

User manual

eListing – Designated Sponsor

Stand 26/11/2013

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1 Introduction

The purpose of this manual is to make it easier to understand and use the electronic securities tool (hereinafter “eListing”), specifically for placing and terminating Designated Sponsor Instructions. Use of eListing is free of charge.

2 Use

2.1 Terms and conditions of use

The Terms and Conditions of the Member Section, supplemented by the Terms and Conditions for the Use of the Online Service “Electronic Tool for Securities (eListing)” apply. In the event of any discrepancies or contradictions, the Terms and Conditions for the Use of the Online Service shall take precedence over those of the Member Section.

The link to the Terms and Conditions of the Member Section can be found in the footer on the home page of the [Member Section](#).

eListing is provided by Deutsche Börse AG (“DBAG”), Mergenthalerallee 61, 65760 Eschborn.

2.2 Technical Requirements

- § To use the web services we recommend Microsoft Internet Explorer, up to version 8.0, or Firefox. At present, Internet Explorer 9.0 can also be used in compatibility mode. Other browsers such as Opera or Safari are not currently supported.
 - § For optimum presentation, we recommend a screen resolution of 1280 x 1024 pixels.
 - § Important note:
In order to use the technical services of Deutsche Börse AG you must first activate SSL (Secure Socket Layer) in Internet Explorer. Java Script is also required to manage user settings. You can also find the latest technical requirements for the best use of the Member Section on our website: <http://member.deutsche-boerse.com> > “Technische Anforderungen” [“Technical Requirements”].
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- § Should you have any problems with these technical requirements, please contact your company's systems administrator.
- § Timeout: For security reasons, all open sessions in the Xetra Member Section shut down after a certain time. After one hour of inactivity or 8 hours after logging in, you will receive a message. In such a case close all browser windows and log in again.

2.3 Data Protection

The companies of the Deutsche Börse Group are aware of the importance of the personal data entrusted to them. When processing personal data, the protection of your privacy is important to us, which we take into consideration in all our business processes. Personal data are captured, processed and used solely in compliance with the rules on data protection in force in the country in which the entity responsible for the data processing has its registered office.

You can find more information about data protection [here](#).

2.4 Access

eListing is available to all companies and stockbrokers who are admitted to trading on the FWB and have been given access to stock exchange data processing systems. Companies authorized to take part are hereinafter referred to as "Participants".

Following successful registration, a participant can apply for corresponding access for his colleagues (hereinafter referred to as "Users"). Users who require access should apply to the central coordinator in their company.

Should you require further information, please click on the following link to the Member Section.

[Help](#) for Member Section.

2.5 Login/Registration

To use eListing, please log in at the [Member Section](#) of the Deutsche Börse Group.

Alternatively, you can complete the following steps

1. Go to the website of the Deutsche Börse Group www.deutsche-boerse.com. On the right of the home page, select "log in". Now click on "more logins".

The screenshot shows the Deutsche Börse AG website. At the top, there is a navigation bar with links for Home, Contact, Regulation, Training, and language options (中文, Русский, Deutsche Version). Below this is a secondary navigation bar with links for About us, Investor relations, Corporate responsibility, Career, and Media relations. The main content area is titled 'Welcome to Deutsche Börse Group' and includes a 'DAX' chart for Thursday, 21.11.2013, showing a price of 9,150. To the right of the chart is a 'Text Search' box with a search term input and a search button. Below the search box is an 'Advanced Search' section and a 'Login' dropdown menu, which is circled in red. The 'Login' dropdown shows 'Please select' and a downward arrow. To the right of the login box is a 'Contact' section with internet hotline information. Below the contact section is a 'Price Search' box with a search term input and a search button. At the bottom of the page, there is a 'Business Newsletter' section with 'Subscribe' and 'Manage Profile' links, and a 'Follow us on' section with social media icons for Facebook, Twitter, YouTube, Google+, and LinkedIn. The 'Latest Reports' section lists 'Annual report', 'Interim reports', and 'Corporate responsibility'.

Indicator	Change	Value
DAX	-0.07%	9,196.08
MDAX	-0.57%	16,099.10
TecDAX	-0.34%	1,135.29
SDAX	-0.34%	6,734.88
Euro Stoxx 50	-0.10%	3,044.27

Company	Change	Value
Commerzbank AG	3.46%	10.300
RWE AG St	2.94%	28.390
ThyssenKrup...	-1.91%	18.720
K+S Aktieng...	-1.67%	19.415

2. Select "Xetra Member Section"

The screenshot shows the Deutsche Börse AG website home page. At the top, there is a navigation bar with links for Home, Contact, Regulation, Training, and language options (中文, Русский, Deutsche Version). Below this is a secondary navigation bar with links for About us, Investor relations, Corporate responsibility, Career, and Media relations. The main content area features a 'More Logins' section with a grid of links. The link 'Xetra Member Section' is circled in green. Other links include Xetra/cash market, BrainTrade file service, Performance reports, Market Data + Services, Host file service, MD+S interactive, Trice online, WSS Online Plus, Technology, File service EEX, TAC, and Xentric inside. On the left, there is a DAX index chart and market indicators. On the right, there are search and login sections.

3. "eListing" screen

The screenshot shows the Xetra Member Section 'eListing' screen. At the top, there is a navigation bar with links for My Profile, Inbox, Contacts, and Help. Below this is a secondary navigation bar with links for Technical Connection, eXAS - Trader, QBO & User IDs, Invoices & Fee Reports, eListing (circled in green), and Xetra Resources. The main content area features a welcome message: 'Welcome to the Xetra Member Section of Deutsche Börse Group'. Below this is a video player with the title 'Virtual tour through the Xetra Member Section' and a play button. To the right of the video player is a login form with fields for User and Password, and a Login button. Below the login form are links for 'Have you lost your password, or do you want to register?' and 'Change to Login WSS-Online'. On the right side, there is a 'Support Box' with contact information for the Member Section Team.

4. Login

You can log in either at the meta-level or in the login area of eListing.

The screenshot shows the eListing website interface. At the top, there is a navigation bar with the 'meta level' link circled in green. To its right are links for 'Deutsche Version', 'Register', 'Forgot password', and a login form with 'User' and 'password' fields and a 'Login' button. Below this is a secondary navigation bar with 'My Profile', 'Inbox', 'Contacts', and 'Help'. The main header features the XETRA logo and 'DEUTSCHE BÖRSE GROUP' on the left, and a menu with 'Technical Connection', 'eXAS - Trader, OBO & User IDs', 'Invoices & Fee Reports', 'eListing', and 'Xetra Resources'. The main content area is titled 'eListing' and contains an introductory paragraph. Below this are three sections: 'Electronic tool for securities' with a 'Login' button circled in green, 'Entry Standard', and 'Open Market Circulars'. A 'Support Box' is visible on the right side of the page.

Here you will find useful information about the performance of securities on the open market as well as some quick links which you may find interesting.

5. "Open Market" screen

To go to eListing, click on "Open Market".

My Profile Inbox (0) Contacts Help

XETRA | DEUTSCHE BÖRSE GROUP

Technical Connection eXAS - Trader, QBO & User IDs Invoices & Fee Reports **eListing** Xetra Resources

eListing
Open Market

eListing

Here you can find useful information for the inclusion of securities in the Quotation Board and in the Entry Standard (with the exception of structured products) and for the use of the electronic tool for securities "eListing".

Electronic tool for securities
This user guide is intended to give you a detailed description of eListing. [More](#)

Entry Standard
Additional documents are required for the inclusion of shares, certificates representing shares, and bonds into the Entry Standard. [More](#)

Open Market Circulars
Find all published Open Market circulars [here](#).

Quicklinks
[General Terms and Conditions](#)
[Exchange-like Markets](#)
[Issuer Data Form](#)
[Xetra Participants](#)
[Frankfurt Specialists](#)
[Listing Partner Search](#)

Imprint Data privacy Terms of use Technical requirements

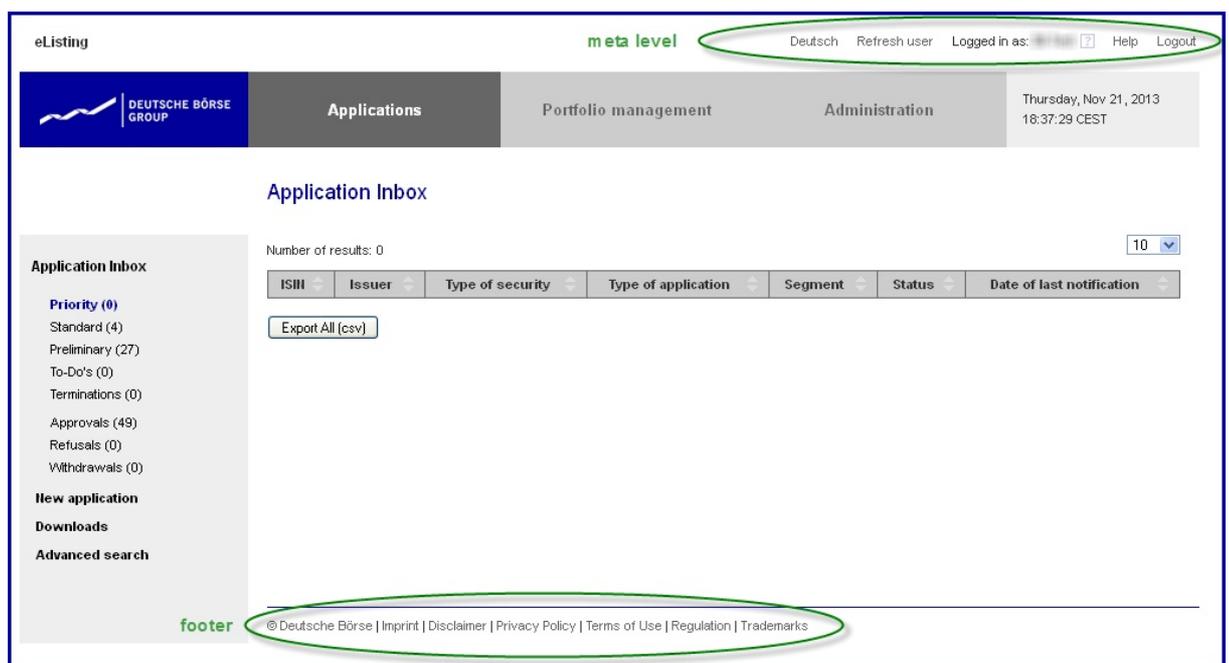
"eListing" will now open in a separate window.

3 eListing – User Interface



eListing is divided into the following areas:

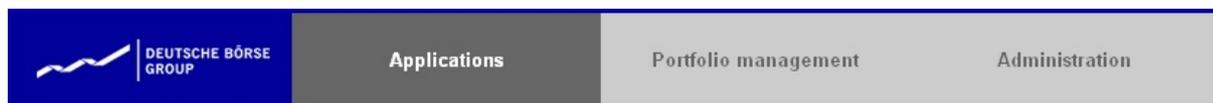
1. Applications
2. Portfolio Management
3. Administration



The above diagram shows the eListing user interface. At the meta-level you can log in and out, search for help and switch between English and German. If you hover with the mouse over your name, you will see your contact details.

In the footer you will find information about the permitted use of the website, imprint, disclaimer, data protection, terms and conditions of use, governing legislation and copyright.

4 Applications – User Interface



Under the Applications tab you will find “Applications Submitted”, “New Application”, “Downloads” and “Expanded Search”.

Under “Applications Submitted” you can see all the applications you have made.

First you will see the number of applications in the folder you have selected (“Number of Results”).

The latest application is always shown first. If you prefer to see the applications in alphabetical order, you can select this option by selecting the arrows in the appropriate category. You can also choose how many applications you wish to see displayed on each page. Up to 200 results per page can be viewed.

For each application you can see the ISIN, issuer, type of security, type of application, segment, status and, depending on the folder, the date of the last message, status details or confirmation of listing. If you click on one of the ISINs, you can again view all the details you entered in the relevant application.

Types of securities are shares/ share certificates, debentures, subscription warrants, participation certificates, drawing rights and units of participation in investments (funds).

There are various types of application:

incorporation, incorporation (exchange), amendments/withdrawals, change of investment type, change of fund cluster, instructions as a Designated Sponsor and terminations

Status:

In Applications Submitted you can see an overview of the status of your applications

Status reports are as follows:

 - Application submitted

The application has been received and is waiting for processing by the Deutsche Börse Group

 - Application processing

The application is being processed by the Deutsche Börse Group. Please wait for further information.

 - Supply missing data

Please provide the missing information which we need to continue processing your application. If the information is not provided, the application will no longer be processed

 - Processing of application completed

The application has been processed. Please wait for refusal or acceptance.

 - Refusals/Withdrawals

Your application has been refused or withdrawn by you. Under status you can see the exact reason for the refusal/withdrawal.

 - Approval

Your application has been approved The security is listed as of the date of the listing confirmation (application of incorporation) or will be cancelled on the final day of trading (termination).

You can also export all the listed applications as an Excel file .

4.1 Application for a mandate as Designated Sponsor

All credit institutions and financial service companies admitted to trading in Xetra can be approved as Designated Sponsors. This requires the conclusion of a valid contract with Deutsche Börse AG. Once approved, you can apply to be Designated Sponsor of a particular security.

The requirements are as follows:

- § It is necessary to present an ISIN that is known to the WSS
- § The security must be eligible for trading and capable of being processed in Xetra
- § The details of the Designated Sponsor application must be complete.
- § Your company is not yet registered as Designated Sponsor for this security

The application for a mandate as Designated Sponsor consists of four steps

1. Check security
2. Select type of application
3. Enter details
4. Check and submit

1. Check security

Enter the ISIN for the security in the appropriate space. The system now compares the information with the information held by the WSS Database for the relevant ISIN.

The screenshot shows the 'New application' interface. The top navigation bar includes 'Applications', 'Portfolio management', and 'Administration'. The current step is 'Check security master data'. The main content area contains an information icon and text: 'Please enter the ISIN of the security you want to apply for. The system will check the availability of the security's master data and status.' Below this is a text input field labeled 'ISIN*' containing the value 'DE0001101103'. At the bottom of the form are buttons for '< Previous', 'Next >', 'Cancel', and 'File application'. A sidebar on the left lists the steps: 1. Check security (highlighted), 2. Choose application type, 3. Enter application details, and 4. Review and File. A right sidebar shows the ISIN 'DE0001101103'.

2. Select type of application

You are offered various application options, depending on the status of the security. Please select "Designated Sponsor Assignment".

The screenshot shows the 'New application' interface at the 'Choose type of application' step. The top navigation bar is the same. The main content area contains an information icon and text: 'Depending on the status of the security different application types will be offered. Please choose the type of your application.' Below this is a section 'Type of application*' with a radio button selected for 'Designated Sponsor Assignment'. At the bottom of the form are buttons for '< Previous', 'Next >', 'Cancel', and 'File application'. The left sidebar now highlights step 2, 'Choose application type'. The right sidebar shows the ISIN 'DE0001101103'.

3. Enter details

Now enter the date on which you wish your application to take effect and your member ID.

Designated Sponsor on behalf of a third party:

Any approved Xetra Participant can act as a Designated Sponsor on behalf of another Xetra Participant. The relationship must be reported to Deutsche Börse AG by the Xetra Participant and by the Designated Sponsor.

By choosing “Application by” you can choose who issued you with the mandate to act as Designated Sponsor for a specific security. Any Xetra Participant approved as a Designated Sponsor can be chosen as a mandator. Once the application has been successfully submitted, the mandator must confirm it. Only then will the application be processed.

The screenshot displays the 'New application' interface. At the top, there is a navigation bar with 'Applications' selected, and a timestamp 'Thursday, Nov 21, 2013 18:48:24 CEST'. The main content area is titled 'New application' and contains a 'Designated Sponsor Assignment' form. The form has three input fields: 'Effective Date*' with the value '22.11.2013', 'Member ID*' with a dropdown menu, and 'Delegate From' with a dropdown menu. Below the form are four buttons: '< Previous', 'Next >', 'Cancel', and 'File application'. On the left, a sidebar lists the application steps: 1. Check security, 2. Choose application type, 3. Enter application details (highlighted), and 4. Review and File. On the right, another sidebar shows application details: ISIN, Name of issuer, Issuer Country (United States), Type of security (Share / certificate representing shares), Type of application (Designated sponsor assignment), and Effective Date (22.11.2013). At the bottom, there is a footer with copyright information: '© Deutsche Börse | Imprint | Disclaimer | Privacy Policy | Terms of Use | Regulation | Trademarks'.

4. Check and submit

Please recheck the data you provided to make sure they are correct. If there are no errors, read and accept the Terms and Conditions of Use of Deutsche Börse AG.

By clicking on “File application” your application will be sent and checked.

The screenshot shows the 'New application' form in the Deutsche Börse Group eListing system. The form is titled 'New application' and is part of the 'Applications' section. The navigation menu includes 'Applications', 'Portfolio management', and 'Administration'. The current date and time are Thursday, Nov 21, 2013, 18:50:17 CEST.

The form is divided into two main sections: 'New application' and 'Review and file application'. The 'New application' section contains a list of steps: 1. Check security, 2. Choose application type, 3. Enter application details, and 4. Review and File. The 'Review and file application' section contains the following fields:

ISIN	[Redacted]
Name of issuer	[Redacted]
Issuer Country	United States
Type of security	Share / certificate representing shares
Type of application	Designated sponsor assignment
Effective Date	22.11.2013

Below the fields, there is a checkbox labeled 'I have read and accepted the Terms of Use.' which is checked. At the bottom of the form, there are four buttons: '< Previous', 'Next >', 'Cancel', and 'File application'.

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4.2 Termination of mandate as Designated Sponsor

The mandate can only be terminated if you have previously concluded a contract as a Designated Sponsor.

A Designated Sponsor may terminate their mandate for specific securities by giving notice of ten days of stock exchange trading.

Prior to the expiry of a reasonable deadline, but usually no earlier than twenty days of stock exchange trading, an approved company may not act again as a Designated Sponsor for securities for which it has terminated its mandate.

To terminate Designated Sponsoring for a security please follow these four steps:

1. Check security
2. Select type of application
3. Enter application details
4. Check and submit

1. Check security

Should you wish to terminate your mandate as Designated Sponsor, please click on Portfolio Management and choose from the List in Xetra – Designated Sponsoring the ISIN of the relevant security.

Alternatively you can enter the ISIN for the security in the appropriate field. The system now compares the information with the information held by the Security Service System (WSS) for the relevant ISIN.

DEUTSCHE BÖRSE
GROUP

Applications
Portfolio management
Administration

Thursday, Nov 21, 2013
 18:57:45 CEST

Portfolio management

Number of results: 70 << < 1 2 3 4 5 6 7 > >> 10 ▾

ISIN	Issuer	Type of security	Member ID	Delegated	Begin Date	End Date
		Share / certificate representing shares			11.11.2013	
		Share / certificate representing shares			11.11.2013	
		Share / certificate representing shares			11.11.2013	
					04.11.2013	01.12.2013
		Share / certificate representing shares			02.04.2013	
					25.02.2013	
		Share / certificate representing shares			05.02.2013	22.11.2013
		Share / certificate representing shares			01.02.2013	
		Share / certificate representing shares			01.02.2013	
		Share / certificate representing shares			01.02.2013	

<< < 1 2 3 4 5 6 7 > >>

Export All (csv)

Open Market/Xetra Frankfurt 2

- Prime Standard for Corporate Bonds (0)
- Entry Standard (0)
 - Shares (0)
 - Non-Shares (0)
- Quotation Board (0)
 - Shares (0)
 - Non-Shares (0)
 - Fonds (0)
- Termination Pool (23)
- Change of bond category (0)
- Change of fund cluster (0)

Xetra

- Designated Sponsor (70)**
- Designated Sponsor Pool (26)

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2. Select type of application

To terminate your mandate as Designated Sponsor for a security, select “Designated Sponsor Deassignment”.

DEUTSCHE BÖRSE GROUP Applications Portfolio management Administration Thursday, Nov 21, 2013 18:52:28 CEST

New application

New application

1. Check security
2. **Choose application type**
3. Enter application details
4. Review and File

Choose type of application

i Depending on the status of the security different application types will be offered. Please choose the type of your application.

Type of application*

Designated Sponsor Deassignment

Inclusion to Open Market

< Previous Next > Cancel File application

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3. Enter application details

Now choose the date when the Designated Sponsor Termination is to take effect. Please observe a period of notice of at least 10 days of stock exchange trading. If there are no additional Designated Sponsor mandates for the security, the security will be delisted in Xetra at the end of the notice period. These securities will be displayed in the Designated Sponsor Pool in Portfolio Management. If another person should decide to act as Designated Sponsor for this security within the notice period, the delisting will be aborted and the security will be removed from the pool.

The screenshot shows the 'New application' page in the Deutsche Börse AG system. The page title is 'New application'. The main content area is titled 'Designated Sponsor Deassignment'. On the left, there is a sidebar with a 'New application' section containing a numbered list: 1. Check security, 2. Choose application type, 3. Enter application details, and 4. Review and File. The main form area has an 'Effective Date' field with the value '21.11.2013' and a calendar icon. At the bottom of the form are buttons for '< Previous', 'Next >', 'Cancel', and 'File application'. On the right side, there is a summary panel with the following information: ISIN, Name of issuer, Issuer Country (Ireland), Type of security (Investment unit (funds)), Type of application (Designated sponsor deassignment), and Effective Date (21.11.2013). The footer contains the text: © Deutsche Börse | Imprint | Disclaimer | Privacy Policy | Terms of Use | Regulation | Trademarks.

4. Check and submit

Please recheck the data you have provided to make sure they are correct. If there are no errors, please read and accept the Terms and Conditions of Use of Deutsche Börse AG. By clicking on "Submit application" your application will then be submitted and checked.

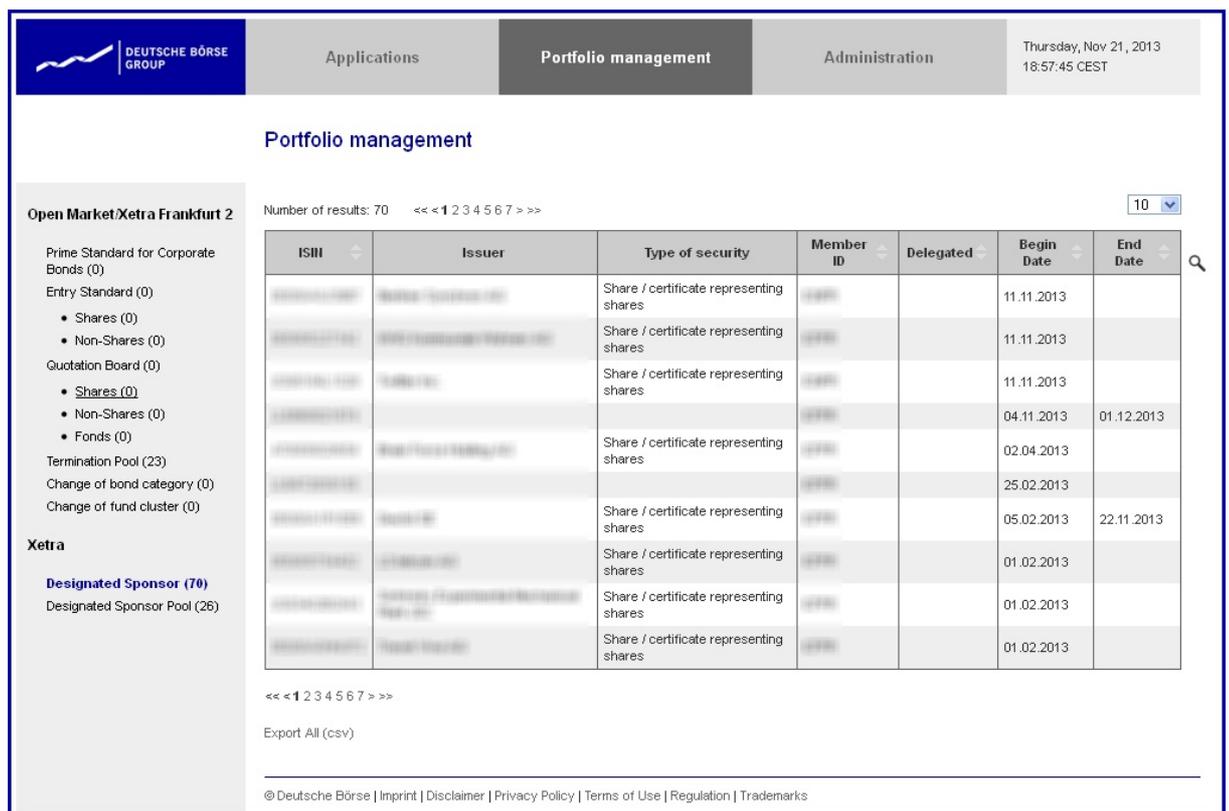
The screenshot shows the 'Review and file application' page in the Deutsche Börse AG system. The page title is 'New application'. The main content area is titled 'Review and file application'. On the left, there is a sidebar with a 'New application' section containing a numbered list: 1. Check security, 2. Choose application type, 3. Enter application details, and 4. Review and File. The main form area displays a summary of the application details: ISIN, Name of issuer, Issuer Country (Ireland), Type of security (Investment unit (funds)), Type of application (Designated sponsor deassignment), and Effective Date (21.11.2013). Below the summary, there is a checkbox labeled 'I have read and accepted the Terms of Use.' which is checked. At the bottom of the form are buttons for '< Previous', 'Next >', 'Cancel', and 'File application'. The footer contains the text: © Deutsche Börse | Imprint | Disclaimer | Privacy Policy | Terms of Use | Regulation | Trademarks.

5 Portfolio Management – Designated Sponsor



5.1 Designated Sponsor

Portfolio Management has two areas, Designated Sponsor and Designated Sponsor Pool. Under Designated Sponsor you can see all the securities for which you were awarded a mandate as Designated Sponsor.



The screenshot shows the 'Portfolio management' section of the Deutsche Börse Group interface. It features a navigation bar with 'Applications', 'Portfolio management', and 'Administration' tabs. The main content area displays a table of securities with the following columns: ISIN, Issuer, Type of security, Member ID, Delegated, Begin Date, and End Date. The table contains 10 rows of data, all representing 'Share / certificate representing shares'. A sidebar on the left lists various market categories like 'Open Market/Xetra Frankfurt 2', 'Prime Standard for Corporate Bonds', and 'Xetra', with 'Designated Sponsor (70)' selected. The interface also includes a search bar, pagination controls, and a footer with legal notices.

ISIN	Issuer	Type of security	Member ID	Delegated	Begin Date	End Date
DE0001103308	WILLER-LEHNER-AG	Share / certificate representing shares	11033		11.11.2013	
DE0001103308	WILLER-LEHNER-AG	Share / certificate representing shares	11033		11.11.2013	
DE0001103308	WILLER-LEHNER-AG	Share / certificate representing shares	11033		11.11.2013	
DE0001103308	WILLER-LEHNER-AG	Share / certificate representing shares	11033		04.11.2013	01.12.2013
DE0001103308	WILLER-LEHNER-AG	Share / certificate representing shares	11033		02.04.2013	
DE0001103308	WILLER-LEHNER-AG	Share / certificate representing shares	11033		25.02.2013	
DE0001103308	WILLER-LEHNER-AG	Share / certificate representing shares	11033		05.02.2013	22.11.2013
DE0001103308	WILLER-LEHNER-AG	Share / certificate representing shares	11033		01.02.2013	
DE0001103308	WILLER-LEHNER-AG	Share / certificate representing shares	11033		01.02.2013	
DE0001103308	WILLER-LEHNER-AG	Share / certificate representing shares	11033		01.02.2013	

Should you wish to terminate your mandate as Designated Sponsor, please choose from the List in Xetra – Designated Sponsoring the ISIN of the relevant security. Select “Designated Sponsor Deassignment” as application type and proceed with the steps described in chapter 4.2 Termination of mandate as Designated Sponsor.

5.2 Designated Sponsor Pool

When the last Designated Sponsor for a particular security terminates their mandate, the security goes into the Designated Sponsor Pool.

The screenshot displays the 'Portfolio management' section of the Deutsche Börse Group application. The top navigation bar includes 'Applications', 'Portfolio management' (selected), and 'Administration'. The date and time are shown as 'Thursday, Nov 21, 2013 19:04:29 CEST'. The main heading is 'Portfolio management'. On the left, a sidebar lists various market categories: 'Open Market/Xetra Frankfurt 2' (with sub-items for Bonds, Entry Standard, Quotation Board, and Termination Pool), and 'Xetra' (with sub-items for Designated Sponsor and Designated Sponsor Pool). The main content area shows 'Number of results: 2' and a table with columns for 'ISIN', 'Issuer', 'Type of security', and 'End Date'. The table contains two rows of data. Below the table is an 'Export All (csv)' link. The footer contains copyright and legal information.

ISIN	Issuer	Type of security	End Date
DE0001103308	Deutsche Börse	Share / certificate representing shares	22.11.2013
DE0001103309	Deutsche Börse	Share / certificate representing shares	25.11.2013

You may apply to be Designated Sponsor for the securities in the pool. Click on the ISIN of the security for which you require a mandate. Now enter the date on which you wish your mandate to take effect, as well as your member ID, and follow the instructions as in Chapter 4.1 Application for a mandate as Designated Sponsor.

Application for a mandate as Designated Sponsor described.