

Submitter User Guide for the National Storage Mechanism (NSM)

Version 9.0

February 2024

Overview	3
1. Accessing the ESS system	4
Registering for system access.....	4
Activating your ESS registration.....	7
If your ESS registration request is rejected.....	7
Logging in	8
Logging out.....	9
2. Managing your ESS profile and password	10
If you forget your password	10
Changing your ESS password	10
Updating your ESS profile	11
3. Understanding the user interface	13
Important notices.....	13
My Cases page.....	14
Mandatory fields.....	15
Error messages.....	15
Help text.....	16
Case pagination	16
Search.....	17
4. Issuer authorisation	18
Authorisation letter template.....	18
Authorisation letter submission.....	18
5. Submitting information to the NSM.....	25
6. Submitting annual financial reports in a structured electronic format	29
7. Accessing warnings and errors related to the submission of structured annual financial reports.....	38
Rejected Structured Annual Financial Reports	40
Published with warnings Structured Annual Financial Reports.....	41
8. Raising a support ticket	43
Further help	45

Overview

The National Storage Mechanism (NSM) is an online storage facility for regulated information required to be disclosed under our Listing Rules (LR), Disclosure Guidance and Transparency Rule (DTRs) and Prospectus Regulation Rules. Listed issuers should upload documents such as annual reports and circulars ('regulated information') in order for that information to be displayed on the NSM.

All submitters to the NSM are required to register for an Electronic Submission System (ESS) account and provide evidence they are authorised to file regulated information on behalf of the issuers they represent.

This user guide aims to provide submitters with a step-by-step guide to uploading information to the NSM.

For step-by-step guide for searching on the NSM for regulated information, please refer to [NSM User Guide](#)

V9.0 updates:

- Section 6: Clarification of naming conventions.

1. Accessing the ESS system

To submit documents to the NSM, first register with the **Electronic Submission System (ESS)** for access.

Registering for system access

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



The ESS does not accept group email addresses. All users must register individually for access.

Sharing your username and password with other users is strictly prohibited.

To register for system access, follow these 3 steps.

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

FCA FINANCIAL CONDUCT AUTHORITY **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."

Copyright © 2020 Financial Conduct Authority (FCA). All rights reserved.

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 *	<input type="text" value="--None--"/>
First Name *	<input type="text"/>
Last Name *	<input type="text"/>
Email Address *	<input type="text"/> <small>Your email address will be your username. Please enter an individual work email address and not a group or consolidated email address.</small>
Confirm Email Address *	<input type="text"/>

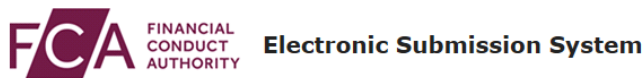
Company Information

Company Name *	<input type="text"/>
Mailing Street *	<input type="text"/>
Mailing City *	<input type="text"/>
Mailing State/Province	<input type="text"/>
Mailing Zip/Postal Code *	<input type="text"/>
Mailing Country *	<input type="text"/>
Contact Number *	<input type="text"/> <small>This must be your direct line telephone number, not a switchboard number</small>
Fax Number	<input type="text"/>

When providing your registration details, please note:

- Your email address must be your **work email address**. We do not accept registrations from public domains such as Gmail.
- Your email address will be used as your ESS username.
- 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.



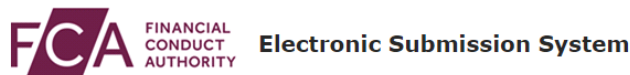
Electronic Submission System - User Registration Request

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](#).

I Accept Cancel

Copyright © 2018 Financial Conduct Authority (FCA). All rights reserved.

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.



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.

OK

Copyright © 2018 Financial Conduct Authority (FCA). All rights reserved.

You will be sent an email once a decision is made.

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 ESS 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

Change 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, numerical and special characters :!#\$%_-_+=+<>.

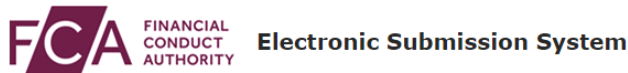
If your ESS registration request is rejected

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

Users will now need to register for multi-factor authentication (“MFA”) to be able to log into Electronic Submission System. **PLEASE NOTE** that you do **NOT** need to create a new ESS registration when registering for MFA. Further guidance on MFA registration can be found at <https://www.fca.org.uk/firms/multi-factor-authentication-fca-systems>.

To log into Electronic Submission System, you will need to enter your username, password, and 6-digit one time passcode from either your authenticator app, SMS text or voice call to authenticate (MFA). Note: 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 3 unsuccessful login attempts, your account will be locked for 20 minutes. If a further unsuccessful login attempt is made, your account will be locked, and you will need to contact the support team to unlock your account.

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.

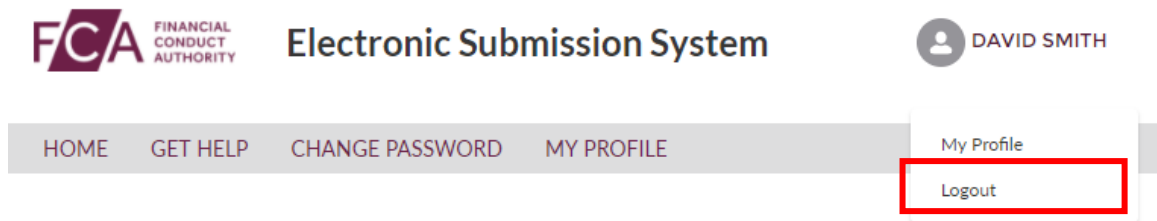
Please refer to the FCA Privacy Statement [here](#).

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 username in the top right corner of the page and selecting **Logout** from the dropdown.

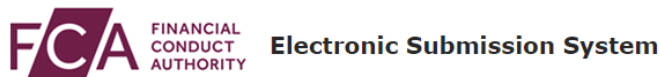


Please ensure you have saved all information you have entered before you log out.

2. Managing your ESS 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. At the top, there is a header with the FCA logo and the text 'Electronic Submission System'. Below this is a section titled 'Electronic Submission System Login'. Inside this section, there is a box for 'Important Notices'. Below that is a 'Login' section with a heading 'Login' and the text 'Login to Electronic Submission System. [Need help?](#)'. There are two input fields: 'Username' and 'Password', each with a question mark icon to its right. Below the input fields are three links: 'Forgot Your Password?' (highlighted with a red box), 'Register for System Access', and a 'Login' button. To the right of the login section is a 'Data Protection:' section with a heading and 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.'

Copyright © 2018 Financial Conduct Authority (FCA). All rights reserved.

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

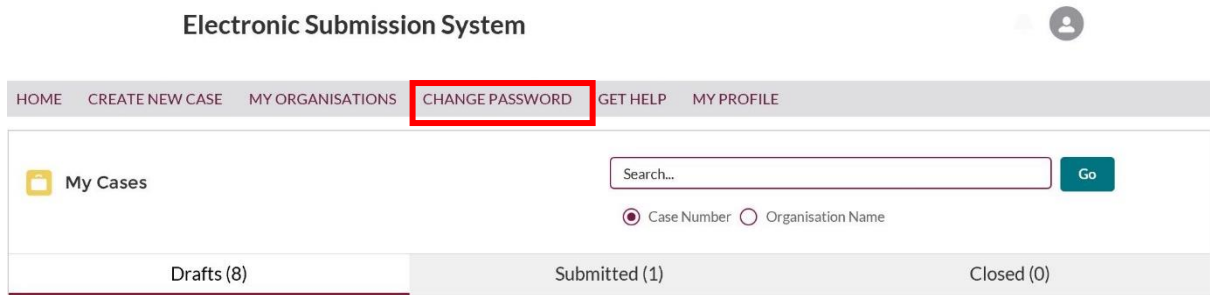
An email will be sent to your registered email address. The email will contain a link which can be used only once – if you forget your password again, you will have to request a new link.

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, numerical and special characters: ! # \$ % - _ = + < > .
- The new password you choose cannot be one of the last 12 passwords you have used before.

Changing your ESS password

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



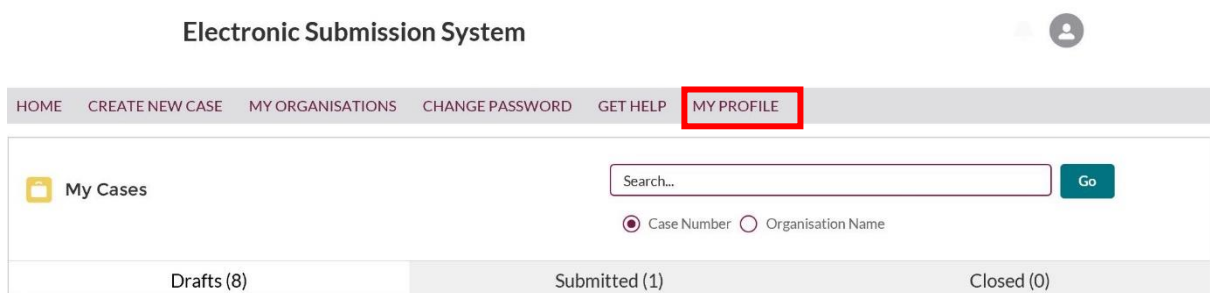
You'll then be asked to enter your current password and your new password. When choosing a new password, remember:

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

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


Updating your ESS 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.



You will 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**

Copyright © 2020 Financial Conduct Authority (FCA). All rights reserved.

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 are 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 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."


Copyright © 2020 Financial Conduct Authority (FCA). All rights reserved.

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

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

Copyright © 2020 Financial Conduct Authority (FCA). All rights reserved.

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"/>	<input type="text" value="Big Issuer PLC"/>

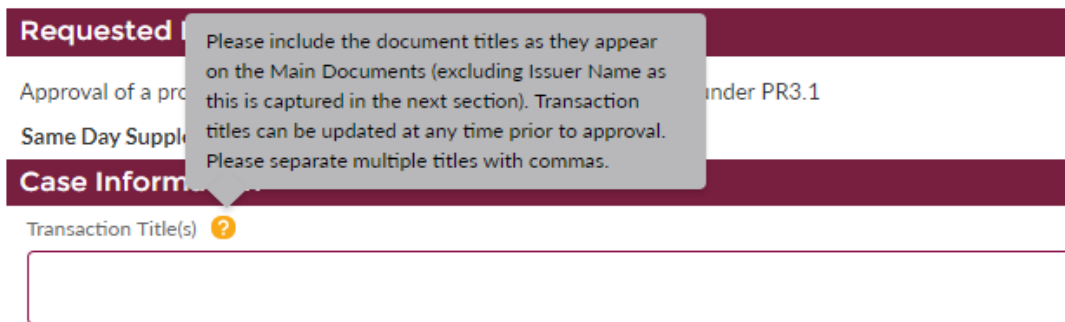
Help text

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.

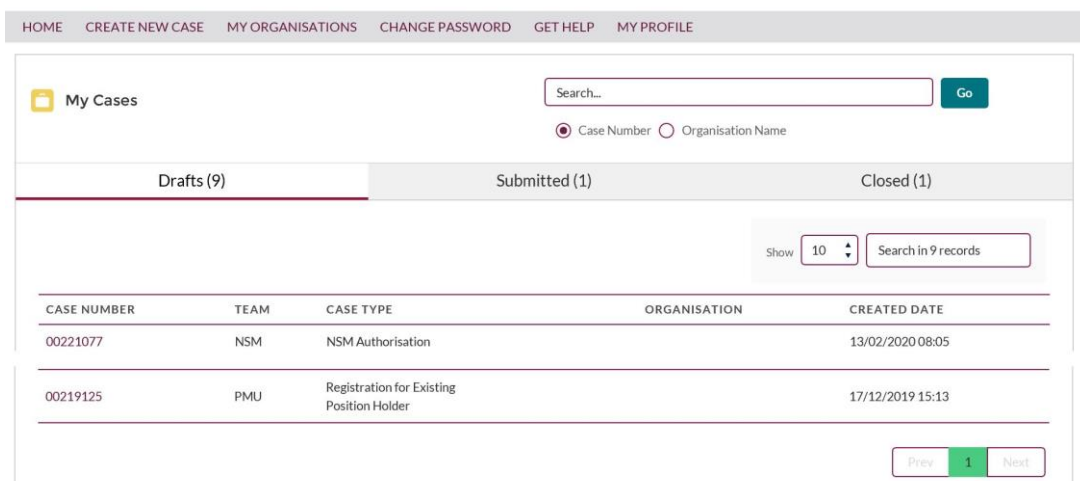


The screenshot shows a form with a dark red header. The header has three sections: "Requested" (with a sub-header "Approval of a pro..."), "Same Day Suppl...", and "Case Inform...". The "Case Inform..." section has a field "Transaction Title(s)" with a yellow question mark icon. A grey tooltip box is overlaid on the form, containing the text: "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." The background of the form is partially obscured by the tooltip.

Case pagination

By default, the system will display 10 cases at a time, but you can increase the number of cases shown 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.



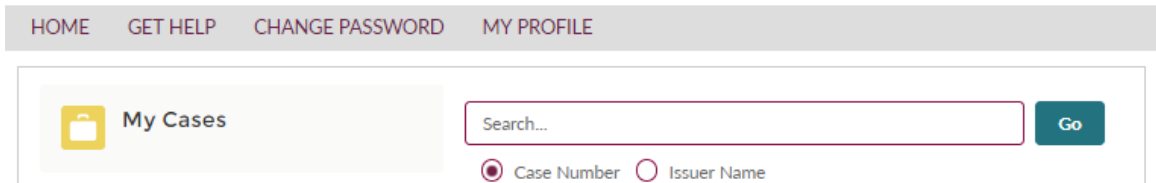
The screenshot shows the "My Cases" page. At the top, there is a navigation bar with links: HOME, CREATE NEW CASE, MY ORGANISATIONS, CHANGE PASSWORD, GET HELP, MY PROFILE. Below the navigation bar, there is a search bar with a "Go" button and radio buttons for "Case Number" (selected) and "Organisation 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 table with columns: CASE NUMBER, TEAM, CASE TYPE, ORGANISATION, and CREATED DATE. The table contains two rows of data. At the bottom right of the table, there is a "Show" dropdown menu set to "10" and a "Search in 9 records" input field. Below the table, there are "Prev", "1", and "Next" buttons.

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


Copyright © 2020 Financial Conduct Authority (FCA). All rights reserved.

Search

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



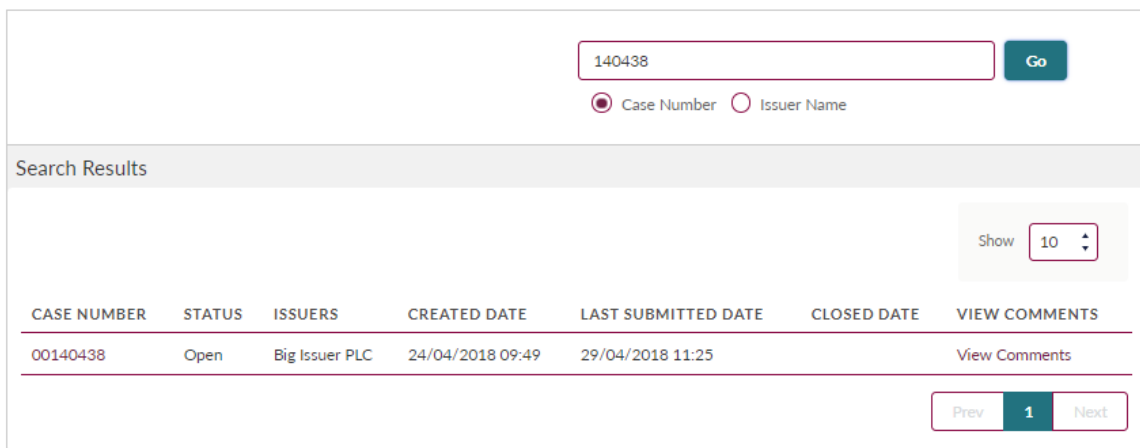
HOME GET HELP CHANGE PASSWORD MY PROFILE

 My Cases

Search... **Go**

Case Number Issuer 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. Issuer authorisation

As part of the NSM registration process, all submitters must provide evidence they are authorised to file regulated information on behalf of the issuers they represent.

Authorisation letter template

Submitters to the NSM need an authorisation letter from each issuer they represent and must apply for authorisation by uploading the authorisation letter into the ESS. We have provided a [template for the letter](#).

Completion notes

- An authorisation letter is required for all issuers, even if you are an employee of that issuer.
- All fields in square brackets must be completed.
- Two signatories are required. Signatories need to be a Partner, President, Treasurer, Corporate Secretary, or Director of the issuer.
- The authorisation letter should be presented on letterheaded paper from the issuer.
- The authorisation letter must be dated within 1 month of the date of submitting the authorisation request.

Authorisation letter submission

Step 1: Log into ESS

Once you have your authorisation letter ready, [log into ESS](#). You will need to enter your username and password and click on **Login**. Enter the username in lowercase.

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 itadmin@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."

Copyright © 2020 Financial Conduct Authority (FCA). All rights reserved.

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>.

Step 2: Create a new case

Select the **CREATE NEW CASE** tab from the bar at the top of the page

Electronic Submission System

[User Profile Icon]

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

My Cases Search...

Case Number Organisation Name

Drafts (6) Submitted (0) Closed (0)

Show 10 Search in 6 records

CASE NUMBER	TEAM	CASE TYPE	ORGANISATION	STATUS
00220774	NSM	NSM Authorisation		Draft
00220662	NSM	NSM Authorisation		Draft
00220660	NSM	NSM File Upload		Draft Draft
00220581	NSM	NSM Authorisation		Draft
00219942	PMU	Registration for Existing Position Holder		Draft
00219125	PMU	Registration for Existing Position Holder		Draft

Prev 1 Next

Copyright © 2020 Financial Conduct Authority (FCA). All rights reserved.

Step 3: Select the **NSM AUTHORISATION** tab and click **Create Case**.

Electronic Submission System

[User Profile Icon]

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 >
- ISSUER MANAGEMENT - ADMISSIONS (EXCLUDING FINAL TERMS) >
- ISSUER MANAGEMENT - CHANGES TO THE OFFICIAL LIST >
- SHORT SELLING REGISTRATION REQUEST FORMS >
- NSM AUTHORISATION** v

Authorisation for NSM
Use this option if you want to get authorised for an Issuer to make filings on their behalf to the FCA

Copyright © 2020 Financial Conduct Authority (FCA). All rights reserved.

Step 4: Continue to the page below and click **Start**

Step 5: You will be presented with the screen below. Enter the Legal Entity Identifier (LEI) number of the issuer you have been authorised to submit on behalf of and click **Search**.



The LEI is a 20-character, unique alpha-numeric code.

You can search for an issuer's LEI on the Global Legal Identifier Foundation (GLEIF) website: <https://search.gleif.org/>

The search feature will only match the beginning of a word and does not allow for multiple word searches. For example, entering 'Lasa', 'Lasaco', 'Assu', 'Assura', 'Assurance', 'Pl', 'Plc' will return 'Lasaco Assurance Plc' but entering 'Assurance Plc' will not.

Next, in the **Authorisation Form** section, upload the authorisation letter and click **Save**.

You will need to submit a separate authorisation case for each issuer you want to be able to upload for.

Electronic Submission System

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

Authorisation Details

Current Status: In-Progress | Last Modified By: Eno Ndukwe

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

Firm/Issuer Details

Search by LEI [Search](#) [Clear](#)

* LEI

* Firm Name

Authorisation Form

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 > : / \ | ? *
If you need further assistance or to download sample template for Authorisation Letter, please go through the instruction in this link

Document Type: NSM Authorisation Letter [Upload Files](#) 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](#)

Copyright © 2020 Financial Conduct Authority (FCA). All rights reserved.

5. Submitting information to the NSM



Please note if you are submitting Annual Financial Reports in a structured electronic format such as ESEF you must follow the steps listed below in [Submitting annual financial reports in a structured electronic format](#) section of this guide.

You can only submit to the NSM after we have approved your ESS registration and separately authorised you for each company you want to submit for.

Step 1: [Log into ESS](#) following steps 1 – 3 for the Issuer Authorisation process if you haven't done so already.

Step 2: Navigate to the **NSM file upload** tab and click **create case**

NATIONAL STORAGE MECHANISM

Authorisation for NSM
Use this option to request authorisation to upload documents to the NSM on behalf of an issuer

Help Create Case

NSM File Upload
Use this option to upload documents to the National Storage Mechanism

Help Create Case

NSM Support Case
Use this option if you have any queries regarding the NSM File Upload or Authorisation process including updates to your profile

Help Create Case

Step 3: Click through to the file upload screen. Clicking within the box titled **Search or select category** will present you with a drop-down list of information categories. Select the category of information you wish to upload to the NSM.

NSM Document

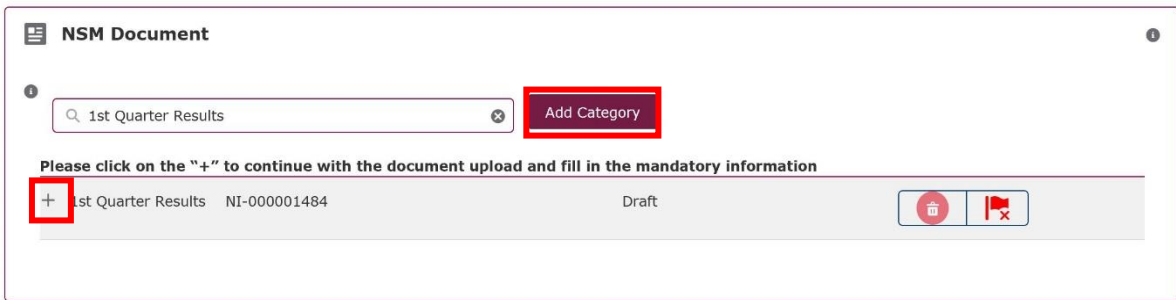
Search | Add Category

1st Quarter Results
Annual Report
3rd Quarter Results
2nd Quarter Results
4th Quarter Results
Acquisition
Additional Listing
AGM Results
AGM Statement
Announcement re: Rights Issue
Annual Financial Report

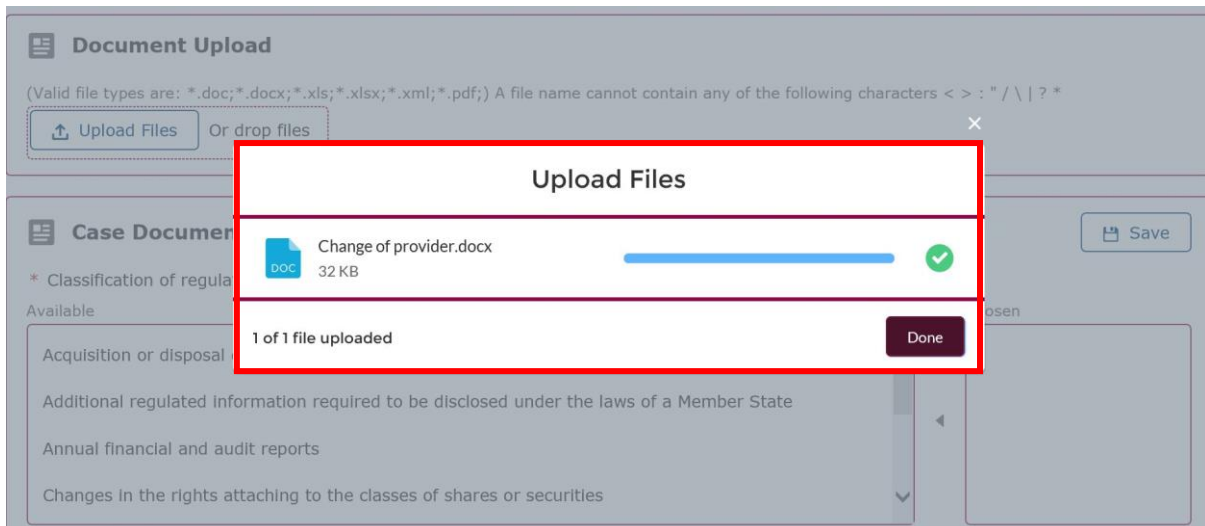
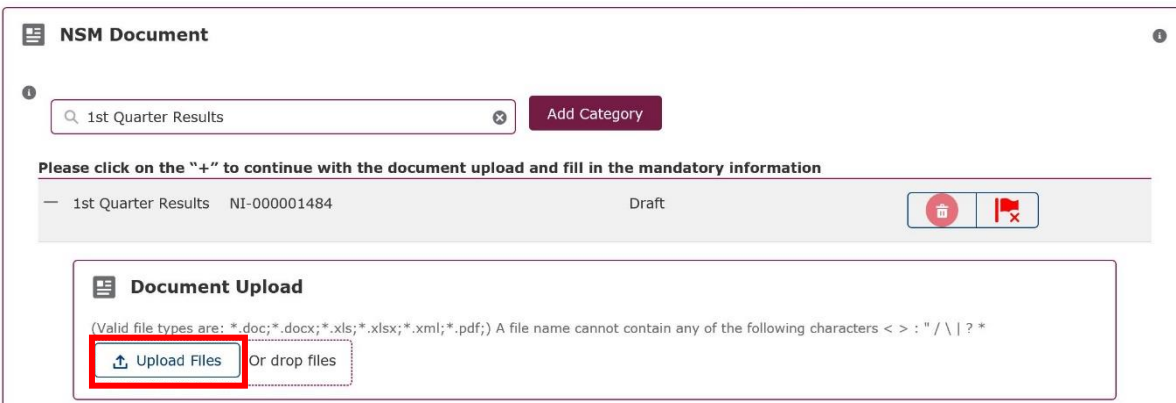
Save

Financial Conduct Authority (FCA). All rights reserved.

Step 4: Click **Add category** and it will be displayed beneath with a '+' (plus) sign beside it. **Click on the '+' sign**



Step 5: Click the **upload files** button to upload documents and you will receive confirmation when your file has been uploaded successfully. Click **Done**.



Step 6: In the **case document section**, select one or more classifications relevant to the uploaded document category and use the right-facing arrow to select them. Use the left-facing arrow to remove any classifications that may have been incorrectly selected.



Hover your mouse over the help text icon to get helpful descriptions for each field.

Enter a document description, a document date and a publication date then click **Save**.

Case Document Info Choose a classification. You can select multiple values Save

* Classification of regulated information (DTR 6) Available

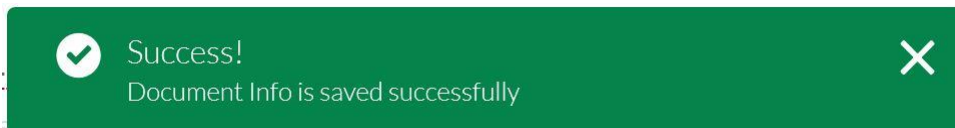
- Acquisition or disposal of the issuers own shares
- Additional regulated information required to be disclosed under the laws of a Member State
- Annual financial and audit reports
- Changes in the rights attaching to the classes of shares or securities

* Description

* Document Date

* Publication Date

You will receive confirmation that the document has been saved successfully.



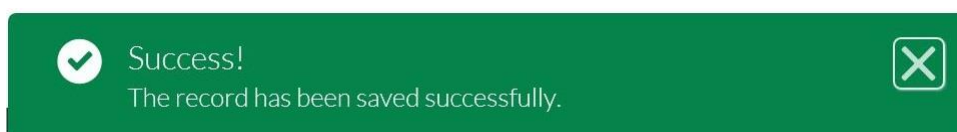
Step 7: The **select issuers section** will automatically list all issuers that you have been authorised to submit regulated information on behalf of. You may select multiple issuers if relevant to the document you are uploading. **When you select the issuer(s) you will need to click next to the issuer and then also click the arrow in the middle to confirm the selection.** Then **click save**.

You will receive confirmation that the record has been saved successfully.

Select Issuers

List of Authorised Issuers : Please Select Issuer(s) with respect to document for selected Category

AVAILABLE ISSUERS		SELECTED ISSUERS
<input type="checkbox"/>	ISSUER LEI NUMBER	No issuers have been selected for this document
<input type="checkbox"/>	prevezenco 2384275978050	



Step 8: Read the Terms & Conditions. Ticking the box to agree the Terms & Conditions will allow you to **Submit case**.

Terms & conditions:

BY USING OUR SITE YOU ACCEPT THESE TERMS

By using our site, you confirm that you accept these terms of use and that you agree to comply with them. If you do not agree to these terms, you must not use our site. We recommend that you print a copy of these terms for future reference.

THERE ARE OTHER TERMS THAT MAY APPLY TO YOU

These terms of use refer to the following additional terms, which also apply to your use of our site:

- Our [Terms and Conditions](#), which sets out the terms on which you are permitted to use our site. When using our site, you must comply with the Terms and Conditions.
- Our [Acceptable Use Policy](#), which sets out the permitted uses and prohibited uses of our site. When using our site, you must comply with this Acceptable Use Policy.
- Our [Cookie Policy](#), which sets out information about the cookies on our site.

We amend these terms from time to time. Every time you wish to use our site, please check these terms to ensure you understand the terms that apply at that time. These terms were most recently updated on 19th February 2020.

UPLOADING CONTENT TO OUR SITE

Whenever you make use of a feature that allows you to upload content to our site, you must comply with the content standards set out in our [Acceptable Use Policy](#). You warrant that any upload does comply with those standards, and you will be liable to us and indemnify us for any breach of that warranty. This means you will be responsible for any loss or damage we suffer as a result of your breach of warranty.

Any content you upload to our site will be considered non-confidential and non-proprietary. You retain all of your ownership rights in your content, but you are required to grant us and other users of our site a limited licence to use, store and copy that content and to distribute and make it available to third parties including for commercial purposes.

Where you are uploading any content to our site on behalf of another person, you warrant that you have been granted authority by that third party to undertake that upload on their behalf and you will be liable to us and indemnify us for any breach of that warranty. This means you will be responsible for any loss or damage we suffer as a result of your breach of warranty.

We also have the right to disclose your identity to any third party who is claiming that any content posted or uploaded by you to our site constitutes a violation of their intellectual property rights, or of their right to privacy.

We have the right to remove any posting you make on our site if, in our opinion, your post does not comply with the content standards set out in our [Acceptable Use Policy](#)

You are solely responsible for securing and backing up your content.

I agree terms & conditions

Submit Case

Step 9: The confirmation screen will have your reference number which should be quoted in any communication to us. You can also view your submission by clicking on **view**.

NSM File Upload

? Help ✓ Checklist

Case Reference Number	00222167	Date/Time Opened	Thursday, 02 Apr 20 14:47
Case Status	Closed	Opened By	
Closed On	Thursday, 02 Apr 20 17:27	Last Submitted By	
Closed By	n	Last Submitted On	Thursday, 02 Apr 20 17:27

FORM	STATUS	REQUIRED	
NSM File Upload	✓ Completed	(Yes)	View

6. Submitting annual financial reports in a structured electronic format



Please note if you are submitting an Annual Financial Report in an unstructured format such as PDF you must follow the steps listed above in [Submitting information to the NSM](#) section of this guide.

Please note that we offer a “test” facility for submitting TAGGED annual financial reports. This functionality is only available to registered ESS users authorised to submit on the NSM by an issuer. If you select “test submission only” (see below for more details) then your AFR not be made publicly available on the NSM but you will receive feedback if there are any errors or warnings.¹

Step 1: Select the **CREATE NEW CASE tab** from the bar at the top of the page

The screenshot shows the 'Electronic Submission System' interface. At the top, there is a navigation bar with the following tabs: HOME, CREATE NEW CASE (highlighted with a red box), MY ORGANISATIONS, CHANGE PASSWORD, GET HELP, and MY PROFILE. Below the navigation bar is a section titled 'Case Categories' with a search box containing the text 'Search Case Category or Case Type here to create a new case'. Below the search box is a list of case categories, each with a right-pointing arrow:

- DOCUMENT VETTING, GUIDANCE AND ELIGIBILITY
- ISSUER MANAGEMENT
- SHORT SELLING AND/OR MAJOR SHAREHOLDINGS REGISTRATION REQUEST FORMS
- NATIONAL STORAGE MECHANISM
- ANNUAL FINANCIAL REPORTS IN STRUCTURED ELECTRONIC FORMAT (ESEF)

At the bottom of the page, there is a copyright notice: 'Copyright © 2020 Financial Conduct Authority (FCA). All rights reserved. Accessibility Statement'.

Step 2: Select **Annual Financial Report in Structured Electronic Format** tab

¹ This option is voluntary and provides feedback on any validation issues. Submissions using this test facility will not be published on the NSM. To enable a submission to be published, you will need to create a new case on ESS.

You must not submit any information which may be considered inside information.

We recommend you remove any personal data, but if submitted it will be processed under the GDPR ‘public task’ basis. Please see <https://www.fca.org.uk/privacy> for how we use personal data.

We also recommend you remove information that is confidential for the purposes of section 348 of the Financial Services and Markets Act 2000 (FSMA).

Please note that to process your submission, we send the information (including any personal data or confidential information) to a third party for validation purposes. By selecting a test submission, you give permission for us to do this.

Information uploaded for test submissions will be deleted after two weeks.

Case Categories

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

Select Case Category

- DOCUMENT VETTING, GUIDANCE AND ELIGIBILITY >
- ISSUER MANAGEMENT >
- SHORT SELLING AND/OR MAJOR SHAREHOLDINGS REGISTRATION REQUEST FORMS >
- NATIONAL STORAGE MECHANISM >
- ANNUAL FINANCIAL REPORTS IN STRUCTURED ELECTRONIC FORMAT (ESEF) >**

Copyright © 2020 Financial Conduct Authority (FCA). All rights reserved.
Accessibility Statement

Step 3: Navigate to the **Annual Financial Report in Structured Electronic Format** tab and click **create case**

Select Case Category

- DOCUMENT VETTING, GUIDANCE AND ELIGIBILITY >
- ISSUER MANAGEMENT >
- SHORT SELLING AND/OR MAJOR SHAREHOLDINGS REGISTRATION REQUEST FORMS >
- NATIONAL STORAGE MECHANISM >
- ANNUAL FINANCIAL REPORTS IN STRUCTURED ELECTRONIC FORMAT (ESEF) v**

Authorisation for NSM

Use this option to request authorisation to upload documents to the NSM on behalf of an issuer

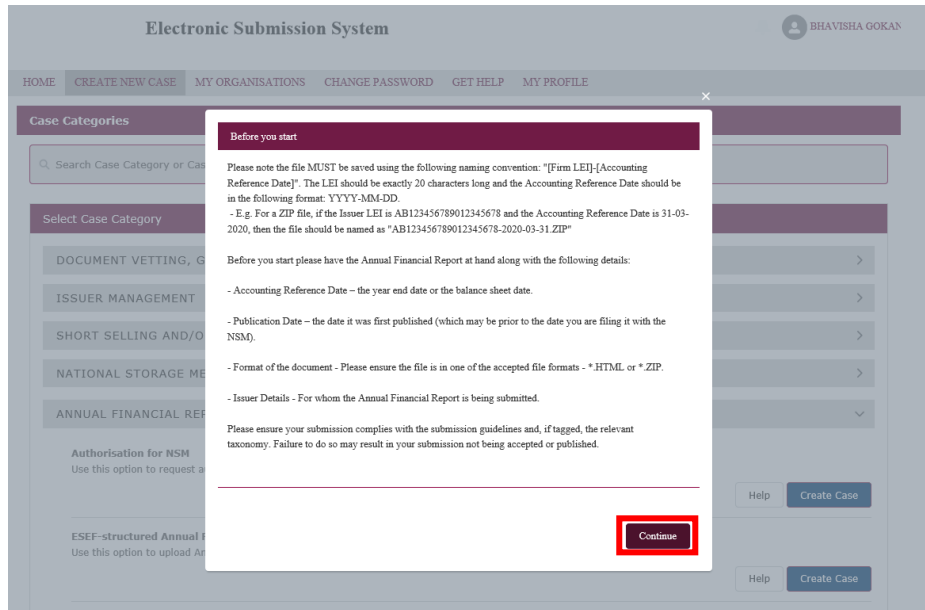
Help **Create Case**

Annual Financial Reports in Structured Electronic Format

Use this option to upload Annual Financial Reports in a structured or tagged format (e.g. ESEF) to the National Storage Mechanism

Help **Create Case**

Step 4: Read the **Before you start** pop-up box carefully and click **Continue**



Step 5: Continue to the page below and click **Start**

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

ESEF-structured Annual Financial Reports

? Help ✓ Checklist

Case Reference Number	00369384	Date/Time Created	Thursday, 17 Dec 20 09:53
Case Status	Draft	Opened By	Bhavisha Gokani
Closed On		Last Submitted By	
Closed By		Last Submitted On	

FORM	STATUS	REQUIRED	
NSM Annual Financial Report	<input type="radio"/> Not Started	(Yes)	Start

Note: If you are Ready to Submit, please accept the Terms and Conditions and Submit the case.

Terms & conditions:

BY USING OUR SITE YOU ACCEPT THESE TERMS
 By using our site, you confirm that you accept these terms of use and that you agree to comply with them. If you do not agree to these terms, you must not use our site. We recommend that you print a copy of these terms for future reference.

THERE ARE OTHER TERMS THAT MAY APPLY TO YOU
 These terms of use refer to the following additional terms, which also apply to your use of our site:

- Our Terms and Conditions, which sets out the terms on which you are permitted to use our site. When using our site, you must comply with the Terms and Conditions.
- Our Acceptable Use Policy, which sets out the permitted uses and prohibited uses of our site. When using our site, you must comply with this Acceptable Use Policy.

Step 6: Click on **Annual Financial Report Format** drop down box and select the format of the Annual Financial Report you wish submit (tagged or untagged).

Important – File Size Limit for Structured Annual Financial Reports

PLEASE NOTE that the system is only able to process files up to a size of **100MB**. Any files larger than this may remain 'in progress' and will not constitute a filing. Please ensure the size of any submission is less than this limit prior to uploading.

The screenshot shows the NSM Annual Financial Report interface. 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 header for "NSM Annual Financial Report". The current status is "In-Progress" and it was last modified by "Nandini Bajpal". There are "Back to Case" and "Save" buttons. The main section is titled "Annual Financial Report" and shows a draft for "Annual Financial Report NI-000085532". A "Document Upload" section is highlighted with a red box, containing a dropdown menu for "Select Annual Financial Report format". The dropdown is open, showing options: "--None--", "Untagged XHTML report (*.html or *.xhtml file)", and "iXBRL tagged reporting package (*.zip or *.xbri file)".

Step 7: FOR TAGGED REPORTING PACKAGE SUBMISSIONS ONLY Select whether this is a submission for **filing** or a **test submission only**. If you select **test**, the AFR will not be made publicly available but you will receive feedback on any errors or warnings. If you do not select **test** and your package passes all the validations, it will be made publicly available on the NSM.

The screenshot shows the "Case Information" section. It contains a dropdown menu with the question: "Are you looking to have this version of the AFR published on the NSM?". The dropdown is open, showing options: "--None--", "Test submission only", and "Submission for filing".

Step 8: FOR TAGGED REPORTING PACKAGE SUBMISSIONS ONLY Select the region where the issuer is incorporated (i.e. UK, EEA or another region).

Case Information

* Are you looking to have this version of the AFR published on the NSM? ⓘ

--None--

Complete this field.

* Region of Incorporation ⓘ

--None--

✓ --None--

UK

EEA

Other (Neither UK nor EEA)

Step 9: Click the **upload files** button to upload the Annual Financial Report. Please ensure the file you upload follows the naming convention stated in the [Technical Guidelines for the Preparation and Submission of Structured Annual Financial Reports to the FCA](#)

The screenshot shows the 'Annual Financial Report' interface. At the top, it displays 'Annual Financial Report NI-000085532' and 'Draft' status. Below this, there are two icons: a trash can and a flag. The main section is titled 'Document Upload' and contains a dropdown menu for 'Select Annual Financial Report format'. The dropdown is currently set to '--None--'. Below the dropdown, there are two options: 'Untagged XHTML report (*.html or *.xhtml file)' and 'XBRL tagged reporting package (*.zip or *.xbri file)'. The second option is highlighted, and a mouse cursor is pointing at it. Below the options, there is a text field containing the text 'named as "AB123456789012345678-2020-03-31.ZIP"'. At the bottom of the 'Document Upload' section, there is a red-bordered button labeled 'Upload Files' with a plus icon, and a dashed box containing the text 'Or drop files'.

Important - Naming convention for Structured Annual Financial Reports

The FCA requires issuers to adopt a specific naming convention for the uploaded file or package. It needs to be in the format {LEI}-{date}.zip or .html or .xhtml or .xbri, whereby:

- The {LEI} component of the filename should be the 20-character LEI of the issuer
- The {date} component of the filename should indicate the accounting reference date / balance sheet year-end date. The {date} component should follow the YYYY-MM-DD format.

For example -

213800YWQOYL4VQODV50-2020-08-01.html or

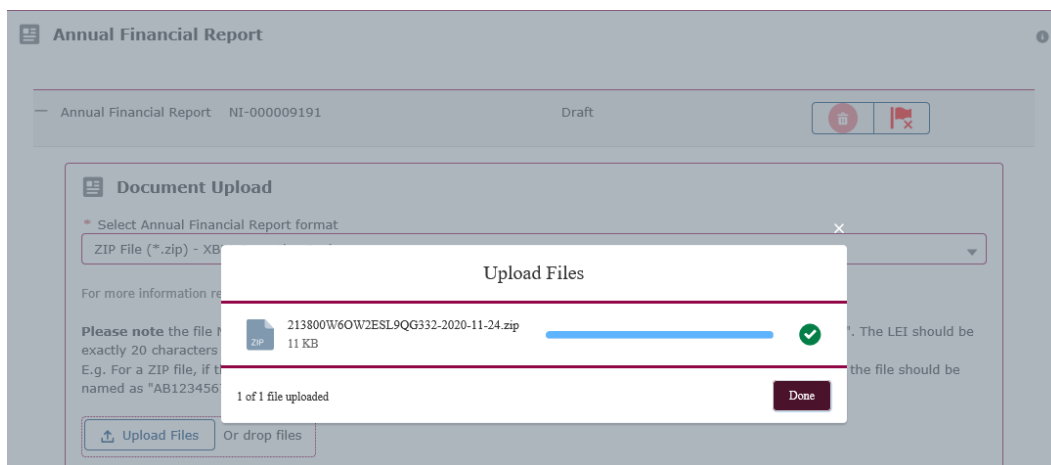
213800YWQOYL4VQODV50-2020-08-01.xhtml or

213800YWQOYL4VQODV50-2020-08-01.zip or

213800YWQOYL4VQODV50-2020-08-01.xbri

depending on the whether the submission is tagged or untagged.

Please consult our [Technical Guidelines for the Preparation and Submission of Structured Annual Financial Reports to the FCA](#)



You will receive confirmation that the document has been saved successfully.





Step 10: In the case document section, please complete the following mandatory fields: **Description**, **Accounting Reference Date** and **Publication Date**. Please note that the publication date is when the structured AFR was published (rather than the date when a PDF version was published). If this is the first time the structured AFR has been published, or it is a test case, please enter the current date/time.


Case Document Info Save Document Info


Note: This section needs to be saved separately by clicking the 'Save Document Info' button.

* Classification of regulated information (DTR 6)
Annual financial and audit reports

* Description 

* Accounting Reference Date 

* Publication Date 

 Hover your mouse over the help text icon to get helpful descriptions for each field.


Step 11: The select issuers section will automatically list all issuers that you have been authorised to submit regulated information on behalf of. Please select **one** issuer.



When you select the issuer, you will need to click next to the issuer and then also click the arrow in the middle to confirm the selection.

Select Issuers

List of Authorised Issuers : Please Select Issuer(s) with respect to document for selected Category

AVAILABLE ISSUERS			SELECTED ISSUERS
<input type="checkbox"/>	ISSUER	LEI NUMBER	No issuers have been selected for this document
<input type="checkbox"/>	prevezerco	2384275978050	



 **Success!**
The record has been saved successfully. 

Step 12: Read the Terms & Conditions. Ticking the box to agree the Terms & Conditions will allow you to **Submit case.**

Terms & conditions:

BY USING OUR SITE YOU ACCEPT THESE TERMS
By using our site, you confirm that you accept these terms of use and that you agree to comply with them.
If you do not agree to these terms, you must not use our site.
We recommend that you print a copy of these terms for future reference.

THERE ARE OTHER TERMS THAT MAY APPLY TO YOU
These terms of use refer to the following additional terms, which also apply to your use of our site:

- Our [Terms and Conditions](#), which sets out the terms on which you are permitted to use our site. When using our site, you must comply with the Terms and Conditions.
- Our [Acceptable Use Policy](#), which sets out the permitted uses and prohibited uses of our site. When using our site, you must comply with this Acceptable Use Policy.
- Our [Cookie Policy](#), which sets out information about the cookies on our site.

We amend these terms from time to time. Every time you wish to use our site, please check these terms to ensure you understand the terms that apply at that time. These terms were most recently updated on 19th February 2020.

UPLOADING CONTENT TO OUR SITE
Whenever you make use of a feature that allows you to upload content to our site, you must comply with the content standards set out in our [Acceptable Use Policy](#). You warrant that any upload does comply with those standards, and you will be liable to us and indemnify us for any breach of that warranty. This means you will be responsible for any loss or damage we suffer as a result of your breach of warranty.
Any content you upload to our site will be considered non-confidential and non-proprietary. You retain all of your ownership rights in your content, but you are required to grant us and other users of our site a limited licence to use, store and copy that content and to distribute and make it available to third parties including for commercial purposes.
Where you are uploading any content to our site on behalf of another person, you warrant that you have been granted authority by that third party to undertake that upload on their behalf and you will be liable to us and indemnify us for any breach of that warranty. This means you will be responsible for any loss or damage we suffer as a result of your breach of warranty.
We also have the right to disclose your identity to any third party who is claiming that any content posted or uploaded by you to our site constitutes a violation of their intellectual property rights, or of their right to privacy.
We have the right to remove any posting you make on our site if, in our opinion, your post does not comply with the content standards set out in our [Acceptable Use Policy](#)
You are solely responsible for securing and backing up your content.

I agree terms & conditions

Step 13: Confirm that you are ready to submit the case and click on **submit**

NSM Annual Financial Report Ready to Submit (Yes)

Note: If you are Ready to Submit, please accept the Terms and Conditions and Submit the case.

Terms & conditions:

BY USING OUR SITE YOU ACCEPT THESE TERMS
By using our site, you confirm that you accept these terms of use and that you agree to comply with them.
If you do not agree to these terms, you must not use our site.
We recommend that you print a copy of these terms for future reference.

THERE ARE OTHER TERMS THAT MAY APPLY TO YOU
These terms of use refer to the following additional terms, which also apply to your use of our site:

- Our [Terms and Conditions](#), which sets out the terms on which you are permitted to use our site. When using our site, you must comply with the Terms and Conditions.
- Our [Acceptable Use Policy](#), which sets out the permitted uses and prohibited uses of our site. When using our site, you must comply with this Acceptable Use Policy.
- Our [Cookie Policy](#), which sets out information about the cookies on our site.

We amend these terms from time to time. Every time you wish to use our site, please check these terms to ensure you understand the terms that apply at that time. These terms were most recently updated on 19th February 2020.

UPLOADING CONTENT TO OUR SITE
Whenever you make use of a feature that allows you to upload content to our site, you must comply with the content standards set out in our [Acceptable Use Policy](#). You warrant that any upload does comply with those standards, and you will be liable to us and indemnify us for any breach of that warranty. This means you will be responsible for any loss or damage we suffer as a result of your breach of warranty.
Any content you upload to our site will be considered non-confidential and non-proprietary. You retain all of your ownership rights in your content, but you are required to grant us and other users of our site a limited licence to use, store and copy that content and to distribute and make it available to third parties including for commercial purposes.
Where you are uploading any content to our site on behalf of another person, you warrant that you have been granted authority by that third party to undertake that upload on their behalf and you will be liable to us and indemnify us for any breach of that warranty. This means you will be responsible for any loss or damage we suffer as a result of your breach of warranty.
We also have the right to disclose your identity to any third party who is claiming that any content posted or uploaded by you to our site constitutes a violation of their intellectual property rights, or of their right to privacy.
We have the right to remove any posting you make on our site if, in our opinion, your post does not comply with the content standards set out in our [Acceptable Use Policy](#)
You are solely responsible for securing and backing up your content.

I agree terms & conditions


Confirm Submit Case

Please confirm you are ready to submit the case.

On submission, the date/time is recorded to create an NSM filing date, which will be displayed publicly.

After clicking 'submit', you may receive an error saying that the name of the uploaded file is incorrect. If so, verify that the LEI and date in the filename are correct and that you have correctly completed the accounting reference date (step 10) and selected an issuer (step 11 – including clicking the blue arrow button in the middle).

Step 14: The confirmation screen will have your reference number which should be quoted in any communication to us. You can also view your submission by clicking on **view**.

ESEF-structured Annual Financial Reports			
			? Help ✓ Checklist
Case Reference Number	00369384	Date/Time Opened	Thursday, 17 Dec 20 09:53
Case Status	Closed	Opened By	
Closed On	Thursday, 17 Dec 20 11:46	Last Submitted By	Bhavisha Gokani
Closed By	bnavisna Gokani	Last Submitted On	Thursday, 17 Dec 20 11:46
FORM	STATUS	REQUIRED	
NSM Annual Financial Report	 Completed	(Yes)	<input type="button" value="View"/>

Annual financial reports in electronic format submitted to the NSM will be subject to additional validation checks after submission. If validation is passed, the submission will be accepted and made publicly available.

If there are only minor issues, the submission will be accepted and filed. However, these issues (referred to as “warnings”), should be investigated by issuers and their advisors. If you have investigated a warning and concluded there is no underlying issue to address, no further action is required.

If errors are identified, the submission will be rejected and will not be filed on the NSM. Once the errors are corrected, the submitter will need to resubmit a new case by following **steps 1 to 14**.

Please note that if you select Test submission and the submission passes the validations, you will still need to create another ESS AFR case to submit the package to the NSM. It is not possible to use the test case again for publication.

7. Accessing warnings and errors related to the submission of structured annual financial reports

If your submission has errors and/or warnings, the submitter will be notified via email with a link to these errors and/or warnings. This link is also accessible via the ESS portal.



In addition to errors and/or warnings, you may also receive "information" messages. These messages are just to inform you of any validation checks which have not been performed by our system. No action is required on these.

Step 1: Click on **HOME** tab to take you to **My Cases**.

Electronic Submission System BHAVISHA GOKAN

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

My Cases

Case Number Organisation Name

Drafts (10) Submitted (0) Closed (11)

Show 10 Search in 10 records

CASE NUMBER	TEAM	CASE TYPE	ORGANISATION	CREATED DATE
00369051	NSM	NSM Annual Financial Report		04/12/2020 11:13
00369048	NSM	NSM Annual Financial Report		04/12/2020 10:48

Step 2: Click on **Closed** cases tab.

Electronic Submission System BHAVISHA GOKAN

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

My Cases

Case Number Organisation Name

Drafts (10) Submitted (0) **Closed (11)**

Show 10 Search in 10 records

CASE NUMBER	TEAM	CASE TYPE	ORGANISATION	CREATED DATE
00369051	NSM	NSM Annual Financial Report		04/12/2020 11:13
00369048	NSM	NSM Annual Financial Report		04/12/2020 10:48

Step 3: Select the **case number** for the Annual Financial Report you wish to check.

Note - If the NSM Annual Financial Report you have submitted is rejected you will see the word **'Rejected'** on the **SUB STATUS**.

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

My Cases

Search... Go

Case Number Organisation Name

Drafts (10) Submitted (0) Closed (11)

Show 10 Search in 11 records

CASE NUMBER	TEAM	CASE TYPE	ORGANISATION	STATUS	SUB STATUS	CLOSED DATE
00369384	NSM	NSM Annual Financial Report		Closed	Published	17/12/2020 11:46
00369362	NSM	NSM Annual Financial Report		Closed	Published	16/12/2020 12:59
00369355	NSM	NSM Annual Financial Report		Closed	Published	16/12/2020 12:37
00369353	NSM	NSM Annual Financial Report		Closed	Published	16/12/2020 12:33
00369352	NSM	NSM Annual Financial Report		Closed	Rejected	16/12/2020 12:29
00369349	NSM	NSM Annual Financial Report		Closed	Rejected	16/12/2020 12:27
00367533	NSM	NSM Annual Financial Report		Closed	In Progress	24/09/2020 13:21
00367364	NSM	NSM Annual Financial Report		Closed	In Progress	28/08/2020 10:57
00367361	NSM	NSM Annual Financial Report		Closed	In Progress	28/08/2020 10:53
00367347	NSM	NSM Annual Financial Report		Closed	In Progress	28/08/2020 10:45

Note If the report is published with warnings you will see the word **'Published'** on the **SUB STATUS**.

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

My Cases

Search... Go

Case Number Organisation Name

Drafts (10) Submitted (0) Closed (11)

Show 10 Search in 11 records

CASE NUMBER	TEAM	CASE TYPE	ORGANISATION	STATUS	SUB STATUS	CLOSED DATE
00369384	NSM	NSM Annual Financial Report		Closed	Published	17/12/2020 11:46
00369362	NSM	NSM Annual Financial Report		Closed	Published	16/12/2020 12:59
00369355	NSM	NSM Annual Financial Report		Closed	Published	16/12/2020 12:37
00369353	NSM	NSM Annual Financial Report		Closed	Published	16/12/2020 12:33
00369352	NSM	NSM Annual Financial Report		Closed	Rejected	16/12/2020 12:29
00369349	NSM	NSM Annual Financial Report		Closed	Rejected	16/12/2020 12:27
00367533	NSM	NSM Annual Financial Report		Closed	In Progress	24/09/2020 13:21
00367364	NSM	NSM Annual Financial Report		Closed	In Progress	28/08/2020 10:57
00367361	NSM	NSM Annual Financial Report		Closed	In Progress	28/08/2020 10:53
00367347	NSM	NSM Annual Financial Report		Closed	In Progress	28/08/2020 10:45

Step 4: Click on the **view** button to see your submission.

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

ESEF-structured Annual Financial Reports

? Help ✓ Checklist

Case Reference Number	00369349	Date/Time Opened	Wednesday, 16 Dec 20 12:25
Case Status	Closed	Opened By	Bhavisha Gokani
Closed On	Wednesday, 16 Dec 20 12:27	Last Submitted By	Bhavisha Gokani
Closed By	Bhavisha Gokani	Last Submitted On	Wednesday, 16 Dec 20 12:27


FORM	STATUS	REQUIRED	
NSM Annual Financial Report	✓ Completed	(Yes)	View

Note: If you are Ready to Submit, please accept the Terms and Conditions and Submit the case.

Rejected Structured Annual Financial Reports

If your submission is rejected you will get a description on the top right-hand side to explain why it's been rejected. This status could either be an 'Invalid Reporting Package' or 'Validation Failed'.

To access the errors, see underneath the Annual Financial Report submitted, click on **click here** to access the link explaining the warnings and errors.

Annual Financial Report NI-000009168 Invalid Reporting Package 

Document Upload

* Select Annual Financial Report format
ZIP File (*.zip) - XBRL Reporting Package

For more information regarding the file submissions please see the submitter guide [here](#) or the ESEF webpage [here](#).

Please note the file MUST be saved using the following naming convention: "[Issuer LEI]-[Accounting Reference Date]". The LEI should be exactly 20 characters long and the Accounting Reference Date should be in the following format: YYYY-MM-DD.
E.g. For a ZIP file, if the Issuer LEI is AB123456789012345678 and the Accounting Reference Date is 31-03-2020, then the file should be named as "AB123456789012345678-2020-03-31.ZIP"

[Upload Files](#) Or drop files

Annual Financial Report_V001 X

Warning/Error:
Please [click here](#) for more detailed technical information on warnings or errors returned



Document Upload

* Select Annual Financial Report format

ZIP File (*.zip) - XBRL Reporting Package

For more information regarding the file submissions please see the submitter guide [here](#) or the ESEF webpage [here](#).

Please note the file MUST be saved using the following naming convention: "[Issuer LEI]-[Accounting Reference Date]". The LEI should be exactly 20 characters long and the Accounting Reference Date should be in the following format: YYYY-MM-DD.
E.g. For a ZIP file, if the Issuer LEI is AB123456789012345678 and the Accounting Reference Date is 31-03-2020, then the file should be named as "AB123456789012345678-2020-03-31.ZIP"

[Upload Files](#) Or drop files

Annual Financial Report_V005 X

Warning/Error:
Please [click here](#) for more detailed technical information on warnings or errors returned

This will download a zip file containing the list of errors and warnings in xml format, which can be opened in Notepad or a similar tool.

NI-000048908.zip

- NI-000048908_549300JXWH1UV5J0XV81-2021-12-31.zip
Type: WinZip File
- NI-000048908_549300JXWH1UV5J0XV81-2021-12-31.zip.xlsx
Type: Microsoft Excel Worksheet
- NI-000048908_549300JXWH1UV5J0XV81-2021-12-31.zip.xml
Type: XML File

Published with warnings Structured Annual Financial Reports

If your submission is published with warnings please note the description on the top-right hand side will show status as published.


To access the warnings, see underneath the Annual Financial Report submitted, click on **click here** to access the link explaining the warnings.


Document Upload

* Select Annual Financial Report format
ZIP File (*.zip) - XBRL Reporting Package

For more information regarding the file submissions please see the submitter guide [here](#) or the ESEF webpage [here](#).

Please note the file MUST be saved using the following naming convention: "[Issuer LEI]-[Accounting Reference Date]". The LEI should be exactly 20 characters long and the Accounting Reference Date should be in the following format: YYYY-MM-DD.
E.g. For a ZIP file, if the Issuer LEI is AB123456789012345678 and the Accounting Reference Date is 31-03-2020, then the file should be named as "AB123456789012345678-2020-03-31.ZIP"

 Or drop files

Annual Financial Report_V001 

Warning/Error:
Please [click here](#) for more detailed technical information on warnings or errors returned

Please note the information provided in the Warning/Error link is intended for technical audiences and assumes that the reader has working knowledge of relevant technical issues. Issuers may need to seek professional advice and support where necessary.

For further information regarding validation results please refer to [Technical Guidelines for the Preparation and Submission of Structured Annual Financial Reports to the FCA](#)

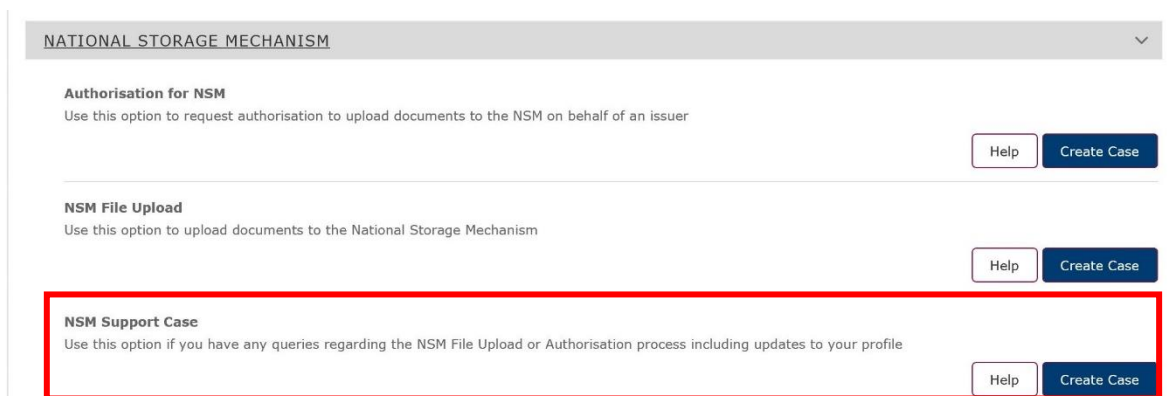
8. Raising a support ticket

You can raise a support ticket for issues you might encounter or administrative tasks you wish carried out on the NSM such as:

- A request to withdraw a person's authorisation to upload for an issuer.
- Resolution of a problem with a document on the NSM.
- Uploaded documents not appearing on the NSM website (although please wait 24 hours before contacting us as sometimes documents won't appear immediately).

Step 1: Log into ESS following steps 1 – 3 for the Issuer Authorisation process above.

Step 2: Navigate to the **NSM support case** tab and click **create case**



The screenshot shows a web interface for the National Storage Mechanism (NSM). At the top, there is a header bar with the text "NATIONAL STORAGE MECHANISM" and a dropdown arrow. Below this, there are three main sections, each with a title, a brief description, and two buttons: "Help" and "Create Case".

- Authorisation for NSM**: Use this option to request authorisation to upload documents to the NSM on behalf of an issuer.
- NSM File Upload**: Use this option to upload documents to the National Storage Mechanism.
- NSM Support Case**: Use this option if you have any queries regarding the NSM File Upload or Authorisation process including updates to your profile.

The "NSM Support Case" section is highlighted with a red rectangular border.

Step 3: Click through to the support ticket form. Add a description of the issue you are experiencing or the administrative task you wish to be carried out.

Upload files such as screenshots to provide additional information to explain the problem and **click save**.

Support Ticket Form

*** Select Category** ⓘ

Please choose a category for the support request you want to submit.

*** Describe your request in a few words**

Please include relevant details that will help us resolve your request in a timely manner

Description is mandatory. Please fill in the description before saving the form

Upload a document that can further explain your issue, like screenshots of error messages etc. You can also upload a document to replace a document that you previously uploaded to NSM.

Upload Files

Or drop files

Valid file types are *.doc;*.docx;*.xls;*.xlsx;*.pdf;*.xml;*.jpg;*.jpeg
 A file name cannot contain any of the following characters >: "\|?*"

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

Step 4: The confirmation screen will have your reference number which should be quoted in any communication to us. You can also view your submission by clicking on **view**.

NSM Support Case			
? Help			
Case Reference Number	00222168	Date/Time Opened	Thursday, 02 Apr 20 17:35
Case Status	Draft	Opened By	Eno Ndukwe
Closed On		Last Submitted By	
Closed By		Last Submitted On	
FORM	STATUS	REQUIRED	
NSM Support Case	✔ Ready to Submit	(Yes)	Edit

Further help

- For further information on the NSM please refer to [NSM Webpage](#).
- For information on structured reporting please refer to [Structured Reporting Webpage](#).
- For information on filing Structured Annual Financial Reports please refer to our [Filing Webpage](#)
- For technical guidance please refer to [Technical Guidelines for preparation and submission of Structured Annual Financial Reports to the FCA](#)
- For more support and FAQs please refer to [NSM: Support & FAQs](#)
- For step by step guide to searching the NSM for regulated information, please refer to [NSM User Guide](#)