

## **FROM THE BOARD OF DIRECTORS OF TURKIYE HALK BANKASI A. Ş.**

According to the Turkish Commercial Code, the Ordinary General Assembly of our Bank for the 2012 period will be held on **Friday, March 29, 2013 at 14:30** at the General Directorate Building at Ankara Söğütözü Mahallesi 2. Cadde No:63. The meeting agenda is outlined below. Pursuant to Article 437 of the Turkish Commercial Code, our Bank will make the Balance Sheet, Profit/Loss, Profit Distribution Table, Board of Directors Activity Report, Board of Auditors Report, Independent Audit Report, Articles of Association Text of Amendment, and other documents relevant to the agenda available at the General Directorate Building for shareholder examination beginning on **Thursday, March 7, 2013**.

In addition, these documents and their attachments will be accessible over the Internet at;  
[www.halkbank.com.tr/InvestorRelations/Corporate Governance/General Assembly](http://www.halkbank.com.tr/InvestorRelations/Corporate%20Governance/General%20Assembly) and  
[www.halkbank.com.tr/Investor Relations/Financial Reports](http://www.halkbank.com.tr/Investor%20Relations/Financial%20Reports).

According to Article 6102 of the Turkish Commercial Code, Article 6362 of Capital Market Law, and other provisions issued in connection with these laws, shareholders may attend the General Assembly meeting in person or using the electronic platform, 'The Electronic General Assembly System' (EKGS), which is provided by the Central Registry Agency (MKK).

### **Attending the General Assembly Meeting via EGKS**

Shareholders with shares that are publicly traded or dematerialized in their own names may attend the General Assembly themselves or may send a representative provided that he or she has an eligible electronic certificate and has completed EGKS training. Shareholders can learn more about participating in the EGKS General Assembly from the MKK website.

Shareholders who say that they will participate via EGKS may not attend the General Assembly in person.

### **Attending the General Assembly Meeting in Person**

a-) For shareholders with shares that are publicly traded or dematerialized in their own names, the attendance requirements are as follows:

- 1-) Shareholders holding shares as a real person must have proper identification,
- 2-) If the shareholder appoints a representative via EGKS then the representative must use identification with a valid ID number,

- 3-) If the shareholder does not appoint a representative via EGKS, the representative must use identification with a valid ID number as well as a letter of mandate,
- 4-) If the shareholder is a legal entity, representatives must provide identification with a valid ID number and a document showing that the person or persons appointing the representative are authorized to represent the legal entity

*b-) For shareholders whose shares are not publicly traded or not dematerialized in their own names, the attendance requirements are as follows:*

(The shares of our shareholders in this category are monitored in the 'Non-Dematerialized Joint Accounts' at MKK.)

- 1-) Shareholders who hold shares as real persons must have proper identification with a valid ID number,
- 2-) If the shareholder wishes to attend via a representative, the representative must use proper identification with a valid ID number along with a letter of mandate,
- 3-) If the shareholder is a legal entity representative then he or she must provide identification with a valid ID number and a warrant showing that the person or persons appointing the representative are authorized to represent the legal entity.
- 4-) According to Article 477 of the Turkish Commercial Code, it is not possible for beneficiaries who received shares upon the death of Bank shareholders to separately attend the General Assembly or to vote by mere virtue of their certificate of inheritance. Beneficiaries should appoint a joint representative and this representative shall attend the General Assembly using the following letter of mandate signed by all beneficiaries along with proper identification including a valid ID number.

Representatives attending the General Assembly should use the letter of mandate whose example is given below. These mandates must be notarized. If not notarized, then the appointing shareholder's notarized signature circular must be added to the mandate letter.

The following are compulsory elements of the letter of mandate: name of the company; date of the General Assembly meeting; the first name, surname, and ID number of the representative; the number of shareholder shares; the shareholder's first name, surname, or title; ID, and signature. Personal or general letters of mandate that omit any of this information are considered invalid.

We ask our esteemed partners to make a note of this meeting to attend on the determined date and time.

TÜRKİYE HALK BANKASI A.Ş. BOARD OF DIRECTORS