



**AUTOMATIC ENROLLMENT SYSTEM
GROUP-BASED INDIVIDUAL
PENSION AGREEMENT WITH
TÜRKİYE HAYAT VE EMEKLİLİK INC.**

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Private Sector Public Sector

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For a new agreement For transfer **INFORMATION ENTRY FORM**

(This information entry form prepared within the scope of this agreement constitutes an integral part of the agreement and does not require a separate signature.)

What criteria should I consider when selecting a pension company?

• I acknowledge that I should consider the quality of service and the advantages provided to employees when selecting a company. I understand that I cannot, under any circumstances, obtain any material benefit, including commissions, from the company due to such selection.

What are the responsibilities that I, as the employer, must assume in fund selection?

• I understand that I must obtain the employees' preferences regarding fund selection (interest-bearing/non-interest-bearing) during system entry, and that I may make such selection on behalf of employees who do not express a preference.

Do I, as the employer, have any responsibility in the payment of contributions?

• I understand that I am obliged to deduct the contribution amounts from employees' wages and transfer them to the pension company.

When are contributions transferred to the pension company?

• I understand that contribution amounts shall be transferred to the company by employers no later than the business day following the salary payment date.

What is the rate to be used as the basis for contribution payments?

• I understand that the employee contribution amount to be deducted by the employer shall be up to 3% of the relevant earnings of employees covered under the Regulation; that the Council of Ministers is authorized to increase this rate up to twice its amount, reduce it to zero, or set different limits; and that employees may request to make contributions at a higher rate than specified within the framework of the Regulation and notify the employer accordingly.

Can I transfer my obligations as an employer to the pension company?

• I understand that, subject to operational requirements, the employer may transfer its obligations to the pension company, except for the deduction of contributions, if such delegation is stipulated in the agreement.

Will the employer be subject to any sanctions if obligations are not fulfilled?

• I understand that in the event of failure to fulfill obligations, an administrative fine of one hundred Turkish Lira per violation will be imposed by the Ministry of Labour and Social Security, and that if the employer fails to deduct or transfer the employee contributions to the pension company, I will be liable for any financial loss incurred in the employee's accumulated savings.

What incentives will be provided to employees by the State under the Automatic Enrollment System?

• I understand that under the system, employees will be provided with:
– a state contribution equal to 20% of the contribution amount,
– an additional state contribution of TRY 500 for those who do not opt out within the initial 2-month withdrawal period,
– an additional state contribution equal to 5% of the accumulated savings for those who choose to receive their savings as an annuity (income insurance) upon retirement.

Can I exercise my right to assignment of receivables?

• I understand that, without exiting the system, I may assign all or part of my receivables arising from this agreement—excluding the state contribution—through an assignment of receivables agreement.
• I understand that, in determining the amount subject to assignment, the deduction amounts that may be applied to the accumulation under the agreement throughout the loan term of the company shall be taken into account.
• I understand that, in the event of entering into an assignment of receivables agreement with a bank, the amount subject to assignment will be converted into cash and directed to investment in pension funds eligible for assignment as determined by the Insurance and Private Pension Regulation and Supervision Agency (SEDDK), and that no transactions may be carried out in such funds.
• I understand that, while the assignment of receivables agreement is in effect, I may continue to pay contributions; however, I will not be able to terminate my agreement or transfer it to another company.
• I understand that I may not assign my receivables arising from this agreement to a bank as collateral for my existing loans or for the loans of third parties.

Employer Representative**TÜRKİYE HAYAT VE EMEKLİLİK INC.**

AUTOMATIC ENROLLMENT PRELIMINARY INFORMATION FORM

COMPANY / INSTITUTION NAME :
SECTOR :
ORGANIZATIONAL STRUCTURE :
COMPANY TYPE : PRIVATE PUBLIC
CORPORATE INDIVIDUAL
REGISTERED HEAD OFFICE ADDRESS :
PROVINCE :
DISTRICT :
COUNTRY WHERE THE COMPANY / INSTITUTION IS TAX LIABLE :
COMPANY / INSTITUTION TAX OFFICE :
COMPANY / INSTITUTION TAX IDENTIFICATION NUMBER :
COMPANY / INSTITUTION TRADE REGISTRY NUMBER :
COMPANY / INSTITUTION SOCIAL SECURITY WORKPLACE NUMBER :
COMPANY / INSTITUTION IBAN NUMBER :
WEBSITE ADDRESS :

COMPANY DETAILS

NUMBER OF EMPLOYEES :
NUMBER OF EMPLOYEES UNDER THE AGE OF 45 :
IS THERE AN IGE? COMPANY NAME :
IS THERE A GBB? COMPANY NAME :
IS THERE ANY OTHER LIFE / PERSONAL ACCIDENT
INSURANCE? IF YES, COMPANY NAME :
PAYROLL SYSTEM USED :
BANK USED FOR SALARY PAYMENTS :
HAVE OTHER PENSION COMPANIES VISITED WITHIN THE
SCOPE OF THE AUTOMATIC ENROLLMENT SYSTEM? :

AUTHORIZED REPRESENTATIVE OF THE COMPANY

FULL NAME :
TURKISH ID NUMBER (TCKN) :
BUSINESS PHONE :
MOBILE PHONE :

AUTOMATIC PRIVATE PENSION BRANCH USERS

FULL NAME :	FULL NAME :	FULL NAME :
TURKISH ID NUMBER (TCKN) :	TURKISH ID NUMBER (TCKN) :	TURKISH ID NUMBER (TCKN) :
MOBILE PHONE :	MOBILE PHONE :	MOBILE PHONE :
E-MAIL :	E-MAIL :	E-MAIL :

AUTOMATIC ENROLLMENT AGREEMENT DETAILS

PLAN NAME **1001 Interest-Bearing AES Plan** **1002 Interest-Free AES Plan**

BANK NAME / BRANCH NAME :
INTERMEDIARY NAME SURNAME / LICENSE NO :
PROPOSAL SIGNATURE DATE :
SALARY PAYMENT DAY :
AUTHORIZED SIGNATORY OF THE COMPANY :

* Completion of all fields is mandatory.

** The Partaj No and Source No refer to the sales consultant's number; the **SOURCE NO SALES CONSULTANT NUMBER** section must be completed by the sales representative.

AUTHORIZED SIGNATORY OF THE COMPANY :

This section will be completed by Türkiye Hayat ve Emeklilik Inc.

PARTAJ NUMBER :

SOURCE NO SALES CONSULTANT NUMBER :

Company documents have been received in full. **Yes**

Received and verified by the Regional Directorate AES Representative:

Completion of all fields is mandatory.

ARTICLE 1 – PARTIES TO THE AGREEMENT AND AGREEMENT INFORMATION

This Agreement is executed between (hereinafter referred to as the “EMPLOYER” in this Agreement) and Türkiye Hayat ve Emeklilik Inc. (hereinafter referred to as the “COMPANY” in this Agreement).

EMPLOYER :
COMPANY : TÜRKİYE HAYAT VE EMEKLİLİK INC.
(Large Taxpayers Tax Office – Tax No: 4340051452)
Levent Mah. Çayır Çimen Sok. No:7 34330 Levent Beşiktaş / İSTANBUL

ARTICLE 2 – DEFINITIONS AND ABBREVIATIONS

- a) Law** : Law No. 4632 on the Individual Pension Savings and Investment System
b) Regulation : Regulation on the Individual Pension System
c) Agreement : Group Agreement Regarding the Automatic Enrollment of Employees into the Individual Pension System
ç) Employee (Participant) : A real person for whom an individual pension account is or will be opened in the name of the employee within the scope of this Agreement
d) Contribution : The amount to be paid to the Company in accordance with the provisions of the pension agreement
e) Company : Türkiye Hayat ve Emeklilik Inc.
f) Employer : Employers and employer representatives within the scope of the Social Insurance and General Health Insurance Law No. 5510 dated 31.05.2006
g) Fund : Pension Investment Fund
ğ) Individual Pension Account : The account in which contributions paid in the name of the participant and all returns related thereto are tracked on a participant basis within the framework of the pension agreement
h) Automatic Enrollment Certificate : The document containing summary information regarding the pension plan general terms, the functioning of the system and the agreement, prepared separately for each Employee (Participant)
ı) Ministry : Ministry of Treasury and Finance
i) AES (Automatic Enrollment System) : Automatic Enrollment System
j) Secure Electronic Communication Tool : Any communication method that allows storage of messages such as SMS, electronic mail, internet, telephone, fax, etc.
k) Durable Medium : Any medium or device such as SMS, electronic mail, internet, CD, DVD, memory card, etc., which enables the participant to store the information addressed to them in a way that allows access for a reasonable period in line with the purpose of the information, and to reproduce the stored information without alteration

ARTICLE 3 – SUBJECT OF THE AGREEMENT

This Group Agreement regarding the Automatic Enrollment of Employees into the Individual Pension System is an agreement executed by the parties, through their duly authorized representatives, governing the rights and obligations of the employee and the Company within the framework of the legal regulations introduced under the Individual Pension Savings and Investment System Law concerning the automatic inclusion of employees in a pension plan.

Employer Representative

TÜRKİYE HAYAT VE EMEKLİLİK INC.

ARTICLE 4 – ENTRY INTO FORCE OF THE AGREEMENT

Contribution payments made by credit card shall, depending on the agreement between our Company and the bank where the POS transactions are carried out, be transferred to individual pension agreements upon the expiry of the applicable blocking periods, directed to investment, and included in the State contribution.

The blocking period applicable to individual pension payments made by credit card may vary between 1–41 business days. The blocking periods may change depending on the agreements made with banks. For detailed information, you may visit <https://www.turkiyehayatemeklilik.com.tr/>.

In cases where the payment is not made in accordance with the procedure or is made incorrectly, the payment shall be refunded by the Company and such payment shall be deemed not to have been made.

Payments shall be made through one of the payment methods specified below. Payments made outside these methods shall not be accepted.

a) Payment via Türkiye Halk Bankası “Online Collection” Method

The Employer may make payment through the “Halkbank Online Collection” option under the “PAYMENT” tab on the OKS Internet Branch screen after uploading the collection data.

b) Payment via Türkiye Vakıflar Bankası “Debit Card” Method

The Employer may make payment by selecting the “Debit Card” option under the “PAYMENT” tab on the OKS Internet Branch screen after uploading the collection data. The debit card details to be entered must be linked to the employer’s commercial account. Payments by credit card are not accepted.

c) Payment via Türkiye Vakıflar Bankası “Corporate Payments” Method

The Employer may make payment via the corporate internet banking system after uploading the collection data on the OKS Internet Branch screen. After logging into VakıfBank Commercial Internet Banking, the “Corporate Payments” screen shall be accessed, and from the “Payment/Türkiye Hayat ve Emeklilik OKS” field, the Türkiye Hayat ve Emeklilik Customer Institution Number and OKS Collection Batch Number must be entered.

d) Payment via T.C. Ziraat Bankası “Standing Instruction” Method

The Employer may make payment by selecting the “Ziraat Bank Standing Instruction Payment” option under the “PAYMENT” tab on the OKS Internet Branch screen after uploading the collection data. The relevant Ziraat Bank information of the institution must be entered on the screen.

e) Payment via EFT/Bank Transfer Method

The Employer may make payment by selecting the “EFT/TRANSFER” option under the “PAYMENT” tab on the OKS Internet Branch screen after uploading the collection data. Before entering the information on the screen, the Employer must make the payment from its corporate accounts to the Türkiye Hayat ve Emeklilik accounts in an amount equal to the uploaded collection file.

The Employer is obliged to submit all required information, including the employee’s investment preference for opening an individual pension account, completely and accurately by the payment due date of the relevant period. Based on the information provided, the Company shall open the individual pension account. The Employee shall be included in the plan in accordance with the provisions of the relevant Regulation.

The Employee Salary Payment Day is determined as the day of each month.

ARTICLE 5 – CONTRIBUTION

5.1. CALCULATION OF THE CONTRIBUTION AMOUNT

The Employee Contribution Amount shall be calculated by taking into account the minimum limit set forth in the applicable legislation. Employees shall have the right to increase or decrease their contribution amounts, provided that such amounts do not fall below the minimum limit.

5.2. AMENDMENT OF THE CONTRIBUTION AMOUNTİ

The Employer shall be solely responsible for all requests regarding the increase of the contribution amount and its reduction, provided that it does not fall below the minimum limit. Requests submitted up to the Payroll Calculation Period shall be applied within the relevant period, whereas requests submitted after the Payroll Calculation Period shall be applied in the subsequent period. The Employer shall notify the Company of the requests received from Employees regarding contribution amounts no later than the following business day.

Employer Representative

TÜRKİYE HAYAT VE EMEKLİLİK INC.

ARTICLE 6 – RECONCILIATION PROCESS

Contribution amounts shall be tracked in the individual pension account opened in the name of the Employee within the scope of the group-based individual pension agreement. Except for the amounts transferred under additional agreements and payments made due to delays or errors, no cash inflow shall be accepted into this account. In cases where the Employee leaves employment, starts working at a new workplace, or where a pension plan is not available at the new workplace, contribution payments may also be made by the Employee in accordance with procedures specific to such circumstances.

Contribution amounts shall be transferred by the Employer to the Company no later than the business day following the Salary Payment Day, via Debit Card or Corporate Invoice Payment methods.

If the Employer fails to transfer the contribution amount to the Company on time or transfers it late, the Employer shall be liable, within the framework of the applicable legislation, for any financial loss incurred in the Employee's accumulated savings. However, if contribution payments cannot be transferred to the Company through any of the aforementioned methods on the specified payment date due to temporary service interruptions in payment and calculation systems for any reason, no liability shall be imposed on the Employer.

The Employer may view the collection data list attached to this Agreement via the Company's OKS internet screen. The Employer shall complete this list in full, including contribution information, and submit it to the Company at least five (5) business days prior to the Salary Payment Day. In case of non-compliance with this obligation, the Employer shall be responsible for any financial loss incurred. Contribution amounts deducted from the Employee's salary but not transferred to the Company, or transferred incompletely, and any related returns shall be tracked and collected by the Pension Monitoring Center. Collections made in this manner shall be transferred to the Employee's account.

In the event that the collection data list cannot be transferred to the Company due to a malfunction in information systems, the Employer shall try alternative methods and ensure that the data is transmitted to the Company in Excel format via secure electronic communication tools. If system failures prevent such transmission, the Employer shall not be held liable for the failure to transmit the data.

If there is a discrepancy between the amounts sent by the Employer and the amounts specified in the data, and where the Employer confirms the accuracy of the data, any excess amount sent shall be refunded to the Employer no later than the following business day. In case of a shortfall, the Employer must complete the missing amount on the same day. If the shortfall is not remedied on the same day, the Company shall refund the amount sent on the next business day.

No reconciliation shall be performed between the Employer and the Company for contribution payments made via Debit Card through the OKS internet screen or via Corporate Invoice Payment through VakıfBank commercial internet banking. The Company shall only verify whether the uploaded data and the corresponding payment amount are consistent.

ARTICLE 7 – RIGHT OF WITHDRAWAL

The Employee shall have the right of withdrawal within the framework of the provisions set forth in the applicable legislation. The notice of withdrawal shall be submitted exclusively by the Employee to the Employer or the Company. An Employee who has exercised the right of withdrawal may be re-enrolled in the system upon request, in accordance with the procedures and principles determined by the Ministry.

An Employee who does not exercise the right of withdrawal shall have the right to request a suspension of contribution payments only in cases determined by the Ministry.

Employer Representative

TÜRKİYE HAYAT VE EMEKLİLİK INC.

ARTICLE 8 – TERMINATION OF EMPLOYMENT OR CHANGE OF WORKPLACE

In the event that the Employee leaves employment, the notice of termination, together with the date of termination, shall be submitted by the Employer to the Company in writing or via secure electronic communication tools within five (5) business days following the salary payment day.

ARTICLE 9 – STATE CONTRIBUTION

A state contribution shall be provided in accordance with the procedures and principles set forth in the applicable legislation, based on the contribution amounts paid into the individual pension account on behalf of the Employee.

ARTICLE 10 – SUSPENSION

The Employee may request a suspension of contribution payments from the Employer and the Company within the framework of the applicable legislation. The right to request suspension may only be exercised by the Employee and cannot be assigned to the Employer. Any suspension request submitted to either party shall be communicated by the receiving party to the other party within five (5) business days.

ARTICLE 11 – CHANGE IN FUND ALLOCATION

Upon completion of the withdrawal period, the Employee may request to exit the initial fund or the standard fund. The right to change fund allocation belongs to the Employee. However, if the Employee so chooses, this right may be delegated to a portfolio management company. Such requests shall be submitted to the Company for transmission to the relevant portfolio management company.

ARTICLE 12 – PENSION PLAN

The pension plan shall be selected by the Employer. Except for cases of workplace change or selection between interest-bearing / interest-free investment instruments, Employees shall not have the right to choose the pension plan.

ARTICLE 13 – DEDUCTIONS

Fund Management Expense Deduction:

The Fund Management Expense Deduction (FMED) shall be applied at a rate of 0.85% in accordance with the applicable legislation.

Performance Thresholds by Investment Options and Additional Deduction:

As of the end of each year, if the performance of the fund exceeds its benchmark, up to 20% of the excess portion may be charged as an additional FMED from the fund portfolio. In any case, the total FMED charged shall not exceed 85% of the average fund net asset value. In calculating the FMED to be charged, the controls regarding FMED and performance-based FMED specified in the fund prospectus/information document shall not be taken into account.

13.2. AMENDMENT OF DEDUCTIONS UNDER THE AGREEMENT

The deductions set forth in this Agreement may be amended by the COMPANY. In order for such amendments to be implemented, they must be carried out in accordance with the procedures stipulated in the applicable legislation. In the event that the Ministry introduces changes to the maximum rates of performance deductions and total fund expense deductions due to changing conditions, such changes may be reflected in the deduction rates specified in this Agreement, provided that they do not exceed the amended limits.

Employer Representative

TÜRKİYE HAYAT VE EMEKLİLİK INC.

ARTICLE 14 – TRANSFER OF ACCUMULATIONS AND TERMINATION OF THE AGREEMENT

Termination of this Agreement is not possible. The Agreement may only be terminated by transferring to another company, provided that it remains with the Company for the period stipulated under the applicable legislation. Except for transfers carried out in cases reserved under the Regulation, requests for inter-company transfers may only be made by the Employer. The procedures and principles regarding the transfer of accumulations shall be determined by the Ministry. In order for the accumulations, including the “state contribution amount” within the scope of this pension agreement, to be transferred to another company, the Agreement must have remained with the Company for at least two (2) years from its effective date.

The transfer shall cover the entire amount of the accumulation and the state contribution account. Transfer requests shall be made exclusively by the Employer.

ARTICLE 15 – EXIT FROM THE SYSTEM AND EXERCISE OF RETIREMENT RIGHTS

After the withdrawal period, the Employee shall have the right to exit the system at any time. Employees who exit the system may be re-enrolled upon request, in accordance with the procedures and principles determined by the Ministry. Those who are entitled to retirement may exercise such right by applying to the Company.

ARTICLE 16 – INFORMATION REQUIRED FOR CREATION OF GROUP NUMBER

In order to create a Group Number, the following information and documents must be submitted: the name and surname, contact details, signature information, and a copy of the identity document of the Group Authorized Representative; information regarding the Employer’s field of activity; and the Trade Registry Certificate.

The Employer shall notify the Company of any changes regarding the Group Authorized Representative on the same day.

A Group Number and password shall be created, granting the Employer access to the OKS Internet Branch to be used within the Company. The Employer declares and undertakes that it will use the OKS Internet Branch access through the authorized person(s) previously notified to the Company.

ARTICLE 17 – KEEPING EMPLOYEE DATA UP TO DATE

The Employer shall ensure that employee data is kept up to date and shall, within the required timeframes, notify the Company in writing of the authorized units responsible for carrying out the procedures related to the inclusion of employees in the system, as well as the calculation and payment of contributions, in accordance with the Law and the Regulation, in a manner that does not result in any loss of rights.

ARTICLE 18 – SHARING OF INFORMATION AND DOCUMENTS

The Employer shall complete and submit to the Company, together with this Agreement, the “Automatic Enrollment Preliminary Information Form” and the “Collection Data Content List” provided in the annex, for use in operational processes.

Employer Representative

TÜRKİYE HAYAT VE EMEKLİLİK INC.

ARTICLE 19 – PROTECTION OF PERSONAL DATA

For the performance of this Agreement, it is necessary to transfer the Employees' personal data to the Company. In this context, the Employer agrees and undertakes that it will act in coordination with the Company in transferring the Employees' personal data; ensure the sharing of information between the Employees and the Company for the performance of the Agreement and the provision of benefits; obtain explicit consent from the Employees where required under the Law on the Protection of Personal Data No. 6698 ("KVKK") and the relevant legislation; and, in all cases, fulfill its obligation to inform regarding the processing of personal data.

Within the scope of the above undertakings, this includes notifying that, for the performance of this Agreement and the provision of other services within the Company's field of activity, Employees' personal data may be transferred by the Company to its affiliates, direct/indirect domestic and foreign subsidiaries, business partners, service providers, project/program/financing partners, banks, and other similar third parties.

ARTICLE 20 – CONFIDENTIALITY

The Parties agree and undertake that any information, whether written or oral, provided to or learned by them during the negotiation and performance of this Agreement—including, but not limited to, business operations, projects, business potential, customers and potential customers, intellectual and industrial property rights, trade secrets, know-how, all kinds of products and innovations, databases, computer programs, encryption techniques, and all administrative, commercial, technical, and legal information—shall be deemed confidential information ("Confidential Information").

The Parties agree, declare, and undertake that they shall not disclose or divulge the Confidential Information obtained within the scope of this Agreement to third parties, shall not use such information for personal or commercial purposes, and shall take all necessary measures for this purpose.

The Parties are also obliged to ensure that their employees, representatives, and financial or legal advisors with whom Confidential Information is shared for the performance of this Agreement comply with this confidentiality obligation.

The confidentiality obligation arising from this Agreement shall continue indefinitely during the term of the Agreement and after its termination. Information that is not confidential, that is disclosed upon request by legally authorized authorities, that becomes public, or that is used with the consent of the other party shall fall outside the scope of this confidentiality obligation.

ARTICLE 21 – AMENDMENT OF THE AGREEMENT

The provisions of this Agreement may be amended at any time by mutual agreement between the EMPLOYER and the COMPANY, provided that such amendments do not contradict the applicable legislation and do not infringe upon the rights of the Employees. The party requesting the amendment may communicate the grounds and proposals for such amendment to the other party, either verbally or in writing.

The COMPANY reserves the right to make changes to the additional benefits offered to the EMPLOYER in line with changing conditions. The COMPANY shall notify the EMPLOYER in such cases.

In cases where the amendments affect the rights of the participants, such amendments shall be notified to the participants by the EMPLOYER or the COMPANY, as applicable.

Mandatory provisions required to be implemented under the legislation shall prevail over the provisions of this Agreement, and any contractual provisions contrary to such legislation shall not be applied. Amendments introduced in the legislation by the Presidency or the Ministry under their respective authorities shall be implemented directly without the need for an additional agreement. In the event that a new deduction is introduced or existing deductions are increased, such new deductions or changes in deduction rates shall become effective as of the date of such amendment.

Employer Representative

TÜRKİYE HAYAT VE EMEKLİLİK INC.

ARTICLE 22 – APPLICABLE LAW

In matters not regulated under this Agreement and in all disputes arising between the parties, the provisions of the relevant individual pension system, insurance, and capital markets legislation shall primarily apply. In the absence of such provisions, the general provisions of the legislation of the Republic of Türkiye shall apply. The Istanbul Central (Çağlayan) Courts and Enforcement Offices shall have jurisdiction over any disputes arising from and/or in connection with the implementation and/or interpretation of this Agreement.

ARTICLE 23 – NOTIFICATION ADDRESS

The Employer accepts the address specified in Article 1 of this Agreement as its notification address. Any change to this address must be notified to the Company in writing within seven (7) days following such change. Notifications made to this address shall be deemed valid and to have produced all legal consequences unless and until such change is duly notified.

ARTICLE 24 – EVIDENTIARY AGREEMENT

All written and digital records and documents of the Parties shall be accepted as conclusive evidence between the Parties within the scope of Article 193 of the Code of Civil Procedure.

ARTICLE 25 – DECLARATION OF ACCURACY, SCOPE AND INFORMATION

This Agreement, consisting of 19 pages including its annexes, has been read and reviewed page by page, and the provisions contained herein have been fully and clearly understood after obtaining verbal explanations regarding any unclear matters. Mutual agreement has been reached on the entirety of the Agreement. All sections included in this Agreement reflect our knowledge, approval, and requests.

ARTICLE 26 – FINAL PROVISIONS

This Agreement has been prepared in two (2) copies; one copy shall remain with the employer/employer representative or the person authorized by the employer, and one copy shall remain with the Company. This Agreement has been executed by the duly authorized representatives of the parties on the date of

Following the completion of the execution of this Agreement, the Employer shall also submit the following documents to the Company:

- a) Automatic Enrollment Preliminary Information Form
- b) Collection Data Content List
- c) Trade Registry Records, Trade Registry Gazette, and Signature Circulars
- d) Copy of Authorized Person's Identity Document

EMPLOYER

COMPANY

TÜRKİYE HAYAT VE EMEKLİLİK INC.

Tel: +90 212 310 37 00

Fax: +90 212 310 39 99

Customer Communication Center:

0850 202 20 20

www.turkiyesigorta.com.tr**Employer Representative****TÜRKİYE HAYAT VE EMEKLİLİK INC.**

- Annexes:** 1- Participant Data Schema
2- Collection Data Content List
3- Automatic Enrollment Information Form
4- Funds Offered within the Scope of the Agreement

ANNEX-1 PARTICIPANT DATA SCHEMA

Turkish ID / Blue Card Number	:
Social Security Workplace / Registry Number	:
Full Name	:
Date of Birth	:
Address (Province/District)	:
Workplace (Province/District)	:
Mobile Phone	:
E-mail	:
IBAN Number	:
Salary Payment Day	:
Country of Tax Residence	:
Fund Preference	:
Communication Preference	:
System Entry Type	:
Employment Start Date	:

ANNEX-2 COLLECTION DATA CONTENT LIST

Collection Data:

1. Employer Information:

- a) Registration Number
- b) Tax Identification Number
- c) Affiliated Tax Office
- d) Social Security Workplace Registration Number
- e) For banks and their branches: the workplace registration number of the employer to which the branch is affiliated
- f) Sector
- g) Field of Activity
- h) Number of Employees

Employer Representative

TÜRKİYE HAYAT VE EMEKLİLİK INC.

2. Employee Information:

- a) Full Name
- b) Turkish ID Number / Blue Card Number
- c) Date of Birth
- d) Phone Number and/or E-mail Address
- e) Salary Account IBAN Number
- f) Employer Registration Number
- g) Employee Status:
 - i) New Employee
 - ii) Existing Employee
 - iii) Unpaid Leave, etc.
 - iv) Suspended – Upon Request

3. Payment Information

- a) Period Information (Year/Month)
- b) Salary Payment Day (Year/Month/Day)
- c) Payment Type:
 - i) Contribution
 - ii) Compensation / Additional Contribution Amount
 - iii) Missing or Unpaid Contribution Amount*
 - iv) Offset Amount**
- d) Contribution Base Rate (Deduction Rate)
- e) Contribution Amount

* For “Missing or Unpaid Contribution Amounts”, a separate period information shall be provided, or a new collection data file shall be prepared for such amounts.

** For “Offset Amounts”, the period to which the negative balance (-) and the period to which the positive balance (+) will be recorded shall be specified, or a new collection data file may be prepared for such amounts.

ANNEX-3 AUTOMATIC ENROLLMENT INFORMATION FORM**1. ENTRY INTO FORCE OF THE AGREEMENT**

Contribution payments made by credit card shall, depending on the agreement between our Company and the bank where the POS transactions are carried out, be transferred to individual pension agreements upon the expiry of the applicable blocking periods, directed to investment, and included in the State contribution. The blocking period applicable to individual pension payments made by credit card may vary between 1–41 business days. The blocking periods may change depending on the agreements made with banks. For detailed information, you may visit: <https://www.turkiyesigorta.com.tr/>

Employer Representative

TÜRKİYE HAYAT VE EMEKLİLİK INC.

2. CONTRIBUTION

Minimum Employee Contribution:

• Pursuant to Law No. 5434, the minimum employee contribution corresponds to 3% of the employee's monthly earnings subject to pension deductions. The earnings subject to pension deductions for the following periods shall also be taken into account in the calculation. All elements affecting pensionable earnings shall be considered in the calculation of contributions. No contribution shall be made for periods during which no pensionable earnings are accrued (such as unpaid leave, military service, etc.).

The employee contribution shall have the status of a privileged receivable in terms of enforcement and bankruptcy proceedings under the Enforcement and Bankruptcy Law No. 2004 dated 09/06/1932.

3. SCOPE OF THE AGREEMENT

Pursuant to the Group Agreement regarding the Automatic Enrollment of Employees into the Individual Pension System and in accordance with Article 28 of the Individual Pension Savings and Investment System Law No. 4632, Turkish citizens and Blue Card holders who have not attained the age of 45 and who are employed within the scope of Article 4 of the Social Insurance and General Health Insurance Law No. 5510 dated 31/05/2006 shall be automatically enrolled in the pension plan offered under this Agreement as of the date they commence employment. The Employer shall not have the authority to determine the persons to be included in the Automatic Enrollment System.

4. RIGHT OF WITHDRAWAL

Under the relevant pension plan, the Employee shall have the right to withdraw from the Agreement within two (2) months following notification by the Company or the Employer via postal service or secure electronic communication tools, starting from the date on which the initial contribution deducted from the Employee's salary is transferred in cash to the Company's accounts and the Employee is included in the pension plan.

The notice of withdrawal shall be submitted exclusively by the Employee to the Employer or the Company.

5. SUSPENSION

Upon the Employee's request for suspension submitted to the Employer or the Company, no contribution shall be deducted from the Employee's salary during the suspension period. There is no minimum or maximum duration limit for the suspension period. The Employee may submit a new request for suspension before the expiry of this period or after its expiration.

A suspension request submitted up to three (3) business days prior to the Salary Payment Day shall be effective for the relevant period; requests submitted thereafter shall be effective in the subsequent period.

Following the end of the suspension period, deductions of contributions from the Employee's salary shall continue by the Employer.

6. FUND ALLOCATION

During the initial two-month withdrawal period, contributions shall be invested in the initial fund selected by the Employee or the Employer, as applicable.

If the Employee does not exercise the right of withdrawal and does not request to exit the fund at the end of this period, contributions shall continue to be invested in the initial fund selected by the Employee or the Employer until the end of the period determined by the Company.

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If the Employee does not request a change of fund within the period specified in the Regulation, the contributions and accumulations shall be directed to the standard fund upon expiry of the initial fund period.

For such transactions, the annual limit on fund allocation changes specified in the Regulation shall not apply.

Upon the Employee's request, the initial fund may continue to be offered to the Employee throughout the period they remain in the system.

If the Employee requests to exit the standard fund after the withdrawal period, the Company shall present a risk profile questionnaire to the Employee (without being binding under the applicable legislation), and contributions and accumulations shall be directed to investments in line with the Employee's preferences.

7. EXIT FROM THE SYSTEM

Procedures related to the Employee's exit from the system shall be carried out in accordance with the provisions set forth under the "Exit from the System" section of the applicable legislation.

In the event that the Employee requests to exit the system by exercising their retirement rights, the accounts held with different companies under the Automatic Enrollment System shall be subject to consolidation in accordance with the relevant provisions of the Regulation, and other related procedures shall also be carried out within the scope of this Article.

8. BENEFICIARY DESIGNATION

The Employee shall have the right to designate a beneficiary under this Agreement and to change the beneficiary during the term of the Agreement.

9. MATTERS TO BE CONSIDERED

- The Collection Data Content List used for the payment of contribution amounts deducted from employees' salaries/wages within the Automatic Enrollment System must be completed fully and accurately.
- In order to avoid any adverse consequences for the Employer, the payment period and other required information must be completed accurately and completely.
- Due to the obligation to transfer contribution amounts to the Company no later than the business day following the salary payment day, the Employer is responsible for taking necessary measures to avoid any penalties arising from delays in the payment date specified in the Collection Data Content List.
- If the amounts sent and the data uploaded are not consistent, the sent amount shall be refunded and any discrepancies shall be identified and corrected. The Employer shall be responsible for any potential issues arising in such cases.
- If the collection data is uploaded but the "collection submitted" indication does not appear, it shall be deemed that there is an issue with the data, and the data must be corrected and re-uploaded.
- If the amount sent exceeds the total amount in the data and reconciliation cannot be achieved, the excess amount shall be refunded and the issue shall be resolved.
- If the amount sent is less than the total amount in the data and reconciliation cannot be achieved, the missing amount shall be completed on the same day; otherwise, the sent amount shall be refunded.
- Contribution payments must be made to the Company no later than the business day following the salary payment day.
- If contribution amounts are transferred to the Company accounts after business hours, such payments and the related collection data (even if complete and accurate) that are not processed into the system shall be the responsibility of the Employer. Data upload records shall be maintained by the system.
- Amounts transferred to the Company's accounts after 17:30 shall not be processed, and this shall be the responsibility of the Employer.

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• The Employer shall take all necessary precautions to prevent errors in collection processes and shall promptly make the required corrections in case of any errors by following the steps set out above.

• **Erroneous Collections Identified as a Result of PMC (Pension Monitoring Center) Controls:**

Corrections of erroneous collections shall be carried out by the PMC within the relevant research methods. The PMC may conduct reconciliation processes with the companies regarding such collection data.

If, despite the accuracy of the total amount received and the collection data, the Company allocates such amount incorrectly among the employees, the Company shall compensate for the employees' losses (taking into account fund allocation). The Company shall be liable for any potential damages that may arise.

Losses incurred by employees due to employer-related errors shall be the responsibility of the Employer.

• **Refund of Excess Contribution Payments:**

In cases where adjustments to the monthly earnings subject to pension deductions (contribution base) defined under the Individual Pension System legislation cannot be made, excess contributions may be refunded to the Employee within a maximum of four (4) months from the date on which the contributions were transferred to the Company, and only if the Employee exits the relevant pension company. Refunds shall be made from the date on which the excess contribution deduction was made. Except for base adjustments, excess contributions shall not be offset in subsequent payment periods.

In cases where wages are paid in advance for a period not worked, a partial refund may be made for the contribution payments corresponding to the non-worked period. In case of termination, upon the Employee's request, the full contribution amounts for the relevant period may be refunded to the Employee within five (5) business days.

ANNEX-4 FUNDS OFFERED WITHIN THE SCOPE OF THE AGREEMENT

Contents of Türkiye Hayat ve Emeklilik Inc. Pension Investment Funds:

1. INITIAL FUNDS

Within the initial two-month withdrawal period as stipulated by the legislation, employees' accumulations shall be invested in the "interest-bearing" or "interest-free" initial funds according to their preferences. For employees who complete the withdrawal period and do not make any fund selection, their accumulations shall continue to be invested in the relevant initial fund until the end of the period.

A) For Interest-Bearing Plan:

Initial Pension Investment Fund:

At least sixty percent (60%) of the fund portfolio shall be invested in Turkish Lira denominated deposits and/or participation accounts; at least twenty percent (20%) shall be invested in Turkish Lira denominated debt instruments issued by the Ministry with a maximum maturity of 184 days, or in lease certificates with a maximum remaining maturity of 184 days; and the remaining portion shall be invested in reverse repo transactions, money market instruments, lease certificates, or mortgage- and asset-backed securities with a maximum maturity of 184 days.

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B) For Interest-Free Plan:**Initial Participation Investment Fund:**

At least sixty percent (60%) of the fund portfolio shall be invested in Turkish Lira denominated participation accounts and in lease certificates issued by banks authorized as fund custodians, traded on the stock exchange, with a maximum maturity or remaining maturity of 184 days; at least twenty percent (20%) shall be invested in lease certificates issued by the Ministry with a maximum maturity of 184 days; and the remaining portion shall be invested in lease certificates, participation accounts, mortgage- and asset-backed securities, or other interest-free capital market instruments.

Within the scope of the regulation to be made regarding employees' preferences for different funds, a Risk Profile Questionnaire shall be conducted. Without being binding, a total of eight (8) different fund options—consisting of four (4) risk categories under both “interest-bearing” and “interest-free” plans—shall be offered. Fund allocation changes shall be carried out in line with the participant's preferences.

2. STANDARD FUNDS

For participants who do not make any fund selection at the time of entry into the system, their accumulations shall be transferred from the Initial Fund to the Standard Fund after twelve (12) months and shall be invested accordingly. For this purpose, pension plans shall offer at least one standard fund for “interest-bearing” investments and at least one standard fund for “interest-free” investments.

Participants who complete one (1) year under the Automatic Enrollment Certificate and do not make any fund selection, and whose fund preferences (“interest-bearing” or “interest-free”) remain unchanged, shall have their accumulations invested in the corresponding standard fund.

A) For Interest-Bearing Plan:**AES Standard Pension Investment Fund:**

At least fifty percent (50%) of the fund portfolio shall be invested in Turkish Lira-denominated debt instruments issued by the Ministry; at least twenty-five percent (25%) shall be invested in equity instruments (venture capital investment fund participation shares may also be included), provided that such investments do not exceed twenty-five percent (25%) of the fund portfolio; and the remaining portion shall be invested in Turkish Lira-denominated deposits and/or participation accounts, as well as other capital market instruments.

Investments may also be made in capital market instruments issued by companies established to invest in infrastructure projects, without requiring listing on any exchange (for Türkiye Wealth Fund, listing on any exchange is not required). In addition, the remaining portion may be invested in reverse repo transactions, Takasbank money market transactions, and other organized money market instruments, provided that such investments do not exceed thirty percent (30%) of the fund portfolio.

Furthermore, investments may be made in debt instruments issued by banks or other issuers that have an investment-grade rating, in lease certificates, and in asset-backed and mortgage-backed securities. Investments may also be made in Borsa Istanbul share indices, gold and other precious metals, and capital market instruments based on

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such assets, as well as in investment funds, exchange-traded funds, venture capital investment funds, real estate investment funds, warrants, and other derivative instruments.

At least ten percent (10%) of the fund portfolio shall be invested in Turkish Lira-denominated deposits and/or participation accounts with a maximum maturity of 184 days. The portion invested in a single bank shall not exceed six percent (6%) of the fund portfolio.

B) For Interest-Free Plan:

AES Standard Pension Investment Fund:

At least fifty percent (50%) of the fund portfolio shall be invested in Turkish Lira-denominated debt instruments issued by the Ministry; at least twenty percent (20%) shall be invested in equity instruments (including venture capital investment fund participation shares), provided that such investments do not exceed twenty percent (20%) of the fund portfolio; and the remaining portion shall be invested in Turkish Lira-denominated deposits and/or participation accounts, capital market instruments issued by companies established to invest in infrastructure projects, other capital market instruments deemed appropriate by the Authority, reverse repo transactions, Takasbank money market transactions, lease certificates issued by banks or other issuers with an investment-grade rating, Borsa Istanbul share indices, gold and other precious metals and related capital market instruments, investment funds/exchange-traded funds, venture capital investment funds, real estate investment funds, warrants, mortgage- and asset-backed securities, asset- and mortgage-backed securities, derivative instruments, forward contracts, and other eligible investment instruments; provided that up to forty percent (40%) of the fund portfolio may be invested in Turkish Lira-denominated participation accounts with a maturity of at least six (6) months from the account opening date, and the amount invested in a single bank shall not exceed fifteen percent (15%) of the fund portfolio.

3. VARIABLE FUNDS

Employees who do not prefer investment in the initial fund or standard fund shall be offered, for information purposes only and without being binding, the option to select from “interest-bearing” variable funds across four different risk categories.

Under “interest-bearing” variable funds, there shall be a total of four (4) categories: Conservative, Balanced, Growth, and Aggressive. The Company is obliged to offer at least one fund in each category.

Accordingly, the Company provides a total of eight (8) variable funds, consisting of four (4) “interest-bearing” variable funds and four (4) “interest-free” variable funds.

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 **TURKIYE HAYAT EMEKLILIK**

Türkiye Hayat ve Emeklilik Inc.

Levent Mah. Çayır Çimen Sokak, No:7
34330 Levent - Beşiktaş / İSTANBUL

Mersis No: 0434005145200019

www.turkiyesigorta.com.tr

Customer Communication
Center

0 850 202 20 20
0 850 402 20 20

Telephone:

+90 212 310 37 00

Fax:

+90 212 310 39 99