SIX EXCHANGE REGULATION

Manual

Prospectus Office System

Date	30 June 2023
Version	1.1

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1. About this manual

The Prospectus Office System is the platform of the Prospectus Office that allows its users to file prospectuses for examination, report prospectuses, deposit prospectuses and final terms etc.

This manual explains the technical use of the Prospectus Office System. For any other questions, please refer to the relevant statutory basis (Financial Services Act ("FinSA"), Financial Services Ordinance ("FINSO") etc.) as well as to the information published by the Prospectus Office available on www.ser-ag.com.

Should you have any questions regarding the Prospectus Office System, you may contact the Prospectus Office via the following channels:

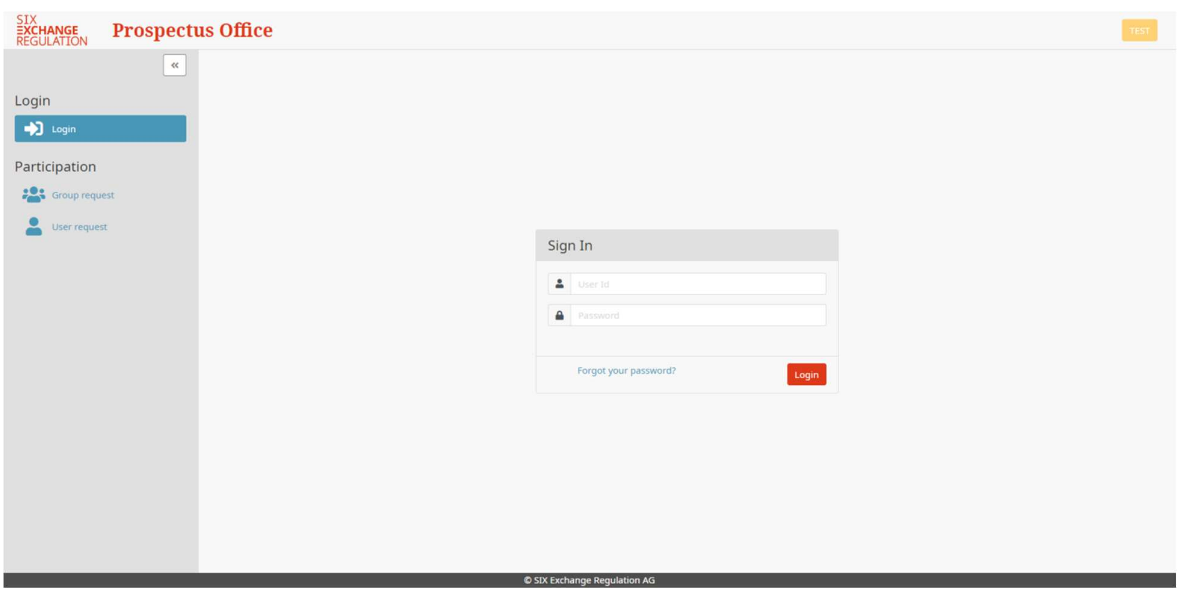
e-mail: prospectus-office@six-group.com

phone: +41 58 399 3030

2. Login

Please login to the Prospectus Office System by using your e-mail address as **user name** and your chosen password.

For reasons of system security, there is an automatic logout after fifteen minutes of inactivity. Data that has not been saved will be lost during such a logout. It is therefore advisable to save your entries regularly.

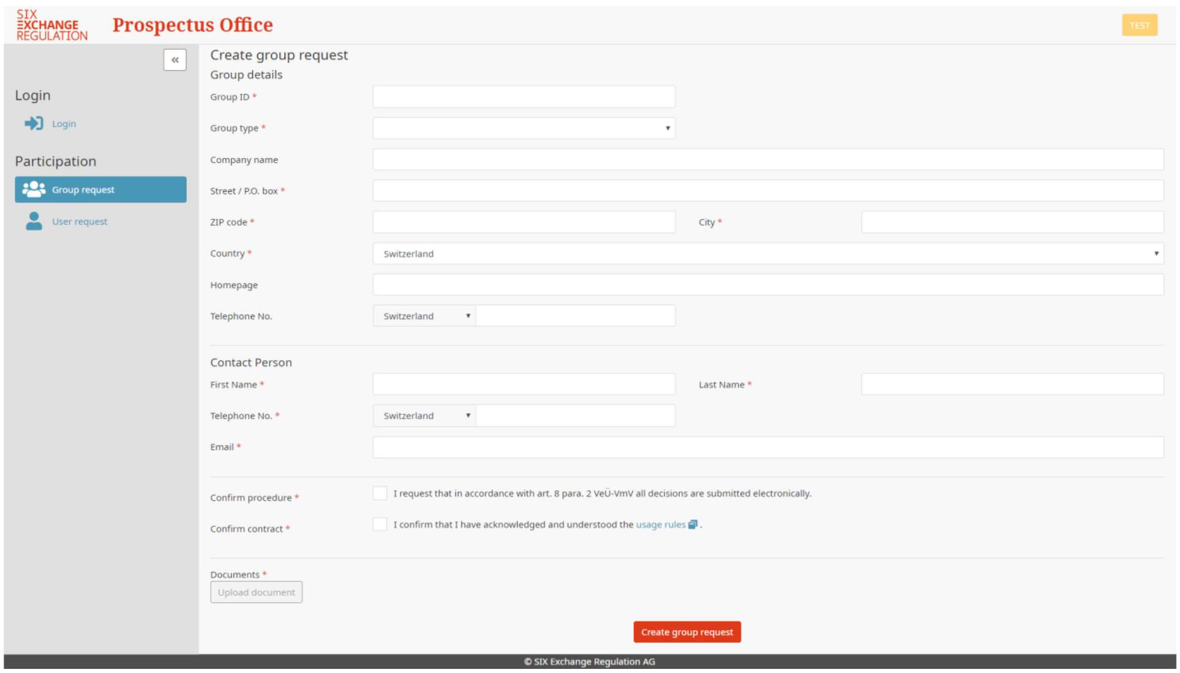


3. Registration

Before registering a **new user (*User request, see 3.2.*)** of the Prospectus Office System, a **user group (*Group request, see 3.1.*)** must be created.

3.1. Group Request

Under the option "**Group request**" a new **user group** may be created.



All fields marked with an * are mandatory and must be filled in:

- **Group ID**: is freely selectable but may not contain any inappropriate wording; only upper-case letters, numbers and connecting characters ('-', '_' and '.') are allowed
- **Group type**: please choose between **Corporate** for legal entities and **Private Person** for natural persons
- **Contact person**: in case of a **Corporate** the contact person must be authorized to sign according to the extract from commercial register (single or joint signature)
- **Delivery address in Switzerland**: **Corporates**/**Private Persons** domiciled outside Switzerland must provide a delivery address in Switzerland
- **Confirm procedure**: please consent to the electronic delivery of the decisions of the Prospectus Office in accordance with art. 8 para. 2 VeÜ-VwV (*Verordnung über die elektronische Übermittlung im Rahmen eines Verwaltungsverfahrens*, https://www.admin.ch/opc/de/classified-compilation/20100598/index.html)
- **Confirm contract**: please confirm having acknowledged and understood the **usage rules**

Documents

The following documents must be uploaded:

- **Single signature**: extract from commercial register (only **Corporates**) and copy of the identity card/passport of the **contact person**

- **Joint signature**: extract from commercial register (only **Corporates**) and copies of the identity card/passport of the **contact person** and an additional authorized signatory

After the mandatory information has been filled in, the **group request** has to be finalized by clicking on “**Create group request**”.

After the **group request** has been sent, the **contact person** will receive an automatically generated e-mail from the Prospectus Office System. Once the **user group** has been approved by the Prospectus Office, the **contact person** will receive a second automatically generated e-mail confirming that the **user group** has been activated and the **first user** can proceed to register.

3.2. User Request

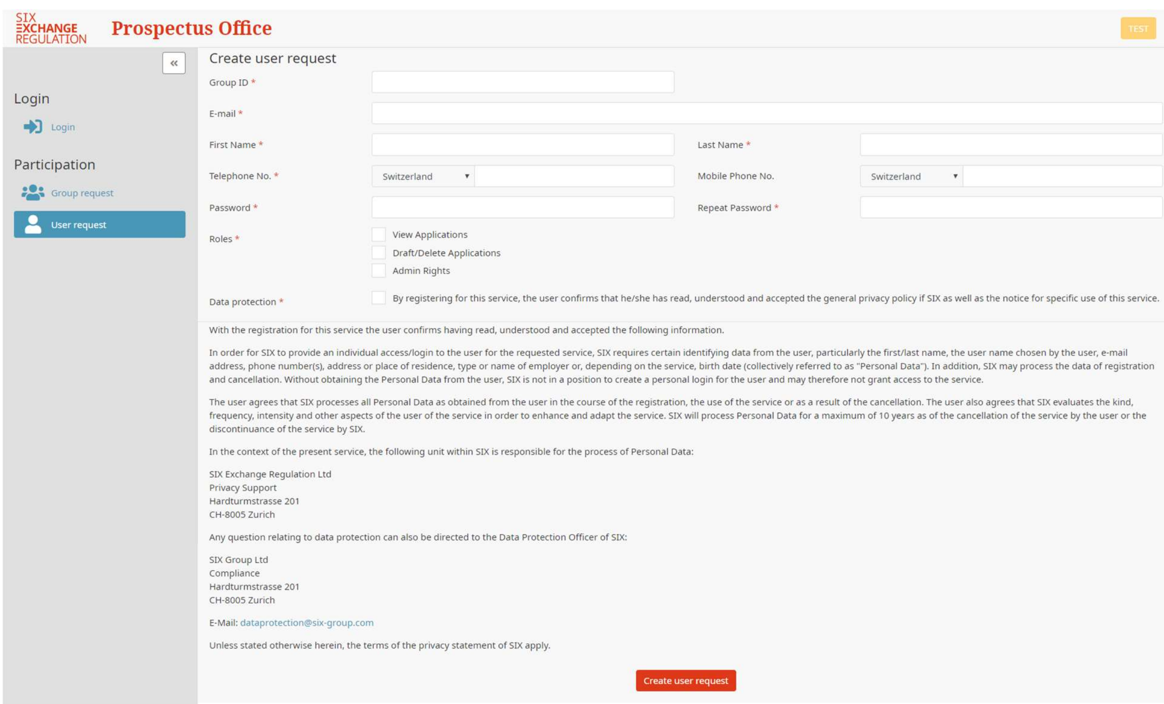
3.2.1. Different Roles

The Prospectus Office Systems provides the following user roles:

- **View Applications** is the right to view applications.
- **Draft/Delete Applications** is the right to draft and delete applications.
- **Admin Rights** is the right to administrate users of the same **user group**.
- **Submit Collective** is the right to submit applications together with another user with submission rights.
- **Submit Single** is the right to submit applications by itself.

3.2.2. Registration of First User

Please note that only the **contact person** of the **user group** must be registered as **first user**.



All fields marked with an * are mandatory and must be completed:

- **Group ID**: insert the Group ID of the respective **user group**
- **Password**: must contain at least a lower-case letter, an upper-case letter, a special character and a number (minimum length of twelve characters)
- **Roles**: at least **Admin Rights** (administration rights) must be selected
- **Data protection**: please confirm and accept the general privacy policy of SIX

After the mandatory information has been filled in the **user request** has to be finalized by clicking on “**Create user request**”.

After the **user request** has been submitted, the **first user** will receive an automatically generated e-mail from the Prospectus Office System containing a confirmation link. The user request has to be confirmed by the **first user** by clicking on the confirmation link or by inserting the confirmation code on the form indicated in the email. Once the Prospectus Office has approved the first user request, another automatically generated e-mail will be sent to the **first user** confirming that its account has been activated.

Please note that only the **first user** will have to be activated by the Prospectus Office. In order to authorize the **first user** a completed and duly signed copy of the form “**Power of Attorney for Submission of Applications to the Prospectus Office**” has to uploaded in the **user request** together with a copy of the identity card/passport of the person to be authorized.

Afterwards, the **user group** (including granting the submission and admin rights to users) is to be managed by the administrator itself.

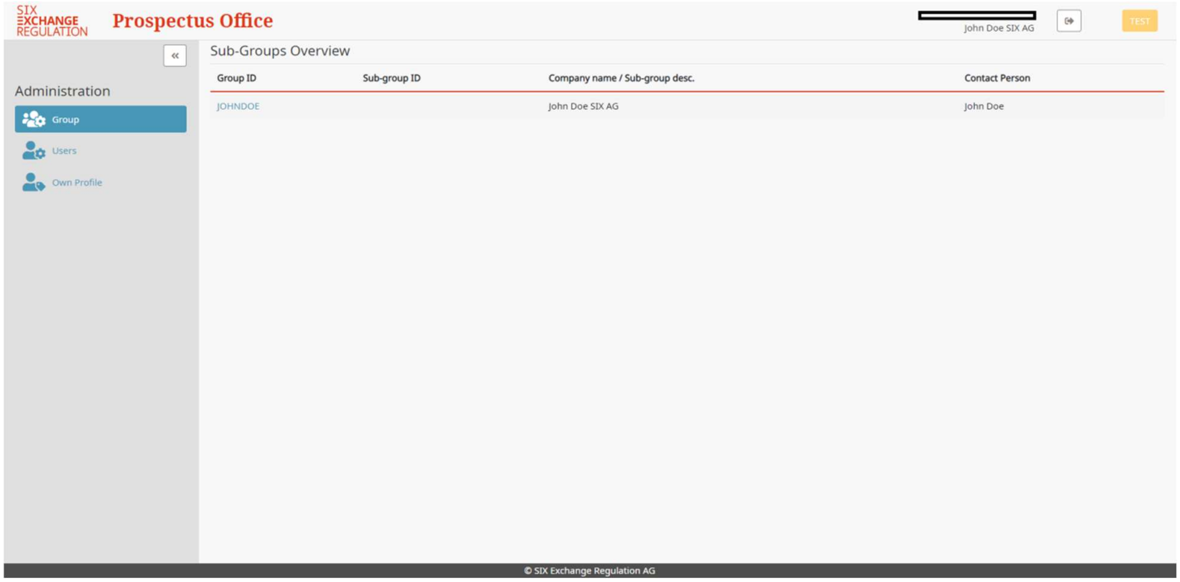
3.2.3. Registration of Additional Users

The registration process for additional users is similar to the one for the first user (*see 3.2.2.*). Additional users must be activated by (one of) the administrator(s) of the user group. No additional power of attorney or copy of the identity card/passport must be uploaded.

4. Users with Administration Rights

4.1. Administration of the User Group

Under the menu item “**Group**”, all details about the **user group** except the **Group ID** and the **Group type** can be adjusted by the administrator. Please note that only users with administrator rights can administrate the **user group**.



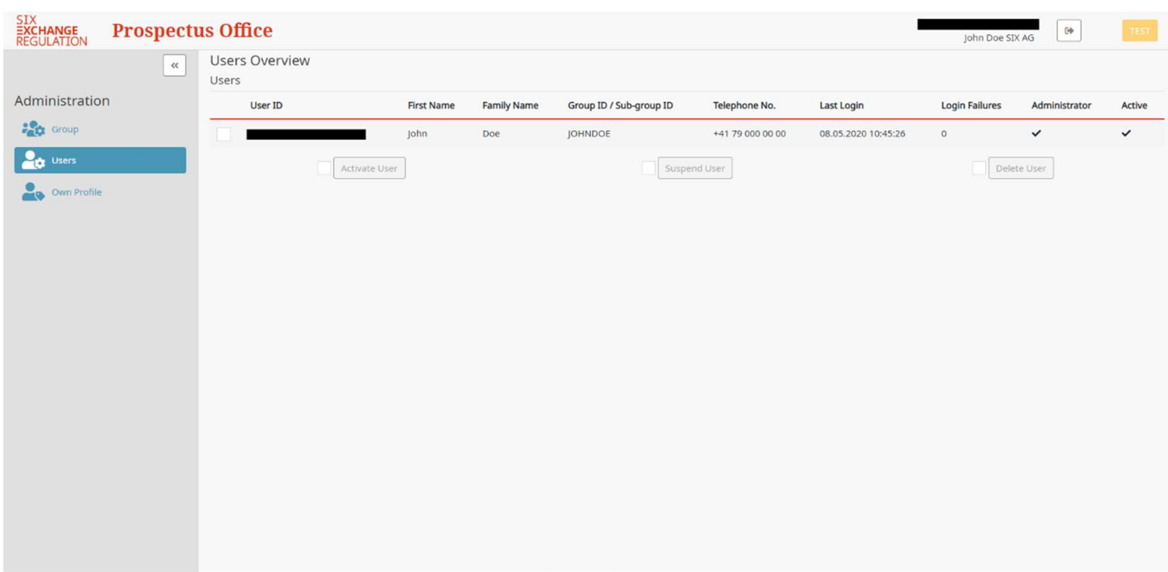
4.2. Administration of the Users

Under the menu item “**Users**” the administrator is able to suspend, activate and delete users. In addition, the administrator can grant admin and submission rights to users.

By clicking on a specific **User ID** , the following details can be adjusted by the administrator (click on “**Edit User**”):

- **First Name** / **Last Name**
- **Telephone No.** / **Mobile Phone No.**
- **Roles** (including admin and submission rights)

The **User ID**, the **email address** and the **Group** cannot be adjusted. Such changes would require a new registration.

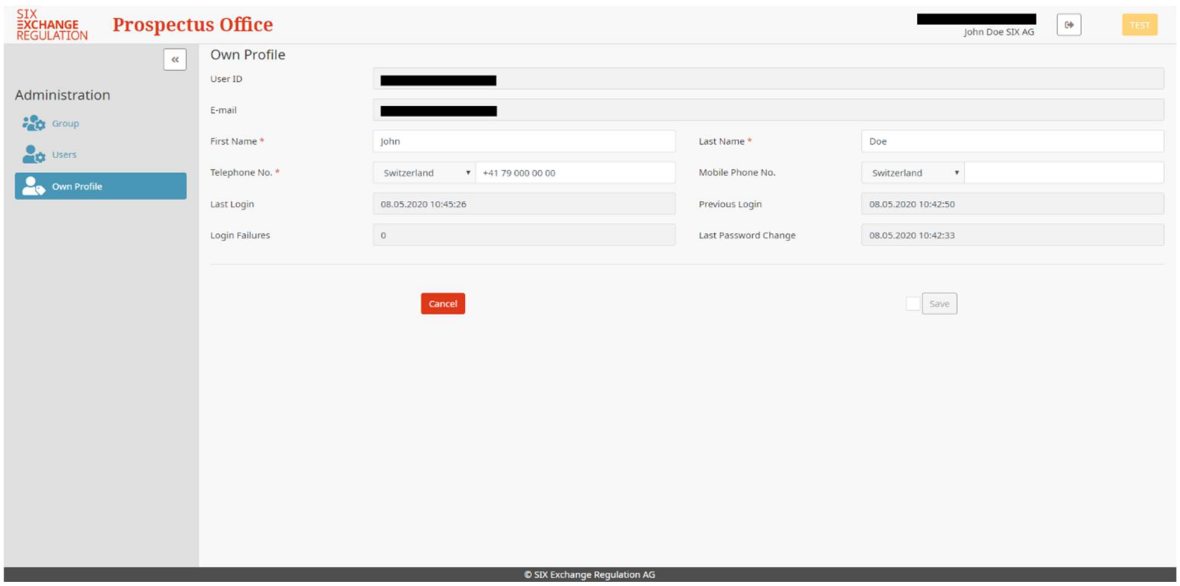


5. Administration of Own Profile

Under the menu item “**Own Profile**” all users are able to edit their own profile.

The following details can be adjusted:

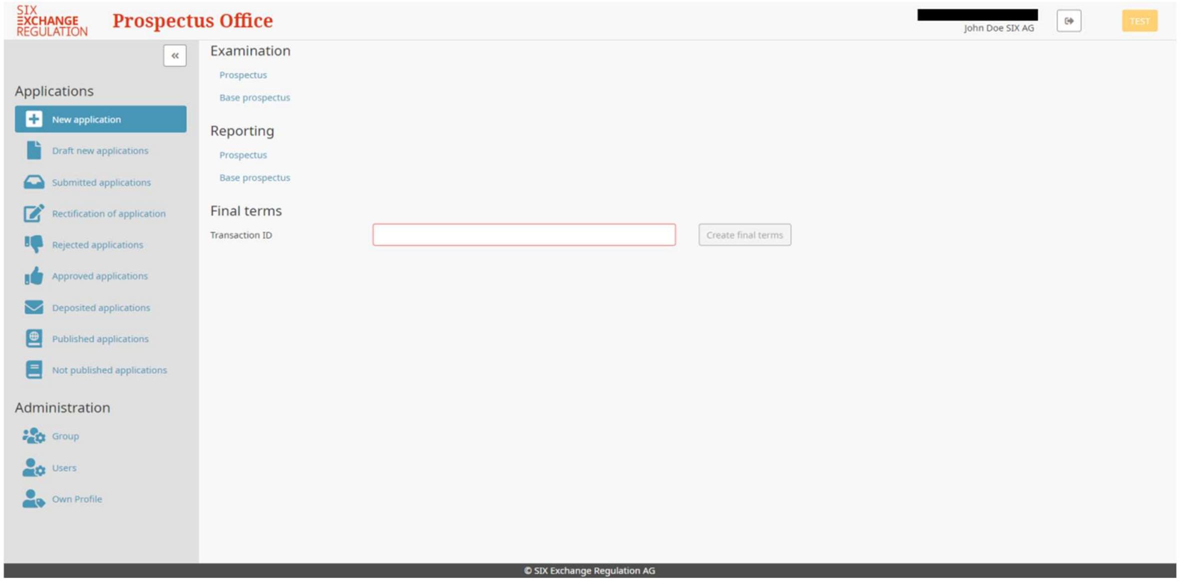
- **First Name** / **Last Name**
- **Telephone No.** / **Mobile Phone No.**



6. User Rights

6.1. New application

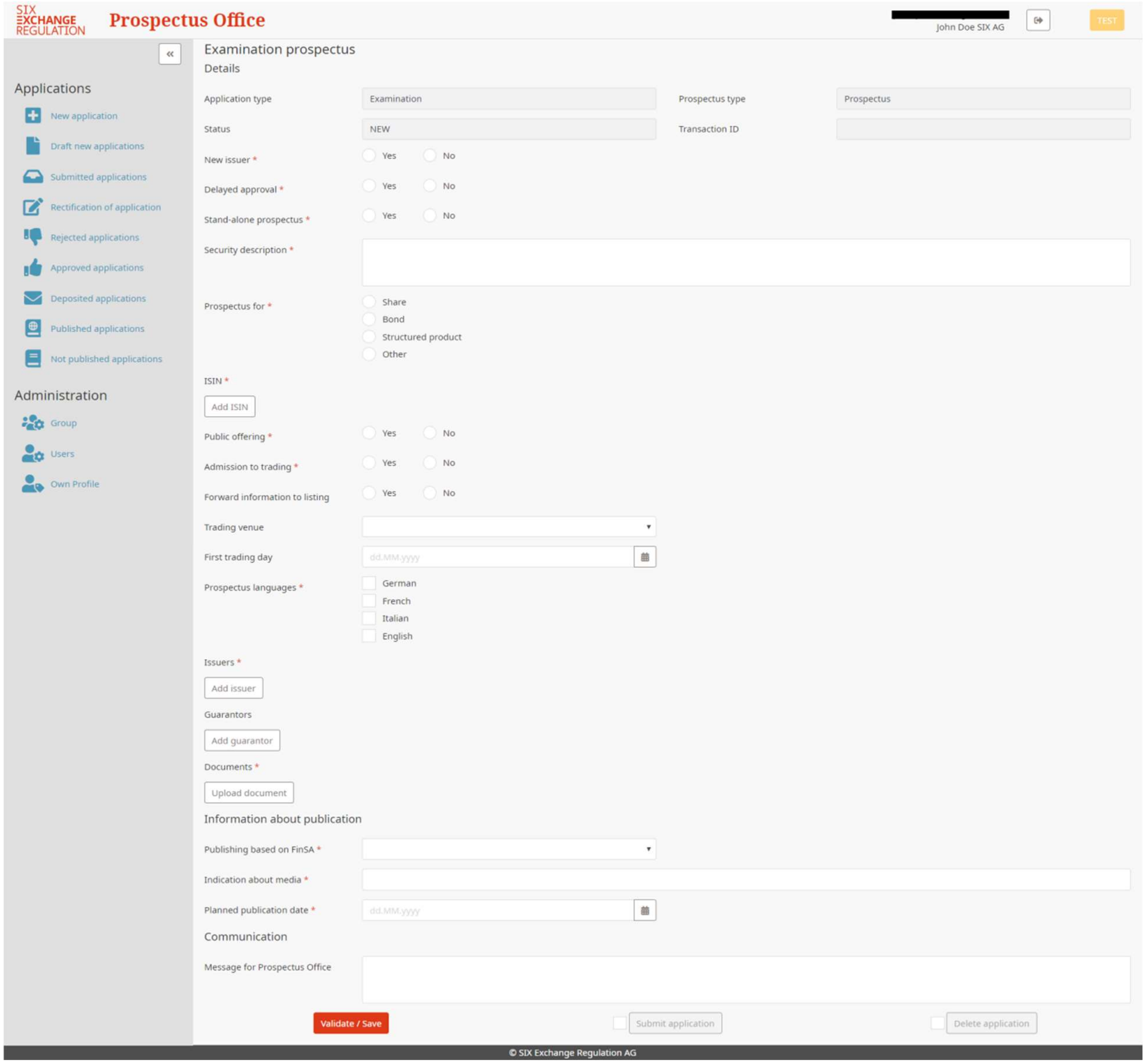
To submit a new application, select the menu item "**New application**”. In this menu you may file a prospectus/base prospectus for examination, report a prospectus/base prospectus or upload final terms manually.



6.1.1. Examination of a Prospectus

All fields marked with an * are mandatory and must be completed:

- **New issuer:** indicate whether the applicant is a new issuer within the meaning of art 69 FINSO
- **Delayed approval:** indicate whether the prospectus must be reviewed only after publication (art 51 para 2 FinSA)
- **Stand-alone prospectus:** indicate whether the prospectus to be examined consists of a stand-alone document or several individual documents; insert a description of the security (art 92 para 3(c) FINSO)
- **Prospectus for:** indicate whether the prospectus is for shares, bonds, structured products or other securities
- **ISIN:** insert the ISIN of the security
- **Public offering:** indicate whether the transaction includes a public offering; if there is a public offering, indicate the start and end date
- **Admission to trading:** indicate whether the transaction includes an admission to trading
- **Forward information to listing:** indicate whether the information shall be forwarded to the respective trading venue
- **First trading day:** if applicable, indicate the first day of trading
- **Prospectus language:** indicate the language of the prospectus (German/French/Italian/English)
- **Issuers:** insert the name of the issuer and the legal entity identifier
- **Guarantors:** if any, insert the name of the guarantor(s) and its/their legal entity identifier(s)
- **Upload document:** upload the relevant documents and indicate their state (draft/final); *if the applicant is not identical with the issuer, please upload a power of attorney; in case of a delayed approval, please upload a confirmation pursuant to art 62 FinSA*
- **Publishing based on FinSA:** indicate in which form the prospectus will be published
- **Indication about media:** insert the media where the prospectus will be published (e.g. www.ser-ag.com)
- **Planned publication date:** insert the planned publication date
- **Message for Prospectus Office:** insert any messages to the Prospectus Office



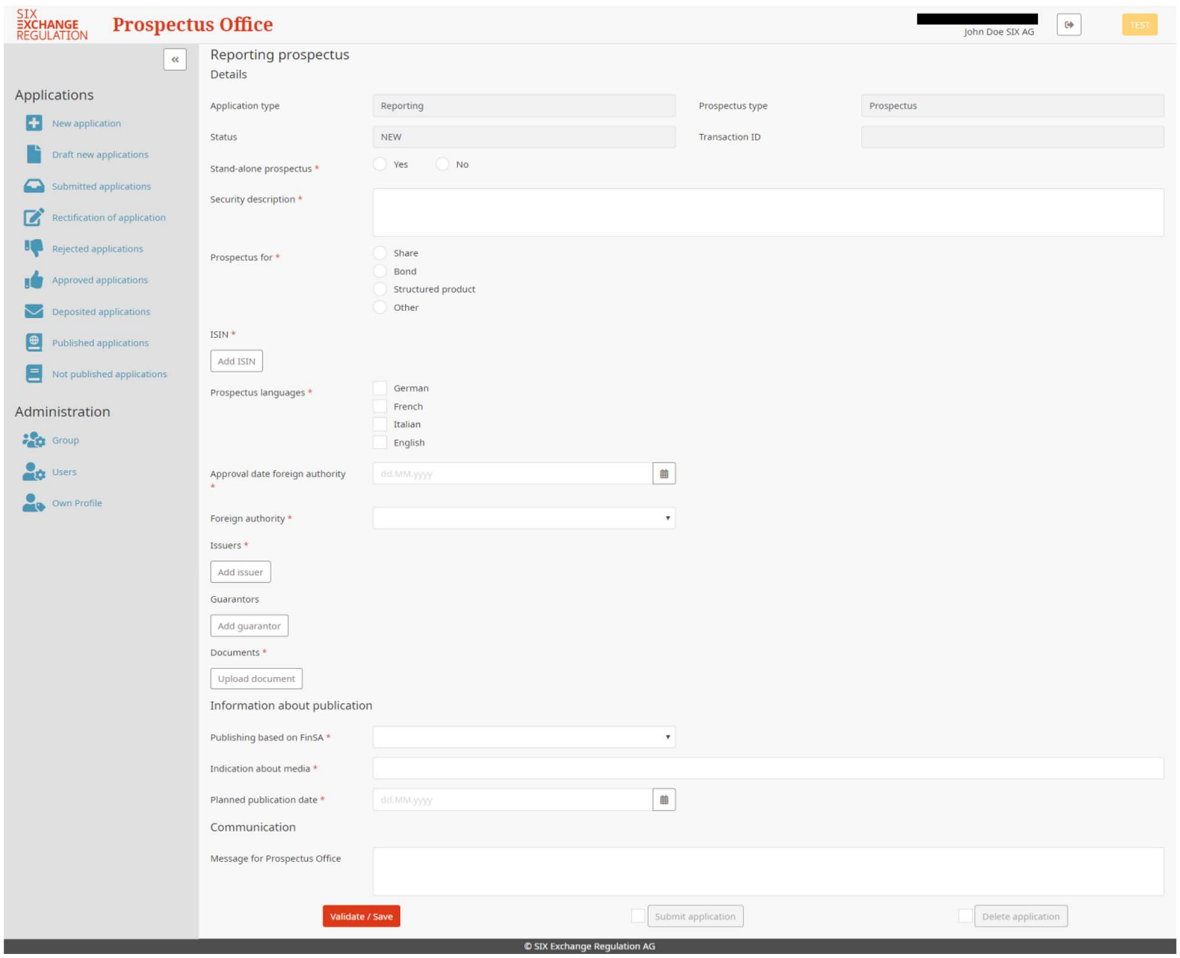
The information/documentation needed for the examination of a base prospectus is similar to the one required for a prospectus.

6.1.2. Reporting of a prospectus

All fields marked with an * are mandatory and must be completed:

- **Stand-alone prospectus:** indicate whether the prospectus to be examined consists of a stand-alone document or several individual documents
- **Security description:** insert a description of the security (art 92 para 3(c) FinSA)
- **Prospectus for:** indicate whether the prospectus is for shares, bonds, structured products or other securities
- **ISIN:** insert the ISIN of the security
- **Prospectus language:** indicate the language of the prospectus (German/French/Italian/English)
- **Approval date foreign authority:** insert the approval date by the foreign authority
- **Foreign authority:** chose the respective recognised foreign authority
- **Issuers:** insert the name of the issuer an the legal entity identifier

- **Guarantors:** if any, insert the name of the guarantor(s) and its/their legal entity identifier(s)
- **Upload document:** upload the relevant documents; *if the applicant is not identical with the issuer, please also upload a power of attorney*
- **Publishing based on FinSA:** indicate in which form the prospectus will be published
- **Indication about media:** insert the media where the prospectus will be published (e.g. www.ser-ag.com)
- **Planned publication date:** insert the planned publication date
- **Message for Prospectus Office:** insert any messages to the Prospectus Office



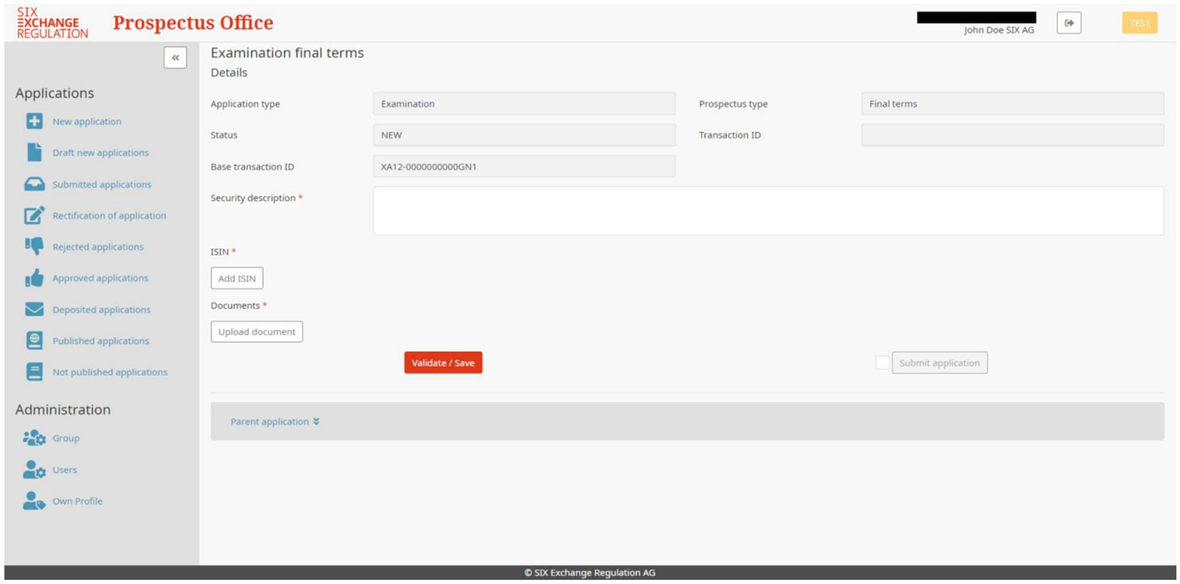
The information/documentation needed for the reporting of a base prospectus is similar to the one required for a prospectus.

6.1.3. Deposit Final Terms – manually and automatically

In order to deposit the final terms **manually**, please enter the transaction ID and click on “**Create final terms**”.

All fields marked with an * are mandatory and must be completed:

- **Security description:** insert a description of the security (art 92 para 3(c) FINSO)
- **ISIN:** insert the ISIN of the security
- **Upload document:** upload the final terms



In order to upload the final terms **automatically** complete the "**Form for Activation of a Technical User Account**" and file a duly signed copy together with a copy of the identity card/passport of the person responsible by email to prospectus-office@six-group.com.

6.2. Draft new applications

This overview shows the drafts of the applications that have not yet been submitted to the Prospectus Office.

6.3. Submitted applications

This overview shows the applications that have already been submitted to the Prospectus Office.

6.4. Rectification of application

If adjustments have been made, such applications will be moved to the overview "**Rectification of application**".

6.5. Rejected applications

Applications rejected by the Prospectus Office are displayed in the section "**Rejected applications**".

6.6. Approved applications / Deposit of a prospectus

Applications approved by the Prospectus Office are displayed in the section "**Approved applications**".

In order to **deposit a prospectus**, click on the respective **transaction ID**, then click on "**start deposit**". Thereafter, upload the relevant documents (indicating **document type** and **state final**) and click on "**submit application**".

6.7. Deposited applications

Applications deposited are displayed in the section “**Deposited applications**”.

6.8. Published applications

This overview shows the applications that have been published.

6.9. Not published applications

This overview shows the applications that have not yet been published.