

Procedure for Exchange Trader Authorization

1. General Provisions

1.1. „Procedure for exchange trader authorization” (henceforth – the Procedure) has been developed according to Clause 4.3.1 of NASDAQ OMX Riga, AS (henceforth – the Exchange) „Member Rules of NASDAQ OMX Riga” (henceforth – the Rules) and shall regulate the procedure according to which the Exchange Member employee is granted Exchange Trader authorization.

1.2. Terminology used in the Procedure corresponds with the terminology used in the Exchange Rules.

1.3. The Exchange Member employee must pass the Exchange Trader Authorization test (henceforth – test) organized by the Exchange to be granted authorization to trade in the equity market. After passing the test Exchange Member employee obtains Exchange Trader authorization according to the procedure described in Clause 4.3.4 of the Rules.

1.4. The Exchange Member employee must meet the Rule’s requirements set in Clause 4.3.3 subarticles 1 to 3 to be granted authorization to trade in the fixed income market. The Exchange Member has to submit to the [Exchange trader registration form](#) with which the Exchange Member employee confirms that he/she has read and understood Exchange Rules, approved documents and other legislation governing trading. The Exchange upon receiving the trader registration form according to Clause 4.3.4 of Rules shall grant the Member employee Exchange Trader authorization with rights to trade on the fixed income market.

2. Exchange Trader Authorization test

2.1. In order to enroll to the test, the Member submits to the Exchange the Application for Exchange trader authorization test. [The Application form](#) is available on the Exchange website.

2.2. The Member shall ascertain that the applied employee referred in Clause 2.1 meets the requirements of Clause 4.3.3 subarticles 1 to 3.

2.3. Upon Member request The Exchange organizes courses. The fee for the course is EUR 350 (excluding VAT).

2.4. The test is held in electronic platform and can be accessed via remote connection through the Internet. The access and test details for the electronic platform will be sent from the email financialtraining@nasdaqomx.com to the email address indicated in the Member Application form.

2.5. The person taking the test is responsible for getting himself/herself acquainted with the information sent via the email referred in the Clause 2.4 and the information available in the electronic platform.

2.6. The test results are sent to the email address indicated in the Member Application form. If the test has been passed, the Exchange upon receiving the Exchange trader authorization form will register the Exchange employee in the trader register of the Exchange. [The Exchange trader registration form](#) is available on the Exchange website.

2.7. The test is free of charge only once, every additional attempt is available at a fee.

2.8. The Exchange has rights to cancel the test results if the Exchange suspects that the test has been taken by another person instead of the applicant, if the applicant does not meet the Rule’s requirements set in Clause 4.3.3 subarticles 1 to 3 or also if other rules governing the test taking have been violated.