Switch to New Year in BFC SYENSQO

- 1. Objective and Scope
- 2. BFC Production quarterly backup (subject to Internal control)
- 3. BFC Administration calendar
  - 3.1 Calendar
  - 3.2 Planning of packages generation
- 4. Creation of new Exchange rates file in GAR AODOC
- 5. Creation of new SIMULATION tables (Exc. Rates) in BFC
- 6. Creation of ACTUAL0 category - pre-loading of F99
- 7. Cleaning of BFC scopes ACTUAL2 & ACTUAL0 for current Y year
- 8. Oxygen companies - Special process for January
- 9. "On demand" refresh of BFC Work_SCO database
- 10. Business structures changes : Final wave with "activation/deactivation" prior to January reporting

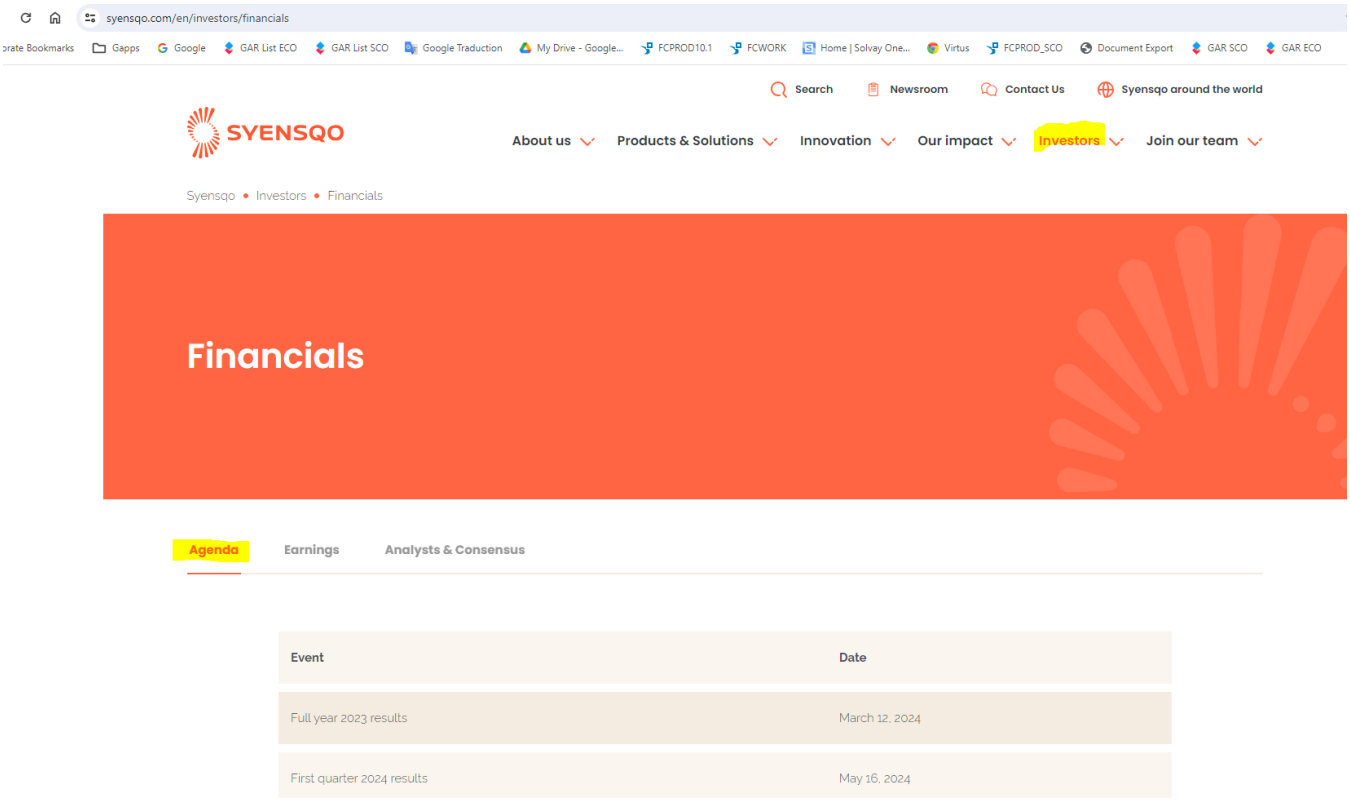
1. Objective and Scope

The objective of this procedure is to **describe the specific actions required when starting a new year** to be carried out by the BFC Admin team.

2. BFC Production quarterly backup (subject to Internal control)

Beginning of January, BFC IT team asks BFC Admin team to inform the **dates for the BFC production database quarterly backups** (performed by AWS team)**.**

In order to be able to determine the appropriate dates, BFC Admin should **consult Syensqo's Financial Calendar** published in https://www.syensqo.com/en/investors/financials web site - Investors Financials Agenda



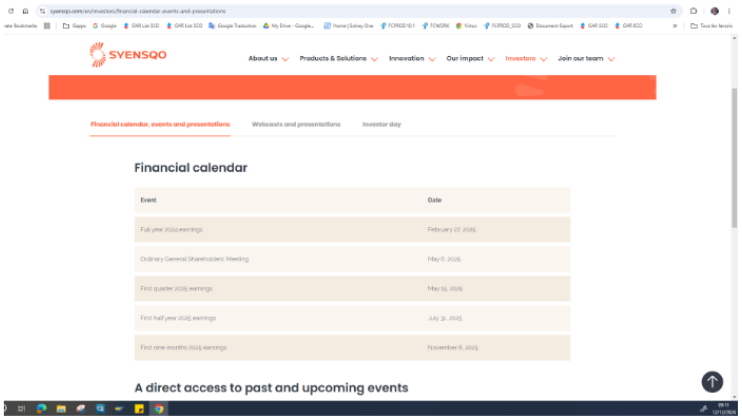
and propose **as back up dates the week end before each quarter/year earnings announcement.**

BFC Prod Syensqo - 2025 planning for DT Quarterly back ups 00-BFC Admin/BFC Admin IS/Quarterly back ups ×

MATHIEU-STOÏSSICH, Caroline <caroline.mathieu-stoissich@solvay.com>
to Tiago, Carl, SCo-$BFC-Admin, Serge

Hello Tiago and Carl,

Based on **Financial calendar for 2025** press releases we can find on **Syensqo website - here below:**



And considering that **back up of BFC Production DB** needs to be done **week end before press release**, here below the **proposed dates for 2025:**

Press release FY 2024

- Back up on week end 22nd & 23rd February 2025

Press release Q1 2025

3. BFC Administration calendar

The BFC Admin Calendar is a planning for the year covering **all BFC Admin activities as well as Group's deadlines and milestones related to reporting cycles**. Other events, such as Group financial press releases/dashboard publications or quarterly back ups of BFC Prod done by IT, should also be included in the calendar.

3.1 Calendar

This calendar must be **prepared at the beginning of January** and **aligned with GAR Financial Accounting Closing calendar** as soon as it is available in GAR SYENSQO Aodocs.

To prepare the calendar the following methodology should be applied:

- 1st - Identification of weekends and Belgium public holidays;
- 2nd - Identification of key dates for BFC Admin activities applying the rules below:

  WD-9 - **ACTUAL1-TAX package generation** - Q1, Q2 and Q3

  WD-4 - **ACTUAL2 Period opening** to allow GAR Conso team to anticipate the posting of its top entries - monthly

  WD-3 - **GAR List check** - to check there are no missing updates /missing info for the companies that have been acquired, merged, sold or liquidated in the last month - monthly

  WD-2 - **ACTUAL2 & ACTUAL1 & ACTUAL3 package generation** - ACTUAL2 monthly, ACTUAL1 quarterly and ACTUAL3 quarterly in Q3 and Q4

  WD-1 - **ACTUAL(REEL) Exchange rates** update - monthly

  WD1 - **Scopes + Consos definition + Consos runs scheduling** update - monthly

  WD1 - **ACTUAL0 consos definition +consos runs scheduling** update - quarterly

  WD4 - **ACTUAL2 publication** (exception in December and January - WD5) - monthly

Hard Close Tax - package generation in the 2nd week and publication in the 3rd week of October - dates to be checked in GAR Financial Closing Calendar

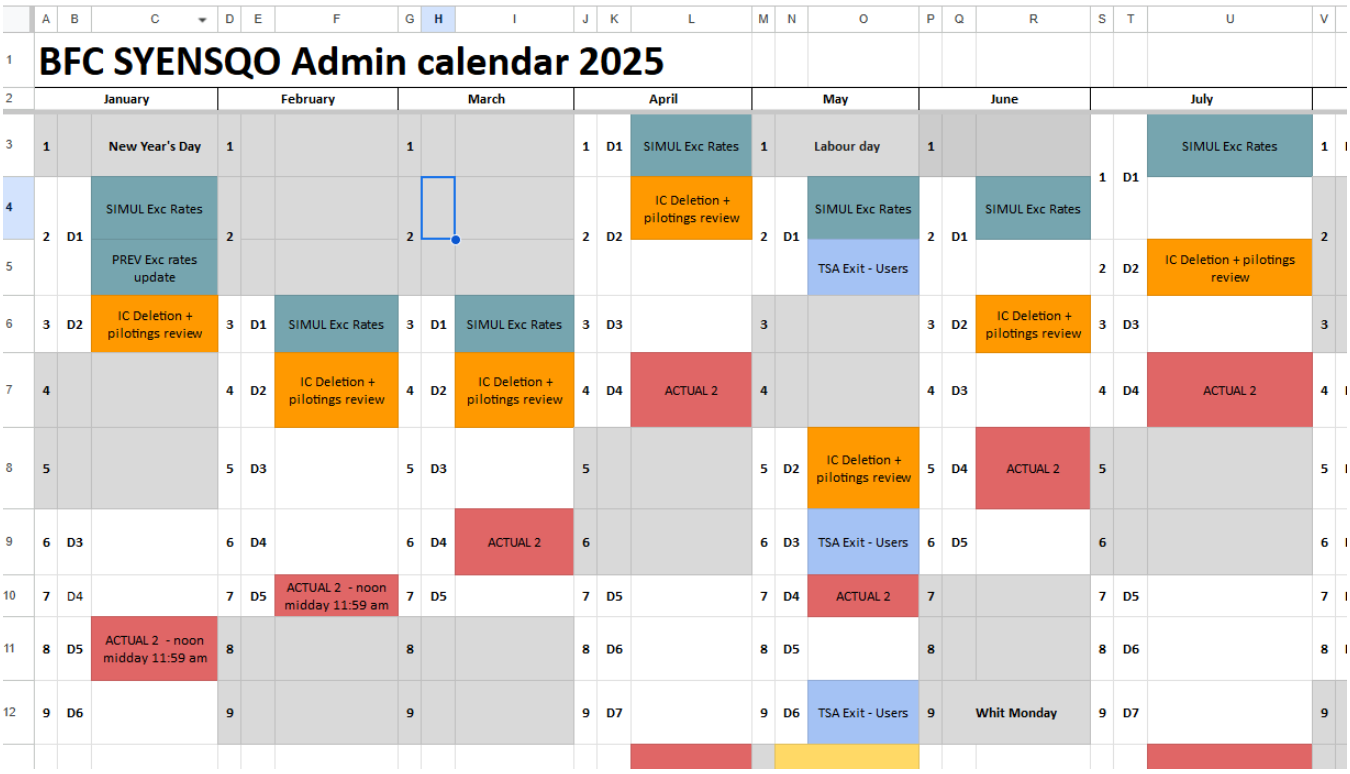
ACT2 Switch HC/YE - around Dec. 15th - *precise date to be validated in December with GAR Tax team*

Quarterly back up - According to the dates communicated by BFC Admin to BFC IT team early January for the whole year

Group press releases - According to Financial Calendar /upcoming events announced in Syensqo Investor website

BFC Internal Controls - Monthly pilotings & deletions review / quarterly review of sensitive accesses

Once the calendar is ready or anytime there is a change it should be **communicated/shared with BFC support external providers.** Calendar has to be **stored in GDrive folder** **here**



BFC SYENSQO Admin calendar 2025

January			February			March			April			May			June			July			
1		New Year's Day	1			1			1	D1	SIMUL Exc Rates	1	Labour day		1			1	D1	SIMUL Exc Rates	1
2	D1	SIMUL Exc Rates	2			2			2	D2	IC Deletion + pilotings review	2	D1	SIMUL Exc Rates	2	D1	SIMUL Exc Rates				2
		PREV Exc rates update												TSA Exit - Users				2	D2	IC Deletion + pilotings review	
3	D2	IC Deletion + pilotings review	3	D1	SIMUL Exc Rates	3	D1	SIMUL Exc Rates	3	D3		3			3	D2	IC Deletion + pilotings review	3	D3			3
4			4	D2	IC Deletion + pilotings review	4	D2	IC Deletion + pilotings review	4	D4	ACTUAL 2	4			4	D3		4	D4	ACTUAL 2	4	
5			5	D3		5	D3		5			5	D2	IC Deletion + pilotings review	5	D4	ACTUAL 2	5			5	
6	D3		6	D4		6	D4	ACTUAL 2	6			6	D3	TSA Exit - Users	6	D5		6			6	
7	D4		7	D5	ACTUAL 2 - noon midday 11:59 am	7	D5		7	D5		7	D4	ACTUAL 2	7			7	D5		7	
8	D5	ACTUAL 2 - noon midday 11:59 am	8			8			8	D6		8	D5		8			8	D6		8	
9	D6		9			9			9	D7		9	D6	TSA Exit - Users	9	Whit Monday		9	D7		9	

3.2 Planning of packages generation

In addition to BFC Admin calendar, BFC Admin team creates a table **listing packages generation dates for each Category of reporting cycles.** Thi s information is **used by GAR** in the timetable section of its **Quarterly closing instructions.**

The table/file should be **published in** **GAR Syensqo Aodocs** and named **PACKAGE GENERATION PLANNING YYYY.**

4. Creation of new Exchange rates file in GAR AODOC

Refer to the **procedure for January is described in this section** Beginning of the year (in January YYYY) - creation of the new file for year YYYY

5. Creation of new SIMULATION tables (Exc. Rates) in BFC

Refer to the **procedure for January is described in this section** Creation of SIMULATION tables and control on Y-1 Rates at the beginning of the Year (January)

6. Creation of ACTUAL0 category - pre-loading of F99

Refer to the **procedure is described in this section** REPORTING SETUP ACTUAL0 - Pre-loading of F99 at the beginning of the year

7. Cleaning of BFC scopes ACTUAL2 & ACTUAL0 for current Y year

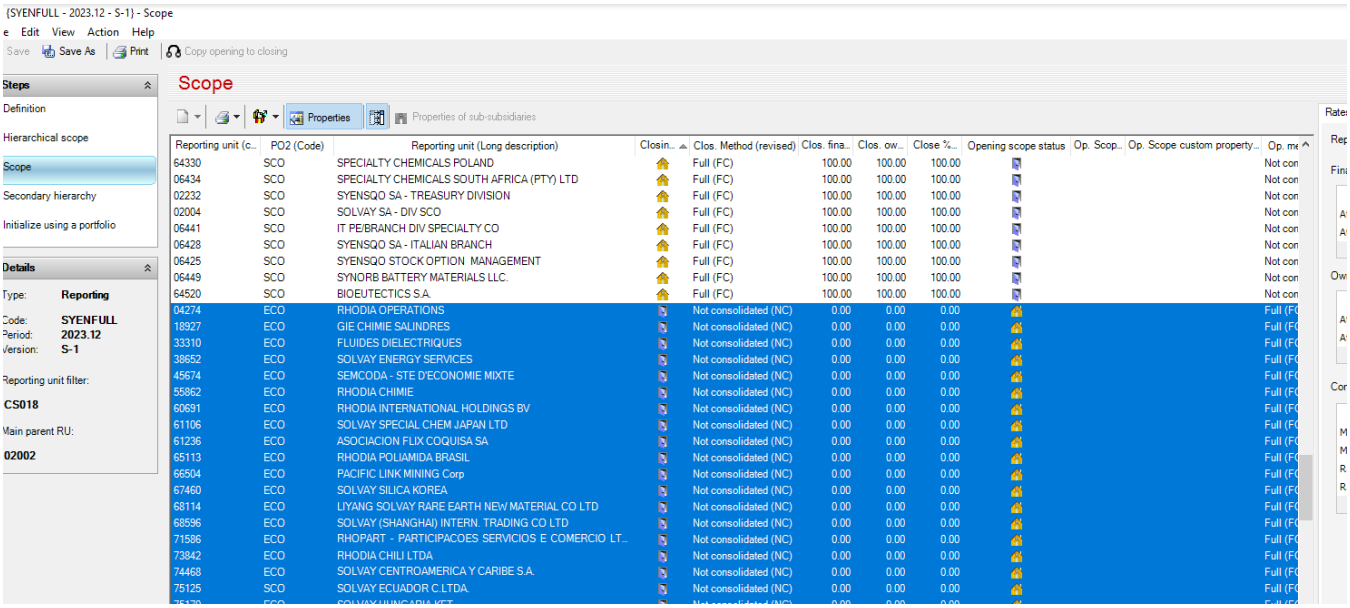
Companies deconsolidated during Y-1 (sold, merged or liquidated) must be **excluded from Y scopes**.

BFC Admin should check if all the entities sold, merged or liquidated **(SYENSQO structure file)** have been automatically excluded in every first Y scopes for ACTUAL2 and ACTUAL0 categories.

- **ACTUAL2 scopes:** SYENSQO (01.YY), IFRS-FS-RHI (03.YY)
- **ACTUAL0 scopes:** SYENCONSO and SYENFULL (12.YY)

This is **automatically done by BFC as long as the company has been declared as Non consolidated (NC) at closing in Y-1 scope and Y opening scope has been properly setup**.

Example: The entities below will be automatically excluded from SYENFULL 2024.12 scope as deconsolidated end of Y-1 (2023.12)

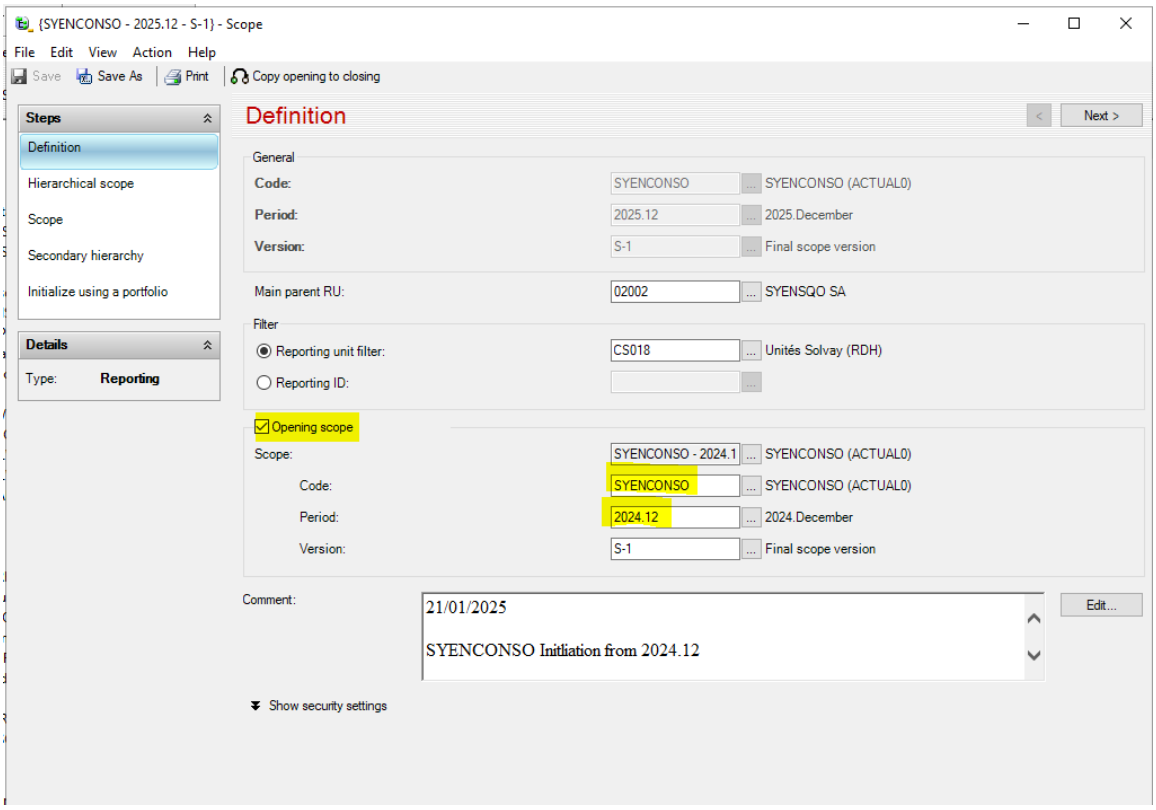


Specific cases - DISCOP & AHFS companies:

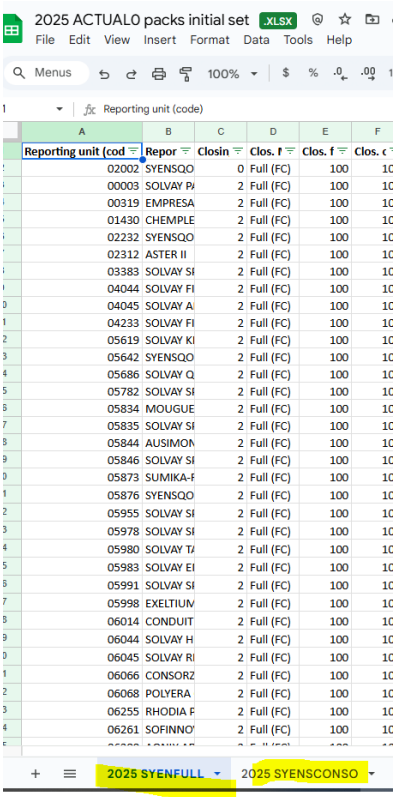
- Those companies are fictive ones (no legal existence), used by GAR team to manage "Discontinued Operations (Discop)/ Assets Held For Sale (AHFS)"postings in Group FS
- **Codes starting with Dxxxyyyy - used for both AHFS and (if applicable) Discop recognition:**
  - where xxx stands for the M&A related project code and yyyy stands for the period from which the Discop/AHFS treatment was decided
- **Codes starting with 9xxx(x) - used to post the write back of depreciation in both BS and P&L**
  - where xxx stands for the M&A related project
- *Example: DODYS2009 and 9ODYS - fictive companies associated to Odyssey M&A divestment recognized under AHFS and Discop in Solvay Group FS from September 2020 - final divestment occurred in April 202*
- **Once divestments have occurred in Y-1, theoretically they should be excluded from the Y scopes** as no further top entries should be posted
- Their **exclusion from the Y scopes must be confirmed by GAR Conso team** following an initial proposal made by BFC Admin.

Below is described how this process should be done for ACTUAL0 scopes **SYENCONSO** and **SYENFULL** and at the same time how to get the initial set of companies for which ACTUAL0 packages should be generated in February.

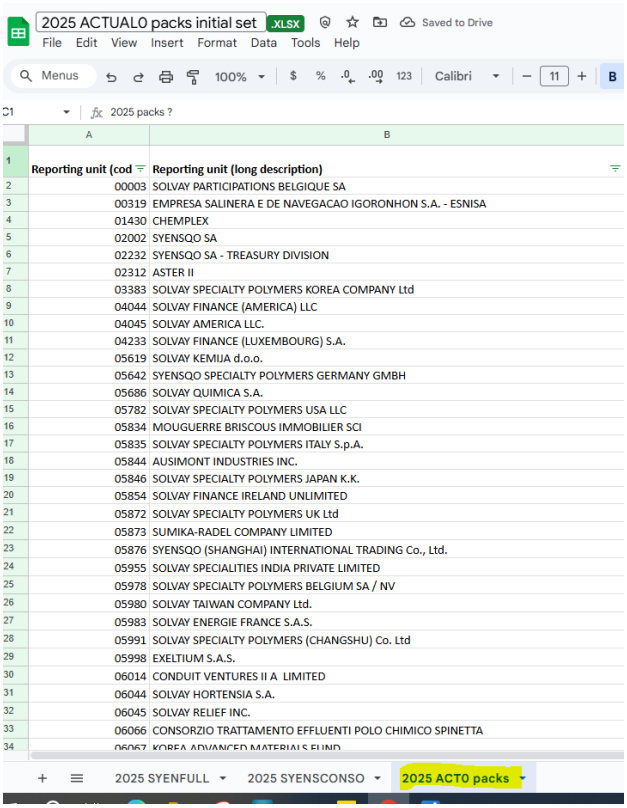
1) In BFC_Top_SCO, create YY **SYENCONSO** and **SYENFULL** scopes by a save as from YY-1 scopes and put YY-1 scope as the opening scope.



2) **Export** these 2 new scopes to Excel



3) add 1 more sheet with the list of ACTUAL0 packages generated in **Y-1** and name it **Y ACT0 packs**

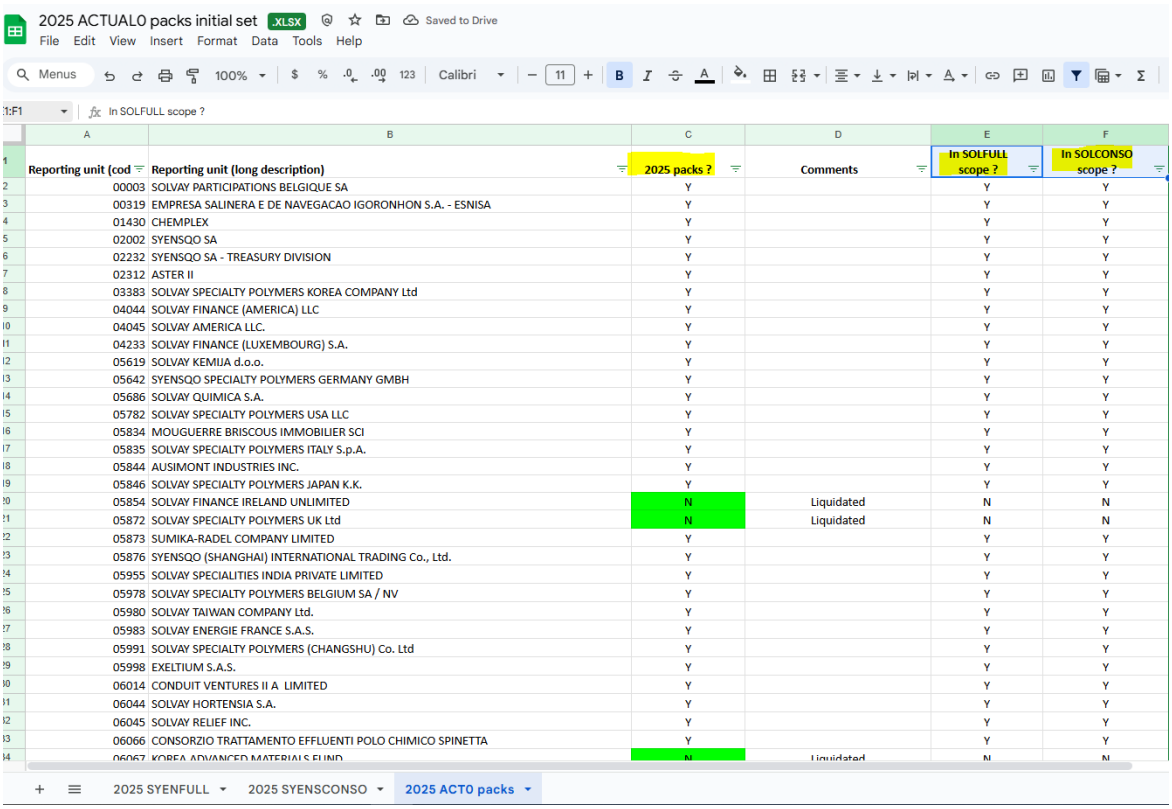


4) add the following columns:

In SYENFULL scope? To search for this company in SYENFULL sheet using a VLOOKUP function (Y/N)

In SYENCONSO scope? To search for this company in SYENCONSO sheet using a VLOOKUP function (Y/N)

Y-1 package? Y "Yes" - for companies found in both scopes / N "No" - for companies NOT found in both scopes



2025 ACTUAL0 packs initial set .XLSX Saved to Drive

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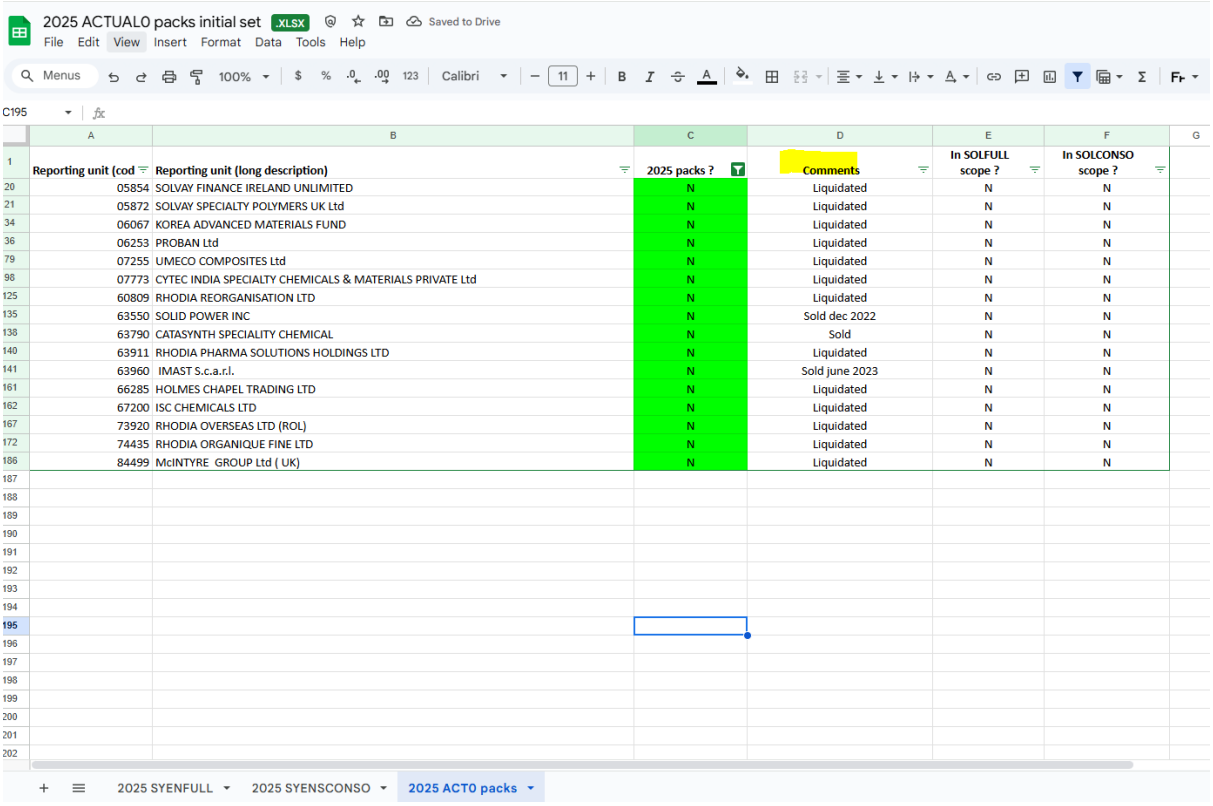
I:F1 In SOLFULL scope ?

	A	B	C	D	E	F
1	Reporting unit (cod	Reporting unit (long description)	2025 packs ?	Comments	In SOLFULL scope ?	In SOLCONSO scope ?
2	00003	SOLVAY PARTICIPATIONS BELGIQUE SA	Y		Y	Y
3	00319	EMPRESA SALINERA E DE NAVEGACAO IGORONHON S.A. - ESNISA	Y		Y	Y
4	01430	CHEMPLEX	Y		Y	Y
5	02002	SYENSQO SA	Y		Y	Y
6	02232	SYENSQO SA - TREASURY DIVISION	Y		Y	Y
7	02312	ASTER II	Y		Y	Y
8	03383	SOLVAY SPECIALTY POLYMERS KOREA COMPANY Ltd	Y		Y	Y
9	04044	SOLVAY FINANCE (AMERICA) LLC	Y		Y	Y
10	04045	SOLVAY AMERICA LLC.	Y		Y	Y
11	04233	SOLVAY FINANCE (LUXEMBOURG) S.A.	Y		Y	Y
12	05619	SOLVAY KEMIJA d.o.o.	Y		Y	Y
13	05642	SYENSQO SPECIALTY POLYMERS GERMANY GMBH	Y		Y	Y
14	05686	SOLVAY QUIMICA S.A.	Y		Y	Y
15	05782	SOLVAY SPECIALTY POLYMERS USA LLC	Y		Y	Y
16	05834	MOUGUERRE BRISCOUS IMMOBILIER SCI	Y		Y	Y
17	05835	SOLVAY SPECIALTY POLYMERS ITALY S.p.A.	Y		Y	Y
18	05844	AUSIMONT INDUSTRIES INC.	Y		Y	Y
19	05846	SOLVAY SPECIALTY POLYMERS JAPAN K.K.	Y		Y	Y
20	05854	SOLVAY FINANCE IRELAND UNLIMITED	N	Liquidated	N	N
21	05872	SOLVAY SPECIALTY POLYMERS UK Ltd	N	Liquidated	N	N
22	05873	SUMIKA-RADEL COMPANY LIMITED	Y		Y	Y
23	05876	SYENSQO (SHANGHAI) INTERNATIONAL TRADING Co., Ltd.	Y		Y	Y
24	05955	SOLVAY SPECIALITIES INDIA PRIVATE LIMITED	Y		Y	Y
25	05978	SOLVAY SPECIALTY POLYMERS BELGIUM SA / NV	Y		Y	Y
26	05980	SOLVAY TAIWAN COMPANY Ltd.	Y		Y	Y
27	05983	SOLVAY ENERGIE FRANCE S.A.S.	Y		Y	Y
28	05991	SOLVAY SPECIALTY POLYMERS (CHANGSHU) Co. Ltd	Y		Y	Y
29	05998	EXELTIUM S.A.S.	Y		Y	Y
30	06014	CONDUIT VENTURES II A LIMITED	Y		Y	Y
31	06044	SOLVAY HORTENSIA S.A.	Y		Y	Y
32	06045	SOLVAY RELIEF INC.	Y		Y	Y
33	06066	CONSORZIO TRATTAMENTO EFFLUENTI POLO CHIMICO SPINETTA	Y		Y	Y
34	06067	KOREA ADVANCED MATERIALS FUND	N	Liquidated	N	N

2025 SYENFULL 2025 SYENSCONSO 2025 ACT0 packs

5) Cross check in **Syensqo structure file** that the companies for which ACTUAL0 package will not be created are declared merged, sold or liquidated and put that justification in column comment



Reporting unit (cod	Reporting unit (long description)	2025 packs ?	Comments	In SOLFULL scope ?	In SOLCONSO scope ?
05854	SOLVAY FINANCE IRELAND UNLIMITED	N	Liquidated	N	N
05872	SOLVAY SPECIALTY POLYMERS UK Ltd	N	Liquidated	N	N
06067	KOREA ADVANCED MATERIALS FUND	N	Liquidated	N	N
06253	PROBAN Ltd	N	Liquidated	N	N
07255	UMECO COMPOSITES Ltd	N	Liquidated	N	N
07773	CYTEC INDIA SPECIALTY CHEMICALS & MATERIALS PRIVATE Ltd	N	Liquidated	N	N
60809	RHODIA REORGANISATION LTD	N	Liquidated	N	N
63550	SOLID POWER INC	N	Sold dec 2022	N	N
63790	CATASYNTH SPECIALITY CHEMICAL	N	Sold	N	N
63911	RHODIA PHARMA SOLUTIONS HOLDINGS LTD	N	Liquidated	N	N
63960	IMAST S.c.a.r.l.	N	Sold june 2023	N	N
66285	HOLMES CHAPEL TRADING LTD	N	Liquidated	N	N
67200	ISC CHEMICALS LTD	N	Liquidated	N	N
73920	RHODIA OVERSEAS LTD (ROL)	N	Liquidated	N	N
74435	RHODIA ORGANIQUE FINE LTD	N	Liquidated	N	N
84499	McINTYRE GROUP Ltd (UK)	N	Liquidated	N	N

6) The Excel file should be **stored** **here**

8. Oxygen companies - Special process for January

The Oxygen companies are the entities for which reporting simplification measures are implemented for ACTUAL2.: packages are copied from previous period and published by BFC-Admin on non-quarter months.

For January, this procedure is slightly different as we **cannot import P&L accounts and BS heading L12000-Profit/Loss from previous period /year.**

The special **procedure for January is described in this section** Oxygen companies - Special procedure (January.YYYY)

9. "On demand" refresh of BFC Work_SCO database

Purpose of BFC Work_SCO database is to **allow a safe testing of complex or sensitive customizing, ensuring it does not bring any regression**. In such cases, **usage of large actual data is required** and BFC_Work_SCO (being a dump of BFC_Prod_SCO) is the place to do it without any impact on Production database.

BFC_Work_SCO database **refresh** can be **requested to BFC IT team each time there is a need for updated/recent set of actual data for testing purposes**.

Such refresh makes full sense beginning of the year when Year End Y-1 results are finalized and 1st reporting of the starting year (January one) is generated, allowing to get in BFC_Work_SCO the Y-1 **source for Y openings**. as well as 1st exercise of reporting for starting year

Next refresh FCWORK - proposed date Inbox ×

MATHIEU-STOÏSSICH, Caroline Jan 24, 2022, 4:57 PM

to me, Tiago

dear colleagues,

I am thinking about the next refresh of FCWORK to get the 2021 year end finalised results and January reporting set up.

Taking the process last time we requested it, I propose the following:

- IT to take the picture of February 2nd @ 6 pm and to deliver the refresh February 3rd morning (as we understood they do the refresh outside of our working hours)

Celia do you agree?

caroline

10. Business structures changes : Final wave with "activation/deactivation" prior to January reporting

Business structures management is entirely documented in a dedicated section Business Structures management in BFC SYENSQO.

Process of updates is organized **yearly** through a **"3 steps / waves" cycle.**

Wave 1 - October Y-1: 1st set of expected changes needed for Budget (Controlling cycle)

Wave 2 - December Y-1: 2nd set of changes (late answers from GBU's) / Creation of New objects in BFC

Wave 3 - end of January Y: Activation/Deactivation in BFC for Y reportings

- GO to be given by Corporate Controlling - when Year end Y-1 results finalized (usually achieved around end of January)
- BFC set up launched **around January 25th** to have few days before January Y reporting generation
- In this last round:
  - **"NEW" values removed to blank**
  - **"OLD" values set up to block usage on Activity 1 & 2 not to be used anymore in Y+1 ACTUALS**
  - **updates in hierarchies content (change of links)**
  - **update of descriptions to add OLD when required**
- **Not forgetting impacts on Business users accesses**: as Business accesses are based on GBU codes, any creation of a new GBU code is expected to require updates (new GBU code to be added) of accesses of Businesses users belonging to the new GBU
- **Not forgetting impacts on Filters from Dimension builder**: such filters have been created to allow artificial combination of several GBU's (to keep track of historical business structures)
- Detailed procedure to manage the above steps illustrated in section:
  - Business Structures management 4.2.UPDATEOFOBJECTS: "OLD" & "EMPTY" VALUES (MARK"Activity1" and CGU "Activity2" levels only)
  - Business Structures management 7. RELATED IMPACTS ON BFC USERS ACCESSES

END OF THE PROCEDURE