



«RELNAAM»  
«ADRES»  
«POSTKODE» «WOONPLAATS»  
«LAND»

**Date:** 26 September 2018  
**Subject:** trading day 2 November 2018  
**Reference:** jvdh/jm/«REL\_NR»

Dear certificate holder,

In preparation of the Association HZPC trading day on 2 November 2018, we would like to inform you about the way how the orders can be placed on the forthcoming trading day.

#### **Placing orders**

***Orders can be placed via MyLeo from Monday, 1 October 2018, 9 a.m. (Dutch time) up to and including Friday, 26<sup>th</sup> of October 2018 5 p.m. (Dutch time).*** The current price is **€200.00**. You should indicate a limit for an order that differs from this price by a maximum of 10%. This means that the limit you indicate should be a minimum of €180.00 and a maximum of €220.00.

#### **Certificate trading via MyLeo**

For a number of years, Association HZPC certificate trading has been carried out using the MyLeo online environment. This is a reliable environment where certificates can be easily bought and sold. To be able to continue to guarantee the accurate and reliable completion of certificate transactions in the future, it was decided at the members meeting of 2 November 2017, transactions will only be permitted when they are carried out online via MyLeo ([www.hzpc.myleo.com](http://www.hzpc.myleo.com)). ***This means it will not be possible to place orders by post, fax or email.***

#### **Advance payment**

For sales of certificates the amount due will have to be paid in advance into NL 64 INGB 00 07 31 44 14 of "Vereniging HZPC" (Association HZPC) . Should the amount owed not be deposited into the Vereniging HZPC bank account on time (before trading closes on *Friday, 26<sup>th</sup> of October 2018 at 5 p.m. (Dutch time)*), the order will expire. When only part of the application for certificates can be delivered, the excess amount paid shall be refunded within 3 working days after the trading day on 2 November 2018.

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***How does MyLeo work?***

MyLeo can be accessed via the following URL: [www.hzpc.myleo.com](http://www.hzpc.myleo.com). A username and password are required for accessing MyLeo. If you have forgotten your password, you can use your username to request a new one via [www.hzpc.myleo.com](http://www.hzpc.myleo.com). If you do not have a username, please contact [myleo.helpdesk@ingbank.com](mailto:myleo.helpdesk@ingbank.com).

For technical questions on using MyLeo, please contact the MyLeo Helpdesk on telephone number +31(0)20 563 77 40 or [myleo.helpdesk@ingbank.com](mailto:myleo.helpdesk@ingbank.com).

If you do not hold any certificates and therefore have no access to MyLeo, please contact Freddy Wiersma via [certificaten@hzpc.com](mailto:certificaten@hzpc.com).

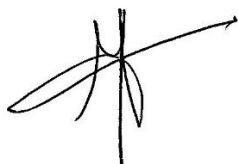
**More information**

For more information on the above-mentioned changes, please refer to [www.hzpc.com/associationhzpc](http://www.hzpc.com/associationhzpc). The FAQs, the stock market regulations and an instruction what to do when you forgot your MyLeo password, are available here. For any other questions, please contact Freddy Wiersma at HZPC on telephone number +31(0)513 489 910.

**From paper to digital**

Now that certificate trading will be carried out entirely online, the Association HZPC kindly requests you to send all communications electronically from now on. To facilitate this, we require email addresses for certificate holders, but we do not currently have all of them. To further build up the file of certificate holders' email addresses, please send an email to [certificaten@hzpc.com](mailto:certificaten@hzpc.com) advising us which email address you would like to use to receive communications and stating your certificate holder number: «REL\_NR».

Yours faithfully,  
Board of the Association HZPC



J.J.M. van der Heijden, Chairman