**Negotiable commercial paper**

**(Negotiable European Medium Term Notes/ Commercial Paper - NEU CP/MTN)**[[1]](#footnote-1)1

**Not guaranteed program ESG (to be specified)**

|  |
| --- |
|  |
| **Information Memorandum (IM)** |
| **Name of the program** | Name of the issuer, NEU CP/MTNIntegrate the topic of the program into the name (when relevant):- In case of the use of funds (*"use of proceeds")* for projects financing : "Green NEU CP/MTN " if green / "Social NEU CP/MTN " if Social "Sustainable NEU CP/MTN " if "Durable"Or- In case of *"general purpose"* where the performance of the security is indexed to key indicators ("Key Performance Indicators"): "Sustainable Linked NEU CP/MTN " if linked to sustainable development, "Green Linked NEU CP/MTN " if Green, " Social Linked NEU CP/MTN” if Social |
| **Name of the issuer**  | Legal name |
| **Type of program** | NEU CP/MTNReplicate this denomination in each relevant section of the IM |
| **Program size (in euro)** | To be completed |
| **Rating(s) of the program** | « Rated » with mention of the name(s) of the credit rating agency (ies) Or« not Rated » |
| **Arranger(s)** | Legal Name of the arranger if any or « none » |
| **Introduction advisor** | Legal Name of the introduction advisor if any or « none » |
| **Legal advisor** | Legal Name of the legal advisor if any or « none » |
| **Issuing and paying agent(s) (IPA)** | Legal Name of the Issuing and Paying Agent(s) |
| **Dealer(s)** | Legal name of the dealer(s) if any or « none » |
| **Date of the information memorandum** | DD/MM/YYYY |
| **Update by amendment (if appropriate)** | “Not relevant””or Purpose of the amendment, date of signature and number of the page in the information memorandum where the amendment is included |
| **Issuer’s extra-financial rating(s)** | Mention where applicable of (an) extra-financial rating(s) and name of the agency(ies) |
| **Standard followed** | Mention the specifications  |
| **Granting of a label**  | Mention where applicable of a label related to the securities issued |
| **Second opinion by an independent expert on the compliance of the framework with regulations/standards/principles and/or with the issuer's strategy** | Name of the external reviewerIndicate the scope of the reviewIndicate to the investor(s) where the Second opinion is available |
| **Third opinion by an independent expert  on the allocation of funds and/or on the allocation reporting of funds** | Name of the external reviewerIndicate the scope of the reviewIndicate to the investor(s) where the Third opinion is available |
| **For securities whose performance is indexed to key indicators, verification of the valuation consistency (or of the key indicators used)** | Name of the external reviewer(s)Indicate the scope of the reviewIndicate to the investor(s) where the review certificate (or equivalent) is available for consultationAlso specify the frequency of the review performed by the external reviewer(s) |

* Presentation and content in accordance with the ACI France, AFTE and AFG recommendation

*Drawn up pursuant to articles L 213-1 A to L 213-4-1 of the French monetary and financial code*

**A copy of the information memorandum is sent to :**

**BANQUE DE FRANCE**

**Direction générale de la stabilité financière et des opérations (DGSO)**

**Direction de la mise en œuvre de la politique monétaire (DMPM)**

**S2B-1134 Service des Titres de Créances Négociables (STCN)**

**39, rue Croix des Petits Champs**

**75049 PARIS CEDEX 01**

***Avertissement****: cette documentation financière étant rédigée dans une langue usuelle en matière financière autre que le français, l’émetteur invite l’investisseur, le cas échéant, à recourir à une traduction en français de cette documentation.*

**The Banque de France invites investors to read the general terms and conditions for the use of information related to negotiable debt securities :**

<https://www.banque-france.fr/en/monetary-policy/market-financing/commercial-paper-and-medium-term-note-market-neu-cp-neu-mtn>

|  |
| --- |
| 1. **DESCRIPTION OF THE ESG ISSUANCE PROGRAM**
 |
| **Articles D. 213-9, 1° and D 213-11 of the French monetary and financial code and Article 6 of the Order of 30 May 2016 and subsequent amendments** |
| **1.1** | **Name of the program** | Name of the issuer, NEU CP/MTN + topic “Green”, “Social”, “Sustainable” or “indexed to key indicators linked to sustainable development  |
| **1.2** | **Type of program** | NEU CP/MTN |
| **1.3** | **Name of the issuer** | If a branch, precise “acting through XXX branch” |
| **1.4** | **Type of issuer** | Monetary financial institution, non-financial corporation, special purpose securitization vehicle, local authority, etc…in accordance with Article L. 213-3 of the French monetary and financial code |
| **1.5** | **Purpose of the program** | Depending on your case :Enter the following text : “general corporate purposes”OrEnter the specific objective of the program :“Green” / “Social” / “Sustainable” / “Indexed to key indicators linked to sustainable development” see section 4(Choose only one of the two options: all securities issued within a thematic program shall be compliant with it In case the issuer wishes to issue "non-sustainable" securities, a separated program shall exist for this purpose) |
| **1.6** | **Program size (maximum outstanding amount) in Euro** | Fill in, expressed in euro.If the issuances are made in other currencies, indicate also “or any other currency authorized by applicable laws and regulations in force in France at the time of the issue**”** |
| **1.7** | **Form of the notes** | Description of the notes (dematerialized, in bearer form, etc…)or Indicate : “Notes of the program are issued in bearer form and recorded in the books of authorized intermediaries (book entry system) in accordance with French laws and regulations” |
| **1.8** | **Yield basis** | Indicate “Remuneration is unrestricted” if the three types of remuneration are used (fixed rate, floating rate and/or structured remuneration)Otherwise, indicate which type of remuneration will be used or the adjustment mechanism retained when relevant (by referring to the dedicated appendix)Refer to section 4 for program indexed to key indicatorsIf appropriate, fill in by maintaining or amending the mentions of the previous information memorandum |

|  |  |  |
| --- | --- | --- |
| **1.9** | **Currencies of issue**  | Indicate “Euro or any other currency authorized by applicable laws and regulations in force in France at the time of the issue” |
| **1.10** | **Maturity**  | Indicate “The term (maturity date) of the commercial paper shall be determined in accordance with laws and regulations applicable in France, which implies that, at the date hereof, the term of the commercial paper shall not be longer than one year (365 days or 366 days in a leap year), from the issue date”If appropriate, fill in by maintaining or amending the mentions of the previous information memorandum. |
| **1.11** | **Minimum issuance amount** | 200 000 eurosOrAny other amount above the stated value (or equivalent amount in the relevant foreign currency) |
| **1.12** | **Minimum denomination of the notes** | 200 000 eurosAnd indicate :“By virtue of regulation (Article D 213-11 of the French monetary and financial code), the legal minimum face value of the commercial paper within the framework of this program is 200 000 euros or the equivalent in the currencies selected at the time of issuance” |
| **1.13** | **Status of the notes** | Indicate « Optional[[2]](#footnote-2)\* » or fill in |
| **1.14** | **Governing law that applies to the program** | Indicate “French law” or « Optional\* » |
| **1.15** | **Listing of the notes/ Admission to trading on a regulated market** | Indicate :NoOtherwise,YesIndicate, when applicable, the market on which the notes may be listed and traded and, potentially, the hyperlink to the website where the information is available  |
| **1.16** | **Settlement system** | **If Label STEP** : fill in (see list STEP eligible SSS)**If no Label STEP** : fill in or Indicate « Optional\* »  |
| **1.17** | **Financial rating(s) of the program** | **Indicate : « Rated » or « not Rated »****If rated, enter :**• The name(s) of the rating agency (ies) ;• The direct active hyperlink to the rating of the program on the rating agency (ies) website.**Possibility to include a reference to Appendix I** • And add this reminder : “Ratings can be reviewed at any time by the rating agencies. Investors are invited to refer to the websites of the agencies concerned for the current rating”. |
| **1.18** | **Guarantor** | Not relevant |
| **1.19** | **Issuing and Paying Agent(s) (IPA) - exhaustive list -**  | Indicate the legal names |
| **1.20** | **Arranger** | Indicate the legal name or « Optional \*» |
| **1.21** | **Placement method** | Indicate “direct placement” and/or “placement through dealers” and the names of the appointed dealers if appropriate.Also indicate :«The Issuer may subsequently elect to replace any dealer, proceed to direct placement, or appoint other dealers; an updated list of such dealers shall be disclosed to investors upon request to the Issuer ». |
| **1.22** | **Selling restrictions** | Indicate « Optional \*» or fill in |
| **1.23** | **Taxation** | Indicate « Optional \*» or fill in |
| **1.24** | **Involvement of national authorities** | Indicate « Optional \*» or fill in with “Banque de France” |
| **1.25** | **Contact (s)** | Indicate at least one or more telephone number(s) and e-mail address(es) (ideally generic) |
| **1.26** | **Additional information on the program** | Indicate « Optional [[3]](#footnote-3)\*» or fill in :“Green” / “Social” / “Sustainable” / “Indexed to key indicators linked to sustainable development” see section 4 |
| **1.27** | **Language of the information memorandum which prevails** | Indicate a customary language in the financial sphere other than French.**In the case where a translation of the information memorandum is provided** :Indicate which of the two versions shall prevail ;Mention : “The French (or other customary language) version of the Financial Documentation is only for information purpose”. |
| **1.28**  | **Extra-financial rating(s) of the program** | Indicate: "Rated" or "Not Rated",In the first case, communicate:● Name of the agency(ies);● Active hypertext link (agency's website) to the program rating Possibility of including a reference to Appendix IAlso specify: "Ratings are subject to review at any time by agencies. Investors are invited to refer to the agencies website in order to consult the current appropriate rating” |

|  |
| --- |
| **2. DESCRIPTION OF THE ISSUER**  |
| **Article D. 213-9, 2° of the French monetary and financial code and Article 7 of the Order of 30 May 2016 and subsequent amendments** |
| **2.1** | **Legal name** | Name of the issuer |
| **2.2** | **Legal form/status, governing law of the issuer and competent courts** | The issuer shall refer to the courts of law which have jurisdiction over the issuer’s activities (and not over the issuance of notes) |
| **2.3** | **Date of incorporation** | DD/MM/YYYY |
| **2.4** | **Registered office or equivalent (legal address) and main administrative office** | Full address. Indicate, if appropriate, the administrative head office (if different from the legal address).In the case of an issuer which is the branch office of a non-French resident monetary financial institution, indicate the address of the head office of the issuer and the address of its branch office. |
| **2.5** | **Registration number, place of registration and LEI**  | Indicate the registration number on the Registry of Trade (or the equivalent) and LEI. |
| **2.6** | **Issuer’s mission summary** | Fill in |
| **2.7** | **Brief description of current activities** | Provide a brief description of current main activities with reference to the pages of the last annual report where this description is detailed.If not contained in the documents referred to indent 3°, Article D. 213-9 of the French monetary and financial code, provide :For the lasttwo financial years a description of the issuer’s main areas of business activity alongside with the turnover indicating the main categories of products groups or services as well as the geographical areas covered.Information relating to the issuer's CSR strategy(Program “Green” / “Social” / “Sustainable” / “Indexed to key indicators linked to sustainable development” : refer to section 4) |
|  |
| **2.8** | **Capital** | Specify the number and type of securities with the main characteristics (nominal value in euro, overall amount in euro if the capital is subscribed in another currency, etc…) |
| 2.8.1 | Amount of capital subscribed and fully paid | Indicate the fraction of subscribed capital fully paid |
| 2.8.2 | Amount of capital subscribed and not fully paid | Indicate the fraction of subscribed capital not fully paid |
| **2.9** | **List of main shareholders** | Indicate shareholders holding 5 % or more of the share capital of the issuer |

|  |  |  |
| --- | --- | --- |
| **2.10** | **Regulated markets on which the shares or debt securities of the issuer are listed** | Name of the regulated markets on which the shares or debt securities of the issuer are listed. (Indicate, if possible, the hyperlink (s) websites to these information)If no shares or debt securities are listed, indicate « not applicable ». |
| **2.11** | **Composition of governing bodies**  | Indicate the references to the relevant pages of the annual report where the composition of governing bodies is provided.Otherwise, or if it has changed at the effective date of the information memorandum, indicate the composition of governing bodies. |
| **2.12** | **Accounting method for consolidated accounts (or failing that, for the annual accounts)** | Fill in |
| **2.13** | **Accounting year** | Starting on [DD/MM], ending on [DD/MM] |
| **2.13.1** | **Date of the last general annual meeting of shareholders (or equivalent thereof) which has ruled on the last financial year accounts** | DD/MM/YYYY |
| **2.14** | **Fiscal year** | Indicate « Optional[[4]](#footnote-4)\*»OrFill in with “Starting on [DD/MM], ending on [DD/MM]” |
| **2.15** | **Auditors of the issuer, who have audited the issuer’s annual accounts**  |  |
| 2.15.1 | Auditors | Indicate names and addresses of the audit firms and alternates (if necessary). |
| 2.15.2 | Auditors report on the accuracy of the accounting and financial information | Refer to the relevant pages in the last two years annual reports where appear auditors reports on the accuracy of the accounting and financial information (annual accounts and, if relevant, consolidated accounts).Otherwise, directly incorporate the abovementioned reports in the information memorandum (Cf. Appendix II). |
| **2.16** | **Other equivalent programs of the issuer**  | Brief description, if applicable, of equivalent securities issuance programs, including applicable maximum outstanding amounts and the name of the relevant short and medium-term markets (Euro Commercial Paper, USCP,…) |
| **2.17** | **Financial rating of the issuer** | Indicate « Optional[[5]](#footnote-5)\* »or Fill in with : • « Rated » and indicate the name(s) of the rating agency/ies.or • « not Rated » |
| **2.18** | **Additional information on the issuer** | Indicate « Optional \*» or fill in |
| **2.19**  | **Issuer’s extra-financial rating(s)** | Indicate « Optional[[6]](#footnote-6)\* »or Fill in with : • « Rated » and indicate the name(s) of the agency/ies.or • « not Rated » |

|  |
| --- |
|  |
| **CERTIFICATION OF ALL INFORMATION****INCLUDING APPENDICES AND SECTION 4**  |
| **Article D. 213-9, 4 of the French monetary and financial code and subsequent amendments** |
| **CERTIFICATION OF INFORMATION FOR THE ISSUER** |
| **3.1**  | **Person(s) responsible for the information memorandum concerning the NEU CP/MTN program ESG (to be specified)** | Full name(s) and position within the issuer  |
| **3.2**  | **Declaration of the person(s) responsible for the information memorandum concerning the NEU CP/MTN program ESG (to be specified)** | **Example of wording :** «To the best of my knowledge, the information provided by the issuer in the financial documentation, which includes the appendices and the entirety of section 4 below and the French summary (if relevant), is accurate, precise and does not contain any omissions likely to affect its scope or any false or misleading information ». |
| **3.3**  | **Date, place of signature, signature** | Under the form DD/MM/YYYY |
|  |
|  |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|

|  |
| --- |
| **4.Additional information on the ESG NEU CP / MTN program** |

|  |  |  |
| --- | --- | --- |
|  |  |  |
| Presentation and contents in accordance with the ACI France, AFTE and AFG recommendation  |
| **4.1** | **Object of the Green" / "Social" / "Sustainable" / "Indexed to key indicators linked to sustainable development" program** | a/ Specific financing *« Use of Proceeds » or « UoP »* exclusively dedicated to the funding of identified projects "Green" / "Social" / "Sustainable" (see this section) :- Description of the categories of eligible projects (social and / or environmental), the selection process, the environmental and / or social objectives of the issuance program, the use of funds, the project evaluation - In case a "green" / "social" / "sustainable" framework is established by the issuer, refer to it and include any link to the issuer's website or any other link to this frameworkOr b/ Financing of the issuer's general treasury needs (“General Purposes” or “GP”) with an indexation of the yield offered by the security to key indicators linked to sustainable development (“Green”, “Social”, “Sustainable - Linked NEU CP/MTN”) :- Description, definition, selection and calibration process of the chosen ESG performance indicators (« KPIs »), as well as the objectives to be achieved in the roadmap- In case a "sustainability-linked" framework is established by the issuer, refer to it and include any link to the issuer's website or any other link to this frameworkFor a/ and b/ : Specify when appropriate how these projects and objectives are aligned with : - EU Taxonomy (climate change mitigation, climate change adaptation, the sustainable use and protection of water and marine resources, the transition to a circular economy, the pollution prevention and control, the protection and restoration of biodiversity and ecosystems)- UN Sustainable Development Goals …  |
| **4.2** | **Following of standard(s)** | Mention the specifications retained : Ex : EU Green Bond Standard (EUGBS), UN SDG, Green Bond Principles, Sustainability-Linked Bond Principles (ICMA), Climate Bonds Standards (CBI), etc… |
| **4.3** | **Use of Funds** | Indicate whether or not the use of Funds is aligned with the EU Taxonomy |
| **4.4** | **Granting of a label** | Mention where applicable of a label related to the securities issued  |
| **4.5** | **Remuneration relating to the “Green” / “Social” / “Sustainable” / “Indexed to sustainable development” objectives of the program** | Indicate the remuneration retained or the adjustment mechanism selected (by referring to Appendix II bis)Complete and amend if necessary, the information in the previous information memorandum |
| **4.6** | **Reporting of the “Green” / “Social” / “Sustainable” / “Indexed to sustainable development” issuance program** | Specify any reporting that the issuer intends to deliver : target, frequency and accessibility (hypertext link) for all reporting consideredSpecify (qualitative and quantitative aspects) the impact principles and metrics used to demonstrate the contribution to environmental or social targets (if possible in connection with the EU Taxonomy), insert a link to the related documentationIndicate when relevant an estimate of the environmental impact In the reporting, when relevant, detail the actual use of funds (UoP) or the level of achievement of Key Performance Indicators (GP)Specify the frequency of intervention regarding the external review of the reporting and where the investor can consult the final report / certificate |
| **4.7** | **Information relating to the issuer's CSR strategy** | Indicate the issuer’s CSR strategy, missions, targets, commitments ...Specify how the issuance of securities fits into this CSR strategyAssessment of the carbon trajectory (if applicable) |
| **4.8** | **Governance "Green" / "Social" / "Sustainable" / "Indexed to sustainable development" of the program** | Summarize “Green”, “Social”, “Sustainable” or “Indexed to key indicators linked to sustainable development” governance issues (dedicated appendix for details)In case a "green" / "social" / "sustainable" or "sustainable development" framework is established by the issuer, refer to it and include any link to the issuer's website or any other link to the framework |
| **4.9** | **\* Second opinion by an independent expert on the compliance of the framework with regulations/standards/principles and/or with the issuer's strategy \*** | Indicate the references, the standards retained if any (details in the appendix)Specify the name of the third-party reviewer and the frequency of the audit.Indicate where the document is available for the investor(s) (hypertext link) |
| **4.10**  | **Third opinion by an independent expert  on the allocation of funds and/or on the allocation reporting of funds** | Indicate the references, the standards retained (details in the appendix)Specify the name of the third-party reviewerIndicate where the document is available for the investor(s) (hypertext link) |
| **4.11** | **For securities whose performance is indexed to key indicator(s), verification of the valuation consistency (or of the key indicator(s) used )** | Name of the external reviewer(s)Indicate the scope of the reviewIndicate to the investor(s) where the review certificate (or equivalent) is available Also specify the frequency of the review performed by the external reviewer(s) |
| **4.12** | **Extra-financial rating (s) of the program** | **Use the information mentioned in 1.28 above or Indicate: "Rated" or "Not Rated" when relevant**In the first case, communicate:● Name of the agency(ies);● Active hypertext link (agency's website) to the rating of the program Possibility of including a reference to Appendix IAlso specify: "Ratings are subject to review at any time by agencies. Investors are invited to refer to the agencies website in order to consult the current appropriate extra-financial rating of the program” |
| **4.13** | **Issuer's extra-financial rating (s)** | **Use the information mentioned in 2.19 or Indicate: "Rated" or "Not Rated" when relevant**In the first case, communicate:● Name of the agency(ies);● Active hypertext link (agency's website) to the issuer’s ratingPossibility of including a reference to Appendix IAlso specify: "Ratings are subject to review at any time by agencies. Investors are invited to refer to the agencies website in order to consult the current appropriate issuer’s extra-financial rating” |

 |
| **APPENDICES** |
| **Appendix** **I** | **Rating(s) of the program** |  |
| A 1.1 | Financial rating(s) of the program | If appropriate, indication of the direct hyperlinks to the website(s) of the relevant rating agency (ies) where the financial rating of the program is available |
| A 1.2  | Extra-financial rating(s) of the program | If appropriate, indication of the direct hyperlinks to the website(s) of the relevant agency (ies) where the extra-financial rating of the program is available |
| **Appendix** **II** | **Documents available to the shareholders annual general meeting or the equivalent body.[[7]](#footnote-7)** | Annual reports of the last two financial years (if possible, add the hyperlink (s) websites to these information)OrIf there is (are) no annual report(s) :• Insert auditor’s reports on the accuracy of the accounting and financial information regarding the abovementioned accounts at the end of the information memorandum• Send to the Banque de France the documents available to the shareholders annual general meeting or the equivalent body, including notably the annual and, where appropriate, consolidated accountsProgram “Green”, “Social”, “Sustainable” or “Indexed to sustainable development” : see Appendix II bis |
| **Appendix II bis** | **Documents presented to the annual general meeting of shareholders or to the dedicated body in charge of topics related to the “Green” / “Social” / “Sustainable” / “Indexed to key indicators linked to sustainable development” aspects of the issuance program, completed with other related documents** | This appendix will detail, when applicable, the option chosen in terms of typology :A) Funding of identified projects (with traceability of the funds) :1. Use of proceeds and follow-up2. Process for project evaluation and selection3. Allocation and Management of Proceeds> Alignment of funds raised with the EU Taxonomy 4. Reporting5. Governance frameworkB) Financing linked to sustainable development (with key performance indicators) : 1. Selection of “Key Performance Indicators” (or KPIs) linked to sustainable development 2. Calibration of “Sustainability Performance Targets” (or SPTs)> Specify the link between KPIs and SPTs3. Characteristics of the securities and details of the additional compensation payment mechanism if the targets are not reached4. Reporting5. Verification (post issuance)6. Governance framework |
| **Appendix** **III** | **Amendment, if appropriate, under electronic and paper form (signed)** | Include the amendment or indicate “None” |

1. ***1*** ***Trade name of the notes defined in article D.213-1 of the French monetary and financial code*** [↑](#footnote-ref-1)
2. \*Optional : information that the issuer may not provide because it is not required by French regulation [↑](#footnote-ref-2)
3. [↑](#footnote-ref-3)
4. \*Optional : information that the issuer may not provide because it is not required by French regulation [↑](#footnote-ref-4)
5. [↑](#footnote-ref-5)
6. [↑](#footnote-ref-6)
7. **The information set out in Article D. 213-9 of the Monetary and Financial Code, including documents made available to the General Meeting of Shareholders or the body acting in its stead, shall be communicated to any person who so requests, in accordance with Article D. 213-13 of the French monetary and financial code.** [↑](#footnote-ref-7)