MyEuronext Corporate Event Service – Participants & Account Controllers

Client user guide

June 2024

EURONEXT

PREFACE

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

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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:

    - can reject or approve event instructions inserted by a junior user or another Middle user
    - 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.

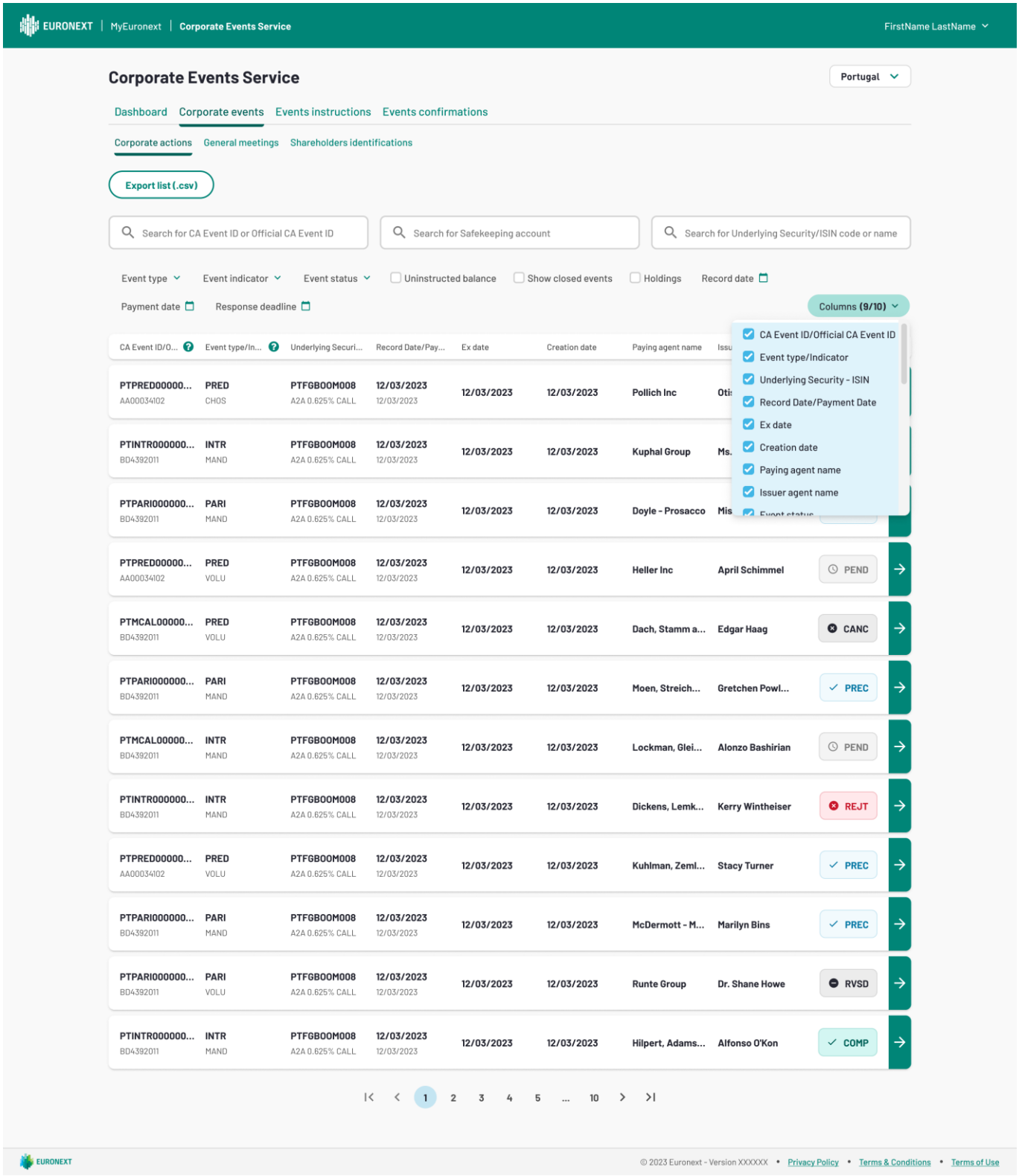

Figure 1 – "Corporate Events" – Corporate Actions list

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).

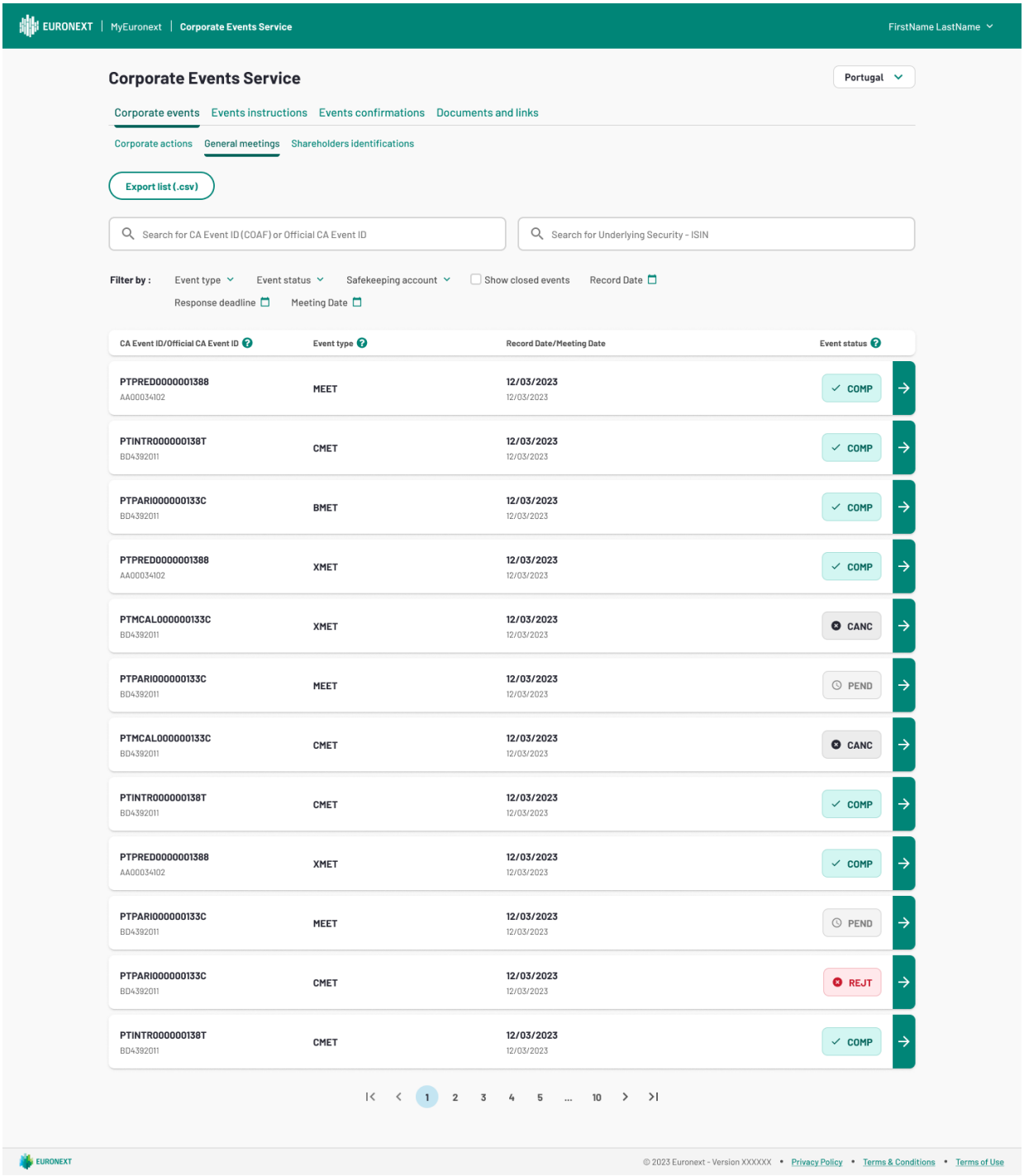

Figure 2 – "Corporate Events" – General meetings' list

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)

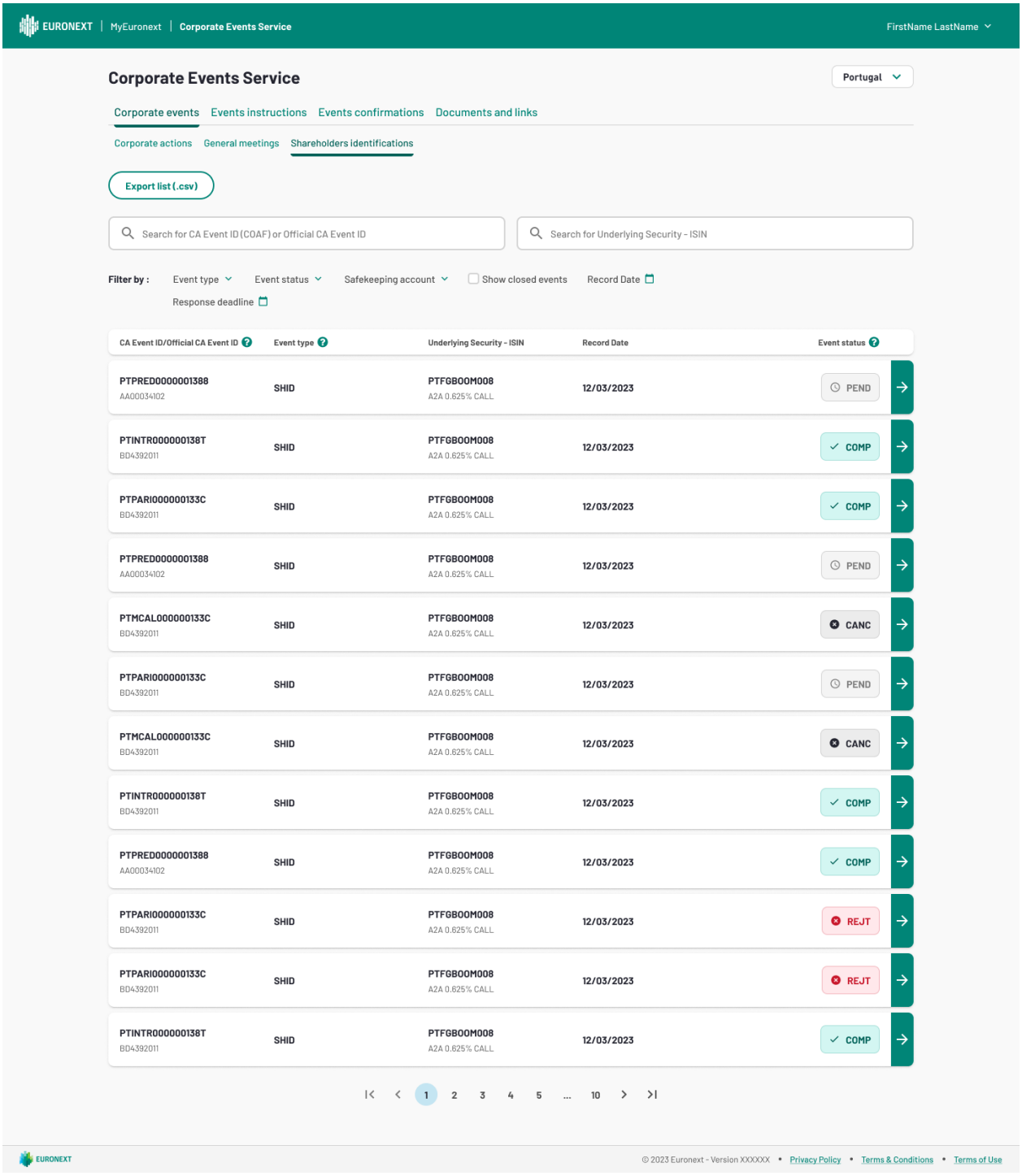

Figure 3 – "Corporate Events" – Shareholder identifications' list

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:

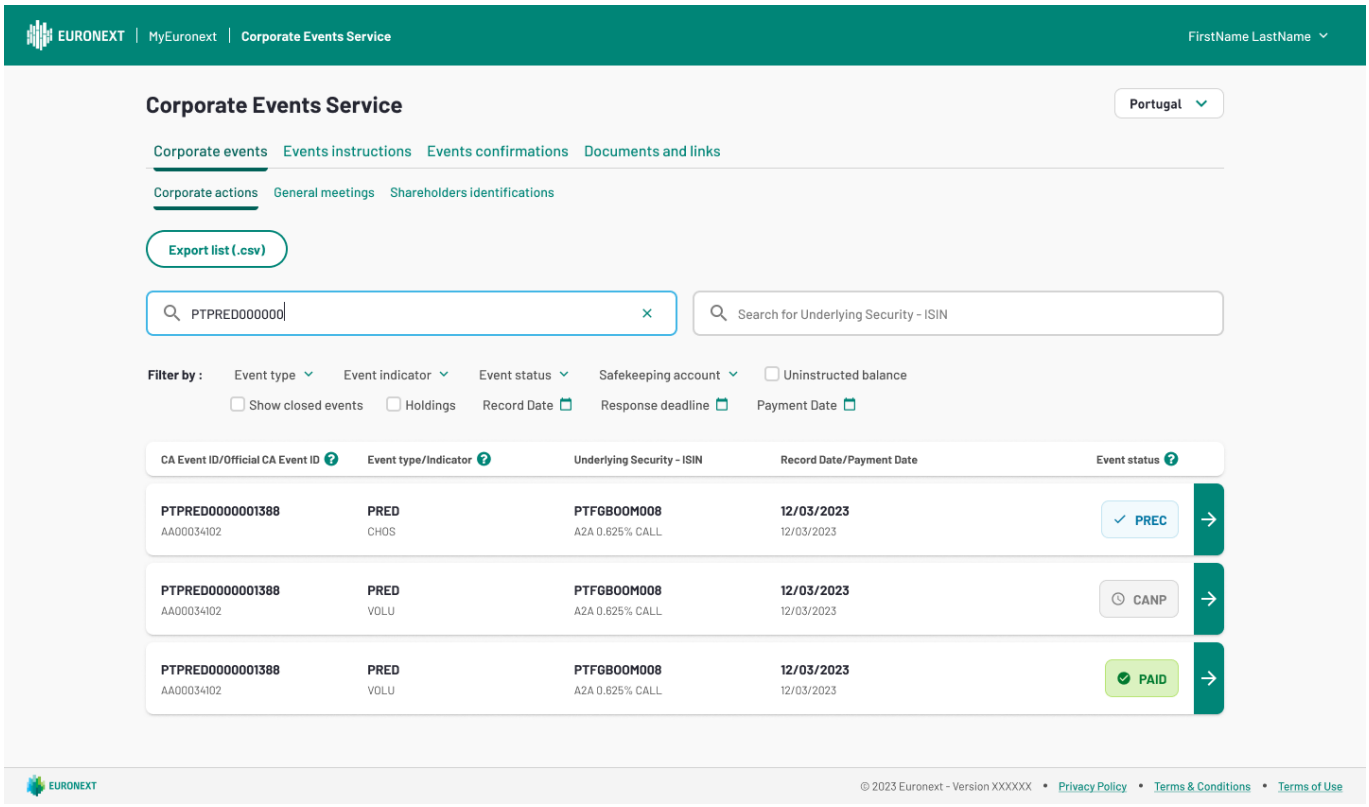

Figure 4 – "Corporate Events" – Search by CA event ID

Filter by Event indicator:

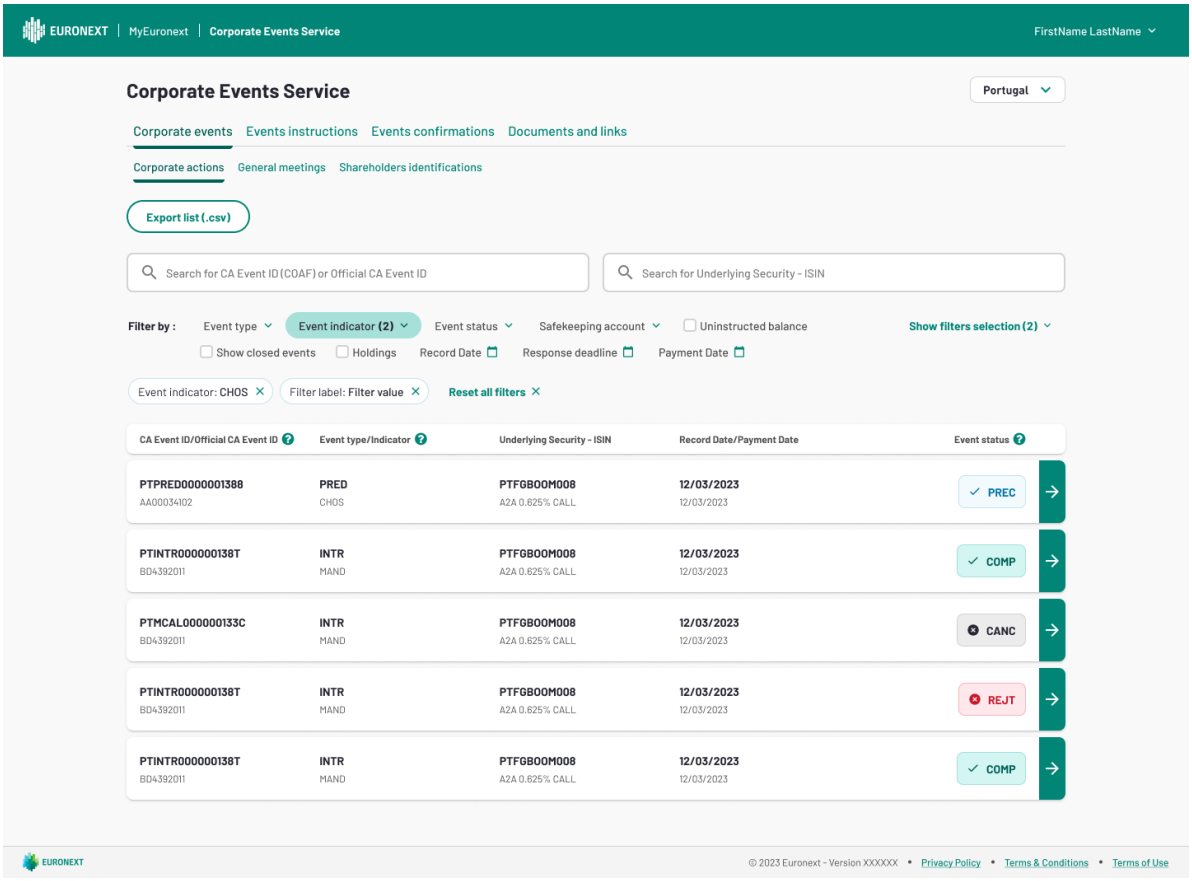

Figure 5 – "Corporate Events" – Filter by Event Indicator

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

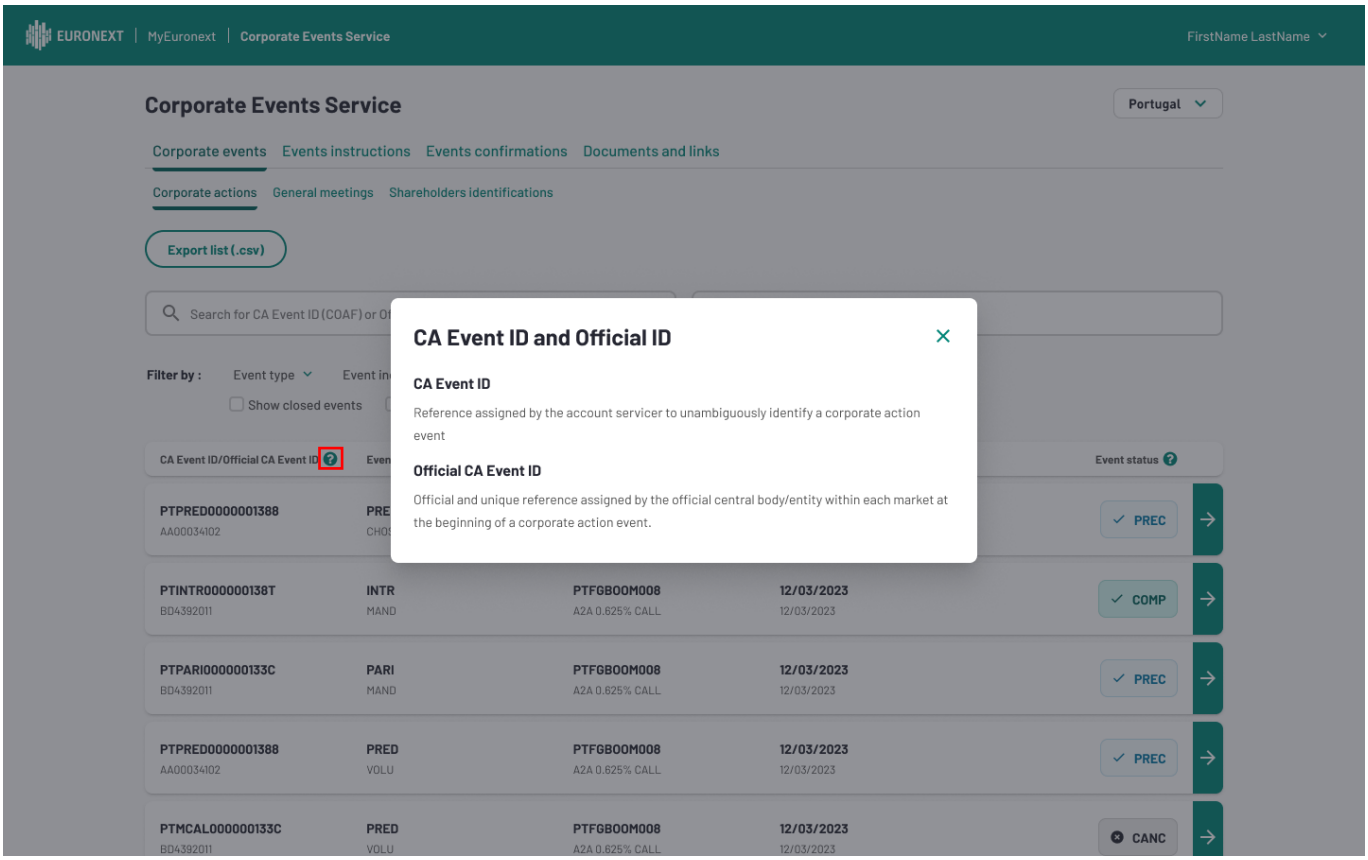

Figure 6 – "Corporate Events" – question mark

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.

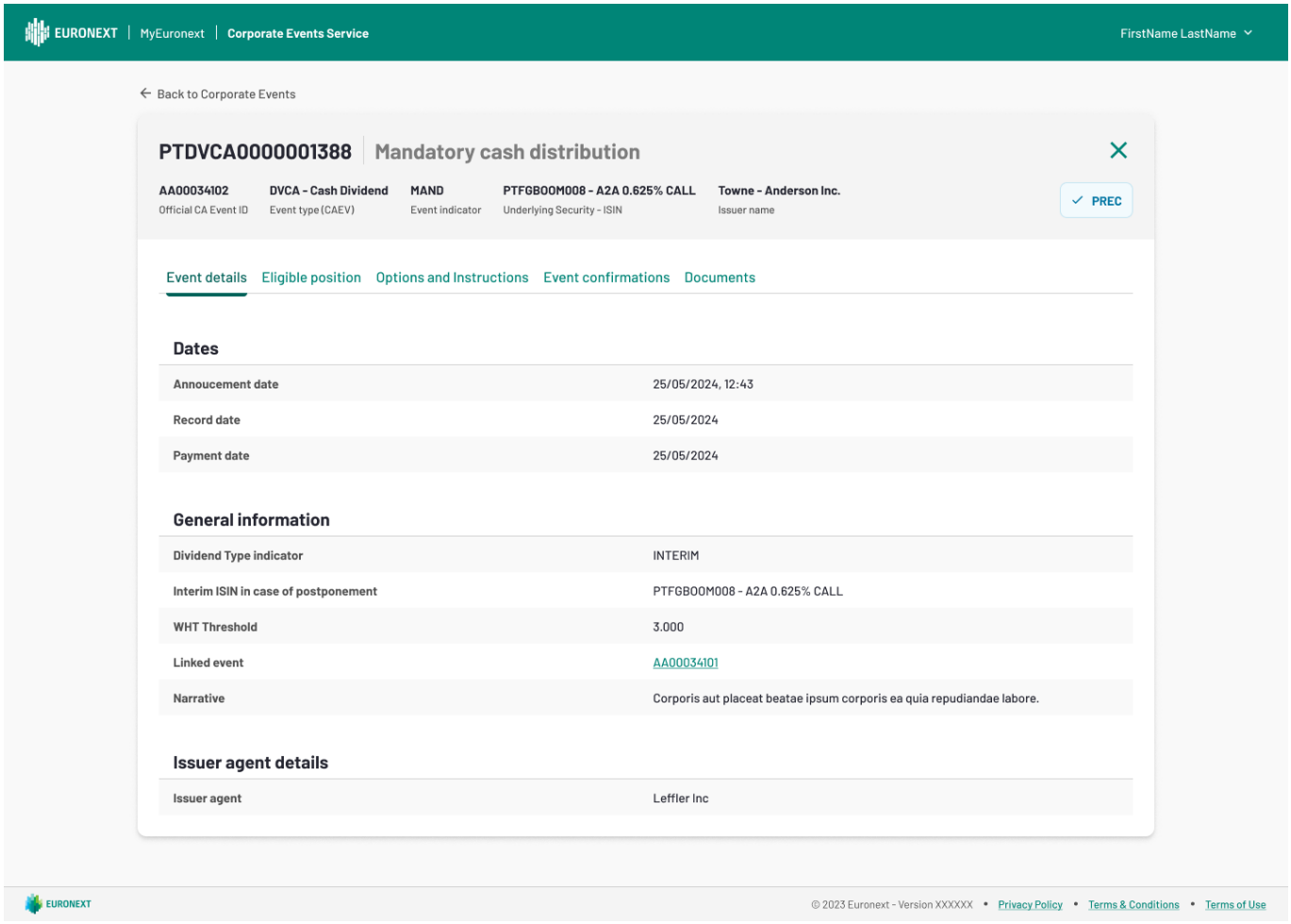

Figure 7 – "Events details" – Junior / Senior view

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.

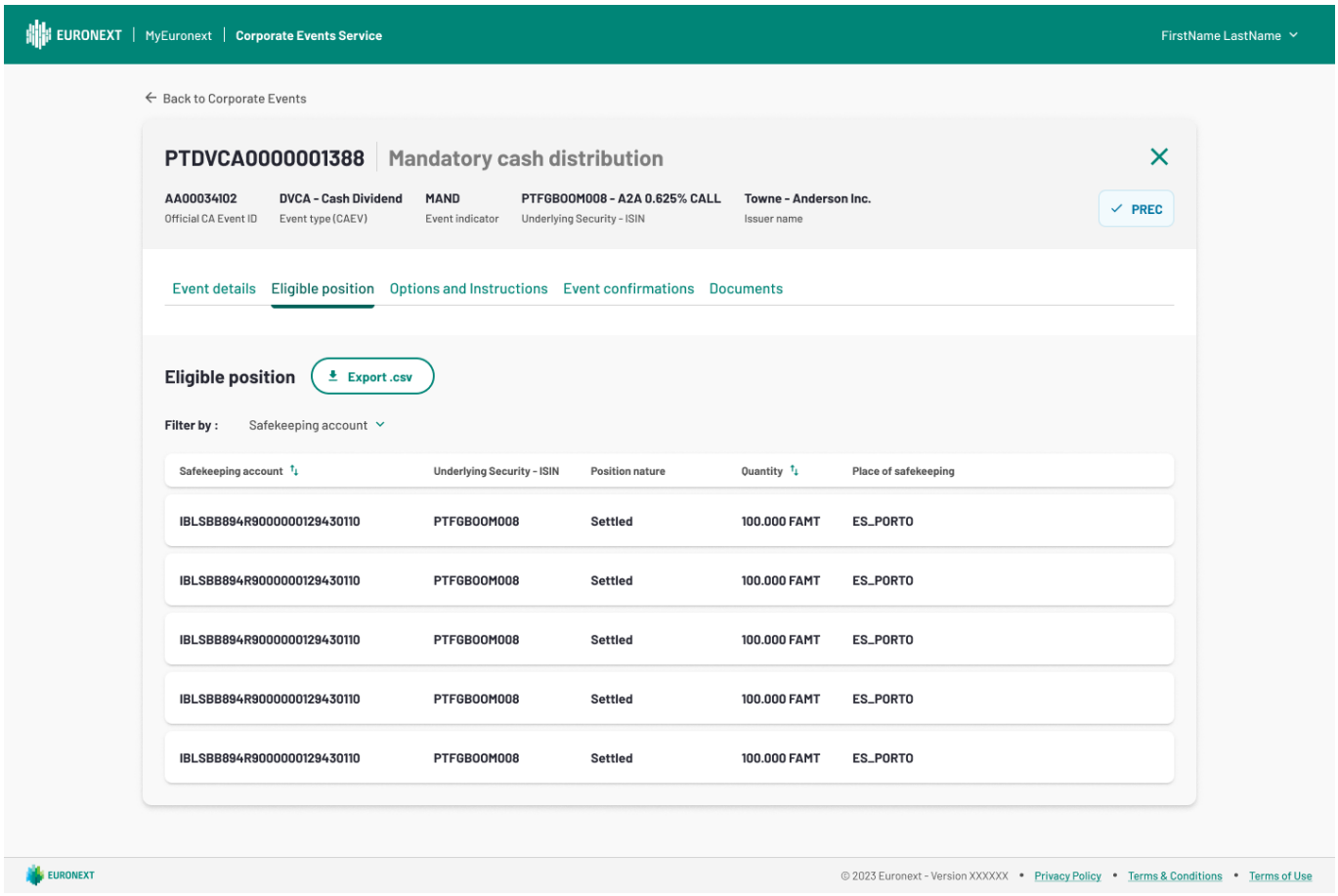

Figure 8 – "Eligible Positions" – Junior / Senior view

2.4.3 Options and Instructions

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

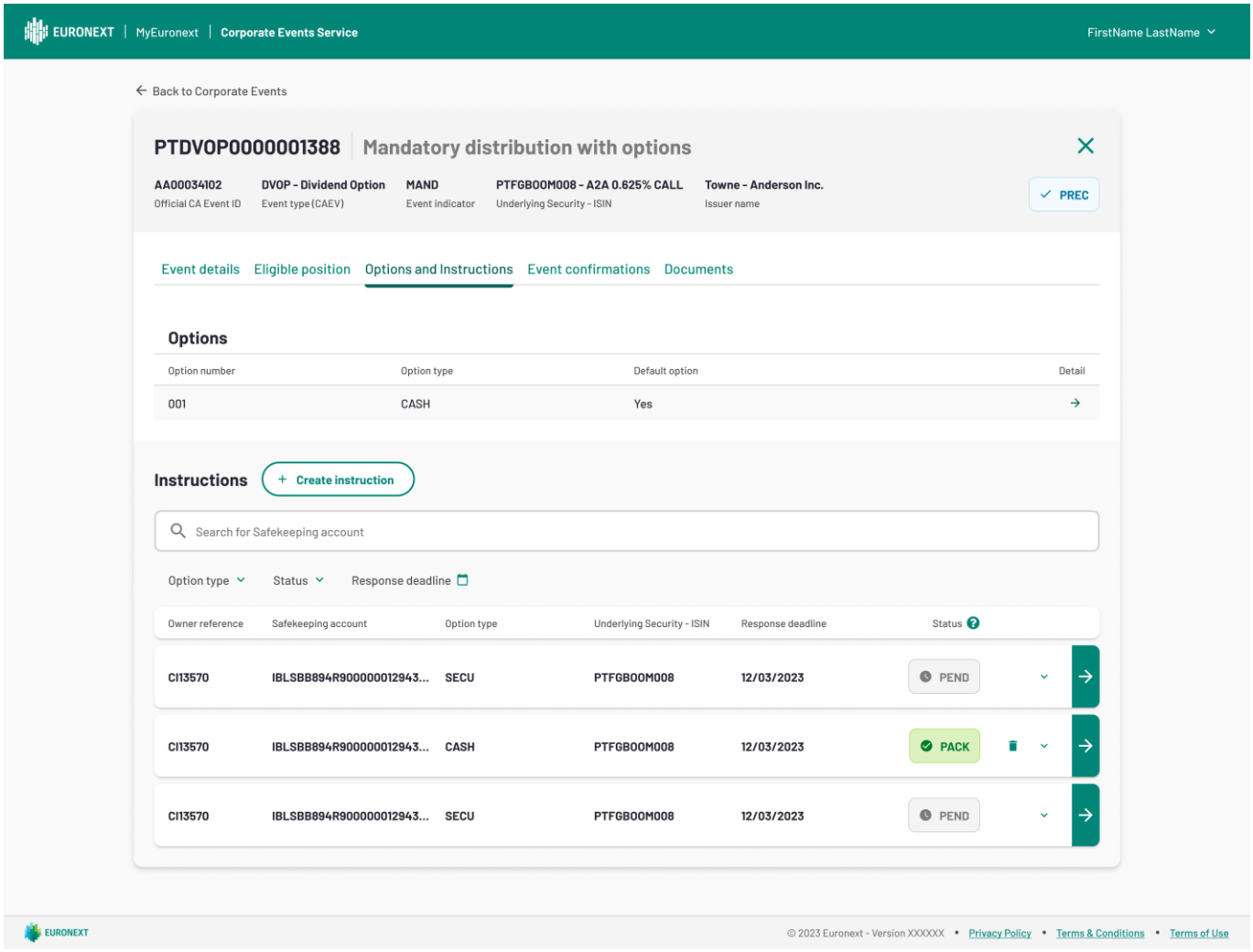

Figure 9 – "Options and Instructions" – Junior view

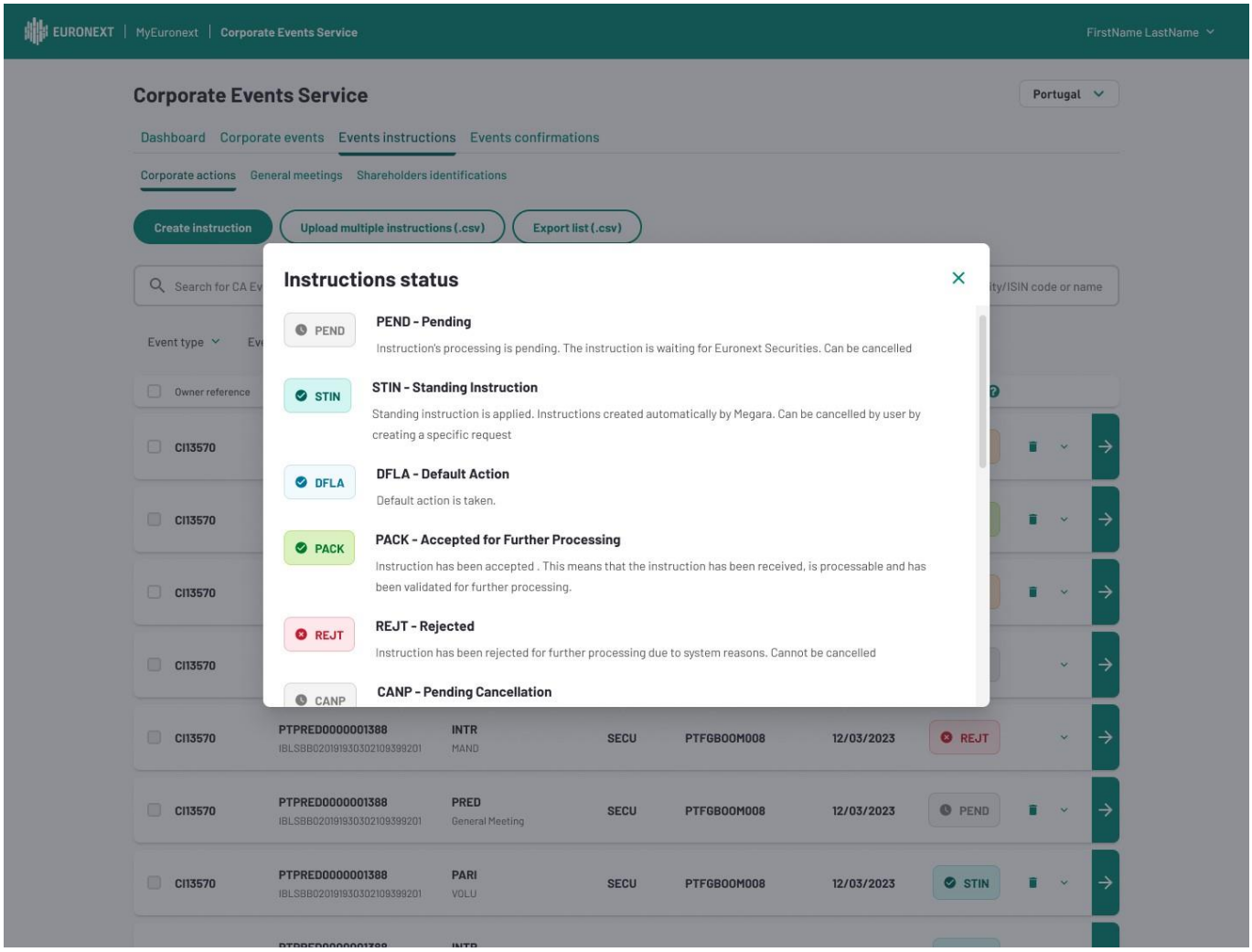

Figure 10 – "Options and Instructions" – detailed statuses

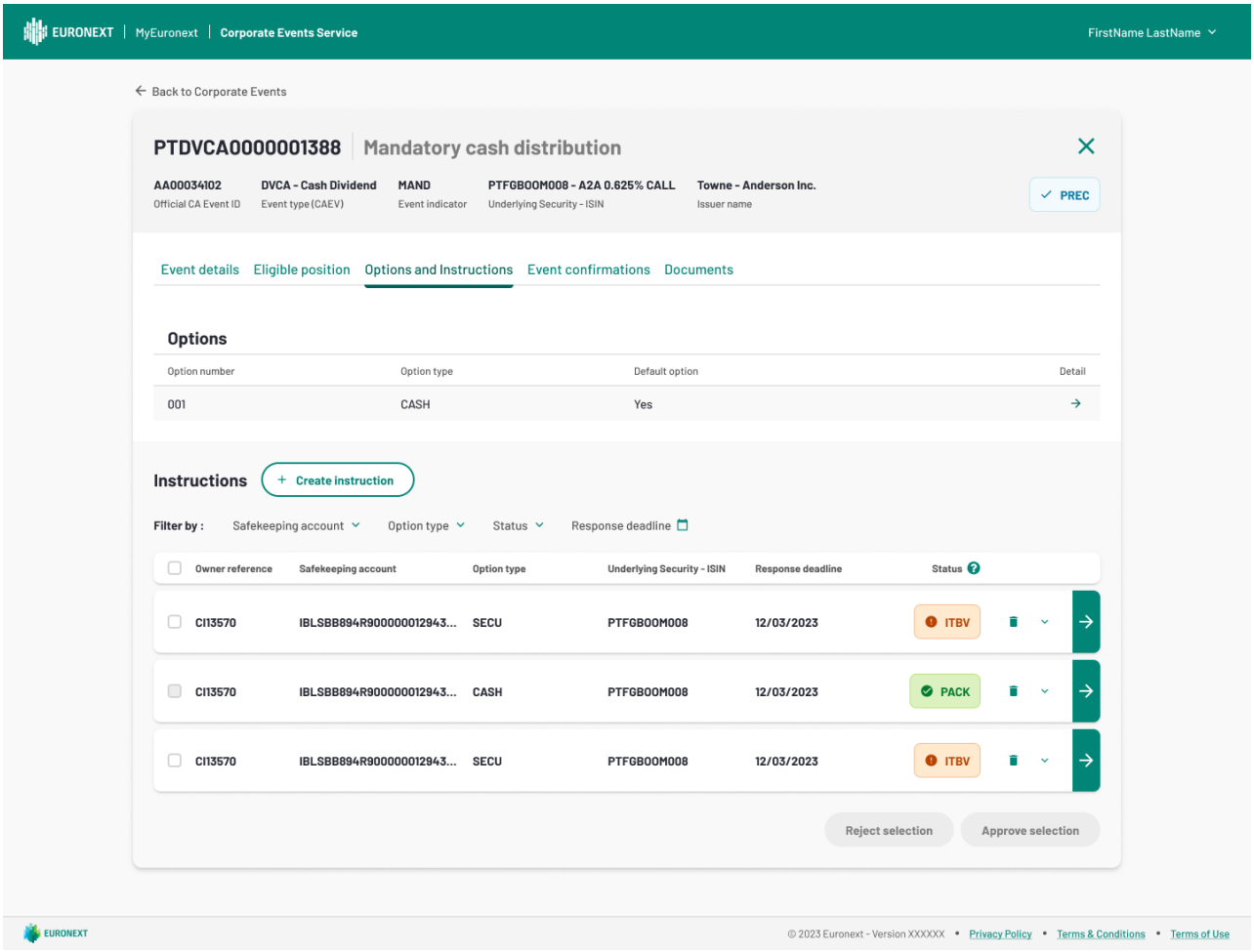

Figure 11 – "Options and Instructions" – Senior view

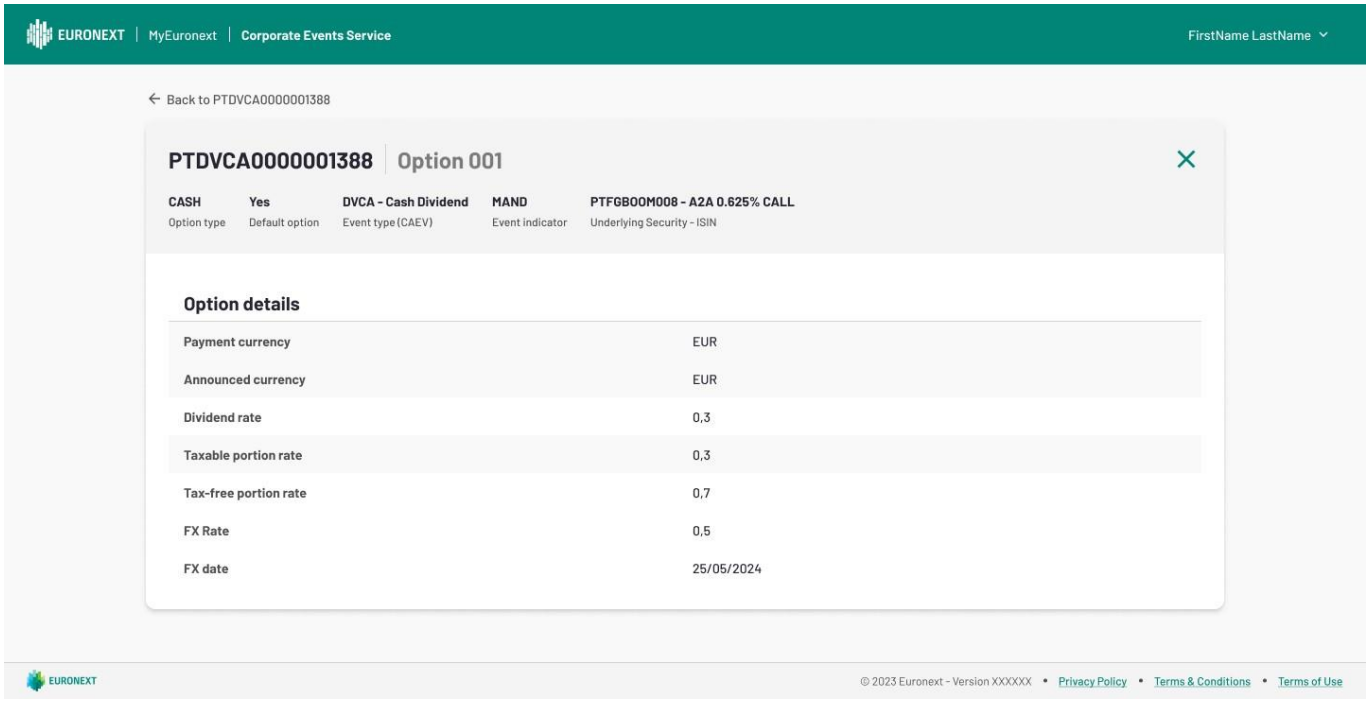

Figure 12 - Option details

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.

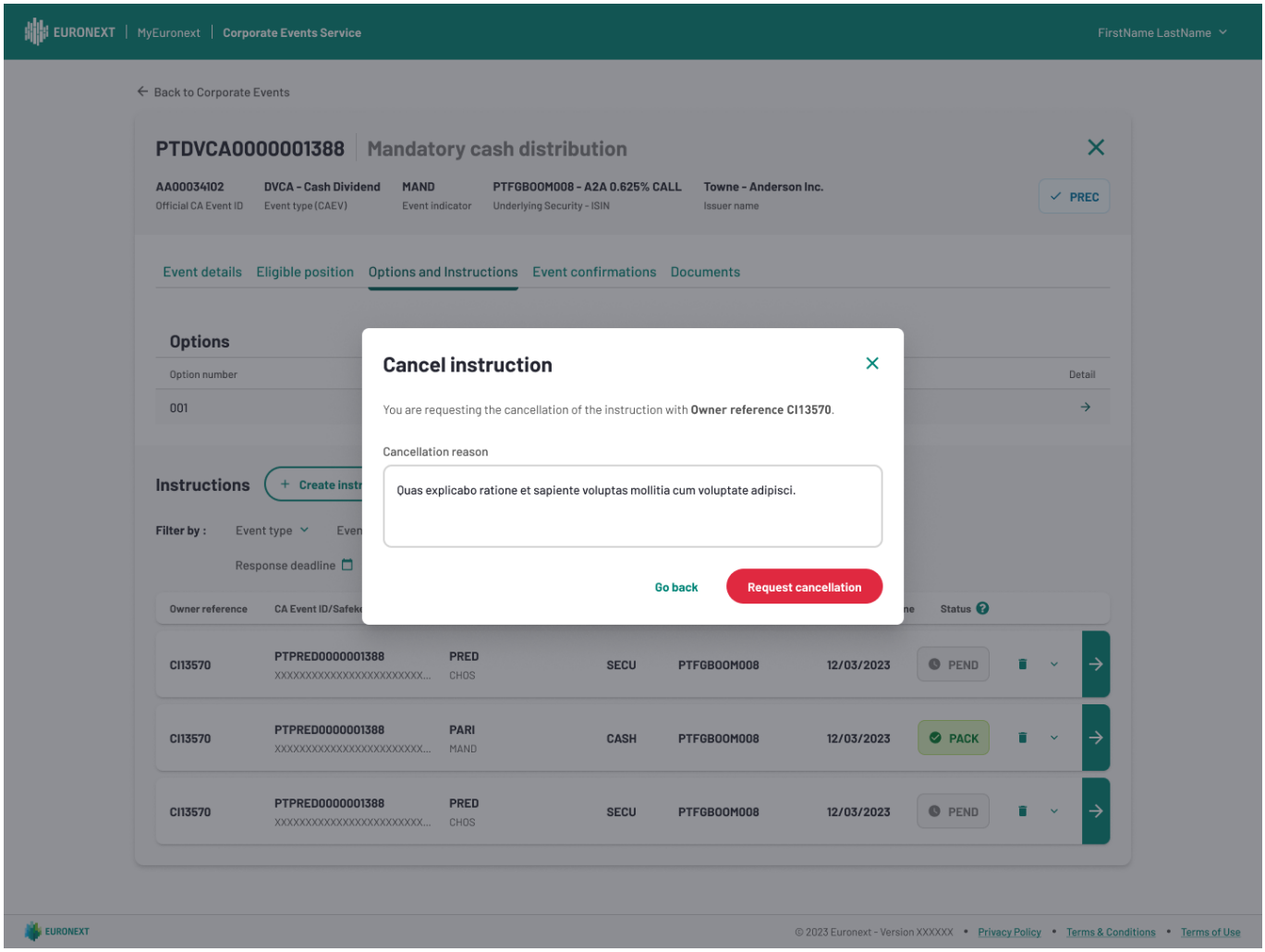

Figure 13 – "Options and Instructions" – Cancellation of one instruction

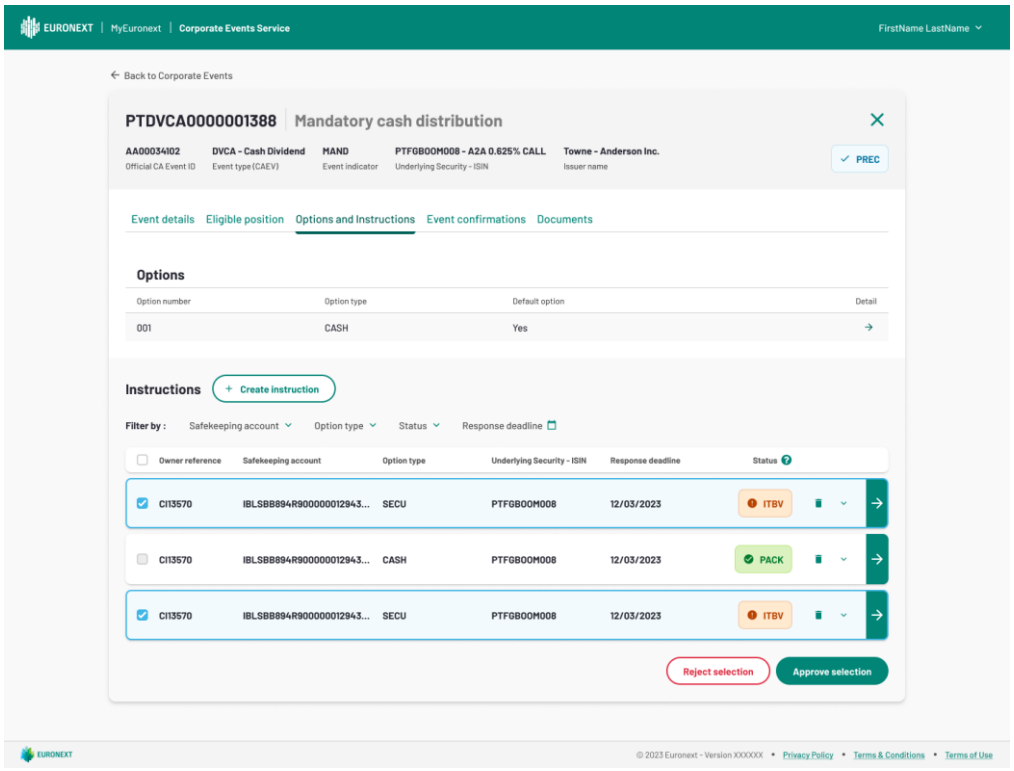

Figure 14 – "Options and Instructions" – Cancellation of multiple instructions

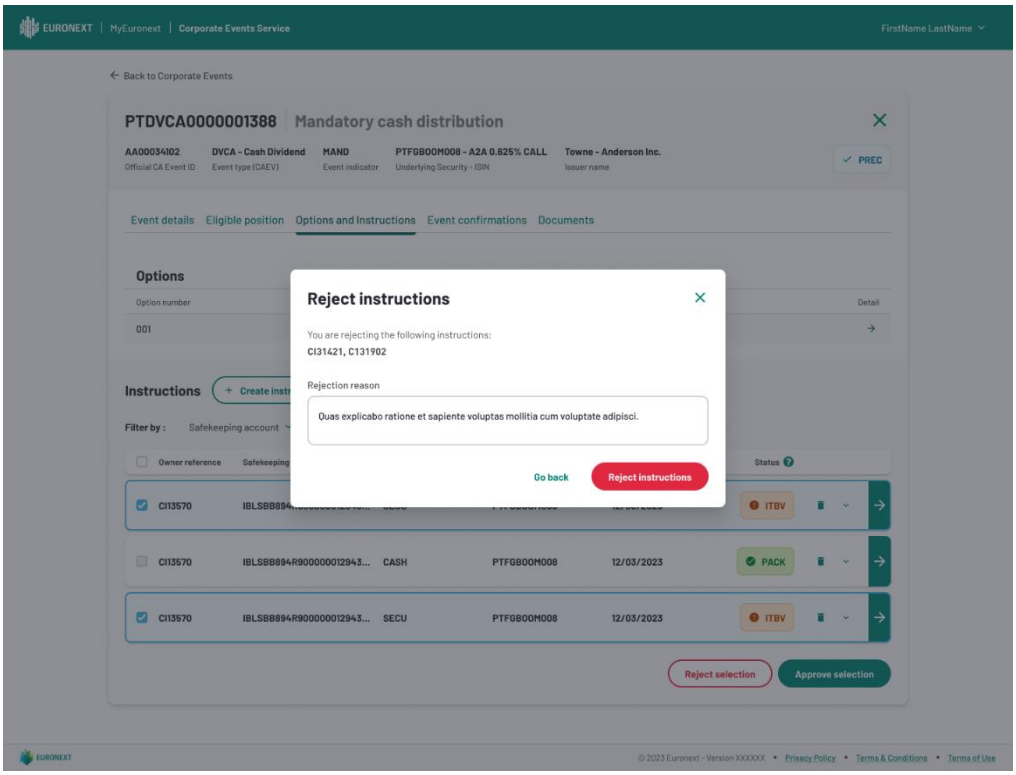

Figure 15 – "Options and Instructions" – Cancellation of multiple instructions

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.

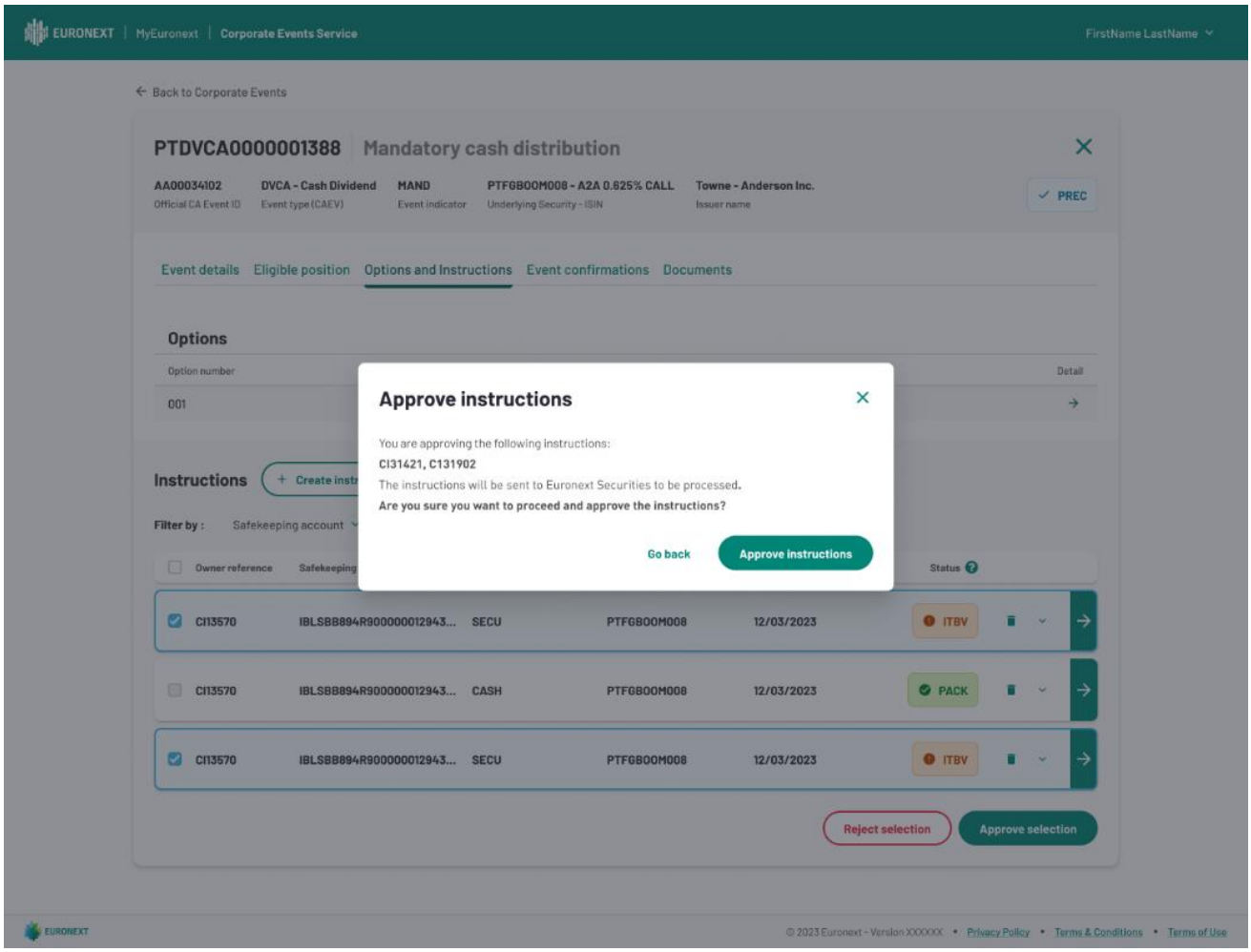

Figure 16 – "Options and Instructions" – Approval of one or multiple instructions

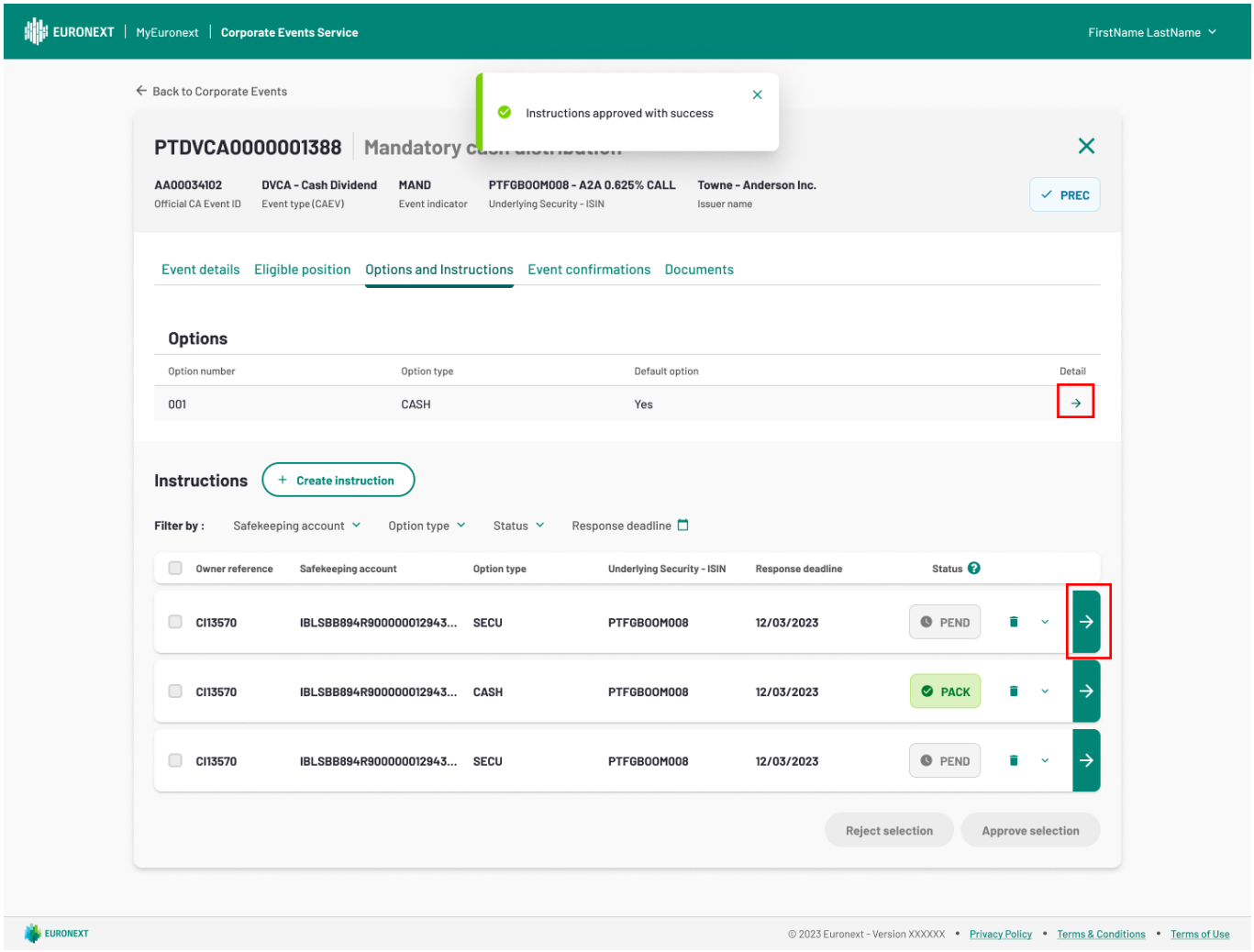

Figure 17 – "Options and Instructions" – Approval of one or multiple instructions

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:

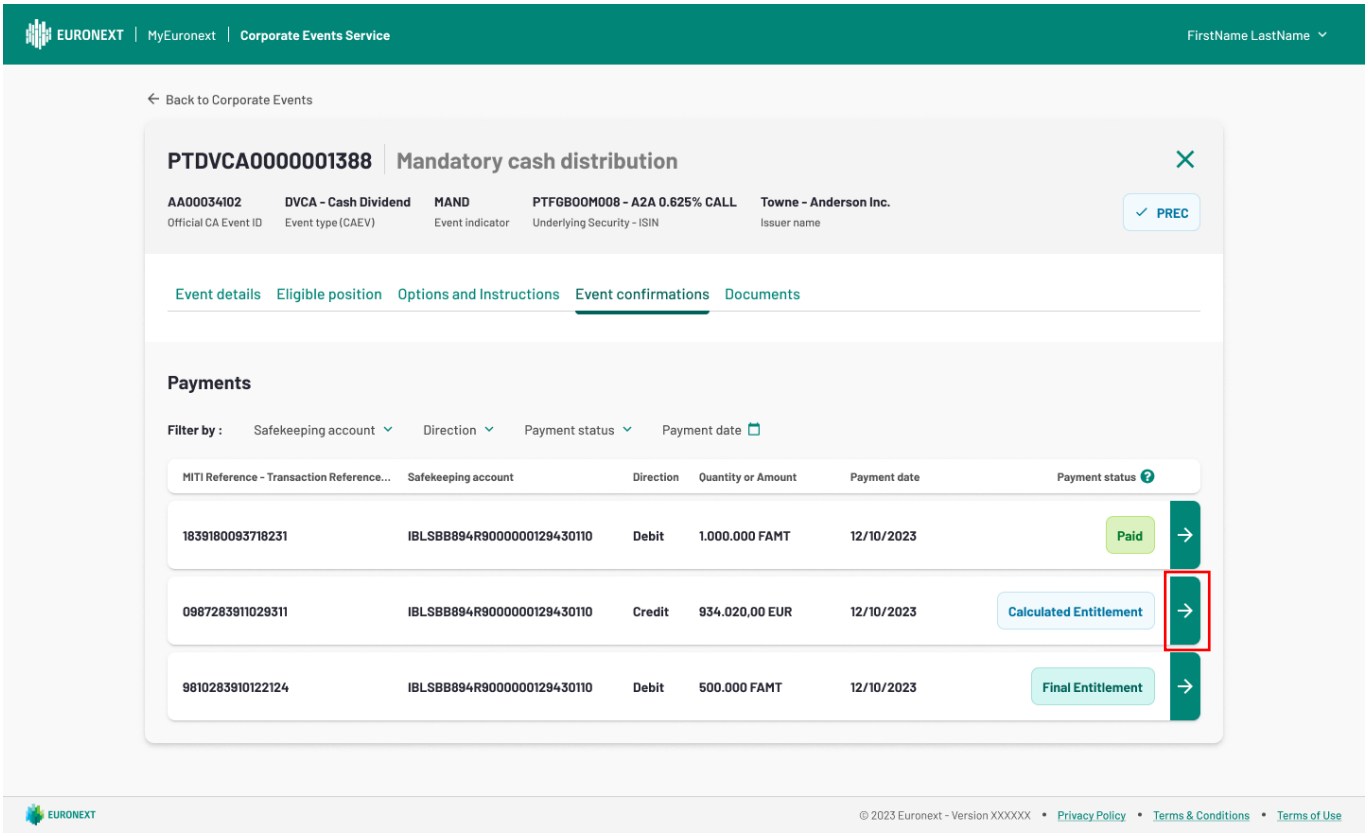

Figure 18 – "Event confirmations" – Junior/Senior view

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

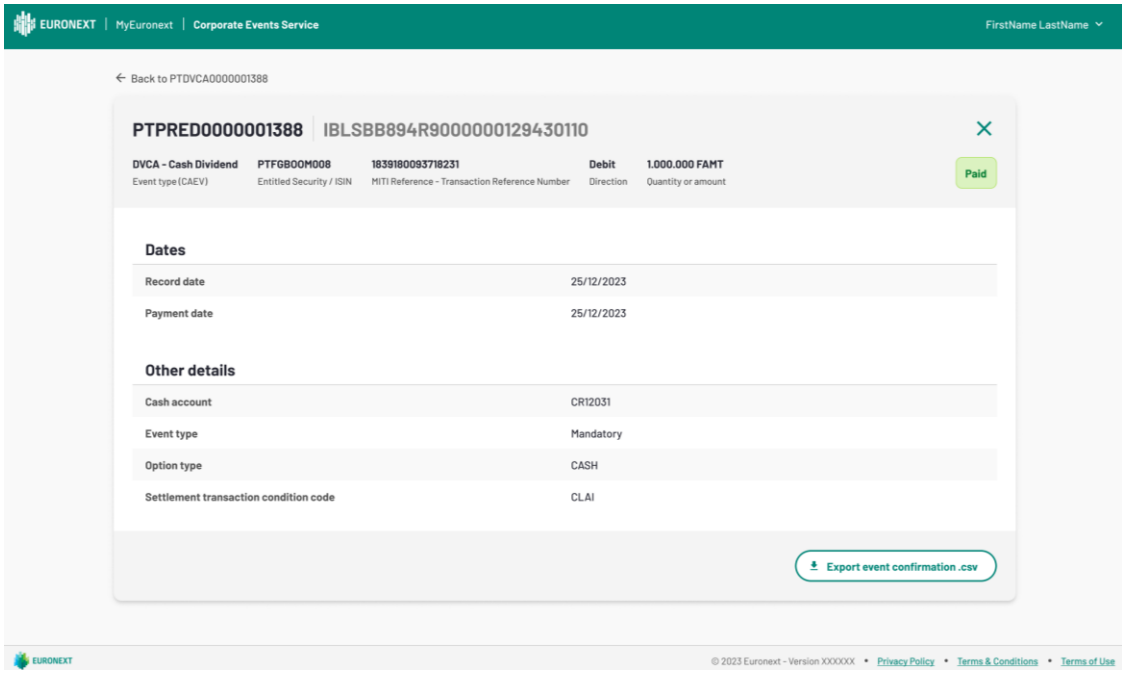

Figure 19 – "Event confirmations" – details

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.

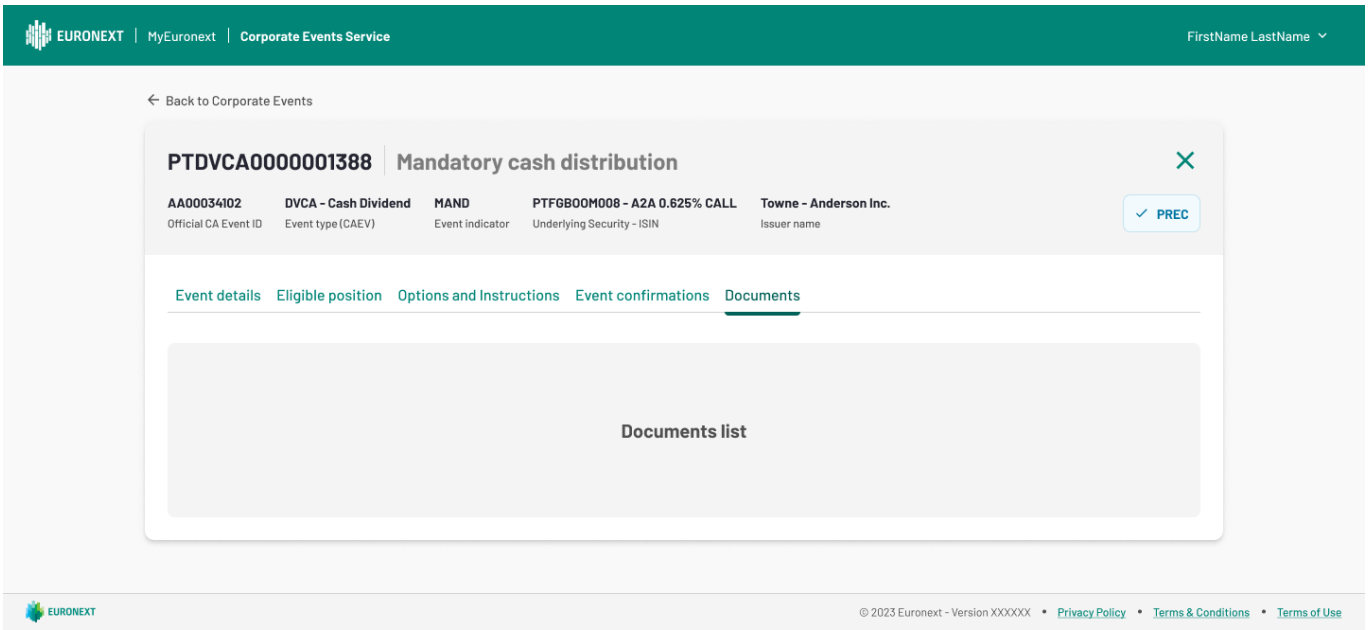

Figure 20 – "Documents" – Junior/Senior view

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:

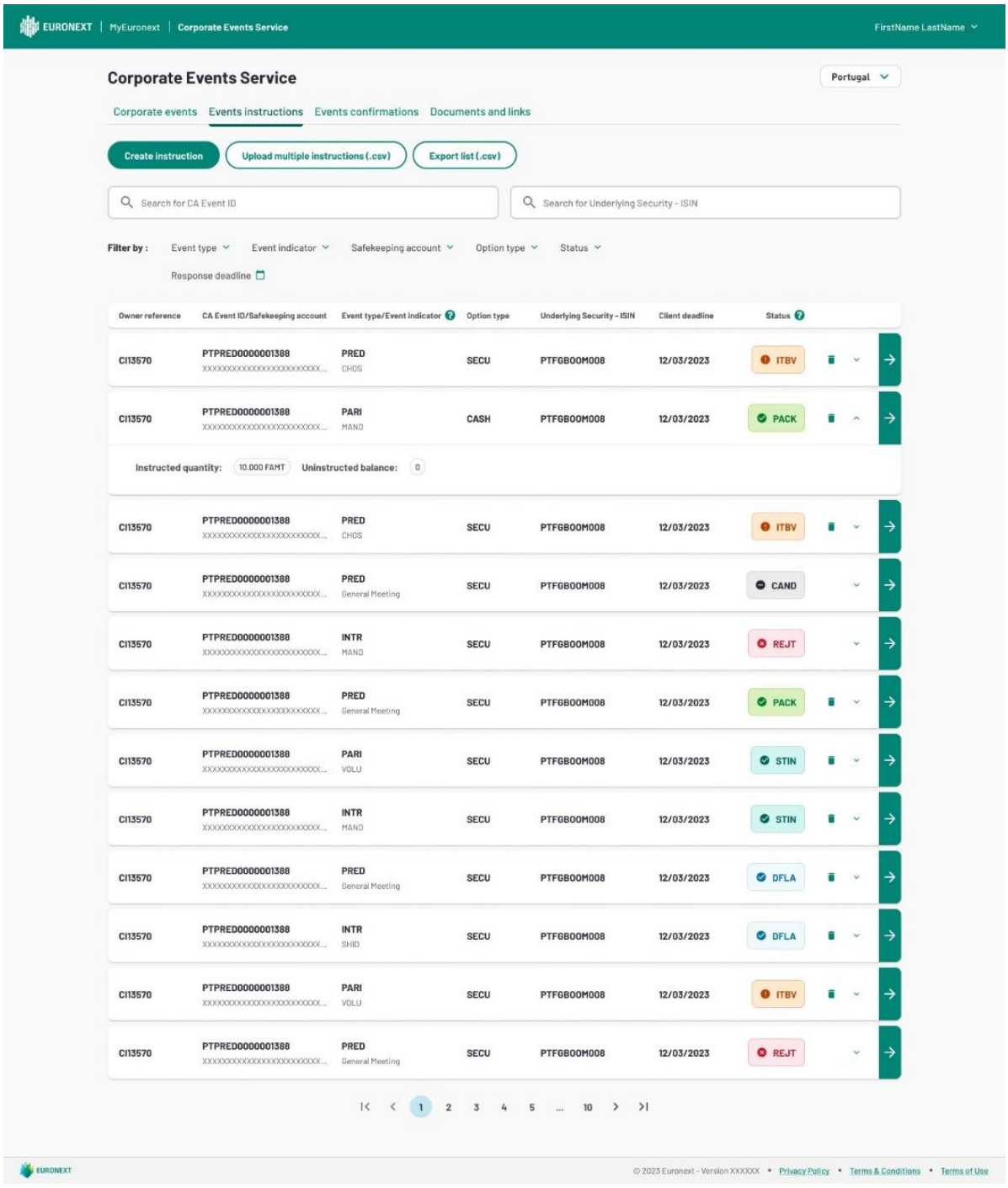

Figure 21 – Events and instructions list

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:

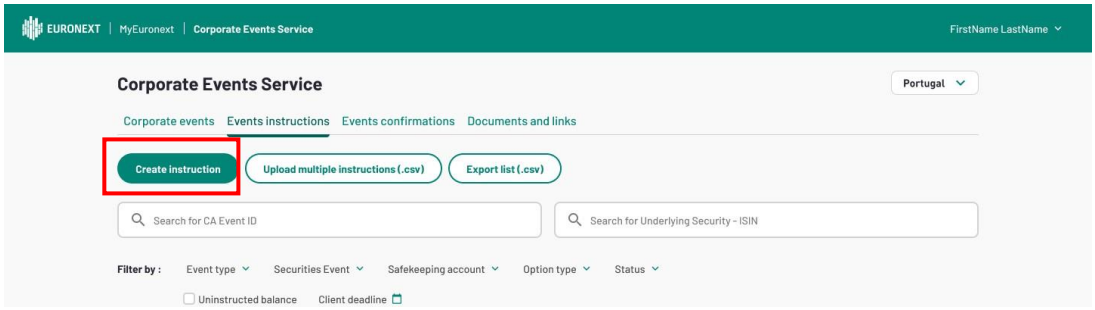

Figure 22 – "Events Instructions" – Instruction creation (form)

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

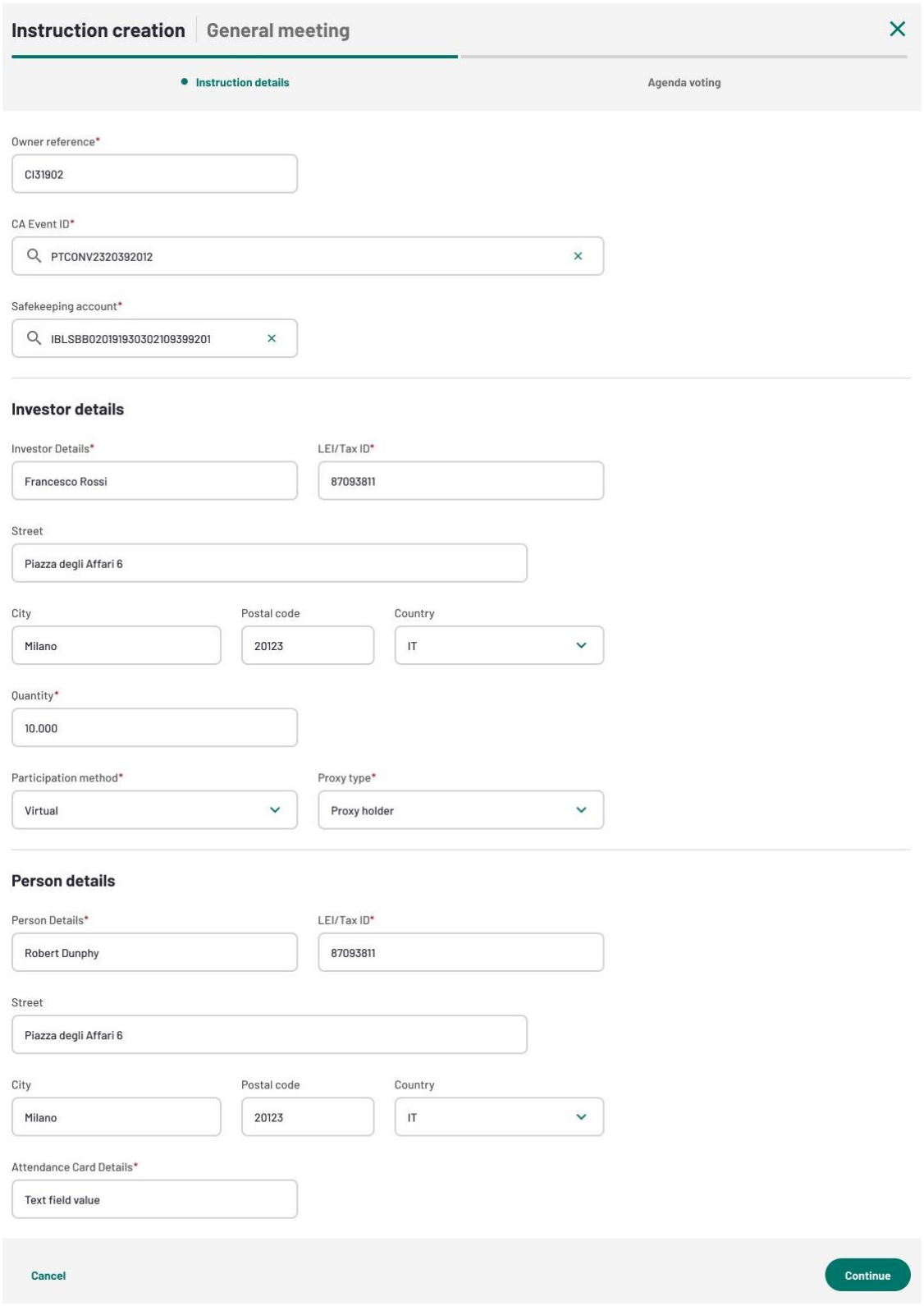

Figure 23 – "Events Instructions" – Instruction creation (form)

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

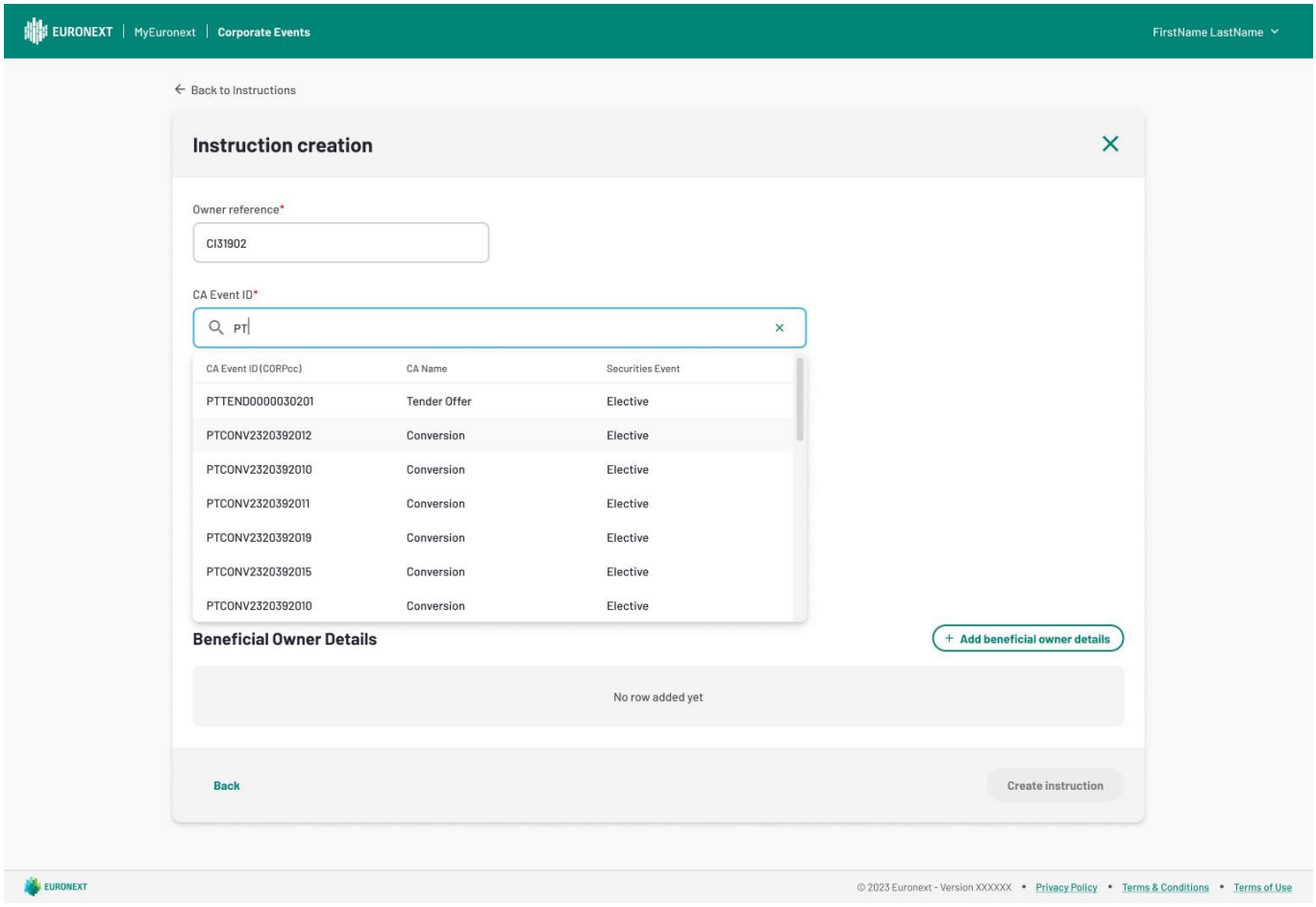

Figure 24 – "Events Instructions" – Instruction creation (form)

2.5.4 CSV upload

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

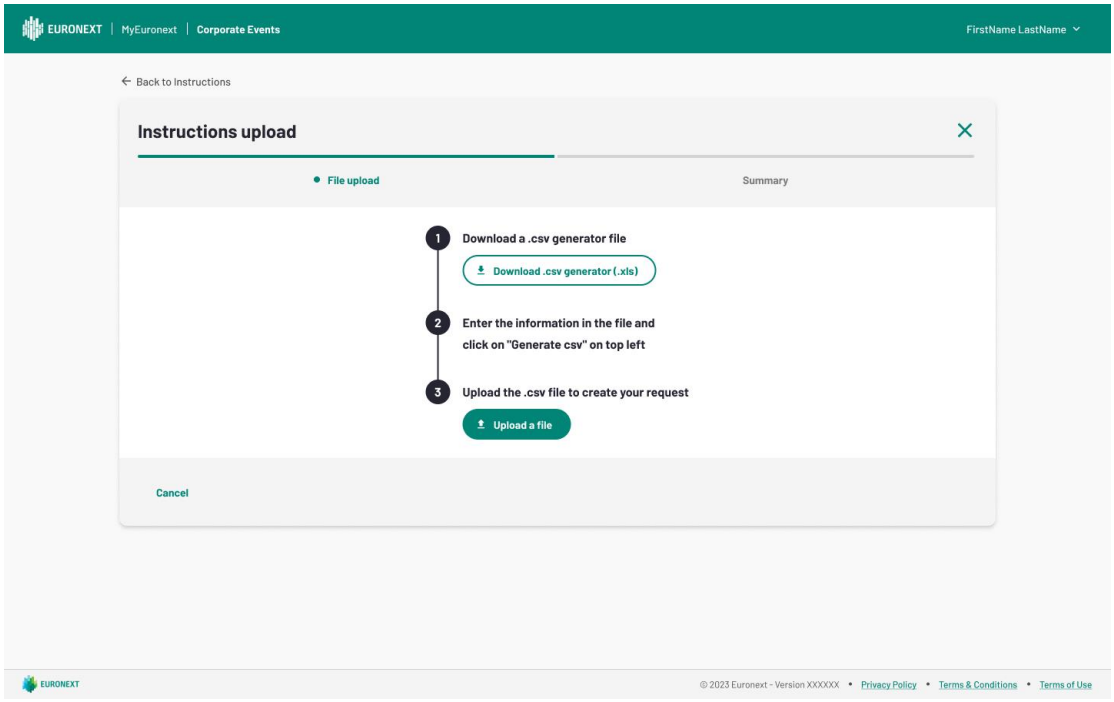

Figure 25– "Events Instructions" – Instruction creation (CSV)- file download

2. Upload it back on the platform.

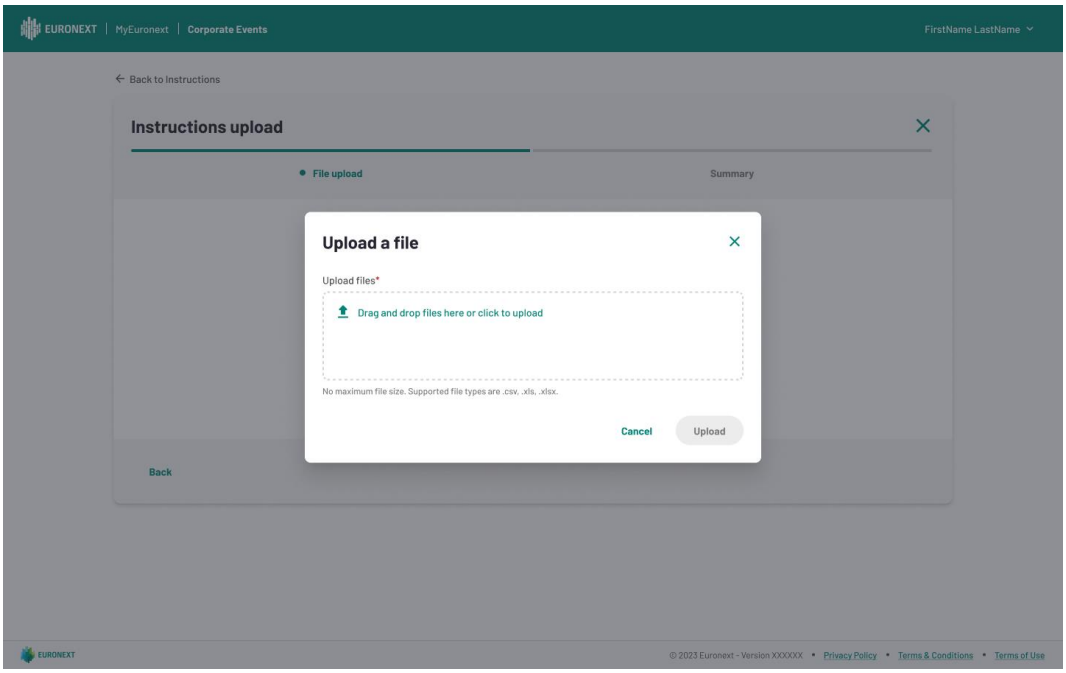

Figure 26– "Events Instructions" – Instruction creation (CSV)- file upload

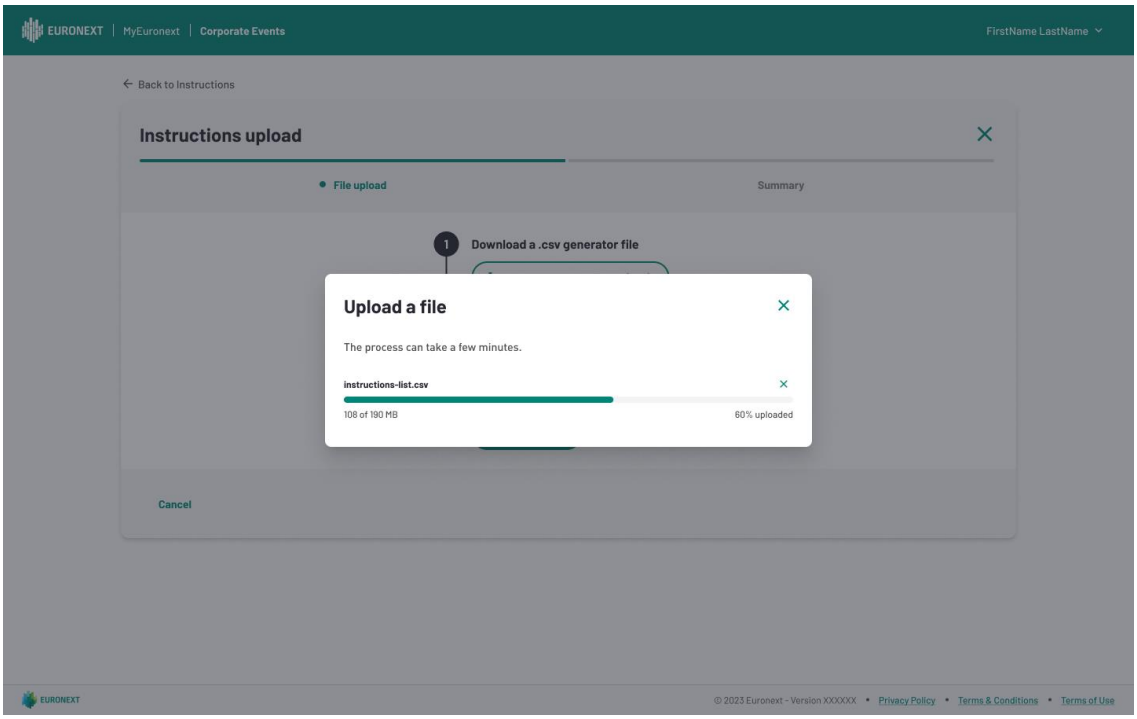

Figure 27 – "Events Instructions" – Instruction creation (CSV)- file upload

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

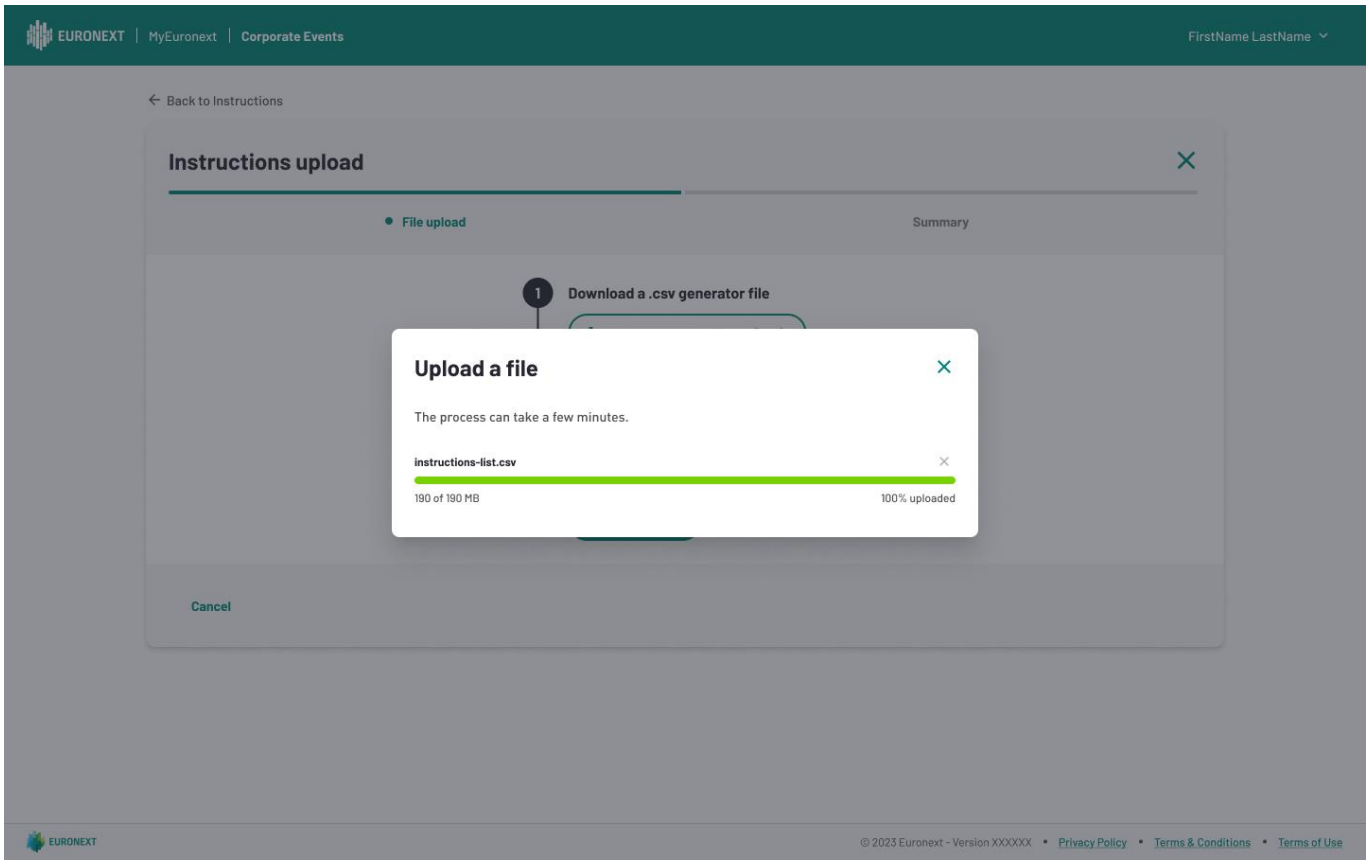

Figure 28 – "Events Instructions" – Instruction creation (CSV)- file uploaded

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

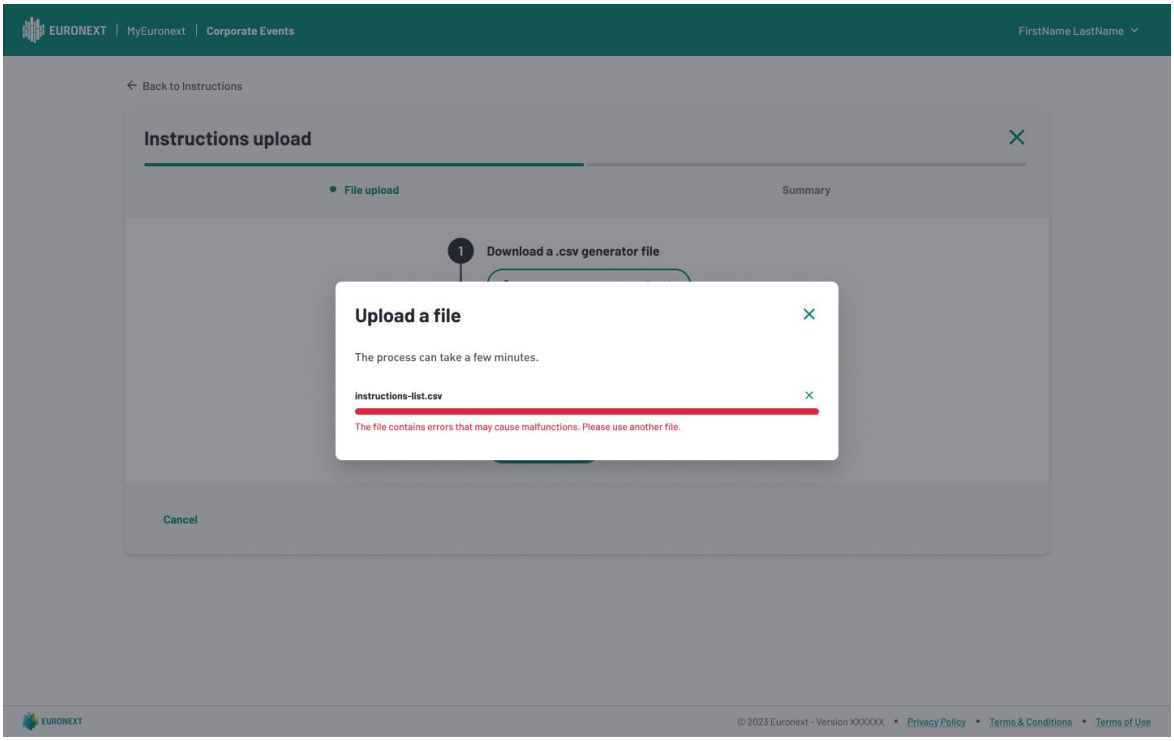

Figure 29 – "Events Instructions" – Instruction creation (CSV)- Antivirus error

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

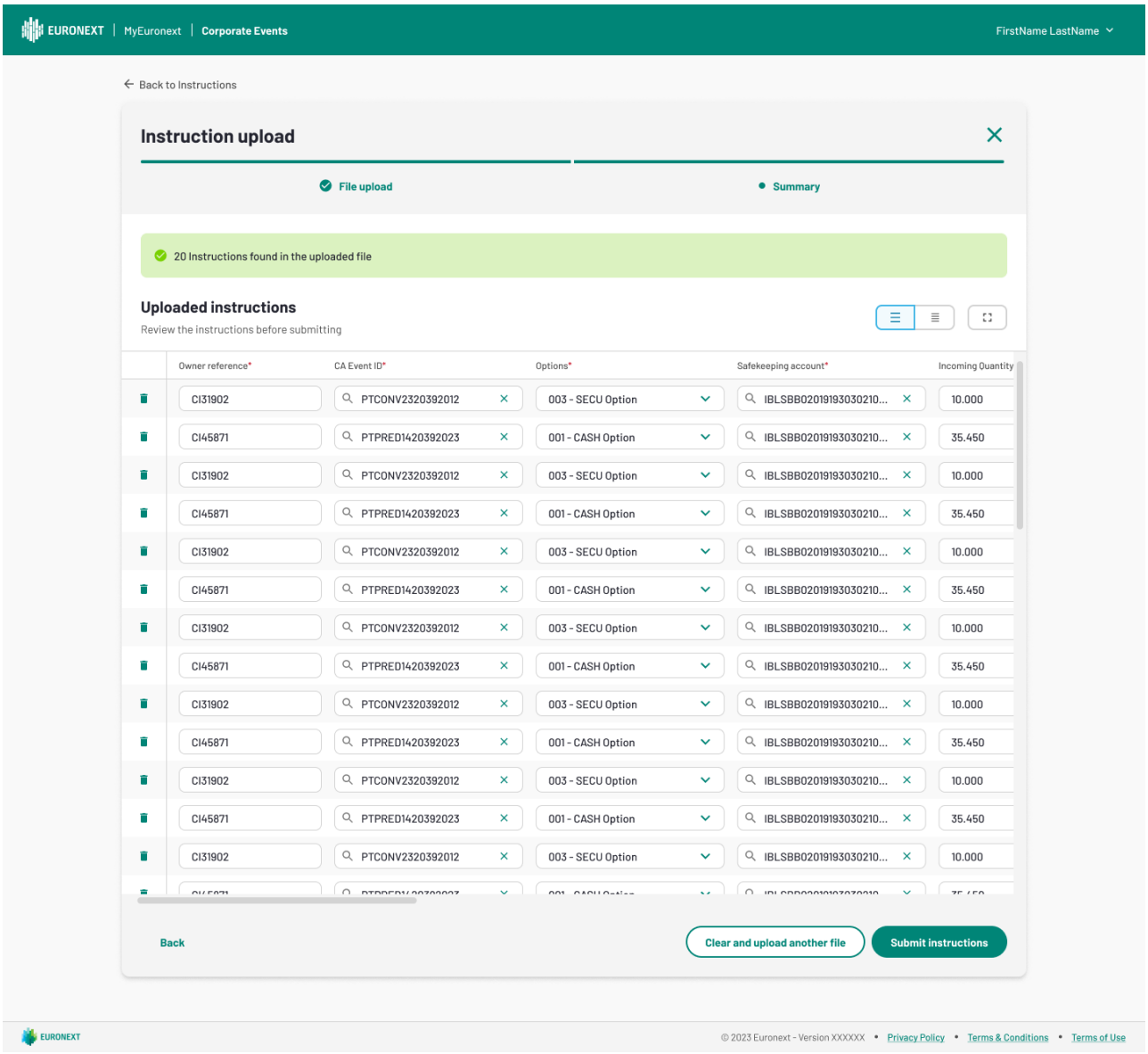

Figure 30– "Events Instructions" – Instruction creation (CSV)- Instructions' summary

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.

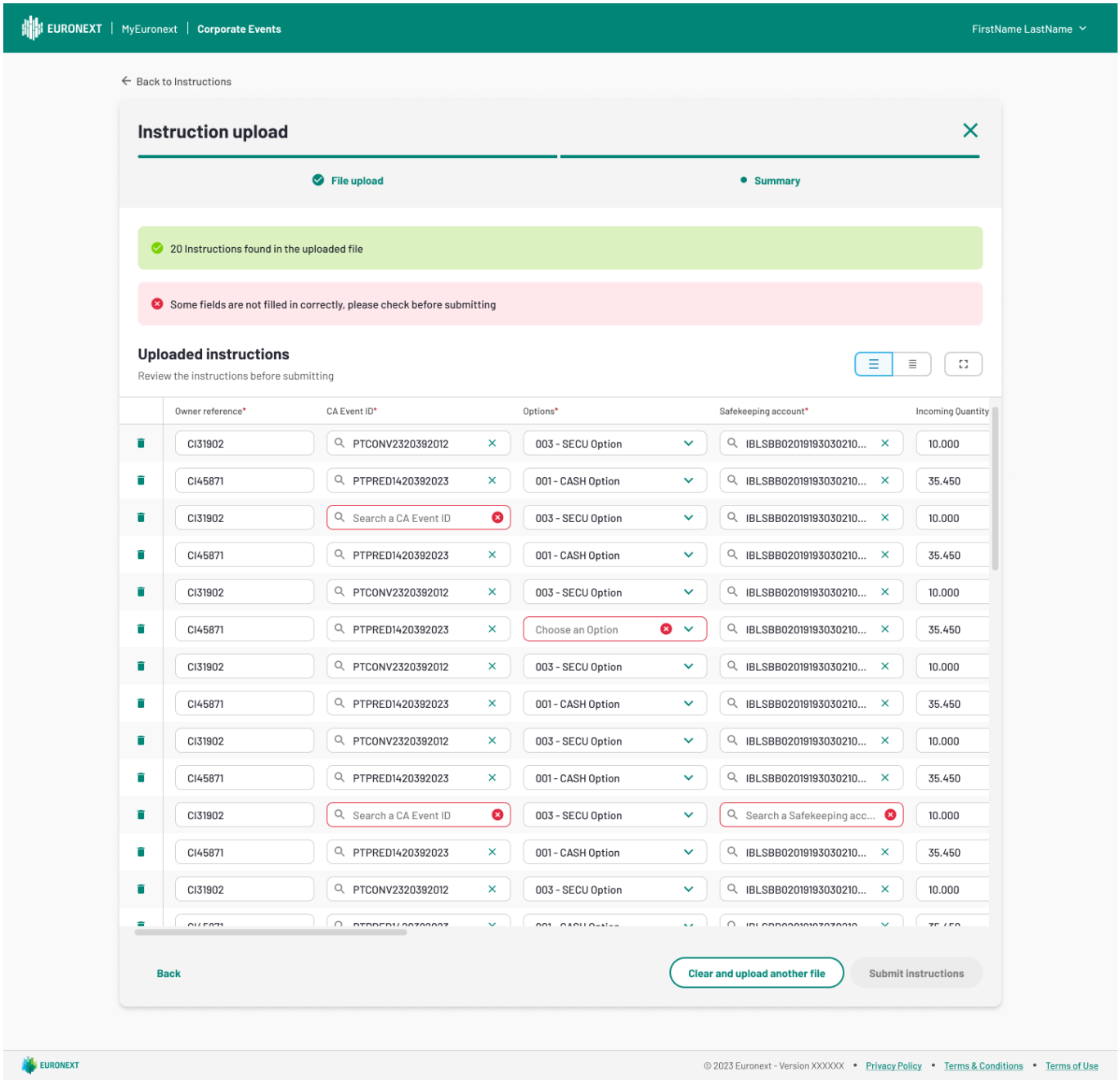

Figure 31– "Events Instructions" – Instruction creation (CSV)- Instructions' summary

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:

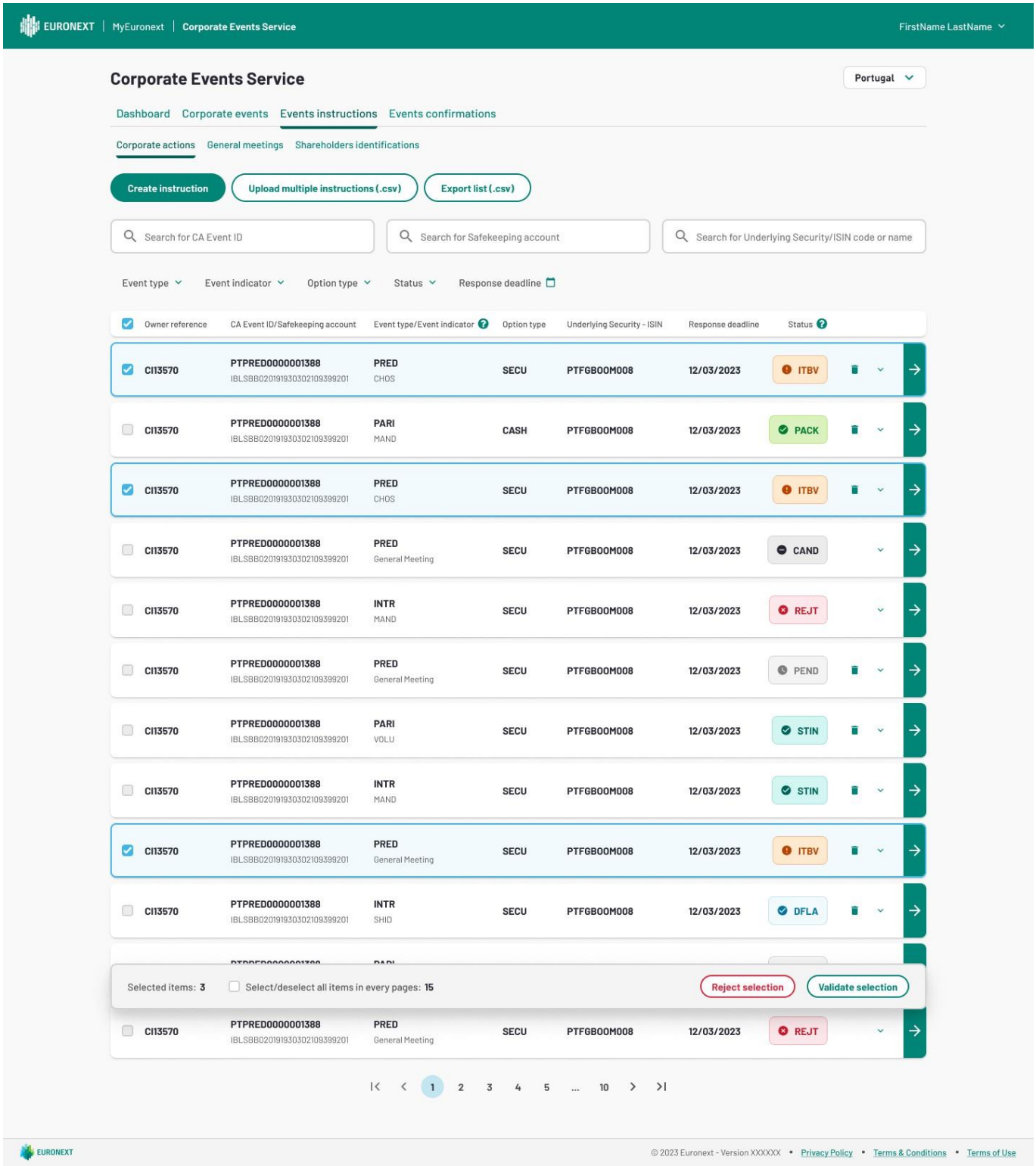

Figure 32– "Events Instructions" – Bulk selection for validation or rejection

Click on the validate selection to validate the instructions:

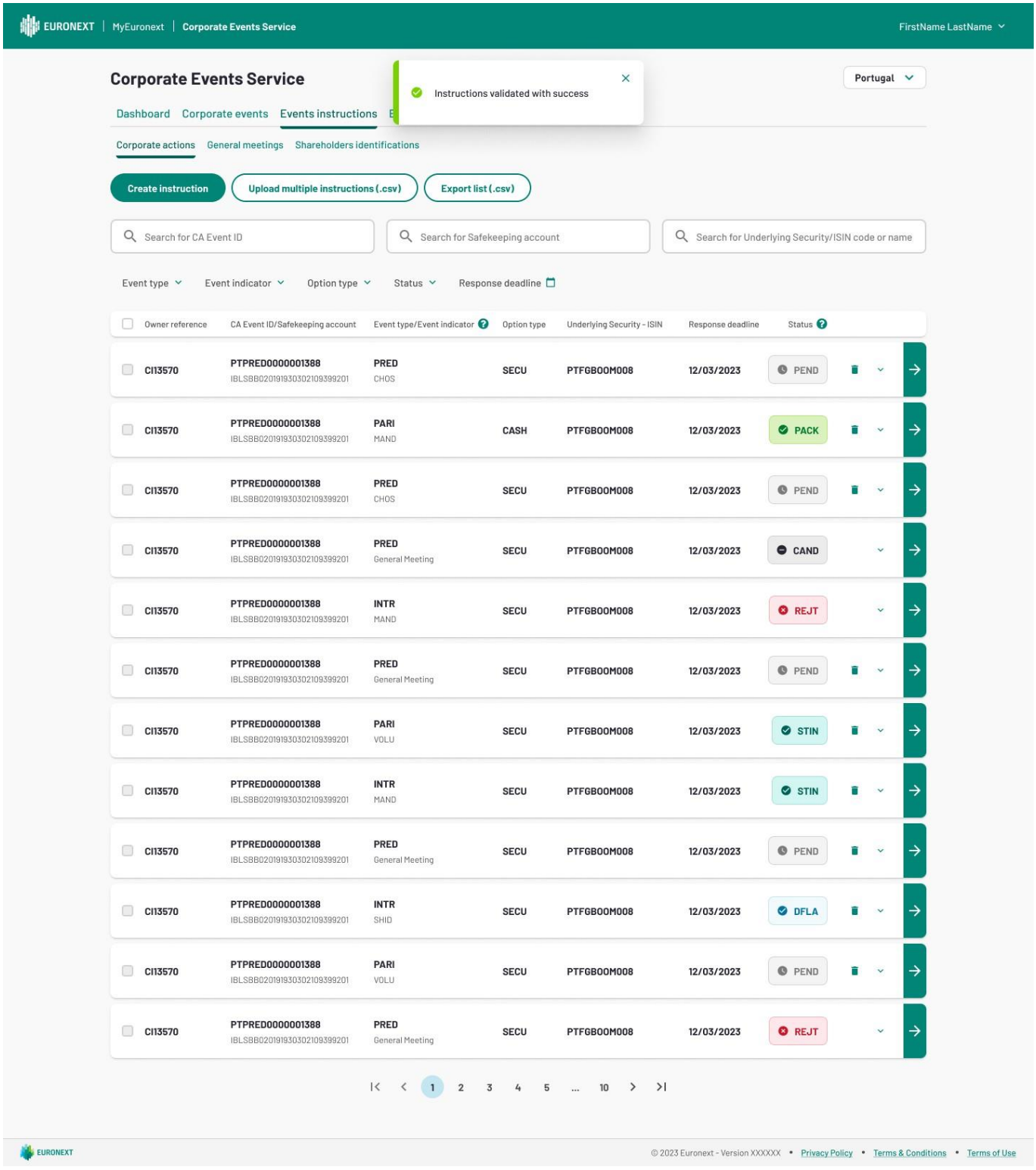

Figure 33 - "Events Instructions" – Instructions validated

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.

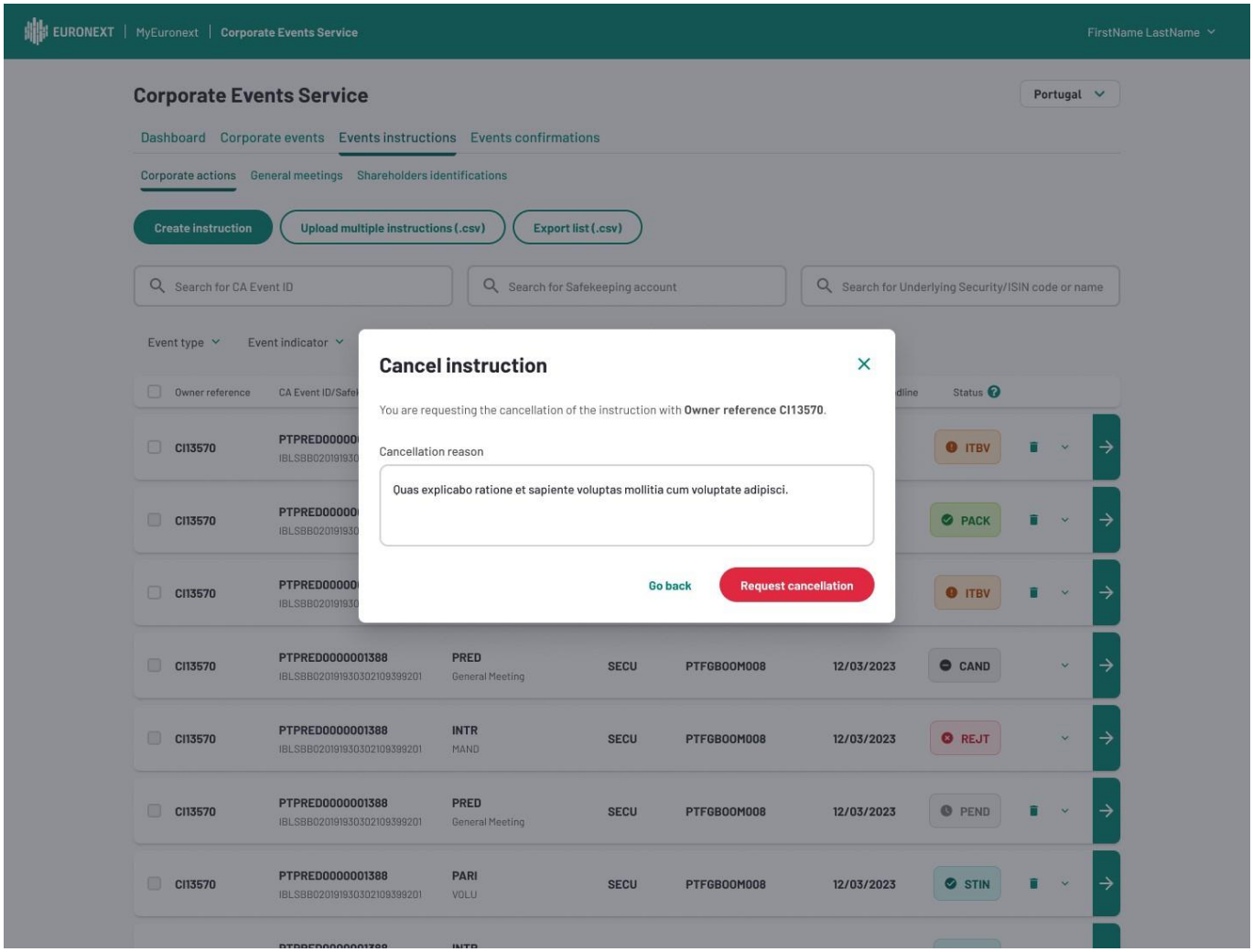

Figure 34 - Instructions cancellation reason

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

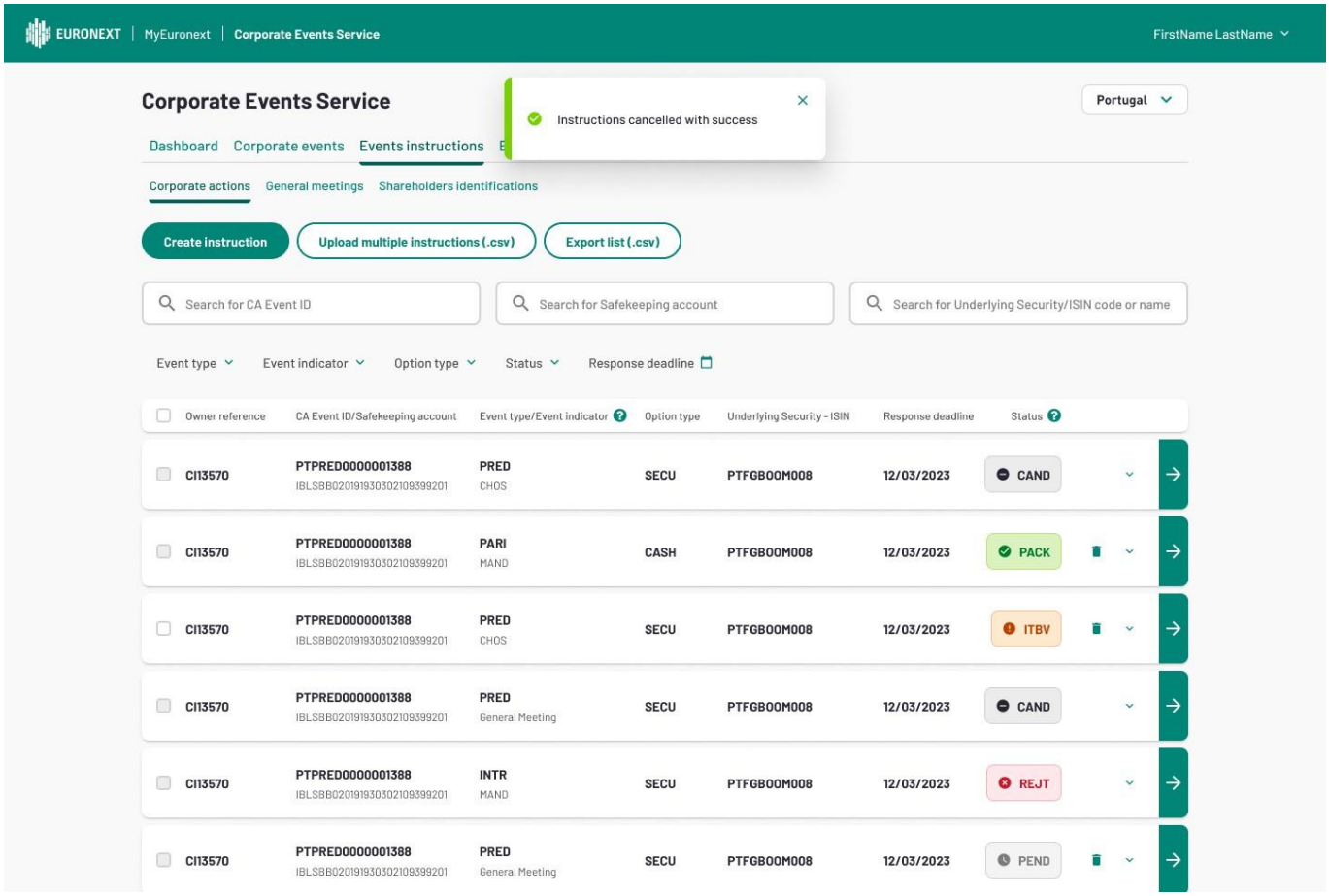

Figure 35 - Instructions cancellation success

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

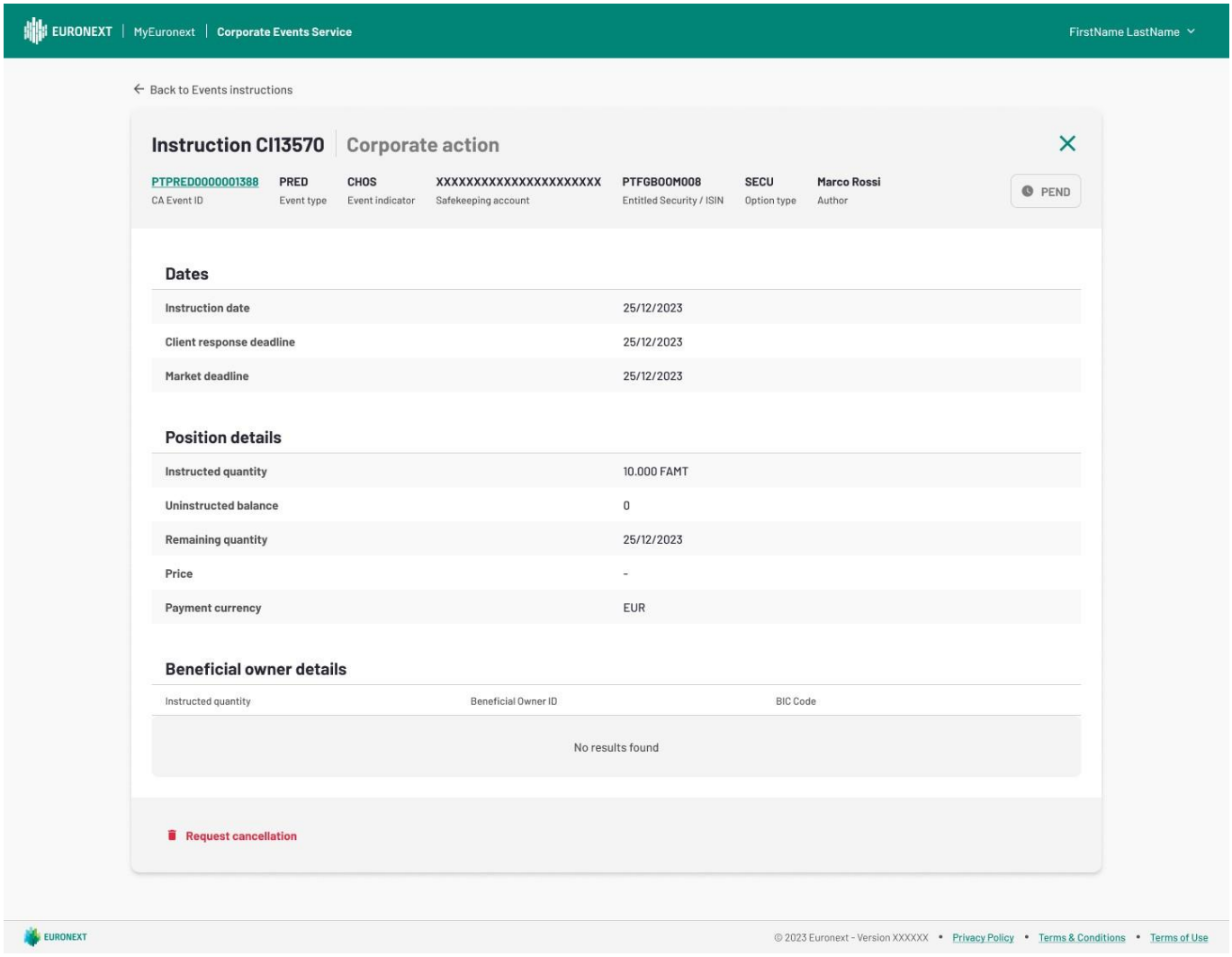

Figure 36 – Instruction details

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.

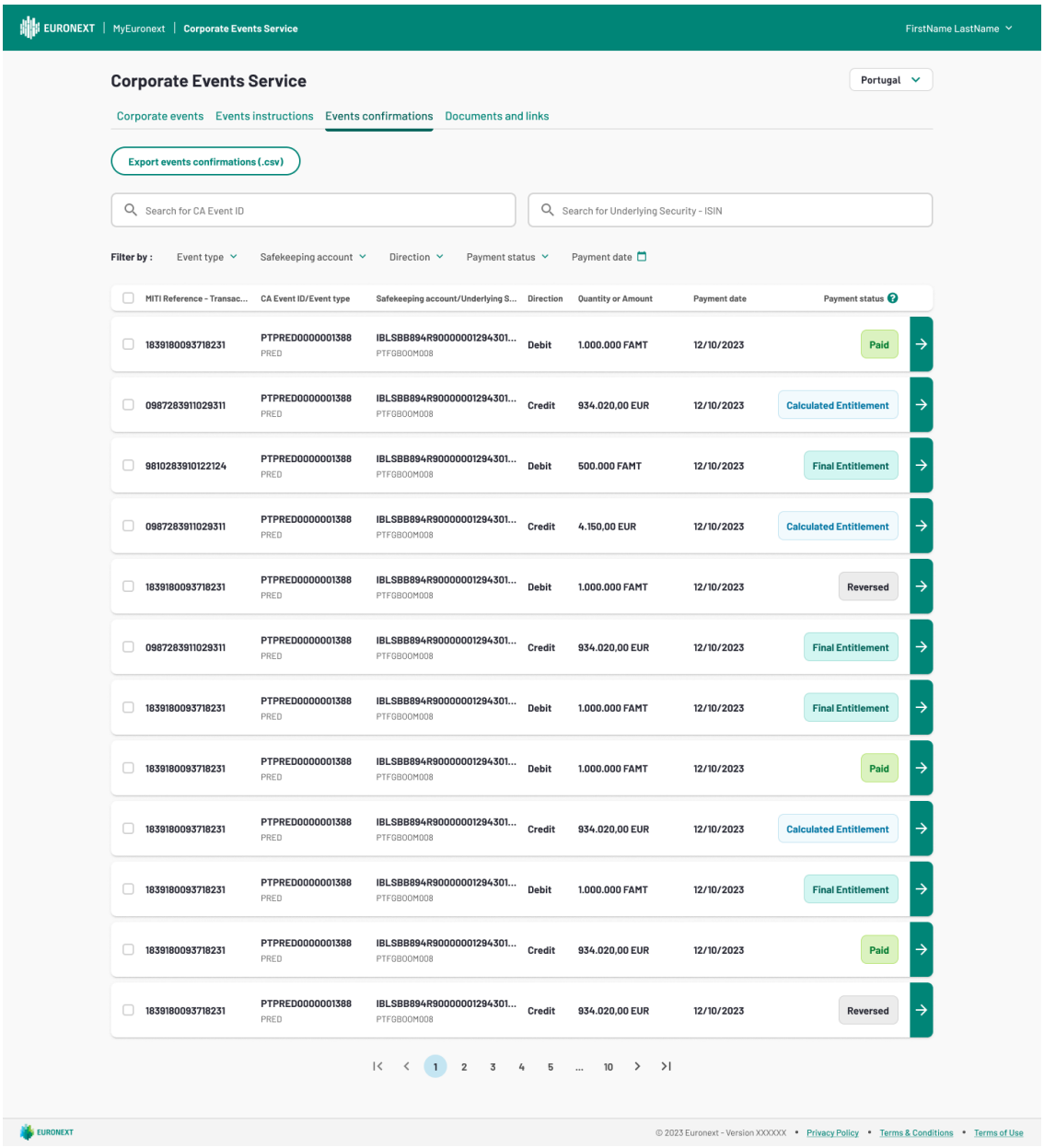

Figure 37– "Events Confirmations" – Payments list

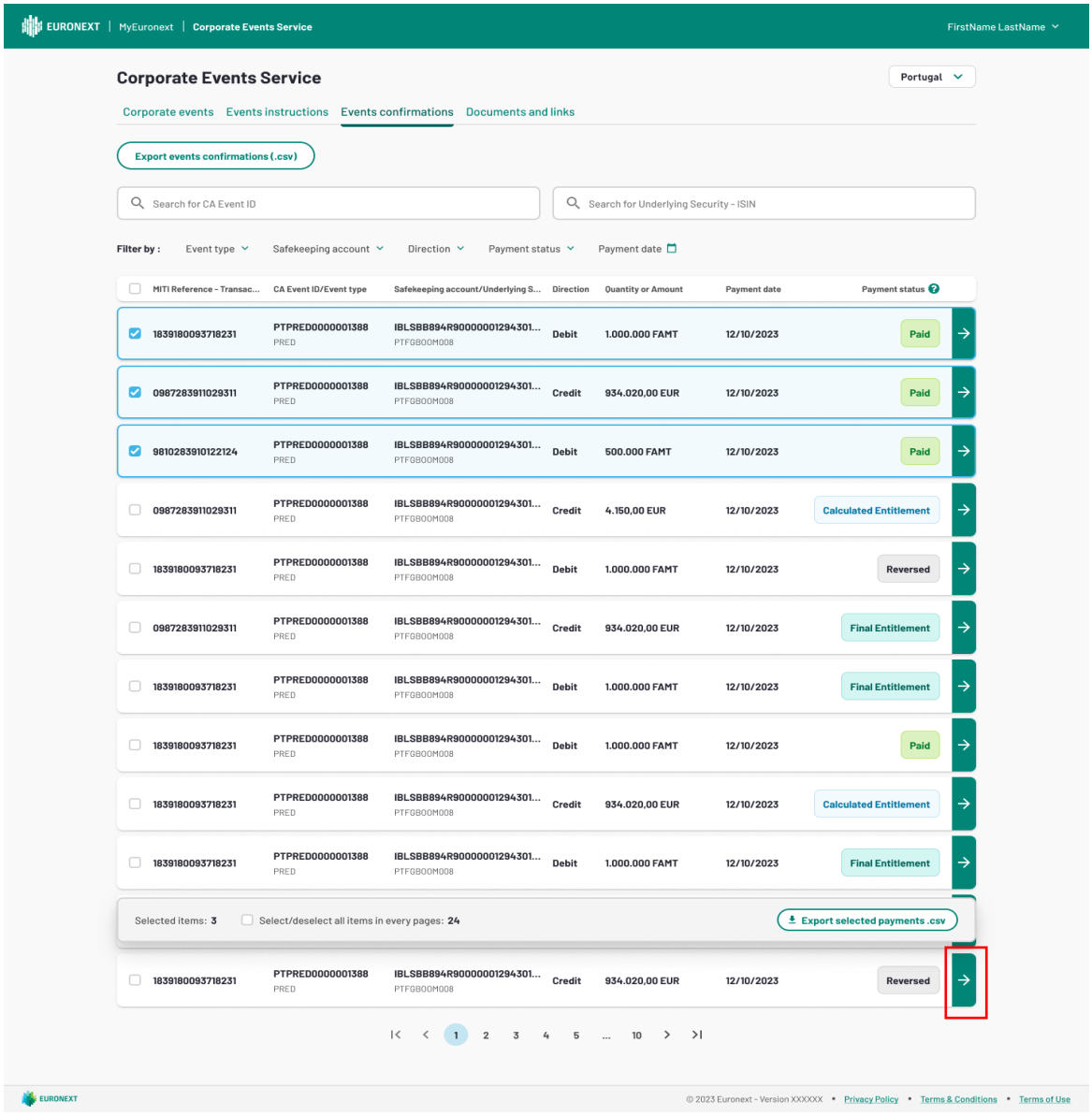

Figure 38 – "Events Confirmations" –Bulk actions on payments list

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.

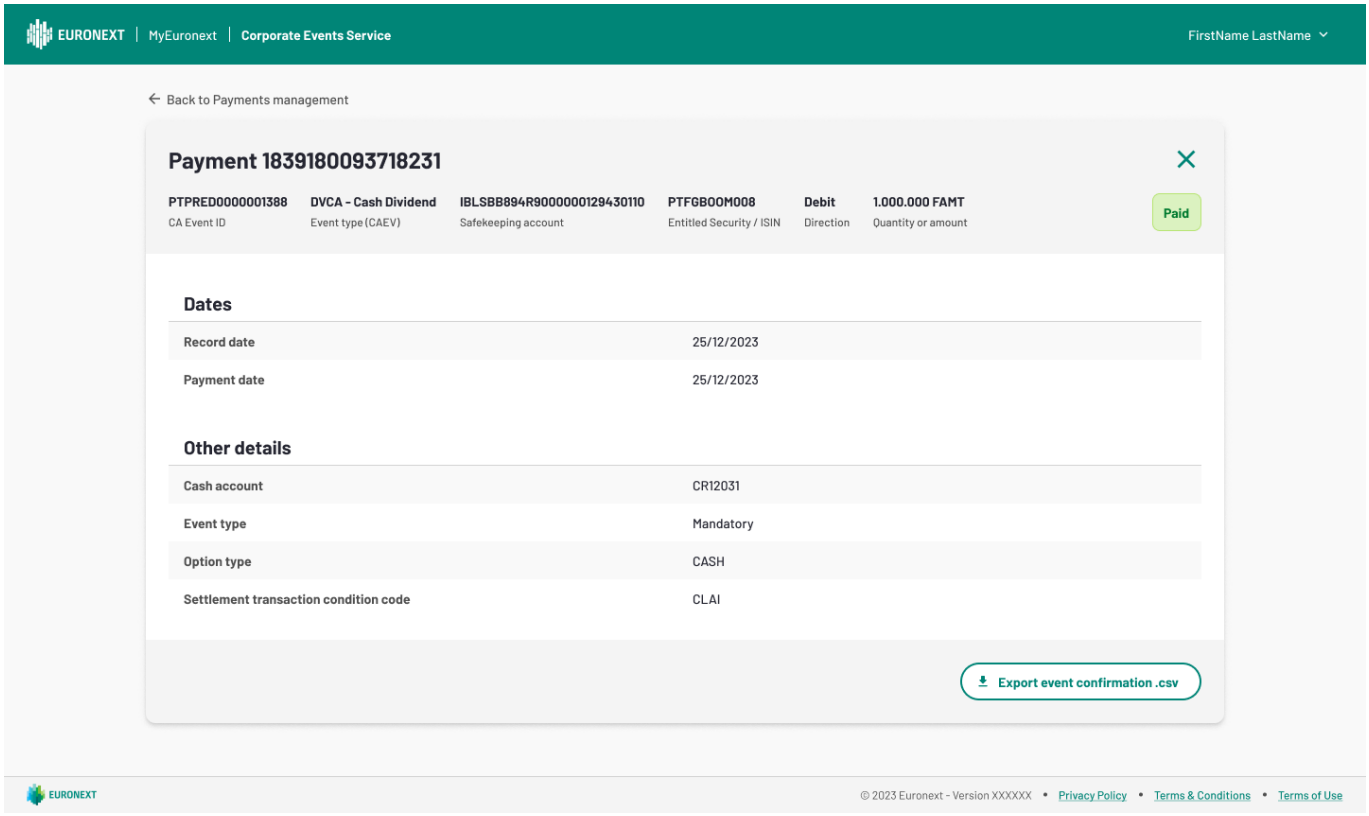

Figure 39– "Events Confirmations" –Payment details

2.7. DASHBOARDS

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

CA Dashboards:

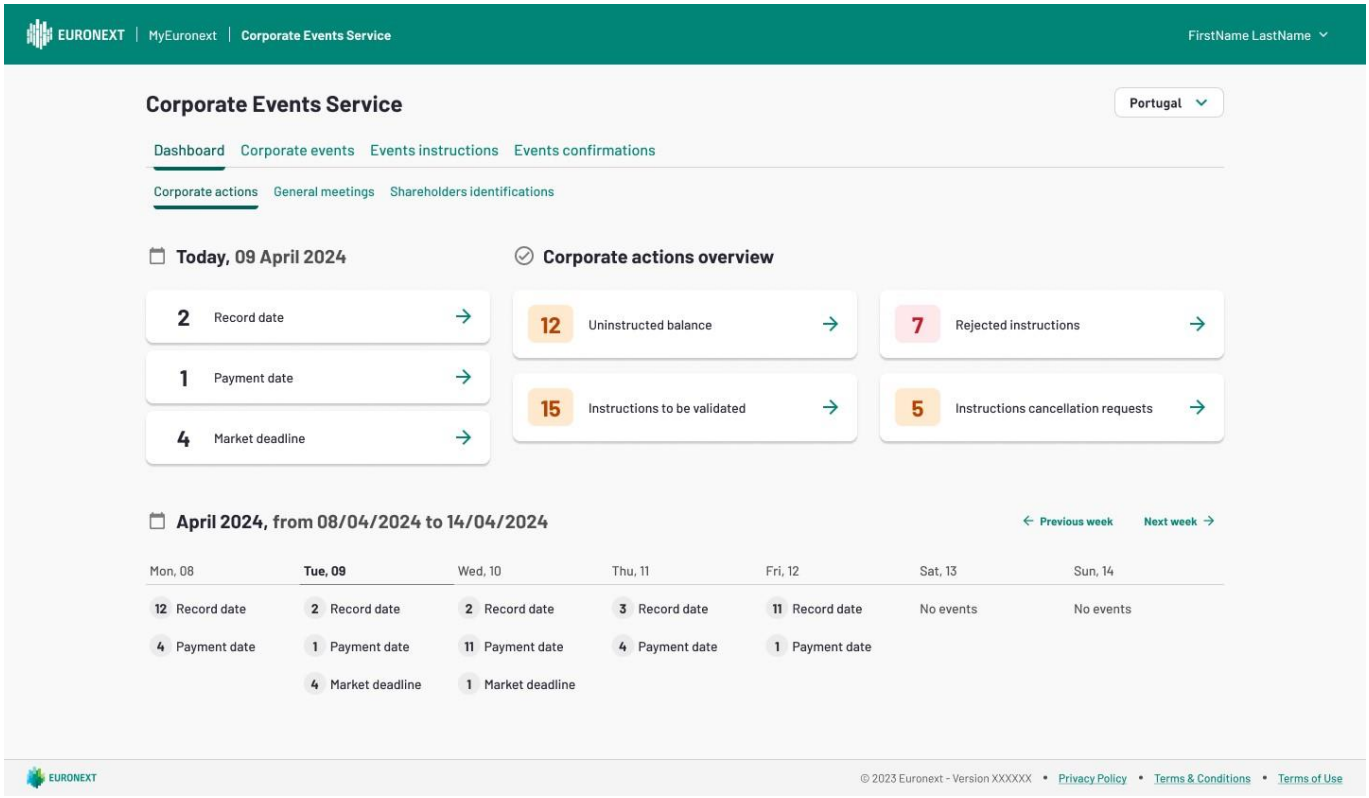

Figure 40 – "CA Dashboards" –Senior user

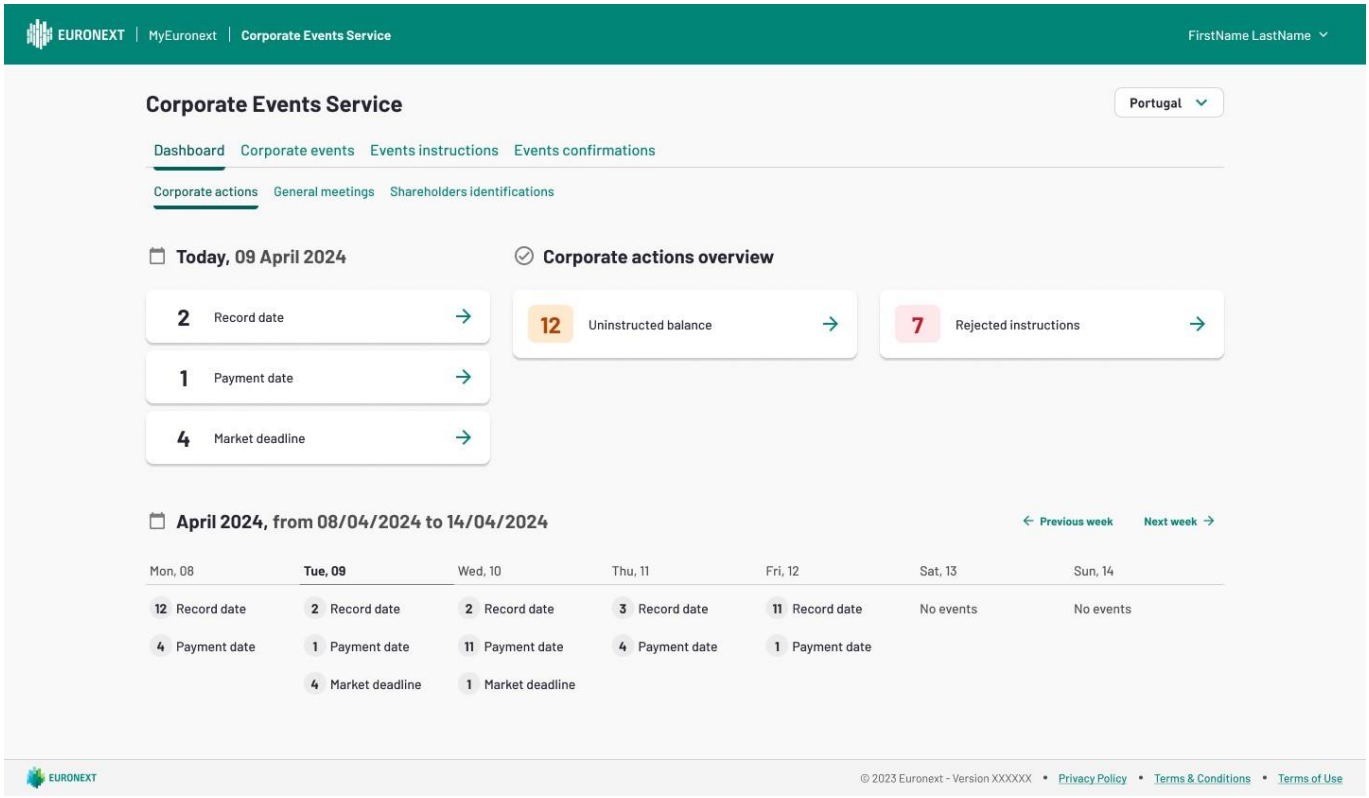

Figure 41 – "CA Dashboards" –Junior user

General Meetings Dashboards:

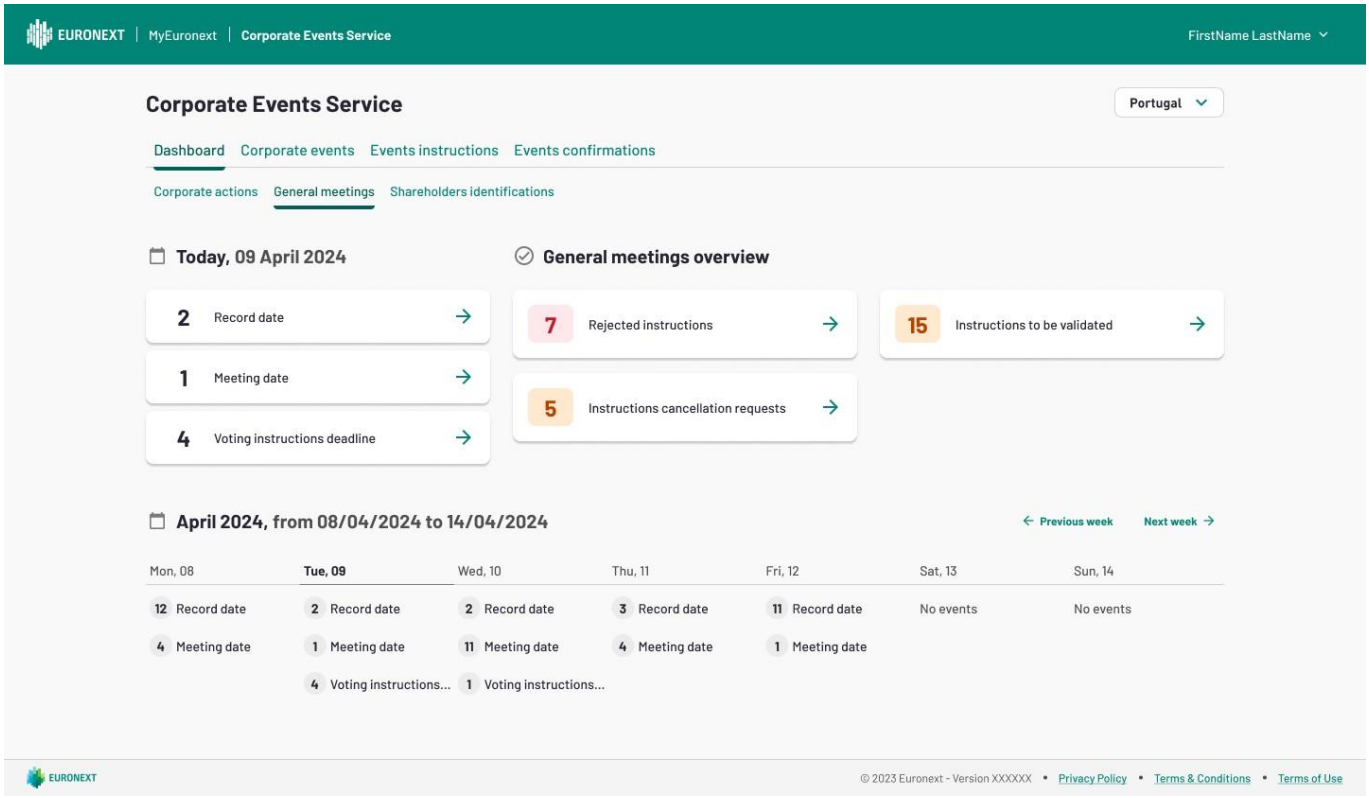

Figure 42 – "General Meetings Dashboards" –Senior user

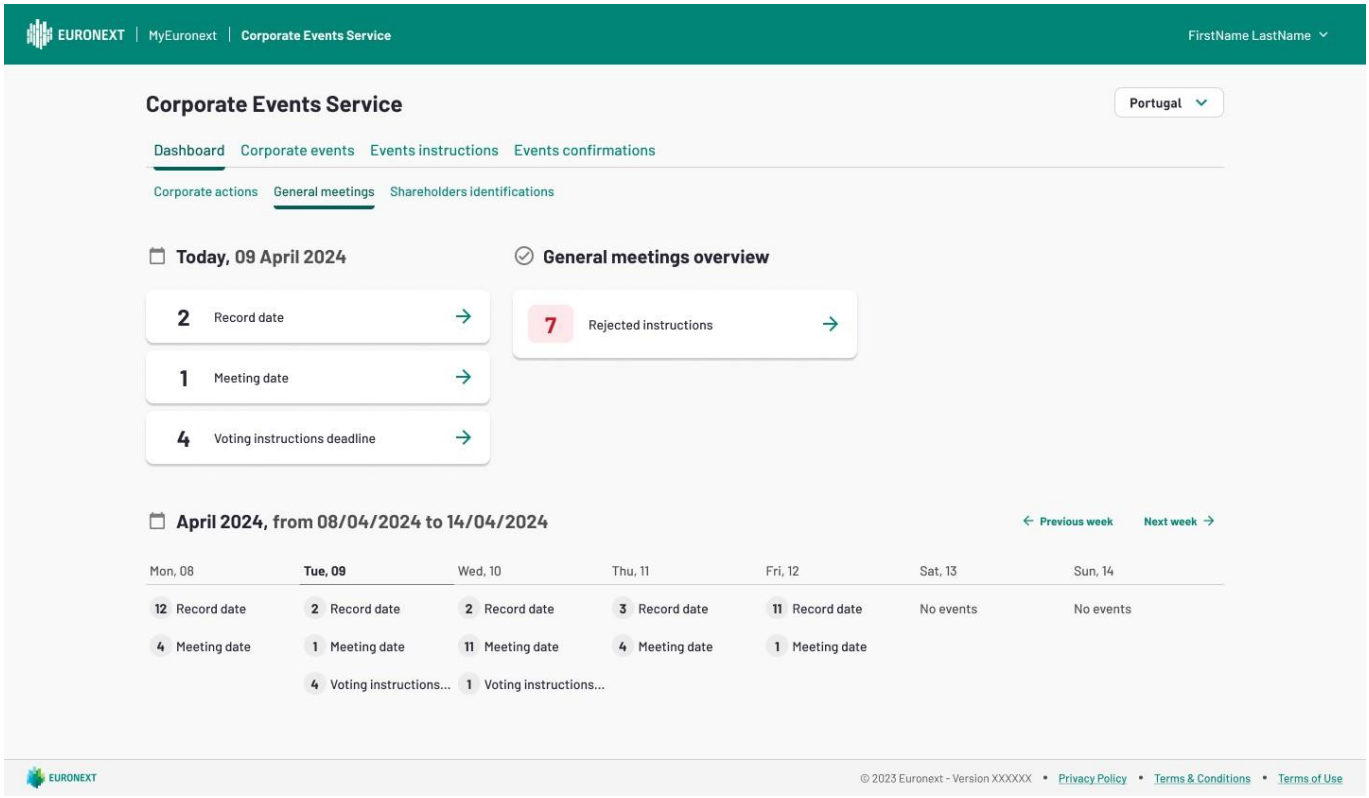

Figure 43 – "General Meetings Dashboards" –Junior user

Shareholders identifications Dashboards:

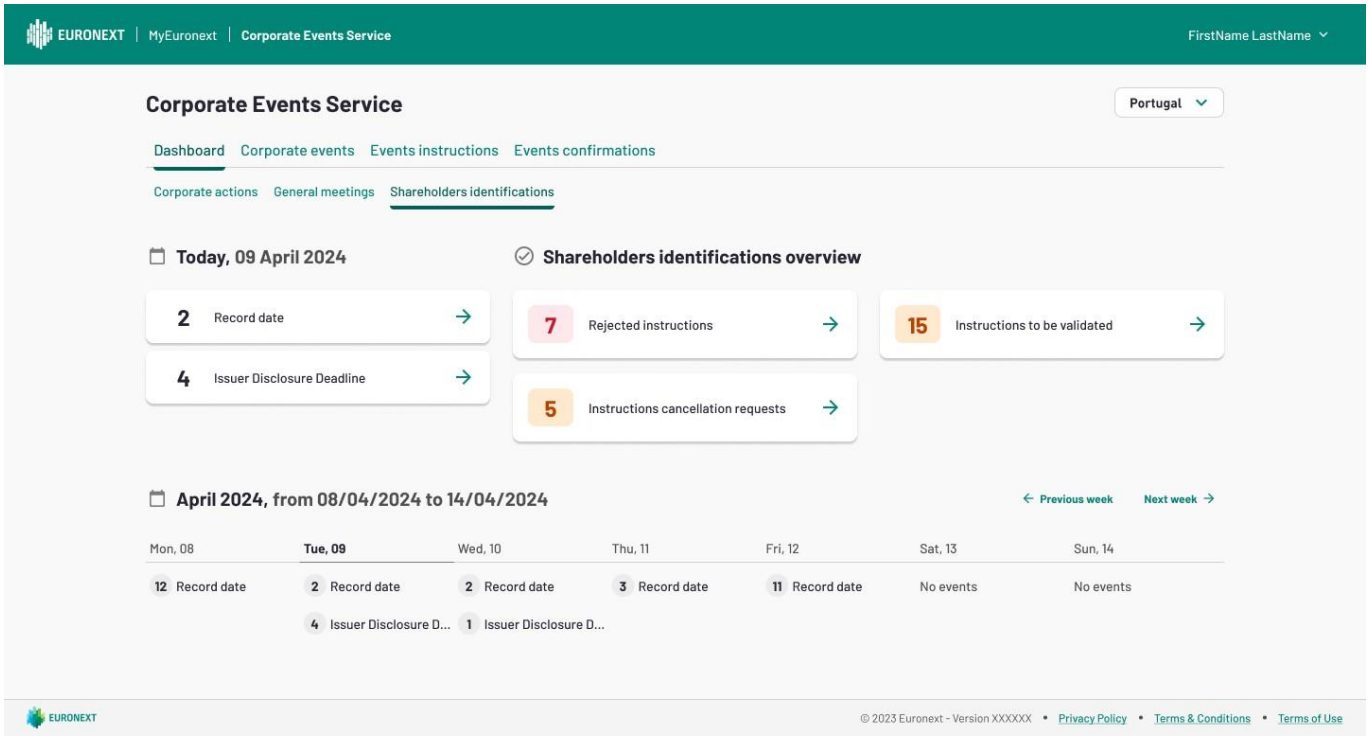

Figure 44 – "Shareholders identifications Dashboards" –Senior user

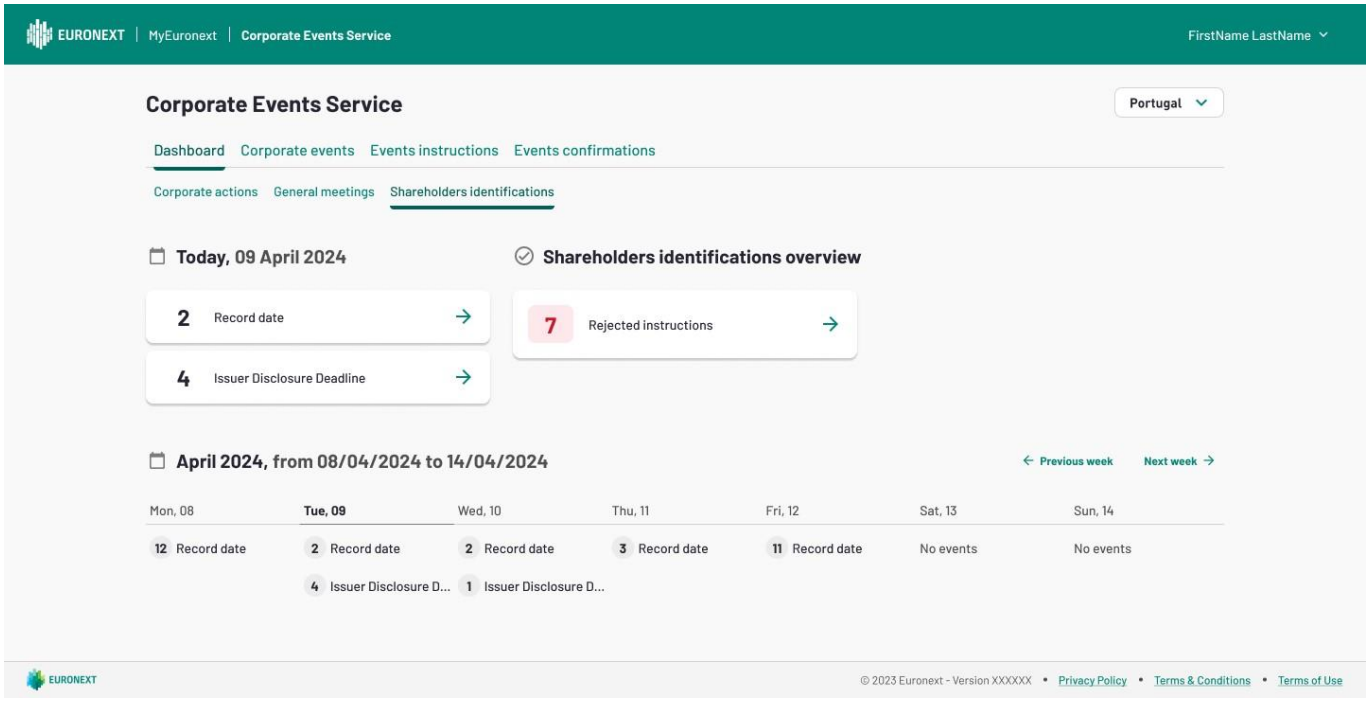

Figure 45– "Shareholders identifications Dashboards" –Junior user

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