

GENERAL MEETINGS

Layouts

/ PORTO

1. General Meetings – NOTEVT

MEET, BMET, OMET and XMET Messages

Common part to all non-Narrative Messages

Length	Type	Description	Field SWIFT
16	N	SEME - Reference of the Message	A / 20C
1	A	Tab ‘;’	
16	A	Corporate Action Code “COAF”	A / 20C
1	A	Tab ‘;’	
4	A	Message Function NEWM, REPL, CANC	A / 23G
1	A	Tab ‘;’	
4	A	Event Category (BMET, MEET, OMET, XMET)	A / 22F
1	A	Tab ‘;’	
4	A	Event Type (VOLU)	A / 22F
1	A	Tab ‘;’	
8	D	Date of the Message Creation - format YYYYMMDD	A / 98A
1	A	Tab ‘;’	
4	A	Processing Status (COMP)	A / 25D
1	A	Tab ‘;’	
16	A	COAF of the Linked Message, in multiple events	A1 / 20C
1	A	Tab ‘;’	
4	A	Link Type (AFTE - After or BEFO - Before)	A1 / 22F
1	A	Tab ‘;’	
3	A	Type of Linked Message (MT 568)	A1 / 13A
1	A	Tab ‘;’	
12	A	Security Identification - ISIN Code	B / 35B
1	A	Tab ‘;’	
1	A	Tab ‘;’	

BMET, MEET, OMET, XMET Messages

Length	Type	Description	Field SWIFT
4	A	Safekeeping Account - GENR (without account)	B2 / 97A
1	A	Tab ‘;’	
1	A	Tab ‘;’	
1	A	Tab ‘;’	
8	N	Record Date - format YYYYMMDD	D / 98A
1	A	Tab ‘;’	
14	N	Date/Time of the Meeting (WET) - format YYYYMMDDHHMMSS	D / 98C
1	A	Tab ‘;’	
14	N	Date/Time of the 2 nd Meeting (WET) - format YYYYMMDDHHMMSS	D / 98C
1	A	Tab ‘;’	
255	A	Meeting location	D / 94E
1	A	Tab ‘;’	
255	A	Second Meeting location	D / 94E
1	A	Tab ‘;’	
1	A	SRDC indicator (Y or N or not filled)	D / 17B (2)
1	A	Tab ‘;’	
256	A	WEB Site Address (URL)	D / 70E
1	A	Tab ‘;’	
350	A	Additional Text	F / 70E (1)
1	A	Tab ‘;’	

(1) Additional Text: the information is separated by “()”:

Mandatory – (MeetQR X)(MeetQty 35d) (Met2QR X)(Met2Qty 35d) or
(MeetQR X)(MeetPct 12d) (Met2QR X)(Met2Pct 12d)

Voluntary – (NewResolution X YYYYMMDD)(NewAgendaItem X YYYYMMDD)

Example:

(MeetQR Y)(MeetQty 9999) (Met2QR Y)(Met2Qty 9999)(NewResolution Y 20210423)(NewAgendaItem Y 20210423)

(2) Y - Securities within the scope of the Shareholders Rights Directive (Shares)

N - Securities outside the scope

Not filled - Other securities

2. General Meetings – ISO 15022 MT564

Field Name/Description	M/O	Tag	Qualifier & Delimiter	Format or Content	Note
Sequence A General Information start	M	:16R:		GENL	
Sender's Message Reference	M	:20C:	:SEME//	16x	
Corporate Action Reference	M	:20C:	:CORP//	16x	
Corporate Action Event Reference	M	:20C:	:COAF//	16x	
Function of the Message	M	:23G:		4!c	1
Corporate Action Event Indicator	M	:22F:	:CAEV//	4!c	2
Mandatory/Voluntary Indicator	M	:22F:	:CAMV//	4!c	3
Preparation Date	M	:98C:	:PREP//	8!n6!n	*
Processing Status	M	:25D:	:PROC//	4!c	4
Sub Sequence A1 Linkages start	O	:16R:		LINK	
Linked Message	M	:13A:	:LINK//	3!c	
Corporate Action Event Reference	M	:20C:	:COAF//	16x	
Sub Sequence A1 Linkages end	M	:16S:		LINK	
Sub Sequence A1 Linkages start	O	:16R:		LINK	
Linked Message	M	:13A:	:LINK//	3!c	
Corporate Action Event Reference	M	:20C:	:PREV//	16x	
Sub Sequence A1 Linkages end	M	:16S:		LINK	
Sequence A General Information end	M	:16S:		GENL	
Sequence B Underlying Securities start	M	:16R:		USECU	
ISIN	M	:35B:		ISIN1!e12!c	
Sub Sequence B2 Account Information start	M	:16R:		ACCTINFO	
Safekeeping Account	M	:97A:	:SAFE//	35x	5
Sub Sequence B2 Account Information end	M	:16S:		ACCTINFO	
Sequence B Underlying Securities end	M	:16S:		USECU	
Sequence D Corporate Action Details start	M	:16R:		CADETL	
Record Date	M	:98A:	:RDTE//	8!n	
Meeting Date/Time	O	:98C:	:MEET//	8!n6!n	*
Second Meeting Date/Time	O	:98C:	:MET2//	8!n6!n	*
Meeting Place	O	:94E:	:MEET//	10*35x	
Second Meeting Meeting Place	O	:94E:	:MET2//	10*35x	
Shareholder Rights Directive Indicator	O	:17B:	:SRDC//	4!c	6
Web Site Address	O	:70E:	:WEBB//	10*35x	
Sequence D Corporate Action Details end	M	:16S:		CADETL	
Sequence F Additional Information start	M	:16R:		ADDINFO	
Additional Text	M	:70E:	:ADTX//	10*35x	7
Sequence F Additional Information end	M	:16S:		ADDINFO	

* the time indicated in the messages is always West European Time (WET)

Notes:

- 1 - Function of the Message – NEWM, REPL, CANC
- 2 - Event Indicator – BMET, MEET, OMET, XMET
- 3 - Mandatory/Voluntary Indicator – VOLU
- 4 - Processing Status – COMP
- 5 - Safekeeping Account – GENR
- 6 - Shareholder Rights Directive Indicator (Y/N)
- 7 - Additional Text in the sequence F, the information is separated by ”()”:

Mandatory – (MeetQR X)(MeetQty 35d) (Met2QR X)(Met2Qty 35d) or
(MeetQR X)(MeetPct 12d) (Met2QR X)(Met2Pct 12d)

Voluntary – (NewResolution X YYYYMMDD)((NewAgendaItem X YYYYMMDD)

Example:

:70E::ADTX//(MeetQR Y)(MeetQty 9999))(Met2QR Y)(Met2Qty 9999)(NewResolution Y 20210423)(NewAgendaItem Y 20210423)

3. General Meetings – ISO 15022 MT568

Field Name/Description	M/O	Tag	Qualifier & Delimiter	Format or Content	Note
Sequence A General Information start	M	:16R:		GENL	
Sender's Message Reference	M	:20C:	:SEME//	16x	
Corporate Action Reference	M	:20C:	:CORP//	16x	
Corporate Action Event Reference	M	:20C:	:COAF//	16x	
Function of the Message	M	:23G:		4!c	1
Corporate Action Event Indicator	M	:22F:	:CAEV//	4!c	2
Preparation Date	M	:98C:	:PREP//	8!n6!n	*
Sub Sequence A1 Linkages start	O	:16R:		LINK	
Linked Message	M	:13A:	:LINK//	3!c	3
Previous Message Reference	M	:20C:	:PREV//	16x	
Sub Sequence A1 Linkages end	M	:16S:		LINK	
Sequence A General Information end	M	:16S:		GENL	
Sequence B Underlying Securities start	M	:16R:		USECU	
Safekeeping Account	M	:97A:	:SAFE//	35x	4
ISIN	M	:35B:		ISIN!e12!c	
Sequence B Underlying Securities end	M	:16S:		USECU	
Sequence C Additional Information start	M	:16R:		ADDINFO	
Additional Text	M	:70F:	:ADTX//	8000z	5
Sequence C Additional Information end	M	:16S:		ADDINFO	

* the time indicated in the messages is always West European Time

Notes:

- 1 - Function of the Message – NEWM
- 2 - Event Indicator – BMET, MEET, OMET, XMET
- 3 - Linked Message - 564
- 4 - Safekeeping Account – GENR
- 5 - Additional Text – In this sequence, the information is separated by "<>":

Mp - Participation Methods separated by #
 Px – Agenda Points;
 Vx – Voting
 Sx - Status
 VOx – Other Voting Codes

Example:

```
:70F::ADTX//<Mp>MAIL#PHYS#PHNV#PRXY#VIRT#EVOT</Mp><DtMp>20210423#20210423#20210423#20210423
#20210423#20210423</DtMp><Agenda>
<P1>Orçamento 2021</P1><V1>ADVI</V1><S1>ACTV</S1><VO1>CAGS#CFOR#ABST#NOAC</VO1>
<P2>Contas 2020</P2><V2>BNDG</V2><S1>WDRA</S1><VO2>CAGS#CFOR#ABST</VO2>
```

Participation Methods:

EVOT= Electronic Voting;
PHYS = Participation in person;
PRXY = Participation through proxy;
VIRT = Virtual participation;
PHNV =Not Voting;
MAIL= Correspondence.

Voting Codes:

BNDG –Binding voting;
ADVI–Advisory voting.

Status Codes:

ACTV = Active
WDRA = Withdraw

If the item on the agenda is not subject to a vote, the field is blank.

Other Voting Codes:

ABST- Abstention;
CAGS - Vote against;
CFOR- Vote in favour;
NOAC- No action

4. General Meetings – ISO 20022 seev.001

Field	Type	Length	Mandatory / Optional	Description
<Document xmlns="urn:iso:std:iso:20022:tech:xsd:seev.001.001.08" xmlns:xsi="http://www.w3.org/2001/XMLSchemainstance">	-	-	M	
<MtgNtfctn>	-	-	M	
<NtfctnGnlInf>	-	-	M	
<NtfctnTp></NtfctnTp>	A	4	M	NEWM - New - New notification REPL - Replace- Notification replacing a previously sent notification.
<NtfctnSts>	-	-	M	
<EvtCmpltNsSts></EvtCmpltNsSts>	A	4	M	COMP - Complete - Event details are complete
<EvtConfSts></EvtConfSts>	A	4	M	CONF - Confirmed - Occurrence of the event has been confirmed
</NtfctnSts>	-	-	M	
<ShrhldrRghtsDrctvInd></ShrhldrRghtsDrctvInd>	A	5	O	"TRUE" or "FALSE"
</NtfctnGnlInf>	-	-	M	
<NtfctnUpd>	-	-	O	
<PrvsNtfctnId></PrvsNtfctnId>	A	35	M/O	If message REPL
<RcnfrmInstrs></RcnfrmInstrs>	A	5	M/O	Indicates whether a meeting instruction must be resent in case the parameters of the meeting are changed and the meeting instruction has already been sent: "TRUE" or "FALSE"
</NtfctnUpd>	-	-	O	
<Mtg>	-	-	M	
<MtgId></MtgId>	A	35	M	COAF
<IssrMtgId></IssrMtgId>	A	35	M	COAF
<Tp></Tp>	A	4	M	XMET - Extraordinary GMET - General - Includes annual and ordinary meetings BMET - BondHolder Meeting
<AnncmntDt>	-	-		
<Dt></Dt>	A	10	O	Meeting announcement date - YYYY-MM-DD format
</AnncmntDt>	-	-		

Field	Type	Length	Mandatory / Optional	Description
<Prtcptn>	-	-	M	One entry for each method of participation
<PrtcptnMtd>	-	-	M	Type of participation
<Cd></Cd>	A	4	M	MAIL – Correspondence PHYS – In person PHNV – Not voting PRXY – Proxy VIRT – Virtual EVOT – Electronic voting
</PrtcptnMtd>	-	-	M	
<IssrDdlnForVtng>	-	-	M	Deadline for participation method
<DtOrDtTm>	-	-	M	
<DtTm></DtTm>	A	23	M	Date and hour (format AAAA-MM-DDTHH:MM:SSZ – UTC time) for each Participation method: - meeting date and time for participation methods PHYS, PHNV & VIRT - issuer deadline for participation methods MAIL, PRXY & EVOT
</DtOrDtTm>	-	-	M	
</IssrDdlnForVtng>	-	-	M	
</Prtcptn>	-	-	M	
<AddtlDcmnttnURLAdr></AddtlDcmnttnURLAdr>	A	256	O	Additional information about the meeting.
<AddtlPrcdrDtls>				
<AddtlRght>				
<Cd></Cd>	A	4	O	Agenda Item Proposal [AIPS] Resolution Proposal [RSPS]
</AddtlRght>				
<AddtlRghtMktDdln>				
<DtOrDtTm>				
<Dt></Dt>	A	10	O	Date for each option: AIPS and / or RSPS
</DtOrDtTm>				
</AddtlRghtMktDdln>				
</AddtlPrcdrDtls>				
<EntitlmntFxdt>	-	-	M	
<Dt>	-	-	M	
<Dt></Dt>	A	10	M	Record Date - formato YYYY-MM-DD

Field	Type	Length	Mandatory / Optional	Description
</Dt>	-	-	M	
</ EntitlmntFxdt>	-	-	M	
</Mtg>	-	-	M	
<MtgDtIs>	-	-	M (x2)	Repetitive block for 2 meetings: 2 dates: 1st and 2nd meeting, respective Addresses
<DtAndTm>	-	-	M	
<DtOrDtTm>	-	-	M	
<DtTm></DtTm>	A	23	M	Meeting Date and hour (format AAAA-MM-DDTHH:MM:SSZ – UTC time)
</DtOrDtTm>	-	-	M	
</DtAndTm>	-	-	M	
<QrmReqrd></QrmReqrd>	A	5	M	"TRUE" or "FALSE"
<Lctn>	-	-	M	
<Adr>	-	-	M	
<AdrTp></AdrTp>	A	4	O	ADDR - Postal - Address is the complete postal address. BIZZ - Business - Address is the business address.
<AdrLine></AdrLine>	A	70	O	Information that locates and identifies a specific address, as defined by postal services, that is presented in free format text.
<StrtNm></StrtNm>	A	70	O	Address/Street
<BldgNb></BldgNb>	A	16	O	Number
<PstCd></PstCd>	A	16	O	Postal Code
<TwnNm></TwnNm>	A	35	O	City
<Ctry></Ctry>	A	2	M	Country
</Adr>	-	-	M	
</Lctn>	-	-	M	
<QrmQty>	-	-	O	Only when QuorumRequired is true, and only one field can be filled: in Quantity or in Percentage
<QrmQty></QrmQty> OR	N	18	M/O	Minimum amount of quorum (18 integers)
<QrmQtyPctg></QrmQtyPctg>	N	6	M/O	Minimum percentage of quorum (3 integers + 2 decimals)
</QrmQty>	-	-	O	
<URLAdr></URLAdr>	A	2048	O	Address in case of virtual meeting
</MtgDtIs>	-	-	M	
<Issr>	-	-	M	
<Id>	-	-	M	
<LEI></LEI>	A	20	M	LEI

Field	Type	Length	Mandatory / Optional	Description
</Id>	-	-	M	
</Issr>	-	-	M	
<Scty>	-	-	M	
<FinInstrmId>	-	-	M	
<ISIN></ISIN>	A	12	M	ISIN
</FinInstrmId>	-	-	M	
</Scty>	-	-	M	
<RsltN>	-	-	M	Repetitive block with a maximum of 15 occurrences / Agenda points
<IssrLbl></IssrLbl>	A	35	M	
<Desc>	-	-	O	
<Lang></Lang>	A	2	M	Country Language - Agenda Item (ISO 639-1 standard)
<Desc></Desc>	A	1025	O	
</Desc>	-	-	O	
<ForInfOnly></ForInfOnly>	A	5	M	"TRUE" or "FALSE"
<VoteTp></VoteTp>	A	4	M	ADVI - Advisory BNDG - Binding
<Sts></Sts>	A	4	M	ACTV - Active WDRA - Withdrawn
<VoteInstrTp>	-	-	O	Repetitive block with 4 occurrences
<VoteInstrTpCd>	-	-	M/O	
<Tp></Tp>	A	4	M/O	ABST - Abstain CAGS - Against CFOR - Vote in favour NOAC - No Action
</VoteInstrTpCd>	-	-	M/O	
</VoteInstrTp>	-	-	O	
<Entitlmnt>	-	-	O	
<EntitlmntRatio></EntitlmntRatio>	N	18	M/O	Ratio: number of votes per share (12 integers + 5 decimals)
</Entitlmnt>	-	-	O	
</RsltN>	-	-	M	
<AddtlInf>	-	-	O	
<Dsclmr>	-	-	O	
<Lang></Lang>	A	2	M	Country Language – Disclaimer (ISO 639-1 standard)
<AddtlInf></AddtlInf>	A	350	M	Additional information
</Dsclmr>	-	-	O	
</AddtlInf>	-	-	O	
</MtgNtfctn>	-	-	M	
</Document>	-	-	M	

5. General Meetings – ISO 20022 seev.002

Field	Type	Length	Mandatory / Optional	Description
<Documentxmlns="urn:iso:std:iso:20022:tech:xsd:seev.002.001.07"xmlns:xsi="http://www.w3.org/2001/XMLSchema-instance">	-	-	M	
<MtgCxl>	-	-	M	
<MtgRef>	-	-	M	
<MtgId></MtgId>	A	35	M	COAF
<IssrMtgId></IssrMtgId>	A	35	M	COAF
<MtgDtAndTm ></MtgDtAndTm >	A	20	M	Meeting Date and hour (format AAAA-MM-DDTHH:MM:SSZ – UTC time)
<Tp></Tp>	A	4	M	XMET - Extraordinary GMET - General - Includes annual and ordinary meetings. BMET - BondHolder Meeting
</MtgRef>	-	-	M	
<Scty>	-	-	M	
<FinInstrmId>	-	-	M	
<ISIN></ISIN>	A	12	M	ISIN
</FinInstrmId>	-	-	M	
</Scty>	-	-	M	
<Rsn>	-	-	M	
<CxlRsnCd>	-	-	M	
<Cd></Cd>	A	4	M	QORM - Quorum - Cancellation due to insufficient PROC - Processing - Cancellation due to a processing error WITH - Withdrawal - Meeting cancelled by the issuer.
</CxlRsnCd>	-	-	M	
<CxlRsn></CxlRsn>	A	140	O	Provides more information on the reason for cancelling a meeting in free format form
</Rsn>	-	-	M	
</MtgCxl>	-	-	M	
</Document>	-	-	M	