Internet Cle@ring Work Station (ICWS)

User Manual

Version 4.1

APRIL 2022

EURONEXT CLEARING

Table of contents

1. Introduction

Internet Cle@ring Work Station (ICWS) enables to view Default Fund's balances, to download Reports and Data Files and to send documents and dispositive requests to Euronext Clearing.

2. Environment

The client station, accessible through a web browser, is based on an Internet connection and a digital certificate of a certification authority (**VeriSign**).

The access to Euronext Clearing webserver (www.icws.it) is possible from any Internet location using a commercial "browser" (Internet Explorer 11 and following versions are recommended).

The system can be accessed by using "**Username**" and "**Password**" provided by Euronext Clearing for each requested user. Passwords and instructions for downloading the digital certificate will be provided by Euronext Clearing to Members with a registered letter.

3. Application Starting

In the Home Page (www.icws.it) input "**Username**" and "**Password**" provided by Euronext Clearing and click on "**Login**" button.
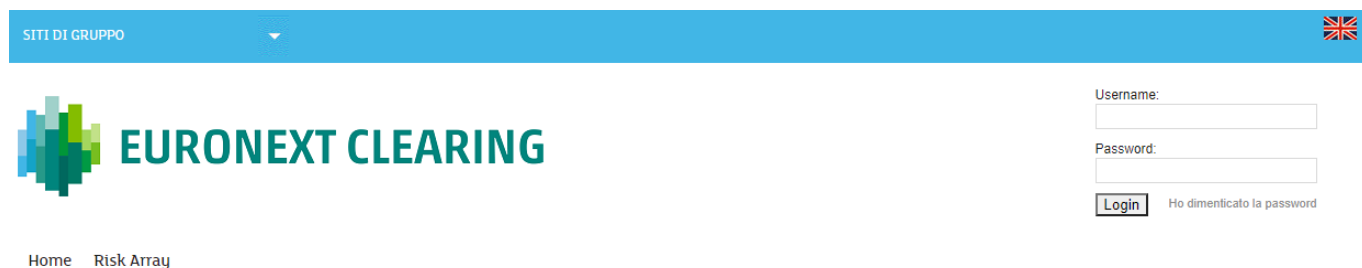
To access the ICWS click on **ICWS**.
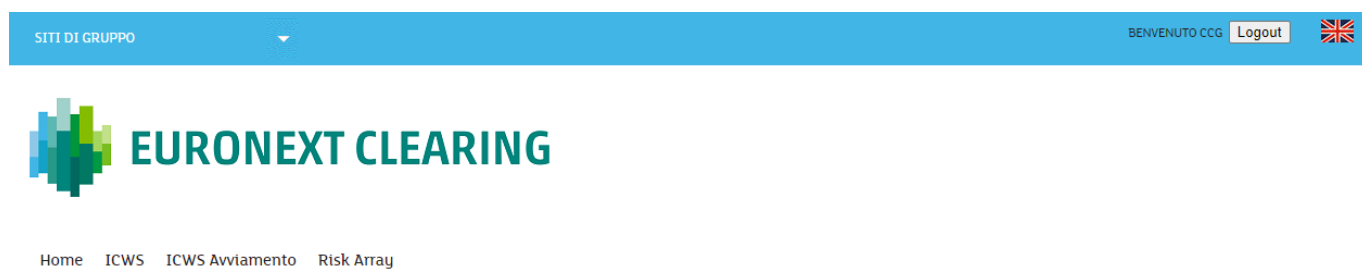
4. Collateral

Accessing to the **Collateral** menu is possible to view the guarantees in cash, government bonds and shares deposited by the Member at Euronext Clearing and the list of the government bonds species already registered in Euronext Clearing System as eligible guarantees.

4.1 Collateral Deposit Organization

Selecting Collateral Deposit Organization Euronext Clearing is possible view the list of the government bonds already registered in Euronext Clearing System as eligible guarantees.

Collateral Deposit Organization

Internet Cle@ring Work Station			23/11/2018 – 12:37:51

Menu
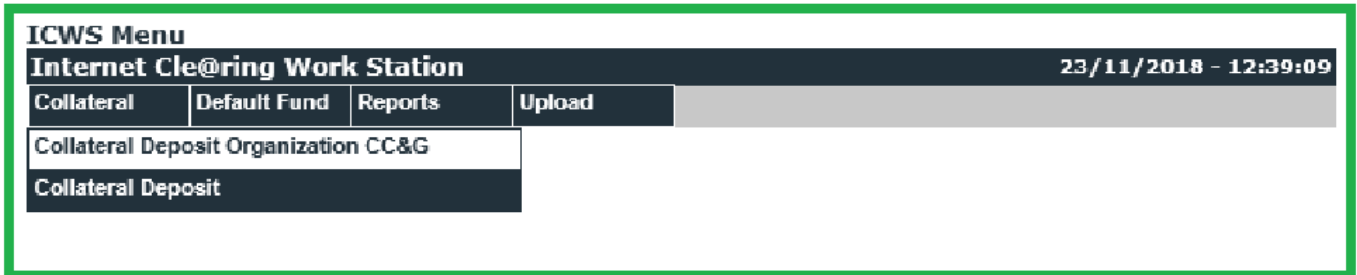
ISIN Code	Description	Currency	Price
BE0000332412	REGNO 22624	EU	107,9723
DE0001030526	BUND15/04/20	EU	100,2474
DE0001030559	BOND 15/04/2030	EU	111,0455
DE0001102309	BUND TF 1,5% FB23 EU	EU	105,5558
DE0001102325	BUND AG23 EUR	EU	108,4566
DE0001134922	DBR 01-04-2024	EU	130,634
DE0001135044	DBR 04/07/27	EU	149,5643
DE0001135069	BUND5.625%GE28	EU	143,8413
DE0001135085	DBR 04/07/28	EU	137,837
DE0001135143	DBR 04/01/30	EU	156,104
DE0001135176	DBR 04/01/31	EU	150,423
DE0001135226	DBR 04/07/34	EU	142,8361
DE0001135275	DBR 04/01/37	EU	134,39
DE0001135325	DBR 04/07/39	EU	146,6631
DE0001135366	DBR 04/07/40	EU	156,7735
DE0001135374	DBR 04/01/19	EU	100,24625
DE0001135390	DBR 04/01/20	EU	103,57479
DE0001135408	DBR 04/07/20	EU	105,05979
DE0001135416	DBR 04/09/20	EU	104,44896
DE0001135424	BUND2.5%GE21	EU	106,9299
DE0001135432	BUND 4/7/42	EU	89,2225
DE0001135440	BUND%LG21	EU	109,0881
DE0001135457	BUND ST21	EU	106,9497
DE0001135465	BUND2%GE22	EU	106,36227
DE0001135473	BUND1.75%LG22	EU	106,23225
DE0001141687	OBL 1.000	EU	100,08108
ES00000121L2	OBLIGACIONES TF 4,6%	EU	100,8228
ES00000126C0	BONOS GE20	EU	97.514095

In the column **Price** is indicated the price attributed by Euronext Clearing to each government bond specie taking into account the related haircut percentage applied.

The government bond species that can be deposited as a guarantee are defined in Annex B.332 of the Annexes to the Instructions.
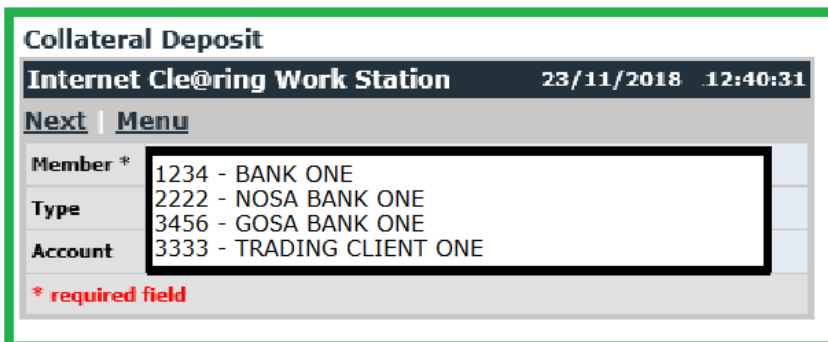
4.2 Collateral Deposit

Selecting **Collateral Deposit** is possible to view the guarantees in cash, government bonds and shares deposited by the Member at Euronext Clearing.
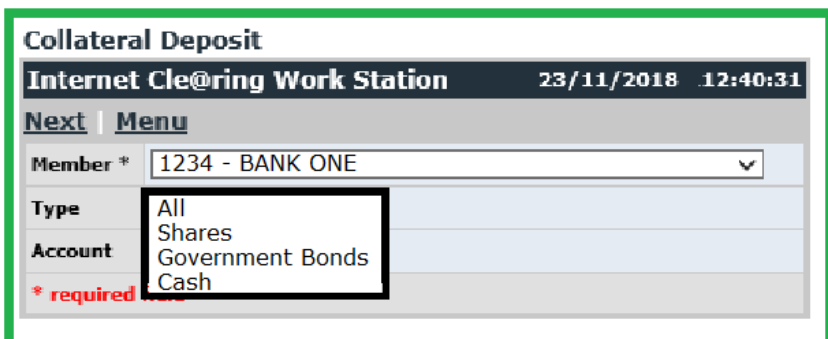

In the **Member** field, by means of a drop-down menu, is possible to select the entity (Clearing Member, or segregated account or Trading Client) for which the research is carried out

In the **Type** field, by means of a drop-down menu, is possible to select the interested type of guarantee (shares, government bonds, cash or all).

In the **Account** field, by means of a drop-down menu, is possible to select the account interested (Client, House or All).

Garanzie Depositate		
Internet Cle@ring Work Station -		23/11/2018 - 13:46:23
Continua | **Menu**		
Aderente *	1234 - BANCA UNO SPA ∨	
Tipo	Tutti ∨	
Conto	Tutti / Terzi / Proprio	
* campo obbligatorio		

Clicking on **Next** is possible to view the result of the query carried out.

Collateral Deposit												
Internet Cle@ring Work Station												26/11/2018 - 12:09:06
Back | **Menu**												
Deposit Id	Member	Account	Sub Account	Type	Deposit Date	Expiry Date	Withdrawal Date	Quantity	Value	Symbol	Fut/Opt	Inactive
50	1234	Client		Cash	20180508	0	0	0	555,005.00			
51211	1234	Client		Government Deposit	20181101	20231025	0	3,000	2,800.00			
51	1234	House		Cash	20180508	0	0	0	555,005.00			
49848	1234	House		Government Deposit	20181101	20231025	0	4,000	3,850.00			

5. Default Fund

Accessing to Default Fund Menu is possible to view cash balances related to each Default Fund

Select the interested Default Fund in the drop down menu of field **Fund** and the interested date in field **Date**:
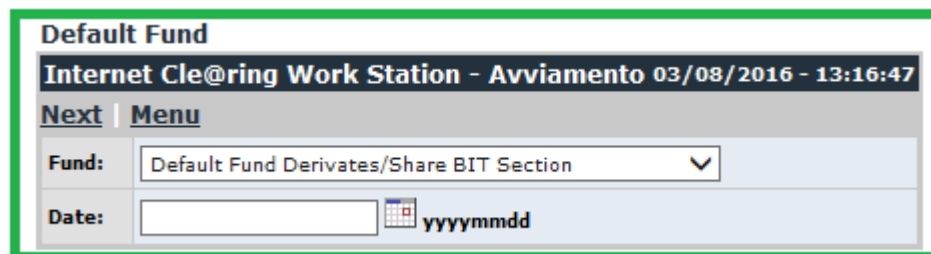
Click on **Next** to access the information required:

Default Fund Derivates/Share BIT Section	Request Date - 20160801
Contribution	
Contribution Amount	25.000.000,00
Deposited Cash	25.000.000,00
Used Cash	25.000.000,00
Excess Cash	0,00
Letter of Credit	0,00
Used Letter of Credit	0,00
Avalaible Letter of Credit	0,00
Fund Percentage	2,491370733
Contribution Variation	
New Contribution Amount	25.000.000,00
Variation date	29/07/2016
Variation Delta	0,00
Amount to be payed within the 09.30	0,00

6. Report

Selecting **Reports** is possible to access to Data Files, Clearing Reports, documents and dispositive requests sent to Euronext Clearing.
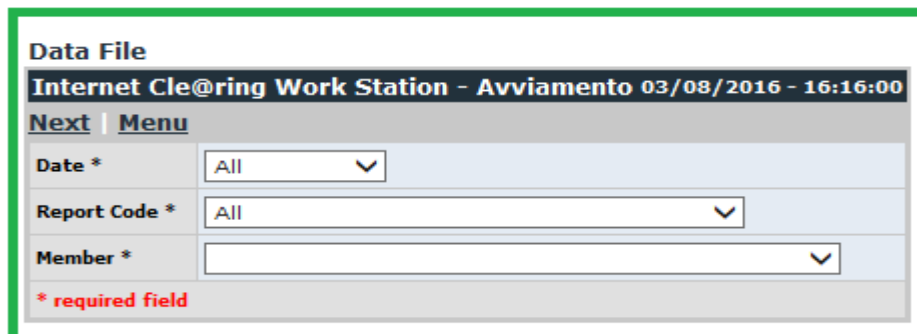

6.1 Data Files

Selecting **Data Files**, is possible to view, print or save in a local directory the available Data Files in **TXT** format.

Clicking on **Data Files** you access the following menu:

Search criteria of interested Data Files can be set by selecting the values in the fields with drop-down menu.

In field **Date** is possible to select the production date of the interested data file or maintain the default value "All" in order to research the file within all available dates.

In field **Report Code** is possible to select the interested data file from the list of all the available ones; it is also possible to select the value "All" in order to extend the research among all data files available within the selected date.

In field **Member** is possible to select the name of the subject (Clearing Member or Settlement Agent or segregated account or Trading Client) for which the research must be done.

By clicking on **Next** you access to the selected data files according to the search criteria set.

Data File

Internet Cle@ring Work Station - Avviamento				03/08/2016 - 17:26:19	
Back Download Menu					
Sel. All	**Date**	**Member**	**Report Code**	**Data File Name**	**Periodic**
☐	20160531	9999	DS10	DS10 - BBBB BANK BBBB 31-05-2016	*
☐	20160531	9999	D10B	D10B - BBBB BANK BBBB 31-05-2016	*
☐	20160630	9999	DS10	DS10 - BBBB BANK BBBB 31-05-2016	*
☐	20160630	9999	D10B	D10B - BBBB BANK BBBB 31-05-2016	*
☐	20160727	9999	D04A	D04A - BBBB BANK BBBB 31-05-2016	
☐	20160727	9999	D04B	D04B - BBBB BANK BBBB 31-05-2016	
☐	20160727	9999	D04C	D04C - BBBB BANK BBBB 31-05-2016	
☐	20160727	9999	D04D	D04D - BBBB BANK BBBB 31-05-2016	
☐	20160727	9999	D06A	D06A - BBBB BANK BBBB 31-05-2016	
☐	20160727	9999	DS04	DS04 - BBBB BANK BBBB 31-05-2016	
☐	20160727	9999	DS05	DS05 - BBBB BANK BBBB 31-05-2016	
☐	20160727	9999	DS07	DS07 - BBBB BANK BBBB 31-05-2016	
☐	20160727	9999	D01A	D01A - BBBB BANK BBBB 31-05-2016	
☐	20160727	9999	D01D	D01D - BBBB BANK BBBB 31-05-2016	
☐	20160727	9999	D01R	D01R - BBBB BANK BBBB 31-05-2016	
☐	20160727	9999	D03A	D03A - BBBB BANK BBBB 31-05-2016	
☐	20160727	9999	D03B	D03B - BBBB BANK BBBB 31-05-2016	
☐	20160727	9999	D07A	D07A - BBBB BANK BBBB 31-05-2016	

To view the contents of a Data File, click on it in correspondence with the column "**Data File Name**". The Data File will be displayed in **TXT** format and you'll be able to print it or save it in a local directory of your own PC.

In order to download one ore more Data Files, select it/them clicking on the corresponding check box/es on the first column, then click on **Download**.

In order to select all Data Files at the same time, click on **Sel.All**.

An asterisk in the last column indicates whether the Data File has a periodic basis instead of daily.
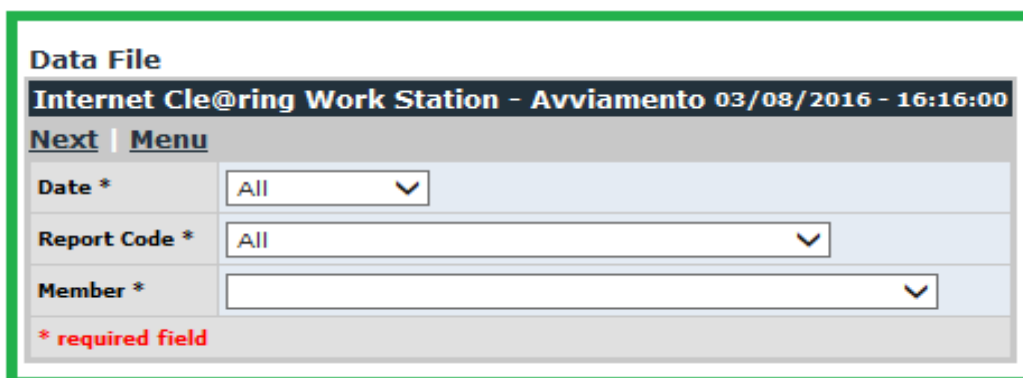
ACTIONS:

- **Back**, to return to the previous menu;
- **Download**, to download the file;
- **Menu**, to return to the main ICWS menu.

6.2 XML Data files

From the **XML Data Files** menu, you can view, print, or save available Data Files in **XML** format to a local directory.
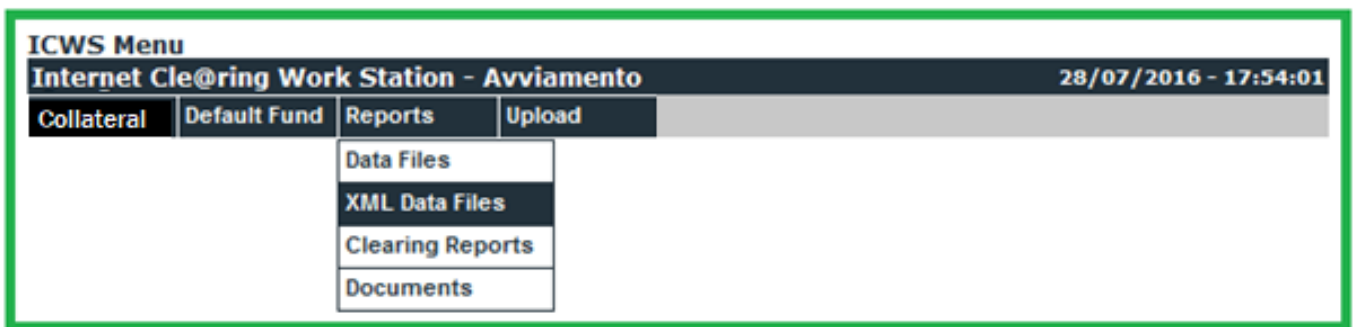
Clicking on **XML Data Files** you access the following menu:

Search criteria of interested Data Files can be set by selecting the values in the fields with drop-down menu.

In field **Date** is possible to select the production date of the interested data file or maintain the default value "All" in order to research the file within all available dates.

In field **Report Code** is possible to select the interested data file from the list of all the available ones; it is also possible to select the value "All" in order to extend the research among all data files available within the selected date.

In field **Member** is possible to select the name of the subject (Clearing Member or Settlement Agent or segregated account or Trading Client) for which the research must be done.

By clicking on **Next** you access to the selected data files according to the search criteria set.

Data File					
Internet Cle@ring Work Station - Avviamento				03/08/2016 - 17:26:19	
Back | Download | Menu					
Sel. All	Date	Member	Report Code	Data File Name	Periodic
☐	20160531	9999	DS10	DS10 - BBBB BANK BBBB 31-05-2016	*
☐	20160531	9999	D10B	D10B - BBBB BANK BBBB 31-05-2016	*
☐	20160630	9999	DS10	DS10 - BBBB BANK BBBB 31-05-2016	*
☐	20160630	9999	D10B	D10B - BBBB BANK BBBB 31-05-2016	*
☐	20160727	9999	D04A	D04A - BBBB BANK BBBB 31-05-2016	
☐	20160727	9999	D04B	D04B - BBBB BANK BBBB 31-05-2016	
☐	20160727	9999	D04C	D04C - BBBB BANK BBBB 31-05-2016	
☐	20160727	9999	D04D	D04D - BBBB BANK BBBB 31-05-2016	
☐	20160727	9999	D06A	D06A - BBBB BANK BBBB 31-05-2016	
☐	20160727	9999	DS04	DS04 - BBBB BANK BBBB 31-05-2016	
☐	20160727	9999	DS05	DS05 - BBBB BANK BBBB 31-05-2016	
☐	20160727	9999	DS07	DS07 - BBBB BANK BBBB 31-05-2016	
☐	20160727	9999	D01A	D01A - BBBB BANK BBBB 31-05-2016	
☐	20160727	9999	D01D	D01D - BBBB BANK BBBB 31-05-2016	
☐	20160727	9999	D01R	D01R - BBBB BANK BBBB 31-05-2016	
☐	20160727	9999	D03A	D03A - BBBB BANK BBBB 31-05-2016	
☐	20160727	9999	D03B	D03B - BBBB BANK BBBB 31-05-2016	
☐	20160727	9999	D07A	D07A - BBBB BANK BBBB 31-05-2016	

To view the contents of a Data File, click on it in correspondence with the column "**Data File Name**". The Data File will be displayed in **XML** format and you'll be able to print it or save it in a local directory of your own PC.
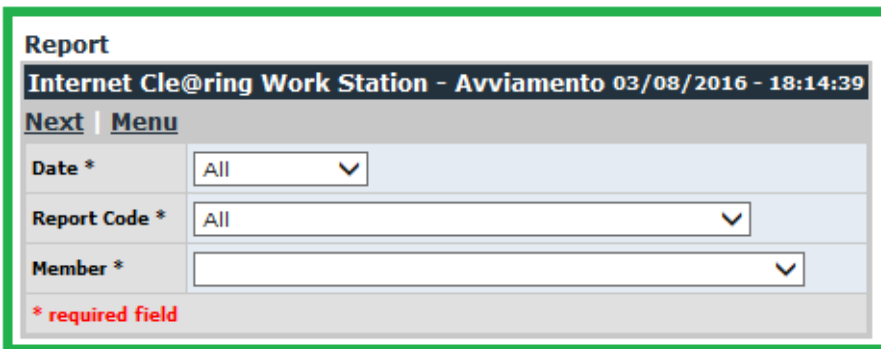
In order to download one ore more Data Files, select it/them clicking on the corresponding check box/es on the first column, then click on **Download**.

6.3 Clearing Reports

Selecting **Clearing Reports**, is possible to view, print or save in a local directory the available Clearing Reports

Clicking on **Clearing Reports** you access the following Menu:

Search criteria of interested Clearing Reports can be set by selecting the values in the fields with drop-down menu.

In field **Date** is possible to select the production date of the interested Clearing Report or maintain the default value "All" in order to research the file within all available dates.

In field **Report Code** is possible to select the interested Clearing Report from the list of all the available ones; it is also possible to select the value "All" in order to extend the research among all Clearing Reports available within the selected date.

In field **Member** is possible to select the name of the subject (Clearing Member or Settlement Agent or segregated account or Trading Client) for which the research must be done.

By clicking on **Next** you access to the selected Clearing Report according to the search criteria set.

Report

Internet Cle@ring Work Station - Avviamento					03/08/2016 - 18:19:42
Back | Download | Menu					
Sel. All	**Date**	**Member**	**Report Code**	**Report Name**	**Periodic**
☐	20160512	9999	MX01	MX01 - BBBB BAKK BBBB 31-05-2016	*
☐	20160519	9999	MX01	MX01 - BBBB BANK BBBB 31-05-2016	*
☐	20160526	9999	MX01	MX01 - BBBB BAKK BBBB 31-05-2016	*
☐	20160531	9999	MT48	MT48 - BBBB BANK BBBB 31-05-2016	*
☐	20160531	9999	MT50	MT50 - BBBB BAKK BBBB 31-05-2016	*
☐	20160602	9999	MX01	MX01 - BBBB BANK BBBB 31-05-2016	*
☐	20160609	9999	MX01	MX01 - BBBB BAKK BBBB 31-05-2016	*
☐	20160616	9999	MX01	MX01 - BBBB BANK BBBB 31-05-2016	*
☐	20160617	9999	MX04	MX04 - BBBB BAKK BBBB 31-05-2016	*
☐	20160623	9999	MX01	MX01 - BBBB BANK BBBB 31-05-2016	*
☐	20160627	9999	MPE2	MPE2 - BBBB BAKK BBBB 31-05-2016	*
☐	20160630	9999	MT48	MT48 - BBBB BANK BBBB 31-05-2016	*
☐	20160630	9999	MT50	MT50 - BBBB BAKK BBBB 31-05-2016	*
☐	20160630	9999	MX01	MX01 - BBBB BANK BBBB 31-05-2016	*
☐	20160707	9999	MX01	MX01 - BBBB BAKK BBBB 31-05-2016	*
☐	20160708	9999	MX04	MX04 - BBBB BANK BBBB 31-05-2016	*
☐	20160708	9999	MX01	MX01 - BBBB BAKK BBBB 31-05-2016	*
☐	20160714	9999	MX01	MX01 - BBBB BANK BBBB 31-05-2016	*

To view the contents of a Clearing Report, click on it in correspondence with the column "**Report Name**". The Clearing Report will be displayed and you'll be able to print it or save it in a local directory of your own PC.

In order to download one ore more Clearing Reports, select it/them clicking on the corresponding check box/es on the first column, then click on **Download**.

In order to select all Clearing Reports at the same time, click on **Sel.All**.

An asterisk in the last column indicates whether the Clearing Report has a periodic basis instead of daily.
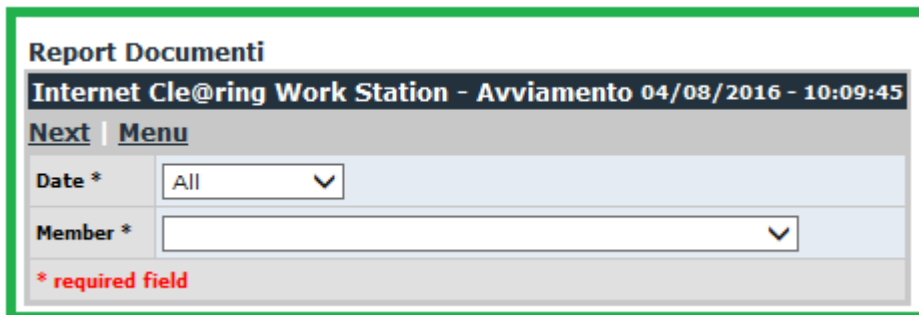
ACTIONS:

- **Back**, to return to the previous menu;
- **Download**, to download the file;
- **Menu**, to return to the main ICWS menu;

6.4 Documents

Selecting **Documents**, is possible to view the documents and dispositive requests sent to Euronext Clearing and their related processing status
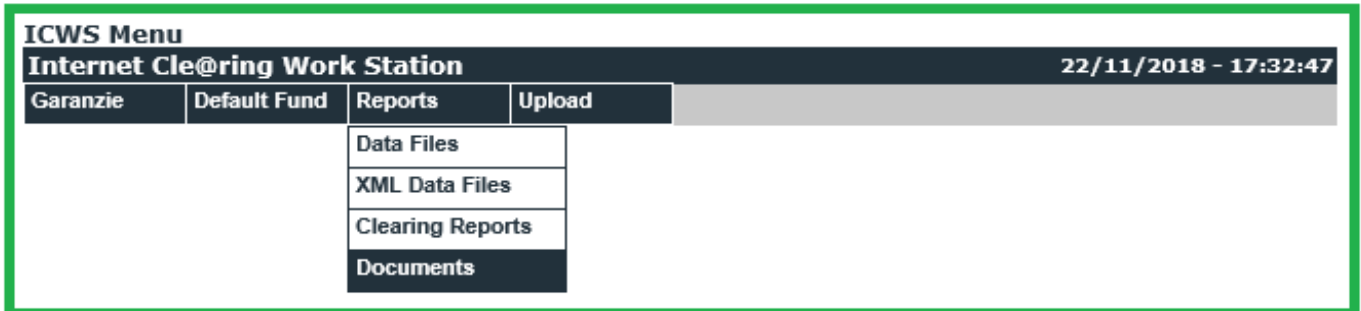
Clicking on **Documents** you access the following Menu

Search criteria of interested documents can be set by selecting the values in the fields with drop-down menu.

In field **Date** is possible to select the sending date of the interested document or maintain the default value "All" in order to research the document within all available dates.

In field **Member** is possible to select the name of the subject (Clearing Member or Settlement Agent or segregated account or Trading Client) for which the research must be done.

By clicking on **Next** you access to the selected documents according to the search criteria set

File Name	Date	Time	User Name	Status	Note	Person in Charge
RD008 Return of Shares.pdf	07/03/2016	16:58:24	CWS9999999	Rejected		CLEARING & SETTLEMENT
RD007 Return of Bonds.pdf	08/03/2016	11:23:12	CWS8888888	Completed		CLEARING & SETTLEMENT
RD001 Open Close Code Rectification.pdf	08/03/2016	14:56:29	CWS9999999	Completed		CLEARING & SETTLEMENT
RD009 Early Exercise.pdf	08/03/2016	15:02:54	CWS7777777	Rejected		CLEARING & SETTLEMENT
RD006 Return of Cash.pdf	08/03/2016	15:12:16	CWS9999999	Rejected	REQUEST RECEIVED OUT OF TIME	CLEARING & SETTLEMENT
RD012 Partial Delivery.pdf	18/04/2016	18:28:30	CWS6666666	Uploaded		

Documenti
Internet Cle@ring Work Station - Avviamento 02/08/2016 - 17:12:31
Back | Menu

In column **File Name** is indicated the name of the file containing the document or the dispositive request.

In column **Date** is indicated the sending date of the document or the dispositive request.

In column **Time** is indicated the sending time of the document or the dispositive request.

In column **User Name** is indicated the username from which the document or the dispositive request has been sent.

In column **Status** is indicated the processing status of the document or the dispositive request; the value of this field can be one of the following:

- **Uploaded** = sent to Euronext Clearing;
- **Working** = being processing by Euronext Clearing;
- **Rejected** = not accepted by Euronext Clearing;
- **Completed** = document accepted or dispositive request accepted and processed by Euronext Clearing.

In column **Note** can be indicated additional information about the processing status of the document or the dispositive request.
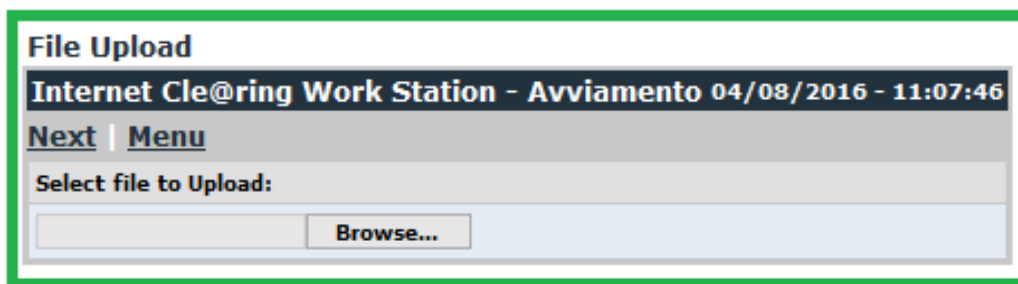
In column **Person in Charge** is indicated the department of Euronext Clearing that has taken charge of the document or the dispositive request.
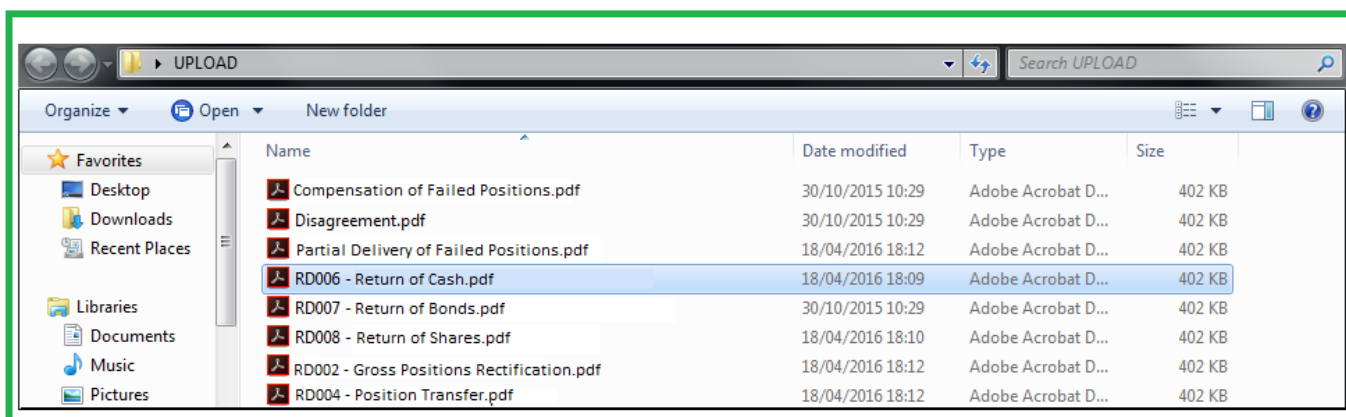
7. Upload

From menu **Upload** is possible to send documents and dispositive requests to Euronext Clearing


Clicking on **Upload** you access the following Menu:

Clicking on **Browse** you access to the folders of your PC where you can search the file corresponding to the document or dispositive request to be sent to Euronext Clearing:
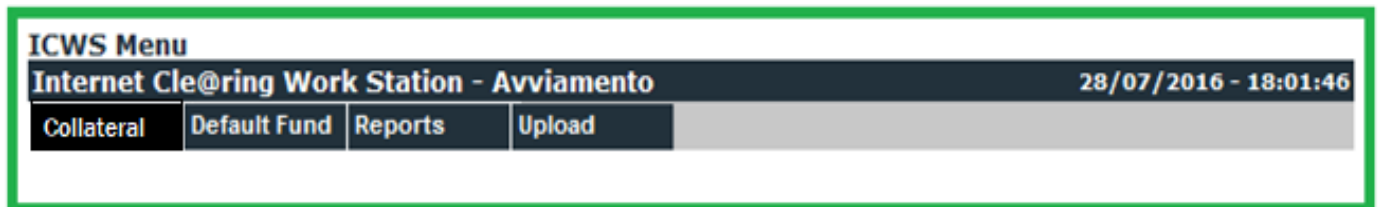

Selecting with a double click the file to be sent to Euronext Clearing, you return to the previous menu. The name of the uploaded file will be displayed in the lower left pane.
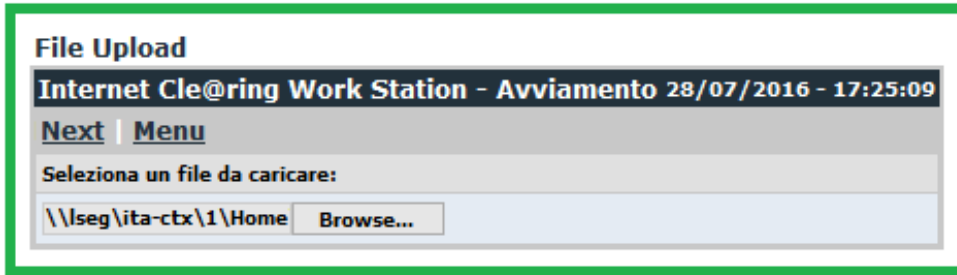
In order to send the file to Euronext Clearing click on **Next**. The sending outcome will be shown in the lower box of the next menu:
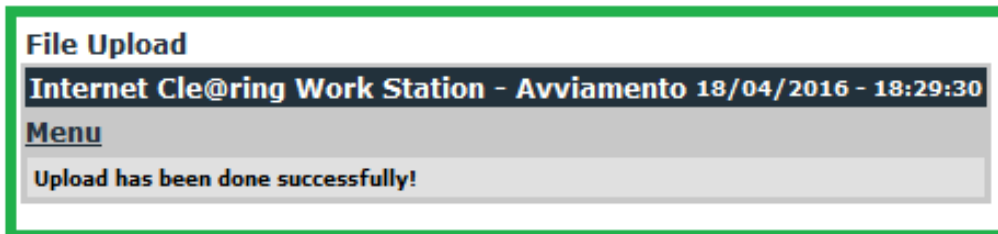
Click on **Menu** to return to the main Menu

The processing status of the document or the dispositive request can be verified in the menu **Reports - Documents** as described in paragraph **6.4.**

Contact

Operations

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EURONEXT CLEARING