

Invoice Guide for customers of Clearstream Banking

Invoice Guide

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Unless otherwise stated, all times are given in Central European Time.

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1. Introduction

The Invoice Guide provides an overview of the invoice structure and content for customer ICSD accounts with Clearstream Banking S.A. and Clearstream Banking AG (6-series accounts); and CSD accounts with Clearstream Banking AG (German issuer CSD and Investor-CSD via T2S). It refers to both physical, paper invoices received by post and PDF invoices that are available on the [Billing Portal](#).

For general information about Clearstream Banking's services, please see the [Customer Handbooks](#). For information on fees, please see the [Fee Schedule](#).

Clearstream would like to remind customers that it is now possible to receive invoicing information free of charge via the [Billing Portal](#) either in CSV, PDF or XML file formats.

Clearstream Banking's CSDR compliant fee schedule became effective in November 2018. As a result, there are a number of changes to the invoice layout, which are described in more detail in chapters 3 and 4.

Contact details

For further information or if you have specific questions regarding communications with Clearstream Banking, please contact Clearstream Client Services by telephone, fax or email, as detailed in the [Customer Handbooks](#).

2. Invoice structure

The invoices for both ICSD and CSD accounts are structured as follows:

- Statement of fees - summary
The invoice summary shows the fees aggregated for the main services used, including VAT rates.
- Statement of fees - detail
The invoice details show the fees applicable per account, broken down across individual services items as described in the relevant chapters of the [Fee Schedule](#). The individual services can be easily recognised in the invoice details via their product codes as published in the fee schedule.
- Reports soon available via the Billing portal
Additional reports provide detailed information on fees. **The invoice annex will no longer be part of the paper and file transfer (CBF DFUE) invoices. The same information including safekeeping fees at ISIN level will be available in new reports accessible only on the Billing Portal.** [See Section "6. New billing reports"](#).

2.1 CSD account invoice grouping

The concept of invoice recipient units (Rechnungsempfängereinheit) is kept for grouping invoices for CSD accounts opened with Clearstream Banking AG.

The volumes used to calculate the fees will however be aggregated at the customer family group level.

3. Invoice layout for ICSD accounts

This section provides detailed information about the invoice layout for ICSD accounts.

The invoice has two separate sections:

- Statement of fees – summary
- Statement of fees - details

3.1 ICSD invoice - Statement of fees - summary

The Statement of fees – summary is composed of a header and a body part.

Header

The header of the Statement of fees - summary shows general information such as the invoice account number, customer name and family group number, VAT number, payment details and invoice details as per the below [Figure 3.1](#):

Customer Details		Payment Details		Invoice Details	
Account #	3XXXX	Payment Date	15.09.2020	Invoice Number	171627778
Customer	XYZ	Payment Terms	Direct Settlmt.	Invoice Date	31.08.2020
Family Group	5XXXXX	Payment Account	3XXXXX	Date of Issue	03.09.2020
VAT #	GBXXXXXXXX			Invoice period =	Service period
				Page number	1 of 4

Figure 3.1 ICSD invoice - Statement of fees - summary - header

Body

The body of the Statement of fees - summary gives an overview of the gross fees (excluding VAT adjustment and rebates) aggregated for the main services categories used, adjustments and rebates, VAT rates and VAT amounts and total fees including VAT (see columns in [Figure 3.2](#)).

Fee Summary (in EUR)					
Description	Fees	Rebate	VAT Rate	Total VAT Amount	Total Fees
1. Safekeeping services	30,826.94	0.00	0.00	0.00	30,826.94
2. Settlement services	1,851.24	0.00	0.00	0.00	1,851.24
5. Information provision services	1,547.13	0.00	0.00	0.00	1,547.13
7. Cash and liquidity management service	5.00	58.00	0.00	0.00	63.00
Total	34,230.31	58.00		0.00	34,288.31

Figure 3.2 ICSD invoice - Statement of fees - summary - body

The Statement of fees - summary as provided in [Figure 3.2](#) provides an overview of fees aggregated per service together with the total fees.

The services categories correspond to individual chapters in the Fee Schedule, and are shown in the body part of the statement (in the following order):

1. Safekeeping services
2. Settlement services
3. Custody administration services
4. Investment fund services - CFF and Vestima
5. Information provision services
6. Global Securities Financing
7. Cash and liquidity management services
8. Other services

Notes:

A minimum service fee per account is charged for Safekeeping, Settlement and Global Securities Financing if a customer uses any of these services but does not reach a defined minimum threshold.

The invoice will only show fees for services used and charged.

[Figure 3.2](#) shows, for example, that the customer is only charged for using 1. Safekeeping services, 2. Settlement services, 5. Information provision services and 7. Cash and liquidity management services.

3.2 ICSD invoice - Statement of fees - details

The Statement of fees - details is composed of a header and a body part.

Header

As in the summary part, the header of the Statement of fees - details shows general information such as the invoice account number, customer name and Family group number, VAT number, payment details and invoice details as in [Figure 3.3](#) below:

Customer Details		Payment Details		Invoice Details	
Account #	3XXXX	Payment Date	15.09.2020	Invoice Number	171627778
Customer	XYZ	Payment Terms	Direct Settlmt.	Invoice Date	31.08.2020
Family Group	5XXXXX	Payment Account	3XXXX	Date of Issue	03.09.2020
VAT #	GBXXXXXXXXX			Invoice period =	Service period
				Page number	2 of 4

Figure 3.3 ICSD invoice - Statement of fees - details - header

Body

The body of the Statement of fees - details shows the following information on the safekeeping fees charged to the account (as shown column by column in [Figure 3.5](#)):

- Fees are split into core (for example “Maintenance fee of securities accounts”, “Notary functions”) and ancillary services for the purposes of pricing and invoice transparency (see [Figure 3.4](#)).
- Each service category, sub category or detailed service item and its associated invoice code are found in the left column. For example CB01001B510 in [Figure 3.5](#), corresponds to a specific service code as mentioned in the Fee Schedule. We recommend using the search function to find the corresponding services in the latest Clearstream Banking Fee Schedule document.
- As displayed in [Figure 3.4](#) and [Figure 3.5](#), ancillary fees, maintenance fees and notary functions fees are each linked to one invoice code, for example CB01001B5 with same volumes. For transparency reasons, the volumes subject to maintenance fee and notary function are displayed again and are not constituted to the Calculation Basis volume.
- The Group Deposit column indicates the applicable family group category used for the discount scheme as detailed in the Fee Schedule.
- The Calculation Basis column shows the total volume per family group summing up the volumes of all accounts belonging to the same family group.
- The Volume column shows the service usage basis for the calculation of the fees.
- The VAT rate is shown in the next column.
- The Base Amount in EUR column represents the net fee amount excluding VAT.

Equities

Family group AUC volume (EUR million)		Notary function invoice code: CB01001B580		Maintenance fee for securities accounts at top tier level invoice code: CB01001B560		Core Fees																	
From	To																						
0	750			0.02	0.230																		
750	2,000			0.02	0.205																		
2,000	6,000			0.02	0.185																		
6,000	15,000			0.02	0.175																		
15,000	30,000			0.02	0.165																		
30,000	60,000			0.02	0.160																		
60,000	130,000			0.02	0.145																		
130,000	200,000			0.02	0.140																		
200,000	280,000			0.02	0.135																		
> 280,000				0.02	0.130																		

Family group AUC volume (EUR million)		Family group discount scheme invoice code: CB01001B510																		Ancillary fees
From	To	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	
0	750	1.14	1.13	0.99	0.90	0.86	0.85	0.84	0.83	0.82	0.81	0.80	0.695	0.59	0.511	0.433	0.354	0.301	0.249	
750	2,000	1.065	1.045	0.965	0.875	0.765	0.755	0.555	0.525	0.515	0.505	0.495	0.423	0.351	0.297	0.243	0.189	0.153	0.117	
2,000	6,000	0.985	0.875	0.775	0.685	0.555	0.515	0.435	0.415	0.385	0.385	0.385	0.326	0.267	0.223	0.179	0.134	0.105	0.075	
6,000	15,000		0.785	0.675	0.585	0.495	0.465	0.435	0.395	0.335	0.335	0.325	0.273	0.221	0.182	0.143	0.104	0.078	0.052	
15,000	30,000				0.585	0.495	0.405	0.365	0.345	0.325	0.315	0.305	0.256	0.207	0.17	0.134	0.097	0.072	0.05	
30,000	60,000					0.49	0.39	0.36	0.34	0.32	0.31	0.30	0.252	0.204	0.168	0.132	0.096	0.072	0.049	
60,000	130,000							0.385	0.36	0.34	0.32	0.31	0.30	0.252	0.204	0.168	0.131	0.096	0.072	
130,000	200,000								0.35	0.34	0.32	0.31	0.30	0.252	0.204	0.168	0.131	0.096	0.072	
200,000	280,000									0.325	0.295	0.285	0.285	0.241	0.197	0.164	0.131	0.096	0.072	
> 280,000											0.29	0.27	0.25	0.21	0.17	0.14	0.11	0.08	0.06	

Figure 3.4 Fee Schedule extract for Safekeeping fees

1. Safekeeping services			Group Deposits	Calculation Basis	Volume	VAT Rate	Base Amount in EUR
1. Safekeeping services					3.037.372.572		8.610,53
1.2 Safekeeping services - Annex 1			EUR 0-2,5 bil	1.048.388.136	1.033.528.040		6.581,63
CB01001B510	International *	Bonds	Ancillary fees		1.001.922.266		6.318,25
CB01001R510	USA *	Bonds			31.605.774		263,38
Maintenance fee for securities accounts					1.001.922.266		1.861,91
CB01001B560	International *	Bonds	Core fees		1.001.922.266		1.861,91
Notary functions					1.001.922.266		166,99
CB01001B580	International *	Bonds			1.001.922.266		166,99

Figure 3.5 ICSD invoice - Statement of fees - details - body

Note: The minimum fee per security is included in the safekeeping fees. The report “External core service fee reports - Safekeeping Fee details”, available on the [Billing Portal](#), shows the applied minimum fee per security.

For more information on the above and for calculation examples please also refer to Annex 3 of the [Fee Schedule](#).

2. Settlement services			Volume	VAT Rate	Base Amount in EUR
2. Settlement services			56		124,99
Booking of a settlement instruction			23		2,30
2.2.2.1 Internal and bridge-Debt and Eq.			23		2,30
CB0202050BC	Bridge inx Booking of a sett inx *		21		2,10
CB0202050IC	Internal inx Booking of a sett inx *		2		0,20
Settlement Lifecycle Management			33		19,91
2.2.2.1 Int. & Bridge-Debt & Eq.-Settlem. lifecycle mgt.			23		17,16
CB0202000BR	Bridge instr Sett Lifecycle Mgt Fee *		21		15,67
CB0202000IN	Internal instr Sett Lifecycle Mgt Fee *		2		1,49
2.2.6 Other inx fees			10		2,75
CB020204010	Settlement instruction recycling fee *		5		1,00
CB020204040	Cancellation of bridge instruction *		5		1,75
Minimum Settlement Fee Adjustment					102,78

Figure 3.6 ICSD invoice - Statement of fees - details - body

Row information:

- The information provided in the statement is sorted by service item. Each row represents a detailed service item. The fees reported are shown in the same order as the fee schedule, and each service group is displayed as a separate table in the report.
- The calculated core and ancillary fees for Safekeeping services, Settlement services and Account maintenance fees are each visible on a separate row. The total “Base Amount in EUR” comprises the sum of calculated fees of all components, including also minimum fees.
- The invoice code for core services for Settlement (see [Figure 3.6](#), first section marked with a box) ends always with “C”. Ancillary services are displayed in a separate area (see [Figure 3.6](#), second section marked with a box).
- On the ICSD side, the volume of core and ancillary services for settlement is not always equal. Therefore, the volumes for core and ancillary components are each displayed on the invoice separately, opposite to the respective core or ancillary component (see [Figure 3.7](#)).

2. Settlement services		Volume	VAT Rate	Base Amount in EUR
2. Settlement services		80,557		86,176.53
2.2. Settlement on accounts elig. for CoBM		80,557		86,172.63
Core Services		65,734		23,872.22
2.2.2.1 Internal and bridge-Debt and Eq.		65,611		23,859.92
CB0202050BC	Bridge inx Booking of a sett inx	9,820		982.00
CB0202050IC	Internal inx Booking of a sett inx	48,123		4,812.30
2.2.2.2 Internal Investment Funds DVP		39		3.90
CB0202055IC	Internal inx fund Booking of a sett inx	39		3.90
2.2.2.2 Internal Investment Funds FOP		45		4.50
CB0202060IC	Internal inx fund Booking of a sett inx	45		4.50
2.2.2.3 Bridge Investment Funds		39		3.90
CB0202065BC	Bridge inx - IFunds Booking of sett inx	39		3.90
Ancillary Services		80,557		62,300
2.2.2.1 Internal and bridge-Debt and Eq.		64,936		23,859.92
CB0202000BR	Bridge instr Sett Lifecycle Mgt Fee	10,000		3,127.94
CB0202000EX	External instructions in T2S-Debt and Eq *	1,996		369.29
CB0202000IN	Internal instr Sett Lifecycle Mgt Fee	53,000		15,664.57
2.2.2.2 Internal Investment Funds DVP		40		17.76
CB0202005IN	Internal inx fund Sett Lifecycle Mgt Fee	40		14.21
2.2.2.2 Internal Investment Funds FOP		49		55.33
CB0202010IN	Internal inx fund Sett Lifecycle Mgt Fee	49		44.26
2.2.2.3 Bridge Investment Funds		40		296.00
CB0202015BR	Bridge inx - IFunds Sett Lcyle Mgt Fee	40		236.80
2.2.3 Ext.instructions ag.cfp in T2S		4,927		2,430.90
CB0202020BF	Surcharge Settlement Bank fee *	1,137		0.00
CB0202020EF	Surcharge External fee *	1,895		2,421.65
CB0202020ES	Surcharge T2S external settlement *	1,895		9.25
2.2.4 Ext.instructions ag.Non-T2S cfp		248		26,816.51
Austria		12		176.67
CB02020251010	Debt instruments *	12		176.67
Belgium		26		520.84
CB02020251510	Debt instruments *	17		241.95
CB02020251520	Equity instruments *	9		278.89
Canada		5		77.47
CB02020253010	Debt instruments *	5		77.47
Denmark		5		127.18
CB02020256010	Debt instruments *	3		76.31
CB02020256020	Equity instruments *	2		50.87
USA		200		1,366.16
CB0202025R510	Debt instruments *	196		1,348.09
CB0202025R520	Equity instruments *	4		18.07
2.2.6. Other inx fees		10,257		8,823.99
CB020204010	Settlement instruction recycling fee *	3,161		584.68
CB020204030	Cancellation of internal instruction *	1,388		449.32
CB020204040	Cancellation of bridge instruction *	4,688		1,517.74
CB020204050	2.2.6. Other inx fees - Cancell of inx in *	404		545.18
CB020204060	Cancel.ext.pend.INX ag.CCP not in T2S *	616		5,727.07

Figure 3.7 Total volume of settlement instructions based on the ancillary component volume

4. Invoice layout for CSD accounts

For CSD accounts, invoices are provided at account level or grouped at Invoice Recipient Unit level (Rechnungsempfängereinheit). In such a case, there will be one Statement of fees - summary per Invoice Recipient Unit.

Where several accounts are grouped at Invoice Recipient Unit, the Statement of fees - details will contain as many statements as the number of accounts that are linked to the Invoice Recipient Unit.

4.1 CSD invoice - Statement of fees - summary

Header

The header of the Statement of fees - summary shows general information such as the invoice recipient unit, customer name and family group number, VAT number, payment details and invoice details as in [Figure 4.1](#) below:

Kundendaten	Zahlungsdetails	Rechnungsdetails
Rechnungsempfänger 7xxx	Valuta Tag 07.09.2020	Rechnungsnummer 171617868
Kunde xyz	Zahlungsbed.: BBK-Bankeinzug	Rechnungsdatum 31.08.2020
Family Group 5xxxx	Verrechnungskto. 7xxxx	Ausstellungsdatum 03.09.2020
Umsatzsteuer-Nr.: DExxxxxxxx		Rechnungszeitraum= Leistungszeitraum
		Seitenzahl 1 von 42

Figure 4.1 CSD invoice - Statement of fees - summary - header

Body

The body of the Statement of fees - summary gives an overview of the gross fees (excluding VAT, adjustment and rebates) aggregated for the main services categories used, adjustments (+) and rebates (-), VAT rates, VAT amounts and total fees including VAT (see columns in [Figure 4.2](#)).

Gebühreuzusammenfassung(in EUR)					
Dienstleistungen	Betrag Netto	Rabatt	MWST	MWST Betrag	Betrag Brutto
1. Depotführung	16,51	0,00	16,00%	2,64	19,15
6. Global Securities Financing	2.500,00	0,00	16,00%	400,00	2.900,00
8. Sonstige Dienstleistungen	200,00	0,00	16,00%	32,00	232,00
Mindestdepotgebühr-Aufschlag pro Konto	233,49	0,00	16,00%	37,36	270,85
Summe	2.950,00	0,00		472,00	3.422,00

Figure 4.2 CSD invoice - Statement of fees - summary - body

Row information:

The Statement of fees - summary as provided in [Figure 4.2](#) provides an overview of fees aggregated per service together with the total fees.

The services categories corresponds to individual chapters in the Fee Schedule, as follows (see rows in [Figure 4.2](#)):

1. Safekeeping services (Depotführung)
2. Settlement services (Abwicklungsdiensleistungen)
3. Custody administration services (Depotservice)
4. Investment fund services - CFF and Vestima
5. Information provision services (Kommunikation)
6. Global Securities Financing
7. Cash and liquidity management services (Geld- u. Liquiditätsmgmt Serv.)
8. Other services (Sonstige Diensleistungen).

The [Figure 4.2](#) shows, for example, that the customer is only charged for using 1. Safekeeping services, 6. Global securities financing and 8. Other services.

4.2 CSD invoice - Statement of fees - details

Header

The header of the Statement of fees - details shows general information such as the invoice account number, account number (only shown in the detail), customer name and family group number, VAT number, payment details and invoice details as per the below [Figure 4.3](#):

Kundendaten	Zahlungsdetails	Rechnungsdetails
Rechnungsempfänger 7XXX Kunde XYZ	Valuta Tag 07.09.2020 Zahlungsbed.: BBK-Bankeinzug Verrechnungskto. 7XXX	Rechnungsnummer 171617868 Rechnungsdatum 31.08.2020 Ausstellungsdatum 03.09.2020 Rechnungszeitraum= Leistungszeitraum Seitenzahl 2 von 42
Family Group 5XXXXX Umsatzsteuer-Nr.: DEXXXXXXXX		

Figure 4.3 CSD invoice - Statement of fees - details - header

Body

The body of the Statement of fees - details shows the following information on the fees charged to the account (as shown column by column in [Figure 4.4](#)):

- Each service category, sub category or detailed service item and its associated invoice code are found in the left column. For example CB0100200 in [Figure 4.4](#), corresponds to a specific service code as mentioned in the Fee Schedule. *We recommend using the search function to find the corresponding services in the latest Clearstream Banking Fee Schedule document.*
- The Group Deposit (Depotvolume) column indicates the applicable family group category used for the discount scheme as detailed in the Fee Schedule.
- The Calculation Basis (Kalkulations-basis) column shows the total volume per Family Group summing up the volumes of all accounts belonging to the same Family Group.
- The Volume (Menge) column shows the service usage basis for the calculation of the fees.
- The VAT rate (MwSt) is shown in the next column.
- The EUR Base amount (Nettobetrag in EUR) represents the Net fee amount excluding VAT.

1. Depotführung	Depotvolumen	Kalkulations-basis	Menge	MwSt	Nettobetrag in EUR
1. Depotführung			15.338.756		250,00
Zentrale Kontoführung			7.669.378		14,20
CB010020060 Deutschland Anleihen			7.669.378	16,00%	14,20
Notarielle Dienstleistung			7.669.378		2,31
CB0100200B0 Deutschland Anleihen			7.669.378	16,00%	2,31
Mindestdepotgebühr-Aufschlag pro Konto				16,00%	233,49

Figure 4.4 CSD invoice - Statement of fees - details - body

Row information:

- The information provided in the statement is sorted by service item. Each row represents a detailed service item. The fees reported are shown in the same order as the fee schedule, and each service group is displayed as a separate table in the report.
- As displayed in [Figure 4.4](#), Safekeeping fees (1. Depotführung) are split into “maintenance fee” (Zentrale Kontoführung) and “notary function” (Notarielle Dienstleistung) for all securities deposited in the German market that are listed in Annex 2 of the Fee Schedule. For transparency reasons, the volumes subject to maintenance fee and notary function are displayed and are not constituted to Calculation Basis volume.

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- The Minimum Safekeeping Fee Adjustment (adjustment to reach the minimum fee amount for Safekeeping) per account and per security is provided in the bottom line of the Safekeeping section, when applicable.

Note: The minimum fee per security is included in the safekeeping fees. The report “External core service fee reports - Safekeeping Fee details”, available on the Billing Portal, shows the applied minimum fee per security.

For more information on the above and for calculation examples, please also refer to Annex 3 of the [Fee Schedule](#).

5. Invoice distribution

The display language of the invoices will be English for ICSD accounts opened with Clearstream Banking S. A. and Clearstream Banking AG (6xxxx accounts). For CSD accounts opened with Clearstream Banking AG, customers can choose between German and English. German will be provided by default for CBF CSD accounts.

Clearstream sends paper invoices by post. However, in an effort to reduce the usage of paper customers can opt out of the physical paper invoices distribution by subscribing to the [Electronic invoicing](#) service.

Clearstream would like also to remind customers that it is possible to receive invoices and billing reports free of charge via the [Billing Portal](#). Invoices are provided on the portal in either PDF or XML file format. Billing reports are available in CSV file format.

To apply for access to the Billing Portal, customers must complete the [application form](#) available on Clearstream website.

Customers already using the Billing Portal will receive an email informing them once the invoice is available on the Billing Portal. The usage of the Billing Portal is free of charge.

Where customers do not have access to the [Billing Portal](#) or if they have not applied for the electronic invoicing by returning the application form, they will continue to receive the invoice in paper form.

6. New billing reports

As mentioned in [Section “2. Invoice structure”](#), the additional information appeared in the invoice annex is now available via additional reports, in CSV format via the [Billing Portal](#).

Detailed information on the format of these reports is available in the [Billing Report Guide](#).

The Billing Report Guide provides customers of Clearstream Banking Luxembourg (CBL) and Clearstream Banking Frankfurt (CBF) with detailed information about the new billing CSV reports, which are available for download via the [Billing Portal](#). The portal hosts invoices and fee reports for all Deutsche Börse Group companies.

All CSV files per customer invoice are included in one ZIP file and are available on the Billing Portal at the latest two days after the publication of the invoice.

There are seven different billing report types:

- Invoice breakdown for CBL and CBF customers - Invoice Overview
- Invoice breakdown for CBL and CBF customers - Invoice Details
- Invoice breakdown for CBF CSD invoice recipient units - Customer Account Overview
- Invoice breakdown for CBF CSD invoice recipient units - Customer Account Detail View
- External core service fee reports - Fee details per billing event
- External core service fee reports - Settlement Fees
- External core service fee reports - Safekeeping Fee details

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