

Buying Entity's Letterhead

TEMPLATE

LETTER OF REQUEST TO PURCHASE

SIGNATORY'S FULL NAME
DIRECT PHONE NUMBER & EMAIL

LEI NUMBER:
BLOOMBERG ID:
TRANSACTION CODE:

Seller CODE:
Buyer CODE:

Please note: If the Buyer does not have an LEI number, a CIS (on Buyer's letterhead) is required.

In the LOR, please be very specific on what the Buyer requires/requests, specifically:

- Type of Instrument
- Discount
- Maturity
- Coupon
- Spread on Trading
- Tranche Schedule
- Anything else the Buyer requests (so that the Desk or Bank Officer has more clarity.)

04.15.24

e.g. DESCRIPTION OF BANK INSTRUMENTS (THE "INSTRUMENTS"):

The Buyer is seeking to purchase \$Trillion UNITED STATES TREASURIES, with rolls and extensions up to \$5T or more with the following details:

- 1) US Treasury Bonds.
- 2) Minimum discount 6+2, to a range of 15+2 or better.
- 3) Maturity under 20 years. (But all considered).
- 4) First tranche can be \$500M then at a mutually agreeable sum per day or week.
- 5) This will continue with rolls and extensions until time the buyer desires to stop.

Indicate if the **Buyer prefers to go Desk-to-Desk or Bank-to-Bank**

If B2B, which Bank will the Buyer be using?

If the Buyer has a Bank preference, please request.

If the Buyer wants to use an MT103, Swift procedures or EuroClear, must go B2B.

The following things the **Trade Desk does not do:**

- SEC Regulations only allow T1, please do not request two, or, three-day closings.
- No DVP
- No DTC-DTCC
- No EuroClear
- No Clear Stream

Seller's Initials:

Buyer's Initials:

The following documentation is not required and should not be submitted:

- Corporate Resolutions
- Corporation Documents
- No Corporate Profile
- No Bios on Directors, Officers, Trustees... etc.

In short, only the information required in the LOR is needed. The Desk does not need supplementary documents. Including more than what is needed could delay Buyer's process and unnecessarily complicate the closing process.

Buyer's Submission Package should only include these three documents:

1. **LOR** (as specified herein)
2. **CIS** (if the Buyer does not have an LEI number)
3. **IMFPA** (Sub-Fee Agreement could be included as needed)

Seller's Initials:

Buyer's Initials:

LETTER OF REQUEST

TO PURCHASE

On Buyer's Letterhead

TRANSACTION CODE:

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TO: Trade Desk

RE: US Treasuries with Rolls & Extensions **OR**

UK Gilts with Rolls & Extensions **OR**

Cash Backed Fresh Cut MTNs with Rolls &

Extensions

OR

Fresh Cut SBLCs with Rolls & Extensions

[Next to the respective Instrument, include the dollar amount e.g. 1T or 500B with R&E to 3T]

If the buyer is purchasing more than one type of instrument, they must have a separate LOR for specific instrument **and** each submission package must be in a separate email with the IMFPA included.

I, XXX, Signatory of (Buying Entity) , at (Address) confirm with full legal and corporate responsibility that we are ready , willing and able to purchase the following UST, **OR** UK Gilts under the terms and conditions as per the procedures presented herein below , with good, clean and cleared funds of non - criminal origin or association, without any liens and encumbrances, freely transferable in full compliance with the anti-money laundering policies set forth by the Financial Action Task Force (FATF) 6/01 and all amendments.

NOTE: ALL SENSITIVE INFORMATION WILL BE SENT FROM BUYER'S DESK TO SELLER'S DESK ONLY. THIS INCLUDES KYC AND POF/ATV FOR TRANSACTION.

BUY DESK INFO:

Buyer Desk Coordinates, subject to change	
Bank Name	TBD
Bank Address	TBD
Swift Code	TBD
Account Name	TBD
Account (USD/EUR) No.	TBD
Bank Officer	TBD
Bank Officer Phone:	TBD

Seller's Initials:

Buyer's Initials:

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Wire Instructions:	EACH TRANSFER MUST INCORPORATE THE BELOW TEXT MESSAGE AND A COPY OF BANK WIRE TRANSFER SLIP <u>MUST BE SENT TO:</u>
Required Message:	FUNDS ARE GOOD, CLEAN, CLEARED AND OF NON-CRIMINAL AND NON--TERRORIST ORIGIN, ARE LIEN FREE AND UNENCUMBERED, FUNDS HAS BEEN EARNED FROM FINANCIAL ENTERPRICES AND ARE PAYBLE IN CASH IN FULL AMOUNT IMMIDIATLY UPON RECEIPT BY BENEFICIARY BANK, BASED ON THE SAME DAY VALUE AND IMIDIATE CREDIT, THE REMITTER IS KNOWN TO US AND WE ARE SATISFIED TO THE SOURCE OF

WHEREAS both parties, the SELLER / Provider and the BUYER / Receiver agree with full corporate and legal responsibility that all bank requirements for the transaction and the capital to purchase the said instruments are legal and ready. Both parties further confirm to execute this transaction within the terms and condition of this agreement.

DESCRIPTION OF BANK INSTRUMENT (S): UST AND UK GILTS (replaced equally or better, at desk chosen by Buyer Banker) — WE WISH TO PURCHASE THE TOTAL VOLUME OF USD LISTED BELOW. SEE LIST OF INSTRUMENTS OR DESCRIPTION IN APPENDIX A — N/A

Procedures Desk to Desk, DVP Euroclear

1. Buyer sends a signed contract to the Representative. The Seller countersigns this AGREEMENT.
2. After the AGREEMENT is countersigned by the Seller, both parties will lodge the contract with their respective Desks.
3. Payment will be transmitted on a T 1 Payment.
4. The transaction and subsequent tranches will continue with mutual agreement in writing per agreed tranche schedule.

Both PARTIES confirm that each is fully empowered, legally qualified, and duly authorized to execute and deliver the bank instrument and funds, and to be bound by the terms and conditions in this AGREEMENT.

BANK EMAIL PROTOCOLS-FOR BUYER BANK ONLY:

PLEASE NOTE THAT IN ACCORDANCE WITH BANKING REGULATIONS, ONLY EMAIL ADDRESS FROM SENDING

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Buyer's Initials:

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BANK OFFICER WITH OFFICIAL BANK EMAIL DOMAIN WILL BE ACCEPTED. THIS IS IN COMPLIANCE WITH BANK-TO-BANK PROTOCOL. EMAIL FROM SENDING BANK OFFICERS MUST NOT BE CC'D TO ANY NON-BANK EMAIL ADDRESS ON THE ADDRESS FIELD OF THE EMAIL (BCC IS ALLOWED).

IMPORTANT DISCLOSURE:

PLEASE NOTE THAT IN ACCORDANCE WITH BANKING REGULATIONS, ANY UNAUTHORIZED BANK/DESK CALLS, COMMUNICATIONS AND ANY IMPROPER SOLICITATIONS OR DISCLOSURE INVOLVING ANY BANK /DESK CONCERNED IN THIS TRANSACTION WILL RESULT IN THE IMMEDIATE CANCELLATION OF THIS TRANSACTION AND SUBJECT THE VIOLATING PARTY RESPONSIBLE FOR FULL PENALTIES IN THIS AGREEMENT AND FULL PROSECUTION OF BANKING LAW.

AGREED AND ACCEPTED BY THE BUYER SIGNED ON THIS TBD DAY OF Month 2024 BY
(Buyer) FOR AND ON BEHALF OF (Buying Entity)

NAME of Signatory / Buying Entity

Title: Buyer

Nationality: USA

Phone number:

Email:

Seller's Initials:

Buyer's Initials:

Buying Entity letterhead

TRANSACTION CODE:

Seller CODE:

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APPENDIX A

Sell Desk Information

Location of Custodial Statement

We do need to know the actual amount available for purchase.

We are comfortable with multiple tranches per day, as agreed by the Desks. We may use multiple Desks to purchase the agreed upon amount.

UK Gilts with maturity dates TBD years or less from this year.

Fresh Cut MTNs and SBLCs are issued from Barclay's and HSBC banks are cash backed.

Fresh Cut SBLCs are 50B contracts with Rolls and Extensions

Seller's Initials:

Buyer's Initials: