

INSTRUCTION FOR COMPLETING THE FORM IN THE FIN SERVICE IN THE AREA OF SETTLEMENT & RECONCILIATION (S&R) AS PART OF KDPW SERVICES – REGISTRATION IN CUG

Instruction for completing the CUG access form - KDPW_FIN_CSD in the test and production environment

1. Enter the address www.swift.com in your web browser.
2. On the SWIFT home page, go to "My Tools" and then select "Order products and services".
3. On the "Order Products and Services" page, select the "Most popular" tab, then the "Market Infrastructure" option.
4. On the "Market Infrastructure" page, select "Subscribe" to join the CUG:
 - a. KDPW_FIN_CSD (Live) – production environment;
 - b. KDPW_FIN_CSD (Test) – test environment.
5. After selecting the appropriate "Subscribe" option (depending on the environment: production or test), you will be redirected to the SWIFT login page.
6. After successfully completing the login, the form "CENTRAL SECURITIES DEPOSITORY OF POLAND (KDPWPLPW) Market Infrastructure: KDPW_FIN_CSD (Test)" should be displayed (example for the test environment).
7. The individual sections of the form should be completed in accordance with the following instructions:
 - a. 3.01 – enter the name that will identify the order;
 - b. 3.02 – select "S.W.I.F.T. SC";
 - c. 4.01 – select the BIC of the institution registering in CUG;
 - d. 5.01 – select the preferred date of registration in CUG;
 - e. 6.01 – check whether the value "KDP" is entered; if not, enter this value;
 - f. 6.02 – select the production or test BIC of the institution registering in CUG, depending on which environment the form relates to;
 - g. 6.03 – select "SERVICEPARTICIPANT".
8. Once you have completed the form, click the "Continue" button in the bottom right-hand corner.
9. Once you have moved on to the next page to accept the form, tick the box at the bottom of the page that says: "Tick here to confirm your order details and to accept the terms and conditions above". Then click "Order now".
10. A confirmation of the registration of the order, together with its reference number, will be sent to the email address provided in section 1.04 of the form.