

Corporate Actions – How to make an election

One

From the Platform Dashboard open Corporate Actions by selecting and clicking on the Corporate Actions icon.



Two

One opened you'll see Corporate Actions contains three icons. Select the CA Dashboard icon.



Tip: From the central search bar type "CA Dashboard". The search result list that appears will include a direct link to the Corporate Action Dashboard.

Three

Type in the **Event ID** for the Corporate Action you wish to make an election on and and click on the looking glass next to the "clear" button.

| 🕋 🕨 Corporate | Actions 🕨 CA Dashboard | | | | | | | | Q |
|----------------------|------------------------|--------------|----------------|----------------------|-----------------------|-------------|----------------|--------|---|
| | | | | | | | | | |
| | | | | | | | | | |
| vent type | | • | | Client sumame | | Find client | | | |
| vent status | | | | Client forename | | | | | |
| orporate action type | Al | | | Client date of birth | | | | | |
| x date from | | | | Account number | | | | | |
| date to | | | | Search for asset | | Find asset | | | |
| vent ID | | | | | | | | | |
| ww/Hide | | | | | | | Clear | | |
| | | | | | | | | | |
| earch results | | | | | | | | | |
| | | | (1 0 | f1) 14 (4)> 14 | | | | | |
| vent type | Event status | Source asset | Effective date | Ex date | Outstanding elections | Electi | ion close date | Action | |
| No records found. | | | | | | | | | |
| | | | (1 0 | f1) 14 <4 (+) (+) | | | | | |
| | | | | | | | | | |



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Four

From the list that appears select **View eligible accounts** from the right hand ment before clicking on the Event type, in this case Redemption Opportunity.

| _{Show/Hide} Search results | | | | | | | |
|--|----------------|--------------|------------|------------|-----------------------|------------------|------------------------------|
| Freehow | Front de la co | c | (1 of 1) | | | Plastic day date | 1 - 1 ¹ |
| Redemption Opportunity | Open | GB0005794036 | 16/04/2018 | 13/04/2018 | Outstanding elections | 10/04/2018 | Action View outstanding e |
| | | | (1 of 1) | < 1 × | ► 15 ¥ | | View outstanding elections |
| | | | | | | | View eligible accounts |

Five

Identify the client you wish to make the election for and select the **Election option**, **Instructor**, **Outturn option** and **Percentage of units** before selecting submit.

| | onine creellon | | | | | |
|--|-----------------------------|-----------------|---|---------------|----------------------------|--|
| Event identifier | 100000109 | Event type | Redemption Opportunity | Source asset | Mercantile Investment Trus | st (The) Plc Ordinary Sha (GB00 |
| Entitlement date | 12/04/2018 | Effective date | 16/04/2018 | Participation | Voluntary | |
| cieculon ciuse date | 10/04/2018 | | | | | |
| ihow/Hide outturn detai | 90 | | | | F | Refresh Back Subm |
| how/Hide outturn detai | 5 | Default | Receipt per share Ta | irget asset | Source ratio Target rat | Refresh Back Subm |
| how/Hide outturn detai Election option Redemption Opportun | ty for £1.55 per share | Default | Receipt per share Ta £1.55000 - | irget asset | Source ratio Target rat | Refresh Back Subm io Product availability |
| how/Hide outturn detai Election option Redemption Opportun | s ty for £1.55 per share | Default (1 c | Receipt per share Ta £1.55000 - f 1) 14 44 1 95 | irget asset | Source ratio Target rat | Refresh Back Subm io Product availability |

Six

You will now receive a message stating that the election for this account has been created

| Election created for | the account A1002 | 0350. | | | | | |
|------------------------|-------------------|--------------|----------------|--------------|-----------------------|---------------------|--------------------|
| Show/Hide | | | | | | | |
| Search results | | | | | | | |
| | | | (1 of 1) | < 1 8 | ▶1 15 ¥ | | |
| Event type | Event status | Source asset | Effective date | Ex date | Outstanding elections | Election close date | Action |
| Redemotion Opportunity | Onen | GR0005794076 | 16/04/2018 | 13/04/2018 | 0 | 10/04/2018 | View outstanding a |

