OeKB CSD GmbH

QeKB CSD

Annex 22 to the GTC of
OeKB CSD
User Manual Asset
Servicing Client

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Inhaltsverzeichnis

1. Document Versions and History of Changes

Version	Date	Chapter	Changes
1.0	29.07.2015		
1.1	21.06.2018		Online-Client Enhancement of "Mandatory C/A", "Info-Events" and "Meetings"
			In concrete following Events are available additionally to the existing income events on the Online Client:
			▪ CHAN
			▪ LIQU
			▪ SPLF
			▪ SPLR
			▪ RHDI
			▪ BIDS MAND
			▪ TEND MAND
			▪ EXOF MAND
			▪ MRGR MAND
			▪ BONU MAND
			▪ INFO
			▪ DFLT
			▪ DVSC
			▪ PARI
			▪ CONV MAND
			▪ MEET
			▪ OMET
			▪ XMET
			▪ BMET
1.2	04.09.2020		▪ Revision of the screens
			▪ Repositioning of some fields
			▪ New Event Types MandatoryWithChoice und Voluntary Events
			▪ New Instruction Types for CHOS and VOLU Events

Version	Date	Chapter	Changes
			▪ New Cancel Request for Instructions
1.3	28.06.2021		▪ Breakdown and C/A Instruction: No 4-eyes principle for reject is necessary

2.   About the Manual

The manual describes the Asset Servicing Client of OeKB CSD for use in the daily work processes. You will learn how to work with the user interface, which inputs and activities in the Asset Servicing Client produce the desired results, and which general or special functions are available for the effective settlement of Corporate Actions (incl. Income and Redemption).

2.1   Structure of the Asset Servicing Client User Manual

The following overview outlines the individual chapters of the Asset Servicing Client user manual and their contents. The third column of the table describes the main benefit from the chapter for the intended user group in the last column.

	Chapter	Content	User Benefit	User Group
Introduction	**About the Manual**	Presentation of the Asset Servicing Client and of the user manual	Users will learn how to get started with the Asset Servicing Client and become familiar with the Asset Servicing Client user manual.	Users working with the Asset Servicing Client for the first time.
	The Asset Servicing Client	Structure of the Asset Servicing Client user interface and overview of the user interface's elements	Users will find support when learning how to use the Asset Servicing Client and find out about the structure of the Asset Servicing Client's user interface and all elements used on the interface.	Users working with the Asset Servicing Client for the first time. Users looking for an overview of GUI elements and how to use them.
Events	**Search Event**	Search events and create breakdown instructions and C/A instructions	Users will learn how to search for events and how to create breakdown instructions and C/A instructions starting from there.	Users whose task it is to work with events, create breakdown instructions or handle existing events.
Instructi...	**All Breakdown Instructions and All C/A Instructions**	Search specific breakdown and C/A instructions in the system	Users will learn how to search for specific breakdown and C/A instructions.	Users who need to search for breakdown and C/A instructions for events.

	Chapter	Content	User Benefit	User Group
	Breakdown Instruction and C/A Instruction Authorisation	Display breakdown instructions C/A instructions waiting for release and open breakdown instructions C/A instructions and approve, reject or cancel them	Users will see all open breakdown instructions and C/A instructions and all instructions waiting for release and will learn how to authorise them or reject their approval and how to cancel instructions they entered previously.	Users whose task it is to approve or reject breakdown instructions and C/A instructions for events or who need to cancel their previously entered instructions.
Messages	**Search Messages**	Search messages	Users will learn how to search for messages by party and by ISIN.	Users who require information about messages.
Glossar	**Glossary**	Overview of the terms used	Users can look up the most important terms used in the Asset Servicing Client user interface and the user manual with a brief definition.	All users

2.2   Visual Cues in the Asset Servicing Client User Manual

The user manual contains elements to emphasise information which is of particular importance to the user.

2.2.1   Tip Boxes

TIP   Tip boxes contain instructions on how to work more easily with the Asset Servicing Client or point out anything that you must take care of when using a certain function.

2.2.2   Information Boxes

INFO   Information boxes contain explanations on how the Asset Servicing Client works or background information.

2.2.3   Notes Boxes

NOTE   Notes boxes contain warnings about possible errors, indicate mandatory entries or describe system limitations of the Asset Servicing Client.

2.2.4 Step-by-Step Instructions

Step-by-step instructions guide you through the described procedure in the Asset Servicing Client and lead to the desired result in individual steps. The steps are listed individually in the form of a numbered list:

How to proceed to get this result

Step by Step	1	Perform step 1.
	2	You have the following options:
	a	For option a, proceed like this.
	b	For option b, proceed like this.
	3	Perform step 3.

2.2.5 Typographic Conventions

The following table indicates how different types of information are displayed in the user documentation. These conventions facilitate reading and highlight information of particular importance.

Type of Information	Representation
Menu paths	In italics starting at the main menu entry and using the symbol > between all menu items. Example: *Search Instructions > All Breakdown Instructions*.
Menu items	In italics; Example: Menu item *Search Event*.
GUI elements	In boldface; Example: the **search** button, the **General Information** tab.
Cross references	Hyperlinks; Example: see chapter Events. When you are using the PDF version of the user manual, the links also function as hyperlinks.

3. The Asset Servicing Client

The Asset Servicing Client provides access to the Asset Servicing of OeKB CSD. The Asset Servicing Client is used for the settlement of Corporate Actions (incl. Income and Redemptions). It also includes functionalities for creating breakdown instructions and for displaying notifications.

3.1 Login

You log on to the Asset Servicing Client via the Web link http://login.oekb.at/rsa.
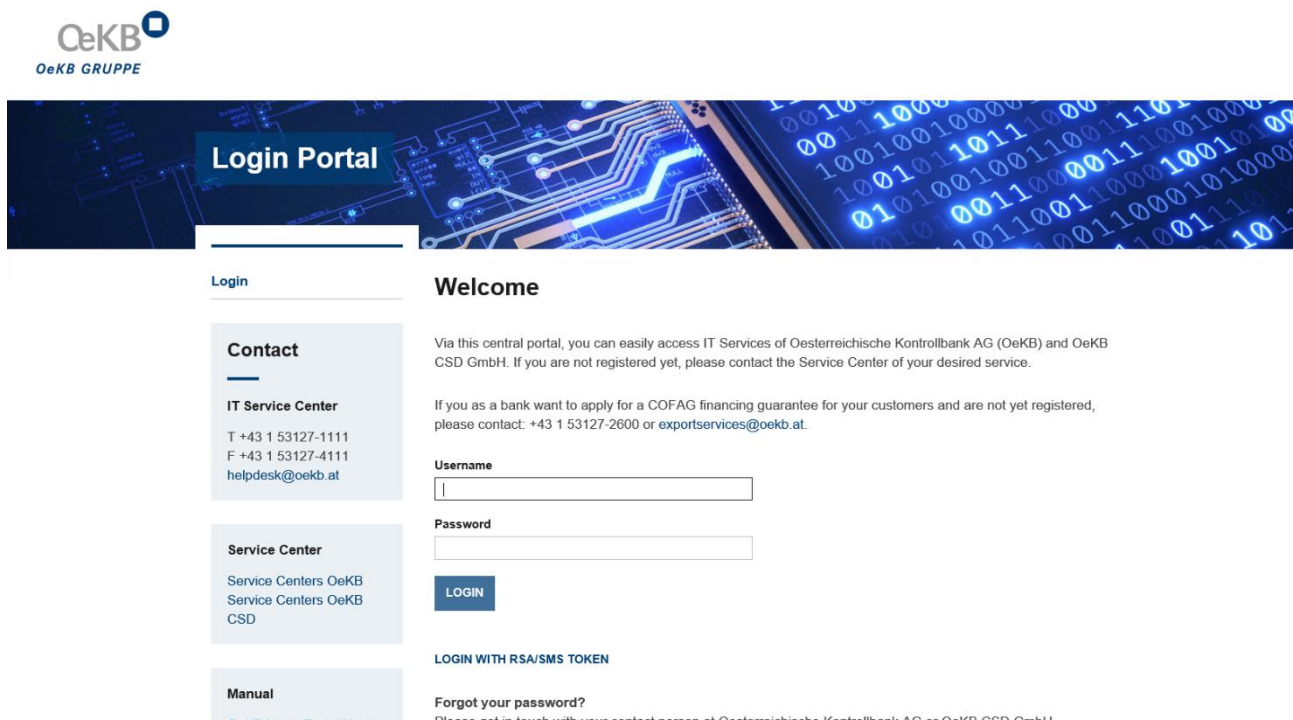

Figure 1: Login Portal for OeKB Online Services

After login the Asset Servicing Client is listed among the services activated for you. Click on the link to launch the Asset Servicing Client. The Asset Servicing Client will open in a separate window of your web browser.

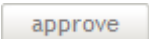Figure 2: List of available services in the OeKB Login Portal – OeKB CSD Services
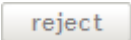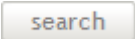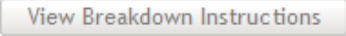
3.2   Logout

To log out from the Asset Servicing Client simply close the browser window. This logs off your user and terminates your user session.

3.3   Fields, Buttons and Icons

INFO	Mandatory fields are marked with the * character in the Asset Servicing Client. They must be filled with data before the record can be saved. All fields in the following table may be mandatory fields.

Element	Usage	Function
Fields		
Input field, **active field**	All screens	Input fields are active fields which you can fill with data. Depending on the field type they allow the input of text, numbers, dates or times
Display field, **disabled field**	All screens	Display fields are disabled for input. They are displayed with a grey background. You cannot enter data into a display field.
Number field `0`	All screens	Only the following characters are allowed in number fields: ▪ The figures 0 to 9 ▪ Dots as thousands separators ▪ One comma per field as decimal comma **NOTE** When entering numbers, please note that the number format used in the Asset Servicing Client is the German notation of numbers. i.e. a full stop (.) is used as the thousands separator and a comma (,) is used as the decimal point. You have the option to enter amounts unformatted without a thousands separator or formatted with a thousands separator. The system validates the field entries (e.g. when you save data) and adds any thousands separators. Depending on the field the figure is either displayed with or without decimal places.
ISIN field `AT0000720008`	All screens	In ISIN fields you can enter the 12-digit International Securities Identification Number: e.g. AT0000720008

Element	Usage	Function
Date field `08.09.2014`	All screens	Only the following characters are allowed in date fields: ■ The figures 0 to 9 ■ Dots as separators between day, month and year The entry is restricted to 8 numbers and 2 dot characters. You may enter single-digit days and months without the leading zero and only the last two digits of the year. A dot is required as a separator between day, month and year. If you enter the date without a year and/or without a month, the system will automatically add the current year and, if applicable, the current month. The following entries are possible: ■ DD ■ DDMM ■ DDMMYY ■ DDMMYYYY The date is always displayed in the format DD.MM.YYYY.
Drop-down field `please select ...`	All screens	Drop-down fields contain predefined entries from which you can select one option. Click on the arrow button on the right side of the field or click into the field to display the options. You cannot enter data into a drop-down field.

Buttons

Element	Usage	Function
`approve`	Instruction Detail screen (Instruction Authorisation)	Clicking on this button releases the entry. It is submitted to the system for processing.
`Create Breakdown Instruction`	Instruction Detail screen	Clicking on this button opens the **Create Breakdown Instruction** screen where you can create a breakdown instruction for the selected event.
`reject`	Instruction Detail screen (Instruction Authorisation)	Clicking on this button prevents the record to be released for settlement.
`search`	Search screens	Clicking on this button launches the search using the search criteria you have entered.
`View Breakdown Instructions`	Breakdown Instruction Detail screen	Clicking on this button displays all breakdown instructions previously entered for this event.

Element	Usage	Function
View C/A Instructions	C/A Instruction Detail screen	Clicking on this button displays all C/A instructions previously entered for this event.

Icons

Element	Usage	Function
📅	All screens	Clicking on this icon opens the calendar. In the calendar you can select a date which will automatically be copied into the corresponding field of the input screen.
	Event Detail screen	Clicking on this icon opens the original view of the notification in a new browser window.
	Event Detail screen, Options / Entitlements tab	This icon indicates a drop-down screen section where you can see more information. Clicking on this icon opens the drop-down screen section.
	Event Detail screen, Options / Entitlements tab	This icon indicates a dropped down screen section where you can see more information. Clicking on this icon hides the screen section. Only the icon (see above) remains visible.
A↓	All screens	Clicking on this icon reduces the size of the Asset Servicing Client on your computer screen.
A	All screens	Clicking on this icon sets the size of the Asset Servicing Client on your computer screen to its default size.
A↑	All screens	Clicking on this icon increases the size of the Asset Servicing Client on your computer screen.
🔍	Search result lists	Clicking on this icon opens the detail view of the record in this row

Function Links

Element	Usage	Function
back	Edit screens and details views	This icon indicates a link which you can use to return to the previous view.
TOP	All screens	This icon at the bottom of screens indicates a link which takes you back to the top of the page.

3.4　　　The Entry Page (Home)

The entry page of the Asset Servicing Client shows the menu bar of the Asset Servicing Client with all available functions and the telephone and fax numbers, as well as the e-mail address where you can reach our service centre in charge.
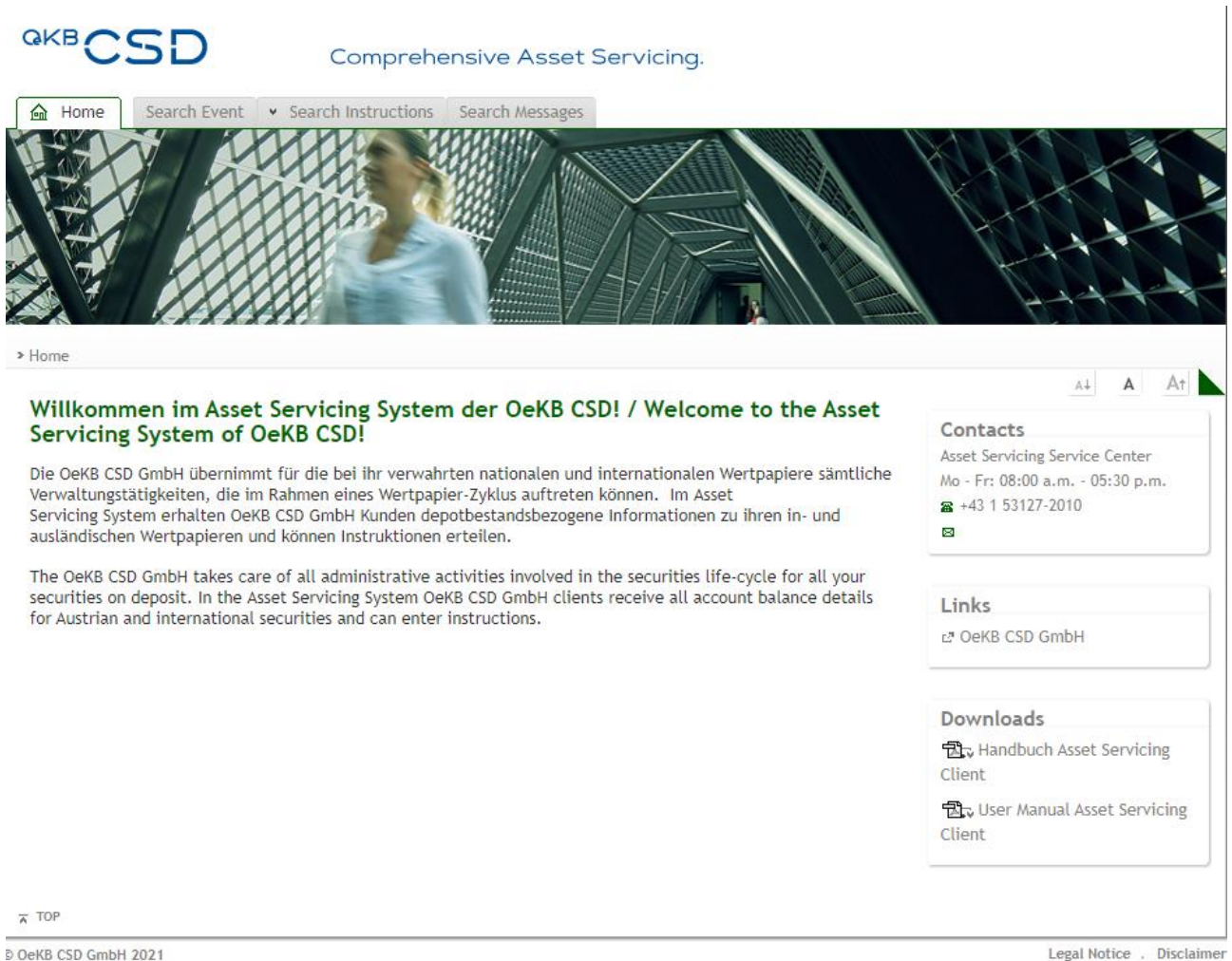
Figure 3: Entry page (Home) of the Asset Servicing Client

3.4.1　　　The Menu Bar
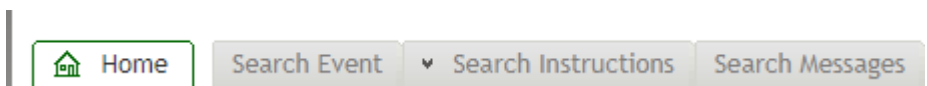
Figure 4: Menu bar of the Asset Servicing Client

The menu bar shows all functions available to you when you are logged in as a user. Depending on your user permissions, some of the menu items shown below may be missing in your version of the client.
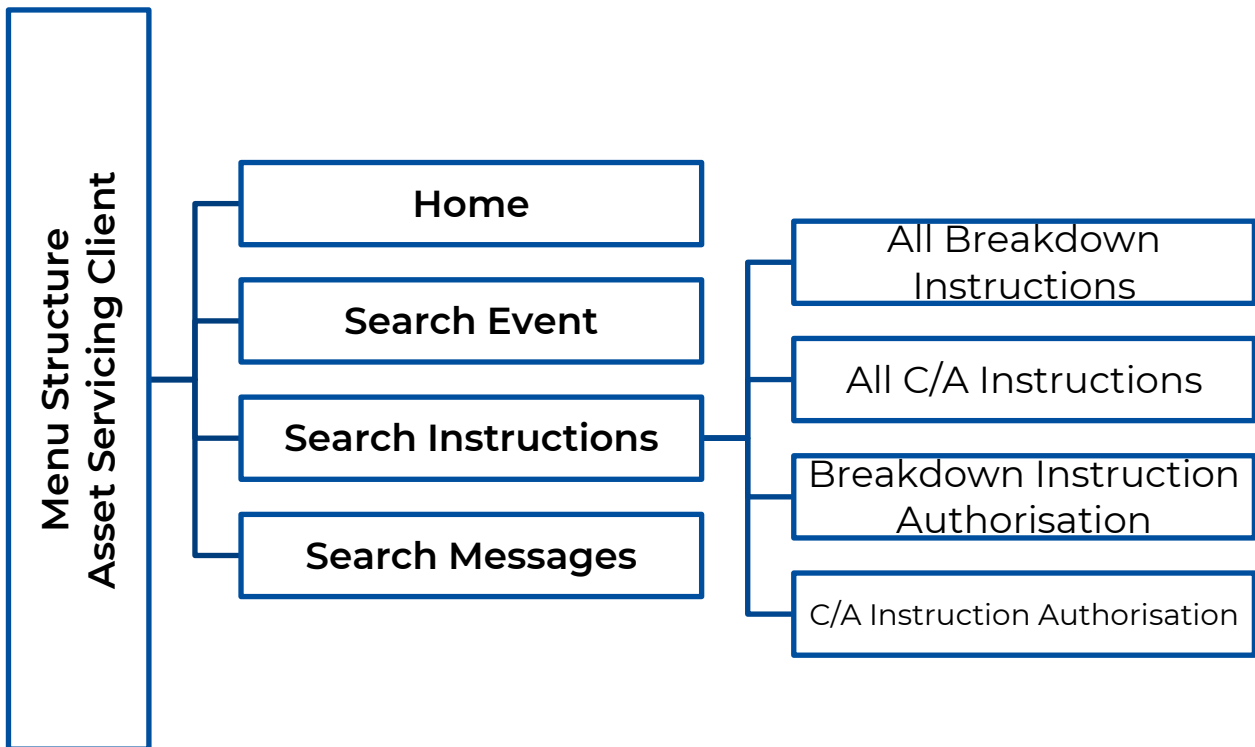
Figure 5: Menu structure of the Asset Servicing Client

4.   Events

Via the menu item *Search Event* you can search for specific events in the system and from there you can access the functionalities Create/View Breakdown Instruction *for Mandatory and respectively* Create/*View C/A Instructions for MandatoryWithChoice and Voluntary Events*.

4.1   Search Event

You can search for events of different event names (SWIFT qualifier), for events involving a specific ISIN or for events meeting a combination of these criteria, each based on the selected party. To limit your search, you can enter a period of time within which the entitlements were determined.

How to Open the Search Event Screen

Step by Step	1	In the menu bar, select the menu item *Search Event*. The search screen appears.

Figure 6: Search Event

TIP	Clicking on **search** without entering search criteria lists all events available in the system for the first securities account are displayed in the list. If you have the user permission to access more than one securities account and want to search for specific events for a different securities account or for events of a specific category, enter criteria in the fields which best characterise the events you are looking for.

Main Reference	Event Name	Sec. Acc.	ISIN	Ref. Date	Detail
INTR00076540	INTR/Interest Payment		AT0000A159W0	03.02.2020	🔍
INTR00098611	INTR/Interest Payment		AT0000A13406	03.02.2020	🔍
INTR00076588	INTR/Interest Payment		AT000B112727	03.02.2020	🔍
INTR00076514	INTR/Interest Payment		AT0000443205	03.02.2020	🔍
INTR00076556	INTR/Interest Payment		AT000B034509	03.02.2020	🔍
INTR00076546	INTR/Interest Payment		AT0000A1C741	03.02.2020	🔍
INTR00094624	INTR/Interest Payment		AT0000A133Z8	03.02.2020	🔍
INTR00076512	INTR/Interest Payment		AT0000443197	03.02.2020	🔍
DVCA00047694	DVCA/Cash Dividend		US3825501014	03.02.2020	🔍
REDM00036823	REDM/Final Maturity		AT0000443205	03.02.2020	🔍
REDM00036827	REDM/Final Maturity		AT000B034509	03.02.2020	🔍
REDM00036822	REDM/Final Maturity		AT0000443197	03.02.2020	🔍
INTR00076664	INTR/Interest Payment		AT0000A25QF7	04.02.2020	🔍
INTR00098605	INTR/Interest Payment		AT0000A0GTU5	04.02.2020	🔍
INTR00098627	INTR/Interest Payment		AT000B116074	04.02.2020	🔍
INTR00098629	INTR/Interest Payment		AT000B116108	04.02.2020	🔍
INTR00098631	INTR/Interest Payment		AT000B116124	04.02.2020	🔍
INTR00094716	INTR/Interest Payment		AT0000A17B84	04.02.2020	🔍
XMET00008301	XMET/Extraordinary Meeting		IM00B5VQMV65	04.02.2020	🔍
INTR00076707	INTR/Interest Payment		AT0000A1Z9D9	05.02.2020	🔍
INTR00076705	INTR/Interest Payment		AT0000A1Z9C1	05.02.2020	🔍
INTR00098633	INTR/Interest Payment		AT000B116413	05.02.2020	🔍
XMET00008702	XMET/Extraordinary Meeting		DE000A2BPK83	05.02.2020	🔍
INTR00098688	INTR/Interest Payment		AT000B116181	06.02.2020	🔍
INTR00098690	INTR/Interest Payment		AT000B116207	06.02.2020	🔍

Figure 7: Search Event - search result list

4.1.1 Searching an Event

If you want to see the details of an event or create an Instruction for it, you need to search for the event you are looking for. Then you can select the required event in the search result list.

Figure 8: Event Detail – Quantities

Figure 9: Event Detail - Options / Movements

Detail INTR00076540

Securities Account:	
ISIN:	AT0000A159W0 HYPO-WOHN WA14-30/2/OOE
Event Name:	INTR/Interest Payment
Face Value Currency:	EUR
Ex-/Record-/Effective-Date:	04.02.2020 / 03.02.2020 / -

Main Reference:	INTR00076540
Event Type:	MandatoryWithoutChoice
Announcement Date:	

Quantities	Options / Movements	Narrative	Messages

Figure 10: Event Detail – Narrative

Detail INTR00076540

Securities Account:	
ISIN:	AT0000A159W0 HYPO-WOHN WA14-30/2/OOE
Event Name:	INTR/Interest Payment
Face Value Currency:	EUR
Ex-/Record-/Effective-Date:	04.02.2020 / 03.02.2020 / -

Main Reference:	INTR00076540
Event Type:	MandatoryWithoutChoice
Announcement Date:	

Quantities	Options / Movements	Narrative	Messages

Notifications: 1-3 of 3

Sec. Acc.	Notification Type	Msg. Type	Msg. Function	Msg. Format	Creation Date	
	Corporate Action Notification	564	NEWM	Swift	15.01.2020 18:16:09	
	Corporate Action Notification	564	REPE	Swift	03.02.2020 23:15:52	
	Corporate Action Confirmation	566	NEWM	Swift	04.02.2020 12:15:24	

Notifications: 1-3 of 3

Figure 11: Event Detail – Messages

INFO	Depending on the selected event (**Event Name**) the tabs showing the detailed information may contain different fields and data.

How to search for an event:

Step by Step	**1**	In the menu bar, select the menu item *Search Event*. The search screen appears. The system automatically inserts the appropriate predefined values into the fields: ▪ Party (= topmost entry in the list of available securities accounts) ▪ Event Name (= "all") ▪ Event Type (= "mandatory", "voluntary") ▪ Reference Date from (= date one week before the current date) ▪ Reference Date to (= date two weeks after the current date) ▪ Max. Results per Page (= 25) **TIP** If necessary, modify the entries in the automatically filled-in fields.
	2	Enter the desired search criteria in the available fields.
	3	Click on the **search** button. The search result list containing all events matching your search criteria appears.
	4	In the row of the event you want to see, click on the **Detail** icon 🔍 in the rightmost column to open the **Detail** screen of the event. The system displays the event details and the **General Information** tab where you can see the general event details, such as quantity/nominal value, type of custody, custodian, nature of the position, eligible positions and pending receive/deliver instructions.
	5	The following options are available:
	a	Click on the **Options / Movements** tab to see the options and the cash and/or securities movements of the event.
	b	Click on the **Narrative** tab to see any available narrative text descriptions of the event.
	c1	Click on the **Message** tab to see any notifications for the event.
	c2	Click on the download icon 📥 to see the original text of the notification.
	d	Click on the **Create Breakdown Instruction** button (for MandatoryWithoutChoice Events) respectively to create an instruction for the event (see Breakdown Instructions for Events).
	e	Click on the **View Breakdown Instruction** button (for MandatoryWithoutChoice Events) respectively **View C/A Instruction** (for Voluntary Events) to see any existing instructions for an event (see Show Breakdown Instructions for an Event).
	6	Click on the function link **back** to return to the previous screen.

4.1.2   Field Descriptions (Search Event)

The following table describes the fields of the **Search Event** screen:

Field	Content (by system)	Entry (by user)	Input Assist.	Length
Party	Main securities account number	Selection from the securities accounts to which you have access according to your user permissions	Selection (if the logged-on user is authorised to access more than one securities accounts)	-
ISIN	-	ISIN of the event to be found	-	12 alphanum.
Main Reference	-	Unique reference of the event to be found	-	16 max. alphanum.
Event Name	all The system searches for events with any event code.	Selection from the list of events	Selection	-
Event Type	Mandatory, Voluntary	-	-	-
Reference Date from - to	-	Date range within the date for the calculation of the eligibility (record date or ex-date minus 1 - in case of "mandatory events") or the end of the offer period (in case of "mandatory with options events "or "voluntary events") of the event to be found shall lie. If you are searching for a specific day, enter the same date into both fields.	Calendar icon	DD.MM.YYYY
Max. Results per Page	25 The system displays 25 search results on each page of the search result list.	Selection from **10**, **25** and **50**	Selection	-

4.2　Information Displayed in the Event Detail View

Field	Entry
Securities Account	Securities account number of the party's securities account

Field	Entry
Main Reference	Unique reference assigned by the system to identify the event Used in all SWIFT messages
ISIN	ISIN and short description of the financial instrument
Event Name	Corporate Action Event designation according to the SWIFT Manual
Event Type	Possible entries: **Mandatory, MandatoryWithChoice, Voluntary**
Face Value Currency	The face value currency **INFO** For financial instruments with a price per unit this field shows the entry XXX, for financial instruments with a price as percentage of par this field shows the ISO Code of the currency.
Ex-/Record-/Effective-Date	Ex date and/or record date and/or effective date
Announcement Date	Date of the announcement of the event.

4.3   Information Displayed in the Quantites Tab of the Event Detail View

Field	Entry
Eligible Quantity	Quantity or nominal value of the security.
Remaining Quantity	Eligible Quantity reduced by the value, for which a valid instruction (Cash Collection or Tax Breakdown) or one or more quantity reducing C/A instructions has been instructed.
Instructed Quantity	The sum of all for this event instructed quantities.
Pending to receive	Balance of the open eligible settlement instructions (receipt instructions)
Pending to deliver	Balance of the open eligible settlement instructions (delivery instructions)

4.4   Information Displayed in the Options / Movements Tab of the Event Detail View

Depending on the type of event the detail view shows different types of information. The main difference results from the fact that there are basically three types of events:

— Events with cash movements (like DVCA, INTR)

— Events with cash and securities movements (such as REDM, PCAL)

— Events with securities movements (such as WRTH, events with SECU Option)
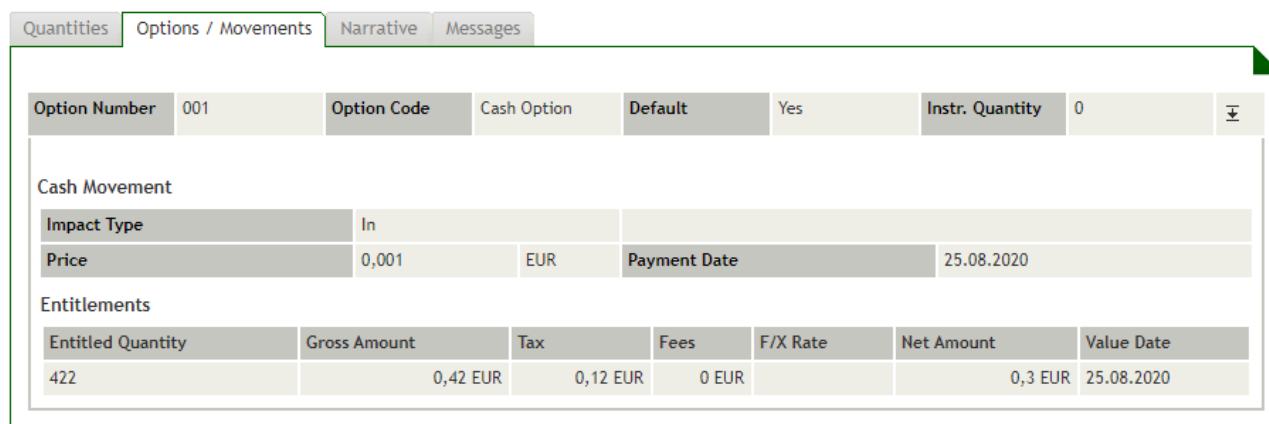
Depending on the above these movements will be displayed as cash movements or securities movements. Furthermore there are Events without cash- or securities movements (such as INFO, DFLT, CHAN).

4.4.1 Detail View of Events with Cash Movements (Options / Movements Tab)

For events with only cash movements only, in the **Options / Movements** tab you will see the expected or effected cash movements. The tab also displays entitlements based on the positions calculation carried out on the reference date (EOD). If applicable, compensations and adjustments are also displayed.

TIP	The screenshot below describes the information displayed in the **Options / Movements** tab in greater detail.

Figure 12: Options / Entitlements Tab for events with cash movements

Field Descriptions Options / Movements Tab

Information	Explanation
Option Number	This is the unique number of the option as specified in the notification.
Option Code	This is the type of option.
Default	This indicates whether the settled option is a default option.
Instructed Quantity	In the case of events for which an instruction has been created, this is the instructed quantity.

Cash Movement

Impact Type	This indicates whether the cash movement is inbound or outbound.

Information	Explanation
Price	Depending on the event type, this shows either the period interest rate, the dividend amount, the redemption price or other distribution amount.
Payment Date	This is the date for which the payment is scheduled.

Entitlements (Based on Positions Calculation)

The entitlements are displayed for mandatory events. **For mandatory** w**ith** c**hoice** and v**oluntary** events they will not be displayed.

Entitled Quantity	This is the eligible quantity or nominal value as per reference date.
Gross Amount	This is the gross amount of the eligible quantity in EUR.
Tax	This is the amount of taxes deducted.
Fees	These are any fees charged by the custodian.
F/X Rate	T This is the exchange rate between two currencies.
Net Amount	This is the net amount of the eligible quantity after deduction of taxes and fees.
Value Date	This is the expected value date.

Market Claim Entitlements

see above Entitlements	This shows eligible positions from OTC/CCP trades. The details given here basically have the same meaning as the elements shown in the **Entitlements** section.

4.4.2   Detail View of Events with Cash and Securities Movements (Options / Entitlements Tab)

For events with cash and securities movements, in the **Options / Entitlements** tab you will see the expected or effected cash and securities movements. The tab also displays entitlements based on the positions calculation carried out on the reference date (EOD).

TIP	This screenshot describes the information displayed in the **Options / Entitlements** tab in greater detail.

Figure 13: Options / Entitlements Tab for events with cash and securities movements

Field Descriptions Options / Entitlements Tab (Cash and Securities Movements)

Information	Explanation
Option Number	This is the unique number of the option as specified in the notification.
Option Type	This is the type of option.
Default Option	This indicates whether the settled option is a default option or not.

Information	Explanation
Instructed Quantity	In the case of events for which an instruction has been created, this is the instructed quantity.

Cash Movement

see above Cash Movements	

Securities Movement

see below Securities Movements	

Entitlements (Based on Positions Calculation)

Quantity	This is the eligible quantity or nominal value as per reference date.
Securities Movement	This is the quantity of the securities credited or debited or to be credited or debited.

4.4.3 Detail View of Events with Securities Movements (Options / Movements Tab)

For events with securities movements only, in the **Options / Movements** tab you will see the expected or effected derecognitions.

TIP	This screenshot describes the information displayed in the **Options / Movements** tab in greater detail.

| Quantities | **Options / Movements** | Narrative | Messages |

| **Option Number** | 001 | **Option Code** | Lapse Option | **Default** | Yes | **Instr. Quantity** | 0 |

Securities Movement

Impact Type	Out	**Payment Date**	02.06.2020
ISIN	AT0000A1GYU3	**Securities Description**	BENE ANSPR NACHZ BARABF
Quantity	12.850.707		

Figure 14: Options / Entitlements Tab for events with securities movements

Field Descriptions Options / Movements Tab (Securities Movements)

Information	Explanation
Option Number	This is the unique number of the option as specified in the notification.
Option Type	This is the type of option.
Default Option	This indicates whether the option is a default option or not.
Instructed Quantity	In the case of events for which an instruction has been created, this is the instructed quantity.

Securities Movement

Impact Type	This indicates whether the cash movement is inbound or outbound.
Payment Date	This is the date for which the payment is scheduled.
Parity In/Out	This is the exchange ratio.
Rounding In	UP/DOWN/ACTUAL/NEAREST/DOWN WITH CASH
Rounding Entitled	Default-Value: ACTUAL
ISIN	This is the ISIN of the financial instrument for which the event occurs.
Securities Description	This is the designation of the financial instrument.

Entitlements (Based on Positions Calculation)

Quantity	This is the eligible quantity or nominal value as per reference date.
Securities Movement	This is the quantity of the securities credited or debited or to be credited or debited.

4.5 Breakdown Instructions for Events

If you need to check how an event will be settled, this is possible in the Asset Servicing Client by creating breakdown instructions. Basically, breakdown instructions are used for the following purposes:

— Instructions to not redeem securities at maturity (Collection Breakdown)

— Notifications of reduced withholding tax rate (Tax Breakdown)

NOTE   For **tax free** events the entry of a reason is mandatory.

INFO	The reduction of the withholding tax rate is only permitted for certain AT ISINs (equities) held with OeKB CSD.
	A breakdown instruction must be created by the time indicated in the GTC of OeKB CSD.

How to Open the Create Breakdown Instruction Screen

Step by Step	1	In the menu bar, select the menu item *Search Event*. The search screen appears.
	2	Enter the desired search criteria in the available fields.
		TIP If necessary, modify the entries in the automatically filled-in fields.
	3	Click on the **search** button.
	4	In the row of the event for which you want to create a breakdown instruction, click on the **Detail** icon in the rightmost column to open the **Detail** screen of the event. The system displays the event details (**General Information** tab).
	5	Click on the **Create Breakdown Instruction** button. The **Create Breakdown Instruction** screen appears.
	6	The following options are available:
	a	Enter the details of the breakdown instruction to not redeem securities at maturity (cash collection).
	b	Enter the details of the breakdown instruction to notify of a reduced withholding tax rate (tax breakdown).

» Home » Search Instructions » All Breakdown Instructions » Create Breakdown Instruction

Create Breakdown Instruction REDM00035505

Main Reference:	REDM00035505		
ISIN:	AT000B049481	Reference Date:	11.10.2019
Remaining Quantity:	600.000	Securities Account:	OCSD222200

Instruction Reference	1910042036190562		
Quantity *	6000000	Comment	am WebClient erfasst
Purpose *	Collection Breakdown	Reason	please select

Create Breakdown Instruction

Figure 15: Create Breakdown Instruction

Figure 16: Create Breakdown Instruction - entry successful

Non-Redemption of Income and Corporate Actions (Collection Breakdown)

If you want to not redeem payouts of income and corporate actions on securities in your portfolio, you need to create a breakdown instruction.

How to Issue an Instruction to Not Redeem Securities at Maturity

Step by Step		
	1	In the menu bar, select the menu item *Search Event*. The search screen appears.
	2	Enter the desired search criteria in the available fields.
		TIP — If necessary, modify the entries in the automatically filled-in fields.
	3	Click on the **search** button.
	4	In the row of the event for which you want to create a breakdown instruction, click on the **Detail** icon ⇒⊕ in the rightmost column to open the **Detail** screen of the event. The system displays the event details (**Quantities** tab).
	5	Click on the **Create Breakdown Instruction** button. The **Create Breakdown Instruction** screen appears.
	6	In the field **Instruction Reference**, a reference which uniquely identifies the breakdown instruction will be generated automatically.

7	In the field **Quantity**, enter the required quantity (greater than 0 but not exceeding the available quantity).	
	TIP	You can see the available quantity in the dark grey section above the input fields, next to **Remaining Quantity**.
8	In the field **Purpose**, choose **Collection Breakdown**.	
9	Click on the **Create Breakdown Instruction** button to save the instruction (see fig. 15). The detail view is still available on the screen with a confirmation that the instruction has been entered in the system (see fig. 16).	

Notification of Reduced Withholding Tax Rate (Tax Breakdown)

If you want to issue an information of reduced withholding tax, you need to search for the respective event to set its tax rate to zero. Then you can create the corresponding breakdown instruction.

How to Issue a Notification of Reduced Withholding Tax Rate

Step by Step	1	In the menu bar, select the menu item *Search Event*. The search screen appears.	
	2	Enter the desired search criteria in the available fields.	
		TIP	If necessary, modify the entries in the automatically filled-in fields.
	3	Click on the **search** button.	
	4	In the row of the event for which you want to create a breakdown instruction, click on the **Detail** icon ⇒ in the rightmost column to open the **Detail** screen of the event. The system displays the event details (**Quantites** tab).	
	5	Click on the **Create Breakdown Instruction** button. The **Create Breakdown Instruction** screen appears.	
	6	In the field **Customer Reference**, enter a reference which uniquely identifies the breakdown instruction.	

7	In the field **Quantity**, enter the required quantity (greater than 0 but not exceeding the available quantity).
	TIP — You can see the available quantity in the dark grey section above the input fields, next to **Remaining Quantity**.
8	In the field **Purpose**, choose **Tax Breakdown**.
	NOTE — In the case of **Tax Breakdown** instructions the field **Reason** becomes a mandatory field. I.e. it is mandatory to specify a reason in this case.
9	**In the field Reason, select a reason for the reduction of the withholding tax.**
	NOTE — **If the option Anderes is selected in the field Reason, the field Comment becomes a mandatory field. I.e. it is mandatory to specify a reason in the text field in this case.**
10	Click on the **Create Breakdown Instruction** button to save the instruction (see fig. 15). The detail view is still available on the screen with a confirmation that the instruction has been entered in the system (see fig. 16).

4.5.1   View Breakdown Instructions for an Event

If you want to see the breakdown instructions which were created previously for an event and released, you need to search for the event in question. Then you can view the list of existing breakdown instructions.

Detail INTR00042706

Securities Account:	OCSD224700		
Main Reference:	INTR00042706	ISIN:	AT000B020136 RAIFF WOHNB WA06-18
Event Name:	INTR/Interest Payment	Status:	Waiting Payment
Event Type:	MandatoryWithoutChoice	Face Value Currency:	EUR
Ex-/Record-Date:	21.06.2018 / 20.06.2018	Eligible / Rem. Quantity:	504.000 / 504.000 FAMT

View Breakdown Instructions

General Information | Options / Entitlements | Narrative | Notifications

Quantity	Type of Custody	Custodian	Pos. Nature	Eligible Pos.	Pend. to receive	Pend. to deliver
504.000 FAMT	GS	OCSD	Settled	504.000	0	0

Figure 17: Instruction Detail - View Breakdown Instructions

Main Reference	ISIN	Customer Reference	Sec. Acc.	Quantity	Purpose	Creation Date	Status	Detail
→ REDM00026481	AT0000A1LE05	klp02	OSCD222100	5.000	Collection Breakdown	05.06.2018	Created	🔍
→ REDM00026481	AT0000A1LE05	klp02	OSCD222100	5.000	Collection Breakdown	11.06.2018	Created	🔍

Instructions: 1-2 of 2

Figure 18: View Breakdown Instruction - search result list

How to display the List of Existing Breakdown Instructions for an Event

Step by Step	1	In the menu bar, select the menu item *Search Event*. The search screen appears.
	2	Enter the desired search criteria in the available fields.
		TIP If necessary, modify the entries in the automatically filled-in fields.
	3	Click on the **search** button.
	4	In the row of the event for which you want to see the existing breakdown instructions, click on the **Detail** icon 🔍 in the rightmost column to open the **Detail** screen of the event. The system displays the event details (**Quantities** tab).
	5	Click on the **View Breakdown Instruction** button. A list showing all breakdown instructions existing for the selected event appears.

4.6   C/A Instructions for Events

If you want to place an instruction for an event, this is possible in the Asset Servicing Client by creating C/A instructions.

How to Open the C/A Instruction Screen and How to Create C/A Instructions

Step by Step	1	In the menu bar, select the menu item *Search Event*. The search screen appears.
	2	Enter the desired search criteria in the available fields.
		TIP If necessary, modify the entries in the automatically filled-in fields.
	3	Click on the **search** button.

4	In the row of the event for which you want to create a C/A instruction, click on the **Detail** icon ⚲ in the rightmost column to open the **Detail** screen of the event. The system displays the event details (**Quantities** tab).
5	Click on the **Create C/A Instruction** button. The **Create C/A Instruction** screen appears.
6	Select the desired C/A option.
7	Enter a respective text in the comment field if this is necessary due to event data.
	NOTE Comment field is disabled if due to the event data no comment is necessary.

Securities Account:	OCSD222100		
ISIN:	US7181721090	**Main Reference:**	DTCH0000000401
Client Deadline:	31.08.2020		
Remaining Quantity:	104		

Instruction Reference	2008280842430164	**Option ***	001 - Cash option
Quantity *		**Comment**	

Create Instruction

Figure 19: Create C/A Instructions

Create Dutch Auction Instruction or Bookbuilding Instruction

In case of a DTCH-Event you may create Dutch Auction Instructions and in case of an EXRI-Event (when the subscription price is determined via Bookbuilding procedure) you may create Bookbuilding Instructions.

Step by Step		
	1	Click on the **Create Dutch Auction Instruction** or **Create Bookbuilding Instruction** button. The **Create Instruction** screen appears.
	6	Choose the lines you want to fill in (Default 1)
	7	Enter Quantity
	8	Enter Price
	9	Click on the **Create Instruction** button to save the instruction

Create Bookbuilding C/A Instructions DTCH0000000401

Securities Account:	OCSD222200		
ISIN:	US7181721090	Main Reference:	DTCH0000000401
Client Deadline:	31.08.2020		
Remaining Quantity:	63	Option	001 - Cash option

			Lines	1
Quantity *		Price *		

Create Instruction

Figure 20: Create Bookbuilding Instructions

4.6.1 View C/A Instructions for an Event

If you want to see the C/A instructions which were created previously for an event and released, you need to search for the event in question. Then you can view the list of existing C/A instructions.

Detail XMET00002301

Securities Account:	OCSD227200		
Main Reference:	XMET00002301	ISIN:	AT0000758305 PALFINGER AKT O.N.
Event Name:	XMET/Extraordinary Meeting	Status:	Notified
Event Type:	Voluntary	Face Value Currency:	XXX
Ex-/Record-Date:	- / 25.02.2018	Eligible / Rem. Quantity:	2.004.754 / 0 UNIT
Meeting Date:	07.03.2018	Announcement Date:	

View C/A Instructions

General Information | Options / Entitlements | Narrative | Notifications

Quantity	Type of Custody	Custodian	Pos. Nature	Eligible Pos.	Pend. to receive	Pend. to deliver
2.004.754 UNIT	GS	OCSD	Settled	2.004.754	0	0

-> back

Figure 21: View C/A Instructions

Figure 22: View C/A Instructions – search result list

How to Display the List of Existing C/A Instructions for an Event

Step by Step		
	1	In the menu bar, select the menu item *Search Event*. The search screen appears.
	2	Enter the desired search criteria in the available fields. **TIP** If necessary, modify the entries in the automatically filled-in fields.
	3	Click on the **search** button.
	4	In the row of the event for which you want to see the existing C/A instructions, click on the **Detail** icon in the rightmost column to open the **Detail** screen of the event. The system displays the event details (**Quantities** tab).
	5	Click on the **View C/A Instruction** button. A list showing all C/A instructions existing for the selected event appears.

5.   Instructions

Via the menu item *Search Instructions* you can search for breakdown instructions and C/A instructions, approve instructions or cancel instructions you entered previously.

5.1   All Breakdown Instructions and All C/A Instructions Search

You can search all breakdown instructions and All C/A Instructions for different categories, for instructions involving a specific ISIN, for instructions showing a certain status or for instructions meeting a combination of these criteria, each based on the selected party. To limit your search, you can enter a period of time within which the instruction was created.

How to Open the All Breakdown Instructions Screen and All C/A Instruction Screen and how to Search an instruction

Step by Step	1	In the menu bar, select *Search Instructions > All Breakdown Instructions* or *All C/A Instructions* The search screen appears.

Figure 23 Search All Breakdown Instructions

2	Enter the desired search criteria in the available fields.	
	TIP	If necessary, modify the entries in the automatically filled-in fields. Clicking on **search** without entering search criteria lists all instructions available in the system for the first securities account are displayed in the list. If you have the user permission to access more than one securities account and want to search for specific instructions for a different securities account or for instructions of a specific category, enter criteria in the fields which best characterise the instructions you are looking for.
3	Click on the **search** button. The search result list containing all your search criteria appears.	
4	You have the following options:	
a	In the **Main Reference** column click on the event reference to open the **Detail** screen of the event.	
b	In the row of the instruction you want to see, click on the **Detail** icon in the rightmost column, to open the **Detail** screen of the instruction. The system displays the instruction details.	

Instructions: 1-2 of 2

Main Reference	ISIN	Customer Reference	Sec. Acc.	Quantity	Purpose	Creation Date	Status	Detail
-> REDM00026609	AT00BUWOG001	EGL001	OSCD222100	1	Collection Breakdown	08.06.2018	Created	
-> REDM00026481	AT0000A1LE05	klp02	OSCD222100	5.000	Collection Breakdown	11.06.2018	Created	

Instructions: 1-2 of 2

Figure 24: Search Breakdown Instruction - search result list

Main Reference:	REDM00026481			
ISIN:	AT0000A1LE05		**Reference Date:**	20.06.2018
Remaining Quantity:			**Securities Account:**	OCSD222100

Customer Reference *	klp02			
Quantity *	5.000	**Comment**		
Purpose *	Collection Breakdown	**Reason**	please select	
Created by	Asset Servicing	**Authorised by**	Asset Servicing	

Figure 25: Instruction Detail

5.2   Breakdown Instruction and C/A Instruction Authorisation

You can approve breakdown instructions and C/A instructions which were created but have not yet been released according to the 4-eyes principle, reject their approval or cancel instructions you entered previously. The **Instruction Authorisation** list shows all instructions in the system currently awaiting approval and your previously entered instructions that are still open.

How to Open the Instruction Authorisation List

Step by Step	**1**	In the menu bar, select *Search Instructions > Instruction Authorisation*. The list of open breakdown instructions and breakdown instructions awaiting approval appears.

Please view detail for authorisation

Instructions: 1-25 of 45   1 | 2   next ▶

Main Reference	ISIN	Customer Reference	Sec. Acc.	Option	Quantity	Authorisation Type	Creation Date	User	Detail
→ TEND00004703	ATMARINOMED6	klp019	OCSD221700	001 - Option Secu	10	NEW	07.08.2019 16:02:42		🔎
→ EXRI00002702	AT0000A23KB4	CAINX01SHJ	OCSD220500	001 - Option Exercice	10	NEW	08.08.2019 10:39:16	shj	🔎
→ EXRI00002702	AT0000A23KB4	CAINXA2SHJ	OCSD220500	002 - Option Sell	21	NEW	08.08.2019 10:41:24	shj	🔎
→ EXRI00002702	AT0000A23KB4	CAINX03SHJ	OCSD220500	003 - Option Buy	30	NEW	08.08.2019 10:47:12	shj	🔎
→ EXRI00002702	AT0000A23KB4	CAINX04SHJ	OCSD220500	004 - Option OverSubscription	40	NEW	08.08.2019 10:49:34	shj	🔎

Figure 26: Instruction Authorisation List

5.2.1   Approving or Rejecting an Instruction

Instruction Detail DVOP00055101

Securities Account:	OCSD232100		
ISIN:	GB00B03MLX29	**Main Reference:**	DVOP00055101
Client Deadline:	11.09.2020	**Status:**	Draft

Instruction Reference	2008241459070491	**Option ***	001 - Optional Dividend Sec Option
Quantity *	100	**Comment**	
Created by	csdswr / 24.08.2020 14:59:18	**Authorised by**	

reject   approve

Figure 27: Instruction Detail - approval

Figure 28: Confirmation – approval

How to Approve or Reject an Instruction

Step by Step	1	In the menu bar, select *Search Instructions > Breakdown Instruction Authorisation or C/A Instruction Authorisation*. The list of breakdown and C/A instructions awaiting approval appears.
	2	In the row of the instruction you want to see click on the **Detail** icon ⚲ in the rightmost column, to open the **Detail** screen of the instruction. The system displays the instruction details.
	3	The following options are available:
	a1	To authorise the instruction, click **approve**. A confirmation screen appears.
	a2	Click on **yes** to confirm the approval of the instruction. The breakdown instruction is now released and will be submitted for further processing.
	b1	To decline the instruction, click **reject**. A confirmation screen appears.
	b2	Click on **yes** to confirm the rejection of the instruction. The record will be deleted and is no longer displayed.
		The **Instruction Authorisation** list appears again.

NOTE	It is not possible to cancel an instruction which is waiting for approval. It is only possible to reject the instruction. The rejection could be also done by the same user who has entered the instruction. No 4-eyes principle is necessary.

5.2.2   Cancelling an Instruction

Instruction Detail TEND00007501

Securities Account:	OCSD222100		
ISIN:	US7181721090	Main Reference:	TEND00007501
Client Deadline:	08.09.2020	Status:	Accepted
Remaining Quantity:	4		

Instruction Reference	2008250833500166	Option *	002 - Option Secu
Quantity *	100	Comment	
Created by	bec / 25.08.2020 08:35:37	Authorised by	csdswr / 25.08.2020 08:39:12
		Status Details	Inst_Accepted

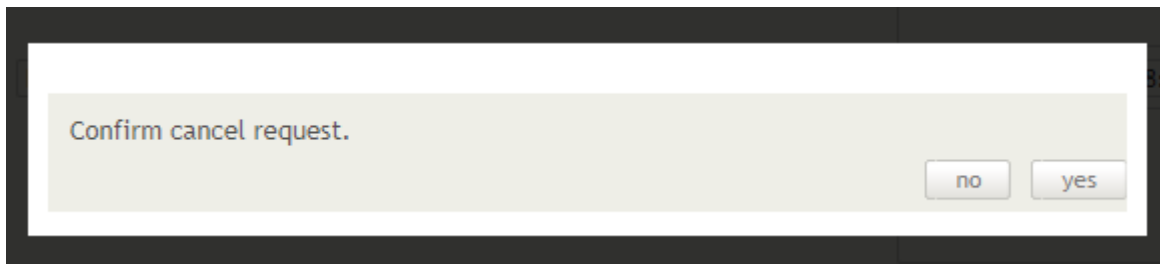request cancel

Confirm cancel request.

no   yes

Figure 29: Instruction Detail – request cancel

> **NOTE**   It is only possible to send a cancellation request for an instruction previously released by another user.

How to Send a Cancellation Request for an Instruction

Step by Step	1	In the menu bar, select *Search Instructions > All Breakdown Instructions or All C/A Instructions*. The list of open instructions appears.
	2	In the row of the instruction you want to see click on the **Detail** icon in the rightmost column, to open the **Detail** screen of the instruction. The system displays the instruction details. It is also possible to send a cancellation request for instructions instructed via SWIFT.
	3	To cancel the instruction, click **request cancel**. A confirmation screen appears.
	4	Click on **yes** to confirm the cancellation request. The **Instruction** list appears again.
	5	The cancellation request has to be approved from another user. The request is sent to OeKB CSD.

		The cancellation request has to be approved from an OeKB CSD user.
	6	To decline a cancellation request, click **reject**. A confirmation screen appears.

NOTE   The rejection could be also done by the same user who has entered the instruction. No 4-eyes principle is necessary.

6. Messages

Via the menu item *Search Messages* you can search for notifications about parties or ISIN.

6.1 Search Messages

You can search for all notifications in the system, for notifications of a specific type (SWIFT message or the PDF report, depending on the communication method specified for the securities account), for notifications in a certain message format or for notifications meeting a combination of these criteria, each based on a selected party and ISIN. To limit your search, you can enter a period of time within which the notification was created.

The following four types of notifications are available in the Asset Servicing Client:

— CA Notification (MT564)

— CA Confirmation (MT566)

— CA Confirmation Reverse (MT566)

— CA Status (MT567)

— CA Narrative (MT568)

How to Open the Search Notifications Screen and how to Search for a Message

Step by Step	1	In the menu bar, select the menu item *Search Messages*. The search screen appears.

Figure 30: Search Messages

	2	Enter an ISIN.

3	Enter the desired search criteria in the available fields.
	TIP If necessary, modify the entries in the automatically filled-in fields.
4	Click on the **search** button. The search result list containing all notifications matching your search criteria appears.
5	In the row of the notification you want to see, click on the **Messages** icon ⬚ (.txt or .pdf) in the rightmost column, to open the SWIFT message or the PDF report of the notification. The system displays the SWIFT message in a new browser window.
	NOTE Remember to close this browser window after viewing the message.
6	Click on the previous browser window to return to the **Search Messages** screen.

Main Reference:	Sec. Acc.	Notification Type	Msg. Type	Msg. Function	Msg. Format	Creation Date	
REDM00042308		Corporate Action Notification	564	NEWM	Swift	14.08.2020 10:15:49	⬚
INTR00091307		Corporate Action Notification	564	NEWM	Swift	14.08.2020 10:15:53	⬚
INFO00000086		Corporate Action Notification	564	NEWM	Swift	14.08.2020 12:16:24	⬚
INFO00000087		Corporate Action Notification	564	NEWM	Swift	14.08.2020 12:16:32	⬚
DVCA00052056		Corporate Action Notification	564	REPE	Swift	17.08.2020 10:15:58	⬚
DVCA00052274		Corporate Action Notification	564	REPL	Swift	18.08.2020 09:15:53	⬚

Figure 31: Search Messages - search result list

```
{1:F01OCSDATWWXXXX0000000000}{2:I564RZBAATWWXXXXN}{3:{108:CS8574090}}{4:
:16R:GENL
:20C::CORP//INTR00060354
:20C::SEME//CS8574090
:23G:NEWM
:22F::CAEV//INTR
:22F::CAMV//MAND
:98C::PREP//20180614172218
:25D::PROC//COMP
:16S:GENL
:16R:USECU
:35B:ISIN AT000B086996
IMMO-BK WA11-22
:16R:FIA
:22F::MICO//A006
:11A::DENO//EUR
:98A::COUP//20180615
:98A::MATU//20220215
:16S:FIA
:16R:ACCTINFO
:97A::SAFE//OCSD227200
:94F::SAFE//CUST/OCSDATWW
:93B::ELIG//FAMT/2390400,
:93B::SETT//FAMT/2390400,
:16S:ACCTINFO
:16S:USECU
:16R:CADETL
:98A::XDTE//20180615
:98A::RDTE//20180614
:69A::INPE//20180515/20180614
:99A::DAAC//031
:92A::INTR//3,5
:16S:CADETL
:16R:CAOPTN
:13A::CAON//001
:22F::CAOP//CASH
:11A::OPTN//EUR
:17B::DFLT//Y
:16R:CASHMOVE
:22H::CRDB//CRED
:98A::PAYD//20180615
:92A::INTP//0,291666667
:16S:CASHMOVE
:16S:CAOPTN
-}
```

Figure 32: Original SWIFT message of a notification

NOTE   The system displays the SWIFT message in a new browser window. Remember to close this browser window after viewing the message.

6.1.1 Field Descriptions (Search Notifications)

The following table describes the fields of the **Search All Breakdown Instructions** screen:

Field	Content (by system)	Entry (by user)	Input Assist.	Length
Party	Main securities account number	Selection from the securities accounts to which you have access according to your user permissions	Selection (if the logged-on user is authorised to access more than one securities accounts)	-
ISIN	-	ISIN in the notification(s) to be found	-	12 alphanum.
Main Reference	-	Unique reference in the notification(s) to be found	-	16 max. alphanum.
Message Type	all The system searches for notifications by SWIFT message type.	Selection from the list: **CA Notification** **CA Confirmation** **CA Confirmation Reverse** **CA Status and Processing Advice** **CA Narrative**	Selection	-
Message Format	all The system searches for notifications with any format.	Selection between **Report** or **SWIFT** Selecting **Report** allows to search exclusively for notifications which were created as a PDF report. Selecting **SWIFT** allows to search exclusively for notifications which exist in SWIFT message format.	-	-

Field	Content (by system)	Entry (by user)	Input Assist.	Length
Creation Date from - to	-	Date range within which the creation date of the notification(s) to be found shall lie If you leave one of the fields empty, the system will search starting from or ending with the date that has been entered. If you are searching for a specific day, enter the same date into both fields.	Calendar icon	DD.MM.YYYY
Max. Results per Page	25 The system displays 25 search results on each page of the search result list.	Selection from **10**, **25** and **50**	Selection	-

7.   Glossary

Definitions and Terms	Explanations
4-eyes principle	See Four Eyes Principle
Asset Servicing Client	System of OeKB CSD. Clients receive all account balance details for Austrian and international securities and can enter instructions.
Breakdown Instruction	Instruction to not redeem securities at maturity or notification of a reduced withholding tax rate.
Button	Rectangular field in the screens of the Settlement client in the form of a pushbutton. Clicking on this field with the left mouse button triggers a certain program function.
Cash Collection	Instruction to not redeem securities at maturity by means of a Breakdown Instruction.
Detail screen	See Detail View
Detail View	Screen in the Asset Servicing Client where data are displayed but which does not allow these data to be modified by users.
Edit screen	Screen in the Asset Servicing Client where users may edit and modify data. Whether a specific user may modify a specific record depends on the user's permissions and the processing status of the record.
Field	Unit of the Asset Servicing Client user interface which allows the entry or display of a specific information detail of a record. Different types of fields in the Asset Servicing Client support the entry of different types of information, such as textual information, numbers and amounts, date entries, etc.
Four Eyes Principle	Two-level verification method for entering, modifying and deleting instructions and other records where the instructions entered in the Asset Servicing Client must be approved by a person other than the one who has originally entered the data. Only after approval by the second user the information will be released for further processing.
Function link	Link in screens and detail views which triggers a specific action, similar to buttons.
Icon	Graphical display element without text of the Asset Servicing Client user interface which functions as a link that triggers a certain action.
Input screen	See Screen.
List	Unit of the Asset Servicing Client user interface which displays data in the form of a table. For example, lists are filled with the appropriate data after a search was performed. The lists display data in a predefined layout.

Definitions and Terms	Explanations
Login	Registration of a user at a software application. For this purpose user data are entered, which identify the user within the system. A successful login is the prerequisite for working with the Asset Servicing Client.
	Login is carried out on the login page for OeKB CSD Online Services.
Logout	Exiting of a user from a software application. Users log out from the Asset Servicing Client by closing the browser window. This ends the current user session with the system. A new login is possible via the Login Portal for OeKB CSD Online Services.
Menu	The main menu of the Asset Servicing Client contains all available program functions in the form of menu items grouped in a clear hierarchical structure.
Online Services	The Login Portal of the OeKB Online Services is where you can log on to the Asset Servicing Client.
Record	A data set which together represents a certain information unit. An information unit may be e.g. a breakdown instruction, i.e. an information unit which may be processed in the Asset Servicing Client.
Save	Confirmation of entered data and submittal of the record to the Asset Servicing Client.
Screen	Unit of the Asset Servicing Client user interface which contains several elements (fields) for entering or displaying details of information.
Search result list	List displayed after a search run was performed. Search result lists contain the results which meet the defined search criteria.
Second Person Authorisation	See Four Eyes Principle
Tax Breakdown	Notification of a reduced withholding tax rate by means of a Breakdown Instruction.
Tooltip	Pop-up text providing helpful information or explaining a certain screen element. A tooltip is displayed when you hover the mouse pointer over e.g. a button or any other screen element for about 2 seconds.