# Detailed Rules for Training and Examinations Organised by Towarowa Giełda Energii S.A.

*The consolidated text of these Detailed Rules for Training and Examinations Organised by Towarowa Giełda Energii S.A. constitutes an appendix to the Resolution of the Management Board No 340/46/20 of 22.09.2020 and is effective as of 22.09.2020*



Warsaw, 22.09.2020

## Contents

# I. General Provisions.

§ 1.

1. The purpose of this document is to set out the principles and procedure for training and examinations activities carried out by Towarowa Giełda Energii S.A. for persons who are to act as TGE Brokers on the markets operated by the Exchange within the framework of:
   - Commodities Market
   - Organised Trading Facility
   - Financial Instruments Market

   and other persons indicated by the Exchange Member (hereinafter collectively referred to as "Training Participants").
2. The following abbreviations are used in the document:
   - Exchange Member – means an entity that has the status of an Exchange Member on the Commodity Market or an Exchange Member on the FIM;
   - OTF Member – means an entity that has the status of an OTF Member on the Organised Trading Facility
   - TGE Broker – means a person representing the Exchange Member or OTF Member in transactions, employed by the Exchange Member or OTF Member or being a member of their authorities, who fulfils the requirements and is authorised to undertake the activities described in the CM Rules, OTF Rules and FIM Rules;
   - OTF – means the Organised Trading Facility;
   - CM – means the Commodity Market;
   - FIM – means the Financial Instruments Market;
   - OTF Rules – means the Trading Rules for the Organised Trading Facility operated by Towarowa Giełda Energii S.A.;
   - FIM Rules – means the Trading Rules for the Financial Instruments Market operated by Towarowa Giełda Energii S.A.;
   - CM Rules – means the Trading Rules for the Commodity Market operated by Towarowa Giełda Energii S.A.;
   - IT System of the Exchange – means the electronic communications system, including all relevant hardware and software, and specifically the dedicated computer application that facilitates the trading on the CM, FIM and OTF;
   - TGE, Exchange – means Towarowa Giełda Energii S.A.,
   - Trading Participant - means the Exchange Member or the OTF Member;
   - Detailed Rules – means the present document setting out the rules and procedure for training and examination activities carried out by Towarowa Giełda Energii.
   - On-line meeting - meeting conducted via means of communication at a remote location.

§ 2.

1. The Exchange shall organise mandatory theoretical knowledge training concluded with an examination for individuals who are to act as TGE Brokers.
2. In the event of a significant change concerning the trading on the markets operated by TGE, the Exchange may conduct additional mandatory training for persons holding a TGE Broker's certificate.
3. The Exchange shall exercise sole discretion in defining the content, method and form of the training courses referred to in sub-paragraph 2, including the conditions for their successful completion. The following regulations shall apply to the additional mandatory training only if the Exchange so decides.
4. In addition to the training referred to in paragraphs 1 and 2, the Exchange may organize:
   a) non-mandatory training concerning the practical operation of the Exchange's IT systems. The training shall be carried out using a test system to which the Participant of the training shall obtain access. The training shall concern the practical application of the topics described in § 7(1)(g) of these Detailed Rules.
   b) optional training for interested representatives of the Exchange Members or OTF Members or other entities, provided that the Exchange has the technical and organizational capacity to carry out such training. The costs of and procedure for carrying out optional training shall be agreed on a case by case basis TGE and the interested entity.

§ 3.

The individuals who are to act as TGE Brokers may be allowed to represent the Exchange Member or OTF Member in the transactions subject to prior completion of mandatory training and positive result of the final examination.

# II. Timing and venue of training and examinations.

§ 4.

1. The Exchange shall decide on the form of the mandatory training and examination. A stationary form or an on-line meeting is allowed. The Exchange shall announce the date of the mandatory training, referred to in § 2.1, to the public at least 14 days in advance, indicating, at the same time, the date of the examination.
2. The Exchange reserves the right to resign from conducting the training within a period of 7 days before its specified date. The fee paid for participation in the training and examination is refundable. The Exchange does not cover other costs incurred in connection with the application for the training, including travel and accommodation costs.

3. Together with the date of the mandatory training and examination, the Exchange shall announce the form in which they will be conducted in accordance with paragraph 1. The Exchange reserves the right to change the form of conducting training and examination at any time.
4. The Training Participant shall be obliged to take the examination at the designated date. Upon the request of the Participant, they may take the examination at a different time, subject to a consent of the Exchange.
5. The dates of other trainings organized by TGE shall be agreed on a case by case basis between TGE and the party, at the request of which the training is to be organized.

§ 5.

1. The mandatory training and examinations shall be held in principle at the headquarters of the Exchange, subject to on-line meetings. The Exchange may indicate another place to conduct the training and examination.
2. Upon the request of the Exchange Member, in particularly justified cases and subject to the approval of the Exchange, the training and examination may be held at the place indicated by the Exchange Member, provided that at least 5 Participants are registered.

# III. Registration for training and examination.

§ 6.

1. The Participants shall be registered for training and/or examination by the Exchange Member, OTF Member or an entity that is in the process of applying for the membership in the Exchange or OTF, i.e. after the submission of the application for the membership, in accordance with the standard forms approved by the Exchange Management Board.
2. The registration for mandatory training and examination shall be made on the basis of an Application, the form of which is enclosed as Appendix 1 hereto.
3. The registration for mandatory training and examination shall be made on the basis of an Application, the form of which is enclosed as Appendix No. 2 hereto.
4. The Application for training and/or examination must be submitted not later than 7 (seven) business days before the date of the training.
5. The acceptance of the registration for training/examination shall be conditional on the payment of the fee referred to in § 20 of this document, not later than 7 days before the date of the training/examination.
6. In exceptional situations the Exchange may waive the time limits set forth in clauses 4 and 5, provided that it has the technical and organizational capacity for the training Participant to join the training group. Then the deadline for submission of the Application and payment of the fee shall be agreed on a case by case basis between TGE and the applicant.

7. In case of a negative examination result, it shall be necessary to submit again an Application for examination in the form of Appendix 1 hereto, and to pay the fee referred to in § 20 hereof.
8. The Exchange may limit the number of Participants of training or examination due to technical and organisational reasons. In such case, the qualification of candidates for training or examination shall be made depending on the receipt of the registration form by TGE.

# IV. Rules and procedure for conducting training ending with an examination for candidates for TGE Brokers.

§ 7.

1. The mandatory theory knowledge training covers the following thematic scope: Trading Rules for the Commodities Market of Towarowa Giełda Energii S.A.;
   a) Trading Rules for the Organised Trading Facility of Towarowa Giełda Energii S.A.;
   b) Trading Rules for the Financial Instruments Market of Towarowa Giełda Energii S.A.
   c) Rules for of the Certificates of Origin Register;
   d) Detailed rules governing the operation of the Exchange Member / OTF Member on the markets operated by TGE;
   e) Generally applicable legal regulations which govern the functioning of the markets operated by TGE,;
   f) Questions concerning the operation of TGE's trading systems, including specifically:
      i. order posting;
      ii. order modification;
      iii. the use of the kill function, including the cancellation of orders;
      iv. collection of information on orders and transactions;
      v. personalisation of the settings of trading applications, in particular preventing the transfer of erroneous orders (order limit settings);
   g) Reporting requirements including the fundamentals of the use of a dedicated application;
   h) questions related to transaction clearing on a commodity exchange;
   i) Fundamental security aspects related to the use of IT systems.

2. The Exchange reserves the right to modify the thematic scope of the training and the content of the training materials. The modification does not concern the subjects, which are covered by the exam.
3. The list of regulations and legal provisions applicable to the training Participants, which are referred to above shall be published by the Exchange on a public website.
4. The Exchange shall publish the minimum hardware requirements and technical parameters that should be disposed by the participant of an online meeting.

5. The materials provided to the participant before and during the training, as well as the content of examination questions, may not be processed, shared, distributed or used for any other purpose than the preparation and approach to the final examination.
6. It is not allowed to record the training organized by the Exchange, as well as the materials presented thereon, by using sound or image recording devices.
7. The Exchange determines the organizational rules of participation in the training and the examination and provides them by e-mail to the participants of the training / examination and presents them to the participants during the start of the training / examination. Failure to comply with the above rules may result in removing the Participant from the above meeting. In such a situation the fee for participation in the training/examination is not refundable.
8. The provision of equipment for participation in the training conducted in the form of an on-line meeting is at the Participants' discretion.
9. In case of violation by the Participant of the provisions set forth in these Detailed Rules, the Exchange shall have the right to demand compensation on the principles consistent with the generally applicable law.

§ 8.

To complete the training, the Participant shall take examination carried out by the Exchange. The participation of Participants registered by the Exchange Member, OTF Member or entity applying for membership shall be mandatory. The successful passing of the examination entitles the representative of an Exchange Member or OTF Member, or the entity applying for the membership to be entered on the list of TGE Brokers.

## V. Examinations.

§ 9.

1. Examination may be taken by individuals who attended the mandatory theoretical knowledge training and were registered for the examination by an Exchange Member, OTF Member or entity applying for membership in accordance with § 6(1).

§ 10.

1. The examination is to assess the knowledge of the training topics specified in § 7.
2. The examination is in form of a test and shall take 80 minutes.
3. The examination sheet contains 50 questions
4. The examination is divided into 4 topical sections:
   a) General quotation rules and regulations prevailing on TGEł
   b) Commodity Market;
   c) Organised Trading Facility;

d) Financial Instruments Market.

5. For each correct answer, the Participant shall receive 1 point.
6. In order to pass the examination the training Participant has to achieve at least 30 points and a minimum of 60 % of the correct answers for each part indicated in clause 4.
7. The Examination Committee Chair or a person appointed by the Chair presents to Participants the organizational rules of participation in the examination before it begins. Failure to comply with the above rules may result in removing the Participant from the examination. In such a situation the fee for participation in the examination shall not be refunded.

§ 11.

The training and examination shall be delivered in Polish or in English. When setting the date of training and examination, the Exchange shall indicate the language in which it will be delivered.

## VI. Examination Committee

§ 12.

1. The Exchange Management Board shall appoint individuals who can be members of the Examination Committee supervising the examination, as well as the Appeals Committee to consider any appeals of the examinees against the exam result.
2. The work of the Examination Committee shall be directed by a Committee Chair appointed by the Exchange Management Board. The Chair shall be authorised to designate her Deputy from among the persons who may be members of the Examination Committee.
3. The Examination Committee shall be composed of at least 2 persons and not more than 4 persons designated by the Examination Committee Chair from among the persons appointed by the Exchange Management Board.
4. The Appeals Committee shall be composed of 3 persons appointed by the Exchange Management Board. The work of the Appeals Committee shall be directed by the Appeals Committee Chair appointed by the Exchange Management Board.
5. In case of examinations organised outside of the offices of the Exchange, the correct execution of the examination shall be supervised by a person designated by the Chair of the Examination Committee.

§ 13.

1. the Examination Committee Chair or a person indicated by the Chair shall verify the identity of the persons taking the examination on the basis of the identity card or other document confirming their identity.

2. The persons whose identity will not be checked for reasons beyond the control of TGE will not be allowed to take the examination or, with the consent of the Examination Committee Chair/the person appointed by the Chair, will be allowed to take the examination conditionally and will confirm their identity after the end of the examination, in accordance with the rules set by the Examination Committee. In such a situation, the examination submitted by a Participant will only be marked if the Examination Committee Chair or a person appointed by the Chair deems that the confirmation of identity, after the examination, has been successful.
3. Any Participant of the examination that uses somebody else's assistance, or provides such assistance, uses unauthorised aids or causes disturbance during the examination may be expelled from participation in the examination by the Examination Committee. In such case, the examination form of the expelled Participant of the examination will not be scored and such expelled Participant shall not be entitled to any claims against the Exchange on the grounds of their expulsion from the examination.

## VII. Examination results and appeal procedure.

§ 14.

The results of the examination shall be announced in the offices of the Exchange or communicated by email to the address indicated in the Application form enclosed as Appendix No. 1 hereto within five (5) business days of the date of examination.

§ 15.

A positive result of the examination shall be certified with a TGE Broker's certificate authorizing the representative of the Exchange/OTF Member to be entered on the list of TGE Brokers and to represent the Exchange/OTF Member in transactions entered into on the markets operated by TGE, after fulfilling other requirements specified in the regulations applicable on the aforementioned markets.

§ 16.

1. The examinee may appeal to the Appeals Committee against the result of the examination within two (2) business days of the announcement or receipt of the result.
2. During the period allowed for lodging an appeal, the examination test may only be made available to the examinee at the offices of the Exchange.
3. The appeal must be lodged in writing and contain justification.
4. The Appeals Committee shall consider any appeals within seven (7) business days of the lapse of the deadline for lodging appeals.
5. The decision of the Appeals Committee shall be final.

# VIII. Final provisions.

§ 17.

1. The Exchange shall keep a list of persons who have passed the exam and hold the TGE Broker's certificate.
2. A holder of the TGE Broker's certificate, designated to represent an Exchange Member or an OTF Member in Transactions on TGE shall be required to have an active "Trader" access to the IT System of the Exchange.

§ 18.

1. Prior to being entered on the list of TGE Brokers, the person indicated by the Exchange Member or OTF Member to represent them in transactions shall be required to attend the mandatory training referred to in § 2(1) hereof and pass the examination, if:
   a) more than 12 months have elapsed since the date of deactivation of the access of that person to the IT System of the Exchange on the basis of a notification by the Exchange Member or the OTF Member, until the date of submission of the application for creation of new access to the IT System of the Exchange for that person, or
   b) more than 12 months passed between the date of the examination and the date of the entry on the list of persons representing the Exchange Member or OTF Member in transactions.
2. The Exchange recognizes that in situations described in sub-paragraph 1(a) or 1(b) above, the TGE Broker's Certificate is no longer valid.

# IX. Transitory provisions

§ 19.

a) The rights to conclude transactions on the CM/FIM of persons holding a valid Exchange Broker's Certificate on the CM /or Exchange Broker's Certificate on the FIM, subject to sub-paragraph expired on the date of commencement of trading on the OTF, i.e. 1 May 2020.Until 30 April 2021, persons whose Exchange Broker's Certificate on the CM /or Exchange Broker's Certificate on the FIM has not expired (in accordance with the rules in force on the day of its issue) may acquire TGE Broker's rights and represent Exchange/OTF Members in transactions, if the person will:take part in supplementary training, in the form and according to the rules specified by the Exchange, and
b) provide evidence of the completion of the training referred to in point a) above, in accordance with the requirements specified by the Exchange. The form of the above-mentioned declaration is provided in Appendix No. 3 hereto. The declaration may be submitted in hard

copy at the TGE's office or in electronic form in the form of a scan to the address bcg@tge.pl not later than the expiry date of the Exchange Broker's Certificate on the CM /or the Exchange Broker's Certificate on the FIM.

# X. Training and examination price list.

§ 20.

1. The training and examination for individuals who are to act as TGE Brokers on the CM and additional training in the practical use of the Exchange's trading systems shall be subject to the following fees:

| No. | Description of the fee | Fee (excl. VAT) |
|---|---|---|
| 1. | Fees for mandatory theory knowledge training | PLN 1,200 / person |
| 2. | Examination fee | PLN 1000 / person |
| 3. | Fee for non-mandatory training concerning the practical operation of the Exchange's trading systems (optional training) | PLN 600 / person |
| 4. | Additional fee for holding the training outside of the offices of the Exchange in the territory of Poland | calculated based on the costs estimated by the Exchange but not less than PLN 2,000 |
| 5. | Additional fee for holding the training outside of the offices of the Exchange in the territory of Europe | calculated based on the costs estimated by the Exchange but not less than PLN 6,000 |

2. The fees specified in items 4 and 5 of the above table:
   a) shall constitute an additional fee resulting from the necessity to hold the training or examination outside of the offices of the Exchange;
   b) shall be set based on the estimated travel and accommodation expenses for the representatives of the Exchange but in any case shall not be lower than the amount indicated in the above table;
   c) shall be presented for approval to the entity requesting the training referred to in § 6(1) to be held, provided that the proposal shall be valid for 3 business days of the presentation of such estimate. In case when no decision is made within the set time limit, the expenses shall be calculated again and presented for approval,
   d) shall be paid on the basis of a proforma invoice issued by the Exchange, by the due date indicated in the invoice;

e) shall not be reimbursable in case of resignation from the training or change of its date at the request of the Applicant.

3. The above fees shall be subject to Value-Added Tax (VAT) at the rate of 23%.
4. The fee for training/examination should be paid not later than seven (7) days before the date of the training / examination to the bank account of Towarowa Giełda Energii S.A.:

   Bank PEKAO S.A PL21 1240 6292 1111 0010 8955 3012

   SWIFT: PKOPPLPW

5. In case when the Participant cancels her participation in the training/examination at a later date than seven (7) days before the training/examination date, the fee shall not be refundable. In a particularly justified situation and with the consent of the Exchange the Participant may be assigned to another date of the training and the fee paid is then counted towards the participation in the training at another date.

## XI. TGE's liability.

1. In connection with participation in trainings and examinations organized by TGE, the Exchange shall not be responsible for:
   a) damage caused by force majeure, riots, acts of war and natural phenomena, pandemics, hacking attacks or for defects in the information system, power cuts or Internet availability.
   b) personal or material damage, including loss or destruction of Participant's belongings.
   c) damages related to the stay at the hotel and/or the commute for training/examination.
2. The training materials provided to the Participant shall be used solely for the purposes related to the preparation for the examination, shall not constitute the basis for operation on the Exchange and shall not constitute the basis for making any claims against TGE.
3. Any liability of the Exchange towards the Participant, related to the conduct of training and examination, shall be limited solely to wilful misconduct.
4. Any disputes arising from participation in the training shall be settled before the court competent for the headquarters of the Exchange.

## XII. List of related regulations.

1. Trading Rules for the Commodities Market of Towarowa Giełda Energii S.A.
2. Trading Rules for the Organised Trading Facility of Towarowa Giełda Energii S.A.
3. Trading Rules for the Financial Instruments Market of Towarowa Giełda Energii S.A.

## XIII. List of Appendices.

1. Appendix No. 1. Application for participation in training / examination* for candidates for TGE Brokers
2. Appendix No. 2 Application for participation in training on the practical use of trading systems.
3. Appendix No. 3 Certificate of completion of training.

**Appendix No. 1 Application for training / examination* for candidates for TGE Brokers**

Details of the Participant of training / examination *

.......................................................................................................................................................
*Name and surname of the Participant*

.......................................................................................................................................................
*Email* *Phone*

The controller of the personal data shall be Towarowa Giełda Energii S.A. having its registered office in Warsaw 00-498, ul. Książęca 4. Książęca 4, 00-498 Warszawa, phone: + 48 22 341 99 12, tge@tge.pl

The data will be processed in accordance with Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (General Data Protection Regulation) for the purposes of organising training for candidates for TGE Brokers and to maintain the list of persons who have passed the relevant examination and hold the TGE Broker's certificate.

The processing of data is necessary for the performance of a contract** (Article 6(1)(b) of the General Data Protection Regulation).

The provision of data is a condition for the performance of the contract, and the failure to provide the data will preclude the contract execution.

The data shall be processed until the settlement of financial costs resulting from the concluded contract and the prescription of any possible claims of the training participants. With respect to the list of TGE Brokers, the data shall be processed for no longer than for 5 years from the beginning of the year following the financial year in which the brokerage licence of the person concerned expires.

Every person shall have the right to request access to, rectification, erasure, restriction of processing and the transfer of his or her personal data. Every person shall have the right to object to the processing of his or her personal data, lodge a complaint with the supervisory authority and withdraw their consent at any time without affecting the lawfulness of processing carried out on the basis of the consent prior to its withdrawal.

Any inquiries or requests related to the processing of personal data by TGE should be sent to the following e-mail address: daneosobowe@tge.pl.

By signing, I confirm that I have familiarized myself with the Detailed Rules of Training and Examinations Organised by Towarowa Giełda Energii S.A. and I undertake to comply with the regulations in force on the Exchange within the scope of participation in the trainings organized by the TGE.
I confirm meeting of the minimum hardware and technical requirements, published on the official website of TGE, necessary for participation in the training organized as an on-line meeting.

..........................................................................
*/legible signature of the Participant/*

The details of the Exchange Member, OTF Member or the entity applying for membership to be represented by the Participant:

.......................................................................................................................................................
*Name and address of the institution designating the Participant*

.......................................................................................................................................................
*Business e-mail address* *Business phone number*

Information clause of TGE

for persons authorised to represent the entity and persons indicated as business contacts

Information concerning the processing of personal data by Towarowa Giełda Energii S.A. in connection with the requirements of Articles 13 and 14 of Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (General Data Protection Regulation)(hereinafter "GDPR").

The controller of the data of the persons authorized to represent the entity and the persons indicated as business contacts is Towarowa Giełda Energii S.A. (TGE), ul. Książęca 4, 00-498 Warszawa, phone: +48 22 341 99 12, tge@tge.pl.

The scope of personal data to be processed by TGE includes the name and surname, business e-mail address, business telephone number and position, and in case of persons authorized to represent the entity – the name, surname, position and data contained in the current excerpt from the relevant register, or the data contained in the power of attorney.

The personal data of persons authorised to represent the entity and the data of persons indicated as business contacts will be processed by TGE according to Article 6(1)(f) GDPR, i.e. on the basis of a legitimate interest of the controller which is to verify the correct representation of the entity in connection with a declaration of will being made, exchanging communication in connection with the conclusion or performance of a contract, maintaining and developing business relations, or asserting, pursuing or defend oneself against possible claims. The recipients of the data may include entities engaged in the processing of personal data on behalf of TGE in connection with the services provided to TGE, e.g. consulting and IT services.

The personal data will be processed during the term of the agreement between TGE and the counterparty, and then stored for the time required to finalise settlements and to assert, pursue or defend any claims.

Every person has the right to request access to, rectification, erasure, restriction of processing and the transfer of his or her personal data. Every person has the right to object to the processing of personal data to the extent that the processing of personal takes place on the basis of a legitimate interest of the Controller. Every person has the right to lodge a complaint against the processing of his/her data with the President of the Personal Data Protection Office.

The indication of persons authorised to represent the entity is required as a condition to the execution of the contract. The provision of the data of persons indicated as business contacts is voluntary but a failure to provide such data will impede communication and contact with the counterparty in connection with the contract.

Any inquiries or requests related to the processing of personal data by TGE should be sent to the following e-mail address: daneosobowe@tge.pl.

By signing below I declare that I have read the information clause of the administrator

| | |
|---|---|
| ............................................. | ........................................................................... |
| *(place and date)* | *(signature of the contact person)* |
| ............................................. | ........................................................................... |
| *(place and date)* | *(signature of Applicant's representative)* |

The participation in the training and admission to the examination shall be conditional on sending a duly completed Application together with a confirmation of the payment of full fees due for the training and/or examination. **Note: The participation in the examination shall only be possible upon presentation of a document confirming identity. The original copy of the application should be delivered to TGE not later than on the date of the training/examination.**

** delete if not applicable*

*** The contract consists in the performance of a training service for candidates for TGE Brokers.*

**Appendix No. 2 Application for participation in training on the practical use of trading systems.**

Details of the training participant:

.....................................................................................................................................................

*Name and surname of the Participant*

.....................................................................................................................................................

*Email* *Phone*

The controller of the personal data shall be Towarowa Giełda Energii S.A. having its registered office in Warsaw 00-498, ul. Książęca 4. Książęca 4, 00-498 Warszawa, phone: + 48 22 341 99 12, tge@tge.pl. Contact regarding the processing of personal data by TGE: daneosobowe@tge.pl.

The data shall be processed in accordance with Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (General Data Protection Regulation).

Your data shall be processed for the purposes of organizing training in the practical operation of the IT systems of the Exchange (Article 6.1(b) of General Data Protection Regulation) and keeping records of persons who have completed the training, based on the legitimate interest of the controller (Article 6(1)(f) of the General Data Protection Regulation).

The processing of data is necessary for the performance of a contract* (Article 6(1)(b) of the General Data Protection Regulation). The provision of data is a condition for the performance of the contract, and the failure to provide the data will preclude the contract execution.

The data shall be processed until the settlement of financial costs resulting from the concluded contract and the prescription of any possible claims of the training participants.

Every person shall have the right to request access to, rectification, erasure, restriction of processing and the transfer of his or her personal data. Every person shall have the right to object to the processing of his or her personal data, lodge a complaint with the supervisory authority and withdraw their consent at any time without affecting the lawfulness of processing carried out on the basis of the consent prior to its withdrawal. Every person shall have the right to object to the processing of his or her personal data on the basis of the legitimate interest of the controller.

Any inquiries or requests related to the processing of personal data by TGE should be sent to the following e-mail address: daneosobowe@tge.pl.

By signing, I confirm that I have familiarized myself with the Detailed Rules of Training and Examinations Organised by Towarowa Giełda Energii S.A. and I undertake to comply with the regulations in force on the Exchange within the scope of participation in the trainings organized by the TGE.
I confirm meeting of the minimum hardware and technical requirements, published on the official website of TGE, necessary for participation in the training organized as an on-line meeting.

.......................................................................

*Date and signature of the Participant*

Details of the Exchange Member or entity applying for membership:

.....................................................................................................................................................
*Name and address of the institution designating the Participant*

.....................................................................................................................................................
*(Business) email address* *(Business) phone number*

Information clause of TGE

for persons authorised to represent the entity and persons indicated as business contacts

Information concerning the processing of personal data by Towarowa Giełda Energii S.A. in connection with the requirements of Articles 13 and 14 of Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (General Data Protection Regulation)(hereinafter "GDPR").

The controller of the data of the persons authorized to represent the entity and the persons indicated as business contacts is Towarowa Giełda Energii S.A. (TGE), ul. Książęca 4, 00-498 Warszawa, phone: +48 22 341 99 12, tge@tge.pl.

The scope of personal data to be processed by TGE includes the name and surname, business e-mail address, business telephone number and position, and in case of persons authorized to represent the entity – the name, surname, position and data contained in the current excerpt from the relevant register, or the data contained in the power of attorney.

The personal data of persons authorised to represent the entity and the data of persons indicated as business contacts will be processed by TGE according to Article 6(1)(f) GDPR, i.e. on the basis of a legitimate interest of the controller which is to verify the correct representation of the entity in connection with a declaration of will being made, exchanging communication in connection with the conclusion or performance of a contract, maintaining and developing business relations, or asserting, pursuing or defend oneself against possible claims. The recipients of the data may include entities engaged in the processing of personal data on behalf of TGE in connection with the services provided to TGE, e.g. consulting and IT services.

The personal data will be processed during the term of the agreement between TGE and the counterparty, and then stored for the time required to finalise settlements and to assert, pursue or defend any claims.

Every person has the right to request access to, rectification, erasure, restriction of processing and the transfer of his or her personal data. Every person has the right to object to the processing of personal data to the extent that the processing of personal takes place on the basis of a legitimate interest of the Controller. Every person has the right to lodge a complaint against the processing of his/her data with the President of the Personal Data Protection Office.

The indication of persons authorised to represent the entity is required as a condition to the execution of the contract. The provision of the data of persons indicated as business contacts is voluntary but a failure to provide such data will impede communication and contact with the counterparty in connection with the contract.

Any inquiries or requests related to the processing of personal data by TGE should be sent to the following e-mail address: daneosobowe@tge.pl.

By signing below I declare that I have read the information clause of the administrator

*…………………………………..…* *…………………………………………………………………..*
*(place and date)* *(signature of the contact person)*

*…………………………………..…* *…………….…..……………………………………………………..*
*(place and date)* *(signature of Applicant's representative)*

***The participation in the training shall be conditional on sending a clearlyy legible and fully completed Application and the confirmation of the payment of training fees.***

*Note: The original copy of the application should be delivered to TGE not later than on the date of the training.*

** The contract consist in the provision of training service related to the practical use of the Exchange's trading systems.*

**Appendix No. 3 Certificate of completion of training.**

*/Place, date dd-mm-yyyy/*

**To the Management Board**

**of Towarowa Giełda Energii S.A.**

**Declaration**

I the undersigned ………………………………….certificate of Exchange Broker on the CM/FIM[1] no.:………….
/name and surname/ /certificate no./

declare that on ………………………I have completed the supplementary training referred to in § 19,
/dd-mm-rrrr/
sub-paragraph 2 of "Detailed rules of training and examinations organized by Towarowa Giełda Energii S.A.", as a part of which I have familiarised myself with the contents of the training materials obtained through TGE in digital format as well as with contents of the regulations being in force at TGE.
At the same time I confirm that I have the knowledge and skills required of a TGE Broker as part of the activities described in the CM Rules, FIM Rules and OTF Rules.

I confirm that I have reviewed the following information clause:

The controller of the personal data shall be Towarowa Giełda Energii S.A. having its registered office in Warsaw 00-498, ul. Książęca 4. Książęca 4, 00-498 Warszawa, phone: + 48 22 341 99 12, tge@tge.pl

The data shall be processed for the purposes of handling you queries, in accordance with Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (General Data Protection Regulation) for the purposes of maintaining the list of holders of a TGE Broker's certificate.

Your data shall be processed for the purposes of entering on the list of holders of a TGE Broker's certificate based on the legitimate interest of the controller (Article 6(1)(f) of the General Data Protection Regulation). The provision of data is a condition for being entered on the list, and a failure to provide the data will preclude the award of the TGE Broker's certificate.

With respect to the list of TGE Brokers, the data shall be processed for no longer than for 5 years from the beginning of the year following the financial year in which the brokerage licence of the person concerned expires.

Every person shall have the right to request access to, rectification, erasure, restriction of processing and the transfer of his or her personal data. Every person shall have the right to object to the processing of his or her personal data, lodge a complaint with the supervisory authority and withdraw their consent at any time without affecting the lawfulness of processing carried out on the basis of the consent prior to its withdrawal. Every person shall have the right to object to the processing of his or her personal data on the basis of the legitimate interest of the controller.

Any inquiries or requests related to the processing of personal data by TGE should be sent to the following e-mail address: daneosobowe@tge.pl.

……………………………………………………………………..
*Legible signature*

[1] *delete if not applicable*