

Fund Management – Corporate Action

PURPOSE

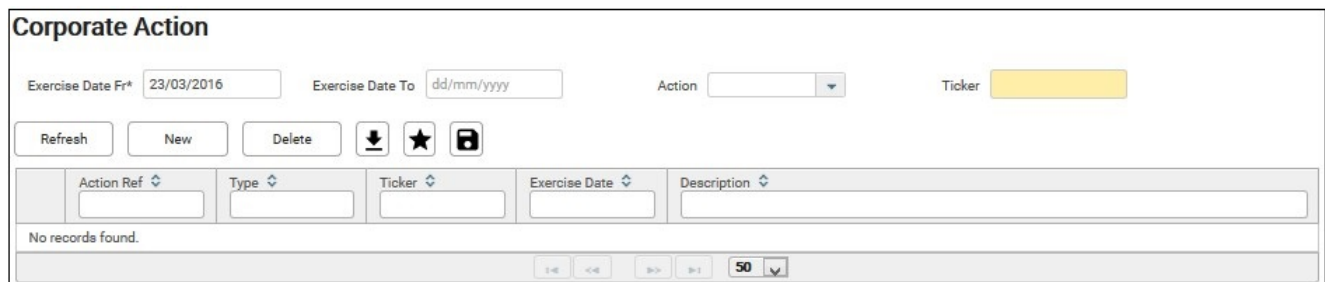
This document shows the process of how to create a transaction in fund management > corporate action.

WHY IS THIS IMPORTANT?

Allows you to book Corporate Actions for bonus/split and rights take up/exercise in CS Lucas system.

PROCEDURE

1. From the main menu, select Transaction > Fund Management > Corporate Action. The screen below will be displayed.



The screenshot shows the 'Corporate Action' interface. At the top, there are input fields for 'Exercise Date Fr*' (23/03/2016), 'Exercise Date To' (dd/mm/yyyy), 'Action' (a dropdown menu), and 'Ticker' (a yellow input field). Below these are buttons for 'Refresh', 'New', and 'Delete', along with icons for download, star, and save. A table with five columns is visible: 'Action Ref', 'Type', 'Ticker', 'Exercise Date', and 'Description'. The table is currently empty, with the text 'No records found.' displayed below it. At the bottom, there are navigation buttons (Previous, First, Last, Next) and a page number '50' with a dropdown arrow.

2. Click New.

New Corporate Action

←
Action
Bonus/Splits

Update

Exercise Date

Ticker*

Ex Date*

Ratio*
for

Description

3. Choose the Action; it could be Bonus/Splits or Rights Take Up. In this example, we will show Bonus/Splits.

4. Fill in the fields. Input the Exercise Date or the date when the action will happen.

5. For the ticker, if unsure of the ticker name, type the first letter and press the Tab key on your keyboard. All the tickers that start with that letter will be displayed.

New Corporate Action

←
Action
Bonus/Splits

Update

200 rows

S*	
<u>SATS</u>	SATS
<u>Sec1</u>	Sec1
<u>Share A</u>	Share A
<u>SIA:SP</u>	Singapore Airlines
<u>SINGTEL</u>	SINGTEL

Exercise Date

Ticker*

Ex Date*

Ratio*
for

Description

6. Click on the ticker to use.

7. Input the Ex Date.

8. Type the Ratio. In this example, it will be 2 for 1, which

means the investor will get 2 shares for every 1.

9. Click Update. The Corporate Action main screen will show the transaction.

Corporate Action

Exercise Date Fr* 30/06/2017 Exercise Date To dd/mm/yyyy Action Ticker

	Action Ref	Type	Ticker	Exercise Date	Description
<input type="checkbox"/>	CAC100004.00	Bonus/Splits	SIA:SP	30 Jun 2017	Bonus Issue 2.0 for 1.0 exdate 30-Jun-2017.

1 of 50

10. Click on the Action Ref; the screen below will be displayed.

Process Corporate Action

Reference CAC100004.00

Ticker SIA:SP

Exercise Date 30 Jun 2017

Description Bonus Issue 2.0 for 1.0 exdate 30-Jun-2017.

TDate 30/06/2017 VDate 30/06/2017

	Portfolio	Before	After	Book Ref
<input type="checkbox"/> Book	TACTICAL	2,500,000.000000	<input type="text" value="5,000,000.000000"/>	

11. To book, click on the checkbox next to the portfolio and click Process. The system prompts the action, which is processed.

Corporation action processed.

Process Corporate Action

Corporation action processed.

Reference: CAC100004.00
 Ticker: SIA:SP
 Exercise Date: 30 Jun 2017
 Description: Bonus Issue 2.0 for 1.0 exdate 30-Jun-2017.

TDate: 30/06/2017 VDate: 30/06/2017

	Portfolio	Before	After	Book Ref
<input type="checkbox"/> Delete	TACTICAL			IVM100042.00

12. The Book Ref shows the trade ID for the processed trading. Navigate to Transaction > Fund Management > Investment screen; that trade created from the action will be displayed. This is the additional 2,500,000 shares bought.

Investment											
Acct Cntr* TFI-SG		Portfolio* TACTICAL		Ticker SIA:SP		TDate Fr dd/mm/yyyy		TDate To dd/mm/yyyy		Broker	
<input type="button" value="Refresh"/>		<input type="button" value="New"/>		<input type="button" value="Custody/Settlement"/>		<input type="button" value="Delete"/>		<input type="button" value="Confirm"/>		<input type="button" value="Download"/>	
Flag	TradeID	Acct Cntr	Broker	Portfolio	Ticker	TDate	Buy/Sell	Quantity	Ccy	Net Proceeds	Tranx Cost
<input type="checkbox"/>	IVM100006.00	TFI-SG	VICKERS	TACTICAL	SIA:SP	17 Jan 2017	Buy	1,000,000.000000	SGD	9,891,079.73	1,079.73
<input type="checkbox"/>	IVM100011.00	TFI-SG	VICKERS	TACTICAL	SIA:SP	7 Feb 2017	Sell	300,000.000000	SGD	2,945,663.28	336.72
<input type="checkbox"/>	IVM100017.00	TFI-SG	VICKERS	TACTICAL	SIA:SP	7 Mar 2017	Buy	600,000.000000	SGD	5,940,657.08	657.08
<input type="checkbox"/>	IVM100022.00	TFI-SG	VICKERS	TACTICAL	SIA:SP	11 Apr 2017	Sell	400,000.000000	SGD	4,083,541.51	458.49
<input type="checkbox"/>	IVM100027.00	TFI-SG	VICKERS	TACTICAL	SIA:SP	16 May 2017	Buy	700,000.000000	SGD	7,490,822.93	822.93
<input type="checkbox"/>	IVM100035.00	TFI-SG	VICKERS	TACTICAL	SIA:SP	13 Jun 2017	Buy	900,000.000000	SGD	9,009,985.46	985.46
<input type="checkbox"/>	IVM100042.00	TFI-SG	System Counterparty	TACTICAL	SIA:SP	30 Jun 2017	Buy	2,500,000.000000	SGD	0.00	0.00

13. When the TradeID is clicked, it will not allow an edit. Similarly, the trade IVM100042.00 cannot be deleted. However, you may change the custodian. If you need to make amendments, the trade must be deleted from the Process Corporate Action screen and re-booked.

14. To delete, navigate back to Corporate Action maintain screen.

Process Corporate Action

Reference: CAC100004.00

Ticker: SIA:SP

Exercise Date: 30 Jun 2017

Description: Bonus Issue 2.0 for 1.0 exdate 30-Jun-2017.

TDate: 30/06/2017 VDate: 30/06/2017

	Portfolio	Before	After	Book Ref
<input type="checkbox"/> Delete	TACTICAL			IVM100042.00

15. Select the portfolio with the Delete caption on the checkbox and click Process.

Process Corporate Action

Corporation action processed.

Reference: CAC100004.00

Ticker: SIA:SP

Exercise Date: 30 Jun 2017

Description: Bonus Issue 2.0 for 1.0 exdate 30-Jun-2017.

TDate: 30/06/2017 VDate: 30/06/2017

	Portfolio	Before	After	Book Ref
<input type="checkbox"/> Book	TACTICAL	2,500,000.000000	5,000,000.000000	

16. After delete is processed, the corporate action remains in place. You can now process it again.

17. To delete a corporate action itself (CAC100004.00), click Back button to return to Corporate Action screen.

18. Select the checkbox of the corporate action reference and click . Note that the corporate action cannot be deleted if any of the portfolio has been processed in this corporate

action.

FREQUENTLY ASKED QUESTIONS

FAQ01. Can the system handle corporate action for investment trade?

Corporate actions for investment trade can be booked under Transaction > Fund Management > Corporate Action in CS Lucas system. Access rights are required to access this module. Please check with your administrator to grant you the necessary rights under Corporate Action.

RELATED INFORMATION

[Create and Amend Investment](#)

[Corporate Action – Rights Take Up](#)

CHANGE HISTORY

Date	By	Changes
15-Feb-2008	-	Created
28-Jul-2015	CS	Included section for FAQ
22-Mar-2016	Clarissa	Reformatted. Rewritten.
14-Jun-2016	Richard	Proofread.
8-Jan-2020	Lyra	Updated Screenshots.