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# Market Notice

10 February 2017  
MN\_18/2017

## Mandates and operating instructions deadlines regarding events managed by Monte Titoli

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To the attention of:

Priority:

Re:

ISSUERS AND THEIR AGENTS

HIGH

Operating instructions regarding events managed by MT

Dear Client,

As specified in the Centralised Administration Service Instructions, Issuers (as well as their service providers) are asked to pay special attention and fully cooperate with Monte Titoli in accordance with the deadlines defined for the notification of corporate actions events regarding centralised financial instruments, in order to allow Monte Titoli to comply with its reporting and instruction obligations to its Participants.

Please find below a list of the deadlines for sending your mandates, depending on the type of event:

EVENT	DEADLINE
General meeting	within the day publication by the Issuer publishes of the notice concerning the meeting
Cash Distribution from Equities/funds	Within the day after the distribution of the amounts was decided by the unit in charge. This deadline shall not exceeded under no circumstances the third working day prior to the payment date
Cash Distribution of Interest	by the 4 <sup>th</sup> trading day before the date on which interest accrual starts or, if otherwise provided by the regulation of the financial instrument, by 16.00 on the day before the payment date.
Cash Distribution following partial or total early redemption	by the 4 <sup>th</sup> trading day before the date on which interest accrual starts or, if otherwise provided by the regulation of the financial instrument, by 16.00 on the day before the payment date
Paid increase in share capital	by the closure of the accounting day preceding the last day of cum dividend trading
Free capital increase	within 3 working days before the scheduled start date of the event.



**London**  
Stock Exchange Group

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Exercise of warrants in exercise windows	warrant exercise suspension and reactivation windows flagged via the message "Mandates suspension/reactivation", in accordance with the indications in the prospectus or the conditions or the regulations. The message must be received by Monte Titoli within 3 working day before the scheduled suspension date
Other mandatory/voluntary type Events on capital and purchase right and/or obligation exercise	The mandate must be submitted to Monte Titoli at least 3 working days before the date scheduled start date of the event.

The mandate must be submitted to Monte Titoli through the function available on the MT-X platform or, in case of a contingency, by the means foreseen in the Instructions.

We remind you that in the event of late mandates or instructions, Monte Titoli will apply some fees according to the current price list.

For further information, please contact the following offices according to the area of expertise:

Offices of reference:	
<b>Direct Custody</b> email: <a href="mailto:helpdesk.domesticcustody@lseq.com">helpdesk.domesticcustody@lseq.com</a> phone: +39 02 33 63 5 393 <a href="mailto:Helpdesk.CE&amp;IS@lseq.com">email: Helpdesk.CE&amp;IS@lseq.com</a> phone: +39 02 33 63 5 392	<b>Client Services</b> e-mail: <a href="mailto:ptclient@lseq.com">ptclient@lseq.com</a> Phone: +39 02 33635 640