

Vestima

Investment Funds Services

User Guide for Order Handling Agents

Vestima Investment Funds Services - User Guide for Order Handling Agents

December 2025

Document number: 7519

Information in this document is subject to change without prior notice.

This document is the property of Clearstream Banking S.A. ("Clearstream Banking") and may not be altered without the prior express written consent of Clearstream Banking. Information in this document is subject to change without notice and does not represent a commitment on the part of Clearstream Banking, or any other subsidiary or affiliate of Clearstream International, S.A. This document does not constitute a Governing Document as defined in Clearstream Banking's General Terms and Conditions. The sole purpose of this document is to provide Clearstream Banking's customers with information about the services described herein, and Clearstream Banking does not permit this document to be used for any other purpose without the prior express written consent of Clearstream Banking. This document is available in electronic format and may be provided in other formats at the discretion of Clearstream Banking. Clearstream Banking grants its customers permission to reproduce, store and print this document to the extent deemed reasonable and necessary for receiving from Clearstream Banking the services described herein. Any software provided, as set out in the present document, shall be provided under the applicable licence terms.

© Copyright Clearstream International, S.A. (2025). All rights reserved.

Vestima is a registered trademark of Clearstream International, S.A. S.W.I.F.T. is a registered trademark of the Society for Worldwide Interbank Financial Telecommunication. Microsoft and Excel are registered trademarks of Microsoft Corporation.

Clearstream International, S.A. is a Deutsche Börse Group company.

Contents

Foreword	5
About this guide.....	5
Associated documents	5
A word about security and accessibility	6
Hardware and software requirements.....	6
Contact details	6
1. Introduction	1
2. Getting started	3
Initial activities	3
The web browser connection.....	3
Hardware and software requirements.....	3
Security and accessibility.....	3
To log on to the system	4
Rules for passwords.....	4
Vestima portal structure.....	5
Header section.....	5
Menu.....	6
Event console	6
General features.....	7
3. Order processing	9
Order field definition.....	10
Acknowledge or reject an order	12
Acknowledge a new order:	12
Reject a new order:	13
Order bulk rejection:	13
Filling a subscription or redemption order	14
To fill a subscription or redemption order:.....	14
Filling a switch order	16
Modify order confirmation details	18
To modify an order confirmation:.....	18
Authorise/verify or fail an order	19
To authorise / verify an order:.....	19
To reject (fail) the authorisation/verification of an order:	20

Cancel confirmation	21
Replace confirmation	21
Accept/reject a cancellation request	22
Accept a cancellation request from an OI:	22
Reject a cancellation request from an OI:	23
Create orders via file upload	24
Uploading the file in Vestima	24
To view history of file upload:	25
Spreadsheet/file column content	27
4. Managing orders	30
Search an order / cancellation request	30
Export Order book and similar templates	33
View order history	34
View settlement instruction status	34
Order status definition	35
5. Reference data	37
Fund search	37
6. Reports	40
Report retrieval	40
Formatting an unformatted report	41
Data upload	43
7. Archive	45
Orders	45
Reports	46
Appendix A. Examples of upload file content	47
Examples of subscription and redemption orders	47
Confirming subscription and redemption orders	47
Cancelling subscription and redemption orders	47
Examples of switch orders	48
Confirming a switch order (1-to-1)	48
Cancelling a switch order (1-to-1)	49
Glossary	i

Foreword

Vestima is Clearstream Banking's automated electronic order routing and management service giving Order Issuers (OIs) and Order Handling Agents (OHAs) a single-entry point for orders in domestic, third-party, cross-border and off-shore funds.

About this guide

This guide is intended to help you use the Vestima web browser-based interface as an Order Handling Agent (OHA); that is, someone who receives and fills orders for investment fund shares.

The guide is organised into chapters as follows:

- Chapter 1 "[Introduction](#)" on page 1;
- Chapter 2 "[Getting started](#)" on page 3;
- Chapter 3 "[Order processing](#)" on page 10;
- Chapter 4 "[Managing orders](#)" on page 31
- Chapter 5 "[Reference data](#)" on page 39;
- Chapter 6 "[Reports](#)" on page 42;
- Chapter 7 "[Archive](#)" on page 47;
- Appendix A. "[Examples of upload file content](#)" on page 49;
- "[Glossary](#)".

Associated documents

General and browser:

Vestima Service Description

A general overview of the services of Vestima

Xact Web Portal User Manual

Xact Web Portal security and network information with installation and setup instructions

Swift:

Vestima Swift User Guide

Details of ISO 15022 and ISO 20022 message format specifications for use with Vestima.

A word about security and accessibility

The Vestima web-browser interface is available through Xact Web Portal Access is restricted to authorised users only and is controlled by the use of certificates. Security is further enhanced by the employment of unique ID and password combinations and the encryption of all communication.

Full instructions are detailed in the [Xact Web Portal User Manual](#).

Hardware and software requirements

You can access the Vestima system from any personal computer running appropriate Windows software with a standard web browser. You will also need an external connection to the Vestima system.

Note: For more detailed technical requirements, please refer to the [Xact Web Portal User Manual](#).

Contact details

For further information or if you have specific questions regarding the Vestima system and/or communications with Clearstream Banking, you can contact Client Services in Luxembourg as follows:

Telephone:	+35 2 - 243 - 381 10 +35 2 - 243 - 328 33 +352-243-32555	Connectivity Support for access/configuration issues Vestima Client Services for business queries Vestima Product information
-------------------	--	---

Email:	csvestima@clearstream.com connect@clearstream.com	Vestima Client Services for business queries Connectivity Support
---------------	--	--

Website:	www.clearstream.com/	Clearstream Banking website
-----------------	--	-----------------------------

If you need assistance with Vestima, it would be helpful if you have the following information to hand before contacting Clearstream Banking:

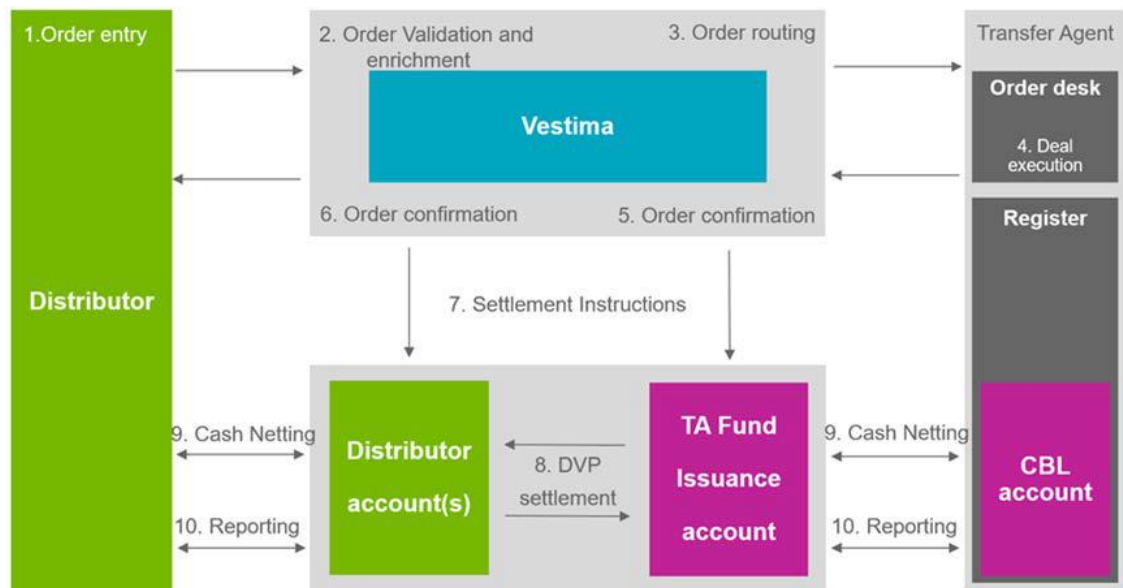
- Your organisation name and Vestima Identity (ID);
- Your name, telephone and fax numbers and your email address;
- The make and model of your PC;
- Your connection type: via Xact Web Portal;
- The type and version of your operating system and web browser software;
- Details of the inquiry (please have full details available);
- If you receive an error message, full details of the error, with any error message number.

Note: As normal practice within financial organisations – Clearstream Banking has implemented telephone line recording to ensure that the interests of Clearstream Banking and of its clients are protected against misunderstandings or miscommunications.

Areas subject to telephone line recording include Client Services. The recorded lines are the subject of an ongoing formal maintenance and quality control program to ensure their continued effective and appropriate deployment and operation.

1. Introduction

Vestima has been developed to simplify and standardise all aspects of investment funds trading. Orders (subscription, redemption, and switch) on any type of funds (mutual or alternative investment funds) can be received through Vestima from a large number of counterparties for all or some of the funds for which you act as an OHA.



Using a web browser interface, the OHA can receive subscription, redemption, and switch orders from a standard desktop PC via Vestima. If an order is valid for further processing, most OHAs will choose to acknowledge its receipt. If an order is not valid, they will reject it. All OHAs will return an electronic confirmation when the order is executed. For further information, see the [Vestima Service Model](#).

Note: The OI and OHA do not communicate directly but via the Vestima automated system.

Orders are routed from the OI in real time.

Integration with the settlement and custody services of Clearstream Banking provides secure straight-through processing (STP) from order input through to final settlement, if required.

There are various types of participants that interact with Vestima. These include the following:

Order Issuer	(OI) An organisation that buys and sells shares directly from the fund or its agent, for its own account or on behalf of other investors.
Order Handling Agent	(OHA) An agent appointed to process fund orders.
Report Receiver	An OI, OHA or Fund Manager that can retrieve reports via the Vestima web browser interface.
Master Participant	A Vestima participant that can act on behalf of other participants.

There are various types of users that interact with Vestima. These include the following:

Administrator	A system administrator who defines access permissions for local users.
OHA User	The local user.

This page has intentionally been left blank.

2. Getting started

This chapter provides information about what you need to know and how Vestima should be prepared, for you to use the system. It contains the following sections:

- “[Initial activities](#)” on page 3;
- “[Vestima portal structure](#)” on page 5;
- “[General features](#)” on page 7.

Initial activities

The necessary technical configurations, with minimum and recommended resources for successful connection to and use of the Vestima service, are described in the [Xact Web Portal User Manual](#).

Before starting to use Vestima, the system administrator should have completed the connectivity setup as described in the [Xact Web Portal User Manual](#) and should have set up the system, defined user details to the system and assigned a logon identity and a one-time password for each user.

The web browser connection

The Vestima web browser connection is based on standard internet architecture and is ready to use with a minimum of installation requirements. Advanced Public Key Infrastructure (PKI) is used in combination with installed certificates to ensure maximum security.

You can access the Vestima web browser interface via the Xact Web Portal.

Hardware and software requirements

You can access the Vestima system from any personal computer running appropriate Windows software with a standard web browser. You will also need an external connection to the Vestima system.

Note: For more detailed technical requirements, please refer to the [Xact Web Portal User Manual](#).

Security and accessibility

Access of Vestima is restricted to authorised users only and is controlled by the use of certificates. Security is further enhanced by the employment of unique ID and password combinations and the encryption of all communication.

To log on to the system

Start your web browser and enter the URL for Vestima accessible via the Xact Web Portal.

For further information please refer to the [Xact Web Portal User Manual](#)

Rules for passwords

As a Vestima user, your passwords must be made up of between 7 and 32 characters with at least one taken from each of the following character sets:



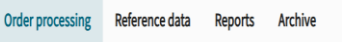



English alphabet (upper case)	A-Z	Numbers	0-9
English alphabet (lower case)	a-z	Special characters (including special symbols)	

Vestima portal structure

Header section



Situated at the top of the screen, the header section gives you access to the below items:

	Event console and quick search	To extend the Event console and the quick search. The quick search allows you to search for a specific trade based on the Vestima or Client order reference (only alphanumeric characters accepted).
	Redirection	Redirects you to the landing page (Order search).
	Menu	The menu contains the main options available (see below more details).
	Help center	The help center gives access to key information such Vestima user guide(s), key documentation, and contacts.
	User preferences and	Gives access to the User Settings (time-zone for cut-off and the number of items per page to display) and Login history.
	Sign out	To manually logoff from the system. In case of inactivity longer than 60 minutes, you will be automatically logged off.

Menu

Order processing	<ul style="list-style-type: none">• To confirm, reject, modify subscription, redemption or switch orders (manual entry or via file upload);• Check the order book or cancellation request book.• Search for an order or a cancellation request.• Perform order bulk rejections.
Reference data	<ul style="list-style-type: none">• Allows a user to search for fund details.
Reports	<ul style="list-style-type: none">• To view reports that are less than 13 months old or download them in CSV format.• To do data upload.
Archive	<ul style="list-style-type: none">• To find past orders or reports that are more than 13 months old.

Event console

The [Event console](#) shows the number of orders currently in your system categorised by status.

You can use the Event console to easily check the progress of all current orders and cancellation requests in the system. The information in this area is updated each time an action has been taken on the browser screen.





The banner can be displayed when you click on  in the header (to hide it, click again on the same icon).

If you untick the ☒ [Show empty](#) in the header, only the list of orders and cancellation requests for which the counter is not equal to 0 will be displayed.

The status disclosed will depend on your user rights. The counter next to each status represents the number of orders associated to the OHA that have this status.


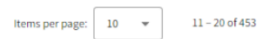
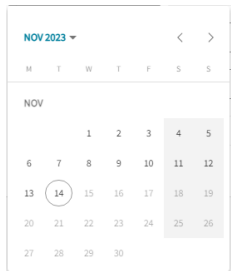







If you click on a given status, the system will open the Order book or the Cancellation request book with the list of orders filtered with the selected status and possible actions.

Event console ☒ Show empty

	Order	
To be Acknowledged		0
To be Confirmed		0
To be Authorised		0
To be Replaced		0
<hr/>		
	Cancellation request	
To be Accepted or Rejected		0
To be Authorised		0

General features

The Vestima Portal contains tools, processes and features that may be used equally in various sections. The purpose of this chapter is to describe these general features centrally for reference.

	Page navigation	Allows to navigate through a list of results if displayed over multiple pages.
	Pagination	Allows the user to display up to 100 records per list.
	Calendar	Allows to specify a date.
	Check boxes	Allows to activate / select an item by ticking the check box and vice-versa. On some lists, each line has a check box so that you can specify several orders to be actioned at the same time.
	Input field	<p>Allows free-text input within the range of allowed alphanumeric characters. Mandatory fields are marked with an asterisk (*).</p> <p>If clients want to search based on the first characters, they can enter an asterisk at the end (*).</p>
	Dropdown field	Allows the selection of one value within a predefined list.
	Details icon	Click on the icon to display a detailed view of the associated item.
	Fund picker	Fund or portfolio picker.
	Sort	You can sort columns in ascending or descending order by clicking on the column title.
	Back button	Allows to navigate to a previously viewed page.

This page has intentionally been left blank.

3. Order processing

This chapter provides a detailed description of processes that an Order Handling Agent (OHA) applies to a standard order when it is confirmed. The chapter contains the following sections:

- ["Order fields definition"](#) on page 10
- ["Acknowledge or reject an order"](#) on page 12
- ["Filling a subscription or redemption order"](#) on page 14
- ["Filling a switch order"](#) on page 16
- ["Modify order confirmation details"](#) on page 18
- ["Authorise/verify or fail an order"](#) on page 19
- ["Cancel a confirmation"](#) on page 21
- ["Replace confirmation"](#) on page 21
- ["Accept/reject a cancellation request"](#) on page 22
- ["Create orders via file upload"](#) on page 24

Order field definition

Some details are supplied by the OI or are enriched by Vestima and inserted into the order. The empty boxes (some with dropdown selections) on the form are for the OHA to supply details.

Fund Details

Fund name	The name of the fund from the Vestima database.
ISIN	The ISIN code for the fund, selected in the Pre-order template.
Common code	The Common code for the fund, selected in the Pre-order template.
NAV frequency	The NAV calculation frequency for the fund.
Fund cut-off time	The official cut-off time for the fund.
Vestima cut-off time	Set by the Vestima system: the time by which an OI must have input its order into the Vestima system in order for CBL to guarantee the routing of the order to the OHA before the Fund Cut-off Time
Last price and currency	Last price received and the official currency of the fund. Last price date
Last price date	Date when Vestima received the last price.
Place of safekeeping	Name of CBL's place of safekeeping.
Transfer agent	The official transfer agent for the fund.

Dealing details

Quantity	Number of shares
Ordered Amount	Displayed only if order created with Amount specified
OI Name	Identity of the OI who created the order
Status	New or (if accept orders has been used) Acknowledged
Order input date	Date and time on which the order was released from OI to Vestima
Forwarded date	Date and time on which the order was made available to the OHA
Requested NAV Currency	In the case of a multi-currency fund, the NAV selected by the OI
NAV Date	To be filled in/amended by the OHA, the date when the applicable price was set
Settlement Option OHA	Specify STP or Manual generation of settlement instructions
Vestima Order Reference	Unique reference number that the Vestima system has allocated to the order
Client order reference	Reference number given by OI for their own records
OHA Order Reference	Your reference: any combination of numbers and letters up to a maximum of 16
V+ Leg Reference	Displayed only in "Switch To Dealing Details" section to allow use its value to confirm the order via the file upload
Price per Share	To be filled in/amended by the OHA
Type of Price per Share	Deal, NAV, bid, offer or none: to be selected by the OHA
Cash Payment Date	Cash Payment Date (if Cash Due Date option is available. for SUBS orders only)
Tax Amount (displayed only if filled)	You can fill this field to notify the OI of a tax charge
Trade Amount	To be filled in/amended by the OHA

Trade Date	(mandatory) To be filled in/amended by the OHA
Requested Future Trade Date	Present when required and specifies when the order is to be executed by the OHA.
Settlement amount	Calculated by the system on quantity of shares and NAV per share: to be filled in/amended by the OHA
Settlement Date	(mandatory) To be filled in/amended by the OHA
Applied Commission Rate / Amount	Other Commission Rate/Amount confirmed by OHA
Other Commission Rate / Amount	Applied Commission Rate/Amount confirmed by OHA
Discount Rate / Amount	Discount Rate/Amount confirmed by OHA
Front End Load Rate/Amount for SUBS orders. Back-end load for REDM orders)	Front end load Rate/Amount confirmed by OHA
OHA external Narrative	(optional) You can use this field to provide information to the OI
OHA Internal Narrative	(optional) You can use this field to add any notes or records concerning this order - contents will not be made available to the OI
Applied Commission requested by OI	<i>Requested by OI</i>
Other Commission requested by OI	<i>Requested by OI</i>
Discount requested by OI	<i>Requested by OI</i>
Front End Load requested by OI for SUBS orders. Back-end load rate for REDM orders	<i>Requested by OI</i>
OI external narrative	Any additional information supplied by the OI

Forex

Original amount	To be filled in by the OHA
From currency	To be filled in by the OHA
To currency	To be filled in by the OHA
Rate	To be filled in by the OHA

EU Tax Directive

Taxable Income per Share	To be filled in by the OHA
Capital Gain In/Out Indicator	To be filled in by the OHA
EU Tax Retention Amount	To be filled in by the OHA
TIS Calculated Indicator	To be filled in by the OHA

Settlement details

Settlement status	Status of the settlement instruction
Settlement method	Indicates whether the order settles delivery versus payment or free of payment.
Settlement currency	The payment currency of the order.

Trading parties

Party type	<i>Provided by the OI or by Vestima</i>
Name & address	<i>Provided by the OI or by Vestima</i>
BIC	<i>Provided by the OI or by Vestima</i>
Safekeeping Account	<i>Provided by the OI or by Vestima</i>

Acknowledgement (if order was acknowledged or order acknowledgement was already initiated)



Acknowledgement Date	Date and time on which the order was acknowledged by the OHA
Trade Date	Optional and indicative value given by the OHA at the time of acknowledgement
Settlement Date	Optional and indicative value given by the OHA at the time of acknowledgement









Acknowledge or reject an order

Acknowledging an order is optional in Vestima but most OIs appreciate their orders being acknowledged as, by so doing, the OHA recognises that an order is valid and can be processed for the next NAV. For this reason, Clearstream recommends all OHAs perform this optional stage of the order life cycle.

Alternatively, the OHA can reject an order that is considered invalid for further processing.

Acknowledge a new order:

1. To acknowledge a single order, go to the Order book to display the list of orders in status "New". Open the order details via the link  and click on "Acknowledge" button at the bottom right of the screen.
2. Alternatively, go to the Event console and select the orders in status "To be Acknowledged".
3. To acknowledge one order, click on  and "Confirm".
4. To acknowledge multiple orders, check the checkboxes next to each of the orders to acknowledge several orders at the same time and click on "Acknowledge".

Acknowledge				
	Actions	Link	Order type	Vestima order ref
<input type="checkbox"/>			All	
<input checked="" type="checkbox"/>			Subscription	25351E927Q
<input checked="" type="checkbox"/>			Redemption	25351E926D
<input checked="" type="checkbox"/>			Subscription	25345E8V6W
<input type="checkbox"/>			Subscription	25345E8V6C


5. A pop-up message will ask you to confirm that you would like to acknowledge the order(s).

Acknowledge order ×

Do you want to acknowledge 3 selected orders?

6. If no checking is required (2-eyes), an acknowledgement that you intend to process the order is sent to the OI that created each order.
 - If the system is set up for one extra check (4-eyes), the order moves into status "Acknowledgement – Awaiting Authorisation" and another user must authorise the order before it can be forwarded to the OI.
 - If the system is set up for two extra checks (6-eyes), the order moves into status "Acknowledgement – Awaiting Verification" and another user must verify the order before it can be forwarded to the OI.

Reject a new order:


1. To reject a single order, go to the Order book to display the list of orders in status "New". Open the order details via the link  and click on "Reject" at the bottom right of the screen.
2. A pop-up window will ask you the reason for the rejection. The Reason narrative is mandatory if and only if the "Reason code" dropdown list has the value "Other". Otherwise, it can be











empty.

3. Click on "Confirm".

Order bulk rejection:

1. The OHA has the possibility to reject multiple orders via the order bulk rejection functionality.
2. Select Order Processing-Order bulk rejection from the menu to display the list of orders which can still be rejected.
3. To reject one order, click on the red icon. 
4. To reject multiple orders, tick the checkboxes next to each of the orders to reject in bulk and click the "Reject" button located at the top left of the screen.

Reject

	Actions	Link	Order type	Vestima order ref
<input type="checkbox"/>			Subscription	25351F2F5A
<input checked="" type="checkbox"/>			Redemption	25351F2F4S
<input checked="" type="checkbox"/>			Redemption	25351F2D5G
<input type="checkbox"/>			Subscription	25351E9Z7Q

5. The system will request you to provide a reason for rejection to be able to proceed.
6. A pop-up window will ask you the reason for the rejection. The Reason narrative is mandatory if the "Reason code" dropdown list has the value "Other". Otherwise, it can be empty.



7. Click on "Confirm" to inform the Vestima system that you do not intend to fill the order.
8. If no checking is required (2-eyes), the status of the order is updated to "Rejected by OHA" and

the order is returned to the OI.

9. In case the user is set up in 4-eyes/6-eyes respectively, the order goes through the following intermediate status "Rejection - Awaiting Authorisation" / "Rejection - Awaiting Verification" before reaching the OI.

Note: An acknowledged order can be rejected before it is confirmed (filled). This is intended only to facilitate exception handling and not to be a standard procedure.

Filling a subscription or redemption order


When you process an order, it must be filled to complete the details before it can be confirmed. Some fields will have been filled out by the OI and cannot be edited by you; others can be overwritten as necessary.

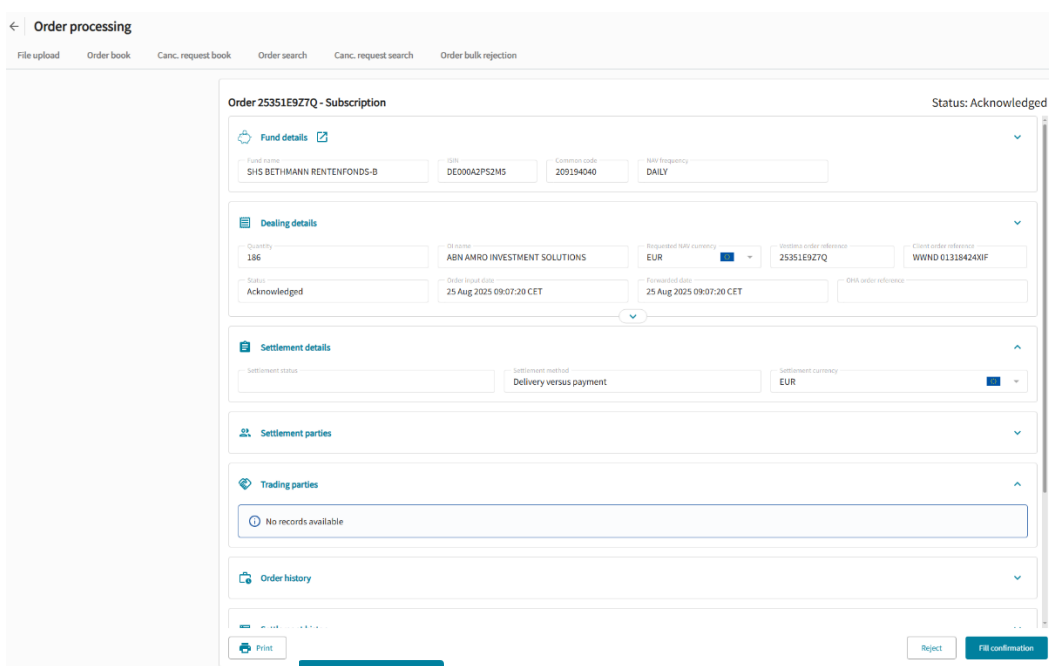
When an order has been filled, it is validated by Vestima for errors and returned to the OHA to be confirmed. The order can then be verified and/or authorised before confirmation, according to your Vestima setup.

To fill a subscription or redemption order:

1. Go to the Order book to display the list of orders and open the details of the order that can be filled.

Orders for which the settlement day plus one business day has passed will be highlighted in red in the Order book if order has not matched, or order has matched but failed to settle.

2. Alternatively, go to the Event console and select the orders in status "To be Confirmed".
3. Open the order details via the link  to display the order dealing details.



The screenshot displays the 'Order processing' interface for a specific order. The top navigation bar includes links for 'File upload', 'Order book', 'Canc. request book', 'Order search', 'Canc. request search', and 'Order bulk rejection'. The main content area is titled 'Order 25351E9Z7Q - Subscription' with a status of 'Acknowledged'. It is divided into several sections: 'Fund details' (Fund name: SHS BETHMANN RENTENFONDS-B, ISIN: DE000A2PS2M5, Common code: 209194040, NAV frequency: DAILY), 'Dealing details' (Quantity: 186, Order name: ABN AMRO INVESTMENT SOLUTIONS, Requested NAV currency: EUR, Order reference: 25351E9Z7Q, Client order reference: WWND 01318424XIF, Status: Acknowledged, Order book date: 25 Aug 2025 09:07:20 CET, Processed date: 25 Aug 2025 09:07:20 CET), 'Settlement details' (Settlement status, Settlement method: Delivery versus payment, Settlement currency: EUR), 'Settlement parties', 'Trading parties' (No records available), and 'Order history'. At the bottom right, there is a 'Fill confirmation' button.

4. Click on the  button at the bottom right of the screen.

Dealing details

Quantity*	OI name	Requested NAV Currency	NAV date	Settlement Option OHA
<input type="text"/>	<input type="text"/>	GBP	<input type="text"/>	STP
<small>ⓘ This field is required</small>				
Order input date	Forwarded date	Vestima order reference	Client order reference	OHA order reference
17 Nov 2025 18:46:13 CET	17 Nov 2025 18:48:15 CET	25471C2X	VESPL18	
Price per share*	Type of price per share*	Trade amount*	Settlement amount*	
GBP	NAV	GBP	GBP	
<small>ⓘ Please enter correct amount value</small>		<small>ⓘ Please enter correct amount value</small>		
Ordered amount	Tax amount	Trade date*	Settlement date*	
GBP 900.00		19/11/2025	20/11/2025	
		<small>ⓘ Please enter correct amount value</small>		

- Type in the Dealing details of the order as appropriate. The fields with an asterisk (*) or highlighted in red are mandatory. Please refer to "[Order fields definition](#)" on page 10 definition for specific questions on fields.

Note: If the commission details are not filled, the trade amount and settlement amount are set automatically to "Price per Share" times "Quantity".

- Check and amend commission information as appropriate.

Applied commission	
Rate	Amount
<input type="text"/>	
Other commission	
Rate	Amount
<input type="text"/>	
Discount	
Rate	Amount
<input type="text"/>	
Front end load	
Rate	Amount
<input type="text"/>	

- If the OHA specifies a discount or commission in amount for a "Quantity" order and its currency is the same as the "Requested NAV currency" of the order, the system auto calculates the final "Settlement Amount" considering the discount or commission amount applied.

Note: Vestima will not auto calculate the "Settlement Amount" if discount/commission rate is specified and/or if currencies are different and will remove previously calculated "Settlement Amount" value and leave the field empty.

- Add any narrative information that you require.
- To confirm the order, click on [Confirm](#)
- A confirmation popup screen will be displayed.

Order confirmation ×

Do you really want to confirm the order?

[No, cancel](#) [Yes, confirm](#)

- Click on "Yes, confirm" to accept the confirmation details.
- The next step depends on the system options specified by the system administrator. See "[Authorise/verify or fail an order](#)"

- If the system is set up to require one extra check on the input of the first user, another user must authorise the order before the order can be confirmed.
- If the system is set up for two extra checks, another user must verify the order before a third user authorises it.

- If no checking is required, the order will be forwarded to the OI and assigned the status "Confirmed".

13. Click on [Modify confirmation](#) to redisplay the fill order confirmation in order to change any of the details and resubmit the order.

Filling a switch order

1. Go to the Order book to display the list of orders and open the details of the switch order that can be filled.

Orders for which the settlement day plus one business day has passed will be highlighted in red in the Order book if order has not matched, or order has matched but failed to settle.

2. Alternatively, go to the Event console and select the orders in status "To be Confirmed".

Order processing

File upload

Order book

Canc. request book

Order search

Canc. request search

Order bulk rejection

New: 2051

Acknowledged: 7

Rejected by the OHA: 0

Confirmed: 81

Confirm Cancelled: 0

Conf

Link	Order type	Vestima order ref	Client order ref	OHA reference	ISIN	Common code	Fund name
	<div>Switch</div>						
	Switch	253043C8Z5K	GZU3Q3123922984B		LU0029873410	002987341	SHS TEMPLETON GL CLIMATE CHANGE FD-A YDIS
	Switch	24443J4F9G	QRUSW3010240001F		LU0109392836	010939283	SHS FRANKLIN TECHNOLOGY FD-A CAP USD
	Switch	24435V4Q4N	QRUSW2510240002F		LU0128526901	012852690	SHS FRANKLIN USD SH-T MONEY MKT FD-A CAP USD

3. Open the switch order details via the link to display the switch order dealing details template.
4. Click on the [Fill confirmation](#) button at the bottom right of the screen. For switch orders, the Order Detail: Switch template is displayed.
5. Fill in the "Switch from - Dealing details" details and commissions the order as appropriate. The fields with an asterisk (*) or highlighted in red are mandatory. Please refer to ["Order fields definition"](#) on page 10 definition for specific questions on fields.

Note: When the OHA specifies the value for "Price per Share", Vestima auto calculates the "Trade Amount" for an order in "Quantity". For an order in "Amount", it auto-calculates both the "Quantity" and the "Trade Amount".

6. Check and amend commission information as appropriate.
7. Add any narrative information that you require.

Applied commission

Rate
Amount

Switch from - Dealing details

Quantity
75

OI name
TEST UBS SWITZERLAND AG

Requested NAV Currency
EUR

NAV date

Settlement Option OHA
STP

Order input date
24 Jul 2025 14:21:20 CET

Forwarded date
24 Jul 2025 14:21:20 CET

Vestima order reference
253043C8Z5K

Client order reference
GZU3Q3123922984B

OHA order reference

Price per share*
EUR

Type of price per share*
NAV

Trade amount*
EUR

Tax amount
EUR

Trade date*
26/08/2025

Settlement date*
27/08/2025

8. Scroll down to the "Switch to - Dealing details" and complete all the mandatory as shown below: The "Switch to Dealing Details" include the "Percentage" of the subscription to be purchased from the redemption proceeds (100% = 1-to-1 switch).

Switch to - Dealing details

Quantity*	Percentage 100 %	Vestima leg reference 253043C8Z5L	Requested NAV Currency EUR	NAV date
⚠ This field is required				
Price per share* EUR	Type of price per share* NAV	Trade amount* EUR	Settlement currency EUR	
⚠ Please enter correct amount value		⚠ Please enter correct amount value		
	Tax amount EUR	Trade date* 26/08/2025	Settlement date* 27/08/2025	
Applied commission Rate Amount		Applied commission requested by OI		
Other commission Rate Amount		Other commission requested by OI		
Discount Rate Amount		Discount requested by OI		
Front end load Rate Amount		Front end load requested by OI		

Note: Commissions and discounts in "Switch From dealing details" and "Switch To dealing details" sections are mutually exclusive e.g. if "Discount Amount" is specified in the "Switch From dealing details" section, then "Discount Amount" in "Switch To dealing details" section is deactivated.

9. To confirm the order, click on **Confirm**
10. A confirmation popup screen will be displayed.

Order confirmation ×

Do you really want to confirm the order?


No, cancel **Yes, confirm**

11. Click on "Yes, confirm" to accept the confirmation details.
12. The next step depends on the system options specified by the system administrator. See ["Authorise/verify or fail an order"](#)
 - If the system is set up to require one extra check on the input of the first user, another user must authorise the order before the order can be confirmed.
 - If the system is set up for two extra checks, another user must verify the order before a third user authorises it.
 - If no checking is required, the order will be forwarded to the OI and assigned the status "Confirmed".
13. Click on **Modify confirmation** to redisplay the fill order confirmation to change any of the details and resubmit the confirmation.

Modify order confirmation details

An order confirmation can be modified if it is awaiting verification and/or authorisation or is in status “Failed Verification / Authorisation”.

To modify an order confirmation:

1. Go to the Order book to display the list of orders and open the details of order that can be modified via the link 
2. If it is still possible to modify the order confirmation, you will see the “Modify confirmation” button on the bottom right of the Order details:

Order 25343E2X9W - Subscription Status: Confirmation - Awaiting Authorisation

Fund details

Fund name: SHS TEMPLETON LATIN AMERICA FD-A YDI...
ISIN: LU0260865158
Common code: 026086515
NAV frequency: DAILY

Dealing details

Ordered amount: EUR 788.13
OI name: FONDSDEPOT BANK GMBH
Requested NAV currency: EUR
Verification order reference: 25343E2X9W
Client order reference: 18498609
Status: Confirmation - Awaiting Authorisation
Order input date: 20 Aug 2025 17:32:27 CET
Forwarded date: 20 Aug 2025 17:32:28 CET
GHA order reference: VESPL6315
Quantity: 788.13
Price per share: EUR 1.00
Trade amount: EUR 788.13
Settlement amount: EUR 788.13
NAV date:
Type of price per share: NAV
Trade date: 25 Aug 2025
Settlement date: 26 Aug 2025





Settlement details

Settlement status:
Settlement method: Delivery versus payment
Settlement option (GHA): STP
Settlement currency: EUR

Settlement parties

Trading parties

Party type	Name & address	BIC	Safekeeping account	Commercial contract
Step in broker		FODBDE77XXX	GCKX000137	

3. Click on “Modify confirmation” to display the order where all the fields editable during the order creation will be accessible.
4. Make changes to the order confirmation details as necessary and click on “Confirm”. A pop-up window will ask you to confirm.

Modification of order confirmation



Do you really want to modify the order confirmation?

No, cancel

Yes, modify

5. Confirm the modification by clicking “Yes, modify” in the pop-up window
6. The next step depends on the system options specified by the system administrator. See [“Authorise/verify or fail an order”](#)
7. If no checking is required (2-eyes), the order is sent directly to the OI and assigned the status “Confirmed”

Authorise/verify or fail an order

Verification is a 6-eyes checking option that requires a second user to read and verify details after every order or cancellation request has been acknowledged or rejected, filled or modified, or for a cancelled or replaced confirmation, prior to these actions being authorised by a third user.


Authorisation is a 4-eyes or 6-eyes checking option that requires another user to read and authorise details after every order and cancellation request has been acknowledged or rejected, filled or modified, or for a cancelled or replaced confirmation.

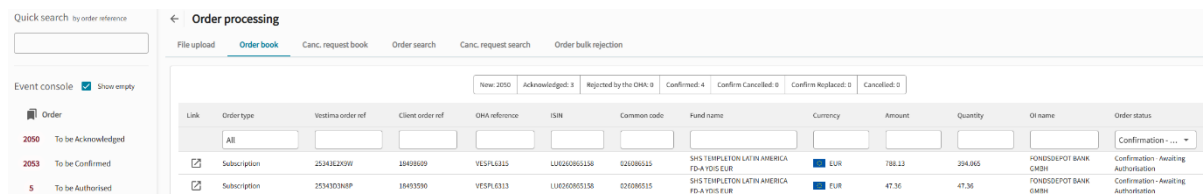
To authorise / verify an order:

Users having authorisation (4-eyes) and/or verification rights (6-eyes) have the possibility to authorise or reject orders entered by another user.

1. **4-eyes process:** One user will create the order and a second user must authorise it (one extra check) before the order is forwarded to the OHA.
2. **6-eyes process:** One user will create the order, a second user must verify it and a third one must authorise it (two extra steps) before the order is forwarded to the OHA.

Authorise and verify are processed in the same way, therefore we will only describe the authorisation process in this chapter. You can display the list of orders to be authorised or verified in two different ways:

- Click on  to display the event console and then on "To be Authorised" or 'To Be Verified' status.
- Or go to the Order book, filter on "Awaiting authorisation" or "Awaiting Verification" status, for example, "Confirmation – Awaiting Authorisation" as displayed below.



Quick search by order reference

Order processing

File upload Order book Canc. request book Order search Canc. request search Order bulk rejection



Event console ☒ Show empty



Order

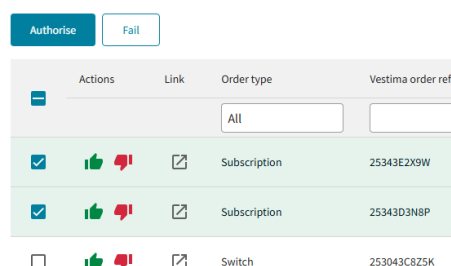
2050 To be Acknowledged

2053 To be Confirmed











5 To be Authorised

Link	Order type	Vestima order ref	Client order ref	OHA reference	ISIN	Common code	Fund name	Currency	Amount	Quantity	OI name	Order status
	Subscription	25343E2X9W	18493609	YESPL6315	LU0210065139	021006515	SHS TEMPLETON LATIN AMERICA FD-A Y015 EUR	EUR	788.13	294.965	FONDSDEPOT BANK GMBH	Confirmation - Awaiting Authorisation
	Subscription	25343D3N8P	18493590	YESPL6313	LU0210065136	021006515	SHS TEMPLETON LATIN AMERICA FD-A Y015 EUR	EUR	47.36	47.36	FONDSDEPOT BANK GMBH	Confirmation - Awaiting Authorisation

1. To authorise a single order, go to the Order book to display the list of orders in status "Awaiting Authorisation".
2. Open the order details via the link  and click on the "Authorise" button at the bottom right of the screen.
3. Alternatively, go to the Event console and select the orders in status "To be Authorised".
4. To acknowledge one  order, click on and "Confirm".
5. To acknowledge multiple orders, check the checkboxes next to each of the orders to authorise several orders at the same time and click on the "Authorise" button at the top left of the screen.



Authorise Fail



Actions	Link	Order type	Vestima order ref
	<input type="text" value="All"/>	<input type="text" value=""/>	<input type="text" value=""/>
<input checked="" type="checkbox"/>  		Subscription	25343E2X9W
<input checked="" type="checkbox"/>  		Subscription	25343D3N8P
<input type="checkbox"/>  		Switch	253043C8Z5K

6. A pop-up message will ask you to confirm that you would like to acknowledge the order(s).
7. Click on "Confirm".

8. The status of the order is updated to "Confirmed" if you are authorizing the order (4-eyes) and to "Awaiting Verification" if in 6-eyes.
9. A confirmation is sent to the OI that created the order(s).

To reject (fail) the authorisation/verification of an order:

The OHA has the possibility to reject (fail) the authorisation / verification of an order in status "Awaiting authorisation" or "Awaiting Verification" status e.g. "Confirmation – Awaiting Authorisation".

1. To fail the authorisation/verification of a single order, go to the Order book to display the list of orders in status "Awaiting Authorisation/Verification".
2. Open the order details via the link  and click on the "Fail" button at the bottom right of the screen.
3. Alternatively, go to the Event console and select the orders in status "To be Authorised".
4. To fail one order, click on the red icon .
5. To fail multiple orders, check the checkboxes next to each of the orders to fail several orders at the same time and click on the "Fail" button located at the top left of the screen.

6. A pop-up window will ask you the reason for failing the authorization/verification of the order(s). The Reason narrative is mandatory if the "Fail reason" dropdown list has the value "Other". Otherwise, it can be empty.

7. Click on "Confirm".
8. The status of the order is updated to "Failed Verification or Authorisation"

Cancel confirmation

An OHA can cancel the confirmation of an order if the order is in status "Confirmed" or "Cancel confirmation - Failed Verification or Authorisation".

1. To cancel confirmation, go to the Order book to display the list of confirmed orders. Open the details of the confirmed order via the link [🔗](#).
2. If it is still possible to cancel the order confirmation, you will see the "Cancel confirmation" button on the bottom right of the Order details.
3. Click on "Cancel confirmation".
4. A pop-up window will ask you the reason for cancelling the confirmation of the order. The Reason narrative is mandatory if the "Cancellation reason" dropdown list has the value "Other". Otherwise, it can be empty.
5. Confirm the cancel confirmation by clicking "Confirm" in the pop-up window.
6. The next step depends on the system options specified by the system administrator. See ["Authorise/Verify or Fail an order"](#).
7. If no checking is required (2-eyes), the order is sent directly to the OI and assigned the status "Confirmation Cancelled".
8. An OHA can check the reason for the cancellation by querying the "Confirmation cancellation" section in the order details screen as below:

Confirmation cancellation

Cancellation reason: Other

Cancellation date: 03 Sep 2025 11:34:29 CET

Cancellation narrative: test cancel confirm

Reason narrative:
0/255

Cancel Confirm

Replace confirmation

An OHA can replace the confirmation of an order if the order is in status "Confirmation Cancelled"

1. Go to the Order book to display the list of orders in status "Confirmation Cancelled". Open the details of the specific order via the link [🔗](#).
2. If it is still possible to replace the order confirmation, you will see the "Replace confirmation" button on the bottom right of the Order details.
3. Click on "Replace confirmation" to display the order where all the fields editable during the order creation will be accessible.

4. Make changes to the order confirmation details as necessary and click on “Confirm”.
5. A pop-up window will ask you to replace the confirmation.

Replace confirmation

×

Do you really want to replace the order confirmation?


No, cancel

Yes, replace

6. Confirm by clicking “Yes, replace” in the pop-up window.
7. The next step depends on the system options specified by the system administrator. See [“Authorise/verify or fail an order”](#).
8. If no checking is required (2-eyes), the order is sent directly to the OI and assigned and status “Confirmation Replaced”.

Accept/reject a cancellation request

Accept a cancellation request from an OI:

1. Go to the Cancellation request book from the Order processing menu to display the list of pending cancellation requests.
2. Open the cancellation request order details via the link  and click on “Accept” button at the bottom right of the screen.
3. A pop-up message will ask you to confirm that you would like to accept the cancellation request

Accept cancellation request


×









Do you want to accept the cancellation request under the reference 25344ESH3E for the fund SH5 MORG.STAN.LIQ.FDS-USD LIQ.QUAL.ACC7

Cancellation request OIA reference

Cancel

Confirm

4. Alternatively, go to the Event console –Cancellation request and select the cancellation requests in status “To be Accepted or Rejected”.
5. To accept one of the cancellation requests, click on .
6. To accept multiple cancellation request orders, check the checkboxes next to each of the cancellation request orders to accept them in bulk. Click on the “Accept” button at the top left of the screen.


Accept		Reject	
Actions	Link	Order type	Vestima canic req ref
<input type="checkbox"/>	 	<input checked="" type="checkbox"/>	Redemption 25334B982H
<input checked="" type="checkbox"/>	 	<input checked="" type="checkbox"/>	Subscription 253053CQ6S
<input checked="" type="checkbox"/>	 	<input checked="" type="checkbox"/>	Subscription 253053CQNH
<input type="checkbox"/>	 	<input checked="" type="checkbox"/>	Subscription 253033B9G3Q

7. A pop-up message will ask you to confirm that you would like to accept the selected cancellation request order(s).
8. The next step depends on the system options specified by the system administrator. See ["Authorise/verify or fail an order"](#).
9. If no checking is required (2-eyes), the order is sent directly to the OI and assigned the status "Accepted by the OHA".

Reject a cancellation request from an OI:

Accept selected cancellation requests ✕

Do you want to accept 2 selected cancellation requests?

1. To reject a single order, go to the Cancellation request book to display the list of pending cancellation requests.
2. Open the cancellation request order details via the link  and click on "Reject" at the bottom right of the screen.
3. A pop-up window will ask you the reason for the cancellation. The Reason narrative is mandatory if the "Reason code" dropdown list has the value "Other". Otherwise, it can be empty.

Reject cancellation request ✕


Do you want to reject the cancellation request under the reference 25334B9B2H for the fund SHS SCHRODER ASIAN ASSET INCOME FD -USD A ACC?













* indicates required field

Reason code:

Reason narrative:

Cancellation request OHS reference:

4. Click on "Confirm".
5. Alternatively, go to the Event console –Cancellation request and select the cancellation requests in status "To be Accepted or Rejected".
6. To reject one of the cancellation requests, click on .
7. To reject multiple cancellation request orders, check the checkboxes next to each of the cancellation requests to reject them in bulk. Click on the "Reject" button at the top left of the screen.

	Actions	Link	Order type	Vestima canc req ref
			All	
<input type="checkbox"/>	 		Redemption	25334B9B2H
<input checked="" type="checkbox"/>	 		Subscription	253053C9Q6S
<input checked="" type="checkbox"/>	 		Subscription	253053C9N9H
<input type="checkbox"/>	 		Subscription	253023B9G3Q

8. A pop-up message will ask you to confirm that you would like to reject the selected cancellation request order(s) The Reason narrative is mandatory if the "Reason code" dropdown list has the value "Other". Otherwise, it can be empty.
9. The next step depends on the system options specified by the system administrator. See ["Authorise/verify or fail an order"](#).
10. If no checking is required (2-eyes), the order is sent directly to the OI and assigned the status "Rejected by the OHA".

Rejection of selected cancellation requests ✕

Do you want to reject 2 selected cancellation requests?

* Indicates required field

Reason code
Other

Reason narrative*

0/210

Cancel Confirm

Create orders via file upload

This chapter is intended to help OHAs to be able to confirm (or cancel confirmation or replace) large numbers of orders to Vestima in a single operation.

Uploading the file in Vestima

1. Create a CSV file with the list and details of your orders (see columns content in ["Spreadsheet / file column content"](#)).
 - The file can contain up to 1000 rows (one row per order).
 - Each line in the file must contain a unique message reference in the first column.
 - If you include a file header row, ensure that the last column of the first row contains "h" (not "z"). Individual column headers can have any name.
 - A standard template can be downloaded by clicking on "Download example" as per the screenshot below.
2. Save the spreadsheet in CSV format. There are no constraints on the file name.
3. In Vestima, select Order Processing-File upload.
4. You can either browse your file or drag and drop it.
5. Select your template name.

New History

1 Select CSV (current step) 2 Review and confirm 3 Done

Drag and drop file here or

Browse your files

Download example

☐ Only syntax validation (no order creation)

Validate

6. If you want to see the possible errors linked to the content of a file and only validate the syntax

- (fields/format) of the file, select "Only syntax validation (no order creation)".
- Click on "Validate".
 - Once the syntax validation is complete, click the "Apply" button to proceed.

- Note 1:** If the file contains formatting errors, it will be rejected. You will immediately receive information on the formatting problem, and you will need to correct the file accordingly. If no errors are encountered, the message "Validation completed successfully" will be displayed. Click on "Apply" to process with the orders.
- Note 2:** The file is processed asynchronously, order by order, so that, if there is an error within one order, all the other orders are still processed.

Viewing file upload results

When your file has been uploaded to Vestima and processed, you can view the results of the upload in the below table:

2 / 2 orders have been processed			
All Order (2)		Orders rejected (1)	Orders accepted (1)
Line number	Validation message	Result	Link
2	Order under the reference 25344E5U2A is valid	✓	Link
3	Wrong order type given in confirmation with Vestima ref 25344E4Y2W Invalid or missing settlement date	!	


Items per page: 10 1 - 2 of 2 |< < > >|

Any validation errors or warnings are listed in the tab "Orders rejected". We advise you to correct the order(s) and upload again the file.

To view history of file upload:

The files that are saved under the history tab are all the files that passed the validation and finished the processing with status "Input validated".

Each upload can be tracked: Vestima assigns a unique reference to each file upload.

Click on the last column  ("Detail") of the relevant file to see the results of the upload.

Replacing confirmations

An order confirmation can be replaced only after it has been successfully cancelled. If a cancellation and a replacement of the same order confirmation are in the same upload file, the two requests will be processed in parallel with the possible result that the replacement is rejected because the relevant cancellation has not yet been processed.

It is recommended to upload files containing confirmation cancellations first, followed by files containing any replacement confirmations.

Spreadsheet/file column content

Examples of subscription, redemption and switch orders are provided in "[Appendix A. Examples of upload file content](#)" on page 50.

Notes:

- Comma or semi-colon characters shall be used only as separator.
- The file can have a header containing the labels of the columns or not (optional).
- Numeric values with decimals must use a period (.) character as the decimal separator. Change the Regional Settings in your Windows Control Panel, if necessary.
- Percentage rates are expressed with the numeric only; for example, "1%" is indicated by "1".
- In the following table, Status: M=Mandatory; O=Optional; C=Conditional.
- Commissions, discounts and charges can be expressed either as percentage rates or as currency amounts. Clients are recommended to use amounts in preference to rates. For switch orders, only one of the legs may contain information about commissions, discounts and charges.

Column	Content	Field Description/Rules	Status
A	OHA Reference	Unique message reference assigned by the sender (OHA): <ul style="list-style-type: none"> • For redemptions and subscriptions: OHA order reference • For switch orders: OHA leg reference. 	M
B	OHA Master Reference (Switch Ref)	<ul style="list-style-type: none"> • For redemptions and subscriptions: OHA order reference; • For switch orders: OHA's master order reference. 	C
C	V+ Reference	V+ order reference (visible in GUI, created at order creation).	M
D	V+ Leg Reference	V+ leg reference referred by current message.	C
E	Number of Messages	Total number of linked messages in case of switch orders	C
F	Message Sequence Number	Message sequence number in case of a switch order.	C
G	Message Function	Function of the message: <ul style="list-style-type: none"> • CONF=Confirm an order or Replace an existing confirmation • CANC=Cancel an order confirmation 	M
H	Cancellation Reason	Narrative text from the OHA in case of a confirmation cancellation.	C
I	Order Type	Order type (Buy/Sell) indicator: <ul style="list-style-type: none"> • REDM=Redemption • SUBS=Subscription • SWIF=Switch From • SWIT=Switch To 	M
J	Common Code	Common code of the financial instrument ordered (leading zeroes are not required). Not required if ISIN code provided.	C

Column	Content	Field Description/Rules	Status
K	ISIN Code	ISIN code of the financial instrument ordered. Not required if Common code provided.	C
L	Settlement Option	Settlement option indicator. If field not present, the default configuration is assumed. <ul style="list-style-type: none"> AUTO=STP Settlement MANU=No instruction generated 	O
M	Internal Narrative	Narrative text from the OHA. Made available only on the GUI to other users from the same OHA.	O
N	External Narrative	Narrative text from the OHA. Made available to everybody, including the OI.	O
O	Settlement Currency	Settlement currency.	C
P	Settlement Amount	Settlement amount.	C
Q	Settlement Date	YYYY-MM-DD	M
R	Original Currency	Original settlement currency (before applying the exchange rate).	C
S	Original Amount	Original settlement amount (before applying the exchange rate). The separator to be used is dot '.'	C
T	Number of Units	Confirmed quantity of financial instrument ordered.	M
U	Price per Share Currency	Currency of the price per share.	M
V	Price per Share Amount	Amount of the price per share.	M
W	Type of Price per Share	Indicator of the type of price per share <ul style="list-style-type: none"> BID=Bid price when Order Type is REDM or SWIF; OFFER=Offer price when Order Type is SUBS or SWIT; NAV=Net Asset Value price; DEAL=Deal price. 	O
X	Trade Currency	Trade currency.	C
Y	Trade Amount	Trade amount.	C
Z	Trade Date	YYYY-MM-DD	M
AA	NAV Date	YYYY-MM-DD	O
AB	Tax Currency	Tax currency.	C
AC	Tax Amount	Tax amount.	C
AD	Applied Commission Currency	Applied order commission currency.	C
AE	Applied Commission Amount	Applied order commission amount.	C
AF	Applied Commission Rate	Applied order commission rate.	O

Column	Content	Field Description/Rules	Status
AG	Other Commission Currency	Other order commission currency.	C
AH	Other Commission Amount	Other order commission amount.	C
AI	Other Commission rate	Other order commission rate.	O
AJ	Front End/ Back End Load Currency	Front End/ Back End Load currency.	C
AK	Front End/ Back End Load Amount	Front End/ Back End Load amount.	C
AL	Front End/ Back End Load Rate	Front End/ Back End Load rate.	O
AM	Discount Currency	Order waived commission currency.	C
AN	Discount Amount	Order waived commission amount.	C
AK	Front End/ Back End Load Amount	Front End/ Back End Load amount.	C
AO	Discount Rate	Order waived commission rate.	O
AM	Discount Currency	Order waived commission currency.	C
AP	FOREX Currency From	Origin currency of the exchange rate.	C
AQ	FOREX Currency To	Destination currency of the exchange rate.	C
AR	FOREX Rate	Exchange rate.	C
AS	Taxable Income per Share Currency	Taxable income per share currency.	C
AT	Taxable Income per Share Amount	Taxable income per share amount.	C
AU	Tax Retention Currency	Tax retention currency.	C
AV	Tax Retention Amount	Tax retention amount.	C
AS	Taxable Income per Share Currency	Taxable income per share currency.	C
AW	Capital Gain Indicator	Capital gain is in or out the scope of the directive.	O
AX	TIS Calculated Indicator	The fund is (not) calculating the taxable interest share within NAV.	O
AY	Debt Claim Percentage	Percentage of debt claim.	O
AZ		For order's records the indicator shall be "z", and for the header the indicator shall be "h".	M

4. Managing orders

This chapter provides a detailed description of processes an OHA applies to an order after it has been issued. Order management provides real-time update of order status.

The chapter contains the following sections:

- [“Search an order / cancellation request”](#) on page 30
- [“Export Order book and similar templates”](#) on page 33
- [“View order history”](#) on page 34
- [“View settlement instruction status”](#) on page 34
- [“Order status definition”](#) on page 35

Search an order / cancellation request

You can search for orders different ways:

1. **Applying filters:** Click on one of the filters located at the top of the Order book to display orders with the selected status:

Acknowledged: 8	Cancelled: 0	Confirm Cancelled: 0	Confirm Replaced: 0	Confirmed: 0	New: 585	Rejected by the OHA: 0
-----------------	--------------	----------------------	---------------------	--------------	----------	------------------------

2. **Order book:** to see the list of all recent orders (see below).
3. **Order search:** if you want to search order(s) based on commonly used order search parameter fields (see below).

Moreover, you can search for a cancellation request via:


1. **Applying filters:** Click on one of the filters, located at the top of the **Cancellation request book** to display cancellation request(s) with the selected status:

Accepted: 30	Rejected: 1
--------------	-------------

2. **Cancellation request book:** To see the list of all recent cancellation requests (see below).
3. **Cancellation request search:** If you want to search cancellation requests based on commonly used order search parameter fields (see below).

Order book

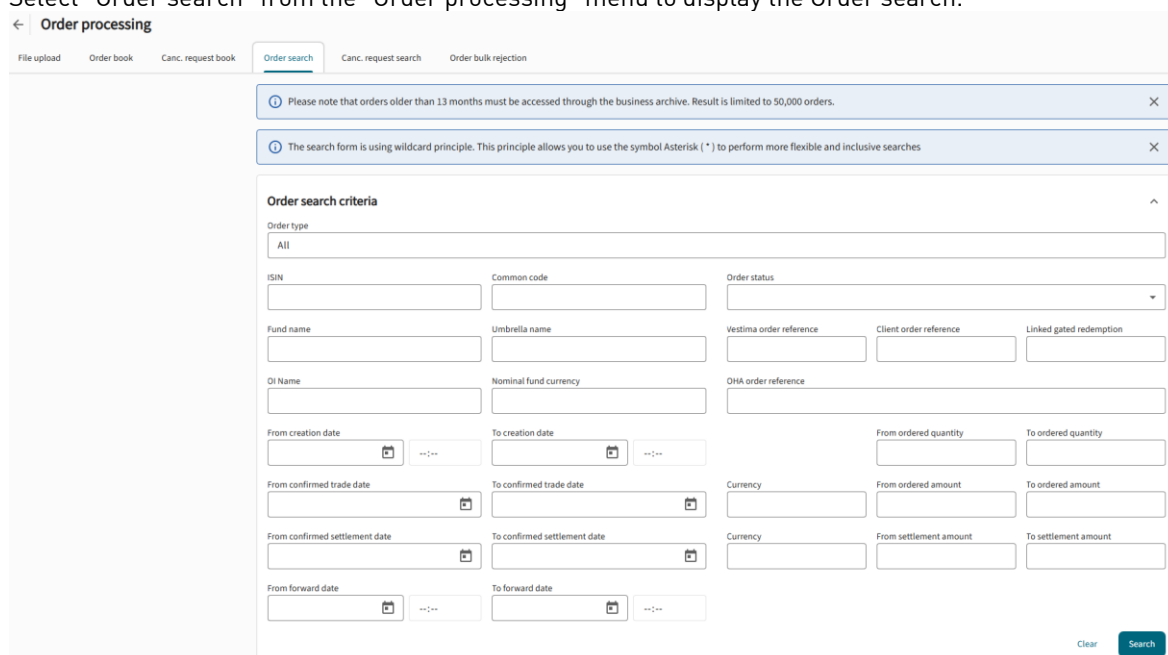
The Order book displays live orders (Subscription, Redemption and Switch) processed through Vestima as well as orders completed within the last five days.

1. Select "Order book" under "Order processing" in the main menu to display the Order book list view.
2. Locate in the list the order to be viewed. You can also apply filters as described in "[General features](#)" on page 7.
3. Click on the link icon  of the order to view the order details.
4. Click on "Export to CSV" at the top right to download the order book containing up to 50,000 orders.

Order search

Orders of less than 13 months can be found via the "Order search" window.

1. Select "Order search" from the "Order processing" menu to display the Order search:




The screenshot shows the "Order search" window within the "Order processing" menu. The interface includes a navigation bar with options: "File upload", "Order book", "Canc. request book", "Order search" (selected), "Canc. request search", and "Order bulk rejection". Below the navigation bar, there are two informational messages: "Please note that orders older than 13 months must be accessed through the business archive. Result is limited to 50,000 orders." and "The search form is using wildcard principle. This principle allows you to use the symbol Asterisk (*) to perform more flexible and inclusive searches". The main section is titled "Order search criteria" and contains various input fields for filtering orders. These fields include: "Order type" (set to "All"), "ISIN", "Common code", "Order status" (dropdown), "Fund name", "Umbrella name", "Vestima order reference", "Client order reference", "Linked gated redemption", "OI Name", "Nominal fund currency", "DHA order reference", "From creation date", "To creation date", "From confirmed trade date", "To confirmed trade date", "Currency", "From ordered quantity", "To ordered quantity", "From confirmed settlement date", "To confirmed settlement date", "From forward date", "To forward date", "From ordered amount", "To ordered amount", "From settlement amount", and "To settlement amount". Each date field has a calendar icon. At the bottom right, there are "Clear" and "Search" buttons.

2. Type in your selection criteria in the related field.

Note: You can use wild card character (*) in your searches to request that all items that contain the string of characters associated with the wild card character are included in the results of your search.

The following examples illustrate the use of the wild card character in a field entry:

- ABC* will include all items in which this field contains a value beginning with ABC.
- *ABC will include all items in which this field contains a value ending with ABC.
- *ABC* will include all items in which this field contains a value that includes ABC anywhere between the first and last characters.

3. Click on "Search" at the bottom of the template to display a list view of any orders that match your search criteria.
4. Click on the link  icon next to the order in the list to view its Order Detail template.

Cancellation request book

The cancellation request book displays the list of recent cancellation requests processed through Vestima within the last 13 months.

1. Select "Canc. request book" under "Order processing" in the main menu:

Order processing

Order book **Canc. request book** Order search Canc. request search

Accepted: 30 Rejected: 1

Link	Order type	Vestima canc req ref	Canc req client ref	Vestima order ref	Client order ref	ISIN	Common code	Fund name	Currency	Amount
All										
	Subscription	24093N8M4F	SNG2405959348	24093N8L3F	SNG2405959348	LU0320765646	032076564	SHS FRANKLIN INCOME FD-A MDIS SGD1	SGD	123,125
	Redemption	24071B7N8H		24071B6C9D	FAT212112814141	LU0976566736	097656673	SHS FRANKLIN TECHNOLOGY FD- W ACC USD		
	Subscription	24055B2R4U	VESPL113	24055B43P	SNG2403321763	LU0320765646	032076564	SHS FRANKLIN INCOME FD-A MDIS SGD1	SGD	50,756.86

2. Locate in the list the cancellation request to be viewed. You can also apply filters as described in ["General features"](#) on page 7.
3. Click on the link icon of the order to view the order details.

Cancellation request search

If you want to search for a cancellation request:

1. Select "Canc. request search" from the Order processing menu.

Order processing

File upload Order book Canc. request book Order search **Canc. request search** Order bulk rejection

Cancellation request search criteria

Canc. Req Vestima reference Canc. req client reference Canc. req status

From canc req input date To canc req input date Canc. req OikA reference

From canc req forwarded date To canc req forwarded date

Order type

ISIN Common code Order status

Fund name Umbrella name Vestima order reference Client order reference Linked gated redemption

OI name Nominal fund currency OikA order reference

From creation date To creation date From ordered quantity To ordered quantity

From confirmed trade date To confirmed trade date Currency From ordered amount To ordered amount

From confirmed settlement date To confirmed settlement date Currency From settlement amount To settlement amount

From forward date To forward date

Clear Search

2. Type in your selection criteria.

Note: You can use wild card character (*) in your searches to request that all items that contain the string of characters associated with the wild card character are included in the results of your search (see more details in Order search).
3. Click on "Search" at the bottom of the template to display a list view of any cancellation requests that match your search criteria.
4. Click on link next to the cancellation request in the list to view its details.

Export Order book and similar templates



The templates displayed in Order book, Cancellation request book, Order search and Cancellation request search can be downloaded by clicking on "Export to CSV" at the top right.

The csv will contain the same columns for all exports:

Column / Field name	Content	Column / Field name	Content
A	OI Order Reference	AM	Discount Amount
B	OHA Order Reference	AN	End Load Rate
C	Vestima Order Reference	AO	End Load Amount
D	Vestima Leg Reference	AP	End Load Amount Currency
E	Order type	AQ	Taxable Income per Share Amount
F	OI Name	AR	Taxable Income per Share Currency
G	OHA Name	AS	EU Tax Retention Amount
H	Portfolio	AT	EU Tax Retention Currency
I	Order Input Date	AU	Capital Gain In/Out Indicator
J	Order Forwarded Date	AV	TIS Calculated Indicator
K	Order Status	AW	Percentage of Debt Claims
L	Settlement Currency	AX	OHA Order Security Settlement Status
M	Order Routing Method	AY	OHA Order Cash Settlement Status
N	Settlement Option OI	AZ	Clearing Broker: Identifier
O	Settlement Option OHA	BA	Clearing Broker: Safe Keeping Account
P	Ordered Quantity	BB	Step-In Broker: Identifier
Q	Switch Percentage	BC	Step-In Broker: Safe Keeping Account
R	Order Currency	BD	Investor: Identifier
S	Order Amount	BE	Investor: Safe Keeping Account
T	Common Code	BF	Investor: Commercial Contract
U	ISIN Code	BG	Internal Narrative
V	Fund Name	BH	OI External Narrative
W	Price per Share	BI	OHA External Narrative
X	Settlement Amount	BJ	Fund Currency
Y	Trade Date	BK	CBL Place of Deposit
Z	Requested future trade date	BL	NAV Frequency
AA	Settlement Date	BM	Requested NAV Currency
AB	NAV Date	BN	Transit Account OI
AC	Fund Cut-Off Time	BO	Trade Amount
AD	Acknowledgement Date	BP	Trade Amount Currency
AE	Confirmation Date	BQ	FOREX Rate
AF	Applied Commission Rate	BR	FOREX From Currency
AG	Applied Commission Amount	BS	FOREX To Currency
AH	Applied Commission Amount Currency	BT	Cancellation Request OI Reference
AI	Other Commission Rate	BU	Cancellation Request OHA Reference
AJ	Other Commission Amount	BV	Cancellation Request Vestima Reference
AK	Other Commission Amount Currency	BW	Cancellation Request Status
AL	Discount Rate		

View order history

The history of a specific order can be found for orders created in the last 13 months.

- 1. Select Order processing-Order book from the menu to view a list of orders.
- 2. Locate in the list the order to be viewed and click on the link icon  of the order to view the order details.
- 3. Click on the  icon on the right of Order history option to display the status history of the selected order.



Order history				
Status	Status change date	Participant	Action	User
New	09 May 2024 17:10:31 CET	VESTIMA OPERATIONS		

View settlement instruction status

To ensure a comprehensive view of settlement progress of the orders, the security settlement status will be displayed in this section, when available.

The Cash settlement status is visible for orders for which Vestima has generated the instruction (settlement option STP).

The status of settlement instructions, together with the date of issue, transaction reference and the settlement option that Vestima has applied to the settlement instruction, is displayed under "Settlement History" on the Order detail template:

- 1. Select Order processing-Order book from the menu to view a list of orders.
- 2. Locate in the list the order to be viewed and click on the link icon  of the order to view the order details.
- 3. Click on the  icon on the right of Settlement history option to display the status history of the selected instruction.

Settlement history			
Settlement status	Status change date	Transaction reference	Settlement option

For delivery against payment (DVP), the one "Security instruction" status covers both securities and cash.

For Free of Payment (FOP), the statuses of securities and cash instructions are shown separately. See the [Clearstream Banking Client Handbook](#) for further information about the settlement options.

Settlement instructions have one of the following statuses:

Issued	The settlement instruction has been issued. This happens when the OHA has issued a valid order confirmation or for a prepaid order when a valid order is issued by the OI.
Rejected	The settlement instruction has been rejected.
Settled	The settlement instruction has settled.
Cancelled	A previously issued settlement instruction has been cancelled.
Replaced	A previously issued settlement instruction has been replaced.

Order status definition

An order is assigned one of the following statuses during the life cycle of the order:

Order status	Description
New	The order has been created by the OI and is available to the OHA in the Vestima system.
Acknowledged	The order has been acknowledged.
Awaiting Authorisation/Verification	The order has been acknowledged and is awaiting verification and/or authorisation of the response. This may be applied to accept/reject order, cancellation request, confirmation of the order, confirm replaced.
Failed Verification or Authorisation	A second user at the OHA has reviewed the order details and has failed to pass the verification or authorisation of the order processing. The order confirmation can now be modified or rejected.
Cancelled	The order has been cancelled.
Confirmation Cancelled	The order confirmation has been cancelled.
Confirmation Replaced	The order confirmation has been replaced with a new confirmation. The previous dealing details (before the replacement) are disclosed in the Order details.
Confirmed	The order has been confirmed.
Rejected by the OHA	The order has been rejected.

The status of settlement instructions issued by Vestima is also displayed on the web browser (see [“View settlement instruction status”](#) on page 34).

Cancellation Request status	Description
New	The cancellation request has been created by the OI and is available to the OHA in the Vestima system.
Accepted	The order cancellation request has been accepted.
Rejected	The order cancellation request has been rejected.

This page has intentionally been left blank

5. Reference data

This chapter contains the following sections:

- [“Fund search”](#) on page 37

Fund search

You can see details of funds in Fund search:

1. From the main menu, click on “Fund search” under Reference data.
2. Type in your selection criteria.

The screenshot shows the 'Fund search' interface within the 'Reference data' section. The form is titled 'Fund search criteria' and is organized into three main sections: 'Fund', 'Institution', and 'Others'. The 'Fund' section includes fields for 'ISIN', 'Common code', 'Fund name', 'Umbrella name', 'Fund currency' (a dropdown menu), and 'Nav currency' (a dropdown menu). The 'Institution' section includes fields for 'QHA name', 'Transfer agent', 'Promoter', 'Fund manager', 'Local agent', and 'Order concentrator'. The 'Others' section includes a dropdown menu for 'FPG'. At the bottom right of the form, there are 'Clear' and 'Search' buttons.

Note: You can use wild card character (*) in your search to request that all items that contain the string of characters associated with the wild card character are included in the results of your search. The following examples illustrate the use of the wild card character in a field entry:

- ABC* will include all items in which this field contains a value beginning with ABC.
- *ABC will include all items in which this field contains a value ending with ABC.
- *ABC* will include all items in which this field contains a value that includes ABC anywhere between the first and last characters.

3. Click on “Search” to display a list view of any funds that match your search criteria. Confidential funds will not be displayed in the result except if you have a position on the fund.

This page has intentionally been left blank

6. Reports

This chapter contains the below sections:

- [“Report retrieval”](#) on page 40
- [“Data upload”](#) on page 43



Report retrieval

Reports in Vestima can be downloaded as follows:

- Recent reports, generated within the last 13 months, through the Reports-Report retrieval option in the main menu.
- Past reports, generated more than 13 months ago, through the [Archive – Reports](#) on page 46 reports option in the main menu.

Before you can retrieve reports via the Vestima web browser interface, you must already have subscribed to Vestima reports. To set up a report subscription and/or to see the complete list of available reports, please contact Client Support (see [“Contact details”](#)) or your Relationship Manager.

To download a recent report:

1. Select Reports-Report retrieval from the main menu to display a report subscription list of the latest available reports.
2. Do one of the following:
 - If you want to download the latest available report, click on  in Reports for retrieval.
 - If you want to see an older report, click on the line of the report you would like to see in Reports for retrieval. In Report history, click on  to download the report that you want to retrieve.
3. You can then save and view the report in CSV format.

Note: In some cases, retrieved report data may require formatting to make it easier to read (see below [“Formatting an unformatted report”](#)).

Formatting an unformatted report

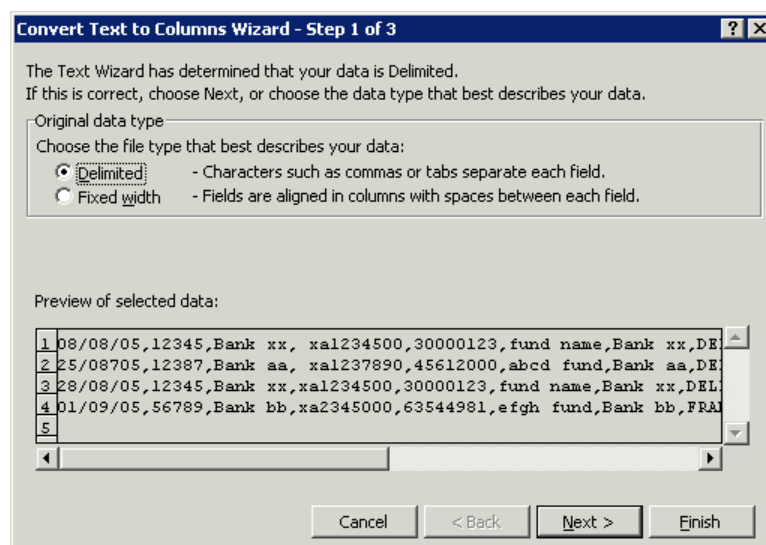
In some cases, depending on the regional settings of the PC used to perform the download, each record will be output in a single cell of the spreadsheet, as in the following example:

	A
1	08/08/05,12345,Bank xx, xa1234500,30000123,fund name,Bank xx,DELI,TRAD,05-Aug-05,06-Aug-05,3000,EUR,1200.5,Bank YY,,
2	25/08705,12387,Bank aa, xa1237890,45612000,abcd fund,Bank aa,DELI,TRAD,22-Aug-05, 22-Aug-05,520,EUR,956.54,Bank YY,,
3	28/08/05,12345,Bank xx,xa1234500,30000123,fund name,Bank xx,DELI,TRAD,23-Aug-05,26-Aug-05,8755,EUR,423.00,Bank YY,,
4	01/09/05,56789,Bank bb,xa2345000,63544981,efgh fund,Bank bb,FRAN,TRAD,30-Aug-05,01-Sep-05,4500,USD,863.2,Bank YY,,

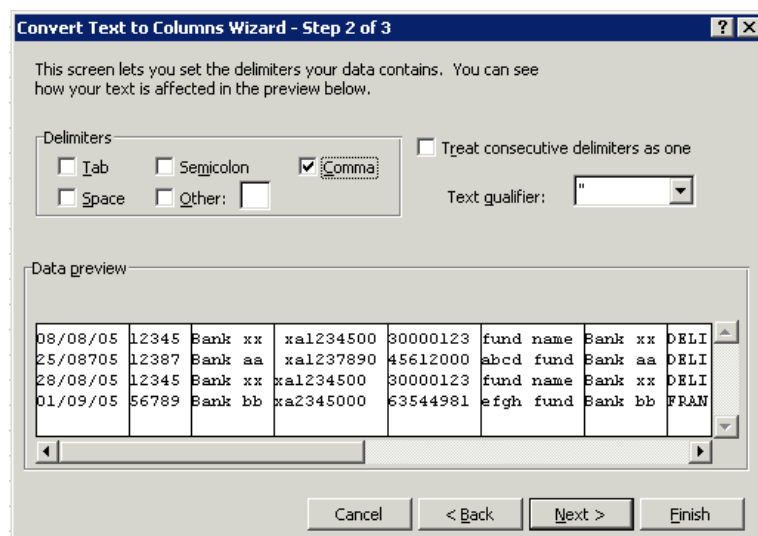
To format single-column output into multiple columns:

1. Highlight the column in the spreadsheet.
2. In the main menu bar, click on "Data" and select Text to Columns from the menu.

This will open the Convert Text to Columns Wizard. To complete the formatting of your retrieved report, follow the dialog sequence as indicated in the following steps.



Note: Ensure that the Delimited option is selected and click on "Next" to display the Step 2 dialog box.



3. Select Comma as the delimiter that you want to use to identify column breaks.

The data within the originally highlighted column is then displayed across multiple columns in the Data preview area in the lower half of the dialog box.

4. Click on “Finish” to complete the formatting of your data across multiple columns.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1	08/08/2005	12345	Bank xx	xa1234500	30000123	fund name	Bank xx	DELI	TRAD	05-Aug-05	06-Aug-05	3000	EUR	1200.5	Bank YY
2	25/08/2005	12387	Bank aa	xa1237890	45612000	abcd fund	Bank aa	DELI	TRAD	22-Aug-05	22-Aug-05	520	EUR	956.54	Bank YY
3	28/08/2005	12345	Bank xx	xa1234500	30000123	fund name	Bank xx	DELI	TRAD	23-Aug-05	26-Aug-05	8755	EUR	423	Bank YY
4	01/09/2005	56789	Bank bb	xa2345000	63544981	efgh fund	Bank bb	FRAN	TRAD	30-Aug-05	01-Sep-05	799	USD	863.2	Bank YY

Interpreting report content

Your downloaded report will look like the following example:

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1	08/08/2005	12345	Bank xx	xa1234500	30000123	fund name	Bank xx	DELI	TRAD	05-Aug-05	06-Aug-05	3000	EUR	1200.5	Bank YY
2	25/08/2005	12387	Bank aa	xa1237890	45612000	abcd fund	Bank aa	DELI	TRAD	22-Aug-05	22-Aug-05	520	EUR	956.54	Bank YY
3	28/08/2005	12345	Bank xx	xa1234500	30000123	fund name	Bank xx	DELI	TRAD	23-Aug-05	26-Aug-05	8755	EUR	423	Bank YY
4	01/09/2005	56789	Bank bb	xa2345000	63544981	efgh fund	Bank bb	FRAN	TRAD	30-Aug-05	01-Sep-05	799	USD	863.2	Bank YY

Note: The actual content of your reports depends on the details of your agreement with Clearstream. The report has two header lines and two footer lines, as follows:

- The first header line contains the following information:
 - Column A** Subscription ID (an internal ID assigned by Vestima);
 - Column B** Report Name;
 - Column C** Date on which the report was generated.
- The second header provides the column headings for the data in the subsequent report lines.
- The first footer line indicates the end of the report.
- The second footer line shows how many lines the report has, excluding header and footer lines.

Data upload

To use the Data upload service, please contact your Relationship Manager (see [“Contact details”](#)).

To upload data files:

1. Select Reports-Data upload, New data upload from the menu to display the New Data File Upload template.

← Data upload

New data upload

Data upload history

ⓘ Note: Data file upload is not for order creation, any request to create orders will not be processed.

⬇

Drag and drop file here or

[browse your files](#)

Data upload type*

Submit

Note: You must have the access granted to be allowed to upload files, otherwise you will see the error message “No valid subscription were found for data file upload”.

2. You can either browse your file or drag and drop it.
3. Select an appropriate Data upload type, according to the types to which you have subscribed.
4. Click on “Submit” to upload the selected files.


Note: Please ensure that the file name contains only alphanumeric characters and the following special characters: hyphen (-), underscore (_), plus sign (+) or period (.) with a maximum length of 255 characters. Any additional special characters or space(s) are not allowed.

Viewing data upload history

The Data upload history section allows OHAs to:

- See the list of files previously submitted;
- Check the status of individual uploaded data files;
- Filter uploaded files by data upload type*.

** Available Data Upload Types are only the ones for which the OHA has an active data upload subscription for.*

1. Click on the “Data file upload history”.
2. To [download](#) data file, click on the  Download icon.

← Data upload

New data upload

Data upload history

Data file upload history

File name	Data upload type	Status	Reason	Size (in MB)	User	Start time	Download
No data to display							

This page has intentionally been left blank.

7. Archive

The Archive section stores past orders and past reports more than 13 months old and includes a search facility.


Orders

To search for a past order:

Past orders are the ones that have been confirmed more than 13 months ago and are stored in Archive.

Select Archive - Orders from the menu to use the past order search facility.

The screenshot shows the 'Archive' section of a system, specifically the 'Orders' tab. At the top, there is a navigation bar with a back arrow and the label 'Archive'. Below this, there are two tabs: 'Orders' (which is active) and 'Reports'. A light blue banner contains a note: 'Note: Only orders older than 13 months are stored in the archive'. The main area is titled 'Order search criteria' and contains several search filters. Under 'Order type', three checkboxes are checked: 'Subscription', 'Redemption', and 'Switch'. The filters include: 'ISIN' (text input), 'Common code' (text input), 'Order status' (dropdown menu), 'From input date' (calendar icon), 'To input date' (calendar icon), 'Vestima order reference' (text input), 'From quantity' (text input), 'To quantity' (text input), 'Client order reference' (text input), 'OI participant' (text input), 'Settlement currency' (dropdown menu), 'From settlement/ordered amount' (text input), 'To settlement/ordered amount' (text input), 'OHA order reference' (text input), and 'OHA participant' (text input with the value 'VES027TA'). At the bottom right, there are 'Clear' and 'Search' buttons.

1. Type in your selection criteria.
2. Click on "Search" at the bottom right of the template to display a list view of any orders that match your search criteria.
3. Click on the  icon next to the order in the list to view its details.
4. Click the "Export to CSV" icon at the top right to export the result.

Reports

To search for a past report:

A past report is one that was created or generated more than 13 months ago and are stored in the Archive.

- 1. Select Archive - Reports from the menu to use the past report search facility.

←

Archive

Orders

Reports

🕒

Note: Only reports older than 13 months are stored in the archive

Report search criteria


Report subscription

From generation date

To generation date

Clear

Search

- 2. Type in your selection criteria.
- 3. Click on “Search” at the bottom right of the template to display a list view of any reports that match your search criteria.
- 4. Click on the  icon next to the desired report in the list to view its details.

Appendix A. Examples of upload file content

Examples of subscription and redemption orders

Confirming subscription and redemption orders

Column Content	
Subscription	
A	Enter a unique order reference
C	Enter the Vestima reference of the order
G	Enter CONF
I	Enter SUBS
J or K	Enter the ISIN or Common Code of the fund
O	Enter the settlement currency
P	Enter the settlement amount
Q	Enter the settlement date
T	Enter the number of units
U	Enter the currency of the price per unit
V	Enter the price per unit
Z	Enter the trade date
AZ	Fill with z

Column Content	
Redemption	
A	Enter a unique order reference
C	Enter the Vestima reference of the order
G	Enter CONF
I	Enter REDM
J or K	Enter the ISIN or Common Code of the fund
O	Enter the settlement currency
P	Enter the settlement amount
Q	Enter the settlement date
T	Enter the number of units
U	Enter the currency of the price per unit
V	Enter the price per unit
Z	Enter the trade date
AZ	Fill with z

Cancelling subscription and redemption orders

Column Content	
Subscription	
A	Enter a unique order reference
C	Enter the Vestima reference of the order
G	Enter CANC
H	Enter a cancellation reason
I	Enter SUBS
J or K	Enter the ISIN or common code of the fund
O	Enter the settlement currency
P	Enter the settlement amount
Q	Enter the settlement date
T	Enter the number of units
U	Enter the currency of the price per unit
Z	Enter the trade date
AZ	Fill with z

Column Content	
Redemption	
A	Enter a unique order reference
C	Enter the Vestima reference of the order
G	Enter CANC
H	Enter a cancellation reason
I	Enter REDM
J or K	Enter the ISIN or common code of the fund
O	Enter the settlement currency
P	Enter the settlement amount
Q	Enter the settlement date
T	Enter the number of units
U	Enter the currency of the price per unit
Z	Enter the trade date
AZ	Fill with z

Examples of switch orders

Switch orders require two or more consecutive rows in the upload file, as follows:

- A 1-to-1 switch order requires a first row for the redemption leg and one subsequent row for the subscription leg.
- A 1-to-n switch order requires a first row for the redemption leg and n subsequent rows, one for each of the n related subscription legs.

Each subsequent row must specify the appropriate incremental sequence number and the respective percentage of the related redemption apportioned to each new subscription.

Confirming a switch order (1-to-1)

Column Content	Column Content
First row (Redemption leg)	Subsequent row (Subscription leg)
A Enter a unique leg reference	A Enter a unique leg reference
B Enter a Master Reference for the switch	B Enter a Master Reference for the switch
C Enter the Vestima reference of the order	C Enter the Vestima reference of the order
D Enter the Vestima reference of the leg	D Enter the Vestima reference of the leg
E Enter the number of messages linked to the switch (=2)	E Enter the number of messages linked to the switch (=2)
F Enter the message sequence number (=1)	F Enter the message sequence number (=2)
G Enter CONF	G Enter CONF
I Enter SWIF	I Enter SWIT
J or K Enter the ISIN or Common Code of the fund	J or K Enter the ISIN or Common Code of the fund
Q Enter the settlement date	Q Enter the settlement date
T Enter the number of units	T Enter the number of units
U Enter the currency of the price per unit	U Enter the currency of the price per unit
V Enter the price per unit	V Enter the price per unit
Z Enter the trade date	Z Enter the trade date
AZ Fill with z	AZ Fill with z

Cancelling a switch order (1-to-1)

Column Content

First row (Redemption leg)

A	Enter a unique leg reference
B	Enter a Master Reference for the switch
C	Enter the Vestima reference of the order
D	Enter the Vestima reference of the leg
E	Enter the number of messages linked to the switch (=2)
F	Enter the message sequence number (=1)
G	Enter CANC
H	Enter a cancellation reason
I	Enter SWIF
J or K	Enter the ISIN or Common Code of the fund
Q	Enter the settlement date
T	Enter the number of units
U	Enter the currency of the price per unit
V	Enter the price per unit
Z	Enter the trade date
AZ	Fill with z

Column Content

Subsequent row (Subscription leg)

A	Enter a unique leg reference
B	Enter a Master Reference for the switch
C	Enter the Vestima reference of the order
D	Enter the Vestima reference of the leg
E	Enter the number of messages linked to the switch (=2)
F	Enter the message sequence number (=2)
G	Enter CANC
H	Enter a cancellation reason
I	Enter SWIT
J or K	Enter the ISIN or Common Code of the fund
Q	Enter the settlement date
T	Enter the number of units
U	Enter the currency of the price per unit
V	Enter the price per unit
Z	Enter the trade date
AZ	Fill with z

Glossary

This Glossary lists, in alphabetical sequence, the terms that you will find in the Vestima documentation together with a brief description of each.

Administrator

A system administrator who defines Vestima access permissions for local users. System administrators do not have access to the Vestima trading or routing system.

Agent

An Agent operates on behalf of someone. Examples of agents are Order Handling Agent, Settlement Agent.

Archive

A Vestima service that provides a store of past orders and past reports (more than 13 months old) with extensive search facilities.

CEU, CBL

Clearstream Europe AG, Frankfurt; Clearstream Banking S.A., Luxembourg.

CFCL

Clearstream Fund Centre S.A., Luxembourg.

Central Facility for Funds (CFF)

CBL's post-trade infrastructure designed to provide greater efficiency and cost-effectiveness in the settlement and custody processes. The advantages of CFF are available to all clients of CBL.

Clearstream Depository

The institution/organisation where CBL deposits securities on behalf of clients.

Confirmation

The confirmation of the order details provided by the OHA once the deal has been priced. This is the equivalent of a contract note.

Custodian (Place of Safekeeping)

The place where fund shares are to be deposited or withdrawn.

- When the OI (or OHA) is a Clearstream Banking account holder, the custodian is Clearstream Banking.
- When the OI (or OHA) is not a Clearstream Banking account holder, the custodian is the institution that performs settlement and to which Vestima can optionally issue settlement instructions.

Client

In Vestima terminology, a client is a distributor or an investor acting as OI for its own account or on behalf of another investor.

Event Console

An area on the right of the Vestima screen that gives a user a quick overview of the progress of orders (number of orders filtered by status).

Fund Manager

The organisation responsible for constructing and making portfolio decisions for the assets of an investment fund.

FPG

Fund Processing Group: allow a client to identify the default order routing venue/ complexity of the fund as follows:

- "Vestima": mutual funds - highly automated;
- "No Order Routing" - only custody and settlement are supported;
- "Ineligible" - ISIN is non-qualified in CBL.

Internal user

A Clearstream Banking administrator with permissions to act, under strict guidelines, on behalf of the OI or the OHA.

Manual settlement option

A settlement option whereby Vestima does not generate any settlement instructions. When the default is set to the OI depository, the manual settlement option cannot be overridden to use the STP settlement option.

Master Participant

A Vestima Participant that can act on behalf of target Participants within the same organisation.

Order (Subscription, Redemption, Switch)

One of the three types of order initiated by the client (OI):

- A subscription is an order to buy or invest in a fund.
- A redemption is an order to sell a holding of a fund.
- A switch is an order to redeem one fund (the "sell" leg) and use the proceeds for one or more subscriptions in one or more other funds (the "buy" leg).

Order Handling Agent (OHA)

The OHA is an organisation that receives orders from an OI through Vestima (equivalent of the Order Receiver). Can be an agent appointed by the fund to process primary market fund orders (for example, TA) or a broker-dealer that provides ETF secondary market trade execution service on Vestima.

Order Issuer (OI)

An organisation that buys and sells shares directly from the fund or its agent, for their own account or on behalf of other investors.

Participant

An organisation or individual that uses Vestima.

Participant Reference Data

See Profile.

Past Order, Past Report

An order (or a report) that was created more than 13 months ago. Past orders and reports are stored in the Archive, where they can be searched for and displayed in detail.

Permissions

The permissions (that is, access and permitted activities in the areas of, for example, Reporting or User Management) associated with a user group. Users who are members of this group can be individually

defined to use all or some of the permissions defined for the group. (See the Vestima Installation and System Administration Guide for more information).

Place of Safekeeping

See Custodian.

Place of Settlement

The institution in whose books the transaction will occur (for example, Clearstream, CEU, Euroclear). The Place of Settlement determines some of the business rules for the transaction.

Portfolio

A set of OI preferences that apply to a selection of funds that will be deposited at a particular custodian to be used by Vestima when processing orders. An OI may have several portfolios. When entering a new order, the OI specifies the portfolio that Vestima is to use. The portfolio includes the trading and settlement chains that apply to the trades in that portfolio.

Primary Market

Where funds are purchased directly from the issuers and the trades are handled by transfer agents.

Profile (Participant Reference Data)

Information about the participant and its business processes that is used for setting up and customising Vestima services.

Query (Search, ad-hoc report)

A request for information, based on criteria entered via a user interface, whose results are presented on the screen in a list view. Results can be exported in CSV format.

Report Receiver (RR)

An institution that can retrieve information from Vestima but can take no action on orders or cancellation requests.

Scheduled reports

Report files delivered by Vestima on a regular basis and according to the frequency set up in a report subscription. These reports are available via the web browser interface.

Settlement agent

An agent appointed by the OI or the OHA to execute the settlement of fund orders on their behalf.

Settlement chain

A set of data required to identify the custodian, place of settlement, cash correspondent and other intermediaries.

STP settlement option

Straight-through processing: A settlement option whereby the participant is requesting Vestima to generate settlement instructions (no manual intervention). On an individual order basis, the STP settlement option, when set as the default of a portfolio, can be overridden to use the manual settlement option.

Swift

Society for Worldwide Interbank Financial Telecommunication, a provider of communications between financial institutions.

TA

TA Transfer Agent: A financial institution appointed by an investment fund to process orders in fund shares and to maintain the register of shareholders as applicable. The Transfer Agent will generally process corporate actions and dividend payments based on information received from the fund administration. The Transfer Agent may also calculate and pay commissions.

Trading chain (TC)

A Trading Chain is a relationship between a Vestima OI, a Portfolio of this OI and an OHA. The trading chain contains the trading parties information, allowing the OHA to identify the investors.

Contact

www.clearstream.com

Published by

Clearstream Banking S.A.

Registered address

42 Avenue JF Kennedy
L-1855 Luxembourg

December 2025

Document number: 7519
