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Shareholder Communication Enhancement (SCE)

Detailed Functional Specifications

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Detailed Functional Specifications

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Disclaimer

Clearstream Banking is committed to inform its clients (Clearstream Banking account holders or their third-party service providers) as early as possible on the Shareholder Communication Enhancement (SCE) project, accepting that the content of this document may have to be updated.

Hence, these Detailed Functional Specifications represent the state of information available to Clearstream Banking at publication date. The description may be subject to modifications or enhancements at a later stage of the project. In the event of modifications, Clearstream Banking will provide the respective updates in due time as further releases of this documentation.

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Contacts

Questions regarding the SCE project can be addressed to SCE-project@clearstream.com and will then be routed to the according experts.

For further information about Clearstream Banking's products and services, clients can visit the Clearstream website, contact Clearstream Banking Client Services or their Relationship Officer. Clients will find the relevant contact details under Contacts & Client Services.

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1. Introduction

1.1 Structure and content of this document

This document focuses on the Shareholder Communication Enhancement (SCE) project of Clearstream Banking and more specifically on the introduction of ISO 20022 messaging, a new Xact Web Portal domain for general meetings and related activities.

The objective of these Detailed Functional Specifications is to provide clients with an overview regarding the changes that come with the SCE project as well as the tasks involved in preparing for migration.

After the introduction chapter on the SCE project:

- Chapter 2 summarises the key aspects of the SCE project to be introduced in 2024. It also shows open points, for which no information can currently be provided and which will be covered in an updated version of the document.
- Chapter 3 provides an in-depth look into the upcoming changes of handling and reporting of general meeting events. It describes the future states of the processing and reporting in the Clearstream Banking system OneCAS (Custody), enabling clients to identify areas of impact for them.
- Chapter 4 summarises the most important aspects of the client simulation. A detailed Client Simulation Guide will be provided in due course.
- Chapter 5 provides an overview of the migration activities surrounding the implementation weekend of the SCE project as well as necessary preparatory tasks. More detailed information on the migration will be provided to clients in due time.

This document focuses on the Clearstream Banking General Meeting Service ("Basic" service). For the Clearstream Banking General Meeting Service via ISS ("Enhanced" service), there is no direct impact by the SCE project – therefore, this service is not further considered in this document.

For clients using third-party proxy providers, most of the changes described in this document will have an impact for the service providers rather than the clients directly. However, the connectivity aspects of the provider need to be considered. These points are separately summarised in section 3.8.

1.2 Timeline

The SCE project will be implemented in November 2024.

The below points indicate the high-level project timeline and associated milestones regarding client documentation:

- The publication of this document goes hand in hand with the publication of message structures in MyStandards. Both aim to provide a first overview. An updated version can be expected until end of April 2024
- A FAQ document might be prepared, subject to questions received via the project email SCE-Project@clearstream.com.
- An update of the client handbooks can be expected close to the go-live of the project.
- Publication of documentation regarding the client testing activities are planned for end of May 2024. Clients will have eight to twelve weeks in advance to register for the testing. The test is expected to take place in September 2024 (exact dates to be confirmed).
- More detailed information on the migration procedure and connectivity aspects will be published by the end of July 2024.

All publications related to the project are available on the Clearstream Banking General Meeting Service webpage.

2. Key aspects of the SCE project

The SCE project has been established to enhance the Clearstream Banking General Meeting Service for clients (Clearstream Banking account holders or their third-party service providers) via higher automation and STP rates, which cannot be achieved with the current ISO 15022 formats or manual workarounds and processes, to offer an aligned and standardised service level across all Clearstream Banking entities, all asset types and all markets.

From November 2024, the Clearstream Banking General Meeting Service will migrate from ISO 15022 to ISO 20022 Swift message structure for all markets and asset classes, including instruction and registration flows, status messages and meeting results, where applicable. Clients that do not support the ISO 20022 message format for meeting instructions will be able to use the new General Meeting module of Xact Web Portal as an alternative. All general meetings will be processed in the OneCAS system and available via Xact Web Portal.

Additionally, for General Meeting notifications and cancellations (seev.001 and seev.002), a co-existence of notifications and cancellations via MT564 will be offered. However, instructions, status updates and meeting results are only accepted or sent in ISO 20022 format or via Xact Web Portal.

Clearstream Banking's objective is to comply with the Securities Market Practice Group (SMPG) Market Practices, but the SMPG Market Practice for General Meetings and ISO 20022 XSDs are published for a limited class of assets (European equities traded on a regulated market. There are several countries that have not adopted ISO 20022 message formats or processing standards. Therefore, the SMPG XSDs for meeting notifications (seev.001) can only be a guideline to be followed.

2.1 Scope of the project

The changes described in this document generally apply:

- To all meeting event types in all related asset classes, that is:
  - BMET – Bondholder meeting;
  - CMET – Court meeting;
  - XMET – Extraordinary meeting;
  - GMET – General meeting;
  - MIXD – Mixed meeting;
  - SPCL – Special meeting.
- To all Clearstream Banking and LuxCSD clients, that is, holders of:
  - CBF accounts including CBF-i accounts;
  - CBL accounts;
  - LuxCSD accounts;
  - Including their third-party service providers used for general meeting processing.
- To all markets for which Clearstream Banking offers proxy voting services including the following assets:
  - Equities including but not limited to events covered by SRD 2;
  - CBF, LuxCSD or CBL issued securities;
  - Eurobonds and international securities;
  - Domestic bonds;
  - Funds.

  For a complete list of markets for which Clearstream Banking offers proxy voting services, please refer to the Clearstream website.

Please note that these services are not available in all markets. Some local CSDs or custodians do not, or only partly, offer provision of certain services.

3. Detailed Functional Specifications

3.1 Reporting via ISO 20022

With the SCE project, ISO 20022 reporting for general meetings will be available for clients. The reporting consists of the following messages:

Category	ISO 20022 message	ISO 20022 message name	Message direction	ISO 15022 equivalent
Notification	seev.001	Meeting Notification	Clearstream Banking sends to clients	MT564
	seev.002	Meeting Cancellation	Clearstream Banking sends to clients	MT564 CANC
	seev.003	Meeting Entitlement Notification	Clearstream Banking sends to clients	n/a
Instruction	seev.004	Meeting Instruction	Client sends to Clearstream Banking	MT565
	seev.005	Meeting Instruction Cancellation Request	Client sends to Clearstream	MT565 CANC
	seev.006	Meeting Instruction Status	Clearstream Banking sends to clients	MT567
Confirmation	seev.007	Meeting Vote Execution Confirmation	Clearstream Banking sends to clients	n/a
	seev.008	Meeting Result Dissemination	Clearstream Banking sends to clients	MT564 with new CORP ID (limited to selected events)

The full structure of the ISO 20022 messages accepted or sent by Clearstream Banking is published on the Swift MyStandards website. This documents for every possible field in the ISO 20022 messages, if the respective field is used or accepted by Clearstream Banking:

- at all;
- only under certain conditions or rules;
- with additional considerations (for example, fixed values or specific formatting).

Furthermore, message examples for different meeting event scenarios are given in the appendix of this document.

Please note that in order to access the message structures in MyStandards, it is necessary to have a Swift MyStandards account and request access to the Clearstream Banking community "General Meeting Messages".

Note: As the access is granted manually, please use a clearly identifiable work email address.

In addition to the usage of Swift MyStandards, some of the most important aspects regarding ISO 20022 messaging are documented in these Detailed Functional Specifications. However, while the following chapters intend to transmit a detailed view on certain rules and message functionalities, they do not cover all aspects of the messages. Therefore, both the Swift MyStandards and these Detailed Functional Specifications need to be read together to ensure a full understanding.

Notification

Meeting Notification – seev.001

Clearstream Banking uses multiple sources for the sourcing of information regarding general meetings, including service providers, depositories or issuer agents. Based on the information received by these sources, a meeting notification is created and provided to clients.

For each meeting event, Clearstream Banking creates one meeting notification per account and per place of safekeeping, if the account has holdings. This means, it is not possible to receive one message for multiple accounts or multiple ISINs. For multi-listed securities, multiple notifications are created. Each event uses a unique meeting ID and includes the place of safekeeping. For CBF accounts, the notification is created for each (sub)account that holds entitled positions.

Clearstream Banking provides in the notification all types of meeting events with regard to the participation method, but not all available participation methods will be supported during the instruction process. For the participation methods PHNV, MAIL and VIRT as well as any other proprietary values as announced by Clearstream Banking, instructions are generally not supported. This is indicated at notification level with the qualifier "Supported by the account servicer" set to false.

The maximum network payload size is 100 KB for the FINplus network. As a consequence, long meeting messages with many resolutions or in multiple languages will be paginated.

Within the notification, the meeting resolution and vote options are reported in standardised fields. The resolution is always reported in English, irrespective of the market. For German securities, the resolution is additionally received and forwarded in German. Further languages may be present in the resolution, if reported by the Clearstream Banking market provider.

Important dates and times:

- The Vote Market Deadline is forwarded by Clearstream Banking as reported by the Clearstream Banking market provider.
- The Vote Deadline is determined by Clearstream Banking based on the markets' STP-capabilities.
- For registered shares, the "Registration Securities Deadline" indicates by when a registration must be instructed.
- The "Securities Blocking Period End Date" indicates that Clearstream Banking will block the instructed securities from the approval of the instruction to the Securities Blocking End Date.

Following the initial notification and further updates, Clearstream Banking will send reminders to clients for the meeting event according to the following schedule:

- 1st reminder: Seven business days before Early Incentive Deadline;
- 2nd reminder: Seven business days before the Vote Deadline;
- 3rd reminder: Two business days before Early Incentive Deadline;
- 4th Reminder: Two business days before the Vote Deadline.

Note: A maximum of one reminder is sent per day.

Meeting Entitlement Notification – seev.003

Today, issuers in some markets require a Certificate of Holding. That is, Clearstream Banking provides to clients a confirmation about the holdings which can be used to prove to issuers existence of the positions.

The seev.003 message serves the same purpose and is mostly relevant for accounts with holdings of beneficial owners (shareholders). It would allow them to prove their custody position on a specific date to the issuer as part of the general meeting registration.

Clearstream Banking will always provide the message when an according subscription exists.

The relevant date to record the holdings (end of date) for the seev.003 is determined based on the seev.001 content. The following logic is used to determine the date:

Priority	Condition	Seev.003 creation
Priority 1	If "Entitlement Fixing Date" has a date.	Created on "Entitlement Fixing Date" end-of-day
Priority 2	If "Entitlement Fixing Date" is not present or UKWN AND "Vote Market Deadline" = "Meeting date"	Created on "Vote Market Deadline Date" minus 1 business date end-of-day
	If "Entitlement Fixing Date" is not present or UKWN AND If "Vote Market Deadline Date" is smaller than (before) "Meeting Date"	Created on "Vote Market Deadline Date" end-of-day
Priority 3	If "Entitlement Fixing Date" is not present or UKWN AND If "Vote Market Deadline Date" is not present or UKWN	Created on "Meeting Date" minus 1 business date end-of-day

The seev.003 message is then sent to clients with an active subscription on the following business day.

Instruction

The following types of instructions are supported by Clearstream Banking. Each type requires the inclusion of certain information within the seev.004 message:

Type	Participation Method	Vote Details	Meeting Attendee	Proxy	Registration request
Vote with Registration	EVOT	Mandatory	Rejected	Rejected	Yes
Vote without registration	EVOT	Mandatory	Rejected	Rejected	No
Proxy with Registration	PRXY	Optional	Rejected	Mandatory	Yes
Proxy without Registration	PRXY	Optional	Rejected	Mandatory	No
Attendance	PHYS	Optional	Mandatory	Rejected	Rejected
Registration	*blank*	Rejected	Rejected	Rejected	Yes

In addition, the Rights Holder section is considered conditionally mandatory if a disclosure of beneficial owner details has been requested in the general meeting event. This is always the case with registration.

Other participation methods are not supported for instructions.

A valid meeting instruction (seev.004) to Clearstream Banking requires the usage of the participation method mentioned in the notification (seev.001) as well as key data such as ISIN, meeting ID, account/ holding information. The full message structure including mandatory fields is available via Swift MyStandards.

In order to communicate multiple instructions in the seev.004, Clearstream Banking recommends repeating the "instruction" section. Each single instruction section must have its own "single instruction

identification". Please note that all single instructions within one seev.004 message must be for the same account.

The sending of the Vote Execution Confirmation (seev.007) can be requested within the seev.004 instruction (/MtgInstr/Instr/VoteExctnConf). That means, Clearstream Banking will forward the seev.007 to the client.

For the purpose of identifying the instructing account, clients have to include the CBF, CBL or LuxCSD account number in the instruction (/MtgInstr/Instr/AcctDtls/AcctId). For CBF-i, CBL or LuxCSD clients, this relates to the five-digit account number. For CBF clients, the seven-digit account format must be used. As already mentioned, while the Instruction-section can be repeated, only one account can be used within the seev.004 message.

Clearstream Banking recommends not to use the balance type (/MtgInstr/Instr/AcctDtls/InstdBal/BalTp) for the instructed holding. Clearstream Banking only accepts the value "INBA", all other values will be ignored. That is, if the balance type is used, at least "INBA" must be present.

Clearstream Banking does not support any proprietary vote options. Additionally, instructions for standing instructions (ONEY, TWOY, THRY) are not supported.

For entrance cards without voting rights, clients cannot use the participation method PHNV. Instead, the participation method PHYS (/MtgInstr/Instr/SpcfcInstrReq/PrtcptnMtd) should be used for the instruction while specifying in the meeting attendee section the participation method PHNV (/MtgInstr/Instr/MtgAttndee/PrtcptnMthd). This specifies that a person is physically attending but without voting rights.

The following table gives an extract of validations that are performed by Clearstream Banking on the instruction. Failure to conform with the validations leads to a rejection by Clearstream Banking.

Clearstream Banking validation	**Rejection code**	**Remark**
Instruction does not provide the Meeting Instruction Identification if the agination is present (MtgInstr/MtgInstrId).	Rejected with reason code OTHR	
Instruction contains the optional field "Requested Execution Date" (/MtgInstr/Instr/ReqdExctnDt).	Rejected with reason code OTHR	
Instruction contains the field "Blockchain Address or Wallet" or uses Digital Token Unit for the balance (/MtgInstr/Instr/AcctDtls/BlckChainAdrOrWllt) (/MtgInstr/Instr/AcctDtls/InstdBal/Bal/Qty/DgtlTknUnit)	Rejected with reason code OTHR	
Instruction contains the position code "Short" (/MtgInstr/Instr/AcctDtls/InstdBal/Bal/ShrtLngPos).	Rejected with reason code OTHR	Only instructions on LONG positions will be accepted.
Instruction contains a negative instructed position.	Rejected with reason code OTHR	
Instruction requests Vote Execution Confirmation, but does not populate the vote details.	Rejected with reason code OTHR	
Instructions uses a proprietary value for identification. This relates to multiple fields within the seev.004 instruction, such as: - Rights Holder – Natural/Legal Person - Preassigned Proxy – Natural/Legal Person - Employing Party - Vote Indication	Rejected with various reason codes	Reason code is determined by the section where the proprietary code is used: Rights Holder → FULL Preassigned Proxy → PRXY Employing Party → PRXY if in the Proxy section, OTHR if in the Meeting Attendee section

Clearstream Banking validation	Rejection code	Remark
- Meeting Attendee – Natural/Legal Person For a full view, please refer to the MyStandards.		Vote Indication → OTHR Meeting Attendee → OTHR
Instruction is missing Identification in the Rights Holder section. (MtgInstr/Instr/AcctDtls/RghtsHldr/LglPrsn/Id) (MtgInstr/Instr/AcctDtls/RghtsHldr/NtrlPrsn/Id)	Rejected with reason code FULL	
Instruction uses the participation method PRXY and the proxy section is not populated.	Rejected with reason code PRXY	
Instruction uses the participation method PRXY and the meeting attendee section is populated.	Rejected with reason code PRXY	
Instruction uses the participation method PRXY and the preassigned proxy is not populated.	Rejected with reason code PRXY	
Instruction uses participation method PRXY and is missing conditional mandatory information, such as: - Person Details for Proxy Type DISC/HLDR or the Attendance Card Delivery Method INDI. - Email Address for Attendance Card Delivery Method EMAL. - Employing Party for Attendance Card Delivery Method EMPL. - Other Address of Attendance Card Delivery Method OADR.	Rejected with reason code PRXY	
Instruction is a Registration (that is, participation method is blank) and proxy section, vote details or meeting attendee section are populated.	Rejected with reason code OTHR	
Instruction uses the participation method EVOT and the vote details section is not populated.	Rejected with reason code OTHR	
Instruction uses the participation method EVOT and proxy section or meeting attendee section are populated.	Rejected with reason code OTHR	
Instruction uses the participation method PHYS and the proxy section is populated.	Rejected with reason code OTHR	
Instruction uses the participation method PHYS and the securities registration is set to true.	Rejected with reason code OTHR	
Instruction uses the participation method PHYS and the meeting attendee section is not populated.	Rejected with reason code OTHR	
Instruction uses the participation method PHYS and the meeting attendee identification is not populated.	Rejected with reason code OTHR	
Instruction uses participation method PHYS and is missing conditional mandatory information, such as:	Rejected with reason code OTHR	

Clearstream Banking validation	Rejection code	Remark
- Email Address for Attendance Card Delivery Method EMAL. - Employing Party for Attendance Card Delivery Method EMPL. - Other Address of Attendance Card Delivery Method OADR.		
Instruction uses a participation method which is not supported (MAIL, PHNV, VIRT or proprietary).	Rejected with reason code OTHR	
Instruction uses no participation method (blank) and the securities registration is not set to true.	Rejected with reason code OTHR	
Instruction on a resolution that is flagged as FYI in the meeting notification (/MtgNtfctn/Rsltn/ForInfOnly).	Rejected with reason code OTHR	It is expected that such resolutions/issuer labels are not mentioned in the seev.004 instruction when a voting for Agenda Resolution is sent. An instruction "Vote For All Agenda Resolutions" will be forwarded as received.
Instruction does not contain at least the Beneficial Owner name (Rights Holder section) for general meeting events where Beneficial Owner Disclosure is requested.	Rejected with reason code FULL	Instructions with BO details will be forwarded to the depository/LP/issuer agent.
Instructed balanced exceeds the entitled position on record date (entitlement fixing date). For CBF clients, this includes instructions on the sub-account when the sub-account does not have sufficient holdings.	Rejected with reason code LACK	For instructions received prior record date, the instruction is recycled for up to five business days with the status code LACK. This will be re-evaluated with every change of position. That is, if clients provide sufficient entitlement in time, the instruction may be accepted.
Instructed quantity does not respect the minimum/multiple tradable amount, quantity type (FAMT/UNIT) or SctiesQtyReqrdToVote.	Rejected with reason code DQUA (unit/famt, msu)	
Issuer Label and Vote Option in the instruction do not match to the meeting notification.	Rejected with reason code RESN	
Instruction on an account, which is not linked to the sender BIC.	Rejected with code SAFE	A valid BIC-account linking needs to be established or a valid PoA needs to be in place.
Instruction on a collateral taker or SLBA borrower account.	Rejected with reason code SAFE	
Instruction is a duplicate of an already received instruction (same Message Identifier and Single Instruction Identifier).	Rejected with reason code DUPL	

Clearstream Banking validation	Rejection code	Remark
Instruction includes a meeting type which does not match the seev.001 notification.	Rejected with reason code ULNK	
Instruction includes an ISIN which does not match the seev.001 notification.	Rejected with reason code DSEC	
Instruction is received after Vote Market Deadline.	Rejected with reason code LATE	
Instruction contains the request for registration and is received after Registration Securities Market Deadline.	Rejected with reason code DREM	
Instruction contains a Meeting Reference (/MtgInstr/MtgRef/MtgId) that cannot be matched to a meeting event.	Rejected with reason code EVNM	
Instruction contains vote options which are not supported.	Rejected with reason code OPTY	

When sending their seev.004 instruction, clients must ensure that the correct Clearstream Banking BIC11 is used. if the client uses a third party provider, this provider must provide the correct BIC11 of the Clearstream Banking account in the business application header. Each instruction should be sent to the CBL BIC CEDELULLXXX. This also applies to LuxCSD, CBF and CBF-i accounts.

Instructions are only accepted from a validated BIC of the account owner or appointed third party service provider. Furthermore, an RMA key exchange is required in order to send messages via the Swift FINplus network.

Status Advice

Each received instruction seev.004 and instruction cancellation seev.005 will be responded to with a seev.006 status message to the instructing party once accepted or rejected. Further status messages will be sent once the instruction has been forwarded to the depository, the selected provider or the issuer agent.

The seev.006 generally requires an active message subscription. Only if an instruction is rejected, but no seev.006 subscription is set up for the instructed account, the seev.006 with the rejection code is sent back to the sender of the instruction message by default.

The following instruction and cancellation processing status qualifiers are used by Clearstream Banking to report the status of an instruction. Please note that the ultimate status message regarding the processing of the instruction is sent by the depository, provider or agent and only forwarded by Clearstream Banking.

Business context	Status
The instruction has passed all Clearstream Banking validations and is accepted for further processing.	Instruction Processing Status “PACK”
The instruction has been processed within Clearstream Banking and forwarded to the respective depository or agent.	Instruction Processing Status “FRWD”
The instruction has been accepted and processed by the respective issuer or registrar.	Instruction Processing Status “RCIS”

Business context	Status
The instruction has ordered an attendance card (participation method "PHYS") and the request has been completed. In this case, the attendance card number will also be forwarded in the dedicated field, if received by the issuer or registrar.	Instruction Processing Status "ATTC"
The instruction included a request for registration and the registration has been completed. In this case, the Company Register Shareholder Identification will also be forwarded in the dedicated field.	Instruction Processing Status "REGM"
The requested cancellation of an instruction via seev.005 message has been processed by Clearstream Banking. **Note:** This relates to the seev.006 which is sent to update the status of the instruction (seev.004). Additional, separate seev.006 are sent to update the status of the seev.005 cancellation request (for example, cancellation request accepted via Cancellation Processing Status PACK)	Instruction Processing Status "CAND"
The instruction included a holding which is greater than the (remaining uninstructed) entitlement on the Clearstream Banking account. In this case, the instruction is recycled for up to five business days with the status code LACK. This will be re-evaluated with every change of position. That is, if clients provide sufficient entitlement in time, the instruction may be accepted.	During recycling: Instruction Pending with Reason Code "LACK" After (unsuccessful) recycling: Instruction Rejection with Reason Code "LACK"

Vote Execution Confirmation

Meeting Vote Execution Confirmation – seev.007

The Meeting Vote Execution Confirmation (seev.007) is only available if it has been explicitly requested in the instruction (seev.004) and if Clearstream Banking has received the Meeting Vote Execution Confirmation (seev.007) from the respective Clearstream Banking market provider (depository, provider or agent).

Clearstream does not perform a reconciliation or validation of received Meeting Vote Execution Confirmation (seev.007) but forwards the message to clients as received from the Clearstream Banking market provider (depository, provider or agent).

Results

Meeting Result Dissemination – seev.008

The Meeting Results (seev.008) are only available if Clearstream Banking has received the Meeting Results (seev.008) from the respective Clearstream Banking market provider (depository, provider or agent).

Clearstream Banking does not perform a reconciliation or validation of received Meeting Results (seev.008) but forwards the message to clients as received from the Clearstream Banking market provider (depository, provider or agent).

3.2 Reporting via ISO 15022

Notification

Meeting notification – MT564+ (coexistence)

For meeting notifications, there is a parallel co-existence of MT564 messages in addition to the seev.001 (and seev.002 in the case of cancellation) messages. These coexistence messages are hereinafter referred to as "MT564+".

The MT564+ is directly mapped from the seev.001/002. Therefore, differences to today's MT564 can be expected.

Generally, the approach is to provide qualifiers in the structured fields of the MT564, if possible. Information which cannot be placed in the structured part of the MT564 message is displayed in the narrative, such as resolutions and vote options in English.

The MT564 coexistence requires a separate and new subscription, which Clearstream Banking will create. Thus, a client with an existing subscription for Corporate Action Notification will automatically be subscribed to the corresponding MT564+ for general meetings. This subscription can only be deleted after the go-live (for more information, please refer to section 5.1). Existing subscriptions for Corporate Action Notifications are not impacted (see chapter 5 for further details on Connectivity).

As today, there is no specified end date for the MT564+. In general, considering the advantages of the structured messages and overall market tendency towards ISO 20022,Clearstream Banking would expect most clients to move to ISO 20022 within a few years. It should also be considered that instructions can only be accepted in ISO 20022 format or via Xact Web Portal.

More details on the content of the MT564+ messages will be included in a future version of the document.

Instruction

Coexistence of ISO 15022 messages is not planned for instructions (MT565). For this purpose, only seev.004 messages are accepted. Alternatively, instructions can be entered within Xact Web Portal.

Status Advice

Coexistence of ISO 15022 messages is not planned for status advice (MT567). For this purpose, only seev.006 messages are sent by Clearstream Banking. Alternatively, the instruction status can be viewed within Xact Web Portal.

Results

Coexistence of ISO 15022 messages is not planned for meeting results (MT564). For this purpose, only seev.008 messages are sent by Clearstream Banking. Alternatively, meeting results can be viewed within Xact Web Portal.

3.3 Reporting via Xact Web Portal

Within Xact Web Portal clients can:

- View meeting events (meeting events cancellations) and their related entitlement.
- Create meeting instructions, request meeting instruction cancellation, as well as see the meeting instruction status.
- See meeting vote execution confirmation and meeting results.
- Retrieve reporting messages related to the meeting event.

All functionalities related to general meetings are accessible within a distinct module of the Asset Servicing section. In particular, domains dedicated to "Meeting Event", "Meeting Instruction" and "Meeting Results" are implemented with the new design (a preliminary view is presented below, please note that the exact future design might differ).

However, client accounts using the General Meeting Service via ISS cannot see their positions, notifications, or instruct for a meeting in the Xact Web Portal General Meeting module.

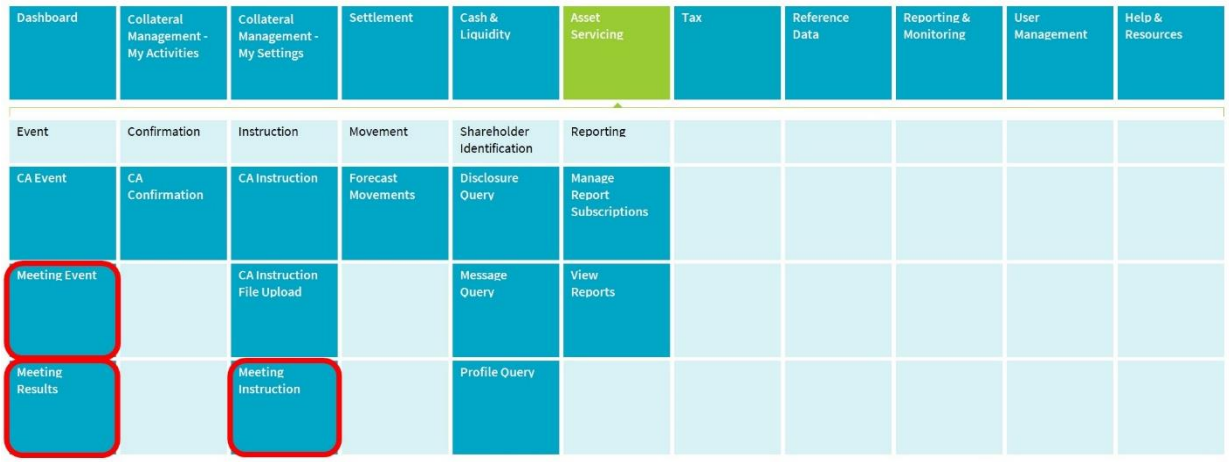

Figure 2. New general meetings module in Xact Web Portal

Notification

Via the Meeting Event domain clients can access the query list and detailed views of general meeting events as well as their related entitlement.

To view the details of a meeting event:

1. Click on Asset Servicing --> Meeting Event in the main menu of Xact Web Portal.
2. In Query/List tab advanced filters specifically dedicated to general meetings allow to conveniently search and view meeting messages. The below mockup screen introduces the new search options.

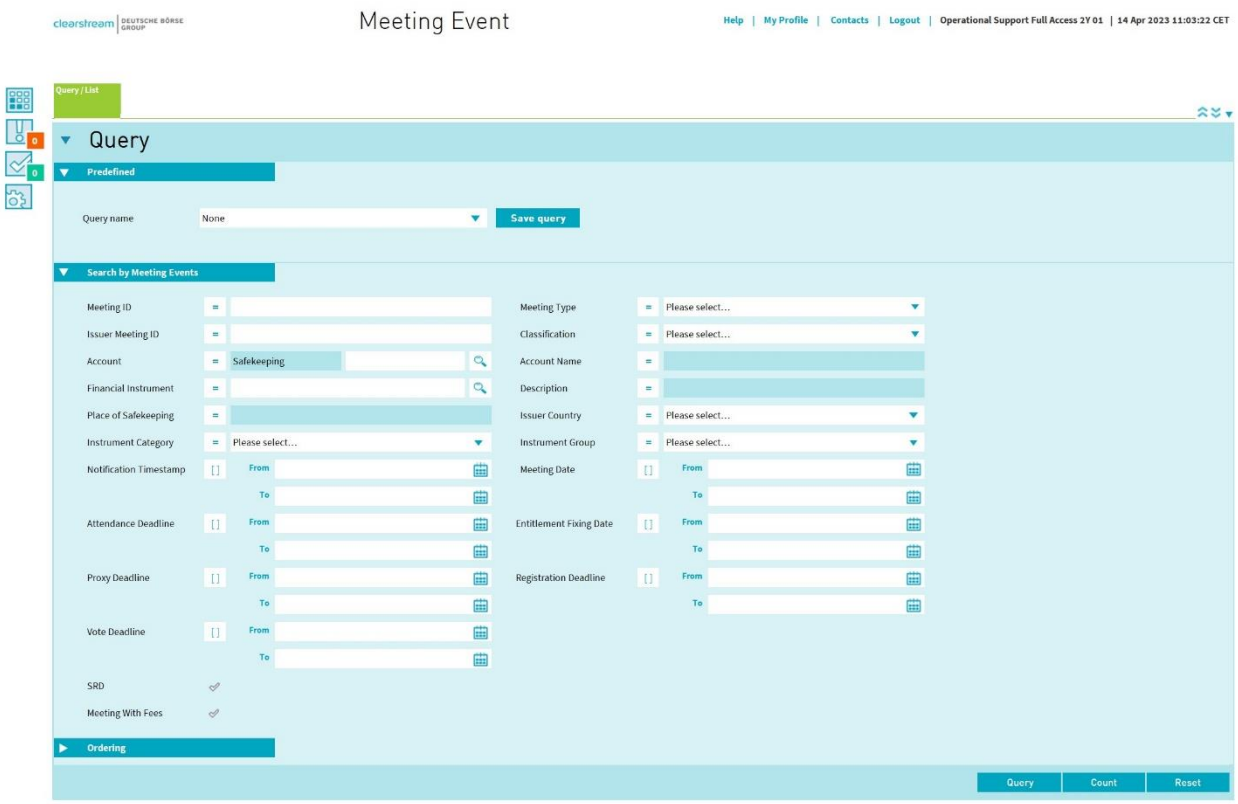

Figure 3. Meeting Event – New Query Filters

3. After clicking on "Query", the results appear in the List View.

Note: All cancelled events have "Cancellation Advice" status in the Action Status column.

Figure 4. Meeting Event – List View

4. By selecting the rows and clicking on the "Go To" button the following options can be accessed:
    a. Related meeting instructions;
    b. Related meeting results.
5. To display the details of the event, select the rows from the list and click on the "Open Detail" button. If more than one event is selected, the details will open in separate tabs.

The new Meeting Event Detail view provides better structured and more comprehensive information of the event details and is further divided into:

- Summary view that is composed of an exhaustive timeline, stating all the relevant dates and deadlines.
- Detail view which provides information about the meeting event and the underlying financial instrument, account information with entitlement/holdings, as well as additional meeting event

details (for example, meeting address), participation details, instruction parameters and power of attorney requirements.

- Attendance view that indicates attendance parameters (for example, attendance confirmation deadlines or admission conditions).
- Proxy view that indicates proxy parameters (for example, proxy deadlines or authorised proxy type).
- Vote view with vote parameters (for example, vote deadlines and vote restrictions).
- Resolutions view that provides resolutions details and possible vote options.
- Narratives view with meeting event narratives details as a separate tab.
- Instructions view shows instructions related to selected meeting event.
- Related Messages view where related seev.001/seev.002/seev.003 can be downloaded.

Note: All fields will be displayed even if blank (that is, not provided in the notification).

For more detailed information on each of the views above, please refer to the meeting event mockups presented in the appendix.

Instruction

Meeting instructions and meeting instruction cancellation requests are available under the Meeting Instruction domain.

To view the details of a meeting instruction:

1. Click on Asset Servicing --> Meeting Instruction in the main menu of Xact Web Portal.
2. In Query/List tab existing instructions (also instructions submitted via Swift) can be searched with "Meeting Event"-related (Meeting ID etc.) or "Meeting Instruction"-related (Message Reference etc.) filters. The below mockup screen introduces the preliminary view of the new search options. Please note that the exact future design might differ.

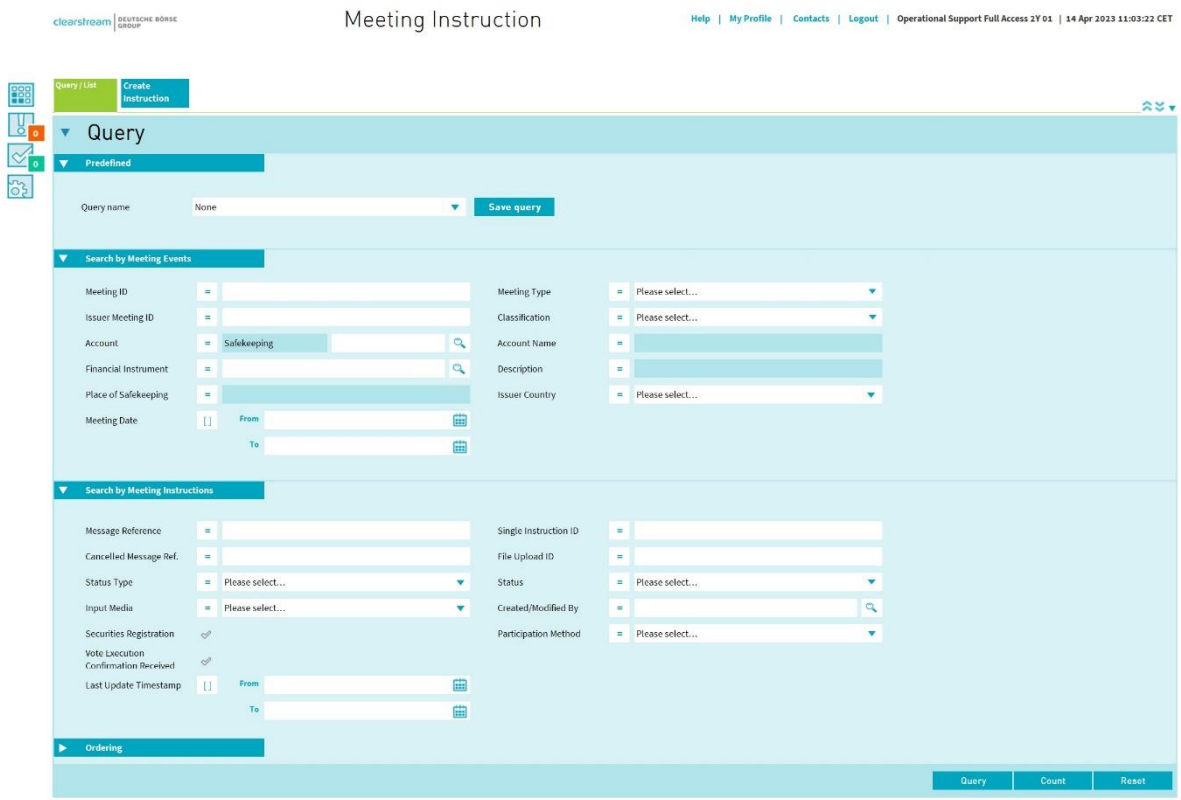

Figure 5. Meeting Instruction – New Query Filters

3. Click on "Query" to see the List View.

Note: All cancelled instructions have "Cancelled" status in the Status column.

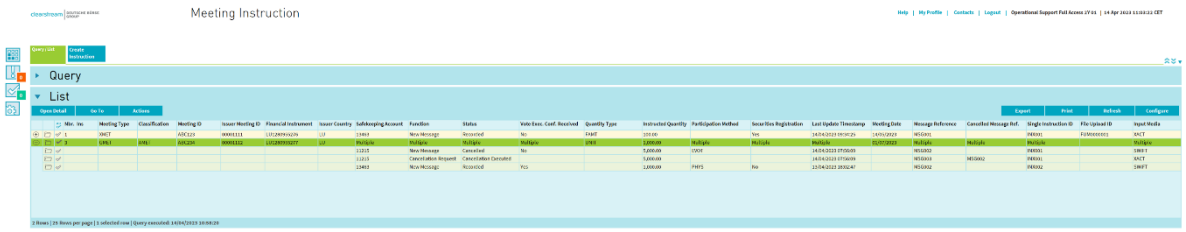

Figure 6. Meeting Instruction – List View

4. By selecting the rows and clicking on the "Go To" button the related meeting event can be viewed.
5. By selecting the rows and clicking on the "Actions" button the following actions can be executed:
    a. Pre-release actions: Edit/Delete/Release
    b. Post-release actions : Request Cancellation/Duplicate

    Note: Bulk cancellation and duplication is only possible for single instructions with the same Message Reference.

    Note for instruction duplication:

    - The "Vote Details" section and "Instructed Quantity" field will not be copied.
    - The "Account" field will be copied, but not editable.
    - Other instruction information will be copied and editable.
6. To display the details of the message, select the rows from the list and click on the "Open Detail" button. If more than one message is selected, the details will open in separate tabs. Details and processing status can be accessed for every instruction.

Meeting Instruction Detail view is further divided into:

- Instruction Details view where different fields are displayed based on the participation method. The high-level summary of the possible options is presented in the table below. For more information on the available sections please refer to the meeting instruction mockups presented in the appendix.
- Status Details view – explanation is provided in the following sections.
- Related Messages view where related seev.004/005/006/007 can be downloaded.

The following types of instructions are supported by Clearstream Banking in Xact Web Portal. Each type requires the inclusion of certain information:

Type	Participation Method	Vote Details	Meeting Attendee	Proxy	Registration request
Vote with Registration	EVOT	Mandatory	n/a	n/a	Yes
Vote without registration	EVOT	Mandatory	n/a	n/a	No
Proxy with Registration	PRXY	Optional	n/a	Mandatory	Yes
Proxy without Registration	PRXY	Optional	n/a	Mandatory	No

Attendance	PHYS	Optional	Mandatory	n/a	n/a
Registration	*blank*	n/a	n/a	n/a	Yes

In addition, the Rights Holder section is considered conditionally mandatory if a disclosure of beneficial owner details has been requested in the general meeting event. This is always the case with registration.

Other participation methods are not supported for instructions.

For more information on the instruction views please refer to the meeting instruction mockups presented in the appendix.

Meeting instructions can be created from a selected meeting event via the Meeting Event domain (recommended) or from scratch via the Meeting instruction domain.

To create a meeting instruction from a selected meeting event:

1. Execute the query for the desired meeting event.
2. Click on the "Create Instruction" button from the List View or display the event details and click on the "Create Instruction" button.
3. The Instruction Detail view opens in a separate tab. The meeting event and underlying instrument details will be pre-filled.
4. Populate Single Instruction ID, Quantity to Instruct and all other required fields based on the chosen participation method.

To create a meeting instruction from scratch:

1. Click on Asset Servicing -→ Meeting Instruction in the main menu of Xact Web Portal.
2. Click on the "Create Instruction" button.
3. In the Start tab complete all required fields:
    - Meeting ID;

      Note: The Meeting ID can be searched by clicking on the loop button. For more detailed information please refer to the meeting instruction mockups presented in the appendix.
    - Account;
    - Message Reference.
4. After clicking on the "Next" button, the Instruction Detail view opens in a separate tab. The meeting event and underlying instrument details will be pre-filled.
5. Populate Single Instruction ID, Quantity to Instruct and all other required fields based on the chosen participation method.

Status Advice

The status of the single meeting instructions is available under the Meeting Instruction domain.

To view single instruction status:

1. Click on Asset Servicing -→ Meeting Instruction in the main menu of Xact Web Portal.
2. Populate the fields with the required search criteria.
3. Click on "Query" to see the List View, where the status of the instruction is shown in the Status column. **Note:** The selection might need to be expanded to reveal all associated single instructions.
4. The status of instruction is also shown in the Instruction Details view under the Meeting Instruction Summary section and in the Status Details view under the Instruction Status section. To display the details of the message, select the rows from the list and click on the "Open Detail" button. If more than one message is selected, the details will open in separate tabs.

Additionally, in the Related Messages view the respective seev.006 can be downloaded.

Vote Execution Confirmation

Meeting vote execution confirmation is also available under Meeting Instruction domain.

To view meeting vote execution confirmation:

1. Click on Asset Servicing -→ Meeting Instruction in the main menu of Xact Web Portal.
2. Populate the fields with the required search criteria. Advanced filters will allow for convenient and straightforward search.
3. Click on "Query" to see the List View. The status of the message should be "Recorded" in the status column.
4. To display the details of the message, select the rows from the list and click on the "Open Detail" button. If more than one message is selected, the details will open in separate tabs.

Meeting vote execution confirmation will be available in the Status Details view as presented by the below mockup screen.

Note: Meeting vote execution confirmation is only available when received from the Clearstream Banking market provider (depository, provider or agent).

Additionally, in the Related Messages view the respective seev.007 can be downloaded.

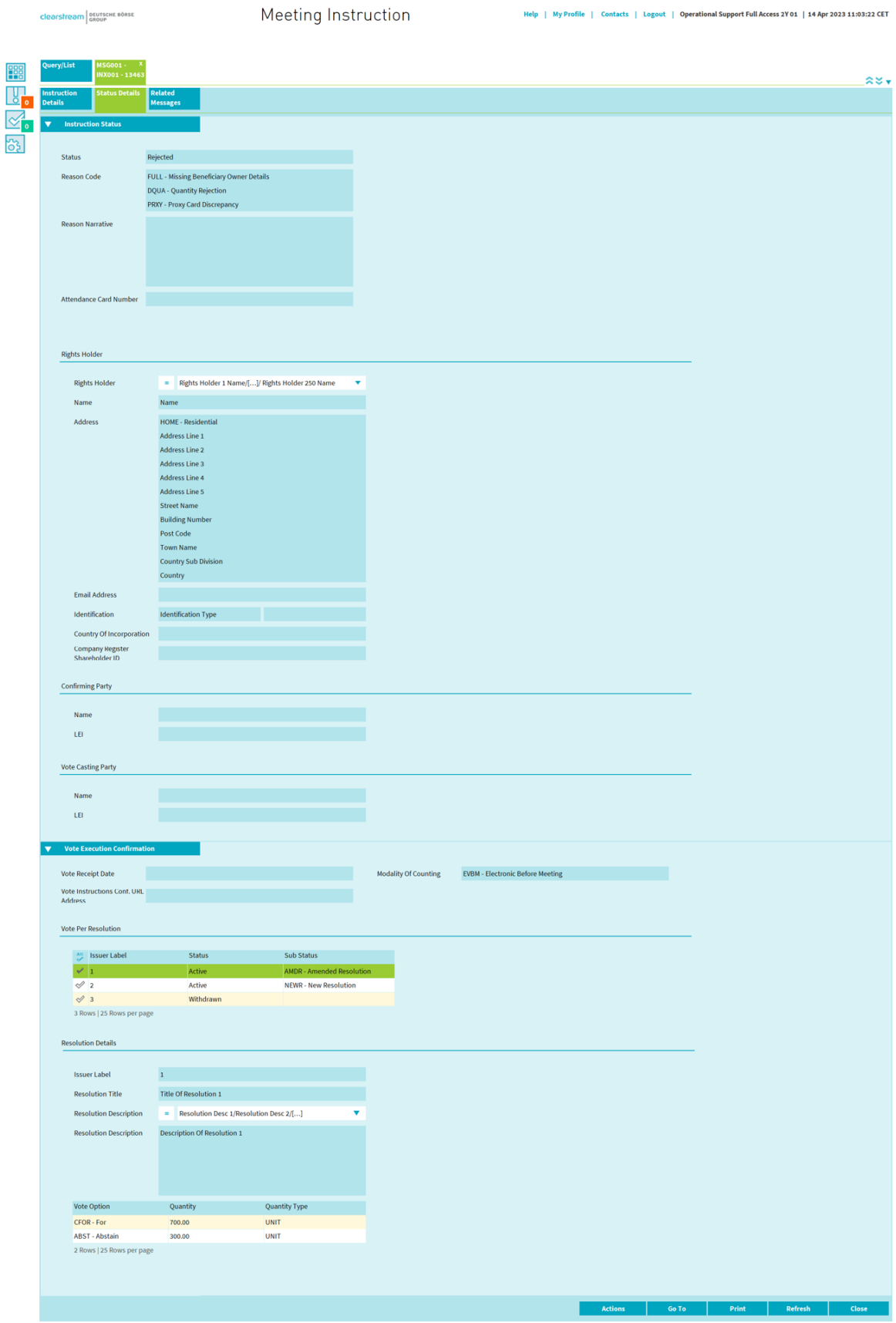

Figure 7. Status Details View -Meeting Vote Execution Confirmation

Results

Meeting results dissemination can be directly accessed via a separate Meeting Results domain.

To view meeting confirmation message:

1. Click on Asset Servicing -–> Meeting Results in the main menu of Xact Web Portal.
2. Populate the fields with the required search criteria. Advanced filters will allow for convenient and straightforward search.

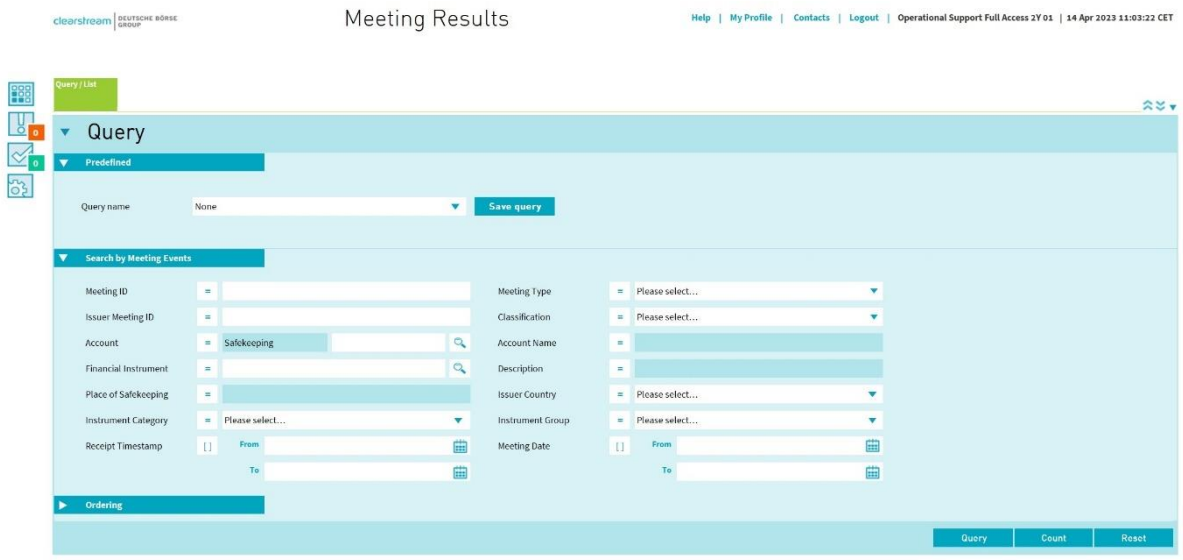

Figure 8. Meeting Results – New Query Filters

3. Click on "Query" to see the List View.

Figure 9. Meeting Results – List View

4. By selecting the rows and clicking on the "Go To" button the related meeting event can be viewed.
5. To display the details, select the rows from the list and click on the "Open Detail" button.

The new Meeting Results Detail view is further divided into:

- Detail view with vote results and related meeting event information.
- Related Messages view where related seev.008 can be downloaded.

For more information on the available screens please refer to the meeting results mockups presented in the appendix.

Note: Meeting results are only available when received from the Clearstream Banking market provider (depository, provider or agent).

3.4 Blocking

Blocking is used to make sure that instructed positions are still available at the time of the general meeting.

Clearstream Banking will block and unblock instructed positions according to the logic defined in the below table, depending on the presence of the Entitlement Fixing Date and Securities Blocking End Date in the meeting notification:

.

Entitlement Fixing Date	Securities Blocking End Date	Blocking rule	Unblocking rule
Not present or UKWN	Not present	Blocking upon instruction approval	Manual unblocking
	Date	Blocking if instruction received before Securities Blocking Period End Date	Unblocked on Date end-of-day
	Date Code RDTE	Blocking upon instruction approval	Manual unblocking
	Date Code MEET	Blocking if instruction received before Securities Blocking Period End Date	Unblocking on Meeting Date end-of-day
	Date Code PPYD	Blocking if instruction received before Securities Blocking Period End Date	Unblocking on Payment Date end-of-day
	Date Code UKWN/NARR	Blocking upon instruction approval	Manual unblocking
Date	Not present	Blocking if instruction approval before Entitlement Fixing Date	Manual unblocking
	Date	Blocking if instruction received before Securities Blocking Period End Date	Unblocked on Date end-of-day
	Date Code RDTE	Blocking if instruction received before Securities Blocking Period End Date	Unblocking on Entitlement Fixing Date end-of-day
	Date Code MEET	Blocking if instruction received before Securities Blocking Period End Date	Unblocking on Meeting Date end-of-day
	Date Code PPYD	Blocking if instruction received before Securities Blocking Period End Date	Unblocking on Payment Date end-of-day
	Date Code UKWN/NARR	Blocking if instruction approval before Entitlement Fixing Date	Manual unblocking

3.5 Registration

Germany

For a German registered share, a registration is required. The meeting notification (seev.001/MT564+) will contain the "Registration Securities Deadline". It specifies by when the CBF, CBL or LuxCSD client must send the instruction to register the securities. By then, the client has either to provide the Shareholder ID, if already available, or request the registration by setting the "Securities Registration" indicator to *true* in the meeting instruction (seev.004).

Registration request via seev.004

If the registration is requested, the instruction will be processed by Clearstream Banking, passing it to the Registrar, when all required shareholder details for a registration are provided. Furthermore, no value may be entered in the "Company Register Shareholder Identification" field in the Right Holder section. If the Shareholder ID is present or insufficient data on shareholder details is provided, the instruction is invalid and will be rejected. Based on a valid registration request in a seev.004, Clearstream Banking will trigger the registration process and request a Shareholder ID at the Registrar. This Shareholder ID will be provided back to the client once available and also included to the Voting Instruction for further processing.

Please note that Vote with Registration (Participation Method EVOT) and Proxy with Registration (Participation Method PRXY) is possible. Furthermore, a Registration might be sent without Participation Method. However, Attendance (Participation Method PHYS) cannot be combined with the registration request and must be sent via two separate instructions.

Clearstream Banking will always register the rights holder mentioned in the seev.004 as beneficial owner (Eigenbesitz) of the securities. That is, a registration on a nominee level (Fremdbesitz) is not possible via seev.004.

Once the Shareholder ID is received by Clearstream Banking from the registrar, Clearstream Banking will forward it to the client via seev.006 and, if applicable, add it to the instruction for further processing.

Any failed registration will to be communicated with a status message (seev.006) back to the instructing party.

For all share registrations processed out of a meeting instruction Clearstream Banking will trigger a de-registration on meeting date +1.

For a successful registration, the following information is required to be shared via the seev.004:

	Information (including seev.004 tag)	Comment
for all	Registration request qualifier (MtgInstr/Instr/SpcfcInstrReq/SctiesRegn)	"Securities Registration" indicator to be set to *true*
	Clearstream Banking account number (MtgInstr/Instr/AcctDtls/AcctId)	
	ISIN (MtgInstr/FinInstrmId/ISIN)	
	Quantity (MtgInstr/Instr/AcctDtls/InstdBal/Bal/Qty)	
For natural persons	Name prefix (MtgInstr/Instr/AcctDtls/RghtsHldr/NtrlPrsn/NmAndAdr/NmPrfx)	
	Name (MtgInstr/Instr/AcctDtls/RghtsHldr/NtrlPrsn/NmAndAdr/FrstNm) (MtgInstr/Instr/AcctDtls/RghtsHldr/NtrlPrsn/NmAndAdr/Srnm)	Maximum length of 70 characters. It is recommended to use abbreviations, if possible
	Nationality (MtgInstr/Instr/AcctDtls/RghtsHldr/NtrlPrsn/Ntlty)	
	Date of birth (MtgInstr/Instr/AcctDtls/RghtsHldr/NtrlPrsn/DtAndPlcOfBirth/BirthDt)	
	Street address (MtgInstr/Instr/AcctDtls/RghtsHldr/NtrlPrsn/NmAndAdr/Adr)	International Address: Street is mandatory. German Address: Not mandatory if postal code of post box is used, else mandatory
	Post code (MtgInstr/Instr/AcctDtls/RghtsHldr/NtrlPrsn/NmAndAdr/Adr/PstCd)	Either post code of the city or of the post box
	City (MtgInstr/Instr/AcctDtls/RghtsHldr/NtrlPrsn/NmAndAdr/Adr/TwnNm)	
	Country of address (MtgInstr/Instr/AcctDtls/RghtsHldr/NtrlPrsn/NmAndAdr/Adr/Ctry)	
	Email (MtgInstr/Instr/AcctDtls/RghtsHldr/NtrlPrsn/EmailAdr)	Optional, but recommended
For legal persons	Name (MtgInstr/Instr/AcctDtls/RghtsHldr/LglPrsn/NmAndAdr/Nm)	Maximum length of 70 characters. It is recommended to use abbreviations, if possible
	Country of incorporation (MtgInstr/Instr/AcctDtls/RghtsHldr/LglPrsn/CtryOfIncorprtn)	
	LEI (MtgInstr/Instr/AcctDtls/RghtsHldr/LglPrsn/Id/LEI)	Optional. Maximum length of 20 characters and will be cut if maximum is reached.
	Street address (MtgInstr/Instr/AcctDtls/RghtsHldr/LglPrsn/NmAndAdr/Adr)	International Address: Street is mandatory. German Address: Not mandatory if postal code of post box is used, else mandatory
	Post code (MtgInstr/Instr/AcctDtls/RghtsHldr/LglPrsn/NmAndAdr/Adr/PstCd)	Either post code of the city or of the post box
	City (MtgInstr/Instr/AcctDtls/RghtsHldr/LglPrsn/NmAndAdr/Adr/TwnNm)	
	Country of address (MtgInstr/Instr/AcctDtls/RghtsHldr/LglPrsn/NmAndAdr/Adr/Ctry)	
	Email (MtgInstr/Instr/AcctDtls/RghtsHldr/LglPrsn/EmailAdr)	Optional, but recommended

Registration request via existing methods

For CBF accounts performing a registration in the German market, the existing process to request a registration directly (for instance via CASCADE RS or MT500 messages) remains in place.

If a "Company Register Shareholder Identification" is present, that is, if the shares are already registered, the "Securities Registration" indicator must not be used and can be filled in "*false*" or left empty. Furthermore, the "Company Register Shareholder Identification" must be included in the "Rights Holder" section of the instruction (seev.004).

Other markets

Security registration by the client is only required for general meeting events on CBF-issued registered shares. In other markets (such as Switzerland, Sweden etc.), registration is done by the Clearstream Banking custodian on the basis of the meeting instruction message.

3.6 Specific meeting scenarios or market functionalities

Bondholder meeting with fees

For bondholder meetings with fees (such as Incentive Premium), the incentive payment is separated from the meeting and voting process. That is, the meeting event will be announced via seev.001 or MT564+. Meanwhile, the payment of fees will be processed separately via the corporate action process (that is, using an MT566). Multiple fees will result in multiple payments. Furthermore, notifications for the payments with event type CONS/MAND will be provided via the corporate action flow at a later point in time.

Swiss market

For the Swiss market (CBL, LuxCSD and CBF-i accounts), the seev.001 contains a linked Meeting ID. This linkage is used for technical purpose and should be ignored by clients.

Furthermore, the registration and registration market deadlines can be ignored as Clearstream Banking does not expect seev.004 with indicator "registration required" for the Swiss market.

```
      <ConfOfHldgReqrd>false</ConfOfHldgReqrd>
</NtfctnGnlInf>
<EvtsLkg>
      <EvtId>
            <LkdMtgId>1776750/48189</LkdMtgId>
      </EvtId>
      <LkgTp>WITH</LkgTp>
</EvtsLkg>
<Mtg>
      <MtgId>1776750/48189</Midi>
```

Swiss and U.S. market for CBF clients

For **CBF clients**, the proxy voting service cannot be offered for the U.S. and Swiss markets due to the current structure of the market access link. Meeting notifications will be sent for meeting events in these markets, but for all participation methods, "Supported by account servicer" will be set to *false*.

If CBF clients would like to instruct for these meetings, it is possible to transfer the holdings to the 6-series account, from which the proxy voting service is offered.

3.7 Connectivity

Please note that this section focuses on functional connectivity aspects. The necessary preparatory connectivity activities, such as creation of new reporting subscription, are described in chapter 5.

The following reporting subscriptions and channels will become available with the project. The subscriptions for MX-messages can be created as of July 2024. The subscription for MT564+ will be created by Clearstream Banking on the basis of current MT564 subscription. In addition to the reporting subscriptions, Xact Web Portal (section 3.3) is available.

Report subscription	Channel	Format
seev.001, seev.002, seev.003, seev.006, seev.007, seev.008	Swift FINplus (A2A)	ISO 20022
	Xact File Transfer (A2A)	ISO 20022
	Xact (U2A)	ISO 20022
MT564+	Swift (A2A)	ISO 15022
	MQ (A2A) – limited to CBF accounts	ISO 15022
	Xact FileTransfer (A2A)	ISO 15022
	Xact (U2A)	ISO 15022

Instructions are only accepted from a validated BIC/DN of the account owner or appointed third-party service provider. That is, BIC, DN and account must be linked within Xact Web Portal.

All instructions (or instruction cancellations) must be addressed to the Clearstream Banking receiver BIC CEDELULLXXX. Instructions addressed to the CBF receiver BIC DAKVDEFFXXX (or DAKVDEFFONE) will be rejected.

For outbound communication, Clearstream Banking allows the selection of sending address during the A2A subscription set up:

Account entity	Channel	Sending address
CBL, CBF-i	Swift / Swift FIN+	CEDELULLXXX
CBF	Swift / Swift FIN+	DAKVDEFFDOM DAKVDEFFONE CEDELULLXXX
	MQ	DAKVDEFFXXX DAKVDEFFONE
LuxCSD	Swift / Swift FIN+	CEDELULLXXX LUXCLULLXXX

Within the reporting subscription for ISO 20022 and MT564+, the following filters are available:

- "SRD indicator filled": With this selection, it is possible to limit the reporting to events where the SRD indicator is filled in the notification provided by the market.
  Note: This indicator is not validated by Clearstream Banking. Based on current market analysis, filtering with this is not recommended by Clearstream Banking.

- "Event type": With this selection, it is possible to choose for which GM event types (ISO 20022: BMET, CMET, GMET, MIXD, SPCL and XMET – ISO 15022: BMET, CMET, XMET, MEET and OMET) the reporting should be received. Multi selection is possible to define for which event types the reporting should be created. The default selection is on "ALL" event types.
- "Issuer Market": With this selection, it is possible to choose for which issuer countries the reporting should be received. A list of all countries is available and multi selection is possible to define for which issuer countries the reporting should be created. The default selection is on "ALL" countries.

Furthermore, the "Additional Address" option makes it possible to define the receiver BIC on channel level.

3.8 PoA

Any existing contractual relationship with third-party service providers via Power of Attorney (POA) remains in place. There is no requirement on the client or service provider side to update the contracts. Clearstream Banking will internally ensure that the POA processing works for the ISO 20022 flow as it does today for ISO 15022.

Clients and their service providers must review the connectivity, in particular message subscriptions, RMA key exchange and access to Xact Web Portal, which might need to be updated. Clients that want to use third-party service providers for the general meeting processing need to first – if not already in place – submit the necessary contractual form in order to establish the PoA relationship. For this, Clearstream Banking Client Services or the respective Relationship Officer should be contacted. Second, once the PoA relationship is established and processed within Clearstream Banking systems, subscriptions need to be created in Xact Web Portal. This process is further described in section 5.1. During the setup in Xact Web Portal, the receiver address must be selected – here the address (BIC or DN) of the third-party service provider must be selected.

Please note that during this process, additional information related to the BIC or DN might be required.

4. Client simulation

Clearstream Banking targets to offer a guided client testing for the changes induced by the SCE project during September 2024 (date to be confirmed).

During this testing period, clients will be able to receive general meeting event announcements for various test scenarios and submit instructions on these events.

The test case setup is designed by Clearstream Banking to support client testing for a broad variation of event types in ISO 20022 format. Clearstream Banking will create the general meeting events and the necessary holdings in dedicated ISINs. Clients may send instructions into the simulation environment (via Swift or Xact Web Portal) in order to test the processing of the instructions.

The detailed test scope is preliminarily planned to be published by May 2024 on the Clearstream General Meeting Service webpage. This includes the simulation registration form, which clients wishing to participate in the guided testing have to fill out and relay back to Clearstream Banking.

Clients aiming for a complete test must consider that the message flow towards the Clearstream Banking test environment "OCCT" via the Swift (FINplus) network requires the use of Test BICs as technical sender and receiver and a valid RMA exchange to be in place.

5. Migration approach

5.1 Preperation

Subscription setup

Clients are asked to ensure their connectivity settings with sufficient lead time. Xact Web Portal can be used to query, manage or set up a subscription (please refer to the video guides or the User Manual). Subscriptions to ISO 20022 messages will be possible as of July 2024. Subscriptions to the MT564+ will be created by Clearstream Banking. They can be amended or manually added in Xact Web Portal as of November 2024. In case of uncertainties, please contact the Clearstream Connectivity Support team at the following email address connect@clearstream.com. For convenience, Clearstream Banking will publish a connectivity form to support the process.

ISO 20022

In order to receive ISO 20022 messages (seev.001, seev.002, seev.003, seev.006, seev.007, seev.008) from Clearstream, a new message subscription in Xact Web Portal is required. For each message type, a separate subscription is needed.

The following reporting channels are available for ISO 20022 messages:

- Swift FINplus;
- File Transfer;
- Xact Web Portal (for download of ISO 20022 file).

Furthermore, Clearstream offers different enhancements that can be selected for each ISO 20022 message subscription during the subscription process:

- Event type – offers the choice to limit the reporting to specific general meeting event types (ISO 20022: BMET, CMET, GMET, MIXD, SPCL and XMET – ISO 15022: BMET, CMET, XMET, MEET and OMET). Multi selection is possible to define for which event types the reporting should be created. The default selection is on "ALL" event types.
- SRD indicator filled – Selection is possible to limit the reporting to events where the SRD indicator is filled in the notification provided by the market
  Note: This indicator is not validated by Clearstream Banking. Based on current market analysis, filtering with this is not recommended by Clearstream Banking.
- Issuer Market - offers the choice to limit the reporting to specific countries. Multi selection is possible to define for which issuer countries the reporting should be created. The default selection is on "ALL" countries.
- "Additional Address" – Selection is possible to define the receiver BIC on channel level.

For all ISO 20022 messages sent by Clearstream Banking, the sender BIC can be defined at subscription level depending on channel and account (see section 3.7).
For all instructions sent to Clearstream Banking, the receiver BIC CEDELULLXXX must be used.

ISO 15022

In the current subscription model, the "Corporate Actions Notifications" (MT564) subscription includes event types for both income and corporate action events (such as DVCA, REDM or TEND) as well as for general meeting events (such as MEET, XMET or BMET).

In the context of the SCE migration in November 2024, the MT564 subscription setup will be changed in three steps:

- Step 1: If the MT564 subscription contains general meeting event types and uses a format which is supported for the MT564+ (see below), the part of the subscription which contains general meeting event types will be duplicated into a separate subscription. That is, if a "Corporate Actions Notifications" (MT564) subscription includes any general meeting event types during the migration, a new subscription dedicated only to these general meeting event types will be automatically created by Clearstream.

- After Go-Live on 18 November 2024, this new dedicated general meeting event MT564 subscription will serve as the basis for sending the coexistence MT564+.

  The following reporting channels are available for coexistance MT564+ messages:

  - Swift;
  - MQ (CBF accounts only);
  - File Transfer;
  - Xact Web Portal (for download of ISO 15022 file).

- Step 2: The "old" MT564 subscription, still containing both the corporate action and general meeting event types continues to exist for as long as non-migrated events (see section 5.2) are active. That is, the reporting for non-migrated general meeting events, which continues via the old flow, will occur on the basis of this subscription.
- Step 3: Once the last non-migrated meeting event has been finalised (expected during December 2024), the general meeting event types are removed from the MT564 subscription. That is, only the corporate action event types remain part of this subscription. General meeting event types, if any, are then only part of the separate MT564+ subscription.

This process does not lead to any changes in the processing or reporting for corporate action messages.

Clients which intend to use other channels for the notification (ISO 20022 or Xact Web Portal) should be aware that they need to actively deselect the new MT564+ subscription for general meeting event types. If the connectivity form provided by Clearstream Banking is used, Clearstream Banking will consider this during automatically during the process.

ISO 15022 from KADI

During the migration, general meeting events will be removed from the existing MT564 subscription in KADI and KUSTA.

If clients wish to continue receiving MT564 messages for German events, a new MT564+ subscription must be created (if not already done based on the Xact Web Portal subscriptions, please refer to above paragraph).

Xact Web Portal

Generally, access to Xact Web Portal is highly recommended for every client. The dedicated general meetings domain (section 3.3) allows to query general meeting events and create or amend instructions. Furthermore, managing of message subscriptions is possible and copies of all reporting messages are available.

The new general meeting domain is located under the asset servicing domain.

More information on the required user access rights to access the general meeting domain will be provided in a future version of the document.

Xact Web Portal administrators are asked to verify their access to Xact Web Portal. If Xact Web Portal is not yet set up, please contact the Connectivity Support team.

If clients would like to adapt their connectivity settings, they are requested to contact the Connectivity Support team (connect@clearstream.com/ +49 (0) 69 / 211 11590). This team supports the creation and the maintenance of settings in A2A and U2A mode.

RMA Key Exchange

In order to receive from and send to Clearstream Banking ISO 20022 messages via the Swift FINplus service, the exchange of an according RMA agreement must be in place is required. To modify the technical pre agreement, DN must be configured within the Clearstream Banking systems.

With the change to the RMA process by Swift in March 2024, the RMA key exchange does no longer occur on single message basis, but instead on a business scenario level. Within the context of the SCE project, the new RMA key exchange should encompass the following:

- Clearstream Banking (CEDELULLXXX or other Clearstream Banking BIC, as selected in the message subscription) is allowed to send to the client (client BIC): General Meeting Notification (including seev.001, seev.002, seev.003, seev.006, seev.007, seev.008)
- Clearstream Banking (CEDELULLXXX) allows to receive from the client (client BIC): General Meeting Instructions (including seev.004, seev.005)

There will be no change for clients RMA exchange for MT or ISO 15022 messages.

The RMA key exchange process usually takes some time to complete. Please make sure to establish the RMA exchange sufficiently early.

5.2 Cut-over

Clearstream Banking will begin to apply the processing changes for general meetings with the implementation weekend from 16 November 2024 to 18 November 2024. The implementation approach defines that Clearstream Banking provides a fluid transition for the clients. That is, processing is done either via the old flows or via the new flows, depending on the vote deadline of the general meeting event:

- All general meeting events **announced before** 16 November 2024 and with a **vote deadline before** 1 December 2024 are processed in the old flow, following the "as-is" process. That is, any ongoing event at the time of migration will continue to be processed with the existing ISO 15022 process. Clients can vote with MT565 messages and will receive status updated as MT567.
- All corporate action events **announced before** 16 November 2024 and with a **vote deadline after** 1 December 2024 are migrated to the new flow, following the "future" process. During the migration weekend, on 16 November 2024, the general meeting event will be cancelled in the old flow, meaning an MT564 CANC will be sent. Then, the general meeting event will be newly announced in the new flow, using ISO 20022 messaging (or MT564 for clients using the coexistence). The new meeting event will have a different meeting ID. The messages are distributed as per the current reporting schedules. For these events, instructions will only be accepted in ISO 20022 format or via Xact Web Portal. Any MT565 received for these events are not processed by Clearstream Banking.
- All corporate action events **announced after** 16 November 2024 are processed in the new flow, following the "future" process.

Please note that a general meeting event initially announced with a vote deadline before 1 December 2024, which is later postponed and with a new vote deadline after 1 December 2024, will be subject to migration. That is, with the postponement, the event will be cancelled and re-announced in the new flow.

Any instructions received on a to-be-migrated event before 16 November 2024 will be cancelled by Clearstream Banking latest during the migration weekend. That is, clients will receive an MT567 indicating a cancellation of the instruction. Please note that during the migration process, the blocking must be retriggered. As a result, pending settlement transaction may be release after the initial unblocking. Therefore, clients must consider their pending settlement instruction during the migration and re-instruction period.

In order to facilitate the process, Clearstream Banking will already begin before the migration date to stop accepting instructions on events which are set to be migrated (that is, have a vote deadline after 1 December 2024). After the migration of the event, clients will need to recreate the instruction in the new flow (seev.004 or Xact Web Portal).

As a consequence, Clearstream Banking asks clients to check the vote deadline of the general meeting before submitting a vote instruction. As all instructions on events with vote deadline after 1 December 2024 will not be accepted and must be submitted in the new flow after migration, it is heavily recommended not to create these instructions in the first place.

Further information on the implementation weekend will be provided via separate Migration Guide in due time.

Please note that for general meeting events that are currently processed in KADI (for CBF clients), all ongoing events will be cancelled during the migration weekend.

Glossary

Acronym or abbreviation	Description
A2A	Application to Application
BIC	Bank Identifier Code
CA	Corporate actions
CASCADE-RS	Clearstream Banking system used for registration
CBF	Clearstream Banking AG, Frankfurt (CSD)
CBF-i	CBF International 6-series account
CBL	Clearstream Banking Luxembourg (ICSD)
CSD	Central Securities Depository
DN	Distinguished Name
FAQ	Frequently Asked Questions
GUI	Graphical User Interface
ICSD	International Central Securities Depository
ISIN	International Securities Identification Number
ISO	International Organization for Standardization
ISS	Institutional Shareholder Services
KADI	Kapitaldienste
KUSTA	Client Reference Data (Kundenstammdatensystem)
LEI	Legal Entity Identifier
MT	Message Type
OneCAS	OneClearstream Asset Services
OU	Organizational Unit (used in Xact Web Portal)
POA	Power of Attorney
RMA	Relationship Management Application (Swift)
SCE	Shareholder Communication enhancement
SMPG	Securities Market Practice Group
SRD II	Shareholder's Rights Directive 2
STP	Straight-Through-Processing
Swift	Society for Worldwide Interbank Financial Telecommunication
U2A	User to Application
WM	Wertpapier-Mitteilungen
XML	Extensible Markup Language
XSD	XML Schema Definition

Appendix

seev.004 (meeting instruction) examples – clients to Clearstream

Please note that these examples have been created based on the current understanding. At the time of writing, the discussion had not been finalised for all fields and internal testing procedures had not been finalised. As such, the below examples are subject to later change. A final version can be expected by Q3 2024.

Scenario 1 – voting instruction of a legal person

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 <AppHdr xmlns="urn:iso:std:iso:20022:tech:xsd:head.004.001.09">
<Fr>
     <FIId>
          <FinInstnId>
               <BICFI>BANKABCDXXX</BICFI>
          </FinInstnId>
     </FIId>
</Fr>
<To>
     <FIId>
          <FinInstnId>
               <BICFI>CEDELULLXXX</BICFI>
          </FinInstnId>
     </FIId>
</To>
<BizMsgIdr>2493048</BizMsgIdr>
<MsgDefIdr>seev.004.001.09</MsgDefIdr>
<CreDt>2023-01-06T13:39:15.893Z</CreDt>
</AppHdr>
<Document xmlns="urn:iso:std:iso:20022:tech:xsd:seev.004.001.09">
     <MtgInstr>
          <MtgRef>
               <MtgId>0000123456789</MtgId>
               <IssrMtgId>0987654321</IssrMtgId>
               <MtgDtAndTm>2023-01-30T11:00:00.000</MtgDtAndTm>
               <Tp>MIXD</Tp>
          </MtgRef>
          <FinInstrmId>
               <ISIN>DE0005200000</ISIN>
          </FinInstrmId>
          <Instr>
               <SnglInstrId>2493048/1501124208</SnglInstrId>
               <VoteExctnConf>false</VoteExctnConf>
               <AcctDtls>
                    <AcctId>1234567</AcctId>
                    <InstdBal>
                         <Bal>
                              <ShrtLngPos>LONG</ShrtLngPos>
                              <Qty>
```

```
                                        <Unit>1.0</Unit>
                                    </Qty>
                               </Bal>

                          </InstdBal>
                          <RghtsHldr>
                               <LglPrsn>
                                    <NmAndAdr>
                                         <Nm>Example Bank</Nm>
                                    </NmAndAdr>
                                    <Id>
                                         <LEI> 945500CD4ACA46BB8A51 </LEI>
                                    </Id>
                               </LglPrsn>
                          </RghtsHldr>
                     </AcctDtls>
                     <VoteDtls>
                          <VoteInstrForAgndRsltn>
                               <VotePerAgndRsltn>
                                    <GblVoteInstr>
                                         <IssrLabl>1</IssrLabl>
                                              <VoteOptn>
                                                   <Tp>ABST</Tp>
                                              </VoteOptn>
                                         <IssrLabl>2</IssrLabl>
                                              <VoteOptn>
                                                   <Tp>CAGS</Tp>
                                              </VoteOptn>
                                    </GlbVoteInstr>
                               </VotePerAgndRsltn>
                          </VoteInstrForAgndRsltn>
                     </VoteDtls>
                     <SpcfcInstrReq>
                          <PrtcptnMtd>
                               <Cd>EVOT</Cd>
                          </PrtcptnMtd>
                          <SctiesRegn>false</SctiesRegn>
                     </SpcfcInstrReq>
                </Instr>
           </MtgInstr>
      </Document>
```

Scenario 2 – voting instruction of a natural person including registration request

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<AppHdr xmlns="urn:iso:std:iso:20022:tech:xsd:head.004.001.09">
     <Fr>
          <FIId>
               <FinInstnId>
                    <BICFI>BANKABCDXXX</BICFI>
               </FinInstnId>
          </FIId>
     </Fr>
     <To>
          <FIId>
               <FinInstnId>
                    <BICFI>CEDELULLXXX</BICFI>
               </FinInstnId>
          </FIId>
     </To>
     <BizMsgIdr>2493048</BizMsgIdr>
     <MsgDefIdr>seev.004.001.09</MsgDefIdr>
     <CreDt>2023-01-06T13:39:15.893Z</CreDt>
</AppHdr>
<Document xmlns="urn:iso:std:iso:20022:tech:xsd:seev.004.001.09">
     <MtgInstr>
          <MtgRef>
               <MtgId>0000123456789</MtgId>
               <IssrMtgId>0987654321</IssrMtgId>
               <MtgDtAndTm>2023-01-30T11:00:00.000</MtgDtAndTm>
               <Tp>MIXD</Tp>
          </MtgRef>
          <FinInstrmId>
               <ISIN>DE0005200000</ISIN>
          </FinInstrmId>
          <Instr>
               <SnglInstrId>2493048/1501124208</SnglInstrId>
               <VoteExctnConf>false</VoteExctnConf>
               <AcctDtls>
                    <AcctId>1234567</AcctId>
                    <InstdBal>
                         <Bal>
                              <ShrtLngPos>LONG</ShrtLngPos>
                              <Qty>
                                   <Unit>1.0</Unit>
                              </Qty>
                         </Bal>

                    </InstdBal>
                    <RghtsHldr>
                         <NtrlPrsn>
                           <NmAndAdr>
```

```
                              <NmPrfx>MIST</NmPrfx>
                              <FrstNm>John</FrstNm>
                              <Srnm>Doe</Srnm>
                              <Adr>
                                 <AdrTp>ADDR</AdrTp>
                                 <AdrLine>Hauptstraße 1, 12345
Musterhausen</AdrLine>
                                 <Ctry>DE</Ctry>
                              </Adr>
                           </NmAndAdr>
                           <EmailAdr>XXXXXX@GMAIL.COM</EmailAdr>
                           <Id>
                               <Id>ABC12345</Id>
                               <IdTp>
                                 <Cd>CCPT</Cd>
                               </IdTp>
                            </Id>
                            <DtAndPlcOfBirth>
                               <BirthDt>1980-01-01</BirthDt>
                            </DtAndPlcOfBirth>
                        </NtrlPrsn>
                     </RghtsHldr>
                  </AcctDtls>
                  <VoteDtls>
                     <VoteInstrForAgndRsltn>
                        <VotePerAgndRsltn>
                           <GblVoteInstr>
                              <IssrLabl>1</IssrLabl>
                                 <VoteOptn>
                                    <Tp>ABST</Tp>
                                 </VoteOptn>
                              <IssrLabl>2</IssrLabl>
                                 <VoteOptn>
                                    <Tp>CAGS</Tp>
                                 </VoteOptn>
                           </GlbVoteInstr>
                        </VotePerAgndRsltn>
                     </VoteInstrForAgndRsltn>
                  </VoteDtls>
                  <SpcfcInstrReq>
                     <PrtcptnMtd>
                        <Cd>EVOT</Cd>
                     </PrtcptnMtd>
                     <SctiesRegn>true</SctiesRegn>
                  </SpcfcInstrReq>
            </Instr>
      </MtgInstr>
</Document>
```

Scenario 3 - voting instruction of two natural persons that already have a Shareholder ID

```
<AppHdr xmlns="urn:iso:std:iso:20022:tech:xsd:head.004.001.09">
     <Fr>
          <FIId>
               <FinInstnId>
                    <BICFI>BANKABCDXXX</BICFI>
               </FinInstnId>
          </FIId>
     </Fr>
     <To>
          <FIId>
               <FinInstnId>
                    <BICFI>CEDELULLXXX</BICFI>
               </FinInstnId>
          </FIId>
     </To>
     <BizMsgIdr>093257023750</BizMsgIdr>
     <MsgDefIdr>seev.004.001.09</MsgDefIdr>
     <CreDt>2023-01-06T13:39:15.893Z</CreDt>
</AppHdr>
<Document
xmlns="urn:iso:std:iso:20022:tech:xsd:seev.004.001.09">
     <MtgInstr>
          <MtgRef>
               <MtgId>0000123456789</MtgId>
               <IssrMtgId>0987654321</IssrMtgId>
               <MtgDtAndTm>2023-01-30T11:00:00.000</MtgDtAndTm>
               <Tp>MIXD</Tp>
          </MtgRef>
          <FinInstrmId>
               <ISIN>DE0005200000</ISIN>
          </FinInstrmId>
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               <SnglInstrId>2493048/1501124208</SnglInstrId>
               <VoteExctnConf>false</VoteExctnConf>
               <AcctDtls>
                    <AcctId>1234567</AcctId>
                    <InstdBal>
                         <Bal>
                              <ShrtLngPos>LONG</ShrtLngPos>
                              <Qty>
                                   <Unit>1.0</Unit>
                              </Qty>
                         </Bal>

                    </InstdBal>
                    <RghtsHldr>
                         <NtrlPrsn>
                           <NmAndAdr>
```

```
                              <FrstNm>John</FrstNm>
                              <Srnm>Doe</Srnm>
                              <Adr>
                                 <AdrTp>ADDR</AdrTp>
                                 <AdrLine>Hauptstraße 1, 12345
Musterhausen</AdrLine>
                                 <Ctry>DE</Ctry>
                              </Adr>
                           </NmAndAdr>

<EmailAdr>XXXXXX@GMAIL.COM</EmailAdr>
                           <Id>
                               <Id>ABC12345</Id>
                               <IdTp>
                                 <Cd>CCPT</Cd>
                               </IdTp>
                            </Id>

<CpnyRegrShrhldrId>DE123456789</CpnyRegrShrhldrId>
                        </NtrlPrsn>
                     </RghtsHldr>
                  </AcctDtls>
                  <VoteDtls>
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                        <VotePerAgndRsltn>
                           <GblVoteInstr>
                              <IssrLabl>1</IssrLabl>
                                 <VoteOptn>
                                    <Tp>ABST</Tp>
                                 </VoteOptn>
                              <IssrLabl>2</IssrLabl>
                                 <VoteOptn>
                                    <Tp>CAGS</Tp>
                                 </VoteOptn>
                           </GlbVoteInstr>
                        </VotePerAgndRsltn>
                     </VoteInstrForAgndRsltn>
                  </VoteDtls>
                  <SpcfcInstrReq>
                     <PrtcptnMtd>
                        <Cd>EVOT</Cd>
                     </PrtcptnMtd>
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                  <AcctDtls>
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```

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                         </Bal>
                         <BalTp>INBA</BalTp>
                    </InstdBal>
                    <RghtsHldr>
                         <NtrlPrsn>
                           <NmAndAdr>
                              <FrstNm>Jane</FrstNm>
                              <Srnm>Doe</Srnm>
                              <Adr>
                                 <AdrTp>ADDR</AdrTp>
                                 <AdrLine>Hauptstraße 123,
12345 Musterhausen</AdrLine>
                                 <Ctry>DE</Ctry>
                              </Adr>
                           </NmAndAdr>

<EmailAdr>XXXXXX@GMAIL.COM</EmailAdr>
                           <Id>
                               <Id>ABC54321</Id>
                               <IdTp>
                                 <Cd>CCPT</Cd>
                               </IdTp>
                            </Id>

<CpnyRegrShrhldrId>DE987654321</CpnyRegrShrhldrId>
                           </NtrlPrsn>
                    </RghtsHldr>
               </AcctDtls>
               <VoteDtls>
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                         <VotePerAgndRsltn>
                              <GblVoteInstr>
                                   <IssrLabl>1</IssrLabl>
                                        <VoteOptn>
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                                        </VoteOptn>
                                   <IssrLabl>2</IssrLabl>
                                        <VoteOptn>
                                             <Tp>ABST</Tp>
                                        </VoteOptn>
                              </GblVoteInstr>
                         </VotePerAgndRsltn>
                    </VoteInstrForAgndRsltn>
               </VoteDtls>
               <SpcfcInstrReq>
                    <PrtcptnMtd>
```

```
                    <Cd>EVOT</Cd>
                </PrtcptnMtd>
                <SctiesRegn>false</SctiesRegn>
            </SpcfcInstrReq>
        </Instr>
    </MtgInstr>
</Document>
```

Scenario 4 – proxy voting

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            </FinInstnId>
        </FIId>
    </Fr>
    <To>
        <FIId>
            <FinInstnId>
                <BICFI>CEDELULLXXX</BICFI>
            </FinInstnId>
        </FIId>
    </To>
    <BizMsgIdr>92094214</BizMsgIdr>
    <MsgDefIdr>seev.004.001.09</MsgDefIdr>
    <CreDt>2023-01-06T13:39:15.893Z</CreDt>
</AppHdr>
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        <IssrMtgId>0987654321</IssrMtgId>
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      </FinInstrmId>
      <Instr>
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        <VoteExctnConf>false</VoteExctnConf>
        <AcctDtls>
          <AcctId>1234567</AcctId>
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            <Qty>
```

```
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                                </Qty>
                            </Bal>
                        </InstdBal>
                        <RghtsHldr>
                            <NtrlPrsn>
                                <NmAndAdr>
                                    <FrstNm>John</FrstNm>
                                    <Srnm>Doe</Srnm>
                                </NmAndAdr>
                                <Id>
                                    <Id>ABC12345</Id>
                                    <IdTp>
                                        <Cd>CCPT</Cd>
                                    </IdTp>
                                </Id>
                            </NtrlPrsn>
                        </RghtsHldr>
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                        <PrxyTp>DISC</PrxyTp>
                        <PrsnDtls>
                            <PrssgndPrxy>
                                <NtrlPrsn>
                                    <NmAndAdr>
                                        <FrstNm>John</FrstNm>
                                        <Srnm>Doe</Srnm>
                                        <Adr>
                                            <AdrTp>ADDR</AdrTp>
                                            <AdrLine>Hauptstraße 1, 12345
Musterhausen</AdrLine>
                                            <Ctry>DE</Ctry>
                                        </Adr>
                                    </NmAndAdr>
                                    <EmailAdr>XXXXXX@GMAIL.COM</EmailAdr>
                                    <Id>
                                        <Id>ABC12345</Id>
                                        <IdTp>
                                            <Cd>CCPT</Cd>
                                        </IdTp>
                                    </Id>
                                </NtrlPrsn>
                            <AttndncCardDtls>
                                <DlvryMtd>EMAL</DlvryMtd>
                            </AttndncCardDtls>
                        </Prxy>
                    <SpcfcInstrReq>
                        <PrtcptnMtd>
                            <Cd>PRXY</Cd>
```

```
            </PrtcptnMtd>
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         </SpcfcInstrReq>
      </Instr>
   </MtgInstr>
</Document>
```

Scenario 5 – instruction for an entrance card (physical attendance)

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<AppHdr xmlns="urn:iso:std:iso:20022:tech:xsd:head.004.001.09">
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               <FinInstnId>
                    <BICFI>BANKABCDXXX</BICFI>
               </FinInstnId>
          </FIId>
     </Fr>
     <To>
          <FIId>
               <FinInstnId>
                    <BICFI>CEDELULLXXX</BICFI>
               </FinInstnId>
          </FIId>
     </To>
     <BizMsgIdr>5326098643</BizMsgIdr>
     <MsgDefIdr>seev.004.001.09</MsgDefIdr>
     <CreDt>2023-01-06T13:39:15.893Z</CreDt>
</AppHdr>
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             <MtgRef>
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                 <IssrMtgId>0987654321</IssrMtgId>
                 <MtgDtAndTm>2023-07-13T11:00:00</MtgDtAndTm>
                 <Tp>GMET</Tp>
             </MtgRef>
             <FinInstrmId>
                 <ISIN>DE000A14KRD3</ISIN>
             </FinInstrmId>
             <Instr>
                 <SnglInstrId>345dscsh45gvfdDAW34df5A</SnglInstrId>
                 <VoteExctnConf>false</VoteExctnConf>
                 <AcctDtls>
                   <AcctId>1234567</AcctId>
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                      <Bal>
                           <ShrtLngPos>LONG</ShrtLngPos>
                           <Qty>
                                <Unit>10000</Unit>
                           </Qty>
                      </Bal>
                     </InstdBal>
                     <RghtsHldr>
                         <LglPrsn>
                             <NmAndAdr>
                                 <Nm>XYZ Bank AG</Nm>
```

```
                        </NmAndAdr>
                        <Id>
                            <LEI>12345DEFRT6789441235</LEI>
                        </Id>
                    </LglPrsn>
                </RghtsHldr>
            </AcctDtls>
            <MtgAttndee>
                <Id>
                    <NtrlPrsn>
                        <NmAndAdr>
                            <FrstNm>John</FrstNm>
                            <Srnm>Doe</Srnm>
                        </NmAndAdr>
                        <Id>
                            <Id>A123B4C5D67</Id>
                            <IdTp>
                                <Cd>DRLC</Cd>
                            </IdTp>
                        </Id>
                    </NtrlPrsn>
                </Id>
                <AttndncCardDtls>
                    <DlvryMtd>ENTR</DlvryMtd>
                </AttndncCardDtls>
            </MtgAttndee>
            <SpcfcInstrReq>
                <PrtcptnMtd>
                    <Cd>PHYS</Cd>
                </PrtcptnMtd>
                <SctiesRegn>false</SctiesRegn>
            </SpcfcInstrReq>
        </Instr>
    </MtgInstr>
</Document>
```

Scenario 6 – split vote instruction

```
 <AppHdr xmlns="urn:iso:std:iso:20022:tech:xsd:head.004.001.09">
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     <FIId>
          <FinInstnId>
               <BICFI>BANKABCDXXX</BICFI>
          </FinInstnId>
     </FIId>
</Fr>
<To>
     <FIId>
          <FinInstnId>
               <BICFI>CEDELULLXXX</BICFI>
          </FinInstnId>
     </FIId>
</To>
<BizMsgIdr>2493048</BizMsgIdr>
<MsgDefIdr>seev.004.001.09</MsgDefIdr>
<CreDt>2023-01-06T13:39:15.893Z</CreDt>
</AppHdr>
<Document xmlns="urn:iso:std:iso:20022:tech:xsd:seev.004.001.09">
     <MtgInstr>
          <MtgRef>
               <MtgId>0000123456789</MtgId>
               <IssrMtgId>0987654321</IssrMtgId>
               <MtgDtAndTm>2023-01-30T11:00:00.000</MtgDtAndTm>
               <Tp>MIXD</Tp>
          </MtgRef>
          <FinInstrmId>
               <ISIN>DE0005200000</ISIN>
          </FinInstrmId>
          <Instr>
               <SnglInstrId>2493048/1501124208</SnglInstrId>
               <VoteExctnConf>false</VoteExctnConf>
               <AcctDtls>
                    <AcctId>1234567</AcctId>
                    <InstdBal>
                         <Bal>
                              <ShrtLngPos>LONG</ShrtLngPos>
                              <Qty>
                                   <Unit>100.0</Unit>
                              </Qty>
                         </Bal>

                    </InstdBal>
                    <RghtsHldr>
                         <LglPrsn>
                             <NmAndAdr>
                                   <Nm>Example Bank</Nm>
```

```
                    </NmAndAdr>
                    <Id>
                          <LEI> 945500CD4ACA46BB8A51 </LEI>
                    </Id>
               </LglPrsn>
          </RghtsHldr>
     </AcctDtls>
     <VoteDtls>
          <VoteInstrForAgndRsltn>
               <VotePerAgndRsltn>
                    <VoteInstr>
                         <IssrLabl>1</IssrLabl>
                         <For>
                            <Qty>
                               <Unit>60.0</Unit>
                            </Qty>
                         </For>
                         <Agnst>
                            <Qty>
                               <Unit>30.0</Unit>
                            </Qty>
                         </Agnst>
                         <WthMgmT>
                            <Qty>
                               <Unit>10.0</Unit>
                            </Qty>
                         </WthMgmt>
                         <IssrLabl>2</IssrLabl>
                         <For>
                            <Cd>QALL</Cd>
                         </For>
                    </VoteInstr>
               </VotePerAgndRsltn>
          </VoteInstrForAgndRsltn>
     </VoteDtls>
     <SpcfcInstrReq>
          <PrtcptnMtd>
               <Cd>EVOT</Cd>
          </PrtcptnMtd>
          <SctiesRegn>false</SctiesRegn>
     </SpcfcInstrReq>
  </Instr>
</MtgInstr>
</Document>
```

Scenario 7 – registration only

```
<AppHdr xmlns="urn:iso:std:iso:20022:tech:xsd:head.004.001.09">
     <Fr>
          <FIId>
               <FinInstnId>
                    <BICFI>BANKABCDXXX</BICFI>
               </FinInstnId>
          </FIId>
     </Fr>
     <To>
          <FIId>
               <FinInstnId>
                    <BICFI>CEDELULLXXX</BICFI>
               </FinInstnId>
          </FIId>
     </To>
     <BizMsgIdr>2493048</BizMsgIdr>
     <MsgDefIdr>seev.004.001.09</MsgDefIdr>
     <CreDt>2023-01-06T13:39:15.893Z</CreDt>
</AppHdr>
<Document xmlns="urn:iso:std:iso:20022:tech:xsd:seev.004.001.09">
     <MtgInstr>
          <MtgRef>
               <MtgId>0000123456789</MtgId>
               <IssrMtgId>0987654321</IssrMtgId>
               <MtgDtAndTm>2023-01-30T11:00:00.000</MtgDtAndTm>
               <Tp>MIXD</Tp>
          </MtgRef>
          <FinInstrmId>
               <ISIN>DE0005200000</ISIN>
          </FinInstrmId>
          <Instr>
               <SnglInstrId>2493048/1501124208</SnglInstrId>
               <VoteExctnConf>false</VoteExctnConf>
               <AcctDtls>
                    <AcctId>1234567</AcctId>
                    <InstdBal>
                         <Bal>
                              <ShrtLngPos>LONG</ShrtLngPos>
                              <Qty>
                                   <Unit>1.0</Unit>
                              </Qty>
                         </Bal>

                    </InstdBal>
                    <RghtsHldr>
                         <NtrlPrsn>
                           <NmAndAdr>
```

```
                                <NmPrfx>MIST</NmPrfx>
                                <FrstNm>John</FrstNm>
                                <Srnm>Doe</Srnm>
                                <Adr>
                                   <AdrTp>ADDR</AdrTp>
                                   <AdrLine>Hauptstraße 1, 12345
Musterhausen</AdrLine>
                                   <Ctry>DE</Ctry>
                                </Adr>
                             </NmAndAdr>
                             <EmailAdr>XXXXXX@GMAIL.COM</EmailAdr>
                             <Id>
                                 <Id>ABC12345</Id>
                                 <IdTp>
                                   <Cd>CCPT</Cd>
                                 </IdTp>
                              </Id>
                              <DtAndPlcOfBirth>
                                 <BirthDt>1980-01-01</BirthDt>
                              </DtAndPlcOfBirth>
                           </NtrlPrsn>
                        </RghtsHldr>
                     </AcctDtls>
                     <SpcfcInstrReq>
                          <SctiesRegn>true</SctiesRegn>
                     </SpcfcInstrReq>
               </Instr>
          </MtgInstr>
</Document>
```

Scenario 8 – cancellation of the voting instruction (from Scenario 1)

```
<AppHdr xmlns="urn:iso:std:iso:20022:tech:xsd:head.005.001.09">
     <Fr>
          <FIId>
               <FinInstnId>
                    <BICFI>BANKABCDXXX</BICFI>
               </FinInstnId>
          </FIId>
     </Fr>
     <To>
          <FIId>
               <FinInstnId>
                    <BICFI>CEDELULLXXX</BICFI>
               </FinInstnId>
          </FIId>
     </To>
     <BizMsgIdr>2493049</BizMsgIdr>
     <MsgDefIdr>seev.005.001.09</MsgDefIdr>
     <CreDt>2023-01-06T13:39:15.893Z</CreDt>
</AppHdr>
<Document xmlns="urn:iso:std:iso:20022:tech:xsd:seev.005.001.09">
     <MtgInstrCxlReq>
          <MtgInstrId>2493048</MtgInstrId>
          <MtgRef>
               <MtgId>0000123456789</MtgId>
               <IssrMtgId>0987654321</IssrMtgId>
               <MtgDtAndTm>2023-01-30T11:00:00.000</MtgDtAndTm>
               <Tp>MIXD</Tp>
          </MtgRef>
          <FinInstrmId>
               <ISIN>DE0005200000</ISIN>
          </FinInstrmId>
          <ToBeCancInstr>
            <SnglInstrId>2493048/1501124208</SnglInstrId>
            <InstdPos>
              <InstdBal>
                        <Bal>
                             <ShrtLngPos>LONG</ShrtLngPos>
                             <Qty>
                                  <Unit>1.0</Unit>
                             </Qty>
                        </Bal>

              </InstdBal>
                    <RghtsHldr>
                        <LglPrsn>
                            <NmAndAdr>
                                  <Nm>Example Bank</Nm>
                            </NmAndAdr>
                            <Id>
```

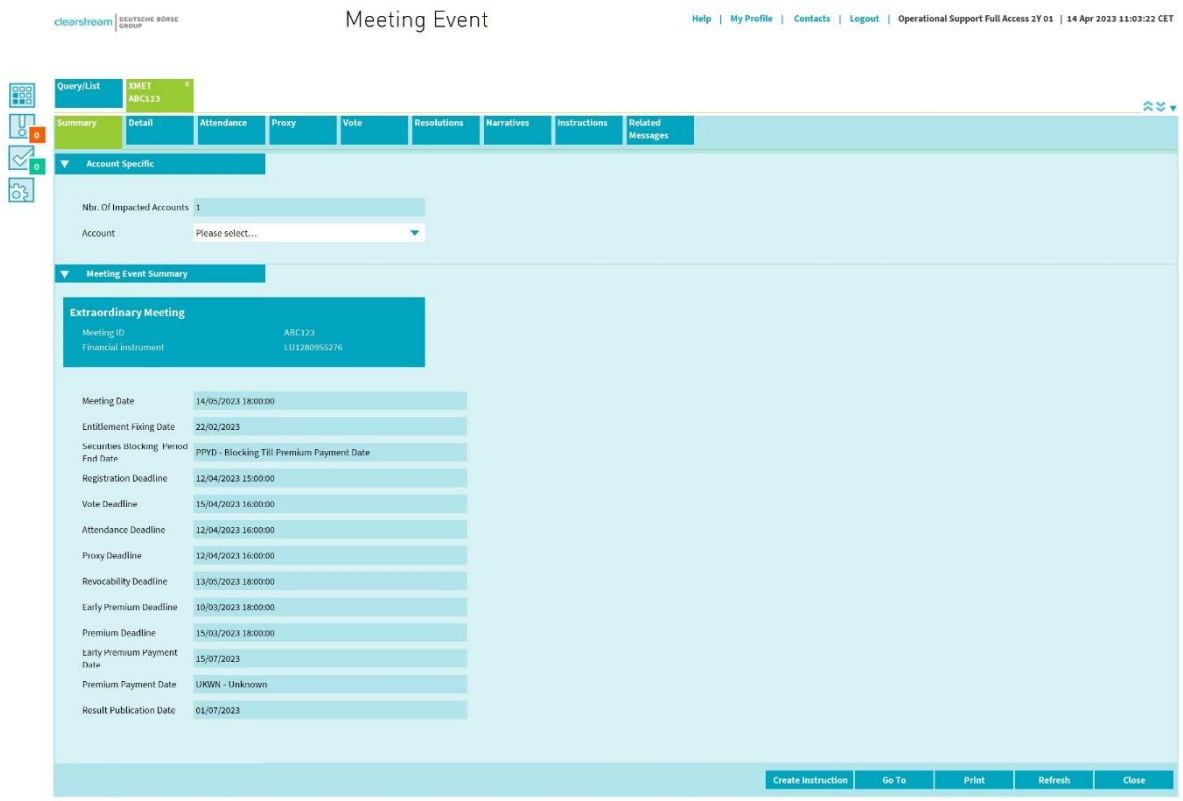
```
                                    <LEI> 945500CD4ACA46BB8A51 </LEI>
                                </Id>
                            </LglPrsn>
                        </RghtsHldr>
                </ToBeCancInstr>
        </MtgInstrCxlReq>
</Document>
```

Xact Web Portal mockups

Please note that these screenshots have been created based on mock-ups and the current understanding. At the time of writing, implementation and testing procedures had not been finalised. As such, the below examples are subject to later change.

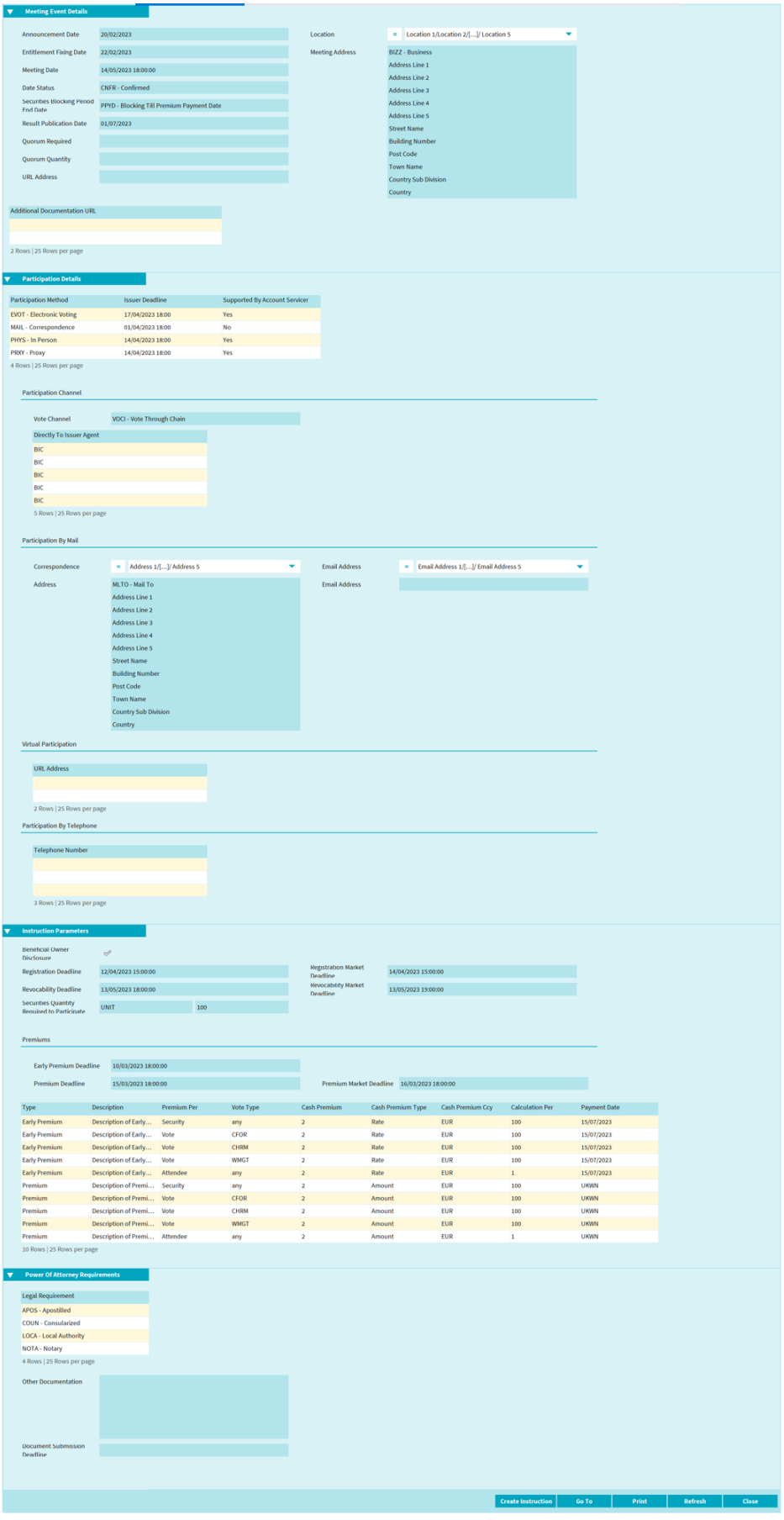
Meeting event screens

1. Summary view

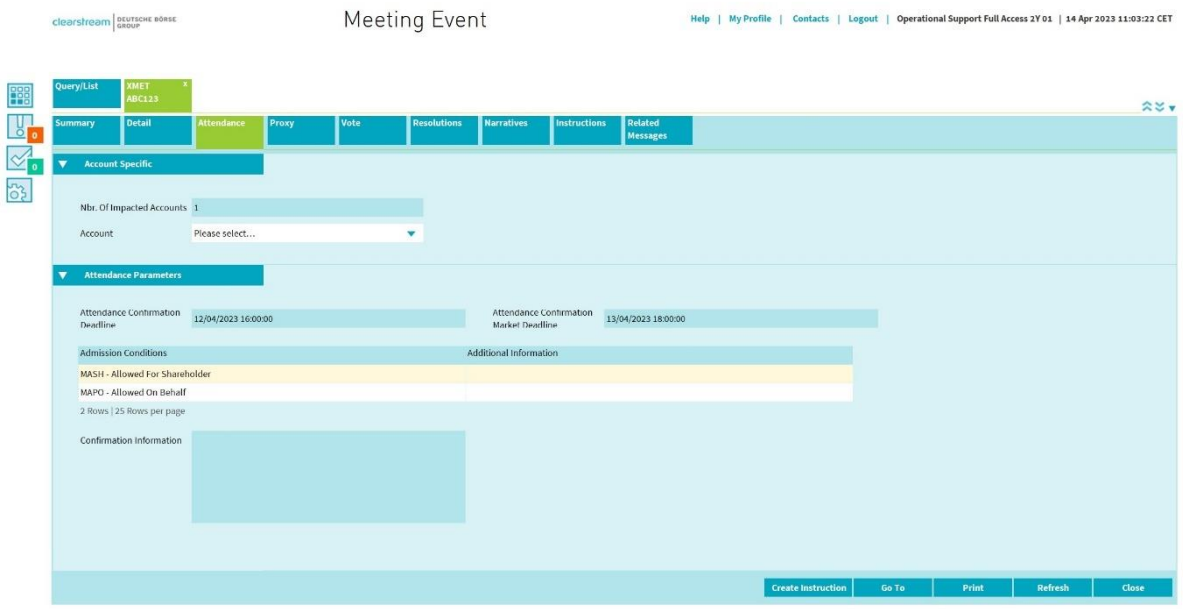


2. Detail view (1/2)

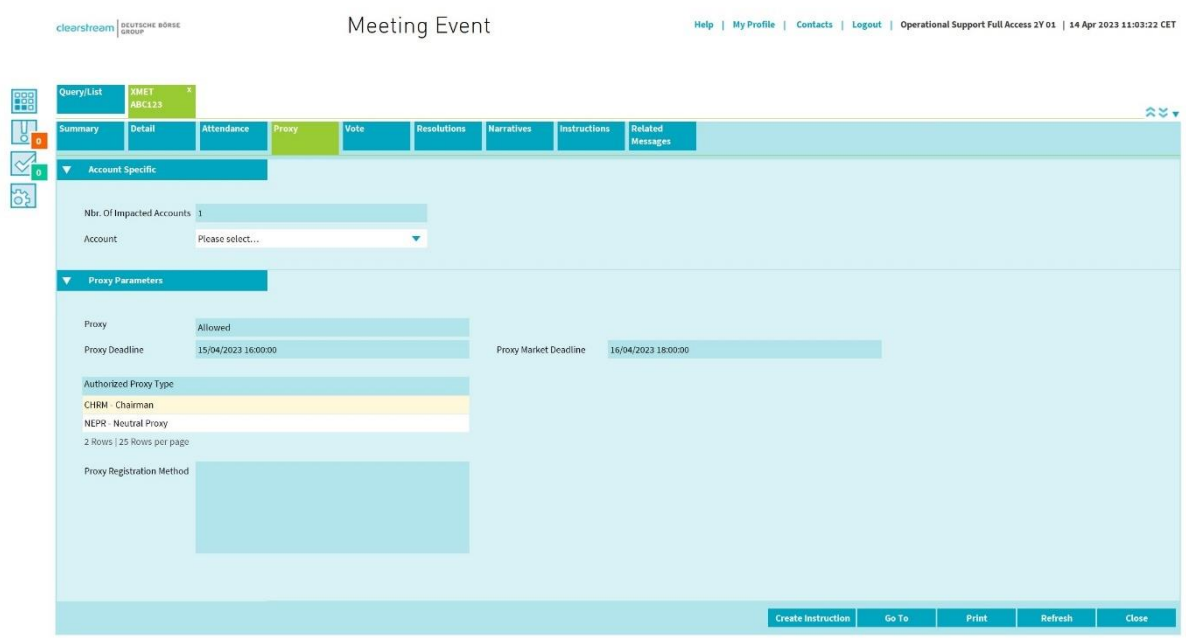
2. Detail view (2/2)



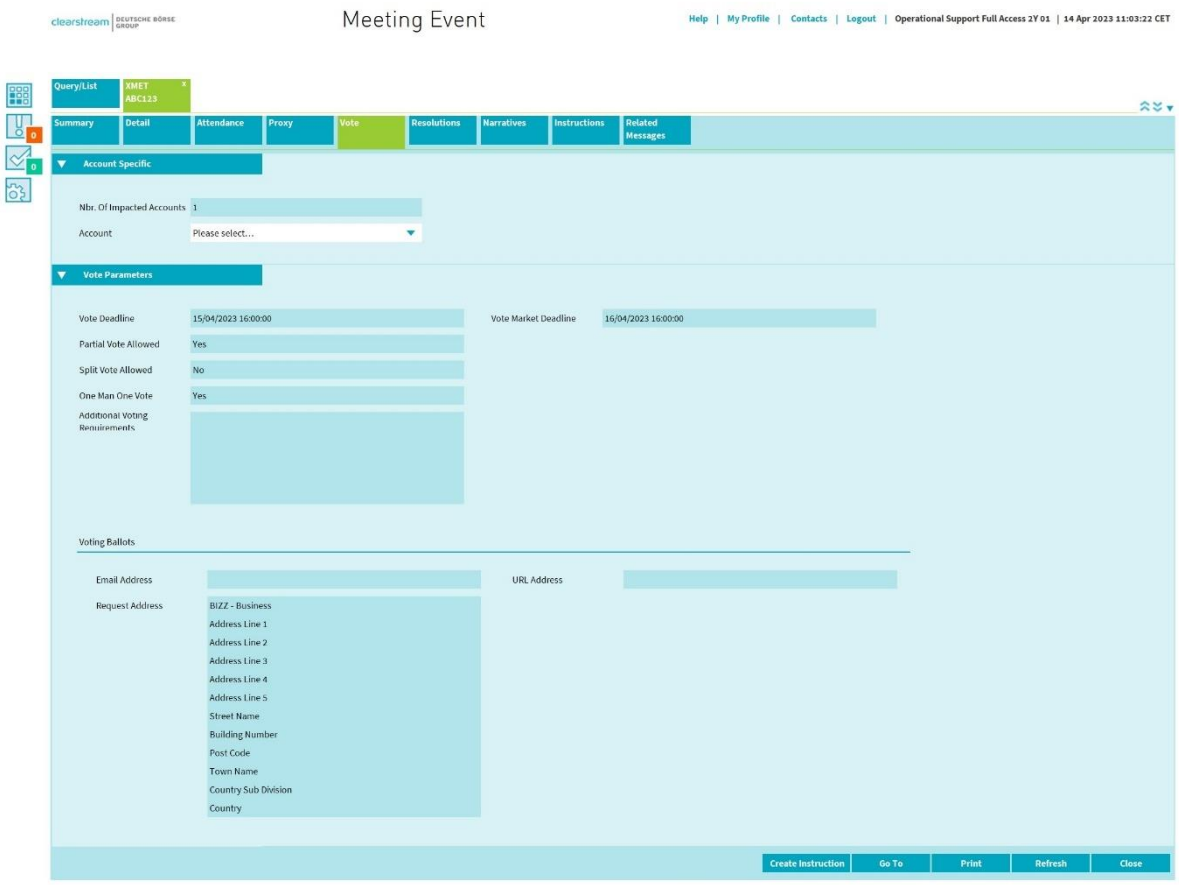
3. Attendance view



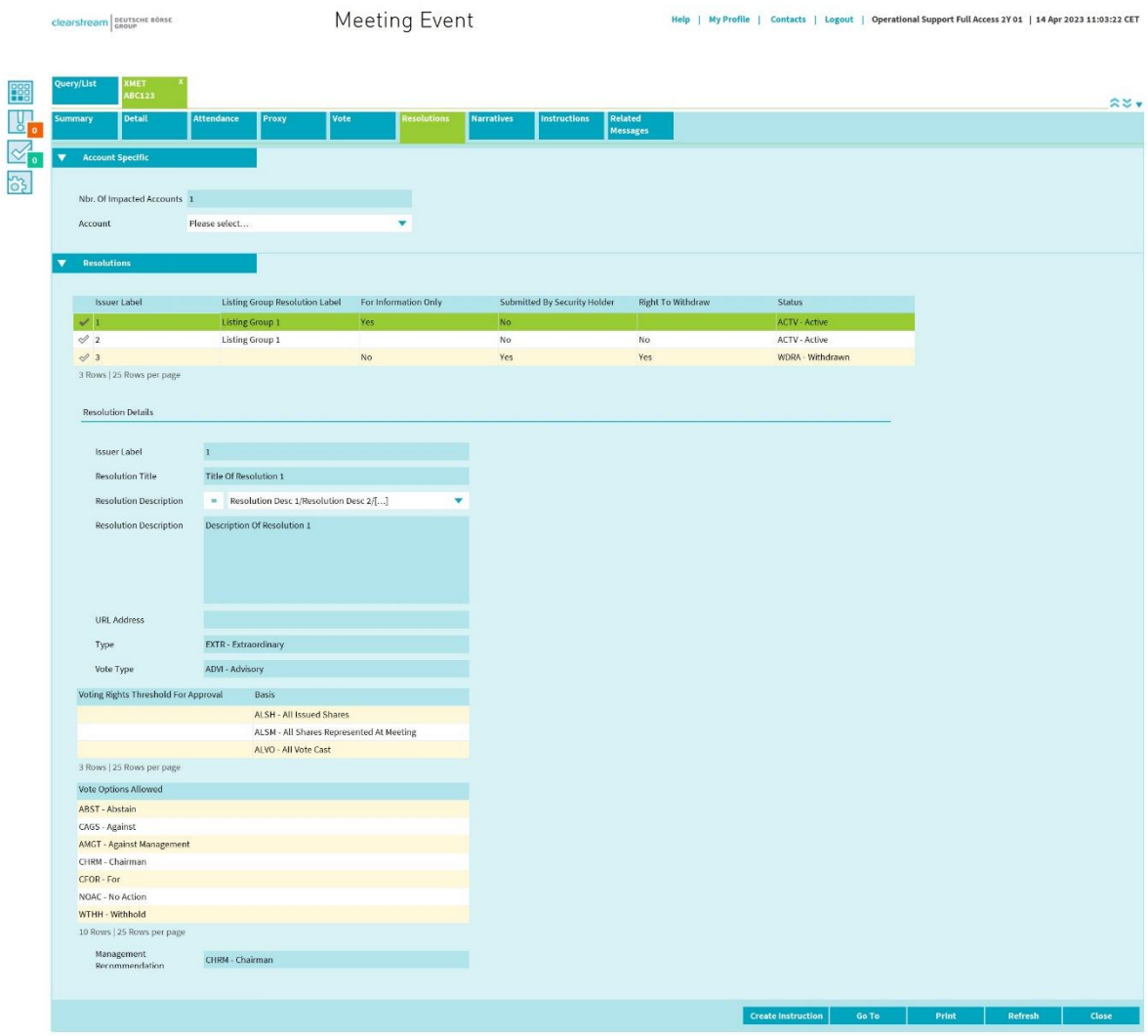
4. Proxy view



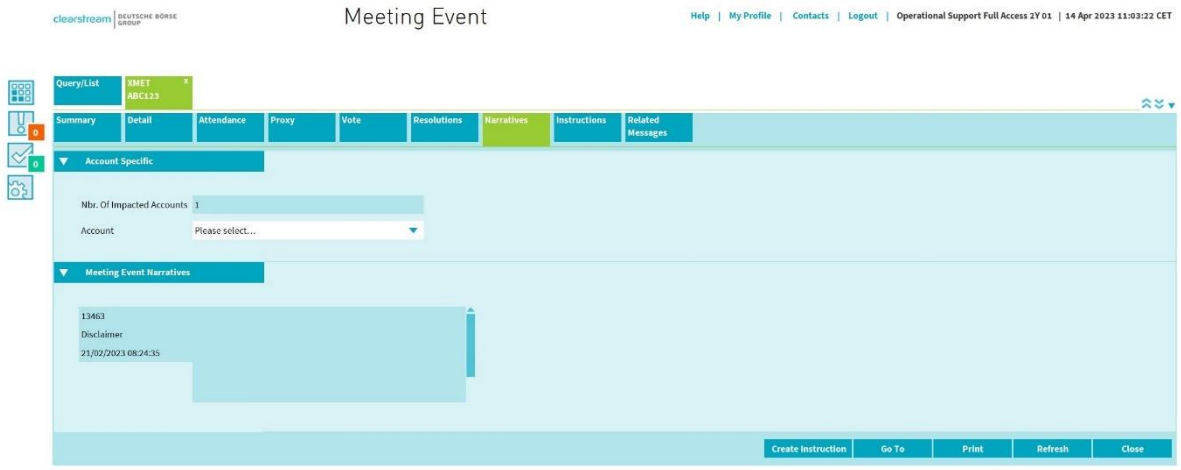
5. Vote View


clearstream
Meeting Event
Help | My Profile | Contacts | Logout | Operational Support Full Access 2Y 01 | 14 Apr 2023 11:03:22 CET
Query/List
XMET ABC123
Summary
Detail
Attendance
Proxy
Vote
Resolutions
Narratives
Instructions
Related Messages
Account Specific
Nbr. Of Impacted Accounts
1
Account
Please select...
Vote Parameters
Vote Deadline
15/04/2023 16:00:00
Vote Market Deadline
16/04/2023 16:00:00
Partial Vote Allowed
Yes
Split Vote Allowed
No
One Man One Vote
Yes
Additional Voting Requirements
Voting Ballots
Email Address
URL Address
Request Address
BIZZ - Business
Address Line 1
Address Line 2
Address Line 3
Address Line 4
Address Line 5
Street Name
Building Number
Post Code
Town Name
Country Sub Division
Country
Create Instruction
Go To
Print
Refresh
Close

6. Resolutions view

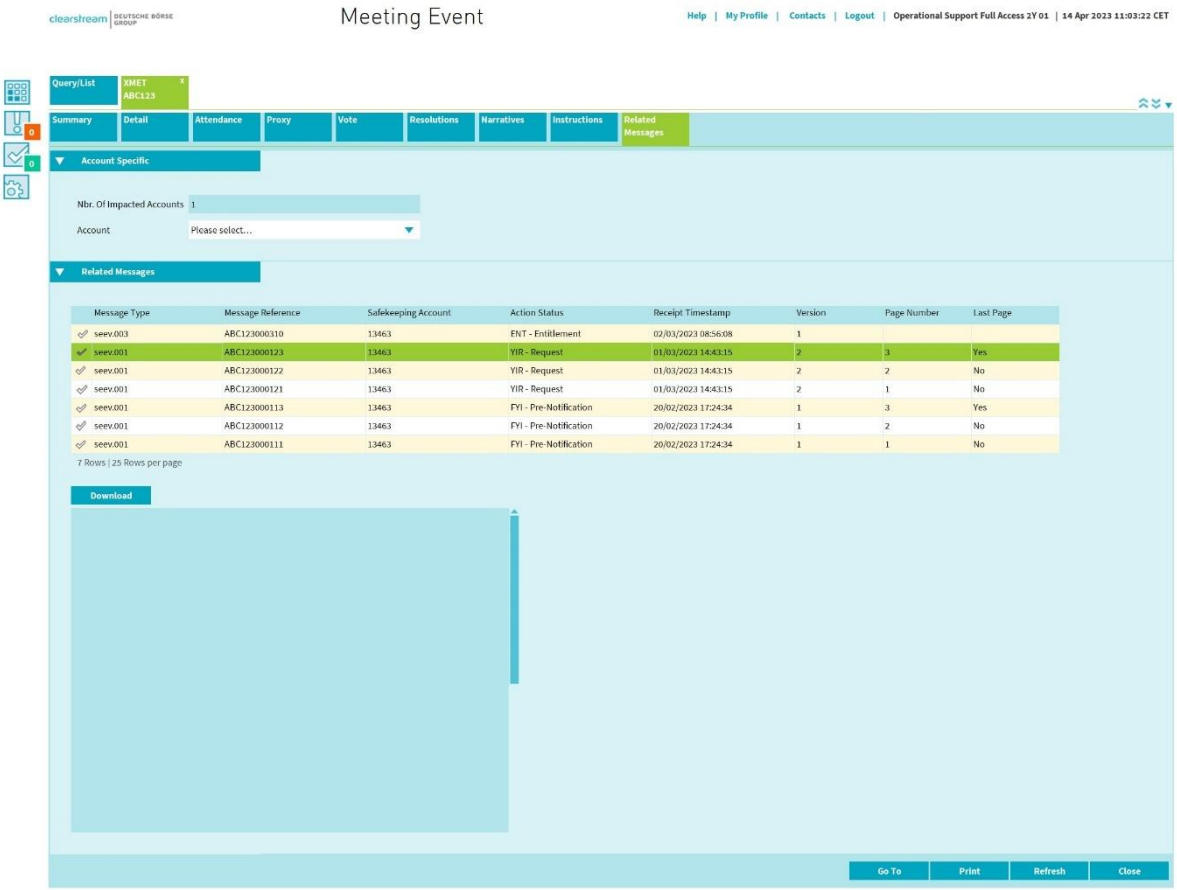


7. Narratives view



8. Instructions view

9. Related Messages View



Meeting Instruction screens

1. Instruction Details View - Registration Instruction

Note: Example for Rights Holder → Legal Person

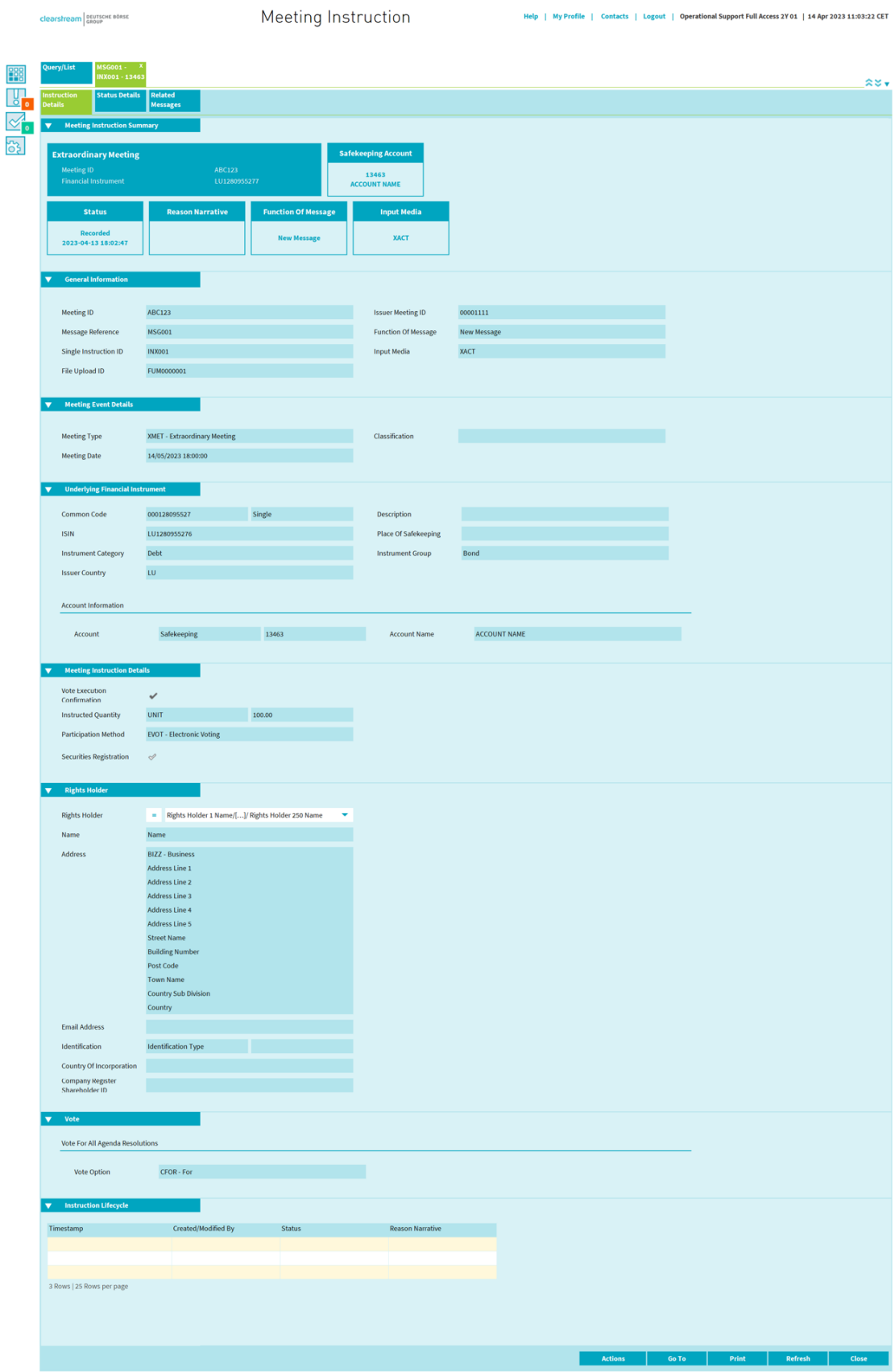
2. Instruction Details View - PHYS Instruction

Note: Example for Rights Holder → Legal Person / Attendee → Legal Person / Vote → For All Agenda Resolutions

3. Instruction Details View - PRXY Instruction

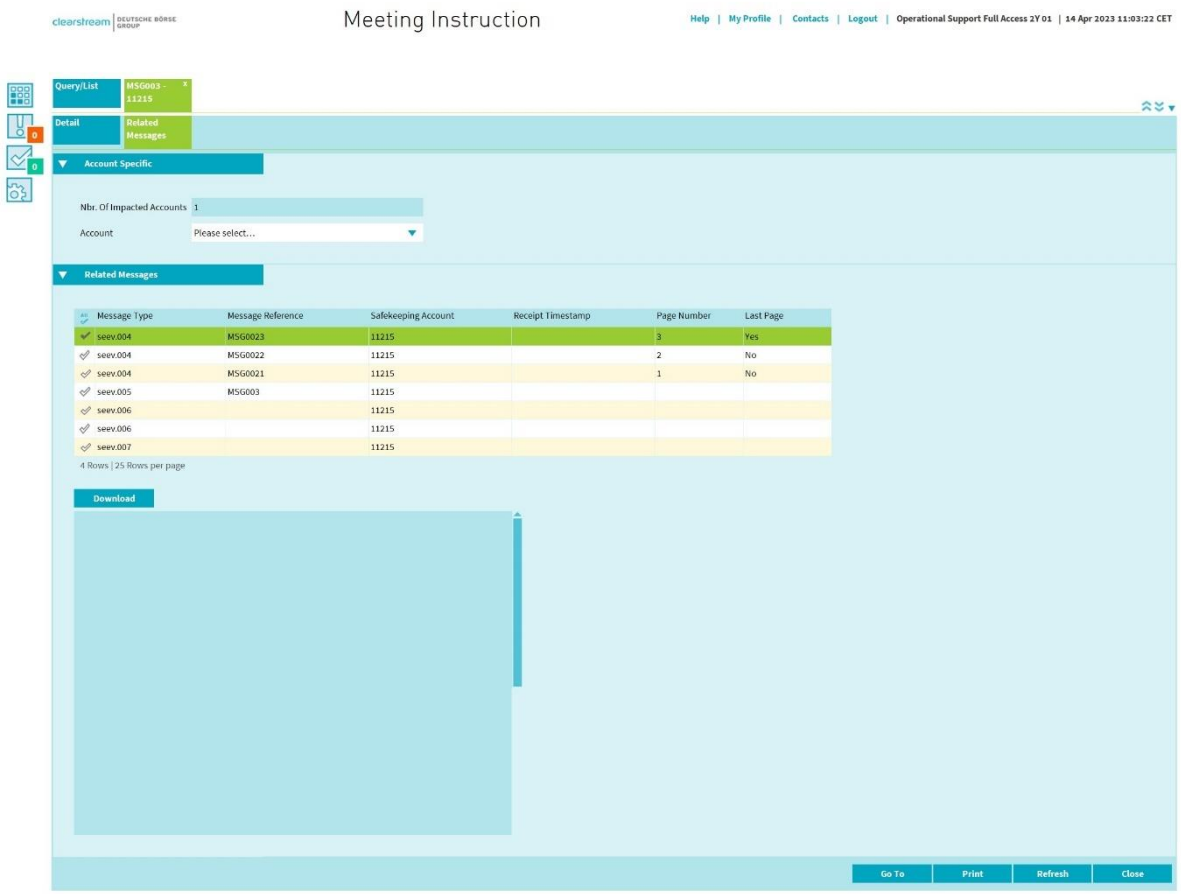
Note: Example for Rights Holder → Legal Person / Proxy Type → CHRM / Vote → For All Agenda Resolutions

4. Instruction Details View - EVOT Instruction

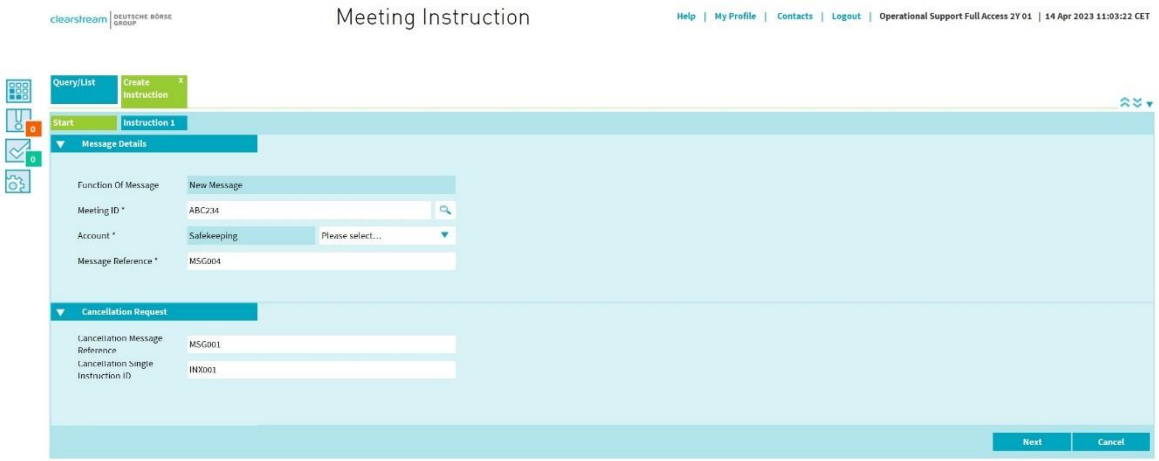


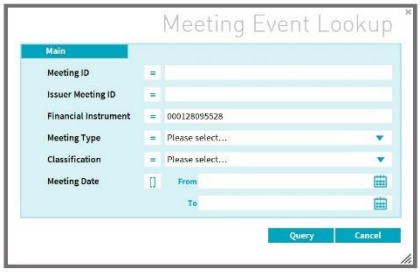
Note: Example for Rights Holder → Legal Person / Vote → For All Agenda Resolutions

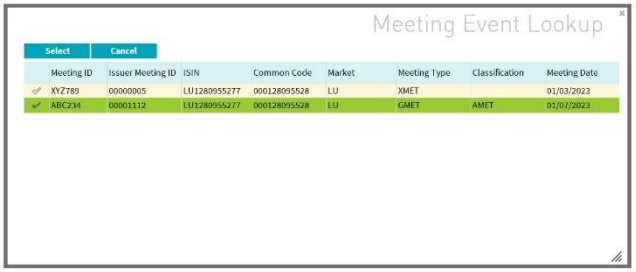
5. Related Messages View



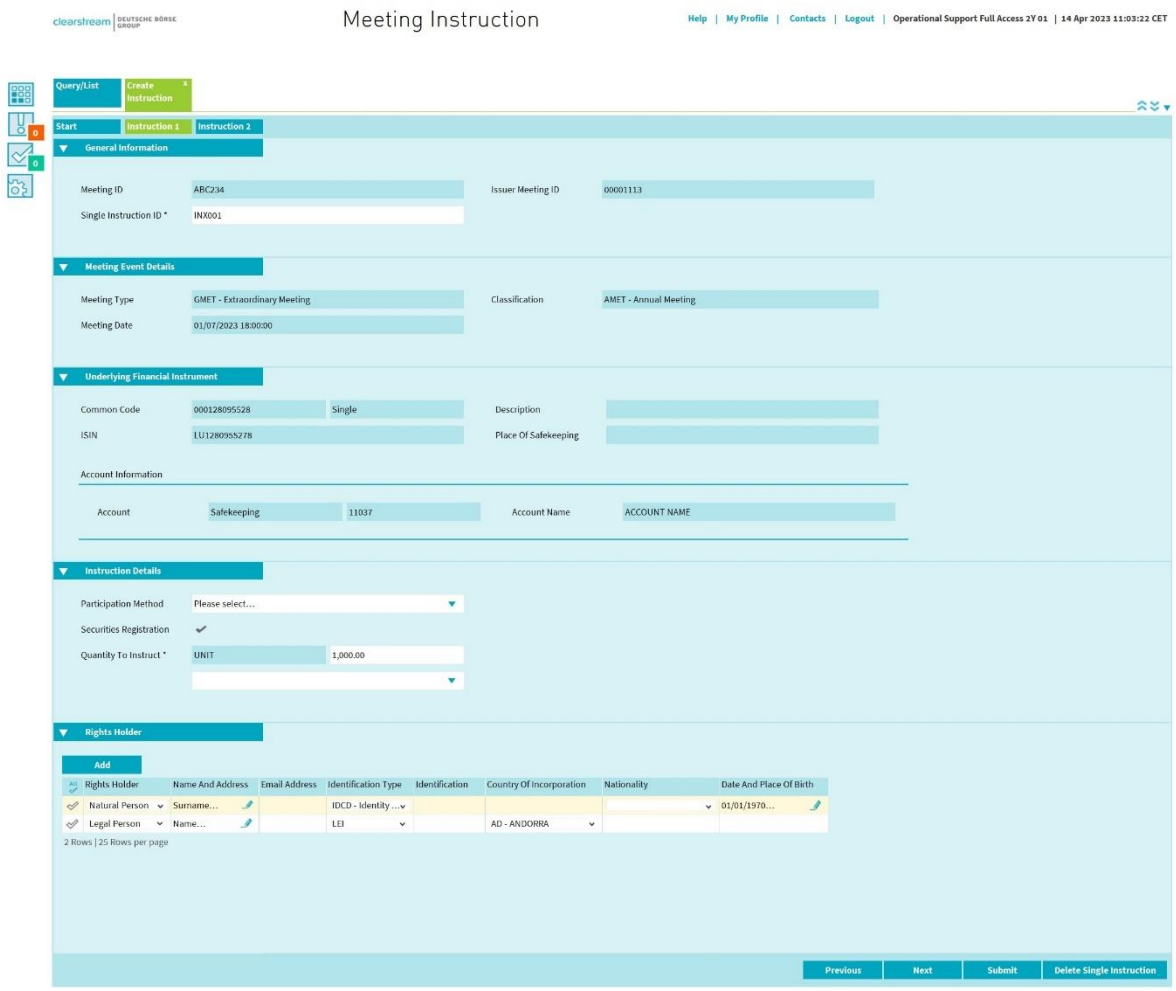
6. Create Instruction– Start View (if created from scratch)



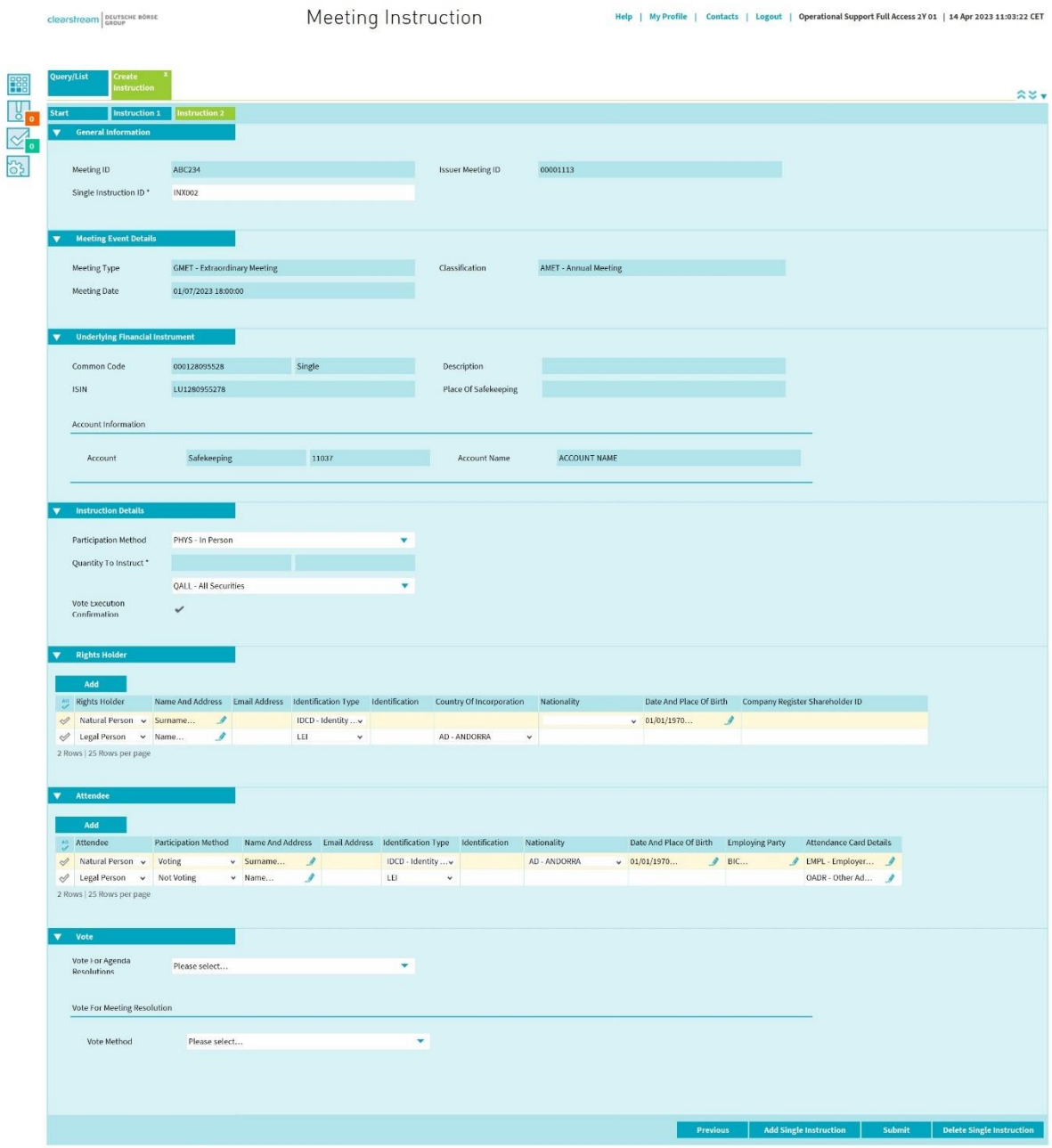




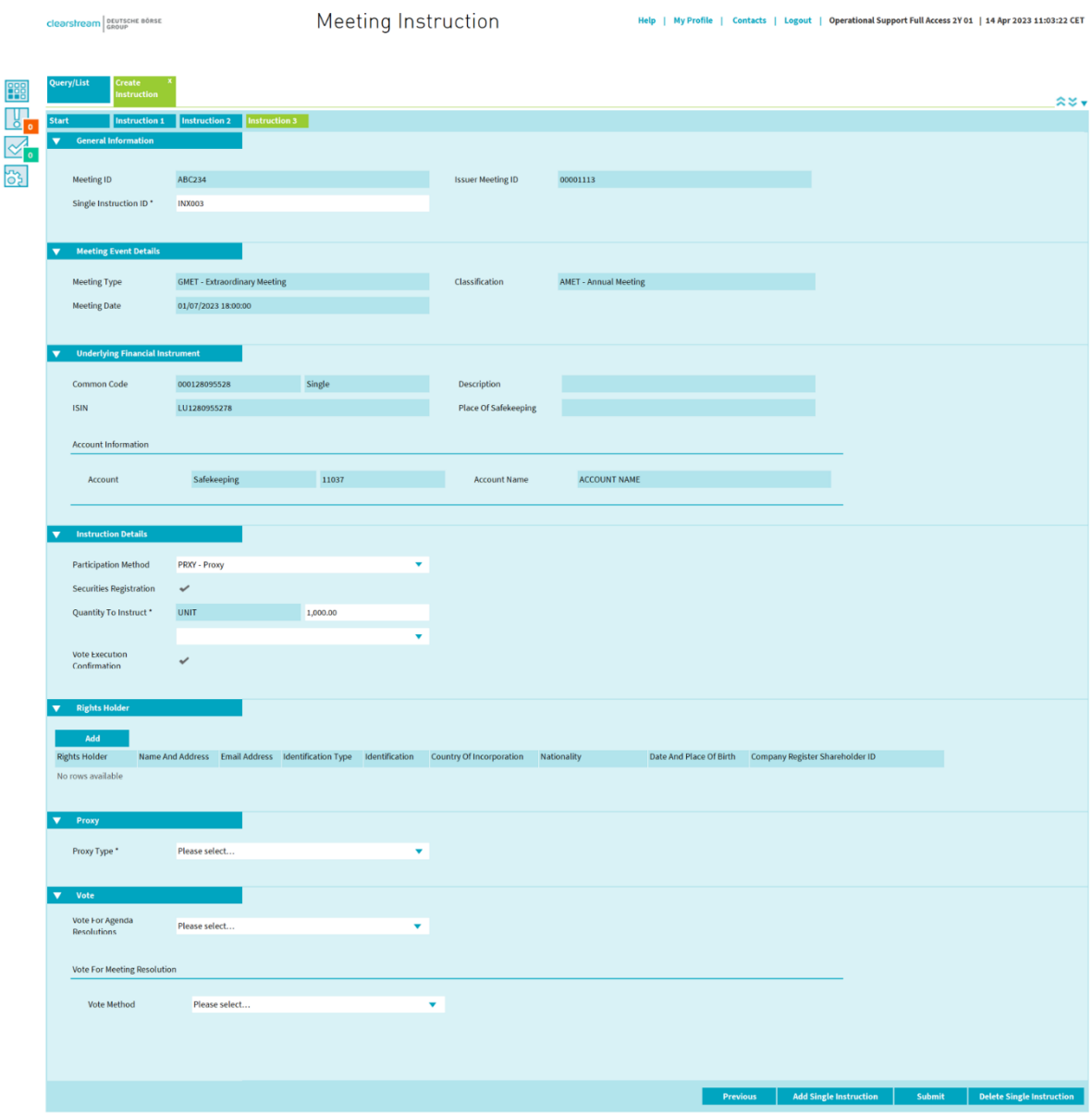
7. Create Instruction – Registration Instruction



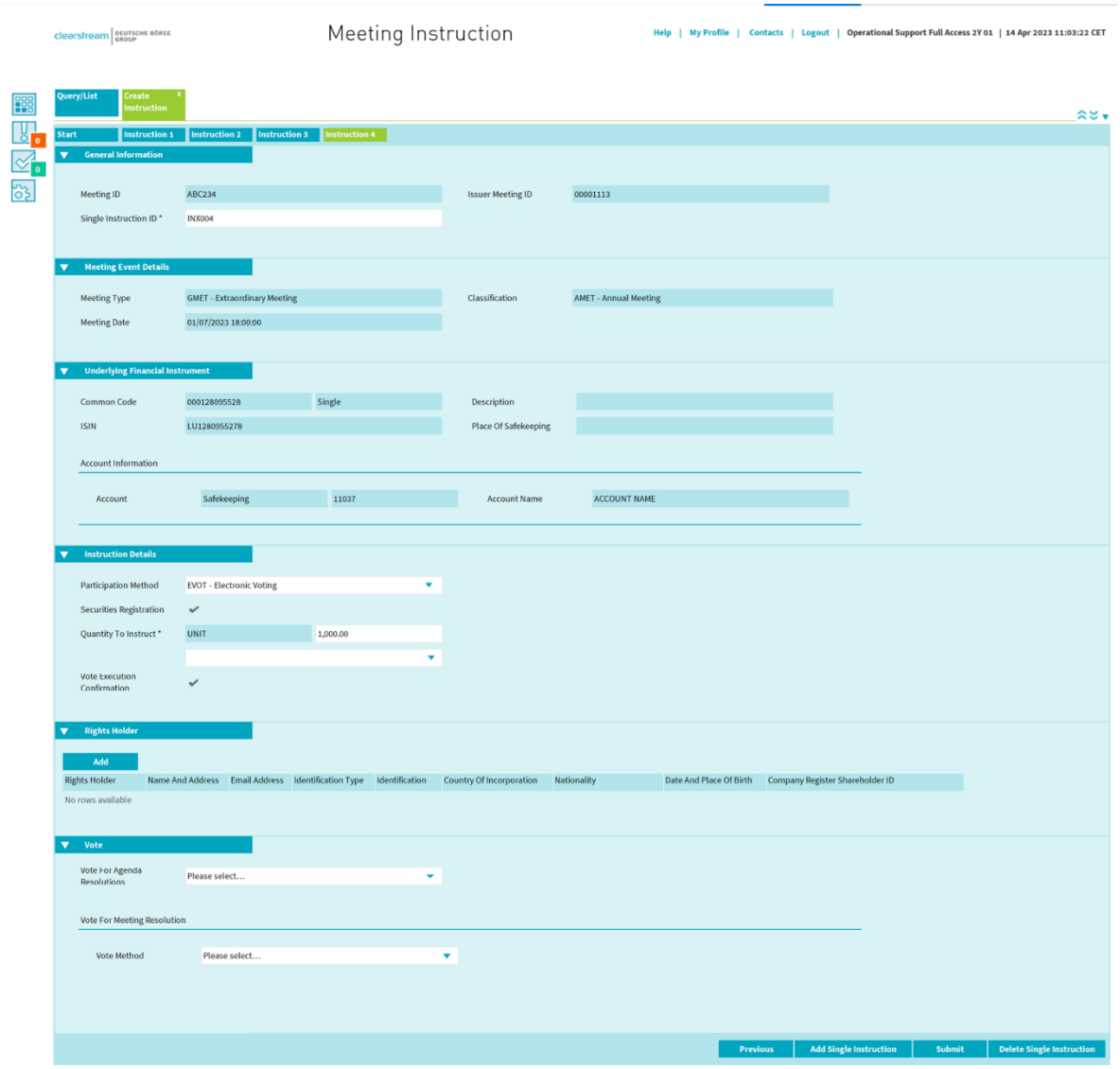
8. Create Instruction – PHYS Instruction



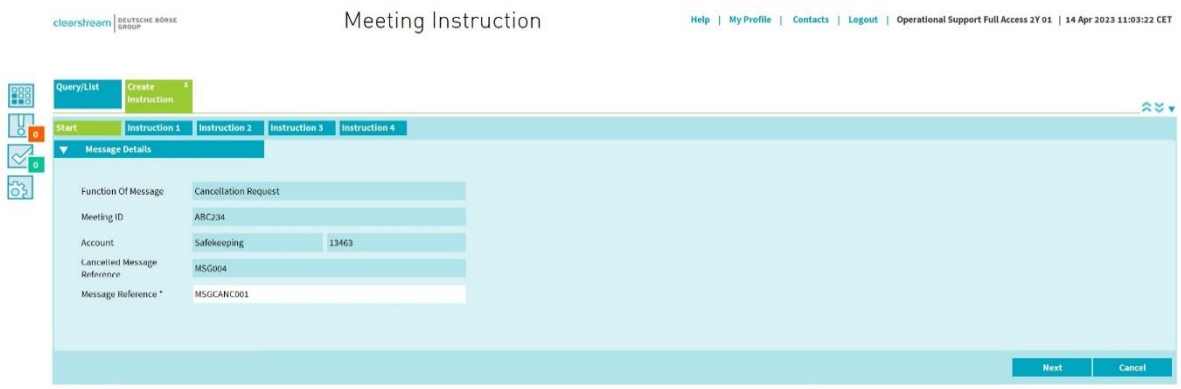
9. Create Instruction – PRXY Instruction



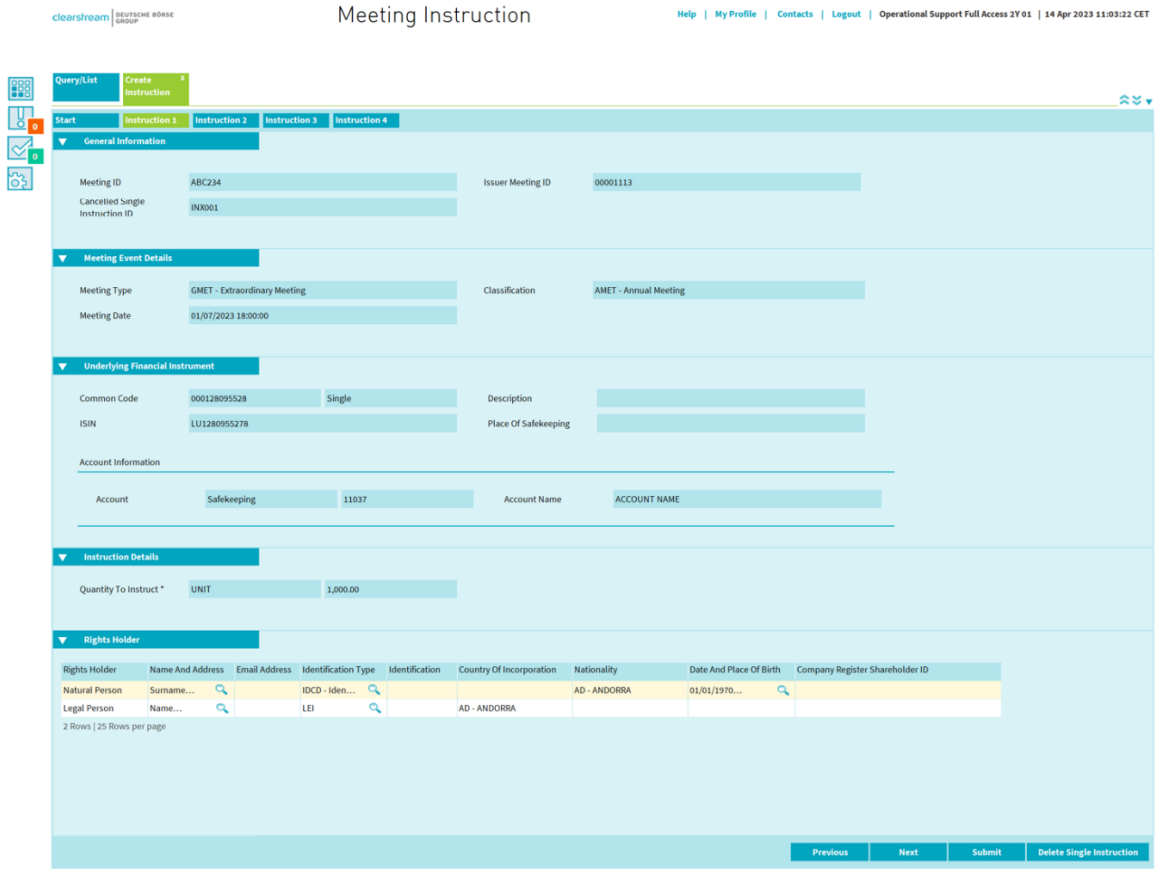
10. Create Instruction – EVOT Instruction



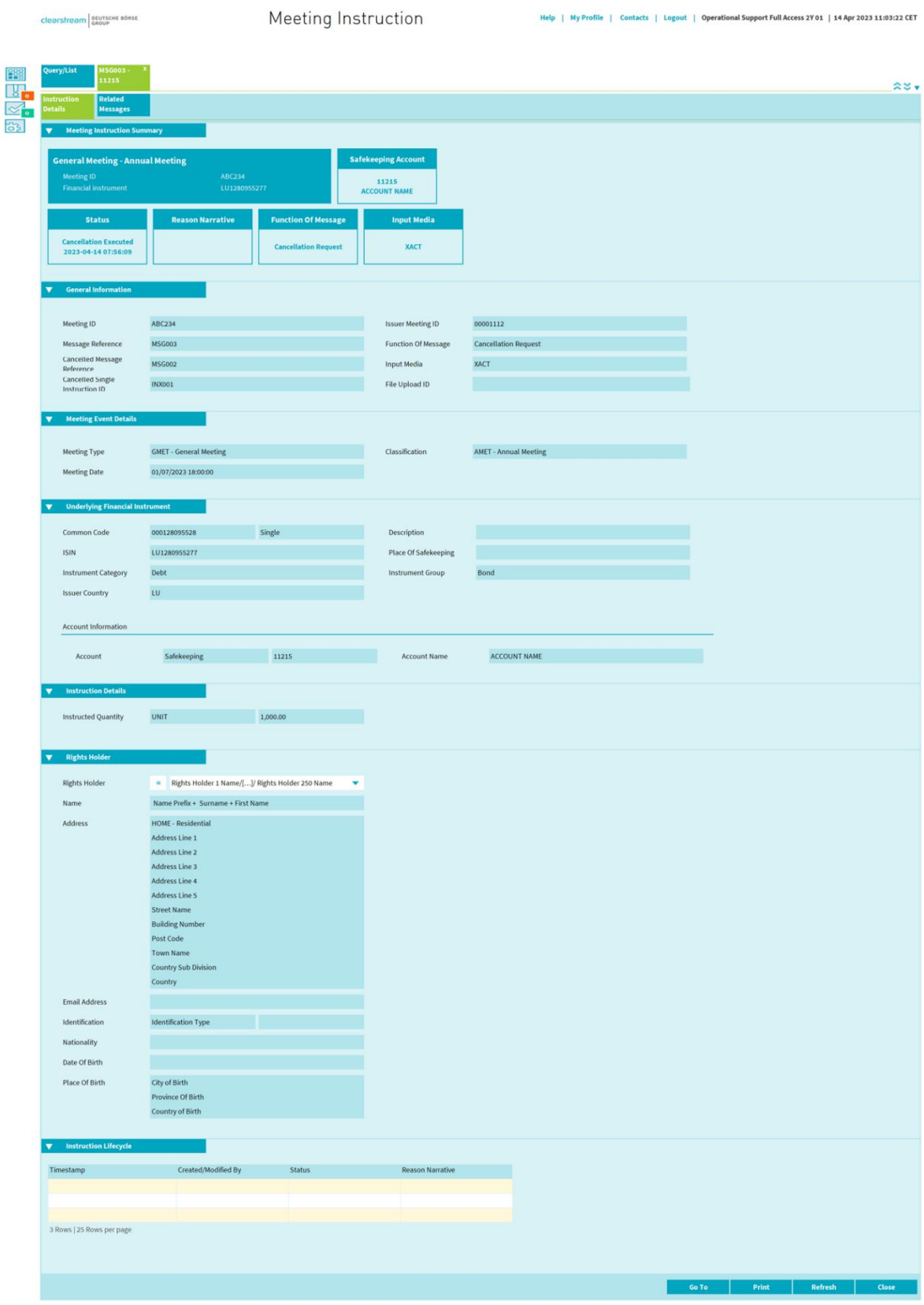
11. Create Instruction - Instruction Cancellation Request (Start View)



12. Create Instruction - Instruction Cancellation Request



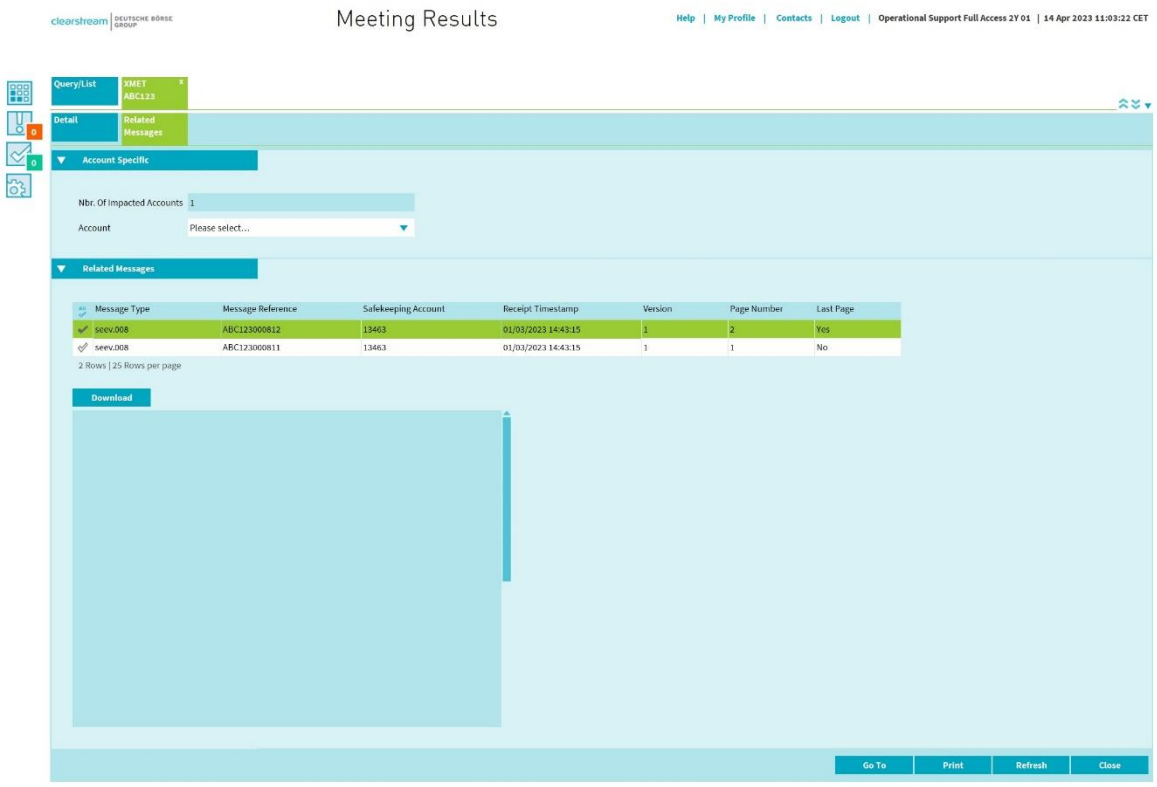
13. Instruction Details View – Executed Cancellation Request



Meeting Results screens

1. Detail view

2. Related Messages View



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