

Approved by
the decision of the Management Board of NASDAQ OMX Tallinn AS

Procedure for taking the test of the Exchange Trader

1. General provisions

- 1.1. This procedure for taking the test of the Exchange Trader is established on the basis of section 4.4.3 of the part "Requirements for the Members of the Exchange" of the Rules and Regulations (hereinafter: the Rules and Regulations) of NASDAQ OMX Tallinn Stock Exchange (hereinafter: the Exchange) and this shall regulate the application for the status of Exchange Traders of the employees of Exchange Members of the Exchange, and granting of that status to them (registration of the Exchange Trader) as well as the terms and conditions of the examination arranged by the Exchange for this purpose.
- 1.2. Pursuant to section 4.4.3 of the part of the Rules and Regulations "Requirements for the Members of the Exchange", a member of the Exchange shall ensure that the tasks of the Exchange Trader are performed by a person with suitable professional skills who, among other things, must have had passed the test arranged by the Exchange on trading and the use of the trading system (hereinafter: the Examination).
- 1.3. The Member of the Exchange applying for the registration of its employee as an Exchange Trader shall submit to the Exchange a relevant written application in a format that can be reproduced in writing, including electronically (hereinafter: the Application). The application shall be submitted by a person authorised by the Member of the Exchange, including the head of trading.
- 1.4. Among other things, the following shall be indicated in the Application:
 - 1.4.1. the name, postal address and e-mail address of the Member of the Exchange;
 - 1.4.2. the name and e-mail address of the employee of the Member of the Exchange to be examined;
 - 1.4.3. the relevant data regarding the educational and professional data regarding the examinee foreseen in the Rules and Regulations;
 - 1.4.4. the confirmation of the Member of the Exchange regarding the fact that the examinee complies with the requirements established in the Rules and Regulations for obtaining the status of Exchange Trader;
 - 1.4.5. the name, title and contact data of the representative of the Member of the Exchange
- 1.5. In order to obtain the status of Exchange Trader, the person shall be required to successfully pass the Examination.

2. Requirements for the Examinee

- 2.1. The examinee shall be required to know the following:

- 2.1.1. the requirements stipulated in the Rules and Regulations and legal acts established on the basis thereof;
- 2.1.2. the regulations of the Securities Market Act and the regulations established on the basis thereof;
- 2.1.3. the regulations established in the acts and guidelines of the Financial Supervision Authority regarding the securities markets;
- 2.1.4. the operating and functionality of the trading system(s) used by the Exchange, including the provisions of the description of the market model;
- 2.1.5. the general principles of clearing and settlement of the securities transactions conducted in the Exchange;
- 2.1.6. the general principles and differences of the trading models of and membership in Nasdaq OMX Nordic / Baltic stock exchanges;
- 2.1.7. the principles concerning financial markets arising from the legal acts of the European Union.

3. Terms of the Examination

- 3.1. The Examination shall be carried out in the electronic environment in English language.
- 3.2. The Member of the Exchange shall be obliged to pay an examination fee for each examinee who is its employee in accordance with the price list of the Exchange.
- 3.3. After the submission of the Application, the Exchange shall open the electronic environment for the examinee, where she/he can review the materials describing the functioning of the Exchange and take the examination. The time for reading the materials shall not be limited and the volume of the available material in the study environment is not exhaustive, i.e. the examinee shall, if necessary, read also additional materials. If necessary, the Exchange shall explain to the examinee the procedure of the functioning of the environment and taking the Examination.
- 3.4. The examinee shall have the right to take the Examination at the time most suitable for him.
- 3.5. The examinee shall not be allowed to use the help of other persons or supplementary materials during the Examination.
- 3.6. The examiner shall have the right to remove the Examinee from the Examination or annul the result of the Examination if the examinee violates or has violated the procedure for taking the Examination.
- 3.7. The Examination shall be taken as an electronic test.
- 3.8. The examinee has 60 minutes to complete the test; this period is automatically limited by the electronic environment.
- 3.9. The Examination shall be considered passed successfully if the Examinee has provided right answers to at least 75% of the questions of the test; the results shall be calculated automatically by the electronic environment.

- 3.10. The results of the Examination shall be electronically archived by the Exchange.
- 3.11. A person, who has failed the Examination, has a right to retake the Examination not earlier than fifteen (15) calendar days after the date of the first Examination.
- 3.12. The Member of the Exchange has the right to order the training of the Exchange Trader from the Exchange. Payment for the training shall be in accordance with the price list of the Exchange.

4. Appealing procedure of the results of the Examination

- 4.1. The examinee has the right to challenge the Examination results by filing a reasoned application. The application shall be submitted within 5 (5) days from the notification of the results of the Examination by the Exchange to the Member of the Exchange.
- 4.2. The person, who has failed the Examination two (2) times, has the right to request assessment of her/his competency beyond the electronic environment. The Exchange shall decide the procedure for assessing competency separately each time. Assessment of competency as an oral or written examination or in any other format shall be carried out by an authorised employee of the Exchange.

5. Registration of the Exchange Trader

- 5.1. After all of the information and documents about the applicant, presented by the Member of the Exchange and required in the Rules and Regulations, are submitted, and the applicant has met all requirements, including successfully passed the Examination, granting the applicant the status of the Exchange Trader shall be decided by the Exchange without unreasonable delay.
- 5.2. In case the Exchange has reasoned doubt in the applicant's suitability as an Exchange Trader, the Exchange has a right to request additional information about the applicant; in such case registration as Exchange Trader shall be decided by the Management Board of the Exchange. Additional information shall be requested, if possible, before the applicant takes the Examination.
- 5.3. Upon a written application of the Member of the Exchange, the Exchange has the right to make exceptions to the previous rules and grant the Employee of the Member of the Exchange, who has not taken the Examination yet, temporary status of the Exchange Trader, provided that her/his professional experiences and knowledge allow her/him to serve as an Exchange Trader without passing an Examination but with the obligation to meet all other requirements set out for Exchange Traders. The mentioned temporary status might be given to the person only once (1) for the limited time up to six (6) months.