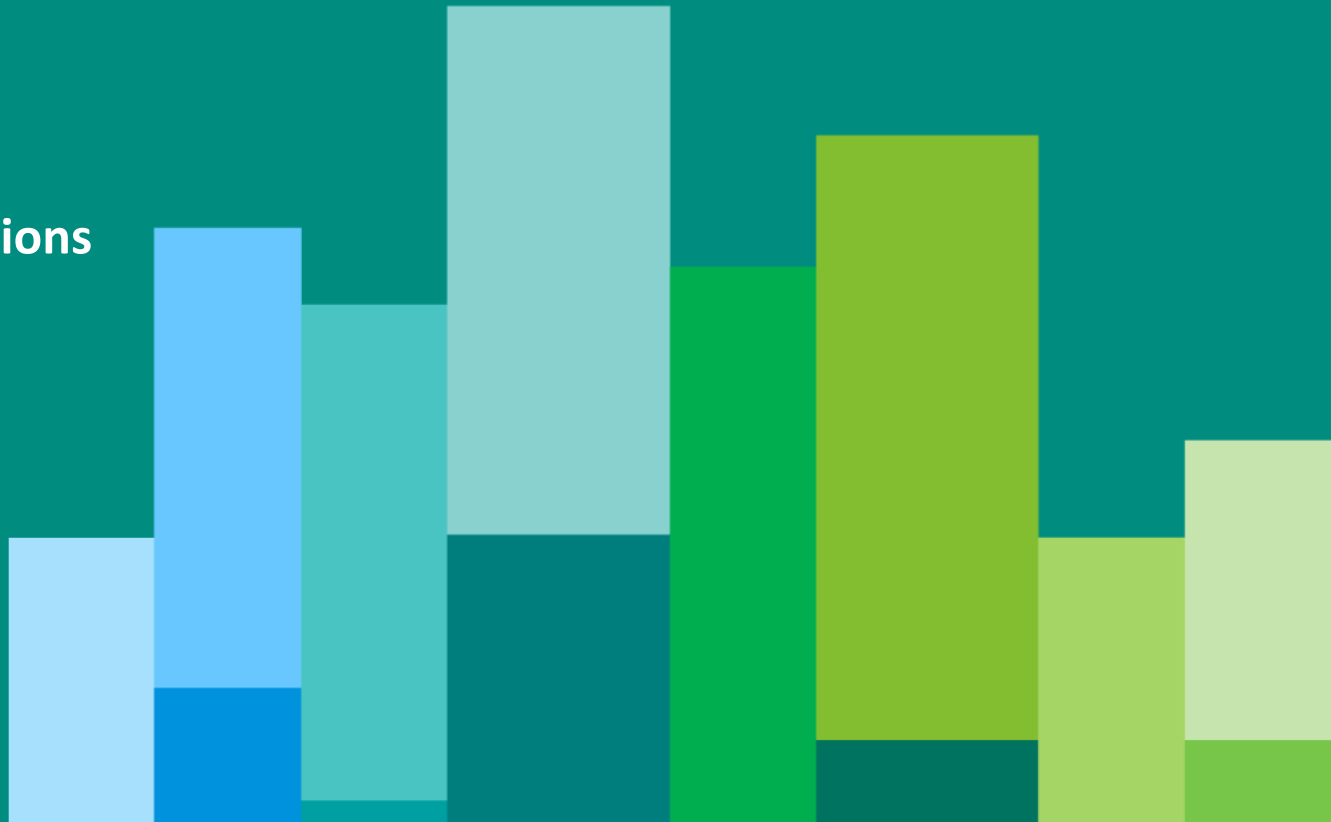


# *USER GUIDE* FOR CAPITAL INCREASE/DECREASE FORM<sub>v1.2</sub>

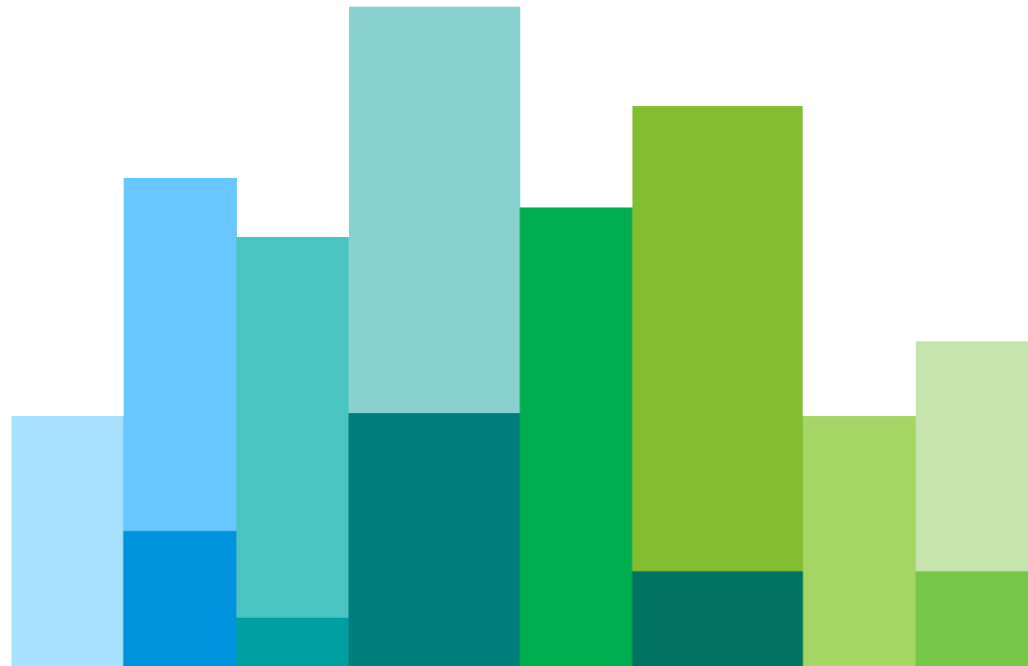
EURONEXT  
EMS - Corporate Actions



# USER GUIDE FOR CAPITAL INCREASE/DECREASE FORM v1.2

## Disclaimer

This User Guide reflects the information available to Euronext at the time of publication and does not give rise to any representation or warranty with respect to future services. Accordingly, Euronext reserves the right to modify, amend or supplement the information contained herein. Members will be advised of any material changes to these proposed services through Euronext documentation.



# USER GUIDE

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# I. INTRODUCTION : A NEW FORM TO SMOOTH THE PROCESS



# 1.1 SCOPE

This User guide describes instructions to follow to use the Capital Increase/Decrease Form. The **Capital Increase/Decrease Form** is aimed at processing your corporate actions categorized as a capital increase or a capital decrease. This tool smoothes the processing of your requests towards Euronext, allowing a faster and more reliable functioning. The Capital Increase/Decrease Form will provide users with substantial advantages:

- Optimization of the current process to increase / decrease the number of equity securities (one standard form for all types of capital increase / decrease).
- Harmonization and simplification of processes across Euronext markets.
- One single process for all Issuers/Issuers Agents, and ease the communication between Euronext and Issuer/Issuers Agents.
- Risks reduction through a standard and secure process.
- Dynamic data capture using Excel macros to capitalize on STP efficiencies (automatic printing, automatic email generation, automatic data recognition processing,...).
- Extension / similarities with the current common CA form and listing of debt security technical term sheet.

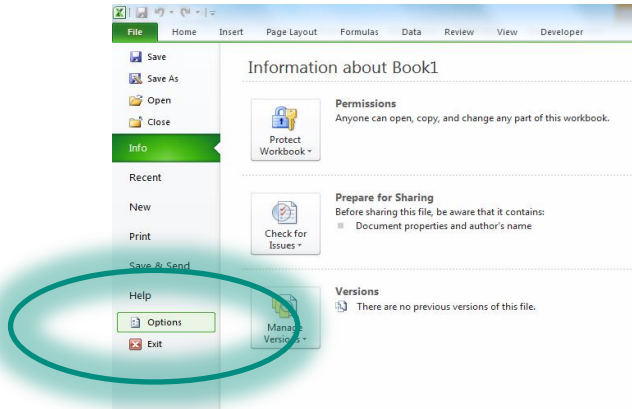
# 1.2 Target audience

This form is intended for Issuers/Issuers Agents wishing to **increase or decrease** the number of **equity securities** admitted to listing and/or trading on one or more Euronext markets **following a capital increase or a capital decrease**.

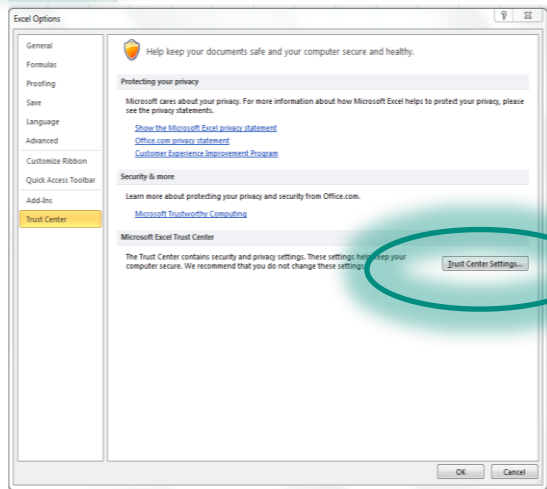


# 1.3 Macro Activation for Excel 2010

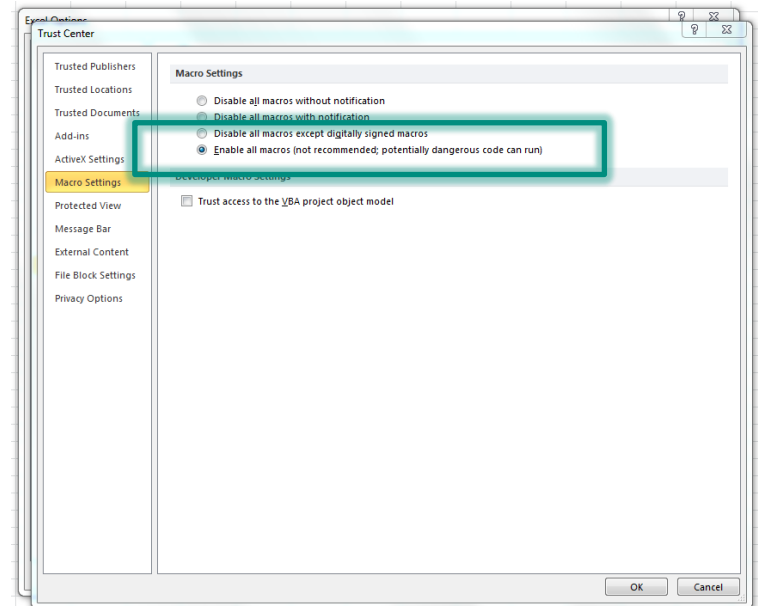
- In order to use the Capital Increase/Decrease Form, it is necessary to enable macros in Excel. You can find guidance on this page (<http://office.microsoft.com/en-gb/help/enable-or-disable-macros-in-office-documents-HA010031071.aspx>), or below :



1. Select File, and click on Options

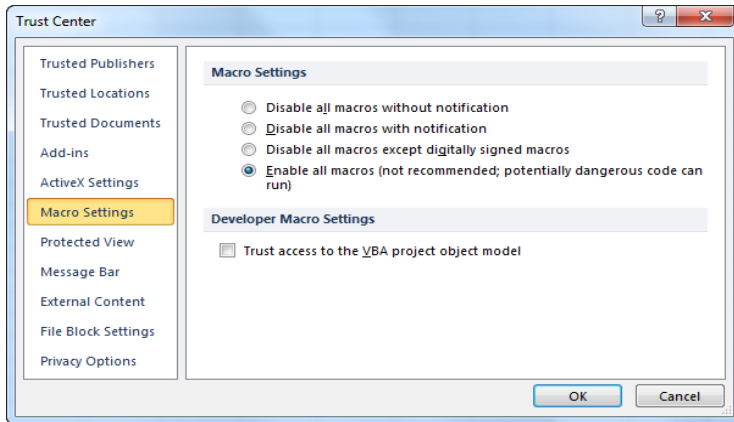


2. Then, select Trust Center Settings, and click on OK.

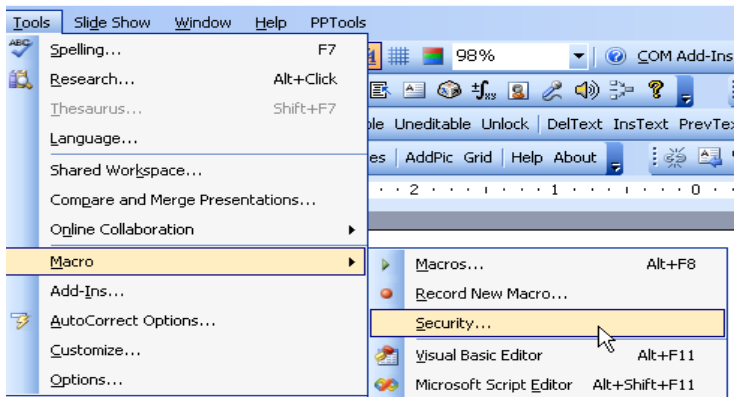


3. Finally, Select “Enable all macros” in Macro Settings, and click on OK.

# 1.3 MACRO ACTIVATION FOR EXCEL 2007 AND EXCEL 2000/2003



**For Excel 2007**, click on “Office” button, and then click on “Options”. Next select the Trust Center, and in Macro Settings, choose “Disable all macros except digitally signed macros”.



**For Excel 2000 and 2003**, select “Tools” in the ribbon, next select “Macro” and “Security”. Then choose “Medium security” to disable macros.

## II. CAPITAL INCREASE/DECREASE FORM DESCRIPTION



# 2.1 A DYNAMIC DATA CAPTURE FORM

## GENERAL PROCEDURE

Issuers/ Issuer Agents/ Issuer representatives have to fill in, complete and send the Capital Increase/Decrease Form in Excel format, with a signed in PDF to the EMS Corporate actions department using the relevant email Address before the following cut-off time and date.

- ***In case of public offer:*** at least 2 business days prior the targeted effective date (issue date)
- ***In other cases:*** no later than 90 days after their issue (e.g.: exercise of options).

The effective date will generally take place 2 business days later.

## SPECIFIC FOR EXERCISE OF STOCK OPTIONS (FR market)

On a quarterly basis, Issuer agents have to provide to Euronext a status of the exercised stock options for each security having a listed secondary line and request to Euronext the subsequent relevant admission of new shares under this secondary line by using the Capital Increase/Decrease Form.

Remark: The relevant assimilation will continue to be treated via the CA form.

The screenshot shows a web-based form titled "Capital Increase/Decrease Form v1.2" with the Euronext logo. The form is organized into several sections:

- Contact:** A text input field at the top right.
- Type of Request:** A dropdown menu.
- Reason of the Capital Increase/Decrease:** A dropdown menu.
- Comments:** A text input field with a "+" icon.
- Security ISIN Code:** A text input field.
- Euronext Market:** A dropdown menu.
- Issuer Name:** A text input field.
- Issuer Agent contact:** Fields for Name, Email, and Phone.
- Current number of shares:** A text input field.
- Number of Shares to be listed/cancelled:** A text input field.
- New number of listed shares:** A text input field.
- Effective Date:** A text input field.
- Legal Documentation provided:** A text input field.
- Documents attached:** A section with a "Doc 1" label and an "Upload" button.

At the bottom right, there are icons for a trash can, a green checkmark, and a document icon, along with the text "\* non mandatory".

Always refer to the latest version of the Form available on Euronext website : [www.euronext.com/en/listings/corporate-actions](http://www.euronext.com/en/listings/corporate-actions)



## 2.2 CAPITAL INCREASE PROCESS



# 2.2 CAPITAL INCREASE PROCESS

1. Select Capital increase.

2. Select the reason of capital increase, in the drop-down list.

• **Types of capital increases:** once the user has filled out the Field “Type of request”, the form will automatically suggest different types of capital increases. There is a drop-down list with 20 Reasons of Capital increases.

For example :

- Exercise of options
- Issue reserved to dedicated investors persons
- Free allocation
- Issue reserved to employees
- Stock Dividend
- Exercise of listed stock warrants
- Exercise of non listed stock warrants
- Private Placement
- Optional dividend, etc.

# 2.2 CAPITAL INCREASE PROCESS

Operation 1

**EURONEXT Capital Increase/Decrease Form v1.2**

Contact: backoffice.listings@nyx.com | +31 20 550 44 67 | +33 1 49 27 13 73

Type of Request: Capital Increase

Reason of the Capital Increase/Decrease: Exercise of option

Comments \*

Security ISIN Code: XS0358020222

Euronext Market: EURONEXT AMSTERDAM

Issuer Name: NYSEEURONEXT

Issuer Agent contact: Name, Email, Phone

Current number of shares, Number of Shares to be listed/cancelled, New number of listed shares, Effective Date, Legal Documentation \* provided, Prospectus required?

Reference issue price \*

Documents attached: Doc 1 Upload

\* non mandatory

3. Enter the ISIN code of the targeted security.

- If the ISIN code is recognized by the Form, it will automatically display the Issuer Name, its market of reference, and the relevant Euronext corporate action team contact details.
- Otherwise, the Form will require to fill out the following below fields.

Operation 1

**EURONEXT Capital Increase/Decrease Form v1.2**

Contact: corporateactions@nyx.com | +33 1 49 27 15 10

Type of Request: Capital Increase

Reason of the Capital Increase/Decrease: Exercise of option

Comments \*

Security ISIN Code: FR9999999999

Euronext Market: EURONEXT PARIS

Issuer Name: EURONEXT PARIS

Issuer Name (if Other): EURONEXT PARIS, EURONEXT AMSTERDAM, EURONEXT BRUSSELS, EURONEXT LISBON, ALTERNEXT PARIS, ALTERNEXT BRUSSELS, ALTERNEXT LISBON, MARCHÉ LIBRE

Issuer Agent contact: Name, Email, Phone

Current number of shares, Number of Shares to be listed/cancelled, New number of listed shares, Effective Date, Legal Documentation \* provided, Prospectus required?

Reference issue price \*

Documents attached: Doc 1 Upload

\* non mandatory

4. If the ISIN code is not recognized, fill out the field Euronext Market, and Issuer Name.

Operation 1

**EURONEXT Capital Increase/Decrease Form v1.2**

Contact: corporateactions@nyx.com | +33 1 49 27 15 10

Type of Request: Capital Increase

Reason of the Capital Increase/Decrease: Exercise of option

Comments \*

Security ISIN Code: FR9999999999

Euronext Market: Other

Issuer Name: EURONEXT

Issuer Name (if Other): EURONEXT

Issuer Agent contact: Name, Email, Phone

Current number of shares, Number of Shares to be listed/cancelled, New number of listed shares, Effective Date, Legal Documentation \* provided, Prospectus required?

Reference issue price \*

Documents attached: Doc 1 Upload

\* non mandatory

# 2.2 CAPITAL INCREASE PROCESS

Operation 1

**EURONEXT** Capital Increase/Decrease Form v1.2

Contact  
corporateactionsfr@nyx.com  
+33 1 49 27 15 10

Type of Request: Capital increase

Reason of the Capital Increase/Decrease: Exercise of option

Comments \*

Security ISIN Code: FR999999999

Euronext Market: EURONEXT PARIS

Issuer Name: Other

Issuer Name (If Other): NYSEEURONEXT

Issuer Agent contact  
Name  
Email  
Phone

Current number of shares: 10

Number of Shares to be listed/cancelled: 45

New number of listed shares: 55

Effective Date

Legal Documentation \* provided  
Prospectus required? No

Specify the reason

Reference issue price \*

Documents attached:  
Doc 1 Upload

Icons:

- 6.
- Fill out the field “Current number of shares”, and add below the “Number of Shares to be listed”. The Form will automatically calculate the “New number of listed shares”.
  - The Effective Date has to be written as shown, in the format DD/MM/YYYY. The effective date has to be 2 business days after the request date.
  - Then, fill out the field “Legal Documentation”, and choose in the drop-down list “Prospectus required” either Yes or Not.
    - In case a prospectus is not required, the user will have to specify the reason.

7. Specify a Reference Issue price if necessary and its respective currency.

8. Upload the relevant legal documentation.

9. Finally, user can click on the icon Validate, if you want to finalize your operation. You may also click on the red bin to delete all fields. The blue icon Terms and Condition explains all legal provisions related to this Form.

10. Click on Validate to generate the Excel Output Form (official request). Then, go to step 11 (refer to page 20).

5. Specify all fields for the “Issuer Agent contact”.

## 2.2 CAPITAL INCREASE PROCESS

**Attention point:** In case the capital increase is connected to a linked operation (e.g. exercise of stock warrant, conversion of listed bonds ...), additional fields to be filled will appear in order to take into account this linked operation having an impact on Euronext referential.

Operation 1

**EURONEXT** Capital Increase/Decrease Form v1.2

Contact

Type of Request: Capital increase

Reason of the Capital Increase/Decrease: Exercise of listed stock warrants

Comments \*

Security ISIN Code

Euronext Market

Issuer Name

Issuer Name (if Other)

Issuer Agent contact

Name

Email

Phone

Current number of shares

Number of Shares to be listed/cancelled

New number of listed shares

Effective Date

Legal Documentation \* provided

Prospectus required ?

Reference issue price \*

Documents attached :

Doc 1 Upload

**Linked Operation : Exercise of listed stock warrants**

ISIN

Current number of securities

Effective Date :

Number of securities to be cancelled

New number of securities

\* non mandatory

- In case of a Capital increase due to :
    - Exercise of listed stock warrants
    - Conversion of listed bonds
    - Conversion of listed shares
    - Redemption of listed bonds redeemable into shares
- ⇒ You have to fill out those fields.
- The ISIN code of stock warrants.
  - The number of listed stock warrants that must be delisted.
  - The Form will automatically calculate the new number of listed stock warrants.
  - Then, once the Form is completed, you may proceed to Step 9.

## 2.3 CAPITAL DECREASE PROCESS



## 2.3 CAPITAL DECREASE PROCESS

Operation 1

EURONEXT Capital Increase/Decrease Form v1.2

Contact

Type of Request: Capital decrease

Reason of the Capital Increase/Decrease: Capital decrease

Comments \*

Security ISIN Code

Euronext Market

Issuer Name

Issuer Agent contact

Name

Email

Phone

Current number of shares

Number of Shares to be listed/cancelled

New number of listed shares

Effective Date

Legal Documentation \* provided

Documents attached :

Doc 1 Upload

\* non mandatory

1. Select Capital decrease.

2. Select the reason of the Capital decrease in the drop-down list.

• **Types of capital decreases:** there are 7 types of capital decreases.

- Withdrawn
- Shares repurchase program
- Cancellation of treasury shares
- Conversion
- Buy-back
- Cancellation of stock warrants
- Other reason

Operation 1

EURONEXT Capital Increase/Decrease Form v1.2

Contact

Type of Request: Capital decrease

Reason of the Capital Increase/Decrease: Withdrawn

Comments \*

Security ISIN Code

Euronext Market

Issuer Name

Issuer Name (if Other)

Issuer Agent contact

Name

Email

Phone

Current number of shares

Number of Shares to be listed/cancelled

New number of listed shares

Effective Date

Legal Documentation \* provided

Documents attached :

Doc 1 Upload

\* non mandatory

# 2.3 CAPITAL DECREASE PROCESS

Operation 1

**EURONEXT Capital Increase/Decrease Form v1.2**

Contact: backoffice.listing@euronext.com  
+31 20 550 44 67 | +33 1 49 27 13 73

Type of Request: Capital decrease

Reason of the Capital Increase/Decrease: Cancellation of Treasury shares

Comments \*

Security ISIN Code: XS0158820222

Euronext Market: EURONEXT AMSTERDAM

Issuer Name: NYSEURONEXT

Issuer Agent contact: Name, Email, Phone

Current number of shares, Number of Shares to be listed/cancelled, New number of listed shares, Effective Date, Legal Documentation provided

Documents attached: Doc 1 Upload

\* non mandatory

3. Enter the ISIN code of the targeted security.

- If the ISIN code is recognised by the Form, it will automatically display the “Issuer Name”, its market of reference, and the relevant Euronext corporate action team contact details.
- Otherwise, the Form will require to fill out the following fields.

Operation 1

**EURONEXT Capital Increase/Decrease Form v1.2**

Contact: corporateactionsfr@nyx.com  
+33 1 49 27 15 10

Type of Request: Capital decrease

Reason of the Capital Increase/Decrease: Shares repurchase program

Comments \*

Security ISIN Code: FR0999999999

Euronext Market: EURONEXT PARIS

Issuer Name: Other

Issuer Name (if Other)

Issuer Agent contact: Name, Email, Phone

Current number of shares, Number of Shares to be listed/cancelled, New number of listed shares, Effective Date, Legal Documentation provided

Documents attached: Doc 1 Upload

\* non mandatory

4. If the ISIN code is not recognized, fill out the field “Euronext Market” and “Issuer Name”.

Operation 1

**EURONEXT Capital Increase/Decrease Form v1.2**

Contact: corporateactionsfr@nyx.com  
+33 1 49 27 15 10

Type of Request: Capital decrease

Reason of the Capital Increase/Decrease: Shares repurchase program

Comments \*

Security ISIN Code: FR0999999999

Euronext Market: EURONEXT PARIS

Issuer Name: Other

Issuer Name (if Other): EURONEXT

Issuer Agent contact: Name, Email, Phone

Current number of shares, Number of Shares to be listed/cancelled, New number of listed shares, Effective Date, Legal Documentation provided

Documents attached: Doc 1 Upload

\* non mandatory

## 2.3 CAPITAL DECREASE PROCESS

Operation 1

EURONEXT Capital Increase/Decrease Form v1.2

Contact  
corporateactionsfr@nyx.com  
+33 1 49 27 15 10

Type of Request: Capital decrease  
Reason of the Capital Increase/Decrease: Cancellation of Treasury shares  
Comments  
Security ISIN Code: FR999999999  
Euronext Market: EURONEXT PARIS  
Issuer Name: Other  
Issuer Name (if Other): EURONEXT

Issuer Agent contact  
Name  
Email  
Phone

Current number of shares: 100  
Number of Shares to be listed/cancelled: 60  
New number of listed shares: 40  
Effective Date: DD/MM/YYYY  
Legal Documentation provided

Documents attached :  
Doc 1 Upload

Icons: Red bin, Green checkmark, Blue document icon (Terms Conditions) \* non mandatory

5. Specify all fields for the “Issuer Agent Contact”.

6.

- Fill out the field “Current number of shares”, and add below the “Number of Shares to be listed”. The Form will automatically calculate the “New number of listed shares”.
- The Effective Date has to be written as shown, in the format DD/MM/YYYY. The effective date has to be 2 business days after the request date.
- Then, fill out the field “Legal Documentation” if necessary, and choose in the drop-down list “Prospectus required” either Yes or Not.

7. Upload the relevant legal documentation.

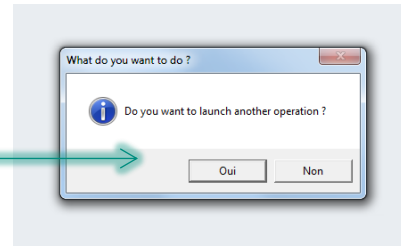
8. Finally, user can click on the icon Validate, if you want to finalize your operation. You may also click on the red bin to delete all fields. The blue icon Terms and Condition explains all legal provisions related to this Form.

9. Click on Validate to generate the Excel Output Form (official request). Then, go to step 11 (refer to page 20).

# 2.4 EXCEL OUTPUT FORM

The Excel Output Form encompasses all information admitted by the Capital Increase/Decrease Form. It will be sent thereafter to the relevant corporate action team.

11. After validating the Capital Increase/Decrease Form, there is the possibility of launching another operation for several capital increases/decreases (maximum 5).



12. Once all operations have been saved, there is the possibility of modifying an operation before launching a next operation by clicking on . By clicking on the icon , you can launch another operation.


13. Step 1: The user can now print out the Capital Increase/Decrease Form.

EURONEXT		CAPITAL INCREASE/DECREASE FORM				
Date:		Name of Authorized Representative: EURONEXT			Signature by the Authorized Representative :	
Contact: corporateactionsfr@nyx.com		Phone: 01 49 27 15 10				
+33 1 49 27 15 10		Email: corporateactionsfr@nyx.com				
<p>The Issuer requests Euronext to increase or decrease the number of Equity Securities under the following conditions:</p> <p>This form is intended for companies wishing to increase or decrease the number of Equity Securities admitted to listing and/or trading on one or more Euronext markets following a capital increase or a capital decrease. To this end, it reiterates undertakings and information which must be provided to the relevant Euronext market. This form has been prepared in accordance with Euronext Rules governing the admission of Securities.</p> <p>Defined terms herein shall have the same meaning as provided in the Euronext Rules, unless otherwise defined hereinafter. Issuers seeking to admit additional Securities on one or more Euronext markets shall fill out and complete the present form, so as to duly provide for all relevant technical details of the proposed issuance and admission and/or cancellation, as relevant, of Equity Securities in accordance with any final prospectus and/or information document.</p> <p>Once completed, the Issuer / Issuer Agent / Issuer representative has to send a copy of this form in Excel format, with a copy thereof being signed and sent in PDF (if necessary) to the EMS corporate actions department using the below relevant email address.</p> <p>The completed and signed capital increase/decrease form, together with all required documentation have to be submitted before the following cut-off time and date:</p> <ul style="list-style-type: none"> <li>- In case of public offer: at least 2 business days before the targeted effective date</li> <li>- In other cases: no later than 90 days after their issue</li> </ul> <p>This form has been prepared for practical purposes. The information and provisions contained in it may not under any circumstances detract from the application of the Euronext Rules, which take precedence in the event of any conflict with this form. Furthermore, this form does not infringe Euronext's right to make admission to listing of any Security subject to specific conditions or the provision of any additional information or documentation, not specifically referred to in this form, it may deem appropriate.</p> <p>The Issuer is solely responsible for all information provided in this capital increase/decrease form and accompanying documents, if any. The relevant Equity Securities will exclusively be configured on the basis of the information provided for by the Issuer, notably through this form. Accordingly Euronext and any of its affiliates, directors or employees, shall not be liable in any manner whatsoever for any incorrect, false, incomplete, or misleading information provided through this form and any related document (including this capital increase/decrease form). It is the Issuer's sole responsibility to duly and timely file an application documents, including in particular this capital increase/decrease form.</p>						
		Operation 1	Operation 2	Operation 3	Operation 4	Operation 5
Multi-Operations	Type of request (increase / decrease the number of shares)	Capital Increase				
	Reason of the capital Increase/Decrease	Exercise of option				
	Security ISIN code	FR9999999999				
	Euronext Market	EURONEXT PARIS				
	Issuer name	Other				
	Issuer name (if new)	EURONEXT				
	Current number of shares	50				
	Number of shares to be listed/cancelled	50				
	New number of listed shares	100				
	Effective date	26/04/2014				
Prospectus required ?	No					
Specify the reason	Not necessary					

# 2.4 EXCEL OUTPUT FORM

13. After printing out the Excel Output Form, the user has to sign the document by the Authorized Representative.

14. Step 2: click on the icon  in order to upload the Excel output form as a signed PDF.



 Euronext		CAPITAL INCREASE/DECREASE FORM	
Date:		Signature by the Authorized Representative :	
Contact	Name of Authorized Representative:	publicis	
corporateactionsfr@nyx.com	Phone:	5464	
+33 1 49 27 15 10	Email:	public	
<b>The Issuer requests Euronext to increase or decrease the number of Equity Securities under the following conditions:</b>			
<p>This form is intended for companies wishing to increase or decrease the number of Equity Securities admitted to listing and/or trading on one or more Euronext markets following a capital increase or a capital decrease. To this end, it reiterates undertakings and information which must be provided to the relevant Euronext market. This form has been prepared in accordance with Euronext Rules governing the admission of Securities.</p> <p>Defined terms herein shall have the same meaning as provided in the Euronext Rules, unless otherwise defined hereinafter. Issuers seeking to admit additional Securities on one or more Euronext markets shall fill out and complete the present form, so as to duly provide for all relevant technical details of the proposed increase and admission and/or cancellation, as relevant, of Equity Securities in accordance with any final prospectus and/or information document.</p> <p>Once completed, the Issuer / Issuer Agent / Issuer representative has actions department using the below relevant email address. The completed and signed capital increase/decrease form, together with all - In case of public offer: at least 2 business days before the targeted effect - In other cases: no later than 90 days after their issue</p> <p>This form has been prepared for practical purposes. The information takes precedence in the event of any conflict with this form. Furthermore, this form does not constitute any additional information or documentation, not specifically referred to in the Euronext Rules. The Issuer is solely responsible for all information provided in this capital increase/decrease form on the basis of the information provided for by the Issuer, notably through the prospectus and/or information document, for any incorrect, false, incomplete, or misleading information provided through this form and any related document (including this capital increase/decrease form). It is the Issuer's sole responsibility to duly and timely file all application documents, including in particular this capital increase/decrease form.</p> <p>The undersigned issuer hereby acknowledges having read and understood the present capital increase/decrease form and the relevant Euronext Rules. By signing this capital increase/decrease form, the issuer certifies that all information provided in this form is in all respects true, accurate, complete and not misleading.</p>			


Signed ETF Listing Update Form


**Upload Signed Increase/Decrease Form**


Capital Increase/Decrease Form (PDF)

Upload



step 1 






step 2 

step 3 

# 2.4 EXCEL OUTPUT FORM

**14. Step 3:** Once all information have been provided, click on the icon to generate an email. Then, send it to the relevant corporate actions team.

*N.B: Corporate action contact details are in Appendix.*

 <b>CAPITAL INCREASE/DECREASE FORM</b>																																																																					
<table border="1"> <tr> <td colspan="2">Date:</td> <td colspan="2">Signature by the Authorized Representative :</td> </tr> <tr> <td>Contact</td> <td>Name of Authorized Representative:</td> <td colspan="2">EURONEXT</td> </tr> <tr> <td>corporateactionsfr@nyx.com</td> <td>Phone:</td> <td colspan="2">01 49 27 15 10</td> </tr> <tr> <td>+33 1 49 27 15 10</td> <td>Email:</td> <td colspan="2">corporateactionsfr@nyx.com</td> </tr> </table>		Date:		Signature by the Authorized Representative :		Contact	Name of Authorized Representative:	EURONEXT		corporateactionsfr@nyx.com	Phone:	01 49 27 15 10		+33 1 49 27 15 10	Email:	corporateactionsfr@nyx.com																																																					
Date:		Signature by the Authorized Representative :																																																																			
Contact	Name of Authorized Representative:	EURONEXT																																																																			
corporateactionsfr@nyx.com	Phone:	01 49 27 15 10																																																																			
+33 1 49 27 15 10	Email:	corporateactionsfr@nyx.com																																																																			
<p><b>The Issuer requests Euronext to increase or decrease the number of Equity Securities under the following conditions:</b></p> <p>This form is intended for companies wishing to increase or decrease the number of Equity Securities admitted to listing and/or trading on one or more Euronext markets following a capital increase or a capital decrease. To this end, it reiterates undertakings and information which must be provided to the relevant Euronext market. This form has been prepared in accordance with Euronext Rules governing the admission of Securities.</p> <p>Defined terms herein shall have the same meaning as provided in the Euronext Rules, unless otherwise defined hereinafter. Issuers seeking to admit additional Securities on one or more Euronext markets shall fill out and complete the present form, so as to duly provide for all relevant technical details of the proposed issuance and admission and/or cancellation, as relevant, of Equity Securities in accordance with any final prospectus and/or information document.</p> <p>Once completed, the Issuer / Issuer Agent / Issuer representative has to send a copy of this form in Excel format, with a copy thereof being signed and sent in PDF (if necessary) to the EMS corporate actions department using the below relevant email address.</p> <p>The completed and signed capital increase/decrease form, together with all required documentation have to be submitted before the following cut-off time and date:</p> <ul style="list-style-type: none"> <li>- In case of public offer: at least 2 business days before the targeted effective date</li> <li>- In other cases: no later than 90 days after their issue</li> </ul> <p>This form has been prepared for practical purposes. The information and provisions contained in it may not under any circumstances detract from the application of the Euronext Rules, which take precedence in the event of any conflict with this form. Furthermore, this form does not infringe Euronext's right to make admission to listing of any Security subject to specific conditions or the provision of any additional information or documentation, not specifically referred to in this form, it may deem appropriate.</p> <p>The Issuer is solely responsible for all information provided in this capital increase/decrease form and accompanying documents. If any. The relevant Equity Securities will exclusively be configured on the basis of the information provided for by the Issuer, notably through this form. Accordingly Euronext and any of its affiliates, directors or employees, shall not be liable in any manner whatsoever for any incorrect, false, incomplete, or misleading information provided through this form and any related document (including this capital increase/decrease form). It is the Issuer's sole responsibility to duly and timely file all application documents, including in particular this capital increase/decrease form.</p>																																																																					
   																																																																					
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# III. TIMING, TERMS AND CONDITIONS



# 3.1 TIMING AND DEADLINES

<b>Corporate Actions</b>	<b>Deadline</b>
<b>In case of public offer</b>	at least 2 business days prior the targeted effective date (issue date)
<b>For all other cases</b>	No later than 90 days after their issue
<b>Effective Date of Corporate Action</b>	Generally two days after reception of the Capital Increase/Decrease Form.



# 3.2 TERMS AND CONDITIONS

## A – PURPOSE OF THIS FORM

This form is intended for companies wishing to increase or decrease the number of Equity Securities admitted to listing and/or trading on one or more Euronext markets following a capital increase or a capital decrease. To this end, it reiterates undertakings and information which must be provided to the relevant Euronext market. This form has been prepared in accordance with Euronext Rules governing the admission of Securities. Defined terms herein shall have the same meaning as provided in the Euronext Rules, unless otherwise defined hereinafter. Issuers seeking to admit additional Securities on one or more Euronext markets shall fill out and complete the present form, so as to duly provide for all relevant technical details of the proposed issuance and admission and/or cancellation, as relevant, of Equity Securities in accordance with any final prospectus and/or information document.

## B - METHOD AND TIMING FOR SUBMISSION OF THE APPLICATION FORM

Once completed, the Issuer / Issuer agent / Issuer representative has to send a copy of this form in Excel format, with a copy (if necessary) thereof being signed and sent in PDF to the EMS corporate actions department using the below relevant email address:

- Backoffice listingsnleu@nyx.com - for operations on Dutch markets
- Corporateactionsfr@nyx.com - for operations on French markets
- ListingBrusselsBE@nyx.com - for operations on Belgian markets
- ListingPt@nyx.com - for operations on Portuguese markets

The completed and signed capital increase/decrease form, together with all required documentation have to be submitted before the following cut-off time and date:

- In case of public offer: at least 2 business days before the targeted effective date (issue date)
- In other cases: no later than 90 days after their issue.

## C – ISSUER'S UNDERTAKINGS

- 1.The Issuer represents having taken all required steps to comply with National Regulations, and in particular any obligations relating to prospectuses (if applicable).
- 2.If the present application for admission of Securities to listing is not subject to the publication of a prospectus pursuant to article 1 of the European Directive 2003/71/EC as amended (the "Directive"), the Issuer provides in this form the legal justification of the non-publication or an exemption of Prospectus.
- 3.The issuer certifies that this application covers all the Securities of the same class issued at the time of this application and that these Securities grant the same rights to all holders.
- 4.In accordance with Rule 61004 of Book I of the Euronext Market Rules, the issuer undertakes to inform the relevant Euronext market of any Corporate actions at least two trading days before they are completed and, in any case, in sufficient time to enable the relevant Euronext market to apply appropriate measures.
- 5.The issuer declares having submitted this form, together with the relevant documentation to the relevant EMS corporate actions department, and undertake to notify the relevant Euronext market of any changes to the information contained in this application.

This form has been prepared for practical purposes. The information and provisions contained in it may not under any circumstances detract from the application of the Euronext Rules, which take precedence in the event of any conflict with this form. Furthermore, this form does not infringe Euronext's right to make admission to listing of any Security subject to specific conditions or the provision of any additional information or documentation, not specifically referred to in this form, it may deem appropriate.

The Issuer is solely responsible for all information provided in this capital increase/decrease form and accompanying documents, if any. The relevant Equity Securities will exclusively be configured on the basis of the information provided for by the Issuer, notably through this form. Accordingly Euronext and any of its affiliates, directors or employees, shall not be liable in any manner whatsoever for any incorrect, false, incomplete, or misleading information provided through this form and any related document (including this capital increase/decrease form). It is the Issuer's sole responsibility to duly and timely file all application documents, including in particular this capital increase/decrease form.

The undersigned issuer hereby acknowledges having read and understood the present capital increase/decrease form and the relevant Euronext Rules. By signing this capital increase/decrease form, the Issuer certifies that all information provided in this form is in all respects true, accurate, complete and not misleading.

# IV. APPENDIX

Field	Additional information	Option
Type of Request	<ul style="list-style-type: none"><li>▪ Capital increase</li><li>▪ Capital decrease</li></ul>	Mandatory
Reason of the Capital Increase/Decrease	There are 20 Reasons of Capital increases, and 7 for Capital decreases. The user has to select the relevant type of reason related to its corporate action.	Mandatory
Comments	The user has the possibility to include additional comments.	Optional
Security ISIN code	Fill out the Security ISIN Code, which is a 12 digit alphabetical-numerical code that identifies the targeted security.	Mandatory
Euronext Market	This field enables the user to choose the Market of Reference within Euronext Markets, choose the relevant one in the drop-down list.	Mandatory
Issuer Name	Mention the official name of the targeted security.	Mandatory
Issuer Agent Contact	Full contact details of the Issuer Agent requesting the operation.	Mandatory

## IV. APPENDIX

Field	Additional information	Option
Current number of shares	Specify the outstanding number of shares.	Mandatory
Number of Shares to be listed/cancelled	Specify the number of shares that have to be listed/cancelled.	Mandatory
New number of listed shares	The Form is automatically calculating the new number of shares. There is no need to fill out this field.	Mandatory
Legal documentation provided	Mention legal documentation which is required to process the relevant application.	Optional
Prospectus required?	Select between Yes or No.	Mandatory
Specify the Reason	Specify “Yes” or “No” in the field “Prospectus required?”. The user has to explain the reason for a Prospectus exemption.	Mandatory
Reference issue price	Specify a reference issue price.	Optional





# EURONEXT

- For more information, visit: <https://www.euronext.com/fr/listings/corporate-actions>
- For any query, please contact EMS - Corporate Actions team:

Euronext Amsterdam	<a href="mailto:backofficelistingsnleu@euronext.com">backofficelistingsnleu@euronext.com</a>
Euronext Brussels	<a href="mailto:listingbrusselsBE@euronext.com">listingbrusselsBE@euronext.com</a>
Euronext Lisbon	<a href="mailto:listingPT@euronext.com">listingPT@euronext.com</a>
Euronext Paris / Euronext London	<a href="mailto:corporateactionsfr@euronext.com">corporateactionsfr@euronext.com</a>