

# **MyEuronext Corporate Event Service – Participants & Account Controllers**

Client user guide

June 2024



## PREFACE

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### PURPOSE

This document aims to help and accompany users when navigating the application.

### TARGET AUDIENCE

This document should be read by the Corporate Event Service Platform users (participants).

### WHAT'S NEW?

The following lists only the most recent modification made to this revision/version.

REVISION NO./ <VERSION NO.	DATE	CHANGE DESCRIPTION
0.1	June 2024	

### CONTACTS

If case you need further assistance, please contact: [CA4Uproject@euronext.com](mailto:CA4Uproject@euronext.com)

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# About MyEuronext

MyEuronext introduces a cutting-edge graphical user interface (GUI) characterized by a modern and intuitive design, coupled with robust IT security features, ensuring an enhanced user experience.

Launched as part of the migration of the Borsa Italiana Cash markets to Euronext's cutting-edge Optiq® trading technology and Euronext systems, this portal will gather several apps, enabling Euronext teams and clients to perform their daily operations through a user-friendly interface.

It is now aiming to cover all markets, and to become the single-entry point for Euronext client's entire user journey.

## MyEuronext for the trading venue

**Issuers:** On the issuer side, MyEuronext is dedicated to listing and post-listing activities on Equities, ETPs, Bonds and Securitized Derivatives. Through a single-entry point, issuers and their third parties can perform operations such as listing new products and carrying out changes on existing listed products. For Italian issuers, in line with the phased Borsa Italiana migration approach, the MyEuronext portal replaces the existing LOL and Nistech tools currently in use by Borsa Italiana.

**Members:** On the member portal, members are able to manage Logical Accesses and Drop Copies (create, modify, delete). Market Makers and Liquidity Providers can register themselves as such and define the product range they are covering. There is a pre-trade risk management service (RiskGuard), providing Risk Managers at Clearing or Trading Member firms of Euronext the ability to monitor their clients' or firm's risk exposure. Further apps will also be delivered in the course of 2024/2025, notably for the member onboarding and management. The BITA member portal will progressively be decommissioned.

## MyEuronext for CSDs clients

On the CSDs side, MyEuronext empowers participants, issuers and paying agents with the possibility to:

- Monitor the entire lifecycle and calendars of the corporate events;
- Manage instructions concerning both Voluntary and Mandatory with options corporate events;
- Gain access to all details of the corporate events provided by the Issuers or Issuer agents with the possibility of downloading key information in different formats;
- Benefit from alerts and real-time indicators that provide them with full control over their business operations.

# Disclaimer

Please be aware that the platform presented here is designed to showcase our vision. As we continuously refine and enhance our service, based also on Clients' feedback, certain fields and screens may be subject to adjustments to better cater to the evolving needs of our users.

The service outlined in this user guide is designed for all Participants/Account Controllers of Euronext Securities, irrespective of whether they conduct operations directly or entrust a third-party actor (Proxy Agents, etc.). MyEuronext additionally offers a mechanism for connecting clients with third-party actors, where the profiles and authorization levels of the latter are tied to the registered power of attorney.

Please note that all the data present in the screenshots below are fake data and should not be considered as real use cases, the purpose of this document is to share the features that will be available in this application.

This document is a first version of the future service description, following releases of this user guide will occur and the latter might be subject to adjustments.

Specific rules will be available in the relevant user guidelines.

# Corporate Events Services interface

Upon logging in, users will be greeted with a display featuring all available services for clients. Among these options, users will need to select the Corporate Events Service.

The Corporate Event Service application mainly empowers users with the possibility to:

- Monitor the entire lifecycle and details of the corporate events;
- Manage (create, submit, cancel, etc.) instructions concerning both Voluntary and Mandatory with options corporate events;
- Gain access to all details of the corporate events provided by the Issuers or Issuer agents with the possibility of downloading key information in different formats;
- Benefit from alerts and real-time indicators that provide them with full control over their business operations.

## 1. Client users

User management is a critical aspect of our service, ensuring that individuals have appropriate access and permissions to perform their roles effectively.

During the onboarding process, each Participant will be automatically assigned a Senior user who can subsequently create new users and define their respective permissions.

In particular, new users will be granted one of the following roles:

- Junior user: can create and submit new instructions that must be validated by a middle/senior user. The user can also request instruction cancellation, which will also need to go through middle/senior approval.
- Middle user:
  - o can reject or approve event instructions inserted by a junior user or another Middle user
  - o can create and submit new instructions that must be validated by another Middle User or Senior User
- Senior user: can create and reject or approve event instructions without any additional approval.

Please refer to the [Company Settings](#) user guide for more information about the user roles.

## 2. Corporate Events

Upon accessing the primary Corporate Events Services page, you will encounter the initial tab labelled "Corporate Events." Within this section, you will find access to the following categories:

- Corporate Actions
- General Meetings
- Shareholders Identification

### 2.1. CORPORATE ACTIONS

This is a dedicated tab designed to present users with a comprehensive compilation of corporate actions.

This tab serves as a centralized repository where users can conveniently access information regarding all corporate actions affecting their securities accounts.

Notably, this tab offers users the flexibility to refine their exploration of corporate actions through sophisticated search and filtering functionalities. This means that users can input specific criteria or parameters, enabling them to precisely pinpoint relevant events amidst a potentially extensive list. By empowering users to tailor their searches, this feature significantly enhances efficiency and facilitates the extraction of precise information.

Moreover, this tab provides a convenient export mechanism, allowing users to seamlessly extract the entire list of corporate events for further analysis or integration into external workflows. This export functionality generates the data in CSV (Comma Separated Values) format.

### Corporate Events Service

Portugal ▾

[Dashboard](#) [Corporate events](#) [Events instructions](#) [Events confirmations](#)

[Corporate actions](#) [General meetings](#) [Shareholders identifications](#)

[Export list \(.csv\)](#)

Event type ▾ Event indicator ▾ Event status ▾ 
  Uninstructed balance 
  Show closed events 
  Holdings 
 Record date 📅

Payment date 📅 Response deadline 📅

Columns (9/10) ▾

CA Event ID/O...	Event type/In...	Underlying Secur...	Record Date/Pay...	Ex date	Creation date	Paying agent name	Issu...	
PTPRED00000... AA00034I02	PRED CHOS	PTFGB00M008 A2A 0.625% CALL	12/03/2023 12/03/2023	12/03/2023	12/03/2023	Pollich Inc	Oti...	
PTINTR00000... BD4392011	INTR MAND	PTFGB00M008 A2A 0.625% CALL	12/03/2023 12/03/2023	12/03/2023	12/03/2023	Kuphal Group	Ms...	
PTPARI00000... BD4392011	PARI MAND	PTFGB00M008 A2A 0.625% CALL	12/03/2023 12/03/2023	12/03/2023	12/03/2023	Doyle - Prosacco	Mis...	
PTPRED00000... AA00034I02	PRED VOLU	PTFGB00M008 A2A 0.625% CALL	12/03/2023 12/03/2023	12/03/2023	12/03/2023	Heller Inc	April Schimmel	⌚ PEND →
PTMCAL00000... BD4392011	PRED VOLU	PTFGB00M008 A2A 0.625% CALL	12/03/2023 12/03/2023	12/03/2023	12/03/2023	Dach, Stamm a...	Edgar Haag	⊖ CANC →
PTPARI00000... BD4392011	PARI MAND	PTFGB00M008 A2A 0.625% CALL	12/03/2023 12/03/2023	12/03/2023	12/03/2023	Moen, Streich...	Gretchen Powl...	✓ PREC →
PTMCAL00000... BD4392011	INTR MAND	PTFGB00M008 A2A 0.625% CALL	12/03/2023 12/03/2023	12/03/2023	12/03/2023	Lockman, Gle...	Alonzo Bashirian	⌚ PEND →
PTINTR00000... BD4392011	INTR MAND	PTFGB00M008 A2A 0.625% CALL	12/03/2023 12/03/2023	12/03/2023	12/03/2023	Dickens, Lemk...	Kerry Wintheiser	⊖ REJT →
PTPRED00000... AA00034I02	PRED VOLU	PTFGB00M008 A2A 0.625% CALL	12/03/2023 12/03/2023	12/03/2023	12/03/2023	Kuhlman, Zeml...	Stacy Turner	✓ PREC →
PTPARI00000... BD4392011	PARI MAND	PTFGB00M008 A2A 0.625% CALL	12/03/2023 12/03/2023	12/03/2023	12/03/2023	McDermott - M...	Marilyn Bins	✓ PREC →
PTPARI00000... BD4392011	PARI VOLU	PTFGB00M008 A2A 0.625% CALL	12/03/2023 12/03/2023	12/03/2023	12/03/2023	Runte Group	Dr. Shane Howe	⊖ RVSD →
PTINTR00000... BD4392011	INTR MAND	PTFGB00M008 A2A 0.625% CALL	12/03/2023 12/03/2023	12/03/2023	12/03/2023	Hilpert, Adams...	Alfonso O'Kon	✓ COMP →

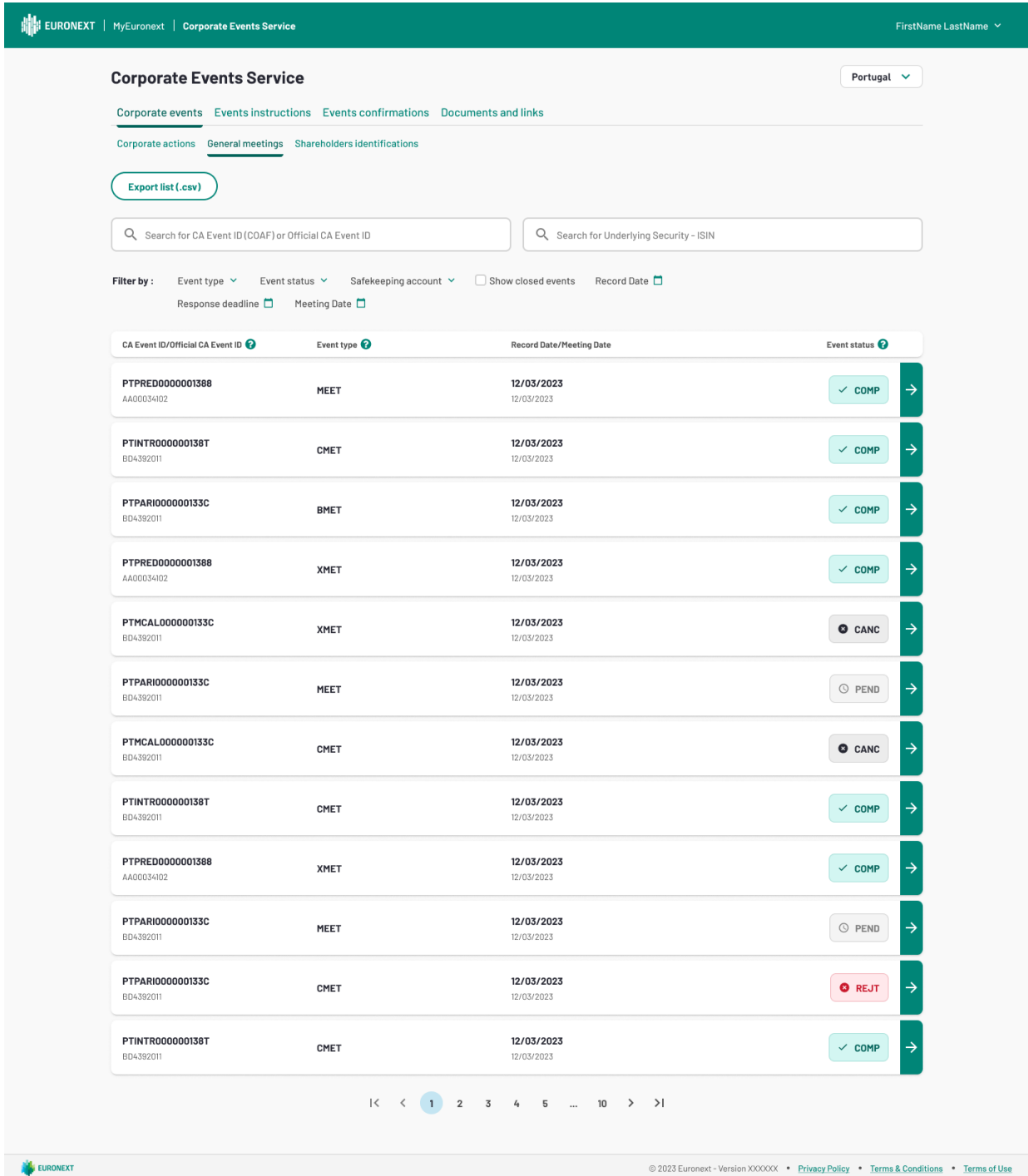
- CA Event ID/Official CA Event ID
- Event type/Indicator
- Underlying Security - ISIN
- Record Date/Payment Date
- Ex date
- Creation date
- Paying agent name
- Issuer agent name
- Event status

Figure 1 – “Corporate Events” – Corporate Actions list



## 2.2. GENERAL MEETINGS

This tab displays the list of general meetings. It is possible to search or filter by specific events and export the list of all the events via the export list button (CSV format).



The screenshot shows the 'Corporate Events Service' interface. At the top, there is a navigation bar with the Euronext logo, 'MyEuronext', and 'Corporate Events Service'. A user profile dropdown shows 'FirstName LastName'. Below the navigation bar, the page title 'Corporate Events Service' is displayed next to a 'Portugal' dropdown menu. There are several tabs: 'Corporate events', 'Events instructions', 'Events confirmations', 'Documents and links', 'Corporate actions', 'General meetings' (which is selected), and 'Shareholders identifications'. An 'Export list (.csv)' button is visible. Below this, there are two search boxes: 'Search for CA Event ID (COAF) or Official CA Event ID' and 'Search for Underlying Security - ISIN'. A filter section includes 'Filter by:' with dropdowns for 'Event type', 'Event status', and 'Safekeeping account', along with checkboxes for 'Show closed events', 'Record Date', 'Response deadline', and 'Meeting Date'. The main content is a table with the following columns: 'CA Event ID/Official CA Event ID', 'Event type', 'Record Date/Meeting Date', and 'Event status'. The table contains 12 rows of data with various event types (MEET, CMET, BMET, XMET) and statuses (COMP, CANC, PEND, REJT). At the bottom of the table, there is a pagination control showing page 1 of 10.

CA Event ID/Official CA Event ID	Event type	Record Date/Meeting Date	Event status
PTPRED000001388 AA0003402	MEET	12/03/2023 12/03/2023	✓ COMP
PTINTR00000138T BD4392011	CMET	12/03/2023 12/03/2023	✓ COMP
PTPARI00000133C BD4392011	BMET	12/03/2023 12/03/2023	✓ COMP
PTPRED000001388 AA0003402	XMET	12/03/2023 12/03/2023	✓ COMP
PTMCAL00000133C BD4392011	XMET	12/03/2023 12/03/2023	⊘ CANC
PTPARI00000133C BD4392011	MEET	12/03/2023 12/03/2023	⊘ PEND
PTMCAL00000133C BD4392011	CMET	12/03/2023 12/03/2023	⊘ CANC
PTINTR00000138T BD4392011	CMET	12/03/2023 12/03/2023	✓ COMP
PTPRED000001388 AA0003402	XMET	12/03/2023 12/03/2023	✓ COMP
PTPARI00000133C BD4392011	MEET	12/03/2023 12/03/2023	⊘ PEND
PTPARI00000133C BD4392011	CMET	12/03/2023 12/03/2023	⊘ REJT
PTINTR00000138T BD4392011	CMET	12/03/2023 12/03/2023	✓ COMP

Figure 2 – “Corporate Events” – General meetings’ list

## 2.3. SHAREHOLDERS IDENTIFICATIONS

This tab displays the list of the shareholders identifications. It is possible to search or filter by specific events and export the list of all the events via the export list button (CSV format)

EURONEXT | MyEuronext | Corporate Events Service
FirstName LastName ▾

**Corporate Events Service** Portugal ▾

[Corporate events](#)
[Events instructions](#)
[Events confirmations](#)
[Documents and links](#)

[Corporate actions](#)
[General meetings](#)
[Shareholders identifications](#)

[Export list \(.csv\)](#)

**Filter by:**
Event type ▾
Event status ▾
Safekeeping account ▾
 Show closed events
 Record Date 
Response deadline

CA Event ID/Official CA Event ID <sup>?</sup>	Event type <sup>?</sup>	Underlying Security - ISIN	Record Date	Event status <sup>?</sup>
PTPRED0000001388 AA00034102	SHID	PTFGB00M008 AZA 0.625% CALL	12/03/2023	PEND
PTINTR000000138T BD4392011	SHID	PTFGB00M008 AZA 0.625% CALL	12/03/2023	COMP
PTPARI000000133C BD4392011	SHID	PTFGB00M008 AZA 0.625% CALL	12/03/2023	COMP
PTPRED0000001388 AA00034102	SHID	PTFGB00M008 AZA 0.625% CALL	12/03/2023	PEND
PTMCAL000000133C BD4392011	SHID	PTFGB00M008 AZA 0.625% CALL	12/03/2023	CANC
PTPARI000000133C BD4392011	SHID	PTFGB00M008 AZA 0.625% CALL	12/03/2023	PEND
PTMCAL000000133C BD4392011	SHID	PTFGB00M008 AZA 0.625% CALL	12/03/2023	CANC
PTINTR000000138T BD4392011	SHID	PTFGB00M008 AZA 0.625% CALL	12/03/2023	COMP
PTPRED0000001388 AA00034102	SHID	PTFGB00M008 AZA 0.625% CALL	12/03/2023	COMP
PTPARI000000133C BD4392011	SHID	PTFGB00M008 AZA 0.625% CALL	12/03/2023	REJT
PTPARI000000133C BD4392011	SHID	PTFGB00M008 AZA 0.625% CALL	12/03/2023	REJT
PTINTR000000138T BD4392011	SHID	PTFGB00M008 AZA 0.625% CALL	12/03/2023	COMP

|< < 1 2 3 4 5 ... 10 > |>


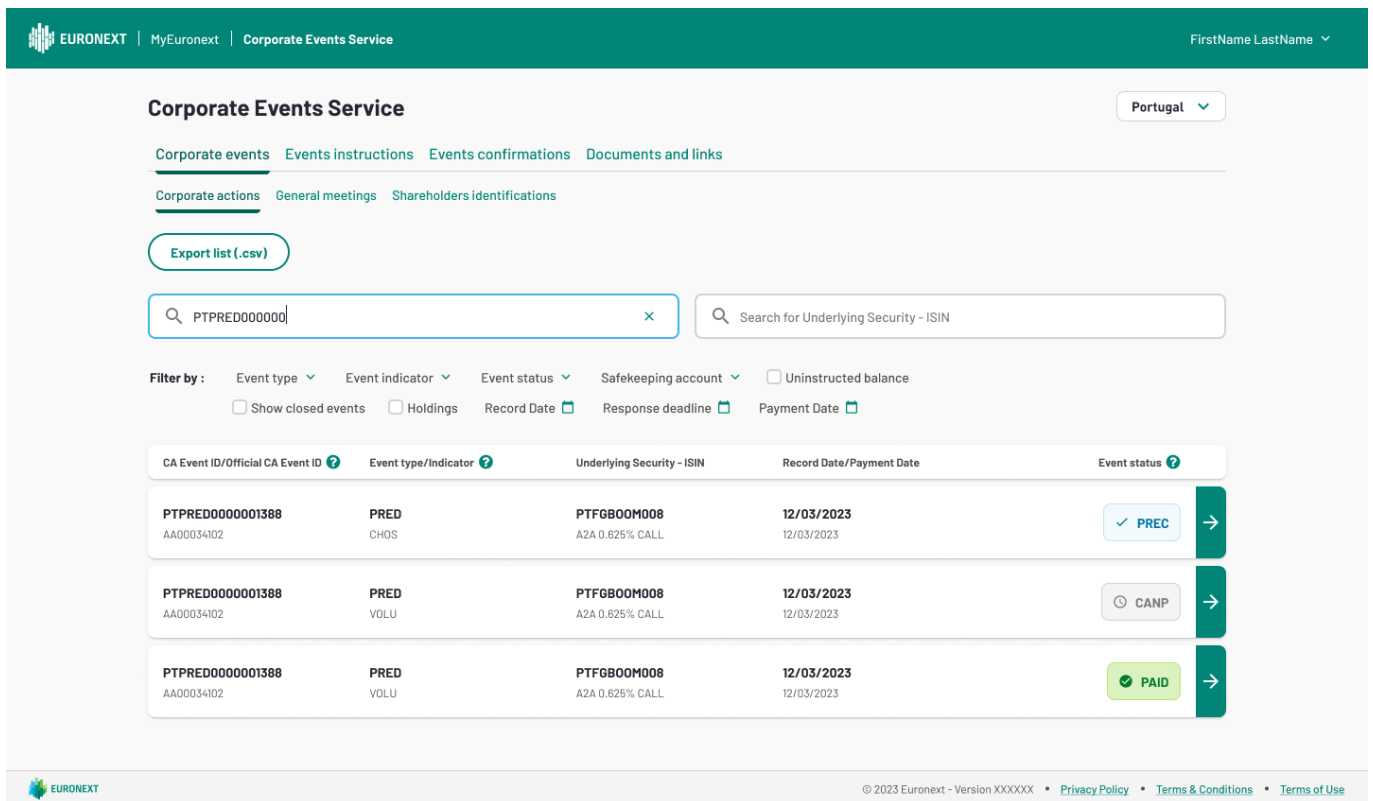

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Figure 3 – “Corporate Events” – Shareholder identifications’ list

Please note that for the three lists above you can search and filter by several elements. For example, for the corporate actions you can:

Search by Corporate Action ID:



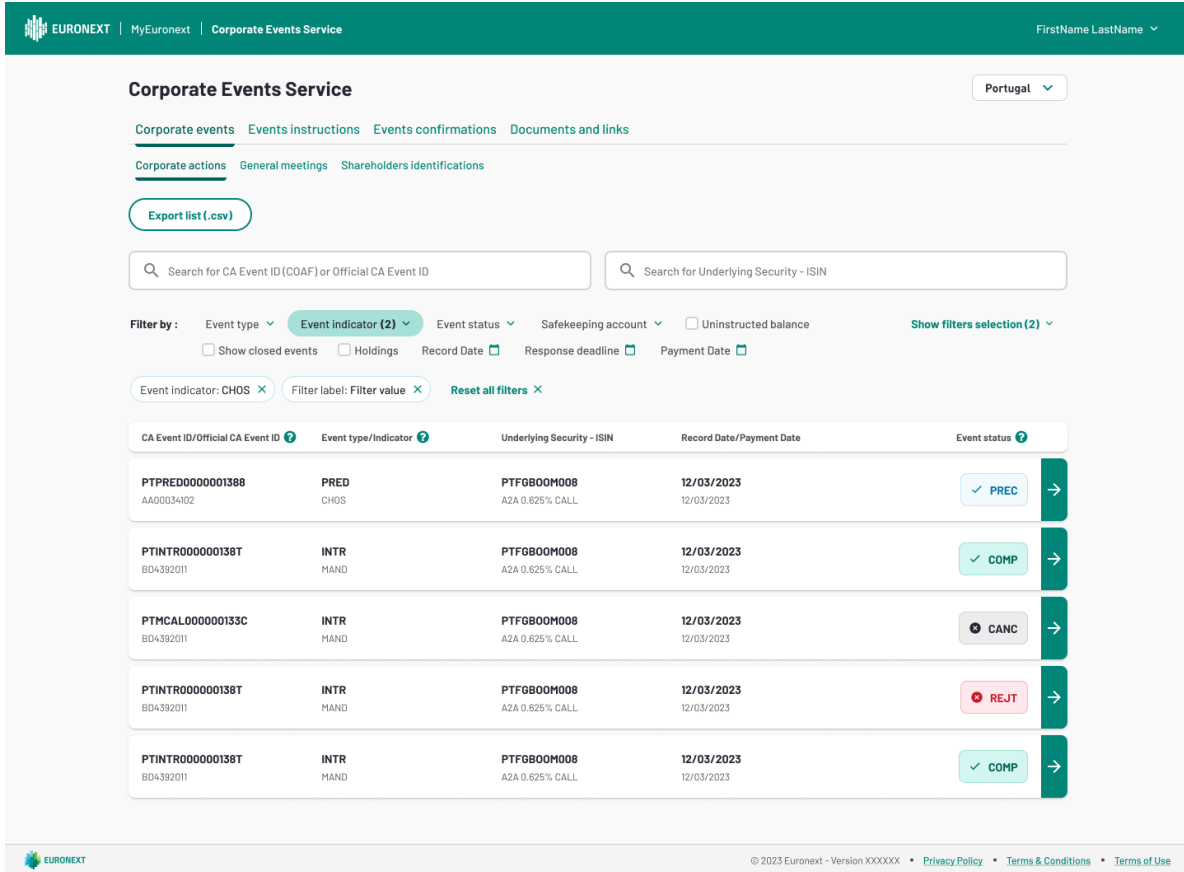
The screenshot shows the Euronext Corporate Events Service interface. At the top, there is a navigation bar with 'EURONEXT | MyEuronext | Corporate Events Service' and a user profile 'FirstName LastName'. Below this, the main heading is 'Corporate Events Service' with a 'Portugal' dropdown menu. There are several tabs: 'Corporate events', 'Events instructions', 'Events confirmations', 'Documents and links', 'Corporate actions', 'General meetings', and 'Shareholders identifications'. An 'Export list (.csv)' button is visible. A search bar contains the text 'PTPRED0000001388'. Below the search bar, there are filter options: 'Filter by: Event type', 'Event indicator', 'Event status', 'Safekeeping account', and 'Uninstructed balance'. There are also checkboxes for 'Show closed events', 'Holdings', 'Record Date', 'Response deadline', and 'Payment Date'. The main content area displays a table with the following data:

CA Event ID/Official CA Event ID	Event type/indicator	Underlying Security - ISIN	Record Date/Payment Date	Event status
PTPRED0000001388 AA00034102	PRED CHOS	PTFG800M008 A2A 0.625% CALL	12/03/2023 12/03/2023	✓ PREC →
PTPRED0000001388 AA00034102	PRED VOLU	PTFG800M008 A2A 0.625% CALL	12/03/2023 12/03/2023	🕒 CANP →
PTPRED0000001388 AA00034102	PRED VOLU	PTFG800M008 A2A 0.625% CALL	12/03/2023 12/03/2023	✓ PAID →

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Figure 4 – “Corporate Events” – Search by CA event ID

Filter by Event indicator:



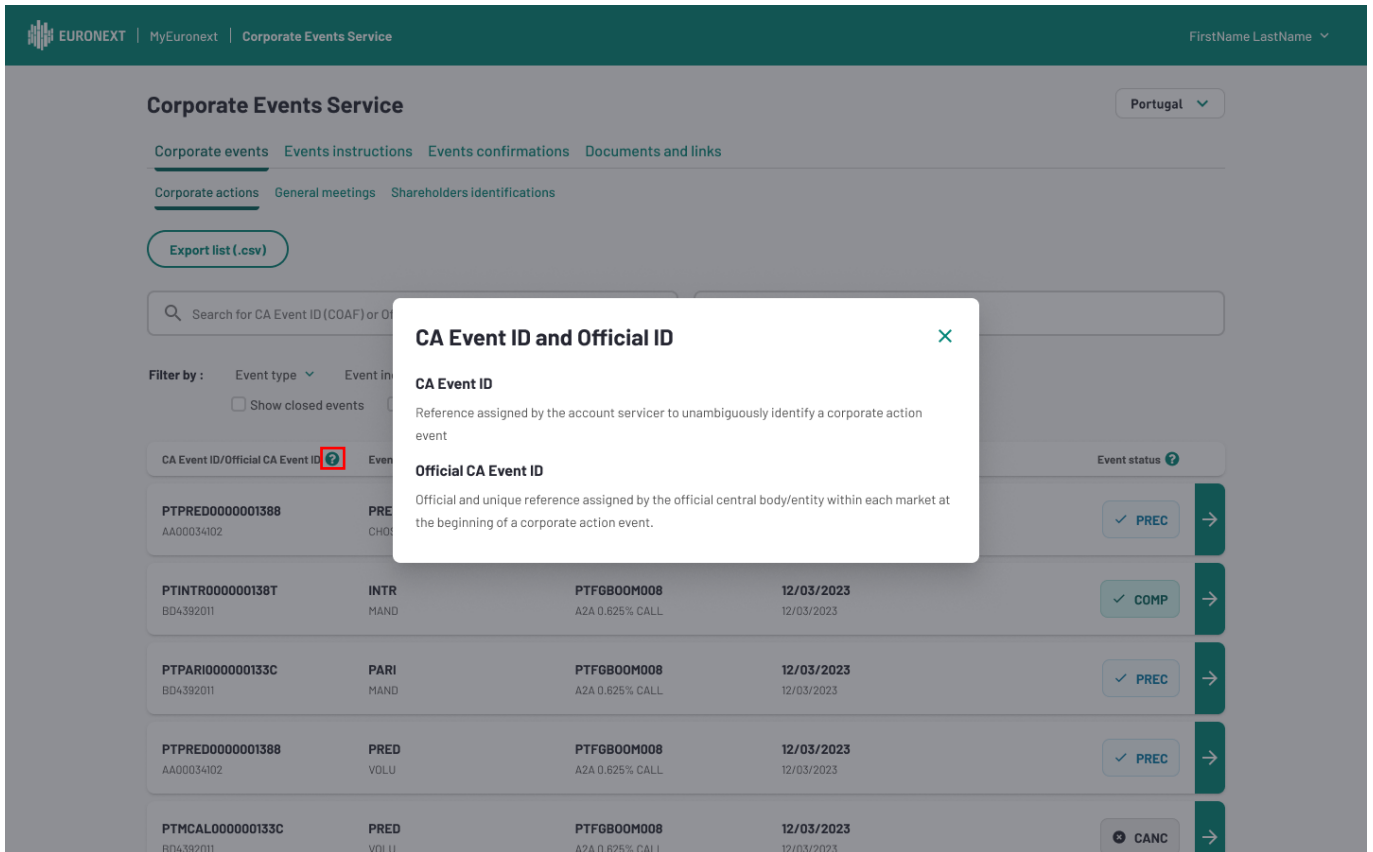
The screenshot shows the Euronext Corporate Events Service interface. At the top, there is a navigation bar with the Euronext logo, 'MyEuronext', and 'Corporate Events Service'. A user profile 'FirstName LastName' is visible in the top right. Below the navigation bar, the main heading is 'Corporate Events Service' with a 'Portugal' dropdown menu. There are several tabs: 'Corporate events', 'Events instructions', 'Events confirmations', and 'Documents and links'. Under 'Corporate events', there are sub-tabs for 'Corporate actions', 'General meetings', and 'Shareholders identifications'. An 'Export list (.csv)' button is present. Below this, there are two search boxes: 'Search for CA Event ID (COAF) or Official CA Event ID' and 'Search for Underlying Security - ISIN'. A 'Filter by:' section includes dropdowns for 'Event type', 'Event indicator (2)', 'Event status', and 'Safekeeping account', along with checkboxes for 'Uninstructed balance', 'Show closed events', 'Holdings', 'Record Date', 'Response deadline', and 'Payment Date'. A 'Show filters selection (2)' dropdown is also present. Below the filters, there are buttons for 'Event indicator: CHOS', 'Filter label: Filter value', and 'Reset all filters'. The main content is a table with the following columns: 'CA Event ID/Official CA Event ID', 'Event type/Indicator', 'Underlying Security - ISIN', 'Record Date/Payment Date', and 'Event status'. The table contains five rows of event data.

CA Event ID/Official CA Event ID	Event type/Indicator	Underlying Security - ISIN	Record Date/Payment Date	Event status
PTPRED000001388 AA00034102	PRED CHOS	PTFG800M008 A2A 0.625% CALL	12/03/2023 12/03/2023	PREC
PTINTR00000138T BD4392011	INTR MAND	PTFG800M008 A2A 0.625% CALL	12/03/2023 12/03/2023	COMP
PTMCAL00000133C BD4392011	INTR MAND	PTFG800M008 A2A 0.625% CALL	12/03/2023 12/03/2023	CANC
PTINTR00000138T BD4392011	INTR MAND	PTFG800M008 A2A 0.625% CALL	12/03/2023 12/03/2023	REJT
PTINTR00000138T BD4392011	INTR MAND	PTFG800M008 A2A 0.625% CALL	12/03/2023 12/03/2023	COMP

At the bottom of the page, there is a footer with the Euronext logo and copyright information: '© 2023 Euronext - Version XXXXXX • Privacy Policy • Terms & Conditions • Terms of Use'.

Figure 5 – “Corporate Events” – Filter by Event Indicator

You can also click on the question mark icons to have more information about some elements. For example:



The screenshot shows the 'Corporate Events Service' interface. A tooltip is displayed over a question mark icon in the 'CA Event ID/Official CA Event ID' column of a table. The tooltip contains the following information:

**CA Event ID**  
Reference assigned by the account servicer to unambiguously identify a corporate action event

**Official CA Event ID**  
Official and unique reference assigned by the official central body/entity within each market at the beginning of a corporate action event.

CA Event ID/Official CA Event ID	Event type	Event in	Event status	
PTPRED0000001388 AA00034102	PRE	CHO	✓ PREC →	
PTINTR000000138T BD4392011	INTR MAND	PTFGB00M008 AZA 0.625% CALL	12/03/2023 12/03/2023	✓ COMP →
PTPARI000000133C BD4392011	PARI MAND	PTFGB00M008 AZA 0.625% CALL	12/03/2023 12/03/2023	✓ PREC →
PTPRED0000001388 AA00034102	PRED VOLU	PTFGB00M008 AZA 0.625% CALL	12/03/2023 12/03/2023	✓ PREC →
PTMCAL000000133C BD4392011	PRED VOLU	PTFGB00M008 AZA 0.625% CALL	12/03/2023 12/03/2023	✗ CANC →

Figure 6 – “Corporate Events” – question mark

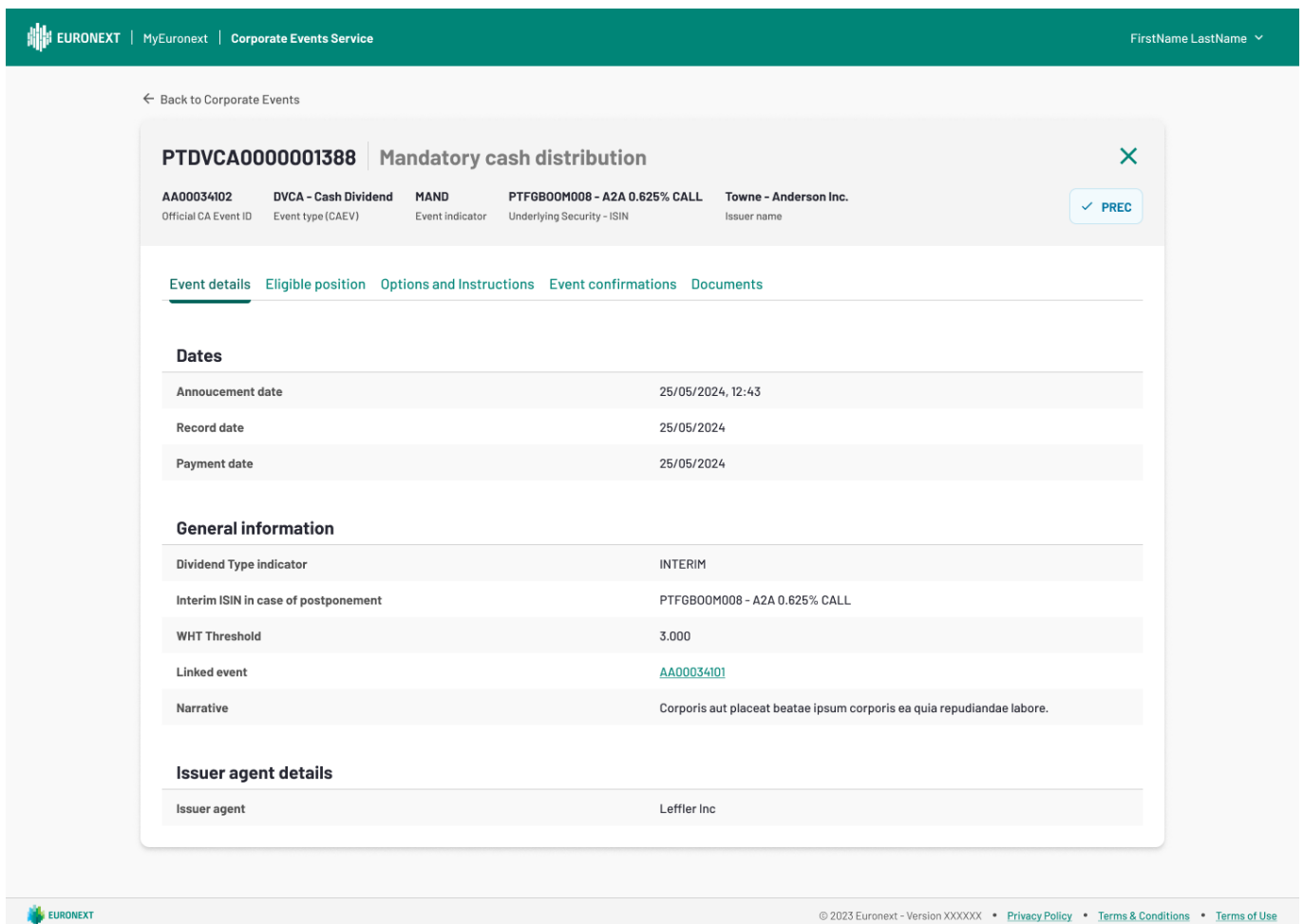
## 2.4. CORPORATE EVENT DETAIL PAGE

You can also click on one of the corporate events from the list to see its details. You will be able to see:

- Event details
- Eligible Position
- Options and instructions
- Events Confirmation
- Documents and lists

### 2.4.1 Event details

In this section, you will find general information about an event and some key dates like the record date or payment date.



The screenshot displays the Euronext Corporate Events Service interface. At the top, there is a navigation bar with the Euronext logo, 'MyEuronext', 'Corporate Events Service', and a user profile dropdown 'FirstName LastName'. Below the navigation bar, a breadcrumb trail shows '← Back to Corporate Events'. The main content area features a modal window for event details. The event ID is 'PTDVCA0000001388' and the title is 'Mandatory cash distribution'. Below the title, there are five columns of metadata: 'AA00034I02' (Official CA Event ID), 'DVCA - Cash Dividend' (Event type (CAEV)), 'MAND' (Event indicator), 'PTFGB00M008 - A2A 0.625% CALL' (Underlying Security - ISIN), and 'Towne - Anderson Inc.' (Issuer name). A 'PREC' button with a checkmark is visible on the right. Below the metadata, there are tabs for 'Event details', 'Eligible position', 'Options and Instructions', 'Event confirmations', and 'Documents'. The 'Event details' tab is active. Under this tab, there are three sections: 'Dates', 'General information', and 'Issuer agent details'. The 'Dates' section includes 'Announcement date' (25/05/2024, 12:43), 'Record date' (25/05/2024), and 'Payment date' (25/05/2024). The 'General information' section includes 'Dividend Type indicator' (INTERIM), 'Interim ISIN in case of postponement' (PTFGB00M008 - A2A 0.625% CALL), 'WHT Threshold' (3.000), 'Linked event' (AA00034I01), and 'Narrative' (Corporis aut placeat beatae ipsum corporis ea quia repudiandae labore.). The 'Issuer agent details' section includes 'Issuer agent' (Leffler Inc). At the bottom of the page, there is a footer with the Euronext logo, copyright information '© 2023 Euronext - Version XXXXXX', and links for 'Privacy Policy', 'Terms & Conditions', and 'Terms of Use'.

Figure 7 – “Events details” – Junior / Senior view

## 2.4.2 Eligible Position

In this section, you will find information about the eligible position per safekeeping account of an event and the possibility to export them.

EURONEXT | MyEuronext | Corporate Events Service
FirstName LastName ▾

← Back to Corporate Events

**PTDVCA000001388**
**Mandatory cash distribution**
✕

**AA00034102**  
Official CA Event ID

**DVCA - Cash Dividend**  
Event type (CAEV)

**MAND**  
Event indicator

**PTFGB00M008 - A2A 0.625% CALL**  
Underlying Security - ISIN

**Towne - Anderson Inc.**  
Issuer name

✓ PREC

[Event details](#)
[Eligible position](#)
[Options and Instructions](#)
[Event confirmations](#)
[Documents](#)

**Eligible position** Export .csv

Filter by: Safekeeping account ▾

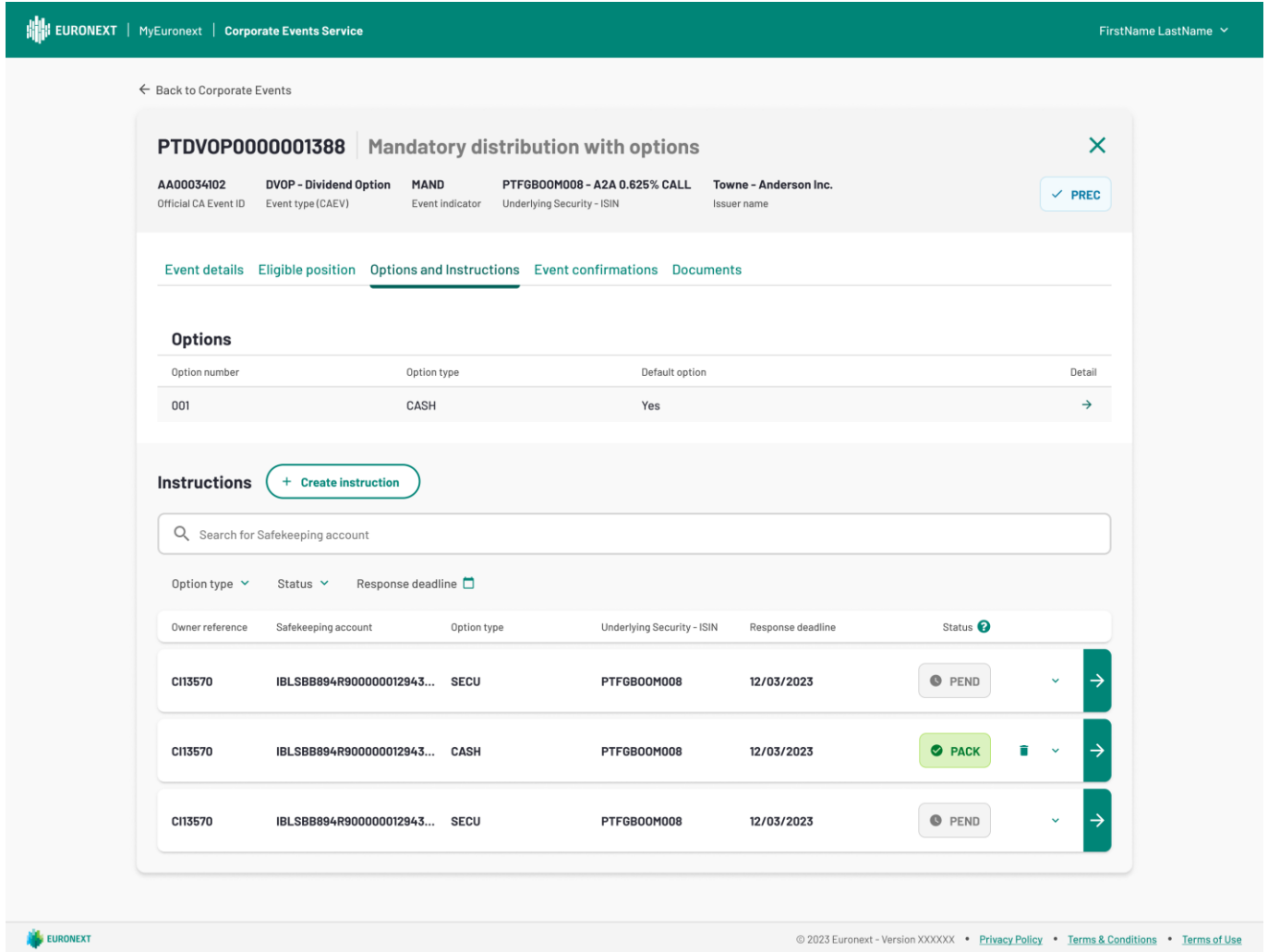
Safekeeping account <sup>1</sup>	Underlying Security - ISIN	Position nature	Quantity <sup>1</sup>	Place of safekeeping
IBLSBB894R9000000129430110	PTFGB00M008	Settled	100.000 FAMT	ES_PORTO
IBLSBB894R9000000129430110	PTFGB00M008	Settled	100.000 FAMT	ES_PORTO
IBLSBB894R9000000129430110	PTFGB00M008	Settled	100.000 FAMT	ES_PORTO
IBLSBB894R9000000129430110	PTFGB00M008	Settled	100.000 FAMT	ES_PORTO
IBLSBB894R9000000129430110	PTFGB00M008	Settled	100.000 FAMT	ES_PORTO
IBLSBB894R9000000129430110	PTFGB00M008	Settled	100.000 FAMT	ES_PORTO

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Figure 8 – “Eligible Positions” – Junior / Senior view

### 2.4.3 Options and Instructions

In this section, you will find information about the options and instructions related to an event.



The screenshot displays the 'Options and Instructions' section for a corporate event. At the top, the event details are shown: PTDVOP000001388, Mandatory distribution with options, AA00034102 (Official CA Event ID), DVOP - Dividend Option (Event type), MAND (Event indicator), PTFGB00M008 - A2A 0.625% CALL (Underlying Security - ISIN), and Towne - Anderson Inc. (Issuer name). A 'PREC' button is visible in the top right.

Below the event details, there are tabs for 'Event details', 'Eligible position', 'Options and Instructions' (which is selected), 'Event confirmations', and 'Documents'.

The 'Options' section contains a table with the following data:

Option number	Option type	Default option	Detail
001	CASH	Yes	→

The 'Instructions' section features a '+ Create instruction' button and a search bar for 'Safekeeping account'. Below this is a table of instructions with the following data:

Owner reference	Safekeeping account	Option type	Underlying Security - ISIN	Response deadline	Status	
CI13570	IBLSBB894R900000012943...	SECU	PTFGB00M008	12/03/2023	PEND	→
CI13570	IBLSBB894R900000012943...	CASH	PTFGB00M008	12/03/2023	PACK	→
CI13570	IBLSBB894R900000012943...	SECU	PTFGB00M008	12/03/2023	PEND	→

At the bottom of the page, there is a footer with the Euronext logo and copyright information: © 2023 Euronext - Version XXXXXX, along with links for Privacy Policy, Terms & Conditions, and Terms of Use.

Figure 9 – “Options and Instructions” – Junior view



EURONEXT | MyEuronext | Corporate Events Service FirstName LastName

### Corporate Events Service

Dashboard Corporate events Events instructions Events confirmations

Corporate actions General meetings Shareholders identifications

Create Instruction Upload multiple instructions (.csv) Export list (.csv)

Search for CA Event type

Owner reference CI13570

#### Instructions status

- PEND
**PEND - Pending**  
 Instruction's processing is pending. The instruction is waiting for Euronext Securities. Can be cancelled
- STIN
**STIN - Standing Instruction**  
 Standing instruction is applied. Instructions created automatically by Megara. Can be cancelled by user by creating a specific request
- DFLA
**DFLA - Default Action**  
 Default action is taken.
- PACK
**PACK - Accepted for Further Processing**  
 Instruction has been accepted. This means that the instruction has been received, is processable and has been validated for further processing.
- REJT
**REJT - Rejected**  
 Instruction has been rejected for further processing due to system reasons. Cannot be cancelled
- CANP
**CANP - Pending Cancellation**

<input type="checkbox"/>	CI13570	PTPRED0000001388 IBLSBBC20191930302109399201	INTR MAND	SECU	PTFGB00M008	12/03/2023	<span style="border: 1px solid #ccc; padding: 2px 5px; border-radius: 3px; background-color: #ffe0b2; color: red;">REJT</span>		→
<input type="checkbox"/>	CI13570	PTPRED0000001388 IBLSBBC20191930302109399201	PRED General Meeting	SECU	PTFGB00M008	12/03/2023	<span style="border: 1px solid #ccc; padding: 2px 5px; border-radius: 3px;">PEND</span>		→
<input type="checkbox"/>	CI13570	PTPRED0000001388 IBLSBBC20191930302109399201	PARI VOLU	SECU	PTFGB00M008	12/03/2023	<span style="border: 1px solid #ccc; padding: 2px 5px; border-radius: 3px; background-color: #e0f2f1;">STIN</span>		→

Figure 10 – “Options and Instructions” – detailed statuses

EURONEXT | MyEuronext | Corporate Events Service
FirstName LastName ▾

← Back to Corporate Events

**PTDVCA0000001388** Mandatory cash distribution
✕

**AA00034102**  
Official CA Event ID

**DVCA - Cash Dividend**  
Event type (CAEV)

**MAND**  
Event indicator

**PTFGB00M008 - A2A 0.625% CALL**  
Underlying Security - ISIN

**Towne - Anderson Inc.**  
Issuer name

✓ PREC

Event details
Eligible position
Options and Instructions
Event confirmations
Documents

**Options**

Option number	Option type	Default option	Detail
001	CASH	Yes	→

**Instructions** + Create instruction

**Filter by:** Safekeeping account ▾ Option type ▾ Status ▾ Response deadline 📅

<input type="checkbox"/>	Owner reference	Safekeeping account	Option type	Underlying Security - ISIN	Response deadline	Status	
<input type="checkbox"/>	CI13570	IBLSBB894R900000012943...	SECU	PTFGB00M008	12/03/2023	ITBV	🗑️ ▾ →
<input type="checkbox"/>	CI13570	IBLSBB894R900000012943...	CASH	PTFGB00M008	12/03/2023	PACK	🗑️ ▾ →
<input type="checkbox"/>	CI13570	IBLSBB894R900000012943...	SECU	PTFGB00M008	12/03/2023	ITBV	🗑️ ▾ →

Reject selection
Approve selection

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Figure 11 – “Options and Instructions” – Senior view

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FirstName LastName ▾

← Back to PTDVCA0000001388

**PTDVCA0000001388** | Option 001
✕

<b>CASH</b>	Yes	<b>DVCA - Cash Dividend</b>	<b>MAND</b>	<b>PTFGB00M008 - A2A 0.625% CALL</b>
Option type	Default option	Event type (CAEV)	Event indicator	Underlying Security - ISIN

**Option details**

Payment currency	EUR
Announced currency	EUR
Dividend rate	0,3
Taxable portion rate	0,3
Tax-free portion rate	0,7
FX Rate	0,5
FX date	25/05/2024

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Figure 12 - Option details

You can start the instruction creation workflow by clicking on the 'Create instruction' button. You can also request a cancellation of one or more of your instructions by clicking on the dustbin next to its status.

EURONEXT | MyEuronext | Corporate Events Service
FirstName LastName

← Back to Corporate Events

**PTDVCA0000001388**
**Mandatory cash distribution**
✕

AA00034102  
Official CA Event ID
DVCA - Cash Dividend  
Event type (CAEV)
MAND  
Event indicator
PTFGB00M008 - A2A 0.625% CALL  
Underlying Security - ISIN
Towne - Anderson Inc.  
Issuer name

✓ PREC

Event details   Eligible position   **Options and Instructions**   Event confirmations   Documents

**Options**

Option number: 001

**Instructions**   + Create instr

Filter by: Event type   Event type   Response deadline

Owner reference	CA Event ID/Safe								
CI13570	PTPRED0000001388	PRED	SECU	PTFGB00M008	12/03/2023	PEND			→
CI13570	PTPRED0000001388	PARI	CASH	PTFGB00M008	12/03/2023	PACK			→
CI13570	PTPRED0000001388	PRED	SECU	PTFGB00M008	12/03/2023	PEND			→

**Cancel instruction**   ✕

You are requesting the cancellation of the instruction with **Owner reference CI13570**.

Cancellation reason

Quas explicabo ratione et sapiente voluptas mollitia cum voluptate adipisci.

Go back
Request cancellation

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Figure 13 – “Options and Instructions” – Cancellation of one instruction

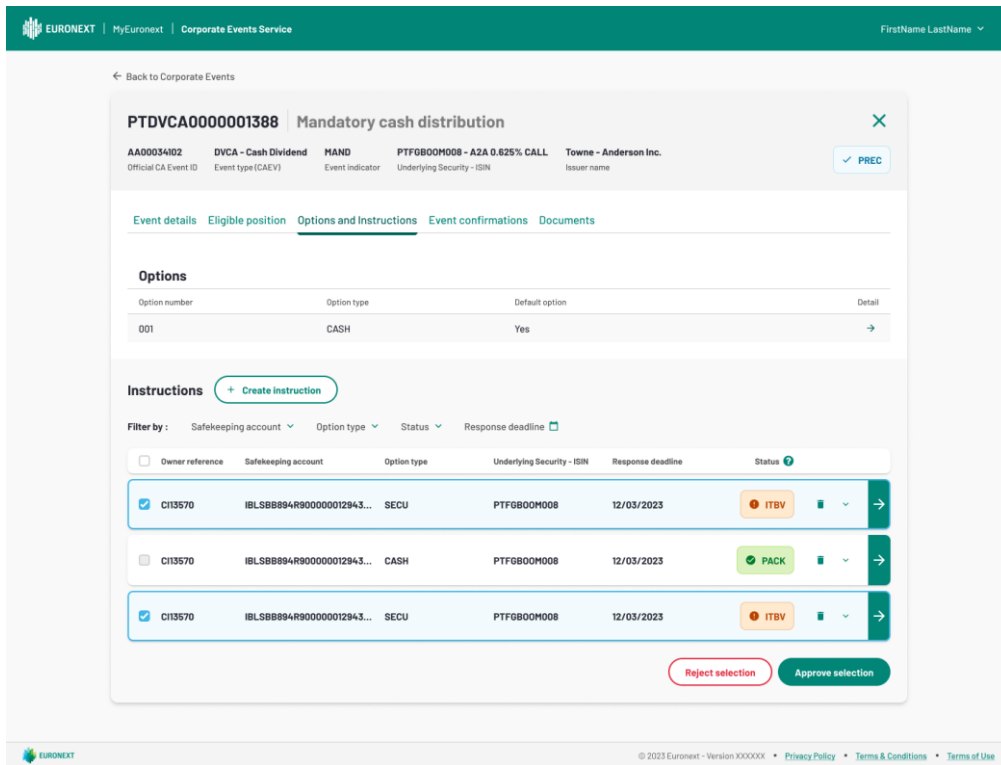


Figure 14 – “Options and Instructions” – Cancellation of multiple instructions

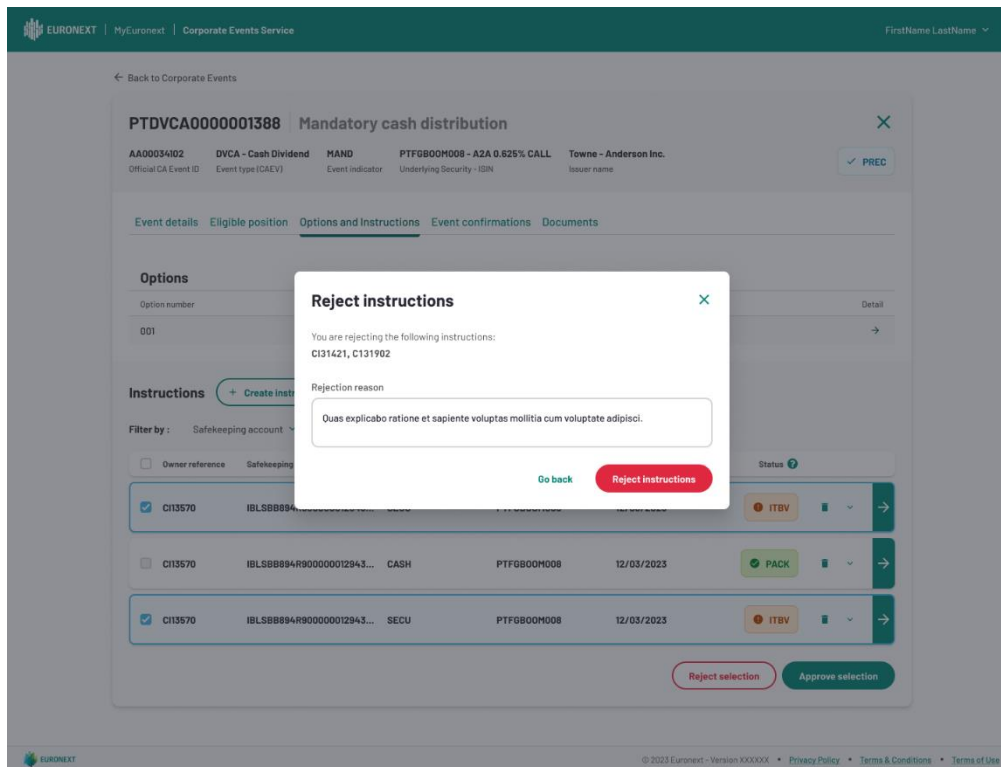


Figure 15 – “Options and Instructions” – Cancellation of multiple instructions

As a middle/senior user, you can also approve one or more of the instructions by selecting the ones you would like to approve and clicking on the approve instructions button.

As a junior user you will need a second approval (4 eyes check) from the middle/senior user.

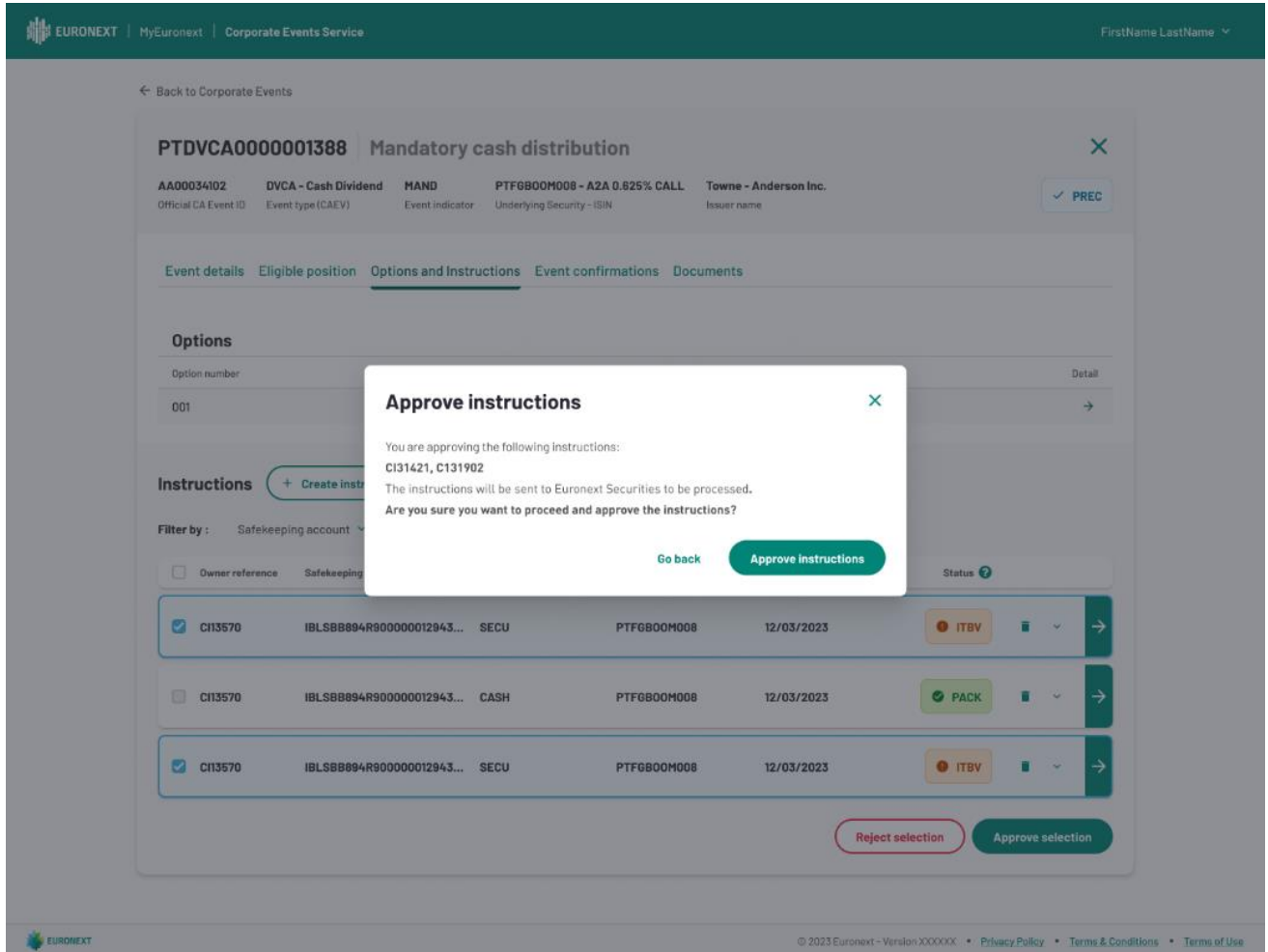


Figure 16 – “Options and Instructions” – Approval of one or multiple instructions

EURONEXT | MyEuronext | Corporate Events Service
First Name LastName

← Back to Corporate Events

PTDVCA0000001388
Mandatory dividend payment
✕

**AA00034102**  
Official CA Event ID

**DVCA - Cash Dividend**  
Event type (CAEV)

**MAND**  
Event indicator

**PTFG800M008 - A2A 0.625% CALL**  
Underlying Security - ISIN

**Towne - Anderson Inc.**  
Issuer name

PREC

Options

Option number	Option type	Default option	Detail
001	CASH	Yes	→

Instructions

+ Create instruction

Filter by: Safekeeping account ▾ Option type ▾ Status ▾ Response deadline 📅

<input type="checkbox"/>	Owner reference	Safekeeping account	Option type	Underlying Security - ISIN	Response deadline	Status	
<input type="checkbox"/>	CI13570	IBLSBB894R900000012943...	SECU	PTFG800M008	12/03/2023	⌚ PEND	🗑️ ▾ →
<input type="checkbox"/>	CI13570	IBLSBB894R900000012943...	CASH	PTFG800M008	12/03/2023	✅ PACK	🗑️ ▾ →
<input type="checkbox"/>	CI13570	IBLSBB894R900000012943...	SECU	PTFG800M008	12/03/2023	⌚ PEND	🗑️ ▾ →

Reject selection
Approve selection

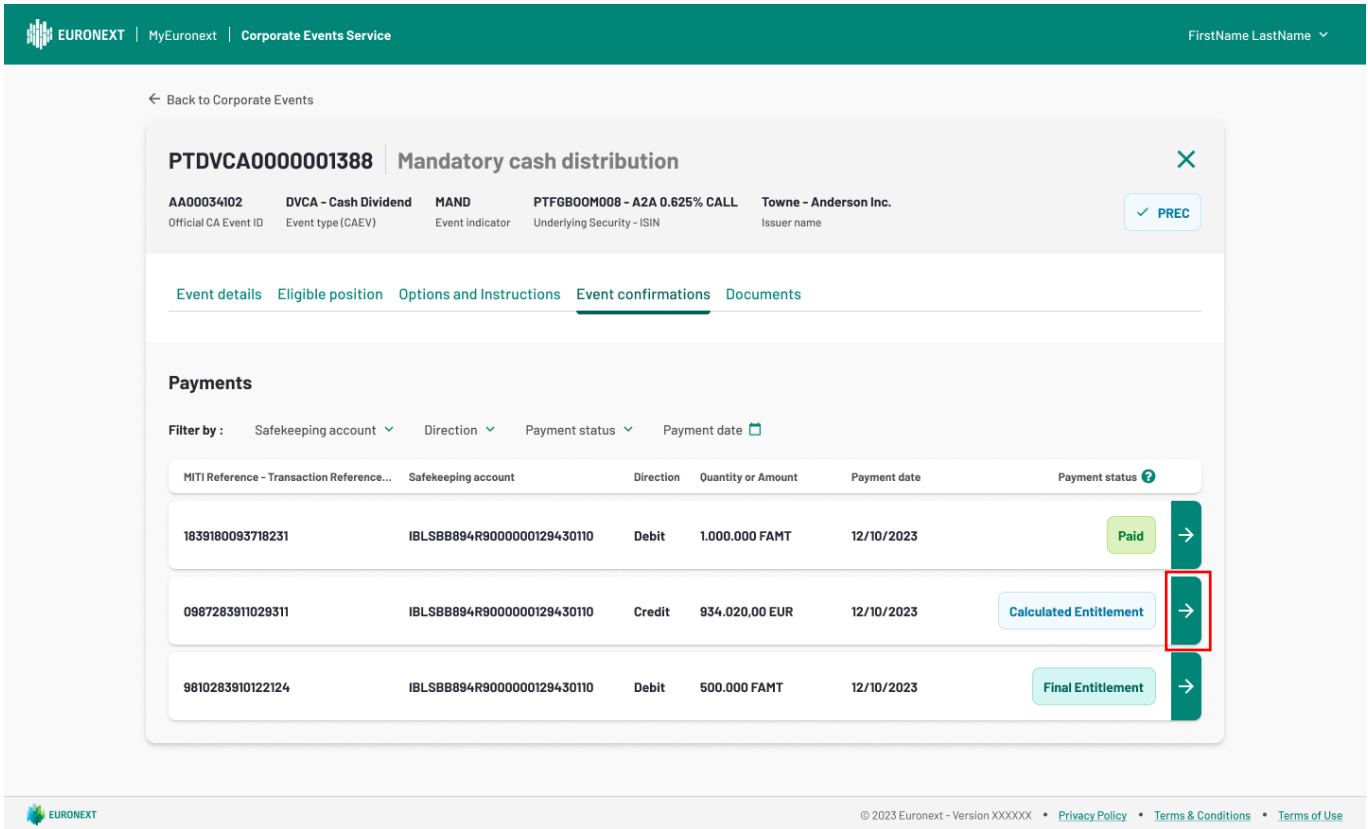
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Figure 17 – “Options and Instructions” – Approval of one or multiple instructions

You can have more details about the options or instructions linked to the event by clicking on the green arrow next to the status.

### 2.4.4 Events Confirmations

In the Event confirmations tab, you can find the Payments associated with the selected event:



PTDCA000001388 | Mandatory cash distribution

AA00034102 DVCA - Cash Dividend MAND PTFGB00M008 - A2A 0.625% CALL Towne - Anderson Inc.  
Official CA Event ID Event type (CAEV) Event indicator Underlying Security - ISIN Issuer name

Event details Eligible position Options and Instructions **Event confirmations** Documents

**Payments**

Filter by : Safekeeping account Direction Payment status Payment date

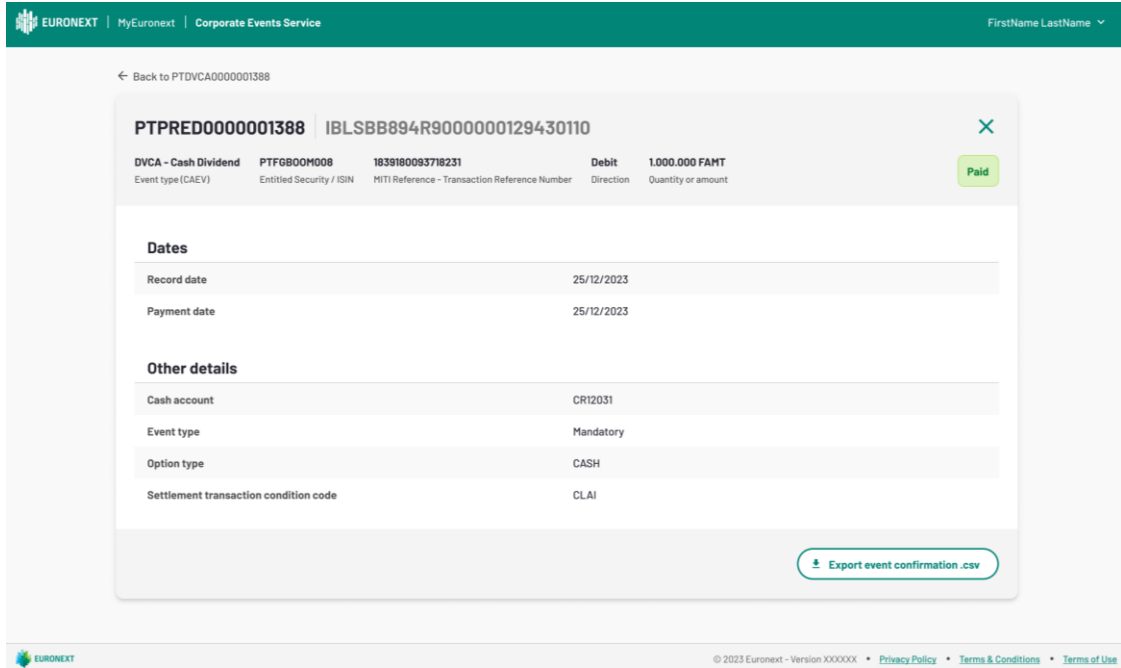
MITI Reference - Transaction Reference...	Safekeeping account	Direction	Quantity or Amount	Payment date	Payment status ?
1839180093718231	IBLSBB894R9000000129430110	Debit	1.000.000 FAMT	12/10/2023	Paid →
0987283911029311	IBLSBB894R9000000129430110	Credit	934.020,00 EUR	12/10/2023	Calculated Entitlement →
9810283910122124	IBLSBB894R9000000129430110	Debit	500.000 FAMT	12/10/2023	Final Entitlement →

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Figure 18 – “Event confirmations” – Junior/Senior view

You can have more details about the payments linked to the event by clicking on the green arrow next to the payment status.





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← Back to PTDVCA0000001388

**PTPRED0000001388** | **IBLSBB894R9000000129430110** ✕

<b>DVCA - Cash Dividend</b>	<b>PTFG800M008</b>	<b>1839180093718231</b>	<b>Debit</b>	<b>1,000,000 FAMT</b>	<b>Paid</b>
<small>Event type (CAEV)</small>	<small>Entitled Security / ISIN</small>	<small>MITI Reference - Transaction Reference Number</small>	<small>Direction</small>	<small>Quantity or amount</small>	

---

**Dates**

Record date	25/12/2023
Payment date	25/12/2023

---

**Other details**

Cash account	CRI2031
Event type	Mandatory
Option type	CASH
Settlement transaction condition code	CLAI

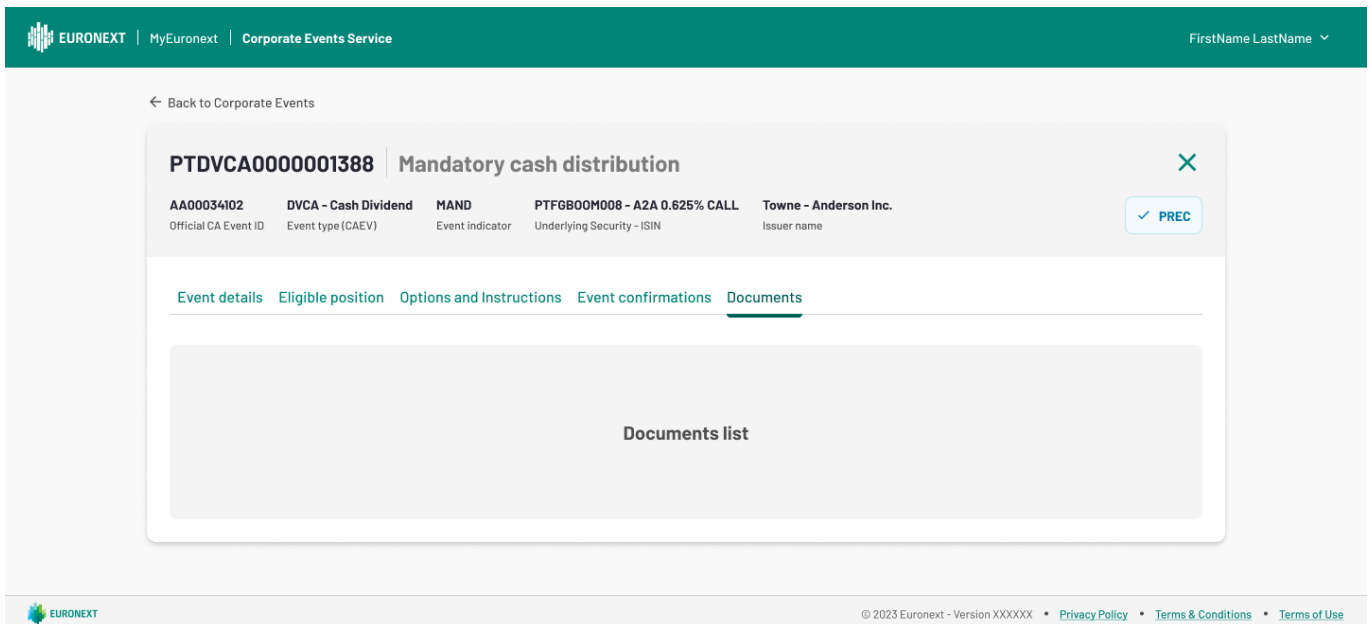
[Export event confirmation .csv](#)

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Figure 19 – “Event confirmations” – details

### 2.4.5 Documents

In this section, you will find information about the documents of an event made available by the Issuer or Issuer Agent.



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← Back to Corporate Events

**PTDVCA0000001388** | **Mandatory cash distribution** ✕

<b>AA00034102</b>	<b>DVCA - Cash Dividend</b>	<b>MAND</b>	<b>PTFG800M008 - AZA 0.625% CALL</b>	<b>Towne - Anderson Inc.</b>	<b>PREC</b>
<small>Official CA Event ID</small>	<small>Event type (CAEV)</small>	<small>Event indicator</small>	<small>Underlying Security - ISIN</small>	<small>Issuer name</small>	

---

[Event details](#)
[Eligible position](#)
[Options and Instructions](#)
[Event confirmations](#)
[Documents](#)

**Documents list**

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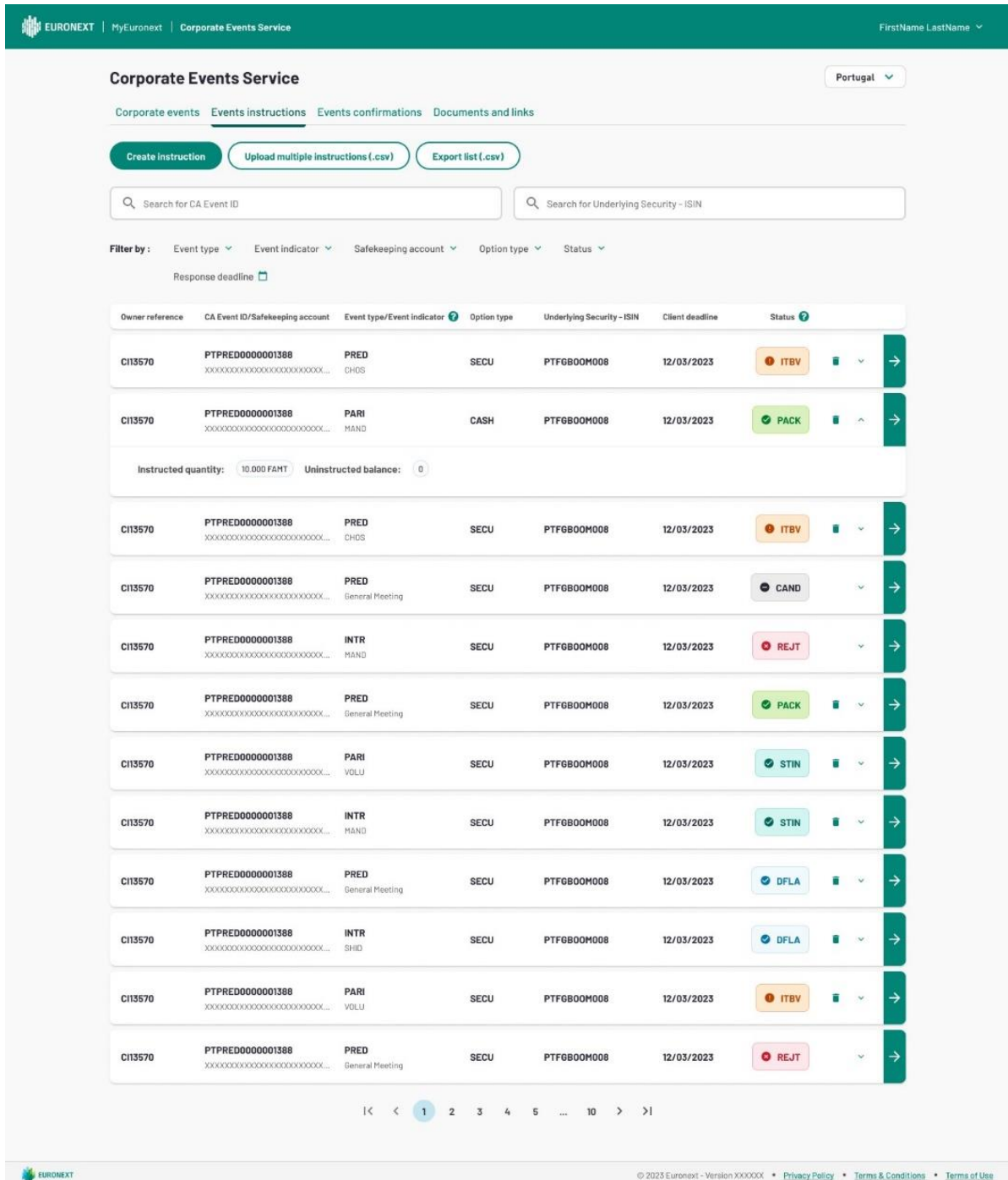
Figure 20 – “Documents” – Junior/Senior view

## 2.5. EVENTS INSTRUCTIONS

This section displays the events instructions related to all events. Users can see all the events instructions linked to his account.

### 2.5.1 List of instructions

In the Event instructions tab, you can find the list of all instructions for all your events:



The screenshot displays the 'Corporate Events Service' interface. At the top, there are navigation tabs: 'Corporate events', 'Events instructions' (selected), 'Events confirmations', and 'Documents and links'. Below the tabs are three buttons: 'Create instruction', 'Upload multiple instructions (.csv)', and 'Export list (.csv)'. There are two search bars: 'Search for CA Event ID' and 'Search for Underlying Security - ISIN'. A filter section includes dropdowns for 'Event type', 'Event indicator', 'Safekeeping account', 'Option type', and 'Status', along with a 'Response deadline' icon. The main area is a table with columns: 'Owner reference', 'CA Event ID/Safekeeping account', 'Event type/Event indicator', 'Option type', 'Underlying Security - ISIN', 'Client deadline', and 'Status'. The table contains 12 rows of instructions, each with a status button (e.g., ITBV, PACK, CAND, REJT, STIN, DFLA) and a right-pointing arrow. Below the table, there are summary statistics: 'Instructed quantity: 10.000 FANT' and 'Uninstructed balance: 0'. At the bottom, there is a pagination control showing page 1 of 10.

Owner reference	CA Event ID/Safekeeping account	Event type/Event indicator	Option type	Underlying Security - ISIN	Client deadline	Status
CI13570	PTPRE0000001388 XXXXXXXXXXXXXXXXXXXXXXXXXXXX	PRED CHDS	SECU	PTFG800M08	12/03/2023	ITBV
CI13570	PTPRE0000001388 XXXXXXXXXXXXXXXXXXXXXXXXXXXX	PARI MAND	CASH	PTFG800M08	12/03/2023	PACK
Instructed quantity: 10.000 FANT		Uninstructed balance: 0				
CI13570	PTPRE0000001388 XXXXXXXXXXXXXXXXXXXXXXXXXXXX	PRED CHDS	SECU	PTFG800M08	12/03/2023	ITBV
CI13570	PTPRE0000001388 XXXXXXXXXXXXXXXXXXXXXXXXXXXX	PRED General Meeting	SECU	PTFG800M08	12/03/2023	CAND
CI13570	PTPRE0000001388 XXXXXXXXXXXXXXXXXXXXXXXXXXXX	INTR MAND	SECU	PTFG800M08	12/03/2023	REJT
CI13570	PTPRE0000001388 XXXXXXXXXXXXXXXXXXXXXXXXXXXX	PRED General Meeting	SECU	PTFG800M08	12/03/2023	PACK
CI13570	PTPRE0000001388 XXXXXXXXXXXXXXXXXXXXXXXXXXXX	PARI VGLU	SECU	PTFG800M08	12/03/2023	STIN
CI13570	PTPRE0000001388 XXXXXXXXXXXXXXXXXXXXXXXXXXXX	INTR MAND	SECU	PTFG800M08	12/03/2023	STIN
CI13570	PTPRE0000001388 XXXXXXXXXXXXXXXXXXXXXXXXXXXX	PRED General Meeting	SECU	PTFG800M08	12/03/2023	DFLA
CI13570	PTPRE0000001388 XXXXXXXXXXXXXXXXXXXXXXXXXXXX	INTR SHID	SECU	PTFG800M08	12/03/2023	DFLA
CI13570	PTPRE0000001388 XXXXXXXXXXXXXXXXXXXXXXXXXXXX	PARI VGLU	SECU	PTFG800M08	12/03/2023	ITBV
CI13570	PTPRE0000001388 XXXXXXXXXXXXXXXXXXXXXXXXXXXX	PRED General Meeting	SECU	PTFG800M08	12/03/2023	REJT

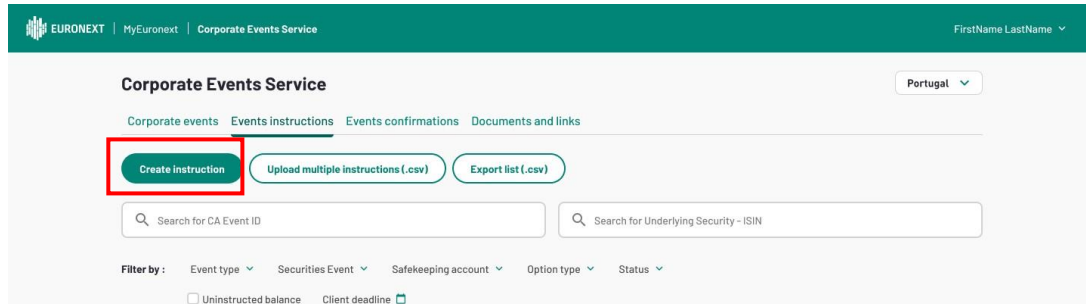
Figure 21 – Events and instructions list

## 2.5.2 Instruction Creation

You can create an instruction for your CA event by filling the dedicated form or uploading a CSV file.

### 2.5.3 Form

1. Click on the instruction creation button available on the events instructions tab:



The screenshot shows the Euronext Corporate Events Service interface. The top navigation bar includes the Euronext logo, 'MyEuronext', and 'Corporate Events Service'. The user's name 'FirstName LastName' is visible in the top right. The main content area is titled 'Corporate Events Service' and has a 'Portugal' dropdown menu. Below the title, there are four tabs: 'Corporate events', 'Events instructions' (which is active), 'Events confirmations', and 'Documents and links'. In the 'Events instructions' tab, there are three buttons: 'Create instruction' (highlighted with a red box), 'Upload multiple instructions (.csv)', and 'Export list (.csv)'. Below the buttons are two search fields: 'Search for CA Event ID' and 'Search for Underlying Security - ISIN'. At the bottom, there is a 'Filter by:' section with several dropdown menus: 'Event type', 'Securities Event', 'Safekeeping account', 'Option type', and 'Status'. There are also two checkboxes: 'Uninstructed balance' and 'Client deadline'.

Figure 22 – “Events Instructions” – Instruction creation (form)

2. You will be redirected to the instruction creation tab:

**Instruction creation**
**General meeting**
✕

---

● **Instruction details**
Agenda voting

Owner reference\*

CA Event ID\*

Safekeeping account\*

---

**Investor details**

Investor Details\* LEI/Tax ID\*

Street

City Postal code Country

Quantity\*

Participation method\* Proxy type\*

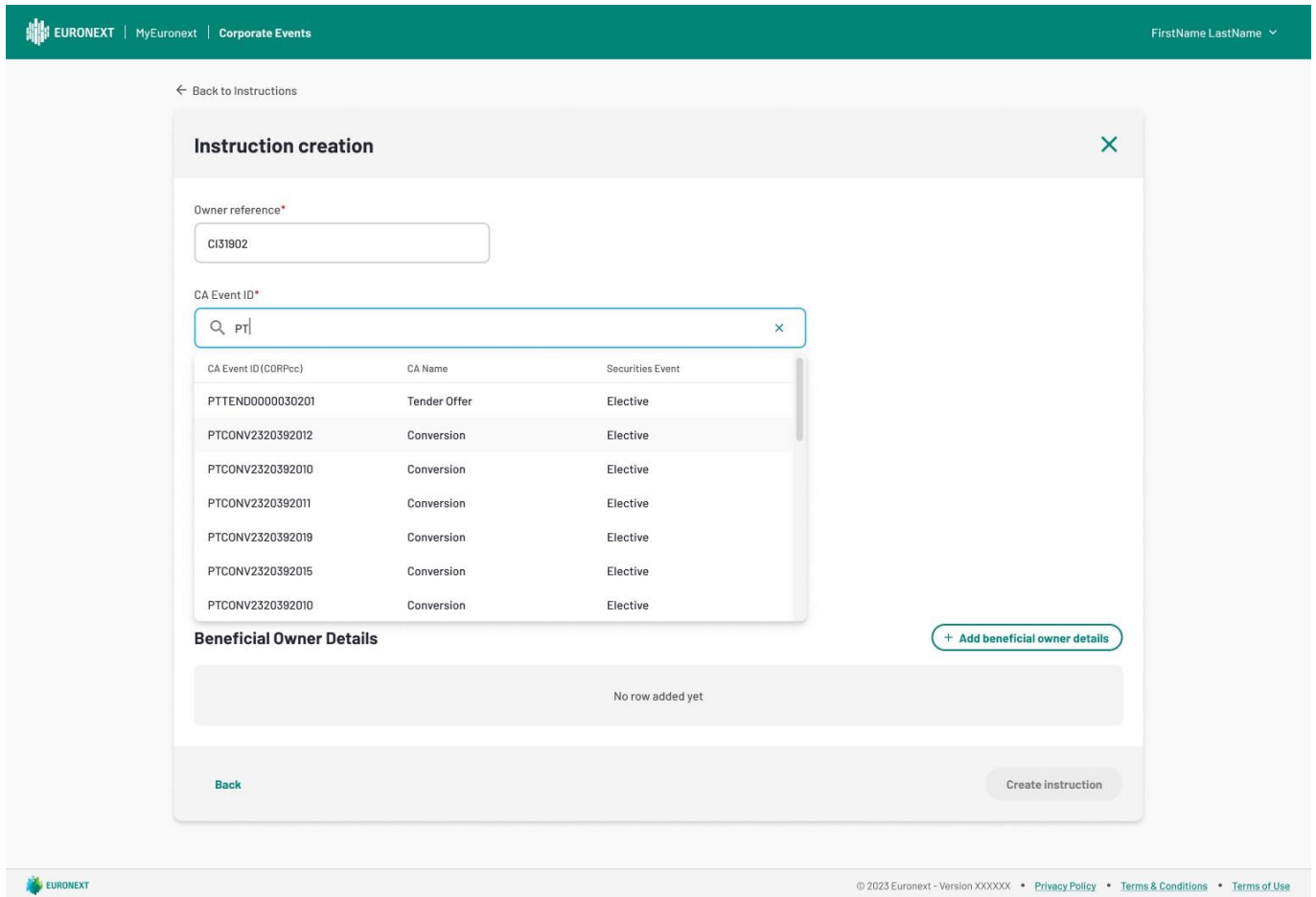




Cancel
Continue

Figure 23 – “Events Instructions” – Instruction creation (form)

3. Fill in the CA event ID and the other fields will be automatically filled.



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← Back to Instructions

**Instruction creation** ✕

Owner reference\*

CA Event ID\*  
 ✕

CA Event ID (CORPcc)	CA Name	Securities Event
PTTEND0000030201	Tender Offer	Elective
PTCONV2320392012	Conversion	Elective
PTCONV2320392010	Conversion	Elective
PTCONV2320392011	Conversion	Elective
PTCONV2320392019	Conversion	Elective
PTCONV2320392015	Conversion	Elective
PTCONV2320392010	Conversion	Elective

**Beneficial Owner Details** + Add beneficial owner details

No row added yet

[Back](#) Create instruction

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Figure 24 – “Events Instructions” – Instruction creation (form)

## 2.5.4 CSV upload

1. Download the CSV generator file and fill it with the needed information.

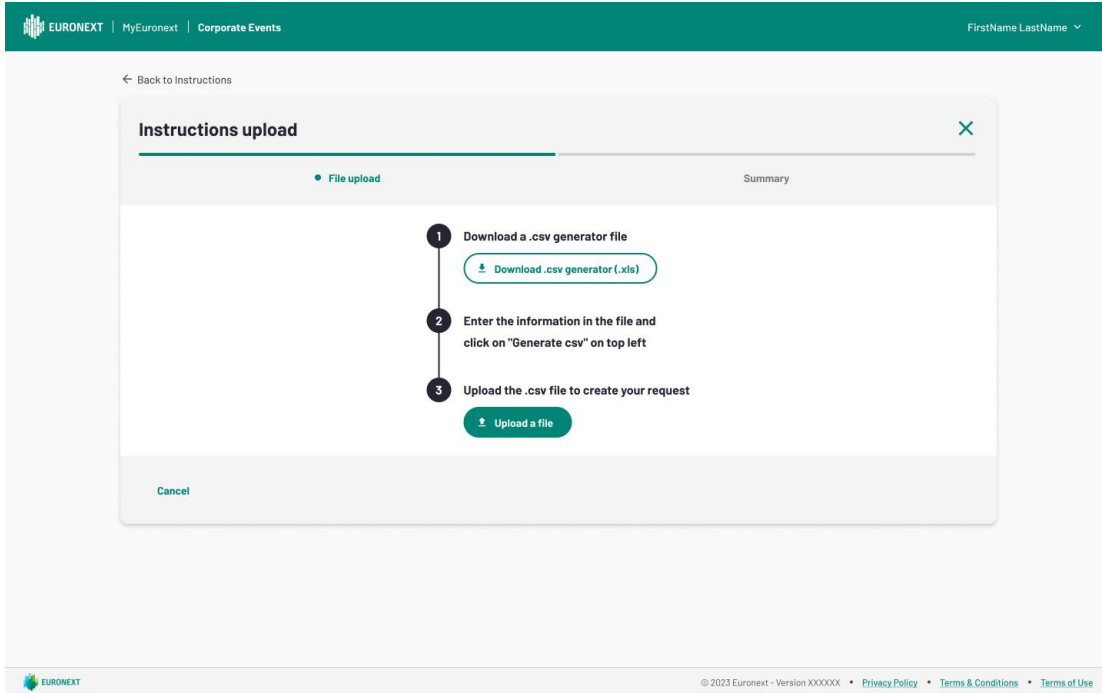


Figure 25- "Events Instructions" – Instruction creation (CSV)- file download

2. Upload it back on the platform.

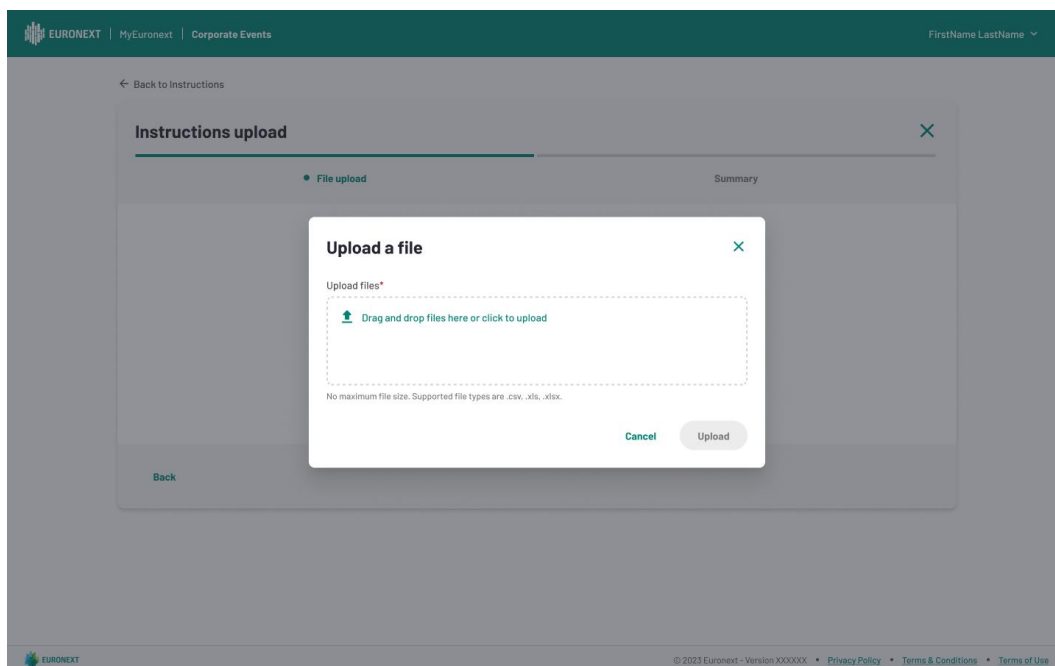


Figure 26- "Events Instructions" – Instruction creation (CSV)- file upload

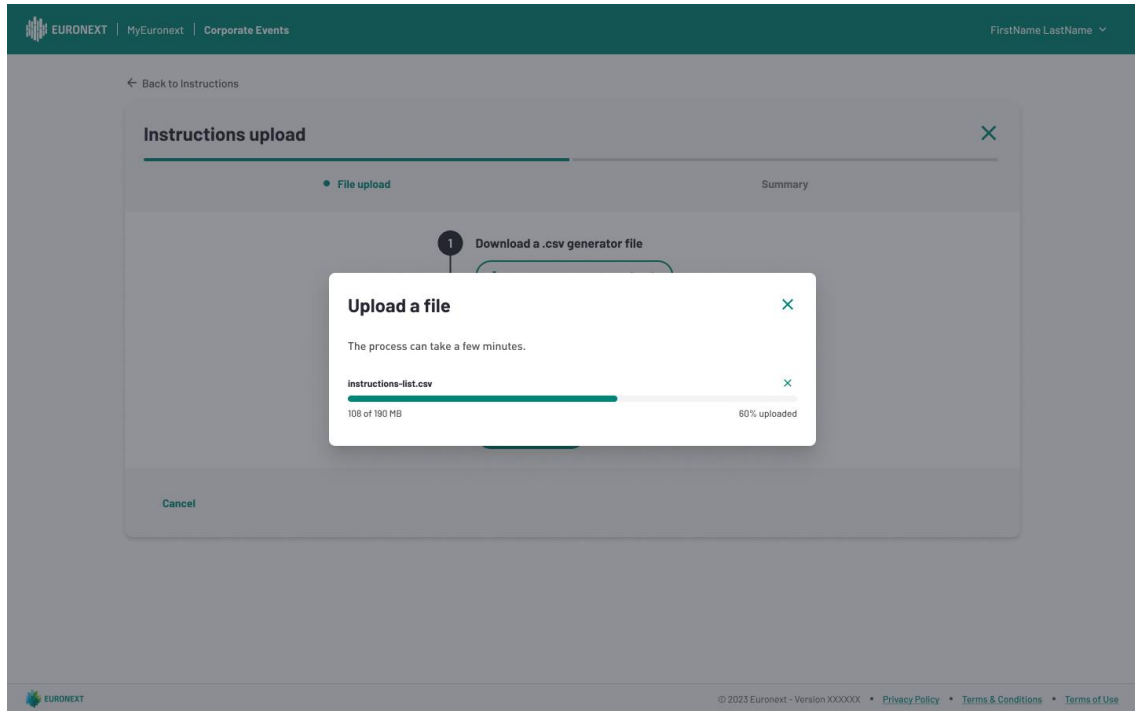


Figure 27 – “Events Instructions” – Instruction creation (CSV)- file upload

3. The file is uploaded and ready to be used.

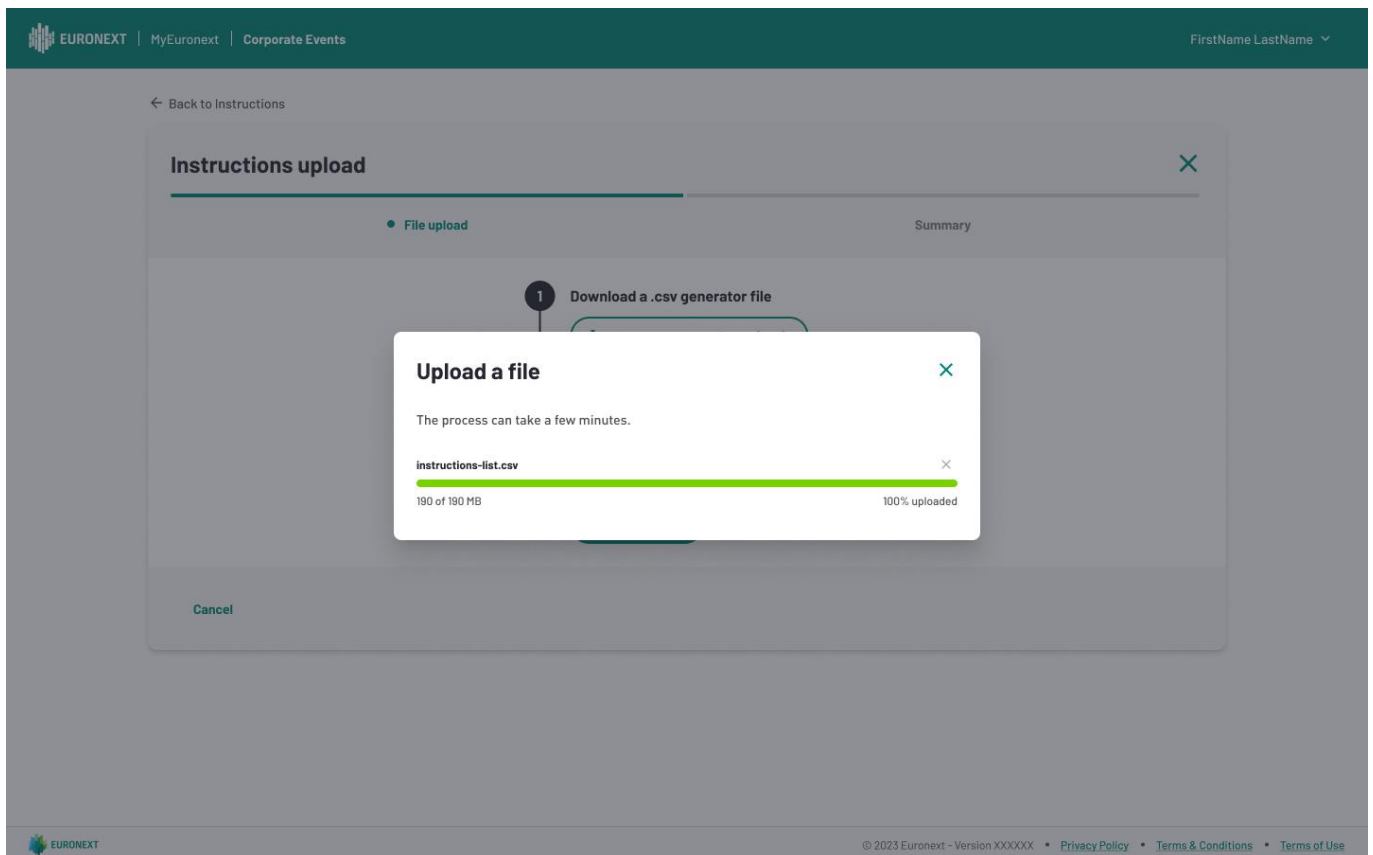


Figure 28 – “Events Instructions” – Instruction creation (CSV)- file uploaded

In case there is an error on the file, you will be warned by the following message:

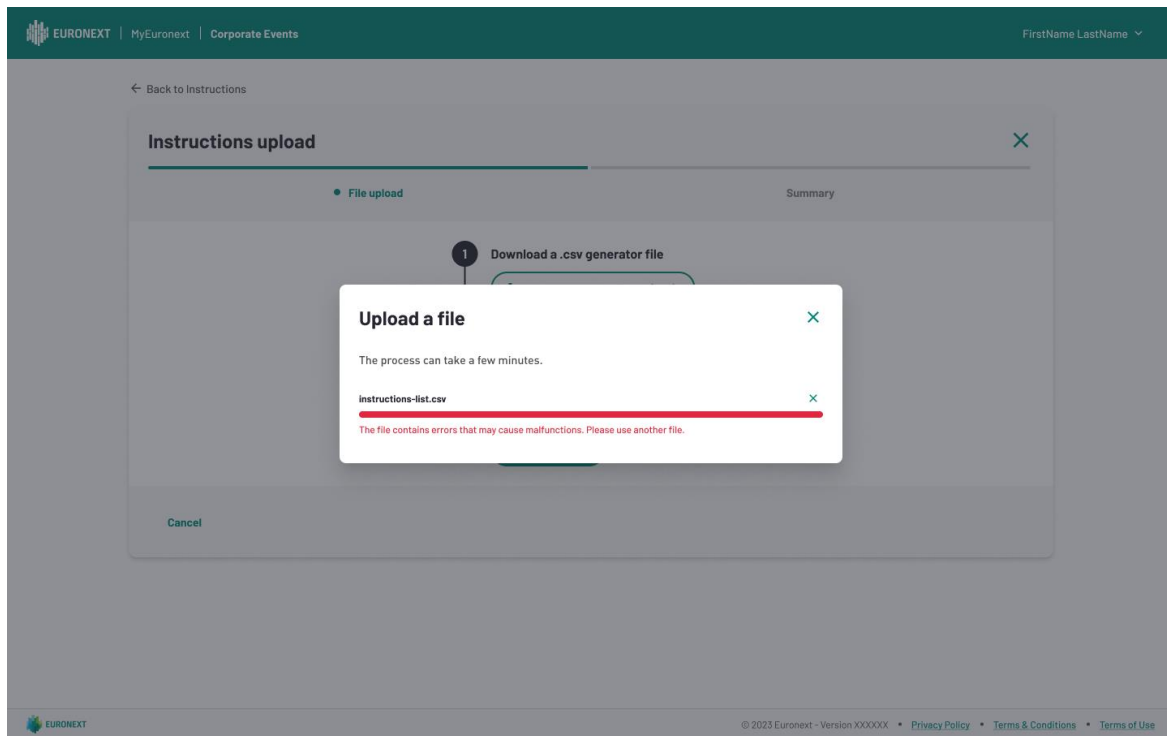


Figure 29 – “Events Instructions” – Instruction creation (CSV)- Antivirus error

Once the file is successfully uploaded, you will be able to see a summary of the file will all the found instructions:



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FirstName LastName ▾

← Back to Instructions

### Instruction upload ✕

✔ File upload
• Summary

✔ 20 Instructions found in the uploaded file

#### Uploaded instructions

Review the instructions before submitting ☰ ☰ ☰

	Owner reference*	CA Event ID*	Options*	Safekeeping account*	Incoming Quantity
☑	CI31902	PTCONV2320392012 ✕	003 - SECU Option ▾	IBLSBB02019193030210... ✕	10.000
☑	CI45871	PTPRED1420392023 ✕	001 - CASH Option ▾	IBLSBB02019193030210... ✕	35.450
☑	CI31902	PTCONV2320392012 ✕	003 - SECU Option ▾	IBLSBB02019193030210... ✕	10.000
☑	CI45871	PTPRED1420392023 ✕	001 - CASH Option ▾	IBLSBB02019193030210... ✕	35.450
☑	CI31902	PTCONV2320392012 ✕	003 - SECU Option ▾	IBLSBB02019193030210... ✕	10.000
☑	CI45871	PTPRED1420392023 ✕	001 - CASH Option ▾	IBLSBB02019193030210... ✕	35.450
☑	CI31902	PTCONV2320392012 ✕	003 - SECU Option ▾	IBLSBB02019193030210... ✕	10.000
☑	CI45871	PTPRED1420392023 ✕	001 - CASH Option ▾	IBLSBB02019193030210... ✕	35.450
☑	CI31902	PTCONV2320392012 ✕	003 - SECU Option ▾	IBLSBB02019193030210... ✕	10.000
☑	CI45871	PTPRED1420392023 ✕	001 - CASH Option ▾	IBLSBB02019193030210... ✕	35.450
☑	CI31902	PTCONV2320392012 ✕	003 - SECU Option ▾	IBLSBB02019193030210... ✕	10.000
☑	CI45871	PTPRED1420392023 ✕	001 - CASH Option ▾	IBLSBB02019193030210... ✕	35.450
☑	CI31902	PTCONV2320392012 ✕	003 - SECU Option ▾	IBLSBB02019193030210... ✕	10.000
☑	CI45871	PTPRED1420392023 ✕	001 - CASH Option ▾	IBLSBB02019193030210... ✕	35.450
☑	CI31902	PTCONV2320392012 ✕	003 - SECU Option ▾	IBLSBB02019193030210... ✕	10.000
☑	CI45871	PTPRED1420392023 ✕	001 - CASH Option ▾	IBLSBB02019193030210... ✕	35.450

Back
Clear and upload another file
Submit instructions

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Figure 30- “Events Instructions” – Instruction creation (CSV)- Instructions’ summary

In case some fields are not correctly filled in, an error message will be displayed, and you will need to fill them with the right information before submitting the instructions. Same 4-eyes process applies for the bulk creation.

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FirstName LastName ▾

← Back to Instructions

### Instruction upload ✕

✔ File upload
● Summary

✔ 20 Instructions found in the uploaded file

✘ Some fields are not filled in correctly, please check before submitting

#### Uploaded instructions

Review the instructions before submitting ☰ ☰ ☰

	Owner reference*	CA Event ID*	Options*	Safekeeping account*	Incoming Quantity
🗑	CI31902	🔍 PTCONV2320392012 ✕	003 - SECU Option ▾	🔍 IBLSBB02019193030210... ✕	10.000
🗑	CI45871	🔍 PTPRED1420392023 ✕	001 - CASH Option ▾	🔍 IBLSBB02019193030210... ✕	35.450
🗑	CI31902	🔍 Search a CA Event ID ✕	003 - SECU Option ▾	🔍 IBLSBB02019193030210... ✕	10.000
🗑	CI45871	🔍 PTPRED1420392023 ✕	001 - CASH Option ▾	🔍 IBLSBB02019193030210... ✕	35.450
🗑	CI31902	🔍 PTCONV2320392012 ✕	003 - SECU Option ▾	🔍 IBLSBB02019193030210... ✕	10.000
🗑	CI45871	🔍 PTPRED1420392023 ✕	Choose an Option ✕ ▾	🔍 IBLSBB02019193030210... ✕	35.450
🗑	CI31902	🔍 PTCONV2320392012 ✕	003 - SECU Option ▾	🔍 IBLSBB02019193030210... ✕	10.000
🗑	CI45871	🔍 PTPRED1420392023 ✕	001 - CASH Option ▾	🔍 IBLSBB02019193030210... ✕	35.450
🗑	CI31902	🔍 PTCONV2320392012 ✕	003 - SECU Option ▾	🔍 IBLSBB02019193030210... ✕	10.000
🗑	CI45871	🔍 PTPRED1420392023 ✕	001 - CASH Option ▾	🔍 IBLSBB02019193030210... ✕	35.450
🗑	CI31902	🔍 Search a CA Event ID ✕	003 - SECU Option ▾	🔍 Search a Safekeeping acc... ✕	10.000
🗑	CI45871	🔍 PTPRED1420392023 ✕	001 - CASH Option ▾	🔍 IBLSBB02019193030210... ✕	35.450
🗑	CI31902	🔍 PTCONV2320392012 ✕	003 - SECU Option ▾	🔍 IBLSBB02019193030210... ✕	10.000
🗑	CI45871	🔍 PTPRED1420392023 ✕	001 - CASH Option ▾	🔍 IBLSBB02019193030210... ✕	35.450

Back
Clear and upload another file
Submit instructions

Figure 31- "Events Instructions" – Instruction creation (CSV)- Instructions' summary

### 2.5.5 Instruction validation or rejection

Once the instruction form is filled in or the CSV is uploaded, a middle/senior user can bulk select the instructions to be validated or rejected if relevant:

EURONEXT | MyEuronext | Corporate Events Service FirstName LastName ▾

### Corporate Events Service Portugal ▾

Dashboard Corporate events Events instructions Events confirmations

Corporate actions General meetings Shareholders identifications

Event type ▾ Event indicator ▾ Option type ▾ Status ▾ Response deadline

<input checked="" type="checkbox"/>	Owner reference	CA Event ID/Safekeeping account	Event type/Event indicator <sup>?</sup>	Option type	Underlying Security - ISIN	Response deadline	Status <sup>?</sup>	
<input checked="" type="checkbox"/>	CI13570	PTPRED0000001388 <small>IBLSBB020191930302109399201</small>	PRED CHOS	SECU	PTFGB00M008	12/03/2023	<input type="button" value="ITBV"/>	<input type="checkbox"/> ▾ →
<input type="checkbox"/>	CI13570	PTPRED0000001388 <small>IBLSBB020191930302109399201</small>	PARI MAND	CASH	PTFGB00M008	12/03/2023	<input type="button" value="PACK"/>	<input type="checkbox"/> ▾ →
<input checked="" type="checkbox"/>	CI13570	PTPRED0000001388 <small>IBLSBB020191930302109399201</small>	PRED CHOS	SECU	PTFGB00M008	12/03/2023	<input type="button" value="ITBV"/>	<input type="checkbox"/> ▾ →
<input type="checkbox"/>	CI13570	PTPRED0000001388 <small>IBLSBB020191930302109399201</small>	PRED General Meeting	SECU	PTFGB00M008	12/03/2023	<input type="button" value="CAND"/>	<input type="checkbox"/> ▾ →
<input type="checkbox"/>	CI13570	PTPRED0000001388 <small>IBLSBB020191930302109399201</small>	INTR MAND	SECU	PTFGB00M008	12/03/2023	<input type="button" value="REJT"/>	<input type="checkbox"/> ▾ →
<input type="checkbox"/>	CI13570	PTPRED0000001388 <small>IBLSBB020191930302109399201</small>	PRED General Meeting	SECU	PTFGB00M008	12/03/2023	<input type="button" value="PEND"/>	<input type="checkbox"/> ▾ →
<input type="checkbox"/>	CI13570	PTPRED0000001388 <small>IBLSBB020191930302109399201</small>	PARI VOLU	SECU	PTFGB00M008	12/03/2023	<input type="button" value="STIN"/>	<input type="checkbox"/> ▾ →
<input type="checkbox"/>	CI13570	PTPRED0000001388 <small>IBLSBB020191930302109399201</small>	INTR MAND	SECU	PTFGB00M008	12/03/2023	<input type="button" value="STIN"/>	<input type="checkbox"/> ▾ →
<input checked="" type="checkbox"/>	CI13570	PTPRED0000001388 <small>IBLSBB020191930302109399201</small>	PRED General Meeting	SECU	PTFGB00M008	12/03/2023	<input type="button" value="ITBV"/>	<input type="checkbox"/> ▾ →
<input type="checkbox"/>	CI13570	PTPRED0000001388 <small>IBLSBB020191930302109399201</small>	INTR SHID	SECU	PTFGB00M008	12/03/2023	<input type="button" value="DFLA"/>	<input type="checkbox"/> ▾ →
Selected items: 3 <input type="checkbox"/> Select/deselect all items in every pages: 15							<input type="button" value="Reject selection"/>	<input type="button" value="Validate selection"/>
<input type="checkbox"/>	CI13570	PTPRED0000001388 <small>IBLSBB020191930302109399201</small>	PRED General Meeting	SECU	PTFGB00M008	12/03/2023	<input type="button" value="REJT"/>	<input type="checkbox"/> ▾ →

...

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Figure 32- "Events Instructions" – Bulk selection for validation or rejection

Click on the validate selection to validate the instructions:

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FirstName LastName ▾

### Corporate Events Service

Portugal ▾

✔ Instructions validated with success

Dashboard Corporate events **Events instructions**

Corporate actions
General meetings
Shareholders identifications

Create instruction
Upload multiple instructions (.csv)
Export list (.csv)

Event type ▾
Event indicator ▾
Option type ▾
Status ▾
Response deadline 📅

<input type="checkbox"/>	Owner reference	CA Event ID/Safekeeping account	Event type/Event indicator	Option type	Underlying Security - ISIN	Response deadline	Status		
<input type="checkbox"/>	CI13570	PTPRED0000001388 <small>IBLSBB020191930302109399201</small>	PRED CHOS	SECU	PTFGB00M008	12/03/2023	PEND	🗑️ ▾	➔
<input type="checkbox"/>	CI13570	PTPRED0000001388 <small>IBLSBB020191930302109399201</small>	PARI MAND	CASH	PTFGB00M008	12/03/2023	PACK	🗑️ ▾	➔
<input type="checkbox"/>	CI13570	PTPRED0000001388 <small>IBLSBB020191930302109399201</small>	PRED CHOS	SECU	PTFGB00M008	12/03/2023	PEND	🗑️ ▾	➔
<input type="checkbox"/>	CI13570	PTPRED0000001388 <small>IBLSBB020191930302109399201</small>	PRED General Meeting	SECU	PTFGB00M008	12/03/2023	CAND	▾	➔
<input type="checkbox"/>	CI13570	PTPRED0000001388 <small>IBLSBB020191930302109399201</small>	INTR MAND	SECU	PTFGB00M008	12/03/2023	REJT	▾	➔
<input type="checkbox"/>	CI13570	PTPRED0000001388 <small>IBLSBB020191930302109399201</small>	PRED General Meeting	SECU	PTFGB00M008	12/03/2023	PEND	🗑️ ▾	➔
<input type="checkbox"/>	CI13570	PTPRED0000001388 <small>IBLSBB020191930302109399201</small>	PARI VOLU	SECU	PTFGB00M008	12/03/2023	STIN	🗑️ ▾	➔
<input type="checkbox"/>	CI13570	PTPRED0000001388 <small>IBLSBB020191930302109399201</small>	INTR MAND	SECU	PTFGB00M008	12/03/2023	STIN	🗑️ ▾	➔
<input type="checkbox"/>	CI13570	PTPRED0000001388 <small>IBLSBB020191930302109399201</small>	PRED General Meeting	SECU	PTFGB00M008	12/03/2023	PEND	🗑️ ▾	➔
<input type="checkbox"/>	CI13570	PTPRED0000001388 <small>IBLSBB020191930302109399201</small>	INTR SHID	SECU	PTFGB00M008	12/03/2023	DFLA	🗑️ ▾	➔
<input type="checkbox"/>	CI13570	PTPRED0000001388 <small>IBLSBB020191930302109399201</small>	PARI VOLU	SECU	PTFGB00M008	12/03/2023	PEND	🗑️ ▾	➔
<input type="checkbox"/>	CI13570	PTPRED0000001388 <small>IBLSBB020191930302109399201</small>	PRED General Meeting	SECU	PTFGB00M008	12/03/2023	REJT	▾	➔

|< < 1 2 3 4 5 ... 10 > >|



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Figure 33 - "Events Instructions" – Instructions validated

### 2.5.6 Instruction cancellation

You can choose to cancel an instruction by clicking on the bin. A pop-up will appear asking you to validate the request cancellation.

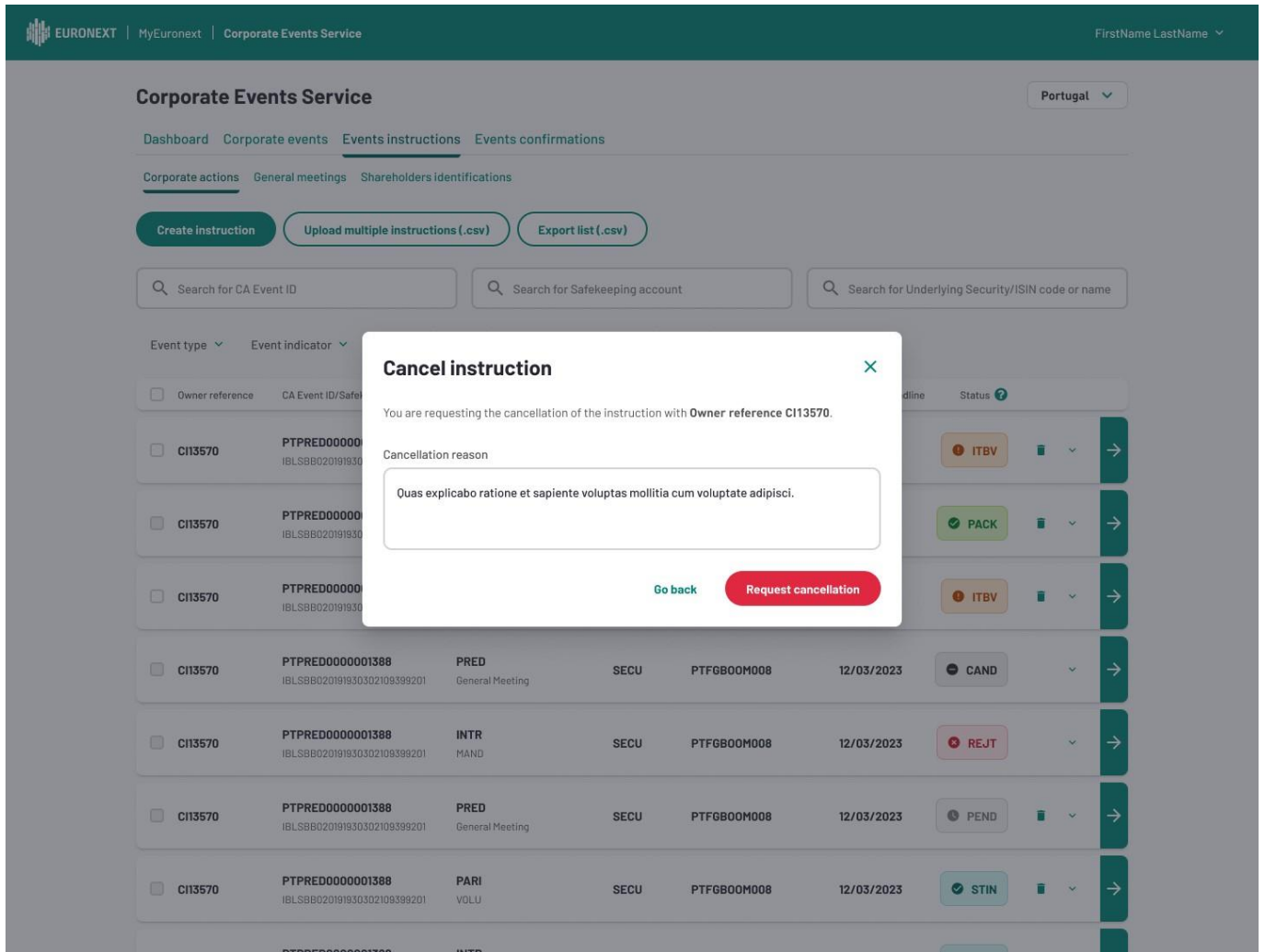
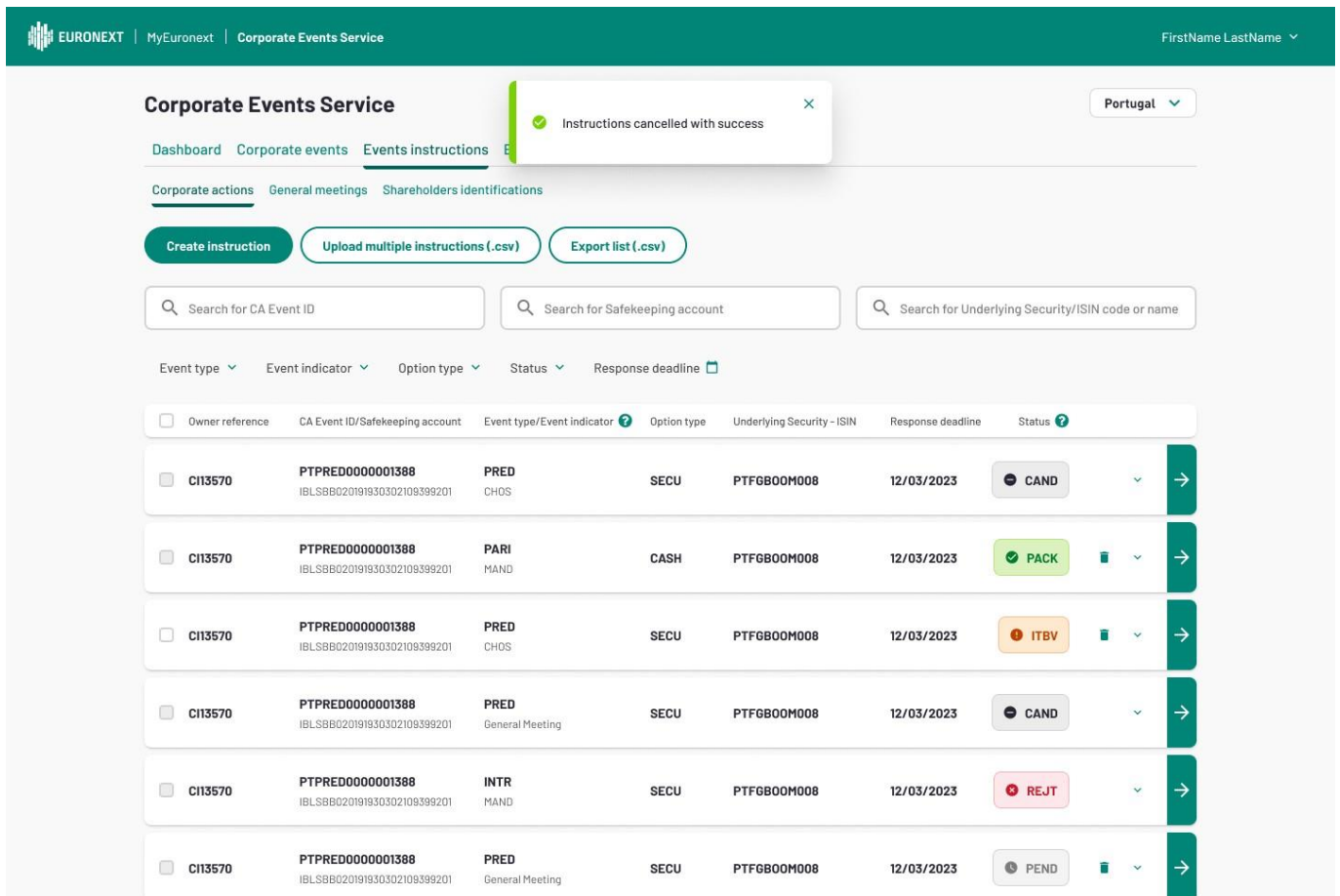


Figure 34 - Instructions cancellation reason

The instruction will then be cancelled and its statuses moved to CAND.



The screenshot shows the Euronext Corporate Events Service interface. At the top, there is a navigation bar with 'EURONEXT | MyEuronext | Corporate Events Service' and a user profile 'FirstName LastName'. Below this, the 'Corporate Events Service' header is visible, along with a notification 'Instructions cancelled with success'. The main content area includes a breadcrumb trail 'Dashboard > Corporate events > Events instructions', a sub-menu 'Corporate actions > General meetings > Shareholders identifications', and three buttons: 'Create instruction', 'Upload multiple instructions (.csv)', and 'Export list (.csv)'. There are three search boxes: 'Search for CA Event ID', 'Search for Safekeeping account', and 'Search for Underlying Security/ISIN code or name'. Below the search boxes are filters for 'Event type', 'Event indicator', 'Option type', 'Status', and 'Response deadline'. A table lists several instructions with columns for 'Owner reference', 'CA Event ID/Safekeeping account', 'Event type/Event indicator', 'Option type', 'Underlying Security - ISIN', 'Response deadline', and 'Status'. The status column shows 'CAND', 'PACK', 'ITBV', 'REJT', and 'PEND' for different rows. A green checkmark icon is visible in the top right corner of the table area.

Owner reference	CA Event ID/Safekeeping account	Event type/Event indicator	Option type	Underlying Security - ISIN	Response deadline	Status
CI13570	PTPRED0000001388 IBLSBB020191930302109399201	PRED CHOS	SECU	PTFG800M008	12/03/2023	CAND
CI13570	PTPRED0000001388 IBLSBB020191930302109399201	PARI MAND	CASH	PTFG800M008	12/03/2023	PACK
CI13570	PTPRED0000001388 IBLSBB020191930302109399201	PRED CHOS	SECU	PTFG800M008	12/03/2023	ITBV
CI13570	PTPRED0000001388 IBLSBB020191930302109399201	PRED General Meeting	SECU	PTFG800M008	12/03/2023	CAND
CI13570	PTPRED0000001388 IBLSBB020191930302109399201	INTR MAND	SECU	PTFG800M008	12/03/2023	REJT
CI13570	PTPRED0000001388 IBLSBB020191930302109399201	PRED General Meeting	SECU	PTFG800M008	12/03/2023	PEND

Figure 35 - Instructions cancellation success

### 2.5.7 Instruction detail page

You can also click on one of Instructions from the list to see its details. You will be able to see:

- Dates
- Position details
- Beneficial owner details

EURONEXT | MyEuronext | Corporate Events Service
FirstName LastName ▾

← Back to Events instructions

**Instruction CI13570** Corporate action

PTPRED000001388   PRED   CHOS   XXXXXXXXXXXXXXXXXXXX   PTFGB00M008   SECU   Marco Rossi

CA Event ID   Event type   Event indicator   Safekeeping account   Entitled Security / ISIN   Option type   Author

✕

🕒 PEND

**Dates**

Instruction date	25/12/2023
Client response deadline	25/12/2023
Market deadline	25/12/2023

**Position details**

Instructed quantity	10.000 FAMT
Uninstructed balance	0
Remaining quantity	25/12/2023
Price	-
Payment currency	EUR

**Beneficial owner details**

Instructed quantity	Beneficial Owner ID	BIC Code
No results found		

🚫 Request cancellation

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Figure 36 – Instruction details

## 2.6. EVENTS CONFIRMATIONS

In this section, you will be able to see the payment list, export it via CSV and perform some bulk actions on it.

EURONEXT | MyEuronext | Corporate Events Service FirstName LastName ▾

### Corporate Events Service Portugal ▾

Corporate events [Events instructions](#) [Events confirmations](#) [Documents and links](#)

[Export events confirmations \(.csv\)](#)

Filter by: Event type ▾ Safekeeping account ▾ Direction ▾ Payment status ▾ Payment date 📅

	CA Event ID/Event type	Safekeeping account/Underlying S...	Direction	Quantity or Amount	Payment date	Payment status ?	
<input type="checkbox"/>	1839180093718231 <small>PTPRED0000001388 PRED</small>	IBLSBB894R90000001294301... <small>PTFG800M008</small>	Debit	1.000.000 FAMT	12/10/2023	Paid	➔
<input type="checkbox"/>	0987283911029311 <small>PTPRED0000001388 PRED</small>	IBLSBB894R90000001294301... <small>PTFG800M008</small>	Credit	934.020,00 EUR	12/10/2023	Calculated Entitlement	➔
<input type="checkbox"/>	9810283910122124 <small>PTPRED0000001388 PRED</small>	IBLSBB894R90000001294301... <small>PTFG800M008</small>	Debit	500.000 FAMT	12/10/2023	Final Entitlement	➔
<input type="checkbox"/>	0987283911029311 <small>PTPRED0000001388 PRED</small>	IBLSBB894R90000001294301... <small>PTFG800M008</small>	Credit	4.150.000 EUR	12/10/2023	Calculated Entitlement	➔
<input type="checkbox"/>	1839180093718231 <small>PTPRED0000001388 PRED</small>	IBLSBB894R90000001294301... <small>PTFG800M008</small>	Debit	1.000.000 FAMT	12/10/2023	Reversed	➔
<input type="checkbox"/>	0987283911029311 <small>PTPRED0000001388 PRED</small>	IBLSBB894R90000001294301... <small>PTFG800M008</small>	Credit	934.020,00 EUR	12/10/2023	Final Entitlement	➔
<input type="checkbox"/>	1839180093718231 <small>PTPRED0000001388 PRED</small>	IBLSBB894R90000001294301... <small>PTFG800M008</small>	Debit	1.000.000 FAMT	12/10/2023	Final Entitlement	➔
<input type="checkbox"/>	1839180093718231 <small>PTPRED0000001388 PRED</small>	IBLSBB894R90000001294301... <small>PTFG800M008</small>	Debit	1.000.000 FAMT	12/10/2023	Paid	➔
<input type="checkbox"/>	1839180093718231 <small>PTPRED0000001388 PRED</small>	IBLSBB894R90000001294301... <small>PTFG800M008</small>	Credit	934.020,00 EUR	12/10/2023	Calculated Entitlement	➔
<input type="checkbox"/>	1839180093718231 <small>PTPRED0000001388 PRED</small>	IBLSBB894R90000001294301... <small>PTFG800M008</small>	Debit	1.000.000 FAMT	12/10/2023	Final Entitlement	➔
<input type="checkbox"/>	1839180093718231 <small>PTPRED0000001388 PRED</small>	IBLSBB894R90000001294301... <small>PTFG800M008</small>	Credit	934.020,00 EUR	12/10/2023	Paid	➔
<input type="checkbox"/>	1839180093718231 <small>PTPRED0000001388 PRED</small>	IBLSBB894R90000001294301... <small>PTFG800M008</small>	Credit	934.020,00 EUR	12/10/2023	Reversed	➔

⏪ < 1 2 3 4 5 ... 10 > ⏩

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Figure 37- "Events Confirmations" – Payments list



EURONEXT | MyEuronext | Corporate Events Service
FirstName LastName

Portugal

### Corporate Events Service

[Corporate events](#)
[Events instructions](#)
[Events confirmations](#)
[Documents and links](#)

Export events confirmations (.csv)

**Filter by:**
Event type
Safekeeping account
Direction
Payment status
Payment date

<input type="checkbox"/>	MITI Reference - Transac...	CA Event ID/Event type	Safekeeping account/Underlying S...	Direction	Quantity or Amount	Payment date	Payment status	
<input checked="" type="checkbox"/>	1839180093718231	PTPRED0000001388 PRED	IBLSBB894R90000001294301... PTFG800M008	Debit	1.000.000 FAMT	12/10/2023	Paid	→
<input checked="" type="checkbox"/>	0987283911029311	PTPRED0000001388 PRED	IBLSBB894R90000001294301... PTFG800M008	Credit	934.020,00 EUR	12/10/2023	Paid	→
<input checked="" type="checkbox"/>	981028391012124	PTPRED0000001388 PRED	IBLSBB894R90000001294301... PTFG800M008	Debit	500.000 FAMT	12/10/2023	Paid	→
<input type="checkbox"/>	0987283911029311	PTPRED0000001388 PRED	IBLSBB894R90000001294301... PTFG800M008	Credit	4.150,00 EUR	12/10/2023	Calculated Entitlement	→
<input type="checkbox"/>	1839180093718231	PTPRED0000001388 PRED	IBLSBB894R90000001294301... PTFG800M008	Debit	1.000.000 FAMT	12/10/2023	Reversed	→
<input type="checkbox"/>	0987283911029311	PTPRED0000001388 PRED	IBLSBB894R90000001294301... PTFG800M008	Credit	934.020,00 EUR	12/10/2023	Final Entitlement	→
<input type="checkbox"/>	1839180093718231	PTPRED0000001388 PRED	IBLSBB894R90000001294301... PTFG800M008	Debit	1.000.000 FAMT	12/10/2023	Final Entitlement	→
<input type="checkbox"/>	1839180093718231	PTPRED0000001388 PRED	IBLSBB894R90000001294301... PTFG800M008	Debit	1.000.000 FAMT	12/10/2023	Paid	→
<input type="checkbox"/>	1839180093718231	PTPRED0000001388 PRED	IBLSBB894R90000001294301... PTFG800M008	Credit	934.020,00 EUR	12/10/2023	Calculated Entitlement	→
<input type="checkbox"/>	1839180093718231	PTPRED0000001388 PRED	IBLSBB894R90000001294301... PTFG800M008	Debit	1.000.000 FAMT	12/10/2023	Final Entitlement	→

Selected items: 3
 Select/deselect all items in every pages: 24
Export selected payments .csv

<input type="checkbox"/>	1839180093718231	PTPRED0000001388 PRED	IBLSBB894R90000001294301... PTFG800M008	Credit	934.020,00 EUR	12/10/2023	Reversed	→
--------------------------	------------------	--------------------------	--------------------------------------------	--------	----------------	------------	----------	---

< < 1 2 3 4 5 ... 10 > >

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Figure 38 – “Events Confirmations” –Bulk actions on payments list

In case you need to have more details on one of the payments, please click on the green arrow in front of the payment status and you will be able to see the following details and export the event confirmation CSV.

EURONEXT | MyEuronext | Corporate Events Service
FirstName LastName ▾

← Back to Payments management

**Payment 1839180093718231**

PTPRED000001388	DVCA - Cash Dividend	IBLSBB894R9000000129430110	PTFG800M008	Debit	1.000.000 FAMT
CA Event ID	Event type (CAEV)	Safekeeping account	Entitled Security / ISIN	Direction	Quantity or amount

✕  
Paid

**Dates**

Record date	25/12/2023
Payment date	25/12/2023

**Other details**

Cash account	CR12031
Event type	Mandatory
Option type	CASH
Settlement transaction condition code	CLAI

Export event confirmation.csv

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Figure 39- “Events Confirmations” –Payment details

## 2.7. DASHBOARDS

Dashboards enables you to have a weekly overview on your corporate actions (events to be validated, payments on hold...).

CA Dashboards:

EURONEXT | MyEuronext | Corporate Events Service
FirstName LastName ▾

---

## Corporate Events Service

Portugal ▾

[Dashboard](#)
[Corporate events](#)
[Events instructions](#)
[Events confirmations](#)

[Corporate actions](#)
[General meetings](#)
[Shareholders identifications](#)

📅 **Today, 09 April 2024**

2 Record date →

1 Payment date →

4 Market deadline →

🗒️ **Corporate actions overview**

12 Uninstructed balance →

7 Rejected instructions →

15 Instructions to be validated →

5 Instructions cancellation requests →

📅 **April 2024, from 08/04/2024 to 14/04/2024** 
[← Previous week](#)
[Next week →](#)

Mon, 08	Tue, 09	Wed, 10	Thu, 11	Fri, 12	Sat, 13	Sun, 14
12 Record date	2 Record date	2 Record date	3 Record date	11 Record date	No events	No events
4 Payment date	1 Payment date	11 Payment date	4 Payment date	1 Payment date		
	4 Market deadline	1 Market deadline				



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Figure 40 – “CA Dashboards” –Senior user

EURONEXT | MyEuronext | Corporate Events Service
FirstName LastName ▾

### Corporate Events Service Portugal ▾

[Dashboard](#) | [Corporate events](#) | [Events instructions](#) | [Events confirmations](#)

[Corporate actions](#) | [General meetings](#) | [Shareholders identifications](#)

📅 **Today, 09 April 2024**

**2** Record date →

**1** Payment date →

**4** Market deadline →

🗒️ **Corporate actions overview**

**12** Uninstructed balance →

**7** Rejected instructions →

📅 **April 2024, from 08/04/2024 to 14/04/2024** 
[← Previous week](#) | [Next week →](#)

Mon, 08	Tue, 09	Wed, 10	Thu, 11	Fri, 12	Sat, 13	Sun, 14
<b>12</b> Record date	<b>2</b> Record date	<b>2</b> Record date	<b>3</b> Record date	<b>11</b> Record date	No events	No events
<b>4</b> Payment date	<b>1</b> Payment date	<b>11</b> Payment date	<b>4</b> Payment date	<b>1</b> Payment date		
	<b>4</b> Market deadline	<b>1</b> Market deadline				

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Figure 41 – “CA Dashboards” –Junior user

General Meetings Dashboards:

EURONEXT | MyEuronext | Corporate Events Service
FirstName LastName ▾

---

### Corporate Events Service

[Dashboard](#)
[Corporate events](#)
[Events instructions](#)
[Events confirmations](#)

[Corporate actions](#)
[General meetings](#)
[Shareholders identifications](#)

Portugal ▾

---

📅 **Today, 09 April 2024**

2 Record date →

1 Meeting date →

4 Voting instructions deadline →

📌 **General meetings overview**

7 Rejected instructions →

15 Instructions to be validated →

5 Instructions cancellation requests →

📅 **April 2024, from 08/04/2024 to 14/04/2024**

[← Previous week](#)
[Next week →](#)

Mon, 08	Tue, 09	Wed, 10	Thu, 11	Fri, 12	Sat, 13	Sun, 14
12 Record date	2 Record date	2 Record date	3 Record date	11 Record date	No events	No events
4 Meeting date	1 Meeting date	11 Meeting date	4 Meeting date	1 Meeting date		
	4 Voting instructions...	1 Voting instructions...				


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Figure 42 – “General Meetings Dashboards” –Senior user

EURONEXT | MyEuronext | Corporate Events Service
FirstName LastName ▾

---

### Corporate Events Service

[Dashboard](#)
[Corporate events](#)
[Events instructions](#)
[Events confirmations](#)

[Corporate actions](#)
[General meetings](#)
[Shareholders identifications](#)

Portugal ▾

---

📅 **Today, 09 April 2024**

2 Record date →

1 Meeting date →

4 Voting instructions deadline →

📌 **General meetings overview**

7 Rejected instructions →

📅 **April 2024, from 08/04/2024 to 14/04/2024**

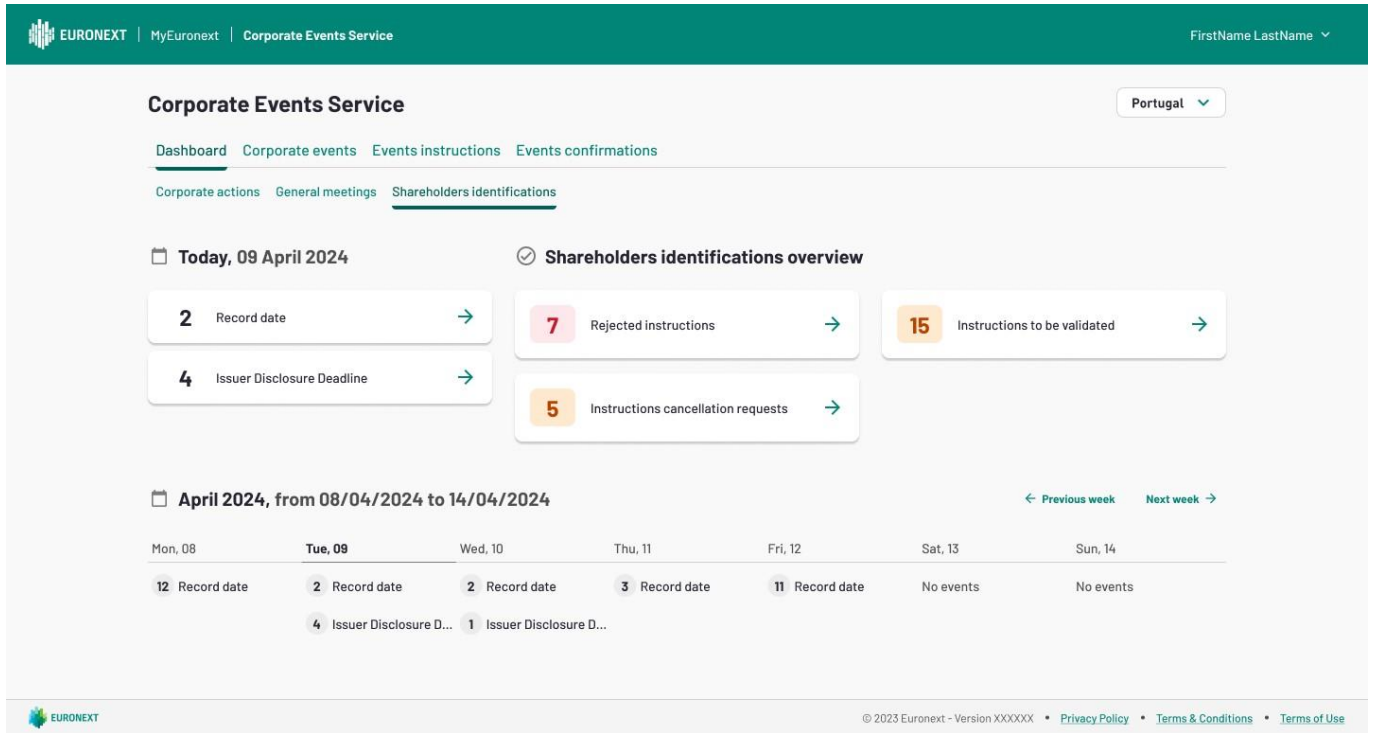
[← Previous week](#)
[Next week →](#)

Mon, 08	Tue, 09	Wed, 10	Thu, 11	Fri, 12	Sat, 13	Sun, 14
12 Record date	2 Record date	2 Record date	3 Record date	11 Record date	No events	No events
4 Meeting date	1 Meeting date	11 Meeting date	4 Meeting date	1 Meeting date		
	4 Voting instructions...	1 Voting instructions...				


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Figure 43 – “General Meetings Dashboards” –Junior user

Shareholders identifications Dashboards:



The screenshot shows the Euronext Corporate Events Service dashboard for a user in Portugal. The main section is titled "Shareholders identifications overview" and displays several key metrics:

- Today, 09 April 2024:**
  - 2 Record date
  - 4 Issuer Disclosure Deadline
  - 7 Rejected instructions
  - 5 Instructions cancellation requests
  - 15 Instructions to be validated

Below this, a calendar view for "April 2024, from 08/04/2024 to 14/04/2024" shows the following event counts:

Mon, 08	Tue, 09	Wed, 10	Thu, 11	Fri, 12	Sat, 13	Sun, 14
12 Record date	2 Record date	2 Record date	3 Record date	11 Record date	No events	No events
	4 Issuer Disclosure D...	1 Issuer Disclosure D...				

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Figure 44 – “Shareholders identifications Dashboards” –Senior user

EURONEXT | MyEuronext | Corporate Events Service
FirstName LastName ▾

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## Corporate Events Service

Portugal ▾

[Dashboard](#)
[Corporate events](#)
[Events instructions](#)
[Events confirmations](#)

[Corporate actions](#)
[General meetings](#)
[Shareholders identifications](#)

📅 **Today, 09 April 2024**

**2** Record date →

**4** Issuer Disclosure Deadline →

👍 **Shareholders identifications overview**

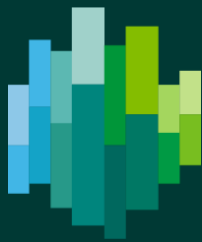
**7** Rejected instructions →

📅 **April 2024, from 08/04/2024 to 14/04/2024** 
[← Previous week](#)
[Next week →](#)

Mon, 08	<b>Tue, 09</b>	Wed, 10	Thu, 11	Fri, 12	Sat, 13	Sun, 14
<b>12</b> Record date	<b>2</b> Record date	<b>2</b> Record date	<b>3</b> Record date	<b>11</b> Record date	No events	No events
	<b>4</b> Issuer Disclosure D...	<b>1</b> Issuer Disclosure D...				

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Figure 45– “Shareholders identifications Dashboards” –Junior user



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