

# Programme Acceptance Checklist

## INTERNATIONAL SECURITIES

**What:**

This document lists the minimum information requirements for Programme Number Allocation & Eligibility Review in the ICSDs.

**Purpose:**

Checklist to be used to ensure Programme documentation is complete, and terminology is clear and unambiguous.

Field name	Value	Applicability	Definition
<b>MANDATORY FIELDS (M)</b>			
Contact name			The details (name, e-mail address and/or telephone number) of the person requesting the acceptance of the programme. It serves as point of reference in case further clarifications are required.
Issuer (s) Name		Programme must specify all Issuers/Branches that can issue drawdowns off the programme facility	The name of the entity(ies) issuing the securities off the programme facility.
Issuer(s) place of incorporation			Place of incorporation of the issuer, jurisdiction under which the issuer falls.
Issuer(s) address			Postal address of the entity issuing the securities.
Programme Name Description		e.g. Debt Issuance programme, Programme for issuance of LPN, London CD etc. Used to identify the programme.	Description of programme as appearing on cover page.
Legal Form	Bearer/Registered		Bearer: The owner is not registered in the books of the issuer or of the registrar Registered: Securities are recorded in the name of the owner on the books of the issuer or the issuer's registrar and can only be transferred to another owner when endorsed by the registered owner.
Initial Physical Form	GT/GP/Definitive		It indicates the physical form of the securities on the closing date.
Selling/Transfer Restrictions		This field is checked in ICSDs in order to ensure the documentation does not impose any selling/transfer restrictions on the ICSDs	Requirements on the dealer/issuer on the selling of the securities in the market. Not monitored by ICSDs.
Primary Place of Deposit	Euroclear and Clearstream	Programme must specify all Security Settlement Systems applicable.	Euroclear and Clearstream, amongst others.
(Minimum) Denomination		Programme must specify if there is a minimum denomination on drawdowns (and if multiple currencies, minimum denomination for each currency if applicable). This is not monitored at programme level by the ICSDs but the ICSDs need to ensure the documentation is in line with the ICMSA guide on Denominations and the exchange from Global to Definitive Notes.	The minimum amount of the security that can be transferred.
TEFRA rules	C/D	Programme must specify which TEFRA rules can apply.	It indicates the TEFRA rule under which the security can be issued.
Withholding Tax Regime		Always Mandatory	Indicates the default tax-withholding treatment (the applicable law) or the gross-up clause.
Issuing Agent	name + address	Programme must specify the Issuing and Paying Agent and must not provision for additional Issuing & Paying Agents. Different Issuing & Paying Agent would only be the case if the relevant Issuing & Paying Agent were replaced by a successor or the drawdown was in domestic form.	An agent appointed by the issuer to issue securities to the market and receive corresponding payments, if applicable, from the Dealer on the Issue Date.
Day Count Convention			Definition of each computation method of (accrued) interest permitted by the programme. See ISMAG recommendation in Annex 8 of the MPB.
Adjustment of Coupon Period	Adjusted/unadjusted	Programme must specify which adjustment of coupon period can apply.	For each fixed or variable rate security, the adjustment of coupon period indicates whether the interest period and date moves if the planned interest end date falls on a non-business day.
<b>CONDITIONAL FIELDS (C) Mandatory if a specific condition applies, otherwise optional</b>			
Programme No		M if Programme No already allocated. Each Issuer/Branch of Issuer on Programme Documentation has Programme No allocated	The number used by the ICSDs and the Issuing Agent to identify the programme. It is strictly confidential between the ICSDs and the Issuing Agent.
Issuance jurisdiction(s)		M if programme permits issuances in NGN form	Jurisdiction(s) (country, county, state, province, city) of the issue (i.e. governing law).
Instrument Category	ECP, CD, WARRANT, CERTIFICATE, MTN	M to specify Instrument Types that will be applicable on the programme if they are known	It indicates the category of the financial instrument.
Instrument sub-category/structure type	Straight, ABS, CLN, CDO, etc	M if debt	It indicates the type of deal for structured finance.

Field name	Value	Applicability	Definition
Global Type	NGN/CGN	M if programme facility permits drawdowns in NGN. Pro forma template of Final terms in Programme Documents should provision for CGN/ NSS or NGN applicability. If NGN/NSS applicable, Pro forma template of Final terms in Programme Documents should also provision for ECB eligibility	Indicates if New Global Note (NGN) or Classical Global Note (CGN) are allowed at programme level. New Global Note (NGN): Form of global certificate which refers to the books and records of the ICSDs to determine the IOA. Classical Global Note (CGN): Form of global certificate which requires physical annotation on the attached schedule to reflect changes in the issue outstanding amount (IOA). New Safekeeping Structure (NSS): A holding arrangement for registered form Classical Global Notes (CGN). As required by the Eurosystem, international debt securities in registered form, issued on or after 1 October 2010, must be safekept under the NSS to be recognised as potentially eligible collateral for Eurosystem monetary policy and Intra-day credit operations.
Legal restrictions	3 (c) 7, Reg S, 144A, RLS	M if legal restrictions apply or if a Risk-Linked security	Registration exceptions or RLS at the level of the security or issuer.
Place of listing	UK, Irish, Euronext, Luxembourg, etc.	M if listed	Provides the place(s) of listing of the security.
Signing date for Program		M if programme documentation has been finalized.	The data on which the programme base prospectus is finalized.
Programme limit		M if programme limit is applicable.	Maximum amount to be issued off the program.
Nominal Currency	one specific currency, multiple currencies, "all currencies"	Programme should specify which currency is applicable to the drawdowns. M: <ul style="list-style-type: none"> <li>if programme facility has a limit, should also specify currency of programme limit</li> <li>if programme permits certain currency(ies) applicable to the drawdowns.</li> </ul>	The ISO currency(ies) in which the security(ies) can be issued.
Multiple (denomination)		M if different from the denomination.	The smallest amount of the security that can be transferred. If a denomination exists, it represents the higher integral multiple amount. The ICSDs will ensure the higher integral multiple amount is wholly divisible into the nominal amount of the issue.
Step label		M if programme facility is allocated a STEP label. Should be supplied prior to first drawdown from programme.	STEP relies on STEP Market Convention. The STEP Market Convention lays down the criteria which short-term paper programmes must fulfill to be STEP compliant and the procedures for granting and withdrawing the STEP label. STEP has been approved as a non-regulated market for collateral purposes in Eurosystem credit operations.
Common Safekeeper (CSK)	Euroclear or Clearstream	M if NGN/NSS. CSK Election Form should be supplied prior to first NGN drawdown from programme by the Issuing & Paying Agent.	An entity appointed by the ICSDs to provide safekeeping for securities in NGN/ NSS.
Common Service Provider (CSP)		M if NGN/NSS. ICSDs will perform mandate allocation rules where applicable so appointment of Common Service Provider should not be specified in the programme documentation. Issuing & Paying Agent to confirm Common Service Provider appointed if ICSDs unable to follow mandate allocation rules.	An entity appointed by the ICSDs to provide asset servicing for the securities in NGN/ NSS.
Depository		M if Principal Paying Agent (PPA) cannot perform the role of Common Depository (CD). ICSDs will perform mandate allocation rules where applicable so appointment of Common Depository role should not be specified in the programme documentation. Issuing & Paying Agent to confirm Common Depository appointed if ICSDs unable to follow mandate allocation rules.	An entity appointed by the relevant clearing system as a depository for instruments issued in global or definitive form. The Depository keeps the securities for safekeeping purposes on behalf of the clearing system(s).
Registrar	name + address	M if registered notes	An entity appointed by the Issuer to maintain the register of holders where notes are in registered form.
Warrant Agent	name + address	M for Warrant programme facility	An entity appointed by the Issuer to process the exercising of warrants, sometimes responsible for the issuance of the warrants into the market.
Guarantor	name + address	M if Guarantor on programme	Legal entity, other than the issuer, who gives guaranty, e.g., the guarantor becomes liable in case of default of the issuer.

Any non-standard structure should be brought to the attention of the ICSDs by the Issuing Agent for eligibility review, prior to any code request. See Annex 4 of the MPB for examples.

Field name	Value	Applicability	Definition
Interest type	ZCP, FIX, FRN	Programme must specify Interest Type if only one is applicable	Whether interest rate is fixed, variable or other.
Financial center for payments	Principal financial center of currency	M if multiple centers for a specific currency are applicable.	Financial place taken into account to adjust the date and time for payments, as defined within the business day convention. See ICMSA recommendation in Annex 10 of the MPB.
Record date rule		M if different standard record date rule on programme facility. However should be specified if registered notes.	Date/time at which positions are struck to note which parties will receive the relevant amount of entitlement, due to be distributed on payment date. See ICMSA recommendation in Annex 11 of the MPB.
Minimum Notice Day Count		M if automatic extension of maturity is allowed, M if call/put option events.	Minimum number of notice in days that must be given before the option can be exercised.
Redemption Type	Final Redemption, Partial Redemption without reduction, Partial Redemption with reduction, Drawing at random, Drawing pro-rata, Call, Put	Programme must specify which Redemption Types are applicable.	It indicates the type of redemption.
Extension upon notification or automatic	Automatic / Notification	M if automatic extension of maturity is allowed.	Extension is either automatic, or by notification, of the option holder.
Notice Day Type	BD / CD	M if automatic extension of maturity is allowed, M if call/put option events.	It indicates the type of notice days: business days / calendar days.
Warrant type of scheme	European, American, Bermudan	M for Warrant programme facility.	Indicates when a warrant/option can be exercised.
<b>OPTIONAL FIELDS (O)</b>			
Instrument Classification	Debt/Equity	It indicates the structure of financial instrument. If Issuer wishes for a certain classification it should be specified	The Instrument Classification defines and describes the classification of financial instruments. The classification system applies to financial instruments negotiated internationally as well as to domestic instruments. This Classification Standard is intended for use by the Clearing Systems to define the type of security issued.
Trading Method	Nominal/Units	Programme should (if possible) specify if Unit Settlement can occur	Indicates whether the notional amount value is to be traded in either an amount or in units. See ISMAG recommendation in Annex 9 of the MPB.

Any non-standard structure should be brought to the attention of the ICSDs by the Issuing Agent for eligibility review, prior to any code request. See Annex 4 of the MPB for examples.