

Application Instructions to act as an Issuer Agent in Euroclear Finland

Instructions for applying to Euroclear Finland

Euroclear Finland's CEO may, on application, grant the rights of an Issuer Agent to a Depository Participant that has proven in its application that it has the sufficient capability to act as an Issuer Agent.¹

Adequate time should be reserved for the becoming an Issuer Agent and processing of the application. It is strongly recommended that the applicant establishes contact with Euroclear Finland well in advance of their plan to start as an Issuer Agent. After the communiqué from the applicant declaring their intention to apply for the Issuer Agent status, a timeline for the application process is established and the participation requirements are discussed in detail using the Euroclear Finland Rules, CEO's decisions and these Application Instructions as a general guideline.

Once an application has been submitted, Euroclear Finland will treat a request for access to become an Issuer Agent promptly and Euroclear Finland shall provide a response within one month at the latest. Euroclear Finland's Rules, CEO's decisions and these Application instructions govern the process of evaluating the application

An Issuer Agent is allowed to perform the following functions: Security creation and maintenance, Issuance processing, Program creation and maintenance and Corporate action processing. An Issuer Agent is always a Depository Participant as well as a Settlement Member.²

The application shall be written in English or Finnish and signed by an authorized signatory (as indicated in trade register or otherwise). The application shall be addressed to Euroclear Finland CEO and sent to participants.finland@euroclear.eu.

¹ Rules 2.1.6.

² Rules 1.7.5. and Decisions: "Issuances and Corporate Actions in the Book-Entry System" and Yield Payments in the Book-Entry System."

1. Applicant

Please specify the official legal name, LEI and the Finnish business ID of the applicant.

Name of the applicant:

LEI:

Business ID:

2. Self-regulation of the CSD

Please confirm that the applicant undertakes to comply with the self-regulation of Euroclear Finland.³

3. CSD related organisation

Please describe in detail your organization regarding your Depository, Settlement and Issuer Agent operations that will interact with Euroclear Finland. Attach an organizational chart of the part of the organization that will conduct business relating to the application, including names and functions.

4. Persons responsible

Please specify which persons in your company are responsible for the Issuer Agent operations and provide their email addresses, phone numbers and a description of their experience in their field as well as their place in the organization.

5. Personnel and documentation of skills⁴

Please describe how the applicant, by the means of staffing, will ensure the fulfilment of its obligations under the rules and regulations of Euroclear Finland to act as an Issuer Agent. Provide information on expertise of the personnel and information on any planned user trainings that employees have participated in.

Please submit a CV of at least two (2) persons participating in the management, especially regarding their experience in the Issuer Agent operations. Please submit a CV of at least three (3) persons working with the management of an issue or Corporate Actions, especially regarding their experience on matters relevant for Issuer Agent operations. Please provide email addresses and phone numbers for all these persons. Also, specify whether these persons are employed on a permanent or temporary basis. Note that this request applies regardless of any outsourcing.

Business description Please describe in detail the part of the business relevant for the Issuer Agent operations related to Euroclear Finland. In addition to that, please also clarify in the application the following:

- Estimate of the business volumes of the future operations
- To whom the service is provided
- Which types of corporate actions, issues and other corporate events are within your scope of your issuer agent services

³ Rules 4.2.5, 4.2.15, 4.2.17, 4.5.8, 4.6.25 and Decision: "Issues and Corporate Actions in the Book-Entry System" and "Yield Payments in the Book-Entry System."

⁴ Rules 2.1.34, subsections 12 and 13 and the Decision: "Requirements imposed on persons using Euroclear Finland's Infinity system".

6. Business separation

Please describe how business activities as an Issuer Agent will be kept separate from any other business activities within the applicant's organization.

7. Technical description

A participant of Euroclear Finland must be technically connected to and capable of operating the CSD system in accordance with Euroclear Finland's requirements for technical communication.

Please describe in detail whether any technical connections should be updated in this context or give an acknowledgment that no change is required.

8. Outsourcing

Please specify whether any external resources will be used for any part of the business operations. Give a comprehensive description of the scope of the outsourcing and the reason why this is necessary. Specify in detail which operations will be handled by the applicant and which by the outsourcing partner.