Interactive Data

TaxView
User Manual

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INTRODUCTION

TaxView[SM] is an online securities look-up facility from Interactive Data. With TaxView[SM] you can tap into an extensive securities database of UK and Irish listed securities, authorised unit trusts and Open Ended Investment Companies, providing access to:

- Dividend and interest payments from 1988 to date
- Corporate actions from 31 March 1982
- Details on Qualifying Corporate Bonds exempt from UK CGT

Access to the service is available via our website available at www.interactivedatataxview.com.

Interactive Data is also able to provide a broad range of financial data services beyond those discussed in this manual. Call +44 0(20) 7825 8100 or email enquiries@interactivedata.com to discuss your requirements further.

More information is available at www.interactivedataclients.com.

CUSTOMER SUPPORT

If you have any queries with the service, contact the Helpdesk on +44 (0)20 7825 8300 or bip.helpdesk@interactivedata.com.

For additional information on any of our financial data services, call the Sales team on +44 (0)20 7825 8100 or enquiries@interactivedata.com.

More information is available at www.interactivedataclients.com.

SYSTEM REQUIREMENTS

TaxView[SM] is an internet driven software solution that is fully supported using version 7 and 8 of Microsoft Internet Explorer. Other compatible browsers include Mozilla Firefox.

ACCESS AND LICENSING

Login

TaxView℠ can be accessed via our website available at www.interactivedatataxview.com. Users will be presented with a landing page that will include details of service updates and other important product related information.

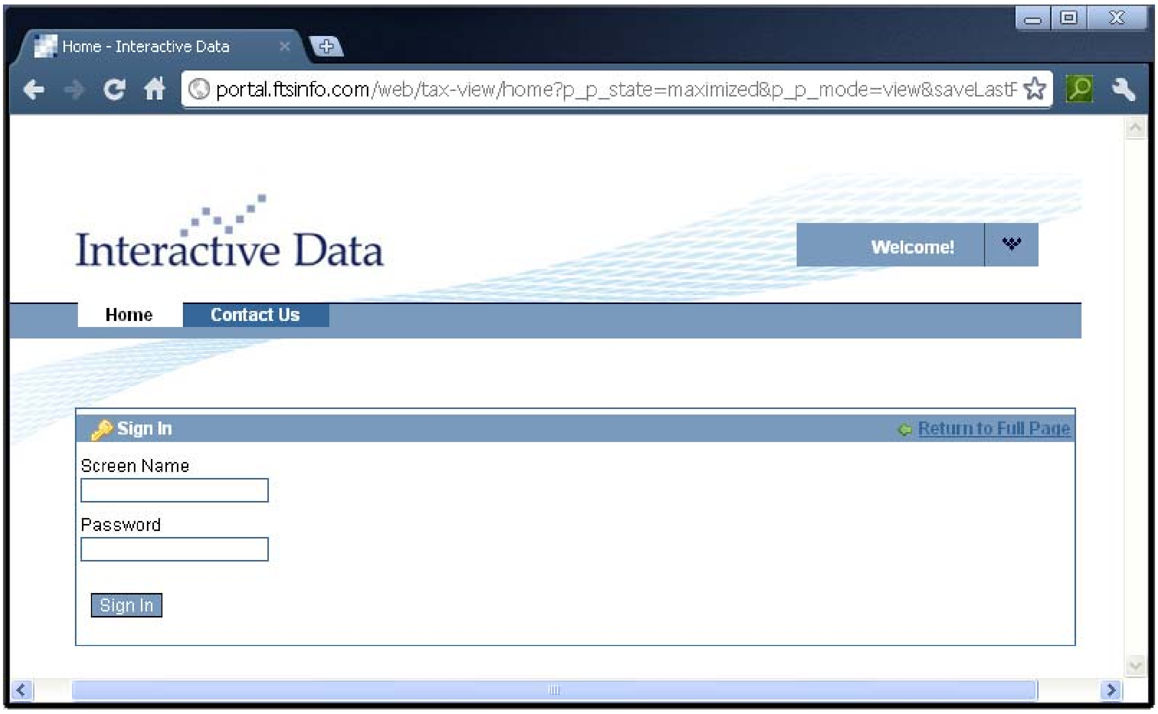
To access the main TaxView℠ site please click the "Login to TaxView►" link.

Login credentials are required. Two methods of authentication are available.

1. Screen name and password login – These details will be provided at the time of subscription by the helpdesk.

2. IP Address Authentication – Provides an automatic login into the TaxView℠ system (username and password not required). Please contact the helpdesk for more information.

If you are using a Screen Name and password login, you will be prompted to enter your Screen Name and Password as shown in the image below. Users must enter the screen name and password that were provided at the time of subscription. All details are case sensitive.



Forgotten Screen Name/Password

Login credentials cannot be reset via the website. Please contact the helpdesk on +44 (0)20 7825 8300 or bip.helpdesk@interactivedata.com, if you wish to reset your login details.

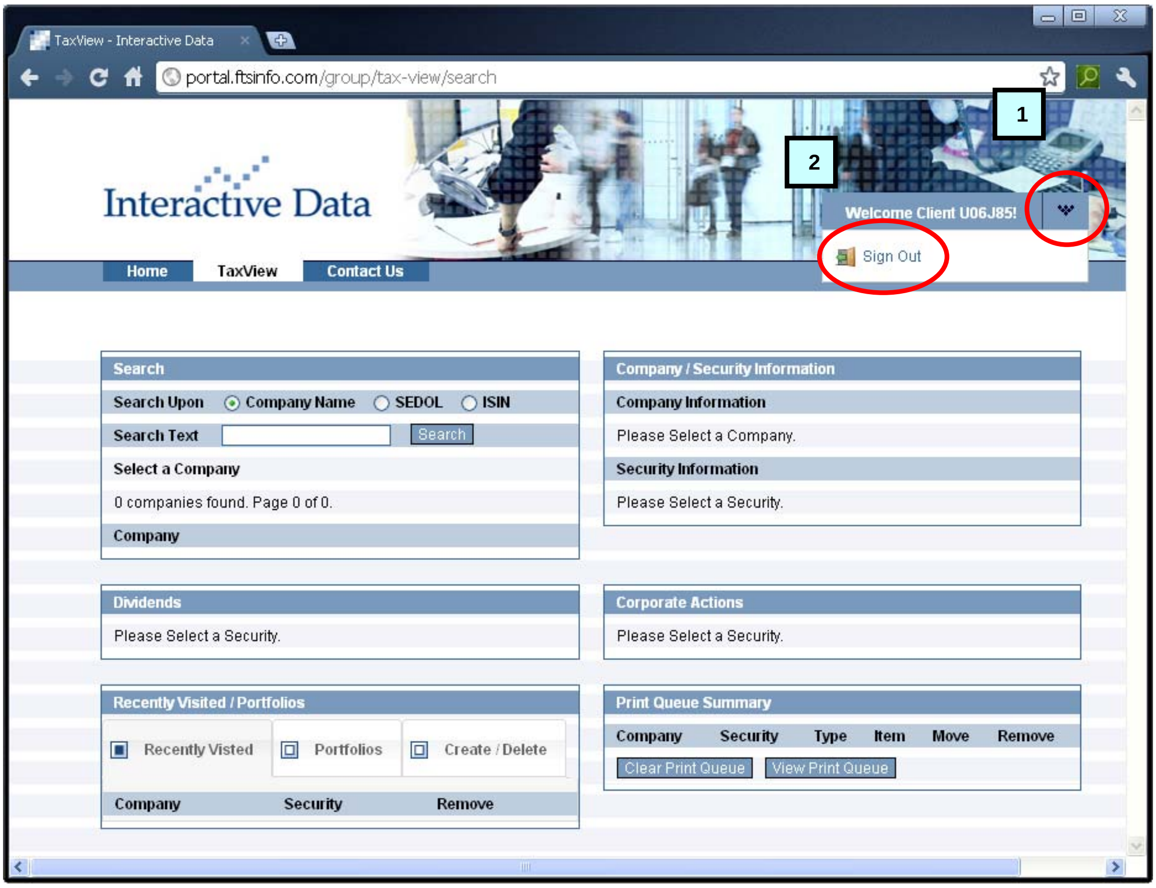
Licensing

Access is restricted based on a concurrent user limit. If you see a message stating that your user limit has been exceeded - please refer to the specific terms of your agreement and contact customer support if you are unsure.

Logging Out

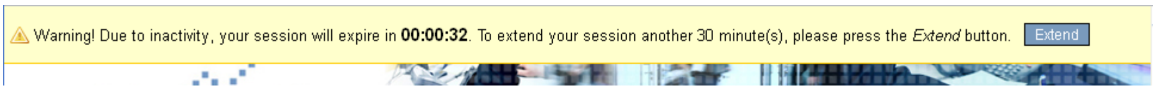
Access to TaxView[SM] is restricted on a concurrent user basis – signing out will insure that a user has successfully signed out of the system. This will allow other users in your organisation to login if you have subscribed to a limited number of licenses for this service.

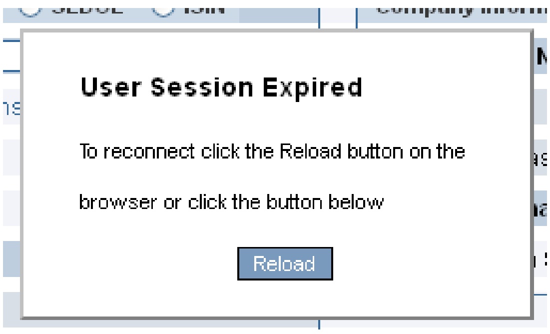
1. Hover over the symbol towards the top-right of the page.
2. Click the Sign Out link as shown in the image below.



Users will be automatically logged out after being idle for a period of 30 minutes. A notification and countdown will appear on the screen warning the user that they will be logged out.

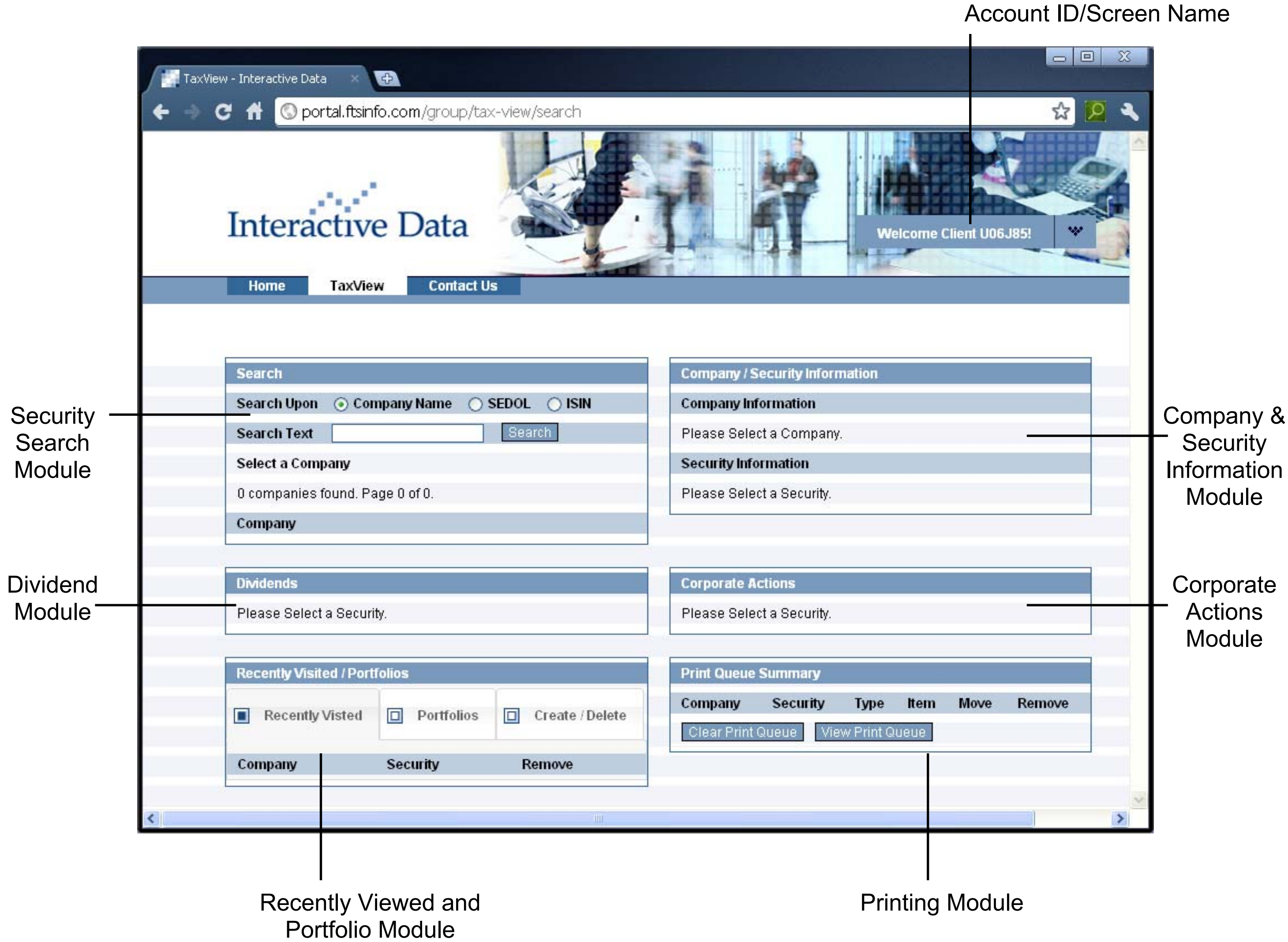
If the Extend button is not clicked the session will expire and the user will be logged out.





GETTING AROUND

The majority of TaxView[SM] operations can be performed from a single view. The image below shows an outline of the various options available and a brief explanation of each function.



Account ID
Shows the Account ID, please quote this when requesting support.

Security Search Module
To perform a search, select the Company Name, SEDOL or ISIN radio button and then type the corresponding identifier into the 'Search Text' field. If the search is successful then a list of results will appear.

Company & Security Information Module
Will show details of the selected company, including name changes, Sedol number, ISIN number, 1982 Base date price, 1974 base date price and whether the security is liable for CGT.

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Dividend Module

This module contains all dividend and interest payments made for a selected company. All securities listed on The London Stock Exchange and The Irish Stock Exchange are covered. All distributions made by UK authorised unit trusts and Open Ended Investment Companies are also included.

Details of the payment include the type, amount and payable date. This is an optional module and requires an additional subscription. Users not subscribed to this service will be a shown a message "You have not subscribed to the Dividend Module." For fees and charges please contact our sales team on 0207 825 8100 or email enquiries@interativedata.com.

Corporate Actions Module

This module displays a full event history for a selected company. All events that directly affect Capital Gains Tax are recorded. They include:-

- Capitalisation and free issues (also known as scrip or bonus issues)
- Scrip dividend options (Cap options) and Dividend Reinvestment Plans (DRIPs)
- Rights issues, and cash payments in respect of shares/stock not taken up
- Offers for subscription (open offers)
- Sub-divisions and Consolidations
- Takeovers, mergers, amalgamations and demergers
- Capital reductions and repayments
- New Companies and securities showing details of how and when they were created
- Liquidation/Receivership details including any liquidation distributions
- Negligible Value announcements
- Conversions of shares, Loan stocks and Debenture stocks
- Changes of Names
- Changes in Security titles
- Suspensions, Restorations and Cancellations of listings/dealings

Print Queue Module

Items of interest can be added to the print queue. Using this module it is possible to change or reorder the items required for printing.

Recently Visited/Portfolio Module

This module is split into three separate tabs. Tab one shows recently completed searches and provides a quick link back to items that have already been searched.

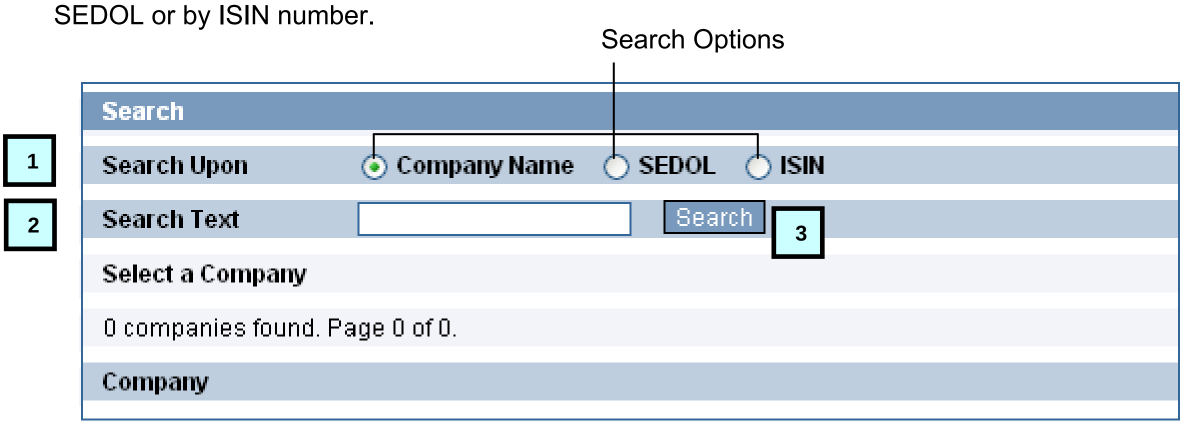
Tab two and three allow you to create client specific portfolios.

Page Switching

From time to time the display blocks will have too much information to be reasonably displayed on the screen. For example a company search on the word "British" will yield hundreds of results. If the happens a page switcher facility will appear at the bottom of the section. You are able to use the various forward and backwards arrows to navigate through all the data items.

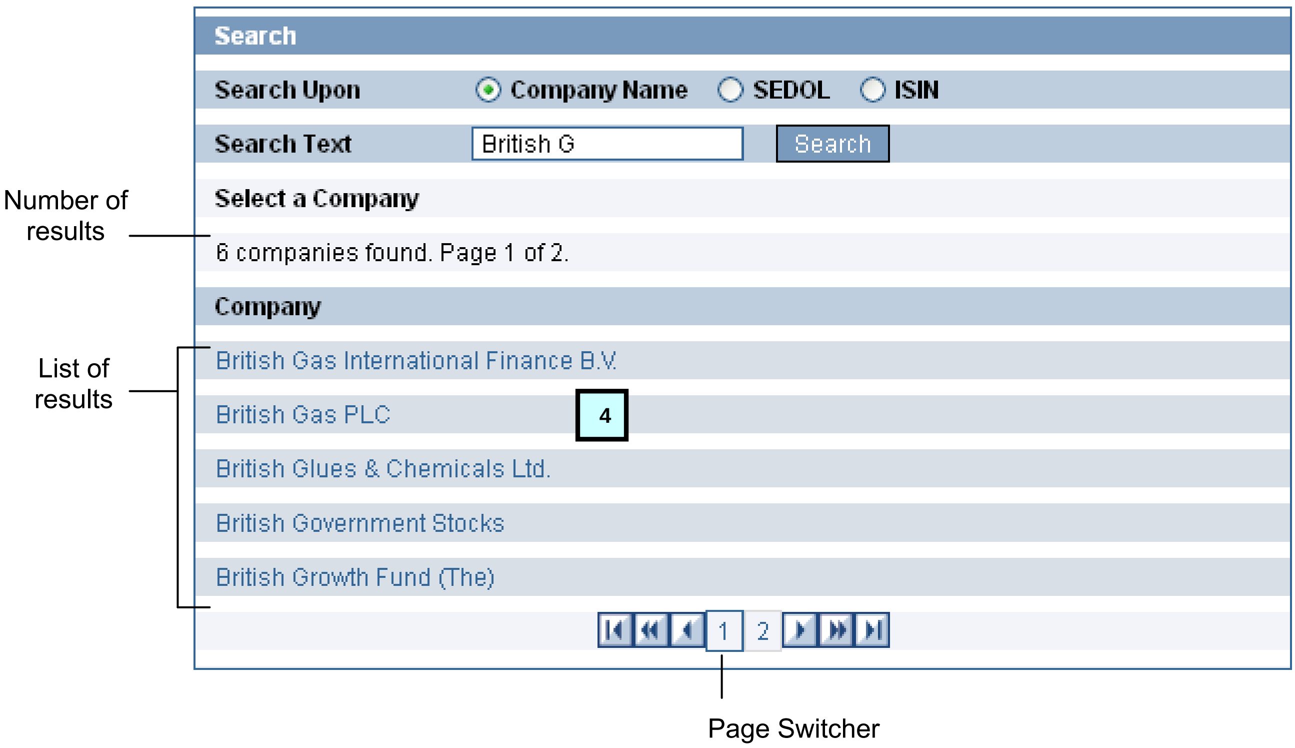
SEARCHING

There are three ways to search for a security. You can choose to search by Company Name, SEDOL or by ISIN number.



1. Select the Company Name, SEDOL or ISIN radio button.
2. Type the corresponding identifier into the ‘Search Text’ field.
3. Press the search button when you are happy with your choice.

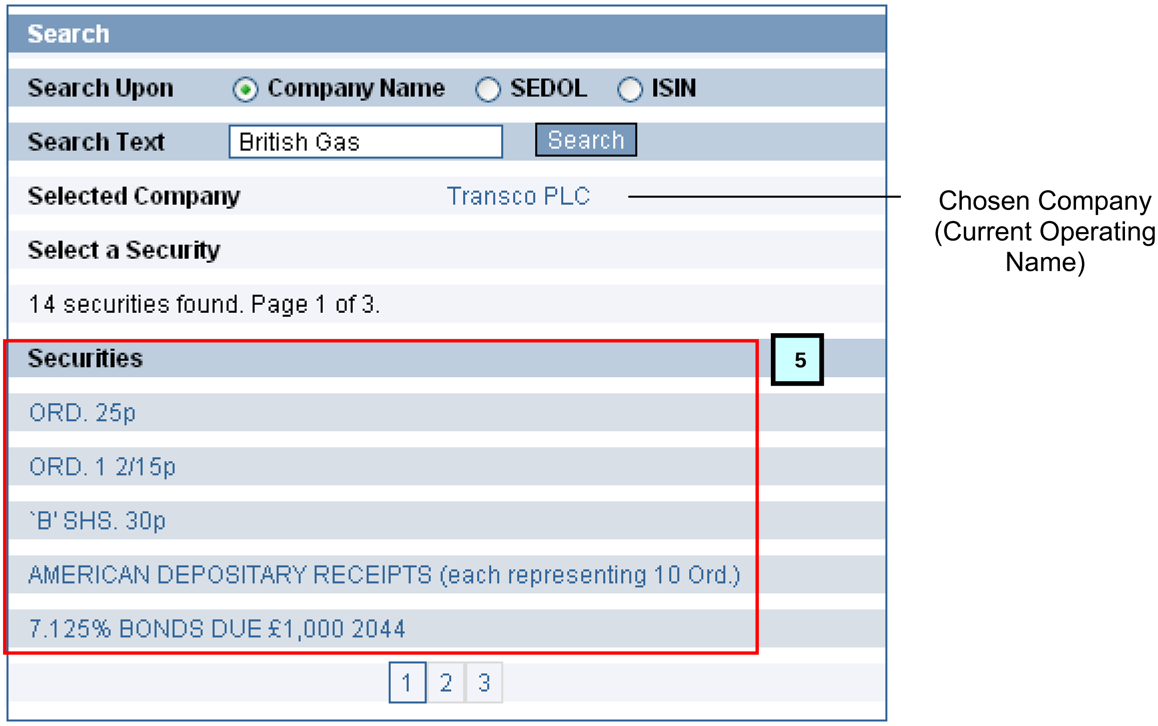
A list of companies will appear that match your search criteria. Initially a maximum of 5 results will be shown.



4. When you have found the company, click on the company’s name under the **‘Company’** column. If you can’t find the company on the initial set of results, use the page switcher to display further results.

You may notice that occasionally the name of the selected company changes. In this example we've performed a search for British Gas but our result set shows Transco PLC.

This is perfectly normal and nothing to worry about. It simply means the company has changed name in the past and is showing the name of the company as its being traded today. The full event history will still be shown.



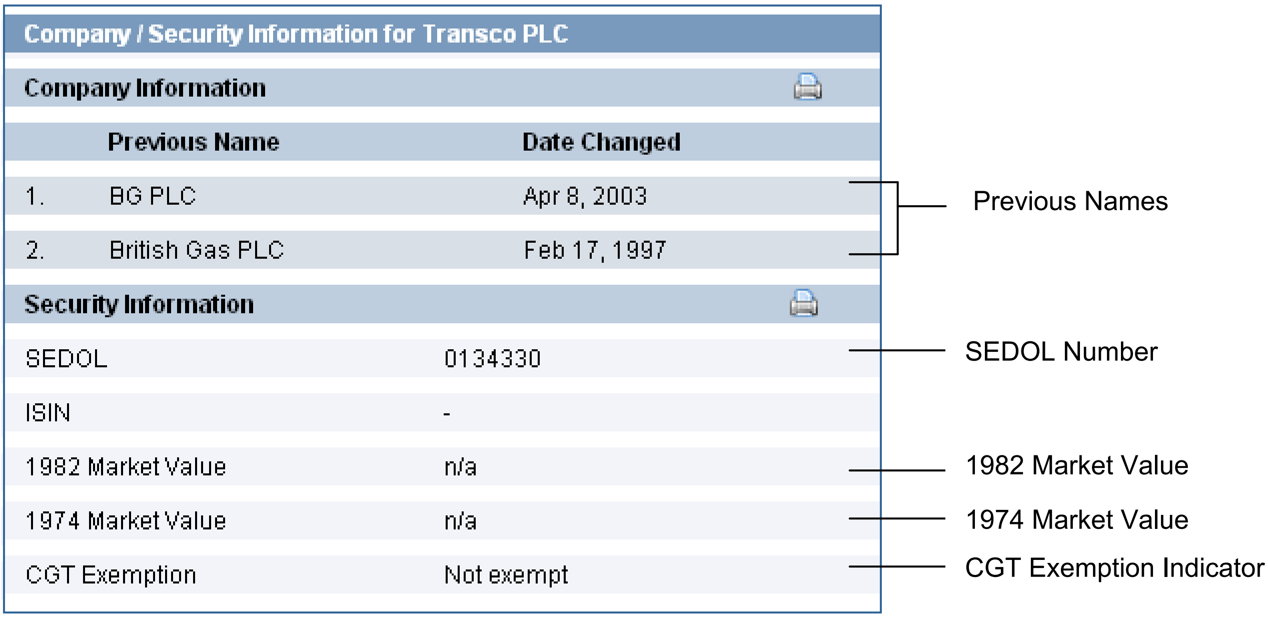
5. A list of securities for the chosen company will be shown. Click on the security that you wish to lookup.

At this point the company details will be shown in the Company/Security Information module. The dividends and corporate actions modules will also fill with data based on your chosen company and security. For more information on these modules please see the following few sections of this user guide.

COMPANY/SECURITY INFORMATION

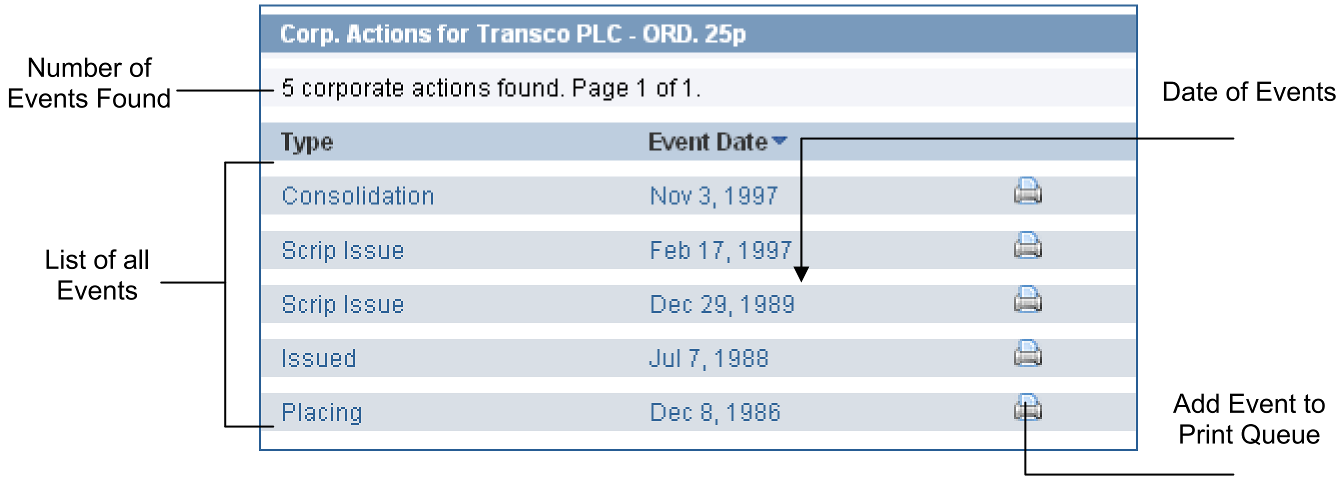
This module displays the basic details of the company and security selected. (You must perform a search and select a company before any information will be displayed in this module, please see the Searching section on page 8 for further details).

If the company was previously known under a different name, a list of all the name changes will be displayed. The SEDOL, ISIN, 1982 market value and 1974 market values will be shown. It will also state if the security is exempt from Capital Gains Tax.



CORPORATE ACTIONS

This module will display all events for the selected company since 1982. Click on the Icon in the '**Event Date'** header to arrange events either descending or ascending.

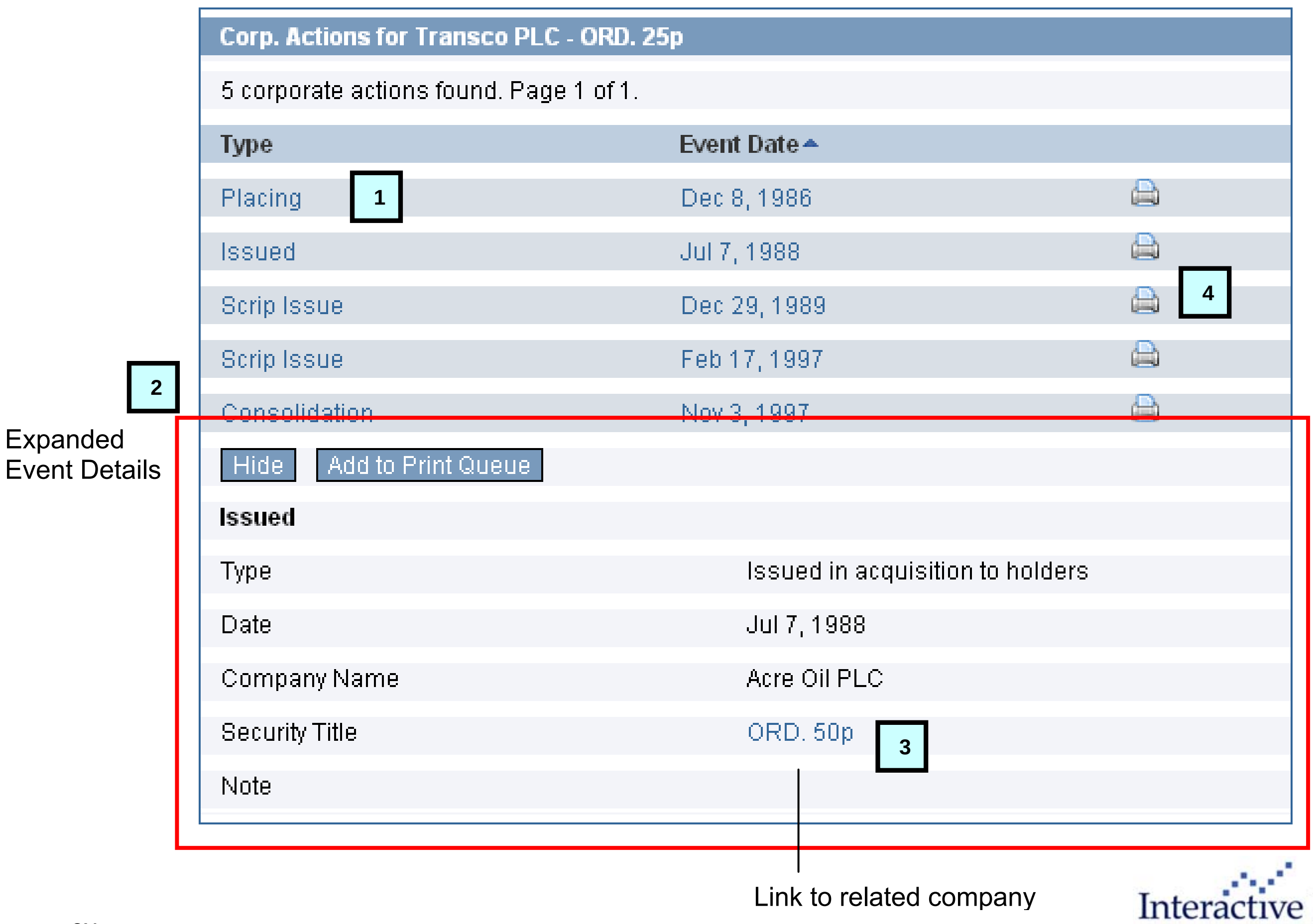


1. To view more details on a specific event, click on the event within the '**Type'** column.

2. The module will expand and show all the details of the specific event.

3. The expanded section may include links to other company's related through any merger or acquisition.

4. Listed Items can be added to the print queue. To add items shown to the print queue use the icon. Alternatively you can use the Add to Print Queue button when viewing details of the event whilst expanded.



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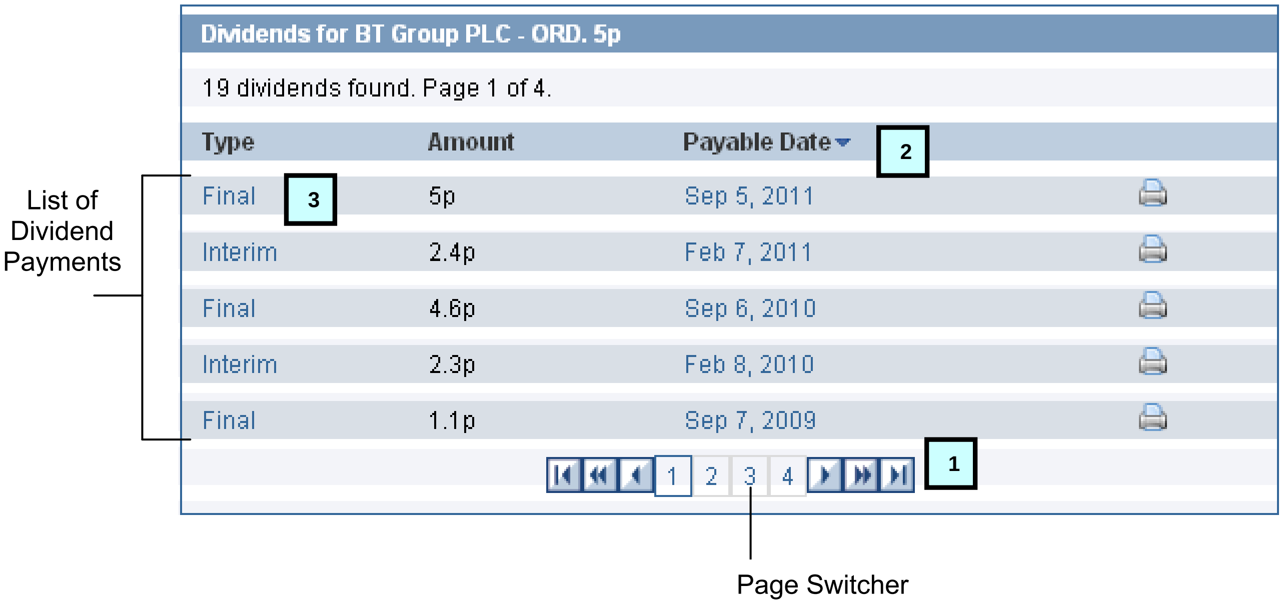
DIVIDEND LOOKUP

The dividend module will display a list of all dividend payments made since 1988. The module requires an additional subscription, it will display a message “You have not subscribed to the Dividend Module” if you have not subscribed to the service. Please contact our sales team on 0207 825 8100 if you require further details.

To lookup dividend information you must perform a company search (see the Searching section on page 8 for details on this process). Once the search is complete the dividend data will populate automatically (as shown below).

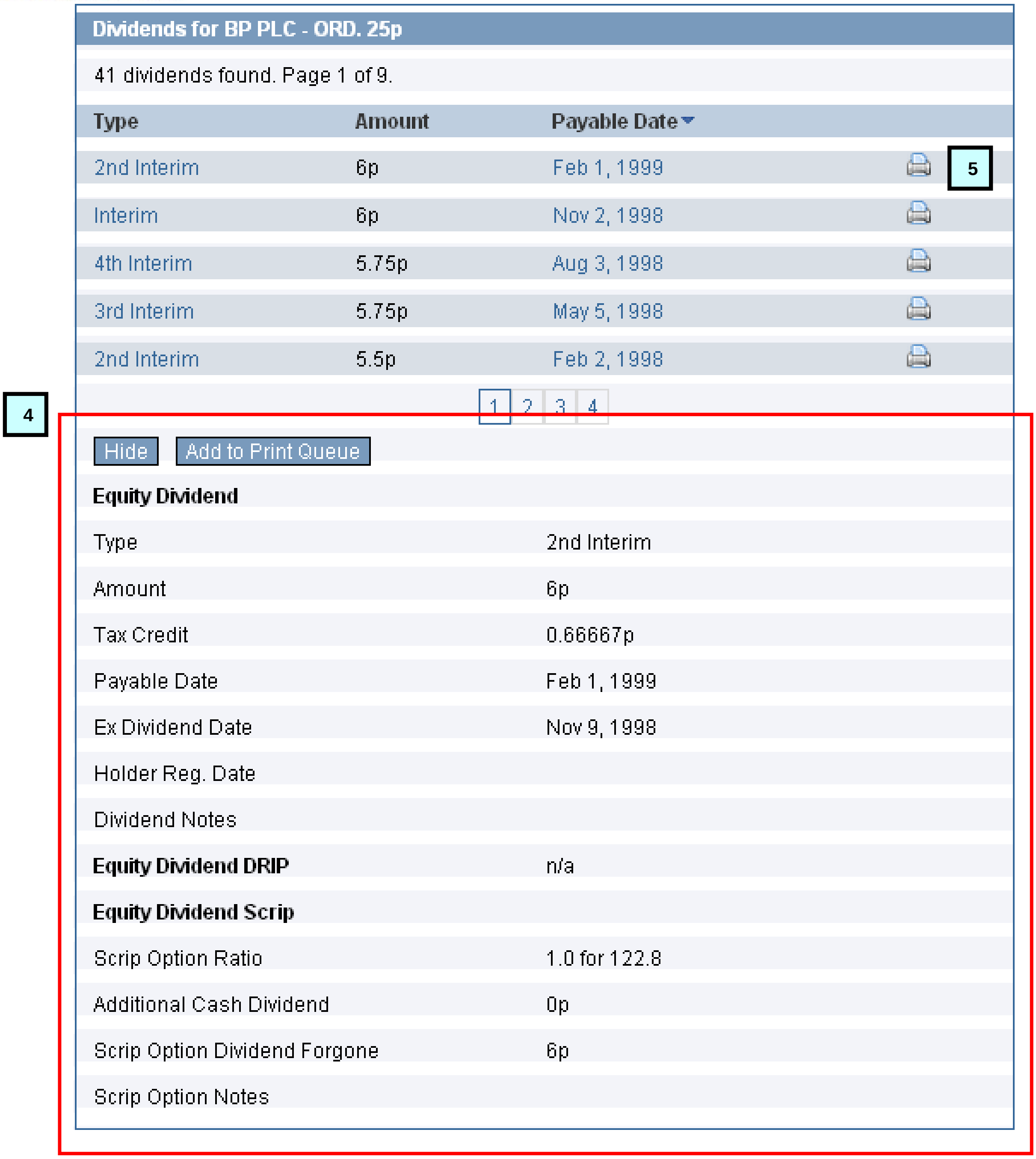


1. Use the page switcher to filter through the entire list of dividends.

2. You can order the dividends by clicking on the ▾ icon under the **‘Payable Date’** column to arrange it by date either ascending or descending.

3. To view more details on a specific dividend payment, click on the dividend under the ‘**Type’** column.

4. The module will expand and show all the details of the specific dividend payment (see image on following page).



Dividends for BP PLC - ORD. 25p

41 dividends found. Page 1 of 9.

Type	Amount	Payable Date	
2nd Interim	6p	Feb 1, 1999	5
Interim	6p	Nov 2, 1998	
4th Interim	5.75p	Aug 3, 1998	
3rd Interim	5.75p	May 5, 1998	
2nd Interim	5.5p	Feb 2, 1998	

1 2 3 4

4

Hide | Add to Print Queue

Equity Dividend	
Type	2nd Interim
Amount	6p
Tax Credit	0.66667p
Payable Date	Feb 1, 1999
Ex Dividend Date	Nov 9, 1998
Holder Reg. Date	
Dividend Notes	
Equity Dividend DRIP	n/a
Equity Dividend Scrip	
Scrip Option Ratio	1.0 for 122.8
Additional Cash Dividend	0p
Scrip Option Dividend Forgone	6p
Scrip Option Notes	

5. Listed Items can be added to the print queue. To add items shown to the print queue use the icon. Alternatively you can use the Add to Print Queue button when viewing details of the event whilst expanded.

PRINTING & PRINT QUEUE

1. To add an item to the print queue, click the print icon next to your chosen dividend or corporate action. The data item will be added to your print queue. (Refer to the Corporate section on page 11 and the Dividend section on page 12 to learn how to do this)

Print Queue Summary

	Company	Security	Type	Item	Move	Remove
1.	BP PLC	ORD. 25p	Corporate Action	Scrip Issue May 1, 1987		
2.	BP PLC	ORD. 25p	Corporate Action	Rights Issue Oct 15, 1987		
3.	BT Group PLC	ORD. 5p	Corporate Action	Issued Nov 21, 2001		
4.	BP PLC	ORD. 25p	Corporate Action	Placing Oct 30, 1987		
5.	Transco PLC	ORD. 25p	Corporate Action	Issued Jul 7, 1988		
6.	Transco PLC	ORD. 25p	Corporate Action	Scrip Issue Dec 29, 1989		

Clear Print Queue | View Print Queue

2. The items will be added in the order they were selected. It is possible to arrange the print order by using the icons under the **'Move'** column.

3. To remove an item from the print queue, click the in the **'Remove'** column.

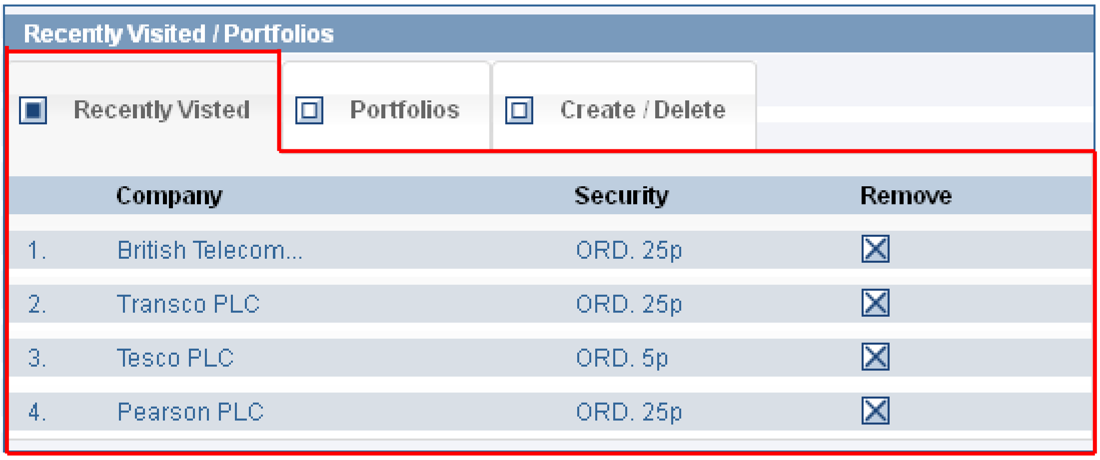
4. To completely clear the print queue, click on the Clear Print Queue button.

5. When you are satisfied with your print order and print items click the View Print Queue button.

6. A list of all the entries you selected will be displayed and can be printed off using normal printing procedures (usually file → print from the file menu).

RECENTLY VISITED

The module “recently visited/portfolios” is multi tabbed. The first tab ‘Recently Visited’ will display a list of your most recent company lookups. This provides you with a shortcut back to the security simply by clicking on the name.

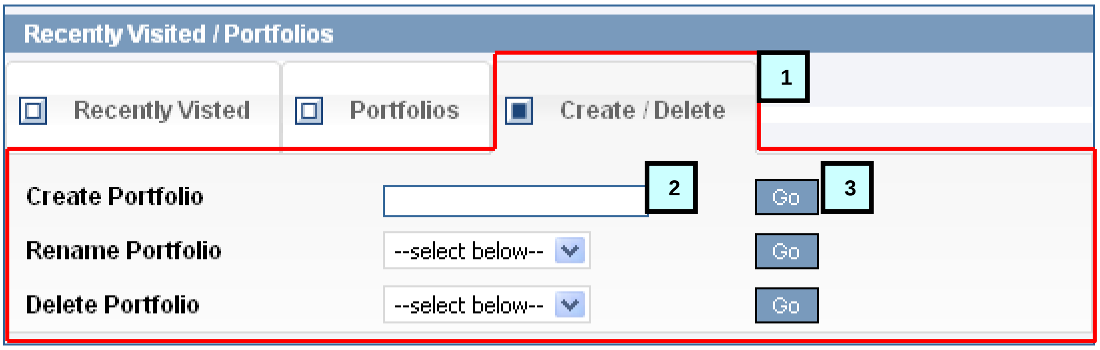


PORTFOLIO

With TaxView[SM] you can create, edit and delete individual client portfolios for speedier reference and recall.

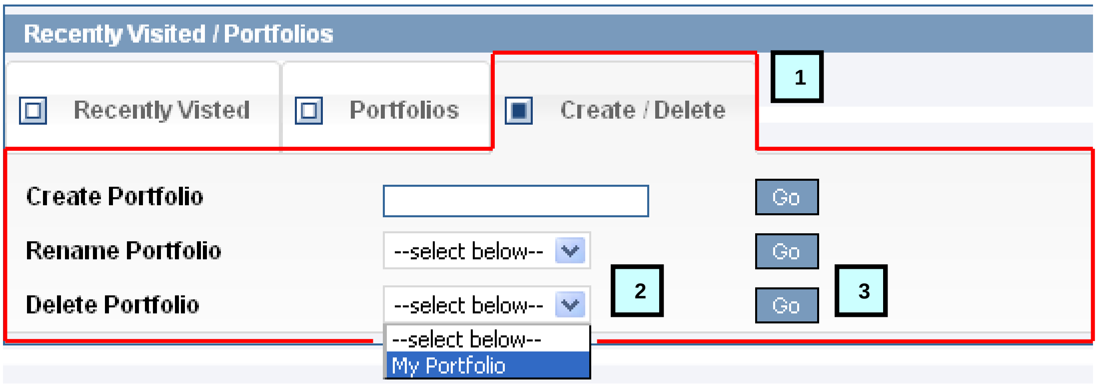
Create a Portfolio

1. Click on the "Create / Delete tab" within the "Recently Visited/Portfolios" module.
2. Enter the name of the portfolio into the Create Portfolio field.
3. When you are satisfied with your chosen name click the Go button.

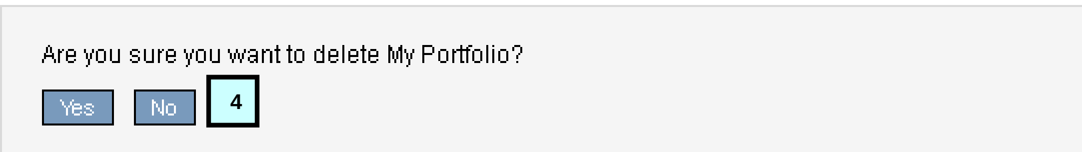


Delete a Portfolio

1. Click on the Create / Delete tab within the "Recently visited/Portfolios" module.
2. Select the name of the portfolio using the Delete Portfolio drop down list.
3. When you are happy with your selection click the Go button.



4. The block will expand asking you to confirm the deletion. Click Yes to confirm or No to cancel.



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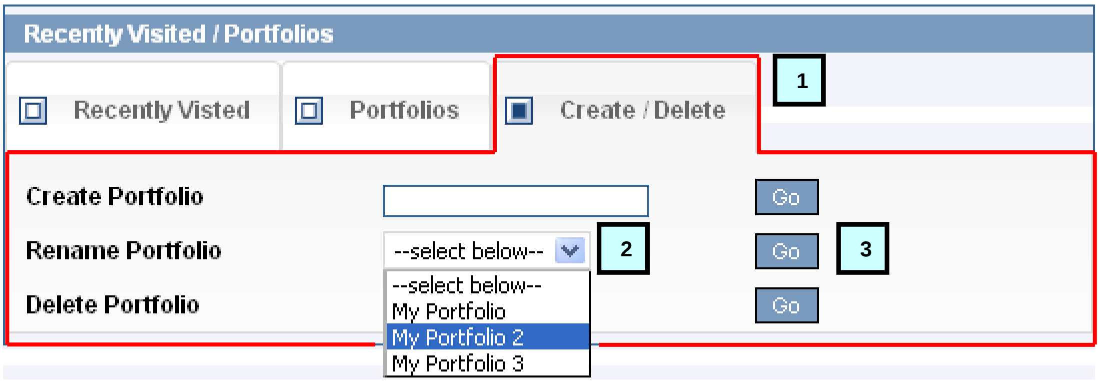
Rename Portfolio

1. Click on the Create / Delete tab within the “Recently visited/Portfolios” module.

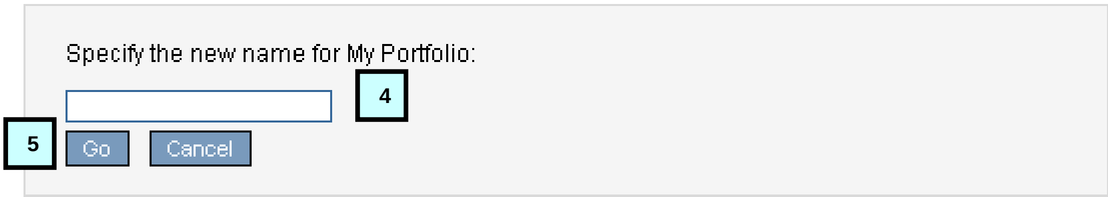
2. Select the name of the portfolio using the Rename Portfolio drop down list.

3. When you are happy with your selection click go.



4. The block will expand asking you to enter the new name of the portfolio.

5. When you are happy with the new name click the Go button to confirm. Click the Cancel button at any time to cancel the operation.

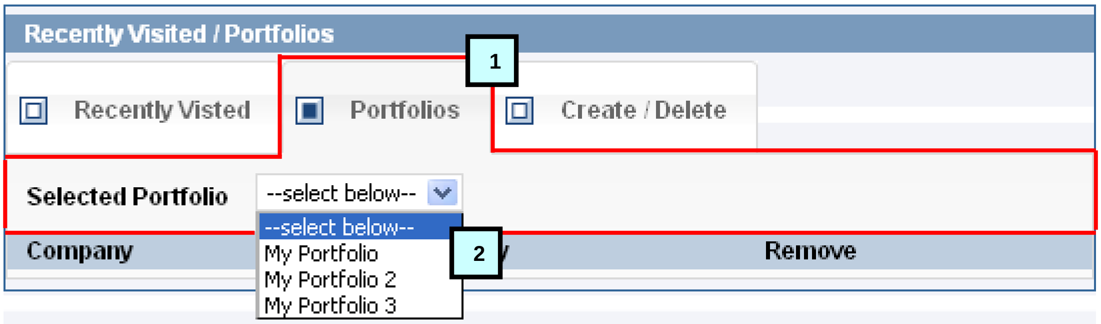


Add Security to Portfolio

Before attempting any of the steps listed below, you must first create a portfolio (refer to the Create a Portfolio section on page 16 for more information on this).

1. Click on the Portfolios tab within the “Recently visited/Portfolios” module.

2. Select the name of the portfolio that you wish to add too from the available list.



3. Next you need to perform a search for a security (see the Searching section on page 8 for more information on searching).

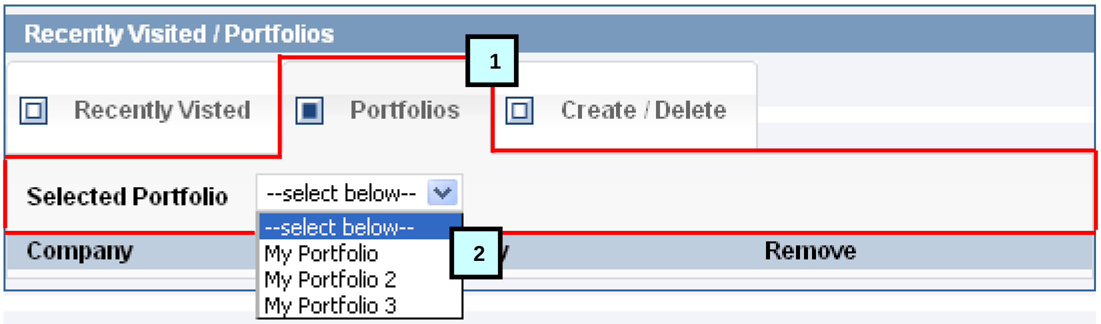
4. Click the Add to Portfolio button once the search is complete (note that this button is located in the search module). The security will be added to the chosen portfolio that was selected in step 2.

Remove Security from Portfolio

Before attempting any of the steps listed below, you must first create a portfolio (refer to the Create a Portfolio section on page 16 for more information on this).

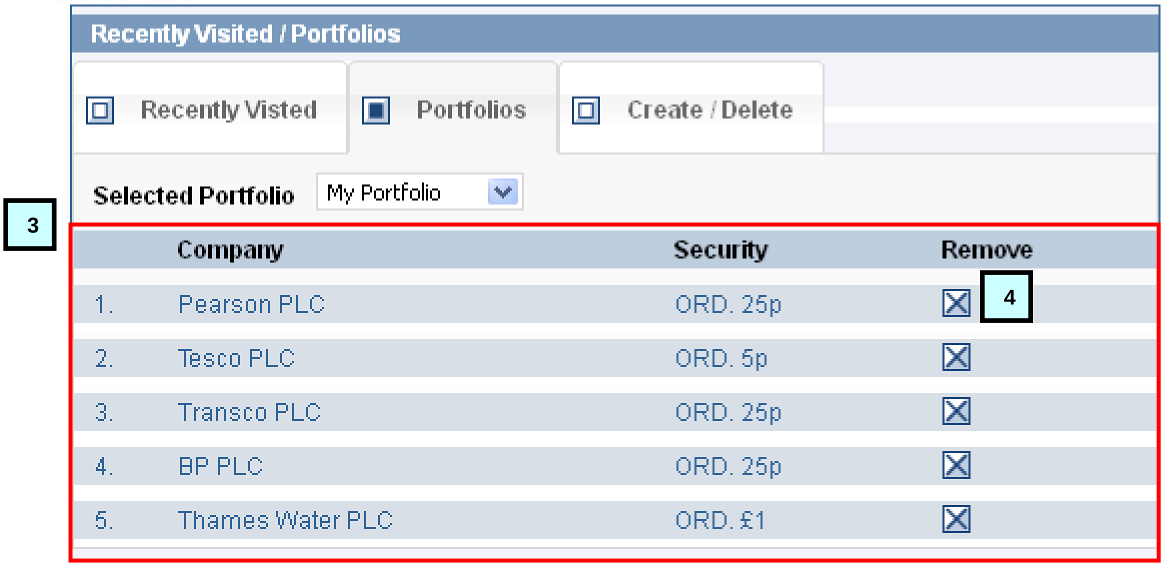
1. Click on the Portfolios tab within the “Recently visited/Portfolios” module.

2. Then select the name of the portfolio that you wish to amend.



3. The box will expand. A list of all companies currently in the portfolio will be displayed.

4. Click the under the **‘Remove’** column to delete a company from the portfolio.

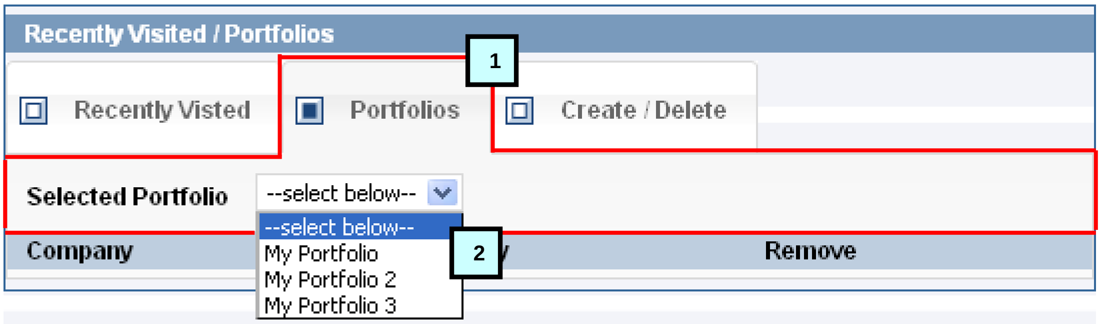


Load an existing Portfolio

Before attempting any of the steps listed below, you must first create a portfolio (refer to the Create a Portfolio section on page 16 for more information on this).

1. Click on the Portfolios tab within the “Recently visited/Portfolios” module.

2. Then select the name of the portfolio that you wish to view.



3. The box will expand. A list of all companies currently in the portfolio will be displayed.

4. Click the name of the Company under the **‘Company’** column, to view the company details.