

## IPA User Guide for EPIM Workstation

Field	Description	Example	Mandatory/ Optional	Format	Length	IPA Action
<b>Dealer Account Number</b>	Dealer's participant account number combined with the designated location	00011111EBA 00022222CBL	Mandatory	Alphanumeric field 8 digits (triple zero + account number) followed by the 3 letters representing the ICSD location	11	The dealer is required to complete this field before submitting to the IPA. No action from the IPA.
<b>IPA Account Number</b>	IPA's account number combined with the designated location	00033333EBA 00044444CBL	Mandatory	Alphanumeric field. 8 digits (triple zero + account number) followed by the 3 letters location	11	The IPA account numbers are hard-coded and available from a drop-down list. The Dealer is required to complete this field before submitting the request. IPA can check and change the account number from a drop down list, if required.
<b>Common Code Indicator</b>	Common code request indicator		Mandatory	Alphabetic field with 2 options: "Yes" or "No"	N.A.	Select YES if a Common Code is required or NO if a common code is not required. To create new ISIN requests, keep this field at "Yes"
<b>Common Code</b>	Common code assigned to the issue	123456789	Optional	Numeric field	9	Leave this field blank when creating a new ISIN request. For Update requests, this field is optional.
<b>IPA Reference Number</b>	IPA's reference number		Optional	Free format. As the dealer wishes (Alphanumeric field)	16	IPA internal reference to be manually filled in
<b>New Programme ID</b>	Issuer's programme identifier/number assigned by IPA to each programme	0000012345	Mandatory	Numeric field. Normally the Programme ID has 4 or 5 digits.	5	IPA to check and correct if necessary.
<b>Issuer Name</b>	Official name of the issuer		Optional	Free format	Max 30	IPA to check and correct if necessary.
<b>Issuer Country</b>	ISO 3166 classified country code of the country in which the issuer is located	US FR	Optional	Alphabetic field.	2	IPA to check and correct if necessary. The complete list is available in the "User Guide" under the section – 'ISO Country

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						Codes’.
<b>Product Type</b>	Represents the Money Market Instrument type for the deal. In the EPIM there are 4 types of instruments covered: Euro Certificate of Deposit, Euro Commercial Paper, London Certificate of Deposit and Medium Term Note		Mandatory	Alphabetic field.	N.A.	IPA to check and correct if necessary. Please select the correct instrument type from a drop down list,.
<b>Principal Amount</b>	Principal amount of the Security		Mandatory	Numeric field No decimal	Max 13	IPA to check and correct if necessary. No decimal values are allowed.
<b>Denomination Currency</b>	The ISO 4217 Currency code used to describe the currency in which the security is denominated.	EUR USD GBP	Mandatory	Alphabetic field	3	IPA to check and correct if necessary. The complete list is available in the “User Guide” under the section – ‘ISO Currency Codes’
<b>Closing Date</b>	Closing date of the new issuance	22/10/2010 (Means that the closing date is the 22 <sup>nd</sup> of October 2010)	Mandatory	Numeric field DD/MM/CCYY	10	IPA to check and correct if necessary.. Alternatively click on the calendar available next to this field.
<b>Maturity Date</b>	The date of which the securities mature	22/10/2020 (Means that the maturity date is the 22 <sup>nd</sup> of October 2020)	Mandatory	Numeric field DD/MM/CCYY	10	IPA to check and correct if necessary. Alternatively click on the calendar available next to this field.
<b>Issue Price Indicator</b>	Indicates how the issue price is expressed – either in ‘Yield’ or as a ‘Percentage’ of the Nominal Amount		Optional	Alphabetic field	N.A.	Select ‘Yield’ or ‘Percentage’ from the drop down list,
<b>Issue Price</b>	Issue price expressed as a Yield fraction or a percentage of the nominal amount – as expressed in the ‘Issue Price Indicator’ field defined above.		Optional	Numeric field Decimals accepted	Max 14	Manually complete the Issue Price in Yield or Percentage as applicable
<b>Income Rate Type</b>	Represents the initial income rate that the security has : Fixed rate, Floating Rate or Zero Coupon		Mandatory for MTN. Otherwise Optional.	Alphabetic field	N.A.	IPA to check and correct if necessary. Select ‘Fixed’ or ‘Zero Coupon’ or ‘Floating Rate

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						Note' from the drop down menu depending on the rate type.
<b>Income Currency Code</b>	The ISO 4217 Currency code used to describe the currency in which the Interest (if any) on the security is paid		Optional	Alphabetic field	3	IPA to manually complete if Income Rate Type is not a Zero Coupon. In case this field is left blank, EPIM will attribute the Denomination Currency as the Income Currency. The complete list is available in the "User Guide" under the section – 'ISO Currency Codes'
<b>Income Calculation Type</b>	Formula used to determine interest payments: There are 7 types of calculation possibility : Actual/360, 30/360, Actual/Actual ICMA, Actual/Actual ISDA, Actual /365 Sterling, Actual/365 fixed, MTN issue or not applicable		Optional	Alphanumeric field	N.A.	IPA to check and correct if necessary. Select the formula from the drop down list if the security is NOT a Zero Coupon instrument. By default EPIM will apply the calculation type to be Actual/360.
<b>Income Frequency Type</b>	Represents the frequency of Coupon Payments on the security. There are 6 types of payment frequency possibility : Annual Semi-annual Quarterly Monthly One time only Weekly		Optional	Alphabetic field	N.A.	IPA to check and correct if necessary. Select the frequency from the drop down list if the security is NOT a Zero Coupon instrument..
<b>Income Rate</b>	The rate of the interest to be paid by the issued security	4.605	Optional	Numeric field Decimals accepted	10	IPA to check and correct if necessary. Complete the rate if the Income Rate type is "Fixed". Leave this blank for a zero coupon security.
<b>Income Index</b>	Name of the index on which the	EURIBOR12M	Optional	Alphanumeric	30	IPA to check and correct if

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Name	income payment is based	ONTHS		field. Free format No spaces		necessary. Complete the Index in case the security is a Floating Rate Note.
<b>Income Percentage Spread</b>	Sign of the percentage spread can be: "+ "or "-"		Optional	Sign	N.A.	IPA to check and correct if necessary. Select "+" or "-" from a drop down list depending upon whether the spread is positive or negative vis-à-vis the Income Index
<b>Income Pay Spread Percentage</b>	Amount to be added or subtracted from the index value when calculated the variable interest rate		Optional	Numeric field Decimals accepted	10	IPA to check and correct if necessary. Complete the amount to be added or subtracted from the Index Value in case of a 'Floating Rate Note' with a defined Income Index.
<b>Income Start Date</b>	Indicates the date as from which the coupon period starts	10/07/2010 (Means that the income start date is the 10 <sup>th</sup> of July 2010)	Mandatory For MTN	Numeric field DD/MM/CCYY	10	IPA to check and correct if necessary. Alternatively click on the calendar available next to this field..
<b>Income First Irregular End Date</b>	End coupon date in case the first coupon has an irregular period	12/09/2010 (Means that the end coupon date is the 12 <sup>th</sup> of September 2010)	Optional	Numeric field DD/MM/CCYY	10	Complete end date in case the security is NOT a Zero Coupon instrument. Alternatively click on the calendar available next to this field.
<b>Income Last Irregular Begin Date</b>	Beginning date of the last coupon period if last coupon period was irregular	21/08/2010 (Means that the begin date is the 21 <sup>st</sup> of August 2010)	Optional	Numeric field DD/MM/CCYY	10	Complete the begin date in case the security is NOT a Zero Coupon instrument. Alternatively click on the calendar available next to this field.
<b>Form of Security</b>	The form in which the security is issued. The security can be issued in 5 forms, namely:: Physical Global Permanent Global Temporary NGN Global Permanent		Mandatory	Alphabetic field	N.A.	IPA to check and correct if necessary Select the form of security from the drop down list

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	NGN Global Temporary					
<b>Legal Form of Security</b>	Legal form of the security. Can be Bearer or Registered		Mandatory if product type is MTN	Alphabetic field:	N.A.	IPA to check and correct if necessary. Select the legal form of the security from the drop down list
<b>Minimum Denomination</b>	Minimum trading denomination for the security issued	100000	Mandatory if no physical denomination	Numeric field. No decimal	Max 13	IPA to check and correct if necessary. Complete the minimum trading denomination
<b>Incremental Amount</b>	Incremental amount of the minimum denomination for the security issued	5	Optional	Numeric field. No decimal	Max 13	IPA to check and complete
<b>Physical Denomination</b>	Denominations available for delivery in case of issues in physical form	1500	Optional	Numeric field. No decimal	Max 12	IPA to check and complete
<b>Security Exchange Date</b>	Securities can be exchanged from Temporary to Permanent or from Global form to Physical form. This field represents the date of the exchange of the form	20/10/2010 (Means that the exchange date is the 20 <sup>th</sup> of October 2010)	Optional	Numeric field DD/MM/CCYY	10	IPA to check and complete Calendar available next to this field
<b>Security Exchange Form To</b>	Form in which the securities are exchanged to. Securities can change from Temporary to Permanent or from Global form to Physical form. There can be therefore 3 forms in which the securities are exchanged into: Global Perm Physical NGN Global Perm		Optional	Alphabetic field:	N.A.	In case there is a Global Temporary note in the 'Form of Security' field, select the permanent form in which it will be exchanged, in the drop-down menu
<b>Private Placement Indicator</b>	Field indicates whether issue is a private placement		Optional	Alphabetic field:	N.A.	Select YES or NO from the drop down list. EPIM will apply default value as 'No'.
<b>Confidentiality Indicator</b>	Field indicates whether issue is confidential to the market.		Optional	Alphabetic field:	N.A.	Select YES or NO from the drop down list. EPIM will apply the default value as 'No'.
<b>Maturity Currency Code</b>	The ISO 4217 Currency code used to describe the currency in which the Redemption amount is paid on the maturity of the security	USD GBP EUR	Optional	Alphabetic field	3	IPA to check and complete EPIM will attribute by default the Denomination Currency as the Maturity Currency. The

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						complete list of currencies is available in the "User Guide" under the section – 'ISO Currency Codes'
<b>Maturity Amount</b>	Redemption amount on the maturity date		Optional	Numeric field No decimal	Max 15	IPA to check and complete
<b>Extendable Commercial Note</b>	Field indicates whether or not the maturity of the security can be extended to a later date or not		Optional	Alphabetic field:	N.A.	Select 'YES' or 'NO' from the drop down list
<b>Extendable Maturity Date</b>	The potential extended maturity date for Commercial notes		Mandatory if Extendable Commercial Note Indicates 'YES'	Numeric field DD/MM/CCYY	8	IPA to check and correct if necessary. Alternatively click on the calendar available next to this field..
<b>Trade Date</b>	The date the trade took place		N.A.	Numeric field DD/MM/CCYY	8	No Action from IPA
<b>Settlement Date</b>	The date on which the delivery order is to be processed		Optional	Numeric field DD/MM/CCYY	8	IPA to check and correct if necessary. Alternatively click on the calendar available next to this field...
<b>Settlement Currency</b>	The ISO 4217 Currency code used to describe the currency in which the settlement of the security occurs	USD GBP EUR	Optional	Alphabetic field	3	IPA to check and correct if necessary The complete list of currencies is available in the "User Guide" under the section – 'ISO Currency Codes'
<b>Settlement Amount</b>	The associated cash value linked to the settlement of the transaction		N.A.	Numeric field No decimal	Max 16	No Action from IPA
<b>Receiving Participant</b>	Account number of participant that will receive the securities at settlement	EBA12345 CBL67890	N.A.	Alphanumeric field: The first 3 letters corresponding to the location of the participant followed by the account number of the participant	8	No Action from IPA
<b>Comments</b>	This field gives the possibility to add comments		Optional	Free format	Max 79	To enter if any
<b>Syndication</b>	Is the issue syndicated or not?		Mandatory if product type is MTN	Alphabetic field:	N.A.	IPA to check and correct if necessary. Select YES if the issue is syndicated or NO if it

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						is not syndicated, Select from the drop down list.
<b>TEFRA Certification</b>	Field indicates whether there is a requirement for TEFRA D certification		Mandatory if product type is MTN	Alphabetic field:	N.A.	IPA to check and correct if necessary. Select YES if a TEFRA D certification is required or NO if no certification is required. Select from the drop down list.
<b>ECB Potential Eligibility</b>	Field indicates whether the securities are intended to be eligible collateral for Eurosystem operations		Mandatory if the Form of Security is NGN (Permanent & Temporary)	Alphabetic field:	N.A.	IPA to check and correct if necessary Select YES if the security is intended to be ECB Eligible and NO if it is not intended to be eligible. Select, from the drop down list.
<b>Listed SEC</b>	Field indicates whether the securities are intended to be listed in a recognized stock exchange		Mandatory if product type is MTN	Alphabetic field:	N.A.	IPA to check and correct if necessary . YES if it is intended to be listed and NO if not intended to be listed. Select from the drop down list.
<b>EPIM Fungibility</b>	Field indicates whether the security will be fungible with an existing security		Mandatory if product type is MTN	Alphabetic field:	N.A.	IPA to check and correct if necessary. YES if the security should be treated as a fungible security and NO if it is to be created as a new security. Select from the drop down list.
<b>Fungible ISIN</b>	The ISIN of the parent security with which the new security request is supposed to funge.	XS1234567897	Mandatory if EPIM Fungibility is filled in as YES	Alphanumeric field	12	IPA to check and correct if necessary. Enter the XS ISIN code of the parent security.
<b>Fungible Date</b>	The date on which the securities are expected to become fungible		Mandatory if EPIM Fungibility is filled in as YES	Numeric field DD/MM/CCYY	10	IPA to check and correct if necessary. Alternatively click on the calendar available next to this field..