BANCA D'ITALIA

EUROSISTEMA

STATISTICAL DATA COLLECTION AND PROCESSING DIRECTORATE
Statistical Registers Division

INSTRUCTIONS FOR ACCESSING THE FINANCIAL INSTRUMENTS CODE SERVICE
Ver. 1.4

1. Registering with the Financial Instruments ISIN Code Service

Entities that, as indicated in the 'Terms of Use of ISIN Code Service', are entitled to request the assignment of an ISIN for financial instruments may access the Service.

Those who plan to use the service (the **'Partner'**) must register by filling out all parts of the '**Application for Access to the Financial Instruments ISIN Code Service'** form.

The application for access to the Code Service has been incorporated into the 'Notice of commencement of securitization activity' for newly-established special purpose vehicles (SPV) that register for inclusion in the list maintained pursuant to the Bank of Italy's administrative measure of 29 April 2011.

The form, digitally signed by the **Partner's** legal representative, must be sent by certified email to res@pec.bancaditalia.it. Non-resident entities may submit the form, with a handwritten signature accompanied by a photocopy of the legal representative's identity document, by fax to +0039 06 47928697.

In addition to containing information on the applying entity, the application form must also report the name of the person the **Partner** has chosen to serve as its contact ('**Contact Person'**) for communications regarding the Code Service. To do so, the Contact Person must first register on the Bank's website (see Section 2.1) and include the credentials received (username) in the form.

Once the Bank of Italy has verified this information, it will send an email to the Contact Person and to the **Partner** at the email addresses provided in the form notifying them that the application for access to the Code Service has been approved. The email will also contain the ID number assigned to the **Partner.** The Contact Person will be given the status of **Administrator** (see Section 2).

Once the application has been approved, the Contact Person will be able to access and use the '**FEAT** - *Front End dell'Anagrafe Titoli'* application on the INFOSTAT platform for the collection of statistical information.

The platform can be accessed via https://infostat.bancaditalia.it. The procedures for registering for the Financial Instruments Code Service are described below.

2. Procedures for accessing the Financial Instruments Code Service

Users must first register on the Bank of Italy's website in order to use the service. They must enter certain personal information and their **selected** system access credentials (username and password). Once registration is complete, these credentials will be used each time the user logs into the site.

A **Partner** can register two types of users:

Administrator: the person chosen by the **Partner** to manage the reports to be sent to the Bank of Italy. The Administrator can enable other users to serve as operators or administrators.

Operator: a person chosen by the Administrator to use the services for preparing and sending information to the Bank of Italy.

The person identified by the Partner as the **Contact Person** will initially be given Administrator privileges for the Financial Instruments ISIN Code Service.

The steps that each user must follow to access the **Financial Instruments Code Service** are set out below.

Administrator - Contact Person:

1. Register on the site (see subsection 2.1);

2. Enter your username in the '**Application for Access to the Financial Instruments ISIN Code Service**' form (see Section 1);

3. Fill out and send the form.

Once the Bank of Italy accepts your application:

a. you can access the homepage of the **INFOSTAT** portal (see Subsection 2.2) and through it the Financial Instruments ISIN Code Service;

b. you can authorize other users as operators or administrators on behalf of the Partner (See Subsection 2.4).

Operator and subsequent Administrators:

1. register on the site (see Subsection 2.1);

2. you can access the homepage of the **INFOSTAT** portal (see Subsection 2.2) and from here, selecting the appropriate function, request that the Administrator enable you to act on behalf of the Partner (see Subsection 2.3);

3. once enabled you can access the Financial Instruments ISIN Code Service.

2.1. Registration and User Authentication

Go to https://infostat.bancaditalia.it to bring up the following authentication and registration pages of the Bank of Italy site:

NOTICE :
In order to turn the display of the website in the English version, you need to check that, in your Internet browser, English has been set as the first language.
To check/vary the setting of the Browser, open the "Tools" menu located in the upper menu bar of whatever Internet page and select "Options". Within the box that will appear find the menu to set the language. Check that English appears in first rank of all the other selectable languages, if not, move it accordingly.

Click on the link '**Sign up**' to go to the registration page to fill out the form shown below:

You should indicate the personal email address to which the registration confirmation email should be sent and that will be used to perform tasks connected with managing your username.

You are free to choose your own username and password, within the parameters indicated on the page.

Once you submit the registration form the following message will appear, informing you that the registration was a success.

A system-generated confirmation email will be sent to the user's address:

Sign-in to Banca d'Italia website

Dear Mrs/Mr FORLANO GIAN PAOLO,
your **registration** request for Banca d'Italia web site has been received at **14:35:45** on **03 mar 2016**.

In order to complete registration process visit the following link https://registration2.bancaditalia.it/newRegistration/attivazioneUtente?id=6e6nM1eEGXF5QMUCvzGSF8jobXnvUbO4pgtxhakfabvLMnNMvPhq5Exx77WJ sXChirkEsQEPzSzpR6iRvPTqg3PqwiP6j6wvKlXc9VzJbMJ4ixRdFvv80H35FBpQDn7JTFHBNnpnMLhW5egD3ErxyWoB5LPxNAQnzv4BAVRunsGfc1qla4rc5IcQM3CDDixMrxW0kGdqCceuRveijeaOWwLCuZX22LOCEzf0v2vPWDIXrGJa kaO3EnN8BC8SGV2s&user=Eh%2BulW3Qv%2FQ%3D within expiration date: **06 mar 2016 14:35:45**.
After this date, link will not work properly and you will need to do a new registration.

If you experience any technical problem please refer to FAQ you can find at the following URL: https://registration2.bancaditalia.it/newRegistration/faq
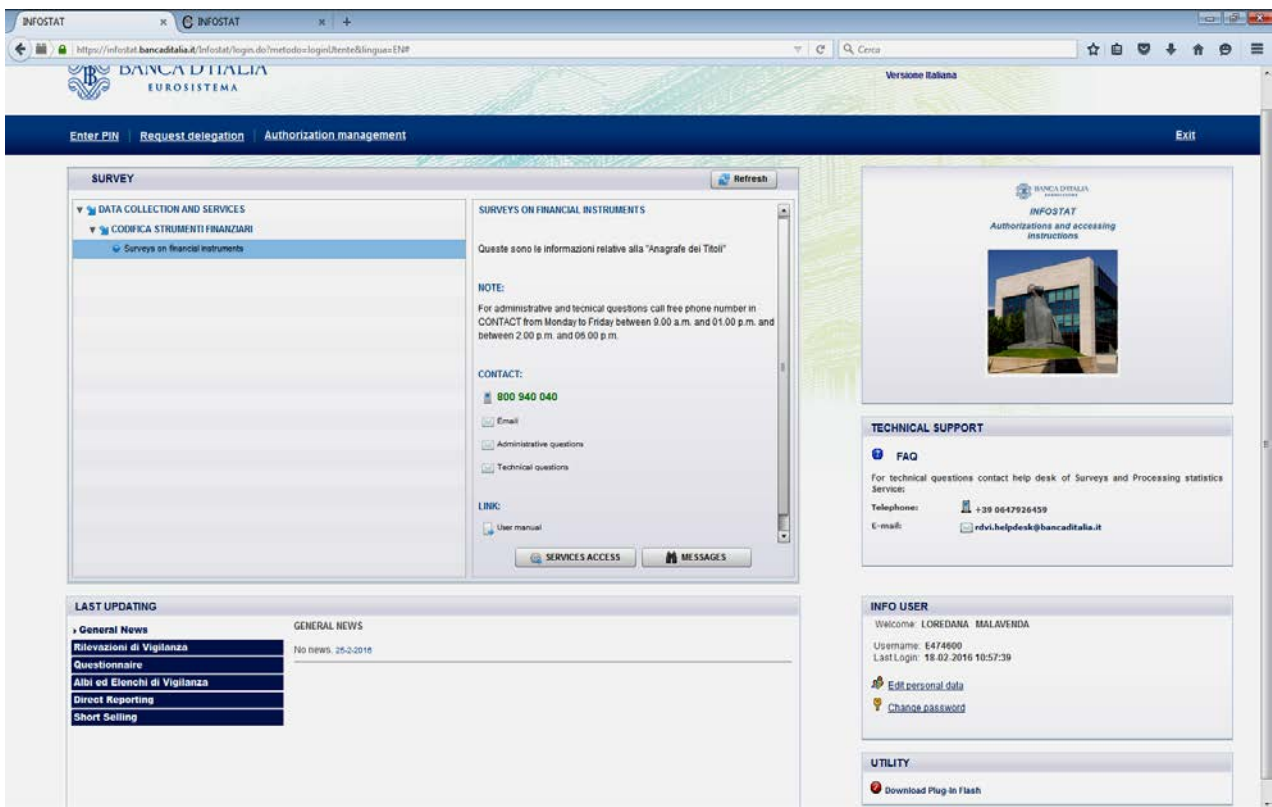
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To complete the registration process, click on the user activation link in the email; the following screen will appear in your browser:

Once again, by using the https://infostat.bancaditalia.it link, you can return to the Registration page shown above and from here access the **INFOSTAT** homepage.

2.2. Accessing the INFOSTAT homepage

After logging in on the Authentication page, click on the '**Access**' icon to go to the **INFOSTAT** homepage. The services and functions displayed will vary based on your privileges and status.
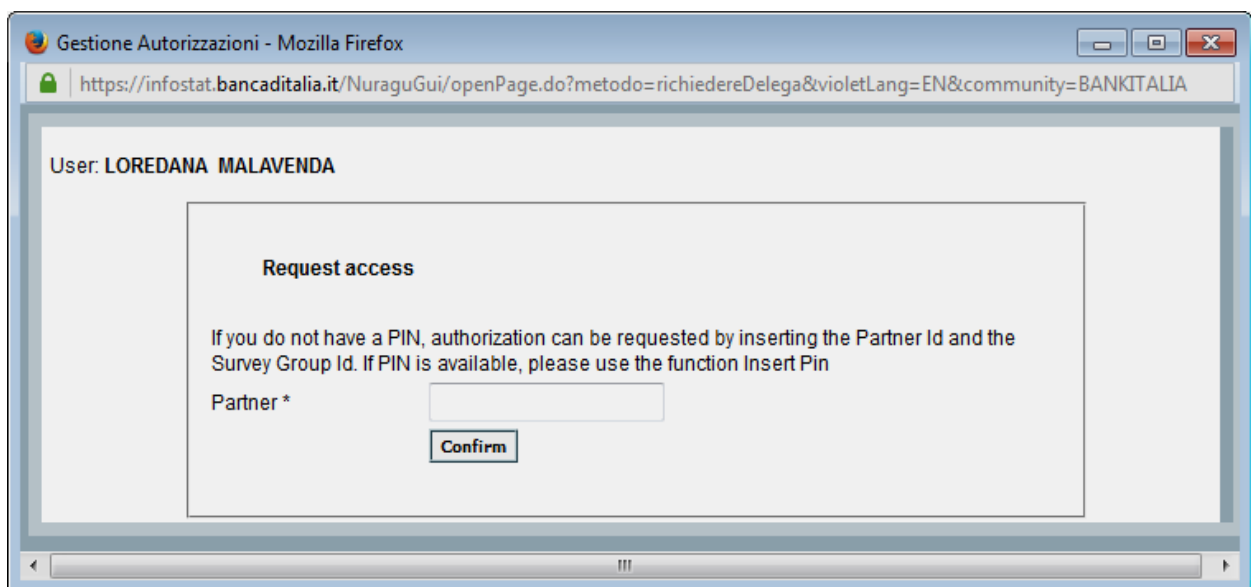
In order to access the Financial Instruments ISIN Code Service, an enabled user must select the **FEAT**-*Front End Anagrafe Titoli* application and click on the **'Access services'** icon to launch it.

The INFOSTAT homepage also contains the following functions, which are required for performing and managing authorization tasks:

- **Request Authorization**: for the user who needs to be enabled by the Administrator, see Subsection 2.3;
- **Manage Authorizations**: for the Administrator who enables other users to use the service. In particular, the Partner's Contact Person, previously designated by the Bank as Administrator of the Financial Instruments ISIN Code Service, may enable other users to act as operators or administrators on behalf of the Partner (see Subsection 2.4).
- **Enter PIN** (not used for this service);

2.3. Request for authorization

Once registered, users must request 'authorization' from the 'administrator' to use the Financial Instruments ISIN Code Service. This request can be made through the INFOSTAT homepage.
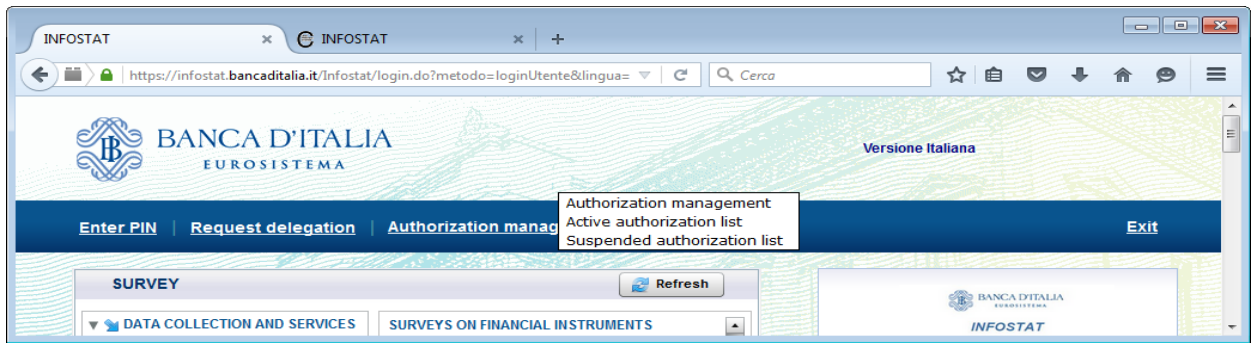

In the request for authorization, the user must enter the ID number of the Partner.[1] The request must be made in order to receive 'operational authorization'. This authorization is granted by the 'administrator' through the 'Manage Authorizations' function.

Once the authorization process is completed by the administrator, the 'authorized' user can access the services for preparing and transmitting INFOSTAT information and can use the available functions.
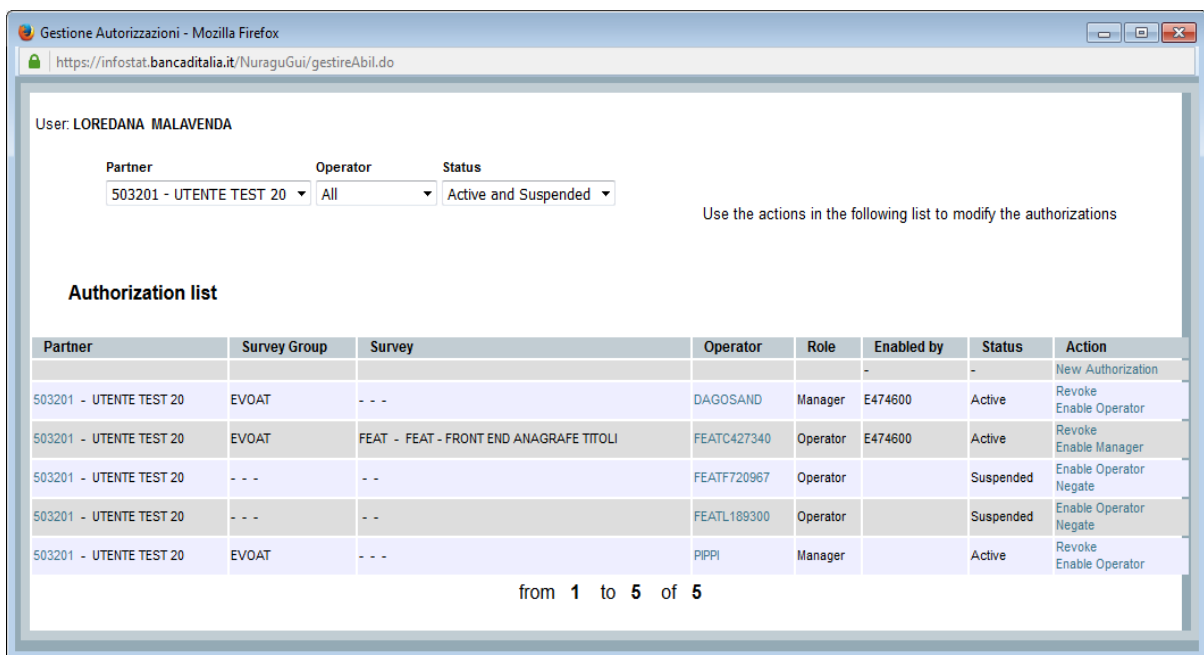
2.4. Granting authorization

The Administrator grants authorization to other users, at their request, to act as Administrator or Operator of a single report on behalf of the Partner. On the **'Manage Authorizations'** page the Administrator can review his authorizations and those of others who have the power to grant authorizations on behalf of the same Partner.

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[1] The Partner's ID number is that provided by the Bank of Italy upon the completion of the registration process (See Section 1).

The Operator can only consult the list of his own authorizations. Below is a sample screenshot:

An authorization can be:

- **active**: 'existing' authorization; the list of active authorizations is available under the "Active authorizations list" option in the "Manage authorization" menu;
- **pending**: authorization requested by the user is pending; the list of pending authorizations can be viewed under the "Pending authorizations list' option in the "Manage Authorizations" menu;
- **revoked**: authorization revoked and therefore effectively deleted.

For each *active* authorization, the Administrator may perform the following actions:

- **revoke;**
- **change type of authorization:** the Administrator grants Administrator status to an Operator, or changes Administrator status to Operator status for one or more surveys;
- **grant additional authorizations** of Operator status for other surveys**.**

For each *pending* authorization, the Administrator may perform the following actions:

- **grant Operator-status authorization** for one or more surveys**;**
- **grant Administrator-status authorization;**
- **deny the request for authorization.**

No actions can be taken on <u>revoked</u> authorizations.

Authorizations can be changed (granting authorizations, revoking or modifying an existing authorization) **by choosing the appropriate 'Action'** shown on the "Manage Authorizations" screen. Each time an authorization is modified, the system generates a notification email that is sent to the Partner at the address indicated in the application for accessing the ISIN Code Service.

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Note! To use the **INFOSTAT** functions, the user must have intranet access, a browser and the plug-in for Adobe Flash Player version 10.3.183.43 or later; the latest version can be downloaded from the Adobe website (www.adobe.it).

To fill out the application form and to view the .pdf file generated by the application, you must have Adobe Reader version 9.3.0 or later.

For help in using the registration function, send an email to autoregistrazione@bancaditalia.it.

For all other questions concerning access to INFOSTAT and the use of the relative services, contact the help desk of the Statistical Data Collection and Processing Directorate (rdvi.helpdesk@bancaditalia.it; Tel.: 0647926459).

For administrative enquiries regarding reporting, the ISIN code system, the use of the FEAT application and any other aspect of the preparation and transmission of reports, contact the Statistical Data Collection and Processing Directorate – Statistical Registers Division (FEAT@bancaditalia.it).