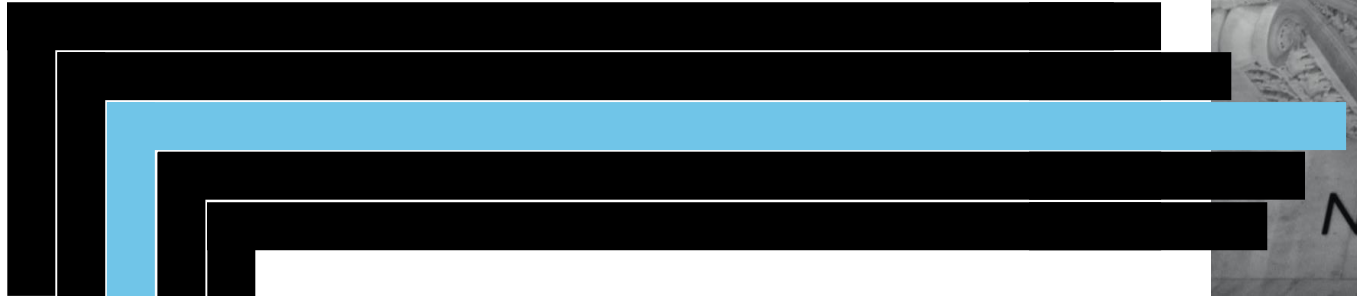
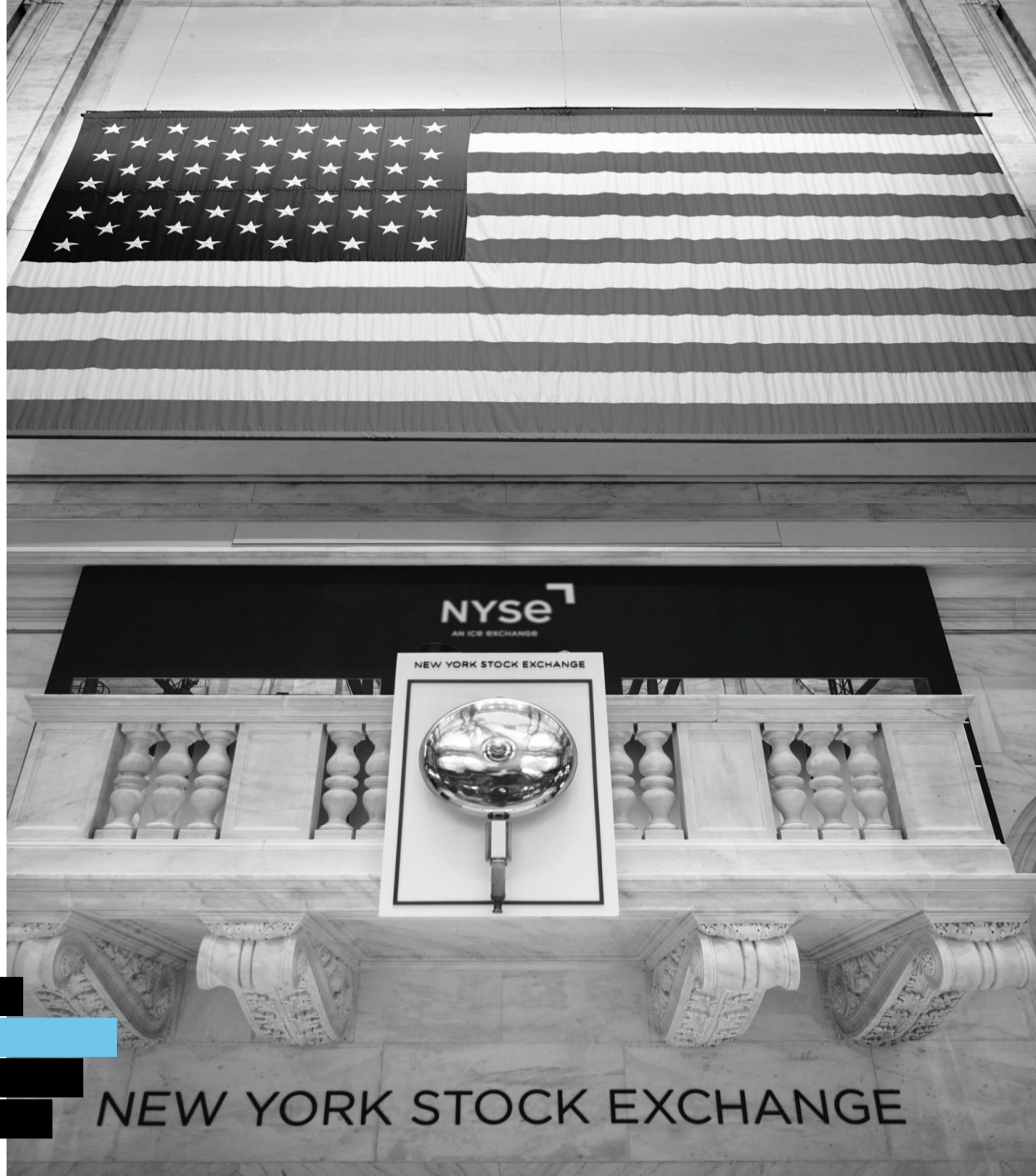


Listing Manager

March 2023





User Requests

To Create a New User:

- 1) Click “Create” under “My Issuer Details”
- 2) Select “User Requests”

The screenshot displays the NYSE Listing Manager interface. On the left, the 'My Issuer Details' sidebar contains a 'CREATE' button and a list of options, with 'User Requests' highlighted by a red box. The main dashboard area features an 'Activity Summary' section with three large cards: '1 Action Required', '0 In Progress', and '8 Completed'. Below this, the 'Activity Details' section is organized into a grid of smaller cards, each showing counts for different categories and their status (Action Required, In Progress, Completed).

Category	Action Required	In Progress	Completed
Activity Summary	1	0	8
Distributions	3	0	0
Initial Listing Applications	0	0	0
Noncompliance Instances	0	0	0
Press Releases	0	0	2
Shareholder Meetings	0	0	6
Supplemental Listing Applications ("SLAPs")	1	0	0
User Requests	0	0	0
Written Affirmations	0	0	0

To Create a New User:

- 3) Fill out the required fields: Email Address¹, Name, Phone Number, Title
- 4) Click “Add Requested Entitlement” and assign the following:
 - a) Issuer
 - b) Entitlement Level²: Admin, Regular, Third Party
 - c) Delegate Type: If User is Third Party, select the applicable Delegate Type
 - d) Modules

Listing Manager

Home My Profile NYSE Contacts Logout

Create User Request

Email
jane.doe@nyse.com

Name
Jane Doe

Title
Analyst

Phone
212-896-1234

Requested Entitlements

Issuer	Level	Delegate type	Modules	Delete
Intercontinental Exchange, Inc. -	Regular		Distributions Press releases Shareholder meetings Initial listing applications Noncompliance instances Supplemental listing applications Written affirmations	

Add Requested Entitlement

CREATE

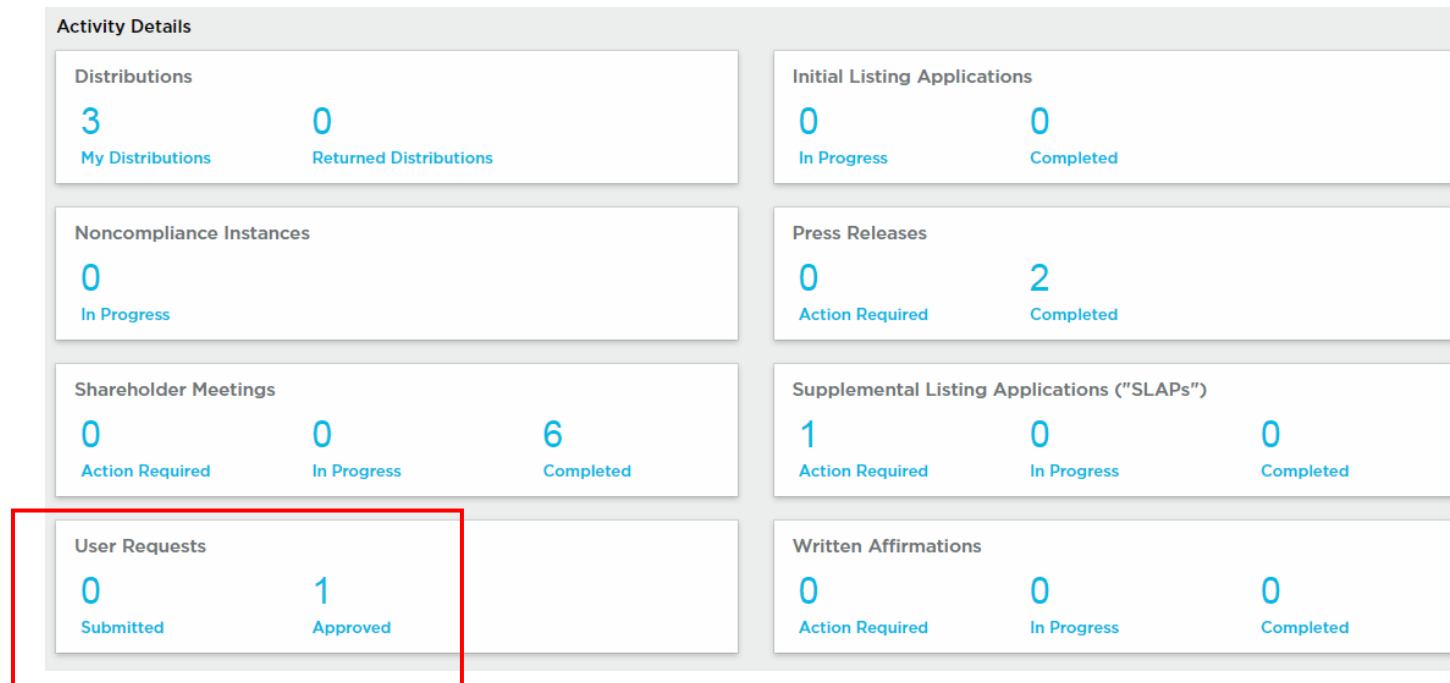
¹ Must be an **individual's** work email address; Group and personal emails are not allowed (e.g. general inbox email, Gmail, etc.)

² For Entitlement Level definitions, see table below

To Create a New User:

5) Click “Create” to submit the New User Request

6) Once an NYSE analyst approves the request, status of the record will change from “Submitted” to “Approved,” and the new user will automatically receive account setup emails from the system



To Modify or Disable User Entitlements:

- 1) Click “Users” under “My Issuer Details”
- 2) Select the user you want to modify
- 3) Navigate to “Entitlements” tab and apply the necessary changes
- 4) Click “Save”
- 5) To disable a user’s entitlements, check off “Disabled,” then click “Save”

The screenshot displays the NYSE Listing Manager dashboard. The top navigation bar includes the NYSE logo, 'LISTING MANAGER', and links for 'Home', 'My Profile', 'NYSE Contacts', and 'Logout'. The main content area is divided into two sections: 'My Issuer Details' and 'Activity Summary'. Under 'My Issuer Details', there are four tabs: 'Distribution Profiles', 'Issuers', 'Securities', and 'Users'. The 'Users' tab is highlighted with a red rectangular box. Below the tabs is a blue 'CREATE' button. The 'Activity Summary' section features three large cards: '4 Action Required', '4 In Progress', and '14 Completed'. The 'Activity Details' section contains several smaller cards with data points: 'Distributions' (6 My Distributions, 0 Returned Distributions), 'Initial Listing Applications' (0 In Progress, 0 Completed), 'Noncompliance Instances' (0 In Progress), 'Press Releases' (1 Action Required, 6 Completed), 'Shareholder Meetings' (2 Action Required, 1 In Progress, 7 Completed), 'Supplemental Listing Applications ("SLAPs")' (1 Action Required, 2 In Progress, 1 Completed), 'User Requests' (3 Submitted, 3 Approved), and 'Written Affirmations' (0 Action Required, 1 In Progress, 0 Completed).

To Modify or Disable User Entitlements:

Modify Issuer/Module Entitlements

Listing Manager interface showing the 'Entitlements' tab for a user. The 'Entitlements' tab is highlighted with a red box. Below it, the 'Issuer Entitlements' table is visible, with a 'SAVE' button at the bottom right highlighted with a red box.

Disable Entitlements

Listing Manager interface showing the 'Entitlements' tab for a user. The 'Entitlements' tab is highlighted with a red box. In the 'Issuer Entitlements' table, the checkbox for 'Intercontinental Exchange, Inc.' is checked, indicating that the entitlements are disabled. The 'SAVE' button at the bottom right is also highlighted with a red box.

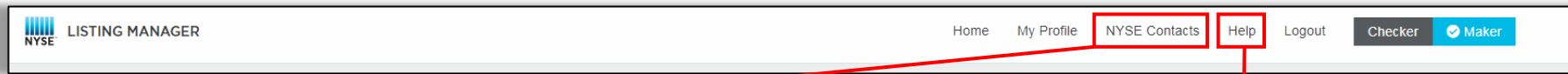
User Entitlement Levels:

Level of Access	Description	Available Modules	View	User Request Capability
Administrator	Company user responsible for managing user entitlements ³	All	All	Yes
Regular	Company user	Can have 1 or more modules assigned by Admin	Limited to modules they are entitled to	No
Third Party	Can be outside counsel, IR/PR firm, fund administrators	Can have 1 or more modules assigned by Admin	Limited to modules they are entitled to; for Press Releases & Supplemental Listing Applications, they can only view records they originally submitted	No
Depository Bank	Depository bank users for ADRs listed across all Exchanges	Distributions, Shareholder Meetings	Limited to Distributions & Shareholder Meetings	No (Primary contact at the Depository Bank can request for access via email)

³ Designated Administrators are responsible for periodically reviewing user access on Listing Manager. Administrators must ensure that only authorized users have access to the company's profile and that they are assigned with appropriate permissions.

Additional Information

For additional information please visit the "Help" and "NYSE Contacts" pages.



NYSE Contacts

For general questions and inquiries, please contact the relevant group below. Hours of operation: 9AM - 5PM ET
For technical support, please contact support@nyse.com or 212-896-2830, option 9.

NYSE ARCA/ETP Regulation (Compliance & Listing Applications) etfcompliance@nyse.com	NYSE/NYSE American Regulation (Compliance & Listing Applications) 212-656-5846
NYSE Client Service 212-656-4050	Corporate Actions corporateactions@nyse.com 212-656-5439
Corporate Governance & Written Affirmations CorporateGovernance@nyse.com CorporateGovernanceIntl@nyse.com NYSEAmericanCorpGov@nyse.com 212-656-4542	Distributions dividend@nyse.com 212-656-5438
Market Watch/Press Release Notifications nysealert@nyse.com 212-656-5414 877-699-2578 Hours: 6:30AM - 5PM ET	Shareholder Me proxyadmin@nyse.com 212-656-5414
User Access listingmanager@nyse.com 212-656-4651	

Frequently Asked Questions

- What is it?
- What are the available functionalities in the application?
- Is the site available to the public?
- How does the exchange use my company's information?
- Who can have access to Listing Manager? How can I sign up?
- What will happen to eGovDirect?
- Is using Listing Manager mandatory?
- Are there any fees associated with using Listing Manager?
- Do you have training materials/resources on how to use the application?
- Are reminders or notifications for upcoming reporting requirements supported?
- How do I know the NYSE received my submission?
- How do I activate my account?
- What is NYSE SSO Global ID?
- What is two-factor authentication (2FA)?
- How do I reset my password?
- How do I enable or disable email notifications?
- How do I edit my personal information on the website?
- Can I add other users on Listing Manager?
- How does my depositary bank gain access to Listing Manager?
- How can I delete my own account?
- Which internet browser should I use to access Listing Manager?

Helpful Links & Resources

- Instructional Videos
- User Guides
 - Press Releases
 - Shareholder Meetings
 - Written Affirmations
 - Supplemental Listing Applications (SLAPs)
 - Distributions
 - User Request & Entitlements
- NYSE
 - Listed Company Manual
 - Listed Company Guide
 - Listed Company Applications
 - Compliance Guidance Memo
- NYSE American
 - Listed Company Guide
 - Listed Company Applications
 - Compliance Guidance Memo
- NYSE Arca
 - Listed Company Manual
 - Listed Company Applications
 - Compliance Guidance Memo