# Internet Cle@ring Work Station (ICWS)

User Manual

Version 4.1

APRIL 2022





### **Table of contents**

1. INTR	ODUCTION	3
2. ENVI	RONMENT	4
3. APPL	ICATION STARTING	5
4. COLL	ATERAL	6
4.1	Collateral Deposit Organization	6
4.2	Collateral Deposit	8
5. DEFA	ULT FUND	10
6. REPO	DRT	11
6.1	Data Files	11
6.2	XML Data files	13
6.3	Clearing Reports	15
6.4	Documents	17
7. UPLO	DAD	19
CONTAC	ст	21

### **1. Introduction**

**Internet Cle@ring Work Station (ICWS)** enables to view Default Fund's balances, to download Reports and Data Files and to send documents and dispositive requests to Euronext Clearing.

## **2. Environment**

The client station, accessible through a web browser, is based on an Internet connection and a digital certificate of a certification authority (**VeriSign**).

The access to Euronext Clearing webserver (<u>www.icws.it</u>) is possible from any Internet location using a commercial "browser" (Internet Explorer 11 and following versions are recommended).

The system can be accessed by using "**Username**" and "**Password**" provided by Euronext Clearing for each requested user. Passwords and instructions for downloading the digital certificate will be provided by Euronext Clearing to Members with a registered letter.

# **3. Application Starting**

In the Home Page (www.icws.it) input "Username" and "Password" provided by Euronext Clearing and click on "Login" button.





Home ICWS ICWS Avviamento Risk Array

# 4. Collateral

Accessing to the **Collateral** menu is possible to view the guarantees in cash, government bonds and shares deposited by the Member at Euronext Clearing and the list of the government bonds species already registered in Euronext Clearing System as eligible guarantees.

Internet Cl	e@ring Work	<pre>c Station</pre>		23/11/2018 - 1	2:36:
Collateral	Default Fund	Reports	Upload		
Collateral Dep	osit Organizatio	n CC&G			
Collateral Dep	osit				

### 4.1 Collateral Deposit Organization

Selecting Collateral Deposit Organization Euronext Clearing is possible view the list of the government bonds already registered in Euronext Clearing System as eligible guarantees.

ICWS Menu Internet Cle@ring Work Station 23/11/2018 - 12:36:51							
Collateral	Default Fund	Reports	Upload				
Collateral Depo	osit Organizatio	n CC&G					
Collateral Depo	osit						
L							

Collateral Deposit Organization						
Internet Cle@	ring Work Station	23/11/2	2018 - 12:37:51			
Menu						
ISIN Code	Description	Currency	Price			
BE0000332412	2412 REGNO 22624		107,9723			
DE0001030526	BUND15/04/20	EU	100,2474			
DE0001030559	BOND 15/04/2030	EU	111,0455			
DE0001102309	BUND TF 1,5% FB23 EU	EU	105,5558			
DE0001102325	BUND AG23 EUR	EU	108,4566			
DE0001134922	DBR 01-04-2024	EU	130,634			
DE0001135044	DBR 04/07/27	EU	149,5643			
DE0001135069	BUND5.625%GE28	EU	143,8413			
DE0001135085	DBR 04/07/28	EU	137,837			
DE0001135143	DBR 04/01/30	EU	156,104			
DE0001135176	DBR 04/01/31	EU	150,423			
DE0001135226	DBR 04/07/34	EU	142,8361			
DE0001135275	DBR 04/01/37	EU	134,39			
DE0001135325	DBR 04/07/39	EU	146,6631			
DE0001135366	DBR 04/07/40	EU	156,7735			
DE0001135374	DBR 04/01/19	EU	100,24625			
DE0001135390	DBR 04/01/20	EU	103,57479			
DE0001135408	DBR 04/07/20	EU	105,05979			
DE0001135416	DBR 04/09/20	EU	104,44896			
DE0001135424	BUND2.5%GE21	EU	106,9299			
DE0001135432	BUND 4/7/42	EU	89,2225			
DE0001135440	BUND%LG21	EU	109,0881			
DE0001135457	BUND ST21	EU	106,9497			
DE0001135465	BUND2%GE22	EU	106,36227			
DE0001135473	BUND1.75%LG22	EU	106,23225			
DE0001141687	OBL 1.000	EU	100,08108			
ES00000121L2	OBLIGACIONES TF 4,6%	EU	100,8228			
ES00000126C0	BONO5 GE20	EU	97.514095			

In the column **Price** is indicated the price attributed by Euronext Clearing to each government bond specie taking into account the related haircut percentage applied.

The government bond species that can be deposited as a guarantee are defined in Annex B.332 of the Annexes to the Instructions.

### 4.2 Collateral Deposit

Selecting **Collateral Deposit** is possible to view the guarantees in cash, government bonds and shares deposited by the Member at Euronext Clearing.

ICWS Menu	I			
Internet Cl	e@ring Worl	c Station		23/11/2018 - 12:39:09
Collateral	Default Fund	Reports	Upload	
Collateral Dep	osit Organizatio	n CC&G		
Collateral Dep	osit			
			-	

In the **Member** field, by means of a drop-down menu, is possible to select the entity (Clearing Member, or segregated account or Trading Client) for which the research is carried out

Collateral Deposit							
Internet Cle@ring Work Station 23/11/2018 12:40:31							
Next Menu							
Member * Type Account	1234 - BANK ONE 2222 - NOSA BANK ONE 3456 - GOSA BANK ONE 3333 - TRADING CLIENT ONE						
* required field							

In the **Type** field, by means of a drop-down menu, is possible to select the interested type of guarantee (shares, government bonds, cash or all).

Collatera	Collateral Deposit						
Internet Cle@ring Work Station 23/11/2018 12:40:3							
Next Menu							
Member *	1234 - BANK ONE	~					
Туре	All						
Account	Government Bonds						
* required	Cash						

In the **Account** field, by means of a drop-down menu, is possible to select the account interested (Client, House or All).

Garanzie Deposi	Garanzie Depositate						
Internet Cle@rii	Internet Cle@ring Work Station - 23/11/2018 - 13:46:23						
Continua Menu							
Aderente *	1234 - BANCA UNO SPA	~					
Тіро	Tutti 🗸						
Conto	Tutti						
* campo obbligatorio	Proprio						

Clicking on **Next** is possible to view the result of the query carried out.

Collatera	al Depo	osit										
Internet	Internet Cle@ring Work Station 26/11/2018 - 12:09:06											
Back M	Back Menu											
Deposit Id	Member	Account	Sub Account	Туре	Deposit Date	Expiry Date	Withdrawal Date	Quantity	Value	Symbol	Fut/Opt	Inactive
<u>50</u>	1234	Client		Cash	20180508	0	0	0	555,005.00			
<u>51211</u>	1234	Client		Government Deposit	20181101	20231025	0	3,000	2,800.00			
<u>51</u>	1234	House		Cash	20180508	0	0	0	555,005.00			
<u>49848</u>	1234	House		Government Deposit	20181101	20231025	0	4,000	3,850.00			

### **5. Default Fund**

Accessing to Default Fund Menu is possible to view cash balances related to each Default Fund

I	CWS Menu				
1	internet Cle	@ring Work	Station - Av	vviamento	28/07/2016 - 18:03:02
Γ	Collateral	Default Fund	Reports	Upload	
		Default Fund	]		

Select the interested Default Fund in the drop down menu of field **Fund** and the interested date in field **Date**:

Defaul	t Fund			
Internet Cle@ring Work Station - Avviamento 03/08/2016 - 13:16:47				
Next	Menu			
Fund:	Default Fund Derivates/Share BIT Section			
Date:	yyyymmdd			

Click on **Next** to access the information required:

Default Fund					
Internet Cle@ring Work Station - Avviamento 03/08/2016 - 13:21:34					
Back Menu	Back Menu				
Default Fund Derivates/Share BIT Section					
	Request Date - 20160801				
Contribution					
Contribution Amount	25.000.000,00				
Deposited Cash	25.000.000,00				
Used Cash	25.000.000,00				
Excess Cash	0,00				
Letter of Credit	0,00				
Used Letter of Credit	0,00				
Avalaible Letter of Credit	0,00				
Fund Percentage	2,491370733				
Contribution Variation					
New Contribution Amount	25.000.000,00				
Variation date	29/07/2016				
Variation Delta	0,00				
Amount to be payed within the 09.30	0,00				

### 6. Report

Selecting **Reports** is possible to access to Data Files, Clearing Reports, documents and dispositive requests sent to Euronext Clearing.

ICWS Menu Internet Cl	e@ring Worl	k Station - A	vviamento	28/07/2016 - 18:26:59
collateral	Default Fund	Reports	Upload	
		Data Files		
		XML Data Files	•	
		Clearing Repo	rts	
		Documents		

### 6.1 Data Files

Selecting **Data Files**, is possible to view, print or save in a local directory the available Data Files in **TXT** format.

ICWS Me	nu			
Internet	Cle@ring Wo	ork Station -	Avviamento	0 28/07/2016 - 17:53:00
Collateral	Default Fund	Reports	Upload	
		Data Files		
		XML Data Files	8	
		Clearing Repo	orts	
		Documents		

Clicking on **Data Files** you access the following menu:

Data File	
Internet Cle	@ring Work Station - Avviamento 03/08/2016 - 16:16:00
Next Menu	
Date *	
Report Code *	All 🗸
Member *	✓
* required field	

Search criteria of interested Data Files can be set by selecting the values in the fields with drop-down menu.

In field **Date** is possible to select the production date of the interested data file or maintain the default value "All" in order to research the file within all available dates.

In field **Report Code** is possible to select the interested data file from the list of all the available ones; it is also possible to select the value "All" in order to extend the research among all data files available within the selected date.

In field **Member** is possible to select the name of the subject (Clearing Member or Settlement Agent or segregated account or Trading Client) for which the research must be done.

By click	ting on N	lext you	access to	the	selected	data	files	according	to	the	search	criteria	set.
----------	-----------	----------	-----------	-----	----------	------	-------	-----------	----	-----	--------	----------	------

Data Fil	e				
Internet	t Cle@ring	J Work	Station - A	Avviamento 03/08/2016 -	17:26:19
Back D	<u>ownload</u>	Menu			
<u>Sel. All</u>	Date	Member	Report Code	Data File Name	Periodic
	20160531	9999	DS10	<u>DS10 -</u> BBBB BANK BBBB 31-05-2016	*
	20160531	9999	D10B	D10B - BBBB BANK BBBB 31-05-2016	*
	20160630	9999	DS10	DS10 - BBBB BANK BBBB 31-05-2016	*
	20160630	9999	D10B	D10B - BBBB BANK BBBB 31-05-2016	*
	20160727	9999	D04A	D04A - BBBB BANK BBBB 31-05-2016	
	20160727	9999	D04B	D04B - BBBB BANK BBBB 31-05-2016	
	20160727	9999	D04C	D04C - BBBB BANK BBBB 31-05-2016	
	20160727	9999	D04D	D04D - BBBB BANK BBBB 31-05-2016	
	20160727	9999	D06A	D06A - BBBB BANK BBBB 31-05-2016	
	20160727	9999	DS04	DS04 - BBBB BANK BBBB 31-05-2016	
	20160727	9999	DS05	DS05 - BBBB BANK BBBB 31-05-2016	
	20160727	9999	DS07	DS07 - BBBB BANK BBBB 31-05-2016	
	20160727	9999	D01A	D01A - BBBB BANK BBBB 31-05-2016	
	20160727	9999	D01D	D01D - BBBB BANK BBBB 31-05-2016	
	20160727	9999	D01R	D01R - BBBB BANK BBBB 31-05-2016	
	20160727	9999	D03A	D03A - BBBB BANK BBBB 31-05-2016	
	20160727	9999	D03B	D03B - BBBB BANK BBBB 31-05-2016	
	20160727	9999	D07A	D07A - BBBB BANK BBBB 31-05-2016	

To view the contents of a Data File, click on it in correspondence with the column "**Data File Name**". The Data File will be displayed in **TXT** format and you'll be able to print it or save it in a local directory of your own PC.

In order to download one ore more Data Files, select it/them clicking on the corresponding check box/es on the first column, then click on **Download**.

In order to select all Data Files at the same time, click on Sel.All.

An asterisk in the last column indicates whether the Data File has a periodic basis instead of daily.

#### **ACTIONS:**

- Back, to return to the previous menu;
- Download, to download the file;
- Menu, to return to the main ICWS menu.

#### 6.2 XML Data files

From the **XML Data Files** menu, you can view, print, or save available Data Files in **XML** format to a local directory.

ICWS Men Internet C	ı le@ring Wor	k Station - A	vviamento	28/07/2016 - 17:54:01
Collateral	Default Fund	Reports	Upload	
		Data Files		
		XML Data Files	s	
		Clearing Repo	orts	
		Documents		

Clicking on XML Data Files you access the following menu:

Data File	
Internet Cle	@ring Work Station - Avviamento 03/08/2016 - 16:16:00
Next Menu	
Date *	All 🗸
Report Code *	All 🗸
Member *	✓
* required field	

Search criteria of interested Data Files can be set by selecting the values in the fields with drop-down menu.

In field **Date** is possible to select the production date of the interested data file or maintain the default value "All" in order to research the file within all available dates.

In field **Report Code** is possible to select the interested data file from the list of all the available ones; it is also possible to select the value "All" in order to extend the research among all data files available within the selected date.

In field **Member** is possible to select the name of the subject (Clearing Member or Settlement Agent or segregated account or Trading Client) for which the research must be done.

Data Fil	e				
Interne	t Cle@ring	J Work	Station - A	vviamento	03/08/2016 - 17:26:19
<u>Back</u>	<u>Download</u>	Menu			
Sel. All	Date	Member	Report Code	Data File Name	Periodic
	20160531	9999	DS10	DS10 - BBBB BANK BBBB 31-05-2016	*
	20160531	9999	D10B	D10B - BBBB BANK BBBB 31-05-2016	*
	20160630	9999	D510	DS10 - BBBB BANK BBBB 31-05-2016	*
	20160630	9999	D10B	D10B - BBBB BANK BBBB 31-05-2016	*
	20160727	9999	D04A	D04A - BBBB BANK BBBB 31-05-2016	
	20160727	9999	D04B	D04B - BBBB BANK BBBB 31-05-2016	
	20160727	9999	D04C	D04C - BBBB BANK BBBB 31-05-2016	
	20160727	9999	D04D	D04D - BBBB BANK BBBB 31-05-2016	
	20160727	9999	D06A	D06A - BBBB BANK BBBB 31-05-2016	
	20160727	9999	DS04	DS04 - BBBB BANK BBBB 31-05-2016	
	20160727	9999	DS05	DS05 - BBBB BANK BBBB 31-05-2016	
	20160727	9999	DS07	DS07 - BBBB BANK BBBB 31-05-2016	
	20160727	9999	D01A	D01A - BBBB BANK BBBB 31-05-2016	
	20160727	9999	D01D	D01D - BBBB BANK BBBB 31-05-2016	
	20160727	9999	D01R	D01R - BBBB BANK BBBB 31-05-2016	
	20160727	9999	D03A	D03A - BBBB BANK BBBB 31-05-2016	
	20160727	9999	D03B	D03B - BBBB BANK BBBB 31-05-2016	
	20160727	9999	D07A	D07A - BBBB BANK BBBB 31-05-2016	

By clicking on **Next** you access to the selected data files according to the search criteria set.

To view the contents of a Data File, click on it in correspondence with the column "**Data File Name**". The Data File will be displayed in **XML** format and you'll be able to print it or save it in a local directory of your own PC.

In order to download one ore more Data Files, select it/them clicking on the corresponding check box/es on the first column, then click on **Download**.

### 6.3 Clearing Reports

Selecting **Clearing Reports**, is possible to view, print or save in a local directory the available Clearing Reports

ICWS Men	u			
Internet C	le@ring Wor	k Station - I	Avviamento	28/07/2016 - 17:54:46
Collateral	Default Fund	Reports	Upload	
		Data Files		
		XML Data Files	s	
		Clearing Repo	orts	
		Documents		

Clicking on **Clearing Reports** you access the following Menu:

Report	
Internet Cle	@ring Work Station - Avviamento 03/08/2016 - 18:14:39
Next Menu	
Date *	All V
Report Code *	All
Member *	
* required field	

Search criteria of interested Clearing Reports can be set by selecting the values in the fields with dropdown menu.

In field **Date** is possible to select the production date of the interested Clearing Report or maintain the default value "All" in order to research the file within all available dates.

In field **Report Code** is possible to select the interested Clearing Report from the list of all the available ones; it is also possible to select the value "All" in order to extend the research among all Clearing Reports available within the selected date.

In field **Member** is possible to select the name of the subject (Clearing Member or Settlement Agent or segregated account or Trading Client) for which the research must be done.

Report					
Internet	Cle@ring	J Work	Station - A	vviamento 03/08/2016 - :	18:19:42
Sel. All	Date	Member	Report Code	Report Name	Periodic
	20160512	9999	MX01	MX01 - BBBB BAKK BBBB 31-05-2016	*
	20160519	9999	MX01	MX01 - BBBB BANK BBBB 31-05-2016	*
	20160526	9999	MX01	MX01 - BBBB BAKK BBBB 31-05-2016	*
	20160531	<u>9999</u>	MT48	MT48 - BBBB BANK BBBB 31-05-2016	*
	20160531	9999	MT50	MT50 - BBBB BAKK BBBB 31-05-2016	*
	20160602	<u>9999</u>	MX01	MX01BBBB BANK BBBB 31-05-2016	*
	20160609	9999	MX01	MX01 - BBBB BAKK BBBB 31-05-2016	*
	20160616	<u>9999</u>	MX01	MX01BBBB BANK BBBB 31-05-2016	*
	20160617	<u>9999</u>	MX04	MX04 - BBBB BAKK BBBB 31-05-2016	*
	20160623	<u>9999</u>	MX01	MX01 - BBBB BANK BBBB 31-05-2016	*
	20160627	<u>9999</u>	MPE2	MPE2 - BBBB BAKK BBBB 31-05-2016	*
	20160630	<u>9999</u>	MT48	MT48 - BBBB BANK BBBB 31-05-2016	*
	20160630	9999	MT50	MT50 - BBBB BAKK BBBB 31-05-2016	*
	20160630	<u>9999</u>	MX01	MX01 - BBBB BANK BBBB 31-05-2016	*
	20160707	9999	MX01	MX01 - BBBB BAKK BBBB 31-05-2016	*
	20160708	<u>9999</u>	MX04	MX04 - BBBB BANK BBBB 31-05-2016	*
	20160708	9999	MX01	MX01 - BBBB BAKK BBBB 31-05-2016	*
	20160714	<u>9999</u>	MX01	MX01 - BBBB BANK BBBB 31-05-2016	*

By clicking on **Next** you access to the selected Clearing Report according to the search criteria set.

To view the contents of a Clearing Report, click on it in correspondence with the column "**Report Name**". The Clearing Report will be displayed and you'll be able to print it or save it in a local directory of your own PC.

In order to download one ore more Clearing Reports, select it/them clicking on the corresponding check box/es on the first column, then click on **Download**.

In order to select all Clearing Reports at the same time, click on **Sel.All**.

An asterisk in the last column indicates whether the Clearing Report has a periodic basis instead of daily.

#### **ACTIONS:**

- Back, to return to the previous menu;
- Download, to download the file;
- Menu, to return to the main ICWS menu;

### **6.4 Documents**

Selecting **Documents**, is possible to view the documents and dispositive requests sent to Euronext Clearing and their related processing status

ICWS Ment Internet C	le@ring Worl	k Station			22/11/201
Garanzie	Default Fund	Reports	Upload		
		Data Files			
		XML Data Files	;		
		Clearing Repo	rts		
		Documents			

#### Clicking on **Documents** you access the following Menu

Report Documenti						
Internet Cle@ring Work Station - Avviamento 04/08/2016 - 10:09:45						
Next Menu						
Date *						
Member *	×					
* required field						

Search criteria of interested documents can be set by selecting the values in the fields with drop-down menu.

In field **Date** is possible to select the sending date of the interested document or maintain the default value "All" in order to research the document within all available dates.

In field **Member** is possible to select the name of the subject (Clearing Member or Settlement Agent or segregated account or Trading Client) for which the research must be done.

By clicking on Next you access to the selected documents according to the search criteria set

Documenti Internet Cle@ring Work Station - Avviamento 02/08/2016 - 17:12:31 Back Menu							
File Name	Date	Time	User Name	Status	Note	Person in Charge	
RD008 Return of Shares.pdf	07/03/2016	16:58:24	CWS9999999	Rejected		CLEARING & SETTLEMENT	
RD007 Return of Bonds.pdf	08/03/2016	11:23:12	CWS8888888	Completed		CLEARING & SETTLEMENT	
RD001 Open Close Code Rectification.pdf	08/03/2016	14:56:29	CWS9999999	Completed		CLEARING & SETTLEMENT	
RD009 Early Exercise.pdf	08/03/2016	15:02:54	CWS7777777	Rejected		CLEARING & SETTLEMENT	
RD006 Return of Cash.pdf	08/03/2016	15:12:16	CWS9999999	Rejected	REQUEST RECEIVED OUT OF TIME	CLEARING & SETTLEMENT	
RD012 Partial Delivery.pdf	18/04/2016	18:28:30	CWS6666666	Uploaded			

In column **File Name** is indicated the name of the file containing the document or the dispositive request.

In column **Date** is indicated the sending date of the document or the dispositive request.

In column **Time** is indicated the sending time of the document or the dispositive request.

In column **User Name** is indicated the username from which the document or the dispositive request has been sent.

In column **Status** is indicated the processing status of the document or the dispositive request; the value of this field can be one of the following:

- Uploaded = sent to Euronext Clearing;
- Working = being processing by Euronext Clearing;
- Rejected = not accepted by Euronext Clearing;
- Completed = document accepted or dispositive request accepted and processed by Euronext Clearing.

In column **Note** can be indicated additional information about the processing status of the document or the dispositive request.

In column **Person in Charge** is indicated the department of Euronext Clearing that has taken charge of the document or the dispositive request.

# 7. Upload

From menu Upload is possible to send documents and dispositive requests to Euronext Clearing

ICWS Menu							
Internet Cle@ring Work Station - Avviamento				28/07/2016 - 18:01:46			
Collateral	Default Fund	Reports	Upload				

Clicking on **Upload** you access the following Menu:

File Upload					
Internet Cle@ring Work Station - Avviamento 04/08/2016 - 11:07:46					
Next Menu					
Select file to Upload:					
Browse					

Clicking on **Browse** you access to the folders of your PC where you can search the file corresponding to the document or dispositive request to be sent to Euronext Clearing:

Search UPLOAD							
Organize 🔻 🖻 Open 🔻 New folder 📲						0	
☆ Favorites	Name	Date modified	Туре	Size			
🧮 Desktop	Compensation of Failed Positions.pdf	30/10/2015 10:29	Adobe Acrobat D	402 KB			
🐌 Downloads	Disagreement.pdf	30/10/2015 10:29	Adobe Acrobat D	402 KB			
🖳 Recent Places 🗮	Partial Delivery of Failed Positions.pdf	18/04/2016 18:12	Adobe Acrobat D	402 KB			
	RD006 - Return of Cash.pdf	18/04/2016 18:09	Adobe Acrobat D	402 KB			
🥽 Libraries	📕 RD007 - Return of Bonds.pdf	30/10/2015 10:29	Adobe Acrobat D	402 KB			
Documents	📕 RD008 - Return of Shares.pdf	18/04/2016 18:10	Adobe Acrobat D	402 KB			
J Music	RD002 - Gross Positions Rectification.pdf	18/04/2016 18:12	Adobe Acrobat D	402 KB			
Pictures	🗡 RD004 - Position Transfer.pdf	18/04/2016 18:12	Adobe Acrobat D	402 KB			

Selecting with a double click the file to be sent to Euronext Clearing, you return to the previous menu. The name of the uploaded file will be displayed in the lower left pane.

File Upload				
Internet Cle@ring Work Station - Avviamento 28/07/2016 - 17:25:09				
Next Menu				
Seleziona un file da caricare:				
\\lseg\ita-ctx\1\Home Browse				

In order to send the file to Euronext Clearing click on **Next**. The sending outcome will be shown in the lower box of the next menu:

File Upload
Internet Cle@ring Work Station - Avviamento 18/04/2016 - 18:29:30
Menu
Upload has been done successfully!

Click on **Menu** to return to the main Menu

ICWS Menu						
Internet Cle@ring Work Station - Avviamento			Avviamento	28/07/2016 - 18:01:46		
Collateral	Default Fund	Reports	Upload			

The processing status of the document or the dispositive request can be verified in the menu **Reports - Documents** as described in paragraph **6.4**.

### Contact

#### Operations

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