



*GPR Sustainable Real Estate Index Global  
Construction & Maintenance Procedures*

August 2024

# *General Information*

This document (the “Guideline”) is to be used as a guideline with regard to the composition, calculation and maintenance of the GPR Sustainable Real Estate Index Global (the “Index”). Any amendments to the rules made to the Guideline are made in accordance with the provision specified in the Guideline. The Index is owned, calculated and published by Global Property Research B.V. (“GPR”). As of 1st January 2024, GPR has engaged Solactive AG (“Solactive”) as the administrator (the “Index Administrator”) under the Regulation (EU) 2016/1011 (the “Benchmark Regulation” or “BMR”). The name “Solactive” is trademarked. From 10th January 2019 until 31st December 2023, the Index was administered by GPR.

The Guideline and the rules referenced herein contain the underlying principles and rules regarding the structure and operation of the Index. GPR and Solactive do not offer any explicit or tacit guarantee or assurance, neither pertaining to the results from the use of the Index nor the level of the Index at any certain point in time nor in any other respect. GPR strives to the best of its ability to ensure the correctness of the calculation. There is no obligation for GPR or Solactive – irrespective of possible obligations to issuers – to advise third parties, including investors and/or financial intermediaries, of any errors in the Index. The publication of the Index by GPR does not constitute a recommendation for capital investment and does not contain any assurance or opinion of GPR or Solactive regarding a possible investment in a financial instrument based on this Index.

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## 1 GLOSSARY

<i>Adjustment factor</i>	A multiplier to correct for changes in the intrinsic value of the stock not having return implications
<i>Base</i>	Initial value of the index
<i>Compiler</i>	Party responsible for the calculation and publication of the indices
<i>De-merger</i>	Situation in which a company splits up in two or more entities, which may be floated
<i>Development activities</i>	Property holdings under construction
<i>Directors' holdings</i>	Shares held by the management and board of Directors of the company
<i>Ex-dividend date</i>	First trading date at which the holder of the stock is no longer entitled to receive the subsequent dividend
<i>Free float</i>	The number of shares outstanding considered to be available for trading on the stock market
<i>Gross dividends</i>	Dividends before taxes
<i>Index Administrator</i>	As defined in general information
<i>Investment activities</i>	Income generating property holdings, hereby excluding investments in infrastructure assets, telecom towers and billboards
<i>Market capitalization</i>	Number of shares outstanding times the share price
<i>Net dividends</i>	Gross dividend payments adjusted for withholding taxes
<i>Nominee account</i>	A joint share account held by a financial institution aggregating various separate share holdings
<i>Operational turnover</i>	Recurrent income from activities
<i>Primary stock listing</i>	Quotation of the stock with the highest number of shares traded measured over a period of one year. In case no trading history over the past year is available the compiler will assign a primary stock listing
<i>Spin-off</i>	Situation in which a company disposes part of its portfolio by creating a separate entity, which subsequently may be floated
<i>Suspension of trading</i>	A temporary deferral of regulated trading
<i>Trading volume</i>	Share turnover expressed as the number of shares traded times the price of the shares in US dollars

*GPR Sustainable Real Estate Index Global  
Calculation Procedures*

## 2 COMPOSITION OF THE GPR SUSTAINABLE REAL ESTATE INDEX GLOBAL

- 2.1 The GPR Sustainable Real Estate Index Global is composed in such a way that it is considered to be representative for the movements in the Global property share market.
- 2.2 The GPR Sustainable Real Estate Index Global is a weighted index based on shares of leading property companies in the world.
- 2.3 The GPR Sustainable Real Estate Index Global includes the stocks selected using an ACTIAM proprietary ESG selection process. This process takes the constituents of the GPR 250 Developed Markets Index as a basis and excludes companies that:
- are not in compliance with the ACTIAM Sustainable Investment Policy<sup>1</sup>;
  - have an ACTIAM ESG score<sup>2</sup> below 20; and
  - either have a GRESB score<sup>3</sup> below 50, a GRESB disclosure score<sup>4</sup> other than A without a GRESB green star rating<sup>5</sup> or do not have revenue exposure of green building indicators.
- Additionally, as part of the ACTIAM Sustainable Investment Policy, issuers that are compliant with international sanctions and that have no systematic involvement in fraud, corruption and tax evasion are looked for. Further, the corporate governance and corporate behavior of issuers is analyzed before a company is included into the universe.
- 2.4 Only stock exchange quoted companies without restrictions on foreign ownership are eligible for inclusion in the GPR Sustainable Real Estate Index Global.
- 2.5 Companies are eligible when the free float, calculated as the share price times the available amount of shares outstanding, is over 50 million US dollar for two consecutive months, and when the free float percentage is at least 15%.
- 2.6 Free float is reduced to reflect share holdings of more than 5% of the shares outstanding. Combinations of holdings under five percent never qualify, unless these smaller holdings belong to one fiscal entity. Directors' holdings never qualify as free float, even when these holdings fall below five percent. Nominee accounts are always considered to be part of free float market capitalization. In case both a parent and a daughter company are part of the index, the free float of the daughter company will be lowered to reflect the stake of the parent company in the daughter company. In case shareholders have a lock-up on their shares, then these holdings will not be part of free float, even when these holdings fall below five percent.
- 2.7 Companies are included for which at least 75% of operational turnover is derived from investment activities (property investment companies) or investment and development activities combined (hybrid property companies). In the latter case at least 25% of operational turnover needs to be derived from investment activities.

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<sup>1</sup> ACTIAM Sustainable Investment Policy D: Sustainable Investment Instruments - 2.2.1 Selection ([https://www.actiam.com/493b59/siteassets/4\\_verantwoord/documenten/en/d-actiam-sustainable-investment-instruments.pdf](https://www.actiam.com/493b59/siteassets/4_verantwoord/documenten/en/d-actiam-sustainable-investment-instruments.pdf))

<sup>2</sup> ACTIAM Sustainable Investment Policy D: Sustainable Investment Instruments - D 2.2.2 ESG scoring ([https://www.actiam.com/493b59/siteassets/4\\_verantwoord/documenten/en/d-actiam-sustainable-investment-instruments.pdf](https://www.actiam.com/493b59/siteassets/4_verantwoord/documenten/en/d-actiam-sustainable-investment-instruments.pdf))

<sup>3</sup> GRESB Score is derived from the GRESB Real Estate Assessment (more details here: <https://www.gresb.com/nl-en/real-estate-assessment/>)

<sup>4</sup> GRESB disclosure score is derived from the GRESB Public Disclosure (more details here: <https://www.gresb.com/nl-en/gresb-public-disclosure/>)

<sup>5</sup> GRESB green star rating is explained here: <https://www.gresb.com/nl-en/faq/what-is-a-green-star/>

- 2.8 Operational turnover is determined using figures of the latest available financial statements of the property company. If operational turnover cannot be derived from these financial statements, property assets will serve as the criterion to determine inclusion.
- 2.9 The GPR Sustainable Real Estate Index Global includes office, residential, retail, industrial, diversified, hotel and healthcare property companies. Whenever a company derives at least 60% of operational turnover from one specific property type, the compiler considers this company to be specialized in this property sector. For companies in the hotel and healthcare sector, it must be certain they are an investor and not an operator. The financial information needs to be clear on how the income is derived, from which activities. In case of doubt, the company will not be included.
- 2.10 The stocks included in the GPR Sustainable Real Estate Index Global are assigned a base weighting derived from their free float on the date of periodic adjustment where:
- the UCITS 5/10/40 rule is implemented; and
  - a maximum relative weight difference of 1% relative to the GPR 250 Index index weights
- 2.11 Country weights are the sum of weighting factors of individual constituents in every country.
- 2.12 If a company derives over 75% of the operational turnover from one country, not being the country of its primary stock listing thereby not crossing continental borders, the company is placed in the index of the country in which the assets are located.
- 2.13 In case of exclusion of a company from the index, the compiler will not assign another company for inclusion.
- 2.14 Companies are included if the publication of audited annual reports and press releases on their website are all available in English. An annual report is defined as a current set of accounts consisting of a profit and loss statement, a balance sheet, a directors' review and full notes to the accounts.

### 3 CALCULATION OF THE GPR SUSTAINABLE REAL ESTATE INDEX GLOBAL

- 3.1 The value of the GPR Sustainable Real Estate Index Global is based on total return net calculations. The components of total return are price return and net dividend return.
- 3.2 The base date of the GPR Sustainable Real Estate Index Global is June 21, 2024 and the base value is 100.
- 3.3 Share prices are closing prices established during normal, regulated trading on the stock exchange of primary listing.
- 3.4 Share prices used are most recent closing trade prices.
- 3.5 Changes in free float will be implemented once a month, after close of trading on the third Friday of each month.
- 3.6 Free float changes will be reported at least two weeks before occurrence.
- 3.7 The GPR Sustainable Real Estate Index Global reflects gross dividend payments adjusted for withholding taxes at a percentage rate on a country level (as described in Chapter 11) for each company.
- 3.8 Dividends are included in the index at the ex-dividend date.
- 3.9 Dividends paid out by a company are immediately reinvested at the first index calculation.
- 3.10 Foreign exchange rates are WM/Reuters London close rates.
- 3.11 If for any reason the stock price or a foreign exchange rate is not known or deemed to be unreliable the compiler will, after proper inquiries have been made with the relevant pricing source, calculate the index on the basis of the most recent price for that stock or foreign exchange rate which is known to him.
- 3.12 In case a company decides to cancel or postpone a Dividend after the ex-dividend date an adjustment will be made to the index calculations to take into account the cancelation or postponement.
- 3.13 Once an error occurs in the calculation of the GPR Sustainable Real Estate Index Global resulting in a deviation greater than 0.01 basis points, the compiler will recalculate the impacted indices if (i) the error occurred in the last two business days and (ii) does not impact end-of-month index values.



#### 4 PUBLICATION OF THE GPR SUSTAINABLE REAL ESTATE INDEX GLOBAL

- 4.1 The current value of the GPR Sustainable Real Estate Index Global will be published once a day.
- 4.2 Index values calculated will be published on the next trading day.
- 4.3 The Index Administrator of the GPR Sustainable Real Estate Index Global reserves the right to delay publication of values of the index or to suspend or cease publication, if in his opinion circumstances prevail which prevent the proper calculation of the index.
- 4.4 The compiler of GPR Sustainable Real Estate Index Global reserves the right to recalculate values of the index whenever errors or distortions occur that are deemed to be significant. Users of the GPR Sustainable Real Estate Index Global are notified whenever such a recalculation occurs.

## 5 PERIODIC ADJUSTMENT OF THE GPR SUSTAINABLE REAL ESTATE INDEX GLOBAL

### *General Rules*

- 5.1 The aim of the compiler of the GPR Sustainable Real Estate Index Global when making a periodic adjustment is to ensure that the weighting and selection of the component countries and stocks remains in accordance with the basic principles of the Index, as described in chapter 2.
- 5.2 Periodic adjustments to the selection and base weighting of stocks and countries in the GPR Sustainable Real Estate Index Global will occur quarterly.
- 5.3 Changes in the selection and base weighting of countries or in the selection of stocks will be announced one month before occurrence of the adjustment. The compiler will publish a main list. Any exclusion from the main listing will be reported immediately.
- 5.4 Periodic adjustment to the selection and base weighting of stocks and countries included in the GPR Sustainable Real Estate Index Global may not change the historic value of the index.
- 5.5 If a stock has multiple listings only the primary listing will be considered.
- 5.6 The weighting of stocks included in the GPR Sustainable Real Estate Index Global shall be adjusted quarterly on the basis of free float of these stocks on the date of periodic adjustment. The compiler will use the most recently published data of free float.

### *Company Structure Changes*

- 5.7 In case of a merger or acquisition in which all of the companies involved are in the GPR Sustainable Real Estate Index Global, only one company will continue to be part of the GPR Sustainable Real Estate Index Global. The weight of this company is dependent on the free float market capitalization of the surviving company. Free float will be adjusted to publications following the offer. The compiler will not assign another company for inclusion. The final return will reflect the offer price.
- 5.8 In case of a merger or acquisition in which one of the companies involved is in the GPR Sustainable Real Estate Index Global and the other company does not meet the criteria as expressed in chapter 2, the company resulting from the activity will have to comply with these criteria in order for the company to remain included in the GPR Sustainable Real Estate Index Global. If the resulting company fails to meet these criteria, the company will be excluded. The final return will reflect the offer price.
- 5.9 After the occurrence of a de-merger of a company included in the GPR Sustainable Real Estate Index Global, both the original and/or the newly created entities will immediately become part of the index whenever the new entities meet the criteria of chapter 2. Since monthly trading volume in case of de-merged companies is unknown at the time of inclusion this Rule replaces Rule 2.3.
- 5.10 After the occurrence of a spin-off of part of a company included in the GPR Sustainable Real Estate Index Global, only the original company will remain part of the index. The spin-off will be treated as an initial public offering.
- 5.11 In case of a suspension of trading in a company, the price of the share will remain the price of the last trade in the companies' shares, reflecting a zero return. The weight of the company in the GPR Sustainable Real Estate Index Global will remain unchanged. In case the suspension eventually leads to a bankruptcy, the loss of the investment will be taken on the filing date. Whenever the suspension continues for more than three consecutive months, the share price will be set at zero, assuming a total loss of the investment.

### *Company Capital Changes*

- 5.12 The amount of shares outstanding will be changed to reflect seasoned offerings and share repurchases at the day of occurrence.
- 5.13 If a company goes bankrupt, the index will reflect the return by setting the price at zero, in order to reflect a total loss of the investment.
- 5.14 In case of a stock split, a stock dividend, a poison pill, a rights issue or a bonus issue the number of shares will be adjusted. Furthermore, an adjustment factor is implemented to ensure continuity of return calculations.
- 5.15 In case of a merger or acquisition, whereby the target company remains listed on the stock exchange with a free float percentage of at least 15%, this target company will continue to be part of the Index when the offer has been declared unconditional. This article will be superior to articles 5.10 and 5.11.
- 5.16 In the event of a rights issue, an adjustment factor is implemented to ensure continuity of return calculations. If the rights issue is fully underwritten, then the newly issued shares will be included in the index at the closing price at the end of the ex-right date. If the rights issue is not fully underwritten, then the newly issued shares will be included in the index at the closing price at the end of the first day of trading. In case of doubt, the rights issue will be perceived as not fully underwritten.

## 6 FINAL PROVISIONS FOR THE GPR SUSTAINABLE REAL ESTATE INDEX GLOBAL

- 6.1 GPR acts as the compiler of the GPR Sustainable Real Estate Index Global.
- 6.2 The Index Administrator of the GPR Sustainable Real Estate Index Global is responsible for the daily administration of the index. The Index Administrator of the GPR Sustainable Real Estate Index Global is also responsible for decisions regarding the interpretation of these rules.
- 6.3 In cases for which the rules make no provision, but which require immediate action, the Index Administrator of the GPR Sustainable Real Estate Index Global shall decide to the best of his ability and within the spirit of and in accordance with the aim of the rules and instruct the compiler accordingly.
- 6.4 These rules may be amended, which may also lead to a change in the GPR Sustainable Real Estate Index Global. There must be a period of at least three months between the date of publication of a proposed amendment and the date on which it comes into effect, unless the amendment does not conflict with any interest of the parties involved. No responsibility is accepted for damages arising from an amendment to the rules of the GPR Sustainable Real Estate Index Global.
- 6.5 The compiler of the GPR Sustainable Real Estate Index Global shall make every effort to safeguard the accuracy of the composition, publication and adjustment of the GPR Sustainable Real Estate Index Global in accordance with the applicable rules. However, the Index Administrator of the Index accepts no responsibility whatsoever for any inaccuracy in the share prices, the calculation and publication of the index, the information used to make adjustments neither in the Index nor in the adjustments themselves.
- 6.6 There might be circumstances pursuant to which the Index Administrator can decide to terminate the GPR Sustainable Real Estate Index Global. Before deciding to terminate the Index, the Index Administrator shall consult with the client(s) using the GPR Sustainable Real Estate Index Global. If the Index Administrator, after the consultation, decides to terminate the GPR Sustainable Real Estate Index Global the compiler shall give the client(s) using the GPR Sustainable Real Estate Index Global at least two (2) years prior notice before the GPR Sustainable Real Estate Index Global is terminated. Whenever possible, the compiler shall suggest alternative indices to the client(s) using the GPR Sustainable Real Estate Index Global.
- 6.7 Any discretion which may need to be exercised by the compiler in relation to the determination of the Index (for example the determination of the composition or any other relevant decisions in relation to the Index) shall be made in accordance with strict rules regarding the exercise of discretion or expert judgement.
- 6.8 The methodology of the Index is subject to regular review, at least annually. In case a need of a change of the methodology has been identified within such review (e.g. if the underlying market or economic reality has changed since the launch of the Index, i.e. if the present methodology is based on obsolete assumptions and factors and no longer reflects the reality as accurately, reliably and appropriately as before), such change will be made in accordance with the rules prescribed in this document.
- 6.9 The application by the Index Administrator and the compiler of the method described in this document is final and binding. The Index Administrator and the compiler shall apply the method described above for the tasks assigned to them with regard to the composition, determination, calculation, maintenance and publication of the Index. However, it cannot be excluded that the market environment, supervisory, legal and financial or tax reasons may require changes to be made to this method. The Index Administrator may also make changes to the terms and conditions of the Index and the method applied to calculate the Index, and instruct the compiler accordingly, that it deems to be necessary and desirable in order to prevent obvious or demonstrable error or to remedy, correct or supplement incorrect terms and conditions. Neither the Index nor the compiler obliged to provide information on any

such modifications or changes. Despite the modifications and changes, the Index Administrator and the compiler will take the appropriate steps to ensure a calculation method is applied that is consistent with the method described above.

- 6.10 An index committee composed of staff from the Index Administrator and its subsidiaries (the “Index Committee”) is responsible for decisions regarding any amendments to the rules of the Index.

# *Appendix*

7 VERSION HISTORY

### 8.1 Calculating returns for individual companies

The returns for individual companies are calculated as follows:

$$r_{i,t+1} = \frac{P_{i,t+1} + D_{i,t+1} - P_{i,t}}{P_{i,t}}, \text{ where}$$

$r_{i,t+1}$	Return of company i in period t, t+1
$P_{i,t+1}$	Price of company i at time t+1
$D_{i,t+1}$	Net dividend on company i at time t+1
$P_{i,t}$	Price of company i at time t
t	Last trading day

### 8.2 Calculating weights of individual companies at annual rebalancing

The weight of companies in the index is derived as follows:

$$W_{i,t} = \frac{C_{i,t}}{\sum_{i=1}^{N_t} C_{i,t}}, \text{ where}$$

$W_{i,t}$	Weight of company i at time t
$C_{i,t}$	(Free float) market capitalization of company i at time t
$N_t$	Number of companies that meet the inclusion criteria at time t

Additionally, three (3) types of company weight cappings are implemented:

- the combined weighting of all GBR-classified does not exceed 20%;
- the UCITS 5/10/40 rule is implemented; and
- a liquidity capping is imposed where the weight of the stock times EUR 400m will not be more than two (2) times the three month average daily turnover.

### 8.3 Calculating weights of individual companies after annual rebalancing

After the annual rebalancing company weights float on free float market cap on a daily basis:

$$W_{i,t} = \frac{W_{i,t-1} * C_{i,t}/C_{i,t-1}}{\sum_{i=1}^{N_t} W_{i,t-1} * C_{i,t}/C_{i,t-1}}$$

### 8.4 Calculating Indices

The index value is calculated by making a sum of all contributions of all companies in the index, multiplied by the index value of the previous trading day. The contribution of a company is calculated by multiplying its return by its respective weight.

$$I_{t+1} = I_t \left( 1 + \sum_{i=1}^{N_t} W_{i,t} * r_{i,t+1} \right), \text{ where}$$

$I_{t+1}$  Index value at time t+1



Corporate actions can be grouped in events that concern dividends, capital changes, mergers & acquisitions, exceptional market conditions, capital increases and capital returns. Some Corporate actions are treated via an Adjustment Factor.

Within the different groups the following different types of corporate actions are defined (Corporate Actions marked with an asterisk have impact on the Adjustment Factor:

	<b>GROUP</b>	<b>Corporate Action</b>
1	DIVIDEND	Cash Dividend
2	DIVIDEND	Special Dividend
3	DIVIDEND	Stock Dividend or Scrip Dividend*
4	DIVIDEND	Optional Dividend
5	DIVIDEND	Bonus Dividend*
6	CAPITAL CHANGE	Share Split*
7	CAPITAL CHANGE	Share Consolidation or Reverse Share Split*
8	CAPITAL CHANGE	Share Redenomination
9	MERGER & ACQUISITION	Merger
10	MERGER & ACQUISITION	Demerger
11	MERGER & ACQUISITION	Spin-off
12	MERGER & ACQUISITION	Takeover
13	MERGER & ACQUISITION	Acquisition
14	EXCEPTIONAL MARKET CONDITION	Bankruptcy
15	EXCEPTIONAL MARKET CONDITION	Change of Primary Listing
16	EXCEPTIONAL MARKET CONDITION	Suspension
17	EXCEPTIONAL MARKET CONDITION	Share Conversion
18	CAPITAL INCREASE	Seasoned Offering
19	CAPITAL INCREASE	Rights Issue*
20	CAPITAL RETURN	Capital Return or Capital Repayment
21	CAPITAL RETURN	Share Buy-Back

#### **Cash Dividend**

Referring to Rule 3.8 and Rule 3.9, Cash Dividends are payments made by a company to its shareholders. In case the Cash Dividend currency differs from the share price currency, the Cash Dividend will be converted using the prevailing foreign exchange rates. Treatment of Cash Dividend is described in more detail in Rule 3.8 and Rule 3.9.

#### **Special Dividend**

Referring to Rule 3.8 and Rule 3.9 Special dividends are those dividends that are outside of the normal payment pattern established historically by the company. Whether a dividend payment is funded from operating earnings or from other sources of cash does not affect the determination of whether it is a special dividend. Instead, it is considered a Special Dividend when the market perceives it as a special dividend with dividends outside the normal payment pattern. In case the Special Dividend currency differs from the share price currency, the Special Dividend will be converted using the prevailing foreign exchange rates. Treatment of Special Dividend is described in more detail in Rule 3.8 and Rule 3.9.

#### **Stock Dividend or Scrip Dividend**

Referring to Rule 5.17, the Stock Dividend is a distribution of shares to shareholders as an alternative to a cash payment. In some instances the Stock Dividend can be optional, whereby the shareholder may choose the shares instead of a cash dividend payment. In this case the shares are issued for the value. An adjustment to the price and the Adjustment Factor is done on the opening of the ex-dividend date, and the number of shares is adjusted (increased) on the ex-dividend date after close of trading. When there is no cash alternative, the Stock Dividend represents a script/bonus issue and the Adjustment Factor should be calculated in the same way. Treatment of Stock Dividend or Scrip Dividend is described in more detail in Rule 5.17.

**Optional Dividend**

A company offers its shareholders the choice of receiving the dividend in cash or in stock. It is assumed that investors select the cash option a) on the ex-dividend date for those cases where a stated equivalent of stock is announced and b) on the pay-date for those cases where an undetermined amount of stock is announced based on earnings and profits to be distributed at a future date. Thus, the dividend is treated in the same way as Cash Dividend.

**Bonus Dividend**

A bonus is an offer of free additional shares to existing shareholders. A company may decide to distribute further shares as an alternative to increasing the dividend pay-out. An adjustment to the price and the Adjustment Factor is done on the opening of the ex- date, and the number of shares is adjusted (increased) on the ex-dividend date after close of trading.

**Stock Split**

Referring to Rule 5.17, existing shares are subdivided into larger number of shares with an equivalent reduction in the Nominal Value of each share (where applicable). A Stock Split increases the number of shares in a company. The price is adjusted so that before and after this corporate event the market capitalization of the company remains the same and dilution does not occur. The number of shares, dividends and the share price are adjusted by the split factor on the ex-date. The share split does impact the Adjustment Factor as at the ex-date. Treatment of Stock split is described in more detail in Rule 5.17.

**Share Consolidation or Reverse Share Split**

A Reverse Share Split or reverse split is a reduction in the number of shares and an accompanying increase in the share price. The reverse split does have impact on the Adjustment Factor as at the ex-date.

**Share Redenomination**

The nominal value of existing shares in issue changes due to the change of currency. Therefore, the amount is converted using a set exchange rate.

**Merger**

Referring to Rule 5.10 and Rule 5.11, a Merger generally means that two or more companies merge to form one larger company. Treatment of a Merger is described in more detail in Rule 5.10 and Rule 5.11.

**Acquisition**

Referring to Rule 5.10 and Rule 5.11, an Acquisition generally means the procurement of a controlling interest of more than 85% in one company by another company and the acquired company may continue to trade. Shareholders of the target company are offered cash and/or shares for their holding. Treatment of an Acquisition is described in more detail in Rule 5.10 and Rule 5.11.

**Spin-off**

Referring to Rule 5.12, a Spin-off is the distribution of shares in a wholly-owned or a partially-owned company to the parent company's existing shareholders. Treatment of a Spin-off is described in more detail in Rule 5.12.

**Carve-out**

Referring to Rule 5.13, a Carve-out is the distribution of shares in a wholly-owned or a partially-owned company to new shareholders. Treatment of a Carve-out is described in more detail in Rule 5.13.

**Takeover**

Referring to Rule 5.10 and Rule 5.11, a Takeover is also the acquisition of one company by another. However this term is normally – but not always – used to imply that the acquisition is made on the initiative of the acquirer and often without the full agreement of the acquired company. Shareholders of the target company are given cash and/or shares for their holding. A reverse takeover is the acquisition of a larger company by a smaller one, based on certain criteria such as turnover, profits or net assets. The mechanisms for carrying out an acquisition or takeover may be through a cash offer -fixed, open or tender-, a share exchange or a combination of both. Treatment of a Takeover is described in more detail in Rule 5.10 and Rule 5.11.

**Bankruptcy**

Referring to Rule 5.16, a company legally declares inability or impairment of ability to pay their creditors. Creditors may file a bankruptcy petition against a debtor in an effort to recoup a portion of what they are owed. However, in the majority of cases, bankruptcy is initiated by the debtor. After undergoing reorganization, a company is liquidated. Treatment of a Bankruptcy is described in more detail in Rule 5.16.

**Change of Listing**

If a company is delisted from the stock exchange within the universe of eligible stock exchanges for the index, there are two different options to consider: (i) the company's primary stock exchange listing changes to another stock exchange that is considered eligible for the index. There is no change in the index. (ii) The company remains unlisted, or the primary stock exchange listing changes to a stock exchange that is not considered eligible for the index. The company is removed from the index at its last closing price as shares would not be eligible for inclusion in the index.

**Suspension**

Referring to Rule 5.14, a security is removed at zero, assuming a total loss of the investment if a stock is suspended for full trading for at least three consecutive months. During those three months, the index calculation takes into account the last trading price for the security which is suspended. The Treatment of a suspension of trading is described in more detail in Rule 5.14.

**Share Conversion**

Share Conversion is the exchange of one form of shares for another form of shares of the same company.

**Seasoned Offering**

Referring to Rule 5.15, seasoned offerings are an offer of shares to new shareholders. The number of shares is adjusted when the offered shares are effectively admitted to trading on the stock exchange.

**Rights Issue**

Referring to Rule 5.19, shareholders are offered the right to buy new shares in proportion to their existing holding at a set offer price usually (but not always) at a discount to the market price. Rights are an offer of additional shares to existing shareholders. A company may decide to distribute further shares as an alternative to increasing the dividend pay-out. The rights issue does have impact on the Adjustment Factor as at the ex-date. Treatment of a Rights Issue is described in more detail in Rule 5.19.

**Capital Return or Capital Repayment**

Capital repayments to shareholders is the return of all or any portion of the issued capital of a company in the winding up of operations or the return of capital in excess of a company's requirements. A capital repayment refers to payments that exceed the growth (net income/taxable income) of a business back to "capital owners", such as shareholders, partners or unit holders. The Capital Repayment is a transfer of value from the company to the existing owners.

**Share Buy-Back**

The repurchase by a company of its own shares, in order to reduce the number of shares in issue, usually at a set price either as a percentage of shares issued or ratio of shares held. A Share Buy-Back may be performed via a repurchase tender offer (to all shareholders), an open market purchase or a privately negotiated purchase. Share buybacks are implemented only under a tender offer form.

**Africa**

Namibia	Namibian Stock Exchange	XNAM
South Africa	Johannesburg Stock Exchange	XJSE

**Americas**

Argentina	Bolsa de Comercio de Buenos Aires	XBUE
Brazil	Bovespa (Sao Paulo SE)	BVMF
Canada	Toronto Stock Exchange	XTSE; XTSX
Chile	Santiago Stock Exchange	XSGO
Colombia	Bolsa De Valores De Colombia	XBOG
Mexico	Bolsa Mexicana de Valores	XMEX
United States	New York Stock Exchange	XASE; XGNS; XNAS; XNCM; XNMS; XNYS

**Asia**

Hong Kong	Hong Kong Stock Exchange	XHKG
India	The Bombay Stock Exchange	XBOM
Indonesia	Indonesia Stock Exchange	XIDX
Japan	Tokyo Stock Exchange	XJAS; XTKS
Korea	Korea Exchange	XKOS; XKRX
Malaysia	Bursa Malaysia	XKLS
Pakistan	Pakistan Stock Exchange Limited	XKAR
Philippines	Philippine Stock Exchange	XPHS
Singapore	Singapore Exchange	XSES
Taiwan	Taiwan Stock Exchange	ROCO; XTAI
Thailand	The Stock Exchange Of Thailand	XBKF; XBKK
Vietnam	Ho Chi Minh Stock Exchange	XSTC

**Europe**

Austria	Vienna Stock Exchange	XWBO
Belgium	Euronext Brussels	XBRU
Croatia	Zagreb Stock Exchange	XZAG
Denmark	Nasdaq Copenhagen A/S	XCSE
Finland	Nasdaq Helsinki	FNFI; XHEL
France	Euronext Paris	ALXP; XPAR
Germany	Deutsche Börse	XBER; XDUS; XETR; XFRA; XHAM; XMUN; XSTU
Greece	Athens Stock Exchange	XATH
Hungary	Budapest Stock Exchange	XBUD
Ireland	Euronext Dublin	XDUB
Israel	Tel Aviv Stock Exchange	XTAE
Italy	Italian Stock Exchange	XMIL
Malta	Malta Stock Exchange	XMAL
Netherlands	Euronext Amsterdam	XAMS

Norway	Oslo Stock Exchange	XOSL
Poland	Warsaw Stock Exchange	XWAR
Portugal	Euronext - Euronext Lisbon	XLIS
Romania	Spot Regulated Market - BVB	XBSE
Russian Federation	Moscow Exchange - All Markets	MISX
Slovenia	Ljubljana Stock Exchange (Official Market)	XLJU
Spain	Bolsas y Mercados Españoles	MABX; XMAD
Sweden	Nasdaq Stockholm	FNSE; SSME; XNGM; XSAT; XSTO
Switzerland	SIX Swiss Exchange	XSWX; XVTX
Turkey	Istanbul Stock Exchange	XIST
United Kingdom	London Stock Exchange	XLON

#### **Oceania**

Australia	Australian Stock Exchange	XASX
New Zealand	New Zealand Exchange	XNZE

## 11 WITHHOLDING TAX RATES TABLE

Country	Normal Rate	REIT Rate
Argentina	7.00%	7.00%
Australia	30.00%	30.00%
Austria	27.50%	27.50%
Belgium	30.00%	30.00%
Brazil	0.00%	0.00%
Canada	25.00%	25.00%
Chile	35.00%	35.00%
Colombia	20.00%	20.00%
Croatia	10.00%	10.00%
Denmark	27.00%	27.00%
Finland	35.00%	35.00%
France	25.00%	25.00%
Germany	26.38%	26.38%
Greece	5.00%	5.00%
Hong Kong	0.00%	0.00%
Hungary	0.00%	0.00%
India	20.00%	20.00%
Indonesia	20.00%	20.00%
Ireland	25.00%	25.00%
Israel	25.00%	25.00%
Italy	26.00%	26.00%
Japan	15.32%	15.32%
Korea	22.00%	22.00%
Malaysia	0.00%	10.00%
Malta	0.00%	0.00%
Mexico	10.00%	30.00%
Namibia	20.00%	20.00%
Netherlands	15.00%	15.00%
New Zealand	30.00%	30.00%
Norway	25.00%	25.00%
Pakistan	15.00%	15.00%
Philippines	25.00%	25.00%
Poland	19.00%	19.00%
Portugal	25.00%	25.00%
Romania	8.00%	8.00%
Russian Federation	15.00%	15.00%
Singapore	0.00%	10.00%
Slovenia	15.00%	15.00%
South Africa	20.00%	20.00%
Spain	19.00%	19.00%
Sweden	30.00%	30.00%

Switzerland	35.00%	35.00%
Taiwan	21.00%	15.00%
Thailand	10.00%	10.00%
Turkey	10.00%	15.00%
United Kingdom	0.00%	0.00%
United States	30.00%	30.00%
Vietnam	0.00%	0.00%

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