**ISSUER CONTACT DETAILS**

(Note: Italicised terms have the meaning given in the *listing rules*)

This form is for use by *issuers* or those acting on their behalf to provide the *FCA* with contact details as required in the *UK Listing Rules (UKLR)*.

Where an *issuer* is applying for a listing, this form must be submitted, in final form, to the *FCA* by midday 2 *business days* before the *FCA* is to consider the application under *UKLR* 20.4.2R(7) or UKLR 20.5.4R(5).

Once completed, please send this form to:

Issuer Management, Market Oversight Directorate

The Financial Conduct Authority

12 Endeavour Square

London

E20 1JN

Or email it to listingapplications@fca.org.uk

Please note, we are unable to provide *issuers* with the details previously provided. If an *issuer* is unsure which details have previously been provided to the *FCA* then please complete a new form and send it to the *FCA* with the *issuer’s* preferred contact details.

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**Name of *issuer***

**Key persons contact details**

Under *UKLR* 1.3.5R an *issuer* must ensure that the *FCA* is provided, at all times, with up-to-date contact details of at least 2 of its executive *directors* or, if an issuer does not have executive *directors*, at least 2 *directors*. Details must include their name, business telephone number and business email address. Where an issuer only has 1 executive *director* or has only 1 *director*, then they need only provide the contact details of that person. An *issuer* must notify the *FCA* of any changes to these contact details as soon as possible.

An *issuer* should consider *UKLR* 1.3.6G when providing *director*(s)’ details.

Please complete all fields (please use more than one form if providing contact details of more than 2 key persons).

Contact details – key person 1

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Name

|  |
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Business telephone number

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|  |

Business email address

Contact details – key person 2

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|  |

Name

|  |
| --- |
|  |

Business telephone number

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Business email address

**Service of notices**

Under *UKLR* 1.3.7R an *issuer* must ensure that the *FCA* is provided, at all times, with up-to-date contact details of a nominated person at the *issuer*, including their address for the purposes of receiving service of *relevant documents*.

Under *UKLR* 1.3.8R the address referred to in *UKLR* 1.3.7R must be:

1. an email address where the *issuer* provides written consent to receive service of *relevant documents* by email; or
2. a postal address in the *UK* where written consent to email service mentioned in (1) above is not given.

Please complete the fields where relevant.

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Name (person)

Business email address

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Postal address (where consent to email service not given)

**First point of contact details**

Under *UKLR* 6.2.19R (including as applied by *UKLR* 11.4.1R), *UKLR* 12.3.6R, *UKLR* 13.3.11R, *UKLR* 14.3.8R(including as applied by *UKLR* 15.3.1R), *UKLR* 16.3.7R and *UKLR* 22.2.8R a *listed company* must ensure that the *FCA* is provided with up-to-date contact details of at least one appropriate person nominated by it to act as the first point of contact with the *FCA* in relation to the *company’s* compliance with the *listing rules*, the *disclosure requirements* and the *transparency rules*.

A *listed company* with a listing in the equity shares (commercial companies) category or the closed-ended investment funds category should consider *UKLR* 6.2.20G when nominating a person. All persons nominated should be contactable on *business days* between the hours of 7am and 7pm.

Please complete all fields.

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Name

|  |
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Company name

(if different to *listed company*)

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|  |

Direct line

|  |
| --- |
|  |

Mobile

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|  |

Email address

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**Additional contact details (if applicable)**

Name

|  |
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Company name

(if different to *listed company*)

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|  |

Direct line

|  |
| --- |
|  |

Mobile

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|  |

Email address