

CHANGE MANAGEMENT

KEY RULES AND PROCEDURES OF THE CORE(BE) PAYMENT SYSTEM

- March 2016 -

A. UPDATE OF THE CORE REFERENTIAL

The CORE referential includes:

- data provided by each Direct Participant, and,
- data that are common to all the Participants of an Exchange Community, related to legal, regulatory or contractual aspects.

A monthly update of the CORE referential is performed.

B. UPDATE OF CORE Software

STET updates and communicates to the Participants the documentation set related to any CORE software release.

STET performs the necessary updates of CORE software to keep up the technologies, the performance improvement and the operations security.

The change of the CORE software release implying some changes of the management rules related to the exchanges are planned with the agreement of Participants. They are summarized as a Change Request, validated by the Client Committee. STET maintains a list of the Change Request.

These new versions are implemented, in priority and as much as possible, during the servitude period or during the CORE closing days.

C. PRELIMINARY TESTS TO CHANGE

Any update of the CORE software or of its referential impacting the Exchange Community is subject to preliminary tests with the Direct Participants in the test environment.

STET prepares an acceptance test plan describing the tests to be performed, the performance terms of these tests as well as the tracking provisions for their proper processing.

The tests follow two phases:

- a phase of free tests during which the new release including the update is set available to Direct Participants on the test environment in order to enable them to perform their internal preliminary tests as defined in the acceptance test plan,
- a common acceptance phase during which all the Direct Participants of the Exchange Community perform tests in accordance with the order and the provisions described in the acceptance test plan.

The participation to common acceptance tests is mandatory. A Direct Participant may however request a derogation in writing to STET explaining the reasons of its request. STET assesses the request and provides an answer in writing, indicating the acceptance or the denial of the derogation request.