

## 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 DRs will be delivered to in the U.S. market (name & DTC acct. info).
- 3) After BNY Mellon's custodian receives the instructions, it will notify BNY Mellon DRs via SWIFT to deliver them 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:

If you wish to cancel your DRs and take possession of the ordinary shares, please notify your US Broker Dealer and inform them of the instructions below. Once instructions have been submitted, please contact [drsettlements@bnymellon.com](mailto:drsettlements@bnymellon.com) for status updates.

- 1) Deliver the DRs via DTC to BNY Mellon DR DTC account 2504. Indicate in the comment field, “See fax Instructions” OR “See email instructions” BNY Mellon will then charge an applicable \$.05 per DR fee (rounded up to the nearest 100 DRs), in addition to a \$17.50 cable fee.
- 2) Create delivery instructions on company letterhead for fax submissions or send from a group email address where at least one other person is copied on the email and include 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.” OR email to [DRinstructions@bnymellon.com](mailto:DRinstructions@bnymellon.com)
- 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.