

# **Euronext Securities Digital App for Issuers and Paying Agents**

User Guide

30 OCTOBER 2023



**EURONEXT SECURITIES**

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# 1 INTRODUCTION



## 1.1 Purpose

This document is designed to provide a description of features offered in the “Digital App for Issuer / Paying Agent” to the clients of **Euronext Securities Porto** (ES-PTO) in the role of Issuer or Paying agent. This Digital App works in conjunction with the Euronext Securities common corporate action platform (later “Corporate Actions Platform”).

## 1.2 Foreword

**Euronext Securities Copenhagen** and **Euronext Securities Porto** are the first two central securities depositories (CSDs) of the Euronext Securities to converge toward a common corporate action processing platform.

The new corporate actions platform harmonizes processing of the corporate actions events and provides compliance with the SCoRE Corporate Actions standards and with the other European Corporate Actions standards. It will be first implemented for debt securities.

In the future, Euronext will expand the platform to manage corporate actions events for other type of securities, namely Equities, Structured Investment Products (SIP) and Funds.

Until the future implementation is completed, corporate actions events for the other type of securities will follow the current processes in each CSD within the existing platforms. In Phase 1 Euronext Securities will introduce Digital App for Issuer / Paying Agent, which will be available for the issuers and paying agents clients of the **Euronext Securities Porto**.

The current version of the document will be updated in the future, with clarification of the already described features based on client questions, and with any features that will become available in the future.

## 1.3 Features for Future Use

Some of the features of the “Digital App for Issuer / Paying Agent” are not fully available for client use. They are flagged in this document as a feature for “**Future Use**”. These features are not yet ready for use by the Issuers / Paying agents. We request clients not to use these features until they are expressly communicated as ready, and are successfully tested by the users in the test environment.

These features are subject to further changes that will be provided in a future update of this document.

## 1.4 Latest Update

The following lists only the most recent modifications made to this document.

Version No.	Date	Change Description
1.0	30/10/2023	First publication to the clients

## **2 DIGITAL APP FOR ISSUERS AND PAYING AGENTS**



## 2.1 What is a “Digital App”?

### IMPORTANT NOTE

This section contains references to feature for **Future Use**. Features flagged as “Future Use” are not currently ready for use by the Issuers / Paying agents and may change in the future.

The Digital App for Issuers and Paying Agents is an application dedicated to Issuers and Paying Agents clients accessible via a web browser, to provide screens and downloadable information about the Corporate Actions in progress and processed.

In the Digital App for Issuers and Paying Agents it will be possible to:

- View, search Corporate Actions information (CA reference, key dates, etc),
- Monitor the CA processing,
- Request green light hold or release this hold to trigger the payment of a CA available for the Paying Agents only,
- Download reports:
  - Final Result for Issuer,
  - Results for the Paying agent,
  - Reversal report (in case a reversal is done).
- **[Future Use]** Create Corporate Actions (CAs),
- **[Future Use]** Update details of an already created CA,
- **[Future Use]** Request a CA cancellation,

The table below provides the list of screens expected to be available in the Digital App for Issuers and Paying Agents accompanied by a brief description of each.

Each screen in most cases represents main use cases for this application. Features for each use case are explained in more details in other sections of this document.

There is no left-side navigation for this digital app, and most features are available either directly from the homepage, or from the page of the individual CA event.

Screen Name	Brief Description
Home page	<p>Once logged into the Digital App for Issuers and Paying Agents – the app displays the Home page.</p> <p>The users will have a direct view on the on-going CA events in the Dashboard section, or search for a specific event. From the list of the available events users will be able to access the details of the event, and the available actions for individual events.</p> <p>Dashboard section also displays the important documentation provided by the CSD, and the event steps going through the 4-eyes validation.</p>



Screen Name	Brief Description
	<p>From this screen users should be able to export list of events.</p> <p>[Future use] From this screen, depending on their role as Issuer or Paying Agent users will be able to access Creation of the CA events by screen, or importing it by file.</p> <p>Most other features are expected to be available from the page of the individual CA event.</p>
CA Event Creation	<p>[Future Use] The CA Event Creation screen allows to create corporate action events.</p> <p>Depending on the user profile, the creation will require a 4-eyes validation, before being processed by the CSD.</p> <p>This screen allow creation by providing details within the screen, or by uploading a file with all the details of the CA events.</p>
CA Event Monitoring	<p>CA Event Monitoring screen gives a view on the corporate action event terms and allows Issuer or the Paying Agent to monitor process of their event.</p> <p>From this screen for the selected CA event users can:</p> <ul style="list-style-type: none"> <li>• <b>[Future Use]</b> Start an Update of the event,</li> <li>• <b>[Future Use]</b> Request Cancellation of an event,</li> <li>• For the Paying agent only: <ul style="list-style-type: none"> <li>◦ Submit a Hold of the event for payment,</li> <li>◦ Remove a Hold of the event for payment,</li> </ul> </li> <li>• Download a report of a calculated (Paying agent) or paid event (Paying agent and Issuer).</li> </ul>
CA Event Details	CA Event Details screen give a detailed view on the corporate action event terms.

## 2.2 Terminology

The following terms are used throughout the document, and they have the meaning as described below.

Term	Brief Description
User	<p>A set of username and password that is assigned to a particular individual belonging to the Participant ID.</p> <p>A Participant may have multiple users created in the Digital App for the Issuers / Paying Agents .</p>

Entity	An organization / company that is a Participant of the CSD.
CORP and COAF	Throughout the document references are made to CORP and COAF. These are identifiers of the CA events. For Issuer CSD cases these two values are the same. For the Investor CSD cases, the CORP represents the identifier set by ES-PTO, and COAF represents the identifier set by the Issuer CSD.

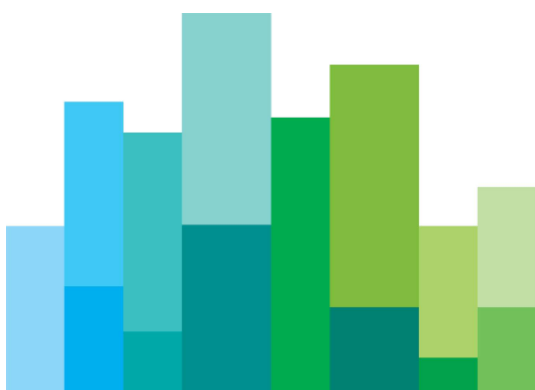
## 2.3 Support and Contact Information

The support hours for Digital App follow the normal support hours for the CSD platforms, and any request should be sent as follows:

Testing: [test-ca4u-pto@euronext.com](mailto:test-ca4u-pto@euronext.com)

Production: [pto-clientsupport@euronext.com](mailto:pto-clientsupport@euronext.com)

# **3 HOW TO USE THE DIGITAL APP?**



## 3.1 Accessing Digital App

Digital App is the web-based interface for Issuers and Paying Agents implemented with the new Corporate Actions solution by Euronext Securities Porto.

The Digital App will be accessible from any web-browser.

Users created for an issuer or a paying agent will be granted an access to the application.

These users will receive their credentials to log on the application and start with monitoring the corporate actions according to their requests.

### 3.1.1 Access Management & Process

To have access to the Digital App for the Issuers and Paying Agents , clients must request in advance the credentials for the login by filling in a specific form.

Access to the Digital App for the Issuers and Paying Agents is managed via a specific tool for users management.

Upon creation of a user's account, users will receive an email inviting them to activate their account. As part of the activation process user will need to setup their password, and configure the methods of authentication and recovery of their account.

The tool for user management allows clients to manage their access for different applications via a single sign-on, and to manage their forgotten password in a self-service mode, in real-time.

During activation the tool allows to setup optional App methods for recovery of the passwords.

The use of the phone app is mandatory for setup of the account.

The Phone management feature is not supported, and should not be used by the users.

In the setup for the account users can select the check-box next to "Keep me signed in" which allows the application to remember their password and by-passes the need to login in future accesses of the Digital app.

After activating their account, user will need to go back to the sign-in page, and sign-in using the newly setup password.

Upon successful login, user will be presented with the list of applications for which they were granted access and needs to click on the name of the required application. After selecting the needed application, user will be automatically sent to that application.

When accessing the URL for the Digital App for the Issuers / Paying Agents, user will be automatically redirected to the authentication screen.

If the account has already been activated – then user can follow through the screens to access the Digital App (e.g., Login / selection of the app).

### 3.1.2 Screen Access Profile

The ability of a user to view screens, and perform actions (e.g., submit a CA event creation) or validate those submitted by other users of the same client, is first controlled by the Screen Access Profile that is assigned to that particular user.

When requesting an account for the Digital App for the Issuers / Paying Agents, clients will need to identify which Screen Access profile should be assigned to each user being created.

Clients may request users with access to the Digital App for the Issuers / Paying Agents that are setup with one of the available Screen Access profiles:

- Issuer,
- Paying agent.

Additionally, these profiles will have Creator and Validator characteristics for the 4-eyes validator access of the profiles.

#### **Issuer**

The users assigned the Issuer profile are able to

- View the event data in the Digital app,
- Create, update or cancel a CA event, and
- Export the Issuer report.

Depending on the 4-eyes validation part of the profile, may be able to validate or reject submitted CA event creation or update draft for 4-eyes validation feature.

#### **Paying Agent**

The users assigned the Paying Agent profile are able to:

- View the event data in the Digital app,
- Create, update or cancel a CA event,
- Put an event on hold for payment (green-light) or remove a hold for payment from a CA event, and
- Export the Paying Agent report.

Depending on the 4-eyes validation part of the profile, may be able to validate or reject submitted CA event creation or update draft for 4-eyes validation feature.

Read only access is currently not available in the Digital app for Issue / Paying agent. Current features in this Digital app do not require any submission and as such do not carry an operational risk.

For the future user feature of submission of events, it is advised for clients wanting to have a lower risk level of access to request Creator 4-eyes validation profile.

## 3.2 General Description of Processes

### IMPORTANT NOTE

This section contains references to feature for **Future Use**. Features flagged as "Future Use" are not currently ready for use by the Issuers / Paying agents and may change in the future.

After logging into the Digital App for the Issuers / Paying Agents users will be shown the Homepage which displays a Dashboard, and an overview of the current corporate action events in which the user's entity is either the Issuer or the Paying agent.

In this Digital App for the Issuers / Paying Agents – users will be able to:

- Search for a corporate action,
- View their on-going list of corporate action events,
- Monitor the overall corporate action processing,
- For the Paying agents only - Trigger or remove hold of payment (green-light mechanism),
- Download predefined corporate actions reports,
- [**Future Use**] Create, update or cancel corporate action events.
- View dashboards to:
  - access important documents published by the CSD,
  - [**Future Use**] perform the four-eyes process for event creation, update, cancellation.

## 3.3 Navigation and Search

### IMPORTANT NOTE

This section contains references to feature for **Future Use**. Features flagged as "Future Use" are not currently ready for use by the Issuers / Paying agents and may change in the future.

The Digital App for Issuers / Paying Agents consists of the main screen (Home page) divided in two sections:

1. Dashboard, and
2. Corporate Actions area (filter, creation buttons, list of ongoing CA events).

Users will access all the features and dedicated screens from this page, enabling them to:

- Monitor on-going events processing by:
  - viewing event details

- holding or releasing payments (dedicated for Paying Agent role)
- download operation reports.
- **[Future Use]** create, update, cancel corporate action events,

### 3.3.1 Site Navigation

In the Digital App for Issuers / Paying Agents, there is no left-side navigation, and most functionalities are accessible either directly from the Home page or from the individual CA event pages.

From the home page, users can perform required actions related to their entity: issuer or paying agent. This means, as mentioned in the previous section, that they will move back and forth from the Home page to the relevant screen (e.g., CA creation screen).

To go back to the Home page, users are able to either click on "back" buttons or use the address bar displayed on the top of the screen after the user is no longer on the Home page.

Usually the screens with multiple records display 5, 10 or 20 rows of information (e.g., 5 ongoing CA events). Depending on the amount of data available on screen, if it is above this limit, users may be shown pagination at the bottom of the screen. Users can navigate through additional pages of results (e.g., page 1, 2, 3...) by clicking on the:

- desired page number,
- next ">" or previous "<" button, or
- last ">>" or first "<<" button.

### 3.3.2 Search, Filters Results and View of Additional Details

The Home page screen in the Digital App for Issuers - Paying Agents displays search field in the middle of the screen.

Users can search, at least<sup>1</sup>, for:

- ISINs,
- CA References,
- CA event types (e.g., interest payment), and
- CA event codes (e.g., INTR).

The search results can also be refined by adding more filters such as the Record Date or the Payment Date.

To perform a search at least some criteria must be provided.

For fields where information needs to be entered, like "CA Reference", users can find the complete information by entering only the starting part of the reference (e.g., PTINTR). When clicking on the search loop button, users will see the available references and be able to select the specific reference to use.

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<sup>1</sup> The list of search and filter fields will be confirmed in a later version of this document.

For fields that are populated via pull-down list of values, like "CA Name", users can reduce the list of values by typing a part of the text and clicking on the loop. The available values are shown, and users can select one of them as a criteria to perform the search.

After adding the needed search criteria, users can either click on:

- "See Result" to display the result screen, or
- "Cancel" to hide the criteria and not perform the search.

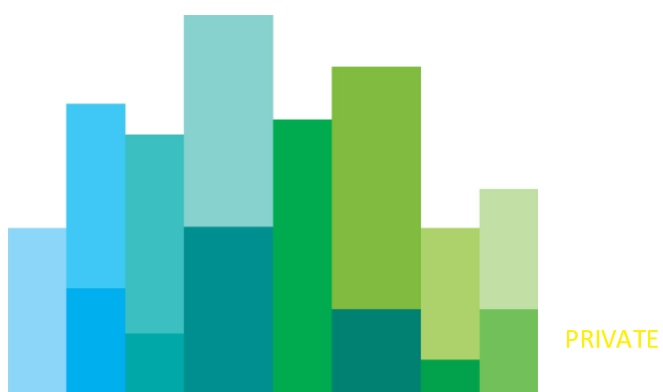
#### **3.3.2.1 Result screens**

Search results for the ongoing events are displayed on the Home page screen. If the number of resulting lines exceeds the number of lines chosen by default (5 lines by default), a pagination appears with the total number of result lines at the bottom of the page.

Users can also modify the number of items displayed on screen, for the time of the search, by changing the indicator under the List View (e.g., from 5 to 20 items).



# 4 MAIN FEATURES



## 4.1 Supported Event Types & Features

### 4.1.1 What is Present in the Digital App?

#### IMPORTANT NOTE

This section contains references to feature for **Future Use**. Features flagged as "Future Use" are not currently ready for use by the Issuers / Paying agents and may change in the future.

In Phase 1 the Digital App for the Issuers / Paying Agents will provide features that may apply to the corporate actions event types listed below for **Debt Instruments** managed by **Euronext Securities Porto**.

ISO Code	Event	CA events management <sup>2</sup>	Green Light mechanism
<b>CONV</b>	Conversion option - Convertible Bonds	Yes	Yes – only if there is a payment of fractions
<b>INTR</b>	Interest Payment	Yes	Yes
<b>MCAL</b>	Full Call / Early Redemption	Yes	Yes
<b>PARI</b>	Pari-Passu	Yes	No
<b>PRED</b>	Partial Redemption With Pool Factor Reduction	Yes	Yes
<b>REDM</b>	Final Maturity	Yes	Yes
<b>Future Use (not yet supported)</b>			
<b>BIDS</b>	Repurchase Offer / Issuer Bid / Reverse Rights	Yes	Yes
<b>BPUT</b>	Put Redemption	Yes	Yes
<b>EXOF</b>	Exchange	Yes	Yes
<b>OTHR</b>	Other	Yes	Yes, if applicable
<b>TEND</b>	Tender / Acquisition / Takeover / Purchase Offer	Yes	Yes
<b>BRUP</b>	Bankruptcy	Yes	No
<b>CAPI</b>	Capitalisation	Yes	No
<b>CHAN</b>	Change	Yes	No
<b>EXTM</b>	Maturity Extension	Yes	No
<b>INCR</b>	Increase in Value	Yes	No

<sup>2</sup> "management" stands for creation, update, or cancellation of a corporate action. This implies 4 eyes mechanism.

Additional Corporate Actions event types may be supported in the Digital app in the future.

### 4.1.2 Corporate actions for Equities and other asset classes

In Phase 1 Digital App for the Issuers / Paying Agents will support features only for the debt securities (e.g., Bonds). Equities and asset classes other than debt securities will continue being managed in the existing applications and with existing processes without changes. Until completion of migration of these asset classes fully to the new Corporate Actions platform, clients need to use two different applications.

## 4.2 Homepage and Access To Features

### IMPORTANT NOTE

This section contains references to feature for **Future Use**. Features flagged as "Future Use" are not currently ready for use by the Issuers / Paying agents and may change in the future.

Once signed into the Digital App, Issuers or Paying Agents users will be automatically directed to the Homepage. On the Homepage users will see indicators for CA events and associated actions via the Dashboard.

They will also be able to quickly:

1. View, search and filter, the list of their current corporate actions and their status (e.g., Created),
2. [**Future Use**] Create, update, or request an event cancellation,
3. Download list of ongoing events
4. Go to the pages of the CA event monitoring / details.

### 4.2.1 Dashboard in the Homepage

The Homepage Dashboard has three components:

- **Events As Of Today**, displaying the number of event in various status (e.g., Expected for payment, Paid).
- **Documents**, displaying the links to useful documents published by the CSD (e.g., user guide). Users will also be able to search for documents.
- [**Future Use**] **Events Waiting Validation** (Four-eyes tasks), to be performed by users within the organisation (e.g., Issuer).  
Four-eyes tasks consist in validating or rejecting the following actions:  
(1) CA Creation or Update,

(2) CA Cancellation request,

#### 4.2.1.1 CA Events Statuses

The Digital App for Issuers / Paying Agents Dashboard displays CA events with the following processing statuses:

Status	Definition
Preliminary	A Corporate action event creation has been submitted to Euronext Securities Porto. The CSD validation is required to further process the event.
Expected	A Corporate action event has been validated by Euronext Securities Porto. The payment has yet to be completed. The event might be in one of the following phases: 1) Notification, 2) Entitlement calculation, 3) Payment processing (but not completed).
Cancelled	A Corporate action event cancellation has been requested by the Issuer or Paying Agent and it has been processed by Euronext Securities Porto.
On Hold	A Corporate action event payment has been put on hold by the Paying Agent.
Paid	A Corporate action event payment completed successfully. Payment instruction have been generated and have been sent to the settlement system.
Reversed	<b>[Future Use]</b> Corporate action event reversal has been processed successfully. This means the event reversal has been successively requested, accepted by Euronext Securities Porto, notified and processed in the settlement system.
Closed	Corporate action event final status when the event has been completely processed, including market claims or transformations.

#### 4.2.2 List Of CA Events on the Homepage

The Homepage of the Digital App for Issuers / Paying Agents provides the list of current corporate action events.

Events are presented in a table with the following key data:

- Corporate Action Type (e.g., Interest Payment),
- Market Reference (e.g., corporate action reference),
- Entitled ISIN,
- Record Date,
- Payment Date,
- Paying Agent ID,
- Status (e.g., Created).

The "List Of CA" table allows users to go to the CA Event Details or to the event Monitoring screens.

### 4.2.3 Download Data

From the Digital App for Issuers / Paying Agents users can download:

- Documents posted by the CSD, from the dashboard "Documents" widget.
- Corporate action(s) events information, gathering the events key event terms (e.g., CA Reference, Payment-Date).
- Operational reports to monitor payments (Final / Result Report) and reversals processing (Reversal Report) for a specific CA.

Operational reports will be specifically setup for Issuers and Paying Agents. For more information on the reports, please refer to the corresponding feature section below.

The different downloads are available either directly from the Home page, or from the screen of the individual CA events.

Download of **Documents** provided by the CSD user can click on the icon / link for the document. Download should start immediately.

For the export of the **list of CA** events on the homepage users will be able to:

1. Click on the "Export Report" button;
2. Select the expected format: .csv or .xls;
3. Click on "Export" button.

The download will start immediately. The progression will be shown on screen. Once the download is complete, the file is ready to be used.

Download **Reports** provided from the individual CA event monitoring screen. Reports are accessible by clicking on one of the two report buttons. Download should start immediately.

**Exported Keys:**

When selecting to export, users have the possibility to select "All" or "Current" under the Exported keys. Selecting "All" should provide all available data into the export, and selecting "Current" should provide only the data of the fields provided in the screen.

By default "All" all is pre-selected and should be used in most cases.

**Exported Items:**

When selecting to export, users have the possibility to select "All" or "Selected" under the Exported keys. Selecting "All" should provide all available data into the export, and selecting "Selected" should provide only the data of the records that were selected by clicking a check-box to export specific rows / records.

By default "Selected" all is pre-selected and could be used in most cases.

## 4.3 Monitoring screen

For each CA event, Digital App for Issuers / Paying Agents provides a dedicated screen from which users of an Issuer or Paying Agent entity are able to monitor or perform needed actions on the event.

This specific screen will be accessible from the Home page by clicking on the "👁" icon next to the desired event displayed in the "List of CA" table.

The dedicated screen will:

1. Display the status of this event in the overall CA processing timeline (e.g. "Created"),
2. Let the users request updates, cancellation of the event,
3. Allow Paying agent to put the event payment on hold.

Note: the available actions will depend on the user profile he/she belongs to (e.g., Paying Agent).

For further details on the available actions, please refer to the features sections below:

- Download report,
- Greenlight (payment hold) management, and
- Corporate Action Event Management.

## 4.4 Download Reports

Digital App for Issuers / Paying Agents offers to download two specific reports for Issuers and Paying Agents.

All the reports are expected to stop being available on the Digital app after 18 months after their creation.

Report for the Issuers will have an aggregated view on each entitled CSD Participants per underlying securities account. The report will also include the total amount paid across all participants.

Reports for Paying Agents will only have the total amount of cash and, or quantity of securities, paid out.

#### 4.4.1 Final Result Report for Issuers

The Final Result report for Issuers gathers all relevant information to monitor a corporate action event (e.g., and interest payment) completion.

Users with profile Issuer can download a report file gathering the main information about the event results, which includes general information about the Event and the Payment as processed.

For more information on the Final Result Report fields, see the document appendix.

Issuers will be able to download the report from the CA Monitoring screen. The report will be available in Excel format.

The participant data will be available on screen once the final entitlement is calculated by the CSD.

#### 4.4.2 Reversal Result Report For Issuers

##### **IMPORTANT NOTE**

This section is about a feature for **Future Use**, and is not currently ready for use by the Issuers / Paying agents.

The Reversal Result report for Issuers gathers all relevant information to monitor any corporate action event (e.g., and interest payment) reversal payment.

Issuers users can download a report file gathering the same fields as for the Final Result report, but with two additional fields:

1. **Reversal status**, and
2. **Reversal payment date**.

Issuers will be able to download the report from the CA Monitoring screen. The report will be available in Excel format.

### 4.4.3 Result Report For Paying Agents

The Result report for Paying Agents gathers CA events information and the aggregated amount or quantity paid to the entitled CSD Participants.

Paying Agents will be able to download the report from the CA Monitoring screen.

The report will contain the status for the report, and become available from time entitlements are published to the market. The status will have two possible values:

- Preliminary – i.e., generated four (4) days before the Record date, providing the Paying agent with preliminary information of expected payment; the report is updated on a daily basis at the EOD.
- Final – generated on the Record date after the EOD processing. Providing the Paying agent with the information of the payment that has been executed.

### 4.4.4 Reversal Result Report For Paying Agents

#### **IMPORTANT NOTE**

This section is about a feature for **Future Use**, and is not currently ready for use by the Issuers / Paying agents.

The Reversal Result report for Paying Agents gathers all relevant information to monitor any corporate action event (e.g., and interest payment) reversal payment they have requested.

Paying Agents users, with the appropriate permission (user profile), can download a report file gathering the same fields as for the Result report for the Paying agent, completed with the reversal status and reversal payment date.

Paying Agents will be able to download the report from the CA Monitoring screen. The report will be available in Excel format.

## 4.5 Green Light Management

By default, the payment instructions for any corporate action event will be generated automatically without the intervention of the Paying Agent.

However, to manage the operational risks related to the payment of a corporate action, the Green light mechanism in Digital App for Issuers / Paying Agents allows the Paying Agent to:

- Put the payment on hold (or "**Hold**") before the payment date, preventing the payment to be executed automatically, and



- **Release** the payment which was previously put on hold, for example once it is confirmed that cash is present on their account for the event.

To monitor the green light hold and release requests, the Homepage displays a Dashboard with the number of payment on hold.

### 4.5.1 Hold A Payment

Paying Agent users can request to put the payment on hold for a corporate action event any time during the life of the CA event up to 16:00 CET (15:00 WET) on the Record date.

Any requests submitted after this deadline will not be accepted by the CSD CA platform.

To hold a payment, users shall:

- Have the required permission (Paying Agent and Validator profile),
- Locate the desired CA event on the Homepage,
- Open the CA Monitoring screen (by clicking on the "👁" icon) for this specific event (e.g., a REDM),
- Click on the "Actions" menu to view the available actions,
- Click on "Hold" to trigger the (hold) request.

### 4.5.2 Release A Payment

Paying Agent users can release a payment that has been previously put on hold.

To release such a payment, users shall:

- Have the required permission (Paying Agent with Validation profile),
- Locate the desired corporate action in the Homepage,
- Open the CA Monitoring screen (by clicking on the "👁" icon) for this specific event (e.g., a REDM),
- Click on the "Actions" menu to view the available action,
- Click on "Release" to trigger the (release) request.

**IMPORTANT NOTE:** Deadlines of the Green-light mechanism:

The hold of payments, if not released by the Paying agent before the regulatory deadlines, will be released by the CSD on the PD before the 12:00 CET for EUR and before 16:30 CET for the non-EUR payments.

## 4.6 Corporate Action Event Management

### **IMPORTANT NOTE**

This section is about a feature for **Future Use**, and is not currently ready for use by the Issuers / Paying agents.

### 4.6.1 Corporate Action Creation

Issuers or Paying Agents can create corporate action events via this Digital App either:

1. by Screen (form), or via
2. File Upload.

Corporate action event creations are subject to 4-eyes validation, except if it has been submitted by a Validator user.

In all cases, Euronext Securities Porto takes care of a final data check before releasing the event notification toward the participants.

#### **4.6.1.1 Corporate Action Creation by Screen**

Issuers or Paying Agents users can create mandatory or elective corporate action events by Screen, with the possibility of creating a single event when completing the screen process.

Screen (form) creation requires the user to be logged into The Digital App for Issuers / Paying Agents and have the Issuer or Paying Agent profiles, with either Creator or Validator setup.

From the Homepage, users can click on the "Create" button, to view the creation screen. Immediately, the first set of fields will be displayed on screen. Users will start with the general information, and continue, block by block with the corporate action event terms: underlying security, option(s) and option details, including dates (e.g., record-date).

Users will input or select manually the needed values (e.g., Event Type, Payment-Date, etc) before submitting the creation. All mandatory fields will have to be completed to successfully submit.

Depending on the user profile (e.g., Creator), a 4-eyes validation may be required.

Upon creation by Validator (without additional checks) or 4-eyes validation, Euronext Securities Porto will take over the event creation and cross-check the event data in the CSD CA platform.

#### 4.6.1.2 Corporate Action Creation Via File Upload

Issuers or Paying Agents users can create mandatory corporate actions via a **file upload**. Multiple mandatory events can be uploaded in the same file. Only Mandatory events can be created by file upload.

User should prepare the file offline based on the template provided by Euronext Securities Porto. The template will be available for download from the Digital App.

The same file can contain multiple corporate action events (e.g., a mandatory interest payment and a final maturity redemption on the same or different securities).

As a user with the appropriate permissions, Issuer or Paying Agents users will be able to search and upload the file from the Digital App for Issuers / Paying Agents upload screen that can be reached from the Homepage.

Depending on the user profile (e.g., Creator), a 4-eyes validation may be required.

Upon creation by Validator (without additional checks) or 4-eyes validation, Euronext Securities Porto will take over the event creation and cross-check the event data.

### 4.6.2 Corporate Action Update

Users of the Digital App for Issuers / Paying Agents, with the right permission, can update a corporate action either:

- Screen (form), or via
- File upload.

Corporate action updates are subject to 4-eyes validation, except if it has been submitted by a Validator user.

In all cases, Euronext Securities Porto takes care of a final data check before releasing the event notification updates toward the participants.

At the latest, the update must be submitted on the Record Date before 16:30 WET.

#### 4.6.2.1 Manual Corporate Action Update

Issuers or Paying Agents users can **update** any mandatory or elective corporate actions by screen.

Manual update requires the user to be logged in on The Digital App for Issuers / Paying Agents and have the appropriate permission.

From the Homepage, users can search and either view the details or monitor the processing of any of their corporate actions.

In both cases, with the required permission, users can update the corporate action terms from the two following screens:

- CA Details, or
- CA Monitoring.

Users can click on the “Update” button to view the event terms and update the fields they need to amend or complete, before submitting the update.

Depending on the user profile (e.g., Creator), a 4-eyes validation may be required.

Upon the 2-eyes (case of a Validator) or 4-eyes validation, Euronext Securities Porto will take over the event creation and cross-check the event data.

#### 4.6.2.2 Corporate Action Update Via File Upload


Issuers or Paying Agents users can **update any mandatory** (e.g., MCAL) **corporate actions** via a file upload.

With the appropriate permission, Issuer or Paying Agents users will be able to search and upload the file from the Digital App for Issuers / Paying Agents upload screen.

### 4.6.3 Corporate Action Cancellation

Users from the Digital App for Issuers / Paying Agents can request a corporate action event cancellation. The request can only be **triggered manually**.

From the Homepage, users can search a corporate action to be cancelled and shall access to the CA Monitoring screen (by clicking on the “” button) to request it.

This action is available from a specific “three dots” menu (“”), located at the top right hand corner of the CA Monitoring screen.

Click on this menu and the available action “Cancel” will be displayed.

Click on “**Cancel**” and confirm to request the event cancellation.

Depending on the user profile (e.g., Creator), a 4-eyes validation will be required to submit the request to Euronext Securities Porto.

At the latest, the cancellation request must be submitted one business day before payment date, 17:00 CET (16:00 WET).

Once reviewed and accepted for further processing, the CSD will trigger the relevant notifications toward the participants.

## 4.7 Four (4) Eyes Validation Principles

### IMPORTANT NOTE

This section is about a feature for **Future Use**, and is not currently ready for use by the Issuers / Paying agents.

### 4.7.1 Four (4) Eyes Validation Main Principles

The four-eyes validation is a feature that allows a second user of an Issuer or Paying agent (with a Validator 4-eyes profile) to review and validate / reject the creation, update, or cancellation of a corporate action event submitted by another user of the same entity, before this event is fully submitted to the CSD.

The four-eyes validation features applies to different users that belong to the same entity, i.e., that are assigned the same Issuer ID. Meaning, users can only validate or reject creation, update, or cancellation submitted by the users of the same Issuer. Additionally, the ability to validate is controlled by the 4-eyes validation profile assigned to the user.

The Dashboard of the Digital App Homepage will display the number of events creation, update, or cancellation awaiting validation, which will link towards the screen where the validation / rejection can be done.

To see the action that is awaiting validation on a specific event, users will need to select search criteria (e.g. CA Reference) and click on the search button to see what they can validate or reject.

To review and validate or reject an action, you must select the event, by clicking on the check box next to the instruction and click on the buttons to Validate or to Reject.

Users can select multiple actions (e.g., creation and update) to either validate or reject.

If an action (e.g., creation) is validated, the Digital App will display a message to the user specifying it has been either submitted for further processing to the CSD.

The status of the corporate action event will change automatically once the CSD will have checked and processed the event related action (e.g., creation). It will be immediately updated on the Homepage and the event Monitoring screen.

Both the users submitting and validating the action, will see the status updated on these screens.

User that validated the action (e.g., creation) will be displayed on the monitoring screen.

If an action (e.g., update) is rejected, the Digital App will display a message that it has been rejected and will not be submitted for further processing to the CSD. The event status will not change and will still be visible in Homepage or the event Monitoring screen.

User that rejected the action (e.g., update) will be displayed on the screen of instruction details.

## 4.7.2 Four (4) eyes Profile and What It Allows?

The ability of a user to validate (or not) someone else's instruction submissions are controlled by the 4-eyes validation Profile that is assigned to that user. When requesting an account for the Digital App for the Issuers / Paying Agents, the entity will need to identify which profile should be assigned to each user being created.

Digital App for the Issuers / Paying Agents provides the following profiles for the four-eyes validation:

- 1) Creator,
- 2) Validator.

### 4.7.2.1 Creator Profile

Any user with profile "Creator" can NOT validate or reject any corporate action event creation / update / request to cancel / request to reverse that were submitted by any other user, or by themselves.

Specifically, the user with profile "Creator" has the following scope of actions:

- Can create (submit) a corporate action event,
- Can update (submit) an event,
- Can request to Cancel an event previously submitted and validated,
- Can NOT validate any event creation / update / cancellation request previously submitted in the platform,
- Can NOT reject any event creation / update / cancellation previously submitted in the platform.

### 4.7.2.2 Validator Profile

Any user with profile "Validator" can create / update / request to cancel corporate action events without any validation step needed. Additionally, such user can validate or reject all corporate action event creations that were created by another user for the same Issuer.

Specifically, the user with profile "Validator" has the following scope of actions:

- Can Create (submit) corporate action events, without any validation step,
- Can Update (submit) an event, without any validation step,
- Can request to Cancel an event previously sent and accepted, without any validation step,
- Can validate an event creation / update / cancellation request, but only if it was submitted by another user created for the same Participant,
- Can reject an event creation / update / cancellation request, but only if it was submitted by another user created for the same Participant,

### 4.7.3 Setup for Four (4) eyes Profile

When requesting the setup of a user for the Digital App for Issuers and Paying Agents, the Issuers or Paying Agents should identify which 4-eyes validation profile should be setup for each requested user.

The two (2) possible profiles to select are those listed and described above are:

- 1) Creator,
- 2) Validator.

# 5 APPENDIX





## 5.1 Final Result Reports Fields for Issuers

The list below identified fields that may be present in the report, as applicable for the event and event type, as of 22 August 2023, and is subject to modification.

Reports are not expected to be used as STP processes, and may change without prior notification.

Fields presented in the report's header are the following:

- Entitled Security - ISIN,
- Entitled Security - CVM Code,
- Entitled Security Description,
- CA CODE (CAEV) [e.g., INTR],
- Main CA Event Reference (COAF),
- Currency [of payment],
- Quantity Type [e.g., FAMT],
- Payment Date,
- Paying Agent,
- Issuer Code,
- Issuer Name,
- Old Pool Factor,
- New Pool Factor,
- Participant,
- Fi Description,
- VAT Number Participant,
- Quantity Of Securities,
- Total Amount Paid,
- Issuer's Own Securities [if any],
- For Convertible events only:
  - Beneficial owner ID (for Conversion events only and only if provided by the Participant),
  - Quantity of securities exercised (for Conversion events only),
  - Quantity assigned (for Conversion events only),
  - Fractional quantity and amount (if any, for Conversion events only).

For Issuers, the report will be concluded by the total per event (amount or quantity depending on the event).

Depending on the type of event (e.g., INTR or PRED) some fields may not be populated (e.g., Old and New Pool Factor).

## 5.2 Result Reports Fields for Paying Agents

The list below identified fields that may be present in the report, as applicable for the event and event type.

Reports are not expected to be used as STP processes, and may change without prior notification.

The report includes all relevant general information on the event and the total paid amount for this corporate action.

Fields presented in the report's header are the following:

- Entitled security ISIN,
- Entitled security CVM code,
- Entitled security description,
- CA code (CAEV) [e.g., INTR],
- Main CA Event Reference (COAF),
- Total Amount,
- Currency [of payment],
- Debit/Credit Indicator,
- Issuer's Own Securities,
- Quantity Type [e.g., FAMT],
- Record Date,
- Payment Date,
- Paying Agent,
- Status [e.g., Pending].

## 5.3 Reversal Result Reports Fields for Issuers

### **/!\ FUTURE USE FEATURE**

The list below identified fields that may be present in the report, as applicable for the event and event type, as of 22 August 2023, and is subject to modification.

Reports are not expected to be used as STP processes, and may change without prior notification.

- Entitled security ISIN, CVM codes,
- Entitled security description,
- CA code (e.g., INTR),
- CA main reference,
- Payment currency,
- Quantity type (e.g., FAMT),
- Payment date,
- Paying agent identification,
- Issuer code and name,
- Old and New pool factors,
- Participants identification,
- FI description,
- VAT number,
- Beneficial owner ID (for Conversion events only and only if provided by the Participant),
- Quantity of securities,
- Quantity of securities exercised (for Conversion events only),
- Quantity assigned (for Conversion events only),

- Fractional quantity and amount (if any, for Conversion events only),
- Total reversal amount paid,
- Issuer's own securities (if any),
- Reversal status.

For Issuers, the report will be concluded by the total per event (amount or quantity depending on the event).

## 5.4 Reversal Result Reports Fields for Paying Agents

### **/!\ FUTURE USE FEATURE**

The list below identified fields that may be present in the report, as applicable for the event and event type, as of 22 August 2023, and is subject to modification.

Reports are not expected to be used as STP processes, and may change without prior notification.

Fields presented in the report's header are the following:

- Entitled security ISIN, CVM codes,
- Entitled security description,
- CA code (e.g., INTR),
- CA main reference,
- Payment currency,
- Debit/Credit indicator,
- Total amount of reversal,
- Record date,
- Reversal payment date,
- Paying agent identification,
- Issuer's own security,
- Quantity type (e.g., FAMT),
- Reversal status.