

# SWIFT ISO 20022 General Meeting Messages

## **User Guide**

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## Foreword

The SWIFT ISO 20022 User Guide for General Meeting provides Clearstream customers with an overview of the formats that must be adhered to when sending General Meeting messages and the report layout available through the SWIFT connectivity service.

This Guide will be updated periodically. You will also be notified from time to time of any change in communications procedures and formats through announcements on the Clearstream website. The examples, sample reports and case studies in this manual are provided for information purposes only.

For general information about Clearstream services, please see the relevant Customer Handbooks.

## OneClearstream

This ISO 20022 via SWIFT User Guide contains information for all customers, whether they are Clearstream Banking S.A. (CBL), Clearstream Banking AG (CBF) or LuxCSD S.A.(LuxCSD) customers.

## References and further information

Clearstream Banking and LuxCSD ensure adherence to the SMPG General Meetings message Market Practice<sup>1</sup> and the MyStandards<sup>2</sup> guidelines. Furthermore, it needs to be highlighted, that the fields for the SMPG-SRDII will be prone to changes since the final Standard for SR2021 has not yet been published by SMPG. The fields are based on SR2020 with reflected changes for SR2020 but may change with the final version of the SR2021 published.

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<sup>1</sup>[https://www.smpg.info/fileadmin/documents/1\\_Corporate%20Actions%20WG/I\\_Shareholder\\_Rights\\_Directive\\_II\\_MP/General\\_Meeting\\_messages\\_SMPG\\_MP\\_Final\\_v1.1.pdf](https://www.smpg.info/fileadmin/documents/1_Corporate%20Actions%20WG/I_Shareholder_Rights_Directive_II_MP/General_Meeting_messages_SMPG_MP_Final_v1.1.pdf)

<sup>2</sup> <https://www.swift.com/our-solutions/mystandards>

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# Message Set Overview

## List of MessageDefinitions

The following table lists all MessageDefinitions described in this User Guide.

Message Definition	Definition
head.001.001.02 BusinessApplicationHeaderV02	The Business Layer deals with Business Messages. The behaviour of the Business Messages is fully described by the Business Transaction and the structure of the Business Messages is fully described by the Message Definitions and related Message Rules, Rules and Market Practices. All of which are registered in the ISO 20022 Repository.
seev.001.001.08 MeetingNotificationV08	The MeetingNotification message is sent by Clearstream Banking and LuxCSD to beneficial holders to announce a meeting.
seev.002.001.07 MeetingCancellationV07	The MeetingCancellation message is sent by Clearstream Banking and LuxCSD to cancel a previously announced meeting or to advise of the withdrawal of a meeting.
seev.003.001.07 MeetingEntitlementNotificationV07	The MeetingEntitlementNotification is sent by Clearstream Banking and LuxCSD to account owners to advise of the entitlement in relation to a meeting.
seev.004.001.07 MeetingInstructionV07	The MeetingInstruction message is sent by Clearstream Banking and LuxCSD customers holding the right to vote to an intermediary, the issuer or its agent to request the receiving party to act upon one or several instructions.
seev.005.001.07 MeetingInstructionCancellationRequestV07	The MeetingInstructionCancellationRequest message is sent by the same party that sent the MeetingInstruction message. It is sent to request the cancellation of one, some or all the instructions included in the original MeetingInstruction message.
seev.006.001.07 MeetingInstructionStatusV07	The MeetingInstructionStatus message is sent by Clearstream Banking and LuxCSD in response to a MeetingInstruction message.
seev.007.001.07 MeetingVoteExecutionConfirmationV07	The MeetingVoteExecutionConfirmation message is sent by Clearstream Banking and LuxCSD to the Sender of the MeetingInstruction message, that their vote has been recorded and counted by the Issuer.
seev.008.001.07 MeetingResultDisseminationV07	The MeetingResultDissemination message is sent by Clearstream Banking and LuxCSD to provide information about the voting results of a general meeting.

## head.001.001.02 BusinessApplicationHeaderV02

### Functionality

#### Scope

The Business Layer deals with Business Messages. The behaviour of the Business Messages is fully described by the Business Transaction and the structure of the Business Messages is fully described by the Message Definitions and related Message Rules, Rules and Market Practices. All of which are registered in the ISO 20022 Repository.

#### Outline

The BusinessApplicationHeaderV02 MessageDefinition is composed of 5 MessageBuildingBlocks:

- A. From**  
The sending MessagingEndpoint that has created this Business Message for the receiving MessagingEndpoint that will process this Business Message. Note: the sending MessagingEndpoint might be different from the sending address potentially contained in the transport header (as defined in the transport layer).
- B. To**  
The MessagingEndpoint designated by the sending MessagingEndpoint to be the recipient who will ultimately process this Business Message. Note: the receiving MessagingEndpoint might be different from the receiving address potentially contained in the transport header (as defined in the transport layer).
- C. BusinessMessageIdentifier**  
Unambiguously identifies the Business Message to the MessagingEndpoint that has created the Business Message.
- D. MessageDefinitionIdentifier**  
Contains the MessageIdentifier that defines the BusinessMessage. It must contain a MessageIdentifier published on the ISO 20022 website.
- E. CreationDate**  
Date and time when this Business Message (header) was created.

## Structure

The following table provides more detailed information about the usage of the building blocks. M/C/O identifies whether the business data is mandatory, conditional or optional in the ISO 20022 standards.

MessageElement/BuildingBlock	Place	Detailed usage	M/C/O	SRD II reference
<b>Business Application Header (BAH)</b>				
From, < Fr >	BAH	The sender from a business context, which can be different from the actual sender in the transport header (like MEOR in MT). BICFI is the preferred format	M	
To, <To>	BAH	The receiver from a business context, which can be different from the actual receiver in the transport header (like MERE in MT). BICFI is the preferred format	M	
BusinessMessageIdentifier, <BizMsgIdr>	BAH	The sender's unique ID/reference of the message	M	
MessageDefinitionIdentifier, <MsgDefIdr>	BAH	Contains the MessageIdentifier that defines the BusinessMessage, e.g. seev.002.001.06	M	
CreationDate, <CreDt>	BAH	Date and time, using ISONormalisedDateTime format	M	

# seev.001.001.08 MeetingNotificationV08

## Functionality

### Scope

The MeetingNotification message is sent by Clearstream Banking and LuxCSD to beneficial holders to announce a meeting.

### Usage

The MeetingNotification message is used to announce a meeting. It provides information about the participation details and requirements for the meeting, the vote parameters, and the resolutions. The MeetingNotification message may also be used to announce an update.

Clearstream Banking /LuxCSD will issue separate meeting notifications per ISIN/market.

### Outline

The MeetingNotificationV08 MessageDefinition is composed of 8 MessageBuildingBlocks:

- A. NotificationGeneralInformation**  
General information about the event notification type and status.
- B. NotificationUpdate**  
Information specific to the notification amendment as for instance the identification of a previous meeting notification.
- C. EventsLinkage**  
Identification of another meeting event that needs to be closely linked to the processing of the event notified in this meeting notification.
- D. Meeting**  
Specifies information about the meeting like meeting identifications, various deadlines, contact persons, electronic and postal locations for accessing information and proxy assignment parameters.
- E. MeetingDetails**  
Dates and details of the shareholders meeting.
- F. Issuer**  
Institution that is the issuer of the security to which the meeting applies.
- G. Security**  
Financial instrument identification and net position of a segregated holding, in a single security, within the overall position held in a securities account.
- H. Resolution**  
Detailed information of a resolution proposed to the vote.
- I. Vote**  
Conditions for voting, the different voting methods and options, the voting deadlines and the parameters of the incentive premium.

## Structure

The following table provides more detailed information about the usage of the building blocks. M/C/O identifies whether the business data is mandatory (M), conditional (C) or optional(O).

For SRD II eligible securities, please follow column M/C/O (SRD II eligible securities).

For Non-SRD II eligible securities, please follow the ISO 20022 guidelines as provided in the column M/C/O ISO 20022 (Non-SRD II eligible securities).

MessageElement/BuildingBlock	Place	Detailed usage	M/C/O ISO 20022 (Non-SRD II eligible securities)	M/C/O (SRD II eligible securities )	SRD II reference
<b>Notification General Information</b>					
NotificationType <NtfctnTp>	Document	A REPL message should only be sent in case of a change in the previously announced general meeting notification. A RMDR can be sent by an account servicer to an account owner who has not responded providing its participation in a general meeting. This flow is optional, and usage/timing is left to SLA.	M	M	Table 3 – A2
NotificationStatus <NtfctnSts> - EventCompletenessStatus <EvtCmpltnsSts>	Document	As per global market practice, a Notification message may be considered complete when there are sufficient details for the customer to decide.	M	M	
NotificationStatus <NtfctnSts> - EventConfirmationStatus <EvtConfSts>	Document	A Notification message is considered confirmed when officially announced by the issuer.	M	M	

MessageElement/BuildingBlock	Place	Detailed usage	M/C/O ISO 20022 (Non-SRD II eligible securities)	M/C/O (SRD II eligible securities )	SRD II reference
ShareholderRightsDirectiveIndicator <ShrhldrRghtsDrctvInd>	Document	<p>This indicator should be set by the issuer, issuer CSD or first intermediary as follows:</p> <ul style="list-style-type: none"> <li>• It is set to YES (value “true”) only when the general meeting is in scope of SRD II and the notification/event information has been received from the issuer. Once the indicator has been set to YES because of an announcement received from the issuer CSD or first intermediary, it cannot be changed to NO.</li> <li>• It will be set to NO (value “false”) when the general meeting is to be intended as in scope of SRD II, but the issuer CSD or first intermediary did not receive the notification/event information from the issuer.</li> <li>• It will not be populated if the general meeting is outside the scope of SRD II.</li> </ul> <p>Any other intermediary in the chain should report the value of this indicator as per the value received from the previous intermediary.</p> <p>However, the indicator can be set to NO by an account servicer that did not receive a notification with the indicator via the chain of intermediaries as per SRD II but deems the event to be in scope of SRD II.</p>	0	M	

MessageElement/BuildingBlock	Place	Detailed usage	M/C/O ISO 2022 (Non-SRD II eligible securities)	M/C/O (SRD II eligible securities )	SRD II reference
<b>Notification Update</b>					
PreviousNotificationIdentification <PrvsNtfcId>	Document	Will always be present when sending a REPL or RMDR	C	C	
ReconfirmInstructions <RcnfrmInstrs>	Document	<p>This indicator will be set to YES (value "true") only if there are changes to the agenda and/or resolutions that may affect previously received meeting instructions.</p> <p>If previously received meeting instructions can no longer be processed/ accepted, they will be rejected (reason code OTHR should be used in seev.006).</p> <p>If any new resolution is added to the agenda, the indicator will be set to NO. Rightsholders who had already submitted their votes and want to vote for the new resolution(s) should cancel any previously submitted instruction and submit a new one.</p>	0	0	
<b>Events Linkage</b>					
EventIdentification <EvtId>	Document	Used to report the details of another general meeting (e.g. a court meeting that will follow an extraordinary general meeting).	0	0	
<b>Meeting</b>					
MeetingIdentification <MtgId>	Document	This is the Clearstream/Lux CSD identification for the general meeting. It will be used in all cases, even if the issuer has provided an identification.	M	M	
IssuerMeetingIdentification <IssrMtgId>	Document	Will always be stated if received.		0	Table 3 – A1

MessageElement/BuildingBlock	Place	Detailed usage	M/C/O ISO 2022 (Non-SRD II eligible securities)	M/C/O (SRD II eligible securities )	SRD II reference
Type <Tp>	Document	XMET, GMET, BMET, CMET, MIXD or SPCL as announced in the seev.001.	M	M	Table 3 – C3
AnnouncementDate <AnncmntDt>	Document	As provided by the issuer. Date or DateTime format	0	0	
Participation – ParticipationMethod <PrtcptnMtd>	Document	This will be used to report the participation method supported by the issuer.  Options available include: <ul style="list-style-type: none"> <li>• EVOT</li> <li>• PHYS</li> <li>• PRXY</li> </ul> Please refer to the table in the appendix to understand how participation methods and vote methods should be used.	0	0	Table 3 – D1
Participation – IssuerDeadlineForVoting <IssrDdlnForVtng>	Document	Populated with: <ul style="list-style-type: none"> <li>• meeting date and time for participation methods PHYS, PHNV &amp; VIRT</li> <li>• issuer deadline for participation methods MAIL, PRXY &amp; EVOT</li> </ul> DateTime format CBL supports UKWN date.	0	0	Table 3 – D3
AdditionalDocumentationURLAddress <AddtlDcmnttURLAdr>	Document	If and when received, carries the URL to the issuer website where further information about the general meeting is provided.	0	0	Table 3 – C6

MessageElement/BuildingBlock	Place	Detailed usage	M/C/O ISO 2022 (Non-SRD II eligible securities)	M/C/O (SRD II eligible securities )	SRD II reference
EntitlementFixingDate <EntitlmntFxdt>	Document	As provided by the issuer.  Date or DateTime format	0	M	Table 3 – C5
Classification <Classfctn>	Document	AMET, CLAS, ISSU, OMET or VRHI as provided by the issuer.	0	0	
Attendance - AdmissionConditions <AdmssnConds>	Document	Will only be used if the method of participation is PHYS, PHNV or VIRT.	0	0	
Attendance - ConfirmationInformation <ConfInf>	Document	Used to specify how the rightsholder should order the attendance card or give notice of attendance.  Will only be used if the method of participation is PHYS, PHNV or VIRT.	0	0	
Attendance - ConfirmationDeadline <ConfDdln>	Document	Indicates the Clearstream/LuxCSD deadline to request attendance.  DateTime format  It will only be used if the method of participation is PHYS, PHNV or VIRT.	0	0	
Attendance - ConfirmationMarketDeadline <ConfMktDdln>	Document	Indicates the issuer deadline to request attendance.  DateTime format.  Will only be used if the method of participation is PHYS, PHNV or VIRT.	0	0	
AdditionalProcedureDetails - AdditionalRight	Document	Additional procedural information in case of additional rights that can be exercised at the meeting.  AIPS, RSPS or WQPS.	0	0	Table 3 – F1&2

MessageElement/BuildingBlock	Place	Detailed usage	M/C/O ISO 2022 (Non-SRD II eligible securities)	M/C/O (SRD II eligible securities )	SRD II reference
AdditionalRightDeadline <AddtlRghtDdln>	Document	Date or DateTime or Unknown. DateTime format.			
AdditionalRightMarketDeadline<AddtlRghtMktDdln>	Document	Date or DateTime or Unknown. DateTime format.			
Proxy Choice - ProxyRegistrationMethod <RegnMtd>	Document	Specifies how to register the proxy.	0	0	
ProxyChoice - Proxy - Deadline	Document	Reports the Clearstream/ LuxCSD deadline by which the rightsholder needs to appoint a proxy.  DateTime format.	0	0	
ProxyChoice - Proxy - Market Deadline	Document	Reports the issuer deadline by which the rightsholder needs to appoint a proxy.  DateTime format.	0	0	
ProxyChoice - Proxy - AuthorisedProxy	Document	As announced by the issuer. Options available include:  CHRM – chairman; DISC – discretionary – to be used when the issuer allows the rightsholder to appoint any third party as a proxy; HLDR – security holder- to be used when the proxy can/must be a security holder.	0	0	
ProxyChoice - ProxyNotAllowed	Document	Only used if proxy is not allowed.	0	0	
ResultPublicationDate <RsltPblctnDt>	Document	As announced by the issuer.  Date or DateTime format.	0	0	

MessageElement/BuildingBlock	Place	Detailed usage	M/C/O ISO 2022 (Non-SRD II eligible securities)	M/C/O (SRD II eligible securities )	SRD II reference
SecuritiesBlockingPeriodEndDate <SctiesBlckgPrdEndDt>	Document	As provided by the issuer.  No assignment if it is an event with Record/Entitlement date.	0	0	
RegistrationSecuritiesDeadline <RegnSctiesDdln>	Document	Used for those markets where shares need to be re-registered to vote/attend.  DateTime format.  CBL supports UKWN date for SRD II markets.	0	0	
RegistrationSecuritiesMarketDeadline <RegnSctiesMktDdln>	Document	Used for those markets where shares need to be re-registered to vote/attend.  DateTime format.  CBL supports UKWN date for SRD II markets.	0	0	
<b>Meeting Details</b>					
DateAndTime <DtAndTm>	Document	DateTime format.  CBL supports UKWN date for SRD II markets.	M	M	Table 3 – C1&2
QuorumRequired <QrmReqrd>	Document	This indicator will be set to YES (value “true”) only if a quorum is required by the issuer or the relevant national law.	0	0	
Location <Lctn>	Document	Location where the meeting is held.	M	M	Table 3 – C4
QuorumQuantity <QrmQty>	Document	Quantity of Quorum, reported if QuorumRequired is set to YES	0	0	
Issuer <Issr>	Document	NameAndAddress.	M	M	Table 3 – B2

MessageElement/BuildingBlock	Place	Detailed usage	M/C/O ISO 20022 (Non-SRD II eligible securities)	M/C/O (SRD II eligible securities )	SRD II reference
DateStatus <DtSts>	Document	Either confirmed (CNFR) or tentative (TNTA); not used when meeting date is UKWN	0	0	
<b>Security</b>					
FinancialInstrumentIdentification <FinInstrmId>	Document	ISIN. Clearstream Banking /LuxCSD will issue separate meeting notifications per ISIN/market.	M	M	Table 3 – B1
Position - AccountIdentification <AcctId>	Document	Clearstream Banking and LuxCSD will report one message per safekeeping account.	0	0	
HoldingBalance <HldgBal>	Document	For messages sent before Entitlement Fixing Date, Clearstream Banking and LuxCSD will report all applicable balance types including ELIG.  The final entitlement will be determined at the Entitlement Fixing Date end-of-day and reported in the ELIG balance.	0	0	
Holding Balance - Safekeeping Place <SfkpgPlc>	Document	ICSD or NCSD plus BIC.	0	0	
<b>Resolution</b>					
IssuerLabel <IssrLbl>	Document	Resolution numbering as provided by the issuer.	M	M	Table 3 – E1
Language	Document	ISO 639-1 language code standard ('en' as default).	M	M	
Title	Document	Resolution header as determined by the issuer.	0	0	
Description <Desc>	Document	Detailed description of the resolution.	0	0	
ForInformationOnly <ForInfOnly>	Document	Yes/ No	M	M	

MessageElement/BuildingBlock	Place	Detailed usage	M/C/O ISO 20022 (Non-SRD II eligible securities)	M/C/O (SRD II eligible securities )	SRD II reference
VoteType <VoteTp>	Document	Impact of vote results on an agenda resolution: ADVIsory or BNDG (binding).	0	0	Table 3 – E4
Status <Sts>	Document	Status of the resolution item, either ACTV (active) or WDRA (withdrawn).	M	M	
SubmittedBySecurityHolder <SubmittdBySctyHldr>	Document	Only used if set to YES.	0	0	
VoteInstructionType <VoteInstrTp>	Document	If announced by the Issuer, Clearstream Banking and LuxCSD will provide the following vote instruction types: ABST, CAGS, CFOR, NOAC and WTHH.	0	0	Table 3 – E5
ManagementRecommendation <MgmtRcmmdtn>	Document	Only used for resolutions submitted by rightsholders or any other party that is not the management.  If announced by the Issuer, Clearstream Banking and LuxCSD will provide the following management recommendation types: ABST, CAGS, CFOR, NOAC and WTHH.	0	0	
VotingRightsThresholdForApproval <VtngRghtsThrshldForApprvl>	Document	Used to report a threshold.	0	0	
URLAddress <URLAdr>	Document	Reported only if provided by the issuer.	0	0	Table 3 – E3
<b>Vote</b>					
PartialVoteAllowed <PrtlVoteAllwd>	Document	Yes/ No	M	M	

MessageElement/BuildingBlock	Place	Detailed usage	M/C/O ISO 20022 (Non-SRD II eligible securities)	M/C/O (SRD II eligible securities )	SRD II reference
SplitVoteAllowed <SpltVoteAllwd>	Document	Yes / No  Meeting notifications seev.001 sent to customers will always reflect “Split Vote Allowed = Yes” or “No” according to the announcement received from the market. Customers should be aware that currently Split Voting cannot be supported by Clearstream and client instructions for which Vote Per Agenda Resolution - Vote Instruction is used to indicate Split votes will be rejected accordingly.	M	M	
VoteDeadline <VoteDdln>	Document	Used to report the Clearstream deadline for vote through network.  DateTime formatCBL supports UKWN date for SRD II markets.	O	M	
VoteMarketDeadline <VoteMktDdln>	Document	Used to report the issuer deadline for electronic votes.  DateTime format.  CBL supports UKWN date for SRD II markets.	O	M	
VoteMethods <VoteMthds>	Document	Direction/address where the vote should be sent to. To be used together with the participation method.	O	O	
RevocabilityDeadline <RvcbltyDdln>	Document	To report the Clearstream deadline by which the instructing party can revoke, change, or withdraw its voting instruction.  DateTime format.	O	O	

MessageElement/BuildingBlock	Place	Detailed usage	M/C/O ISO 2022 (Non-SRD II eligible securities)	M/C/O (SRD II eligible securities )	SRD II reference
RevocabilityMarketDeadline <RvcbltyMktDdln>	Document	To report the issuer deadline by which the instructing party can revoke, change, or withdraw its voting instruction.  DateTime format.	0	0	
BeneficialOwnerDisclosure <BnfclownrDsclsr>	Document	This indicator will be set to YES (value "true") if beneficial owner details need to be disclosed when instructing.	M	M	
Early IncentivePremium - Description < Desc>	Document	Cash premium paid to the security holder when voting earlier (before the early vote with a premium deadline).	0	0	
Early IncentivePremium - Amount <Amt>	Document	Cash premium paid per security, per vote or per attendee.	0	0	
Early IncentivePremium - Type <Tp>	Document	Type of incentive premium.	0	0	
Early IncentivePremium - PaymentDate <PmtDt>	Document	CBL supports UKWN date for SRD II markets.	0	0	
IncentivePremium - Description	Document	Description of the premium	0	0	
IncentivePremium - Amount	Document	To record the amount of the premium.  According to the practice in the Spanish market, this is an amount per vote, to be reported as currency and amount (e.g. €1.50).	0	0	

MessageElement/BuildingBlock	Place	Detailed usage	M/C/O ISO 2022 (Non-SRD II eligible securities)	M/C/O (SRD II eligible securities )	SRD II reference
IncentivePremium - Type	Document	To indicate the type of premium: <ul style="list-style-type: none"> <li>per security</li> <li>per vote</li> <li>per attendee</li> </ul>	0	0	
IncentivePremium - PaymentDate	Document	Unless the date is known at the time of the announcement, this will be reported as DateCode UKWN.	0	0	
Early Vote With Premium Deadline <EarlyVoteWthPrmDdlN>	Document	CBL supports UKWN date for SRD II markets.	0	0	
VoteWithPremiumDeadline <VoteWthPrmDdlN>	Document	To report the deadline by which vote instructions should be submitted to Clearstream to take advantage of the premium.  DateTime format  CBL supports UKWN date for SRD II markets.	0	0	
VoteWithPremiumMarketDeadline <VoteWthPrmMktDdlN>	Document	To report the deadline by which the vote instructions should be submitted to the issuer to take advantage of the premium.  DateTime format.  CBL supports UKWN date for SRD II markets.	0	0	
<b>Additional Information</b>					
Disclaimer <Dsc1mr>		Issuer's disclaimer notice relative to the meeting announcement information provided.	0	0	

# seev.002.001.07 MeetingCancellationV07

## Functionality

### Scope

The MeetingCancellation message is sent by Clearstream Banking and LuxCSD to cancel a previously announced meeting or to advise the withdrawal of a meeting.

### Usage

The MeetingCancellation message is used to advise that the meeting has been cancelled by the account servicer or withdrawn by the issuer.

Clearstream Banking /LuxCSD will issue separate meeting cancellation notifications per ISIN/market.

### Outline

The MeetingCancellationV07 MessageDefinition is composed of 3 MessageBuildingBlocks:

- A. MeetingReference**  
Set of elements to allow the unambiguous identification of a meeting.
- B. Security**  
Identification of the security for which the meeting was organised.
- C. Reason**  
Justification for the cancellation.

## Structure

The following table provides more detailed information about the usage of the building blocks. M/C/O identifies whether the business data is mandatory, conditional or optional.

MessageElement/BuildingBlock	Place	Detailed usage	M/C/O	SRD II reference
<b>Meeting Reference</b>				
MeetingIdentification <MtgId>	Document	This is the Clearstream Banking/ LuxCSD identification for the general meeting.	M	
IssuerMeetingIdentification <IssrMtgId>	Document	Will always be used if received.	O	
Type <Tp>	Document	XMET, GMET, BMET, CMET, MIXD or SPCL as announced in the seev.001.	M	
MeetingDateAndTime <MtgDtAndTm>	Document	If used, only the first meeting date and time will be reported.	M	
<b>Security</b>				
FinancialInstrumentIdentification <FinInstrmId>	Document	ISIN	M	
Position - AccountIdentification <AcctId>	Document	Clearstream Banking and LuxCSD will provide one message per safekeeping account.	M	

MessageElement/BuildingBlock	Place	Detailed usage	M/C/O	SRD II reference
<b>Reason</b>				
CancellationReasonCode <CxlRsnCd>	Document	<p>WITH will be used only in case of a cancellation/withdrawal triggered by the issuer.</p> <p>PROC will be used in case of a processing error QORC will be used only if the meeting has not been held due to insufficient quorum. If the meeting has been held, but no resolution approved due to lack of quorum, the meeting result dissemination could be used to report this.</p>	M	

# seev.003.001.07 MeetingEntitlementNotificationV07

## Functionality

### Scope

The MeetingEntitlementNotification is sent by Clearstream Banking and LuxCSD to account owners advising them of their entitlement in relation to a meeting.

### Usage

For a meeting with an Entitlement Fixing Date, a **MeetingEntitlementNotification** is issued after the Entitlement Fixing Date has been defined. For events where Entitlement Fixing Date is equal to issuer deadline it is generated on the issuer deadline.

For late events announced after the Entitlement Fixing Date, both a MeetingNotification and a MeetingEntitlementNotification will be issued with the eligible balanced confirmed in the MeetingEntitlementNotification.

Clearstream Banking /LuxCSD will issue separate entitlement notifications per ISIN/market.

## Functional requirements

### Processing in case meeting event is received (late) after Entitlement Fixing Date

If the meeting event is received (late) after Entitlement Fixing Date, Clearstream sends a notification directly followed by an Entitlement message.

### Change of Entitlement Fixing Date

If the Entitlement Fixing Date changes, Clearstream sends a REPL entitlement.

### Processing in case of Issuer Deadline but no Entitlement Fixing Date

If there is no Entitlement Fixing Date, Clearstream uses the Issuer deadline.

## Outline

The MeetingEntitlementNotificationV07 MessageDefinition is composed of six MessageBuildingBlocks:

- A. NotificationType**  
Type of notification.
- B. PreviousEntitlementNotificationIdentification**  
Identification of the original meeting notification entitlement message which is amended.
- C. MeetingReference**  
Set of elements that allow to identify unambiguously a meeting.
- D. Issuer**  
Institution that is the issuer of the security to which the meeting applies.
- E. Security**  
Security for which the meeting is organised, the safekeeping account and the positions of the security holder.
- F. Eligibility**  
Date determining eligibility.

## Structure

The following table provides more detailed information about the usage of the building blocks. M/C/O identifies whether the business data is mandatory, conditional or optional in the ISO 20022 standards.

MessageElement/BuildingBlock	Place	Detailed usage	M/C/O	SRD II reference
<b>Notification Type</b>				
NotificationType, <NtfctnTp>	Document	A REPL message will only be sent in case of a change in the previously announced entitlement.	M	
<b>Previous Entitlement Notification Identification</b>				
PreviousEntitlementNotificationIdentification, <PrvsEntitlmntNtfctnId>	Document	Recommended to be used for REPL	C	
<b>Meeting Reference</b>				
MeetingIdentification <MtgId>	Document	This is the Clearstream Banking/ LuxCSD identification for the general meeting.	M	
IssuerMeetingIdentification <IssrMtgId>	Document	Will be used if received.	O	Table 4 – A3
MeetingDateAndTime <MtgDtAndTm>	Document	DateTime format.	M	
Type <Tp>	Document	XMET, GMET, BMET, CMET, MIXD or SPCL as announced in the seev.001.	M	
Classification <Clssfctn>	Document	As announced in the seev.001.	O	
<b>Issuer</b>				
Issuer <Issr>	Document	NameAndAddress	M	Table 4 – A2
<b>Security</b>				
FinancialInstrumentIdentification <FinInstrmId>	Document	ISIN	M	Table 4 – A5
Position - AccountIdentification <AcctId>	Document	Clearstream Banking and LuxCSD will report one message per safekeeping account.	M	Table 4 – B3
Position - HoldingBalance - Balance <Bal>	Document	Position in the respective ISIN.	M	Table 4 – B2

MessageElement/BuildingBlock	Place	Detailed usage	M/C/O	SRD II reference
Position - HoldingBalance - BalanceType <BalTp>	Document	ELIG will always be present.	M	Table 4 - B2
Position - Safekeeping Place <SfkpgPlc>		ICSD or NCSD plus BIC code	0	
<b>Eligibility</b>				
EntitlementFixingDate <EntitlmtFxdt>		DateTime format	M	Table 4 - B1

# seev.004.001.07 MeetingInstructionV07

## Functionality

### Scope

The MeetingInstruction message is sent by a party holding the right to vote to an intermediary, the issuer or its agent to request the receiving party to act upon one or several instructions.

### Usage

The MeetingInstruction message is used to vote, to require attendance to a meeting, to request registration of securities or assign a proxy. One instruction or multiple instructions can be carried within the same message, however, only one account ID can be applied

Once the message is sent, it cannot be modified. It must be cancelled by a MeetingInstructionCancellationRequest. Only upon receipt of a confirmed cancelled status via the MeetingInstructionStatus message, a new MeetingInstruction message can be sent.

This message definition is intended for use with the Business Application Header (BAH).

## Functional requirements

### Multiple instructions in one Meeting Instruction message

It is possible for Clearstream Banking and LuxCSD account holders to send one Meeting Instruction message with multiple instructions provided all single instructions of a seev.004 message are for the same safekeeping account

Example: A customer has two safekeeping accounts A (with 5 BOs) and B (with 3 BOs). In this case we require

- Safekeeping account A with 5 BOs in one seev.004 with each BO mentioned in the Rightholder Block of a separate single instruction
- Safekeeping account B with 3 BOs in a separate seev.004 with each BO mentioned in the Rightholder Block of a separate single instruction

### Instruction types

Clearstream Banking and LuxCSD will support:

- Electronic vote with or without registration request
- Proxy voting with or without registration request (other than the rightsholder in person)
- Attendance of the rightsholder with or without the registration request
- Registration request

### Standing vote instruction

Clearstream Banking and LuxCSD will not support standing instruction voting options for One year (ONEY), Two years (TWOY), Three years (THRY):

ONEY: Vote in favour for one year for "say on pay" type of resolution.

TWOY: Vote in favour for two years for "say on pay" type of resolution.

THRY: Vote in favour for three years for "say on pay" type of resolution.

### Additional option types

If announced by the Issuer, Clearstream Banking and LuxCSD will offer the following voting options ABST, CAGS, CFOR, NOAC and WTHH. ABST: Active vote expressed as abstain (no opinion).

CAGS: Vote against a meeting resolution.

CFOR: Vote in favour of a meeting resolution.

NOAC: Do not vote.

WTHH: Participant to a meeting withholds its vote for a meeting resolution. This action is usually taken to indicate a strong disagreement with a resolution (U.S. market).

### **Instructed Quantity**

Instructed Quantity has to be provided either in AccountDetails - InstructedBalance - Balance <Bal> or in AccountDetails - InstructedBalance - BalanceType <BalTp>.

Any failure to provide the Instructed Quantity correctly will be subject to a rejection with the following reason:

- “Instructed balance to be provided in BalTp INBA or without BalTp in single occurrence”.

The examples are not mutually exclusive and can be used in the same message if both parties agreed to have more than one instruction in the MeetingInstruction message. When a rightsholder wants to instruct multiple actions for the same meeting (e.g. pass on its votes and request attendance), we recommend to have all such elements in the same instruction, unless otherwise specified in local market practice. As a result, unless significantly different deadlines apply to each element, where an instruction has been sent for only one element (e.g. registration), a cancellation should be sent prior to send a complete instruction (registration + vote + attendance). For the above-described different communication needs, the following business data are required.

## Scenario 1 -electronic vote or proxy with or without registration request

The account owner can:

- a. send one instruction per message or several instructions within the same message as long as for the same safekeeping account
- b. vote for the resolutions that are part of the agenda and provide a vote indication for resolutions that may arise at the meeting
- c. when voting for the resolutions that are part of the agenda, provide vote instructions for each resolution or provide one single vote instruction to cover all agenda resolutions
- d. when providing votes for each resolution, instruct specifying the instructed quantity of voting rights per resolution or specifying a vote instruction per resolution for the entire entitlement

Scenario 1 is applicable

- for voting instructions sent for meetings with electronic voting
- for voting instructions sent for meetings with proxy voting

If the rightsholder wants to appoint the chairman of the meeting or another party as proxy, the `Proxy <Prxy>` part of the MeetingInstruction message reporting CHRM, DISC or HLDR, based on the options notified in the MENO (seev.001) should be used

For re-registration/registration markets, if `SecuritiesRegistration <SctiesRegn>` is included in the instruction and set to Yes, Clearstream Banking and LuxCSD will perform the registration. If `SecuritiesRegistration <SctiesRegn>` is not included, Clearstream Banking and LuxCSD will not perform any registration.

The following table provides more detailed information about the usage of the building blocks. M/C/O identifies whether the business data is mandatory, conditional or optional in the ISO 20022 standards.

MessageElement/BuildingBlock	Place	Detailed usage	M/C/O	SRD II reference
<b>Meeting Reference</b>				
MeetingIdentification <MtgId>	Document	This is the identification of Clearstream/LuxCSD for the general meeting. It must be used in all cases.	M	
IssuerMeetingIdentification <IssrMtgId>	Document	May be used, if provided in the seev.001, in addition to the MeetingIdentification.	O	Table 5 – A3
MeetingDateAndTime <MtgDtAndTm>	Document	DateTime format	M	
Type <Tp>	Document	XMET, GMET, BMET, CMET, MIXD or SPCL as announced in the seev.001.	M	
Classification <Clssfctn>	Document	As announced in the seev.001.	O	
<b>Financial Instrument Identification</b>				
FinancialInstrumentIdentification <FinInstrmId>	Document	ISIN	M	Table 5 – A4
<b>Other Document Identification</b>				
Other Document Identification <OthrDocId>	Document	Identification of related messages/ documents as well as the messages/documents number.	O	
<b>Instruction</b>				
SingleInstructionIdentification <SnglInstrId>	Document	This is the account owner’s reference for each individual instruction that is part of the MeetingInstruction message.	M	Table 5 – A1
VoteExecutionConfirmation <VoteExctnConf>	Document	This indicator should be set to YES (value “true”) to have the voting instruction confirmed in a VoteExecutionConfirmation message (if subscription is in place).	M	
AccountDetails - AccountIdentification <AcctId>	Document	Safekeeping account number at Clearstream/ LuxCSD.	M	

MessageElement/BuildingBlock	Place	Detailed usage	M/C/O	SRD II reference
AccountDetails - InstructedBalance - Balance <Bal>	Document	The instructing party must provide its Instructed Quantity as follows: <ul style="list-style-type: none"> <li>Bal/Unit</li> <li>Bal/FaceAmt</li> <li>Bal/Cd/QALL</li> </ul>	M	
AccountDetails - RightsHolder <RghtsHldr>	Document	An instruction received on an event subject to SRD II must contain the following details of the rightsholder: <ul style="list-style-type: none"> <li>Name</li> <li>Identifier</li> </ul>	0	Table 5 - B2&3
AccountDetails - InstructedBalance - BalanceType <BalTp>	Document	If used, only the InstructedBalance with BalanceType INBA will be considered as the Instructed Quantity.	0	
AccountDetails - InstructedBalance - SafekeepingPlace <SfkpgPlc>	Document	ICSD or NCSD plus BIC code	0	
<b>Proxy – to be used only if the rightsholder wants to appoint a proxy (i.e. participation method PRXY)</b>				
ProxyType <PrxyTp>	Document	CHRM to be used to appoint the chairman. Vote instructions for the chairman are to be reported under VoteDetails.  If DISC or HLDR are used to appoint the rightsholder's own representative, the personal details of the representative are to be included in this block (PersonDetails <PrsnDtls> - PreassignedProxy <PrssgndPrxy>) along with the delivery method in the AttendanceCardDetails.	C	

MessageElement/BuildingBlock	Place	Detailed usage	M/C/O	SRD II reference
PersonDetails <PrsnDtls> - PreassignedProxy <PrssgndPrxy>	Document	According to SRD II Implementation Regulation, the intermediary should report the details of the proxy: <ul style="list-style-type: none"> <li>• Name</li> <li>• Identifier</li> </ul>	C	Table 5 – B4&5
AttendanceCardDetails <AttndncCardDtls>	Document	As stated above, to be used for attendance card details for the personal representative of the rightsholder.	C	
<b>Vote Details Clearstream Banking and LuxCSD will support: (i) vote per agenda resolution – global voting instruction; (ii) vote for all agenda resolutions; and (iii) vote instructions for meeting resolutions.</b>				
VoteDetails - VoteInstructionForAgendaResolution	Document	To provide vote instructions for the resolutions that are announced in the meeting agenda.  For a global voting instruction, the instructing party must provide the issuer label (IssrLbl) and the vote option (GblVoteInstr/VoteOptn/Tp).  For all agenda resolutions, the instructing party must provide VoteForAllAgndRsltns/Tp.  Vote options CHRM (Chairman) and DISC (Discretionary) are not supported.	0	
VoteDetails - VoteInstructionForMeetingResolution <VoteInstrForMtgRsltn>	Document	To provide vote instructions for the resolutions that that may arise at the meeting but were not previously provided in the agenda.	0	
VoteDetails - VoteInstructionForMeetingResolution - VoteIndication <VoteIndctn>	Document	Vote recommendation for resolutions added during the meeting.  The instructing party must provide VoteInstrForMtgRsltn/VoteIndctn/Tp.	0	
<b>Specific Instruction Request</b>				

MessageElement/BuildingBlock	Place	Detailed usage	M/C/O	SRD II reference
ParticipationMethod <PrtcptnMtd>	Document	<p>PRXY should only be used if the rightsholder wants to appoint a proxy (Chairman, Discretionary or another Holder).).</p> <p>In all other cases, for votes processed through the network, the participation method must be EVOT.</p>	M	Table 5 – B1
SecuritiesRegistration <SctiesRegn>	Document	When used, should be set to YES (value True) to instruct Clearstream/LuxCSD to perform share re-registration.	0	

## Scenario 2 - Attendance of the rightsholder in person with or without registration request

This scenario applies when the rightsholder will attend the general meeting

The following table provides more detailed information about the usage of the building blocks. M/C/O identifies whether the business data is mandatory, conditional or optional in the ISO 20022 standards. Registration for this scenario needs to be instructed via separate Single Instruction.

MessageElement/BuildingBlock	Place	Detailed usage	M/C/O	SRD II reference
<b>Meeting Reference</b>				
MeetingIdentification <MtgId>	Document	This is the Clearstream/LxuCSD identification for the general meeting. It must be used in all cases, even if the issuer has provided an identification.	M	
IssuerMeetingIdentification <IssrMtgId>	Document	May be used, if provided in the seev.001, in addition to the MeetingIdentification.	O	Table 5 – A3
MeetingDateAndTime <MtgDtAndTm>	Document	DateTime format	M	
Type <Tp>	Document	XMET, GMET, BMET, CMET, MIXD or SPCL as announced in the seev.001.	M	
Classification <Clssfctn>	Document	As announced in the seev.001.	O	
<b>Financial Instrument Identification</b>				
FinancialInstrumentIdentification <FinInstrmId>	Document	ISIN	M	Table 5 – A4
<b>Other Document Identification</b>				
OtherDocumentIdentification <OthrDocId>	Document	Identification of related messages/ documents as well as the messages/ documents number	O	
<b>Instruction</b>				
SingleInstructionIdentification <SnglInstrId>	Document	This is the account owner’s reference for each individual instruction that is part of the MeetingInstruction message.	M	Table 5 – A1

MessageElement/BuildingBlock	Place	Detailed usage	M/C/O	SRD II reference
VoteExecutionConfirmation <VoteExctnConf>	Document	VoteExecutionConfirmation for AttendanceCard scenarion must be set to NO (value "false")	M	
AccountDetails - AccountIdentification <AcctId>	Document	Safekeeping account number at Clearstream/LuxCSD	M	
AccountDetails - InstructedBalance - Balance <Bal>	Document	The instructing party must provide its Instructed Quantity as follows: <ul style="list-style-type: none"> <li>Bal/Unit</li> <li>Bal/FaceAmt</li> <li>Bal/Cd/QALL</li> </ul>	M	
AccountDetails - RightsHolder <RghtsHldr>	Document	An instruction received on an event subject to SRDII must contain the following details of the rightsholder: <ul style="list-style-type: none"> <li>Name</li> <li>Identifier</li> </ul> <p>The last intermediary may provide the details of the rightsholders based on SLA arrangement.</p>	0	Table 5 – B2&3
AccountDetails - InstructedBalance - BalanceType <BalTp>	Document	If used, only the InstructedBalance with BalanceType INBA will be considered as the Instructed Quantity.	0	
Vote Details <VoteDtls>.	Document	Detailed voting instructions if vote disclosure is required. <p>For further details please refer to scenario 1 Vote Details block.</p>	0	
<b>Meeting Attendee</b>				

MessageElement/BuildingBlock	Place	Detailed usage	M/C/O	SRD II reference
MeetingAttendee <MtgAttndee> - Identification <ID>	Document	Only used to record the details of the rightsholder. The instructing party must report the following details: <ul style="list-style-type: none"> <li>• Name</li> <li>• Identifier</li> </ul>	0	
MeetingAttendee <MtgAttndee> - Participation Method<PrtcptnMtd>	Document	If the rightsholder wants to attend but not vote, the instructing party must state PHNV.	0	
MeetingAttendee <MtgAttndee> - AttendanceCardDetails <AttndncCardDtls> - DeliveryMethod <DlvryMtd>	Document	Specifies where the attendance card must be delivered	M	
<b>Specific Instruction Request</b>				
ParticipationMethod <PrtcptnMtd>	Document	The instructing party must state PHYS.	M	Table 5 – B1

### Scenario 3: Registration request

This scenario should be used for requesting share re-registration/voting rights registration prior to any instruction (scenario 1 and 2).

The following table provides more detailed information about the usage of the building blocks. M/C/O identifies whether the business data is mandatory, conditional or optional in the ISO 20022 standards.

MessageElement/BuildingBlock	Place	Detailed usage	M/C/O	SRD II reference
<b>Meeting Reference</b>				
MeetingIdentification <MtgId>	Document	This is the Clearstream/LxuCSD identification for the general meeting. It must be used in all cases, even if the issuer has provided an identification.	M	
IssuerMeetingIdentification <IssrMtgId>	Document	May be used, if provided in the seev.001, in addition to the MeetingIdentification.	O	
MeetingDateAndTime <MtgDtAndTm>	Document	DateTime format	M	
Type <Tp>	Document	XMET, GMET, BMET, CMET, MIXD or SPCL as announced in the seev.001.	M	
Classification <Clssfctn>	Document	As announced in the seev.001.	O	
<b>Financial Instrument Identification</b>				
FinancialInstrumentIdentification <FinInstrmId>	Document	ISIN	M	Table 5 – A4
<b>Other Document Identification</b>				
Other Document Identification <OthrDocId>	Document	Identification of other messages/documents as well as the messages/documents number.	O	
<b>Instruction</b>				
SingleInstructionIdentification <SnglInstrId>	Document	This is the account owner's reference for each individual instruction that is part of the MeetingInstruction message.	M	

MessageElement/BuildingBlock	Place	Detailed usage	M/C/O	SRD II reference
VoteExecutionConfirmation <VoteExctnConf>	Document	VoteExecutionConfirmation for ReRegistration scenario must be set to NO (value "false").	M	
AccountDetails - AccountIdentification <AcctId>	Document	Safekeeping account number at Clearstream/LuxCSD	M	
AccountDetails - InstructedBalance - Balance <Bal>	Document	The instructing party must provide its Instructed Quantity as follows: <ul style="list-style-type: none"> <li>Bal/Unit</li> <li>Bal/FaceAmt</li> <li>Bal/Cd/QALL</li> </ul>	M	
AccountDetails - RightsHolder <RghtsHldr>	Document	An instruction received on an event subject to SRDII must contain the following details of the rightsholder: <ul style="list-style-type: none"> <li>Name</li> <li>Identifier</li> </ul> <p>The last intermediary may provide the details of the rightsholders based on SLA arrangement.</p>	O	
AccountDetails - InstructedBalance - BalanceType <BalTp>	Document	If used, only the InstructedBalance with BalanceType INBA will be considered as the Instructed Quantity	O	
<b>Specific Instruction Request</b>				
SecuritiesRegistration <SctiesRegn>	Document	This indicator should be set to YES (value "true") to request the share re-registration.	M	

For a summarised view of allowed and expected instructions, please refer to the Appendix.

# seev.005.001.07 MeetingInstructionCancellationRequestV07

## Functionality

### Scope

The MeetingInstructionCancellationRequest message is sent by the same party that sent the MeetingInstruction message.

### Usage

It is sent to request the cancellation of one, some or all the instructions included in the original MeetingInstruction message.

### Outline

The MeetingInstructionCancellationRequestV07 MessageDefinition is composed of 4 MessageBuildingBlocks:

**A. MeetingInstructionIdentification**

Identification of the original meeting instruction message for which the cancellation is requested or the original meeting instruction message containing the individual instruction(s) that is/are to be cancelled.

**B. MeetingReference**

Set of elements to allow the unambiguous identification of a meeting.

**C. FinancialInstrumentIdentification**

Security for which the meeting is organised.

**D. ToBeCancelledInstruction**

Specifies one or more instructions for which the cancellation is requested.

### Instructed Quantity

Instructed Quantity has to be provided either in InstructedPosition <InstdPos> - InstructedBalance - Balance <Bal> or in InstructedPosition <InstdPos> - InstructedBalance - BalanceType <BalTp>.

Any failure to provide the Instructed Quantity correctly will be subject to a rejection with the following reason:

- "Instructed balance to be provided in BalTp INBA or without BalTp in single occurrence".

## Structure

The following table provides more detailed information about the usage of the building blocks. M/C/O identifies whether the business data is mandatory, conditional or optional in the ISO 20022 standards.

MessageElement/BuildingBlock	Place	Detailed usage	M/C/O	SRD II reference
<b>Meeting Instruction Identification</b>				
MeetingInstructionIdentification <MtgInstrId>	Document	This is the account owner's reference, intended as the message reference (BusinessMessageIdentifier, <BizMsgIdr>) of the MEIN containing the instruction(s) to be cancelled.	M	
<b>Meeting Reference</b>				
MeetingIdentification <MtgId>	Document	This is the Clearstream/LxuCSD identification for the general meeting. It must be used in all cases, even if the issuer has provided an identification.	M	
IssuerMeetingIdentification <IssrMtgId>	Document	May be used, if provided in the seev.001, in addition to the MeetingIdentification.	O	
MeetingDateAndTime <MtgDtAndTm>	Document	DateTime format.	M	
Type <Tp>	Document	XMET, GMET, BMET, CMET, MIXD or SPCL as announced in the seev.001.	M	
<b>Financial Instrument Identification</b>				
FinancialInstrumentIdentification <FinInstrmId>	Document	ISIN	M	

MessageElement/BuildingBlock	Place	Detailed usage	M/C/O	SRD II reference
<b>To Be Cancelled Instruction – this block must always be provided</b>				
SingleInstructionIdentification <SnglInstrId>	Document	This is the account owner's reference, intended as the individual instruction reference (SingleInstructionIdentification <SnglInstrId>) indicated by the account owner in the Meeting Instruction message (MEIN – seev.004).	M	
InstructedPosition <InstdPos> - AccountIdentification <AcctId>	Document	Safekeeping account number at Clearstream/ LuxCSD.	M	
InstructedPosition <InstdPos> - InstructedBalance <InstdBal> - Balance <Bal>	Document	The instructing party must provide its Instructed Quantity as follows: <ul style="list-style-type: none"> <li>Bal/Unit</li> <li>Bal/FaceAmt</li> <li>Bal/Cd/QALL</li> </ul>	M	
InstructedPosition <InstdPos> - InstructedBalance <InstdBal> - BalanceType <BalTp>	Document	If used, only the InstructedBalance with BalanceType INBA will be considered as the Instructed Quantity	0	

# seev.006.001.07 MeetingInstructionStatusV07

## Functionality

### Scope

The MeetingInstructionStatus message is sent by an intermediary to the sender of an instruction to confirm the status of such an instruction. The message gives the status of one specific instruction within the message.

### Usage

Clearstream Banking / LuxCSD will use the MeetingInstructionStatus message to report the status of a previously received meeting instruction or cancellation request.

This message definition is intended for use with the Business Application Header (BAH).

## Outline

The MeetingInstructionStatusV07 MessageDefinition is composed of 8 MessageBuildingBlocks:

- A. InstructionType**  
Type of instruction.
- B. MeetingReference**  
Set of elements to allow the unambiguous identification of a meeting.
- C. FinancialInstrumentIdentification**  
Security for which the meeting is organised.
- D. InstructionTypeStatus**  
Type of instruction status.
- E. ConfirmingParty**  
Party that confirms the receipt of the vote cast.
- F. VoteCastingParty**  
Party that cast the voting ballot.
- G. RightsHolder**  
Owner of the voting rights.
- H. SupplementaryData**  
Additional information that cannot be captured in the structured fields and/or any other specific block.

## Scenario 1: Processing status is sent on Meeting Intruction message

When applicable, Clearstream Banking / LuxCSD will report the following processing status for each single instruction of a MeetingInstruction message individually: cancelled by sub-custodian (CSUB), accepted (PACK), cancelled (CAND), received by issuer or registrar (RCIS), and/or forwarded (FRWD).

The following table provides more detailed information about the usage of the building blocks. M/C/O identifies whether the business data is mandatory, conditional or optional in the ISO 20022 standards.

MessageElement/BuildingBlock	Place	Detailed usage	M/C/O	SRD II reference
<b>Instruction Type</b>				
InstructionIdentification <InstrId>	Document	This is the business message identifier of the seev.004 message received by Clearstream Banking / LuxCSD from the Instruction Party.	M	
<b>Meeting Reference</b>				
MeetingIdentification <MtgId>	Document	This is the identification of the general meeting event in Clearstream Banking / LuxCSD.	M	
IssuerMeetingIdentification <IssrMtgId>	Document	It will be reported if provided by the third party.	O	
MeetingDateAndTime <MtgDtAndTm>	Document	This is the meting date that has been announced in the general meeting event.	M	
Type <Tp>	Document	XMET, GMET, BMET, CMET, MIXD or SPCL as announced in the seev.001.	M	
Classification <Clssfctn>	Document	As announced in the seev.001.	O	
Issuer <Issr>	Document	Only Name.	M	
<b>Financial Instrument Identification</b>				
FinancialInstrumentIdentification <FinInstrmId>	Document	ISIN	M	

MessageElement/BuildingBlock	Place	Detailed usage	M/C/O	SRD II reference
<b>Instruction Type Status</b>				
Instruction Status <InstrSts>	Document	Used to report the status (MtgInstrSts/InstrTpSts/InstrSts) of each individual instruction within the MeetingInstruction message received.	M	
SingleInstructionIdentification <SnglInstrId>	Document	This is the single instruction identifier received by Clearstream Banking / LuxCSD from the Instructing Party.	M	
AccountIdentification <AcctId>	Document	Instructing Party safekeeping account.	O	
Status <InstrSts/PrcgSts/Sts>	Document	This is the status (MtgInstrSts/InstrTpSts/InstrSts/InstrSts/PrcgSts/Sts) of the individual meeting instruction.  The possible values are: CSUB, PACK, CAND, RCIS and FRWD.	M	
<b>Confirming Party</b>				
ConfirmingParty <CnfrmgPty>	Document	The name and LEI of the following entities will be reported: <ul style="list-style-type: none"> <li>• Clearstream Banking S.A.</li> <li>• Clearstream Banking AG</li> <li>• LuxCSD S.A.</li> </ul>	M	
<b>Vote Casting Party</b>				
VoteCastingParty <VoteCstgPty>	Document	The name and LEI of the Instructing Party.	M	
<b>RightsHolder</b>				
RightsHolder <RghtsHldr>	Document	The name and identification of the rightsholder if provided in the corresponding single instruction.	O	

## Scenario 2: Rejection status is sent on Meeting Instruction message

When applicable, Clearstream Banking / LuxCSD will report the following rejection status for each single instruction of a MeetingInstruction message individually: Account Servicer Deadline Missed [ADEA], Additional Documentation Missing [ADDM], Deadline To Register Missed [DREM], Event Cancelled [MCAN], Insufficient Threshold Position [IPOS], Invalid Option Type [OPTY], Invalid Reference [ULNK], Invalid Security [DSEC], Lack of Securities [LACK], Market Deadline Missed [LATE], Missing Beneficiary Owner Details [FULL], Missing Or Invalid POA [IPOA], No Registered Position [NPOS], Other [OTHR], Partial Vote Not Allowed [PART], Proxy Card Discrepancy [PRXY], Quantity Rejection [DQUA], Registration Discrepancy [IREG], Rejected By Issuer Or Registrar [RBIS], Resolution Number Discrepancy [RESN], Safekeeping Account Rejection [SAFE], Split Vote Not Allowed [SPLT] and Unrecognised Identification [EVNM].

To be highlighted:

- seev.004 message without Account/BIC link in database will be rejected with reason code "SAFE" and Additional text reason: "For the given account, you are not allowed to instruct this type of instruction and / or this type of custody event."
- seev.004 message with multiple Account ID's /Document/MtgInstr/Instr/AcctDtls/AcctId will be rejected with reason code "SAFE" and Additional text reason "Instruction with multiple accounts not accepted".

The following table provides more detailed information about the usage of the building blocks. M/C/O identifies whether the business data is mandatory, conditional or optional in the ISO 20022 standards.

MessageElement/BuildingBlock	Place	Detailed usage	M/C/O	SRD II reference
<b>Instruction Type</b>				
InstructionIdentification <InstrId>	Document	This is the business message identifier of the seev.004 message received by Clearstream Banking / LuxCSD from the Instructing Party.	M	
<b>Meeting Reference</b>				
MeetingIdentification <MtgId>	Document	This is the identification of the general meeting event in Clearstream Banking / LuxCSD.	M	
IssuerMeetingIdentification <IssrMtgId>	Document	It will be reported if provided by the third party.	O	
MeetingDateAndTime <MtgDtAndTm>	Document	This is the meeting date that has been announced in the general meeting event.	M	
Type <Tp>	Document	XMET, GMET, BMET, CMET, MIXD or SPCL as announced in the seev.001.	M	

MessageElement/BuildingBlock	Place	Detailed usage	M/C/O	SRD II reference
Classification <Clssfctn>	Document	As announced in the seev.001.	0	
Issuer <Issr>	Document	Only Name.	M	
<b>Financial Instrument Identification</b>				
FinancialInstrumentIdentification <FinInstrmId>	Document	ISIN	M	
<b>Instruction Type Status</b>				
Instruction Status <InstrSts>	Document	Used to report the status (MtgInstrSts/InstrTpSts/InstrSts) of each individual instruction within the MeetingInstruction message received.	M	
SingleInstructionIdentification <SnglInstrId>	Document	This is the single instruction identifier received by Clearstream Banking / LuxCSD from the Instructing Party.	M	
AccountIdentification <AcctId>	Document	Instructing Party safekeeping account.	0	
Reason code <RsnCd>	Document	This is the rejection reason code on a meeting instruction (MtgInstrSts/InstrTpSts/InstrSts/InstrSts/Rjctd/Rsn/RsnCd/Cd).  The possible values are: ADEA, ADDM DREM, MCAN, IPOS, OPTY, ULNK, DSEC, LACK, LATE, FULL, IPOA, NPOS, OTHR, PART, PRXY, DQUA, IREG, RBIS, RESN, SAFE, SPLT and EVNM.	M	
Additional Reason Information <AddtlRsnInf>	Document	This is additional reason information for the message rejection (MtgInstrSts/InstrTpSts/InstrSts/InstrSts/Rjctd/Rsn/AddtlRsnInf).	0	
<b>Confirming Party</b>				
ConfirmingParty <CnfrmgPty>	Document	The name and LEI of the following entities will be reported: <ul style="list-style-type: none"> <li>• Clearstream Banking S.A.</li> <li>• Clearstream Banking AG</li> <li>• LuxCSD S.A.</li> </ul>	M	
<b>Vote Casting Party</b>				
VoteCastingParty <VoteCstgPty>	Document	(Name or BIC 8) and LEI (if available) of the Instructing Party.	M	

MessageElement/BuildingBlock	Place	Detailed usage	M/C/O	SRD II reference
<b>RightsHolder</b>				
RightsHolder <RghtsHldr>	Document	The name and identification of the rightsholder if provided in the corresponding single instruction.	0	

### Scenario 3: Pending status is sent on Meeting Instruction message

When applicable, Clearstream Banking / LuxCSD will report a pending status (for Lack Of Securities [LACK]) for each single instruction of a MeetingInstruction message individually.

The following table provides more detailed information about the usage of the building blocks. M/C/O identifies whether the business data is mandatory, conditional or optional in the ISO 20022 standards.

MessageElement/BuildingBlock	Place	Detailed usage	M/C/O	SRD II reference
<b>Instruction Type</b>				
InstructionIdentification <InstrId>	Document	This is the business message identifier of the seev.004 message received by Clearstream Banking / LuxCSD from the Instructing Party.	M	
<b>Meeting Reference</b>				
MeetingIdentification <MtgId>	Document	This is the identification of the general meeting event in Clearstream Banking / LuxCSD.	M	
IssuerMeetingIdentification <IssrMtgId>	Document	It will be reported if provided by the third party.	O	
MeetingDateAndTime <MtgDtAndTm>	Document	This is the meeting date that has been announced in the general meeting event.	M	
Type <Tp>	Document	XMET, GMET, BMET, CMET, MIXD or SPCL as announced in the seev.001.	M	
Classification <Clssfctn>	Document	As announced in the seev.001.	O	
Issuer <Issr>	Document	Only Name.	M	
<b>Financial Instrument Identification</b>				
FinancialInstrumentIdentification <FinInstrmId>	Document	ISIN	M	

MessageElement/BuildingBlock	Place	Detailed usage	M/C/O	SRD II reference
<b>Instruction Type Status</b>				
Instruction Status <InstrSts>	Document	Used to report the pending status (MtgInstrSts/InstrTpSts/InstrSts/InstrSts/Pdg) of each individual instruction within the MeetingInstruction message received.	M	
SingleInstructionIdentification <SnglInstrId>	Document	This is the single instruction identifier received by Clearstream Banking / LuxCSD from the Instructing Party.	M	
AccountIdentification <AcctId>	Document	Instructing Party safekeeping account.	O	
Reason code <InstrSts/InstrSts/Pdg/Rsn/RsnCd/Cd >	Document	This is the pending status (MtgInstrSts/InstrTpSts/InstrSts/InstrSts/Pdg/Rsn/RsnCd/Cd) of the individual meeting instruction.  The only possible value is: LACK.	M	
<b>Confirming Party</b>				
ConfirmingParty <CnfrmgPty>	Document	The name and LEI of the following entities will be reported: <ul style="list-style-type: none"> <li>• Clearstream Banking S.A.</li> <li>• Clearstream Banking AG</li> <li>• LuxCSD S.A.</li> </ul>	M	
<b>Vote Casting Party</b>				
VoteCastingParty <VoteCstgPty>	Document	The name and LEI of the Instructing Party.	M	
<b>RightsHolder</b>				
RightsHolder <RghtsHldr>	Document	The name and identification of the rightsholder if provided in the corresponding single instruction.	O	

## Scenario 4: Processing status is sent on Meeting Intruction Cancellation Request message

When applicable, Clearstream Banking / LuxCSD will report the following processing status for each cancellation request that is targeting a single intrsuction: accepted (PACK), cancelled (CAND) and/or received by issuer or registrar (RCIS).

The following table provides more detailed information about the usage of the building blocks. M/C/O identifies whether the business data is mandatory, conditional or optional in the ISO 20022 standards.

MessageElement/BuildingBlock	Place	Detailed usage	M/C/O	SRD II reference
<b>Instruction Type</b>				
Instruction Cancellation Identification <InstrCxlId>	Document	This is the business message identifier of the seev.004 message received by Clearstream Banking / LuxCSD from the Instructing Party.	M	
<b>Meeting Reference</b>				
MeetingIdentification <MtgId>	Document	This is the identification of the general meeting event in Clearstream Banking / LuxCSD.	M	
IssuerMeetingIdentification <IssrMtgId>	Document	It will be reported if provided by the third party.	O	
MeetingDateAndTime <MtgDtAndTm>	Document	This is the meting date that has been announced in the general meeting event.	M	
Type <Tp>	Document	XMET, GMET, BMET, CMET, MIXD or SPCL as announced in the seev.001.	M	
Classification <Clssfctn>	Document	As announced in the seev.001.	O	
Issuer <Issr>	Document	Only Name.	M	
<b>Financial Instrument Identification</b>				
FinancialInstrumentIdentification <FinInstrmId>	Document	ISIN	M	

MessageElement/BuildingBlock	Place	Detailed usage	M/C/O	SRD II reference
<b>Instruction Type Status</b>				
Detailed Cancellation Status <DtldCxlSts>	Document	Used to report the status (MtgInstrSts/InstrTpSts/CxlSts/DtldCxlSts) of each cancellation request that is targeting a single instruction.	M	
Single Instruction Cancellation Identification <SnglInstrCxlId>	Document	This is the single instruction identifier received by Clearstream Banking / LuxCSD from the Instructing Party.	M	
AccountIdentification <AcctId>	Document	Instructing Party safekeeping account.	O	
Status <Sts>	Document	Status of cancellation request (MtgInstrSts/InstrTpSts/CxlSts/DtldCxlSts/InstrCxlSts/PrcgSts/Sts). The possible values are: CAND and/or RCIS.	M	
<b>Confirming Party</b>				
ConfirmingParty <CnfrmgPty>	Document	The name and LEI of the following entities will be reported: <ul style="list-style-type: none"> <li>• Clearstream Banking S.A.</li> <li>• Clearstream Banking AG</li> <li>• LuxCSD S.A.</li> </ul>	M	
<b>Vote Casting Party</b>				
VoteCastingParty <VoteCstgPty>	Document	The name and LEI of the Instructing Party.	M	
<b>RightsHolder</b>				
RightsHolder <RghtsHldr>	Document	The name and identification of the rightsholder if provided in the corresponding single instruction.	O	

## Scenario 5: Rejection status is sent on Meeting Instruction Cancellation Request message

When applicable, Clearstream Banking / LuxCSD will report the following rejection status for each cancellation request that is targeting a single instruction: Account Servicer Deadline Missed [ADEA], Invalid Reference [ULNK], Invalid Security [DSEC], Market Deadline Missed [LATE], Other [OTHR], Quantity Rejection [DQUA], Rejected By Issuer Or Registrar [RBIS], Safekeeping Account Rejection [SAFE], Unrecognised Identification [EVNM], Rejected Since Already Cancelled [DCAN], Rejected Since In Progress [DPRG] and Instruction Irrevocable [INIR].

To be highlighted:

- seev.005 message without Account/BIC link in database will be rejected with reason code "SAFE" and Additional text reason: "For the given account, you are not allowed to instruct this type of instruction and / or this type of custody event."
- seev.005 message without PoA in in the database will be rejected with following reason "SAFE" and Additional text reason: "For the given account, you are not allowed to instruct this type of instruction and / or this type of custody event".
- seev.005 message with missing Account ID's /Document/MtgInstrCxlReq/ToBeCanclInstr/InstPos/AcctId will be rejected with reason code "SAFE" and Additional text reason "No Account Id provided (Mandatory).".
- seev.005 message with multiple Account ID's /Document/MtgInstrCxlReq/ToBeCanclInstr/InstPos/AcctId will be rejected with reason code "SAFE" and Additional text reason "Instruction with multiple accounts not accepted".

The following table provides more detailed information about the usage of the building blocks. M/C/O identifies whether the business data is mandatory, conditional or optional in the ISO 20022 standards.

MessageElement/BuildingBlock	Place	Detailed usage	M/C/O	SRD II reference
<b>Instruction Type</b>				
InstructionIdentification <InstrId>	Document	This is the business message identifier of the seev.004 message received by Clearstream Banking / LuxCSD from the Instructing Party.	M	
<b>Meeting Reference</b>				
MeetingIdentification <MtgId>	Document	This is the identification of the general meeting event in Clearstream Banking / LuxCSD.	M	

MessageElement/BuildingBlock	Place	Detailed usage	M/C/O	SRD II reference
IssuerMeetingIdentification <IssrMtgId>	Document	It will be reported if provided by the third party.	O	
MeetingDateAndTime <MtgDtAndTm>	Document	This is the meeting date that has been announced in the general meeting event.	M	
Type <Tp>	Document	XMET, GMET, BMET, CMET, MIXD or SPCL as announced in the seev.001.	M	
Classification <Clssfctn>	Document	As announced in the seev.001.	O	
Issuer <Issr>	Document	Only Name.	M	
<b>Financial Instrument Identification</b>				
FinancialInstrumentIdentification <FinInstrmId>	Document	ISIN	M	
<b>Instruction Type Status</b>				
Detailed Cancellation Status <DtldCxlSts>	Document	Used to report the status of cancellation request (MtgInstrSts/InstrTpSts/CxlSts/DtldCxlSts).	M	
SingleInstructionIdentification <SnglInstrId>	Document	This is the single instruction identifier received by Clearstream Banking / LuxCSD from the Instructing Party.	M	
AccountIdentification <AcctId>	Document	Instructing Party safekeeping account.	O	
Reason code <InstrSts/Rjctd/Rsn/RsnCd>	Document	Used to report the code to specify the reason why the cancellation request has a rejected status (MtgInstrSts/InstrTpSts/InstrSts/InstrSts/Rjctd/Rsn/RsnCd/Cd).  The possible values are: ADEA, ULNK, DSEC, LATE, OTHR, DQUA, RBIS, SAFE, EVNM, DCAN, DPRG and INIR.	M	
Additional Reason Information <InstrSts/Rjctd/Rsn/AddtlRsnInf>	Document	This is additional reason information for the message rejection (MtgInstrSts/InstrTpSts/InstrSts/InstrSts/Rjctd/Rsn/AddtlRsnInf).	O	

MessageElement/BuildingBlock	Place	Detailed usage	M/C/O	SRD II reference
<b>Confirming Party</b>				
ConfirmingParty <CnfrmgPty>	Document	The name and LEI of the following entities will be reported: <ul style="list-style-type: none"> <li>• Clearstream Banking S.A.</li> <li>• Clearstream Banking AG</li> <li>• LuxCSD S.A.</li> </ul>	M	
<b>Vote Casting Party</b>				
VoteCastingParty <VoteCstgPty>	Document	The (name or BIC 8) and LEI (if available) of the instructing party.	M	
<b>RightsHolder</b>				
RightsHolder <RghtsHldr>	Document	The name and identification of the rightsholder if provided in the corresponding single instruction.	O	

# seev.007.001.07 MeetingVoteExecutionConfirmationV07

## Functionality

### Scope

The MeetingVoteExecutionConfirmation message is sent by Clearstream Banking and LuxCSD to confirm, to the Sender of the MeetingInstruction message, that their vote has been recorded and counted by the Issuer.

### Usage

This message is sent after the shareholders meeting has taken place. Upon receipt of the Vote Execution Confirmation from the third party, Clearstream Banking and LuxCSD confirm the execution of the vote at the meeting. This message is sent if the Sender of the MeetingInstruction message has requested such a confirmation and has subscribed to such reporting.

This service will not be offered if the announcement of the meeting event to Clearstream Banking and LuxCSD has not been in ISO 20022 format.

### Outline

The MeetingVoteExecutionConfirmationV07 MessageDefinition is composed of 6 MessageBuildingBlocks:

- A. MeetingInstructionIdentification**  
Identification of the original meeting instruction message for which the vote execution confirmation is provided.
- B. MeetingReference**  
Set of elements to allow the unambiguous identification of a meeting.
- C. FinancialInstrumentIdentification**  
Security for which the meeting is organised.
- D. VoteInstructions**  
Specifies how a party has voted for each agenda item.
- E. VoteInstructionsConfirmationURLAddress**  
Address to use over the www (HTTP) service where the confirmations of the vote instructions can be found.
- F. SupplementaryData**  
Additional information that cannot be captured in the structured fields and/or any other specific block.

## Structure

The following table provides more detailed information about the usage of the building blocks. M/C/O identifies whether the business data is mandatory, conditional or optional in the ISO 20022 standards.

MessageElement/BuildingBlock	Place	Detailed usage	M/C/O	SRD II reference
<b>Meeting Instruction Identification</b>				
MeetingInstructionIdentification <MtgInstrId>	Document	This is the business message identifier of the seev.004 message received by Clearstream Banking / LuxCSD from the Instructing Party.	M	
<b>Meeting Reference</b>				
MeetingIdentification <MtgId>	Document	This is the identification of the general meeting event in Clearstream Banking / LuxCSD	M	
IssuerMeetingIdentification <IssrMtgId>	Document	It will be reported if provided by the third party.	O	Table 7 – A3
MeetingDateAndTime <MtgDtAndTm>	Document	This is the meeting date that has been announced in the general meeting event.	M	Table 7 – A5
Type <Tp>	Document	XMET, GMET, BMET, CMET, MIXD or SPCL as announced in the seev.001	M	
Classification <Clssfctn>	Document	As announced in the seev.001.	O	
Issuer <Issr>	Document	Only Name.	M	Table 7 – A6

MessageElement/BuildingBlock	Place	Detailed usage	M/C/O	SRD II reference
<b>Financial Instrument Identification</b>				
FinancialInstrumentIdentification <FinInstrmId>	Document	ISIN	M	Table 7 – A4
<b>Vote Instructions</b>				
SingleInstructionIdentification <SnglInstrId>	Document	This is the single instruction identifier received by Clearstream Banking / LuxCSD from the Instructing Party.	M	Table 7 – A11
AccountIdentification <AcctId>	Document	Instructing Party safekeeping account.	M	
RightsHolder <RghtsHldr>	Document	The name of the rightsholder if provided in the corresponding single instruction.	O	Table 7 – A7
Proxy <Prxy>	Document	Identification of the person appointed by the rightsholder as the proxy: Legal name for a legal person. For a natural person, first name and surname.	O	Table 7 – A8
ModalityOfCounting <ModltyOfCntg>	Document	Modality through which the votes that have been recorded and counted were received by the issuer, including whether this is ahead of the meeting or at the meeting.	M	Table 7 – A9
VoteReceiptDateTime <VoteRctDtTm>	Document	DateTime format	M	Table 7 – A10
VotePerResolution <VotePerRsltn> - IssuerLabel <IssrLbl>	Document	Number of the resolution as announced in the seev.001.	M	
VotePerResolution <VotePerRsltn> - For <For>	Document	Number of votes in favour of one resolution.	O	

MessageElement/BuildingBlock	Place	Detailed usage	M/C/O	SRD II reference
VotePerResolution <VotePerRsltn> - Against <Agnst>	Document	Number of votes against one resolution.	0	
VotePerResolution <VotePerRsltn> - Abstain <Abstn>	Document	Number of votes expressed as abstain for one resolution.	0	
VotePerResolution <VotePerRsltn> - Withhold <Wthhld>	Document	Number of votes withheld for one resolution.	0	
VotePerResolution <VotePerRsltn> - WithManagement <WthMgmt>	Document	Number of votes with the voting recommendation of the management.	0	
VotePerResolution <VotePerRsltn> - AgainstManagement <AgnstMgmt>	Document	Number of votes against the voting recommendation of the management.	0	
VotePerResolution <VotePerRsltn> - NoAction <NoActn>	Document	Number of votes for which no action has been taken.	0	
VotePerResolution <VotePerRsltn> - Blank <Blnk>	Document	Vote that are cast as empty, but the vote is counted.	0	
VotePerResolution <VotePerRsltn> - Withdrawn <Wdrwn>	Document	Indicates the resolution was withdrawn at the meeting.	0	
VoteInstructionsConfirmationURLAddress <VoteInstrsConfURLAdr>	Document	Address to use over the www (HTTP) service where the confirmations of the vote instructions can be found.	0	

## seev.008.001.07 MeetingResultDisseminationV07

### Functionality

#### Scope

The MeetingResultDissemination message is sent by Clearstream Banking and LuxCSD to provide information about the voting results of a shareholders meeting.

#### Usage

The MeetingResultDissemination message is used to provide the vote results per resolution. It may also provide information about the level of participation. This message is also used to notify an update or amendment to a previously sent MeetingResultDissemination message.

Clearstream Banking /LuxCSD will issue separate meeting result dissemination notifications per ISIN/market.

### Outline

The MeetingResultDisseminationV07 MessageDefinition is composed of 8 MessageBuildingBlocks:

- A. MeetingResultsDisseminationType**  
Type of dissemination report, that is, whether the report is new or a replacement.
- B. PreviousMeetingResultsDisseminationIdentification**  
Identification of the previously sent meeting result dissemination message.
- C. MeetingReference**  
Set of elements to allow the unambiguous identification of a meeting.
- D. Security**  
Securities for which the meeting is organised.
- E. VoteResult**  
Results per resolution.
- F. Participation**  
Information about the participation to the voting process.
- G. AdditionalInformation**  
Information about where additional information can be received.
- H. SupplementaryData**  
Additional information that cannot be captured in the structured fields and/or any other specific block.

## Structure

The following table provides more detailed information about the usage of the building blocks. M/C/O identifies whether the business data is mandatory, conditional or optional in the ISO 20022 standards.

MessageElement/BuildingBlock	Place	Detailed usage	M/C/O	SRD II reference
<b>Meeting Results Dissemination Type</b>				
MeetingResultsDisseminationType <MtgRsltsDssmntnTp>	Document	Type of dissemination report, that is, whether the report is new or a replacement.  A REPL message should only be sent in case of a change in the previously disseminated results.	M	
<b>Previous Meeting Results Dissemination Identification</b>				
PreviousMeetingResultsDisseminationIdentification <PrvsMtgRsltsDssmntnId>	Document	Identification of the previously sent meeting result dissemination message.	C	
<b>Meeting Reference</b>				
MeetingIdentification <MtgId>	Document	This is the identification of the general meeting event in Clearstream Banking / LuxCSD	M	
IssuerMeetingIdentification <IssrMtgId>	Document	It will be reported if provided by the third party.	O	
MeetingDateAndTime <MtgDtAndTm>	Document	This is the meeting date that has been announced in the general meeting event.	M	
Type <Tp>	Document	XMET, GMET, BMET, CMET, MIXD or SPCL as announced in the seev.001	M	
Classification <Clssfctn>	Document	As announced in the seev.001.	O	

MessageElement/BuildingBlock	Place	Detailed usage	M/C/O	SRD II reference
<b>Security</b>				
FinancialInstrumentIdentification <FinInstrmId>	Document	ISIN	M	
Position - AccountIdentification <AcctId>	Document	Clearstream Banking and LuxCSD will report one message per safekeeping account.	M	
Position - HoldingBalance - Balance <Bal>	Document	Position in the respective ISIN.	M	
Position - HoldingBalance - BalanceType <BalTp>	Document	ELIG should will always be present.	M	
<b>Vote Results</b>				
IssuerLabel <IssrLbl>	Document	Number of the resolution as specified by the issuer or its agent	M	
ResolutionStatus <RslnSts>	Document	Acceptance status of the resolution.	M	
For <For>	Document	Number of votes in favour of one resolution	0	
Against <Agnst>	Document	Number of votes against one resolution.	0	
Abstain <Abstn>	Document	Number of abstention votes.	0	
Withhold <Wthhld>	Document	Number of votes withheld.	0	
WithManagement <WthMgmt>	Document	Number of votes in line with the votes of the management.	0	
AgainstManagement <AgnstMgmt>	Document	Number of votes in line with the votes of the management.	0	
Discretionary <Dscrtnry>	Document	Number of votes for which the decision was left to the party exercised the voting right.	0	
OneYear <OneYr>	Document	Number of votes in favour for one year for "say on pay" type of resolution.	0	

MessageElement/BuildingBlock	Place	Detailed usage	M/C/O	SRD II reference
TwoYears <TwoYrs>	Document	Number of votes in favour of two years for "say on pay" type of resolution.	0	
ThreeYears <ThreeYrs>	Document	Number of votes in favour of three years for "say on pay" type of resolution.	0	
NoAction <NoActn>	Document	Number of votes for which no action has been taken.	0	
Blank <Blnk>	Document	Votes that were cast as empty, but the vote is counted.	0	
<b>Participation</b>				
TotalNumberOfVotingRights <TtlNbOfVtngRghts>	Document	Number of rights admitted to the vote.	0	

## Appendix

The following tables describe in more detail which instructions are accepted for which events.

### Scenario 1

<b>Event notification</b>	<b>Method of participation</b>	EVOT		
	<b>Proxy block</b>	NO		
	<b>Proxy type</b>	n/a		
<b>Customer instruction</b>	<b>Voting scenarios</b>	Holder wants to cast electronic votes		
	<b>Method of participation</b>	EVOT		
	<b>Proxy block</b>	<b>Proxy type</b>	n/a	
		<b>Proxy details including Attendance Card</b>	n/a	
	<b>Right holder</b>	Optional		
	<b>Voting details</b>	Yes		
	<b>Meeting Attendee block</b>	No		
	<b>Meeting attendee details</b>	n/a		
	<b>Meeting Attendee Participation Method</b>	n/a		
	<b>Specific request to Register</b>	Optional		
<b>Custody Inx Type</b>	Vote with/without registration			

## Scenario 2

<b>Event notification</b>	<b>Method of participation</b>	EVOT		
	<b>Proxy block</b>	Yes		
	<b>Proxy type</b>	any		
<b>Customer instruction</b>	<b>Voting scenarios</b>	Holder appoints the custodian to vote (where a generic POA is in place to grant representation)		
	<b>Method of participation</b>	EVOT		
	<b>Proxy block</b>	<b>Proxy type</b>	n/a	
		<b>Proxy details including Attendance Card</b>	n/a	
	<b>Right holder</b>	Optional		
	<b>Voting details</b>	Yes		
	<b>Meeting Attendee block</b>	No		
	<b>Meeting attendee details</b>	n/a		
	<b>Meeting Attendee Participation Method</b>	n/a		
	<b>Specific request to Register</b>	Optional		
	<b>Custody Inx Type</b>	Vote with/without registration		

## Scenario 3.1

<b>Event notification</b>	<b>Method of participation</b>	PRXY		
	<b>Proxy block</b>	Yes		
	<b>Proxy type</b>	CHMR		
<b>Customer instruction</b>	<b>Voting scenarios</b>	Holder appoints chairman		
	<b>Method of participation</b>	PRXY		
	<b>Proxy block</b>	<b>Proxy type</b>	CHMR	
		<b>Proxy details including Attendance Card</b>	n/a	
	<b>Right holder</b>	Optional		
	<b>Voting details</b>	Yes		
	<b>Meeting Attendee block</b>	No		
	<b>Meeting attendee details</b>	n/a		
	<b>Meeting Attendee Participation Method</b>	n/a		
	<b>Specific request to Register</b>	Optional		
<b>Custody Inx Type</b>	Vote with/without registration			

## Scenario 3.2

<b>Event notification</b>	<b>Method of participation</b>	PRXY		
	<b>Proxy block</b>	Yes		
	<b>Proxy type</b>	DISC		
<b>Customer instruction</b>	<b>Voting scenarios</b>	Holder appoints a representative (or similar) to attend & vote		
	<b>Method of participation</b>	PRXY		
	<b>Proxy block</b>	<b>Proxy type</b>	DISC	
		<b>Proxy details including Attendance Card</b>	Yes PrssgndPrxy to record name and ID of lawyer AttndncCardDtls to record delivery method	
	<b>Right holder</b>	Optional		
	<b>Voting details</b>	Yes NO YES only if votes have to be disclosed in advance of the meeting		
	<b>Meeting Attendee block</b>	No		
	<b>Meeting attendee details</b>	n/a		
	<b>Meeting Attendee Participation Method</b>	n/a		
	<b>Specific request to Register</b>	Optional		
<b>Custody Inx Type</b>	Vote with/without registration			

### Scenario 3.3

<b>Event notification</b>	<b>Method of participation</b>	PRXY	
	<b>Proxy block</b>	Yes	
	<b>Proxy type</b>	DISC	
<b>Customer instruction</b>	<b>Voting scenarios</b>	Holder appoints the custodian to attend & vote (where a meeting specific POA is needed to grant representation)	
	<b>Method of participation</b>	PRXY	
	<b>Proxy block</b>	<b>Proxy type</b>	DISC
		<b>Proxy details including Attendance Card</b>	YES PrssgndPrxy to record name and ID of the sub-custodian AttdncCardDtIs to record delivery method
	<b>Right holder</b>	Optional	
	<b>Voting details</b>	Yes	
	<b>Meeting Attendee block</b>	No	
	<b>Meeting attendee details</b>	n/a	
	<b>Meeting Attendee Participation Method</b>	n/a	
	<b>Specific request to Register</b>	Optional	
<b>Custody Inx Type</b>	Vote with/without registration		

## Scenario 3.4

<b>Event notification</b>	<b>Method of participation</b>	PRXY		
	<b>Proxy block</b>	Yes		
	<b>Proxy type</b>	HLDR		
<b>Customer instruction</b>	<b>Voting scenarios</b>	Holder appoints another holder to attend & vote		
	<b>Method of participation</b>	PRXY		
	<b>Proxy block</b>	<b>Proxy type</b>	HLDR	
		<b>Proxy details including Attendance Card</b>	YES PrssgndPrxy to record name and ID of holder AttdncCardDtls to record delivery method	
	<b>Right holder</b>	Optional		
	<b>Voting details</b>	NO YES only if votes have to be disclosed in advance of the meeting		
	<b>Meeting Attendee block</b>	No		
	<b>Meeting attendee details</b>	n/a		
	<b>Meeting Attendee Participation Method</b>	n/a		
	<b>Specific request to Register</b>	Optional		
<b>Custody Inx Type</b>	Vote with/without registration			

## Scenario 4.1

<b>Event notification</b>	<b>Method of participation</b>	PHYS		
	<b>Proxy block</b>	n/a		
	<b>Proxy type</b>	n/a		
<b>Customer instruction</b>	<b>Voting scenarios</b>	Holder wants to attend & vote at the meeting		
	<b>Method of participation</b>	PHYS		
	<b>Proxy block</b>	<b>Proxy type</b>	n/a	
		<b>Proxy details including Attendance Card</b>	n/a	
	<b>Right holder</b>	Optional		
	<b>Voting details</b>	NO YES only if votes have to be disclosed in advance of the meeting		
	<b>Meeting Attendee block</b>	Yes		
	<b>Meeting attendee details</b>	Identification to record name and ID of holder AttdncCardDtls to record delivery method		
	<b>Meeting Attendee Participation Method</b>	n/a		
	<b>Specific request to Register</b>	No		
<b>Custody Inx Type</b>	Attendance with/without Vote Disclosure			

## Scenario 4.2

<b>Event notification</b>	<b>Method of participation</b>	PHYS		
	<b>Proxy block</b>	n/a		
	<b>Proxy type</b>	n/a		
<b>Customer instruction</b>	<b>Voting scenarios</b>	Holder wants to attend & NOT vote at the meeting		
	<b>Method of participation</b>	PHYS		
	<b>Proxy block</b>	<b>Proxy type</b>	n/a	
		<b>Proxy details including Attendance Card</b>	n/a	
	<b>Right holder</b>	Optional		
	<b>Voting details</b>	No		
	<b>Meeting Attendee block</b>	Yes		
	<b>Meeting attendee details</b>	Identification to record name and ID of holder AttnDncCardDtls to record delivery method		
	<b>Meeting Attendee Participation Method</b>	PHNV		
	<b>Specific request to Register</b>	NO		
<b>Custody Inx Type</b>	Attendance without Vote Disclosure			

## Scenario 5

<b>Event notification</b>	<b>Method of participation</b>	Any		
	<b>Proxy block</b>	Any		
	<b>Proxy type</b>	Any		
<b>Customer instruction</b>	<b>Voting scenarios</b>	Registration request		
	<b>Method of participation</b>	n/a		
	<b>Proxy block</b>	<b>Proxy type</b>	No	
		<b>Proxy details including Attendance Card</b>	n/a	
	<b>Right holder</b>	Optional		
	<b>Voting details</b>	No		
	<b>Meeting Attendee block</b>	No		
	<b>Meeting attendee details</b>	n/a		
	<b>Meeting Attendee Participation Method</b>	n/a		
	<b>Specific request to Register</b>	Yes		
<b>Custody Inx Type</b>	Registration			