Naming Convention

Final Documentation

Naming Conventions for Subjects and Files	Mandatory_*optional*
Email Subject	Identifier + Code_Type_Category_Function_*Date_Provider_Multiple*
File naming	Identifier + Code_Type_Category_Function_*Date_Provider_Multiple*.File
	Extension

IMPORTANT: All values are separated by an underscore (_) | See overleaf for descriptions and abbreviations of possibilities

E-mail attachment guidelines

- One attachment per e-mail with a size not exceeding 10 MB	Subject line: See naming conventions above. Attachment name: See naming conventions above. e.g.: IXS1234567890_F_PR_N(.pdf)
- More than one attachment per email, total size not exceeding 10MB	Subject line: Multiple attachments. Attachment name: See naming conventions above. e.g.: IXS1234567890_F_PR_N(.pdf)
- Final Documents should not be password protected, but can be Read-only.	
- No compilations / mixing of documents in the same attachment	

The ICSD e-mail addresses

Documentation for Stand Alone securities and issues under Programme;	
Euroclear	ni_documentation@euroclear.com
Clearstream	finalterms@clearstream.com
For final documentation for Programme;	
Euroclear	programs@euroclear.com
Clearstream : For UK, Irish and Channel Islands Issuing and Paying Agents	newissueslondon@clearstream.com
Clearstream : For International Issues for Issuing and Paying agents other than those located in UK, Irish and Channel Islands	newissuesluxembourg@clearstream.com

Examples

Email Subject Examples	Description
IXS1234567890_F_PR_N	For ISIN XS1234567890, Final Prospectus New
IXS1234567890_F_PR_N_*20080915_ABCDBank_M*	For ISIN XS1234567890, Final Prospectus New, issued on 20080915, sent by ABCDBank, contains one attachment linked to an issue with several tranches or classes.

File Naming Examples	Description
IXS1234567890_F_PR_N.pdf	For ISIN XS1234567890, Final Prospectus New, in PDF form.
P000009889_F_BP_N.pdf	For Programme 000009889, Final Base prospectus, New, in PDF form.
Multiple_ISIN.zip	A ZIP attachment including several documents, each using standard naming convention.
IXS1234567890_F_PR_N_*20080915_ABCDBank_M*.pdf	For ISIN XS1234567890, Final Prospectus New, issued on 20080915, sent by ABCDBank, contains one attachment linked to an issue with several tranches or classes, in PDF form.

IMPORTANT: All values are separated by an underscore (_)

Naming information for Subjects and Files

Order of info	Naming Components	Mandatory Conditional Optional	Abbreviation	Description
				e.g.: IXS1234567890_F_PR_N(.pdf)
1	Identifier + Code	M	I	Identifier to confirm ISIN will follow: I+ISIN - 13 characters - IXS0123456789
			P	Identifier to confirm Program number will follow: P+Program Number - 10 characters - P00000XXXX
2	Type	M	F	Final*
3	Category	M	AA	Agency Agreement
			BP	Base Prospectus
			GN	Global Note
			IM	Information/Offering Memorandum
			OC	Offering Circular
			PC	Pricing Supplement / Final Terms
			PP	Private Placement Document/Note Agreement
			PR	Prospectus
			PS	Prospectus Supplement
			TC	Terms and Conditions
			TD	Trust Deed / Indenture
			WA	Warrant Agreement
4	Function	M	N	New
			U	Update (eg. Amendments, replacements PRIOR** to closing date such as Manifest Errors)
5	Version	C	V	Version of Final Document - 3 characters - Vxx. Mandatory for Pricing Supplements / Final Terms, as from the first Final Document that is sent.
6	Date	O		Date document was issued - 8 characters - YYYYMMDD
7	Provider	O		Name of document provider - BIC where assigned, otherwise to be agreed for each provider - 8 characters - XXXXXXXX
8	Multiple ISINs	C	M	If document related to a series/classes/tranches, add the ISIN of the first security in position 1 + the multi inidicator (M) at the end.
9	File Extension	M		Applicable for files*** only - 3 or 4 characters - pdf, doc, docx, xls, xlsx, tif, tiff. When included in a ZIP container, file extension will be .ZIP.

Applicability:

For each final document that is sent, the category has to be defined

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*   Final: these naming guidelines relate to Final documentation only.

**   Any update on or after Closing/Issue Date is considered to be a Corporate Action.

***   Whether attached as a file, or within a ZIP container