

TDS

PDF-Metadata- Specification

Transmission and Deposit System for Investor Information ('TDS')

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**CAPITAL MARKET
SERVICES**

CeKB 

Oesterreichische Kontrollbank AG

Table of Contents

PDF-Metadata

Specification of the Metadata

Examples 6

How to insert Metadata to a PDF

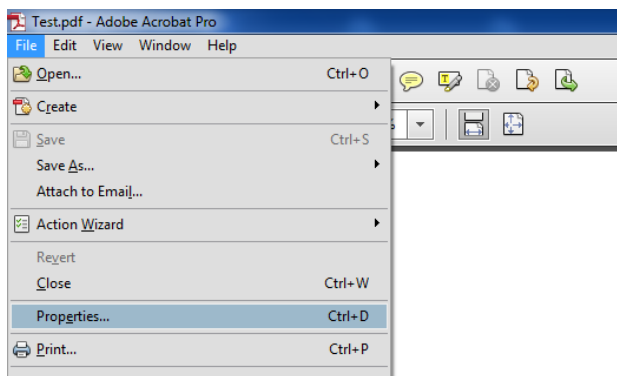
Manual insert of Metadata to a PDF 7

Further Possibilities 8

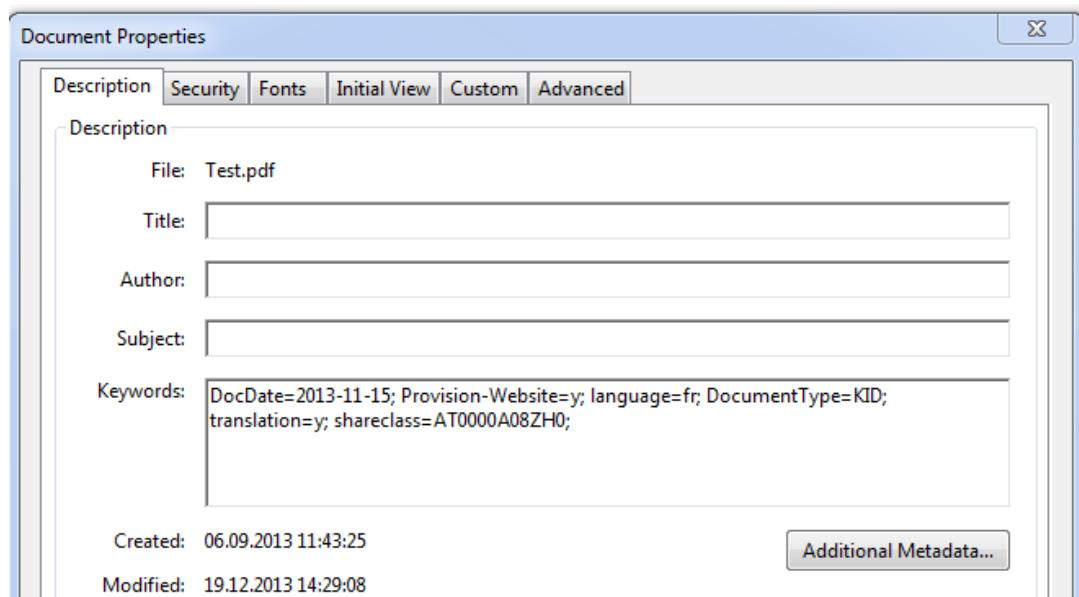
PDF-Metadata

The Transmission and Deposit System of the Notification Office ('TDS') offers the possibility to use metadata to automatically categorise transmitted documents. Metadata have to meet defined requirements (see below), otherwise they are ignored and the user has to categorise the document manually in TDS.

Metadata are Properties of PDF-files. They can be used for the categorisation of fund documents. They are not part of the text of the document, but part of the documents properties – see *Document Properties* in menu item *File -> Properties*.



In *Description* the text field *Keywords* may contain relevant metadata (*coded categorisation*) for the TDS.



Specification of the Metadata

For specification the metadata standards of fund service providers were considered. Only TDS-specific metadata were added.

| Categorisation in TDS | Metadata-Field | Possible Values | | | | | | | | | | | | | | | | | | | | | | | | | | |
|---------------------------|-----------------------|--|----------------------|--------------------|---------------------|--------------------|------------------|-----------------------|-------------------|--------------------|------------------|----------------------|--------------------|-------------------|---------------------|-----------------------|--------------------|---------------------|-------------------|----------------------|-------------------|--------------------|------------------|--------------------|----------------------|--------------------|------------------|--|
| Type | DocumentType | PR = Prospectus/-change KID = KIID/Simplified Prospectus SAR = Semi-annual fund report AR = Annual fund report AU = Audit report AI1 = Section 21 para 1 AIFMG - information | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Language (ISO 639-1) | Language | <table border="0"> <tr> <td>bg=Bulgarian</td> <td>it=Italian</td> </tr> <tr> <td>hr=Croatian</td> <td>lv=Latvian</td> </tr> <tr> <td>cs=Czech</td> <td>lt=Lithuanian</td> </tr> <tr> <td>da=Danish</td> <td>mt=Maltese</td> </tr> <tr> <td>nl=Dutch</td> <td>no=Norwegian</td> </tr> <tr> <td>en=English</td> <td>pl=Polish</td> </tr> <tr> <td>et=Estonian</td> <td>pt=Portuguese</td> </tr> <tr> <td>fi=Finnish</td> <td>ro=Romanian</td> </tr> <tr> <td>fr=French</td> <td>sk=Slovakian</td> </tr> <tr> <td>de=German</td> <td>sl=Slovene</td> </tr> <tr> <td>el=Greek</td> <td>es=Spanish</td> </tr> <tr> <td>hu=Hungarian</td> <td>sv=Swedish</td> </tr> <tr> <td>ga=Irish</td> <td></td> </tr> </table> | bg =Bulgarian | it =Italian | hr =Croatian | lv =Latvian | cs =Czech | lt =Lithuanian | da =Danish | mt =Maltese | nl =Dutch | no =Norwegian | en =English | pl =Polish | et =Estonian | pt =Portuguese | fi =Finnish | ro =Romanian | fr =French | sk =Slovakian | de =German | sl =Slovene | el =Greek | es =Spanish | hu =Hungarian | sv =Swedish | ga =Irish | |
| bg =Bulgarian | it =Italian | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| hr =Croatian | lv =Latvian | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| cs =Czech | lt =Lithuanian | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| da =Danish | mt =Maltese | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| nl =Dutch | no =Norwegian | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| en =English | pl =Polish | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| et =Estonian | pt =Portuguese | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| fi =Finnish | ro =Romanian | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| fr =French | sk =Slovakian | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| de =German | sl =Slovene | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| el =Greek | es =Spanish | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| hu =Hungarian | sv =Swedish | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| ga =Irish | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| ISIN Fund / ISINs KIID | ShareClass | ISIN(s) (12 digits), separated with comma For the DocumentType= KID all relevant ISINs have to be quoted. For all other Document Types one ISIN is sufficient. | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Translation | Translation | y =yes; n =no | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Signature | Signature | scan =scanned signature digital =certified electronic signature no =no signature (Metadata-field Signature relevant for DocumentType = PR only) | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Provision-Website | Provision-Website | y =yes; n =no | | | | | | | | | | | | | | | | | | | | | | | | | | |

| Categorisation in TDS | Metadata-Field | Possible Values |
|------------------------------|-----------------------|--|
| OeKB CSD Forwarding | OeKBCSD | y=yes; n=no (Metadata-field OeKB CSD Forwarding relevant for DocumentType = PR and AI1 only) |
| Document date | DocDate | YYYY-MM-DD |

Data within a metadata-field have to be separated with a comma, between the metadata-fields use a semicolon.

Examples

DocumentType=SAR; Language=de; ShareClass=AT0000000001; Translation=n; Provision-Website=y;
DocDate=2013-02-25

DocumentType=AR; Language=de; ShareClass=AT0000000001; Translation=n; Provision-Website=y; DocDate=2013-02-25

DocumentType=PR; Language=de; ShareClass=AT0000000001; Translation=n; Signature=scan; Provision-Website=y; OeKBCSD=y; DocDate=2013-02-25

DocumentType=KID; Language=de; ShareClass=AT0000000001, AT0000000002; Translation=n; Provision-Website=y; DocDate=2013-02-25

Notice: For KIIDs all ISINs, relevant for the KIID, have to be categorised.

DocumentType=AU; Language=de; ShareClass=AT0000000001; Translation=n; Provision-Website=y;
DocDate=2013-02-25

DocumentType=AI1; Language=de; ShareClass=AT0000000001; Translation=n; Provision-Website=y; OeKBCSD=y;
DocDate=2013-02-25

How to insert Metadata to a PDF

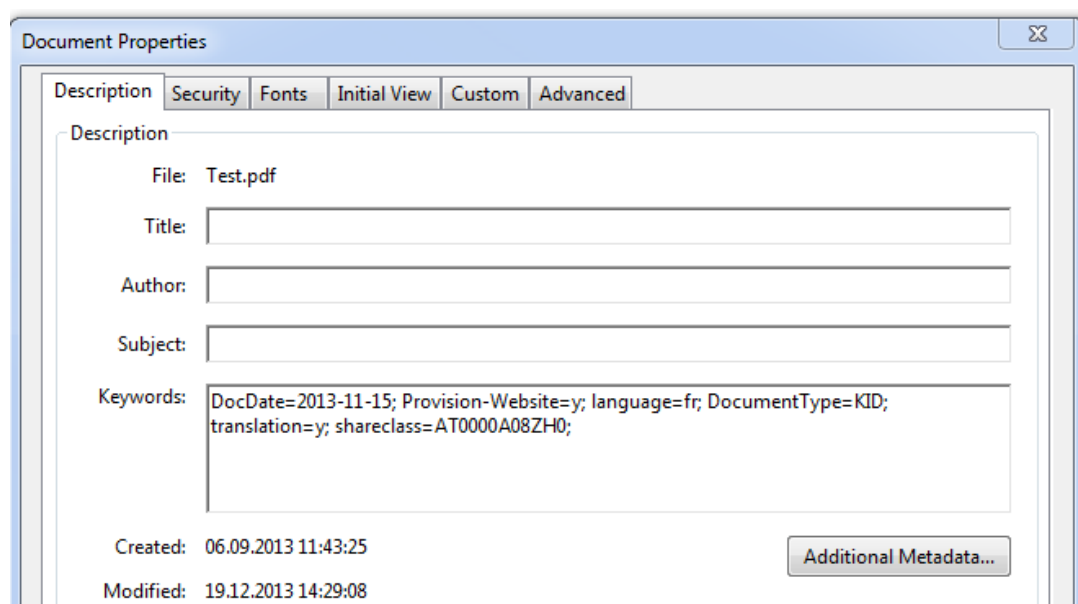
Metadata can be inserted manually or automatically (directly from your database) to PDF-files.

Manual insert of Metadata to a PDF

1. Open the relevant PDF-file with a PDF-Writer (e.g. Adobe Acrobat, not Acrobat Reader) and choose *File -> Properties*

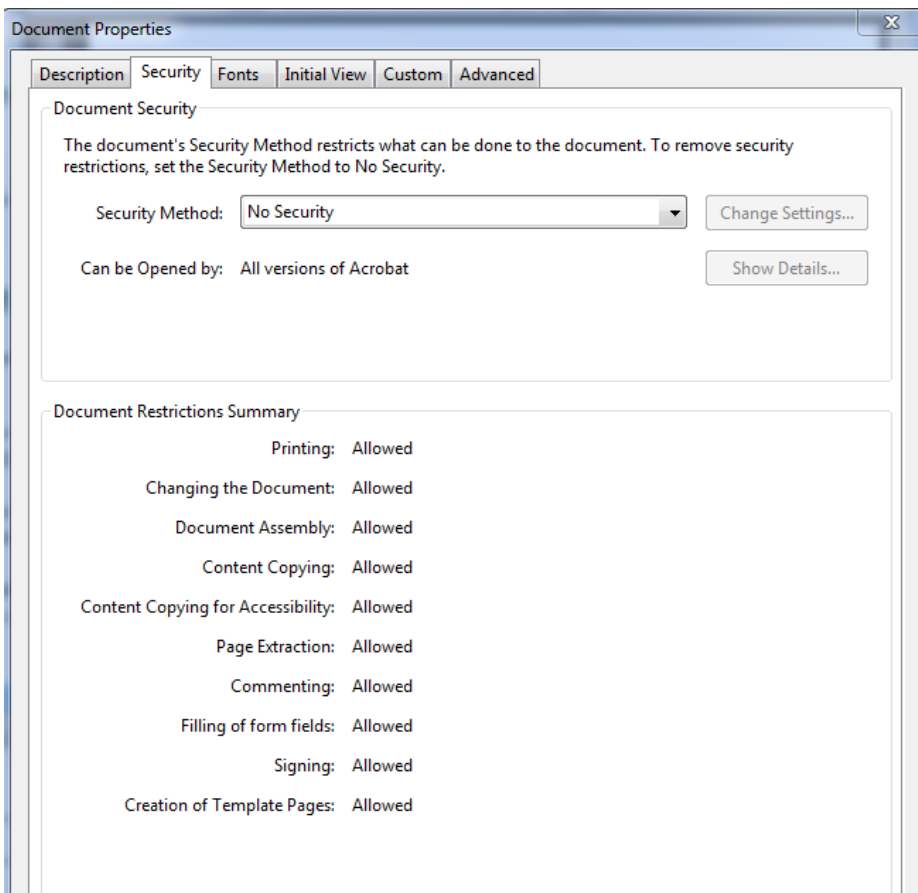
Please be aware that in menu item *Edit -> Preferences* within the category *Documents* the item *View documents in PDF/A mode* is set to *Never*.

2. Insert the relevant Metadata according to the specification in the field *Keywords* and save the PDF-file as PDF/A.



For your convenience we offer the TDS-Metadata-Assistant in Excel-Format to convert your categorisation data for your documents in the required Metadata-format according to the specification.

3. Please be aware that under tab *Security Printing*, *Content Copying* and *Content Copying for Accessibility* is allowed.



Further Possibilities

It is also possible to automatically input metadata directly from your database at pdf-creation. Metadata could also be taken out of the word text. Please ask you IT-department.

Notification Office (meldestelle@oekb.at) is pleased to help you to find your optimal notification procedure.



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