

GUIDELINES BEST EXECUTION

Approved by the Market Governance Board on 19 December 2011

A. Client

1. Did the broker appropriately disclose to its client the available market prices of the security subject of the order?
2. Did the broker appropriately disclose to its client other alternative applicable securities?
3. Does the broker have adequate measures for documenting all information pertaining to the reception, execution or confirmation of orders?
4. When orders are taken by telephone, does the broker have adequate measures for documenting telephone conversations in connection with the reception, execution or confirmation of client orders?

B. Price

1. Did the broker execute the client's order based on the best bid or offer at that particular time?
2. Did the broker check all trading boards (Auto Order and Negotiated) for the best bid or offer?

C. Promptness of Execution

1. Was the client's order posted immediately from the time such order was communicated by the client to the broker?
2. Did the broker have and utilize available and appropriate systems and technology to enable it to execute the client's order promptly?

D. Likelihood of Execution and Settlement

1. For trading on the Auto Order Board, does the broker update its counterparty limits?
2. Did the broker check its counterparty limits at the start of the day?
3. Does the broker have sufficient securities/proper amount of cash on hand at the time the client's order is due for settlement (for transactions settling via DvP mode)?
4. Does the broker have access to the appropriate settlement and clearing systems?

E. Transaction Costs

1. Did the broker unbundle its fees to the transaction?