



<b>B #:</b>	5877-17
<b>Date:</b>	May 18, 2017
<b>To:</b>	All Participants
<b>Category:</b>	Dividends
<b>From:</b>	International Services
<b>Attention:</b>	Operations, Reorg & Dividend Managers, Partners & Cashiers
<b>Subject:</b>	<b><u>Tax Relief</u></b> – Country: Germany HANNOVER RUCK SE CUSIP: 410693105 <b><u>Record Date:</u> 05/12/2017 <u>Payable Date:</u> 05/25/2017</b> <b><u>CA Web Cut-Off:</u> 06/09/2017 8:00 P.M. ET</b>

Participants can use DTC’s Corporate Actions Web (CA Web) service to certify all or a portion of their position entitled to the applicable withholding tax rate. Participants are urged to consult TaxInfo respectively before certifying their instructions over the CA Web.

Important: Prior to certifying tax withholding instructions, participants are urged to read, understand and comply with the information in the Legal Conditions category found on TaxInfo on the CA Web.

Questions regarding this Important Notice may be directed to GlobeTax 212-747-9100.

**Important Legal Information:** *The Depository Trust Company (“DTC”) does not represent or warrant the accuracy, adequacy, timeliness, completeness or fitness for any particular purpose of the information contained in this communication, which is based in part on information obtained from third parties and not independently verified by DTC and which is provided as is. The information contained in this communication is not intended to be a substitute for obtaining tax advice from an appropriate professional advisor. In providing this communication, DTC shall not be liable for (1) any loss resulting directly or indirectly from mistakes, errors, omissions, interruptions, delays or defects in such communication, unless caused directly by gross negligence or willful misconduct on the part of DTC, and (2) any special, consequential, exemplary, incidental or punitive damages.*

*To ensure compliance with Internal Revenue Service Circular 230, you are hereby notified that: (a) any discussion of federal tax issues contained or referred to herein is not intended or written to be used, and cannot be used, for the purpose of avoiding penalties that may be imposed under the Internal Revenue Code; and (b) as a matter of policy, DTC does not provide tax, legal or accounting advice and accordingly, you should consult your own tax, legal and accounting advisor before engaging in any transaction.*

DTCC offers enhanced access to all important notices via a Web-based subscription service. The notification system leverages RSS Newsfeeds, providing significant benefits including real-time updates and customizable delivery. To learn more and to set up your own DTCC RSS alerts, visit [http://www.dtcc.com/subscription\\_form.php](http://www.dtcc.com/subscription_form.php).

Non-Confidential



**HANNOVER RUECK SE** has announced a cash dividend and BNY Mellon acts as Depository for the Depository Receipt (“DR”) program.

Participants can use DTC’s Corporate Actions Web (“CA Web”) instructions tab to certify all or a portion of their position entitled to the applicable withholding tax rate. Use of these instruction methods will permit entitlement amounts to be paid through DTC. By electing, Participants agree to the Agreements, Fees, Representations and Indemnification below.

As outlined in the Eligibility Matrix below, all qualifying holders will have the opportunity to receive their full treaty benefits on DR pay date. Holders not certified at the favorable or exempt withholding tax rates through CA Web will receive the dividend net of the full German statutory withholding tax rate of 26.375% with the possibility to reclaim through the standard long form process.

## Table of Contents

<b>FEES &amp; DEADLINES</b> .....	2
<b>ELIGIBILITY MATRIX – QUICK REFUND</b> .....	3
<b>FILING ANOMALIES</b> .....	4
<b>ELIGIBILITY MATRIX – LONG FORM</b> .....	5
<b>TREATY RATE MATRIX (APPENDIX 1)</b> .....	8
<b>CONTACT DETAILS</b> .....	9
<b>DESCRIPTION OF VARIOUS DOCUMENTATION</b> .....	9
<b>FREQUENTLY ASKED QUESTIONS (FAQs)</b> .....	10
<b>QUICK REFUND QUESTIONS</b> .....	10
<b>LONG FORM QUESTIONS</b> .....	10
<b>FORMS AND ATTACHMENTS</b> .....	12

DIVIDEND EVENT DETAILS	
<b>COUNTRY OF ISSUANCE</b>	GERMANY
<b>ISSUE</b>	HANNOVER RUECK SE
<b>CUSIP#</b>	410693105
<b>UNDERLYING ISIN</b>	DE0008402215
<b>DEPOSITARY</b>	BNY MELLON
<b>DR RECORD DATE</b>	MAY 12, 2017
<b>ORD PAY DATE</b>	MAY 15, 2017
<b>DR PAY DATE</b>	MAY 25, 2017
<b>RATIO (DR to ORD)</b>	2 : 1
<b>ORD RATE</b>	€ 5.00
<b>STATUTORY WITHHOLDING RATE</b>	26.375%
	DOUBLE CLICK ICON BELOW TO DOWNLOAD 

**DUE TO NEW GERMAN LEGISLATION (GERMAN ANTI-BASE EROSION AND PROFIT SHARING (BEPS) LAW. ARTICLE 50J), QUICK REFUND CLAIMS WILL NO LONGER BE ACCEPTED FOR BENEFICIARIES LOOKING TO CLAIM AT A TAX TREATY RATE LOWER THAN 15%. ONLY LONG FORM CLAIMS CAN BE FILED FOR THESE ENTITIES.**

**THE GTA DOES NOT ACCEPT MULTIPLE CLAIMS FOR A SINGLE BENEFICIARY ON THE SAME HOLDING POSITION. IF YOU HAVE CLAIMANTS THAT MAY BE ELIGIBLE FOR THE EXEMPT RATE (E.G. U.S. PENSIONS AND CHARITIES), PLEASE REFRAIN FROM FILING AT THE FAVORABLE RATE WITH THE INTENT TO CLAIM THE REMAINDER AT A LATER DATE. THE SECONDARY SUPPLEMENTAL CLAIMS WILL BE REJECTED BY THE LOCAL MARKET.**

## FEES & DEADLINES

FILING METHOD	BATCH	PAYMENT METHOD	CUSTODIAL FEE	TAX RELIEF FEE	MINIMUM FEE PER BENEFICIAL OWNER	FINAL SUBMISSION DEADLINE (ESP)
QUICK REFUND	U.S. FAVORABLE RATE	VIA CA WEB	NO FEE	UP TO \$0.010 PER DR	\$0	JUNE 9, 2017; 8:00 P.M. EST
QUICK REFUND	NON-U.S. FAVORABLE RATE	VIA CHECK OR ACH	NO FEE	UP TO \$0.010 PER DR	\$0	JUNE 9, 2017; 8:00 P.M. EST
QUICK REFUND	BATCH 2	VIA CHECK OR ACH	NO FEE	UP TO \$0.010 PER DR	\$0	AUGUST 4, 2017; 8:00 P.M. EST
QUICK REFUND	BATCH 3	VIA CHECK OR ACH	NO FEE	UP TO \$0.010 PER DR	\$0	OCTOBER 20, 2017; 8:00 P.M. EST
LONG FORM	POST-QUICK REFUND PROCESS; ONGOING	VIA CHECK OR ACH	UP TO €25.00	UP TO \$0.010 PER DR	\$25.00	OCTOBER 01, 2021; 8:00 P.M. EST

### Agreements, Fees, Representations and Indemnification of Participants and Beneficial Owners

We hereby acknowledge that this tax relief assistance service is wholly voluntary and discretionary, and outside the terms and conditions of any applicable deposit agreement. BNY Mellon undertakes no duty or obligation to provide this service, and may reject or decline any or all proposed electing participants or holders in its sole discretion. We hereby accept and agree to pay the fees of BNY Mellon of up to \$0.010 per Depository Receipt for Quick Refund filings or up to \$0.010 per Depository Receipt for the Long Form (with a minimum of \$25), and any other charges, fees or expenses payable by or due to BNY Mellon or its agents, including any custodian, in connection with the tax reclaim process, or to tax authorities or regulators (which fees, charges or expenses may be deducted from the dividend or any other distribution or by billing or otherwise in BNY Mellon's discretion). We hereby agree that any such fees, charges or expenses may be due and payable whether or not a successful reduction in rate or reclamation is obtained. We hereby acknowledge that fees paid to BNY Mellon may be shared with its agents and affiliates.

We hereby agree that in addition to statutory and documentation requirements, and the deduction of fees, tax relief benefits will be subject to review and approval, and potential audits by the applicable custodian and applicable tax regulators, and that BNY Mellon is not providing any legal, tax, accounting or other professional advice on these matters and has expressly disclaimed any liability whatsoever for any loss howsoever arising from or in reliance hereto. Participants and/or investors should seek advice based upon their own particular circumstances from an independent tax advisor. We certify that to the best of our knowledge that each of the beneficial owners identified are eligible for the preferential rates as stated and we declare that we have performed all the necessary due diligence to satisfy ourselves as to the accuracy of the information submitted to us by these beneficial owner.

We will be fully liable for any and all claims, penalties and / or interest, including without limitation, any foreign exchange fluctuations associated therewith. BNY Mellon shall not be liable for the failure to secure any tax relief. We expressly agree that BNY Mellon and its agents or affiliates shall not have any liability for, and we shall indemnify, defend and hold each of BNY Mellon and its agents and affiliates harmless from and against, any and all loss, liability, damage, judgment, settlement, fine, penalty, demand, claim, cost or expense (including without limitation fees and expenses of defending itself or enforcing this agreement) arising out of or in connection herewith..

## ELIGIBILITY MATRIX – QUICK REFUND

**IMPORTANT DISCLAIMER: FOR THE QUICK REFUND PROCESS, CLAIMS ARE INITIATED WITH BNY MELLON/GLOBETAX UPON RECEIPT OF THE ESP SUBMISSION OR ORIGINAL COVER LETTER. THE OTHER DOCUMENTS OUTLINED BELOW DO NOT NEED TO BE SUBMITTED AT THE TIME OF THE CLAIM BUT SHOULD BE MAINTAINED BY THE DTC PARTICIPANT TO PRESENT TO THE GERMAN TAX AUTHORITY UPON REQUEST.**

RATE DESCRIPTION	RECLAIM RATE	ELIGIBLE RESIDENTS		DOCUMENTATION REQUIRED	SIGNATURE REQUIRED
<b>FAVORABLE - 15%</b>	11.375%	INDIVIDUALS, CORPS, PENSIONS RESIDENT IN:	CERTAIN TREATY COUNTRIES (APPENDIX 1)	1. EXHIBIT 1— COVER LETTER 2. EXHIBIT 2— BENEFICIARY AUTHORIZATION	1. YES – DTC PARTICIPANT 2. YES – BENEFICIARY ONLY
		TAX-TRANSPARENT ENTITIES	CERTAIN TREATY COUNTRIES (APPENDIX 1)	1. EXHIBIT 1— COVER LETTER 2. EXHIBIT 2— BENEFICIARY AUTHORIZATION 3. EXHIBIT 5— ZUSATZERKLÄRUNG <b>NON-US</b>	1. YES – DTC PARTICIPANT 2. YES – BENEFICIARY ONLY 3. YES - DTC PARTICIPANT (WITH POA)
<b>FAVORABLE - 15%</b>	11.375%	NATURAL PERSONS	UNITED STATES	1. EXHIBIT 1— COVER LETTER 2. EXHIBIT 2— BENEFICIARY AUTHORIZATION 3. ORIGINAL IRS FORM 6166— TAX YEAR 2017	1. YES – DTC PARTICIPANT 2. YES – BENEFICIARY ONLY 3. NO
		ASSOC. WITHOUT INDEPENDENT LEGAL STATUS	UNITED STATES	1. EXHIBIT 1— COVER LETTER 2. EXHIBIT 2— BENEFICIARY AUTHORIZATION 3. EXHIBIT 5 – ZUSATZERKLÄRUNG <b>USA</b> 4. ORIGINAL IRS FORM 6166— TAX YEAR 2017	1. YES – DTC PARTICIPANT 2. YES – BENEFICIARY ONLY 3. YES – DTC PARTICIPANT (WITH POA) 4. NO
		LEGAL PERSON/ SUPRA-NATIONAL ORGS	UNITED STATES	1. EXHIBIT 1— COVER LETTER 2. EXHIBIT 2— BENEFICIARY AUTHORIZATION 3. ORIGINAL IRS FORM 6166— TAX YEAR 2017	1. YES – DTC PARTICIPANT 2. YES – BENEFICIARY ONLY 3. NO
		INVESTMENT FUNDS	UNITED STATES	1. EXHIBIT 1— COVER LETTER 2. EXHIBIT 2— BENEFICIARY AUTHORIZATION 3. EXHIBIT 5 – ZUSATZERKLÄRUNG <b>USA</b> 4. ORIGINAL IRS FORM 6166— TAX YEAR 2017	1. YES – DTC PARTICIPANT 2. YES – BENEFICIARY ONLY 3. YES – DTC PARTICIPANT (WITH POA) 4. NO

<b>FAVORABLE-20%</b>	6.375%	ALL ENTITIES RESIDENT IN:	IRAN, THAILAND, TRINIDAD & TOBAGO, ZIMBABWE	1. 1 EXHIBIT 1— COVER LETTER 2. EXHIBIT 2— BENEFICIARY AUTHORIZATION	1. YES – DTC PARTICIPANT 2. YES – BENEFICIARY ONLY
<b>FAVORABLE-25%</b>	1.375%	ALL ENTITIES RESIDENT IN:	GREECE, ISRAEL	1. EXHIBIT 1— COVER LETTER 2. EXHIBIT 2— BENEFICIARY AUTHORIZATION	1. YES – DTC PARTICIPANT 2. YES – BENEFICIARY ONLY
<b>UNFAVORABLE -26.375%</b>	0%	ALL ENTITIES RESIDENT IN:	NON-TREATY COUNTRIES	NO DOCS OR ESP SUBMISSION NEEDED	1. N/A

## FILING ANOMALIES

COUNTRY	DESCRIPTION
<b>ALL</b>	PASS-THROUGH ENTITIES SUCH AS PARTNERSHIPS, TRUSTS, RICS, AND INVESTMENT FUNDS MAY NEED TO PROVIDE ADDITIONAL DOCUMENTATION IF REQUESTED BY THE BZSt. THE TOTAL REFUND ELIGIBILITY MAY BE REDUCED DEPENDING ON THE PERCENTAGE OF THE ENTITY HELD BY INVESTORS THAT DO NOT RESIDE IN THE ENTITY'S COUNTRY OF TAX RESIDENCE.
<b>UNITED STATES</b>	NATURAL PERSONS OR INDIVIDUALS MAY NOT PROVIDE POST OFFICE BOXES OR "C/O" ADDRESSES ALONE AS BENEFICIAL OWNER ADDRESS. <b>CLAIMS FOR U.S. PENSION AND CHARITIES CAN ONLY BE FILED VIA THE LONG FORM PROCESS.</b>
<b>UNITED KINGDOM</b>	U.K. PENSION SCHEMES ARE NOW ENTITLED TO A 10% WITHHOLDING TAX RATE, AND 5% FOR SHAREHOLDINGS GREATER THAN 10%. CLAIMS FOR U.K. PENSION SCHEMES CAN ONLY BE FILED VIA THE LONG FORM PROCESS AND REQUIRE ADDITIONAL DOCUMENTATION ISSUED BY HM REVENUE & CUSTOMS WHICH EVIDENCES THEIR STATUS AS A PENSION FUND.
<b>BOLIVIA, CHINA, FRANCE (PENSIONS ONLY), GEORGIA, INDIA, MONGOLIA, THE NETHERLANDS (PENSIONS ONLY), TAIWAN, UKRAINE, UNITED ARAB EMIRATES</b>	THESE TREATY COUNTRIES ARE NO LONGER ELIGIBLE FOR THE QUICK REFUND PROCESS. THEY CAN STILL RECLAIM UNDER THE LONG FORM PROCESS WITH A SUBMISSION OF THE REQUIRED DOCUMENTATION.
<b>ALL</b>	U.S. RESIDENTS AND NON-U.S. RESIDENTS WHO HAVE MISSED THE QUICK REFUND DEADLINES MAY FILE FOR A LONG FORM REFUND IF THEY SUBMIT REQUISITE DOCUMENTATION TO BNY MELLON, THROUGH ITS AGENT GLOBETAX, PRIOR TO THE EXPIRY OF THE RIGHT TO CLAIM. BASED ON THEIR COUNTRY, THAT PERIOD GENERALLY EXPIRES FOUR (4) YEARS FROM THE END OF THE YEAR IN WHICH THE DIVIDEND WAS PAID IN THE LOCAL MARKET. CLAIMS RECEIVED AFTER THE LONG FORM DEADLINE WILL BE FILED ON A BEST EFFORT BASIS AT THE DISCRETION OF GLOBETAX ON BEHALF OF BNY MELLON.  NOTE: GERMAN RESIDENTS MAY NOT PARTICIPATE IN THE PROCESSES DESCRIBED HEREIN.

## ELIGIBILITY MATRIX – LONG FORM

RATE DESCRIPTION	RECLAIM RATE	ELIGIBLE RESIDENTS		DOCUMENTATION REQUIRED	SIGNATURE REQUIRED
<b>EXEMPT - 0%</b>	26.375%	PENSIONS RESIDENT IN:	UNITED STATES: PENSION AND RETIREMENT ACCOUNTS: 401(A); 408(K); 408(A); 408(P); 403(A); 403(B); 457(B)	<ol style="list-style-type: none"> <li>1. EXHIBIT 1—COVER LETTER</li> <li>2. EXHIBIT 2– BENEFICIARY AUTHORIZATION</li> <li>3. EXHIBIT 3– PARTICIPANT AUTHORIZATION</li> <li>4. EXHIBIT 6 - PENSION DECLARATION</li> <li>5. EXHIBIT 8—CREDIT ADVICE</li> <li>6. ORIGINAL IRS FORM 6166 — TAX YEAR 2017</li> <li>7. GERMAN TAX FORM &lt;15%</li> </ol>	<ol style="list-style-type: none"> <li>1. YES – DTC PARTICIPANT</li> <li>2. YES – BENEFICIARY ONLY</li> <li>3. YES – DTC PARTICIPANT</li> <li>4. YES – DTC PARTICIPANT (WITH POA)</li> <li>5. YES – DTC PARTICIPANT</li> <li>6. NO</li> <li>7. YES – PARTICIPANT OR AUTHORIZED REPRESENTATIVE</li> </ol>
		CHARITIES RESIDENT IN:	UNITED STATES: 501(C)3	<ol style="list-style-type: none"> <li>1. EXHIBIT 1—COVER LETTER</li> <li>2. EXHIBIT 2– BENEFICIARY AUTHORIZATION</li> <li>3. EXHIBIT 3– PARTICIPANT AUTHORIZATION</li> <li>4. EXHIBIT 8—CREDIT ADVICE</li> <li>5. IRS TAX DETERMINATION LETTER</li> <li>6. ORIGINAL IRS FORM 6166 — TAX YEAR 2017</li> <li>7. GERMAN TAX FORM &lt;15%</li> </ol>	<ol style="list-style-type: none"> <li>1. YES – DTC PARTICIPANT</li> <li>2. YES – BENEFICIARY ONLY</li> <li>3. YES – DTC PARTICIPANT</li> <li>4. YES – DTC PARTICIPANT</li> <li>5. NO</li> <li>6. NO</li> <li>7. YES– PARTICIPANT OR AUTHORIZED REPRESENTATIVE</li> </ol>
<b>FAVORABLE - 10%</b>	16.375%	PENSIONS RESIDENT IN:	THE NETHERLANDS	<ol style="list-style-type: none"> <li>1. EXHIBIT 1—COVER LETTER</li> <li>2. EXHIBIT 2– BENEFICIARY AUTHORIZATION</li> <li>3. EXHIBIT 3– PARTICIPANT AUTHORIZATION</li> <li>4. EXHIBIT 8—CREDIT ADVICE</li> <li>5. DUTCH PENSION CERTIFICATE</li> <li>6. GERMAN TAX FORM &lt;15%</li> </ol>	<ol style="list-style-type: none"> <li>1. YES – DTC PARTICIPANT</li> <li>2. YES – BENEFICIARY ONLY</li> <li>3. YES – DTC PARTICIPANT</li> <li>4. YES – DTC PARTICIPANT</li> <li>5. YES – ORIGINAL FROM LOCAL TAX AUTHORITY</li> <li>6. YES - ORIGINAL SIGNATURE AND STAMP FROM LOCAL TAX AUTHORITY</li> </ol>
		ALL ENTITIES RESIDENT IN:	BOLIVIA, CHINA, GEORGIA, INDIA, MONGOLIA, SYRIA, TAIWAN, UKRAINE, UNITED ARAB EMIRATES	<ol style="list-style-type: none"> <li>1. EXHIBIT 1—COVER LETTER</li> <li>2. EXHIBIT 2– BENEFICIARY AUTHORIZATION</li> <li>3. EXHIBIT 3– PARTICIPANT AUTHORIZATION</li> <li>4. EXHIBIT 8—CREDIT ADVICE</li> <li>5. GERMAN TAX FORM &lt;15%</li> </ol>	<ol style="list-style-type: none"> <li>1. YES – DTC PARTICIPANT</li> <li>2. YES – BENEFICIARY ONLY</li> <li>3. YES – DTC PARTICIPANT</li> <li>4. YES – DTC PARTICIPANT</li> <li>5. YES - ORIGINAL SIGNATURE AND STAMP FROM LOCAL TAX AUTHORITY</li> </ol>
		PENSIONS RESIDENT IN:	UNITED KINGDOM	<ol style="list-style-type: none"> <li>1. EXHIBIT 1—COVER LETTER</li> <li>2. EXHIBIT 2– BENEFICIARY AUTHORIZATION</li> </ol>	<ol style="list-style-type: none"> <li>1. YES – DTC PARTICIPANT</li> <li>2. YES – BENEFICIARY ONLY</li> <li>3. YES – DTC PARTICIPANT</li> <li>4. YES – DTC PARTICIPANT</li> </ol>

				<ul style="list-style-type: none"> <li>3. EXHIBIT 3– PARTICIPANT AUTHORIZATION</li> <li>4. EXHIBIT 8—CREDIT ADVICE</li> <li>5. HM REVENUE &amp; CUSTOMS PENSION CERTIFICATION</li> <li>6. HM REVENUE &amp; CUSTOMS CERTIFICATE OF RESIDENCY</li> <li>7. GERMAN TAX FORM &lt;15%</li> </ul>	<ul style="list-style-type: none"> <li>5. YES - ORIGINAL FROM LOCAL TAX AUTHORITY</li> <li>6. YES - ORIGINAL FROM LOCAL TAX AUTHORITY</li> <li>7. YES - ORIGINAL SIGNATURE AND STAMP FROM LOCAL TAX AUTHORITY</li> </ul>
<b>FAVORABLE - 15%</b>	11.375%	INDIVIDUALS, CORPS, PENSIONS RESIDENT IN :	CERTAIN TREATY COUNTRIES (APPENDIX 1)	<ul style="list-style-type: none"> <li>1. EXHIBIT 1—COVER LETTER</li> <li>2. EXHIBIT 2– BENEFICIARY AUTHORIZATION</li> <li>3. EXHIBIT 3– PARTICIPANT AUTHORIZATION</li> <li>4. EXHIBIT 8—CREDIT ADVICE</li> <li>5. GERMAN TAX FORM</li> </ul>	<ul style="list-style-type: none"> <li>1. YES – DTC PARTICIPANT</li> <li>2. YES – BENEFICIARY ONLY</li> <li>3. YES – DTC PARTICIPANT</li> <li>4. YES – DTC PARTICIPANT</li> <li>5. YES – ORIGINAL SIGNATURE FROM LOCAL TAX AUTHORITY</li> </ul>
		TAX-TRANSPARENT ENTITIES	CERTAIN TREATY COUNTRIES (APPENDIX 1)	<ul style="list-style-type: none"> <li>1. EXHIBIT 1—COVER LETTER</li> <li>2. EXHIBIT 2– BENEFICIARY AUTHORIZATION</li> <li>3. EXHIBIT 3– PARTICIPANT AUTHORIZATION</li> <li>4. EXHIBIT 5 — ZUSATZERKLÄRUNG</li> <li>5. EXHIBIT 8—CREDIT ADVICE</li> <li>6. GERMAN TAX FORM</li> </ul>	<ul style="list-style-type: none"> <li>1. YES – DTC PARTICIPANT</li> <li>2. YES – BENEFICIARY ONLY</li> <li>3. YES – DTC PARTICIPANT</li> <li>4. YES – DTC PARTICIPANT (WITH POA)</li> <li>5. YES – DTC PARTICIPANT</li> <li>6. YES – ORIGINAL SIGNATURE FROM LOCAL TAX AUTHORITY</li> </ul>
<b>FAVORABLE - 15%</b>	11.375%	NATURAL PERSONS	UNITED STATES	<ul style="list-style-type: none"> <li>1. EXHIBIT 1—COVER LETTER</li> <li>2. EXHIBIT 2– BENEFICIARY AUTHORIZATION</li> <li>3. EXHIBIT 3– PARTICIPANT AUTHORIZATION</li> <li>4. EXHIBIT 8—CREDIT ADVICE</li> <li>5. ORIGINAL IRS FORM 6166 — TAX YEAR 2017</li> <li>6. GERMAN TAX FORM</li> </ul>	<ul style="list-style-type: none"> <li>1. YES – DTC PARTICIPANT</li> <li>2. YES – BENEFICIARY ONLY</li> <li>3. YES – DTC PARTICIPANT</li> <li>4. YES – DTC PARTICIPANT</li> <li>5. NO – 6166 MUST BE ORIGINAL</li> <li>6. YES – ORIGINAL SIGNATURE FROM BENEFICIAL OWNER</li> </ul>
		ASSOC. WITHOUT INDEPENDT LEGAL STATUS	UNITED STATES	<ul style="list-style-type: none"> <li>1. EXHIBIT 1—COVER LETTER</li> <li>2. EXHIBIT 2– BENEFICIARY AUTHORIZATION</li> <li>3. EXHIBIT 3– PARTICIPANT AUTHORIZATION</li> <li>4. EXHIBIT 5 — ZUSATZERKLÄRUNG USA</li> <li>5. EXHIBIT 8—CREDIT ADVICE</li> <li>6. ORIGINAL IRS FORM 6166 — TAX YEAR 2017</li> <li>7. GERMAN TAX FORM</li> </ul>	<ul style="list-style-type: none"> <li>1. YES – DTC PARTICIPANT</li> <li>2. YES – BENEFICIARY ONLY</li> <li>3. YES – DTC PARTICIPANT</li> <li>4. YES – DTC PARTICIPANT (WITH POA)</li> <li>5. YES – DTC PARTICIPANT</li> <li>6. NO – 6166 MUST BE ORIGINAL</li> <li>7. YES – ORIGINAL SIGNATURE FROM BENEFICIAL OWNER</li> </ul>

		LEGAL PERSON/ SUPRANATIOINAL ORGS	UNITED STATES	<ol style="list-style-type: none"> <li>1. EXHIBIT 1—COVER LETTER</li> <li>2. EXHIBIT 2— BENEFICIARY AUTHORIZATION</li> <li>3. EXHIBIT 3— PARTICIPANT AUTHORIZATION</li> <li>4. EXHIBIT 8—CREDIT ADVICE</li> <li>5. ORIGINAL IRS FORM 6166 — TAX YEAR 2017</li> <li>6. GERMAN TAX FORM</li> </ol>	<ol style="list-style-type: none"> <li>1. YES – DTC PARTICIPANT</li> <li>2. YES – BENEFICIARY ONLY</li> <li>3. YES – DTC PARTICIPANT</li> <li>4. YES – DTC PARTICIPANT</li> <li>5. NO – 6166 MUST BE ORIGINAL</li> <li>6. YES – ORIGINAL SIGNATURE FROM BENEFICIAL OWNER</li> </ol>
		INVESTMENT FUNDS	UNITED STATES	<ol style="list-style-type: none"> <li>1. EXHIBIT 1—COVER LETTER</li> <li>2. EXHIBIT 2— BENEFICIARY AUTHORIZATION</li> <li>3. EXHIBIT 3— PARTICIPANT AUTHORIZATION</li> <li>4. EXHIBIT 5 — ZUSATZERKLÄRUNG USA</li> <li>5. EXHIBIT 8—CREDIT ADVICE</li> <li>6. ORIGINAL IRS FORM 6166 — TAX YEAR 2017</li> <li>7. GERMAN TAX FORM</li> </ol>	<ol style="list-style-type: none"> <li>1. YES – DTC PARTICIPANT</li> <li>2. YES – BENEFICIARY ONLY</li> <li>3. YES – DTC PARTICIPANT</li> <li>4. YES – DTC PARTICIPANT (WITH POA)</li> <li>5. YES – DTC PARTICIPANT</li> <li>6. NO – 6166 MUST BE ORIGINAL</li> <li>7. YES – ORIGINAL SIGNATURE FROM BENEFICIAL OWNER</li> </ol>
<b>FAVORABLE - 20%</b>	6.375%	ALL ENTITIES RESIDENT IN :	IRAN, THAILAND, TRINIDAD & TOBAGO, ZIMBABWE	<ol style="list-style-type: none"> <li>1. EXHIBIT 1—COVER LETTER</li> <li>2. EXHIBIT 2— BENEFICIARY AUTHORIZATION</li> <li>3. EXHIBIT 3— PARTICIPANT AUTHORIZATION</li> <li>4. EXHIBIT 8—CREDIT ADVICE</li> <li>5. GERMAN TAX FORM</li> </ol>	<ol style="list-style-type: none"> <li>1. YES – DTC PARTICIPANT</li> <li>2. YES – BENEFICIARY ONLY</li> <li>3. YES – DTC PARTICIPANT</li> <li>4. YES – DTC PARTICIPANT</li> <li>5. YES – ORIGINAL SIGNATURE FROM LOCAL TAX AUTHORITY</li> </ol>
<b>FAVORABLE - 25%</b>	1.375%	ALL ENTITIES RESIDENT IN :	GREECE, ISRAEL	<ol style="list-style-type: none"> <li>1. EXHIBIT 1—COVER LETTER</li> <li>2. EXHIBIT 2— BENEFICIARY AUTHORIZATION</li> <li>3. EXHIBIT 3— PARTICIPANT AUTHORIZATION</li> <li>4. EXHIBIT 8—CREDIT ADVICE</li> <li>5. GERMAN TAX FORM</li> </ol>	<ol style="list-style-type: none"> <li>1. YES – DTC PARTICIPANT</li> <li>2. YES – BENEFICIARY ONLY</li> <li>3. YES – DTC PARTICIPANT</li> <li>4. YES – DTC PARTICIPANT</li> <li>5. YES – ORIGINAL SIGNATURE FROM LOCAL TAX AUTHORITY</li> </ol>
<b>UNFAVORABLE - 26.375%</b>	0%	ALL ENTITIES RESIDENT IN :	NON-TREATY COUNTRIES	NO DOCS OR ESP SUBMISSION NEEDED	1. N/A

## TREATY RATE MATRIX (APPENDIX 1)

RECLAIM RATE	COUNTRY						
<b>EXEMPT 26.375%</b>	UNITED STATES OF AMERICA – <b>PENSION/RETIREMENT ACCOUNTS:</b> 401(A);408(K); 408(A); 408(P); 403(A); 403(B); 457(B) <b>CHARITY ACCOUNTS:</b> 501(C)3				PLEASE NOTE U.S. CHARITY AND PENSION ACCOUNTS ARE NO LONGER ELIGIBLE FOR THE QUICK REFUND PROCESS. THEY CAN STILL RECLAIM UNDER THE LONG FORM PROCESS WITH A SUBMISSION OF THE REQUIRED DOCUMENTATION.		
<b>FAVORABLE 16.375%</b>	BOLIVIA, CHINA, GEORGIA, INDIA, MONGOLIA, THE NETHERLANDS (PENSIONS ONLY), TAIWAN, UKRAINE, UNITED ARAB EMIRATES, UNITED KINGDOM (PENSIONS ONLY)				PLEASE NOTE BENEFICIARIES OF THIS RECLAIM RATE ARE NO LONGER ELIGIBLE FOR THE QUICK REFUND PROCESS. THEY CAN STILL RECLAIM UNDER THE LONG FORM PROCESS WITH A SUBMISSION OF THE REQUIRED DOCUMENTATION.		
<b>FAVORABLE 11.375%</b>	ALBANIA	ALGERIA	ARGENTINA	ARMENIA	AUSTRALIA	AUSTRIA	AZERBAIJAN
	BANGLADESH	BELARUS	BELGIUM	BOSNIA- HERZEGOVINA	BULGARIA	CANADA	CROATIA
	CYPRUS	CZECH REPUBLIC	DENMARK	ECUADOR	EGYPT	ESTONIA	FINLAND
	FRANCE	GHANA	HUNGARY	INDONESIA	IRELAND	ITALY	IVORY COAST
	JAMAICA	JAPAN	KAZAKHSTAN	KENYA	KOREA, REPUBLIC OF (S)	KOSOVO	KUWAIT
	KYRGYZSTAN	LATVIA	LIBERIA	LIECHTENSTEIN	LITHUANIA	LUXEMBOURG	LUXEMBOURG (REIT)
	MACEDONIA	MALAYSIA	MALTA	MAURITIUS	MEXICO	MOLDOVA	MONTENEGRO
	NAMIBIA	THE NETHERLANDS	NEW ZEALAND	NORWAY	PAKISTAN	PHILIPPINES	POLAND
	PORTUGAL	ROMANIA	RUSSIA	SERBIA	SINGAPORE	SLOVAK REPUBLIC	SLOVENIA
	SOUTH AFRICA	SPAIN	SRI LANKA	SWEDEN	SWITZERLAND	SWITZERLAND (REIT)	TAJIKISTAN
	TUNISIA	TURKEY	TURKMENISTAN	TAIWAN (REIT)	UNITED ARAB EMIRATES (REIT)	UNITED KINGDOM	UNITED KINGDOM (CHA)
	UNITED STATES OF AMERICA	URUGUAY	UZBEKISTAN	VENEZUELA	VIETNAM	ZAMBIA	
<b>FAVORABLE 6.375%</b>	IRAN, THAILAND, TRINIDAD AND TOBAGO, ZIMBABWE						
<b>FAVORABLE 1.375%</b>	GREECE, ISRAEL						
<b>UNFAVORABLE 0%</b>	NON-TREATY COUNTRIES						

## DESCRIPTION OF VARIOUS DOCUMENTATION

DOCUMENT NAME	DESCRIPTION
<b>EXHIBIT 1 COVER LETTER</b>	Lists details of each Beneficial Owner's claim. Must be printed on DTC Participant firm letterhead. Must indemnify BNY Mellon and its agent GlobeTax as the exhibit provided.
<b>EXHIBIT 2 BENEFICIARY AUTHORIZATION</b>	1) Allows BNY Mellon, through its agent GlobeTax to submit application on behalf of the Beneficial Owner and receive the reimbursement amounts. 2) Makes necessary declarations of eligibility.
<b>EXHIBIT 3 PARTICIPANT AUTHORIZATION LETTER</b>	There only needs to be one participant authorization letter per filing of the issue from the participant. This certifies the depository to perform reclaim services on behalf of the participant.
<b>IRS FORM 6166</b>	<a href="https://www.irs.gov/individuals/international-taxpayers/form-6166-certification-of-u-s-tax-residency">https://www.irs.gov/individuals/international-taxpayers/form-6166-certification-of-u-s-tax-residency</a>
<b>EXHIBIT 5 ZUSATZERKLÄRUNG NON-USA/ ZUSATZERKLÄRUNG USA</b>	Required of all tax transparent entities. This form must be completed by a representative of the entity.
<b>EXHIBIT 6 PENSION DECLARATION</b>	For U.S. Pensions & Retirement Accounts only. Certifies that the Beneficial Owner is a U.S. Pension Fund under the meaning of Article 10, paragraph (3) subparagraph (b) of the Double Taxation Treaty between Germany and the United States.
<b>EXHIBIT 8 CREDIT ADVICE</b>	Provides a breakdown of the share position as well as relevant beneficial owner information.
<b>GERMAN TAX FORM</b>	NON-US ONLY. This form must be completed and then certified by the local tax authority.
<b>GERMAN TAX FORM &lt;15%</b>	This <a href="#">form</a> must be completed and then certified by the local tax authority (except U.S.). Claimants must meet the updated guidelines established by the GTA under Article 50j. Declaration can be signed by beneficiary or authorized representative.
<b>IRS TAX DETERMINATION LETTER</b>	U.S Only. Issued by the Internal Revenue Service, stating within the letter the name of the Beneficial Owner and confirmation that the entity is a 501(c)3.

## CONTACT DETAILS

<b>PRIMARY CONTACT</b>	DANETTE MOORE
<b>DOMESTIC PHONE (U.S.)</b>	1-800-915-3536
<b>DOMESTIC FAX (U.S.)</b>	1-800-985-3536
<b>INTERNATIONAL PHONE</b>	1-212-747-9100
<b>INTERNATIONAL FAX</b>	1-212-747-0029
<b>EMAIL ADDRESS</b>	<a href="mailto:DANETTE_MOORE@GLOBETAX.COM">DANETTE_MOORE@GLOBETAX.COM</a>
<b>GROUP EMAIL</b>	<a href="mailto:GERMANYESP@GLOBETAX.COM">GERMANYESP@GLOBETAX.COM</a>
<b>COMPANY</b>	GLOBETAX SERVICES INC.
<b>STREET ADDRESS</b>	ONE NEW YORK PLAZA, 34 <sup>TH</sup> FLOOR
<b>CITY/STATE/ZIP</b>	NEW YORK, NY 10004
<b>ADDITIONAL CONTACTS</b>	BONNIE LI EILEEN CHAN

# ESP

powered by **GLOBETAX**

**BNY Mellon offers ESP powered by GlobeTax, an electronic withholding tax submission system. This system allows for the secure and simplified transfer of beneficial owner level data from the Participant to BNY Mellon and creates applicable documentation on the Participants behalf. Submit the data online through the web site below, print out the document on letterhead, sign, and mail to BNY Mellon / GlobeTax.**

**These claims should be submitted through the following web site. (Requires a one-time registration)**

<https://ESP.GlobeTax.com>

**Please contact [support@globetax.com](mailto:support@globetax.com) at 212-747-9100 if you have any questions about this process.**

## FREQUENTLY ASKED QUESTIONS (FAQs)

### QUICK REFUND QUESTIONS

<b>Do I need to physically send any documents to BNY Mellon/GlobeTax?</b>	No, if the reclaim is a Quick Refund. However, the documentation listed in the Quick Refund eligibility matrix must be on file and at the disposal of the DTC participant in case of audit by the German Tax Authority.
<b>Will I be paid through DTC for claims submitted through the Quick Refund reclaim process?</b>	Only claims submitted for the first batch of U.S. Quick Refund will be paid via CA Web at DTC.
<b>Once I submit a Quick Refund claim via ESP, how long will it take to be paid?</b>	We estimate payment within 3-6 months of claim submission to the German Tax Authority.
<b>My client is unable to provide the required documentation by the Quick Refund deadline. May I still submit the claim through ESP?</b>	No, claims will not be considered valid unless all documentation is on file with the DTC Participant. In the event of an audit and documentation cannot be provided, the claim will be rejected with no ability to refile.
<b>Can I sign the authorization on behalf of my client?</b>	No, only the beneficiary or an authorized representative of the beneficiary (if an entity is not an individual) can sign the form. The participant cannot sign the form on behalf of their client.
<b>Am I required to file through ESP?</b>	No, if you cannot submit client data through ESP, you can still use ESP to download relevant documents in support of your traditional reclaim. However, a fee may be assessed in the future should you file outside of ESP.
<b>Does the Quick Refund process have a minimum position per beneficial owner requirement?</b>	No, there is no minimum position for Quick Refund.
<b>Does the Quick Refund process require a submission of a certification of tax residency?</b>	The German Government reserves the right to request certifications of tax residency for any and all filers submitting claims through the quick refund process. We advise keeping a certification of residency on file for the year you are filing the quick refund claim.

### LONG FORM QUESTIONS

<b>Do I need to physically send any documents to BNY Mellon/GlobeTax?</b>	Yes, if the reclaim is a Long Form claim, please submit all documents outlined by the Long Form eligibility matrix at the time the claims is made. Incomplete reclaims will be rejected and returned to the participant and will only be accepted upon confirmation of a complete reclaim.
<b>Are Form 6166s with IRS code ruling 81-100 accepted?</b>	Yes, with a tax determination letter that verifies the beneficiary as a 401(a) & pension declaration letter.
<b>Will I be paid through DTC for claims submitted through the Long Form process?</b>	No, you will be paid by check or ACH for any claim submitted through the Long Form process.
<b>How long does it take for long form claims to be paid?</b>	We estimate it takes up to one year for long form claims to be paid.
<b>Does the long form process have a minimum position requirement per beneficial owner?</b>	Yes, Long Form reclaims must be able to cover the EURO voucher cost in addition to a \$25.00 minimum fee. We encourage the reclaim to be a 100.00 EUR or more to cover the fees and be advantageous to the beneficiary.
<b>What is the statute of limitations for filing German reclaims?</b>	It is 4 years from ordinary pay date. Claims received after our submission deadline will be filed on a best effort basis.

<p><b>Will BNY Mellon/GlobeTax accept claims filed directly to them by beneficial owners?</b></p>	<p>No. BNY Mellon only accepts claims filed by the DTC participant who was holding securities through DTC and only to the extent that DTC has reported these holdings to us as valid record date holdings. Beneficial owners are required to file their claims through the custody chain to the DTC participant of record. All claims not received directly from the DTC participant will be returned to the beneficial owner. The ONLY exception to this requirement are registered shareholders where GlobeTax has permission to process the registered shareholder file and they can provide the required documentation.</p>
<p><b>Is this long form process free of charge?</b></p>	<p>No. This tax reclaim assistance service is wholly voluntary and discretionary and outside the terms and conditions of any applicable deposit agreement. Fees will be charged for this assistance service of up to \$0.015 per depositary receipt for standard long form reclaims with a minimum of \$25.00. Reclaims received post deadline cannot be assured and may be subject to a per beneficiary fee as well as other charges, fees or expenses payable by or due to BNY Mellon or its agents, including the custodian or tax authorities. In addition, charges may apply to any long form claims rejected or not accepted by the custodian. Fees paid to BNY Mellon may be shared with its agents and affiliates.</p>
<p><b>Am I required to file through ESP?</b></p>	<p>No, if you cannot submit client data through ESP, you can still use ESP to download relevant documents in support of your traditional reclaim. However, a fee may be assessed in the future should you file outside of ESP.</p>
<p><b>Do all long form claims require a voucher?</b></p>	<p>Yes. Due to a change in regulations by the German Federal Central Tax Office (“BZSt”), all reclaim filings on dividends paid after 1 January 2012 require a tax voucher certified by the last domestic paying agent. BNY Mellon will secure these certified tax vouchers on behalf of and in support of claims filed through BNY Mellon. The fees for securing the certified German tax vouchers are included in the Depositary Fee for Quick Refunds. To secure this tax voucher for Long Form reclaims, a separate Custodial Fee will be deducted from the payment received at the USD equivalent based on the FX rate of the payment.</p>
<p><b>What are the updated filing procedures for entities looking to reclaim at a tax treaty rate of lower than 15%?</b></p>	<p>The new ruling under Article 50j is effective for all dividends paying after January 1, 2017. The claimant should not hold more than 10% of the nominal capital from where the dividend has been received. The claimant should hold the shares for one continuous economic year as of the dividend record date. However, if the claimant has not held the shares for one continuous year, they should meet the following criteria to be eligible to file a tax reclaim: the claimant must have held the shares for a consecutive 45 days within a 90 day period around the dividend ex-date (45 days prior to ex-date and 45 days after ex-date). During the minimum holding period, the claimant must bear at least 70% of the minimum market price risk compared to the market value at acquisition of the shares. The claimant must not be obligated to transfer, compensate, or forward any of the capital gains to another party.</p>










**Warning and Disclaimer:**




BNY Mellon will not be responsible for the truth or accuracy of any submissions received by it and all Participants and holders, whether or not following the procedures set forth herein or otherwise submitting any information, agree to indemnify and hold harmless BNY Mellon and its agents for any and all losses, liabilities and fees (including reasonable fees and expenses of counsel) incurred by any of them in connection herewith or arising herefrom. BNY Mellon and its agents will be relying upon the truth and accuracy of any and all submissions received by them in connection with the tax relief process and shall hold all participants and DR holders liable and responsible for any losses incurred in connection therewith or arising there from. There is no guarantee that the applicable tax authorities will accept submissions for relief. Neither BNY Mellon nor its agents shall be responsible or liable to any holders of DRs in connection with any matters related to, arising from, or in connection with the tax relief process described herein. See also “**Agreements, Fees, Representations and Indemnification**” above.

All tax information contained in this Important Notice is based on a good faith compilation of information obtained and received from multiple sources. The information is subject to change. Actual deadlines frequently vary from the statutory deadlines because of local market conditions and advanced deadlines set by local agents. To mitigate risk it is strongly advised that DTC Participants file their claims as soon as possible as the depositary and/or their agents will not be liable for claims filed less than six months before the specified deadline. In the event that local market rules, whether implemented by a local agent or a Tax Authority, conflict with the information provided in the important notice, either prior to or after publication, the local market rules will prevail.

## FORMS AND ATTACHMENTS

*\*Double click on respective icon to view attachment.*

<b>EXHIBIT 1 – COVER LETTER</b> <i>**For Non-ESP users ONLY</i>	<b>EXCEL BREAKDOWN</b> <i>**For Non-ESP users ONLY</i>	<b>EXHIBIT 2, 3, 5, 6, 8</b> <i>**For Non-ESP users ONLY</i>
 BNYM COVER LETTER.docx	 Microsoft Excel Worksheet	 ALL EXHIBITS.pdf
<b>GERMAN TAX FORM</b> <i>**For Non-ESP users ONLY</i>	<b>GERMAN TAX FORM &lt;15%</b> <i>**United Kingdom Pension Fund – held shares less than a consecutive year***</i>	<b>GERMAN TAX FORM &lt;15%</b> <i>**United Kingdom Pension Fund – held shares for a consecutive year***</i>
 Tax Form - Annotated.pdf	 GREAT BRITAIN - LESS THAN A YEAR H	 GREAT BRITAIN - YEAR LONG HOLDER
<b>GERMAN TAX FORM &lt;15%</b> <i>**The Netherlands Pension Fund – held shares less than a consecutive year**</i>	<b>GERMAN TAX FORM &lt;15%</b> <i>**The Netherlands Pension Fund – held shares for a consecutive year***</i>	<b>GERMAN TAX FORM &lt;15%</b> <i>**United States 501(C)3 – held shares less than a consecutive year***</i>
 NETHERLAND - LESS THAN A YEAR HOLDE	 NETHERLAND - YEAR LONG HOLDER	 USA -CHARITY - LESS THAN A YEAR H

<p><b>GERMAN TAX FORM &lt;15%</b>  <i>**United States 501(C)3 – held shares for a consecutive year***</i></p>	<p><b>GERMAN TAX FORM &lt;15%</b>  <i>**United States Pension Fund– held shares less than a consecutive year***</i></p>	<p><b>GERMAN TAX FORM &lt;15%</b>  <i>**United States Pension Fund– held shares for a consecutive year***</i></p>
<p>  USA -CHARITY -  YEAR LONG HOLDER</p>	<p>  USA -PENSION-  LESS THAN A YEAR H</p>	<p>  USA -PENSION-  YEAR LONG HOLDER</p>

**For claimants of the following countries, please contact [GermanyESP@globetax.com](mailto:GermanyESP@globetax.com) for the forms:  
BOLIVIA, CHINA, GEORGIA, INDIA, MONGOLIA, TAIWAN, UKRAINE, UNITED ARAB EMIRATES**