

Shareholder Communication Enhancement (SCE)

Detailed Functional Specifications

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Disclaimer

Clearstream Banking is committed to inform its clients (Clearstream Banking account holders or their third-party service providers) as early as possible on the Shareholder Communication Enhancement (SCE) project, accepting that the content of this document may have to be updated.

Hence, these Detailed Functional Specifications represent the state of information available to Clearstream Banking at publication date. The description may be subject to modifications or enhancements at a later stage of the project. In the event of modifications, Clearstream Banking will provide the respective updates in due time as further releases of this documentation.

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Contacts

Questions regarding the SCE project can be addressed to SCE-project@clearstream.com and will then be routed to the according experts.

For further information about Clearstream Banking's products and services, clients can visit the [Clearstream website](#), contact Clearstream Banking Client Services or their Relationship Officer. Clients will find the relevant contact details under [Contacts & Client Services](#).

Contents

Disclaimer	I
Contacts	I
Contents	II
1. Introduction	3
1.1 Structure and content of this document	3
1.2 Timeline_.....	3
2. Key aspects of the SCE project	4
2.1 Scope of the project	5
3. Detailed Functional Specifications	6
3.1 Reporting via ISO 20022_.....	6
3.2 Reporting via ISO 15022_.....	15
3.3 Reporting via Xact Web Portal.....	18
3.4 Blocking_.....	26
3.5 Registration_.....	27
3.6 Specific meeting scenarios or market functionalities_.....	31
3.7 Connectivity	32
3.8 PoA.....	33
4. Client simulation	33
5. Migration approach	34
5.1 Preparation_.....	34
5.2 Cutover_	36
Glossary	38
Appendix	39
seev.001 (meeting notification) examples_.....	39
seev.002 (meeting cancellation) examples	47
seev.003 (meeting entitlement) examples	48
seev.004 (meeting instruction) examples – clients to Clearstream Banking	49
seev.005 (meeting instruction cancelation) examples	65
seev.006 (vote instruction status) examples	66
seev.007 (vote execution confirmation) examples	69
seev.008 (meeting results) examples.....	70
MT564+ examples_.....	71
Xact Web Portal mockups	74

1. Introduction

1.1 Structure and content of this document

This document focuses on the Shareholder Communication Enhancement (SCE) project of Clearstream Banking and more specifically on the introduction of ISO 20022 messaging, a new Xact Web Portal domain for general meetings and related activities.

The objective of these Detailed Functional Specifications is to provide clients with an overview regarding the changes that come with the SCE project as well as the tasks involved in preparing for migration.

After the introduction chapter on the SCE project:

- Chapter 2 summarises the key aspects of the SCE project to be introduced in 2024. It also shows open points, for which no information can currently be provided and which will be covered in an updated version of the document.
- Chapter 3 provides an in-depth look into the upcoming changes of handling and reporting of general meeting events. It describes the future states of the processing and reporting in the Clearstream Banking system OneCAS (Custody), enabling clients to identify areas of impact for them.
- Chapter 4 summarises the most important aspects of the client simulation. A detailed Client Simulation Guide will be provided in due course.
- Chapter 5 provides an overview of the migration activities surrounding the implementation weekend of the SCE project as well as necessary preparatory tasks. More detailed information on the migration will be provided to clients in due time.

This document focuses on the Clearstream Banking General Meeting Service ("Basic" service). For the Clearstream Banking General Meeting Service via ISS ("Enhanced" service), there is no direct impact by the SCE project – therefore, this service is not further considered in this document.

For clients using third-party proxy providers, most of the changes described in this document will have an impact for the service providers rather than the clients directly. However, the connectivity aspects of the provider need to be considered. These points are separately summarised in section 3.8.

1.2 Timeline

The SCE project will be implemented in November 2024.

The below points indicate the high-level project timeline and associated milestones regarding client documentation:

- The publication of this document goes hand in hand with the publication of message structures in MyStandards. Both aim to provide a first overview.
- An update of the client handbooks can be expected close to the go-live of the project.
- Publication of documentation regarding the client testing activities has been done in June 2024. Clients will have eight to twelve weeks in advance to register for the testing. The test is planned to start in late August 2024.
- More detailed information on the migration procedure and connectivity aspects [have been published in September 2024](#).

All publications related to the project are available on the [Clearstream Banking General Meeting Service web page](#).

2. Key aspects of the SCE project

The SCE project has been established to enhance the Clearstream Banking General Meeting Service for clients (Clearstream Banking account holders or their third-party service providers) via higher automation and STP rates, which cannot be achieved with the current ISO 15022 formats or manual workarounds and processes, to offer an aligned and standardised service level across all Clearstream Banking entities, all asset types and all markets.

From November 2024, the Clearstream Banking General Meeting Service will migrate from ISO 15022 to ISO 20022 Swift message structure for all markets and asset classes, including instruction and registration flows, status messages and meeting results, where applicable. Clients that do not support the ISO 20022 message format for meeting instructions will be able to use the new General Meeting module of Xact Web Portal as an alternative. All general meetings will be processed in the OneCAS system and available via Xact Web Portal.

Additionally, for General Meeting notifications and cancellations (seev.001 and seev.002), a co-existence of notifications and cancellations via MT564 will be offered. However, instructions, status updates and meeting results are only accepted or sent in ISO 20022 format or via Xact Web Portal.

Clearstream Banking's objective is to comply with the Securities Market Practice Group (SMPG) Market Practices, but the SMPG Market Practice for General Meetings and ISO 20022 XSDs are published for a limited class of assets (European equities traded on a regulated market). There are several countries that have not adopted ISO 20022 message formats or processing standards. Therefore, the SMPG XSDs for meeting notifications (seev.001) can only be a guideline to be followed.

2.1 Scope of the project

The changes described in this document generally apply:

- To all meeting event types in all related asset classes, that is:
 - BMET – Bondholder meeting;
 - CMET – Court meeting;
 - XMET – Extraordinary meeting;
 - GMET – General meeting;
 - MIXD – Mixed meeting;
 - SPCL – Special meeting.
- To all Clearstream Banking and LuxCSD clients, that is, holders of:
 - CBF accounts including CBF-i accounts;
 - CBL accounts;
 - LuxCSD accounts;
 - Including their third-party service providers used for general meeting processing.
- To all markets for which Clearstream Banking offers proxy voting services including the following assets:
 - Equities including but not limited to events covered by SRD 2;
 - CBF, LuxCSD or CBL issued securities;
 - Eurobonds and international securities;
 - Domestic bonds;
 - Funds.

For a complete list of markets for which Clearstream Banking offers proxy voting services, please refer to the [Clearstream website](#).

Please note that these services are not available in all markets. Some local CSDs or custodians do not, or only partly, offer provision of certain services.

3. Detailed Functional Specifications

3.1 Reporting via ISO 20022

With the SCE project, ISO 20022 reporting for general meetings will be available for clients. The reporting consists of the following messages:

Category	ISO 20022 message	ISO 20022 message name	Message direction	ISO 15022 equivalent
Notification	seev.001	Meeting Notification	Clearstream Banking sends to clients	MT564
	seev.002	Meeting Cancellation	Clearstream Banking sends to clients	MT564 CANC
	seev.003	Meeting Entitlement Notification	Clearstream Banking sends to clients	n/a
Instruction	seev.004	Meeting Instruction	Client sends to Clearstream Banking	MT565
	seev.005	Meeting Instruction Cancellation Request	Client sends to Clearstream	MT565 CANC
	seev.006	Meeting Instruction Status	Clearstream Banking sends to clients	MT567
Confirmation	seev.007	Meeting Vote Execution Confirmation	Clearstream Banking sends to clients	n/a
	seev.008	Meeting Result Dissemination	Clearstream Banking sends to clients	MT564 with new CORP ID (limited to selected events)

The full structure of the ISO 20022 messages accepted or sent by Clearstream Banking is published on the Swift MyStandards website. This documents for every possible field in the ISO 20022 messages, if the respective field is used or accepted by Clearstream Banking:

- at all;
- only under certain conditions or rules;
- with additional considerations (for example, fixed values or specific formatting).

Furthermore, message examples for different meeting event scenarios are given in the appendix of this document.

Please note that in order to access the message structures in MyStandards, it is necessary to have a Swift MyStandards account and request access to the Clearstream Banking community “General Meeting Messages”.

Note: As the access is granted manually, please use a clearly identifiable work email address.

In addition to the usage of Swift MyStandards, some of the most important aspects regarding ISO 20022 messaging are documented in these Detailed Functional Specifications. However, while the following chapters intend to transmit a detailed view on certain rules and message functionalities, they do not cover all aspects of the messages. Therefore, both the Swift MyStandards and these Detailed Functional Specifications need to be read together to ensure a full understanding.

Notification

Meeting Notification – seev.001

Clearstream Banking uses multiple sources for the sourcing of information regarding general meetings, including service providers, depositories or issuer agents. Based on the information received by these sources, a meeting notification is created and provided to clients.

For each meeting event, Clearstream Banking creates one meeting notification per account and per place of safekeeping, if the account has holdings. This means, it is not possible to receive one message for multiple accounts or multiple ISINs. For multi-listed securities, multiple notifications are created. Each event uses a unique meeting ID and includes the place of safekeeping. For CBF accounts, the notification is created for each (sub)account that holds entitled positions.

Note: [The technical 8-digit format is used in the outbound Swift message for CBF accounts, that is, a zero is added after the fourth digit.](#)

Clearstream Banking provides in the notification all types of meeting events with regard to the participation method, but not all available participation methods will be supported during the instruction process. For the participation methods PHNV, MAIL and VIRT as well as any other proprietary values as announced by Clearstream Banking, instructions are generally not supported. This is indicated at notification level with the qualifier “Supported by the account servicer” set to false.

The maximum network payload size is 100 KB for the FINplus network. As a consequence, long meeting messages with many resolutions or in multiple languages will be paginated.

Within the notification, the meeting resolution and vote options are reported in standardised fields. The resolution is always reported in English, irrespective of the market. For German securities, the resolution is additionally received and forwarded in German. Further languages may be present in the resolution, if reported by the Clearstream Banking market provider.

Important dates and times:

- The Vote Market Deadline is forwarded by Clearstream Banking as reported by the Clearstream Banking market provider. Clearstream Banking reports the Vote Market Deadlines in UTC time format (YYYY-MM-DDThh:mm:ss.sssZ).
- The Vote Deadline is determined by Clearstream Banking based on the markets’ STP capabilities. Clearstream Banking reports the Vote Deadlines in UTC time format (YYYY-MM-DDThh:mm:ss.sssZ).
- For registered shares, the “Registration Securities Deadline” indicates by when a registration must be instructed.
- The “Securities Blocking Period End Date” indicates that Clearstream Banking will block the instructed securities from the approval of the instruction to the Securities Blocking End Date.

Please note that date/time fields other than Vote (Market) Deadline may be reported in UTC time format, local time or local time with UTC offset. Clearstream Banking will not change these date/time formats received from the Clearstream Banking market provider.

Following the initial notification and further updates, Clearstream Banking will send reminders to clients for the meeting event according to the following schedule:

- 1st reminder: Seven business days before Early Incentive Deadline;
- 2nd reminder: Seven business days before the Vote Deadline;
- 3rd reminder: Two business days before Early Incentive Deadline;
- 4th Reminder: Two business days before the Vote Deadline.

The reminder service is optional and can be deactivated on subscription level.

Note: A maximum of one reminder is sent per day.

[Please note that if the “Reconfirm Instructions” qualifier is set to TRUE in the notification \(following an update to the announcement\), Clearstream Banking will cancel any previously received instruction](#)

[\(seev.006 with a narrative is sent to clients\) and clients have to submit a new instruction on the meeting event.](#)

Meeting Entitlement Notification – seev.003

Today, issuers in some markets require a Certificate of Holding. That is, Clearstream Banking provides to clients a confirmation about the holdings which can be used to prove to issuers existence of the positions.

The seev.003 message serves the same purpose and is mostly relevant for accounts with holdings of beneficial owners (shareholders). It would allow them to prove their custody position on a specific date to the issuer as part of the general meeting registration.

Clearstream Banking will always provide the message when an according subscription exists.

The relevant date to record the holdings (end of date) for the seev.003 is determined based on the seev.001 content. The following logic is used to determine the date:

Priority	Condition	Seev.003 creation
Priority 1	If "Entitlement Fixing Date" has a date.	Created on "Entitlement Fixing Date" end-of-day.
Priority 2	If "Entitlement Fixing Date" is not present or UKWN AND "Vote Market Deadline" = "Meeting date".	Created on "Vote Market Deadline Date" minus 1 business date end-of-day.
	If "Entitlement Fixing Date" is not present or UKWN AND If "Vote Market Deadline Date" is smaller than (before) "Meeting Date".	Created on "Vote Market Deadline Date" end-of-day.
Priority 3	If "Entitlement Fixing Date" is not present or UKWN AND If "Vote Market Deadline Date" is not present or UKWN.	Created on "Meeting Date" minus 1 business date end-of-day.

The seev.003 message is then sent to clients with an active subscription on the following business day.

Instruction

The following types of instructions are supported by Clearstream Banking. Each type requires the inclusion of certain information within the seev.004 message:

Type	Participation Method	Vote Details	Meeting Attendee	Proxy	Registration request
Vote with Registration	EVOT	Mandatory	Rejected	Rejected	Yes
Vote without registration	EVOT	Mandatory	Rejected	Rejected	No
Proxy with Registration	PRXY	Optional	Rejected	Mandatory	Yes
Proxy without Registration	PRXY	Optional	Rejected	Mandatory	No
Attendance	PHYS	Optional	Mandatory	Rejected	Rejected
Registration	<i>blank</i>	Rejected	Rejected	Rejected	Yes

In addition, the Rights Holder section is considered conditionally mandatory if a disclosure of beneficial owner details has been requested in the general meeting event. This is always the case with registration.

Other participation methods are not supported for instructions.

A valid meeting instruction (seev.004) to Clearstream Banking requires the usage of the participation method mentioned in the notification (seev.001) as well as key data such as ISIN, meeting ID, account/holding information. The full message structure including mandatory fields is available via Swift MyStandards.

In order to communicate multiple instructions in the seev.004, Clearstream Banking recommends repeating the "instruction" section. Each single instruction section must have its own "single instruction identification". Please note that all single instructions within one seev.004 message must be for the same account. Repeating the instruction section might result in a considerable size of the seev.004 message, which might make it necessary to split it into multiple pages.

The sending of the Vote Execution Confirmation (seev.007) can be requested within the seev.004 instruction (/MtgInstr/Instr/VoteExctnConf). That means, Clearstream Banking will forward the seev.007 to the client.

For the purpose of identifying the instructing account, clients have to include the CBF, CBL or LuxCSD account number in the instruction (/MtgInstr/Instr/AcctDtls/AcctId). For CBF-i, CBL or LuxCSD clients, this relates to the five-digit account number. For CBF clients, the seven-digit account format [or eight-digit account format](#) may be used. As already mentioned, while the Instruction-section can be repeated, only one account can be used within the seev.004 message.

Clearstream Banking recommends not to use the balance type (/MtgInstr/Instr/AcctDtls/InstdBal/BalTp) for the instructed holding. Clearstream Banking only accepts the value "INBA", all other values will be ignored. That is, if the balance type is used, at least "INBA" must be present.

Clearstream Banking does not support any proprietary vote options.

Clearstream Banking will not validate any admission conditions for meeting events.

For the Vote Detail section, Clearstream Banking allows both the usage of Global Vote Instructions (/MtgInstr/Instr/VoteDtls/VoteInstrForAgndRsIttn/VotePerAgndRsIttn/GblVoteInstr) and Vote Instructions (also referred to as "split voting" - /MtgInstr/Instr/VoteDtls/VoteInstrForAgndRsIttn/VotePerAgndRsIttn/VoteInstr).

For Global Vote Instructions, the instructed balance (MtgInstr/Instr/AcctDtls/InstdBal/Bal/) applies to the resolutions as specified. The entire instructed balance has to be used for the same vote options.

For Vote Instructions, it is required to provide the applicable balance for each vote direction. The amounts can differ for each resolution, but the summarised amount from all vote directions cannot be higher than the instructed balance.

Example Global Vote Instruction (Instructed Balance 100):

- Resolution 1: FOR
- Resolution 2: AGAINST
- Resolution 3: FOR

Example Vote Instruction (Instructed Balance 100):

- Resolution 1: 20 FOR, 80 AGAINST
- Resolution 2: 90 AGAINST, 5 FOR
- Resolution 3: 100 FOR

Furthermore, Clearstream Banking allows voting on meeting resolutions which are not part of the agenda (/MtgInstr/Instr/VoteDtls/VotInstrForMtgRsltn). However, Clearstream Banking cannot guarantee or ensure that the depository or issuer will accept and consider the vote during the meeting.

Please note that as per Swift rules, it is not possible to use the Meeting Attendee section for any participation method other than PHYS. As such, Clearstream Banking expects Attendance instructions both for the beneficial owner or a third party (Proxy) with the participation method PHYS. Admission conditions for Attendance are not validated by Clearstream Banking when receiving the instruction.

For entrance cards without voting rights, clients cannot use the participation method PHNV. Instead, the participation method PHYS (/MtgInstr/Instr/SpcfclInstrReq/PrtcptnMtd) should be used for the instruction while specifying in the meeting attendee section the participation method PHNV (/MtgInstr/Instr/MtgAttndee/PrtcptnMthd). This specifies that a person is physically attending but without voting rights.

The following table gives an extract of validations that are performed by Clearstream Banking on the instruction. Failure to conform with the validations leads to a rejection by Clearstream Banking. Please note that in addition to the Rejection code, Clearstream Banking provides a short narrative explanation for the rejection (/MtgInstrSts/InstrTpSts/InstrSts/InstrSts/Rjctd/Rsn/AddtlRsnInf).

Clearstream Banking validation	Rejection code	Remark
Instruction does not provide the Meeting Instruction Identification if the agination is present (/MtgInstr/MtgInstrId).	Rejected with reason code OTHR	
Instruction contains the optional field "Requested Execution Date" (/MtgInstr/Instr/ReqdExctnDt).	Rejected with reason code OTHR	
Instruction contains the field "Blockchain Address or Wallet" or uses Digital Token Unit for the balance (/MtgInstr/Instr/AcctDtls/BlckChainAdrOrWllt) (/MtgInstr/Instr/AcctDtls/InstdBal/Bal/Qty/DgltTknUnit)	Rejected with reason code OTHR	
Instruction contains the position code "Short" (/MtgInstr/Instr/AcctDtls/InstdBal/Bal/ShrtLngPos).	Rejected with reason code OTHR	Only instructions on LONG positions will be accepted.
Instruction contains a negative instructed position.	Rejected with reason code OTHR	
Instruction requests Vote Execution Confirmation, but does not populate the vote details.	Rejected with reason code OTHR	

Clearstream Banking validation	Rejection code	Remark
<p>Instructions uses a proprietary value for identification. This relates to multiple fields within the seev.004 instruction, such as:</p> <ul style="list-style-type: none"> - Rights Holder – Natural/Legal Person - Preassigned Proxy – Natural/Legal Person - Employing Party - Vote Indication - Meeting Attendee – Natural/Legal Person <p>For a full view, please refer to the MyStandards.</p>	Rejected with various reason codes	<p>Reason code is determined by the section where the proprietary code is used:</p> <p>Rights Holder → FULL</p> <p>Preassigned Proxy → PRXY</p> <p>Employing Party → PRXY if in the Proxy section, OTHR if in the Meeting Attendee section</p> <p>Vote Indication → OTHR</p> <p>Meeting Attendee → OTHR</p>
<p>Instruction is missing Identification in the Rights Holder section. (MtgInstr/Instr/AcctDtls/RgthsHldr/LglPrsn/Id) (MtgInstr/Instr/AcctDtls/RgthsHldr/NtrlPrsn/Id)</p>	Rejected with reason code FULL	
<p>Instruction uses the participation method PRXY and the proxy section is not populated.</p>	Rejected with reason code PRXY	
<p>Instruction uses the participation method PRXY and the meeting attendee section is populated.</p>	Rejected with reason code PRXY	
<p>Instruction uses the participation method PRXY and the preassigned proxy is not populated.</p>	Rejected with reason code PRXY	
<p>Instruction uses participation method PRXY and is missing conditional mandatory information, such as:</p> <ul style="list-style-type: none"> - Person Details for Proxy Type DISC/HLDR or the Attendance Card Delivery Method INDI. - Email Address for Attendance Card Delivery Method EMAL. - Employing Party for Attendance Card Delivery Method EMPL. - Other Address of Attendance Card Delivery Method OADR. 	Rejected with reason code PRXY	
<p>Instruction is a Registration (that is, participation method is blank) and proxy section, vote details or meeting attendee section are populated.</p>	Rejected with reason code OTHR	
<p>Instruction uses the participation method EVOT and the vote details section is not populated.</p>	Rejected with reason code OTHR	
<p>Instruction uses the participation method EVOT and proxy section or meeting attendee section are populated.</p>	Rejected with reason code OTHR	
<p>Instruction uses the participation method PHYS and the proxy section is populated.</p>	Rejected with reason code OTHR	

Clearstream Banking validation	Rejection code	Remark
Instruction uses the participation method PHYS and the securities registration is set to true.	Rejected with reason code OTHR	
Instruction uses the participation method PHYS and the meeting attendee section is not populated.	Rejected with reason code OTHR	
Instruction uses the participation method PHYS and the meeting attendee identification is not populated.	Rejected with reason code OTHR	
Instruction uses participation method PHYS and is missing conditional mandatory information, such as: <ul style="list-style-type: none"> - Email Address for Attendance Card Delivery Method EMAL. - Employing Party for Attendance Card Delivery Method EMPL. - Other Address of Attendance Card Delivery Method OADR. 	Rejected with reason code OTHR	
Instruction uses a participation method which is not supported (MAIL, PHNV, VIRT or proprietary).	Rejected with reason code OTHR	
Instruction uses no participation method (blank) and the securities registration is not set to true.	Rejected with reason code OTHR	
Instruction on a resolution that is flagged as FYI in the meeting notification (/MtgNtfctn/Rsltn/ForInfOnly).	Rejected with reason code OTHR	It is expected that such resolutions/issuer labels are not mentioned in the seev.004 instruction when a voting for Agenda Resolution is sent. An instruction "Vote For All Agenda Resolutions" will be forwarded as received.
Instruction does not contain at least the Beneficial Owner name (Rights Holder section) for general meeting events where Beneficial Owner Disclosure is requested.	Rejected with reason code FULL	Instructions with BO details will be forwarded to the depository/LP/issuer agent.
Instructed balanced exceeds the entitled position on record date (entitlement fixing date). For CBF clients, this includes instructions on the sub-account when the sub-account does not have sufficient holdings.	Rejected with reason code LACK	For instructions received prior record date, the instruction is recycled for up to five business days with the status code LACK. This will be re-evaluated with every change of position. That is, if clients provide sufficient entitlement in time, the instruction may be accepted.
Instructed quantity does not respect the minimum/multiple tradable amount, quantity type (FAMT/UNIT) or SctiesQtyReqrdToVote.	Rejected with reason code DQUA (unit/famt, msu)	
Issuer Label (case sensitive) and/or Vote Option in the instruction do not match to the meeting notification.	Rejected with reason code RESN	Applicable only when the Issuer Label is unique.

Clearstream Banking validation	Rejection code	Remark
Instruction on an account, which is not linked to the sender BIC.	Rejected with code SAFE	A valid BIC account linking needs to be established or a valid PoA needs to be in place.
Instruction on a collateral taker or SLBA borrower account.	Rejected with reason code SAFE	
Instruction is a duplicate of an already received instruction (same Message Identifier and Single Instruction Identifier).	Rejected with reason code DUPL	
Instruction includes a meeting type which does not match the seev.001 notification.	Rejected with reason code ULNK	
Instruction includes an ISIN which does not match the seev.001 notification.	Rejected with reason code DSEC	
Instruction is received after Vote Market Deadline.	Rejected with reason code LATE	
Instruction contains the request for registration and is received after Registration Securities Market Deadline.	Rejected with reason code DREM	
Instruction contains a Meeting Reference (/MtgInstr/MtgRef/MtgId) that cannot be matched to a meeting event.	Rejected with reason code EVNM	
Instruction contains vote options which are not supported.	Rejected with reason code OPTY	

When sending their seev.004 instruction, clients must ensure that the correct Clearstream Banking BIC11 is used. If the client uses a third party provider, this provider must provide the correct BIC11 of the Clearstream Banking account in the business application header. Each instruction should be sent to the CBL BIC CEDELULLXXX. This also applies to LuxCSD, CBF and CBF-i accounts.

Instructions are only accepted from a validated BIC of the account owner or appointed third party service provider. Furthermore, an RMA key exchange is required in order to send messages via the Swift FINplus network.

For a meeting instruction cancellation (seev.005), it is required to include the Single Instruction ID. That is, clients should refer to a specific single instruction. If the original instruction (seev.004) was sent with more than one single instruction (repeated instruction section), only the referenced single instruction will be cancelled.

Following an instruction cancellation, clients have the possibility to re-instruct. If a valid Meeting Instruction Cancellation Request ID (equal to the Business Message Identifier of the seev.005) is included in the new seev.004 instruction, this is interpreted as a re-instruction, meaning Clearstream Banking will pass on the re-instruction only once the cancellation is confirmed by the Clearstream Banking market provider. If this functionality is not used, Clearstream Banking will process the seev.004 as an individual meeting instruction.

Status Advice

Each received instruction seev.004 and instruction cancellation seev.005 will be responded to with a seev.006 status message to the instructing party once accepted or rejected. Further status messages will be sent once the instruction has been forwarded to the depository, the selected provider or the issuer agent.

The seev.006 generally requires an active message subscription. Only if an instruction is rejected, but no seev.006 subscription is set up for the instructed account, the seev.006 with the rejection code is sent back to the sender of the instruction message by default.

The following instruction and cancellation processing status qualifiers are used by Clearstream Banking to report the status of an instruction. Please note that ultimately, the status message regarding the processing of the instruction is sent by the depository, provider or agent and merely forwarded by Clearstream Banking. If Clearstream Banking receives PACK or FRWD from the Clearstream Banking market provider, it will not be forwarded to clients.

Business context	Status
The instruction has passed all Clearstream Banking validations and is accepted for further processing.	Instruction Processing Status "PACK"
The instruction has been processed within Clearstream Banking and forwarded to the respective depository or agent.	Instruction Processing Status "FRWD"
<p>The instruction has been accepted and processed by the respective issuer or registrar.</p> <p>Note: This is only sent by Clearstream Banking to clients if a status message with code RCIS has been received from the Clearstream Banking market provider.</p>	Instruction Processing Status "RCIS"
The instruction has ordered an attendance card (participation method "PHYS") and the request has been completed. In this case, the attendance card number will also be forwarded in the dedicated field, if received by the issuer or registrar.	Instruction Processing Status "ATTC"
The instruction included a request for registration and the registration has been completed. In this case, the Company Register Shareholder Identification will also be forwarded in the dedicated field.	Instruction Processing Status "REGM"
<p>The requested cancellation of an instruction via seev.005 message has been processed by Clearstream Banking.</p> <p>Note: This relates to the seev.006 which is sent to update the status of the instruction (seev.004). Additional, separate seev.006 are sent to update the status of the seev.005 cancellation request (for example, cancellation request accepted via Cancellation Processing Status PACK)</p>	Instruction Processing Status "CAND"
<p>The instruction included a holding which is greater than the (remaining uninstructed) entitlement on the Clearstream Banking account.</p> <p>In this case, the instruction is recycled for up to five business days with the status code LACK.</p> <p>This will be re-evaluated with every change of position. That is, if clients provide sufficient entitlement in time, the instruction may be accepted.</p>	<p>During recycling: Instruction Pending with Reason Code "LACK"</p> <p>After (unsuccessful) recycling: Instruction Rejection with Reason Code "LACK"</p>

Vote Execution Confirmation

Meeting Vote Execution Confirmation – seev.007

The Meeting Vote Execution Confirmation (seev.007) is only available if it has been explicitly requested in the instruction (seev.004) and if Clearstream Banking has received the Meeting Vote Execution Confirmation (seev.007) from the respective Clearstream Banking market provider (depository, provider or agent).

Clearstream Banking does not perform a reconciliation or validation of received Meeting Vote Execution Confirmation (seev.007) but forwards the message to clients as received from the Clearstream Banking market provider (depository, provider or agent).

Results

Meeting Result Dissemination – seev.008

The Meeting Results (seev.008) are only available if Clearstream Banking has received the Meeting Results (seev.008) from the respective Clearstream Banking market provider (depository, provider or agent).

Clearstream Banking does not perform a reconciliation or validation of received Meeting Results (seev.008) but forwards the message to clients as received from the Clearstream Banking market provider (depository, provider or agent).

3.2 Reporting via ISO 15022

Notification

Meeting notification – MT564+ (coexistence)

For meeting notifications, there is a parallel co-existence of MT564 messages in addition to the seev.001 (and seev.002 in the case of cancellation) messages. These coexistence messages are hereinafter referred to as “MT564+”.

The MT564+ is directly mapped from the seev.001/002. Therefore, differences to today’s MT564 can be expected.

Generally, the approach is to provide qualifiers in the structured fields of the MT564, if possible. Information which cannot be placed in the structured part of the MT564 message is displayed in the narrative, such as resolutions and vote options in English.

The MT564 coexistence requires a separate and new subscription, which Clearstream Banking will create. Thus, a client with an existing subscription for Corporate Action Notification will automatically be subscribed to the corresponding MT564+ for general meetings. This subscription can only be deleted after the go-live (for more information, please refer to section 5.1). Existing subscriptions for Corporate Action Notifications are not impacted (see chapter 5 for further details on Connectivity).

As today, there is no specified end date for the MT564+. In general, considering the advantages of the structured messages and overall market tendency towards ISO 20022, Clearstream Banking would expect most clients to move to ISO 20022 within a few years. It should also be considered that instructions can only be accepted in ISO 20022 format or via Xact Web Portal.

Mapping rules from seev.001 to MT564+ (extract)

MX (seev.001)	MT (MT564+)	Comment
Structured Fields		
Meeting ID	:20C::CORP//	Only the first 16 characters
Issuer Meeting ID	:20C::COAF//	If available and not longer than 16 characters. Otherwise COAF will show value NONREF and the Issuer Meeting ID will be provided in the narrative.
- Meeting Type BMET - Meeting Type CMET - Meeting Type XMET - Meeting Type GMET and Meeting Classification is OMET - Meeting Type GMET and Meeting Classification is other than OMET - Meeting Type MIXD - Meeting Type SPCL	:22F::CAEV//BMET :22F::CAEV//CMET :22F::CAEV//XMET :22F::CAEV//OMET :22F::CAEV//MEET :22F::CAEV//MEET :22F::CAEV//MEET	
- Event Completeness Status COMP, Event Confirmation Status CONF - Event Completeness Status COMP, Event Confirmation Status UCON - Event Completeness Status INCO, Event Confirmation Status CONF - Event Completeness Status INCO, Event Confirmation Status UCON	:25D::PROC//COMP :25D::PROC//COMU :25D::PROC//PREC :25D::PROC//PREU	
ISIN	:35B::ISIN	
Account Number	:97A::SAFE//	
Place of Safekeeping	:94F::SAFE//	
Meeting Date Time	:98a::MEET//	
Entitlement Fixing Date	:98a::RDTE//	
SRD Indicator	:17B::SRDC//	TRUE = Y, FALSE = N, not present = not present
Vote Options (repetitive field with all the possible vote options)	:22F::CAOP// - CONY - CONN - ABST - PROX - SPLI - NOAC (default)	The Vote Options will be created based on Participation Methods and Vote Instruction Types in the MX message. The Vote Options are accompanied by a narrative in :70E::INCO to further explain the available options. Note: In the case of (early) incentive premium, a vote option might be used more than once. In this case, the respective premium amount is added to the vote option via :92A::ESOF / :92A::SOFE in the CASHMOVE section with an according payment and value date.
Vote Deadline / Vote With Premium Deadline	:98C::RDDT under each applicable option	

MX (seev.001)	MT (MT564+)	Comment
Vote Market Deadline / Vote With Premium Market Deadline	:98C::MKDT under each applicable option	
Early Vote With Premium Deadline	:98C::EARD under each applicable option	
Narrative Fields (:70E:)		
n/a	A general disclaimer on top of 70E: narrative will be included to reiterate that Clearstream Banking does not accept meeting instructions in MT format and seev.004 or the Xact Web Portal should be used instead.	
Resolution (only English)	Resolution [IssuerLabel]: [Title], [Description] Listing Group Resolution Label: [Label] (if applicable) Listed for information only Status: [Status] Vote Option Allowed: [VoteOption],..., [VoteOption] Additional information: [narrative]	Example: :70E::ADTX//Resolution(s): Resolution 1: Financial Statement , Receive Financial Statements and Statutory Reports for Fiscal Year 2022 Listed for information only Status: Active Additional information: Reports can be retrieved from the company website Resolution 2: Election SB , Elect the Supervisory Board Status: Withdrawn Resolution 2.1: Election SB EM , Elect Erika Mustermann to the Supervisory Board Status: Active Vote Option Allowed: For, Against, Abstain Resolution 2.2: Election SB MM , Elect Max Mustermann to the Supervisory Board Status: Active Vote Option Allowed: For, Against, Abstain
Securities Blocking Period End Date	"Securities Blocking Period End Date:"	
Registration Securities Market Deadline Registration Securities Deadline	:70E::REGI "Registration Securities Deadline:" "Registration Securities Market Deadline"	
Beneficial Owner disclosure	"Beneficial Owner Disclosure: Yes/No"	
Split Vote Allowed indicator	"Split Vote Allowed: Yes/No"	
Partial Vote Allowed indicator	"Partial Vote Allowed: Yes/No"	
Meeting Location	"Meeting Location x:"	Split into a maximum of five blocks, if necessary
Meeting URL address	"Meeting Details URL:"	
Confirmation of Holding Required indicator contains value TRUE	"Confirmation Of Holding Required"	
Reconfirm Instruction indicator contains value TRUE	"Reconfirm Instructions"	
One Man One Vote indicator contains value TRUE	"One Man One Vote"	

MX (seev.001)	MT (MT564+)	Comment
Unknown Date / Deadline	"x Date / Deadline is unknown"	Generally, Date / DateTime is included in structured fields if known. Otherwise (DateCode) is mentioned in the narrative
	"Disclaimer: xxxxx"	Disclaimer mentioned at the end of the message

[For cancellations \(MT564 CANC\), Clearstream Banking references to the original meeting event via the Meeting ID \(CORP\) and does not repeat the meeting details or the vote options.](#)

Instruction

Coexistence of ISO 15022 messages is not planned for instructions (MT565). For this purpose, only seev.004 messages are accepted. Alternatively, instructions can be entered within Xact Web Portal.

Status Advice

Coexistence of ISO 15022 messages is not planned for status advice (MT567). For this purpose, only seev.006 messages are sent by Clearstream Banking. Alternatively, the instruction status can be viewed within Xact Web Portal.

Results

Coexistence of ISO 15022 messages is not planned for meeting results (MT564). For this purpose, only seev.008 messages are sent by Clearstream Banking. Alternatively, meeting results can be viewed within Xact Web Portal.

3.3 Reporting via Xact Web Portal

Within Xact Web Portal clients can:

- View meeting events (meeting events cancellations) and their related entitlement.
- Create meeting instructions, request meeting instruction cancellation, as well as see the meeting instruction status.
- See meeting vote execution confirmation and meeting results.
- Retrieve reporting messages related to the meeting event.

All functionalities related to general meetings are accessible within a distinct module of the Asset Servicing section. In particular, domains dedicated to "Meeting Event", "Meeting Instruction" and "Meeting Results" are implemented with the new design (a preliminary view is presented below, please note that the exact future design might differ).

However, client accounts using the General Meeting Service via ISS cannot see their positions, notifications, or instruct for a meeting in the Xact Web Portal General Meeting module.

Dashboard	Collateral Management - My Activities	Collateral Management - My Settings	Settlement	Cash & Liquidity	Asset Servicing	Tax	Reference Data	Reporting & Monitoring	User Management	Help & Resources
Event	Confirmation	Instruction	Movement	Shareholder Identification	Reporting					
CA Event	CA Confirmation	CA Instruction	Forecast Movements	Disclosure Query	Manage Report Subscriptions					
Meeting Event		CA Instruction File Upload		Message Query	View Reports					
Meeting Results		Meeting Instruction		Profile Query						

Figure 2. New general meetings module in Xact Web Portal

Notification

Via the Meeting Event domain clients can access the query list and detailed views of general meeting events as well as their related entitlement.

To view the details of a meeting event:

1. Click on Asset Servicing --> Meeting Event in the main menu of Xact Web Portal.
- In Query/List tab advanced filters specifically dedicated to general meetings allow to conveniently search and view meeting messages. The below mockup screen introduces the new search options.

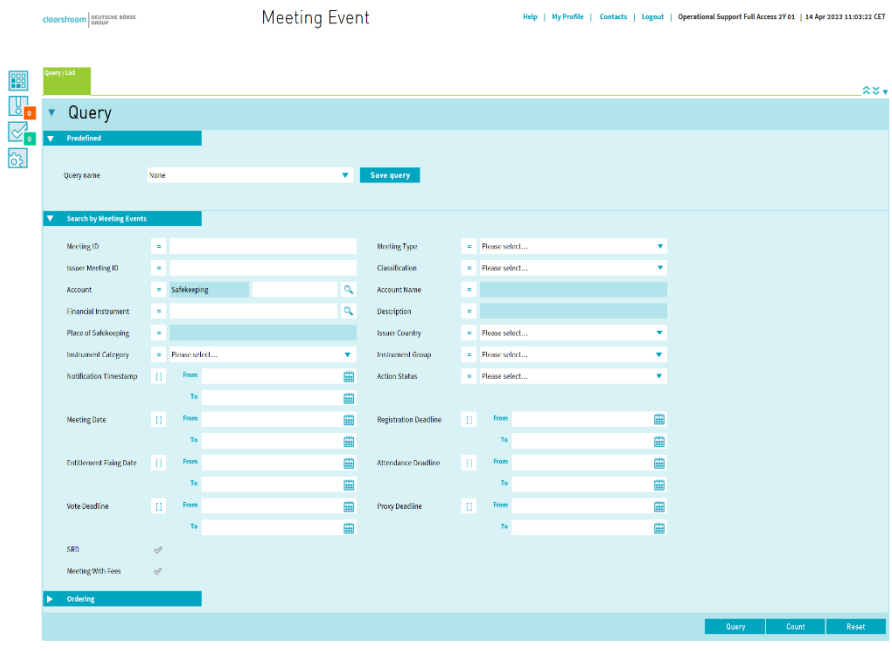


Figure 3. Meeting Event – New Query Filters

2. After clicking on “Query”, the results appear in the List View.

Note: All cancelled events have “Cancellation Advice” status in the Action Status column.

Meeting ID	Issuer	Meeting Type	Classification	Financial Instrument	Instrument Category	Instrument Group	Issuer Country	Subscribing Account	Meeting Frequency	Meeting Version	Action Status	Meeting Date	Entitled Voting Date	Registration Deadline	Attendance Deadline	Proxy Deadline	Vote Deadline	Meeting With Proxy	SPO
00000001	00000001	AGM	AGM	00000001	Equity	Equity	US	00000001	1	1	Open	2023-03-28	2023-03-28	2023-03-28	2023-03-28	2023-03-28	2023-03-28	Yes	Yes
00000002	00000002	AGM	AGM	00000002	Equity	Equity	US	00000002	1	1	Open	2023-03-28	2023-03-28	2023-03-28	2023-03-28	2023-03-28	2023-03-28	Yes	Yes

Figure 4. Meeting Event – List View

3. By selecting the rows and clicking on the “Go To” button the following options can be accessed:
 - a. Related meeting instructions;
 - b. Related meeting results.
4. To display the details of the event, select the rows from the list and click on the “Open Detail” button. If more than one event is selected, the details will open in separate tabs.

The new Meeting Event Detail view provides better structured and more comprehensive information of the event details and is further divided into:

- Summary view that is composed of an exhaustive timeline, stating all the relevant dates and deadlines.
- Detail view which provides information about the meeting event and the underlying financial instrument, account information with entitlement/holdings, as well as additional meeting event details (for example, meeting address), participation details, instruction parameters and power of attorney requirements.
- Attendance view that indicates attendance parameters (for example, attendance confirmation deadlines or admission conditions).
- Proxy view that indicates proxy parameters (for example, proxy deadlines or authorised proxy type).
- Vote view with vote parameters (for example, vote deadlines and vote restrictions).
- Resolutions view that provides resolutions details and possible vote options.
- Narratives view with meeting event narratives details as a separate tab.
- Instructions view shows instructions related to selected meeting event.
- Related Messages view where related seev.001/seev.002/seev.003 can be downloaded.

Note: All fields will be displayed even if blank (that is, not provided in the notification).

For more detailed information on each of the views above, please refer to the meeting event mockups presented in the appendix.

Instruction

Meeting instructions and meeting instruction cancellation requests are available under the Meeting Instruction domain.

To view the details of a meeting instruction:

- Click on Asset Servicing → Meeting Instruction in the main menu of Xact Web Portal.

- In Query/List tab existing instructions (also instructions submitted via Swift) can be searched with “Meeting Event”-related (Meeting ID etc.) or “Meeting Instruction”-related (Message Reference etc.) filters. The below mockup screen introduces the preliminary view of the new search options. Please note that the exact future design might differ.

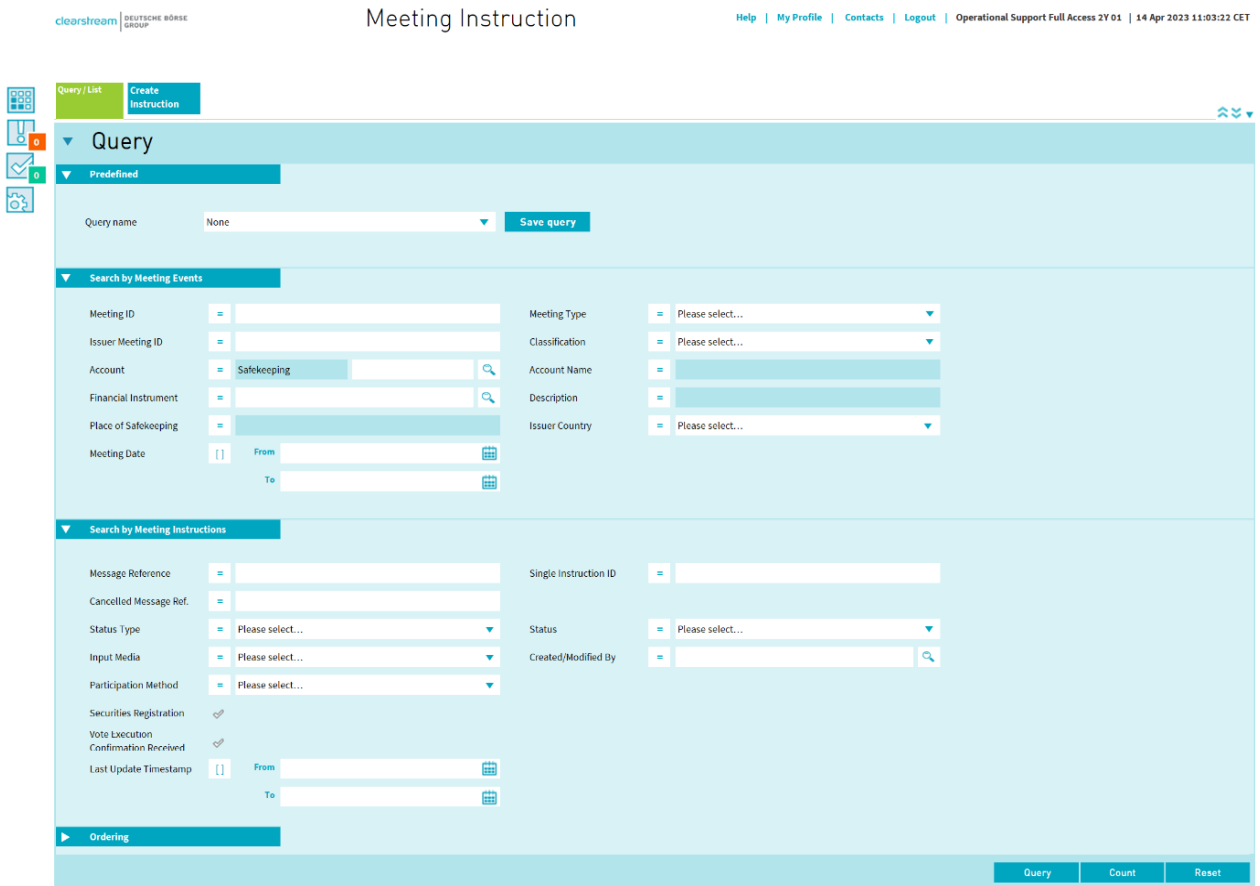


Figure 5. Meeting Instruction – New Query Filters

1. Click on “Query” to see the List View.

Note: All cancelled instructions have “Cancelled” status in the Status column.

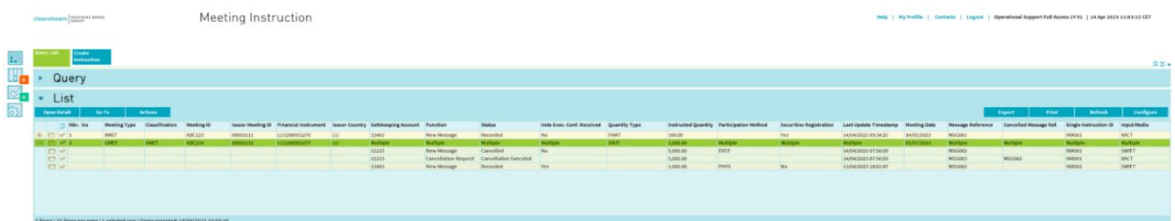


Figure 6. Meeting Instruction – List View

2. By selecting the rows and clicking on the “Go To” button the related meeting event can be viewed.
3. By selecting the rows and clicking on the “Actions” button the following actions can be executed:

- a. Pre-release actions: Edit/Delete/Release
- b. Post-release actions : Request Cancellation/Duplicate

Note: Bulk cancellation and duplication is only possible for single instructions with the same Message Reference.

Note for instruction duplication:

- The “Vote Details” section and “Instructed Quantity” field will not be copied.
 - The “Account” field will be copied, but not editable.
 - Other instruction information will be copied and editable.
4. To display the details of the message, select the rows from the list and click on the “Open Detail” button. If more than one message is selected, the details will open in separate tabs. Details and processing status can be accessed for every instruction.

Meeting Instruction Detail view is further divided into:

- Instruction Details view where different fields are displayed based on the participation method. The high-level summary of the possible options is presented in the table below. For more information on the available sections please refer to the meeting instruction mockups presented in the appendix.
- Status Details view – explanation is provided in the following sections.
- Related Messages view where related seev.004/005/006/007 can be downloaded.

The following types of instructions are supported by Clearstream Banking in Xact Web Portal. Each type requires the inclusion of certain information:

Type	Participation Method	Vote Details	Meeting Attendee	Proxy	Registration request
Vote with Registration	EVOT	Mandatory	n/a	n/a	Yes
Vote without registration	EVOT	Mandatory	n/a	n/a	No
Proxy with Registration	PRXY	Optional	n/a	Mandatory	Yes
Proxy without Registration	PRXY	Optional	n/a	Mandatory	No
Attendance	PHYS	Optional	Mandatory	n/a	n/a
Registration	<i>blank</i>	n/a	n/a	n/a	Yes

In addition, the Rights Holder section is considered conditionally mandatory if a disclosure of beneficial owner details has been requested in the general meeting event. This is always the case with registration.

Other participation methods are not supported for instructions.

For more information on the instruction views please refer to the meeting instruction mockups presented in the appendix.

Meeting instructions can be created from a selected meeting event via the Meeting Event domain (recommended) or from scratch via the Meeting instruction domain.

To create a meeting instruction from a selected meeting event:

1. Execute the query for the desired meeting event.
2. Click on the “Create Instruction” button from the List View or display the event details and click on the “Create Instruction” button.
3. The Instruction Detail view opens in a separate tab. The meeting event and underlying instrument details will be pre-filled.

4. Populate Single Instruction ID, Quantity to Instruct and all other required fields based on the chosen participation method.

To create a meeting instruction from scratch:

1. Click on Asset Servicing --> Meeting Instruction in the main menu of Xact Web Portal.
2. Click on the "Create Instruction" button.
3. In the Start tab complete all required fields:
 - o Meeting ID;
Note: The Meeting ID can be searched by clicking on the loop button. For more detailed information please refer to the meeting instruction mockups presented in the appendix.
 - o Account;
 - o Message Reference.
4. After clicking on the "Next" button, the Instruction Detail view opens in a separate tab. The meeting event and underlying instrument details will be pre-filled.
5. Populate Single Instruction ID, Quantity to Instruct and all other required fields based on the chosen participation method.

Status Advice

The status of the single meeting instructions is available under the Meeting Instruction domain.

To view single instruction status:

1. Click on Asset Servicing --> Meeting Instruction in the main menu of Xact Web Portal.
2. Populate the fields with the required search criteria.
3. Click on "Query" to see the List View, where the status of the instruction is shown in the Status column.
Note: The selection might need to be expanded to reveal all associated single instructions.
4. The status of instruction is also shown in the Instruction Details view under the Meeting Instruction Summary section and in the Status Details view under the Instruction Status section. To display the details of the message, select the rows from the list and click on the "Open Detail" button. If more than one message is selected, the details will open in separate tabs.

Additionally, in the Related Messages view the respective seev.006 can be downloaded.

Vote Execution Confirmation

Meeting vote execution confirmation is also available under Meeting Instruction domain.

To view meeting vote execution confirmation:

1. Click on Asset Servicing --> Meeting Instruction in the main menu of Xact Web Portal.
2. Populate the fields with the required search criteria. Advanced filters will allow for convenient and straightforward search.
3. Click on "Query" to see the List View. The status of the message should be "Recorded" in the status column.
4. To display the details of the message, select the rows from the list and click on the "Open Detail" button. If more than one message is selected, the details will open in separate tabs.

Meeting vote execution confirmation will be available in the Status Details view as presented by the below mockup screen.

Note: Meeting vote execution confirmation is only available when received from the Clearstream Banking market provider (depository, provider or agent).

Additionally, in the Related Messages view the respective seev.007 can be downloaded.

Query/List MSG001 - X
INX001 - 13463

Instruction Details Status Details Related Messages

Instruction Status

Status: Rejected

Reason Code: FULL - Missing Beneficiary Owner Details
DQQA - Quantity Rejection
PRXY - Proxy Card Discrepancy

Reason Narrative:

Attendance Card Number:

Rights Holder

Rights Holder: Rights Holder 1 Name[...] Rights Holder 250 Name

Name: Name

Address: HOME - Residential
Address Line 1
Address Line 2
Address Line 3
Address Line 4
Address Line 5
Street Name
Building Number
Post Code
Town Name
Country Sub Division
Country

Email Address:

Identification: Identification Type

Country Of Incorporation:

Company Register Shareholder ID:

Confirming Party

Name:

LEI:

Vote Casting Party

Name:

LEI:

Vote Execution Confirmation

Vote Receipt Date: Modality Of Counting: EVBM - Electronic Before Meeting

Vote Instructions Cont. URL Address:

Vote Per Resolution

Issuer Label	Status	Sub Status
1	Active	AMDR - Amended Resolution
2	Active	NEWR - New Resolution
3	Withdrawn	

3 Rows | 25 Rows per page

Resolution Details

Issuer Label: 1

Resolution Title: Title Of Resolution 1

Resolution Description: Resolution Desc 1/Resolution Desc 2[...]

Resolution Description: Description Of Resolution 1

Vote Option	Quantity	Quantity Type
CFOR - For	700.00	UNIT
ABST - Abstain	300.00	UNIT

2 Rows | 25 Rows per page

Actions Go To Print Refresh Close

Figure 7. Status Details View -Meeting Vote Execution Confirmation

Results

Meeting results dissemination can be directly accessed via a separate Meeting Results domain.

To view meeting confirmation message:

1. Click on Asset Servicing --> Meeting Results in the main menu of Xact Web Portal.
2. Populate the fields with the required search criteria. Advanced filters will allow for convenient and straightforward search.

Figure 8. Meeting Results – New Query Filters

- Click on “Query” to see the List View.

Nbr. Accts	Meeting Type	Classification	Meeting ID	Issuer Meeting ID	Financial Instrument	Instrument Category	Instrument Group	Issuer Country	Safekeeping Account	Receipt Timestamp	Meeting Date
1	XMET		ABC123	00001111	LU1280955276	Debt	Bond	LU	13463	21/02/2023 08:24:35	14/05/2023 18:00:00
5	GMET	AMET	ABC234	00001112	LU1280955277	Right	Other	LU	Multiple	15/03/2023 11:13:08	01/07/2023 18:00:00
12	BMET		ABC345	00001113	LU1280955278	Equity	Investment Fund	LU	Multiple	15/03/2023 08:45:01	03/07/2023 18:00:00

Figure 9. Meeting Results – List View

3. By selecting the rows and clicking on the “Go To” button the related meeting event can be viewed.
4. To display the details, select the rows from the list and click on the “Open Detail” button.

The new Meeting Results Detail view is further divided into:

- Detail view with vote results and related meeting event information.
- Related Messages view where related seev.008 can be downloaded.

For more information on the available screens please refer to the meeting results mockups presented in the appendix.

Note: Meeting results are only available when received from the Clearstream Banking market provider (depository, provider or agent).

3.4 Blocking

Blocking is used to make sure that instructed positions are still available at the time of the general meeting.

Clearstream Banking will block and unblock instructed positions according to the logic defined in the below table, depending on the presence of the Entitlement Fixing Date and Securities Blocking End Date in the meeting notification:

Entitlement Fixing Date	Securities Blocking End Date	Blocking rule	Unblocking rule
Not present or UKWN	Not present	Blocking upon instruction approval	Manual unblocking
	Date	Blocking if instruction received before Securities Blocking Period End Date	Unblocked on Date end-of-day
	Date Code RDTE	Blocking upon instruction approval	Manual unblocking
	Date Code MEET	Blocking if instruction received before Securities Blocking Period End Date	Unblocking on Meeting Date end-of-day
	Date Code PPYD	Blocking if instruction received before Securities Blocking Period End Date	Unblocking on Payment Date end-of-day
	Date Code UKWN/NARR	Blocking upon instruction approval	Manual unblocking
Date	Not present	Blocking if instruction approval before Entitlement Fixing Date	Manual unblocking
	Date	Blocking if instruction received before Securities Blocking Period End Date	Unblocked on Date end-of-day
	Date Code RDTE	Blocking if instruction received before Securities Blocking Period End Date	Unblocking on Entitlement Fixing Date end-of-day
	Date Code MEET	Blocking if instruction received before Securities Blocking Period End Date	Unblocking on Meeting Date end-of-day
	Date Code PPYD	Blocking if instruction received before Securities Blocking Period End Date	Unblocking on Payment Date end-of-day
	Date Code UKWN/NARR	Blocking if instruction approval before Entitlement Fixing Date	Manual unblocking

For registered shares, the availability of the securities is determined through the registration process.

Note: For (CBF) clients who have used CASCADE-RS for the registration, please keep in mind that the quantity of registered securities might differ from the quantity instructed during the meeting event.

[Clients are informed about the blocking via the existing functionalities. For example, via settlement messages \(MT54x\) referring to the Meeting ID via 20C::CORP. Additionally, the blocking reference is added to the seev.006 message as a narrative \(in /MtqInstrSts/InstrTpSts/InstrSts/InstrSts/PrcqSts/AddtlInf\).](#)

3.5 Registration

Germany

For a German registered share, a registration is required. The meeting notification (seev.001/MT564+) will contain the "Registration Securities Deadline". It specifies by when the CBF, CBL or LuxCSD client must send the instruction to register the securities. By then, the client has either to provide the Shareholder ID, if already available, or request the registration by setting the "Securities Registration" indicator to *true* in the meeting instruction (seev.004).

Registration request via existing methods

For CBF accounts performing a registration in the German market, the existing process to request a registration directly (for instance via CASCADE-RS or MT500 messages) remains in place.

If a "Company Register Shareholder Identification" is present, that is, if the shares are already registered, the "Securities Registration" indicator must not be used and can be filled in "*false*" or left empty. Furthermore, the "Company Register Shareholder Identification" must be included in the "Rights Holder" section of the instruction (seev.004).

Registration request via seev.004 or Xact Web Portal

Alternatively (for CBF clients) or in all cases for CBL/CBF-i or LuxCSD clients, if a registration is requested via seev.004 or the Xact Web Portal GM instruction functionality, the instruction will be processed by Clearstream Banking, passing it to the Registrar, when all required shareholder details for a registration are provided. Furthermore, no value may be entered in the "Company Register Shareholder Identification" field in the Right Holder section. If the Shareholder ID is present or insufficient data on shareholder details is provided, the instruction is invalid and will be rejected. Based on a valid registration request in a seev.004 or the Xact Web Portal GM instruction functionality, Clearstream Banking will trigger the registration process and request a Shareholder ID at the Registrar. This Shareholder ID will be provided back to the client once available and will also be included to the Voting Instruction for further processing.

Please note that Vote with Registration (Participation Method EVOT) and Proxy with Registration (Participation Method PRXY) is possible. Furthermore, a Registration might be sent without Participation Method. However, Attendance (Participation Method PHYS) cannot be combined with the registration request and must be sent via two separate instructions.

Clearstream Banking will always register the rights holder mentioned in the seev.004 or the Xact Web Portal GM instruction functionality as beneficial owner (Eigenbesitz) of the securities. That is, a registration on a nominee level (Fremdbesitz) is not possible via seev.004. Please note that Clearstream Banking will accept instructions for a DE registration and convert it into a beneficial owner (BO) registration in CASCADE-RS. If a client sends instructions with a certain BO name, this BO will be registered in CASCADE-RS as the beneficial owner. This comes with all the legal consequences and reporting obligations such as BaFin threshold reporting etc (WpHG, sec. 33 ff.). Clearstream Banking does not validate the content of BO details in the registration process. Clearstream Banking passes on to the share register what is received from the clients, who are responsible for compliance with the law.

Once the Shareholder ID is received by Clearstream Banking from the registrar, Clearstream Banking will forward it to the client via seev.006 and, if applicable, add it to the instruction for further processing.

Any failed registration will be communicated with a status message (seev.006) back to the instructing party.

For all share registrations processed out of a meeting instruction Clearstream Banking will trigger a de-registration on meeting date +1.

For a successful registration, the following information is required to be shared via the seev.004 or the Xact Web Portal GM instruction functionality:

	Information (including seev.004 tag)	Comment	
for all	Registration request qualifier (MtgInstr/Instr/SpcfInstrReq/SctiesRegn)	"Securities Registration" indicator to be set to <i>true</i>	
	Clearstream Banking account number (MtgInstr/Instr/AcctDtls/AcctId)		
	ISIN (MtgInstr/FinInstrmld/ISIN)		
	Quantity (MtgInstr/Instr/AcctDtls/InstdBal/Bal/Qty)		
For natural persons	Name prefix (MtgInstr/Instr/AcctDtls/RghtsHldr/NtrlPrsn/NmAndAdr/NmPrfx)	Values "DOCT" and "MIKS" not supported	
	Name (MtgInstr/Instr/AcctDtls/RghtsHldr/NtrlPrsn/NmAndAdr/FrstNm) (MtgInstr/Instr/AcctDtls/RghtsHldr/NtrlPrsn/NmAndAdr/Srnm)	Maximum length of 70 characters. It is recommended to use abbreviations, if possible	
	Nationality (MtgInstr/Instr/AcctDtls/RghtsHldr/NtrlPrsn/Ntlty)		
	Date of birth (MtgInstr/Instr/AcctDtls/RghtsHldr/NtrlPrsn/DtAndPlcOfBirth/BirthDt)		
	German address – option 1	Street Name (MtgInstr/Instr/AcctDtls/RghtsHldr/NtrlPrsn/NmAndAdr/Adr/StrtNm) Building Number (MtgInstr/Instr/AcctDtls/RghtsHldr/NtrlPrsn/NmAndAdr/Adr/BldgNb) Post Code (MtgInstr/Instr/AcctDtls/RghtsHldr/NtrlPrsn/NmAndAdr/Adr/PstCd) Town Name (MtgInstr/Instr/AcctDtls/RghtsHldr/NtrlPrsn/NmAndAdr/Adr/TwnNm)	
	German address – option 2	Post Box (MtgInstr/Instr/AcctDtls/RghtsHldr/NtrlPrsn/NmAndAdr/Adr/PstBx) Town Name (MtgInstr/Instr/AcctDtls/RghtsHldr/NtrlPrsn/NmAndAdr/Adr/TwnNm)	
	Inter-national address	Street Name (MtgInstr/Instr/AcctDtls/RghtsHldr/NtrlPrsn/NmAndAdr/Adr/StrtNm) Building Number (MtgInstr/Instr/AcctDtls/RghtsHldr/NtrlPrsn/NmAndAdr/Adr/BldgNb) Post Code (MtgInstr/Instr/AcctDtls/RghtsHldr/NtrlPrsn/NmAndAdr/Adr/PstCd) Town Name (MtgInstr/Instr/AcctDtls/RghtsHldr/NtrlPrsn/NmAndAdr/Adr/TwnNm)	
	Country of address (MtgInstr/Instr/AcctDtls/RghtsHldr/NtrlPrsn/NmAndAdr/Adr/Ctry)		
	Email (MtgInstr/Instr/AcctDtls/RghtsHldr/NtrlPrsn/EmailAdr)	Optional, but recommended	
	For legal persons	Name (MtgInstr/Instr/AcctDtls/RghtsHldr/LglPrsn/NmAndAdr/Nm)	Maximum length of 70 characters. It is recommended to use abbreviations, if possible
Country of incorporation (MtgInstr/Instr/AcctDtls/RghtsHldr/LglPrsn/CtryOfIncorprtn)			
LEI (MtgInstr/Instr/AcctDtls/RghtsHldr/LglPrsn/Id/LEI)		Optional, but recommended Maximum length of 20 characters and will be cut if maximum is reached.	
German address – option 1		Street Name (MtgInstr/Instr/AcctDtls/RghtsHldr/LglPrsn/NmAndAdr/Adr/StrtNm) Building Number (MtgInstr/Instr/AcctDtls/RghtsHldr/LglPrsn/NmAndAdr/Adr/BldgNb) Post Code (MtgInstr/Instr/AcctDtls/RghtsHldr/LglPrsn/NmAndAdr/Adr/PstCd)	

	Information (including seev.004 tag)	Comment
	Town Name (MtgInstr/Instr/AcctDtls/RghtsHldr/LglPrsn/NmAndAdr/Adr/TwnNm)	
German address – option 2	Post Box (MtgInstr/Instr/AcctDtls/RghtsHldr/LglPrsn/NmAndAdr/Adr/PstBx) Town Name (MtgInstr/Instr/AcctDtls/RghtsHldr/LglPrsn/NmAndAdr/Adr/TwnNm)	
Inter- national address	Street Name (MtgInstr/Instr/AcctDtls/RghtsHldr/LglPrsn/NmAndAdr/Adr/StrtNm) Building Number (MtgInstr/Instr/AcctDtls/RghtsHldr/LglPrsn/NmAndAdr/Adr/BldgNb) Post Code (MtgInstr/Instr/AcctDtls/RghtsHldr/LglPrsn/NmAndAdr/Adr/PstCd) Town Name (MtgInstr/Instr/AcctDtls/RghtsHldr/LglPrsn/NmAndAdr/Adr/TwnNm)	
	Country of address (MtgInstr/Instr/AcctDtls/RghtsHldr/LglPrsn/NmAndAdr/Adr/Ctry)	
	Email (MtgInstr/Instr/AcctDtls/RghtsHldr/LglPrsn/EmailAdr)	Optional, but recommended

Note: Mutated vowels (ä, ö, ü) or special characters (ß) must not be used in the instruction.

	Registration via CASCADE-RS (initiated by CBF client)	Registration via seev.004 / Xact Web Portal
CBF account	Registration directly in CASCADE-RS or via MT500 Securities Registration Indicator: Must <u>not</u> be set to TRUE in the seev.004 instruction. Shareholder ID: Must be included in rights holder section of seev.004. Rights holder: Mandatory fields as per the seev.004 ISO format (content not validated at Clearstream Banning)	Securities Registration Indicator: Must be set to TRUE in the seev.004 instruction. Shareholder ID: Must <u>not</u> be included in rights holder section of seev.004. Rights holder: Mandatory fields as defined on previous slide
CBF-i	Not applicable.	
CBL		
LuxCSD		

Other markets

Security registration by the client is only required for general meeting events on CBF-issued registered shares. In other markets, registration is done by the Clearstream Banking custodian on the basis of the meeting instruction message.

	Registered shares on other markets¹
CBF account	GM service offered via CBF-i accounts
CBF-i	Securities Registration Indicator: - Switzerland: May be set to TRUE in the seev.004 instruction - Others: Must <u>not</u> be set to TRUE in the seev.004 instruction Shareholder ID: Must <u>not</u> be included in rights holder section of seev.004. Rights holder: Mandatory fields as per market specifications
CBL	
LuxCSD	

¹ Registration process for Switzerland currently under discussion.

3.6 Specific meeting scenarios or market functionalities

Market specificities

Currently, multiple markets require the submission of additional forms, certificates or other additional information when sending instructions or when ordering an entrance card for a meeting. These market specificities are generally documented on the General Meeting Service web page (the file “Market specificities – Additional details” is available in the Attachments section at the bottom of the page).

Please take note that these specificities continue to apply even after the implementation of ISO 20022 messaging. That is, the additional requirements described in the file will be valid after November 2024. When submitting an instruction, clients should refer to the up-to-date file to validate if any specificities must be considered.

Bondholder meeting with special conditions for international securities (for example, Eurobonds)

For bondholder meetings with special conditions (such as incentive premium fees, multiple deadlines, eligible/ineligible holders, and others) on international securities, the incentive payment is separated from the meeting and voting process. That is, the meeting event will be announced via seev.001 or MT564+. Meanwhile, the payment of fees will be processed separately via the corporate action process (that is, using an MT566). Multiple fees will result in multiple payments.

Clearstream Banking intends to provide notifications for the payments with event type CONS/MAND via the corporate action flow at a later point in time – after November 2024 – as further developments are required.

For clients who process the bondholder meeting with fees as part of the corporate action processing rather than the general meeting processing, it should be noted that the message subscriptions can be defined on event type level. That is, clients can create a subscription for ISO 15022 with the event type BMET and in parallel remove the event type BMET from the ISO 20022 subscription. For this purpose, Clearstream Banking has created the additional filter option “Events filtering” on subscription level, with which it is possible to define that a subscription shall only apply to only meeting events with fees (identified by the premium payment amount) or exclude events with fees from the subscription.

It should be noted that, as for the other GM event types, instructions on BMET events are only possible via ISO 20022 or via Xact Web Portal.

Swiss market

For the Swiss market (CBL, LuxCSD and CBF-i accounts), the seev.001 contains a linked Meeting ID. This linkage is used for technical purpose and should be ignored by clients.

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</NtfctnGnlInf>
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  </EvtId>
  <LkgTp>WITH</LkgTp>
</EvsLkg>
<Mtg>
  <MtgId>1776750/48189</MtgId>
```

Swiss and U.S. market for CBF clients

For **CBF clients**, the proxy voting service cannot be offered for the U.S. and Swiss markets due to the current structure of the market access link. Meeting notifications will be sent for meeting events in these markets, but for all participation methods, “Supported by account servicer” will be set to *false*.

If CBF clients would like to instruct for these meetings, it is possible to transfer the holdings to the 6-series account, from which the proxy voting service is offered.

3.7 Connectivity

Please note that this section focuses on functional connectivity aspects. The necessary preparatory connectivity activities, such as creation of new reporting subscription, are described in chapter 5.

The following reporting subscriptions and channels will become available with the project. The subscriptions for MX-messages can be created as of July 2024. The subscription for MT564+ will be created by Clearstream Banking on the basis of current MT564 subscription. In addition to the reporting subscriptions, Xact Web Portal (section 3.3) is available.

Report subscription	Channel	Format
seev.001, seev.002, seev.003, seev.006, seev.007, seev.008	Swift FINplus (A2A)	ISO 20022
	Xact File Transfer (A2A)	ISO 20022
	Xact (U2A)	ISO 20022
MT564+	Swift (A2A)	ISO 15022
	MQ (A2A) – limited to CBF accounts	ISO 15022
	Xact FileTransfer (A2A)	ISO 15022
	Xact (U2A)	ISO 15022

Instructions are only accepted from a validated BIC/DN of the account owner or appointed third-party service provider. That is, BIC, DN and account must be linked within Xact Web Portal.

All instructions (or instruction cancellations) must be addressed to the Clearstream Banking receiver BIC CEDELULLXXX. Instructions addressed to the CBF receiver BIC DAKVDEFFXXX (or DAKVDEFFONE) will be rejected.

For outbound communication, Clearstream Banking allows the selection of sending address during the A2A subscription set up:

Account entity	Channel	Sending address
CBL, CBF-i	Swift / Swift FIN+	CEDELULLXXX
CBF	Swift / Swift FIN+	DAKVDEFFDOM DAKVDEFFONE CEDELULLXXX
	MQ	DAKVDEFFXXX DAKVDEFFONE
LuxCSD	Swift / Swift FIN+	CEDELULLXXX LUXCLULLXXX

Within the reporting subscription for ISO 20022 and MT564+, the following filters are available:

- “SRD indicator filled”: With this selection, it is possible to limit the reporting to events where the SRD indicator is filled in the notification provided by the market.
Note: This indicator is not validated by Clearstream Banking. Based on current market analysis, filtering with this is not recommended by Clearstream Banking.

- “Event type”: With this selection, it is possible to choose for which GM event types (ISO 20022: BMET, CMET, GMET, MIXD, SPCL and XMET – ISO 15022: BMET, CMET, XMET, MEET and OMET) the reporting should be received. Multi selection is possible to define for which event types the reporting should be created. The default selection is on “ALL” event types.
- “Issuer Market”: With this selection, it is possible to choose for which issuer countries the reporting should be received. A list of all countries is available and multi selection is possible to define for which issuer countries the reporting should be created. The default selection is on “ALL” countries.
- “Events filtering”: With this selection, it is possible to define that a subscription shall apply to only meeting events with fees (identified by the premium payment amount) or exclude events with fees from the subscription. The default selection is on “ALL” meeting events.

Furthermore, the “Additional Address” option makes it possible to define the receiver BIC on channel level.

3.8 PoA

Any existing contractual relationship with third-party service providers via Power of Attorney (POA) remains in place. To reflect the new technical formats for the processing of general meeting events, Clearstream Banking has adjusted the POA forms. Most importantly, the POA for general meetings is separated from the POA General into a dedicated form. Clients are requested to sign the new forms by the implementation date of 16 November 2024.

Clients and their service providers must review the connectivity, in particular message subscriptions, RMA key exchange and access to Xact Web Portal, which might need to be updated. Clients that want to use third-party service providers for the general meeting processing need to first – if not already in place – submit the necessary contractual form in order to establish the PoA relationship. For this, Clearstream Banking Client Services or the respective Relationship Officer should be contacted. Second, once the PoA relationship is established and processed within Clearstream Banking systems, subscriptions need to be created in Xact Web Portal. This process is further described in section 5.1. During the setup in Xact Web Portal, the receiver address must be selected – here the address (BIC or DN) of the third-party service provider must be selected.

Please note that during this process, additional information related to the BIC or DN might be required.

4. Client simulation

Clearstream Banking targets to offer a guided client testing for the changes induced by the SCE project starting from 19 August.

During this testing period, clients will be able to receive general meeting event announcements for various test scenarios and submit instructions on these events.

The test case setup is designed by Clearstream Banking to support client testing for a broad variation of event types in ISO 20022 format. Clearstream Banking will create the general meeting events and the necessary holdings in dedicated ISINs. Clients may send instructions into the simulation environment (via Swift or Xact Web Portal) in order to test the processing of the instructions.

The detailed test scope is published on the [Clearstream Banking General Meeting Service webpage](#). This includes the simulation registration form, which clients wishing to participate in the guided testing have to fill out and relay back to Clearstream Banking.

Clients aiming for a complete test must consider that the message flow towards the Clearstream Banking test environment “OCCT” via the Swift (FINplus) network requires the use of Test BICs as technical sender and receiver and a valid RMA exchange to be in place.

5. Migration approach

5.1 Preparation

Subscription setup

Clients are asked to ensure their connectivity settings with sufficient lead time. Xact Web Portal can be used to query, manage or set up a subscription (please refer to the [video guides](#) or the [User Manual](#)).

Subscriptions to ISO 20022 messages will be possible as of July 2024. Subscriptions to the MT564+ will be created by Clearstream Banking. They can be amended or manually added in Xact Web Portal as of November 2024. In case of uncertainties, please contact the Clearstream Banking Connectivity Support team at the following email address connect@clearstream.com. For convenience, Clearstream Banking [has published the Client Connectivity Forms](#) to support the process.

ISO 20022

In order to receive ISO 20022 messages (seev.001, seev.002, seev.003, seev.006, seev.007, seev.008) from Clearstream, a new message subscription in Xact Web Portal is required. For each message type, a separate subscription is needed.

The following reporting channels are available for ISO 20022 messages:

- Swift FINplus;
- File Transfer;
- Xact Web Portal (for download of ISO 20022 file).

Furthermore, Clearstream Banking offers different enhancements that can be selected for each ISO 20022 message subscription during the subscription process:

- Event type – offers the choice to limit the reporting to specific general meeting event types (ISO 20022: BMET, CMET, GMET, MIXD, SPCL and XMET – ISO 15022: BMET, CMET, XMET, MEET and OMET). Multi selection is possible to define for which event types the reporting should be created. The default selection is on “ALL” event types.
- SRD indicator filled – Selection is possible to limit the reporting to events where the SRD indicator is filled in the notification provided by the market
Note: This indicator is not validated by Clearstream Banking. Based on current market analysis, filtering with this is not recommended by Clearstream Banking.
- Issuer Market – offers the choice to limit the reporting to specific countries. Multi selection is possible to define for which issuer countries the reporting should be created. The default selection is on “ALL” countries.
- “Events filtering”: With this selection, it is possible to define that a subscription shall only apply to only meeting events with fees (identified by the premium payment amount) or exclude events with fees from the subscription. The default selection is on “ALL” meeting events.
- “Additional Address” – Selection is possible to define the receiver BIC on channel level.

For all ISO 20022 messages sent by Clearstream Banking, the sender BIC can be defined at subscription level depending on channel and account (see section 3.7).

For all instructions sent to Clearstream Banking, the receiver BIC CEDELULLXXX must be used.

ISO 15022

In the current subscription model, the “Corporate Actions Notifications” (MT564) subscription includes event types for both income and corporate action events (such as DVCA, REDM or TEND) as well as for general meeting events (such as MEET, XMET or BMET).

In the context of the SCE migration in November 2024, the MT564 subscription setup will be changed in three steps:

- Step 1: If the MT564 subscription contains general meeting event types and uses a format which is supported for the MT564+ (see below), the part of the subscription which contains general meeting

event types will be duplicated into a separate subscription. That is, if a “Corporate Actions Notifications” (MT564) subscription includes any general meeting event types during the migration, a new subscription dedicated only to these general meeting event types will be automatically created by Clearstream.

- After Go-Live on 18 November 2024, this new dedicated general meeting event MT564 subscription will serve as the basis for sending the coexistence MT564+.

The following reporting channels are available for coexistence MT564+ messages:

- Swift;
 - MQ (CBF accounts only);
 - File Transfer;
 - Xact Web Portal (for download of ISO 15022 file).
- Step 2: The “old” MT564 subscription, still containing both the corporate action and general meeting event types continues to exist for as long as non-migrated events (see section 5.2) are active. That is, the reporting for non-migrated general meeting events, which continues via the old flow, will occur on the basis of this subscription.
 - Step 3: Once the last non-migrated meeting event has been finalised (expected during December 2024), the general meeting event types are removed from the MT564 subscription. That is, only the corporate action event types remain part of this subscription. General meeting event types, if any, are then only part of the separate MT564+ subscription.

Note: All subscriptions for MT564+ will be automatically set to the frequency “real-time”.

This process does not lead to any changes in the processing or reporting for corporate action messages.

Clients which intend to use other channels for the notification (ISO 20022 or Xact Web Portal) should be aware that they need to actively deselect the new MT564+ subscription for general meeting event types. If the connectivity form provided by Clearstream Banking is used, Clearstream Banking will consider this during automatically during the process.

ISO 15022 from KADI

During the migration, general meeting events will be removed from the existing MT564 subscription in KADI and KUSTA.

If clients wish to continue receiving MT564 messages for German events, a new MT564+ subscription must be created (if not already done based on the Xact Web Portal subscriptions, please refer to above paragraph).

Xact Web Portal

Generally, access to Xact Web Portal is highly recommended for every client. The dedicated general meetings domain (section 3.3) allows to query general meeting events and create or amend instructions. Furthermore, managing of message subscriptions is possible and copies of all reporting messages are available.

The new general meeting domain is located under the asset servicing domain.

Xact Web Portal administrators are asked to verify their access to Xact Web Portal. If Xact Web Portal is not yet set up, please contact the Connectivity Support team.

If clients would like to adapt their connectivity settings, they are requested to contact the Connectivity Support team (connect@clearstream.com/ +49 (0) 69 / 211 11590). This team supports the creation and the maintenance of settings in A2A and U2A mode.

Clearstream Banking will create dedicated functional roles for the new general meeting domain. Those roles correspond in their granularity to the roles already present for the asset servicing domain, if applicable.

For the role “Asset Servicing Query”, Clearstream Banking will split the role into a “Corporate Actions Query” and a “Meetings Query” role. An automatic cutover will be performed. That is, a user which

possesses the “Asset Servicing Query” role today and is able to query both corporate action and meeting events will be granted both corresponding roles automatically.

After the cutover, clients are recommended to verify with their Xact Web Portal administrators the correctness of functional roles, especially if a distinction between general meetings and corporate actions/income is desired.

Furthermore, the functional roles “Proxy Voting Input”, “Proxy Voting Release” and “Proxy Voting Authorisation” are already required in order to process instructions for general meeting events in Xact Web Portal today. Clearstream Banking will not change the distribution of these roles or the necessity to possess the roles in order to create, release or authorise general meeting instructions, even if done via a new screen. However, please note, that the roles will be renamed to “Meeting Instruction Input”, “Meeting Instruction Release” and “Meeting Instruction Authorisation” to fit with the overall naming convention.

The default user groups will be adjusted accordingly. The group “Proxy Voting” will be renamed to “Meetings – Full Access”. The group “Meetings – Read only” will be newly created and contain the functional role “Meetings Query”. The existing default user groups “Full Access” and “Read Only” will be renamed to “Corporate Actions – Full Access” and “Corporate Actions – Read Only” to allow for better distinction.

RMA Key Exchange

In order to receive from and send to Clearstream Banking ISO 20022 messages via the Swift FINplus service, the exchange of an according RMA agreement must be in place is required. To modify the technical pre agreement, DN must be configured within the Clearstream Banking systems.

With the change to the RMA process by Swift in March 2024, the RMA key exchange does no longer occur on single message basis, but instead on a business scenario level. Within the context of the SCE project, the new RMA key exchange should encompass the following:

- Clearstream Banking (CEDELULLXXX or other Clearstream Banking BIC, as selected in the message subscription) is allowed to send to the client (client BIC): General Meeting Notification (including seev.001, seev.002, seev.003, seev.006, seev.007, seev.008)
- Clearstream Banking (CEDELULLXXX) allows to receive from the client (client BIC): General Meeting Instructions (including seev.004, seev.005)

There will be no change for clients RMA exchange for MT or ISO 15022 messages.

The RMA key exchange process usually takes some time to complete. Please make sure to establish the RMA exchange sufficiently early.

5.2 Cutover

Clearstream Banking will begin to apply the processing changes for general meetings with the implementation weekend from 16 November 2024 to 18 November 2024. The implementation approach defines that Clearstream Banking provides a fluid transition for the clients. That is, processing is done either via the old flows or via the new flows, depending on the vote deadline of the general meeting event:

- All general meeting events **announced before** 16 November 2024 and with a **vote deadline before** 1 December 2024 are processed in the old flow, following the “as-is” process. That is, any ongoing event at the time of migration will continue to be processed with the existing ISO 15022 process. Clients can vote with MT565 messages and will receive status updated as MT567.
- All corporate action events **announced before** 16 November 2024 and with a **vote deadline after** 1 December 2024 are migrated to the new flow, following the “future” process. During the migration weekend, on 16 November 2024, the general meeting event will be cancelled in the old flow, meaning an MT564 CANC will be sent. Then, the general meeting event will be newly announced in the new flow, using ISO 20022 messaging (or MT564 for clients using the coexistence). The new meeting event will have a different meeting ID. The messages are distributed as per the current reporting schedules. For these events, instructions will only be accepted in ISO 20022 format or via Xact Web Portal. Any MT565 received for these events are not processed by Clearstream Banking.

- All corporate action events **announced after** 16 November 2024 are processed in the new flow, following the “future” process.

Please note that a general meeting event initially announced with a vote deadline before 1 December 2024, which is later postponed and with a new vote deadline after 1 December 2024, will be subject to migration. That is, with the postponement, the event will be cancelled and re-announced in the new flow.

Any instructions received on a to-be-migrated event before 16 November 2024 will be cancelled by Clearstream Banking latest during the migration weekend. That is, clients will receive an MT567 indicating a cancellation of the instruction. Please note that during the migration process, the blocking must be retriggered. As a result, pending settlement transaction may be release after the initial unblocking. Therefore, clients must consider their pending settlement instruction during the migration and re-instruction period.

In order to facilitate the process, Clearstream Banking will already begin before the migration date to stop accepting instructions on events which are set to be migrated (that is, have a vote deadline after 1 December 2024). After the migration of the event, clients will need to recreate the instruction in the new flow (seev.004 or Xact Web Portal).

As a consequence, Clearstream Banking asks clients to check the vote deadline of the general meeting before submitting a vote instruction. As all instructions on events with vote deadline after 1 December 2024 will not be accepted and must be submitted in the new flow after migration, it is heavily recommended not to create these instructions in the first place.

Further information on the implementation weekend [is provided in the Client Migration Guide.](#)

Please note that for general meeting events that are currently processed in KADI (for CBF clients), all ongoing events will be cancelled during the migration weekend.

Glossary

Acronym or abbreviation	Description
A2A	Application to Application
BIC	Bank Identifier Code
CA	Corporate actions
CASCADE-RS	Clearstream Banking system used for registration
CBF	Clearstream Banking AG, Frankfurt (CSD)
CBF-i	CBF International 6-series account
CBL	Clearstream Banking Luxembourg (ICSD)
CSD	Central Securities Depository
DN	Distinguished Name
FAQ	Frequently Asked Questions
GUI	Graphical User Interface
ICSD	International Central Securities Depository
ISIN	International Securities Identification Number
ISO	International Organization for Standardization
ISS	Institutional Shareholder Services
KADI	Kapitaldienste
KUSTA	Client Reference Data (Kundenstammdatensystem)
LEI	Legal Entity Identifier
MT	Message Type
OneCAS	OneClearstream Asset Services
OU	Organizational Unit (used in Xact Web Portal)
POA	Power of Attorney
RMA	Relationship Management Application (Swift)
SCE	Shareholder Communication enhancement
SMPG	Securities Market Practice Group
SRD II	Shareholder's Rights Directive 2
STP	Straight-Through-Processing
Swift	Society for Worldwide Interbank Financial Telecommunication
U2A	User to Application
WM	Wertpapier-Mitteilungen
XML	Extensible Markup Language
XSD	XML Schema Definition

Appendix

seev.001 (meeting notification) examples

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  <Sts>ACTV</Sts>
  <SubmittdBySctyHldr>>false</SubmittdBySctyHldr>
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    </VoteInstrTpCd>
  </VoteInstrTp>
  <VoteInstrTp>
    <VoteInstrTpCd>
      <Tp>CAGS</Tp>
    </VoteInstrTpCd>
  </VoteInstrTp>

```

```

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  </VoteInstrTpCd>
</VoteInstrTp>
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  <VoteInstrTpCd>
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Reports</Titl>
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Reports</Desc>
  </Desc>
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  <Sts>ACTV</Sts>
  <SubmittdBySctyHldr>>false</SubmittdBySctyHldr>
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  <VoteInstrTpCd>
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  </VoteInstrTpCd>
</VoteInstrTp>
<VoteInstrTp>
  <VoteInstrTpCd>
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  </VoteInstrTpCd>
</VoteInstrTp>
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  </Desc>
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  <Sts>ACTV</Sts>
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```

```

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  <VoteInstrTpCd>
    <Tp>CAGS</Tp>
  </VoteInstrTpCd>
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  <VoteInstrTpCd>
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  </VoteInstrTpCd>
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  <Desc>Approve Transaction with Thierry Mootz, CEO</Desc>
</Desc>
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<SubmittdBySctyHldr>>false</SubmittdBySctyHldr>
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  </VoteInstrTpCd>
</VoteInstrTp>
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  <VoteInstrTpCd>
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  </VoteInstrTpCd>
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</VoteInstrTp>
<VoteInstrTp>
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</VoteInstrTp>
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    <Titl>Approve Transaction with Gregoire Huttner, Vice-CEO</Titl>
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  </Desc>
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  <Sts>ACTV</Sts>
  <SubmittdBySctyHldr>>false</SubmittdBySctyHldr>
  <VoteInstrTp>
    <VoteInstrTpCd>
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    </VoteInstrTpCd>
  </VoteInstrTp>
  <VoteInstrTp>
    <VoteInstrTpCd>
      <Tp>CAGS</Tp>
    </VoteInstrTpCd>
  </VoteInstrTp>
  <VoteInstrTp>
    <VoteInstrTpCd>
      <Tp>ABST</Tp>
    </VoteInstrTpCd>
  </VoteInstrTp>
  <VoteInstrTp>
    <VoteInstrTpCd>
  </VoteInstrTpCd>

```

```

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</VoteInstrTp>
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</Rsltn>
<Rsltn>
    <Vote>
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        <SplVoteAllwd>true</SplVoteAllwd>
        <VoteDdln>
            <DtOrDtTm>
                <DtTm>2024-09-17T18:00:00</DtTm>
            </DtOrDtTm>
        </VoteDdln>
        <VoteMktDdln>
            <DtOrDtTm>
                <DtTm>2024-09-18T15:00:00.000Z</DtTm>
            </DtOrDtTm>
        </VoteMktDdln>
        <BnfclOwnrDsclsr>true</BnfclOwnrDsclsr>
    </Vote>
    <AddtlInf>
        <Dsclmr>
            <Lang>en</Lang>
            <AddtlInf>FOR INQUIRIES PLEASE CONTACT YOUR REGULAR CUSTOMER SUPPORT
TEAM</AddtlInf>
        </Dsclmr>
        <Dsclmr>
            <Lang>en</Lang>
            <AddtlInf>Blocking: No</AddtlInf>
        </Dsclmr>
    </AddtlInf>
</MtgNtfctn>
</Document>

```

BMET with fees:

```

<Document xmlns="urn:iso:std:iso:20022:tech:xsd:seev.001.001.10">
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        <NtfctnGnlInf>
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            <NtfctnSts>
                <EvtCmpltnsSts>COMP</EvtCmpltnsSts>
                <EvtConfSts>CONF</EvtConfSts>
            </NtfctnSts>
        </NtfctnGnlInf>
        <Mtg>
            <MtgId>Test2024</MtgId>
            <Tp>BMET</Tp>
            <Clssfctn>
                <Cd>ISSU</Cd>
            </Clssfctn>
            <AnncmntDt>
                <Dt>2024-05-21</Dt>
            </AnncmntDt>
            <OneManOneVoteInd>true</OneManOneVoteInd>
            <Prtcptn>

```

```

    <PrtcptnMtd>
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    </PrtcptnMtd>
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        <DtTm>2024-05-28T17:00:00Z</DtTm>
      </DtOrDtTm>
    </IssrDdlnForVtng>
  </Prtcptn>
  <AddtlDcmnttnURLAdr>https://deals.is.kroll.com </AddtlDcmnttnURLAdr>
  <SctiesBlckgPrdEndDt>
    <DtCd>
      <Cd>PPYD</Cd>
    </DtCd>
  </SctiesBlckgPrdEndDt>
</Mtg>
<MtgDtls>
  <DtAndTm>
    <DtOrDtTm>
      <DtTm>2024-05-24T12:00:00Z</DtTm>
    </DtOrDtTm>
  </DtAndTm>
  <DtSts>CNFR</DtSts>
  <QrmReqr>true</QrmReqr>
  <Lctn>
    <LctnCd>UKWN</LctnCd>
  </Lctn>
  <QrmQty>
    <QrmQtyPctg>66.6667</QrmQtyPctg>
  </QrmQty>
</MtgDtls>
<Issr>
  <Id>
    <NmAndAdr>
      <Nm>Arion Banki hf.</Nm>
    </NmAndAdr>
  </Id>
</Issr>
<Scty>
  <FinInstrmId>
    <ISIN>XS2391348740</ISIN>
  </FinInstrmId>
</Scty>
<Vote>
  <PrtlVoteAllwd>true</PrtlVoteAllwd>
  <SplVoteAllwd>>false</SplVoteAllwd>
  <BnfclOwnrDsclsr>>false</BnfclOwnrDsclsr>
  <EarlyIncntivPrm>
    <Amt>
      <Amt Ccy="EUR">0.25</Amt>
    </Amt>
    <Tp>
      <PerScty>1000</PerScty>
    </Tp>
    <PmtDt>
      <DtCd>UKWN</DtCd>
    </PmtDt>
  </EarlyIncntivPrm>

```



```

    <EarlyVoteWthPrmDdln>
      <DtOrDtTm>
        <DtTm>2024-05-22T14:30:00Z</DtTm>
      </DtOrDtTm>
    </EarlyVoteWthPrmDdln>
  </Vote>
</MtgNtfctn>
</Document>

```

seev.002 (meeting cancellation) examples

```

<Document xmlns="urn:iso:std:iso:2002:tech:xsd:seev.002.001.09"
  <MtgCxl>
    <MtgRef>
      <MtgId>00000000010652</MtgId>
      <MtgDtAndTm>2024-05-28T11:00:00Z</MtgDtAndTm>
      <Tp>BMET</Tp>
    </MtgRef>
    <Scty>
      <FinInstrmId>
        <ISIN>XS0541725247</ISIN>
      </FinInstrmId>
    </Scty>
    <Rsn>
      <CxlRsnCd>
        <Cd>PROC</Cd>
      </CxlRsnCd>
      <CxlRsn>test</CxlRsn>
    </Rsn>
  </MtgCxl>
</Document>

```

seev.003 (meeting entitlement) examples

```
<Document xmlns="urn:iso:std:iso:20022:tech:xsd:seev.003.001.09">
  <MtgEntitlmntNtfctn>
    <NtfctnTp>NEWM</NtfctnTp>
    <MtgRef>
      <MtgId>000000043455214</MtgId>
      <IssrMtgId>NONREF</IssrMtgId>
      <MtgDtAndTm>2024-05-27T10:00:00</MtgDtAndTm>
      <Tp>CMET</Tp>
      <Clssfctn>
        <Cd>CLAS</Cd>
      </Clssfctn>
    </MtgRef>
    <Issr>
      <NmAndAdr>
        <Nm>Endesa SA</Nm>
      </NmAndAdr>
    </Issr>
    <Scty>
      <FinInstrmId>
        <ISIN>ES0130670112</ISIN>
        <Desc>007894562 SHS ENDESA</Desc>
      </FinInstrmId>
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        <AcctId>xxxxx</AcctId>
        <HldgBal>
          <Bal>
            <ShrtLngPos>LONG</ShrtLngPos>
            <Qty>
              <Unit>23155</Unit>
            </Qty>
          </Bal>
          <BalTp>ELIG</BalTp>
          <SfkpgPlc>
            <TpAndId>
              <SfkpgPlcTp>NCSD</SfkpgPlcTp>
              <Id>IBRCESMMXXX</Id>
            </TpAndId>
          </SfkpgPlc>
        </HldgBal>
        <HldgBal>
          <Bal>
            <ShrtLngPos>LONG</ShrtLngPos>
            <Qty>
              <Unit>23155</Unit>
            </Qty>
          </Bal>
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          <SfkpgPlc>
            <TpAndId>
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              <Id>IBRCESMMXXX</Id>
            </TpAndId>
          </SfkpgPlc>
        </HldgBal>
        <HldgBal>
          <Bal>
```

```

        <ShrtLngPos>LONG</ShrtLngPos>
        <Qty>
            <Unit>23155</Unit>
        </Qty>
    </Bal>
    <BalTp>UNBA</BalTp>
    <SfkpgPlc>
        <TpAndId>
            <SfkpgPlcTp>NCSD</SfkpgPlcTp>
            <Id>IBRCESMMXXX</Id>
        </TpAndId>
    </SfkpgPlc>
</HldgBal>
</Pos>
</Scty>
<Elgblty>
    <EntitlmntFxdDt>2024-05-24</EntitlmntFxdDt>
</Elgblty>
</MtgEntitlmntNtfctn>
</Document>

```

seev.004 (meeting instruction) examples – clients to Clearstream Banking

Please note that these examples have been created based on the current understanding. At the time of writing, the discussion had not been finalised for all fields and internal testing procedures had not been finalised. As such, the below examples are subject to later change. A final version can be expected by Q3 2024.

Scenario 1 – voting instruction of a legal person

```

    <AppHdr xmlns="urn:iso:std:iso:20022:tech:xsd:head.004.001.09">
    <Fr>
        <FIId>
            <FinInstnId>
                <BICFI>BANKABCDXXX</BICFI>
            </FinInstnId>
        </FIId>
    </Fr>
    <To>
        <FIId>
            <FinInstnId>
                <BICFI>CEDELULLLXXX</BICFI>
            </FinInstnId>
        </FIId>
    </To>
    <BizMsgIdr>2493048</BizMsgIdr>
    <MsgDefIdr>seev.004.001.09</MsgDefIdr>
    <CreDt>2023-01-06T13:39:15.893Z</CreDt>
</AppHdr>
<Document xmlns="urn:iso:std:iso:20022:tech:xsd:seev.004.001.09">
    <MtgInstr>
        <MtgRef>
            <MtgId>0000123456789</MtgId>
            <IssrMtgId>0987654321</IssrMtgId>

```

```

        <MtgDtAndTm>2023-01-30T11:00:00.000</MtgDtAndTm>
        <Tp>MIXD</Tp>
    </MtgRef>
    <FinInstrmId>
        <ISIN>DE0005200000</ISIN>
    </FinInstrmId>
    <Instr>
        <SnglInstrId>2493048/1501124208</SnglInstrId>
        <VoteExctnConf>false</VoteExctnConf>
        <AcctDtls>
            <AcctId>1234567</AcctId>
            <InstdBal>
                <Bal>
                    <ShrtLngPos>LONG</ShrtLngPos>
                    <Qty>
                        <Unit>1.0</Unit>
                    </Qty>
                </Bal>
            </InstdBal>
            <RghtsHldr>
                <LglPrsn>
                    <NmAndAdr>
                        <Nm>Example Bank</Nm>
                    </NmAndAdr>
                    <Id>
                        <LEI> 945500CD4ACA46BB8A51 </LEI>
                    </Id>
                </LglPrsn>
            </RghtsHldr>
        </AcctDtls>
        <VoteDtls>
            <VoteInstrForAgndRsln>
                <VotePerAgndRsln>
                    <GblVoteInstr>
                        <IssrLbl>1</IssrLbl>
                        <VoteOptn>
                            <Tp>ABST</Tp>
                        </VoteOptn>
                        <IssrLbl>2</IssrLbl>
                        <VoteOptn>
                            <Tp>CAGS</Tp>
                        </VoteOptn>
                    </GblVoteInstr>
                </VotePerAgndRsln>
            </VoteInstrForAgndRsln>
        </VoteDtls>
        <SpfcInstrReq>
            <PrtcptnMtd>

```

```
        <Cd>EVOT</Cd>
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      <SctiesRegn>>false</SctiesRegn>
    </SpfcInstrReq>
  </Instr>
</MtgInstr>
</Document>
```

Scenario 2 – voting instruction of a natural person including registration request

```
<AppHdr xmlns="urn:iso:std:iso:20022:tech:xsd:head.004.001.09">
  <Fr>
    <FIId>
      <FinInstnId>
        <BICFI>BANKABCDXXX</BICFI>
      </FinInstnId>
    </FIId>
  </Fr>
  <To>
    <FIId>
      <FinInstnId>
        <BICFI>CEDELULLLXXX</BICFI>
      </FinInstnId>
    </FIId>
  </To>
  <BizMsgIdr>2493048</BizMsgIdr>
  <MsgDefIdr>seev.004.001.09</MsgDefIdr>
  <CreDt>2023-01-06T13:39:15.893Z</CreDt>
</AppHdr>
<Document xmlns="urn:iso:std:iso:20022:tech:xsd:seev.004.001.09">
  <MtgInstr>
    <MtgRef>
      <MtgId>0000123456789</MtgId>
      <IssrMtgId>0987654321</IssrMtgId>
      <MtgDtAndTm>2023-01-30T11:00:00.000</MtgDtAndTm>
      <Tp>MIXD</Tp>
    </MtgRef>
    <FinInstrmId>
      <ISIN>DE0005200000</ISIN>
    </FinInstrmId>
    <Instr>
      <SnglInstrId>2493048/1501124208</SnglInstrId>
      <VoteExctnConf>>false</VoteExctnConf>
      <AcctDtls>
        <AcctId>1234567</AcctId>
        <InstdBal>
          <Bal>
            <ShrtLngPos>LONG</ShrtLngPos>
            <Qty>
              <Unit>1.0</Unit>
            </Qty>
          </Bal>
        </InstdBal>
        <RghtsHldr>
          <NtrlPrsn>
            <NmAndAdr>
              <NmPrfx>MIST</NmPrfx>
              <FrstNm>John</FrstNm>
            </NmAndAdr>
          </NtrlPrsn>
        </RghtsHldr>
      </AcctDtls>
    </Instr>
  </MtgInstr>
</Document>
```

```

        <SrnM>Doe</SrnM>
        <Adr>
            <AdrTp>ADDR</AdrTp>
            <AdrLine>Hauptstraße 1, 12345
Musterhausen</AdrLine>

            <Ctry>DE</Ctry>
        </Adr>
    </NmAndAdr>
    <EmailAdr>XXXXXX@GMAIL.COM</EmailAdr>
    <Id>
        <Id>ABC12345</Id>
        <IdTp>
            <Cd>CCPT</Cd>
        </IdTp>
    </Id>
    <DtAndPlcOfBirth>
        <BirthDt>1980-01-01</BirthDt>
    </DtAndPlcOfBirth>
</NtrlPrsn>
</RghtsHldr>
</AcctDtls>
<VoteDtls>
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        <VotePerAgndRsln>
            <GblVoteInstr>
                <IssrLbl>1</IssrLbl>
                <VoteOptn>
                    <Tp>ABST</Tp>
                </VoteOptn>
                <IssrLbl>2</IssrLbl>
                <VoteOptn>
                    <Tp>CAGS</Tp>
                </VoteOptn>
            </GblVoteInstr>
        </VotePerAgndRsln>
    </VoteInstrForAgndRsln>
</VoteDtls>
<SpfcInstrReq>
    <PrtcptnMtd>
        <Cd>EVOT</Cd>
    </PrtcptnMtd>
    <SctiesRegn>true</SctiesRegn>
</SpfcInstrReq>
</Instr>
</MtgInstr>
</Document>

```

Scenario 3 - voting instruction of two natural persons that already have a Shareholder ID

```
<AppHdr xmlns="urn:iso:std:iso:20022:tech:xsd:head.004.001.09">
  <Fr>
    <FIId>
      <FinInstnId>
        <BICFI>BANKABCDXXX</BICFI>
      </FinInstnId>
    </FIId>
  </Fr>
  <To>
    <FIId>
      <FinInstnId>
        <BICFI>CEDELULLLXXX</BICFI>
      </FinInstnId>
    </FIId>
  </To>
  <BizMsgIdr>093257023750</BizMsgIdr>
  <MsgDefIdr>seev.004.001.09</MsgDefIdr>
  <CreDt>2023-01-06T13:39:15.893Z</CreDt>
</AppHdr>
<Document
xmlns="urn:iso:std:iso:20022:tech:xsd:seev.004.001.09">
  <MtgInstr>
    <MtgRef>
      <MtgId>0000123456789</MtgId>
      <IssrMtgId>0987654321</IssrMtgId>
      <MtgDtAndTm>2023-01-30T11:00:00.000</MtgDtAndTm>
      <Tp>MIXD</Tp>
    </MtgRef>
    <FinInstrmId>
      <ISIN>DE0005200000</ISIN>
    </FinInstrmId>
    <Instr>
      <SnglInstrId>2493048/1501124208</SnglInstrId>
      <VoteExctnConf>false</VoteExctnConf>
      <AcctDtls>
        <AcctId>1234567</AcctId>
        <InstdBal>
          <Bal>
            <ShrtLngPos>LONG</ShrtLngPos>
            <Qty>
              <Unit>1.0</Unit>
            </Qty>
          </Bal>
        </InstdBal>
        <RghtsHldr>
          <NtrlPrsn>
            <NmAndAdr>
              <FrstNm>John</FrstNm>
            </NmAndAdr>
          </NtrlPrsn>
        </RghtsHldr>
      </AcctDtls>
    </Instr>
  </MtgInstr>
</Document>
```



```

        <SrnM>Doe</SrnM>
        <Adr>
            <AdrTp>ADDR</AdrTp>
            <AdrLine>Hauptstraße 1, 12345
Musterhausen</AdrLine>
            <Ctry>DE</Ctry>
        </Adr>
    </NmAndAdr>

    <EmailAdr>XXXXXX@GMAIL.COM</EmailAdr>
        <Id>
            <Id>ABC12345</Id>
            <IdTp>
                <Cd>CCPT</Cd>
            </IdTp>
        </Id>

    <CpnyRegrShrhldrId>DE123456789</CpnyRegrShrhldrId>
        </NtrlPrsn>
        </RghtsHldr>
    </AcctDtls>
    <VoteDtls>
        <VoteInstrForAgndRsln>
            <VotePerAgndRsln>
                <GblVoteInstr>
                    <IssrLabl>1</IssrLabl>
                    <VoteOptn>
                        <Tp>ABST</Tp>
                    </VoteOptn>
                    <IssrLabl>2</IssrLabl>
                    <VoteOptn>
                        <Tp>CAGS</Tp>
                    </VoteOptn>
                </GblVoteInstr>
            </VotePerAgndRsln>
        </VoteInstrForAgndRsln>
    </VoteDtls>
    <SpfcInstrReq>
        <PrtcptnMtd>
            <Cd>EVOT</Cd>
        </PrtcptnMtd>
        <SctiesRegn>>false</SctiesRegn>
    </Instr>
    <Instr>
        <SnglInstrId>2493048/1501124209</SnglInstrId>
        <VoteExctnConf>>false</VoteExctnConf>
        <AcctDtls>
            <AcctId>1234567</AcctId>
            <InstdBal>

```

```

        <Bal>
            <Unit>3.0</Unit>
        </Bal>
        <BalTp>INBA</BalTp>
    </InstdBal>
    <RghtsHldr>
        <NtrlPrsn>
            <NmAndAdr>
                <FrstNm>Jane</FrstNm>
                <SrnM>Doe</SrnM>
                <Adr>
                    <AdrTp>ADDR</AdrTp>
                    <AdrLine>Hauptstraße 123,
12345 Musterhausen</AdrLine>
                    <Ctry>DE</Ctry>
                </Adr>
            </NmAndAdr>
            <EmailAdr>XXXXXX@GMAIL.COM</EmailAdr>
            <Id>
                <Id>ABC54321</Id>
                <IdTp>
                    <Cd>CCPT</Cd>
                </IdTp>
            </Id>
            <CpnyRegrShrhldrId>DE987654321</CpnyRegrShrhldrId>
        </NtrlPrsn>
    </RghtsHldr>
</AcctDtls>
<VoteDtls>
    <VoteInstrForAgndRsln>
        <VotePerAgndRsln>
            <GblVoteInstr>
                <IssrLbl>1</IssrLbl>
                <VoteOptn>
                    <Tp>CAGS</Tp>
                </VoteOptn>
                <IssrLbl>2</IssrLbl>
                <VoteOptn>
                    <Tp>ABST</Tp>
                </VoteOptn>
            </GblVoteInstr>
        </VotePerAgndRsln>
    </VoteInstrForAgndRsln>
</VoteDtls>
<SpfcInstrReq>
    <PrtcptnMtd>
        <Cd>EVOT</Cd>

```

```

        </PrtcptnMtd>
        <SctiesRegn>>false</SctiesRegn>
    </SpfcInstrReq>
</Instr>
</MtgInstr>
</Document>

```

Scenario 4 – proxy voting

```

<AppHdr xmlns="urn:iso:std:iso:20022:tech:xsd:head.004.001.09">
  <Fr>
    <FIId>
      <FinInstnId>
        <BICFI>BANKABCDXXX</BICFI>
      </FinInstnId>
    </FIId>
  </Fr>
  <To>
    <FIId>
      <FinInstnId>
        <BICFI>CEDELULLXXX</BICFI>
      </FinInstnId>
    </FIId>
  </To>
  <BizMsgIdr>92094214</BizMsgIdr>
  <MsgDefIdr>seev.004.001.09</MsgDefIdr>
  <CreDt>2023-01-06T13:39:15.893Z</CreDt>
</AppHdr>
<Document xmlns="urn:iso:std:iso:20022:tech:xsd:seev.004.001.07">
  <MtgInstr>
    <MtgRef>
      <MtgId>87513</MtgId>
      <IssrMtgId>0987654321</IssrMtgId>
      <MtgDtAndTm>2022-10-21T10:00:00Z</MtgDtAndTm>
      <Tp>XMET</Tp>
    </MtgRef>
    <FinInstrmId>
      <ISIN>DE000A3H2184</ISIN>
    </FinInstrmId>
    <Instr>
      <SnglInstrId>BRXXX400018297760822092304180900001</SnglInstrId>
      <VoteExctnConf>>false</VoteExctnConf>
      <AcctDtls>
        <AcctId>1234567</AcctId>
        <InstdBal>
          <Bal>
            <ShrtLngPos>LONG</ShrtLngPos>
            <Qty>
              <Unit>1.0</Unit>
            </Qty>
          </Bal>
        </InstdBal>
      </AcctDtls>
    </Instr>
  </MtgInstr>
</Document>

```

```

        </Bal>
    </InstdBal>
    <RghtsHldr>
        <NtrlPrsn>
            <NmAndAdr>
                <FrstNm>John</FrstNm>
                <SrnM>Doe</SrnM>
            </NmAndAdr>
            <Id>
                <Id>ABC12345</Id>
                <IdTp>
                    <Cd>CCPT</Cd>
                </IdTp>
            </Id>
        </NtrlPrsn>
    </RghtsHldr>
    <Prxy>
        <PrxyTp>DISC</PrxyTp>
        <PrsnDtls>
            <PrssgndPrxy>
                <NtrlPrsn>
                    <NmAndAdr>
                        <FrstNm>John</FrstNm>
                        <SrnM>Doe</SrnM>
                    <Adr>
                        <AdrTp>ADDR</AdrTp>
                        <AdrLine>Hauptstraße 1, 12345
Musterhausen</AdrLine>
                        <Ctry>DE</Ctry>
                    </Adr>
                </NmAndAdr>
                <EmailAdr>XXXXXX@GMAIL.COM</EmailAdr>
                <Id>
                    <Id>ABC12345</Id>
                    <IdTp>
                        <Cd>CCPT</Cd>
                    </IdTp>
                </Id>
            </NtrlPrsn>
        <AttndncCardDtls>
            <DlvryMtd>EMAL</DlvryMtd>
        </AttndncCardDtls>
    </Prxy>
    <SpfcInstrReq>
        <PrtcpnMtd>
            <Cd>PRXY</Cd>
        </PrtcpnMtd>
        <SctiesRegn>>false</SctiesRegn>

```

```
        </SpfcInstrReq>
    </Instr>
</MtgInstr>
</Document>
```

Scenario 5 – instruction for an entrance card (physical attendance)

```
<AppHdr xmlns="urn:iso:std:iso:20022:tech:xsd:head.004.001.09">
  <Fr>
    <FIId>
      <FinInstnId>
        <BICFI>BANKABCDXXX</BICFI>
      </FinInstnId>
    </FIId>
  </Fr>
  <To>
    <FIId>
      <FinInstnId>
        <BICFI>CEDELULLXXX</BICFI>
      </FinInstnId>
    </FIId>
  </To>
  <BizMsgIdr>5326098643</BizMsgIdr>
  <MsgDefIdr>seev.004.001.09</MsgDefIdr>
  <CreDt>2023-01-06T13:39:15.893Z</CreDt>
</AppHdr>
<Document xmlns="urn:iso:std:iso:20022:tech:xsd:seev.004.001.09">
  <MtgInstr>
    <MtgRef>
      <MtgId>1768601/46607</MtgId>
      <IssrMtgId>0987654321</IssrMtgId>
      <MtgDtAndTm>2023-07-13T11:00:00</MtgDtAndTm>
      <Tp>GMET</Tp>
    </MtgRef>
    <FinInstrmId>
      <ISIN>DE000A14KRD3</ISIN>
    </FinInstrmId>
    <Instr>
      <SnglInstrId>345dscsh45gvfdDAW34df5A</SnglInstrId>
      <VoteExctnConf>>false</VoteExctnConf>
      <AcctDtls>
        <AcctId>1234567</AcctId>
        <InstdBal>
          <Bal>
            <ShrtLngPos>LONG</ShrtLngPos>
            <Qty>
              <Unit>10000</Unit>
            </Qty>
          </Bal>
        </InstdBal>
        <RghtsHldr>
          <LglPrsn>
            <NmAndAdr>
              <Nm>XYZ Bank AG</Nm>
            </NmAndAdr>
          </LglPrsn>
        </RghtsHldr>
      </AcctDtls>
    </Instr>
  </MtgInstr>
</Document>
```

```

        <Id>
            <LEI>12345DEFRT6789441235</LEI>
        </Id>
    </LglPrsn>
</RightsHldr>
</AcctDtls>
<MtgAttndee>
    <Id>
        <NtrlPrsn>
            <NmAndAdr>
                <FrstNm>John</FrstNm>
                <SrnM>Doe</SrnM>
            </NmAndAdr>
            <Id>
                <Id>A123B4C5D67</Id>
                <IdTp>
                    <Cd>DRLC</Cd>
                </IdTp>
            </Id>
        </NtrlPrsn>
    </Id>
    <AttndncCardDtls>
        <DlvryMtd>ENTR</DlvryMtd>
    </AttndncCardDtls>
</MtgAttndee>
<SpfcInstrReq>
    <PrtcptnMtd>
        <Cd>PHYS</Cd>
    </PrtcptnMtd>
    <SctiesRegn>>false</SctiesRegn>
</SpfcInstrReq>
</Instr>
</MtgInstr>
</Document>

```

Scenario 6 – split vote instruction

```
<AppHdr xmlns="urn:iso:std:iso:20022:tech:xsd:head.004.001.09">
  <Fr>
    <FIId>
      <FinInstnId>
        <BICFI>BANKABCDXXX</BICFI>
      </FinInstnId>
    </FIId>
  </Fr>
  <To>
    <FIId>
      <FinInstnId>
        <BICFI>CEDELULLXXX</BICFI>
      </FinInstnId>
    </FIId>
  </To>
  <BizMsgIdr>2493048</BizMsgIdr>
  <MsgDefIdr>seev.004.001.09</MsgDefIdr>
  <CreDt>2023-01-06T13:39:15.893Z</CreDt>
</AppHdr>
<Document xmlns="urn:iso:std:iso:20022:tech:xsd:seev.004.001.09">
  <MtgInstr>
    <MtgRef>
      <MtgId>0000123456789</MtgId>
      <IssrMtgId>0987654321</IssrMtgId>
      <MtgDtAndTm>2023-01-30T11:00:00.000</MtgDtAndTm>
      <Tp>MIXD</Tp>
    </MtgRef>
    <FinInstrmId>
      <ISIN>DE0005200000</ISIN>
    </FinInstrmId>
    <Instr>
      <SnglInstrId>2493048/1501124208</SnglInstrId>
      <VoteExctnConf>false</VoteExctnConf>
      <AcctDtls>
        <AcctId>1234567</AcctId>
        <InstdBal>
          <Bal>
            <ShrtLngPos>LONG</ShrtLngPos>
            <Qty>
              <Unit>100.0</Unit>
            </Qty>
          </Bal>
        </InstdBal>
        <RghtsHldr>
          <LglPrsn>
            <NmAndAdr>
              <Nm>Example Bank</Nm>
            </NmAndAdr>
          </LglPrsn>
        </RghtsHldr>
      </AcctDtls>
    </Instr>
  </MtgInstr>
</Document>
```



```

        </NmAndAdr>
        <Id>
            <LEI> 945500CD4ACA46BB8A51 </LEI>
        </Id>
    </LglPrsn>
</RightsHldr>
</AcctDtls>
<VoteDtls>
    <VoteInstrForAgndRsltn>
        <VotePerAgndRsltn>
            <VoteInstr>
                <IssrLabl>1</IssrLabl>
                <For>
                    <Qty>
                        <Unit>60.0</Unit>
                    </Qty>
                </For>
                <Agnst>
                    <Qty>
                        <Unit>30.0</Unit>
                    </Qty>
                </Agnst>
                <WthMgmT>
                    <Qty>
                        <Unit>10.0</Unit>
                    </Qty>
                </WthMgmt>
                <IssrLabl>2</IssrLabl>
                <For>
                    <Cd>QALL</Cd>
                </For>
            </VoteInstr>
        </VotePerAgndRsltn>
    </VoteInstrForAgndRsltn>
</VoteDtls>
<SpfcInstrReq>
    <PrtcptnMtd>
        <Cd>EVOT</Cd>
    </PrtcptnMtd>
    <SctiesRegn>>false</SctiesRegn>
</SpfcInstrReq>
</Instr>
</MtgInstr>
</Document>

```

Scenario 7 – registration only

```
<AppHdr xmlns="urn:iso:std:iso:20022:tech:xsd:head.004.001.09">
  <Fr>
    <FIId>
      <FinInstnId>
        <BICFI>BANKABCDXXX</BICFI>
      </FinInstnId>
    </FIId>
  </Fr>
  <To>
    <FIId>
      <FinInstnId>
        <BICFI>CEDELULLLXXX</BICFI>
      </FinInstnId>
    </FIId>
  </To>
  <BizMsgIdr>2493048</BizMsgIdr>
  <MsgDefIdr>seev.004.001.09</MsgDefIdr>
  <CreDt>2023-01-06T13:39:15.893Z</CreDt>
</AppHdr>
<Document xmlns="urn:iso:std:iso:20022:tech:xsd:seev.004.001.09">
  <MtgInstr>
    <MtgRef>
      <MtgId>0000123456789</MtgId>
      <IssrMtgId>0987654321</IssrMtgId>
      <MtgDtAndTm>2023-01-30T11:00:00.000</MtgDtAndTm>
      <Tp>MIXD</Tp>
    </MtgRef>
    <FinInstrmId>
      <ISIN>DE0005200000</ISIN>
    </FinInstrmId>
    <Instr>
      <SnglInstrId>2493048/1501124208</SnglInstrId>
      <VoteExctnConf>>false</VoteExctnConf>
      <AcctDtls>
        <AcctId>1234567</AcctId>
        <InstdBal>
          <Bal>
            <ShrtLngPos>LONG</ShrtLngPos>
            <Qty>
              <Unit>1.0</Unit>
            </Qty>
          </Bal>
        </InstdBal>
        <RghtsHldr>
          <NtrlPrsn>
            <NmAndAdr>
              <NmPrfx>MIST</NmPrfx>
              <FrstNm>John</FrstNm>
            </NmAndAdr>
          </NtrlPrsn>
        </RghtsHldr>
      </AcctDtls>
    </Instr>
  </MtgInstr>
</Document>
```

```

        <SrnM>Doe</SrnM>
        <Adr>
            <AdrTp>ADDR</AdrTp>
            <AdrLine>Hauptstraße 1, 12345
Musterhausen</AdrLine>

            <Ctry>DE</Ctry>
        </Adr>
    </NmAndAdr>
    <EmailAdr>XXXXXX@GMAIL.COM</EmailAdr>
    <Id>
        <Id>ABC12345</Id>
        <IdTp>
            <Cd>CCPT</Cd>
        </IdTp>
    </Id>
    <DtAndPlcOfBirth>
        <BirthDt>1980-01-01</BirthDt>
    </DtAndPlcOfBirth>
</NtrlPrsn>
</RghtsHldr>
</AcctDtls>
<SpfcInstrReq>
    <SctiesRegn>true</SctiesRegn>
</SpfcInstrReq>
</Instr>
</MtgInstr>
</Document>

```

seev.005 (meeting instruction cancelation) examples

Cancellation of the voting instruction from Scenario 1:

```

<AppHdr xmlns="urn:iso:std:iso:20022:tech:xsd:head.005.001.09">
    <Fr>
        <FIId>
            <FinInstnId>
                <BICFI>BANKABCDXXX</BICFI>
            </FinInstnId>
        </FIId>
    </Fr>
    <To>
        <FIId>
            <FinInstnId>
                <BICFI>CEDELULLXXX</BICFI>
            </FinInstnId>
        </FIId>
    </To>
    <BizMsgIdr>2493049</BizMsgIdr>
    <MsgDefIdr>seev.005.001.09</MsgDefIdr>

```

```

    <CreDt>2023-01-06T13:39:15.893Z</CreDt>
  </AppHdr>
  <Document xmlns="urn:iso:std:iso:20022:tech:xsd:seev.005.001.09">
    <MtgInstrCxlReq>
      <MtgInstrId>2493048</MtgInstrId>
      <MtgRef>
        <MtgId>0000123456789</MtgId>
        <IssrMtgId>0987654321</IssrMtgId>
        <MtgDtAndTm>2023-01-30T11:00:00.000</MtgDtAndTm>
        <Tp>MIXD</Tp>
      </MtgRef>
      <FinInstrmId>
        <ISIN>DE0005200000</ISIN>
      </FinInstrmId>
      <ToBeCancInstr>
        <SnglInstrId>2493048/1501124208</SnglInstrId>
        <InstdPos>
          <InstdBal>
            <Bal>
              <ShrtLngPos>LONG</ShrtLngPos>
              <Qty>
                <Unit>1.0</Unit>
              </Qty>
            </Bal>
          </InstdBal>
          <RghtsHldr>
            <LglPrsn>
              <NmAndAdr>
                <Nm>Example Bank</Nm>
              </NmAndAdr>
              <Id>
                <LEI> 945500CD4ACA46BB8A51 </LEI>
              </Id>
            </LglPrsn>
          </RghtsHldr>
        </ToBeCancInstr>
      </MtgInstrCxlReq>
    </Document>
  
```

seev.006 (vote instruction status) examples

```

  <Document xmlns="urn:iso:std:iso:20022:tech:xsd:seev.006.001.09">
    <MtgInstrSts>
      <InstrTp>
        <InstrId>123</InstrId>
      </InstrTp>
      <MtgRef>
        <MtgId>Meeting16KDL</MtgId>
        <MtgDtAndTm>2024-06-18T11:19:36.000Z</MtgDtAndTm>
        <Tp>XMET</Tp>
      </MtgRef>
    </MtgInstrSts>
  </Document>
  
```

```

</MtgRef>
<FinInstrmId>
  <ISIN>XS0012842588</ISIN>
</FinInstrmId>
<InstrTpSts>
  <InstrSts>
    <SnglInstrId>xx123xx</SnglInstrId>
    <AcctId>xxxxxxx</AcctId>
    <InstrSts>
      <Rjctd>
        <Rsn>
          <RsnCd>
            <Cd>RBIS</Cd>
          </RsnCd>
        </Rsn>
      </Rjctd>
    </InstrSts>
  </InstrSts>
</InstrTpSts>
<Pos>
  <AcctId>xxxxxxx</AcctId>
  <AcctOwnr>
    <NtrlPrsn>
      <NmAndAdr>
        <NmPrfx>MIST</NmPrfx>
        <FrstNm>accountOwnerFirstName</FrstNm>
        <SrnM>accountOwnerSurname</SrnM>
        <Adr>
          <AdrTp>ADDR</AdrTp>
          <AdrLine>accountAddressLine</AdrLine>
          <StrtNm>accountStreetName</StrtNm>
          <BldgNb>212</BldgNb>
          <PstBx>postBox7</PstBx>
          <PstCd>56345</PstCd>
          <CtrySubDvsn>accountCountrySubDivision</CtrySubDvsn>
          <Ctry>AF</Ctry>
        </Adr>
      </NmAndAdr>
      <EmailAdr>Test@gmail.com</EmailAdr>
      <Id>
        <Id>448</Id>
        <IdTp>
          <Cd>ARNU</Cd>
        </IdTp>
      </Id>
      <Ntlty>AF</Ntlty>
      <DtAndPlcOfBirth>
        <BirthDt>1970-01-08</BirthDt>
        <PrvcOfBirth>birthProvince9</PrvcOfBirth>
        <CityOfBirth>birthCity9</CityOfBirth>
        <CtryOfBirth>AF</CtryOfBirth>
      </DtAndPlcOfBirth>
    </NtrlPrsn>
  </AcctOwnr>
  <HldgBal>
    <Bal>
      <ShrtLngPos>LONG</ShrtLngPos>
      <Qty>

```

```

        <Unit>7000000</Unit>
    </Qty>
</Bal>
    <BalTp>ELIG</BalTp>
</HldgBal>
</Pos>
<CnfrmgPty>
    <LglPrsn>
        <NmAndAdr>
            <Nm>Example</Nm>
        </NmAndAdr>
        <Id>
            <LEI>ABC123</LEI>
        </Id>
    </LglPrsn>
</CnfrmgPty>
<VoteCstgPty>
    <NtrlPrsn>
        <NmAndAdr>
            <FrstNm>accountOwnerFirstName</FrstNm>
            <SrnM>accountOwnerSurname</SrnM>
            <Adr>
                <AdrTp>ADDR</AdrTp>
                <AdrLine>accountAddressLine</AdrLine>
                <StrtNm>accountStreetName</StrtNm>
                <BldgNb>212</BldgNb>
                <PstBx>postBox7</PstBx>
                <PstCd>56345</PstCd>
                <CtrySubDvsn>accountCountrySubDivision</CtrySubDvsn>
                <Ctry>AF</Ctry>
            </Adr>
        </NmAndAdr>
        <EmailAdr>Test@gmail.com</EmailAdr>
        <Id>
            <Id>448</Id>
            <IdTp>
                <Cd>ARNU</Cd>
            </IdTp>
        </Id>
    </NtrlPrsn>
</VoteCstgPty>
<RghtsHldr>
    <NtrlPrsn>
        <NmAndAdr>
            <NmPrfx>MIST</NmPrfx>
            <FrstNm>First Name</FrstNm>
            <SrnM>Surname</SrnM>
            <Adr>
                <AdrTp>ADDR</AdrTp>
                <AdrLine>rightsHolderAddressLine</AdrLine>
                <StrtNm>rightsHolderStreet</StrtNm>
                <BldgNb>213</BldgNb>
                <PstBx>postBox1</PstBx>
                <PstCd>12345</PstCd>
                <CtrySubDvsn>rightsHolderSubdivision</CtrySubDvsn>
                <Ctry>AF</Ctry>
            </Adr>
        </NmAndAdr>

```

```

    <EmailAdr>rgtHol@test.com</EmailAdr>
    <Id>
      <Id>448</Id>
    </Id>
    <Ntlty>AF</Ntlty>
    <DtAndPlcOfBirth>
      <BirthDt>1970-12-12</BirthDt>
      <PrvcOfBirth>birthProvince</PrvcOfBirth>
      <CityOfBirth>birthCity</CityOfBirth>
      <CtryOfBirth>AF</CtryOfBirth>
    </DtAndPlcOfBirth>
  </NtrlPrsn>
</RghtsHldr>
</MtgInstrSts>
</Document>

```

seev.007 (vote execution confirmation) examples

```

<Document xmlns="urn:iso:std:iso:20022:tech:xsd:seev.007.001.09">
  <MtgVoteExctnConf>
    <MtgInstrId>12345</MtgInstrId>
    <MtgRef>
      <MtgId>Meeting123</MtgId>
      <MtgDtAndTm>2024-06-11T12:40:58.000Z</MtgDtAndTm>
      <Tp>GMET</Tp>
      <Clssfctn>
        <Cd>AMET</Cd>
      </Clssfctn>
      <Lctn>
        <AdrLine>wsdfg sdfgh</AdrLine>
        <StrtNm>sdfgvb sdfgh</StrtNm>
        <BldgNb>xdfthgb dser5t6</BldgNb>
        <TwnNm>zxcvb drt56yu</TwnNm>
        <CtrySubDvsn>zxcvb der5t6yh</CtrySubDvsn>
        <Ctry>AL</Ctry>
      </Lctn>
      <Lctn>
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        <StrtNm>sdfgvb sdfgh</StrtNm>
        <BldgNb>xdfthgb dser5t6</BldgNb>
        <TwnNm>zxcvb drt56yu</TwnNm>
        <CtrySubDvsn>zxcvb der5t6yh</CtrySubDvsn>
        <Ctry>AL</Ctry>
      </Lctn>
    </MtgRef>
    <FinInstrmId>
      <ISIN>XS0012849914</ISIN>
    </FinInstrmId>
    <VoteInstrs>
      <SnglInstrId>1234567890</SnglInstrId>
      <StgInstr>true</StgInstr>
      <ModltyOfCntg>
        <Cd>PVBM</Cd>
      </ModltyOfCntg>
      <VotePerRsltn>
        <IssrLabl>1</IssrLabl>
        <Abstn>
          <Unit>7000000</Unit>
        </Abstn>
      </VotePerRsltn>
    </VoteInstrs>
  </MtgVoteExctnConf>
</Document>

```

```

    </Abstn>
  </VotePerRslttn>
<VotePerRslttn>
  <IssrLabl>1</IssrLabl>
</VotePerRslttn>
<VotePerRslttn>
  <IssrLabl>1</IssrLabl>
  <Abstn>
    <Unit>7000000</Unit>
  </Abstn>
</VotePerRslttn>
</VoteInstrs>
</MtgVoteExctnConf>
</Document>

```

seev.008 (meeting results) examples

```

<Document xmlns="urn:iso:std:iso:20022:tech:xsd:seev.008.001.08">
  <MtgRsltDssmntn>
    <MtgRsltsDssmntnTp>NEWM</MtgRsltsDssmntnTp>
    <MtgRef>
      <MtgId>1234567</MtgId>
      <MtgDtAndTm>2024-04-30T00:00:00+00:00</MtgDtAndTm>
      <Tp>GMET</Tp>
      <Lctn>
        <AdrLine>sadfgty</AdrLine>
        <StrtNm>sdyu</StrtNm>
        <BldgNb>xfghj</BldgNb>
        <PstCd>wertyu</PstCd>
        <TwnNm>aertyui</TwnNm>
        <CtrySubDvsn>ertyuio</CtrySubDvsn>
        <Ctry>DZ</Ctry>
      </Lctn>
    </MtgRef>
    <Scty>
      <FinInstrmId>
        <ISIN>XS0012842588</ISIN>
      </FinInstrmId>
    </Scty>
    <Scty>
      <FinInstrmId>
        <ISIN>XS0012845094</ISIN>
      </FinInstrmId>
    </Scty>
    <VoteRslt>
      <IssrLabl>1</IssrLabl>
      <RslttnSts>ACPT</RslttnSts>
      <Abstn>
        <Unit>7000000</Unit>
      </Abstn>
    </VoteRslt>
  </MtgRsltDssmntn>
</Document>

```


MT564+ examples

{1:F01ZYAILUL0BXXX0214505827}{2:I564XXXXXXXXXXXXXN}{3:{108:29H1TJLR7BK}}{4:
:16R:GENL
:20C::CORP//0000000434667860
:20C::SEME//M00000000094E27E
:23G:NEWM
:22F::CAEV//CMET
:22F::CAMV//VOLU
:98C::PREP//20241016103844
:25D::PROC//COMP
:16S:GENL
:16R:USECU
:35B:ISIN GB00BF5H9P87
151541801 SHS GREAT PORTLAND EST OR
D REG
:16R:FIA
:11A::DENO//GBP
:36B::MINO//UNIT/1,
:16S:FIA
:16R:ACCTINFO
:97A::SAFE//xxxxxx
:94F::SAFE//NCSD/CRSTGB22XXX
:93B::ELIG//UNIT/10000,
:93B::SETT//UNIT/10000,
:93B::UNBA//UNIT/10000,
:16S:ACCTINFO
:16S:USECU
:16R:CADETL
:98A::ANOU//20241016
:98A::RDTE//20241016
:98C::MEET//20241018110000
:16S:CADETL
:16R:CAOPTN
:13A::CAON//001
:22F::CAOP//CONY
:17B::DFLT//N
:98E::MKDT//20241018100000,000/00
:98E::RDDT//20241017180000,000/00
:70E::INCO//VOTE IN FAVOR
:16S:CAOPTN
:16R:CAOPTN
:13A::CAON//002
:22F::CAOP//CONN
:17B::DFLT//N
:98E::MKDT//20241018100000,000/00
:98E::RDDT//20241017180000,000/00
:70E::INCO//VOTE AGAINST
:16S:CAOPTN
:16R:CAOPTN
:13A::CAON//003
:22F::CAOP//ABST
:17B::DFLT//N
:98E::MKDT//20241018100000,000/00
:98E::RDDT//20241017180000,000/00
:70E::INCO//ABSTAIN
:16S:CAOPTN
:16R:CAOPTN

:13A::CAON//004
:22F::CAOP//PROX
:17B::DFLT//N
:98E::MKDT//20241018100000,000/00
:98E::RDDT//20241017180000,000/00
:70E::INCO//ATTEND IN PERSON
ASSIGN A PROXY
:16S:CAOPTN
:16R:CAOPTN
:13A::CAON//005
:22F::CAOP//NOAC
:17B::DFLT//Y
:16S:CAOPTN
:16R:ADDINFO
:70E::ADTX//CLEARSTREAM DOES NOT ACCEPT
MEETING INSTRUCTIONS IN THE MT
FORMAT. PLEASE SEND AN MX
MESSAGE OR USE THE XACT GUI
:70E::ADTX//Partial Vote Allowed: Yes
Split Vote Allowed: Yes
Beneficial Owner Disclosure: No
:70E::ADTX//Securities Blocking Period
End Date: RDTE
:70E::ADTX//Meeting Location 1:
ADDR, GB
:70E::ADTX//Additional Documentation URL:
:70E::ADTX//Resolution 7: Appoint Pricewaterhou
seCoopers LLP as Auditors
Status: Active
Vote Option Allowed: For, Against,
Abstain, No Action
:70E::ADTX//Resolution 8: Authorise the Audit C
ommittee to Fix Remuneration of Aud
itors
Status: Active
Vote Option Allowed: For, Against,
Abstain, No Action
:70E::ADTX//Resolution 2: Authorise Issue of Eq
uity
Status: Active
Vote Option Allowed: For, Against,
Abstain, No Action
:70E::ADTX//Resolution 1b: Approve Restricted S
hare Plan
Status: Active
Vote Option Allowed: For, Against,
Abstain, No Action
:70E::ADTX//Resolution 5: Authorise Issue of Eq
uity without Pre-emptive Rights
Status: Active
Vote Option Allowed: For, Against,
Abstain, No Action
:70E::ADTX//Resolution 6: Authorise Issue of Eq
uity without Pre-emptive Rights in
Connection with an Acquisition or O
ther Capital Investment
Status: Active
Vote Option Allowed: For, Against,

Abstain, No Action
:70E::ADTX//Resolution 7: Authorise Market Purchase of Ordinary Shares
Status: Active
Vote Option Allowed: For, Against, Abstain, No Action
:70E::ADTX//Resolution 8: Authorise the Company to Call General Meeting with Two Weeks' Notice
Status: Active
Vote Option Allowed: For, Against, Abstain, No Action
:70E::ADTX//Disclaimer: FOR INQUIRIES PLEASE CONTACT YOUR REGULAR CUSTOMER SUPPORT TEAM
:70E::ADTX//Disclaimer: Please note that ABSTAIN is NOT a valid vote instruction for or this Court Meeting.
:70E::ADTX//Disclaimer: Blocking: Yes
:70E::PACO//FOR INQUIRIES PLEASE CONTACT YOUR REGULAR CUSTOMER SUPPORT TEAM
:95Q::ISSU//GREAT PORTLAND ESTATES PLC
:16S:ADDINFO
-}{5:{CHK:25F28CD7BBDD}}

Xact Web Portal mockups

Please note that these screenshots have been created based on mock-ups and the current understanding. At the time of writing, implementation and testing procedures had not been finalised. As such, the below examples are subject to later change.

Meeting event screens

1. Summary view

The screenshot displays the 'Meeting Event' summary view in the Xact Web Portal. The interface includes a top navigation bar with the Clearstream logo, user profile information, and system status. A secondary navigation bar offers tabs for Summary, Detail, Attendance, Proxy, Vote, Resolutions, Narratives, Instructions, and Related Messages. The main content area is divided into sections: 'Account Specific' with fields for impacted accounts and account selection, and 'Meeting Event Summary' for an 'Extraordinary Meeting'. This section lists various dates and times for the meeting, including meeting date, entitlement filing, securities blocking, registration, vote, attendance, proxy, revocability, premium, and result publication dates. A bottom bar contains action buttons: Create Instruction, Go To, Print, Refresh, and Close.

Extraordinary Meeting	
Meeting ID	ABC123
Financial Instrument	LU1280955276
Meeting Date	14/05/2023 18:00:00
Entitlement Filing Date	22/02/2023
Securities Blocking Period End Date	PPYD - Blocking Till Premium Payment Date
Registration Deadline	12/04/2023 15:00:00
Vote Deadline	15/04/2023 16:00:00
Attendance Deadline	12/04/2023 16:00:00
Proxy Deadline	12/04/2023 16:00:00
Revocability Deadline	13/05/2023 18:00:00
Early Premium Deadline	10/03/2023 18:00:00
Premium Deadline	15/03/2023 18:00:00
Early Premium Payment Date	15/07/2023
Premium Payment Date	UKWN - Unknown
Result Publication Date	01/07/2023

2. Detail view (1/2)

clearstream SHAREHOLDER
Meeting Event
Help | My Profile | Contacts | Logout | Operational Support Full Access 27.01 | 14 Apr 2023 11:00:23 CEST

Query List
ANET
0000111

Summary
Detail
References
Proxy
Vote
Resolutions
Narratives
Restrictions
Related Messages
Action History

Account Specific

Nbr. Of Impacted Accounts: 3

Account:

General Information

Meeting ID	0000111	Meeting Type	ANET - Extraordinary Meeting
Issuer Meeting ID	0000111	Classification	
Event Completion Status	CONF - Complete	Event Individual	Active
Event Confirmation Status	CONF - Confirmed	Shareholder Rights Member	No
Recorded Instructions	<input checked="" type="checkbox"/>	Meeting With Fees	<input checked="" type="checkbox"/>
PROXYS INSTRUCTIONS AVAILABLE	<input checked="" type="checkbox"/>	Continuation of Meeting Allowed	<input checked="" type="checkbox"/>

Safeguarding Account	Action Status	Last Update Timestamp	Version
13403	VR - Request	21/02/2023 10:25:39	1
13402	FR - Notification	04/02/2023 18:00:02	1

2 Rows | 25 Rows per page

Continuation Allowed:

Underlying Financial Instrument

Common Code	00028259827	Single	Description
ISIN	LU1260850276		Place Of Subscribing
Instrument Category	DEBT		Instrument Group
Issuer Country	EU		

Financial Instrument Attributes

Currency Of Denomination	EUR	Denom. Value	1,000
--------------------------	-----	--------------	-------

Issuer

Name:

Issuer Agent

Issuer Agent: = Issuer Agent 1 (...) Issuer Agent ID

Name:

Address:

Address Line 1:

Address Line 2:

Address Line 3:

Address Line 4:

Address Line 5:

Street Name:

Building Number:

Post Code:

Town Name:

Country Sub Division:

Country:

BIC:

LEI:

Role:

Account Information

Safeguarding Account	Balances	Balance Type	Quantity	Quantity Type
13403	Blocked		600	UNIT
13404	On Loan		0	UNIT
13403	Collateral In		0	UNIT
13404	Collateral Out		100	UNIT
13403	Held In		1,000	UNIT
13404	Settled		1,000	UNIT
13403	Unsettled		600	UNIT
13404	On Loan		0	UNIT
13403	Pending Delivery		0	UNIT
13404	Pending Receipt	Not Eligible	100	UNIT
13403	Settled		0	UNIT
13404	Spent Position		0	UNIT
13403	Traded		0	UNIT
13404	Unsettled		400	UNIT

11 Rows | 25 Rows per page

Meeting Event Details

2. Detail view (2/2)

Meeting Event Details

Announcement Date: 28/02/2023 Location: Location 1, Location 2, ... Location 5

Deferral/Postponing Date: 22/02/2023 Meeting Address: NZ - Auckland

Meeting Date: 14/02/2023 09:00:00 Address Line 1

State/City: NZ - Auckland Address Line 2

Additional Meeting/Event Mail Item: FYD - Meeting T&E Premiums Payment Date Address Line 3

Event Publication Date: 14/02/2023 Address Line 4

Quorum Required: _____ Street Name: _____

Quorum Quantity: _____ Post Code: _____

URL Address: _____ Town Name: _____

Country Sub Division: _____

Country: _____

Additional Documentation URL: _____

2 Rows | 20 Rows per page

Participation Details

Participation Method	Issue Deadline	Supported By Account Section
EXOT - Electronic Voting	17/04/2023 18:00	Yes
MAIL - Correspondence	02/04/2023 18:00	No
PHYS - In Person	14/02/2023 18:00	Yes
PROF - Proxy	14/02/2023 18:00	Yes

4 Rows | 20 Rows per page

Participation Channel

Vote Channel: SEC - Vote Through Chain

Security To Issue Agent:

- BC
- BC
- BC
- BC

4 Rows | 20 Rows per page

Participation by Mail

Correspondence: Address 1, ... Address 5

Address: Address Line 1, Address Line 2, Address Line 3, Address Line 4, Address Line 5

Street Name, Building Number, Post Code, Town Name, Country Sub Division, Country

Email Address: Email Address 1, ... Email Address 5

Virtual Participation

URL Address: _____

2 Rows | 20 Rows per page

Participation by Telephone

Telephone Number: _____

2 Rows | 20 Rows per page

Key Dates Parameters

Registration Start: 14/02/2023 09:00:00 Registration Market Start on: 14/02/2023 09:00:00

Registration Deadline: 12/02/2023 09:00:00 Registration Market Start on: 14/02/2023 09:00:00

Availability Deadline: 13/02/2023 09:00:00 Availability Market Start on: 14/02/2023 09:00:00

Location Country: NZL

Market to Participate: 180

Parameters

Early Pensions Deadline: 18/02/2023 18:00:00

Premium Deadline: 14/02/2023 18:00:00

Premium Market Deadline: 14/02/2023 18:00:00

Type	Description	Pension For	Vote Type	Cash Pensions	Cash Pensions Type	Cash Pensions Qty	Calculation For	Payment Date
Early Pensions	Description of Early ...	Security	any	2	Rate	0.08	180	15/02/2023
Early Pensions	Description of Early ...	Vote	CP08	0	Rate	0.08	180	15/02/2023
Early Pensions	Description of Early ...	Vote	CP09	0	Rate	0.08	180	15/02/2023
Early Pensions	Description of Early ...	Vote	WAC7	2	Rate	0.08	180	15/02/2023
Early Pensions	Description of Early ...	Attendance	any	2	Rate	0.08	1	15/02/2023
Premiums	Description of Prem...	Security	any	0	Arrears	0.08	180	09/03
Premiums	Description of Prem...	Vote	CP20	0	Arrears	0.08	180	09/03
Premiums	Description of Prem...	Vote	CP20	0	Arrears	0.08	180	09/03
Premiums	Description of Prem...	Vote	WAC7	0	Arrears	0.08	180	09/03
Premiums	Description of Prem...	Attendance	any	0	Arrears	0.08	1	09/03

12 Rows | 20 Rows per page

Presence Of Attorney Declarations

Agent Registration: _____

APOL - Appointed: _____

COA - Co-Authorised: _____

COA - Local Authority: _____

APOL - Healy: _____

4 Rows | 20 Rows per page

Other Documentation: _____

Account & Contact Details: _____

3. Attendance view

clearstream | DEUTSCHE BÖRSE GROUP Meeting Event Help | My Profile | Contacts | Logout | Operational Support Full Access 2Y 01 | 14 Apr 2023 11:03:22 CET

Query/List XMET ABC123

Summary Detail Attendance Proxy Vote Resolutions Narratives Instructions Related Messages

Account Specific

Nbr. Of Impacted Accounts 1

Account Please select...

Attendance Parameters

Attendance Confirmation Deadline 12/04/2023 16:00:00 Attendance Confirmation Market Deadline 13/04/2023 18:00:00

Admission Conditions	Additional Information
MASH - Allowed For Shareholder	
MAPD - Allowed On Behalf	

2 Rows | 25 Rows per page

Confirmation Information

Create Instruction Go To Print Refresh Close

4. Proxy view

clearstream | DEUTSCHE BÖRSE GROUP Meeting Event Help | My Profile | Contacts | Logout | Operational Support Full Access 2Y 01 | 14 Apr 2023 11:03:22 CET

Query/List XMET ABC123

Summary Detail Attendance Proxy Vote Resolutions Narratives Instructions Related Messages

Account Specific

Nbr. Of Impacted Accounts 1

Account Please select...

Proxy Parameters

Proxy Allowed

Proxy Deadline 15/04/2023 16:00:00 Proxy Market Deadline 16/04/2023 18:00:00


Authorized Proxy Type
CHRM - Chairman
NEPR - Neutral Proxy

2 Rows | 25 Rows per page

Proxy Registration Method

Create Instruction Go To Print Refresh Close

5. Vote View


Meeting Event

[Help](#) | [My Profile](#) | [Contacts](#) | [Logout](#) | [Operational Support Full Access 2Y 01](#) | 14 Apr 2023 11:03:22 CET

Query/List

YMET
ABC123

Summary
Detail
Attendance
Proxy
Vote
Resolutions
Narratives
Instructions
Related Messages

Account Specific

Nbr. Of Impacted Accounts:

Account:

Vote Parameters

Vote Deadline: <input type="text" value="15/04/2023 16:00:00"/>	Vote Market Deadline: <input type="text" value="16/04/2023 16:00:00"/>
Partial Vote Allowed: <input type="text" value="Yes"/>	
Split Vote Allowed: <input type="text" value="No"/>	
One Man One Vote: <input type="text" value="Yes"/>	
Additional Voting Requirements: <input style="width: 100%;" type="text"/>	

Voting Ballots

Email Address: <input type="text"/>	URL Address: <input type="text"/>
Request Address: <input style="width: 100%;" type="text"/>	

Create Instruction
Go To
Print
Refresh
Close

6. Resolutions view

clearstream | DEUTSCHE BÖRSE GROUP Meeting Event Help | My Profile | Contacts | Logout | Operational Support Full Access 2Y 01 | 14 Apr 2023 11:03:22 CET

Query/List XMET ABC123

Summary Detail Attendance Proxy Vote Resolutions Narratives Instructions Related Messages

Account Specific

Nbr. Of Impacted Accounts 1

Account Please select...

Resolutions

Issuer Label	Listing Group Resolution Label	For Information Only	Submitted By Security Holder	Right To Withdraw	Status
1	Listing Group 1	Yes	No	No	ACTV - Active
2	Listing Group 1	No	No	No	ACTV - Active
3		No	Yes	Yes	WDRA - Withdrawn

3 Rows | 25 Rows per page

Resolution Details

Issuer Label 1

Resolution Title Title Of Resolution 1

Resolution Description Resolution Desc 1/Resolution Desc 2[...]

Resolution Description Description Of Resolution 1

URL Address

Type EXTR - Extraordinary

Vote Type ADVI - Advisory

Voting Rights Threshold For Approval Basis

ALSH - All Issued Shares
ALSM - All Shares Represented At Meeting
ALVO - All Vote Cast

3 Rows | 25 Rows per page

Vote Options Allowed

ARST - Abstain
CAGS - Against
AMGT - Against Management
CHRM - Chairman
CFOR - For
NOAC - No Action
WTHH - Withhold

10 Rows | 25 Rows per page

Management Recommendation CHRM - Chairman

Create Instruction Go To Print Refresh Close

7. Narratives view

clearstream | DEUTSCHE BÖRSE GROUP Meeting Event Help | My Profile | Contacts | Logout | Operational Support Full Access 2Y 01 | 14 Apr 2023 11:03:22 CET

Query/List XMET ABC123

Summary Detail Attendance Proxy Vote Resolutions Narratives Instructions Related Messages

Account Specific

Nbr. Of Impacted Accounts 1

Account Please select...

Meeting Event Narratives

13463
Disclaimer
21/02/2023 08:24:35

Create Instruction Go To Print Refresh Close

8. Instructions view

clearstream | DEUTSCHE BÖRSE GROUP Meeting Event Help | My Profile | Contacts | Logout | Operational Support Full Access 2Y 01 | 14 Apr 2023 11:03:22 CET

Query/List XMET ABC123

Summary Detail Attendance Proxy Vote Resolutions Narratives Instructions Related Messages

Account Specific

Nbr. Of Impacted Accounts 1

Account Please select...

Instructions

Go To	Function	Status	Safekeeping Account	Qty Type	Instructed Qty	Message Ref.	Cancelled Message Ref.	Single Instruction ID	Input Media	Receipt Timestamp	Last Update Timestamp	Participation Method	Registration Request	Vote Exec. Conf. Requested
✓	New Message	Cancelled	13463	UVFI	100	HSG00A		INX001	SWFI	12/04/2023 16:12:34	12/04/2023 17:23:45	EX01	No	Yes
✓	Cancellation	Cancellation executed	13463	UVFI	100	HSG00B	HSG00A	INX001	XACT	12/04/2023 16:56:32	12/04/2023 17:23:45			

2 Rows | 25 Rows per page

Create Instruction Go To Print Refresh Close

9. Related Messages View

clearstream | DEUTSCHE BÖRSE GROUP Meeting Event Help | My Profile | Contacts | Logout | Operational Support Full Access 2Y 01 | 14 Apr 2023 11:03:22 CET

Query/List XMET ABC123

Summary Detail Attendance Proxy Vote Resolutions Narratives Instructions Related Messages Action History

Account Specific

Nbr. Of Impacted Accounts 1

Account Please select...

Related Messages

Message Type	Message Reference	Safekeeping Account	Message Function	Receipt Timestamp	Version	Page Number	Last Page
✓ seev.003	ABC123000310	13463	NLWM - New	02/03/2023 08:56:08	1		
✓ seev.001	ABC123000123	13463	RMDR - Reminder	01/03/2023 14:43:15	2	3	Yes
✓ seev.001	ABC123000122	13463	RMDR - Reminder	01/03/2023 14:43:15	2	2	No
✓ seev.001	ABC123000121	13463	RMDR - Reminder	01/03/2023 14:43:15	2	1	No
✓ seev.001	ABC123000113	13463	NEWM - New	20/02/2023 17:24:34	1	3	Yes
✓ seev.001	ABC123000112	13463	NEWM - New	20/02/2023 17:24:34	1	2	No
✓ seev.001	ABC123000111	13463	NEWM - New	20/02/2023 17:24:34	1	1	No

7 Rows | 25 Rows per page

Download

Go To Print Refresh Close

Meeting Instruction screens

1. Instruction Details View - Registration Instruction

Clearstream Banking Meeting Instruction Help | My Profile | Contacts | Logout | Operational Support Full Access 27 Oct | 29 April 2023 11:09:33 CET

Meeting Instruction Summary

Meeting Details
Meeting ID: 408122
Meeting Date: 2023-04-28 09:00:00

Subsidiary Meeting
Subsidiary Meeting ID: 408122
Subsidiary Meeting Name: ACQUISITION

Status	Reason Narrative	Function Of Message	Input Media
Recorded 2023-04-28 09:00:00		New Message	SACT

Meeting Creation Details

Meeting Type: ISMT - Extraordinary Meeting
Meeting Date: 2023-04-28 09:00:00
Classification: [Empty]

Underlying Financial Instrument

Common Code: 3003000001
ISIN: LU1803527415
Instrument Category: EMT
Instrument Group: [Empty]

Account Information
Account: [Empty] Sub-Group: ISMT Account Name: ACQUISITION

Meeting Instruction Details

Vote Creation Confirmation:
Invitation Quantity: EMT 100.00
Participation Method: FMT - In Person

Rights Holder

Rights Holder: Rights Holder 1 Name, 2 Name, 3 Rights Holder LDR Name
Name: [Empty]
Address: [Empty]
Address Line 1: [Empty]
Address Line 2: [Empty]
Address Line 3: [Empty]
Address Line 4: [Empty]
Address Line 5: [Empty]
Street Name: [Empty]
Building Number: [Empty]
Post Code: [Empty]
Town Name: [Empty]
Country Sub Division: [Empty]
Country: [Empty]
Email Address: [Empty]
Identification Type: [Empty]
Country Of Incorporation: [Empty]
Company Legal Identifier: [Empty]

Attendee

Attendee: Attendee 1 Name, 2 Attendee Name
Attendance:
Name: [Empty]
Address: [Empty]
Address Line 1: [Empty]
Address Line 2: [Empty]
Address Line 3: [Empty]
Address Line 4: [Empty]
Address Line 5: [Empty]
Street Name: [Empty]
Building Number: [Empty]
Post Code: [Empty]
Town Name: [Empty]
Country Sub Division: [Empty]
Country: [Empty]
Email Address: [Empty]
Identification Type: [Empty]

Attendee Card Details

Attendance Method: J202 - Other Address
Name: [Empty]
Address: [Empty]
Address Line 1: [Empty]
Address Line 2: [Empty]
Address Line 3: [Empty]
Address Line 4: [Empty]
Address Line 5: [Empty]
Street Name: [Empty]
Building Number: [Empty]
Post Code: [Empty]
Town Name: [Empty]
Country Sub Division: [Empty]
Country: [Empty]

Note

Note Creation Confirmation:
Note Origin: [Empty]

Meeting Attendee

Attendee	Created/Modified by	Status	Reason Narrative
[Empty]	[Empty]	[Empty]	[Empty]

3 Records | 10 Records per page

Buttons: Actions On To Print Refresh Close

Note: Example for Rights Holder → Legal Person

2. Instruction Details View - PHYS Instruction

clearstream Shareholder Access Meeting Instruction Help | My Profile | Contacts | Logout | Operational Support Full Access 27/01 | 14 Apr 2023 11:03:23 CET

Query List ABC123 - M... MS0001 - M...

Instructions Details Status Details Related Messages

Meeting Instruction Summary

Extraordinary Meeting

Meeting ID: ABC123
Financial Instrument: LU128095277

Safekeeping Account

33463
ACCOUNT NAME

Status	Reason Narrative	Function Of Message	Input Media
Recorded 2023-04-13 18:02:47		New Message	RACT

General Information

Meeting ID	ABC123	Issuer Meeting ID	0000111
Message Reference	MSG001	Function Of Message	New Message
Single Instruction ID	INS001	Input Media	RACT

Meeting Event Details

Meeting Type	XMET - Extraordinary Meeting	Classification	
Meeting Date	14/04/2023 18:02:00		

Underlying Financial Instrument

Common Code	00012809527	Single	Description	
ISIN	LU128095276		Place Of Safekeeping	
Instrument Category	Debt		Instrument Group	Bond
Issuer Country	LU			

Account Information

Account	Safekeeping	33463	Account Name	ACCOUNT NAME
---------	-------------	-------	--------------	--------------

Meeting Instruction Details

Vote Selection Confirmation	<input checked="" type="checkbox"/>
Instructed Quantity	UNIT 100.00
Participation Method	PROX - Proxy
Securities Registration	<input checked="" type="checkbox"/>

Rights Holder

Rights Holder: Rights Holder 1 Name | Rights Holder 250 Name

Name	
Address	BLZZ - Business
Address Line 1	
Address Line 2	
Address Line 3	
Address Line 4	
Address Line 5	
Street Name	
Building Number	
Post Code	
Town Name	
Country Sub Division	
Country	
Email Address	
Identification	Identification Type
Country Of Incorporation	
Company Register Chamber ID	

Proxy

Proxy Type	CH09 - Chairman
------------	-----------------

Vote

Vote For All Agenda Resolutions

Vote Option	CFOR - For
-------------	------------

Instruction Lifecycle

Timestamp	Created/Modified By	Status	Reason Narrative

3 Rows | 25 Rows per page

Actions Go To Print Refresh Close

Note: Example for Rights Holder → Legal Person / Attendee → Legal Person / Vote → For All Agenda Resolutions

3. Instruction Details View - PRXY Instruction

clearstream clearstream Meeting Instruction Help | My Profile | Contacts | Logout | Operational Support Full Access 2Y 01 | 14 Apr 2023 11:03:22 CET

Query/List ABC123 - MSG001 - IN...

Instruction Details Status Details Related Messages

Meeting Instruction Summary

Extraordinary Meeting

Meeting ID: ABC123 Financial Instrument: LU1280955277

Safekeeping Account: 13463 ACCOUNT NAME

Status	Reason Narrative	Function Of Message	Input Media
Recorded 2023-04-13 18:03:47		New Message	XACT

General Information

Meeting ID	ABC123	Issuer Meeting ID	0001111
Message Reference	MSG001	Function Of Message	New Message
Single Instruction ID	IN3001	Input Media	XACT

Meeting Event Details

Meeting Type	30MET - Extraordinary Meeting	Classification	
Meeting Date	14/05/2023 18:00:00		

Underlying Financial Instrument

Common Code	000128095527	Single	Description	
ISIN	LU1280955276		Place Of Safekeeping	
Instrument Category	Debt		Instrument Group	Bond
Issuer Country	LU			

Account Information

Account	Safekeeping	13463	Account Name	ACCOUNT NAME
---------	-------------	-------	--------------	--------------

Meeting Instruction Details

Vote Execution Confirmation	<input checked="" type="checkbox"/>
Instructed Quantity	UNIT 100.00
Participation Method	EVOT - Electronic Voting
Securities Registration	<input checked="" type="checkbox"/>

Rights Holder

Rights Holder: Rights Holder 1 Name[...] Rights Holder 250 Name

Name: Name

Address: BIZZ - Business
 Address Line 1
 Address Line 2
 Address Line 3
 Address Line 4
 Address Line 5
 Street Name
 Building Number
 Post Code
 Town Name
 Country Sub Division
 Country

Email Address:

Identification: Identification Type

Country Of Incorporation:

Company Register:

Shareholder ID:

Vote

Vote For All Agenda Resolutions

Vote Option: CFOR - For

Instruction Lifecycle

Timestamp	Created/Modified By	Status	Reason Narrative

3 Rows | 25 Rows per page

Actions Go To Print Refresh Close

Note: Example for Rights Holder → Legal Person / Proxy Type → CHRM / Vote → For All Agenda Resolutions

4. Instruction Details View - EVOT Instruction

The screenshot displays the 'Meeting Instruction' details view. At the top, the Clearstream Banking logo and 'DEUTSCHE BÖRSE GROUP' are visible on the left, and navigation links for 'Help', 'My Profile', 'Contacts', 'Logout', and 'Operational Support Full Access 2Y 01 | 14 Apr 2023 11:03:22 CET' are on the right. The main content area features a 'Query/List' dropdown set to 'RBG123 - MSG001 - IN...'. Below this are tabs for 'Detail', 'Status Details', and 'Related Messages'. The 'Related Messages' tab is active, showing a table with the following data:

Message Type	Message Reference	Safekeeping Account	Receipt Timestamp
✓ seev.004	MSG002	11215	
✓ seev.005	MSG003	11215	
✓ seev.006		11215	
✓ seev.006		11215	
✓ seev.007		11215	

Below the table, it indicates '4 Rows | 25 Rows per page' and provides a 'Download' button. At the bottom right of the interface, there are buttons for 'Go To', 'Print', 'Refresh', and 'Close'.

Note: Example for Rights Holder → Legal Person / Vote → For All Agenda Resolutions

5. Related Messages View

clearstream | DEUTSCHE BÖRSE GROUP Meeting Instruction [Help](#) | [My Profile](#) | [Contacts](#) | [Logout](#) | [Operational Support Full Access 2Y 01](#) | 14 Apr 2023 11:03:22 CET

Query/List MSG003 - 11215

Detail Related Messages

Account Specific

Nbr. Of Impacted Accounts 1

Account Please select...

Related Messages

Message Type	Message Reference	Safekeeping Account	Receipt Timestamp	Page Number	Last Page
seev.004	MSG0023	11215		3	Yes
seev.004	MSG0022	11215		2	No
seev.004	MSG0021	11215		1	No
seev.005	MSG003	11215			
seev.006		11215			
seev.006		11215			
seev.007		11215			

4 Rows | 25 Rows per page

Download

Go To

Print

Refresh

Close

6. Create Instruction– Start View (if created from scratch)

clearstream | DEUTSCHE BANK GROUP Meeting Instruction Help | My Profile | Contacts | Logout | Operational Support Full Access 2Y 01 | 14 Apr 2023 11:03:22 CET

Query/List Create Instruction X

Start Instruction 1

Message Details

Function Of Message: New Message

Meeting ID: ABC234

Account: Safekeeping Please select...

Message Reference: MSG004

Cancellation Request

Cancellation Message Reference: MSG001

Cancellation Range Instruction ID: INX001

Next Cancel

Meeting Event Lookup

Main

Meeting ID: []

Issuer Meeting ID: []

Financial Instrument: 000128095528

Meeting Type: Please select...

Classification: Please select...

Meeting Date: From [] To []

Query Cancel

Meeting Event Lookup

Select	Cancel	Meeting ID	Issuer Meeting ID	ISIN	Common Code	Market	Meeting Type	Classification	Meeting Date
<input type="checkbox"/>	<input type="checkbox"/>	XYZ789	00000005	LU1280955277	000128095528	LU	XMET		01/03/2023
<input checked="" type="checkbox"/>	<input type="checkbox"/>	ABC234	00001112	LU1280955277	000128095528	LU	GMET	AMET	01/07/2023

7. Create Instruction – Registration Instruction

clearstream | DEUTSCHE BÖRSE GROUP Meeting Instruction [Help](#) | [My Profile](#) | [Contacts](#) | [Logout](#) | [Operational Support Full Access 2Y 01](#) | 14 Apr 2023 11:03:22 CET

Query/List Create Instruction

Start Instruction 1 Instruction 2

General Information

Meeting ID: ABC234 Issuer Meeting ID: 00001113
 Single Instruction ID: INX001

Meeting Event Details

Meeting Type: AMET - Extraordinary Meeting Classification: AMET - Annual Meeting
 Meeting Date: 01/07/2023 18:00:00

Underlying Financial Instrument

Common Code: 000128095528 Single Description:
 ISIN: LU1280955278 Place Of Safekeeping:

Account Information

Account: Safekeeping 11037 Account Name: ACCOUNT NAME

Instruction Details

Participation Method: Please select...
 Securities Registration:
 Quantity To Instruct: UNIT

Rights Holder

Add									
Rights Holder	Name And Address	Email Address	Identification Type	Identification	Country Of Incorporation	Nationality	Date And Place Of Birth	Company Register/ Shareholder ID	
<input checked="" type="checkbox"/> Natural Person	Surname...		IDCD - Identity ...				01/01/1970...		
<input checked="" type="checkbox"/> Legal Person	Name...		LEI		AD - ANDORRA				

2 Rows | 25 Rows per page

[Previous](#) [Next](#) [Delete Single Instruction](#) [Submit](#) [Cancel](#)

8. Create Instruction – PHYS Instruction

clearstream | DEUTSCHE BORSE GROUP Meeting Instruction [Help](#) | [My Profile](#) | [Contacts](#) | [Logout](#) | [Operational Support Full Access 2Y 01](#) | 14 Apr 2023 11:03:22 CET

Query/List Create Instruction

Start Instruction 1 Instruction 2

General Information

Meeting ID: ABC234 Issuer Meeting ID: 00001113

Single Instruction ID*: INX002

Meeting Event Details

Meeting Type: GMET - Extraordinary Meeting Classification: AMET - Annual Meeting

Meeting Date: 01/07/2023 18:00:00

Underlying Financial Instrument

Common Code: 000128095528 Single Description:

ISIN: LU1280955278 Place Of Safekeeping:

Account Information

Account: Safekeeping 11037 Account Name: ACCOUNT NAME

Instruction Details

Participation Method: PHYS - In Person

Quantity To Instruct*:

Vote Execution Confirmation: QALL - All Securities

Rights Holder

[Add](#)

Rights Holder	Name And Address	Email Address	Identification Type	Identification	Country Of Incorporation	Nationality	Date And Place Of Birth	Company Register	Shareholder ID
Natural Person	Surname...		IDCD - Identity ...				01/01/1970...		
Legal Person	Name...		LEI		AD - ANDORRA				

2 Rows | 25 Rows per page

Attendee

[Add](#)

Attendee	Participation Method	Name And Address	Email Address	Identification Type	Identification	Nationality	Date And Place Of Birth	Employing Party	Attendance Card Details
Natural Person	Voting	Surname...		IDCD - Identity ...		AD - ANDORRA	01/01/1970...	BIC...	EMPL - Employer...
Legal Person	Not Voting	Name...		LEI					OADR - Other Ad...

2 Rows | 25 Rows per page

Vote

Vote For Agenda Resolutions:

Vote For Meeting Resolution

Vote Method:

[Previous](#) | [Add Single Instruction](#) | [Submit](#) | [Delete Single Instruction](#)

9. Create Instruction – PRXY Instruction

clearstream | DEUTSCHE BÖRSE GROUP
Meeting Instruction
Help | My Profile | Contacts | Logout | Operational Support Full Access 2Y 01 | 14 Apr 2023 11:03:22 CET

Query/List
Create Instruction x

Start
Instruction 1
Instruction 2
Instruction 3

General Information

Meeting ID: ABC234 Issuer Meeting ID: 00001113
 Single Instruction ID*: INX003

Meeting Event Details

Meeting Type: GMT - Extraordinary Meeting Classification: AMET - Annual Meeting
 Meeting Date: 01/07/2023 18:00:00

Underlying Financial Instrument

Common Code: 000128095528 Single Description:
 ISIN: LU1280955278 Place Of Safekeeping:
 Account Information
 Account: Safekeeping 11037 Account Name: ACCOUNT NAME

Instruction Details

Participation Method: PRXY - Proxy
 Securities Registration:
 Quantity To Instruct*: UNIT 1,000.00
 Vote execution Confirmation:

Rights Holder

Add

Rights Holder	Name And Address	Email Address	Identification Type	Identification	Country Of Incorporation	Nationality	Date And Place Of Birth	Company Register Shareholder ID
No rows available								

Proxy

Proxy Type*: Please select...

Vote

Vote For Agenda Resolutions: Please select...
 Vote For Meeting Resolution
 Vote Method: Please select...

Previous
Add Single Instruction
Submit
Delete Single Instruction

10. Create Instruction – EVOT Instruction

clearstream | DEUTSCHE BÖRSE GROUP Meeting Instruction Help | My Profile | Contacts | Logout | Operational Support Full Access 2Y 01 | 14 Apr 2023 11:03:22 CET

Query/List Create Instruction x

Start Instruction 1 Instruction 2 Instruction 3 Instruction 4

General Information

Meeting ID: ABC234 Issuer Meeting ID: 00001113
 Single Instruction ID: INX004

Meeting Event Details

Meeting Type: GMET - Extraordinary Meeting Classification: AMET - Annual Meeting
 Meeting Date: 01/07/2023 18:00:00

Underlying Financial Instrument

Common Code: 000128095528 Single Description:
 ISIN: LU1280955278 Place Of Safekeeping:
 Account Information
 Account: Safekeeping 11037 Account Name: ACCOUNT NAME

Instruction Details

Participation Method: EVOT - Electronic Voting
 Securities Registration:
 Quantity To Instruct: UNIT 1,000.00
 Vote execution Confirmation:

Rights Holder

Add

Rights Holder	Name And Address	Email Address	Identification Type	Identification	Country Of Incorporation	Nationality	Date And Place Of Birth	Company Register Shareholder ID
No rows available								

Vote

Vote For Agenda Resolutions: Please select...
 Vote For Meeting Resolution
 Vote Method: Please select...

Previous Add Single Instruction Submit Delete Single Instruction

11. Create Instruction – Instruction Cancellation Request (Start View)

clearstream | DEUTSCHE BÖRSE GROUP Meeting Instruction Help | My Profile | Contacts | Logout | Operational Support Full Access 2Y 01 | 14 Apr 2023 11:03:22 CET

Query/List Create Instruction x

Start Instruction 1 Instruction 2 Instruction 3 Instruction 4

Message Details

Function Of Message: Cancellation Request
 Meeting ID: ABC234
 Account: Safekeeping 13463
 Cancelled Message Reference: MSG004
 Message Reference: MSGCAN001

Next Cancel

12. Create Instruction - Instruction Cancellation Request

clearstream | DEUTSCHE BÖRSE GROUP
Meeting Instruction
Help | My Profile | Contacts | Logout | Operational Support Full Access 2Y 01 | 14 Apr 2023 11:03:22 CET

Query/List
Create Instruction

0

0

0

Start
Instruction 1
Instruction 2
Instruction 3
Instruction 4

General Information

Meeting ID	ABC234	Issuer Meeting ID	00001113
Canceled Single Instruction ID	INX001		

Meeting Event Details

Meeting Type	GMET - Extraordinary Meeting	Classification	AMET - Annual Meeting
Meeting Date	01/07/2023 18:00:00		

Underlying Financial Instrument

Common Code	000128095528	Single	Description
ISIN	LU1280955278		Place Of Safekeeping

Account Information

Account	Safekeeping	11037	Account Name
			ACCOUNT NAME

Instruction Details

Quantity To Instruct *	UNIT	1,000.00
------------------------	------	----------

Previous
Next
Remove Single Instruction
Submit
Cancel

13. Instruction Details View – Executed Cancellation Request

clearstream DEUTSCHE BÖRSE GROUP

Meeting Instruction

[Help](#) | [My Profile](#) | [Contacts](#) | [Logout](#) | [Operational Support Full Access 2Y 01](#) | 14 Apr 2023 11:03:22 CET

Query/List ABC123 - MSG001 - IN...

Instruction Details Related Messages

Meeting Instruction Summary

General Meeting - Annual Meeting

Meeting ID: ABC234

Financial Instrument: LU1280955277

Safekeeping Account

11215

ACCOUNT NAME

Status	Reason Narrative	Function Of Message	Input Media
Cancellation Executed 2023-04-14 07:56:09		Cancellation Request	XACT

General Information

Meeting ID	ABC234	Issuer Meeting ID	00001112
Message Reference	MSG003	Function Of Message	Cancellation Request
Cancelled Message Reference	MSG002	Input Media	XACT
Cancelled Single Instruction ID	INX001		

Meeting Event Details

Meeting Type	GMET - General Meeting	Classification	AMET - Annual Meeting
Meeting Date	01/07/2023 18:00:00		

Underlying Financial Instrument

Common Code	000128095528	Single	Description	
ISIN	LU1280955277		Place Of Safekeeping	
Instrument Category	Debt		Instrument Group	Bond
Issuer Country	LU			

Account Information

Account	Safekeeping	11215	Account Name	ACCOUNT NAME
---------	-------------	-------	--------------	--------------

Meeting Instruction Details

Instructed Quantity	UNIT	1,000.00
---------------------	------	----------

Instruction Lifecycle

Timestamp	Created/Modified By	Status	Reason Narrative

3 Rows | 25 Rows per page

Go To Print Refresh Close

Meeting Results screens

1. Detail view

clearstream | OPÉRATIONNELLE BORSE
Meeting Results
Help | My Profile | Contacts | Logout | Operational Support Full Access 2Y 01 | 14 Apr 2023 11:03:22 CET

Query/List
XMET
ABC123

Detail
Related
Messages

Account Specific

Nbr. Of Impacted Accounts

Account

Meeting Event Details

Meeting ID	<input type="text" value="ABC123"/>	Meeting Type	<input type="text" value="XMET - Extraordinary Meeting"/>
Issuer Meeting ID	<input type="text" value="00001111"/>	Classification	<input type="text"/>
Meeting Date	<input type="text" value="14/05/2023 18:00:00"/>		

Underlying Financial Instrument

Common Code	<input type="text" value="000128095527"/>	Single	Description	<input type="text"/>
ISIN	<input type="text" value="LU1280955276"/>		Place Of Safekeeping	<input type="text"/>
Instrument Category	<input type="text" value="Debt"/>		Instrument Group	<input type="text" value="Bond"/>
Issuer Country	<input type="text" value="LU"/>			

Vote Results

Total Number Of Voting Rights

Total Number Of Securities Outstanding

Percentage Of Voting Rights

Calculation Date

Issuer Label	Resolution Status	Sub Status
✓ 1	ACPT - Accepted	AMDR - Amended Resolution
✗ 2	REJT - Rejected	
✗ 3	WDRA - Withdrawn	
✓ 4	ACPT - Accepted	NEWR - New Resolution

4 Rows | 25 Rows per page

Resolution Details

Issuer Label

Resolution Title

Resolution Description

Resolution Description

Results Details

Vote Option	Quantity	Quantity Type
ABST - Abstain	<input type="text"/>	UNIT
CAGS - Against	<input type="text"/>	UNIT
AMG1 - Against Management	<input type="text"/>	UNIT
BLNK - Blank	<input type="text"/>	UNIT
CHRM - Chairman	<input type="text"/>	UNIT
DISC - Discretionary	<input type="text"/>	UNIT
CFOR - For	<input type="text"/>	UNIT
NOAC - No Action	<input type="text"/>	UNIT
ONEY - One Year	<input type="text"/>	UNIT
THRY - Three Years	<input type="text"/>	UNIT
TWOY - Two Years	<input type="text"/>	UNIT
WMGT - With Management	<input type="text"/>	UNIT
WTHH - Withhold	<input type="text"/>	UNIT

13 Rows | 25 Rows per page

Additional information

URL Address

Email Address

Go To Print Refresh Close

2. Related Messages View

The screenshot displays the 'Meeting Results' page in the Clearstream Banking system. The page header includes the Clearstream logo and 'DEUTSCHE BÖRSE GROUP', the title 'Meeting Results', and navigation links: 'Help', 'My Profile', 'Contacts', 'Logout', and 'Operational Support Full Access 2Y 01 | 14 Apr 2023 11:03:22 CET'.

The interface features a sidebar with icons for 'Query/List', 'Detail', and 'Related Messages'. The main content area is divided into sections:

- Account Specific:** Shows 'Nbr. Of Impacted Accounts' as 1 and an 'Account' dropdown menu with the text 'Please select...'.
- Related Messages:** A table with the following data:

Message Type	Message Reference	Safekeeping Account	Receipt Timestamp	Version	Page Number	Last Page
seev.008	ABC123000812	13463	01/03/2023 14:43:15	1	2	Yes
seev.008	ABC123000811	13463	01/03/2023 14:43:15	1	1	No

Below the table, there is a 'Download' button and a large empty rectangular area. At the bottom right of the interface, there are buttons for 'Go To', 'Print', 'Refresh', and 'Close'.

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