



## Annex 6 to the GTC of OeKB CSD

### Guideline Management of Digital and Physical Securities

V 1.3 / Public / 22.05.2023

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# 1. Introduction

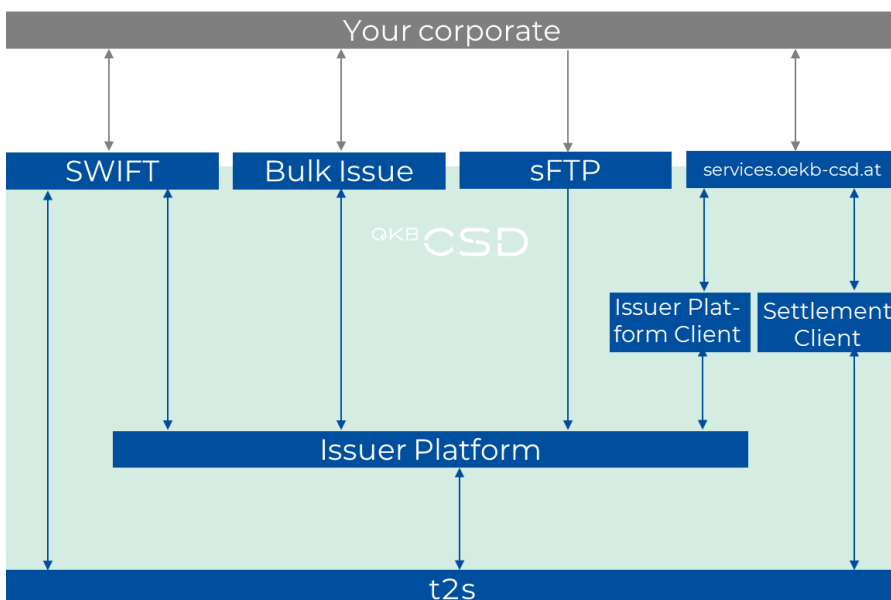
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OeKB CSD uses the IT platform „Issuer Platform“ for providing its function notary service and safekeeping. The „Issuer Platform“ together with the IT platform „Target 2 Securities (T2S)“ constitute OeKB CSD's IT Booking System.

## 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 (sFTP as well as webservice) to efficiently perform the process “Create DGC” for high number of issues
  - sFTP 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



## 1.2 Accessing the Issuer Platform Client

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

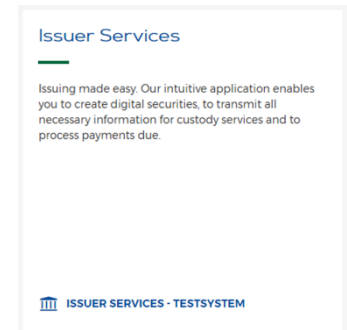
- Two-factor authentication required („LOGIN WITH RSA/SMS TOKEN“)

- 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.taqhipour@oekb-csd.at](mailto:sonja.taqhipour@oekb-csd.at)

### 1.3 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):**

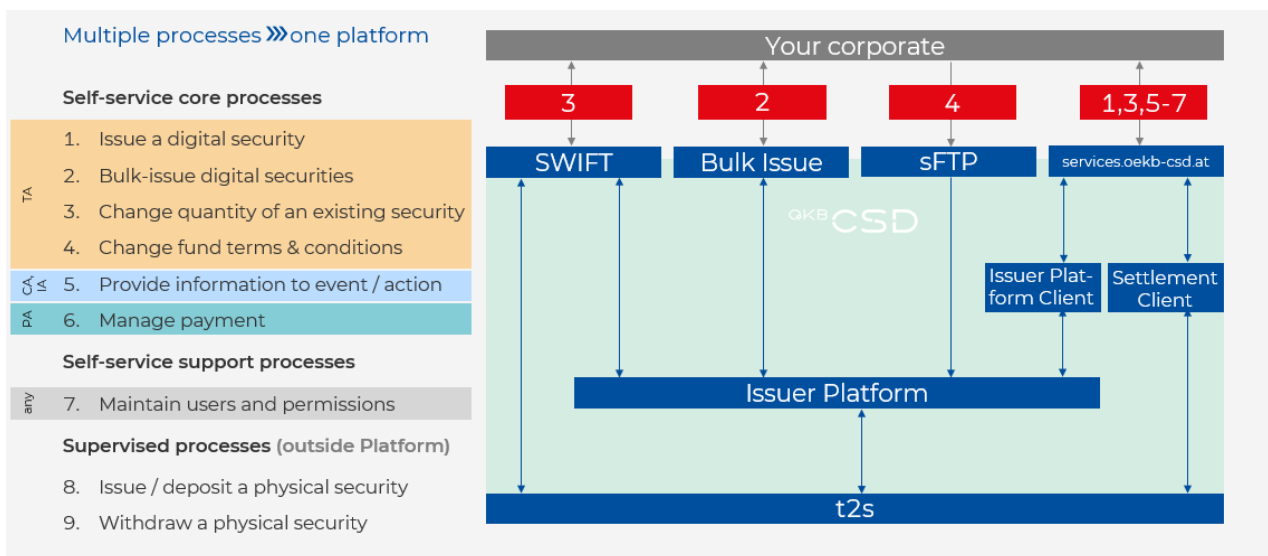
- For each securities category issued which OeKB CSD keeps and administers as Issuer CSD the issuer shall in time designate a holder of the function Corporate Action Agent as soon as the securities category requires that the function as described in section 2.3.4 para. 3 of the GTC be exercised. In case 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.

**1.4 Core business processes**



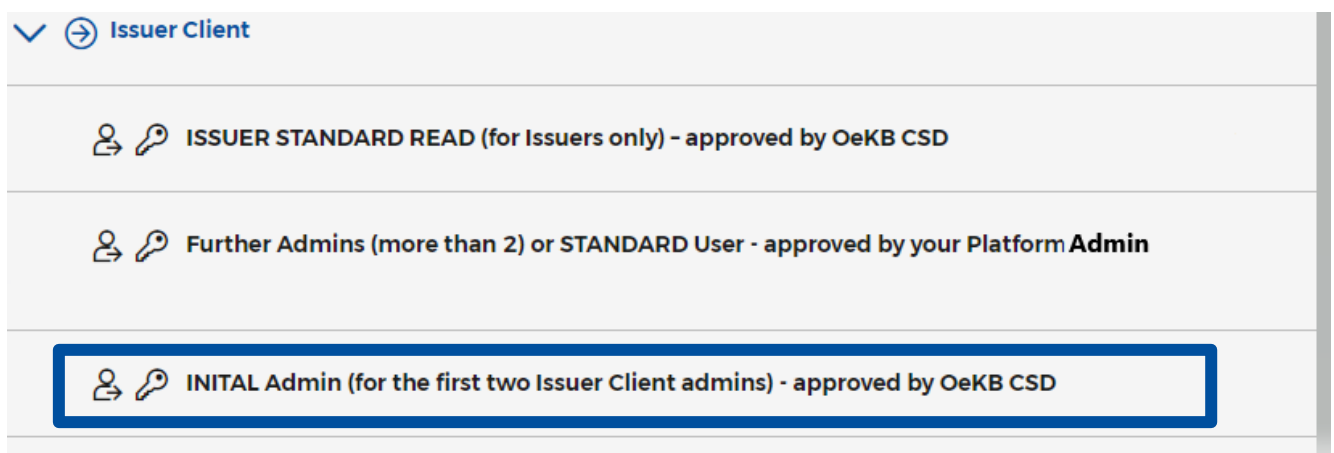
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## 2. First Access to the Issuer Platform and User Creation

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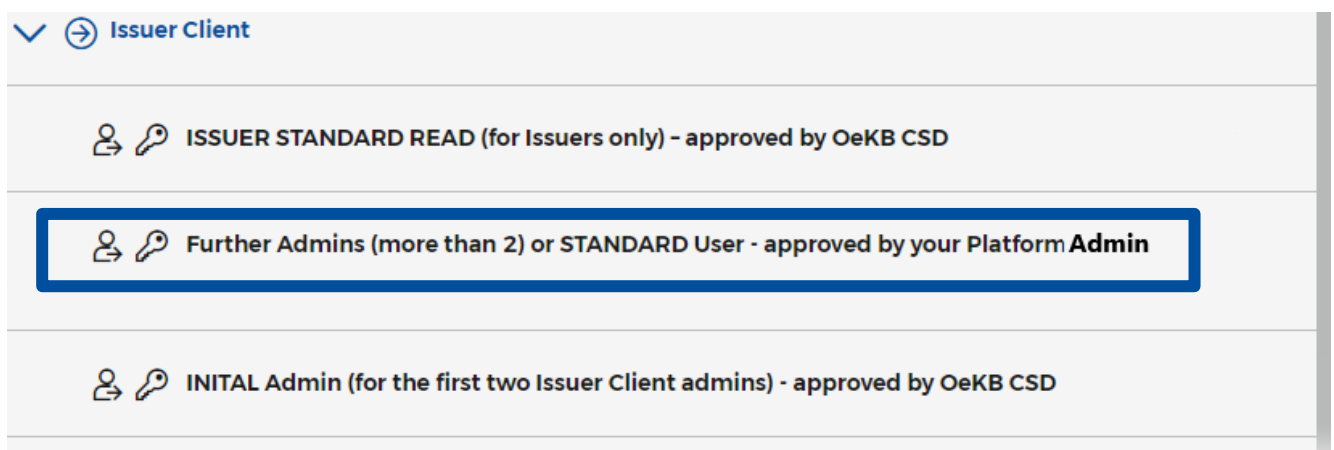
### 2.1 Get an initial ADMIN User for the Issuer Platform

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:



A screenshot of a web interface showing a list of Issuer Client Admin Services. The list is titled "Issuer Client" with a dropdown arrow and a right-pointing arrow icon. There are three items in the list, each with a person and key icon. The first item is "ISSUER STANDARD READ (for Issuers only) - approved by OeKB CSD". The second item is "Further Admins (more than 2) or STANDARD User - approved by your Platform Admin". The third item is "INITAL Admin (for the first two Issuer Client admins) - approved by OeKB CSD", which is highlighted with a blue rectangular border.

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

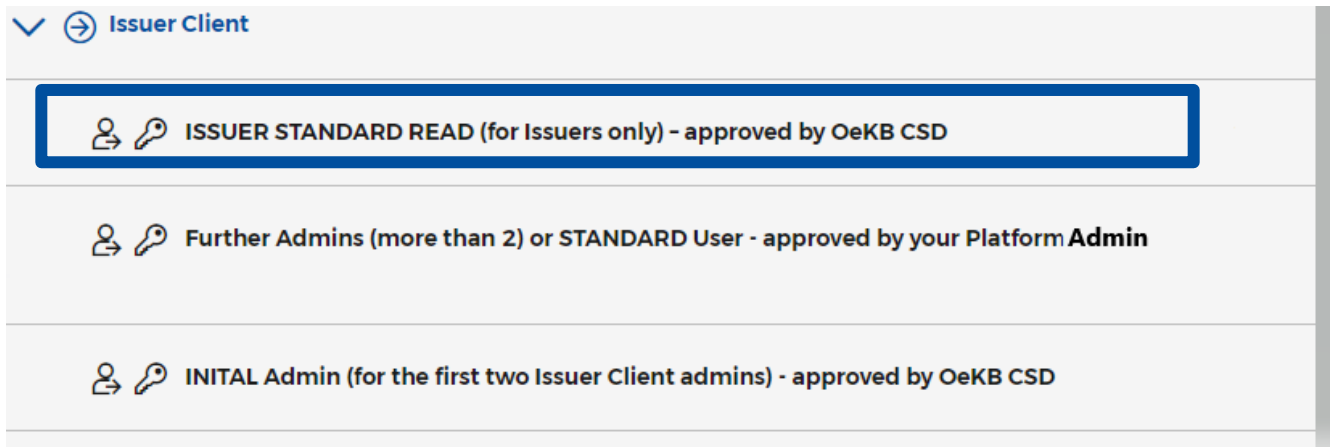


A screenshot of a web interface showing a list of Issuer Client Admin Services. The list is titled "Issuer Client" with a dropdown arrow and a right-pointing arrow icon. There are three items in the list, each with a person and key icon. The first item is "ISSUER STANDARD READ (for Issuers only) - approved by OeKB CSD". The second item is "Further Admins (more than 2) or STANDARD User - approved by your Platform Admin", which is highlighted with a blue rectangular border. The third item is "INITAL Admin (for the first two Issuer Client admins) - approved by OeKB CSD".

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 INITIAL 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".

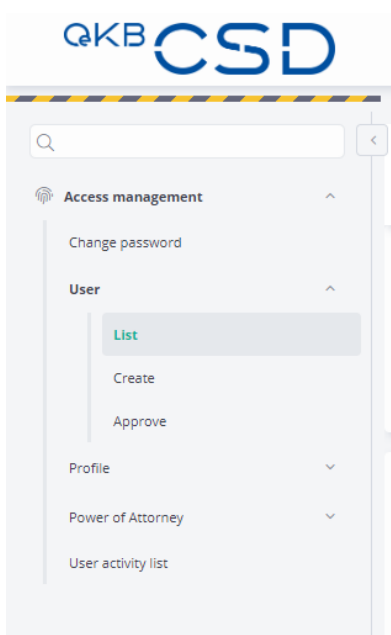
## 2.2 Activate new user

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:

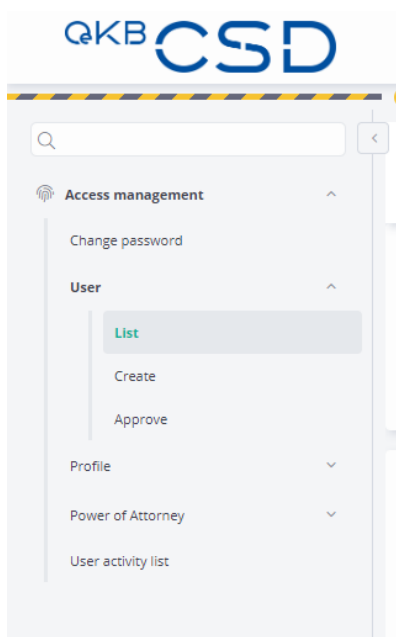
— Approve via the 4-eyes approval

## 2.3 Reset User password

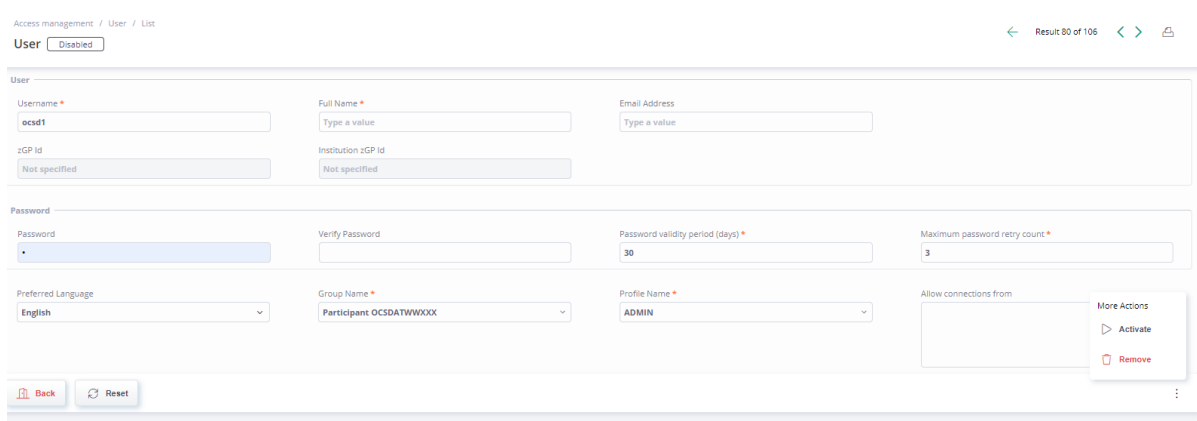
If a user enters the wrong password 3 times (or according to the settings you chose) in a row the user will be disabled and has to be reactivated.

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

The screenshot shows a form for password verification. It includes the following fields and controls:

- Password:** A text input field with a red border.
- Verify Password:** A text input field with a red border.
- Password validity period (days):** A text input field containing the value '90'.
- Maximum password retry count:** A text input field containing the value '3'.
- Preferred Language:** A dropdown menu with 'English' selected.
- Group Name:** A dropdown menu with 'Participant AFFAATWWXXX' selected.
- Profile Name:** A dropdown menu with 'TA\_STANDARD' selected.
- Allow connections from:** A large empty text area.
- Buttons:** 'Back' (with a red border), 'Reset', 'Validate' (with a green checkmark and red border), and 'Modify' (with a green refresh icon and red border).

## 2.4 Create new profiles

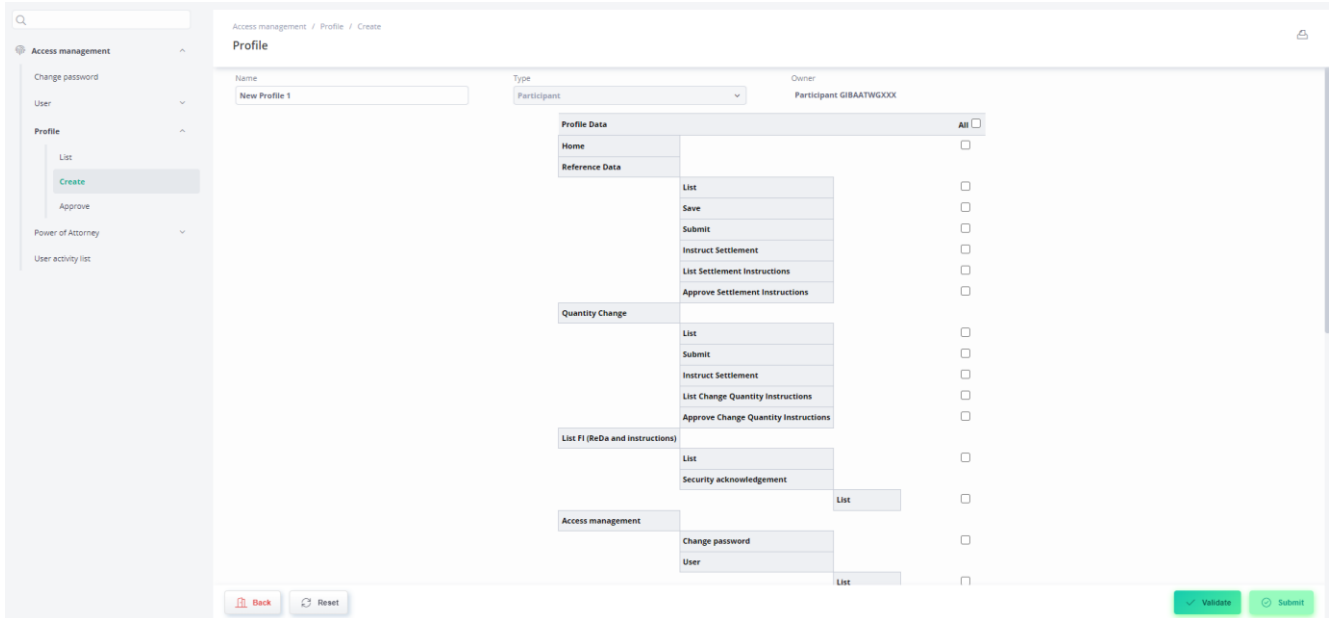
— Navigate to Access Management → Profile → Create

— Choose a name for your new profile:

The screenshot shows the 'Profile Create' page in the QKB CSD system. The page layout includes:

- Header:** QKB CSD logo and 'TEST ENVIRONMENT' indicator.
- Navigation:** A sidebar with 'Access management' and 'Profile' sections. Under 'Profile', the 'Create' option is highlighted.
- Breadcrumbs:** 'Access management / Profile / Create'.
- Form Fields:**
  - Name:** A text input field with a red border containing the placeholder text 'Type a value'.
  - Type:** A dropdown menu with 'Participant' selected.
- Buttons:** 'Reset' and 'Apply' buttons.

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

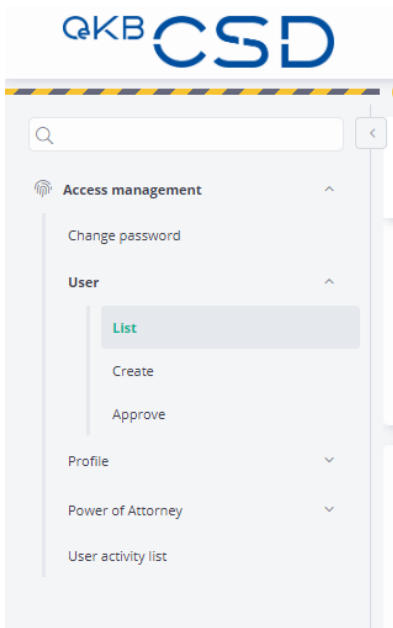


— Validate and Approve

— 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

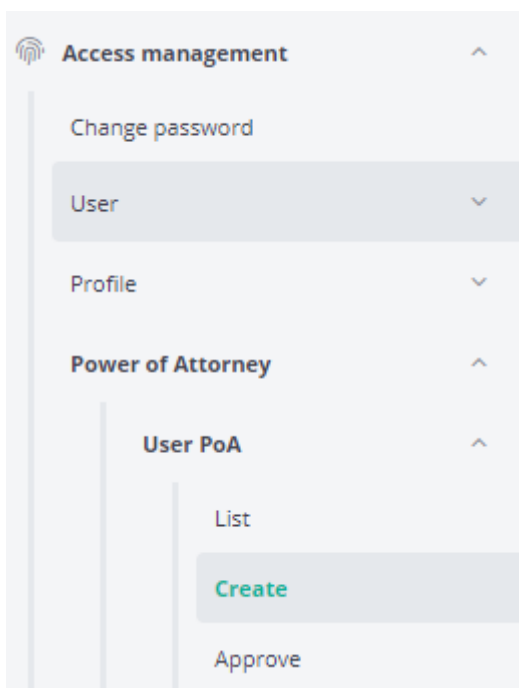
- Change the profile in the field “Profile Name” to the new profile you want to assign:

- 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

Access management / Power of Attorney / User PoA / Create

User PoA

Grantor \*  
Paying Agent OEKOATWXXXX

Granted to \*  
Participant OEKOATWXXXX

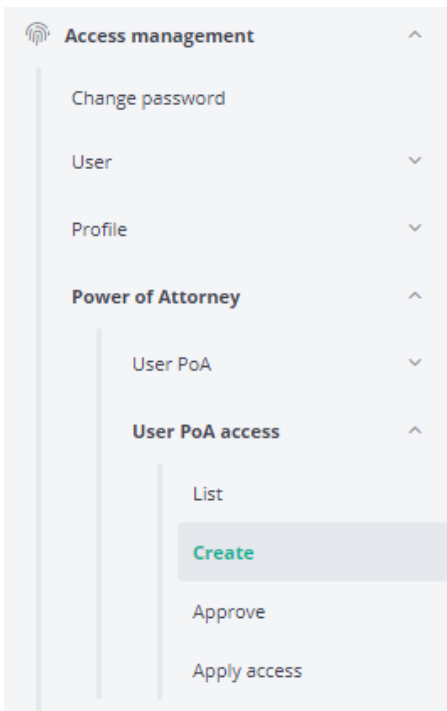
Active period  
Between  and

[Back](#) [Reset](#) [Validate](#) [Submit](#)

“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



Access management / Power of Attorney / User PoA access / Create

User PoA access

Power Of Attorney \*  
Paying Agent RZOOAT2LXXX - Participant RZOOAT2LJO

Granted to User \*  
None

Grantor Profile \*  
None

[Back](#) [Reset](#) [Validate](#) [Submit](#)

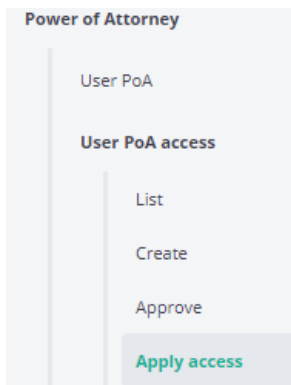
The ADMIN has to select the PoA created under step 1 (e.g. PA to Participant) and can then select the respective user via Dropdown menu (Granted to user). A Grantor profile also has to be selected.

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:



Access management / Power of Attorney / User PoA access / Apply access



### Apply PoA Access

Apply Access to Group

Participant OCSDATWXXXX

Reset Apply

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

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

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Digital global certificates 8DGC9 as defined by the DepotG can be created in the IT system of OeKB CSD (Issuer Platform) 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 by 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):

			Relevant attributes per security type					
Attribute Name	Type	Explanation	Bonds fix	Bonds variable	Zero Bonds	Warrants	Certificates	Mutual Funds
ISIN	Code		predefined	predefined	predefined	predefined	predefined	predefined
Short Name (FISN)	Code		predefined	predefined	predefined	predefined	predefined	predefined
Short Description	Text		predefined	predefined	predefined	predefined	predefined	predefined
Security Long Description	Text		predefined	predefined	predefined	predefined	predefined	predefined
Security Name	Text		optional	optional	optional	optional	optional	optional
CFI code	Code		predefined	predefined	predefined	predefined	predefined	predefined
Issuer	Drop Down		predefined	predefined	predefined	predefined	predefined	predefined
Transfer Agent	Drop Down		predefined	predefined	predefined	predefined	predefined	predefined
Paying Agent	Drop Down		mandatory	mandatory	mandatory	mandatory	mandatory	mandatory
Information Agent	Drop Down		mandatory	mandatory	mandatory	mandatory	mandatory	mandatory
Securities Inspector	Drop Down		optional	optional	optional	optional	optional	optional
Distribution Account	Drop Down	No. of TA's Distribution Account held with and operated by OeKB CSD on T2S	optional	optional	optional	optional	optional	optional
Settlement Account	Drop Down	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
Quantity Code	Drop Down	"Unit" or "Nominal Amount"	mandatory	mandatory	mandatory	mandatory	mandatory	mandatory
Face Value Currency	Drop Down	Currency Codes: "AUD", "BGN", "CAD", "CHF", "CZK", "EUR", "GBP", "HKD", "HRK", "HUF", "JPY", "NOK", "NZD", "PLN", "RON", "RUB", "SEK", "TRY", "USD", "ZAR"	mandatory if Qty. Code "Nominal Amount"	mandatory if Qty. Code "Nominal Amount"	mandatory if Qty. Code "Nominal Amount"	mandatory if Qty. Code "Nominal Amount"	mandatory if Qty. Code "Nominal Amount"	mandatory if Qty. Code "Nominal Amount"
Quantity	Numeric	Face amount of the DGC/PGC (for nominally denoted securities up to 2 decimal places, for unit securities up to 9 decimal places)	mandatory	mandatory	mandatory	mandatory	mandatory	mandatory
Quantity Of Securities Issued	Numeric	Overall quantity	Calculated	Calculated	Calculated	Calculated	Calculated	Calculated
Settlement quantity multiple	Numeric	States the increments in which the security can be traded AFTER reaching the "Settlement Quantity Mimumum"	mandatory	mandatory	mandatory	mandatory	mandatory	mandatory

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
Link To Terms	PDF Upload		mandatory	mandatory	mandatory	mandatory	mandatory	mandatory
Extended Terms	Drop Down	Selection of additional security conditions uploaded via sFTP server. This process is not yet specified. Therefore, the field is currently only a placeholder.	optional	optional	optional	optional	optional	optional
Law Type	Drop Down	"AT" or "DE"	mandatory	mandatory	mandatory	mandatory	mandatory	mandatory
Quantity Increaseable	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
Quantity Cap	Numeric	States the quantity cap for future increases	optional	optional	optional	optional	optional	optional
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
US tax 871m	Yes/No	Mark "Yes" if security is in scope of US tax section 871(m)	default NO	default NO	default NO	default NO	default NO	default NO
Business day convention	Drop Down	The business day convention determines how to proceed when a date which is relevant for the payment or calculation of interest falls on a non business day. > <b>"Following"</b> : The event in question is moved to the immediately following business day. > <b>"Modified Following"</b> : The event in question is moved to the immediately following business day, provided that the latter is not in a different calendar month. Should that be the case, the event will be moved forward to the immediately preceding business day instead. > <b>"Preceding"</b> : The event in question is moved to the immediately preceding business day.	mandatory	mandatory	mandatory	n/a	n/a	n/a
Issue/IPO date	Date		mandatory	mandatory	mandatory	mandatory	mandatory	mandatory
Start of interest period	Date		mandatory	mandatory	n/a	n/a	n/a	n/a
First Coupon Date	Date		mandatory	mandatory	n/a	n/a	n/a	n/a
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; 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
Last Coupon Date	Date		mandatory	mandatory	n/a	n/a	n/a	n/a

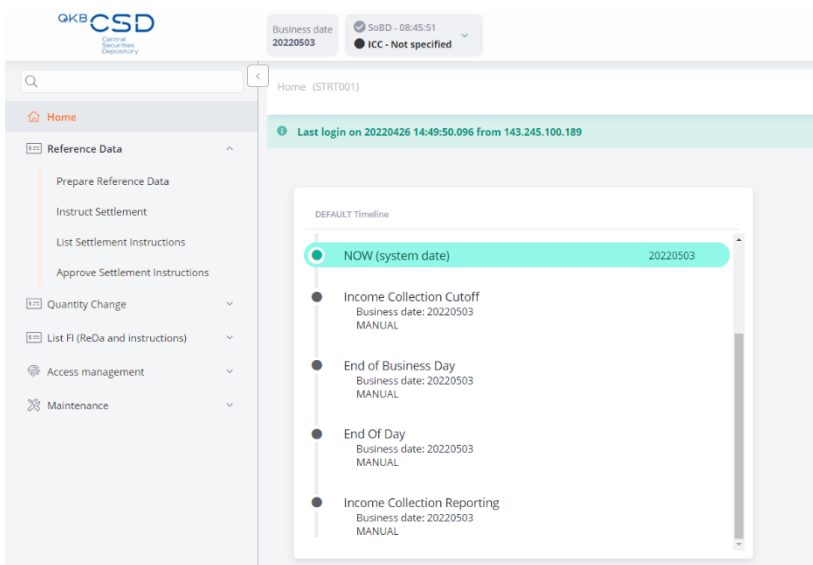
Interest Payment Period Code	Drop Down	"Yearly", "Every 6 Months", "Quarterly", "Monthly", "once at Maturity", "Irregular"	mandatory	mandatory	n/a	n/a	n/a	n/a
Table of Coupon Dates and Coupon Rates	Table	> For information purpose only > Generated by Issuer Platform according to values in "First Coupon Date", "Business Day Convention", "Adjusted", "Interest Payment Period Code", "End of Month Rule", "Last Coupon Date"	n/a	n/a	n/a	n/a	n/a	n/a
Interest Calculation Method	Drop Down	30/360(EU), 30/360(US), ACT/360, ACT/365, ACT/ACT, ACT/365L, ACT/365NL, ACT_364, No Calculation Method, Other	mandatory	mandatory	n/a	n/a	n/a	n/a
Interest Rate	Numeric	Interest Rate up to 9 decimal places	mandatory	n/a	n/a	n/a	n/a	n/a
Bond Type	Drop Down	fixed or variable	mandatory	mandatory	n/a	n/a	n/a	n/a
Irregular coupon type	Drop Down	> "last short": e.g. bond has annual coupon dates and the very last interest period is shorter than one year  > "last long": e.g. bond has annual coupon dates and the very last interest period is longer than one year".	mandatory	mandatory	n/a	n/a	n/a	n/a
Final Redemption Price	Numeric		optional	optional	optional	n/a	n/a	n/a
First Redemption Date	Date	Only relevant if "Partial Redemption Eligibility (PCAL und PRED)" is set to "Yes"	mandatory if "Partial Redemption Eligibility" is set to "Yes"	mandatory if "Partial Redemption Eligibility" is set to "Yes"	mandatory if "Partial Redemption Eligibility" is set to "Yes"			
Redemption Frequency	Code	Only relevant if "Partial Redemption Eligibility" is set to "Yes"  "Yearly", "Every 6 Months", "Quarterly", "Monthly", "once at Maturity", "Irregular"	mandatory if "Partial Redemption Eligibility" is set to "Yes"	mandatory if "Partial Redemption Eligibility" is set to "Yes"	mandatory if "Partial Redemption Eligibility" is set to "Yes"			
Redemption date	Date	States the final redemption date of the security	mandatory	mandatory	n/a	n/a	n/a	n/a
Table of Redemption Dates and Redemption Rates	Table	> for information purpose only > Generated by Issuer Platform according to values in "First Redemption Date", Redemption Frequency", "Final Redemption Price"	n/a	n/a	n/a	n/a	n/a	n/a
Guaranteed	Yes/No	Mark "Yes" if security is guaranteed by a 3rd party	default NO	default NO	default NO	default NO	default NO	default NO

Guarantee document upload	PDF Upload	only relevant if attribute "Guaranteed" was marked "Yes". Underlying guarantee document must be uploaded as PDF for guaranteed securities	optional	optional	optional	n/a	n/a	optional
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
Country of Issuance	Drop Down	Country Code	mandatory	mandatory	mandatory	mandatory	mandatory	mandatory
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
EFIC	Code	> for information purpose only > Security Type Code assigned according to underlying security type: "1000" (Shares), "2000" (Bonds), "2800" (xxx), "3000" (Warrants), "4000" (Certificates), "5000" (Mutual Funds)	predefined	predefined	predefined	predefined	predefined	predefined
Callable	Yes/No	If "Yes" then this security can be called before reaching final maturity by issuer	default NO	default NO	default NO	default NO	default NO	default NO
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
Partial redemption eligible	Yes/No	If "Yes" then the security is eligible for possible future partial redemptions	default NO	default NO	default NO	default NO	default NO	default NO
Security term	Drop Down	States the finite nature of the financial instrument. Possible values are "Finite" or "Infinite" (for infinite annuities, for example).	predefined	predefined	n/a	n/a	n/a	n/a

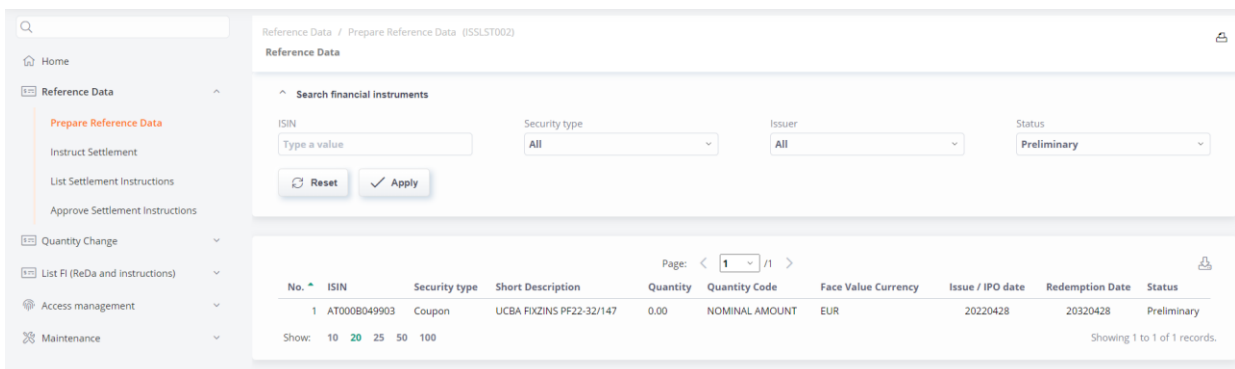
### 3.1 Create DGC via Issuer Platform Client (GUI)

Prerequisite:

- Logged in as User Role Transfer Agent
- Navigate to “Reference Data” → “Prepare Reference Data”:



- Select ISIN in status “Preliminary”:



- Populate mandatory reference data attributes (the visible fields and mandatory fields might vary depending on the Security Type)

Issuance Data:

- **Issuer** → Select issuer of the respective security via the drop down
- **Transfer Agent** → Select your own organization from the drop down
- **Paying Agent** → Select the Paying Agent for the respective security from the drop down

- **Form of Representation** → Select “DGC” from the drop down (PGC and SC cannot be issued via self service via the Issuer Platform)
- **Form of Security** → will be auto populated “Bearer”
- **Form of Custody** → will be auto populated “CCC - Collective Clearing Custody”
- **Law Type** → Select Law Type “AT” from drop down
- **Country of Issuance** → Select Country of Issuance “Austria” from drop down
- **Terms and Conditions** → Upload PDF document via Upload button
- **Settlement Account** → Select respective Account for settlement from drop down

### Volume

- **Volume** → Enter Volume to be issued
- **Quantity Code** → Choose between “Unit” or “Nominal Amount” security
- **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 (only 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

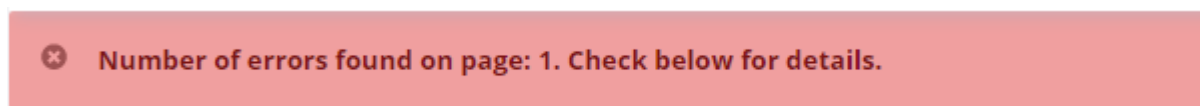


Tenor

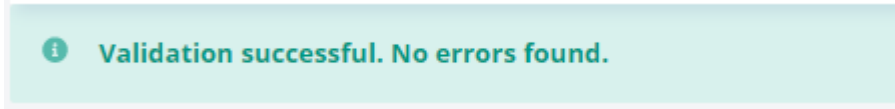
- Redemption Date → Input the redemption date of the security:

- Click on Validate for automated plausibility check:

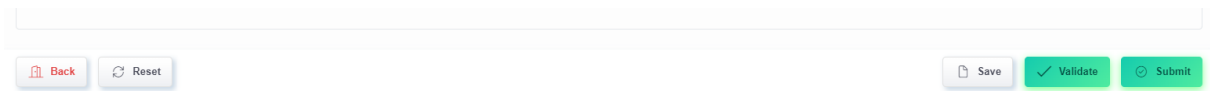
- If validation fails, then check the respective attribute that will be marked with as an error:



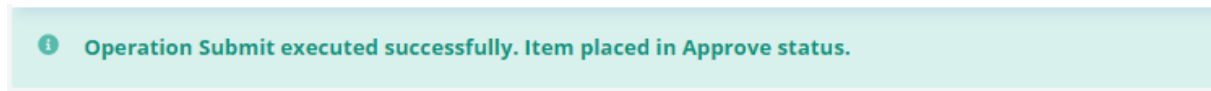
- If validation is successful, then you can proceed to “Submit”:



- Submit for 4-Eyes Approval:



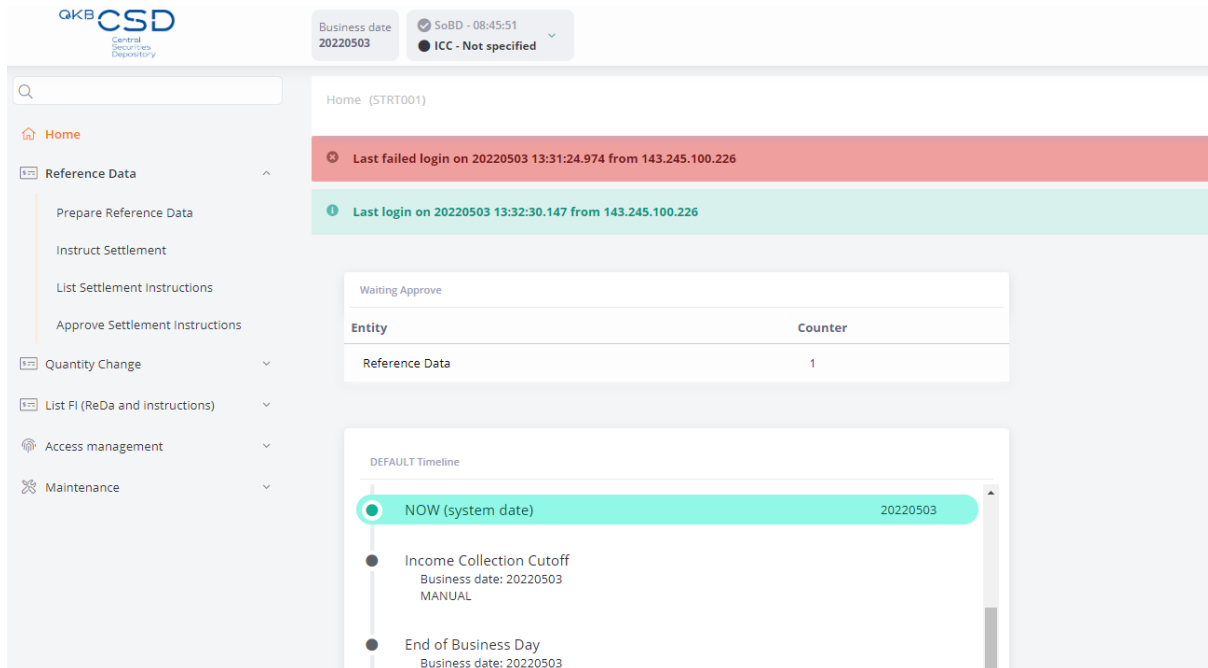
After Submit the ISIN is placed in “Approve” status and must be approved by another User (4-Eyes):



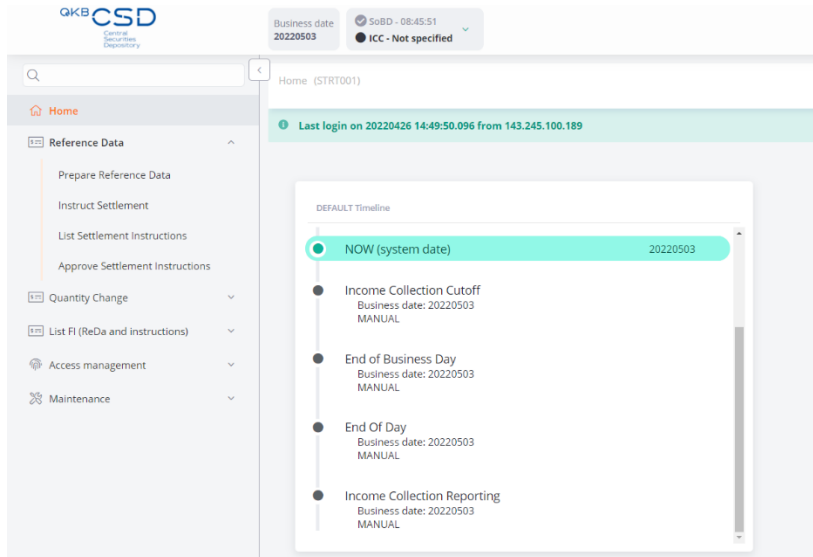
### 3.1.1 Approve Issuance (4-eyes)

Prerequisite:

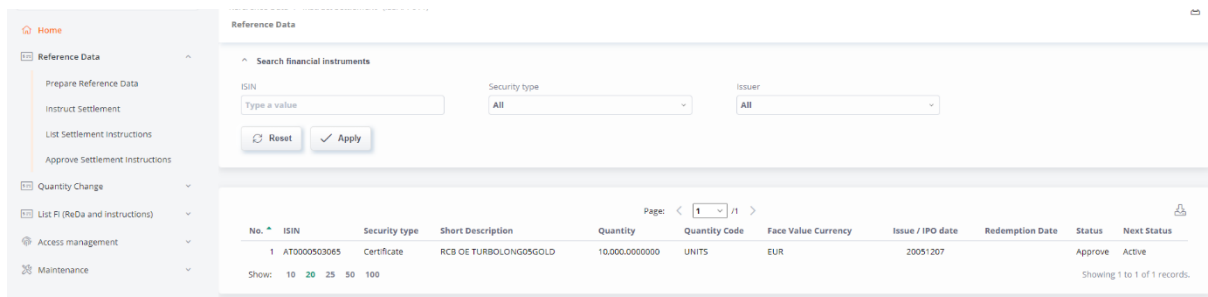
- Logged in as User Role Transfer Agent (different user than the one submitting the issuance)
- Either navigate to approval screen via the alert on the Home Screen:



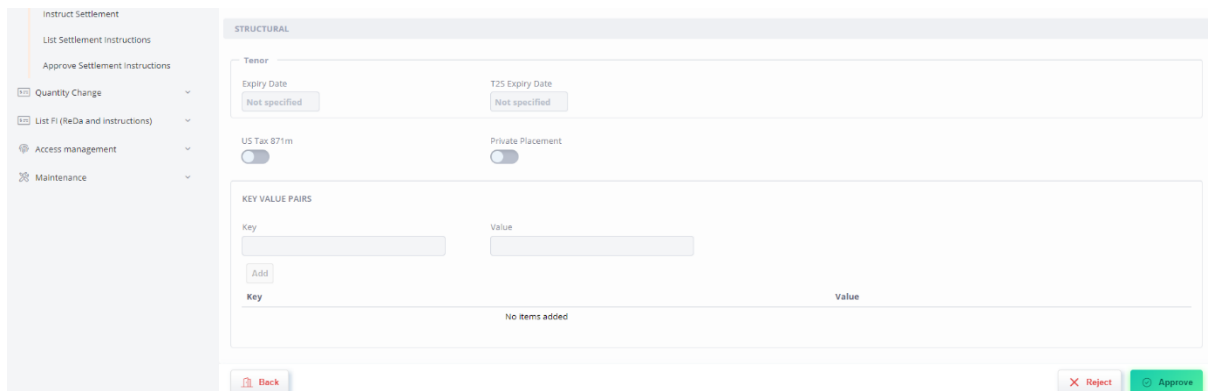
— Or navigate to “Reference Data” → “Approve Settlement Instructions”:



— Choose ISIN that is to be approved:



— Scroll down and 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.

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.

### 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.

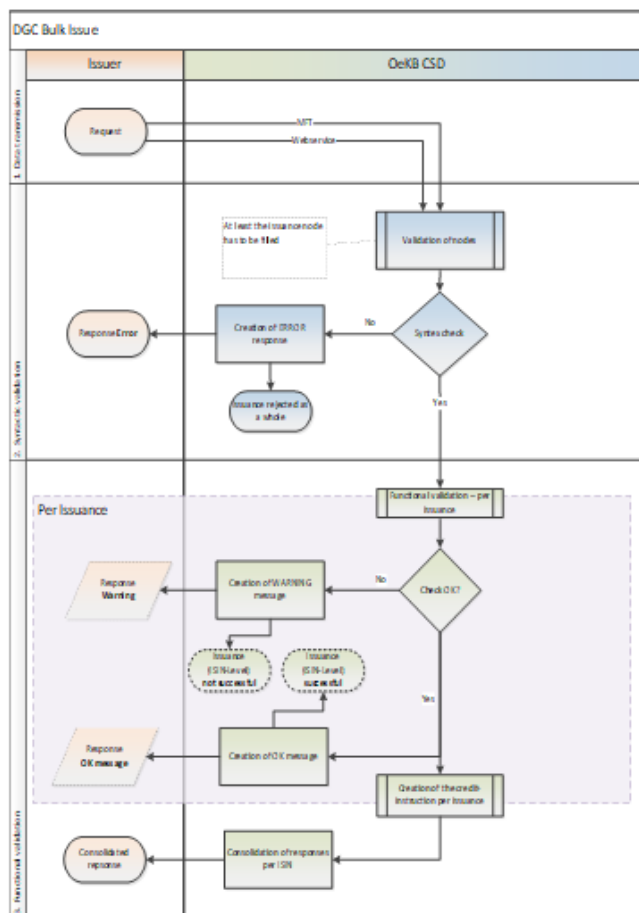
- **ERROR:** the securities issue was rejected for the serious reasons specified in the details. The sender of the request receives an "Error" response. The issue record has not been created in the Issuer Platform. Remediation can be done by sending a corrected request or by creating the record in the 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/v1.2/wertpapierMeldung/wertpapierMeldung.html>

##### 3.2.6.1.2 Response

Scheme description „meldungResponse.xsd“, URL: <http://schemas.oekb.at/meldeservice/xsd-doku/xsd-doku/v1.2/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	<code>meldungResponse/error/errorCode</code>
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.	<code>meldungResponse/error/errorCode</code>

#### 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 respective ISIN is faulty and needs to be repaired/resubmitted	<code>meldungResponse/emission/dtgMeldung/warning/warningCode</code>

#### 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 be repaired and resubmitted.
- ISIN AT2000A2US31 negatively validated.  
The business case has **one** warning node.  
The ISIN must be 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”:

The screenshot shows the QKB CSD Issuer Platform Client interface. The top navigation bar includes the QKB CSD logo, the business date (20220503), and the user's role (SoBD - 08:45:51) and ICC status (Not specified). The left sidebar contains a search bar and a menu with options: Home, Reference Data, Quantity Change (expanded), List FI (ReDa and instructions), Access management, and Maintenance. The 'Quantity Change' menu is expanded, showing 'Submit Quantity Change' as the selected option. The main content area displays a 'Waiting Approve' table with the following data:

Entity	Counter
Reference Data	1

Below the table, there is a 'DEFAULT Timeline' section showing a green bar for 'NOW (system date)' on 20220503 and a black dot for 'Income Collection Cutoff' with a business date of 20220503.

- Select an active ISIN:

The screenshot shows the 'Submit Quantity Change' screen in the QKB CSD Issuer Platform Client. The page title is 'Quantity Change / Submit Quantity Change (ISS:ST002)'. The main content area includes a search for financial instruments with fields for ISIN, Security type, and Issuer. Below the search fields is a table of results:

No.	ISIN	Security type	Short Description	Quantity	Quantity Code	Face Value Currency	Issue / IPO date	Redemption Date	Status
1	AT0000A2XCU2	Mutual Fund	UCBA Fund	1,000,000,000	UNITS	EUR	20220401		Active
2	AT0000A2RVC2	Warrant	ERSTE OE TURBO-05 SH06/21	10,000,000,000	UNITS	EUR	20210609		Active
3	AT0000A2RVB4	Warrant	ERSTE OE TURBO-05 SH06/21	20,000,000,000	UNITS	EUR	20210609		Active (T25 Reda Maintenance Sent)

The table also includes a 'Show:' dropdown menu with options 10, 20, 25, 50, 100 and a 'Showing 1 to 3 of 3 records.' message.

- Scroll down to Section “Volume” and enter the quantity change via the following fields:
  - 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)

Issue / IPO date *	Intended Settlement Date	Settlement Account *	Distribution Account
20220401	yyyymmdd	OCS0222100	-
<b>Volume</b>			
Quantity *	Quantity Code *	Face Value Currency *	Quantity of Security Issued
1,000.0000000	UNITS	EUR	1,000.0000000
Settlement Quantity Minimum *	Settlement Quantity Multiple *	Is Quantity Increaseable	Is Quantity Decreaseable
0.0010000	0.0010000	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Operation Type	Quantity Change	Customer Reference	Quantity Cap *
Increase	1,000.0000000	Not specified	10,000.0000000

- 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 “Reference Data” → “Approve Change Quantity Instructions”:

QKB CSD

Quantity Change / Approve Change Quantity Instructions (INSTAPP021)

Quantity Change

**No instructions available for operation.**

Search instructions

ISIN: Type a value

Issuer: All

Instruction Status: All

Reset Apply

Home

Reference Data

Quantity Change

Submit Quantity Change

Instruct Settlement

List Change Quantity Instructions

**Approve Change Quantity Instructions**

List FI (ReDs and instructions)

Maintenance

— Choose ISIN that is to be approved:

Reference Data

Search financial instruments

ISIN: Type a value | Security type: All | Issuer: All

Reset | Apply

No.	ISIN	Security type	Short Description	Quantity	Quantity Code	Face Value Currency	Issue / IFR data	Redemption Date	Status	Next Status
1	AT0000503005	Certificate	RCB OE TURBOLONGO50GOLD	10,000,000,000	UNITS	EUR	20091207		Approve	Active

Show: 10 20 25 50 100 | Showing 1 to 1 of 1 records.

— Scroll down and click on Approve (or Reject):

STRUCTURAL

Tenor

Expiry Date: Not specified | T25 Expiry Date: Not specified

US Tax 671m:  | Private Placement:

KEY VALUE PAIRS

Key: | Value: | Add

Key: | Value: | No items added

Back | Reject | Approve

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

See Annex 18 to the GTC of OeKB CSD.

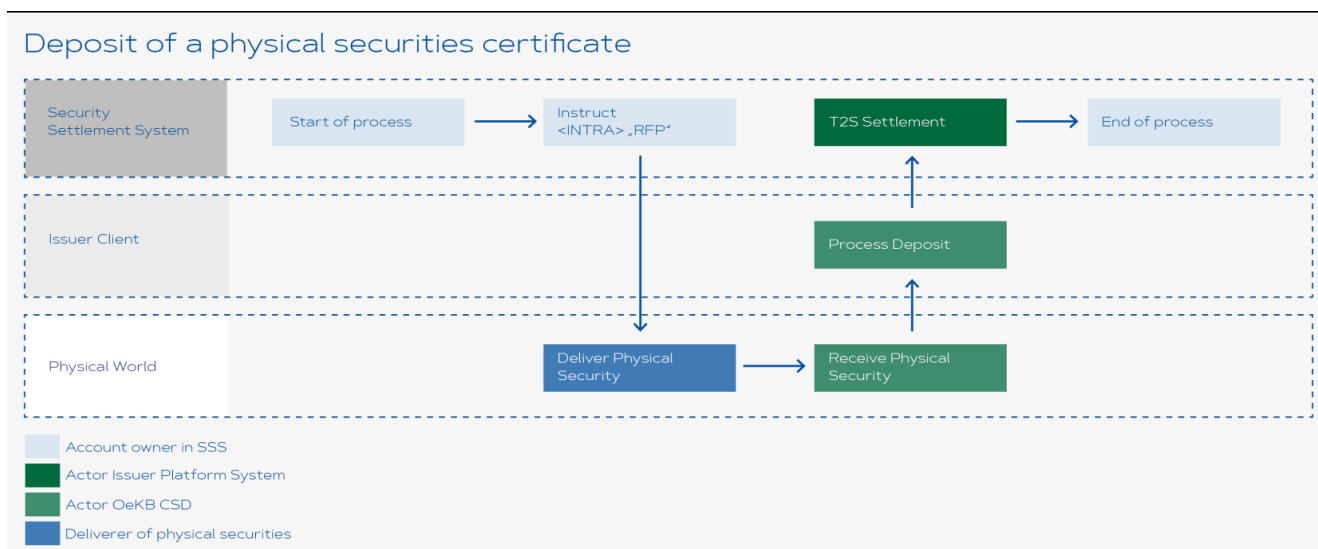
## 5. Physical Securities Certificates and Securities Conditions

### 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
  - to the credit of its securities account and to the debit of technical account no. OCSD232100 to order.
- 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 auf PGC angeführt	
	Securities increasable/decreasable	Securities not increasable/decreasable
<b>Paying Agent</b>	X	X
<b>Transfer Agent</b>	X	
<b>Information Agent</b>	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")

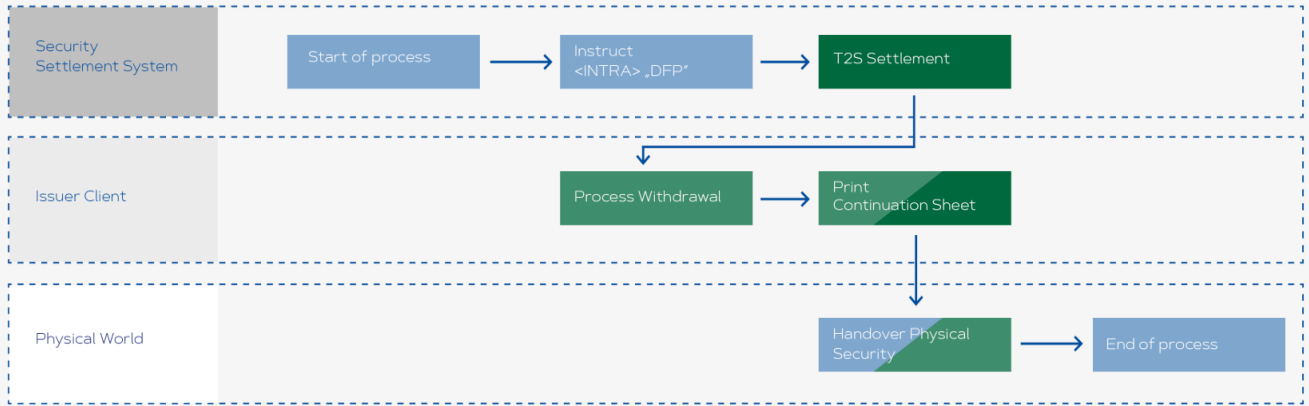


## 5.2 Withdraw of a Physical Securities Certificates and Securities Conditions (section 2.11 of the GTC)

- 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 RFP
  - to the debit of technical account no. OCSD264900
- The Intended Settlement Date of the instruction shall be the second T2S Opening Day after the receipt of the certificate by OeKB CSD.
- 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 effected 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



■ Actor Security Owner   
 ■ Actor Issuer Platform System   
 ■ Actor OeKB CSD

## 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":

Income collection / List

Income collection

Search income collection

ISIN: Type a value  
Corporate Action Type: -  
Status: All  
Processing Status: All

Issuer: All  
Ex Date: Exactly  
Record Date: Exactly  
Payment Date: Exactly

Corporate Action Reference: Type a value

Reset Apply

No.	ISIN	Corporate Action Reference	Corporate Action Type	Amount to be collected	Currency	Paying Agent	Paying Agent Account	Ex Date	Record Date	Payment Date	Commission	Status	Processing Status
1	AT0000A19288	AT0000A192880001	Cash Dividend	141.90	EUR	GIBAATWXXX	CATEURGIBAATWXXXPROD	20220819		20220819	Yes	Active	Unperformed
2	AT0000A22971	AT0000A229710001	Full Call/Early Redemption	1,000.00	EUR	GIBAATWXXX	CATEURGIBAATWXXXPROD	20220819	20220818	20220819	Yes	Active	Unperformed

Showing 1 to 2 of 2 records.

- Select an Active ISIN:

Income collection / List

Income collection

Search income collection

ISIN: Type a value  
Corporate Action Type: -  
Status: All  
Processing Status: All

Issuer: All  
Ex Date: Exactly  
Record Date: Exactly  
Payment Date: Exactly

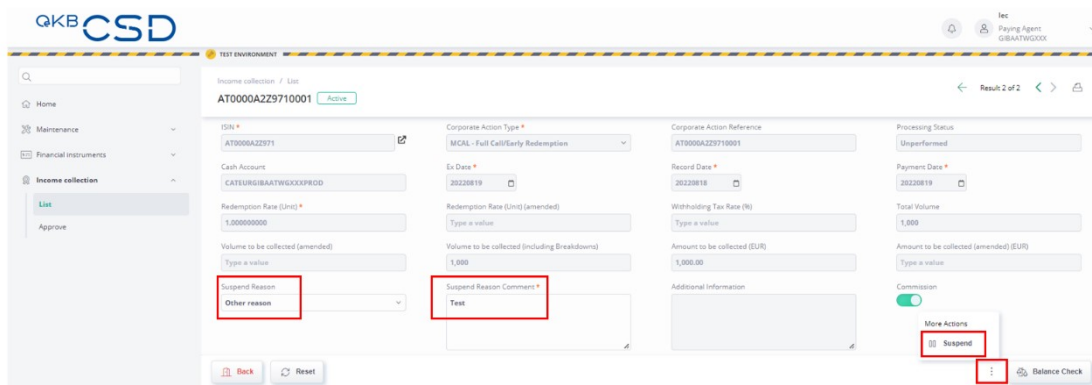
Corporate Action Reference: Type a value

Reset Apply

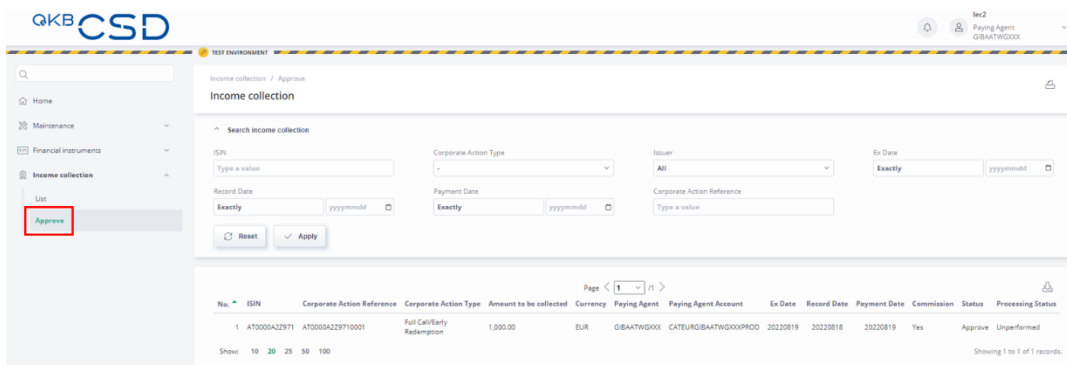
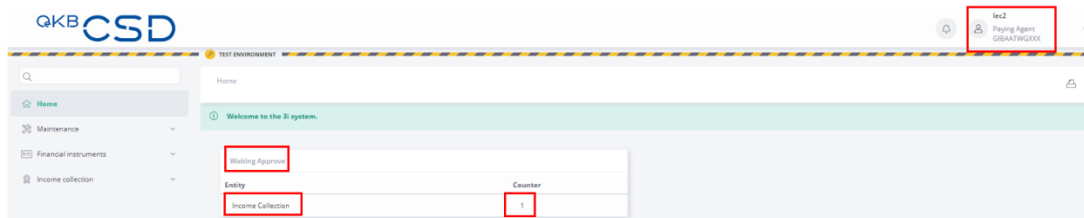
No.	ISIN	Corporate Action Reference	Corporate Action Type	Amount to be collected	Currency	Paying Agent	Paying Agent Account	Ex Date	Record Date	Payment Date	Commission	Status	Processing Status
1	AT0000A19288	AT0000A192880001	Cash Dividend	141.90	EUR	GIBAATWXXX	CATEURGIBAATWXXXPROD	20220819		20220819	Yes	Active	Unperformed
2	AT0000A22971	AT0000A229710001	Full Call/Early Redemption	1,000.00	EUR	GIBAATWXXX	CATEURGIBAATWXXXPROD	20220819	20220818	20220819	Yes	Active	Unperformed

Showing 1 to 2 of 2 records.

- 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":

Income collection / Approve  
AT000A2Z9710001

Please review the information before submitting

ISIN *	Corporate Action Type *	Corporate Action Reference	Processing Status
AT000A2Z971	MCAL - Full Call/Early Redemption	AT000A2Z9710001	Unperformed
Cash Account	Ex Date *	Record Date *	Payment Date *
CATEURGIBAAATWXXXXPRDD	20220819	20220819	20220819
Redemption Rate (Unit) *	Redemption Rate (Unit) (amended)	Withholding Tax Rate (K)	Total Volume
1,000000000	Not specified	Not specified	1,000
Volume to be collected (amended)	Volume to be collected (including Breakdowns)	Amount to be collected (EUR)	Amount to be collected (amended) (EUR)
Not specified	1,000	1,000.00	Not specified
Suspend Reason	Suspend Reason Comment *	Additional Information	Commission
Other reason	Test		Commission <input checked="" type="checkbox"/>

Back Reject Approve

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

Income collection / List

Search income collection

No. *	ISIN	Corporate Action Reference	Corporate Action Type	Amount to be collected	Currency	Paying Agent	Paying Agent Account	Ex Date	Record Date	Payment Date	Commission	Status	Processing Status
1	AT000A19208	AT000A19288001	Cash Dividend	141.90	EUR	GIBAAATW00XX	CATEURGIBAAATWXXXXPRDD	20220819	20220819	20220819	Yes	Active	Unperformed
2	AT000A2Z971	AT000A2Z9710001	Full Call/Early Redemption	1,000.00	EUR	GIBAAATW00XX	CATEURGIBAAATWXXXXPRDD	20220819	20220819	20220819	Yes	Suspended	Unperformed

Showing 1 to 2 of 2 records.

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

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

Income collection / List

Income collection

Search income collection

ISIN: Type a value  
 Corporate Action Type: -  
 Status: All  
 Processing Status: All

Issuer: All  
 Ex Date: Exactly  
 Record Date: Exactly  
 Payment Date: Exactly

Corporate Action Reference: Type a value

Reset Apply

No.	ISIN	Corporate Action Reference	Corporate Action Type	Amount to be collected	Currency	Paying Agent	Paying Agent Account	Ex Date	Record Date	Payment Date	Commission	Status	Processing Status
1	AT0000A19288	AT0000A192880001	Cash Dividend	141.90	EUR	GIBAATWXXX	CATEURGIBAATWXXXPROD	20220819	20220819	20220819	Yes	Active	Unperformed
2	AT0000A2Z971	AT0000A2Z9710001	Full Call/Early Redemption	1,000.00	EUR	GIBAATWXXX	CATEURGIBAATWXXXPROD	20220819	20220818	20220819	Yes	Suspended	Unperformed

Show: 10 20 25 50 100

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

Income collection / List

AT0000A2Z971 | Suspended

ISIN: AT0000A2Z971  
 Corporate Action Type: MGAL - Full Call/Early Redemption  
 Corporate Action Reference: AT0000A2Z9710001  
 Processing Status: Unperformed

Cash Account: CATEURGIBAATWXXXPROD  
 Ex Date: 20220819  
 Record Date: 20220818  
 Payment Date: 20220819

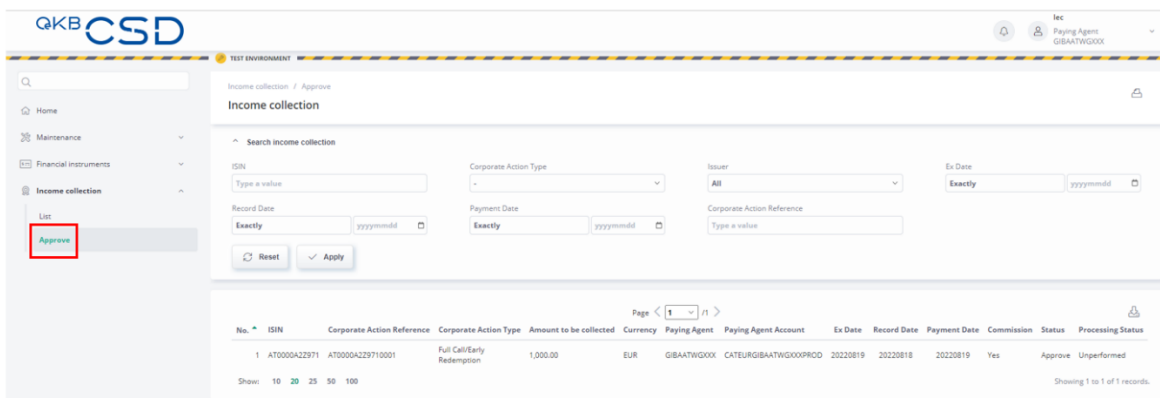
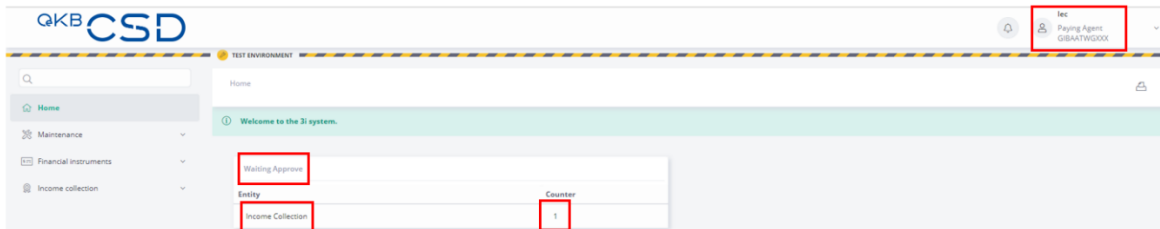
Redemption Rate (Unit): 1,00000000  
 Redemption Rate (Unit) (amended):  
 Withholding Tax Rate (%):  
 Total Volume: 1,000

Volume to be collected (amended):  
 Volume to be collected (including Breakdowns):  
 Amount to be collected (EUR): 1,000.00  
 Amount to be collected (amended) (EUR):

Suspend Reason: Other reason  
 Suspend Reason Comment: Test  
 Additional Information:  
 Commission:

More Actions  
 Activate

— 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":

Income collection / Approve  
AT0000A2Z9710001 [Approve] [Active]

Please review the information before submitting

ISIN AT0000A2Z971	Corporate Action Type MCAL - Full Call/Early Redemption	Corporate Action Reference AT0000A2Z9710001	Processing Status Unperformed
Cash Account CATEURGIBAATWGXXXPROD	Ex Date 20220819	Record Date 20220819	Payment Date 20220819
Redemption Rate (Unit) 1,000000000	Redemption Rate (Unit) (amended) Not specified	Withholding Tax Rate (R) Not specified	Total Volume 1,000
Volume to be collected (amended) Not specified	Volume to be collected (including Breakdowns) 1,000	Amount to be collected (EUR) 1,000.00	Amount to be collected (amended) (EUR) Not specified
Suspend Reason Other reasons	Suspend Reason Comment Test	Additional Information	Commission <input checked="" type="checkbox"/>

[Back] [Reject] [Approve]

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

Income collection / List

Search income collection

ISIN: Type a value | Corporate Action Type: | Status: All | Processing Status: All

Issuer: All | Ex Date: Exactly | Record Date: Exactly | Payment Date: 20220819

Corporate Action Reference: Type a value

[Reset] [Apply]

No.	ISIN	Corporate Action Reference	Corporate Action Type	Amount to be collected	Currency	Paying Agent	Paying Agent Account	Ex Date	Record Date	Payment Date	Commission	Status	Processing Status
1	AT0000A19288	AT0000A192880001	Cash Dividend	141.90	EUR	GBAATWGXXX	CATEURGIBAATWGXXXPROD	20220819			Yes	Active	Unperformed
2	AT0000A2Z971	AT0000A2Z9710001	Full Call/Early Redemption	1,000.00	EUR	GBAATWGXXX	CATEURGIBAATWGXXXPROD	20220819	20220819	20220819	Yes	Active	Unperformed

Showing 1 to 2 of 2 records.

## 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 CTG)

### 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))

Type of Information required		Instrument type			Function Holder	communication methods (GTC sections 2.3.3. (5); 2.3.4. (4); 2.3.5. (4); 2.3.6. (4))				
Event ID	Event name	Debt instruments	Equities	Investment Funds		Issuer Platform Client		SWIFT 15022 (see Annex 18)	SWIFT 20022 (see Annex 18)	E-Mail
						Online	Upload			
BIDS	Repurchase Offer/Issuer Bid/Reverse Rights	Y	Y	Y	IA		Y			Y
BMET	Bond Holder Meeting	Y			IA		Y			Y
BONU	Bonus Issue/Capitalisation Issue		Y	Y	IA		Y			Y
CAPD	Capital Distribution		Y	Y	IA		Y			Y
CAPG	Capital Gains Distribution		Y	Y	IA		Y			Y



CHAN	Change (regarding Security Long Description)	Y	Y	Y	IA		Y			Y
CONV	Conversion	Y	Y	Y	IA		Y			Y
DECR	Decrease In Value		Y	Y	IA		Y			Y
DRIP	Dividend Reinvestment		Y	Y	IA		Y			Y
DSCL	Disclosure	Y	Y	Y	DA				Y	
DTCH	Dutch Auction	Y	Y	Y	IA		Y			Y
DVCA	Cash Dividend		Y	Y	IA*	Y				Y
DVOP	Dividend Option		Y	Y	IA		Y			Y
DVSC	Scrip Dividend/Payment		Y		IA		Y			Y
DVSE	Stock Dividend		Y	Y	IA		Y			Y
EXOF	Exchange	Y	Y	Y	IA		Y			Y
EXRI	Call on Intermediate Securities		Y	Y	IA		Y			Y
EXTM	Maturity Extension	Y			IA		Y			Y
EXWA	Warrant Exercise		Y	Y	IA		Y			Y (CSV)**
GMET	General Meeting		Y	Y	GA				Y	
INCR	Increase in Value	Y	Y		IA		Y			Y
INFO	Information	Y		Y	IA		Y			Y
INTR	Interest Payment	Y		Y	IA		Y			Y
LIQU	Liquidation Payment	Y	Y	Y	IA*		Y			Y
MCAL	Full Call/Early Redemption	Y		Y	IA		Y			Y (CSV)***
MRGR	Merger		Y	Y	IA		Y			Y
ODLT	Odd Lot Sale/Purchase		Y		IA		Y			Y
OTHR	Other Event	Y	Y	Y	IA		Y			Y
PARI	Pari-Passu	Y	Y	Y	IA		Y			Y
PCAL	Partial Redemption Without Pool Factor Reduction (only in case of issuer exercising the option)	Y			IA	Y				Y

PRED	Partial Redemption With Pool Factor Reduction (only in case of issuer exercising the option)	Y			IA	Y				Y
PRIO	Priority Issue		Y	Y	IA		Y			Y
REDM	Final Maturity	Y		Y	IA		Y			Y (CSV)****
RHDI	Intermediate Securities Distribution	Y	Y	Y	IA		Y			Y
SHPR	Shares Premium Dividend		Y	Y	IA	Y				Y
SOFF	Spin-Off		Y	Y	IA		Y			Y
SPLF	Stock Split/Change in Nominal Value/Subdivision		Y	Y	IA		Y			Y
SPLR	Reverse Stock Split/Change in Nominal Value		Y	Y	IA		Y			Y
TEND	Tender/Acquisition/Takeover/ Purchase Offer	Y	Y	Y	IA		Y			Y
WRTH	Worthless	Y	Y	Y	IA		Y			Y (CSV)*****
XMET	Extraordinary Meeting		Y	Y	GA				Y	
	Information regarding a specific corporate event, in case a Corporate Action Agent has been designated	Y	Y	Y	CA		Y			Y

**Legend:**

**IA\*** Unless the information is communicated to OeKB CSD by OeKB AG within the framework of its system for the transmission and forwarding of investment fund measures or by OeKB AG in the context of the transmission of data (concerns information on investment fund distributions and capital repayments with write-offs)

**Y (CSV)\*\*** Knocked out Warrants (see [CSV Template for Warrants and Certificates](#))

**Y (CSV)\*\*\*** Early payments of Certificates (see [CSV Template for Warrants and Certificates](#))

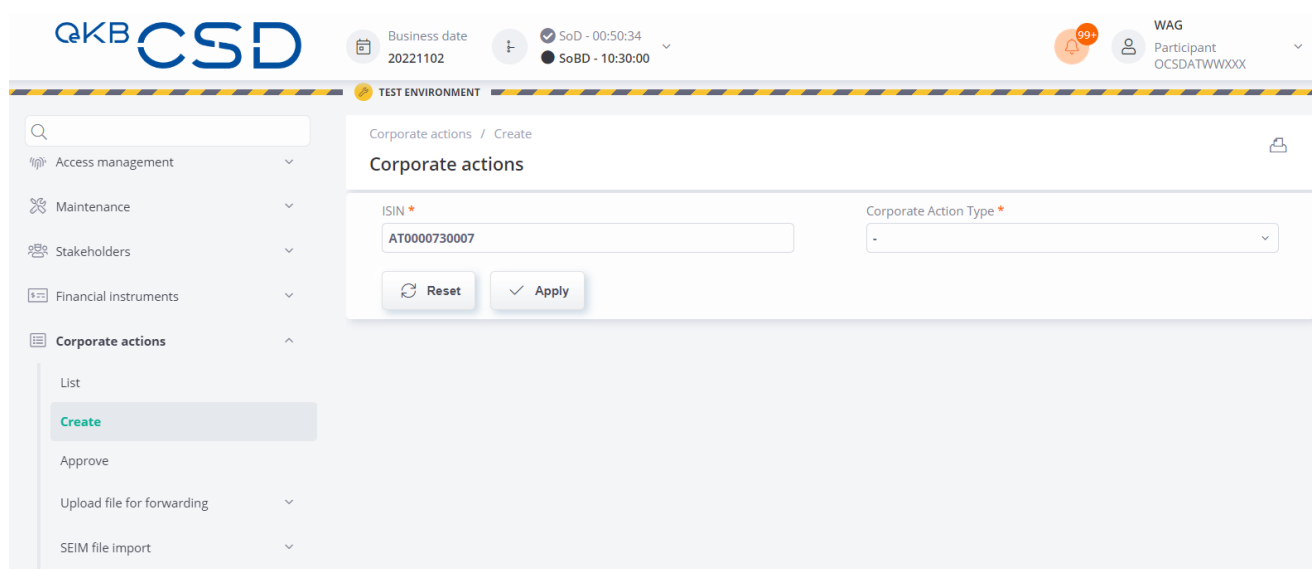
**Y (CSV)\*\*\*\*** Final payments of Certificates and Cash or Share Bonds (see [CSV Template for Cash or Share Bonds](#))

**Y (CSV)\*\*\*\*\*** Zero payment of Certificates (see [CSV Template for Warrants and Certificates](#))

## 7.2 Provide event data via Issuer Platform Client (GUI) online

The Information Agent and the Corporate Action Agent can submit event information via the Issuer Platform Client (browser-based user interface):

- Shares:
  - DVCA
  - SHPR
- Bonds:
  - PCAL (only in case of issuer exercising the option)
  - PRED (only in case of issuer exercising the option)
- Follow the menu path: Corporate Actions → Create:



The screenshot displays the QeKB CSD Issuer Platform Client GUI. The top navigation bar includes the QeKB CSD logo, a calendar icon for 'Business date' (20221102), a clock icon for 'SoD - 00:50:34' and 'SoBD - 10:30:00', a notification bell with '99+', and a user profile for 'WAG Participant OCSDATWWXXX'. Below the navigation bar is a 'TEST ENVIRONMENT' banner. The main content area is titled 'Corporate actions / Create' and 'Corporate actions'. It features a search bar, a left-hand menu with options like 'Access management', 'Maintenance', 'Stakeholders', 'Financial instruments', and 'Corporate actions' (expanded to show 'List', 'Create', 'Approve', 'Upload file for forwarding', and 'SEIM file import'). The 'Create' form contains an 'ISIN' field with the value 'AT0000730007' and a 'Corporate Action Type' dropdown menu. Below the form are 'Reset' and 'Apply' buttons.

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

- In the next screen enter the relevant income payment event data / corporate action data and click “Validate”:

Q&KB CSD

Business date: 20221102

SoD - 00:50:34

SoBD - 10:30:00

WAG Participant OCSDATWXXX

TEST ENVIRONMENT

Corporate actions / Create

Corporate actions

Processing Status: Unperformed

Corporate Action Type: Cash Dividend

Corporate Action Event Indicator: DVCA

Record Date: 20221103

Payment Date: 20221104

Withholding Tax Rate: 27.500000000

ISIN: AT0000730007

Category: Cash Distribution

CORP: AT00007300070002

Ex Date: 20221102

Gross dividend amount per share (EUR): 1.12000000

Shareholders Rights Directive Indicator: True

Back Reset Validate Submit

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

### 7.3 Provide event data via Issuer Platform Client upload CSV

The following CA types can be submitted in bulk via a CSV upload (please see table and mind legends in 7.1):

- REDM
- EXWA
- MCAL
- WRTH

— Follow the menu path: Corporate Actions → SEIM file import:

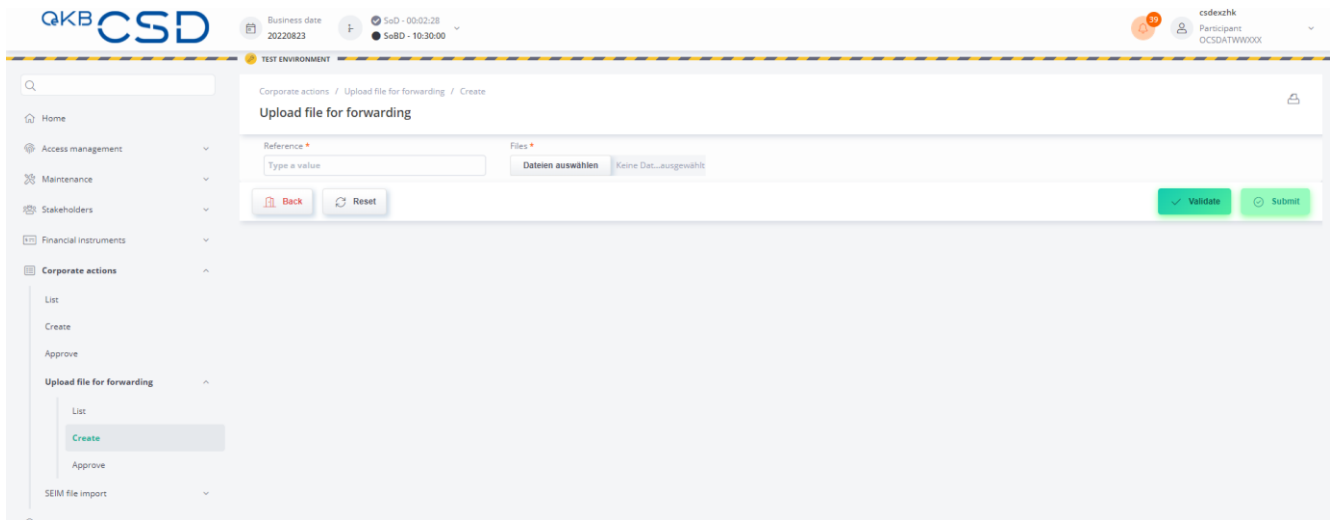
The screenshot shows the QeKB CSD user interface. At the top, there is a header with the QeKB CSD logo, a business date of 20220823, and system status indicators for SoD (00:02:28) and SoBD (10:30:00). Below the header, a yellow and black striped bar indicates a 'TEST ENVIRONMENT'. The left sidebar contains a navigation menu with categories like Home, Access management, Maintenance, Stakeholders, Financial instruments, Corporate actions, Income collection, and Settlement. Under 'Corporate actions', the 'SEIM file import' sub-menu is expanded, showing 'List', 'Import' (highlighted), and 'Approve'. The main content area shows the 'SEIM file import' page with a breadcrumb trail 'Corporate actions / SEIM file import / Import'. It features a 'Datei auswählen' button, a status message 'Keine Datei ausgewählt', and an 'Import' button.

- Choose the CSV file to be uploaded and click “Import”.
- After successful import approval according to 4-eyes principle.
- The file is uploaded to the Issuer platform and processed accordingly.

## 7.4 Provide event data via Issuer Platform Client upload file

For any other CA event types the function “Upload file for forwarding” can be used (please see table in 7.1).

— Follow the menu path: Corporate Actions → Upload file for forwarding:



— Input a reference (respective ISIN) and choose the file to be forwarded to the Asset Servicing department of the OeKB CSD.

— Click validate and submit to release the upload for 4-eyes approval.



