

# SECURITIES LENDING MANUAL

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## INTRODUCTION

This manual aims to demonstrate the functionalities of B3's Securities Lending system.

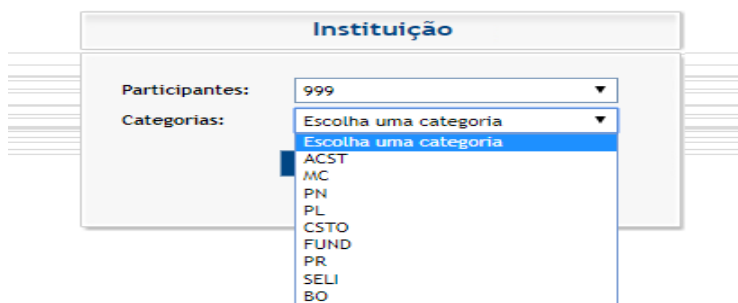
## 1. SYSTEM ACCESS

To access the Securities Lending (BTB) system, the institution's privileged user must include other users in the Access Control (CAU) system and release access to the BTB system.

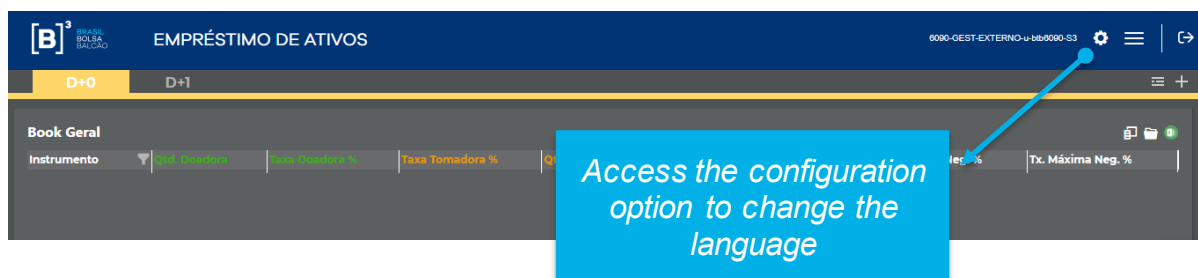
**Login:** User Code field in the CAU system provided by the BM&FBOVESPA access control system.

**Password:** User access code in the CAU system. The password is case sensitive and accepts uppercase and lowercase letters, numbers and special characters.

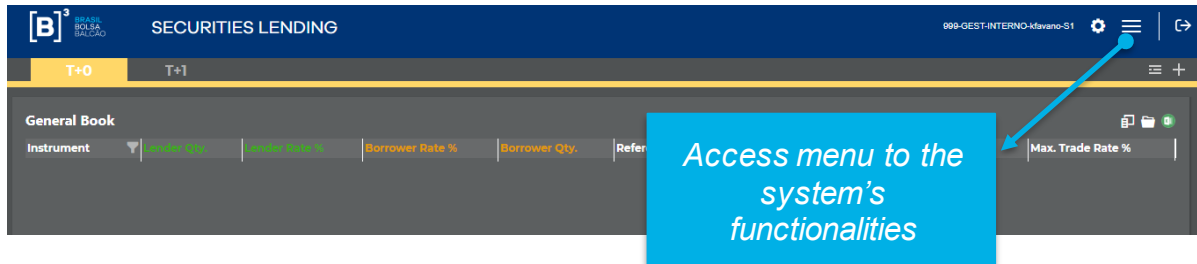
After entering the ID and password, another window opens whereby the participant must select the participant's code and category. If the participant has more than one category, they must select the category under which they will trade in the system.



The system will open as shown in the print screen below. To change the language of the system, the user must select the configuration option in the upper right corner.



To access the available functionalities, the user must select the menu available in the upper right corner.

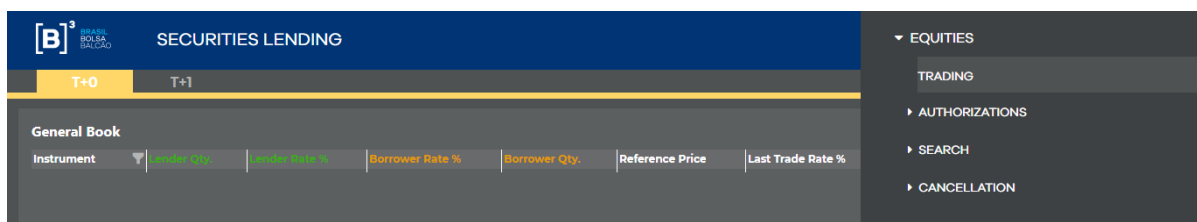
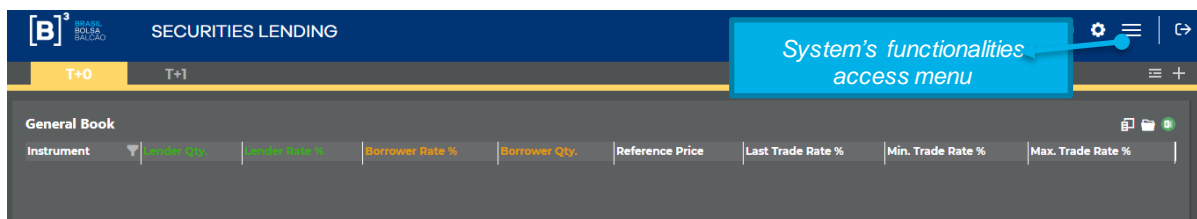


The functionalities will be available in accordance with the participant's access to the system. Therefore, we will divide this manual into the following topics:

- Buyside Access;
- Sellside Access (TP or DP);
- Carrying Lender/Borrower Participant Access;
- Custodian Access.

## 2. BUYSIDE ACCESS

After logging in through the CAU system, change the language and selecting the Manager or Foundation category, the system will display the functionalities access menu:



After clicking on the menu, the functionalities will be displayed according to the items listed below:

- a. Trading
  - b. Authorizations
  - c. Offer Search
  - d. Cancellation
- a. **Trading:** Allows access to the T+0 and T+1 trading modalities, visualization of available offers, entry of offers and execution of trades.



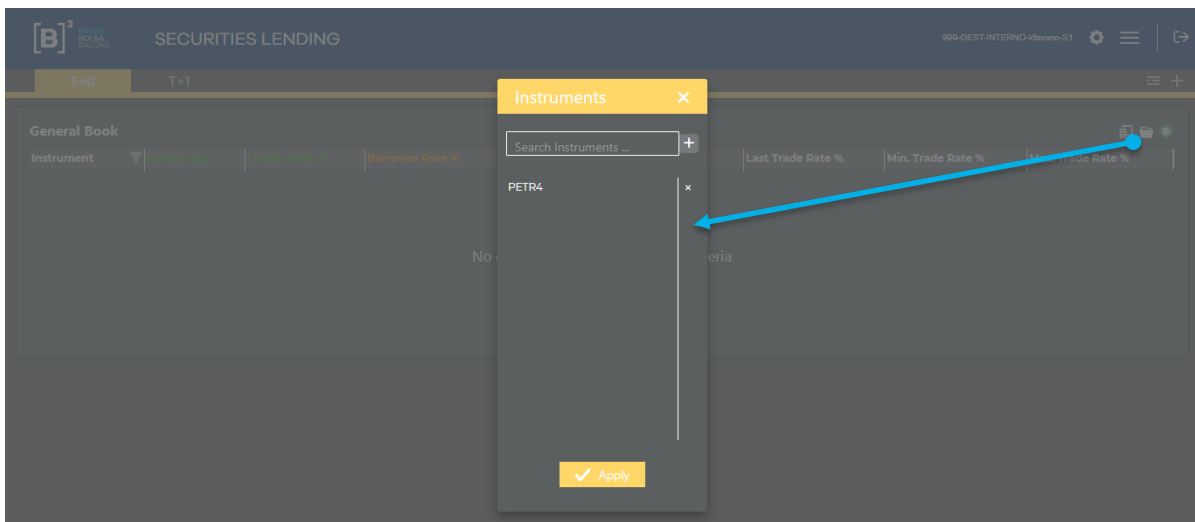
The trading modalities will be separated by tabs and users must select the modality they will use.

The offer book shows the best offers available for the securities selected by the user containing the following information:

- **Instrument:** Brings all the assets available for trading. It is possible to use the filter to search a particular asset.
- **Last trade rate:** Rate of the last trade executed for the asset.
- **Lending Qty:** Quantity available in the best lend offer.
- **Ask rate:** Best lend offer.
- **Bid rate:** Best borrow offer.

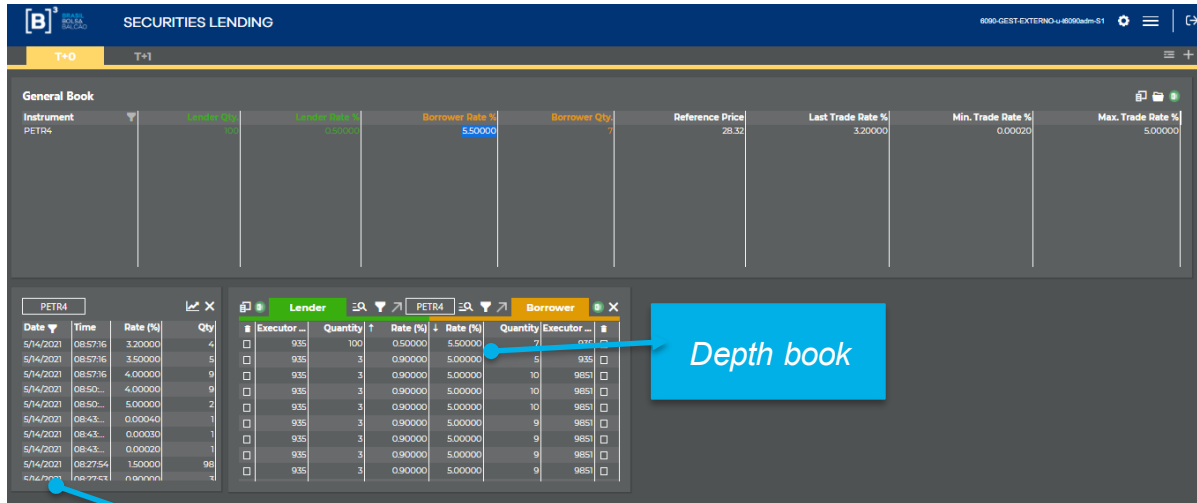
- **Borrowing Qty:** Quantity available in the best borrow offer.
- **Ref Price:** Price of the instrument that will be used to calculate the contract's financial volume.
- **Minimum fee%:** Minimum fee registered for a trade. Renewals are not considered.
- **Maximum fee%:** Maximum fee registered for a trade. Renewals are not considered.
- **Average trade rate (T-1) %:** average rate registered on the previous day. If no trades were closed for the instrument, the field will show the last average rate disclosed.

To view certain assets in the offer book, you must:



Select the instrument that you want to view in the book and then click on the “+” symbol and apply. After selecting the instrument, the system will display the best lend and borrow offer for that instrument at that time.

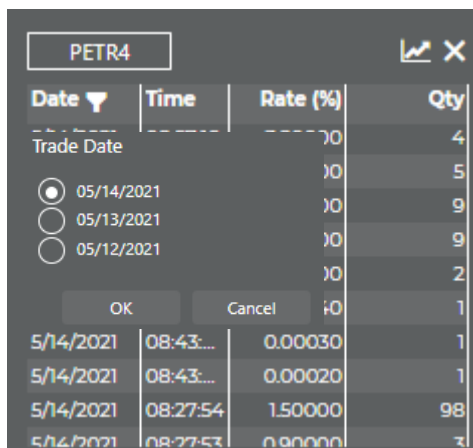
To view the other offers available for a given instrument, you must click on the instrument of your choice in the offer book. When doing this, the system will open the depth book.




Trade history

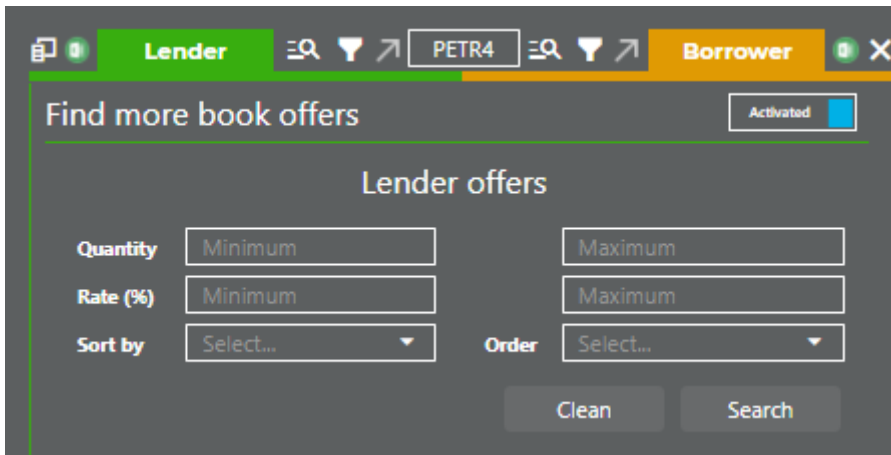
In addition, it will show the history of trades carried out on the day, T-1 and T-2 and you can view the trade date, the quantity, fee and closing time. This table will always be updated in real time when a new trade is executed for the instrument in question.

You can filter the trade date, click on the date filter and the dates will appear.



In the depth book, if you desire to look for more offers, click the button , activate and select the filters.

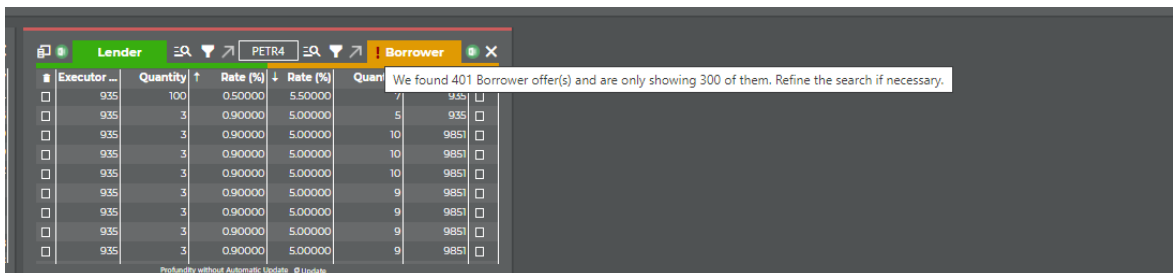




When you use the functionality find more book offers, the depth book will not be updated automatically. To update the depth book the user can click the update button.

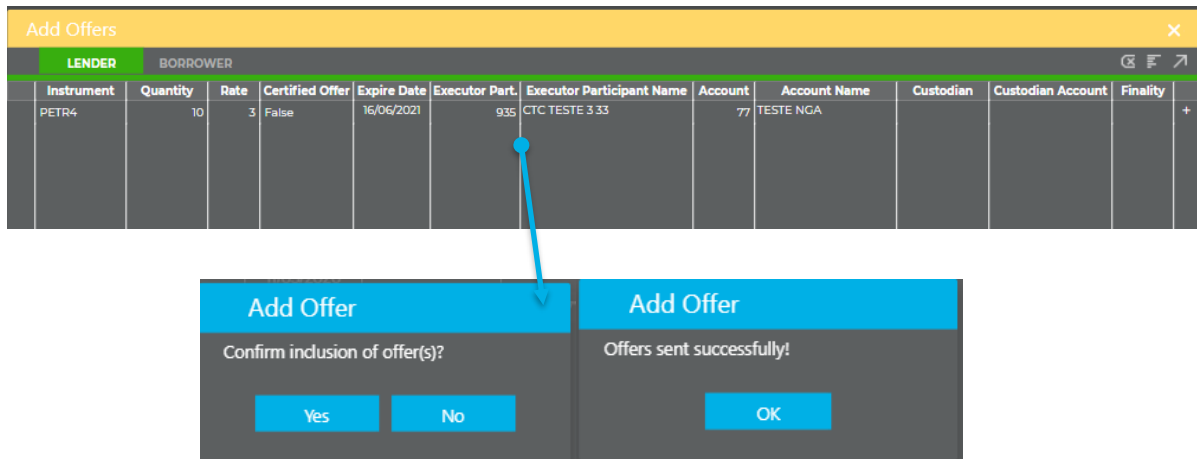


If the system finds more offers than allowed, the system will show the alert button.



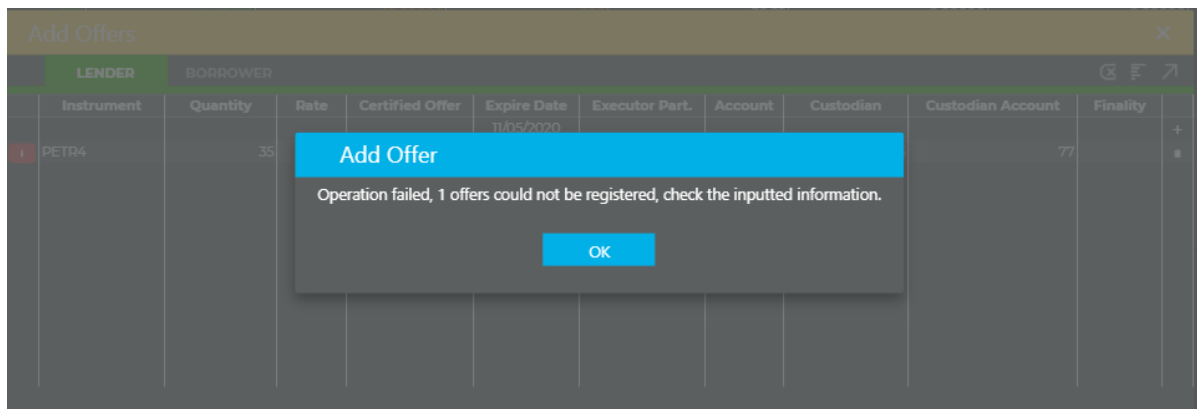
To enter an offer, you must select the “+” button shown in the quick access menu below:

T+0		T+1							
General Book									
Instrument	Lender Qty	Lender Rate %	Borrower Rate %	Borrower Qty	Reference Price	Last Trade Rate %	Min. Trade Rate %	Max. Trade Rate %	
PETR4	990	0.00000	10.00000	990	30.22	0.00000	0.00000	0.00000	
VALE3	0	0.00000	0.00000	0	54.76	0.00000	1.00000	10.00000	
B3SA3	0	0.00000	0.00000	0	48.97	0.00000	0.00000	0.00000	



The type of lend or borrow offer can be selected according to the description in the “Lend” or “Borrow” tab.

After filling in the required data, you must select the “+” button and then select the send offers button. If the data was filled in correctly, the system will return with the information that the offer was successfully entered. In this case, if there is any non-conformity in filling in the data, the system returns with the following error message:



The system will allow the assets to be entered per batch. For this, you must select the menu, copy the data from a table and then paste it as shown below:

It is not necessary to copy and paste the columns Executor Participant Name and Account Name.

	A	B	C	D	E	F	G	H	I	J
1	PETR4	100	4	SIM	20/01/2020	935	77			21016
2	PETR4	100	4	SIM	20/01/2020	935	77			21016
3	PETR4	100	4	SIM	20/01/2020	935	77			21016
4										

Then click on validate and later enter the offers into the system.

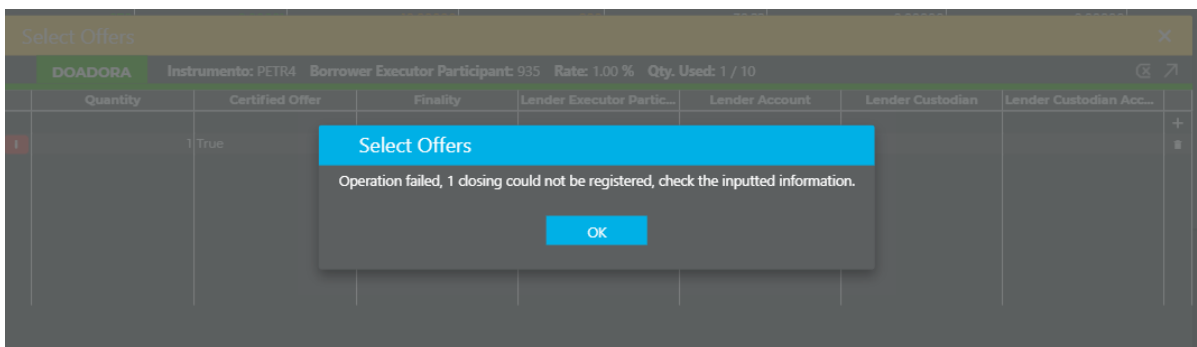
Instrument	Quantity	Rate	Certified Offer	Expire Date	Executor Part.	Executor Participant Name	Account	Account Name	Custodian	Custodian Account	Finality
PETR4	10	3	False	16/06/2021	935	CTC TESTE 3 33	77	TESTE NGA			

To execute trades, select the offer of your choice for execution and fill in the required data:

Lender				Borrower			
Executor ...	Quantity	Rate (%)	Rate (%)	Quantity	Executor ...		
935	3	0.90000	5.50000	7	935		
935	3	0.90000	5.00000	5	935		
935	3	0.90000	5.00000	10	9851		
935	3	0.90000	5.00000	10	9851		
935	3	0.90000	5.00000	10	9851		
935	3	0.90000	5.00000	9	9851		
935	3	0.90000	5.00000	9	9851		
935	3	0.90000	5.00000	9	9851		
935	3	0.90000	5.00000	9	9851		

Quantity	Certified Offer	Finality	Lender Executor Partic...	Lender Part. Exec. Na...	Lender Account	Lender Account Na...	Lender Custodian	Lender C
9	True	2101-6	935	CTC TESTE 3 33	77	TESTE NGA		

After filling in the required data, you must select the “+” button and subsequently send the offers. If the data was completed correctly, the system will return with the information that the “transaction was successfully received for processing by the clearinghouse”. In this case, if there is any non-conformity in filling in the data, the system returns with the following error message:



If the user wants to close multiple trades, select the desired offers and fill the required data.

Only one account is allowed for multiple trade.

The screenshot shows the B3 Securities Lending interface. At the top, there's a header with the B3 logo and the text 'SECURITIES LENDING'. Below that, there are tabs for 'T+0' and 'T+1'. The main area is titled 'General Book' and contains a table with columns for Instrument, Borrower Rate %, Borrower Qty, Reference Price, Last Trade Date %, Min. Trade Rate %, and Max. Trade Rate %. Below this, there are two windows: one for 'PETR4' offers and another for 'Lender' and 'Borrower' details. A blue arrow points to the 'Multiple Settlement' button in the Lender window.

After choosing the offers you desire to close, click the arrow multiple settlement.

This is a close-up of the Lender and Borrower windows. The Lender window shows a table with columns for Date, Time, Rate (%), and Qty. The Borrower window shows a table with columns for Executor, Quantity, Rate (%), and another Rate (%). A blue arrow points to the 'Multiple Settlement' button in the Borrower window, which has a tooltip that says 'Multiple Settlement'.

After filling the required data, click on the arrow send offers

The screenshot shows the 'Select Offers' dialog box. At the top, it says 'Select Offers' and 'TOMADORA Instrumento: PETR4 Qty. Used: 0 / 12'. Below that, there's a table with columns for Quantity, Finality, Borrower Executor Part..., Borrower Part. Exec. Name, Borrower Account..., Borrower Account Name, Borrower Custodian, and Borrower Custodian Acc... Below this, there's a section titled 'Selected lender offers' with a table that has columns for Offer, Lender Executor Part..., Lender Part. Exec. Name, Quantity, and Rate (%). A blue arrow points to the 'Send Offers' button in the bottom right corner.

The system can track the offers and trades executed by the Buyside through the offer list menu. To view this table, you must select the quick access button as follows:

The screenshot shows the 'General Book' interface with a table of instruments and a 'Lender/Borrower' sub-table. A blue arrow points from the top right corner of the 'General Book' table to the 'TRADE' tab in the 'OFFER' menu below.

Instrument	Quantity Qty	Amount Price	Borrower Rate %	Borrower Qty	Reference Price	Last Trade Rate %	Min. Trade Rate %	Max. Trade Rate %
PETR4	990	30.22	10.00000	990	30.22	0.00000	0.00000	0.00000
VALE3	0	54.76	0.00000	0	54.76	0.00000	1.00000	10.00000
B3SA3	0	48.97	0.00000	0	48.97	0.00000	0.00000	0.00000

Executo...	Quantity	Rate (%)	Rate ...	Quantity	Executor Part.
88711	970	0.00001	10.00000	990	88711
29855	1	0.03000	1.00000	1	29855
29855	1	1.00000	1.00000	1	29855
29855	1	1.00000	1.00000	1	29855
29855	1	1.00000	1.00000	1	29855
29855	1	1.00000	1.00000	10	935
29855	1	1.00000	1.00000	10	935
935	10	1.00000	1.00000	10	935
935	10	1.00000	1.00000	10	935
935	10	1.00000	1.00000	10	935

The screenshot shows the 'OFFER' menu with the 'TRADE' tab selected. The table displays trade details including Trade ID, Instrument, Side, Quantity, Rate (%), Status, and Date.

Trade	Instrument	Side	Quantity	Rate (%)	Status	Date
<a href="#">20092455</a>	PETR4	Borrower	4	3.2	Closed	05/14/2021 08:57.
<a href="#">20092454</a>	PETR4	Borrower	5	3.5	Closed	05/14/2021 08:57.
<a href="#">20092452</a>	PETR4	Lender	9	4	Closed	05/14/2021 08:5...
<a href="#">20092451</a>	PETR4	Lender	2	5	Closed	05/14/2021 08:5...

In this menu, depending on the selected tab, the Buyside will be able to monitor the status of offers and executed trades with visualization of time and date. By clicking on the number of the trade or offer, the system will display all its features.

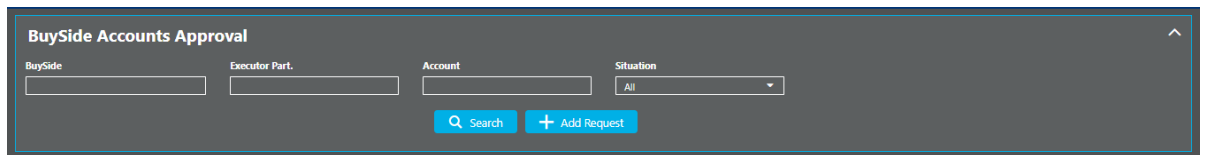
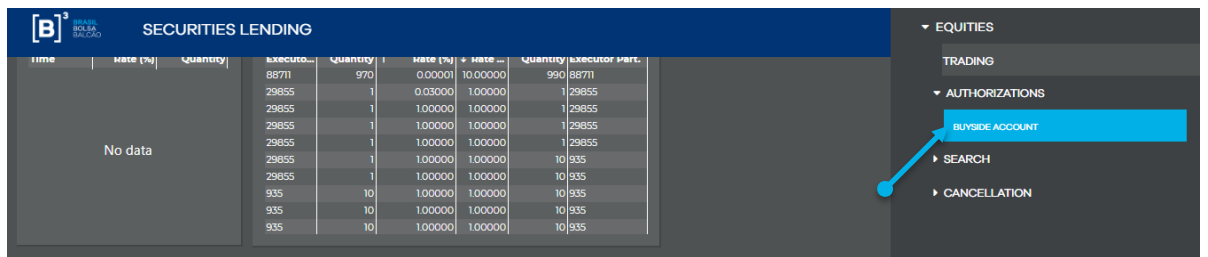
The trades can be consulted according to the historical period of the system. The trade date can be selected in the button below:

The screenshot shows the 'OFFER' menu with the 'TRADE' tab selected. A calendar is displayed for selecting a trade date, showing the month of May 2021. The date 14 is highlighted.

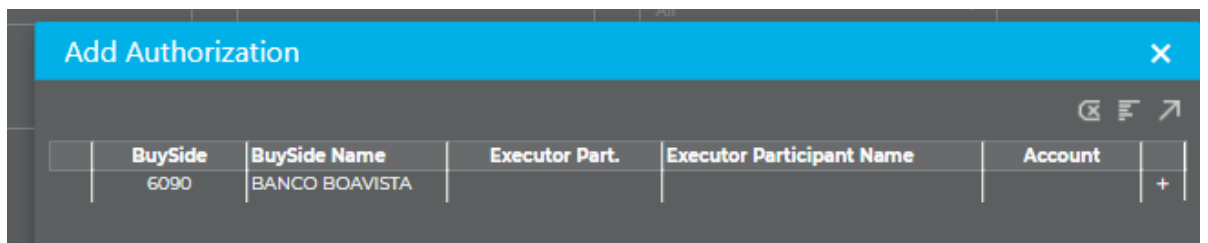
Trade	Instrument	Side	DOM.	SEG.	TER.	QUA.	QUIL.	SEX.	SÁB.	Status	Date
<a href="#">20092455</a>	PETR4	Borrower	25	26	27	28	29	30	1	osed	05/14/2021 08:57.
<a href="#">20092454</a>	PETR4	Borrower	2	3	4	5	6	7	8	osed	05/14/2021 08:57.
<a href="#">20092452</a>	PETR4	Lender	9	10	11	12	13	14	15	osed	05/14/2021 08:5...
<a href="#">20092451</a>	PETR4	Lender	16	17	18	19	20	21	22	osed	05/14/2021 08:5...
			23	24	25	26	27	28	29		
			30	31	1	2	3	4	5		

- b. **Authorizations:** Allows the authorization request of accounts to be used, as well as search and monitoring of requests made previously.

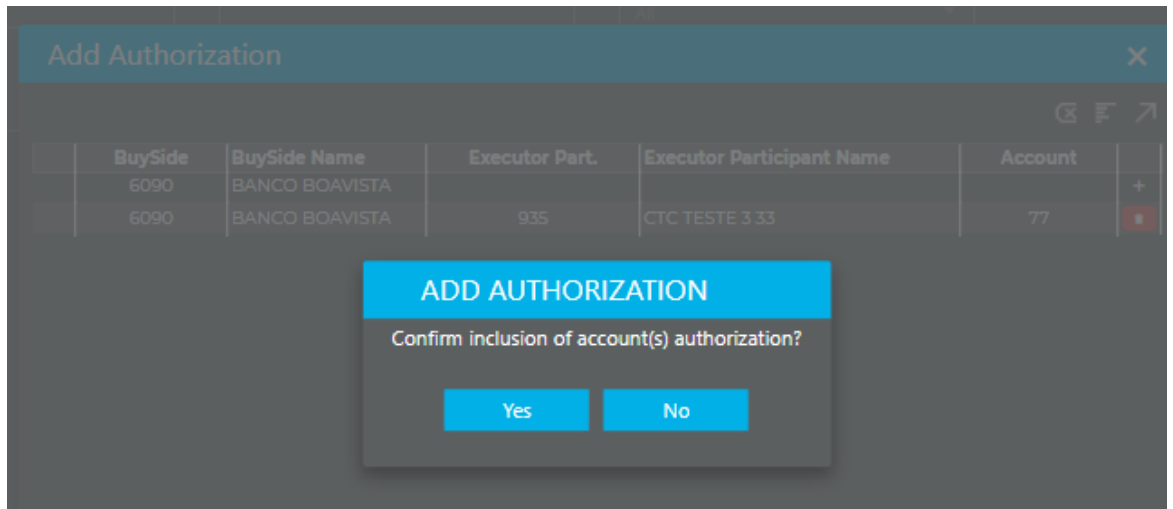
The Buyside may execute trades directly on the BTB system upon authorization of the Sellside through which it will trade. The following is the menu on which the Buyside will make these requests:



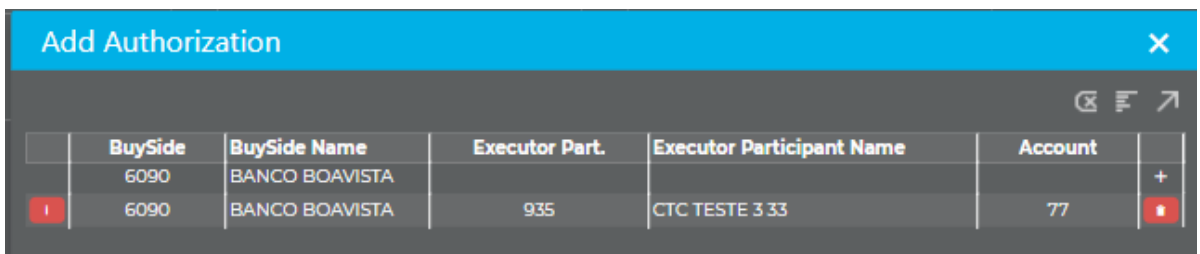
To add a new request, the Buyside must click on the “Add Request” button and then inform the Sellside (TP or DP) and the account registered in this participant, which will be used in the BTB system. The buy side name and executor participant name were included.



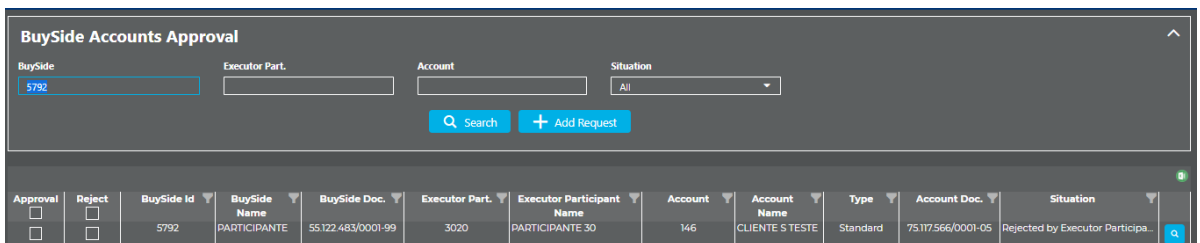
Then click on the “↗” button and save the authorization requests.



In the event of a non-conformity, the system reports an error in the request made as follows:



To Search or follow up on previous requests, the Buyside may click the “Search” button mentioning the account in which it wishes to obtain information from.



The “Status” column will display the status of the authorization request. The system allows the Buyside to reject a previously executed registration. For this, select the check box with the “Reject” option.

- c. **Offer Search – Executor Participant/Buyside:** Allows search of offers entered into the system by the Buyside.



**Search Offers - Executor Part. / BuySide**

Executor Part.:  Investor:  Offer:  Instrument:  BuySide:  Certified:

Settlement:  Side:  Situation:  Participant to close:  Creation Date - Start:  Creation Date - End:

Expire Date - Start:  Expire Date - End:

Offer	Side	Certified	Settlement	Executor Participant Investor	Carrying Participant Investor	Trade Participant	Investor Custodian	BuySide	Instrument	Early Settlement	Tender O Early Settlement
200128549	B	<input type="checkbox"/>	OTC	1033 / 528 - CLIENTE B TESTE			1033 / 528 - CLIENTE B TESTE	No	MGLU3	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Depending on the criteria entered in the filter, the system returns the offers entered by the Buyside and the result can be exported to Excel. In addition, if you wish to view all the characteristics of a given offer, you can click on the offer number:

**Offer Details**

Instrument | Finality | Settlement | History

**Offer**: 200128549

**Side**: B

**Situation**: Closed

**Settlement**: OTC

**Instrument**: MGLU3

**ISIN**: BRMGLUACNOR2

**Distribution**: 114

**Certified**: No

**Original Quantity**: 10000

**Available Quantity**: 0

**Rate**: 12.000000%

**Creation Date**: 07/04/2020

**Expire Date**: 09/04/2020

**Unlock Date**: 08/04/2020

**Non-Standard Contract**: No

- **Trades Search - Participant/Buyside**: Allows search of all trades carried out by the Buyside.

**Search Trade - Participant / BuySide**

Executor Part.:  Investor:  BuySide:  Custodian:  Trade:  Instrument:  Offer:

Side:  Type:  Certified:  Situation:  Settlement:  Opening Date - Start:  Opening Date - End:

Unlock Date - Start:  Unlock Date - End:  Maturity Date - Start:  Maturity Date - End:

Side	Trade	Settlement	Lender Participant Investor Executor	Lender Custodian Investor	Lender Carrying Participant	Trade Lender Participant	Borrower Participant Investor Executor	Borrower Custodian Investor	Borrower Carrying Participant	Trade Borrower Participant
-	20064526	OTC	1029 / 429 - CLIENTE X	1029 / 429 - CLIENTE X			1033 / 528 - CLIENTE B TESTE	1033 / 528 - CLIENTE B TESTE		

Depending on the criteria entered in the filter, the system returns the offers entered by the Buyside and the result can be exported to Excel. In addition, if you wish to view all the characteristics of a given offer, you can click on the offer number:

## d. Cancellation:

The system provides two types of cancellation:


Partial cancellation: Users select the offers they wish to cancel. It is possible to cancel the offers by batch, limited to fifty offers per search performed.

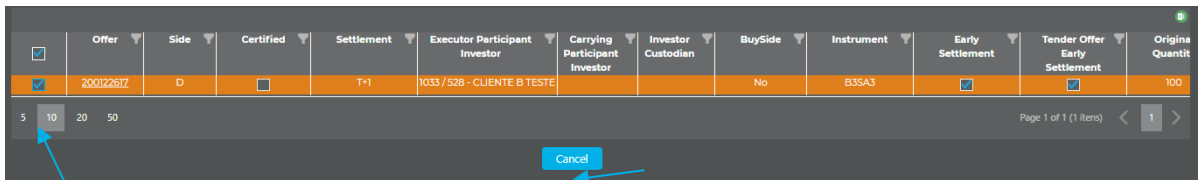
Total cancellation: Users will cancel all offers available and pending authorization, which are inserted using the entered participant's code considering both T+0 and T+1 modalities.

### i. Partial cancellation

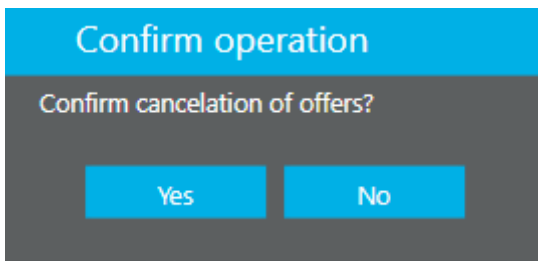
Functionality available for the Buyside to cancel the available offers.

Users may use the available filters and then click on search.

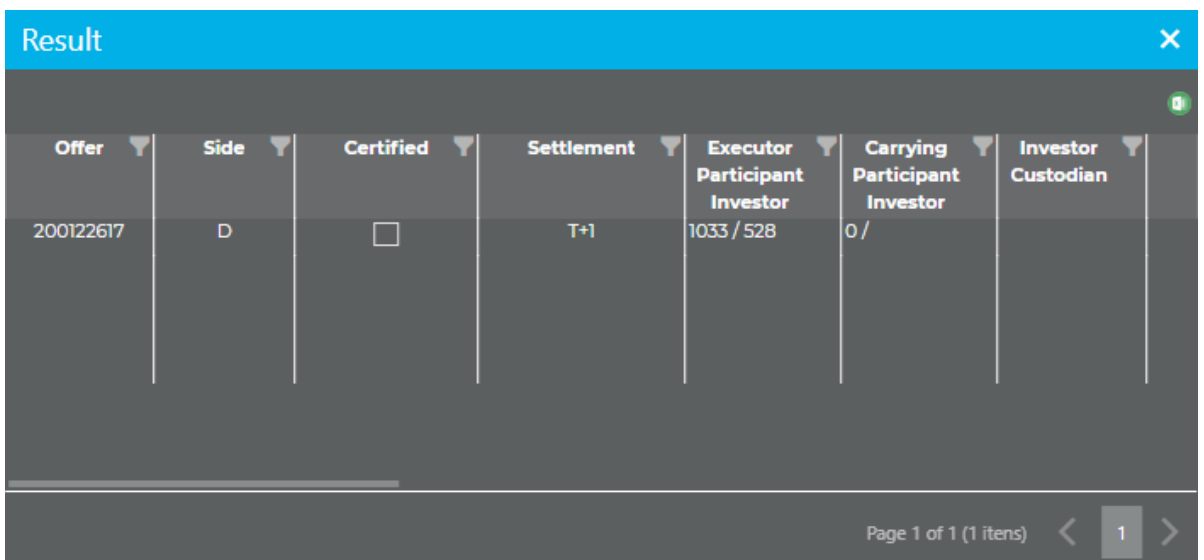
To cancel, the user must click on the symbol  next to the offer column and then on the cancel button.



The system will request confirmation of the transaction.

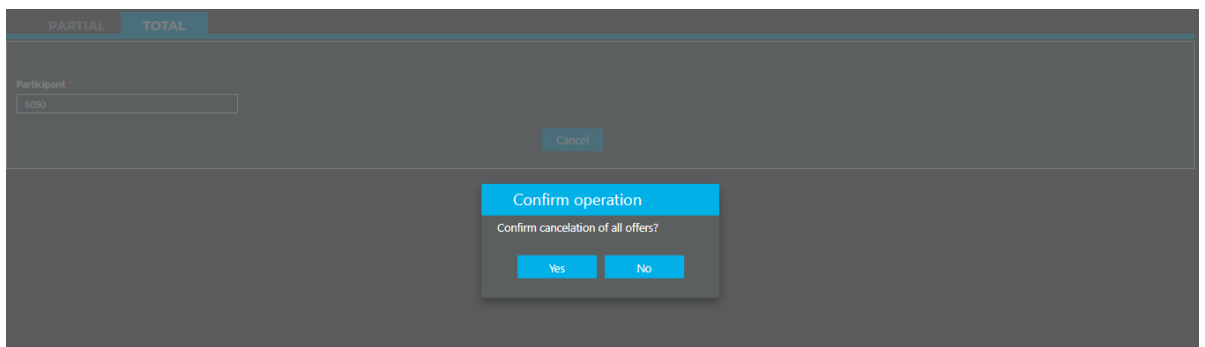
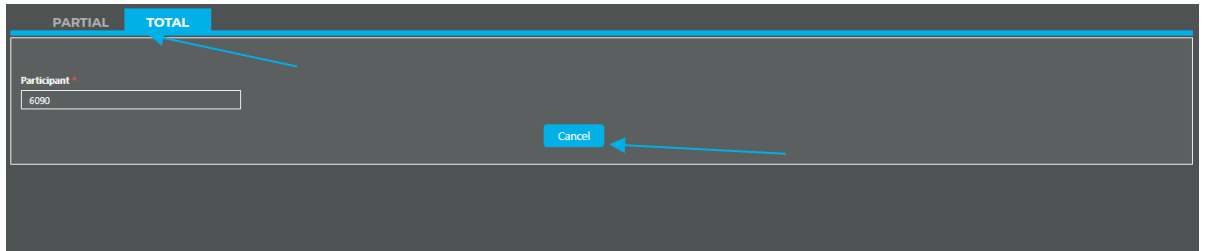


After confirmation, a window will open with the result of the transaction. It may be exported to Excel.



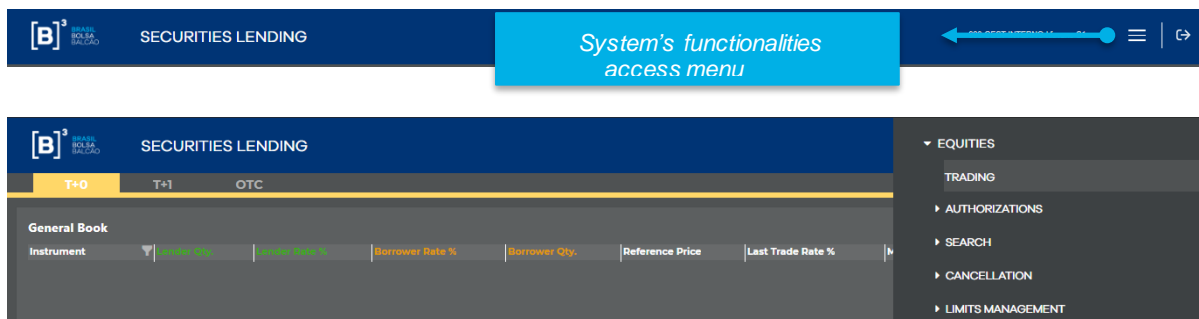
## ii. Total cancellation

In this menu, by clicking on the “Cancel” button, all available offers entered by the Buyside or pending approval related to the T+0 and T+1 modalities will be canceled.



### 3. SELLSIDE ACCESS (TP OR DP)

After logging in through the CAU system and selecting the Full Trading Participant (TP) or Direct Participant (DP) category, the system will display the functionalities access menu:

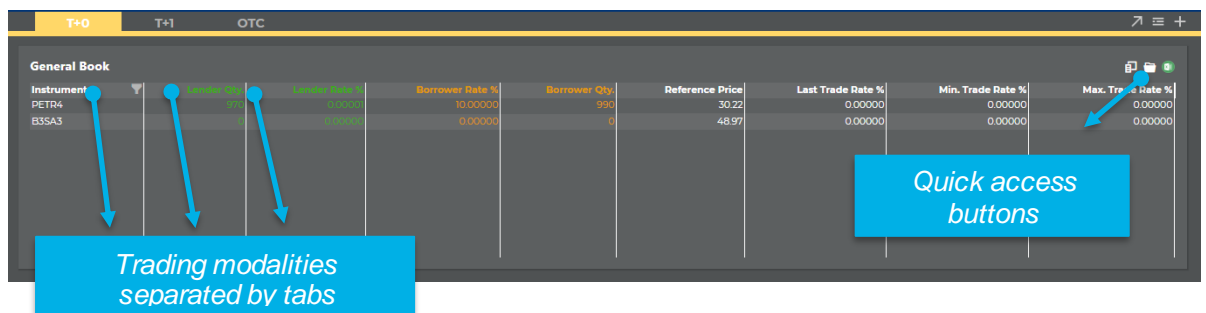


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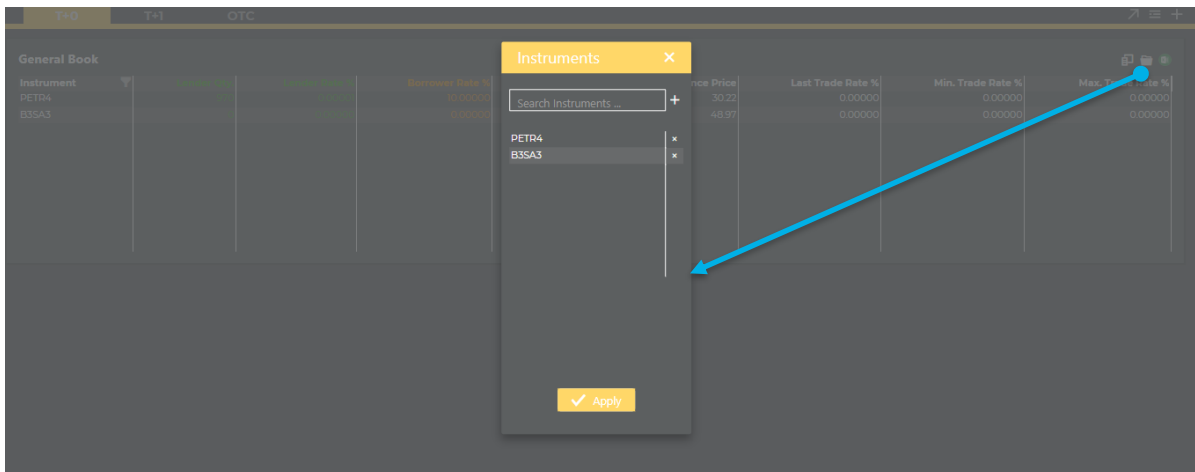
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- **Ask rate:** Best lend offer.
- **Bid rate:** Best borrow offer.
- **Borrowing Qty:** Quantity available in the best borrow offer.
- **Ref Price:** Price of the instrument that will be used to calculate the contract's financial volume.

- **Minimum fee%:** Minimum fee registered for a trade. Renewals are not considered.
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To view certain assets in the offer book, you must:



Select the instrument that you want to view in the book and then click on the “+” symbol and apply. After selecting the instrument, the system will display the best lend and borrow offer for that instrument at that time.


To view the other offers available for a given instrument, you must click on the instrument of your choice in the offer book. When doing this, the system will open the depth book.

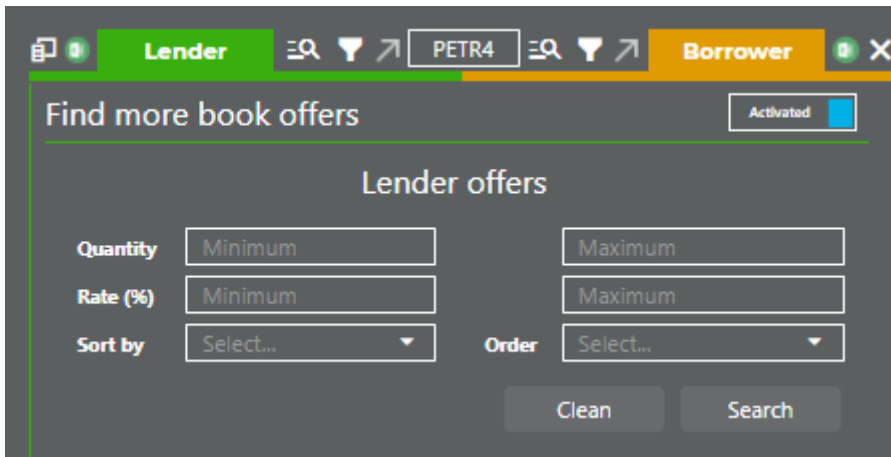
The screenshot displays the B3 Securities Lending interface. At the top, there are tabs for 'T+0', 'T+1', and 'OTC'. Below this is the 'General Book' section, which includes columns for Instrument, Lender, Borrower Rate %, Borrower Qty, Reference Price, Last Trade Rate %, Min. Trade Rate %, and Max. Trade Rate %. A blue arrow points to the 'Lender' column, and another points to the 'Borrower Rate %' column. Below the General Book is a detailed trade table with columns for Date, Time, Rate (%), Qty, Executor, Quantity, Rate (%), and Quantity Exec. A blue box labeled 'Depth book' points to the 'Quantity Exec' column. Another blue box labeled 'Trade history' points to the 'Date' filter in the trade table.

In addition, it will show the history of trades carried out on the day and you can view the quantity, fee and closing time. This table will always be updated in real time when a new trade is executed for the instrument in question.

You can filter the trade date, click on the date filter and the days will appear.

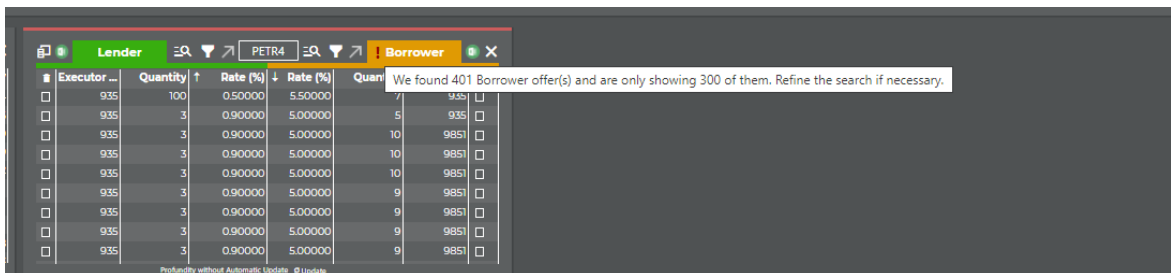
The screenshot shows a date filter dialog box for the trade history table. It has a title bar with 'PETR4' and a close button. The dialog contains a table with columns for Date, Time, Rate (%), and Qty. The 'Date' column is filtered to show only the date 05/14/2021, which is selected with a radio button. Other dates shown are 05/13/2021 and 05/12/2021. Below the table are 'OK' and 'Cancel' buttons.

In the depth book, if you desire to look for more offers, you click the button , activate and select the filters.



When you use the functionality find more book offers, the depth book will not be updated automatically. To update the depth book the user can click the update button.

If the system finds more offers than allowed, the system will show the alert button.



To enter an offer, you must select the “+” button shown in the quick access menu below:



Add Offers

LENDER BORROWER

Instrument	Quantity	Rate	Certified Offer	Expire Date	Executor Part.	Account	Custodian	Custodian Account	Finality
PETR4	3	3	True	11/05/2020 11/05/2020	935	77			

Add Offer

Confirm inclusion of offer(s)?

Yes No

The type of lend or borrow offer can be selected according to the description in the “Lend” or “Borrow” tab.

After filling in the required data, you must select the “+” button and then select the send offers button. If the data was filled in correctly, the system will return with the information that the offer was successfully entered. In this case, if there is any non-conformity in filling in the data, the system returns with the following error message:

Add Offers

LENDER BORROWER

Instrument	Quantity	Rate	Certified Offer	Expire Date	Executor Part.	Account	Custodian	Custodian Account	Finality
PETR4	3			11/05/2020				88	

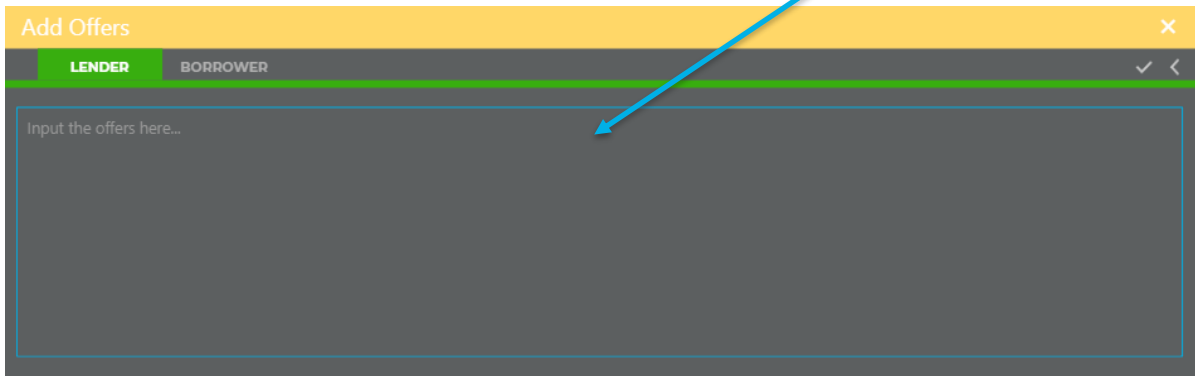
Add Offer

Operation failed, 1 offers could not be registered, check the inputted information.

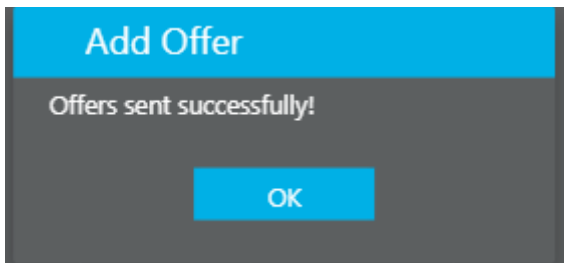
OK

The system will allow the assets to be entered per batch. For this, you must select the menu, copy the data from a table and then paste it as shown below:

	A	B	C	D	E	F	G	H	I	J
1	PETR4	100	4	SIM	20/01/2020	935	77			21016
2	PETR4	100	4	SIM	20/01/2020	935	77			21016
3	PETR4	100	4	SIM	20/01/2020	935	77			21016
4										



Then click on validate and later enter the offers into the system.



To execute trades, select the offer of your choice for execution and fill in the required data:

Lender				Borrower			
Executor ...	Quantity	Rate (%)	Rate (%)	Quantity	Executor ...		
935	3	0.90000	5.50000	7	935		
935	3	0.90000	5.00000	5	935		
935	3	0.90000	5.00000	10	9851		
935	3	0.90000	5.00000	10	9851		
935	3	0.90000	5.00000	10	9851		
935	3	0.90000	5.00000	9	9851		
935	3	0.90000	5.00000	9	9851		
935	3	0.90000	5.00000	9	9851		
935	3	0.90000	5.00000	9	9851		

Select Offers							
DOADORA Instrumento: PETR4 Borrower Executor Participant: 9851 Rate: 5.00 % Qty. Used: 10 / 10							
Quantity	Certified Offer	Finality	Lender Executor Partic...	Lender Account	Lender Custodian	Lender Custodian Account	
10	True	2101-6	935	77			+

After filling in the required data, you must select the “+” button and subsequently send the offers. If the data was completed correctly, the system will return with the information that the “transaction was successfully received for processing by the clearinghouse”. In this case, if there is any non-conformity in filling in the data, the system returns with the following error message:

Select Offers							
DOADORA Instrumento: PETR4 Borrower Executor Participant: 29855 Rate: 1.00 % Qty. Used: 1 / 1							
Quantity	Certified Offer	Finality	Lender Executor Partic...	Lender Account	Lender Custodian	Lender Custodian Acc...	
1	False		935	77			+

The system can track the offers and trades executed by the Sellside through the offer list menu. To view this table, you must select the quick access button as follows:

T+0 T+1 OTC									
General Book									
Instrument	General Book	General Book	Borrower Rate %	Borrower Qty	Reference Price	Last Trade Rate %	Min. Trade Rate %	Max. Trade Rate	
PETR4			5.00000	7	28.32	3.20000	0.00020	5.000	

PETR4									
Lender					Borrower				
Date	Time	Rate (%)	Qty	Executor	Quantity	Rate (%)	Rate (%)	Quantity	Executor
5/14/2021	08:57:36	3.20000	4	935	3	0.90000	5.50000	7	935
5/14/2021	08:57:36	3.50000	5	935	3	0.90000	5.00000	5	935
5/14/2021	08:57:36	4.00000	9	935	3	0.90000	5.00000	10	9851
5/14/2021	08:50...	4.00000	9	935	3	0.90000	5.00000	10	9851
5/14/2021	08:50...	5.00000	2	935	3	0.90000	5.00000	10	9851
5/14/2021	08:43...	0.00940	1	935	3	0.90000	5.00000	9	9851
5/14/2021	08:43...	0.00030	1	935	3	0.90000	5.00000	9	9851
5/14/2021	08:43...	0.00020	1	935	3	0.90000	5.00000	9	9851
5/14/2021	08:27:54	1.50000	98	935	3	0.90000	5.00000	9	9851
5/14/2021	08:27:54	0.90000	4	935	3	0.90000	5.00000	9	9851

Trade	Instrument	Side	Quantity	Rate (%)	Status	Date
20092455	PETR4	Borrower	4	3.2	Closed	05/14/2021 08:57
20092454	PETR4	Borrower	5	3.5	Closed	05/14/2021 08:57
20092452	PETR4	Lender	9	4	Closed	05/14/2021 08:57
20092451	PETR4	Lender	2	5	Closed	05/14/2021 08:57

In this menu, depending on the selected tab, the Sellside will be able to monitor the status of executed offers and trades with visualization of time and date. By clicking on the number of the trade or offer, the system will display all its features.

The trades can be consulted according to the historical period of the system. The trade date can be selected in the button.

Trade	Instrument	Side	Quantity	Rate (%)	Status	Date
20092455	PETR4	Borrower	4	3.2	Closed	05/14/2021 08:57
20092454	PETR4	Borrower	5	3.5	Closed	05/14/2021 08:57
20092452	PETR4	Lender	9	4	Closed	05/14/2021 08:57
20092451	PETR4	Lender	2	5	Closed	05/14/2021 08:57

- a. Authorizations: Allows the authorization request of accounts to be used by the Buyside, as well as search and monitoring of requests made previously.

The Buyside may execute trades directly on the BTB system upon authorization of the Sellside through which it will trade. The following is the menu on which the Sellside will carry out these authorizations:

To carry out an authorization, the Sellside must click on the search button, and if they wish they can use the available filters.

**BuySide Accounts Approval**

BuySide:  Executor Part.:  Account:  Situation:

Approval	Reject	BuySide Id	BuySide Name	BuySide Doc.	Executor Part.	Executor Participant Name	Account	Account Name	Type	Account Doc.	Situation
<input type="checkbox"/>	<input type="checkbox"/>	5792	PARTICIPANTE	55.122.483/0001-99	3020	PARTICIPANTE 30	146	CLIENTE S TESTE	Standard	75.117.566/0001-05	Rejected by Executor Participa...
<input type="checkbox"/>	<input type="checkbox"/>	5792	PARTICIPANTE	55.122.483/0001-99	9851	PARTIC 9851	10101	INVESTIDOR	Standard	43.776.651/0001-80	Canceled by BuySide

The “Status” column will display the status of the authorization request. The Sellside may “authorize” or “reject” the request and then click on the “Save” button. If necessary, the result may be exported to Excel.

- b. **Offer Search - Executor Participant/Buyside:** Allows search of all offers entered into the system by the Sellside and by the Buyside who uses the Sellside in question as a participant.

**Search Offers - Executor Part. / BuySide**

Executor Part.:  Investor:  Offer:  Instrument:  BuySide:  Certified:

Settlement:  Side:  Situation:  Participant to close:  Creation Date - Start:  Creation Date - End:

Expire Date - Start:  Expire Date - End:

Offer	Side	Certified	Settlement	Executor Participant Investor	Carrying Participant Investor	Trade Participant	Investor Custodian	BuySide	Instrument	Early Settlement	Tender Offer Early Settlement
200728554	L	<input type="checkbox"/>	T+0	935 / 77 - TESTE CERTIFICA				No	PETRA4	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Depending on the criteria entered in the filter, the system returns the offers entered by the Sellside and the result can be exported to Excel. In addition, if you wish to view all the characteristics of a given offer, you can click on the offer number:

Offer Details
✕

Instrument
Finality
Settlement
History

**Offer**

**Side**

**Situation**

**Settlement**

**Instrument**

**ISIN**

**Distribution**

**Certified**

**Original Quantity**

**Available Quantity**

**Rate**

**Creation Date**

**Expire Date**

**Unlock Date**

**Intermediation ID**

- **Trades Search - Participant/Buyside:** Allows search of all trades carried out by the Sellside or by the Buyside who uses the Sellside in question.

Search Trade - Participant / BuySide
^

Executor Part.

Investor

BuySide

Custodian

Trade

Instrument

Offer

Side

Type

Certified

Situation

Settlement

Opening Date - Start

Opening Date - End

Unlock Date - Start

Unlock Date - End

Maturity Date - Start

Maturity Date - End

Side	Trade	Settlement	Lender Participant Investor Executor	Lender Custodian Investor	Lender Carrying Participant	Trade Lender Participant	Lender BuySide	Borrower Participant Investor Executor	Borrower Custodian Investor	Borrower Carrying Participant	B Pa
L/B	20064515	OTC	935 / 77 - TESTE CERTIFICA	935 / 77 - TESTE CERTIFICA			No	935 / 2 - CERTIFICA TUDO	935 / 2 - CERTIFICA TUDO		

Depending on the criteria entered in the filter, the system returns the trades entered by the Sellside or by the Buyside on the former's behalf and the result can be exported to Excel. In addition, if you wish to view all the characteristics of a given trade, you can click on the trade number:

Trade Details			
Instrument	Finality	Settlement	History
<b>Trade</b> 20064515	<b>Settlement</b> OTC	<b>Situation</b> Closed	
<b>Instrument</b> VALE3	<b>ISIN</b> BRVALEACNOR0	<b>Distribution</b> 198	<b>Quantity</b> 40
<b>Type</b> Direct	<b>Certified Offer</b> Yes	<b>Opening Date</b> 07/04/2020	<b>Unlock Date</b> 08/04/2020
<b>Maturity Date</b> 24/04/2020	<b>Lender offer</b> 200128518	<b>Borrower offer</b> 200128519	<b>Anonymity</b> No
<b>Rate</b> 1.00000%	<b>Intermediation ID</b>		

### c. Cancellation:

The system provides two types of cancellation:

**Partial cancellation:** Users select the offers they wish to cancel. It is possible to cancel the offers by batch, limited to fifty offers per search performed.

**Total cancellation:** Users will cancel all offers available and pending authorization, which are inserted using the entered participant's code considering both T+0 and T+1 modalities and Registration.


### i. Partial cancellation

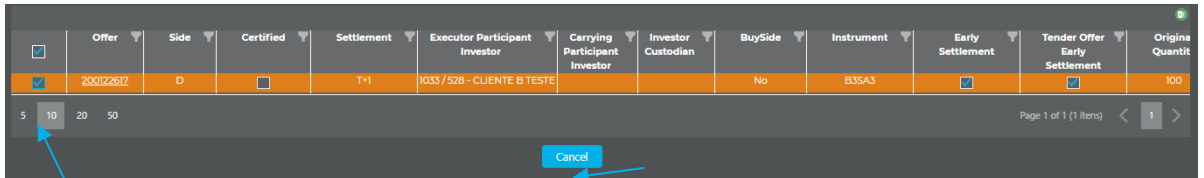
Functionality available for the Sellside to cancel the available offers.

**Cancel Offers**

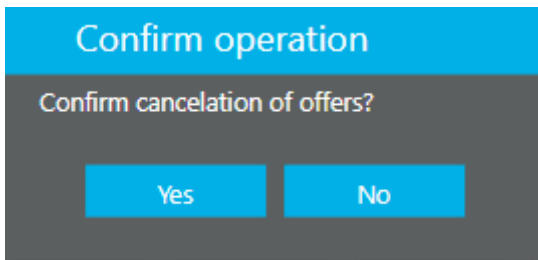
Executor Part. <input type="text"/>	Investor <input type="text"/>	Offer <input type="text"/>	Instrument <input type="text"/>	BuySide <input type="text"/>
Settlement All	Side All	Participant to close <input type="text"/>	Situation All	Creation Date - Start <input type="text"/>
Creation Date - End <input type="text"/>	Expire Date - Start <input type="text"/>	Expire Date - End <input type="text"/>	<input type="button" value="Search"/>	

Users may use the available filters and then click on search.

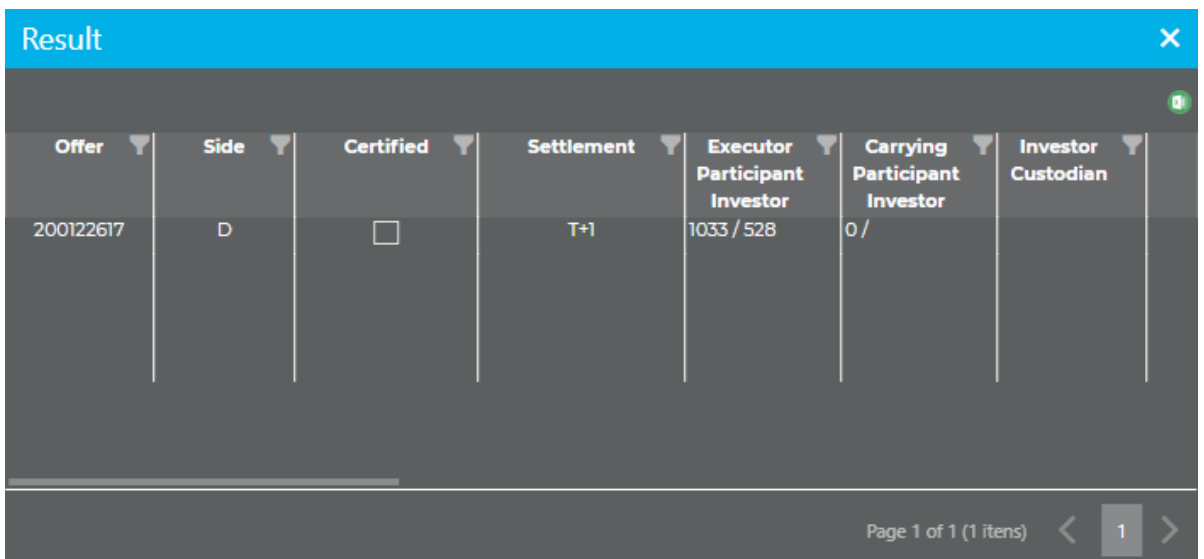
To cancel, the user must click on the symbol  next to the offer column and then on the cancel button.



The system will request confirmation of the transaction.



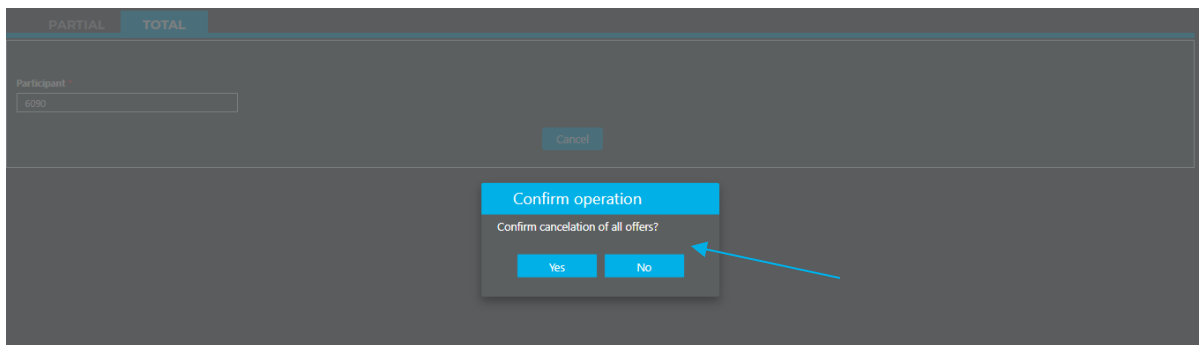
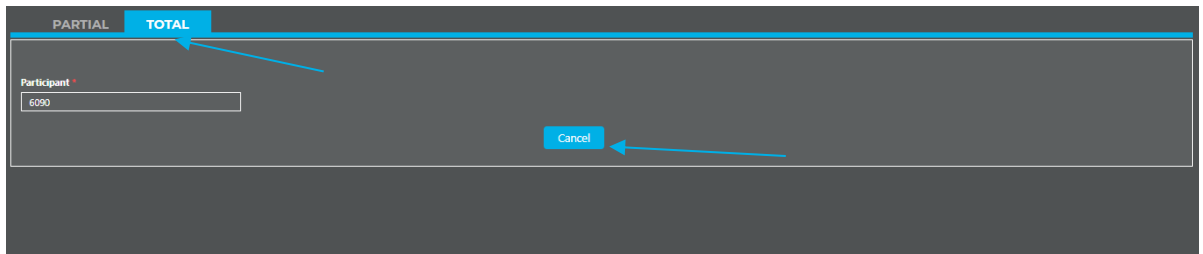
After confirmation, a window will open with the result of the transaction. It may be exported to Excel.



## ii. Total cancellation



In this menu, by clicking on the “Cancel” button, all available offers entered by the Sellside, whose status is available or pending approval, in the T+0 and T+1 modalities and Registration will be canceled.



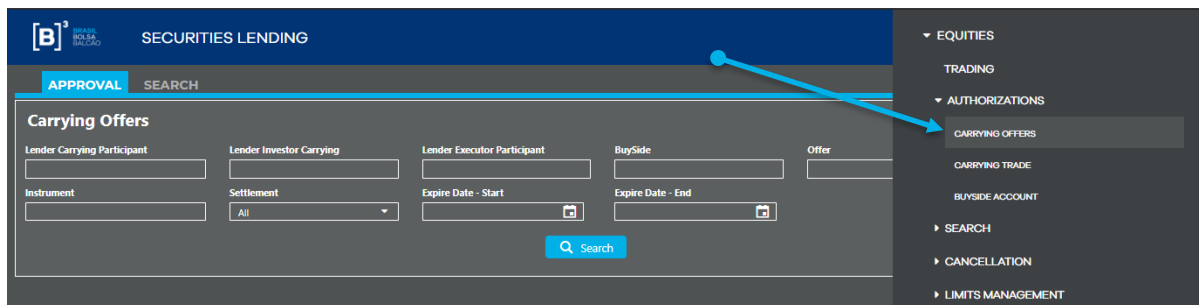
## 4. CARRYING LENDER AND BORROWER PARTICIPANT'S ACCESS

The carrying lender participant and carrying borrower participant will have their own screens to authorize offers and trades on the BTB system. Authorizations are segregated according to lender's and borrower's trades:

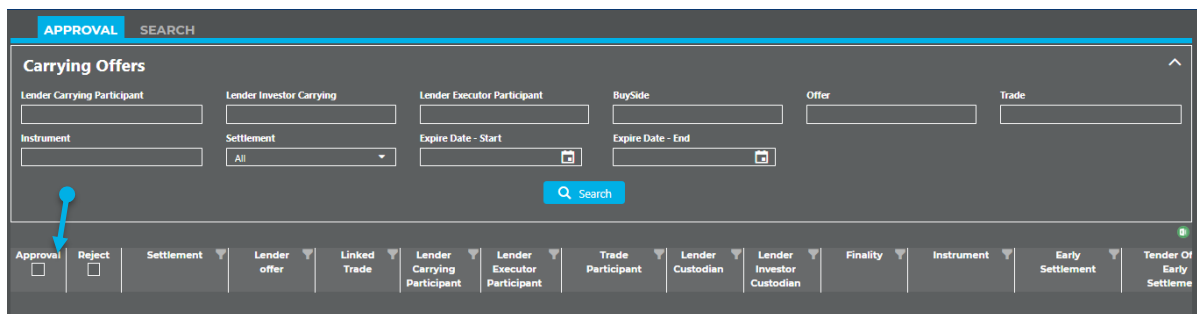
- a. Carrying offers
- b. Carrying trades
- c. Offers Search - Executor Participant/Buyside
- d. Trades Search - Participant/Buyside

### a. Carrying offers

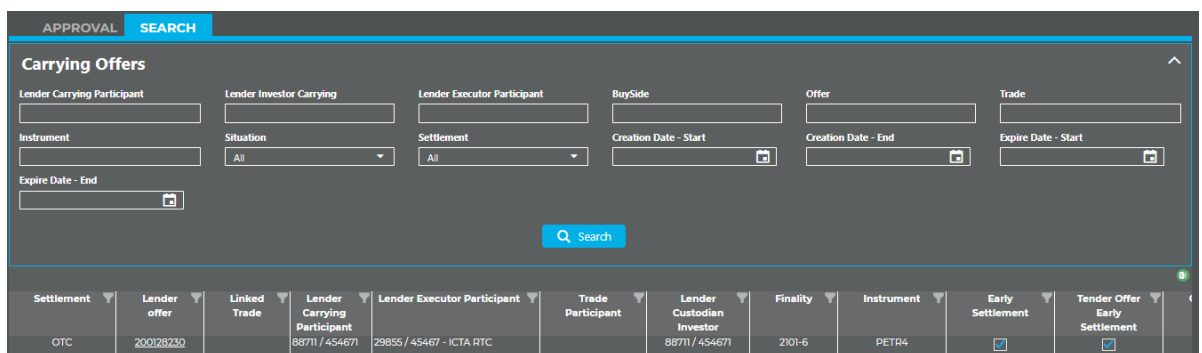
To carry out authorizations, the participant must click on the Authorizations menu, then on “Carrying Offers”.



The carrying participant may authorize or reject the offers forwarded for their authorization. For this, users must click on the authorize or reject button.

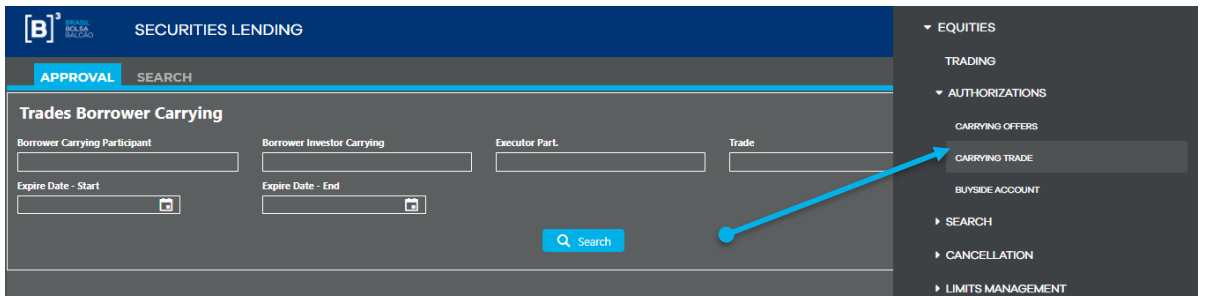


The system allows users to Search the authorizations and rejections carried out in the system. For this, they must click on the "Search" tab next to the "Authorize" tab.

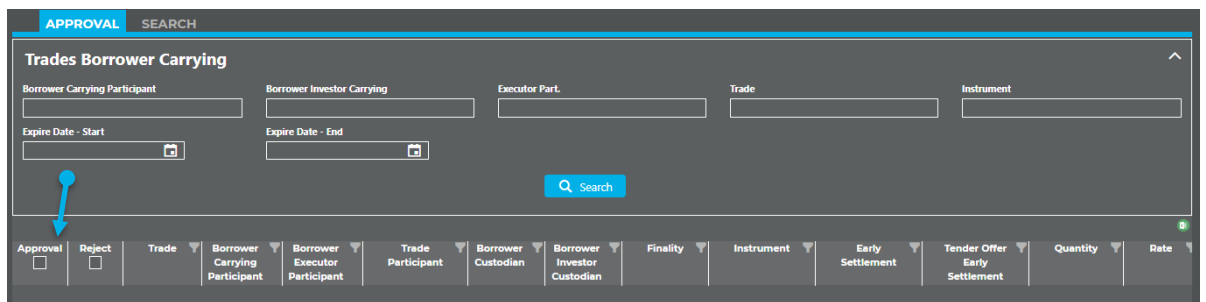


## b. Carrying trades

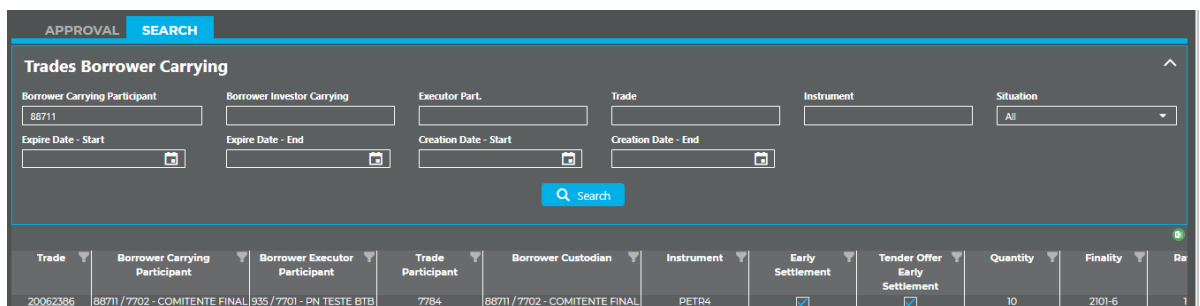
To carry out pre-contract authorization as a carrying borrower participant in the registration type modality, the participant must click on the Authorizations menu, then “Carrying Trades”.



The carrying participant may authorize or reject the pre-contracts forwarded for their authorization. For this, users must select the authorize or reject button.



The system allows users to Search the authorizations and rejections carried out in the system. For this, they must click on the "Search" tab next to the "Authorize" tab.



- c. **Offers Search – Executor Participant/Buyside:** Allows search of all offers entered in the system by the Sellside and Buyside in which the participant in question acts as a carrying lender or borrower.

**Search Offers - Executor Part. / BuySide**

Executor Part.: 935  
 Investor:   
 Offer:   
 Instrument:   
 BuySide:   
 Certified: All

Settlement: All  
 Side: All  
 Situation: All  
 Participant to close:   
 Creation Date - Start:   
 Creation Date - End:

Expire Date - Start:   
 Expire Date - End:

Offer	Side	Certified	Settlement	Executor Participant Investor	Carrying Participant Investor	Trade Participant	Investor Custodian	BuySide	Instrument	Early Settlement	Tender Offer Early Settlement
200128554	L	<input type="checkbox"/>	T+0	935 / 77 - TESTE CERTIFICA				No	PETR4	<input type="checkbox"/>	<input type="checkbox"/>

Depending on the criteria entered in the filter, the system returns the offers in which the participant acts as a carrying participant and the result can be exported to Excel. In addition, if users wish to view all the characteristics of a given offer, they can click on the offer number:

**Offer Details**

Instrument | Finality | Settlement | History

**Offer**: 200128554

**Side**: L

**Situation**: Available

**Settlement**: T+0

**Instrument**: PETR4

**ISIN**: BRPETRACNPR6

**Distribution**: 195

**Certified**: No

**Original Quantity**: 3

**Available Quantity**: 3

**Rate**: 3.00000%

**Creation Date**: 07/04/2020

**Expire Date**: 11/05/2020

**Unlock Date**: 08/04/2020

**Intermediation ID**:

- d. **Trades Search - Participant/Buyside**: Allows search of all trades in which the participant in question acts as a carrying lender or borrower.

**Search Trade - Participant / BuySide**

Executor Part.: 935  
 Investor:   
 BuySide:   
 Custodian:   
 Trade:   
 Instrument:   
 Offer:

Side: All  
 Type: All  
 Certified: All  
 Situation: All  
 Settlement: All  
 Opening Date - Start:   
 Opening Date - End:

Unlock Date - Start:   
 Unlock Date - End:   
 Maturity Date - Start:   
 Maturity Date - End:

Side	Trade	Settlement	Lender Participant Investor Executor	Lender Custodian Investor	Lender Carrying Participant	Trade Lender Participant	Lender BuySide	Borrower Participant Investor Executor	Borrower Custodian Investor	Borrower Carrying Participant
L/B	20064515	OTC	935 / 77 - TESTE CERTIFICA	935 / 77 - TESTE CERTIFICA			No	935 / 2 - CERTIFICA TUDO	935 / 2 - CERTIFICA TUDO	

Depending on the criteria entered in the filter, the system returns the trades in which the participant acts as a carrying participant and the result can be exported to Excel. In addition, if users wish to view all the characteristics of a given trade, they can click on the trade number:

Trade Details
✕

Instrument
Finality
Settlement
History

<b>Trade</b> 20064515	<b>Settlement</b> OTC	<b>Situation</b> Closed	
<b>Instrument</b> VALE3	<b>ISIN</b> BRVALEACNOR0	<b>Distribution</b> 198	<b>Quantity</b> 40
<b>Type</b> Direct	<b>Certified Offer</b> Yes	<b>Opening Date</b> 07/04/2020	<b>Unlock Date</b> 08/04/2020
<b>Maturity Date</b> 24/04/2020	<b>Lender offer</b> 200128518	<b>Borrower offer</b> 200128519	<b>Anonymity</b> No
<b>Rate</b> 1.00000%	<b>Intermediation ID</b>		

The functionalities available for custodians will be demonstrated below.

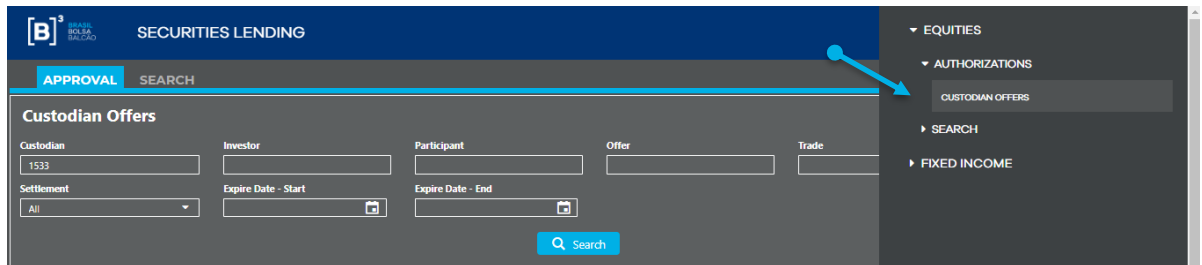
## 5. CUSTODIAN ACCESS

To carry out authorizations and Search offers/trades in the system, custodian will have three menus in the securities lending system:

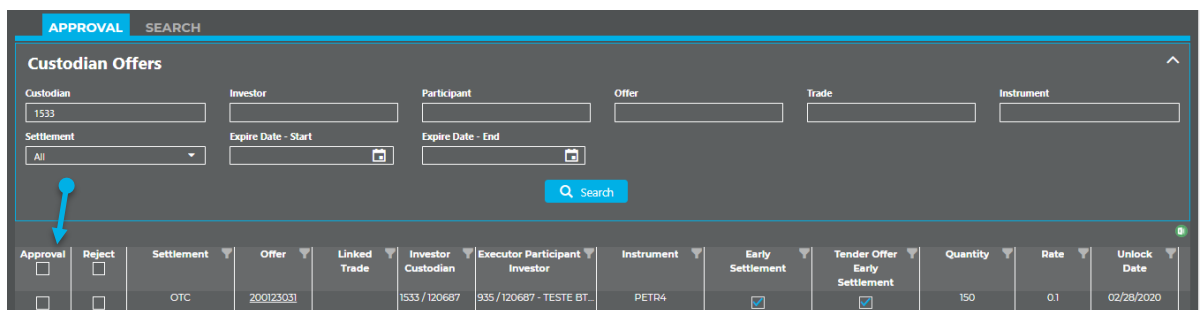
- a. Custodian offers authorization
- b. Custodian offers search
- c. Custodian trades search

## a. Custodian offers authorization

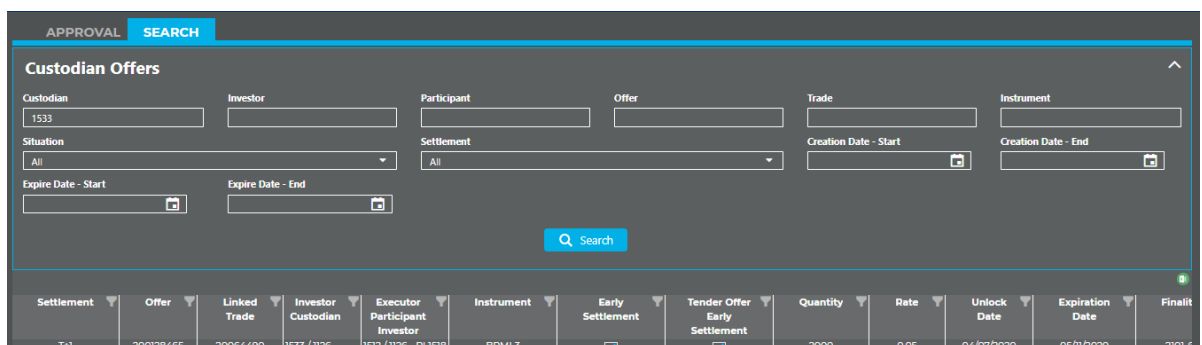
For certified lend offers, the lender custodian may authorize or reject a custodian indication made. Access will be done through the path Authorizations > Custodian Offers.



Then users must click on the "Authorize" or "Reject" button.



The system allows users to Search the authorizations and rejections carried out in the system. For this, they must click on the "Search" tab next to the "Authorize" tab.



## b. Custodian offers search: Allows search of all offers with custodian indication.

**Search Offers - Custodian**

Custodian: 1533  
 Investor:   
 Participant:   
 Offer:   
 Instrument:   
 Settlement: All

Side: All  
 Situation: All  
 Creation Date - Start:   
 Creation Date - End:   
 Expire Date - Start:   
 Expire Date - End:

Offer	Side	Certified	Settlement	Executor Participant Investor	Investor Custodian	BuySide	Instrument	Early Settlement	Tender Offer Early Settlement	Original Quantity	Available Quantity	F
200128508	L	<input checked="" type="checkbox"/>	T+0	935 / 120687 - TESTE BT...	1533 / 120687	No	B3SA3	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	100	100	1.5C

Depending on the criteria entered in the filter, the system returns the offers with custodian indication and the result can be exported to Excel. In addition, if users wish to view all the characteristics of a given offer, they can click on the offer number:

**Offer Details**

Instrument | Finality | Settlement | History

**Offer**: 200128508  
**Side**: L  
**Situation**: Rejected

**Settlement**: T+0  
**Instrument**: B3SA3  
**ISIN**: BRB3SAACNOR6  
**Distribution**: 108

**Original Quantity**: 100  
**Available Quantity**: 100  
**Rate**: 1.50000%  
**Creation Date**: 06/04/2020

**Expire Date**: 11/05/2020  
**Unlock Date**: 07/04/2020

- c. **Custodian trades search:** Allows search of all trades carried out by the Sellside or by the Buyside who uses the Sellside in question.

**Search Trade - Custodian**

Custodian: 1533  
 Investor:   
 Executor Part.:   
 Trade:   
 Instrument:   
 Offer:   
 Side: All

Type: All  
 Situation: All  
 Settlement: All  
 Opening Date - Start:   
 Opening Date - End:   
 Unlock Date - Start:   
 Unlock Date - End:   
 Maturity Date - Start:   
 Maturity Date - End:

Side	Trade	Settlement	Lender Custodian Investor	Lender Participant Investor	Trade Lender Participant	Lender BuySide	Borrower Custodian Investor	Borrower Participant Investor	Trade Borrower Participant	Borrower BuySide
L	20064505	T+1	1533 / 1126 - PL1518	1512 / 1126 - PL1518		No	1512 / 19100 - RESTAURANTE CE...	1512 / 19100 - RESTAURANTE CE...		No

Depending on the criteria entered in the filter, the system returns the trades with custodian indication and the result can be exported to Excel. In addition, if users wish to view all the characteristics of a given trade, they can click on the trade number:

Trade Details
✕

Instrument
Finality
Settlement
History

<b>Trade</b>	<b>Settlement</b>	<b>Situation</b>	
<input type="text" value="20064505"/>	<input type="text" value="T+1"/>	<input type="text" value="Closed"/>	
<b>Instrument</b>	<b>ISIN</b>	<b>Distribution</b>	<b>Quantity</b>
<input type="text" value="COGN3"/>	<input type="text" value="BRCOGNACNOR2"/>	<input type="text" value="103"/>	<input type="text" value="2000"/>
<b>Type</b>	<b>Opening Date</b>	<b>Unlock Date</b>	<b>Maturity Date</b>
<input type="text" value="Direct"/>	<input style="font-size: small; text-align: right; padding-right: 5px;" type="text" value="06/04/2020"/> 📅	<input style="font-size: small; text-align: right; padding-right: 5px;" type="text" value="07/04/2020"/> 📅	<input style="font-size: small; text-align: right; padding-right: 5px;" type="text" value="11/05/2020"/> 📅
<b>Lender offer</b>	<b>Borrower offer</b>	<b>Anonymity</b>	<b>Rate</b>
<input type="text" value="200128495"/>	<input type="text" value="200128496"/>	<input type="text" value="No"/>	<input type="text" value="0.05000%"/>