



e-YATIRIMCI
YATIRIMCI BİLGİ MERKEZİ
INVESTOR INFORMATION CENTER

e-YATIRIMCI

USER GUIDE

Publication Date: 24.09.2026

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1. Portfolio & Account Information

1.1 Portfolio & Account Balance

This menu allows investors to generate reports on their securities held either in a single account or across multiple accounts. Reports can be broken down by "Security" or "Member" and detail both Quantity and Market Value.

"My Portfolio & Account Balance" page features visual charts illustrating the distribution of securities in the account portfolio, categorized by security type and MKK-member investment institution. Investors can export these security reports in various formats (PDF or Excel). Furthermore, by clicking the security details button, users can view specific capital and security type information. The system also indicates whether the user is classified as a qualified investor right below their registry number.

1.2 Account Information

Investors can view the specific attributes of their investment accounts opened at MKK-member institutions (banks, brokerage firms). This includes account opening dates, account ownership types, and current account status.

1.3 Account Transactions

Through this screen, investors can monitor their security account transactions by filtering them based on "Member", "Account" and "Sub-account". The reporting function provided on this page allows data to be sorted by date, time or transaction type.

Additionally, historical account activities can be generated on a monthly basis and the resulting reports can be downloaded in PDF or Excel formats.

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1.4 Pending Trades

Investors can track their buy and sell orders for their securities accounts via this page. Tracking is facilitated through date-based filters. The page details transaction types such as Gross Buy, Gross Sell, Buy and Sell.

The data provided here is compiled when Takasbank (Istanbul Settlement and Custody Bank Inc.) nets the executed trades on Borsa Istanbul on an investor basis and transfers them at the end of the trading day. Therefore, it includes pending or unexecuted orders. The presence of an order on this page does not guarantee its execution. For further details, please consult the brokerage firm where you placed the order.

2. Investor Blockage Operations

2.1 Investor Blockage

The Investor Blockage operation allows investors to place a pledge or block on the equities held in their free sub-accounts at MKK, preventing the unauthorized use or transfer of these assets. Securities subject to this block cannot be transferred out of the account by the holding member until the block is explicitly released by the investor. This blockage mechanism can be applied to all securities (except those excluded by the Capital Markets Board) or it can be selectively applied to selected securities and specified quantities. If an investor wishes to sell securities from a blocked account, they must first release the blockage before submitting the sell order to their brokerage firm. If securities subject to a capital increase are blocked by you, any newly issued shares added to your account will also inherit this blocked status.

Blocking operations within our system are executed between 03:00 and 08:00. If an investor submits an Investor Blockage order during regular hours, it is queued and processed during this designated overnight window. Conversely, releasing the blockage can be performed at any time during the day.

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On the Investor Blockage page, users can utilize the checkboxes on the left side of the “Apply/Release Blockage” steps (My Current Investor Blockages / Securities Available for Blockage) to issue bulk instructions.

Alternatively, specific quantities can be entered into the quantity fields to apply or release blockages for specified quantities.

Since your blockage request will be processed after 03:00 based on the securities balance available when the instruction is processed, it will appear on the pending blockages page. You can cancel a pending blockage request using the cancel instruction button available on the page.

2.2 Automatic Blockage

The Auto-Blockage feature is designed for more efficient use of the investor blockage system. It allows investors to set predefined blockage instructions for both their current holdings and any securities that have not yet been purchased but will be credited to their account in the future. These instructions can be set by quantity or specific security.

While standard blockage application is processed between 03:00 and 08:00 on weekdays, it can be applied without time restrictions on weekends.

The primary advantage of Auto-Blockage over the standard Investor Blockage is that it eliminates the need for the investor to log into the system during specific hours. Furthermore, it proactively covers incoming securities, not just the ones currently in the account. The system allows instructions to be submitted at any time of day, scheduled to execute within a specified date range.

Start/End Date: These fields define the active period for the Auto-Blockage instruction. Even if you release a blockage during the day, your securities will be automatically re-blocked after 03:00 as long as the instruction remains within the specified end date.

Blockage Type: Instructions can be issued by selecting one of the Institution-Security preferences or by specifying a precise quantity.

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Security Type: Auto-Blockages can be customized based on the specific classification of the security.

To cancel Auto-Blockage instructions, users can select the top-left checkbox to highlight all active rules and click "Cancel Blockage". Alternatively, individual rules can be selected and canceled one by one.

3. Bearer Shares Registry System (HPKS) Operations

3.1 Bearer Shares Transfer Notifications

Pursuant to the Communiqué (Communiqué on Notification and Registration of Bearer Shares to the Central Registry Agency), the notifying parties are solely responsible for the accuracy of the notifications submitted to MKK.

3.2 Bearer Shares Portfolio

Pursuant to the applicable Communiqué, notifying parties are responsible for the accuracy of the notifications submitted. You can list your bearer share transfer notifications via the Bearer Shares Registry System (HPKS) platform.

3.3 General Meeting

This screen allows shareholders to view their bearer share holdings in joint-stock companies other than those whose shares are held in dematerialized form under Article 13 of Capital Markets Law No. 6362.

For shares that have not yet been registered and transferred to the system, investors must contact the issuer directly.

Shareholders can export reports regarding their bearer shares in XLS or PDF formats. For all questions regarding the Bearer Shares Registry System (HPKS), you can visit www.mkk.com.tr or call MKK Call Center (444 0 655).

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4. Crowdfunding System (KFS) Operations

4.1 My KFS Portfolio

This screen allows investors to monitor their investments in projects that have been successfully funded through the Crowdfunding System and subsequently converted into securities.

4.2 Crowdfunding Investment Limits

Investors can track their Equity-Based Crowdfunding and Debt-Based Crowdfunding investment limits concerning their investments made via Crowdfunding Platforms.

4.3 KFS Investments

This screen displays detailed information regarding the projects investors have funded through Crowdfunding platforms connected to KFS.

5. Electronic Warehouse Receipt (ELÜS) Operations

5.1. ELÜS Portfolio

This screen enables investors to track the Electronic Warehouse Receipts (ELÜS) held in their portfolios.

5.2 My ELÜS Trade Documents

Investors can search for documents relating to their past ELÜS purchases and sales and download them in PDF format.

6. Corporate Actions Information

6.1 My Corporate Actions Information

Investors can monitor upcoming corporate actions related to their securities holdings through this screen starting 10 business days prior. Related reports can be exported in PDF or EXCEL formats.

6.2 General Corporate Actions Information

This reporting screen displays details regarding General Meeting, Dividend Distributions and Capital Changes for equities, as well as Redemption and Coupon Payment information for debt instruments. Data can be exported in PDF or EXCEL formats.

6.3 Dividend Transactions

This screen reports detailed information on dividend distributions executed in investor accounts. Data can be grouped by Date, Issuer or Tax ID (VKN). It displays historical dividend data for up to a maximum date range of 1 year. Related reports can be exported in PDF or EXCEL formats.

7. Continuous Information KAP Notification Form

Continuous Information KAP Notification Form available through e-YATIRIMCI is used to submit disclosures to the **"Public Disclosure Platform"** (KAP) by owners of capital market instruments who are not KAP members. The system generates a PDF form which is automatically emailed to MKK. Once received, KAP Directorate personnel publish the document on the platform.

This section contains three templates: **"Notifications Regarding Equities"**, **"Notifications Regarding Non-Equity Capital Market Instruments"**, and **"Granting and Revoking Authorization"**.

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If the system is accessed using e-Government integration (e-Government Password, Mobile Signature, e-Signature), a verification code sent via SMS to the registered mobile phone must be entered to access these templates.

Notifications Regarding Equities (Publicly Traded Shares)

Forms regarding share trading are submitted here using either the **"I Want to Use a Template"** or **"I Want to Fill It Out Myself"** options.

a) I Want to Use a Template:

The fields on the form must be filled out in accordance with the transaction performed. Transaction date range, the listed company to which the notification relates, price range, buy/sell quantity, date on which the shareholding/voting rights reached/exceeded/fell below the relevant threshold, reached shareholding/voting percentage, and the table are mandatory fields to be filled out.

To fill out the table section, proceed via the "Click to Enter Table" option. The information in the table must be consistent with the information at the top of the form. For example, if the transaction type is marked as "Buy" at the top, the "Buy" option must also be selected in the table. All fields in the table must be filled out completely.

After filling in all relevant fields, click the "Add" button to create the table. If any updates or deletions are to be made in the table, the "Update" and "Delete" options on the right side of the table can be used.

Check the accuracy of the information in the table and click the "Send" button. Before the notification is submitted to the system, it is presented to the user for a final review. After verifying the information one last time, it is submitted to the system via the "Confirm" option. The confirmation process cannot be completed without checking the box in the lower-left corner of the screen which states, "Your notification will be transmitted as shown above."

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After selecting the confirmation, the process is completed by obtaining verbal confirmation from the phone number +90 212 334 57 00. The notification must also be saved using the "Download" button.

b) I Want to Fill It Out Myself:

Share trading notifications that do not conform to the notification format under section **"I Want to Use a Template"** are submitted using this template. In this notification, trade-related disclosures are included in the "Notification Text". You can select the applicable paragraphs from the Notification Text, fill in the dotted fields, and delete any text that does not apply. Filling out the table is not mandatory in this option. Any entries to the table section and the submission of the notification are carried out as specified in section **"I Want to Use a Template"**.

2. Notifications Regarding Non-Equity Capital Market Instruments

Notifications regarding the trading of non-equity capital market instruments, such as private sector bonds and bank bills, are submitted to the system using this template. The required information is provided in the "Notification Text" and the "Table". Filling out the table is not mandatory in this option. Any entries to the table section and the submission of the notification are carried out as specified in section **"I Want to Use a Template"**.

Granting and Revoking Authorization

A portal member may authorize a natural or legal person to submit notifications under "Notifications Regarding Equities" or "Notifications Regarding Non-Equity Capital Market Instruments" on their behalf. The portal member must use their own electronic signature to grant or revoke the authorization.

To grant authorization, the portal member navigates to the relevant screen by selecting the "Grant/Revoke Authorization" title, enters the Turkish Identity Number for a natural person or the Tax ID Number for a legal person into the designated field, and selects the "I Want to Grant Authorization" option. To

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execute this authorization, the user must declare that they have read and accepted the undertaking by checking the box stating, "I have read and accept the undertaking."

The revocation of this authorization is performed by clicking the "Delete" cell in the row of the relevant person within the table on the same screen, which lists previously authorized persons and entities.

Authorization granting and revocation operations can only be executed by signing with the electronic signature belonging to the portal member who wishes to delegate the authority. Therefore, these operations can only be performed by natural persons. Authorization can be granted to any natural or legal person who is an investor e-portal member. It can be granted to multiple natural or legal persons and a natural or legal person can receive authorization from multiple natural persons.

8. Promotional Campaign Participation Request

Publicly traded companies may organize promotional campaigns offering various benefits to their shareholders. These campaigns are announced directly by the companies.

If you are a shareholder of a company running such a campaign and wish to participate, you can grant explicit consent through this screen. Upon granting consent, your relevant personal information (ID number/Tax ID, Name, Surname, email, mobile number) are securely transmitted to the company to facilitate the promotional benefit.

9. Settings

9.1 Notification Preferences

YBS (Investor Notification Service)

Under the Investor Notification Service (YBS), it is mandatory to receive notifications via email, whereas receiving notifications via SMS and push

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notifications through the e-YATIRIMCI mobile application are offered based on user preference.

In addition to mandatory notifications for outgoing share transfers, it is also possible to report other securities movements, including incoming transfers, and to receive notifications sent by the YBS application on a Daily or Weekly basis. Accordingly, notification preferences can be set by channel and period options on the YBS menu page in line with the investor's request.

Per Capital Markets Board regulations, as of October 3, 2011, investors not registered with the YBS application are restricted from transferring equities for pledge or collateral purposes. To prevent any disruptions during such equity transfer transactions for pledge or collateral purposes, investors must register as users in the e-YATIRIMCI Information Center and submit the mobile phone number and/or email address to which YBS notifications will be sent.

Announcement Subscription

Announcement Subscription allows users to configure settings for receiving General Meeting and corporate actions information related to their securities via email and/or SMS messages. To receive these types of messages, you must hold the relevant security at the end of the previous day.

Report Delivery Service

This service automates the monthly email delivery of Portfolio Account Status Reports, Account Statements and Commission Reports based on the preferences set within e-YATIRIMCI.

Additionally, investors can configure settings to receive information regarding all securities held in their investment accounts opened on their behalf within the MKK system, transaction histories regarding activities in their accounts, and commission reports via email. Reports within the scope of this service are delivered by the 8th day of the month following the date the service configuration is set.

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9.2 Personal Information

Investors can view their most recent registered address at MKK and update their mobile number and email address. To update their contact addresses (postal address), investors must apply to the investment institution (bank or brokerage firm) with which their investment accounts are held.

9.3 Security Operations

Change Password

The new password must be exactly 6 digits long and consist only of numbers. Avoid easily guessable sequences (e.g., 123456, birth dates). MKK passwords are strictly personal. If a password is forgotten or lost, the investor can call the MKK Call Center at 444 0 655 to request a new password or log in to e-YATIRIMCI using their e-Government password.

Welcome Message

As an additional security layer, investors must set a personal Welcome Message (1 to 50 alphanumeric characters) upon their first login. This message will appear on all subsequent logins. If an investor sees an unfamiliar message or fails to see their custom message, they should immediately close the page without entering credentials and notify MKK.

10. Contact Us

10.1 MKK Contact Details

This menu page displays the official contact details for MKK.

10.2 Request Submission

This page is used to create new tickets. By filling out the form, investors can submit inquiries, report errors, make suggestions or request information.

10.3 Request Tracking

This page allows users to track the status of the tickets and requests submitted through e-YATIRIMCI.