

# User handbook

eListing platform

11 July 2024

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## Abbreviations

FWB	-	Frankfurter Wertpapierbörse (Frankfurt Stock Exchange)
RM	-	Regulated Market
ISIN	-	International Securities Identification Number
CC	-	Central coordinator
Admin	-	Administrator
Agent	-	Agent

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## 1 Introduction

In order to further develop its stock exchange operations, the Frankfurt Stock Exchange (FWB®) has digitalised the administrative processes involved in the admission, Section 32 (1) of the German Stock Exchange Act (BörsG), and the introduction, Section 38 (1) BörsG, of securities. Henceforth, admissions and introductions must be applied for via the electronic platform ("eListing platform"), which is provided by FWB for this purpose. The migration impacts the admission of shares, debt securities (including frame admissions), ETFs, ETCs and ETNs as well as the introduction of these types of securities. Only in the event of a major interruption in the availability of the eListing platform may applications for the admission and introduction of securities be made by e-mail to an e-mail address expressly provided by FWB for this purpose.

This handbook is intended to support you when setting up access credentials and subsequently using the eListing platform.

Currently, the eListing platform is available for the admission and introduction of shares, bonds, ETFs, ETNs, ETCs and funds.

Applications for

- Withdrawals
- Prime Standard admissions/Prime Standard withdrawals (segment change)
- Corporate actions (split, name change, withdrawal of availability, ex quotations, etc.)
- The introduction of tendered shares, new shares, subscription rights trading
- The admission and introduction of certificates representing shares

will continue to be made by e-mail or fax.

Applications for admitting securities on Deutsche Börse AG's Regulated Unofficial Market on the FWB must be submitted via the electronic platform "eListing Open Market". Separate access credentials must be applied for and used for this purpose.

Applications for admitting structured products will be made via Börse Frankfurt Zertifikate AG's electronic platform. Separate access credentials must also be applied for here.

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## 2 General

### 2.1 Terms of use

The Member Section terms of use apply to the use of the Member Section. You can find these terms of use [here](#).

The provider of the Member Section is Deutsche Börse AG ("DBAG"), Mergenthalerallee 61, DE-65760 Eschborn.

The provider of the "eListing platform" is the Frankfurt Stock Exchange, Börsenplatz 4, DE-60313 Frankfurt am Main.

### 2.2 Technical requirements

- To use the eListing platform, we recommend using the latest version of Google Chrome, although other browsers are also supported.
- In order to use the eListing platform, SSL (Secure Socket Layer) and Java Script must be enabled.
- We recommend a screen resolution of at least 1920 x 1080 pixels for optimal website display quality.
- If you have any problems with these requirements, please contact the systems administrator at your organisation.

### 2.3 Data protection

The protection of your privacy when processing personal data is an important concern for us, which is why we take this into account in all our business processes. Personal data is collected, processed and used exclusively in accordance with the data protection regulations of the country in which the authority responsible for data processing is located.

You can find Deutsche Börse AG's general data protection information [here](#). Furthermore, a link within the eListing platform provides access to data protection information specifically applicable to the eListing platform.

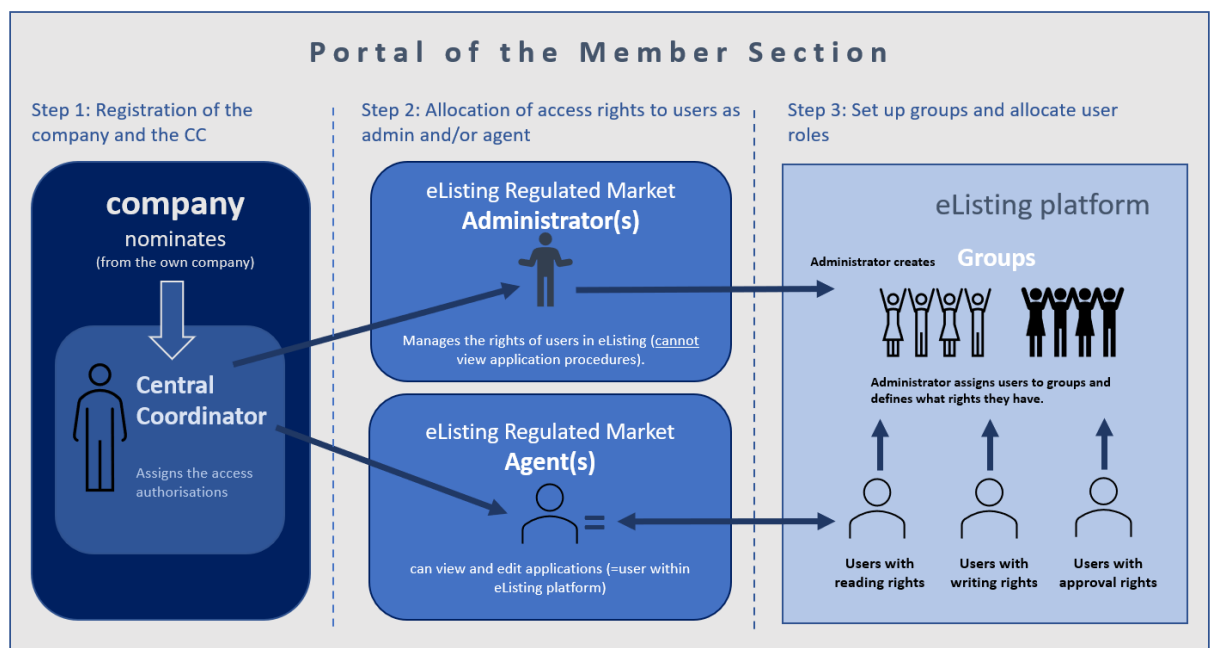
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### 3 Access and role allocation

All issuers, co-applicants and their representatives who wish to apply for the admission and introduction of securities to the FWB and who have previously been granted access to the "eListing platform" may use the eListing platform.

The eListing platform is a web-based application which has been integrated into Deutsche Börse AG's existing customer portal for FWB and Eurex traders (Member Section) as additional functionality. If you or your company already have access to the Member Section's customer portal (e.g. "eListing Open Market" for admitting securities to the Regulated Unofficial Market), you will need to register separately to activate the new "eListing platform" (Regulated Market) functionality.

The process for setting up access is made up of three essential steps, as illustrated in the diagram below. Details of the technical set-up process can be found in Section 4: Setting up user access.



#### 3.1 First step: registration

In order to register the company, a completed application form signed by the company's authorised signatories must be provided. The "eListing platform application form" is available to download [here](#). As part of the application process, the company must designate a so-called central coordinator ("CC") who will be responsible for managing the user accounts and access rights for the eListing platform and ensuring that only authorised employees are granted access; in future, employee authorisation will replace the signing of application forms in PDF format (this was the procedure before the introduction of the eListing platform). The CC must be an employee of the company. No CC from another company

can be appointed. A deputy to the CC can be appointed to represent the CC in their absence, which we recommend. After the registration application has been reviewed and approved by the FWB, the CC will receive an e-mail with login details and further information on how to set up access to the eListing platform for the company's employees. The Frankfurt Stock Exchange, c/o Deutsche Börse AG, Listings & Regulatory Services Regulated Market, e-mail: [eListing.rm@deutsche-boerse.com](mailto:eListing.rm@deutsche-boerse.com), must be informed of any changes regarding the information that the registration was based on without delay.

Following successful registration, the CC can set up further users (administrators/agents) in the Member Section, approve access requests from other employees from their company and manage the access rights of employees from their company. Users who wish to access the eListing platform should contact their company's designated CC directly. The CC can also set themselves up as a user.

### 3.2 Second step: allocation of access rights: admin and/or agent

In a second step, the CC grants the employee from their company rights as an "eListing regulated market administrator" (hereinafter "admin") and/or as an "eListing regulated market agent" (hereinafter "agent") in the Member Section. Employees who are set up as an admin in the Member Section are authorised to set up or manage user groups (e.g. "Shares Team" or "Project IPO XY") and assign the rights of the company's employees in the eListing platform (e.g. read, write and approval rights); in this role, they cannot see or process admission and introduction applications. Employees set up as agents in the Member Section, on the other hand, can submit, view, process and/or approve admission and introduction applications within the scope of the rights granted to them by the admin. The CC can set themselves up as an admin and/or agent within the Member Section. The variable structuring of the rights is intended to take account of the different requirements within companies.

### 3.3 Third step: setting up groups and allocating user roles

As part of the third step, the admin can set up different groups directly in the eListing platform and assign access rights to individual employees. The ability to view and process applications can therefore be restricted to a specific group of users (e.g. Equity Issuing Desk or Project XY). When issuing an admission or introduction application, you as an admin can determine which groups can view, process or approve an application, taking into account your company's guidelines. If necessary, a separate group can also be created for each process.

Details on how to set up groups in the administration area of the eListing platform are set out in the section titled "Administration".

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## 4 Setting up user access

### 4.1 Login/registration

Regardless of your role in the future use of the eListing platform (CC, admin or agent), you as a user must first set up your personal user account in the Member Section as your access portal to the eListing platform. To set up your personal user account for the first time, log into the Deutsche Börse Group's [Member Section](#) using the login credentials that you received by e-mail.

To do this, please click on "LOG IN" at the top right of the Member Section homepage. Then enter your user name and password and click on "LOG IN".

Once you have successfully entered your details, you will be prompted to select your second factor authentication method. This allows you to determine the medium through which you would like to receive your so-called "verification code". To do this, however, you must have set up the respective medium in the Member Section beforehand.

### Authentication

Please select your login option.

- Email  
 Phone / Verification via SMS  
 Authenticator App

CONTINUE

CANCEL

You have the choice between

- E-mail authentication  
You receive your verification code by e-mail;
- Mobile authentication  
You receive the verification code by scanning a QR code using an "authenticator app" which you must install beforehand;
- SMS authentication  
You receive the verification code as a text message to the mobile phone number you provided.

Each new login attempt requires you to select one of the two-factor authentication methods offered; that is, firstly you enter the e-mail address and password registered to your account, then you select

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your two-factor authentication medium ("e-mail", "mobile" or "SMS") and lastly you request the second factor for the login by clicking "Send verification code". The verification code will then be sent via the medium you specify: "e-mail", "mobile" or "SMS". You must then enter the code in the text field provided in the login area of the Member Section.

As soon as you are logged in to the Member Section access portal, you can access the eListing platform via a link in the "eListing" section (on the left-hand side of the homepage). No further login process is required to use the platform (so-called single sign on procedure [SSO]). However, before you can use the eListing platform, the CC must activate you as a user.

## 4.2 Requesting access authorisation for the eListing platform

As a CC, you apply for your own access authorisation for the eListing platform via the icon at the top right of the page next to your name and your company under "My Profile". In the menu, select the sub-item "Permissions" which will bring up "eListing Regulated Market Agent" or "eListing Regulated Market Administrator" as options. Then select an authorisation by clicking on the corresponding box and save your selection via the "Save" button at the bottom right of the screen.

The screenshot displays the user interface of the Deutsche Börse AG system. At the top right, the user is logged in as 'Exem Plum3 (Exemplum3 AG)'. A dropdown menu is open under 'My Profile', with 'My Profile' highlighted. A red arrow points from this menu to the 'Permissions' icon in the main navigation bar. Below the navigation bar, the 'Permissions' section is active, showing 'Password Settings' with a 'Change Password' button and 'Two-Factor Authentication options' with a 'Configure Options' button. A red arrow points from the 'Configure Options' button to the 'Permissions' icon. The footer contains links for 'Imprint', 'Data Privacy', 'Technical Requirements', and 'Terms of Use'.

### 4.3 Approving access authorisations

If you are the CC, you can set up your own access permission. You must log in again to implement any changes.



eListing	
<input checked="" type="checkbox"/> eListing Regulated Market Administrator Administrator authorization for user right assignment in eListing Regulated Market	Granted 
<input checked="" type="checkbox"/> eListing Regulated Market Agent Standard user authorization for application entry in eListing Regulated Market	Granted 

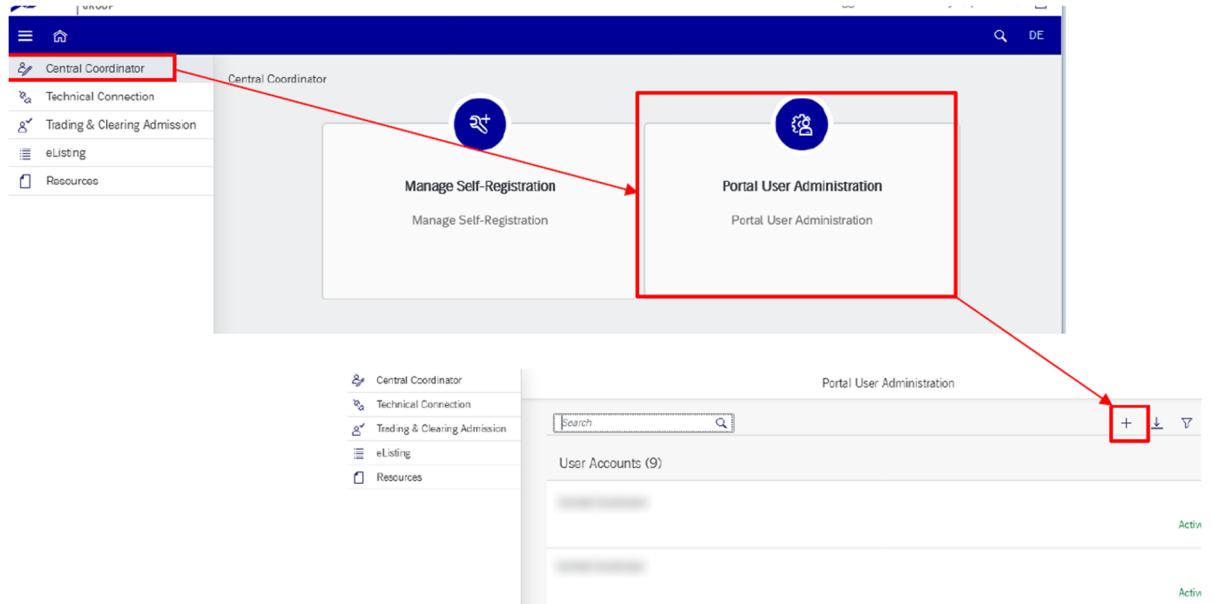
If you are not the CC, your authorisation request will be sent to the CC by e-mail for approval. The CC can then approve, extend or remove the rights you have applied for. Upon successful approval, you will receive another e-mail with a link to the Member Section where you can set your personal password.

### 4.4 Setting up new users

There are two ways to set up (other) new users:

1. The CC sets up the user

The CC can set you up as a user by clicking "Central Coordinator" in the left menu bar of their user profile before clicking "Portal User Administration". New users can be added by clicking on the plus sign.



In the following steps, the contact details of the new user must be entered and the relevant access rights must be assigned.

The image shows a screenshot of the 'User Setup Step 1 / 3' form. The form is divided into three sections: 'Personal Data', 'Contact Data', and 'Additional Data'. The 'Personal Data' section includes fields for Title (Mr.), First Name (Klaus), Last Name (Listings), and Date of Birth (with a calendar icon). The 'Contact Data' section includes fields for E-mail (klaus.listings@eurexchange.com), Phone (+49 111222 333), and Mobile (+0). The 'Additional Data' section includes a field for Function (Enter your job position).

The CC will see an overview of all the details entered for the new user in a final screen before they can complete the process by pressing the "Submit" button.

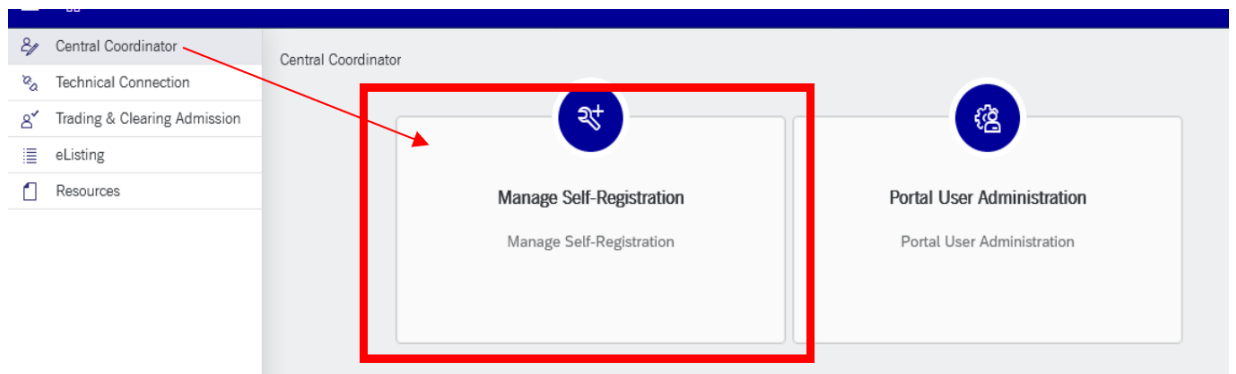
Once this step is complete, the new user will receive an activation e-mail which will ask them to verify their data and e-mail address via a link in the e-mail and confirm the registration. Once the entire process is complete (this can take a few minutes), the new user will receive another e-mail asking them

to set up a password. As soon as this is done, the user is successfully set up and can log in with their new login details.

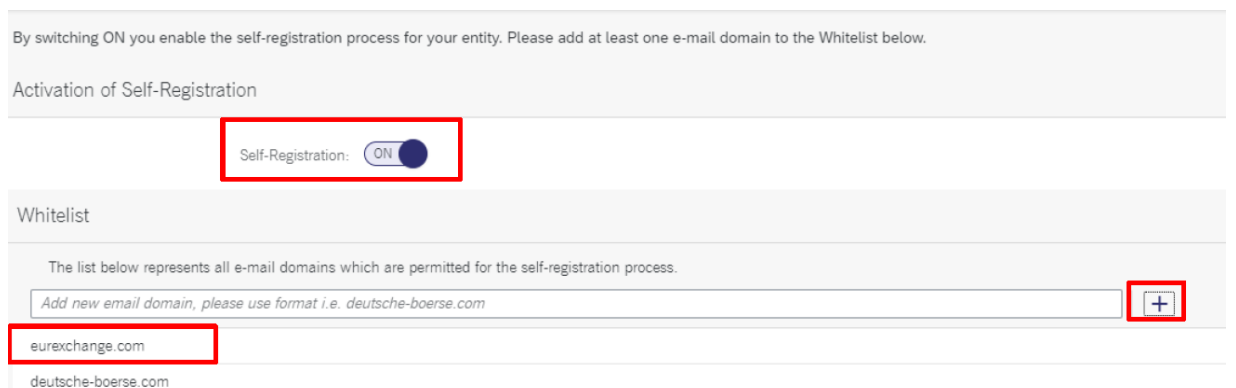
2. The user applies for access permission themselves and the CC approves the application

a) Setting up the function

In order to use self-registration, this function must first be activated by the CC. The function can be enabled by clicking on "Central Coordinator" in the left menu bar of the user profile before selecting "Manage Self-Registration".

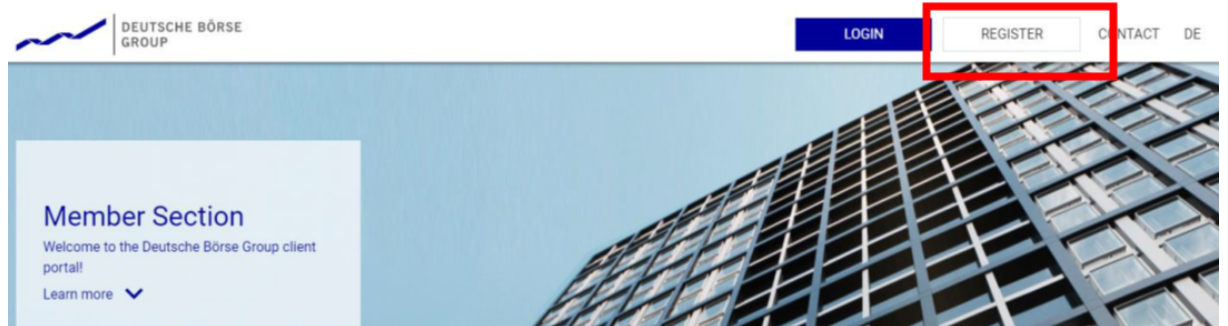


In the screen that then opens, the "Self-Registration" switch must be set to "on". Afterwards, all domains which are to be considered trustworthy for self-registration have to be added (this means putting them on a "white list"), as shown in the diagram below.



b) Registration by the user themselves

You can register yourself as a user by clicking on the "Registration" button on the Member Section homepage.



As part of this process, as a new user, you will first be asked to enter your e-mail address so that you can receive a verification code.

### Registration

- 1 Username
- 2 Verification
- 3 Name & Password

### Please enter your company email address

Your company email address will be used as username. Note that some domains are not allowed (e.g. gmail, web etc.).

Username

Sabine.Listings@eurexchange.com

SEND VERIFICATION CODE

After entering the code sent to the above-mentioned e-mail address, you can then enter your first and last name and set a password. Once this process is complete, you will receive an e-mail as a new user asking you to complete the setup of your profile. After your profile has been set up, the CC will be informed by e-mail that access has been requested and will be asked to process the request by following a link in the e-mail.

Dear Central Coordinator,

Name: Sabine Listings

E-mail: [Sabine.Listings@eurexchange.com](mailto:Sabine.Listings@eurexchange.com)

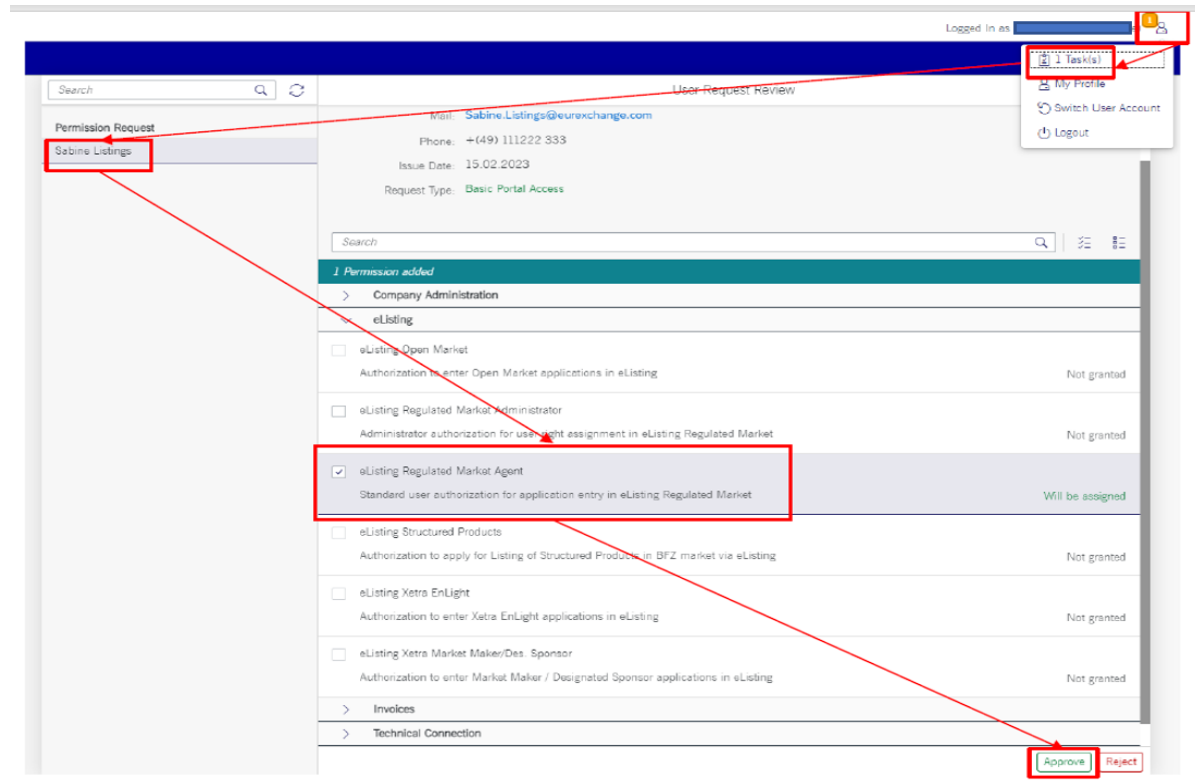
Company:

has requested access to the Member Section. For further processing, please open your inbox within the Member Section:

[Click here](#)

The CC can then view the pending access requests in their access area of the Member Section by clicking on the profile symbol at the very top right of the window and then on "Tasks". By clicking on the respective requesting user in the column on the left under "Permission request", the CC can select

the user's access rights. Clicking on the "Approve" button at the bottom right of the window completes the process.



Once the application has been approved by the CC, confirmation will be sent to your e-mail address.

#### 4.5 Deactivating a user

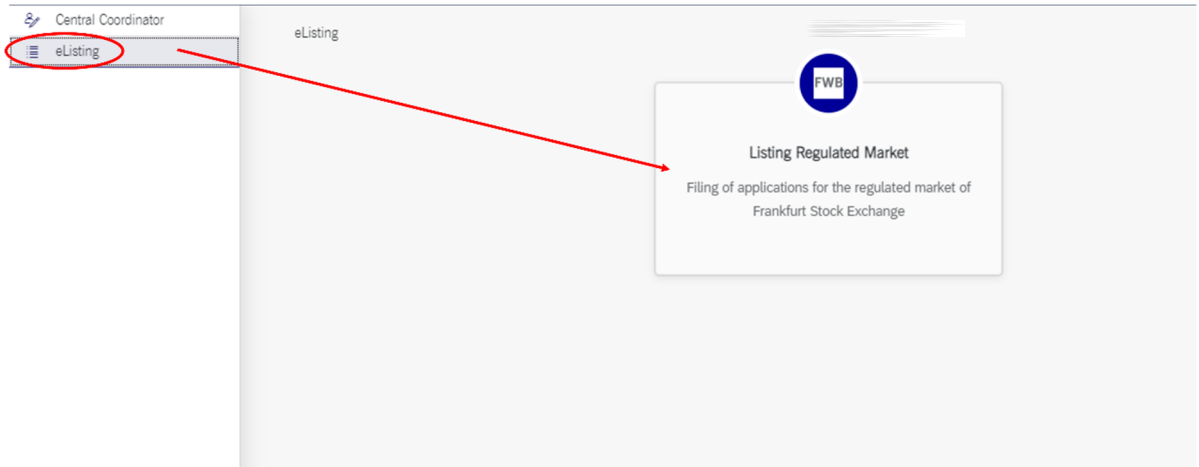
Users cannot be removed via the eListing platform. The CC deactivates user access in the Member Section by removing admin or agent rights. Once you have been deactivated as a user, all permissions will be reset to the default settings and you will be removed as a user from the user overview in the eListing platform.

It is also possible for an admin to effectively deactivate an agent in the eListing platform by revoking the user's rights for all user groups. The user will still be able to log in to the eListing platform, but they will no longer be able to view or access applications.

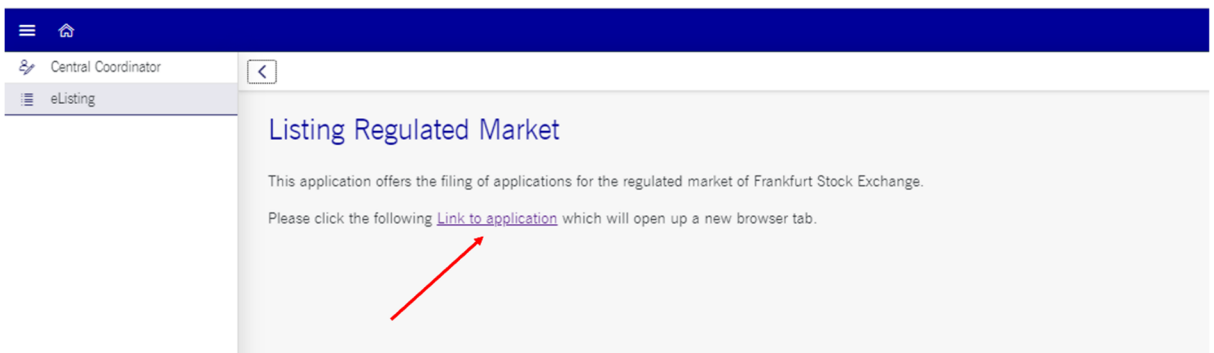
### 5 eListing platform – opening the application

To access the eListing platform via the link within the Member Section access portal, please click on "eListing" in the left menu bar. This will bring up all applications for which you have been activated in

the control panel, or, at least, – after successful registration for the eListing platform – the "Listing Regulated Market" button.



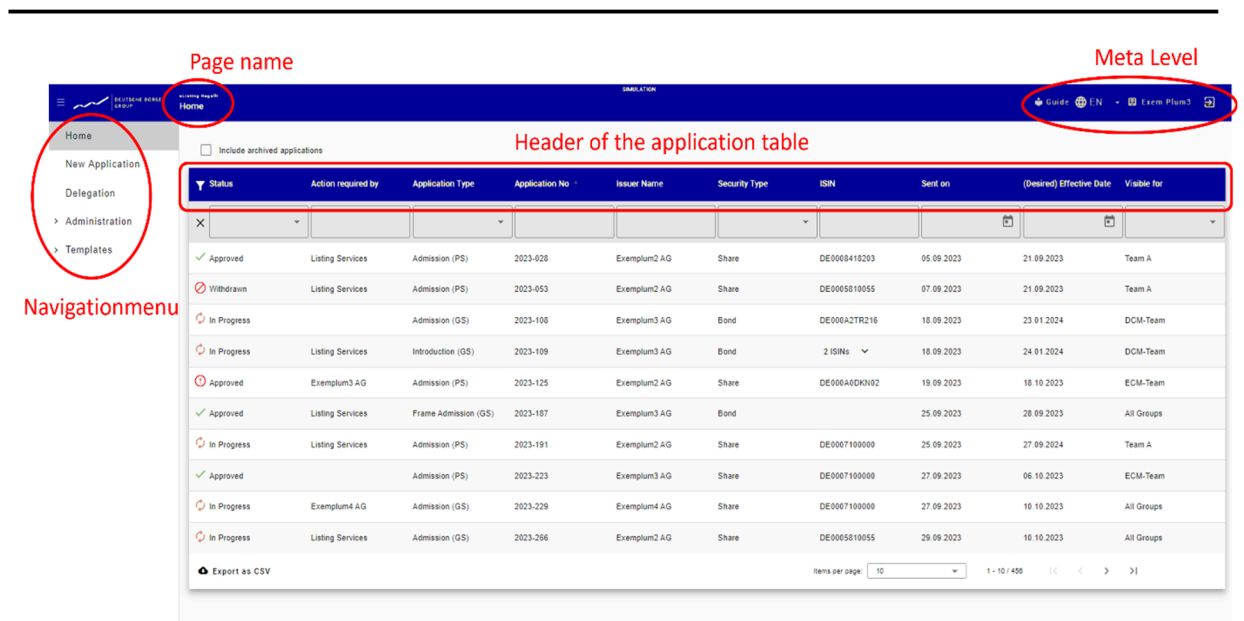
Clicking on the "Listing Regulated Market" button first opens up a short description of the application together with a link ("Link to application") which opens the electronic tool for admitting and listing securities on the Regulated Market, the "eListing platform", in a separate window.



## 6 eListing platform – user interface

After clicking on "Link to application" you will be taken to the eListing platform. The default view is the "Home" view. This also shows you all administrative processes, including their status and other details.

The illustration below depicts the eListing platform's user interface.



The eListing platform is divided into the following areas:

In the page header, you will see the name of the application on the left and the page name of the page you are currently on within the eListing platform.

On the right side of the header is the meta level. In the meta level you can log in and out, find help and change your language preference. If you click on your name, your contact details will be displayed.

On the left-hand side of the page is the navigation menu. This is divided into

Home

New Application

Delegation

Administration

Templates

The menu item that is currently displayed is highlighted in grey in the navigation menu. The selected menu item's page opens up in the main window, whilst its own navigation bar also opens up underneath the menu item. The navigation of the page areas is described separately in the respective section of this handbook.



## 7 Home

The first page on the menu bar, which is automatically displayed after opening the application, is the "Home" page.

All applications that you are allowed to view are displayed here. By clicking the "Include archived applications" box, you can display all applications that have already been archived. If you uncheck this box, all archived applications will be hidden again.



In the Home view, all processes are displayed one below the other, even those that you have only saved as a draft. The processes listed contain links. By clicking on a link you can open the respective process.

The screenshot shows a table with 10 columns: Status, Action required by, Application Type, Application No, Issuer Name, Security Type, ISIN, Sent on, (Desired) Effective Date, and Visible for. The table contains several rows of data. A red box highlights the 'In Progress' status icon in the first row of the second row. A red arrow points from this box to the 'In Progress' text in the same row.

Status	Action required by	Application Type	Application No	Issuer Name	Security Type	ISIN	Sent on	(Desired) Effective Date	Visible for
✓ Approved	Listing Services	Admission (PS)	2023-028	Exemplum2 AG	Share	DE0008418203	05.09.2023	21.09.2023	Team A
⊘ Withdrawn	Listing Services	Admission (PS)	2023-053	Exemplum2 AG	Share	DE0005810055	07.09.2023	21.09.2023	Team A
🔄 In Progress		Admission (GS)	2023-108	Exemplum3 AG	Bond	DE000A2TR216	18.09.2023	23.01.2024	DCM-Team
🔄 In Progress	Listing Services	Introduction (GS)	2023-109	Exemplum3 AG	Bond	2 ISINs	18.09.2023	24.01.2024	DCM-Team
⊘ Approved	Exemplum3 AG	Admission (PS)	2023-125	Exemplum2 AG	Share	DE000A0DKN02	19.09.2023	18.10.2023	ECM-Team
✓ Approved	Listing Services	Frame Admission (GS)	2023-187	Exemplum3 AG	Bond		25.09.2023	28.09.2023	All Groups
🔄 In Progress	Listing Services	Admission (PS)	2023-191	Exemplum2 AG	Share	DE0007100000	25.09.2023	27.09.2024	Team A

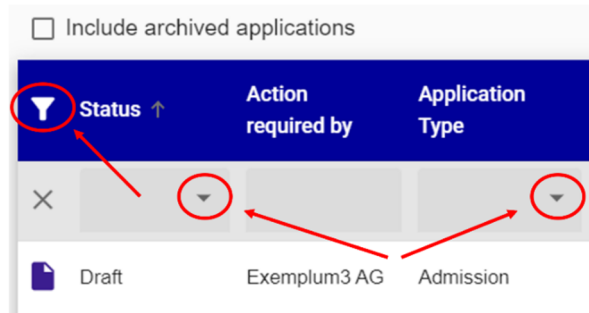
The link is only displayed when the mouse cursor is moved over the text

The individual table columns provide further details on each process.

The screenshot shows the same table as above, but with filters applied to the columns. The filter bar at the top has dropdown menus for 'Status', 'Action required by', 'Application Type', 'Application No', 'Issuer Name', 'Security Type', 'ISIN', 'Sent on', '(Desired) Effective Date', and 'Visible for'. The table content is filtered to show only rows where the status is 'Approved', 'Withdrawn', or 'In Progress'.

Status	Action required by	Application Type	Application No	Issuer Name	Security Type	ISIN	Sent on	(Desired) Effective Date	Visible for
✓ Approved	Listing Services	Admission (PS)	2023-028	Exemplum2 AG	Share	DE0008418203	05.09.2023	21.09.2023	Team A
⊘ Withdrawn	Listing Services	Admission (PS)	2023-053	Exemplum2 AG	Share	DE0005810055	07.09.2023	21.09.2023	Team A
🔄 In Progress		Admission (GS)	2023-108	Exemplum3 AG	Bond	DE000A2TR216	18.09.2023	23.01.2024	DCM-Team
🔄 In Progress	Listing Services	Introduction (GS)	2023-109	Exemplum3 AG	Bond	2 ISINs	18.09.2023	24.01.2024	DCM-Team
⊘ Approved	Exemplum3 AG	Admission (PS)	2023-125	Exemplum2 AG	Share	DE000A0DKN02	19.09.2023	18.10.2023	ECM-Team







The filter icon on the far left of the menu bar can be used to show or hide filter options. You can use the triangle symbols to choose between the filter options indicated.



The "Status" column shows the current status of the selected process. The following statuses are possible:

- In progress
- Approved
- Draft
- Rejected
- Withdrawn

In addition to the status of the application, there are a number of icons that appear to the left of the status. These icons further qualify the status and indicate whether there is a need for action on your part. The standard icons corresponding to each status are listed below:

	Draft
	In Progress
	Approved
	Rejected
	Withdrawn
	Action required (independent of status)

When an action is required from your side, an exclamation mark is displayed instead of standard icons. This can have several meanings for different application statuses, e.g. in the status "In Progress" it could mean that a field needs to be filled out or a document needs to be uploaded, and in the status "Approved" it means that the documents uploaded from the FWB side should be

reviewed. You can click on the application and then check which tab requires the action based on the validation results.

The next column, "Application Type", indicates the type of process as well as the segment (GS = General Standard, PS = Prime Standard): admission, frame admission or introduction.

The "Application No" column contains application numbers for each process.

The "Issuer Name" column shows the issuer company of the securities.

The "Security Type" column shows you which type of security the process relates to. The options are (provided processes for these security types have already been created or saved as drafts):

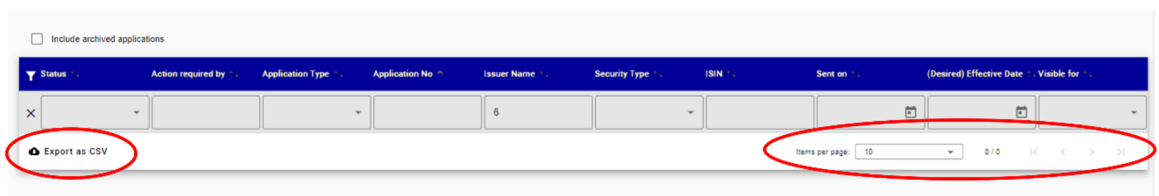
- Shares
- Bond
- Funds
- ETF
- ETC
- ETN

The "ISIN" column lists the ISIN for each security.

In the "Sent on" column you can see the day when the application was submitted to the FWB.

In the "(Desired) Effective Date" column the so-called desired date for the requested process (according to the application) is displayed. Please note that this date is not a date confirmed by the FWB, but merely indicates the date when the applicant wishes the requested process to be implemented according to the information provided in the application.

A final column, "Visible for", shows which groups (see 3.3 Third step: setting up groups and allocating user roles) this process is visible for.



On the left-hand side below the table is an icon labelled "Export as CSV". Clicking here allows you to download all data displayed in the home view and save it as a CSV file.

On the right-hand side below the table, you can select how many entries you want to display per page. The number next to it shows which page you are currently on out of the total number of pages. You can browse through the pages using the arrow symbols to the right.

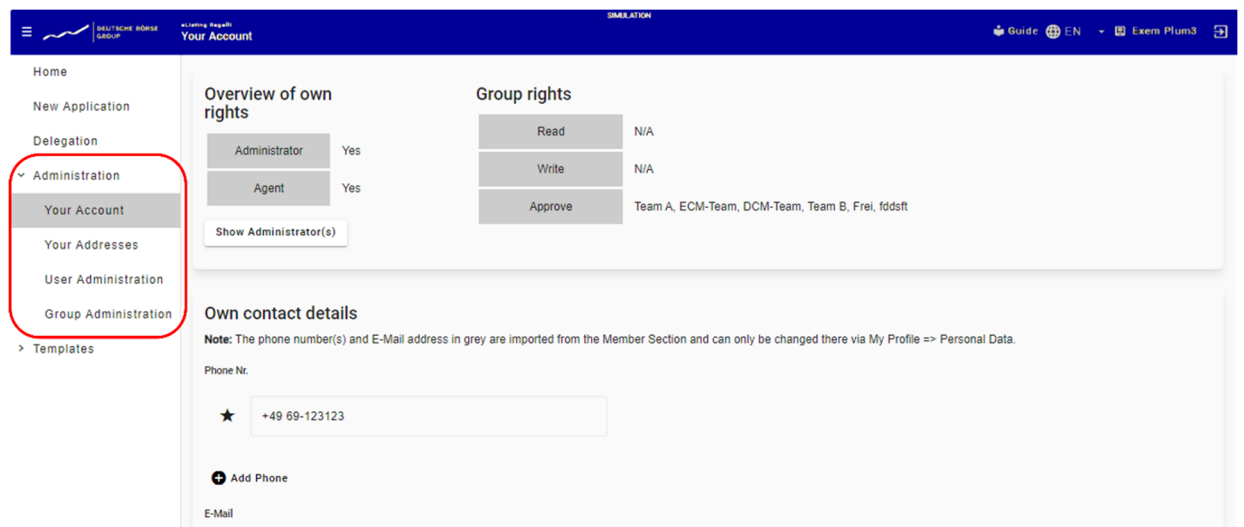
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The "<" symbol takes you back to the first page  
The "<<" symbol takes you back one page  
The ">" symbol takes you forward one page  
The ">>" symbol takes you to the last page

## 8 Administration

You can open the "Administration" area via the menu bar. This is divided into the areas:

- Your Account
- Your Addresses
- User Administration
- Group Administration



Depending on the menu item selected, the respective page will then open on the right in the main window, along with a separate navigation bar.

### 8.1 Your Account

In the "Your Account" area, you can access your own contact details as well as your own permissions. In area under the heading "Overview of own rights", you can see the rights that have been set up for you as a user (administrator and/or agent) within the Member Section.

By clicking "Show Administrator(s)" you can display the company's admins.

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In the area on the right under the heading "Group rights", you can see which groups you have been given read, write or approval rights for.

Below the two aforementioned areas you will see your own contact details. Under the heading "Phone Nr." you will see the telephone numbers you have provided. You can add another telephone number via the "+" symbol. If you have provided several telephone numbers, you can set your default number by pressing the asterisk symbol. A black filled star symbol confirms this selection. Under the heading "E-mail" you can view your e-mail addresses and add further e-mail addresses via the "+" symbol. Here, too, you can designate your default e-mail address with a black asterisk. You will also see the e-mail address and telephone number you provided when you set up your user account details in the Member Section. You can make changes to these details in the user account details area within the Member Section.

By ticking the box below the e-mail addresses, you agree to receive information about changes to your application by e-mail. We recommend that you do this, as otherwise you have to check for any changes manually. Regardless of the way that you decide to receive information regarding changes to your applications, you will always receive details on decisions and resolutions adopted by the FWB.

In the field labelled "Department" you can enter the exact name of your department.

## 8.2 Your Addresses

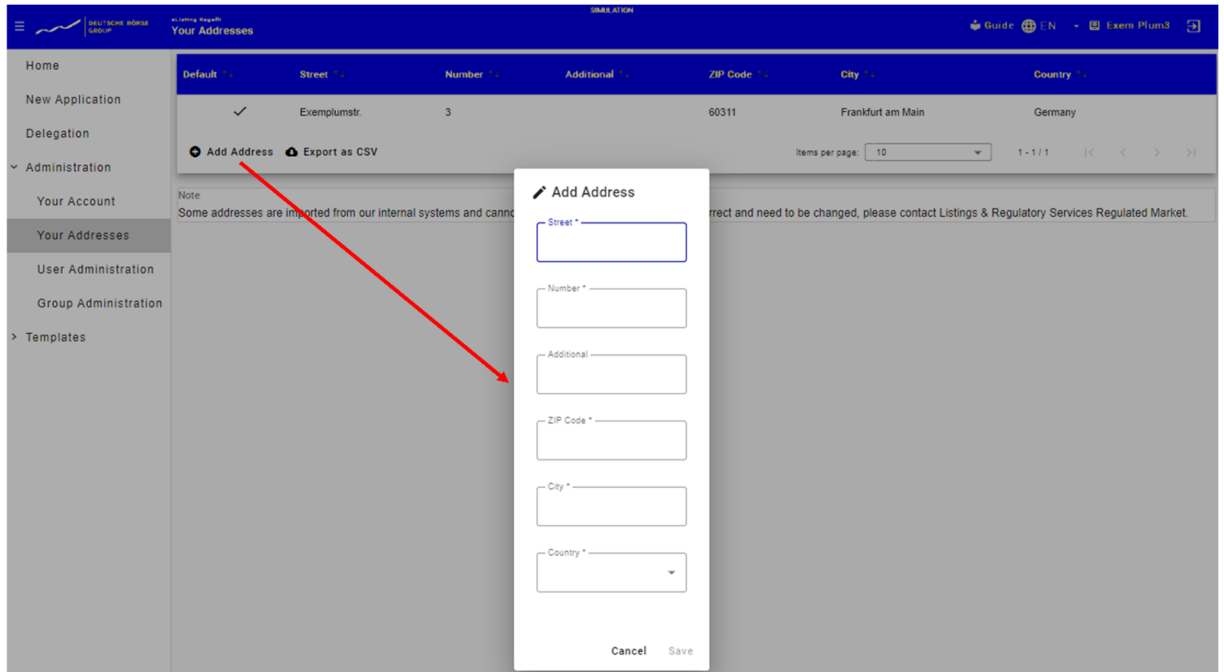
The "Your Addresses" section allows you to view and save all the contact addresses you need for processing applications. The addresses stored here will be available to select during the application process. The addresses initially used originate from Deutsche Börse AG's client administration system.

In an overview table, you can see rows of addresses you have already saved. The columns display details of the street, house number, additional address information, postcode, city and country of the respective address.

You can create a new contact address by clicking on "Add Address". Another field then opens where you can enter the relevant details such as the street, house number, any additional information, postcode, city and country of the new contact. Fields marked with an asterisk are mandatory.

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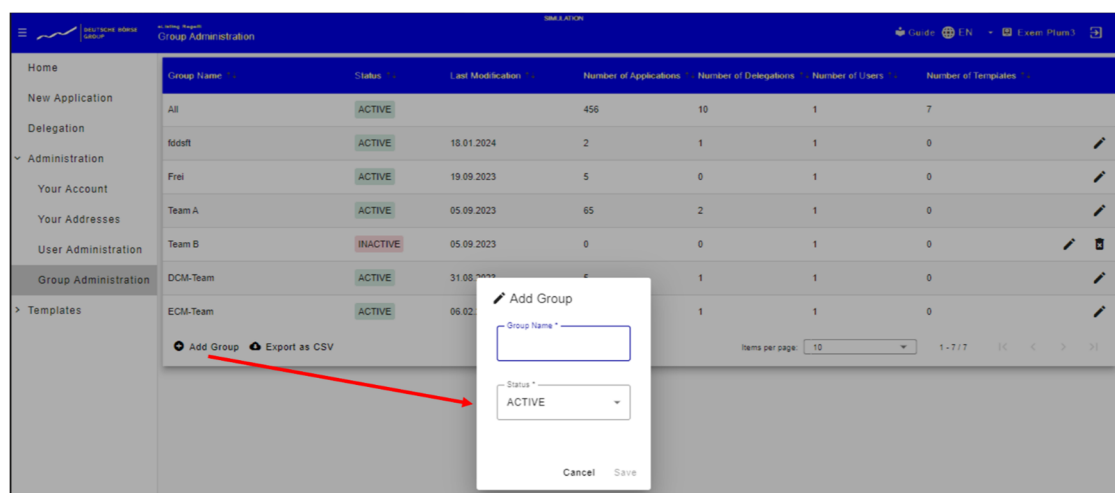
All address entries can be exported and saved as a CSV file.



### 8.3 Group Administration

In the "Group Administration" area, you can see all the groups that you have set up – provided you are set up as an admin – and add new groups.

Creating a new group:



You can create a new group by clicking on "Add Group". Another field will then open where you can give your new group a name (for example "ETPs", "Bonds" or "Project XY"). In the next field you select the status of your new group and thus determine whether the group should be active already or initially still inactive. The status of a group can be changed at any time.

After setting up a new group, you can assign individual users to this group together with their roles in the "User Administration" area (see 8.4).

In the table you will see an overview of the groups you have set up along with further details. The rows display the groups you have set up, and in the columns you can see the further details for each group. These further details include:

- the group name (the name you gave the group)
- the status of the group (whether the group is active or inactive)
- the number of assigned delegations
- the number of applications assigned to this group as "visible"
- the number of users who have been assigned a role (read, write or approve) in this group

The "pencil" icon at the end of the line for each group allows you to edit the entries, whilst the "bin" icon can be used to delete the respective entry (or group) completely.

Here too, it is possible to export and save all entries as a CSV file.

In addition, the admin can perform the following functions in this area:

Activation (action = add new group):

This means adding a new group set to "active" to the list. By default, no user is assigned to the group and the group's status is set to "active".

Deactivation (set status to inactive):

A user assigned to a group that has been deactivated can still see the applications contained in that group. The deactivated group can also still be assigned to other users (it is visible to the admin in the user maintenance interface as the number of users). Even if a group is inactive, applications that are "In Progress" can still be finalised/submitted. However, creating draft applications or registering new processes is not possible for inactive groups. The deactivated group is not displayed in the drop-down selection within the application process. An inactive group can be reactivated at any time.

Reactivation (reset status to active):

An inactive group can be reactivated. The group will reappear in the group drop-down selection list for a new application.

---

Deletion (number of applications set to zero)

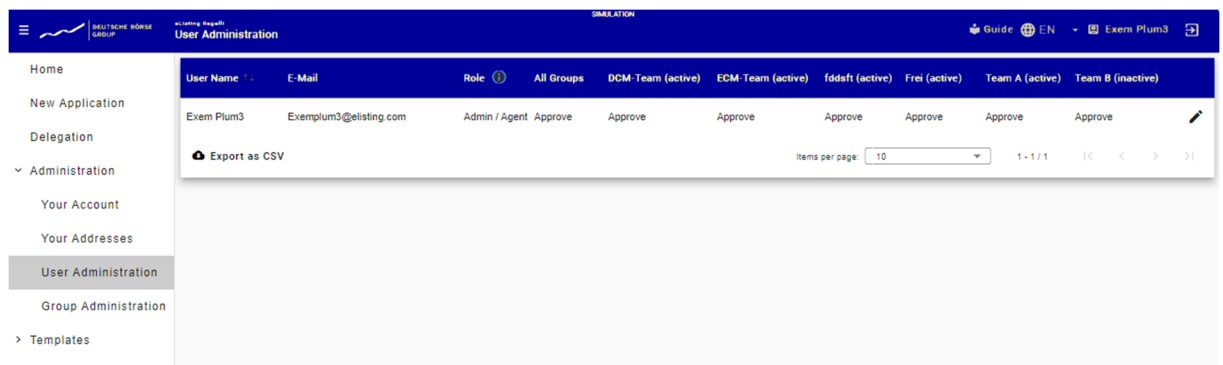
Only groups with no existing application and delegation allocations can be deleted. In such cases, the "Delete" button will be visible to the administrator.

Rename (change group name and submit):

Groups can be renamed. All application/user roles linked to the "old" group are transferred to (remain with) the "new" renamed group.

## 8.4 User Administration

In the "User Administration" section, you will see all users from your company who have been set up, provided you have been set up as an admin within the Member Section.



In the respective columns, you will find information on the user name, e-mail address, the user role (agent or admin) created in the Member Section for the eListing platform and, in the columns to the right, all groups created for the eListing platform within your company and, in the entry for the user under the relevant column, information on whether the user was set up for this group and, if so, which user rights role they have (read, write, approve or N/A). The "All Groups" column is set up initially. If no group has been set up by an admin, this group is listed here regardless.

It is possible to set up the following rights:

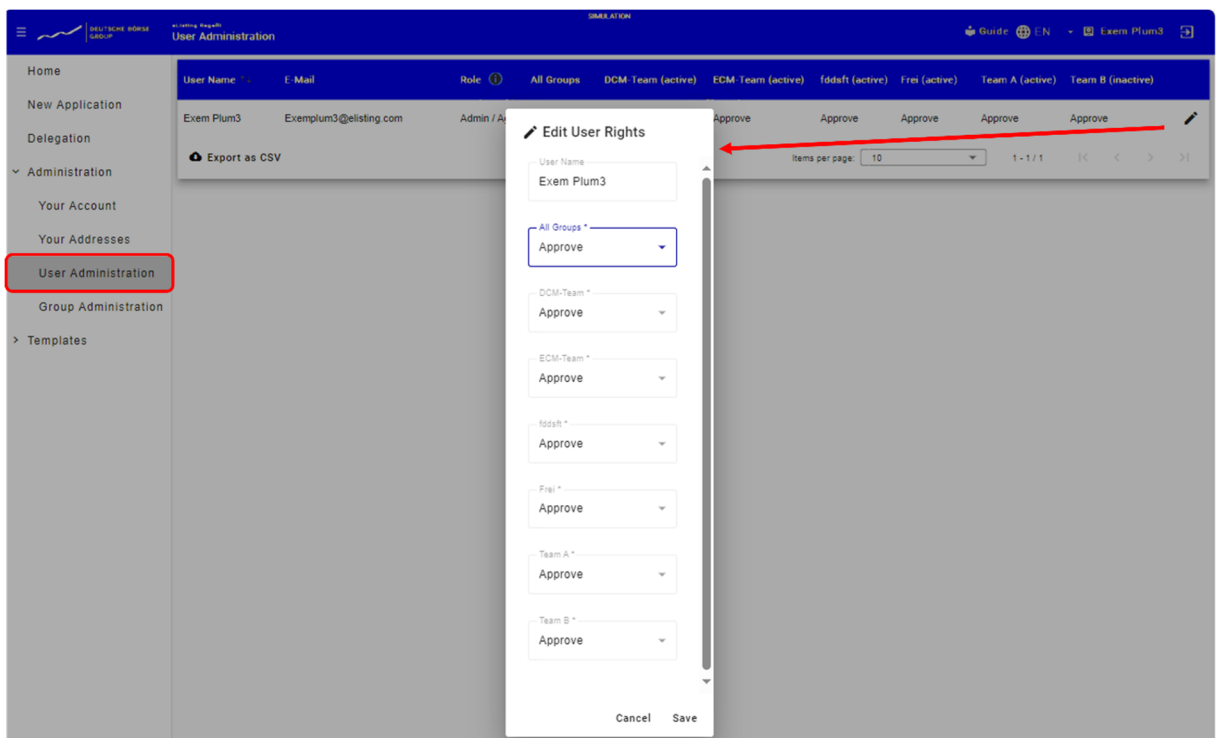
user right	description
read	Read-only; the user can only see the procedures, but he/she cannot change them, create new procedures for the group or approve them.
write	Read and write; the user can read and write/create procedures for the group, but cannot approve/submit them. Once the application has been submitted, he/she can submit updates to the FWB.
approve	Read, write and approve; the user can approve/submit requests. This is the highest right that can be assigned to an agent.
custom	Activation of rights assignment on individual group level (only all groups).
-	No rights are assigned. The user is not able to view or edit procedures.



It is possible to export and save all entries as a CSV file.

You can also assign users together with their role function to the groups you have set up. You do this by clicking on the "pencil" icon at the far right of the line for the user in question and then selecting the appropriate role (read, write or approve or N/A) under the relevant group.

In the first field, "All Groups", you will see a function called "Custom" along with read, write, approve and N/A. If you select "Custom", you can assign rights for users individually for each previously created group.



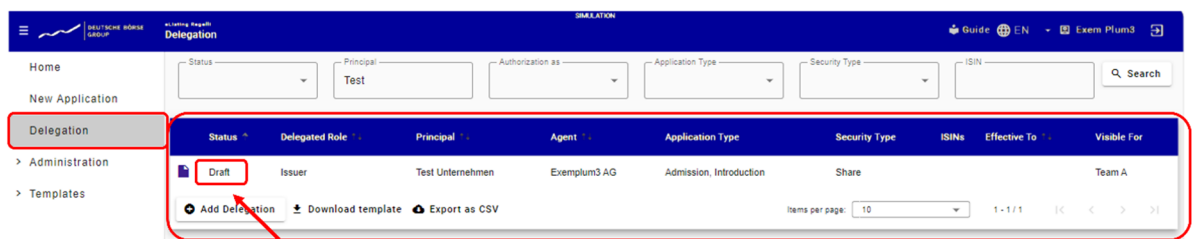
After making changes, the user can save or cancel the changes and exit the editing mode without making any changes.

## 9 Delegation

In the "Delegation" area, you can view all the delegations recorded for your company that you have been activated to view and – if you are set up as an agent – also create and record delegations. To access the area provided for this purpose, click on "Delegation" in the navigation menu on the left.

## 9.1 View, edit or withdraw delegations

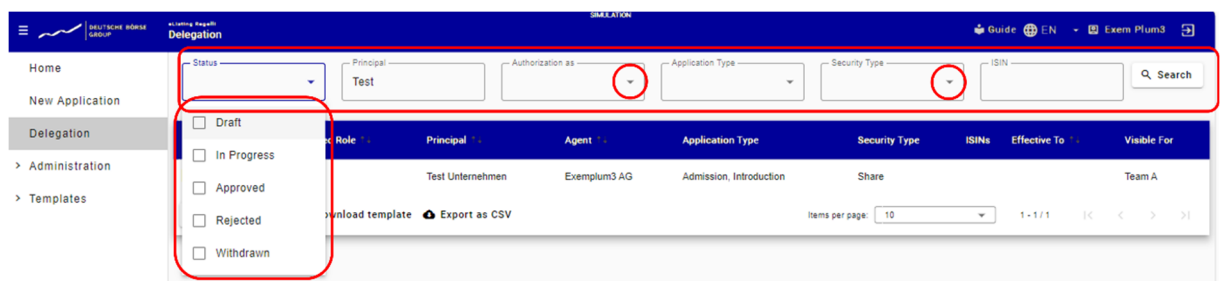
Delegations that have already been generated are listed in a table with further details on "Status", "Delegated Role", "Principal", "Agent", "Application Type", "Security Type", "ISINs", "Effective To" and "Visible For". The information provided for each delegation and the status of the delegation (for example: "Sent" and/or "Approved") can be viewed by clicking on the link in the relevant line of the delegation under the "Status" column.



The link is only displayed when the mouse cursor is moved over the text

A new window will then open containing the aforementioned information. Here you can also edit the delegation by changing and saving any details directly in the screen. Alternatively, you can withdraw delegations by clicking on "Withdraw" at the bottom of the screen. If you do not wish to change or withdraw the delegation, simply click on "Cancel".

You have the option of filtering delegations, i.e. only displaying certain delegations in the table. To do this, use the small arrow pointing downwards next to the filter you would like to use. You can make your filter selection via the window that subsequently opens.

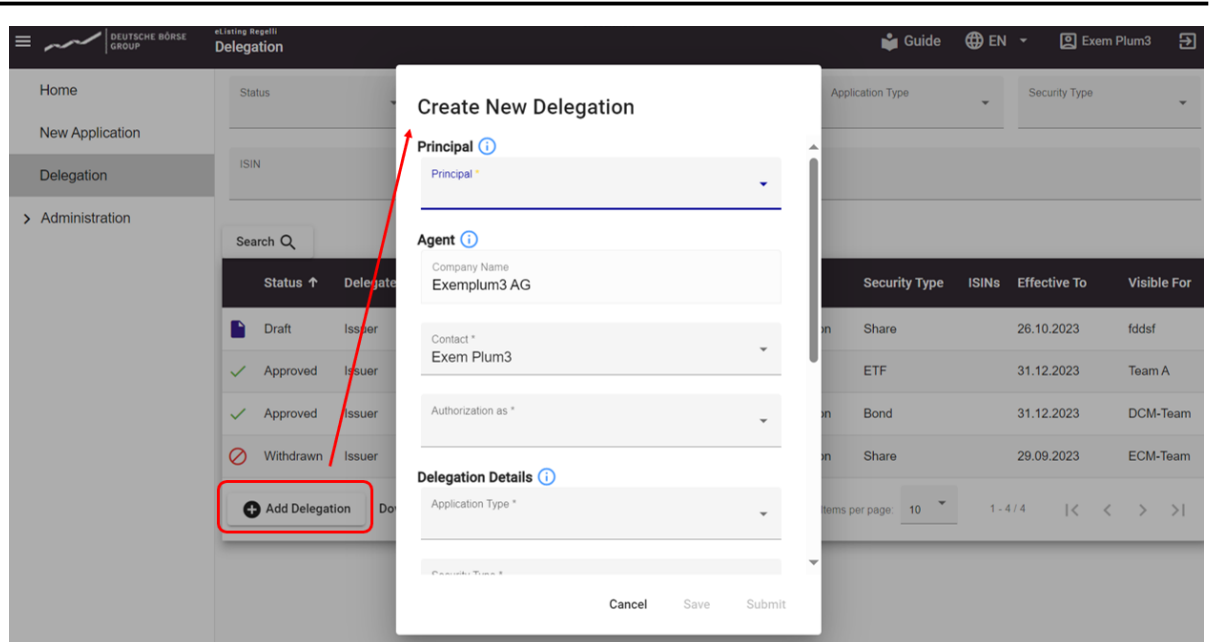


## 9.2 Creating new delegations

You can use the "Download template" function to download and use templates for delegations provided by the FWB.

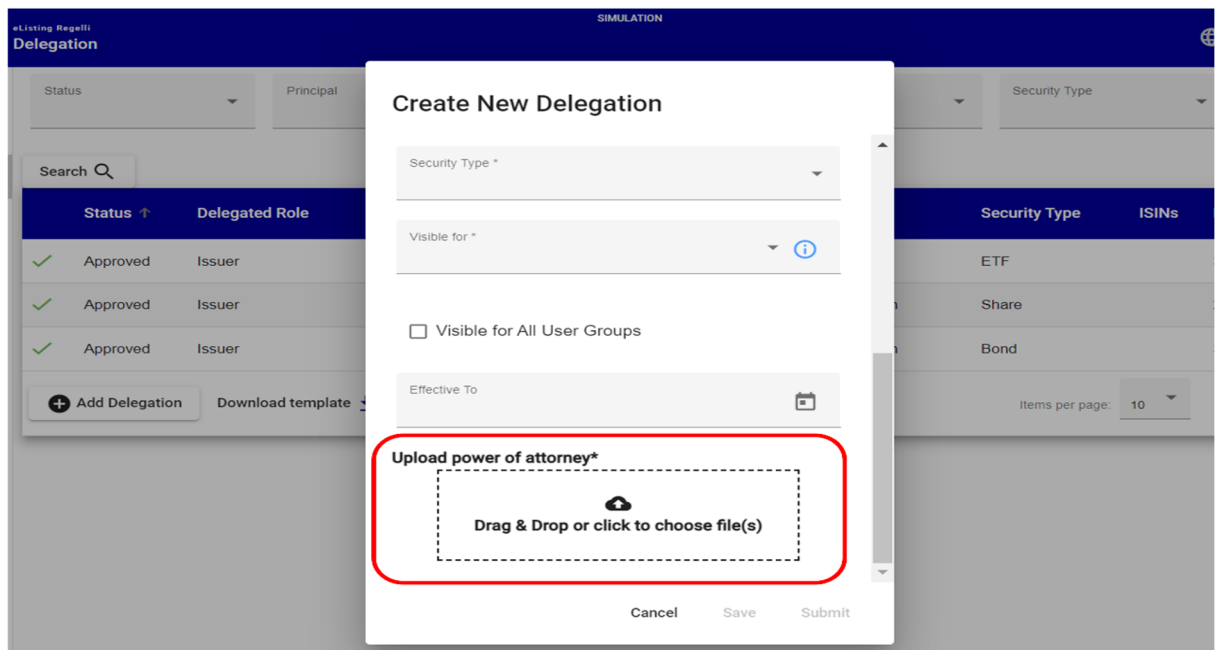
The screenshot displays the 'Delegation' management interface. At the top, there are filters for 'Status' and 'Principal'. Below is a search bar and a table with columns: 'Status', 'Delegated Role', 'Principal', and 'Authorized'. The table contains three rows, all with a status of 'Approved' and a role of 'Issuer'. The principal for all is 'Exemplum2 AG'. At the bottom of the table, there are buttons for '+ Add Delegation', 'Download template' (highlighted with a red box and a red arrow), and 'Export as CSV'. A modal window titled 'POWER OF ATTORNEY' is overlaid on the right, showing a form for creating a power of attorney. The form includes fields for 'Principal' and 'Agent' (Name, Address, City, Country), 'Application type' (Admission, Frame Admission, Introduction, ETR/ETP-Segment), and 'Security type' (Individual ISIN(s), All of the below, Share, Bond, Fund, ETF, ETC, ETN). It also has sections for 'The authorized agent is entitled:' and 'This power of attorney is valid:' with radio button options and a date field. A disclaimer at the bottom states that the power of attorney is governed by German law.

To create a new delegation for use in the eListing platform, click on "Add Delegation" and enter or select the information requested in the screen that opens before uploading and saving a delegation.



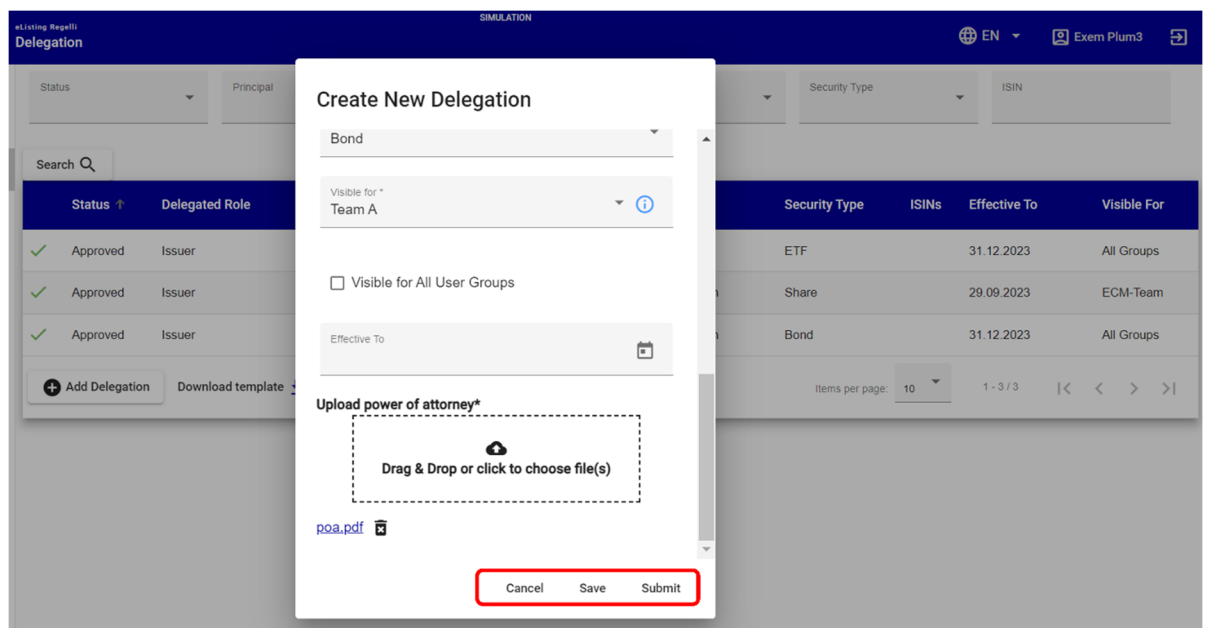
Please also remember to limit visibility of the delegation in line with the visibility settings designated for the respective process(es) (by project or security type according to the group setup in the administration area).

You can upload your delegation as a PDF document using the "drag & drop or click" function.



When you have finished creating your delegation, please click on "Save". If you also wish to file your newly-created delegation for (the current or several) administrative processes relating to the FWB, you

must send it to the FWB using the "Submit" function at the bottom right of the "Create New Delegation" screen as an additional step. As soon as the submitted delegation has been approved by the FWB, it can also be used for other applications, provided that the delegation also covers other processes (i.e. is not limited to the one admission/introduction or one ISIN) and is not subject to a time limit.







## 10 New Application

In the "New Application" area, you can create a new application procedure and submit a new application. The request for data and information is based on the PDF forms previously provided to you by the FWB prior to the launch of the eListing platform. You will be guided through the application process in eight steps. Drop-down menus provide you with corresponding selection options when you are filling in the details for the application. Error messages alert you to incorrect or missing entries and info texts provide additional explanations.

## 10.1 How it works






### Error messages and their symbols

In the eListing platform, you will be given the following error or advice messages during the application process:

Description	Effects in the event of incorrect/incorrect entry	Symbol
<b>Error</b>	The user cannot move to the next step until the error is fixed.	
<b>Hard Mandatory Requirement</b>	The request cannot be submitted to the FWB until the error is corrected.	
<b>Soft Mandatory Requirement</b>	The request can be sent to the FWB. However, the information should be supplemented subsequently.	
<b>Notification</b>	There are no effects on the processing of the procedure; the user only receives a note.	

### Symbols used

The navigation menu indicates which steps still need to be completed or corrected. Here too, symbols with different meanings appear:

Symbol	Meaning
	shows that a page has been finished editing;
	shows that a page is currently being edited;
	shows that data still needs to be added or corrected until the procedure is completed;
	shows that mandatory information has not been provided or has been provided incorrectly and must therefore be provided for further processing of the procedure;
	indicates which of the steps has not been processed at all (the number in the figure is only an example).

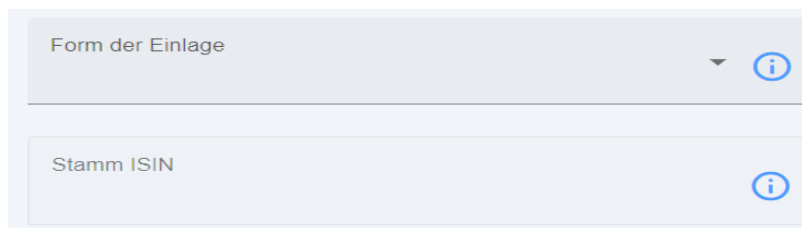
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## Field types and their (colour) indicators

The asterisk at the end of the heading of a field indicates that this field is mandatory. If information is missing from mandatory fields, you cannot continue with the application and it is not possible to go to the next tab.

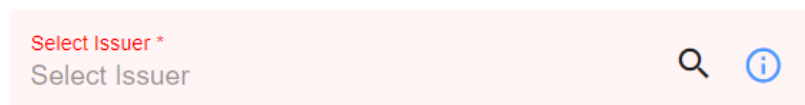
The coloured backgrounds of the fields have the following meanings, among others:

- Fields which are deactivated because they cannot or should not be filled due to information previously provided (in the following example "Master ISIN") are coloured light grey and are not "clickable".



The image shows a screenshot of a form with two input fields. The first field is labeled 'Form der Einlage' and the second is labeled 'Stamm ISIN'. Both fields have a light grey background and a blue information icon (i) on the right side. The 'Form der Einlage' field also has a dropdown arrow.

- Data entry fields with a (hard) obligation for correct entries (see table above) that have been filled in incorrectly or not at all are marked in red in the input area. The error must be corrected before the application can progress further.



The image shows a screenshot of a form field with a red background. The field is labeled 'Select Issuer \*' and contains the text 'Select Issuer'. There is a search icon and a blue information icon (i) on the right side.

- Data entry fields with a (soft) obligation for correct entries (see table above) that have been filled in incorrectly or not at all are marked in orange in the input area. The information must be submitted or corrected by the time the FWB makes a decision on admission or introduction.



The image shows a screenshot of four form fields with an orange background. The fields are labeled 'First Name', 'Last Name', 'Phone Number', and 'E-mail'.










- Data input fields that require a note due to the information you have provided are marked accordingly in blue in the input area. This does not represent an error, meaning a correction is not necessary and further processing of the application is possible despite the note.

Admission Date (Planned)  
04.10.2023



### Other symbols and their meaning

On the next page you will find an overview of the other symbols used in the eListing platform and their meaning:

Symbol	Meaning
	Get more information about this data field via the info box
	Select a contact address from your contact address collection
	Delete the data in the respective data field
	Select a date using the calendar function
	Upload a document here
	Select your information from a drop down menu
	Download a template
	Add
	Search



## 10.2 File an Application

Use the "New Application" function to start a new application process.

You can only submit an application if you have been set up as an "Agent" and have been assigned the eListing user rights "write" or "approve".

The "New Application" function has its own page structure. The menu in the horizontal bar uses a numbered sequence of steps to show where you are in the application process. You can navigate through the pages using "Next" and "Previous" at the bottom or by clicking on the number of the individual steps.

The screenshot displays the 'New Application' interface. At the top, a blue navigation bar contains the Deutsche Börse Group logo and a progress indicator with 8 numbered steps: 1 Application Data (active), 2 Issuer/Applicant Data, 3 Security Data, 4 Additional information, 5 Documents, 6 Invoice data, 7 Communication, and 8 Confirmations. A red circle highlights the 'New Application' menu item in the left sidebar. The main content area shows a form with several dropdown menus: 'Security Type \*', 'Application Type \*', 'Segment \*', and 'Sub Segment'. Below these are four checkboxes for 'Applicant Role \*': 'Issuer', 'Agent Of Issuer', 'Co-Applicant', and 'Agent of Co-Applicant'. A red circle highlights the 'Next' button at the bottom of the form. A small note at the bottom states: '\* indicates mandatory field. Please populate to move to next tab.'

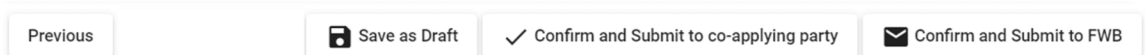
The numbers of the tabs (steps 1-8) you have edited and the tab you are currently at are marked in blue; all other tabs you have not yet edited are shown in grey. Completed screens are marked with a blue circle with a white tick. Fields that are currently being edited are marked with a pencil symbol on a blue background. Below the data entry fields in steps 1-7, the buttons "Previous", "Next" and "Save as Draft" are displayed.

Previous

Next

Save as Draft

Once the data entry fields in step 8 have been successfully processed, the buttons "Previous", "Save as Draft", "Confirm and Submit to FWB" and "Confirm and Submit to co-applying company" (if there is a co-applying company) are displayed at the bottom of the page. If the draft has already been saved, there are also the options "Print" and "Delete draft".



If the application is sent to a co-applying company and still not confirmed by the co-applying company, you can firstly only adjust the user group(s) to restrict visibility of the application to individual groups.

**Applying Company**

Company name \*  
Exemplum3 AG

Address  
Exemplumstr. 3, Frankfurt am Main

Street  
Exemplumstr.

No.  
3

ZIP code  
60311

City  
Frankfurt an

Country  
Germany

LEI

VAT ID

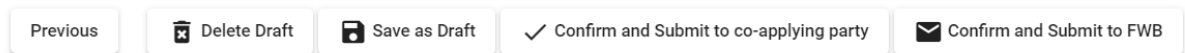
Visible for All User Groups

Visible for \*

You can do this during the application in the "Issuers/Applicant Data" tab by selecting "Edit User Groups".

---

Draft applications can be deleted at any time. Once an application has been sent to the co-applying company or to the FWB, the additional buttons "Edit" and "Withdraw" appear in the respective application.



If the application is sent to a co-applying company and you click on "Confirm and Submit to co-applying company", the application will be sent to the co-applying party for further processing. Except for changes to the user groups, you can then no longer make any changes to the application until it has been processed further or completed by the co-applying company and sent back to you or your company or to the FWB. This is to prevent individuals working on the same process simultaneously and potentially entering different information. This also does not send the application to the FWB; the application for admission or introduction has therefore not yet been submitted at this point and the application procedure has not been initiated. Only when you click on "Confirm and Submit to FWB" is the application forwarded to the FWB and thus considered to have been submitted. This is also indicated by a corresponding time stamp on the application.

Applying Company		Status details	
<b>Company name</b>	Exemplum3 AG	<b>Application Status</b>	✓ Approved
<b>Role</b>	Agent Of Issuer Co-Applicant	<b>Validation Status</b>	⚠ Application Details to be checked
		<b>Application number</b>	2023-125
		<b>Date/time application submitted to FWB</b>	19.09.2023 17:19
		<b>Submitter</b>	Exemplum3 AG

All changes and additions in the further course of the application procedure are also visible to the FWB from this moment on; nevertheless, all parties can continue to revise the application.

The series of steps consists of several editing screens:







- Step 1: Entering the application details
- Step 2: Entering issuer and applicant details
- Step 3: Entering the securities details
- Step 4: Entering additional information
- Step 5: Document upload
- Step 6: Entering invoice-related details
- Step 7: Opportunity to send a message via the communication field
- Step 8: Confirmations to be submitted to the FWB

Please ensure that the data entered on the first screen of the series of steps (step 1) is filled in correctly, as this data is "frozen" during the move to step 2 of the application process and therefore cannot be changed later on in the procedure. This mode of operation enables accurate validation of the input fields in the next steps of the application process (depending on the security type, application type and segment selected beforehand). Depending on the information you enter in this first screen of the series of steps, the necessary data entry fields will then appear in the later steps of the application process. In the event that incorrect information is entered and saved in the first screen of the application process, the entire draft must be deleted and restarted.

In the upper right corner of the data entry field, the basic details relating to the application procedure are displayed in a blue box. This is data that is essentially extracted from the information entered on the first screen (step 1) and "frozen" for the rest of the process in the subsequent steps. The relevant details are: security type, application type, issuer (co-applicant, if necessary), market segment and linked applications. These main details are supplemented by other important details, such as the ISIN, in the further course of the application process.

Below each section containing data entry fields in the individual tabs of the series of steps, validation results are displayed in a light blue box, indicating any fields that have not been completed or have not been completed correctly. The entry in the validation results window indicates which section the error refers to, as well as the corresponding error message.

**Validation results**

-  [Issuer/Applicant Data](#): **First Name : 2:** Missing
-  [Issuer/Applicant Data](#): **Last Name : 2:** Missing
-  [Issuer/Applicant Data](#): **Phone Number : 2:** Missing
-  [Issuer/Applicant Data](#): **E-mail : 2:** Missing
-  [Security Data](#): **Admission Date (Planned):** Admission date must be later than today
-  [Security Data](#) Segment selected deviates from segment for ISIN 'DE000A2E4K43'

At the end of the application procedure, you have the possibility to print the application form and save it for your documentation. Please click on the "Print" button on the right bottom corner of the "Confirmation" tap (step 8). Afterwards, a PDF document will be created and is available in downloads. The PDF contains all the data you added during the procedure in a table view.

[Previous](#) [Print](#) [Withdraw](#) [Edit](#)

You can print the application form at any time, before and after submitting to FWB or before and after confirming and submitting to co-applying company (if there is a co-applying company). As long as the application is in draft status, you need to save the application before you can print it.

## 10.3 Application in eight steps

The application procedure and further processing of the application are carried out in the eight steps (tabs) shown above. There are tabs that request the same information regardless of the process or security type and tabs that ask for different details and documents depending on the application or security type.

### 10.3.1 Step 1 (types of application)

There is a choice between the following application types:

- Admission
- Frame admission
- Introduction

With regard to application types, no distinction is to be made between subsequent admissions (capital increases or increases of capital stock). The subsequent course of the application is automatically based on whether the respective ISIN applied for is already traded or not.

In addition, information on the corresponding

- security type
- market segment
- additional segment if necessary
- applicant role

must be provided.

Please note that the information on this tab cannot be changed after the application has been saved for the first time, as this information forms the basis for the process- and security-specific details requested thereafter.

In the case of the security type 'share', the following must be considered regarding the specification of the segment:

The admission to the sub-segment of the regulated market with Additional Obligations arising from Admission (Prime Standard) take place as an admission of class. This means that only one application for the initial admission of the share class to the Prime Standard is required. For the admission of further shares from capital increases (so-called follow-up admissions), only applications for admission to the General Standard must then be submitted.

If an issuer applies for the admission of shares of a share class to the regulated market for the first time and at the same time wishes to be admitted to the sub-segment of the regulated market with Additional Obligations arising from Admission (Prime Standard), both an application for admission to the General Standard and an application for admission to the Prime Standard must be submitted. The application for admission to the Prime Standard requires the participation of a co-applicant institution or company. It should be noted that the application for admission to the General Standard must be submitted first and only then the application for admission to the Prime Standard. For the introduction of the shares to trading, an application for the introduction to the General Standard must be submitted by the issuer.

### 10.3.2 Step 2 (issuer/applicant data)

The following details are requested:

- Details on the applicant company (company name, address, street, postcode, city, country and LEI)
  - Visibility restrictions (for the relevant application: choice between: visible for all or only for the specific user groups that were created in the administration area beforehand)
-


- If applicable, the authorised representative's contact person(s) for the application (first name, last name, telephone number, e-mail and department)
- The issuer's contact person(s) for the application (first name, last name, telephone number, e-mail and department)
- If applicable, the co-applying company's contact person(s) for the application (first name, last name, telephone number, e-mail and department)
- Issuer data (such as VAT ID, LEI, street, building number, postcode, city and country)
- If applicable, Data on the co-applying company (such as VAT ID, LEI, street, building number, postcode, city and country)

At the end of this input area, you will be asked whether you want to "Allow Support-Access for FWB". If you wish to do so, ensure the box is ticked. This will enable the FWB to view your application before it is sent to the FWB should you require support with the application process.

Allow Support-Access for FWB

Previous

Next

 Save as Draft

\* indicates mandatory field. Please populate to move to next tab.

We would like to take this opportunity to point out that no draft applications can be submitted via the eListing platform. If applications are to be discussed with the FWB before they are submitted, this can be done by activating the FWB support checkbox.

### 10.3.3 Step 3 (securities details)

For this step, only the following information is always requested initially:

- whether the application involves a new issuer,
- when the admission is required and
- the ISIN

It is not possible to enter free text in the input field for the planned date of the admission. If you would like to coordinate the schedule or it is not yet fixed, you can let us know in the "Communication" tab.

After entering the ISIN of a share, the application for admission to the General Standard in the case of an ISIN that has not yet been traded asks whether:

1. the application contains classes that have not yet been admitted and an admission to the sub-segment of the regulated market (Prime Standard) is planned, or
-

- for all classes in the application, an admission to the sub-segment of the regulated market (Prime Standard) already exists or is not planned.

If you also wish to be admitted to the Prime Standard and have thus selected the first option, you will automatically be redirected to the application for admission to the Prime Standard at the end of the application process.

Below the ISIN, further data entry fields will then open which will request further security- and process-specific data and information. Additional securities (ISINs) can be added by clicking the "+" symbol. If an application includes several ISINs, all information which is identical to the information entered for the first ISIN can be transferred over to all other ISINs by clicking the arrow on the left side.

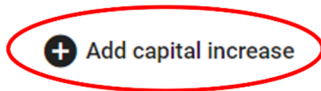
The screenshot displays two columns of data entry fields for ISINs. The first column is for ISIN IE00BDDRHB81 and the second for IE00BDD48S37. Each column contains several fields with a left-pointing arrow icon on the left and an information icon on the right. A red circle highlights the '+ Add ISIN' button at the top left. A red arrow points to the left-pointing arrow icon in the first field of the first column.

ISIN	Security name	Issuer approval date/time	Securitization Type	Issuance Model	Depository	Original ISIN
IE00BDDRHB81	World ETF Acc.	05.09.2023 11:06	permanent global certificate (physical certif...)	ICSD	Clearstream Banking SA (LU)	
IE00BDD48S37	World ETF Distr.	05.09.2023 11:06	permanent global certificate (physical certificate)	ICSD	Clearstream Banking SA (LU)	

Multiple capital increases may also be indicated and combined into one application. You can enter details of a further capital increase by clicking on the small "+" symbol labelled "Add capital increase" underneath the input fields. This then opens the input fields from the first capital increase specified and allows you to enter the relevant information for the additional capital increase.



Par value



If you want to delete the data for a capital increase or an ISIN, please click on the small paper bin icon above the data entered.

If the issuer is applying for the admission of its securities to the FWB for the first time, "New Issuer" must be selected in this step of the application.

#### 10.3.4 Step 4 (Additional information)

This step requests information on:

- whether a prospectus procedure is involved or, if not, which prospectus exemption provision is being invoked;

If you indicate here that a prospectus procedure is involved, more detailed information on the prospectus must be provided; the following additional information will be requested:

- Document type (prospectus or a prospectus supplement)
- Additional information
- Document date
- Approval date
- Approving authority
- Notification date
- Publication date
- Link to the publication of the prospectus and
- if applicable, publication on the FWB website

Information on prospectus supplements can also be entered here by selecting "Upload prospectus".

If you indicate here that a prospectus procedure is not involved, a prospectus exemption provision must be selected from the drop-down menu and, if applicable, proof must be provided that the requirements of the prospectus exemption provision have been met.

In the case of an IPO procedure, further information is requested here (e.g. on the financial year, SPAC and insolvency).

### 10.3.5 Step 5 (Documents)

In this screen you will be prompted to upload documents related to the application and the securities. These are documents that must be uploaded on a regular basis, for example:

- Commercial register
- Memorandum or Articles of Association or
- Global certificate

Each document must be submitted in English or German or with a certified translation into one of these two languages. Several documents can be uploaded for each row. Both final documents and drafts may be uploaded.

Upload of the relevant documents  
All documents must be in German or English. If the original document is written in another language, a certified translation in German or English is required

Document	Document Status	Uploaded Document	Comment	Timestamp
Extract from commercial register	FINAL	Deutsche Börse AG_HRB_32232_13.09.2023.pdf		20.09.2023 14:43
Company Memorandum / Articles of Association	FINAL	Deutsche Börse AG_Satzung_230516.pdf		20.09.2023 14:44
Approval of the company by the competent Financial Supervisory Authority				
Financial Statements				
PRIP+KID / Key Information Document				
Evidence of the notification of the issuer by the competent Financial Supervisory Authority				
Proof of securitization				
Confirmation minimum issued shares				
<b>Prospectus Documents</b>				
Prospectus				
<b>Resolutions</b>				
Corporate resolutions				
<b>Further Documents</b>				
Other Document				

**Application Data**

**Security Type**  
ETF

**Application Type**  
Admission

**Issuer**  
Exemplum2 AG

**Co-Applicant**  
Exemplum3 AG

**Segment**  
Regulated Market - General Standard

**Sub Segment**  
Exchange Traded Funds

**Admission Date (Planned)**  
04.10.2023

**ISINs**  
IE00BDDRH8B1  
IE00BDD48S37

### 10.3.6 Step 6 (Invoices)

Here, information on the debtor and/or invoice recipient of the individual fees must be entered; a distinction is made between admission fees, introduction fees and the fees for publication in the Federal Gazette.

When entering addresses and individuals, the data fields can be automatically filled with the details saved in your own address book.

If the recipients of the registration fee and the Federal Gazette fee are the same, the information can be transferred by clicking on the square symbol in the upper right corner. The same applies if the recipients of the introduction fee correspond to those of the admission fee.

Enter debtor information and invoice recipient data

Admission Fee ⓘ	Federal Gazette Fee ⓘ
Debtor (company) Issuer (Exemplum2 AG)	Debtor (company) Issuer (Exemplum2 AG)
Invoice Recipient Issuer (Exemplum2 AG)	Invoice Recipient Issuer (Exemplum2 AG)
Company Name Exemplum2 AG	Company Name Exemplum2 AG
🔍 Select Address	🔍 Select Address
Street Exemplumstr.	Street

### 10.3.7 Step 7 (Communication)

If you wish to use the communication option on the eListing platform, you can provide the following information:

- Recipient
- Message

#### Communication

Additional information relevant to the application can be added here.

#### Add message

Addressed to: ▾

Message:

 Send

The communication is also saved in this tab. If you receive a message, you will also be informed by e-mail – provided you have activated this function in the "Your Account" area – so that you can log in to the eListing platform and read the message.

It should be noted that all parties to the process can read all messages.



### 10.3.8 Step 8 (Listing confirmations)

In this last step, the applicant will see an overview of some of the application details. This section also requests the confirmations to be submitted to the FWB.

Depending on the application type and the role for the applicant the information is summarised in three blocks at the top of the page; this information relates to

- the applying company (company name and role)
- If applicable, the co-applying company (company name and role)
- the status details (the application status: whether the application has already been submitted or is still a draft; the validation status, i.e. whether error messages have not yet been rectified; and if the application has already been submitted along with the date and time of submission)

In a third section, the confirmations that the applicants must submit to the FWB are requested. The confirmations are provided by ticking the appropriate box.

<b>Applying Company</b> <b>Company name</b> Exemplum3 AG <b>Role</b> Co-Applicant	<b>Co-applying company</b> <b>Company name</b> Exemplum2 AG <b>Role</b> Issuer	<b>Status details</b> <b>Application Status</b>  Draft <b>Validation Status</b>  Application Details to be checked <b>Date/time application submitted to FWB</b>
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Document type	Document name	Relevant ISINs	Retrieved
<b>FWB Documents</b>			

**Confirmations**

Please note that applicable sanctions (in particular Regulation (EU) 833/2014 of the Council of the European Union, as amended) must be observed. Insofar as the application for admission refers to multi-asset products\*, it should be noted that their portfolio may not contain any transferable securities that may not be traded or included, directly or indirectly, due to applicable EU sanctions (in particular Regulation (EU) 833/2014). It is pointed out that the Frankfurt Stock Exchange, within the scope of its right to information pursuant to § 41 BörsG will obtain information from the issuer even after the date of admission to ensure compliance with applicable EU sanctions.

\* Multi-asset products (e.g. ETF, funds, ADRs/GDRs) according to FAQs of the European Commission on the Implementation of Regulations of the European Council No. 833/2014 and No. 269/2014 in the currently valid version.

**Confirmation Sanctions Compliance**  
 The applicants confirm that they have come to the conclusion after the examination that the securities in question are not securities which may not be directly or indirectly traded or included due to applicable EU sanctions (in particular Regulation (EU) 833/2014).

**Consent to Digital Communication**  
 I consent to the Frankfurt Stock Exchange communicating with me and to retrieving notifications via eListing as a publicly accessible network. I particularly consent, that I am notified of administrative acts in this way (§ 41 Para. 2a Verwaltungsverfahrensgesetz).

In addition, you will also find an "Activity Log". Relevant changes to the application made by the applicants or the FWB are clearly displayed here.

#### Activity Log

Date / Time	Action	Field	Previous Value	New Value	Performed by User (Company)
27.09.2023 / 10:21	Application submitted to co-applying party				Exem Plum4 (Exemplum4 AG)

1 - 1 / 1 < > >|

Items per page: 10

Under "FWB Documents" you can find the respective notices, decisions and announcements once the outcome of the admission or introduction application is known. Applicants will be informed separately by e-mail about decisions posted on the eListing platform. These should be accessed and saved immediately. The administrative act of the admission and introduction of securities to trading on the FWB will be announced within the meaning of Section 41 (2a) HVwVfG (Hesse Administrative Procedure Act) in this way. There will be no separate announcement by e-mail.

#### FWB Documents

Document type	Document name	Relevant ISINs	Retrieved
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### 10.3.9 Subsequent processing of applications

After applications have been submitted to the FWB, applicants can continue to make changes to the application and upload additional documents. The changes are saved in the aforementioned activity log and can thus be traced by all parties involved in the process.

To make changes, open the application and click the "Edit" button at the bottom of the relevant tab. Afterwards, one or more data fields can be added or changed. These are then transmitted via the "Send update to FWB" button. The details can be updated until the process is ready for a decision to be made. This date may vary but is usually on/around the day of admission. If any changes are absolutely necessary after this date, you can contact us by telephone.

## 11 Templates

In the “Templates” area you can create and save templates for all types of applications. These can be used to create new applications easily and quickly. The area is divided in:

- Create Template
- Template Overview

### 11.1 Create Template

When you click on “Create template” in the “Templates” area in the main menu on the left, the system will open a new application just like in the “New application” area, but with some reduced tabs and functionality.

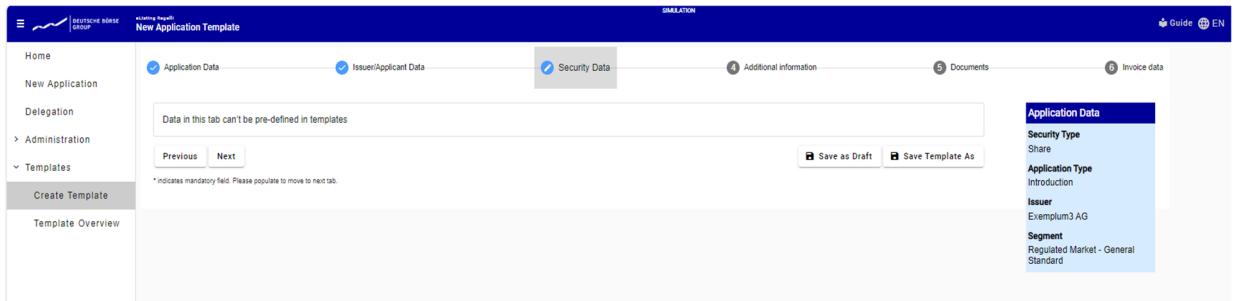
The screenshot shows the 'New Application Template' form. The left sidebar contains a navigation menu with 'Create Template' selected. The main content area has a progress bar with six tabs: 1. Application Data (active), 2. Issuer/Applicant Data, 3. Security Data, 4. Additional information, 5. Documents, and 6. Invoice data. The 'Application Data' tab contains the following fields:

- Security Type \* (dropdown menu)
- Application Type \* (dropdown menu)
- Segment \* (dropdown menu)
- Sub Segment (dropdown menu)
- Applicant Role \* (checkboxes for Issuer, Agent Of Issuer, Co-Aplicant, Agent of Co-Aplicant)
- New GS PS (checked checkbox)

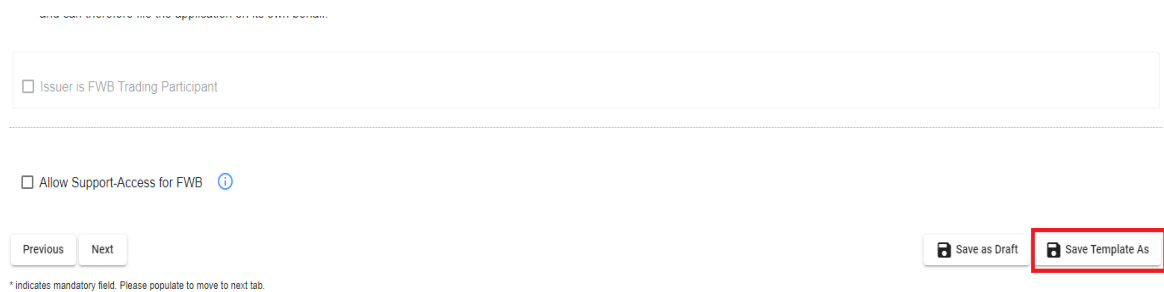
A 'Next' button is located at the bottom of the form. A note at the bottom states: '\* indicates mandatory field. Please populate to move to next tab.'

In the navigation above you can only see 6 tabs instead of 8, as the ‘Communication’ and ‘Confirmations’ tabs are not available for template creation. The functionality on the individual tabs remains the same as in Chapter 10.

Data in the ‘Security Data’ and ‘Documents’ tabs cannot be defined in template creation mode.

















On each tab you have the option to save the template by clicking 'Save Template As'. The template can then be saved under a name of your choice.










## 11.2 Template Overview

When you click on 'Template Overview', you will see all your saved templates listed one below the other with the specified names. In addition to the name, the creation date as well as the user group for the respective template are also displayed.

Template name	Visible for	Created on	
Shares Admission	All Groups	21.12.2023	Create application  
Shares Introduction 2	All Groups	21.12.2023	Create application  
New Template retest2	All Groups	11.01.2024	Create application  
Test Template	All Groups	19.03.2024	Create application  
Old General	All Groups	06.06.2024	Create application  
Bond GS NEW	All Groups	14.06.2024	Create application  
Bond GS OLD	All Groups	14.06.2024	Create application  

To create an application from a template, click 'Create Application'. This will open a new application, pre-filled with all the data entered during template creation. You can then enter other required information to submit an application.

Created on 		
21.12.2023	<a href="#">Create application</a>	 
21.12.2023	<a href="#">Create application</a>	 
11.01.2024	<a href="#">Create application</a>	 

You also have the option to edit the existing templates or delete them using the corresponding buttons in the 'Template Overview'.



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