

# ISIN allocation guidelines

November 1, 2022

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## 1. Preamble

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In its function as National Numbering Agency in Austria the Oesterreichische Kontrollbank Aktiengesellschaft (OeKB) provides every financial instrument with an International Securities Identification Number (ISIN), if desired. Thereby the definite identification of the financial instrument is possible worldwide. The application and the assignment of the ISIN occur in accordance with the directives set out in this document and in application of the ISO standard 6166. The assignment of an ISIN by OeKB does not represent a quality criterion of the underlying financial instruments.

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## 2. Definitions

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For the purpose of the present allocation directives the following definitions apply.

Definition	Description
ISIN data	Data that is necessary for the assignment of the ISIN and for the correct description of the corresponding rights for the financial instrument.
User	Users are all persons that have been granted access to the ISIN services via the Online Client or web service interface (XML) by OeKB or by an administrator authorised by OeKB.
Online Client	Users have the possibility to transfer, recall or administer data. The access occurs via a normal internet browser.
Web service interface	Technical interface for the automated data transfer in XML format.

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## 3. Regarding the ISIN application by authorised persons

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An ISIN can be applied for by the issuer or the authorised persons thereof as well as through a credit institute (ISIN applicant). If the assignment of the ISIN occurs in accordance with the ISO standard 6166 by another allocating entity than OeKB, OeKB will contact the ISIN applicant for the alignment of further proceedings.

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## 4. Types of ISIN application

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### 4.1 Continuous ISIN

When applying for a continuous ISIN it is generated by OeKB continuously without any options for the ISIN applicant, and consists of the country prefix AT, a 9 digit core of numbers and letters as well as a check digit.

### 4.2 Specially requested ISIN

When applying for a specially requested ISIN it is generated by OeKB and consists of the country prefix AT, a 9 digit core of numbers and letters in accordance with the request of the ISIN applicant as well as a check digit.

OeKB reserves the right to refuse the application for a specially requested ISIN without providing further details.

### 4.3 Block reservation

When applying for a block reservation a set of continuous ISINs, which are assigned to future instruments, is reserved. Per application a block of a maximum of 200 ISINs can be reserved. After disclosure of the information in accordance with section V OeKB assigns continuous ISINs from the reserved block.

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## 5. Content of the ISIN application

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When applying for an ISIN the following information, if applicable, as well as the terms and conditions must be provided to OeKB.

- Exact issue description
- Type of security
- Name and location of the issuer
- Name and location of the issuing establishment (lead manager or management group) regarding bonds
- Name and location of the custodian
- Currency
- Interest payment date
- Day of issue / start of maturity/term
- Redemption date
- Subscription period

- Dividend rights
- Minimum denomination
- Safe Custody (global certificate etc.)
- Issue amount / capital amount
- Issue price / redemption price
- Stock exchange admission
- Interest rate (if variable: exact calculation method)
- Liability or indemnification
- Particular characteristics (redemption modalities, call/put option, etc.)

OeKB reserves the right to demand additional information according to the financial instrument.

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## 6. Paths for ISIN application

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The application for the ISIN shall occur at OeKB and is permissible in the following manner:

- Online Client ISIN services (= internet application of OeKB)
- Web service interface (= XML interface according to the technical description of OeKB)
- E-mail (fee required)

For the assignment of an ISIN for investment and real estate funds use the application form available on the website of OeKB.

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## 7. Notification of changes

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Changes regarding data, which have been provided to OeKB in the course of the ISIN application, as well as changes to emissions with already assigned ISINs, such as, e.g., interest rate or emission price for an increase, have to be communicated to OeKB via e-mail, Online Client or web service interface with immediate effect.

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## 8. Prices

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The respective current prices for the assignment of the ISIN including the maintenance of related data are available upon request.

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## 9. Provisions for the use of the Online Client or the web service interface

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### 9.1 System access

The system access is possible in two ways:

- Access via Online Client ISIN Services (accessible the OeKB service platform <https://my.oekb.at>). For the use of the OeKB service platform the corresponding terms of use are material.
- Access via the web service interface (XML)

### 9.2 Authentication of users

The system access requires the user authentication.

For the Online Client as well as the web service interface the authentication of the user occurs via user identification and password.

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### 9.4 Data security

The exchange of data is carried out via a secured environment and by using HTTPS coding. Only consistent data of authorised users are accepted and transferred. For the traceability of the activities in the system and for reasons of transparency OeKB keeps a data journal.

### 9.5 Access data

The user has to ensure the safe-keeping of the access data.

The administrator shall deactivate with immediate effect ( the latest within 5 bank working days after the event that actuates this duty becomes known) a possible deletion of user authorisation in accordance with the terms of OeKB Login Portal (in particular in the event of a dismissal of an employee). If there is no administrator, the user shall notify OeKB with immediate effect regarding the possible deletion of user authorisations (including e-mail).

OeKB shall be authorised to deactivate access authorisations of users without previous or subsequent notification, if this user has remained inactive over a period of at least 13 months.

The users are authorised by the respective authorised ISIN application for the data transfer and for the data retention.

## **9.6 System availability and service times**

### **9.6.1 Online availability**

The online availability of the system ISIN Services (document upload and download) for users is guaranteed from Monday to Sunday from 00:00 to 24:00 (excluding maintenance periods).

OeKB attempts to repair possible failures depending on the type and severity as soon as possible, whereby the repair of failures will commence within the service time for the supervised operation at the latest 4 hours after the notification or after other means of it becoming known.

### **9.6.2 Supervised operation**

OeKB will assign the respective ISIN within 48 hours, following the complete presentation of information suitable for the ISIN assignment, in accordance with the respective applicable ISIN allocation directives. For support and customer queries the Securities Data Service Center of OeKB is available during the following service times:

On bank working days:

Mo. – Fr. 08:00 – 16:00

The contact data can be found on the website of OeKB.

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## **10. Data usage and usage rights**

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OeKB will save the data obtained for the ISIN application and description of the corresponding rights. The ISIN applicant and the user shall agree that OeKB passes on the data, which are saved in relation with the ISIN services, to third parties. The ISIN applicant absolves OeKB, which within the meaning of the Bankwesengesetz (BWG)\* is a financial institution, for its activities regulated herein, from the bank secrecy stipulated in Section 38 BWG.

(\* Without equivalence in the respective jurisdiction. The acronym BWG stands for Bankwesen Gesetz, the law for banks and banking activities.)



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## 11. Completeness of the data

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The user shall ensure the completeness and correctness of the data to be transferred for the data transfer.

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## 12. Liability

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Due to the admission of access to the system ISIN Services the participating users may not derive any rights whatsoever regarding the functioning, the constant functioning of the system ISIN Services or the access to an equivalent system (in the event that the system ISIN Services shall no longer be available). Claims for liability towards OeKB as operator of the system ISIN Services may only be made in the event that its behaviour is based on gross negligence or on intent to damage.

The ISIN applicants are liable towards OeKB for damages through negligent violation of the allocation directives.

For the correctness and completeness of the data transferred to the ISIN applicant OeKB shall not assume any liability whatsoever. For incorrect transferred data the ISIN applicant shall hold OeKB free from damages and claims.

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## 13. Other provisions

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### 13.1 Choice of law and place of jurisdiction

Austrian law shall be applied to these allocation directives. Place of performance shall be Vienna. Exclusive place of jurisdiction shall be the relevant court for the 1st Vienna District.

### 13.2 Validity and partial nullity of the provisions

The present allocation directives are valid as from 1st November 2022. OeKB shall be authorised to change the directives at any given time. If a provision of these allocation directives is partially or entirely ineffective and inoperable the effectiveness of the implementation of the remaining provision shall not be jeopardised. The ineffective and inoperable provision shall be replaced by an effective and operable provision, which in its economic substance closest resembles the ineffective and inoperable provision. The same shall also apply for possible loopholes of the allocation directives.

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## Appendix

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### XML interface description

The respective current version of the XML interface description is available upon request.



Capital Market  
Services

