

MyEuronext Corporate Event Service – Issuers & Issuer 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 (Issuers & Issuer Agents)

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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Table of contents

ABOUT MYEURONEXT	4
DISCLAIMER	5
CORPORATE EVENTS SERVICES INTERFACE	6
1. CLIENT USERS	6
2. CORPORATE EVENTS	7
2.1. Corporate Actions	7
2.2. General Meetings.....	10
2.3. Shareholders identifications.....	11
2.4. Corporate event detail page	15
2.4.1. Event details	15
2.4.2. Eligible Position	20
2.4.3. Options and Instructions.....	21
2.4.4. Events Confirmations	24
2.4.5. Documents	26
2.5. General meetings detailed page	26
2.5.1. Events details.....	26
2.5.1. Eligible positions.....	28
2.5.2. Agenda	29
2.5.3. Results of dissemination	30
2.6. Corporate event creation	34
2.6.1. Corporate actions	34
2.6.1.1 Mandatory cash distribution	34
2.6.1.2 Mandatory security distribution	46
2.6.2. General meetings	51
2.6.3. Shareholders identifications	51
2.7. Events instructions	53
2.7.1. List of instructions	53
2.7.2. Instruction Creation	54
2.7.3. Form.....	54
2.7.4. CSV upload.....	57
2.7.5. Instruction validation or rejection	61
2.7.6. Instruction cancellation	64
2.7.7. Instruction details page	65
2.8. Events confirmations.....	66
2.9. Dashboards	68

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 can 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 calendars of the corporate events;
- Set-up, update and cancel corporate action events, meeting events and shareholder disclosure 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;
- Assign Paying Agents when Paying Agent mandate is required
- 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 Issuer or Issuer Agent 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 events that must be validated by a senior user
- Middle user: Can reject or approve events (but still needs a second mandatory approval by another middle or senior user for its own requests for the approval to be effective).
- Senior user: Can reject or approve events without any additional approval.

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 view your:

- Corporate Actions
- General Meetings
- Shareholders Identification

2.1. CORPORATE ACTIONS

This tab displays the list of corporate actions. 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).

Please note that the Issuer / Issuer agents is only allowed to manage the events related to the instruments on which they are authorized to operate.

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

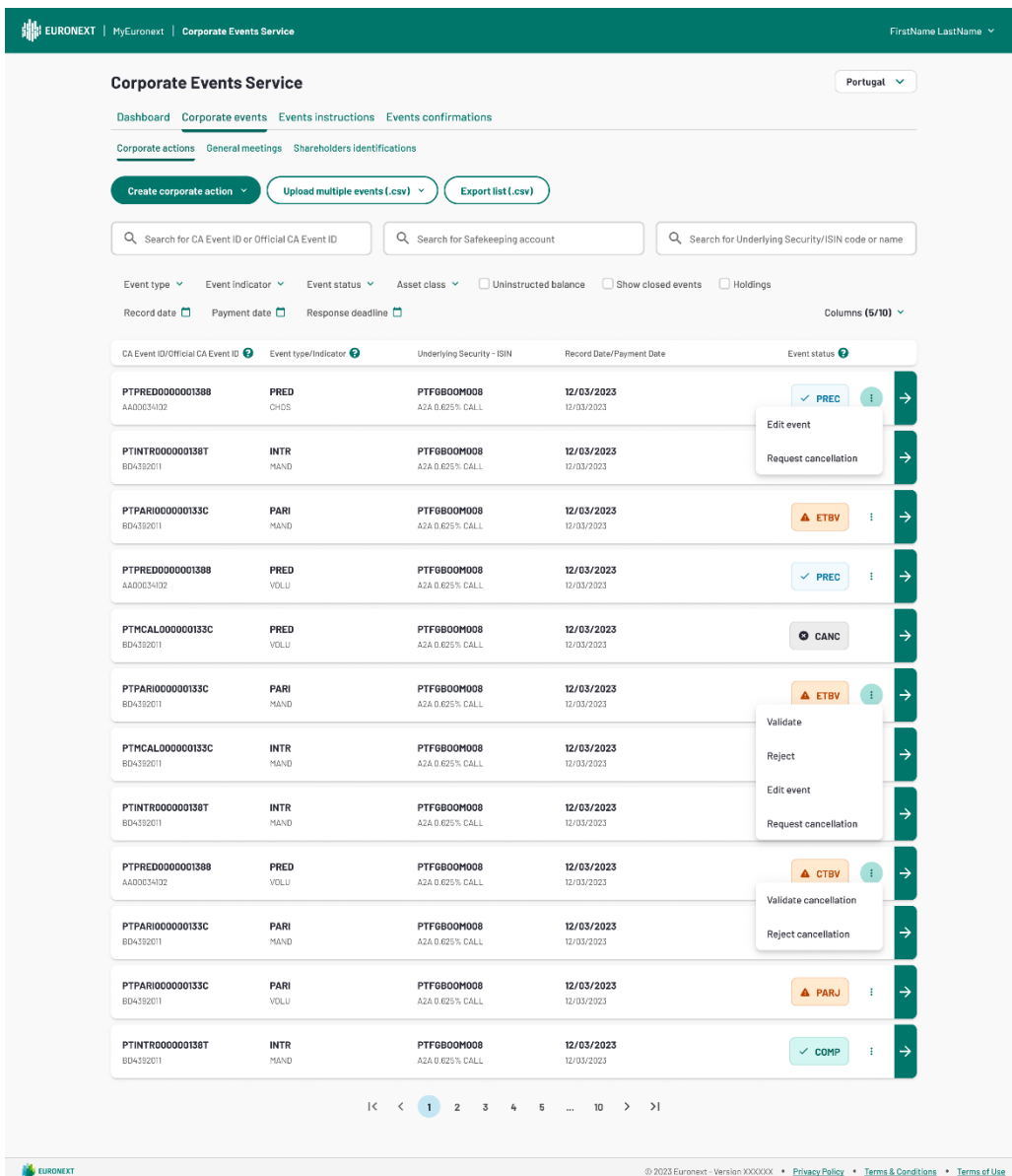
- CA Event ID/Official CA Event ID
- Event type/Indicator
- Underlying Security - ISIN
- Record Date/Payment Date
- Ex date
- Creation date
- Paying agent name
- Issuer agent name
- Event status

Figure 1 – “Corporate Events” – Corporate Actions list

As a junior issuer, it is possible to edit a corporate event by clicking on the three dots below. You will be able to edit the event or request its cancellation.

As a middle/senior issuer, it is possible to edit a corporate event by clicking on the three dots below. You will be able to validate, reject or edit the event or request its cancellation.

Please note that the cancellation of an event should only be possible if the event has not been paid. If the event has been paid the event has to be reversed - process for reversal of corporate action events has not been concluded.



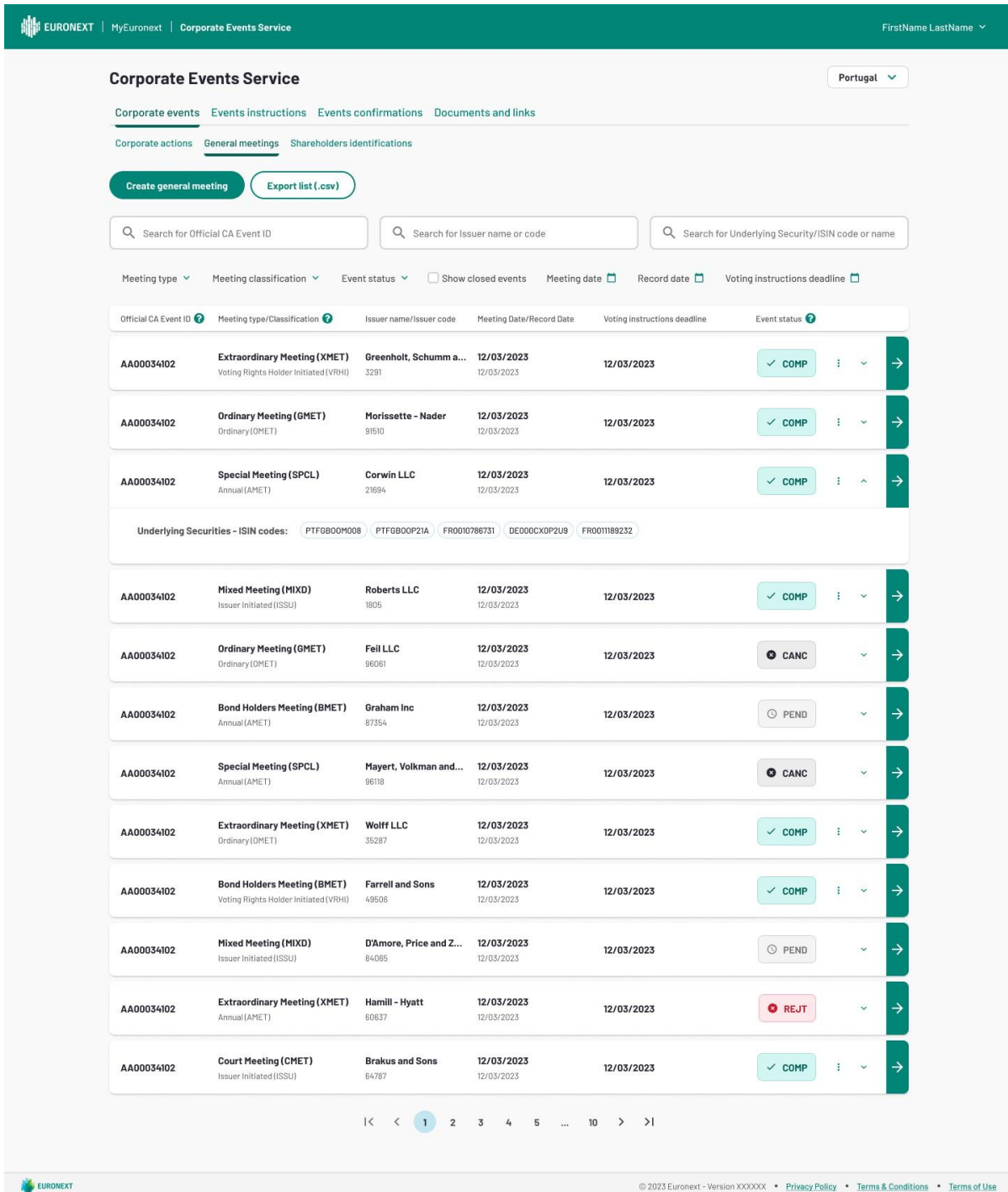
The screenshot displays the 'Corporate Events Service' interface. At the top, there are navigation tabs for 'Dashboard', 'Corporate events', 'Events instructions', and 'Events confirmations'. Below this, there are search filters for 'Corporate actions', 'General meetings', and 'Shareholders identifications'. The main area contains a table of corporate events with columns for 'CA Event ID/Official CA Event ID', 'Event type/Indicator', 'Underlying Security - ISIN', 'Record Date/Payment Date', and 'Event status'. Each row represents a corporate event, and a three-dot menu is visible next to each row, providing options such as 'Edit event', 'Request cancellation', 'Validate', 'Reject', 'Validate cancellation', and 'Request cancellation'. The interface also includes a pagination bar at the bottom.

CA Event ID/Official CA Event ID	Event type/Indicator	Underlying Security - ISIN	Record Date/Payment Date	Event status
PTPRED0000001388 A400634102	PRED CHDS	PTFGBO0M008 A2A 0.625% CALL	12/03/2023 12/03/2023	PREC
PTINTR000000138T BD4392011	INTR MAND	PTFGBO0M008 A2A 0.625% CALL	12/03/2023 12/03/2023	
PTPARI000000133C BD4392011	PARI MAND	PTFGBO0M008 A2A 0.625% CALL	12/03/2023 12/03/2023	ETBV
PTPRED0000001388 A400634102	PRED VOLU	PTFGBO0M008 A2A 0.625% CALL	12/03/2023 12/03/2023	PREC
PTMCAL000000133C BD4392011	PRED VOLU	PTFGBO0M008 A2A 0.625% CALL	12/03/2023 12/03/2023	CANC
PTPARI000000133C BD4392011	PARI MAND	PTFGBO0M008 A2A 0.625% CALL	12/03/2023 12/03/2023	ETBV
PTMCAL000000133C BD4392011	INTR MAND	PTFGBO0M008 A2A 0.625% CALL	12/03/2023 12/03/2023	
PTINTR000000138T BD4392011	INTR MAND	PTFGBO0M008 A2A 0.625% CALL	12/03/2023 12/03/2023	
PTPRED0000001388 A400634102	PRED VOLU	PTFGBO0M008 A2A 0.625% CALL	12/03/2023 12/03/2023	CTBV
PTPARI000000133C BD4392011	PARI MAND	PTFGBO0M008 A2A 0.625% CALL	12/03/2023 12/03/2023	
PTPARI000000133C BD4392011	PARI VOLU	PTFGBO0M008 A2A 0.625% CALL	12/03/2023 12/03/2023	PARJ
PTINTR000000138T BD4392011	INTR MAND	PTFGBO0M008 A2A 0.625% CALL	12/03/2023 12/03/2023	COMP

Figure 2 – Corporate Actions list actions

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).



The screenshot shows 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. Below this, the 'Corporate Events Service' header is displayed with a 'Portugal' dropdown menu. The main content area features several tabs: 'Corporate events', 'Events instructions', 'Events confirmations', and 'Documents and links'. Underneath, there are sub-tabs for 'Corporate actions', 'General meetings', and 'Shareholders identifications'. Two buttons are visible: 'Create general meeting' and 'Export list (.csv)'. Below these are three search input fields: 'Search for Official CA Event ID', 'Search for Issuer name or code', and 'Search for Underlying Security/ISIN code or name'. A row of filters includes 'Meeting type', 'Meeting classification', 'Event status', 'Show closed events', 'Meeting date', 'Record date', and 'Voting instructions deadline'. The main table lists various meetings with columns for 'Official CA Event ID', 'Meeting type/Classification', 'Issuer name/Issuer code', 'Meeting Date/Record Date', 'Voting instructions deadline', and 'Event status'. The table contains 14 rows of data, each with a status indicator (e.g., COMP, CANC, PEND, REJT) and a right-side action menu. At the bottom of the table, there is a pagination control showing page 1 of 10. The footer includes the Euronext logo and copyright information: '© 2023 Euronext - Version XXXXXX • Privacy Policy • Terms & Conditions • Terms of Use'.

Official CA Event ID	Meeting type/Classification	Issuer name/Issuer code	Meeting Date/Record Date	Voting instructions deadline	Event status
AA00034102	Extraordinary Meeting (XMET) Voting Rights Holder Initiated (VRHI)	Greenholt, Schumm a... 3291	12/03/2023 12/03/2023	12/03/2023	COMP
AA00034102	Ordinary Meeting (GMET) Ordinary (DMET)	Morissette - Nader 91510	12/03/2023 12/03/2023	12/03/2023	COMP
AA00034102	Special Meeting (SPCL) Annual (AMET)	Corwin LLC 21894	12/03/2023 12/03/2023	12/03/2023	COMP
Underlying Securities - ISIN codes: PTF6B00M008 PTF6B00P21A FR0010786731 DE000CX0P2U9 FR001189232					
AA00034102	Mixed Meeting (MIXD) Issuer Initiated (ISSU)	Roberts LLC 1805	12/03/2023 12/03/2023	12/03/2023	COMP
AA00034102	Ordinary Meeting (GMET) Ordinary (DMET)	Fell LLC 98061	12/03/2023 12/03/2023	12/03/2023	CANC
AA00034102	Bond Holders Meeting (BMET) Annual (AMET)	Graham Inc 87354	12/03/2023 12/03/2023	12/03/2023	PEND
AA00034102	Special Meeting (SPCL) Annual (AMET)	Mayert, Volkman and... 96119	12/03/2023 12/03/2023	12/03/2023	CANC
AA00034102	Extraordinary Meeting (XMET) Ordinary (DMET)	Wolff LLC 35287	12/03/2023 12/03/2023	12/03/2023	COMP
AA00034102	Bond Holders Meeting (BMET) Voting Rights Holder Initiated (VRHI)	Farrell and Sons 49508	12/03/2023 12/03/2023	12/03/2023	COMP
AA00034102	Mixed Meeting (MIXD) Issuer Initiated (ISSU)	D'Amore, Price and Z... 84095	12/03/2023 12/03/2023	12/03/2023	PEND
AA00034102	Extraordinary Meeting (XMET) Annual (AMET)	Hamill - Hyatt 60637	12/03/2023 12/03/2023	12/03/2023	REJT
AA00034102	Court Meeting (CMET) Issuer Initiated (ISSU)	Brakus and Sons 64787	12/03/2023 12/03/2023	12/03/2023	COMP

Figure 3 – “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

Create shareholder identification
Export list (.csv)

Event status Record Date Issuer Disclosure Deadline

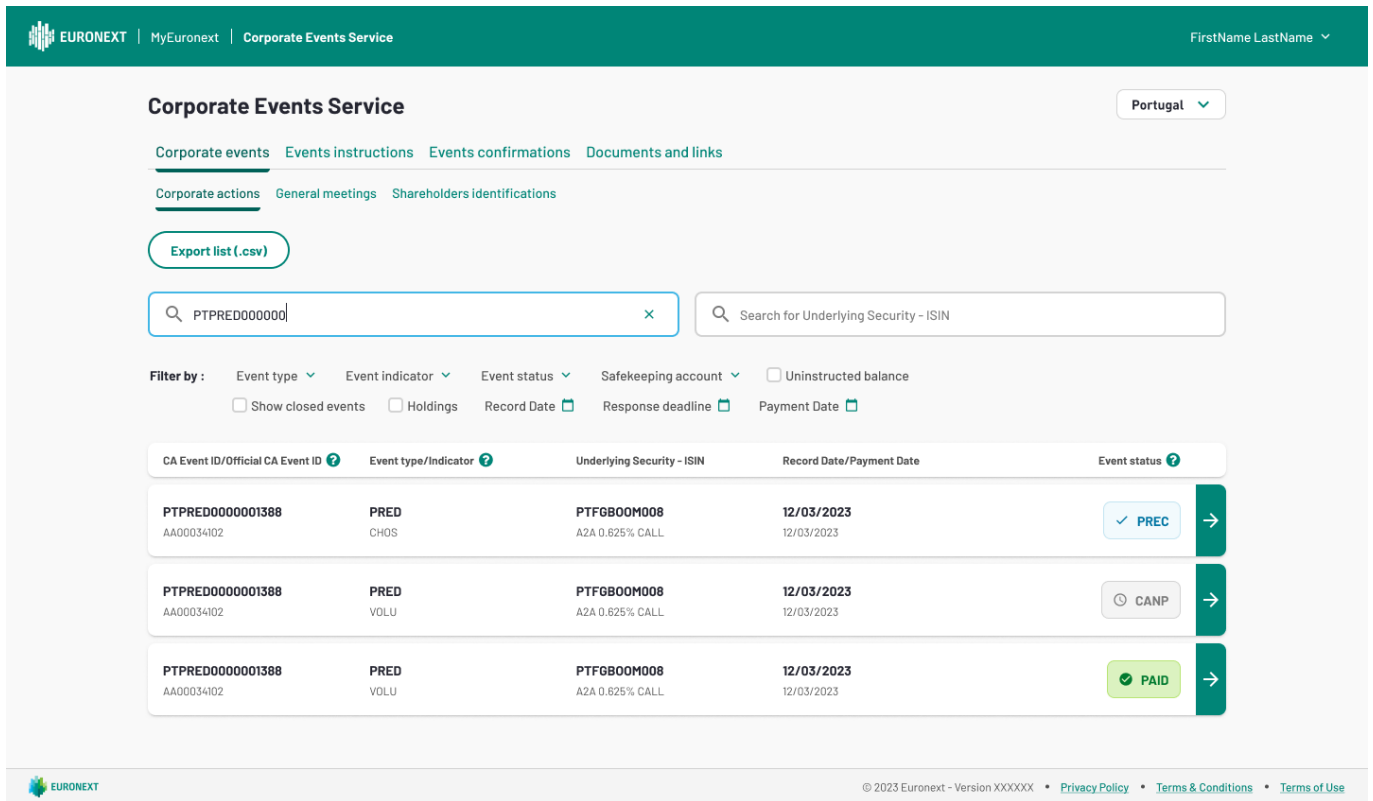
CA Event ID/Official CA Event ID	Record Date	Issuer Disclosure Deadline	Event status	
PTPRED0000001388 AA00034102	12/03/2023	12/03/2023	✓ COMP	⋮ →
PTPRED0000001388 AA00034102	12/03/2023	12/03/2023	✓ PREC	⋮ →
PTPRED0000001388 AA00034102	12/03/2023	12/03/2023	✓ COMP	⋮ →
PTPRED0000001388 AA00034102	12/03/2023	12/03/2023	⌚ PEND	→
PTPRED0000001388 AA00034102	12/03/2023	12/03/2023	✓ COMP	⋮ →
PTPRED0000001388 AA00034102	12/03/2023	12/03/2023	⌚ PEND	→
PTPRED0000001388 AA00034102	12/03/2023	12/03/2023	✓ COMP	⋮ →
PTPRED0000001388 AA00034102	12/03/2023	12/03/2023	⌚ PEND	→
PTPRED0000001388 AA00034102	12/03/2023	12/03/2023	⊛ CANC	→
PTPRED0000001388 AA00034102	12/03/2023	12/03/2023	✓ COMP	⋮ →
PTPRED0000001388 AA00034102	12/03/2023	12/03/2023	✓ COMP	⋮ →
PTPRED0000001388 AA00034102	12/03/2023	12/03/2023	✓ COMP	⋮ →

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

Figure 4 – “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 displays 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 dropdown shows 'FirstName LastName'. Below the navigation bar, the main heading is 'Corporate Events Service' with a location selector set to 'Portugal'. 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 for 'Event type', 'Event indicator', 'Event status', 'Safekeeping account', and 'Uninstructed balance'. A table lists the search results with columns for 'CA Event ID/Official CA Event ID', 'Event type/indicator', 'Underlying Security - ISIN', 'Record Date/Payment Date', and 'Event status'. Three results are shown, all for the same CA ID and underlying security, with statuses 'PREC', 'CANP', and 'PAID'.

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

Figure 5 – “Corporate Events” – Search by CA event ID

Filter by Event indicator:

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 indicator (2)** | Event status | Safekeeping account | Uninstructed balance

Show closed events | Holdings | Record Date | Response deadline | Payment Date

Event indicator: CHOS | Filter label: Filter value | [Reset all filters](#)

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


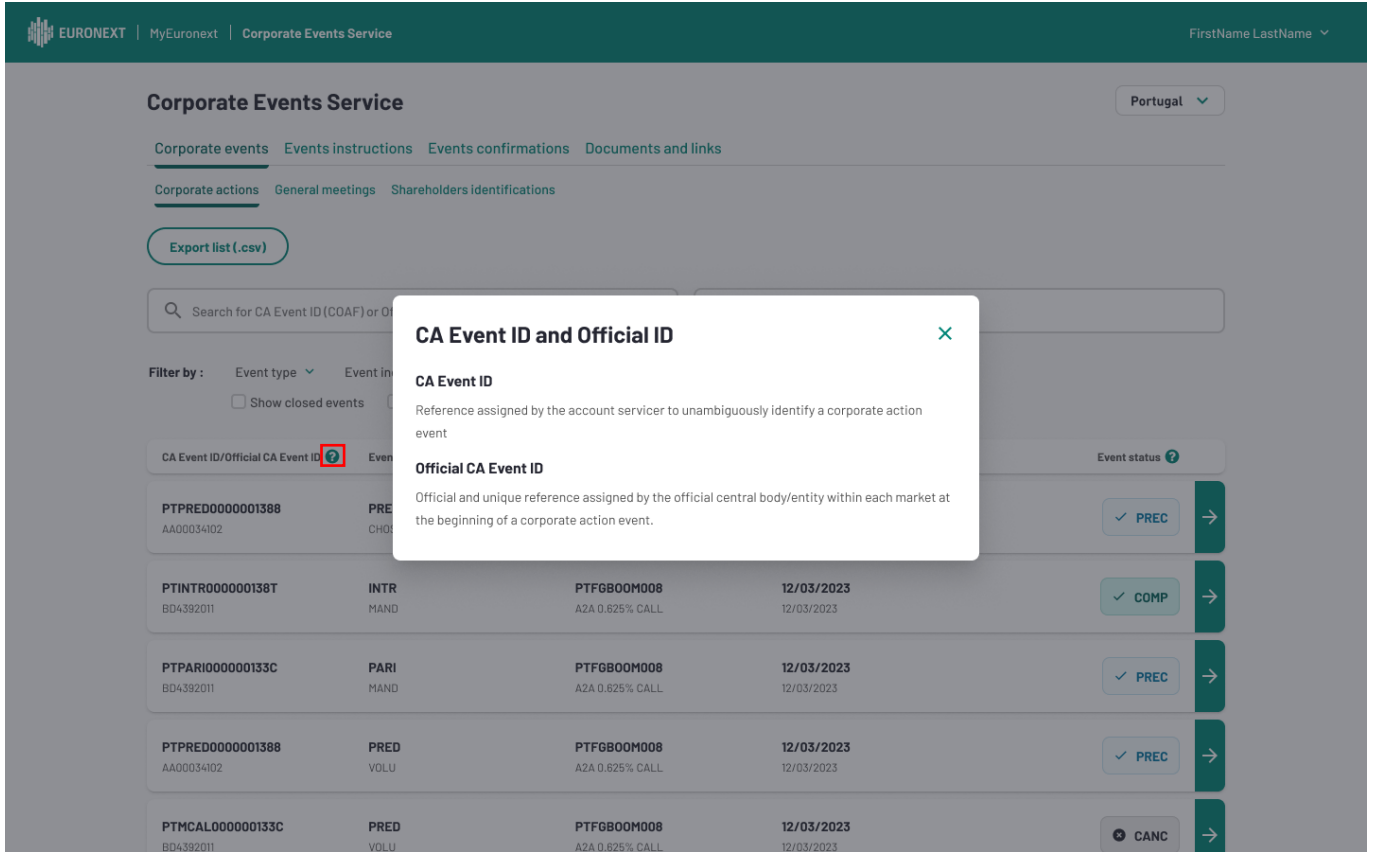

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Figure 6 – “Corporate Events” – Filter by Event Indicator

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



The screenshot shows the Euronext Corporate Events Service interface. A tooltip is displayed over a question mark icon in the 'CA Event ID/Official CA Event ID' column of the 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 instrument	Event date	Event status
PTPRED0000001388 AA00034102	PRED	CHOB		PREC
PTINTR000000138T BD4392011	INTR MAND		PTFGB00M008 AZA 0.625% CALL 12/03/2023	COMP
PTPARI000000133C BD4392011	PARI MAND		PTFGB00M008 AZA 0.625% CALL 12/03/2023	PREC
PTPRED0000001388 AA00034102	PRED VOLU		PTFGB00M008 AZA 0.625% CALL 12/03/2023	PREC
PTMCAL000000133C BD4392011	PRED VOLU		PTFGB00M008 AZA 0.625% CALL 12/03/2023	CANC

Figure 7 – “Corporate Events” – question mark

2.4. CORPORATE EVENT DETAIL PAGE

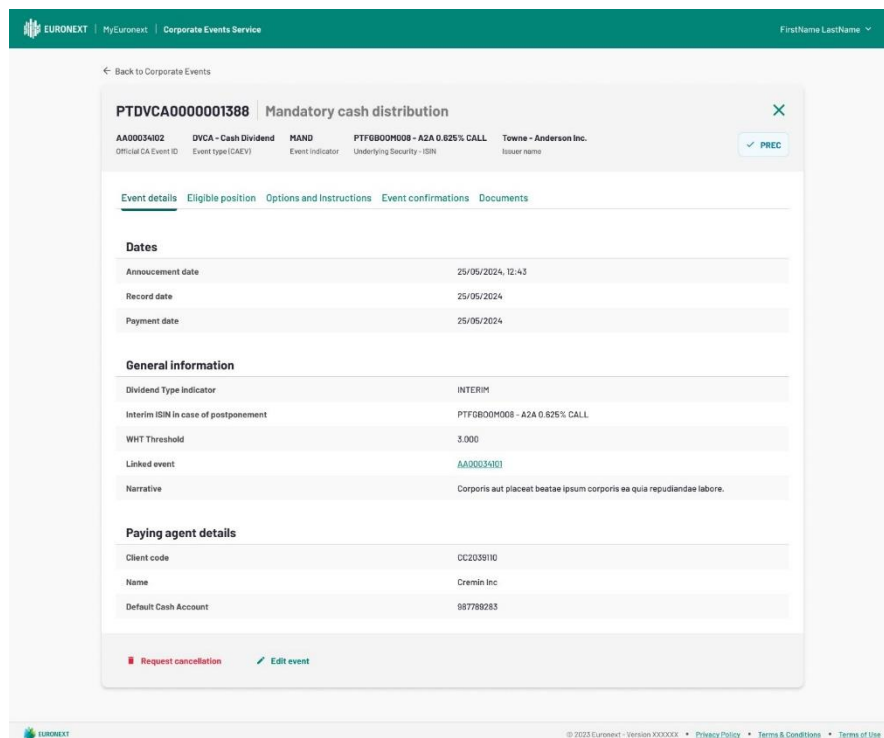
You can also click on one of the corporate events from the list to see its details. You will be able to see:

- 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.

As a junior user you will be able to see the details of an event, and edit it.



The screenshot displays the 'Events details' page for a junior issuer. The page header includes the Euronext logo, 'MyEuronext', 'Corporate Events Service', and a user profile dropdown. A navigation bar at the top of the content area includes 'Back to Corporate Events' and a close button. The main content area is titled 'PTDVCA000001388 Mandatory cash distribution' and includes a 'PREC' button. Below this, there are tabs for 'Event details', 'Eligible position', 'Options and Instructions', 'Event confirmations', and 'Documents'. The 'Event details' tab is active, showing sections for 'Dates', 'General information', and 'Paying agent details'. At the bottom, there are buttons for 'Request cancellation' and 'Edit event'.

Field	Value
Official CA Event ID	AA0003402
Event type (CAEX)	DVCA - Cash Dividend
Event indicator	MAND
Underlying Security - ISIN	PTFGB00M008 - A2A 0.825% CALL
Issuer name	Towne - Anderson Inc.
Announcement date	25/05/2024, 12:43
Record date	25/05/2024
Payment date	25/05/2024
Dividend Type Indicator	INTERIM
Interim ISIN in case of postponement	PTFGB00M008 - A2A 0.825% CALL
WHT Threshold	3.000
Linked event	AA00034101
Narrative	Corporis aut placeat beatae ipsum corporis ea quia repudiandae labore.
Client code	DC2039110
Name	Cremin Inc
Default Cash Account	987788283

Figure 8 – “Events details” – Junior issuer

As a Middle/Senior user you will be able to see the details of an event, edit it or request a cancellation. You will also be able to approve or reject the event.

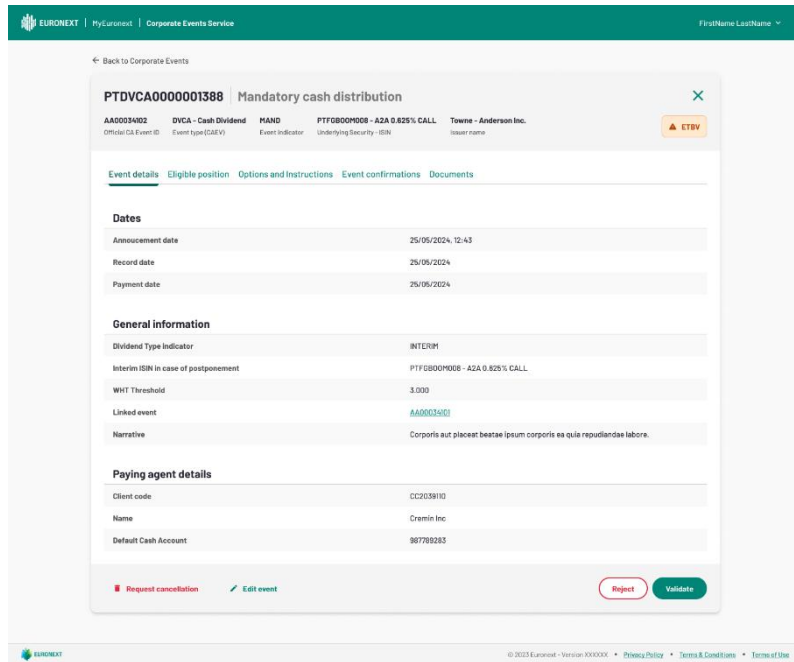


Figure 9 – “Events details” – Middle / Senior issuer

In case of rejection of an event, a rejection pop-up will show up and you will have to describe the reason behind the decision:

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

▲ ETBV

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

Dates

Announcement date	25/05/2024 12:43
Record date	
Payment date	

General information

Dividend Type indicator	
Interim ISIN in case of postponement	
WHT Threshold	
Linked event	
Narrative	Corporis aut placeat beatae ipsum corporis ea quia repudiandae labore.

Paying agent details

Client code	CC2039110
Name	Cremin Inc
Default Cash Account	987789283

■ Request cancellation
✎ Edit event

Reject
Validate

Reject event ✕

You are rejecting the event **PTDVCA0000001388**

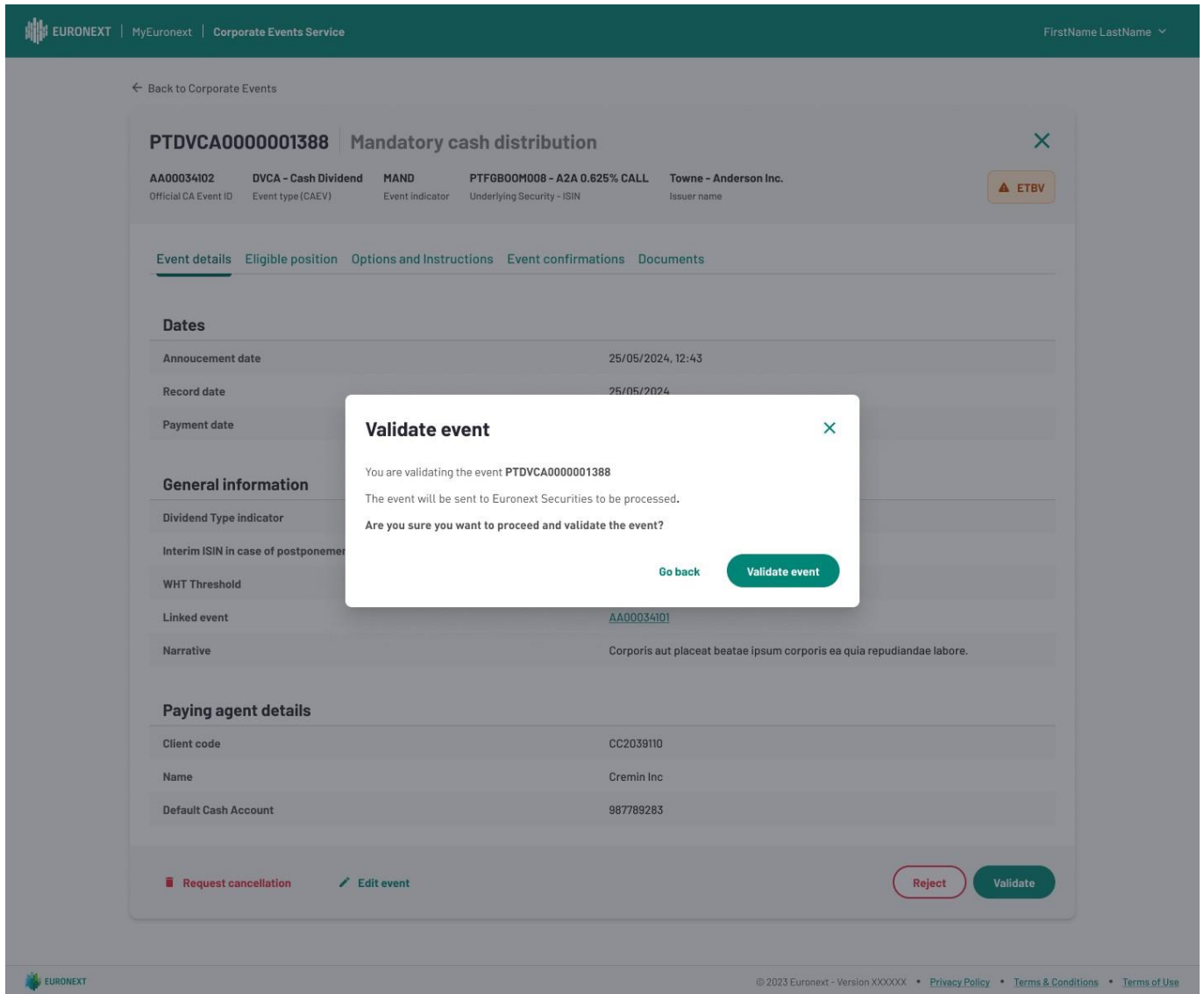
Rejection reason

Officiis veritatis voluptatem consequatur totam. Quae ipsa delectus harum temporibus nihil omnis incidunt quo. Cum aut temporibus qui ipsam. Id doloremque eius nemo esse ut omnis quo qui. Ullam necessitatibus repellendus soluta occaecati vel voluptates.

Go back
Reject event

Figure 10 – Event rejection reason

In case of validation of the event, a validation pop-up will show up:



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 this is a breadcrumb 'Back to Corporate Events'.

The main content area shows an event titled 'PTDVCA0000001388 Mandatory cash distribution'. Key details include:

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

Navigation tabs include 'Event details', 'Eligible position', 'Options and Instructions', 'Event confirmations', and 'Documents'. The 'Event details' tab is active.

Under the 'Dates' section:

- Announcement date: 25/05/2024, 12:43
- Record date: 25/05/2024
- Payment date: (empty)

The 'General information' section includes:

- Dividend Type indicator: (empty)
- Interim ISIN in case of postponement: (empty)
- WHT Threshold: (empty)
- Linked event: AA00034101
- Narrative: Corporis aut placeat beatae ipsum corporis ea quia repudiandae labore.

The 'Paying agent details' section shows:

- Client code: CC2039110
- Name: Cremin Inc
- Default Cash Account: 987789283

At the bottom of the event details, there are buttons for 'Request cancellation', 'Edit event', 'Reject', and 'Validate'. A 'Validate event' pop-up dialog is overlaid on the screen, containing the following text:

Validate event

You are validating the event **PTDVCA0000001388**

The event will be sent to Euronext Securities to be processed.

Are you sure you want to proceed and validate the event?

Buttons: Go back, Validate event

Figure 11 – Event validation

In case the appointment of the paying agent is rejected, the following screen will be displayed and the user will have to appoint a new agent:

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

▲ PARJ

▲ The Paying agent you selected has rejected this event. Please choose another Paying agent.

▲ Event details
Eligible position
Options and Instructions
Event confirmations
Documents

Dates

Announcement date	25/05/2024, 12:43
Record date	25/05/2024
Payment date	25/05/2024

General information

Dividend Type indicator	INTERIM
Interim ISIN in case of postponement	PTFGB00M008 - A2A 0.625% CALL
WHT Threshold	3.000
Linked event	AA00034101
Narrative	Corporis aut placeat beatae ipsum corporis ea quia repudiandae labore.

Paying agent

Paying Agent

Default Cash Account

✕ ▲

es. 987789283

■ Request cancellation
✎ Edit event

Submit changes

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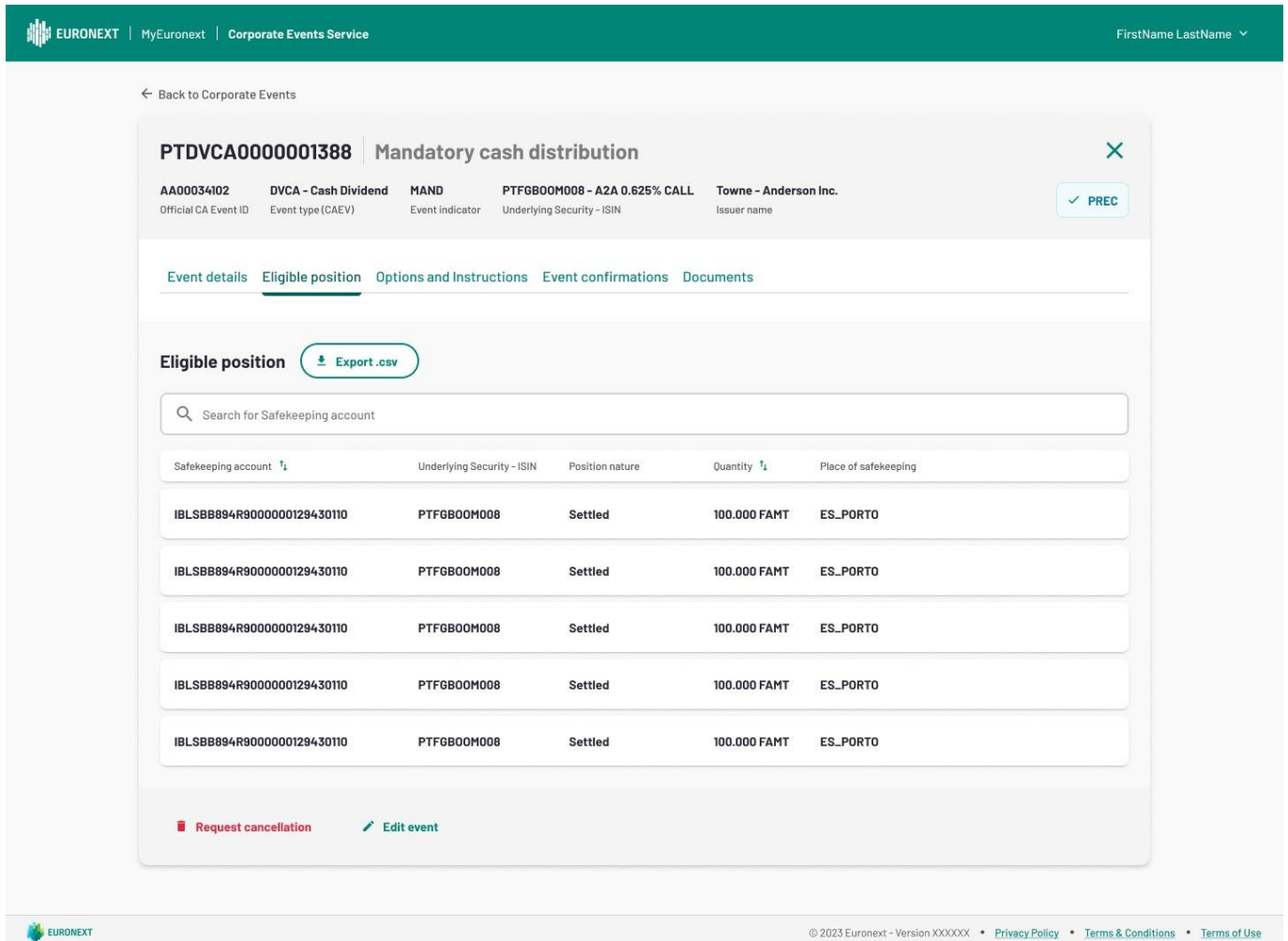
Figure 12 – Paying agent appointment

2.4.2. Eligible Position

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

As a junior user you will be able to see the details of an eligible position.

We can use the search bar to search for a specific safekeeping account.



PTDVCA0000001388 | 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

Eligible position [Export .csv](#)

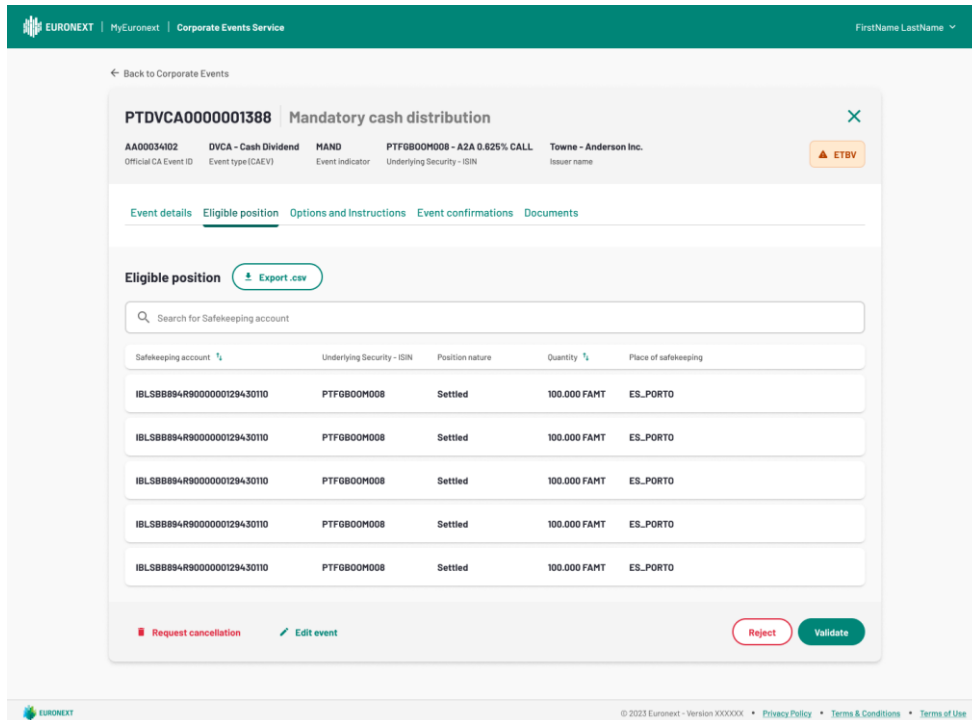
Search for Safekeeping account

Safekeeping account	Underlying Security - ISIN	Position nature	Quantity	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

[Request cancellation](#) [Edit event](#)

Figure 13 – “Eligible Positions” – Junior issuer view

As a Middle/Senior user you will be able to see the details of an eligible position.



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. Below this, a breadcrumb trail shows 'Back to Corporate Events'. The main content area is titled 'PTDVCA000001388 Mandatory cash distribution' and includes a close button. Below the title, there is a summary row with fields: 'AA0003402 Official CA Event ID', 'DVCA - Cash Dividend Event type (CAEV)', 'MAND Event Indicator', 'PTFGB00M008 - AZA 0.825% CALL Underlying Security - ISIN', and 'Towne - Anderson Inc. Issuer name'. An 'ETBV' button is located to the right. A horizontal menu below the summary row contains 'Event details', 'Eligible position' (which is selected), 'Options and Instructions', 'Event confirmations', and 'Documents'. The 'Eligible position' section features an 'Export .csv' button and a search bar labeled 'Search for Safekeeping account'. Below the search bar is a table with the following columns: 'Safekeeping account', 'Underlying Security - ISIN', 'Position nature', 'Quantity', and 'Place of safekeeping'. The table contains five rows of data, all with 'Settled' position nature and 'ES_PORTO' place of safekeeping. At the bottom of the table, there are buttons for 'Request cancellation', 'Edit event', 'Reject', and 'Validate'. The footer of the page includes the Euronext logo and copyright information: '© 2023 Euronext - Version XXXXXX', along with links for 'Privacy Policy', 'Terms & Conditions', and 'Terms of Use'.

Figure 14 – “Eligible Positions” – Middle/ Senior issuer view

2.4.3. Options and Instructions

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

As a junior user you will be able to see the details of the options available for a specific event, the list of instructions submitted so far for that event in all the channels, create new instructions for that event and request a cancellation of instructions already submitted, if applicable.

EURONEXT | MyEuronext | Corporate Events Service
FirstName LastName ▾

[← Back to Corporate Events](#)

PTDVCA0000001388
Mandatory cash distribution
✕

AA00034I02
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

Option type ▾
Status ▾
Response deadline 📅

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	→

🚫 Request cancellation
✎ Edit event

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Figure 15 – “Options and Instructions” – Junior issuer view

As a Middle/Senior user you will be able to see the details of the options and instructions.

EURONEXT | MyEuronext | Corporate Events Service
FirstName LastName ▾

← Back to Corporate Events

PTDVCA000001388
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

▲ ETBV

Event details Eligible position Options and Instructions Event confirmations Documents

Options

Option number	Option type	Default option	Detail
001	CASH	Yes	→

Instructions

Option type ▾ Status ▾ Response deadline 📅

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

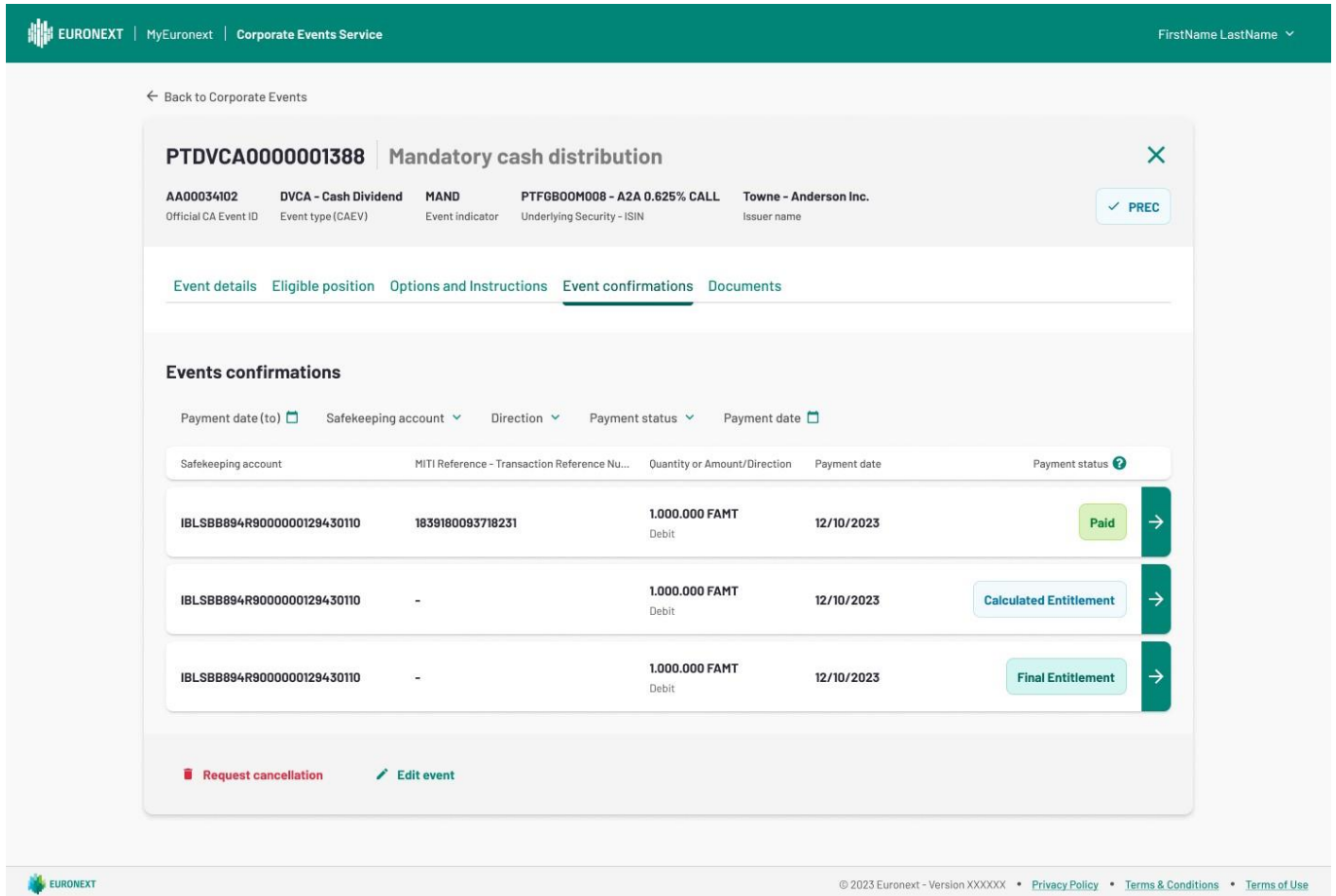
Request cancellation
Edit event
Reject
Validate

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Figure 16 – “Options and Instructions” – Middle / Senior issuer view

2.4.4. Events Confirmations

As a junior user you will be able to see the details of the events confirmation, ~~edit it and request a cancellation.~~



The screenshot displays the 'Event confirmations' section for a 'Mandatory cash distribution' event. The event details include: Official CA Event ID (AA00034102), Event type (DVCA - Cash Dividend), Event indicator (MAND), Underlying Security (PTFGB00M008 - A2A 0.625% CALL), and Issuer name (Towne - Anderson Inc.). A 'PREC' button is visible in the top right corner.

The 'Event confirmations' table lists three entries:

Safekeeping account	MITI Reference - Transaction Reference Nu...	Quantity or Amount/Direction	Payment date	Payment status
IBLSBB894R9000000129430110	1839180093718231	1.000.000 FAMT Debit	12/10/2023	Paid
IBLSBB894R9000000129430110	-	1.000.000 FAMT Debit	12/10/2023	Calculated Entitlement
IBLSBB894R9000000129430110	-	1.000.000 FAMT Debit	12/10/2023	Final Entitlement

At the bottom of the table, there are two buttons: 'Request cancellation' and 'Edit event'.

Figure 17 – “Event confirmations” – Junior issuer view

As a Middle/Senior user you will be able to see the details of the events confirmation.

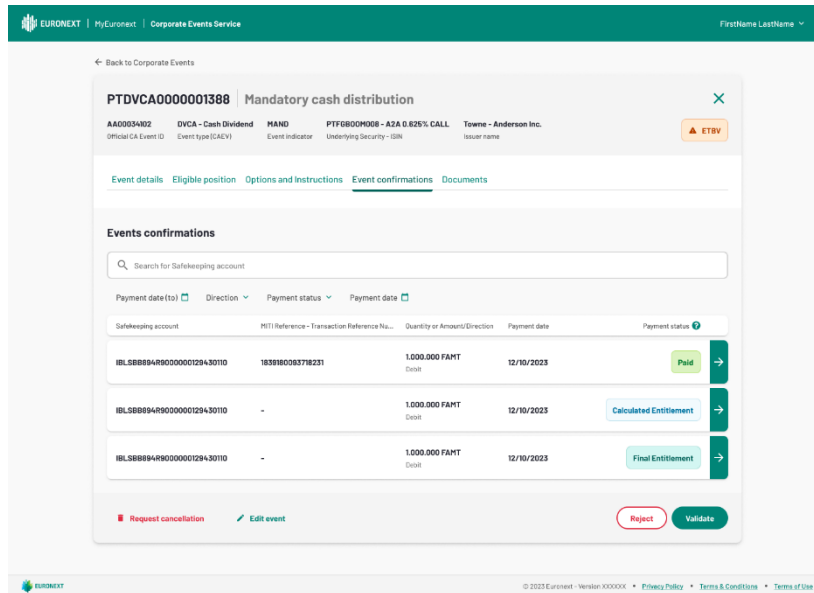
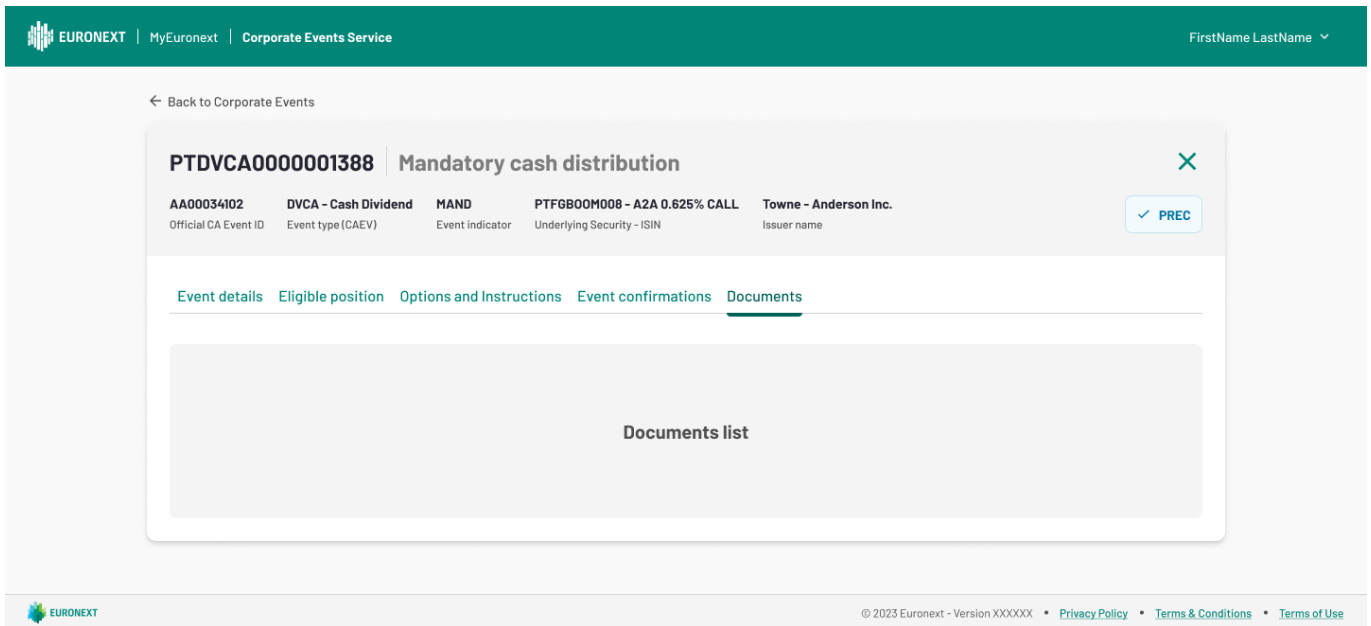


Figure 18 – “Event confirmations” – Middle / Senior issuer view

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

2.4.5. Documents

Here you will be able to provide some documentation to the Participants.



The screenshot displays the Euronext Corporate Events Service interface. At the top, there is a green header with the Euronext logo, 'MyEuronext', and 'Corporate Events Service'. A user profile 'FirstName LastName' is visible in the top right. Below the header, a navigation bar includes a 'Back to Corporate Events' link. The main content area shows details for a 'Mandatory cash distribution' event with ID 'PTDVCA0000001388'. Key information includes: Official CA Event ID 'AA00034102', Event type 'DVCA - Cash Dividend', Event indicator 'MAND', Underlying Security 'PTFGB00M008 - A2A 0.625% CALL', and Issuer name 'Towne - Anderson Inc.'. A 'PREC' button is present. A tabbed interface below shows 'Documents' as the active tab, with other tabs for 'Event details', 'Eligible position', 'Options and Instructions', and 'Event confirmations'. The 'Documents list' area is currently empty. The footer contains the Euronext logo and copyright information: '© 2023 Euronext - Version XXXXXX' along with links for 'Privacy Policy', 'Terms & Conditions', and 'Terms of Use'.

Figure 19 – “Documents” – Junior/Senior view

2.5. GENERAL MEETINGS DETAILED PAGE

You can also click on one of the corporate events from the list to see its general meetings’ details as a junior issuer. You will be able to see:

- Event details
- Eligible Position
- Agenda
- Results of dissemination

2.5.1 Events details

← Back to Corporate Events

AA00034102 | **Towne - Anderson Inc.**
✕

Extraordinary Meeting (XMET)
Meeting type

Annual (AMET)
Meeting classification

Hybrid
Participation method

27/05/2024, 12:40
Meeting date

✓ **PREC**

[Event details](#) | [Eligible position](#) | [Agenda](#) | [Results dissemination](#)

Dates

Meeting date	27/05/2024, 12:40
Second meeting date	28/05/2024, 12:40
Third meeting date	29/05/2024, 12:40
Announcement date	25/05/2024, 12:40
Record date	25/05/2024
Voting instructions deadline	25/05/2024

Other details

Address	Piazza degli Affari 6
City	Milano
Postal code	20123
Country	IT
Issuer's website	https://www.eddie.biz
Linked event	AA00034101
Narrative	Corporis aut placeat beatae ipsum corporis ea quia repudiandae labore.

Issuer agent details

Issuer agent	Leffler Inc
--------------	-------------

🚫 Request cancellation
✎ Edit event

Figure 20 – “Event details” – Junior view

2.5.1. Eligible positions

EURONEXT | MyEuronext | Corporate Events Service
FirstName LastName ▾

← Back to Corporate Events

AA00034102 Mandatory cash distribution

Extraordinary Meeting (XMET)
 Annual (AMET)
 Hybrid
 27/05/2024, 12:40

Meeting type
 Meeting classification
 Participation method
 Meeting date

✕

✓ PREC

[Event details](#)
 [Eligible position](#)
 [Agenda](#)
 [Results dissemination](#)

Eligible position
 Export .csv

🔍 Search for Safekeeping account

Safekeeping account	Underlying Security - ISIN	Position nature	Quantity	Place of safekeeping
IBLSBB894R9000000129430110	PTFG800M008	Settled	100.000 FANT	ES_PORTO
IBLSBB894R9000000129430110	PTFG800M008	Settled	100.000 FANT	ES_PORTO
IBLSBB894R9000000129430110	PTFG800M008	Settled	100.000 FANT	ES_PORTO
IBLSBB894R9000000129430110	PTFG800M008	Settled	100.000 FANT	ES_PORTO
IBLSBB894R9000000129430110	PTFG800M008	Settled	100.000 FANT	ES_PORTO

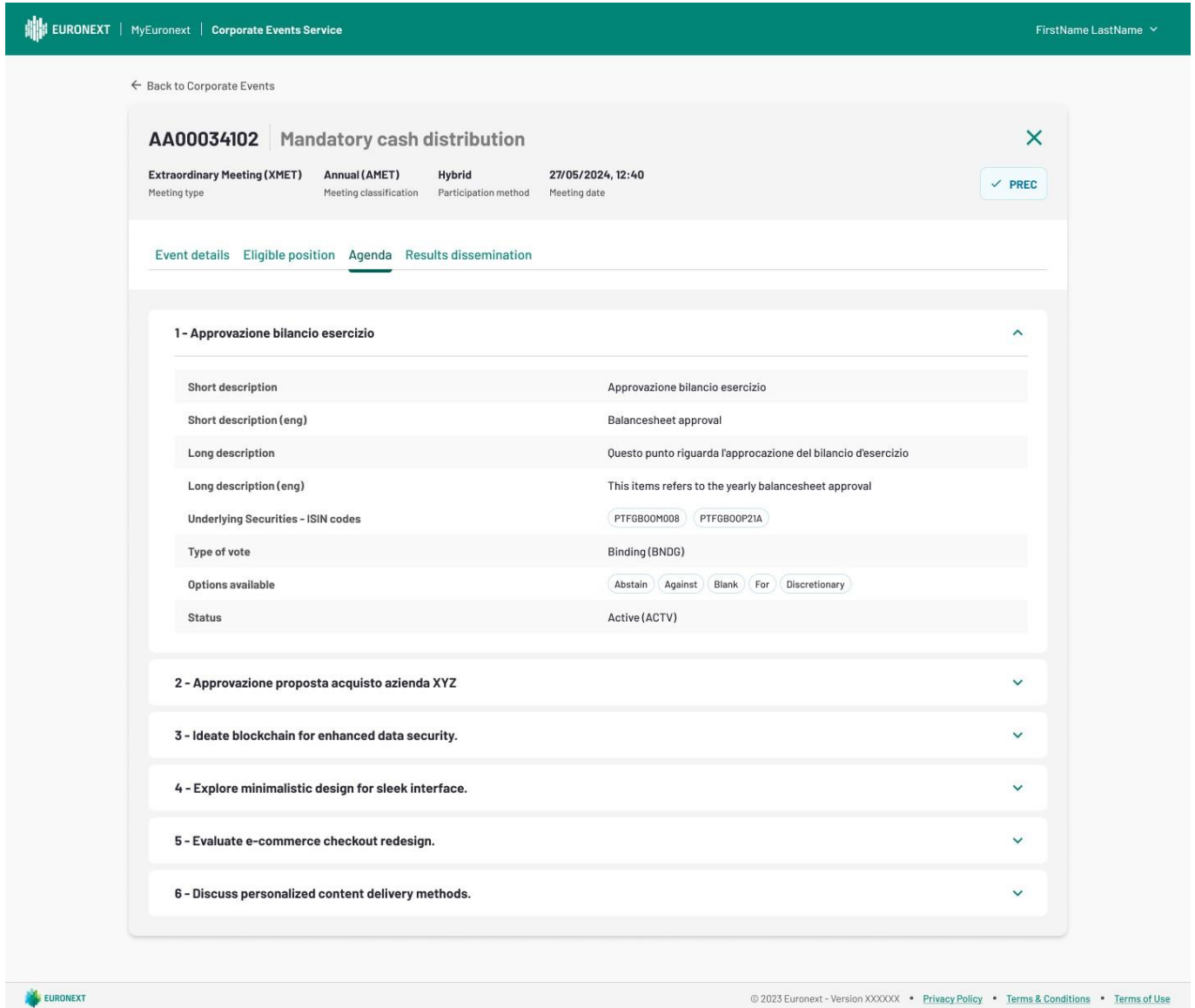
🚫 Request cancellation
✎ Edit event

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Figure 21 – “Eligible position” – Junior view

2.5.2. Agenda

As an Issuer/Issuer Agent, you can set up the Agenda in MyEuronext.

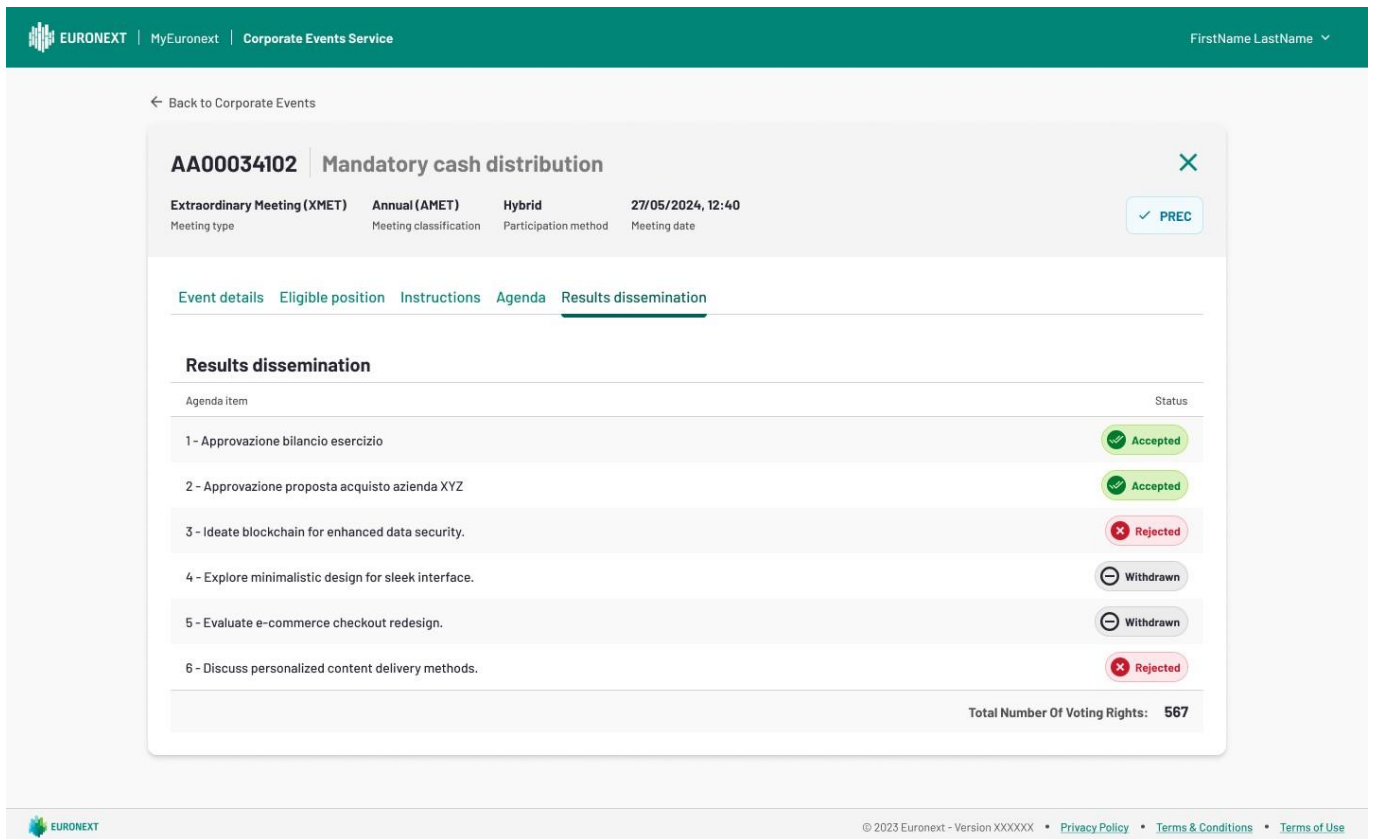


The screenshot shows the 'Agenda' tab for a meeting titled 'AA00034102 Mandatory cash distribution'. The meeting is classified as an 'Extraordinary Meeting (XMET)' and is scheduled for '27/05/2024, 12:40'. The agenda items are as follows:

Item ID	Description
1	Approvazione bilancio esercizio
	Short description: Approvazione bilancio esercizio
	Short description (eng): Balancesheet approval
	Long description: Questo punto riguarda l'approcazione del bilancio d'esercizio
	Long description (eng): This items refers to the yearly balancesheet approval
	Underlying Securities - ISIN codes: PTFGB00M008, PTFGB00P21A
	Type of vote: Binding (BNDG)
	Options available: Abstain, Against, Blank, For, Discretionary
	Status: Active (ACTV)
2	Approvazione proposta acquisto azienda XYZ
3	Ideate blockchain for enhanced data security.
4	Explore minimalistic design for sleek interface.
5	Evaluate e-commerce checkout redesign.
6	Discuss personalized content delivery methods.

Figure 22 – “Agenda” – Junior view

2.5.3. Results of dissemination



The screenshot displays the 'Results dissemination' view for a meeting with ID AA00034102. The meeting is classified as an Extraordinary Meeting (XMET) and is scheduled for 27/05/2024 at 12:40. The interface shows a list of agenda items with their respective statuses: 'Accepted', 'Rejected', or 'Withdrawn'. A 'PREC' button is visible in the top right corner of the meeting details panel.

Agenda Item	Status
1 - Approvazione bilancio esercizio	Accepted
2 - Approvazione proposta acquisto azienda XYZ	Accepted
3 - Ideate blockchain for enhanced data security.	Rejected
4 - Explore minimalistic design for sleek interface.	Withdrawn
5 - Evaluate e-commerce checkout redesign.	Withdrawn
6 - Discuss personalized content delivery methods.	Rejected

Total Number Of Voting Rights: 567

Figure 23 – “Results Dissemination” – Junior view

All issuers will be able to see the details of the general meetings before and after these meetings take place.

Please note that before the meeting date, it would not be possible to access the results of dissemination tab.

EURONEXT | MyEuronext | Corporate Events Service
FirstName LastName ▾

← Back to Corporate Events

AA00034102 | **Towne - Anderson Inc.**

Extraordinary Meeting (XMET)
 Annual (AMET)
 Hybrid
 27/05/2024, 12:40

Meeting type
 Meeting classification
 Participation method
 Meeting date

✕

✓ PREC

Event details
Eligible position
Agenda
Results dissemination

Dates

Meeting date	27/05/2024, 12:40
Second meeting date	28/05/2024, 12:40
Third meeting date	29/05/2024, 12:40
Announcement date	25/05/2024, 12:40
Record date	25/05/2024
Voting instructions deadline	25/05/2024

Other details

Address	Piazza degli Affari 6
City	Milano
Postal code	20123
Country	IT
Issuer's website	https://www.eddie.biz
Linked event	AA00034101
Narrative	Corporis aut placeat beatae ipsum corporis ea quia repudiandae labore.

Issuer agent details

Issuer agent	Leffler Inc
--------------	-------------

🚫 Request cancellation
✎ Edit event

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 [Terms of Use](#)

Figure 24 – “events details before the meeting” – All issuers

You will need to fill the form of the results to submit the results of the dissemination.

As soon as the meeting is done, the general meetings page will be displayed as follows:

EURONEXT | MyEuronext | Corporate Events Service
FirstName LastName ▾

← Back to Corporate Events

AA00034102 | **Towne - Anderson Inc.**

Extraordinary Meeting (XMET)
 Annual (AMET)
 Hybrid
 27/05/2024, 12:40

Meeting type
 Meeting classification
 Participation method
 Meeting date

✕

✓ PREC

[Event details](#)
 [Eligible position](#)
 [Instructions](#)
 [Agenda](#)
 [Results dissemination](#)

Results dissemination

Agenda item	Status
1 - Approvazione bilancio esercizio	<input type="radio"/> Accepted <input type="radio"/> Withdrawn <input type="radio"/> Rejected
2 - Approvazione proposta acquisto azienda XYZ	<input type="radio"/> Accepted <input type="radio"/> Withdrawn <input type="radio"/> Rejected
3 - Ideate blockchain for enhanced data security.	<input type="radio"/> Accepted <input type="radio"/> Withdrawn <input type="radio"/> Rejected
4 - Explore minimalistic design for sleek interface.	<input type="radio"/> Accepted <input type="radio"/> Withdrawn <input type="radio"/> Rejected
5 - Evaluate e-commerce checkout redesign.	<input type="radio"/> Accepted <input type="radio"/> Withdrawn <input type="radio"/> Rejected
6 - Discuss personalized content delivery methods.	<input type="radio"/> Accepted <input type="radio"/> Withdrawn <input type="radio"/> Rejected

Total Number Of Voting Rights

Enter the total number of voting rights

Submit results

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Figure 25 – “Results dissemination” – All issuers

EURONEXT | MyEuronext | Corporate Events Service
FirstName LastName ▾

← Back to Corporate Events

AA00034102 | **Towne - Anderson Inc.**

Extraordinary Meeting (XMET)
 Annual (AMET)
 Hybrid
 27/05/2024, 12:40

Meeting type
 Meeting classification
 Participation method
 Meeting date

✕

✓ PREC

[Event details](#)
 [Eligible position](#)
 [Instructions](#)
 [Agenda](#)
 [Results dissemination](#)

Results dissemination

Agenda item	Status
1 - Approvazione bilancio esercizio	<input checked="" type="radio"/> Accepted <input type="radio"/> Withdrawn <input type="radio"/> Rejected
2 - Approvazione proposta acquisto azienda XYZ	<input checked="" type="radio"/> Accepted <input type="radio"/> Withdrawn <input type="radio"/> Rejected
3 - Ideate blockchain for enhanced data security.	<input type="radio"/> Accepted <input type="radio"/> Withdrawn <input checked="" type="radio"/> Rejected
4 - Explore minimalistic design for sleek interface.	<input type="radio"/> Accepted <input type="radio"/> Withdrawn <input type="radio"/> Rejected
5 - Evaluate e-commerce checkout redesign.	<input type="radio"/> Accepted <input type="radio"/> Withdrawn <input type="radio"/> Rejected
6 - Discuss personalized content delivery methods.	<input type="radio"/> Accepted <input type="radio"/> Withdrawn <input checked="" type="radio"/> Rejected

Total Number Of Voting Rights

567

Submit results

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Figure 26 – “Results dissemination form” – All issuers

EURONEXT | MyEuronext | Corporate Events Service
FirstName LastName ▾

← Back to Corporate Events

AA00034102 | **Towne - Anderson Inc.**

Extraordinary Meeting (XMET)
 Annual (AMET)
 Hybrid
 27/05/2024, 12:40

Meeting type
 Meeting classification
 Participation method
 Meeting date

✕

✓ PREC

Event details
Eligible position
Instructions
Agenda
Results dissemination

Results dissemination

Agenda item	Status
1 - Approvazione bilancio esercizio	● Accepted
2 - Approvazione proposta acquisto azienda XYZ	● Accepted
3 - Ideate blockchain for enhanced data security.	● Rejected
4 - Explore minimalistic design for sleek interface.	● Withdrawn
5 - Evaluate e-commerce checkout redesign.	● Withdrawn
6 - Discuss personalized content delivery methods.	● Rejected

Total Number Of Voting Rights: **567**

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Figure 27 – “Results submission” – All issuers

2.6. CORPORATE EVENT CREATION

It is possible for an Issuer/Issuer Agent to create an event for the corporate actions, general meetings and shareholders identification.

Please note that each user logs in for a specific country and that the events that he/she decides to create refer to that country.

2.6.1. Corporate actions

2.6.1.1 Mandatory cash distribution

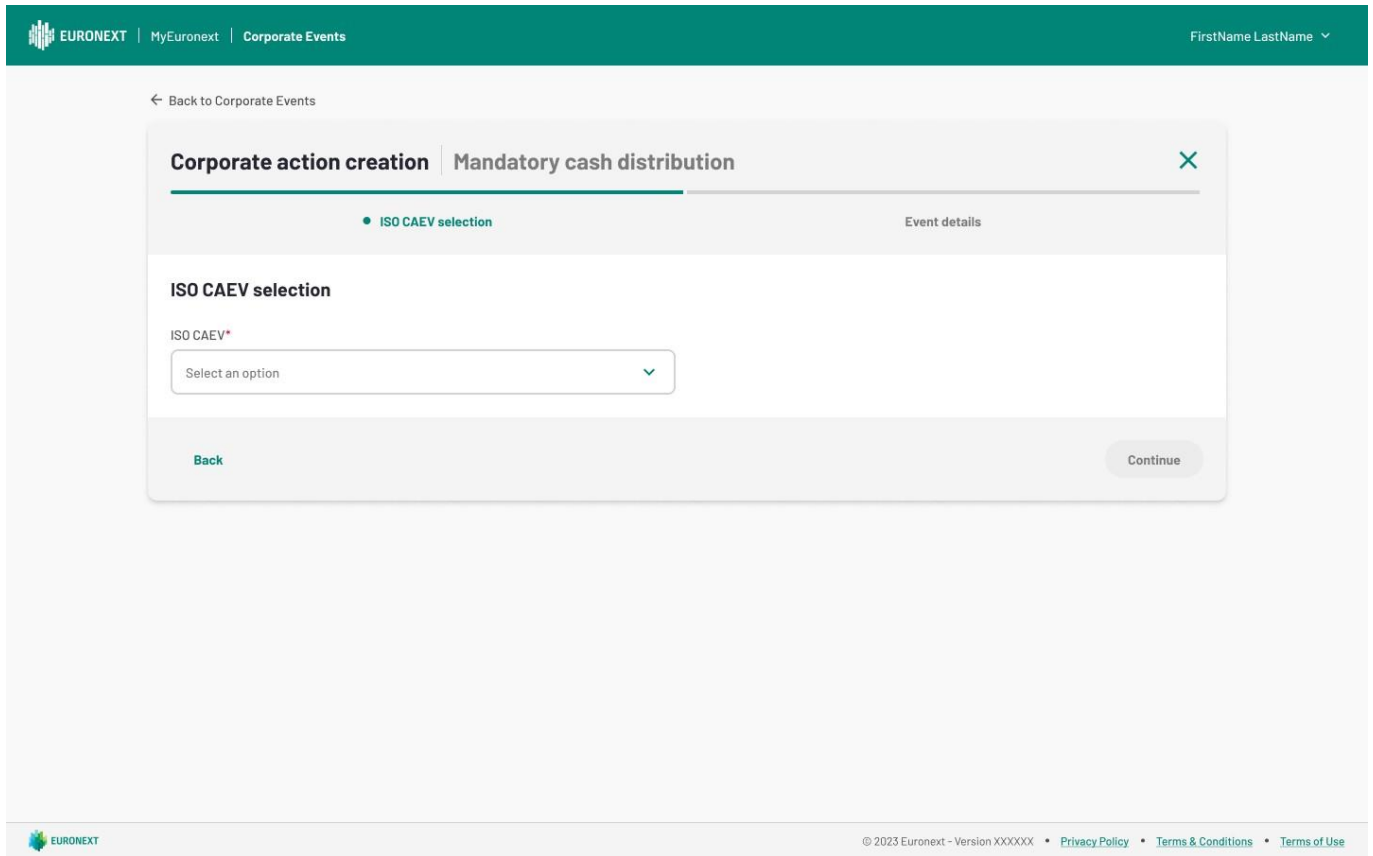


Figure 28 – “Results submission”

DVCA:

Please note that the system will propose a COAF number. If you (as an Issuers or Issuer Agent) want to deviate from that, you can type the one preferred as soon as it hasn't been used yet.

← Back to Corporate Events

Corporate action creation | Mandatory cash distribution ✕

● CAEV selection ● Event details

DVCA - Cash Dividend
ISO CAEV

COAF

Official CA Event ID

Underlying Security - ISIN

Dates

Announcement date*

Announcement time*

Record date*

Payment date*

Linked event

Linked event

Options

Option 1 - CASH Remove option

Option number*

Option type*

Default option indicator* Yes No

Payment Currency*

Announced Currency*

Dividend rate*

Taxable portion rate*

Tax-free portion rate

FX Rate*

FX date*

Other details

Dividend Type indicator*

Interim ISIN in case of postponement

WHT Threshold

Paying agent

Paying Agent

Default Cash Account
ex. 987791203

Narrative

Narrative

Additional info to be communicated

Figure 29 – “DVCA” form – empty fields

Corporate action creation Mandatory cash distribution
✕

CAEV selection
Event details

DVCA - Cash Dividend

ISO CAEV

COAF

Official CA Event ID

Underlying Security - ISIN

Dates

<small>Announcement date*</small>	<small>Announcement time*</small>
<input type="text" value="06/05/2024"/>	<input type="text" value="22:15"/>
<small>Record date*</small>	<small>Payment date*</small>
<input type="text" value="06/05/2024"/>	<input type="text" value="06/05/2024"/>

Linked event

Linked event

Options

Option 1 - CASH Remove option

<small>Option number*</small>	<small>Option type*</small>	<small>Default option indicator*</small>
<input type="text" value="1"/>	<input type="text" value="CASH"/>	<input checked="" type="radio"/> Yes <input type="radio"/> No
<small>Payment Currency*</small>	<small>Announced Currency*</small>	<small>Dividend rate*</small>
<input type="text" value="EUR"/>	<input type="text" value="EUR"/>	<input type="text" value="0.3"/>
<small>Taxable portion rate*</small>	<small>Tax-free portion rate</small>	
<input type="text" value="0.3"/>	<input type="text" value="0.7"/>	
<small>FX Rate*</small>	<small>FX date*</small>	
<input type="text" value="0.5"/>	<input type="text" value="06/05/2024"/>	

Other details

Dividend Type indicator*

Interim ISIN in case of postponement

WHT Threshold

Paying agent

<small>Paying Agent</small>	<small>Default Cash Account</small>
<input type="text" value="Mecsekovic, Conn and Swaniawski INC."/>	<input type="text" value="Enter Default Cash Account"/>
	<small>no: 90790283</small>

Narrative

Narrative

Additional info to be communicated

Back
Save and close
Create event

Figure 30 – “DVCA” form filled

INTR:

Corporate action creation
Mandatory cash distribution
✕

✔ CAEV selection
● Event details

INTR - Interest Payment
ISO CAEV

COAF

Official CA Event ID

Underlying Security - ISIN

Dates

<p><small>Announcement date*</small></p> <input style="width: 90%;" type="text" value="Choose a date"/>	<p><small>Announcement time*</small></p> <input style="width: 90%;" type="text" value="--:--"/>
<p><small>Record date*</small></p> <input style="width: 90%;" type="text" value="Choose a date"/>	<p><small>Payment date*</small></p> <input style="width: 90%;" type="text" value="Choose a date"/>

Linked event

Options

Option 1 - CASH Remove option

<small>Option number*</small> <input style="width: 95%;" type="text" value="1"/>	<small>Option type*</small> <input style="width: 95%;" type="text" value="CASH"/>	<small>Default option indicator*</small> <input checked="" type="radio"/> Yes <input type="radio"/> No
<small>Payment Currency*</small> <input style="width: 95%;" type="text" value="Select Payment Currency"/>	<small>Announced Currency*</small> <input style="width: 95%;" type="text" value="Select Announced Currency"/>	<small>Interest rate*</small> <input style="width: 95%;" type="text" value="Enter Interest rate"/>
<small>FX Rate*</small> <input style="width: 95%;" type="text" value="Enter FX Rate"/>	<small>FX date*</small> <input style="width: 95%;" type="text" value="Choose a date"/>	

Paying agent

<small>Paying Agent</small> <input style="width: 95%;" type="text" value="Select a Paying Agent"/>	<small>Default Cash Account</small> <input style="width: 95%;" type="text" value="Enter Default Cash Account"/>
---	--

es. 987789283

Narrative

Narrative

Additional info to be communicated

Back
Save and close
Create event

Figure 31 – “INTR” form – empty fields

Corporate action creation | Mandatory cash distribution
✕

CAEV selection
Event details

INTR - Interest Payment
ISO CAEV

COAF

Official CA Event ID

Underlying Security - ISIN

Dates

Announcement date*

Announcement time*

Record date*

Payment date*

Linked event

Linked event

Options

Option 1 - CASH Remove option

Option number*

Option type*

Default option indicator* Yes No

Payment Currency*

Announced Currency*

Interest rate*

FX Rate*

FX date*

Paying agent

Paying Agent

Default Cash Account

es. 987789283

Narrative

Narrative

Additional info to be communicated

Back
Save and close
Create event

Figure 32 – “INTR” form filled

CAPD:

Corporate action creation | **Mandatory cash distribution**
✕

✔ CAEV selection
● Event details

CAPD - Capital Distribution
ISO CAEV

COAF

COAF

Official CA Event ID

Underlying Security - ISIN

Dates

Announcement date*

📅

Annoucement time*

🕒

Record date*

📅

Payment date*

📅

Linked event

Linked event

Options

Option 1 - CASH

Option number*

1

Option type*

CASH
▼

Default option indicator*

Yes

No

Cash price*

Enter Cash price

Payment Currency*

Select Payment Currency
▼

🗑 Remove option

Paying agent

Paying Agent

Default Cash Account

es. 987789283

Narrative

Narrative

Additional info to be communicated

[Back](#)
Save and close
Create event

Figure 33 – “CAPD” Form empty

MyEuronext – Corporate Event Service – Issuer’s user guide

Corporate action creation | Mandatory cash distribution
✕

✔ CAEV selection
● Event details

CAPD - Capital Distribution
ISO CAEV

COAF

AA00034102

Official CA Event ID

Underlying Security - ISIN

🔍 PTFGB00M008 - A2A 0.625% CALL ✕

Dates

Announcement date*

06/05/2024 📅

Announcement time*

22 : 15 🕒

Record date*

06/05/2024 📅

Payment date*

06/05/2024 📅

Linked event

Linked event

🔍 AA00034101 ✕

Options

Option 1 - CASH 🗑️ Remove option

Option number*

1

Option type*

CASH ▼

Default option indicator*

Yes
 No

Cash price*

0,3

Payment Currency*

EUR ▼

Paying agent

Paying Agent

🔍 Macejkovic, Conn and Swaniawski INC. ✕

Default Cash Account

Enter Default Cash Account

es. 987789283

Narrative

Narrative

Corporis aut placeat beatae ipsum corporis ea quia repudiandae labore.

Additional info to be communicated

Back

Save and close
Create event

Figure 34 – “CAPD” Form filled

DECR:

Corporate action creation | Mandatory cash distribution
✕

✔ CAEV selection
● Event details

DECR - Decrease in Value
ISO CAEV

COAF

Official CA Event ID

Underlying Security - ISIN

Dates

<p><small>Announcement date*</small></p> <input style="width: 90%; border: 1px solid #ccc; padding: 2px 5px;" type="text" value="Choose a date"/>	<p><small>Announcement time*</small></p> <input style="width: 90%; border: 1px solid #ccc; padding: 2px 5px;" type="text" value="--:--"/>
<p><small>Record date*</small></p> <input style="width: 90%; border: 1px solid #ccc; padding: 2px 5px;" type="text" value="Choose a date"/>	<p><small>Payment date*</small></p> <input style="width: 90%; border: 1px solid #ccc; padding: 2px 5px;" type="text" value="Choose a date"/>

Linked event

Linked event

Options

Option 1 - CASH Remove option

<p><small>Option number*</small></p> <input style="width: 90%; border: 1px solid #ccc; padding: 2px 5px;" type="text" value="1"/>	<p><small>Option type*</small></p> <input style="width: 90%; border: 1px solid #ccc; padding: 2px 5px;" type="text" value="CASH"/>	<p><small>Default option indicator*</small></p> <input checked="" type="radio"/> Yes <input type="radio"/> No
<p><small>Cash price*</small></p> <input style="width: 90%; border: 1px solid #ccc; padding: 2px 5px;" type="text" value="Enter Cash price"/>	<p><small>Payment Currency*</small></p> <input style="width: 90%; border: 1px solid #ccc; padding: 2px 5px;" type="text" value="Select Payment Currency"/>	

Paying agent

<p><small>Paying Agent</small></p> <input style="width: 90%; border: 1px solid #ccc; padding: 2px 5px;" type="text" value="Select a Paying Agent"/>	<p><small>Default Cash Account</small></p> <input style="width: 90%; border: 1px solid #ccc; padding: 2px 5px;" type="text" value="Enter Default Cash Account"/> <p style="font-size: 10px; color: #007060; margin-top: 5px;">es. 987789283</p>
---	---

Narrative

Narrative

Additional info to be communicated

Back

Save and close
Create event

Figure 35 – “DECR” Form empty

Corporate action creation | Mandatory cash distribution
✕

✔ CAEV selection
● Event details

DECR - Decrease in Value
ISO CAEV

COAF

AA00034I02

Official CA Event ID

Underlying Security - ISIN

✕

Dates

Announcement date*

06/05/2024

Announcement time*

22 : 15

Record date*

06/05/2024

Payment date*

06/05/2024

Linked event

Linked event

✕

Options

Option 1 - CASH
Remove option

Option number*

1

Option type*

CASH

Default option indicator*

Yes
 No

Cash price*

0,3

Payment Currency*

EUR

Paying agent

Paying Agent

✕

Default Cash Account

es. 987789283

Narrative

Narrative

Corporis aut placeat beatae ipsum corporis ea quia repudiandae labore.

Additional info to be communicated

Back

Save and close
Create event

Figure 36 – “DECR” Form filled

LIQU :

Corporate action creation | Mandatory cash distribution
✕

✔ CAEV selection
● Event details

LIQU - Liquidation Dividend/Liquidation Payment
ISO CAEV

COAF

Official CA Event ID

Underlying Security - ISIN

Dates

Announcement date*

Announcement time*

Ex date*

Record date*

Payment date*

Linked event

Linked event

Options

Option 1 - CASH Remove option

Option number*

Option type*

Default option indicator* Yes No

Cash price*

Payment Currency*

Paying agent

Paying Agent

Default Cash Account

es. 987789283

Narrative

Narrative

Additional info to be communicated

Back
Save and close
Create event

Figure 37 – “LIQU” Form empty

Corporate action creation | Mandatory cash distribution
✕

✔ CAEV selection
● Event details

LIQU - Liquidation Dividend/Liquidation Payment

ISO CAEV

COAF

AA00034102

Official CA Event ID

Underlying Security - ISIN

✕

Dates

Annoucement date*

06/05/2024
📅

Annoucement time*

22:15
🕒

Record date*

06/05/2024
📅

Payment date*

06/05/2024
📅

Linked event

Linked event

✕

Options

Option 1 - CASH 🗑 Remove option

Option number*

1

Option type*

CASH
▼

Default option indicator*

Yes
 No

Cash price*

0,3

Payment Currency*

EUR
▼

Paying agent

Paying Agent

✕

Default Cash Account

es: 987789283

Narrative

Narrative

Corporis aut placeat beatae ipsum corporis ea quia repudiandae labore.

Additional info to be communicated

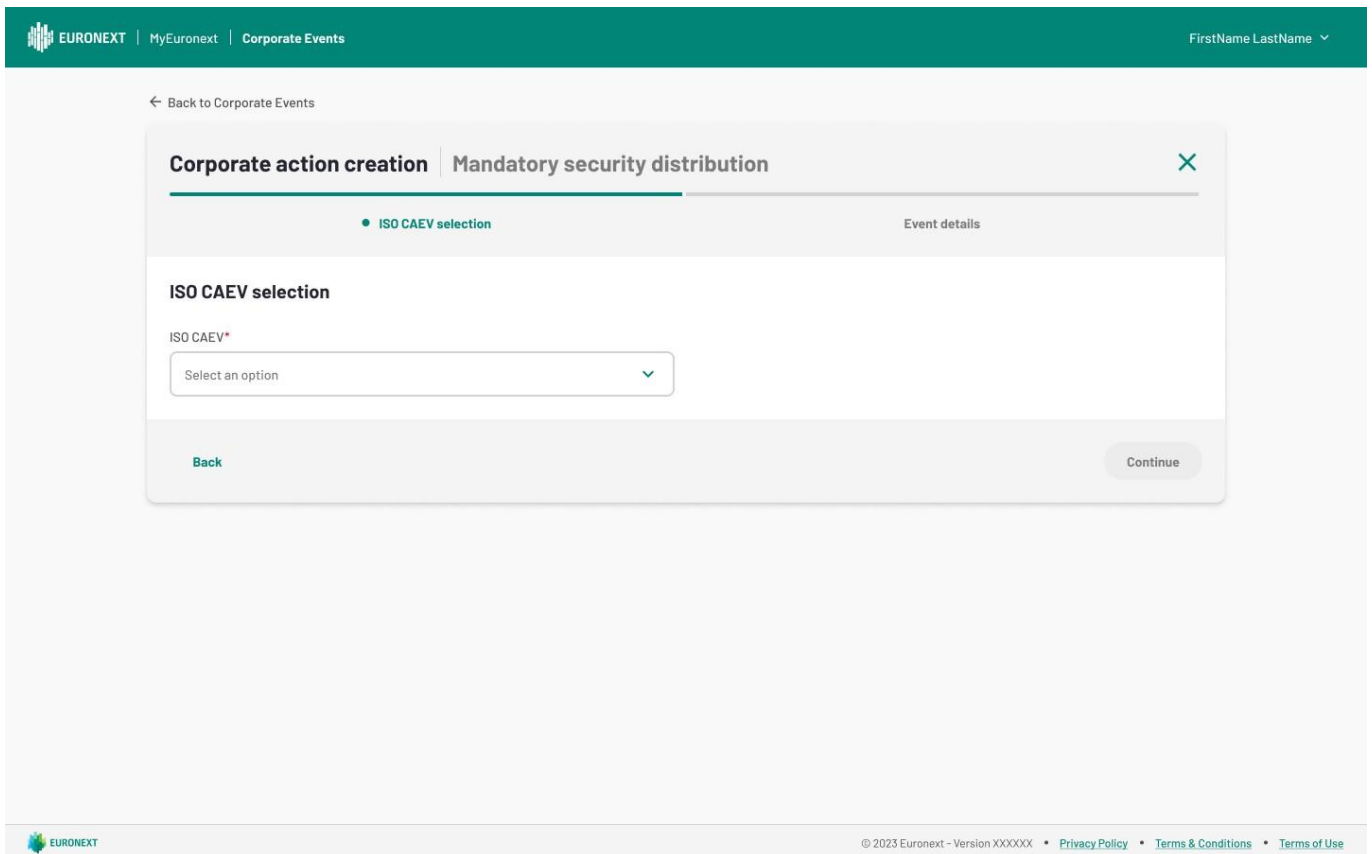
Back

Save and close
Create event

Figure 38 – “LIQU” Form filled

If a Paying agent is already associated with the ISIN, it will be retrieved in the form upon ISIN selection. If not, the Issuer / Issuer Agent can appoint one.

2.6.1.2 Mandatory security distribution



The screenshot shows the 'Mandatory security distribution' form within the 'Corporate action creation' process. The form is titled 'Mandatory security distribution' and includes a close button (X) in the top right corner. Below the title, there are two tabs: 'ISO CAEV selection' (which is active) and 'Event details'. The 'ISO CAEV selection' section contains a dropdown menu labeled 'ISO CAEV*' with the placeholder text 'Select an option' and a downward arrow. At the bottom of the form, there are two buttons: 'Back' on the left and 'Continue' on the right. The footer of the page includes the Euronext logo, copyright information '© 2023 Euronext - Version XXXXXX', and links for 'Privacy Policy', 'Terms & Conditions', and 'Terms of Use'.

Figure 39 – Mandatory security distribution form

DVSE:

Corporate action creation | Mandatory security distribution
✕

✔ CAEV selection
• Event details

DVSE - Stock Dividend

ISO CAEV

COAF

Official CA Event ID

Underlying Security - ISIN

Dates

Announcement date*

Announcement time*

Record date*

Payment date*

Linked event

Linked event

Options

Option 1 - SECU Remove option

Option number*

Option type*

Default option indicator* Yes No

New security to be credited

Additional for Existing Securities*

every

Disposition of fractions

Narrative

Narrative

Additional info to be communicated

[Back](#)
[Save and close](#)
[Create event](#)

Figure 40 – “DVSE” Form empty

Corporate action creation
Mandatory security distribution
✕

✔ CAEV selection
● Event details

DVSE - Stock Dividend
ISO CAEV

COAF

Official CA Event ID

Underlying Security - ISIN

Dates

Announcement date*

Announcement time*

Record date*

Payment date*

Linked event

Linked event

Options

Option 1 - SECU Remove option

Option number*

Option type*

Default option indicator*

 Yes No

New security to be credited

Additional for Existing Securities*

 every

Disposition of fractions

Narrative

Narrative

Additional info to be communicated

Back
Save and close
Create event

Figure 41 – “DVSE” Form filled

RHDI:

Corporate action creation | Mandatory security distribution
✕

✔ CAEV selection
● Event details

RHDI - Intermediate Securities Distribution
ISO CAEV

COAF

Official CA Event ID

Underlying Security - ISIN

Dates

Announcement date*

Announcement time*

Record date*

Payment date*

Linked event

Linked event

Options

Option 1 - SECU Remove option

Option number*

Option type*

Default option indicator*

 Yes No

New security to be credited

Additional for Existing Securities*

every

Disposition of fractions

Narrative

Narrative

Additional info to be communicated

Back
Save and close
Create event

Figure 42 – “RHDI” Form empty

Corporate action creation
Mandatory security distribution
✕

● CAEV selection
● Event details

RHDI - Intermediate Securities Distribution
ISO CAEV

COAF

AA00034102

Official CA Event ID

Underlying Security - ISIN

🔍
PTFGB00M008 - A2A 0.625% CALL
✕

Dates

Annoucement date*

📅
06/05/2024

Annoucement time*

🕒
22 : 15

Record date*

📅
06/05/2024

Payment date*

📅
06/05/2024

Linked event

Linked event

🔍
AA00034101
✕

Options

Option 1 - SECU 🗑 Remove option

Option number*

1

Option type*

SECU
▼

Default option indicator*

Yes

No

New security to be credited

🔍
PTFGB00M008 - A2A 0.625% CALL
✕

Additional for Existing Securities*

1

every

5

Disposition of fractions

Standard
▼

Narrative

Narrative

Corporis aut placeat beatae ipsum corporis ea quia repudiandae labore.

Additional info to be communicated

Back

Save and close

Create event

Figure 43 – “RHDI” Form filled

2.6.2. General meetings

From the general meetings list, you can create in the same way a general meeting using the form:

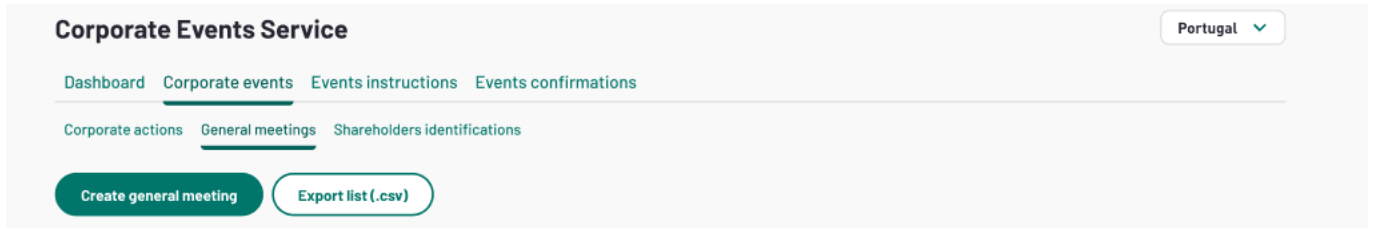
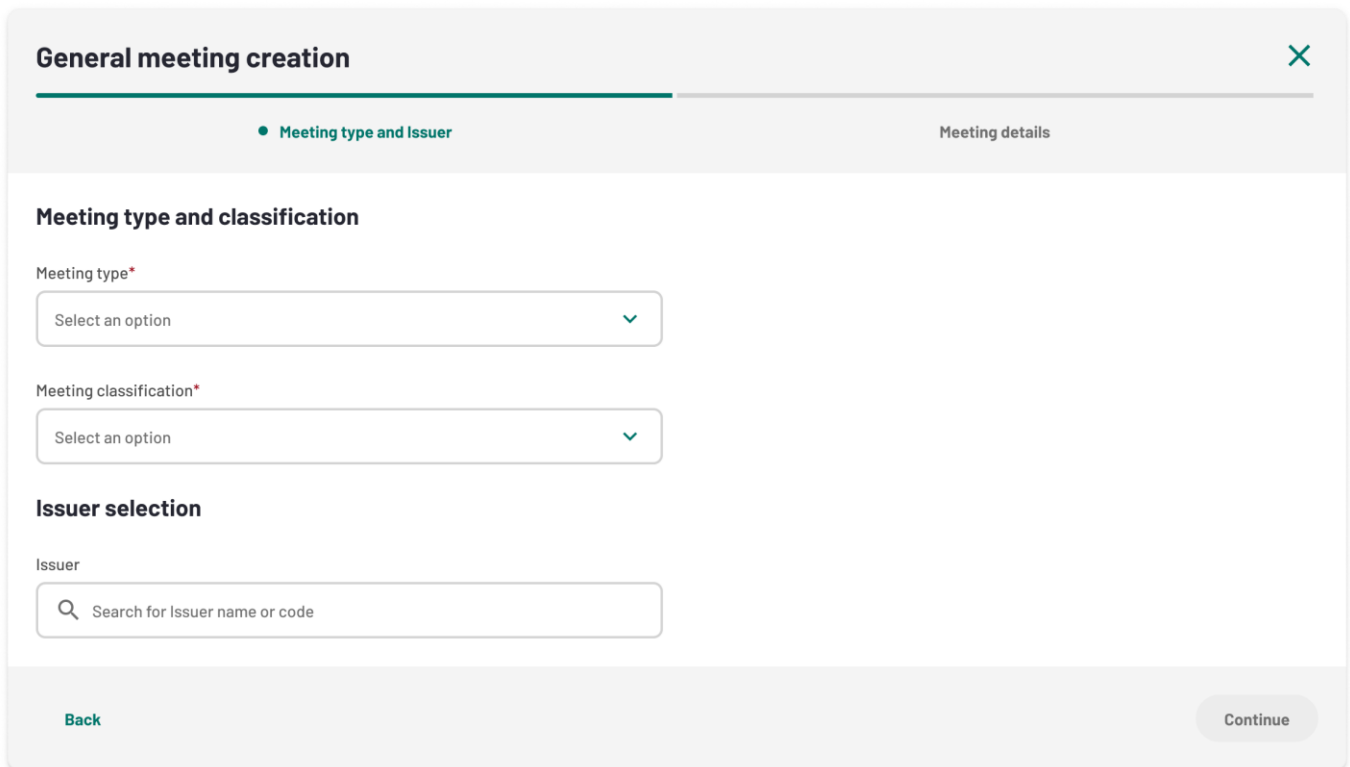


Figure 43 – General meeting creation button

[← Back to Corporate Events](#)



The screenshot shows the 'General meeting creation' form. At the top left, there is a 'Back to Corporate Events' link. The form has a title 'General meeting creation' and a close button 'X' at the top right. Below the title, there are two tabs: 'Meeting type and Issuer' (selected) and 'Meeting details'. The 'Meeting type and Issuer' section contains three main parts: 'Meeting type and classification', 'Issuer selection', and a search bar. The 'Meeting type and classification' section has two dropdown menus: 'Meeting type*' and 'Meeting classification*', both with 'Select an option' text. The 'Issuer selection' section has a search bar with the text 'Search for Issuer name or code'. At the bottom of the form, there are two buttons: 'Back' and 'Continue'.

Figure 44 – General meeting creation form

2.6.3. Shareholders identifications

From the shareholders identifications list, you can create in the same way a shareholder identification using the form:

← Back to Corporate Events

Shareholder identification creation

✕

COAF

Official CA Event ID

Underlying Security - ISIN

Dates

Announcement date*

Announcement time*

Record date*

Issuer Disclosure Deadline*

Event details

Issuer's website

Shareholder Rights Directive Indicator* Yes No

Place Of Jurisdiction* ISO-ALPHA-2

Applicable Law

Disclosure Response Recipient

Identification

Name

Address

Response Through Chain Indicator* Yes No

Linked event

Linked event

Narrative

Narrative

Additional info to be communicated

[Back](#)
Create event

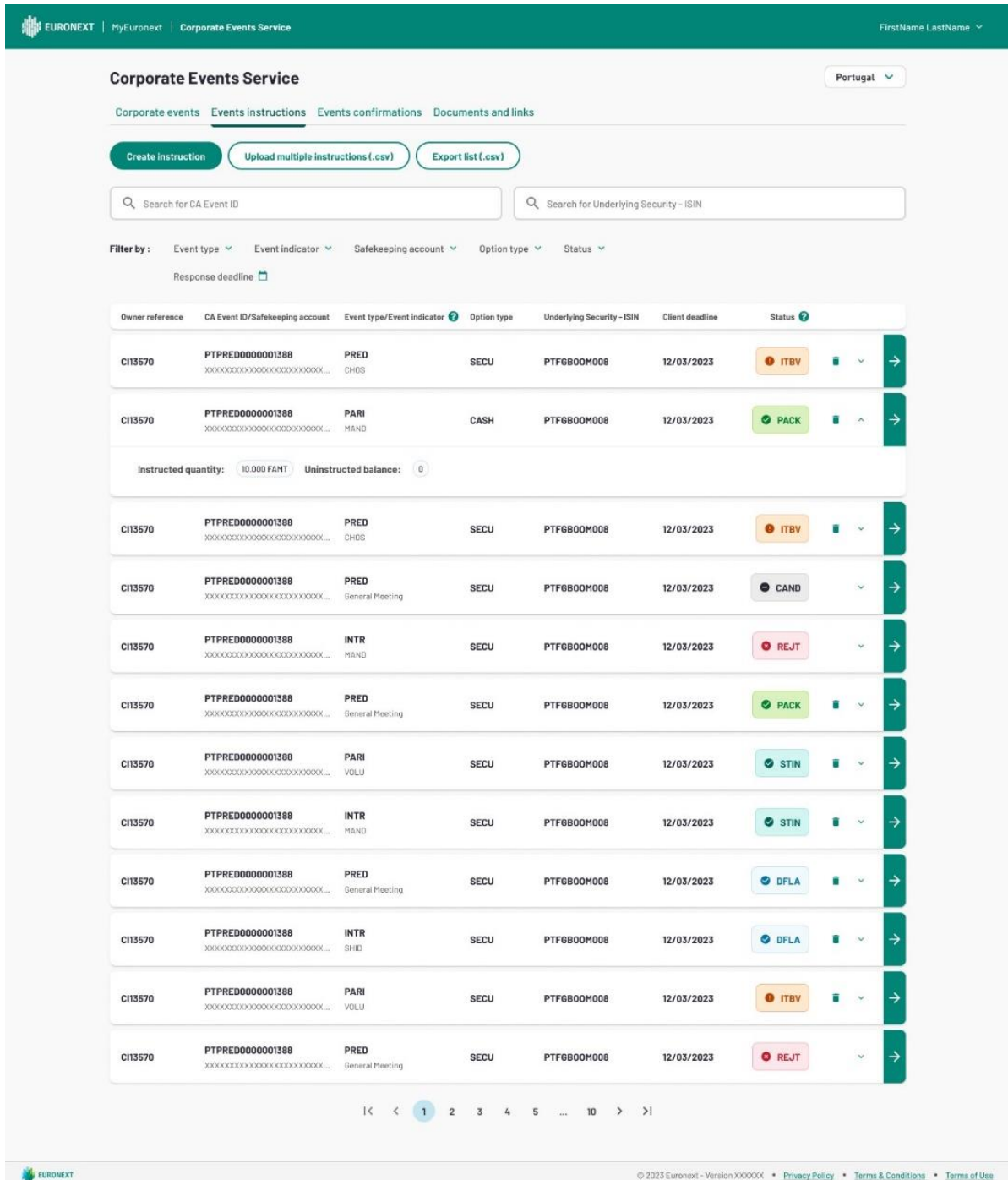
Figure 45 – Shareholder identification creation form

2.7. EVENTS INSTRUCTIONS

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

2.7.1. 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 contains a table of instructions with columns: Owner reference, CA Event ID/Safekeeping account, Event type/Event indicator, Option type, Underlying Security - ISIN, Client deadline, and Status. The table lists 12 instructions for owner reference CI13570 and underlying security PTF6B00M008, with various statuses like ITBV, PACK, CAND, REJT, and DFLA. 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	PTF6B00M008	12/03/2023	ITBV
CI13570	PTPRE0000001388 XXXXXXXXXXXXXXXXXXXXXXXXXXXX...	PARI MAND	CASH	PTF6B00M008	12/03/2023	PACK
Instructed quantity: 10.000 FANT Uninstructed balance: 0						
CI13570	PTPRE0000001388 XXXXXXXXXXXXXXXXXXXXXXXXXXXX...	PRED CHDS	SECU	PTF6B00M008	12/03/2023	ITBV
CI13570	PTPRE0000001388 XXXXXXXXXXXXXXXXXXXXXXXXXXXX...	PRED General Meeting	SECU	PTF6B00M008	12/03/2023	CAND
CI13570	PTPRE0000001388 XXXXXXXXXXXXXXXXXXXXXXXXXXXX...	INTR MAND	SECU	PTF6B00M008	12/03/2023	REJT
CI13570	PTPRE0000001388 XXXXXXXXXXXXXXXXXXXXXXXXXXXX...	PRED General Meeting	SECU	PTF6B00M008	12/03/2023	PACK
CI13570	PTPRE0000001388 XXXXXXXXXXXXXXXXXXXXXXXXXXXX...	PARI VGLU	SECU	PTF6B00M008	12/03/2023	STIN
CI13570	PTPRE0000001388 XXXXXXXXXXXXXXXXXXXXXXXXXXXX...	INTR MAND	SECU	PTF6B00M008	12/03/2023	STIN
CI13570	PTPRE0000001388 XXXXXXXXXXXXXXXXXXXXXXXXXXXX...	PRED General Meeting	SECU	PTF6B00M008	12/03/2023	DFLA
CI13570	PTPRE0000001388 XXXXXXXXXXXXXXXXXXXXXXXXXXXX...	INTR SHID	SECU	PTF6B00M008	12/03/2023	DFLA
CI13570	PTPRE0000001388 XXXXXXXXXXXXXXXXXXXXXXXXXXXX...	PARI VGLU	SECU	PTF6B00M008	12/03/2023	ITBV
CI13570	PTPRE0000001388 XXXXXXXXXXXXXXXXXXXXXXXXXXXX...	PRED General Meeting	SECU	PTF6B00M008	12/03/2023	REJT

Figure 46 – Events and instructions list

2.7.2. Instruction Creation

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

2.7.3. Form

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

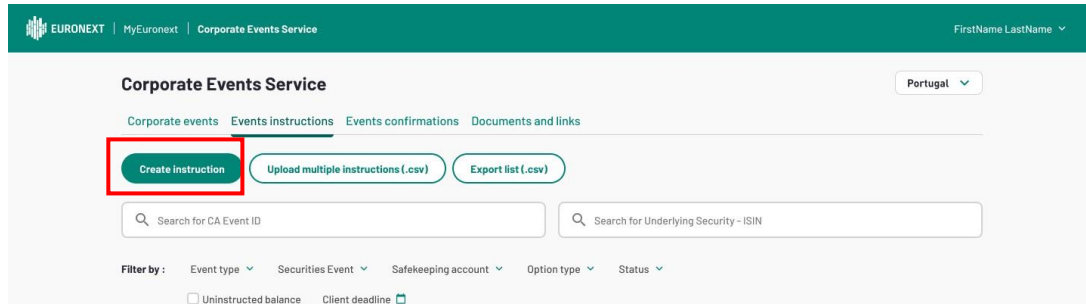


Figure 47 – “Events Instructions” – Instruction creation (form)

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*

Person details

Person Details*

LEI/Tax ID*

Street

City

Postal code

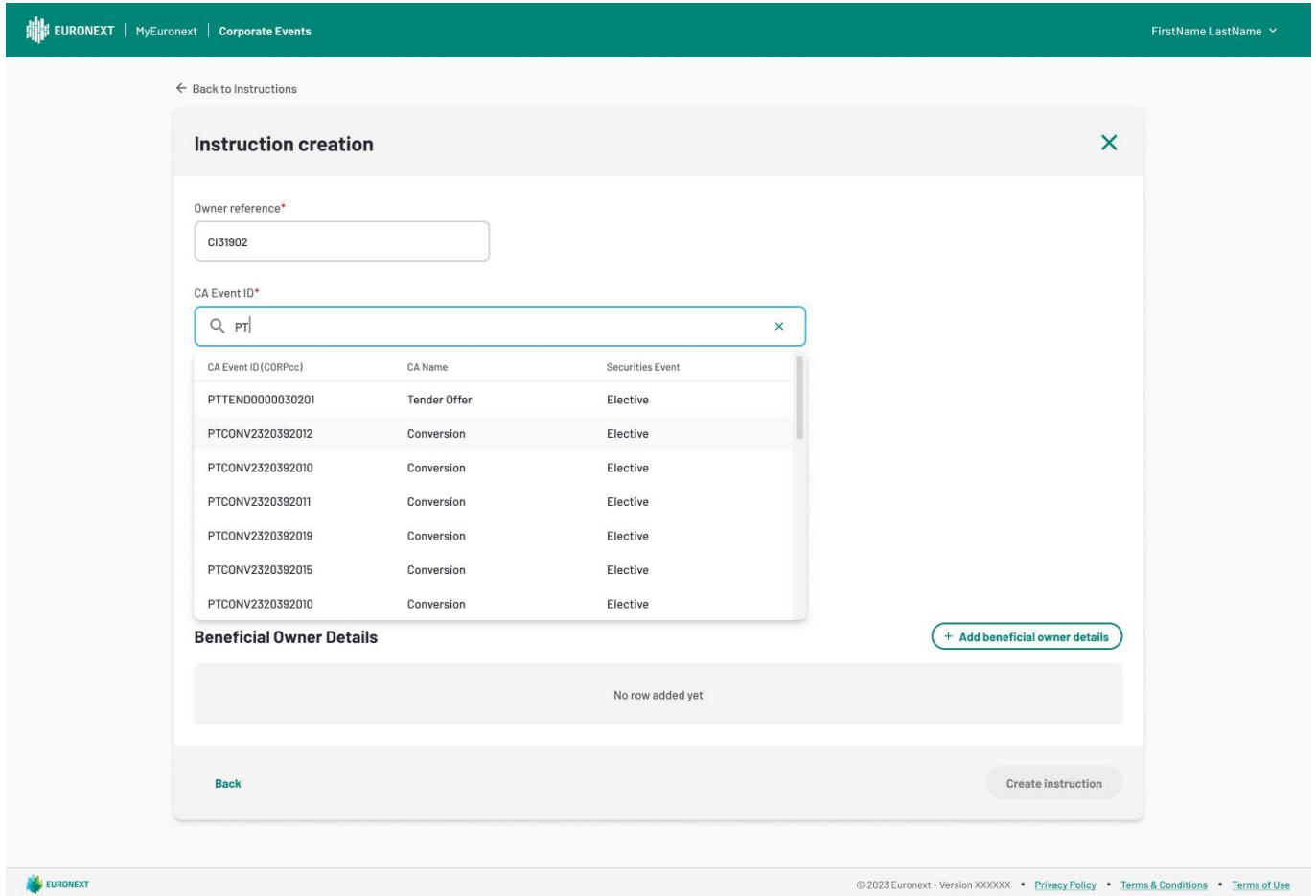
Country

Attendance Card Details*

Cancel
Continue

Figure 48 – “Events Instructions” – Instruction creation (form)

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



EURONEXT | MyEuronext | Corporate Events FirstName LastName ▾

← 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

[+ Add beneficial owner details](#)

No row added yet

[Back](#) [Create instruction](#)

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Figure 49 – “Events Instructions” – Instruction creation (form)

2.7.4. CSV upload

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

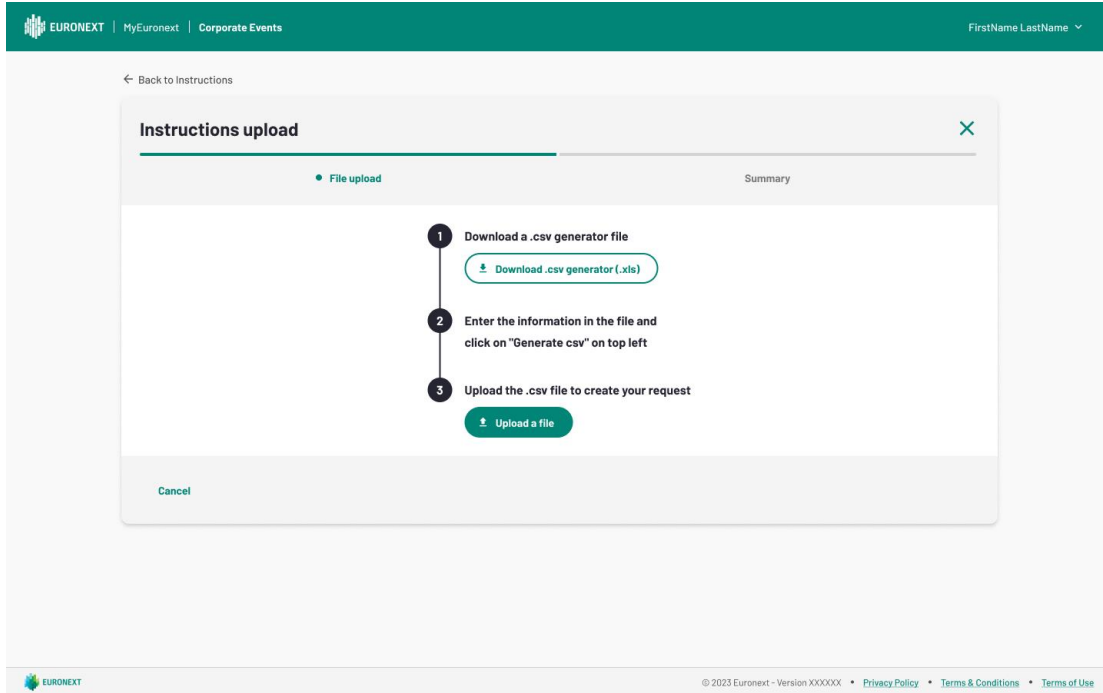


Figure 50- "Events Instructions" – Instruction creation (CSV)- file download

2. Upload it back on the platform.

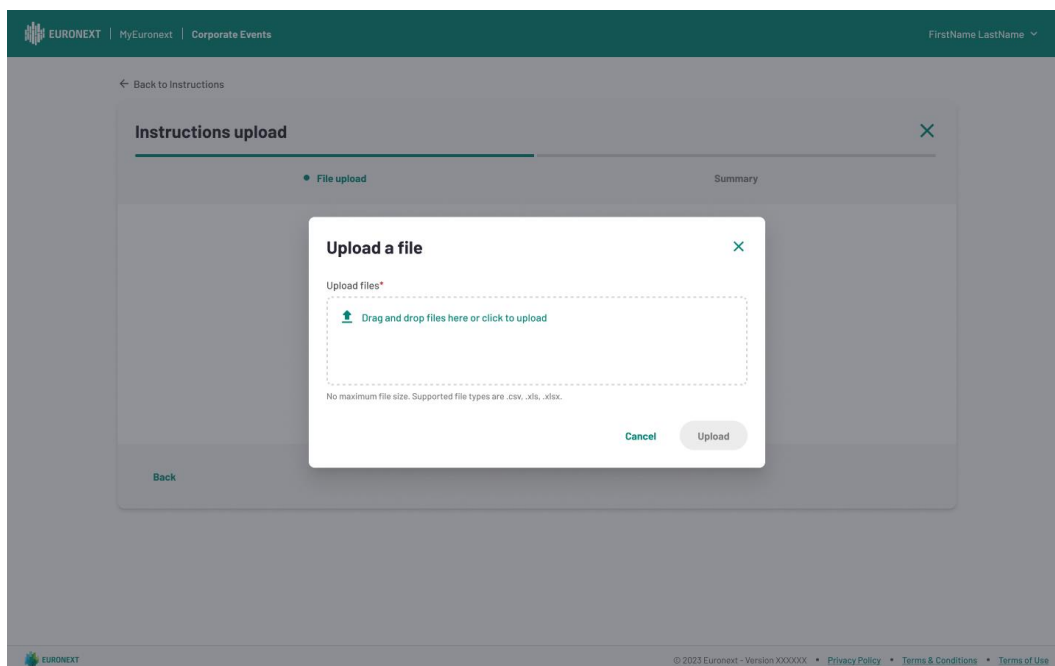


Figure 51- "Events Instructions" – Instruction creation (CSV)- file upload

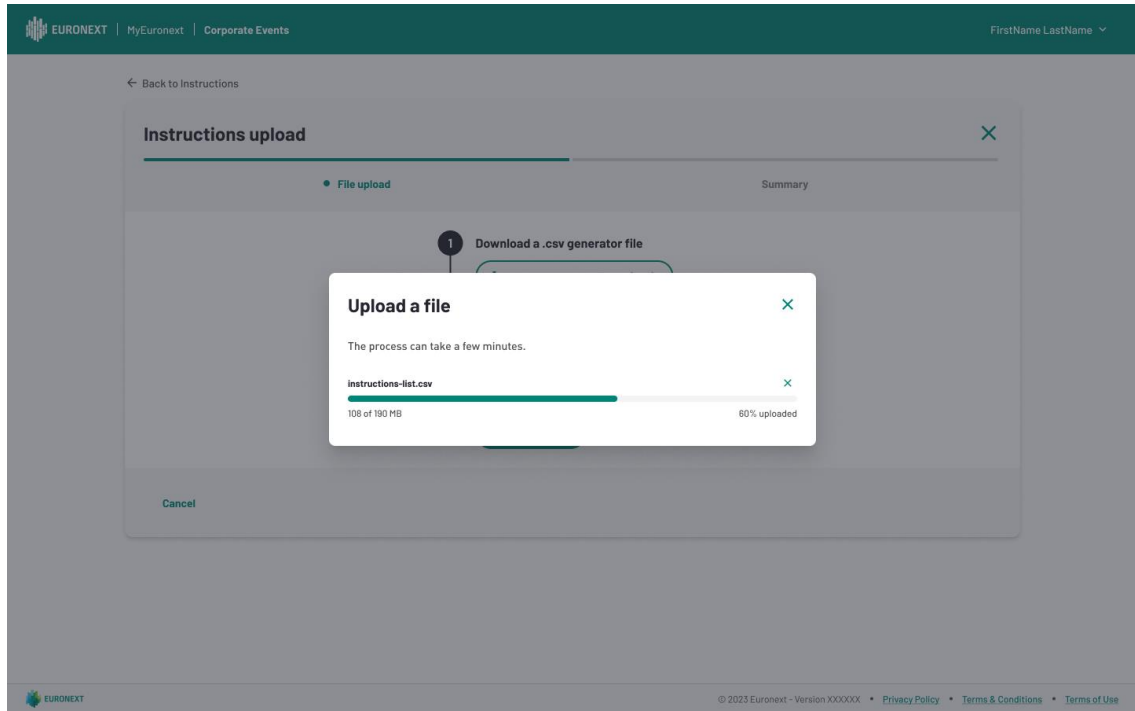


Figure 52 – “Events Instructions” – Instruction creation (CSV)- file upload

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

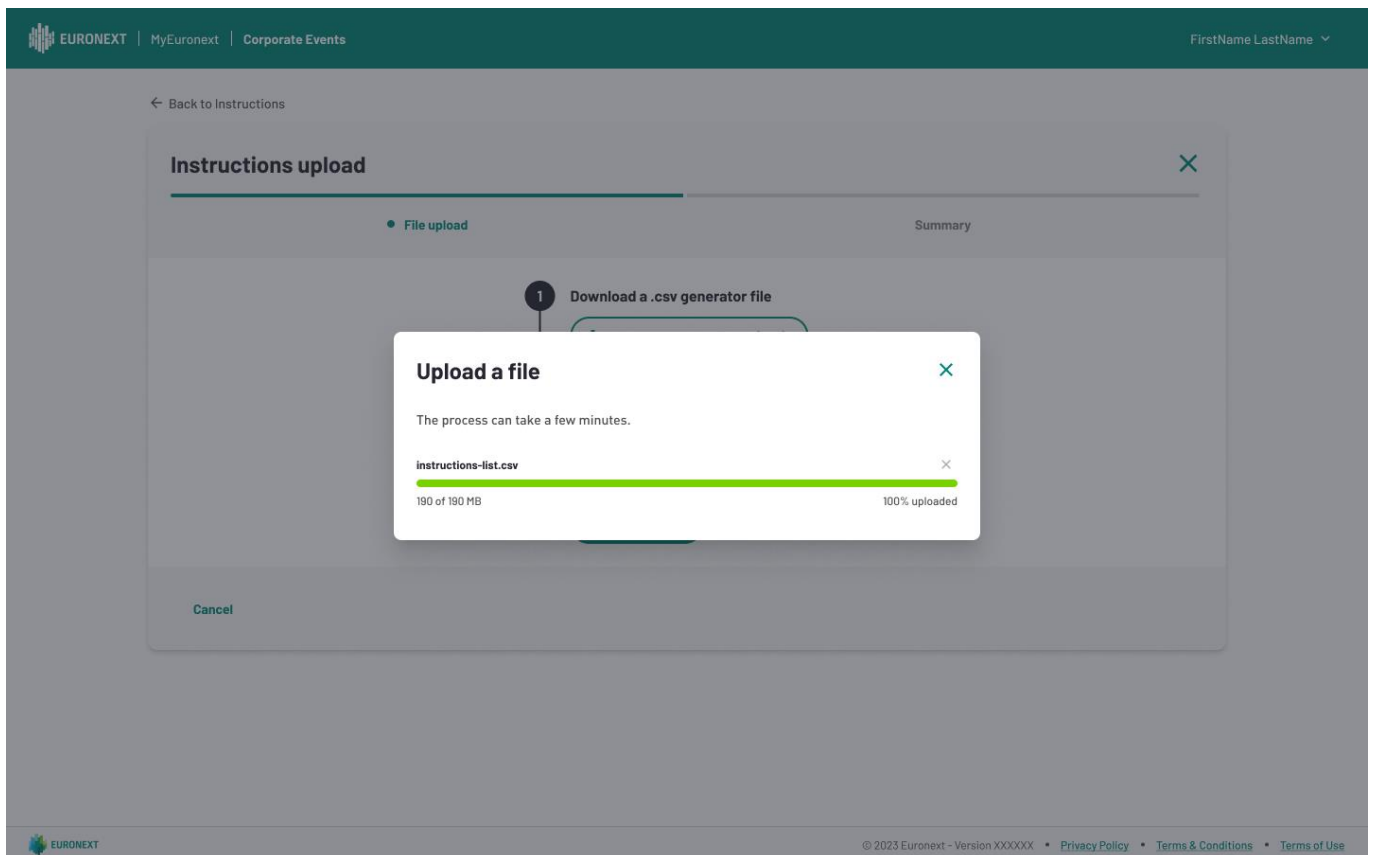


Figure 53 – “Events Instructions” – Instruction creation (CSV)- file uploaded

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

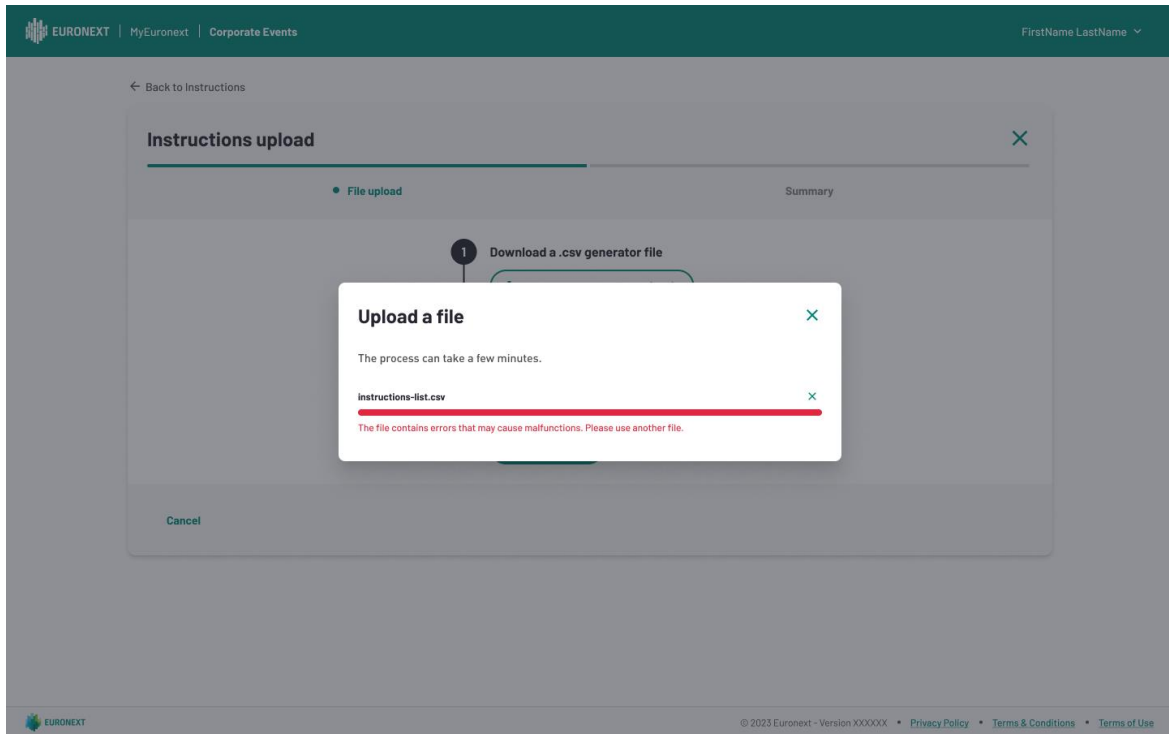


Figure 54 – “Events Instructions” – Instruction creation (CSV)- Antivirus error

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

EURONEXT | MyEuronext | Corporate Events
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

Back
Clear and upload another file
Submit instructions

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Figure 55- “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.

EURONEXT | MyEuronext | Corporate Events 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

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Figure 56- “Events Instructions” – Instruction creation (CSV)- Instructions’ summary

2.7.5. 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:

Corporate Events Service

Portugal ▾

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

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

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

Figure 57- "Events Instructions" – Bulk selection for validation or rejection

Click on the validate selection to validate the instructions:

EURONEXT | MyEuronext | Corporate Events Service
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 58 - "Events Instructions" – Instructions validated

2.7.6. 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.

Please note that the cancellation of an event is only possible if the event has not been paid. A cancellation request should receive the PEND status until it has been verified by the system.

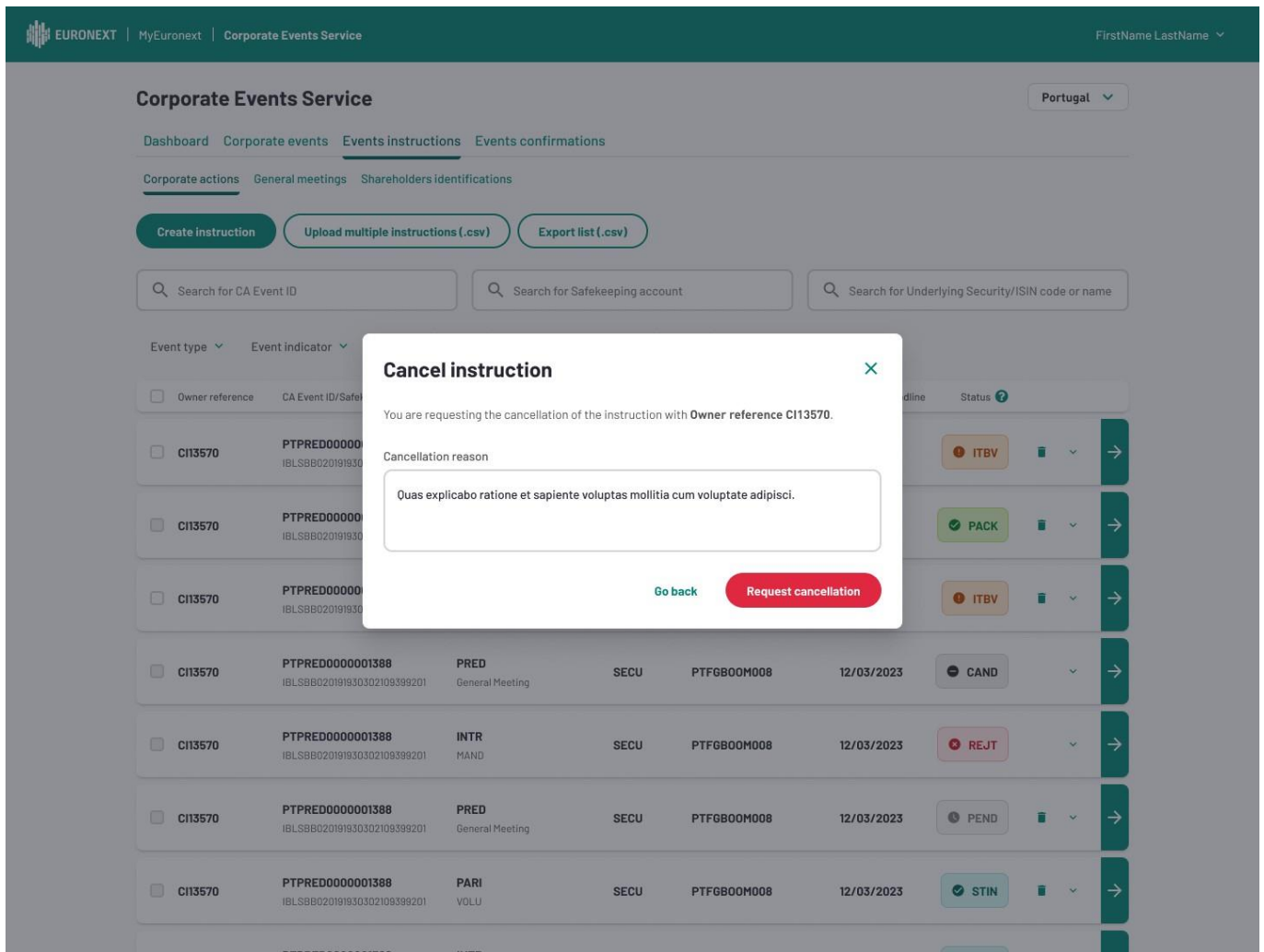
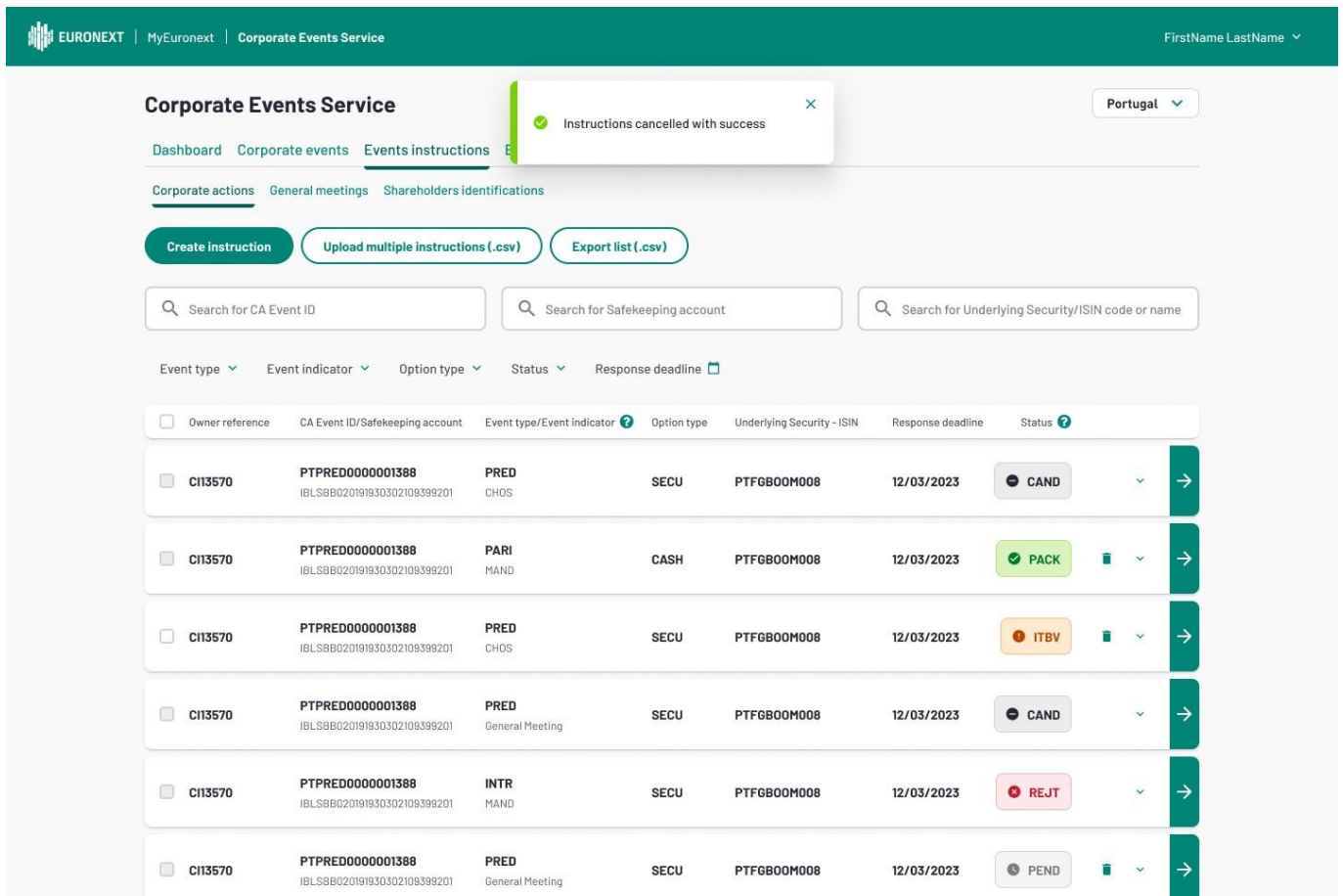


Figure 59 - Instructions cancellation reason

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



The screenshot shows the '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 header includes 'Corporate Events Service' and a dropdown menu set to 'Portugal'. A success message box states 'Instructions cancelled with success'. The main content area features a breadcrumb trail: 'Dashboard > Corporate events > Events instructions'. There are three buttons: 'Create instruction', 'Upload multiple instructions (.csv)', and 'Export list (.csv)'. Below these are three search boxes: 'Search for CA Event ID', 'Search for Safekeeping account', and 'Search for Underlying Security/ISIN code or name'. A filter section includes 'Event type', 'Event indicator', 'Option type', 'Status', and 'Response deadline'. The main table lists 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 various states: 'CAND', 'PACK', 'ITBV', 'REJT', and 'PEND'. The 'CAND' status is highlighted in grey, indicating a cancelled instruction.

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	PTFGB00M008	12/03/2023	CAND
CI13570	PTPRED0000001388 IBLSBB020191930302109399201	PARI MAND	CASH	PTFGB00M008	12/03/2023	PACK
CI13570	PTPRED0000001388 IBLSBB020191930302109399201	PRED CHOS	SECU	PTFGB00M008	12/03/2023	ITBV
CI13570	PTPRED0000001388 IBLSBB020191930302109399201	PRED General Meeting	SECU	PTFGB00M008	12/03/2023	CAND
CI13570	PTPRED0000001388 IBLSBB020191930302109399201	INTR MAND	SECU	PTFGB00M008	12/03/2023	REJT
CI13570	PTPRED0000001388 IBLSBB020191930302109399201	PRED General Meeting	SECU	PTFGB00M008	12/03/2023	PEND

Figure 60 - Instructions cancellation success

2.7.7. Instruction details 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

PTPRED0000001388 PRED CHOS XXXXXXXXXXXXXXXXXXXX PTFGB00M008 SECU Marco Rossi

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

✕

⌚ PENDING

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 61 – Instruction details

2.8. EVENTS CONFIRMATIONS

In this section, you will be able to see the payment list and export it via CSV.

EURONEXT | MyEuronext | Corporate Events Service FirstName LastName ▾

Corporate Events Service Portugal ▾

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

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

Event type ▾
Direction ▾
Payment status ▾
Payment date 📅

Safekeeping account/Underlying Security...	MITI Reference - Transact...	CA Event ID/Event type	Quantity or Amount/Direction	Payment date	Payment status 🔍	
IBLSBB894R9000000129430110 <small>PTFGBO0M008</small>	1839180093718231	PTPRED0000001388 <small>PRED</small>	1.000.000 FAMT <small>Debit</small>	12/10/2023	Paid	→
IBLSBB894R9000000129430110 <small>PTFGBO0M008</small>	-	PTPRED0000001388 <small>PRED</small>	9.345,50 € <small>Debit</small>	12/10/2023	Calculated Entitlement	→
IBLSBB894R9000000129430110 <small>PTFGBO0M008</small>	-	PTPRED0000001388 <small>PRED</small>	1.000.000 FAMT <small>Debit</small>	12/10/2023	Final Entitlement	→
IBLSBB894R9000000129430110 <small>PTFGBO0M008</small>	-	PTPRED0000001388 <small>PRED</small>	1.000.000 FAMT <small>Credit</small>	12/10/2023	Calculated Entitlement	→
IBLSBB894R9000000129430110 <small>PTFGBO0M008</small>	1839180093718231	PTPRED0000001388 <small>PRED</small>	1.000.000 FAMT <small>Debit</small>	12/10/2023	Reversed	→
IBLSBB894R9000000129430110 <small>PTFGBO0M008</small>	-	PTPRED0000001388 <small>PRED</small>	1.000.000 FAMT <small>Debit</small>	12/10/2023	Final Entitlement	→
IBLSBB894R9000000129430110 <small>PTFGBO0M008</small>	-	PTPRED0000001388 <small>PRED</small>	1.000.000 FAMT <small>Debit</small>	12/10/2023	Final Entitlement	→
IBLSBB894R9000000129430110 <small>PTFGBO0M008</small>	1839180093718231	PTPRED0000001388 <small>PRED</small>	1.000.000 FAMT <small>Credit</small>	12/10/2023	Paid	→
IBLSBB894R9000000129430110 <small>PTFGBO0M008</small>	-	PTPRED0000001388 <small>PRED</small>	1.000.000 FAMT <small>Debit</small>	12/10/2023	Calculated Entitlement	→
IBLSBB894R9000000129430110 <small>PTFGBO0M008</small>	-	PTPRED0000001388 <small>PRED</small>	1.000.000 FAMT <small>Debit</small>	12/10/2023	Final Entitlement	→
IBLSBB894R9000000129430110 <small>PTFGBO0M008</small>	1839180093718231	PTPRED0000001388 <small>PRED</small>	1.000.000 FAMT <small>Credit</small>	12/10/2023	Paid	→
IBLSBB894R9000000129430110 <small>PTFGBO0M008</small>	1839180093718231	PTPRED0000001388 <small>PRED</small>	1.000.000 FAMT <small>Debit</small>	12/10/2023	Reversed	→

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

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Figure 62 – “Events Confirmations” – 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 Events confirmations

PTPRED0000001388 | **IBLSBB894R9000000129430110**
✕

DVCA - Cash Dividend	PTFG800M008	1839180093718231	Debit	1.000.000 FAMT	Paid
Event type (CAEV)	Entitled Security / ISIN	MITI Reference - Transaction Reference Number	Direction	Quantity or amount	

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 63- “Events Confirmations” –Payment details

2.9. 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

1 Rejected by Paying agent →

3 Rejected events →

3 PREC events to be completed →

📅 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 64 – “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

7 Events to be validated →

1 Rejected by Paying agent →

3 Rejected events →

2 Cancellation to be validated →

3 PREC events to be completed →

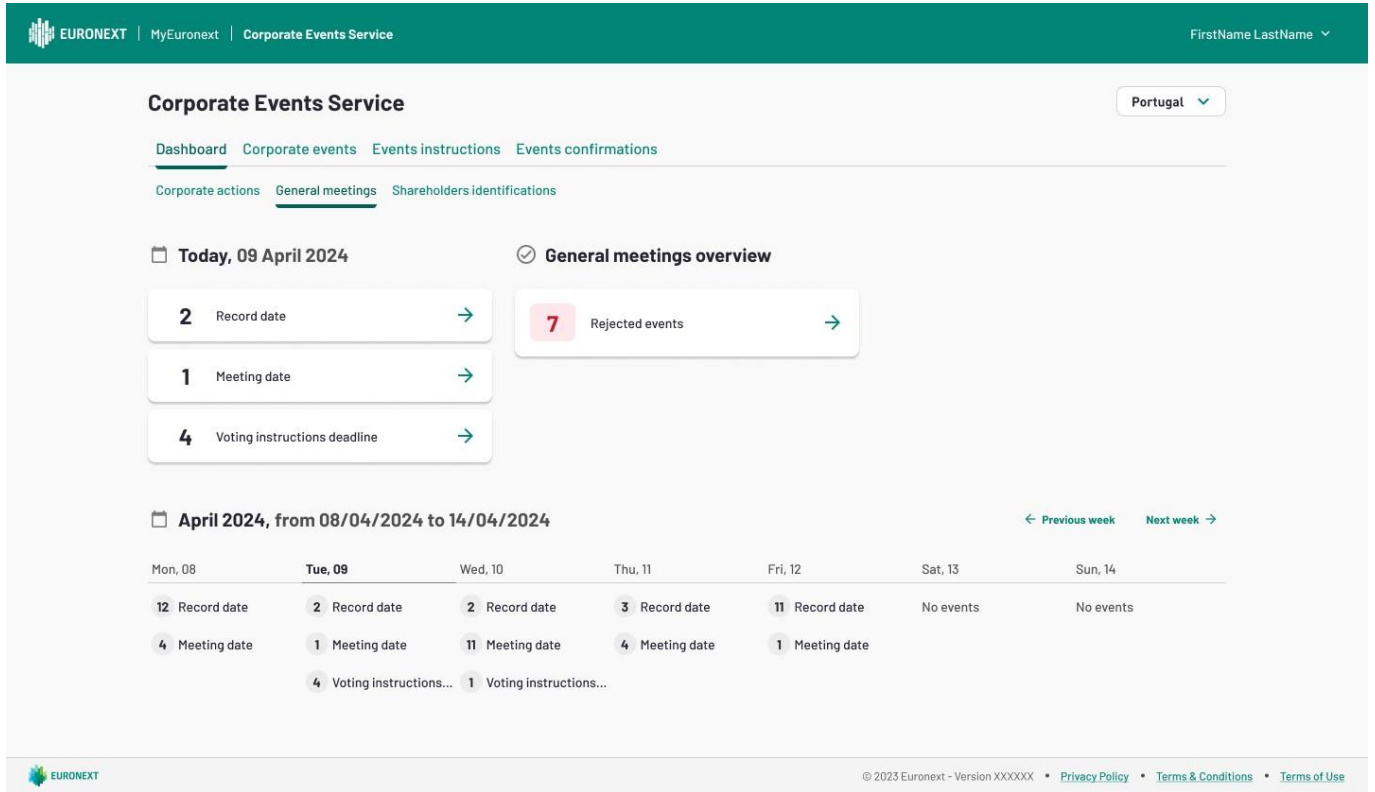
📅 April 2024, from 08/04/2024 to 14/04/2024
[← Previous week](#)
[Next week →](#)

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 65 – “CA Dashboards” – Junior user

General Meetings Dashboards:



Corporate Events Service Portugal ▾

Dashboard Corporate events Events instructions Events confirmations

Corporate actions General meetings Shareholders identifications

📅 **Today, 09 April 2024** 🕒 **General meetings overview**

2 Record date →

1 Meeting date →

4 Voting instructions deadline →

7 Rejected events →

📅 **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 66 – “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 →

7 Rejected events →

15 Events to be validated →

1 Meeting date →

5 Events cancellation requests →

4 Voting instructions deadline →

📅 **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 67 – “General Meetings 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 →

7 Rejected events →

15 Events to be validated →

4 Issuer Disclosure Deadline →

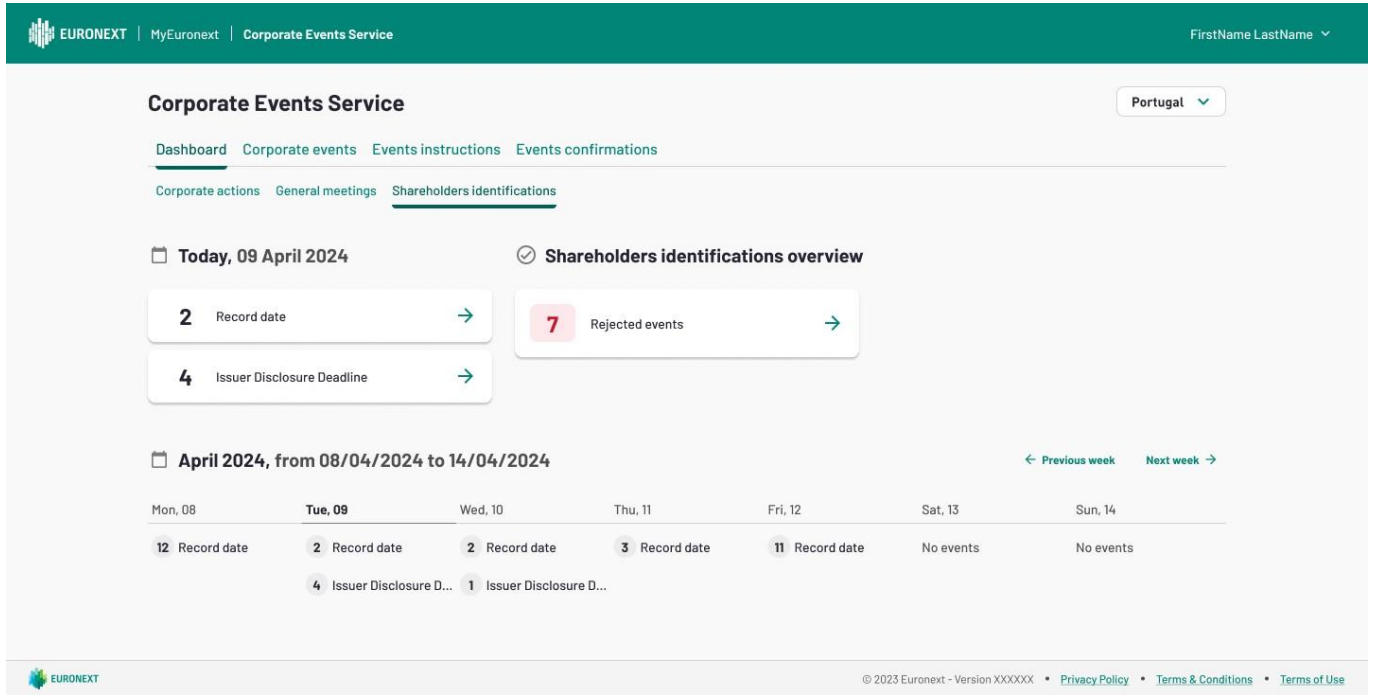
5 Events cancellation requests →

📅 **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 Issuer Disclosure D...	1 Issuer Disclosure D...				

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Figure 68 – “Shareholders identifications Dashboards” –Senior user



Corporate Events Service Portugal ▾

Dashboard Corporate events Events instructions Events confirmations

Corporate actions General meetings Shareholders identifications

📅 **Today, 09 April 2024** 🕒 **Shareholders identifications overview**

2 Record date →

7 Rejected events →

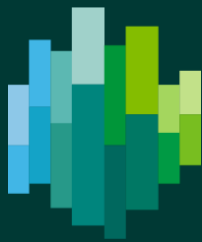
4 Issuer Disclosure Deadline →

📅 **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 Issuer Disclosure D...	1 Issuer Disclosure D...				

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Figure 69 – “Shareholders identifications Dashboards” – Junior user



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