



**Internal regulations for keeping the register  
of persons with access to insider information**



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to insider information**

**Approved by the Board of Directors on 15 February 2017**

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## INTRODUCTION

Pursuant to:

- Article 18 of Regulation No. 596/2014/EU of the European Parliament and the Council relating to market abuse (the “**MAR Regulation**”);
- Implementing Regulation No. 347/2016/EU of the Commission, which establishes technical implementation rules for the precise format of the insider lists and the relative updates;
- Legislative Decree No. 58 of 24 February 1998 (the Consolidated Act on Financial Intermediation or “**TUF**”);
- the requirements of Article 1 of the Corporate Governance Code for listed companies, to which the Company adheres and which, in order to ensure the correct management of company information, recommends the adoption of a procedure for the internal handling and external disclosure of documents and information concerning the issuer, with particular reference to insider information;

at its meeting of 12 December 2016, the Board of Directors of Unieuro S.p.A. approved these “Internal Regulations for keeping and updating the register of persons with access to Insider Information” (hereinafter the “**Regulations**” or the “**Procedure**”) and, during the same meeting, Giancarlo Nicosanti Monterastelli, the Company's Chief Executive Officer, was authorised to make any necessary amendments and additions to these Regulations pursuant to legal or regulatory provisions.

For matters not expressly provided for in these Regulations, please refer to the provisions regarding the dissemination of price sensitive and corporate information stipulated in the MAR Regulation, the Issuer Regulation and the applicable legal and regulatory provisions.

## DEFINITIONS

<b>Chief Executive Officer</b>	Any director vested with powers to manage the Company.
<b>Board of Directors</b>	The Company's Board of Directors from time to time in office.
<b>Employees</b>	Employees of the Company that are not Relevant Persons.
<b>Group</b>	The Company and its Subsidiary Companies.
<b>Insider Information</b>	<p>Information that is of a precise nature, is not made public and that directly or indirectly concerns the Company or any of its Subsidiary Companies or the Financial Instruments of the same, and that, if made public, might have a significant effect on the prices of the Company's Financial Instruments.</p> <p>Specifically, information of a “precise nature”:</p> <ul style="list-style-type: none"><li>a) refers to a set of circumstances that exist or might reasonably be expected to exist, or to an event that has occurred or that might reasonably be expected to occur; and</li><li>b) is sufficiently specific to allow conclusions to be drawn about the possible effect of the set of circumstances or event referred to in point (a) on the prices of the Financial Instruments or the relative derivative financial instruments. In this regard, in the case of a lengthy process aimed at realising a particular circumstance or a particular event, or in the case of a lengthy process that determines them, this future circumstance or future event, and the intermediate steps of the same process that are related to the realisation or determination of the future circumstance or event, can be regarded as information of a precise nature.</li></ul> <p>Moreover, “information that, if made public, could have a significant effect on the prices of the financial instruments” means information that, presumably, a reasonable investor would use as one of the elements on which to base its investment decisions.</p>
<b>Insider</b>	Persons registered in the Individual Sections and the Permanent Section of the Register.



<b>Issuer Regulation</b>	Implementing regulation of Legislative Decree No. 58 of 24 February 1998 relating to the set of rules governing issuers adopted by Consob, the Italian stock market regulator, with Resolution No. 11971 of 14 May 1999, as subsequently amended.
<b>MAR Regulation or MAR</b>	Regulation No. 596/2014 of the European Parliament and the Council on market abuse.
<b>Company</b>	Unieuro S.p.A., a company incorporated under Italian law, entered in the Forli-Cesena Companies Register, REA (Economic and Administrative Index) No. 177115, VAT number and tax code 00876320409, with its registered office at Via Schiaparelli 31, Forli.
<b>Subsidiary Companies/Subsidiary Company</b>	Companies controlled by the Company pursuant to Article 93 of the TUF.
<b>Person Responsible</b>	The person who is operationally responsible for keeping and updating the Insider Register.
<b>TUF</b>	Legislative Decree No. 58 of 24 February 1998 (Consolidated Act on Financial Intermediation).

## **RULES AND PROCEDURES FOR KEEPING AND UPDATING THE REGISTER OF PERSONS WITH ACCESS TO INSIDER INFORMATION (THE “INSIDER REGISTER”)**

### **1. Introduction**

These Regulations define the rules and procedures for keeping and updating the Register of persons with access to Insider Information (the “**Insider Register**” or, simply, the “**Register**”) relating to the Company and any of its Subsidiary Companies.

### **2. Structure of the Register**

**2.1** The Register is set up in electronic form on computer and consists of a system that can be accessed via the internet/intranet by entering a username and password, protected by appropriate security systems and access filters.

**2.2** The Register is set up, managed and maintained by the Company, including on behalf of its Subsidiary Companies, in respect of which the internal policies on the circulation and monitoring of Insider Information enable the Company to fulfil the obligations related to the proper keeping of the Register.

**2.3** The Register is made up of several separate sections, one for each piece of Insider Information, containing the details of the persons with access to that specific Insider Information. A new section must be added to the list each time new Insider Information is identified, albeit subject to delay (the “**Individual Section**” and, jointly, the “**Individual Sections**”). In particular, each Individual Section must include:

- i. the date and time at which the section was created or the Insider Information was identified;
- ii. the date and time of the last update;
- iii. the date of transmission to the competent authority, if applicable;
- iv. the first name, surname and birth name (if different) of the person registered; if the person is a legal entity, institution or professional partnership, the identity of at least one reference person who can identify the persons with access to the Insider Information must be provided;
- v. the home, work, landline and mobile telephone numbers of the registered person;
- vi. the Company's name and address;
- vii. the role and reason for accessing the specific Insider Information;
- viii. the date and time at which the registered person gained access;

- ix. the date and time at which (a) the registered person ceased to have access to the specific Insider Information; (b) the information relating to the person was updated, if applicable; (c) the change necessitating the update took place; and (d) the registered person ceased to have access to that specific Insider Information;
- x. the date of birth of the registered person;
- xi. the tax code of the registered person;
- xii. the complete home address (house number, street, city and district, postcode, country) of the registered person.

**2.4** Without prejudice to the above, the Company may add a supplementary section to the list, containing the details of the persons who always have access to all Insider Information (the “**Permanent Section**”), which, once entered in this section, do not have to be subsequently repeated in the Individual Sections. The Permanent Section must include:

- i. the date and time at which the section of the list was created or the Insider Information was identified;
- ii. the date and time of the last update;
- iii. the date of transmission to the competent authority, if applicable;
- iv. the first name, surname and birth name (if different) of the person registered;
- v. the home, work, landline and mobile telephone numbers of the registered person;
- vi. the name and address of the registered person;
- vii. the role and reason for accessing the Insider Information on a permanent basis;
- viii. the date and time at which the registered person was included in the Permanent Section;
- ix. the date of birth of the registered person;
- x. the tax code of the registered person;
- xii. the complete home address (house number, street, city and district, postcode, country) of the registered person.

### **3. Procedure for keeping and updating the Register**

**3.1** The Register shall be kept by the Company, including for any Subsidiary Companies. The Board of Directors has resolved that responsibility for keeping the Register lies with the Investor Relater (the “**Manager**”) in the person of the relative *pro-tempore* manager. The Investor Relater, or the person appointed by the same in writing, with the authorisation of the Chief Executive Officer, shall identify the person responsible for keeping the Register (the “**Person Responsible**”) and establish criteria and procedures for keeping the Register and managing the information contained therein, in such a way as to ensure that it can be easily accessed, managed, viewed, extracted and printed.

**3.2** The Register shall ensure:

- a) that the information contained therein is confidential, ensuring that access to the list is limited to clearly identified persons who are required to access it due to the nature of the respective roles or positions that they fulfil or occupy;
- b) that the information contained therein is accurate; and
- c) that previous versions of the Register can be accessed and retrieved.

**3.3** The Person Responsible shall update the Register promptly when a change in its content is reported. Each update shall specify the date and time at which the change triggering the update occurred. Specifically, the Register shall be updated, including the date of the update, in the following circumstances:

- a) where there is a change in the reason for including a person already on the insider list, including the movement of the person from a Individual Section to the Permanent Section and vice versa;
- b) where there is a new person who has access to inside information and needs, therefore, to be added to the insider list; and
- c) where a person ceases to have access to inside information, specifying the date from which access no longer took place.

**3.4** Any amendment to or removal of the data in the Register shall be done in such a way as to ensure that the data amended or removed remain legible. The Person Responsible shall maintain, on a permanent medium, copies of the communications sent to ensure that fulfilment of the disclosure obligations can be proven and traced.

**3.5** The data will be conserved for five years after the end of the circumstance that resulted in the entry or update.

**3.6** Only persons with access to Insider Information may be entered in the Register. The registered persons shall be removed as soon as the Insider Information is communicated to the market or if the basis for registration no longer exists for any other reason.

**3.7** The Person Responsible shall send without delay, by certified email, registered mail or by hand, a written notification to the person concerned of their entry in the Register, together with a copy of these provisions, of cancellation of the entry and updates to the information contained therein according to the attached diagrams. The Person Responsible shall promptly inform every person entered in the Register of the legal and regulatory duties arising from having access to Insider Information and the sanctions established by Title I-*bis*, Part V of the TUF in the event of abuse of Insider Information and market manipulation or in the event of unlawful disclosure of Insider Information.

**3.9** The Person Responsible shall send, to persons requesting this, a copy of the details relating to them contained in the Register.

**3.10** Self-employed workers and consultants, unless they are subject to professional secrecy, shall sign specific confidentiality agreements for the management and conservation of Insider Information.

#### **4. Notification of Insiders**

Notifications sent to Insiders about entry in or removal from the Register must stipulate the obligation:

- to return, signed for receipt and acceptance, copies of the documents delivered to them in accordance with the foregoing, thus accepting the contents; and
- to comply with the provisions contained therein.

#### **5. Notification of Consob**

The Investor Relater shall send to Consob, without delay, the Register or part of it if expressly requested to do so by the Supervisory Authority.

#### **6 Handling of personal data**

**6.1** For the purposes of the Procedure, the Company will be obliged to handle certain personal data of Insiders. Insiders shall therefore be made aware of the following:

- i. the purposes and processing methods for which the data are intended;
- ii. the mandatory nature of the data transferral;
- iii. the parties, or categories of parties, to which the data may be communicated and the scope of dissemination of such data;
- iv. their rights pursuant to Article 7 of Legislative Decree No. 196/2003;
- v. the first name, surname, company name and domicile, residence and registered office of the owner and the manager:

- Controller: Unieuro S.p.A.

- Manager: Investor Relater, in the person of Italo Valenti.

## **7 Final provisions**

**7.1** The Manager is tasked with updating the Regulations in light of changes to the legislation that applies to the Insider Register and other legal measures from time to time in force, and of the experience gained in implementation, submitting to the Chief Executive Officer such proposals for amending and/or supplementing the Regulations as are deemed necessary or appropriate.

**7.2** The Person Responsible shall notify Insiders without delay of any amendments and/or additions to the Regulations herein and shall obtain acceptance of the new contents of the Regulations in the forms and with the methods indicated in Article 4 above.

## APPENDIX 1

### Insider Register Regulation (updated on 3 July 2016)

#### **REGULATION (EU) No. 596/2014 OF THE EUROPEAN PARLIAMENT AND OF THE COUNCIL**

**of 16 April 2014**

on market abuse (market abuse regulation) and repealing Directive 2003/6/EC of the European Parliament and of the Council and Commission Directives 2003/124/EC, 2003/125/EC and 2004/72/EC

#### **Article 18**

*(Insider lists)*

1. Issuers or any person acting on their behalf or on their account, shall:
  - a) draw up a list of all persons who have access to inside information and who are working for them under a contract of employment, or otherwise performing tasks through which they have access to inside information, such as advisers, accountants or credit rating agencies (insider list);
  - b) promptly update the insider list in accordance with paragraph 4; and
  - c) provide the insider list to the competent authority as soon as possible upon its request.
2. Issuers or any person acting on their behalf or on their account, shall take all reasonable steps to ensure that any person on the insider list acknowledges in writing the legal and regulatory duties entailed and is aware of the sanctions applicable to insider dealing and unlawful disclosure of inside information.

Where another person acting on behalf or on the account of the issuer assumes the task of drawing up and updating the insider list, the issuer remains fully responsible for complying with this Article. The issuer shall always retain a right of access to the insider list.
3. The insider list shall include at least:
  - a) the identity of any person having access to inside information;
  - b) the reason for including that person in the insider list;
  - c) the date and time at which that person obtained access to inside information; and
  - d) the date on which the insider list was drawn up.
4. Issuers or any person acting on their behalf or on their account shall update the insider list promptly, including the date of the update, in the following circumstances:
  - a) where there is a change in the reason for including a person already on the insider list;
  - b) where there is a new person who has access to inside information and needs, therefore, to be added to the insider list; and
  - c) where a person ceases to have access to inside information.

Each update shall specify the date and time at which the change triggering the update occurred.

5. Issuers or any person acting on their behalf or on their account shall retain the insider list for a period of at least five years after it is drawn up or updated.
6. Issuers whose financial instruments are admitted to trading on an SME growth market shall be exempt from drawing up an insider list, provided that the following conditions are met:
  - a) the issuer takes all reasonable steps to ensure that any person with access to inside information acknowledges the legal and regulatory duties entailed and is aware of the sanctions applicable to insider dealing and unlawful disclosure of inside information; and
  - b) the issuer is able to provide the competent authority, upon request, with an insider list.
7. This Article shall apply to issuers who have requested or approved admission of their financial instruments to trading on a regulated market in a Member State or, in the case of an instrument only traded on an MTF or an OTF, have approved trading of their financial instruments on an MTF or an OTF or have requested admission to trading of their financial instruments on an MTF in a Member State.
8. Paragraphs 1 to 5 of this Article shall also apply to:
  - a) emission allowance market participants in relation to inside information concerning emission allowances that arises in relation to the physical operations of that emission allowance market participant;
  - b) any auction platform, auctioneer and auction monitor in relation to auctions of emission allowances or other auctioned products based thereon that are held pursuant to Regulation (EU) No 1031/2010.
9. In order to ensure uniform conditions of application of this Article, ESMA shall develop draft implementing technical standards to determine the precise format of insider lists and the format for updating insider lists referred to in this Article.

ESMA shall submit those drafts, implementing technical standards to the Commission by 3 July 2016.

Power is conferred on the Commission to adopt the implementing technical standards referred to in the first subparagraph in accordance with Article 15 of Regulation (EU) No 1095/2010.

#### **COMMISSION IMPLEMENTING REGULATION (EU) 2016/347 of 10 March 2016**

laying down implementing technical standards with regard to the precise format of insider lists and for updating insider lists in accordance with Regulation (EU) No 596/2014 of the European Parliament and of the Council

#### Article 1

*(Definitions)*

For the purposes of this Regulation, the following definition shall apply: “electronic means” are means of electronic equipment for the processing (including digital compression), storage and transmission of data, employing wires, radio, optical technologies, or any other electromagnetic means.

## Article 2

*(Format for drawing up and updating the insider list)*

1. Issuers, emission allowance market participants, auction platforms, auctioneers and auction monitor, or any person acting on their behalf or on their account, shall ensure that their insider list (the "list") is divided into separate sections relating to different inside information. New sections shall be added to the insider list upon the identification of new inside information, as defined in Article 7 of Regulation (EU) No 596/2014. Each section of the insider list shall only include details of individuals having access to the inside information relevant to that section.
2. The persons referred to in paragraph 1 may insert a supplementary section into their insider list with the details of individuals who have access at all times to all inside information (“permanent insiders”). The details of permanent insiders included in the supplementary section referred to in the first subparagraph shall not be included in the other sections of the insider list referred to in paragraph 1.
3. The persons referred to in paragraph 1 shall draw up and keep the insider list up to date in an electronic format in accordance with Template 1 of Appendix I. Where the insider list contains the supplementary section referred to in paragraph 2, the persons referred to in paragraph 1 shall draw up and keep that section updated in an electronic format in accordance with Template 2 of Appendix I.
4. The electronic formats referred to in paragraph 3 shall at all times ensure: a) the confidentiality of the information included by ensuring that access to the insider list is restricted to clearly identified persons from within the issuer, emission allowance market participant, auction platform, auctioneer and auction monitor, or any person acting on their behalf or on their account that need that access due to the nature of their function or position; b) the accuracy of the information contained in the insider list; c) the access to and the retrieval of previous versions of the insider list.
5. The insider list referred to in paragraph 3 shall be submitted using the electronic means specified by the competent authority. Competent authorities shall publish on their website the electronic means to be used. Those electronic means shall ensure that completeness, integrity and confidentiality of the information are maintained during the transmission.

## APPENDIX 2

### *Entry in the Register*

In accordance with the provisions of Article 18 of Regulation (EU) No. 596/2014 of 16 April 2014 relating to market abuse, and in Implementing Regulation (EU) 2016/347 of 10 March 2016, which lays down implementing technical standards for precise format of insider lists and for updating insider lists, as well as in the procedure of Unieuro S.p.A. (the “**Company**”) for the keeping and updating of the register of persons with access to “Insider Information” as defined therein (respectively, the “**Procedure**” and the “**Register**”), I hereby inform you, in my capacity as manager of the aforementioned Register of the Company, that I have entered you in the Register for the following reason: *[specify reason]*

I would like to remind you that persons with access to Insider Information (as defined in the Procedure) must comply with the Insider Register Regulation described in Appendix 1 (the “**Insider Register Regulation**”), the Procedure and the requirements contained in the Procedure for the internal management and external communication of documents and information regarding Unieuro S.p.A., attached hereto and available on the website [www.unieuro.com](http://www.unieuro.com).

### *Sanctions*

*Articles 184 and 187 sexies of Legislative Decree 24 February 1998 n. 58, as subsequently amended and supplemented (the “TUF”), provide for the application of criminal and administrative sanctions in the case of insider dealing and market manipulation conducts. Moreover, in the case of conducts obstructing Consob’s supervisory functions, art. 170-bis of TUF provides for the imposition of criminal penalties such as imprisonment up to two years and a fine from Euro 10,000 to Euro 200,000. Finally, in the case of failure to disclose information, when such disclosure is required by the law - unless the conduct represents a criminal offence - Art. 193 of the TUF calls for the application to the individuals who perform functions of administration, management or control, as well as those individuals whose conduct has resulted into the breach of the relevant rule of law by the issuer, of the same penalties applicable to legal entities.*

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### *Policy statement on the processing of personal data*

Pursuant to Article 13 of Legislative Decree No. 196 of 30 June 2003, the “Personal data protection code”, as subsequently amended and supplemented (the “**Privacy Code**”), I hereby inform you that the personal data provided by you or otherwise acquired, also in the future, have been and/or will be subject to processing (“**Processing**”), always in full compliance with the applicable legislation, in order to fulfil the legal obligations to which Unieuro S.p.A. (the “**Company**”) is subject, as it is listed in regulated markets, by virtue of:

1. Article 18 of Regulation (UE) No. 596/2014 on market abuse, which requires the creation of a register of all persons who have access to insider information and with whom a relationship of professional collaboration exists (whether an employment or

other contract) and who, in the performance of determined tasks, has access to insider information (the “Register”) and

2. the provisions of Commission Implementing Regulation (EU) No. 2016/347 of 10 March 2016 (“Regulation 347”), which contains technical rules of implementation relating to the precise format of insider lists and the updating of these lists.

The Data Controller is the Company, which has its registered office at Via Schiaparelli 31, Forlì.

The person responsible for the processing of personal data for the keeping and updating of the Register is the pro-tempore manager for the keeping and updating of the Register, who works at the Company's registered office at Via Schiaparelli 31, Forlì.

The personal data subject to Processing are: first name, surname, tax code, company or entity and other identifying details indicated in the Company procedure for the keeping and updating of the Register (the “**Procedure**”) and the reason for entry in the Register.

No data other than those indicated are processed.

In future, other personal data of the same nature may be collected and processed for the above purposes and in the manner described below.

Processing takes place without the need for your consent, as the Company fulfils the legal provisions by means of Processing.

#### *Data processing procedure*

The Processing of your personal data for the purposes indicated in this policy statement may include any of the operations or series of operations described in Article 4, paragraph 1, letter a) of the Privacy Act, including the collection, recording, organisation, storage, consultation, elaboration, modification, selection, extraction, comparison, use, interconnection, blocking, communication, cancellation and destruction of such data. Processing will always take place according to the requirements of law, either through electronic or other automated means or in hard copy, and in any case by taking all technical and organisational measures to ensure security and confidentiality as required by the Privacy Code, in order to avoid the destruction, loss and unauthorised access or unauthorised processing of said data. Your personal data will be kept at the Company's registered office at Via Schiaparelli 31, Forlì.

The Company's staff have been appropriately trained in order to ensure confidentiality and to prevent your personal data from being lost, destroyed, accessed unlawfully or processed without authorisation.

You will be promptly notified of any removal from the Register.

In their capacity as data processors, the employees of the Company who keep and update the Register, and persons who are entitled to access the Register pursuant to the Procedure, may come to know your personal details.

#### *Categories of third parties to which data may be communicated*

Your personal data may be communicated to Consob and all parties operating in the judicial, public or private sectors where communication is necessary to enable fulfilment of the Company's legal obligations.

We can assure you that we take the utmost care to communicate to the above recipients only those personal data needed to achieve the specific purposes for which they are intended.

We would also like to inform you that, in relation to Processing, you have rights in respect of the Company pursuant to Article 7 of the Privacy Code, the full text of which has been included at the end of this document for the purposes of completeness, including the right to know, at any time, your personal data and how they are used, and to ask for and obtain updates, additions and/or adjustments thereto, and to object to Processing for a legitimate reason. Any information in this regard may be obtained by informal request to the Company, where the list of any Processing managers is available.

In the spirit of the complete transparency and correctness with which the Company intends to manage this matter, we would like to assure you that we are fully available for any clarification that may be required and will cooperate in the fulfilment of the relative obligations.

Kind regards.

The Register Manager

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Article 7 of Legislative Decree No. 196 of 30 June 2003, as subsequently amended and supplemented: Right of access to personal data and other rights

1. The person concerned is entitled to confirm whether or not the personal data relating to him or her exists, even if it has not yet been recorded, and to communication of this data in intelligible form.
2. The person concerned is entitled to obtain information about:
  - a) the origin of the personal data;
  - b) the processing purposes and methods;
  - c) the reasoning applied if processing is aided by electronic means;
  - d) the identity of the data controller, managers and the designated representative, pursuant to Article 5, paragraph 2;
  - e) the parties and categories of parties to which personal data may be communicated or that may come to know it in their capacity as designated representatives in the State, managers or persons responsible.
3. The person concerned is entitled:
  - a) to have data updated, rectified and, if the person has an interest, added to;
  - b) to have unlawfully processed data deleted, changed into an anonymous form or blocked, including data that does not have to be stored for the purposes for which it was collected or subsequently processed;

- c) to proof that the above operations under a) and b) have been brought to the attention, including with regard to their content, of parties to which the data had been communicated or disseminated, except in cases where this is impossible or would entail a use of resources clearly disproportionate to the right being safeguarded.
4. The person concerned is entitled to object, wholly or in part:
- a) for legitimate reasons, to the processing of personal data that relate to him or her, even if they are relevant for the purposes of the collection;
  - b) to the processing of personal data that relate to him or her for the purpose of sending out advertising or direct sales materials or to carry out market research or make sales communications.

### APPENDIX 3

#### Updating of Register details

In accordance with the provisions of Article 18 of Regulation (EU) No. 596/2014 of 16 April 2014 relating to market abuse, and in Implementing Regulation (EU) 2016/347 of 10 March 2016, which lays down implementing technical standards for precise format of insider lists and for updating insider lists, as well as in the procedure of Unieuro S.p.A. (the “**Company**”) for the keeping and updating of the register of persons with access to “Insider Information” as defined therein (the “**Register**”), I hereby inform you, in my capacity as the person responsible for keeping and updating this Register of the Company, that on [date], your personal data subject to processing were updated, specifically [indicate which details, e.g. first name, surname, tax code, company, reason for entry in the Register] for the following reason: [state reason].

The Register Manager

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## APPENDIX 4

### Removal from the Register

In accordance with the provisions of Article 18 of Regulation (EU) No. 596/2014 of 16 April 2014 relating to market abuse, and in Implementing Regulation (EU) 2016/347 of 10 March 2016, which lays down implementing technical standards for the precise format of insider lists and for updating insider lists, as well as in the procedure of Unieuro S.p.A. (the “**Company**”) for the keeping and updating of the register of persons with access to “Insider Information” as defined therein (the “**Register**”), I hereby inform you, in my capacity as the Company's Register Manager, that as of [date], the reason for your inclusion in the Register for the following reasons [*specify reasons*] no longer exists.

The Register Manager

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