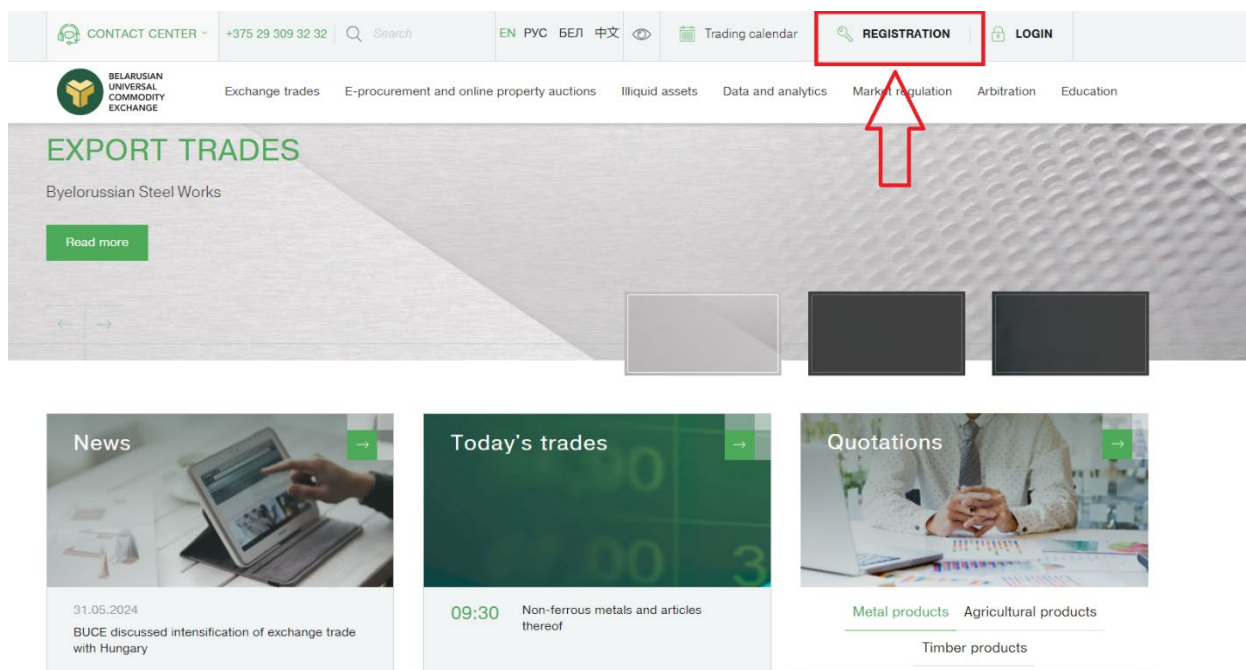


INSTRUCTION FOR OBTAINING EDS

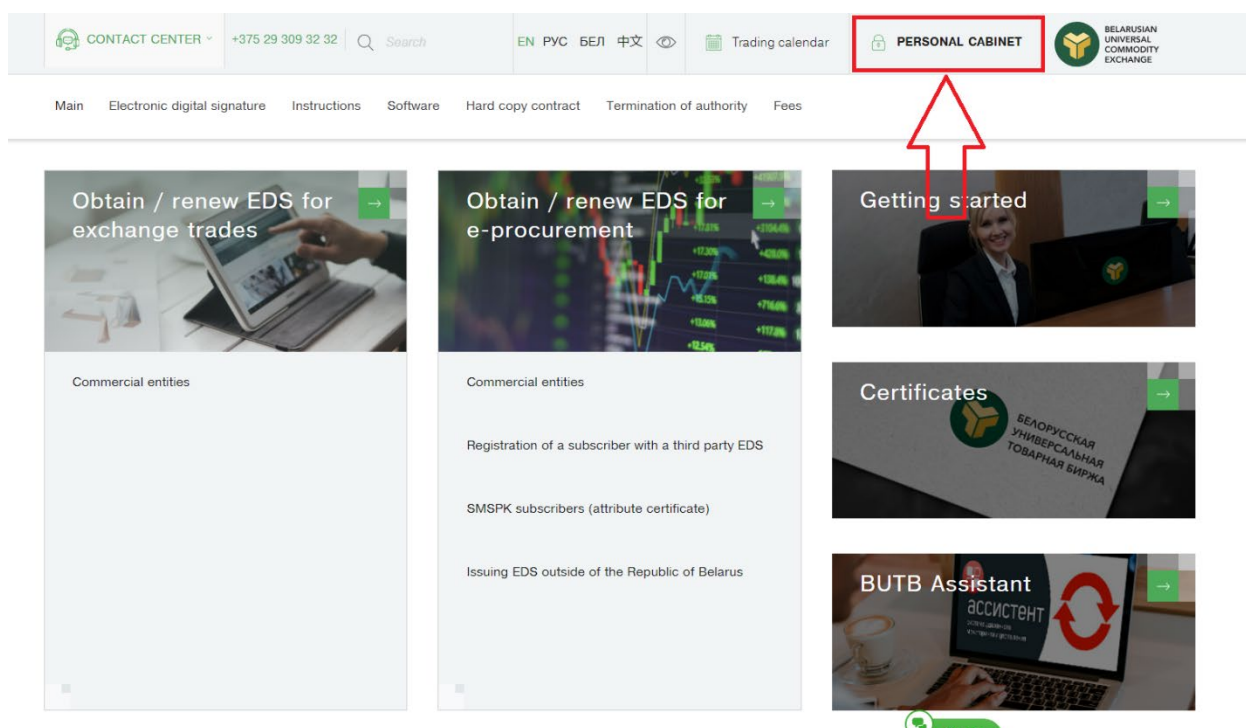
Registration. Submission of a request for obtaining EDS

Step 1. Enter the home page of the BUCE's website www.butb.by

Step 2. In the top right corner, find and click the **"REGISTRATION"** button.



Step 3. On the page that opens, at the top right, find and click the **"PERSONAL CABINET"** button.



Step 4. On the authorization page click **"I have no EDS Enter via SMS-code"**.

Step 5. Enter the phone number in the international format. Click **"Get authorization code*"**.

Step 6. Enter the received code*. Press **"Enter"**

** in case you didn't receive SMS-code, contact us +375 29 608 85 13 (Viber, WhatsApp, Telegram).*

Step 7. Select the appropriate option **"Yes/No"** in the field **"Resident of the Republic of Belarus"**.

Select the appropriate option **"Individual entrepreneur / legal entity"** in the **"Legal form of organization"** field.

Step 8. Fill in all the necessary information and click **"Sign in"**.

Step 9. Click "To order the service click here".

Personal cabinet

RUS ENG

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EXIT

WELCOME

SUBSCRIBER OF CERTIFYING CENTER

Instructions for subscriber

Services

Registration data

Data for PKC

Data for ETP Actions

Personal data

DATA ON ORDERED/RENDERED SERVICES

✦ To order the service click here.

Earlier made requests

You did not make requests for rendering a service to Certifying Authority BUTB

Step 10. Choose a certificate destination: "Exchange auctions".

Choose service and currency for payment: "Obtaining EDS for participation in exchange trades".

Select currency.

Then Click "Next step".

STEP 1: CHOOSE A CERTIFICATE DESTINATION

Exchange auctions

STEP 2: CHOOSE SERVICE AND CURRENCY FOR PAYMENT

Choose a service for trade system

Obtaining EDS for participation in exchange trades

Currency

USD

LAST STEP PRESS "NEXT STEP" TO CONTINUE

Next step

Step 11. Add all the necessary documents.

MAKING REQUEST FOR A SERVICE

REQUIRED DOCUMENTS

✓ ⓘ **Copy of passport/ID card**

ID documents can be:

- passport;
- ID-card.

Copy must include following information about a representative:

- document serial number;
- personal number;
- date of issue;
- issuing authority

Add a document

?

✓ ⓘ **Extract from commercial register**

Extract from commercial register must be legalized or with the apostille and include information of registration, legal address, powers of the head of the company. It must be not older than one year, with a translation into Belarusian or Russian languages. Must be fully translated, including its essential elements (stamps, seals). Translators signature must be notarized in Belarusian or Russian languages:

Add a document

?

Power of attorney of a standard form [\(download a template\)](#)

Power of attorney must be provided if you are a representative of a subscriber. The chief of the company does not provide an attorney. Power of attorney must be legalized or with the apostille with the translation to Belarusian or Russian languages. Translator's signature must be certified notorially in Belarusian or Russian languages

Add a document

?

Fill in the information about representative's documents.

DATA ON REPRESENTATIVE REQUIRED FOR ISSUING PKC

Fill in data on documents of the representative and press button "Send a Request"

Enter data before making a request

Enter data on representative's documents

Entering data on documents

PASSPORT/ID CARD

*Name of the document:

Passport

*Serial number:

123

(digits and capital latin letters only)

*Tax identification number:

123

(digits and capital latin letters only)

*Issuing authority, date issued:

01.07.2024

Date of issue:

01.07.2024

SETTING POWERS DOCUMENT

*Name of the document:

Charter

Number of document:

123

Date of issue:

04.06.2024

*Valid-from date:

09.04.2024

Validity end date:

Unlimited term

Save

Cancellation

Step 12. Then send a request.

After sending the request, expect to receive an SMS with a description of further actions during 3 days.

Completing the process of receiving the EDS


Step 1. After receiving an SMS that the request has been approved, go to the website <https://ecp.by/ppca#>.

Step 2. On the authorization page click "I have no EDS Enter via SMS-code".


Personal cabinet
RUS ENG
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Instructions for subscribers


CHOOSE AUTHORISATION METHOD




Enter via IIS of SSIS



I have valid EDS
Enter using EDS



I have no EDS
Enter via SMS-code



I have valid ID-Card
Enter using EDS of ID-Card

Dear clients!
In case of authorization in Personal Cabinet by SMS-code representatives of organizations, registered in the Republic of Belarus, will be required to personally attend Minsk central office or one of the branch offices in Brest, Vitebsk, Gomel, Grodno or Mogilev for additional identification.

Step 3. Enter your **PERSONAL CABINET** via telephone number and SMS-code *you used before to register*.

Step 4. Click "Look through detailed information about the request".

Services | Registration data | Data for PKC | Data for ETP Actions | Personal data

DATA ON ORDERED/RENDERED SERVICES

+ To order the service click here

Earlier made requests

Date	Name of service	Status
10.07.2024 15:22:36	Obtaining EDS for participation in exchange trades Currency: USD	The service is approved. It is required participation of the subscriber's representative to complete the process

Look through detailed information about the request →


Step 5. Download and install the specified software on your computer.

OBTAINING EDS

STEP 1: DOWNLOAD AND RUN THE FOLLOWING APPLICATIONS

(page of software downloading)

These applications will be necessary for you to work in the trade system of OJSC "Belarusian Universal Commodity Exchange"

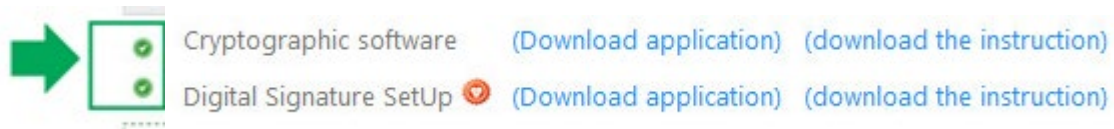
- Cryptographic software [\(Download application\)](#) [\(download the instruction\)](#)
- Digital Signature SetUp  [\(Download application\)](#) [\(download the instruction\)](#)

Check whether all necessary software is installed

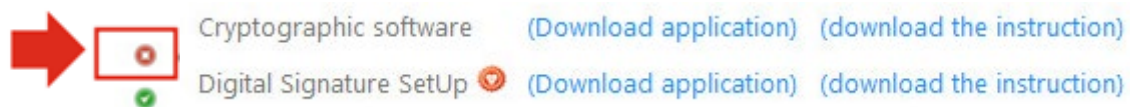
Please pay attention!

While installing these two programs, create shortcuts to these programs on your desktop, so that they can be quickly found. You will need to run both programs every time before logging into your personal section or trading session.

Step 6. Click "Check whether all necessary software is installed". If the installation is correctly, green icons will appear.



If one or two software aren't installed, red icons will appear. It means that you need to install the missing software.



Step 7. Click "Obtain EDS"

STEP 2: PRESS BUTTON "OBTAIN EDS" TO ENTER PASSWORD FOR PERSONAL KEY AND PRINT PUBLIC KEY CARD

Attention!

Password entered by you to a personal key should be **REMEMBERED** and **KEPT IN SECRET**. Remember you will not be able to recover forgotten password.

Obtain EDS

Attention! Please, wait for the completion of the process of obtaining EDS. All operations usually take no more than a few minutes to complete. If the process is protracted, update the page or contact the Exchange staff.

Step 8. Please, make up and enter the password (*at least 8 symbols*). Then press "ENTER". Do it twice.

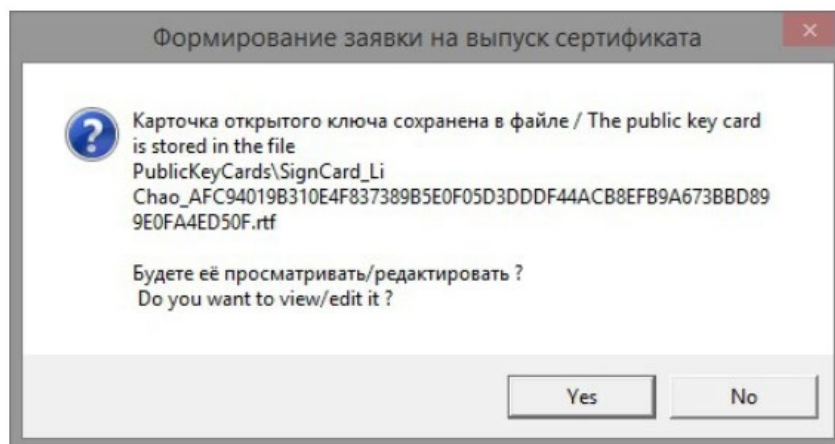


Attention! You need to remember this password. It is **IMPOSSIBLE** to recover a forgotten or lost password.

Save EDS on your PC.

Please pay attention! It is important to save the public key certificate in the folder suggested by the computer "PrivateKeys" located in the "CryptoBUTB3" folder. Otherwise, the system will issue an error.

Step 5. Select "No".



Step 6. Click "Sign". Then enter the password.

Step 7. To finish accreditation on BUCE, please, open the link <https://pp.butb.by/pp/Auth/> to enter your **PERSONAL ACCOUNT**. Then fulfill all the information about your company.