

Instructions for Lodging ISIN Issuance Applications in the ISIN Issuance Application

Table of contents

Glossary	1
1. Background	2
2. Access to the ISIN Issuance Application	2
3. Lodging ISIN Issuance Applications.....	4
3.1. Adding Issuers	4
3.2. ISIN Issuance Application	6
4. Fees	11

Glossary

Numbering Agent – an entity which operates a shareholder register and applies for the issuance of identifiers of financial instruments issued by an Issuer.

Issuer – an entity which issues financial instruments for which an entity which operates a shareholder register will apply for the issuance of identifiers.

ISIN – International Securities Identifying Number issued by KDPW under ISO 6166.

CFI – Classification of Financial Instruments issued by KDPW under ISO 10962.

FISN – Financial Instrument Short Name issued by KDPW under ISO 18774.

Institution Service Administrator – a user authorised to approve User applications for access as an ISIN Issuance Service User.

Service User – a user granted access to the ISIN Issuance Application on behalf of a Numbering Agent.

1. Background

Following the entry into force on 1 March 2021 of the obligation of mandatory dematerialisation of non-public instruments by joint-stock companies and limited joint-stock companies under the Act of 30 August 2019 amending the Commercial Companies Code and certain other Acts (Journal of Laws, item 1789, and of 2020, item 875), on **1 February 2021**, KDPW launched a new service, **ISIN Issuance**, offered to entities which operate shareholder registers to obtain an ISIN together with a CFI and a FISN in order to record financial instruments of such companies under such identifiers in their registers.

To apply for application access, users need to lodge an application on the website <https://online.kdpw.pl/>. The instruction of opening an access account is available at: http://www.kdpw.pl/pl/Documents/Instrukcja_konto_dostepowe.pdf

NOTE:

To use applications available in the access system, users need to use HTML5 compatible browsers with activated JavaScript and cookies. We do not support Internet Explorer; we recommend that application users do not use any version of Internet Explorer.

2. Access to the ISIN Issuance Application

After logging in the account, to get application access, users need to click **Add New Service (Dodaj nową usługę)** and then click the **ISIN Issuance Application** tile (**Nadawanie kodów ISIN**). Complete the required fields with user data and, in the next step, with institution data:

Institution Code issued by KDPW – a four-digit identifier issued by KDPW when granting the service client (Numbering Agent) status;

Institution Role – the field is populated automatically after you enter your Institution Code;

Institution Name – the field is populated automatically after you enter your Institution Code;

User Role – Service User or Institution Service Administrator.

After you enter the institution details, you will see a summary. You can go back to previous screens and correct your data if they are wrong. If data are correct, confirm that you have read the GDPR information notice and click **Submit (Złóż wniosek)**. If all data are correct, you will see a message confirming that the application has been saved and a new record will be available in the tab **Lodged Applications (Złożone wnioski)** pending approval by KDPW or the Institution Service Administrator (if you select the *Service User* role). When the application is lodged, the user receives a Declaration by email. If the application is to be approved by KDPW, the Declaration completed and signed by the User's duly authorised representatives has to be submitted in the original counterpart to KDPW for a formal and content check. A document signed with an electronic qualified signature is an original counterpart.

According to the Access Rules, an application for the appointment of an Institution Service Administrator may only be approved by KDPW.


When the application is approved, you will receive a confirmation by email and you may log into the application.

If a User access application is to be approved by the Institution Service Administrator, the Administrator approves or rejects the application in the tab **Credentials/Submitted Applications (Uprawnienia/Złożone wnioski)**. Click the application and select **Details (Szczegóły)** to approve or reject the application.

Szczegóły wniosku: 73E571A6-B009-429D-B53D-0A8AA4915E57

Forma:	Wniosek o dostęp przesłany formularzem
Data złożenia:	29-01-2021 11:08:55
Usługa:	Nadawanie kodów ISIN

Dane instytucji:	Dane użytkownika:
Kod instytucji:	ID użytkownika: 64BA3925-E458-43E9-B011-EB80CAC96DB2
Nazwa instytucji:	Login użytkownika:
Rola instytucji: Agent Numerujący	Pełna nazwa:
Rola użytkownika: Użytkownik	Adres do kontaktu:
	PESEL: -
	Data urodzenia: -

Status:	 Nowy
Data ostatniej zmiany:	29-01-2021 11:08:55
Uwagi:	Wniosek został złożony

Zmień status wniosku:

Uwagi:

If the application is approved, the administrator interface displays an application confirmation message. If the application is approved, the user receives a confirmation by email and is authorised for access.

If the application is rejected, the administrator interface displays an application rejection message and the user receives a refusal by email while the section **Additional Information (Informacje dodatkowe)** indicates available next steps.

3. Lodging ISIN Issuance Applications

3.1. Adding Issuers

To have an ISIN issued for securities of an issuer, the issuer must first be added to the issuer list. Go to **Issuer List (*Lista emitentów*)** and click **New Application for Agent-Issuer Relationship (*Nowy wniosek o ustanowienie relacji agent-emitent*)**.

To lodge an application for a new Agent-Issuer relationship, you need to provide the following:

the Issuer's **LEI**, or

the **tax identifier (NIP)** only if **the Issuer holds no LEI**. The tax identifier needs to be accompanied by the Issuer's country code.

After entering the data, click Next to see the summary (**Podsumowanie**). If all data are correct, save the draft application.

NOTE:

Saving an application is not the same as sending the application to KDPW. To send your application, follow the next steps.

When your application is saved, it is stored in the tab **Issuer List/Draft Applications for Agent-Issuer Relationship** (*Lista emitentów/Robocze wnioski o ustanowienie relacji agent – emitent*). At this stage, your application may be deleted or sent. To send or delete your application, click the application or an icon on the left-hand side (envelope icon = send; basket = delete).

Click an application line or the “Folder” icon to go to application details and send the application.

When your application is sent, it is stored in the tab **Issuer List/Sent Applications** (*Lista emitentów/Wnioski wysłane*) where you can check the application status. If the application contains the Issuer’s LEI with the status ISSUED, LAPSED, PENDING TRANSFER, PENDING ARCHIVAL, the application will be checked and approved automatically. If the Issuer holds no LEI and the application includes the Issuer’s tax identifier (NIP), the check will take longer because KDPW needs to verify the entity’s data.

If your application is automatically rejected, check the rejection reason by clicking “V” next to the application ID which presents the rejection reason.

The screenshot shows the 'Lista emitentów' (Issuer List) page. At the top, there are navigation tabs: 'Nowy wniosek', 'Wnioski robocze', 'Wnioski wysłane', and 'Lista emitentów'. Below the tabs, there is a search bar and a '+ Nowy wniosek o ustanowienie relacji agent-emitent' button. The main content area has sub-tabs: 'Lista emitentów', 'Robocze wnioski o ustanowienie relacji agent - emitent', and 'Wnioski wysłane'. Below these, there is a table with the following columns: 'Id wniosku', 'LEI emitenta', 'NIP emitenta', 'Data wysłania wniosku ↓', and 'Status'. A single row is visible with the following data: '118', '259400L3KBVEVNHEJF55', 'NIP', '2021-01-28 13.08.38', and 'wniosek odrzucony'. There is a small 'v' icon next to the ID '118'.

When your application to add an Issuer is approved, the Issuer will be displayed in the **Issuer List tab (Lista emitentów)**.

3.2. ISIN Issuance Application

To lodge an ISIN issuance application, go to the tab **New Application (Nowy wniosek)** and complete the data in the form.

The screenshot shows the 'Wniosek o nowy kod ISIN' (ISIN Issuance Application) form. At the top, there are navigation tabs: 'Nowy wniosek', 'Wnioski robocze', 'Wnioski wysłane', and 'Lista emitentów'. The main heading is 'Wniosek o nowy kod ISIN'. Below this, there is a section 'Dane wymagane' (Required data). It contains two dropdown menus: 'Emitent:' and 'Grupa instrumentów:'. Both are currently empty, with red text below them indicating 'Nie wybrano emitenta' and 'Nie wybrano grupy instrumentów'. Below these, there is a 'Uwaga!' (Note!) section with the text: 'Aby nadać kod ISIN dla akcji uprzywilejowanych w zakresie prawa głosu należy wybrać kategorię instrumentów Akcje imienne.'

Issuer – Select the Issuer from the scroll-down menu to lodge an ISIN, CFI and FISN issuance application.

Group of instruments – select the type of instruments from the scroll-down menu:

- If you select **shares**, complete the other fields in the form depending on the type of shares you select;
- If you select other instruments, you can go directly to the summary.

Note:

The group of instruments **Property Rights Preferred Shares (Akcje uprzywilejowane w zakresie praw majątkowych)** includes shares which give preference in dividend payment and asset distribution on liquidation.

If you want to lodge an ISIN issuance application for **Voting Rights Preferred Shares (akcje uprzywilejowane w zakresie prawa głosu)**, select the group of instruments Registered Shares (Akcje imienne).

If you need to complete the following fields, select the attributes depending on the terms of issue of all categories of shares:

Series (Serie) – enter the share series. You may enter more than one series in this field.

Nominal amount and currency (Wartość nominalna i waluta) – enter the nominal value and the currency of the shares.

Shareholder voting right (Prawo głosu akcjonariusza) – enter the shareholder's voting right:

- ✦ Extended voting right (Z poszerzonym prawem głosu) – if the shareholder holds more than one vote per share.
- ✦ Limited voting right (Z ograniczonym prawem głosu) – if the shareholder holds less than one vote per share.
- ✦ Voting right (Z prawem głosu) – if the shareholder holds one vote per share.

Restricted transferrability (Ograniczenia praw własności) – transferability of shares:

- ✦ Restricted (Z ograniczeniami)
- ✦ Unrestricted (Bez ograniczeń)

Payment status:

- ✦ Paid in full (Opłacone w całości)
- ✦ Not paid (Nieopłacone)
- ✦ Paid in part (Opłacone częściowo)

Redemption

- ✦ Redemption/Exchange/Extension option (Podlegające wykupowi/wymianie/z możliwością przedłużenia) – if the Issuer and/or holders of shares subject to redemption at a given date may extend the deadline and the shares may be exchanged into shares of another Issuer.
- ✦ Redemption/Exchange option (Podlegające wykupowi/wymianie) – if the shares may be redeemed at the request of the Issuer and/or shareholder and may be exchanged into securities of another Issuer.
- ✦ Extension option (Z możliwością przedłużenia) – if the redemption deadline of the shares may be extended at the request of the Issuer and/or shareholder.
- ✦ Exchange (Podlegające wymianie) – if the shares may be exchanged into securities of another Issuer.
- ✦ No fixed term (Bezterminowe) – if the shares have no fixed redemption date.

- ✦ Redemption (Podlegające wykupowi) – if the shares may be redeemed at the request of the Issuer and/or shareholder.
- ✦ Redemption/ Extension option (Podlegające wykupowi/z możliwością przedłużenia) – if the Issuer and/or holders of shares subject to redemption at a given date may extend the deadline.

Dividend income

- ✦ Variable income (Dochód zmienny) – the dividend amount is set periodically, typically based on a dividend yield.
- ✦ Fixed income, capitalised (Stały dochód z kapitalizacją) – if the shareholder periodically earns a fixed income; dividend not paid during the year is capitalised and paid later before the payment of dividend on ordinary shares.
- ✦ Fixed income (Stały dochód) – if the shareholder earns a fixed income.
- ✦ Ordinary income (Dochód zwykły) – the shareholders are entitled to receive the same dividend as ordinary shareholders but they also enjoy other preference, e.g., distribution of assets on liquidation.
- ✦ Share of income (Udziały w dochodach) – preferred shareholders receive a fixed earlier dividend and participate, together with ordinary shareholders, in further dividend payment and capital distributions.
- ✦ Share of income, capitalised (Udziały w dochodach z kapitalizacją) – under certain circumstances, shareholders receive a dividend above a specific amount for preferred shares; dividend not paid during the year is capitalised and paid later before the payment of dividend on ordinary shares.
- ✦ Auction income (Dochód aukcyjny) – variable dividend on auction, e.g., Dutch auction.

[Nowy wniosek](#) | [Wnioski robocze](#) | [Wnioski wysłane](#) | [Lista emitentów](#)

Wniosek o nowy kod ISIN

Dane wymagane

Emitent:

Grupa instrumentów:

Serie:

Wartość nominalna i waluta:

Prawo głosu akcjonariusza:

Ograniczenia praw własności akcji:

Status płatności:

Nowy wniosek Wnioski robocze Wnioski wysłane Lista emitentów

Wniosek o nowy kod ISIN

< Cofnij **Zapisz wniosek roboczy** ✓

Podsumowanie

▼ Emitent

Nazwa emitenta
TSTAN ISIN S.A.

Kod LEI
259400L3KBYEVNHEJF55

Numer NIP
PL-8172018373

▼ Dane wniosku

Grupa instrumentów
Akcje imienne

Seria
A

Wartość nominalna
1 PLN

Prawo głosu akcjonariusza
z poszerzonym prawem głosu - uprzywilejowane

Ograniczenia praw własności akcji
z ograniczeniami

Status płatności
opłacone w całości



Uwaga!
Po zapisaniu wniosku roboczego należy go wysłać do KDPW z zakładki *Wnioski robocze* wybierając ikonkę „koperty” lub klikając w dany wniosek i wybierając opcję *Wyślij wniosek*.

When your application is saved, it can be accessed in the tab **Draft Applications (Wnioski robocze)**. To send or delete your application, click the application or an icon on the left-hand side (envelope icon = send; basket = delete). To view details, click the “Folder” icon or an application line.

Nowy wniosek **Wnioski robocze** Wnioski wysłane Lista emitentów

Lista wniosków roboczych

Odśwież **+ Nowy wniosek roboczy**

	Kod LEI emitenta	NIP emitenta	Grupa instrumentów	Data utworzenia wniosku ↓
	<input type="text"/>	<input type="text"/>	Proszę wybrać ..	<input type="text"/>
 	259400L3KBYEVNHEJF55	PL-8172018373	Akcje imienne	2021-01-29 12.48.28

If all data are correct, send the application by clicking **Send (Wyślij wniosek)**.

Nowy wniosek **Wnioski robocze** Wnioski wysłane Lista emitentów

Wniosek o kod ISIN - podgląd

< Powrót Edycja wniosku Usunięcie wniosku **Wyślij wniosek**

Podsumowanie

▼ Emitent

Nazwa emitenta
TSTAN ISIN S.A.

Kod LEI
259400L3KBYEVNHEJF55

Numer NIP
PL-8172018373

▼ Dane wniosku

Grupa instrumentów
Akcje imienne

Seria
A

Wartość nominalna
1.00 PLN

Prawo głosu akcjonariusza
z poszerzonym prawem głosu - uprzywilejowane

Ograniczenia praw własności akcji
z ograniczeniami

Status płatności
opłacone w całości

Once processed successfully, your application is saved in the tab **Sent Applications (Wnioski wysłane)** where you can check its status. For approved application, the tab **Sent Applications (Wnioski wysłane)** provides details of issued ISIN, CFI, FISN. To go to details, click the application.

Id wniosku	LEI emitenta	NIP emitenta	Grupa instrumentów	Kod ISIN	Data przesłania wniosku ↓	Status
131	259400L3KBYEVNHEJF55	PL-8172018373	Akcje imienne	PLAA01000035	2021-01-28 13:44:59	wniosek zaakceptowany

Details of issued ISIN, CFI, FISN are available in application details after clicking the application.

Podsumowanie:			
Emitent	Nazwa emitenta TSTAN ISIN S.A.	LEI 259400L3KBYEVNHEJF55	Numer NIP PL-8172018373
Nadane kody	Kod ISIN PLAA01000035	Kod CFI ESVUFR	Kod FISN TSTAN/REGSH SER-A

4. Fees

An electronic invoice for applications successfully processed during the month will be issued on the first day of the month following the issuance of ISIN, CFI, FISN. The invoice will be sent to the email address provided in your declaration of acceptance of electronic invoices.

Fees will be charged according to the service rules