

Shareholders Identification Disclosure messages

Market Practice

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# Introduction:

The amended Shareholders Rights Directive (EU) 2017/828 (hereinafter “SRD II”) and Implementing Regulation (EU) 2018/1212 (hereinafter “SRD II IR”) aim to encourage long-term shareholder engagement and to improve corporate governance in EU/EEA companies traded on EU/EEA regulated markets by enabling shareholders to exercise their voting rights and rights to information across borders. In SRD II, EU/EEA issuers of shares traded on regulated markets are also given the right to identify their shareholders. Exercise of this right confers obligations on intermediaries.

The market practice described in this document is based on SRD II and SRD II IR, as well as the Market Standards for Shareholder Identification produced by the Shareholder Identification Task Force.

As the SRD II IR is very specific and detailed on the data elements to be used, the SMPG would like to highlight that only the ISO 20022 messages designed for SRD II Shareholder Identification Disclosure listed in the cope and Definition section are compliant with the IR.

The use of the corporate actions notifications and instructions messages (in ISO 15022 or ISO 20022 formats) with corporate action event type code DSCL/Disclosure, is not compliant with SRD II, but will remain in the ISO standards for other disclosure processes/purposes.

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# Scope and definitions:

The scope of this document is to describe the market practice for using the Shareholders Identification Disclosure messages, as per SRD II and SRD II IR.

The market practices described in this document are meant to be used exclusively with the following ISO 20022 messages:

| MessageDefinition | Abbreviated Name | Message Identifier |
| --- | --- | --- |
| ShareholderIdentificationDisclosureRequest | SIDR | seev.045.001.01 |
| ShareholderIdentificationDisclosureRequestCancellationAdvice | SIDC | seev.046.001.01 |
| ShareholderIdentificationDisclosureResponse | SIRE | seev.047.001.01 |
| ShareholderIdentificationDisclosureResponseCancellationAdvice | SIRC | seev.048.001.01 |
| ShareholderIdentificationDisclosureResponseStatusAdvice | SIRS | seev.049.001.01 |

# Actors and Roles:

The main roles involved in this process:

1. Issuer

The party that has issued the shares and is requesting the identity of its Shareholders.

In the SRD II IR, the definition of issuer is: a company which has its registered office in a Member State and the shares of which are admitted to trading on a regulated market situated or operating within a Member State or a third party nominated by such a company for the tasks set out in this Regulation.

1. Third party/issuer agent

The third party that the issuer has delegated responsibility for receiving responses to the request. This is an optional role; the issuer may elect to receive responses itself. The issuer CSD can also act as the third party.

1. Issuer CSD

The issuer CSD is the first intermediary; the CSD in which the shares has been issued and that is the primary register for the issuance. The issuer CSD may also be the last intermediary, i.e. for a CSD member’s proprietary account or for various types of end investors, in direct-holding markets.

In the SRD II IR, the definition of issuer CSD is: the central securities depository which provides the core service as defined in points 1 or 2 of Section A of the Annex to Regulation (EU) No 909/2014 of the European Parliament and of the Council with respect to the shares traded on a regulated market.

In the SRD II IR, the definition of first intermediary is: the issuer CSD or other intermediary nominated by the issuer, who maintains the share records of the issuer by book-entry at top tier level with respect to the shares traded on a regulated market, or holds those shares at top tier level on behalf of the shareholders of the issuer

1. Local custodian

The party that acts as CSD member, holding assets on behalf of clients in one or more securities accounts in the books and records of the issuer CSD. The local custodian may be the last intermediary, i.e. a client may be the end investor/shareholder.

1. Global custodian

The party that acts as client of the CSD member, in turn holding assets on behalf of clients in one or more securities accounts in the books and records of the local custodian. The global custodian may be the last intermediary, i.e. a client may be the end investor/shareholder.

There may be additional intermediaries. We will limit the market practice to the main roles and actors.

# Activity Diagram:

**Possible alternative Flow:**

**Direct disclosure request to Intermediary**

Legend

**Possible alternative Flow:**

**Response through Chain**

**Issuer**

Request

Response

**First**

**Intermediary**

**Last Intermediary**

**Disclosure Request**

**Initiator / Response Recipient**

* Disclosure Request
* Cancellation Advice

**Shareholder**

* Disclosure Response
* Response Cancellation
* Disclosure Response Status
* Disclosure Response
* Response Cancellation
* Disclosure Response Status
* Disclosure Response
* Response Cancellation
* Disclosure Response Status
* Disclosure Request
* Cancellation Advice
* Disclosure Request
* Cancellation Advice
* Disclosure Request
* Cancellation Advice
* Disclosure Request
* Cancellation Advice

ISO Messaging Solution Scope

**Intermediary**

**X+1**

**Intermediary X**

# Message Flows illustrations:











# Shareholders Identification Disclosure Request

## Scope.

For the above-described different communication needs, the following business data are required. Focus is on the processes described in the MP,

## Common mandatory business data requirements.

The SMPG recommends that all the below optional and mandatory elements be present in all Shareholders Identification Disclosure Request messages. M / C / O identifies whether the business data is mandatory, conditional or optional in the ISO 20022 standards.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Common mandatory elements | Place | Detailed usage | M/C/O | SRD II reference |
| From, <Fr> | BAH | The sender from a business context, which can be different than the actual sender in the transport header (similar to MEOR in MT). BICFI is the preferred format | M |  |
| To, <To> | BAH | The receiver from a business context, which can be different than the actual receiver in the transport header (similar to MERE in MT). BICFI is the preferred format | M |  |
| BusinessMessageIdentifier, <BizMsgIdr> | BAH | The sender’s unique ID/reference of the message | M | Table 1 – A1 |
| MessageDefinitionIdentifier, <MsgDefIdr> | BAH | Contains the MessageIdentifier that defines the BusinessMessage, e.g. seev.045.001.01 | M | Table 1 – A2 |
| CreationDate, <CreDt> | BAH |  | M |  |
| Issuer Disclosure Request Identification, <IssrDsclsrReqId> | Payload |  | M |  |
| Disclosure Request Type, <DsclsrReqTp> | Payload | A REPL message should only be sent in case of a change in the previously announced request. | M | Table 1 – A2 |
| Forward Request Indicator, <FwdReqInd> | Payload | This indicator should always be present to avoid any misunderstanding. | O | Table 1 – A3 |
| Financial Instrument Identification, <FinInstrmId> | Payload | ISIN is the preferred format | M | Table 1 – A4 |
| Shareholders Disclosure Record Date, <ShrhldrsDsclsrRcrdDt> | Payload | Date (DDMMYYYY) is the preferred format | M | Table 1 – A5 |
| Disclosure Response Recipient - Identification, <Id> | Payload | LEI is the preferred format | M | Table 1 – B1 |
| Disclosure Response Recipient - Recipient Name, <RcptNm> | Payload |  | M | Table 1 – B2 |
| Disclosure Response Recipient -Response Recipient Address, <RspnRcptAdr> | Payload | AnyBIC is the preferred format | M | Table 1 – B3 |
| Issuer Disclosure Deadline, <IssrDsclsrDdln> | Payload | DateTime in UTC format is the preferred format | M | Table 1 – A6 |
|  |  |  |  |  |

## Optional business data requirements.

The below optional elements may be provided in a Shareholders Identification Disclosure Request message but are optional. If used, they must be used as described in the “Detailed usage” column. It is to be noted that most of the usage rules are standards rules, not market practice recommendations.

Any other elements not mentioned above or below are considered NOT needed for this specific type of message. If used, they will be market-specific.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Common optional elements | Place | Detailed usage | M/C/O | SRD II reference |
| Response Through Chain Indicator, <RspnThrghChainInd> | Payload | This indicator should ONLY be present when the response has to go through the chain as the market standards recommendation is to address the response to the issuer or the third party appointed by the issuer | O |  |
| Shares Quantity Threshold, <ShrsQtyThrshld> | Payload | If used, it has to be provided by the issuer as a quantity of shares | O | Table 1 – A7 |
| Request Share Held Date, <ReqShrHeldDt> | Payload | If this indicator is present, the issuer must also specify the method to be used to calculate the date and the description | O | Table 1 – A8 |
| Date Calculation Method, <DtClctnMtd> | Payload | Only to be used if the Request Share Held Date is present | C |  |
| Disclosure Response Deadline <DsclsrRspnDdln> | Payload | Only to be used if the response is to be sent through the chain as indicated in Response Through Chain Indicator | O |  |
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# Shareholders Identification Disclosure Request Cancellation Advice

## Scope.

For the above-described different communication needs, the following business data are required. Focus is on the processes described in the MP.

## Common mandatory business data requirements.

The SMPG recommends that all the below optional and mandatory elements be present in all Shareholders Identification Disclosure Request Cancellation Advice messages. M / C / O identifies whether the business data is mandatory, conditional or optional in the ISO 20022 standards.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Common mandatory elements | Place | Detailed usage | M/C/O | SRD II reference |
| From, <Fr> | BAH | The sender from a business context, which can be different than the actual sender in the transport header (similar to MEOR in MT). BICFI is the preferred format | M |  |
| To, <To> | BAH | The receiver from a business context, which can be different than the actual receiver in the transport header (similar to MERE in MT). BICFI is the preferred format | M |  |
| BusinessMessageIdentifier, <BizMsgIdr> | BAH | The sender’s unique ID/reference of the message | M | Table 1 – A1 |
| MessageDefinitionIdentifier, <MsgDefIdr> | BAH | Contains the MessageIdentifier that defines the BusinessMessage, e.g. seev.046.001.01 | M | Table 1 – A2 |
| CreationDate, <CreDt> | BAH |  | M |  |
| Issuer Disclosure Request Identification, <IssrDsclsrReqId> | Payload |  | M |  |
| Financial Instrument Identification, <FinInstrmId> | Payload | ISIN is the preferred format | M |  |
| Shareholders Disclosure Record Date, <ShrhldrsDsclsrRcrdDt> | Payload | Date (DDMMYYYY) is the preferred format | M |  |
| CancellationReason, <CxlRsn> | Payload | WITH is ONLY to be used in case of a cancellation triggered by the issuer or the third party appointed by the issuer. | O |  |
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## Optional business data requirements.

The below optional elements may be provided in a Shareholders Identification Disclosure Request Cancellation Advice message but are optional. If used, they must be used as described in the “Detailed usage” column. It is to be noted that most of the usage rules are standards rules, not market practice recommendations.

Any other elements not mentioned above or below are considered NOT needed for this specific type of message. If used, they will be market-specific.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Common optional elements | Place | Detailed usage | M/C/O | SRD II reference |
| Related – From, <Fr> | BAH | Optional block in the BAH, for the related message: the sender from a business context, which can be different than the actual sender in the transport header (similar to MEOR in MT). BICFI is the preferred format | M |  |
| Related – To, <To> | BAH | Optional block in the BAH, for the related message: the receiver from a business context, which can be different than the actual receiver in the transport header (similar to MERE in MT). BICFI is the preferred format | M |  |
| Related – BusinessMessageIdentifier, <BizMsgIdr> | BAH | Optional block in the BAH, for the related message: the sender’s unique ID/reference of the message | M |  |
| Related – MessageDefinitionIdentifier, <MsgDefIdr> | BAH | Optional block in the BAH, for the related message: contains the MessageIdentifier that defines the BusinessMessage, e.g. seev.045.001.01 | M |  |
| Related – CreationDate, <CreDt> | BAH | Optional block in the BAH, for the related message | M |  |
|  |  |  |  |  |
|  |  |  |  |  |

# Shareholders Identification Disclosure Response

## Scope.

For the above-described different communication needs, the following business data are required. Focus is on the processes described in the MP:

## Common mandatory business data requirements.

The SMPG recommends that all the below optional and mandatory elements be present in all Shareholders Identification Disclosure Response messages. M / C / O identifies whether the business data is mandatory, conditional or optional in the ISO 20022 standards.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Common mandatory elements | Place | Detailed usage | M/C/O | SRD II reference |
| From, <Fr> | BAH | The sender from a business context, which can be different than the actual sender in the transport header (similar to MEOR in MT). BICFI is the preferred format | M |  |
| To, <To> | BAH | The receiver from a business context, which can be different than the actual receiver in the transport header (similar to MERE in MT). BICFI is the preferred format | M |  |
| BusinessMessageIdentifier, <BizMsgIdr> | BAH | The sender’s unique ID/reference of the message | M | Table 1 – A1 |
| MessageDefinitionIdentifier, <MsgDefIdr> | BAH | Contains the MessageIdentifier that defines the BusinessMessage, e.g. seev.047.001.01 | M | Table 1 – A2 |
| CreationDate, <CreDt> | BAH |  | M |  |
| Pagination | Payload | Recommended to be used even if the response only include one page | O |  |
| Issuer Disclosure Request Identification, <IssrDsclsrReqId> | Payload |  | M | Table 2 – A1 |
| Financial Instrument Identification, <FinInstrmId> | Payload | ISIN is the preferred format | M | Table 2 – A4 |
| Shareholders Disclosure Record Date, <ShrhldrsDsclsrRcrdDt> | Payload | Date (DDMMYYYY) is the preferred format | M | Table 2 – A5 |
| Disclosure Response Identification, <DsclsrRspnId> | Payload |  | M | Table 2 – A2 |
| Responding Intermediary – Name, <Nm> | Payload |  | M | Table 2 – B2 |
| Responding Intermediary – Identification, <Id> | Payload | LEI is the preferred format | M | Table 2 – B1 |
| Responding Intermediary – Contact Person, <CtctPrsn> | Payload | Name and email address are recommended | O |  |
| Safekeeping Account, <SfkpgAcct> | Payload | Safekeeping account that the responding intermediary has with the intermediary up the chain | M | Table 2 – B7 |
| Account Servicer, <AcctSvcr> | Payload | Intermediary up the chain from the responding intermediary – LEI is the preferred format | M | Table 2 – B6 |
| Shareholding Balance On Own Account, <ShrhldgBalOnOwnAcct> | Payload | Quantity of securities held by the responding intermediary for its own account | M | Table 2 – B4 |
| Shareholding Balance On Client Account, <ShrhldgBalOnClntAcct> | Payload | Quantity of securities held by the responding intermediary on behalf of clients | M | Table 2 – B5 |
| Total Shareholding Balance, <TtlShrhldgBal> | Payload | Sum of the securities quantity held by the responding intermediary for its own account and of securities quantity held on behalf of clients | M | Table 2 – B3 |
| Non Disclosed Shareholding Quantity, <NonDscldShrhldgQty> | Payload | This element is to be used to indicate any securities quantity held by clients of the responding intermediary who have prohibited disclosure | O |  |
| Below Threshold Shareholding Quantity, <BlwThrshldShrhldgQty> | Payload | This element is to be used to indicate any securities quantity held by clients of the responding intermediary having a balance below threshold | O |  |
| Safekeeping Account, <SfkpgAcct> | Payload | The account number at the responding intermediary.  Recommended to be included to facilitate the issuer’s reconciliation.  The account should be a real account (no narrative or institution names). | O |  |
| Account Holder – Legal Person – Name And Address, <NmAndAdr> | Payload |  | M | Table 2 – C2(a) and C3-9 |
| Account Holder – Legal Person – Identification, <Id> | Payload | LEI or national registration number are the preferred formats | M | Table 2 – C1(a) |
| Account Holder – Natural Person – Name And Address, <NmAndAdr> | Payload |  | M | Table 2 – C2(b) and C3-9 |
| Account Holder – Natural Person – Identification, <Id> | Payload | See attachment | M | Table 2 – C1(b) |
| Shareholding Type, <ShrhldgTp> | Payload |  | M | Table 2 – C10 |
| Quantity, <Qty> | Payload |  | M | Table 2 – C11 |
|  |  |  |  |  |
|  |  |  |  |  |

## Optional business data requirements.

The below optional fields may be provided in a Shareholders Identification Disclosure Response message but are optional. If used, they must be used as described in the “Detailed usage” column. It is to be noted that most of the usage rules are standards rules, not market practice recommendations.

Any other fields not mentioned above or below are considered NOT needed for this specific type of message. If used, they will be market-specific.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Common optional elements | Place | Detailed usage | M/C/O | SRD II reference |
| Initial Date Of Shareholding, <InitlDtOfShrhldg> | Payload | To be reported only if and as requested in the SI request.  Date (DDMMYYYY) is the preferred format | C | Table 2 – C12 |
| Third Party – Role, <Role> | Payload | To be used with code DECM, to report the details of the third party who is authorised to take investment decisions on behalf of the shareholder | O | Table 2 – C13 |
| Third Party – Name, <Nm> | Payload | To be used to report the name of the third party | O | Table 2 – C13 |
| Third Party – Identification, <Id> | Payload | To be used to report the ID of the third party  LEI is the preferred format | O | Table 2 – C14 |
|  |  |  |  |  |

# Shareholders Identification Disclosure Response Cancellation Advice

## Scope.

For the above-described different communication needs, the following business data are required. Focus is on the processes described in the MP:

## Common mandatory business data requirements.

The SMPG recommends that all the below optional and mandatory elements be present in all Shareholders Identification Disclosure Response Cancellation Advice messages. M / C / O identifies whether the business data is mandatory, conditional or optional in the ISO 20022 standards.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Common mandatory elements | Place | Detailed usage | M/C/O | SRD II reference |
| From, <Fr> | BAH | The sender from a business context, which can be different than the actual sender in the transport header (similar to MEOR in MT). BICFI is the preferred format | M |  |
| To, <To> | BAH | The receiver from a business context, which can be different than the actual receiver in the transport header (similar to MERE in MT). BICFI is the preferred format | M |  |
| BusinessMessageIdentifier, <BizMsgIdr> | BAH | The sender’s unique ID/reference of the message | M | Table 1 – A1 |
| MessageDefinitionIdentifier, <MsgDefIdr> | BAH | Contains the MessageIdentifier that defines the BusinessMessage, e.g. seev.048.001.01 | M | Table 1 – A2 |
| CreationDate, <CreDt> | BAH |  | M |  |
| Disclosure Response Identification, <DsclsrRspnId> | Payload |  | M |  |
| Issuer Disclosure Request Identification, <IssrDsclsrReqId> | Payload |  | M |  |
| Financial Instrument Identification, <FinInstrmId> | Payload | ISIN is the preferred format | M |  |
| Shareholders Disclosure Record Date, <ShrhldrsDsclsrRcrdDt> | Payload | Date (DDMMYYYY) is the preferred format | M |  |
| Responding Intermediary – Name, <Nm> | Payload |  | M |  |
| Responding Intermediary – Identification, <Id> | Payload | LEI is the preferred format | M |  |

## Optional business data requirements.

The below optional elements may be provided in a Shareholders Identification Disclosure Response Cancellation Advice message but are optional. If used, they must be used as described in the “Detailed usage” column. It is to be noted that most of the usage rules are standards rules, not market practice recommendations.

Any other elements not mentioned above or below are considered NOT needed for this specific type of message. If used, they will be market-specific.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Common optional elements | Place | Detailed usage | M/C/O | SRD II reference |
| Related – From, <Fr> | BAH | Optional block in the BAH, for the related message: the sender from a business context, which can be different than the actual sender in the transport header (similar to MEOR in MT). BICFI is the preferred format | M |  |
| Related – To, <To> | BAH | Optional block in the BAH, for the related message: the receiver from a business context, which can be different than the actual receiver in the transport header (similar to MERE in MT). BICFI is the preferred format | M |  |
| Related – BusinessMessageIdentifier, <BizMsgIdr> | BAH | Optional block in the BAH, for the related message: the sender’s unique ID/reference of the message | M |  |
| Related – MessageDefinitionIdentifier, <MsgDefIdr> | BAH | Optional block in the BAH, for the related message: contains the MessageIdentifier that defines the BusinessMessage, e.g. seev.047.001.01 | M |  |
| Related – CreationDate, <CreDt> | BAH | Optional block in the BAH, for the related message | M |  |
|  |  |  |  |  |
|  |  |  |  |  |

# Shareholders Identification Disclosure Response Status Advice

## Scope.

For the above-described different communication needs, the following business data are required. Focus is on the processes described in the MP:

## Common mandatory business data requirements.

The SMPG recommends that all the below optional and mandatory elements be present in all Shareholders Identification Disclosure Response Status Advice messages. M / C / O identifies whether the business data is mandatory, conditional or optional in the ISO 20022 standards.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Common mandatory elements | Place | Detailed usage | M/C/O | SRD II reference |
| From, <Fr> | BAH | The sender from a business context, which can be different than the actual sender in the transport header (similar to MEOR in MT). BICFI is the preferred format | M |  |
| To, <To> | BAH | The receiver from a business context, which can be different than the actual receiver in the transport header (similar to MERE in MT). BICFI is the preferred format | M |  |
| BusinessMessageIdentifier, <BizMsgIdr> | BAH | The sender’s unique ID/reference of the message | M | Table 1 – A1 |
| MessageDefinitionIdentifier, <MsgDefIdr> | BAH | Contains the MessageIdentifier that defines the BusinessMessage, e.g. seev.049.001.01 | M | Table 1 – A2 |
| CreationDate, <CreDt> | BAH |  | M |  |
| Disclosure Response Identification, <DsclsrRspnId> | Payload |  | M |  |
| Issuer Disclosure Request Identification, <IssrDsclsrReqId> | Payload |  | M |  |
| Financial Instrument Identification, <FinInstrmId> | Payload | ISIN is the preferred format | M |  |
| Shareholders Disclosure Record Date, <ShrhldrsDsclsrRcrdDt> | Payload | Date (DDMMYYYY) is the preferred format | M |  |
| Responding Intermediary – Name, <Nm> | Payload |  | M |  |
| Responding Intermediary – Identification, <Id> | Payload | LEI is the preferred format | M |  |
| Response Reception Status, <RspnRcptnSts> | Payload | It can only contain the status as “accepted” or “rejected”. In case of a rejection, a rejection reason can be specified | M |  |
|  |  |  |  |  |
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## Optional business data requirements.

The below optional elements may be provided in a Shareholders Identification Disclosure Response Status Advice message but are optional. If used, they must be used as described in the “Detailed usage” column. It is to be noted that most of the usage rules are standards rules, not market practice recommendations.

Any other elements not mentioned above or below are considered NOT needed for this specific type of message. If used, they will be market-specific.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Common optional elements | Place | Detailed usage | M/C/O | SRD II reference |
| Related – From, <Fr> | BAH | Optional block in the BAH, for the related message: the sender from a business context, which can be different than the actual sender in the transport header (similar to MEOR in MT). BICFI is the preferred format | M |  |
| Related – To, <To> | BAH | Optional block in the BAH, for the related message: the receiver from a business context, which can be different than the actual receiver in the transport header (similar to MERE in MT). BICFI is the preferred format | M |  |
| Related – BusinessMessageIdentifier, <BizMsgIdr> | BAH | Optional block in the BAH, for the related message: the sender’s unique ID/reference of the message | M |  |
| Related – MessageDefinitionIdentifier, <MsgDefIdr> | BAH | Optional block in the BAH, for the related message: contains the MessageIdentifier that defines the BusinessMessage, e.g. seev.047.001.01 | M |  |
| Related – CreationDate, <CreDt> | BAH | Optional block in the BAH, for the related message | M |  |
|  |  |  |  |  |
|  |  |  |  |  |