



DEMATERIALIZED SECURITIES SYSTEM

DESCRIPTION OF COMMUNICATIONAL

FILES WITH ISSUANCE COMPANIES

Version: 2.1

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Publications Table

PUBLICATION	DATE	DESCRIPTION OF PUBLICATION
1.0	26/9/2005	First publication – Draft for comments/remarks
1.0a	29/9/2005	Improvements to the line-forms tables
1.0c	08/12/2006	Change on στο 2.5.1
1.0d	20/12/2006	Payment of obligatory acquisition
1.0f	25/04/2007	Addition of new form investor (common share)
1.1	04/05/2007	Addition of new field of inheritance for joint beneficiaries of common share
1.2	21/05/2007	Addition of surety financial securities
1.3	21/1/2008	<p>In the modified file of shareholders list of the issuance nominal (paragraph 2.1.) the field «total quantity of securities» in entries of type 00 (header) is increased in to 20 digits.</p> <p>In the file of distributed pledged (paragraph 2.2) the field «total quantity of securities» in entries of type 00 (header) is increased into 20 digits and in entries of line 11 (distribution) the field «quantity» is increased into 15 digits.</p> <p>In the file of corporate's actions (paragraph 2.3) the field «total quantity of securities» in the entries of type 00 (header) is increased into 20 digits and in entries of type 11(distribution) the field «quantity» is increased into 15 digits.</p> <p>In the file of the over the counter transfers (paragraph 2.4.1) the field «quantity» is increased into 15 digits</p>
<u>1.4</u>	<u>11/06/2008</u>	<u>Addition of reinvestment file (παρ. 2.5)</u>
1.5	10/12/2008	<p>Addition of specification of the reinvestment files (ex. παρ. 2.5 in the corporate's actions files.</p> <p>In the file of distributed pledged(paragraph 2.2) in the entries of type 11 the field distributed value has added</p> <p>In the files of corporate's actions (paragraph 2.3) in the entries type 11, has added fields for distributed value, special tax treatment category, special percentage of tax deduction.</p> <p>In the file of over the counter transfers (paragraph 2.4.1) the field of transaction value has added.</p>



1.6	22/05/2009	<p>Addition of the specifications of the conversion files (conversion file, file of burden contracts, legalization file, file of notification of no found).</p> <p>In the files of corporate 's actions (paragraph 2.3) in the entries type 11, has added fields 'quantity of no distributed rights'.</p>
1.7	18/10/2010	Addition of file of beneficiaries voting in general assembly (type 67) in the files of corporate 's actions (paragraph 2.3).
1.8	16/05/2011	Equation of files for nominal and no nominal securities(paragraph 2.3)
1.9	05/07/2011	Addition of data for cash flow distributions(currency out of state tax) par., 2.3
2.0	05/07/2012	Addition of file for 'preferred dividend' beneficiaries (type 72) and special reserves (type 73) in the files of corporate 's actions (paragraph 2.3).
2.1	21/11/2012	<p>Supply of separate information for changes on the stockholders list from a) settlement orders after ordering from the operators (O.T.C.) και β) technical clearing movements (for special settlement type "STOCK_EX"), through the corresponded changes in the «file of modification of shareholders list of the issuers of nominal stock», in the entries type 3 (quantity of securities), regarding the (existing and new) possible prices of the field «Indication of updating» (paragraph 2.1, pages 12-13):</p> <p>1. <u>Existing prices:</u></p> <ul style="list-style-type: none"> • "05" (Credit of special working): the data that stated separately under the new prices ''23'' and ''24'' are not included any more. • "06" (Charge of special working): the data that stated separately under the new prices ''24'' and ''26'' are not included any more. <p>2. <u>New prices:</u></p> <ul style="list-style-type: none"> • "23" (Credit from settlement orders from the operators (O.T.C.). • "24" (Credit from settlement orders from the operators (O.T.C.). • "25" technical clearing movements (for special settlement type "STOCK_EX"). • "26" technical clearing movements (for special settlement type "STOCK_EX").



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1 Introduction

1.1 Target – Objective of the text

The present text describes the possibilities of incoming and out coming of ASCII data files from the Dematerialized Securities System (DSS) concerning the awareness of the issuers about their stock holders list as well as any necessary communication for exchanging data between Hellenic Exchanges and the issuer.

1.2 Structure of the text

The present text divided into the following chapters:

Chapter 1. The present introductory chapter.

Chapter2. Electronic files that coming in and supplied by DSS in order to facilitate the workflow of the issuers.

Appendix I. List of standard files.

1.3 Acronyms and Abbreviations

Acronyms	Abbreviations
ASE	Athens Stock Exchange
HELEX	Hellenic Exchanges S.A. Holding, Clearing Settlement and Registry
CSE	Cyprus Stock Exchange
DSS	Dematerialized Securities System
BoG	Bank of GREECE

Table 2-1, Definitions, Acronyms and Abbreviations



1.4 Notation

The below listed tables present the notation used for the presentation of the DSS software.

<u>Symbol</u>	<u>Description</u>
K	Key file

<u>Type of Data</u>	<u>Description</u>
A	Alphanumeric
N	Number
N(x,y)	Number x length with y decimal characters
D	Date-Time

1.5 Allowed characters

The electronic files use the Character Set ISO 8859-7 (ELOT 928)

There are no Control characters. The allowed characters are:

Digits	: 0,1,2,3,4,5,6,7,8,9
Latin capitals	: A,B,C,D,E,F,G,H,I,J,K,L,M,N,O,P,Q,R,S,T,U,V,W,X,Y,Z
Symbols	: () - . , /
Greek Capital	: Α,Β,Γ,Δ,Ε,Ζ,Η,Θ,Ι,Κ,Λ,Μ,Ν,Ξ,Ο,Π,Ρ,Σ,Τ,Υ,Φ,Χ,Ψ,Ω
Special Characters	: <SP> (space)

The date have to be completed with capital characters (Upper Case).

Fields with price list are obliged to receive price from the list.



2 Electronic files for the issuers

2.1 Modification file of shareholders list of issuers of nominal's

The modification of data concerning the shareholders list (transferring actions) that required to notify from DSS to the issuers of nominal securities, are using the type of files and the drawing patterns, described below.

The data that are included in the files classified into the following types of entities:

Record Type	Description
0 (zero)	Header Record of sending file
1 (one)	Registration of Investor
2 (two)	Registration of joint beneficiary (in group of joint or common account)
3 (three)	Registration of quantity
4 (four)	Modification of burden – tenure

The drawing pattern of the file for each type of entity is the following:

Records type 0 (Header Record)

Field	K	position	length	type	Possible prices	Remarks
Indication of record		1	1	A	0 (zero)	Entity Header
Type of file	*	2	6	A	000011	Transferring action
Code of the issuer in DSS	*	8	6	A	From coding of DSS	
Date and time of the file production	*	14	12	D		DDMMYYYYHH(24)MI
Code of sending file		26	6	A	Blank	
Number of records type 1		32	10	N		LPAD 0
Number of records type 2		42	10	N		LPAD 0
Number of records type 3		52	10	N		LPAD 0
Number of records type 4		62	10	N		LPAD 0
Number of records type 5		72	10	N	0 (zero)	This field is for future usage
Number of records type 6		82	10	N	0 (zero)	This field is for future usage
Total number of records		92	10	N		LPAD 0
Total quantity of securities		102	20	N		LPAD 0
ISIN Code		122	12	A	From coding of DSS	
Indication of burden		134	1	A	0 (zero)	This field is not in usage
Indication of investor notification		135	1	A	1 (=legalization)	This field is not in usage
Date of shareholders list		136	8	D		DDMMYYYY It is updated only if a shareholders list of corporate's action has "closed"



Records type 1 (Shareholder)

Field	K	Position	Length	Type	Possible prices	Remarks
Code of the issuer in DSS	*	1	6	A	From coding of DSS	
Installation Code	*	7	8	A	blank	
Number of transferring action	*	15	15	A		Consecutive transactions by value
Indication of record	*	30	1	A	1	Shareholder
Internal Numbering	*	31	2	A	00	zero zero
Surname or Full legal denomination of the legal entity		33	200	A		
Name		233	30	A		Only for Individuals
Father's Name		263	15	A		Only for Individuals
Tax identification number		278	15	A		Identification Number for Greek Taxpayers or indication does not exist
Competent tax office		293	15	A		Competent Tax Office for Greek Taxpayers or indication "DOES NOT EXIST"
Indication for the class of the shareholders		308	1	A	1 Individual, 2 Legal entity, 3 Co-owner share 4 Issuer 5 Joint Investor Account	
Corporate Form		309	15	A		Only for legal entities
Occupation/business activity		324	25	A		Occupation (Individuals) Subject (Legal entities)
Registered Office		349	80	A		Only for legal entities
Contact person		429	60	A		Only for legal entities
Nationality		489	2	A	From coding of DSS	
Investor Share Code (DSS)		491	10	A		
Class of certificate of recognition		501	1	A	1 = ID, 2 = Passport, 3 = Corporate registration number, 0 = Other	(O is a latin capital character)
Number certificate of recognition		502	25	A		Entered number or the indication "DOES NOT EXIST"
Date of issuing the certificate of recognition		527	8	D		DDMMYYYY
Issuing authority of certificate of recognition		535	60	A		Indication of authority or indication "DOES NOT EXIST"
Issuing country of certificate of recognition		595	2	A	From coding of DSS	
Address and number		597	40	A		
P.C.		637	10	A		
City		647	20	A		
Country		667	2	A	From coding of DSS	
Telephone number		669	15	A		
FAX		684	15	A		
E-mail		699	64	A		

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Field	K	Position	Length	Type	Possible prices	Remarks
Recipient		763	60	A		
Address and number		823	40	A		
p.c.		863	10	A		
City		873	20	A		
Country		893	2	A	From coding of DSS	
Telephone Number		895	15	A		
FAX		910	15	A		
Term of heritage for common shares		925	1	A	1 – YES , 0 –NO	The enforcement of the term in case of demise of one of the joint beneficiaries, the securities are devolved by right to the rest according to paragraph 1 of article 2 of Law 5638/1932. The field is completed only in common shares.

Records type 2 (Co-beneficiaries in group context or in a joint investor account)

Field	K	Position	Length	Type	Possible Prices	Remarks
Corporate Code in DSS	*	1	6	A	From coding of DSS	
Installation Code	*	7	8	A	Blank	
Number of transferring action	*	15	15	N		
Indication of record	*	30	1	A	2	Co-owner
Internal Numbering	*	31	2	N		Number of Co-owner
Surname/Full legal denomination of the legal entity		33	200	A		
Name		233	30	A		Only for Individual
Father's Name		263	15	A		Only for Individual
Tax identification Number		278	15	A		Identification Number for Greek Taxpayers or indication "DOES NOT EXIST"
Competent Tax Office		293	15	A		Competent Tax Office for Greek Taxpayers or indication "DOES NOT EXIST"
Person Indication		308	1	A	1 Individual, 2 Legal Entity	
Corporate Status		309	15	A		Only for Legal Entities
Occupation/business activity		324	25	A		Occupation (Individuals) Subject (Legal entities)
Registered Offices		349	80	A		Only for Legal Entities
Contact person		429	60	A		Only for Legal Entities
Nationality		489	2	A	From coding of DSS	
Investor Share Code (DSS)		491	10	A		
Type certificate of Recognition		501	1	A	1 = ID, 2 = PASSPORT, 3 = Corporate registration number, 0 = Other	(O is a latin capital character)

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Field	K	Position	Length	Type	Possible Prices	Remarks
Number of certification of recognition		502	25	A		Number of certificate or indication "DOES NOT EXIST"
Date of issue for the certificate of recognition		527	8	D		DDMMYYYY
Issuing Authority certificate of Recognition		535	60	A		Issuing authority or indication "DOES NOT EXIST"
Issuing Country for the Certificate of Recognition		595	2	A	From coding of DSS	
Address and number		597	40	A		
Postal Code		637	10	A		
City		647	20	A		
Country		667	2	A	From coding of DSS	
Telephone		669	15	A		
FAX		684	15	A		
E-mail		699	64	A		
Percentage of Co ownership		763	7	N(6,3)		Form of 999.999 It remains blank if the co-owner is member of Joint Investor Account

Records type 3 (Quantity of securities)

Field	K	Position	length	Type	Possible Prices	Remarks
Corporate Code in DSS	*	1	6	A	From coding of DSS	
Installation Code	*	7	8	A	blank	
Number of transferring action	*	15	15	N		
Indication of record	*	30	1	A	3	Quantity of securities
Numbering	*	31	2	N		Serial number per investor
ISIN Code		33	12	A	From coding of DSS	
Quantity of securities		45	15	N		LPAD 0
Sending Code		60	6	N	0 (zero)	LPAD 0 This field is not in usage
Indication of burden		66	1	A	0 (zero)	This field is not in usage
Indication of awareness		67	2	A	01	Credit for dematerialization
					02	Debit for dematerialization
					03	Buy
					04	Sell
					05	Credit for special work flow (does not include any more data that stated separately under the prices "23" and "25")
					06	Debit for special work flow (does not include any more data that stated separately under the prices "23" and "25")
					07	Credit for corporate actions (Distribution files)

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Field	K	Position	length	Type	Possible Prices	Remarks
					08	Debit for corporate actions (Distribution files)
					09	Credit for Bonus Issue
					10	Debit for Bonus Issue
					11	Credit for Split
					12	Debit for Split
					13	Credit for Reverse split
					14	Debit for Reverse split
					15	Conversion credit
					16	Conversion Debit
					17	Consolidation credit
					18	Consolidation debit
					19	Transferring of derivatives credit
					20	Transferring of derivatives Debit
					21	Credit for heritage sequence
					22	Debit for heritage sequence
					23	Credit for settlement orders on behalf of operators - O.T.C.
					24	Debit of settlement orders on behalf of operators - O.T.C.
					25	Credit for technical clearing movements (for special settlement orders type "STOCK_EX")
					26	Debit for technical clearing movements (for special settlement orders type "STOCK_EX")
Date of transaction completion		69	8	D		DDMMYYYY
Date of transaction		77	8	D		DDMMYYYY

Records type 4 (Changes of pledgee - Usufruct)

Field	K	position	length	Type	Possible Prices	Remarks
Corporate Code in DSS	*	1	6	A	From coding of DSS	
Installation Code	*	7	8	A	blank	
Serial number of pledge	*	15	15	N		Serial numbering of changes per isin
Indication of record	*	30	1	A	4	Changes of pledgee-usufruct
Numbering	*	31	2	A	00	zero

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Field	K	position	length	Type	Possible Prices	Remarks
Number of pledge		33	10	N		LPAD 0
Numbering of associated pledge		43	10	N		LPAD 0 In showing the recommendation pledge serial number Statement of Intent if any. In lifting pledge shows the numbering of pledge in DSS. In all other cases, 0 (zero).
Number of contract		53	50	A		
Indicator kind of pledge		103	1	A	1 - Pledge, 2 - Usufruct 3 - financial collateral	
Display category		104	2	A	01	Formation of pledge
					02	Pledge lifting
					03	Extended pledge
					04	Change of Lender
					05	Change of Terms
Date of activate the pledge		106	8	D		DDMMYYYY
Details of debtor						
Investor Share Code (DSS)		114	10	A		
Details pledgee or usufructuary						
Investor Share Code (DSS)		124	10	A		
Surname or Full legal denomination of the legal entity		134	200	A		
Name		334	30	A		Only for Individual Only for Individual
Father's Name		364	15	A		Only for Individual
Tax identification number		379	15	A		Tax identification number or indication "DOES NOT EXIST"
Competent tax office		394	15	A		Competent tax office or indication "DOES NOT EXIST"
Person Indication		409	1	A	1 Individual, 2 Legal entity, 3 Co-owner share 4 Issuer 5 Joint Investor Account	
Corporate Status		410	15	A		Only for legal entities
Registered Office		425	80	A		Only for legal entities
Nationality		505	2	A	From coding of DSS	

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Field	K	position	length	Type	Possible Prices	Remarks
Type certificate of Recognition		507	1	A	1 = ID, 2 = PASSPORT, 3 = Corporate registration number, O = Other	(zero is capital latin)
Number certificate of recognition		508	25	A		
Date of issuing the certificate of recognition		533	8	D		DDMMYYYY
Issuing authority of certificate of recognition		541	60	A		
Issuing country of certificate of recognition		601	2	A	From coding of DSS	
Date of receipt of pledge from HELEX		603	8	D		DDMMYYYY
ISIN		611	12	A	From coding of DSS	
Serial numbering analysis of pledge		623	10	A		
Initial amount		633	15	N		
Indication Extension Terms		648	1	A	Indication Extension Terms: 1. Extension 2. Pledger/Remain der Man, 3. pledgee / usufructuary	Distribution of Securities as Bonus
Indication Extension Terms		649	1	A		Distribution of transferable securities arising from every type of reorganization of the pledged securities (ex. changes in the nominal value, split)
Indication Extension Terms		650	1	A		Distribution of securities in substitution of the pledged securities due to any corporate action such as merger, absorption or conversion or exchange of exchange Bonds
Indication Extension Terms		651	1	A		Description of right on dividends
Indication Extension Terms		652	1	A		Description of voting rights
Indication Extension Terms		653	1	A		Rights to exercise issue pre-emptive rights deriving from the pledged Securities



2.2 File of distributed pledged

For the distribution pledged from issuer the following file inserts in to DSS and respectively is created by DSS the informative file of distribution as described below. In case of error regarding the inserting file, is created the error file (record type 6).

The data included in the files are classified in the following types of records:

Record Type	Description
00 (zero)	Header Record of sending file
11 (eleven)	Distribution
04 (four)	Pledging contracts
06 (six)	Error in file received by HELEX

The drawing chart of the file per entity is the following:

Record type 00 (Header Record) for Corporate actions /special operations

Field	K	position	length	Type	Possible Prices	Remarks
Indication of record		1	2	A	00 (zero)	
Type of file	*	3	6	A	000023	Orders of distributed pledges
Corporate code in DSS	*	9	6	A	From coding of DSS	
Code of sending file	*	15	6	A		LPAD 0. Consecutive number per type of file, issuer. In HELEX files a corresponding number of blanks exist.
Production Date and time		21	12	D		DDMMYYYYHH(24)MI
Number of record type 01		33	10	N		LPAD 0
Number of record type 02		43	10	N		LPAD 0
Number of record type 06 (file of type 06) 09 (file of type 13)		53	10	N		LPAD 0
Number of record type 11		63	10	N		LPAD 0
Total number of records		73	10	N		LPAD 0
Total quantity of securities		83	20	N		LPAD 0
Security code (ISIN)		103	12	A	From coding of DSS	
Number of corporate action (from DSS)		115	10	N		LPAD 0 From coding of HELEX
Date of shareholder's list/ lifting (NEXA)		125	8	D		DDMMYYYY

Records type 11 (Distribution)

Field	K	position	length	type	Possible prices	remarks
Corporate code in HELEX	*	1	6	A	From coding of DSS	
Consecutive numbering of distribution	*	7	7	A		
Indication of record	*	14	2	A	11	Distribution
Internal numbering	*	16	2	N		Within the frame of numbering
Investor Share Code		18	10	A		LPAD 0
Check Digit investor's share number		28	1	A		
Investor's abbreviation		29	15	A		As it is appeared in DSS

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Field	K	position	length	type	Possible prices	remarks
Tax identification Number		44	15	A		Tax identification number or indication "DOES NOT EXIST" (O= latin capitals)
Type certificate of recognition		59	1	A	1 = ID, 2 = Passport, 3 = Corporate registration number, O = other	
Number certificate of recognition		60	25	A		Acceptable and indication "DOES NOT EXIST"
Number of securities' account		85	10	A		LPAD 0
Check account Digit		95	1	A		
Corresponded Operator's code		96	10	A	From coding of DSS	
Key mentioned pledge		106	10	N		LPAD 0
Quantity		116	15	N		LPAD 0
Characteristics of quantity		131	4	A	9999	Available
					0600	Blocked by the issuer
					0003	Pledged
					0004	Usufruct
					0005	Collateral financial security
Distributed value	*	135	17	N(16,2)		LPAD 0 In a form of 16,2 (99999999999999.99)

Records type 04 (pledge contracts)

Field	K	position	length	type	Possible prices	Remarks
Corporate code in HELEX	*	1	6	A		From coding of DSS
Consecutive numbering of distribution	*	7	7	A		Similar to the corresponded record of type '11' which preceded
Indication of record	*	14	2	A	04	pledge
Internal numbering	*	16	2	N		Within the frame of numbering
Number of contact		18	30	A		
Date of establish a lien		48	8	D		DDMMYYYY
Date of lifting		56	8	D		DDMMYYYY
Data of pledged lender or tenured						
Investor share code (DSS)		64	10	A		LPAD 0
Check digit investor's share code		74	1	A		
Investor's abbreviation		75	15	A		As it is appeared in DSS
Tax identification Number		90	15	A		Tax identification number or indication "DOES NOT EXIST"
Type certificate of recognition		105	1	A	1 = ID, 2 = Passport, 3 = Corporate registration number, O = other	(O= latin capital)

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Field	K	position	length	type	Possible prices	Remarks
Number certificate of recognition		106	25	A		Acceptable and indication "DOES NOT EXIST"
Number of securities account of lender		131	10	A		LPAD 0
Check account Digit		141	1	A		
Corresponded Operator's code		142	10	A	From coding of DSS	LPAD 0
Term 1.1		152	1	N	'1' (Extended)and '2' (debtor)	
Term 1.2		153	1	N	'1' (Extended)and '2' (debtor)	
Term 1.3		154	1	N	'1' (Extended)and '2' (debtor)	
Term 2.1		155	1	N	'2' (debtor) and '3' (lender).	
Term 2.2		156	1	N	'2' (debtor) and '3' (lender).	
Term 2.3		157	1	N	'2' (debtor) and '3' (lender).	

- [1.1] IPO-Free of charge
- [1.2] SPLIT
- [1.3] **Merger** - Absorbent
- [2.1] Dividend
- [2.2] General Assembly
- [2.3] Pre-emption right

(For definition of the kind of collateral see AIT019 – Notification of Formation of Pledge on dematerialized securities – Edition HELEX)

The terms [1.1], [1.2], [1.3] take prices «1» (extended) and «2» (lender).
The terms [2.1], [2.2] και [2.3] take prices «2» (debtor) και «3» (lender).

- «1» = extension of burden
- «2» = pledger, debtor or the person that has bare ownership,
- «3» = pledger, lender or the tenure.

Notes:

- In cases of pledge formation, the field (Key mentioned pledge) must be blank.
- In cases of extension of pledge, the field [corresponded operator] must be blank.

Record type 06 error in file received by HELEX

Field	K	position	length	type	Possible prices	Remarks
Indication of record		1	2	A	06	Error in file received by HELEX
Key of record	*	3	22	A		Align Right
Code of error		25	10	A	From coding of DSS	Align Right
Information		35	45	A		Other auxiliary information



2.3 Type files of corporate actions

For the corporate actions of the issuer entered into the DSS and respectively produced from the DSS during the gradual implementation phases of corporate actions files distributions are described below.

In case of an error in the listing file generated file errors (record type 6).

The data included in the files are classified in the following types of records:

Record Type	Description
00 (zero)	Header Record of sending file
01 (one)	Investor data
02 (two)	joint holder: (co-owner in a joint account)
11 (eleven)	distribution
09 (nine)	Usufructuary or pledgee
06 (six)	Error in file received by HELEX

The type of file per record is as follows:

Record type 00 (Header Record) for corporate actions / special operations

Field	K	Position	length	type	Possible Prices	Remarks
Indication of record	*	1	2	A	00 (zero)	
Type of file	*	3	6	A	000006	File of errors
					000009	Shareholders file
					000013	Notice of Dividend Distribution
					000014	Dispatch Notification fractional balances
					000016	Disclosure Commitment to Rights exercised
					000017	Disclosure Commitments for General Assembly
					000018	Disclosure Commitments Bonds
					000019	Coupon Distribution Announcement
					000020	Disclosure Complaint Repayment
					000021	Dispatch Shares
					000022	Dispatch fractional
					000025	Dispatch Notification not appeared
					000027	Commands automatic conversion of bonds
					000028	Orders Repayment of bonds
					000029	Dispatch Notification Coupon for Paying Bank
					000034	Notification commitment to exchange bonds
					000035	Conversion of Bonds
					000052	Disclosure of dividends to Pay
					000053	Dividends paid Notification
					000056	Exclusion from Participation Issuer (Distribution)
					000057	Interim dividend

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Field	K	Position	length	type	Possible Prices	Remarks
					000058	Return of Capital
					000059	Payment of Compulsory Acquisition
					000061	Notice of Dividend Payment for Paying Bank
					000062	Receipt of Dividend Payments Bank
					000063	File of Reinvestment
					000067	Beneficiary Notification of voting for General Assembly
					000072	Dispatch Notification 'Interest Privileges'
					000073	Dispatch Notification 'special reserve'.
Corporate Code in DSS	*	9	6	A	From coding of DSS	
Code of Sending File	*	15	6	A		LPAD 0. Serial number per file type editor. In the archives of the HELEX includes corresponding number of spaces.
Production date and time		21	12	A		DDMMYYYYHH(24)MI
Number of record type 1		33	10	N		LPAD 0
Number of record type 2		43	10	N		LPAD 0
Number of records type 06 (record type 06) 09 (file type 13, 67)		53	10	N		LPAD 0
Number of record type 11		63	10	N		LPAD 0
Total number of records		73	10	N		LPAD 0
Total quantity of securities		83	20	N		LPAD 0
ISIN code		103	12	A	From coding of DSS	
Number of corporate action (from DSS)		115	10	A	From coding of DSS	LPAD 0
Date of shareholders list		125	8	D		DDMMYYYY
Total of dividend		133	16	N(15,2)		LPAD 0 In form 15,2 (999999999999.99)
Total of tax		149	13	N(12,2)		LPAD 0 In form 12,2 (9999999999.99)



Comments

1. The files '000013 ', '000017', '000057 ', '000058', '000067 ', '000072', '000073 ' sent by HELEX to Issuers and they will include type records' '00', '01 ', '02 ', '11', '09' with full details of shareholders and pledgees for updating their files.
2. The files '000009 'and '000014' will include type records' '00 ', '01', '02 ', '11' with full details of shareholders.
3. In files '000013', '000057', '000058', '000067', '000072 'and '000073' (Notice of dividend, return of capital, Beneficiaries voting at a General Meeting, etc)
 - In case of pledge / lien will include recording type '09 'with elements of Lender - holder to a dividend or voting and in record type '01' will include details of the shareholder pledged.
 - If usufruct will include recording type '09 'with elements of usufructuary - holder to a dividend or voting and in record type '01' will include details of the shareholder.
4. The file '000016' include type '01' (and '02 'when it comes to team co-beneficiaries) and '11'. In type records '11' and position of the field "Key mentioned pledge" (from position 106, 10 characters, numeric) indicating the serial commitment.
5. The file '000017 '(Disclosure Commitments for General Assembly):
 - In case of a commitment or pledge securities in financial collateral will include record type '09 'with elements of Lender - holder voting and record type '01 will include details of the shareholder pledged. In type records '11 and position of the field "number of pledge" (from position 164, 10 characters, and numeric) indicate the number of pledge from DSS.
 - In case of freezing values in usufruct will include recording type '09 'with elements of usufructuary - holder voting and registration type '01 will include details of the shareholder. In type records '11' and position of the field "number of pledge" (from position 164, 10 characters, and numeric) reported number of usufruct from DSS.
 - The file contains active and inactive commitments. Inactive commitments differ from the date off.



6. The file '000006 ' sent by HELEX to all issuers and will include entries type '00', '06 '.
7. The files '000021 ', '000022' sent by issuing to HELEX and will include entries type '00 ', '11'.
8. The file '000030 '(Shareholder Lending Balances) do not relate the Issuer.
9. The file '000018' include type '01' (and '02' when it comes to team co-beneficiaries) and '11'. In type records '11' and position of the field "Key mentioned pledge" (from position 106, 10 characters, and numeric) refers to number conversion obligation of bond.
10. The file '000019' is for use by the issuer and includes records type '01' (and '02 'when it comes to team co-beneficiaries) and '11'. In type records '11' added two fields: Interest Amount (gross), (from position 125, 16 characters, numeric 15.2) and Tax Amount (from position 141, 11 characters, numeric 10.2).
11. The file '000029' is for use by the Agent Bank and includes records type '01' (and '02 'when it comes to team co-beneficiaries). In type records '11' added two fields: Interest Amount (gross), (from position 125, 16 characters, numeric 15.2) and Tax Amount (from position 141, 11 characters, numeric 10.2)
12. The file '000020' records include type '01' (and '02 'when it comes to team co-beneficiaries) and '11'. In type records '11' and position of the field "Key mentioned pledge" (from position 106, 10 characters, numeric) indicating the number commitment to repay the bond that complaint.
13. The file '000027' delivered by the issuer to HELEX and includes records '11'. In place of the field "Key mentioned pledge" (from position 106, 10 characters, and numeric) refers to number of commitment to participate in the conversion.
14. The file '000028' delivered by the issuer to HELEX and includes records '11'. In place of the field "Key mentioned pledge" (from position 106, 10 characters, numeric) refers to number repayment commitment will be repaid.
15. The file '000035' delivered by issuer to HELEX. Are files combine files distribution, files of pledge and files of automatic conversion. Include records type '11 'and '04'. In type records '11' added a field to record the number of conversion obligation shall be converted to the specified record. Also in case of a



partial use of the committed quantity in the 'Balance Unsubscribed Rights ', write the quantity will remain' Available 'and will not be deleted.

16. The files '000052', '000053' sent by the CSD to Issuer. Type records will include '00', '01', '02', '11', '09' with full details of shareholders and holders, pledgees, for updating their files.

17. In files '000052', '000053' (Notice dividend distribution):

- In case of a pledge will include recording type '09' with elements of Lender - beneficiary making the dividend and the record type '01' will include details of the shareholder pledged.
- If usufruct will include record type '09' with elements of usufructuary - beneficiary for the dividend and the record type '01' will include details of the shareholder.

18. File '000056' (Exception Form of Issuer):

- In type records '01' mandatory fields are the fields related to the key file, the number of records type 11, the set of records, the total quantity of values (here is the meaning of the total amount excluded), the number of corporate action cutoff date and the share registry. In the other fields do not filter:
- The type records '11' required fields are keys to write the share number of the investor and the amount exempted. The amount refers to the total amount held by the investor and cannot partial exception.

19. In file '000063' (File of reinvestment) included 00 (header) and 11 (File of Distribution).

20. In type records 11 (Distribution) all files imported to DSS. Distribution Value field should contain mandatory fields value while Class special tax treatment and special rate withholding tax will be empty. In contrast the files '000013' / '000057' / '000072' / '000073' (involving cash distributions) Distribution Value field is zero, while the Category field of special tax treatment and special rate withholding tax will have values.



Records type 01 (Investor data)

Field	K	Position	Length	Type	Possible prices	Remarks
Corporate Code in DSS	*	1	6	A	From coding of DSS	
Numbering	*	7	7	N		Unique number for correlation Entries shareholder beneficiaries and distribution
Indication of record	*	14	2	A	01	Shareholder
Internal numbering	*	16	2	N	00	The shareholder register is unique
Surname/Full legal denomination of the legal entity		18	200	A		
Name		218	30	A		Only for Individuals
Father's Name		248	15	A		Only for Individuals
Tax identification Number		263	15	A		Tax identification number or indication "DOES NOT EXIST"
Competent Tax Office		278	15	A		Competent Tax Office or indication "DOES NOT EXIST"
Person Indication		293	1	A	1 Individual, 2 Legal entity, 3 co-owner share 4 Issuer 5 Joint Investor Account	
Corporate Status		294	15	A		Only for legal entities
Occupation/business activity		309	25	A		Occupation (Individuals) Subject (Legal entities)
Registered office		334	80	A		Only for legal entities
Contact Person		414	60	A		Only for legal entities
Nationality		474	2	A		From coding of DSS
Investor Share Code		476	10	A		LPAD 0
Check Digit investor's share code		486	1	A		
Type certificate of recognition		487	1	A	1 = ID, 2 = passport, 3 = Corporate Registration Number, O = Other	(O= capital Latin)
Number certificate of recognition		488	25	A		Entered number or the indication "DOES NOT EXIST"
Date of issuing the certificate of recognition		513	8	D		DDMMYYYY
Issuing authority of certificate of recognition		521	60	A		Indication of authority or indication "DOES NOT EXIST"
Issuing country of certificate of recognition		581	2	A	From coding of DSS	
Address and number		583	40	A		
P.C.		623	10	A		
City		633	20	A		
Country		653	2	A	From coding of DSS	
Telephone number		655	15	A		

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Field	K	Position	Length	Type	Possible prices	Remarks
Fax		670	15	A		
E-mail		685	64	A		
Recipient		749	60	A		
Address and number		809	40	A		
P.C.		849	10	A		
City		859	20	A		
Country		879	2	A	From coding of DSS	
Telephone number		881	15	A		
Fax		896	15	A		
Mountain Heritage for joint shares		911	1	A	1 – yes , 0 –no	Applying the condition that in case of death of one of the joint holders, the values automatically to other vested pursuant to subsections 1 Article 2 of Law 5638/1932. The field completed only on the joint shares.

Records type 02 (co-owner in share of co-owners or joint investor accounts)

Field	K	Position	Length	Type	Possible prices	Remarks
Corporate Code in DSS		1	6	N	From coding of DSS	
Numbering		7	7	N		
Indication of record		14	2	A	02	(co-owner)
Numbering of co-owner		16	2	N		
Surname/Full legal denomination of the legal entity		18	200	A		
Name		218	30	A		Only for Individuals
Father's Name		248	15	A		Only for Individuals
Tax identification Number		263	15	A		Tax identification Number or indication "DOES NOT EXIST"
Competent Tax Office		278	15	A		Tax Office or indication "DOES NOT EXIST"
Person Indication		293	1	A	1. Individual 2. Legal entity	
Corporate Form		294	15	A		Only for legal entities
Occupation/business activity		309	25	A		Occupation (Individuals) Subject (Legal entities)
Registered office		334	80	A		Only for legal entities
Contact Person		414	60	A		Only for legal entities
Nationality		474	2	A	From coding of DSS	
Investor Share Code		476	10	A		LPAD 0
Check Digit Investor's Share Code		486	1	A		
Type certificate of recognition		487	1	A	1 = ID, 2 = PASSPORT, 3 = Corporate registration number, O = Other	(O= capital Latin)

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DESCRIPTION OF COMMUNICATIONAL FILES WITH ISSUANCE COMPANIES



Field	K	Position	Length	Type	Possible prices	Remarks
Number certificate of recognition		488	25	A		Entered number or the indication "DOES NOT EXIST"
Date of issuing the certificate of recognition		513	8	D		Date of issue of identity
Issuing authority of certificate of recognition		521	60	A		Indication of authority or indication "DOES NOT EXIST"
Issuing country of certificate of recognition		581	2	A	From coding of DSS	Issuing country
Address and number		583	40	A		Address
P.C		623	10	A		postal code
City		633	20	A		City
Country		653	2	A	From coding of DSS	Country
Telephone number		655	15	A		Phone
Fax		670	15	A		Fax
E-mail		685	64	A		E-mail
Percentage of Co-ownership		749	7	N(6,3)		format 999,999 Left blank when the co-owner is in a joint account

Records type 11 (distribution)

Field	K	Position	Length	Type	Possible prices	Remarks
Corporate Code in DSS	*	1	6	A	From coding of DSS	
Numbering	*	7	7	A		
Indication of record	*	14	2	A	11	distribution
Internal numbering	*	16	2	N		Within the numbering
Investor Share Code		18	10	A		LPAD 0
Check Digit Investor's Share Code		28	1	A		
Abbreviation of Investor		29	15	A		As has occurred in DSS
Tax identification Number		44	15	A		Tax identification Number or indication "DOES NOT EXIST"
Class of certificate of recognition		59	1	A	1 = ID, 2 = PASSPORT, 3 = Corporate registration number, O = Other	(O= capital Latin)
Number certificate of recognition		60	25	A		Number of identity or indication "DOES NOT EXIST"
Securities Account		85	10	A		LPAD 0
Check Digit of account		95	1	A		
Operator		96	10	A	From coding of DSS	
Key mentioned pledge		106	10	N		LPAD 0
Amount		116	15	N		LPAD 0
Classification Quantity		131	4	A	9999	Without classification
					0003	With pledge

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DESCRIPTION OF COMMUNICATIONAL FILES WITH ISSUANCE COMPANIES



Field	K	Position	Length	Type	Possible prices	Remarks
					0004	Usufruct
					0005	financial collateral
					9000	Inactive share
Interest Amount (gross) / Amount of Dividend		135	16	N(15,2)		LPAD 0 In form 15,2 (999999999999.99)
Tax amount		151	13	N(12,2)		LPAD 0 In form 12,2 (9999999999.99)
Recording the number of Conversion Commitment or the number of pledge		164	10	N		LPAD 0
Date of activation		174	8	D		DDMMYYYY
Date of inactivation		182	8	D		DDMMYYYY
Value of distribution		190	17	N(16,2)		LPAD 0 In form 16,2 (999999999999.99)
Category special tax treatment		207	60	A		The description of the category of special tax treatment (if the investor owned one)
Special tax rate		267	6	N(5,2)		LPAD 0 In form 5.2 (999.99)
Balance Unsubscribed Rights		273	15	N		LPAD 0
Currency		288	3	A		
tax Abroad		291	13	N(12,2)		LPAD 0 In form 12,2 (9999999999.99)

Records type 09 (Usufructuary or pledgee)

Field	K	Position	Length	Type	Possible prices	Remarks
Corporate Code in DSS		1	6	N	From coding of DSS	
Numbering		7	7	N		
Indication of record		14	2	A	09	Usufructuary or pledgee
Serial number of entry Quantity		16	2	N		Serial internal Numbering type recording number 11 which indicate the usufruct or pledge.
Surname/Full legal denomination of the legal entity		18	200	A		
Name		218	30	A		Only for Individuals
Father's Name		248	15	A		Only for Individuals
Tax identification Number		263	15	A		Identification Number or indication "DOES NOT EXIST"
Competent Tax Office		278	15	A		Competent Tax Office or indication "DOES NOT EXIST"
Person Indication		293	1	A	1 individual,	

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DESCRIPTION OF COMMUNICATIONAL FILES WITH ISSUANCE COMPANIES



Field	K	Position	Length	Type	Possible prices	Remarks
					2 Legal entity, 3 co-owner share 4 Issuer 5 Joint Investor Account	
Corporate Form		294	15	A		Only for legal entities
Occupation/business activity		309	25	A		Occupation (Individuals) Subject (Legal entities)
Registered office		334	80	A		Only for legal entities
Contact Person		414	60	A		Only for legal entities
Nationality		474	2	A	From coding of DSS	
Corporate Code in DSS		476	10	A		LPAD 0 Share number of Usufructuary or pledgee
Check Digit investor share number		486	1	A		
Type certificate of recognition		487	1	A	1 = ID, 2 = PASSPORT, 3 = Corporate registration number, 0 = Other	(O= capital latin)
Number certificate of recognition		488	25	A		Number of identity Competent Tax Office or indication "DOES NOT EXIST"
Date of issue for the certificate of recognition		513	8	D		DDMMYYYY
Issuing authority certificate of recognition		521	60	A		Issuing authority or indication "DOES NOT EXIST"
Issuing country for the certificate of recognition		581	2	A	From coding of DSS	
Address and number		583	40	A		
P.C		623	10	A		
City		633	20	A		
Country		653	2	A	From coding of DSS	
Telephone number		655	15	A		
Fax		670	15	A		
E-mail		685	64	A		

Remarks

1. In the Share Register records (000009), Dividend Distribution Announcement (000013), Interim Dividend (000057), Return of capital (000058), Interest Distribution Privileges (000072), Special Reserve (000073), Allocation Notification fractional shares (000014), Commitment to Disclosure Rights exercised (000016), Disclosure Commitments for General Assembly (000017), Notice of Dividend Distribution for Payment (000052) and Disclosure Beneficiaries vote for General Assembly (000067), the following shall apply:



- Fields Securities_Account Number, Operator will include a corresponding number of gaps.
 - The key field mentioned pledge will include a corresponding number of gaps, except for archives Disclosure Commitment to Rights (000016) and Disclosure Commitments for General Assembly (000017), which will contain the numbering of Commitment.
 - The field Investor share, abbreviation Investor, vat number, Type of identity, Number of identity will contain the corresponding data of the investor's share in the DSS.
2. In the files of Distribution Shares (000021) code fields Investor share, Abbreviation Investor, Tax identification number, type of certificate of recognition, number certificate of recognition, Account Number and Password Securities Accounts will contain the relevant information available to the DSS. When a special account, the Securities Account Number field will have the value of the account and the field operator will have the value 9999999999
 3. Those records Dispatch fractional shares (000022) code fields Investor share, Abbreviation Investor, vat number, type of Identity, number of identity will contain the relevant information available to the DSS. The Securities Account Number field will have the value 0000000000 and the Operator Code field will have the value 9999999999.
 4. Notice the archives for dividends to pay (000052) Notification Dividends paid (000053), the following applies:
The field "Recording of serial number of Conversion Commitment" type records in '11 is not completed.

Records type 06 (Error in file received by HELEX)

Field	K	Position	Length	Type	Possible prices	Remarks
Indication of record		1	2	A	06	Error in file received by HELEX
Key of record	*	3	22	A		Align Right
Code of error		25	10	A	From coding of DSS	Align Right
Information		35	45	A		Other auxiliary information



File of over the counter Transfers

With this function the issuers are able to produce massive inputs in DSS of over the counter transfers.

2.3.1 Written mode of over the counter transfer file

Field	Y	position	length	type	Possible prices	Remarks
Record serial number	•	1	10	N		LPAD0
Investor share code of initial beneficiary	•	11	10	A		
Investor share code of final beneficiary	•	21	10	A		LPAD0
Operator's code of final beneficiary	•	31	10	A	From coding of DSS	
Value code	•	41	12	A	From coding of DSS	
Quantity	•	53	15	N		LPAD0
Operation type	•	68	2	A	12	From available
					13	From declaration statement
					c7	Bonds exchange
					c1	Quantity transferring from common account
					c2	Transfer of extra due to possession
					D0	Transfer due to exercised exit right due to purchase from investors
					D8	Transfer due to exit exercised right from investors to the purchaser.
					c9	Transfer due to imposed purchase
Date of transfer	•	70	8	D		DDMMYYYY
Serial number of intention statement	*	78	10	N		Obligatory for type of operation 13.
Transaction value	•	88	17	N		LPAD 0 In form 16,2 (99999999999999.99)

2.3.2 File control

Obligatory control:

- It is checked whether the investor shares of initial and final beneficiary exist.
- It is checked whether the transferring date is equal to the current.
- It is checked whether the quantity is available in the account (according to the type of operation).
- Since the operator differs from HELEX, it is checked whether the operator exist and has submit intention statement concerning the usage of the final beneficiary account



2.3.3 File of approved over the counter transfers

With the completion of loading of the over the counter file is produced by the system file with all successful records of movements with the corresponding serial numbers of transfers that were produced by the system.

Field	Y	position	length	type	Possible prices	Remarks
Serial number of record	•	1	10	N		Field 1 of the file of over the counter transfers
Serial number of over the counter transfer	•	11	10	N		Provided by DSS
Serial number of transfer	•	21	10	A		Provided by DSS

2.3.4 File of rejected over the counter transfers

In case that during the entry of file, errors are detected, is produced the following errors file by the system, which has the objective to facilitate the user to correct the main file.

Field	Y	position	length	type	Possible prices	Remarks
Serial number of record	•	1	10	N		Field 1 of the over the counter transfer file
Error code	•	11	10	A		Provided by DSS
Description of error	•	21	80	A		Provided by DSS



2.4 Conversion files

2.4.1 Formation of conversion files addressing to HELEX

The issuers create the files with the written form described below which they send to HELEX with magnetic mean. The data contained within the magnetic files are classified into the following types of records:

Type of records	Recording
0 (zero)	Header Record of sending file
1 (one)	Investor record
2 (two)	Co beneficiaries record
3 (three)	Quantity record
4 (four)	Contract of burden (pledge, usufruct)
5 (five)	Analysis of burden contract
6 (six)	Error report

The description of the exchanged files and the analytical description of the record files, follow.

The types of files sent by the issuer to HELEX are

- The conversion file with which are sent the data of the shareholders, and the quantities they possessed. The quantities could be according to depositing or according to the shareholders list (for nominal securities) or burden (pledge, usufruct) could exist on them. The file includes the following records :

0 (zero)	Header Record of addressing file
1 (one)	Investors record
2 (two)	Co beneficiaries record
3 (three)	Quantity of securities record

The data could be sent partially with marked consecutive addressing number.

- The file of "burden contracts" which contains the data of the burden contracts (pledge, usufruct) which are available on behalf of the issuer and the terms based on standardized form. It includes records:

0 (zero)	Header Record of addressing file
4 (four)	Burden contracts (pledge, usufruct)
5 (five)	Analysis of burden contracts (terms of contracts)



Since it is possible a pledge contract to concern securities of more than one issuer, in any case it is checked whether the contract has entered. That way the files could be addressed repeatedly without effecting the operation of DSS.

- The "legalization" file which addressed only for nominal securities, in the end in order to legalize the shareholders for quantities that had entered from the conversion file according to the shareholders list. It includes records:

0 (zero)	Header Record of the addressed file
1 (one)	Investors record
3 (three)	Quantity of securities record

The data could be sent partially with marked consecutive addressing number.

2.4.2 Formation of files by HELEX for addressing to the issuers

From HELEX are addressed to the issuers with magnetic means the following files arising during the procession of conversion.

- "Error" file. It is produced if errors confirmed while conduction the checking of one conversion, contract or legalization file. It includes records

0 (zero)	Header Record of the addressing file
6 (six)	Reporting error record

- "Accepted control" file, which is produce after the successful termination of checking. It contains the records that were addressed with file from the issuer and it is produce if no error detected in the whole file. It includes records

0 (zero)	Header Record of the addressing file
1 (one)	Investors record
2 (two)	Co beneficiaries record
3 (three)	Quantity of securities record
4 (four)	Burden contract (pledge, usufruct)
5 (five)	Analysis of burden contracts (terms of contracts)

In every checked file are included only the record types that needed into the checking file.



2.4.3 Written mode of the conversion files

Record of type '0' (Header Record)				
Field	Y	position	length	Remarks
Indication of record	•	1	1	'0' (zero)
Type of file	•	2	6	000001 Conversion 000002 Burden establishment 000003 Legalization 000004 Informing order 000005 Error Acceptance 000006 Errors 000007 Informing by DSS 000031 Not appeared
Corporate code in DSS	•	8	6	From coding file of HELEX
Date and time of production	•	14	12	DDMMYYYYHH(24)MI
Code of sending file	•	26	6	LPAD 0. Obligated on files 000001 Conversion 000003 Legalization 000004 Informing order
Number of records type 1	•	32	10	LPAD 0
Number of records type 2	•	42	10	LPAD 0
Number of records type 3	•	52	10	LPAD 0
Number of records type 4	•	62	10	LPAD 0
Number of records type 5	•	72	10	LPAD 0
Number of records type 6	•	82	10	LPAD 0
Total of records	•	92	10	LPAD 0
Total quantity of addressing securities	•	102	15	LPAD 0
Addressing security code	•	117	12	
Burden indication for all the addressed quantities	•	129	1	'0' = does not exist, '1' = pledge, '2' = usufruct
Indication of investor knowledge for all the addressed quantities	•	130	1	'0' = the shareholder is not legalized. '1' = legalization with informing. '2' = Informing.
Referred file	•	131	24	Key of the mentioned file (in files addressed by HELEX)

Key file



Records of type '1' (investor)

Field	Y	position	length	Remarks
Corporate code in HELEX	•	1	6	From coding of HELEX
Installation code	•	7	8	Code for every station of an enlisted issuer. It is arises from the data Organization (3 digits) Branch (3 digits) Terminal (2 digits).
Investor code	•	15	15	Returned by the issuer Ranked on the right
Indication of record	•	30	1	'1' (Investor)
Numbering	•	31	2	00 (zero, zero)
Surname or full legal denomination of the legal entity	•		200	Shareholder
Name	•		30	Only for individual
Father's name	•		15	Only for individual
Tax identification Number	•		15	Identification number for Greeks taxpayers or indication "DOES NOT EXIST"
Competent tax office	•		15	Competent Tax Office for Greeks taxpayers or indication "DOES NOT EXIST"
Person Indication	•		1	1 Individual, 2 Legal entities 3 Group
Corporate Status	•		15	Only for legal entities
Occupation/business activity	•		25	Occupation (Individual) Business activity (Legal entities)
Registered office	•		80	Only for legal entities
Contact person	•		60	Only for legal entities
Nationality	•		2	From coding of HELEX
Investor share code	•		10	BLANKS
Type certificate of recognition	•		1	'1' = ID, '2' = PASSPORT, '3' = Corporate Registration Number, '9' = OTHER
Number certificate of recognition	•		25	Accepted and indication "DOES NOT EXIST"
Date of issuing the certificate of recognition	•		8	DDMMYYYY
Issuing authority of certificate of recognition	•		60	Accepted and indication "DOES NOT EXIST"
Issuing country of certificate of recognition	•		2	From coding of HELEX
Investor address				
Address (street and number)	•		40	
P.C	•		10	

Dematerialised Securities System

DESCRIPTION OF COMMUNICATIONAL FILES WITH ISSUANCE COMPANIES



City	•	20	
Country	•	2	From coding of HELEX
Telephone	•	15	
Fax	•	15	
E-mail	•	64	
Communication data for DSS			
Mail Receptor	•	60	
Address	•	40	
P.C.	•	10	
City	•	20	
Country	•	2	From coding of HELEX
Telephone	•	15	
Fax	•	15	

Registration key

Record of type '2' (Co beneficiary)

Field	position	length	Remarks
Corporate code	1	6	From coding of DSS
Installation code	7	8	Code for every station of an enlisted issuer. It is arises from the data Organization (3 digits) Branch (3 digits) Terminal (2 digits).
Shareholder code	15	15	As it has granted to the group, into the same installation code.
Indication of record	30	1	'2' (Co beneficiary)
Numbering	31	2	Consecutive number of group members
Surname or full legal denomination of the legal entity		200	
Name		30	Only for individual
Father's name		15	Only for individual
Tax identification Number		15	Identification number for Greeks taxpayers or indication "DOES NOT EXIST"
Competent tax office		15	Competent Tax Office for Greeks taxpayers or indication "DOES NOT EXIST"
Indication of person		1	1 individual - 2 legal entity
Corporate form		15	Only for legal entities
Occupation/business activity		25	Occupation (individual) Business activity (legal entities)
Registered Office		80	Only for legal entities
Contact person		60	Only for legal entities
Nationality		2	From coding of HELEX

Dematerialised Securities System

DESCRIPTION OF COMMUNICATIONAL FILES WITH ISSUANCE COMPANIES



Investor share code	10	If exist already in DSS as investor
Type certificate of recognition	1	'1' = ID, '2' = passport, '3' = corporate registration number, '9' = Other
Number certificate of recognition	25	Acceptable and indication "DOES NOT EXIST"
Date of issuing the certificate of recognition	8	DDMMYYYY
Issuing authority of certificate of recognition	60	Acceptable and indication "DOES NOT EXIST"
Issuing country of certificate of recognition	2	From coding of HELEX
Address (street and number)	40	
	10	
City	20	
Country	2	From coding of HELEX
Telephone	15	
Fax	15	
E-mail	64	
Percentage of Co ownership	7	Form 999.999

Registration key

Record of type '3' (quantity of securities)

Field	Y	position	length	Remarks
Corporate code in HELEX	•	1	6	From coding of DSS
Installation code	•	7	8	Similar to the record of type '1'
Shareholder code	•	15	15	Similar to the record type of '1'
Indication of record	•	30	1	'3' (quantities)
Numbering	•	31	2	01-99 (numbering of records per shareholder) LPAD 0
Security code	•		12	From coding file of HELEX
Quantity of securities	•		15	LPAD 0
Code of sending file	•		6	LPAD 0
Burden indication	•		1	'0' = Does not exist, '1' = Pledge, '2' = usufruct
Indication of informing	•		1	'0' = The shareholder is not legalized. '1' = Legalization with informing. '2' = Informing.
Informing by date			8	DDMMYYYY
Informing up to date			8	DDMMYYYY
Account number			10	If it is already active in DSS

Dematerialised Securities System

DESCRIPTION OF COMMUNICATIONAL FILES WITH ISSUANCE COMPANIES



Account operator code		10	Obligatorily with the account number. It is presented by the shareholder
Contract number of establishment of pledge or burden		30	Should have been addressed to HELEX
Investor share code in DSS		10	Pledge lender or usufructuary
Value of securities	•	16,2	LPAD 0 In form 16,2 (99999999999999.99)
Registration key			

Record of type '4' (burden contracts)

Field	Y	Position	length	Remarks
Corporate code	•	1	6	From coding of DSS
Installation code	•	7	8	
Serial number of pledge	•	15	8	It is presented by the issuer LPAD 0
Indication of record	•	30	3	'400'
Number of contract	•		30	
Type of pledge	•		1	'1' = pledge, '2' = usufruct
Date setting pledge	•		8	DDMMYYYY
Details of pledgee or principal debtor	•			
Share number	•		10	
Surname or full legal denomination of the legal entity	•		200	Account Holder of Securities
Name			30	Only for Individuals
Father's Name			15	Only for Individuals
Tax identification number	•		15	Tax identification number or indication "DOES NOT EXIST"
Competent Tax office	•		15	Competent Tax office or indication "DOES NOT EXIST"
Person Indication	•		1	1 Individual, 2 Legal entities 3 Group
Corporate form			15	Only legal entities
Registered office			80	Only legal entities
Nationality	•		2	From coding of HELEX
Type certificate of recognition	•		1	'1' = ID, '2' = Passport, '3' = Corporate Registration Number '9' = other
Number certificate of recognition	•		25	Acceptable and indication "DOES NOT EXIST"

Dematerialised Securities System

DESCRIPTION OF COMMUNICATIONAL FILES WITH ISSUANCE COMPANIES



Date of issuing the certificate of recognition		8	DDMMYYYY
Issuing authority of certificate of recognition	•	60	Acceptable and indication "DOES NOT EXIST"
Issuing country of certificate of recognition	•	2	From coding of HELEX
Details pledgee or usufructuary	•		
Investor Share Code in DSS	•	10	
Surname or full legal denomination of the legal entity	•	200	
Name		30	Only for Individual
Father's Name		15	Only for Individual
Tax identification number	•	15	Tax identification number or indication "DOES NOT EXIST"
Competent Tax office	•	15	Competent Tax office or indication "DOES NOT EXIST"
Person Indication	•	1	1 Individual 2 legal entity 3 join investor account
Corporate form		15	Only for legal entities
Registered office		80	Only for legal entities
Nationality	•	2	From coding of HELEX
Type certificate of recognition	•	1	'1' = ID, '2' = Passport, '3' = Corporate Registration Number '9' = other
Number certificate of recognition	•	25	Acceptable and indication "DOES NOT EXIST"
Date of issuing the certificate of recognition	•	8	DDMMYYYY
Issuing authority of certificate of recognition	•	60	Acceptable and indication "DOES NOT EXIST"
Issuing country of certificate of recognition	•	2	From coding of HELEX
Registration key			

Record type '5' (Terms of the contracts pledge)

Field	Y	Position	Length	Remarks
Corporate code		1	6	From coding of HELEX
Installation Code		7	8	
Serial number of pledge		15	8	Taken from issuer LPAD 0
Indication of record		30	1	'5'
Serial number of pledge analysis		31	2	LPAD 0
Isin Code			12	From coding of DSS From coding of DSS



Dematerialised Securities System

DESCRIPTION OF COMMUNICATIONAL FILES WITH ISSUANCE COMPANIES

Type of asset	2	'1' = Extension Weight '2' = Pledgee. Debtor or having limited ownership '3' = Pledgee or usufructuary.
Display asset holder	1	
Registration key		

Record type '6' (Error in file received by HELEX)

Field	Y	position	length	remarks
Indication of record		1	1	'6'
Key of record		2	34	Align left
Code of error		36	10	Assigned by DSS Align Right
Information		46	35	Other auxiliary data

Accompanying production situation in each file upload

The data set included in the electronic records must be produced in the form accompanying statements
Each statement issued per file and strictly identical with it.

2.4.4 Controls archive data and instructions for completing

File type 31 (notification not appeared Meeting)

- In type records '3' 'Display Information field should have a value of '0'
- The records type 3 fields:
 - Information from date
 - Information to date
 - Account Number
 - Operator code to DSS
 - Contract lien or Weight
 - Investor Share Code in DSS
 should have a value gaps (spaces)

Control of file

The electronic file using Character Set ISO 8859-7.

- There aren't Control characters. The permissible characters are:

digits : 0,1,2,3,4,5,6,7,8,9

Latin Capital: A,B,C,D,E,F,G,H,I,J,K,L,M,N,O,P,Q,R,S,T,U,V,W,X,Y,Z

Latin Lowercase: a,b,c,d,e,f,g,h,i,j,k,l,m,n,o,p,q,r,s,t,u,v,w,x,y,z

symbol : () - . , /

Greek Capital: A,B,Γ,Δ,E,Z,H,Θ,I,K,Λ,M,N,Ξ,O,Π,P,Σ,T,Y,Φ,X,Ψ,Ω

Greek Lowercase: α,β,γ,δ,ε,ζ,η,θ,ι,κ,λ,μ,ν,ξ,ο,π,ρ,σ,τ,υ,φ,χ,ψ,ω

Greek with ton : ά,έ,ή,ύ,ί,ό,ώ

Special character : <SP> (space) , <NL> (New Line) = <CR>+<LF>



The files are sorted lexicographically.

- Required fields must not be empty. If no information is available a mandatory field, if given the accepted indication.
- The information to be filled in Upper Case.
- Fields with list prices are getting value from the mandatory list. Individual fields are:

Kind of person to be registered as an investor:

- '1 '= Individual,
- '2 '= Legal entity,
- '3 '= Joint investor account

Your prompt dispatch of information to the investor:

- '1 '= 'Yes ', '2' = 'No'
- Type certificate of recognition:
 - '1 '= ID
 - '2 '= Passport
 - '3 '= Corporate Registration Number
 - '9 '= Other

Type of file documents electronically:

- '0' = Header record,
- '1' = Investor,
- '2' = Join holder,
- '3' = Ammounts,
- '4' = Pledges,
- '5 '= Pledges Analysis
- '6 '= Report Error

Weight indication in quantity

- 0 = None pledge
- '1 '= Under Pledge,
- '2 '= There is usufruct.

Display Information

- '0 '= The Shareholder is not entitled to this amount.
- '1 '= legalization and Information.
- '2 '= Standard Shareholder Update

Holder new quantities if there is a pledge

- '1 '= The pledge of the new extended amount
 - '2 '= The pledgee. Debtor or having limited ownership,
 - '3 '= The pledgee or usufructuary
- Exclusive use codes when using table

Coding when registering

- Nationality,
- Issuing Country of certificate of recognition,
- Country in a direction
- Companies Code,
- securities,
- Asset pledge

- Each file includes only the projected record types



Header Record controls

General Control for permissive and mandatory values as listed in manual:

- The file type can be provides that be sent by the issuing.
- Number of refers dispatch only if provided by the file type.
If stated dispatch code:
 - Allow for sending the file type.
 - Do not repeat the sending of the file..
 - Have completed Debentures code of issuer.
 - Have completed a positive amount of the security.
 - The amount of securities of the mission, should be less than or equal to the total number of securities of the issuer.
 - Have completed the pledge display.
 - Have completed the display information for the investor.
 - Absent in adders nonzero values not provided for record types.
 - Do not show that the total number of securities of the issuer in case. (eg not to exceed 100% of the share registry by adding the file conversion or not legitimized greater number of securities than those registered as non-legitimized).
 - Indication pledge = 0 is allowed only for file conversion, file legalization and file information.
 - Indication pledge = 1 or 2 only allowed for file conversion.
 - Display information investor = 0 only allowed in file conversion.
 - Indication investor information = 0 is allowed only for nominal securities.
 - Display information = 1 investor is only allowed to file conversion and legalization
 - Display information = 2 investor is only allowed to file Command Information.
 - File legalization sent only for nominal securities.

Controls investors records

General Control for permissive and mandatory values as listed in manual:

- If the indication Face is '3 '(group) be any, at least two records holders, who may not be join account of shareholders.
- Registration Shareholder must have one associated minimum subscription amount.
- Sets record type 1 Header to be equal to the number of analytical lines.
- If the pledge indication in Header Record is not 0, it should be supplemented investor account.
- Completed share number will be certified by the DSS for the correctness combined with the identification.



Recording control joint holders

General Control for permissive and mandatory values as listed in manual:

- In shares of joint holders involved only shares of individuals' shareholders.
- Sets record type 2 Header to be equal to the number of analytical lines.
- If the pledge indication in Header Record is not 0, it should be supplemented investor account.
- Completed share number will be certified by the DSS for the correctness combined with the identification.
- Rates joint holders to be larger than 0 and add up to 100.
- Not defined co-beneficiaries to a share that is not join account.

Recording control quantities

General Control for permissive and mandatory values as listed in manual:

- The records relate only to the same securities (eg common or preferred) mentioned in the Header
- The records must have the same indication investor information referred to the Header.
- The records must have the same indication being reported pledge and Header.
- A record of quantity must be a record associated with a shareholder.
- Sets record type Header to be equal to the number of analytical lines.
- Sets record type 3 Header to be equal to the number of analytical lines.
- If the indicator information reports that the shareholder is not entitled to the said amount.

The amount should be positive.

The indicator of pledge should be 0.

Not be filled in the contract number and the code section of the pledgee / usufructuary.

Do not be completed account investor and operator.

Not be completed by the date information.

- If the indicator information reports that the shareholder is entitled to the said amount:



Not be completed by the date information.

The amount should be positive.

In this file not be filled in the contract number and the code section of the pledgee / usufructuary.

Have been given the share number of the investor in the DSS.

The amount will be covered by Registered (quantity not appeared shareholder) DSS, the former shareholder of file conversion.

- If the record amount is sent to Helex with file:

Not be filled in the contract number and the code section of the pledgee / usufructuary.

Do not be completed account investor and operator.

The amount should be 0.

The indicator of pledge is ignored.

- That there is pledge:

There necessarily filled the contract number and code of share pledgee or usufructuary.

Do not be completed account investor and operator.

The code of contract is notified to file to DSS.

The number of share investor has completed the recording of shareholder and coincides with the number of share of the investor debtor / having bare ownership in the Convention.

The share number of pledgee / beneficial owner in the record of the quantity to be identified with that of the Convention.

The Contract should apply to the securities referred to the record of the term contract.

The quantities of securities to be greater than 0.

Controls written contract of pledges

- General tests for permissive and mandatory values as indicated in the manual.
- Sets record type 4 Header to be equal to the number of analytical lines.
- The share number of the debtor or pledgee will insert fine master certified by the DSS for errors in combination with the identification.
- The share number of the pledgee or usufructuary shall be certified by the DSS for errors in combination with the identification.
- For each record type '4' 'Convention (Weight)' there will be a record type '5' (Term Contract) by type of asset and securities.



Recording control contract terms of pledges

- General tests for permissive and mandatory values as indicated in the manual.
- Sets record type 5 Header to be equal to the number of analytical lines.
- The records of pledges definition should have written contracts associated with these.