SIX
EXCHANGE
REGULATION

Connexor Reporting-Manual (Release Nr. 3.0)

for Reporting Obligations pursuant to Art. 9 of the Directive Regular Reporting Obligations as well as Annex 1[1]

[1] **This manual only contains explanations on the message types that are sent to SER.**

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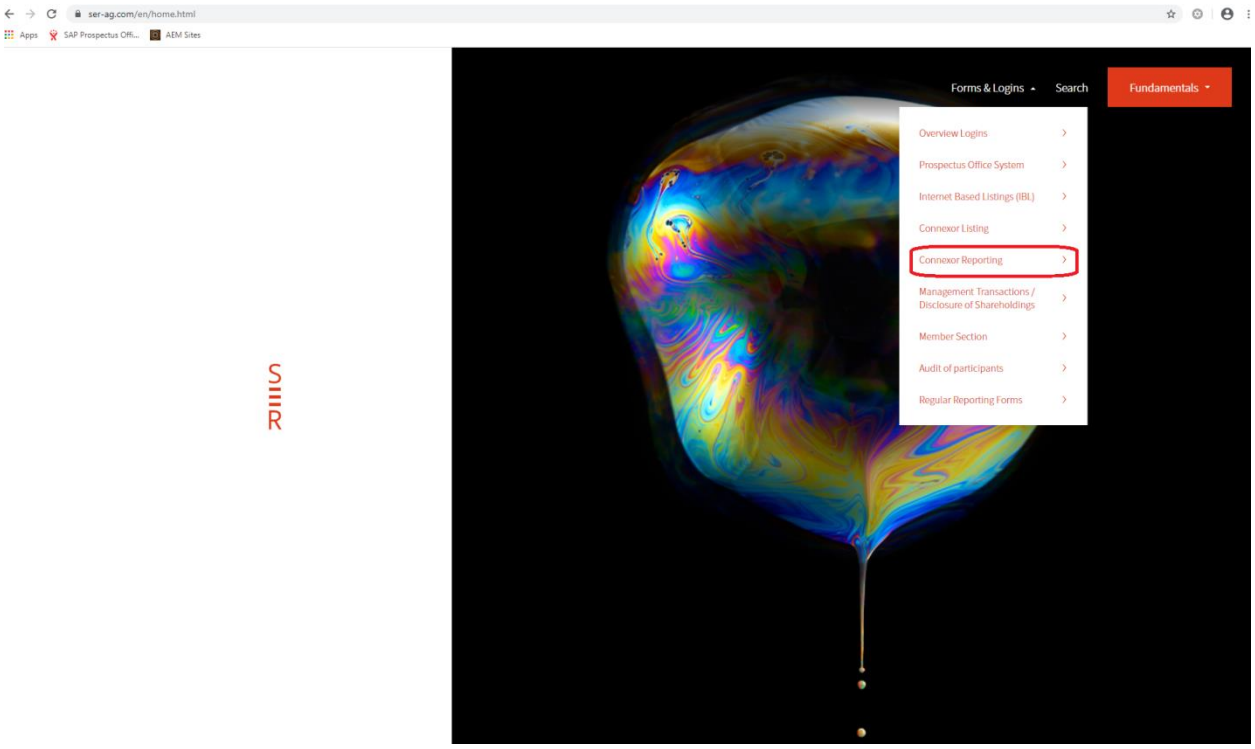
1. Introduction

Connexor Reporting (electronic reporting platform) is used exclusively to report information that must be disclosed to SIX Exchange Regulation AG (SER) pursuant to Art. 9 of the Directive on Regular Reporting Obligations for Issuers with Equity Securities (primary or main listing equity securities [s. also annex 1; DRRO]). This means that issuers of primary-respectively main-listed equity securities use Connexor Reporting to fulfill their reporting obligations (see also Directive Reporting Platform DRRO [DRPRO]).

Connexor Reporting is not intended for reporting management transactions, disclosure of shareholding or providing information in accordance with Art. 10 to 14 of the DRRO to SER. To report management transactions or shareholdings, please use the Reporting platform of SIX Swiss Exchange's Disclosure Office. The data pursuant to DRRO, Art. 10 to 14 (s. also annexes 2 to 6) are to be submitted to SER, depending on the message, either by e-mail (reporting-obligations@six-group.com), or via the online form.

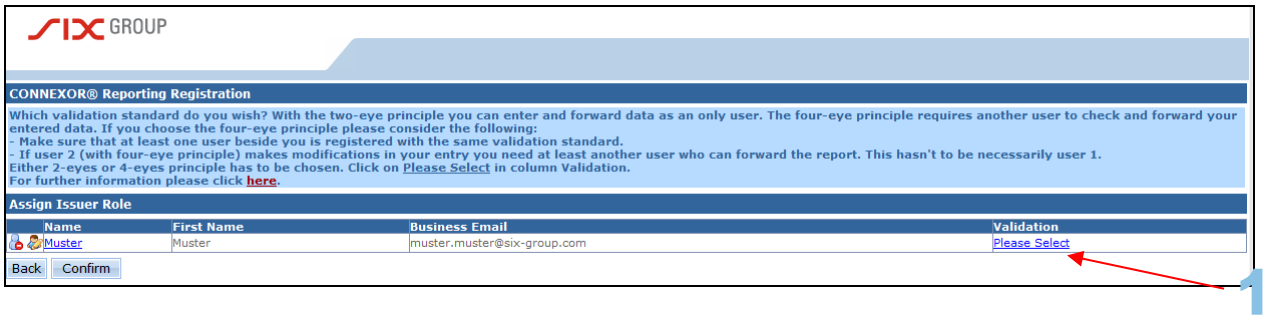


2. Token / 2 and 4-eye principles

To use Connexor Reporting, the employee of the issuer (user) must have a token. **It is recommended that several people have tokens so that if one person is on holiday or off work sick, the reports can still be made in good time to SER**.

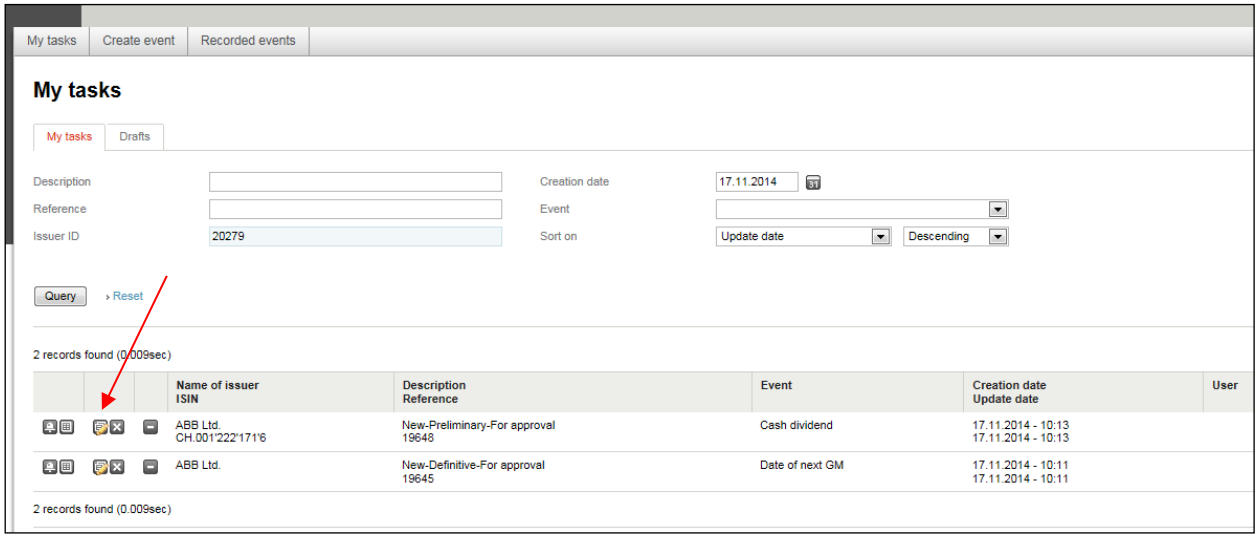
To obtain a token, a user must first register (see section 4 below) and choose an authentication solution (Hardware token of RSA of Mobile App of Futurae. SER forwards the registration to the Service Desk of SIX SIS Ltd.

When registering, the user must choose between the 2-eye principle or the 4-eye principle. Under the 2-eye principle, the user can enter reports and send them directly to SER. Under the 4-eye principle, the first user enters the message, and then the second user "approves" the same by clicking on "Execute". The second user can also make changes to the message. These changes must then be approved by another user if the user who made the change is set up for the 4-eye principle; if this user is set up for the 2-eye principle, the message can be sent directly to SER.



The users who enter and send messages for an issuer can individually have both, the 2-eye and 4-eye principle. In practice, however, an issuer cannot register just one user for Connexor Reporting with the 4-eye principle as this user would not be able to send any messages to SER. In addition, it makes little sense for a company with only two users to register them both with the 4-eye principle. If one of these users were absent, the other user would be unable to send a message via Connexor Reporting.

If a user has completed entering a message and wishes to send the message to another user for review pursuant to the 4-eye principle, he/she needs to click on the "Update message type" button.



3. Legal note

Pursuant to Art. 55 of the Listing Rules in conjunction with Art. 9 DRRO, issuers with primary- or main-listed equity securities on SIX Swiss Exchange Ltd are obliged to disclose certain information to SER within specific deadlines.

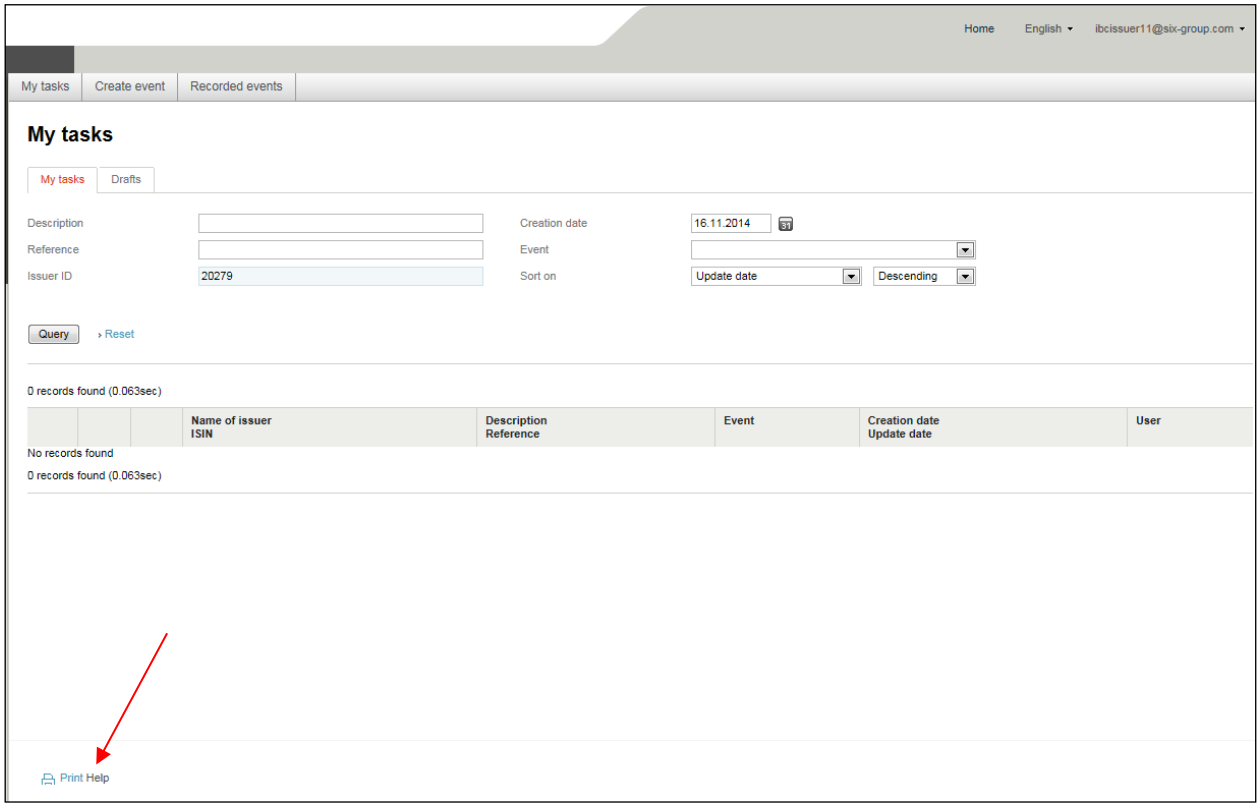
The issuer has to fill the following message types due to provisions of the stock exchange:

- Change of name;
- Address change;
- Change of contact persons;
- Change of web address;
- Change of balance sheet date;
- Change of auditor;
- Changes to investment policy / to the fee model;
- Change of business activity (investment and real estate company);
- **Dividend**: Cash dividend; Share premium dividend; Stock dividend; Commodity dividend
- **General meeting of shareholders (GMS)**: Date of next GM; Date of close share register (registered shares); Invitation to next GM; GM resolutions;
- Financial reports (annual and semi-annual report);
- **Capital decrease**: By declarative reduction; by repayment of nominal value; by destruction of shares;
- **Capital structure**: Creation / Cancellation authorized / conditional capital; annual commercial register entry of newly created securities from conditional capital; for issuers with no domicile in Switzerland; current number of issued equity and the associated voting rights;
- monthly exercise of conditional capital;
- Sustainability Report;
- Public share buyback program;
- Recognition of a foreign supervisory authority of the foreign auditor for issuers with no domicile in Switzerland;
- Opting out / Opting up;
- Shares with restricted transferability.

Certain message types are not sent to SER, but are rather intended exclusively for SIX SIS Ltd. Completion of the relevant entry fields and transfer of the data by the issuers is carried out on a voluntary basis. Under stock exchange law, the companies are not required to provide these messages. For any questions with regard to these events, please contact SIX SIS Ltd (ConnexorReporting@sisclear.com**).**

Please note that this manual contains only explanations on the message types that are sent to SER.

Under the "Help" button, you will find a list of the events (message types) that must be provided to SER as part of the reporting obligations.



3.1. Confidentiality

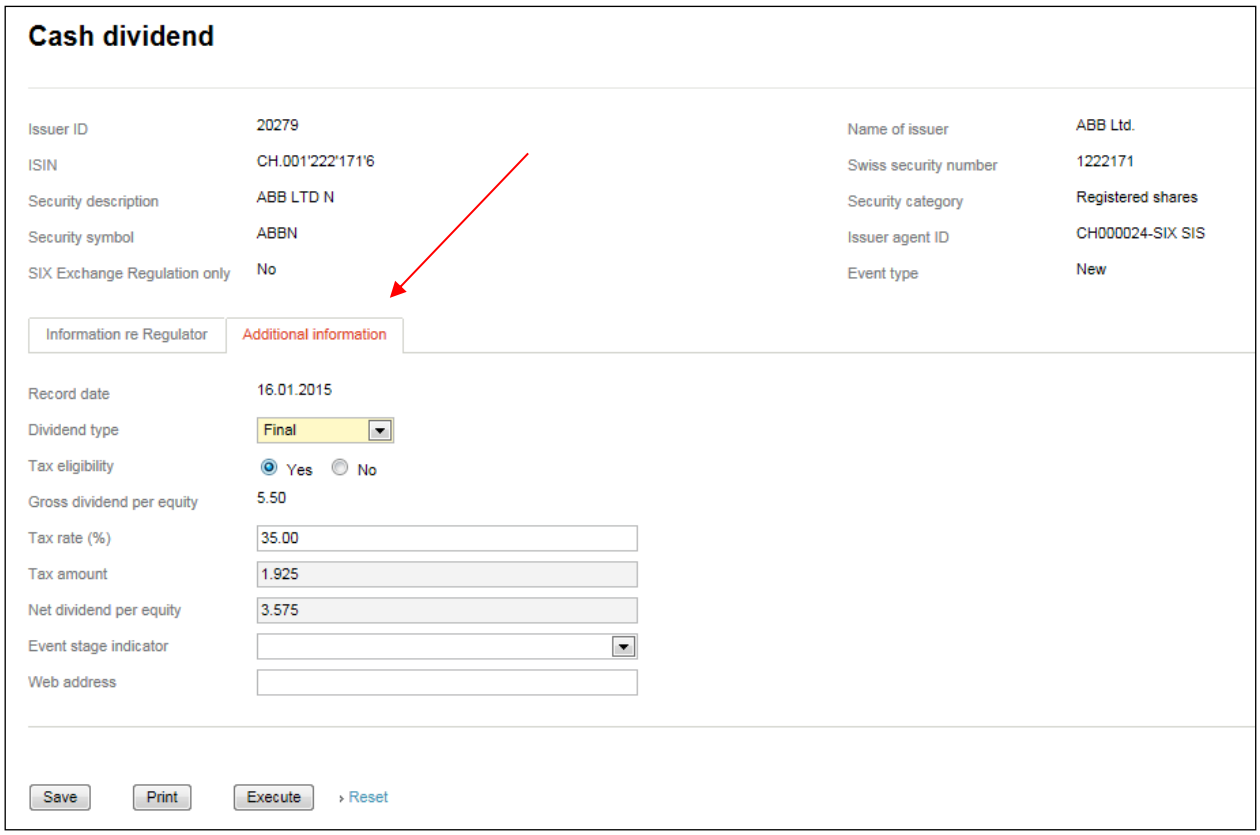
In principle, certain types of messages are not only sent to SER but also to the main paying agent of the issuer (Issuer Agent) in question and SIX SIS Ltd, which then forwards the information to its clients. By sending these messages, the contents of them automatically becomes public (see the notes below on the label "SIX Exchange Regulation only" with respect to the possibility of sending a message to SER on a confidential basis). This affects the following message types:

- Change of name; (provided that the ISIN changes);
- Dividend reports (cash dividend, share premium dividend, stock dividend, commodity dividend);
- Date of next general meeting of shareholders (GM);
- Date of close share register;

- Invitation to next GM;
- GM resolutions;
- Two forms of capital decrease (by repayment of nominal value, by declarative reduction).

In this context, it is **important** to note that - **if the message contains new potentially price-sensitive facts (eg. certain GM agenda items) - first a notice in accordance with the rules on ad hoc publicity has to be published before the message is sent via Connexor Reporting, as long as you do not click the "Yes" button in the "SIX Exchange Regulation only" label (s. also below).**

For types of messages that are sent to more than one recipient, there are two sub-types: Messages with or without the "Additional information" tab (see section 2 below).



Message types without the "Additional information" tab

If the company uses the 2-eye principle, the message is sent by the user who entered the message in the tool by clicking on the "Execute" button. If the user has selected the 4-eye principle, the message is only sent "externally" once the second user has also clicked on the "Execute" button, unless the latter has made any changes to the message. If the second user changes the message, the message can only be sent by clicking on "Execute" if this user is set up for the 2-eye principle. Otherwise the message must be "approved" by another user prior to being sent externally by clicking on the "Execute" button.

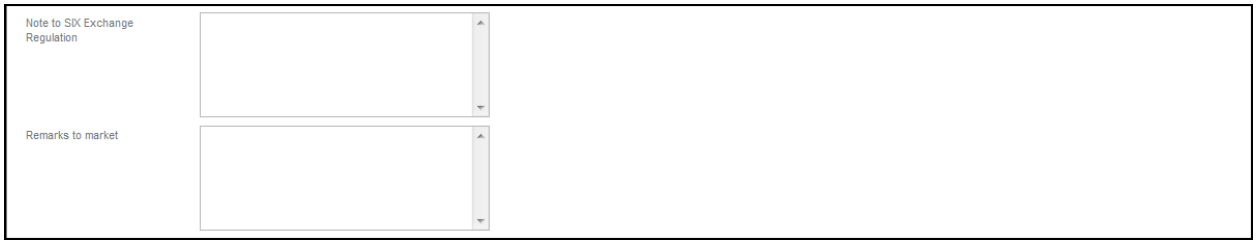
Message types with the "Additional information" tab

For these message types, after entering the message a pop-up appears asking whether the user wants to enter additional information to be sent to the main paying agent and / or SIX SIS Ltd. If the user clicks on "No", the message is sent to the main paying agent and / or to the SIX SIS Ltd if the user is set up for the

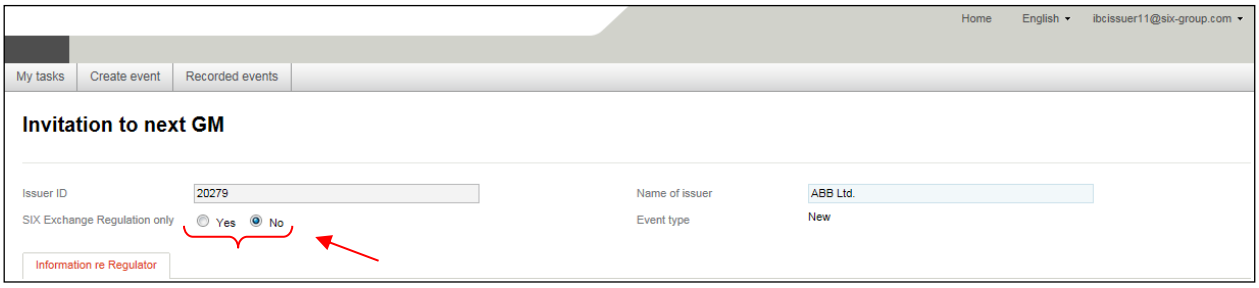
2-eye principle. With the 4-eye principle, the message must be sent by a second user (see section 2 above as well as section 2).

If the user clicks on "Yes", he/she can enter additional information before sending the message to the main paying agent and / or SIX SIS Ltd under the 2-eye principle. With the 4-eye principle, a second user has to send the message to SER as well as the main paying agent and / or SIX SIS Ltd (see section 2 above).

The issuer can enter information for SER with any message type. These comments, which must be entered into the field "Note to SIX Exchange Regulation", are only sent to SER. For certain message types it is possible to enter comments for third parties (main paying agents, SIX SIS Ltd) as well as the market. These can be entered into the field "Remarks to market". These comments are published, for example, in the official messages pursuant to point 6 DRRO.

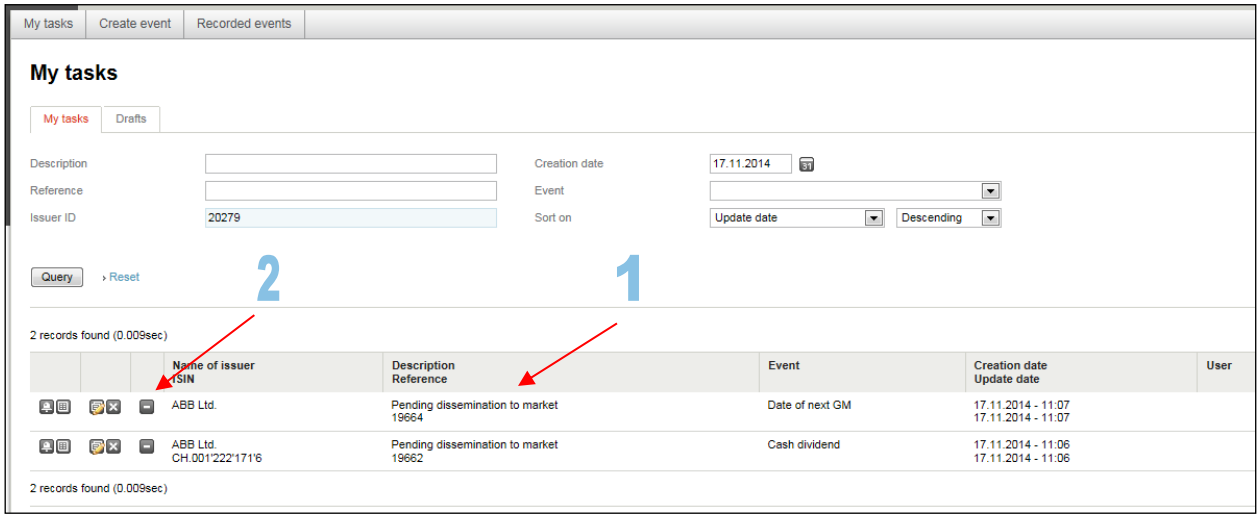


For the message types listed above, if a company wishes to send a message initially only to SER on a confidential basis, the user in question can send the message just to SER by clicking on the **"SIX Exchange Regulation only"** button:



For the message in question to be received subsequently by the main paying agent and / or SIX SIS Ltd as well, the issuer has to send the message again. The user will receive a corresponding note under the tab "My tasks". The message is set in status “Pending dissemination to market” (arrow no. 1).

If the issuer does not want to send the message to the main paying agent and / or SIX SIS Ltd at a later time, he has the possibility to delete the corresponding message (arrow no. 2).



3.2. Transmitting information not required by the regulator

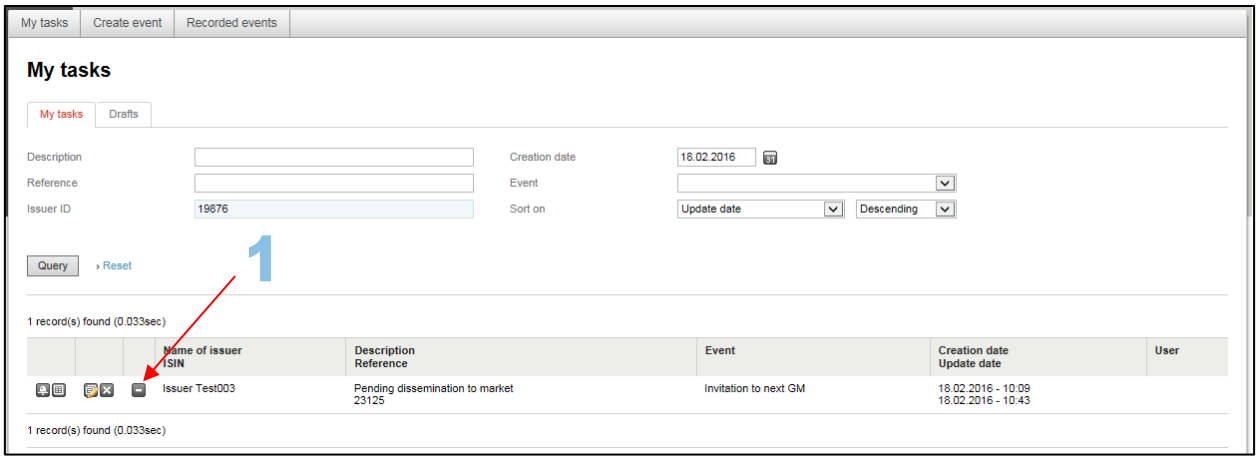
For certain message types that are not only sent to SER (see list above section 1.1.1), the issuer can enter additional data – in addition to the information required under stock exchange law – on a voluntary basis. This information does not go to SER, but only to the main paying agent and / or SIX SIS Ltd. If a user has entered a message for SER, a pop-up appears for this message type asking whether additional information should be added. If the user clicks on "Yes", he/she can then complete the relevant fields under the "Additional information" tab (see also section 1.1.1 above). As already mentioned, the user can do this to provide information for third parties. However, this is not a requirement under stock exchange law. As such, the judicial bodies of the stock exchange will not issue any sanctions if the fields under the "Additional information" tab are not completed. This affects the following message types:

- Cash dividend;
- Stock dividend;
- Invitation to next GM;
- GM resolutions.

If "No" is clicked for "SIX Exchange Regulation only", the following pop-up appears for these message types:

If you select "**No**" in respect of "SIX Exchange Regulation only" for the reports "**Invitation to next GM**" and "**GM resolutions**" and you do **not** want to enter any additional data under the "Additional information" tab, an entry under the "**My tasks**" **tab** with the status "**Pending dissemination to market**" will be displayed. You can disregard this task, if you do not want to enter additional information to the market. You can delete the task from your task list, if you wish (arrow no. 1).

As noted above, you have fulfilled your reporting obligation under the Directive on Regular Reporting Obligations by completing the information under the first "Information re Regulator" tab.



3.3. Processing of messages by SER

SER processes the messages it receives via Connexor Reporting or rejects it. Under no circumstances does it make changes to the contents of the message. Only the issuer is responsible for the accuracy of the contents of the message.

3.4. Compliance with reporting requirements in the event of technical problems

If you encounter technical problems when using the tool, please contact SER immediately by e-mail (connexor-reporting@six-group.com). If Connexor Reporting is not available for technical reasons, the issuer must still send SER the required information in due time via e-mail or the online form.

4. Registration

For reasons of security, access to Connexor Reporting is only possible with a token. In order to get a token, users have to register first. As soon as we have received the registration, with an indication of the desired authentication option (RSA hardware token or Futurae mobile app), SER will generally send the RSA Token (hardware token) to the person who was indicated to SER by the Issuer as the contact person for regular reporting obligations in accordance with Art. 9 DRRO. The login information for the Futurae Mobile App shall be delivered to the individual end users as soon as the Issuer's contact person for regular reporting obligation has given SER the written approval.

If the companies commission third parties (lawyers, consultants, banks, etc.; Art. 8 DRRO) to perform their reporting obligations under Art. 9 DRRO, SER shall be informed of that fact in writing, along with the names and addresses of such third parties (including telephone numbers, fax numbers and e-mail addresses). Moreover, in that case, it is necessary to send a written power of attorney to the following address: SIX Exchange Regulation AG, Listing & Enforcement, Listing, Postfach, CH-8021 Zürich. The power of attorney may also be e-mailed to SER (connexor-reporting@six-group.com). As soon as SER has received the power of attorney, the authorised person (third-party company) can report to SER the persons who require a token.

If users forget their PIN for the token, **only the ServiceDesk of SIX SIS AG (**servicedesk@sisclear.com, Tel.: +41 58 399 4848**) can reset the token and thus unblock it.**

If the holder of a token ceases to need it, please inform SER of that fact by e-mail (connexor-reporting@six-group.com) (blocking of token) and send the token back to SIX Exchange Regulation AG, Listing & Enforcement, Listing, Postfach, CH-8021 Zürich. Under certain conditions, it is also possible to have the RSA token "re-registered" in the name of a new holder. For further details, please contact us at the e-mail address indicated above. It is also important to contact SER as quickly as possible in case of loss of the token.

5. Logging in to the tool

When registering for Connexor Reporting, the user must indicate the desired authentication option. The user can choose between an RSA hardware token and a Futurae Mobile App.

The first time users log into Connexor Reporting, they should follow the instructions sent by SIX SIS AG for the RSA Secure ID Self-Service Console or the instructions for the Futurae App to set their PIN. The various login variants are also explained in the attached documents.

Login with RSA Token

RSA-Login

Login with Futurae Mobile App

Futurae-Login

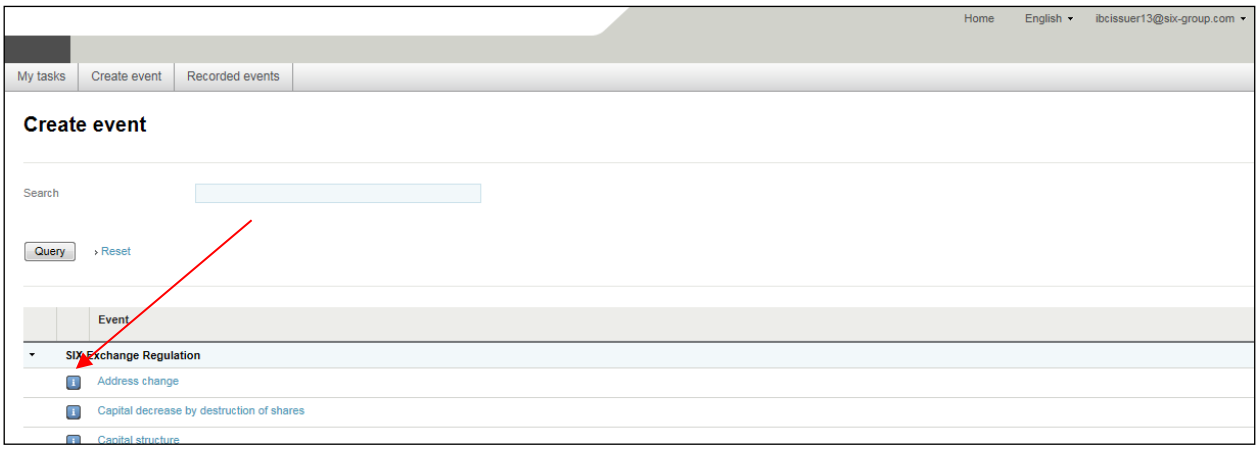
If unable to log in, please contact our ServiceDesk directly (servicedesk@sisclear.com, Tel.: +41 58 399 4848).

6. Workflows

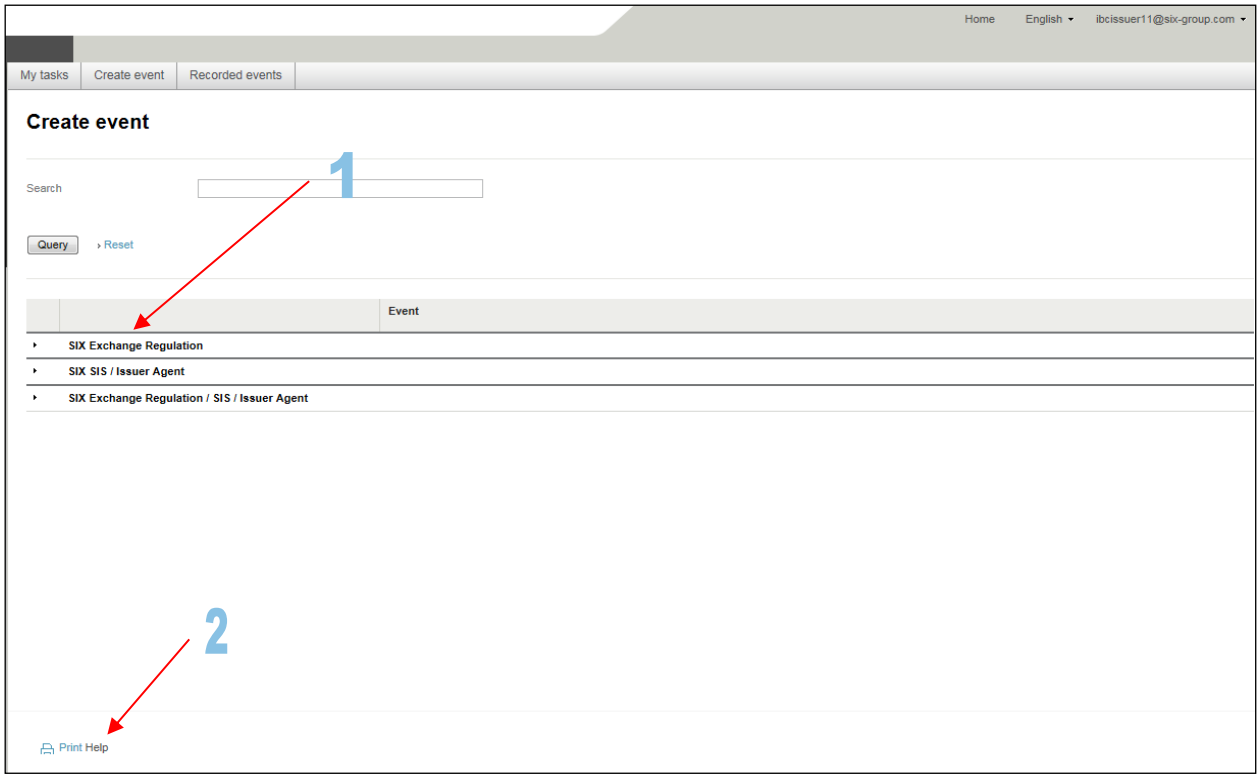
6.1. Working steps / user options

6.1.1. Sending a message to SER

Please click on the "Create event" tab to display the list of message types. Then select the message type you want. To show information about the message type, click on the relevant "i" button.

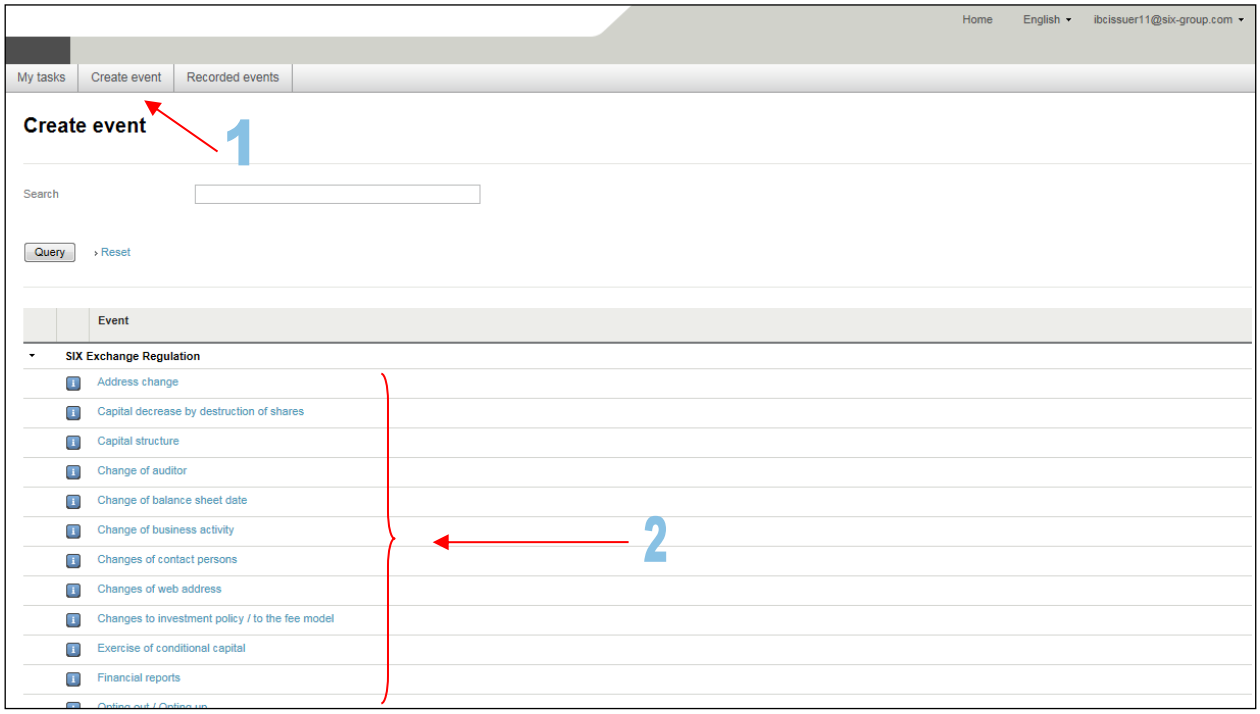


Please note that the list containing the events (message types) contains both events (message types) that the issuer is required to send to SER as part of its reporting obligations and events that it may report to SIX SIS Ltd on a voluntary basis (see also section 3 above). The respective addressees of the individual message types are grouped in the list (arrow no. 1). The list containing the events (message types) which the company is required to report to SER under stock exchange law, appears by clicking the "Help" button (arrow no. 2).

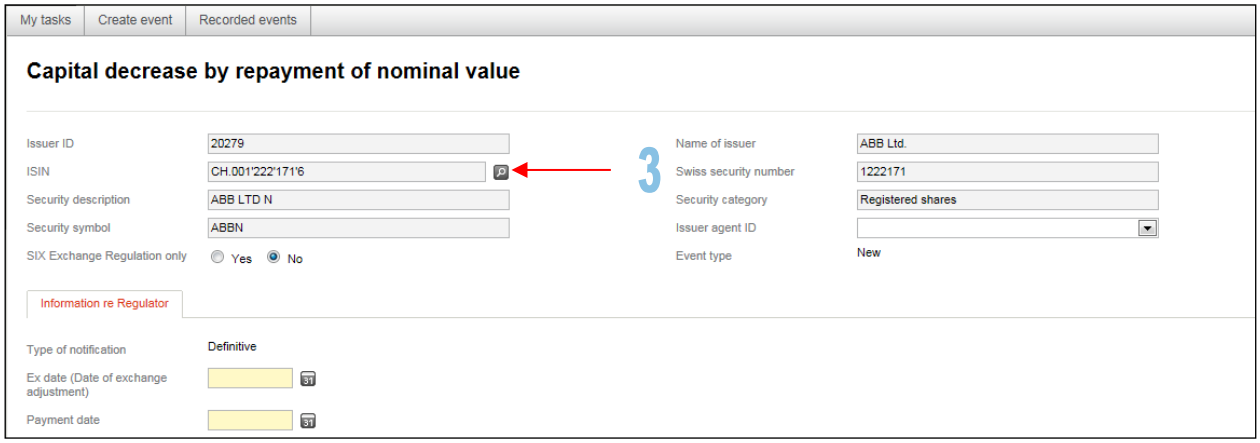

Home
English
ibcissuer11@six-group.com
My tasks
Create event
Recorded events
Create event
Search
1
Query
Reset
Event
SIX Exchange Regulation
SIX SIS / Issuer Agent
SIX Exchange Regulation / SIS / Issuer Agent
2
Print
Help

6.1.1.1. 2-eye principle

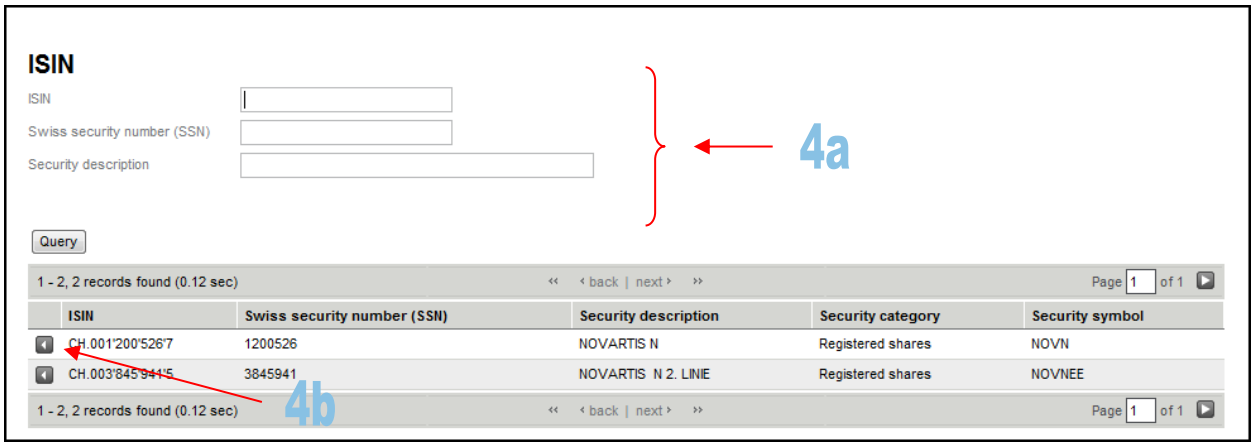
For details on the 2-eye principle see section 2 above.



Click on the magnifying glass button:

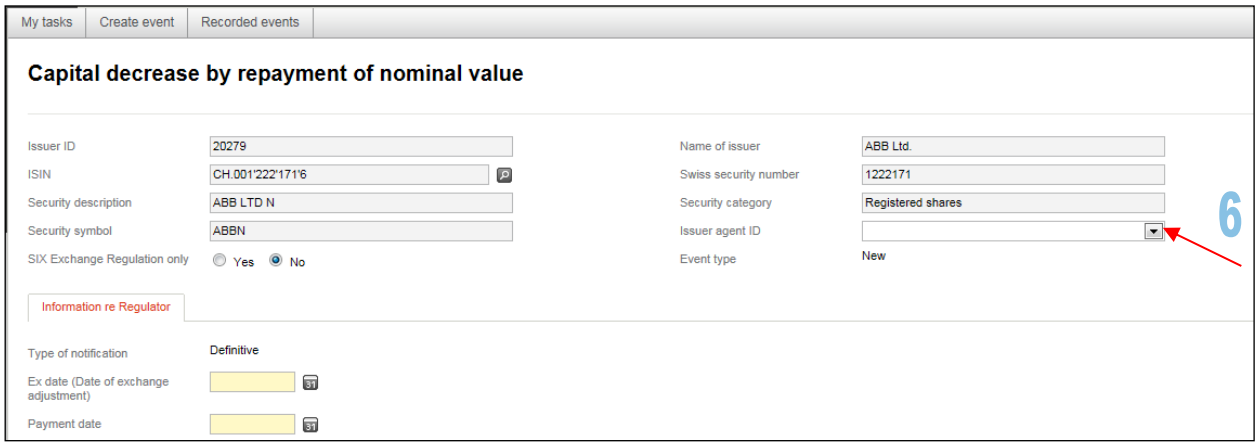


If, exceptionally, an issuer has more than one equity security listed on SIX Swiss Exchange Ltd, then it is possible to get the relevant ISIN by search criteria (arrow no. 4a). Otherwise, click directly under the relevant ISIN (arrow no. 4b):

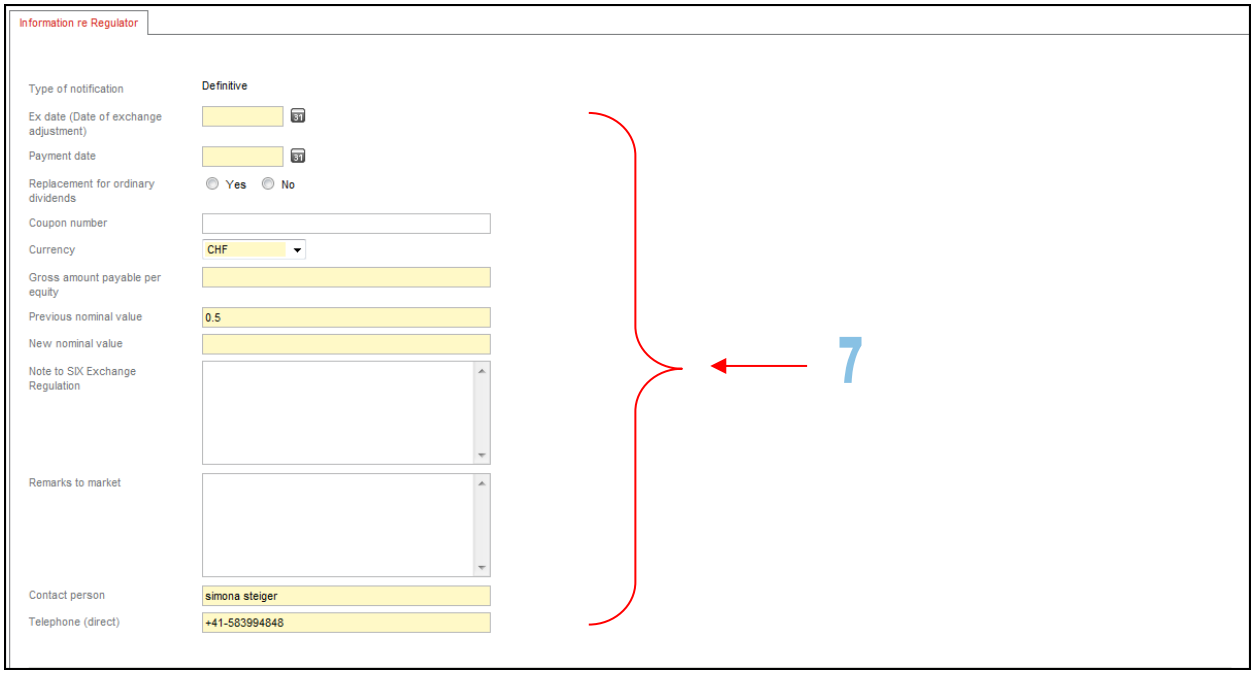


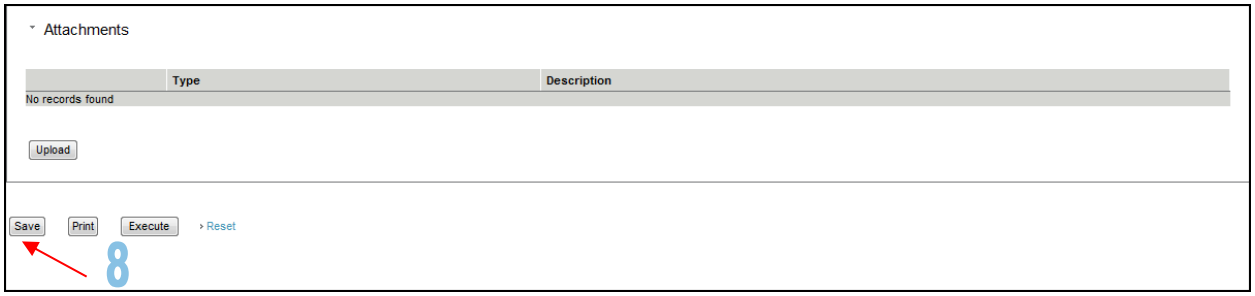
Please note that for certain message types it is not possible to select "Yes" or "No" under the label "SIX Exchange Regulation only". There is no option to choose. For more information, see section 1.1.1 above:

For certain message types, you have to select your main paying agent from the list of issuer agents. If a paying agent does not register for Connexor Reporting, it will not appear in the list. In this case, click on the "Yes" button in the "SIX Exchange Regulation only" label, and then enter the message. In this case the message will be sent only to SER.

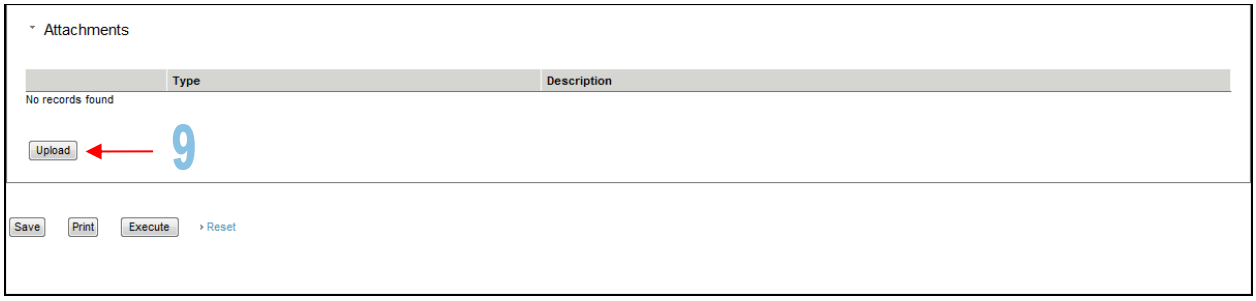


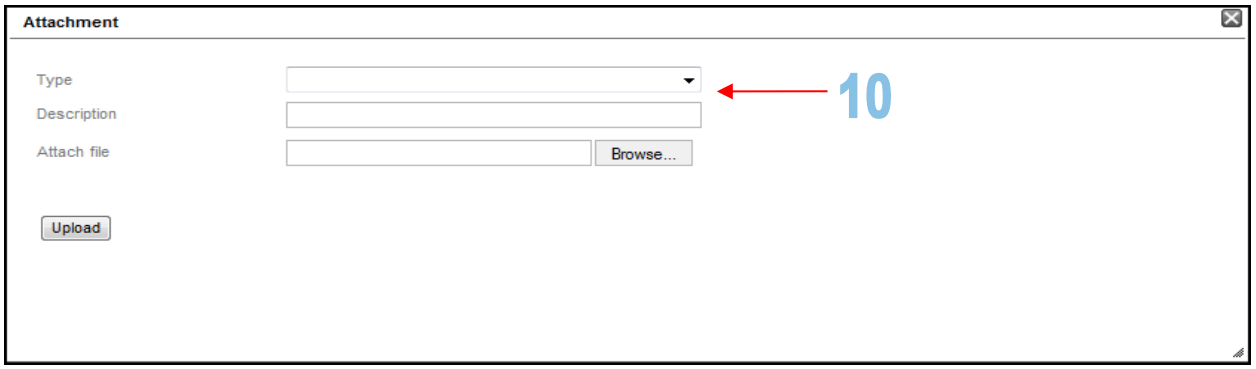
The fields marked in yellow must be completed, otherwise the message entered cannot be sent. The white fields must only be completed in certain circumstances or on a voluntary basis (as is the case for the "Remarks to market" field):





For certain message types, additional documents may also have to be sent to SER as PDF attached to the message (e.g. articles of incorporation, commercial register extract). If required, additional documents can also be uploaded. Click on the "Upload" button to do so. Note: the name of the PDF could not be longer than 49 characters:





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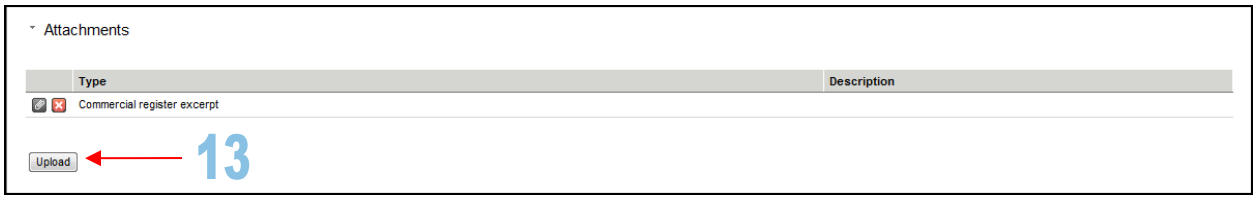
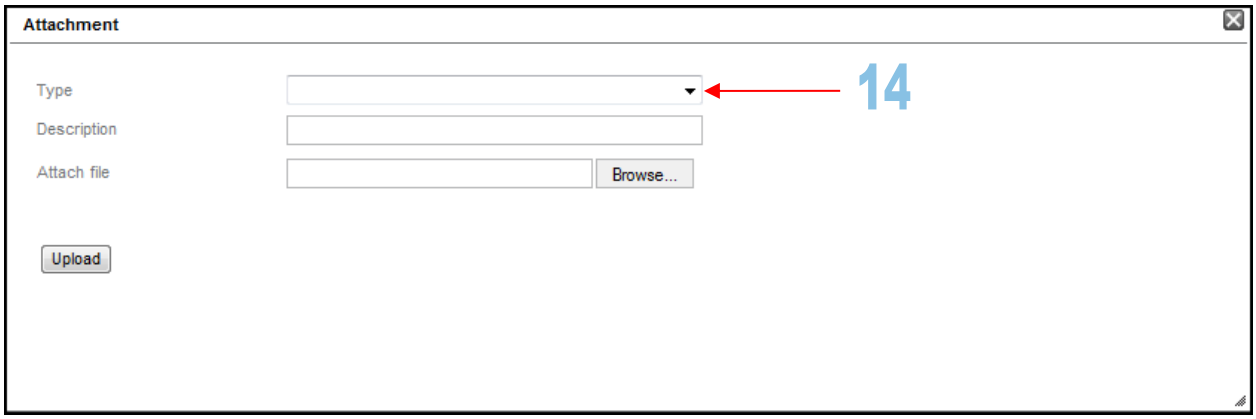
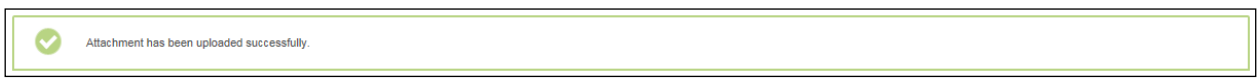

Attachments
Type
Description
Commercial register excerpt
Upload
13


Attachment
Type
Description
Attach file
Browse...
Upload
14

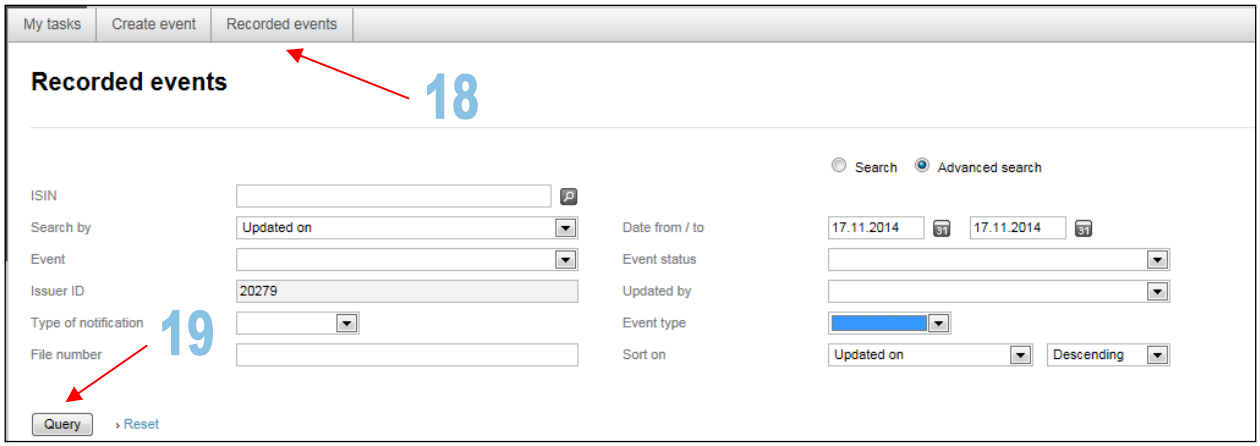
Attachment
Type
Articles of incorporation
Description
Attach file
Browse...
Upload
15

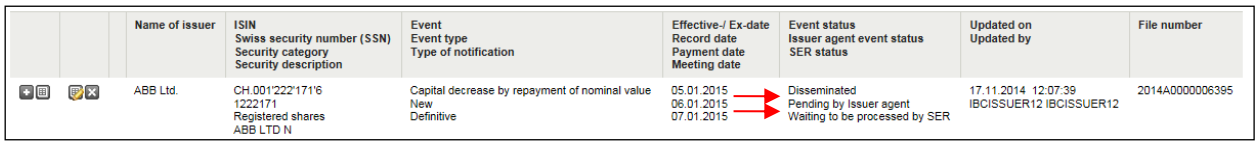
Attachment
Type
Articles of incorporation
Description
Attach file
\\base.dom\daten\Zuerich\Homes\tksac\De
Browse...
Upload
16


Attachment has been uploaded successfully.

If you have completed the entry fields correctly and uploaded the required documents, then click on "Execute". Under the 2-eye principle, the message will now be sent to SER and depending on the message, to third parties as well. For message types where it is possible to enter additional voluntary information, a pop-up appears if the "No" button was clicked under the label "SIX Exchange Regulation only" (see also section 1.1.1 f.):

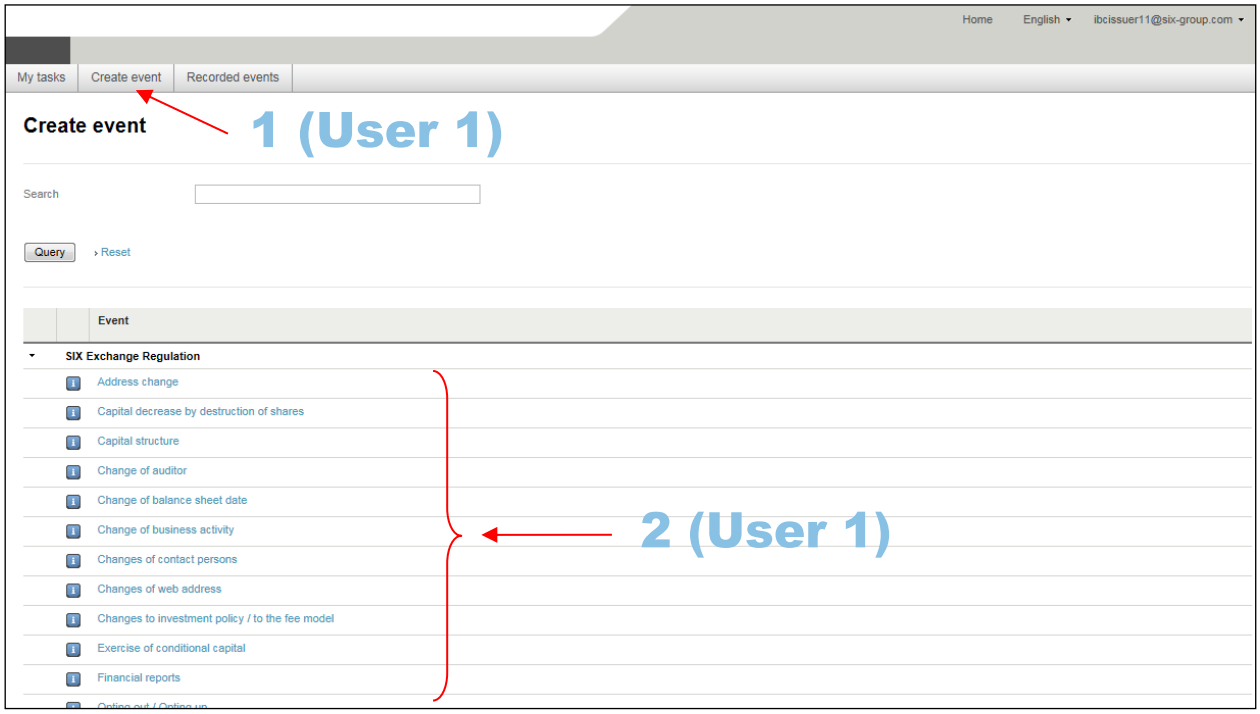
If you click on the "Recorded events" tab and then the "Query" button, you will see a list of all the messages entered. Next to each of the messages you will see the message status.

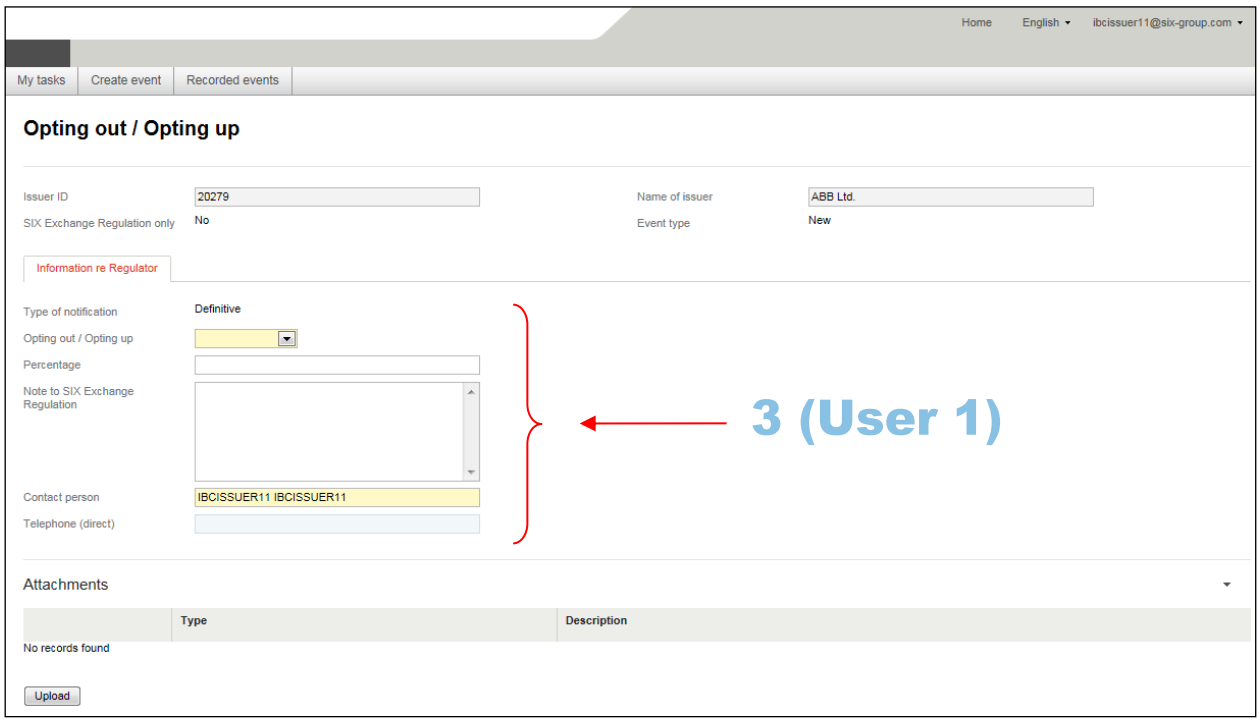




6.1.1.2. 4-eye principle

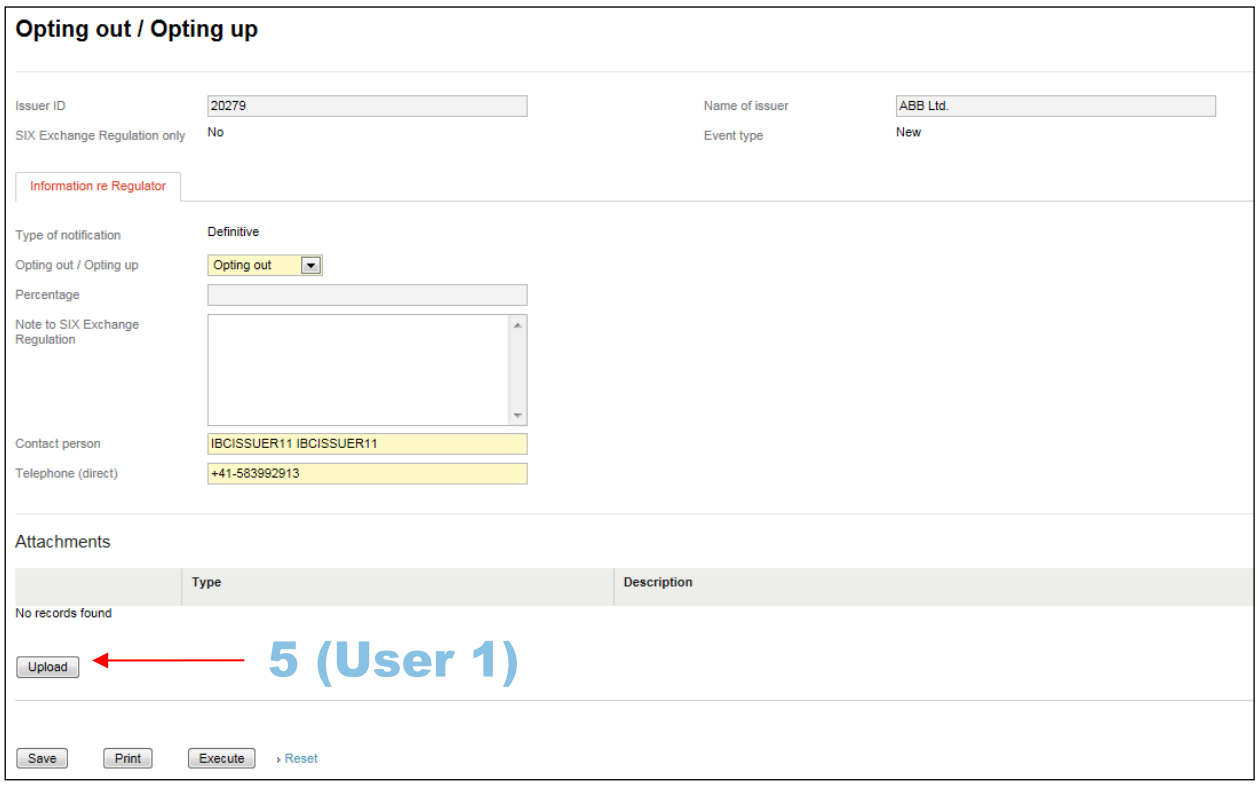
For information on the 4-eye principle, see section 2 above.





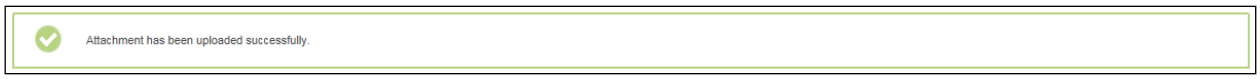
Save
Print
Execute
Reset
4 (User 1)

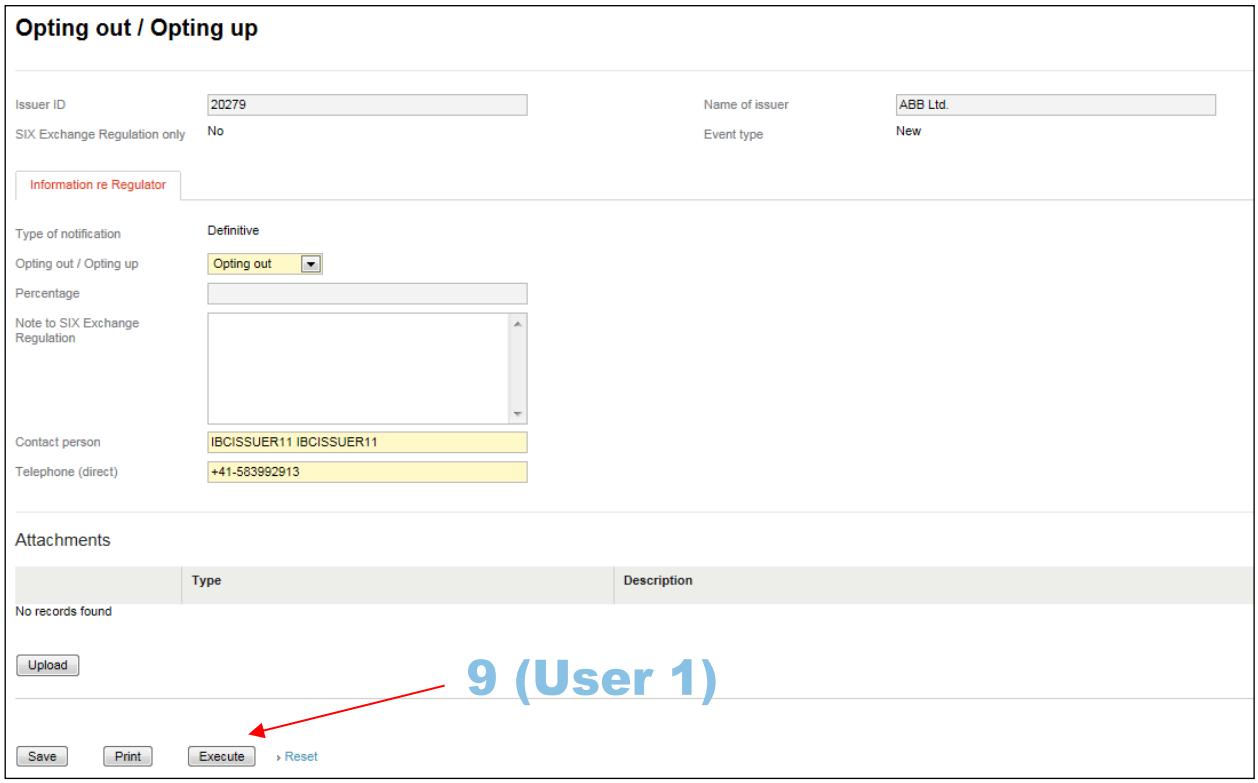
The report has been saved successfully.


Opting out / Opting up
Issuer ID
20279
Name of issuer
ABB Ltd.
SIX Exchange Regulation only
No
Event type
New
Information re Regulator
Type of notification
Definitive
Opting out / Opting up
Opting out
Percentage
Note to SIX Exchange Regulation
Contact person
IBCISSUER11 IBCISSUER11
Telephone (direct)
+41-583992913
Attachments
Type
Description
No records found
Upload
5 (User 1)
Save
Print
Execute
Reset

Attachment
Type
6 (User 1)
Description
Attach file
Browse...
7 (User 1)
Upload

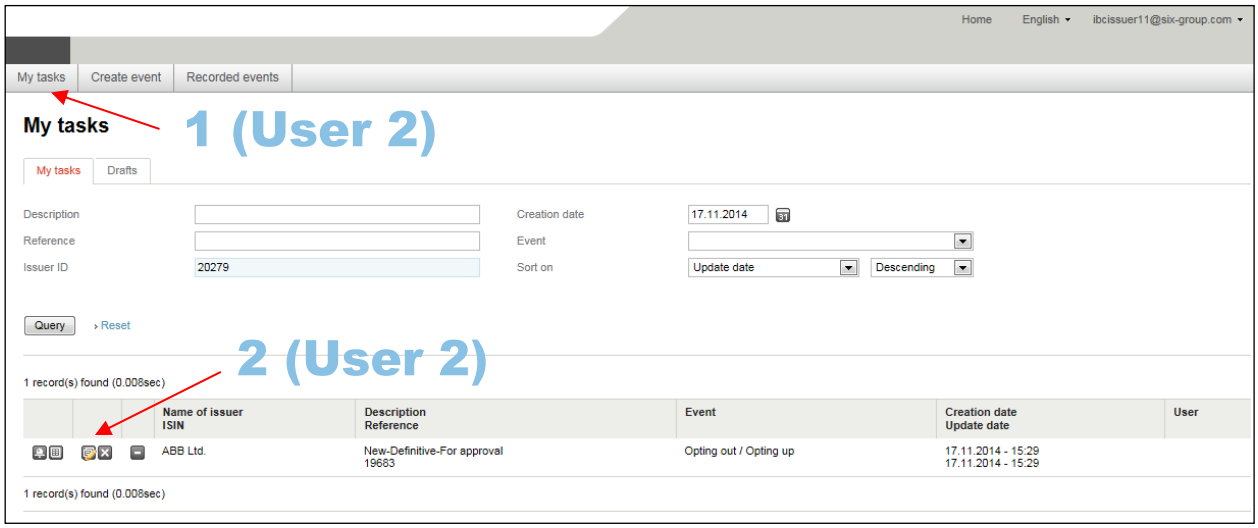
Attachment
Type
Articles of incorporation
Description
Attach file
\\base.dom\daten\Zuerich\Homes\tksac\De
Browse...
Upload
8 (User 1)

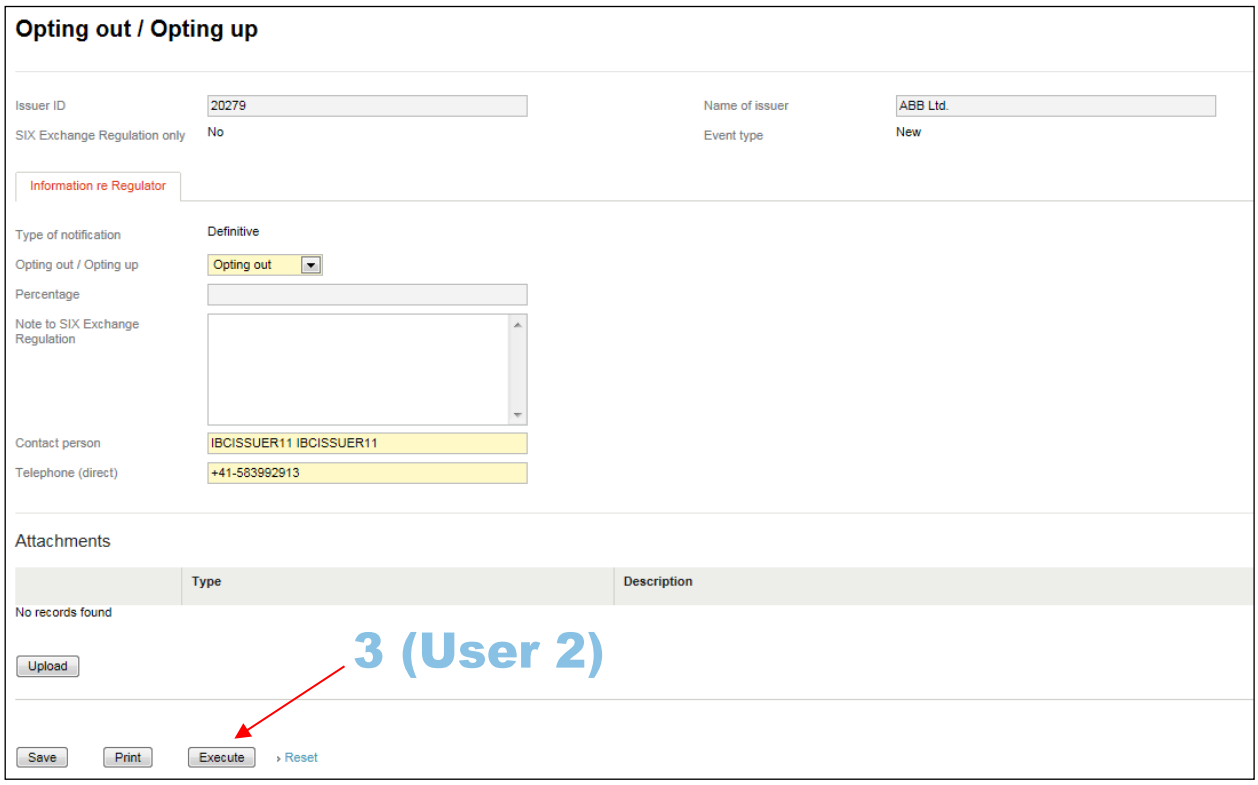

Attachment has been uploaded successfully.

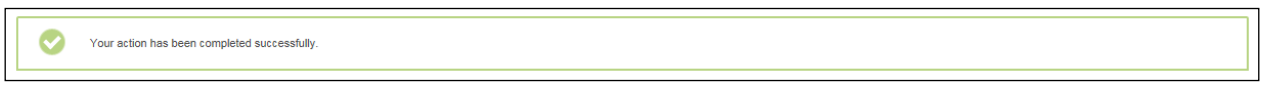

Opting out / Opting up
Issuer ID
20279
Name of issuer
ABB Ltd.
SIX Exchange Regulation only
No
Event type
New
Information re Regulator
Type of notification
Definitive
Opting out / Opting up
Opting out
Percentage
Note to SIX Exchange Regulation
Contact person
IBCISSUER11 IBCISSUER11
Telephone (direct)
+41-583992913
Attachments
Type
Description
No records found
Upload
9 (User 1)
Save
Print
Execute
Reset

Your action has been completed successfully.

If the first user has entered the message and clicked on "Execute", all other users at an issuer will receive an e-mail informing them that there is a message to be checked. A note to this effect is also shown in the task list of each user:

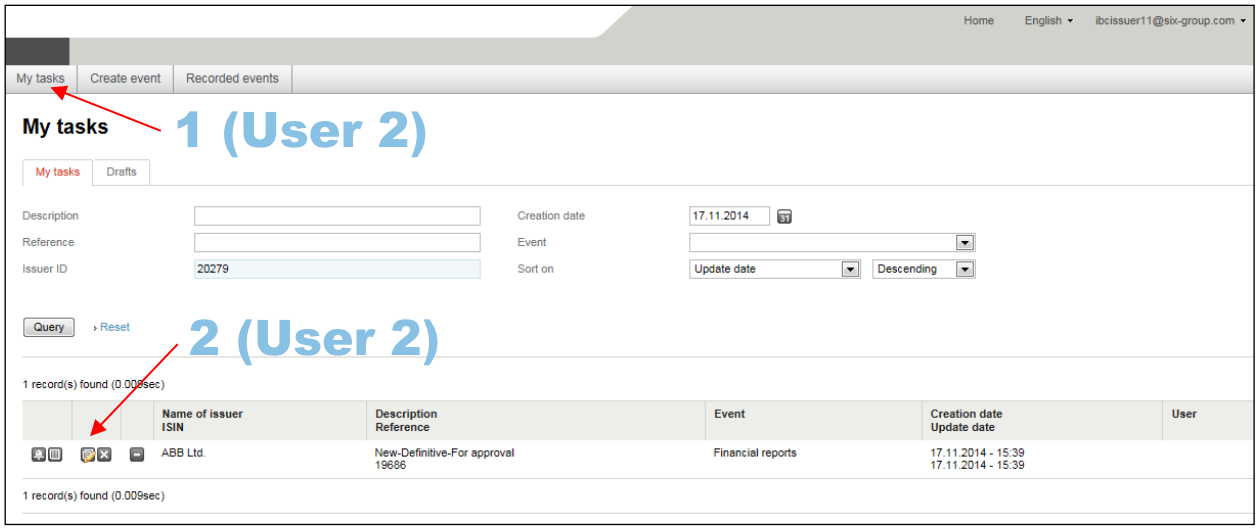


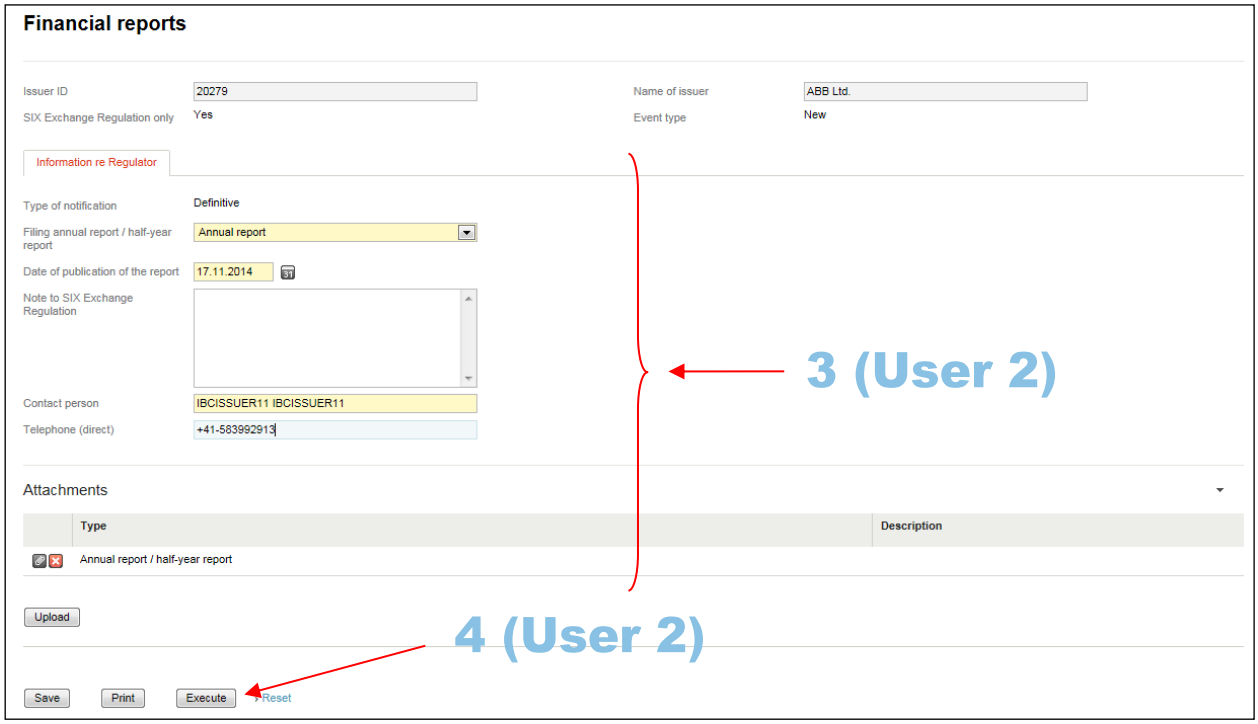




6.1.2. Modifying a message under the four-eye principle

If a user has sent a message to be checked, every other user at the issuer is authorized to check the message and to make changes to it if necessary. If the second user makes changes to the content of the message and clicks on the "Execute" button, the message is either sent to SER and, where applicable, to other recipients if the second user is set up for the 2-eye principle, or it must be checked again by another user at the issuer if the subsequent user is set up for the 4-eye principle. In the latter case, all users will receive another e-mail and see a corresponding entry in their task list:

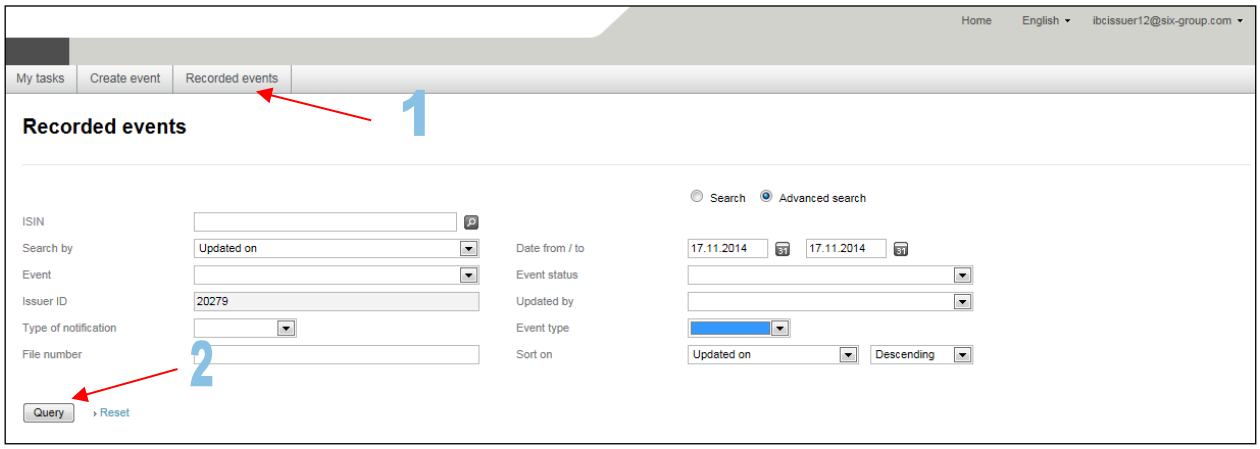


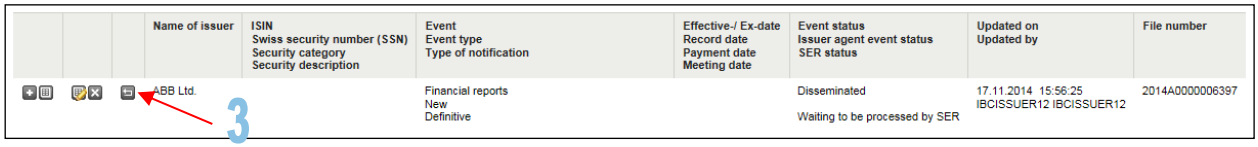

Financial reports
Issuer ID
20279
Name of issuer
ABB Ltd.
SIX Exchange Regulation only
Yes
Event type
New
Information re Regulator
Type of notification
Definitive
Filing annual report / half-year report
Annual report
Date of publication of the report
17.11.2014
Note to SIX Exchange Regulation
Contact person
IBCISSUER11 IBCISSUER11
Telephone (direct)
+41-583992913
3 (User 2)
Attachments
Type
Description
Annual report / half-year report
Upload
4 (User 2)
Save
Print
Execute
Reset

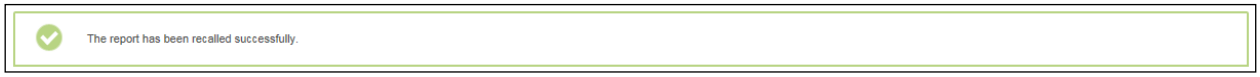
Your action has been completed successfully.

6.1.3. Recalling a message (for two-eye principle and to SIX Exchange Regulation only "Yes" / message types received by SIX Exchange Regulation only)

If a user has sent a message that only went to SER and has not been processed further by SER, the user can recall the message. A message that has been recalled cannot be processed further or deleted. It can only be viewed and printed out. It is also possible to copy it (cloning; see section 6.1.8 below):

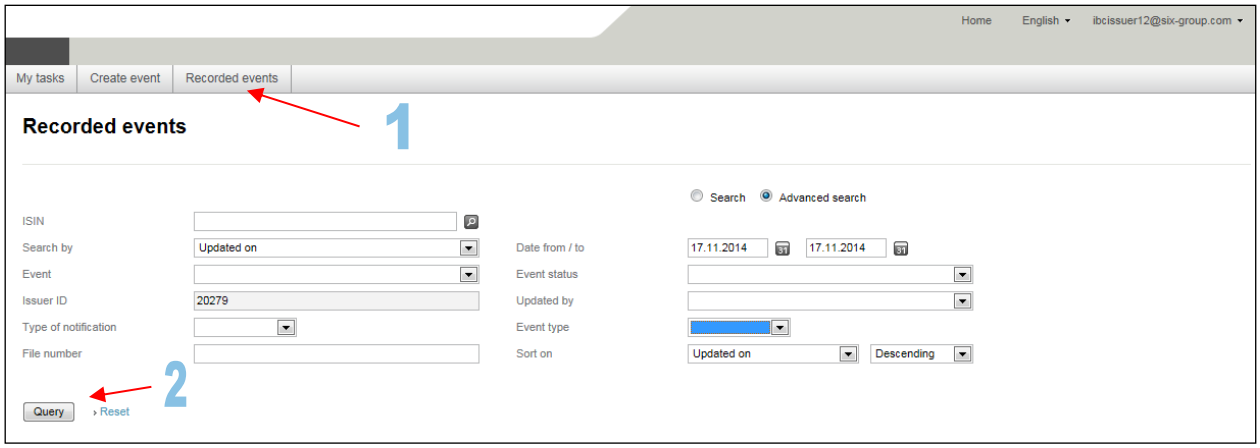


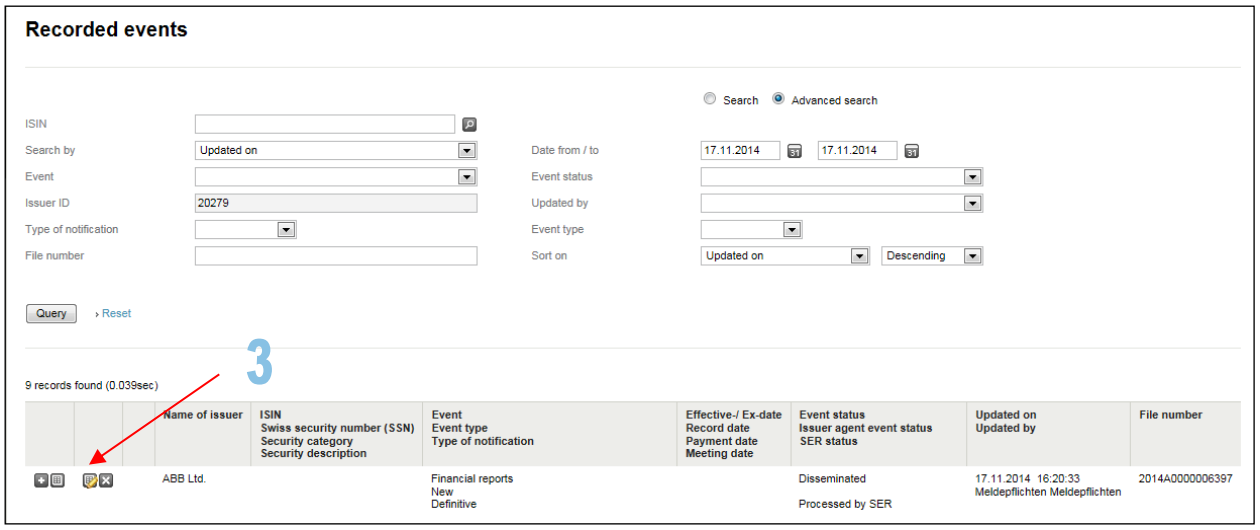


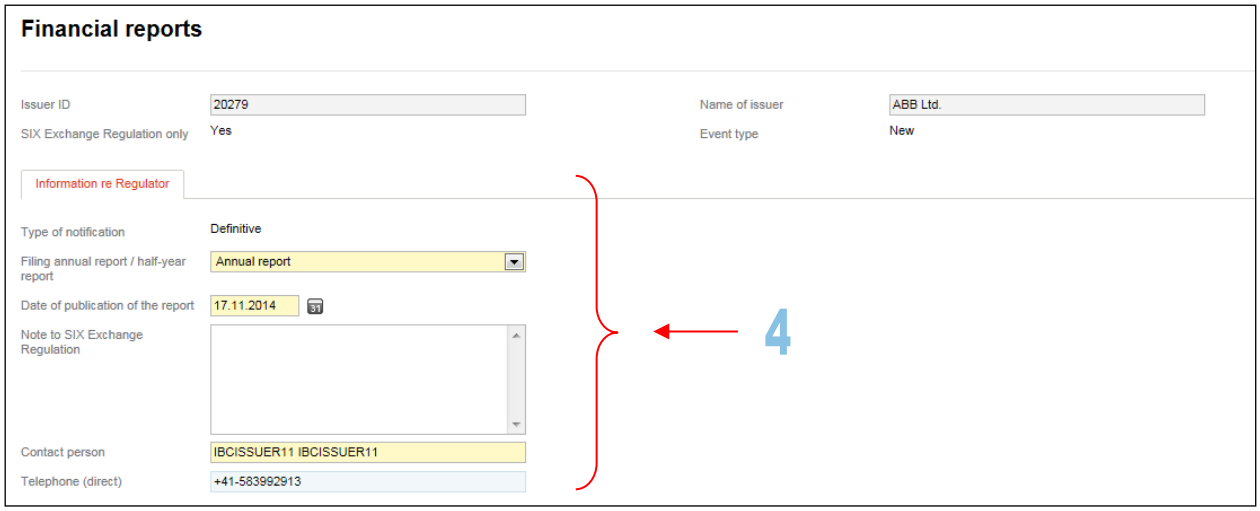


6.1.4. Replacing a message that has already been processed by SER (for 2-eye principle)

If a user has sent a message to SER and SER has already processed it, it is no longer possible to recall the message. In this case, the old message must either be replaced by a new message or it must be canceled (see section 6.1.5 below). The user can replace the message by going to the search function under the "Recorded events" tab and then find and select the message in question. The user must then click on the relevant icon (arrow no. 3). After changing the message, it must be re-sent:







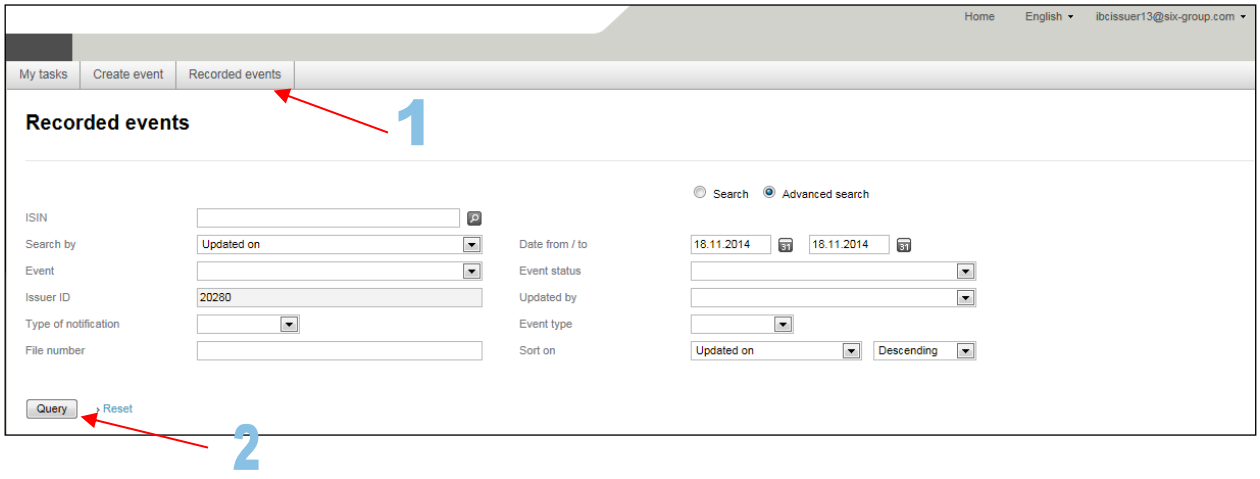
If the message is being replaced after a deadline for submission has expired for this message type pursuant to DRRO, Annex 1, the "Reporting requirements" team (team “Meldepflichten”) at SER must be notified immediately (tel. +41 [58] 399 21 52 or +41 [0]58 399 29 13).

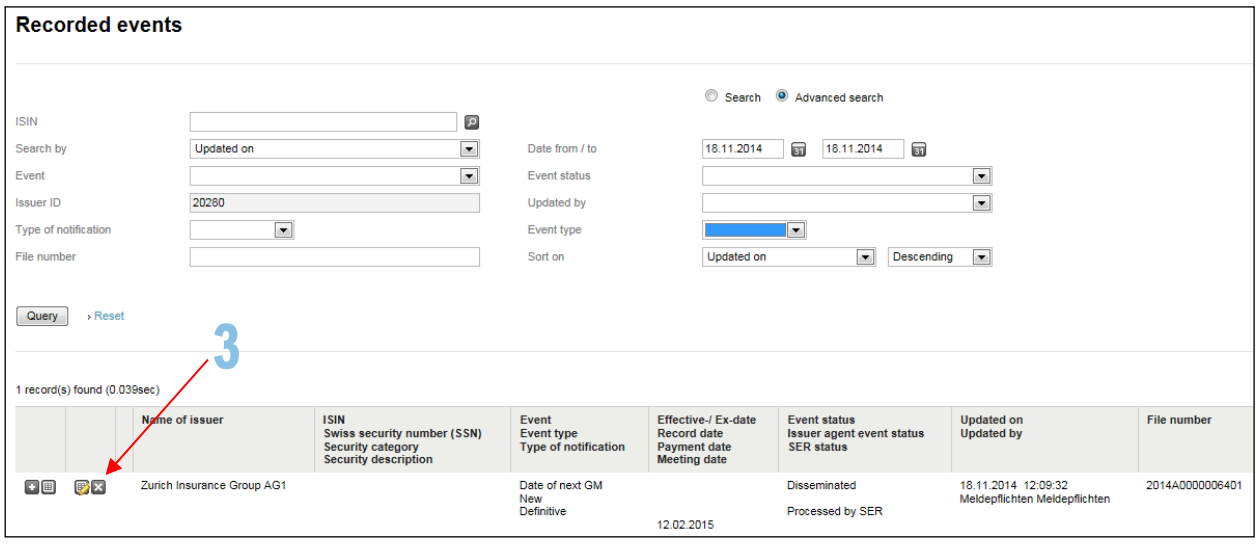
6.1.5. Cancel a message that has already been processed by SER (2-eye principle)

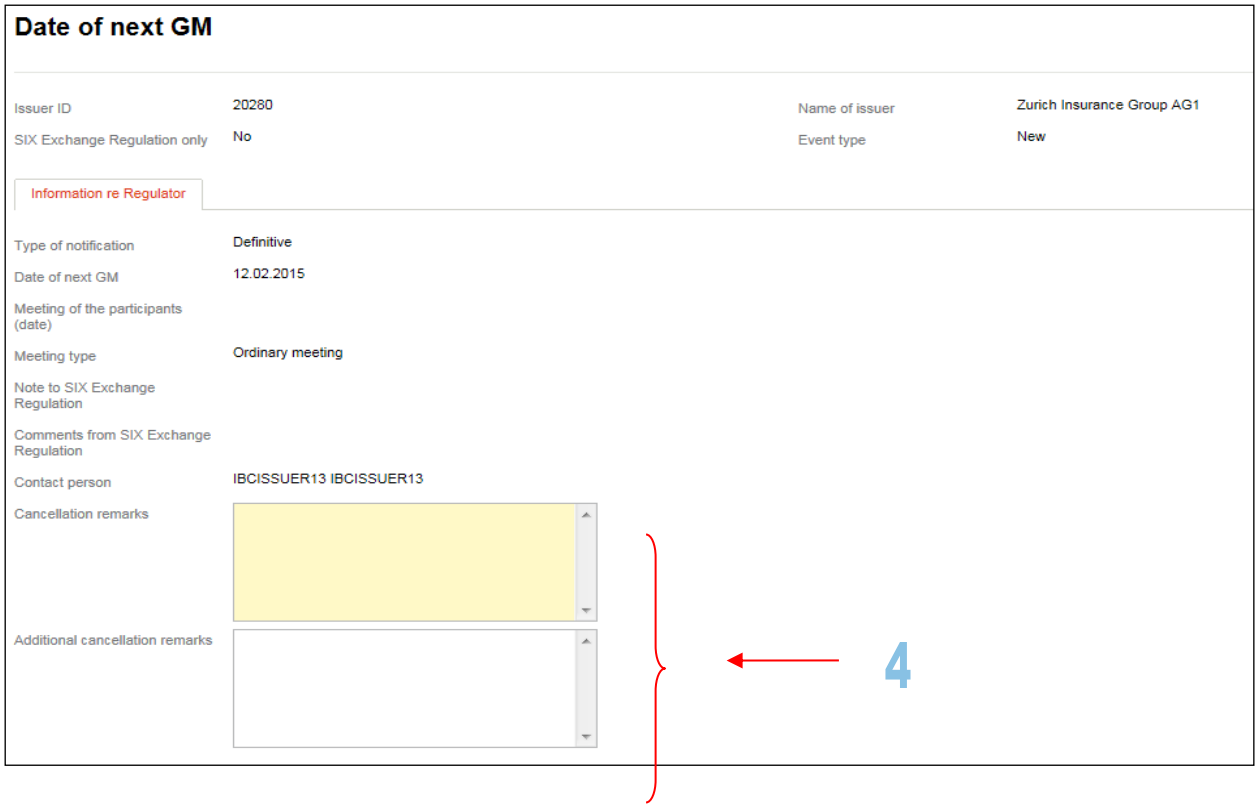
If a user does not want to replace a message that has already been processed by SER with a new message, but instead wishes to cancel the old message, he/she must go to the search function under the "Recorded events" tab and then find and select the message in question. The user must then click on the corresponding icon (arrow no. 3) to cancel the message.

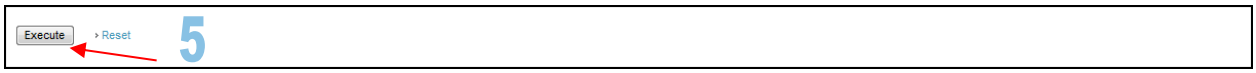
A new entry panel appears. The reasons for the cancellation of the message can be entered in the "Cancellation remarks" field. If no reasons are entered, a hyphen must be entered.

Then click on "Execute":



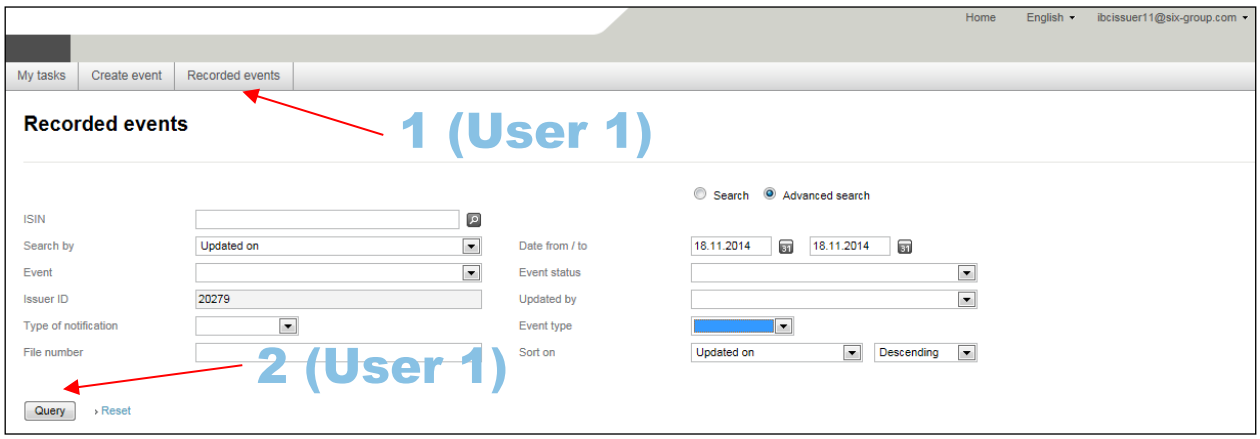


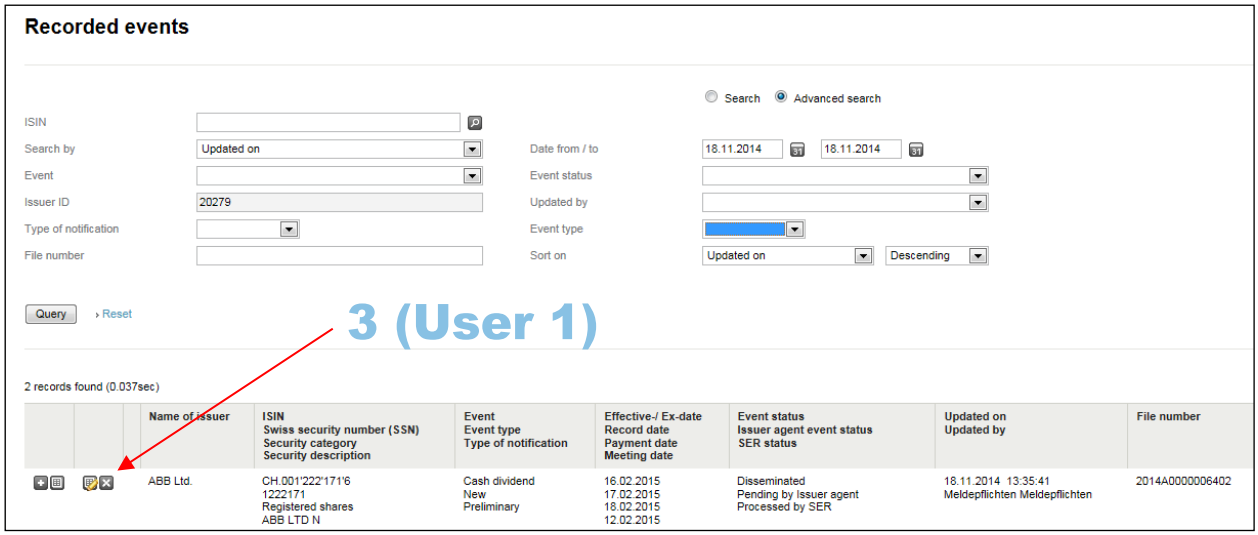




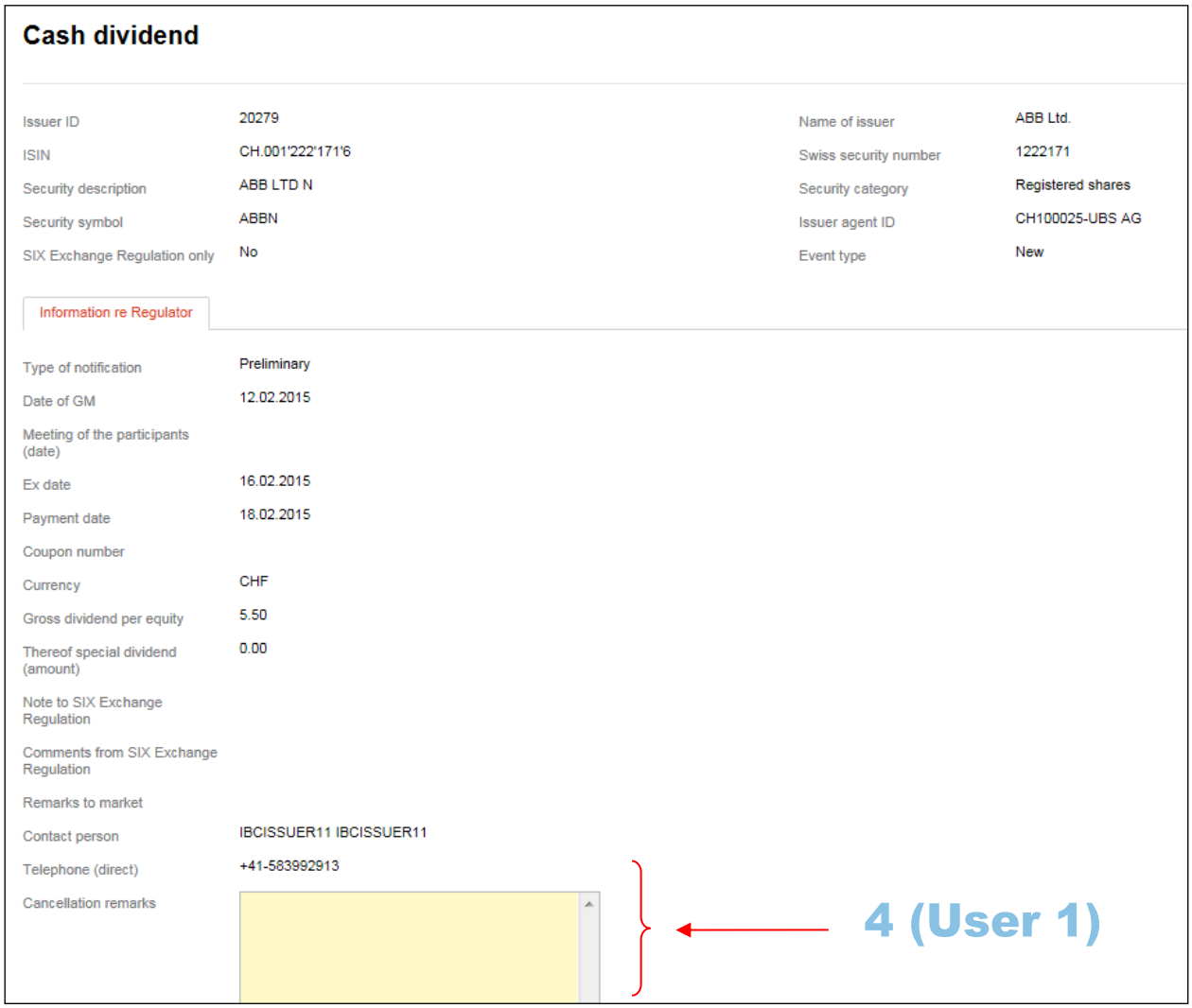
6.1.6. Cancel a message (4-eye principle)

The first user needs to click on the “Recorded events” tab and start a query and select the relevant message. Then he has to click on the “Cancel message type” Icon (arrow no. 3) to cancel this message.

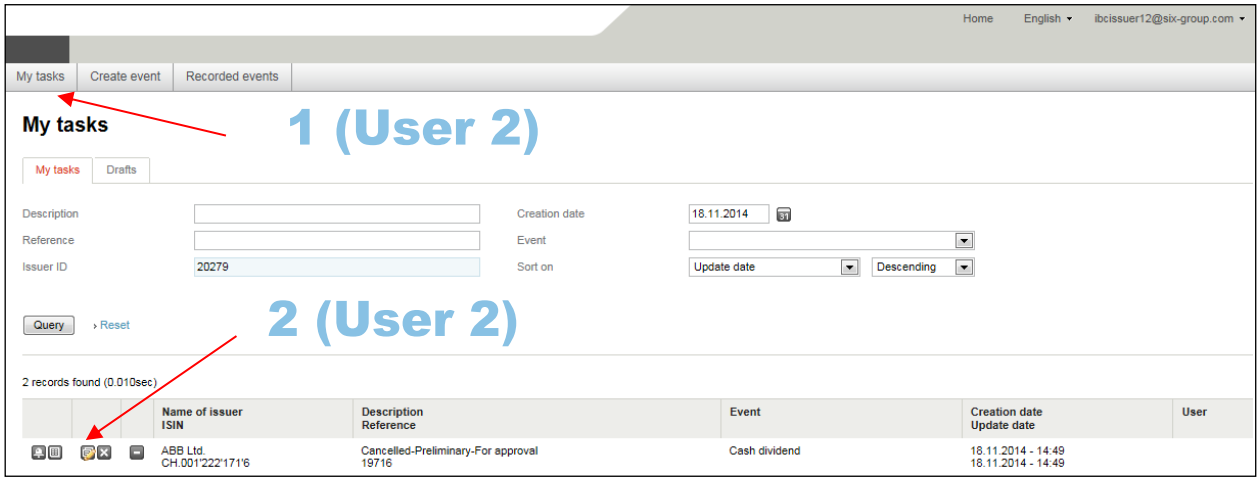


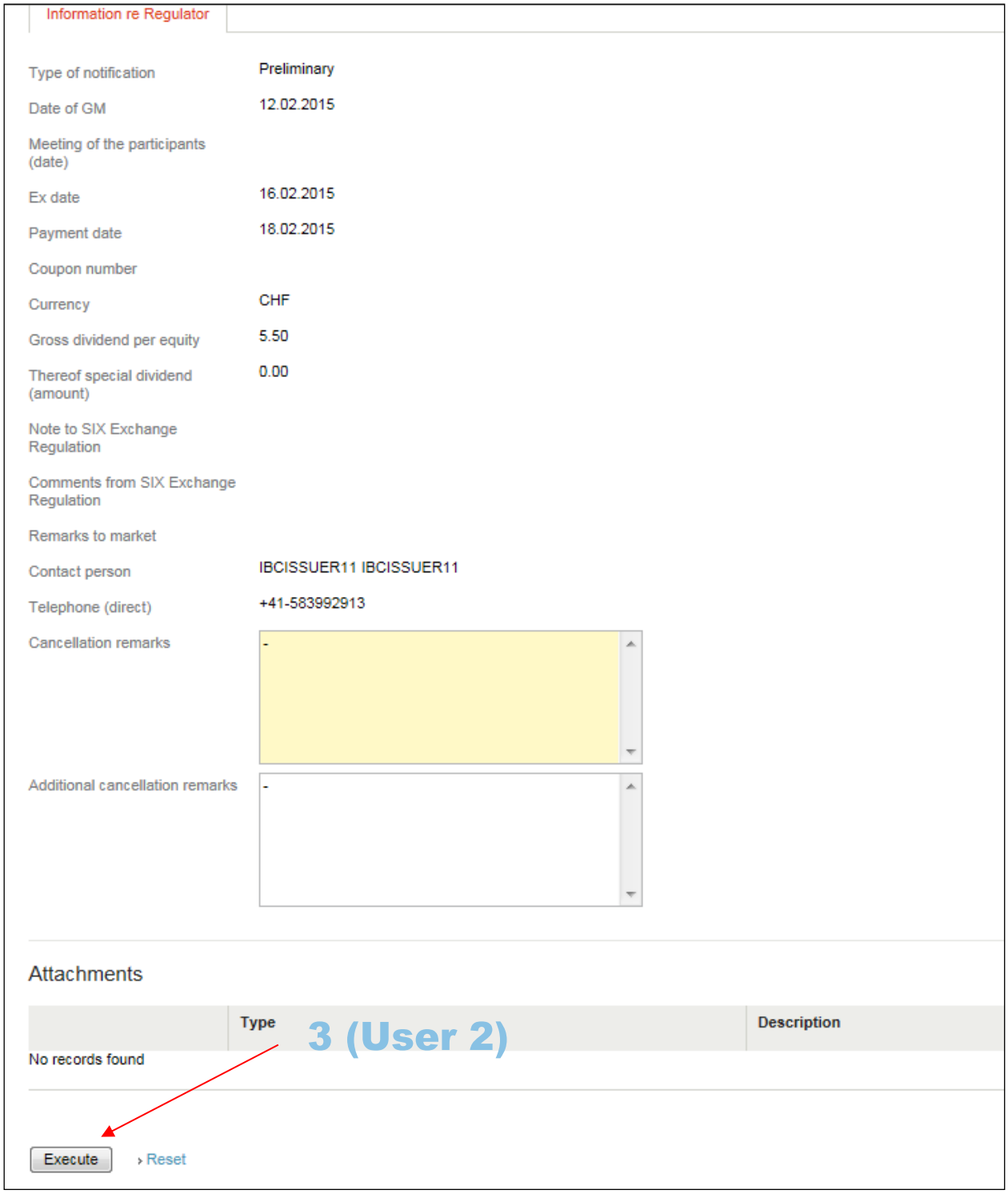


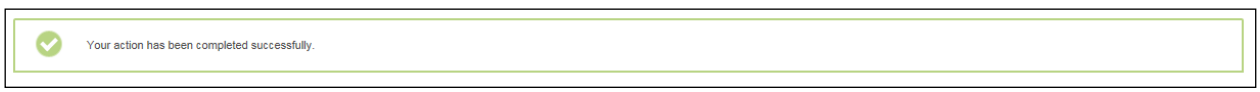
A new entry panel appears. The reasons for the cancellation of the message can be entered in the "Cancellation remarks" field. If no reasons shall be indicated, a hyphen must be entered:



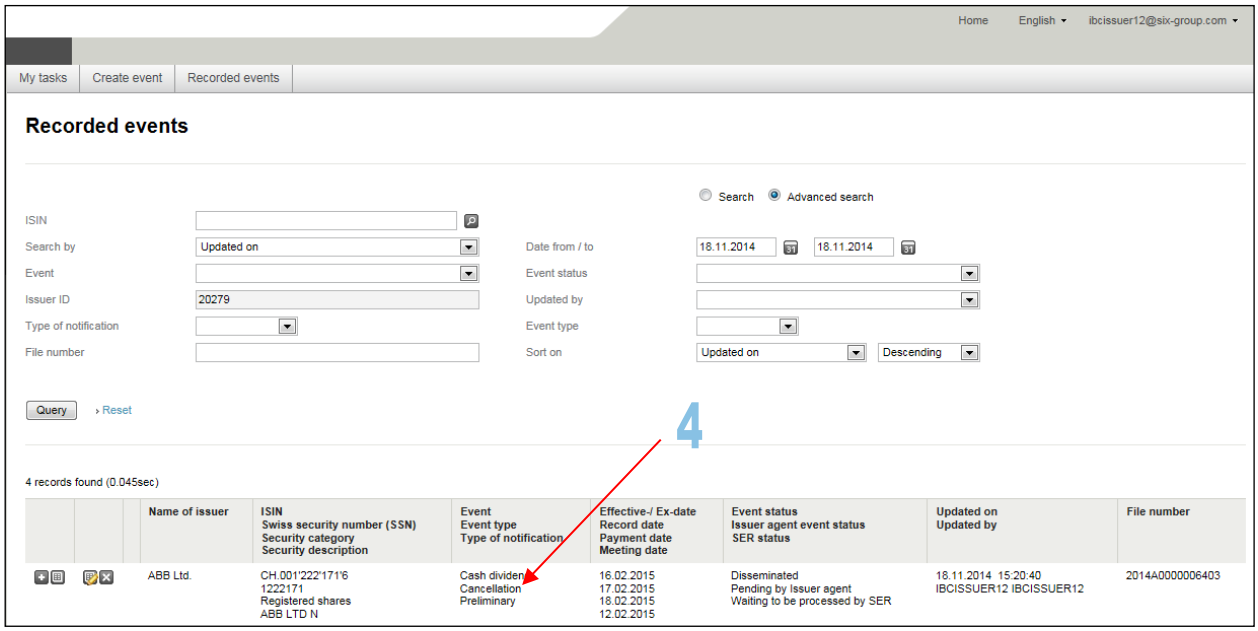
If the first user has captured the report and clicked the “Execute” button, all other users will receive a corresponding e-mail that a report has been canceled. Furthermore, a corresponding note will appear in the “My tasks” tab of every user:




Information re Regulator
Type of notification
Preliminary
Date of GM
12.02.2015
Meeting of the participants (date)
Ex date
16.02.2015
Payment date
18.02.2015
Coupon number
Currency
CHF
Gross dividend per equity
5.50
Thereof special dividend (amount)
0.00
Note to SIX Exchange Regulation
Comments from SIX Exchange Regulation
Remarks to market
Contact person
IBCISSUER11 IBCISSUER11
Telephone (direct)
+41-583992913
Cancellation remarks
-
Additional cancellation remarks
-
Attachments
Type
Description
No records found
3 (User 2)
Execute
Reset


Your action has been completed successfully.

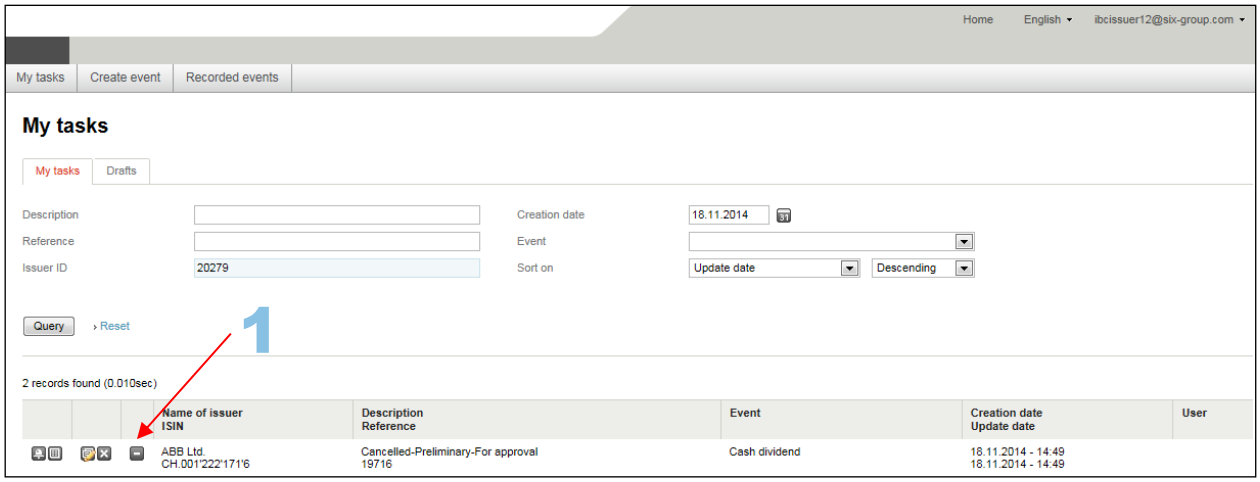
The report can be found under the “Recorded events” tab with the status “Cancellation”. A message that has been canceled cannot be processed further. It can only be viewed and printed out. It is also possible to copy the message (cloning; see section 6.1.8 below):



6.1.7. Delete a message (4-eye principle)

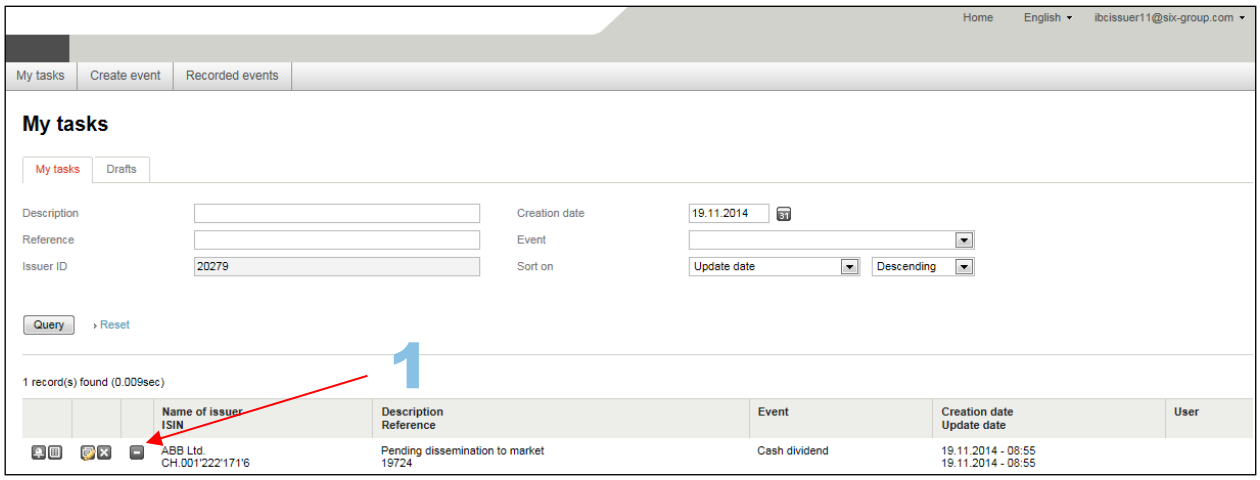
6.1.7.1. Delete a message that has already been executed – Clear the “My tasks” list

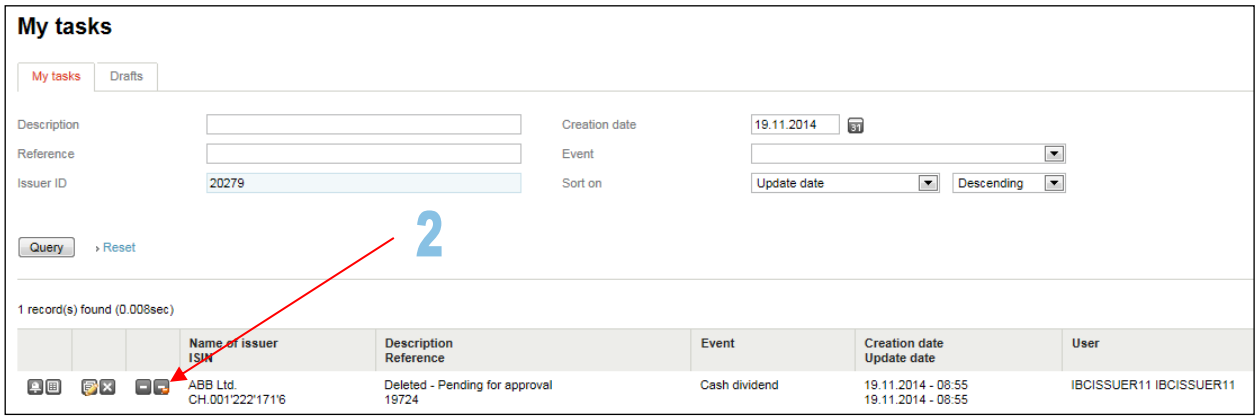
If the first user has captured a message and clicked on the „Execute“ button, all other users will receive a corresponding e-mail that a report is waiting for approval. If in the meantime a user approves the report, all other users have the possibility to delete the task in their “My tasks” list (arrow no. 1).



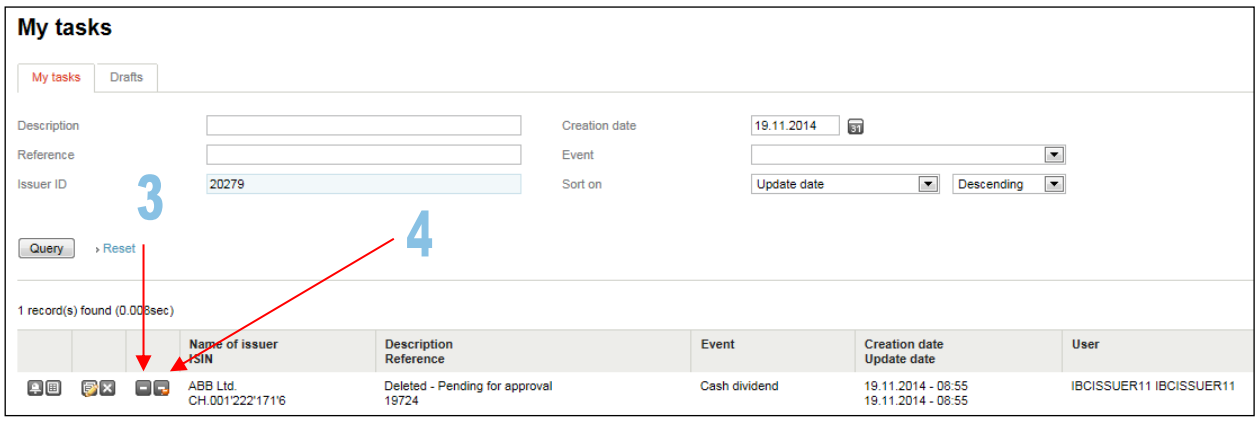
6.1.7.2. **Delete a message in status „Pending dissemination to market“**

If a user wants to delete a task in his tasks list with the status „Pending dissemination to market“ he/she can click on the relevant icon (arrow no. 1).



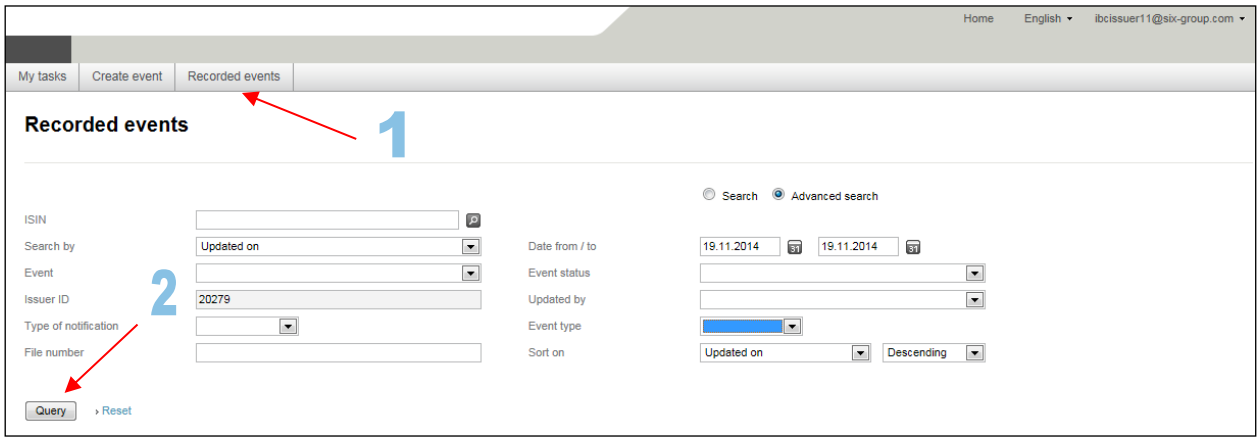


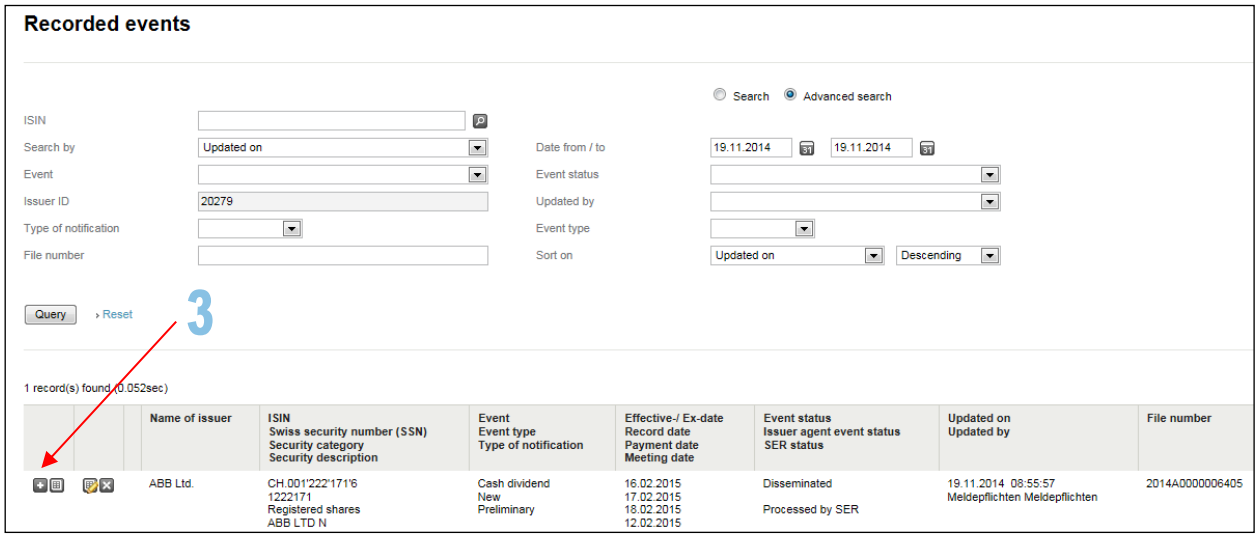
As a result a second icon appears (arrow no. 2). By clicking on this icon you can undo the deletion. All other users will also see, that a message has been deleted and is pending for approval. They have now the possibility to either delete the message definitive (arrow no. 3) or to undo the deletion and execute (arrow no. 4).



6.1.8. Copying messages (cloning)

If a user has to enter a message that is the same as or similar to one entered previously, he/she can copy the old message by clicking on the "Recorded events" tab and searching for the relevant message. After finding the message, the user must click on the relevant icon (arrow no. 3). He/she can then make changes to the new message if necessary and execute it:

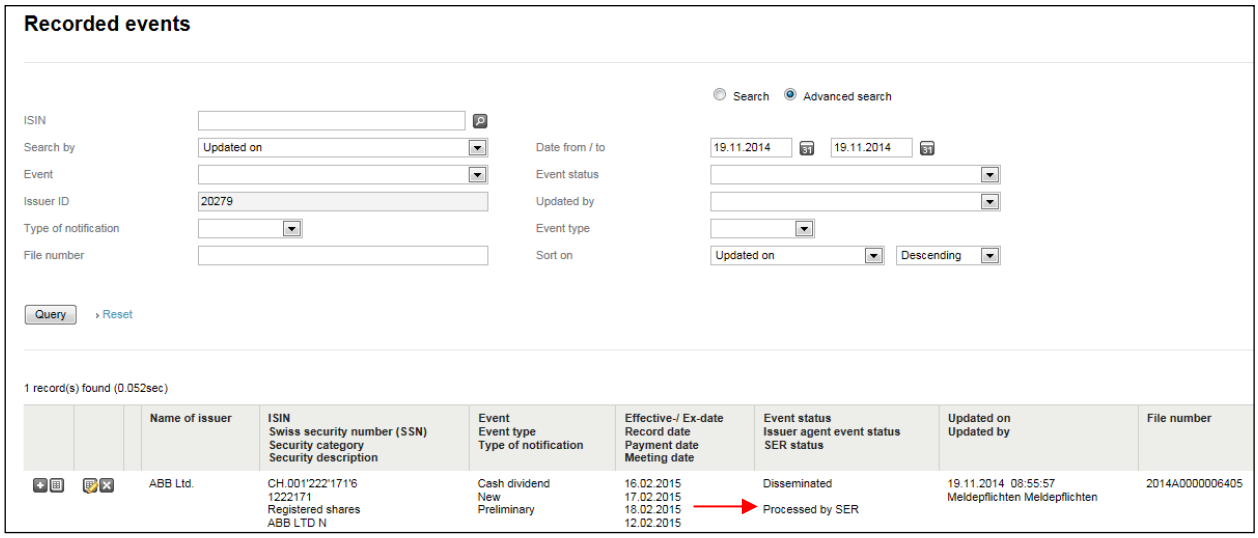




6.2. Treatment of messages by SER

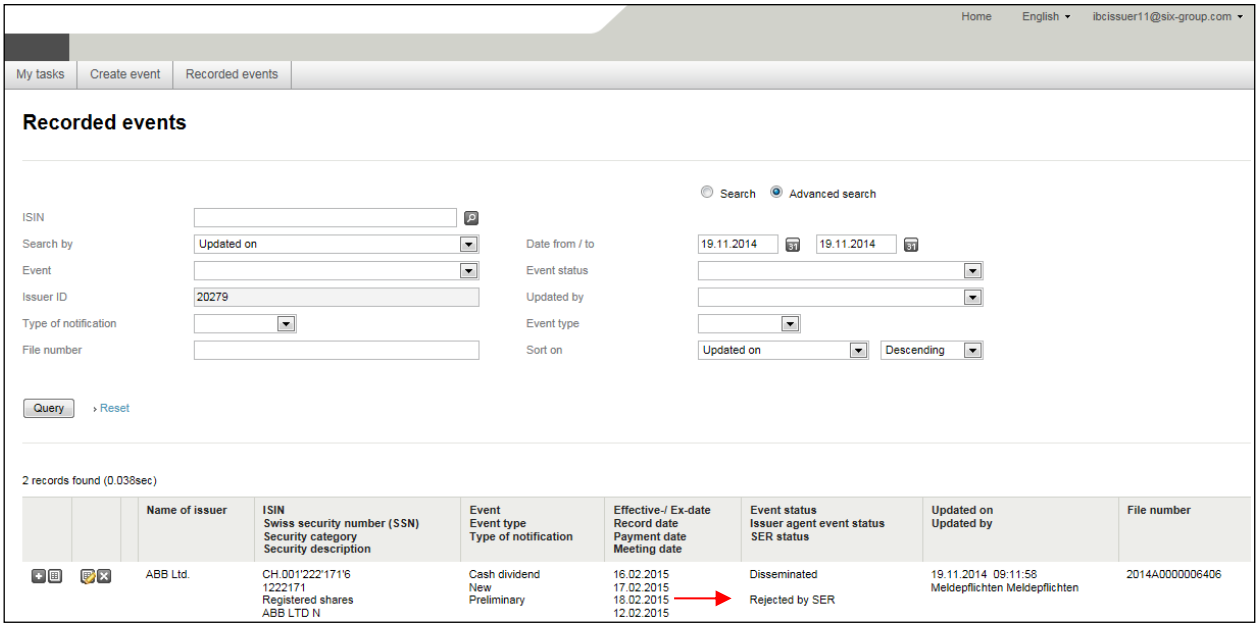
6.2.1. Processing by SER

Under the "Recorded events" tab, you can see if the message has been processed by SER:



6.2.2. Rejection by SER

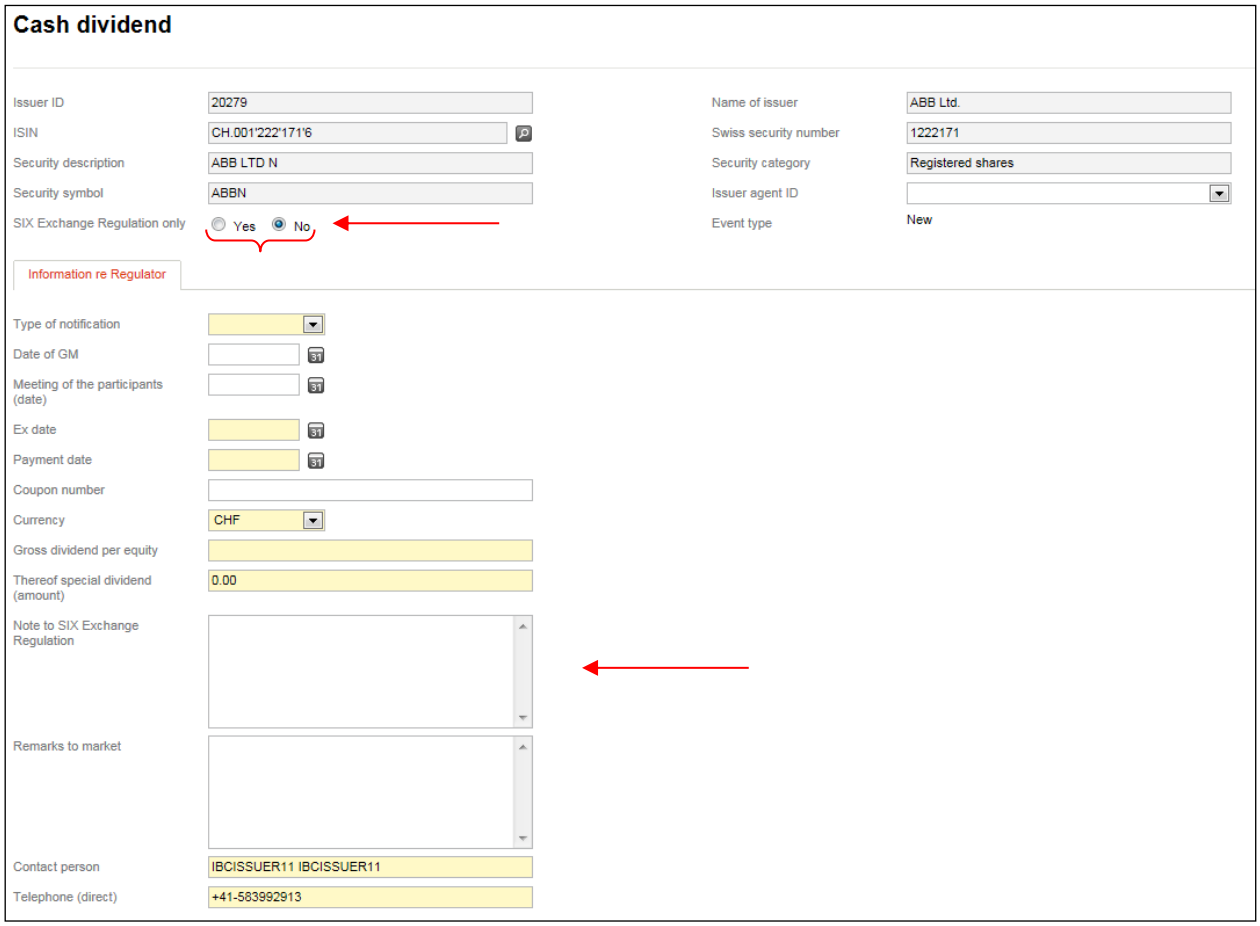
Under the recorded messages, you can see if SER has rejected the message. The e-mail received by the user when the message is rejected contains the reasons for the rejection. Please note that for message types that in principle do not just go to SER and for which the user has not clicked the "Yes" button under the "SIX Exchange Regulation only" label, the message will already have been sent to the third parties **before being rejected** by SER. This means that the contents of the message will have been made public before the message is rejected by SER (see section 1.1.1 f. above and section 6.2 above):



6.3. Exception "SIX Exchange Regulation only"

If the user wishes to initially send the message only to SER for reasons of confidentiality, this can be done by clicking on "Yes" under the "SIX Exchange Regulation only" label. In this case, the message will only be sent to SER. The contents of the message will be treated as confidential by SER. This means, for example, that initially an official message will not be published pursuant to Art. 6, DRRO. For the third parties to whom the message would otherwise be sent to receive the message at the specified time, the message must be sent again (see section 1.1.1 f. above). Under the “My tasks” tab there is the correspondent advice (see also section 1.1.1 above).

Please specify the time from which the message no longer needs to be treated as confidential in the field "Note to SIX Exchange Regulation". SER will correspondingly process the message at this time:



7. Individual message types

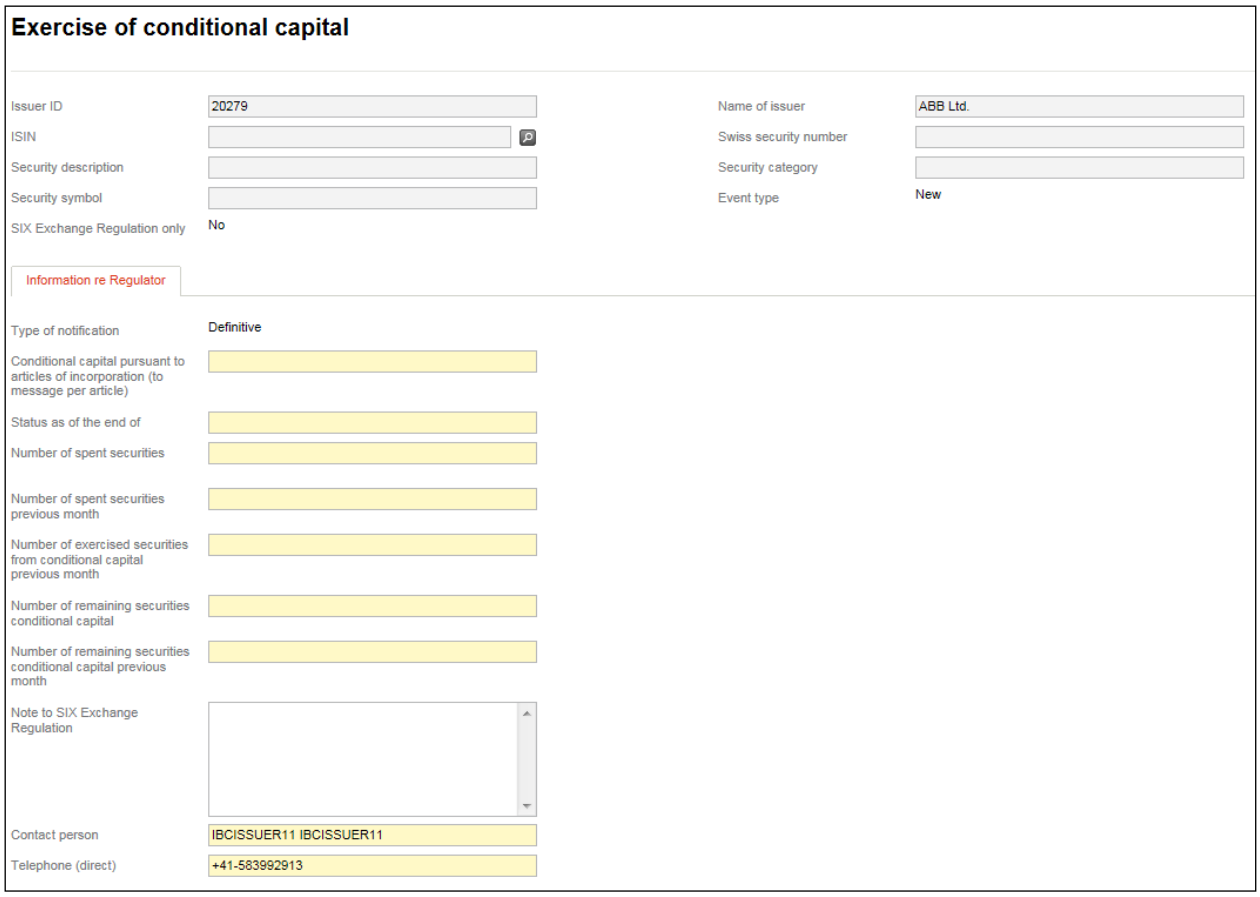
7.1. Message types that are only sent to SER

Certain message types are only sent to SER, for which the contents of the message are published by SER after processing either in part or in full (e.g. by means of an official notification pursuant to Art.6 DRRO or on the relevant websites of SIX Swiss Exchange Ltd).

7.1.1. Message types that are relevant for the trading system

7.1.1.1. Exercise of conditional capital

The monthly report of conditional capital can be sent to SER using the message type "Exercise of conditional capital" (DRRO, Annex 1, Point 5.02):

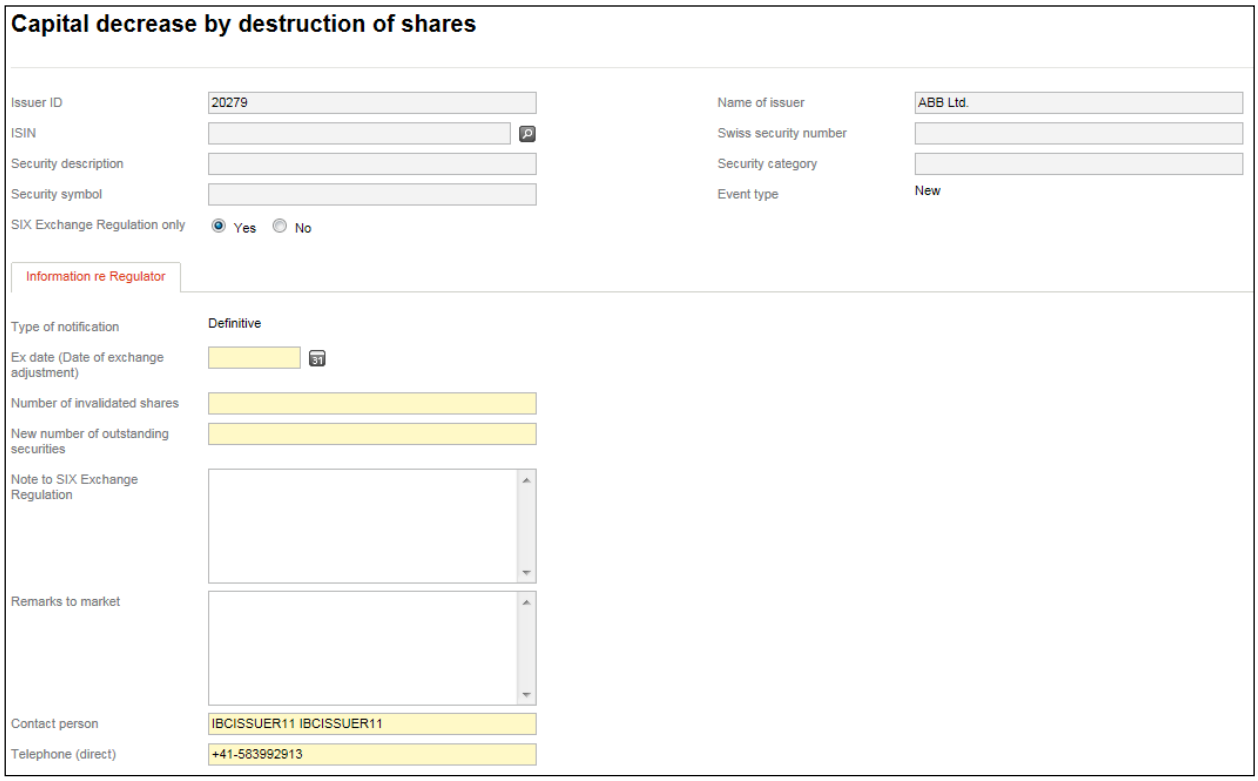


If an issuer knows in advance that it will not exercise any conditional capital over the next few months, it can send an application by e-mail (reporting-obligations@six-group.com) to SER. This exemption is limited to a maximum of one year. However, after this period has expired, another application can be submitted.

7.1.1.2. Capital decrease by destruction of shares

If equity securities are destroyed as part of a capital decrease, the message type "Capital decrease by destruction of shares" must be used (DRRO, Annex 1, point 5.04).

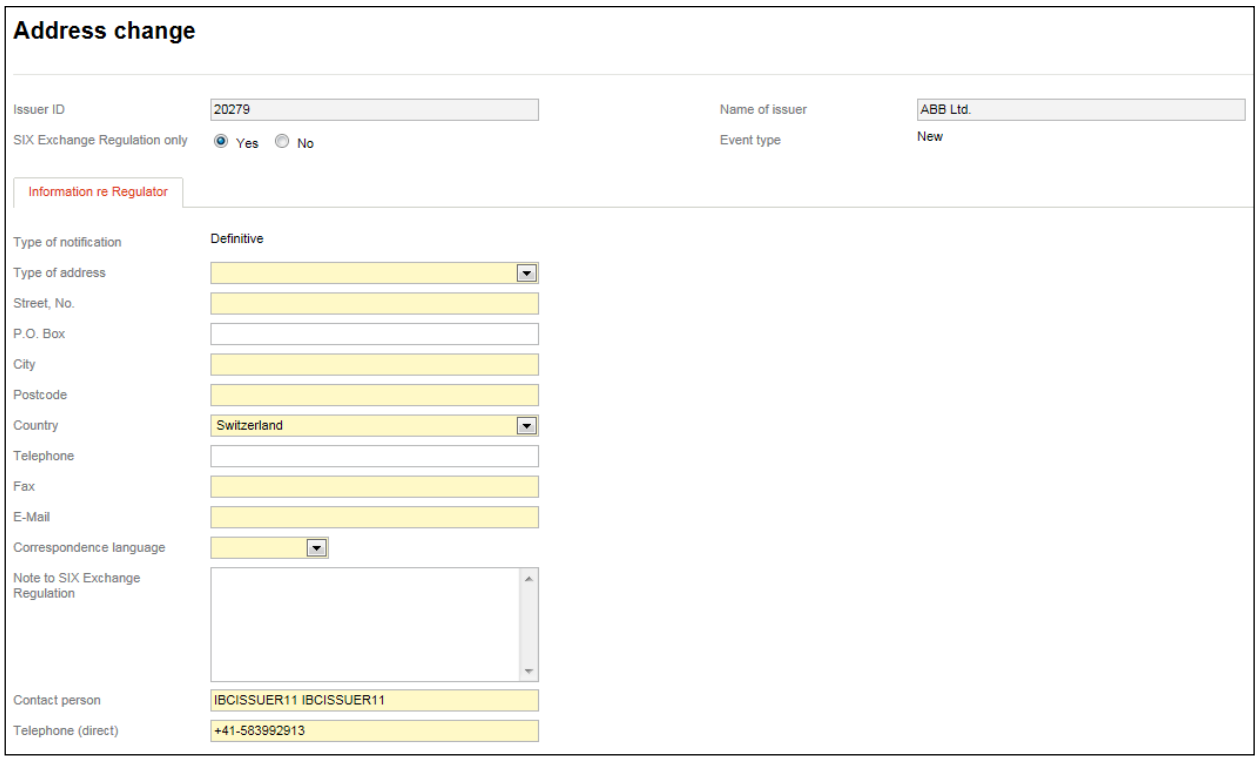
The capital decrease requires a corresponding entry to be made in the commercial register; upon being entered into the register, this decrease is made public:



7.1.2. Message types with primarily administrative content

7.1.2.1. Address change

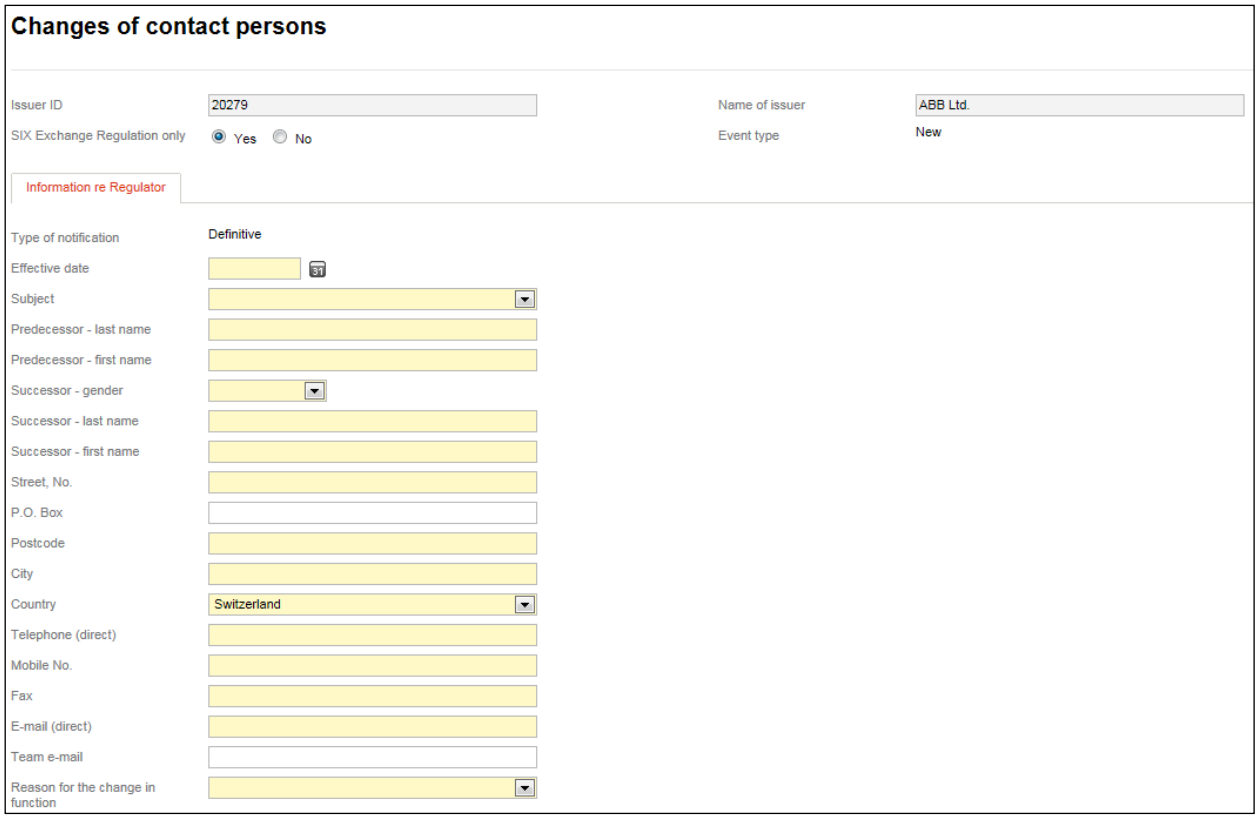
The message type "Address change" is used to notify SER of any changes to the address of the registered head office or the location of the company's management (DRRO, Annex 1, point 1.02), the address to which legally relevant documents should be sent (DRRO, Annex 1, point 1.03) as well as the invoice address (DRRO, Annex 1, point 1.04):



7.1.2.2. Changes of contact persons

The message type "Changes of contact persons" can be used to make changes to the details for the contact person pursuant to DRRO, Annex 1, point 1.07 (Chairman of the Board of Directors, Chief Executive Officer, Chief Financial Officer, Head of Investor Relations, Contact for ad hoc publicity, Contact for regular reporting obligations).

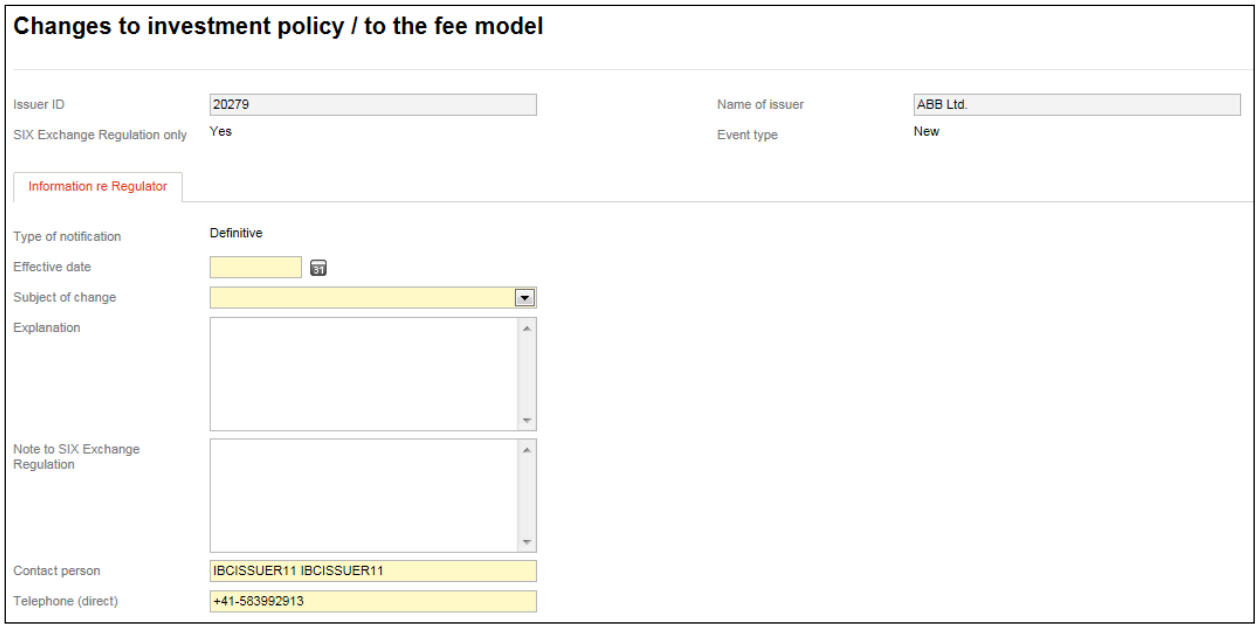
If SER should be informed that a person which was previously notified is no longer in this function and his/her successor is not yet known, enter the word "None" in the field "Successor – last name" and "Successor – first name" and select any gender in the "Successor – gender" drop-down menu:



7.1.2.3. Changes to investment policy / the fee model

Investment and real estate companies must notify SER of any changes to their investment policy or compensation model pursuant to Arts. 76 and 84 of the Listing Rules using the message type "Changes to investment policy / the compensation model" (DRRO, Annex 1, point 1.10). Please note that you must upload and send to SER a PDF document that describes the new investment policy or new compensation model.

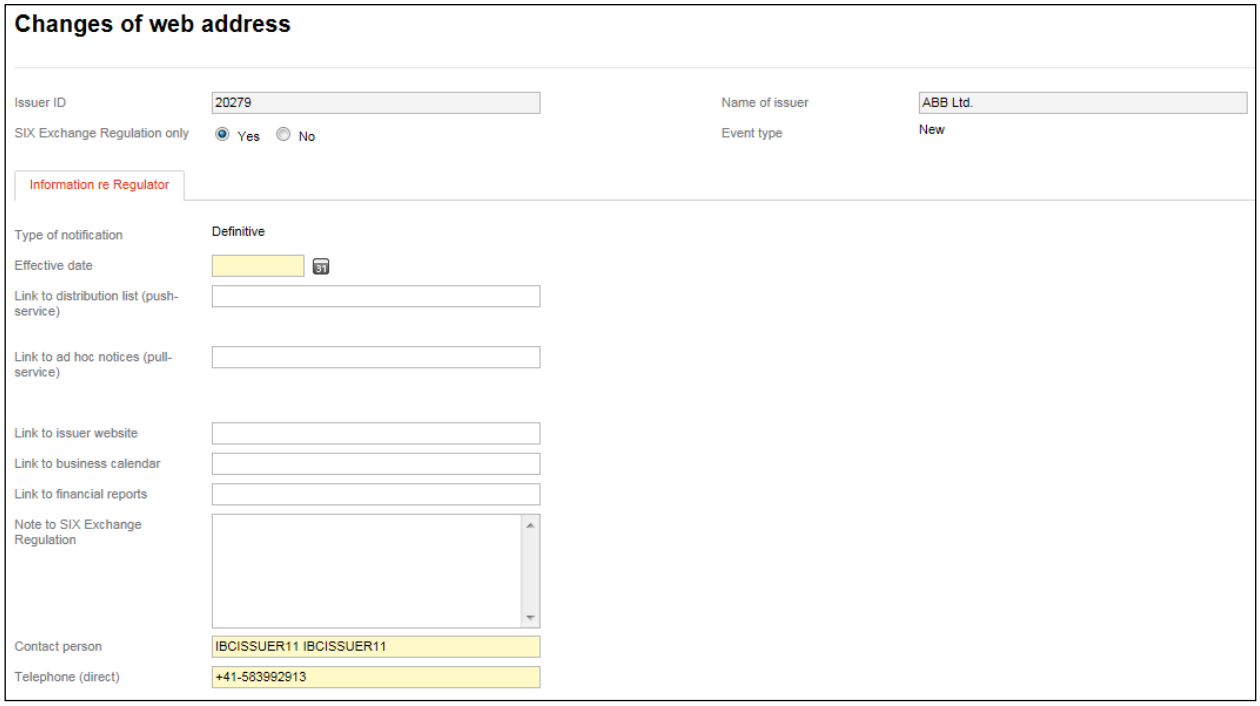
As the content of the message and the PDF document that must be submitted are not published by the stock exchange and are therefore treated as confidential by SER from the start, there is no option to make a selection in the "SIX Exchange Regulation only" label (see also section 1.1.1 above):



7.1.3. Message types primarily for informing market participants

7.1.3.1. Changes of web address

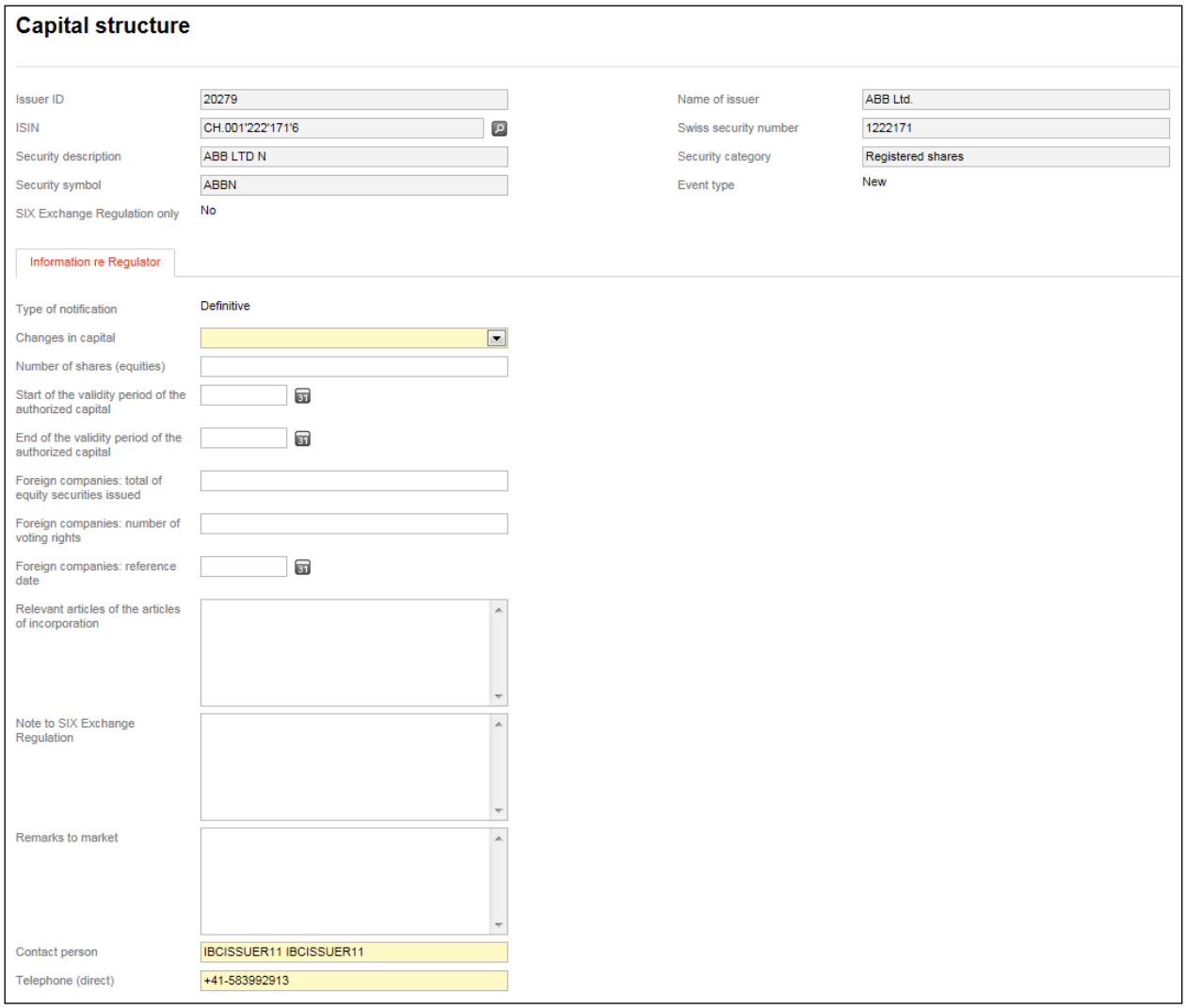
The message type "Changes of web address" is used to provide notification of the following current web links: Link to the general website of the issuer, links to the push and pull services, link to the corporate calendar, link to the financial reports (DRRO, Annex 1, point 1.08):



7.1.3.2. Capital structure

For messages relating to the creation or elimination of authorized or conditional capital in the articles of incorporation, the message type "Capital structure" should be used (DRRO, Annex 1, point 5.01). The same message type is also used for providing notification of the annual entry of newly created securities from conditional capital in the commercial register (DRRO, Annex 1, point 5.03) as well as to report the current number of issued equity securities and the associated voting rights for issuers with no domicile in Switzerland (DRRO, Annex 1, point 5.05).

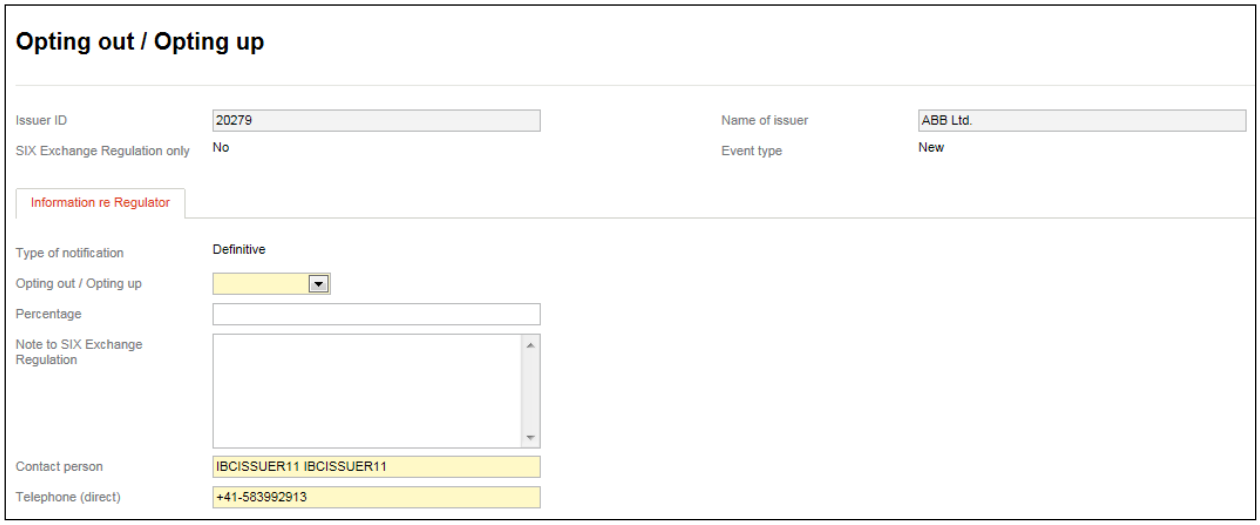
Changes in the capital structure of a company require a corresponding entry to be made in the commercial register. These are made public upon entry into the register. As a corresponding commercial register extract has to be sent with the notification to SER in PDF form, in practice it is not possible to send a confidential pre-notification to SER:



7.1.3.3. Opting out / Opting up

The message type "Opting out / Opting up" is used to provide notification of the introduction/removal of opting out / opting up pursuant to DRRO, Annex 1, point 3.05.

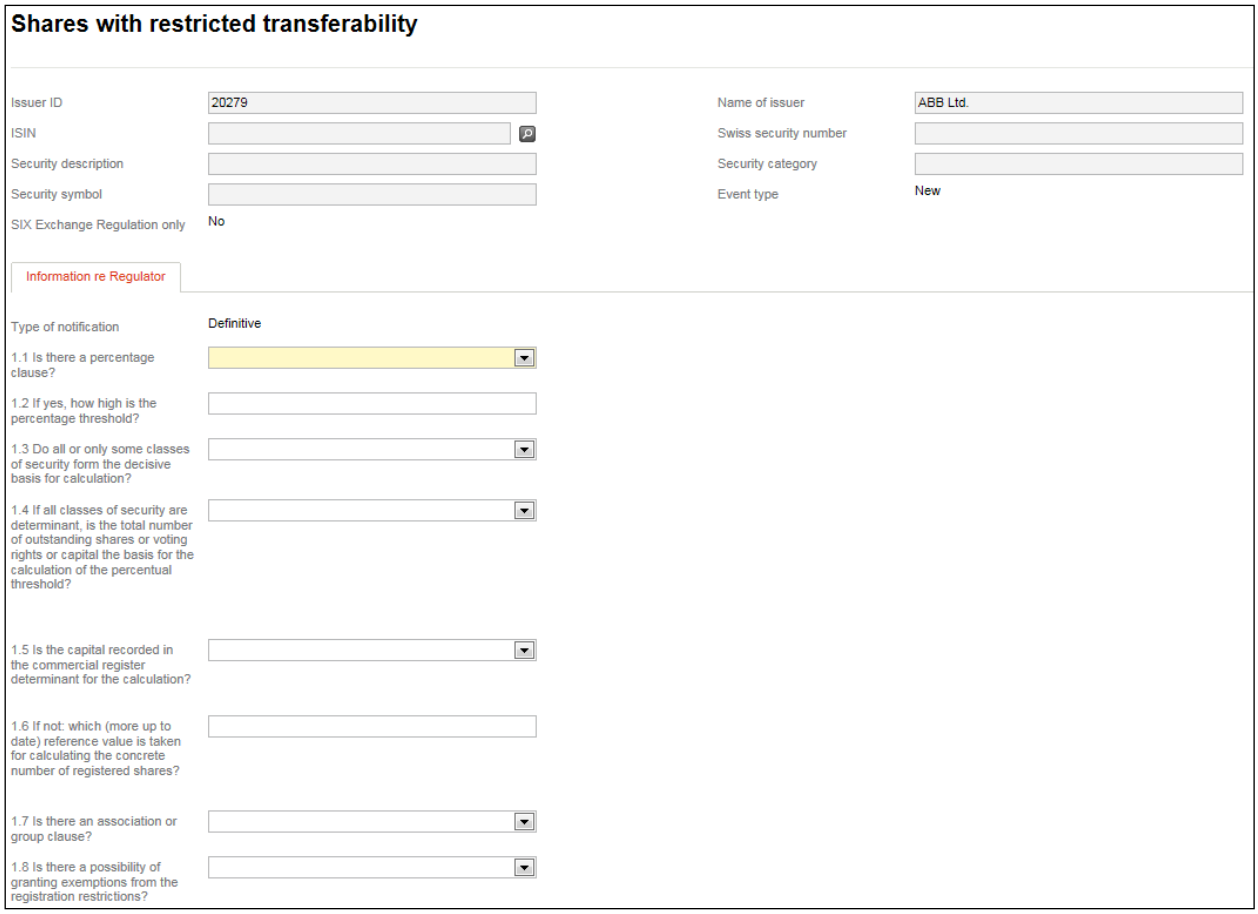
As the introduction/removal of opting out / opting up requires the approval of the GM and can only be notified to SER after the company's articles of incorporation have been changed, the content of the message is already known to the public at this point. As such, it would make no sense to send the message to SER on a confidential basis. The message is processed by SER therefore immediately upon receipt:



7.1.3.4. Shares with restricted transferability

The message type "Shares with restricted transferability" is used to provide notification of the introduction/removal of provisions in the articles of incorporation regarding shares with restricted transferability (DRRO, Annex 1, point 3.06).

As the introduction/removal of restricted transferability provisions requires the approval of the GM and can only be notified to SER after the company's articles of incorporation have been changed, the content of the message is already known to the public at this point. The message is therefore processed by SER immediately:



1.9 Are there special exemption provisions for special investors such as mutual funds, institutional investors, etc.?	
2.1 Is there a foreigners' clause?	
2.2 Are individuals considered as foreigners - if they are Swiss citizens domiciled abroad?	
2.3 Are individuals considered as foreigners, if they are foreign nationals with domicile in Switzerland?	
2.4 Are corporate bodies considered as foreigners - if they are dominated by Swiss nationals and domiciled abroad?	
2.5 Are corporate bodies considered as foreigners, if they are domiciled in Switzerland and dominated by foreigners?	
2.6 Is the foreigners' clause generally applicable, or is there a quota?	
2.7 If there is a quota, what is the maximum percentage threshold?	
2.8 Threshold (%)	
2.9 Is the quota exhausted at the moment?	
3.1 Are fiduciary registrations admitted with voting rights?	
3.2 Are fiduciary registrations admitted without voting rights?	

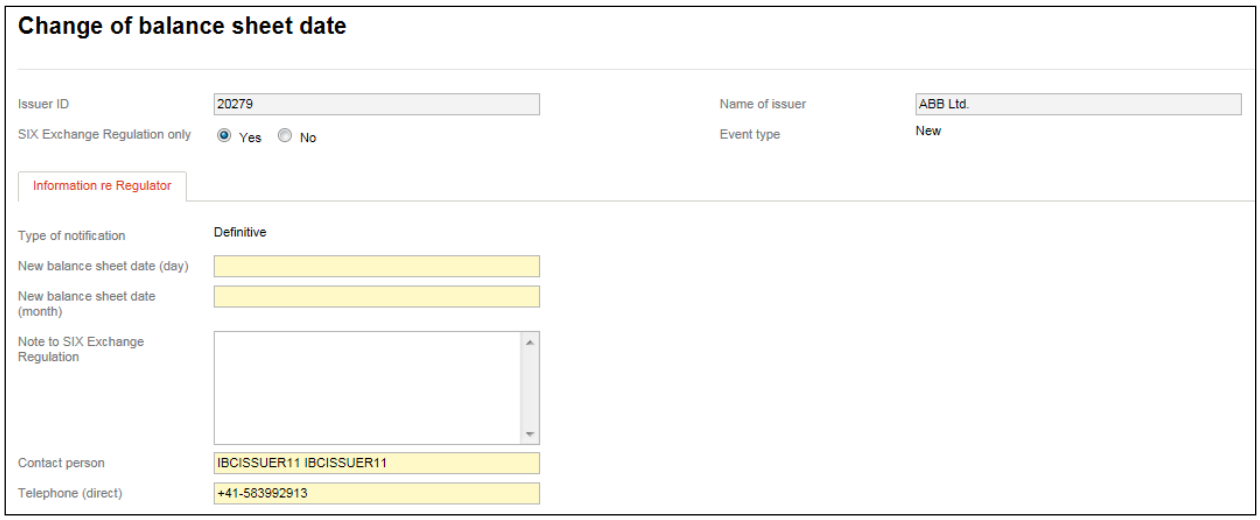
3.3 Is the model "Nominee SIS" applied?	
3.4 Are individual nominee models applied?	
Note to SIX Exchange Regulation	
Contact person	IBCISSUER11 IBCISSUER11
Telephone (direct)	+41-583992913

7.1.4. Message types related to financial reporting

7.1.4.1. Change of balance sheet date

This message type is used to provide notification of a new balance sheet date (DRRO, Annex 1, point 1.06).

If, as an exception, the company does not wish to immediately make public the new balance sheet date, a comment to this effect should be entered in the "Note to SIX Exchange Regulation" field. In this case, it must be specified from when the date may be made public (see also section 1.1.1 above):

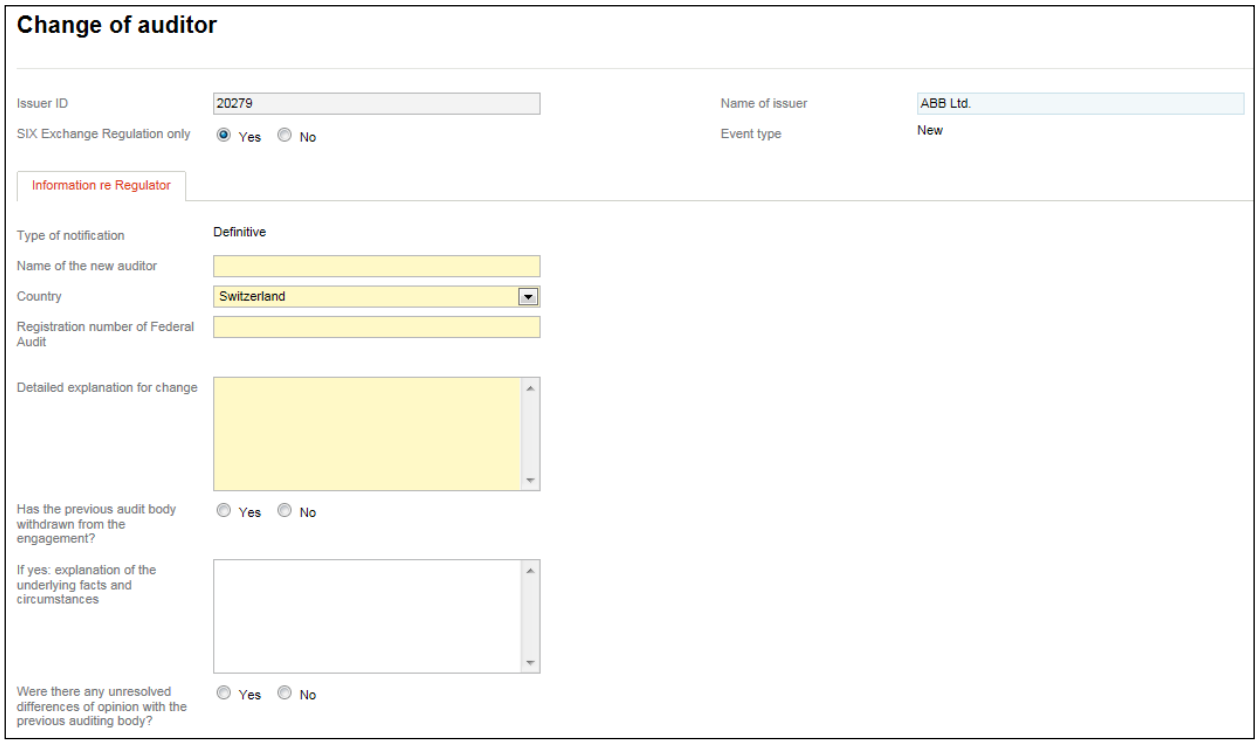


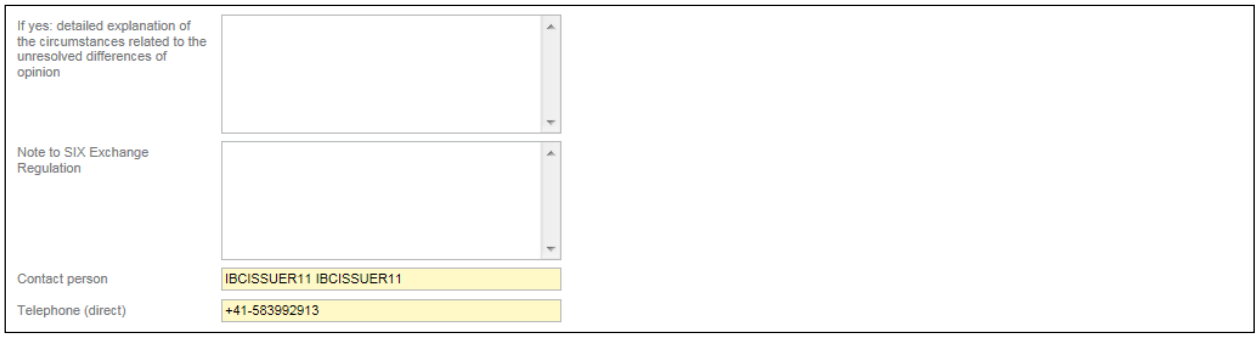
7.1.4.2. Change of auditor

If the external auditor changes, please use the message type "Change of auditor" to provide notification of this (DRRO, Annex 1, point 1.05 (1)).

A change of external auditor must be entered in the commercial register, at which point this information becomes public knowledge at latest. If the new auditor is appointed by the GM, this information will be made public when the invitation to the GM is issued.

If the previous auditor stepped down and a new auditor cannot be appointed within an appropriate period of time, this must be reported to SER by e-mail (reporting-obligations@six-group.com). Alternatively, the message can be sent via Connexor Reporting. In this case, the word "None" should be entered in the fields "Name of the new auditor" and "Registration number of Federal Audit". Any country can be selected in the "Country" drop-down field:

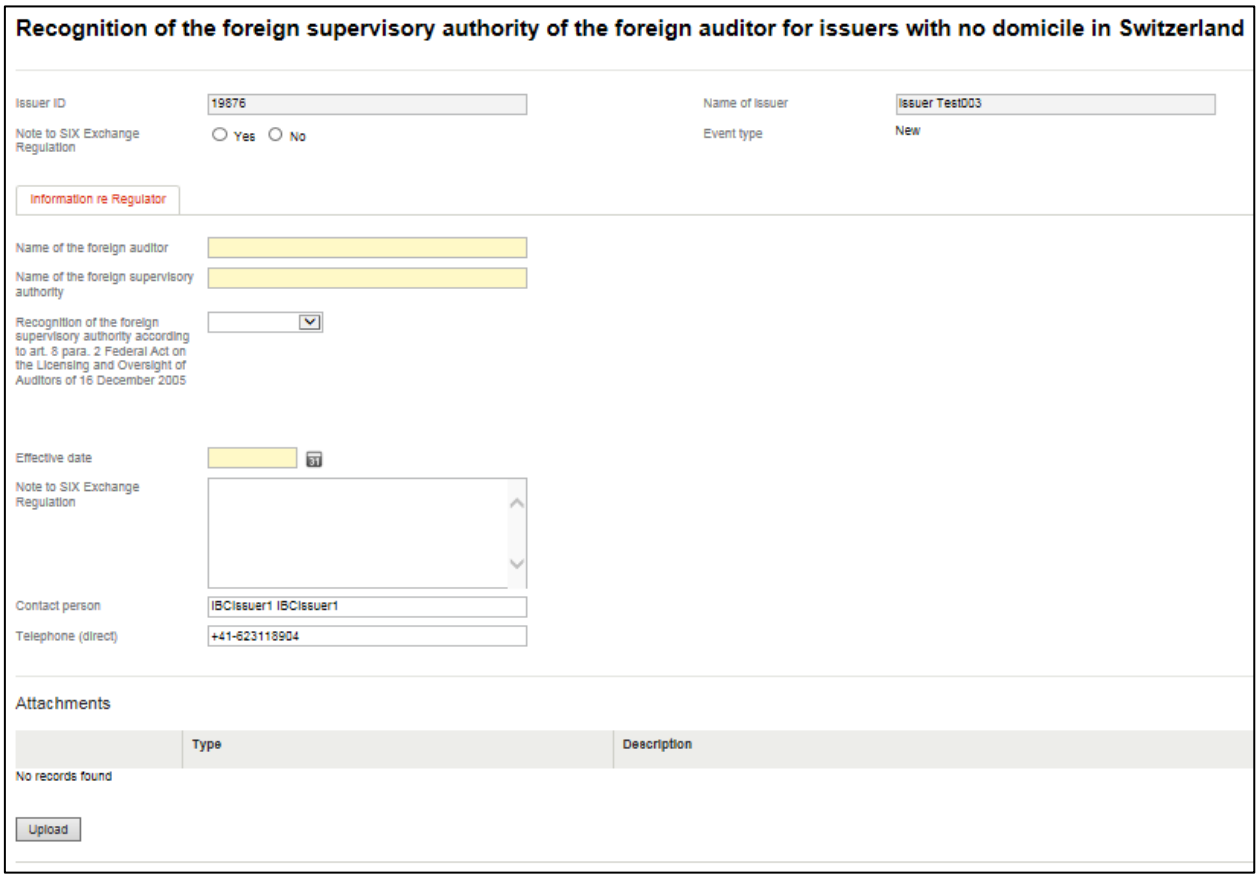




7.1.4.3. Recognition of the foreign supervisory authority of the foreign auditor for issuers with no domicile in Switzerland

This message type only concerns users with no domicile in Switzerland.

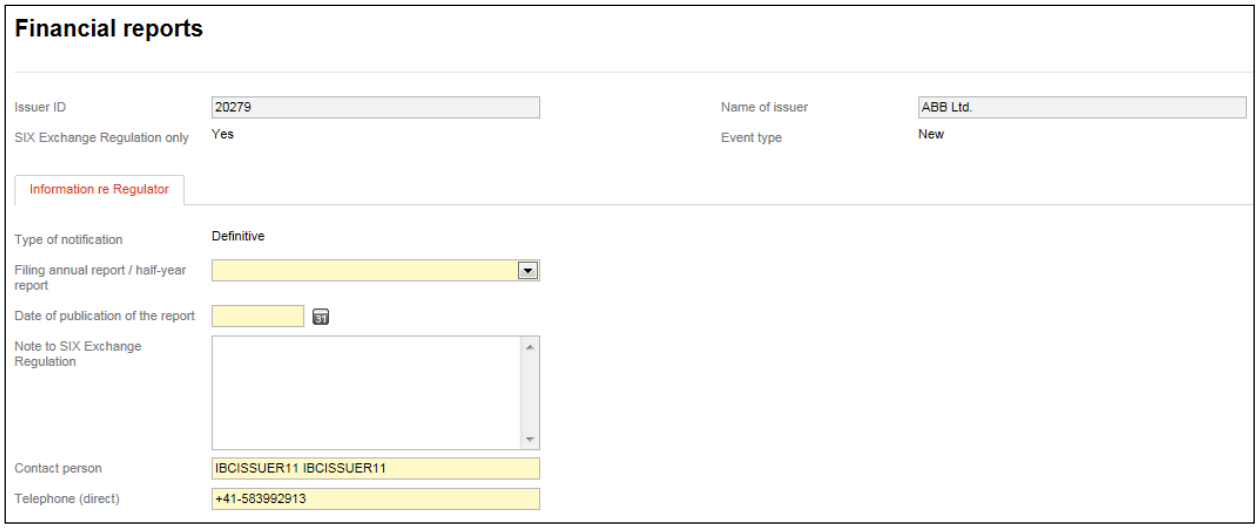
Audit firms that provide audit services under foreign law whose equity securities are listed on a Swiss Stock Exchange are subject to the Auditor Licensing and Supervision Act or “ALSA” (*Bundesgesetz über die Zulassung und Beaufsichtigung der Revisorinnen und Revisoren*) An auditing entity that provides audit services under foreign law for an Issuer without a domicile in Switzerland must therefore meet the ALSA requirements; for example, the auditing entity must be subject to a foreign audit supervisory authority accredited by the Federal Council (see Art. 8 ALSA in conjunction with Art. 10 of the Auditor Licensing and Supervision Ordinance [“ALSO”]). If such an auditing entity (of an Issuer without a domicile in Switzerland) ceases to be under the supervision of a foreign audit supervisory authority accredited by the Federal Council, then that fact or change must be reported by the company via Connexor Reporting (DRRO, Annex 1, Point 1.05 (2)).



7.1.4.4. Financial reports

To submit annual and half-year reports pursuant to DRRO, Annex 1, point 2.01 in the form of a PDF, please use the "Financial reports" message type.

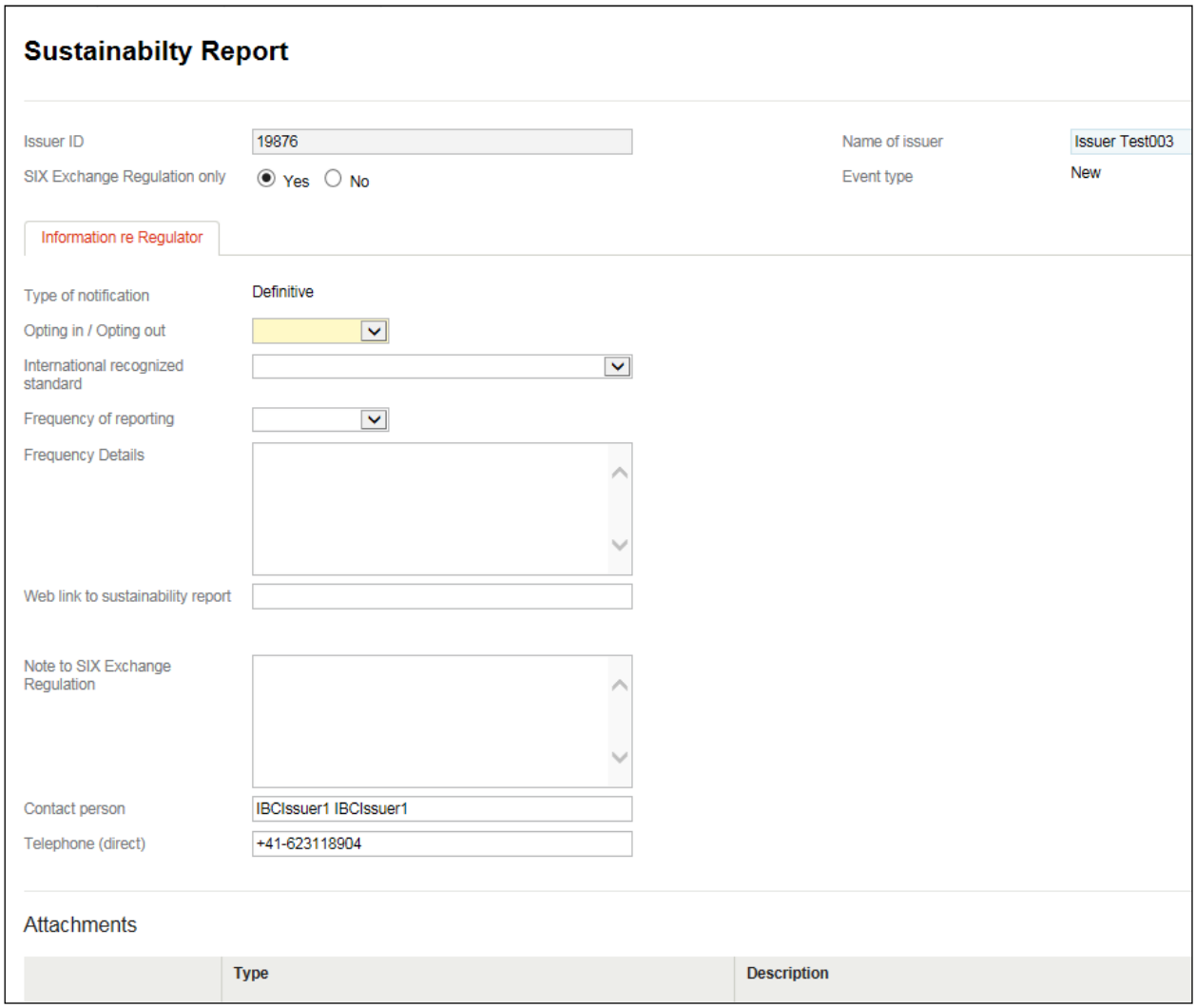
As financial reports are not published by the stock exchange and are therefore treated as confidential by SER from the start, there is no option to make a selection in the "SIX Exchange Regulation only" label (see also section 1.1.1 above):



7.1.4.5. Sustainability report (optional)

Issuers can report to SIX Exchange Regulation on a voluntary basis to make use of a so-called opting in regarding a sustainability report (art. 9 section 2.03 DRRO). If the issuer reports an opting in pursuant to art. 9 section 1 DRRO, he is obliged to adopt the sustainability report in accordance with an internationally recognized standard. The list of the standards accepted by SIX Exchange Regulation can be found on its website. Issuers who chose to make an opting in have to comply with certain regulations (art. 9 DCG).

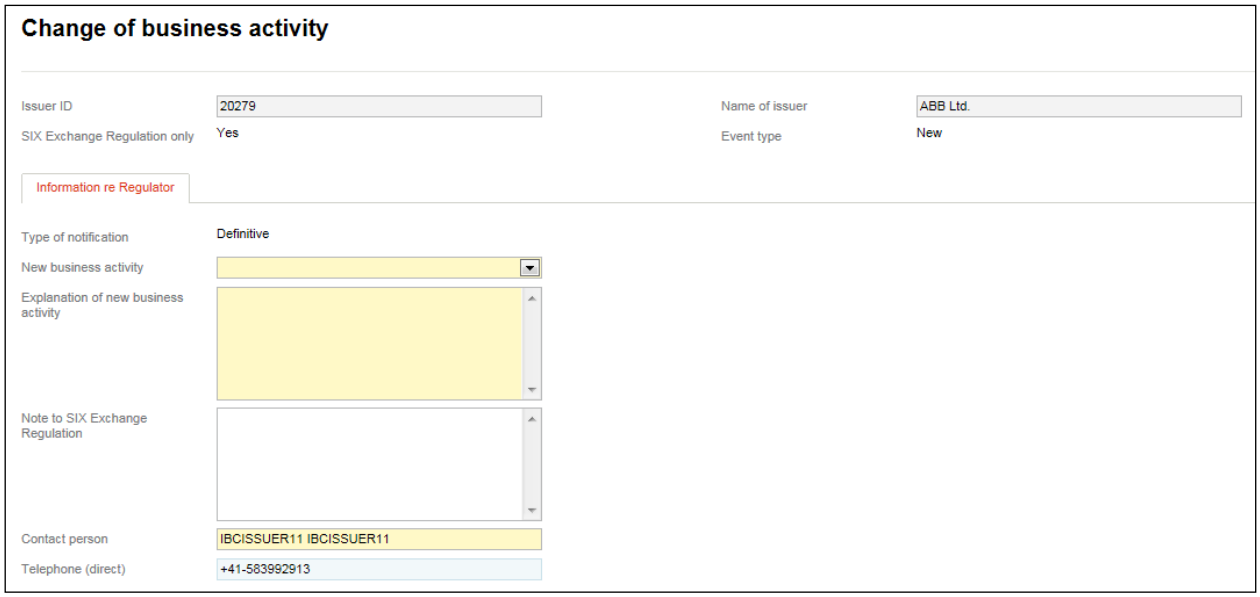
The fact, that an issuer decided to make an opting in, will be published by SIX Swiss Exchange Ltd. on their website. As soon as the weblink to the sustainability report or another information published on SIX Swiss Exchange Ltd.'s website changes, the issuer has to inform SIX Exchange Regulation accordingly.



7.1.4.6. Change of business activity

If an issuer changes its business activity such that it is now classified as an investment or real estate company within the meaning of the Directive on Financial Reporting (Art. 15 f.), it must notify SER of this using the message type "Change of business activity" (DRRO, Annex 1, point 1.09).

As the content of the message and the PDF document that must be submitted is not published by the stock exchange and is therefore treated as confidential by SER from the start, there is no option to make a selection in the "SIX Exchange Regulation only" label (see also section 1.1.1 above):

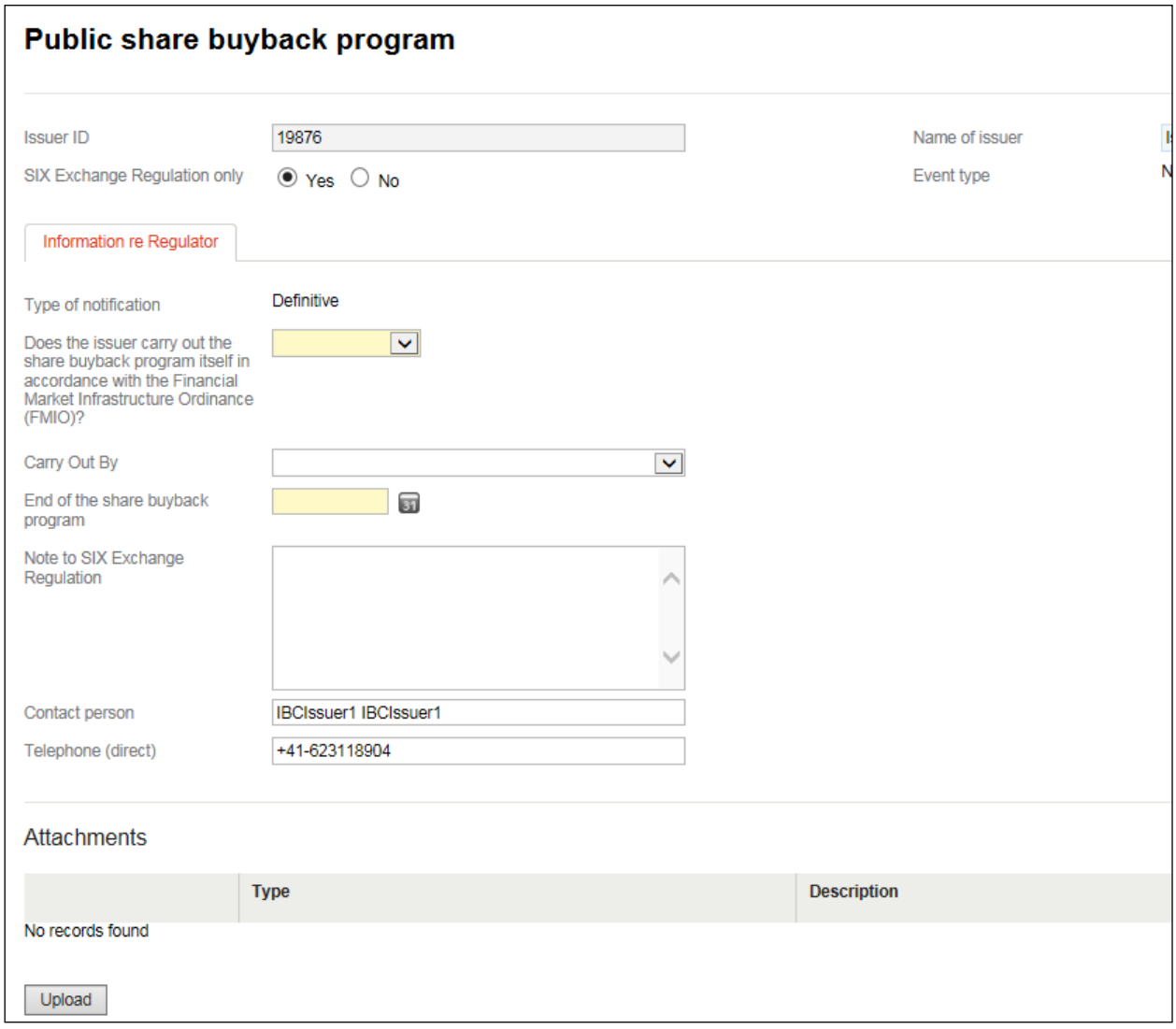


7.1.4.7. Public share buyback program

Issuers with publicly disclosed buyback programms according to Art. 123 Financial Market Infrastructure Ordinance (FMIO) have to report, if such programm is carried out by an independent securities dealer or a trending unit (if the issuer is a securities dealer), which is protected by Chinese walls, within the meaning of Art. 124 para. 2 lit. a and b FMIO.

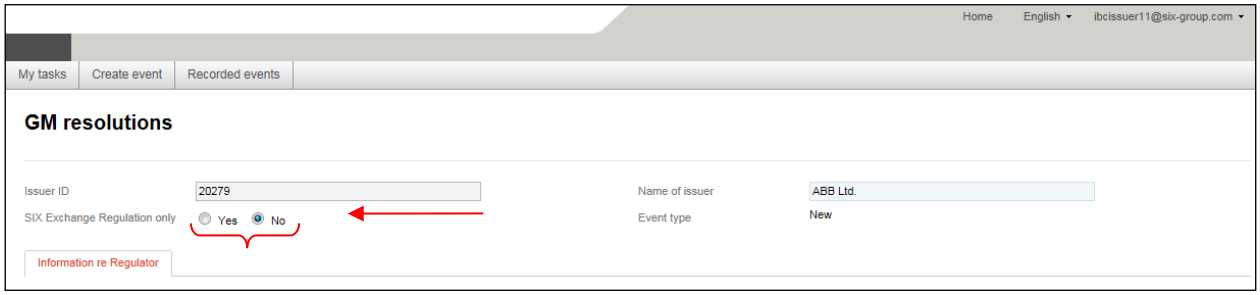
If a security dealer is engaged, an extract of the respective contract has to be attached as pdf file. The extract has to include with whom it is concluded (incl. signatures) and that the securities dealer acts independently. Confidential details can be blanked out with blackings.

Neither the content nor the attachment will be published by the stock exchange.



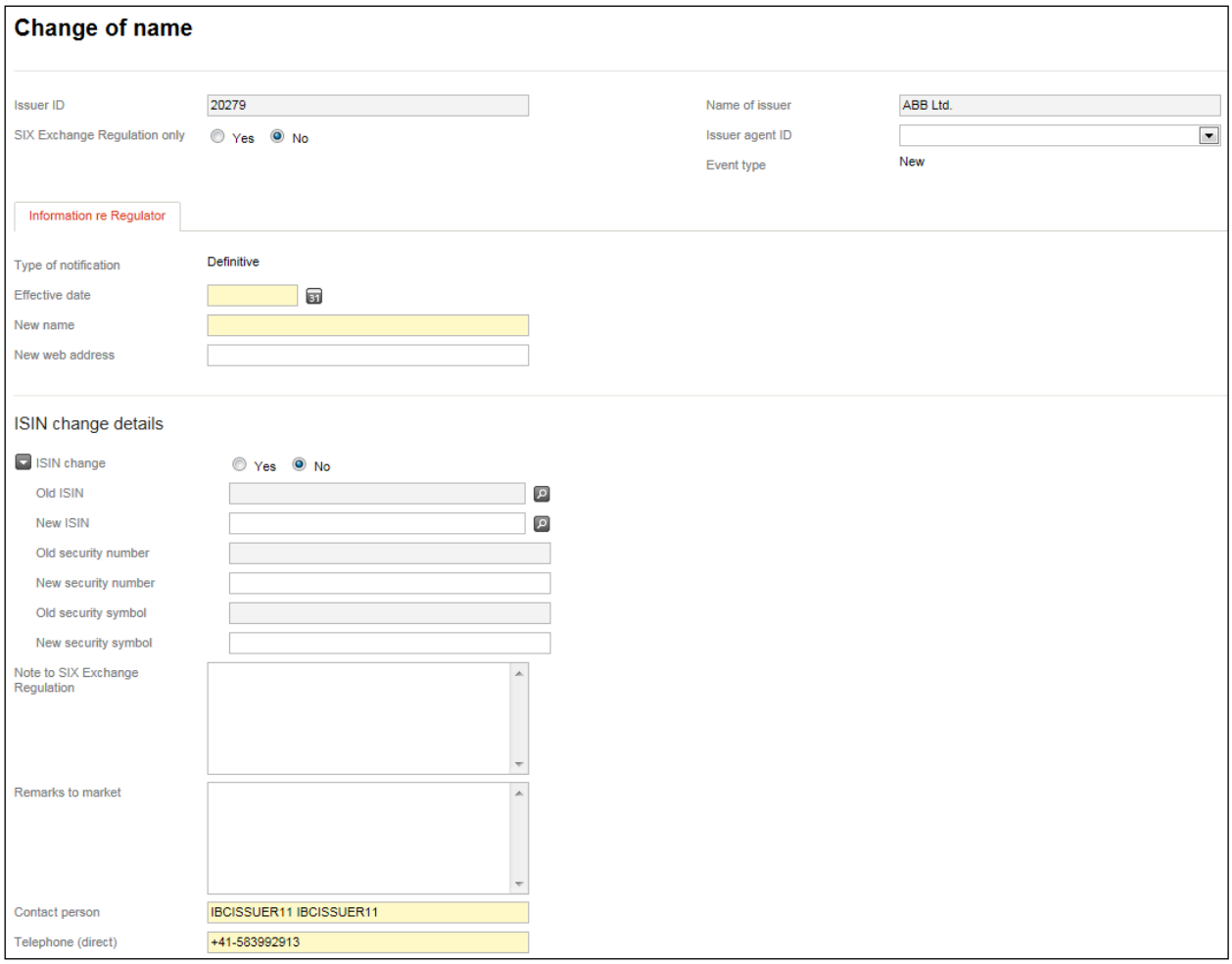
7.2. Common message types

There are certain message types that are not just sent to SER but to the issuer's main paying agent (Issuer Agent) and / or to the SIX SIS Ltd as well. SIX SIS Ltd then forwards these message types to other market participants (e.g. banks; see also section 1.1.1 above). If you wish to initially send the message only to SER for reasons of confidentiality, this can be done by clicking on "Yes" under the "SIX Exchange Regulation only" label (see section 6.3 above):



7.2.1. Change of name

If the issuer's name is changed, SER must be informed using the message type "Change of name" (DRRO, Annex 1, point 1.01):



If, as a result of a change of name, the ISIN does not change, the message is not forwarded to SIX SIS Ltd.

7.2.2. Notification of dividends

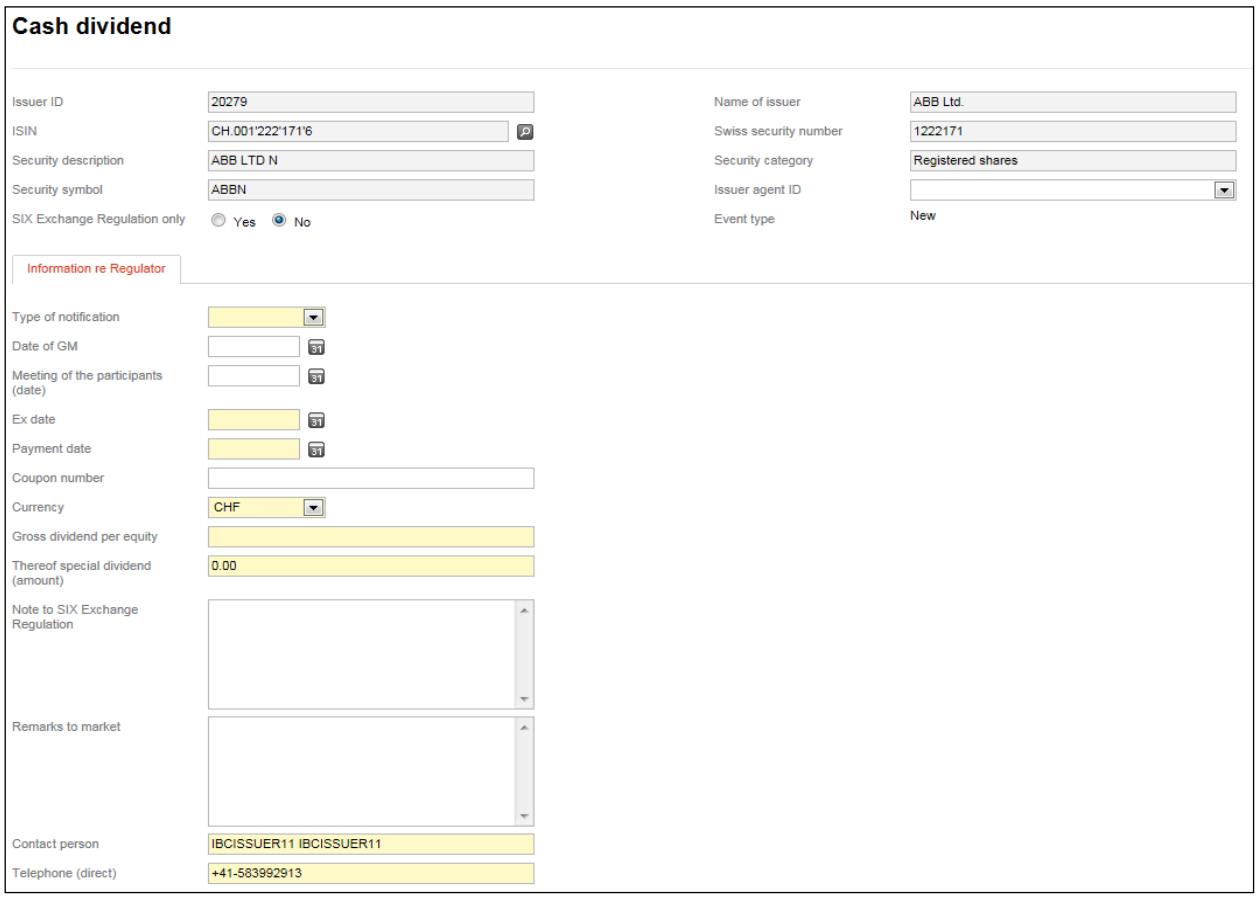
7.2.2.1. Cash dividends

If a dividend is distributed in the form of cash on which withholding tax may be raised, the message type "Cash dividend" must be used (DRRO, Annex 1, point 4.01).

The dividend must be reported normally twice. For companies domiciled in Switzerland, this must be done 20 days before the GM at the latest (**preliminary / indicative notification**). For issuers not domiciled in Switzerland, the deadline of 20 days prior to the GM applies in the same way provided the applicable foreign law does not specify another deadline for the GM invitation and announcing the GM agenda items. Otherwise, the deadline under the relevant foreign law applies. After resolutions are passed by the GM, the dividends must be definitively reported one trading day after the GM at the latest (**definitive notification**). If the foreign law provides that resolutions regarding the distribution of dividends be made by a corporate body other than the GM, the issuer is not required to provide an indicative notification of the dividends. However, in this case it must provide a definitive notification to SER immediately following the resolution of the responsible body. **In all cases, SER must have received notification of the dividend by 10.00 am on the last trading day before the dividend ex date.**

Under the label "Type of notification", chose between "definitive" or "preliminary" depending on whether the notification is to be sent before or after the GM or after the passing of the resolution by the responsible body. In the case of a definitive notification, you can copy the indicative notification and amend it as necessary (see section 6.1.8 above).

For technical reasons, the ex date may be entered as the second trading day after the GM at the earliest:

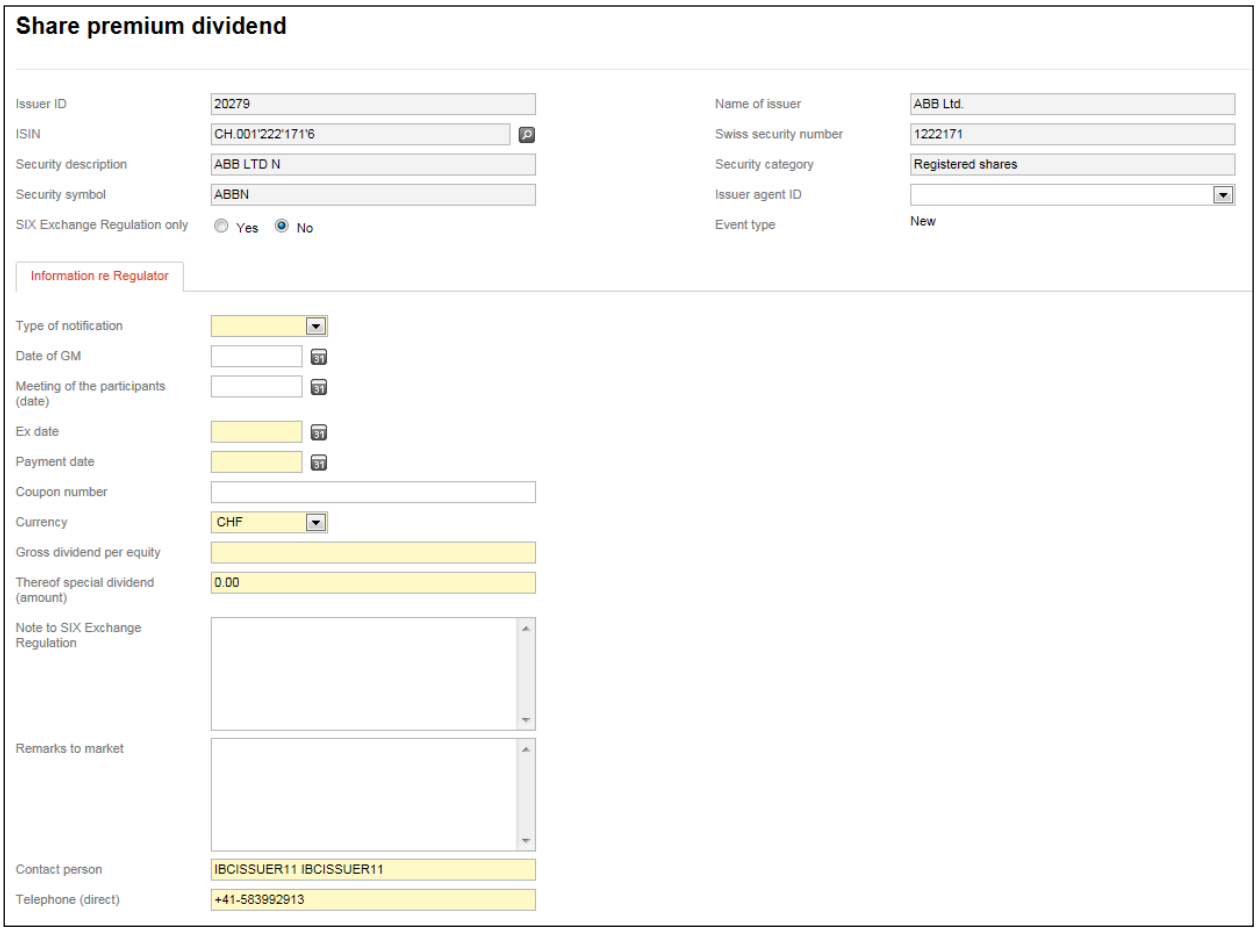


For details on entering additional information on a voluntary basis under the "Additional information" tab, see section 2 above.

7.2.2.2. Share premium dividend

If a dividend is to be distributed from a company's reserves, meaning no withholding tax is applied, the message type "Share premium dividend" must be used (DRRO, Annex 1, point 4.01).

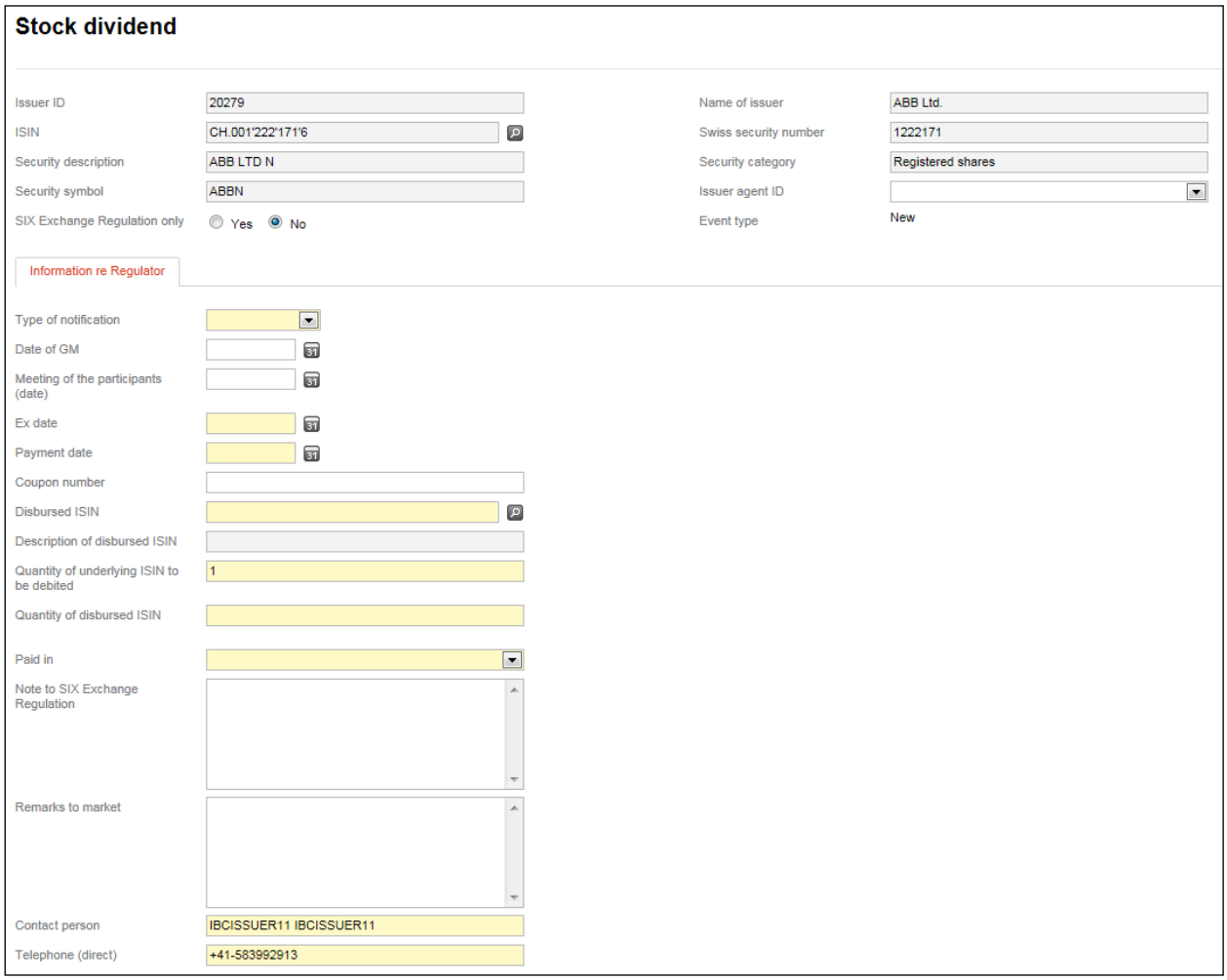
For more information on this, see section 7.2.2.1 above.



7.2.2.3. Stock dividend

If the dividend is to be distributed in the form of stock, the message type "Stock dividend" is to be used (DRRO, Annex 1, point 4.01).

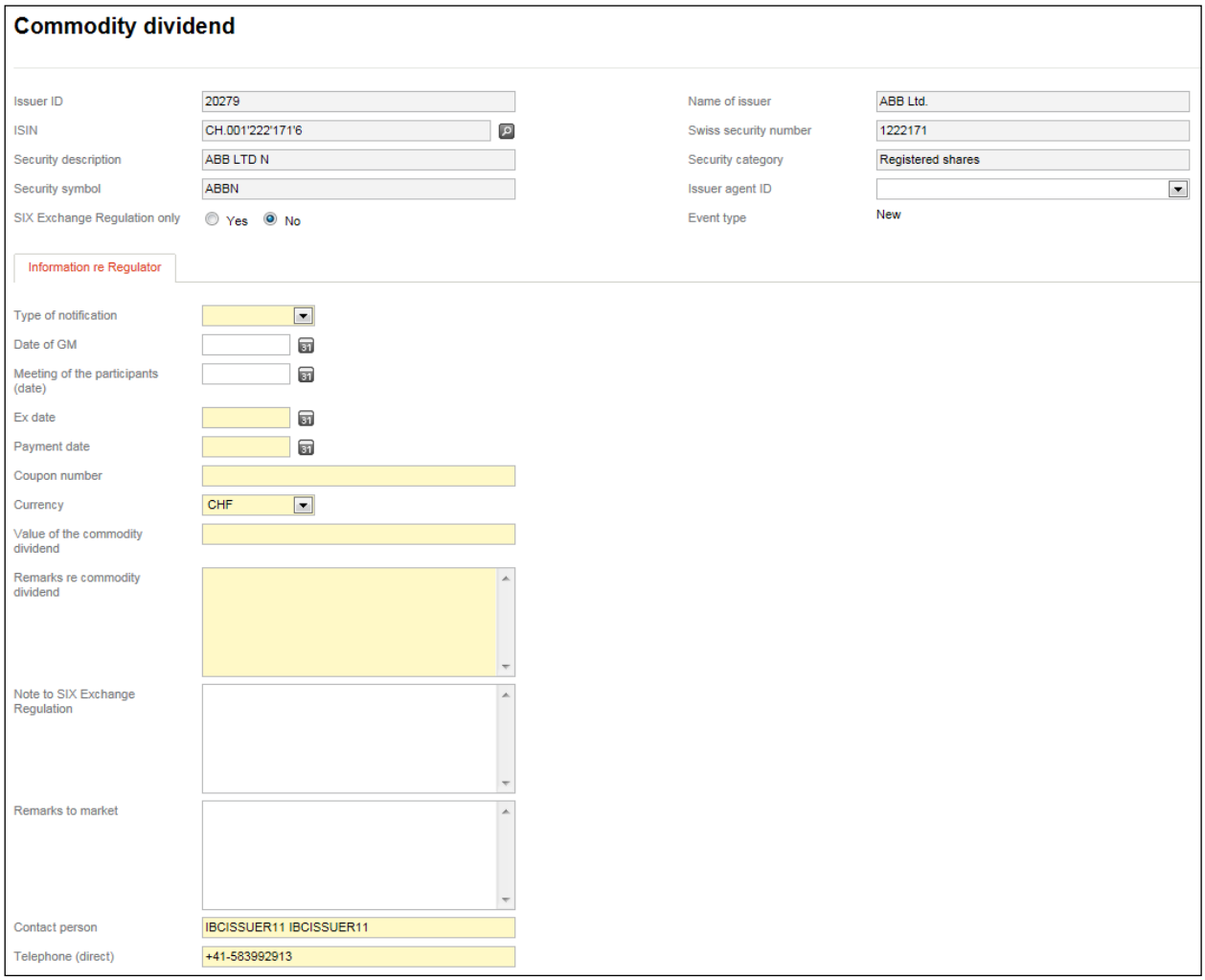
For more information, see section 7.2.2.1 above. See also section 2 for more details on entering additional information on a voluntary basis under the "Additional information" tab:



7.2.2.4. Commodity dividend

If the dividend is not to be distributed in the form of cash or stock, the message type "Commodity dividend" must be used. (DRRO, Annex 1, point 4.01). In this case, a more detailed description of the form of the dividend must be provided in the "Remarks re commodity dividend" field.

For more information, see section 7.2.2.1 above:

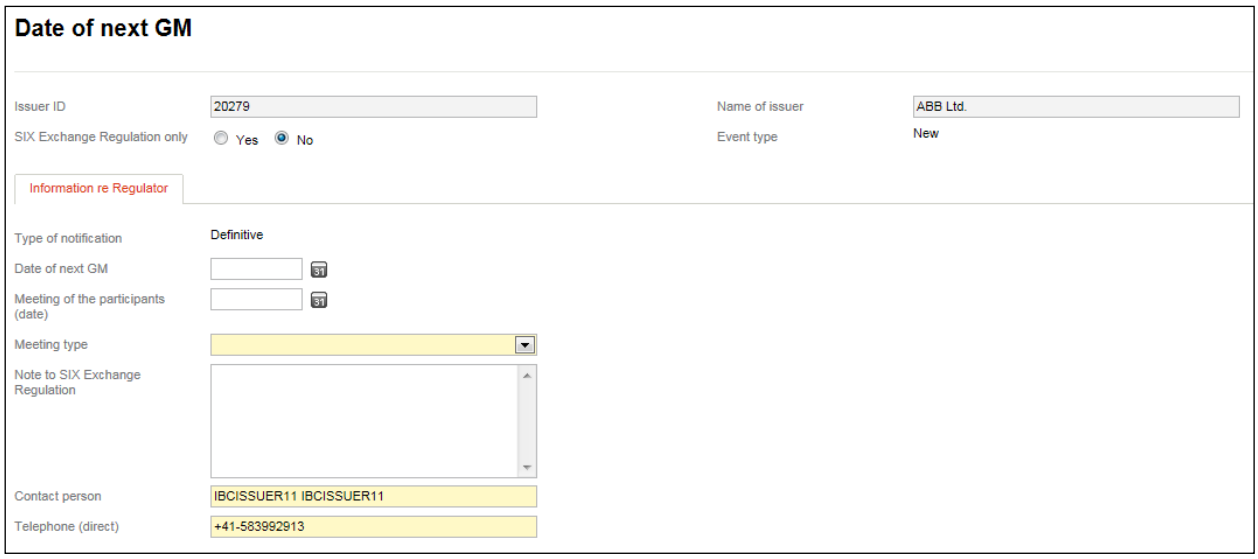


7.2.3. Messages relating to the GM

7.2.3.1. Date of the next GM

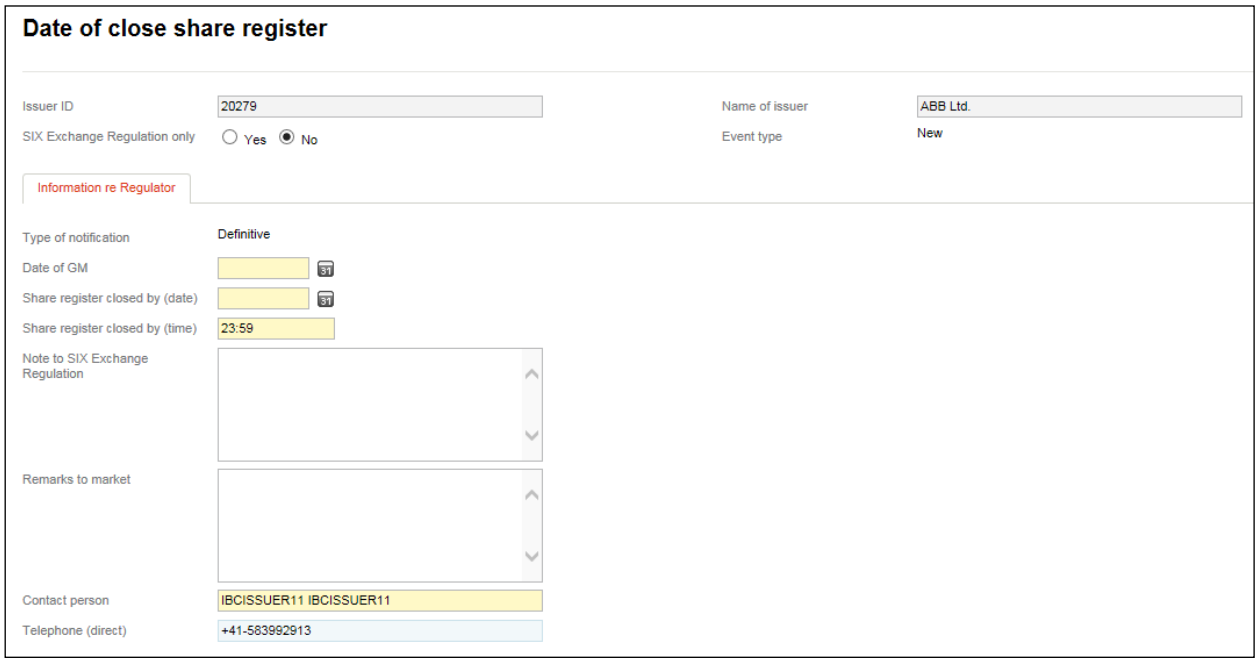
The message type "Date of next GM" is used to provide notification to SER of the date of the next ordinary or extraordinary GM or meeting of participants, as soon as the date has been set (DRRO, Annex 1, point 3.01). If already known, the venue and the start of the GM has to be entered in the field “Note to SIX Exchange Regulation”.

If, as an exception, the company does not wish to immediately make public the date of the next GM, a comment to this effect should be entered in the "Note to SIX Exchange Regulation" field. In this case, it must be specified from when the date of the GM may be made public (see also section 1.1.1 above):



7.2.3.2. Date of close share register

If the company has listed registered shares, it must notify SER from which date it is no longer possible to make entries in the share register in the run-up to the GM. Please use the message type "Date of close share register" for this purpose (DRRO, Annex 1, point 3.02):



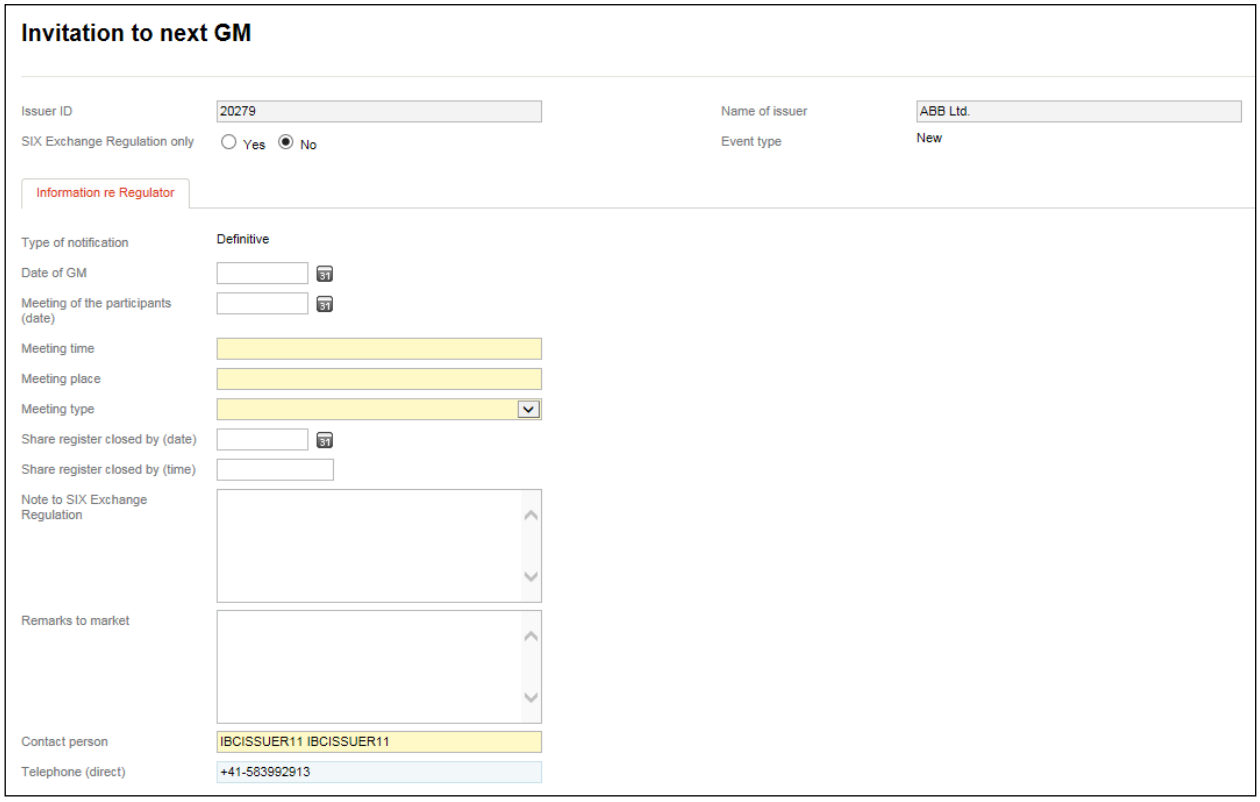
7.2.3.3. Invitation to next GM

Issuers must provide SER with invitations to upcoming GMs together with a complete agenda in PDF format (DRRO, Annex 1, point 3.03). Please use the message type "Invitation to next GM" to do so.

When the message is made public, the agenda is also sent to SIX SIS Ltd. If you do not wish this to occur, then click the "Yes" button on the “SIX Exchange Regulation only" label (see also section 1.1.1 above).

New potentially price-sensitive information (such as the election of new members of the Board) are to be made public with an ad hoc notice first, before the message is sent to the market via Connexor Reporting (s. also above section 1.1.1).

For more details on entering additional information on a voluntary basis under the "Additional information" tab, see section 2 above:



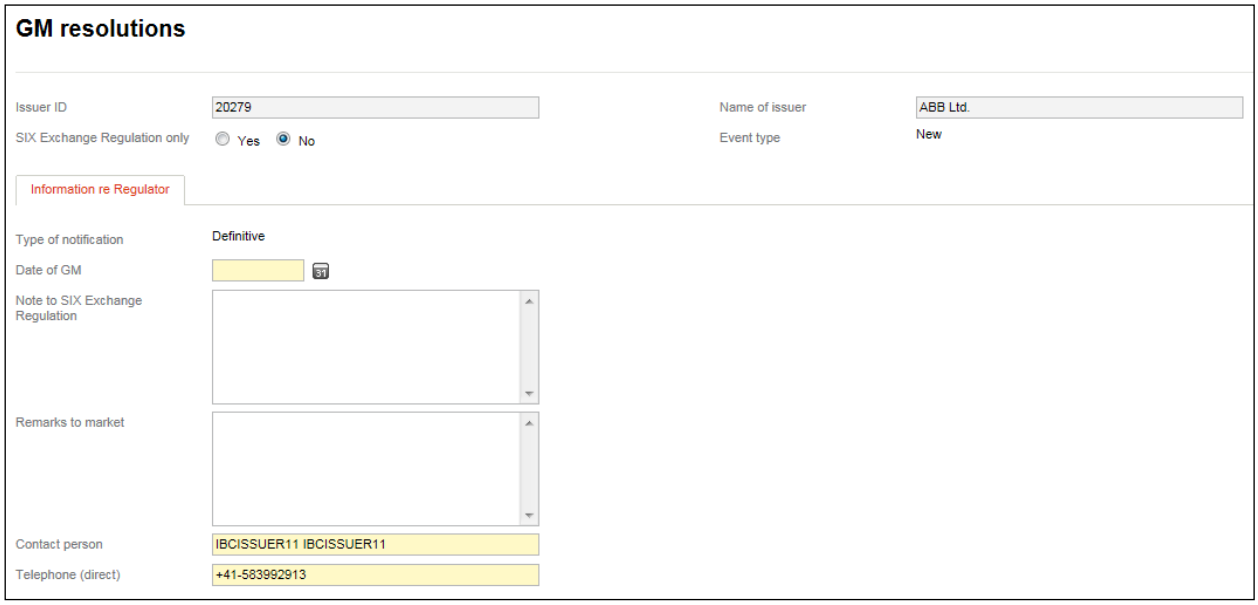
7.2.3.4. GM resolutions

The issuer must notify SER of the results of the GM in the form of a list of resolutions in PDF format (DRRO, Annex 1, point 3.04). Please use the message type "GM resolutions" to do so.

When the message is made public, the GM resolutions are also sent to SIX SIS Ltd. If you do not wish this to occur, then click the "Yes" button on the "SIX Exchange Regulation only" label (see also section 1.1.1 above).

If the company has issued a media release regarding the results of the GM, this release can also be submitted as a PDF document provided the press release clearly states whether the GM approved all the agenda items and/or for which items different resolutions were passed.

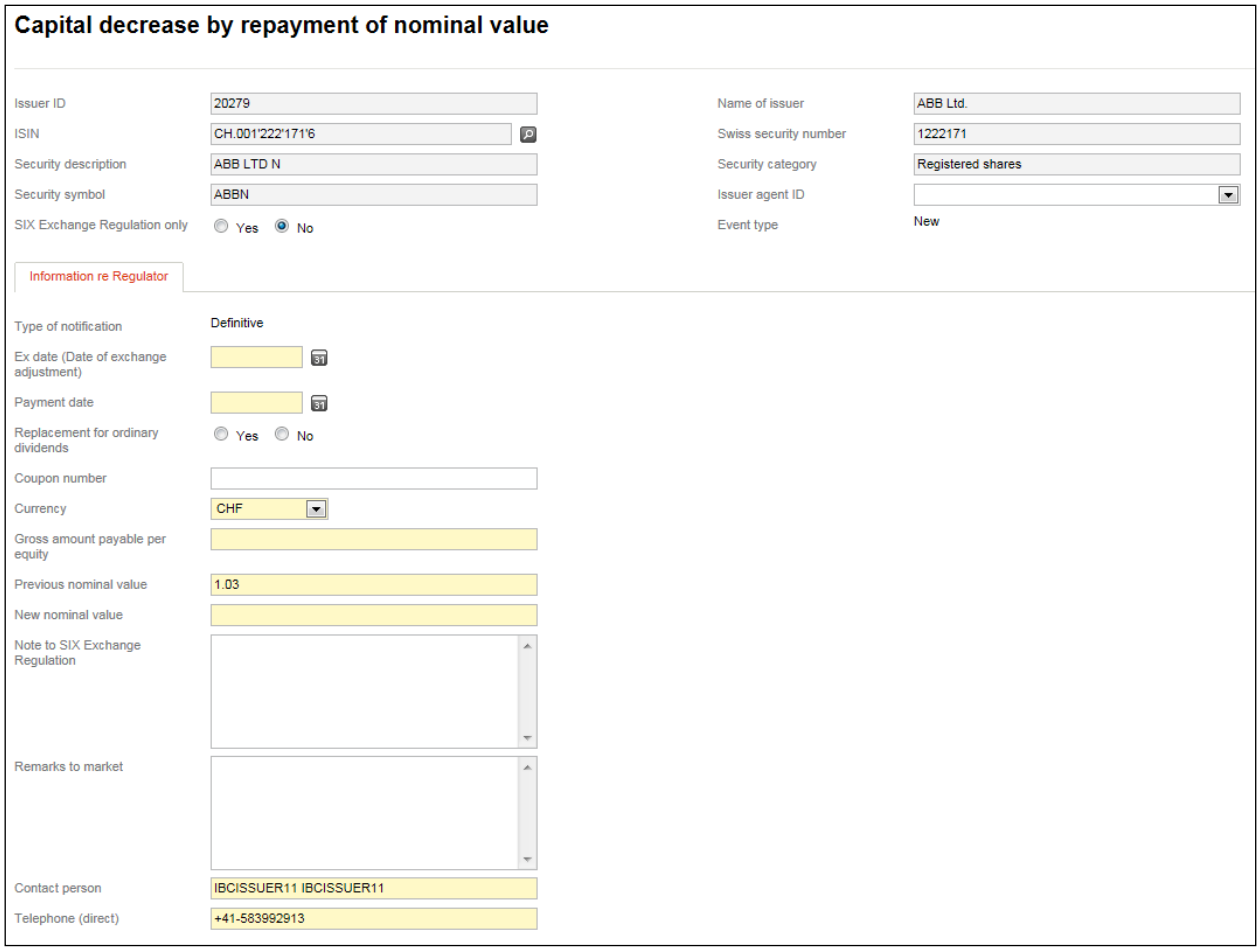
For more details on entering additional information on a voluntary basis under the "Additional information" tab, see section 2 above:



7.2.4. Messages regarding capital decreases

7.2.4.1. Capital decrease by repayment of nominal value

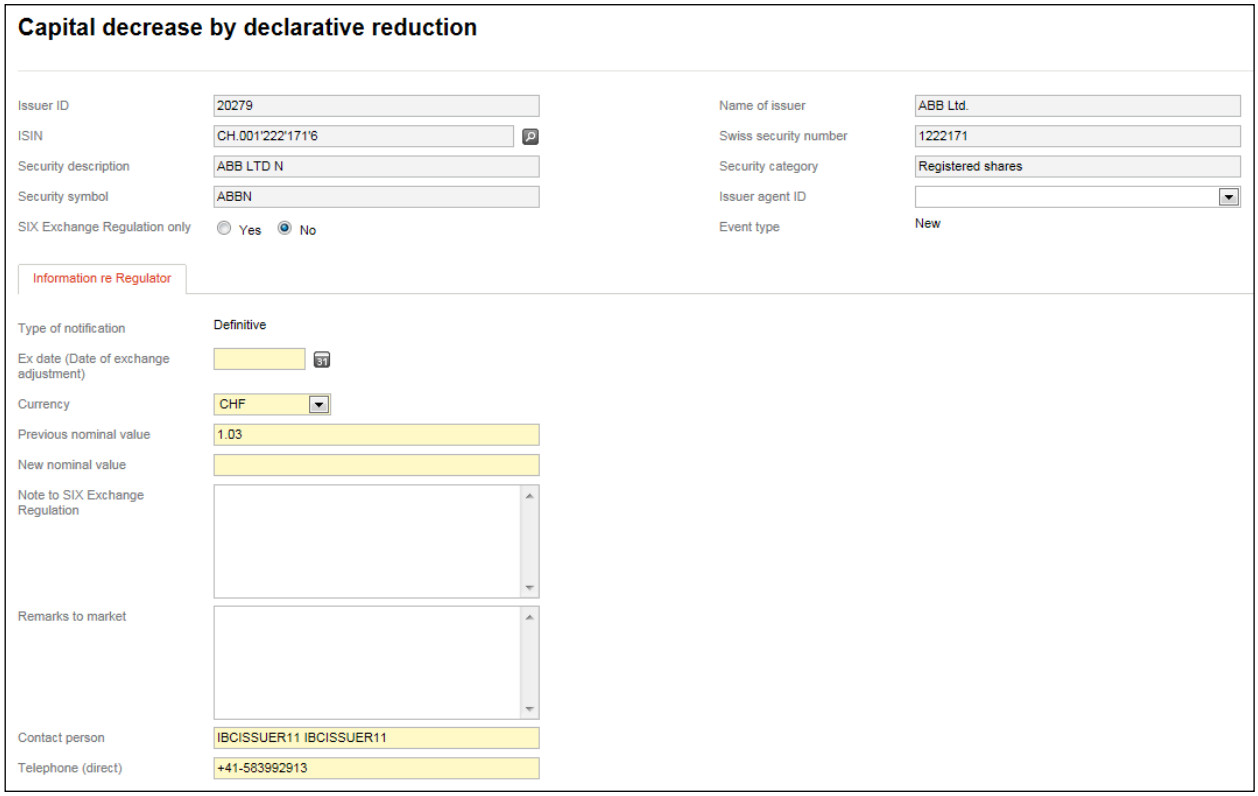
For a capital decrease by repayment of nominal value, the message type "capital decrease by repayment of nominal value" must be selected (DRRO, Annex 1, point 5.04):



7.2.4.2. Capital decrease by declarative reduction

The message type "Capital decrease by declarative reduction" is used in the event of a capital decrease to eliminate a capital deficiency pursuant to Art. 735 of the Swiss Code of Obligations (DRRO, Annex 1, point 5.04):

If the nominal value of the shares or participation certificates is reduced and the released funds are not paid out to the shareholders or participants but transferred to the reserves, this message type (event) must be used. In the field “Note to SIX Exchange Regulation“ should be noted that this is a transfer to the reserves and not a declarative capital reduction.



If shares are destroyed as part of a declarative capital decrease, notification must be given to SER using the message type "Capital decrease by destruction of shares" (see section 7.1.1.2 above).

8. Contacts

You can contact the Listing reporting requirements team (SER) as follows:

- Telephone: +41 58 399 3030
- E-mail: reporting-obligations@six-group.com

9. Abbreviations / Definitions

Two-eye principle	The user is authorized to enter a message and send it directly to SER and, where applicable, other recipients.
Four-eye principle	The user who enters the message cannot send it directly to SER and, where applicable, other recipients. Prior to being sent, the message must be checked and then sent by another user.
Cancellation of a message	The user can in principle cancel a message. However, if the message is canceled after a possible deadline pursuant to DRRO, Annex 1 has passed, this is only possible on a restricted basis. In this case, the issuer must contact SER by telephone immediately.
Events	Types of messages. If these types of messages are sent to SER, they largely correspond to the reporting obligations of Art. 9 DRRO (s. also annex 1).
Replacement of a message	If a message has already been processed by SER, the issuer can replace the message with another one. However, if it is replaced after a possible deadline pursuant to DRRO, Annex 1 has passed, this is only possible on a restricted basis. In this case, the issuer must contact SER by telephone immediately.
MPA	Main paying agent
Message types	Types of messages. If these types of messages are sent to SER, they largely correspond to the reporting obligations of Art. 9 DRRO (s. also annex 1).
User	Natural person who enters and sends messages on behalf of an issuer. This may be an employee of the issuer or a third party mandated for this purpose by the issuer.
DRRO	Directive on Regular Reporting Obligations for Issuers of Equity Securities, Directive Regular Reporting Obligations of 14 March 2014.
SER	SIX Exchange Regulation AG
Recall of a message	Under certain circumstances, the user can recall a message that has not yet been processed by SER.

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