

SMPG General Meeting messages

Global Market Practice

SR 2023

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Document Change control

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SR2021 Draft V2.0	4-Oct-2021		SR2021 version.
SR2020 V1.1	28-Aug-20	VI.B IX.A	Add a note for the Resolution/Description element . Update table in the Meeting Instruction message.

1 Introduction

The amended Shareholders Rights Directive (EU) 2017/828 (hereinafter “SRD II”) and Implementing Regulation (EU) 2018/1212 (hereinafter “SRD II IR”) aim to encourage long-term shareholder engagement and to improve corporate governance in EU/EEA companies, traded on EU/EEA regulated markets, by enabling shareholders to exercise their voting rights and rights to information across borders. In SRD II, EU/EEA holders of shares traded on regulated markets are to receive notifications of general meetings and for intermediaries to enable shareholders to vote at these general meetings.

The market practice described in this document is based on SRD II and SRD II IR, as well as the Market Standards for General Meetings produced by the Joint Working Group for General Meetings (JWGGM) and the SRDII General Meeting Task Force.

As the SRD II IR is very specific and detailed on the messages to be used, the SMPG would like to highlight that only the ISO 20022 General Meeting messages are compliant with the IR. The use of corporate actions notifications and instructions (in ISO 15022) with corporate action event type code MEET/General meeting, is not compliant with SRD II, but will remain in the ISO standards for general meetings in markets that are not required to be compliant with SRD II.

2 Scope and definitions

The scope of this document is to describe the market practice for using the General Meeting messages, as per SRD II and SRD II IR.

The market practices described in this document are meant to be used exclusively with the following ISO 20022 messages and the business application header (BAH) - head.001.001.02:

MessageDefinition	Abbreviated Name	Message Identifier
MeetingNotification	MENO	seev.001.001.10
MeetingCancellation	MECN	seev.002.001.09
MeetingEntitlementNotification	MENT	seev.003.001.09
MeetingInstruction	MEIN	seev.004.001.09
MeetingInstructionCancellationRequest	MEIC	seev.005.001.09
MeetingInstructionStatus	MEIS	seev.006.001.09
MeetingVoteExecutionConfirmation	MECO	seev.007.001.09
MeetingResultDissemination	MERD	seev.008.001.08

All documentation related to general meetings messages is available in the UHB on-line page on swift.com in the Knowledge Centre:

<https://www2.swift.com/knowledgecentre/products/Standards%20MX>

The updated general meeting messages are available on MyStandard at: <https://www2.swift.com/mystandards/#/ISO20022?businessDomain=Securities> in the “securities events” section. Both PDF or Excel or schemas (with an MS license) can be exported.

The documentation and schemas are also available on the www.iso20022.org web site: [ISO 20022 Message Definitions | ISO20022](#) under the “General Meetings” title.

3 Actors and Roles

The main roles involved in this process:

1. Issuer

The party that has issued the shares and is holding a general meeting.

In the SRD II IR, the definition of issuer is: a company which has its registered office in a Member State¹ and the shares of which are admitted to trading on a regulated market situated or operating within a Member State or a third party nominated by such a company for the tasks set out in this Regulation.

When we refer to issuer in this document, we mean both the issuer and the agent mandated by the issuer (as defined below).

2. Registrar/issuer agent

The agent for the issuer. In the case the issuer CSD does not act as the primary register for the issuance, the registrar performs this function.

3. Issuer CSD

The issuer CSD is the CSD in which the shares have been issued. The issuer CSD is the primary register for the issuance unless this function is performed by another party such as a registrar. The issuer CSD is in many markets the first intermediary, and it may also be the last intermediary, i.e. for a CSD member's proprietary account or for various types of end investors, in direct-holding markets.

In the SRD II IR, the definition of issuer CSD is: the central securities depository which provides the core service as defined in points 1 or 2 of Section A of the Annex to Regulation (EU) No 909/2014 of the European Parliament and of the Council with respect to the shares traded on a regulated market.

In the SRD II IR, the definition of first intermediary is: the issuer CSD or other intermediary nominated by the issuer, who maintains the share records of the issuer by book-entry at top tier level with respect to the shares traded on a regulated market or holds those shares at top tier level on behalf of the shareholders of the issuer.

4. Local custodian

The party that acts as CSD member, holding assets on behalf of clients in one or more securities accounts in the books and records of the issuer CSD. The local custodian may be the last intermediary, i.e. a client may be the end investor.

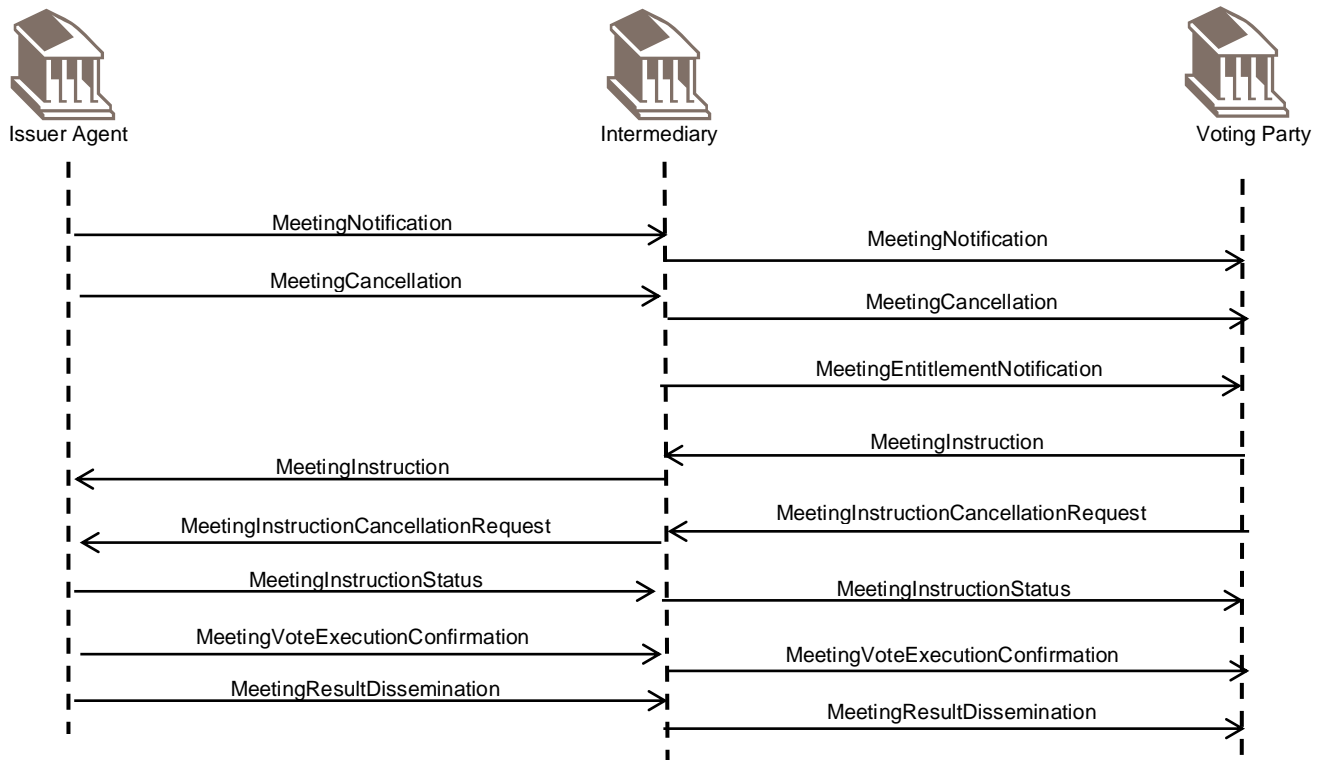
5. Global custodian

The party that acts as client of the CSD member, in turn holding assets on behalf of clients in one or more securities accounts in the books and records of the local custodian. The global custodian may be the last intermediary, i.e. a client may be the end investor.

There may be additional intermediaries. We will limit the market practice to the main roles and actors.

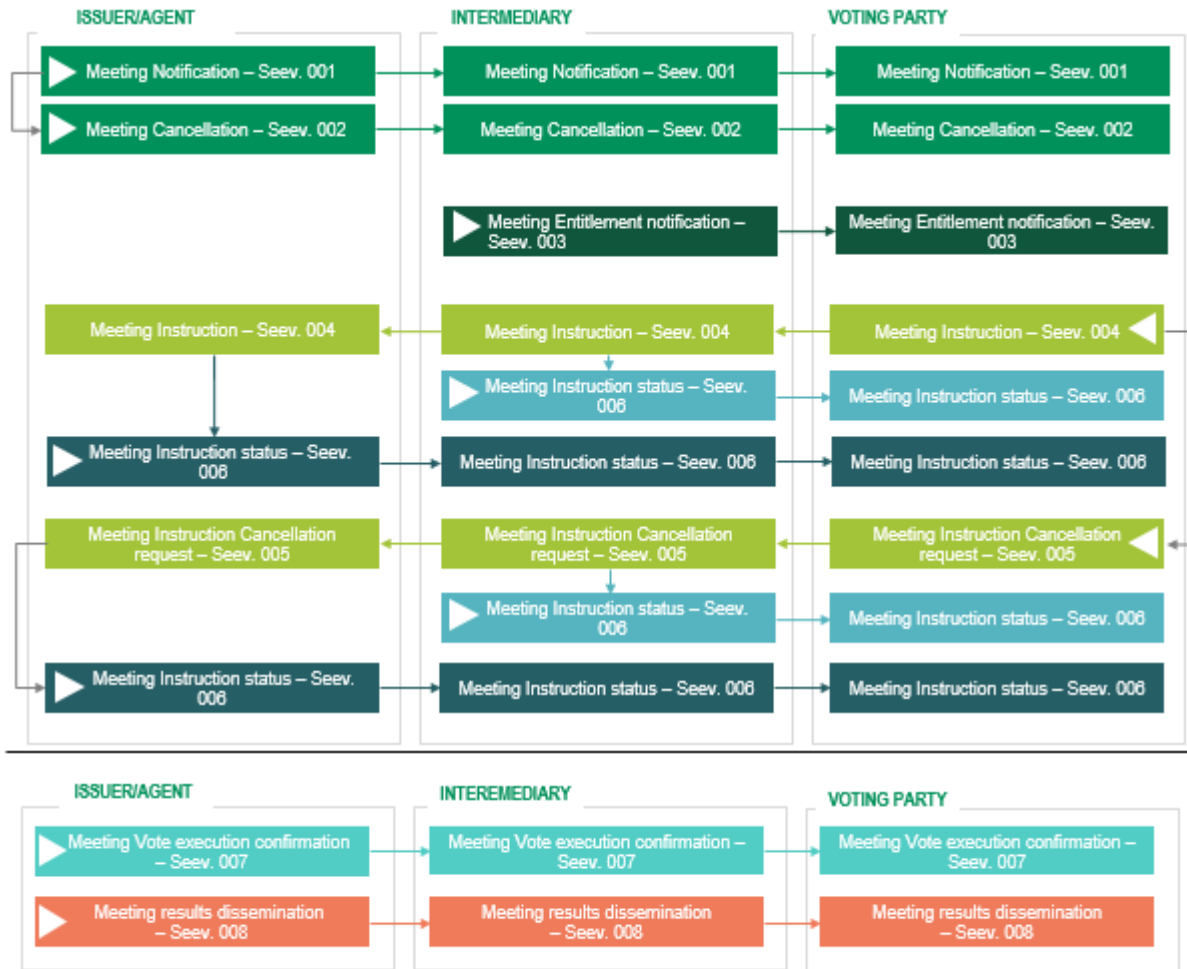
¹ Member state is to be read as EEA Member State.

4 Activity Diagram



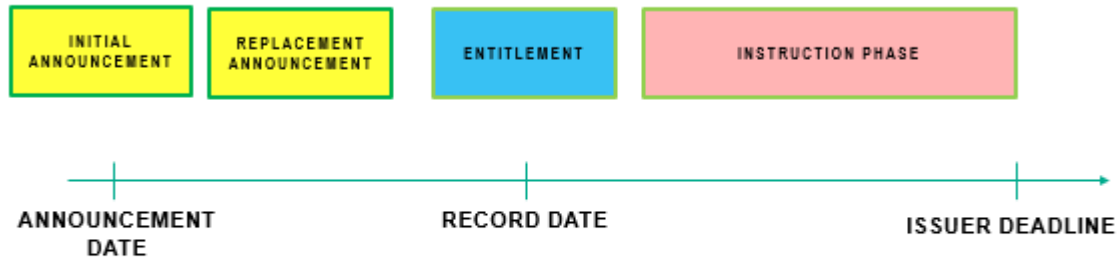
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Communication Flow:



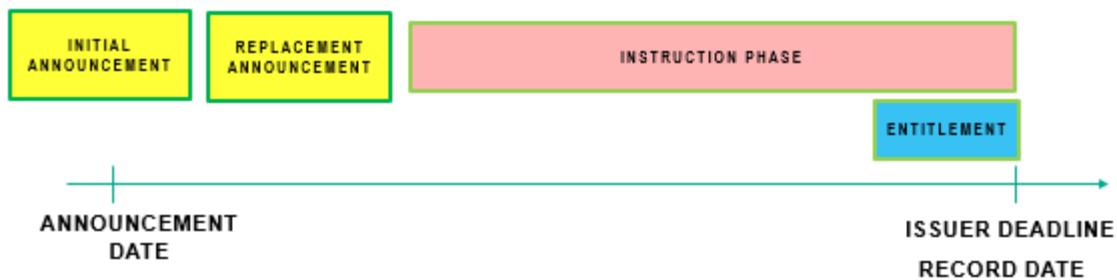
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Possible flows depending on the calendar followed by the issuers:



Announcement date – MENO NEWM
If any change is made to the announcement – MENO REPL
Record date – MENT
During instruction phase – MENO RMDR

In case of events announced late (i.e. past record date), it is recommended that a MENO and a MENT are issued together, one immediately after the other.



Announcement date – MENO NEWM
If any change is made to the announcement – MENO REPL
During instruction phase – MENO RMDR
Record date – MENT

5 Meeting Notification

A. Scope.

The MeetingNotification message is sent by a notifying party, for example, an issuer, its agent or an intermediary to another intermediary, or a party holding the right to vote to announce a meeting.

For the above-described different communication needs, the following business data are required. Focus is on the processes described in the MP.

B. Common mandatory business data requirements.

The SMPG recommends that all the below optional and mandatory fields be present in all Meeting Notification messages. M / C / O identifies whether the business data is mandatory, conditional or optional in the ISO 20022 standards.

Common mandatory elements	Place	Detailed usage	M/C/O	SRD II reference ²
From, <Fr>	BAH	The sender from a business context, which can be different from the actual sender in the transport header (similar to MEOR in MT). BICFI is the preferred format	M	
To, <To>	BAH	The receiver from a business context, which can be different from the actual receiver in the transport header (similar to MERE in MT). BICFI is the preferred format	M	
BusinessMessageIdentifier, <BizMsgIdr>	BAH	The sender's unique ID/reference of the message	M	
MessageDefinitionIdentifier, <MsgDefIdr>	BAH	Contains the MessageIdentifier that defines the BusinessMessage, e.g. seev.001.001.06	M	
CreationDate, <CreDt>	BAH	Date and time, using ISONormalisedDateTime format	M	
Notification General Information				

² This column map each element in the messages to tables III to VII in SRDII implementing regulation. Although these messages have been heavily used in Europe following the implementation of SRD II, the market practice should also apply to the usage of such messages outside the scope of SRD II.

NotificationType <NtfctnTp>	Document	<p>A REPL message should only be sent in case of a change in the previously announced general meeting notification.</p> <p>A RMDR can be sent by an account servicer to an account owner who has not responded providing its participation in a general meeting. This flow is optional and usage/timing is left to SLA.</p>	M	Table 3 – A2
NotificationStatus <NtfctnSts> – EventCompletenessStatus <EvtCmpltnsSts>	Document	As per global market practice, a Notification message may be considered complete when there are sufficient details for the client to make a decision.	M	
NotificationStatus <NtfctnSts> – EventConfirmationStatus <EvtConfSts>	Document	A Notification message is considered confirmed when officially announced by the issuer.	M	
ShareholderRightsDirectiveIndicator <ShrhldrRghtsDrctvInd>	Document	<p>This indicator should be set by the issuer, issuer CSD or first intermediary as follows:</p> <ul style="list-style-type: none"> • It should be set to YES (value “true”) only when the general meeting is in scope of SRD II and the notification/event information has been received from the issuer. Once the indicator has been set to YES because of an announcement received from the issuer CSD or first intermediary, it cannot be changed back to NO. • It should be set to NO (value “false”) when the general meeting is to be intended as in scope of SRDII but the issuer CSD or first intermediary did not receive the notification/event information from the issuer. • It should not be populated if the general meeting is outside the scope of SRDII. <p>Any other intermediary in the chain should report the value of this indicator as</p>	C	

		per the value received from the previous intermediary. However, the indicator can be set to NO by an account servicer that did not receive a notification with the indicator via the chain of intermediaries as per SRD II, but deems the event to be in scope of SRD II.		
Notification Update				
PreviousNotificationIdentification <PrvsNtfctnId>	Document	It should always be present when sending a REPL or RMDR	C	
Meeting				
Following the introduction of the Response Deadline For Voting <RspnDdlnForVtng> in SR2022, we recommend not to implement this element until further changes to market practice and/or the standards have been agreed and communicated.				
MeetingIdentification <MtgId>	Document	This is the account servicer identification for the general meeting.	M	
IssuerMeetingIdentification <IssrMtgId>	Document	It must always be used, if provided by the issuer.	O	Table 3 – A1
Type <Tp>	Document	As announced by the issuer.	M	Table 3 – C3
AnnouncementDate <AnncmntDt>	Document	As announced by the issuer.	O	
Participation – ParticipationMethod <PrtcptnMtd>	Document	This should be used to report the participation method supported by the issuer. Code is the preferred format. <u>Please refer to the table at the end of this section to understand how participation method and vote methods should be used.</u>	M	Table 3 – D1
Participation Method – Supported By Account Servicer <SpprtdByAcctSvcr>	Document	This should be used to report the participation method supported by the account servicer. Code is the preferred format.	O	
Participation – IssuerDeadlineForVoting <IssrDdlnForVtng>	Document	To be populated with: • meeting date and time for participation methods PHYS, PHNV & VIRT	M	Table 3 – D3

		<ul style="list-style-type: none"> • issuer deadline for participation methods MAIL, PRXY & EVOT <p>DateTime in UTC format is the preferred format (YYYY-MM-DDThh:mm:ss.sssZ (Z means Zulu Time ≡ UTC time ≡ zero UTC offset))</p>		
AdditionalDocumentationURLAddress <AddtlDcmntnURLAdr>	Document	It should carry the URL to the issuer website where full information on the general meeting is provided.	O	Table 3 – C6
EntitlementFixingDate <EntitlmtFxdt>	Document	DateMode should not be used as record date should always be end of day ³ .	O	Table 3 – C5
Meeting Details				
For meetings where two dates are announced (in case the quorum is not reached by the first date) – e.g. Italy – we recommend to report both dates in the same MENO by repeating meeting details.				
DateAndTime <DtAndTm>	Document	DateTime in UTC format is the preferred format (YYYY-MM-DDThh:mm:ss.sssZ (Z means Zulu Time ≡ UTC time ≡ zero UTC offset))	M	Table 3 – C1&2
Location <Lctn>	Document		M	Table 3 – C4
Issuer <Issr>	Document	NameAndAddress is the preferred format	M	Table 3 – B2
Security				
FinancialInstrumentIdentification <FinInstmld>	Document	ISIN is the preferred format. We recommend issuing a separate meeting notification per ISIN	M	Table 3 – B1
Position – AccountIdentification <Acctld>	Document	Possible market practices: <ul style="list-style-type: none"> • one message per safekeeping account; • one message per client (without any mentioning of the safekeeping account 	C	

³ Based on the definition in the implementing regulation: “record date” means the date set by the issuer, on which the rights flowing from the shares, including the right to participate and vote in a general meeting, as well as the shareholder identity, shall be determined, based on the settled positions struck in the books of the issuer CSD or other first intermediary by book entry at the close of its business.

		<p>details (equal to GENR in CA) without opening the Position block)</p> <ul style="list-style-type: none"> • one message repeating account details in the Position block 		
Resolution				
IssuerLabel <IssrLabl>	Document		M	Table 3 – E1
Description <Desc> - Language <Lang>	Document	<p>To report the language used to provide a description of the item and specified in the ISO 639-1 language code standard.</p> <p>The usage of multiple languages to report the meeting resolutions should be agreed by the receiving and transmitting parties in their SLA.</p>	M	
Description <Desc> - Title <Titl>	Document		M	Table 3 – E2
Description <Desc> - Description <Desc>	Document		O	
ForInformationOnly <ForInfOnly>	Document		M	
VoteType <VoteTp>	Document		O	Table 3 – E4
Status <Sts>	Document		M	
VoteInstructionType <VoteInstrTp>	Document	Type is the preferred format.	O	Table 3 – E5
URLAddress <URLAdr>	Document	To be reported only if provided by the issuer	O	Table 3 – E3
Vote				
PartialVoteAllowed <PrtlVoteAllwd>	Document		M	
SplitVoteAllowed <SplfVoteAllwd>	Document		M	
VoteDeadline <VoteDdln>	Document	To be used to report the account servicer deadline to receive voting instruction via the chain of intermediaries (i.e. seev.004 messages).	O	

		DateTime in UTC format is the preferred format (YYYY-MM-DDThh:mm:ss.sssZ (Z means Zulu Time ≡ UTC time ≡ zero UTC offset))		
VoteMarketDeadline <VoteMktDdln>	Document	To be used to report the issuer deadline for electronic votes. Also to be used for voting instructions sent directly to the issuer/issuer agent (if supported by the issuer) without communication through the chain of intermediaries. DateTime in UTC format is the preferred format (YYYY-MM-DDThh:mm:ss.sssZ (Z means Zulu Time ≡ UTC time ≡ zero UTC offset))	O	Table 3 – D2
VoteMethods <VoteMthds>	Document	Intended as the direction/address where the vote should be sent to – please refer to the table below to identify how the vote method should be applied based on the participation method. If vote through network is not populated, then the account servicer is not supporting the vote or attendance. The vote deadline will also not be included.	O	
BeneficialOwnerDisclosure <BnfclOwnrDsclsr>	Document	This indicator should be set to YES (value “true”) if beneficial owner details should be disclosed when instructing.	O	

C. Optional business data requirements.

The below optional fields may be provided in a Meeting Notification message but are optional. If used, they must be used as described in the “Detailed usage” column. It is to be noted that most of the usage rules are standards rules, not market practice recommendations. Any other fields not mentioned above or below are considered NOT needed for this specific type of message. If used, they will be market-specific.

Common optional elements	Place	Detailed usage	M/C/O	SRD II reference ⁴
Pagination	Document		O	
Notification General Information	Document			
ConfirmationOfHoldingRequired	Document	<p>This indicator should be used only in the countries requiring the last intermediary to provide the issuer with a specific confirmation of holding along with the votes. Such confirmation can be country specific or issuer specific.</p> <p>This indicator should be reported only when the issuer requires such confirmation. As such, the indicator should be set to YES (value “true”) only when issuer requires a specific confirmation of holding together with a participation and/or vote instruction.</p> <p>If the specific confirmation is not required, the indicator should not be populated. It is not recommended to populate the indicator with value NO (false).</p>	O	
Notification Update				
ReconfirmInstructions <RcnfrmInstrs>	Document	<p>This indicator should be set to YES (value “true”) only if there are changes to the agenda and/or resolutions that may affect previously received meeting instructions.</p> <p>If previously received meeting instructions can no longer be processed/ accepted, they should be rejected (reason code OTHR should be used in seev.006).</p> <p>If any new resolution is added to the agenda, the indicator should be set to NO. Rightsholders who had already submitted their votes and want to vote for the</p>	C	

⁴ This column map each element in the messages to tables III to VII in SRDII implementing regulation. Although these messages have been heavily used in Europe following the implementation of SRD II, the market practice should also apply to the usage of such messages outside the scope of SRD II.

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		new resolution(s) should cancel any previously submitted instruction and submit a new one.		
Events Linkage				
EventIdentification <EvtId>	Document	To be used to report the details of another general meeting (e.g. a court meeting that will follow an extraordinary general meeting). IssuerMeetingIdentification is the preferred format.	O	
Meeting				
Classification <Clsfctn>	Document	Only Code is recommended	O	
OneManOneVoteIndicator <OneManOneVoteInd>	Document		O	
Attendance – AdmissionConditions <AdmssnConds>	Document	It should only be used if the method of participation is PHYS, PHNV or VIRT.	O	
Attendance – ConfirmationInformation <ConfInf>	Document	It should be used to specify how the rightsholder should order the attendance card or give notice of attendance. It should only be used if the method of participation is PHYS, PHNV or VIRT	O	
Attendance – ConfirmationDeadline <ConfDdln>	Document	It indicates the account servicer deadline to request attendance. DateTime in UTC format is the preferred format (YYYY-MM-DDThh:mm:ss.sssZ (Z means Zulu Time ≡ UTC time ≡ zero UTC offset)) It should only be used if the method of participation is PHYS, PHNV or VIRT	O	
Attendance – ConfirmationMarketDeadline <ConfMktDdln>	Document	It indicates the issuer deadline to request attendance. DateTime in UTC format is the preferred format (YYYY-MM-DDThh:mm:ss.sssZ (Z means Zulu Time ≡ UTC time ≡ zero UTC offset)) It should only be used if the method of participation is PHYS, PHNV or VIRT	O	Table 3 – D2
AdditionalProcedureDetails – AdditionalRight	Document	In case of additional rights that can be exercised at the meeting, we recommend to at least use AdditionalRightDeadline <AddtlRghtDdln> and AdditionalRightMarketDeadline<AddtlRghtMktDdln>. DateTime in UTC format is the preferred format (YYYY-MM-DDThh:mm:ss.sssZ (Z means Zulu Time ≡ UTC time ≡ zero UTC offset))	O	Table 3 – F1&2

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Event Processing Web Site Address <EvtPrcgWebSiteAdr>	Document	This should only be used by a first intermediary (CSD) or an Account Servicer and its direct participants or immediate account holders, i.e. the next counterparty down the chain of intermediates, containing the web site address (URL-link) for proprietary tools or interfaces enabling both parties to facilitate processing of a meeting event. Any URL-link must be either completely deleted or, if applicable, updated when sending the message onwards down the chain of intermediaries.	O	
ProxyChoice – Proxy – RegistrationMethod <RegnMtd>	Document	To specify how to register the proxy.	O	
ProxyChoice – Proxy – Deadline	Document	To report the account servicer deadline by which the rightsholder needs to appoint a proxy. DateTime in UTC format is the preferred format (YYYY-MM-DDThh:mm:ss.sssZ (Z means Zulu Time ≡ UTC time ≡ zero UTC offset))	O	
ProxyChoice – Proxy – Market Deadline	Document	To report the issuer deadline by which the rightsholder needs to appoint a proxy. DateTime in UTC format is the preferred format (YYYY-MM-DDThh:mm:ss.sssZ (Z means Zulu Time ≡ UTC time ≡ zero UTC offset))	O	
ProxyChoice – Proxy – AuthorisedProxy	Document	As announced by the issuer. Options available include: CHRM – chairman NEPR – any other person appointed by the issuer; DISC – discretionary – to be used when the issuer allows the rightsholder to appoint any third party as a proxy; HLDR – security holder- to be used when the proxy can/must be a security holder.	O	
ProxyChoice – ProxyNotAllowed	Document	Only to be used if proxy is not allowed	O	
ResultPublicationDate <RsltPblctnDt>	Document	As announced by the issuer.	O	
SecuritiesBlockingPeriodEndDate <SctiesBlckgPrdEndDt>	Document	In line with SRDI & II, this should be equal to record date	O	
RegistrationSecuritiesDeadline	Document	To be used in those markets where shares need to be re-registered in order to vote/attend.	O	

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<RegnSciesDdln>		DateTime in UTC format is the preferred format (YYYY-MM-DDThh:mm:ss.sssZ (Z means Zulu Time ≡ UTC time ≡ zero UTC offset)).		
RegistrationSecuritiesMarketDeadline <RegnSciesMktDdln>	Document	To be used in those markets where shares need to be re-registered in order to vote/attend. DateTime in UTC format is the preferred format (YYYY-MM-DDThh:mm:ss.sssZ (Z means Zulu Time ≡ UTC time ≡ zero UTC offset))	O	
Meeting Details				
DateStatus <DtSts>	Document		O	
QuorumRequired <QrmReqrd>	Document	This indicator should be set to YES (value “true”) only if a quorum for the meeting is required by the issuer or the relevant national law.	O	
QuorumQuantity <QrmQty>	Document	To be reported in quantity or percentage if QuorumRequired is set to YES	C	
Security				
Position - HoldingBalance <HldgBal>	Document	For NEWM and REPL messages sent before record date, it is recommended not to report the ELIG balance type. For RMDR messages sent after record date, it is recommended to report ELIG, UNBA and INBA balance types. For RMDR messages sent before record date, the ELIG balance type can be included, along with UNBA and INBA, but it has to be considered as provisional as the message is sent prior to entitlement date.	O	
Resolution				
ListingGroupResolutionLabel <ListgGrpRsltnLbl>	Document	To report resolutions for which a vote in favour can be assigned to only one resolution of that group.	O	
SubmittedBySecurityHolder <SubmittdBySctyHldr>	Document	Only to be used if set to YES	O	
RightToWithdrawIndicator <RghtToWdrwInd>	Document	Only to be used if set to YES	O	
ManagementRecommendation <MgmtRcmmndtn>	Document	Only to be used for resolutions submitted by rightsholders or any other party that is not the management	O	

VotingRightsThresholdForApproval <VtngRghtsThrshldForAprvl>	Document	Only to be used to report a threshold. If included, the threshold is provided either as a percentage or as a number. The threshold can be supplemented with a threshold basis. If threshold basis is included, Code is recommended.	○	
Vote				
RevocabilityDeadline <RvcbltyDdln>	Document	To report the account servicer deadline by which the instructing party can revoke, change or withdrawn its voting instruction. DateTime in UTC format is the preferred format (YYYY-MM-DDThh:mm:ss.sssZ (Z means Zulu Time ≡ UTC time ≡ zero UTC offset))	○	
RevocabilityMarketDeadline <RvcbltyMktDdln>	Document	To report the issuer deadline by which the instructing party can revoke, change or withdrawn its voting instruction. DateTime in UTC format is the preferred format (YYYY-MM-DDThh:mm:ss.sssZ (Z means Zulu Time ≡ UTC time ≡ zero UTC offset))	○	
EarlyIncentivePremium – Description	Document	Description of the early premium	○	
EarlyIncentivePremium – Amount	Document	To record the amount of the early premium.	○	
EarlyIncentivePremium – Type	Document	To indicate the type of early premium: <ul style="list-style-type: none"> - per security - per vote – if this option is chosen, the vote instruction type and quantity should be reported - per attendee 	○	
EarlyIncentivePremium – PaymentDate	Document	Unless the date is known at the time of the announcement, the recommendation is to report this as DateCode UKWN.	○	
IncentivePremium – Description	Document	Description of the premium	○	
IncentivePremium – Amount	Document	To record the amount of the premium. According to the practice in the Spanish market, this is an amount per vote, to be reported as currency and amount (e.g. €1.50).	○	

IncentivePremium – Type	Document	To indicate the type of premium: <ul style="list-style-type: none"> - per security - per vote – if this option is chosen, the vote instruction type and quantity should be reported - per attendee According to the practice in the Spanish market, this is an amount per vote.	O	
IncentivePremium – PaymentDate	Document	Unless, the date is known at the time of the announcement, the recommendation is to report this as DateCode UKWN.	O	
EarlyVoteWithPremiumDeadline	Document	To report the deadline by which the vote instructions should be submitted to the account servicer to take advantage of the early premium. DateTime in UTC format is the preferred format (YYYY-MM-DDThh:mm:ss.sssZ (Z means Zulu Time ≡ UTC time ≡ zero UTC offset)).	O	
VoteWithPremiumDeadline <VoteWthPrmDdln>	Document	To report the deadline by which the vote instructions should be submitted to the account servicer to take advantage of the premium. DateTime in UTC format is the preferred format (YYYY-MM-DDThh:mm:ss.sssZ (Z means Zulu Time ≡ UTC time ≡ zero UTC offset)) According to the practice in the Spanish market, this is the account servicer deadline to vote.	O	
VoteWithPremiumMarketDeadline <VoteWthPrmMktDdln>	Document	To report the deadline by which the vote instructions should be submitted to the issuer to take advantage of the premium. DateTime in UTC format is the preferred format (YYYY-MM-DDThh:mm:ss.sssZ (Z means Zulu Time ≡ UTC time ≡ zero UTC offset)) According to the practice in the Spanish market, this is the issuer deadline to vote.	O	
Additional Information				
ProcessingTextForNextIntermediary	Document	This should only be used by a first intermediary (CSD) or an Account Servicer and its direct participants or immediate account holders, i.e. the next counterparty down the chain of intermediates, containing information enabling both parties to facilitate processing of a general meeting event (e.g., usage instructions for proprietary tools or interfaces, how to upload required documentation, etc).	O	

		Any narrative text must be either completely deleted or, if applicable, updated when sending the message onwards down the chain of intermediaries.		
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D. Participation & Vote Methods

Participation methods are the various way a rightsholder can participate in the general meeting. The methods are offered by the issuer.

Participation method⁵	
<u>Participation via mail</u> – votes are submitted via a letter/card	MAIL
<u>Participation in person (with voting)</u> – Participation is needed to cast votes. Votes are registered by physical ballots or show of hands.	PHYS
<u>Participation in person without voting</u>	PHNV
<u>Participation through proxy</u> – issuer initiated by providing an unbiased middleman to cast the votes at the meeting.	PRXY
<u>Virtual participation</u> – the meeting is virtually held with votes submitted electronically or via phone.	VIRT
<u>Electronic voting (voting by correspondence)</u> – Vote participation is through electronic means such as dedicated standards messaging.	EVOT

Vote methods are the ways a meeting instruction can be sent by the rightsholder, or its agent.

- The most common method to send a MeetingInstruction in response to a MeetingNotification received via the Swift network is via the chain of intermediaries via the Swift network. This is specified in VoteMethod – VoteThroughNetwork – VoteChannel VOCl. Submitting instructions via the custody chain is the default method and hence not required to be specified.
- In certain cases, MeetingInstructions are to be sent directly to the issuer or its agent, also via the Swift network, this is specified in the MeetingNotification.
- Meeting instructions in e.g. paper form may also be used and may or may not be sent via the chain of intermediaries.

⁵ They are not mutually exclusive and multiple can be used in the same notification if the issuer offers multiple methods.

Vote methods	
Votes are transmitted through the custody chain. Applicable to MeetingInstructions sent via the Swift network.	VoteThroughNetwork – Vote Channel VOCl
Votes are transmitted through the custody chain to request attendance for the rightsholder or an agent appointed by the rightsholder to attend the meeting.	VoteThroughNetwork – Vote Channel VOCl
Votes are transmitted electronically by the rightsholder to the recipient specified in the processing text for next intermediary information field in the general meeting notification. Mainly used by the ICSDs in case of a common depository. Applicable to MeetingInstructions sent via the Swift network.	VoteThroughNetwork – Vote Channel VOPI
Votes are submitted by the rightsholder directly to the issuer or its agent, bypassing the custody chain. Applicable to MeetingInstructions sent via the Swift network.	VoteThroughNetwork – VoteDirectlyToIssuer
Votes are submitted by the rightsholder directly to the issuer/its agent via post. Not applicable to MeetingInstructions,	VoteByMail - Correspondence
Votes are submitted by the rightsholder directly to the issuer/its agent via email. Not applicable to MeetingInstructions,	VoteByMail - EmailAddress
Votes are submitted by the rightsholder to the issuer via attending a virtual meeting (e.g. via Skype). Not applicable to MeetingInstructions,	Electronic vote – URLAddress
Votes are submitted by the rightsholder to the issuer via attending a conference call. Not applicable to MeetingInstructions,	Electronic vote – VoteByTelephone

6 Meeting Cancellation Advice

A. Scope.

The MeetingCancellation message is sent by the party that sent the MeetingNotification message to the original receiver. It is sent to cancel a previously announced meeting or to advise the withdrawal of a meeting. In case of meeting events with multiple meeting dates, the MeetingCancellation message should not be used to advise the cancellation of one of the meeting dates.

For the above-described different communication needs, the following business data are required. Focus is on the processes described in the MP.

B. Common mandatory business data requirements.

The SMPG recommends that all the below optional and mandatory fields be present in all Meeting Cancellation Advice messages. M / C / O identifies whether the business data is mandatory, conditional or optional in the ISO 20022 standards.

Common mandatory elements	Place	Detailed usage	M/C/O	SRD II reference ⁶
From, <Fr>	BAH	The sender from a business context, which can be different from the actual sender in the transport header (similar to MEOR in MT). BICFI is the preferred format	M	
To, <To>	BAH	The receiver from a business context, which can be different from the actual receiver in the transport header (similar to MERE in MT). BICFI is the preferred format	M	
BusinessMessageIdentifier, <BizMsgIdr>	BAH	The sender's unique ID/reference of the message	M	
MessageDefinitionIdentifier, <MsgDefIdr>	BAH	Contains the MessageIdentifier that defines the BusinessMessage, e.g. seev.002.001.06	M	
CreationDate, <CreDt>	BAH	Date and time, using ISONormalisedDateTime format	M	
Meeting Reference				

⁶ This column map each element in the messages to tables III to VII in SRDII implementing regulation. Although these messages have been heavily used in Europe following the implementation of SRD II, the market practice should also apply to the usage of such messages outside the scope of SRD II.

MeetingIdentification <MtgId>	Document	This is the account servicer identification for the general meeting. It is recommended to be used in all cases, even if the issuer has provided an identification	M	
IssuerMeetingIdentification <IssrMtgId>	Document	It must always be used, if provided by the issuer.	O	
MeetingDateAndTime <MtgDtAndTm>	Document	Only the first meeting date and time should be reported.	M	
Type <Tp>	Document		M	
Security				
FinancialInstrumentIdentification <FinInstrmId>	Document	ISIN is the preferred format.	M	
Position – AccountIdentification <AcctId>	Document	Possible market practices: <ul style="list-style-type: none"> • one message per safekeeping account; • one message per client (without any mentioning of the safekeeping account details (equal to GENR in CA) without opening the Position block) • one message repeating account details in the Position block 	M	
Reason				
CancellationReasonCode <CxlRsnCd>	Document	WITH is to be used only in case of a cancellation/withdrawal triggered by the issuer. PROC is to be used in case of a processing error of the account servicer. QORM is to be used only if the meeting has not been held due to insufficient quorum. If the meeting has been held but no resolution approved due to lack of quorum, the meeting result dissemination could be used to report this.	M	

C. Optional business data requirements.

The below optional fields may be provided in a Meeting Cancellation Advice message but are optional. If used, they must be used as described in the “Detailed usage” column. It is to be noted that most of the usage rules are standards rules, not market practice recommendations. Any other fields not mentioned above or below are considered NOT needed for this specific type of message. If used, they will be market-specific.

Common optional elements	Place	Detailed usage	M/C/O	SRD II reference ⁷
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⁷ This column map each element in the messages to tables III to VII in SRDII implementing regulation. Although these messages have been heavily used in Europe following the implementation of SRD II, the market practice should also apply to the usage of such messages outside the scope of SRD II.

7 Meeting Entitlement Notification

A. Scope.

The MeetingEntitlementNotification is sent by an account servicer to the account owner to advise the entitlement in relation to a meeting.

For meeting with a record date, a MeetingEntitlementNotification should be issued after the record date has been struck. For events where record date is equal to issuer deadline, it could be generated on the issuer deadline, based on SLA arrangement between the parties.

For late events announced after the record date, both a MeetingNotification and a MeetingEntitlementNotification should be issued with the eligible balanced confirmed in the MeetingEntitlementNotification.

For the above-described different communication needs, the following business data are required. Focus is on the processes described in the MP.

B. Common mandatory business data requirements.

The SMPG recommends that all the below optional and mandatory fields be present in all Meeting Entitlement Notification messages. M / C / O identifies whether the business data is mandatory, conditional or optional in the ISO 20022 standards.

Common mandatory elements	Place	Detailed usage	M/C/O	SRD II reference ⁸
From, <Fr>	BAH	The sender from a business context, which can be different from the actual sender in the transport header (similar to MEOR in MT). BICFI is the preferred format	M	
To, <To>	BAH	The receiver from a business context, which can be different from the actual receiver in the transport header (similar to MERE in MT). BICFI is the preferred format	M	
BusinessMessageIdentifier, <BizMsgIdr>	BAH	The sender's unique ID/reference of the message	M	Table 4 – A1
MessageDefinitionIdentifier, <MsgDefIdr>	BAH	Contains the MessageIdentifier that defines the BusinessMessage, e.g. seev.003.001.06	M	Table 4 – A4
CreationDate, <CreDt>	BAH	Date and time, using ISONormalisedDateTime format	M	
Notification Type				

⁸ This column map each element in the messages to tables III to VII in SRDII implementing regulation. Although these messages have been heavily used in Europe following the implementation of SRD II, the market practice should also apply to the usage of such messages outside the scope of SRD II.

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NotificationType, <NtfctnTp>	Document	A REPL message should only be sent in case of a change in the previously announced entitlement.	M	
Previous Entitlement Notification Identification				
PreviousEntitlementNotificationIdentification, <PrvsEntitlmntNtfctnId>	Document	Recommended to be used for REPL	O	
Meeting Reference				
MeetingIdentification <MtgId>	Document	This is the account servicer identification for the general meeting.	M	
IssuerMeetingIdentification <IssrMtgId>	Document	It must always be used, if provided by the issuer.	O	Table 4 – A3
MeetingDateAndTime <MtgDtAndTm>	Document	DateTime in UTC format is the preferred format (YYYY-MM-DDThh:mm:ss.sssZ (Z means Zulu Time ≡ UTC time ≡ zero UTC offset))	M	
Type <Tp>	Document		M	
Issuer				
Issuer <Issr>	Document	NameAndAddress is the preferred format.	M	Table 4 – A2
Security (the Message Building Block is repetitive, but SMPG recommends to only include one Security block per meeting event.				
FinancialInstrumentIdentification <FinInstrmId>	Document	ISIN is the preferred format. It is recommended to have a separate confirmation of entitlement per meeting event and ISIN.	M	Table 4 – A5
Position – AccountIdentification <AcctId>	Document	Possible market practices: <ul style="list-style-type: none"> • one message per safekeeping account; • one message repeating account details in the Position block 	M	Table 4 – B3
Position – HoldingBalance – Balance <Bal>	Document		M	Table 4 – B2
Position – HoldingBalance – BalanceType <BalTp>	Document	ELIG should always be present.	M	Table 4 – B2
Eligibility				
EntitlementFixingDate <EntitlmntFxdt>	Document	ISODate should be used as the record date should always be end of day.	M	Table 4 – B1

C. Optional business data requirements.

The below optional fields may be provided in a Meeting Entitlement Notification message but are optional. If used, they must be used as described in the “Detailed usage” column. It is to be noted that most of the usage rules are standards rules, not market practice recommendations. Any other fields not mentioned above or below are considered NOT needed for this specific type of message. If used, they will be market-specific.

Common optional elements	Place	Detailed usage	M/C/O	SRD II reference ⁹
MeetingReference				
Classification <Clssfctn>	Document	Only Code is recommended	O	
Security				
Position – AccountOwner <AcctOwnr>	Document	According to SRDII IR, the last intermediary should report the details of the account holder including: <ul style="list-style-type: none"> • Name¹⁰; • Identifier¹¹. 	O	Table 4 – B4
Position – RightsHolder <RghtsHldr>	Document	According to SRDII IR, the last intermediary should report the details of the rightsholder including: <ul style="list-style-type: none"> • Name¹²; • Identifier¹³. In certain countries, additional elements, such as the “Company Register Shareholder Identification”, should also be reported, according to local market practice.	O	Table 4 – C1&2

⁹ This column map each element in the messages to tables III to VII in SRDII implementing regulation. Although these messages have been heavily used in Europe following the implementation of SRD II, the market practice should also apply to the usage of such messages outside the scope of SRD II.

¹⁰ Legal name for a legal person. For a natural person, first name and surname.

¹¹ For a legal person: LEI, unique national registration number preceded by the country code for its country of registration, BIC code or unique client code. For a natural person, as defined in article 6 of Commission Delegated Regulation (EU) 2017/590.

¹² Legal name for a legal person. For a natural person, first name and surname.

¹³ For a legal person: LEI, unique national registration number preceded by the country code for its country of registration, BIC code or unique client code. For a natural person, as defined in article 6 of Commission Delegated Regulation (EU) 2017/590.

8 Meeting Instruction

A. Scope.

The MeetingInstruction message is sent by a party holding the right to vote to an intermediary, the issuer or its agent to request the receiving party to act upon one or several instructions.

We have listed below four possible scenarios on how rightsholders can use the MeetingInstruction message to pass on their instructions:

- electronic vote and/or vote through network;
- attendance request;
- re-registration
- attendance or personal representation request and submission of vote through network

The examples are not mutually exclusive and can be used in the same message if applicable to the market or service.

When a rightsholder wants to instruct multiple actions for the same meeting (e.g. pass on its votes and request attendance), we recommend to have all such elements in the same instruction (e.g. one instruction to provide voting details and request attendance), unless otherwise specified in local market practice. As a result, unless significantly different deadlines apply to each element, where an instruction has been sent for only one element (e.g. registration), a cancellation should be sent prior to send a complete instruction (registration + vote + attendance).

For the above-described different communication needs, the following business data are required. Focus is on the processes described in the MP. Please refer to the enclosed table to better understand how the message should be formatted across the various “voting” scenarios:

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Method of Participation MENO	Voting Scenario	Proxy seq. MEIN	Proxy Type seq. MEIN	Vote Details seq. MEIN	Meeting Attendee MEIN	Meeting Attendee Details MEIN	Method of Participation MEIN	Message Restrictions MEIN
EVOT	Holder want tp cast electronic votes	NO	N/A	YES	NO	N/A	EVO	none
PHYS PRXY	Holder appoints chairman	YES	CHMR no PrssgnPrxy or AttnDnCardDtIs needed	YES	NO	N/A	PRXY	none
PHYS PRXY	Holder appoints own lawyer (or similar to attend & votes	YES	DISC PrssgnPrxy to record name and ID of lawyer. AttnDnCardDtIs to record delivery method	NO YES only if votes have to be disclosed in advance of the meeting	NO	N/A	PRXY	C11 – OK none
PHYS PRXY	Holder appoints another holder to attend and vote	YES	HLDR PrssgnPrxy to record name and ID of Holder. AttnDnCardDtIs to record delivery method	NO YES only if votes have to be disclosed in advance of the meeting	NO	N/A	PRXY	C11 – OK none
PHYS PRXY	Holder appoints the custodian to attend & vote (where a generic POA is needed to grant representation)	NO	N/A	YES	NO	N/A	PRXY	
PHYS PRXY	Holder appoints the custodian to attend & vote (where a generic POA is needed to grant representation)	YES	DISC PrssgnPrxy to record name and ID of Holder. AttnDnCardDtIs to record delivery method	YES	NO	N/A	PRXY	C11 – OK none
PHYS	Holder wants to attend & vote at the meeting	NO	N/A	NO YES only if votes have to be disclosed in advance of the meeting	YES	Only Delivery method	PHYS	C8 OK

PHNV PHYS	Hoder wants to request for a representative to attend & NOT vote at the meeting	NO	N/A	NO	YES	Identification to record vame and ID of attendee. AttnDnCardDtIs to record delivery method	PHNV	C8 OK
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Linkages

Linking Meeting Instruction messages together is not recommended.

- Where the sender wants to link a new Meeting Instruction to a previously sent Meeting Instruction and/or Meeting Instruction Cancellation Request to ensure the recipient process the cancellation request prior to processing the new instruction, it should use the relevant blocks in the seev.004: The first one to refer to the individual instruction(s) from the Instruction cancellation message (seev.005), and
- The second one to refer to the individual instruction(s) from the original instruction message (previously sent seev.004).

As a way of an example:

1. Account owner sends a seev.004 with Instruction References: 123 for shareholder ALPHA, 456 for shareholder BETA,
2. Account owner sends a seev.005 (Meeting Instruction Cancellation Request Identification 111) to cancel instruction reference 456 for shareholder BETA,
3. Account owner sends a seev.004 with Instruction References: 789 for shareholder BETA. It links such instruction to:
 - a. Cancellation identification request 111
 - b. [Instruction Reference 456](#)

B. Scenario 1 – Electronic Vote and/or Vote Through Network

The account owner can:

- i. send one instruction per message or several instructions within the same message;
- i. vote for the resolutions that are part of the agenda and also provide a vote indication for resolutions that may arise at the meeting;
- ii. when voting for the resolutions that are part of the agenda, provide vote instructions for each resolution or provide one single vote instruction to cover all agenda resolutions;
- iii. when providing votes for each resolution, instruct specifying the instructed quantity of voting rights per resolution or specifying a vote instruction per resolution for the entire entitlement.

Scenario 1 is applicable

- for voting instructions sent for meetings with electronic voting;
- for voting instructions sent “through network” for meetings with voting representation service (physical attendance markets, where the local/sub custodian provides a representative);
- for voting instructions sent “through network” for meetings with proxy voting (the local/sub custodian sends a proxy to the issuer/registrar);

All three “sub-scenarios” should be as similar as possible from an instruction perspective. For the last two cases, the intermediary that forwards the instruction to the CSD/registrar/issuer will add the details, if any, necessary to comply with local requirements. This may result in an instruction sent by the local/sub custodian to the CSD/registrar/issuer in accordance with scenario 4.

If the rightsholder wants to appoint the chairman of the meeting as proxy, it should use the Proxy <Prxy> part of the MeetingInstruction message reporting CHRM, if this option was notified in the MENO (seev.001).

All voting instructions, whether electronic voting is allowed or proxy is used, should be provided using the Vote Details block and not the Proxy one.

For re-registration/registration markets, if SecuritiesRegistration <SctiesRegn> is included in the instruction, it must be set to Yes. If SecuritiesRegistration <SctiesRegn> is not included, the registration request is “assumed” as otherwise the voting instruction cannot be executed.

For markets where notification of participation/attendance card is required, unless specific details are required due to national regulation or market practice, a voting instruction should not include any such details, as the notification process will be performed by the provider as otherwise the voting instruction cannot be executed.

1. Common mandatory business data requirements.

The SMPG recommends that all the below optional and mandatory fields be present in all Meeting instruction messages. M / C / O identifies whether the business data is mandatory, conditional or optional in the ISO 20022 standards.

Common mandatory elements	Place	Detailed usage	M/C/O	SRD II reference ¹⁴
From, <Fr>	BAH	The sender from a business context, which can be different from the actual sender in the transport header (similar to MEOR in MT). BICFI is the preferred format	M	
To, <To>	BAH	The receiver from a business context, which can be different from the actual receiver in the transport header (similar to MERE in MT). BICFI is the preferred format	M	
BusinessMessageIdentifier, <BizMsgIdr>	BAH	The sender's unique ID/reference of the message	M	
MessageDefinitionIdentifier, <MsgDefIdr>	BAH	Contains the MessageIdentifier that defines the BusinessMessage, e.g. seev.004.001.06	M	Table 5 – A2
CreationDate, <CreDt>	BAH	Date and time, using ISO NormalisedDateTime format	M	
Meeting Reference				
MeetingIdentification <MtgId>	Document	This is the account servicer identification for the general meeting.	M	
IssuerMeetingIdentification <IssrMtgId>	Document	It could be used, if provided by the issuer, in addition to the MeetingIdentification, based on the SLA in place between the account servicer and account owner.	C	Table 5 – A3
MeetingDateAndTime <MtgDtAndTm>	Document	DateTime in UTC format is the preferred format (YYYY-MM-DDThh:mm:ss.sssZ (Z means Zulu Time ≡ UTC time ≡ zero UTC offset))	M	
Type <Tp>	Document		M	
Financial Instrument Identification				
FinancialInstrumentIdentification <FinInstmId>	Document	ISIN is the preferred format.	M	Table 5 – A4
Instruction				

¹⁴ This column maps each element in the messages to tables III to VII in SRDII implementing regulation. Although these messages have been heavily used in Europe following the implementation of SRD II, the market practice should also apply to the usage of such messages outside the scope of SRD II.

SingleInstructionIdentification <SnglInstrId>	Document	This is the account owner’s reference for each individual instruction that is part of the MeetingInstruction message.	M	Table 5 – A1
VoteExecutionConfirmation <VoteExctnConf>	Document	This indicator should be set to YES (value “true”) to have the voting instruction confirmed in a VoteExecutionConfirmation message. ¹⁵	M	
AccountDetails - AccountIdentification <AcctId>	Document		M	
AccountDetails - InstructedBalance - Balance <Bal>	Document	QALL should only be used if the intermediary’s deadline is prior to record date and the assets are held in an individually segregated account.	M	
AccountDetails - RightsHolder <RghtsHldr>	Document	<p>According to SRDII IR, the intermediary should report the details of the rightsholder including:</p> <ul style="list-style-type: none"> • Name¹⁶; • Identifier¹⁷. <p>The last intermediary may provide the details of the rightsholders based on SLA arrangement.</p> <p>In certain countries, additional elements, such as the “Company Register Shareholder Identification”, should also be reported, according to local market practice, if already assigned and known.</p>	O	Table 5 – B2&3

¹⁵ Rightsholders should request the confirmation of their vote execution at the time of sending their meeting instruction, by setting the VoteExecutionConfirmation indicator to YES in the seev.004 message.

In case the VoteExecutionConfirmation indicator was set to NO in the seev.004 message and the rightsholder subsequently decide to request a vote execution confirmation, it is not recommended to send a meeting instruction cancellation (seev.005), to avoid jeopardising the votes already cast.

Instead, it is recommended to request the vote execution confirmation via alternative means, as a way of an example, emails, fax, etc, especially in the scenario where such request is made after the meeting has taken place.

¹⁶ Legal name for a legal person. For a natural person, first name and surname.

¹⁷ For a legal person: LEI, unique national registration number preceded by the country code for its country of registration, BIC code or unique client code. For a natural person, as defined in article 6 of Commission Delegated Regulation (EU) 2017/590.

Proxy – in this scenario, to be used only if the rightsholder wants to appoint the chairman.				
ProxyType <PrxyTp>	Document	CHRM to be used to appoint the chairman. NEPR to be used to appoint the person nominated by the issuer. Vote instructions for the chairman/person nominated by the issuer are to be reported under VoteDetails.	C	
Vote Details				
VoteDetails - VoteInstructionForAgendaResolution	Document	To provide vote instructions for the resolutions that are announced via the meeting agenda.	C	
OPTION A VoteDetails – VoteInstructionForAgendaResolution - VotePerAgendaResolution <VotePerAgndRsltn>	Document	Vote instruction is provided individually for each agenda resolution. To be repeated for all resolutions in the agenda.	C	
OPTION A.1 VotePerAgendaResolution - VoteInstruction <VoteInstr>	Document	Instruction specifying the instructed quantity of voting rights per resolution. <u>This option is to be used for split votes</u> , e.g. when the rightsholder will, for a specific resolution, vote For for part of the instructed balance and Against for part of the instructed balance.	C	
VotePerAgendaResolution - VoteInstruction - IssuerLabel <IssrLbl>	Document		C	Table 5 – C1
VotePerAgendaResolution - VoteInstruction - For <For>	Document	Number of votes in favour –	C	Table 5 – C2&3
VotePerAgendaResolution - VoteInstruction - Against <Agnst>	Document	Number of votes against –	C	Table 5 – C2&3
VotePerAgendaResolution - VoteInstruction - Abstain <Abstn>	Document	Number of abstention votes	C	Table 5 – C2&3

VotePerAgendaResolution - VoteInstruction - Withhold <Wthhld>	Document	Number of votes withheld –	C	Table 5 – C2&3
VotePerAgendaResolution - VoteInstruction - WithManagement <WthMgmt>	Document	Number of votes in line with the votes of the management	C	Table 5 – C2&3
VotePerAgendaResolution - VoteInstruction - AgainstManagement <AgnstMgmt>	Document	Number of votes against the voting recommendation of the management	C	Table 5 – C2&3
VotePerAgendaResolution - VoteInstruction - OneYear <OneYr>	Document	Number of votes in favour for one year for "say on pay" type of resolution	C	Table 5 – C2&3
VotePerAgendaResolution - VoteInstruction - TwoYears <TwoYrs>	Document	Number of votes in favour of two years for "say on pay" type of resolution –	C	Table 5 – C2&3
VotePerAgendaResolution - VoteInstruction - ThreeYears <ThreeYrs>	Document	Number of votes in favour of three years for "say on pay" type of resolution	C	Table 5 – C2&3
VotePerAgendaResolution - VoteInstruction - NoAction <NoActn>	Document	Number of no action votes–	C	Table 5 – C2&3
VotePerAgendaResolution - VoteInstruction - Blank <Blnk>	Document	Number of votes cast as empty but the vote is counted –	C	Table 5 – C2&3
OPTION A.2 VotePerAgendaResolution - GlobalVoteInstruction <GblVoteInstr>	Document	Instruction specifying a vote instruction per resolution for the instructed balance.	C	
VotePerAgendaResolution - GlobalVoteInstruction - IssuerLabel <IssrLbl>	Document		C	Table 5 – C1
VotePerAgendaResolution - GlobalVoteInstruction – VoteOption <VoteOptn>	Document	Type is the recommended format.	C	Table 5 – C2&3

OPTION B VoteDetails – VoteInstructionForAgendaResolution - VoteForAllAgendaResolutions <VoteForAllAgndRsltns>	Document	One single vote instruction is provided to cover all agenda resolutions. To be used for a vote instruction where all resolutions receive the same vote type. Type is the recommended format.	C	Table 5 – C1,2&3
VoteDetails – VoteInstructionForMeetingResolution <VoteInstrForMtgRsltn>	Document	To provide vote instructions for the resolutions that that may arise at the meeting but were not previously provided in the agenda; and for resolutions that are amended at the meeting. It is recommended to always provide voting instructions for any resolution that may arise or be amended at the meeting..	C	
VoteDetails – VoteInstructionForMeetingResolution - VoteIndication <VoteIndctn>	Document	Vote recommendation for resolutions added during the meeting. Type is the recommended format.	C	
Specific Instruction Request				
SecuritiesRegistration <SctiesRegn>	Document	When used, it should be set to YES (value True) to instruct the account servicer to perform share re-registration.	O	

2. Optional business data requirements.

The below optional fields may be provided in a Meeting Instruction message but are optional. If used, they must be used as described in the “Detailed usage” column. It is to be noted that most of the usage rules are standards rules, not market practice recommendations. Any other fields not mentioned above or below are considered NOT needed for this specific type of message. If used, they will be market-specific.

Optional elements	Place	Detailed usage	M/C/O	SRD II reference ¹⁸
Meeting Reference				
Classification <Clssfctn>	Document	Only Code is recommended	O	

¹⁸ This column map each element in the messages to tables III to VII in SRDII implementing regulation. Although these messages have been heavily used in Europe following the implementation of SRD II, the market practice should also apply to the usage of such messages outside the scope of SRD II.

Instruction				
AccountDetails - InstructedBalance - BalanceType <BalTp>	Document		O	
AccountDetails - InstructedBalance - SafekeepingPlace <SfkpgPlc>	Document		O	
Vote Details				
ListingGroupResolutionLabel <ListgGrpRsItnLbl>	Document		O	
Specific Instruction Request				
ParticipationMethod <PrtcptnMtd>	Document	Code is the preferred format. Please refer to the above table.	O	Table 5 – B1

- VoteForAllAgendaResolutions is used where the instruction is sent per rightsholder/end investor (as defined in the country of issuance) and the rightsholder votes the same way for all agenda resolutions;
- VotePerAgendaResolution:
 - GlobalVoteInstruction is used where the instruction is sent per rightsholder/end investor (as defined in the country of issuance) and the rightsholder does not vote the same way for all agenda resolutions;
 - VoteInstruction is only used if the rightsholder/end investor (as defined in the country of issuance) is allowed to split its vote for an agenda resolution.
- If the rightsholder appoints the chairman of the meeting as proxy, this is done under Proxy.

C. Scenario 2 – Requesting an Attendance Card for the Rightsholder and/or his/her Representative without Right to Vote (“non-voting” personal representative)

1. Common mandatory business data requirements.

This scenario is for when the rightsholder and/or its representative will attend the general meeting his-/herself and hence not send a vote instruction through network. Only the attendance card is requested.

The SMPG recommends that all the below optional and mandatory fields be present in all Meeting instruction messages. M / C / O identifies whether the business data is mandatory, conditional or optional in the ISO 20022 standards.

Common mandatory elements	Place	Detailed usage	M/C/O	SRD II reference ¹⁹
From, <Fr>	BAH	The sender from a business context, which can be different from the actual sender in the transport header (similar to MEOR in MT). BICFI is the preferred format	M	
To, <To>	BAH	The receiver from a business context, which can be different from the actual receiver in the transport header (similar to MERE in MT). BICFI is the preferred format	M	
BusinessMessageIdentifier, <BizMsgIdr>	BAH	The sender's unique ID/reference of the message	M	
MessageDefinitionIdentifier, <MsgDefIdr>	BAH	Contains the MessageIdentifier that defines the BusinessMessage, e.g. seev.004.001.06	M	Table 5 – A2
CreationDate, <CreDt>	BAH	Date and time, using ISO Normalised DateTime format	M	
Meeting Reference				
MeetingIdentification <MtgId>	Document	This is the account servicer identification for the general meeting.	M	
IssuerMeetingIdentification <IssrMtgId>	Document	It could be used, if provided by the issuer, in addition to the MeetingIdentification, based on the SLA in place between the account servicer and account owner.	O	Table 5 – A3
MeetingDateAndTime <MtgDtAndTm>	Document	DateTime in UTC format is the preferred format (YYYY-MM-DDThh:mm:ss.sssZ (Z means Zulu Time ≡ UTC time ≡ zero UTC offset))	M	
Type <Tp>	Document		M	
Financial Instrument Identification				
FinancialInstrumentIdentification <FinInstmId>	Document	ISIN is the preferred format.	M	Table 5 – A4
Instruction				

¹⁹ This column maps each element in the messages to tables III to VII in SRDII implementing regulation. Although these messages have been heavily used in Europe following the implementation of SRD II, the market practice should also apply to the usage of such messages outside the scope of SRD II.

SingleInstructionIdentification <SnglInstrld>	Document	This is the account owner’s reference for each individual instruction that may be part of the MeetingInstruction message.	M	Table 5 – A1
VoteExecutionConfirmation <VoteExctnConf>	Document	This indicator should be set to YES (value “true”) to have the voting instruction confirmed in a VoteExecutionConfirmation message. In this scenario, it is recommended that the indicator is set to NO (value “false”).	M	
AccountDetails - AccountIdentification <AcctId>	Document		M	
AccountDetails - InstructedBalance - Balance <Bal>	Document	QALL should not be used.	M	
AccountDetails - RightsHolder <RghtsHldr>	Document	According to SRDII IR, the intermediary should report the details of the rightsholder including: <ul style="list-style-type: none"> • Name²⁰; • Identifier²¹. <p>In certain countries, additional elements, such as the “Company Register Shareholder Identification”, should also be reported, according to local market practice, if already assigned and known.</p>	O	Table 5 – B2&3
Meeting Attendee				
MeetingAttendee <MtgAttndee> - Identification <Id>	Document	Only used to record the details of a “non-voting” personal representative of the rightsholder. The intermediary should report the details of the meeting attendee including: <ul style="list-style-type: none"> • Name²²; 	C	

²⁰ Legal name for a legal person. For a natural person, first name and surname.

²¹ For a legal person: LEI, unique national registration number preceded by the country code for its country of registration, BIC code or unique client code. For a natural person, as defined in article 6 of Commission Delegated Regulation (EU) 2017/590.

²² Legal name for a legal person. For a natural person, first name and surname.

		<ul style="list-style-type: none"> Identifier23. 		
MeetingAttendee <MtgAttndee> - ParticipationMethod <PrtcptnMtd>	Document	PHNV is the only supported code for this scenario.	O	
MeetingAttendee <MtgAttndee> - AttendanceCardDetails <AttndncCardDtls> - DeliveryMethod <DivryMtd>	Document		C	

2. Optional business data requirements.

The below optional fields may be provided in a Meeting Instruction message but are optional. If used, they must be used as described in the “Detailed usage” column. It is to be noted that most of the usage rules are standards rules, not market practice recommendations. Any other fields not mentioned above or below are considered NOT needed for this specific type of message. If used, they will be market-specific.

Optional elements	Place	Detailed usage	M/C/O	SRD II reference ²⁴
Meeting Reference				
Classification <Clssfctn>	Document	Only Code is recommended	O	
Instruction				
AccountDetails - InstructedBalance - BalanceType <BalTp>	Document		O	
EmployingParty <EmplngPty>	Document	To be used if the person appointed to attend is an employee of the rightsholder	O	
Specific Instruction Request				
ParticipationMethod <PrtcptnMtd>	Document	Code is the preferred format. For meeting attendance, the participation method to use is PHYS (if the rightsholder is to attend).	O	Table 5 – B1

²³ For a legal person: LEI, unique national registration number preceded by the country code for its country of registration, BIC code or unique client code. For a natural person, as defined in article 6 of Commission Delegated Regulation (EU) 2017/590.

²⁴ This column map each element in the messages to tables III to VII in SRDII implementing regulation. Although these messages have been heavily used in Europe following the implementation of SRD II, the market practice should also apply to the usage of such messages outside the scope of SRD II.



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- If the rightsholder is a legal entity and wants to send an employee as its representative, the PreassignedProxy and EmployingParty in the Meeting Attendee should be used to provide the details of the representative.
- If the shareholder (as specified in RightsHolder) wants to have an attendance card issued in its name, the AttendanceCardDetails under MeetingAttendee is used to specify the delivery method. (The first two elements are not used in this case.)

D. Scenario 3 – Requesting Share Re-Registration

This scenario should be used:

- for requesting share re-registration/voting rights registration when the rightsholder will not send a voting instruction “through network”, e.g. the rightsholder will attend and vote his/herself. In case an instruction requesting share re-registration/voting rights registration has been sent, and the rightsholder then decides to also send a voting instruction, the first instruction needs to be cancelled before the new/voting instruction is sent (then in accordance with scenario 1)
- when the deadline for share re-registration is prior to the deadline to vote and votes can only be accepted if the shares have already been re-registered.

1. Common mandatory business data requirements.

The SMPG recommends that all the below optional and mandatory fields be present in all Meeting instruction messages. M / C / O identifies whether the business data is mandatory, conditional or optional in the ISO 20022 standards.

Common mandatory elements	Place	Detailed usage	M/C/O	SRD II reference ²⁵
From, <Fr>	BAH	The sender from a business context, which can be different from the actual sender in the transport header (similar to MEOR in MT). BICFI is the preferred format	M	
To, <To>	BAH	The receiver from a business context, which can be different from the actual receiver in the transport header (similar to MERE in MT). BICFI is the preferred format	M	
BusinessMessageIdentifier, <BizMsgIdr>	BAH	The sender’s unique ID/reference of the message	M	
MessageDefinitionIdentifier, <MsgDefIdr>	BAH	Contains the MessageIdentifier that defines the BusinessMessage, e.g. seev.004.001.06	M	
CreationDate, <CreDt>	BAH	Date and time, using ISONormalisedDateTime format	M	
Meeting Reference				
MeetingIdentification <MtglId>	Document	This is the account servicer identification for the general meeting.	M	

²⁵ This column map each element in the messages to tables III to VII in SRDII implementing regulation. Although these messages have been heavily used in Europe following the implementation of SRD II, the market practice should also apply to the usage of such messages outside the scope of SRD II.

IssuerMeetingIdentification <IssrMtgId>	Document	It could be used, if provided by the issuer, in addition to the MeetingIdentification, based on the SLA in place between the account servicer and account owner.	O	
MeetingDateAndTime <MtgDtAndTm>	Document	DateTime in UTC format is the preferred format (YYYY-MM-DDThh:mm:ss.sssZ (Z means Zulu Time ≡ UTC time ≡ zero UTC offset))	M	
Type <Tp>	Document		M	
Financial Instrument Identification				
FinancialInstrumentIdentification <FinInstrmId>	Document	ISIN is the preferred format.	M	
Instruction				
SingleInstructionIdentification <SnglInstrld>	Document	This is the account owner's reference for each individual instruction that may be part of the MeetingInstruction message.	M	
VoteExecutionConfirmation <VoteExctnConf>	Document	This indicator should be set to YES (value "true") to have the voting instruction confirmed in a VoteExecutionConfirmation message. In this scenario, it is recommended that the indicator is set to NO (value "false").	M	
AccountDetails - AccountIdentification <AcctId>	Document		M	
AccountDetails - InstructedBalance - Balance <Bal>	Document	QALL should not be used.	M	
AccountDetails - RightsHolder <RgthsHldr>	Document	According to SRDII IR, the intermediary should report the details of the rightsholder including: • Name ²⁶ ;	O	

²⁶ Legal name for a legal person. For a natural person, first name and surname.

		• Identifier ²⁷ .		
Specific Instruction Request				
SecuritiesRegistration <ScitiesRegn>	Document	This indicator should be set to YES (value “true”) in order to request the share re-registration.	O	

2. Optional business data requirements.

The below optional fields may be provided in a Meeting Instruction message but are optional. If used, they must be used as described in the “Detailed usage” column. It is to be noted that most of the usage rules are standards rules, not market practice recommendations. Any other fields not mentioned above or below are considered NOT needed for this specific type of message. If used, they will be market-specific.

Optional elements	Place	Detailed usage	M/C/O	SRD II reference ²⁸
Meeting Reference				
Classification <Clssfctn>	Document	Only Code is recommended	O	
Instruction				
AccountDetails - InstructedBalance - BalanceType <BalTp>	Document		O	

²⁷ For a legal person: LEI, unique national registration number preceded by the country code for its country of registration, BIC code or unique client code. For a natural person, as defined in article 6 of Commission Delegated Regulation (EU) 2017/590.

²⁸ This column map each element in the messages to tables III to VII in SRDII implementing regulation. Although these messages have been heavily used in Europe following the implementation of SRD II, the market practice should also apply to the usage of such messages outside the scope of SRD II.

E. Scenario 4 – Attendance by the Rightsholder or Personal Representation Request and Submission of Vote Through Network

Scenario 4 is applicable for voting instructions sent for meetings where the rightsholder will attend the meeting in person or via a personal representative, but where the vote details must still be submitted via the network of intermediaries to the issuer/registrar/CSD in advance of the meeting to be accepted by the issuer.

As in scenario 1, the account owner can:

- ii. send one instruction per message or several instructions within the same message;
- iv. vote for the resolutions that are part of the agenda and also provide a vote indication for resolutions that may arise at the meeting;
- v. when voting for the resolutions that are part of the agenda, provide vote instructions for each resolution or provide one single vote instruction to cover all agenda resolutions;
- vi. when providing votes for each resolution, instruct specifying the instructed quantity of voting rights per resolution or specifying a vote instruction per resolution for the entire entitlement.

If the rightsholder wants to appoint another party as proxy, it should use the Proxy <Prxy> part of the MeetingInstruction message reporting DISC or HLDR, based on the options notified in the MENO (seev.001).

For re-registration/registration markets, if SecuritiesRegistration <SctiesRegn> is included in the instruction, it must be set to Yes. If SecuritiesRegistration <SctiesRegn> is not included, the registration request is “assumed” as otherwise the voting instruction cannot be executed.

1. Common mandatory business data requirements.

The SMPG recommends that all the below optional and mandatory fields be present in all Meeting instruction messages. M / C / O identifies whether the business data is mandatory, conditional or optional in the ISO 20022 standards.

Common mandatory elements	Place	Detailed usage	M/C/O	SRD II reference ²⁹
From, <Fr>	BAH	The sender from a business context, which can be different from the actual sender in the	M	

²⁹ This column map each element in the messages to tables III to VII in SRDII implementing regulation. Although these messages have been heavily used in Europe following the implementation of SRD II, the market practice should also apply to the usage of such messages outside the scope of SRD II.

		transport header (similar to MEOR in MT). BICFI is the preferred format		
To, <To>	BAH	The receiver from a business context, which can be different from the actual receiver in the transport header (similar to MERE in MT). BICFI is the preferred format	M	
BusinessMessageIdentifier, <BizMsgIdr>	BAH	The sender's unique ID/reference of the message	M	
MessageDefinitionIdentifier, <MsgDefldr>	BAH	Contains the MessageIdentifier that defines the BusinessMessage, e.g. seev.004.001.06	M	Table 5 – A2
CreationDate, <CreDt>	BAH	Date and time, using ISONormalisedDateTime format	M	
Meeting Reference				
MeetingIdentification <MtgId>	Document	This is the account servicer identification for the general meeting.	M	
IssuerMeetingIdentification <IssrMtgId>	Document	It could be used, if provided by the issuer, in addition to the MeetingIdentification, based on the SLA in place between the account servicer and account owner.	C	Table 5 – A3
MeetingDateAndTime <MtgDtAndTm>	Document	DateTime in UTC format is the preferred format (YYYY-MM-DDThh:mm:ss.sssZ (Z means Zulu Time ≡ UTC time ≡ zero UTC offset))	M	
Type <Tp>	Document		M	
Financial Instrument Identification				
FinancialInstrumentIdentification <FinInstmId>	Document	ISIN is the preferred format.	M	Table 5 – A4
Instruction				
SingleInstructionIdentification <SnglInstrId>	Document	This is the account owner's reference for each individual instruction that is part of the MeetingInstruction message.	M	Table 5 – A1
VoteExecutionConfirmation <VoteExctnConf>	Document	This indicator should be set to YES (value "true") to have the voting instruction confirmed in a VoteExecutionConfirmation message.	M	
AccountDetails - AccountIdentification <AcctId>	Document		M	

AccountDetails - InstructedBalance - Balance <Bal>	Document	QALL should only be used if the intermediary's deadline is prior to record date and the assets are held in an individually segregated account.	M	
AccountDetails - RightsHolder <RghtsHldr>	Document	According to SRDII IR, the intermediary should report the details of the rightsholder including: <ul style="list-style-type: none"> • Name³⁰; • Identifier³¹. The last intermediary may provide the details of the rightsholders based on SLA arrangement. In certain countries, additional elements, such as the "Company Register Shareholder Identification", should also be reported, according to local market practice, if already assigned and known.	O	Table 5 – B2&3
Proxy – in this scenario, to be used only if the rightsholder wants to appoint his/her "own" representative instead of attending himself/herself.				
ProxyType <PrxyTp>	Document	If DISC or HLDR are used to appoint the rightsholder's own representative, the personal details of the representative are to be included in this block (PersonDetails <PrsnDtls> - PreassignedProxy <PrssgndPrxy>) along with the delivery method in the AttendanceCardDetails.	C	
PersonDetails <PrsnDtls> - PreassignedProxy <PrssgndPrxy>	Document	According to SRDII IR, the intermediary should report the details of the proxy including: <ul style="list-style-type: none"> • Name³²; • Identifier³³. 	C	Table 5 – B4&5

³⁰ Legal name for a legal person. For a natural person, first name and surname.

³¹ For a legal person: LEI, unique national registration number preceded by the country code for its country of registration, BIC code or unique client code. For a natural person, as defined in article 6 of Commission Delegated Regulation (EU) 2017/590.

³² Legal name for a legal person. For a natural person, first name and surname.

³³ For a legal person: LEI, unique national registration number preceded by the country code for its country of registration, BIC code or unique client code. For a natural person, as defined in article 6 of Commission Delegated Regulation (EU) 2017/590.

AttendanceCardDetails <AttndncCardDtls> - DeliveryMethod <DivryMtd>	Document	As stated above, to be used for attendance card details for the personal representative of the rightsholder.		
Vote Details				
VoteDetails - VoteInstructionForAgendaResolution	Document	To provide vote instructions for the resolutions that are announced via the meeting agenda.	C	
OPTION A VoteDetails – VoteInstructionForAgendaResolution - VotePerAgendaResolution <VotePerAgndRsltn>	Document	Vote instruction is provided individually for each agenda resolution. To be repeated for all resolutions in the agenda.	C	
OPTION A.1 VotePerAgendaResolution - VoteInstruction <VoteInstr>	Document	Instruction specifying the instructed quantity of voting rights per resolution. <u>This option is to be used for split votes</u> , e.g. when the rightsholder will, for a specific resolution, vote For for part of the instructed balance and Against for part of the instructed balance.	C	
VotePerAgendaResolution - VoteInstruction - IssuerLabel <IssrLbl>	Document		C	Table 5 – C1
VotePerAgendaResolution - VoteInstruction - For <For>	Document	Number of votes in favour.	C	Table 5 – C2&3
VotePerAgendaResolution - VoteInstruction - Against <Agnst>	Document	Number of votes against.	C	Table 5 – C2&3
VotePerAgendaResolution - VoteInstruction - Abstain <Abstn>	Document	Number of abstention votes.	C	Table 5 – C2&3
VotePerAgendaResolution - VoteInstruction - Withhold <Wthhld>	Document	Number of votes withheld.	C	Table 5 – C2&3
VotePerAgendaResolution - VoteInstruction - WithManagement <WthMgmt>	Document	Number of votes in line with the votes of the management.	C	Table 5 – C2&3

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VotePerAgendaResolution - VoteInstruction - AgainstManagement <AgnstMgmt>	Document	Number of votes against the voting recommendation of the management.	C	Table 5 – C2&3
VotePerAgendaResolution - VoteInstruction - OneYear <OneYr>	Document	Number of votes in favour for one year for "say on pay" type of resolution.	C	Table 5 – C2&3
VotePerAgendaResolution - VoteInstruction - TwoYears <TwoYrs>	Document	Number of votes in favour of two years for "say on pay" type of resolution.	C	Table 5 – C2&3
VotePerAgendaResolution - VoteInstruction - ThreeYears <ThreeYrs>	Document	Number of votes in favour of three years for "say on pay" type of resolution.	C	Table 5 – C2&3
VotePerAgendaResolution - VoteInstruction - NoAction <NoActn>	Document	Number of no action votes.	C	Table 5 – C2&3
VotePerAgendaResolution - VoteInstruction - Blank <Blnk>	Document	Number of votes cast as empty but the vote is counted.	C	Table 5 – C2&3
OPTION A.2 VotePerAgendaResolution - GlobalVoteInstruction <GblVoteInstr>	Document	Instruction specifying a vote instruction per resolution for the instructed balance.	C	
VotePerAgendaResolution - GlobalVoteInstruction - IssuerLabel <IssrLbl>	Document		C	Table 5 – C1
VotePerAgendaResolution - GlobalVoteInstruction – VoteOption <VoteOptn>	Document	Type is the recommended format.	C	Table 5 – C2&3
OPTION B VoteDetails – VoteInstructionForAgendaResolution - VoteForAllAgendaResolutions <VoteForAllAgndRslns>	Document	One single vote instruction is provided to cover all agenda resolutions. To be used for a vote instruction where all resolutions receive the same vote type. Type is the recommended format. CHRM and DISC should not be used.	C	Table 5 – C1,2&3

VoteDetails – VoteInstructionForMeetingResolution <VoteInstrForMtgRsln>	Document	To provide vote instructions for the resolutions that that may arise at the meeting but were not previously provided in the agenda.	C	
VoteDetails – VoteInstructionForMeetingResolution - VoteIndictn <VoteIndctn>	Document	Vote recommendation for resolutions added during the meeting. Type is the recommended format.	C	
Specific Instruction Request				
ParticipationMethod <PrctptnMtd>	Document	Code is the preferred format.	O	Table 5 – B1
SecuritiesRegistration <ScitiesRegn>	Document	When used, it should be set to YES (value True) to instruct the account servicer to perform share re-registration.	O	

2. Optional business data requirements.

The below optional fields may be provided in a Meeting Instruction message but are optional. If used, they must be used as described in the “Detailed usage” column. It is to be noted that most of the usage rules are standards rules, not market practice recommendations. Any other fields not mentioned above or below are considered NOT needed for this specific type of message. If used, they will be market-specific.

Optional elements	Place	Detailed usage	M/C/O	SRD II reference ³⁴
Meeting Reference				
Classification <Clssfctn>	Document	Only Code is recommended	O	
Instruction				
AccountDetails - InstructedBalance - BalanceType <BalTp>	Document		O	
AccountDetails - InstructedBalance - SafekeepingPlace <SfkpgPlc>	Document		O	
Vote Details				

³⁴ This column map each element in the messages to tables III to VII in SRDII implementing regulation. Although these messages have been heavily used in Europe following the implementation of SRD II, the market practice should also apply to the usage of such messages outside the scope of SRD II.

ListingGroupResolutionLabel <ListgGrpRslnLbl>	Document		O	
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- VoteForAllAgendaResolutions is used where the instruction is sent per rightsholder/end investor (as defined in the country of issuance) and the rightsholder votes the same way for all agenda resolutions;
- VotePerAgendaResolution:
 - GlobalVoteInstruction is used where the instruction is sent per rightsholder/end investor (as defined in the country of issuance) and the rightsholder does not vote the same way for all agenda resolutions;
 - VoteInstruction is only used if the rightsholder/end investor (as defined in the country of issuance) is allowed to split its vote for an agenda resolution.

9 Meeting Instruction Cancellation Request

A. Scope.

The MeetingInstructionCancellationRequest is sent by the same party that sent the MeetingInstruction message. It is sent to request the cancellation of one, some or all of the instructions included in the original MeetingInstruction message.

For the above-described different communication needs, the following business data are required. Focus is on the processes described in the MP:

B. Common mandatory business data requirements.

The SMPG recommends that all the below optional and mandatory fields be present in all Meeting Instruction Cancellation Request messages. M / C / O identifies whether the business data is mandatory, conditional or optional in the ISO 20022 standards.

Common mandatory elements	Place	Detailed usage	M/C/O	SRD II reference ³⁵
From, <Fr>	BAH	The sender from a business context, which can be different from the actual sender in the transport header (similar to MEOR in MT). BICFI is the preferred format	M	
To, <To>	BAH	The receiver from a business context, which can be different from the actual receiver in the transport header (similar to MERE in MT). BICFI is the preferred format	M	
BusinessMessageIdentifier, <BizMsgIdr>	BAH	The sender's unique ID/reference of the message	M	
MessageDefinitionIdentifier, <MsgDefIdr>	BAH	Contains the MessageIdentifier that defines the BusinessMessage, e.g. seev.005.001.06	M	
CreationDate, <CreDt>	BAH	Date and time, using ISONormalisedDateTime format	M	
Meeting Instruction Identification				

³⁵ This column map each element in the messages to tables III to VII in SRDII implementing regulation. Although these messages have been heavily used in Europe following the implementation of SRD II, the market practice should also apply to the usage of such messages outside the scope of SRD II.

MeetingInstructionIdentification <MtgInstrId>	Document	This is the account owner’s reference, intended as the message reference (BusinessMessageIdentifier, <BizMsgIdr>) of the MEIN containing the instruction(s) that should be cancelled.	M	
Meeting Reference				
MeetingIdentification <MtgId>	Document	This is the account servicer identification for the general meeting.	M	
IssuerMeetingIdentification <IssrMtgId>	Document	It could be used, if provided by the issuer, in addition to the MeetingIdentification, based on the SLA in place between the account servicer and account owner.	O	
MeetingDateAndTime <MtgDtAndTm>	Document	DateTime in UTC format is the preferred format (YYYY-MM-DDThh:mm:ss.sssZ (Z means Zulu Time ≡ UTC time ≡ zero UTC offset))	M	
Type <Tp>	Document		M	
Financial Instrument Identification				
FinancialInstrumentIdentification <FinInstrmId>	Document	ISIN is the preferred format.	M	
To Be Cancelled Instruction – this block is to be used only if some of the instructions contained in the previously sent MeetingInstruction message are to be cancelled				
SingleInstructionIdentification <SnglInstrId>	Document	This is the account owner’s reference, intended as the individual instruction reference (SingleInstructionIdentification <SnglInstrId>) indicated by the account owner in the Meeting Instruction message (MEIN – seev.004).	M	

C. Optional business data requirements.

The below optional fields may be provided in a Meeting Instruction Cancellation Request message but are optional. If used, they must be used as described in the “Detailed usage” column. It is to be noted that most of the usage rules are standards rules, not market practice recommendations.

Any other fields not mentioned above or below are considered NOT needed for this specific type of message. If used, they will be market-specific.

Common optional elements	Place	Detailed usage	M/C/O	SRD II reference ³⁶

If the rightsholder/account owner wants to cancel a vote in a previously sent instruction, it should send a cancellation of the whole instruction. It is recommended to cancel the previously sent MeetingInstruction message in its entirety only if all instructions in the message are to be cancelled. If only some of the instructions should be cancelled, it is recommended to only cancel those instructions by using the “To Be Cancelled Instruction” block in the MeetingInstructionCancellationRequest.

³⁶ This column map each element in the messages to tables III to VII in SRDII implementing regulation. Although these messages have been heavily used in Europe following the implementation of SRD II, the market practice should also apply to the usage of such messages outside the scope of SRD II.

10 Meeting Instruction Status

A. Scope.

The MeetingInstructionStatus message is sent by an intermediary to the sender of an instruction to confirm the status of such an instruction.

The message gives the status of a complete message or of one or more specific instructions within the message.

The message may also be sent by the Issuer or the intermediary to confirm that a vote has been cast.

We have listed below three possible scenarios on how the account servicer can use the MeetingInstructionStatus message to confirm the status of previously received instructions:

- to confirm receipt of an instruction;
- to pass on the confirmation received from the issuer that the vote has been cast;
- to confirm the status of a cancellation instruction.

For the above-described different communication needs, the following business data are required. Focus is on the processes described in the MP.

B. Scenario 1: The MeetingInstructionStatus message is sent by an intermediary to the sender of an instruction to confirm the status of such an instruction.

The account servicer can decide to confirm the status of the entire MeetingInstruction message or a single instruction within the same MEIN message.

It is recommended that all intermediaries in the chain provide instruction status confirmation at the level of each instruction (option B below)³⁷.

1. Common mandatory business data requirements.

The SMPG recommends that all the below optional and mandatory fields be present in all Meeting Instruction Status messages. M / C / O identifies whether the business data is mandatory, conditional or optional in the ISO 20022 standards.

Common mandatory elements	Place	Detailed usage	M/C/O	SRD II reference ³⁸
From, <Fr>	BAH	The sender from a business context, which can be different from the actual sender in the	M	

³⁷ A change request will be put forward for SR2021 to remove option A from seev.006.

³⁸ This column map each element in the messages to tables III to VII in SRDII implementing regulation. Although these messages have been heavily used in Europe following the implementation of SRD II, the market practice should also apply to the usage of such messages outside the scope of SRD II.

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		transport header (similar to MEOR in MT). BICFI is the preferred format		
To, <To>	BAH	The receiver from a business context, which can be different from the actual receiver in the transport header (similar to MERE in MT). BICFI is the preferred format	M	
BusinessMessageIdentifier, <BizMsgIdr>	BAH	The sender's unique ID/reference of the message	M	
MessageDefinitionIdentifier, <MsgDefIdr>	BAH	Contains the MessageIdentifier that defines the BusinessMessage, e.g. seev.006.001.06	M	
CreationDate, <CreDt>	BAH	Date and time, using ISONormalisedDateTime format	M	
Instruction Type				
InstructionType - InstructionIdentification <InstrId>	Document	This is the account owner's reference, intended as the message reference (BusinessMessageIdentifier, <BizMsgIdr>) of the MEIN containing the instruction that should be confirmed.	M	
Meeting Reference				
MeetingIdentification <MtgId>	Document	This is the account servicer identification for the general meeting.	M	
IssuerMeetingIdentification <IssrMtgId>	Document	It could be used, if provided by the issuer, in addition to the MeetingIdentification, based on the SLA in place between the account servicer and account owner.	O	
MeetingDateAndTime <MtgDtAndTm>	Document	DateTime in UTC format is the preferred format (YYYY-MM-DDThh:mm:ss.sssZ (Z means Zulu Time ≡ UTC time ≡ zero UTC offset))	M	
Type <Tp>	Document		M	
Issuer <Issr>	Document	NameAndAddress is the preferred format	O	
Financial Instrument Identification				
FinancialInstrumentIdentification <FinInstmId>	Document	ISIN is the preferred format.	M	
Instruction Type Status - To be used to confirm the status of each individual instruction within the Instruction message received				

SingleInstructionIdentification <SnglInstrId>	Document	This is the account owner’s reference, intended as the individual instruction reference (SingleInstructionIdentification <SnglInstrId>) indicated by the account owner in the Meeting Instruction message (MEIN – seev.004).	C	
OPTION 1 InstructionStatus <InstrSts> - ProcessingStatus <PrcgSts>	Document	PACK is the recommended status to confirm that the instruction message has been accepted and is validated for further processing.	C	
OPTION 2 InstructionStatus <InstrSts> - Rejected <Rjctd>	Document	If the instruction is to be rejected, it is recommended to use ReasonCode <RsnCd> where only Code is recommended	C	
OPTION 3 InstructionStatus <InstrSts> - Pending <Pdg>	Document	If the instruction is on hold at the account servicer, it is recommended to use ReasonCode <RsnCd> where only Code is recommended	C	
Confirming Party				
ConfirmingParty <CnfrmgPty>	Document	It should contain the details of the account servicer as the party confirming the status of the instruction. It is recommended to use Name <Nm> and LEI <LEI> The details of the ConfirmingParty will be amended by each intermediary along the chain.	M	
Vote Casting Party				
VoteCastingParty <VoteCstgPty>	Document	It should contain: <ul style="list-style-type: none"> - the details of the rightsholder if it is the entity casting the vote via a direct relationship with the account servicer, or - the account owner as the party lodging the instruction on behalf of the rightsholder. In this case, it is recommended to use Name <Nm> and LEI <LEI> and if applicable the Company Register Shareholder Identification < CpnyRegrShrhldrId> 	M	

		The details of the VoteCastingParty will be amended by each intermediary along the chain.		
RightsHolder				
RightsHolder <RghtsHldr>	Document	It should contain the details of the rightsholder as indicated by the account owner in the Meeting Instruction message (MEIN – seev.004). Not to be used if the MeetingInstructionStatus is used to confirm the overall status of a Meeting Instruction message.	C	

2. Optional business data requirements.

The below optional fields may be provided in a Meeting Instruction Status message but are optional. If used, they must be used as described in the “Detailed usage” column. It is to be noted that most of the usage rules are standards rules, not market practice recommendations. Any other fields not mentioned above or below are considered NOT needed for this specific type of message. If used, they will be market-specific.

Common optional elements	Place	Detailed usage	M/C/O	SRD II reference ³⁹
Meeting Reference				
Classification <Clssfctn>	Document	Only Code is recommended	O	
Instruction Type Status				
SingleInstructionIdentification - AccountIdentification <AcctId>	Document	To report the account details the instruction is related to	O	
Position				
HoldingBalance	Document	To report the account balances	O	

- Upon receipt of a MeetingInstruction message, the account servicer should confirm the status using PACK to indicate the instruction has been accepted and is validated for further processing. This normally means, the instruction can still be cancelled.

³⁹ This column map each element in the messages to tables III to VII in SRDII implementing regulation. Although these messages have been heavily used in Europe following the implementation of SRD II, the market practice should also apply to the usage of such messages outside the scope of SRD II.

- Once the instruction has been forwarded to the next intermediary along the chain, the account servicer should confirm the change of status using FRWD. This normally means, the instruction may no longer be cancelled.

C. Scenario 2: The MeetingInstructionStatus message is sent by an intermediary to the sender of an instruction to transmit the Vote Receipt received from the issuer.

The account servicer should transmit the vote receipt as received by the issuer. It is recommended that the vote receipt is sent per single instruction within the MeetingInstruction message.

It is recommended that all intermediaries in the chain provide instruction status confirmation at the level of each instruction (option B below)⁴⁰.

1. Common mandatory business data requirements.

The SMPG recommends that all the below optional and mandatory fields be present in all Meeting Instruction Status messages. M / C / O identifies whether the business data is mandatory, conditional or optional in the ISO 20022 standards.

Common mandatory elements	Place	Detailed usage	M/C/O	SRD II reference ⁴¹
From, <Fr>	BAH	The sender from a business context, which can be different from the actual sender in the transport header (similar to MEOR in MT). BICFI is the preferred format	M	
To, <To>	BAH	The receiver from a business context, which can be different from the actual receiver in the transport header (similar to MERE in MT). BICFI is the preferred format	M	
BusinessMessageIdentifier, <BizMsgIdr>	BAH	The sender's unique ID/reference of the message	M	Table 6 – A1
MessageDefinitionIdentifier, <MsgDefIdr>	BAH	Contains the MessageIdentifier that defines the BusinessMessage, e.g. seev.006.001.06	M	Table 6 – A2
CreationDate, <CreDt>	BAH	Date and time, using ISONormalisedDateTime format	M	
Instruction Type				
InstructionIdentification <InstrId>	Document	This is the account owner's reference, intended as the message reference (BusinessMessageIdentifier, <BizMsgIdr>) of	M	

⁴⁰ A change request will be put forward for SR2021 to remove option A from seev.006.

⁴¹ This column map each element in the messages to tables III to VII in SRDII implementing regulation. Although these messages have been heavily used in Europe following the implementation of SRD II, the market practice should also apply to the usage of such messages outside the scope of SRD II.

		the MEIN containing the instruction that should be confirmed.		
Meeting Reference				
MeetingIdentification <MtgId>	Document	This is the account servicer identification for the general meeting.	M	
IssuerMeetingIdentification <IssrMtgId>	Document	It could be used, if provided by the issuer, in addition to the MeetingIdentification, based on the SLA in place between the account servicer and account owner.	O	Table 6 – A3
MeetingDateAndTime <MtgDtAndTm>	Document	DateTime in UTC format is the preferred format (YYYY-MM-DDThh:mm:ss.sssZ (Z means Zulu Time ≡ UTC time ≡ zero UTC offset))	M	Table 6 – A5
Type <Tp>	Document		M	
Issuer <Issr>	Document	NameAndAddress is the preferred format	O	Table 6 – A6
Financial Instrument Identification				
FinancialInstrumentIdentification <FinInstrmId>	Document	ISIN is the preferred format.	M	Table 6 – A4
Instruction Type Status				
InstructionStatus <InstrSts>	Document	To be used to confirm the status of each individual instruction within the Instruction message received	M	
InstructionStatus - SingleInstructionIdentification <SnglInstrId>	Document	This is the account owner's reference, intended as the individual instruction reference (SingleInstructionIdentification <SnglInstrId>) indicated by the account owner in the Meeting Instruction message (MEIN – seev.004).	M	
InstructionStatus - InstructionStatus <InstrSts> - ProcessingStatus <PrcgSts>	Document	RCIS is the recommended status to provide the vote receipt received from the issuer.	M	
Confirming Party				
ConfirmingParty <CnfrmgPty>	Document	It should contain the details of the account servicer as the party transmitting the receipt. It is recommended to use Name <Nm> and LEI <LEI> The details of the ConfirmingParty will be amended by each intermediary along the chain.	M	Table 6 – A7

Vote Casting Party				
VoteCastingParty <VoteCstgPty>	Document	It should contain: <ul style="list-style-type: none"> - the details of the rightsholder if it is the entity casting the vote via a direct relationship with the account servicer, or - the account owner as the party lodging the instruction on behalf of the rightsholder. In this case, it is recommended to use Name <Nm> and LEI <LEI> and if applicable the Company Register Shareholder Identification < CpyRegrShrHldrId> The details of the VoteCastingParty will be amended by each intermediary along the chain.	M	Table 6 – A8
RightsHolder				
RightsHolder <RghtsHldr>	Document	It should contain the details of the rightsholder as indicated by the account owner in the Meeting Instruction message (MEIN – seev.004).	C	Table 6 – A9

2. Optional business data requirements.

The below optional fields may be provided in a Meeting Instruction Status message but are optional. If used, they must be used as described in the “Detailed usage” column. It is to be noted that most of the usage rules are standards rules, not market practice recommendations. Any other fields not mentioned above or below are considered NOT needed for this specific type of message. If used, they will be market-specific.

Common optional elements	Place	Detailed usage	M/C/O	SRD II reference ⁴²
Meeting Reference				
Classification <Clssfctn>	Document	Only Code is recommended	O	
Instruction Type Status				

⁴² This column map each element in the messages to tables III to VII in SRDII implementing regulation. Although these messages have been heavily used in Europe following the implementation of SRD II, the market practice should also apply to the usage of such messages outside the scope of SRD II.

SingleInstructionIdentification - AccountIdentification <AcctId>	Document	To report the account details the instruction is related to	O	
Position				
HoldingBalance	Document	To report the account balances	O	

D. Scenario 3: The MeetingInstructionStatus message is sent by an intermediary to the sender of an instruction to confirm the status of a cancellation instruction.

The account servicer can decide to confirm the status of the entire MeetingInstructionCancellationRequest message or a single cancellation request within the same MEIC message.

It is recommended that all intermediaries in the chain provide instruction status confirmation at the level of each instruction (option B below)⁴³.

1. Common mandatory business data requirements.

The SMPG recommends that all the below optional and mandatory fields be present in all Meeting Instruction Status messages. M / C / O identifies whether the business data is mandatory, conditional or optional in the ISO 20022 standards.

Common mandatory elements	Place	Detailed usage	M/C/O	SRD II reference ⁴⁴
From, <Fr>	BAH	The sender from a business context, which can be different from the actual sender in the transport header (similar to MEOR in MT). BICFI is the preferred format	M	
To, <To>	BAH	The receiver from a business context, which can be different from the actual receiver in the transport header (similar to MERE in MT). BICFI is the preferred format	M	

⁴³ A change request will be put forward for SR2021 to remove option A from seev.006.

⁴⁴ This column map each element in the messages to tables III to VII in SRDII implementing regulation. Although these messages have been heavily used in Europe following the implementation of SRD II, the market practice should also apply to the usage of such messages outside the scope of SRD II.

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BusinessMessageIdentifier, <BizMsgldr>	BAH	The sender's unique ID/reference of the message	M	
MessageDefinitionIdentifier, <MsgDefldr>	BAH	Contains the MessageIdentifier that defines the BusinessMessage, e.g. seev.006.001.06	M	
CreationDate, <CreDt>	BAH	Date and time, using ISONormalisedDateTime format	M	
Instruction Type				
InstructionCancellationIdentification <Instrld>	Document	This is the account owner's reference, intended as the message reference (BusinessMessageIdentifier, <BizMsgldr>) of the MEIC containing the cancellation request instruction that should be confirmed.	M	
Meeting Reference				
MeetingIdentification <Mtgld>	Document	This is the account servicer identification for the general meeting. It is recommended to be used in all cases, even if the issuer has provided an identification	M	
IssuerMeetingIdentification <IssrMtgld>	Document	It could be used, if provided by the issuer, in addition to the MeetingIdentification, based on the SLA in place between the account servicer and account owner.	O	
MeetingDateAndTime <MtgDtAndTm>	Document	DateTime in UTC format is the preferred format (YYYY-MM-DDThh:mm:ss.sssZ (Z means Zulu Time ≡ UTC time ≡ zero UTC offset))	M	
Type <Tp>	Document		M	
Issuer <Issr>	Document	NameAndAddress is the preferred format	O	
Financial Instrument Identification				
FinancialInstrumentIdentification <FinInstmld>	Document	ISIN is the preferred format.	M	
CancellationStatus				
OPTION A GlobalCancellationStatus <GblCxlSts>	Document	To be used to confirm the status of the entire instruction cancellation request message received	C	
OPTION A.1 ProcessingStatus <PrcgSts>	Document	PACK is the recommended status to confirm that the cancellation request message has	C	

		been received and has been accepted for further processing.		
OPTION A.2 Rejected <Rjctd>	Document	If the cancellation request instruction message is to be rejected, it is recommended to use ReasonCode <RsnCd> where only Code is recommended	C	
OPTION A.3 PendingCancellation <PdgCxl>	Document	If the cancellation request instruction message is on hold at the account servicer, it is recommended to use ReasonCode <RsnCd> where only Code is recommended	C	
OPTION B DetailedCancellationStatus <DtldCxlSts>	Document	To be used to confirm the status of each individual cancellation request within the Instruction message received	C	
SingleInstructionCancellationIdentification <SnglInstrCxllId>	Document	This is the account owner's reference, intended as the individual instruction reference (SingleInstructionIdentification <SnglInstrld>) indicated by the account owner in the Meeting Instruction Cancellation Request message (MEIC – seev.005).	C	
OPTION B.1 InstructionCancellationStatus <InstrCxlSts> - ProcessingStatus <PrcgSts>	Document	PACK is the recommended status to confirm that the cancellation request has been received and has been accepted for further processing.	C	
OPTION B.2 InstructionCancellationStatus <InstrCxlSts> - Rejected <Rjctd>	Document	If the cancellation request is to be rejected, it is recommended to use ReasonCode <RsnCd> where only Code is recommended	C	
OPTION B.3 InstructionCancellationStatus <InstrCxlSts> - Pending <Pdg>	Document	If the cancellation request is on hold at the account servicer, it is recommended to use ReasonCode <RsnCd> where only Code is recommended	C	
Confirming Party				
ConfirmingParty <CnfrmgPty>	Document	It should contain the details of the account servicer as the party confirming the status of the instruction. It is recommended to use Name <Nm> and LEI <LEI>	M	

		The details of the ConfirmingParty will be amended by each intermediary along the chain.		
Vote Casting Party				
VoteCastingParty <VoteCstgPty>	Document	It should contain: <ul style="list-style-type: none"> - the details of the rightsholder if it is the entity casting the vote via a direct relationship with the account servicer, or - the account owner as the party lodging the instruction on behalf of the rightsholder. In this case, it is recommended to use Name <Nm> and LEI <LEI> The details of the VoteCastingParty will be amended by each intermediary along the chain.	M	
RightsHolder				
RightsHolder <RghtsHldr>	Document	It should contain the details of the rightsholder as indicated by the account owner in the Meeting Instruction message (MEIN – seev.004).	C	

2. Optional business data requirements.

The below optional fields may be provided in a Meeting Instruction Status message but are optional. If used, they must be used as described in the “Detailed usage” column. It is to be noted that most of the usage rules are standards rules, not market practice recommendations. Any other fields not mentioned above or below are considered NOT needed for this specific type of message. If used, they will be market-specific.

Common optional elements	Place	Detailed usage	M/C/O	SRD II reference ⁴⁵
Meeting Reference				
Classification <Clssfctn>	Document	Only Code is recommended	O	
Instruction Type Status				

⁴⁵ This column map each element in the messages to tables III to VII in SRDII implementing regulation. Although these messages have been heavily used in Europe following the implementation of SRD II, the market practice should also apply to the usage of such messages outside the scope of SRD II.

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SingleInstructionIdentification - AccountIdentification <AcctId>	Document	To report the account details the instruction is related to	O	
Position				
HoldingBalance	Document	To report the account balances	O	

- Upon receipt of a MeetingInstructionCancellationRequest message, the account servicer should confirm the status using PACK to indicate the instruction has been accepted and is validated for further processing.
- Once the instruction has been accepted and the previous instruction cancelled, the account servicer should:
 - confirm the change status of the MeetingInstructionCancellationRequest using CAND – Complete;
 - confirm the change status of the previously accepted MeetingInstruction using CAND – Cancelled.

11 Meeting Vote Execution Confirmation

A. Scope.

The MeetingVoteExecutionConfirmation message is sent by an issuer, its agent or an intermediary to another intermediary or a party holding the right to vote to confirm that their vote has been recorded and counted by the Issuer.

For the above-described different communication needs, the following business data are required. Focus is on the processes described in the MP.

B. Common mandatory business data requirements.

The SMPG recommends that all the below optional and mandatory fields be present in all Meeting Vote Execution Confirmation messages. M / C / O identifies whether the business data is mandatory, conditional or optional in the ISO 20022 standards.

Common mandatory elements	Place	Detailed usage	M/C/O	SRD II reference ⁴⁶
From, <Fr>	BAH	The sender from a business context, which can be different from the actual sender in the transport header (similar to MEOR in MT). BICFI is the preferred format	M	
To, <To>	BAH	The receiver from a business context, which can be different from the actual receiver in the transport header (similar to MERE in MT). BICFI is the preferred format	M	
BusinessMessageIdentifier, <BizMsgIdr>	BAH	The sender's unique ID/reference of the message	M	Table 7 – A1
MessageDefinitionIdentifier, <MsgDefIdr>	BAH	Contains the MessageIdentifier that defines the BusinessMessage, e.g. seev.007.001.06	M	Table 7 – A2
CreationDate, <CreDt>	BAH	Date and time, using ISONormalisedDateTime format	M	
Meeting Instruction Identification				

⁴⁶ This column map each element in the messages to tables III to VII in SRDII implementing regulation. Although these messages have been heavily used in Europe following the implementation of SRD II, the market practice should also apply to the usage of such messages outside the scope of SRD II.

MeetingInstructionIdentification <MtglInstrId>	Document	This is the account owner’s reference, intended as the message reference (BusinessMessageIdentifier, <BizMsgIdr>) of the MEIN containing the instruction that should be confirmed.	M	
Meeting Reference				
MeetingIdentification <MtglId>	Document	This is the account servicer identification for the general meeting.	M	
IssuerMeetingIdentification <IssrMtglId>	Document	It could be used, if provided by the issuer, in addition to the MeetingIdentification, based on the SLA in place between the account servicer and account owner.	O	Table 7 – A3
MeetingDateAndTime <MtgDtAndTm>	Document	DateTime in UTC format is the preferred format (YYYY-MM-DDThh:mm:ss.sssZ (Z means Zulu Time ≡ UTC time ≡ zero UTC offset))	M	Table 7 – A5
Type <Tp>	Document		M	
Issuer <Issr>	Document	NameAndAddress is the preferred format	O	Table 7 – A6
Financial Instrument Identification				
FinancialInstrumentIdentification <FinInstrmId>	Document	ISIN is the preferred format.	M	Table 7 – A4
Vote Instructions				
SingleInstructionIdentification <SnglInstrId>	Document	This is the account owner’s reference, intended as the individual instruction reference (SingleInstructionIdentification <SnglInstrId>) indicated by the account owner in the Meeting Instruction message (MEIN – seev.004).	M	Table 7 – A11
AccountIdentification <AcctId>	Document		O	
RightsHolder <RghtsHldr>	Document	According to SRDII IR, the issuer/intermediary should report the name ⁴⁷ details of the rightsholder and if applicable the Company Register Shareholder Identification < CpnyRegrShrhldrId>.	O	Table 7 – A7

⁴⁷ Legal name for a legal person. For a natural person, first name and surname.

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ModalityOfCounting <ModltyOfCntg>	Document		O	Table 7 – A9
VoteReceiptDateTime <VoteRctDtTm>	Document	DateTime in UTC format is the preferred format (YYYY-MM-DDThh:mm:ss.sssZ (Z means Zulu Time ≡ UTC time ≡ zero UTC offset))	O	Table 7 – A10
VotePerResolution <VotePerRsln> - IssuerLabel <IssrLbl>	Document		M	
VotePerResolution <VotePerRsln> - For <For>	Document		O	
VotePerResolution <VotePerRsln> - Against <Agnst>	Document		O	
VotePerResolution <VotePerRsln> - Abstain <Abstn>	Document		O	
VotePerResolution <VotePerRsln> - Withhold <Wthld>	Document		O	
VotePerResolution <VotePerRsln> - WithManagement <WthMgmt>	Document		O	
VotePerResolution <VotePerRsln> - AgainstManagement <AgnstMgmt>	Document		O	
VotePerResolution <VotePerRsln> - Discretionary <Dscrtnry>	Document		O	
VotePerResolution <VotePerRsln> - OneYear <OneYr>	Document		O	
VotePerResolution <VotePerRsln> - TwoYears <TwoYrs>	Document		O	
VotePerResolution <VotePerRsln> - ThreeYears <ThreeYrs>	Document		O	

VotePerResolution <VotePerRsln> - NoAction <NoActn>	Document		O	
VotePerResolution <VotePerRsln> - Blank <Blnk>	Document		O	

C. Optional business data requirements.

The below optional fields may be provided in a Meeting Vote Execution Confirmation message but are optional. If used, they must be used as described in the “Detailed usage” column. It is to be noted that most of the usage rules are standards rules, not market practice recommendations.

Any other fields not mentioned above or below are considered NOT needed for this specific type of message. If used, they will be market-specific.

Common optional elements	Place	Detailed usage	M/C/O	SRD II reference ⁴⁸
Meeting Reference				
Classification <Clssfctn>	Document	Only Code is recommended	O	
Vote Instructions				
Proxy <Prxy>	Document	Identification of the person appointed by the rightsholder as the proxy. According to SRDII IR, the issuer/intermediary should report the name ⁴⁹ details of the proxy appointed by the rightsholder.	O	Table 7 – A8
VoteInstructionsConfirmationURLAddress <VoteInstrsConfURLAdr>	Document		O	

⁴⁸ This column map each element in the messages to tables III to VII in SRDII implementing regulation. Although these messages have been heavily used in Europe following the implementation of SRD II, the market practice should also apply to the usage of such messages outside the scope of SRD II.

⁴⁹ Legal name for a legal person. For a natural person, first name and surname.

12 Meeting Result Dissemination

A. Scope.

The MeetingResultDissemination message is sent by an issuer, its agent or an intermediary to another intermediary or a party holding the right to vote to provide information on the voting results of a general meeting.

For the above-described different communication needs, the following business data are required. Focus is on the processes described in the MP.

B. Common mandatory business data requirements.

The SMPG recommends that all the below optional and mandatory fields be present in all Meeting Result Dissemination messages. M / C / O identifies whether the business data is mandatory, conditional or optional in the ISO 20022 standards.

Common mandatory elements	Place	Detailed usage	M/C/O	SRD II reference ⁵⁰
From, <Fr>	BAH	The sender from a business context, which can be different from the actual sender in the transport header (similar to MEOR in MT). BICFI is the preferred format	M	
To, <To>	BAH	The receiver from a business context, which can be different from the actual receiver in the transport header (similar to MERE in MT). BICFI is the preferred format	M	
BusinessMessageIdentifier, <BizMsgIdr>	BAH	The sender's unique ID/reference of the message	M	
MessageDefinitionIdentifier, <MsgDefIdr>	BAH	Contains the MessageIdentifier that defines the BusinessMessage, e.g. seev.008.001.06	M	
CreationDate, <CreDt>	BAH	Date and time, using ISONormalisedDateTime format	M	
Meeting Results Dissemination Type				
MeetingResultsDisseminationType <MtgRsItsDsmntnTp>	Document	A REPL message should only be sent in case of a change in the previously disseminated results.	M	

⁵⁰ This column map each element in the messages to tables III to VII in SRDII implementing regulation. Although these messages have been heavily used in Europe following the implementation of SRD II, the market practice should also apply to the usage of such messages outside the scope of SRD II.

Previous Meeting Results Dissemination Identification				
PreviousMeetingResultsDisseminationIdentification <PrvsMtgRsltsDssmntnId>	Document	Recommended to be used for REPL	C	
Meeting Reference				
MeetingIdentification <MtgId>	Document	This is the account servicer identification for the general meeting.	M	
IssuerMeetingIdentification <IssrMtgId>	Document	It could be used, if provided by the issuer, in addition to the MeetingIdentification, based on the SLA in place between the account servicer and account owner.	O	
MeetingDateAndTime <MtgDtAndTm>	Document	DateTime in UTC format is the preferred format (YYYY-MM-DDThh:mm:ss.sssZ (Z means Zulu Time ≡ UTC time ≡ zero UTC offset))	M	
Type <Tp>	Document		M	
Security (the Message Building Block is repetitive, but SMPG recommends to only include one Security block per meeting event).				
FinancialInstrumentIdentification <FinInstrmId>	Document	ISIN is the preferred format. It is recommended to have a separate result dissemination per meeting event and ISIN	M	
Position – AccountIdentification <AcctId>	Document	Possible market practices: <ul style="list-style-type: none"> • one message per safekeeping account; • one message repeating account details in the Position block 	O	
Vote Result				
IssuerLabel <IssrLabl>	Document		M	
Description <Desc>	Document	Only to be used to provide details of resolutions that have been amended or added at the meeting.	O	
ResolutionStatus <RsltnSts>	Document		M	
SubStatus <SubSts>	Document	Only to be used for resolutions that have been amended or added at the meeting.	O	

C. Optional business data requirements.

The below optional fields may be provided in a Meeting Result Dissemination message but are optional. If used, they must be used as described

in the “Detailed usage” column. It is to be noted that most of the usage rules are standards rules, not market practice recommendations. Any other fields not mentioned above or below are considered NOT needed for this specific type of message. If used, they will be market-specific.

Common optional elements	Place	Detailed usage	M/C/O	SRD II reference ⁵¹
MeetingReference				
Classification <Clssfctn>	Document	Only Code is recommended	O	
Vote Result				
For <For>	Document		O	
Against <Agnst>	Document		O	
Abstain <Abstn>	Document		O	
Withhold <Wthld>	Document		O	
WithManagement <WthMgmt>	Document		O	
AgainstManagement <AgnstMgmt>	Document		O	
Discretionary <Dscrtnry>	Document		O	
OneYear <OneYr>	Document		O	
TwoYears <TwoYrs>	Document		O	
ThreeYears <ThreeYrs>	Document		O	
NoAction <NoActn>	Document		O	
Blank <Blnk>	Document		O	

⁵¹ This column map each element in the messages to tables III to VII in SRDII implementing regulation. Although these messages have been heavily used in Europe following the implementation of SRD II, the market practice should also apply to the usage of such messages outside the scope of SRD II.

Participation				
TotalNumberOfVotingRights <TtINbOfVtngRghts>	Document		O	

13 Pagination

A. Pagination of seev.001 (MENO)

For long MeetingNotification messages for which the length would overcome the maximum network payload size limit (for instance 10K characters on SWIFTNet FIN or 100 KB on SwiftNet Interact or FINplus for the payload), a pagination mechanism is available through the use of the *Pagination* element present at the top of these messages.

The need for pagination could occur for instance in the following cases or a combination of these cases:

- if there are a large number of meeting resolutions (<Rsltn>) communicated in multiple languages;
- if there are a large number of securities (<Scty>) or many positions and rights holders to be communicated;
- If long disclaimer text must be included

In these cases, the set of meeting resolutions, the positions or the disclaimer text could eventually be split amongst several multi-parts linked meeting notification messages.

In order to minimise the need for pagination, the following market practices are recommended:

- Use only one meeting notification per security
- Use only one message per safekeeping account;
- Use one message per client (without any mentioning of the safekeeping account details (equal to GENR in CA) without opening the Position block

In the following guidelines, it is assumed that only one security per message is sent.

The split of the information contents within the meeting notification should follow the following guidelines:

1. In the first page of the notification, the following building blocks should at least be present (if they contain information to be communicated):
 - NotificationGeneralInformation
 - NotificationUpdate (if required)
 - EventsLinkage
 - Meeting
 - MeetingDetails
 - Issuer
 - IssuerAgent
 - Security (a single security only recommended)
 - Vote
 - PowerOfAttorneyRequirements

If space remains for additional information, then the following repeatable building block and elements should be populated in the first notification page as well with the following order of priority:

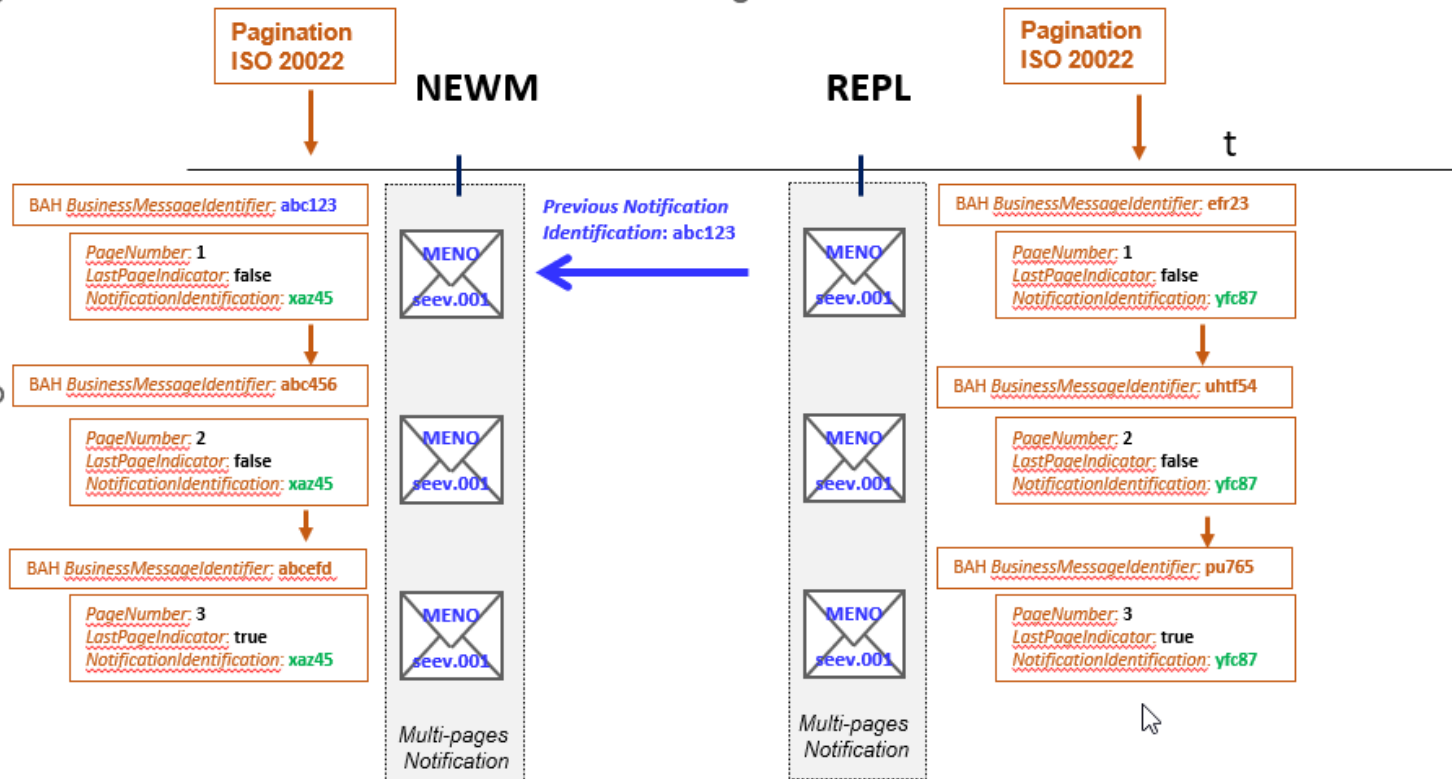
- **Position and Rights Holders**
- **Resolution**
- **Disclaimer**

2. In any of the following pages, only the elements indicated as mandatory in the standards should be repeated. Optional elements should not be communicated more than once.
3. If there are too many resolutions in multiple languages or too many positions or rights holders and too many disclaimer text to report that cannot fit in the first page, then fill in the following paginated meeting notifications with information in the following order or priority:
 - **Position and Rights Holders**
 - **Resolution**
 - **Disclaimer**
4. The Pagination/PageNumber (<Pgntn/PgNb>) element in the seev.001 must start at page “1” and must be incremented by 1 for each subsequent pages.

Usage of the BusinessMessageIdentifier, NotificationIdentification, Previous Notification Identification (PREV reference) & Pagination elements

1. Each page of the MeetingNotification must must have a different **BusinessMessageIdentifier** (<BizMsgIdr>) in the Business Application Header (BAH-head.001).
2. All pages of the same MeetingNotification must bear the same “NotificationIdentification” reference in the NotificationGeneralInformation building block.
3. All meeting notifications in the multi-parts chain of meeting notification messages must also be linked through the usage of the Pagination (<Pgntn>) element indicating the page number and whether this notification page is the last of the notification message– see brown arrows in the illustration below.
4. In the case of a replacement (REPL) message, only the first page of the replacement notification will link back to the first page of the previous notification using the PreviousNotificationIdentification (<PrvsNtnctnId>) element in the NotificationUpdate building block. This element shall contain the BusinessMessageIdentifier (<BizMsgIdr>) element value contained in the Business Application Header (head.001) of the previous message. All other pages (page 2 and following) notification messages that are part of the multi-parts chain of notifications must NOT link back to the notification message chain sent previously (i.e. the initial NEWM or previous REPL) – see blue arrow in the illustration below.

The way all these messages are linked is illustrated here:



Example:

New Meeting Notification (page 1/3)

BusinessMessageIdentifier: **abc123**

PageNumber: 1

LastPageIndicator: false

NotificationIdentification: **xaz45**

NotificationType: NEWM

Paginated information:

- Positions and Rights Holder (full)
- Resolutions 1,2,3 (part 1)

New Meeting Notification (page 2/3)

BusinessMessageIdentifier: abc456

PageNumber: 2

LastPageIndicator: false

NotificationIdentification: xaz45

NotificationType: NEWM

Paginated information:

Resolutions 4,5,6,7,8,9 (Part 2)

New Meeting Notification (page 3/3)

BusinessMessageIdentifier: abc456

PageNumber: 3

LastPageIndicator: true

NotificationIdentification: xaz45

NotificationType: NEWM

Paginated information:

Resolutions 10,11 (Final part)

Disclaimer (Full)

Replacement Meeting Notification (page 1/3)

BusinessMessageIdentifier: efr23

PageNumber: 1

LastPageIndicator: false

NotificationIdentification: yfc87

NotificationType: REPL

Paginated information:

- Positions and Rights Holder (full)

- Resolutions 1,2,3 (part 1)

Replacement Meeting Notification (page 2/3)

BusinessMessageIdentifier: uhtf54

PageNumber: 2

LastPageIndicator: false

NotificationIdentification: yfc87

NotificationType: REPL

Paginated information:

Resolutions 4,5,6,7,8,9 (Part 2)

Replacement Meeting Notification (page 3/3)

BusinessMessageIdentifier: pu765

PageNumber: 3

LastPageIndicator: true

NotificationIdentification: yfc87

NotificationType: REPL

Paginated information:

Resolutions 10,11,12 (Final part)

Disclaimer (Full)

B. Pagination of seev.004 (MEIN)

For long MeetingInstruction messages for which the length would overcome the maximum network payload size limit (for instance 10K characters on SWIFTNet FIN or 100 KB on SwiftNet Interact or FINplus for the payload), a pagination mechanism is available through the use of the *Pagination* element present at the top of these messages.

The need for pagination could occur when many atomic instructions (repetitions of Instruction building blocks) are populated into the message.

The split of the information contents within the MeetingInstruction message should follow the following guidelines:

1. In the first page of the meeting instruction message, the following building blocks should at least be present (if they contain information to be communicated):
 - Meeting Instruction Identification
 - Meeting Reference
 - Financial Instrument Identification
 - Instruction Cancellation Request Identification
 - Cancelled Instruction Identification
 - Other Document Identification
 - and as many Instructions building blocks as possible
2. In any of the following pages, only the elements indicated as mandatory in the standards should be repeated. Optional elements should not be communicated more than once. If there are too many instructions that cannot fit in the first page, then fill in the following paginated meeting instructions with as many Instructions as possible.
3. The Pagination/PageNumber (<Pgntn/PgNb>) element in the seev.004 must start at page “1” and must be incremented by 1 for each subsequent pages.

Usage of the BusinessMessageIdentifier, MeetingInstructionIdentification, & Pagination elements

4. Each page of the MeetingInstruction message must have a different **BusinessMessageIdentifier** (<BizMsgIdr>) in the Business Application Header (BAH -head.001).
5. All pages of the same MeetingInstruction must bear the same “MeetingInstructionIdentification” reference.
6. All MeetingInstruction pages in the multi-parts chain of MeetingInstruction message must also be linked through the usage of the Pagination (<Pgntn>) element indicating the page number and whether this MeetingInstruction page is the last of the notification message.

C. Pagination of the seev.007 (MECO)

For long MeetingVoteExecutionConfirmation messages for which the length would overcome the maximum network payload size limit (for instance 10K characters on SWIFTNet FIN or 100 KB on SwiftNet Interact or FINplus for the payload), a pagination mechanism is available through the use of the *Pagination* element present at the top of these messages.

The need for pagination could occur when many atomic vote instructions (repetitions of VotingInstructions building blocks) are populated into the messages.

The split of the information contents within the MeetingVoteExecutionConfirmation message should follow the following guidelines:

1. In the first page of the MeetingExecutionConfirmation message, the following building blocks should at least be present (if they contain information to be communicated):
 - Vote Execution Confirmation Identification
 - Meeting Instruction Identification
 - Meeting Reference
 - Financial Instrument Identification
 - Vote Instructions Confirmation URL Address
 - and as many VoteInstructions building blocks as possible
2. In any of the following pages, only the elements indicated as mandatory in the standards should be repeated. Optional elements should not be communicated more than once. If there are too many VoteInstructions that cannot fit in the first page, then fill in the following paginated MeetingVoteExecutionConfirmation with as many VoteInstructions as possible.
3. The Pagination/PageNumber (<Pgntn/PgNb>) element in the seev.007 must start at page “1” and must be incremented by 1 for each subsequent pages.

Usage of the BusinessMessageIdentifier, VoteExecutionConfirmationIdentification, & Pagination elements

4. Each page of the MeetingVoteExecutionConfirmation message must must have a different **BusinessMessageIdentifier** (<BizMsgIdr>) in the Business Application Header (BAH -head.001).
5. All pages of the same MeetingVoteExecutionConfirmation must bear the same “VoteExecutionConfirmationIdentification” reference.

- All MeetingVoteExecutionConfirmation pages in the multi-parts chain of MeetingVoteExecutionConfirmation message must also be linked through the usage of the Pagination (<Pgntn>) element indicating the page number and whether this MeetingVoteExecutionConfirmation page is the last of the MeetingVoteExecutionConfirmation message.

D. Pagination of the seev.008 (MERD)

For long MeetingResultDissemination messages for which the length would overcome the maximum network payload size limit (for instance 10K characters on SWIFTNet FIN or 100 KB on SwiftNet Interact or FINplus for the payload), a pagination mechanism is available through the use of the *Pagination* element present at the top of these messages.

The need for pagination could occur when many securities and many vote results (repetitions of *Security* and *VoteResult* building blocks) are populated into the messages. In order to minimise the need for pagination, the MeetingResultDissemination message should only contain a single security.

The split of the information contents within the MeetingResultDissemination message should follow the following guidelines:

- In the first page of the MeetingResultDissemination message, the following building blocks should at least be present (if they contain information to be communicated):
 - Meeting Result Dissemination Identification
 - Meeting Result Dissemination Type
 - Meeting Reference
 - Security
 - Participation
 - and as many VoteResult building blocks as possible
- In any of the following pages, only the elements indicated as mandatory in the standards should be repeated. Optional elements should not be communicated more than once. If there are too many VoteResult that cannot fit in the first page, then fill in the following paginated MeetingResultDissemination with as many VoteResult as possible.
- The Pagination/PageNumber (<Pgntn/PgNb>) element in the seev.008 must start at page “1” and must be incremented by 1 for each subsequent pages.

Usage of the BusinessMessageIdentifier, MeetingResultDisseminationIdentification & Pagination elements

- Each page of the MeetingResultDissemination message must have a different **BusinessMessageIdentifier** (<BizMsgIdr>) in the Business Application Header (BAH -head.001).
- All pages of the same MeetingResultDissemination must bear the same “**MeetingResultDisseminationIdentification**” reference.
- All MeetingResultDissemination pages in the multi-parts chain of MeetingResultDissemination message must also be linked through the usage of the Pagination (<Pgntn>) element indicating the page number and whether this MeetingResultDissemination page is the last of the MeetingResultDissemination message.

7. In the case of a replacement (REPL) message, only the first page of the replacement MeetingResultDissemination message will link back to the first page of the previous MeetingResultDissemination using the PreviousMeetingResultsDisseminationIdentification (<PrvsMtgRsltsDssmntnId>) element.

This element shall contain the BusinessMessageIdentifier (<BizMsgIdr>) element value contained in the Business Application Header (head.001) of the previous message. All other pages (page 2 and following) of the MeetingResultDissemination message that are part of the multi-parts chain of notifications must NOT link back to the MeetingResultDissemination message chain sent previously (i.e. the initial NEWM or previous REPL) – Same principle as in the MeetingNotification messages in section A.