

Annex 7: Naming Convention recommendation

Naming Convention

Final Documentation

WHAT:

This document provides general e-mail guidelines, contact details for the ICSDs and naming information for e-mail subjects and attachment names.

PURPOSE:

Convention to be used when sending final new issues documentation to the ICSDs by e-mail.

Naming Conventions for Subjects and Files

E-mail Subject

File naming

Mandatory *Optional* Conditional

Identifier + Code_Type_Category_Function_Date_Provider_Multiple

Identifier + Code_Type_Category_Function_Date_Provider_Multiple.File
Extension**IMPORTANT:** All values are separated by an underscore (_)

See overleaf for descriptions and abbreviations of possibilities

E-mail attachment guidelines

- One attachment per e-mail with a size not exceeding 10 MB
- More than one attachment per e-mail, total size not exceeding 10MB
- Final Documents should not be password protected, but can be 'Read-only'.
- No compilations / mixing of documents in the same attachment

Subject line: See naming conventions above.
Attachment name: See naming conventions above.
e.g.: IXS1234567890_F_PR_N(.pdf)

Subject line: Multiple attachments.
Attachment name: See naming conventions above.
e.g.: IXS1234567890_F_PR_N(.pdf)

The ICSD e-mail addresses

Documentation for Stand Alone securities and issues under Programme;
Euroclear
Clearstream

ni_documentation@euroclear.com
finalterms@clearstream.com

For final documentation for Programme;
Euroclear
Clearstream: For UK, Irish and Channel Islands Issuing and Paying Agents
Clearstream: For International Issues for Issuing and Paying agents other than those located in UK, Irish and Channel Islands

programs@euroclear.com
newissueslondon@clearstream.com
newissuesluxembourg@clearstream.com

Examples

E-mail Subject Examples

IXS1234567890_F_PR_N

IXS1234567890_F_PR_N_20080915_ABCDBank_M

Description

For ISIN XS1234567890, Final Prospectus New

For ISIN XS1234567890, Final Prospectus New, issued on 20080915, sent by ABCDBank, contains one attachment linked to an issue with several tranches or classes.

File Naming Examples

IXS1234567890_F_PR_N.pdf

P000009889_F_BP_N.pdf

MULTIPLEISIN_F_PR_N_20080815_ABCDBANK_M.zip

IXS1234567890_F_PR_N_20080915_ABCDBank_M.pdf

Description

For ISIN XS1234567890, Final Prospectus New, in PDF form.

For Programme 000009889, Final Base prospectus New, in PDF form.

A ZIP attachment including several Final Prospectus New documents, each using standard naming convention.

For ISIN XS1234567890, Final Prospectus New, issued on 20080915, sent by ABCDBank, contains one attachment linked to an issue with several tranches or classes, in PDF form.

IMPORTANT: All values are separated by an underscore (_)

Naming information for Subjects and Files				
Order of info	Naming Components	Mandatory Conditional Optional	Abbreviation	Description
				e.g.: IXS1234567890_F_PR_N(.pdf)
1	Identifier + Code	M	I P	Identifier to confirm ISIN will follow: I+ISIN - 13 characters - IXS0123456789 Identifier to confirm Program number will follow: P+Program Number - 10 characters - P00000XXXX
2	Type	M	F	Final*
3	Category	M	AA AG BP GN IM OC PC PP PR PS SK TC TD WA	Agency Agreement Issuer-ICSD Agreement Base Prospectus Global Note Information/Offering Memorandum Offering Circular Pricing Supplement / Final Terms Private Placement Document/Note Agreement Prospectus Prospectus Supplement CSK Election Form Terms and Conditions Trust Deed / Indenture Warrant Agreement
4	Function	M	N	New
5	Version	C	U V	Update (eg. Amendments, replacements PRIOR** to closing date such as Manifest Errors) Version of Final Document - 3 characters - Vxx. Mandatory for Pricing Supplements / Final Terms, as from the first Final Document that is sent
6	Date	O		Date document was issued - 8 characters - YYYYMMDD
7	Provider	O		Name of document provider - BIC where assigned, otherwise to be agreed for each provider - 8 characters - XXXXXXXX
8	Multiple ISINs	C	M	If document related to a series/classes/tranches, add the ISIN of the first security in position 1 + the multi indicator (M) at the end
9	File Extension	M		Applicable for files*** only - 3 or 4 characters - pdf, doc, docx, xls,xlsx, tif, tiff When included in a ZIP container, file extension will be .ZIP

Applicability:
For each final document that is sent, the category has to be defined

* Final: these naming guidelines relate to Final documentation only.
 ** Any update on or after Closing/Issue Date is considered to be a Corporate Action.
 *** Whether attached as a file, or within a ZIP container