# Annex 6 to the GTC of OeKB CSD

# Guideline Management of Digital and Physical Securities

V1.10 / Public / 01.12.2026

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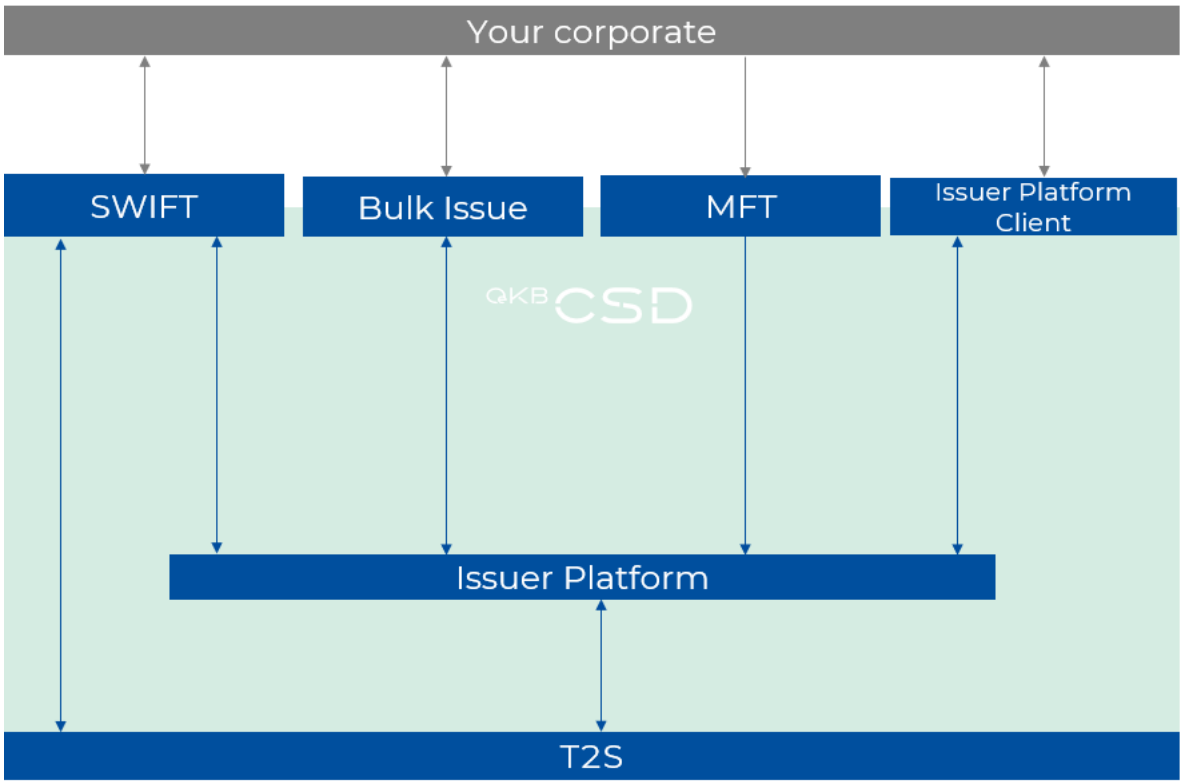
# 1. Introduction

OeKB CSD uses the IT platform „Issuer Platform“ for providing its function notary service and safekeeping. The „Issuer Platform“ together with the IT platform „Target 2 Securities (T2S)“ constitute OeKB CSD’s IT Booking System.

## 1.1 Architecture of the Issuer Platform

There are four main channels to interface with the Issuer Platform.

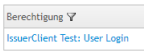
- For human actors: Issuer Platform Client - browser-based user interface
- For automation: technical interfaces for selected services:
  - SWIFT ISO15022 and ISO2022 for instructing quantity changes to existing securities
  - Bulk Issue interface (MFT as well as webservice) to efficiently perform the process “Create DGC” for high number of issues
  - MFT to provide and update terms and conditions
- All automated interface functionality (except for the bulk-issue and the change of terms & conditions) is also available via the user interface



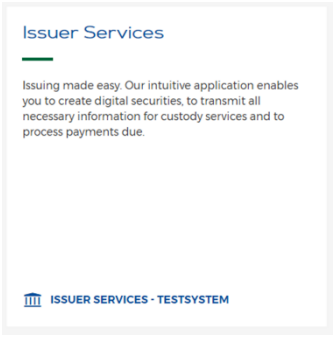
Accessing the Issuer Platform Client

Central service portal: https://services.oekb-csd.at/csd-services/

— Two-factor authentication required („LOGIN WITH RSA/SMS TOKEN")
— Issuer Services title (see on the right side): blue text on bottom of tile is a link to the Issuer Platform
  – Your corporate has to have been granted access to the Issuer Platform
  – If you see 🏛 you – as a user of said corporate – do have access
  – If you see 🔒 your corporate admin has to grant access to you

  The following permission is required: 

— You can now log into the Issuer Platform system:
  – Your username is prepopulated
  – Your initial password will be provided by your corporate admin




For support, contact sonja.taghipour@oekb-csd.at

## 1.2 Functions supported by the Issuer Platform (section 2.3 of the GTC)

**Issuer (IS):**

— The issuer of one or more securities categories which OeKB CSD keeps and administers as Issuer CSD => enabled to inspect securities' status.
— The Issuer can interact via the Issuer Platform Client (browser-based user interface) with the Issuer Platform but cannot actively perform or initiate modifications to securities.

**Transfer Agent (TA):**

— For each securities category issued or to be issued which OeKB CSD keeps and administers as Issuer CSD and for which at least one of the functions in paragraph 7 of the section 2.3.1 of the GTC is exercised, the issuer shall designate a single holder of the function Transfer Agent or exercise the function of Transfer Agent itself.
— The holder of the function Transfer Agent has to be the holder of at least one securities account or one distribution account with OeKB CSD.
— The duties of the holders of the function Transfer Agent, which they perform in the name and for the account of the issuer with effect for anyone, are (see also paragraph 7 of the section 2.3.1 of the GTC):

  (a) Submitting of the information for the creation of DGCs (see section 3, **Description of the structured digital reference data record (REDA-I)**), including the disclosure of the holders of the functions Paying Agent and Information Agent, and of any changes to the function holders, if relevant for the respective securities category, under its own responsibility and with the assurance that the disclosed function holders are sufficiently authorised by the issuer to perform their respective functions;

(b) Release of digital reference data records (REDA I) and the electronically transmitted supplementary information (REDA II) for DGCs, see sections 3.1 and 3.2;

(c) Submitting of instructions for the initial booking of DGCs to a distribution account or a securities account in the SSS of OeKB CSD, see section 2.1.5 of the GTC;

(d) Submitting of instructions of the transaction type Change Quantity, instruction type Increase, to increase the face quantity of DGCs or physical Sus, see section 4;

(e) Submitting of instructions of the transaction type Change Quantity, instruction type Decrease, to decrease the face quantity of DGCs or physical Sus, see section 4;

(f) Deposit of amended fund terms for investment certificates under the Austrian Investment Fund Act 2011 (Investmentfondsgesetz, InvFG 2011, Federal Law Gazette No. 77/2011) and the Austrian Real Estate Investment Fund Act (Investmentfondsgesetz, ImmoInvFG, Federal Law Gazette No. 80/2003), under its own responsibility and with the assurance that all necessary regulatory approvals have been obtained;

(g) In the case of digital global certificates, the submitting of orders which are necessary in order to reflect in securities, in accordance with the substantive legal situation and the terms and conditions of the securities, additions and changes to the securitised right which result directly from the causal relationship underlying the securitisation without regard to the securitisation or which serve to correct obvious inaccuracies (sec. 2.7.2 of the GTC), and of orders to make constitutive supplements or amendments to securitised rights which only come into existence as a result of the securitisation (sec. 2.7.3 of the GTC).

Information Agent (IA):

— For each securities category issued or to be issued which OeKB CSD keeps and administers as Issuer CSD the issuer shall designate a single holder of the function Information Agent if the securities category requires that the function as described in paragraph 4 be exercised.
— Every legal person with its registered office in an EEA Contracting Party or an OECD member state can hold the function Information Agent, given this prerequisite also the issuer itself.
— The holder of the function Information Agent is tasked to submit relevant orders and make information known to OeKB CSD,

(a) Which it needs to calculate and redeem the payments to be made by the issuer, unless they are communicated to it by OeKB AG within the scope of the transmission of data (concerns information on fund distributions and capital repayments with write-offs),

(b) Which are to be communicated to the securities account holders in accordance with Annex 6 (Guideline Management of Digital and Physical Securities) unless the information is communicated to OeKB CSD by OeKB AG within the framework of its system for the transmission and forwarding of fund measures or by OeKB AG in the context of the transmission of data (concerns information on fund distributions and capital repayments with write-offs).

Corporate Action Agent (CA):

— For each securities category issued which OeKB CSD keeps and administers as Issuer CSD the issuer shall in time designate a holder of the function Corporate Action Agent as soon as the securities category requires that the function as described in section 2.3.4 para. 3 of the GTC be exercised. In case that the holder of the function Information Agent performs tasks according in section 2.3.4 para. 3 of the GTC, he shall also be deemed to be the holder of the function Corporate Action Agent.

— The holder of the function Corporate Action Agent is tasked to give OeKB CSD, in the name and for the account of the issuer with effect for anyone, for the purpose of safekeeping and administration of securities which OeKB CSD keeps and administers as Issuer CSD such orders and information as are necessary for the execution of a corporate action in each individual case.

Paying Agent (PA):

— For each securities category issued or to be issued which OeKB CSD keeps and administers as Issuer CSD the issuer shall designate a single holder of the function Paying Agent.

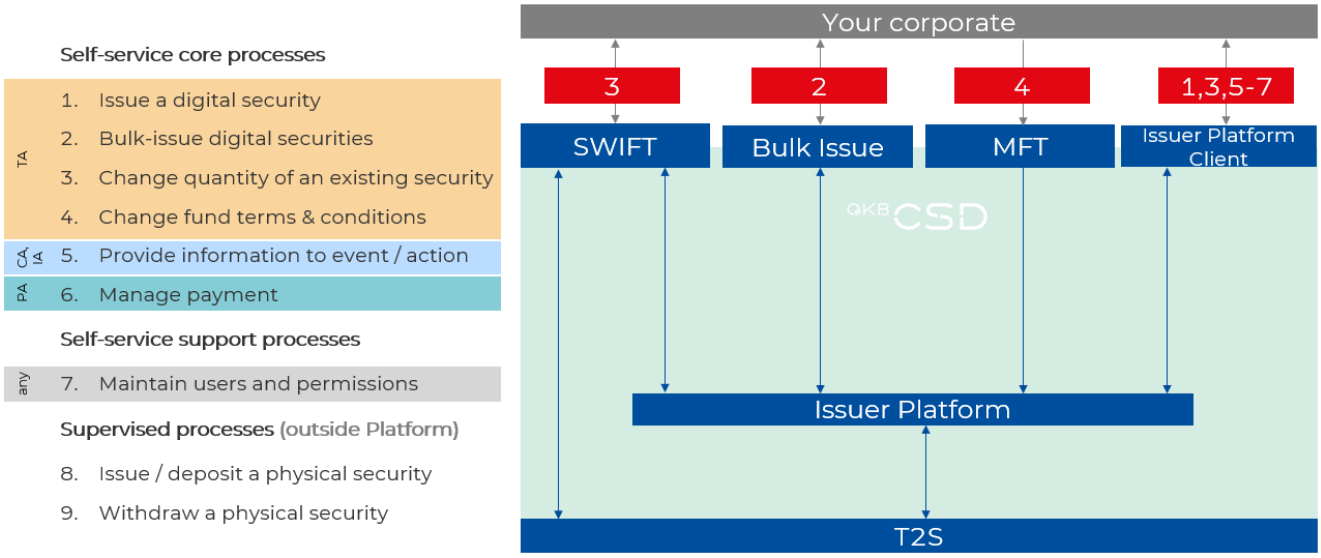
— Holders of the function Paying Agent may be:

  – Credit institutions and investment firms with their registered office in an EEA Contracting Party or an OECD member state if they hold their own BIC (Business Identifier Code), given this prerequisite also the issuer itself; and

  – Public bodies charged with or involved in the management of public debt in an EU Member State, with regard to the debt securities and money market instruments they manage.

— The holder of the function Paying Agent is tasked to execute payments by the issuer in its name and for its account for securities which OeKB CSD keeps and administers as Issuer CSD.

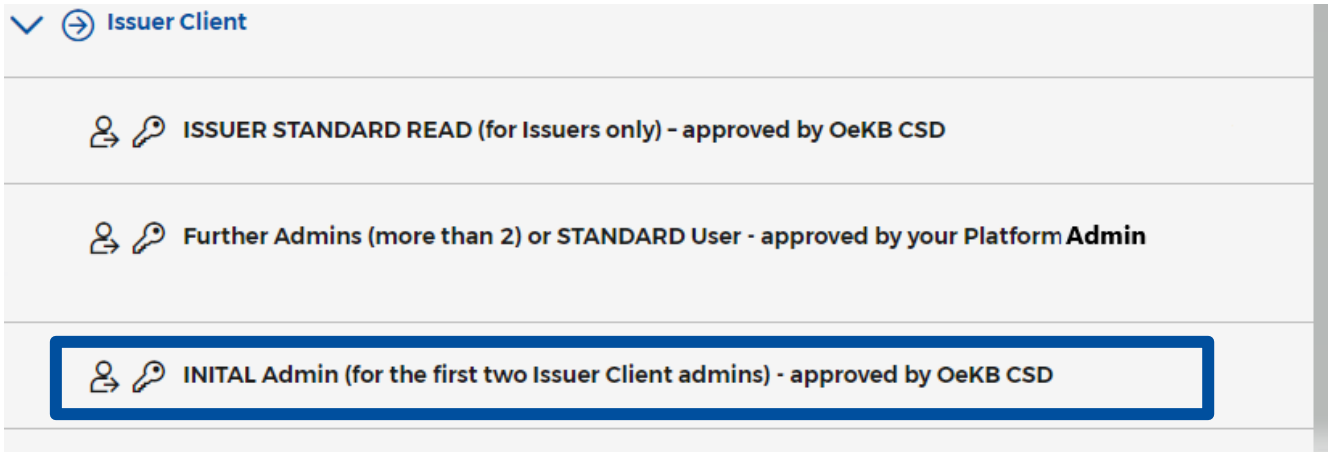
## 1.3 Core business processes



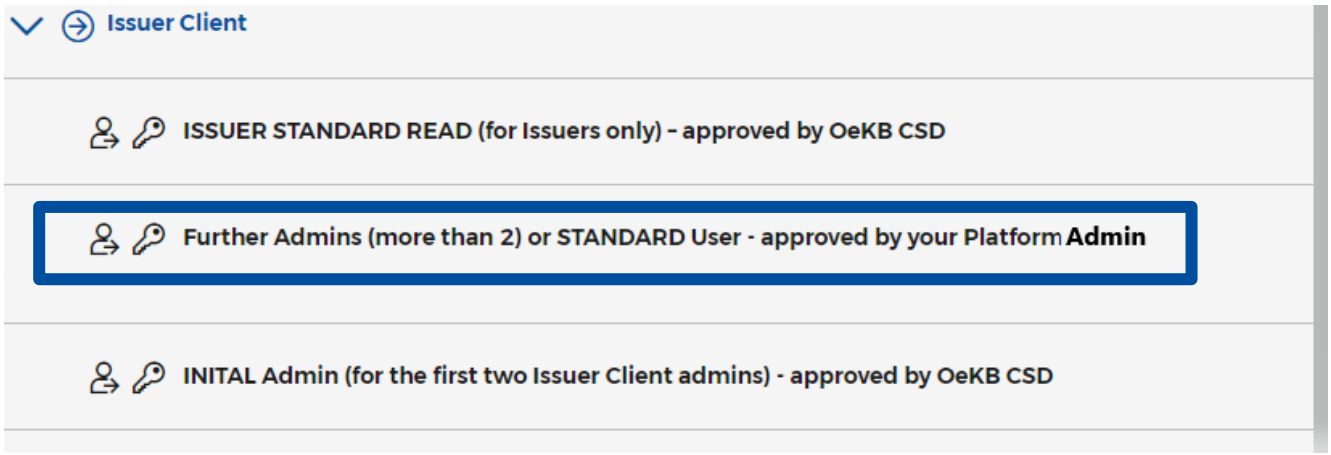
# 2. First Access to the Issuer Platform and User Creation

## 2.1 Get an initial ADMIN User for the Issuer Platform

Before being able to access the Issuer Platform, your **my.oekb Customer Platform administrator** must assign at least two INITIAL Admins for the "Issuer Client". Please assign the following Issuer Client Admin Service to your prospective Admin Users:

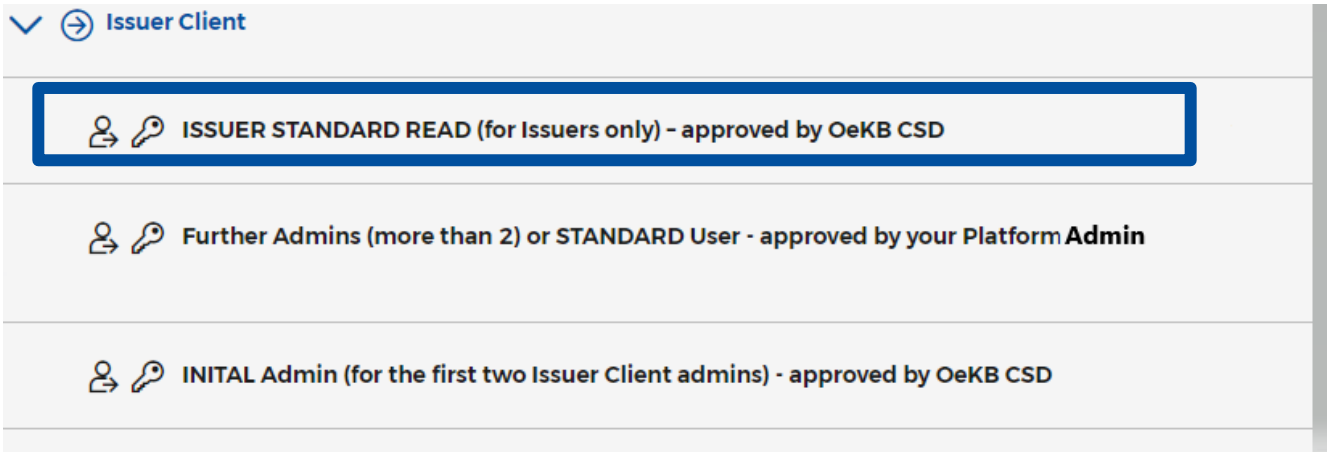



For any further admin (or Standard User) your Customer Platform administrator must assign the following Issuer Client Service:




It is mandatory that **at least 2 Issuer Client Admins** (4 eye principle!) are being nominated.

For Issuers please note that your users are administered by OeKB CSD in the Issuer Client. Your **my.oekb Customer Platform administrator** must request the following service for the Issuer Client.




The following procedure is required for the Issuer Client:

1. Your Customer Portal Admin assigns the above mentioned Issuer Client Services in the OeKB Customer Portal to your prospective Issuer Client admin users.
2. Please note that only one service per user is allowed, multiple selections are not possible. An admin role with additional operational functions, e.g. "admin incl. TA_Standard" can only be assigned by your Issuer Client Administrator.
3. On the following business day these users appear with status "preliminary" in the Issuer Client.
4. For the first two INITIAL admins OeKB CSD generates an initial password and activates your admin users in the Issuer Client. For any further admin and also for standard users this must be done by your Issuer Client Administrator.
5. Your INITAL Admin receives a reply from settlement@oekb-csd.at with an initial password and information that the issuer client admins are active.

   Subsequently, the administration of further (more than 2) admin and also for the standard users must be done by your Issuer Client Admins, please refer to chapter 2.2 “Activate new user”.

## 2.2 Activate new user

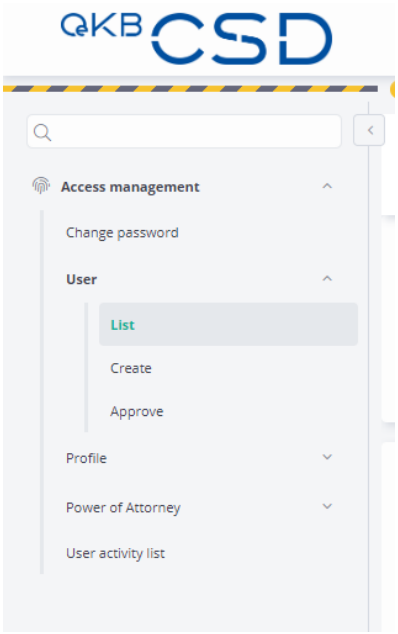
After assigning the respective authorization via the OeKB CSD self-service platform by your organization's administrator, the users will be available for activation in the issuer platform.

Thereafter your administrator can activate these users via the following steps:

Prerequisite:

— Logged in as User Role **e.g. IC_EXTERN_ADMIN**

— **Navigate to "Access Management" → "User" → "List":**




— **Select Preliminary User that is to be activated from the list** (Please do refrain from creating users manually with User – create. These manually created users will be deleted regularly whenever a new deployment is installed)

— **Populate new user data**

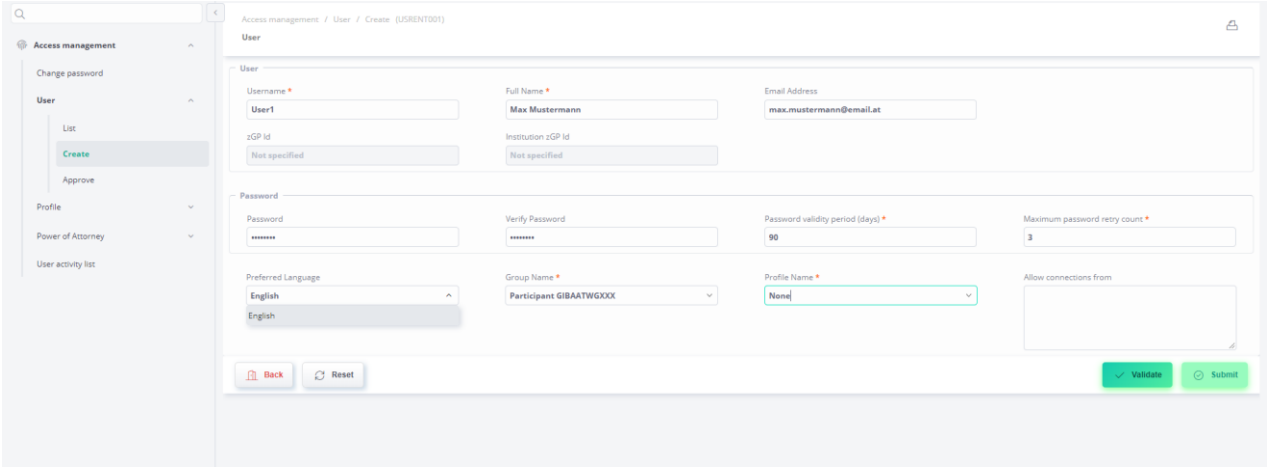
- Set initial password
- Choose from the following profiles (please find a detailed description of the different functions under chapter 1.3 ):
  - **IC_EXTERN_ADMIN** (for your organizations administrator that will create further profiles and users via the issuer platform for your organization)
  - TA_READ (for users that shall only have read rights)
  - TA_STANDARD (for all users that shall perform operations on securities, including issuer, volume change and approval via the 4-eyes principal)
  - IC_EXTERN_ADMIN_inkl_TA_STANDARD (for all users that shall perform operations on securities, including issuer, volume change and approval via the 4-eyes principal AND are also system administrator ).

- PA_READ (for users that shall only have read rights)
- PA_STANDARD (for all users that shall perform operations on securities (suspend an income event)
- IC_EXTERN_ADMIN_inkl_PA_STANDARD (for all users that shall perform operations on securities (suspend an income event AND are also system administrator)

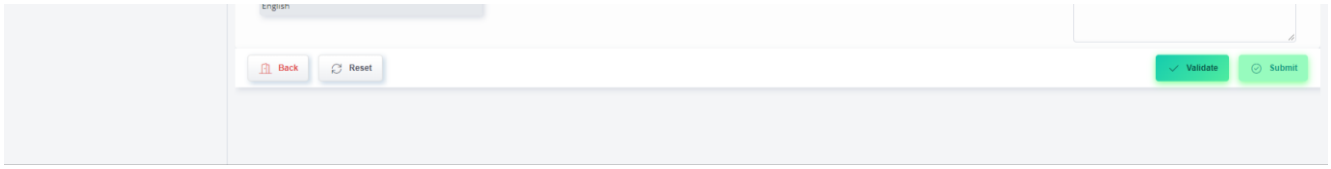
- IA_READ (for users that shall only have read rights)
- IA_STANDARD (for all users that provide security information via the issuer client)
- IC_EXTERN_ADMIN_inkl_IA_STANDARD (for all users that provide security information via the issuer client AND are also system administrator)

*NOTE: The profile CA shall not be selected yet. OeKB CSD is still conducting testing concerning this profile!*

- CA_READ (for users that shall only have read rights)
- CA_STANDARD (for all users that provide corporate action information via the issuer client)
- IC_EXTERN_ADMIN_inkl_CA_STANDARD (for all users that provide corporate action information via the issuer client AND are also system administrator)
- ISSUER_STANDARD_READ (for users/issuers that shall only have read rights)
- IC_EXTERN_ADMIN_inkl_IA_STANDARD (for users/issuers who have read rights AND are also system administrators)




— Validate and Submit:




— Approve via the 4-eyes approval

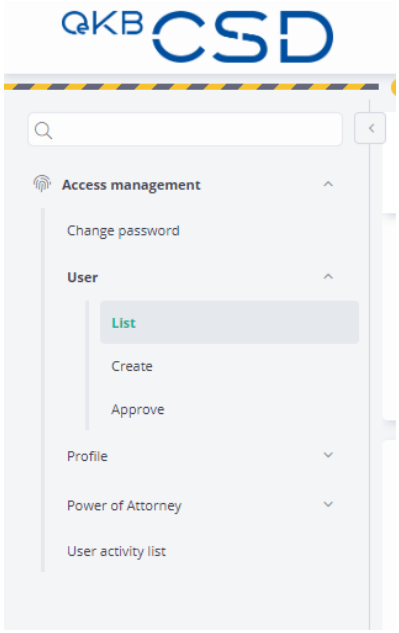
## 2.3 Reset User password

If a user enters the wrong password 3 times (or according to the settings you chose) in a row the user will be disabled and has to be reactivated.

Prerequisite:

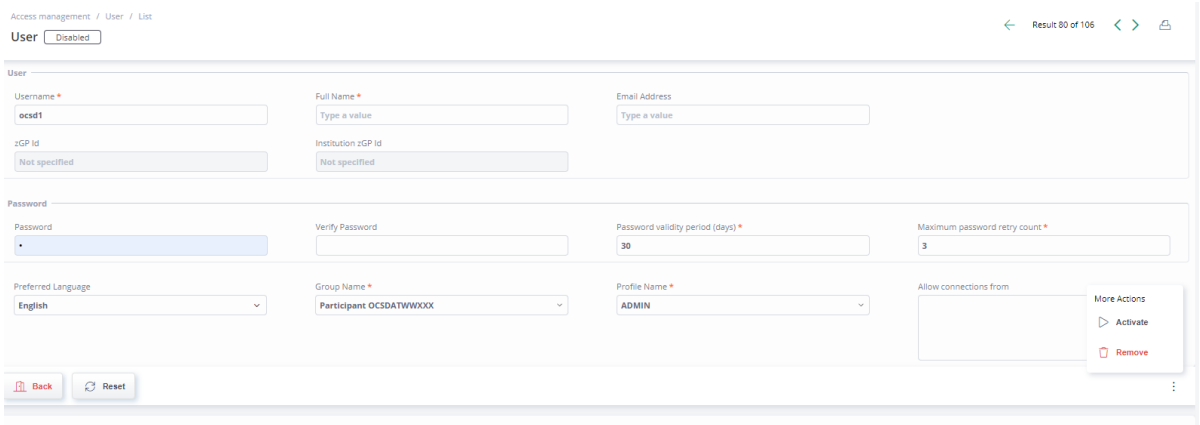
— Logged in as User Role **ADMIN or any combination of ADMIN**

— **Navigate to “Access Management” → “User” → ”List”:**




— **Choose the respective user from the list (status “disabled”)**

— **Activate the user via the “Activate” button on the bottom right (click on the 3 dots):**



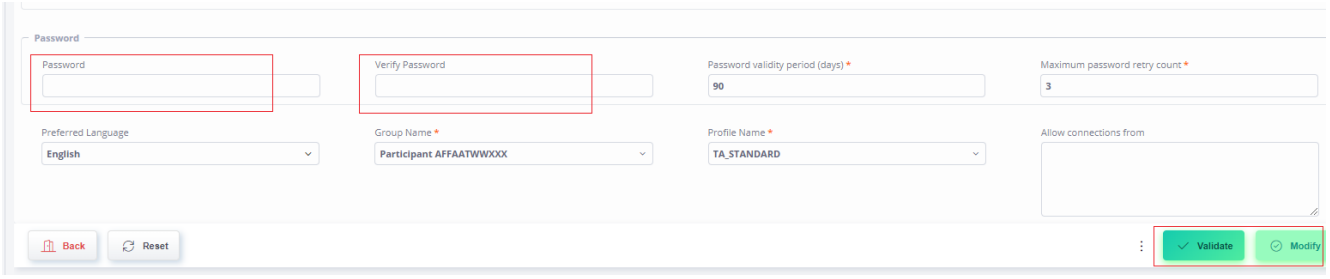

— **Approve via the 4-eyes approval**

— **Navigate to “Access Management” → “User” → ”List” again**

— **Choose the user and set a new password again**

— **Validate, Modify**

— Approve via the 4-eyes approval

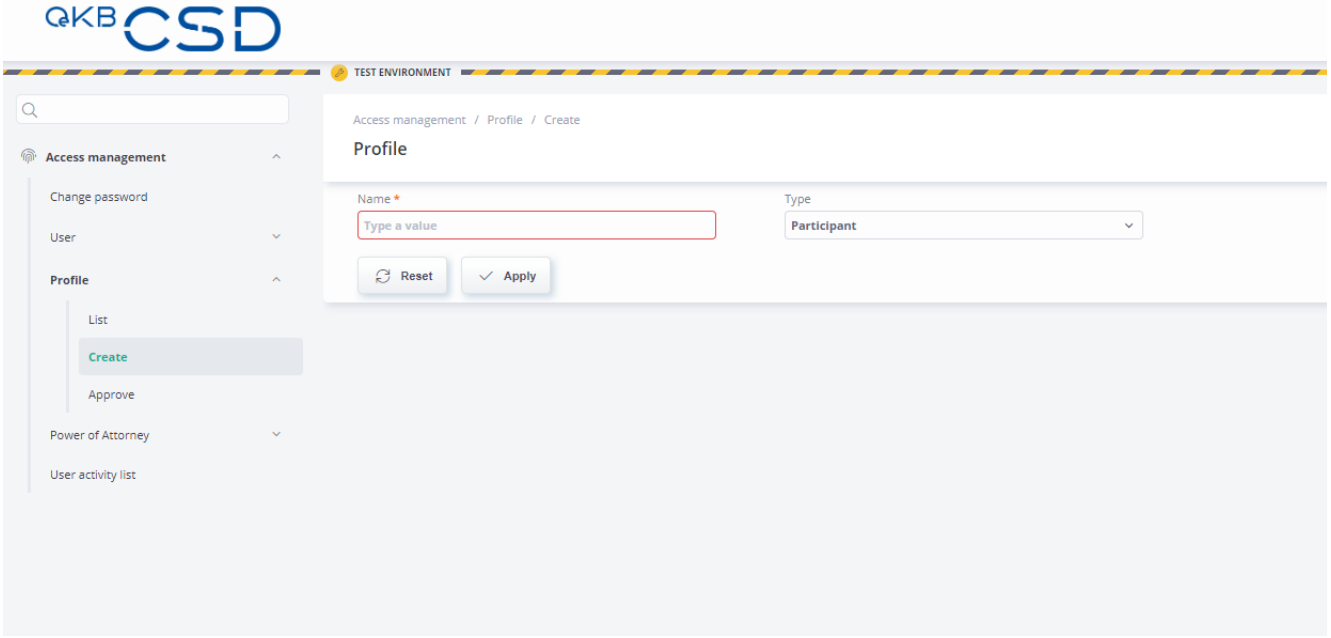



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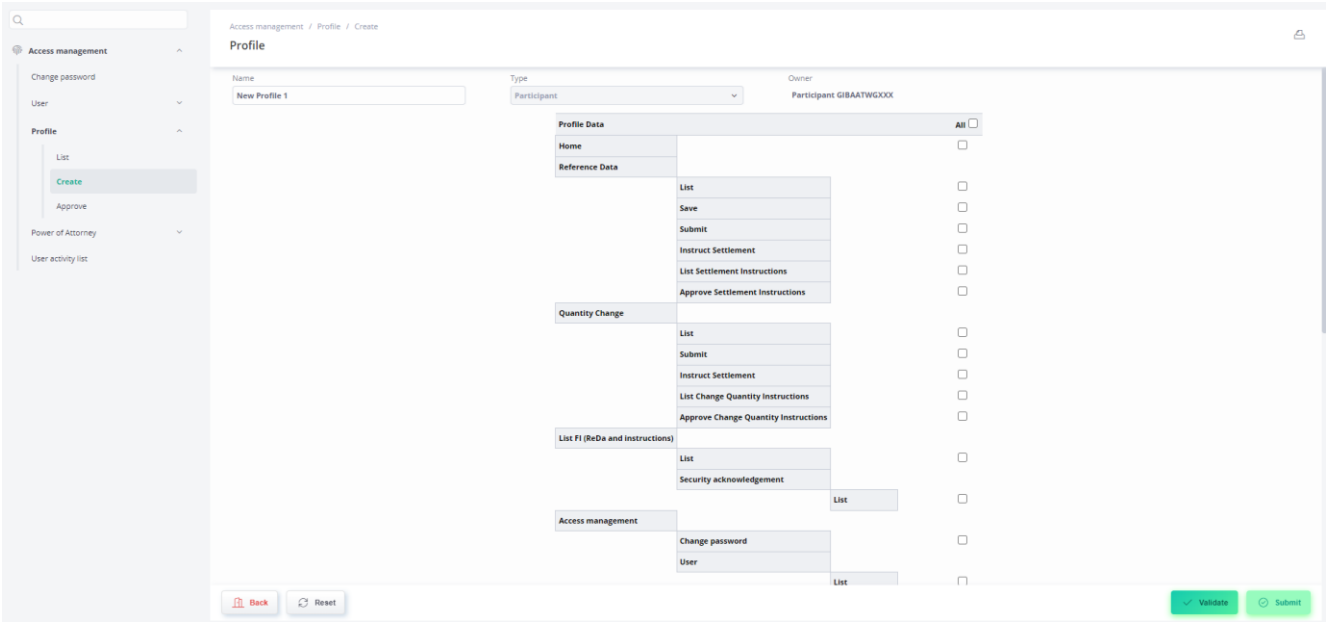
## 2.4 Create new profiles

— Navigate to Access Management → Profile → Create

— Choose a name for your new profile:



— Select the respective authorizations for the profile by marking the check boxes:

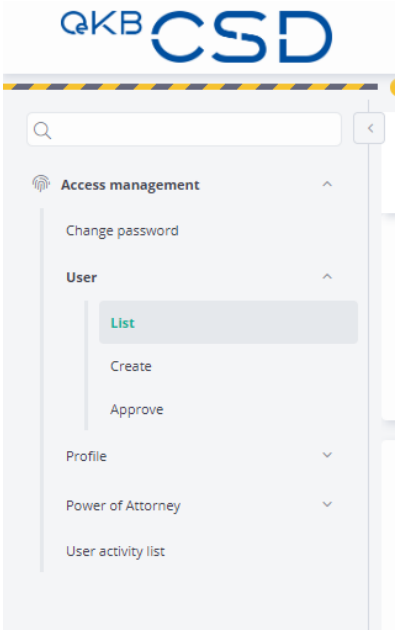



— Validate and Approve

— Approve via the 4-eyes approval

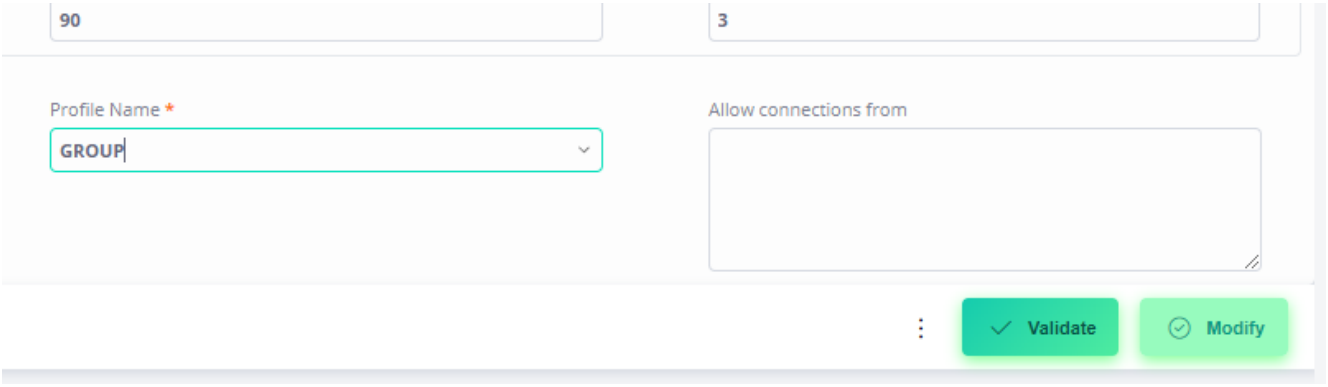
## 2.5 Assign a profile to a user

— Navigate to “Access Management” → “User” → ”List”:




— Choose the respective user from the list and open the user data

— Change the profile in the field “Profile Name” to the new profile you want to assign:



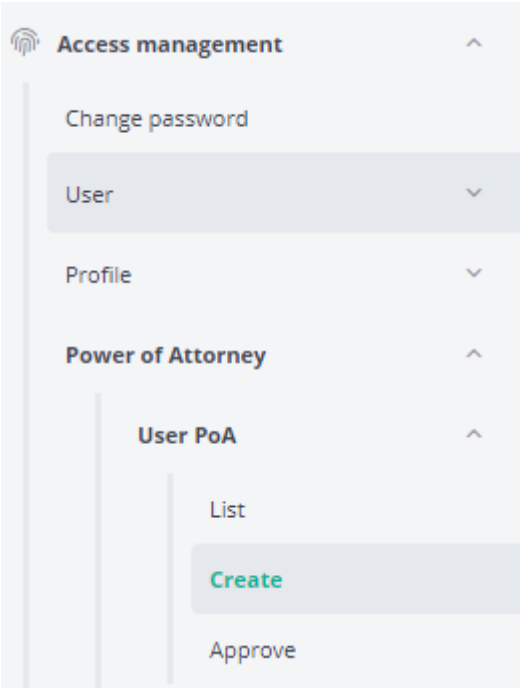

— Validate and click Modify

— Approve via the 4-eyes approval

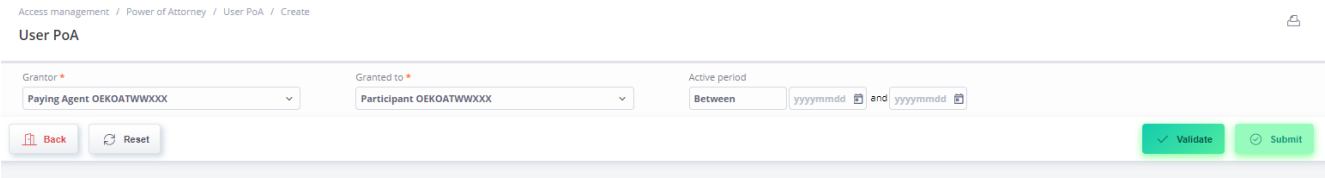
Users with multiple functions (e.g. TA and PA)

## 2.6 Assign multiple profiles to a user

A user can only be submitted with a first profile (e.g. TA). If the same user needs also other functions (e.g. PA), the ADMIN users have to create a POA (Power of attorney) for this user:



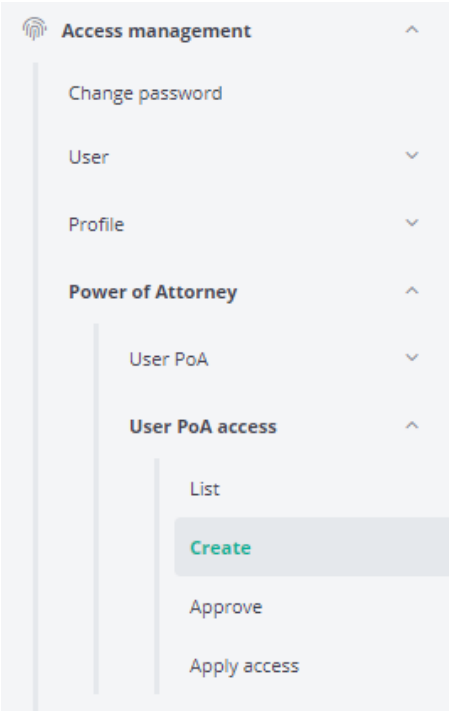

Step 1: Create User POA

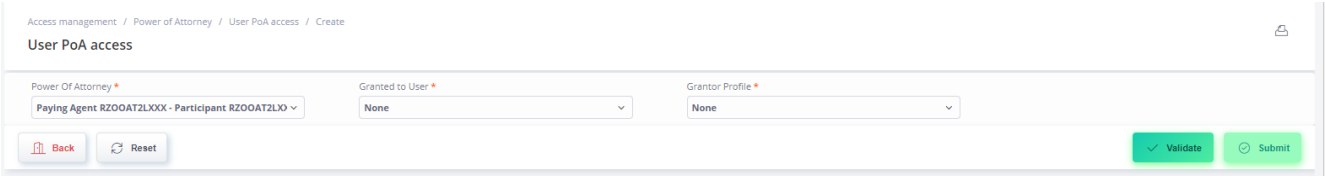



"Grantor" is always the additional role the user needs. "Granted to" needs to be filled with the current role the user has. Example: If the user is a TA (Participant) and also needs to have a PA profile, the selection needs to be as shown above.

Once finished, this action needs to be validated and submitted, and a second ADMIN needs to approve it.

Step 2: Create User PoA access



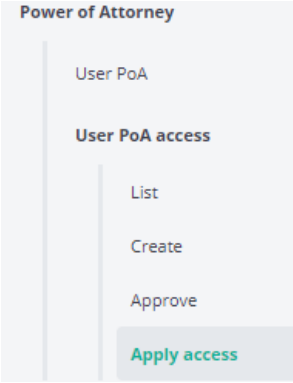



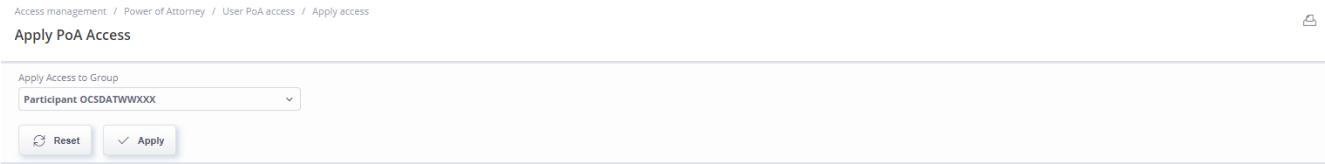

The ADMIN has to select the PoA created under step 1 (e.g. PA to Participant) and can then select the respective user via Dropdown menu (Granted to user). A Grantor profile also has to be selected.

This action has to be validated and submitted, and a second ADMIN needs to approve.

Change between different Roles

The user, who has been given different roles via PoA can switch between profiles as follows:




The user now can select between the different role/s attributed to him.

NOTE: If a Power of Attorney across different institutions is needed, this can only be done by setting up an additional User within the grantor institution for the grantee institution.

# 3. Create DGC (section 2.1 of the GTC)

Digital global certificates (DGC) as defined by the DepotG can be created in the IT system of OeKB CSD for bearer bonds and investment certificates which OeKB CSD keeps and administers as Issuer CSD.

A DGC is created in the IT system of OeKB CSD (Issuer Platform) on the basis of the information electronically transmitted to OeKB CSD on behalf of the issuer on the rights to be securitised in the DGC in the form of a structured digital reference data record (REDA-I) including the supplementary information transmitted in non-structured form (REDA-II).

Description of the structured digital reference data record (REDA-I)
for Creating a DGC in Section “Preparae Reference Data” (Issuer Platform Client):

| | | | | Relevance of attributes per security type | | | | | |
|---|---|---|---|---|---|---|---|---|---|
| **Section** | **Attribute Name** | **Type** | **Explanation** | **Coupon (fix)** | **Coupon (variable)** | **Discount** | **Warrants** | **Certificates** | **Mutual Funds** |
| **HEADER** | ISIN | Code | **I**nternational **S**ecurity **I**dentification **N**umber as a unique identifier of a security | predifined | predifined | predifined | predifined | predifined | predifined |
| | Status | Code | FI Status. For DGC creation "Preliminary" | derived | derived | derived | derived | derived | derived |
| **IDENTIFICATION** | ISIN | Code | **I**nternational **S**ecurity **I**dentification **N**umber as a unique identifier of a security | predifined | predifined | predifined | predifined | predifined | predifined |
| | Security type | Code | Possible Security types for DGC Create are: Discount, Coupon, Warrant, Certificate, Ancillary Right, Mutual Fund | derived | derived | derived | derived | derived | derived |
| | Security Classification | Code | CSD internal classification | derived | derived | derived | derived | derived | derived |
| | EFIC | Code | Security Type Code assigned according to underlying security type:<br>– 2000 = Bonds and bond-like bonds<br>– 2800 = Bonds with a certificate-like structure<br>– 3000 = Warrants<br>– 4000 = Certificates (securitised derivatives and similar)<br>– 5000 = Investment Funds<br>– 6000 = Ancillary Rights | predifined | predifined | predifined | predifined | predifined | predifined |
| | CFI code | Code | Six-letter-code to classify an FI's structure and function | predifined | predifined | predifined | predifined | predifined | predifined |
| | Short Name (FISN) | Text | Short standardised description for FIs | predifined | predifined | predifined | predifined | predifined | predifined |
| | Short Description | Text | Security Name (short) | predifined | predifined | predifined | predifined | predifined | predifined |
| | Long Description | Text | Security Name (long) | predifined | predifined | predifined | predifined | predifined | predifined |

| | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|
| | Security Name | Text | Security Name assigned by the Issuer/TA | optional | optional | optional | optional | optional | optional |
| | Transitional Status | Code | Substatus to the FI Status set according to the workflow status. For DGC creation "T2S Reda Link Creation Complete" or "T2S Reda Maintenance Complete" | derived | derived | derived | derived | derived | derived |
| ISSUANCE | (T2S) Name Valid from | Date | Valid from Date for T2S Reda Creation. | CSD entry | CSD entry | CSD entry | CSD entry | CSD entry | CSD entry |
| | Issuer | Code | Issuer Platform BIC and name of the Issuer | CSD entry | CSD entry | CSD entry | CSD entry | CSD entry | CSD entry |
| | Transfer Agent | Code | BIC and name of the TA (see GTC 2.3) | CSD entry | CSD entry | CSD entry | CSD entry | CSD entry | CSD entry |
| | Paying Agent | Code | PA's BIC and name (see GTC 2.3) | mandatory | mandatory | mandatory | mandatory | mandatory | mandatory |
| | Corporate Action Agent | Code | CA's BIC and name (see GTC 2.3) | optional | optional | optional | optional | optional | optional |
| | Information Agent | Code | IA's BIC and name (see GTC 2.3) | mandatory | mandatory | mandatory | mandatory | mandatory | mandatory |
| | First Credit Date | Date | Derived from the first date of credit on a T2S account (automatically filled after initial credit) | derived | derived | derived | derived | derived | derived |
| | Form of Representation | Code | Only DGC is allowed | CSD entry | CSD entry | CSD entry | CSD entry | CSD entry | CSD entry |
| | Form of Security | Code | Only "Bearer" securities are allowed for DGC creation | CSD entry | CSD entry | CSD entry | CSD entry | CSD entry | CSD entry |
| | Form Of Custody | Code | Only "CCC - Collective Clearing Custody" is allowed for DGCs | CSD entry | CSD entry | CSD entry | CSD entry | CSD entry | CSD entry |
| | Law Type | Code | "AT" or "DE" | mandatory | mandatory | mandatory | mandatory | mandatory | mandatory |
| | Country of Issuance | Code | Country Code indicating issuers domicile | CSD entry | CSD entry | CSD entry | CSD entry | CSD entry | CSD entry |
| | Terms and Conditions | PDF Upload | Filename to start with ISIN | mandatory | mandatory | mandatory | mandatory | mandatory | mandatory |
| | Issue/IPO date | Date | Earliest Date for Activation of the FI at the same time first possible settlement date for T2S instructions if bigger than or equal to current date | mandatory | mandatory | mandatory | mandatory | mandatory | mandatory |
| | Intended Settlement Date | Date | Date for Intended T2S Settlement of the Issuance if different from the Issue/IPO date. This date is calculated by the Issuer Platform if not filled | optional | optional | optional | optional | optional | optional |

| | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|
| | Settlement Account | Code | No. of the TA's Securities Account or Distribution Account held with and operated by OeKB CSD to which the face quantity is to be credited | mandatory | mandatory | mandatory | mandatory | mandatory | mandatory |
| | Distribution Account | Code | No. of TA's Distribution Account held with and operated by OeKB CSD on T2S | CSD entry | CSD entry | CSD entry | CSD entry | CSD entry | CSD entry |
| | Cash Account Identifier | Code | No. of PA's Securities Account as Identifier for the correct cash account | CSD entry | CSD entry | CSD entry | CSD entry | CSD entry | CSD entry |
| | Quantity | Numeric | Face Quantity of the DGC (for nominaly denoted securities up to 2 decimal places, for unit securities up to 5 decimal places) | mandatory | mandatory | mandatory | mandatory | mandatory | mandatory |
| | Quantity Code | Code | "Units" or "Nominal Amount" ("Stück-" oder "Prozentnotiz") | CSD entry | CSD entry | CSD entry | CSD entry | CSD entry | CSD entry |
| | Face Value Currency | Code | For available Currency Codes see Drop Down | mandatory | mandatory | mandatory | mandatory | mandatory | mandatory |
| | Nominal Value Currency | Code | If Qty. Code "Nominal Amount" same Currency Code as "Face Value Currency";<br>if Qty. Code "units" value = XXX (for available Currency Codes see Drop Down) | mandatory | mandatory | mandatory | mandatory | mandatory | mandatory |
| | Payment Currency | Code | Currency Code for payments regarding Income and Corporate Actions<br>(for available Currency Codes see Drop Down) | mandatory | mandatory | mandatory | mandatory | mandatory | mandatory |
| | Quantity Of Securities Issued | Numeric | Calculated as "Quantity" minus "Quantity on Distribution Account". Not specified for FI in status Preliminary | CSD entry | CSD entry | CSD entry | CSD entry | CSD entry | CSD entry |
| | Settlement quantity minimum | Numeric | States the minimum quantity that has to be reached in order to be able to trade this security in T2S | mandatory | mandatory | mandatory | mandatory | mandatory | mandatory |
| | Settlement quantity multiple | Numeric | States the increments in which the security can be traded AFTER reaching the "Settlement Quantity Miminum" | mandatory | mandatory | mandatory | mandatory | mandatory | mandatory |
| | Is Quantity Increasible | Yes/No | If "Yes" then the security is eligible to be increased in the future | default NO | default NO | default NO | default NO | default NO | default NO |
| | Is Quantity Decreaseable | Yes/No | If "Yes" then the security is eligible to be decreased in the future | default NO | default NO | default NO | default NO | default NO | default NO |
| | Quantity Cap | Numeric | States the quantity cap for future increases | optional | optional | optional | optional | optional | optional |

| | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|
| STRUCTURAL | Bond Type | Code | fixed or variable interest rates | mandatory | mandatory | n/a | n/a | n/a | n/a |
| | Business day convention | Code | The business day convention determines how to proceed when the coupon date, which is relevant for the payment, falls on a non business day. Possible values are “following”, “modified following” | mandatory | mandatory | mandatory | n/a | n/a | n/a |
| | Interest Rate | Numeric | Interest Rate (nominal) up to 9 decimal places | mandatory | n/a | n/a | n/a | n/a | n/a |
| | Interest Payment Period Code | Code | "Yearly", "Every 6 Months", "Quarterly", "Monthly", "once at Maturity", "Irregular" (= not calculable) | mandatory | mandatory | n/a | n/a | n/a | n/a |
| | Start of interest period | Date | First day of interest period for coupon payments | mandatory | mandatory | n/a | n/a | n/a | n/a |
| | First Coupon Date | Date | First **theoretical** coupon date as basis for the calculation of the real first coupon date (for bonds where coupon dates change) | mandatory | mandatory | n/a | n/a | n/a | n/a |
| | Last Coupon Date | Date | Very last coupon date to be paid during the life cycle of a bond (usually equal to redemption date) | mandatory | mandatory | n/a | n/a | n/a | n/a |

| | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|
| | Interest Calculation Method | Code | **30/360 (DE) - Day calculation German method**<br>(1 month = 30 days, 1 year (divisor) = 360 days)<br>MICO Code A013<br>**ACT/ACT (ENGLISH) - Day calculation English method**<br>(Months = exact; 1 year (divisor) = 365 or 366 days if the 29.02. is included in the coupon period (act/act)<br>MICO Code A009<br>**ACT/360 (FRENCH) - Day calculation French method**<br>(Months = exact, 1 year (divisor) = 360 days)<br>MICO Code A004<br>**ACT/365 without 29.2. - Day calculation**<br>(Months = exact without taking into account the leap year; 1 year (divisor) = 365 days)<br>MICO Code A014<br>**ACT/365 with 29.2. - Day calculation**<br>(Months = exact, 1 year (divisor) = 365 days)<br>MICO Code A005<br>**ACT/ACT (ICMA) - Day calculation ICMA method 251 (actual/actual)**<br>(Months exact; 1 year (divisor) = number of days in the coupon x number of coupons per year)<br>MICO Code A006<br>**ACT/ACT (ISDA) - Day calculation ISDA method (actual/365)**<br>Accrual (months exact; 1 year (divisor) = divided by the number 365 or 366 in the case of leap years)<br>MICO Code A008<br>**No Calculation Method**<br>**No interest calculation method**<br>Distribution of absolute amounts or percentages | mandatory | mandatory | n/a | n/a | n/a | n/a |

| | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|
| | Irregular coupon type | Code | "last short": e.g. bond has annual coupon dates and the very last interest period is shorter than one year.<br>"last long": e.g. bond has annual coupon dates and the very last interest period is longer than one year.<br><br>Special Rule for "last short" (technically):<br>If Input is as follows:<br>- Business Day Convention = "Modified following" AND<br>- Adjusted = "TRUE" | mandatory | mandatory | n/a | n/a | n/a | n/a |
| | Payable on Banking Day | Yes/No | States if (coupon) payments are payable on a Target Day (when Austrian Holiday falls on a Target Day) | default NO | default NO | default NO | n/a | n/a | n/a |
| | Irregular Coupon Dates | Yes/No | States if coupon dates are calculable or not (irregular coupon dates are set rendomly) | default NO | default NO | n/a | n/a | n/a | n/a |
| | Interest payment with delay | Yes/No | If coupon date (e.g. 30.06.2024) deviates from interest period (e.g. 01.01.2023 - 31.12.2023) | default NO | default NO | n/a | n/a | n/a | n/a |
| | Coupon Date | Date | Day when Interest Payment is due (dependency on Business day convention in case of adjusted coupon dates); coupon date can also be on a Saturday or Sunday or holiday when T2S is not open. | mandatory if coupon date is unadjusted | mandatory if coupon date is unadjusted | n/a | n/a | n/a | n/a |
| | Extendable | Yes/No | If "Yes" then this security can be extended beyond final maturity according to the Terms and Conditions | default NO | default NO | default NO | default NO | default NO | default NO |
| | Callable | Yes/No | If "Yes" then this security can be called by the issuer before reaching final maturity (ordinary termination only at fixed dates according to the terms and conditions) | default NO | default NO | default NO | default NO | default NO | default NO |
| | End Of Month Rule | Yes/No | "Yes": a security that pays a coupon on the last actual day of a month will always pay coupons on the last day of the month.<br>Exception: If coupon dates are "adjusted" and "ultimo" coupon date is set according to the Business Day Convention (see also field "Adjusted") | default NO | default NO | default NO | default NO | default NO | default NO |

| | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|
| | Adjusted | Yes/No | Yes: in case of coupon date not on a T2S Opening Day (Day of Operation) => coupon date adjusted according to applicable Business Day Convention;<br>No: coupon date always kept, even if not on a T2S Opening Day (Day of Operation) | default NO | default NO | default NO | default NO | default NO | default NO |
| | Smallest Denomination Calculations | Yes/No | States if the interest calculation is based on the smallest denomination<br><br>Calculation **without** consideration of the smallest denomination: 0,758333333% (9 decimals) => interest amount 758,33 EUR<br><br>Examples for calculation with consideration of the smallest denomination:<br><br>- smallest denomination 100.000: 0,75833% => interest amount 758,33 EUR (0,758333333*100.000/100)<br>- smallest denomination 10.000: 0,7583% => interest amount 75,83 EUR (0,758333333*10.000/100)<br>- smallest denomination 1.000: 0,758% => interest amount 7,58 EUR (0,758333333*1.000/100)<br>- smallest denomination 100: 0,76% => interest amout 0,76 EUR (0,758333333*100/100) | default NO | default NO | n/a | n/a | n/a | n/a |
| | Security term | Code | States the finite nature of the financial instrument. Possible values are "Finite" or "Perpetual" (for infinite annuities, for example). | CSD entry | CSD entry | CSD entry | n/a | n/a | n/a |
| | Redemption Date | Date | States the final redemption date of the security | mandatory if not infinite | mandatory if not infinite | mandatory if not infinite | n/a | optional | n/a |
| | Expiry Date | Date | relates to the T2S Expiry Date based on the redemption date where applicable | CSD entry | CSD entry | CSD entry | CSD entry | CSD entry | CSD entry |
| | T2S Expiry Date | Date | Indicates the day with which settlement is no more possible in T2S | CSD entry | CSD entry | CSD entry | CSD entry | CSD entry | CSD entry |

| | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|
| | Partial redemption eligible | Yes/No | If "Yes" then the security is eligible for possible future partial redemptions (PCAL) | default NO | default NO | default NO | default NO | default NO | default NO |
| | Pool factor eligible | Yes/No | If "Yes" then the security is eligible for possible future pool factor redemptions (PRED) | default NO | default NO | default NO | default NO | default NO | default NO |
| | BPUT Option Scheduled | Yes/No | Option for bondholder to request an early redemption. To be chosen if "Payment Date" and "Deadline Date" is predefined in the terms and conditions of the bond.<br><br>Follow Up fields:<br>- **Payment Date:** Usually (but not necessarily) on the same day as coupon dates and can also be on a Saturday or Sunday<br>- **Deadline Date:** Date until the BPUT option must be instructed with the issuer or its paying agent.<br>- **Price:** Price for the repayment (e.g. at par = 100%), if already predefined in the terms and conditions of the bond | default NO | default NO | default NO | n/a | n/a | n/a |
| | BPUT Option Unscheduled | Yes/No | Option for bondholder to request an early redemption. To be chosen if<br>"Payment Date" and "Deadline Date" is not predefined in the terms and conditions of the bond | default NO | default NO | default NO | n/a | n/a | n/a |
| | Final Redemption Price | Numeric | Price to be repaid at maturity | optional | optional | optional | n/a | n/a | n/a |
| | Is Subject To SEDI | Yes/No | CSD internal classification | CSD entry | CSD entry | CSD entry | CSD entry | CSD entry | CSD entry |
| | Is Subject To SRDII | Yes/No | CSD internal classification | n/a | n/a | n/a | n/a | n/a | n/a |
| | US tax 871m | Yes/No | If "Yes" then this security is in scope of US tax section 871(m) | default NO | default NO | default NO | default NO | default NO | default NO |
| | Private Placement | Yes/No | If "Yes" then the security is marked as private placement and will not be published publicly | default NO | default NO | default NO | default NO | default NO | default NO |

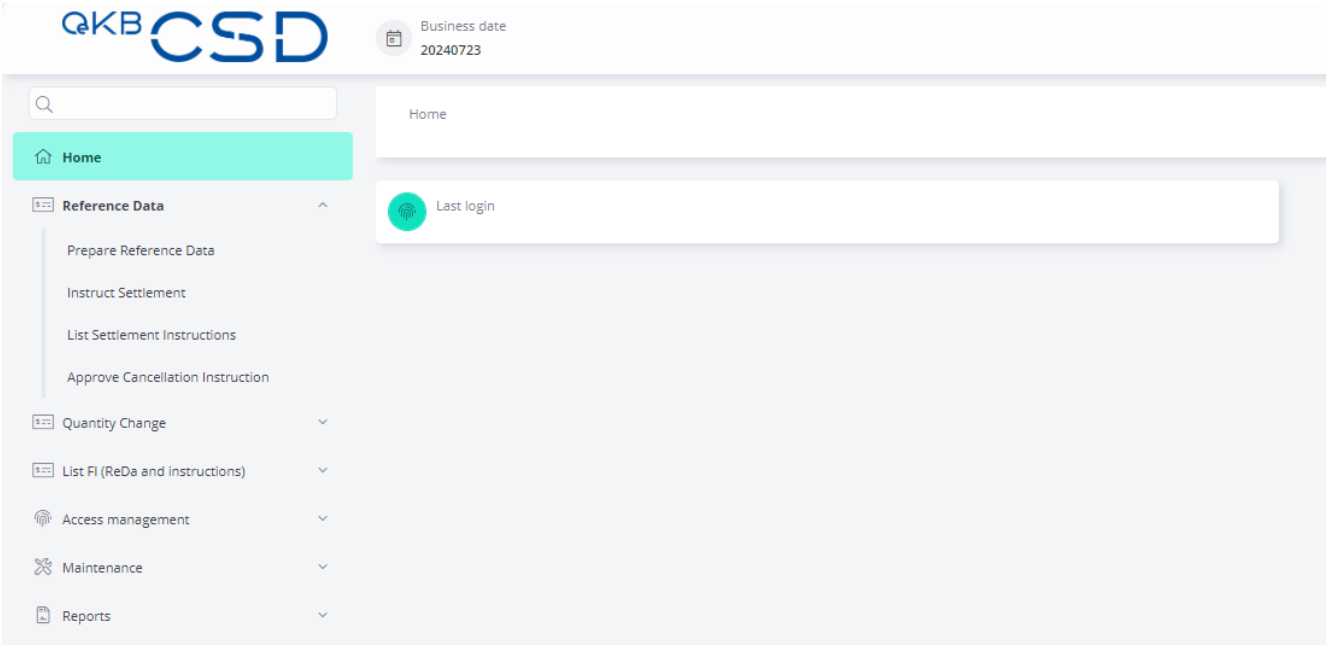
| | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|
| | Guaranteed | Code | Mark "Yes" if security is guaranteed by a 3rd party unconditionally. First values are delivered by the NNA derived from TCs. The modification or approval has to be done by the TA in his discretion. | prefilled | prefilled | prefilled | n/a | n/a | optional |
| | Night Time Settlement | Yes/No | States if Income Collection is being processed in Night Time or Day Time Settlement | default NO | default NO | default NO | default NO | default NO | default NO |
| | In Default | Yes/No | States if the security is in default | default NO | default NO | default NO | n/a | n/a | n/a |
| | Securities Act Rule 144A Applicable | Yes/No | Marked "Yes" if the FI is subject to Rule 144A. Only for Issuer Republic of Austria | default NO | default NO | default NO | default NO | default NO | default NO |
| | Stripping Eligible | Yes/No/ Yes - Active | Only for Issuer Republic of Austria, marked according to stripping eligibility or status | default NO | default NO | n/a | n/a | n/a | n/a |
| | Legal Basis | Text | Text for legal source in connection with the issuance. Especially used by Issuer Republic of Austria | optional | optional | optional | optional | optional | optional |

## 3.1 Create DGC via Issuer Platform Client (GUI)

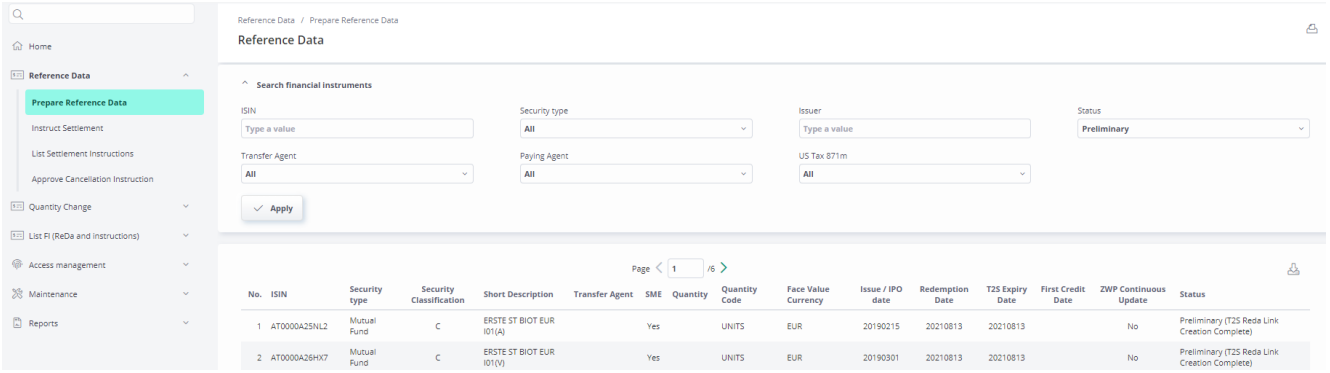
Prerequisite:

— Logged in as User Role Transfer Agent

— **Navigate to “Reference Data” → “Prepare Reference Data”:**




— **Select ISIN**




— **Populate at least mandatory reference data attributes and check all values revealed (the visible fields and mandatory fields might vary depending on the Security Type)**

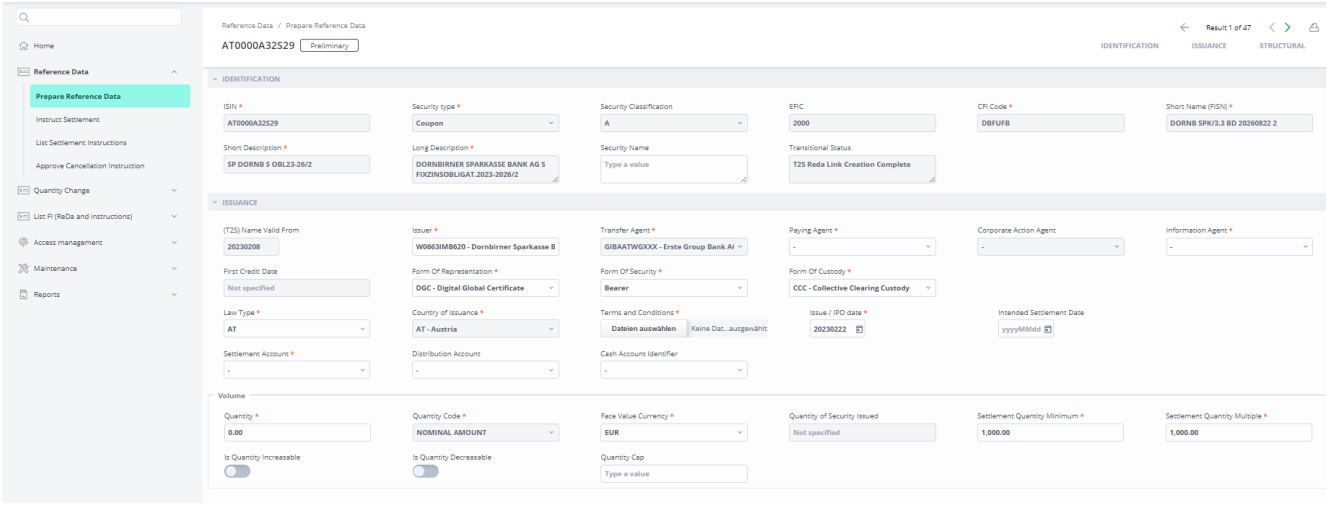
Issuance Data:

- **Issuer** → Is prepopulated and can be modified by inserting the appropriate BIC
- **Paying Agent** → Select the Paying Agent for the respective security from the drop down

- **Information Agent** → Is populated with the Paying Agent value and can be modified by using the drop down
- **Law Type** → Select the appropriate Law Type from drop down
- **Terms and Conditions** → Upload PDF document via Upload button (see clause 8.)
- **Issue / IPO date** → Select the appropriate issue date for the issuance
- **Settlement Account** → Select respective T2S OCSD Participant or Distribution Account for settlement from drop down

Volume

- **Quantity** → Enter the face quantity of the issuance
- **Face Value Currency** → Choose Face value currency of the security
- **Settlement Quantity Minimum** → Input the minimum tradeable amount
- **Settlement Quantity Multiple** → Input in what increments settlements can be instructed (increments are effective after reaching the Settlement Quantity Minimum)
- **Is Quantity Increasable** → Mark "YES" if security shall be increasable
- **Is Quantity Decreasable** → Mark "YES" if security shall be decreasable
- **Quantity Cap** → input quantity cap for future increases (especially relevant if "Is quantity is increasable" was marked "yes")



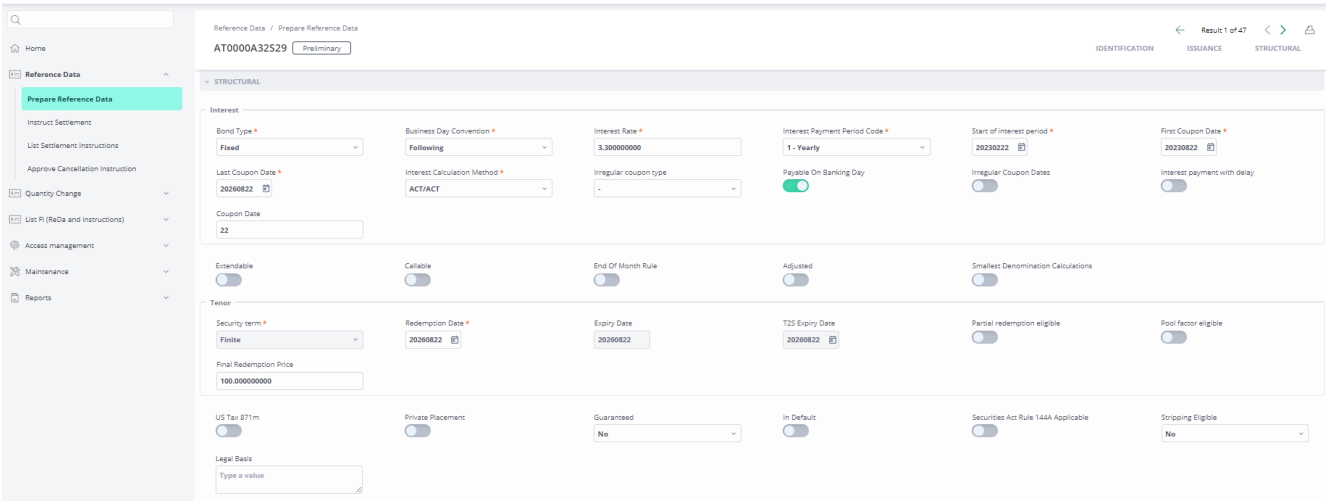

Structural

- **Bond Type** → Choose between "fixed" and "variable"
- **Business Day Convention** → Choose the respective Business Day Convention
- **Interest Rate** → Input interest rate
- **Interest Payment Period Code** → Choose the interest payment interval from the drop down
- **Start of interest period** → Input starting date of interest period for the security
- **First Coupon Date** → Input first coupon date
- **Last Coupon Date** → Input last coupon date

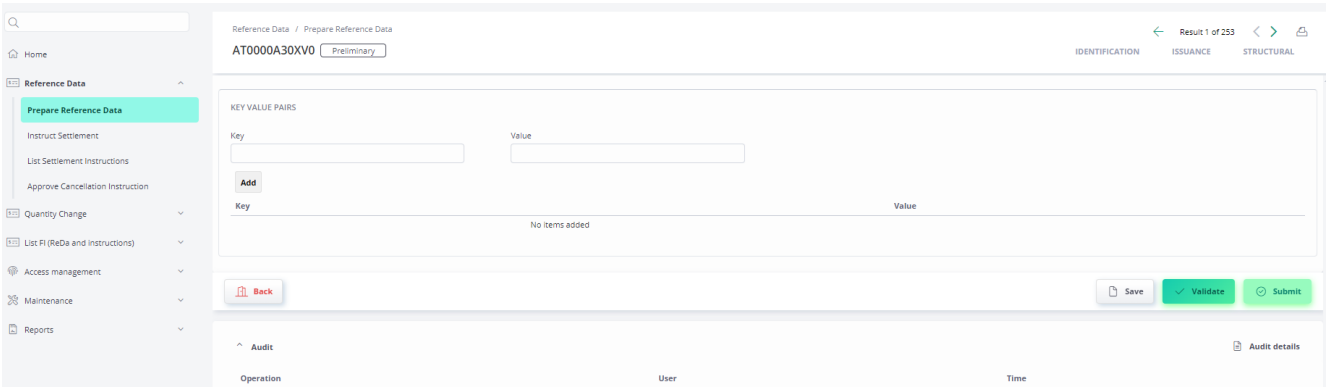
- **Interest Calculation Method** → Select the calculation method from the drop down
- **Payable On Banking Day** → Select Yes/No
- **Irregular Coupon Dates** → Select Yes/No
- **Interest payment with delay** → Select Yes/No
- **Extendable** → Select Yes/No
- **Callable** → Select Yes/No
- **End Of Month Rule** → Select Yes/No
- **Adjusted** → Select Yes/No
- **Smallest Denomination Calculations** → Select Yes/No

**Tenor**

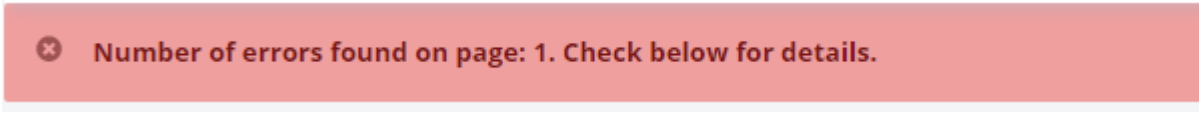
- **Redemption Date** → Input the redemption date of the security:



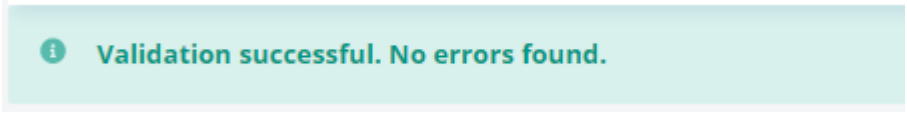

— **Click on Validate for automated plausibility check:**



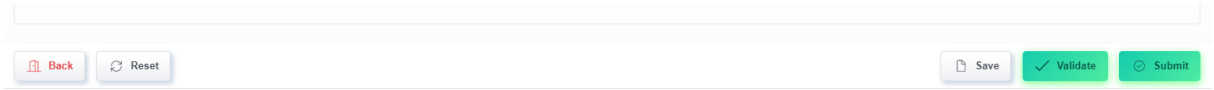

— If validation fails, then check the respective attribute that will be marked with as an error:



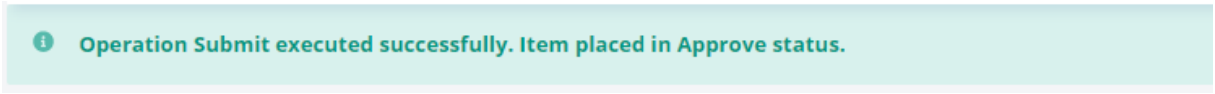

— If validation is successful, then you can proceed to “Submit”:




— **Submit for 4-Eyes Approval:**




After Submit the ISIN is placed in “Approve” status and must be approved by another User (4-Eyes):

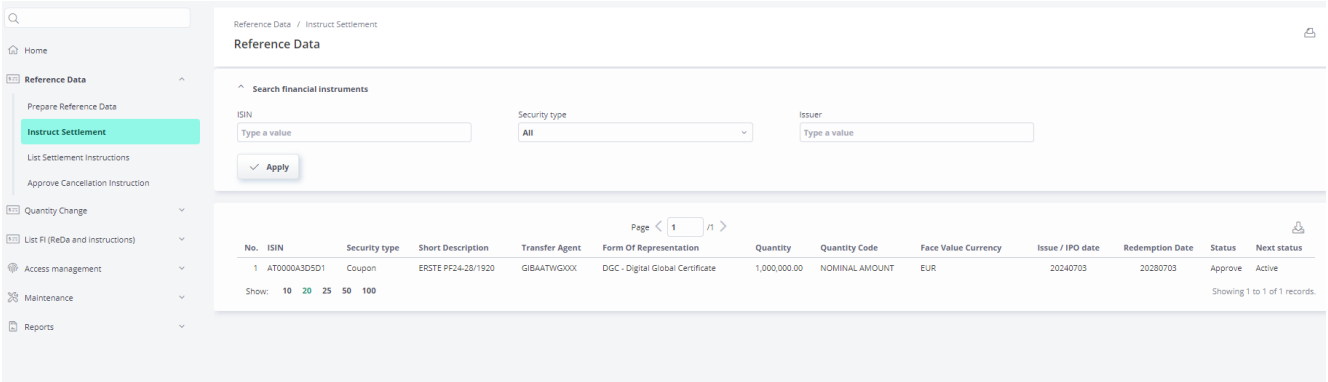



### 3.1.1 Approve Issuance (4-eyes)

Prerequisite:

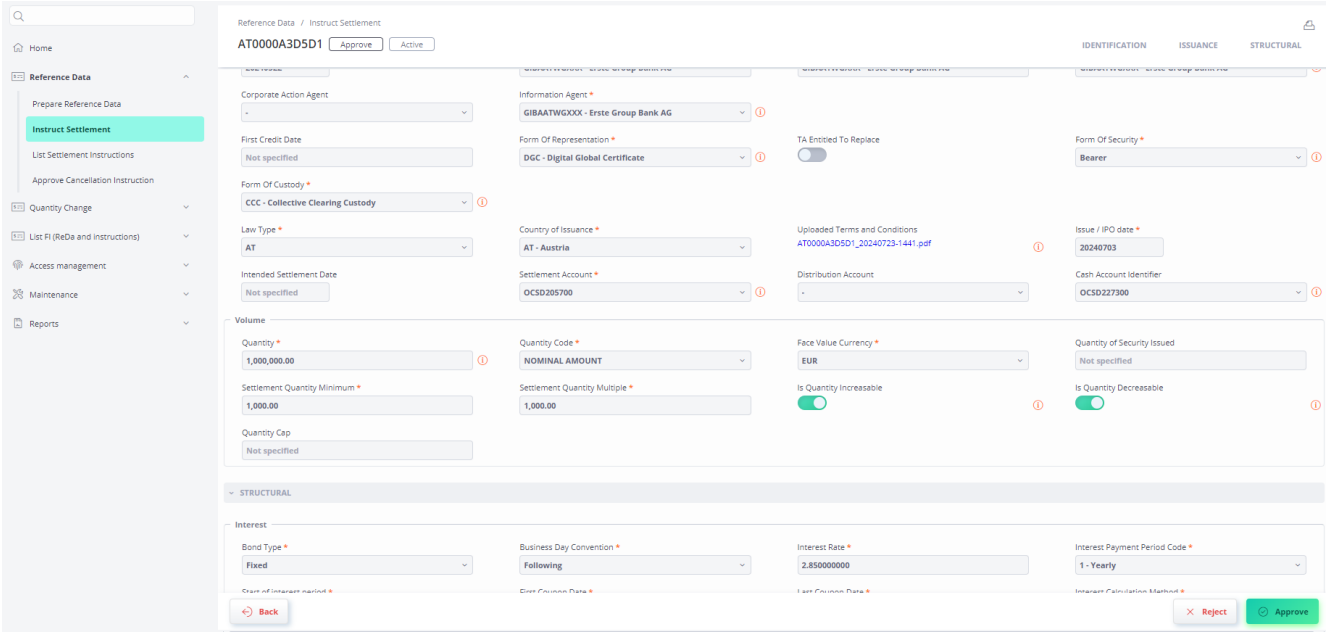
— Logged in as User Role Transfer Agent (different user than the one submitting the issuance)

— **Navigate to “Reference Data” → “Instruct Settlement”:**




— **Choose ISIN that is to be approved**

— **Scroll down, check all values of REDA-I and the plausibility of REDA-II then click on Approve (or Reject):**




## 3.2 Create DGC via Bulk Issue interface

This section describes the procedure "Create DGC via Bulk Issue interface" ("DGC Bulk Issue" connection to the Issuer Platform). The aim of the procedure is to enable the issuer to issue digital global certificates in an automation-supported manner pursuant to § 24 lit. e DepG. To be eligible, the Transfer Agent has to register to the MFT-Service “Create DGC via Bulk Issue Interface” (see Annex 39 to the GTC).

A DGC Bulk Issue Message ("Request") contains at least one Issue Record. An issue record contains the securities information (REDA I and REDA II) for exactly one issue.

Missing information of the table “**Description of the structured digital reference data record (REDA-I)** “ (see clause 3) in the issue record according to schemes of clause 3.2.6 are completed with data submitted by the National Numbering Agency to the Issuer Platform.

### 3.2.1 Security types supported by the interface

| | CFI-Code | Product group |
|---|---|---|
| — Certificates | Eaaaaa | 4000 |
| — Warrants | Raaaaa | 3000 |
| — Coupons | Daaaaa | 2000 (2800) |

A check with regard to product group takes place insofar as notifications are rejected which have other product groups than the three (four) mentioned above.

### 3.2.2 Process description

#### 3.2.2.1 Data transmissions

Requests can be sent via the following interfaces:

— MFT or

— Webservice

#### 3.2.2.2 Syntactic validation

The syntactic validation of the report is performed in the "Reporting Service of OeKB Group" in the form of consistency checks (mandatory fields, plausibility). No functional validation and/or processing takes place via the Meldeservice interface.

If the result of the check is positive, the report is forwarded to the Issuer Platform application for functional validation and dissemination.

In the event of a negative check result, the issuer receives an "error" response.

The description of the error response can be found in section 3.2.8.

#### 3.2.2.3 Functional validation

The securities information in the request is validated in the Issuer Platform application for each issue.

If the validation result is positive, the instruction required for crediting the securities account noted in the request is created.

A "success" response (complete absence of warnings) is returned.

If the result of the check differs from the desired result, the issue in question is given the status "processed with errors". Errors are divided into three categories.

— **ERROR:** the securities issue was rejected for the serious reasons specified in the details. The sender of the request receives an "Error" response. The issue record has not been created in the Issuer Platform. Remediation can be done by sending a corrected request or by creating the record in the Issuer Platform GUI.

— **WARNING:** the issue record has been created in the Issuer Platform, but the securities creation process has been interrupted for the reasons mentioned in the details. The sender of the request will receive a "Warning" response. The description of the warning response can be found in section 9. Remediation can be done by sending a corrected request or by correcting the record in the GUI of the Issuer Platform.

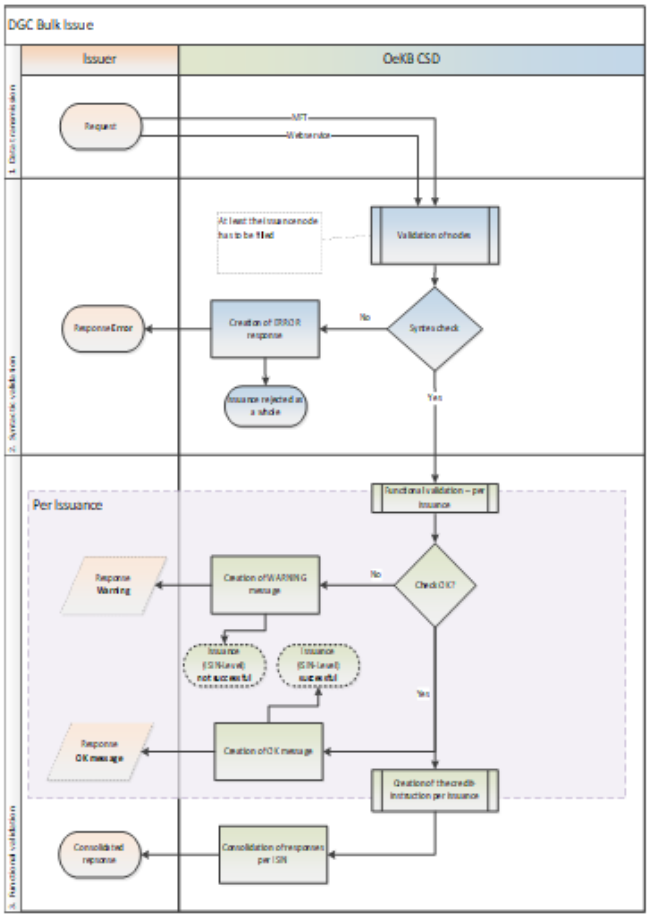
— **INFO:** the securities creation process has been continued, despite the presence of slight defects. These deficiencies are visible in the GUI of the Issuer Platform.

#### 3.2.2.4 Creation of securities

After the successful functional verification, the corresponding instruction for crediting is issued. The securities are booked on the Intended Settlement Date, but no earlier than on the issue date, and are confirmed by a settlement confirmation, irrespective of the DGC bulk issue procedure. The delivered securities volume can be disposed of by means of a settlement instruction as of the time of the confirmation.

**Note: Multiple submissions in one DGC Bulk Issue Request.**

The DGC Bulk Issue process, as described in Figure 1, remains unchanged even if securities information for several deposits is transmitted in one collected message. The sub-processes "Data Transmission" and "Syntactic Validation" refer to the entire message. Accordingly, these sub-processes are applied simultaneously to all issues in the request and their meta-information. The other sub-processes are performed individually for each issue. If security conditions apply to several issues (collective conditions), referencing within the submissions to the collective conditions to be defined once as an attachment is sufficient.




Process flow, DGC Bulk Issue

### 3.2.3 Communication via the Webservice interface

In the case of web service communication, the DGC Bulk Issue Requests are made available to the Issuer Platform application in the form of a Meldeservice - web service call. The response message is sent immediately in response to the initial web service call.

### 3.2.4 Communication via the MFT interface

Participants in the DGC Bulk Issue procedure have writing permission in the corresponding Managed File Transfer (MFT) folder. Data is transferred to the MFT folder via SFTP. Deletion of uploaded files by the issuer is not possible.

The XML files submitted by the issuer are read by the application and removed from the MFT folder.

The response files are made available to the issuer by the Issuer Platform via the reporting service of OeKB AG in a separate MFT directory.

#### 3.2.4.1 Network settings

The current network settings are communicated to the participants in the DGC Bulk Issue procedure upon connection or changes by the functional department.

#### 3.2.4.2 File name syntax

Request File Format: <kunden_id>.xml

Response File Format: <kunden_id>_response_<zeitstempel>.xml

**Examples:**

Request: urkunde_lieferung_03.05.2018.xml

Response: urkunde_lieferung_03.05.2018_response_20220926091045.xml

#### 3.2.4.3 File Directory structure

The following directories are available for communication in the MFT Server folder:

| | |
|---|---|
| <kunden_home_dir>/request | In this directory the messages are expected |
| <kunden_home_dir>/processed | Processed messages are moved to this directory. Moving is the implicit confirmation of receipt. The moved messages remain accessible in this directory for 30 days. After 30 days they are automatically deleted. |
| <kunden_home_dir>/response | Responses are provided in this directory. |

#### 3.2.4.4 Cleaning up the MFT directories

The collected response messages should be deleted by the participant.

If the responses are not deleted by the participant and the files are older than 30 days, they can be deleted by the OeKB MFT server administrator, regardless of whether they were actually collected or not.

#### 3.2.4.5 Maximum message size

An XML file must not exceed the maximum size of 20 MB. An attachment must not be larger than 10 MB.

### 3.2.5 Authentication methods

#### 3.2.5.1 Authentication methods via the Webservice interface

In the case of the web service interface, the subscriber is authenticated using standard web service basic authentication. Usernames and passwords are provided to the subscriber for this purpose.

#### 3.2.5.2 Authentication methods via the MFT interface

With the MFT interface, authentication is performed using:

— Client Certificate (min. 4096 Bytes, type of key: SSH-2 RSA) and
— MFT Server usernames und passwords

### 3.2.6 Definitions of the XML files (XSD) per interface

The securities information is transferred in XML files. The definitions of the XML files (XSD) are described in section 3.2.7 (following Link) as well as the schemas referenced via URL in sections 3.2.6.1.1 and 3.2.6.1.2.

#### 3.2.6.1 Definition of the XML-Files (XSD) via the Webservice interface

##### 3.2.6.1.1 Message

Scheme description „WertpapierMeldung.xsd“, URL: http://schemas.oekb.at/meldeservice/xsd-doku/xsd-doku/v1.3/wertpapierMeldung/wertpapierMeldung.html

##### 3.2.6.1.2 Response

Scheme description „meldungResponse.xsd“, URL: http://schemas.oekb.at/meldeservice/xsd-doku/xsd-doku/v1.3/meldungResponse/meldungResponse.html

#### 3.2.6.2 Definition of the XML-Files (XSD) via the MFT interface

The scheme descriptions for the connection via MFT are basically the same as under section 3.4.6.1.

### 3.2.7 XML-fields table for the XSD scheme

See Definition of the XML fields to be filled by the participant for the DGC Bulk Issue Request and Definition of the XML fields to be expected by the participants in the responses under following Link.

### 3.2.8 Error and warning codes

#### 3.2.8.1 Error – Response

The request was rejected and not forwarded for functional validation.

The entire package must be (corrected and) retransmitted.

The meldungResponse/OK node is set to **false**.

| Error Code | Description | XML/XSD field |
|---|---|---|
| SYS_FORWARD_FAILURE | Internal communication error, the message could not be processed | meldungResponse/error/errorCode |
| SYS_SCHEMA_ERROR | The message is not a valid XML document. The error code only affects MFT messages. When connecting via web service, the http error "400: bad request" occurs. | meldungResponse/error/errorCode |

#### 3.2.8.2 Warning – Response

The request has been forwarded for functional validation.

This is indicated by setting meldungResponse/OK node to **true**.

(The node can still be set to **false** by other services (ISIN, Meldestelle) if they are used in the same request).

The functional validation was performed per issue (ISIN).

Per issue (ISIN = meldungResponse/emission/dtgMeldung/geschaeftsfallNummer) there are

- No warnings (Success, ISIN was issued) **or**
- Exactly one node meldungResponse/emission/dtgMeldung/warning/warningCode (**no success**, ISIN must be repaired)

| Error code | Description | XML/XSD field |
|---|---|---|
| 3i_NOK_RESULT | The issuance for the repsective ISIN is faulty and needs to be repaired/resubmitted | meldungResponse/emission/dtgMeldung/warning/warningCode |

#### 3.2.8.3 Examples

Assumption: a DGC Bulk Issue for 3 ISINs (AT0T00A2US37, AT1000A2US31, AT2000A2US31) is requested.

#### 3.2.8.3.1 Example A: No forwarding for functional validation / processing

The request was **not** forwarded for functional validation weitergeleitet (meldungResponse/OK = false).

```
<?xml version="1.0" encoding="utf-8"?>
<soap:Envelope xmlns:soap="http://schemas.xmlsoap.org/soap/envelope/" xmlns:xsi="http://www.w3.org/2001/XMLSchema-instance" xmlns:xsd="http://www.w3.org/2001/XMLSchema">
    <soap:Body>
        <sendMeldungResponse xmlns="http://wsdl.meldeservice.oekb.at">
            <meldungResponse externeReferenzIDMeldung="3963" xmlns="http://schemas.oekb.at/meldeservice/xsd/v1.0/meldungResponse.xsd">
                <OK>false</OK>
                <error>
                    <errorCode>SYS_FORWARD_FAILURE</errorCode>
                    <errorText>Fehler bei der Weiterleitung der Nachricht</errorText>
                </error>
                <emission externeReferenzIDEmission="1234707" isin="AT0T00A2US37" CFICode="RWSNPA" />
                <emission externeReferenzIDEmission="123470a" isin="AT1000A2US31" CFICode="RWSNPA" />
                <emission externeReferenzIDEmission="123470c" isin="AT2000A2US31" CFICode="RWSNPA" />
            </meldungResponse>
        </sendMeldungResponse>
    </soap:Body>
</soap:Envelope>
```

#### 3.2.8.3.2 Example B: Partial success (1 ISIN correct, 2 incorrect)

The request was forwarded for functional validation (meldungResponse/OK = true).
The functional validation provided the following results:

- ISIN AT0T00A2US37 positively validated and forwarded for processing (issuance).
  The business case has no warning nodes
- ISIN AT1000A2US31 negatively validated.
  The business case has **one** warning node.
  The ISIN must repaired and resubmitted.
- ISIN AT2000A2US31 negatively validated.
  The business case has **one** warning node.
  The ISIN must repaired and resubmitted.

```
<?xml version="1.0" encoding="utf-8"?>
<soap:Envelope xmlns:soap="http://schemas.xmlsoap.org/soap/envelope/" xmlns:xsi="http://www.w3.org/2001/XMLSchema-instance" xmlns:xsd="http://www.w3.org/2001/XMLSchema">
    <soap:Body>
        <sendMeldungResponse xmlns="http://wsdl.meldeservice.oekb.at">
            <meldungResponse externeReferenzIDMeldung="3963" xmlns="http://schemas.oekb.at/meldeservice/xsd/v1.0/meldungResponse.xsd">
                <OK>true</OK>
                <emission externeReferenzIDEmission="1234707">
                    <dtgMeldung>
                        <geschaeftsfallNummer>AT0T00A2US37</geschaeftsfallNummer>
                    </dtgMeldung>
                </emission>
                <emission externeReferenzIDEmission="123470a">
                    <dtgMeldung>
                        <geschaeftsfallNummer>AT1000A2US31</geschaeftsfallNummer>
                        <warning>
                            <warningCode>3I_NOK_RESULT</warningCode>
                            <warningText>AT1000A2US31 needs further processing in 3i.</warningText>
                        </warning>
                    </dtgMeldung>
                </emission>
                <emission externeReferenzIDEmission="123470c">
                    <dtgMeldung>
                        <geschaeftsfallNummer>AT2000A2US31</geschaeftsfallNummer>
                        <warning>
                            <warningCode>3I_NOK_RESULT</warningCode>
                            <warningText>AT2000A2US31 needs further processing in 3i.</warningText>
                        </warning>
                    </dtgMeldung>
                </emission>
            </meldungResponse>
        </sendMeldungResponse>
    </soap:Body>
</soap:Envelope>
```

### 3.2.9 Response times of the interface

The initial response is provided (under normal production conditions) immediately, but at most after 300 seconds (5 minutes), after receiving the request.

# 4. Change Quantity (sections 2.5 and 5.1 (6) of the GTC)

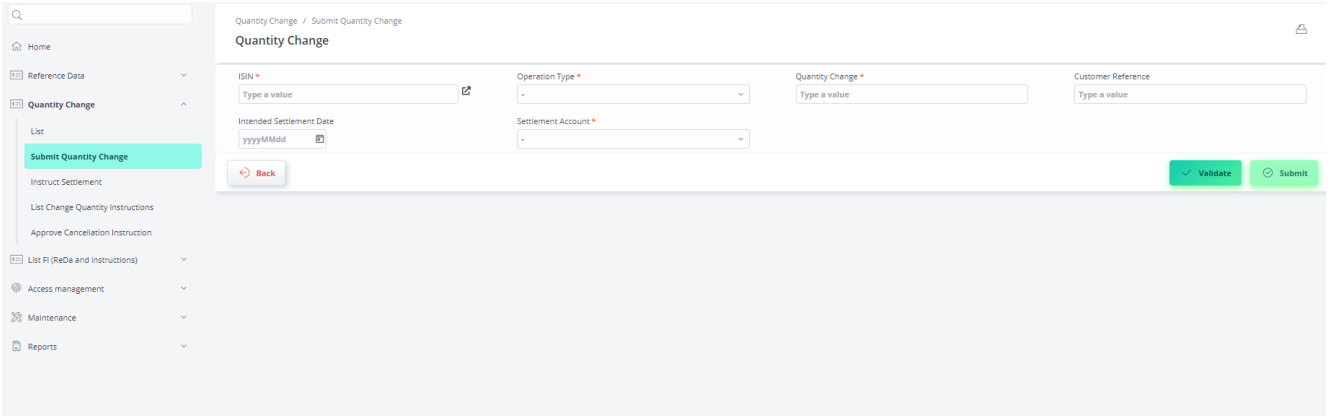
## 4.1 Change Quantity via Issuer Platform Client (GUI)

Prerequisites:

— Logged in as role **Transfer Agent**

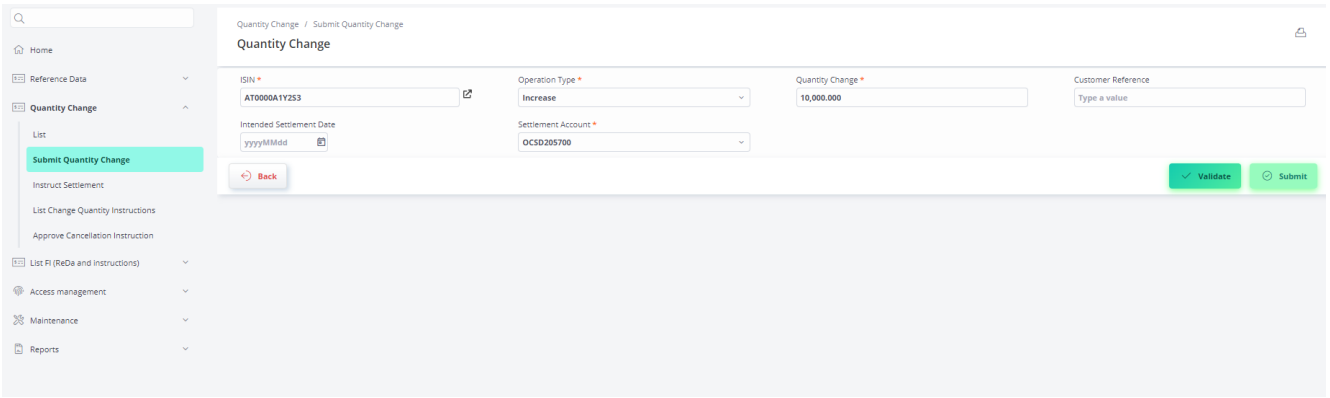
— Active ISIN

— **Navigate to "Quantity Change" → "Submit Quantity Change":**




— **Enter the data to change the FI's quantity**

- ISIN → Enter the respective ISIN
- **Operation Type** → Increase or Decrease
- **Quantity Change** → Quantity by which the overall quantity shall be increased or decreased
- (optional) **Intended Settlement Date** → (only to be filled if the quantity change shall settle in the future and not on the day of submit)




— Validate and Submit the Volume Change

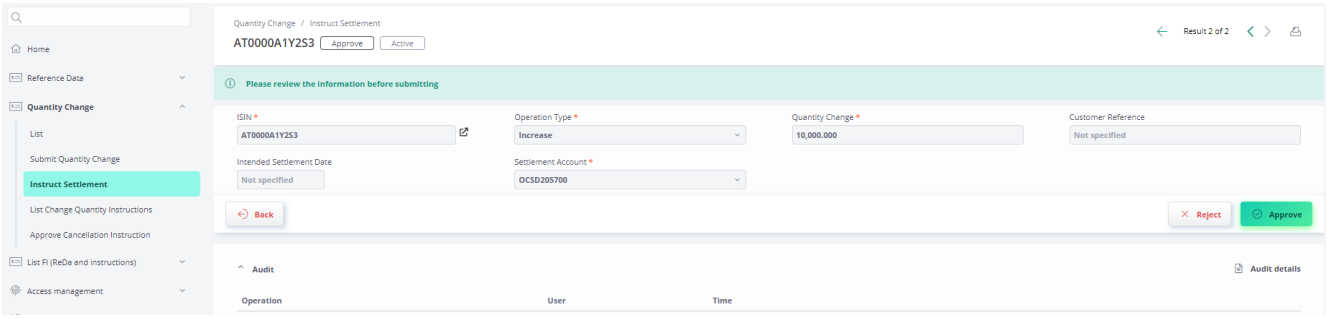
### 4.1.1 Approve Quantity Change (4-eyes)

Prerequisite:

— Logged in as User Role Transfer Agent (different user than the one submitting the volume change)

— **Navigate to “Quantity Change” → “Instruct Settlement”:**

— **Select the respective data entry, check the data, and click on Approve (or Reject):**




## 4.2 Change Quantity via technical interface SWIFT ISO15022 and ISO2022

See Annex 18 to the GTC of OeKB CSD.

# 5. Physical Securities Certificates and Securities Conditions

## 5.1 Delivery of Physical Securities Certificates and Securities Conditions to OeKB CSD (sections 2.2.1 and 2.2.2 of the GTC)

— The holder of the securities account to which the face quantity of the security to be delivered is to be credited shall instruct the crediting of the face quantity by issuing an
  - instruction of transaction type Intra, instruction type RFP
  - for the face quantity
  - for crediting the TA's securities account and thereby indicating the Delivering Party's (OCSDATWWXXX) technical account no. OCSD232100

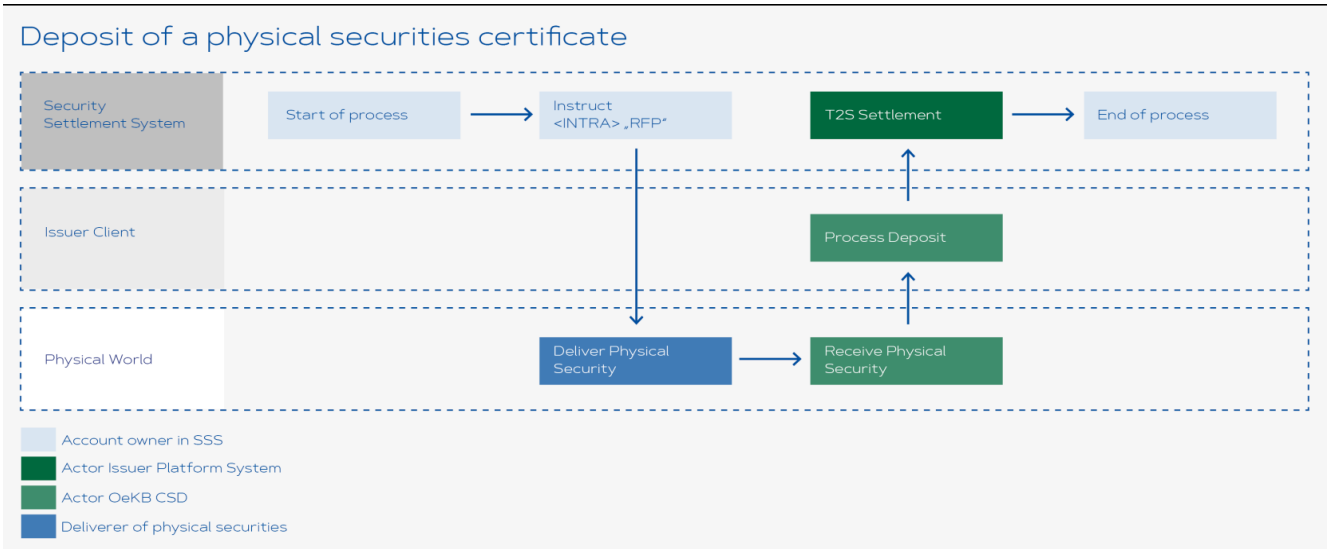
— The Intended Settlement Date of the instruction shall be the second T2S Opening Day after the receipt of the certificate by OeKB CSD.

— The names of the holders of the functions which are required for the safekeeping and administration of the corresponding securities by OeKB CSD as Issuer CSD pursuant to clause 2.3 of the GTC of OeKB CSD shall be specified on the security certificate.

| | Agents to be stated on the PGC | |
|---|---|---|
| | Securities increasable/decreasable | Securities not increasable/decreasable |
| Paying Agent | X | X |
| Transfer Agent | X | |
| Information Agent | X | X |

— The depositor shall enclose the following documents when depositing the securities certificate.
  - The confirmation of execution of this instruction as proof of deposit (OeKB CSD confirms the executed deposit of securities on the physical deposit advice note)
  - The supplementary sheet pursuant to Annex 45 (Information on the Public Status and details relating to section 871(m) US IRS) on which the issuer discloses
    - whether the security is issued as a public issue or as a private issue; and
    - whether the security is subject to section 871(m) of the US Internal Revenue Code 1986.

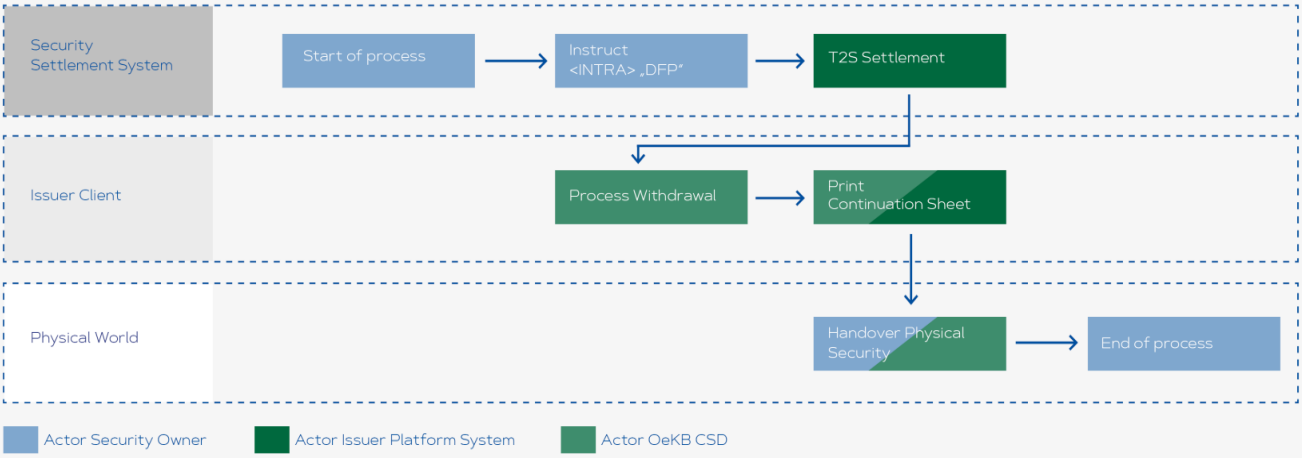
— The Issuer Platform reflects the status of the operation in the security's status (e.g. "Active")




## 5.2 Withdraw of a Physical Securities Certificates and Securities Conditions (section 2.11 of the GTC)

— The withdrawal of physical securities certificates shall be instructed by the holder of the securities account by issuing an
  – instruction of transaction type Intra, instruction type DFP
  – to the credit of technical account no. OCSD264900
— The Intended Settlement Date of the instruction shall be the second T2S Opening Day after the current date of DFP instruction creation
— The booking date on the securities account is the day on which the withdrawal from the collective securities position took place.
— In the case of delivery by mailing of the securities certificate, the exact recipient address for delivery by registered mail must be indicated in the "Narrative Trade Details" field in the "Additional Information" tab of the DFP instruction.
— If the withdrawal is affected at the Securities Counter of OeKB CSD's vault, the confirmation of execution of the instruction duly signed by the instructing party shall be presented as proof of withdrawal when taking over the securities certificate. The recipient of the withdrawn security certificate(s) shall identify himself/herself to OeKB CSD by means of an official photo identification. The withdrawal by OeKB CSD must be confirmed on the Counterfoil for Receipt by the recipient of the securities certificates to be withdrawn.

## Withdrawal of a physical securities certificate



# 6. Income Collection for Securities Due (section 2.10 of the GTC)

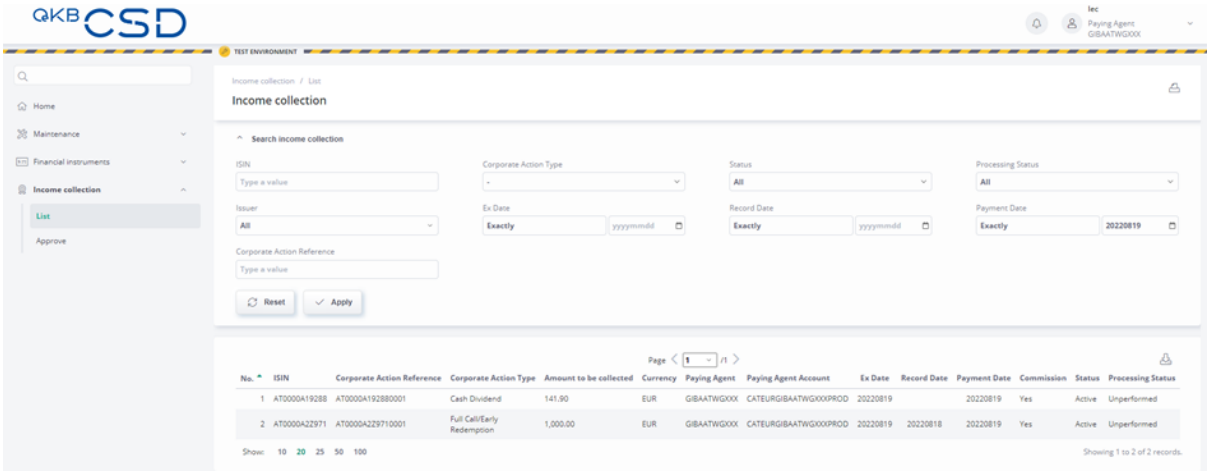
## 6.1 Suspend an Income Collection

If an event is not to be forwarded for payment, the PA can appeal until 10 a.m. on the payment date and set the event to "Suspended".

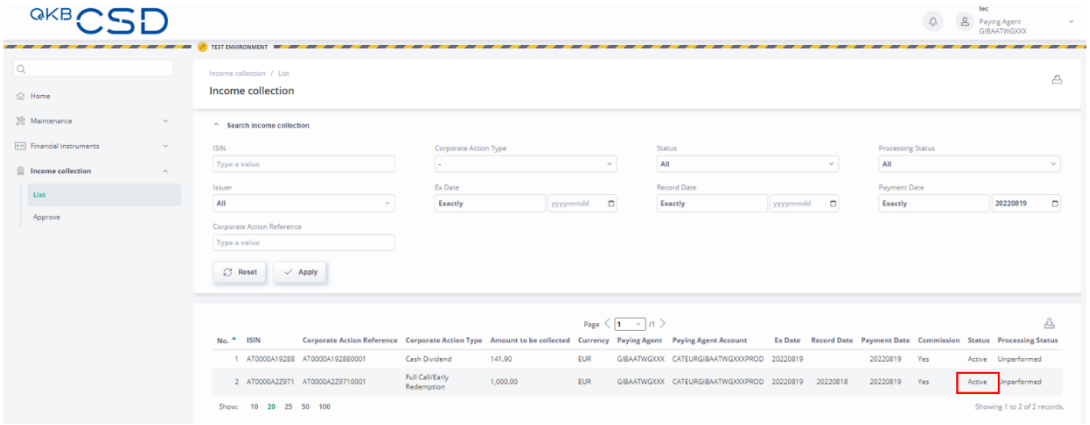
Prerequisites:

— Logged in as role **Paying Agent**

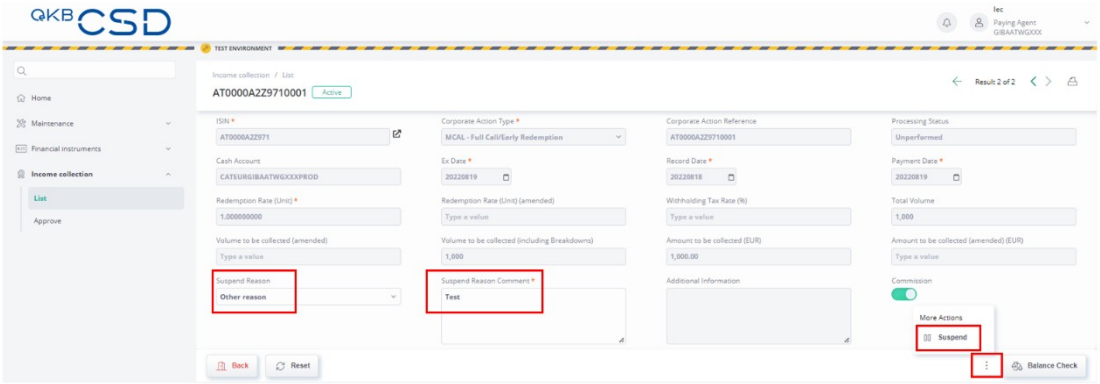
— **Navigate to “Income collection” → “List”:**



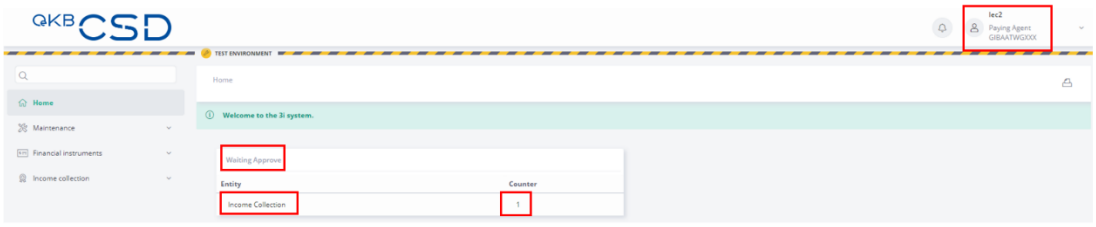

— **Select an Active ISIN:**

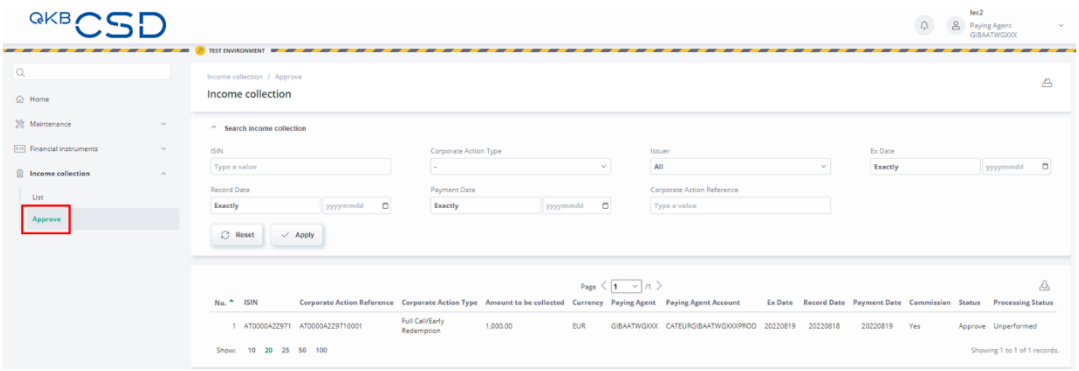


— Go to the "Suspend Reason" field and enter a reason for the suspend. There is a predefined reason "No money received from the issuer". If this reason does not apply, please click on "Other reason" and manually enter a reason in the "Suspend Reason Comment" field. Then click on the three dots and select "Suspend":

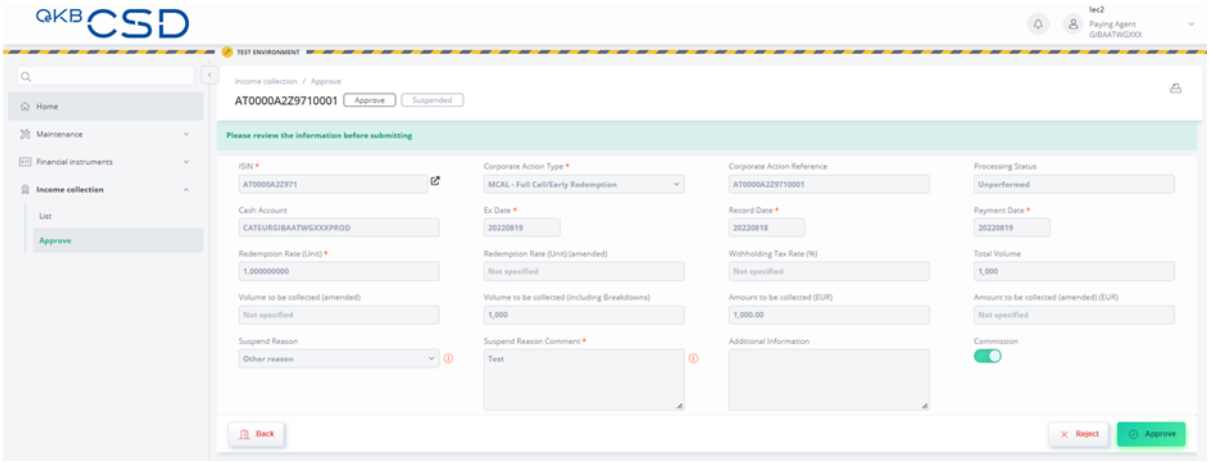



— Since a four-eye principle is necessary, a second user must now approve under "Income collection" →"Approve":

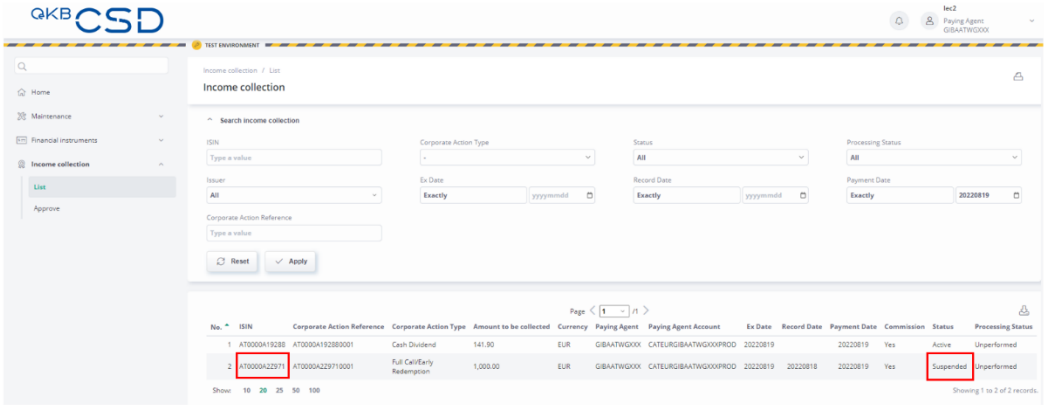


— Select the event and, if OK, click on "Approve" to suspend the event. If you do not want to suspend, press "Reject":

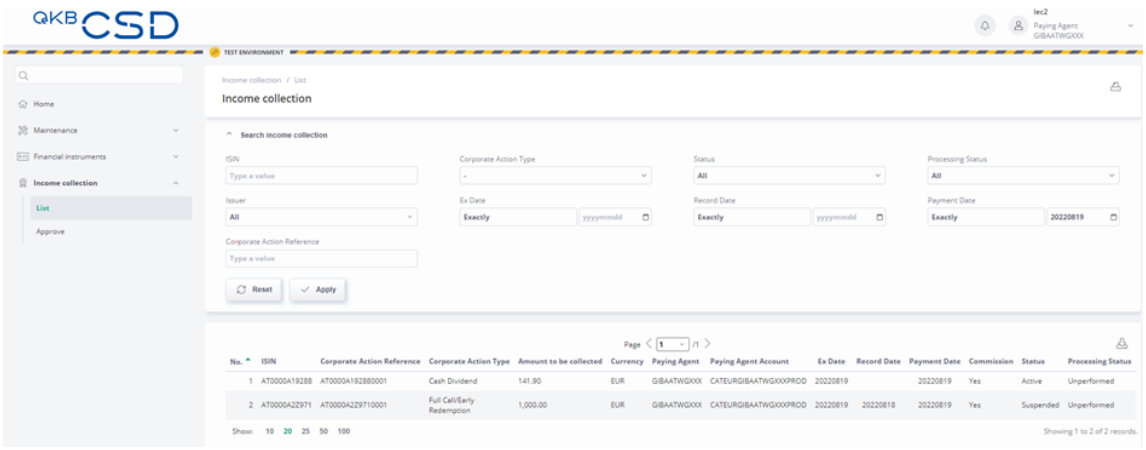



— The event now has the status "Suspended" and is not forwarded to the systems for payment:

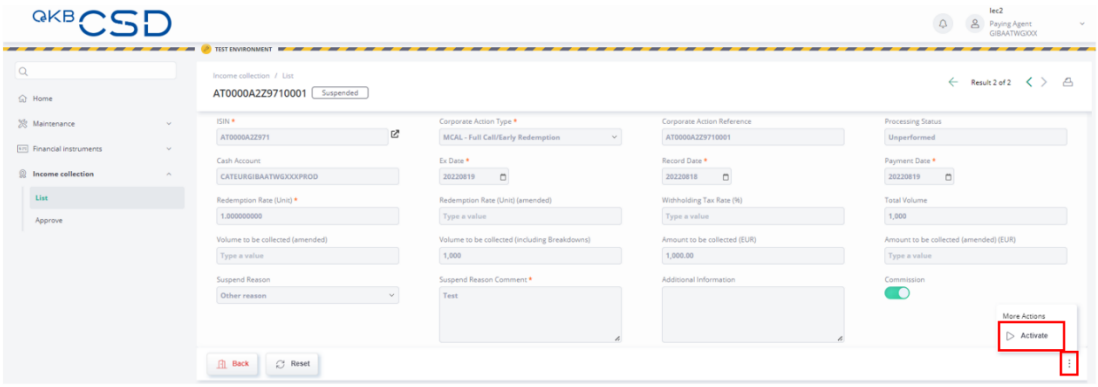


## 6.2 Resolve the "Suspended" and set the event back to "Active"

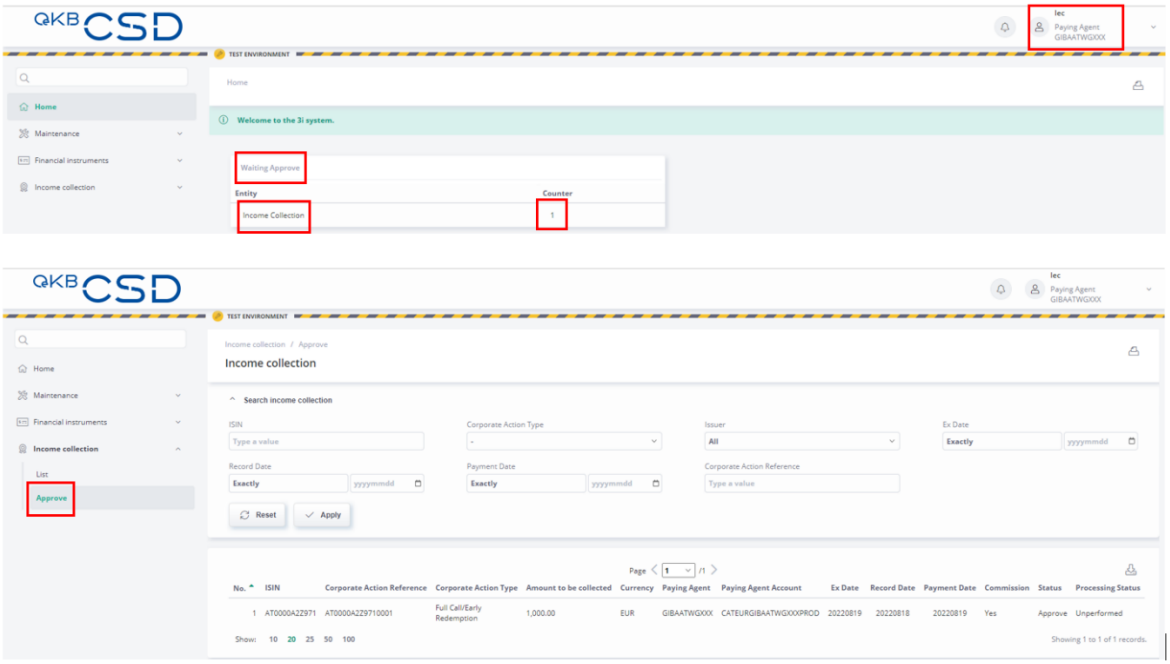
— Navigate to “Income collection” → “List” and select a “Suspended” ISIN:



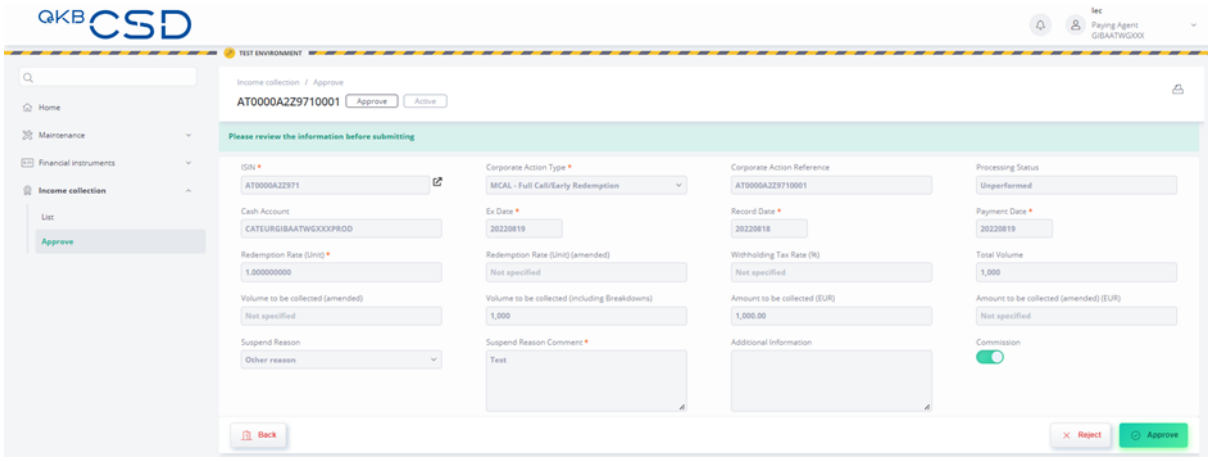

— Click on the three dots and "Activate" the event:



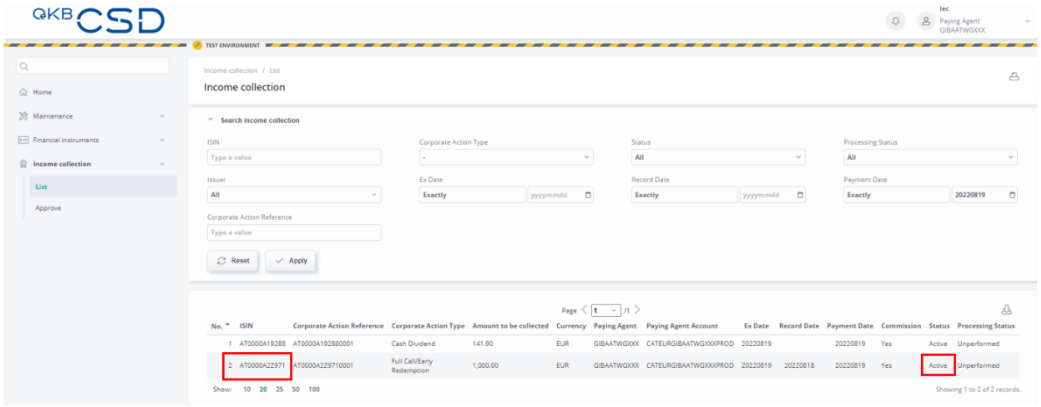
— Due to the four-eyes principle, a second user must now check and approve under "Income collection" → "Approve":




— Select the event and, if OK, click Approve to set the event to Active. If you do not want to active the event, press "Reject":



— The event now has the status "Active" and is forwarded to the systems for payment:



# 7. Provision of Information to OeKB CSD by Information Agent/Corporate Action Agent/General Meetings Agent/Disclosure Agent (sections 2.3.3, 2.3.4, 2.3.5 and 2.3.6 of the GTC)

## 7.1 Table of Orders and Information to be submitted to OeKB CSD (GTC section 2.3.3. (4)) which are to be communicated to the securities account holders (GTC 2.3.3. (4) (b))

| Event | | | Information to be provided by | Communication methods (GTC 2.3.3. (5); 2.3.4. (4); 2.3.5. (4); 2.3.6. (4)) | | | | | |
|---|---|---|---|---|---|---|---|---|---|
| | | | | Issuer Platform | | | | SWIFT | |
| SWIFT Event Qualifier | SWIFT Event Name | Comment | | GUI | Menu Item on Issuer Platform Client | SEIM file import csv-template | Upload file for forwarding | 15022 | 20022 |
| BIDS | Repurchase Offer/Issuer Bid/Reverse Rights | | IA | | | | X | X | |
| BMET | Bond Holder Meeting | | IA | | | | X | X | |
| BONU | Bonus Issue/Capitalisation Issue | | IA | X | BONU - Bonus Stock | | | X | |
| CAPD | Capital Distribution | | IA | X | CAPD - Capital Distribution | | | X | |
| CAPG | Capital Gains Distribution | | IA | X | CAPG - Capital Gains Distribution | | | X | |
| CHAN | Change | Regarding Security Long Description | IA | X | CHAN - Name Change | | | X | |
| CONV | Conversion Voluntary | | IA | | | | X | X | |
| | Conversion Mandatory | | IA | X | CONV - Conversion Mandatory | | | X | |
| DECR | Decrease In Value | | IA | X | DECR - Decrease in Value | | | X | |

| | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|
| DRIP | Dividend Reinvestment | | IA | | | | X | X | |
| DSCL | Disclosure | Only relevant for shares listed on a regulated market (SRD 2) | DA | | | | | | X |
| DTCH | Dutch Auction | | IA | | | | X | X | |
| DVCA | Cash Dividend | For shares only, notifications for investment funds are forwarded from OeKB AG to OeKB CSD | IA | X | DVCA - Cash Dividend | | | X | |
| DVOP | Dividend Option | | IA | | | | X | X | |
| DVSC | Scrip Dividend/Payment | | IA | | | | X | X | |
| DVSE | Stock Dividend | | IA | | | | X | X | |
| EXOF | Exchange with Cash compensation | | IA | X | EXOF - Exchange into Cash | | | X | |
| | Exchange with Security compensation | | IA | X | EXOF - Exchange into Security | | | X | |
| | Exchange Offer / with Options | | IA | | | | X | X | |
| EXRI | Call on Intermediate Securities | Only relevant in context with RHDI Event<br>see: RHDI Event | IA | | | | X | X | |
| EXTM | Maturity Extension | | IA | | | | X | X | |
| EXWA | Warrant Exercise (Lapse) | see: Template 1 EXWAMCALWRTHREDM (missing Redemption Price) | IA | | | X | | X | |
| | Warrant Exercise (Cash Mandatory) | see: Template 1 EXWAMCALWRTHREDM (missing Redemption Price) | IA | | | X | | X | |
| GMET | General Meeting | Only relevant for shares listed on a regulated market (SRD 2) | GMA | | | | | | X |
| INCR | Increase in Value | | IA | | | | X | X | |
| INFO | Information | | IA | | | | X | X | |
| INTR | Interest Payment | Only relevant in cases where Interest Rate is not predefined in terms and conditions (variable Bonds).<br>Only Update of attribute Interest Rate, for already created INTR Event<br>see: Template 3 missing interest rate<br>**Available only as of 10/2024** | IA | X | see section 7.3 | X | | | |
| LIQU | Liquidation Payment | | IA | | | | X | X | |
| MCAL | Full Call/Early Redemption for Certificates | see: Template 1 EXWAMCALWRTHREDM (missing Redemption Price) | IA | | | X | | X | |
| | Full Call/Early Redemption for Bonds | | IA | X | MCAL - Full Call/Early Redemption | | | X | |

| | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|
| MRGR | Merger with Cash Compensation | | IA | X | MRGR - Merger with Cash Payment | | | X | |
| | Merger with Security Change | | IA | X | MRGR - Merger with Security Payment | | | X | |
| | Merger with Options | | IA | | | | X | X | |
| ODLT | Odd Lot Sale/Purchase | | IA | | | | X | X | |
| OMET | Ordinary General Meeting | Only relevant for shares listed on a regulated market (SRD 2) | GMA | | | | | | X |
| OTHR | Other Event | | IA | | | | X | X | |
| PARI | Pari-Passu | | IA | X | PARI - Pari-Passu | | | X | |
| PCAL | Partial Redemption Without Pool Factor Reduction | Only relevant when date of PCAL-event is not predefined in terms and conditions. | IA | X | PCAL - Partial Redemption Without Pool Factor Reduction | | | X | |
| PRED | Partial Redemption With Pool Factor Reduction | Only relevant when date of PRED-event is not predefined in terms and conditions. | IA | X | PRED - Partial Redemption With Pool Factor Reduction | | | X | |
| PRIO | Priority Issue | | IA | | | | X | X | |
| REDM | Redemption | Only relevant in cases where Redemption Rate for bonds is not predefined in terms and conditions (excluding Cash or Share).<br>Only Update of attribute Redemption Rate, for already created REDM Event<br>see: Template 1 EXWAMCALWRTHREDM (missing Redemption Price)<br>**Available only as of 10/2024** | IA | X | See section 7.3 | X | | | |
| | For Certificates | see: Template 1 EXWAMCALWRTHREDM (missing Redemption Price) | IA | | | X | | X | |
| | Cash or Share | see: Template 2 for Cash or Share | IA | | | X | | X | |
| RHDI | Intermediate Securities Distribution | Subscription Rights via GUI + Prospect via Upload | IA | X | RHDI - Rights Distribution | | X | X | |
| SHPR | Shares Premium Dividend | | IA | X | SHPR - Shares Premium Dividend | | | X | |
| SOFF | Spin-Off | | IA | X | SOFF - Spin-off | | | X | |
| SPLF | Stock Split/Change in Nominal Value/Subdivision | | IA | X | SPLF - Stock Split | | | X | |
| SPLR | Reverse Stock Split/Change in Nominal Value | | IA | X | SPLR - Reverse Stock Split | | | X | |
| TEND | Tender Cash Compensation (Mandatory) | | IA | X | TEND - Tender Cash Compensation | | | X | |
| | Tender/Acquisition/Takeover/ Purchase Offer (Voluntary) | | IA | | | | X | X | |

| | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|
| WRTH | Worthless for Certificates, Bonds | see: Template 1 EXWAMCALWRTHREDM (missing Redemption Price) | IA | | | X | | X | |
| | Worthless for all others except Certificates and Bonds | | IA | X | WRTH - Worthless | | | X | |
| XMET | Extraordinary or Special General Meeting | Only relevant for shares listed on a regulated market (SRD 2) | GMA | | | | | | X |

**Legend:**

| | |
|---|---|
| **IA** | Information Agent |
| **GMA** | General Meeting Agent |
| **DA** | Disclosure Agent |
| **SRD 2** | Shareholder Rights Directive 2 |

## 7.2 Creation of event data via Issuer Platform Online

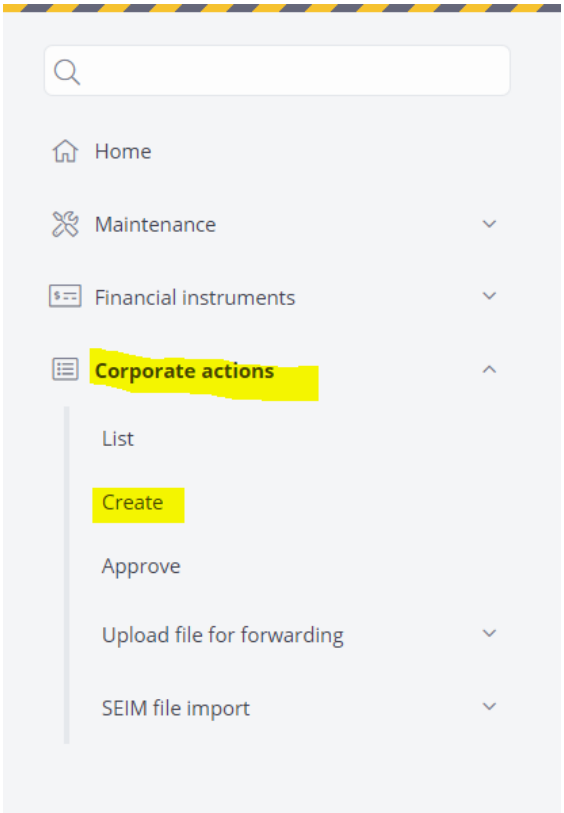
### 7.2.1 Provide event data via “GUI Create”

#### 7.2.1.1 Relevant menu item for creation of events via “GUI Create”

The menu item to create Income Events and Corporate Action Events via “GUI Create” is available under:

— Corporate actions

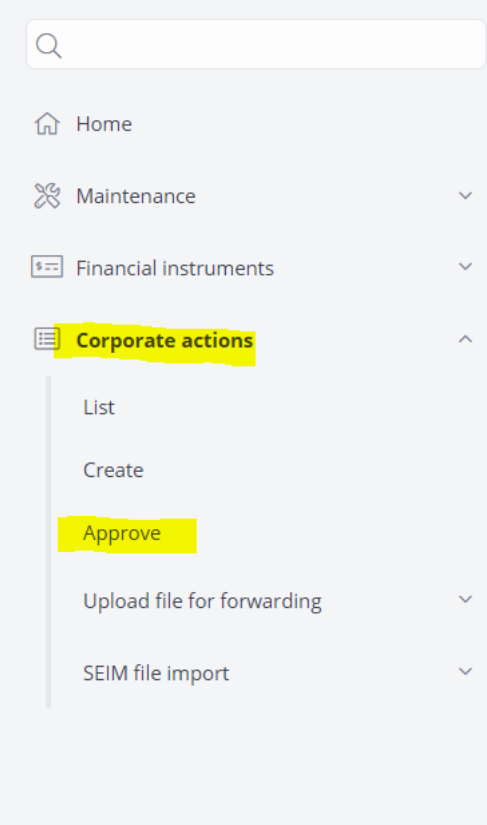
– Create

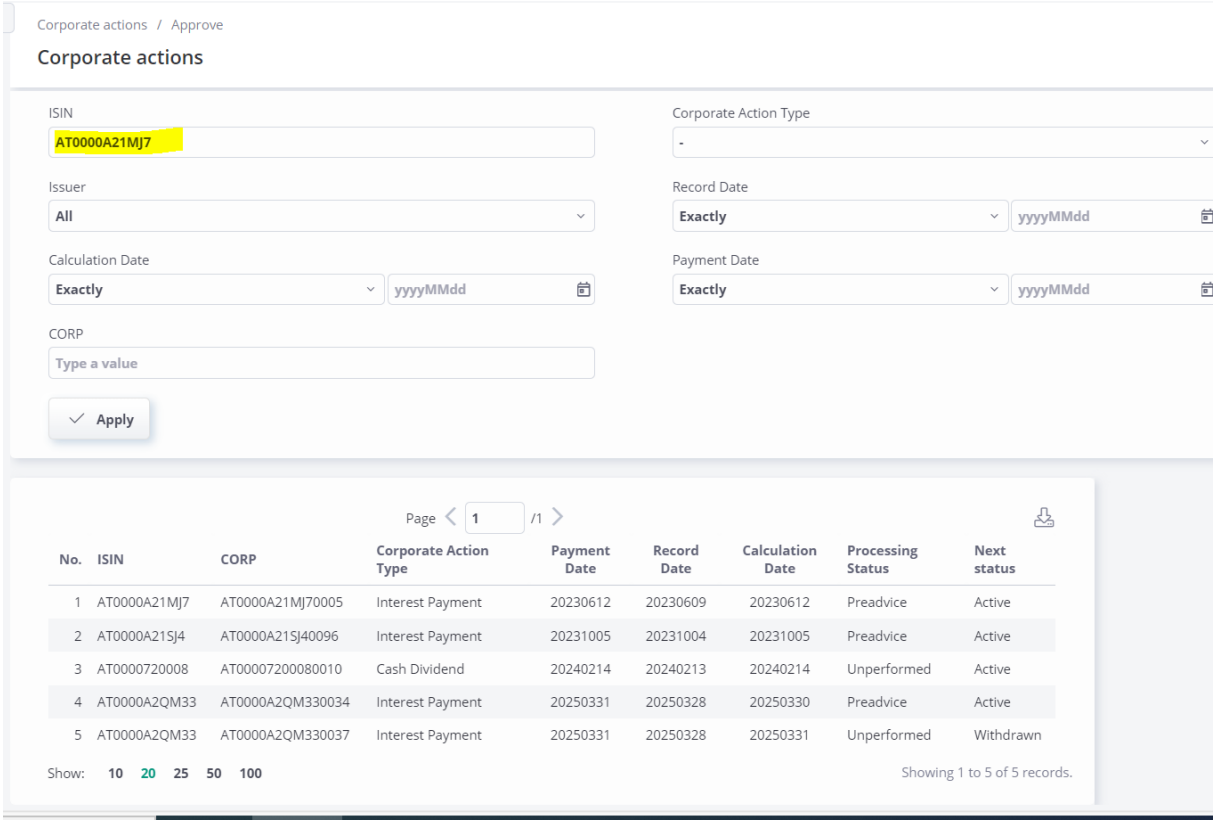


#### 7.2.1.2 Relevant menu item for approval of events created via “GUI Create”

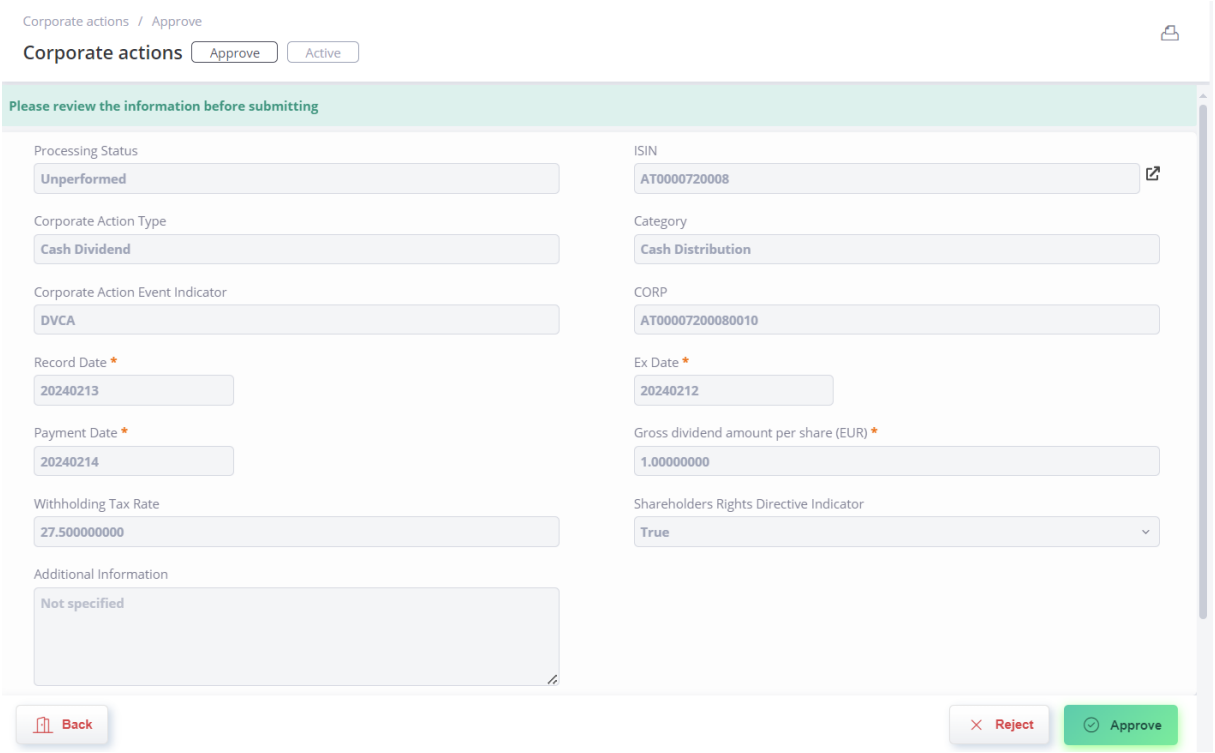
The approval of Income Events and Corporate Action Events created via “GUI Create” can be done under:

— Corporate actions
  – Approve






Enter ISIN in the field „ISIN” and click “Apply” or select ISIN from list.




Check data and if OK click “Approve”.

If input of data is not correct, click “Reject”. All data is lost and input has to be done again.

If you do not want to do any operation, click “Back”. Event is still subject to approval.

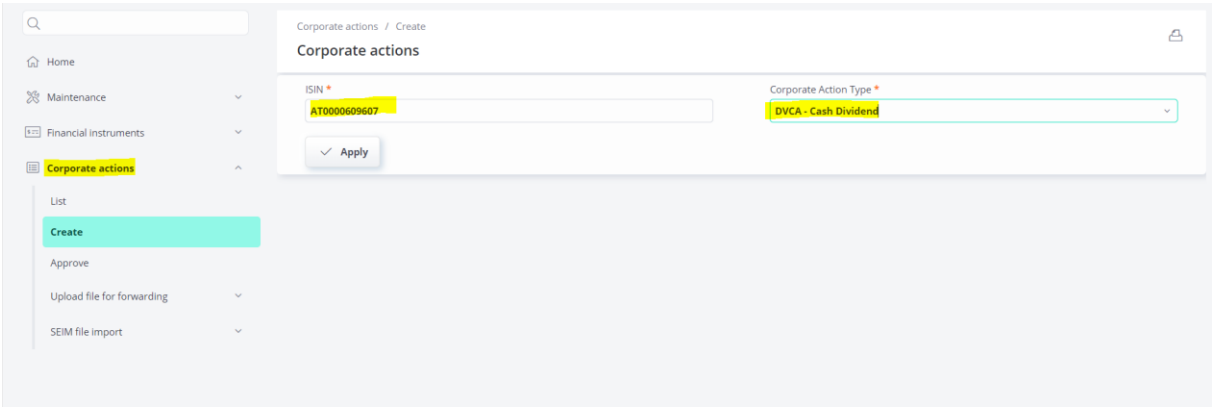
#### 7.2.1.3 Creation of events on Issuer Platform via “GUI Create”

##### 7.2.1.3.1 Creation of Income Events on Issuer Platform via “GUI Create”

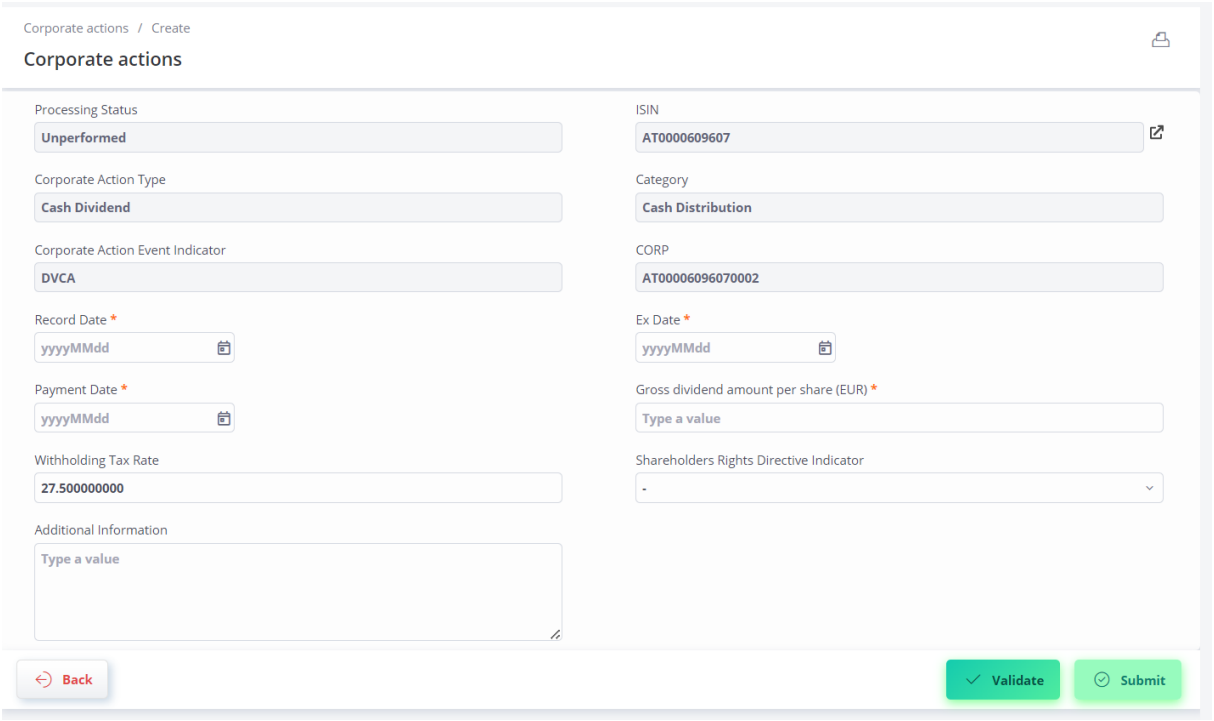
Via “GUI Create” the following Income Events can be created:

- DVCA – Cash Dividend - for shares only
- SHPR – Shares Premium Dividend
- CAPD – Capital Distribution
- CAPG – Capital Gains Distribution
- DECR – Decrease in Value
- PCAL – Partial Redemption Without Pool Factor Reduction
- PRED – Partial Redemption With Pool Factor Reduction
- MCAL – Full Call/Early Redemption (only for bonds = EFIC Code 2000 and 2800)

Enter the ISIN and the respective Corporate Action Type and click “Apply”.



In the next screen enter the relevant income payment data.




If input is complete, click “Validate”.

After successful validation click “Submit” to trigger the 4-eyes approval.

Use the button “Back” to exit from the input screen.

**Important information:**

— Fields marked with an asterix (*) are mandatory fields.

— Please use “,” for thousand and “.” for decimals.

— If you input a text in the field “Additional information”, please be aware of special characters – see mapping table (shows how special characters are converted to swift MT564) at the end of this document.

### Example – DVCA Event

Mandatory fields:

- Record Date
- Ex Date
- Payment Date
- Gross dividend amount per share (EUR)
- Please use "," for thousand and "." for decimals

Optional fields:

- Withholding Tax Rate
- Default value = 27.5%
- Please use "," for thousand and "." for decimals
- Shareholders Rights Directive Indicator (true/false/blank) - Default value = blank
  - blank: is not subject to Shareholders Rights Directive (information is provided by the Information or Corporate Action Agent)
  - true: is subject to Shareholders Rights Directive (information is provided by the Information or Corporate Action Agent)
  - false: is subject to Shareholders Rights Directive (information is provided by a different source than Information or Corporate Action Agent)
- Additional information
  Please be aware of special characters

### Additional rules for the creation of PCAL, PRED and MCAL events

For PCAL, PRED and MCAL events there are the additional specific rules:

For PCAL events:

— Only in case of issuer exercising the option.

— PCAL event can only be created via “GUI Create” if the relevant ISIN is set to “Partial redemption eligible” = TRUE in REDA data.

For PRED events:

— Only in case of issuer exercising the option.

— PRED event can only be created via “GUI Create“ if the relevant ISIN is set to “Pool factor eligible” = TRUE in REDA data.

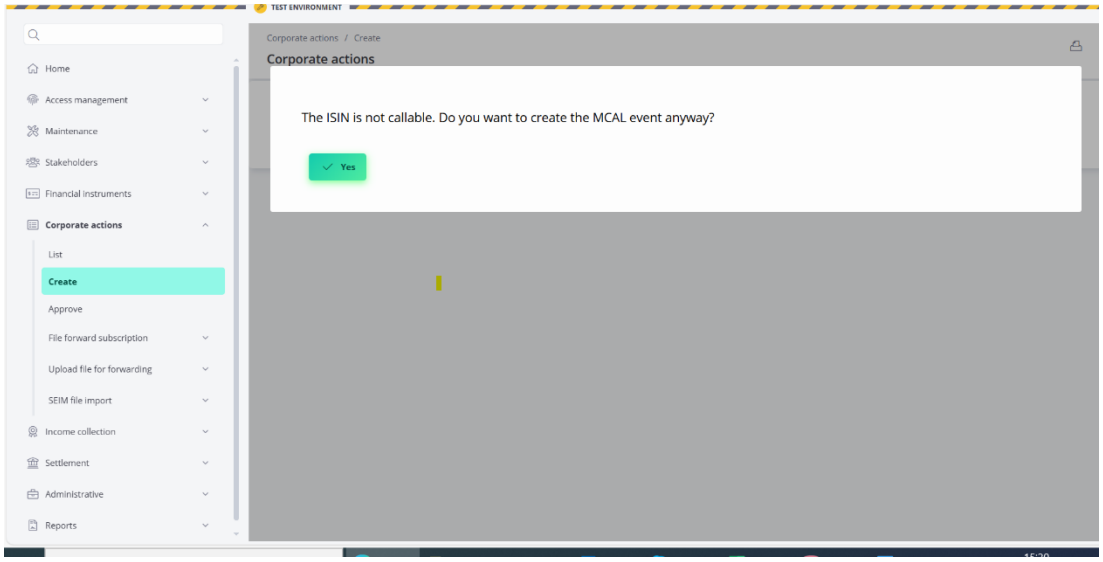
— Field “Current Pool Factor” is filled automatically with value from REDA data.

— Field Redemption Rate is calculated automatically by the system as soon as data in the field “Next Pool Factor” is input.

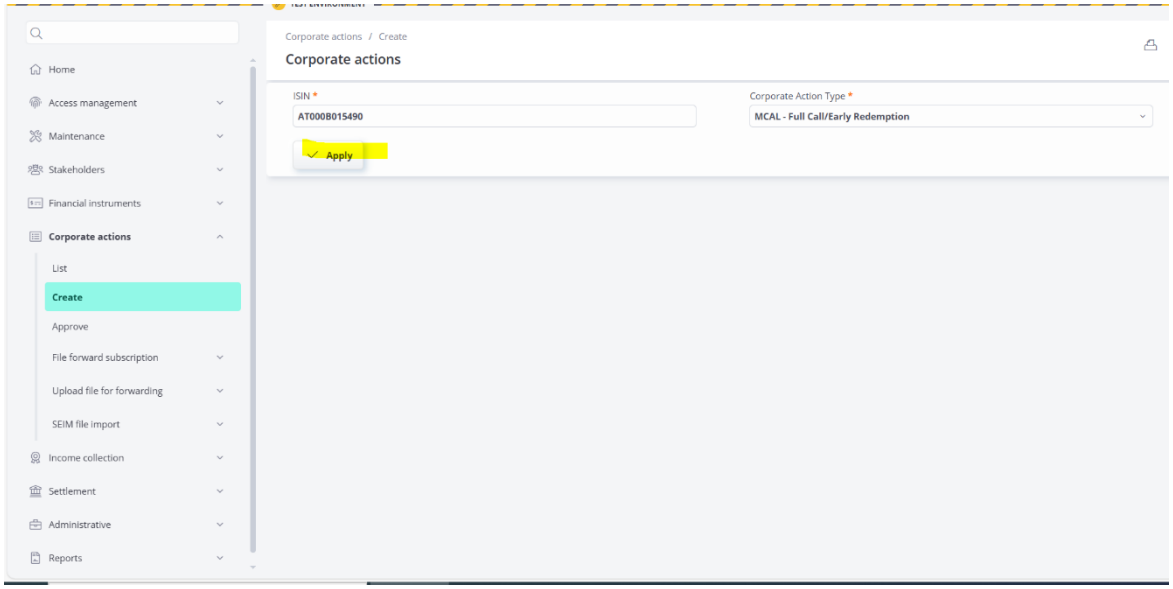
For MCAL events:

— Only in case of issuer exercising the option.

— If ISIN is not callable there is a warning message (Example ISIN AT000B015490 and MCAL)



— Press “Yes” if it is OK and continue by pressing “Apply”

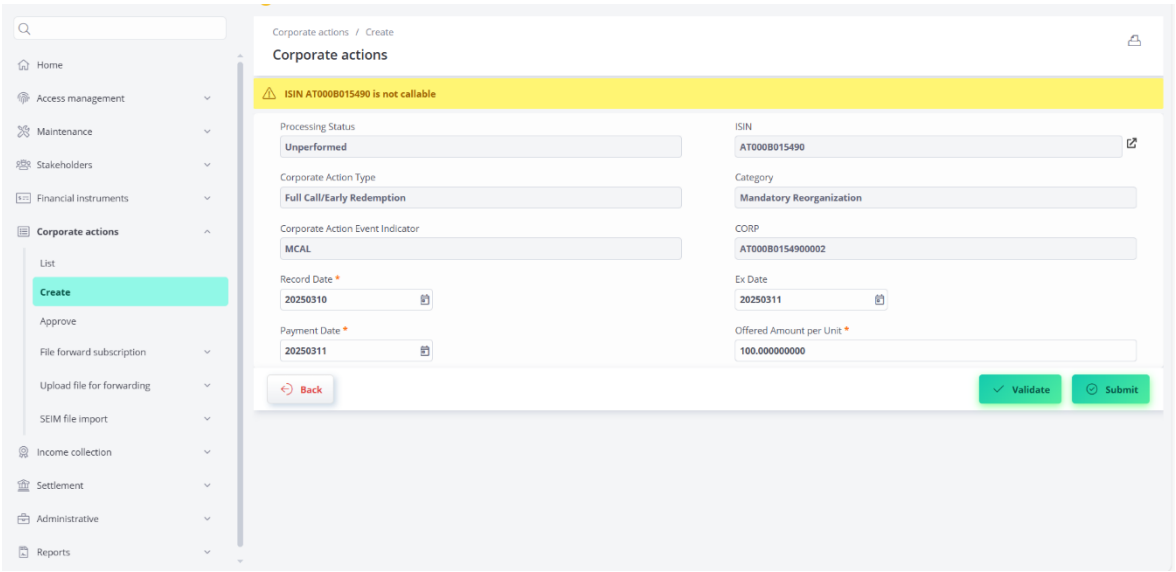



Go Back to “Corporate actions” Menu if it is NOT OK

— ENTER DATA (if MCAL event should be created)

— Press “Validate”

— There is again a warning message:




If it is OK go on and press “Submit”

Go Back to Corporate actions Menu if it is NOT OK

Menu “Approve”:

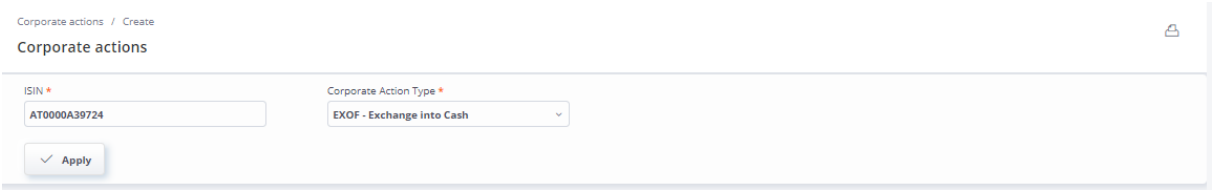
Press “Approve”

#### 7.2.1.3.2 Creation of Corporate Action Events on Issuer Platform via “GUI Create”

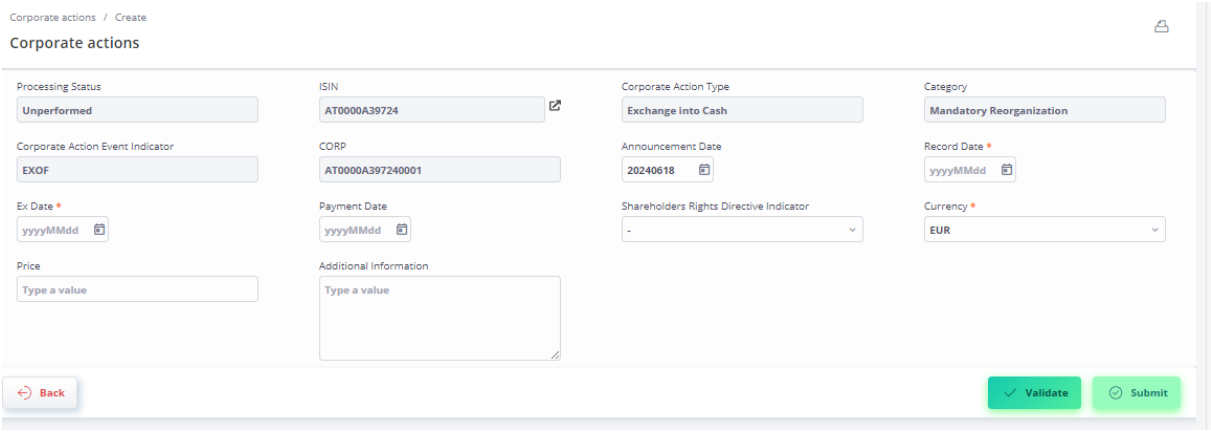
Via “GUI Create” the following Corporate Action Events can be created:

— BONU - Bonus Stock
— CHAN - Name Change
— CONV - Conversion Mandatory
— EXOF - Exchange into Cash
— EXOF - Exchange into Security
— MRGR - Merger with Cash Payment
— MRGR - Merger with Security Payment
— PARI - Pari-Passu
— RHDI - Rights Distribution
— SOFF - Spin-off
— SPLF - Stock Split
— SPLR - Reverse Stock Split
— TEND - Tender Cash Compensation
— WRTH - Worthless

Enter the ISIN and the respective Corporate Action Type and click “Apply”.



In the next screen enter the relevant corporate action data.




If input is complete, click “Validate”.

After successful validation click “Submit” to trigger the 4-eyes approval.

Use the button “Back” to exit from the input screen.

**Important information:**

— Fields marked with an asterix (*) are mandatory fields.

— Please use “,” for thousand and “.” for decimals.

— If you input a text in the field “Additional information”, please be aware of special characters – see mapping table (shows how special characters are converted to swift MT564) at the end of this document.

**Example – Distribution Events**

Events:

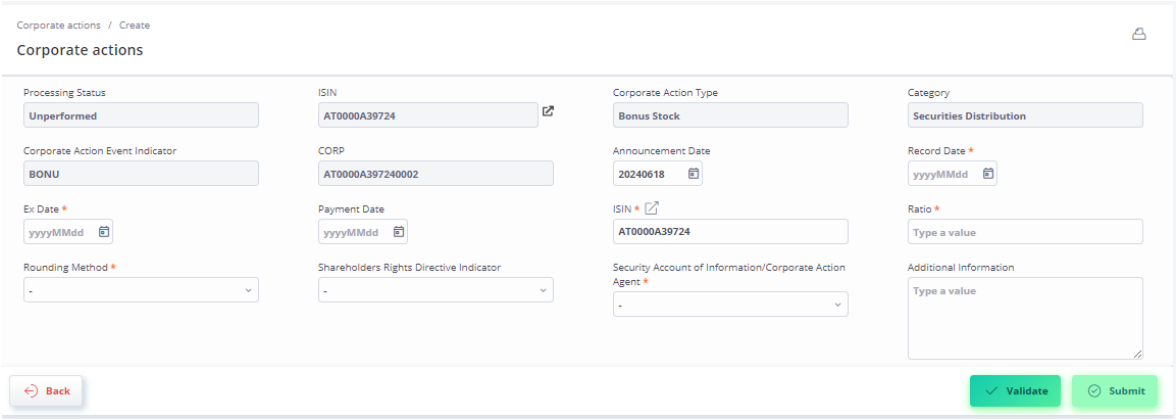
- BONU – Bonus Stock
- RHDI – Rights Distribution
- SOFF – Spin-off

Mandatory fields:

- Ex Date
- Record Date (all events except for Investment Funds)
- Resulting ISIN
- Ratio - Format: e.g. 1:2 = add 1 new for 2 existing (ADEX) Default is blank
- Rounding Method
  - CINL: Fractional Part for Cash Receive cash in lieu of fractions.
  - DIST: Distributed = distribution of fractions in the form of securities.
  - RDDN: Round Down = round the entitlement down to the last full unit/minimum nominal quantity, fractions are discarded.
- Security Account of Information/Corporate Action Agent (= Security Account of the Information/Corporate Action Agent with OeKB CSD where the resulting ISIN shall be taken from)

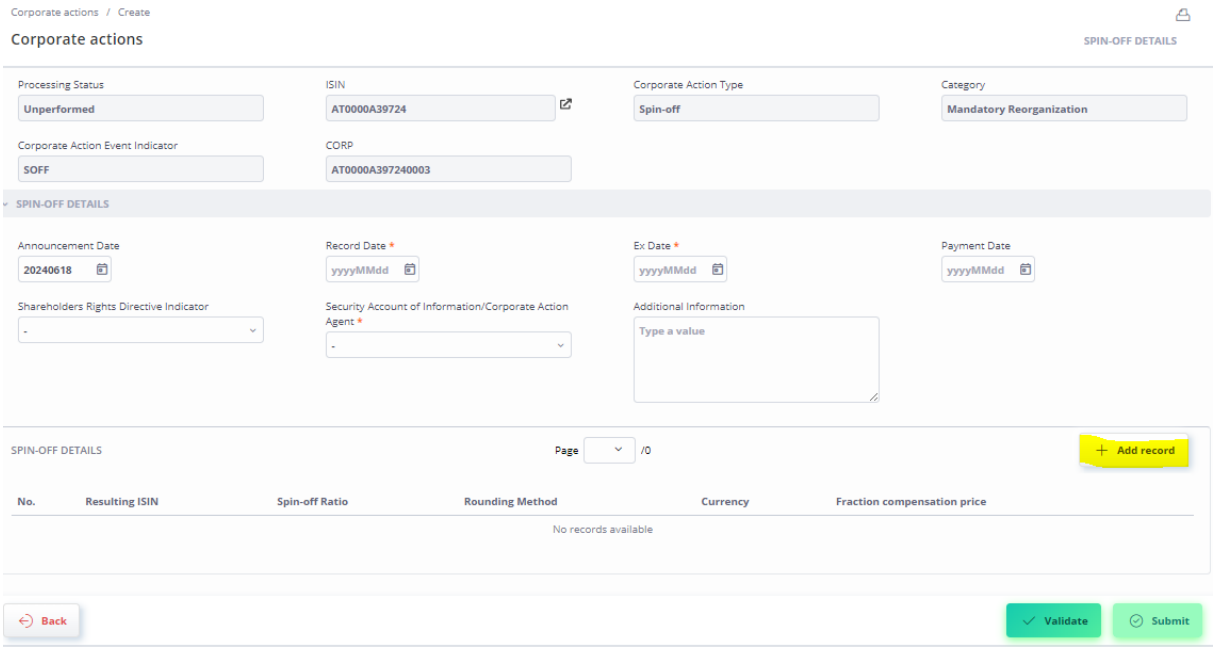
Optional fields:

- Announcement Date - Default value = day of entry of data in the GUI
- Record Date (for events regarding Investment Funds only)
- Payment date
- Currency (Only for Rounding Method CINL)
- Fraction compensation price (Only for Rounding Method CINL)
- Shareholders Rights Directive Indicator (true/false/blank) - Default value = blank
  - blank: is not subject to Shareholders Rights Directive (information is provided by the Information or Corporate Action Agent)
  - true: is subject to Shareholders Rights Directive (information is provided by the Information or Corporate Action Agent)
  - false: is subject to Shareholders Rights Directive (information is provided by a different source than Information or Corporate Action Agent)
- Additional Information
  Please be aware of special characters

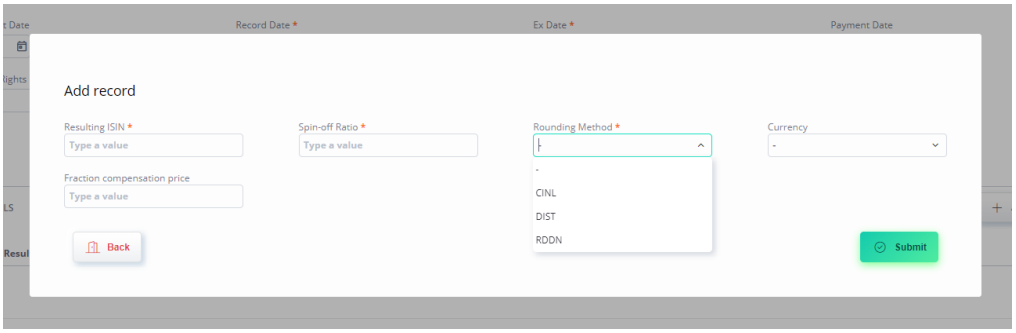



*Special procedure for SOFF:*

Resulting ISIN must be added via button “Add record” and multiple ISINs are possible.




Via button “Add record” the following screen pops up:




Record will be added via button "Submit”.

If input is complete, click “Validate”.

After successful validation click “Submit” to trigger the 4-eyes approval.

Use the button “Back” to exit from the input screen.

Important information:

— Fields marked with an asterix (*) are mandatory fields.
— Please use “,” for thousand and “.” for decimals.
— If you input a text in the field “Additional information”, please be aware of special characters – see mapping table (shows how special characters are converted to swift MT564) at the end of this document.

**Example – Reorganisation in Securities**

Events:

- CONV – Conversion Mandatory
- EXOF – Exchange into Security
- MRGR – Merger with Security Payment
- PARI – Pari Passu
- SPLF – Stock Split
- SPLR – Reverse Stock Split

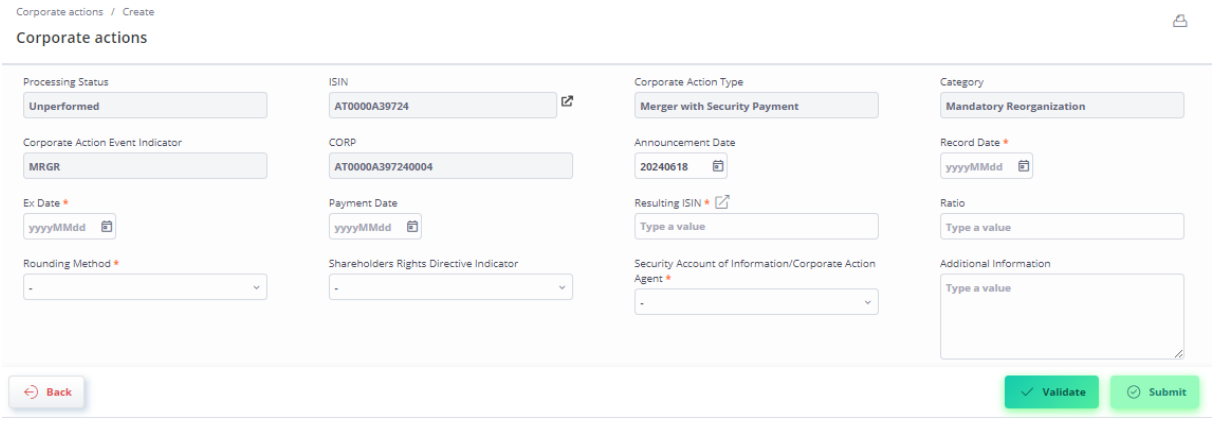
Mandatory fields:

- Ex Date
- Record Date (all other than Investment Funds)
- Resulting ISIN
- Ratio
  Format: e.g. 1:2 = 1 new for 2 old (NEWO), Default value = 1:1
- Rounding Method
  - CINL: Fractional Part for Cash Receive cash in lieu of fractions.
  - DIST: Distributed = distribution of fractions in the form of securities.
  - RDDN: Round Down = round the entitlement down to the last full unit/minimum nominal quantity, fractions are discarded.
- Security Account of Information/Corporate Action Agent (= Security Account of the Information/Corporate Action Agent with OeKB CSD where the resulting ISIN shall be taken from)

Optional fields:

- Announcement Date - Default value = day of entry of data in the GUI
- Record Date (Investment Funds only)
- Payment date
- Currency
  Only for Rounding Method CINL.
- Shareholders Rights Directive Indicator (true/false/blank)
  Default value = blank
  - blank: is not subject to Shareholders Rights Directive (information is provided by the Information or Corporate Action Agent)
  - true: is subject to Shareholders Rights Directive (information is provided by the Information or Corporate Action Agent)
  - false: is subject to Shareholders Rights Directive (information is provided by a different source than Information or Corporate Action Agent)

— Additional Information
  Please be aware of special characters




If input is complete, click “Validate”.

After successful validation click “Submit” to trigger the 4-eyes approval.

Use the button “Back” to exit from the input screen.

**Important information:**

— Fields marked with an asterix (*) are mandatory fields.
— Please use “,” for thousand and “.” for decimals.
— If you input a text in the field “Additional information”, please be aware of special characters – see mapping table (shows how special characters are converted to swift MT564) at the end of this document.

**Example – Reorganisation in Cash**

Events:

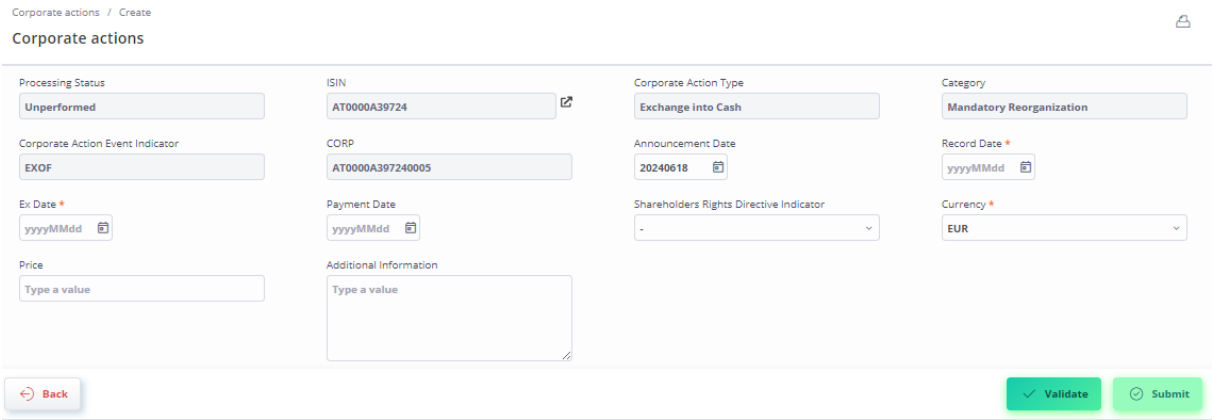
— EXOF – Exchange into Cash
— MRGR – Merger with Cash Payment
— TEND – Tender mandatory

Mandatory fields:

— Record Date
— Ex Date
— Currency - Default Value = EUR

Optional fields:

— Announcement Date - Default value = day of entry of data in the GUI
— Payment Date
— Price
— Shareholders Rights Directive Indicator (true/false/blank) - Default value = blank
  – blank: is not subject to Shareholders Rights Directive (information is provided by the Information or Corporate Action Agent)
  – true: is subject to Shareholders Rights Directive (information is provided by the Information or Corporate Action Agent)
  – false: is subject to Shareholders Rights Directive (information is provided by a different source than Information or Corporate Action Agent)
— Additional Information - Please be aware of special characters




If input is complete, click “Validate”.

After successful validation click “Submit” to trigger the 4-eyes approval.

Use the button “Back” to exit from the input screen.

Important information:

- Fields marked with an asterix (*) are mandatory fields.
- Please use "," for thousand and "." for decimals.
- If you input a text in the field "Additional information", please be aware of special characters – see mapping table (shows how special characters are converted to swift MT564) at the end of this document.

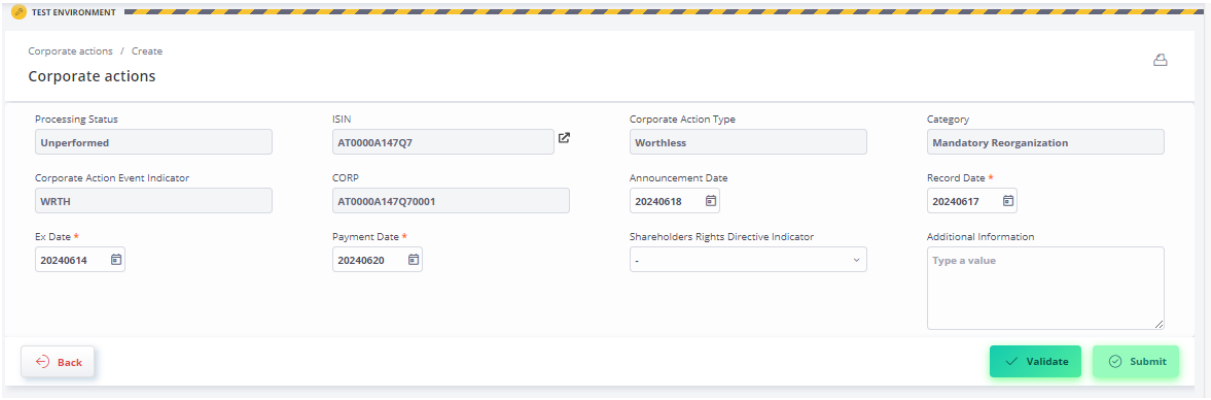
### Example – Worthless

Mandatory fields:

— Record Date
— Ex-Date
— Payment Date

Optional fields:

— Announcement Date - Default value = day of entry of data in the GUI
— Shareholders Rights Directive Indicator (true/false/blank) - Default value = blank
  – blank: is not subject to Shareholders Rights Directive (information is provided by the Information or Corporate Action Agent)
  – true: is subject to Shareholders Rights Directive (information is provided by the Information or Corporate Action Agent)
  – false: is subject to Shareholders Rights Directive (information is provided by a different source than Information or Corporate Action Agent)
— Additional Information - Please be aware of special characters




If input is complete, click “Validate”.

After successful validation click “Submit” to trigger the 4-eyes approval.

Use the button “Back” to exit from the input screen.

### Important information:

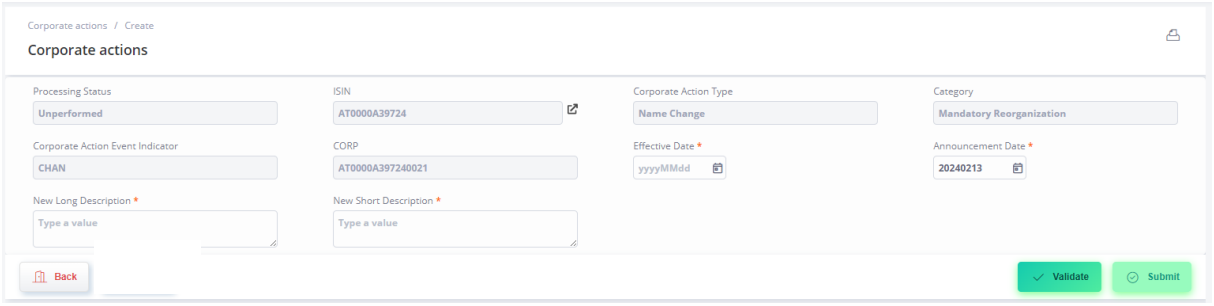
— Fields marked with an asterix (*) are mandatory fields.
— Please use “,” for thousand and “.” for decimals.
— If you input a text in the field “Additional information”, please be aware of special characters – see mapping table (shows how special characters are converted to swift MT564) at the end of this document.

**Example – Name Change**

Mandatory fields:

— Effective Date
— Announcement Date – Default value = day of entry of data in the GUI
— New Long Description
— New Short Description

No Optional fields




If input is complete, click “Validate”.

After successful validation click “Submit” to trigger the 4-eyes approval.

Use the button “Back” to exit from the input screen.

**Important information:**

— Fields marked with an asterix (*) are mandatory fields.
— Please use “,” for thousand and “.” for decimals.
— If you input a text in the field “Additional information”, please be aware of special characters – see mapping table (shows how special characters are converted to swift MT564) at the end of this document.

#### 7.2.1.4 Repair of events on Issuer Platform via “GUI Create”

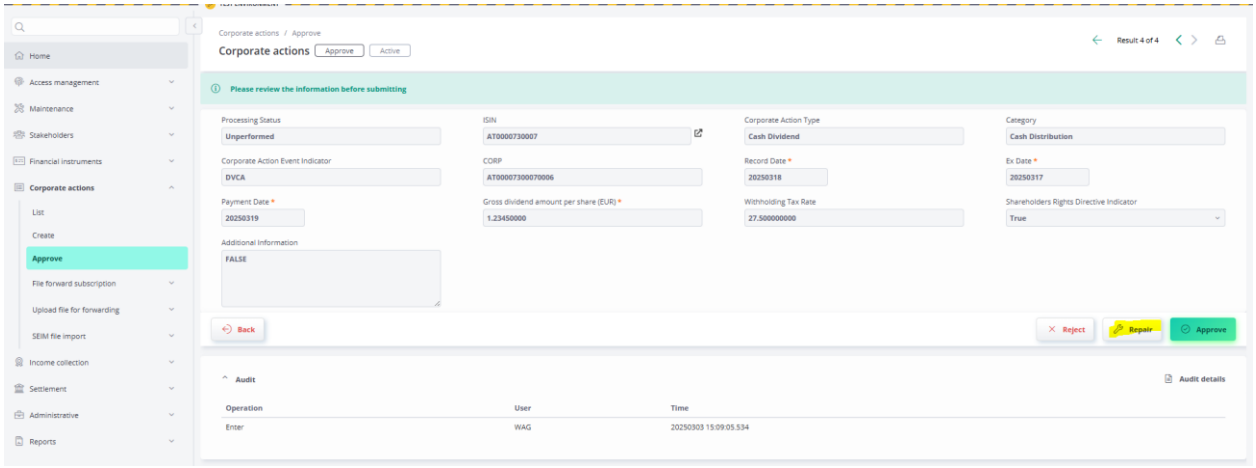
— Menu “Corporate actions”:
    - Menu “Create”
— Enter “ISIN” and “Corporate Action Type”:
— Example DVCA with ISIN AT0000730008
— Press “Apply”
— ENTER DATA
— Press “Validate”
— Press “Submit”

—

- Menu “Approve”:

— Press “Repair” and NOT “Approve” if you want to change some data

— If everything is correct, press “Approve”




—

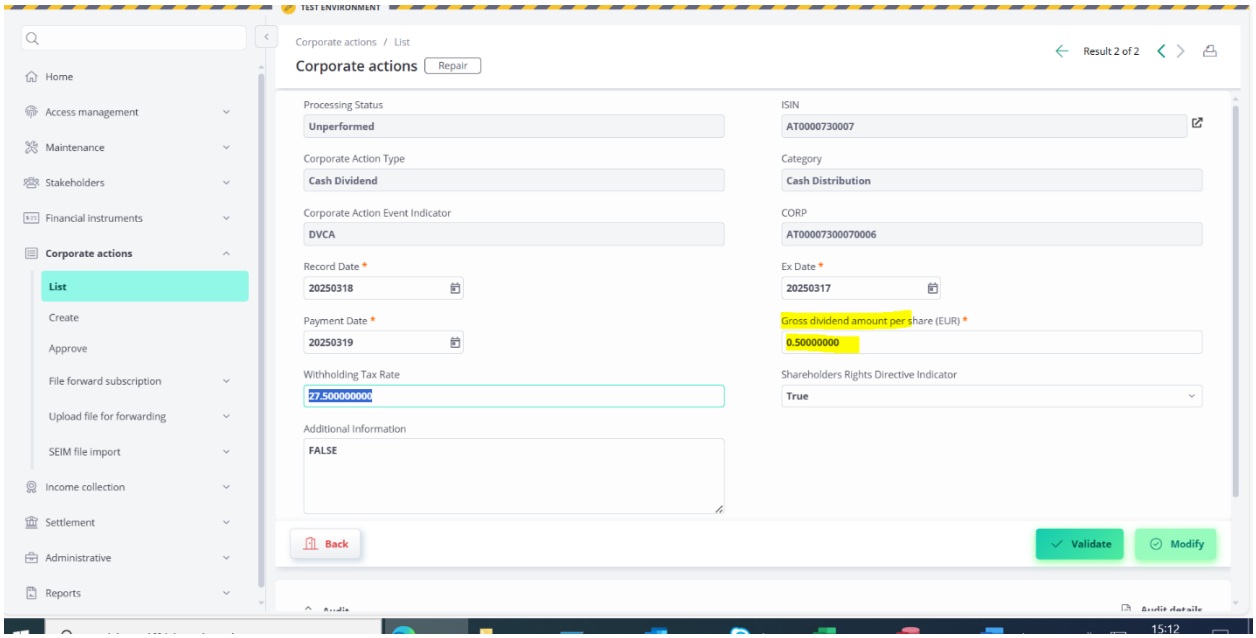
—

— If you pressed “Repair” then it is possible to change some data this way:

- Menu “List”:

— Search for ISIN

— Change Data




—

—

— Press “Validate”

— Press “Modify”

—

- Menu “Approve”:

— Press “Approve”

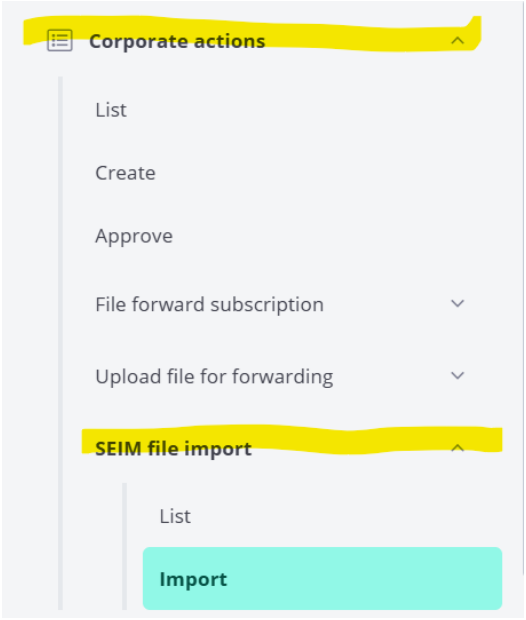
—

### 7.2.2 Provide event data via upload csv-file

#### 7.2.2.1 Relevant menu item for creation of events via upload csv-file

The menu item to create Income Events and Corporate Action Events via upload csv-file is available under:

- Corporate actions
  - SEIM file import
    - Import



#### 7.2.2.2 Relevant menu item for approval of events created via csv-file

No approval is needed.

#### 7.2.2.3 Creation of Events on Issuer Platform via upload csv-file

##### 7.2.2.3.1 Creation of Income Events on Issuer Platform via upload csv-file

Via upload csv-file the following Income Events can be created:

- REDM – Redemption – for certificates EFIC Code 4000 only
- MCAL – Full Call / Early Redemption – for certificates EFIC Code 4000 only
- WRTH – Worthless – for bonds EFIC Code 2000/2800 and certificates EFIC Code 4000
- EXWA CASH MAND – Warrant Exercise (Cash Mandatory)
- EXWA LAPS – Warrant Exercise (Lapse)

Please use the csv-file "Template 1 EXWAMCALWRTHREDM (missing Redemption Price)" to create these Income Events.

**The respective csv-file template "Template 1 EXWAMCALWRTHREDM (missing Redemption Price)" can be downloaded here.**

- Fill in the relevant data in the csv-file "Template 1 EXWAMCALWRTHREDM (missing Redemption Price)"

| A | B | C | D | E | F | G |
|---|---|---|---|---|---|---|
| Source | ISIN | Currency | ExDate | RecDate | PayDate | Price |
| 64290 | AT0000A00MV6 | EUR | 01.12.2023 | 30.11.2023 | 01.12.2023 | 1 |
| | | | | | | |
| | | | | | | |

Source = "Emittentennummer" (number of issuer) which can be obtained from the OeKB CSD Asset Servicing department

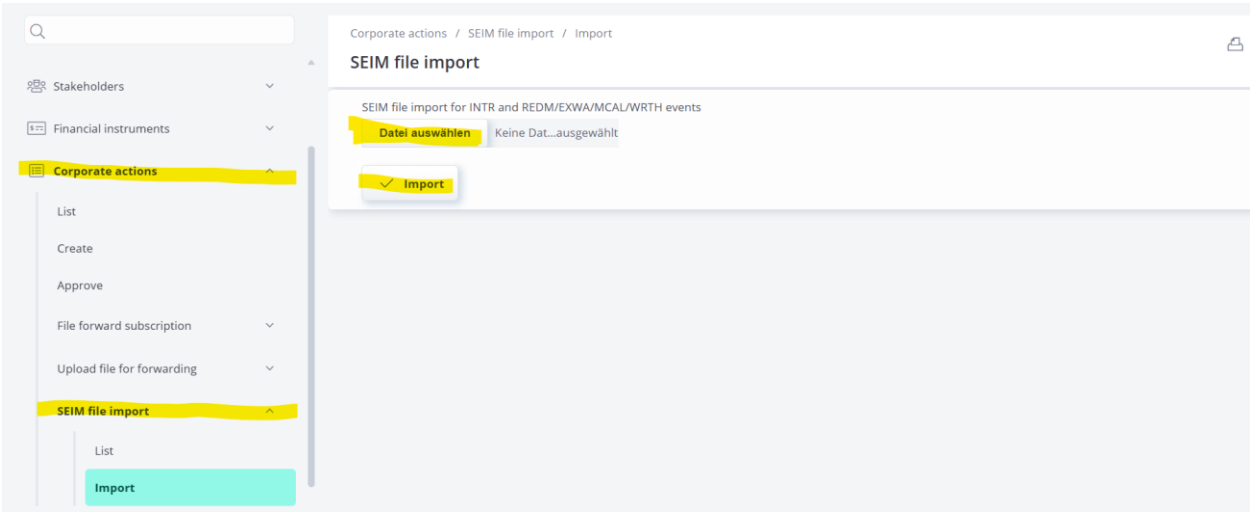
**Important information:**

Please use "," for thousand and "." for decimals.

— Use “Datei auswählen” to choose the csv-file to be uploaded and click “Import”. [1]

— The file is uploaded to the Issuer Platform and processed accordingly.

No approval is needed




[1] Language based on selected browser language by user. In this document the description is based on the browser language = German.

#### 7.2.2.3.2 Creation of Corporate Action Events on Issuer Platform via upload csv-file

Via upload csv-file the following Corporate Actions Events can be created:

— Redemption for bonds (EFIC 2000) which redeem in “Shares and Cash compensation” or “Shares only”

Please use the csv-file “Template 2 for Cash or Share” to create these events.

**The respective csv-file template “Template 2 for Cash or Share” can be downloaded here.**

— Fill in the relevant data in the csv-file “Template 2 for Cash or Share”

| | A | B | C | D | E | F | G | H | I | J | K |
|---|---|---|---|---|---|---|---|---|---|---|---|
| 1 | Source | ISIN | Currency | ExDate | RecDate | PayDate | Price | ParityIn | ParityOut | SecuIn | |
| 2 | 227300 | AT0000A2GUF0 | EUR | 03.07.2023 | 02.07.2023 | 03.07.2023 | 1 | 23 | 1000 | AT000000STR1 | |
| 3 | | | | | | | | | | | |
| 4 | | | | | | | | | | | |
| 5 | | | | | | | | | | | |

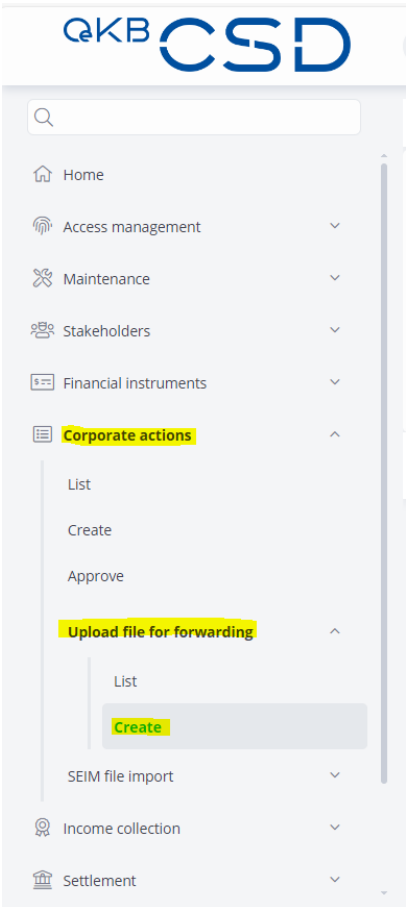
Source = agent’s security account number with OeKB CSD

### 7.2.3 Provide event data via File Forwarding

#### 7.2.3.1 Relevant menu item for all other Corporate Action Events via “File Forwarding”

The menu point to create Corporate Action Events (all other Corporate Action Events **than the ones listed above**) via “File Forwarding” is available under:

— Corporate actions
  – Upload file for forwarding
    – Create



#### 7.2.3.2 Relevant menu item for approval of events created via “File Forwarding”

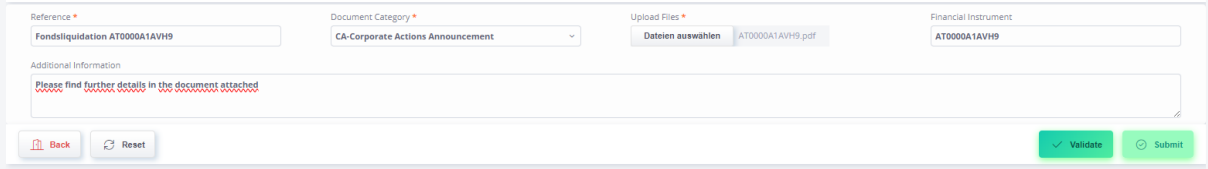
No approval is needed.

#### 7.2.3.3 Creation of Corporate Action Events via “File Forwarding”

Via “File Forwarding” all other Corporate Action Events **than the ones listed above** may be created as follows:

A Reference, the Document Category “CA-Corporate Actions Announcement” and the respective Financial Instrument (ISIN) have to be entered, also an Additional Information may be added if needed. The Announcement/Information must be uploaded under “Upload Files” via button “Dateien auswählen”. [2]

Via button “Validate” the completeness will be checked. If the check was successful, via button “Submit” the documents will be transferred to OeKB CSD instead of sending an E-Mail.




Creation of event will be created manually at OeKB CSD.

[2] Language based on selected browser language by user. In this document the description is based on the browser language = German.

## 7.3 Input of missing interest rate and redemption price via Issuer Platform Online

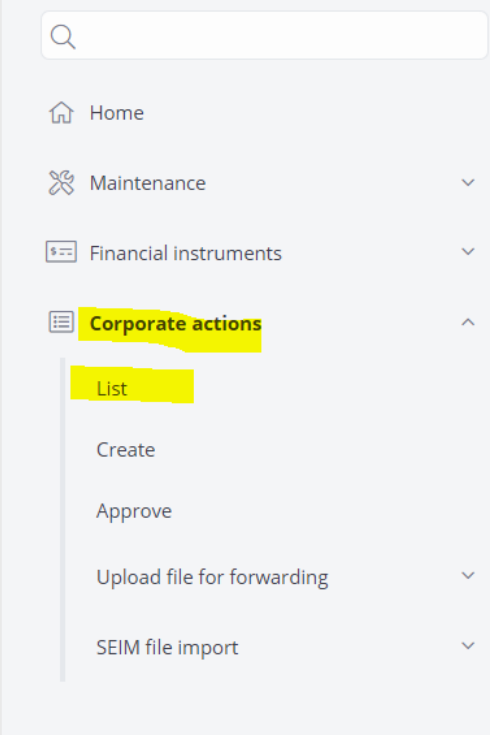
### 7.3.1 Provide missing data (interest rate/redemption price) via “GUI List”

#### 7.3.1.1 Relevant menu item for providing missing data via “GUI List”

The menu item to input missing interest rate and redemption price via “GUI List” is available under:

— Corporate actions

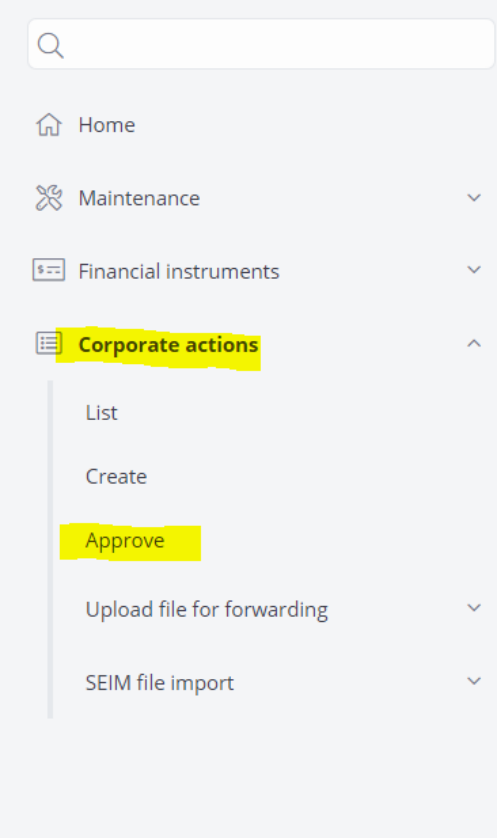
– List

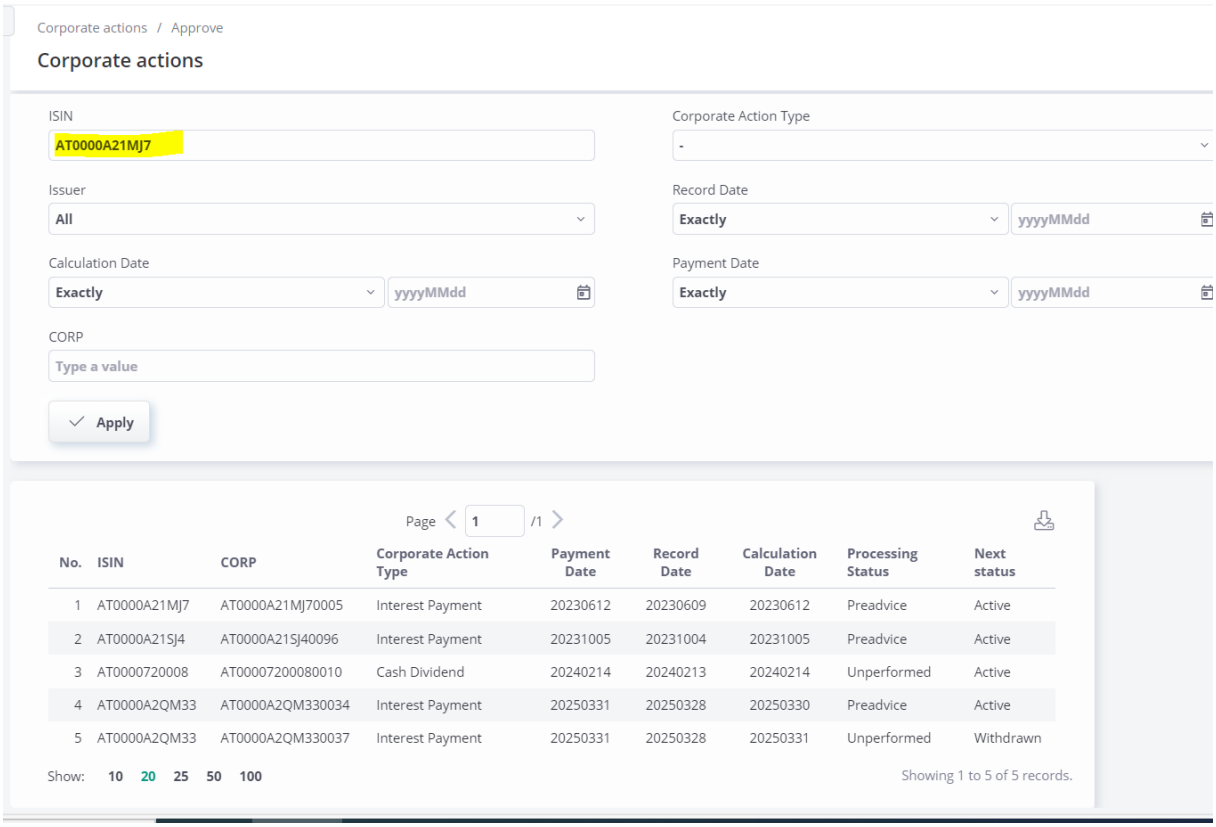


#### 7.3.1.2 Relevant menu item for approval of data input via “GUI List”

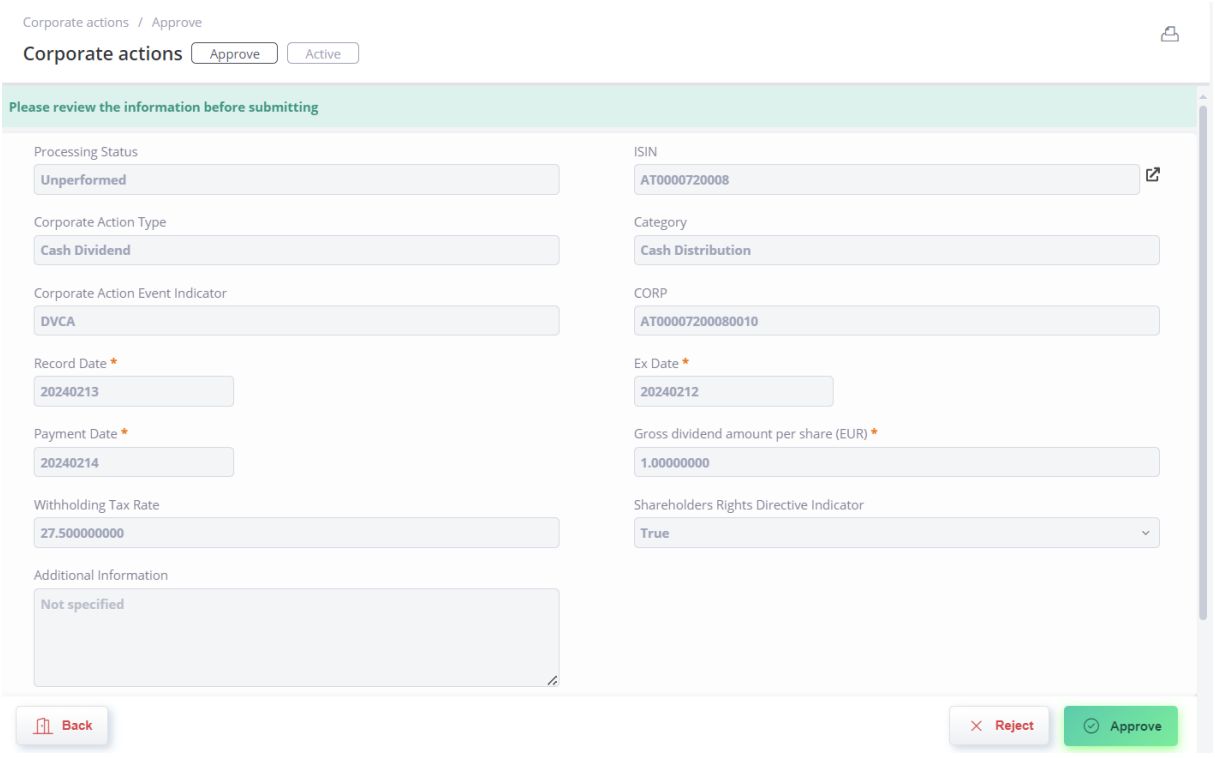
The approval of missing data input via “GUI List” can be done under:

— Corporate actions
  – Approve






Enter ISIN in the field „ISIN" and click "Apply" or select ISIN from list.



Check data and if OK click “Approve”.

If input of data is not correct, click “Reject”. All data is lost and input has to be done again.

If you do not want to do any operation, click “Back”. Event is still subject to approval.

#### 7.3.1.3 Input of missing interest rate and redemption price on Issuer Platform via “GUI List”

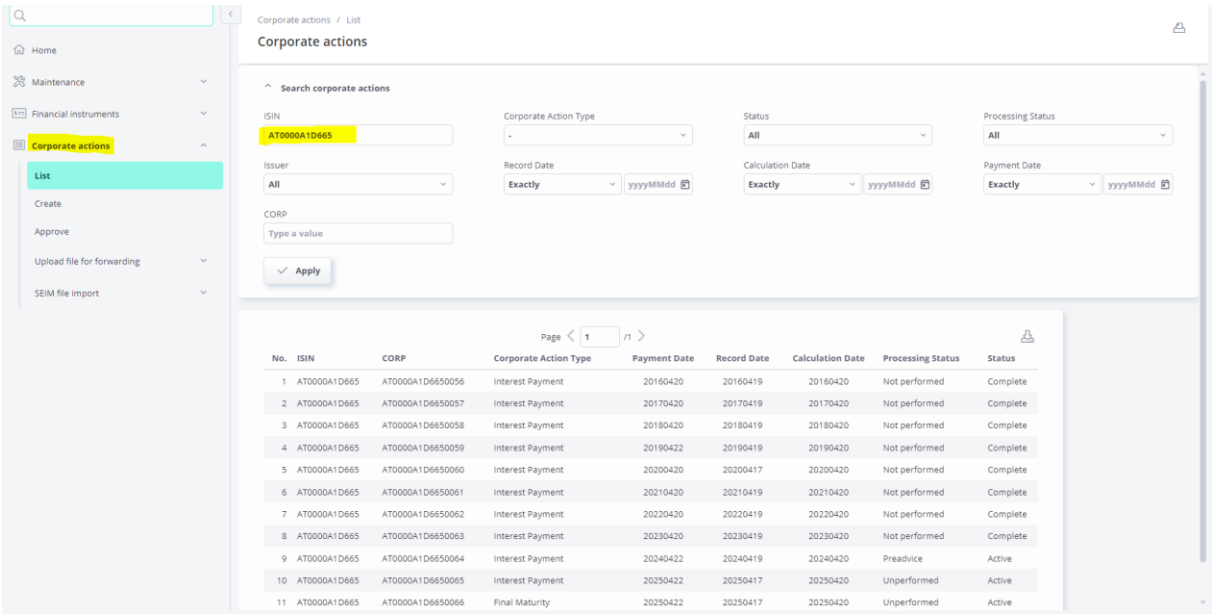
Via “GUI List” the following data can be input:

— Missing interest rate

— Missing redemption price for bonds (EFIC 2000 and 2800)

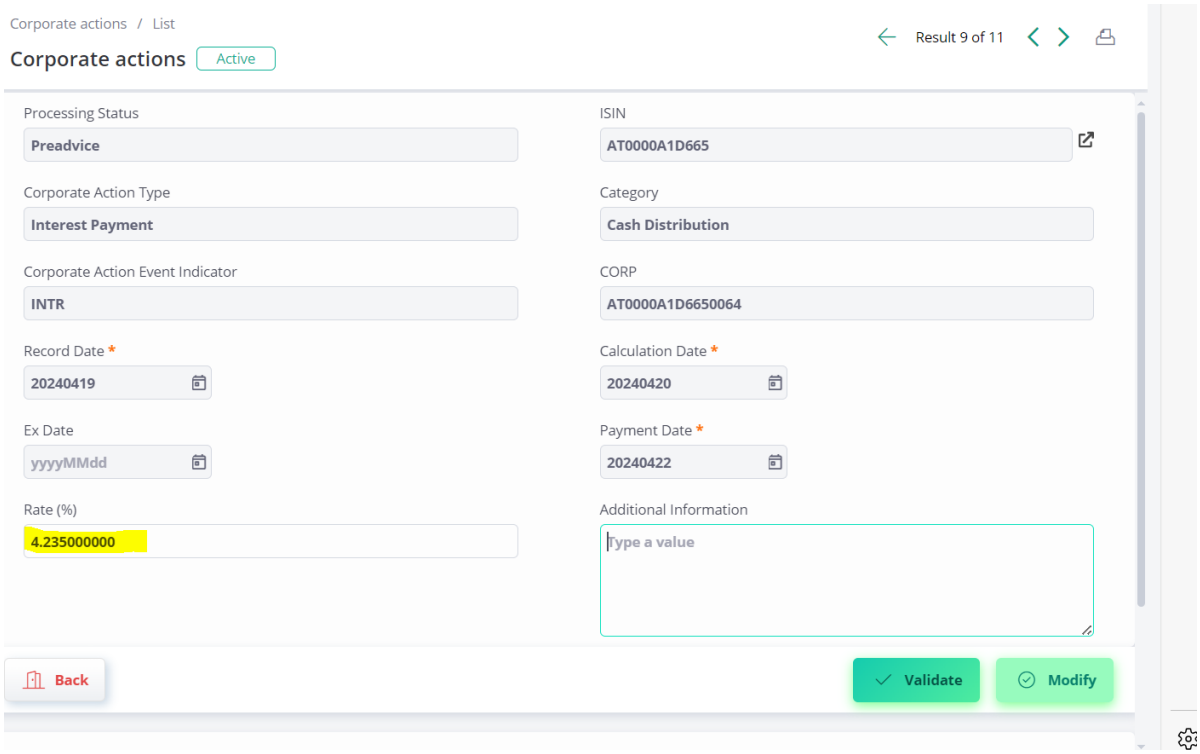
Enter the ISIN and click “Apply”

Select relevant INTR or REDM event from list



In the next screen missing interest rate or redemption price can be entered.

Missing interest rate can be entered in the field “Rate (%)”




If input is complete, click “Validate”.

After successful validation click “Modify” to trigger the 4-eyes approval.

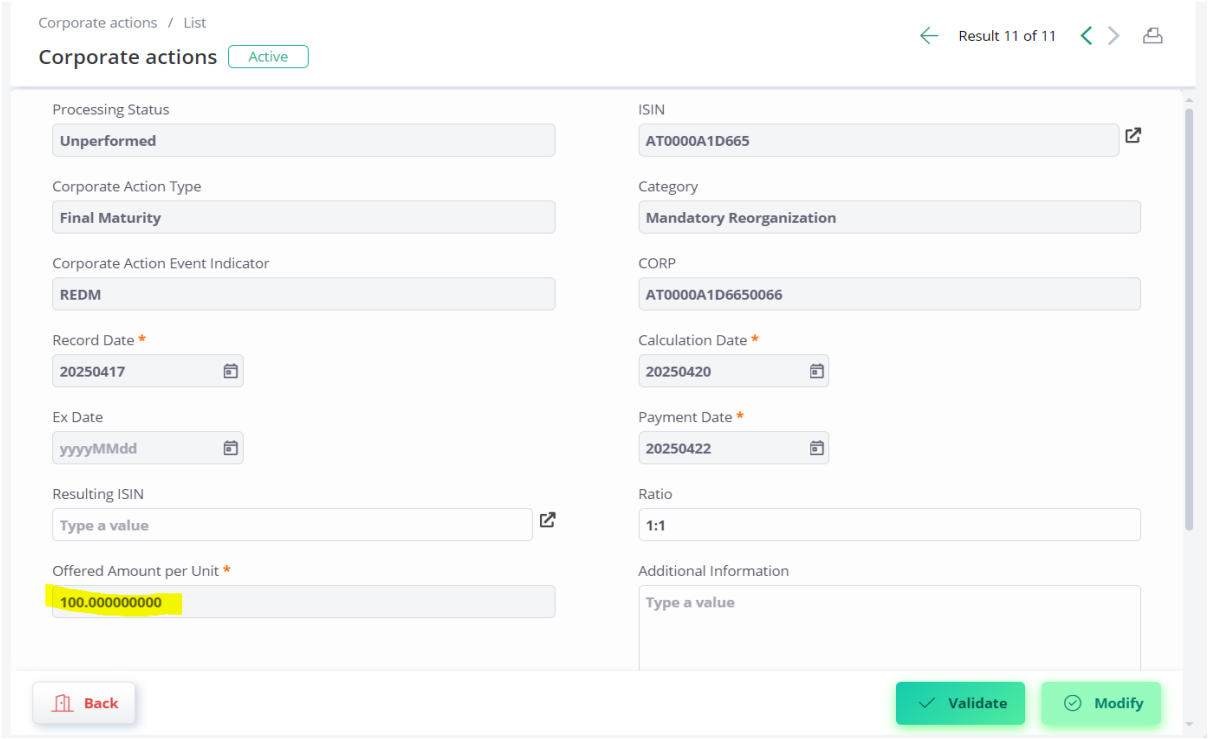
If you do not want to do any operation, click “Back”. Event is still subject to approval.

**Important information:**

Please use “,” for thousand and “.” for decimals.

The field “Additional Information” is for internal use only. In this field no information should be input. Any information input in the field “Additional Information” will not be considered.

Missing redemption rate can be entered in the field “Offered Amount per Unit”.




If input is complete, click “Validate”.

After successful validation click “Modify” to trigger the 4-eyes approval.

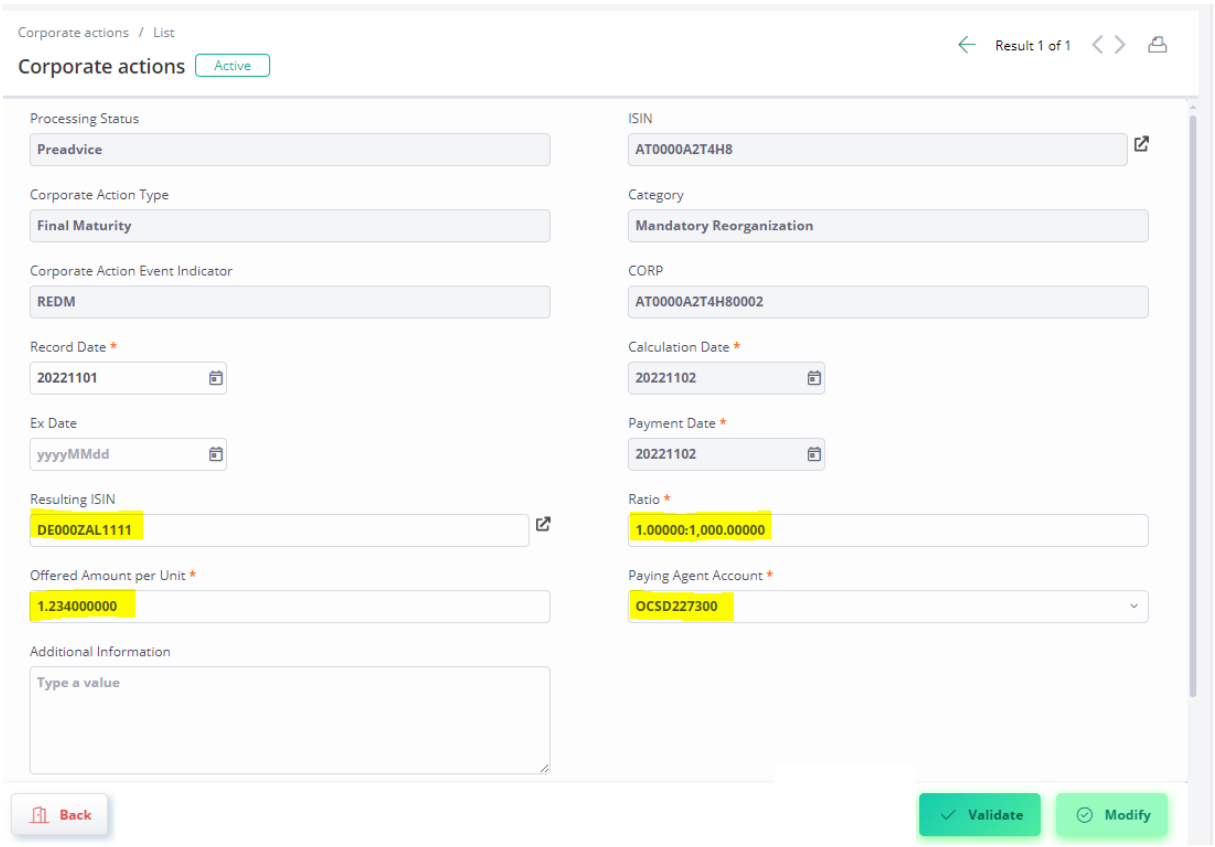
If you do not want to do any operation, click “Back”. Event is still subject to approval.

**Important information:**

Please use “,” for thousand and “.” for decimals.

The field “Additional information” is for internal use only. In this field no information should be input. Any information input in the field “Additional information” will not be considered.

Missing rate, ratio and resulting ISIN for bonds, which redeem in shares/shares and cash compensation.




Missing Resulting ISIN can be entered in the field “Resulting ISIN”. Without resulting ISIN the Event of redemption in Shares/Shares and Cash compensation will not be set up correctly.

Missing redemption ratio can be entered in the field “Ratio”.

Missing redemption rate for fractions can be entered in the field “Offered Amount per Unit”

Missing security account of Paying Agent with OeKB CSD where the resulting ISIN shall be taken from can be entered in the field “Paying Agent Account”.

If input is complete, click “Validate”.

After successful validation click “Modify” to trigger the 4-eyes approval.

If you do not want to do any operation, click “Back”. Event is still subject to approval.

Important information:

Please use "," for thousand and "." for decimals.

Please be aware of the format for ratio in particular:

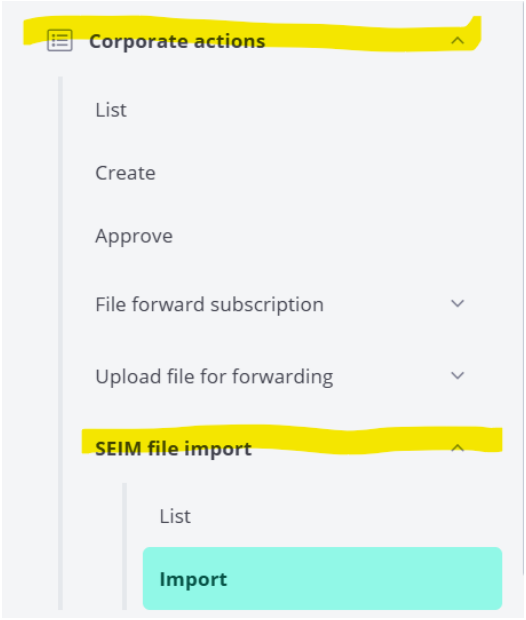
1. the format of each component of the ratio:
    a. in case in which a component is greater 999 , then it should be formatted by using thousands separator (','); e.g. valid new ratio: 898 or 999 or 2,500 or 25,000 e.g. invalid new ratio: 2500 or 25000
    b. in case in which a component has decimal places, then these should be separated from the integer part by using decimal separator ('.'); e.g. valid new ratio: 1.23 or 4.534
    c. in case in which a component has no decimal places, the decimal separator may be missing e.g. valid new ratio: 1 or 10
2. total digits of the integer part of each component of the ratio: it should not consist of more than 13 digits; e.g. valid new ratio: 9,000,000,000,000 e.g. invalid new ratio: 10,000,000,000,000
3. the number of decimal places of each component of the ratio: it should be no greater than 5; e.g. valid new ratio: 1.12345 e.g. invalid new ratio: 1.123456

### 7.3.2 Provide missing data (interest rate/redemption price) via upload csv-file

#### 7.3.2.1 Relevant menu item for providing missing data via upload csv-file

The menu item to input missing interest rate and redemption price via upload csv-file is available under:

- Corporate actions
  - SEIM file import
    - Import



#### 7.3.2.2 Relevant menu item for approval of data input via csv-file

No approval is needed.

#### 7.3.2.3 Input of missing interest rate and redemption price on Issuer Platform via upload csv-file

Use the csv-file if you want to update the interest rate or redemption price

Via upload csv-file the following data can be input:

— Missing interest rate
  Please use csv-file “Template 3 missing interest rate”

**The respective csv-file template “Template 3 missing interest rate” can be downloaded here.**

— Missing redemption price for bonds (EFIC 2000 and 2800) for redemption in Cash (including Cash or Share Bonds which are redeemed in Cash only).

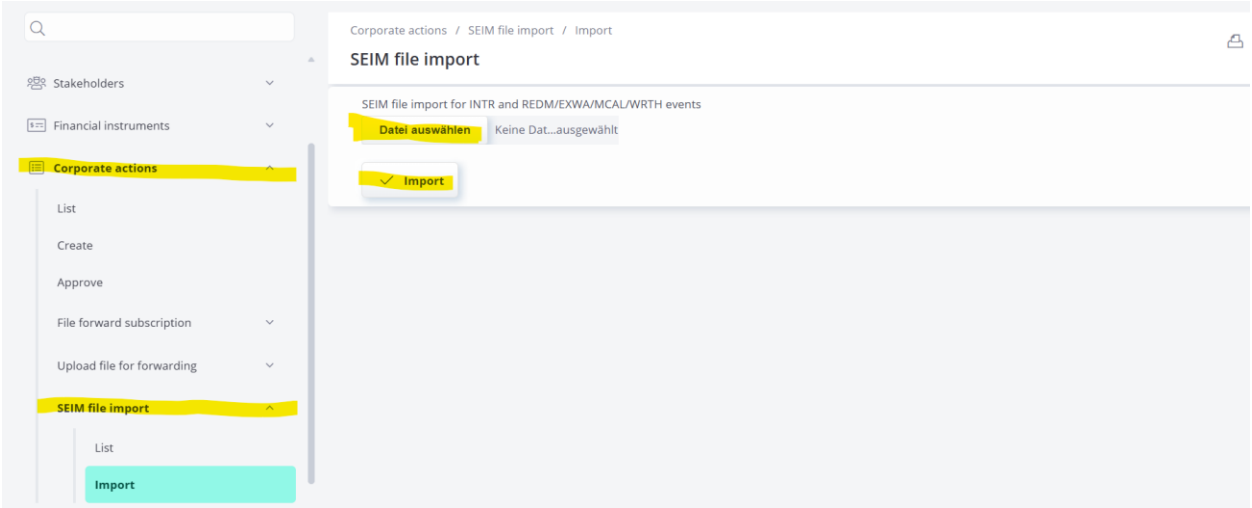
Please use csv-file “Template 1 EXWAMCALWRTHREDM (missing Redemption Price)”

**The respective csv-file template “Template 1 EXWAMCALWRTHREDM (missing Redemption Price)” can be downloaded here.**

**Important information:**

Please use “,” for thousand and “.” for decimals.

— Use “Datei auswählen” to choose the csv-file to be uploaded and click “Import”. [3]
— The file is uploaded to the Issuer Platform and processed accordingly.
  No approval is needed




[3] Language based on selected browser language by user. In this document the description is based on the browser language = German.

## 7.4 EFIC CODES

— 1000 = Shares and share-like shares
— 2000 = Bonds and bond-like bonds
— 2800 = Bonds with a certificate-like structure
— 3000 = Warrants
— 4000 = Certificates (securitised derivatives and similar)
— 5000 = Investment Funds
— 6000 = Ancillary Rights
— 6100 = Participation Rights/Participation Certificates

## 7.5 SWIFT MAPPING TABLE

Input of special characters (CHAR_FROM) by user in the GUI of the Issuer Platform leads to the following mapping (CHAR_TO) in the swift message:

| CHAR_FROM | CHAR_TO |
|---|---|
| (ß)([A-ZÄÖÜ]) | SZ\2 |
| ([A-ZÄÖÜ])(ß) | \1SZ |
| ß | sz |
| (Ä)([A-ZÄÖÜ]) | AE\2 |
| ([A-ZÄÖÜ])(Ä) | \1AE |
| Ä | Ae |
| ä | ae |
| (Ö)([A-ZÄÖÜ]) | OE\2 |
| ([A-ZÄÖÜ])(Ö) | \1OE |
| Ö | Oe |
| ö | oe |
| (Ü)([A-ZÄÖÜ]) | UE\2 |
| ([A-ZÄÖÜ])(Ü) | \1UE |
| Ü | Ue |
| ü | ue |
| É | E |
| È | E |
| Ê | E |
| è | e |
| é | e |
| ê | e |
| Á | A |
| À | A |
| Â | A |
| á | a |
| à | a |
| â | a |
| Ó | O |
| Ò | O |
| Ô | O |
| ó | o |
| ò | o |
| ô | o |
| Í | I |
| Ì | I |
| Î | I |
| í | i |
| ì | i |
| î | i |
| Ú | U |
| Ù | U |

| | |
|---|---|
| Û | U |
| ú | u |
| ù | u |
| û | u |
| " | ' |
| @ | (AT) |

([^-0-9a-zA-Z/\?:\(\)\.,'\+ ]) ?

# 8. Transfer of Securities' Terms and Conditions

Securities' Terms and Conditions (TCs) are to be transferred electronically to the Issuer Platform:

1. by the Transfer Agent in the process of Creating a DGC (see section 3)
2. by the Transfer Agent uploading the TCs via the Issuer Platform Client, menu path: "List FI (ReDa and instructions)/Upload TC/Create", under indicating an Activation Date
3. by the Issuer or Transfer Agent, using the MFT-Service (A2A or U2A) "Submit Terms and Conditions" (see Annex 39.2 (User Registration MFT, Submit Terms and Conditions)
4. by the Information Agent uploading the TCs via the Issuer Platform Client, menu path: "Corporate actions/Upload file for forwarding/Create" selecting the Document Category "TC - Terms and Conditions Upload"

# 9. End of Day Report for the Transfer Agent

The Transfer Agent may subscribe to an End of Day Report. That report contains the Transfer Agent's financial instruments in status Active or Preliminary, held with OeKB CSD as of End of Day, stating the Financial Instrument's ISIN, Short Description, Form Of Representation, Form of Custody, Quantity Code, Face Quantity, Quantity of Security Issued, and End of Day Date. The report is saved in a dedicated MFT folder daily, on the day following a Business Day, at 05:00 am, Vienna local time. The subscription to this MFT Service has to be made using the form provided in Annex 39.



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