



The Swiss Stock Exchange

# Corporate Action Enhanced Services (CAES)

Customized training with a focus on practice

This course provides back-office staff with a detailed insight into the CAES application within corporate actions.

CAES is a web-based product developed by SIX for central and process-oriented settlement of your corporate actions. In this course, you will learn how to use CAES efficiently to settle your corporate actions through SIX.

## Learning Objectives

You will be able to...

- retrieve information about upcoming corporate action events and schedule them in *My Diary*.
- read and interpret displayed event notification details.
- distribute, verify and release instructions in the Voluntary Action Portal module.
- find and work with MarketGuides and ServiceGuides.
- retrieve corporate action bookings and positions.



# Corporate Action Enhanced Services

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<b>Topics</b>	<ul style="list-style-type: none"><li>– Overview of CAES</li><li>– Event calendar</li><li>– Allocation Queue and My Diary</li><li>– Voluntary Action Portal</li><li>– Proxy Service Portal</li><li>– Overview of bookings and securities positions</li></ul>
<b>Duration</b>	From 8:30 am until 12 pm (or from 1:30 pm until 5 pm if combined with the corporate actions course)
<b>Course Venue</b>	SIX, Pfingstweidstrasse 110, 8005 Zurich
<b>Target Group</b>	Back-office staff working with CAES.
<b>Languages</b>	German and English
<b>Requirements</b>	Knowledge about securities
<b>Course Dates &amp; Registration</b>	Register for your selected course online. We will contact you to agree on the course date.  The costs per participant amount to CHF 500. If you cancel your participation later than five working days from the date the course starts, we will charge you the full course fee.  Your point of contact for questions on education related to the exchange and financial markets: <a href="http://www.six-swiss-exchange.com/education">www.six-swiss-exchange.com/education</a>

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