

iberclear



IBERCLEAR ONLINE SITE USER GUIDE

February 2022

BME X

a SIX company

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1 Introduction

Spanish Law 5/2021 of April 12 was enacted to transpose Directive (EU) 2017/828 of the European Parliament and of the Council of 17 May 2017 amending Directive 2007/36/EC as regards the encouragement of long-term shareholder engagement into Spanish legal ordinance. This law amends the consolidated text of the Spanish Corporate Enterprises Act enacted by Royal Legislative Decree 1/2010 of July 2 and other financial regulations as regards the encouragement of long-term shareholder engagement.

The directive expressly acknowledges the right of companies to identify their shareholders in order to allow direct communication with them to facilitate the exercise of their rights and involvement in the company.

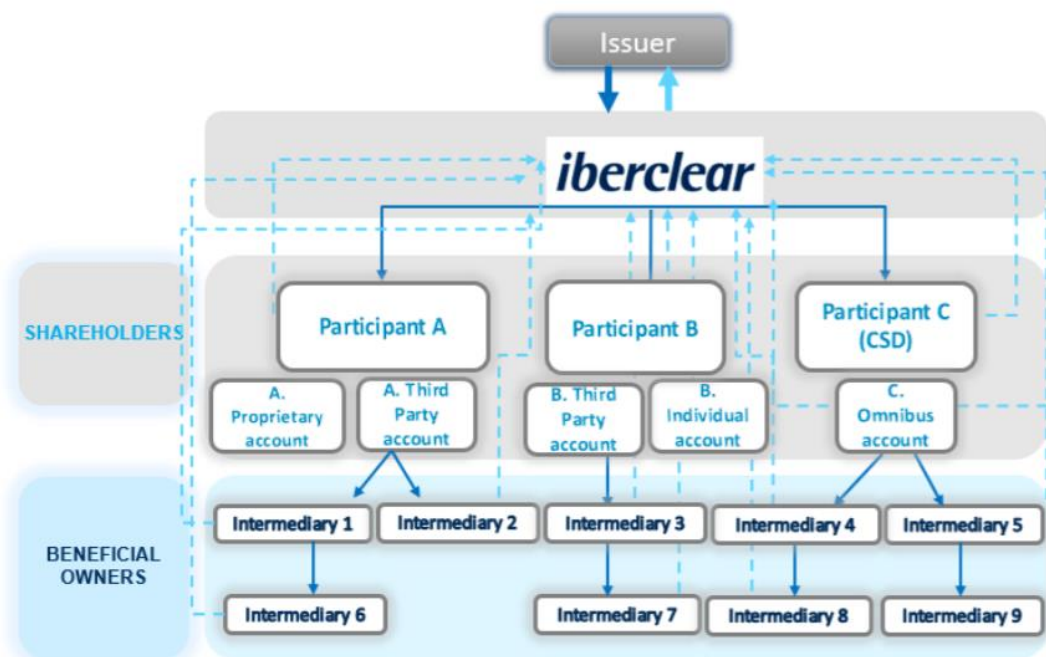
The Spanish legal ordinance already recognized the right of issuers to identify their shareholders, but the revision of the consolidated text of the Spanish Corporate Enterprises Act amends a key aspect of this right by acknowledging the right of issuers to identify also the last beneficial owners. For these purposes, last beneficial owner is considered to be the person on behalf of whom the legitimate intermediary entity acts as a shareholder by virtue of the accounting record, directly or through a chain of intermediaries.

Based on this, Iberclear is providing issuers with the following services as relates to the identification of beneficial owners:

- Identification of shareholders and beneficial owners
- Specific identification of beneficial owners

In the event that an issuer requests the identification of its shareholders and/or beneficial owners:

1. Iberclear will send the request for information to its participating entities.
2. If applicable, the participating entities shall disclose the ownership from their detailed records and send the request for information to any of their clients who are intermediaries.
3. Any intermediaries who receive the request shall provide the ownership data directly to Iberclear and in turn send the message to any of their clients who are intermediaries in order for them to also provide the ownership data directly to Iberclear.



Iberclear has channels of communication with its participants such that any shareholders and beneficial owners identified by the participating entities are identified via this channel.

However, the subsequent intermediaries in the chain of custody or any entities that communicate through them (hereinafter referred to as the intermediaries) do not have any communication channel with Iberclear through which they can send last beneficial owner information.

The Iberclear online site has been created in this context, and it allows intermediaries to establish a communication channel with Iberclear that is used to send information concerning a request for the identification of last beneficial owners.

The online site registry will allow these intermediaries to communicate with Iberclear by choosing one of these options:

- Establishing a direct connectivity channel with IBERCLEAR in order to send information directly.
- Sending the information to Iberclear through the online site.

Intermediaries will be able to carry out the following procedures at the online site:

1. Sign up on the online site: Signing up on the online site will be required prior to making any request. This process is described in detail in section 2 of this document.
2. Establishing a direct communication channel with Iberclear: Through the online site, it will be possible for intermediaries to request the establishment of a SWIFTNet FINplus,

SWIFTNet FileAct or SFTP communication channel with Iberclear. Information regarding last beneficial owner will be sent in ISO 20022 formats. This option is recommended for intermediaries that expect to send information to Iberclear with some frequency. Section 3 of this document.

Participants that intend to communicate on behalf of their clients the identification of the last beneficial owners, making use of the communication channels that are currently in force with Iberclear for sending shareholder identification, will not have to register at the online site. The testing and production forms that must be completed and sent to Iberclear, as well as the technical specifications, are available in the private area of the Iberclear website in the “Projects and Initiatives” section.

3. Sending information related to last beneficial owner to Iberclear through the online site: Intermediaries will be able to send information in ISO 20022 formats or in a proprietary format (CSV template). This option is recommended for users that expect to send information to Iberclear on an ad hoc basis. Section 4 of this document.

The online site will be available in two separate test and production environments. The following are the URLs for both environments:

Test environment: <https://Iberclear.indenova.eu/SedeElectronica/wizard.do#no-back-button>

Production: <https://Iberclear.administracionelectronica.net/SedeElectronica>

The technical requirements for the online site and the digital certificates are described in detail in the section “About the Online Site.”

For any questions or clarifications, you may contact iberclear at the following email address:
Iberclear.SRD2@grupobme.es

2 SIGNING UP ON THE ONLINE SITE

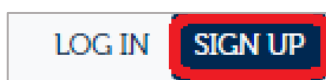
2.1 Signing up on the online site

Signing up on the online site is necessary both to establish a direct communication channel with IBERCLEAR and to send information regarding beneficial owners through it.

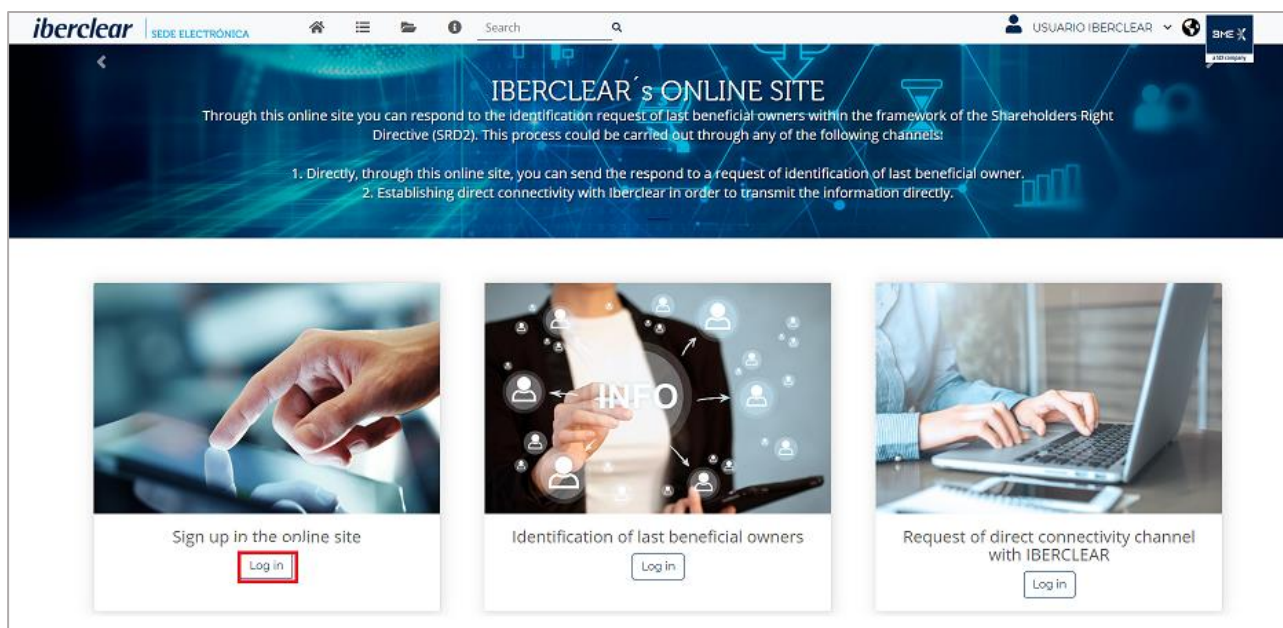
In order to sign up on the online site, you need to have a digital certificate, which allows you to access the online site, to carry out procedures, and to have tracking information for these procedures.

The steps to take for signing up on the online site are as follows:

1. Once you access the URL of the corresponding environment, select the button "Sign up" at the top right of the screen.



You can also start this process from the main page by selecting "Log in" under the option to sign up in the online site:



2. When you select "Sign up" or "Log in" on the main page, you will see the following screen, where you should select "Start procedures:"

Sign up in the online site Print Download **START PROCEDURES**

Once you have signed up on the online site you will be able to perform the following procedures:

1. Identification of last beneficial owners
2. Request of direct connectivity channel with Iberclear

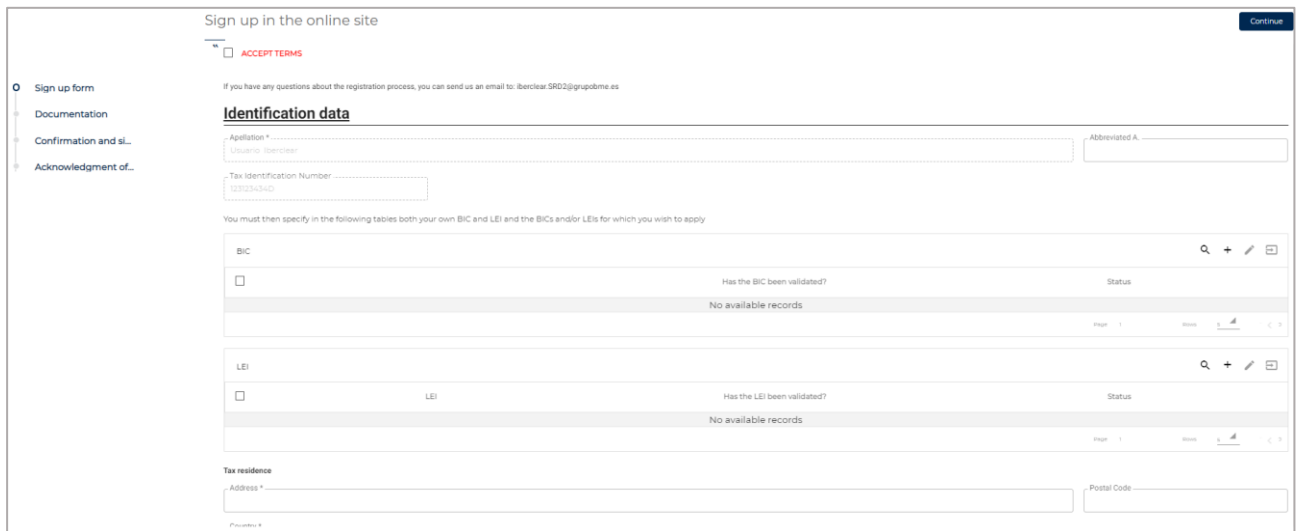
In order to access, it is required to sign up before, to sign up you must have an Electronic Certificate. As soon as the required information has been completed, it will be validated by IBERCLEAR. When the sign up is complete, you can enter in the online site with the electronic certificate or with a username and password.

In the event that you do not have an Electronic Certificate or for any other incidence, please, contact with iberclear.SRD2@grupobme.es.

Presentation

On-line

3. Go back to the homepage on the online site since you will need to select the corresponding digital certificate. To do so, select the option "Sign up," which will allow you to select the corresponding digital certificate.
4. You will then be asked to agree to the general terms and conditions for the online site.
5. The next screen that will appear is a form you should fill out to complete sign-up on the online site:



Indicate the BIC and/or LEI of the entity you are signing up for on this screen.

If you are going to use the "Identification of last beneficiaries" procedure to disclose information regarding this procedure on behalf of other intermediaries via the online site, you should include the BICs and/or LEIs of said intermediaries on this screen.

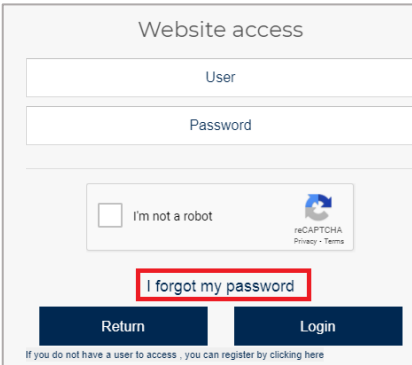
If you are going to establish a direct communication channel with Iberclear and disclose information on beneficial owners on behalf of other intermediaries via this channel, you should not include the BICs and/or LEIs of said intermediaries on this screen since they should be included on the connectivity form.

6. Fill in any remaining data requested on the screen. This is a convenient time to fill in the data by adding a single email address so both the access and subsequent communications are sent to that email address.
7. Once you have completed the form, you should select "*Continue*" and will then see a screen confirming the procedure was received.
8. Click "*Finalize*" to finish signing up.
9. Lastly, once the process is complete, the online site will send an email indicating the sign-up request was sent to Iberclear for the data to be reviewed and for the request to be approved.
10. Once this approval takes effect, the online site will send an email stating that the procedure was carried out successfully and that you can thus access the online site.

2.2 Password recovery

If the user has forgotten their password, they can recover it by following the steps below:

1. When accessing the online site via the button "*Log in*," select the option "*I forgot my password*."



2. Fill in the data and select "*Continue*."
3. The online site will send an email with a link to set up a new password.

3 REQUEST FOR DIRECT COMMUNICATION CHANNEL

3.1 Description of service

This procedure allows you to download and send the connectivity forms to establish a direct communication channel with Iberclear. This option is recommended for intermediaries that expect to send information to Iberclear with some frequency.

The information regarding beneficial owners will be sent in ISO 20022 formats.

This option also allows you to send information on behalf of other intermediaries by filling in their BICs and LEIs on the connectivity form provided under the "What should I do" section for the procedure.

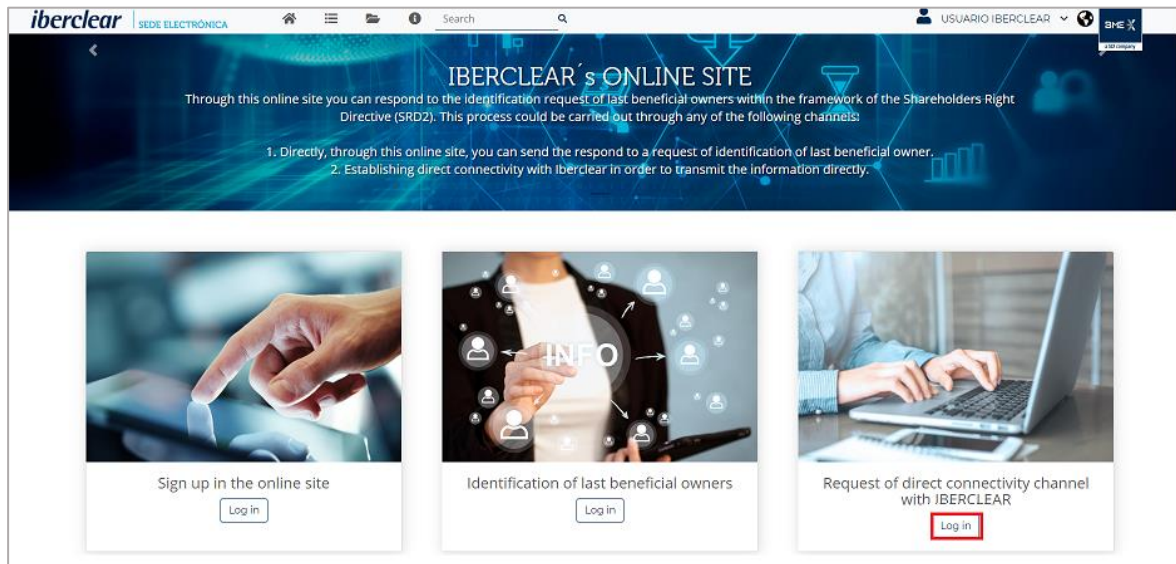
The available channels are:

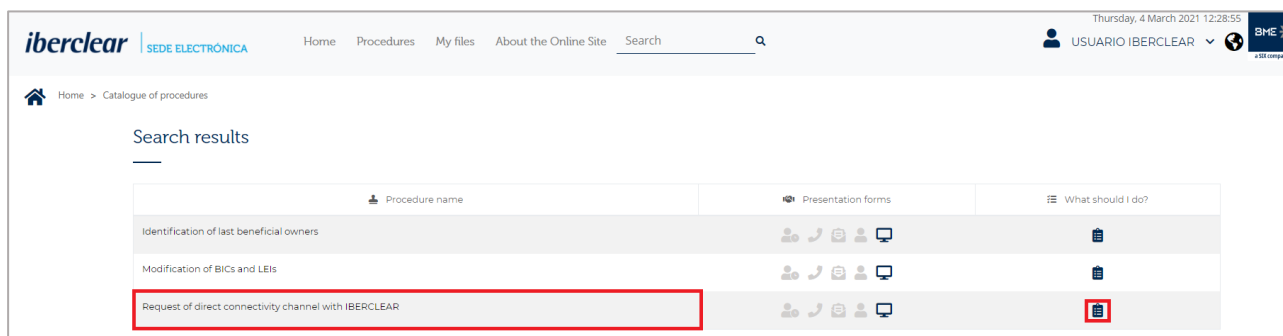
- SWIFTNet FINplus
- SWIFTNet FileAct
- SFTP

The Iberclear connectivity channels allow intermediaries to send ISO 20022 message types Seev.047 "Shareholder and beneficial owner identification disclosure" and Seev.048 "Cancellation of shareholder and beneficial owner identification disclosure."

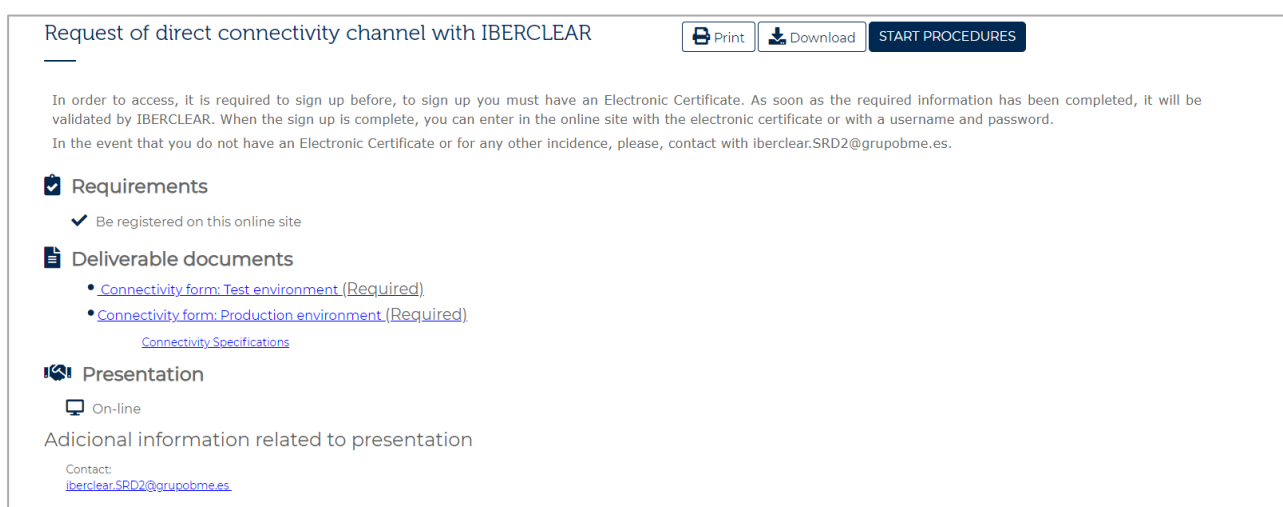
In turn, Iberclear will disclose the outcome of the checks on the messages received via Seev.049 messages "Shareholder and beneficial owner identification disclosure status."

In order to establish the connectivity channel, you can access the procedure from the online site's home page or from the "Procedures" section.





By clicking "*What should I do?*" intermediaries can download the Iberclear connectivity forms from the test and production environments and establish connectivity in one or both environments:

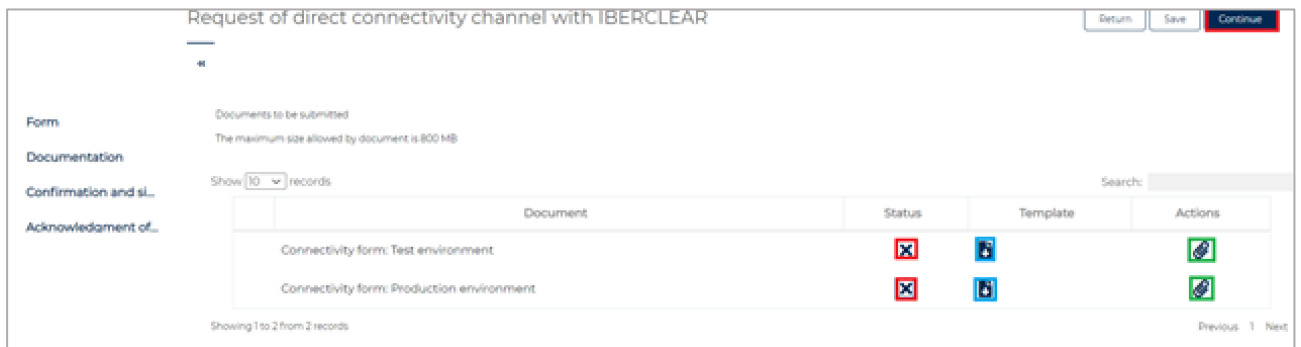


It is recommended the connectivity first be established in the test environment – and then in the production environment once the tests have been carried out.

The Iberclear connectivity specifications are available to intermediaries under the section "*Deliverable documents*" as seen in the image above.

The steps for completing this procedure are as follows:

1. First, click "*Start procedures.*"
2. You need to read and accept the general terms to continue.
3. From this page, you can download the templates by selecting the icons from the "*Template*" column (outlined in blue):



4. If you already have the connectivity form and it is completed, you should select the paper clip icon in the "Actions" column (outlined in green) and attach the form.
5. Once it is attached, a screen will appear stating that the file was uploaded successfully, meaning you are able to continue.
6. Once you accept, you can check that the status was changed appropriately:



7. When this process is complete, select "Continue." You will then see a screen confirming the procedure was received.
8. After the procedure is complete, the online site will send an email stating that Iberclear will now review the documentation provided.
9. Once the documentation has been reviewed, the online site will send an email stating that the procedure was carried out correctly and that it is currently being executed. Additional technical information may be requested.
10. In the event that the information provided does not pass the checks, the user will be notified and advised to contact Iberclear.

4 IDENTIFICATION OF LAST BENEFICIAL OWNERS

4.1 Description of service

This procedure allows intermediaries to send Iberclear a response to a request for identification of beneficial owners received by their custodians.

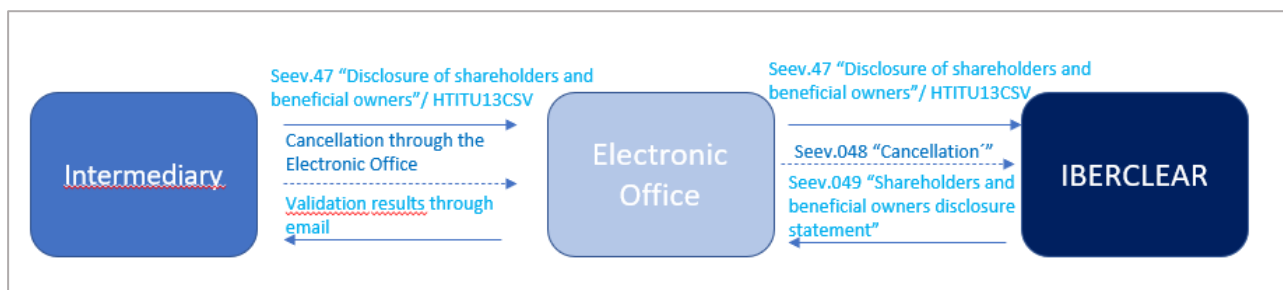
There are two methods of responding to this request:

- ISO 20022 messaging Seev.047.
- Proprietary form: CSV template.

The intermediary will send information on beneficial owners by submitting an Seev.047 or a CSV form to Iberclear through the online site. Once this file is submitted, the online site will email the address specified by the user to report whether the information passed the checks. . If the information is correct, the procedure is declared complete.

Moreover, once the CSV or Seev.047 has been accepted, it is possible to cancel the sending of this communication via the method approved for such purpose, which simulates the sending of an Seev.048 "Cancellation of shareholder and beneficial owner identification disclosure" form without requiring it to be sent.

The flow of communication is as follows:



Once signed up, you can access this procedure via two methods: through the main page of the internet site under the section "Procedures" and then selecting "SRD2."

Procedure name	Presentation forms	What should I do?
Identification of last beneficial owners	[Icons]	[Icon]
Modification of BICs and LEIs	[Icons]	[Icon]
Request of direct connectivity channel with IBERCLEAR	[Icons]	[Icon]

If additional information is required, you can access the section *"What should I do?"* which specifies everything related to this procedure as well as the forms that should be used.

Identification of last beneficial owners [Print] [Download] **START PROCEDURES**

You can respond to a request of identification of last beneficial owners, according with SRD2 directive in this section. First, you have to sign up on the online site, in order to sign up, you must have an electronic certificate. Once the sign up is processed, you can respond to a request of identification of last beneficial owners, using one of the following alternatives:
 Seev.047 response message in ISO20022
 Download and complete a CSV file

- Requirements**
 - ✓ Receive the request of identification of last beneficial owners
 - ✓ Be registered on this online site
- Deliverable documents**
 - ✓ ISO 20022
 - Seev.047 response message in ISO20022
 - [Seev.047.pdf](#)
 - [Seev.048.pdf](#)
 - [Seev.049.pdf](#)
 - [Errors Appendix.pdf](#)
 - ✓ CSV File
 - CSV file
 - [CSV File Specifications](#)
 - [Errors Appendix](#)
- Presentation**
 - On-line

Adicional information related to presentation
 Contact:
iberclear.SRD2@quooptm.es

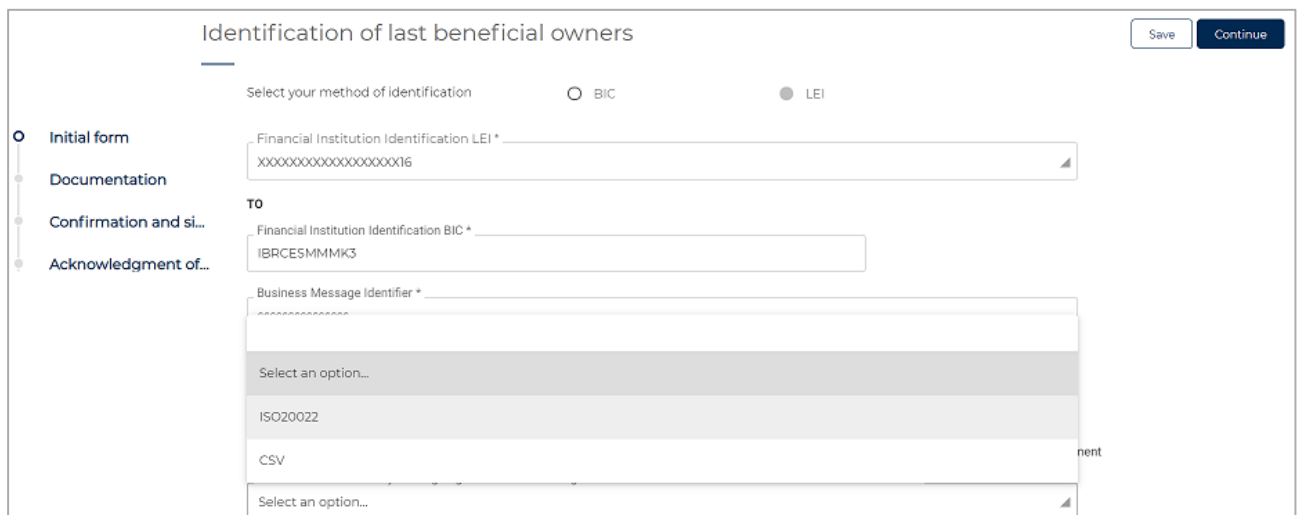
To start the procedure, you should select “*Start procedures*” and after you accept the legal terms, you can complete it using the two methods mentioned above: ISO 20022 or CSV.

If you only indicated the BIC and/or LEI of the intermediary during initial sign-up (section 2 of this document), you can add any BICs or LEIs for any intermediaries on whose behalf information will be disclosed via the procedure “*Add or modify BICs or LEIs*,” which is described in section 4.4 of this document.

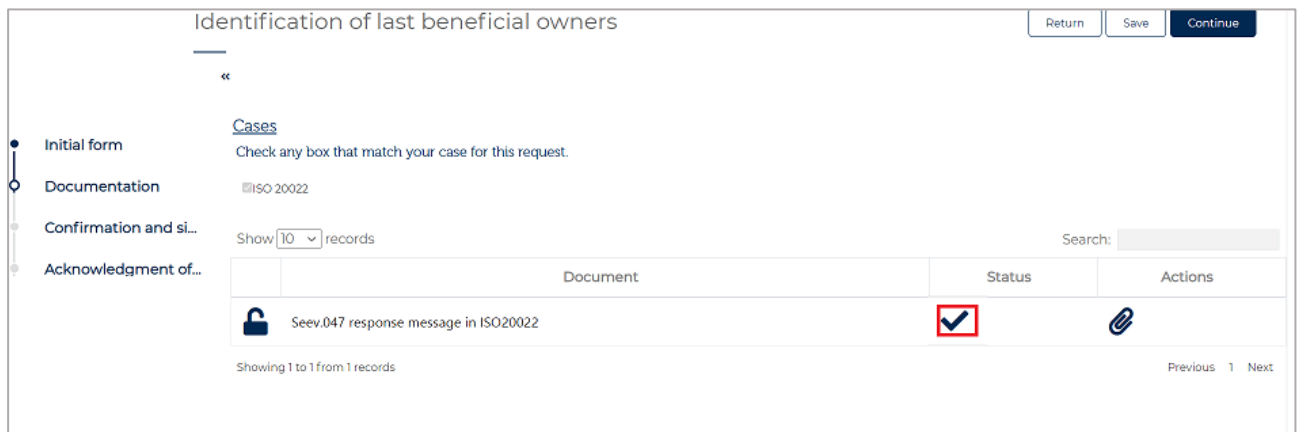
Communication is permitted using either BIC or LEI.

4.2 ISO 20022 messaging

If you choose this option, you should complete the next screen with the BIC/LEI of the entity you would like to communicate through, the issuer’s ISIN, and the business message identifier and then select option “ISO20022.”



1. Click the paper clip icon to attach the Seev.047 file:
2. Then click “*Upload document*.”
3. Select the Seev.047 file you have saved.
4. Once the document is submitted, you can check its status:

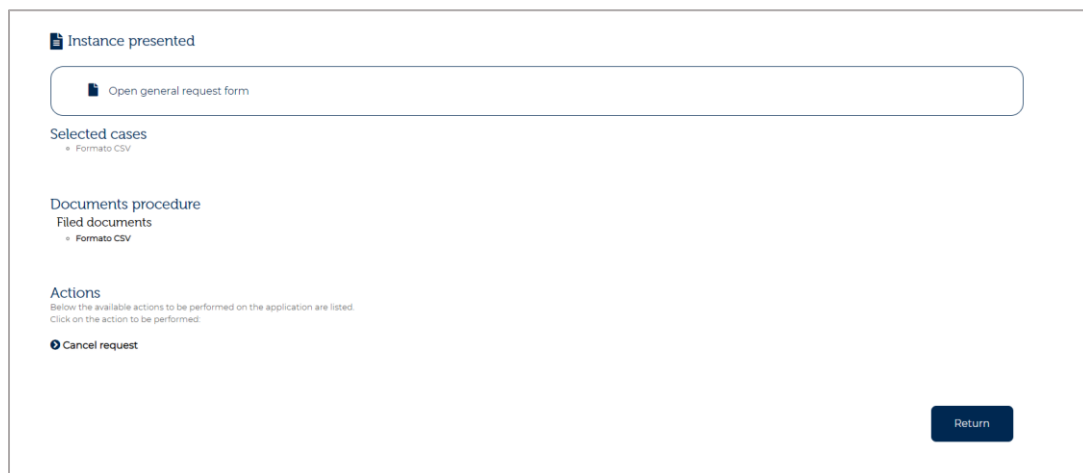


5. Once the procedure is carried out, a summary will automatically appear on screen.
6. An email will then be sent stating that the information was received and is in the process of review.
7. Lastly, you will be notified as to whether the information is correct or contains errors, and in the event of the latter, what they are so they can be corrected.

4.2.1 Cancellation

In order to cancel a sent request, you should select the option "Files" under the section "My files", and from there, access the procedure carried out that you would like to cancel.

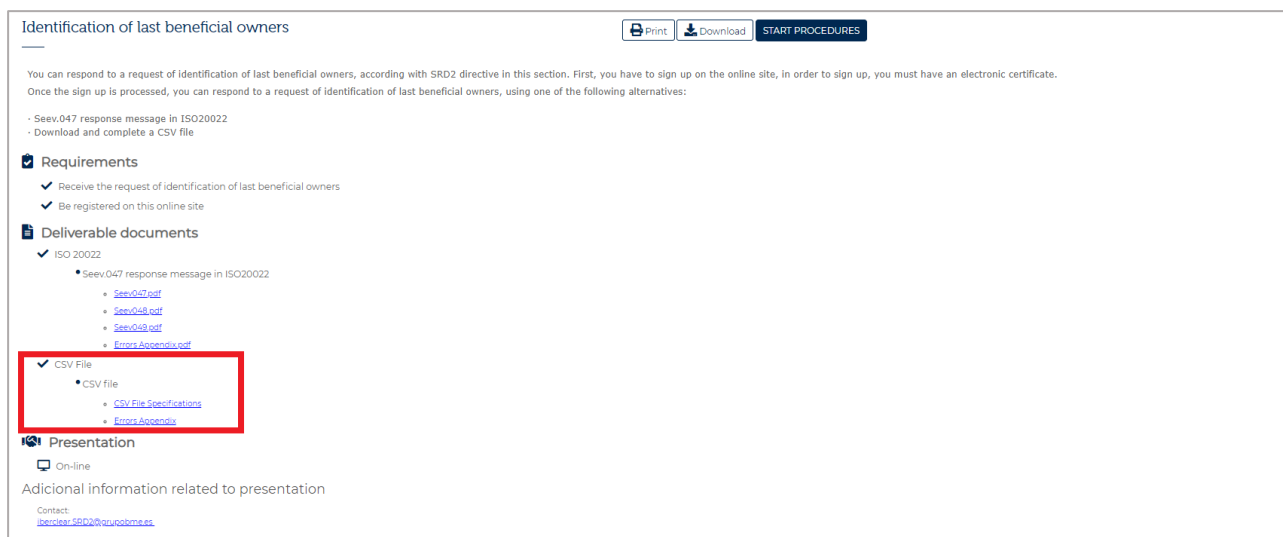
1. The button "Cancel request" at the bottom left will send a message to Iberclear's host to cancel the request made.



2. Once the function is performed, the online site will send an email confirming whether or not the information received was processed correctly.
3. Once a process is canceled, the cancellation applies for anything sent using this reference.

4.3 CSV

If you do not have ISO 20022 messaging, this tool has been provided to intermediaries so they can download, complete, and upload a file in CSV format based on the specifications described in document "*CSV file specification*" found under section "*What should I do?*" section in order to communicate information on beneficial owners without the need to have ISO 20022 messaging.



Identification of last beneficial owners Print Download START PROCEDURES

You can respond to a request of identification of last beneficial owners, according with SRD2 directive in this section. First, you have to sign up on the online site, in order to sign up, you must have an electronic certificate. Once the sign up is processed, you can respond to a request of identification of last beneficial owners, using one of the following alternatives:

- Seev.047 response message in ISO20022
- Download and complete a CSV file

Requirements

- Receive the request of identification of last beneficial owners
- Be registered on this online site

Deliverable documents

- ISO 20022
 - Seev.047 response message in ISO20022
 - [Seev.047.pdf](#)
 - [Seev.048.pdf](#)
 - [Seev.049.pdf](#)
 - [Errors Appendix.pdf](#)
- CSV File
 - CSV file
 - [CSV File Specifications](#)
 - [Errors Appendix](#)

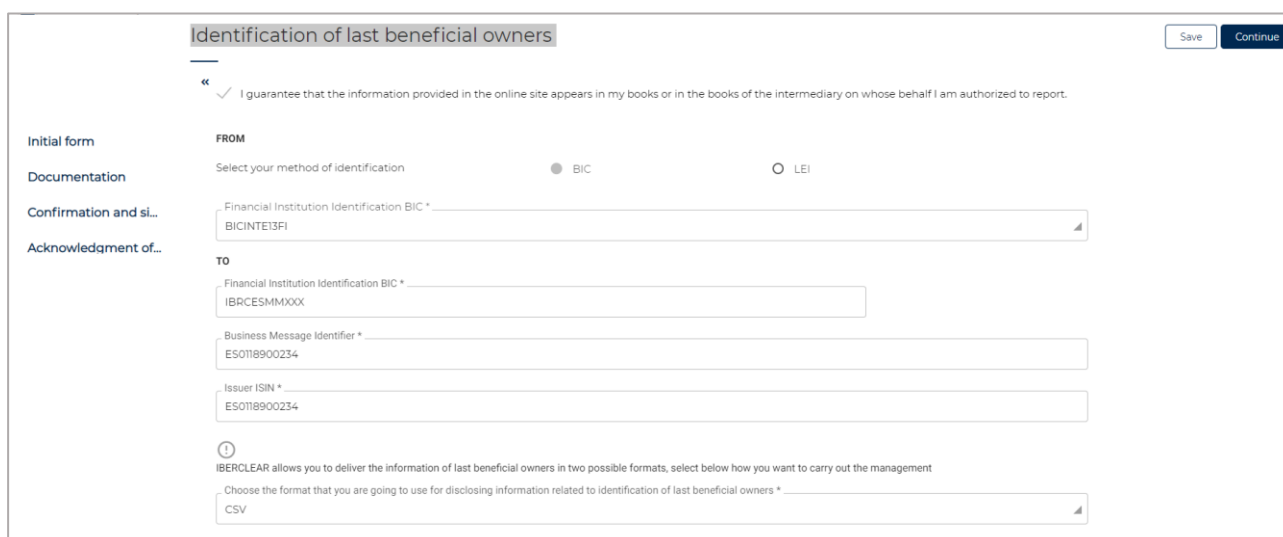
Presentation

On-line

Adicional information related to presentation

Contact:
iberclear_SRD2@ruyqeoibme.es

1. Once the file is downloaded, it should be completed based on the fields specified therein.
2. When the file is completed and ready to be uploaded, you should click "*Start procedures.*"
3. You should complete the next screen with the BIC/LEI of the entity you would like to communicate through, the issuer's ISIN, and the business message identifier and then select option "*CSV.*"



Identification of last beneficial owners Save Continue

« I guarantee that the information provided in the online site appears in my books or in the books of the intermediary on whose behalf I am authorized to report.

Initial form

Documentation

Select your method of identification BIC LEI

Confirmation and sl...

Acknowledgment of...

FROM

Financial Institution Identification BIC *
BICINTE13FI

TO

Financial Institution Identification BIC *
IBRCESMMXXX

Business Message Identifier *
ES0118900234

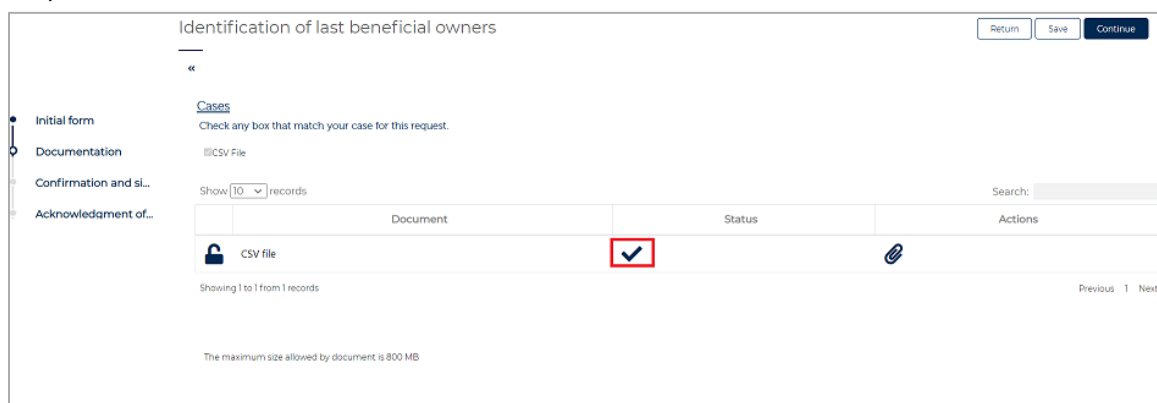
Issuer ISIN *
ES0118900234

IBERCLEAR allows you to deliver the information of last beneficial owners in two possible formats, select below how you want to carry out the management

Choose the format that you are going to use for disclosing information related to identification of last beneficial owners *
CSV

4. Click "*Continue.*"
5. The CSV file is then uploaded.

- Once uploaded, you can check that the tick mark is active in the "Status" column (outlined in red).



- Once you have uploaded the form, select "Continue" and you will then see a screen confirming the procedure was received.
- Click "Finalize" to finish the procedure.
- When the procedure is done, a summary will appear onscreen.
- After this, the online site will send an email stating that the information was received and is in the process of review.
- Once this notice has been given, the online site will send an email stating either that the information was processed correctly, thus concluding the procedure, or else that the submitted information contains errors, noting what they are so that the file can be corrected and uploaded again.

4.3.1 Cancellation

The process to cancel a request submitted via CSV is the same as that followed in section 4.2.1 (cancellation for ISO 20022).

4.4 ADDING OR MODIFYING BICs AND LEIs

Once you have signed up on the online site, you can add or modify BICs or LEIs if you wish to use this procedure to disclose information on beneficial owners on behalf of other intermediaries.

- To do so, you should access "Procedures," select "Modify BICs or LEIs," and click "Start procedures."
- Click the plus icon to add the BICs and/or LEIs:

Modification of BICs and LEIs Save Continue

« If you have any questions about the registration process, you can send us an email to: iberclear.SRD2@grupobme.es

Initial form: Apellation * USUARIO VAT Number 123123434D

Documentation

Confirmation and si...

Acknowledgment of...

BIC	Has the BIC been validated?	Status
No available records		

LEI	Has the LEI been validated?	Status
No available records		

3. Enter the BIC or LEI and click the save icon:

New - BIC Save X

TESTESXXXXX

4. Once this is done, you can check that its status is pending.

BIC	Has the BIC been validated?	Status
<input type="checkbox"/>		
<input type="checkbox"/> TESTESXXXXX	PENDING	Alta/Subscribe

- Once this process is complete, you should select "Continue" and will then see a screen confirming the procedure was received.
- After the procedure is completed, the online site will send an email stating that Iberclear will review the procedure carried out.
- When Iberclear checks and verifies the information sent, the online site will send an email confirming that the procedure was carried out correctly and when you can start sending information on the specified BICs and LEIs using the procedures described above.

4.4.1 Removing a BIC and/or LEI

If you wish to remove a BIC or LEI, you should start the procedure and take the following steps:

- Select the BIC or LEI that you want to remove and select the "remove" icon:

BIC			Has the BIC been validated?	Status
<input checked="" type="checkbox"/>				
<input checked="" type="checkbox"/>	TESTESXXXXX	YES		Alta/Subscribe

2. Then select the edit icon and save the changes:

BIC			Has the BIC been validated?	Status
<input type="checkbox"/>				
<input type="checkbox"/>	TESTESXXXXX	YES		Baja/Unsubscribe

3. Once saved, the status of the BIC or LEI you want to modify will be "*Baja/Unsubscribe*" and the question "*Has the BIC or LEI number been checked?*" will be marked "*Pending.*" You will then be able to request removal of the BIC or LEI:

BIC			Has the BIC been validated?	Status
<input checked="" type="checkbox"/>				
<input type="checkbox"/>	TESTESXXXXX	PENDING		Baja/Unsubscribe

4. Once this process is complete, you need to select "*Continue*" and will then see a screen confirming the procedure was received.
5. The online site will also send an email stating that Iberclear will review the procedure carried out.
6. Once the removal is verified by Iberclear, the online site will send an email confirming the removal of the specified BICs or LEIs.

For any questions or clarifications, you may contact IBERCLEAR at the following email address:
Iberclear.SRD2@grupobme.es

iberclear

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