ISO 20022

General Meeting - Maintenance 2021 - 2022

Message Definition Report - Part 1

Approved by the Securities SEG on 20 January 2022

This document provides information about the use of the messages for General Meeting and includes, for example, business scenario and message flows.

February 2022

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**Preliminary note:**

The Message Definition Report (MDR) is made of three parts:

* **MDR - Part 1** describes the contextual background required to understand the functionality of the proposed message set. Part 1 is produced by the submitting organisation that developed or maintained the message set in line with a MDR Part1 template provided by the ISO 20022 Registration Authority (RA) on [www.iso20022.org](http://www.iso20022.org)
* **MDR – Part 2** is the detailed description of each message definition of the message set. Part 2 is produced by the RA using the model developed by the submitting organisation.
* **MDR – Part 3** is an extract of the ISO 20022 Business Model describing the business concepts used in the message set. Part 3 is an Excel document produced by the RA.

# Introduction

## Terms and definitions

The following terms are reserved words defined in ISO 20022– Part 1. When used in this document, the UpperCamelCase notation is followed.

|  |  |
| --- | --- |
| Term | Definition |
| BusinessRole | functional role played by a business actor in a particular BusinessProcess or BusinessTransaction |
| Participant | involvement of a BusinessRole in a BusinessTransaction |
| BusinessProcess | unrealized definition of the business activities undertaken by BusinessRoleswithin a BusinessArea whereby eachBusinessProcess fulfils one type of business activity and whereby a BusinessProcess may include and extend other BusinessProcesses |
| BusinessTransaction | particular solution that meets the communication requirements and the interaction requirements of a particular BusinessProcess and BusinessArea |
| MessageDefinition | formal description of the structure of a MessageInstance |

## Glossary

**Acronyms**

|  |  |
| --- | --- |
| Acronym | Definition |
| GM | General Meeting |
| PV | Proxy Voting |
| CSD | Central Securities Depository |
| ICSD | International Central Securities Depository |
| SMPG | Securities Market Practice Group ([www.smpg.info](http://www.smpg.info)) |

## Document Scope and Objectives

This document is the first part of the ISO 20022 Message Definition Report (MDR) that describes the BusinessTransactions and underlying message set. For the sake of completeness, the document may also describe BusinessActivities that are not in the scope of the project.

This document sets:

* The BusinessProcess scope (business processes addressed or impacted by the project)
* The BusinessRoles involved in these BusinessProcesses

The main objectives of this document are:

* To explain what BusinessProcesses and BusinessActivities these MessageDefinitions have addressed
* To give a high level description of BusinessProcesses and the associated BusinessRoles
* To document the BusinessTransactions and their Participants (sequence diagrams)
* To list the MessageDefinitions

## References

| Document | Version | Date | Author |
| --- | --- | --- | --- |
| ISO20022MCR\_GeneralMeetingMaintenance\_2021\_2022 |  | September 2, 2021 | SWIFT |
| ISO 15022 Category 5 Securities Markets - Message Usage Guidelines |  | 2012 | SWIFT |
| ISO 15022 Category 5 Securities Markets - Message Reference Guide |  | 2009 | SWIFT |

# Scope and Functionality

## Background

This Message Definition Report covers a set of 8 ISO 20022 Message Definitions developed by SWIFT in close collaboration with the ISO 20022 community of users and approved by the ISO 20022 Securities Standards Evaluation Group (SEG) on the 20th of January 2022.

These messages were specifically designed to support all the general meeting (GM) and proxy voting related business processes through the full chain of business actors and are meant to cover the whole general meeting and proxy voting process lifecycle.

Unlike the ISO 20022 corporate actions message definitions, those general meeting ISO 20022 message definitions were not reversed engineered from the ISO 15022 MT 56x messages. On the contrary, those message definitions have been strictly designed following the ISO 20022 business analysis, design and development methodology and processes starting from an extensive user requirement collection and analysis phase.

The scope of this ISO 20022 general meeting solution can then be considered as fully complete compared to the restricted scope of the ISO15022 messages. As a consequence, there are no coexistence periods to be considered in this business area between ISO 15002 MT56x messages and the IS0 20022 general meeting solution.

This set of messages will be mostly used by intermediaries involved in the general meeting and proxy voting processing chain such as the issuer agents, the central securities depositories, the global and local custodians, the proxy agents, the investment managers.

Since the 2019/2020 Maintenance Cycle, the general meeting messages are also compliant with the EC Shareholder Directive II (Directive 2017/828/EC – <https://eur-lex.europa.eu/legal-content/EN/TXT/?uri=CELEX%3A32017L0828>) and with the related implementing regulation (<https://eur-lex.europa.eu/legal-content/EN/TXT/?qid=1546244107743&uri=CELEX:32018R1212>), that came into force on 3 September 2020.

## Scope

This set of 8 messages will be used by parties involved in the organisation of a shareholders meeting. It covers the complete end-to-end flow of messages between the issuer and its agent and the parties holding the right to vote through a certain number of intermediaries.

The general meeting messages are used to announce the meeting, register participation, appoint a proxy, register or block securities, vote, confirm the status and execution of a vote and report on the outcome of the meeting.

The scope covers the communication flows illustrated globally below. These flows are detailed in the following chapters.

Voting Party



MeetingNotification

Issuer Agent

Intermediary



MeetingNotification

MeetingCancellation

MeetingCancellation

MeetingEntitlementNotification

MeetingInstruction

MeetingInstruction

MeetingInstructionCancellationRequest

MeetingInstructionStatus

MeetingVoteExecutionConfirmation

MeetingInstructionCancellationRequest

MeetingInstructionStatus

MeetingVoteExecutionConfirmation

MeetingResultDissemination

MeetingResultDissemination

## Groups of MessageDefinitions and Functionality

The following table lists all the ISO 20022 General Meeting MessageDefinitions.

Please note that a new version number is attributed to a MessageDefinition only when there is a change to the XML schema. Changes which solely impact the documentation (Message Definition Report) without impacting the XML schema (such as a change in a definition) do not trigger the generation of a new version of the related MessageDefinition(s).

In this maintenance cycle 2021/2022, a new version has been created for the following General Meeting MessageDefinitions:

* seev.001.001.09 : Meeting Notification
* seev.002.001.08 : Meeting Cancellation
* seev.003.001.08 : Meeting Entitlement Notification
* seev.004.001.08 : Meeting Instruction
* seev.005.001.08 : Meeting Instruction Cancellation Request
* seev.006.001.08 : Meeting Instruction Status
* seev.007.001.08 : Meeting Vote Execution Confirmation

**Note that these MessageDefinitions are to be used with the ISO 20022 Business Application Header (head.001). The schema and more information about the Business Application Header can be found on the** [**www.iso20022.org**](http://www.iso20022.org/bah.page) **web site.**

The table shows the message names, their mnemonic 4-characters abbreviated name and the message identifiers.

|  | Message name | Abbr.  Name | Message Identifier |
| --- | --- | --- | --- |
| ***Meeting Notification / announcements, entitlements and cancellation*** | | | |
| 1 | MeetingNotification | **MENO** | seev.001.001.09 |
| 2 | MeetingCancellation | **MECN** | seev.002.001.08 |
| 3 | MeetingEntitlementNotification | **MENT** | seev.003.001.08 |
| ***Meeting Instruction and cancellation*** | | | |
| 4 | MeetingInstruction | **MEIN** | seev.004.001.08 |
| 5 | MeetingInstructionCancellationRequest | **MEIC** | seev.005.001.08 |
| 6 | MeetingInstructionStatus | **MEIS** | seev.006.001.08 |
| 7 | MeetingVoteExecutionConfirmation | **MECO** | seev.007.001.08 |
| 1. ***Meeting Results Dissemination*** | | | |
| 8 | MeetingResultDissemination | **MERD** | seev.008.001.07 |

# *BusinessRoles* and *Participants*

A BusinessRole represents an entity (or a class of entities) of the real world, physical or legal, a person, a group of persons, a corporation. Examples of BusinessRoles: “Financial Institution”, “ACH”, “CSD”.

A Participant is a functional role performed by a BusinessRole in a particular BusinessProcess or BusinessTransaction: for example the “user” of a system, “debtor”, “creditor”, “investor” etc.

The relationship between BusinessRoles and Participants is many-to-many. One BusinessRole (that is, a person) can be involved as different Participants at different moments in time or at the same time: "user", "debtor”, "creditor", "investor", etc. Different BusinessRoles can be involved as the same Participant.

In the context of General meeting, the high-level BusinessRoles and typical Participants can be represented as follows.

|  |  |
| --- | --- |
| ***Participants* and *BusinessRoles* definitions** | |
| **Description** | **Definition** |
| *Participants* | |
| Issuer / Issuer Agent | Legal Entity that has the right to issue securities or organisation appointed by the issuer for the purposes of administration of a security issue or processing of a corporate action or a meeting event. In some cases, the issuer acts as its own agent. |
| Intermediary | Financial institutions providing some services to other institutions in the frame of the general meeting processing chain. |
| Voting Party | Party that has the right to vote on resolutions and agenda items of a shareholders meeting. |
| *BusinessRoles* | |
| Global Custodian | The party that safekeeps and administers assets on behalf of the owner and that has a network of sub-custodians. |
| Sub-Custodian | The party that safekeeps and administers assets on behalf of the owner (from ISO 20022). |
| CSD | An infrastructure that, holds or controls, the holding of physical or dematerialised financial instruments belonging to all, or a large portion of, the investors in a securities market. This affects the centralised transfer of ownership of such securities by entries on its books and records. |
| ICSD | Holds or controls the holding of physical or dematerialised financial instruments belonging to all or a large portion of the investors in a securities market, and which effects the centralised transfer of such securities against payment (or free of payment) by entries on its books and records, resulting in transfer and record of ownership of the securities. A distinction can be made between a Central Securities Depository (CSD), which operates in a particular domestic market for specified financial instruments or an International Central Securities Depository (ICSD), that is, Euroclear and Clearstream, which settle Eurobond instruments and have direct or indirect links with specific CSDs owner (from Issuer (Agent). |
| Market Data Provider | A source of financial information. It provides financial news and data (for example, facts, statistics and analysis), for professional and individual investors through various media (for example, the Internet, magazine). |
| Institutional Investor | An organization whose primary purpose is to invest its own assets or those held in trust by it for others. Includes [investment companies](http://www.investorwords.com/2609/investment_company.html), [mutual funds](http://www.investorwords.com/3173/mutual_fund.html), [brokerages](http://www.investorwords.com/585/brokerage.html), [insurance companies](http://www.investorwords.com/6843/insurance_company.html), [pension funds](http://www.investorwords.com/3652/pension_fund.html), [investment banks](http://www.investorwords.com/2602/investment_bank.html). |
| Fund Manager | Entity that implements the investment strategy, that is, selects portfolio investments in accordance with the objectives and strategy in the fund's prospectus, and places orders to effect or liquidate selected investments in accordance with net flow of capital into or out of the fund. |
| Broker | The party that provides services to its members for the settlement of transactions and holding of assets. |
| Beneficial Owner | The person(s) or entity entitled to the benefits of ownership even though another party such as a broker or bank--the nominal owner--actually has possession and title to the security. (Source: <http://www.rbeck.com>). |
| Proxy Assigner | Party entitled to appoint a proxy. |
| Registration Beneficiary | Party in whose name securities are registered. |
| Meeting Initiator | Specifies a party, other than the issuer, that requested that the meeting take place. It may be a court of justice or an association of security holders. |
| Rights Holders | Owner of voting rights. |
| Assigned Proxy | Party appointed by the rights holder to attend a meeting and vote in its name. The proxy can be the chairman of the meeting or another party selected by the issuer. The proxy can also be a third party selected by the rights holder.  The proxy can be assigned by a specific instruction or pre-assigned by the issuer of the meeting. |
| Meeting Attendee | Security holder who will attend and vote at the meeting in person and/or a person assigned by the security holder to attend the meeting without having any voting rights or taking any action. |

|  |  |  |  |
| --- | --- | --- | --- |
|  | ***BusinessRoles*/*Participants* Matrix Table** | | |
| *Participants*  *BusinessRoles* | **Issuer / Issuer Agent** | **Intermediary** | **Voting Party** |
| Global Custodian |  | X |  |
| Sub-Custodian |  | X |  |
| ICSD |  | X |  |
| CSD |  | X |  |
| Market Data Provider |  | X |  |
| Institutional Investor |  |  | X |
| Fund Manager |  |  | X |
| Broker |  | X |  |
| Beneficial Owner |  |  | X |
| Proxy Assigner | X |  | X |
| Registration Beneficiary |  |  | X |
| Meeting Initiator | X |  |  |
| Rights Holders |  |  | X |
| Assigned Proxy |  | X | X |
| Meeting Attendee |  | X | X |

# BusinessTransactions

This section illustrates the flows of the general meeting messages in typical message sequencing scenarios. The general meeting messages are exchanged between a notifying party, for example, an issuer or its agent, one or more intermediaries and a party holding the right to vote.

The flows in each scenario include only one intermediary to keep them high level and understandable. In reality the general meeting messages cover exchanges between several intermediaries.

## Meeting Notification Scenario

The issuer or its agent sends a *MeetingNotification* to announce a shareholders meeting. In the scenario involving an intermediary, the issuer or its agent sends the message to an intermediary. The intermediary either forwards the message to another intermediary, or to a party entitled to vote.

The *MeetingNotification* can also be initiated by an intermediary in the intermediary chain.

If the message contains errors, the Sender sends a *MeetingCancellation* followed by a corrected *MeetingNotification*. If a shareholders meeting is cancelled, the issuer or its agent announces the cancellation via a *MeetingCancellation*.

The *MeetingCancellation* is for both types of cancellations transmitted to the same parties as the *MeetingNotification*.

An account servicer can notify an account owner of its entitlement for the shareholder meeting by sending a *MeetingEntitlementNotification*.



MeetingNotification

Issuer Agent

Intermediary



Voting Party

MeetingNotification

MeetingCancellation

MeetingCancellation

MeetingNotification

MeetingNotification

MeetingEntitlementNotification

## Meeting Instruction Scenario

A party entitled to vote sends a *MeetingInstruction* to request the receiving party to act on one or several instructions. In the scenario involving an intermediary, the message is sent to an intermediary, who in turn transmits that information to the next party.

If the instruction contains errors or if the Sender wants to change his original instruction, the original instruction must be cancelled and replaced. The voting party has to send a cancellation request to the intermediary up to the ultimate recipient of the instruction.

The ultimate recipient and the intermediary accept or reject the cancellation request with a *MeetingInstructionStatus*.

If the cancellation request is accepted, the voting party sends a new *MeetingInstruction* message. The recipients confirm the status of this instruction with a *MeetingInstructionStatus* message. The instruction is accepted, processed or rejected in its totality or partially accepted, processed or rejected per detailed instruction included.

The ultimate recipient of the *MeetingInstruction* message confirms that a vote is executed and taken into account at the shareholders meeting via a *MeetingVoteExecutionConfirmation*.



MeetingInstruction

Intermediary



MeetingInstruction

MeetingInstructionCancellationRequest

MeetingInstructionStatus

MeetingVoteExecutionConfirmation

MeetingInstructionCancellationRequest

MeetingInstructionStatus

MeetingInstruction

MeetingInstruction

MeetingVoteExecutionConfirmation

## Results Dissemination Scenario

The issuer or its agent sends a MeetingResultDissemination to transmit the results of a shareholders meeting. The MeetingResultDissemination can also be initiated by any intermediary in the chain who has access to the results.

In both cases, the information is transferred down to the ultimate party holding the right to vote.



MeetingResultDissemination

Intermediary



Voting Party

MeetingResultDissemination

# Business Examples

## MeetingNotification - seev.001.001.09

Description

This example describes a meeting notification containing preliminary information. As the Sender of the message makes an error in the ISIN of the security, this message is followed by a MeetingCancellation message (see example in MeetingCancellation chapter).

Example 1

Terms

On 3 April, a local custodian (LOCAGB2L) notifies a global custodian (GLOBUS33) that it has received preliminary information regarding an annual general meeting that will take place on 28 April. The issuer is Big Corp in London. The ISIN of the security for which the meeting will be held is GB3333A53L22.

The meeting will take place in London with an audio-visual link to a meeting place in Stockholm.

The following graphic shows the flow of messages illustrated in the examples described in this document.



Message Instance (with application header)

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</Fr>

<To>

<FIId>

<FinInstnId>

<BICFI> GLOBUS33XXX</BICFI>

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</To>

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Example 2

Terms

The second example describes a meeting notification containing complete and correct information. It also contains the agenda as well as the vote parameters.

On 4 April, the local custodian (LOCAGB2L) sends a complete meeting notification to a global custodian (GLOBUS33). The annual general meeting will take place on 28 April. The issuer is Big Corp in London. The ISIN of the security for which the meeting will be held is GB3333A53L22.

The meeting will take place in London with an audio-visual link to a meeting place in Stockholm.

The message contains 3 resolutions, the identification of the contact person and the vote parameters.

Message Instance (with application header)

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<SpltVoteAllwd>true</SpltVoteAllwd>

<VoteDdln>

<DtOrDtTm>

<DtTm>2019-04-28T09:00:00</DtTm>

</DtOrDtTm>

</VoteDdln>

<VoteMthds>

<VoteThrghNtwk>LOCAGB2L</VoteThrghNtwk>

</VoteMthds>

<BnfclOwnrDsclsr>true</BnfclOwnrDsclsr>

</Vote>

</MtgNtfctn>

</Document>

## MeetingCancellation - seev.002.001.08

**Terms**

On 3 April, a local custodian (LOCAGB2L) notifies a global custodian (GLOBUS33) preliminary information of an annual general meeting that will take place on 28 April (see example 1 in MeetingNotification chapter).

As the sender of the message has made an error in the ISIN of the security, this message is followed by a MeetingCancellation message.

The following graphic shows the flow of messages described in this example:



Message Instance (with application header)

<AppHdr xmlns="urn:iso:std:iso:20022:tech:xsd:head.001.001.02" xmlns:n1="http://www.w3.org/2000/09/xmldsig#">

<Fr>

<FIId>

<FinInstnId>

<BICFI>LOCAGB2LXXX</BICFI>

</FinInstnId>

</FIId>

</Fr>

<To>

<FIId>

<FinInstnId>

<BICFI> GLOBUS33XXX</BICFI>

</FinInstnId>

</FIId>

</To>

<BizMsgIdr>LOCA000000035</BizMsgIdr>

<MsgDefIdr>seev.002.001.07</MsgDefIdr>

<CreDt>2019-04-04T11:30:00Z</CreDt>

</AppHdr>

<Document xmlns="urn:iso:std:iso:20022:tech:xsd:seev.002.001.08" xmlns:xsi="http://www.w3.org/2001/XMLSchema-instance">

<MtgCxl>

<MtgRef>

<MtgId>AGM4528</MtgId>

<MtgDtAndTm>20019-04-28T11:00:00</MtgDtAndTm>

<Tp>GMET</Tp>

</MtgRef>

<Scty>

<FinInstrmId>

<ISIN>GB4444A53L22</ISIN>

</FinInstrmId>

</Scty>

<Rsn>

<CxlRsnCd>

<Cd>PROC</Cd>

</CxlRsnCd>

<CxlRsn>Wrong ISIN, correct ISIN is GB3333A53L22</CxlRsn>

</Rsn>

</MtgCxl>

</Document>

## MeetingEntitlementNotification - seev.003.001.08

**Terms**

Global custodian (GLOBUS33) services the account of Fund XYZ (FUMAUS33). On 25 April, the record date for the Big Corp general meeting, the local custodian confirms to the global custodian the entitlement for Fund XYZ.

The following graphic shows the flow of the message as described in this example.



Agent



Local Custodian



Issuer



Global Custodian



Fund Manager



Fund XYZ

MeetingEntitlement Notification

Message Instance (with application header)

<AppHdr xmlns="urn:iso:std:iso:20022:tech:xsd:head.001.001.02" xmlns:n1="http://www.w3.org/2000/09/xmldsig#">

<Fr>

<FIId>

<FinInstnId>

<BICFI>LOCAGB2LXXX</BICFI>

</FinInstnId>

</FIId>

</Fr>

<To>

<FIId>

<FinInstnId>

<BICFI> GLOBUS33XXX</BICFI>

</FinInstnId>

</FIId>

</To>

<BizMsgIdr>LOCA000000159</BizMsgIdr>

<MsgDefIdr>seev.003.001.07</MsgDefIdr>

<CreDt>2019-04-25T10:30:00Z</CreDt>

</AppHdr>

<Document xmlns="urn:iso:std:iso:20022:tech:xsd:seev.003.001.08" xmlns:xsi="http://www.w3.org/2001/XMLSchema-instance">

<MtgEntitlmntNtfctn>

<NtfctnTp>NEWM</NtfctnTp>

<MtgRef>

<MtgId>AGM4528</MtgId>

<IssrMtgId>LS001</IssrMtgId>

<MtgDtAndTm>2019-04-28T11:00:00</MtgDtAndTm>

<Tp>GMET</Tp>

<Clssfctn>

<Cd>AMET</Cd>

</Clssfctn>

<Lctn>

<AdrLine>Great Hall at Kensington Town Hall</AdrLine>

<StrtNm>Hornton Street</StrtNm>

<PstCd>W87NX</PstCd>

<TwnNm>London</TwnNm>

<Ctry>GB</Ctry>

</Lctn>

</MtgRef>

<Issr>

<NmAndAdr>

<Nm>Big Corp PLC</Nm>

</NmAndAdr>

</Issr>

<Scty>

<FinInstrmId>

<ISIN>GB3333A53L22</ISIN>

</FinInstrmId>

<Pos>

<AcctId>852963</AcctId>

<AcctOwnr>

<Id>

<LglPrsn>

<NmAndAdr>

<Nm>Fund XYZ</Nm>

</NmAndAdr>

<Id>

<AnyBIC>FUMAUS33</AnyBIC>

</Id>

</LglPrsn>

</Id>

<AddtlIdInf>

<RegnId>

<RegnNb>87683789812</RegnNb>

</RegnId>

</AddtlIdInf>

</AcctOwnr>

<HldgBal>

<Bal>

<Unit>625</Unit>

</Bal>

<BalTp>ELIG</BalTp>

<SfkpgPlc>

<Ctry>GB</Ctry>

</SfkpgPlc>

</HldgBal>

</Pos>

</Scty>

<Elgblty>

<EntitlmntFxgDt>2019-04-25</EntitlmntFxgDt>

</Elgblty>

</MtgEntitlmntNtfctn>

</Document>

## MeetingInstruction - seev.004.001.08

**Example 1**

This example describes a meeting instruction containing split vote instructions. To confirm the vote, a meeting instruction status message will be sent (see example in MeetingInstructionStatus chapter).

To confirm the actual execution of the instruction at the shareholders meeting a vote execution confirmation will be send (see example in MeetingVoteExecutionConfirmation chapter).

**Terms**

On 11 April, a fund manager (FUMAUS33) sends meeting instructions related to the Big Corp general meeting to a custodian (GLOBUS33). The custodian services the accounts of Fund ABC and Fund DEF.

The fund manager sends a split vote instruction for Fund ABC.

The following graphic shows the flow of messages described in this example.



**Message Instance**

<AppHdr xmlns="urn:iso:std:iso:20022:tech:xsd:head.001.001.02" xmlns:n1="http://www.w3.org/2000/09/xmldsig#">

<Fr>

<FIId>

<FinInstnId>

<BICFI>FUMAUS33XXX</BICFI>

</FinInstnId>

</FIId>

</Fr>

<To>

<FIId>

<FinInstnId>

<BICFI> GLOBUS33XXX</BICFI>

</FinInstnId>

</FIId>

</To>

<BizMsgIdr>FUMA000000001</BizMsgIdr>

<MsgDefIdr>seev.004.001.07</MsgDefIdr>

<CreDt>2019-04-11T16:30:00Z</CreDt>

</AppHdr>

<Document xmlns="urn:iso:std:iso:20022:tech:xsd:seev.004.001.08" xmlns:xsi="http://www.w3.org/2001/XMLSchema-instance">

<MtgInstr>

<MtgRef>

<MtgId>AGM4528</MtgId>

<IssrMtgId>LS001</IssrMtgId>

<MtgDtAndTm>2019-04-28T11:00:00</MtgDtAndTm>

<Tp>GMET</Tp>

<Lctn>

<AdrLine>Great Hall at Kensington Town Hall</AdrLine>

<StrtNm>Hornton Street</StrtNm>

<PstCd>W87NX</PstCd>

<TwnNm>London</TwnNm>

<Ctry>GB</Ctry>

</Lctn>

</MtgRef>

<FinInstrmId>

<ISIN>GB3333A53L22</ISIN>

</FinInstrmId>

<Instr>

<SnglInstrId>ABC123</SnglInstrId>

<VoteExctnConf>true</VoteExctnConf>

<AcctDtls>

<AcctId>123456</AcctId>

<AcctOwnr>

<LglPrsn>

<NmAndAdr>

<Nm>FUND ABC</Nm>

<Adr>

<TwnNm>New York</TwnNm>

<Ctry>US</Ctry>

</Adr>

</NmAndAdr>

<Id>

<AnyBIC>FUMCUS33</AnyBIC>

</Id>

</LglPrsn>

</AcctOwnr>

<InstdBal>

<Bal>

<Unit>250</Unit>

</Bal>

<BalTp>ELIG</BalTp>

<SfkpgPlc>

<Ctry>US</Ctry>

</SfkpgPlc>

</InstdBal>

</AcctDtls>

<VoteDtls>

<VoteInstrForAgndRsltn>

<VotePerAgndRsltn>

<VoteInstr>

<IssrLabl>1</IssrLabl>

<For>

<Qty>

<Unit>250</Unit>

</Qty>

</For>

</VoteInstr>

<VoteInstr>

<IssrLabl>2</IssrLabl>

<Agnst>

<Qty>

<Unit>80</Unit>

</Qty>

</Agnst>

<Abstn>

<Qty>

<Unit>170</Unit>

</Qty>

</Abstn>

</VoteInstr>

<VoteInstr>

<IssrLabl>3</IssrLabl>

<For>

<Qty>

<Unit>170</Unit>

</Qty>

</For>

<Agnst>

<Qty>

<Unit>30</Unit>

</Qty>

</Agnst>

<Abstn>

<Qty>

<Unit>30</Unit>

</Qty>

</Abstn>

</VoteInstr>

</VotePerAgndRsltn>

</VoteInstrForAgndRsltn>

</VoteDtls>

</Instr>

</MtgInstr>

</Document>

**Example 2**

The second example describes a meeting instruction containing a global vote instruction. To confirm the vote, a meeting instruction status message will be sent (see an example in MeetingInstructionStatus chapter).

As the Sender makes an error, he will try to cancel his instruction by sending a cancellation request (see example in MeetingInstructionCancellationRequest chapter).

The following graphic shows the flow of messages described in this example.



**Terms**

The fund manager (FUMAUS33) sends a global vote instruction (ie for the entirety of the eligible position) to the custodian (GLOBUS33) for the account of Fund DEF.

**Message Instance (with application header)**

<AppHdr xmlns="urn:iso:std:iso:20022:tech:xsd:head.001.001.02" xmlns:n1="http://www.w3.org/2000/09/xmldsig#">

<Fr>

<FIId>

<FinInstnId>

<BICFI>FUMAUS33XXX</BICFI>

</FinInstnId>

</FIId>

</Fr>

<To>

<FIId>

<FinInstnId>

<BICFI> GLOBUS33XXX</BICFI>

</FinInstnId>

</FIId>

</To>

<BizMsgIdr>FUMA000000098</BizMsgIdr>

<MsgDefIdr>seev.004.001.07</MsgDefIdr>

<CreDt>2019-04-11T17:10:00Z</CreDt>

</AppHdr>

<Document xmlns="urn:iso:std:iso:20022:tech:xsd:seev.004.001.08" xmlns:xsi="http://www.w3.org/2001/XMLSchema-instance">

<MtgInstr>

<MtgRef>

<MtgId>AGM4528</MtgId>

<IssrMtgId>LS001</IssrMtgId>

<MtgDtAndTm>2019-04-28T11:00:00</MtgDtAndTm>

<Tp>GMET</Tp>

<Lctn>

<AdrLine>Great Hall at Kensington Town Hall</AdrLine>

<StrtNm>Hornton Street</StrtNm>

<PstCd>W87NX</PstCd>

<TwnNm>London</TwnNm>

<Ctry>GB</Ctry>

</Lctn>

</MtgRef>

<FinInstrmId>

<ISIN>GB3333A53L22</ISIN>

</FinInstrmId>

<Instr>

<SnglInstrId>DEF456</SnglInstrId>

<VoteExctnConf>true</VoteExctnConf>

<AcctDtls>

<AcctId>654321</AcctId>

<AcctOwnr>

<LglPrsn>

<NmAndAdr>

<Nm>FUND DEF</Nm>

<Adr>

<TwnNm>Boston</TwnNm>

<Ctry>US</Ctry>

</Adr>

</NmAndAdr>

<Id>

<AnyBIC>FUNDUS33</AnyBIC>

</Id>

</LglPrsn>

</AcctOwnr>

<InstdBal>

<Bal>

<Unit>800</Unit>

</Bal>

<BalTp>ELIG</BalTp>

<SfkpgPlc>

<Ctry>US</Ctry>

</SfkpgPlc>

</InstdBal>

</AcctDtls>

<VoteDtls>

<VoteInstrForAgndRsltn>

<VotePerAgndRsltn>

<GblVoteInstr>

<IssrLabl>1</IssrLabl>

<VoteOptn>

<Tp>CFOR</Tp>

</VoteOptn>

</GblVoteInstr>

<GblVoteInstr>

<IssrLabl>2</IssrLabl>

<VoteOptn>

<Tp>CAGS</Tp>

</VoteOptn>

</GblVoteInstr>

<GblVoteInstr>

<IssrLabl>3</IssrLabl>

<VoteOptn>

<Tp>CFOR</Tp>

</VoteOptn>

</GblVoteInstr>

</VotePerAgndRsltn>

</VoteInstrForAgndRsltn>

</VoteDtls>

</Instr>

</MtgInstr>

</Document>

**Example 3**

This third example describes how to use the meeting instruction message for the appointment of a proxy person.

**Terms**

The fund manager (FUMAUS33), which also manages Fund XYZ, sends a meeting instruction message to the custodian (GLOBUS33) advising that a proxy person has been assigned to attend the meeting on behalf of Fund XYZ. The proxy person will pick up the attendance card at the entrance of the meeting.

The following graphic shows the flow of messages described in this example.



**Message Instance (with application header)**

<AppHdr xmlns="urn:iso:std:iso:20022:tech:xsd:head.001.001.02" xmlns:n1="http://www.w3.org/2000/09/xmldsig#">

<Fr>

<FIId>

<FinInstnId>

<BICFI>FUMAUS33XXX</BICFI>

</FinInstnId>

</FIId>

</Fr>

<To>

<FIId>

<FinInstnId>

<BICFI> GLOBUS33XXX</BICFI>

</FinInstnId>

</FIId>

</To>

<BizMsgIdr>FUMA000000212</BizMsgIdr>

<MsgDefIdr>seev.004.001.07</MsgDefIdr>

<CreDt>2019-04-12T09:10:00Z</CreDt>

</AppHdr>

<Document xmlns="urn:iso:std:iso:20022:tech:xsd:seev.004.001.08" xmlns:xsi="http://www.w3.org/2001/XMLSchema-instance">

<MtgInstr>

<MtgRef>

<MtgId>AGM4528</MtgId>

<IssrMtgId>LS001</IssrMtgId>

<MtgDtAndTm>2019-04-28T11:00:00</MtgDtAndTm>

<Tp>GMET</Tp>

<Lctn>

<AdrLine>Great Hall at Kensington Town Hall</AdrLine>

<StrtNm>Hornton Street</StrtNm>

<PstCd>W87NX</PstCd>

<TwnNm>London</TwnNm>

<Ctry>GB</Ctry>

</Lctn>

</MtgRef>

<FinInstrmId>

<ISIN>GB3333A53L22</ISIN>

</FinInstrmId>

<Instr>

<SnglInstrId>XYZ852</SnglInstrId>

<VoteExctnConf>true</VoteExctnConf>

<AcctDtls>

<AcctId>852963</AcctId>

<AcctOwnr>

<LglPrsn>

<NmAndAdr>

<Nm>FUND XYZ</Nm>

<Adr>

<TwnNm>Philadelphia</TwnNm>

<Ctry>US</Ctry>

</Adr>

</NmAndAdr>

<Id>

<AnyBIC>FUNXUS33</AnyBIC>

</Id>

</LglPrsn>

</AcctOwnr>

<InstdBal>

<Bal>

<Cd>QALL</Cd>

</Bal>

</InstdBal>

</AcctDtls>

<Prxy>

<PrxyTp>DISC</PrxyTp>

<PrsnDtls>

<PrssgndPrxy>

<NtrlPrsn>

<NmAndAdr>

<FrstNm>John</FrstNm>

<Srnm>Smith</Srnm>

</NmAndAdr>

<Id>

<Id>564789GB</Id>

<IdTp>

<Cd>CCPT</Cd>

</IdTp>

</Id>

</NtrlPrsn>

</PrssgndPrxy>

<EmplngPty>

<AnyBIC>PROXGB2L</AnyBIC>

</EmplngPty>

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<DlvryMtd>ENTR</DlvryMtd>

</AttndncCardDtls>

</PrsnDtls>

</Prxy>

<VoteDtls>

<VoteInstrForAgndRsltn>

<VotePerAgndRsltn>

<GblVoteInstr>

<IssrLabl>1</IssrLabl>

<VoteOptn>

<Tp>CFOR</Tp>

</VoteOptn>

</GblVoteInstr>

<GblVoteInstr>

<IssrLabl>2</IssrLabl>

<VoteOptn>

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</VoteOptn>

</GblVoteInstr>

<GblVoteInstr>

<IssrLabl>3</IssrLabl>

<VoteOptn>

<Tp>CFOR</Tp>

</VoteOptn>

</GblVoteInstr>

</VotePerAgndRsltn>

</VoteInstrForAgndRsltn>

</VoteDtls>

</Instr>

</MtgInstr>

</Document>

## MeetingInstructionCancellationRequest - seev.005.001.08

**Terms**

A fund manager (FUMAUS33) sent a vote instruction to a custodian (GLOBUS33) for the account of Fund DEF.

As the sender made an error, a MeetingInstructionCancellationRequest is sent to cancel the previous instruction (see example 2 in MeetingInstruction chapter).

The cancellation must be accepted or rejected through a MeetingInstructionStatus message (see MeetingInstructionStatus chapter), before a new meeting instruction can be sent.

The following graphic shows the flow of messages described in this example.

****

Message Instance (with application header)

<AppHdr xmlns="urn:iso:std:iso:20022:tech:xsd:head.001.001.02" xmlns:n1="http://www.w3.org/2000/09/xmldsig#">

<Fr>

<FIId>

<FinInstnId>

<BICFI>FUMAUS33XXX</BICFI>

</FinInstnId>

</FIId>

</Fr>

<To>

<FIId>

<FinInstnId>

<BICFI> GLOBUS33XXX</BICFI>

</FinInstnId>

</FIId>

</To>

<BizMsgIdr>FUMA000000354</BizMsgIdr>

<MsgDefIdr>seev.005.001.07</MsgDefIdr>

<CreDt>2019-04-11T17:40:00Z</CreDt>

</AppHdr>

<Document xmlns="urn:iso:std:iso:20022:tech:xsd:seev.005.001.08" xmlns:xsi="http://www.w3.org/2001/XMLSchema-instance">

<MtgInstrCxlReq>

<MtgInstrId>FUMA000000098</MtgInstrId>

<MtgRef>

<MtgId>AGM4528</MtgId>

<IssrMtgId>LS001</IssrMtgId>

<MtgDtAndTm>2019-04-28T11:00:00</MtgDtAndTm>

<Tp>GMET</Tp>

</MtgRef>

<FinInstrmId>

<ISIN>GB3333A53L22</ISIN>

</FinInstrmId>

<ToBeCancInstr>

<SnglInstrId>DEF456</SnglInstrId>

</ToBeCancInstr>

</MtgInstrCxlReq>

</Document>

## MeetingInstructionStatus - seev.006.001.08

**Example 1**

This example describes how the meeting instruction status message is used to confirm the processing or rejection status of a meeting instruction message.

**Terms**

A fund manager (FUMAUS33) sent on 11 April a split voting instruction related to the Big Corp general meeting to a custodian (GLOBUS33) on behalf of Fund ABC. The custodian uses the meeting instruction status message to confirm the acceptance and forwarding along the chain of this instruction for the Fund ABC account.

The following graphic shows the flow of messages described in this example:



Message Instance (with application header)

<AppHdr xmlns="urn:iso:std:iso:20022:tech:xsd:head.001.001.02" xmlns:n1="http://www.w3.org/2000/09/xmldsig#">

<Fr>

<FIId>

<FinInstnId>

<BICFI>GLOBUS33XXX</BICFI>

</FinInstnId>

</FIId>

</Fr>

<To>

<FIId>

<FinInstnId>

<BICFI>FUMAUS33XXX</BICFI>

</FinInstnId>

</FIId>

</To>

<BizMsgIdr>GLOB000000001</BizMsgIdr>

<MsgDefIdr>seev.006.001.07</MsgDefIdr>

<CreDt>2019-04-11T10:30:00Z</CreDt>

</AppHdr>

<Document xmlns="urn:iso:std:iso:20022:tech:xsd:seev.006.001.08" xmlns:xsi="http://www.w3.org/2001/XMLSchema-instance">

<MtgInstrSts>

<InstrTp>

<InstrId>FUMA000000098</InstrId>

</InstrTp>

<MtgRef>

<MtgId>AGM4528</MtgId>

<IssrMtgId>LS001</IssrMtgId>

<MtgDtAndTm>2019-04-28T11:00:00</MtgDtAndTm>

<Tp>GMET</Tp>

<Lctn>

<AdrLine>Great Hall at Kensington Town Hall</AdrLine>

<StrtNm>Hornton Street</StrtNm>

<PstCd>W87NX</PstCd>

<TwnNm>London</TwnNm>

<Ctry>GB</Ctry>

</Lctn>

</MtgRef>

<FinInstrmId>

<ISIN>GB3333A53L22</ISIN>

</FinInstrmId>

<InstrTpSts>

<InstrSts>

<SnglInstrId>ABC123</SnglInstrId>

<AcctId>123456</AcctId>

<InstrSts>

<PrcgSts>

<Sts>FRWD</Sts>

</PrcgSts>

</InstrSts>

</InstrSts>

</InstrTpSts>

<CnfrmgPty>

<LglPrsn>

<NmAndAdr>

<Nm>Global Custodian PLC</Nm>

</NmAndAdr>

<Id>

<AnyBIC>GLOBUS33</AnyBIC>

</Id>

</LglPrsn>

</CnfrmgPty>

<VoteCstgPty>

<LglPrsn>

<NmAndAdr>

<Nm>FUND XYZ</Nm>

</NmAndAdr>

<Id>

<AnyBIC>FUMAUS33</AnyBIC>

</Id>

</LglPrsn>

</VoteCstgPty>

</MtgInstrSts>

</Document>

**Example 2**

The second example describes how the meeting instruction status message is used to confirm the cancellation of a meeting instruction message.

**Terms**

A fund manager (FUMAUS33) sent a vote instruction to a custodian (GLOBUS33) for the account of Fund DEF.

As the Sender made an error, a MeetingInstructionCancellationRequest was sent to cancel the previous instruction (see example in MeetingInstruction chapter).

The custodian confirms the cancellation via a MeetingInstructionStatus message.

The following graphic shows the flow of messages described in this example.

****

Message Instance (with application header)

<AppHdr xmlns="urn:iso:std:iso:20022:tech:xsd:head.001.001.02" xmlns:n1="http://www.w3.org/2000/09/xmldsig#">

<Fr>

<FIId>

<FinInstnId>

<BICFI>GLOBUS33XXX</BICFI>

</FinInstnId>

</FIId>

</Fr>

<To>

<FIId>

<FinInstnId>

<BICFI>FUMAUS33XXX</BICFI>

</FinInstnId>

</FIId>

</To>

<BizMsgIdr>GLOB000000023</BizMsgIdr>

<MsgDefIdr>seev.006.001.07</MsgDefIdr>

<CreDt>2019-04-11T18:00:00Z</CreDt>

</AppHdr>

<Document xmlns="urn:iso:std:iso:20022:tech:xsd:seev.006.001.08" xmlns:xsi="http://www.w3.org/2001/XMLSchema-instance">

<MtgInstrSts>

<InstrTp>

<InstrCxlId>FUMA000000354</InstrCxlId>

</InstrTp>

<MtgRef>

<MtgId>AGM4528</MtgId>

<IssrMtgId>LS001</IssrMtgId>

<MtgDtAndTm>2019-04-28T11:00:00</MtgDtAndTm>

<Tp>GMET</Tp>

<Lctn>

<AdrLine>Great Hall at Kensington Town Hall</AdrLine>

<StrtNm>Hornton Street</StrtNm>

<PstCd>W87NX</PstCd>

<TwnNm>London</TwnNm>

<Ctry>GB</Ctry>

</Lctn>

</MtgRef>

<FinInstrmId>

<ISIN>GB3333A53L22</ISIN>

</FinInstrmId>

<InstrTpSts>

<CxlSts>

<GblCxlSts>

<PrcgSts>

<Sts>CAND</Sts>

</PrcgSts>

</GblCxlSts>

</CxlSts>

</InstrTpSts>

<CnfrmgPty>

<LglPrsn>

<NmAndAdr>

<Nm>Global Custodian PLC</Nm>

</NmAndAdr>

<Id>

<AnyBIC>GLOBUS33</AnyBIC>

</Id>

</LglPrsn>

</CnfrmgPty>

<VoteCstgPty>

<LglPrsn>

<NmAndAdr>

<Nm>FUND XYZ</Nm>

</NmAndAdr>

<Id>

<AnyBIC>FUMAUS33</AnyBIC>

</Id>

</LglPrsn>

</VoteCstgPty>

</MtgInstrSts>

</Document>

## MeetingVoteExecutionConfirmation - seev.007.001.08

Example

**Terms**

On 11 April, a fund manager (FUMAUS33) sent a meeting instruction related to the Big Corp general meeting (see example 1 in the MeetingInstruction chapter) to a custodian (GLOBUS33).

On 1 May, the custodian confirms that the voting instruction has been executed at the shareholders meeting.

The following graphic shows the flow of messages described in this example.

****

Message Instance (with application header)

<AppHdr xmlns="urn:iso:std:iso:20022:tech:xsd:head.001.001.02" xmlns:n1="http://www.w3.org/2000/09/xmldsig#">

<Fr>

<FIId>

<FinInstnId>

<BICFI>GLOBUS33XXX</BICFI>

</FinInstnId>

</FIId>

</Fr>

<To>

<FIId>

<FinInstnId>

<BICFI>FUMAUS33XXX</BICFI>

</FinInstnId>

</FIId>

</To>

<BizMsgIdr>GLOB000000053</BizMsgIdr>

<MsgDefIdr>seev.007.001.07</MsgDefIdr>

<CreDt>2019-05-01T14:00:00Z</CreDt>

</AppHdr>

<Document xmlns="urn:iso:std:iso:20022:tech:xsd:seev.007.001.08" xmlns:xsi="http://www.w3.org/2001/XMLSchema-instance">

<MtgVoteExctnConf>

<MtgInstrId>FUMA000000001</MtgInstrId>

<MtgRef>

<MtgId>AGM4528</MtgId>

<IssrMtgId>LS001</IssrMtgId>

<MtgDtAndTm>2019-04-28T11:00:00</MtgDtAndTm>

<Tp>GMET</Tp>

<Lctn>

<AdrLine>Great Hall at Kensington Town Hall</AdrLine>

<StrtNm>Hornton Street</StrtNm>

<PstCd>W87NX</PstCd>

<TwnNm>London</TwnNm>

<Ctry>GB</Ctry>

</Lctn>

</MtgRef>

<FinInstrmId>

<ISIN>GB3333A53L22</ISIN>

</FinInstrmId>

<VoteInstrs>

<SnglInstrId>ABC123</SnglInstrId>

<StgInstr>true</StgInstr>

<ModltyOfCntg>

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</ModltyOfCntg>

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<For>

<Unit>250</Unit>

</For>

</VotePerRsltn>

<VotePerRsltn>

<IssrLabl>2</IssrLabl>

<Agnst>

<Unit>80</Unit>

</Agnst>

<Abstn>

<Unit>170</Unit>

</Abstn>

</VotePerRsltn>

<VotePerRsltn>

<IssrLabl>3</IssrLabl>

<For>

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</For>

<Agnst>

<Unit>30</Unit>

</Agnst>

<Abstn>

<Unit>50</Unit>

</Abstn>

</VotePerRsltn>

</VoteInstrs>

</MtgVoteExctnConf>

</Document>

## MeetingResultDissemination - seev.008.001.07

Example

**Terms**

On 3 May, a local custodian (LOCAGB2L) notifies a global custodian (GLOBUS33) of the results of an annual general meeting that took place on 28 April. The issuer is Big Corp in London. The ISIN of the security for which the meeting was held is GB3333A53L22.

The following graphic shows the flow of the message described in this example.



Message Instance (with application header)

<AppHdr xmlns="urn:iso:std:iso:20022:tech:xsd:head.001.001.02" xmlns:n1="http://www.w3.org/2000/09/xmldsig#">

<Fr>

<FIId>

<FinInstnId>

<BICFI>LOCAGB2LXXX</BICFI>

</FinInstnId>

</FIId>

</Fr>

<To>

<FIId>

<FinInstnId>

<BICFI>GLOBUS33XXX</BICFI>

</FinInstnId>

</FIId>

</To>

<BizMsgIdr>LOCA0000000356</BizMsgIdr>

<MsgDefIdr>seev.008.001.07</MsgDefIdr>

<CreDt>2019-05-03T16:00:00Z</CreDt>

</AppHdr>

<Document xmlns="urn:iso:std:iso:20022:tech:xsd:seev.008.001.07" xmlns:xsi="http://www.w3.org/2001/XMLSchema-instance">

<MtgRsltDssmntn>

<MtgRsltsDssmntnTp>NEWM</MtgRsltsDssmntnTp>

<MtgRef>

<MtgId>AGM4528</MtgId>

<IssrMtgId>LS001</IssrMtgId>

<MtgDtAndTm>2019-04-28T11:00:00</MtgDtAndTm>

<Tp>GMET</Tp>

<Lctn>

<AdrLine>Great Hall at Kensington Town Hall</AdrLine>

<StrtNm>Hornton Street</StrtNm>

<PstCd>W87NX</PstCd>

<TwnNm>London</TwnNm>

<Ctry>GB</Ctry>

</Lctn>

</MtgRef>

<Scty>

<FinInstrmId>

<ISIN>GB3333A53L22</ISIN>

</FinInstrmId>

</Scty>

<VoteRslt>

<IssrLabl>1</IssrLabl>

<RsltnSts>ACPT</RsltnSts>

<For>

<Unit>25893</Unit>

</For>

<Agnst>

<Unit>1789</Unit>

</Agnst>

<Abstn>

<Unit>6904</Unit>

</Abstn>

</VoteRslt>

<VoteRslt>

<IssrLabl>2</IssrLabl>

<RsltnSts>ACPT</RsltnSts>

<For>

<Unit>1632</Unit>

</For>

<Agnst>

<Unit>24358</Unit>

</Agnst>

<Abstn>

<Unit>8596</Unit>

</Abstn>

</VoteRslt>

<VoteRslt>

<IssrLabl>3</IssrLabl>

<RsltnSts>ACPT</RsltnSts>

<For>

<Unit>26978</Unit>

</For>

<Agnst>

<Unit>1403</Unit>

</Agnst>

<Abstn>

<Unit>6205</Unit>

</Abstn>

</VoteRslt>

</MtgRsltDssmntn>

<Document>

# Revision Record

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Revision** | **Date** | **Author** | **Description** | **Sections affected** |
| 1.0 | 1 Dec 2021 | SWIFT | Draft version for SEG review | All |
| 2.0 | February 2022 | SWIFT | Final version | None |

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