

Guide: eFORMS in vp.ONLINE

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1. Introduction

eFORMS is the name of VP's electronic ordering system of legal special issue agreements, hereinafter referred to 'issuer agreement'.

eFORMS is used by Issuing Agent's, which on behalf of their customers wants to order an issuer agreement.

1.1. Access to functionality

Access to functionality requires a service assigned by your master user to vp.ONLINE™.

When you as a user is granted the service, you will have access to the functionality via the menu eFORMS, that provides access to the following two sub-menus 'Order issuer agreement' and 'Search/Change issue agreement', as shown below in Figure 1:



Figure 1. Access to functionality via the menu 'eFORMS'.



2. Ordering Process

2.1. General ordering process

The following schedule describes the ordering process related to the IT workflow of eFORMS.

Step	Action
1	User logs on vp.ONLINE™.
2	User selects the menu 'eFORMS' and then 'Order issuer agreement' and display a page of text about the ordering process.
3	User clicks on 'Order' and view the page 'Ordering issuer agreement'.
4	The user fills the fields. Note that the fields who are marked * are mandatory, which means that these fields must be filled out, before the user is allowed to submit his/her order to the VP.
5	The user clicks the 'Submit Order', and VP will hereafter automatically be notified of your order.
6	VP treats the order and then send an e-mail to the Issuing Agent containing the new issuer's CD-ident.
7	VP prepares and send agreements to the Issuing Agent.
8	User search the order and add additional information on the issuer.
9	When the signatures on the agreements is in place, VP will treat the additional information and send a confirmation email to the user, when the client is created in the system.

After step 6 a user can at any time change additional information on issuer at eFORMS.

VP is automatically notified about the changes.

2.2. Order issuer agreement

This section describes a number of issues in relation to the screen 'Order issuer agreement'.

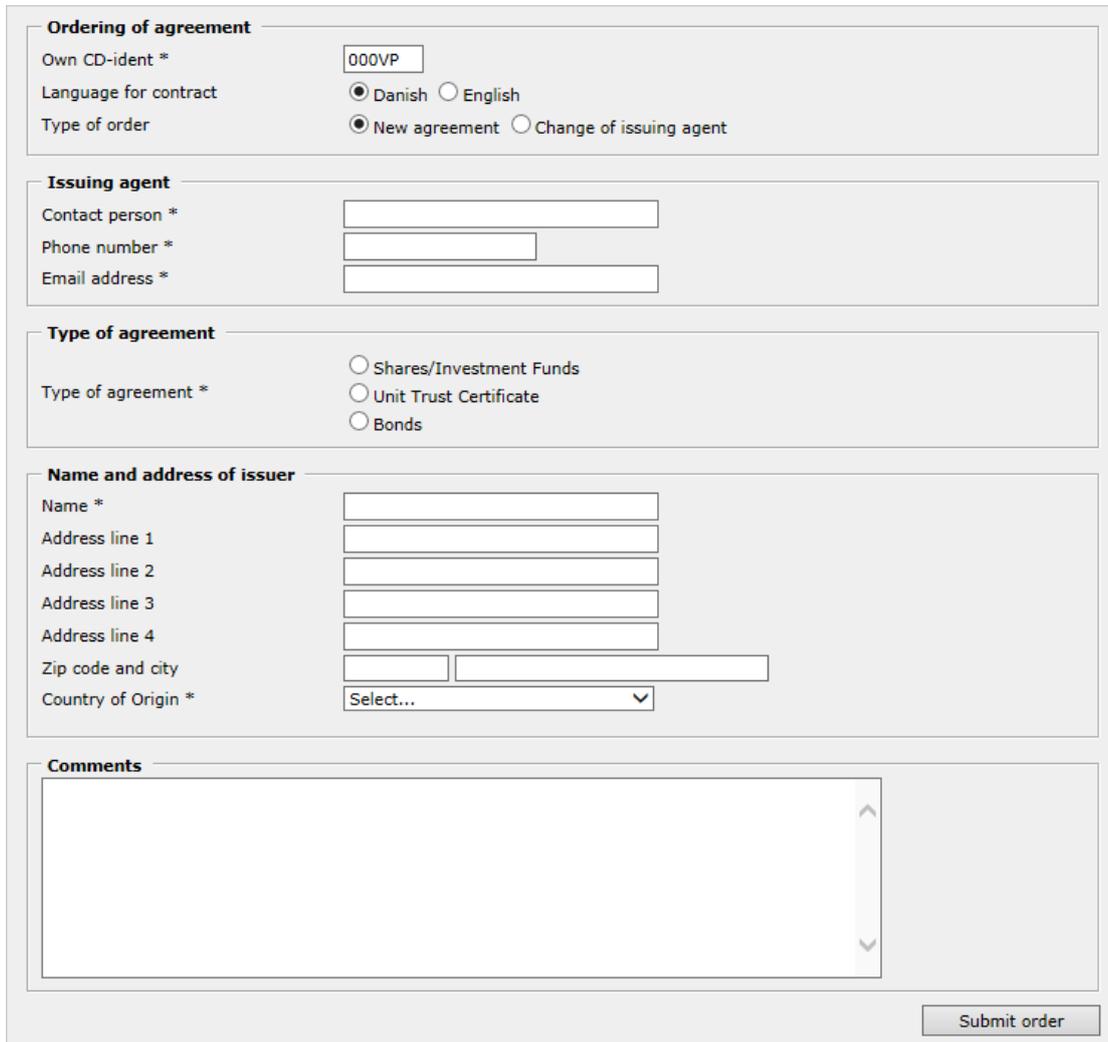


Figure 2. Screen 'Ordering issuer agreement'.

Own CD-ident

The field is prefilled with the CD-ident which user is logged on with.

In the screen above the field is anonymized.

Language for contract

This field indicates the language in which the contract is been drawn up.

Type of order

As an Issuing Agent you have the option to choose 'New agreement' or 'Change of issuing agent'.

Issuing agent

In this field you shall fill in the contact details of the Issuing Agent.

Type of agreement

In this field as a user you have the opportunity to select three different types of contracts.

When selecting the type of agreement 'Investment units', you will have the opportunity to select multiple departments.

Name and address of issuer

In this field, you shall enter information of the issuer.

Country of Origin

By selecting 'Denmark' as a country of Origin the field 'CVR No.' is added.

By selecting 'Denmark' and agreement type 'Unit Trust Certificate' the field 'SE number' for all departments is added.

When choosing an another country of origin from 'Denmark' the field 'EU VAT No.' is added.

The above described functioning of fields is also available when the user edit an eFORMS registration. See section 'Add/Edit issuer agreement'.

Submit order

Once the user has clicked the 'Submit Order' VP is automatically notified of the order and the order has the eFORMS status 'New registration request created' and can then be displayed using the menu 'Search/Change issuing agreement'.

Get a comprehensive status overview in section 'Status Overview'.

In section 'Search issuer agreement', you can read more about the search of issuer agreements.

2.3. Add/Edit the issuer agreement

This section describes how you as a user add or change additional information on the issuer. To add / change information, search for issuer agreement.'

See also the section 'View/Edit issue agreement via search result'.

- As a user you can modify your order in two different situations:
- Before submitting the order. See also the section 'Order issuer agreement'.

After the VP has created CD-ident, where you as user can add/change additional information.

Screen additional information contains three tabs if type of agreement is 'Shares/Investment Funds' or 'Unit Trust Certificate', and four tabs if type of agreement is 'Bonds'.

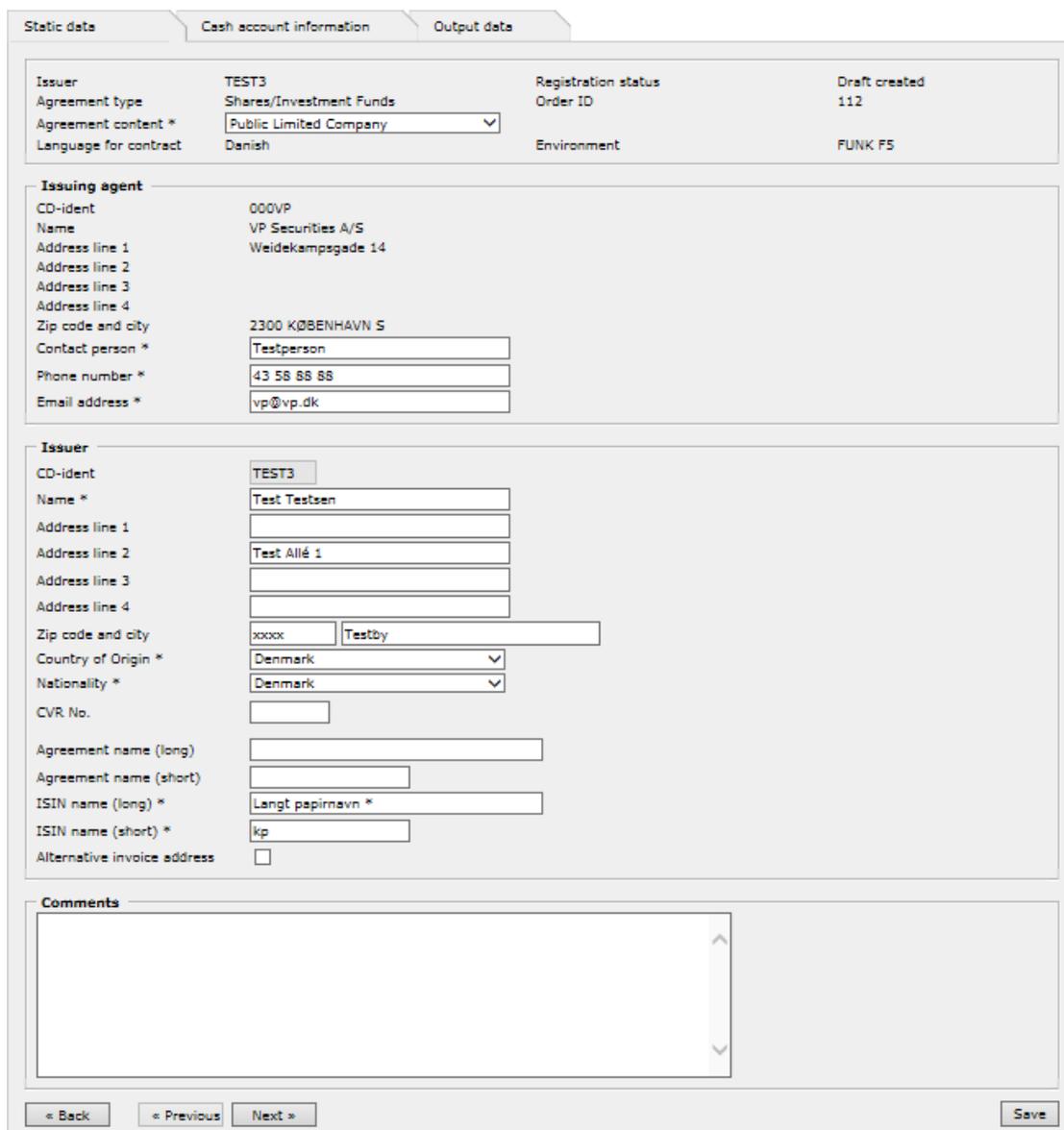


Figure 3. Screen 'Additional Information' tab 'Static data'.

Agreement content

If type of agreement is 'Shares/Investment Funds' you shall as a user select a 'Agreement content' from the drop-down.

Country of Origin

By selecting 'Denmark' as Country of Origin the field 'CVR No.' is added.

By selecting 'Denmark' and type of agreement is 'Unit Trust Certificate' the field 'SE number' is added.*

When choosing a home different from 'Denmark' the field 'EU VAT No.' is added.

When choosing a home different from Denmark the fields 'MFI sector' and 'the MFI sector' are added.

Reg., SE-no., The MFI sector and MFI industry

See 'Country of Origin' in this section.

Previous button

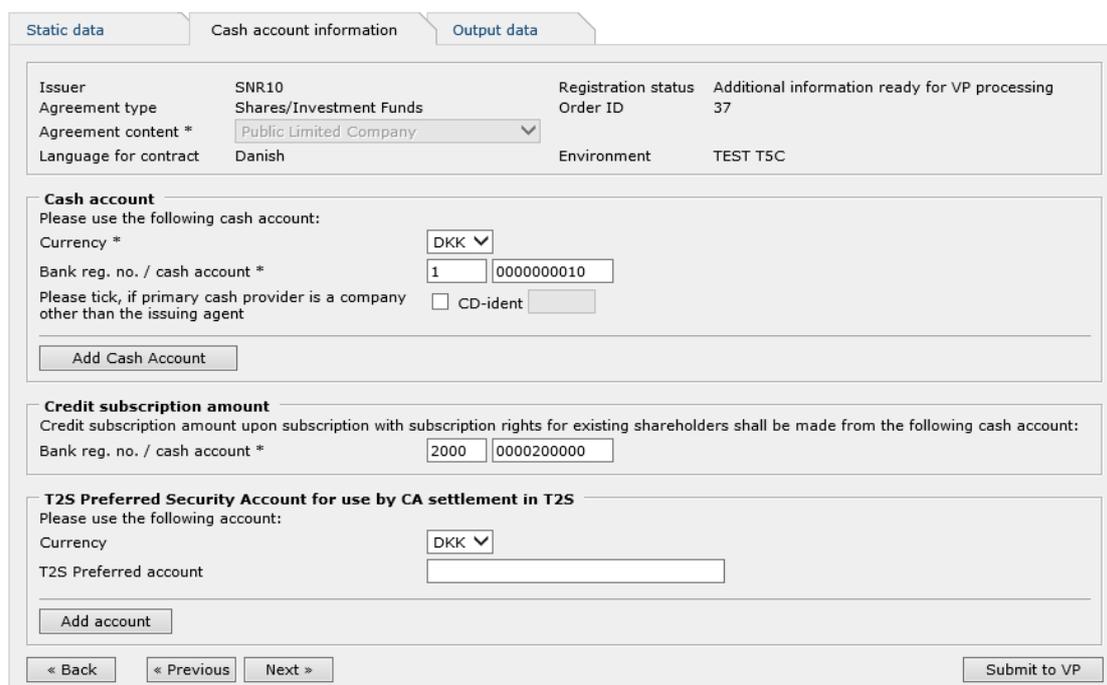
The button cannot be used under the tab 'Basic Information'.

Next button

The button saves entered/selected information and shows the next tab.

Back button

The button takes the user to 'Search/Change issuer agreement' and does not store any entries/changes if the user prior have not saved.



The screenshot shows a web form with three tabs: 'Static data', 'Cash account information', and 'Output data'. The 'Cash account information' tab is active. It contains several sections:

- Static data:** Issuer (SNR10), Agreement type (Shares/Investment Funds), Agreement content * (Public Limited Company), Language for contract (Danish), Registration status (Additional information ready for VP processing), Order ID (37), Environment (TEST TSC).
- Cash account:** Please use the following cash account: Currency * (DKK), Bank reg. no. / cash account * (1, 0000000010). There is a checkbox for 'CD-ident'.
- Credit subscription amount:** Credit subscription amount upon subscription with subscription rights for existing shareholders shall be made from the following cash account: Bank reg. no. / cash account * (2000, 0000200000).
- T2S Preferred Security Account for use by CA settlement in T2S:** Please use the following account: Currency (DKK), T2S Preferred account (empty field).

Buttons include 'Add Cash Account', 'Add account', 'Submit to VP', and navigation buttons 'Back', 'Previous', and 'Next'.

Figure 4. Example of the 'Additional Information' tab 'Cash account information'.

Cash account

As a user, it is possible to create up to four cash accounts, there can only be one cash account per currency code. There are four currency codes to choose from. Further, it is possible to remove the added monetary account.

T2S Preferred Security Account for use by CA settlement in T2S

As a user, it is possible to create up to two accounts, there can only be one account per currency code. There are two currency codes to choose from, DKK and EUR. Further, it is possible to remove the added account.

Previous button

The button saves entered/selected information and displays the previous tab.

Next button

The button saves entered/selected information and displays the next tab.

Back button

The button leads the user to 'Search/Change issuer agreement' and does not save any. entries/changes if the user prior have not saved.

Static data	Cash account information	Output data
Issuer	TEST3	Registration status
Agreement type	Shares/Investment Funds	Order ID
Agreement content *	Public Limited Company	Environment
Language for contract	Danish	Draft created
		112
Share registrar		
Share registrar *	Select...	
Datacenter		
CD-Ident on datacenter *	Select...	
Output data		
Total share register (CA14L01)	<input type="checkbox"/>	SI20225
Change from corporate actions (CA16L01)	<input type="checkbox"/>	SI20226
Change in share register (CA19L01)	<input type="checkbox"/>	SI20227
Comments		
Here you can specify requests for changes/additions to the agreement, such as output, datacenter etc.		
<div style="border: 1px solid gray; height: 60px; width: 100%;"></div>		
<input type="button" value="« Back"/> <input type="button" value="« Previous"/> <input type="button" value="Next »"/>		<input type="button" value="Save"/> <input type="button" value="Submit to VP"/>

Figure 5. Example of the 'Additional Information' tab 'Output data'.

The registrar

In this field, you have to choose a registrar for the issuer.

When selecting VP Investor Services A/S or Computershare A/S as registrar the eFORMS will automatically select data center, which cannot be changed. Associated output data is default selected and can be changed.

When choosing another registrar ('Other') user must state the name and address information of the other selected registrar.

By selecting 'Issuer' as registrar, issuer's name and address information appears automatically from your entry in 'Order issuer agreement'.

'The registrar' does not appear for the type of agreement 'Bonds'.

Previous button

The button saves entered/selected information and displays the previous tab.

Next button

The button cannot be used under the tab 'Output' if type of agreement is 'Shares/Investment Funds' or 'Unit Trust Certificate'.

Back button

The button takes the user to 'Search/Change issuer agreement' and does not save any. entries/changes if the user prior have not saved.

Submit information to VP button

This button saves the information and automatically notify VP whether the user has created or changed additional information.

Static data	Cash account information	Output data	Related issuing agent
Issuer	TEST4	Registration status	Ready for processing in VP
Agreement type	Bonds	Order ID	113
Language for contract	Danish	Environment	FUNK F5
Related issuing agent			
Specify system-related proxies for the issuing agent on behalf of the issuer.			
CD-ident	Name	Relation	
<input type="text"/>		<input checked="" type="radio"/> Inquire <input type="radio"/> Update	
<input type="button" value="Insert row"/>			
<input type="button" value="Back"/> <input type="button" value="Previous"/> <input type="button" value="Next"/>			<input type="button" value="Submit to VP"/>

Figure 6. Example of the 'Additional Information' tab 'Related issuing agent'.

Related Issuing Agent

By clicking 'Insert row' It is possible to add more issuance agent respectively can inquire or update on behalf of the issuer.

Same CD-ident cannot appear more than once/rows.

Added row can be removed.

Previous button

The button saves entered/selected information and displays the previous tab.

Next button

The button cannot be used under 'Related issuing responsible'.

Back button

The button takes the user to the 'Search/Change issuer agreement' and does not save any. entries/changes if the user prior have not saved.

Submit information to VP button

The button automatically stores the information and automatically notifies VP whether the user has created or changed additional information.

3. Search issuer agreement

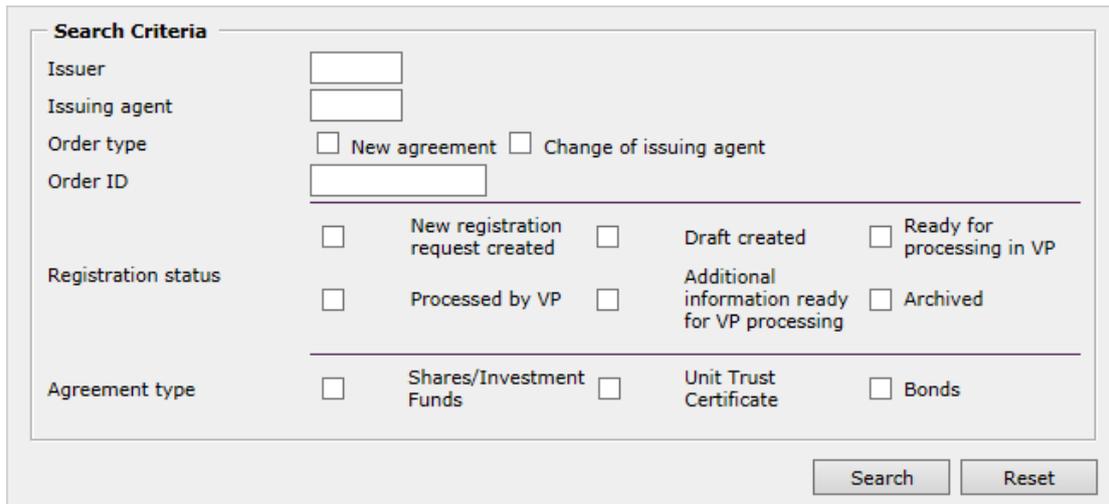
This section describes how you as a user search for information on your own orders.

The functionality is located under 'Search/Change issuer agreement' and can be used for:

Retrieve issuer agreement order, which the user wants to add/change information

To get an overview of the orders of the Issuing Agent and status of the orders.

Screenshot for search/change issuer agreement are as follows:



The screenshot shows a 'Search Criteria' form with the following fields and options:

- Issuer:** Text input field.
- Issuing agent:** Text input field.
- Order type:** Radio buttons for 'New agreement' and 'Change of issuing agent'.
- Order ID:** Text input field.
- Registration status:** Radio buttons for 'New registration request created', 'Draft created', 'Ready for processing in VP', 'Processed by VP', 'Additional information ready for VP processing', and 'Archived'.
- Agreement type:** Radio buttons for 'Shares/Investment Funds', 'Unit Trust Certificate', and 'Bonds'.

At the bottom right of the form are 'Search' and 'Reset' buttons.

Figure 7. Screenshot 'Search/Change issuer agreement' before displaying results.

The fields in the screenshot can be combined and thus can be obtained a smaller and more precise search result to be oriented at.

The fields in the above screenshot are briefly described below.

Issuer, Issuing agent and Order type

The fields 'Issuer', 'Issuing agent' and 'Order type' is available in screen 'Order issuer agreement' and screen 'Search/Change issuer agreement'. Here it is possible to search orders on the basis of this information. You can eg. search for issuer or issuing agent.

Order ID

By submitting an issuer agreement eFORMS will give the order automatically an 'order ID'. Here you can search for a specific order ID.

Registration Status

An order has different status depending on where in the process the order is. It is possible to search the orders in relation to the status of the time of search.

Agreement Type

The three values of the type of agreement is found in screen 'Order issuer agreement'. It is possible to search orders based on this information.

3.1. Search result

This section describes the screen 'Search result'.

The search result list is as follows:

Search Criteria

Issuer

Issuing agent

Order type New agreement Change of issuing agent

Order ID

Registration status

New registration request created Draft created Ready for processing in VP

Processed by VP Additional information ready for VP processing Archived

Agreement type

Shares/Investment Funds Unit Trust Certificate Bonds

Found 124 hits fetched at 2015.05.11 14:34:54. Now showing 1-50.
[1](#) [2](#) [3](#) [Next >](#)

Order ID	Order type	Issuer	Country	Issuing agent	Agreement type	Agreement content	Registration status
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Figure 8. Search Picture 'Find / Change issuer agreement' with the display of search result.

Search hit list is displayed below the Search Criteria.

The content of the search results is anonymized, only general introduction to the search results list is giving.

The words in the purple ribbon indicates the type of information that appears in the search results list.

A number of these words are identically to search criteria further up the screen.

By clicking on a word in the purple ribbon, sort search results in ascending or descending order.

A number of these words are identically to search criteria further up the screen.

Clicking on a word in the purple ribbon, sort search results in ascending or descending order.

3.2. View/Edit issuer agreement via search result

It is through the search result, the user gets access to the function:

View issuer agreement or

Edit issuer agreement.

The functions accessed by clicking on a search result row, for the order the user want to view or edit.

The facility look like this:



Figure 9. Screenshot for display issuer agreement and edit issuer agreement.

Show issuer agreement

Regardless of the status of the order the user always has the option to view the information in his order of issuing agreement.

By clicking on 'Display', information is displayed on the screen. Here you also have the opportunity to view the information in PDF format.

Edit issuer agreement

The appearance of this functionality depends on, the status of your orders. See also the section 'Status Overview'.

Clicking the 'Edit', appears the order in edit mode. See also the section 'Add/Edit the issuer agreement'.

4. Status Overview

Below is an overview of the status that exists in the ordering process and what each of them means.

Status	Meaning
New registration request created	When the user click in 'Order issuer agreement' on 'Submit Order', data have this status. Submitted data can then not be changed.
Draft created	When VP has created a CD-ident, status is changed to 'Draft created'.
Ready for processing in VP	Once the user has submitted new, additional and/or changed additional information, data have this status.
Processed by VP	When VP has processed information, the status change to 'Processed by VP'.
Additional information ready for VP processing	When the user changes the additional information data have this status.
Archived	When VP has marked the information as 'Archived', data have this status. Data can then not be changed.