User Manual

Disclosures portal

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2 PUBLIC INTERFACES

2.1 Main page of disclosures portal

1. Enter the www.kozzetetelek.hu website address to the browser bar.

2. The browser takes you to the Közzétételek.hu safe channel (https://www.kozzetetelek.hu), where two main menu items are displayed, and the menu items set up by the administrators appear below them.

3. For a different language, click on the icon in the top right HU | EN corner.

   a. The 'HU' option displays the site in Hungarian.

   b. The 'EN' option changes the site to English, and automatically navigates you to the Capital market disclosures start page.

4. Click on the header of the menu on the left side to open the start page of Capital market disclosures.

   a. The portal takes you to the start page of Capital market disclosures sub-page.

5. Click on the header of the menu on the right side to open the start page of Fund disclosures.

   a. The portal navigates you to the sub-page of Fund disclosures.

6. Below the two main menus, the footer customised by the administrators is displayed.

2.2 Capital market disclosures

On the main page, if you click on the "Capital market disclosures" main option, the site will navigate you to the start page of Capital market disclosures, where capital market service providers, institutions and securities issuers publish their disclosures.

Responsibility statement

1. On the first viewing of Capital market disclosures, the portal displays the "Responsibility Statement", which has to be accepted in order to be able to view the contents of the site in Hungarian or in English.

2. For the acceptance of the responsibility statement, start the function on the bottom of the

   I Accept

   statement.

   a. Then the system closes the Responsibility statement, and remembers the date of storing the function.

3. At the end of the set idle time limit, the system displays the Responsibility statement again.

Start page – View capital market disclosures

1. Start the Start page menu item on the Capital market disclosures interface to view the latest 200 disclosures.

   a. Then the system displays the list of the 200 latest disclosures.

PUBLICATIONS 🖨

Initial page

Last 200 publications: 200 results [20 ▼] results per page

Date of publication	State	Publication concerned name	Document subject	Document type	Document subtype	Disclaimer Id	Follow up publication
28/06/2016 10:50:07	✓	Magyar Nemzeti Bank teszt intézménye	Teszt2	announcement concerning transformation of securities	announcement concerning transformation of securities	K2641/2016	Antecendents: K2639/2016
28/06/2016 10:48:27	✓	Magyar Nemzeti Bank teszt intézménye	Test	regular information	annual report	K2640/2016	
28/06/2016 10:46:40	✓	Magyar Nemzeti Bank teszt intézménye	Teszt	announcement concerning transformation of	announcement concerning transformation of	K2639/2016	Successions: K2641/2016

2. The list displays the following data for each package:

    a. Date of publication: date of publishing the disclosure.

    b. Public: display of the controlled or non-controlled status of the disclosure.

        i. ✓ In the case of technically checked disclosure

        ii. ⚠ In the case of disclosure not controlled by MNB

    c. Name of affected institution: name of institution affected in the disclosure.

    d. Subject of document: the value of the Hungarian or English field titled subject of document specified in the disclosure, according to the language settings of the interface.

    e. Document type: document type specified in the disclosure.

    f. Document subtype: document subtype specified in the disclosure.

    g. Detailed package data: the package identifier.

        i. In the case of a package received from the Recipient, the K-number generated by the Recipient.

        ii. In the case of a package sent through the SOS channel, the unique identifier generated by the ERA system.

        iii. On the administration interface, in the case of a disclosure published by MNB, the unique identifier generated by the portal.

    h. Related disclosure: unique identifier of events preceding or following the disclosure.

3. In order to modify the number of disclosures displayed on one page of the list, click on the roll-down list in the display items per page field.

[20 ▼] results per page

    a. The following values may be chosen in the field:

        i. 20: if selected, 20 items will be displayed per page in the list.

        ii. 30: if selected, 30 items will be displayed per page in the list.

        iii. 50: if selected, 50 items will be displayed per page in the list.

        iv. 100: if selected, 100 items will be displayed per page in the list.

4. You may use the pager below the list to page through the list.

a. In order to display the first page, click on the ⟪ icon.

b. In order to display the previous page, click on the ⟨ icon.

c. In order to display the next page, click on the ⟩ icon.

d. In order to display the last page, click on the ⟫ icon.

e. If you wish to turn to a specific page, enter the required value in field `2` / 10 , then press Enter.

    i. If an incorrect value is entered, an error message is displayed.

5. In order to print the contents of the list, start the 🖨 function.

    a. Then the print version of the list is displayed in a separate browser window.

6. The language of the page can be changed with the HU | EN function.

7. In order to return to the main page, start the 🏠 function.

    a. Then the system navigates you back to the main page.

Display detailed data of capital market disclosures

1. In order to display the detailed data of capital market disclosures, click on the number of the required disclosure package on the list of capital market disclosures.

    a. Then the detailed data of the given package is displayed.

2. In order to open the attached document, click on the "Megtekintés/View" button under the Document column, according to the language setting of the interface,

    a. Then a new browser window opens with the attached document of the selected disclosure.

3. Start the "Vissza/Back" function to navigate back to the Start page of Capital market disclosures.

    a. In the case of Hungarian language: To the 'Kezdőoldal" (Start page) menu item of Capital market disclosures

    b. In the case of English language: To the 'Initial page " menu item of Capital market disclosures

Capital market archives (this entry is only available with Hungarian language)

View capital market archives

Process:

1. In order to view the capital market archives, start the Capital market archives menu item on the Capital market disclosures interface.

2. The Capital market archives interface is displayed.

    a. Search interface: interface to search among disclosures in the capital market archives.

    b. List of disclosures included in the capital market archives.

Publikálás dátuma	Cím	Rovat	Rovat leírás	Terület	Terület leírás
1998.11.13. 0:00:00	Zwack Unicum Rt. megállapodást kötött	Tőkepiac	Állami Pénz- és Tőkepiaci Felügyelet	Társasági közzétételek	Rendkívüli tájékoztatások
1998.11.12. 0:00:00	Zwack Unicum Rt. 1998. III. negyedévi gyorsjelentés	Tőkepiac	Budapesti Értéktőzsde	Társasági közzétételek	Közzétételek
1998.04.29. 0:00:00	Zwack Rt. közgyűlési hat.	Tőkepiac	Állami Pénz- és Tőkepiaci Felügyelet	Társasági közzétételek	Rendkívüli tájékoztatások
1999.03.16. 0:00:00	Zillich István üzletkötő kereskedési jogának visszavonása	Tőkepiac	Állami Pénz- és Tőkepiaci Felügyelet	Társasági közzétételek	Rendkívüli tájékoztatások

3. Click on the required disclosure to view the full disclosure.

    a. Then the selected disclosure opens, and the full contents of the disclosure are displayed.

4. In order to modify the number of disclosures displayed on one page of the list, click on the roll-down list in the display items per page field.

5. Click on the pager below the list to page through the list.

6. In order to sort the data of the list, click on the name of the column based on which you wish to perform the sorting.

Search in the capital market archives

Process:

1. The search interface of the archives may be used to perform searches in the capital market archives.

    a. The required phrase: free-text field

> > > i.   When this field is entered, only those capital market disclosures are displayed in the result list, for which the text of the disclosure contains the given value.

> > b.   Type of search: roll-down list

> > c.   Date of publication: this is where you may enter the time interval in which the date of publication of disclosures you want to filter for should be.

> > d.   Box: roll-down list

> > > i.   When this field is entered, only those capital market disclosures are displayed in the result list, for which the disclosure box field contains the given value.

> > e.   Area: roll-down list

> > > i.   When this field is entered, only those capital market disclosures are displayed in the result list, for which the area field of the disclosure contains the given value.

> 2.   In order to perform the search, start the **Keresés** function.

> > a.   As a result of the search, only those disclosures will be displayed in the list which meet all the filtering conditions.

> 3.   In order to delete the search conditions, start the **Mezők törlése** function.

> > a.   Then all the previously entered search conditions are deleted.

Short selling deals

Short selling deals data

Process:

1.   In order to view the brief information on the Short selling decree, start the Short Selling deals data menu item.

2.   The text entered by administrators will be displayed.

SSR Inquiry interface

Process:

1.   In order to inquire the SSR deals, start the Inquiry interface function under the Short Selling deals data from the Capital market disclosures interface menu.

2.   The inquiry interface of SSR deals is displayed.

> a.   Search: the interface to search SSR deals.

> b.   List of SSR transactions.

Date of publication	Position holder	Position ∧	Share name	ISIN
19/12/2012	Erste Befektetési Zrt.	0.00	Synergon részvény	HU0000069950
03/07/2014	Lansdowne Partners Limited	0.00	OTP Bank részvény	HU0000061726
19/03/2015	Fir Tree, Inc.	0.00	OTP Bank részvény	HU0000061726
14/03/2016	Maverick Capital, Ltd.	0.00	OTP Bank részvény	HU0000061726

3.   In order to modify the number of disclosures displayed on one page of the list, click on the roll-down list in the display items per page field.

20 ⌄ results per page

4. Click on the pager below the list to page through the list.

« ‹ 1 / 3 › »

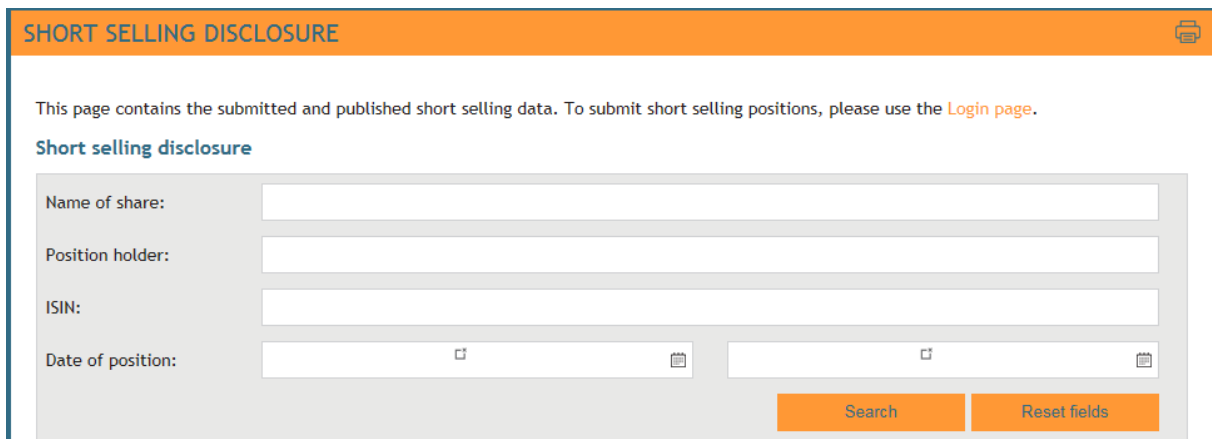5. In order to export the list in excel format, click on the **Export** function.

    a. Then the SSR deals displayed in the list are exported to an Excel file.

6. In order to sort the data of the list, click on the name of the column based on which you wish to perform the sorting.

Search among SSR deals

Process:

1. Enter the search filter conditions for a search among SSR deals.

SHORT SELLING DISCLOSURE

This page contains the submitted and published short selling data. To submit short selling positions, please use the Login page.

Short selling disclosure

Name of share:	
Position holder:	
ISIN:	
Date of position:	

Search   Reset fields

    a. Name of securities: field for searching on the basis of the name of the securities.

        i. Only those SSR deals are displayed in the list for which the name of the securities contains the value specified in the field.

    b. Name of position owner: field for searching on the basis of the name of the position owner.

        i. Only those SSR deals are displayed in the list for which the name of the position owner contains the value specified in the field.

    c. ISIN code: field for searching on the basis of the ISIN code of the securities.

        i. Only those SSR deals are displayed in the list for which the value specified in the field is included in the ISIN code.

2. In order to perform the search, start the **Search** function.

    a. As a result of the search, only those disclosures will be displayed in the list which meet all the filtering conditions.

3. In order to delete the search conditions, start the [Reset fields] function.

    a. Then all the previously entered search conditions are deleted.
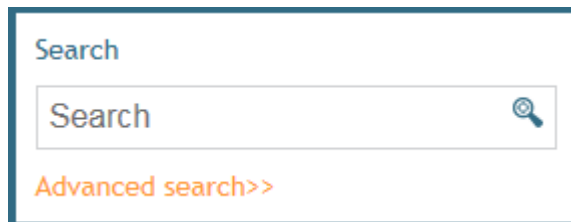
Reporting interface

Process:

1. Access the SSR reporting interface by clicking on the "Reporting interface" submenu of the Short Selling deals menu item.

2. The SSR reporting interface is displayed, and it is used as in previous operation.

Use of search function of capital market disclosures

Use of simple search

Process:

1. In order to search capital market disclosures, click on the Search filed on the capital market disclosures interface.

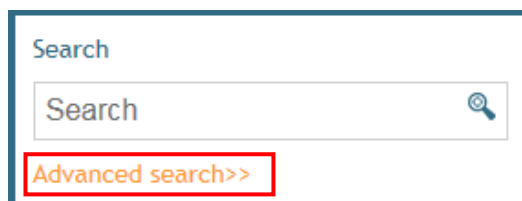2. For this search, enter at least 3 characters, then press Enter or start the 🔍 icon.

    a. Then those capital market disclosures will be listed for which any of the following fields contain the value entered in the search.

        i. Name of affected institution

        ii. Subject of document

        iii. Type of document

        iv. Sub-type of document

        v. Detailed package data (package identifier)

Use of detailed search

Process:

1. For a search on the basis of the detailed data of capital market disclosures, start the 'Detailed search' link below the search field on the capital market disclosures interface.

2. The detailed search interface is displayed:

3. Enter the filtering conditions as follows:

   a. Type of institution: use the tick boxes to specify the institution type(s) you wish to filter for.

   Note: When several institution types are selected, the list displays those institutions whose institution type corresponds to one of the entered values.

   b. Institution data:

      i. State: Use the roll-down list to select the state you wish to filter for.

      ii. Name/Master number: Use the free-text field to enter the name or the master number of the specific institution you want to filter for.

   c. Document information:

      i. Document type: select the required document type from the roll-down list.

      ii. Document sub-type: select the required document sub-type from the roll-down list.

      iii. Subject of document: Use the free-text field to enter the specific document subject you wish to filter for.

      iv. Language of document: select the required document language from the roll-down list.

      v. Contents of document: Use the free-text field to enter the term you want to filter for within the contents of the document.

      vi. Date of document: Use the date selection fields to enter the time interval of disclosures you wish to filter for.

4. To perform the search, start the [Search] function.

   Note: Capital market disclosures are listed when the specified filtering conditions are all met. Obviously, in the case of fields where multiple values may be entered, the meeting of only one value from the possible values of the field is considered (e.g. institution type).

5. In order to delete the filtering conditions, start the [Reset fields] function.

   a. Then all the previously entered search conditions are deleted.

6. In order to get the print image of the list, start the [🖶] function.

   a. Then the print image of the filtered list is displayed in a new browser window.

2.3 Voluntary mutual insurance funds disclosures

This function is not available in English, in case of you would like to use it, please navigate to the relevant menu entry on Hungarian site. Information for usage of "Fund disclosures" are found in the Hungarian user manual.