Instructions Web Standard Form – Major Holdings

Example

- Company A Ltd acquires
  - 60,000 shares (= 6%) in the issuer XYZ AG as of 1 January 2016 (settlement date).
  - a Contract For Difference (CFD) representing 20,000 shares (= 2%) of issuer XYZ AG as of 1 January 2016.
- Company B Ltd acquires a call option regarding 25,000 shares (= 2.5%) in the issuer XYZ AG (Exercise Period: 31.12.2017) as of 1 January 2016.

Company B Ltd is controlled by Company A Ltd. Company A Ltd is controlled by John Doe.
Welcome!
Submit holding notifications to the FMA.

Please be advised that, due to security reasons, your connection to the server will terminate.

Contact details:
Company name
First name*
Surname*
Email*
Retype Email*
Phone* (Please fill in the phone number as follows: +43 1 1234567)

a) Please fill in the contact data of the person who enters the notification and who is available for further queries.

Please fill in a valid e-mail address. After completion the notification will be sent as a Microsoft Word Document to this e-mail address. You will need this document to submit the notification to the issuer and (where appropriate) to the Vienna Stock Exchange.

Before filing this notification, please pay attention to the following principle:

Please file the notification from the perspective of the ultimate controlling natural or legal person (in the example above John Doe). Thus, the market will always receive the full picture of the aggregated group holdings in one single notification.

b) Tick this box only if the filing is made after the deadline stipulated in Sec. 130 para. 1 BörseG (two trading days at the latest).

c) Please choose the relevant issuer.

d) Please choose one or more reasons for the notification. In the example above, both shares (voting rights) and financial instruments were acquired.
e) Point 3 has to be filled in from the perspective of the ultimate controlling natural or legal person.

In example above, only A ltd and B ltd purchased shares / financial instruments. However, John Doe controls both companies and therefore holds shares/financial instruments indirectly. Consequently, John Doe is the ultimate controlling natural person. Therefore, select “Natural Person” and fill in John Doe as person subject to notification.

Details concerning company A ltd and B ltd have to be declared under 8 (see below).

f) Please state the name of the shareholders directly holding voting rights (shares), which are attributed to the person subject to notification according to Sec. 133 BörseG entered in 3. In the example above only A ltd holds shares. B ltd just holds financial instruments.

g) Please enter the settlement date for acquisition/disposal of shares (voting rights). Please enter the trading date for acquisition/disposal of financial/other instruments. If only a subsidiary but not the ultimate controlling person crossed a threshold, please enter the corresponding date on which the subsidiary crossed the threshold.

In the example above, John Doe crossed the threshold of 10% on 1 January 2016.
The total positions under 6 provide an overview of the changes since the last notification from the perspective of the ultimate controlling natural or legal person. With this overview investors will be able to understand which changes have occurred without looking up the previous notification.

h) Please enter the total number of voting rights (normally the total number of shares issued). This number will be used for the calculation of voting right proportions (%) under 7.

In the example above, XYZ AG issued 1.000.000 shares.

i) These fields cannot be entered. The resulting situation on the date on which the threshold was crossed will show up automatically when entering the total number of voting rights of the issuer under 6 and the positions under 7.A., 7.B.1. or 7.B.2.

j) If you have already made a major holding notification in the past, please enter the positions notified at that time (separately for shares, financial/other instruments and the sum of these two in %).

In the example above, neither shares nor financial instruments have been held before. Therefore, these fields remain blank.
Please enter the shares and financial/other instruments held directly and indirectly by the **ultimate controlling natural or legal person**.

**k)** Please enter the ISIN and the number of shares directly and indirectly held in the issuer and klick “Add/Change”. The system will automatically calculate the proportions (%) based on the total number of voting rights entered under 6 above.

In the example above **John Doe** holds **60.000 shares** in the issuer via A ltd (meaning indirectly). Therefore, the number shall be entered in the corresponding column and added.

With klick on the added position you can change or delete it in the fields above.

**l)** Please add financial/other instruments that give the holder either the unconditional right to acquire or the discretion as to the right to acquire shares (Sec. 131 para. 1 no. 1 BörseG).

In the example above, **John Doe** holds the right to acquire **25.000 shares** (call-option) until 31.12.2017 indirectly via B ltd. As there is no expiration date, “n.a.” shall be entered.

**m)** Please add financial/other instruments that have similar economic effect to the financial instruments under Sec. 131 para. 1 no. 1 BörseG (Sec. 131 para. 1 no. 2 BörseG).

In the example above **John Doe** holds a CFD representing **20.000 shares** indirectly via A ltd. As there is no expiration date and no exercise period, “n.a.“ shall be entered. CFD’s are cash settled.

The aggregated proportions are automatically entered under 6.
Under 8 please specify through which undertakings the positions are effectively held and the amount each undertaking holds directly in the issuer. Please start with the ultimate controlling natural or legal person even if this person is already mentioned under 3.

n) If the person subject to notification obligation holds instruments in the issuer through other persons (or is controlled by another person) please tick the 2nd box.

In the example above, John Doe holds instruments via A Ltd and B Ltd. Therefore, the 2nd box shall be selected.

o) John Doe is not controlled by another person. Therefore, the field „Directly controlled by No.“ remains blank. John Doe does not hold any shares or financial/instrument other instruments directly. Thus, the corresponding fields remain blank. Please click “Add/Change” to add the person in the table.

p) A Ltd is controlled by John Doe (previously added as No. 1 – see table). Therefore, No. 1 shall be selected under “Directly controlled by No.”. A Ltd holds 6% in shares and 2.5% in financial instruments directly. That shall be added in the table.

q) B Ltd is controlled by A Ltd (previously added as No. 2 – see table). Therefore, No. 1 shall be selected under “Directly controlled by No.”. This shall be entered in any case.

B Ltd directly holds 2% in financial instruments. The FMA recommends to enter also these 2% although B Ltd directly and indirectly (meaning on an aggregated basis) holds less than the initial threshold (4% or 3%).
r) In the example above, there is no proxy voting. Therefore, the fields under 9 remain blank.

s) For the example above, there is no need to make any further comments.

t) Please enter the place the notification is made from.

u) Please enter the Security Code and check the notification for any inconsistencies. In case you cannot read the code, please click “Generate new code”.

v) When you click “Submit to FMA” the major holding notification will be sent to the FMA and to your e-mail address entered in the contact details above as a Microsoft Word Document. This may take a few minutes.

w) You will receive a submission confirmation. Please send the major holding notification (Word Document) additionally to the issuer and (if the securities are listed on a regulated market on the Vienna Stock Exchange) to the Vienna Stock Exchange.

In case you did not receive an e-mail you can separately download the notification as Word Document.