Clip price change], only on IDM, indicates the value of price limit change after the execution of the disclosed part of the Order. In case of a buy order, the delta can have a value from -5 to 0 inclusive. In case of a sell order, the delta can have values from 0 to +5 inclusive. The field becomes available after selecting the order type: IceBerg.

Placing an order is done by confirming the parameters with Set the order button. An additional window with order confirmation will pop up.

Settlement of transactions regarding exchange commodities the price of which is determined in currency other than Polish zlotys, including any currency exchange related to such transactions, is made by the IRGiT under relevant IRGiT regulations.

2. **TPNR Menu [TPNR]** allows placement of Ask orders for commodities traded in the proprietary rights market to be processed as OTC transactions that are not settled financially by DM within the Register of Certificates of Origin (RCO/RŚP) system managed by TGE. Bid orders are executed by accepting pending Ask orders. See Active orders .

   [Single order placement] - When submitting an instruction or Ask/Bid order using this form, the User has the following options available:

   a) The [Market Group] field allows selection of a market from a list of all market groups. The field allows contextual search of a group market name.

   b) The [Instrument] field is used for selecting an instrument. In order to search for a specific instrument belonging to the Market Group, please use contextual search by typing the first letters of the instrument name.

   c) The [B/A] field specifies the operation type: A - Ask.

   d) In the [volume] field, please enter the number of instruments covered by the instruction / order.

   e) In the [limit] field, please enter the Ask price limit for the instrument.

   f) The [Counterparty's RCO ID] field allows selection of the counterparty at whom the order is directed. The choice of counterparty is necessary for the order to be sent to the RCO.

   g) [Description] field – The description may include any comment and is not mandatory.

3. **TPR** – Bid/Ask orders for commodities traded in the proprietary rights market to be processed as OTC transactions settled financially by DM – **service accessible by phone or fax only**.

4. **Bulk orders** allows pasting one or more orders of the *Rest of Day, Session, Good until expiry, Fill and Kill or Fill or Kill* type from the operating system clipboard. You can pre-define your orders as number pairs separated with tabulators using, for instance, an Excel sheet [see: Screen 7 on page 24] and copy them

into the clipboard. In the *Bulk Orders* form you need to select the market group or instrument for which the orders are intended. Then just right-click on the first instrument in the list that starts the series of orders being placed. Pasting the first column (Bid Qty) means an intention to place Bid orders; pasting the third column (Ask Limit) means an intention to place Ask orders.

If you intend to place Bid orders, the number pairs copied into the clipboard should indicate the order volume and price, in that order. With Ask orders, the number pairs should indicate the order price and volume, respectively. It is possible to place Bid and Ask orders simultaneously.

Proper preparation of a bulk order is presented in the Bulk Orders form by filling in appropriate fields for individual instruments. Sending the pre-defined orders is done by selecting the orders for sending and confirming with Send button. It is possible to send all the orders visible in Bulk Orders form or each order individually.

Clicking the Send button requires confirmation in an additional form with the Execute button. Additionally, the user has the choice of additional order parameters, such as portfolio and order type.

Warning! Before sending an order, its parameters should be checked.

5. **Single order/Block Order** – Bid/Ask orders for commodity derivatives traded in the electricity day ahead market to be processed as PCR (Price Coupling of Regions). These orders are supported from BossaPower+ module and by email.

6. **Active orders.** The [Active orders] menu is intended for displaying the active instructions / Ask/Bid orders for instruments on all (or selected) markets, sorted by the filter selected: [date], [side], [name] or [market]. Clicking on the [*Execute*] button will display a list of active orders.

User may use the [Active orders] module to perform order modifications and cancellations.

Additionally, he may use it to accept or reject Bid offers [TPNR] for commodity derivatives traded in the proprietary rights market to be processed as OTC transactions that are not settled financially by DM within the Register of Certificates of Origin (RCO/RŚP) system managed by TGE. Acceptance/Rejection of a TPNR offer is done by clicking on the [Pending] order status and then, after verifying the parameters of the offer received from the counterparty specified, to accept or reject the terms offered.

7. **Selectors.** The [Selectors] menu is intended for setting personalized order limits. In order to define the limits, select the name of the relevant market and then enter the following parameters: maximum volume of purchase, maximum purchase price, maximum volume of sale and minimum selling price for each instrument. Upon entering the limits, they should be saved for each instrument separately by selecting [Save] in the corresponding row. Where orders placed by the User exceed the established limits, they will require additional confirmation.

Instructions

The [Instructions] menu is intended for placing instructions other than orders that are related to account maintenance. All the instructions submitted should be confirmed in two steps. Upon entering the instruction as

the first step, in the second step the instruction will be displayed on the screen for confirmation; alternatively, an additional window will pop up, prompting for confirmation of the instruction.

1. **Money transfers.** The [Money Transfers] menu is intended for submission of orders to transfer money either to the bank account(s) specified in the agreement or to another account held by the Customer at DM. The funds should be specified as available in the Funds Available field.

    Steps required to perform a money transfer:

    a. select the target account number from the list,

    b. specify the amount to be transferred (for transferring all the funds displayed as Funds available, click on the [Balance] button); the possible transfer fee must be taken into account,

    c. confirm the transfer by clicking on the [Accept] button.

    To change the bank account number, please follow the instructions provided at the [*Change bank account*] link.

    Transfer to an account with DM BOŚ – the account number given is an individual bank account number to which all transfers of funds for transactions and for fees and commissions payable to the Brokerage House should be made.

2. **Opening an account** – intended to place an instruction for opening new accounts with DM, other than those used for trading in POLPX markets.

Account management

1. **Settings.** The [Settings] menu is intended for defining personalized system settings:

    a. [Question on switching accounts] - users with access to several accounts may decide whether the system is to remind them to switch to another account by asking an additional question.

    b. [Open the side menu page] – used to view the first / the last displayed (Call the Last one) page of the side menu. By selecting the [Do not display] option, the User may opt out from auto-loading of the side menu pages.

    c. [When logging in, close the open Internet sessions] – used to set an automatic shutdown of any open sessions/connections to BossaPower.

    d. [Default logging into an account] – used to set the default logon to the account selected.

    e. [Link to the account opening form] – used to hide the link to an investment account opening form, normally displayed in the side menu under the list of accessible accounts.

    The changes must be confirmed by clicking on the [Save] button.

2. **Change password.** The [Change password] form is used to change the password for logging on to the system. When changing the password, please enter the current password and then enter the new password twice. Once confirmed, please use the new password only. The new password should comply with the conditions specified in the password description.

3. **Additional authorization.** The [Additional authorization] form is used to manage SMS authorization, bossaToken service and list of trusted browsers.

    a. SMS authorization

    - Switching on the SMS authorization:

        The option is available when there is no additional authorisation. To start activation, select the [Włącz] button, then enter the password and the code sent in the SMS message to the telephone number provided in the BossaPower system. Activation occurs automatically.

        After successful activation, the service status changes from inactive to active. In addition, in the panel for managing additional authorization, information about additional authorization via SMS appears.

        After enabling SMS authorization, when logging in to the account, in the SMS code field, enter the one-time code sent in an SMS message to the mobile phone number in the BossaPower system.

    b. bossaToken – form visible only to customers with active BossaToken authorization.

        BossaToken is a token made available in the form of an application installed on the user's mobile phone. The application requires activation in the BossaPower system. Information about the service is available at www.bossa.pl/narzedzia/inne/bossaToken/.

    - List of available authorizations:

        The [List of available authorizations] form allows selection of operations performed in the BossaPower system and confirmed by bossaToken.

        ATTENTION! By default, all available operations do not require authorization. The selected operations are enabled by selecting [Change], switching the selected option in the Authorization: YES field, entering the password token generated in the bossaToken application in the Authorization option on the bossaToken authorization screen.

        Operations available:

        i. Logging in to the account - enabling this option additionally secures the operation of logging into the account. After enabling the option, when logging in to the account, in the token field, enter the one-time code generated in the bossaToken application in the Login option.

        ii. Transfer to a bank account - enabling this option additionally secures the execution of a transfer to a defined bank account. After enabling the option, the "bossaToken" Authorization screen will appear when making a transfer to a defined bank account. Enter the code generated in the bossaToken application in the Authorization option in the [Token] field.

        iii. PIN change - The [PIN change form] allows you to change the PIN for the bossaToken application.

ATTENTION! The PIN for the bossaToken application is independent of the password for logging in to the account. In order to change the PIN to the bossaToken application, you must provide the current PIN, a new PIN and re-enter the new PIN for confirmation. After entering the correct data, the transaction service will display a confirmation image. The confirmation image is used to verify the PIN entered into the bossaToken application.

- Disabling the service:

Disabling the bossaToken service requires confirmation with the token code generated by the bossaToken application. After switching off, the service is inactive, which means that selected operations will not be additionally secured. After the operation is performed, you can uninstall the application from the mobile phone.

- Emergency shutdown:

The emergency turn off form allows submitting an instruction to disable the service if the bossaToken application cannot be used. After submitting the instruction to disable the service and not confirming it with the token code generated by the bossaToken application an employee of DM BOŚ will make a telephone authorization to obtain confirmation of the instruction from the User. After accepting the instruction the service is inactive, which means that the selected operations will not require additional security measure.

c) Trusted Browsers - The Trusted Browsers tab allows you to manage a list of trusted browsers. Logging in on a trusted browser with multi-factor authentication enabled requires only a User ID and Password.

4. **Notifications.** The [Notifications] form is used to specify the events for which notifications will be sent via e-mail (except for notification of an account freeze, which are enabled by default).

5. **Contact details**. The form [Contact details] allows the User to provide his current personal data:

   a. e-mail address. Confirmation or change of the e-mail address should be confirmed by clicking on the link sent in the e-mail,

   b. mobile phone number. Confirmation or change of the mobile phone number should be confirmed by entering the account password and code sent in the SMS message.
   In the case of representatives of legal entities and representatives of self-employed individuals, it is possible to define separate contact details for business contacts: e-mail, mobile phone and landline telephone,

   c. identity document. The change should be confirmed by entering the code sent in SMS message,

   d. additional information: country of birth, citizenship and optionally additional citizenship of the Client,

e.   address of residence and correspondence. The change should be confirmed by entering the code sent in the SMS message,

f.   tax data: the tax office and the Client's tax residences The change should be confirmed by entering the code sent in the SMS message.

Changing the mobile phone prefix, country of issue of identity document, address of residence or tax data may require confirmation of the consistency of these data, which means that when changing one of the personal data, confirmation of other data will be forced. In the case of pending requests from the Client requiring personal information or a change of residence requiring confirmation by the DM, the change of contact information will be temporarily blocked until such requests are processed.

It is the Client's responsibility to promptly update their personal information with DM if it changes.

6.   **Site map.** The [Site map] form is a summary of all the options available in the transaction system, with an option to select the most commonly used ones, shortcuts to which will appear on the bottom of each screen. Shortcuts can be displayed as lines in successive rows or as a single, scrollable line. There is also an additional option to determine the order of shortcuts. To save the settings, please click on the [Save] button.

7.   **Message centre.** The [Message Centre] form contains both [Message Archive] and [Notifications History] forms.

a.   Upon clicking on the [Execute] button, the [Message Archive] form will display a table with all the greeting messages sent to the Customer.

b.   Upon clicking on the [Execute] button, the [Notifications History] form will display a table with all email notifications sent to the Customer.

8.   **Details.** The [Account details] page contains details of the User, the account, the additional options and the current Statement of Fees and Commissions.

Log out. Upon completion of working with the system, please click on the [Log out] button.

Warning! It is possible to navigate the application pages only with the use of special keys. For security reasons, the use one of any directional buttons of the graphical browser, e.g. [Back] [Forward], [Home], [Reload] or activation of any of the corresponding functions using the keyboard (e.g. [F5]) or the mouse, which is not clearly prompted by the application, may be denied and cause either an automatic log-out from the account or a re-generation of a previously executed command / instruction / order.

Quotations (BossaPower+)

The service is available only to Customers who use the paid access to TGE market data within the services provided by the DM.

Considering the efficiency of Quotations (BossaPower+), it is recommended to use the following browsers: Mozilla Fire Fox or Google Chrome.

Quotations (BossaPower+) are online transactional application which offers on-line access to the transaction system of TGE-run commodities markets and OTF (quotation viewing with the option of concluding any transactions other than OTC ones, the so-called TPNR and TPR)*.

* TPNR - OTC transactions that are not settled by DM and IRGIT,

TPR - OTC transactions that are settled by DM and IRGIT,

Placement of TPNR and TPR orders has been discussed on page 12 of the Manual.

Quotations (BossaPower+) is started upon logging into BossaPower+ as described in this Manual [see: Logging in, page 5]. After getting into the, please use the [Orders] tab in the horizontal menu and when the [Orders] vertical menu is displayed, select [BossaPower+] [see: Screen 1].

Screen 1. Access Quotations window (BossaPower+).

Main panel

Quotations (BossaPower+) will be launched in a separate browser window. You will see the Main Panel [see: Screen 2], from which User may access all the application functionalities.
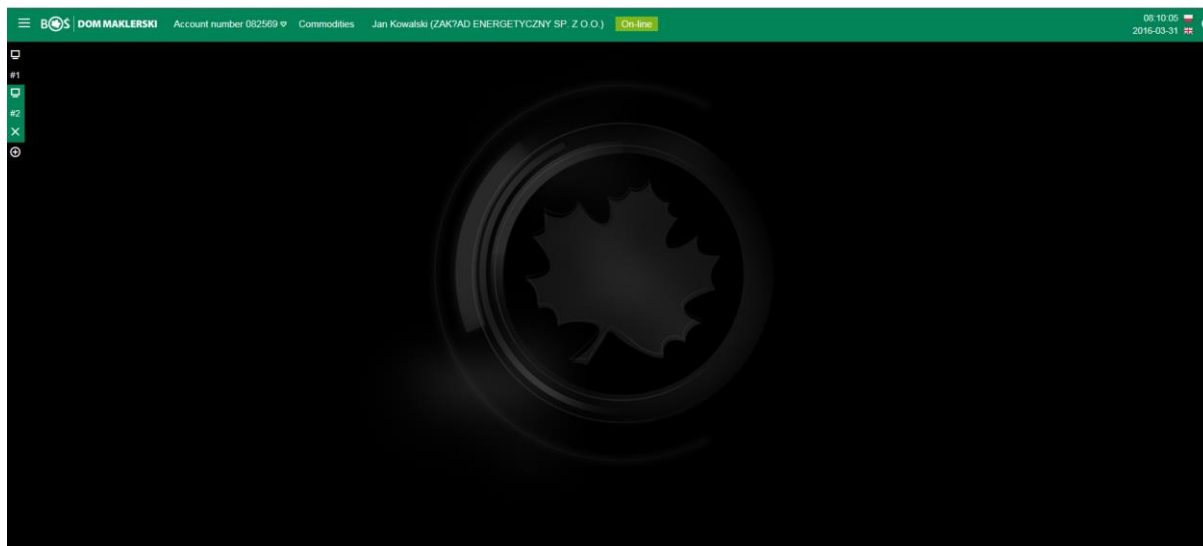
Title bar of this window displays the following information:

1) Number of the account accessed,
2) Account name,
3) Full name of the user,
4) Status of connection with DM,
5) Current date and time,
6) Option to select the language (Polish/English)
7) Logout function.

Information on the connection status is presented in the form of icons. The various statuses are indicated by different colours and labels of the icon:

On-line   correct communication with the DM system, bids accessible, orders placeable with DM and transferable to the trading system.

Off-line

no communication with the DM system, bids inaccessible, orders cannot be placed,

Title bar offers access to the context menu where various functions of the program can be selected [see: Screen 3]. The user can also switch between accounts.
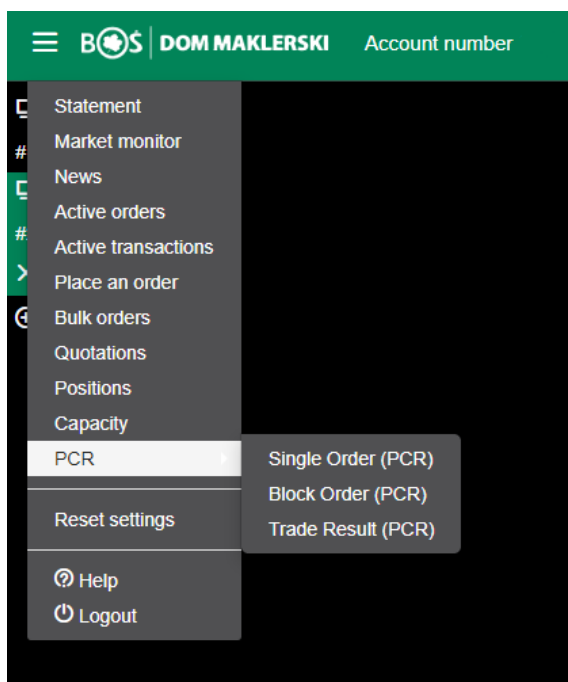
Screen 3. Context Menu

Functionalities available in the context menu:

1) Quotations,
2) Place Order,
3) Bulk Orders,
4) Active Orders,
5) Transactions,
6) Account Statement,
7) Positions,
8) Messages,
9) Market Monitor,
10) PCR
11) Capacity

Upon opening the Main Panel, the User will see two side windows set by default [see: Screen 4], which can be configured to meet his needs. The user-defined layout and size of the side windows are saved and stored on DM's servers.

Upon selecting *Reset settings* the default windows layout will be applied.

The user can also define three additional windows/desktops.

Screen 4. Main Panel. Side windows.

Quotations

Upon accessing Quotations, the window will not display any default market listing.

Choice of instruments to be displayed is done by typing the first two letters of an instrument or market group name, which will drop down a list of available names [see: Screen 5]. Selection is done by clicking on the instrument or market group name selected in the drop-down list, and then either clicking on the [Add] function button or confirming with the [Enter] key.

Name ▲	Cur.	Phase	Status	Price	+/-	Long pos.	Bid Qty	Bid	Ask	Ask Qty	Short pos.	Open	Max	Min	Volume	O/I	CAO price	Sett. price	
BASE_M-01-20	PLN	TRADING																252,50	🗑
BASE_M-02-20	PLN	TRADING																252,50	🗑
BASE_M-08-20	PLN	TRADING																0,00	🗑
BASE_M-12-19	PLN	TRADING														6.0		227,18	🗑
BASE_Y-20	PLN	TRADING				42.0					-41.0				5 812.0			265,00	🗑
BASE_Y-21	PLN	TRADING				4.0					-1.0				712.0			267,03	🗑
BASE_Y-22	PLN	TRADING													52.0			265,86	🗑
IDM_08-11-19_H12	EUR	CONT	ACTI	157.00			13.0	174.00 Q				177,00	44,00 3 594.0						🗑
IDM_08-11-19_H14	EUR	CONT	ACTI	154.00			10.0	154.00 Q				177,00	43,00 3 873.0						🗑
IDM_08-11-19_H17	EUR	CONT	ACTI ↓	105.00			7.0	105.00 Q	250.00	22.0		200,00	23,00 4 028.0						🗑
IDM_08-11-19_H18	EUR	CONT	ACTI ↑	164.00			21.0	164.00 Q				179,00	23,00 4 324.0						🗑
IDM_08-11-19_H20	EUR	CONT	ACTI ↓	133.00			66.0	133.00 Q				178,00	14,00 3 771.0						🗑
IDM_08-11-19_H23	EUR	CONT	ACTI	157.00			5.0	157.00 Q				178,00	21,00 4 339.0						🗑

Screen 5. Quotations

The *Quotations* screen will display data of all the instruments currently traded, including their current phase (shown in the Phase column), ,statuses volumes and best Bid/Ask prices offered. The currency in which the instrument quotations are presented by TGE is indicated in the Cur. column. For instruments on the IDM market it is Euro, for other instruments Polish zloty.

If you left-click any column header [Name / Price / Qty / CAO price / Settlement Price], the list will get sorted by that column. The list contents are auto-refreshed by means of the trading system subscription mechanism.

Place Order

Selecting the *Place Order* option will display the Place Order window where you can define your order with the attributes described below [see: Screen 6].

The instrument selected in the *Quotations* window is automatically entered in the *Instrument* field. Choice of instruments can also be done by typing the first two letters of an instrument name, which will drop down a list of available names.

The correct value of the *Quantity* and *Price* fields depends on the definition of the instrument selected in the trading system. The decimal separator to be used is a comma. The order limit is specified in currency in which TGE quotes the price of instruments on a given market; for the electricity IDM it is EUR and for other markets Polish zloty.

The B/A (*Market side)* option is a choice between Ask and Bid orders.

The *Portfolio* drop-down list lets you choose any portfolio accessible for the selected register. No choice of portfolio is allowed with Bid / Ask orders for proprietary interests.

The portfolio assigned to Bid / Ask orders for proprietary interests is always BOS-TA (RCO ID).

The portfolio assigned to Bid / Ask orders for agricultural and/or food commodities is always R-BOS-TA (e-RTRS ID).

With Bid / Ask orders for electricity or gas, a portfolio is set automatically and depends on the User-selected market group and instrument.

The Type field is used for selecting a type of order. Orders placed in the fixed-price system and continuous trading system should specify the order activation condition and validity period.

Available order types include:

- **Session** - the order is valid on the day of placing of it on the exchange and it may participate only in given session phase. Not available on IDM.
- **Rest of Day** - the order is valid on the day of its placing on the market only. The order may be placed during any phase of the session and participate in either continuous or fixed-price trading phase. The portion of the order unrealised during the fixed-price phase gets transferred to the continuous trading phase and vice versa. Not available on IDM.
- **Good Until Date** - the order is valid until the date specified upon placing the Order in [Date to] field. It may be placed during any phase of the market session. The Order, or its not executed part, placed in one phase of the market session, passes onto the subsequent phase. The Order, or its not executed part, shall pass onto the subsequent market session for the instrument until the date on which the specified date lapses.
This type of order is not available on the OTF.

- **Timed Order** - the order is valid on the day of placing and only until the time specified while placing it. It may only participate in the continuous trading phase.
- **Fill and Kill** – the order may only participate in the continuous trading system. The order is valid only until the first transaction (or first transactions if the order is executed through several transactions at the same time), the unrealized portion of the order gets cancelled. The order may be executed in full, in part, or not at all.
- **Fill or Kill** – the order may only participate in the continuous trading system. The order is valid only until the first transaction (or first transactions if the order is executed through several transactions at the same time), and may only be executed either in full or not at all. If the market is not ready to execute the order in full, the order gets cancelled.
- **Good until expiry** – the order is valid until expiry of the quotation period for the instrument. It may be placed during any phase of the market session. The order, or its not executed part, placed in one phase of the market session, passes onto the subsequent phase. On IDM this type means GFS (Good-for-Session) type - an order placed with this trigger is valid until the end of the session during which it was placed on the market. An unexecuted order or a part thereof is cancelled after the trading phase changes.

  This type of order is not available on the OTF.
- **Iceberg** – only on IDM - an Order with only a part of the total volume placed on the market being visible. The remaining part of the Order is invisible. The parameters to be specified in this order are:
  - Clip size - disclosed volume – indicates the maximum volume of an Order to be disclosed on the market;
  - Clip price change - indicates the value of price limit change after the execution of the disclosed part of the Order. In case of a buy order, the delta can have a value from -5 to 0 inclusive. In case of a sell order, the delta can have values from 0 to +5 inclusive.

Note, that DM BOŚ limits the validity of orders on IDM market to a specified time indicated in Regulation by DM CEO. It is currently 18.00 on business days and 15.30 on Saturdays, Sundays and public holidays. After this time, active orders are canceled.

The *Description* field may include any comment and is not mandatory. Customer acknowledges that his indication of additional order parameters in the *Description* field shall not be binding for DM in any way.

The *Place Order* window also allows stop-loss orders to be activated in specific market situations. The *Activation Instrument* field should be filled in with the name of instrument related to your selected *Activation Price* and any of the six activation conditions available:

Ask >= Ask order to be activated at or above the specified Activation Price,

Ask <= Ask order to be activated at or below the specified Activation Price,

Bid >= Bid order to be activated at or above the specified Activation Price,

Bid <= Bid order to be activated at or below the specified Activation Price,

Last >= last transaction price equal to or above the specified Activation Price,

Last <= last transaction price equal to or below the specified Activation Price.

Screen 6. Place Order.

Placing an order is done by confirming the parameters with *Set the order* button. An additional window with order confirmation will pop up.

Settlement of transactions regarding exchange commodities the price of which is determined in a currency other than Polish zlotys, including any currency exchange related to such transactions, is made by the IRGiT under relevant IRGiT regulations.

Upon selecting the *Calculate* button an additional window will pop up with calculation of the value of the order according to the specified parameters. Placing the order is done by confirming the parameters with *Set the order* button.

An attempt to place an order which would result in a transaction where both sides are the same entity will display the following message: *Order rejected: the order violates the terms of trade.*

Counter-order

The application allows quick placement of a counter-order directly from the *Quotations* window by single-clicking an order (Ask/Bid price, respectively). When placing a counter-order, the *Place Order* window will be automatically filled in with best market offer parameters (volume and price) and additional default parameters. Placing an order is done by confirming the parameters with *Place Order* button.

Bulk Orders

The *Bulk Orders* window allows pasting one or more orders of the *Rest of Day, Session, Fill and Kill or Fill or Kill* type from the operating system clipboard. You can pre-define your orders as number pairs separated with tabulators using, for instance, an Excel sheet [see: Screen 7] and copy them into the clipboard. In the *Bulk Orders* window you need to select the market group or instrument for which the orders are intended. Then just right-click on the first instrument in the list that starts the series of orders being placed. Pasting the first column (Bid Qty) means an intention to place Bid orders; pasting the third column (Ask Limit) means an intention to place Ask orders [see: Screen 8].

If you intend to place Bid orders, the number pairs copied into the clipboard should indicate the order volume and price, in that order. With Ask orders, the number pairs should indicate the order price and volume, respectively. It is possible to place Bid and Ask orders simultaneously.

25 ●
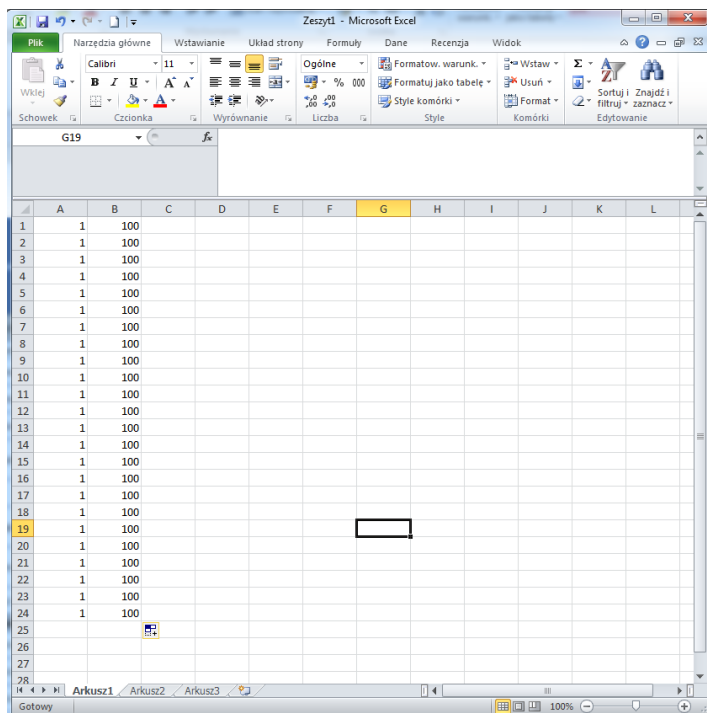
Screen 7. Excel sheet with pre-defined orders.

Screen 8. Bulk Orders.

Proper preparation of a bulk order is presented in the *Bulk Orders* window by filling in appropriate fields for individual instruments. Sending the pre-defined orders is done by using the appropriate function icons [Mark for sending], [Send marked orders]. It is possible to send all the orders visible in *Bulk Orders* window or each order individually.

Clicking the [Send marked orders] icon requires confirmation in an additional dialog box [see: Screen 9] with the [Execute] button. Additionally, the user has the choice of additional order parameters, such as portfolio and order type.

Warning! Before sending an order, its parameters should be checked.

Confirmation of placing orders

Instrument	Side	Quantity	Price
Choose portfolio: KL1-0003	Type: Rest of day		
RDN7_10-04-2016_H01	B	1,00	154,00
RDN7_10-04-2016_H02	B	1,00	154,00
RDN7_10-04-2016_H03	B	1,00	154,00
RDN7_10-04-2016_H04	B	1,00	154,00
RDN7_10-04-2016_H05	B	1,00	154,00
RDN7_10-04-2016_H06	B	1,00	154,00
RDN7_10-04-2016_H07	B	1,00	154,00
RDN7_10-04-2016_H08	B	1,00	154,00
RDN7_10-04-2016_H09	B	1,00	154,00
RDN7_10-04-2016_H10	B	1,00	154,00
RDN7_10-04-2016_H11	B	1,00	154,00
RDN7_10-04-2016_H12	B	1,00	154,00
RDN7_10-04-2016_H13	B	1,00	154,00
RDN7_10-04-2016_H14	B	1,00	154,00
RDN7_10-04-2016_H15	B	1,00	154,00
RDN7_10-04-2016_H16	B	1,00	154,00
RDN7_10-04-2016_H17	B	1,00	154,00
RDN7_10-04-2016_H18	B	1,00	154,00
RDN7_10-04-2016_H19	B	1,00	154,00
RDN7_10-04-2016_H20	B	1,00	154,00
RDN7_10-04-2016_H21	B	1,00	154,00
RDN7_10-04-2016_H22	B	1,00	154,00
RDN7_10-04-2016_H23	B	1,00	154,00
RDN7_10-04-2016_H24	B	1,00	154,00

Order quantity: 24

Close   Execute

Screen 9. Confirmation of pasted-in orders.

An attempt to place an order which would result in a transaction where both sides are the same entity will display the following message: *Order rejected: the order violates the terms of trade.*

Active Orders

The *Active Orders* window presents a summary of same-day orders. User may use this module to perform order modifications and cancellations.

Using an appropriate filter set, the user may define the order presentation according to own requirements [see: Screen 10].

Available filters:

    a) Market,
    b) Side,
    c) Status,
    d) Validity,
    e) Portfolio ID,
    f) User.

Screen 10. Active Orders.

CANCELLATIONS/MODIFICATIONS

Using the icons [Mark order for cancellation] and [Cancel marked orders] allows mass cancellation of all [active] orders visible in the *Active Orders* window [see: Screen 11].

Screen 11. Mass cancellation of orders

Cancellation / modification of a single order is done by clicking the appropriate icon 🗑 [Cancel order] or ✏ [Modify order] [see: Screen 12 and Screen 12a].

An order may have the following parameters modified:

    a)   available order volume,

    b)   price.

Modification of the order is made by suspending the active order on the power exchange. The modified order receives a new number and is treated as new, what means the change of the time of its submission.

Screen 12. Cancellation of a single order

Screen 12a. Order modification.

Status of orders

Active   The order has been accepted by DM and transferred to the trading system.

Rejected   The order has not been accepted by DM or by the trading system due to an incorrectly specified session phase or wrong order parameters.

Executed   The order has been fully executed. The Executed status is also assigned to orders only partially executed if the non-executed part gets cancelled.

Cancelled   The order has been cancelled. Orders partially executed and then cancelled are assigned the Executed status.

Archived   The order has been archived. Orders with the Placed status that have expired due to their nature (e.g. Timed / Fill or Kill / Fill and Kill orders) get the Archived status assigned.

Pending   The order has been accepted by DM but not transferred to the trading system. The order awaits a broker's approval due to exceeded DM selector parameters (e.g. the price is much different from the current market price). Following the broker's approval, the order status shall change to Placed. Orders rejected by the broker have a Rejected status assigned.

An order will also have a Pending status assigned if it has been accepted by DM but due to lack of communication between DM and the trading system has not been transferred to the trading system. As soon as the communication is re-established, the Pending orders get transferred to the trading system and assigned the Active status.

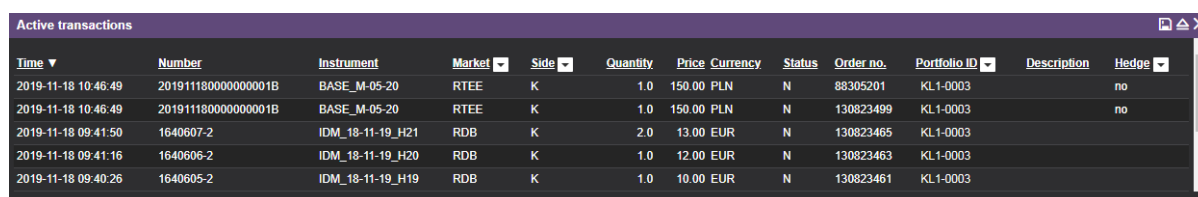**Orders with Pending status may not get cancelled.**

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| Deactivated | Applies to orders on IDM; the order has been deactivated because the instrument was deactivated by the market operator. Quotations are suspended; phase is set to CLSD and state as HIBE. After the trade is resumed the phase is changed to CONT and state to ACTI. Deactivated orders are not activated automatically. Orders with this status should be activated (using ✏ icon) or cancelled. |

Transactions

Transactions window is intended for downloading information on the transactions concluded on the same day. Using filters, the User can select the type of transactions to be displayed.

The following filters are available:

1) Market,
2) Side,
3) Portfolio ID.

Active transactions											
Time ▼	Number	Instrument	Market ▼	Side ▼	Quantity	Price Currency	Status	Order no.	Portfolio ID ▼	Description	Hedge ▼
2019-11-18 10:46:49	201911180000000001B	BASE_M-05-20	RTEE	K	1.0	150.00 PLN	N	88305201	KL1-0003		no
2019-11-18 10:46:49	201911180000000001B	BASE_M-05-20	RTEE	K	1.0	150.00 PLN	N	130823499	KL1-0003		no
2019-11-18 09:41:50	1640607-2	IDM_18-11-19_H21	RDB	K	2.0	13.00 EUR	N	130823465	KL1-0003		
2019-11-18 09:41:16	1640606-2	IDM_18-11-19_H20	RDB	K	1.0	12.00 EUR	N	130823463	KL1-0003		
2019-11-18 09:40:26	1640605-2	IDM_18-11-19_H19	RDB	K	1.0	10.00 EUR	N	130823461	KL1-0003		

Screen 13. Own transactions.

Statement of account

The *Statement* window is intended for downloading and displaying current status of the clearing account to which the logged-in User is linked [see: Screen 14].

The *Statement* window presents information in the following areas:

1) Finances,
2) Deposits,
3) Securities

Ad 1. Finances

a. **Transaction limit** – The limit defines the maximum value of a Bid order that can be placed by the Customer. It is the total of funds in the Customer's ordinary cash account increased by the outstanding receivables; this value also takes into account a possible Shortage as well as the funds frozen towards the current orders and the transactions not yet cleared.

b. **Ordinary cash account** – non-frozen cash assets. The sum accounts for funds frozen towards the current orders or the transactions not yet cleared.

c. **Receivables** – funds receivable from the Ask transactions that have not yet been cleared (receivables do not include proceeds from Ask transactions concluded during the same day).

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d. **Cash blocked for active orders & transactions not cleared yet** - funds frozen as security towards the orders and the transactions not yet cleared.

e. **Cash blocked for delivery settlement** - funds frozen as security towards the settlement of delivery on D+2 (where D is the day of delivery) resulting from transactions on the futures market.

f. **Shortage** - the amount by which the clearing account should be supplemented so as to secure the value of delivery on D+2.Where the Customer has failed to supplement the funds by 10:00 AM on the day immediately following DM's notifying him of the need to do so, during the day's trading session DM will start closing any of the Customer's positions in commodities (intervention closing).

g. **Cash blocked for substitute fee** - funds frozen to secure DM's performance of their obligations resulting from the supply of electricity and gas to end users.

h. **Security deposit** – fund frozen to secure correct performance of the obligations arising from trading transactions concluded as a result of an auction of agricultural and/or food commodity, required by the DM from the Customer placing the order to open an auction of sale.

Ad. 2 Deposits*

a. **Margin deposit required** – the total of initial and supplementary margin deposits securing the open positions in the EFM and GFM markets.

b. **Calculation of deposit** – time of the last calculation of margin deposit.

c. **Deposit factor** – factor increasing/decreasing margin deposits required to secure open positions on EFM and GFM markets in relation to the value required by Izba Rozliczeniowa Giełd Towarowych S.A. (IRGiT) [*Warsaw Commodity Clearing House].*

d. **Supplementary payment required** - the amount by which the account should be supplemented to make up an overdraft resulting from revaluation of the margin deposits securing open positions in the EFM and GFM markets.

e. **Intraday deposit correction** – funds additionally blocked for increase in margin deposits securing open positions in the EFM and GFM markets based on the last Intraday deposits calculation.

* Data are updated every day intra-day and after the trading session has been settled by IRGIT.

Ad.3 Securities*

a. **Total value of non-cash securities** - the total of non-cash margin deposits recognized by DM as a security towards open positions on the markets for commodity derivatives on the basis of a Guarantee Agreement entered by the Customer with Izba Rozliczeniowa Giełd Towarowych S.A. (IRGiT) [*Warsaw Commodity Clearing House*].

* Data are updated every working day after the trading session has been settled by IRGIT.

Screen 14. Security deposits display.

Positions

The *Positions* window is intended to display information on the current statuses of the commodities register. [see: Screen 15].

Screen 15. Register of commodities.

The *Proprietary Rights* table presents information on proprietary rights and agricultural and/or food commodities, split into:

      a. Available - proprietary rights or agricultural and/or food commodities that are available to the Customer - for example, they can be offered for sale. In the event that an Ask order is placed, they will become displayed as 'Frozen to secure orders'.

      b. Frozen to secure orders - proprietary rights or agricultural and/or food commodities frozen towards the Ask orders placed. If an Ask order is not executed, they will again become displayed as 'Available'.

c.   Blocked - proprietary rights that have been frozen for their redemption or agricultural and/or food commodities not submitted for Single-price system or Auction.

d.   Balance - the total of proprietary rights or agricultural and/or food commodities held by the Customer.

The *Open Positions* table is a register of positions open on the markets for electricity and gas instruments.

Messages

The *Messages* window displays the current exchange news. This window will pop up automatically when a new message is received or when the *News* option is selected in the contextual menu [see: Screen 16].

News		△ X
Time	**Content**	
22.01.2016 12:29:59	Closing RDBG5_22-01-16_H16 instrument	
22.01.2016 12:29:59	Closing RDB5_22-01-2016_H16 instrument	
22.01.2016 12:27:59	Instrument RDBG5_22-01-16_H16 will close in 120 seconds	
22.01.2016 12:27:59	Instrument RDB5_22-01-2016_H16 will close in 120 seconds	
22.01.2016 11:29:59	Closing RDBG5_22-01-16_H15 instrument	
22.01.2016 11:29:59	Closing RDB5_22-01-2016_H15 instrument	
22.01.2016 11:27:59	Instrument RDBG5_22-01-16_H15 will close in 120 seconds	
22.01.2016 11:27:59	Instrument RDB5_22-01-2016_H15 will close in 120 seconds	

Screen 16. Messages.

Market Monitor

The *Market Monitor* window is intended for viewing information on market transactions concluded [see: Screen 17]. Upon selecting 🖫 icon the data can be exported to an .csv file.

Market monitor			🖫△X
Time	**Instrument**	**Quantity**	**Price**
10:34:46	BASE_M-02-16	7,00	151.13
10:34:41	BASE_M-02-16	6,00	151
10:15:06	BASE_Y-17	7,00	149.64
10:15:06	BASE_Y-17	7,00	149.76
10:15:06	BASE_Y-17	6,00	149.88
10:15:06	BASE_Y-17	5,00	150
10:07:41	BASE_Y-17	6,00	151
10:07:41	BASE_Y-17	7,00	151.13
10:06:22	BASE_M-02-16	6,00	149.88
10:06:22	BASE_M-02-16	5,00	150
09:32:08	RDN6_23-01-2016_H02	1,00	100

PCR (Price Coupling of Regions)

PCR is the project of European Power Exchanges, accepted by KE and ACER, to develop a single price coupling solution to be used to calculate electricity prices across Europe respecting the capacity of the relevant network elements on a day-ahead basis. Within PCR project Single Order, enabling User to create a demand and/or supply curve for specific delivery hours and Block Order which consist of block of consecutive delivery hours can be placed.

Negative and positive volume values allow you to distinguish sales orders from purchase orders.

Placed orders always remain active until the end of the session. Cancellation of orders means modifying volumes to zero values. Modification of an order can be done by changing the price or volume.

1. The window *Single Order (PCR)* allows you to submit a new order containing the attributes described below [see: Screen 18].

Screen 18. Single Order (PCR). Set the order.

The first way to place an order is to manually configure the volume and price parameters in the table above.

The second method to create an order sheet is to download the template using the icon in the top right corner, which allows you to prepare order parameters and upload data to a sheet [see: Screen 19].

The third way is by selecting the *Advanced* button, which brings up a window allowing you to define the price and volume for all periods. As a result, the automatic generator creates a demand and/or supply curve and security values.

The order is placed after confirming the parameters with the button *Set the order.* An additional window will be opened to accept the order submitted. It also contains detailed information about the order value according to the indicated parameters [see: Screen 20].

Screen 19. Excel template.

Order confirmation for Single Order

> WARNING! Order exceeds the limits set in the selectors. Are you sure you want to place an order?

Transaction value before deducting commissions and other fees	44 280,00
Substitute fee	0,00
DM commission	31,00
Commission (POLPX, IRGIT, COR)	0,00
Transaction value after deducting commissions and other fees	44 311,00
Cash available	4 163 854,68

| Period	Hours	-2500	150	150,01	159,99	160	15000
1	00:00 - 01:00	10	10	0	0	-5	-5
2	01:00 - 02:00	10	10	0	0	-5	-5
3	02:00 - 03:00	10	10	0	0	-5	-5
4	03:00 - 04:00	10	10	0	0	-5	-5
5	04:00 - 05:00	10	10	0	0	-5	-5
6	05:00 - 06:00	10	10	0	0	-5	-5
7	06:00 - 07:00	10	10	0	0	-5	-5
8	07:00 - 08:00	10	10	0	0	-5	-5
9	08:00 - 09:00	10	10	0	0	-5	-5
10	09:00 - 10:00	10	10	0	0	-5	-5
11	10:00 - 11:00	10	10	0	0	-5	-5
12	11:00 - 12:00	10	10	0	0	-5	-5
13	12:00 - 13:00	10	10	0	0	-5	-5
14	13:00 - 14:00	10	10	0	0	-5	-5
15	14:00 - 15:00	10	10	0	0	-5	-5
16	15:00 - 16:00	10	10	0	0	-5	-5
17	16:00 - 17:00	10	10	0	0	-5	-5
18	17:00 - 18:00	10	10	0	0	-5	-5
19	18:00 - 19:00	10	10	0	0	-5	-5
20	19:00 - 20:00	10	10	0	0	-5	-5
21	20:00 - 21:00	10	10	0	0	-5	-5
22	21:00 - 22:00	10	10	0	0	-5	-5
23	22:00 - 23:00	10	10	0	0	-5	-5
24	23:00 - 00:00	10	10	0	0	-5	-5
	Sum	240,00	240,00	0,00	0,00	-120,00	-120,00

Close   Set the order

Screen 20. Order confirmation for Single Order.

From the *Single Order (PCR)* window you have the ability to perform operations on modification and cancellation orders.

2. Block Order window enables placing new order consisting of blocks of consecutive delivery hours with one price and the same or different volume [see: Screen 21]. One block may contain only buy or sale orders.
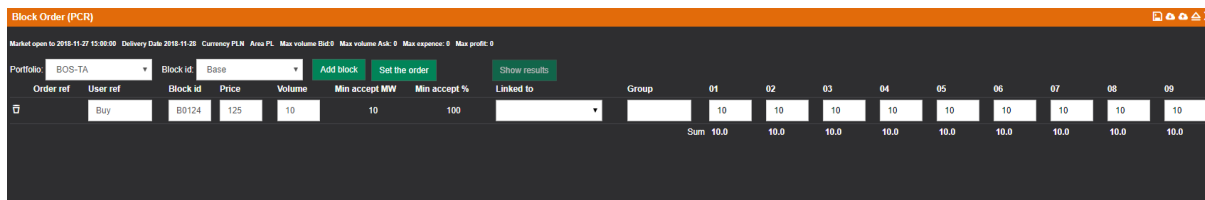
Screen 21. Block Order (PCR).

Using Add Block button you can add to Block Order a new block. Selecting specific Block Id creates a block with predefined range of hours set in the Block Id of the new block (i.e. B0124, B0822) which may be edited. In optional User ref field you can add own block description. You set the price and the volume of the block.

The second method to create a Block Order sheet is to download the template using the icon in the top right corner, which allows you to prepare order parameters and upload data to a sheet.

Entering in a Group field in two blocks an identical name will result in grouping those block to Group Block Order.

The order is placed after confirming the parameters with the button Set the order. An additional window will be opened to accept the order submitted. It also contains detailed information about the order value according to the indicated parameters [see: Screen 22].

Screen 22. Order confirmation for Block Order.

In Block Order window operations such as linking two blocks, modification or cancellation can be applied.

To link the block execution with the other block on the basis of parent order and children order, an exchange id of the parent order should be selected in *Linked to* field of the child order [see: Screen 23].

Removing a block from the Block Order is done by clicking [icon] icon.

Screen 23. Block Order with two linked blocks and a group order.

The Active Orders window presents a statement of orders from the current day [see: Screen 24]. Canceling the entire Block Order or Single Order is also possible from this window.

Screen 24. Active orders.

Trade results are presented in the following form [see: Screen 25]. Downloading the results to Excel sheet can be done by clicking the icon in the upper right corner. Presenting Block Order execution is done by clicking *Show results* button.


Screen 25. Trade results (PCR).

Capacity

Capacity window relates to IDM and displays information on transmission capacities available at the borders [see: Screen 26].

Delivery period	ELIA > PL	PL > ELIA	DK2 > PL	PL > DK2	ESO > PL	PL > ESO	FRE > PL	PL > FRE	HOPS > PL	PL > HOPS	TNG > PL	PL > TNG	PLC > PL	PL > PLC	TTG > PL	PL > TTG	TTN > PL
00-01	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
01-02	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
02-03	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
03-04	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
04-05	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
05-06	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
06-07	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
07-08	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
08-09	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
09-10	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
10-11	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
11-12	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
12-13	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
13-14	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
14-15	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
15-16	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
16-17	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
17-18	0.000	0.000	1000.000	1001.000	0.000	0.000	0.000	0.000	0.000	0.000	1000.000	1001.000	0.000	0.000	1000.000	1001.000	0.000
18-19	0.000	0.000	1000.000	1001.000	0.000	0.000	0.000	0.000	0.000	0.000	1000.000	1001.000	0.000	0.000	1000.000	1001.000	0.000
19-20	0.000	0.000	1000.000	1001.000	0.000	0.000	0.000	0.000	0.000	0.000	1000.000	1001.000	0.000	0.000	1000.000	1001.000	0.000
20-21	0.000	0.000	1000.000	1001.000	0.000	0.000	0.000	0.000	0.000	0.000	1000.000	1001.000	0.000	0.000	1000.000	1001.000	0.000
21-22	0.000	0.000	1000.000	1001.000	0.000	0.000	0.000	0.000	0.000	0.000	1000.000	1001.000	0.000	0.000	1000.000	1001.000	0.000
22-23	0.000	0.000	1000.000	1001.000	0.000	0.000	0.000	0.000	0.000	0.000	1000.000	1001.000	0.000	0.000	1000.000	1001.000	0.000
23-00	0.000	0.000	1000.000	1001.000	0.000	0.000	0.000	0.000	0.000	0.000	1000.000	1001.000	0.000	0.000	1000.000	1001.000	0.000
T00-01	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
T01-02	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
T02-03	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000

Screen 26. Capacity window.

Selecting connections for which information will be displayed is possible by selecting the Advanced button [see: Screen 27]. The list on the left shows a list of available connections, the field on the right presents the connections that are currently presented in the window. Clicking on the connection moves them between the fields. Filter fields allow you to search for a specific connection. With the Select all button you can select all connections and with the unmark all remove all from the selected list.
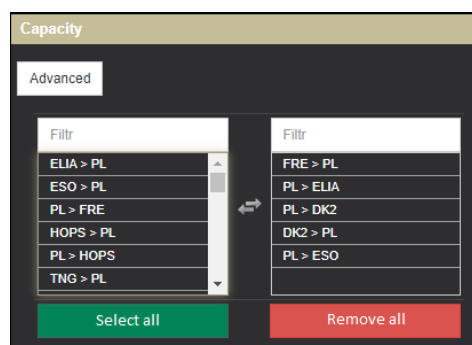
Screen 27. Selecting connections.

This Manual shall enter into force on 01 February 2024.