

Electronic Submission System User Guide

**V1.3
January 2021**

What's new?

This user guide was updated in February 2020 to include recent changes to the Electronic Submission System.

These changes predominantly relate to the extension of the Electronic Submission System to allow users to submit short selling notifications under the Short Selling Regulation (SSR).

Please note for step by step instructions for **uploading information to the NSM**, please refer to the [NSM Submitter User Guide](#).

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1. Accessing the system

Registering for system access

Your registration is subject to approval. You can send documents to us via this system only once you have been accepted as an approved user of the system.



All individuals from your organisation who need to use the system must register individually for access. **Sharing your username and password with other users is strictly prohibited.**

To registration for system access, follow these three steps.

Step 1: Go to the [ESS login page](#) and click on **Register for System Access**



Electronic Submission System

Electronic Submission System Login

Important Notices
Any important notices will be displayed here.

Short Selling Regime
If you are already a user of the Short Selling Regime and you have been submitting notifications by emailing the FCA, then you will have to register to use the Electronic Submission System (ESS) by clicking on this [link](#).
If you are an existing ESS user or if you have already completed registration, please login to ESS by providing your credentials below.
For issues relating to registering for an ESS user account please contact our general administrative line on 020 7066 8348 or email itaadmin@fca.org.uk
For issues relating to SSR submissions please email the Position Monitoring Unit pmu@fca.org.uk.

Login
Login to Electronic Submission System. [Need help?](#)
Username
Password
[Forgot Your Password?](#) [Register for System Access](#)

Data Protection:
When completing a form in ESS you may be asked to provide personal information about yourself or others. With that in mind, before you login to ESS, please read our [privacy notice](#) which tells you what to expect when the FCA collects personal information, including how and why we use personal information and who to contact if you have any queries or wish to exercise your rights.

EU Withdrawal
"The UK has left the EU, but EU law continues to apply until the end of the implementation period agreed under the Withdrawal Agreement between the UK and the EU. The FCA's [Interpretative Guide on completing our forms after the UK's withdrawal from the EU](#) Interpretative Guide on completing our forms after the UK's withdrawal from the EU does not apply during the implementation period and we have not amended our forms. Please complete forms as previously until further notice."

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Step 2: Enter your registration details, then **Submit**

Electronic Submission System - User Registration Request

Please supply your Personal and Company Information *Mandatory fields are denoted by an **

My Personal Information

Title *

First Name *

Last Name *

Email Address *
Your email address will be your username. Please enter an individual work email address and not a group or consolidated email address.

Confirm Email Address *

Company Information

Company Name *

Mailing Street *

Mailing City *

Mailing State/Province

Mailing Zip/Postal Code *

Mailing Country *

Contact Number *
This must be your direct line telephone number, not a switchboard number

Fax Number

When providing your registration details, please note:

- Your email address must to be your **work email address**. We do not accept registrations from public domains such as Gmail or Yahoo.
- Your email address will be used as your ESS username. Once submitted, your email address cannot be changed.
- Your contact telephone number must be your direct line, not a switchboard number.
- Your company information (company address, contact number and fax) will be used on all cases where you are the named as the Primary Contact.

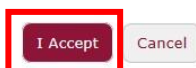
Step 3: Click on **I Accept** to accept the terms and conditions



Electronic Submission System

Electronic Submission System - User Registration Request

This website is the property of the FCA and must only be used for official FCA purposes. Under no circumstances should you give any other person your user identifier or password. Any unauthorised access to this website is strictly prohibited. Please refer to the FCA Privacy Statement [here](#).



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When you click **I Accept**, you will see the **Registration confirmation** message and an email will be sent to your registered email address. At this point, your request is now with us for approval. Click on **OK** to complete the registration process.



Electronic Submission System

Registration Confirmation

Thank you for registering for access to our Electronic Submission System. Your registration request has been submitted successfully. An email confirming your registration request has been sent out to your registered email address. If you have not received an email within 24 hours, please contact the UKLA Operational Support team on 02070668348.



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You will be sent an email once the decision is taken.

If you choose **Cancel** in Step 3, the registration request you have created will be void and no further action will be taken.

Activating your registration

Once we have approved your registration, an email will be sent to your registered email address. This email will confirm your username and provide a link to activate your account.

Click on the link in the email and you will be prompted to set a password when you first log in.

Change Your Password

Enter a new password for **david@bigcompanyplc.com**. Your password must have at least:

- 8 characters
- 1 uppercase letter
- 1 lowercase letter
- 1 number
- 1 special character ⓘ

* New Password

* Confirm New Password

Password was last changed on 18.04.2018 16:37.

Your password must be at least 8 characters long, with a mix of uppercase, lowercase and at least one special character: !#\$%-_+=<>

If your registration request is rejected

If your registration has been rejected, an email will be sent to your registered email address. If you have any queries you can call our **General administrative help desk** on the number provided in the email.

Logging in

When you log into ESS in future, you will need to enter your username and password and click on **Login**. Enter the username in lowercase.



Electronic Submission System Login

Important Notices

Login

Login to Electronic Submission System. [Need help?](#)

Username

Password

[Forgot Your Password?](#) | [Register for System Access](#)

Data Protection:

When completing a form in ESS you may be asked to provide personal information about yourself or others. With that in mind, before you login to ESS, please read our [privacy notice](#) which tells you what to expect when the FCA collects personal information, including how and why we use personal information and who to contact if you have any queries or wish to exercise your rights.

After 5 unsuccessful login attempts, your account will be locked for 30 minutes.

Whenever you log in, you will be asked to accept the **FCA Terms and Conditions** for system usage. Tick the box marked **I Accept** and click **Next** to continue.

david@bigcompanyplc.com [Log Out](#)

Electronic Submission System Login

This website is the property of the FCA and must only be used for official FCA purposes. Under no circumstances should you give any other person your user identifier or password. Any unauthorised access to this website is strictly prohibited.

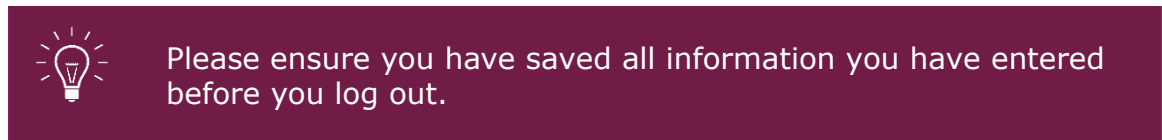
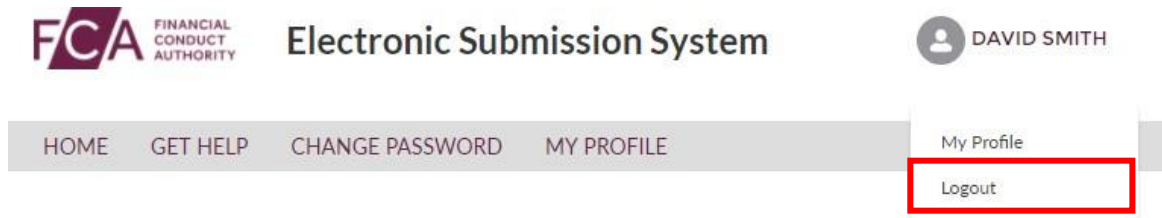
Please refer to the [FCA Privacy Statement](#) here.

I Accept

You can view the FCA Privacy Statement using the on-screen link, or at <https://www.fca.org.uk/privacy>

Logging out

You can log out of the system at any time by clicking on your user name in the top right corner of the page and selecting **Logout** from the dropdown.



Monthly Re-Authentication

On the **first login of every month**, the system will automatically re-authenticate your account. When you try to login, the system will send a verification code to your registered email address and direct you to the page below.

Enter your Verification code

A new verification code was sent via email to david@bigcompanyplc.com . When you receive the code, enter it below.

Verification Code

Didn't receive the email?

Sometimes automated messages get categorized as spam. Check your spam folder.

[Next](#)

Enter the verification code and click **Next**. On entering a correct verification code, you will be granted access to the system.

The code is one time and will expire once used. If you enter an incorrect code, a new email will be sent to your email address.

2. Managing your profile and password

If you forget your password

If you forget your password, click on the **Forgot Your Password?** link on the login page.

A screenshot of the 'Electronic Submission System Login' page. The page has a header with the title 'Electronic Submission System Login'. Below the header is a box for 'Important Notices'. The main content area is divided into two columns. The left column is titled 'Login' and contains the text 'Login to Electronic Submission System. [Need help?](#)'. Below this are input fields for 'Username' and 'Password', each with a yellow question mark icon to its right. At the bottom of the login section are three links: 'Forgot Your Password?' (highlighted with a red box), 'Register for System Access', and a 'Login' button. The right column is titled 'Data Protection:' and contains a paragraph of text: 'When completing a form in ESS you may be asked to provide personal information about yourself or others. With that in mind, before you login to ESS, please read our [privacy notice](#) which tells you what to expect when the FCA collects personal information, including how and why we use personal information and who to contact if you have any queries or wish to exercise your rights.'

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You'll be asked to provide your email address. This is your registered email address which is also your ESS username.

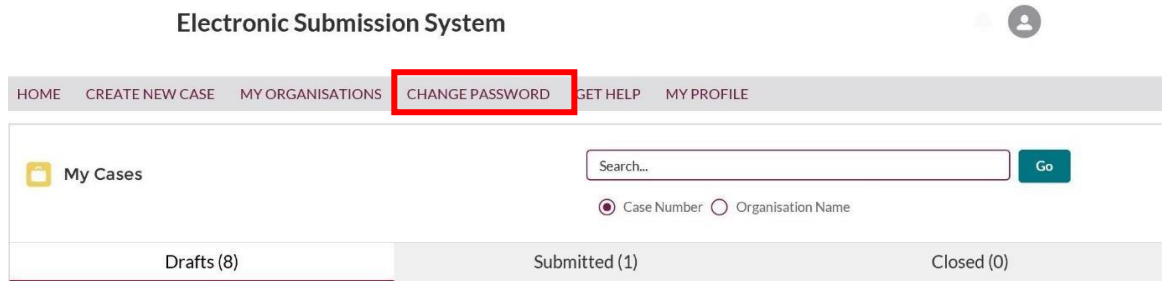
An email will be sent to your registered email address. The email will contain a link which can be used only once – if you forget your password again, you will have to request a new link.

When you click on the link within the email, you'll be asked to provide a new password. When choosing a new password, remember:

- Passwords must be at least 8 characters, a mix of uppercase, lowercase, and at least one special character: !#\$%-_+=<>
- The new password you choose cannot be one of the last 12 passwords you have used before.

Changing your password

Once you have registered and successfully logged in, you can change your password anytime by choosing **Change Password** on the home page.



Electronic Submission System

HOME CREATE NEW CASE MY ORGANISATIONS **CHANGE PASSWORD** GET HELP MY PROFILE

My Cases

Search... Go

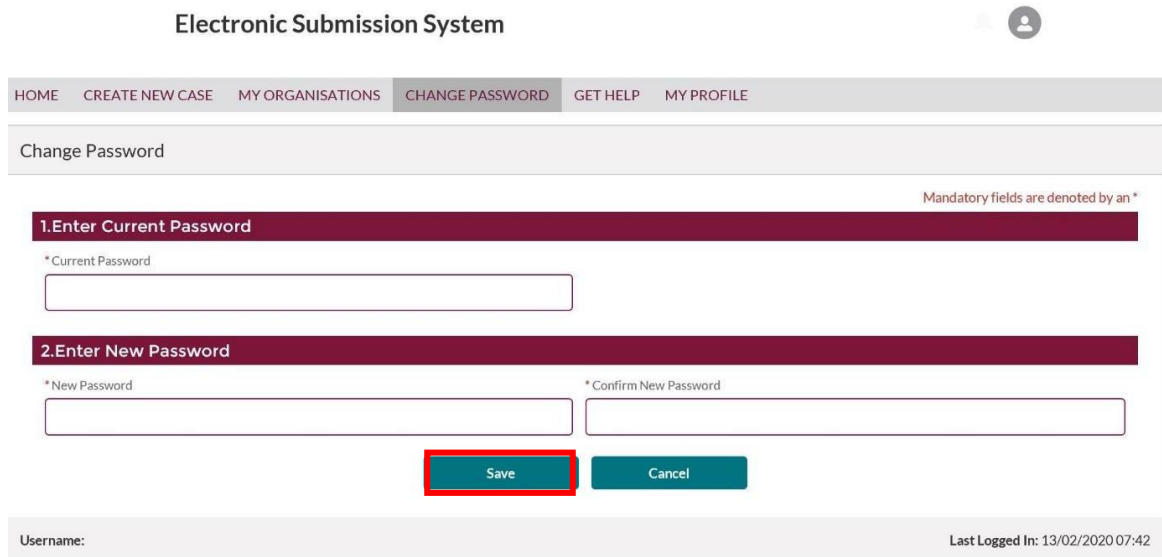
Case Number Organisation Name

Drafts (8) Submitted (1) Closed (0)

You'll then be asked to enter your current password and your new password. When choosing a new password, remember:

- Passwords must be at least 8 characters, a mix of uppercase, lowercase, and at least one special character: !#\$%-_+=+<>
- The new password you choose cannot be one of the last 12 passwords you have used before.

When done, click on the **Save** button.



Electronic Submission System

HOME CREATE NEW CASE MY ORGANISATIONS CHANGE PASSWORD GET HELP MY PROFILE

Change Password

Mandatory fields are denoted by an *

1. Enter Current Password

* Current Password

2. Enter New Password

* New Password * Confirm New Password

Save Cancel

Username: Last Logged In: 13/02/2020 07:42

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Updating your profile

Once your registration is approved and you have logged in, you can view and update your profile details at any time by clicking on the **My Profile** link on the home page.

Electronic Submission System

HOME CREATE NEW CASE MY ORGANISATIONS CHANGE PASSWORD GET HELP **MY PROFILE**

My Cases

Search... Go

Case Number Organisation Name

Drafts (8) Submitted (1) Closed (0)

You'll now be able to view and update your profile details.

Electronic Submission System

HOME CREATE NEW CASE MY ORGANISATIONS CHANGE PASSWORD GET HELP **MY PROFILE**

My Profile Information

This page allows you to update any of your personal information. Mandatory fields are denoted by an *

My Profile Information

* Title: Ms. * First Name: Eno

Email: eno.ndukwe@fca.org.uk * Last Name: Ndukwe

* Phone: 07857425531 Company Name: Financial Conduct Authority

Fax:

Address Information

* Mailing Street: 12 Endeavour House, Ashton Reach * Mailing City: London

Mailing State/Province: Mailing Zip/Postal Code: SE16 7EQ

* Mailing Country: United Kingdom

Additional Options

Apply changes to Open Cases where I am the Primary Contact

Save Cancel

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For security reasons, you cannot change your email address and company name. These fields are displayed but cannot be edited.

Should your email address change while you are working with the same organisation, you must contact our general administrative help desk who will update your profile with your new email address.



Please keep your contact details up to date at all times. These details will be used in our correspondence for all cases where you have been indicated as the Primary Contact.

Once you made all the changes required, you can choose to update the contact details on all the cases where you are the named Primary Contact. This can be done by selecting the option to **Apply changes to Open Cases where I am the Primary Contact** in the **Additional Options** section.

Your address on closed (Approved, Withdrawn or Lapsed) cases will not be updated.

3. Understanding the user interface

Important notices

On the login page, you will see a section for **Important Notices**. We update this section regularly to keep you informed about news such as system unavailability or recent changes.



Electronic Submission System

Electronic Submission System Login

Important Notices

18-20 MAY - PLANNED SYSTEM OUTAGE: From 20:00 hrs on 18 May until 18:00 20 May ESS will be unavailable to all users due to essential upgrade work which will deliver enhancements to the look and feel of the ESS portal.

March 2018 - BROWSERS: to access the Electronic Submission System from 10 March 2018 you will need a current or recent version of web browsers such as Internet Explorer 11.

Further information will shortly be available at <https://www.fca.org.uk/markets/ukla/contact/submit-documents-electronically>

We apologise for any inconvenience caused.

Login

Login to Electronic Submission System. [Need help?](#)

Username

Password

[Forgot Your Password?](#) | [Register for System Access](#)

Data Protection:

When completing a form in ESS you may be asked to provide personal information about yourself or others. With that in mind, before you login to ESS, please read our [privacy notice](#) which tells you what to expect when the FCA collects personal information, including how and why we use personal information and who to contact if you have any queries or wish to exercise your rights.

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My Cases page

On successful login, you will be directed to the My Cases home page.

This page displays a list of all cases you have created or where you are a member of the case team. You will see all **Draft** cases by default, however if you want to see a list of all **Submitted** or **Closed** cases, click on the **Submitted** or **Closed** tab respectively.

Electronic Submission System

HOME CREATE NEW CASE MY ORGANISATIONS CHANGE PASSWORD GET HELP MY PROFILE

My Cases

Search... Go

Case Number Organisation Name

Drafts (9) Submitted (1) Closed (1)

Show 10 Search in 9 records

CASE NUMBER	TEAM	CASE TYPE	ORGANISATION	CREATED DATE
00221077	NSM	NSM Authorisation		13/02/2020 08:05
00220957	NSM	NSM Authorisation		10/02/2020 14:37
00220956	NSM	NSM Authorisation		10/02/2020 14:36
00220774	NSM	NSM Authorisation		06/02/2020 14:19
00220662	NSM	NSM Authorisation		04/02/2020 13:09
00220660	NSM	NSM File Upload		04/02/2020 13:07
00220581	NSM	NSM Authorisation		03/02/2020 16:25
00219942	PMU	Registration for Existing Position Holder		20/01/2020 10:57
00219125	PMU	Registration for Existing Position Holder		17/12/2019 15:13

Prev 1 Next

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The **Get Help** option in the top navigation bar takes you to the relevant FCA website where you will find more help on information on documents you need to submit and how to use the system.

The **Home** option will return you to the **My Cases** home page.

Mandatory fields

Mandatory fields are marked with a red asterisk (*). You must enter a value in these fields before you proceed to Save or Submit.

My Profile Information

This page allows you to update any of your personal information. Mandatory fields are denoted by an *

My Profile Information

* Title	* First Name
<input type="text" value="Mr."/>	<input type="text" value="David"/>
Email	* Last Name
<input type="text" value="david@bigcompanyplc.com"/>	<input type="text" value="Smith"/>

Error messages

When you click Save or Submit, an error message will be displayed if you have not entered mandatory values or if the data you have entered is invalid.

Error messages are displayed at the top of the screen. They will disappear automatically after a few seconds, or you can close them manually by clicking on the cross.

My Profile Information

Please enter phone number

This page allows you to update any of your personal information. Mandatory fields are denoted by an *

My Profile Information

* Title	* First Name
<input type="text" value="Mr."/>	<input type="text" value="David"/>
Email	* Last Name
<input type="text" value="david@bigcompanyplc.com"/>	<input type="text" value="Smith"/>
* Phone	Company Name
<input type="text"/>	Big Issuer PLC

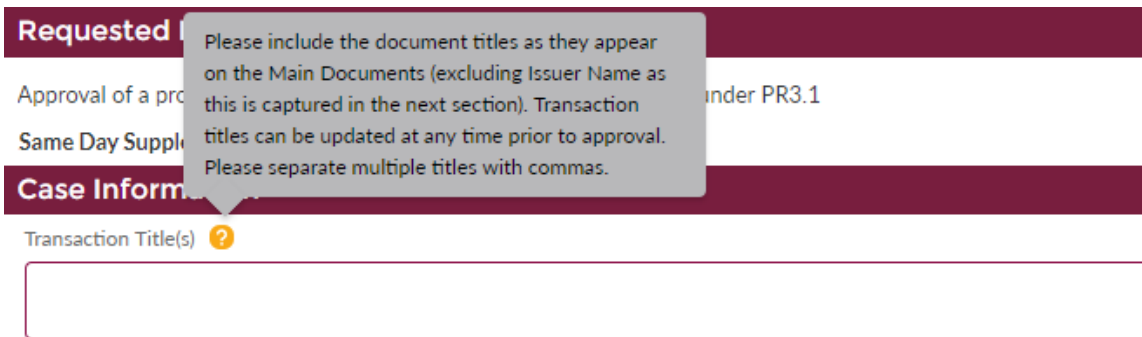
Help text

Help text is provided for all important fields on all pages. Help text may be displayed on the screen:

NSM Email Address

Please provide the email address of the contact uploading the approved document(s) onto the National Storage Mechanism. This email address is required for approval and needs to be reconfirmed upon final submission of document(s).

Help text can also be viewed by clicking on the  icon next to a field.

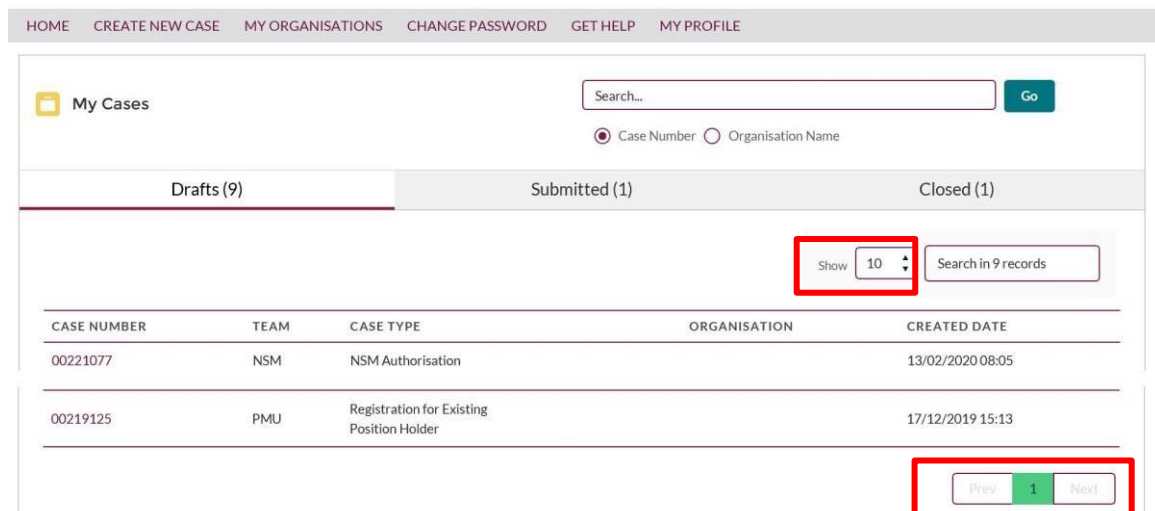


The screenshot shows a form with a dark red header. A tooltip is displayed over the 'Transaction Title(s)' field, which has a help icon (a question mark in a circle) next to it. The tooltip text reads: 'Please include the document titles as they appear on the Main Documents (excluding Issuer Name as this is captured in the next section). Transaction titles can be updated at any time prior to approval. Please separate multiple titles with commas.'

Case pagination

By default, the system will display 10 cases at a time, but you increase the number of cases shown on each page to 25, 50 or 100 using the dropdown list next to the **Show** button.

To see more cases, use the **Next** or **Previous** buttons – these will only become active when there are more cases than will fit on one page.



The screenshot shows the 'My Cases' page. At the top, there is a navigation bar with links: HOME, CREATE NEW CASE, MY ORGANISATIONS, CHANGE PASSWORD, GET HELP, MY PROFILE. Below this is a search bar with a 'Go' button and radio buttons for 'Case Number' (selected) and 'Organisation Name'. The page is divided into three tabs: 'Drafts (9)', 'Submitted (1)', and 'Closed (1)'. The 'Submitted (1)' tab is active. Below the tabs, there is a 'Show' dropdown menu set to '10' and a 'Search in 9 records' input field. Below this is a table with the following data:

CASE NUMBER	TEAM	CASE TYPE	ORGANISATION	CREATED DATE
00221077	NSM	NSM Authorisation		13/02/2020 08:05
00219125	PMU	Registration for Existing Position Holder		17/12/2019 15:13

At the bottom of the table, there are 'Prev', '1', and 'Next' buttons. The '1' button is highlighted in green, indicating the current page.

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Search

You can search for cases by entering a case number or issuer name in the search box and clicking **Go**.



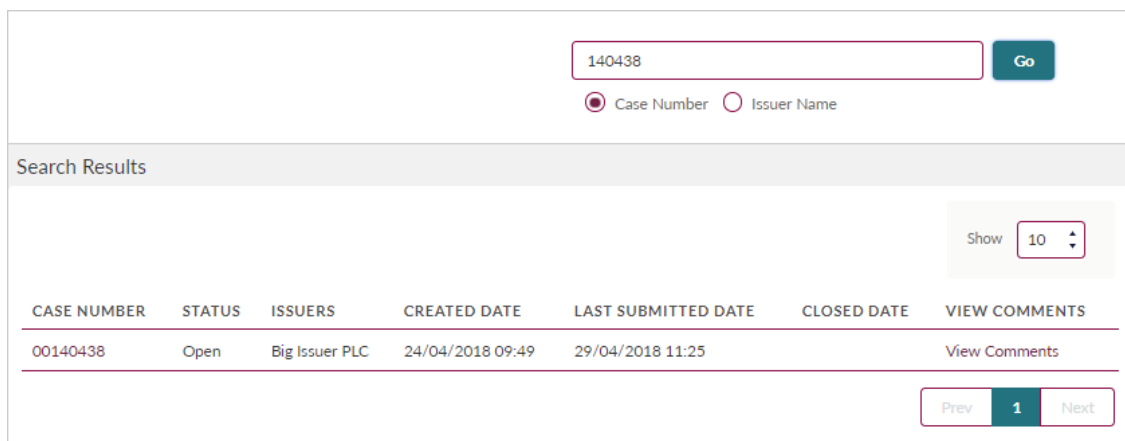
HOME CREATE NEW CASE MY ORGANISATIONS CHANGE PASSWORD GET HELP MY PROFILE

My Cases

Search... Go

Case Number Organisation Name

You can enter a part of the Issuer Name or the Case Number. The search results will only list relevant cases you have access to.



140438 Go

Case Number Issuer Name

Search Results

Show 10

CASE NUMBER	STATUS	ISSUERS	CREATED DATE	LAST SUBMITTED DATE	CLOSED DATE	VIEW COMMENTS
00140438	Open	Big Issuer PLC	24/04/2018 09:49	29/04/2018 11:25		View Comments

Prev 1 Next

4. Transactional Review cases

You can submit the following types of Transactional Review case through the Electronic Submission System:

- Approval of a prospectus or component(s) of a tri-partite prospectus under PR3.1
- Approval of supplementary prospectus under PR3.1.7
- Approval of a circular under LR13.2.1
- Individual guidance from the FCA on PR, LR or DTR
- Review of eligibility for listing
- Approval of listing particulars LR4.3.2
- Approval of supplementary listing particulars under LR4.3.2
- Determination a document is equivalent to a prospectus under PR3.1.1.4R
- Review of summary documents produced under PR1.2.3(8)(e)
- Approval of an investment policy
- Notification only - no decision requested
- Approval of announcement required by LR 5.4A.5 R(2)

Creating a new Transactional Review case

If you wish to submit documents to us for review, you can do so by creating a new case on the Electronic Submission System.

Let's work through the process for creating a new case and submitting documents.

Step 1: Creating a new case

Click on **Create New Case** on the My Cases home page.

Electronic Submission System

HOME **CREATE NEW CASE** MY ORGANISATIONS CHANGE PASSWORD GET HELP MY PROFILE

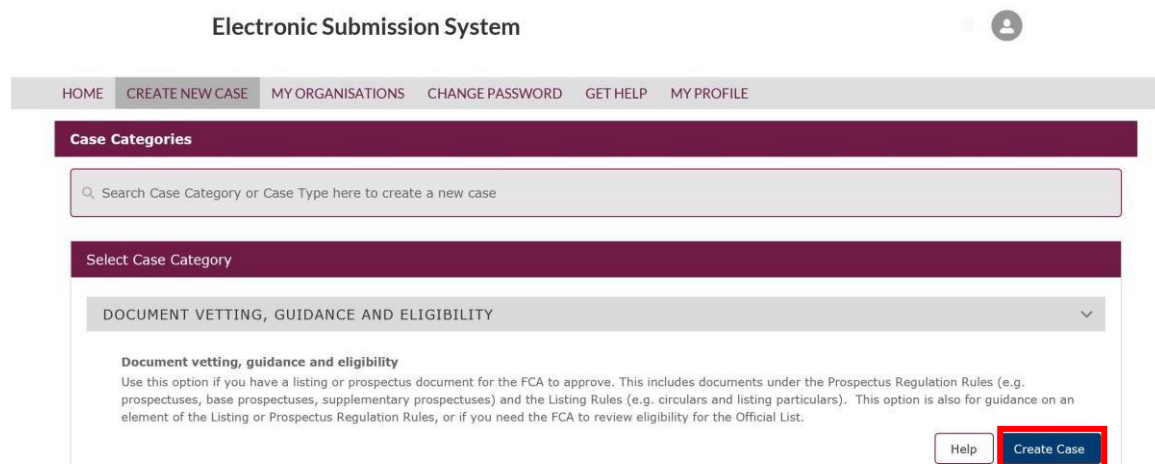
My Cases

Search... Go

Case Number Organisation Name

Drafts (8) Submitted (1) Closed (0)

Step 2: Select Document, Vetting, Guidance and Eligibility tab and then 'Create case'



Electronic Submission System

HOME CREATE NEW CASE MY ORGANISATIONS CHANGE PASSWORD GET HELP MY PROFILE

Case Categories

Search Case Category or Case Type here to create a new case

Select Case Category

DOCUMENT VETTING, GUIDANCE AND ELIGIBILITY

Document vetting, guidance and eligibility
Use this option if you have a listing or prospectus document for the FCA to approve. This includes documents under the Prospectus Regulation Rules (e.g. prospectuses, base prospectuses, supplementary prospectuses) and the Listing Rules (e.g. circulars and listing particulars). This option is also for guidance on an element of the Listing or Prospectus Regulation Rules, or if you need the FCA to review eligibility for the Official List.

Help Create Case

Step 3: Choosing decisions

You will be asked to select the decision(s) you want to request from us. You can select more than one decision at a time.

Depending on the decisions you choose, you may have to confirm if the case is a Same Day Supplement (SDS). More information on the Same Day Supplement service is available here:

<https://www.fca.org.uk/markets/ukla/submit-draft-document/same-day-service>

Once you click on **Save and Continue**, a new case will be created. You will need to enter more details and upload documents before you submit the case to us for review.

Create New Case - Decision Required

Please select decision(s) that you are seeking from the FCA below. At least one decision must be selected.

Please be aware, you will not be able to change the decision(s) sought once you have clicked on Save & Continue. If you need to change the decision(s) sought, please contact the UKLA helpdesk on 02070668348.

SELECT	DECISION REQUESTED
<input type="checkbox"/>	Approval of a prospectus or component(s) of a tri-partite prospectus under PR3.1
<input checked="" type="checkbox"/>	Approval of supplementary prospectus under PR3.1.7
<input checked="" type="checkbox"/>	Approval of a circular under LR13.2.1
<input type="checkbox"/>	Individual guidance from the FCA on PR, LR or DTR
<input type="checkbox"/>	Review of eligibility for listing
<input type="checkbox"/>	Approval of listing particulars LR4.3.2
<input type="checkbox"/>	Approval of supplementary listing particulars under LR4.3.2
<input type="checkbox"/>	Determination a document is equivalent to a prospectus under PR3.1.1.4R
<input type="checkbox"/>	Review of summary documents produced under PR1.2.3(8)(e)
<input type="checkbox"/>	Approval of an investment policy
<input type="checkbox"/>	Notification only - no decision requested
<input type="checkbox"/>	Approval of announcement required by LR 5.4A.5 R(2)

* Is this a Same Day Supplement?

-- None --

Save and Continue **Cancel**

Step 4: Entering case details

After completing Step 2, a new case will be created. This will have a unique case number (shown top-left) and a **Draft** case status.

Document(s) must be attached before you submit

Save Submit Cancel

Case: 00140438 Case Status: Draft

Case Information	Case Documents	Response Information
<p>Please input all the relevant case information here before uploading documents under the Case Documents tab.</p> <p>Fields required for case submission are denoted by an *</p>		
<p>Requested Decision(s) ?</p> <p>Approval of supplementary prospectus under PR3.1.7</p> <p>Approval of a circular under LR13.2.1</p> <p>Same Day Supplement: No</p>		
<p>Case Information</p> <p>Transaction Title(s) ?</p> <p>Related Case Number(s) ?</p> <p>Code Name ? NSM Email Address</p> <p>Please provide the email address of the contact uploading the approved document(s) onto the National Storage Mechanism. This email address is required for approval and needs to be reconfirmed upon final submission of document(s).</p>		
<p>Issuer(s) ?</p> <p>ISSUER NAME</p> <p>Add Issuers</p>		
<p>Submitter Information</p> <p>Submitter Organisation * Submitter Role ?</p> <p>Big Issuer PLC -- None --</p> <p>Case Creator: David Smith</p>		

You must fill in all case information and upload documents before you submit the case to us.

For information on case fields, click on the help icon ? next to the field.

If you do not have all the information required for us to review your case, you can click on **Save** to save the case as Draft.

We do not progress a case unless the case is submitted. Please ensure that you click on **Submit** (step 9) once you have filled in all required information and uploaded all documents you want us to review.

In **Submitter Role**, choose the primary role of your organisation on the case.

Submitter Information

Submitter Organisation
Big Issuer PLC

Case Creator:
David Smith

* Submitter Role ?

- None --
- None --
- Accounting Firm
- Advisor
- Broker
- Competent Authority
- Depository
- Guarantor
- Issuer
- Law Firm
- Market Maker
- Multinational Trading Facility
- Paying Agent
- Position Holder
- Primary Information Provider
- RIE
- RIS
- SI
- Sponsor
- Sponsor Agent
- None --

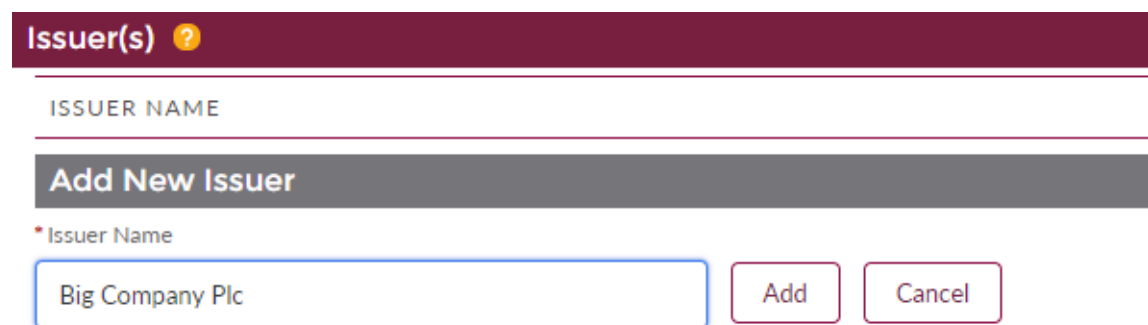
Step 5: Adding issuers

You can add multiple issuers on a case by choosing **Add Issuers** on the case view.



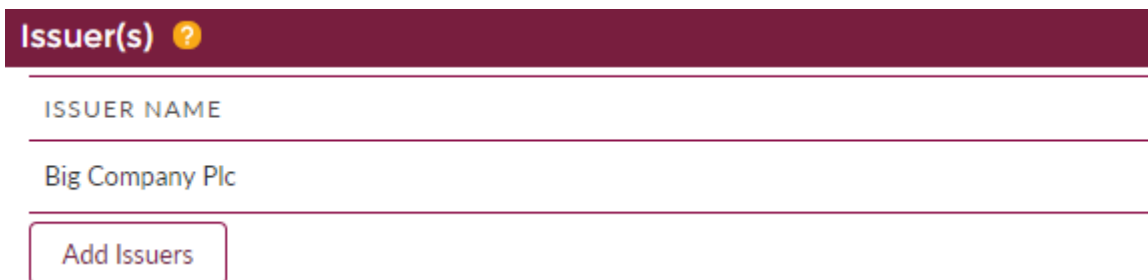
The screenshot shows a dark red header with the text "Issuer(s)" and a yellow question mark icon. Below the header is a horizontal line, followed by the text "ISSUER NAME" in a light grey font. Another horizontal line follows, and at the bottom is a rounded rectangular button with the text "Add Issuers".

When the **Add New Issuer** box appears, complete the **Issuer Name** field and click **Add**.



The screenshot shows a dark red header with "Issuer(s)" and a question mark icon. Below it is a horizontal line and the text "ISSUER NAME". A grey bar with the text "Add New Issuer" is positioned below the line. Underneath, the text "Issuer Name" is followed by a text input field containing "Big Company Plc". To the right of the input field are two buttons: "Add" and "Cancel".

The issuer will be added to the list:



The screenshot shows the same dark red header with "Issuer(s)" and a question mark icon. Below the header is a horizontal line, followed by the text "ISSUER NAME". A second horizontal line is present, and below it, the text "Big Company Plc" is displayed. At the bottom is a rounded rectangular button with the text "Add Issuers".

You can add multiple issuers to a case. If you want to add new issuer details, this can be done at any point in the case lifecycle until the case is closed.

If your organisation is the case issuer, and have set the **Submitter Role** as Issuer, your organisation will be added to this list by default. You do not need to add it again.

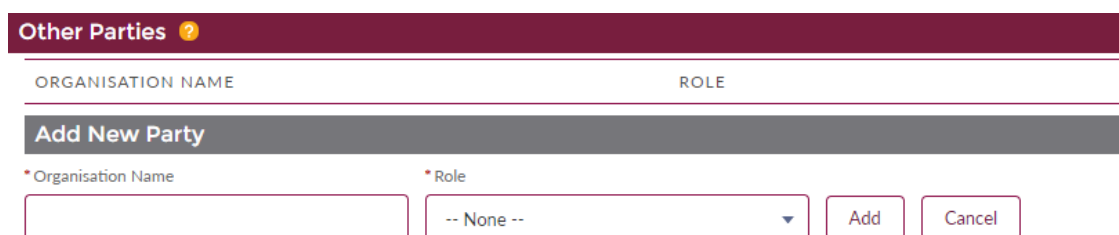
Step 6: Adding other parties

If you have other Sponsors, Advisors or Guarantors working on a case, you can add them to the case by choosing **Add Party** in the **Other Parties** section.




The screenshot shows a dark red header with the text "Other Parties" and a question mark icon. Below the header is a table with two columns: "ORGANISATION NAME" and "ROLE". Underneath the table is a button labeled "Add Party".

When the **Add New Party** box appears, complete the **Organisation Name** field, choose the **Role** from the dropdown list and click **Add**.



The screenshot shows a dark red header with the text "Other Parties" and a question mark icon. Below the header is a table with two columns: "ORGANISATION NAME" and "ROLE". Below the table is a dark grey box with the text "Add New Party". Below this box are two input fields: "Organisation Name" and "Role". The "Role" field is a dropdown menu with the text "-- None --" and a downward arrow. To the right of the input fields are two buttons: "Add" and "Cancel".

The organisation will be added to the list:



The screenshot shows a dark red header with the text "Other Parties" and a question mark icon. Below the header is a table with two columns: "ORGANISATION NAME" and "ROLE". The table contains one row with the text "The Other Company Plc" in the "ORGANISATION NAME" column and "Advisor" in the "ROLE" column. To the right of the table is a button labeled "Remove". Below the table is a button labeled "Add Party".

To remove an organisation from the case, click on **Remove**.

You can add multiple Sponsors, Advisors or Guarantors to the case.

If you want to add new or modify details of Organisation, it can be done at any point in the case lifecycle until the case is closed.

Step 7: Inviting other users

By default, the system gives the case creator access to all cases he/she has created. However, if you need to share case information with other people in your company, you can do so by inviting new users to the case.

Note: You can only invite people with same email domain as you.



Please note that sharing usernames and passwords is against the FCA terms and conditions for system usage. Any user wanting access to the information on the system must be invited to the case using this option.

To add a new user, select **Add Case User** in the **Case Users** section.

Case Users ⓘ

Please ensure your reader has been notified prior to a change of Primary Contact.

TITLE	FIRST NAME	LAST NAME	EMAIL	PRIMARY CONTACT	SUBMITTER	STATUS	
Mr.	David	Smith	david@bigcompanyplc.com	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Active	<button>Remove</button>

Add Case User

When the **Add New Case User** box appears, complete the details (Title, First Name, Last name and Email) and select **Add**.

Case Users ⓘ

Please ensure your reader has been notified prior to a change of Primary Contact.

TITLE	FIRST NAME	LAST NAME	EMAIL	PRIMARY CONTACT	SUBMITTER	STATUS	
Mr.	David	Smith	david@bigcompanyplc.com	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Active	<button>Remove</button>

Add New Case User

*Title: *First Name: *Last Name: *Email: Add Cancel

You will then see this warning message. Please read this carefully.

Please be aware that when you add a user on a case, you are granting that user access to edit information and upload documents on that case. Users are only permitted to add other users that work for the same company, and share the same email domain within their email address. By adding a user to this case, you acknowledge that they have permission to have full access to all of the information held on this case.

Ok

Cancel


Select **OK** to agree to the terms and conditions in this message.

The case user you have added will receive an invite on the email address entered by you. This invite will contain a link to access the case.

If the user is not a registered user of Electronic Submission System, a registration invitation will be sent to the user's email address you have provided. The user will only be able to access the case once their registration is approved.

If you choose **Cancel**, the process will be terminated and no invitation email will be sent to the user.

The new user will now be displayed in the **Case User** list.

Case Users 							
<i>Please ensure your reader has been notified prior to a change of Primary Contact.</i>							
TITLE	FIRST NAME	LAST NAME	EMAIL	PRIMARY CONTACT	SUBMITTER	STATUS	
Mr.	David	Smith	david@bigcompanyplc.com	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Active	Remove
Mr.	Sam	Hill	sam.hill@bigcompanyplc.com	<input type="checkbox"/>	<input type="checkbox"/>	Invited	Remove

[Add Case User](#)

The case creator is automatically added to the Case users list and is marked as the 'Submitter' of the case.

If you want to add or remove case users, you can do so anytime until the case is closed.


To prevent unauthorised access of the system, for all open cases we recommend you remove users who have left your organisation or no longer need access to an open case by using the **Remove** option.

You cannot remove the Primary contact from the case unless you first mark some other user as the Primary Contact (see Step 7).

Step 8: Choosing a Primary Contact

Each case must have a **Primary contact** – this is the individual with which we will liaise for correspondence related to the case. You can choose one of the **case users** as Primary contact.

By default, the case creator is marked as the primary contact on the case. You can change the primary contact at any point in the case lifecycle by using the tick box option in the **Case Users** list.

Case Users 						
<i>Please ensure your reader has been notified prior to a change of Primary Contact.</i>						
TITLE	FIRST NAME	LAST NAME	EMAIL	PRIMARY CONTACT	SUBMITTER	STATUS
Mr.	David	Smith	david@bigcompanyplc.com	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Active Remove
Mr.	Sam	Hill	sam.hill@bigcompanyplc.com	<input type="checkbox"/>	<input type="checkbox"/>	Active Remove

Add Case User

Only approved users (i.e. those with an **Active** status) can be marked as the primary contact.

You can update the contact details of the primary contact for the case at any time until the case is closed by editing the **Primary Contact Information**.

Primary Contact	
<i>This user will be the main contact for all correspondence. This information can be updated at any time up until case approval.</i>	
First Name	Email
<input type="text" value="David"/>	<input type="text" value="david@bigcompanyplc.com"/>
Last Name	* Phone
<input type="text" value="Smith"/>	<input type="text" value="01234567890"/>
Organisation	Contact Mobile
<input type="text" value="Big Issuer PLC"/>	<input type="text"/>
	* Fax
	<input type="text" value="01234987654"/>

Address	
* Street	* City
<input type="text" value="362 Lee High Road"/>	<input type="text" value="London"/>
State/Province	* Zip/Postal Code
<input type="text"/>	<input type="text" value="SE12 8RS"/>
* Country	
<input type="text" value="United Kingdom"/>	

Any address changes made here will apply only to this case and will not be applied to be updated back on the user's profile.

We recommend you keep the contact details up to date at all times.

Step 9: Uploading documents



You should submit your case for review only once you have added all the relevant information and attached all documents needed for an initial submission.

To upload documents select the **Case Documents** tab on the case.

Case: 00140438 Case Status: Open [View Comments](#)

Case Information **Case Documents** Response Information

Fields required for document submission are denoted by an *

Please upload all relevant case documents here to support the information provided within the **Case Information** tab.

Attach Document(s) to Case 00140438

This section allows you to submit multiple documents in one batch. Repeat steps 1 to 4 to attach multiple files.

Please press the "Submit" button once you have finished attaching all of the documents that you wish to submit for this case.

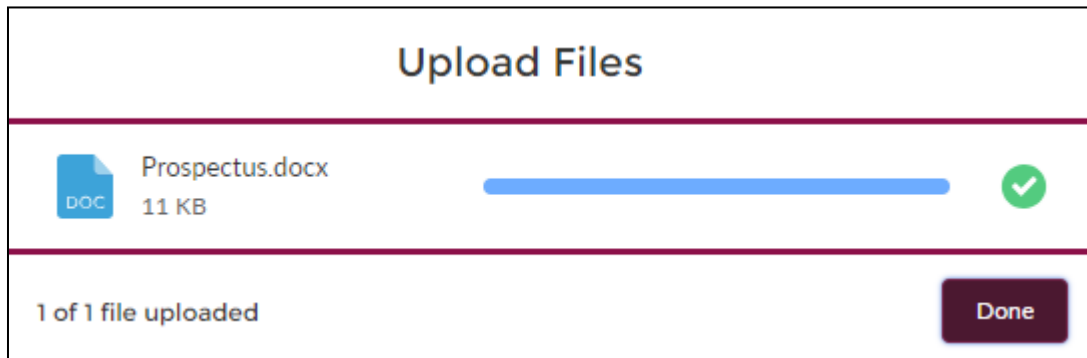
<p>* 1. Select File Category</p> <div style="border: 1px solid #ccc; padding: 2px;">Main Document</div>	<p>* 2. Select Document Type</p> <div style="border: 1px solid #ccc; padding: 2px;">Base prospectus (debt)</div>
<p>* 3. Blackline Version ?</p> <div style="border: 1px solid #ccc; padding: 2px;">No</div>	<p>4. Select the file</p> <p>Click the button below to find the file: (Valid file types are: *.msg;*.doc;*.docx;*.xls;*.xlsx;*.odt;*.pdf;) A file name cannot contain any of the following characters < > : " / \ ? *</p> <div style="border: 1px dashed #ccc; padding: 5px; display: flex; gap: 10px;"> Upload FilesOr drop files</div>

When the upload is complete the file information will appear below.

The top section of this page explains the four steps to upload a document:

1. **Select File Category:** Choose the Document Category you are attaching (Main Document, Supplementary Document or Checklist).
2. **Select Document Type:** Depending on the Category you have chosen, you will see a list of document types under that category. Select the appropriate document type.
3. **Blackline Version:** If the document you are attaching is a backline version of the document, choose **Yes** otherwise choose **No**.
4. **Select the file:** You can do this in two ways, either by selecting **Upload Files** and browsing to the document you want to attach, or by dragging and dropping the file onto the **Or drop files** link.

The system displays the following progress message and confirms when the file has been uploaded.



You can attach more than one document to a case. To attach additional documents, repeat Steps 1-4.

All the documents you have attached will be displayed in the **Document(s) ready for submission** section of the page.

Document(s) ready for submission					
TYPE	FILE NAME	VERSION	BLACKLINE	REMOVE FROM SUBMISSION	DOWNLOAD
Base prospectus (debt)	Prospectus.docx	1	No	<input type="button" value="Remove"/>	<input type="button" value="Download"/>

You can **Remove** or **Download** any of the documents uploaded to the system.

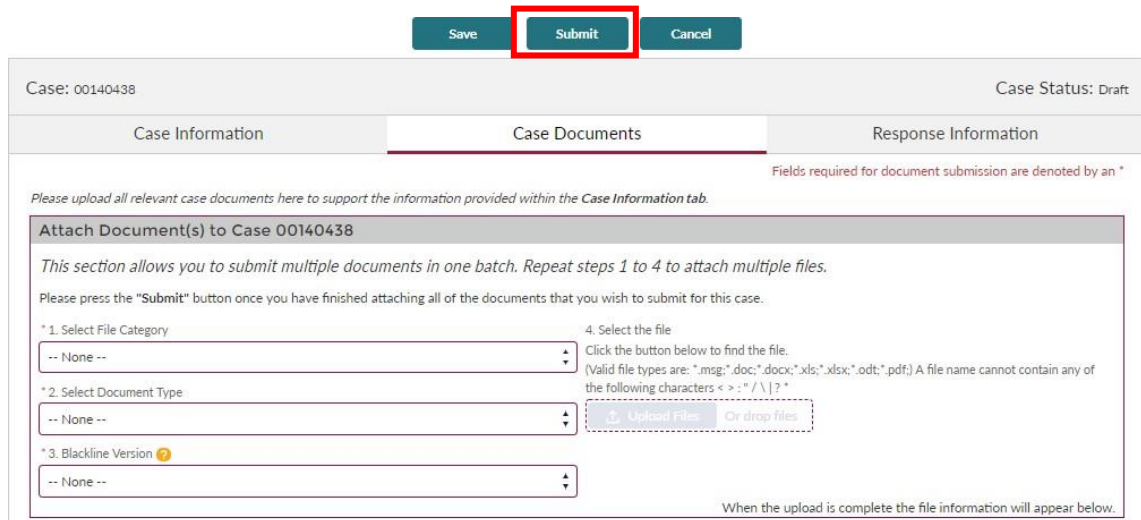
You will not be able to remove documents once a case has been submitted.

Step 10: Submit the case

Once you have entered all relevant information and attached all documents that support the decisions you have requested from us, the final step is to submit the case.


You can find out more about what needs to be included in your initial submission here: <https://www.fca.org.uk/publication/ukla/pn-903-2.pdf>

To submit the case, select the **Submit** button.



The screenshot shows a web interface for submitting a case. At the top, there are three buttons: 'Save', 'Submit', and 'Cancel'. The 'Submit' button is highlighted with a red rectangle. Below the buttons, the interface displays 'Case: 00140438' and 'Case Status: Draft'. There are three tabs: 'Case Information', 'Case Documents', and 'Response Information'. The 'Case Documents' tab is active. Below the tabs, there is a section titled 'Attach Document(s) to Case 00140438'. This section contains instructions and four steps for attaching documents. Step 1 is 'Select File Category' with a dropdown menu showing '-- None --'. Step 2 is 'Select Document Type' with a dropdown menu showing '-- None --'. Step 3 is 'Blackline Version' with a dropdown menu showing '-- None --'. Step 4 is 'Select the file' with a button labeled 'Upload Files' and a link 'Or drop files'. The interface also includes a note: 'Fields required for document submission are denoted by an *' and a footer note: 'When the upload is complete the file information will appear below.'

You will be taken to the **Submission Summary** page where you will need to select the **Submit** button at the foot of the page to complete the submission process.

 You are about to submit the following information. Ensure this information is complete and correct before submitting.

Case: 00140438 Case Status: Draft

Submission Summary

You are about to submit the following information to the UKLA

Issuer(s)

ISSUER NAME

Big Issuer PLC

Decision(s) Requested

Approval of supplementary prospectus under PR3.1.7

Approval of a circular under LR13.2.1

Same Day Supplement

No

Transaction Title

The Sample Transaction

Code Name

Venus

NSM Upload Recipient

Primary Contact

This user will be the main contact for all correspondence. This information can be updated at any time up until case approval.

First Name:	David	Email:	david@bigcompanyplc.com
Last Name:	Smith	Phone:	01234567890
Organisation:	Big Issuer PLC	Fax:	01234987654


Document Upload Summary

FILE NAME	COUNT
Main Document	1
Supporting Document	0
Checklist	0


Submit Cancel

Once a case is submitted, the status of the case moves from Draft to Open. The case will now be listed on the **Submitted** tab of the **My Cases** page.

Electronic Submission System



HOME CREATE NEW CASE MY ORGANISATIONS CHANGE PASSWORD GET HELP MY PROFILE

 My Cases Search.. Go

Case Number Organisation Name

Drafts (8)Submitted (1)Closed (0)

Modifying case details on an open case

You can update the details of an open case at any time on the case until the case is closed. Any case information that cannot be updated once the case is created (e.g. the requested decision) will be displayed as read only.

Submit
Cancel

Case: 00140438
Case Status: Open [View Comments](#)

Case Information
Case Documents
Response Information

Fields required for case submission are denoted by an *

Please input all the relevant case information here before uploading documents under the Case Documents tab.

Requested Decision(s)

Approval of supplementary prospectus under PR3.1.7

Approval of a circular under LR13.2.1

Same Day Supplement : No

Case Information

Transaction Title(s) ?

The Sample Transaction

Related Case Number(s) ?

57392

Code Name ?

Venus

NSM Email Address

Please provide the email address of the contact uploading the approved document(s) onto the National Storage Mechanism. This email address is required for approval and needs to be reconfirmed upon final submission of document(s).

Case response information

When your case is first submitted, we will assign a reading team to the case, identify the date by which a first response is due and confirm the fees applicable.

This information will be sent by email to the Primary Contact.

This information – along with the payment status of the fees – is also available to all members of your team working on the case on the **Response Information** Tab.

Case: 00140438
Case Status: Open [View Comments](#)

Case Information
Case Documents
Response Information

This section contains information provided to you by the UKLA in relation to the case that you are submitting. No information will be displayed here until a reading team has been allocated.

Readers & Comment Information

ROLE	NAME	PHONE
Reader 1	Nicola Smethers	
Reader 2	Hiten Kapoor	

First Response Due Date : 01/05/2018

Fee(s)

DESCRIPTION	AMOUNT	DATE PAID
Base Prospectus	£2 750,00	28/04/2018

Written Notice

FILE NAME	GENERATED

Responding to comments on a case

If the reading team raises any comments on the case, everyone on the external case team will receive an email notification to say new comments are available. To view the comments, click on the **View Comments** link in the top right of the case home page. (This applies to all cases other than Direction and Clarification cases).

[Submit](#) [Cancel](#)

Case: 00140438 Case Status: Open [View Comments](#)

Case Information	Case Documents	Response Information
<p>Please input all the relevant case information here before uploading documents under the <i>Case Documents</i> tab.</p> <p>Requested Decision(s)</p> <p>Approval of supplementary prospectus under PR3.1.7</p> <p>Approval of a circular under LR13.2.1</p> <p>Same Day Supplement: No</p>		

Fields required for case submission are denoted by an *

The comments are listed on the **Outstanding** tab. A **No Response** flag indicates that no response has yet been provided to a comment.

Case: 00140438 Status: Open

Issuer(s):
Code Name: Venus

Outstanding	Responded
<p>Download As PDF Submit Responses</p> <p>The following comments require a response.</p> <p>No Response</p> <p>C-00003744 - NEG - Listing Hearing</p> <p>Please confirm a date for a listing hearing with Issuer Management by faxing a request to 020 7066 8364. Please ensure the request includes relevant contact information, a description of the issue and the date the hearing is required, Please ensure that documents supporting the application are provided to the Listing Applications Team in accordance with the '48 hour rule'.</p> <p>Page Number:</p> <p>Document: Base prospectus (debt)_V001</p> <p>Rule Reference:</p> <p>Published Date: 29/04/2018 10:57 View/Edit</p> <p>No Response</p> <p>C-00003745 - NEG - Basis of Approval</p> <p>It should be recognised that we are examining the document primarily from a UKLA Department standpoint and that it should not be assumed that our comments will necessarily cover all aspects of FCA regulation. If by submitting the document and receiving our comments, approval of some aspect is being assumed on rules other than Listing or Prospectus Rules then this should be specifically drawn to our more...</p> <p>Page Number:</p> <p>Document: Base prospectus (debt)_V001</p> <p>Rule Reference:</p> <p>Published Date: 29/04/2018 10:57 View/Edit</p>	



You will need to provide an individual response to each comment. When you have provided responses to all the comments, you will then be able to submit your responses to the UKLA reading team.

To view a comment and provide a response, click on the title of the comment, or the **View/Edit** link.

[No Response](#)

C-00003744 - NEG - Listing Hearing

Please confirm a date for a listing hearing with Issuer Management by faxing a request to 020 7066 8364. Please ensure the request includes relevant contact information, a description of the issue and the date the hearing is required, Please ensure that documents supporting the application are provided to the Listing Applications Team in accordance with the '48 hour rule'.

Page Number :

Document : Base prospectus (debt)_V001

Rule Reference :

Published Date : 29/04/2018 10:57 [View/Edit](#)

Type your response to the comment in the text box, adding a page reference below if appropriate, then **Save & Exit**.

Case: 00140438 Status: Open

Issuer(s):

Code Name: Venus

Your Response

[Save & Exit](#) [Save](#) [Back](#)

Last Draft Saved on -

Page Number :

[Save & Exit](#) [Save](#) [Back](#)


C-00003744 - NEG - Listing Hearing

Please confirm a date for a listing hearing with Issuer Management by faxing a request to 020 7066 8364. Please ensure the request includes relevant contact information, a description of the issue and the date the hearing is required, Please ensure that documents supporting the application are provided to the Listing Applications Team in accordance with the '48 hour rule'.

Linked Document : Base prospectus (debt)_V001 Rule Reference:

Page Number : Published Date : 29/04/2018 10:57

History

 There is no History record to this comment

When you have entered and saved your response to a comment, the **No Response** flag will no longer be displayed.

Case: 00140438 Status: Open

Issuer(s):

Code Name: Venus

Outstanding Responded

[Download As PDF](#) [Submit Responses](#)

The following comments require a response.

C-00003744 - NEG - Listing Hearing

Please confirm a date for a listing hearing with Issuer Management by faxing a request to 020 7066 8364. Please ensure the request includes relevant contact information, a description of the issue and the date the hearing is required. Please ensure that documents supporting the application are provided to the Listing Applications Team in accordance with the '48 hour rule'.

Page Number :

Document : Base prospectus (debt)_V001

Rule Reference :

Published Date : 29/04/2018 10:57 [View/Edit](#)

No Response

C-00003745 - NEG - Basis of Approval

It should be recognised that we are examining the document primarily from a UKLA Department standpoint and that it should not be assumed that our comments will necessarily cover all aspects of FCA regulation. If by submitting the document and receiving our comments, approval of some aspect is being assumed on rules other than Listing or Prospectus Rules then this should be specifically drawn to our [more](#).

Page Number :

Document : Base prospectus (debt)_V001

Rule Reference :

Published Date : 29/04/2018 10:57 [View/Edit](#)

When you have provided responses to all comments, you can submit these to the reading team by selecting **Submit Responses**.

The Summary of Case Comments will be displayed, confirming what you are about to submit. Complete the submission process by selecting **Submit Responses**.

Case: 00140438 Status: Open

Issuer(s):

Code Name: Venus

Summary of Case Comments


Responses to the following comments will be submitted to the FCA.

COMMENT NO.	TITLE
C-00003744	NEG - Listing Hearing
C-00003745	NEG - Basis of Approval

[Cancel](#) [Submit Responses](#)

A confirmation of the submitted responses will then be displayed:

Case: 00140438 Status: Open
Issuer(s):
Code Name: Venus

 Responses have been successfully submitted to the FCA.

[Ok](#)



If the reading team has asked you to submit updated versions of any documents, please do so when you submit your responses. The SLA period for the review by the reading team will only begin once the responses and any further versions of the documents have been received.

If you now view the comments on the case (by selecting **View Comments** on the case home page), you will see that the comments are shown on the **Responded** tab, along with the date and time at which the response was submitted.

Case: 00140438 Status: Open
Issuer(s):
Code Name: Venus

Outstanding Responded

[Download As PDF](#)

Comments with responses you have submitted are listed below.

COMMENT NO.	TITLE	RESPONSE SENT DATE	PAGE NUMBER	RESOLVED?
C-00003744	NEG - Listing Hearing	29/04/2018 11:07		
C-00003745	NEG - Basis of Approval	29/04/2018 11:07		

You cannot edit a response once it has been submitted.

You can view a response by clicking on the comment number link in the first column of the table.

Alternatively, you can download all comments and responses as a PDF by using the **Download as PDF** option.

The reader team will check your responses and decide whether each comment has been resolved. You will receive an email when the review is complete.

Any comments that have been resolved will remain on the **Responded** tab with a tick in the **Resolved?** column.

Case: 00140438 Status: Open

Issuer(s):

Code Name: Venus

Outstanding Responded

[Download As PDF](#)

Comments with responses you have submitted are listed below.

COMMENT NO.	TITLE	RESPONSE SENT DATE	PAGE NUMBER	RESOLVED?
C-00003744	NEG - Listing Hearing	29/04/2018 11:21		✔
C-00003745	NEG - Basis of Approval	29/04/2018 11:07		✔

Any comments that have not been resolved will be carried forward. These comments will be updated with additional feedback from the reader team and will appear on the **Outstanding** tab.

You will need to respond to any comments carried forward and then submit your response(s) – follow the same procedure as described above.

For comments that are carried forward, the **History** section includes details of the original comment and your previous response.

History

FCA Comment: NEG - Listing Hearing

Please confirm a date for a listing hearing with Issuer Management by faxing a request to 020 7066 8364. Please ensure the request includes relevant contact information, a description of the issue and the date the hearing is required, Please ensure that documents supporting the application are provided to the Listing Applications Team in accordance with the '48 hour rule'.

Linked Document: Base prospectus (debt)_V001

Rule Reference:

Page Number:

Published On: 29/04/2018 10:57

Your Response - 29/04/2018 11:07 AM

This is my response.

Page Number:

Submitting further drafts for a case

Following the review of documents by the reading team, you may be required to submit new documents or further drafts to the documents you have already submitted.

To do so, follow the process described previously (Step 8: Uploading documents).

When you submit further drafts, please take care to select the correct **Category** and **Document Type** of the draft you are submitting. The system will automatically update the version of the document to the next version.

Submitted Document(s)				
Main Document(s)				
TYPE	FILE NAME	VERSION	BLACKLINE	SUBMITTED DATE AND TIME
Base prospectus (debt)	Prospectus.doc	2	No	29/04/2018 11:25
Base prospectus (debt)	Prospectus.doc	1	No	24/04/2018 10:18
Supporting Document(s)				
TYPE	FILE NAME	VERSION	BLACKLINE	SUBMITTED DATE AND TIME
Checklist Document(s)				
TYPE	FILE NAME	VERSION	BLACKLINE	SUBMITTED DATE AND TIME

Once a document is attached, it is automatically saved by the system and will not be lost if you log out.

Only once you have uploaded all the documents, click on **Submit** to make it available to us for review.

For further information on how to submit documents for approval, please visit the FCA website: <https://www.fca.org.uk/markets/ukla>

Closing a case

On receiving the final versions of the documents under review, we will approve the document(s) and close the case.

The status of the case will be Closed.

Once a case is closed, you cannot change any details on the case.

At any point, if you wish to withdraw or put the review process on hold, you can do so by calling the general administrative help desk and quote your case reference number.

Written Notice

For all cases which are not Direction and Clarification cases, we will email the Written Notice to the Primary Contact and other case team members. This notice will confirm the approval of documents you have submitted.

A copy of the written notice can be accessed from the **Response Information** tab.

Case: 00140438		Case Status: Approved View Comments	
Case Information	Case Documents	Response Information	
<i>This section contains information provided to you by the UKLA in relation to the case that you are submitting. No information will be displayed here until a reading team has been allocated.</i>			
Readers & Comment Information			
ROLE	NAME	PHONE	
Reader 1	Nicola Smethers		
Reader 2	Hiten Kapoor		
First Response Due Date : 01/05/2018			
Fee(s)			
DESCRIPTION	AMOUNT	DATE PAID	
Base Prospectus	£2 750,00	28/04/2018	
Written Notice			
FILE NAME	GENERATED		
Written Notice 2018-05-02_16:35.pdf	02/05/2018 16:35		

5. Issuer Management cases

You can submit the following types of Issuer Management case through the Electronic Submission System:

- Admission to the Official List
- Amendments of Existing Securities
- Create and Update Programme (post-vetting)
- Suspension of Securities
- Removal of Securities
- Restoration of Securities

Creating a new Issuer Management case

Let's work through the process for creating a new case and submitting documents.

Step 1: Creating a new case

Click on **Create New Case** on the My Cases home page.

Electronic Submission System

HOME **CREATE NEW CAS** MY ORGANISATIONS CHANGE PASSWORD GET HELP MY PROFILE

My Cases

Search... Go

Case Number Organisation Name

Drafts (12) Submitted (1) Closed (2)

Show 10 Search in 12 records

Step 2: Clicking the arrow on the Issuer Management tab

Case Categories

Search Case Category or Case Type here to create a new case

Select Case Category

DOCUMENT VETTING, GUIDANCE AND ELIGIBILITY >

ISSUER MANAGEMENT ▾

Step 3: Selecting the case type

In this example, we'll choose **Admission to the Official List**. The information that you will need to provide varies between case types, but the process is identical.

Select the case type from the list, then click **Create Case**.

ISSUER MANAGEMENT ▼

Admission to the Official List
This case type is for admission of new and existing class of securities to the Official List only. This is not to be used for Debt Issuance Programmes or amendments to the Official List.

[Help](#) [Create Case](#)

Create and Update Programme (post-vetting)
This case type is to be used for either creating a new debt issuance programme or updating an existing/expired issuance programme. This should NOT be used for vetting of a base prospectus.

[Help](#) [Create Case](#)

Removal of Securities
This case type is for removing securities from the Official List.

[Help](#) [Create Case](#)

Suspension of Securities
This case type is for routine suspensions of securities on the Official List.

[Help](#) [Create Case](#)

Restoration of Securities
This case type is for routine restorations of securities on the Official List.

[Help](#) [Create Case](#)

Amendment of Securities
This case type is to be used to amend existing securities that are already admitted to the Official List.

[Help](#) [Create Case](#)

Step 4: Click the 'Continue' button on the pop-up reminder of information that you will need to provide

Before you start

Before you start please ensure you have the following:

- the approved prospectus;
- exemptions (if no prospectus);
- EU sanctions;
- security details;
- any other supporting documentation/information; and
- issuer details (such as LEI number, registered office address, year end, Home Member State, telephone number, email and website).

[Continue](#)

Step 5: Entering case details

After completing Step 4, a new case will be created. This will have a unique case number (shown top-left) and a **Draft** case status. You will receive an email stating that the case is in Draft status along with the ESS number.

The screenshot shows a web form for entering case details. At the top, there are four buttons: 'Save' (highlighted with a red box), 'Submit', 'Download Form', and 'Back'. Below the buttons, the form header displays 'Case: 00139443' (highlighted with a red box), 'Case Type: Admission of Securities', and 'Case Status: Draft' (highlighted with a red box). The form has two tabs: 'Case Information' and 'Case Documents' (highlighted with a red box). A note states: 'Please input all the relevant case information here before uploading documents under the Case Documents tab.' and 'Fields required for case submission are denoted by an *'. The 'Case Information' section includes a 'Transaction Type' dropdown menu with options: Treasury Gilts, Final Terms, GDR, and Placing. Below this is a text input field for '* Name of Issuer'. A 'Transaction Summary' text area is also present. The 'Part 1. Hearing/Application' section contains two date pickers: '* Application to be heard/processed on' (with a calendar icon) and '* Admission Effective On' (with a calendar icon and a help icon). The 'Part 2. Security Details' section shows 'No Securities added to this Case' and an 'Add Security' button.

You should fill in all case information, click Save, and upload any supporting documents by clicking the Case Documents tab.

Mandatory fields are identified with a red asterisk:

This close-up shows the 'Part 1. Hearing/Application' section. It features a red asterisk next to the label '* Application to be heard/processed on'. Below the label is a date picker field containing the text '27-Jun-2018' and a calendar icon.

For information on case fields, click on the help icon  next to the field.

If you do not have all the information required, you can click on **Save** to save the case as Draft.

We do not progress a case unless the case is submitted. Please ensure that you click on **Submit** (step 8) once you have filled in all required information and uploaded all necessary documents.

Step 6: Adding a security

For most Issuer Management case types (with the exception of Debt Issuance programmes), you will need to specify one or more securities.

To start the process, click on **Add Security** in the relevant section of the **Case Information**.

Part 2. Security Details

No Securities added to this Case

Add Security

Complete the details in the Add Security section (including the ISIN of the security) then choose **Save**.

Part 2. Security Details

No Securities added to this Case

Add Security

* ISIN of Security	* Amount
ISIN123456	10000000
* Security Description	Amount Comment ?
Example description	
* Public Offer Exemption	* Regulated Market Exemption
Example POE	Example RME
* Total number of Securities in Issue	* Listing Category
50000000	Premium Equity Commercial Companies
* Markets of Issue	
Cboe Europe Euronext NEX Exchange Unregulated Market	LSE Main Market
	Save Cancel

This security will now be listed in the Security Details section. You can edit or remove this security, or add another security using the buttons.

Part 2. Security Details

ISIN of Security	Security Description	Public Offer Exemption	Regulated Market Exemption	Listing Category	Amount	Amount Comment	Total number of Securities in Issue	Market of Issue	
ISIN123456	Example description	Example POE	Example RME	Premium Equity Commercial Companies	10000000		50000000	LSE Main Market	Edit Remove

Add Security

Step 7: Adding email addresses for the written notice

You can specify one or more email addresses to which the written notice will be sent.

Enter an email address in the box and click **Add Email Address**.

Part 4. Written Notice Email Addresses

Email Address No Email address added to this Case

Once an email address has been added, it will be shown in the **Case Information**, along with a **Remove** button.

Part 4. Written Notice Email Addresses

Email Address Email Address

Email Address

david@bigcompanyplc.com

Step 8: Downloading the submission details

You can download a copy of the **Case Information** using the **Download Form** option.

HOME GET HELP CHANGE PASSWORD MY PROFILE

Case: 00139443 Case Type: Admission of Securities Case Status: Draft

Case Information Case Documents

Fields required for case submission are denoted by an *


Please input all the relevant case information here before uploading documents under the Case Documents tab.

Case Information

Transaction Type

Treasury Gilts

The downloaded form is an editable Microsoft Word document.

 <p style="text-align: center;">Admission of Securities</p> <p style="text-align: center;">Case# 00139443 Case Status: Draft</p>		<table border="1"> <tr> <td>Amount Comment</td> <td></td> </tr> <tr> <td>Total number of Securities in Issue</td> <td>50000000</td> </tr> <tr> <td>Market of Issue</td> <td>LSE Main Market</td> </tr> </table>	Amount Comment		Total number of Securities in Issue	50000000	Market of Issue	LSE Main Market								
Amount Comment																
Total number of Securities in Issue	50000000															
Market of Issue	LSE Main Market															
<p>Case Information</p> <p>Transaction Type Placing</p> <p>Name of Issuer Big Company plc</p> <p>Transaction Summary</p>		<p>Part 3. Issuer Information</p> <p>EEA State regarded as your home member state for the purpose of the Transparency Directive</p> <p>Registered Office Address</p> <p>Accounting year end date (Day)</p> <p>Accounting year end date (Month)</p> <p>LEI Number</p> <p>FRN Number</p> <p>Telephone Number</p>														
<p>Part 1. Hearing /Application</p> <p>Application to be heard/processed on 27-Jun-2018</p> <p>Admission Effective On 29-Jun-2018 14:00</p>		<p>Part 4. Written Notice Email Addresses</p> <p>Email Address david@bigcompanyplc.com</p>														
<p>Part 2. Security Details</p> <table border="1"> <thead> <tr> <th colspan="2">Security # 1</th> </tr> </thead> <tbody> <tr> <td>ISIN of Security</td> <td>ISIN123456</td> </tr> <tr> <td>Security Description</td> <td>Example description</td> </tr> <tr> <td>Public Offer Exemption</td> <td>Example POE</td> </tr> <tr> <td>Regulated Market Exemption</td> <td>Example RME</td> </tr> <tr> <td>Listing Category</td> <td>Premium Equity Commercial Companies</td> </tr> <tr> <td>Amount</td> <td>10000000</td> </tr> </tbody> </table>		Security # 1		ISIN of Security	ISIN123456	Security Description	Example description	Public Offer Exemption	Example POE	Regulated Market Exemption	Example RME	Listing Category	Premium Equity Commercial Companies	Amount	10000000	
Security # 1																
ISIN of Security	ISIN123456															
Security Description	Example description															
Public Offer Exemption	Example POE															
Regulated Market Exemption	Example RME															
Listing Category	Premium Equity Commercial Companies															
Amount	10000000															



We recommend that you download the form and use this to check the information carefully before submitting the case.

You may also wish to keep a record of the information submitted for your internal records as once documents are submitted the details cannot be amended.

Step 9: Uploading documents



You cannot submit a case until you have attached one or more documents.

To upload documents select the **Case Documents** tab on the case.

Case: 00139443 Case Type: Admission of Securities Case Status: Draft

Case Information Case Documents

Fields required for document submission are denoted by an *

Please upload all relevant case documents here to support the information provided within the **Case Information** tab.

Attach Document(s) to Case 00139443

This section allows you to submit multiple documents in one batch. Repeat steps 1 to 3 to attach multiple files.

Please press the "Submit" button once you have finished attaching all of the documents that you wish to submit for this case.

* 1. Select File Category
IM Document

* 2. Select Document Type
-- None --

3. Select the file
Click the button below to find the file.
(Valid file types are: *.msg;*.doc;*.docx;*.xls;*.xlsx;*.odt;*.pdf.) A file name cannot contain any of the following characters < > : " / \ | ? *
Upload Files Or drop files

When the upload is complete the file information will appear below.

If you have attached any documents in error, you can remove them from the submission by clicking the "Remove" button below.

Document(s) ready for submission

FILE CATEGORY	DOCUMENT TYPE	FILE NAME	VERSION	REMOVE FROM SUBMISSION	DOWNLOAD
---------------	---------------	-----------	---------	------------------------	----------

Submitted Document(s)

FILE CATEGORY	DOCUMENT TYPE	FILE NAME	VERSION	SUBMITTED DATE AND TIME	DOWNLOAD
---------------	---------------	-----------	---------	-------------------------	----------

The top section of this page explains the three steps to upload a document:

1. **Select File Category:** This is automatically set to **IM Document**.
2. **Select Document Type:** Select the appropriate document type from the dropdown list.
3. **Select the file:** You can do this in two ways, either by selecting **Upload Files** and browsing to the document you want to attach, or by dragging and dropping the file onto the **Or drop files** link.

The system displays the following progress message and confirms when the file has been uploaded. Click Done.

Upload Files

Prospectus.docx
11 KB

1 of 1 file uploaded

Done

You can attach more than one document to a case. To attach additional documents, repeat Steps 1-3.

All the documents you have attached will be displayed in the **Document(s) ready for submission** section of the page.

Document(s) ready for submission					
FILE CATEGORY	DOCUMENT TYPE	FILE NAME	VERSION	REMOVE FROM SUBMISSION	DOWNLOAD
IM Document	Announcements	Announcement.docx	1	<input type="button" value="Remove"/>	
IM Document	EU Sanctions	EU sanctions.docx	1	<input type="button" value="Remove"/>	
IM Document	Prospectus	Prospectus.docx	1	<input type="button" value="Remove"/>	

You can **Remove** or **Download** any of the documents uploaded to the system.

You will not be able to remove documents once a case has been submitted.



Even after the case is submitted you can add supporting documentation. However, after submission no details of the case can be amended.

Step 10: Submit the case

Once you have entered all relevant information and attached all documents, the final step is to submit the case.

To submit the case, select the **Submit** button.

HOME GET HELP CHANGE PASSWORD MY PROFILE

Save **Submit** Download Form Back

Case: 00139443 Case Type: Admission of Securities Case Status: Draft

Case Information Case Documents

Fields required for case submission are denoted by an *

Please input all the relevant case information here before uploading documents under the Case Documents tab.

Case Information

Transaction Type

Treasury Gilts Placing

You will be taken to the **Submission Summary** page, which confirms the details you are about to submit. Please check these carefully.

Now, your application is ready for submission.

You are about to submit the following information. Ensure this information is complete and correct before submitting.

Case: 00139443 Case Status: Draft

Submission Summary

You are about to submit the following information to the IM

Case Information

Case Type	Admission of Securities	Transaction Type	Placing
Name of Issuer	Big Company plc		
Application to be heard/processed on	27/06/2018	Admission Effective Date	29/06/2018 14:00
Transaction Summary			

Securities to be Admitted

ISIN of Security	Security Description	Public Offer Exemption	Regulated Market Exemption	Listing Category	Amount	Amount Comment	Total number of Securities in Issue	Market of Issue
ISIN123456	Example description	Example POE	Example RME	Premium Equity Commercial Companies	10000000		50000000	LSE Main Market

To submit the case, tick the **I agree terms & conditions** box at the foot of the page, then **Submit**.

Document Upload Summary			
File Category	Document Type	File Name	Version
IM Document	Announcements	Announcement.docx	1
IM Document	EU Sanctions	EU sanctions.docx	1
IM Document	Prospectus	Prospectus.docx	1

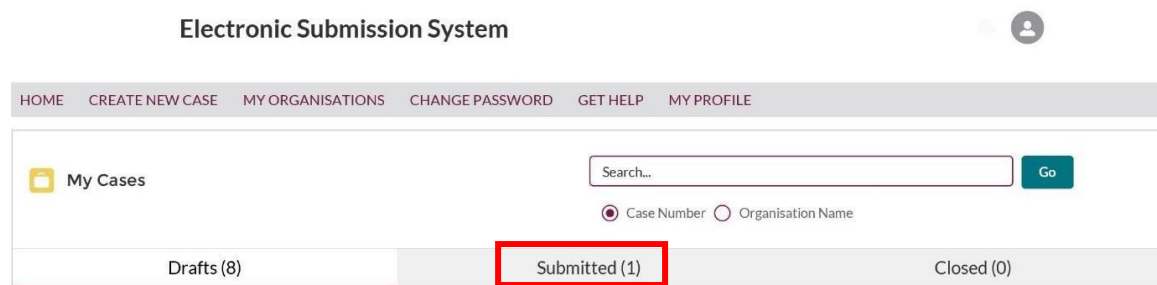
I agree terms & conditions

Submit **Back**

Once an Issuer Management case is submitted

You will receive an email confirming that your case has been submitted. We will contact you directly if we need any more information or clarification.

The status of the case will change from **Draft** to **Open**, and the case will now be listed on the **Submitted** tab of the **My Cases** page.



Once a case is submitted, you can still view the **Case Information** but you will not be able to amend any of these details. You will also still be able to download the case information (using the **Download Form** option) and the submitted documents (from the **Case Documents** tab).

If we need you to submit any further documents, you can do so using the **Case Documents** tab, as described above.

6. SSR registration request and notification cases

Under the **Short Selling Regulation**, holders of short positions in shares, sovereign debt and sovereign contracts for difference are required to notify their positions to the FCA.

SSR registration request and notification case overview

You can submit the following types of SSR case types through the Electronic Submission System:

SSR Registration requests:

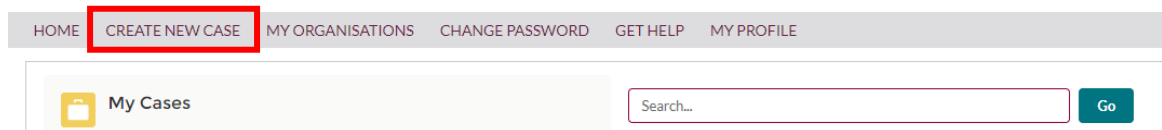
- Registration for Existing Position Holder
- Registration for New Position Holder Firm
- Registration for New Position Holder Individual

SSR Notifications:

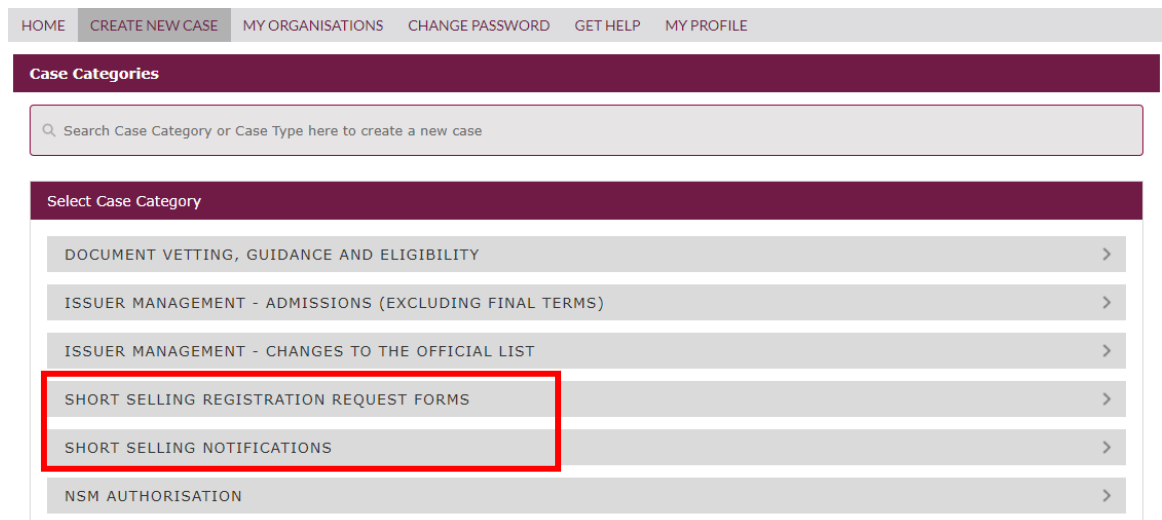
- NSP Share Notification – New
- NSP Share Notification – Correct
- NSP Share Notification – Delete
- NSP Sovereign Debt Notification – New
- NSP Sovereign Debt Notification – Correct
- NSP Sovereign Debt Notification – Delete

Step 1: Create a new SSR case

Click on **Create New Case** on the My Cases home page.



You will be redirected to the following screen:





If you are not already authorised to submit SSR notifications, you will not see the option titled 'Short Selling Notifications.'

Select the correct SSR case type

Click on the SSR case category heading arrows to view the case types you can choose from in each section. A case description is provided for you.

SHORT SELLING REGISTRATION REQUEST FORMS ▼

Registration for Existing Position Holder
Use this option to register as a reporting person for an already registered Position Holder.

Help Create Case

Registration for New Position Holder Firm
Use this option to register a new Position Holder that is a firm, not an individual.

Help Create Case

Registration for New Position Holder Individual
Use this option to register a new Position Holder Individual.

Help Create Case

SHORT SELLING NOTIFICATIONS ▼

NSP Share Notification - New
Use this option to submit a new net short position in a share.

Help Create Case

NSP Share Notification - Correct
Use this option to submit a correction to an already submitted net short position notification.

Help Create Case

NSP Share Notification - Delete
Use this option to submit a deletion request for a previously submitted net short position notification.

Help Create Case

NSP Sovereign Debt Notification - New
Use this option to submit a new net short Sovereign Debt notification.

Help Create Case

NSP Sovereign Debt Notification - Correct
Use this option to submit a correction to an already submitted Sovereign Debt notification.

Help Create Case

NSP Sovereign Debt Notification - Delete
Use this option to submit a deletion request for a previously submitted Sovereign Debt notification.

Help Create Case

Once you have identified which case type you need to submit, select the related '**Create Case**' button.

You will then be redirected to the related case form.

Step 2: Complete the necessary Case form



Please ensure you select the **'Save'** button to save all data entered in the case form. You can return to complete and submit the form at another time.

Short selling registration request forms

Each of the three available SSR registration forms are split into 2 sections:

- **'Registration Details'** – complete Position Holder, Contact Person and Reporting Person data fields in this section.
- **'Document upload'** – upload supporting documents in this section.

Complete the Registration Details section:

Select the **'Start'** button in the **'Registration Details'** row.

Registration for New Position Holder Firm

[? Help](#) [✓ Checklist](#)

Case Reference Number	00220487	Date/Time Opened	Friday, 31 Jan 20, 13:53
Case Status	Draft	Opened By	Scott Walker (Portal)
Closed On		Last Submitted By	
Closed By		Last Submitted On	

FORM	STATUS	REQUIRED	
Registration Details	<input type="radio"/> Not Started	(Yes)	Start
Document Upload	<input type="radio"/> Not Started	(Yes)	Start

Position Holder Details - complete all data fields to ensure we have comprehensive details.

Registration Details

Current Status	In-Progress	Last Modified By	Louisa Rayner
-----------------------	-------------	-------------------------	---------------

Back to Case
Save

Position Holder Details

- * Full company name
- Firm Reference Number (FRN)
- Legal Entity Identifier (LEI)
- BIC
- * Mailing Street
- * Mailing City
- * Mailing State/Province
- * Mailing ZIP/Postcode
- * Country

Contact Person:

- If you are the primary contact for the Position Holder then in the **'Is contact person different from reporting person?'** data field, select **'No'**.
- If the primary contact is not yourself then you should select **'Yes.'** You must then complete the primary contact person details section (as shown below)

REPORTING PERSON & CONTACT PERSON DETAILS

Contact Person

- * Is contact person different from reporting person?
- * First Name
- * Last Name
- * Phone Number
- Fax Number
- * Email Address
- * Confirm Email Address

Once you have completed all mandatory data fields correctly, the status of the case will now change to **'Ready to Submit.'**

Complete the Document Upload section:

Select the **'Start'** button in the **'Document Upload'** row.

Registration for New Position Holder Firm

? Help ✓ Checklist

Case Reference Number	00220487	Date/Time Opened	Friday, 31 Jan 20, 13:53
Case Status	Draft	Opened By	Scott Walker (Portal)
Closed On		Last Submitted By	
Closed By		Last Submitted On	

FORM	STATUS	REQUIRED	
Registration Details	<input type="radio"/> Not Started	(Yes)	Start
Document Upload	<input type="radio"/> Not Started	(Yes)	Start

Upload all necessary documents to the case.

Home > Create a Case > 00220726

Document Upload

Current Status: In-Progress | Last Modified By: Louisa Rayner

[Back to Case](#) [Save](#)

Attach Document(s) for Registration
 Please select at least one Document to add to your case. Valid file types are: *.doc;*.docx;*.pdf;*.jpeg;*.jpg;
 A file name cannot contain any of the following characters > : " / \ | ? *

1. Select Document Type
 Or drop files

If you have attached any documents in error, you can remove them from the submission by clicking the "Remove" button below.

Document(s) ready for submission

DOCUMENT TYPE	FILE NAME	VERSION	REMOVE FROM SUBMISSION	DOWNLOAD
---------------	-----------	---------	------------------------	----------

Submitted Document(s)

DOCUMENT TYPE	FILE NAME	VERSION	SUBMITTED DATE AND TIME	DOWNLOAD
---------------	-----------	---------	-------------------------	----------

[Back to Case](#) [Save](#)

Select the relevant value from the drop-down list titled '**Select Document Type.**' Document types vary depending on the type of registration case you are working on. The available values across the 3 case types are:

Document types to upload to a case	SSR registration case type	Mandatory or optional to upload
Certificate of Incorporation - This is a document that proves the incorporation of the Position Holder and their address	Registration for New Position Holder	Mandatory

Authorisation Letter - This document must be on signed company letterhead and confirms that the individual reporting person is authorised to submit notifications on behalf of the Position Holder	Registration for Existing Position Holder	Mandatory
	Registration for New Position Holder	Mandatory
Proof of Identity -	Registration for New Position Holder Individual	Mandatory
Supporting Document - Any supporting document. These are typically proof of name changes from the original registration document.	All SSR Registration Case Types	Optional

Select the **'Upload Files'** button to browse and select the document/s you wish to upload. Alternatively, drag and drop file/s into the **'Or Drop files'** text area.

Once the files have been uploaded to the case successfully, they will appear in the **'Document(s) ready for submission'** section and the status of the **'Document Upload'** section will change to **'Ready to Submit'**.

Select the **'Save'** button.

Step 3: Submit the Case

Click into the hyperlinked **'I agree terms & conditions'** text to read the submission terms and conditions. Click into the checkbox to confirm your agreement with the terms and conditions.

FORM	STATUS	REQUIRED	
Registration Details	✔ Ready to Submit	(Yes)	Edit
Document Upload	✔ Ready to Submit	(Yes)	Edit
<input checked="" type="checkbox"/> I agree terms & conditions			Submit Case

Once you have completed all necessary information in the case and agreed to the terms and conditions, the **'Submit Case'** button will be enabled (no longer greyed out). Select the **'Submit Case'** button to submit the case to us for review.

The case will now appear in the **'Submitted'** cases section of your **'My Cases'** screen.

You will be redirected to the following page which provides you with a Case Reference Number and a Case Status (shown below).

Registration for New Position Holder Firm

[? Help](#) [✓ Checklist](#)

Case Reference Number	00220487	Date/Time Opened	Friday, 31 Jan 20, 13:53
Case Status	Open	Opened By	Scott Walker (Portal)
Closed On		Last Submitted By	Scott Walker (Portal)
Closed By		Last Submitted On	Friday, 31 Jan 20, 17:31

FORM	STATUS	REQUIRED	
Registration Details	✓ Submitted	(Yes)	View
Document Upload	✓ Submitted	(Yes)	View

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Once a SSR registration case is submitted

You will receive an email confirming that your case has been submitted. We will contact you directly if we need any more information or clarification.

The status of the case will change from **Draft** to **Open**, and the case will now be listed on the **Submitted** tab of the **My Cases** page.

The case status will remain open until a member of the Position Monitoring Unit has reviewed the registration form. Upon review, it will either be approved or rejected and the case will be closed. You will receive an email detailing the case outcome.



If you have submitted a registration case but some details are incorrect or you need to withdraw the case, please notify PMU immediately by emailing pmu@fca.org.uk

Short selling notification forms

Once you have been registered as a reporting person on behalf of a Position Holder, you will then be able to submit short selling notifications. The option of '**Short Selling Notifications**' will now be available for selection from the '**Select Case Category**' screen.

Firstly, complete [Step 1: Create a new SSR case](#)

i. NSP Share Notification - New

To notify us of a new share position, you must complete the necessary fields within the '**NSP Share Notification – New**' online form (shown below).

Firstly, complete [Step 1: Create a new SSR case](#) and select the 'NSP Share Notification – New' case type.

The screenshot shows a web form titled "NSP Share Notification - New". The form is divided into several sections. At the top, there is a dropdown menu for "Type Of Notification" with the selected option "NSP Share Notification - New". Below this is a section titled "POSITION HOLDER DETAILS" which includes a dropdown menu for "Select Position Holder" (currently showing "Choose one.."), a text input field for "Position Holder ID", and another section titled "NET SHORT POSITION DETAILS". This second section contains five text input fields: "Position Date", "Issuer ISIN Code", "Issuer Full Name", "Number of equivalent shares", and "% of issued share capital". At the bottom of the form, there are two buttons: "Back to Case" on the left and "Save" on the right.

You will be able to select from a defined list of Position Holder firm/s for which you are associated with on our system. If the Position Holder you wish to submit on behalf of does not appear on the list, you must first complete the appropriate SSR registration form.

If any of the pre-populated values are incorrect, please notify us at: pmu@fca.org.uk

The system fields contain data validation combinations that will not allow you to submit a notification for an invalid scenario based on your last position. For example, if your last position disclosed for an ISIN was below the notifiable threshold of 0.2%, the system will not allow you to submit a notification below 0.2%.

You can save the record at any time by clicking the '**Save**' button.

Once you have entered valid values in all mandatory fields, ensure you click on the '**Save**' button. This will allow you to submit the notification.

The status of the case will now change to '**Ready to Submit**'.

FORM	STATUS	REQUIRED
NSP Share Notification - New	Ready to Submit	(Yes) Edit

Next complete [Step 3: Submit the Case](#) to send us your notification.

Once an SSR notification case is submitted

You will receive an email confirming that your case has been submitted. We will contact you directly if we need any more information or clarification.

The status of the case will change once submitted. Please see the table below to understand what happens next.

Case Status		Next Steps
Closed	The case will now be listed on the Closed tab of the My Cases page.	No further action from you is required. Your submitted notification has passed all validations.
Open	The case will now be listed on the Open tab of the My Cases page.	Your submitted notification has not passed all the required checks and requires a review by PMU.
Draft	The case will now be listed on the Draft tab of the My Cases page.	Your notification has not yet been submitted.

Once a notification case is submitted, you can still view the notification details. You can only amend or withdraw a notification by completing the correct or delete case type, as appropriate.

ii. NSP share notification – correct

If you have submitted an NSP share notification to us but some of the details were incorrect, you must notify us by completing and submitting a **'NSP Share Notification – Correct'** case type.

Firstly complete [Step 1: Create a new SSR case](#) and select the **'NSP Share Notification – Correct'** case type.

You will be redirected to an online case form. Select the **'Start'** button to continue.

FORM	STATUS	REQUIRED
NSP Share Notification - Correct	<input type="radio"/> Not Started	(Optional)

You will be redirected to the following screen:

NSP Share Notification - Correct

POSITION DETAILS

* Position ID

Enter the '**Position ID**' related to the notification you would like to correct.

You will be redirected to the following online case form (shown below):

NSP Share Notification - Correct

POSITION DETAILS

* Position ID

Position Holder Name

Position Holder ID

Type Of Notification

NET SHORT POSITION DETAILS

* Position Date

Issuer ISIN Code

Issuer Full Name

* Number of equivalent shares

* % of issued share capital

* Comments

Previous Comments

Complete the remainder of the form and then complete [**Step 3: Submit the Case.**](#)

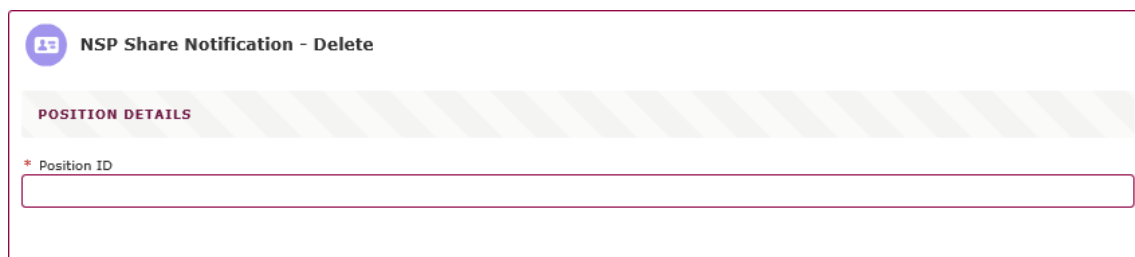
All notification **correction cases** will be reviewed by the Position Monitoring Unit (PMU) team. Once they have reviewed your submitted correction case, it is either approved or rejected. Once approved/rejected you will receive an email detailing the outcome and your notification will now move to the **Closed** section of **My Cases**.

iii. NSP share notification - delete

If you have submitted an SSR notification to us in error and you wish to withdraw the notification, you must notify us by completing and submitting a **'NSP Share Notification – Delete'** case type.

Firstly complete [Step 1: Create a new SSR case](#) and select the **'NSP Share Notification - Delete'** case type.

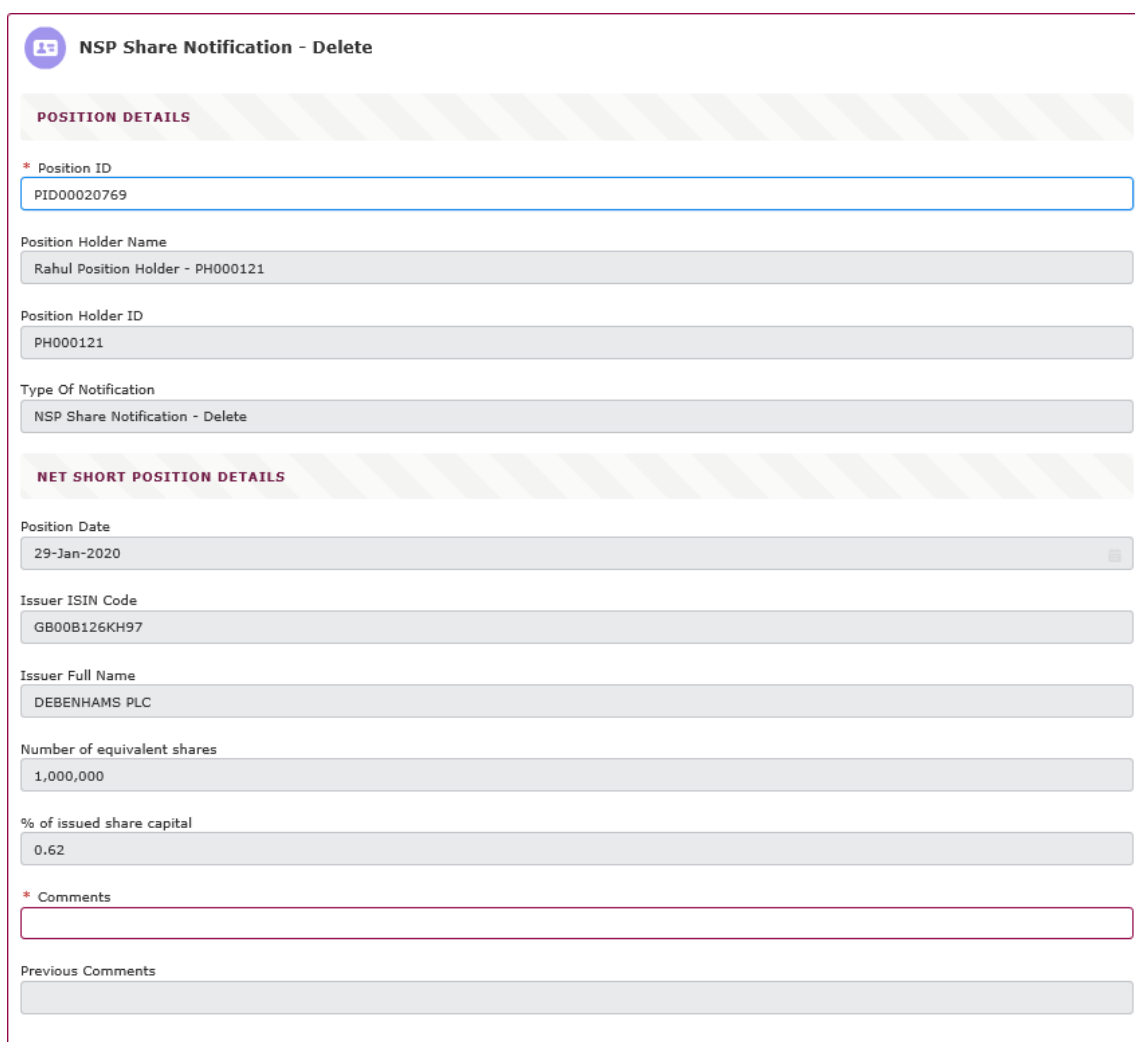
You will be redirected to the following screen:



The screenshot shows the top part of the 'NSP Share Notification - Delete' form. It features a header with a purple icon and the title 'NSP Share Notification - Delete'. Below this is a section titled 'POSITION DETAILS' with a diagonal striped background. A single input field is present, labeled '* Position ID', which is currently empty.

Enter the **'Position ID'** related to the notification you would like to delete.

You will be redirected to the following online case form (shown below).



The screenshot shows the full 'NSP Share Notification - Delete' form. It includes the same header as the previous screenshot. The 'POSITION DETAILS' section contains several input fields: '* Position ID' (filled with 'PID00020769'), 'Position Holder Name' (filled with 'Rahul Position Holder - PH000121'), 'Position Holder ID' (filled with 'PH000121'), and 'Type Of Notification' (filled with 'NSP Share Notification - Delete'). Below this is the 'NET SHORT POSITION DETAILS' section, which includes: 'Position Date' (filled with '29-Jan-2020'), 'Issuer ISIN Code' (filled with 'GB00B126KH97'), 'Issuer Full Name' (filled with 'DEBENHAMS PLC'), 'Number of equivalent shares' (filled with '1,000,000'), and '% of issued share capital' (filled with '0.62'). At the bottom, there is a '* Comments' input field (empty) and a 'Previous Comments' section (empty).

Complete the remainder of the form and then complete [Step 3: Submit the Case](#).

All notification **delete cases** will be reviewed by the Position Monitoring Unit (PMU) team. Once they have reviewed your submitted delete case, it is either approved or rejected. Once approved/rejected you will receive an email detailing the outcome and your notification will now move to the **Closed** section of **My Cases**.

iv. NSP sovereign debt notification – new

To notify us of a new sovereign debt position, you must complete the necessary fields within the '**NSP Sovereign Debt Notification – New**' online form (shown below).

Firstly complete [Step 1: Create a new SSR case](#) and select the '**NSP Sovereign Debt Notification – New**' case type.

The screenshot displays the 'NSP Sovereign Debt Notification - New' form. At the top, the title bar reads 'NSP Sovereign Debt Notification - New'. Below this, the 'Current Status' is 'In-Progress' and 'Last Modified By' is 'Carrie Brunt'. The form includes a 'Back to Case' button on the left and a 'Save' button on the right. The main form area is divided into sections: 'Type Of Notification' (NSP Sovereign Debt Notification - New), 'POSITION HOLDER DETAILS' (Select Position Holder dropdown, Position Holder ID field), 'NET SHORT POSITION DETAILS' (Instrument Type dropdown, Issuer Code and Full Name field (GB - United Kingdom of Great Britain and Northern Ireland), Position Date field, and Equivalent Nominal Amount (in €) field). There are 'Back to Case' and 'Save' buttons at the bottom of the form.

You will be able to select from a defined list of Position Holder firm/s for which you are associated with on our system. If the Position Holder you wish to submit on behalf of does not appear on the list, you must first complete the appropriate SSR registration form.



The Position Holder ID will be auto-populated and non-editable once you complete the **'Select Position Holder'** field.

If any of the pre-populated values are incorrect, please notify us at pmu@fca.org.uk.

You can save the record at any time by clicking the **'Save'** button.

Once you have entered valid values in all mandatory fields, ensure you click on the **'Save'** button. This will allow you to submit the notification.

The status of the case will now change to **'Ready to Submit'**.

FORM	STATUS	REQUIRED
NSP Share Notification - New	 Ready to Submit	(Yes)  Edit

Next complete [Step 3: Submit the Case](#) to send us your notification.

Once a NSP sovereign debt notification case is submitted

You will receive an email confirming that your case has been submitted. We will contact you directly if we need any more information or clarification.

The status of the case will change once submitted. Please see the table below to understand what happens next.

Case Status		Next Steps
Closed	The case will now be listed on the Closed tab of the My Cases page.	No further action from you is required. Your submitted notification has passed all validations.
Open	The case will now be listed on the Open tab of the My Cases page.	Your submitted notification has not passed all the required checks and requires a review by PMU.
Draft	The case will now be listed on the Draft tab of the My Cases page.	Your notification has not yet been submitted.



Once a notification case is submitted, you can still view the notification details. You can only amend or withdraw a notification by completing the correct or delete case type, as appropriate.

v. NSP sovereign debt notification - correct


If you have submitted a '**NSP Sovereign Debt – New**' notification to us but some of the details were incorrect, you must notify us by completing and submitting a '**NSP Sovereign Debt Notification – Correct**' case type.

Firstly complete [Step 1: Create a new SSR case](#) and select the '**NSP Sovereign Debt Notification – Correct**' case type.

You will be redirected to the following screen. Select the '**Start**' button to continue.

FORM	STATUS	REQUIRED	
NSP Sovereign Debt Notification - Correct	<input type="radio"/> Not Started	(Yes)	<input type="button" value="Start"/>

You will be redirected to the following screen:

 NSP Sovereign Debt Notification - Correct

POSITION HOLDER DETAILS

* Position ID

Enter the '**Position ID**' related to the notification you would like to correct.

You will be redirected to the following online case form (shown below).

NSP Sovereign Debt Notification - Correct

POSITION HOLDER DETAILS

* Position ID

PID00020770 X

Position Holder Name

Rahul Position Holder - PH000121

Position Holder ID

PH000121

Type Of Notification

NSP Sovereign Debt Notification - Correct

NET SHORT POSITION DETAILS

Instrument Type

Sovereign Debt ▼

Issuer Code and Full Name

GB - United Kingdom of Great Britain and Northern Ireland

* Position Date

29-Jan-2020 📅

* Equivalent Nominal Amount (in €)

1

* Comments

Complete the remainder of the form and then complete [Step 3: Submit the Case](#).

All notification **correction cases** will be reviewed by the Position Monitoring Unit (PMU) team. Once they have reviewed your submitted correction case, it is either approved or rejected. Once approved/rejected you will receive an email detailing the outcome and your notification will now move to the **Closed** section of **My Cases**

vi. NSP sovereign debt notification – delete

If you have submitted a Sovereign Debt notification to us in error and you wish to withdraw the notification, you must notify us by completing and submitting a '**NSP Sovereign Debt Notification – Delete**' case type.

Firstly complete [Step 1: Create a new SSR case](#) and select the '**NSP Sovereign Debt Notification – Delete**' case type.

You will be redirected to the following screen:

NSP Sovereign Debt Notification - Delete

POSITION HOLDER DETAILS

* Position ID

Enter a valid '**Position ID**' related to the notification you would like to delete.

You will be redirected to an online case form (shown below).

NSP Sovereign Debt Notification - Delete

POSITION HOLDER DETAILS

* Position ID

Position Holder Name

Position Holder ID

Type Of Notification

NET SHORT POSITION DETAILS

Instrument Type

Issuer Code and Full Name

Position Date

Equivalent Nominal Amount (in €)

* Comments

Complete the remainder of the form and then complete [**Step 3: Submit the Case.**](#)

All notification delete cases will be reviewed by the Position Monitoring Unit (PMU) team. Once they have reviewed your submitted delete case, it is either approved or rejected. Once approved/rejected you will receive an email detailing the outcome and your notification will now move to the Closed section of My Cases.

SSR technical and process support

Technical system support

If you have any technical system questions or issues e.g. you cannot reset your password, you are unable to upload a document or you cannot log in, please contact our Operational Support team on:

020 7066 8348 or LTAdmin@fca.org.uk

SSR registration or notification specific process support

If you have any SSR registration or notification specific process questions or issues e.g. you want to know the deadlines for submitting notifications or where you can view the daily published notifications, please either:

Review our [SSR webpages](#) or contact the Position Monitoring Unit (PMU) on: PMU@fca.org.uk