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# **Clearstream General Meeting Service Detailed Functional Specifications**

## Clearstream General Meeting Service

### Detailed Functional Specifications

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## Contacts

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# 1. Introduction

## 1.1 Structure and content of this document

This document focuses on the Clearstream General Meeting Service and more specifically on the Swift messaging, an Xact Web Portal domain for meeting events and related activities.

After the introduction chapter:

- Chapter 2 summarises the key aspects and scope of the Clearstream General Meeting Service.
- Chapter 3 provides an in-depth look into the handling and reporting of general meeting events that became effective with the ISO 20022 messaging implementation. It describes the states of the processing and reporting in the Clearstream system, enabling clients to identify areas of impact for them.

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

## 1.2 Document maintenance and updates

This Detailed Functional Specifications (DFS) document has initially been created as part of the Shareholder Communications Enhancement (SCE) project that went live in November 2024 to provide a detailed service specification resulting from the implementation of ISO 20022 messaging flow for Clearstream General Meeting Service.

It is maintained on an ongoing basis and will be updated as necessary to incorporate any changes to the specifications, ensuring it reflects the most current information.

All publications related to the project/service are available on the [Clearstream General Meeting Service web page](#).

## 2. Key aspects of the Clearstream General Meeting Service

### 2.1 Service modernisation and Messaging Standards

In 2024, Clearstream's SCE project enhanced the Clearstream General Meeting Service for clients (Clearstream account holders or their third-party service providers) by enabling higher automation and STP rates, which could not be achieved with ISO 15022 formats or manual workarounds and processes.

Since November 2024, the service has migrated from ISO 15022 to ISO 20022 Swift message structure for all markets and asset classes, for instruction and registration flows, status messages and meeting results, where applicable. Clients that do not support the ISO 20022 message format for meeting instructions can instead use the Meeting Event module of Xact Web Portal. All meeting events are processed in the same Clearstream 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 are offered (hereinafter referred to as "MT564+"). However, instructions, status updates and meeting results are only accepted or sent in ISO 20022 format or via Xact Web Portal.

Clearstream aims to align, wherever feasible, with the Securities Market Practice Group (SMPG) Global Market Practices. However, it is important to note that the SMPG guidelines for General Meetings and the ISO 20022 XML schema definitions (XSDs) are currently applicable only to a limited set of assets - specifically, European equities traded on regulated markets.

Moreover, several countries have yet to adopt ISO 20022 message formats or processing standards. As a result, the SMPG XSDs for meeting event messages should be regarded as a reference framework rather than a universally applicable standard.

## 2.2 Scope of the Clearstream General Meeting Service

The features described in this document generally apply:

- To all meeting event types in all related asset classes:
  - BMET – Bondholder meeting;
  - CMET – Court meeting;
  - XMET – Extraordinary meeting;
  - GMET – General meeting;
  - MIXD – Mixed meeting;
- SPCL – Special meeting.
- To all Clearstream and LuxCSD clients, that is, holders of:
  - CEU accounts including 6-series accounts;
  - CBL accounts;
  - LuxCSD accounts;
- Appointed third-party service providers used for general meeting processing.
- To all markets for which Clearstream offers general meeting services including the following assets:
  - Equities including but not limited to events covered by SRD II;
  - CEU, LuxCSD or CBL issued securities;
  - Eurobonds and international securities;
  - Domestic bonds;
  - Funds.

For a complete list of markets for which Clearstream offers proxy voting services, please refer to the [Clearstream website](#). Please note that some features 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

A state-of-the-art ISO 20022 reporting for meeting events is available for clients. The reporting consists of the following messages:

Category	ISO 20022 message	ISO 20022 message name	Message direction	ISO 15022 equivalent at Clearstream
Notification	seev.001	Meeting Notification	Clearstream sends to clients	MT564
	seev.002	Meeting Cancellation	Clearstream sends to clients	MT564 CANC
	seev.003	Meeting Entitlement Notification	Clearstream sends to clients	n/a
Instruction	seev.004	Meeting Instruction	Client sends to Clearstream	n/a
	seev.005	Meeting Instruction Cancellation Request	Client sends to Clearstream	n/a
	seev.006	Meeting Instruction Status	Clearstream sends to clients	n/a
Confirmation	seev.007	Meeting Vote Execution Confirmation	Clearstream sends to clients	n/a
	seev.008	Meeting Result Dissemination	Clearstream sends to clients	n/a

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

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

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

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

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

The reminder service is optional and can be deactivated on subscription level.

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

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 must be read together to ensure a full understanding.

## Notification

### Meeting Notification – seev.001

Clearstream uses multiple sources to capture information regarding meeting events, including service providers, depositories or issuer agents. Based on the information received from these sources, a meeting notification is created and provided to clients.

For each meeting event, Clearstream creates one meeting notification per ISIN per account, if the account has holdings in this ISIN at one place of safekeeping. For multi-listed securities, multiple notifications with a unique meeting ID per place of safekeeping are created. This means, it is not possible to receive one message for multiple accounts or multiple ISINs or for the same ISIN if securities are safekept in different places. For CEU accounts, the notification is created for each (sub-)account that holds entitled positions.

**Note:** The technical 8-digit format is used in the outbound Swift message for CEU accounts, that is, a zero is added after the fourth digit.

Clearstream supports only specific participation methods provided in the Meeting Notification. For the participation methods of MAIL and VIRT as well as any other proprietary values as announced by Clearstream, instructions are generally not supported. Additionally, not all participation methods might be supported for certain countries and asset classes. This is indicated at notification level with the qualifier “Supported by the account servicer” set to false and a disclaimer when applicable.

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

For those meeting events, where additional requirements apply which cannot be provided via standardised fields, the seev.001 message will include a relevant warning narrative.

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 might be additionally received and forwarded in German, depending on the source providing the meeting information to Clearstream.

Important dates and times:

- Enrolment Market Deadline is forwarded by Clearstream as reported by the Clearstream market provider. Clearstream reports the Enrolment Market Deadlines in UTC time format (YYYY-MM-DDThh:mm:ss.sssZ).
- The Enrolment Deadline is determined by Clearstream based on the markets' STP capabilities. Clearstream reports the Enrolment Deadlines in UTC time format (YYYY-MM-DDThh:mm:ss.sssZ).
- The Vote Market Deadline is forwarded by Clearstream as reported by the Clearstream market provider. Clearstream reports the Vote Market Deadlines in UTC time format (YYYY-MM-DDThh:mm:ss.sssZ).
- The Vote Deadline is determined by Clearstream based on the markets' STP capabilities. Clearstream reports the Vote Deadlines in UTC time format (YYYY-MM-DDThh:mm:ss.sssZ).
- For registered shares, the “Registration Securities Deadline” indicates by when a registration must be instructed.
- The “Securities Blocking Period End Date” indicates that Clearstream will block the instructed securities from the approval of the instruction to the securities blocking period end date.

All deadlines will always **be** provided in UTC time format. Date/time fields other than deadlines (e.g. Meeting Date) may be reported in UTC time format, local time or local time with UTC offset. Clearstream will not change these date/time formats received from the Clearstream market provider.

Please note that if a meeting announcement is updated (seev.001 REPL) and the “Reconfirm Instructions” qualifier is set to TRUE in the notification, Clearstream will cancel any previously received instruction and send a seev.006 status message with a narrative to clients, after which clients must submit a new instruction on the meeting event.

### Meeting Entitlement Notification – seev.003

Today, issuers in some markets require a Certificate of Holding.

The seev.003 message is sent to advise the quantity of securities held by an account owner. The balance is specified for the securities for which the meeting is taking place and is mostly relevant for accounts with holdings of beneficial owners (shareholders).

Clearstream 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. 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	Optional*	Yes
Proxy without Registration	PRXY	Optional*	Rejected	Optional*	No
Attendance	PHYS	Optional	Mandatory	Rejected	Rejected
Registration	<i>blank</i>	Rejected	Rejected	Rejected	Yes

\* For Proxy type instructions, at least one of the Vote Details or Proxy sections must be filled out.

In addition, the Rights Holder section is considered conditionally mandatory if a disclosure of beneficial owner details has been requested at 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 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.

To communicate multiple instructions in the seev.004, Clearstream 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. Repeating the instruction section might result in a considerable size of the seev.004 message, which might make it necessary to split it into multiple pages.

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

To identify the instructing account, clients must include the CEU, 6-series, CBL or LuxCSD account number in the instruction (/MtgInstr/Instr/AcctDtls/AcctId). For clients holding 6-series, CBL or LuxCSD accounts, this relates to the five-digit account number. For CEU clients, the seven-digit or eight-digit account format may be used. As already mentioned, while the Instruction section can be repeated, only one account can be used within the seev.004 message.

Clearstream recommends not to use the balance type (/MtgInstr/Instr/AcctDtls/InstdBal/BalTp) for the instructed holding. Clearstream 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 does not support any proprietary vote options.

Clearstream will not validate any admission conditions for meeting events.

For the Vote Details section, Clearstream allows both the usage of Global Vote Instructions (/MtgInstr/Instr/VoteDtls/VoteInstrForAgndRsIttn/VotePerAgndRsIttn/GblVoteInstr) and Vote Instructions (also referred to as "split voting" - /MtgInstr/Instr/VoteDtls/VoteInstrForAgndRsIttn/VotePerAgndRsIttn/VoteInstr).

For Global Vote Instructions, the instructed balance (MtgInstr/Instr/AcctDtls/InstdBal/Bal/) applies to the resolutions as specified.

For Vote Instructions, it is required to provide the applicable balance for each vote direction. The amounts can differ for each resolution, but the summarised amount from all vote directions cannot be higher than the instructed balance.

Example Global Vote Instruction (Instructed Balance 100):

- Resolution 1: FOR
- Resolution 2: AGAINST
- Resolution 3: FOR

Example Vote Instruction (Instructed Balance 100):

- Resolution 1: 20 FOR, 80 AGAINST
- Resolution 2: 90 AGAINST, 5 FOR
- Resolution 3: 100 FOR

Furthermore, Clearstream allows voting on meeting resolutions which are not part of the agenda (/MtgInstr/Instr/VoteDtls/VoteInstrForMtgRsln). However, Clearstream cannot guarantee or ensure that the depository or issuer will accept and consider the vote during the meeting.

Please note that as per Swift rules, it is not possible to use the Meeting Attendee section for any participation method other than PHYS. As such, Clearstream expects Attendance instructions both for the beneficial owner and a third party (Proxy) with the participation method PHYS. Admission conditions for Attendance are not validated by Clearstream when receiving the instruction.

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 overview on key validations used by Clearstream. Please note that in addition to the rejection code, Clearstream provides a short narrative explanation for the rejection (/MtgInstrSts/InstrTpSts/InstrSts/InstrSts/Rjctd/Rsn/AddtlRsnInf).

Clearstream validation	Rejection code	Remark
<p>Instruction is for an event on a German-registered share and does not contain either of the following:</p> <p>The Securities Registration Indicator set to be TRUE  [/MtgInstr/Instr/SpcfcInstrReq/SciesRegn];  <b>or</b></p> <p>The Company Register Shareholder ID  [/MtgInstr/Instr/AcctDtls/RghtsHldr/LglPrsn/CpnyRegrShrhldrId  /MtgInstr/Instr/AcctDtls/RghtsHldr/NtrlPrsn/CpnyRegrShrhldrId].</p>	Rejected with reason code OTHR	Rejection narrative: "Registration is required for this event."
<p>Instruction does not provide the Meeting Instruction Identification if the pagination is present  (MtgInstr/MtgInstrId).</p>	Rejected with reason code OTHR	
<p>Instruction contains the optional field "Requested Execution Date"  [/MtgInstr/Instr/ReqdExctnDt].</p>	Rejected with reason code OTHR	
<p>Instruction contains the field "Blockchain Address or Wallet" or uses Digital Token Unit for the balance  [/MtgInstr/Instr/AcctDtls/BlckChainAdrOrWlIt]  [/MtgInstr/Instr/AcctDtls/InstdBal/Bal/Qty/DgtlTk nUnit]</p>	Rejected with reason code OTHR	
<p>Instruction contains the position code "Short"  [/MtgInstr/Instr/AcctDtls/InstdBal/Bal/ShrtLngPos].</p>	Rejected with reason code OTHR	Only instructions on LONG positions will be accepted.
<p>Instruction contains a negative instructed position.</p>	Rejected with reason code OTHR	
<p>Instruction requests Vote Execution Confirmation but does not populate the vote details.</p>	Rejected with reason code OTHR	
<p>Instruction uses a proprietary value for identification. This relates to multiple fields within the seev.004 instruction, such as:</p> <ul style="list-style-type: none"> <li>- Rights Holder – Natural/Legal Person</li> <li>- Preassigned Proxy – Natural/Legal Person</li> <li>- Employing Party</li> <li>- Vote Indication</li> <li>- Meeting Attendee – Natural/Legal Person</li> </ul> <p>For a full view, please refer to the MyStandards.</p>	Rejected with various reason codes	<p>Reason code is determined by the section where the proprietary code is used:</p> <ul style="list-style-type: none"> <li>– Rights Holder → FULL</li> <li>– Preassigned Proxy → PRXY</li> <li>– Employing Party → PRXY if in the Proxy section, OTHR if in the Meeting Attendee section</li> <li>– Vote Indication → OTHR</li> <li>– Meeting Attendee → OTHR</li> </ul>

**Clearstream validation****Rejection code****Remark**

Instruction uses the participation method PRXY and at least one of the Proxy or Vote Details sections is not populated.

Rejected with reason code PRXY

Reason narrative:  
"PRXY Instruction - Proxy or Vote Details not present"

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 Proxy section, but the preassigned proxy is not populated.

Rejected with reason code PRXY

Instruction uses participation method PRXY and the Proxy section, but the section is missing conditional mandatory information, such as:

Rejected with reason code PRXY

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.

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



Clearstream validation	Rejection code	Remark
<p>Instruction uses participation method PHYS and is missing conditional mandatory information, such as:</p> <ul style="list-style-type: none"> <li>- Email Address for Attendance Card Delivery Method EMAL.</li> <li>- Employing Party for Attendance Card Delivery Method EMPL.</li> <li>- Other Address of Attendance Card Delivery Method OADR.</li> </ul>	Rejected with reason code OTHR	
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.
<p>Instructed balance exceeds the entitled position on record date (entitlement fixing date).</p> <p>For CEU clients, this includes instructions on the sub-account when the sub-account does not have sufficient holdings.</p>	Rejected with reason code LACK	For instructions received prior to the 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 amounts, quantity type (FAMT/UNIT) or SctiesQtyReqrdToVote.	Rejected with reason code DQUA (unit/famt, msu)	
Instruction is on an event for a German or Swiss registered security and includes the code "QALL" in (MtgInstr/Instr/AcctDtls/InstdBal/Bal/Qty) field to indicate "all eligible securities".	Rejected with reason code OTHR	Rejection narrative: "QALL not allowed in this instance, please submit instruction with specified balance."
Issuer Label (case sensitive) and/or Vote Option in the instruction do not match the meeting notification.	Rejected with reason code RESN	Applicable only when the Issuer Label is unique.
Instruction <u>is</u> on an account, which is not linked to the sender BIC.	Rejected with code SAFE	A valid BIC account linking must be established or a valid PoA must be in place.

<b>Clearstream validation</b>	<b>Rejection code</b>	<b>Remark</b>
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	
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 BIC11 is used. If the client uses a third-party provider, this provider must provide the correct BIC11 of the Clearstream account in the business application header. Each instruction should be sent to the CBL BIC CEDELULLXXX. This also applies to LuxCSD, CEU and 6-series 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 to send messages via the Swift FINplus network.

For a meeting instruction cancellation (seev.005), it is required to include the Single Instruction ID of the original instruction. That is, clients should refer to a specific single instruction. If the original instruction (seev.004) was sent with more than one single instruction (repeated instruction section), only the referenced single instruction will be cancelled.

Following an instruction cancellation, clients have the possibility to re-instruct. If a valid Meeting Instruction Cancellation Request ID (equal to the Business Message Identifier of the seev.005) is included in the new seev.004 instruction, this is interpreted as a re-instruction, meaning Clearstream will pass on the re-instruction only once the cancellation is confirmed by the Clearstream market provider. If this functionality is not used, Clearstream will process the seev.004 as an individual meeting instruction.

The below table outlines this requirement:

Initial instruction (seev.004)	<code>&lt;SnglInstrId&gt;AAABBB&lt;/SnglInstrId&gt;</code> <code>[...]</code> <code>&lt;CpnyRegrShrhldrId&gt;12345&lt;/CpnyRegrShrhldrId&gt;</code>	<b>Initial Instruction should either:</b> <ul style="list-style-type: none"> <li>– Provide a Company Register Shareholder ID; or</li> <li>– Have the Securities Registration Indicator set to True (for 2-purpose instructions).</li> </ul>
Instruction Cancellation (seev.005)	<code>&lt;BizMsgIdr&gt;CANC123&lt;/BizMsgIdr&gt;</code> <code>[...]</code> <code>&lt;/ToBeCancInstr&gt;</code> <code>&lt;SnglInstrId&gt;AAABBB&lt;/SnglInstrId&gt;</code> <code>&lt;/ToBeCancInstr&gt;</code> <code>[...]</code> <code>&lt;CpnyRegrShrhldrId&gt;12345&lt;/CpnyRegrShrhldrId&gt;</code>	<b>Instruction Cancellation message should:</b> <ul style="list-style-type: none"> <li>– Reference the underlying instruction SID through the <code>/MtgInstrCxlReq/ToBeCancInstr/SnglInstrId</code> field</li> <li>– Include a Company Register Shareholder ID of the underlying instruction where applicable.</li> </ul>
Re-Instruction (seev.004)	<code>&lt;InstrCxlReqId&gt;</code> <code>&lt;MtgInstrCxlReqId&gt;CANC123&lt;/MtgInstrCxlReqId&gt;</code> <code>&lt;SnglInstrId&gt;AAABBB&lt;/SnglInstrId&gt;</code> <code>&lt;/InstrCxlReqId&gt;</code> <code>[...]</code> <code>&lt;CpnyRegrShrhldrId&gt;12345&lt;/CpnyRegrShrhldrId&gt;</code>	<b>Re-instruction message should:</b> <ul style="list-style-type: none"> <li>– Reference the initial instruction SID through <code>/MtgInstr/InstrCxlReqId/SnglInstrId</code></li> <li>– Reference the cancellation message through <code>/MtgInstr/InstrCxlReqId/MtgInstrCxlReqId</code></li> <li>– Include a Company Register Shareholder ID where applicable.</li> </ul>

## 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.

Seev.006 generally requires an active message subscription. However, if instruction is rejected at Clearstream upon receipt due to not passing formal validations (invalid account, formatting issues, etc.), then seev.006 with rejection reason is sent directly to the sender of instruction, with or without an active subscription. All other seev.006 messages are sent to the address as per subscription specifics. In the subscription, the receiver address can either be defined as static or dynamic and when defined as dynamic, the receiver address will be determined based on the sender of the underlying instruction/cancellation message.

The following instruction and cancellation processing status qualifiers are used by Clearstream to report the status of an instruction. Please note that ultimately, the status message regarding the processing of the instruction is sent by the depository, provider or agent and merely forwarded by Clearstream, with exclusion of PACK or FRWD received at Clearstream from the market provider. For rejected registration instructions, the seev.006 message will contain the respective error code as well as an additional rejection reason information.

Business context	Status
The instruction has passed all Clearstream validations and is accepted for further processing.	Instruction Processing Status "PACK"
The instruction has been processed within Clearstream 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"
<b>Note:</b> This is only sent by Clearstream to clients if a status message with code RCIS has been received from the Clearstream market provider.	
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.	Instruction Processing Status "CAND"
<b>Note:</b> This relates to the seev.006 which is sent to update the status of the instruction (seev.004). Additionally, a separate seev.006 is sent to update the status of the seev.005 cancellation request (for example, cancellation request accepted via Cancellation Processing Status PACK)	
The instruction included a holding which is greater than the (remaining uninstructed) entitlement on the Clearstream 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

The Meeting Vote Execution Confirmation (seev.007) is only available if it has been explicitly requested in the instruction (seev.004) and if Clearstream has received the Meeting Vote Execution Confirmation (seev.007) from the respective Clearstream 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 market provider (depository, provider or agent). In the subscription, the receiver address can either be defined as static or dynamic and when defined as dynamic, the receiver address will be determined based on the sender of the underlying instruction/cancellation message.

## Results

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

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

## 3.2 Reporting via ISO 15022

### Notification

#### Meeting notification – MT564+ (coexistence)

MT564+ is created via mapping from the seev.001/002. 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+ requires a separate subscription.

Currently, there is no defined end date for the MT564+ format for Clearstream General Meeting Service. However, given the benefits of structured messaging and the broader industry shift towards ISO 20022, Clearstream anticipates that most clients will transition to ISO 20022 over the coming years. It should also be considered that instructions can only be accepted in ISO 20022 format or via Xact Web Portal.

### Mapping rules from seev.001 to MT564+ (extract)

MX (seev.001)	MT (MT564+)	Comment
<b>Structured Fields</b>		
<b>Meeting ID</b>	:20C::CORP//	Only the first 16 characters
<b>Issuer Meeting ID</b>	:20C::COAF//	If available and not longer than 16 characters. Otherwise COAF will show value NONREF and the Issuer Meeting ID will be provided in the narrative.
<ul style="list-style-type: none"> <li>- Meeting Type BMET</li> <li>- Meeting Type CMET</li> <li>- Meeting Type XMET</li> <li>- Meeting Type GMET and Meeting Classification is OMET</li> <li>- Meeting Type GMET and Meeting Classification is other than OMET</li> <li>- Meeting Type MIXD</li> <li>- Meeting Type SPCL</li> </ul>	:22F::CAEV//BMET :22F::CAEV//CMET :22F::CAEV//XMET :22F::CAEV//OMET :22F::CAEV//MEET :22F::CAEV//MEET :22F::CAEV//MEET	
<ul style="list-style-type: none"> <li>- Event Completeness Status COMP, Event Confirmation Status CONF</li> <li>- Event Completeness Status COMP, Event Confirmation Status UCON</li> <li>- Event Completeness Status INCO, Event Confirmation Status CONF</li> <li>- Event Completeness Status INCO, Event Confirmation Status UCON</li> </ul>	:25D::PROC//COMP :25D::PROC//COMU :25D::PROC//PREC :25D::PROC//PREU	
<b>ISIN</b>	:35B::ISIN	
<b>Account Number</b>	:97A::SAFE//	
<b>Place of Safekeeping</b>	:94F::SAFE//	
<b>Meeting Date Time</b>	:98a::MEET//	
<b>Entitlement Fixing Date</b>	:98a::RDTE//	
<b>SRD Indicator</b>	:17B::SRDC//	TRUE = Y, FALSE = N, not present = not present
<b>Vote Options</b> <b>(repetitive field with all the possible vote options)</b>	:22F::CAOP// - CONY - CONN - ABST - PROX - SPLI - NOAC (default)	<p>The Vote Options will be created based on Participation Methods and Vote Instruction Types in the MX message.</p> <p>The Vote Options are accompanied by a narrative in :70E::INCO to further explain the available options.</p> <p><b>Note:</b> In the case of (early) incentive premium, a vote option might be used more than once. In this case, the respective premium amount is added to the vote option via :92A::ESOF / :92A::SOFE in the CASHMOVE section with an according payment and value date.</p>

MX (seev.001)	MT (MT564+)	Comment
<b>Vote Deadline / Vote <u>with</u> Premium Deadline/ <u>Enrolment Deadline</u></b>	:98a::RDDT under each applicable option	<u>RDDT will report either Vote Deadline or Enrolment Deadline if the latter is present. All the deadlines<sup>1</sup> are also reported in 70E:://ADTX<sup>2</sup>.</u>
<b>Vote Market Deadline / Vote <u>with</u> Premium Market Deadline/ <u>Enrolment Market Deadline</u></b>	:98a::MKDT under each applicable option	<u>MKDT will report either Vote Market Deadline or Enrolment Market Deadline if the latter is present. All the deadlines are also reported in 70E:://ADTX.</u>
<b>Early Vote <u>with</u> Premium Deadline</b>	:98a::EARD under each applicable option	
<b>Narrative Fields (:70E:)</b>		
n/a	A general disclaimer on top of 70E: narrative will be included to reiterate that Clearstream does not accept meeting instructions in MT format and seev.004 or the Xact Web Portal should be used instead.	
<b>Resolution (only English)</b>	Resolution [IssuerLabel]: [Description] Listing Group Resolution Label: [Label] (if applicable) Listed for information only Status: [Status] Vote Option Allowed: [VoteOption],..., [VoteOption] Additional information: [narrative]	Example: :70E::ADTX//Resolution(s): Resolution 1: Receive Financial Statements and Statutory Reports for Fiscal Year 2022 Listed for information only Status: Active Additional information: Reports can be retrieved from the company website Resolution 2: Elect the Supervisory Board Status: Withdrawn Resolution 2.1: Elect Erika Mustermann to the Supervisory Board Status: Active Vote Option Allowed: For, Against, Abstain Resolution 2.2: Elect Max Mustermann to the Supervisory Board Status: Active Vote Option Allowed: For, Against, Abstain Example: Resolution 1: Receive Financial Statements and Statutory Reports for Fiscal Year 2022 Listed for information only Status: active Resolution 2: Elect the Supervisory Board Status: withdrawn Resolution 2.1 Elect Erika Mustermann to the Supervisory Board Status: active Vote Option Allowed: CFOR, CAGS, ABST
<b>Securities Blocking Period End Date</b>	"Securities Blocking Period End Date:"	
<b>Registration Securities Market Deadline Registration Securities Deadline</b>	:70E::REGI "Registration Securities Deadline:"	<u>All the deadlines are also reported in 70E:://ADTX.</u>

<sup>1</sup> Registration (Mkt) Deadlines; Enrolment (Mkt) Deadlines; Early Vote with Premium Deadline; Vote with Premium (Mkt) Deadlines; Vote (Mkt) Deadlines; Revocability (Mkt) Deadlines

<sup>2</sup> If the :70E::ADTX is too long, MT568 is generated with a link to the MT564.

<b>MX (seev.001)</b>	<b>MT (MT564+)</b>	<b>Comment</b>
	"Registration Securities Market Deadline"	
<b>Beneficial Owner disclosure</b>	"Beneficial Owner Disclosure: Yes/No"	
<b>Split Vote Allowed indicator</b>	"Split Vote Allowed: Yes/No"	
<b>Partial Vote Allowed indicator</b>	"Partial Vote Allowed: Yes/No"	
<b>Meeting Location</b>	"Meeting Location x:"	Split into a maximum of five blocks, if necessary
<b>Meeting URL address</b>	"Meeting Details URL:"	
<b>Confirmation of Holding Required indicator contains value TRUE</b>	"Confirmation Of Holding Required"	
<b>Reconfirm Instruction indicator contains value TRUE</b>	"Reconfirm Instructions"	
<b>One Man One Vote indicator contains value TRUE</b>	"One Man One Vote"	
<b>Unknown Date / Deadline</b>	"x Date / Deadline is unknown"	Generally, Date / DateTime is included in structured fields if known. Otherwise (DateCode) is mentioned in the narrative
	"Disclaimer: xxxxx"	Disclaimer mentioned at the end of the message

For cancellations (MT564 CANC), Clearstream references to the original meeting event via the Meeting ID (CORP) and does not repeat the meeting details or the vote options.

## 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. 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. 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 meeting events are accessible within a distinct module of the Asset Servicing section, in the domains dedicated to “Meeting Event”, “Meeting Instruction” and “Meeting Results”.

## Notification

Via the Meeting Event domain clients can access the query list and detailed views of 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.  
In Query/List tab advanced filters specifically dedicated to meeting events allow to conveniently search and view meeting messages.  
After clicking on “Query” button, the results appear in the List View.  
**Note:** All cancelled events have “Cancellation Advice” status in the Action Status column.  
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.
2. 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).

## 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.
3. Click on “Query” to see the List View.

**Note:** All cancelled instructions have “Cancelled” status in the Status column.

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:
  - Pre-release actions: Edit/Delete/Release
  - Post-release actions: Request Cancellation/Duplicate

**Note:** Bulk cancellation and duplication are 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.
- “Status Details” view where explanation is provided in the following sections.
- “Related Messages” view where related seev.004/005/006/007 can be downloaded.

Clearstream supports the following types of instructions 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	Optional*	Yes
Proxy without Registration	PRXY	Optional*	n/a	Optional*	No
Attendance	PHYS	Optional	Mandatory	n/a	n/a
Registration	<i>blank</i>	n/a	n/a	n/a	Yes

\*For Proxy type instructions, at least one of the Vote Details or Proxy sections must be filled out.

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

Other participation methods are not supported for instructions.

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.

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:
  - o Meeting ID;
 

**Note:** The Meeting ID can be searched by clicking on the loop button.
  - o Account
  - o 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.

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.

Click on “Query” to see the List View, where the status of the instruction is shown in the Status column.

**Note:** The selection **might** be expanded to reveal all associated single instructions.

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.

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

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

## 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.
3. Click on “Query” to see the 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.

**Note:** Meeting results are only available when received from the Clearstream 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 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
<u>Not present or UKWN</u>	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
<u>Date</u>	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

Entitlement Fixing Date	Securities Blocking End Date	Blocking rule	Unblocking rule
	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

For registered shares, the availability of the securities is determined through the registration process.

**Note:** For (CEU) clients who have used CASCADE-RS for the registration, please keep in mind that the quantity of registered securities might differ from the quantity instructed during the meeting event.

Clients are informed about the blocking via the existing functionalities. For example, via settlement messages (MT54x) referring to the Meeting ID via 20C::CORP. Additionally, the blocking reference is added to the seev.006 message as a narrative (in /MtgInstrSts/InstrTpSts/InstrSts/InstrSts/PrcgSts/AddtlInf).

## 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 CEU, CBL or LuxCSD client must send the instruction to register the securities. By then, the client has to either 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). If neither is provided, then the instruction will be rejected by Clearstream.

Overall, the clients instructing for the German registered securities via Clearstream Banking may have to consider three deadlines, the Enrolment Deadline, the Securities Registration Deadline and the Vote Deadline as well as the respective market deadline for each.

#### Registration request via existing methods

For CEU 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).

#### Registration request via seev.004 or Xact Web Portal

Alternatively (for CEU clients) or in all cases for CBL, 6-series account or LuxCSD clients, if a registration is requested via seev.004 or the Xact Web Portal GM instruction functionality, the instruction will be processed by Clearstream, 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 or the Xact Web Portal GM instruction functionality, Clearstream will trigger the registration process and request a Shareholder ID at the Registrar. This Shareholder ID will be provided back to the client via seev006 once available and, if applicable, will be included in 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 [these](#) must be sent via two separate instructions.

Clearstream will always register the rights holder mentioned in the seev.004 or the Xact Web Portal GM instruction functionality as beneficial owner (Eigenbesitz) of the securities. That is, registration on a nominee level (Fremdbesitz) is not possible via seev.004. Please note that Clearstream will accept instructions for a DE registration and convert it into a beneficial owner (BO) registration in CASCADE-RS. If a client sends instructions with a certain BO name, this BO will be registered in CASCADE-RS as the beneficial owner. This comes with all the legal consequences and reporting obligations such as BaFin threshold reporting etc (WpHG, sec. 33 ff.). Clearstream does not validate the content of BO details in the registration process. Clearstream passes on to the share register what is received from the clients, who are responsible for compliance with the law.

Any failed registration will be communicated with a status message (seev.006) back to the instructing party including an error code, [e.g.](#) (OTHR), (FULL), and additional reason information. For all share registrations processed out of a meeting instruction Clearstream will trigger a de-registration on [Securities Registration Market Deadline](#) +1. [A de-registration will be communicated to the instructing party with a status message \(seev.006\) with the error code DREG.](#)

For a successful registration, the following information is required to be shared via the seev.004 or the Xact Web Portal GM instruction functionality:

Information (including seev.004 tag)		Comment
For all	Registration request qualifier (MtgInstr/Instr/SpfcInstrReq/SciesRegn)	"Securities Registration" indicator to be set to <i>true</i> .
	Clearstream account number (MtgInstr/Instr/AcctDtls/AcctId)	
	ISIN (MtgInstr/FinInstrmId/ISIN)	
	Quantity (MtgInstr/Instr/AcctDtls/InstdBal/Bal/Qty)	
	Name prefix (MtgInstr/Instr/AcctDtls/RghtsHldr/NtrlPrsn/NmAndAdr/NmPrfx)	
	Name (MtgInstr/Instr/AcctDtls/RghtsHldr/NtrlPrsn/NmAndAdr/FirstNm) (MtgInstr/Instr/AcctDtls/RghtsHldr/NtrlPrsn/NmAndAdr/Srnm)	
	Nationality (MtgInstr/Instr/AcctDtls/RghtsHldr/NtrlPrsn/Ntlty)	
For natural persons	Date of birth (MtgInstr/Instr/AcctDtls/RghtsHldr/NtrlPrsn/DtAndPlcOfBirth/BirthDt)	Values "DOCT" and "MIKS" not supported.  Maximum length of 70 characters. It is recommended to use abbreviations, if possible
	German address – option 1	
	Street Name (MtgInstr/Instr/AcctDtls/RghtsHldr/NtrlPrsn/NmAndAdr/Adr/StrtNm)	
	Building Number (MtgInstr/Instr/AcctDtls/RghtsHldr/NtrlPrsn/NmAndAdr/Adr/BldgNb)	
	Post Code (MtgInstr/Instr/AcctDtls/RghtsHldr/NtrlPrsn/NmAndAdr/Adr/PstCd)	
	Town Name (MtgInstr/Instr/AcctDtls/RghtsHldr/NtrlPrsn/NmAndAdr/Adr/TwnNm)	
	German address – option 2	
	Post Box (MtgInstr/Instr/AcctDtls/RghtsHldr/NtrlPrsn/NmAndAdr/Adr/PstBx)	
	Post Code (MtgInstr/Instr/AcctDtls/RghtsHldr/NtrlPrsn/NmAndAdr/Adr/PstCd)	
	Town Name (MtgInstr/Instr/AcctDtls/RghtsHldr/NtrlPrsn/NmAndAdr/Adr/TwnNm)	
	International address	
	Street Name (MtgInstr/Instr/AcctDtls/RghtsHldr/NtrlPrsn/NmAndAdr/Adr/StrtNm)	
	Building Number (MtgInstr/Instr/AcctDtls/RghtsHldr/NtrlPrsn/NmAndAdr/Adr/BldgNb)	
For legal	Post Code (MtgInstr/Instr/AcctDtls/RghtsHldr/NtrlPrsn/NmAndAdr/Adr/PstCd)	Using Post Box for a non-DE address is not allowed.
	Town Name (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)	
	Name (MtgInstr/Instr/AcctDtls/RghtsHldr/LglPrsn/NmAndAdr/Nm)	
For legal	Country of incorporation (MtgInstr/Instr/AcctDtls/RghtsHldr/LglPrsn/CtryOfIncorprtn)	Optional, but recommended.  Maximum length of 70 characters. It is recommended to use abbreviations, if possible.

**Information  
(including seev.004 tag)**

LEI  
(MtgInstr/Instr/AcctDtls/RghtsHldr/LglPrsn/Id/LEI)

**Comment**

Optional, but recommended.

Maximum length of 20 characters and will be cut if maximum is reached.

Building number is an optional field.

German address – option 1

Street Name  
(MtgInstr/Instr/AcctDtls/RghtsHldr/LglPrsn/NmAndAdr/Adr/StrtNm)

Building Number  
(MtgInstr/Instr/AcctDtls/RghtsHldr/LglPrsn/NmAndAdr/Adr/BldgNb)

Post Code  
(MtgInstr/Instr/AcctDtls/RghtsHldr/LglPrsn/NmAndAdr/Adr/PstCd)

Town Name  
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German address – option 2

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Post Code  
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Town Name  
(MtgInstr/Instr/AcctDtls/RghtsHldr/LglPrsn/NmAndAdr/Adr/TwnNm)

Inter-national address

Street Name  
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Building Number  
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Post Code  
(MtgInstr/Instr/AcctDtls/RghtsHldr/LglPrsn/NmAndAdr/Adr/PstCd)

Town Name  
(MtgInstr/Instr/AcctDtls/RghtsHldr/LglPrsn/NmAndAdr/Adr/TwnNm)

Using Post Box for a non-DE address is not allowed.

Country of address  
(MtgInstr/Instr/AcctDtls/RghtsHldr/LglPrsn/NmAndAdr/Adr/Ctry)

Email  
(MtgInstr/Instr/AcctDtls/RghtsHldr/LglPrsn/EmailAdr)

Optional, but recommended

**Note:** Mutated vowels (ä, ö, ü) or special characters (ß) must not be used in the instruction.



	Registration via CASCADE-RS (initiated by CEU client)	Registration via seev.004 / Xact Web Portal
CEU account	Registration directly in CASCADE-RS or via MT500  <b>Securities Registration Indicator:</b> Must <u>not</u> be set to TRUE in the seev.004 instruction.  <b>Shareholder ID:</b> Must be included in the rights holder section of seev.004.  <b>Rights holder:</b> Mandatory fields as per the seev.004 ISO format (content not validated at Clearstream)	<b>Securities Registration Indicator:</b> Must be set to TRUE in the seev.004 instruction.  <b>Shareholder ID:</b> Must <u>not</u> be included in the rights holder section of seev.004.  <b>Rights holder:</b> Mandatory fields as defined on previous slide
6-series	Not applicable.	
CBL		
LuxCSD		

For further German registration process specifics please refer to the Announcement C25010: [Germany: Registration Process for German Registered Shares via General Meeting Instruction Flow - Update](#).

## Other markets

Security registration by the client is only required for general meeting events on CEU-issued registered shares. In other markets, registration is done by the Clearstream custodian on the basis of the meeting instruction message.

	Registered shares on other markets <sup>3</sup>
<b>CEU account</b>	The General Meeting Service is offered via 6-series accounts.
<b>6-series</b>	<b>Securities Registration Indicator:</b> - Switzerland: May be set to TRUE in the seev.004 instruction - Others: Must <u>not</u> be set to TRUE in the seev.004 instruction  <b>Shareholder ID:</b> Must <u>not</u> be included in the rights holder section of seev.004.  <b>Rights holder:</b> Mandatory fields as per market specifications
<b>CBL</b>	
<b>LuxCSD</b>	

<sup>3</sup> Registration process for Switzerland currently under discussion.

## 3.6 Specific meeting scenarios or market functionalities

### Market specificities

Currently, multiple markets require the submission of additional forms, certificates, PoA or other additional information when sending instructions or when ordering an entrance card for a meeting. These market specificities are generally documented on the [General Meeting Service](#) web page (the file “Market specificities – Additional details” is available in the Attachments section at the bottom of the page).

When submitting an instruction, clients should refer to the up-to-date file to validate if any specificities must be considered.

### German Market

For German market events, the clients need to enrol, that is to submit their initial instructions by the Enrolment Deadline to show their intention to participate at the meeting event. More details regarding the Enrolment Deadline and the expected client behaviour are provided in Announcement C25025: Standard Swift Release: Implementation of Enrolment Deadline for General Meeting Processing.

For German registered shares a specific registration process to be considered as per description provided in the Chapter 3.5 and in the Announcement C25010: Germany: Registration Process for German Registered Shares via General Meeting Instruction Flow.

### Bondholder meeting with special conditions for international securities (for example, Eurobonds)

Notification of bondholder meetings (BMET) for certain Eurobonds as well as domestic bonds, where a meeting with fees (or cash incentive) has been announced or where the ISO 20022 messages have some limitations, will be communicated via the Corporate Actions process, using the voluntary event type Consent (CONS).

Clearstream anticipates that the majority of parties announcing such events will adopt this approach, eliminating the need for extra operational procedures and minimizing the risk of technical disruptions.

In the event where this process would be extended to regular bondholder meetings by the announcing parties, Clearstream will follow the market announcement as received. While discussions are ongoing with the relevant parties, Clearstream cannot guarantee a unified process across all stakeholders at this time.

In any event, relevant information will be provided to noteholders who hold their assets in the custody chain with Clearstream.

- The fee payment (cash incentive) under a Corporate Actions CONS event will be processed with the same CORP reference as the event announcement, under which the instruction was accepted.
- In the expected rare case that the event has been announced through the General Meeting process with event type BMET, the votes will be expected under this event reference. The payment of fees (cash incentive) will then be processed separately via the corporate action process using a Corporate Actions payment MT566 under a separate CORP reference. Multiple fees will result in multiple payments. Notifications for payments with event type CONS/MAND preceding the MT566 payment are not yet available. Clearstream plans to introduce this functionality at a later stage if the markets show a move in this direction.

For clients who process the bondholder meeting with fees as part of the corporate action processing rather than the general meeting processing, it should be noted that the message subscriptions can be defined on event type level. That is, clients can create a Meeting Event Notification subscription for ISO 15022 with the event type BMET and in parallel remove the event type BMET from the ISO 20022 subscription. For this purpose, Clearstream has created the additional filter option “Events filtering” on subscription level, with which it is possible to define that a subscription shall only apply to only meeting events with fees (identified by the premium payment amount) or exclude events with fees from the subscription.

It should be noted that, as for the other GM event types, instructions on BMET events are only possible via ISO 20022 or via Xact Web Portal.

## Swiss market

For the Swiss market (CBL, LuxCSD and 6-series accounts), the seev.001 contains a linked Meeting ID. This linkage is used for technical purpose and should be ignored by clients.

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## Swiss market for CEU clients

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

If CEU 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.

## U.S. market for CEU clients

For CEU clients, the proxy voting service is offered for the U.S. market from 3 February 2025. For further information, please refer to [Announcement D25003 "CBF extends General Meeting Service to the U.S. market"](#).

## 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 3.9.

The following reporting subscriptions and channels are available. 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
	Swift (A2A)	ISO 15022
MT564+	MQ (A2A) – limited to CEU 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 receiver BIC CEDELULLXXX. Instructions addressed to the CEU receiver BIC DAKVDEFFXXX (or DAKVDEFFONE) will be rejected.

For outbound communication, Clearstream allows the selection of sending address during the A2A subscription setup:

Account entity	Channel	Sending address	Sending address (defines "From BICFI")	Sender DN
CBL, 6-series	Swift	CEDELULLXXX		
	Swift FIN+		CEDELULLXXX	ou=xxx,o=cedelull,o=swift
CEU	Swift	DAKVDEFFDOM		
		DAKVDEFFONE		
		CEDELULLXXX		
	Swift FIN+		DAKVDEFFDOM DAKVDEFFONE CEDELULLXXX	ou=xxx,o=dakvdeff,o=swift
	MQ	DAKVDEFFXXX		
		DAKVDEFFONE		
LuxCSD	Swift	CEDELULLXXX LUXCLULLXXX		
	Swift FIN+			

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. Based on current market analysis, filtering with this is not recommended by Clearstream.
- "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.
- "Events filtering": With this selection, it is possible to define that a subscription shall apply to only meeting events with fees (identified by the premium payment amount) or exclude events with fees from the subscription. The default selection is on "ALL" meeting events.
- "Instrument type" (applicable to ISO 20022 subscriptions only): With this selection, it is possible to choose for which instrument types (bonds, funds, everything else) the reporting of Meeting

Notifications, Meeting Cancellations, Meeting Entitlement Notifications and Meeting Results should be received. Multi selection is possible. The default selection is on all instrument types.

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

### **ISO 20022**

In order to receive ISO 20022 messages (seev.001, seev.002, seev.003, seev.006, seev.007, seev.008) from Clearstream, message subscription via 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).

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

For all instructions sent to Clearstream, the receiver BIC CEDELULLXXX must be used.

### **ISO 15022**

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

- Swift;
  - MQ (CEU accounts only);
  - File Transfer;
  - Xact Web Portal (for download of ISO 15022 file).
- o Regarding filter options and BIC, the same subscription specifics apply as for ISO 20022.

### **Clearstream 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 message subscriptions is possible and copies of all reporting messages are available.

The Meeting Event domain, including Meeting Results and Meeting Instruction domains, is located under the Asset Servicing domain.

## **3.8 Third Party Service Providers via PoA**

Clients who wish 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 Client Services or the respective Relationship Officer should be contacted.

Secondly, once the PoA relationship is established and processed within Clearstream systems, clients must ensure that proper message subscriptions are created in Xact Web Portal in order to avoid a service interruption. The subscription can either be set up by the account owner via the Clearstream’s Xact Web Portal Reporting functionality or by contacting the Clearstream client service team to get further guidance (in which case an MT599 instruction will be required).

Reporting for at least meeting status messages (seev.006) is essential, otherwise the Third-Party Service Provider will not be informed in time about the processing status, especially in the case of a rejection. Meeting notification messages (seev.001) will allow the Third-Party Service Provider to consider the custodian’s deadline and use their references in the event of an instruction.

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.

#### Subscription setup

Xact Web Portal can be used to query, manage or set up a subscription (please refer to the [video guides](#) or the [User Manual](#)).

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

### 3.9 Clearstream RMA Key Exchange

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

The RMA key exchange occurs on a business scenario level.

- Clearstream (CEDELULL and/or DAKVDEFF, 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 (CEDELULL) allows to receive from the client (client BIC): General Meeting Instructions (including seev.004, seev.005)

Please ensure the RMA key exchange is initiated well in advance, as the process typically requires some time to complete.

## 4. Glossary

Acronym or abbreviation	Description
<b>A2A</b>	Application-to- Application
<b>BIC</b>	Bank Identifier Code
<b>CA</b>	Corporate actions
<b>CASCADE-RS</b>	Clearstream system used for registration
<b>CEU</b>	Clearstream Europe AG
<b>6-series</b>	6-series account of Clearstream Europe AG
<b>CBL</b>	Clearstream Banking S.A. (ICSD)
<b>CSD</b>	Central securities depository
<b>DN</b>	Distinguished Name
<b>GUI</b>	Graphical user interface
<b>ICSD</b>	International central securities depository
<b>ISIN</b>	International Securities Identification Number
<b>ISO</b>	International Organization for Standardization
<b>ISS</b>	Institutional Shareholder Services
<b>LEI</b>	Legal Entity Identifier
<b>MT</b>	Message Type
<b>OneCAS</b>	OneClearstream Asset Services
<b>OU</b>	Organizational Unit (used in Xact Web Portal)
<b>RMA</b>	Relationship Management Application (Swift)
<b>SCE</b>	Shareholder Communication Enhancement (project, implemented November 2024)
<b>SMPG</b>	Securities Market Practice Group
<b>SRD II</b>	Shareholder's Rights Directive 2
<b>STP</b>	Straight-through-processing
<b>Swift</b>	Society for Worldwide Interbank Financial Telecommunication
<b>U2A</b>	User-to Application
<b>XMLWM</b>	Extensible Markup LanguageWertpapier-Mitteilungen
<b>XSDXML</b>	XML Schema DefinitionExtensible Markup Language
<b>XSD</b>	XML Schema Definition

## Appendix

### seev.001 (meeting notification) examples

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    <Desc>Approve Transaction with Thierry Mootz, CEO</Desc>
  </Desc>
  <ForInfOnly>>false</ForInfOnly>
  <Sts>ACTV</Sts>
  <SubmittdBySctyHldr>>false</SubmittdBySctyHldr>
  <VoteInstrTp>
    <VoteInstrTpCd>
      <Tp>CFOR</Tp>
    </VoteInstrTpCd>
  </VoteInstrTp>
  <VoteInstrTp>
    <VoteInstrTpCd>
      <Tp>CAGS</Tp>
    </VoteInstrTpCd>
  </VoteInstrTp>
  <VoteInstrTp>
    <VoteInstrTpCd>
      <Tp>ABST</Tp>
    </VoteInstrTpCd>
  </VoteInstrTp>
  <VoteInstrTp>
    <VoteInstrTpCd>
      <Tp>NOAC</Tp>
    </VoteInstrTpCd>
  </VoteInstrTp>
  <MgmtRcmmndtn>CFOR</MgmtRcmmndtn>
  <URLAdr>https://www.latecoere.aero/finance/investisseurs/</URLAdr>
</Rsltn>
<Rsltn>
  <IssrLabl>6</IssrLabl>
  <Desc>
    <Lang>en</Lang>
    <Titl>Approve Transaction with Gregoire Huttner, Vice-CEO</Titl>
    <Desc>Approve Transaction with Gregoire Huttner, Vice-CEO</Desc>
  </Desc>
  <ForInfOnly>>false</ForInfOnly>
  <Sts>ACTV</Sts>
  <SubmittdBySctyHldr>>false</SubmittdBySctyHldr>
  <VoteInstrTp>
    <VoteInstrTpCd>
      <Tp>CFOR</Tp>
    </VoteInstrTpCd>
  </VoteInstrTp>
  <VoteInstrTp>
    <VoteInstrTpCd>
      <Tp>CAGS</Tp>
    </VoteInstrTpCd>
  </VoteInstrTp>
  <VoteInstrTp>

```

```

        <VoteInstrTpCd>
            <Tp>ABST</Tp>
        </VoteInstrTpCd>
    </VoteInstrTp>
    <VoteInstrTp>
        <VoteInstrTpCd>
            <Tp>NOAC</Tp>
        </VoteInstrTpCd>
    </VoteInstrTp>
    <MgmtRcmmndtn>CFOR</MgmtRcmmndtn>
    <URLAdr>https://www.latecoere.aero/finance/investisseurs/</URLAdr>
</Rslttn>
<Rslttn>
<Vote>
    <PrtlVoteAllwd>true</PrtlVoteAllwd>
    <SpltVoteAllwd>true</SpltVoteAllwd>
    <VoteDdln>
        <DtOrDtTm>
            <DtTm>2024-09-17T18:00:00</DtTm>
        </DtOrDtTm>
    </VoteDdln>
    <VoteMktDdln>
        <DtOrDtTm>
            <DtTm>2024-09-18T15:00:00.000Z</DtTm>
        </DtOrDtTm>
    </VoteMktDdln>
    <BnfclOwnrDsclsr>true</BnfclOwnrDsclsr>
</Vote>
<AddtlInf>
    <Dsclmr>
        <Lang>en</Lang>
        <AddtlInf>FOR INQUIRIES PLEASE CONTACT YOUR REGULAR CUSTOMER SUPPORT
TEAM</AddtlInf>
    </Dsclmr>
    <Dsclmr>
        <Lang>en</Lang>
        <AddtlInf>Blocking: No</AddtlInf>
    </Dsclmr>
</AddtlInf>
</MtgNtfctn>
</Document>

```

## BMET with fees

```
<Document xmlns="urn:iso:std:iso:20022:tech:xsd:seev.001.001.10">
  <MtgNtfctn>
    <NtfctnGnlInf>
      <NtfctnTp>NEWM</NtfctnTp>
      <NtfctnSts>
        <EvtCmpltnsSts>COMP</EvtCmpltnsSts>
        <EvtConfSts>CONF</EvtConfSts>
      </NtfctnSts>
    </NtfctnGnlInf>
    <Mtg>
      <MtgId>Test2024</MtgId>
      <Tp>BMET</Tp>
      <Clssfctn>
        <Cd>ISSU</Cd>
      </Clssfctn>
      <AnncmntDt>
        <Dt>2024-05-21</Dt>
      </AnncmntDt>
      <OneManOneVoteInd>true</OneManOneVoteInd>
      <Prtcptn>
        <PrtcptnMtd>
          <Cd>EVOT</Cd>
        </PrtcptnMtd>
        <IssrDdlnForVtng>
          <DtOrDtTm>
            <DtTm>2024-05-28T17:00:00Z</DtTm>
          </DtOrDtTm>
        </IssrDdlnForVtng>
      </Prtcptn>
      <AddtlDcmnttnURLAdr>https://deals.is.kroll.com </AddtlDcmnttnURLAdr>
      <SctiesBlckgPrdEndDt>
        <DtCd>
          <Cd>PPYD</Cd>
        </DtCd>
      </SctiesBlckgPrdEndDt>
    </Mtg>
    <MtgDtls>
      <DtAndTm>
        <DtOrDtTm>
          <DtTm>2024-05-24T12:00:00Z</DtTm>
        </DtOrDtTm>
      </DtAndTm>
      <DtSts>CNFR</DtSts>
      <QrmRegrd>true</QrmRegrd>
      <Lctn>
        <LctnCd>UKWN</LctnCd>
      </Lctn>
      <QrmQty>
        <QrmQtyPctg>66.6667</QrmQtyPctg>
      </QrmQty>
    </MtgDtls>
    <Issr>
      <Id>
        <NmAndAdr>
          <Nm>Arion Banki hf.</Nm>
        </NmAndAdr>
      </Id>
    </Issr>
  </MtgNtfctn>
</Document>
```

```

        </NmAndAdr>
    </Id>
</Issr>
<Scty>
    <FinInstrmId>
        <ISIN>XS2391348740</ISIN>
    </FinInstrmId>
</Scty>
<Vote>
    <PrtlVoteAllwd>true</PrtlVoteAllwd>
    <SpltVoteAllwd>>false</SpltVoteAllwd>
    <BnfclOwnrDsclsr>>false</BnfclOwnrDsclsr>
    <EarlyIncntivPrm>
        <Amt>
            <Amt Ccy="EUR">0.25</Amt>
        </Amt>
        <Tp>
            <PerScty>1000</PerScty>
        </Tp>
        <PmtDt>
            <DtCd>UKWN</DtCd>
        </PmtDt>
    </EarlyIncntivPrm>
    <EarlyVoteWthPrmDdln>
        <DtOrDtTm>
            <DtTm>2024-05-22T14:30:00Z</DtTm>
        </DtOrDtTm>
    </EarlyVoteWthPrmDdln>
</Vote>
</MtgNtfctn>
</Document>

```

## seev.002 (meeting cancellation) examples

```

<Document xmlns="urn:iso:std:iso:20022:tech:xsd:seev.002.001.09"
  <MtgCxl>
    <MtgRef>
      <MtgId>000000000010652</MtgId>
      <MtgDtAndTm>2024-05-28T11:00:00Z</MtgDtAndTm>
      <Tp>BMET</Tp>
    </MtgRef>
    <Scty>
      <FinInstrmId>
        <ISIN>XS0541725247</ISIN>
      </FinInstrmId>
    </Scty>
    <Rsn>
      <CxlRsnCd>
        <Cd>PROC</Cd>
      </CxlRsnCd>
      <CxlRsn>test</CxlRsn>
    </Rsn>
  </MtgCxl>
</Document>

```



## seev.003 (meeting entitlement) examples

```
<Document xmlns="urn:iso:std:iso:20022:tech:xsd:seev.003.001.09">
  <MtgEntitlMntNtfctn>
    <NtfctnTp>NEWM</NtfctnTp>
    <MtgRef>
      <MtgId>0000000434555214</MtgId>
      <IssrMtgId>NONREF</IssrMtgId>
      <MtgDtAndTm>2024-05-27T10:00:00</MtgDtAndTm>
      <Tp>CMET</Tp>
      <Clssfctn>
        <Cd>CLAS</Cd>
      </Clssfctn>
    </MtgRef>
    <Issr>
      <NmAndAdr>
        <Nm>Endesa SA</Nm>
      </NmAndAdr>
    </Issr>
    <Scty>
      <FinInstrmId>
        <ISIN>ES0130670112</ISIN>
        <Desc>007894562 SHS ENDESA</Desc>
      </FinInstrmId>
      <Pos>
        <AcctId>xxxxx</AcctId>
        <HldgBal>
          <Bal>
            <ShrtLngPos>LONG</ShrtLngPos>
            <Qty>
              <Unit>23155</Unit>
            </Qty>
          </Bal>
          <BalTp>ELIG</BalTp>
          <SfkpgPlc>
            <TpAndId>
              <SfkpgPlcTp>NCSD</SfkpgPlcTp>
              <Id>IBRCESMMXXX</Id>
            </TpAndId>
          </SfkpgPlc>
        </HldgBal>
        <HldgBal>
          <Bal>
            <ShrtLngPos>LONG</ShrtLngPos>
            <Qty>
              <Unit>23155</Unit>
            </Qty>
          </Bal>
          <BalTp>SETD</BalTp>
          <SfkpgPlc>
            <TpAndId>
              <SfkpgPlcTp>NCSD</SfkpgPlcTp>
              <Id>IBRCESMMXXX</Id>
            </TpAndId>
          </SfkpgPlc>
        </HldgBal>
        <HldgBal>
```

```

    <Bal>
      <ShrtLngPos>LONG</ShrtLngPos>
      <Qty>
        <Unit>23155</Unit>
      </Qty>
    </Bal>
    <BalTp>UNBA</BalTp>
    <SfkpgPlc>
      <TpAndId>
        <SfkpgPlcTp>NCSD</SfkpgPlcTp>
        <Id>IBRCESMMXXX</Id>
      </TpAndId>
    </SfkpgPlc>
  </HldgBal>
</Pos>
</Scty>
<Elgblty>
  <EntitlmntFxdDt>2024-05-24</EntitlmntFxdDt>
</Elgblty>
</MtgEntitlmntNtfctn>
</Document>

```

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

### Scenario 1 – voting instruction of a legal person

```

  <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>
    </MtgInstr>
  </Document>

```

```

</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>
    <VoteInstrForAgndRsln>
      <VotePerAgndRsln>
        <GblVoteInstr>
          <IssrLbl>1</IssrLbl>
          <VoteOptn>
            <Tp>ABST</Tp>
          </VoteOptn>
          <IssrLbl>2</IssrLbl>
          <VoteOptn>
            <Tp>CAGS</Tp>
          </VoteOptn>
        </GblVoteInstr>
      </VotePerAgndRsln>
    </VoteInstrForAgndRsln>
  </VoteDtls>
  <SpcfcInstrReq>
    <PrtcpnMtd>
      <Cd>EVOT</Cd>
    </PrtcpnMtd>
  </SpcfcInstrReq>
</Instr>

```

```
        </PrtcptnMtd>
        <SctiesRegn>false</SctiesRegn>
    </SpfcInstrReq>
</Instr>
</MtgInstr>
</Document>
```

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

```
<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>
    <VoteInstrForAgndRsln>
        <VotePerAgndRsln>
            <GblVoteInstr>
                <IssrLbl>1</IssrLbl>
                <VoteOptn>
                    <Tp>ABST</Tp>
                </VoteOptn>
                <IssrLbl>2</IssrLbl>
                <VoteOptn>
                    <Tp>CAGS</Tp>
                </VoteOptn>
            </GlbVoteInstr>
        </VotePerAgndRsln>
    </VoteInstrForAgndRsln>
</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>
  <BizMsgId>093257023750</BizMsgId>
  <MsgDefId>seev.004.001.09</MsgDefId>
  <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>
            <FrstNm>John</FrstNm>
            <Srn>Doe</Srn>
            <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>
        <VoteInstrForAgndRsln>
            <VotePerAgndRsln>
                <GblVoteInstr>
                    <IssrLbl>1</IssrLbl>
                    <VoteOptn>
                        <Tp>ABST</Tp>
                    </VoteOptn>
                    <IssrLbl>2</IssrLbl>
                    <VoteOptn>
                        <Tp>CAGS</Tp>
                    </VoteOptn>
                </GblVoteInstr>
            </VotePerAgndRsln>
        </VoteInstrForAgndRsln>
    </VoteDtls>
    <SpfcInstrReq>
        <PrtcptnMtd>
            <Cd>EVOT</Cd>
        </PrtcptnMtd>
        <SctiesRegn>false</SctiesRegn>
    </Instr>
    <Instr>

<SnglInstrId>2493048/1501124209</SnglInstrId>
    <VoteExctnConf>false</VoteExctnConf>

```



```

    <AcctDtls>
      <AcctId>1234567</AcctId>
      <InstdBal>
        <Bal>
          <Unit>3.0</Unit>
        </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>
      <VoteInstrForAgndRsln>
        <VotePerAgndRsln>
          <GblVoteInstr>
            <IssrLbl>1</IssrLbl>
            <VoteOptn>
              <Tp>CAGS</Tp>
            </VoteOptn>
            <IssrLbl>2</IssrLbl>
            <VoteOptn>
              <Tp>ABST</Tp>
            </VoteOptn>
          </GblVoteInstr>
        </VotePerAgndRsln>
      </VoteInstrForAgndRsln>

```

```

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

```

## Scenario 4 – proxy voting

```

<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>
    <BizMsgId>92094214</BizMsgId>
    <MsgDefId>seev.004.001.09</MsgDefId>
    <CreDt>2023-01-06T13:39:15.893Z</CreDt>
</AppHdr>
<Document xmlns="urn:iso:std:iso:20022:tech:xsd:seev.004.001.07">
    <MtgInstr>
        <MtgRef>
            <MtgId>87513</MtgId>
            <IssrMtgId>0987654321</IssrMtgId>
            <MtgDtAndTm>2022-10-21T10:00:00Z</MtgDtAndTm>
            <Tp>XMET</Tp>
        </MtgRef>
        <FinInstrmId>
            <ISIN>DE000A3H2184</ISIN>
        </FinInstrmId>
        <Instr>
            <SnglInstrId>BRXXX4000182977608220923041809000001</SnglInstrId>
            <VoteExctnConf>false</VoteExctnConf>
            <AcctDtls>
                <AcctId>1234567</AcctId>
            </AcctDtls>
        </Instr>
    </MtgInstr>
</Document>

```

```

<InstdBal>
  <Bal>
    <ShrtLngPos>LONG</ShrtLngPos>
    <Qty>
      <Unit>1.0</Unit>
    </Qty>
  </Bal>
</InstdBal>
<RghtsHldr>
  <NtrlPrsn>
    <NmAndAdr>
      <FrstNm>John</FrstNm>
      <Srn>Doe</Srn>
    </NmAndAdr>
    <Id>
      <Id>ABC12345</Id>
      <IdTp>
        <Cd>CCPT</Cd>
      </IdTp>
    </Id>
  </NtrlPrsn>
</RghtsHldr>
<Prxy>
  <PrxyTp>DISC</PrxyTp>
  <PrsnDtls>
    <PrssgndPrxy>
      <NtrlPrsn>
        <NmAndAdr>
          <FrstNm>John</FrstNm>
          <Srn>Doe</Srn>
          <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>
    <AttdncCardDtls>
      <DlvryMtd>EMAL</DlvryMtd>
    </AttdncCardDtls>
  </Prxy>

```

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

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

```
<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>
  <BizMsgId>5326098643</BizMsgId>
  <MsgDefId>seev.004.001.09</MsgDefId>
  <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>1768601/46607</MtgId>
      <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>
        <InstdBal>
          <Bal>
            <ShrtLngPos>LONG</ShrtLngPos>
            <Qty>
              <Unit>10000</Unit>
            </Qty>
          </Bal>
        </InstdBal>
        <RghtsHldr>
          <LglPrsn>
            <NmAndAdr>
              <Nm>XYZ Bank AG</Nm>
            </NmAndAdr>
          </LglPrsn>
        </RghtsHldr>
      </AcctDtls>
    </Instr>
  </MtgInstr>
</Document>
```

```

        </NmAndAdr>
        <Id>
            <LEI>12345DEFRT6789441235</LEI>
        </Id>
    </LglPrsn>
</RghtsHldr>
</AcctDtls>
<MtgAttndee>
    <Id>
        <NtrlPrsn>
            <NmAndAdr>
                <FrstNm>John</FrstNm>
                <Srn>Doe</Srn>
            </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">
  <Fr>
    <FIId>
      <FinInstnId>
        <BICFI>BANKABCDXXX</BICFI>
      </FinInstnId>
    </FIId>
  </Fr>
  <To>
    <FIId>
      <FinInstnId>
        <BICFI>CEDELULLXXX</BICFI>
      </FinInstnId>
    </FIId>
  </To>
  <BizMsgId>2493048</BizMsgId>
  <MsgDefId>seev.004.001.09</MsgDefId>
  <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>
        <RightsHldr>
          <LglPrsn>
            <NmAndAdr>
```

```

        <Nm>Example Bank</Nm>
      </NmAndAdr>
      <Id>
        <LEI> 945500CD4ACA46BB8A51 </LEI>
      </Id>
    </LglPrsn>
  </RghtsHldr>
</AcctDtls>
<VoteDtls>
  <VoteInstrForAgndRsln>
    <VotePerAgndRsln>
      <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>
    </VotePerAgndRsln>
  </VoteInstrForAgndRsln>
</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>
        <SrnNm>Doe</SrnNm>
        <Adr>
            <AdrTp>ADDR</AdrTp>
            <AdrLine>Hauptstraße 1, 12345
Musterhausen</AdrLine>

            <Ctry>DE</Ctry>
        </Adr>
    </NmAndAdr>
    <EmailAdr>XXXXXXX@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>

```

## seev.005 (meeting instruction cancelation) examples

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>

```

## seev.006 (vote instruction status) examples

```

<Document xmlns="urn:iso:std:iso:20022:tech:xsd:seev.006.001.09">
  <MtgInstrSts>
    <InstrTp>
      <InstrId>123</InstrId>
    </InstrTp>
    <MtgRef>
      <MtgId>Meeting16KDL</MtgId>
      <MtgDtAndTm>2024-06-18T11:19:36.000Z</MtgDtAndTm>
    </MtgRef>
  </MtgInstrSts>
</Document>

```

```

    <Tp>XMET</Tp>
  </MtgRef>
  <FinInstrmId>
    <ISIN>XS0012842588</ISIN>
  </FinInstrmId>
  <InstrTpSts>
    <InstrSts>
      <SnglInstrId>xx123xx</SnglInstrId>
      <AcctId>xxxxxxx</AcctId>
      <InstrSts>
        <Rjctd>
          <Rsn>
            <RsnCd>
              <Cd>RBIS</Cd>
            </RsnCd>
          </Rsn>
        </Rjctd>
      </InstrSts>
    </InstrSts>
  </InstrTpSts>
  <Pos>
    <AcctId>xxxxxxx</AcctId>
    <AcctOwnr>
      <NtrlPrsn>
        <NmAndAdr>
          <NmPrfx>MIST</NmPrfx>
          <FrstNm>accountOwnerFirstName</FrstNm>
          <Srnm>accountOwnerSurname</Srnm>
          <Adr>
            <AdrTp>ADDR</AdrTp>
            <AdrLine>accountAddressLine</AdrLine>
            <StrtNm>accountStreetName</StrtNm>
            <BldgNb>212</BldgNb>
            <PstBx>postBox7</PstBx>
            <PstCd>56345</PstCd>
            <CtrySubDvsn>accountCountrySubDivision</CtrySubDvsn>
            <Ctry>AF</Ctry>
          </Adr>
        </NmAndAdr>
        <EmailAdr>Test@gmail.com</EmailAdr>
      <Id>
        <Id>448</Id>
        <IdTp>
          <Cd>ARNU</Cd>
        </IdTp>
      </Id>
      <Ntlty>AF</Ntlty>
      <DtAndPlcOfBirth>
        <BirthDt>1970-01-08</BirthDt>
        <PrvcOfBirth>birthProvince9</PrvcOfBirth>
        <CityOfBirth>birthCity9</CityOfBirth>
        <CtryOfBirth>AF</CtryOfBirth>
      </DtAndPlcOfBirth>
    </NtrlPrsn>
  </AcctOwnr>
  <HldgBal>
    <Bal>

```

```

        <ShrtLngPos>LONG</ShrtLngPos>
        <Qty>
            <Unit>7000000</Unit>
        </Qty>
    </Bal>
    <BalTp>ELIG</BalTp>
</HldgBal>
</Pos>
<CnfrmgPty>
    <LglPrsn>
        <NmAndAdr>
            <Nm>Example</Nm>
        </NmAndAdr>
        <Id>
            <LEI>ABC123</LEI>
        </Id>
    </LglPrsn>
</CnfrmgPty>
<VoteCstgPty>
    <NtrlPrsn>
        <NmAndAdr>
            <FrstNm>accountOwnerFirstName</FrstNm>
            <SrnM>accountOwnerSurname</SrnM>
            <Adr>
                <AdrTp>ADDR</AdrTp>
                <AdrLine>accountAddressLine</AdrLine>
                <StrtNm>accountStreetName</StrtNm>
                <BldgNb>212</BldgNb>
                <PstBx>postBox7</PstBx>
                <PstCd>56345</PstCd>
                <CtrySubDvsn>accountCountrySubDivision</CtrySubDvsn>
                <Ctry>AF</Ctry>
            </Adr>
        </NmAndAdr>
        <EmailAdr>Test@gmail.com</EmailAdr>
        <Id>
            <Id>448</Id>
            <IdTp>
                <Cd>ARNU</Cd>
            </IdTp>
        </Id>
    </NtrlPrsn>
</VoteCstgPty>
<RghtsHldr>
    <NtrlPrsn>
        <NmAndAdr>
            <NmPrfx>MIST</NmPrfx>
            <FrstNm>First Name</FrstNm>
            <SrnM>Surname</SrnM>
            <Adr>
                <AdrTp>ADDR</AdrTp>
                <AdrLine>rightsHolderAddrressLine</AdrLine>
                <StrtNm>rightsHolderStreet</StrtNm>
                <BldgNb>213</BldgNb>
                <PstBx>postBox1</PstBx>
                <PstCd>12345</PstCd>
                <CtrySubDvsn>rightsHolderSubdivision</CtrySubDvsn>
            </Adr>
        </NmAndAdr>
    </NtrlPrsn>
</RghtsHldr>

```

```

        <Ctry>AF</Ctry>
    </Adr>
</NmAndAdr>
<EmailAdr>rgtHol@test.com</EmailAdr>
<Id>
    <Id>448</Id>
</Id>
<Ntlty>AF</Ntlty>
<DtAndPlcOfBirth>
    <BirthDt>1970-12-12</BirthDt>
    <PrvcOfBirth>birthProvince</PrvcOfBirth>
    <CityOfBirth>birthCity</CityOfBirth>
    <CtryOfBirth>AF</CtryOfBirth>
</DtAndPlcOfBirth>
</NtrlPrsn>
</RghtsHldr>
</MtgInstrSts>
</Document>

```

## seev.007 (vote execution confirmation) examples

```

<Document xmlns="urn:iso:std:iso:20022:tech:xsd:seev.007.001.09">
  <MtgVoteExctnConf>
    <MtgInstrId>12345</MtgInstrId>
    <MtgRef>
      <MtgId>Meeting123</MtgId>
      <MtgDtAndTm>2024-06-11T12:40:58.000Z</MtgDtAndTm>
      <Tp>GMET</Tp>
      <Clssfctn>
        <Cd>AMET</Cd>
      </Clssfctn>
      <Lctn>
        <AdrLine>wsdfg sdfgh</AdrLine>
        <StrtNm>sdfgvb sdfgh</StrtNm>
        <BldgNb>xdftghb dser5t6</BldgNb>
        <TwnNm>zxcvb drt56yu</TwnNm>
        <CtrySubDvsn>zxcvb der5t6yh</CtrySubDvsn>
        <Ctry>AL</Ctry>
      </Lctn>
      <Lctn>
        <AdrLine>wsdfg sdfgh</AdrLine>
        <StrtNm>sdfgvb sdfgh</StrtNm>
        <BldgNb>xdftghb dser5t6</BldgNb>
        <TwnNm>zxcvb drt56yu</TwnNm>
        <CtrySubDvsn>zxcvb der5t6yh</CtrySubDvsn>
        <Ctry>AL</Ctry>
      </Lctn>
    </MtgRef>
    <FinInstrmId>
      <ISIN>XS0012849914</ISIN>
    </FinInstrmId>
    <VoteInstrs>
      <SnglInstrId>1234567890</SnglInstrId>
      <StgInstr>true</StgInstr>
      <ModltyOfCntg>
        <Cd>PVBM</Cd>
      </ModltyOfCntg>
    </VoteInstrs>
  </MtgVoteExctnConf>
</Document>

```

```

    <VotePerRsln>
      <IssrLabl>1</IssrLabl>
      <Abstn>
        <Unit>7000000</Unit>
      </Abstn>
    </VotePerRsln>
    <VotePerRsln>
      <IssrLabl>1</IssrLabl>
    </VotePerRsln>
    <VotePerRsln>
      <IssrLabl>1</IssrLabl>
      <Abstn>
        <Unit>7000000</Unit>
      </Abstn>
    </VotePerRsln>
  </VoteInstrs>
</MtgVoteExctnConf>
</Document>

```

## seev.008 (meeting results) examples

```

<Document xmlns="urn:iso:std:iso:20022:tech:xsd:seev.008.001.08">
  <MtgRsltDssmntn>
    <MtgRsmtsDssmntnTp>NEWM</MtgRsmtsDssmntnTp>
    <MtgRef>
      <MtgId>1234567</MtgId>
      <MtgDtAndTm>2024-04-30T00:00:00+00:00</MtgDtAndTm>
      <Tp>GMET</Tp>
      <Lctn>
        <AdrLine>sadfgty</AdrLine>
        <StrtNm>sdyu</StrtNm>
        <BldgNb>xfghj</BldgNb>
        <PstCd>wertyu</PstCd>
        <TwnNm>aertyui</TwnNm>
        <CtrySubDvsn>ertyuio</CtrySubDvsn>
        <Ctry>DZ</Ctry>
      </Lctn>
    </MtgRef>
    <Scty>
      <FinInstrmId>
        <ISIN>XS0012842588</ISIN>
      </FinInstrmId>
    </Scty>
    <Scty>
      <FinInstrmId>
        <ISIN>XS0012845094</ISIN>
      </FinInstrmId>
    </Scty>
    <VoteRslt>
      <IssrLabl>1</IssrLabl>
      <RslnSts>ACPT</RslnSts>
      <Abstn>
        <Unit>7000000</Unit>
      </Abstn>
    </VoteRslt>
  </MtgRsltDssmntn>
</Document>

```

</MtgRsltDssmntn>  
</Document>

## MT564+ examples

{1:F01ZYAILUL0BXXX0214505827}{2:I564XXXXXXXXXXXXXN}{3:{108:29H1TJLR7BK}}{4:  
:16R:GENL  
:20C::CORP//00000000434667860  
:20C::SEME//M00000000094E27E  
:23G:NEWM  
:22F::CAEV//CMET  
:22F::CAMV//VOLU  
:98C::PREP//20241016103844  
:25D::PROC//COMP  
:16S:GENL  
:16R:USECU  
:35B:ISIN GB00BF5H9P87  
151541801 SHS GREAT PORTLAND EST OR  
D REG  
:16R:FIA  
:11A::DENO//GBP  
:36B::MINO//UNIT/1,  
:16S:FIA  
:16R:ACCTINFO  
:97A::SAFE//xxxxxx  
:94F::SAFE//NCSD/CRSTGB22XXX  
:93B::ELIG//UNIT/10000,  
:93B::SETT//UNIT/10000,  
:93B::UNBA//UNIT/10000,  
:16S:ACCTINFO  
:16S:USECU  
:16R:CADETL  
:98A::ANOU//20241016  
:98A::RDTE//20241016  
:98C::MEET//20241018110000  
:16S:CADETL  
:16R:CAOPTN  
:13A::CAON//001  
:22F::CAOP//CONY  
:17B::DFLT//N  
:98E::MKDT//20241018100000,000/00  
:98E::RDDT//20241017180000,000/00  
:70E::INCO//VOTE IN FAVOR  
:16S:CAOPTN  
:16R:CAOPTN  
:13A::CAON//002  
:22F::CAOP//CONN  
:17B::DFLT//N  
:98E::MKDT//20241018100000,000/00  
:98E::RDDT//20241017180000,000/00  
:70E::INCO//VOTE AGAINST  
:16S:CAOPTN  
:16R:CAOPTN  
:13A::CAON//003  
:22F::CAOP//ABST  
:17B::DFLT//N  
:98E::MKDT//20241018100000,000/00



:98E::RDDT//20241017180000,000/00  
 :70E::INCO//ABSTAIN  
 :16S:CAOPTN  
 :16R:CAOPTN  
 :13A::CAON//004  
 :22F::CAOP//PROX  
 :17B::DFLT//N  
 :98E::MKDT//20241018100000,000/00  
 :98E::RDDT//20241017180000,000/00  
 :70E::INCO//ATTEND IN PERSON  
 ASSIGN A PROXY  
 :16S:CAOPTN  
 :16R:CAOPTN  
 :13A::CAON//005  
 :22F::CAOP//NOAC  
 :17B::DFLT//Y  
 :16S:CAOPTN  
 :16R:ADDINFO  
 :70E::ADTX//CLEARSTREAM DOES NOT ACCEPT  
 MEETING INSTRUCTIONS IN THE MT  
 FORMAT. PLEASE SEND AN MX  
 MESSAGE OR USE THE XACT GUI  
 :70E::ADTX//Partial Vote Allowed: Yes  
 Split Vote Allowed: Yes  
 Beneficial Owner Disclosure: No  
 :70E::ADTX//Securities Blocking Period  
 End Date: RDTE  
 :70E::ADTX//Meeting Location 1:  
 ADDR, GB  
 :70E::ADTX//Additional Documentation URL:  
 :70E::ADTX//Resolution 7: Appoint Pricewaterhou  
 seCoopers LLP as Auditors  
 Status: Active  
 Vote Option Allowed: For, Against,  
 Abstain, No Action  
 :70E::ADTX//Resolution 8: Authorise the Audit C  
 ommittee to Fix Remuneration of Aud  
 itors  
 Status: Active  
 Vote Option Allowed: For, Against,  
 Abstain, No Action  
 :70E::ADTX//Resolution 2: Authorise Issue of Eq  
 uity  
 Status: Active  
 Vote Option Allowed: For, Against,  
 Abstain, No Action  
 :70E::ADTX//Resolution 1b: Approve Restricted S  
 hare Plan  
 Status: Active  
 Vote Option Allowed: For, Against,  
 Abstain, No Action  
 :70E::ADTX//Resolution 5: Authorise Issue of Eq  
 uity without Pre-emptive Rights  
 Status: Active  
 Vote Option Allowed: For, Against,  
 Abstain, No Action  
 :70E::ADTX//Resolution 6: Authorise Issue of Eq

uity without Pre-emptive Rights in  
Connection with an Acquisition or O  
ther Capital Investment  
Status: Active  
Vote Option Allowed: For, Against,  
Abstain, No Action  
:70E::ADTX//Resolution 7: Authorise Market Purc  
hase of Ordinary Shares  
Status: Active  
Vote Option Allowed: For, Against,  
Abstain, No Action  
:70E::ADTX//Resolution 8: Authorise the Company  
to Call General Meeting with Two W  
eeks' Notice  
Status: Active  
Vote Option Allowed: For, Against,  
Abstain, No Action  
:70E::ADTX//Disclaimer: FOR INQUIRIES PLEASE CO  
NTACT YOUR REGULAR CUSTOMER SUPPORT  
TEAM  
:70E::ADTX//Disclaimer: Please note that ABSTAI  
N is NOT a valid vote instruction f  
or this Court Meeting.  
:70E::ADTX//Disclaimer: Blocking: Yes  
:70E::PACO//FOR INQUIRIES PLEASE CONTACT YOUR  
REGULAR CUSTOMER SUPPORT TEAM  
:95Q::ISSU//GREAT PORTLAND ESTATES PLC  
:16S::ADDINFO  
-}{5:{CHK:25F28CD7BBDD}}

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