

# **Guide to submitting a notification of delayed disclosure of inside information via the FCA website**

January 2018

## **When to submit a notification of delayed disclosure of inside information form**

An issuer, or an emission allowance market participant (EAMP), may delay disclosure of inside information to the public provided that the delay meets the following conditions:

- Immediate disclosure is likely to prejudice its legitimate interests
- Any delay in disclosing information is unlikely to mislead the public, and
- it is able to ensure the confidentiality of that information.

Where disclosure of inside information was delayed, immediately after disclosure of such information you must inform the FCA that the disclosure was delayed. You must do this by completing the delayed disclosure notification form, which can be accessed from the FCA website.

You can submit this form using any of the following browsers: Chrome, Firefox, Safari, IE. To ensure all features are displayed properly on your screen we recommend you check that you are using any of the two most recent browser versions.

# Create a notification of delayed disclosure of inside information form



## Notification of Delayed Disclosure of Inside Information

This form is for the use of an issuer or an emission allowance market participant (EAMP) that wishes to notify the FCA that it has delayed a publication of inside information under Article 17(4) of Regulation (EU) No 596/2014 of the European Parliament and of the Council on market abuse ("The Market Abuse Regulation").

Once the form is completed, submitters will be sent an automated acknowledgement and the submitter will be required to click on a link to validate their email address. This link is valid for 3 working days. In the event that the submitter fails to confirm within this time, they will be sent another email with a new link for confirmation.

EAMP should choose to complete the 'Delayed Disclosure of Inside Information notification for EAMP' from the drop-down list below.

--None--

[Access Delayed Disclosure Notification](#)

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Click on the **Access Delayed Disclosure Notification** button to create a Notification of Delayed Disclosure of Inside Information form.

The form is split into 6 sections:

- Section 1 - Identity of the issuer or EAMP
- Section 2 - Identify of the person making the notification
- Section 3 - Contact details of the person making the notification
- Section 4 - Identification of the publicly disclosed inside information that was subject to delayed disclosure
- Section 5 – Date and time of the decision to delay the disclosure of inside information
- Section 6 - Identity of all persons with responsibilities for the decision of delaying the public disclosure of inside information

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**Mandatory fields are denoted by an \***

### Section 1 – Identity of the issuer or EAMP

Enter the full legal name of the issuer or EAMP

#### 1 - Identity of the issuer/EAMP

Issuer/EAMP \*

*Full legal name of the issuer/EAMP*

### Section 2 – Identity of the person making the notification

Enter your name and your position within the issuer or EAMP.

#### 2 - Identity of the person making the notification

Name of natural person \*

*First Name(s)*

*Last Name(s)*

Position within the issuer/EAMP \*

### Section 3 – contact details of the person making the notification

Enter your professional email address and contact phone number. (Note that your email address will be validated when you submit the form – see below)

#### 3 - Contact details of the person making the notification

Professional email address \*

Confirm Email Address \*

Contact phone number \*

## Section 4 – identification of the publicly disclosed inside information that was subject to delayed disclosure

Complete the following fields:

- Title of the disclosure statement
- Reference number (if a reference number is available)
- Date of the announcement (via a pick list), and
- Time of the announcement in 24 hour format and the time zone

### 4 - Identification of the publicly disclosed inside information that was subject to delayed disclosure

Title of the disclosure statement *	<input type="text"/>
Reference number	<i>Please include the reference number when the dissemination system used assigns one</i> <input type="text"/>
Date of announcement *	<input type="text"/>
Time of the announcement *	<i>Time validation in 24 hour format - HH:MM</i> <input type="text"/> (GMT+00:00) Greenwich Mean Time (Ei) ▾

## Section 5 – date and time of the decision to delay the disclosure of inside information

Complete the date and time (including time zone) when the issuer or EAMP took the decision to delay disclosure.

### 5 - Date and time of the decision to delay the disclosure of inside information

Date of the Decision *	<input type="text"/>
Time of the decision *	<i>Time validation in 24 hour format - HH:MM</i> <input type="text"/> (GMT+01:00) British Summer Time (Ei) ▾

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### Section 6 – identity of all persons with responsibilities for the decision of delaying the public disclosure of the inside information

Provide details of all persons with responsibilities for the decision to delay the public disclosure of inside information.

- Where multiple names are entered, each individual's name should be separated by a semi colon.
- Where such decision was taken by a decision making body within the issuer or EAMP (e.g. The Board), it is acceptable for you to identify the body rather than providing the names of all members.

#### 6 - Identity of all persons with responsibilities for the decision of delaying the public disclosure of the inside information

Please give details of all persons (separated by a semicolon) or the body within the issuer/EAMP (e.g. the Board) responsible for the decision \*

## Review, Submit and print the notification

Once you have submitted all the information click on the [Next page >](#) button.

**Review Form and Submit**


Please review the information you provided in the form

You can:

- Review all the information you have entered into the form
- Edit any information by clicking on the [< Edit back](#) button.

Submit your notification form by clicking on the "I'm not a robot" reCAPTCHA box

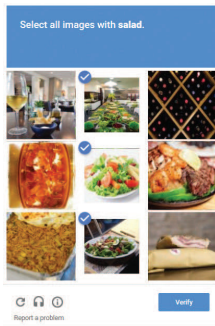
I'm not a robot

  
reCAPTCHA  
[Privacy](#) - [Terms](#)

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In certain circumstances, for example where you have submitted several notifications within a short period of time, you will be requested to complete a more advanced level of verification. You will be asked to click on certain pictures to complete the verification.



Click on the **Submit to FCA** button to submit your notification to the FCA.

On the submission page you will be given an option to save and print your notification.

Click on the disk icon to save or print your notification.

After clicking on **Submit to FCA** the following page will be displayed with an option to save and print the notification for the user's records.

To assist you in meeting your record keeping obligations, a pdf copy of this notification may be downloaded here. Please note that for security reasons this will not be accessible once this window is closed.



***We recommend that you save all your notifications.***



## Verification Email

We will send an email to the email address you provided on the form. Click on the "Verify email address" link included in our email to confirm that FCA has your correct email address if we need to make an enquiry regarding your notification.

Thank you for completing your delayed disclosure of inside information notification. Please click on the following link to confirm your email address

[Verify email address](#)

No further action is required from you after performing this task.

Regards,  
Financial Conduct Authority

