TEFRA D

Functional description for customers of Clearstream Banking Frankfurt
TEFRA D: Functional description for customers of Clearstream Banking Frankfurt

August 2013

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Foreword

This document provides customers of Clearstream Banking Frankfurt with a functional description of TEFRA D processing in CASCADE with detailed explanations of the different service elements, the accompanying online screens in CASCADE and the available reports.

The automation of TEFRA D processing from 24 September 2007 considerably facilitates the processing of TEFRA D positions and transactions, which was previously done manually for the most part. In future online entry in CASCADE will replace the written statement regarding the investors’ status previously required by the TEFRA D rules.

Contacts

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Our customers should be aware that all conversations with Clearstream Banking are recorded - in line with the usual practice in the financial services industry. This is intended to protect both the interests of Clearstream Banking and those of its customers in the event of misunderstandings or faulty transmissions.

The areas in which telephone conversations are recorded include Customer Service, the Treasury Dealing Room and the back office. Permanent maintenance is carried out on the telephone lines in question in order to ensure that they are working perfectly at all times.
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1. Introduction

Background information

The “Tax Equity and Fiscal Responsibility Act of 1982” of the U.S. Internal Revenue Service (“TEFRA D Rules”) makes it unlawful for the issuer of the securities affected (“TEFRA D securities” or “TEFRA D securities classes”) or the sales partners of such an issuer to sell these securities to

- US citizens and
- persons who have spent more than 183 days in the USA, thus qualifying as residents for tax purposes,

within a period of 40 calendar days from the date of issue. This must be checked by the depository in question as part of the business activities for the TEFRA D securities kept with CBF and reported to CBF. At the end of the period CBF will notify the issuing bank/lead manager of the investors’ status in relation to TEFRA-D on the basis of these reports so that the nominal amount of the permanent definite global certificate can be confirmed.

CBF offers two procedures for processing TEFRA D securities within the 40-day period. Both of them are largely automated and replace the former procedure, which was paper-based. Both procedures comply with US tax legislation in the way required. Customers are requested to consult a tax adviser concerning the precise implications of the TEFRA D rules and the choice of a certain procedure as CBF does not offer such an advisory service.

TEFRA D securities are identified as follows in the WSS securities master data system:

![Figure 1-1. WSIS screen with TEFRA D information](image-url)

TEFRA D securities will be admitted to collective safe custody the day after the global note was deposited in WSS-CBF. A selection of TEFRA D securities classes, as previously in X-List, is not possible in WSS-CBF.
TEFRA D

Functional description

The two account-related procedures for TEFRA D processing are available to all banks, central securities depositories (CSDs) and international central securities depositories (ICSDs) that keep accounts with CBF.

Procedure with an instruction-related unblocking and certification processes ('strict procedure')

For CBF the ‘strict procedure’ is the standard procedure. It comprises an instruction-related unblocking and certification process. Each time a TEFRA D security is credited within the 40-day period it is automatically transferred to sub-account/671 and thus blocked. Positions in this sub-account can be unblocked by means of CASCADE transaction ‘KVEE TD’. Unblocking is possible up to and including the third bank working day after the end of the 40-day period. In legal terms unblocking means a statement by the party making the transaction that the CBF customer or its own customer is not subject to the tax laws in the USA, i.e. not a resident for tax purposes, and that TEFRA D is not therefore relevant.

Further processing depends on which procedure the recipient selects for its securities account. If the recipient participates in the ‘strict procedure’, the delivery is automatically entered in the recipient’s TEFRA sub-account and must therefore be unblocked again. If the recipient participates in the ‘flexible procedure’, which is described below, the positions remain in the recipient’s main account and are then subject to the mandatory verification process according to the TEFRA D rules. In this case the system requires the certification of the overall positions at the end of the 40-day period in the way described below.

Procedure for technical compliance with the minimum requirements for TEFRA D ('flexible procedure')

Initially TEFRA-D securities are not blocked or transferred to sub-account /671 within the 40-day period. Consequently the CBF account-holder does not need to make any statements that are of relevance for TEFRA D. The precondition for participation in the ‘flexible procedure’ is that the account holder promises CBF to monitor compliance with the TEFRA D rules using its own verification procedure. At the end of the above-mentioned blocking period the positions in the main account are entered in the sub-account and thus blocked. The positions can then be unblocked for further three business days via CASCADE transaction ‘KVEE TD’. The unblocking instructions can also be entered before automatic blocking takes place, i.e. transfer to sub-account/671 with a future value. Preliminary information for TEFRA-D securities classes in relation to positions where the 40-day period runs from the time of issue are transmitted in the form of lists on the 20th and the 30th day of the period and on each business day from day 36 to day 39.

In order to participate in the ‘flexible procedure’ customers must apply to CBF using the form in the Appendix.
General notes on TEFRA D blocking and unblocking

TEFRA D unblocking via the CASCADE ‘KVEE TD’ transaction causes a transfer from the blocked securities account to the settlement account indicated (usually the main account, xxxx/000). The unblocking is regarded as a statement by the CBF customer that the positions being transferred have not been held for a party who has no entitlement according to the TEFRA D rules. If some of the blocked positions have been entered in favour of a party with no entitlement, these positions must remain in the blocked securities account. The obligation to verify that unblocking has been properly carried out lies with the CBF customer who keeps the positions.

According to the TEFRA D rules the blocking period lasts 40 days from the date of issue, in the absence of any other instructions by the issuer. CBF offers another three business days in which to submit the necessary statements in relation to positions according to TEFRA D with the support of the system. This additional period is in harmony with US tax legislation.

At the end of day 43 CBF notifies the issuing bank/lead manager of the positions in the securities class in its system, in accordance with the TEFRA D rules. If CBF customers still have positions in blocked securities accounts at this point in time, this is regarded as a statement by the account holder that these positions are held by parties who have no entitlement according to the TEFRA D rules. This applies to both the ‘strict procedure’ and the ‘flexible procedure’.

The issuing bank/lead manager is responsible for the information provided by the TEFRA D issuer in question as CBF does not generally have any direct business relationship with the issuer.

After CBF has sent its report to the issuing bank/lead manager, it is the issuing bank/lead manager that then processes the securities class in accordance with the TEFRA D rules. So it is only with the consent of the issuing bank/lead manager that the positions can be unblocked by the customer who holds them three bank working days after the end of the period. In the system this is done by the customer arranging for the transfer of the positions to be unblocked from its blocked securities account to the special securities account [yyyy/670] of the issuing bank/lead manager. After the issuer has given its consent, the issuing bank/lead manager unblocks the positions and transfers them to the customer’s main account.

No income or redemption payments are made in relation to blocked positions in the blocked securities account xxxx/671.

Using the automatic procedure described above the issuing bank/lead manager basically has to send CBF two ‘up to’ global certificates for new issues of TEFRA D securities. This is for purposes of efficient processing. For a transitional period CBF will be accepting fixed amount global certificates in order to allow the documentation for issuing programmes to be adapted to CBF’s new automated TEFRA D procedure.
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2. Description of process

General preconditions

The automatic process for handling TEFRA D securities is based on the following preconditions:

- A new/existing sub-account (/for TEFRA D; sub-account xxxx/671) as a blocked account for TEFRA D securities that are credited for the first time; this is done automatically by CBF.
- A new/existing sub-account (/for TEFRA D issue; sub-account xxxx/670) as a sub-account for the issuing bank/lead manager. The sub-account is for unblocking TEFRA-D securities after the period of 40 calendar days and three business days. The sub-account is opened automatically by CBF.
- Selection of the TEFRA D procedure taking account of the necessary preconditions for the customer’s own processes and systems.
- In principle TEFRA D securities are to be issued in the form of ‘up to’ global certificates. For a transitional period up to and including 30 June 2008 CBF will still accept fixed-amount global certificates. The issuing banks/lead managers are requested to submit the interim global certificate [relates to the security within the TEFRA D period] and the permanent global certificate [relates to the security at the end of the period] at the same time when there is a new issue.
- The customer’s SECU administrator must grant the relevant staff in charge CASCADE authorisation in relation to the new online ‘KVEE TD’ functions.

Special terms for crediting TEFRA D securities

TEFRA D securities credited using the ‘strict procedure’

With this procedure there is an automatic transfer to the blocked securities account (sub-account) when TEFRA-D securities classes are credited to the customer’s securities account with CBF within the 40-day period. The customer affected is notified of the transfer by means of a separate report (see chapter on Reporting).

**Example:** In the case of a sale by customer 5xxx customer 7xxx will receive positions in a TEFRA D securities class. Clearstream will then enter the transfer with the same instruction number as follows:

A. customer account 8xxx/000 [main account] to customer account 7xxx/000 [main account]
B. customer account 7xxx/000 [main account] to customer account 7xxx/671 [blocked securities account /for TEFRA D]

After this the blocked positions can only be transferred/unblocked with the ‘KVEE TD’ (TEFRA D unblocking) transaction in CASCADE.
TEFRA D

TEFRA D securities credited using the 'flexible procedure'

Within the 40-day period for TEFRA D securities no blocking or transfer to sub-account /671 initially takes place and the CBF account holder consequently makes no statements of relevance for TEFRA D. The precondition for participation in the ‘flexible procedure’ is that the account holder promises CBF to monitor compliance with the TEFRA D rules using its own verification procedures. At the end of the above-mentioned blocking period the positions then available in the main account are entered in the sub-account and thus blocked.

Unblocking and delivery of TEFRA D securities (for both procedures)

As regards the legal implications of unblocking, reference is made to chapter 1 of this document. Depending on the process step, there are various possibilities for unblocking deliveries or sell instructions for TEFRA D securities in and after the 40-day period:

1. The TEFRA D securities have already been unblocked by the CBF customer ['strict procedure'] or the recipient account participates in the ‘flexible procedure’; the TEFRA D securities class is not in the blocked securities account xxxx/671:

   The securities can be entered as an ordinary securities transfer (WPÜ), free of payment or against payment. Further processing in the account of the recipient CBF customer then depends on the set-up of the recipient’s account.

2. The TEFRA D securities are kept in the blocked securities account, xxxx/671, during the 40-day period:
   a) The securities can be transferred by means of the unblocking function in CASCADE ['KVEE TD'] and CASCADE PC and credited to the settlement account (usually the main account), as long as the customer has verified that this complies with the TEFRA D rules.
   b) The unblocking can also take the form of an instruction to deliver to the accounts of other CBF participants, free of payment or against payment, as long as the customer has verified that this complies with the TEFRA D rules. This entry is also made by means of the ‘KVEE TD’ transaction in CASCADE. The customer must enter a corresponding matching instruction against the seller’s ordinary main account.

3. At the end of the 40-day period the TEFRA D securities are still in the blocked securities account, xxxx/671:

   At the end of the term and a further three bank working days, the securities can only be unblocked if the issuing bank/lead manager has given its approval. For this reason the system only allows the securities to be transferred to sub-account /670 belonging to the issuing bank/lead manager. This transfer takes place by means of the TEFRA D unblocking function, (KVEE TD); after the entry of the ISIN or German securities code (WKN), the special account of the issuing bank/lead manager is specified as a CREDIT (“GUT”) account. If a different account number is entered, there will be an error message. After the incorrect account number has been deleted and the unblocking function has been repeated, the correct number of the issuing bank/lead manager’s special account is displayed. After the issuer has given its approval, the issuing bank/lead manager switches the relevant positions into unblocked positions and then transfers the portion in question to the main account of the relevant customer.

4. At the end of the 40-day period the TEFRA D securities can be entered as an ordinary securities transfer (WPÜ), free of payment or against payment. No transfer to a blocked securities account takes place after this.
New functions and screens

Blocked TEFRA D positions can be unblocked using the CASCADE 'KVEE' transaction and the 'TD' function code. This function is also available in CASCADE PC.


Figure 2-1. CASCADE overview with the new function, 'KVEE TD' (TEFRA D Freigabe/unblocking)

Figure 2-2. CASCADE-PC overview with the 'TEFRA D Freigabe/unblocking' function
Figure 2-3. 'TEFRA D Freigabe/unblocking' - entry screen (page 1)

Figure 2-4. 'TEFRA D Freigabe/unblocking' - entry screen (page 2)
Modifications to the entries are made through the 'KVEA' transaction and the new function code 'AT'. The unblocking of TEFRA D securities is marked for modification or cancellation in instruction status (already verified) by means of the KVAA transaction, as is the case with ordinary transfers of securities.

Figure 2-5. 'TEFRA D Freigabe/unblocking' - selection for modification in entry status
The information, ‘TEFRA D ABWICKLUNG / TEFRA D SETTLEMENT’, has been added to the movements screen showing the automatic reconciliation entry for TEFRA D securities received during the blocking period and has also been added to the unblocking entry.
For issuing banks/lead managers the mark-down value of the interim certificate and the mark-up value of the permanent definite certificate are shown as follows in the movements screen:

![Image of the movements screen](image)

**Figure 2-8. Movements screen for a delivery instruction concerning a transfer of the interim certificate and the permanent definite TEFRA D certificate**
Effects on CBF customers as issuing banks/lead managers

General description

As has already been mentioned, in order to issue TEFRA D securities classes it is generally necessary to deposit two ‘up to’ global certificate. At the end of the 40-day period and a further three business days the issuing bank/lead manager will have the option of unblocking customer positions that are still blocked or having positions from its own yyyy/670 sub-account entered in the customer’s main account. If the positions are first unblocked by a CBF customer, there will be an entry from the customer’s blocked securities account, xxxx/671, to the special securities account, yyyy/670, of the issuing bank/lead manager. The necessary transfer of the mark-up value from the interim ‘up to’ global certificate to the permanent definite certificate must then be carried out by the issuing bank/lead manager.

A separate report at the end of the 40-day period and a further three business days will inform the issuing bank/lead manager which positions have already been unblocked and which customer positions are still blocked with CBF.

As soon as a TEFRA D securities class has no further blocked positions and the interim certificate has no further value, the issuer can submit a withdrawal or cancellation instruction to CBF for this ‘up to’ global certificate.

Accounting entry information for depositing certificates

Before certificates are deposited, the issuing bank/lead manager must ensure that WM Datenservice (WERTPAPIER-MITTEILUNGEN), the German numbering agency, has allocated an ‘up to’ global certificate securities code to the new issue.

The deposit of the interim certificate and the permanent definite ‘up to’ global certificate with CBF must take place with the nominal value 0 [Urkundennominale] in instruction type 16 (admission of ‘up to’ global certificate).

Both ‘up to’ global certificates are given the full issue volume as an ‘up to’ nominal value. As an option it is also possible to deposit the interim ‘up to’ global certificate immediately with the corresponding value, but with deposit type 4 [Einlieferungsart].

Note: The simultaneous deposit of two ‘up to’ global certificates at the beginning of the term is an essential precondition for ongoing automated TEFRA D processing.

The first (interim) ‘up to’ global certificate has serial number 1 [Ordnungsnummer] and is deposited with the ordinary reason for deposit 1 [Einlieferungsgrund]. The second (permanent definite) ‘up to’ global certificate has serial number 2 [Ordnungsnummer] and must be deposited with the new reason for deposit 8 [Einlieferungsgrund]: BLOCKED, MARK-DOWN POSSIBLE (SPERRE, REVAL. MOEGL.) This key prevents the permanent definite certificate from being erroneously or unjustifiably marked up during the 40-day period and ensures that only the interim certificate can be marked up.

Accounting entry and processing at the end of the blocking period

At the end of the 40-day period and a further three business days, the issuing bank/lead manager must have the unblocked positions in the main account transferred from the interim certificate to the permanent definite certificate on the basis of CBF’s electronically generated statement of positions.

For this purpose the interim ‘up to’ global certificate is first changed to reason for deposit 8 [Einlieferungsgrund] which prevents this certificate from being marked up any further. The blocking of mark-ups for the permanent definite ‘up to’ global certificate is reversed by changing the reason for deposit from 8 to 1.

Then the issuing bank/lead manager enters a transfer instruction in instruction type 18 [‘KVEW AL’] with transfer code 6 [Umlegungskennzeichen]: transfer of ‘up to’ global certificate (Umbuchung RU).

The positions in the blocked securities account (sub-account xxxx/671) are not transferred and remain on the interim certificate. The blocked positions must be unblocked at the end of the period by the issuing bank/lead manager and transferred to the permanent definite ‘up to’ global certificate as described above.
The interim 'up to' global certificate can only be withdrawn if it has first been set to the value of "0" and all blocked TEFRA D positions in the blocked securities account (sub-account xxxx/671) have been eliminated.

**SECU administration**

The new transaction function code, 'KVEE TD', for unblocking TEFRA D securities and the modification function transaction code, 'KVEA AT', must be allocated separately for authorised staff by the SECU administrator.
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3. Reporting

Display of TEFRA D securities credited within the 40-day period in the case of the 'strict procedure'

This display of securities credited is prepared at the end of the day when it has been ascertained that a security marked as a TEFRA D security has been credited to a CBF customer account (job JQ262000).

<table>
<thead>
<tr>
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<tr>
<td>TELFAX: 49-69-711-10701</td>
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<tr>
<td>TEST-BANK AG</td>
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**Figure 3-1. Display of securities credited**
Display of positions of TEFRA D securities at the end of the 40-day period (both procedures)

If the blocked securities account, xxxx/671, still contains positions that have not yet been unblocked at the end of the 40-day period this reminder is sent out (job JQ234000).

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DEPOTKONTO-NUMMER :9999

BESTANDSBEZOGENE INFORMATIONEN ZU TEFRA D WERTPAPIEREN / ERINNERUNG

SEHR GEBRÜHTE DAMEN UND HERREN,

PER 03.08.2013 SIND DIE UNTERE AUFGEFÜHRTEN BESTÄNDE AUF IHREM SPERRDEPOT VERBÜCHT. DIE GENANNTEN GATTUNGEN WAREN GEMÄSS EMISSIONSBEDINGUNGEN BIS ZUM JEWELLIGEN FRISTENDE ALS TEFRA D ANLEIHEN EMITTIERT.

GEMÄSS TEFRA D RULES (SIE BEZIEHEN SICH AUF DIE US SECURITIES UND EXCHANGE ACT. OF 1933 BEZÜGLICH AUSLANDSVERKAUFE VON US-WERTPAPIEREN) DARF EINE TEFRA D ANLEIHE IN DEN ERSTEN 40 TAGEN AB EMISSIONSBEGINN VON KEINEM US-BÜRGER SOWIE VON KEINER PERSON, DIE LÄNGER ALS 183 TAGE IN DEN USA LEBT, GERAUFT WERDEN. BITTE PRÜFEN SIE, OB AN IHREM BESTAND KEINE VORGABENETE PERSON PARTIZIPIERT.

DIE 40 TAGE FRIST WURDE ÜBERSCHRITTEN. DER BESTAND AUF DEM SPERRDEPOT KANN NUN NOCH 3 BANKARBEITSTAGER NACH ENDE DER FRIST FÜR ÜBER DEN BEKANNTEN TRANSAKTION "KVEE" MIT DEM FUNKTIONS CODE "TD" FREIGEBEN WERDEN. DANACH IST EINE FREIGABE IN DER GENANNTEN TRANSAKTION NUR NOCH ÜBER DEN LEADMANAGER MöGLICH.

HIERBEI MUSS DER LEADMANAGER ZEITLICH ANGESCHRIBENN UND DIE FREIGABE MIT IHM ABGESTIMMT UND VON IHM AKZEPTIERT WERDEN. DER LEADMANAGER VERANLASST DANN DIE UMBUCHUNG DER WERTPAPIERE IN DEN HAUPTBESTAND DES KUNDEN.

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CLEARSTREAM BANKING AG

EDV-AUSDRUCK OHNE UNTERSCHRIFT

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Figure 3-2. Reminder
Information for issuing banks/lead managers relating to positions of TEFRA D securities at the end of the 40-day period (plus three business days)

The lead manager/issuing bank receives a list of the unblocked positions within a TEFRA D securities class and an overview of the positions that are still blocked at the end of the period, with the corresponding CBF customer accounts. This information is prepared on the third business day after the end of the period (job JQ234000).

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Figure 3-3. List of unblocked positions and the positions that are still blocked at the end of the period
### Preliminary information on the forthcoming end of the blocking period

This preliminary information is prepared and transmitted on the 20th and the 30th day and on each business day from day 36 to day 39 during the relevant blocking period (job JQ234000).

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**Figure 3-4. Preliminary information**