

# Depository Receipts



BNY MELLON  
DEPOSITARY RECEIPTS



## Quick Reference Guide to Issuance and Cancellation for Financial Intermediaries

### Issuance Process

- 1) Deliver local shares (“ordinary shares”) to BNY Mellon custodian account. Since BNY Mellon works with several custodian banks, please visit [http://www.adrbnymellon.com/custodian\\_network.jsp](http://www.adrbnymellon.com/custodian_network.jsp) to learn what custodian should be utilized for a particular security.
- 2) Instruct your custodian to send delivery instructions to BNY Mellon’s custodian with the following information:
  - a) Security Name
  - b) ISIN of Ordinary Shares
  - c) Settlement Date
  - d) Trade Date
  - e) Number of Ordinary Shares
  - f) Institution where the Depository Receipts (DRs) will be delivered to in the U.S. market (name and DTC account information).
- 3) After BNY Mellon's custodian receives the instructions, it will notify BNY Mellon DRs via SWIFT to deliver the DRs to the appropriate DTC number.
- 4) BNY Mellon DRs will then deliver the DRs via DTC as a DVP transaction, and BNY Mellon will charge the broker at DTC between \$.01 and \$.05 per DR.
- 5) The broker must accept the fee to receive the shares.

### Cancellation Process

- 1) Deliver the DRs via DTC to BNY Mellon DR DTC account 2504. Indicate in the comment field, “See fax instructions.” BNY Mellon will then charge an applicable \$.05 per DR fee, in addition to a \$17.50 cable fee.
- 2) Create delivery instructions on company letterhead including the following information:
  - a) Security Name
  - b) CUSIP Number
  - c) Settlement Date
  - d) Number of DRs
  - e) Institution where the ordinary shares will be delivered to in the local market (name and BIC of bank, beneficiary name and beneficiary account number).
- 3) Fax the instructions on company letterhead to +732 667 9101, indicating “Attention Cancellation Desk.”
- 4) After BNY Mellon DRs receives the DRs, valid instructions and fee payment, it will instruct its custodian to deliver the ordinary shares. Ensure that your custodian is set up to accept delivery of the ordinary shares.

The ordinary shares will come from one of the custodians listed on the following website on BNY Mellon's DR website:

[http://www.adrbnymellon.com/custodian\\_network.jsp](http://www.adrbnymellon.com/custodian_network.jsp)

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