

ISIN REQUEST FROM THE NATIONAL NUMBERING AGENCY (NNA)

December 2019

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Document History**Revision History**

Name	Designation	Version	Last Updated
Lana Lewis	Technical Writer	1.00	5 Oct 2016
Lana Lewis	Technical Writer	2.00	28 Nov 2016
Carike Palmer	Manager NNA	3.00	18 Dec 2019

1. INTRODUCTION

ISINs have widely been accepted by the global markets for identification of all financial instruments. In South Africa, Market participants use ISINs as a unique identifier for securities, for settlement and reporting.

1.1. Obligations of the NNA

The JSE Limited (“JSE”), as a member of the Association of National Numbering Agencies (“ANNA”) and the appointed National Numbering Agency (“NNA”) of South Africa, has reviewed the process for the issuing of ISINs.

As a member of ANNA and the NNA, the obligations of the JSE are to:

1. accept and collect registration information from the issuers for South African financial instruments, listed and unlisted, such as shares, bonds and derivatives, and to issue codes that uniquely identify these instruments, in accordance with ISO standards, including:
 - the allocation of an ISIN code;
 - the association of the ISIN code with information as specified by the ISO 6166 Standard (Securities and Related Financial Instruments: International Securities Identification Numbering System) (“Data”);
 - the classification of financial instruments (“CFI”); and
 - the allocation of financial instrument short name (“FISN”) (effective from April 2017)
2. validate the Data by requesting supporting documents, where applicable, specific to each request type;
3. provide daily identifiers, Data and updates to the ANNA Service bureau which maintains the consolidated global database; and
4. provide annual master upload files of all Data issued (current and historical).

1.2. Minimum data required before an ISIN will be issued

The minimum set of data necessary for an ISIN allocation may depend on the requirements specified by the ISO 6166 Standard, ANNA guidelines, the type of financial instrument involved and any other data prescribed by the JSE, including, but not limited, to any supporting documentation.

1.3. Turnaround times on requests for the allocation of ISINs

In accordance with ANNA guidelines, the JSE will allocate ISINs in a timely manner, usually within **24 (twenty-four) hours** following the request, or the next business day, provided the correct documentation is provided with the request.

1.4. Pricing

In terms of the ISO 6166 Standard, the cost of issuing and allocating an ISIN is limited to cost recovery only, being the costs directly attributable to the services rendered.

The current cost, effective 1 January 2020, per allocation and issuing of an ISIN is a once off amount of ZAR352 (three hundred and fifty two rand), excluding South African value added tax.

The ISIN allocation cost is non-refundable and is payable within **30 (thirty) days** of receipt of a tax invoice from the JSE.

The ISIN allocation cost is applicable to all issuers and is subject to change at the discretion of the JSE and on notice to issuers.

1.5. Invoicing

All issuers who submit ISIN Requests must complete the “Bond Issuer Information Form” and submit it together with all supporting documentation the first time an ISIN Request is submitted to the NNA (email nna@jse.co.za).

This information is required to create a billing profile for each client. This activity only needs to be performed once.

1.6. Contact details of the NNA

Email Address	:	nna@jse.co.za
Telephone Number	:	011-520 7000
Alternative contact details for escalations:	:	Carike Palmer Manager: Corporate Actions and Reference Data (Information Services) carikep@jse.co.za 011-5207885

2. PROCEDURE TO REQUEST AN UNLISTED BOND ISIN

2.1 ISIN Requests via email

1. All Issuers/Agents who submit an ISIN Requests for the first time must complete the “Bond Issuer Information Form” and submit it together with all supporting documentation to the NNA. This information is required to create a billing profile for each Issuer.
2. The Issuer or the Authorised Agent/Advisor acting on behalf of the Issuer should submit all Unlisted Bond requests, including the relevant supporting documents, to nna@jse.co.za.
3. The instrument attributes of the Note must be included in the legal supporting documents provided, when submitting a request for an Unlisted Bond ISIN (i.e. the Offering Circular or Applicable Pricing Supplement).

IMPORTANT: The NNA is responsible for collecting and validating the registration data, including Issuer information, Instrument Type, Instrument Terms, and countries where the Instrument is traded. We would therefore request the relevant supporting documents, where applicable, in order for the NNA to verify the Issuer and Instrument. These documents include:

- Copies of a CIPC document confirming the registration details of the Company, and
- MOI (Memorandum of Incorporation) - Only copies of the pages referring to the type of instruments (for example, Ordinary, A-ordinary, Preference, etc.) which are authorised to be listed under the Registered Company, and
- Offering Circular, or
- APS - Applicable Pricing Supplement.

4. The instrument attributes of the Note must include the following, where applicable, depending on the type of Note:
 - Issuer Name
 - Instrument Alpha Code (max 6 characters, ending with ‘U’)
 - ISIN number (to be provided by the NNA), example **ZAG123456789**
 - Nominal/Issued amount of Note*
 - Programme details, including Authorised amount and date of Programme*
 - Instrument Type / Description*
 - Fixed Rate Note
 - Floating Rate Note
 - Zero Coupon Note
 - Index Linked Note
 - Credit Linked Note
 - Mixed Rate Note
 - Structured Note
 - Guarantee or Ranking of the note*
 - Government Guarantee
 - Joint Guarantee
 - Secured
 - Unsecured / Unguaranteed
 - Negative Pledge
 - Senior Unsecured

- Senior Subordinated (Unsecured)
 - Junior Unsecured
 - Junior Subordinated (Unsecured)
 - Supranational
 - Redemption type*
 - Fixed Maturity
 - Fixed Maturity with Call Feature
 - Fixed Maturity with Put Feature
 - Fixed Maturity with Put and Call
 - Amortization Plan
 - Amortization Plan with Call Feature
 - Amortization Plan with Put Feature
 - Amortization Plan with Put and Call
 - Perpetual Bond
 - Perpetual with Call Feature
 - Perpetual with Put Feature
 - Extendible
 - Issue Date*
 - Legal Final Maturity Date
 - Optional Redemption or Call dates
 - Specified Denomination
 - Issue Price
 - Base CPI
 - Coupon Details
 - First accrual date
 - Coupon Rate / Reference Rate plus margin / coupon calculation details
 - Interest period
 - Coupon frequency
 - Coupon Payment Dates
 - Books close period and/or dates
 - Last Day to Register dates
 - Coupon Withholding tax rate and if applicable
 - Settlement Method and Provider
 - Underlying or Reference entity and Inward Listed approval (if underlying is a foreign entity)
 - Business Day Convention
 - Following
 - Modified Following
 - Preceding
 - Day Count Convention
 - 30/360
 - Actual/360
 - Actual/365
5. The NNA will issue the ISIN against the verified supporting documents received and provide the issued ISIN code to the requestor within the agreed timeline, via email.

2.2 Maturity Date related updates for unlisted ISINs issued

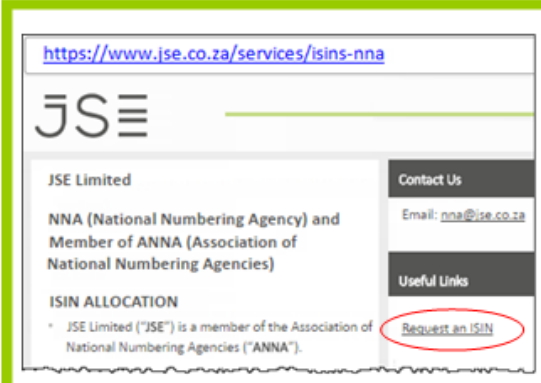
The Issuer and/or Agent acting on behalf of the Issuer, will ensure all instrument attribute updates or maturity/redemption date events, are communicated timeously to the NNA. Examples of such events include early full redemption, full repurchase, call or extensions.

The detail of these events, including the supporting documentation (where applicable), must be emailed to the NNA as soon as the details of these events become available.

The NNA will update the maturity date of the instrument, based on this information provided by the Issuer and/or Agent acting on behalf of the Issuer. If no instruction is received advising that the maturity date of the instrument has changed, the instrument will mature/redeem as per the original legal final maturity date provided as at the issuance of the ISIN.

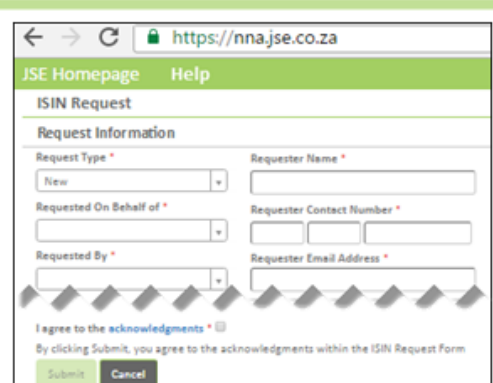
3. PROCEDURE TO REQUEST AN UNLISTED EQUITY ISIN

STEP 1



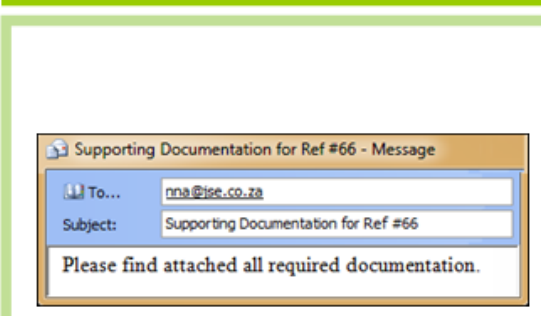
Enter NNA website URL and then click on "Request an ISIN".

STEP 2



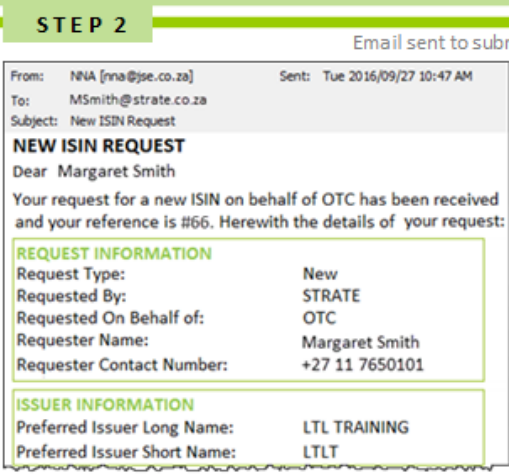
Enter or select the relevant information and then submit the request.

STEP 3



Email all supporting documentation to the NNA. Ensure that you indicate the Reference Number.

STEP 4



Email sent to submitter.

1. Access the NNA website by entering the following URL in your browser:
<https://www.jse.co.za/services/isins-nna> and then click the [Request an ISIN](#) hyperlink under the section “**Useful Links**” on the right hand side of the page.

Note: You also have the option of navigating to the NNA website as follows:

1. Access the JSE Website by entering the following URL : <http://www.jse.co.za>
 2. Select the ‘Products and Services’ menu.
 3. Select ‘Other Services’.
 4. Click on ‘ISINs (NNA)’.
 5. Click the [Request an ISIN](#) hyperlink under the section “**Useful Links**” on the right hand side of the page.
2. With the "ISIN Request screen" displayed, indicate whether you want to **ADD**, **EDIT**, or **TERMINATE** an ISIN.

IMPORTANT: The JSE has provided a comprehensive **Online Help System** to assist you in filling out the ISIN Request. Simply click the **Help** button on the Main Menu.

3. Enter or select the relevant information. All fields are mandatory.
4. Click the **I'm not a robot** checkbox and select the applicable images and then click the **VERIFY** button.
5. Read the 'terms and conditions' by clicking the [Acknowledgements](#) hyperlink and then click the **Acknowledgements** checkbox.
6. Click the **SUBMIT** button.
7. Follow the on-screen prompts to complete the ISIN Request submission.
8. You will receive an email confirming your 'ISIN Request'. This email will include your reference number.
9. Email all supporting documents to nna@jse.co.za. Please ensure that you include your reference number.

IMPORTANT: The NNA is responsible for collecting and validating the registration data, including Issuer information, Instrument Type, Instrument Terms, and countries where the Instrument is traded. We would therefore request the relevant supporting documents, where applicable, in order for the NNA to verify the Issuer and Instrument. These documents include:

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- MOI (Memorandum of Incorporation) - Only copies of the pages referring to the type of instruments (for example, Ordinary, A-ordinary, Preference, etc.) which are authorised to be listed under the Registered Company, and
- Draft prospectus/memorandum or Pre-listing statement - Only copies of the pages verifying the name of the Instrument, or
- Offering Circular, or
- APS - Applicable Pricing Supplement.

Note: You will receive a follow up email once the request has been approved by the NNA.