

# Trustee Approval Service

## Activation of Xact File Transfer

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# 1. Introduction

## 1.1 Purpose of the document

This guide outlines the steps for clients to request the **Operations functionality** to continue the Trustee Service by using Xact File Transfer, depending on whether they already have Xact File Transfer access or not.

## 1.2 Functional background

Clearstream Europe AG (CEU) offers a special service to banks or their underlying clients for depositing securities as collateral for business purposes, by utilising trustee accounts for secured storage.

Key points:

- Banks serve as trustors.
- The trustees are the only parties authorised to request collateral to be transferred from the Trustee account to the bank's main account.
- Such requests are submitted via a centralised fax number to CEU.  
This represents an exception to the Communication Channel Policy for Financial Messages.
- CEU has no client relationship with the Trustee.

European and German regulations and guidance require robust verification protocols and information security standard to ensure the authenticity and integrity of client instructions in financial transactions.

To be compliant with these standards, the fax service will no longer be available as of 1 January 2026. From this point on, CEU clients will be requested to send such orders via Xact File Transfer.

Key points:

- The trustee will continue to complete and duly sign the instruction to request collateral to be transferred from the trustee account to the bank's main account.
- The trustee will continue to provide the physical instruction to CEU client (the trustor) duly signed (No digital signatures allowed).
- CEU clients will upload the instruction in Xact File Transfer for further release to CEU.
- Clearstream officer will be notified of the new request and will verify the signature on the uploaded instruction. Upon successful validation, CEU will ensure the processing on a best-effort basis. Instructions should be provided to CEU at least one business day before the intended settlement day.

## 2. Requesting operational functionality

Before clients can upload forms via Xact File Transfer and release them to Clearstream, a Xact File Transfer via Internet user certificate must be installed in order to access the service.

### 2.1 Clients without existing Xact File Transfer access

Clients who are not yet using Xact File Transfer must first request the access via Xact Web Portal and then perform the following steps to be able to upload the Trustee approval form:

1. The client requests a new Xact File Transfer access/ SFTP User in Xact Web Portal.  
Please see Appendix [4.1 Create File Transfer User](#) and [4.2 Create the File Transfer Address](#)

For guidance, please also refer to the following documents:

- [Xact File Transfer via Internet – User Guide](#), page 9 ff.
- [Xact Web Portal via Internet - User Guide](#), section 11.2.

2. The clients contacts the Connectivity Helpdesk ([connect@clearstream.com](mailto:connect@clearstream.com)) to request additional functionality for the new Xact File Transfer Address.

3. Connectivity provides the following template to the client:

Attn.: Customeradmin

Please note that for Trustee approval process we have requested the new Xact File Transfer Address "*(please specify address here, usually starting with WEB...)*".

We kindly ask you to add the Operations functionality to Xact File Transfer Address "*(please specify address)*" .

Xact OU name: XXXXX *(please specify)*

Contact details: XXXXX *(please specify)*

4. The client sends the template as a free format message MT599 to the attention of Customeradmin.
5. Customeradmin adds the Operational functionality to the Xact File Transfer Address mentioned and advises Connectivity.
6. Connectivity confirms to the client that the new service is available.

7. Clients can see the new Xact File Transfer Address and the related functionality under My OU Details / File Transfer Address.

The image shows two screenshots of a web application. The top screenshot is a dropdown menu with three options: 'My Profile', 'My OU Details' (which is highlighted with a red rectangle), and 'My Credentials'. The bottom screenshot is a form titled 'File Transfer Address' with a dropdown arrow. It contains two columns: 'Address' and 'Financial Institution', each with a text input field and a dropdown arrow. Below these fields is a yellow bar with the text 'WEB'.

## 2.2 Clients with existing Xact File Transfer access

Clients who already have a Xact File Transfer access must only request the additional operational functionality for the existing Xact File Transfer Address with the following steps:

1. The client contacts the Connectivity Helpdesk ([connect@clearstream.com](mailto:connect@clearstream.com)) to request additional functionality for the new Xact File Transfer Address.
2. Connectivity provides the following template to the client:

```
Attn.: Customeradmin

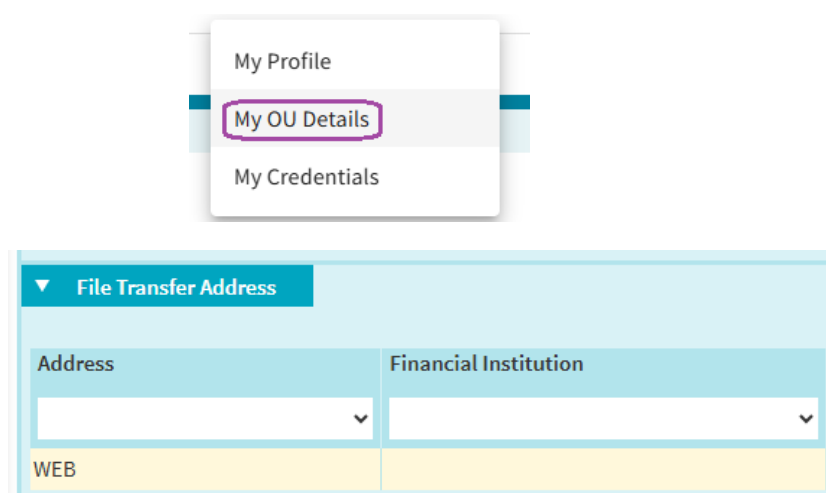
Please note that for Trustee approval process we will
use our existing Xact File Transfer Address
" (please specify address here, usually starting with WEB...)".

We kindly ask you to add the Operations functionality to
Xact File Transfer Address "(please specify address)" .

Xact OU name: XXXXX (please specify)
Contact details: XXXXX (please specify)
```

3. The client sends the template as a free-format message MT599 to the attention of Customeradmin.
4. Customeradmin adds the operational functionality to the Xact File Transfer Address mentioned and advises Connectivity.
5. Connectivity confirms to the client that the new service is available.

6. The client can see the new Xact File Transfer Address and the related functionalities under My OU Details / File Transfer Address.



## 3. Using Xact File Transfer

### 3.1 Sending forms

For using the upload function, please refer to the [Xact Web Portal via Internet - User Guide](#), section 3.15.

### 3.1 Naming convention

When uploading the form to Xact File Transfer, a specific naming convention is required.

Please save the form to be transmitted with the following naming convention:

TRUSTEE\_*[client reference]*\_*[date]*\_*[time]*.PDF

Keys:

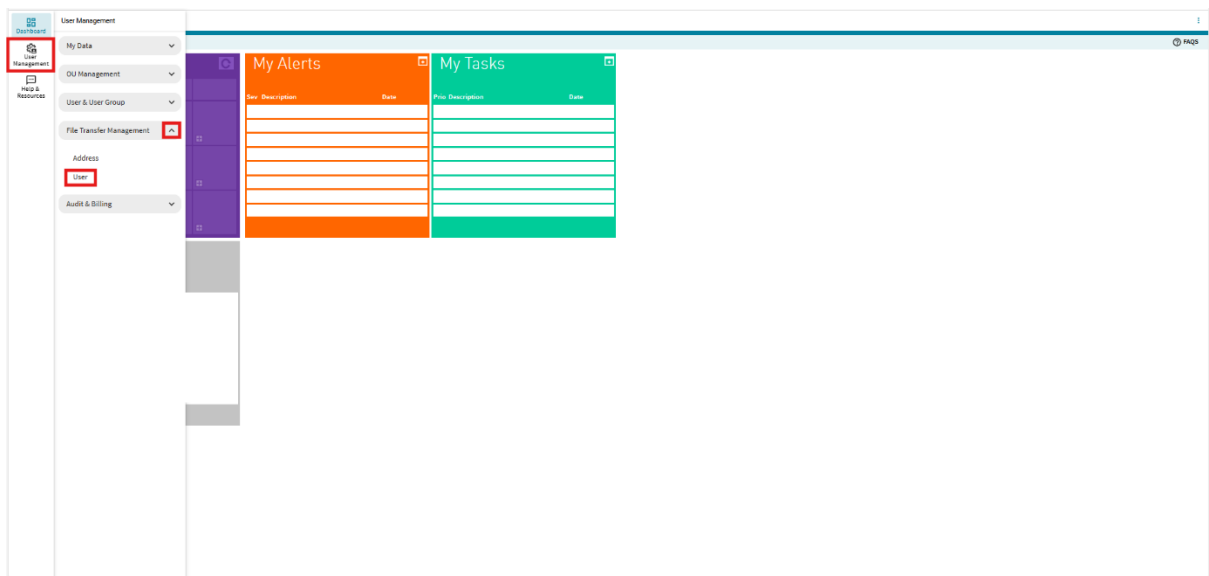
- TRUSTEE – fixed prefix to identify the flow as related to trustee approval.
- *[client reference]* – field is optional and can contain arbitrary text, no space character allowed.
- *[date]* is in format YYYYMMDD – date is global standard format (for example, 20251028 is 28 October 2025).
- *[time]* is in format HHMMSS – hours are in 24-hour format (for example, 141500 is 14:15).

## 4. Appendix

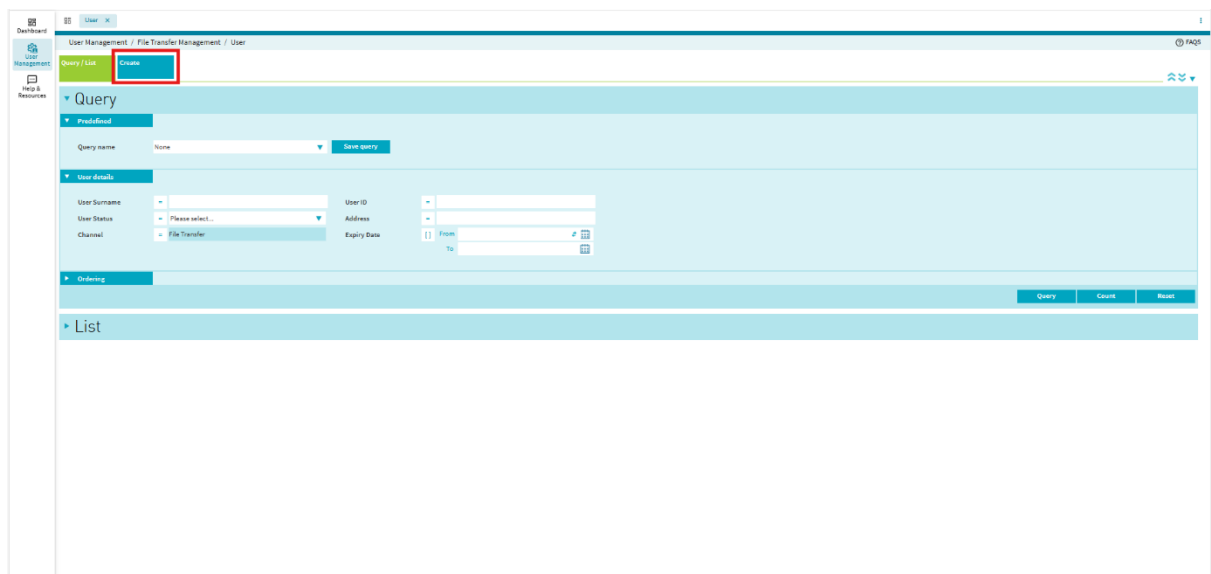
### 4.1 Create Xact File Transfer user

The following steps walk you through the process of creating the Xact File Transfer user:

1. Login to your admin profile and click on “Create” to create new user.
2. Go to User Management → File Transfer Management → User.



3. Click on “Create”.





4. Fill in the below details that are marked with **asterisk**.

User Management / File Transfer Management / User

Query / List Create

User Details

User First Name\* Harge User ID\* SFTP

User Surname\* Simpson

Telephone (incl. country code) 1111 Fax (incl. country code)

Email 123@aaa.com

Address New Address Channel File Transfer

Reset Submit

5. Click on "Confirm".

User Management / File Transfer Management / User

Query / List Create SFTP

User Details

User First Name\* Harge User ID\* SFTP

User Surname\* Simpson Certificate CN 1111\_SFTP

User Status Pending New

Organisation Unit Customer Training

Telephone (incl. country code) 1111 Fax (incl. country code)

Email 123@aaa.com

Address New Address Channel File Transfer

Last Update 30/06/2025 13:01:28 Expiry Date

Serial Number

User History

Approve/Reject

Last update user Id HTO\_01017633\_1000000 User Status Pending New

Last update timestamp 30/06/2025 13:01:28 Reason

Confirm Reject Reset Close

Action "Submit" has been successfully signed.  
Your action has been successfully processed.

6. Click on "Release".

User Management / File Transfer Management / User

Query / List Create SFTP

User Details

User First Name\* Harge User ID\* SFTP

User Surname\* Simpson Certificate CN 1111\_SFTP

User Status Confirmed Profile

Organisation Unit Customer Training

Telephone (incl. country code) 1111 Fax (incl. country code)

Email 123@aaa.com

Address New Address Channel File Transfer

Last Update 30/06/2025 13:02:06 Expiry Date

Serial Number

User History

Approve/Reject

Last update user Id HTO\_01017633\_1000000 User Status Confirmed Profile

Last update timestamp 30/06/2025 13:02:06 Reason

Release Reject Reset Close

Action "Confirm" has been successfully signed.  
Your action has been successfully processed.

7. Clearstream receives the request for further processing.

The screenshot shows a web application interface for 'User Management / File Transfer Management / User'. The page has a sidebar with 'User Management' and 'Help & Resources' sections. The main content area is titled 'User Details' and contains a form with the following fields:

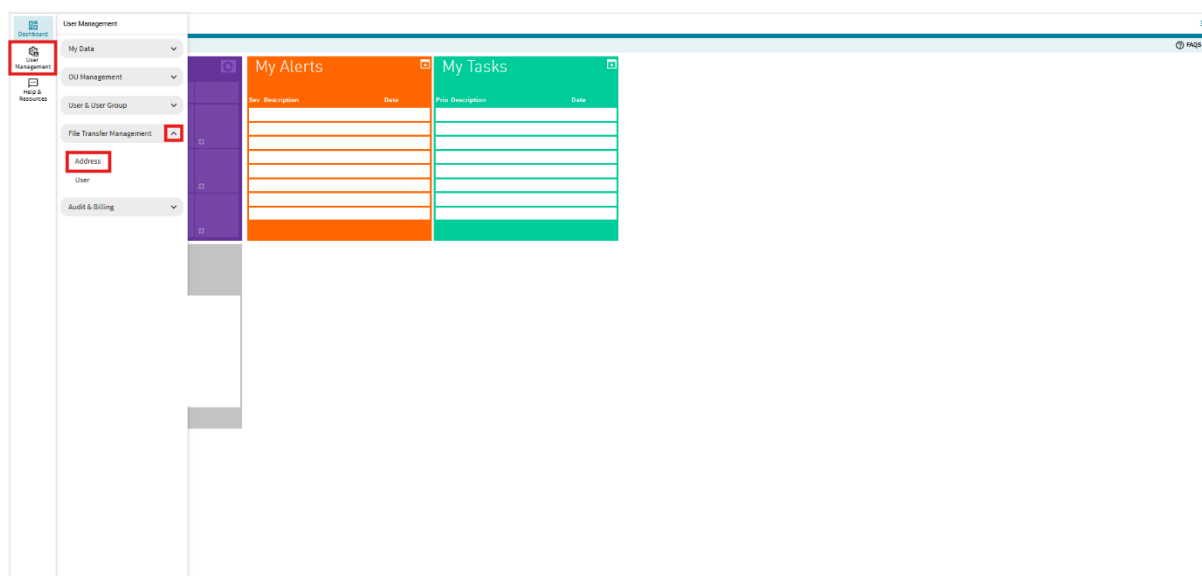
User First Name*	Herge	User Id*	SFTP
User Surname*	Simpson	Certificate Cn	1118_SFTP
User Status	Configuration in Progress		
Organisation Unit	Customer Training		
Telephone (incl. country code)	11111	Fax (incl. country code)	
Email	123@aaa.com		
Address	New Address	Channel	File Transfer
Last Update	28/04/2025 10:02:39	Expiry Date	
Serial Number			

At the bottom of the form, there is a 'User History' section and two buttons: 'Refresh' and 'Close'. A green banner at the bottom of the page contains the message: 'Action "Delete" has been successfully signed. Your action has been successfully processed.'

## 4.2 Create Xact File Transfer Address

The following walk you through the process of creating the Xact File Transfer Address:

1. Login to your admin profile and click on "Create".
2. Go to User Management → File Transfer Management → Address.



- Click on "Create".

The screenshot shows the 'Create' form for a new address. The 'Query' tab is active, and the 'Create' button is highlighted with a red box. The form is divided into several sections: 'Predefined' (Query name: None, Save query button), 'Address Details' (Channel: File Transfer, Address type: \*, Address: \*, Giovanni Header: \*, Report Compression: \*, Header/Trailer ISO Reporting: \*), 'Resources' (Resource type: \*, Cash Input: \*, FTT Upload: \*, Resource name: \*, Security Input: \*, Reporting: \*), and 'Ordering' (Query, Count, Reset buttons). The 'List' tab is also visible at the bottom.

- Fill in the fields that are marked with **asterisk**.

The screenshot shows the 'Create' form with the 'Address Details' section expanded. The 'Channel' is set to 'Financial Institution'. The 'Address type' field is marked with an asterisk and a red box. The 'Address Description' field is also marked with an asterisk and a red box. The 'Report Compression' field is marked with an asterisk and a red box. The 'Header/Trailer ISO Reporting' field is marked with an asterisk and a red box. The 'Giovanni Header' field is marked with an asterisk and a red box. The 'Security Input' field is marked with an asterisk and a red box. The 'Reporting' field is marked with an asterisk and a red box. The 'Instruction Input' field is marked with an asterisk and a red box. The 'Reset' and 'Submit' buttons are at the bottom right.

- Tick the accounts that you would like to add and click on "Add".

The screenshot shows the 'Add' form for a new address. The 'Instruction Input' tab is active, and the 'Add' button is highlighted with a red box. The form is divided into two sections: 'Available Accounts' and 'Selected Accounts'. The 'Available Accounts' section lists 14 accounts, with 4 selected (indicated by green checkmarks). The 'Selected Accounts' section shows the selected accounts. The 'Add' button is at the bottom left.

6. Click on "Submit".

Dashboard

User Management / File Transfer Management / Address

Available Accounts

Account

11000V - JERRY BANK

11000X - JERRY BANK

25110 - MAIN ACCOUNT FOR PART1

25111 - MAIN ACCOUNT FOR PART2

25112 - MAIN ACCOUNT FOR PART3

25113 - MAIN ACCOUNT FOR PART4

25114 - MAIN ACCOUNT FOR PART5

25115 - MAIN ACCOUNT FOR PART6

25116 - MAIN ACCOUNT FOR PART7

25117 - MAIN ACCOUNT FOR PART8

25118 - MAIN ACCOUNT FOR PART9

25119 - MAIN ACCOUNT FOR PART10

25120 - MAIN ACCOUNT FOR PART11

25121 - MAIN ACCOUNT FOR PART12

25122 - MAIN ACCOUNT FOR PART13

25123 - MAIN ACCOUNT FOR PART14

25124 - MAIN ACCOUNT FOR PART15

25125 - MAIN ACCOUNT FOR PART16

25126 - MAIN ACCOUNT FOR PART17

25127 - MAIN ACCOUNT FOR PART18

25128 - MAIN ACCOUNT FOR PART19

25129 - MAIN ACCOUNT FOR PART20

25130 - MAIN ACCOUNT FOR PART21

25131 - MAIN ACCOUNT FOR PART22

25132 - MAIN ACCOUNT FOR PART23

25133 - MAIN ACCOUNT FOR PART24

25134 - MAIN ACCOUNT FOR PART25

25135 - MAIN ACCOUNT FOR PART26

25136 - MAIN ACCOUNT FOR PART27

25137 - MAIN ACCOUNT FOR PART28

25138 - MAIN ACCOUNT FOR PART29

25139 - MAIN ACCOUNT FOR PART30

25140 - MAIN ACCOUNT FOR PART31

25141 - MAIN ACCOUNT FOR PART32

25142 - MAIN ACCOUNT FOR PART33

25143 - MAIN ACCOUNT FOR PART34

25144 - MAIN ACCOUNT FOR PART35

25145 - MAIN ACCOUNT FOR PART36

25146 - MAIN ACCOUNT FOR PART37

25147 - MAIN ACCOUNT FOR PART38

25148 - MAIN ACCOUNT FOR PART39

25149 - MAIN ACCOUNT FOR PART40

25150 - MAIN ACCOUNT FOR PART41

25151 - MAIN ACCOUNT FOR PART42

25152 - MAIN ACCOUNT FOR PART43

25153 - MAIN ACCOUNT FOR PART44

25154 - MAIN ACCOUNT FOR PART45

25155 - MAIN ACCOUNT FOR PART46

25156 - MAIN ACCOUNT FOR PART47

25157 - MAIN ACCOUNT FOR PART48

25158 - MAIN ACCOUNT FOR PART49

25159 - MAIN ACCOUNT FOR PART50

25160 - MAIN ACCOUNT FOR PART51

25161 - MAIN ACCOUNT FOR PART52

25162 - MAIN ACCOUNT FOR PART53

25163 - MAIN ACCOUNT FOR PART54

25164 - MAIN ACCOUNT FOR PART55

25165 - MAIN ACCOUNT FOR PART56

25166 - MAIN ACCOUNT FOR PART57

25167 - MAIN ACCOUNT FOR PART58

25168 - MAIN ACCOUNT FOR PART59

25169 - MAIN ACCOUNT FOR PART60

25170 - MAIN ACCOUNT FOR PART61

25171 - MAIN ACCOUNT FOR PART62

25172 - MAIN ACCOUNT FOR PART63

25173 - MAIN ACCOUNT FOR PART64

25174 - MAIN ACCOUNT FOR PART65

25175 - MAIN ACCOUNT FOR PART66

25176 - MAIN ACCOUNT FOR PART67

25177 - MAIN ACCOUNT FOR PART68

25178 - MAIN ACCOUNT FOR PART69

25179 - MAIN ACCOUNT FOR PART70

25180 - MAIN ACCOUNT FOR PART71

25181 - MAIN ACCOUNT FOR PART72

25182 - MAIN ACCOUNT FOR PART73

25183 - MAIN ACCOUNT FOR PART74

25184 - MAIN ACCOUNT FOR PART75

25185 - MAIN ACCOUNT FOR PART76

25186 - MAIN ACCOUNT FOR PART77

25187 - MAIN ACCOUNT FOR PART78

25188 - MAIN ACCOUNT FOR PART79

25189 - MAIN ACCOUNT FOR PART80

25190 - MAIN ACCOUNT FOR PART81

25191 - MAIN ACCOUNT FOR PART82

25192 - MAIN ACCOUNT FOR PART83

25193 - MAIN ACCOUNT FOR PART84

25194 - MAIN ACCOUNT FOR PART85

25195 - MAIN ACCOUNT FOR PART86

25196 - MAIN ACCOUNT FOR PART87

25197 - MAIN ACCOUNT FOR PART88

25198 - MAIN ACCOUNT FOR PART89

25199 - MAIN ACCOUNT FOR PART90

25200 - MAIN ACCOUNT FOR PART91

25201 - MAIN ACCOUNT FOR PART92

25202 - MAIN ACCOUNT FOR PART93

25203 - MAIN ACCOUNT FOR PART94

25204 - MAIN ACCOUNT FOR PART95

25205 - MAIN ACCOUNT FOR PART96

25206 - MAIN ACCOUNT FOR PART97

25207 - MAIN ACCOUNT FOR PART98

25208 - MAIN ACCOUNT FOR PART99

25209 - MAIN ACCOUNT FOR PART100

14 Rows | 10 Rows per page | 2 selected rows

Participant

Available Participants

Participant

PART1

PART2

PART3

PART4

PART5

PART6

PART7

PART8

PART9

PART10

PART11

PART12

PART13

PART14

PART15

PART16

PART17

PART18

PART19

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PART86

PART87

PART88

PART89

PART90

PART91

PART92

PART93

PART94

PART95

PART96

PART97

PART98

PART99

PART100

10 Rows | 10 Rows per page | No selected rows

Reset Submit

7. Your request will be sent to Clearstream for further processing.

Dashboard

User Management / File Transfer Management / Address

Query List Create

Query

Query name None

Address Details

Channel File Transfer

Address type File Transfer

Report Compression File Transfer

Header/Trailer ISO Reporting File Transfer

Resources

Resource name File Transfer

Resource type File Transfer

Cash Input File Transfer

Security Input File Transfer

Reporting File Transfer

Consent Header File Transfer

Consent Footer File Transfer

Consent Trailer File Transfer

Consent Header File Transfer

Consent Footer File Transfer

Consent Trailer File Transfer

Query

Query name None

Query type File Transfer

Query status File Transfer

List

List name File Transfer

List type File Transfer

List status File Transfer

Confirmation

Your request has been sent to Clearstream. Do you want to print your request?

Yes No

Submit

W

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