PARTNERS
Investments

Manual
Client Zone

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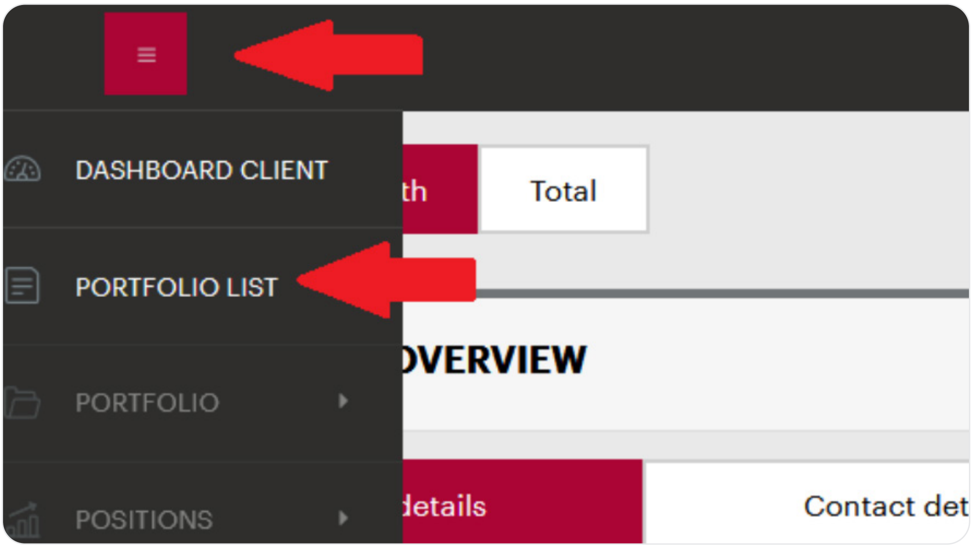
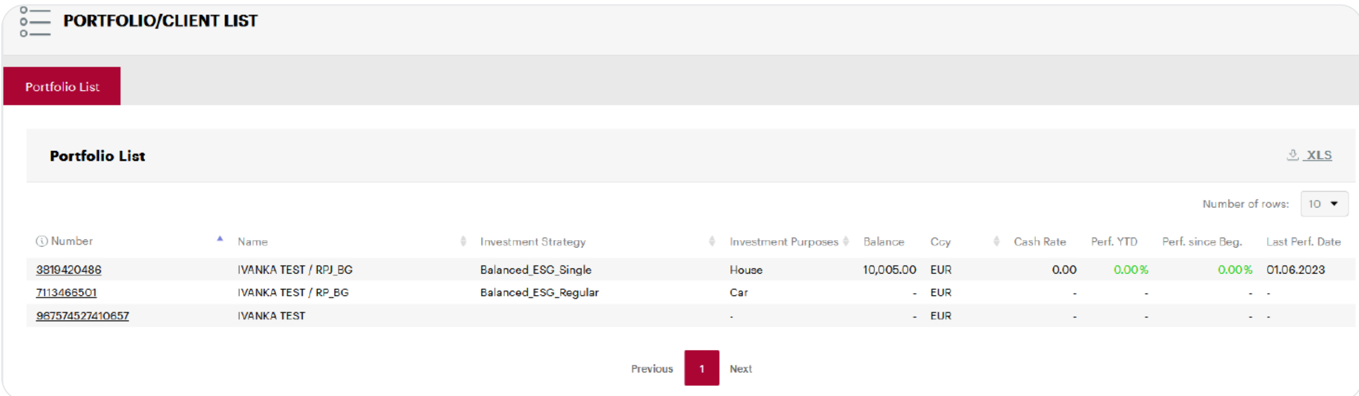
Cash account change/adding

PARTNERS INVESTMENTS o.c.p., a.s. permits its clients to add or change their cash accounts in the Client Zone.

When a client logs in to the Client Zone, „**Menu**“ appears on the left side of the screen with „**PORTFOLIO LIST**“ below.



Clicking on the latter brings up the portfolios PARTNERS INVESTMENTS, o.c.p., a.s. maintains for the client,


PORTFOLIO/CLIENT LIST

Portfolio List

Portfolio List

XLS

Number of rows: 10

Number	Name	Investment Strategy	Investment Purposes	Balance	Ccy	Cash Rate	Perf. YTD	Perf. since Beg.	Last Perf. Date
3819420486	IVANKA TEST / RPJ_BG	Balanced_ESG_Single	House	10,005.00	EUR	0.00	0.00%	0.00%	01.06.2023
7113466501	IVANKA TEST / RP_BG	Balanced_ESG_Regular	Car	-	EUR	-	-	-	-
967574527410657	IVANKA TEST		-	-	EUR	-	-	-	-

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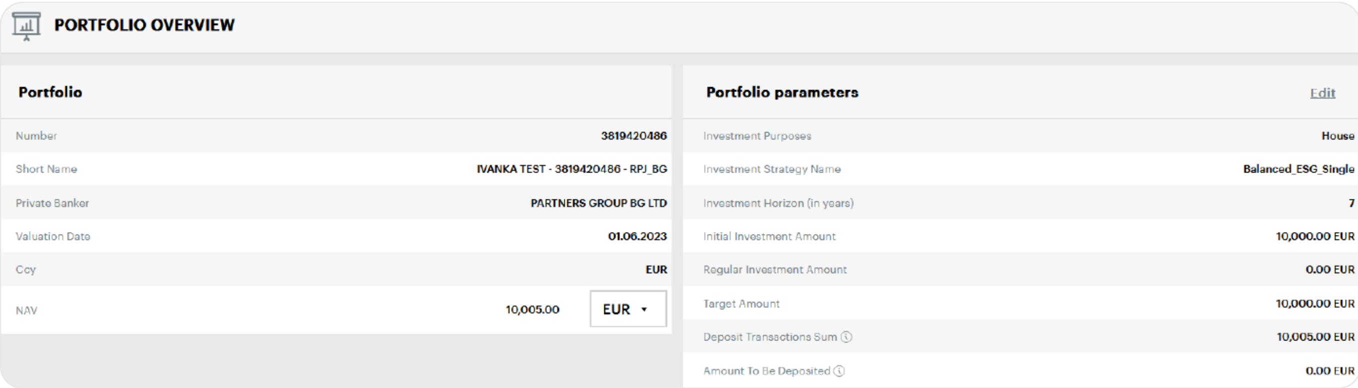
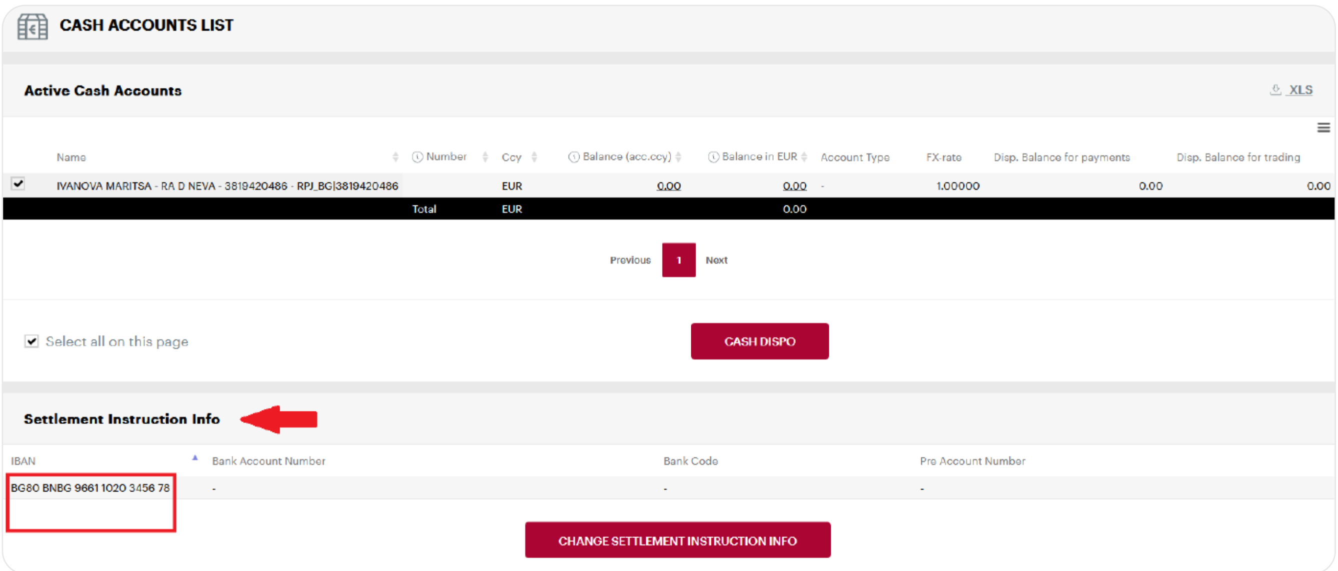
while clicking on a selected portfolio will display information and parameters about it.

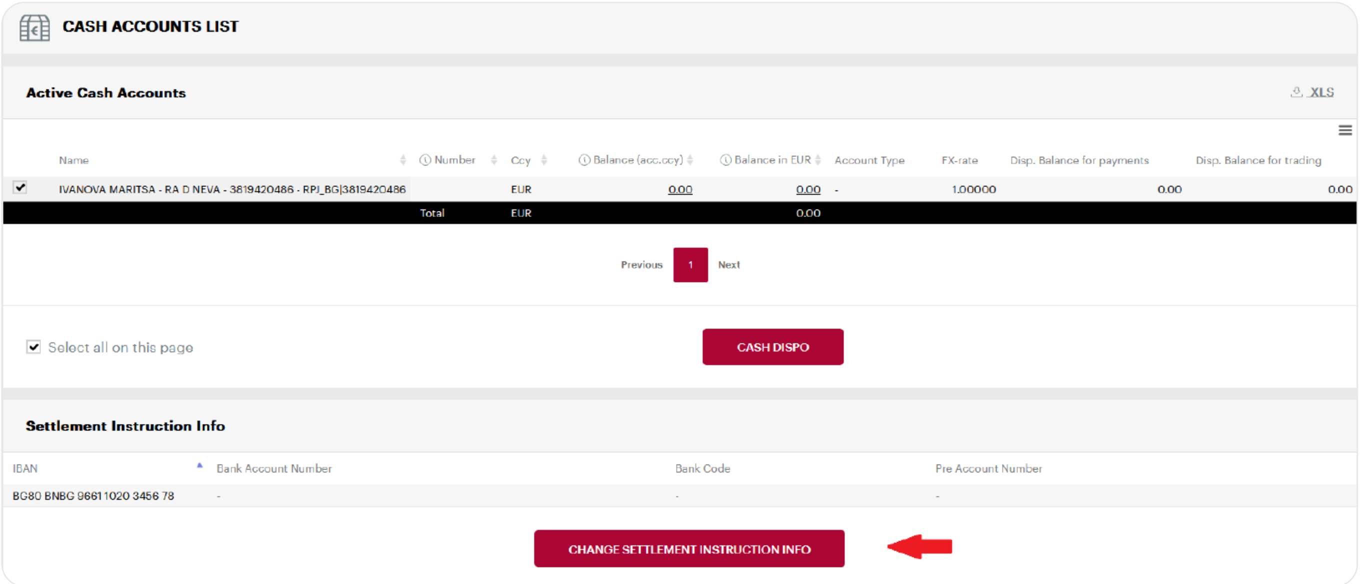


„**Menu**“ , appears on the left side of the screen again with „**PORTFOLIO**“ and the sub-category „**Cash Account List**“ below.

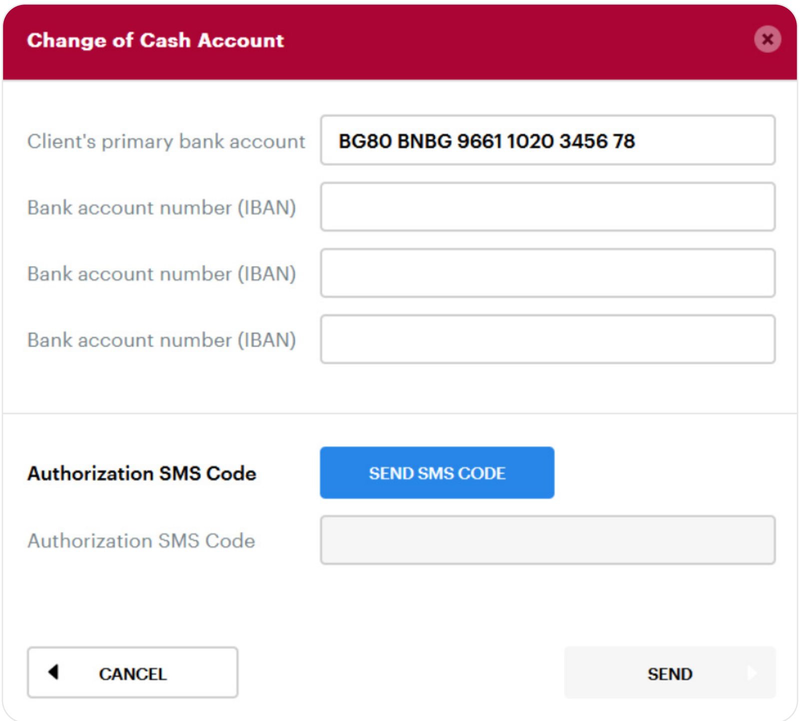
Clicking on „**Cash Account List**“, opens a window that displays all currently active IBANs in the „**Settlement Instruction Info**“ section.



Cash account IBANs can be changed or added by clicking on „**Change Settlement Instruction Info**".



Four cash account IBANs are allowed to be entered for each selected portfolio. Accordingly, invalid IBANs can be deleted from the register.

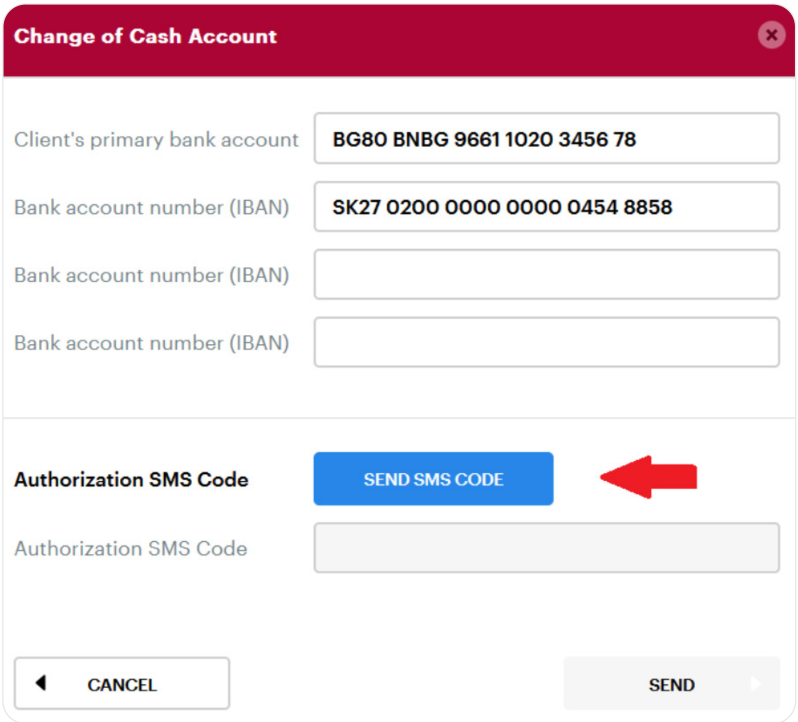


- One IBAN may be set as „Client's primary bank account". It will be offered as the first option for cash payment should any securities be sold.

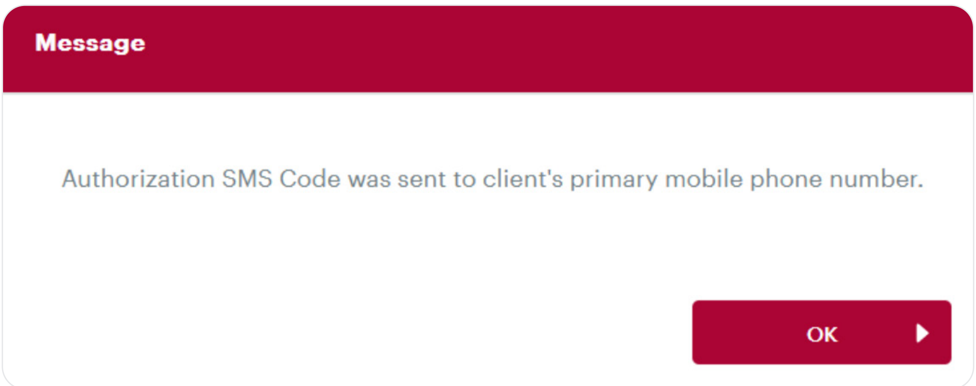
- The other three IBANs in the selected portfolio can additionally be entered. The system offers you a choice of any of them to receive funds from the sale of securities.

- The IBANs are used to successfully match payments received with those intended for investing. An IBAN and the correct variable symbol have to be entered in order for the payments to be successfully matched.

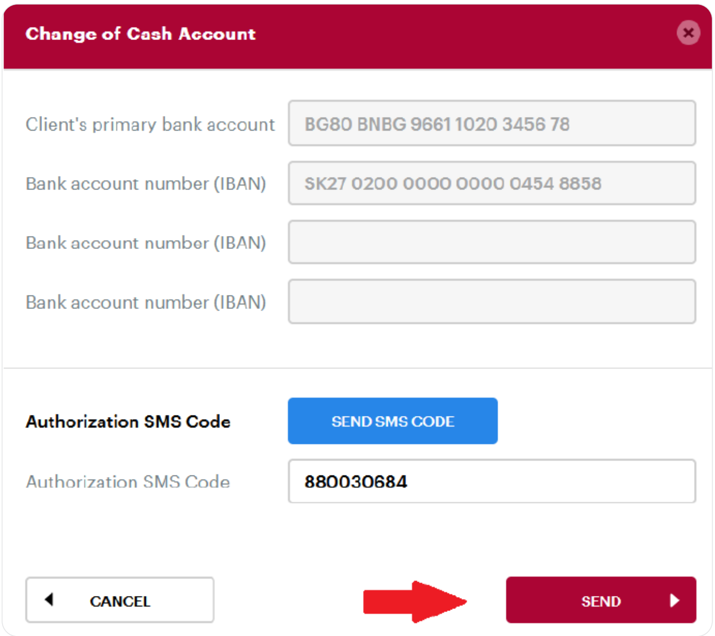
- Enter the IBAN in the correct format (write the country code in block capital letters). For instance, Bulgaria's IBAN consists of 22 alphanumeric characters. The first two characters are its country code (BG), the next two characters are control digits and they are followed by the four-character bank code. In addition, the IBAN consists of 4 digits identifying the bank's branch office, two-digit account type code and 8 digits representing the bank account number (example: BG80BNBG96611020345678).



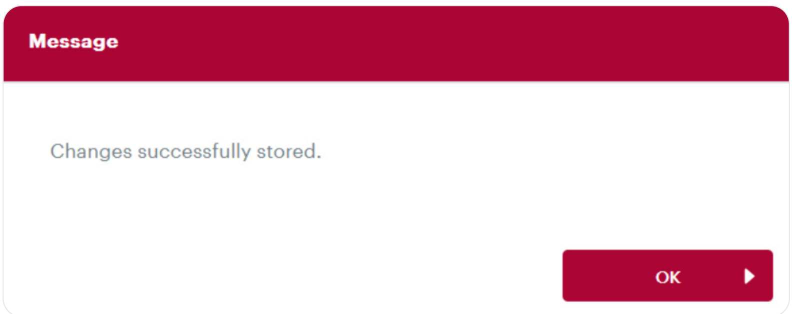
Entering or adding a bank account and clicking on „**SEND SMS CODE**" will send an SMS with a change authentication code to the client's mobile phone number, which PARTNERS INVESTMENTS o.c.p., a.s. has previously registered.



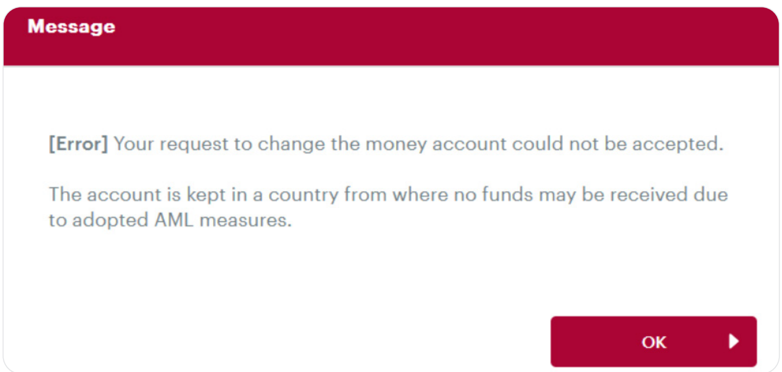
The code in the received SMS is then entered in the box labelled „**Authorization SMS Code**".



Once the „**Authorization SMS Code**“ has been entered in the box, click on „**SEND**“. The system will then record all of the changes you have made.



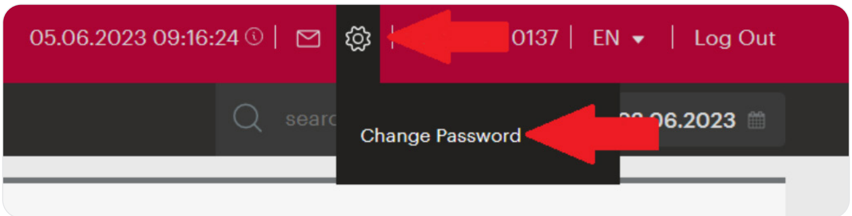
Should a client enter an IBAN from a country from which no funds can be accepted due to the measures taken to protect against income legalization, the system will reject the request.



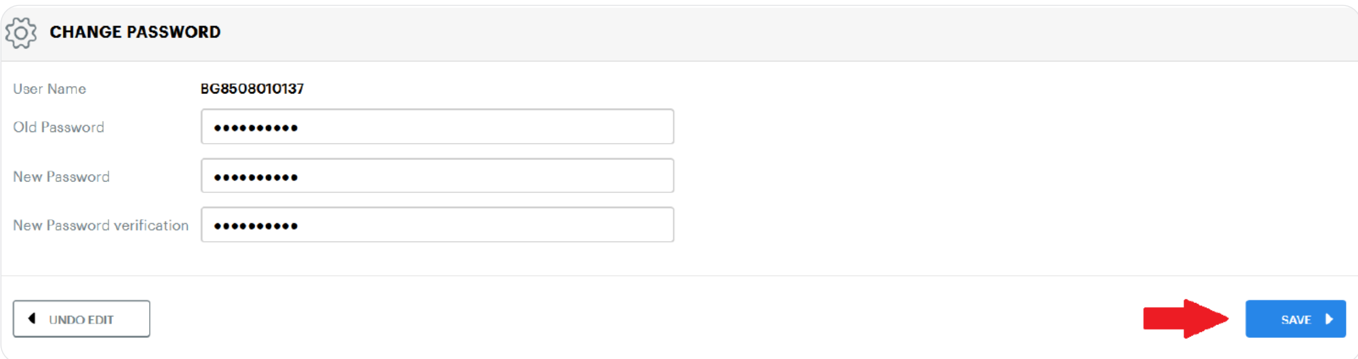
Changing the login password

PARTNERS INVESTMENTS o.c.p., a.s. lets clients change their Client Zone login passwords.

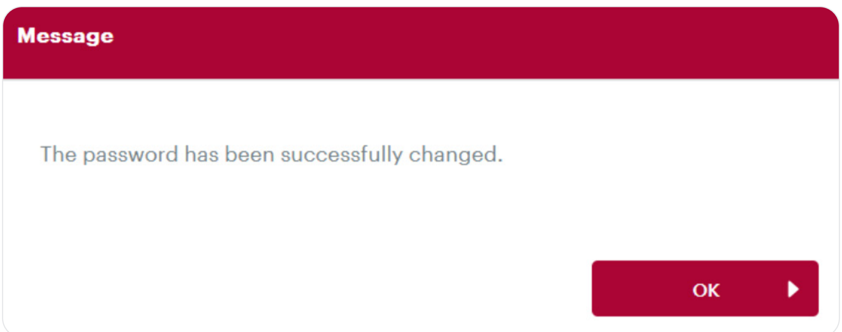
After you have logged in with your original password, move the mouse cursor to the settings icon and then click on „Change password“ (see the picture below).



The system will then ask you to enter the password you have been using in the „Old Password“ field and then the desired new password in the „New Password“ and „New Password Confirmation“ fields. Once you have changed your password, confirm it by clicking on „SAVE“.



As soon as the new password has been successfully saved, the system will display the following information message for the client:



Changing your personal data

PARTNERS INVESTMENTS o.c.p., a.s. clients may modify the following personal data in the Client Zone:

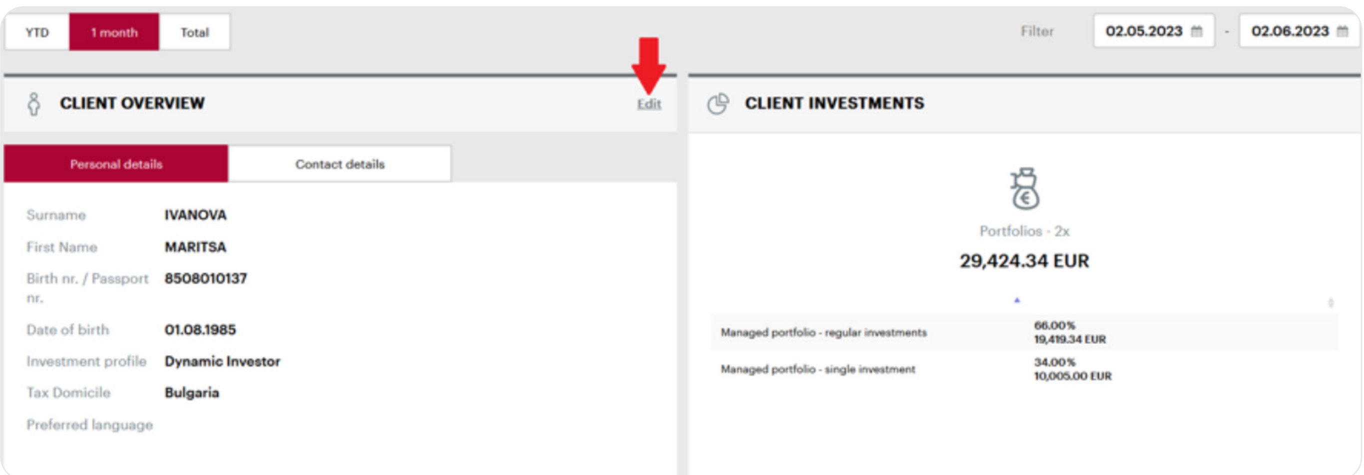
- Permanent address (Street and house number, City, Postcode, Country)
- Tax domicile
- Mobile phone number
- Email address

Clients are only allowed to request changes in their email addresses and mobile phone numbers separately. They cannot be changed at the same time in a single request (for example, first the email address has to be changed and then the phone number).

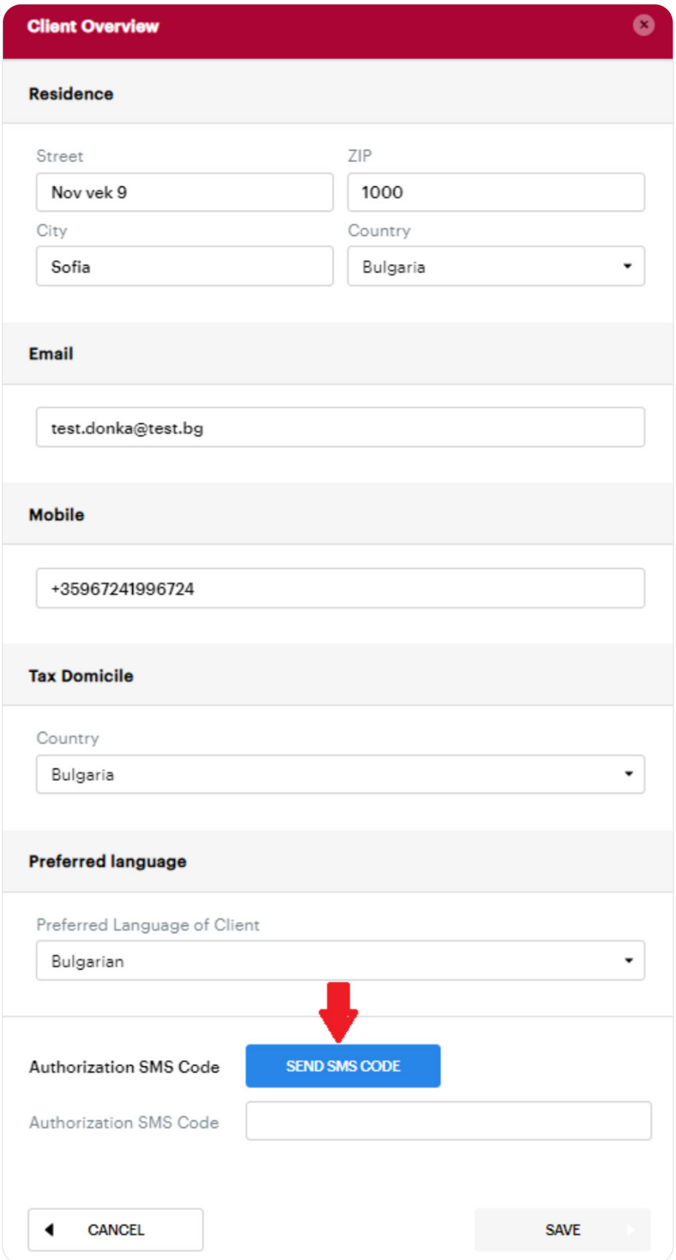
If both your email address and phone number are no longer being used, fill the form „Change Request“ available at PARTNERS INVESTMENTS o.c.p, a.s. website (www.partnersinvestments.bg) in Documents/Important Information Client Forms.

Then send the completed “Change Request” with your authenticated signature (it may be authenticated either officially or through a PARTNERS GROUP BG Ltd. consultant) to the registered office of PARTNERS INVESTMENTS o.c.p., a.s., Einsteinova 24, Bratislava 851 01, Slovakia.

Logging in to the Client Zone brings up the „**CLIENT OVERVIEW**“ window and displays the „**Personal details**“ and „**Contact details**“ folders.

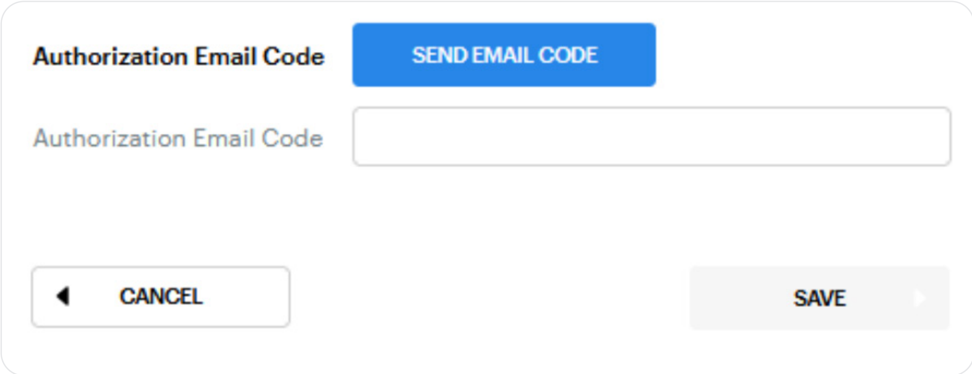


Clients can modify their personal data in the system by clicking on „**EDIT**“. Once the required data has been changed, click on „**SEND SMS CODE**“ to have an SMS text message sent to your mobile phone number, which you have previously registered with PARTNERS INVESTMENTS o.c.p., a.s. , with the authentication code to verify the change.



Note: The mobile phone number should be in international format and include the country code (for example, +359 XXX XXX XXX for Bulgaria)

- An SMS code will also be used to authenticate changes in permanent address, tax domicile and email address.
- A change in mobile phone numbers will be authenticated with the code received at the email address you provided to PARTNERS INVESTMENT o.c.p, a.s.



Example SMS notification:

Dear client, your authorization code to the Client application at www.partnersinvestments.bg is: 461760 Partners Investments

Example email notification

Dear Client,

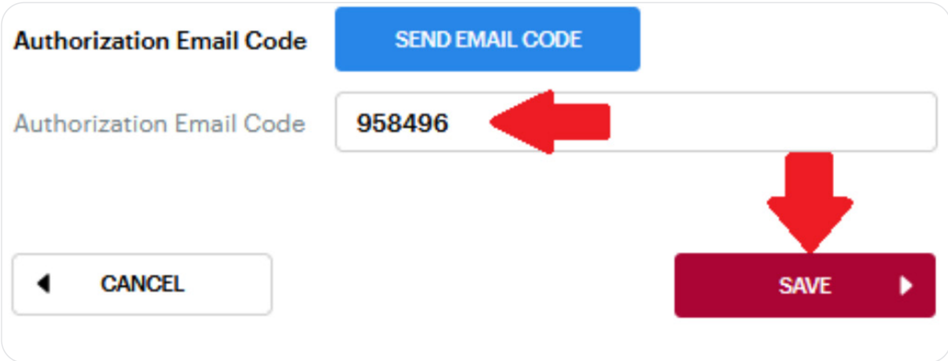
A request was received from you to change your data. Please, enter the following authorization code in the client zone www.partnersinvestments.bg to confirm change
958496

If you did not send the request, please ignore this email.
Your data will remain unchanged.

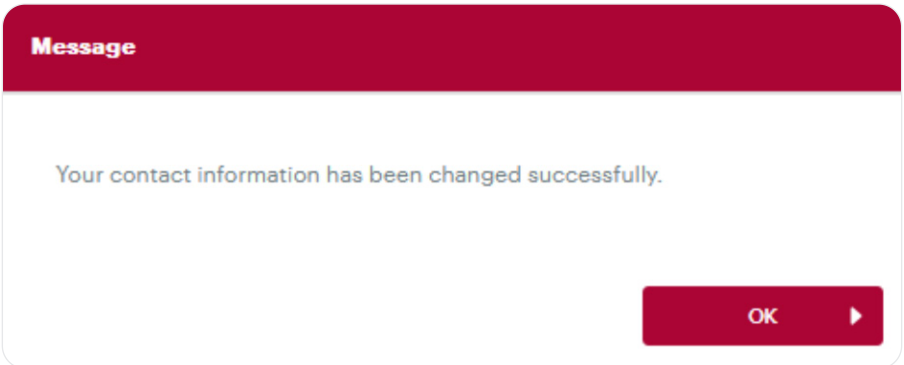
Sincerely yours

The PARTNERS INVESTMENTS Team

Enter the code from the SMS/email message you received in „Authorization SMS Code / Authorization Email Code".



After you have entered the „ Authorization SMS Code / Authorization Email Code „, click on „SAVE". The system will then record all of the changes you have made.



Clients are only permitted to request the following changes with the form „Change Request" available at PARTNERS INVESTMENTS o.c.p., a.s. website (www.partnersinvestments.bg) in Documents/Important Information →Client Forms:

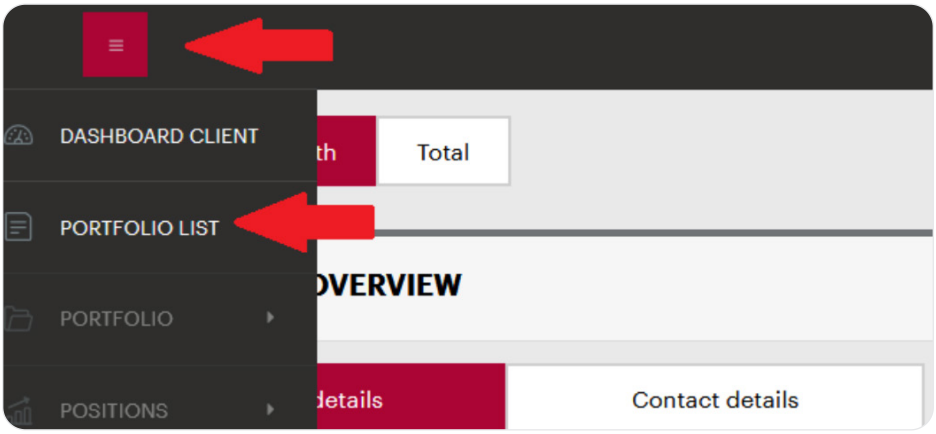
- Surname (enclose a copy of your identity card)
- Identity card (enclose a copy of your identity card)
- Mailing address

Send the completed form „Change Request" with your authenticated signature (it may be authenticated either officially or through a PARTNERS GROUP BG Ltd. consultant) to the registered office of PARTNERS INVESTMENTS o.c.p., a.s., Einsteinova 24, Bratislava 851 01, Slovakia.

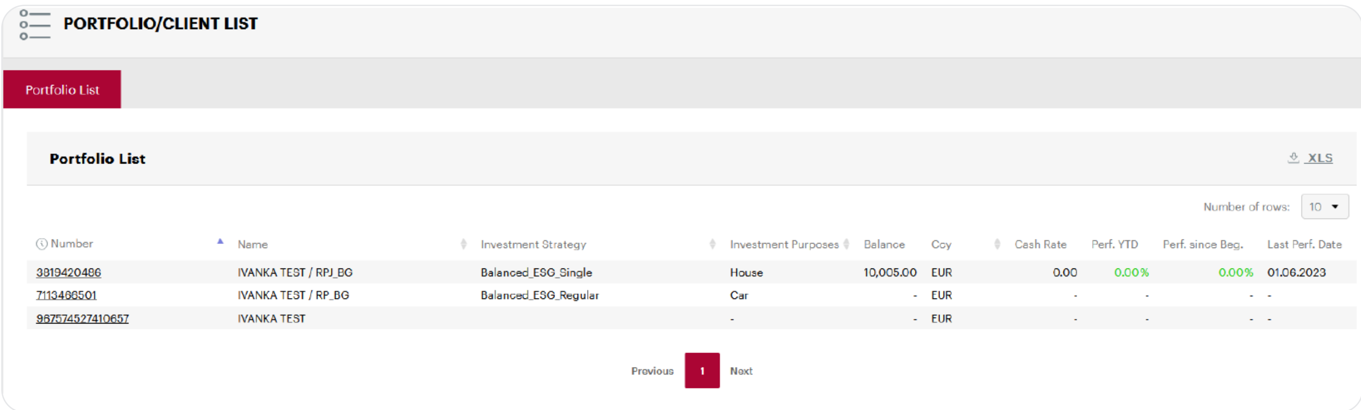
Order to sell securities

Clients can place an order to sell securities at any time through the Client Zone found at PARTNERS INVESTMENTS o.c.p., a.s. website.

When a client logs in to the Client Zone „**Menu**“ ≡, appears on the left side of the screen with „**PORTFOLIO LIST**“ below.

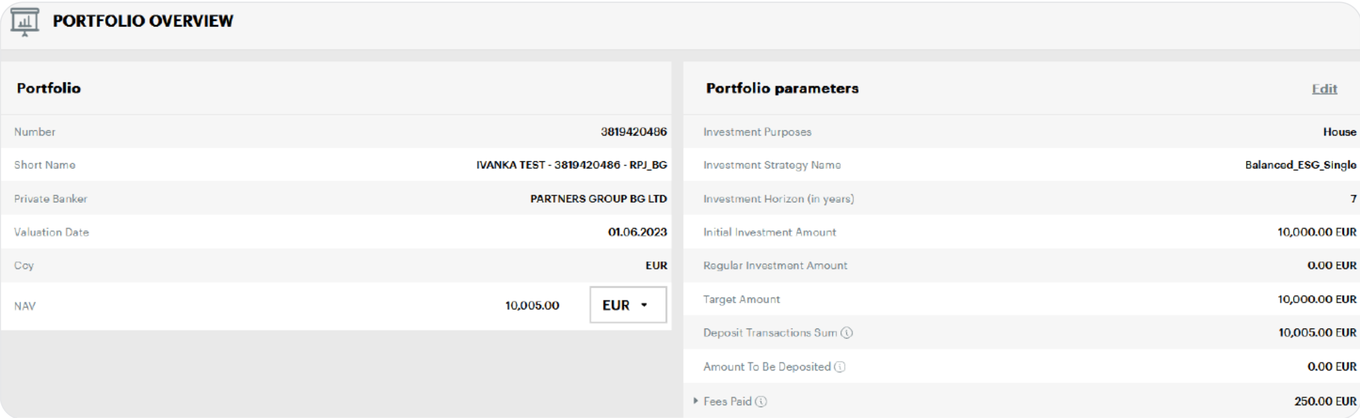


Clicking on the latter brings up the portfolios PARTNERS INVESTMENTS o.c.p, a.s maintains for the client.



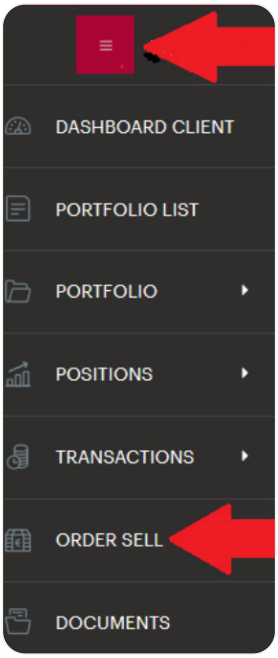
Number	Name	Investment Strategy	Investment Purposes	Balance	Ccy	Cash Rate	Perf. YTD	Perf. since Beg.	Last Perf. Date
3819420486	IVANKA TEST / RPJ_BG	Balanced_ESG_Single	House	10,005.00	EUR	0.00	0.00%	0.00%	01.06.2023
7113486501	IVANKA TEST / RP_BG	Balanced_ESG_Regular	Car	-	EUR	-	-	-	-
967574527410657	IVANKA TEST		-	-	EUR	-	-	-	-

Select the portfolio from which you want to place an order to sell securities while clicking on a selected portfolio will display information and parameters about it.



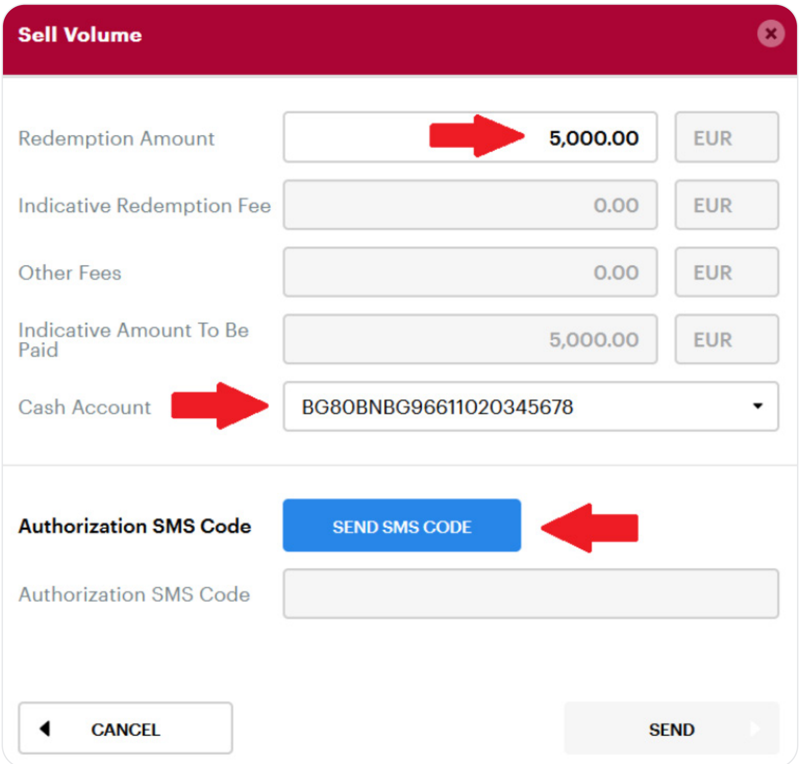
„**Menu**“ appears on the left side of the screen again with „SELL“ and the sub-category:

- **Sell amount** (the redeemed amount is entered in euros that is not greater than the client's net asset value „NAV“)
- **Sell all** (the system will automatically enter the client's net asset value (NAV) in the order to sell. Please note that fluctuating market prices for securities in your portfolio will change NAV, therefore the amount redeemed may be higher or lower than what is registered)



TEMPLATE: Sell amount:

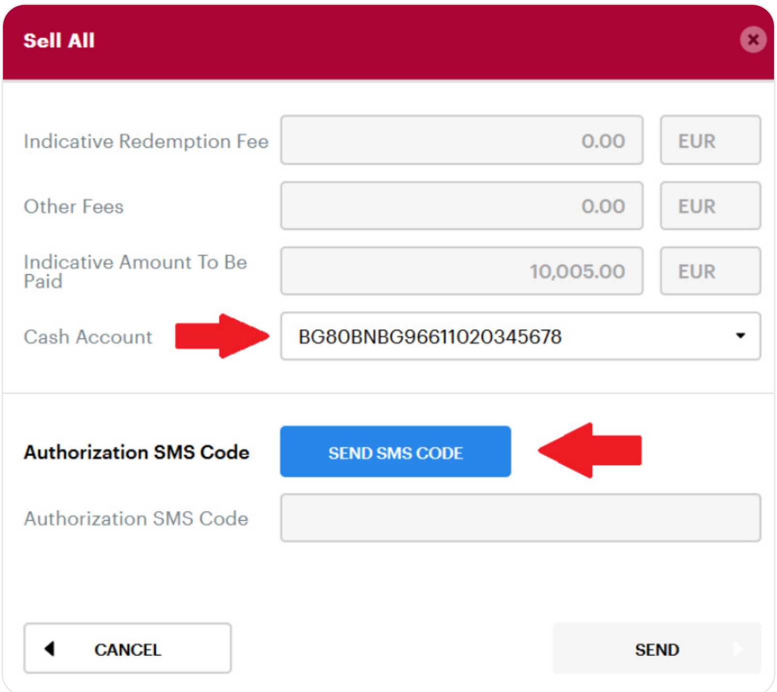
- Enter the „Redeemed Amount“ in EUR
- Select the „Cash Account“ to which funds will be transferred after the sale has been executed (if you need to add a cash account, proceed in compliance with the manual - Cash Account Change/Addition - page 3)
- After the data has been entered, click on „**SEND SMS CODE**“, which will send an SMS text message with an authentication code to verify the change to your mobile phone number registered by PARTNERS INVESTMENTS o.c.p., a.s.



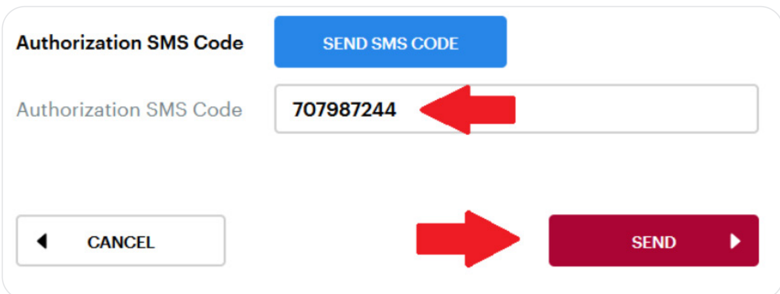
Note: Should the system register any liability of the client under PARTNERS INVESTMENTS o.c.p., a.s. current pricelist, which has not been settled as of the date of the order to sell securities, the system will automatically increase the „redeemed amount“ by what the client should cover.

TEMPLATE: Sell all:

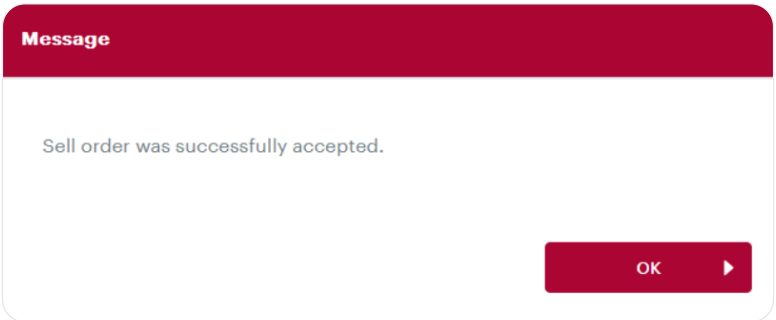
- When „Sell all" is selected, the system automatically enters the current portfolio value in Total Amount.
- Select the „Cash Account" to which funds will be transferred after the sale has been executed (if you need to add a cash account, proceed in compliance with the manual - Cash Account Change/Addition - page 3)
- After the data has been entered, click on „**SEND SMS CODE**", which will send an SMS text message with an authentication code to verify the change to your mobile phone number registered by PARTNERS INVESTMENTS o.c.p., a.s.



The code in the received SMS is then entered in the box labelled „**Authorization SMS Code**".

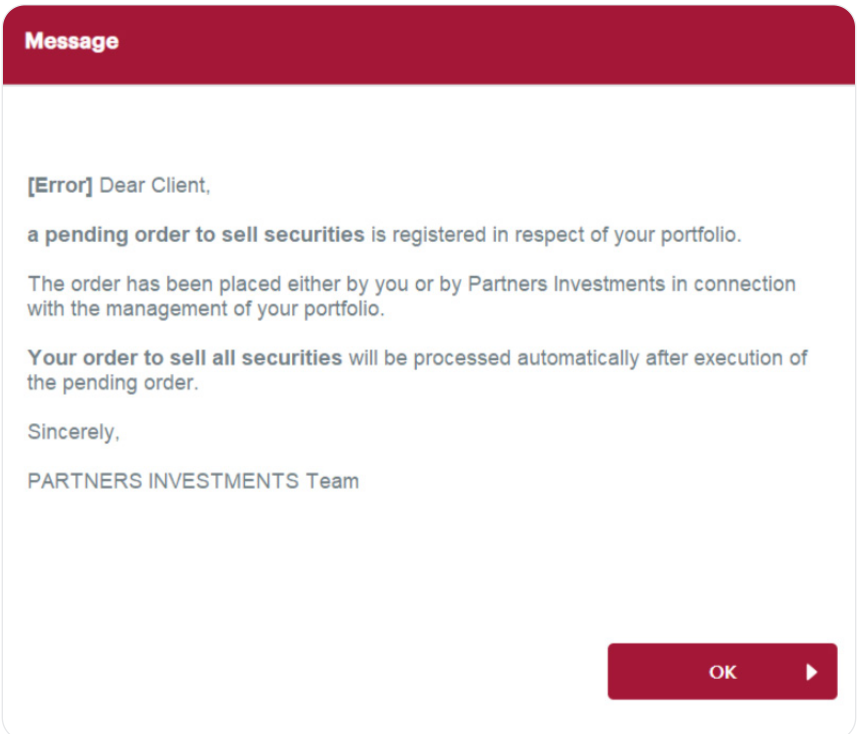


Once the „ **Authorization SMS Code** „ has been entered in the box, click on „**send**“. Subsequently, the system will inform the client about a sell order having been successfully generated.



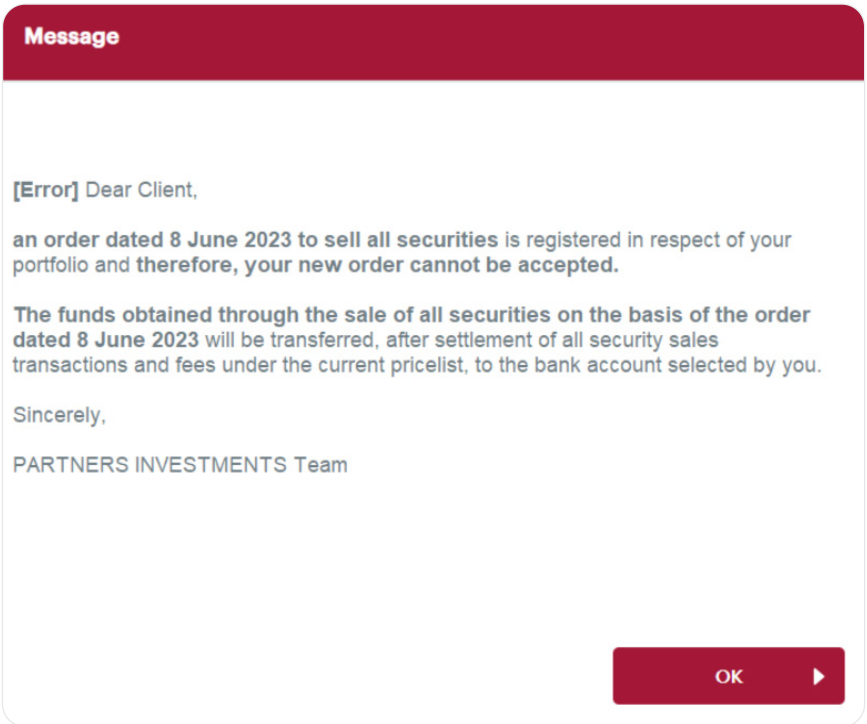
Note: Where the system registers an ongoing settlement of a previously placed order to sell securities or instructions related to PARTNERS INVESTMENTS o.c.p., a.s. fees and costs in its listed prices for the portfolio concerned, the system will generate a report on the existing unsettled order to sell securities (see figure 1) after „Sell all“ has been confirmed. In such a case, the system will register your order to sell all securities and process it automatically once the previous order has been settled. If the selloff of all securities is double-ordered, the system will display a message indicating that the duplicate order cannot be accepted (see Figure 2).

Fig. 1:

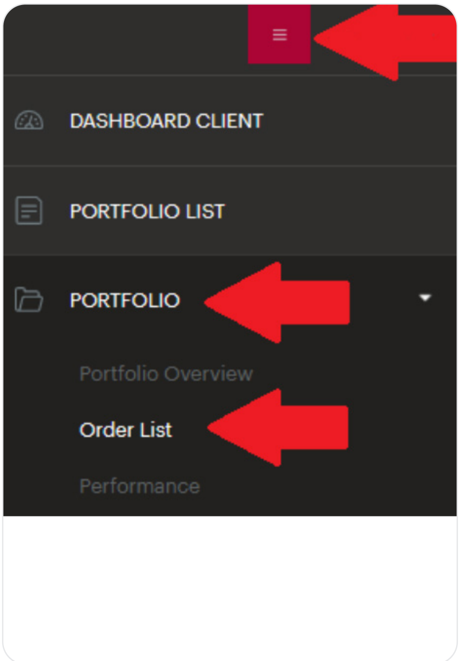


PARTNERS Investments

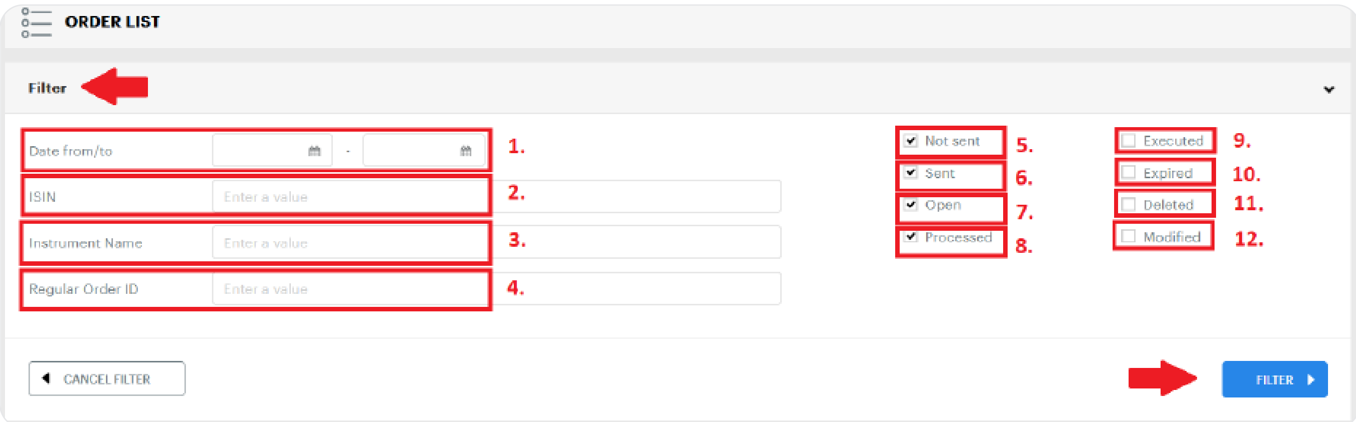
Fig. 2:



Clients may view the list of orders to sell/buy securities generated for a given portfolio in „**Menu**“ which has the category „**Portfolio**“ and sub-category „**Order List**“.



The list of orders to sell/buy will be then displayed and clients can filter required orders by different attributes:

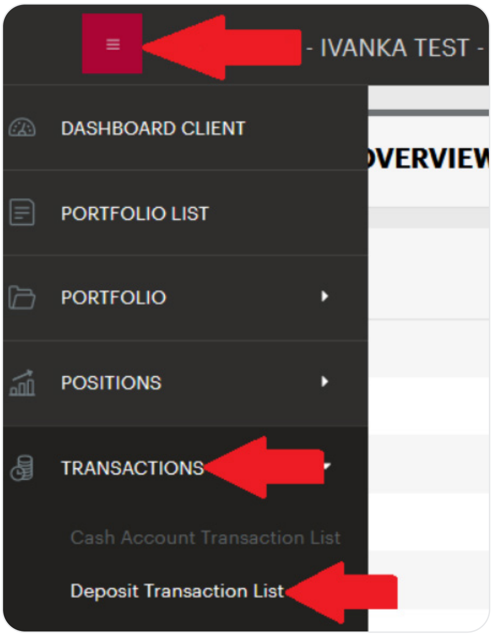


1 Date from/to:	Period during which orders to sell/buy were generated
2 ISIN:	To be entered only when a client wants to see orders to sell/buy specific securities searched by their ISINs
3 Instrument name:	To be entered only when a client wants to see orders to sell/buy a specific security searched by its name
4 Regular order ID:	Not to be entered
5 Not sent:	To be ticked only if a client wants to see orders that have not been sent to PARTNERS INVESTMENTS o.c.p., a.s. for processing yet
6 Sent:	To be ticked only if a client wants to see the orders that have already been sent for processing to PARTNERS INVESTMENTS o.c.p., a.s.
7 Open:	To be ticked only if a client wants to see orders whose status is „Open“, i.e. those that have been sent to PARTNERS INVESTMENTS o.c.p, a.s. and are waiting to be processed
8 Processed:	To be ticked only if a client wants to see orders whose status is „Processed“, i.e. orders that have already been processed by PARTNERS INVESTMENTS o.c.p., a.s. and are waiting for settlement (assets + cash)
9 Executed:	To be ticked only if the client wants to see orders whose status is „Executed“, i.e. those that have been both processed and settled (assets + cash) by PARTNERS INVESTMENTS o.c.p., a.s.
10 Expired:	Not to be used (this function is inactive)
11 Deleted:	Not to be used (this function is inactive)
12 Modifiet:	Not to be used (this function is inactive)

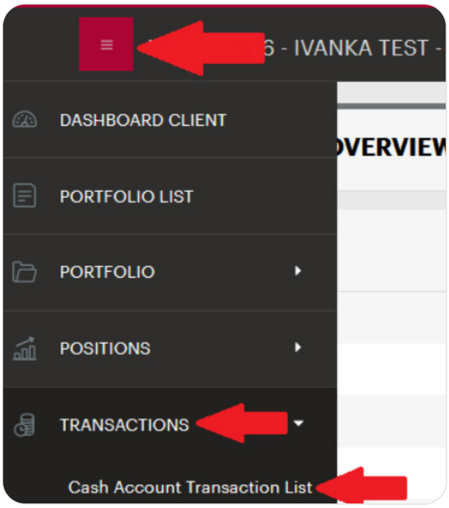
When securities are sold, PARTNERS INVESTMENTS o.c.p., a.s. will settle them within the standard cycle and in the standard manner according to the terms of the relevant foreign market or broker. The cash obtained from the sale of a client's securities will be transferred to the cash account the client has defined after deducting any unsettled obligations according to PARTNERS INVESTMENTS o.c.p., a.s. current pricelist.

Clients may view the transactions below after securities have been sold/purchased:

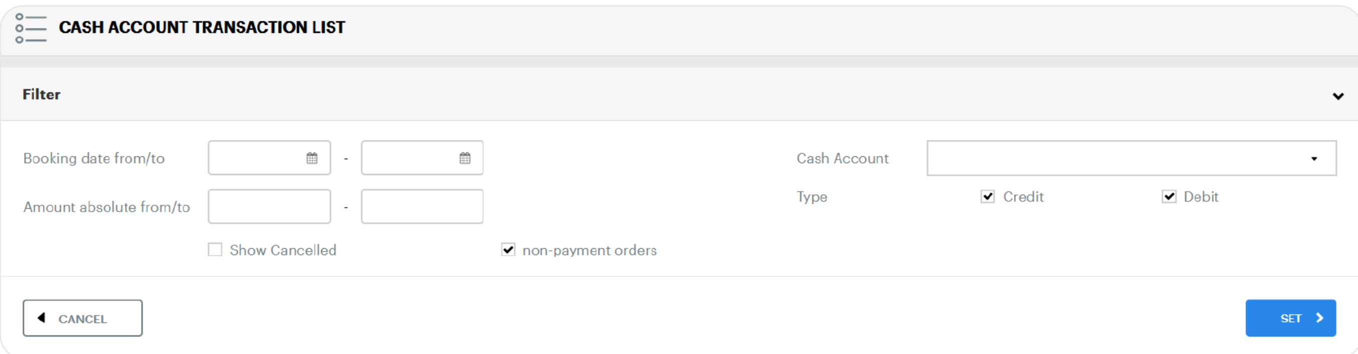
- Clients may check in the „**Menu**“  that has „**Transactions**“ and the sub-category „**Deposit Transaction List**“ whether an order to sell/buy securities has been processed/ settled.



- Clients may view cash movements, such as deposits, withdrawals, and fees in the „**Menu**“ that has „Transactions“ and the sub-category „Cash Account Transaction List“



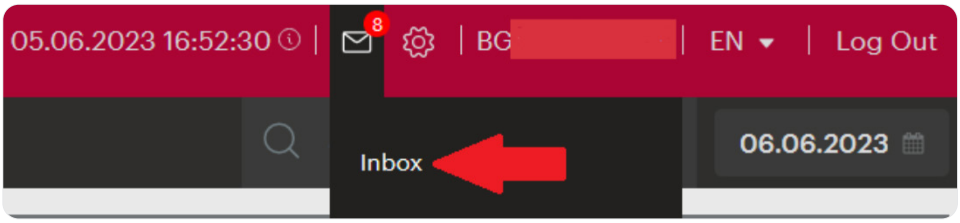
The client may filter cash transactions by debits and credits - both options are ticked as the default. In addition, a specific foreign currency, cash transaction and/or absolute transaction value may be entered in the filter.



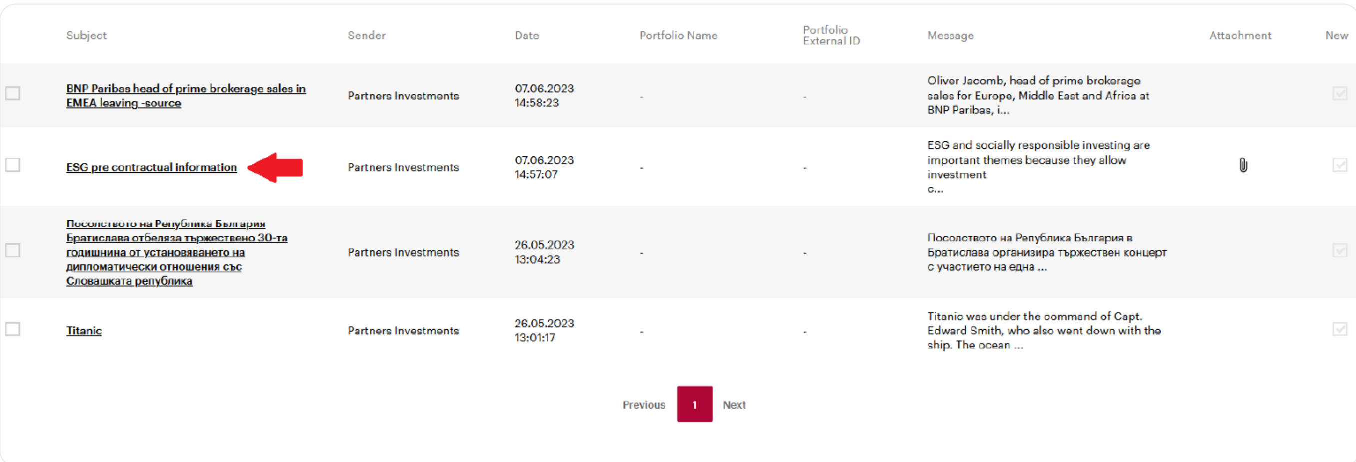
Message inbox

PARTNERS INVESTMENTS o.c.p., a.s. may send information messages to a client's inbox in the Client Zone. Clients receive information about each message they receive in an email sent to the address specified in either the Portfolio Management Agreement or the Agency Contract.

When a client logs into the Client Zone, „Inbox" will be displayed as an envelope icon  and it can be viewed by placing the mouse cursor on it. The number above the inbox indicates how many unread messages there are.



- The message will be displayed after the „Subject" has been clicked.



Subject	Sender	Date	Portfolio Name	Portfolio External ID	Message	Attachment	New
BNP Paribas head of prime brokerage sales in EMEA leaving -source	Partners Investments	07.06.2023 14:58:23	-	-	Oliver Jacomb, head of prime brokerage sales for Europe, Middle East and Africa at BNP Paribas, i...		
ESG pre contractual information	Partners Investments	07.06.2023 14:57:07	-	-	ESG and socially responsible investing are important themes because they allow investment c...		
Посолството на Република България Братислава отбеляза тържествено 30-та годишнина от установяването на дипломатически отношения със Словашката република	Partners Investments	26.05.2023 13:04:23	-	-	Посолството на Република България в Братислава организира тържествен концерт с участието на една ...		
Titanic	Partners Investments	26.05.2023 13:01:17	-	-	Titanic was under the command of Capt. Edward Smith, who also went down with the ship. The ocean ...		

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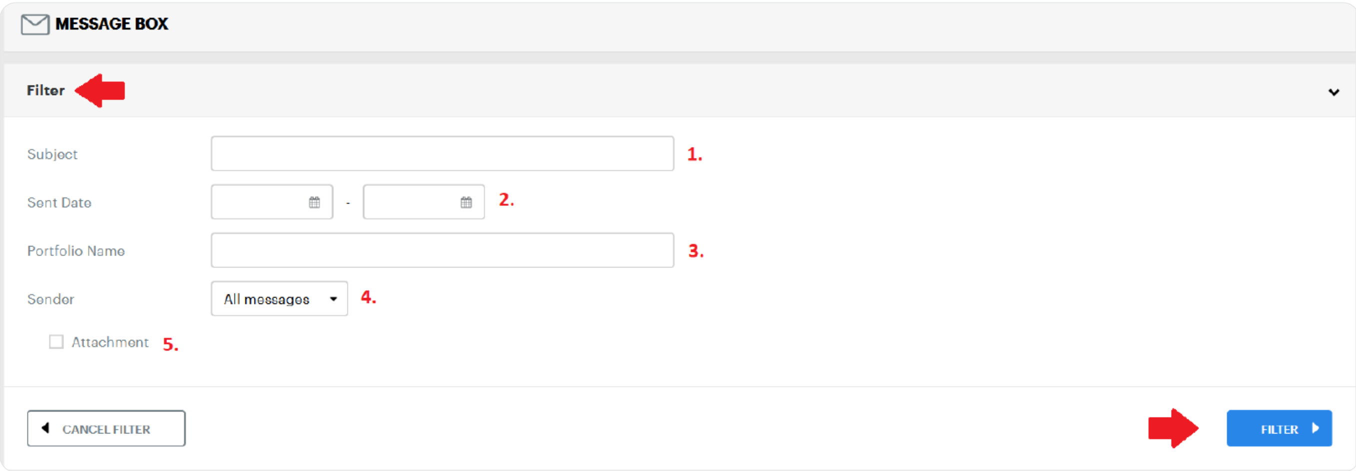
Messages received in „**Message Inbox**“ may be **filtered** by selecting respective name:



1 Subject:	Search according to the text in the „Subject“ field
2 Sent Date:	Messages can be filtered according to the date of delivery to „Message Inbox“
3 Portfolio Name:	Displays relevant messages after a specific portfolio number has been entered
4 Sender:	Messages are sent by Partners Investments
5 Attachment:	if the „Attachment“ filter is marked, only messages with attached documents will be displayed

Individual filter attributes may be combined. In other words, you can choose several aspects for the system to filter received messages.

Clients cannot reply to such messages. If you need to contact PARTNERS INVESTMENTS o.c.p, a.s, please use the following contact details:

E-mail: info@partnersinvestments.bg
Phone: +359 2 907 2190