

OTP BANKA SRBIJA BOARD OF DIRECTORS OF THE BANK DATE: 29.03.2023.

By virtue of Article 26, paragraph 1, item 20 of the Articles of Association of OTP banka Srbija as of 31.01.2022, the Board of Directors of the Bank adopts the:

RULEBOOK ON DETECTING AND PREVENTING MARKET ABUSE

1. GENERAL PROVISIONS

Article 1

This Rulebook on Detecting and Preventing Market Abuse (hereinafter: Rulebook) which constitutes an integral part of the Rules of Procedure for Investment Services and Activities and Ancillary services of OTP banka Srbija (hereinafter: Rules of Procedure), regulates the measures, systems and procedures for detecting and preventing market abuse.

2. TERMS

Article 2

Terms and expressions used in this Rulebook have the following meanings:

- **Law** means the Law on the Capital Market (Official Gazette of the Republic of Serbia, No. 129/2021);
- the Securities Commission gives prior consent (hereinafter: "Rules of Procedure");
- **Securities Commission** (hereinafter: "**the Commission**") is an independent regulatory and supervisory institution of the Republic of Serbia that exercises public powers in accordance with the competences prescribed by the Law;
- **Credit institution** is an entity licensed in accordance with the provisions of the law regulating prudential rules for credit institutions; that is, in the Republic of Serbia, a credit institution is an entity licensed in accordance with the provisions of the law regulating banks, i.e., in accordance with the provisions of the law regulating;
- **Bank OTP banka Srbija** is a credit institution in terms of the Law, licensed by the National Bank of Serbia to carry out banking activities in accordance with the Law on Banks and licensed by the Securities Commission to carry out the activities of an investment company;
- Capital Market Department is a separate organizational part of the Credit Institution intended for the provision of investment services from Article 2, Paragraph 1, Items 2) and 3) of the Law. As part of its business activities, the Bank, that is, the Capital Market Department provides, within its competences, ancillary services from Article 2, Paragraph 1, Item 3), Sub-items (2) and (4) of the Law, which do not require the Commission's permission;
- Client is any legal or natural person to whom the Bank provides its Services;
- **Services** are investments services and activities, as well as ancillary services stated in the Rules of Procedure;
- Financial instruments are:
 - 1. Transferable securities;

- 2. Money market instruments:
- 3. Units of collective investment institutions;
- 4. Options, futures (futures contracts), swaps, interest rate forwards (unstandardised interest futures contracts) and all other contracts on derivative financial instruments related to securities, currencies, interest rates, or returns, emission units as well as all other financial derivatives instruments, financial indices or financial measures that can be settled physically or in cash;
- 5. Options, futures, swaps, forwards, and all other commodity derivative contracts that:
 - a) Must be settled in cash, or
 - b) May be settled in cash at the option of one of the contracting parties, except in case of default or other reason for terminating the contract;
- 6. Options, futures, swaps, and all other commodity derivative contracts and can be physically settled, provided that they are traded on a regulated market, MTF or OTF, with the exception of wholesale energy products traded on OTF and which must be settled physically;
- 7. Options, futures, swaps, forwards, and all other commodity derivative contracts which can be settled physically, if they are not specified in sub-item (6) of this Item and do not have a business purpose, and have features of other derivative financial instruments;
- 8. Derivative financial instruments for the transfer of credit risk;
- 9. Financial contracts for differences;
- 10. Options, futures, swaps, interest forwards and all other contracts on derivative financial instruments relating to climate variables, transport costs, inflation rates or other official, economic and statistical data, which must be settled in cash or can be settled in cash at the option of one of the contracting parties, except in case of default or other reason for terminating the contract, as well as other contracts on derivative financial instruments related to assets, rights, obligations, indices and units of measurement that are not specified in this item, which have the features of other derivative financial instruments, taking into account, among other things, whether they are traded on a regulated market, OTF or MTF;
- 11. Emission units consisting of any units determined to be in compliance with the provisions of the law governing the greenhouse gas emissions trading system;
- **Close connection**, within the meaning of the Law, is a relationship in which two or more natural or legal persons are connected by:
 - 1) Participation in the form of owning, directly or through control, at least 20% of the voting rights or capital of the company;
 - 2) Control, which means the relationship of power of the parent company over the subsidiary in all cases from the law regulating accounting or a similar relationship between a natural or legal person and a company, with the fact that each subsidiary of a subsidiary is also considered a subsidiary of the parent company leading those companies;
 - 3) Constantly, by a control relationship;
 - 4) Family members;
- Within the meaning of the Law, **family members** are:
 - 1) Spouses, that is, persons living in a common-law union;
 - 2) Descendants and ancestors in the direct line unlimited;
 - 3) Relatives up to the third degree of consanguinity, in the collateral line, including inlaws;
 - 4) Adopter and adoptees and descendants of adoptees;

- 5) Guardian and wards and descendants of wards;
- **Relevant person** in relation to the Bank, within the meaning of the Rulebook on Organizational Requirements, is:
 - (1) A person with an ownership interest in the Bank or a related representative,

(2) Managers or related representative, member of the executive board whose competence is the provision of Services;

(3) An employee in the Capital Market Department or a related representative, an internal controller, employees in the Bank's branch network and Private Banking Department who provide Services in their business processes, employees in the Market Operations Administration Support Department,

(4) Any other natural person engaged by the Bank or a related representative for the provision of services under its competence,

(5) A natural person who is directly involved in the provision of services to the Bank or its related representative on the basis of a contract on outsourcing of business processes, and for the purpose of providing Bank Services;

- **Person with whom the relevant person is closely related**, in terms of the Rulebook on Organizational Requirements, is:

(1) the spouse or common-law partner of the relevant person,

(2) descendants and ancestors in the direct line unlimited,

(3) a relative up to the third degree of consanguinity, in the collateral line, including inlaws,

(4) adopter and adoptees and descendants of adoptees;

(5) guardian and wards and descendants of wards;

- (6) any other person who has spent at least one year in a joint household with the relevant person from the date of the personal transaction in question;
- **Exclusively for the purposes of these Rules of Procedure: Managers** are persons employed in the Bank who have the consent and permission of the Commission, according to the Commission's Rulebook, as managers of the organizational part of the credit institution intended for the performance of investment services and activities; in the Bank, they are: the head of the Capital Market Department and the head of the Global Markets Directorate;
- **Competent organizational unit of the Bank** is an organizational unit of the Bank which is not the Capital Market Department;
- **Issuer** is a domestic or foreign legal entity under private or public law, which issues or proposes to issue financial instruments, and in the case of certificates of deposit, the issuer is considered to be the person who issues the securities that represent those certificates of deposit;
- **Related representative** is a natural or legal person who, under full and unconditional responsibility of the sole investment company or credit institution on whose behalf he/she acts, performs the following tasks:
 - (1) promotes, that is, offers investment and/or ancillary services to clients or potential clients;
 - (2) receives and transmits client orders regarding investment services or financial instruments;
 - (3) places financial instruments; or
 - (4) provides advice to clients or potential clients regarding those financial instruments or services.

3. GENERAL PROVISIONS

Article 3

Market abuse includes any illegal conduct on the financial market, and includes:

- Trading based on inside information;
- Illegal disclosure of inside information;
- Market manipulation.

The Bank has established and maintains measures, systems and procedures that ensure efficient and constant monitoring of all received and transferred orders and all orders executed in order to detect and identify orders and transactions that could represent trade or an attempt to trade based on inside information or market manipulation or an market manipulation attempt, as well as submission of reports on suspicious transactions and orders to the Commission.

The measures, systems and procedures are regulated by the Rules of Procedure, this Rulebook and other Bank's internal acts.

The measures, systems and procedures are appropriate and proportionate to the volume, size, and nature of activity performed by the Bank, i.e. Capital Markets Department, they are subject to regular assessment at least once a year and updated if needed, of which records are kept in written form, and information shall be kept for a period of at least seven years.

4. INSIDE INFORMATION

Article 4

Inside information includes the following types of information:

- (1) Information on specific facts that has not been published, relates directly or indirectly to one or more issuers of financial instruments or to one or more financial instruments, which, if published, would likely have a significant effect on the price of those financial instruments or on the price of related derivative financial instruments;
- (2) As regards derivative financial instruments on commodities, information on precisely specified facts that has not been published, relates directly or indirectly to one or more such derivative financial instruments or to commodity contracts on the spot market, which, if published, would probably have a significant impact on the price of those derivative financial instruments or related commodity contracts on the spot market and if such information is reasonably expected to be published or is required to be published in accordance with the provisions of the law or by-laws, market rules, contracts, practices or customs in the relevant markets of derivative commodity financial instruments or on commodity spot markets;
- (3) For persons in charge of executing orders related to financial instruments, inside information is also information on precisely determined facts obtained from the client in connection with the client's future orders, relating directly or indirectly to one or more issuers of financial instruments or to one or more financial instruments, which would, if published, likely have a significant effect on the prices of those financial instruments, the price of the related commodity contracts on the spot market or the price of the related derivative financial instrument.

Inside information is information that would, if published, likely have a significant impact on the prices of those financial instruments, related derivative financial instruments or related commodity contracts on the spot market, i.e., information that a reasonable investor would likely use in making an investment decision.

Article 5

Within the meaning of the previous Article, inside information is information on precisely determined facts if it indicates a series of circumstances that exist or can reasonably be expected to exist, i.e., an event that has occurred or can reasonably be expected to occur, when it is specific enough to allow conclusions on the impact of that set of circumstances or events on the prices of financial instruments, related derivative financial instruments, or related commodity contracts on the spot market.

In the case of a long-term process whose purpose or consequence is the creation of a certain circumstance or a certain event, those future circumstances or that future event, as well as the intermediate steps of that process, can be considered inside information, whereby an intermediate step in a long-term process is considered to be inside information if it meets the criteria for inside information from this chapter.

Established market practices are practices that are reasonably expected on one or more financial markets in accordance with the prescribed procedure, as prescribed by the Commission in more detail.

For persons in charge of executing orders related to financial instruments, inside information is also information on precisely determined facts obtained from the client in connection with the client's future orders, relating directly or indirectly to one or more issuers of financial instruments or to one or more financial instruments, which would, if published, likely have a significant effect on the prices of those financial instruments or the price of the derivative financial instrument.

4.1 Insider trading

Article 6

It is prohibited for any person who possesses inside information to use that information directly or indirectly in acquiring, alienating and attempting to acquire or alienate, for their own account or for the account of a third party, the financial instruments to which that information refers.

Insider trading also exists in the following situations:

- Inside information is used when withdrawing or changing an order related to the financial instrument to which the information relates, if the order being withdrawn or changed was given before the person possessed the inside information,
- A person who has inside information based on that information recommends to another person the acquisition or alienation of the financial instruments to which this information relates, or encourages that person to carry out such acquisition or alienation, or
- A person who has inside information based on that information recommends to another person the withdrawal or modification of an order in relation to the financial instruments to which this information relates, or encourages that person to carry out such order withdrawal or modification,
- The person using the recommendations or incentives knows or should know that they are based on inside information.

Paragraphs 1 and 2 of this Article apply to persons who possess inside information through:

- (1) Membership in the issuer's management;
- (2) Interest in the issuer's equity;
- (3) Accessing information obtained by performing duties at the workplace, performing professional or other duties;
- (4) Committed criminal acts.

If the person referred to in paragraph 2 of this Article is a legal entity, the prohibition also applies to natural persons who participate in making a decision on the execution of a transaction (decision on acquisition, alienation, withdrawal or change of order) for the account of the legal entity in question.

The provisions of this Article do not apply to transactions executed during the performance of a due obligation to acquire or alienate financial instruments, when such obligation is the result of a contract concluded before the person possessed inside information.

4.2 Lawful behaviour

Article 7

A legal entity shall not be considered to have used inside information or to have traded on the basis of inside information it possesses or possessed if it:

- (1) has established, implemented, and maintained appropriate and effective mechanisms and procedures that effectively ensure that the natural person who made the decision to acquire or alienate the financial instrument to which the information relates, as well as other natural persons who influenced that decision, did not possess inside information; and
- (2) did not encourage, recommend, incite, or otherwise influence the natural person who acquired or alienated the financial instruments to which the information relates on behalf of the legal entity.

A person having inside information shall not be considered to have used that information or to have therefore traded on the basis of inside information when that person is:

- For the financial instrument to which the information relates, the market maker or a person authorized to act as a counterparty, and the acquisition or alienation of the financial instrument to which the information relates was lawfully performed within the regular performance of the function of market maker or counterparty for that financial instrument; or
- 2) Authorized to execute the orders of a third party, and the acquisition or alienation of the financial instruments to which the order refers is legally performed in the course of the regular performance of work, profession or duties of that person.

The fact that a person possesses inside information does not imply that the person has used that information, when that person makes a transaction for the purpose of acquiring or alienating financial instruments, within the framework of fulfilling an obligation due in good faith, and not for the purpose of avoiding the prohibition on insider trading and if:

1) this obligation arises from an order given or an agreement entered into before that person came into possession of the inside information; or

2) the transaction has been made in order to fulfill an obligation prescribed by law or by-law, that occurred before that person came into possession of the inside information.

The mere fact that a person possesses inside information does not imply that the person has traded on the basis of inside information, when that person acquired that inside information during a takeover or merger with a company and that he used that inside information exclusively for the purpose of the merger or takeover procedure, provided that the inside information was published or otherwise ceased to be inside information at the time of approval of the merger or acceptance of the company's offer by the shareholders. The provisions of this paragraph do not apply to acquisitions below the control threshold.

The fact that a person uses his own knowledge to decide to acquire or alienate financial instruments when acquiring or alienating them does not mean that the person has used inside information.

Regardless of the provisions of this Article, it may still be considered that there has been a violation of the prohibition of insider trading, if the Commission determines that there has been an illegal reason for those trading orders, transactions or actions.

4.3 Unlawful disclosure of inside information

Article 8

It is prohibited for any person to:

- (1) Disclose and make available inside information to any other person, unless the information is disclosed and made available in the ordinary course of business, profession or duty;
- (2) Recommend or induce other persons to acquire or dispose of financial instruments to which this information relates based on inside information;
- (3) Recommend to another person the withdrawal or modification of an order in relation to the financial instruments to which the inside information relates, or encourage that person to carry out such order withdrawal or modification.

Illegal disclosure of inside information is also when the person who makes recommendations or inducements knows or should know that giving recommendations or inducements is based on inside information.

The exchange of information refers to all forms of communication (meetings, telephone conversations, electronic communication, submission of meeting minutes, etc.).

Employees of the Bank, as well as persons connected with them, are prohibited from:

- (1) Performing or attempting to perform insider trading;
- (2) Recommending or inducing other persons to engage in insider trading:
- (3) Using inside information against regulations.

Article 9

Bank clients and Bank employees may not acquire, buy, sell, or otherwise use financial instruments using inside information.

The Bank shall in all apply provisions as defined by the Rules of Procedure, this Rulebook and other relevant Bank's internal acts.

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Article 10

The Bank takes care that access to inside information is provided only to those relevant employees in organizational units who justifiably require such information in the performance of their business and professional obligations, in accordance with the Law, Rules of Procedure, this Rulebook and other relevant internal acts of the Bank, and for this purpose it applies the so-called Chinese wall mechanism in the organizational structure.

5. PROHIBITION OF MANIPULATION AND SPREADING OF FALSE INFORMATION

5.1 Market manipulation

Article 11

Market manipulation includes the following actions:

1) Executing a transaction, issuing a trading order or other procedure that:

(1) Gives or is likely to give false or misleading signals or information about the supply, demand or price of a financial instrument or related commodity contract on the spot market;

(2) Maintains or is likely to maintain the price of one or more financial instruments or a related commodity contract on the spot market at an unusual or artificial level, unless the person participating in the transaction, by placing a trading order or participating in another way, proves that this transaction, order or procedure has been carried out for legal reasons and is in accordance with accepted market practices in that market;

2) Executing a transaction, issuing a trading order or other activities or procedures that affect or may affect the price of one or more financial instruments or a related commodity contract on the spot market, using fictitious funds or other forms of deception or fraud;

3) Spreading information through public media, including the Internet and all other means by which false or misleading signals may be given regarding the supply, demand or price of a financial instrument, or a related commodity contract on the spot market, or hold or may hold at an unusual or artificial level the price of one or more financial instruments or a related commodity contract on the spot market, including by spreading rumors, by a person who knew or should have known that the information was false or misleading, when the persons who communicated the information gain, for themselves or another person, an advantage or benefit from spreading that information;

4) Transmitting false or misleading information or providing false or misleading basic data in relation to the reference value when the person who transmitted the information or provided the basic data knew or should have known that they were false or misleading, or any other procedure that manipulates the reference value calculation.

Actions and procedures that are considered market manipulations include the following in particular:

1) Activities of one or more persons cooperating to secure a dominant position over the offer or demand of a financial instrument or related commodity contracts on the spot market that indirectly or directly affect or could affect the determination of purchase or sale prices or the creation of other unfair trading conditions;

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2) Purchase or sale of financial instruments at the beginning or near the end of the trading day, which has or could have a misleading effect on investors who make decisions based on displayed prices, including opening or closing prices;

3) Placing an order on a trading venue, including any withdrawal or modification thereof, using any available means of trading, including electronic means such as algorithmic and high-frequency trading strategies, and which have one of the consequences from paragraph 1, items 1) and 2) of this Article, through:

(1) Disrupting or slowing down the functioning of the trading system at the trading venue or is likely to do so;

(2) Impeding the recognition of genuine orders in the trading system at the trading venue, or is likely to do so, including entering orders that lead to overloading or destabilization of the book of orders;

(3) Creating or is likely to create false or misleading signals regarding the supply or price of and demand for a financial instrument, in particular by entering an order that initiates or reinforces a trend;

4) Exploiting occasional or regular access to traditional or electronic public media by expressing an opinion about a financial instrument or a related commodity contract on the spot market (or indirectly about its issuer), by that person having previously taken a position in that financial instrument or related commodity contract on the spot market and benefiting from the impact that the statement of opinion had on the price of that instrument or related commodity contract on the spot market, without at the same time disclosing the existence of a conflict of interest to the public in an appropriate and efficient manner.

If the person referred to in this Article is a legal entity, this Article also applies to natural persons who participate in making a decision on the execution of a transaction for the account of the legal entity in question.

5.2 Prohibition of market manipulation

Article 12

Market manipulations are prohibited.

Persons who participate in market manipulation are jointly and severally liable for the damage that occurs as a result of market manipulation.

Employees of the Bank are obliged to comply with procedures, systems and measures aimed at efficient and continuous monitoring of all received and transferred orders and all executed transactions for the purpose of detecting and identifying orders and transactions that could constitute insider trading or attempted insider trading or manipulation on the market or attempted manipulation on the market, i.e., detection and prevention of market manipulation, which are prescribed by the Law, the Commission's by-laws, the Rules of Procedure ID 8569), this Rulebook and other relevant Bank's internal acts and acts of the market organizer. The Bank assesses these measures and procedures at least once a year and updates them if necessary, which is recorded in written form, and the information is kept for at least seven years.

The internal control of the Capital Market Department applies a clearly defined role and has broad powers in the implementation of measures and procedures to detect and prevent market manipulations, good knowledge of organization, technology, and business procedures.

The Capital Market Department is obliged to, based on the available data, inform the Commission and the Competent Organizational Unit of the Bank about cases it justifiably suspects of market manipulation and market abuse.

Article 13

All Relevant Persons employed in the Bank are obliged to pay attention and report to the internal controller any activities that can be reasonably suspected to represent activities considered as market manipulation.

Article 14

When receiving an order, i.e., when executing a transaction, employees of the Capital Market Department are obliged to consider indicators which in themselves do not imply that a specific case is market abuse, nor is the opposite implied if some fact or event is not listed here, but during the assessment, they should take into account the specific circumstances of each case:

- Whether and to what extent the trading orders given or transactions executed represent a significant part of the daily volume of transactions with the relevant financial instrument at the trading venue, especially when such activities lead to a significant change in the price of the financial instrument;
- The extent to which trade orders issued by persons with significant purchase or sale position in a financial instrument or transactions executed by those persons, lead to significant changes in the price of such financial instrument or derivative financial instruments or related variables, included in the trading venue;
- Whether the transactions executed lead to a real change in ownership over the financial instrument included in the trading venue;
- The extent to which orders given or transactions executed involve a short-term change in
 positions and represent a significant part of the daily volume of transactions with the relevant
 financial instrument at the trading venue, and whether they could be related to significant
 changes in the price of the financial instrument included in the trading venue;
- The extent to which orders given or transactions executed, concentrated within a short time period during daily trading, have led to a change in price which consequently altered the direction of movement;
- The extent to which orders given change the presentation of the best supply or demand prices of the financial instrument included in the trading venue, or the presentation of the market depth visible to market participants, and which have been removed prior to their execution;
- The extent to which orders given or transactions executed at a specific time (at trade closure) or around a specific time in which reference prices (closing prices) are calculated and other calculations made, whereby the same lead to changes in prices affecting reference prices and calculations.
- Whether the orders given or transactions executed were preceded or followed by the dissemination of untrue, false or misleading information by the persons issuing such orders or executing such transactions, or persons related to them;
- Whether orders are given or transactions are executed by persons who, before or after giving orders or executing transactions, distribute, directly or through persons related to them, market

research information or investment recommendations that are inaccurate, biased or manifestly affected by material interest.

Article 15

Employees of the Capital Market Department, as well as Relevant persons, may not manipulate the market in any way, nor induce other persons to do so with the aim of artificially forming the price of financial instruments.

5.3 Notification of suspicious transactions

Article 16

All employees of the Capital Market Department, Private Banking Department employees who provide Services, as well as employees of the Bank's branch network who provide the Services in their business processes, who reasonably suspect that a transaction could represent insider trading or that it involves market manipulation, are obliged to, without delay, and by the end of the working day at the latest, notify the internal controller.

Notification of a suspicious transaction, i.e., when there is a suspicion of market manipulation, is submitted on the form (STOR) published on the Commission's website and prescribed by the Commission. Each form is individually numbered with a serial number assigned by the internal controller, based on the record of suspicious transactions he keeps.

The internal controller is obliged to, immediately upon receiving notification of suspected market manipulation, inspect the subject planned or executed transaction and prepare a report that is immediately forwarded to the Managers and the Competent Organizational Unit of the Bank.

If the internal controller determines that there are justified reasons for suspicion, he is obliged to immediately inform the Commission, the Managers and the Competent Organizational Unit of the Bank and submit all data in accordance with the relevant regulations to the Commission's e-mail address: <u>zloupotrebe@sec.gov.rs</u>.

If, after the inspection, the internal controller determines that there is no justification for suspecting market manipulation, he is obliged to make an official note in which he must state the reason for not reporting the transaction to the Commission, as well as propose measures for further monitoring of the order related to the given notification of suspicion and the given client.

Article 17

The Bank may not inform any other person of the notification from the previous Article of these Rules of Procedure, which specifically refers to the person on whose behalf the orders were given, i.e., the transactions were performed or the parties were connected with that person, except for the persons to whom the notification is delivered based on the Law, the Commission's by-laws, and these Rules of Procedure and this Rulebook.

Fulfilling this requirement does not expose the person who made the notification to any kind of liability, provided that the person who submitted the notification acts in good faith.

Notification of the Commission and the Competent Organizational Unit of the Bank in accordance with the relevant regulations and these Rules of Procedure, this Rulebook and the Bank's internal acts, delivered in good faith, does not constitute a violation of any restriction on the disclosure of information prescribed by contract or any regulation and is not subject to any type of liability for the person who gave such notification.

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In order to protect whistleblowers, *i.e.*, persons who report abuse on the market that they learned about in the course of their work, from retaliation, discrimination or other unfair treatment towards them, the Commission has established a special telephone line, e-mail address and online form through which reports can be submitted. The person to which the report refers will not be informed of the existence of a whistleblower.

Article 18

The Bank keeps documentation related to planned and executed transactions where there was suspicion of market manipulation, and about which notifications were sent to the Commission, in accordance with the relevant regulations and internal acts of the Bank.

The Bank shall keep for at least seven years the information on the basis of which the analysis of orders and transactions which could represent abuses in the market or attempted abuses was carried out, and this information shall be submitted to the Commission at its request. The Bank ensures the confidentiality of collected data and submitted reports.

6. TRANSITIONAL AND FINAL PROVISIONS

Article 19

To all that is not regulated by this Rulebook on Detecting and Preventing Market Abuse shall apply the provisions of the Rules of Procedure and other internal acts of the Bank.

Article 20

This Rulebook on Detecting and Preventing Market Abuse shall enter into force on the day of obtaining consent of the Securities Commission, and shall commence to apply eight days from the date of its publication on the bank's website.

THE BOARD OF DIRECTORS OTP BANKA SRBIJA CHAIRMAN OF THE BOARD OF DIRECTORS,

LÁSZLÓ WOLF