MyEuronext Corporate Event Service - Paying agents

Client user guide

June 2024





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 (Paying agents)

WHAT'S NEW?

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

REVISION NO./ <version no.<="" th=""><th>DATE</th><th>CHANGE DESCRIPTION</th></version>	DATE	CHANGE DESCRIPTION
0.1	June 2024	

CONTACTS

If case you need further assistance, please contact: <u>CA4Uproject@euronext.com</u>

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Table of Contents

ABOUT MYEURONEXT			
DISC	CLAIMER	5	
CORPORATE EVENTS SERVICES INTERFACE			
	Client users		
2.	Corporate Events		
	2.1. Corporate events list page		
	2.2. Corporate event detail page		
	2.2.1 Event details		
	2.2.2 Options		
	2.2.3 Payments		
	2.3 Events confirmation		
	2.4 Dashboards	19	



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 Issuers 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 calendars of the 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 Paying Agent will be automatically assigned a Senior user who can subsequently create new users and define their respective permissions.

2. Corporate Events

Entering the main Corporate Events Services page, you can see the first tab "Corporate Events".

In the Corporate Events section, you will be able to see all the events with cash payments for which you are the paying agent.

2.1. CORPORATE EVENTS LIST PAGE



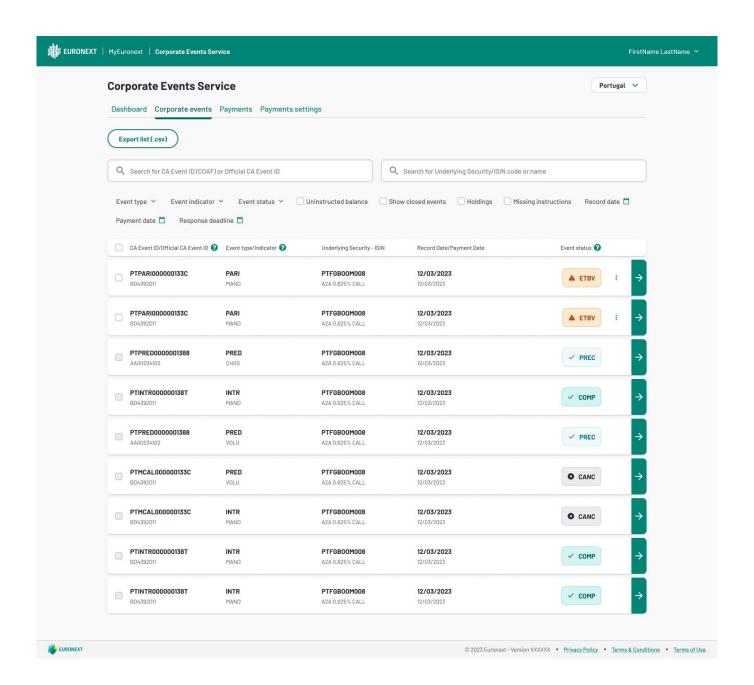


Figure 1 - "Corporate Events" - events list



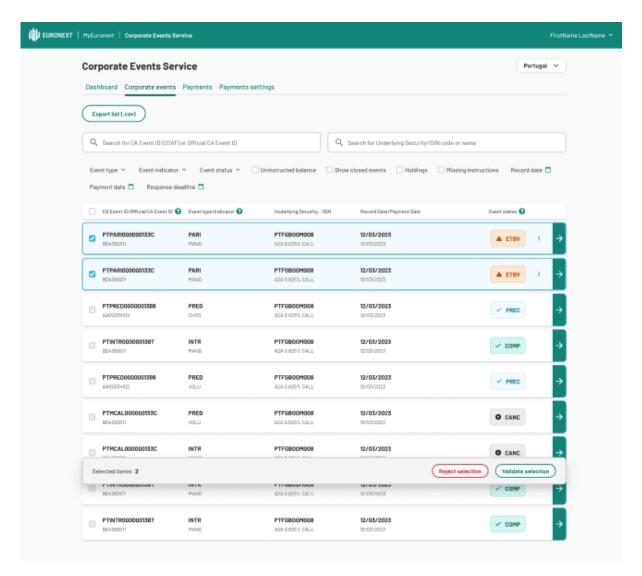


Figure 2 - "Corporate Events" - bulk selection



2.2. CORPORATE EVENT DETAIL PAGE

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

These will be the events that need to be validated. You will be able to see:

- Event details
- Options
- Payments
- Documents

2.2.1 Event details

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

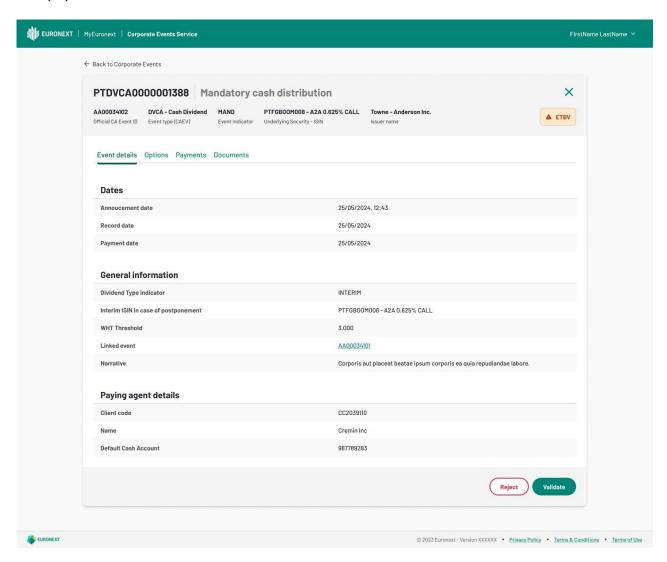


Figure 3 – "detailed event- validation/rejection



2.2.2 Options

In this section, you will find information about the options of an.

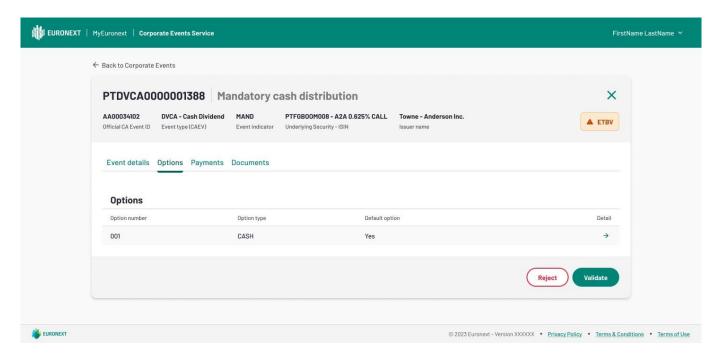


Figure 4 - event "options"

2.2.3 Payments

In this section, you will find information about the payments of an event and the possibility to validate or reject them.



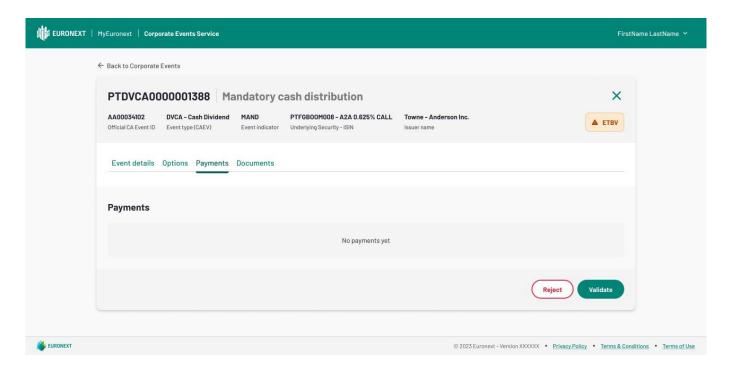


Figure 5 - Payments tab

2.3. EVENTS CONFIRMATION

In this section you will be able to confirm an event and the settings related to the payments.

On the "Payments" tab you will be able to override a default setting for payments. Two payment options will be available:

- Release: Once the payment date is reached, payments will be processed.
- Hold: Upon reaching the payment date, payments will be marked with the status on hold. You will be able to release them manually.

As soon as the entitlement starts to be calculated, you will be able to consult it in this section. The payments will first have a calculated entitlement and as soon as the record date is reached the final entitlement will be set.

You can see the total cash amount of the event that the Paying Agent will have to pay.



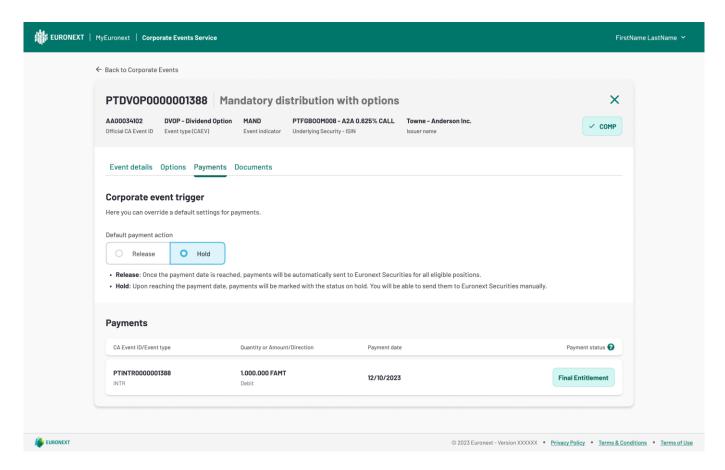


Figure 6 - "Payment settings" - Calculated entitlement



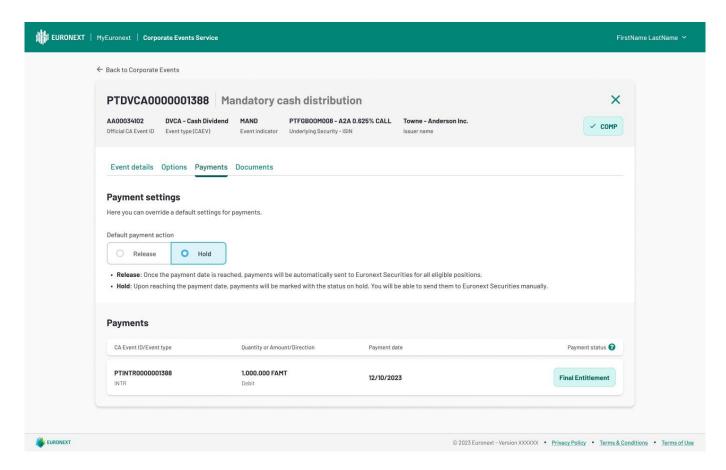


Figure 7 – "Payment settings" – final entitlement

In the payment settings section you can chose to release the payment, after checking if the funds are available.

Payment release:

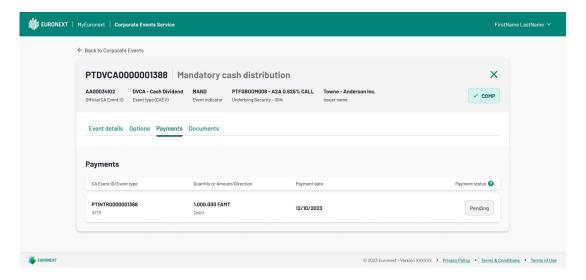


Figure 8 – "Payment released", pending feedback on funds



In case the default payment action is release, the payment status will move to pending and the request will be processed.

If the funds are not available, the payment status will be "lack of funds".

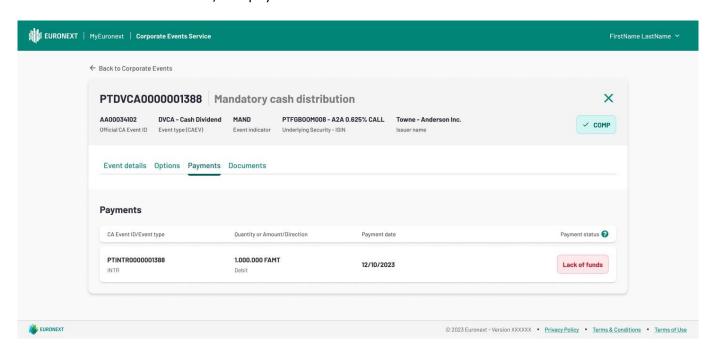


Figure 9 - "Payment status: lack of funds"

As soon as the funds are available, the payment status will be "paid".



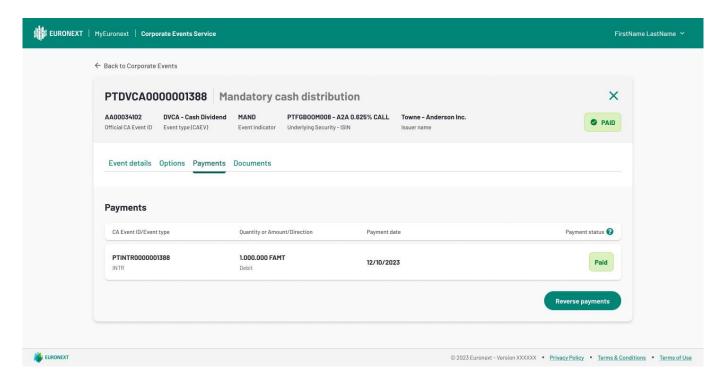


Figure 10 - "Payment status: paid"

When clicking on the "Reverse payments" button, you can reverse the event payments by inputting a reason and submitting:

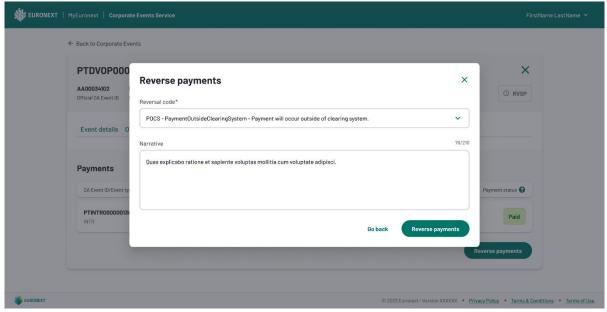


Figure 11 -Reverse payments



You will be able to see the different payments status on the events' confirmation page as follows:

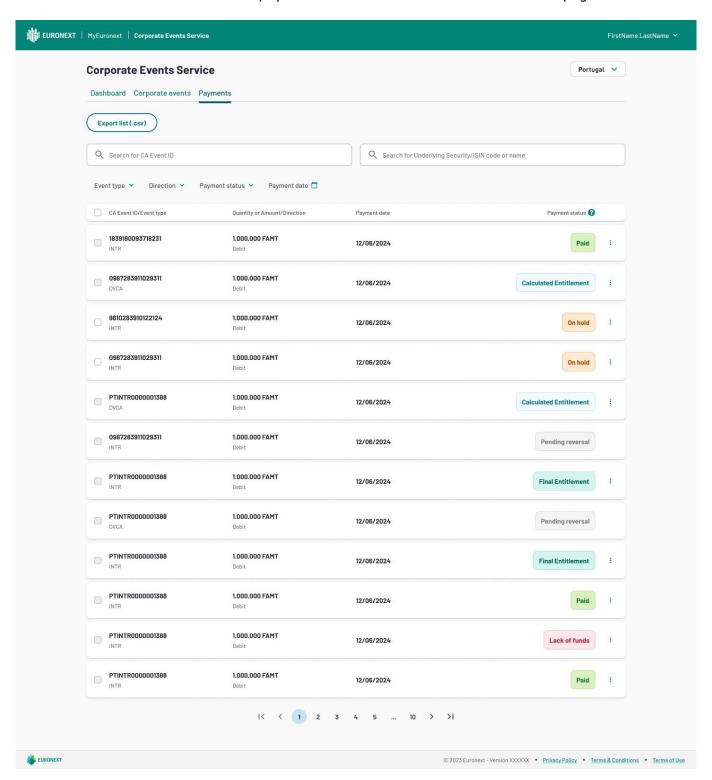


Figure 12 - "Payments' list"



You will be able to perform some actions in bulk on the different payments such as:

- Reverse payments
- Change payment settings

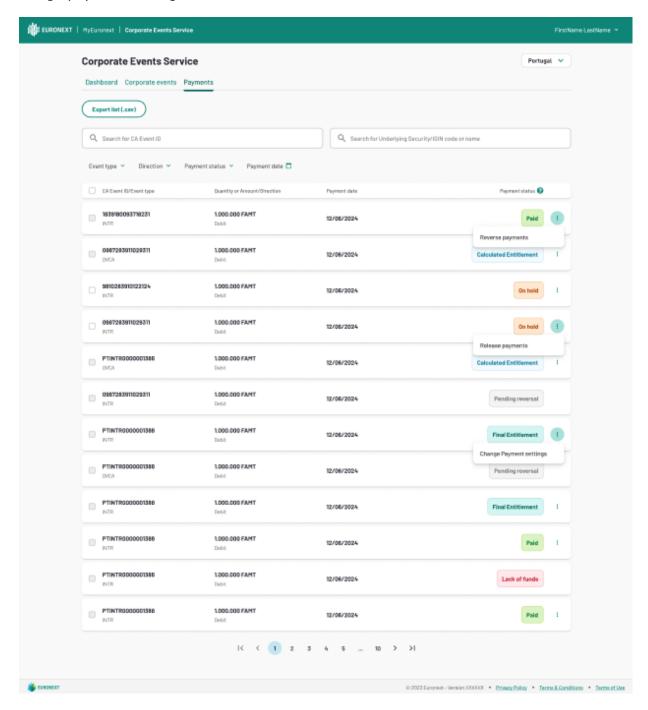


Figure 13 -Actions on Payments' list



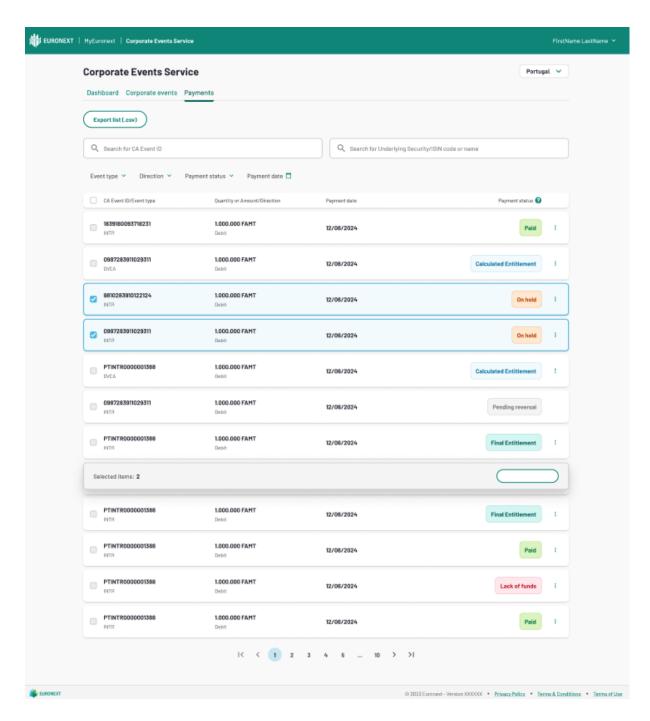


Figure 14 -Actions on Payments' list



2.4. DASHBOARDS

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

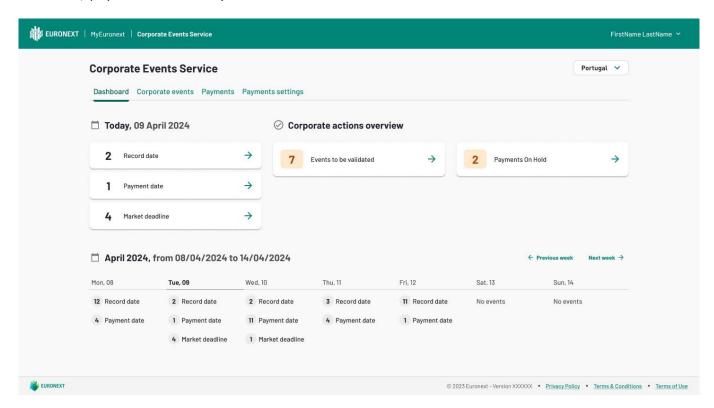


Figure 15 - Dashboards for senior user



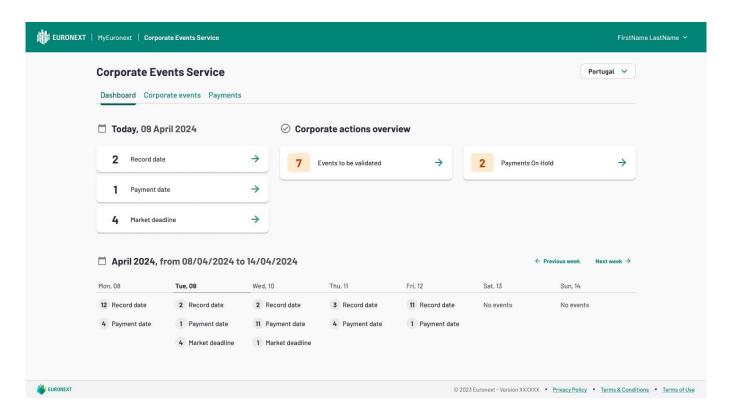


Figure 16 - Dashboards for junior user







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