



CONSOB

***MANUAL ON INFORMATION
REQUIREMENTS FOR SUPERVISED
INTERMEDIARIES***

***Consob Resolution no. 17297 of 28 April 2010,
updated by resolutions no. 19548 of 17 March
2016, no. 20197 of 22 November 2017, no.
20841 of 7 March 2019 and no. 21773 of 25
March 2021***

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PART I – DISCLOSURE OBLIGATIONS

I.1 DISCLOSURE OBLIGATIONS OF ITALIAN INVESTMENT FIRMS

I.1.DP - PERIODIC DOCUMENTATION

I.1.DE – EVENT-BASED DOCUMENTATION

I.1.DS – STRUCTURED DATA

I.1.DP PERIODIC DOCUMENTATION

Code	Description	Type layout	Submission frequency	Submission deadline
I.1.DP.a	Financial statements	Envisaged legal layout	Yearly	Within 30 days of approving the financial statements
I.1.DP.b	Report of the administrative body on the financial statements	Envisaged legal layout	Yearly	Within 30 days of approving the financial statements
I.1.DP.c	Report of the body with functions of control on the financial statements	Envisaged legal layout	Yearly	Within 30 days of approving the financial statements
I.1.DP.d	Audit firm's report on the financial statements	N.A.	Yearly	Within 30 days of approving the financial statements

Code	Description	Type layout	Submission frequency	Submission deadline
I.1.DP.e	Resolution approving the financial statements	N.A.	Yearly	Within 30 days of approving the financial statements
I.1.DP.f	Consolidated financial statements (if the conditions are met)	Envisaged legal layout	Yearly	Within 30 days of approving the financial statements
I.1.DP.g	Report of the administrative body on the consolidated financial statements (if the conditions are met)	Envisaged legal layout	Yearly	Within 30 days of approving the financial statements
I.1.DP.h	Audit firm's report on the consolidated financial statements (if the conditions are met)	N.A.	Yearly	Within 30 days of approving the financial statements
I.1.DP.i	Report describing how investment services and activities and ancillary services are provided and on the activity of distribution of financial products issued by insurance companies or banks	<u>See Annex II. 1</u>	Yearly	By 31 March of each year

Code	Description	Type layout	Submission frequency	Submission deadline
I.1.DP.1	Report of the compliance function [OMISSIS] accompanied by the observations and determinations of the company bodies regarding any potential deficiencies identified	See Annex II.2 (minimum content)	At least annually	In the case of an annual report, within 30 days of approving the financial statements. In the case of interim reports, within 30 days of the company bodies examining the same reports.
I.1.DP.m	Reports on risk management activities [OMISSIS] accompanied by the related observations and determinations of the company bodies regarding any potential deficiencies identified	N.A.	Annual or, where applicable, interim	Within 30 days of the company bodies examining the same reports

Code	Description	Type layout	Submission frequency	Submission deadline
I.1.DP.n	Internal audit activity reports [OMISSIS], accompanied by the related observations and determinations of the company bodies regarding any potential deficiencies identified	N.A.	Annual or, where applicable, interim	Within 30 days of the company bodies examining the same reports

I.1.DE		EVENT-BASED DOCUMENTATION		
Code	Description	Type layout	Submission frequency	Submission deadline
I.1.DE.a	Copy of the article of incorporation and the by-laws	N.A.	Event-based	Within 30 days from the date of registering the Italian investment firm in the register referred to in Article 20 of Legislative Decree no.
I.1.DE.b	Minutes of the resolutions amending the by-laws as well as of merger and spin-off of companies and sale of business divisions	N.A.	Event-based	Within 30 days of the date of resolution
I.1.DE.c	Certificates proving entries in the company register, where required, of resolutions amending the by-laws	N.A.	Event-based	As soon as the documents become available
I.1.DE.d	Copies of the deeds of merger, spin-off or transfer of business divisions, accompanied by the certificates proving entries in the company register (where required)	N.A.	Event-based	As soon as the documents become available

Code	Description	Type layout	Submission frequency	Submission deadline
I.1.DE.e	Copy of the agreements among shareholders of the Italian investment firm	N.A.	Event-based	Within 30 days of the date of signing or renewing the agreement
I.1.DE.f	Minutes of the meeting of the administrative body, or in the case of sole administrator, of the control body relating to the assessment, where required and necessary, of the professional, integrity and independence requirements referred to in Article 13, paragraph 1 of Legislative Decree no. 58/98	N.A.	Event-based	As soon as the document becomes available

Code	Description	Type layout	Submission frequency	Submission deadline
I.1.DE.g	Report describing how investment services and activities and ancillary services are provided and on the activity of distribution of financial products issued by insurance companies or banks (<i>in case of significant interim changes</i>)	See Annex II. 1	Event-based	Within 30 days of significant changes

Code	Description	Type layout	Submission frequency	Submission deadline
I.1.DE.h	Explanatory note and related supporting documentation concerning the measures taken in relation to the irregularities detected with regard to financial consultants authorised to door-to-door selling ¹ in conducting door-to-door selling activities.	N.A.	Event-based (paper submission)	Within 10 days from adopting each measure

I.1.DS		STRUCTURED DATA		
Code	Description	Type layout	Submission frequency	Submission deadline
I.1.DS.a	Periodic supervisory reports	Sections I, II and VI referred to in Bank of Italy Circulars no. 148/1991 and no. 154/1991	See Bank of Italy Circulars no. 148/1991 and no. 154/1991	See Bank of Italy Circulars no. 148/1991 and no. 154/1991
I.1.DS.b	List of subjects with a direct or indirect shareholding in the Italian investment firm pursuant to Article 15 of legislative decree no. 58/98	See Annex II. 3	Event-based	First submission: within 30 days from the date of registering the Italian investment firm in the register referred to in Article 20 of Legislative Decree no. 58/98. In case of change and/or update: within 30 days from the change and/or update
I.1.DS.c	Key information on the agreements among shareholders of the Italian investment firm	See Annex II.4	Event-based	Within 30 days of the date of signing or renewing the agreement

Code	Description	Type layout	Submission frequency	Submission deadline
I.1.DS.d	Breakdown of the bodies with administrative and control functions, names of general managers and heads of corporate functions	<u>See Annex II. 5</u>	Event-based	First submission: within 30 days from the date of registering the Italian investment firm in the register referred to in Article 20 of Legislative Decree no. 58/98. In case of changes and/or new appointments and terminations:
I.1.DS.e	Data on complaints received in writing	<u>See Annex II. 6</u>	Same submission frequency as the report of the compliance function referred to in code <i>I.1.DP.1</i>	Same submission terms as the report of the compliance function referred to in code <i>I.1.DP.1</i>
I.1.DS.f	Data aggregates relating to the breakdown of portfolios managed and the related changes occurred in the performance of the portfolio management service	<u>See Annex II. 7</u>	Quarterly	Within 30 days from the end of each calendar quarter

Code	Description	Type layout	Submission frequency	Submission deadline
I.1.DS.g	Information concerning delegation arrangements to third parties in relation to the provision of portfolio management services	<u>See Annex II. 8</u>	Quarterly	Within 30 days from the end of each calendar quarter
I.1.DS.h2	<i>[. repealed...]</i>	<i>[. repealed.]</i>	<i>[. repealed.]</i>	<i>[. repealed.]</i>
I.1.DS.i	Data on the operations of financial consultants authorised to door-to-door selling ³	<u>See Annex II.10</u>	Half-yearly	Within 60 days from the end of each calendar half-year
I.1.DS.l	Communications regarding the starting, interrupting and restarting dated of the provision of each authorised investment services and activities	<u>See Annex II.11</u>	Event-based	Within 30 days from the date of starting, interrupting and restarting the provision of each authorised investment services and activities
I.1.DS.m	Data on operations carried out when distributing insurance financial products	<u>See Annex II.12</u>	Half-yearly	Within 60 days from the end of each calendar half-year

I.2	DISCLOSURE OBLIGATIONS OF ITALIAN BANKS AND POSTE ITALIANE S.P.A.
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I.2.DP - PERIODIC DOCUMENTATION

I.2.DE – EVENT-BASED DOCUMENTATION

I.2.DS – STRUCTURED DATA

I.2.DP	PERIODIC DOCUMENTATION
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Code	Description	Type layout	Submission frequency	Submission deadline
I.2.DP.a	Financial statements	Envisaged legal layout	Yearly	Within 30 days of approving the financial statements
I.2.DP.b	Report of the administrative body on the financial statements	Envisaged legal layout	Yearly	Within 30 days of approving the financial statements
I.2.DP.c	Report of the body with functions of control on the financial statements	Envisaged legal layout	Yearly	Within 30 days of approving the financial statements
I.2.DP.d	Audit firm's report on the financial statements (where applicable)	N.A.	Yearly	Within 30 days of approving the financial statements
I.2.DP.e	Resolution approving the financial statements	N.A.	Yearly	Within 30 days of approving the financial statements

Code	Description	Type layout	Submission frequency	Submission deadline
I.2.DP.f	Consolidated financial statements (if the conditions are met)	Envisaged legal layout	Yearly	Within 30 days of approving the financial statements

Code	Description	Type layout	Submission frequency	Submission deadline
I.2.DP.g	Report of the administrative body on the consolidated financial statements (if the conditions are met)	Envisaged legal layout	Yearly	Within 30 days of approving the financial statements
I.2.DP.h	Audit firm's report on the consolidated financial statements (where applicable)	N.A.	Yearly	Within 30 days of approving the financial statements
I.2.DP.i	Report describing how investment services and activities and ancillary services are provided and on the activity of distribution of financial products issued by insurance companies or banks	<u>See Annex II. 1</u>	Yearly	By 31 March of each year

Code	Description	Type layout	Submission frequency	Submission deadline
I.2.DP.1	Report of the compliance function [OMISSIS] accompanied by the observations and determinations of the company bodies regarding any potential deficiencies identified	See Annex II.2 (minimum content)	At least annually	In the case of an annual report, within 30 days of approving the financial statements. In the case of interim reports, within 30 days of the company bodies examining the same reports.
I.2.DP.m	Risk management activity reports [OMISSIS] accompanied by the related observations and determinations of the company bodies regarding any potential deficiencies identified	N.A.	Annual or, where applicable, interim	Within 30 days of the company bodies examining the same reports

I.2.DP.n	Internal audit activity reports [OMISSIS] accompanied by the related observations and determinations of the company bodies regarding any potential deficiencies identified	N.A.	Annual or, where applicable, interim	Within 30 days of the company bodies examining the same reports
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I.2.DE | EVENT-BASED DOCUMENTATION

Code	Description	Type layout	Submission frequency	Submission deadline
I.2.DE.a	Minutes of the resolutions concerning corporate transformation, merger and spin-off operations and the sale of business divisions	N.A.	Event-based	Within 30 days of the date of resolution
I.2.DE.b	Acts implementing the corporate transformation, merger and spin-off operations as well as the sale of business divisions, accompanied by certificates proving entries in the company register (where required)	N.A.	Event-based	As soon as the documents become available

Code	Description	Type layout	Submission frequency	Submission deadline
I.2.DE.c	Report describing how investment services and activities and ancillary services are provided and on the activity of distribution of financial products issued by insurance companies or banks (<i>in case of significant interim changes</i>)	<u>See Annex II. 1</u>	Event-based	Within 30 days of significant changes

Code	Description	Type layout	Submission frequency	Submission deadline
I.2.DE.d	Explanatory note and related supporting documentation concerning information on the measures taken in relation to the irregularities detected with regard to financial consultants authorised to door-to-door selling ⁴ in conducting door-to-door selling activities.	N.A.	Event-based (paper submission)	Within 10 days from adopting each measure

I.2.DS		STRUCTURED DATA		
Code	Description	Type layout	Submission frequency	Submission deadline
I.2.DS.a	Data on complaints received in writing	<u>See Annex II. 6</u>	Same submission frequency as the report of the compliance function referred to in code <i>I.2.DP.1</i>	Same submission terms of the report of the compliance function referred to in code <i>I.2.DP.1</i>
I.2.DS.b	Data aggregates relating to the breakdown of portfolios managed and the related changes occurred in the performance of the portfolio management service	<u>See Annex II. 7</u>	Quarterly	Within 30 days from the end of each calendar quarter

Code	Description	Type layout	Submission frequency	Submission deadline
I.2.DS.c	Information concerning delegation arrangements to third parties in relation to the provision of portfolio management services	See Annex II. 8	Quarterly	Within 30 days from the end of each calendar quarter
I.2.DS.d ⁵	<i>[...repealed...]</i>	<i>[.repealed.]</i>	<i>[.repealed.]</i>	<i>[.repealed.]</i>
I.2.DS.e	Data on the operations of financial consultants authorised to door-to-door selling ⁶	See Annex II.10	Half-yearly	Within 60 days from the end of each calendar half-year
I.2.DS.f	Communications regarding the starting, interrupting and restarting dated of provision of each authorised investment services and activities	See Annex II.11	Event-based	Within 30 days from the date of starting, interrupting and restarting the provision of each authorised investment services and activities
I.2.DS.g	Data on operations carried out when distributing insurance financial products	See Annex II.12	Half-yearly	Within 60 days from the end of each calendar half-year

I.3

OMISSIS

I.4	DISCLOSURE OBLIGATIONS OF EU INVESTMENT FIRMS PROVIDING INVESTMENT SERVICES AND ACTIVITIES IN ITALY THROUGH BRANCHES LOCATED IN ITALY
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I.4.DP - PERIODIC DOCUMENTATION

I.4.DE – EVENT-BASED DOCUMENTATION

I.4.DS – STRUCTURED DATA

I.4.DP | PERIODIC DOCUMENTATION

Code	Description	Type layout	Submission frequency	Submission deadline
I.4.DP.a	Report describing how investment services and activities and ancillary services are provided in Italy and on the activity of distribution of financial products issued by insurance companies or banks	<u>See Annex II.13</u>	Yearly	By 31 March of each year

Code	Description	Type layout	Submission frequency	Submission deadline
I.4.DP.b	Report of the compliance function accompanied by the observations and determinations of the company bodies regarding any potential deficiencies identified with reference to branches in Italy	N.A.	Annual or, where applicable, interim	Within 30 days of the competent company bodies examining the same reports

I.4.DE EVENT-BASED DOCUMENTATION

Code	Description	Type layout	Submission frequency	Submission deadline
I.4.DE.a	Report describing how investment services and activities and ancillary services are provided in Italy and the activity of distribution of financial products issued by insurance companies or banks (<i>in case of significant interim changes</i>)	See Annex II.13	Event-based	Within 30 days of significant changes
I.4.DE.b	Explanatory note and related supporting documentation concerning information on the measures taken in relation to the irregularities detected with regard to financial consultants authorised to door-to-door selling ¹⁰ in conducting door-to-door selling activities.	N.A.	Event-based (paper submission)	Within 10 days from adopting each measure

I.4.DS		STRUCTURED DATA		
Code	Description	Type layout	Submission frequency	Submission deadline
I.4.DS.a	Names of managers and heads of corporate functions of branches in Italy	See Annex II. 5	Event-based	First submission: within 30 days from the date when the EU investment firm may commence business in Italy. In case of changes and/or new appointments and terminations: within 30 days from the change and/or new appointment and termination
I.4.DS.b	Changes in the address in Italy of branches where requests for data and information can be addressed	N.A.	Event-based	Within 30 days from the changes

Code	Description	Type layout	Submission frequency	Submission deadline
I.4.DS.c	Data on complaints received in writing with reference to branches in Italy	See Annex II. 6	Same submission frequency as the reports of the compliance function referred to in code <i>I.4.DP.b</i>	Same submission terms as the reports of the compliance function referred to in code <i>I.4.DP.b</i>
I.4.DS.d	Data aggregates relating to the breakdown of portfolios managed and the related changes occurred in the performance in Italy of the portfolio management service through a branch	See Annex II. 7	Quarterly	Within 30 days from the end of each calendar quarter
I.4.DS.e	Information concerning delegation arrangements to third parties in relation to the provision in Italy of portfolio management services through a branch	See Annex II. 8	Quarterly	Within 30 days from the end of each calendar quarter
I.4.DS.f11	[...repealed...]	[.repealed.]	[.repealed.]	[.repealed.]

Code	Description	Type layout	Submission frequency	Submission deadline
I.4.DS.g	Data on the operations of financial consultants authorised to door-to-door selling ¹² in relation to the performance of door-to-door selling activities in Italy through a branch	<u>See Annex II.10</u>	Half-yearly	Within 60 days from the end of each calendar half-year
I.4.DS.h	Communications regarding the starting, interrupting and restarting dated of the provision of each investment services and activities by branches in Italy	<u>See Annex II.11</u>	Event-based	Within 30 days from the date of starting, interrupting and restarting the provision of each investment services and activities by branches in Italy

I.5	DISCLOSURE OBLIGATIONS OF NON-EU INVESTMENT FIRMS PROVIDING INVESTMENT SERVICES AND ACTIVITIES IN ITALY THROUGH BRANCHES LOCATED IN ITALY
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I.5.DP - PERIODIC DOCUMENTATION

I.5.DE – EVENT-BASED DOCUMENTATION

I.5.DS – STRUCTURED DATA

I.5.DP | PERIODIC DOCUMENTATION

Code	Description	Type layout	Submission frequency	Submission deadline
I.5.DP.a	Report describing how investment services and activities and ancillary services are provided in Italy and activity of distribution of financial products issued by insurance companies or banks	<u>See Annex II.13</u>	Yearly	By 31 March of each year

Code	Description	Type layout	Submission frequency	Submission deadline
I.5.DP.b	Report of the compliance function [OMISSIS], accompanied by the observations and determinations of the company bodies regarding any potential deficiencies identified with reference to branches in Italy	See Annex II.2 (minimum content)	Annual or, where applicable, interim	Within 30 days of the company bodies examining the same reports.
I.5.DP.c	Reports on management activities of the [OMISSIS], accompanied by the related observations and determinations of the company bodies regarding any potential deficiencies identified with reference to branches in Italy	N.A.	Annual or, where applicable, interim	Within 30 days of the company bodies examining the same reports

Code	Description	Type layout	Submission frequency	Submission deadline
I.5.DP.d	Internal audit activity reports [OMISSIS], accompanied by the related observations and determinations of the company bodies regarding any potential deficiencies identified with reference to branches in Italy	N.A.	Annual or, where applicable, interim	Within 30 days of the company bodies examining the same reports

I.5.DE		EVENT-BASED DOCUMENTATION		
Code	Description	Type layout	Submission frequency	Submission deadline
I.5.DE.a	Documentation referred to in Article 18, Para. 2, Letter b), of Consob regulation no. 16190/2007 in case of appointing the branch manager in Italy.	N.A.	Event-based (hard copy submission only)	As soon as the documentation becomes available
I.5.DE.b	Report describing how investment services and activities and ancillary services are provided in Italy and on the activity of distribution of financial products issued by insurance companies or banks (<i>in case of significant interim changes</i>)	<u>See Annex II.13</u>	Event-based	Within 30 days of significant changes

Code	Description	Type layout	Submission frequency	Submission deadline
I.5.DE.c	Explanatory note and related supporting documentation concerning information on the measures taken in relation to the irregularities detected with regard to financial consultants authorised to door-to-door selling ¹³ in conducting door-to-door selling activities.	N.A.	Event-based (paper submission)	Within 10 days from adopting each measure

I.5.DS		STRUCTURED DATA		
Code	Description	Type layout	Submission frequency	Submission deadline
I.5.DS.a	Names of branch managers in Italy and heads of corporate functions of these branches	<u>See Annex II. 5</u>	Event-based	<p>First submission: within 30 days from the date of registering in the section of the register referred to in Article 20 of Legislative Decree no. 58/1998.</p> <p>In case of changes and/or new appointments and terminations: within 30 days from the change and/or new appointment and termination</p>
I.5.DS.b	Changes in the address in Italy of branches where requests for data and information can be addressed	N.A.	Event-based	Within 30 days from the changes

Code	Description	Type layout	Submission frequency	Submission deadline
I.5.DS.c	Data on complaints received in writing with reference to branches in Italy	See Annex II. 6	Same submission frequency as the reports of the compliance function referred to in code <i>I.5.DP.b</i>	Same submission terms as the reports of the compliance function referred to in code <i>I.5.DP.b</i>
I.5.DS.d	Data aggregates relating to the breakdown of portfolios managed and the related changes occurred in the performance in Italy of the portfolio management service through a branch	See Annex II. 7	Quarterly	Within 30 days from the end of each calendar quarter

Code	Description	Type layout	Submission frequency	Submission deadline
I.5.DS.e	Information concerning delegation arrangements to third parties in relation to the provision in Italy of portfolio management services through a branch	See Annex II. 8	Quarterly	Within 30 days from the end of each calendar quarter
I.5.DS.f14	<i>[...repealed...]</i>	<i>[.repealed.]</i>	<i>[.repealed.]</i>	<i>[.repealed.]</i>
I.5.DS.g	Data on the operations of financial consultants authorised to door-to-door selling ¹⁵ in relation to the performance of door-to-door selling activities in Italy through a branch	See Annex II.10	Half-yearly	Within 60 days from the end of each calendar half-year

Code	Description	Type layout	Submission frequency	Submission deadline
I.5.DS.h	Communications regarding the starting, interrupting and restarting dated of the provision of individual investment services and activities by branches in Italy	<u>See Annex II.11</u>	Event-based	Within 30 days from the date of starting, interrupting and restarting the provision of each investment services and activities by branches in Italy

I.6	DISCLOSURE OBLIGATIONS OF EU BANKS PROVIDING INVESTMENT SERVICES AND ACTIVITIES IN ITALY THROUGH BRANCHES LOCATED IN ITALY
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I.6.DP – PERIODIC DOCUMENTATION
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I.6.DE – EVENT-BASED DOCUMENTATION

I.6.DS – STRUCTURED DATA

I.6.DP	PERIODIC DOCUMENTATION
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Code	Description	Type layout	Submission frequency	Submission deadline
I.6.DP.a	Report describing how investment services and activities and ancillary services are provided in Italy and on the activity of distribution of financial products issued by insurance companies or banks	<u>See Annex II.13</u>	Yearly	By 31 March of each year

Code	Description	Type layout	Submission frequency	Submission deadline
I.6.DP.b	Report of the compliance function accompanied by the observations and determinations of the company bodies regarding any potential deficiencies identified with reference to branches in Italy	N.A.	Annual or, where applicable, interim	Within 30 days of the competent company bodies examining the same reports

I.6.DE **EVENT-BASED DOCUMENTATION**

Code	Description	Type layout	Submission frequency	Submission deadline
I.6.DE.a	Report describing how investment services and activities and ancillary services are provided in Italy and on the activity of distribution of financial products issued by insurance companies or banks (<i>in case of significant interim changes</i>)	See Annex II.13	Event-based	Within 30 days of significant changes
I.6.DE.b	Explanatory note and related supporting documentation concerning information on the measures taken in relation to the irregularities detected with regard to financial consultants authorised to door-to-door selling ¹⁶ in conducting door-to-door selling activities.	N.A.	Event-based (paper submission)	Within 10 days from adopting each measure

I.6.DS		STRUCTURED DATA		
Code	Description	Type layout	Submission frequency	Submission deadline
I.6.DS.a	Data on complaints received in writing with reference to branches in Italy	See Annex II. 6	Same submission frequency as the reports of the compliance function referred to in code <i>I.6.DP.b</i>	Same submission terms as the reports of the compliance function controlling compliance with the standards referred to in code <i>I.6.DP.b</i>
I.6.DS.b	Data aggregates relating to the breakdown of portfolios managed and the related changes occurred in the performance in Italy of the portfolio management service through a branch	See Annex II. 7	Quarterly	Within 30 days from the end of each calendar quarter

Code	Description	Type layout	Submission frequency	Submission deadline
I.6.DS.c	Information concerning delegation arrangements to third parties in relation to the provision in Italy of portfolio management services through a branch	<u>See Annex II. 8</u>	Quarterly	Within 30 days from the end of each calendar quarter
I.6.DS.d17	<i>[...repealed...]</i>	<i>[.repealed.]</i>	<i>[.repealed.]</i>	<i>[.repealed.]</i>
I.6.DS.e	Data on the operations of financial consultants authorised to door-to-door selling ¹⁸ in relation to the performance of door-to-door selling activities in Italy through a branch	<u>See Annex II.10</u>	Half-yearly	Within 60 days from the end of each calendar half-year
I.6.DS.f	Data on operations carried out when distributing insurance financial products	<u>See Annex II.12</u>	Half-yearly	Within 60 days from the end of each calendar half-year

I.7	DISCLOSURE OBLIGATIONS OF NON-EU BANKS PROVIDING INVESTMENT SERVICES AND ACTIVITIES IN ITALY THROUGH BRANCHES LOCATED IN ITALY
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I.7.DP - PERIODIC DOCUMENTATION

I.7.DE – EVENT-BASED DOCUMENTATION

I.7.DS – STRUCTURED DATA

I.7.DP | PERIODIC DOCUMENTATION

Code	Description	Type layout	Submission frequency	Submission deadline
I.7.DP.a	Report describing how investment services and activities and ancillary services are provided in Italy and on the activity of distribution of financial products issued by insurance companies or banks	<u>See Annex II.13</u>	Yearly	By 31 March of each year

Code	Description	Type layout	Submission frequency	Submission deadline
I.7.DP.b	Report of the compliance function [OMISSIS], accompanied by the observations and determinations of the company bodies regarding any potential deficiencies identified with reference to branches in Italy	See Annex II.2 (minimum content)	Annual or, where applicable, interim	Within 30 days of the company bodies examining the same reports.
I.7.DP.c	Reports on risk management activities [OMISSIS], accompanied by the related observations and determinations of the company bodies regarding any potential deficiencies identified with reference to branches in Italy	N.A.	Annual or, where applicable, interim	Within 30 days of the company bodies examining the same reports

Code	Description	Type layout	Submission frequency	Submission deadline
I.7.DP.d	Internal audit activity reports[OMIISIS], accompanied by the related observations and determinations of the company bodies regarding any potential deficiencies identified gaps found with reference to branches in Italy	N.A.	Annual or, where applicable, interim	Within 30 days of the company bodies examining the same reports

I.7.DE		EVENT-BASED DOCUMENTATION		
Code	Description	Type layout	Submission frequency	Submission deadline
I.7.DE.a	Report describing how investment services and activities and ancillary services are provided in Italy and on the activity of distribution of financial products issued by insurance companies or banks (<i>in case of significant interim changes</i>)	<u>See Annex II.13</u>	Event-based	Within 30 days of significant changes
I.7.DE.b	Explanatory note and related supporting documentation concerning the measures taken in relation to the irregularities detected with regard to financial consultants authorised to door-to-door selling ¹⁹ in conducting door-to-door activities.	N.A.	Event-based (paper submission)	Within 10 days from adopting each measure

I.7.DS		STRUCTURED DATA		
Code	Description	Type layout	Submission frequency	Submission deadline
I.7.DS.a	Data on complaints received in writing with reference to branches in Italy	See Annex II. 6	Same submission frequency as the reports of the compliance function referred to in code <i>I.7.DP.b</i>	Same submission terms as the reports of the compliance function referred to in code <i>I.7.DP.b</i>
I.7.DS.b	Data aggregates relating to the breakdown of portfolios managed and the related changes occurred in the performance in Italy of the portfolio management service through a branch	See Annex II. 7	Quarterly	Within 30 days from the end of each calendar quarter

Code	Description	Type layout	Submission frequency	Submission deadline
I.7.DS.c	Information concerning delegation arrangements to third parties in relation to the provision in Italy of portfolio management services through a branch	See Annex II. 8	Quarterly	Within 30 days from the end of each calendar quarter
I.7.DS.d20	<i>[...repealed...]</i>	<i>[.repealed.]</i>	<i>[.repealed.]</i>	<i>[.repealed.]</i>
I.7.DS.e	Data on the operations of financial consultants authorised to door-to-door selling ²¹ in conducting door-to-door selling activities in Italy through a branch	See Annex II.10	Half-yearly	Within 60 days from the end of each calendar half-year
I.7.DS.f	Data on operations carried out when distributing insurance financial products	See Annex II.12	Half-yearly	Within 60 days from the end of each calendar half-year

I.8 DISCLOSURE OBLIGATIONS OF EU INVESTMENT FIRMS CONDUCTING DOOR-TO-DOOR SELLING ACTIVITIES IN ITALY WITHOUT ESTABLISHING BRANCHES

I.8.DE – EVENT-BASED DOCUMENTATION

I.8.DS – STRUCTURED DATA

I.8.DE EVENT-BASED DOCUMENTATION

Code	Description	Type layout	Submission frequency	Submission deadline
I.8.DE.a	Explanatory note and related supporting documentation concerning the measures taken in relation to the irregularities detected with regard to financial consultants authorised to door-to-door selling ²² in conducting door-to-door selling activities.	N.A.	Event-based (paper submission)	Within 10 days from adopting each measure

I.8.DS		STRUCTURED DATA		
Code	Description	Type layout	Submission frequency	Submission deadline
I.8.DS.a23	[...repealed...]	[.repealed.]	[.repealed.]	[.repealed.]
I.8.DS.b	Data on the operations of financial consultants authorised to door-to-door selling door-to-door selling ²⁴ in conducting door-to-door selling activities in Italy without establishing branches	See Annex II.10	Half-yearly	Within 60 days from the end of each calendar half-year
I.8.DS.c	Communications regarding the starting, interrupting and restarting the provision in Italy without establishing branches for performing door-to-door selling activities	See Annex II.11	Event-based	Within 30 days from the date of starting, interrupting and restarting the provision in Italy without establishing branches for performing door-to-door selling activities

I.9 DISCLOSURE OBLIGATIONS OF EU BANKS CONDUCTING DOOR-TO-DOOR SELLING ACTIVITIES IN ITALY WITHOUT ESTABLISHING BRANCHES

I.9.DE – EVENT-BASED DOCUMENTATION

I.9.DS – STRUCTURED DATA

I.9.DE EVENT-BASED DOCUMENTATION

Code	Description	Type layout	Submission frequency	Submission deadline
I.9.DE.a	Explanatory note and related supporting documentation concerning the measures taken in relation to the irregularities detected with regard to financial consultants authorised to door-to-door selling ²⁵ in conducting door-to-door selling activities.	N.A.	Event-based (paper submission)	Within 10 days from adopting each measure

I.9.DS**STRUCTURED DATA**

Code	Description	Type layout	Submission frequency	Submission deadline
I.9.DS.a26	<i>[...repealed...]</i>	<i>[.repealed.]</i>	<i>[.repealed.]</i>	<i>[.repealed.]</i>
I.9.DS.b	Data on the operations of financial consultants authorised to door-to-door selling ²⁷ in conducting door-to-door selling activities in Italy without establishing branches	<u>See Annex II.10</u>	Half-yearly	Within 60 days from the end of each calendar half-year
I.9.DS.C	Communications regarding the starting, interrupting and restarting the provision in Italy without establishing branches for performing door-to-door activities	<u>See Annex II.11</u>	Event-based	Within 30 days from the date of starting, interrupting and restarting the provision in Italy without establishing branches for performing door-to-door selling activities

I.10	DISCLOSURE OBLIGATIONS OF NON-EU INVESTMENT FIRMS PROVIDING INVESTMENT SERVICES AND ACTIVITIES IN ITALY WITHOUT ESTABLISHING BRANCHES
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I.10.DP - PERIODIC DOCUMENTATION

I.10.DE – EVENT-BASED DOCUMENTATION

I.10.DS – STRUCTURED DATA

I.10.DP | PERIODIC DOCUMENTATION

Code	Description	Type layout	Submission frequency	Submission deadline
I.10.DP.a	Report describing how investment services and activities and ancillary services are provided in Italy and on the activity of distribution of financial products issued by insurance companies or banks	<u>See Annex II.13</u>	Yearly	By 31 March of each year

Code	Description	Type layout	Submission frequency	Submission deadline
I.10.DP.b	Reports of the compliance function [OMISSIS] accompanied by the observations and determinations of the company bodies regarding any potential deficiencies identified with reference to the services and activities provided in Italy without establishing branches	See Annex II.2 (minimum content)	Annual or, where applicable, interim	Within 30 days of the company bodies examining the same reports.

Code	Description	Type layout	Submission frequency	Submission deadline
I.10.DP.c	Risk management activity reports [OMISSIS], accompanied by the relevant observations and determinations of the company bodies regarding any potential deficiencies identified gaps found with reference to the services and activities provided in Italy without establishing branches	N.A.	Annual or, where applicable, interim	Within 30 days of the company bodies examining the same reports
I.10.DP.d	Internal audit activity reports [OMISSIS], accompanied by the relevant observations and determinations of the company bodies regarding any potential deficiencies identified gaps found with reference to the services and activities provided in Italy without establishing branches	N.A.	Annual or, where applicable, interim	Within 30 days of the company bodies examining the same reports

I.10.DE		EVENT-BASED DOCUMENTATION		
Code	Description	Type layout	Submission frequency	Submission deadline
I.10.DE.a	Report describing how investment services and activities and ancillary services are provided in Italy and on the activity of distribution of financial products issued by insurance companies or banks (<i>in case of significant interim changes</i>)	See Annex II.13	Event-based	Within 30 days of significant changes
OMISSIS	OMISSIS	OMISSIS	OMISSIS	OMISSIS

I.10.DS		STRUCTURED DATA		
Code	Description	Type layout	Submission frequency	Submission deadline
I.10.DS.a	Data on complaints received in writing with reference to the services and activities provided in Italy without establishing branches	<u>See Annex II. 6</u>	Same submission frequency as the reports of the compliance function referred to in code <i>I.10.DP.b</i>	Same submission terms as the reports of the compliance function as referred to in code <i>I.10.DP.b</i>
I.10.DS.b	Data aggregates relating to the breakdown of portfolios managed and the related changes occurred in the performance in Italy of the portfolio management service without establishing branches	<u>See Annex II. 7</u>	Quarterly	Within 30 days from the end of each calendar quarter

Code	Description	Type layout	Submission frequency	Submission deadline
I.10.DS.c	Information concerning delegation arrangements to third parties in relation to the provision in Italy of portfolio management services without establishing branches	<u>See Annex II. 8</u>	Quarterly	Within 30 days from the end of each calendar quarter
I.10.DS.d ²⁹	<i>[...repealed...]</i>	<i>[.repealed.]</i>	<i>[.repealed.]</i>	<i>[.repealed.]</i>
OMISSIS	OMISSIS	OMISSIS	OMISSIS	OMISSIS
I.10.DS.f	Communications regarding the starting, interrupting and restarting dated of the provision of each investment services and activities in Italy without establishing branches	<u>See Annex II.11</u>	Event-based	Within 30 days from the date of starting, interrupting and restarting the provision of each investment services and activities in Italy without establishing branches

I.11	DISCLOSURE OBLIGATIONS OF NON-EU BANKS PROVIDING INVESTMENT SERVICES AND ACTIVITIES IN ITALY WITHOUT ESTABLISHING BRANCHES
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I.11.DP - PERIODIC DOCUMENTATION

I.11.DE – EVENT-BASED DOCUMENTATION

I.11.DS – STRUCTURED DATA

I.11.DP | PERIODIC DOCUMENTATION

Code	Description	Type layout	Submission frequency	Submission deadline
I.11.DP.a	Report describing how investment services and activities and ancillary services are provided in Italy and on the activity of distribution of financial products issued by insurance companies or banks	<u>See Annex II.13</u>	Yearly	By 31 March of each year

Code	Description	Type layout	Submission frequency	Submission deadline
I.11.DP.b	Reports of the compliance function [OMISSIS] accompanied by the observations and determinations of the company bodies regarding any potential deficiencies identified with reference to the services and activities provided in Italy without establishing branches	See Annex II.2 (minimum content)	Annual or, where applicable, interim	Within 30 days of the company bodies examining the same reports.
I.11.DP.c	Risk management activity reports [OMISSIS] accompanied by the relevant observations and determinations of the company bodies regarding any potential deficiencies identified with reference to the services and activities provided in Italy without establishing branches	N.A.	Annual or, where applicable, interim	Within 30 days of the company bodies examining the same reports

Code	Description	Type layout	Submission frequency	Submission deadline
I.11.DP.d	Internal audit activity reports [OMISSIS] accompanied by the relevant observations and determinations of the company bodies regarding any potential deficiencies identified with reference to the services and activities provided in Italy without establishing branches	N.A.	Annual or, where applicable, interim	Within 30 days of the company bodies examining the same reports

I.11.DE EVENT-BASED DOCUMENTATION

Code	Description	Type layout	Submission frequency	Submission deadline
I.11.DE.a	Report describing how investment services and activities and ancillary services are provided in Italy and on the activity of distribution of financial products issued by insurance companies or banks (<i>in case of significant interim changes</i>)	<u>See Annex II.13</u>	Event-based	Within 30 days of significant changes
OMISSIS	OMISSIS	OMISSIS	OMISSIS	OMISSIS

I.11.DS		STRUCTURED DATA		
Code	Description	Type layout	Submission frequency	Submission deadline
I.11.DS.a	Data on complaints received in writing with reference to the services and activities provided in Italy without establishing branches	<u>See Annex II. 6</u>	Same submission frequency as the reports of the compliance function referred to in code <i>I.11.DP.b</i>	Same submission terms as the reports of the compliance function referred to in code <i>I.11.DP.b</i>
I.11.DS.b	Data aggregates relating to the breakdown of portfolios managed and the related changes occurred in the performance in Italy of the portfolio management service without establishing branches	<u>See Annex II. 7</u>	Quarterly	Within 30 days from the end of each calendar quarter

Code	Description	Type layout	Submission frequency	Submission deadline
I.11.DS.c	Information concerning delegation arrangements to third parties in relation to the provision in Italy of portfolio management services without establishing branches	See Annex II. 8	Quarterly	Within 30 days from the end of each calendar quarter
I.11.DS.d ³²	<i>[.repealed...]</i>	<i>[.repealed.]</i>	<i>[.repealed.]</i>	<i>[.repealed.]</i>
OMISSIS				
I.11.DS.f	Data on operations carried out when distributing insurance financial products	See Annex II.12	Half-yearly	Within 60 days from the end of each calendar half-year

I.12 OMISSIS

I.13 OMISSIS

I.14 OMISSIS

I.15 OMISSIS

I.16 OMISSIS

I.17	INFORMATION REQUIREMENTS FOR HARMONISED MANAGEMENT COMPANIES OPERATING IN ITALY WITHOUT ESTABLISHING BRANCHES¹
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I.17.DE – DOCUMENTATION ON AN EVENT BASIS
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I.17.DS – STRUCTURED DATA

I.17.DE	DOCUMENTATION ON AN EVENT BASIS
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Code	Description	Template	Frequency of notification	Deadline of notification
I.17.DE.a	Explanatory note and related supporting documentation	N.A.	On an event basis (notification	Within 10 days of adopting each measure

¹ With regard to the offer of harmonised and non harmonised foreign collective investment undertakings in Italy, the *harmonised management Companies* operating in Italy without establishing branches are also subject to the additional information requirements set out in the following section I.18.

Code	Description	Template	Frequency of notification	Deadline of notification
	concerning the measures taken with respect to the ascertained irregularities against the tied agents when performing activities relating to an off-site offer		of papers)	

I.17.DS	STRUCTURED DATA
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Code	Description	Template	Frequency of notification	Deadline of notification
I.17.DS.a	Information concerning the measures taken with respect to the ascertained irregularities against the tied agents when performing activities relating to an off-site offer in Italy without establishing branches	<u>See Annex II.9</u>	On an event basis	Within 10 days of adopting each measure
I.17.DS.b	Data on the operations of	<u>See Annex II.10</u>	Half-yearly	Within 60 days of the end of each

Code	Description	Template	Frequency of notification	Deadline of notification
	<p>tied agents with respect to the performance of the activities relating to an off-site offer in Italy without establishing branches</p>			<p>half-year</p>
<p>I.17.DS.c</p>	<p>Communications on the commencement, interruption and resumption of any service and activity performed in Italy without establishing branches</p>	<p><u>See Annex II.26</u></p>	<p>On an event basis</p>	<p>Within 30 days of the date of commencement, interruption and resumption of any service and activity performed in Italy without establishing branches</p>

I.18 INFORMATION REQUIREMENTS FOR FOREIGN MANAGEMENT COMPANIES¹ AND FOREIGN INVESTMENT COMPANIES² REGARDING THE OFFER IN ITALY OF UNITS OR SHARES OF FOREIGN HARMONISED AND NON HARMONISED UCITS³

I.18.DP – PERIODICAL DOCUMENTATION

I.18.DS – STRUCTURED DATA

I.18.DP PERIODICAL DOCUMENTATION

Code	Description	Template	Frequency of notification	Deadline of notification
I.18.DP.a	List of the documents and information disclosed to the public in the home country State under articles 22 and 28 of the Regulation on Issuers	N.A.	Half-yearly	Within 30 days of the end of each half of the year

¹ A “foreign management company” means a company with the registered office and the head office situated in a State other than Italy, authorised to provide the collective portfolio management of UCITS.

² A “foreign investment company” means a UCIT with a corporate structure, the registered office and the head office in a State other than Italy, having as an exclusive object the collective investment of the assets collected by offering its capital to the public.

³ Foreign investment companies communicate the information provided for in this Section with respect to the offer of their shares in Italy.

I.18.DS**STRUCTURED DATA**

Code	Description	Template	Frequency of notification	Deadline of notification
I.18.DS.a	List of the placement agents	<u>See Annex II.27</u>	On an event basis	First notification: within 30 days of the commencement of the offer in Italy In case of changes: within 30 days of that change

PART II - ANNEXES

ANNEX II.1

REPORT LAYOUT DESCRIBING HOW INVESTMENT SERVICES AND ACTIVITIES AND ANCILLARY SERVICES ARE PROVIDED AND ON THE ACTIVITY OF DISTRIBUTION OF FINANCIAL PRODUCTS ISSUED BY INSURANCE COMPANIES OR BANKS

This layout summarises essential information describing how investment services/activities and ancillary services are provided and on ~~and~~ the activity of distribution of financial products issued by insurance companies or banks. This is a reference point that can and must be adapted and/or integrated - based on the principle of proportionality - to take account of situations that are specific to each individual intermediary, linked to the nature, scale and complexity of the activity performed, the type and range of services provided, the type of clients served.

A. GENERAL INFORMATION

1. Shareholders and group

Provide a graphic representation of the group the intermediary belongs to, from which the existing control chain can be reconstructed.

2. Corporate officers

Describe the corporate model adopted (traditional, dual, monistic) and indicate the names of the members of the corporate bodies in office.

3. Organisation chart

Provide an updated organisation chart of the intermediary regarding the functions involved in the performance of investment services/activities and/or in the distribution of financial products issued by insurance companies or banks and the related support functions, specifying which of them are outsourced to entities of the group and which are outsourced to entities outside the group.

Indicate the names of the managers of the aforementioned functions, as well as the number of resources assigned to the same units.

4. System of powers

Describe the arrangement of the powers existing within the company organisation in relation to the performance of investment services/activities and/or in the distribution of financial products issued by insurance companies or banks.

5. Commercial network

Indicate the distribution channels used for the provision of services/activities, with specific description:

- of the structure and number of dependencies on the territory;
- the procedures adopted for door-to-door selling, indicating the number of financial consultants authorised to door-to-door selling⁷³ and description of the relative hierarchical structure (number of expected managerial levels and relative sizing), the structure and the number of financial shops and similar arrangements;
- the methods used in case of offer through the use of means of distance communication.

6. Foreign operations

Indicate the foreign countries the intermediary operates in, illustrating how in each respective country (with/without branch; type of target clients; products/services offered).

7. Internal control procedures

Describe the overall structure of the corporate internal control functions, also indicating the relative managers (with an illustration of the technical and professional experiences of each), the established reporting lines, the human resources allocated to each unit, as well as the type of relationships existing between the same control units.

Describe the interaction/coordination with similar control functions at group level, specifying whether control activities are outsourced to entities attributable to the group entities or other entities.

8. Auditing firm

Indicate the intermediary's auditing firm, also specifying the start and end date of the relevant mandate as well as the name of the responsible partner.

B. STRATEGIC PLAN INFORMATION

Provide an illustration of the strategies approved with regard to the prospects for the development of services/activities⁷⁴, specifying their reference time horizon and indicating:

- the product/service policies adopted, with particular regard to the launch of innovative types of business, with an indication of its characteristics and the relevant target clients;
- the estimates contained in the budgets (separately highlighted by service/activity), accompanied by the assumptions underlying the assumed trends;
- the remuneration policies and criteria for personnel involved in clients relations and financial consultants authorised to door-to-door selling⁵;
- the procedural measures that will be adopted in order to allow operations to be adjusted to the new business development prospects;
- the compliance risk assessments carried out in relation to the identified strategies, with particular regard to their innovative aspects.

C. INFORMATION ON SERVICES/ACTIVITIES CARRIED OUT

Explain the business model adopted in the previous calendar year with reference to each service/activity, specifying:

- how services are provided (e.g. systematic combination of the investment advice with other execution services, or offer limited only to the latter; execution only;...),
- the identified target clients;
- the essential characteristics of the services offered (scope, content, related products, etc.).

Briefly illustrate, where changed compared to the previous year, the main procedures adopted for the provision of services/activities, with particular reference to:

- the *execution/transmission policy* adopted in the provision of execution of orders, order reception/transmission, portfolio management services, indicating the criteria and results of the choices made;
- client classification procedures;

- measures and criteria adopted for "client profiling";
- measures and criteria for the "mapping" of financial products;
- measures and criteria for assessing the "suitability/appropriateness" of investments;
- conflicts of interest identified and measures taken for their proper management;
- measures taken to regulate "personal transactions";
- any incentives received from any parties other than clients and measures justifying their perceptibility;
- front office and back office applications adopted, indicating the relative level of integration and the presence of any manual areas;
- any revision projects in progress, indicating the main changes and the relative timing for implementation.

This layout summarises the objectives that the compliance function must normally pursue for the correct performance of the activity. It is a reference point for setting up controls and the consequent reporting to corporate bodies and supervisory authorities, which can and must be integrated to take account of particular situations.

The report of the compliance function indicates the period it refers to and illustrates:

1. the impact assessments with respect to the "non-compliance risk" carried out in relation to the methods of implementation of the intermediary's strategic plan, with particular regard to commercial policies and innovative products⁷⁶;
2. the checks carried out, and the related results that have emerged during the reference period, in order to ascertain the effectiveness and suitability of the procedures adopted by the intermediary for the provision of services/activities, also in the light of the complaints received;
3. the information provided to the competent bodies and functions with regard to any deficiencies that have emerged for each service/activity and the measures taken to remedy such deficiencies;
4. the activities planned;
5. the overall status of complaints, specifying in particular: ▪ the number of complaints received⁷⁷ and dealt with⁷⁸ in the reporting period; ▪ the number of complaints received and dealt with in the previous 3 calendar years. This information is accompanied by an explanatory comment aimed at interpreting the time line of complaints, in relation to the most relevant ones.

The compliance function prepares its periodic reports taking into account the best practices identified by the competent associations.

ANNEX II.3**LIST OF SUBJECTS WITH A DIRECT OR INDIRECT SHAREHOLDING PURSUANT TO ARTICLE 15 OF LEGISLATIVE DECREE NO. 58/98**

ELIGIBLE SHAREHOLDINGS⁷⁹	
REPORTING ENTITY	
COMPANY NAME:	
	LEGAL FORM:
TAX CODE:	ABI CODE:
DATE OF INCORPORATION (DD/MM/YYYY):	
CHAMBER OF COMMERCE REGISTRATION NUMBER:	PROVINCE OF CHAMBER OF COMMERCE REGISTRATION:
REGISTERED OFFICE:	
REFERENCE DATE OF THE COMMUNICATION (DD/MM/YYYY):	
CHANGES COMPARED TO THE PREVIOUS COMMUNICATION (YES/NO):	
OBSERVATIONS	
NUMBER OF MODELS COMMUNICATED: YY	

ELIGIBLE SHAREHOLDINGS	
SHAREHOLDER^{80 81}(Legal person)	
COMPANY NAME:	
	LEGAL FORM:
TAX CODE:	ABI CODE:
DATE OF INCORPORATION (DD/MM/YYYY):	
CHAMBER OF COMMERCE REGISTRATION NUMBER:	PROVINCE OF CHAMBER OF COMMERCE REGISTRATION:
REGISTERED OFFICE:	
SECTOR OF MEMBERSHIP:	
<i>Banking</i>	
<i>Securities</i>	
<i>Insurance</i>	
<i>Other</i>	
INVESTEE COMPANY	
COMPANY NAME:	
	LEGAL FORM:
TAX CODE:	ABI CODE:
DATE OF INCORPORATION (DD/MM/YYYY):	
CHAMBER OF COMMERCE REGISTRATION NUMBER:	PROVINCE OF CHAMBER OF COMMERCE REGISTRATION:
REGISTERED OFFICE:	
AMOUNT OF SHAREHOLDING (AS A PERCENTAGE):	
AMOUNT OF THE SHAREHOLDING (FACE VALUE) ⁸² :	
MODEL NUMBER XX / YY	

ELIGIBLE SHAREHOLDINGS	
SHAREHOLDER (Natural person)	
SURNAME:	
FIRST NAME:	
TAX CODE:	ABI CODE:
MUNICIPALITY OF BIRTH:	PROVINCE OF BIRTH:
DATE OF BIRTH (DD/MM/YYYY):	GENDER (M/F):
CHAMBER OF COMMERCE REGISTRATION NUMBER:	PROVINCE OF CHAMBER OF COMMERCE REGISTRATION:
REGISTERED RESIDENCE:	
INVESTEE COMPANY	
COMPANY NAME:	
	LEGAL FORM:
TAX CODE:	ABI CODE:
DATE OF INCORPORATION (DD/MM/YYYY):	
CHAMBER OF COMMERCE REGISTRATION NUMBER:	PROVINCE OF CHAMBER OF COMMERCE REGISTRATION:
REGISTERED OFFICE:	
AMOUNT OF SHAREHOLDING (AS A PERCENTAGE):	
AMOUNT OF THE SHAREHOLDING (FACE VALUE) ⁸³ :	
MODEL NUMBER XX / YY	

ANNEX II.4

KEY INFORMATION ON THE SHAREHOLDERS AGREEMENTS AND/OR OTHER ARRANGEMENTS

AGREEMENTS AMONG SHAREHOLDERS				
Intermediary tax code:				
Intermediary company name:				
Stipulation date:				
Effective date:				
Due date:				
% Share capital concerned:				
Type of agreement	voting			
	blocking			
	consultation			
	pre-emption			
	other			
<i>Legal entity Shareholders concerned</i>				
<i>no.</i>	<i>Shareholder (name/company name)</i>	<i>Registered office</i>	<i>Tax code</i>	<i>Shareholding conferred in the agreement (%)</i>
1 °				
2 °				
3 °				
4 °				
<i>Natural person Shareholders concerned</i>				
<i>no.</i>	<i>Surname</i>	<i>First name</i>	<i>Tax code</i>	<i>Shareholding conferred in the agreement (%)</i>
1 °				
2 °				
3 °				
4 °				
<i>Bodies of the agreement</i>				
1	Shareholders' Meeting			
2	Chair			
3	Other			
<i>Rules of the shareholders' meeting</i>				
1	unanimously			
2	majority voting			
3	Other			

ANNEX II.5**BREAKDOWN OF THE BODIES WITH ADMINISTRATIVE AND CONTROL FUNCTIONS, NAMES OF GENERAL MANAGERS AND HEADS OF CORPORATE FUNCTIONS**

CORPORATE OFFICERS	
REPORTING ENTITY	
COMPANY NAME:	
	LEGAL FORM:
TAX CODE:	ABI CODE:
DATE OF INCORPORATION (DD/MM/YYYY):	
CHAMBER OF COMMERCE REGISTRATION NUMBER:	PROVINCE OF CHAMBER OF COMMERCE REGISTRATION:
REGISTERED OFFICE:	
OBSERVATIONS	
NUMBER OF MODELS COMMUNICATED: YY	

CORPORATE OFFICERS

CHAIR OF THE BOARD OF DIRECTORS			CHAIR OF THE BOARD OF STATUTORY AUDITORS		
CHIEF EXECUTIVE OFFICER			STANDING AUDITOR		
BOARD MEMBER			ALTERNATE AUDITOR		
SOLE DIRECTOR			BRANCH MANAGER		
MEMBER OF EXECUTIVE BOARD					
DIRECTOR GENERAL					
HEAD OF CORPORATE FUNCTION OF _____					

SURNAME:	
FIRST NAME:	
TAX CODE:	ABI CODE:
CHAMBER OF COMMERCE REGISTRATION NUMBER:	PROVINCE OF CHAMBER OF COMMERCE REGISTRATION:
MUNICIPALITY OF BIRTH:	PROVINCE OF BIRTH:
DATE OF BIRTH (DD/MM/YYYY):	GENDER (M/F):
REGISTERED RESIDENCE:	
TYPE OF CHANGE: ⁸⁵	VALIDITY DATE (DD/MM/YYYY):
MODEL NUMBER XX / YY	

BACK OFFICE
ADMINISTRATION
INFORMATION TECHNOLOGY SYSTEMS

COMPLIANCE FUNCTION	
In-house function []	Outsourced function []
<i>Data relating to the manager</i>	<i>Data relating to the manager</i>
Surname	Surname
First name	First name
Registered residence	Registered residence
Tax code	Tax code
Type of change ⁽²⁾	Type of change ⁽²⁾
Validity date	Validity date
	<i>Data relating to any legal entity/professional firm</i>
	Tax code
	Company name
	Does the company belong to the same group as the intermediary (yes/no)
	Tax code
	Registered office
	Type of change ⁽²⁾
	Validity date

INTERNAL AUDIT FUNCTION	
In-house function []	Outsourced function []
<i>Data relating to the manager</i>	<i>Data relating to the manager</i>
Surname	Surname
First name	First name
Registered residence	Registered residence
Tax code	Tax code
Type of change ⁽²⁾	Type of change ⁽²⁾
Validity date	Validity date
	<i>Data relating to any legal entity/professional firm</i>
	Tax code
	Company name
	Does the company belong to the same group as the intermediary (yes/no)
	Tax code
	Registered office
	Type of change ⁽²⁾
	Validity date

RISK MANAGEMENT FUNCTION

In-house function []

Outsourced function []

Data relating to the manager***Data relating to the manager***

Surname

Surname

First name

First name

Registered residence

Registered residence

Tax code

Tax code

Type of change ⁽²⁾Type of change ⁽²⁾

Validity date

Validity date

Data relating to any legal entity/professional firm

Tax code

Company name

Does the company belong to the same group as the intermediary (yes/no)

Tax code

Registered office

Type of change ⁽²⁾

Validity date

Complaints cause legend:

- ONAU: unauthorised operations;
- ONAD: unsuitable operations;
- ONAP: inappropriate operations;
- OCI: operations in conflict of interest;
- EEO: incorrect execution of orders;
- REO: delayed execution of orders;
- MEO: failed execution of orders;
- INAP: inadequate information provided prior to the transaction (failure to deliver a general document on the risks and/or prospectus, failure to provide information on the nature and risks of the financial instrument);
- INAS: inadequate information provided after the transaction (incorrect, incomplete reporting, submitted late, failure to communicate significant losses);
- COM: application of commissions different from those contractually agreed;
- MRM: failure to comply with the management mandate;
- RI: unsatisfactory returns;
- OCET: delays in closing relationships and/or transferring cash and financial instruments to another intermediary;
- PLUS: failure to sign or deliver the written contract;
- MAC: failure to deliver required documentation;
- MAR: failure or delay in responding to another complaint;
- AA: failure or incorrect assignment of financial instruments in a Public offer to sell;
- ALT: other.

ANNEX II.7**DATA AGGREGATES RELATING TO THE BREAKDOWN OF PORTFOLIOS MANAGED AND THE RELATED CHANGES OCCURRED IN THE PERFORMANCE OF THE PORTFOLIO MANAGEMENT SERVICE**

BREAKDOWN OF MANAGED PORTFOLIOS	
REPORTING ENTITY ⁸⁸	
COMPANY NAME:	
	LEGAL FORM:
TAX CODE:	ABI CODE:
DATE OF INCORPORATION (DD/MM/YYYY):	
CHAMBER OF COMMERCE REGISTRATION NUMBER:	PROVINCE OF CHAMBER OF COMMERCE REGISTRATION:
REGISTERED OFFICE:	
REFERENCE PERIOD OF THE COMMUNICATION: FROM DD/MM/YYYY TO DD/MM/YYYY	
OBSERVATIONS	
NUMBER OF MODELS COMMUNICATED: YY	

BREAKDOWN OF MANAGED PORTFOLIOS	
REPORTING ENTITY (Natural person – Stockbroker)	
SURNAME:	
FIRST NAME:	
TAX CODE:	ABI CODE:
MUNICIPALITY OF BIRTH:	PROVINCE OF BIRTH:
DATE OF BIRTH (DD/MM/YYYY):	GENDER (M/F):
CHAMBER OF COMMERCE REGISTRATION NUMBER:	PROVINCE OF CHAMBER OF COMMERCE REGISTRATION:
REGISTERED RESIDENCE:	
REFERENCE PERIOD OF THE COMMUNICATION: FROM DD/MM/YYYY TO DD/MM/YYYY	
OBSERVATIONS	
NUMBER OF MODELS COMMUNICATED: YY	

BREAKDOWN OF MANAGED PORTFOLIOS⁸⁹

ISIN code at the bearer ⁹⁰ :	CLIENT TYPE (retail/professional)	DESCRIPTION:	GROUP FINANCIAL INSTRUMENT (YES/NO):	CURRENCY ⁹¹ :
---	--------------------------------------	--------------	---	--------------------------

Opening stock quantity	Quantity purchased	Quantity sold	Quantity reimbursed ⁹²	Quantity contributed	Quantity withdrawn	Quantity of events on capital
PCT quantity purchased ⁹³	PCT quantity sold ⁶	Quantity of options exercised	Quantity of options abandoned	Quantity of other movements	Closing stock quantity	
Opening stock amount	Amount purchased	Amount sold	Amount reimbursed ⁵	Amount contributed	Amount withdrawn	Amount of events on capital
PCT amount purchased ⁶	PCT amount sold ⁶	Amount of options exercised	Amount of options abandoned	Amount of other movements	Closing stock amount	
MODEL NUMBER XX / YY						

BREAKDOWN OF MANAGED PORTFOLIOS²

OTC DERIVATIVES CODE ⁹⁴ :			DESCRIPTION:		Currency ⁴ :	CLIENT TYPE (retail/professional):
Quantity opening stocks	Quantity purchased	Quantity sold	Quantity contributed	Quantity withdrawn	Quantity of other movements	Closing stock quantity
Opening stock amount	Amount purchased	Amount sold	Amount contributed	Amount withdrawn	Amount of other movements	Closing stock amount
MODEL NUMBER XX / YY						

ANNEX II.8**INFORMATION CONCERNING DELEGATION ARRANGEMENTS TO THIRD PARTIES IN RELATION TO THE PROVISION OF PORTFOLIO MANAGEMENT SERVICES**

DELEGATION ARRANGEMENTS	
REPORTING ENTITY (Legal entity)	
COMPANY NAME:	
	LEGAL FORM:
TAX CODE:	ABI CODE:
DATE OF INCORPORATION (DD/MM/YYYY):	
CHAMBER OF COMMERCE REGISTRATION NUMBER:	PROVINCE OF CHAMBER OF COMMERCE REGISTRATION:
REGISTERED OFFICE:	
REFERENCE PERIOD OF THE COMMUNICATION: FROM DD/MM/YYYY TO DD/MM/YYYY	
OBSERVATIONS	
NUMBER OF MODELS COMMUNICATED: YY	

**EXISTING DELEGATION ARRANGEMENTS FOR PORTFOLIO
MANAGEMENT**

DELEGATED ENTITY (Legal entity)

COMPANY NAME:

LEGAL FORM:

TAX CODE:

ABI CODE:

DATE OF INCORPORATION (DD/MM/YYYY):

CHAMBER OF COMMERCE REGISTRATION NUMBER:

PROVINCE OF CHAMBER OF COMMERCE
REGISTRATION:

REGISTERED OFFICE:

Overall number of delegated contracts

Overall amount of delegated portfolios

MODEL NUMBER XX / YY

EXISTING DELEGATION ARRANGMENTS FOR PORTFOLIO MANAGEMENT

**INFORMATION CONCERNING DELEGATION ARRANGMENTS RECEIVED FROM SUBJECTS NOT REQUIRED TO COMPLY,
PURSUANT TO THIS OPERATING MANUAL, WITH THE REPORTING OF SUCH INFORMATION**

COMPANY NAME:

LEGAL FORM:

TAX CODE:

ABI CODE:

DATE OF INCORPORATION (DD/MM/YYYY):

CHAMBER OF COMMERCE REGISTRATION NUMBER:

PROVINCE OF CHAMBER OF COMMERCE
REGISTRATION:

REGISTERED OFFICE:

REFERENCE PERIOD OF THE COMMUNICATION: FROM DD/MM/YYYY TO DD/MM/YYYY

OBSERVATIONS

NUMBER OF MODELS COMMUNICATED: YY

**EXISTING DELEGATION ARRANGMENTS TO
MANAGE UCITS**

DELEGATED ENTITY (Legal entity)

COMPANY NAME:

LEGAL FORM:

TAX CODE:

ABI CODE:

DATE OF INCORPORATION (DD/MM/YYYY):

CHAMBER OF COMMERCE REGISTRATION NUMBER:

PROVINCE OF CHAMBER OF COMMERCE
REGISTRATION:

REGISTERED OFFICE:

ISIN code at the UCITS bearer⁹⁵

Amount (€)

MODEL NUMBER XX / YY

EXISTING DELEGATION ARRANGEMENTS TO MANAGE UCITS

**INFORMATION CONCERNING DELEGATION ARRANGEMENTS RECEIVED FROM SUBJECTS NOT REQUIRED TO COMPLY,
PURSUANT TO THIS OPERATING MANUAL, WITH THE REPORTING OF SUCH INFORMATION**

COMPANY NAME:

LEGAL FORM:

TAX CODE:

ABI CODE:

DATE OF INCORPORATION (DD/MM/YYYY):

CHAMBER OF COMMERCE REGISTRATION NUMBER:

PROVINCE OF CHAMBER OF COMMERCE
REGISTRATION:

REGISTERED OFFICE:

REFERENCE PERIOD OF THE COMMUNICATION: FROM DD/MM/YYYY TO DD/MM/YYYY

OBSERVATIONS

NUMBER OF MODELS COMMUNICATED: YY

ANNEX II.9

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ANNEX II.10

DATA ON THE OPERATIONS OF FINANCIAL CONSULTANTS AUTHORISED TO DOOR-TO-DOOR SELLING⁹⁸

METHODOLOGICAL NOTE:

The operation of the individual Networks of financial consultants authorised to door-to-door selling⁹⁹ is indexed by the determination of an individual performance index that allows the construction of 10 classes of financial consultants authorised to door-to-door selling¹⁰⁰ of uniform width. In this regard:

- 1) It is necessary to calculate the individual performance index for each financial consultant authorised to door-to-door selling¹⁰¹ belonging to the Network.
- 2) The individual performance index is equal to the ratio between the individual gross deposits of the individual financial consultant authorised to door-to-door selling¹⁰² and the total gross deposits of the Network to which the financial consultant authorised to door-to-door selling¹⁰³ belongs.
- 3) The individual performance index of the financial consultant authorised to door-to-door selling¹⁰⁴ with the highest gross individual funding in the entire network they belong to is defined as a "reference value".
- 4) The individual performance index of the financial consultant authorised to door-to-door selling belonging to the Network must be compared to the "reference value" and expressed in percentage terms.
- 5) The ratio determined as so will make it possible to identify the class of individual financial consultant authorised to door-to-door selling¹⁰⁵

For reporting subjects with a Network of over 100 financial consultants authorised to door-to-door selling¹⁰⁶, the classes for which data must be transmitted at the end of each calendar half-year are as follows:

Classes	Width of the class of financial consultants authorised to door-to-door selling¹⁰⁷ compared to the "reference value"	Number of financial consultants authorised to door-to-door selling¹⁰⁸ belonging to each class
1	From 0 to 10%	
2	> 10% to 20%	
3	> 20% to 30%	
4	> 30% to 40%	
5	> 40% to 50%	
6	> 50% to 60%	
7	> 60% to 70%	
8	> 70% to 80%	
9	> 80% to 90%	
10	> 90% to 100%	

For reporting subjects with a Network of not more than 100 financial consultants authorised to door-to-door selling¹⁰⁹, the classes for which data must be transmitted at the end of each calendar half-year are as follows:

Classes	Width of the class of financial consultants authorised to door-to-door selling¹¹⁰ compared to the "reference value"	Number of financial consultants authorised to door-to-door selling¹¹¹ belonging to each class
1	From 0 to 20%	
2	> 20% to 40%	
3	> 40% to 60%	
4	> 60% to 80%	
5	> 80% to 100%	

To be able to analyse the individual classes it should be noted that - upon specific request pursuant to art. 31 paragraph 7, Legislative Decree no. 58/1998 – the application of the described methodology to one or more identified classes may be requested.

For the purposes of this Annex, the following definitions are provided:

Gross funding = sum of the gross funding of the individual categories of financial products and services as identified in Annex II.10 determined according to the criteria identified in the ASSORETI Operating Manual.

Net funding = sum of the net funding of the individual categories of financial products and services as identified in Annex II.10 determined according to the criteria identified in the ASSORETI Operating Manual.

Stock = sum of stock prices of individual categories of financial products and services as identified in Annex II.10 determined according to the criteria identified in the ASSORETI Operating Manual.

Production bonus/Rappel/ROR = all bonuses paid to financial consultants authorised to make “one-off” door-to-door selling¹¹², attributable to the incentive system provided by the reference intermediary.

Financial consultants authorised to door-to-door selling¹¹³ = all employees registered in the Register as financial consultants authorised to door-to-door selling¹¹⁴ operating for the reporting subject.

CLASS OF FINANCIAL CONSULTANTS AUTHORISED TO DOOR-TO-DOOR SELLING¹¹⁵ AGENTS OR REPRESENTATIVES

From..... To.....

Class of financial products and services ¹	Stock ²	Gross funding	Net funding	Commissions received from the class ³
...				
...				
...				

No. of clientclients ⁴	Number of incoming clientclients ⁵	Number of outgoing clientclients ⁶	Production bonus/Rappel/ROR	Total number of complaints ⁷

¹ The categories of financial products and services to be included are indicated in the following table (if some categories are not contractually foreseen among those that financial consultants authorised to make door-to-door selling¹¹⁶ can place and/or distribute, “n.d.” - not definable - must be indicated):

Open-end Italian UCITS	Speculative funds	Shares	Derivatives
Open-end UCITS under foreign law	Asset managements	Bonds and Government Bonds (of which structured bonds*)** (of which bonds issued by the Group) **	Other
Closed-end UCITS	Insurance Products Class III and Class V	Certificates	

* For the purposes of this table, structured bonds are securities composed of a so-called “fixed” component, similar to a normal bond, and a so-called “derivative” component, similar to an option, linked to the performance of an external event (PattiChiari definition).

** With reference to these products, only the stock and gross funding data must be reported.

² The stock values at the end of the half-year that include gross funding and relate to listed financial instruments correspond to the last available market benchmark price; the stock values at the end of the half year that include gross funding and relate to unlisted and illiquid financial instruments correspond to fair value.

³ The amount of commissions pertaining to the class of financial consultants authorised to door-to-door selling¹¹⁷ in the reference half-year must be indicated, including subscription/switch, management/maintenance and performance commissions.

⁴ The total number of clients belonging to the class of financial consultants authorised to door-to-door selling¹¹⁸ at the end of the reference half-year must be indicated.

⁵ The total number of new clients belonging to the class of financial consultants authorised to door-to-door selling¹¹⁹ at the end of the reference half-year must be indicated.

⁶ The total number of new clients already belonging to the class of financial consultants authorised to door-to-door selling¹²⁰ and terminated in the reference half-year must be indicated.

⁷ The total number of complaints received from reporting subjects concerning the class of financial consultants authorised to door-to-door selling¹²¹ in the reference half-year must be indicated.

CLASS OF FINANCIAL CONSULTANTS AUTHORISED TO DOOR-TO-DOOR SELLING¹²²

From To

Class of financial products and services ¹	Stock ²	Gross funding	Net funding
...			
...			
...			

No. of clients ³	Number of incoming clients ⁴	Number of outgoing clients ⁵	Production bonus/Rappel/ROR	Total number of complaints ⁶	Number of out-of-office operations

¹ The categories of financial products and services to be included are indicated in the following table (if some categories are not contractually foreseen among those that financial consultants authorised to door-to-door selling¹²³ can place and/or distribute, "n.d." - not definable - must be indicated):

Open-end Italian UCITS	Speculative funds	Shares	Derivatives
Open-end UCITS under foreign law	Asset managements	Bonds and Government Bonds (of which structured bonds*)** (of which bonds issued by the Group) **	Other
Closed-end UCITS	Insurance Products Class III and Class V	Certificates	

* For the purposes of this table, structured bonds are securities composed of a so-called "fixed" component, similar to a normal bond, and a so-called "derivative" component, similar to an option, linked to the performance of an external event (PattiChiari definition).

** With reference to these products, only the stock and gross funding data must be reported.

² The stock values at the end of the half-year that include gross funding and relate to listed financial instruments correspond to the last available market benchmark price; the stock values at the end of the half year that include gross funding and relate to unlisted and illiquid financial instruments correspond to fair value.

³ The total number of clients belonging to the class of financial consultants authorised to door-to-door selling¹²⁴ at the end of the reference half-year must be indicated.

⁴ The total number of new clients belonging to the class of financial consultants authorised to door-to-door selling¹²⁵ in the reference half-year must be indicated.

⁵ The total number of new clients already belonging to the class of financial consultants authorised to door-to-door selling¹²⁶ and terminated in the reference half-year must be indicated.

⁶ The total number of complaints received from reporting subjects concerning the class of financial consultants authorised to door-to-door selling¹²⁷ in the reference half-year must be indicated.

DATA AGGREGATES RELATING TO THE NETWORK OF FINANCIAL CONSULTANTS AUTHORISED TO DOOR-TO-DOOR SELLING¹²⁸

Class of financial products and services ¹	Subscription/switch commissions (if paid)	Management/maintenance commissions (if paid)	Performance commissions (if paid)	Other Commissions (if paid)
.....				
.....				
.....				

¹ The categories of financial products and services to be included are indicated in the following table (if some categories are not contractually foreseen among those that financial consultants authorised to door-to-door selling¹²⁹ can place and/or distribute, “n.d.” - not definable - must be indicated):

Open-end Italian UCITS	Speculative funds	Shares	Derivatives
Open-end UCITS under foreign law	Asset managements	Bonds and Government Bonds	Other
Closed-end UCITS	Insurance Products Class III and Class V	Certificates	

ANNEX II.11**COMMUNICATIONS REGARDING THE STARTING, INTERRUPTING AND RESTARTING DATES OF PROVISION OF EACH AUTHORISED INVESTMENT SERVICES AND ACTIVITIES**

Investment services and activities	Start date	Interruption date	Restart date
Dealing on own account	DD/MM/YYYY	DD/MM/ YYYY	DD/MM/ YYYY
Execution of orders on behalf of clients
Underwriting and/or placing of financial instruments on a firm commitment basis
Placing of financial instruments without a firm commitment basis			
Portfolio management			
Reception and transmission of orders			
Investment advice			
Operation of multilateral trading facilities			

ANNEX II.12

DATA ON OPERATIONS CARRIED OUT IN THE DISTRIBUTION OF INSURANCE FINANCIAL PRODUCTS

The following table provides data on the distribution of insurance financial products for each half year

Product code [128a]	Commercial name of the product	Product type [128b]	Issuer's tax code	Gross premiums collected [128c]	Commissions received [128c] [128d]
<i>Total unit linked</i>					
<i>Total index linked</i>					
<i>Total capitalisation products</i>					

ANNEX II.13

REPORT LAYOUT DESCRIBING HOW INVESTMENT SERVICES AND ACTIVITIES AND ANCILLARY SERVICES ARE PROVIDED IN ITALY AND ON THE ACTIVITY OF DISTRIBUTION OF FINANCIAL PRODUCTS ISSUED BY INSURANCE COMPANIES OR BANKS

A. GENERAL INFORMATION

This layout summarises the essential information describing how investment services/activities and ancillary services are provide in Italy and on the activity of distribution of financial products issued by insurance companies or banks. This is a reference point that, with regard to operations in Italy, can and must be adapted and/or integrated - based on the principle of proportionality - to take account of situations that are specific to each individual intermediary, linked to the nature, scale and complexity of the activity performed, the type and range of services provided, the type of clients served.

1. Organisation chart

Provide an updated organisation chart of the intermediary regarding the functions involved in the performance in Italy of investment services/activities and/or in the activities of distribution of financial products issued by insurance companies or banks and the related support functions, specifying which of them are outsourced to entities of the group and which are outsourced to entities outside the group.

Indicate the names of the managers of the aforementioned functions, as well as the number of resources assigned to the same units.

2. System of powers

Describe the arrangement of the powers existing within the company organisation of the intermediary in charge of performing in Italy investment services/activities and/or activities of distribution of financial products issued by insurance companies or banks.

3. Internal control procedures

Describe the overall structure of the corporate internal control functions with reference to the activity performed in Italy by the intermediary, also indicating the names of the heads of the corporate control functions (with an illustration of the technical and professional experiences of each), the established reporting lines, the human resources allocated to each unit, as well as the type of relationships existing between the same control units.

Describe the methods of interaction/coordination with similar control functions at group level, specifying the possible outsourcing of control activities to entities attributable to the group or to other entities.

4. Commercial network

Indicate the distribution channels used for the provision of services/activities in Italy, with specific description:

- the procedures adopted for door-to-door selling, indicating the number of financial consultants authorised to door-to-door selling¹³⁰ and description of the relative hierarchical structure (number of expected managerial levels and relative sizing);
- the methods used in case of offer through the use of means of distance communication.

B. DEVELOPMENT PLAN

Provide an illustration of the strategies approved with regard to the prospects for the development of services/activities in Italy¹³¹, specifying their time horizon and indicating:

- the product/service policies adopted, with particular regard to the launch of innovative types of business, with an indication of its characteristics and the relevant target clients;
- the estimates contained in the budgets (separately highlighted by service/activity), accompanied by the assumptions underlying the assumed trends;

- the policies and incentive criteria for personnel;
- the procedural measures that will be adopted in order to allow operations to be adjusted the new business development prospects;
- the compliance risk assessments carried out in relation to the identified strategies, with particular regard to their innovative aspects;
- the degree of autonomy of the branch in the group's decision-making process and, in particular, of the strategic and operational choices made by the Parent company.

C. INFORMATION ON SERVICES/ACTIVITIES CARRIED OUT

With specific reference to investment services and activities subject to the authorisation to operate in Italy both through a branch and under the freedom to provide services, please explain the operating methods actually used to carry out the same services/activities in Italy.

Explain the business model adopted in the previous calendar year with the performance in Italy of investment services/activities and/or in the distribution of financial products issued by insurance companies or banks.

With reference to each service/activity, the following must be specified in particular:

- how services are provided (e.g. systematic combination of the investment advice with other execution services, or offer limited only to the latter; execution only;...),
- the identified target clients;
- the essential characteristics of the services offered (scope, content, related products).

Briefly illustrate, where changed compared to the previous year, the main procedures adopted for the provision of services/activities in Italy, with particular reference to:

- the *execution/transmission policy* adopted in the provision of execution of orders, order reception/transmission, portfolio management services, indicating the criteria and results of the choices made;

- client classification procedures;
- measures and criteria adopted for "clients profiling";
- measures and criteria for the “mapping” of financial products;
- measures and criteria for assessing the “suitability/appropriateness” of investments;
- conflicts of interest identified and measures taken for their proper management;
- measures taken to regulate “personal transactions”;
- any incentives received from subjects other than clients and measures justifying their perceptibility;
- front office and back office applications adopted, indicating the relative level of integration and the presence of any manual areas;
- any revision projects in progress, indicating the main changes and the relative timing for implementation.

ANNEX II.14	OMISSIS
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ANNEX II.15	OMISSIS
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ANNEX II.16	OMISSIS
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ANNEX II.17	OMISSIS
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ANNEX II.18	OMISSIS
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ANNEX II.19	OMISSIS
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ANNEX II.20	OMISSIS
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ANNEX II.21	OMISSIS
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ANNEX II.22	OMISSIS
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ANNEX II.23	OMISSIS
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ANNEX II.24	OMISSIS
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ANNEX II.25	OMISSIS
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ANNEX II.26**SERVICES AND ACTIVITIES PERFORMED BY MANAGEMENT COMPANIES AND INVESTMENT COMPANIES¹**

Company name				
Personal data of the reporting intermediary				
Collective portfolio management	Date of commencement (dd/mm/yyyy)	Date of interruption (dd/mm/yyyy)	Date of resumption (dd/mm/yyyy)	
Portfolio management	Date of commencement (dd/mm/yyyy)	Date of interruption (dd/mm/yyyy)	Date of resumption (dd/mm/yyyy)	
Investment advice in financial instruments	Date of commencement (dd/mm/yyyy)	Date of interruption (dd/mm/yyyy)	Date of resumption (dd/mm/yyyy)	
Marketing of UCITs	Date of commencement (dd/mm/yyyy)	Date of interruption (dd/mm/yyyy)	Date of resumption (dd/mm/yyyy)	
Pension funds (established and/or managed)	Date of commencement (dd/mm/yyyy)	Date of interruption (dd/mm/yyyy)	Date of resumption (dd/mm/yyyy)	

¹ As for the investment companies, it is necessary to fill in only the lines relating to the “Collective management” and the “Marketing of own UCITs”.

ANNEX II.27**LIST OF THE PLACEMENT AGENTS¹**

Name of the placement agent	Tax code of the placement agent	Commencement Placement (dd/mm/yyyy)	Interruption Placement (dd/mm/yyyy)	Channels			Extraordinary events	
				On-site (yes/no)	Off-site (yes/no)	From the distance (yes/no)	Type ³	Date of effectiveness

¹ The list of the placement agents must be reported for each ISIN code of the UCITs offered in Italy.

² The indication of the nominative ISIN code is admitted only in case a bearer ISIN code has not been assigned to the product.

³ Option selectable among: 1) liquidation; 2) merger; 3) other (*please specify*).

TECHNICAL ANNEX

Introduction

The purpose of this document is to illustrate the technical procedures for the production and forwarding of communications to Consob pursuant to Resolution No. 17297.

INTRODUCTION

The supervised entities (licensed parties, stockbrokers and insurance companies) send electronic communications to Consob electronically, via the Internet. These subjects are not allowed to forward such communications by magnetic or paper media.

It should also be noted that the forwarding of communications must not be accompanied by any sending of paper documentation, as regards neither the contents nor the certification issued by the transmission system. The latter certification must be filed with the reporting subject.

Those subjects who, for established reasons of force majeure, are unable to ensure compliance with the submission terms are required to request the relative authorisation for extension from Consob. Those requests, which are useful to enable Consob to assess the state of difficulty faced by the reporting subject, must be submitted as promptly as possible and accompanied by the necessary supporting documentation. In the request, signed by the legal representative or his/her delegate, the subject must communicate the actions taken to remove the obstacles and the date when he/she will send the reports to Consob. In the case of persistent difficulties that do not allow compliance with the term, the subject is required to resubmit the request by providing new assessments on the submission times.

To transmit communications electronically, the Internet-based TELERACCOLTA system must be used, which the supervised entities can access by connecting to Consob's website, "www.consob.it", section "Supervised Entities"->"For Intermediaries".

Based on various considerations relating to the content, size and methods of production of the information requested, as well as the processing methods envisaged, two types of information flows have been identified: documentary and structured.

Documentary information flows, such as accounting documentation, relate to information generally represented in text form, which in this form are also normally produced by supervised entities. For these flows, entry and cataloguing in the Consob document management system is envisaged. To this end, the documents transmitted must be drawn up in accordance with the technical preparation procedures described below. In addition, each submission must be associated with a series of attributes that are useful to correctly manage and interpret the transmitted files, such as: the name of the attached document, the reference date, etc. The technical characteristics of the document flows are described in point 2. of this document.

Structured information flows, such as management powers, are related to information that can be represented in a structured form (for example, tables and fields in a database). For these flows, setting up a database, used for statistical and supervisory purposes is envisaged. There are two ways of communicating this information: the manual compilation of electronic models made available by Consob on its website or the transmission of files produced by the reporting entities and drawn up in accordance with the technical specifications described in point 3. of this document. Detailed technical documentation and sample files for these information flows are available on the website.

In the case of difficulties in forwarding communications due to technical problems related to the TELERACCOLTA system, the intermediary is required to promptly send a message by fax to the number 06/8477477, or by e-mail to the address "teleraccolta@consob.it", containing at least the following information:

TELERACCOLTA system - technical problems;

name of the supervised entity;

name and telephone number of the employee to be contacted;

description of the problem;

indication if this is a first submission or if the system has already been used successfully.

Any technical problems encountered will be examined following the submission of this information.

1. DOCUMENTARY INFORMATION FLOWS

In order to enable efficient electronic processing of documents, they must be drawn up in accordance with the technical preparation procedures described below.

1.1 Document preparation method

Each document sent to Consob must have the following characteristics:

A) Be produced in a single file, i.e. breaking any of the documents into two or more separate files is not allowed.

B) Be produced in one of the following electronic formats:

microsoft word

pdf (portable document format)

Incorporating parts of files or readable objects within the file using tools other than the respective word processors is not allowed. In particular, with regard to the word format, inserting or linking table information in excel format to the document is not allowed. These must be entered either as plain text or using the word table format.

Every version of a particular format is allowed (for example ..., word 2, office word 95, office word 97, ...).

C) Be clearly legible in all its parts without having to make corrections or adjustments, obviously using the right tool to interpret that particular format (i.e. Word or Acrobat Reader).

D) The informative content in the electronic document must at least include what is contained in the relative paper document. This means that it is possible to include in the electronic document any additions such as extra tables, images, texts, etc., but omitting from the electronic document any

part of the text present in the relative paper document is not allowed.

- E) Any part of the text of the electronic document in the relative paper document cannot be in image format, but must always be produced as normal text.
- F) Any part of the text of the electronic document in the relative paper document must be selectable (and therefore copyable to another document, for example) using the appropriate copy and paste functions provided with the appropriate tool to read the format in which the document was produced. In particular, if the pdf format has been chosen, check that at the time of saving the document this option is not active: (*do not allow to*) *select text and images*, which appears by clicking on *the protection* button (or the equivalent wording if you use other versions of Acrobat).
- G) The document name is not subject to any constraints.

1.2 Document header

For each communication, an electronic form must be completed, containing the following information:

Reporting entity: personal data of the reporting subject, used for his/her identification.

Reference date: formal reference date of the document (expressed in dd/mm/yyyy format), used to verify the submission obligations.

Reference year: reference year of the document (expressed in yyyy format), used for cataloguing within Consob's document management system.

Technical reference: contact details of the person who managed the sending of the document.

Administrative reference: contact details of the person responsible for the contents of the document.

Indication of personal data changes: indicates that the attached document contains personal data changes on the reporting subject.

Changes from previous communication: indicates whether there have been changes from the previous communication.

ISIN code: used to specify the ISIN codes of the funds.

Notes: used by the supervised entity to provide additional information about the submission.

In addition, for each attached document file, the following information must be indicated:

Document Type and Subtype: document classification attributes, described below.

Document name: name of the document file to which the following information refers.

1.3 Information flows

The documentary type information flows for which transmission in electronic format is envisaged are as follows:

Periodic Documentation (PD)

1. Financial statements and any consolidated financial statements

The document relating to the **financial statements**, the **report of the administrative body**, the **report of the body with control functions**, the **resolution approving the financial statements**, as well as any **consolidated financial statements** and the **related report of the administrative body** must be drawn up in accordance with the production methods indicated in paragraph 2.1. The **audit firm's report** on the financial statements, as well as the **report** on any consolidated financial statements, must be produced in electronic format, as a result of the optical acquisition of the original paper document.

Indicate as “reference date” the date of approving the financial statements; as “reference year” the year to which the financial statements refer.

2. Report on describing how investment services and activities and ancillary services and the activity of distribution of financial products issued by insurance companies or banks

The **report describing how investment services and activities and ancillary services and the activity of distribution of financial products issued by insurance companies or banks** must be drawn up according to the production methods indicated in paragraph 2.1.

For the periodic submission of the report, indicate 31 March of the year following that to which the report refers as the “reference date” and the year to which the report refers as the “reference year”. If the report is sent in the event of significant changes, indicate the effective date of the relevant changes as the “reference date” and the effective year of the changes as the “reference year”.

For each periodic submission of the report, an indication of any changes compared to the previous communication must be provided.

3. Report on the organisational structure

The **report on the organisational structure** must be drawn up in accordance with the production methods indicated in paragraph 2.1.

For the first submission of the report on the organisational structure, indicate the date of registration as the “reference date” and the year of registration in the register as the “reference year”. For the periodic submission of the report, indicate 31 March of the year following that to which the report refers as the “reference date” and the year to which the report refers as the “reference year”. If the report is sent in the event of significant changes, indicate the effective date of the relevant changes as the “reference date” and the effective year of the changes as the “reference year”.

For each periodic submission of the report, an indication of any changes compared to the previous communication must be provided.

4. Reports of the compliance function

The **reports of the compliance function** and the **related observations and determinations of the corporate bodies** must be drawn up according to the production methods indicated in paragraph 2.1.

For periodic submission, [omissis] foreign intermediaries indicate the date on which the reports are examined by the corporate bodies as the “reference date” and the year to which the report refers as the “reference year”; Italian intermediaries indicate the date of approval of the financial statements as the “reference date”; the year to which the financial statements refer as the “reference year”. For any interim submissions, indicate the date on which the reports are examined by the corporate bodies as the “reference date” and the year relating to the reference date as the “reference year”.

5. Risk management activity reports

The **reports on the risk management activities** and the **related observations and determinations of the corporate bodies** must be drawn up according to the production methods indicated in paragraph 2.1.

Indicate the date on which the reports are examined by the corporate bodies as the “reference date” and the year referring to the report as the “reference year”.

6. Internal audit activity reports

The **reports on the internal audit activity** and the **related observations and determinations of the corporate bodies** must be drawn up according to the production methods indicated in paragraph 2.1.

Indicate the date on which the reports are examined by the corporate bodies as the “reference date” and the year referring to the report as the “reference year”.

7. OMISSIS

8. OMISSIS

9. OMISSIS

10. OMISSIS

11. OMISSIS

12. OMISSIS

Event-based Documentation (ED)

1. Article of incorporation, by-laws and extraordinary corporate actions

The **article of incorporation, by-laws and the resolution approving the amendments to the by-laws, corporate mergers and spin-offs and transfers of business divisions** must be drawn up in accordance with the production methods indicated in paragraph 2.1.

Documents relating to **the corporate mergers and spin-offs and transfers of business divisions** and **certificates proving the registration in the register of companies of the resolutions amending the by-laws** must be produced in electronic format, as a result of the optical acquisition of the original paper documents.

For the submission of the article of incorporation and the by-laws, indicate the date of registration as the "reference date" and the year of registration in the register as the "reference year". For the submission of the documentation relating to amendments to the by-laws, as well as corporate mergers and spin-offs and transfers of business divisions, indicate the effective date of the relevant changes as the "reference date" and the effective year of the changes as the "reference year".

For each submission relating to amendments to the by-laws, as well as to corporate mergers and spin-offs and transfers of business divisions, an indication of any changes in personal data must be provided.

2. Copy of the agreements among shareholders

The **agreements among shareholders** must be drawn up according to the production methods indicated in paragraph 2.1.

For the possible first submission of the agreements among shareholders existing at the time of registering in the register, indicate the date of registration as the "reference date" and the year of registration as the "reference year". For subsequent submissions resulting from the conclusion, renewal or variation of the agreements, indicate the effective date of the changes as the "reference date" and the effective year of the changes as the "reference year".

3. Professional requirements, integrity and independence of corporate officers

The **report on the meeting held to verify the requirements of professionalism, integrity and independence of corporate officers** must be drawn up in accordance with the production methods indicated in paragraph 2.1.

Indicate the date of holding the meeting as the "reference date" and the year of holding the meeting as the "reference year".

4. OMISSIS

5. OMISSIS

6. OMISSIS

1.4 Communication of errors and/or anomalies on document flows

If there are errors and/or anomalies in the content in the documents transmitted, a new submission of the information flows duly corrected is required.

2. STRUCTURED INFORMATION FLOWS (SD)

The types of information flows identified are:

1. SUPERVISORY REPORTS RELATING TO THE PROVISION OF INVESTMENT SERVICES AND ACTIVITIES OF ITALIAN INVESTMENT FIRMS
2. ELIGIBLE SHAREHOLDINGS
3. INFORMATION ON AGREEMENTS AMONG SHAREHOLDERS
4. CORPORATE OFFICERS
5. DATA ON COMPLAINTS RECEIVED IN WRITING
6. BREAKDOWN OF MANAGED PORTFOLIOS
7. MANAGEMENT POWERS

8. MEASURES TAKEN TOWARDS FINANCIAL CONSULTANTS AUTHORISED TO DOOR-TO-DOOR SELLING¹⁵³
9. DATA ON THE OPERATIONS OF FINANCIAL CONSULTANTS AUTHORISED TO DOOR-TO-DOOR SELLING¹⁵⁴
10. STARTING, INTERRUPTING AND RESTARTING DATE OF THE PROVISION OF INVESTMENT SERVICES AND ACTIVITIES
11. OPERATIONS OF BANKS AND ITALIAN INVESTMENT FIRMS WHEN DISTRIBUTING INSURANCE FINANCIAL PRODUCTS
12. OMISSIS
13. ADDRESS IN ITALY
14. OMISSIS
15. OMISSIS
16. OMISSIS
17. OMISSIS
18. OMISSIS
19. OMISSIS
20. OMISSIS
21. LIST OF THE PLACEMENT AGENTS
22. OMISSIS

2.1 Report submission method

For the information flow 1, transmission is required of files produced by the reporting entities and drawn up according to the layouts and compilation rules envisaged in Circulars no. 148/1991 (and subsequent updates) and no. 154/1991 (and subsequent updates) of the Bank of Italy.

For information flows 2, 3, 4, 5, 7, 8, 10, (OMISSIS) 21 (OMISSIS) manual compilation of electronic models is envisaged according to the layouts defined in annexes no. II.3, II.4, II.5, II.6-[omissis], II.8-[omissis], II.9, II.11[omissis] II.26, II. 27 to the Consob Resolution.

For information flow 13, the manual compilation of electronic models is envisaged.

For the information flow 6, transmission is required of files produced by the reporting entities and drawn up according to the layouts defined in Annex II.7 to the Consob resolution and the technical specifications described below in point 2.2. or point 2.3, at the choice of the intermediary.

For information flows 7, 9, 11, [omissis] 21 [omissis] the transmission is required of files produced by the reporting entities and drawn up according to the layouts defined in annexes II.8-[omissis], II.12, ~~[omissis]~~ — II.27 to the Consob resolution and the technical specifications described below in point 2.3.

In summary:

Information flow	Submission method	References
1. SUPERVISORY REPORTS RELATING TO THE PROVISION OF INVESTMENT SERVICES AND ACTIVITIES OF ITALIAN INVESTMENT FIRMS	Send file	Bank of Italy Circulars no. 148/1991 and no. 154/1991
2. ELIGIBLE SHAREHOLDINGS	Manual compilation	Annex II.3
3. INFORMATION ON AGREEMENTS AMONG SHAREHOLDERS	Manual compilation	Annex II.4
4. CORPORATE OFFICERS	Manual compilation	Annex II.5
5. DATA ON COMPLAINTS RECEIVED IN WRITING	Manual compilation	Annex II.6, omissis
6. BREAKDOWN OF MANAGED PORTFOLIOS	Send File or Send XML File	Annex II.7
7. MANAGEMENT POWERS	Manual compilation or Send XML File	Annex II.8, omissis
8. OMISSIS ¹⁵⁵		
9. DATA ON THE OPERATIONS OF FINANCIAL CONSULTANTS AUTHORISED TO DOOR-TO-DOOR SELLING ¹⁵⁶	Send XML File	Annex II.10
10. STARTING, INTERRUPTING AND RESTARTING DATE OF THE PROVISION OF INVESTMENT SERVICES AND ACTIVITIES	Manual compilation	Annex II.11, omissis
11. OPERATIONS OF BANKS AND ITALIAN INVESTMENT FIRMS WHEN DISTRIBUTING INSURANCE FINANCIAL PRODUCTS	Send XML File	Annex II.12
OMISSIS		
13. ADDRESS IN ITALY	Manual compilation	
14. OMISSIS		
15. OMISSIS		
16. OMISSIS		
17. OMISSIS		
18. OMISSIS		
19. OMISSIS		
20. OMISSIS		
21. LIST OF THE PLACEMENT AGENTS	Compile Online or send XML file	Attachment II.27
22. OMISSIS		

2.2 Technical Characteristics and specifications of the data

Structured information flows are sent with files containing ASCII characters, whose data is represented in records with variable-length fields, separated by the tab character (TAB).

Separate communication must be sent for each information flow.

Each communication consists of 1 initial record, containing the general data relating to the communication, N movement records containing the data relating to the information flow and, finally, N personal records containing the personal data of the subjects referenced in the communication.

The record types defined are described in terms of:

- Field: field name
- Type: data type (Num = Numeric, Alpha = Alphanumeric, Date = Date)
- Length: Maximum length and precision
- Value: any value that the field can assume
- Null: indicates whether the field can be null (Y) or not (N)

N.B.

Blanks are not allowed at the beginning or end of the fields.

Date type data must be expressed in YYYYMMDD format.

The delimiter character of the decimal part is the character “.” (full stop).

REGISTRY RECORDS

They contain the personal data of the natural and legal subjects present in the communications. The Subject ID field represents the identification key of the subjects transmitted; it is any identifier, unique within the communication, chosen by the authorised subject.

RECORD TYPE 29

PHYSICAL

SUBJECT:

Contains information about a physical subject.

Field	Type	Length	Value	Null
Record Type	Num	2	29	N

Field	Type	Length	Value	Null
Subject ID	Alpha	12		N
Surname	Alpha	50		N
First name	Alpha	50		N
Tax code	Alpha	16	(*)	Y
ABI Code	Num	6		Y
Gender	Alpha	1	M/F	N
Date of birth	Date	8		N
Municipality of Birth	Alpha	50		N
Province of Birth Initials	Alpha	2		Y
Chamber of Commerce registration number	Num	10		Y
Initials of the province of Chamber of Commerce registration	Alpha	2		Y
Municipality of Residence	Alpha	50		N
Street and hamlet	Alpha	50		N
Postal Code	Alpha	5		Y
Initials of province	Alpha	2		Y
Country	Alpha	50		N
Telephone	Alpha	20		N

RECORD TYPE 30

LEGAL ENTITY

Contains information about a legal entity.

Field	Type	Length	Value	Null
Record Type	Num	2	30	N
Subject ID	Alpha	12		N
Company name	Alpha	100		N
Company Initials	Alpha	20		Y

Field	Type	Length	Value	Null
Legal form	Alpha	6		N
Date of incorporation	Date	8		N
Tax code	Num	11	(*)	Y
ABI Code	Num	6		Y
Chamber of Commerce registration number	Num	10	(*)	Y
Initials of the province of Chamber of Commerce registration	Alpha	2	(*)	Y
Town/city of registered office	Alpha	50		N
Street and hamlet	Alpha	50		N
Postal Code	Alpha	5		Y
Initials of province	Alpha	2		Y
Country	Alpha	50		N
Telephone	Alpha	20		N

(*) obligatory for Italian subjects

6. BREAKDOWN OF MANAGED PORTFOLIOS

RECORD TYPE 16

PORTFOLIO BREAKDOWN STATEMENT

Contains information relating to the communication of the breakdown of managed portfolios.

Field	Type	Length	Value	Null
Record Type	Num	2	16	N
Reporter ID	Alpha	12		N
Reference Period Start Date	Date	8		N
Reference Period End Date	Date	8		N
Observations	Alpha	255		Y

RECORD TYPE 17

PORTFOLIO COMPOSITION

Contains information relating to the breakdown of managed portfolios.

Field	Type	Length	Value	Null
Record Type	Num	2	17	N
ISIN code financial instrument	Alpha	12		N
Financial instrument description	Alpha	20		N
Group financial instrument	Alpha	2	YES/NO	N
Currency	Alpha	3	(**)	N
Client type	Alpha	13	RETAIL/PROFESSIONAL	N
Opening stock quantity	Num	15.3		N
Quantity purchased	Num	15.3		N
Quantity sold	Num	15.3		N
Quantity reimbursed	Num	15.3		N
Quantity contributed	Num	15.3		N
Quantity withdrawn	Num	15.3		N
Quantity of events on capital	Num	15.3		N
PCT quantity purchased	Num	15.3		N
PCT quantity sold	Num	15.3		N
Quantity of options exercised	Num	15.3		N
Quantity of options abandoned	Num	15.3		N
Quantity of other movements	Num	15.3		N
Closing stock quantity	Num	15.3		N
Opening stock amount	Num	17.2		N
Amount purchased	Num	17.2		N
Amount sold	Num	17.2		N
Amount reimbursed	Num	17.2		N

Amount contributed	Num	17.2		N
Amount withdrawn	Num	17.2		N
Amount of other movements	Num	17.2		N
Amount of events on capital	Num	17.2		N
PCT amount purchased	Num	17.2		N
PCT amount sold	Num	17.2		N
Amount of options exercised	Num	17.2		N
Amount of options abandoned	Num	17.2		N
Closing stock amount	Num	17.2		N

RECORD TYPE 18

BREAKDOWN OF OTC CONTRACT PORTFOLIOS

Contains information on the breakdown of the portfolios managed for OTC contracts.

Field	Type	Length	Value	Null
Record Type	Num	2	18	N
OTC derivatives code	Num	8	(*)	N
Description of OTC derivatives	Alpha	40		N
Currency	Alpha	3	(**)	N
Client type	Alpha	13	RETAIL/PROFESSIONAL	N
Opening stock quantity	Num	15.3		N
Quantity purchased	Num	15.3		N
Quantity sold	Num	15.3		N
Quantity contributed	Num	15.3		N
Quantity withdrawn	Num	15.3		N
Quantity of other movements	Num	15.3		N
Closing stock quantity	Num	15.3		N
Opening stock amount	Num	17.2		N
Amount purchased	Num	17.2		N
Amount sold	Num	17.2		N

Field	Type	Length	Value	Null
Amount contributed	Num	17.2		N
Amount withdrawn	Num	17.2		N
Amount of other movements	Num	17.2		N
Closing stock amount	Num	17.2		N

(*) The categories of securities are those indicated in the General Warnings - Securities Categories – Derivative Contracts – of the “Manual of statistical and supervisory reporting for UCITS” referred to in Bank of Italy circular no. 189 of 21 October 1993 and subsequent updates.

(**) The currency must be expressed using the ISO code (ISO Code) adopted by the Bank of Italy-FIU.

RECORD SEQUENCE

Records of the statement in electronic format are expected according to the following sequence:

PORTFOLIO BREAKDOWN STATEMENT (16) {1}

PORTFOLIO BREAKDOWN (17) {0, n}

BREAKDOWN OF OTC CONTRACT PORTFOLIOS (18) {0, n}

PHYSICAL SUBJECT (29) {0.1}

LEGAL ENTITY (30) {0,1}

The record type is indicated in round brackets; cardinality is indicated in curly brackets.

2.3 Technical characteristics and specifications of data in XML format

Structured information flows are sent with files containing ASCII characters, whose data is represented in XML format.

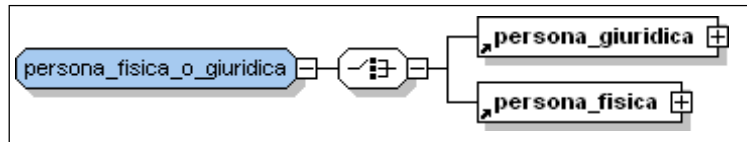
Separate communication must be sent for each information flow.

REGISTRY RECORDS

They contain the personal data of the natural and legal subjects present in the communications.

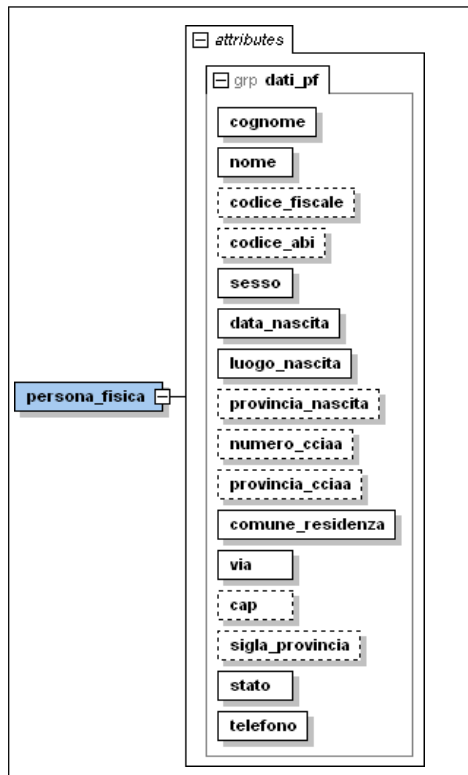
INDIVIDUAL OR LEGAL PERSON

Contains information about an individual or a legal person.



PHYSICAL SUBJECT:

Contains information about a physical subject.

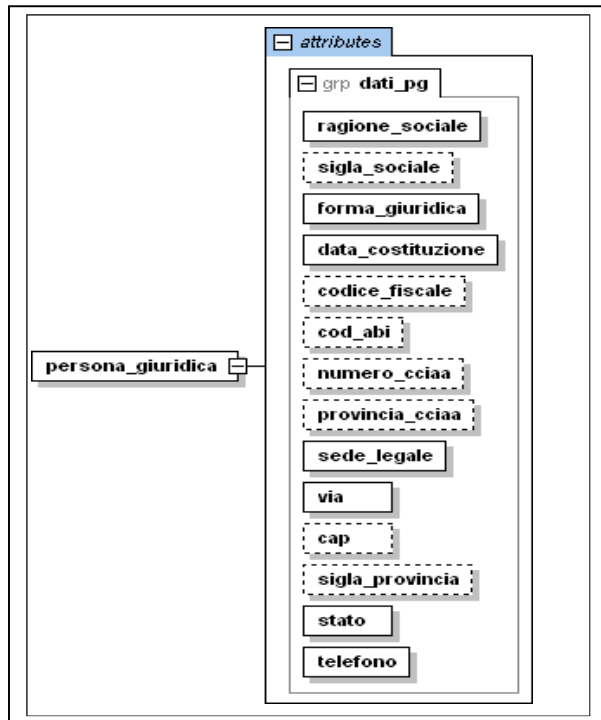


Individual

Informations about the Individual	Surname
	Name
	Tax code
	Bank code
	Gender
	Date of birth
	Place of birth
	Province of birth (abb.)
	Chamber of Commerce's Registration Number
	Province of Chamber of Commerce's Registration(abb.)
	Place of residence
	Street/area
	Postcode
	Province of residence (abb.)
	Country
Telephone	

LEGAL ENTITY

Contains information about a legal entity.



Legal person

Informations about the Legal person	Company's name
	Corporate abbreviation
	Legal form
	Date of incorporation
	Tax code
	Bank code
	Chamber of Commerce's Registration Number

	Province of Chamber of Commerce's Registration (abb.)
	Registered office's municipality
	Street/area
	Postcode
	Registered office's province (abb.)
	Country
	Telephone

6. BREAKDOWN OF MANAGED PORTFOLIOS

Contains information relating to the breakdown of managed portfolios.

OMISSIS

DELEGATION ARRANGEMENTS

Contains the information relating to the delegation arrangements

OMISSIS

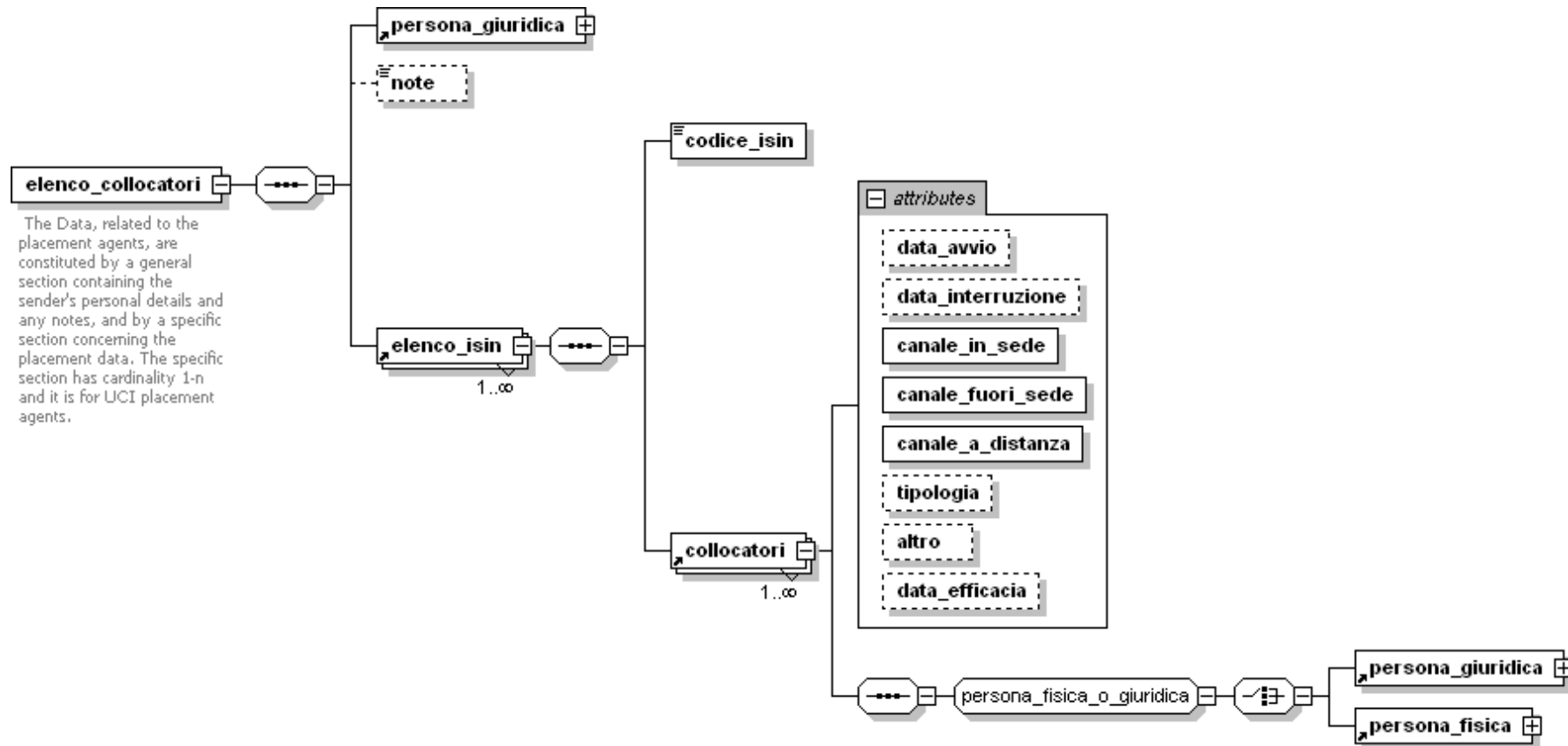
12. DATA ON THE OPERATIONS OF FINANCIAL CONSULTANTS AUTHORISED TO DOOR-TO-DOOR SELLING¹⁵⁷

Contains the information relating to data on the operations of financial consultants authorised to door-to-door selling¹⁵⁸.

OMISSIS

21. LIST OF THE PLACEMENT AGENTS

It contains the informations about the list of the placement agents



2.4 Communication of errors and/or anomalies on data

In cases where the communications transmitted are affected by errors and/or anomalies on the data, a new submission of the information flow affected by the errors and/or anomalies is required, duly corrected.

- ⁷⁴ In the case of a multi-annual time horizon, the update of the plans prepared and communicated is sent annually in the (multi-annual) reference period.
- ⁷⁵ Name thus amended by resolution no. 19548 of 17.3.2016 which replaces the words: “financial advisers”, with the words “financial consultants authorised to door-to-door selling”.
- ⁷⁶ The report also focuses on the degree of consistency between the chosen target clients and the characteristics of the offer of products/services by the intermediary.
- ⁷⁷ This data must correspond exactly to the “total” of the (structured) data on complaints sent, with reference to the same period, through Annex II.6 or Annex II.17.
- ⁷⁸ In general, a complaint can be considered “settled” when the cause for the complaint made by the intermediary's client has been handled (for example, after a predetermined period of time from the sending a reply note to the client, or following the settlement of the dispute by judicial means or by a transaction between the parties). It is understood that it is the responsibility of the individual intermediary to envisage and define, within the framework of its adopted procedures for complaints handling [repealed], the specific hypotheses and circumstances where a complaint received in writing can be considered “settled”.
- ⁷⁹ In the case of shareholding by trust company, the “OBSERVATIONS” field must represent the fact that it is a shareholding by trust company (also indicating the references of the trust company) while the sections “SHAREHOLDING (Legal entity)” and “SHAREHOLDING (Natural person)” must indicate the data referring to the trustor, respectively, legal entity or natural person.
- ⁸⁰ In the case of indirect shareholding, through subsidiaries, trust companies, or one or more interposed subjects, the communication must be made with reference to all the subjects of the investment chain and up to the subject at the top of the same investment chain.
- ⁸¹ The communication is also due with respect to shareholdings held by UCITS. In the latter case, the name of the fund must be indicated in the “COMPANY NAME” section; the ISIN code of the fund in the “TAX CODE” section and the acronym UCITS in the “LEGAL FORM” section.
- ⁸² Values must be expressed in thousands of euro.
- ⁸³ Values must be expressed in thousands of euro.
- ⁸⁴ The corporate functions allowed are:
TRADING ON OWN ACCOUNT
EXECUTION OF ORDERS ON BEHALF OF CLIENTS
PLACEMENT
ADVICE
RECEIPT AND TRANSMISSION OF ORDERS
COLLECTIVE MANAGEMENT
PORTFOLIO MANAGEMENT
PENSION FUNDS MANAGEMENT
- ⁸⁵ The Type of change field can take one of the following values:
N = Appointment
C = Termination
F = Confirmation (meaning Termination and Appointment)
- ⁸⁶ For financial intermediaries, the services/activities concerned are exclusively “Trading on own account”, “Execution of orders on behalf of clients ” and “Placement/Door-to-door selling”.
- ⁸⁷ This Annex must contain the data on complaints received in writing during the same reference period as the report of the compliance function in accordance with the standards referred to in Annex II.2.
- ⁸⁸ In the case of management powers, the subject required to make the report is the delegating party.
- ⁸⁹ Quantities are expressed as face value for bonds, number of units for UCITS and number of contracts for derivatives. The amounts must be expressed in euros [omissis] .
- ⁹⁰ The ISIN code may be indicated only if the product has not been assigned an ISIN code to the bearer.
- ⁹¹ The currency must be expressed using the Bank of Italy - FIU code.
- ⁹² Redemptions should be reported for bonds.
- ⁹³ Including amounts carried over and securities loans
- ⁹⁴ The categories of securities are those indicated in the General Warnings - Securities Categories – Derivative Contracts – of the “Manual of statistical and supervisory reporting for UCITS” referred to in Bank of Italy circular no. 189 of 21 October 1993 and subsequent updates.
- ⁹⁵ The ISIN code may be indicated only if the product has not been assigned an ISIN code to the bearer.
- ⁹⁸ Name thus amended by resolution no. 19548 of 17.3.2016 which replaces the words: “financial advisers”, with the words “financial consultants authorised to door-to-door selling”.
- ⁹⁹ Name thus amended by resolution no. 19548 of 17.3.2016 which replaces the words: “financial advisers”, with the words “financial consultants authorised to door-to-door selling”.
- ¹⁰⁰ Name thus amended by resolution no. 19548 of 17.3.2016 which replaces the words: “advisers”, with the words “financial

- ^{128a} The following should be indicated, where available: the product code resulting from the relevant prospectus filed with Consob or, for products for which a prospectus is not envisaged, the alphanumeric code adopted by the issuing insurance company to identify the product in its business systems.
- ^{128b} The following types should be indicated: index linked, unit linked, capitalisation products.
- ^{128c} The data collected should be expressed in euros and should relate to the premiums collected in the relevant six-month period, generated by the new contracts distributed in the same six-month period, as well as to those distributed before that period if they include recurring premiums.
- ^{128d} Data (expressed in euros) should be provided for the aggregates represented by the product types as a whole (unit-linked, index-linked and capitalisation products). For single premium products that generate both underwriting and management fees, both components should be reported.
- ¹²⁹ Name thus amended by resolution no. 19548 of 17.3.2016 which replaces the words: “financial advisers”, with the words “financial consultants authorised to door-to-door selling”.
- ¹³⁰ Name thus amended by resolution no. 19548 of 17.3.2016 which replaces the words: “financial advisers”, with the words “financial consultants authorised to door-to-door selling”.
- ¹³¹ In the case of a multi-year time horizon, the update of the plans prepared and communicated is sent annually in the (multi-year) reference period.
- ¹³³ Omissis.
- ¹³⁴ This Annex must contain the data on complaints received in writing during the same reference period as the report of the compliance function in accordance with the standards referred to in Annex II.2.
- ¹⁵³ Name thus amended by resolution no. 19548 of 17.3.2016 which replaces the words: “financial advisers”, with the words “financial consultants authorised to door-to-door selling”.
- ¹⁵⁴ Name thus amended by resolution no. 19548 of 17.3.2016 which replaces the words: “financial advisers”, with the words “financial consultants authorised to door-to-door selling”.
- ¹⁵⁵ Name thus amended by resolution no. 19548 of 17.3.2016 which replaces the words: “financial advisers”, with the words “financial consultants authorised to door-to-door selling”.
- ¹⁵⁶ Name thus amended by resolution no. 19548 of 17.3.2016 which replaces the words: “financial advisers”, with the words “financial consultants authorised to door-to-door selling”.
- ¹⁵⁷ Name thus amended by resolution no. 19548 of 17.3.2016 which replaces the words: “financial advisers”, with the words “financial consultants authorised to door-to-door selling”.
- ¹⁵⁸ Name thus amended by resolution no. 19548 of 17.3.2016 which replaces the words: “financial advisers”, with the words “financial consultants authorised to door-to-door selling”.