

National Storage Mechanism (including structured annual financial reports)

Help and Frequently Asked Questions

Version 10.0

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Overview

This guide aims to help submitters in filing information to the NSM. It includes information related to structured reporting (as introduced by the European Single Electronic Format (ESEF) initiative). This guide complements the [NSM Submitter user guide](#).

Guidance for investors and other users on how to consult information on the NSM can be found in the [NSM user guide](#).

Change log:

- V10 – Minor updates

What is the NSM?

The National Storage Mechanism (NSM) is a repository of regulated information that is required by the Listing Rules, Disclosure Guidance and Transparency Rules or the Prospectus Rules to be filed and made available for public inspection.

The NSM allows users to search all regulatory disclosures and documents such as annual financial reports, change of name, Directors' declarations, half-yearly financial reports, major shareholding notifications etc. Users can view or print the document or export the search results to CSV format.

The NSM is not intended to be a real-time provision of information and includes information and materials uploaded by third party submitters to the site. This information and these materials may not have been verified or approved by the FCA.

In practice, much of the information will be available shortly after publication, but this will depend on the source of the information.

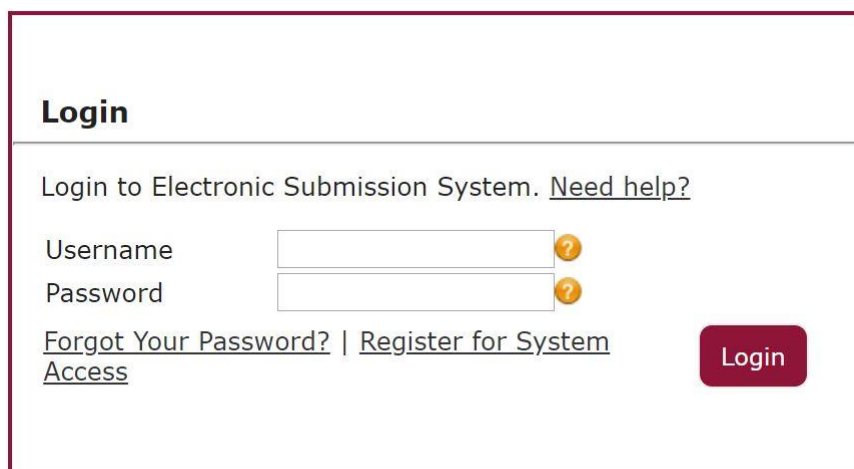
If information cannot be found within 48 hours of expected publication, users should contact the relevant issuer in the first instance.

Help with Submitting

1. How do I access the NSM submission portal?

Visit the [Electronic Submission Service \(ESS\) login page](#).

Register for access to the ESS or login with your credentials if you have an active ESS account.



The screenshot shows a login form titled "Login". Below the title, it says "Login to Electronic Submission System. [Need help?](#)". There are two input fields: "Username" and "Password", each with a yellow question mark icon to its right. Below the "Password" field, there are two links: "[Forgot Your Password?](#)" and "[Register for System Access](#)". To the right of these links is a red "Login" button.

Detailed help is provided in the [submitter user guide](#).

2. I forgot my ESS password. What should I do?

Please use the password reset function. If you do not receive a reset email then send an email to LTAdmin@fca.org.uk or call Operations Support on 0207 066 8348.

3. I did not receive the ESS activation email. What should I do?

We aim to process ESS registration requests within 24 hours. If you have not received your activation email 24 hours after registration, please send an email to LTAdmin@fca.org.uk or call Operations Support on 0207 066 8348.

4. I did not receive the authorisation confirmation email. What should I do?

We aim to process issuer authorisation requests within 48 hours. If you have not received your authorisation confirmation email 48 hours after registration, please send an email to LTAdmin@fca.org.uk or call Operations Support on 0207 066 8348.

5. How long does the authorisation process take?

We aim to process issuer authorisation requests within 48 hours after receiving the form.

6. I am a registered submitter but my email address has changed. What should I do?

If your email address changed because you now work for a new issuer, you will need to obtain a new authorisation. You should create an ESS account with your new email address, then upload an authorisation from the issuer you wish to upload on behalf of. You will also need to contact us using the details below so that your existing account is deactivated.

If you still work for the same issuer but your email address has changed, send an email to LTAdmin@fca.org.uk or call Operations Support on 0207 066 8348.

7. How can I change my ESS registration information?

If you are an authorised submitter and wish to edit information within the ESS registration form, please raise an NSM support case within ESS. Instructions on how to raise an NSM support case can be found in the [submitter guide](#).

8. The person authorised to make submissions has been replaced. What should I do?

To remove an authorised submitter or have the account deactivated, create an NSM support case. If you do not have access to ESS then send an email to LTAdmin@fca.org.uk or call Operations Support on 0207 066 8348.

To authorise a new submitter to upload on behalf of an issuer, first create an ESS account (if one does not exist already) then upload an authorisation from the issuer you wish to upload on behalf of.

9. How long does it take before information is publicly available on the NSM?

The NSM is not intended to be real-time, but information is generally publicly available within an hour of it being submitted. If information cannot be found within 48 hours of submission, submitters or issuers should raise a support case on ESS.

10. I need to make a change to a document I have uploaded. What should I do?

Except in exceptional circumstances, we do not delete information from the NSM as it represents a public record. You should resubmit an amended document on the NSM as a new case, making it clear in the description what it replaces.

11. I have a query or issue relates to the NSM – how do I contact you?

[Log into ESS](#) using your credentials. Click on **create case** and navigate to the National Storage Mechanism tab. Select the **NSM support case** button and click on **create case**.

Select Case Category

- DOCUMENT VETTING, GUIDANCE AND ELIGIBILITY >
- ISSUER MANAGEMENT >
- SHORT SELLING AND/OR MAJOR SHAREHOLDINGS REGISTRATION REQUEST FORMS >
- 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, apart from Annual Reports in structured electronic format (e.g. ESEF). For these you should select the case type "Annual Financial Reports in Structured Electronic Format".

Help Create Case

ESEF-structured Annual Financial Reports
Use this option to upload Annual Financial Reports in a structured format, with or without tags, 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

ANNUAL FINANCIAL REPORTS IN STRUCTURED ELECTRONIC FORMAT (ESEF) >


Enter the details of the issue into the **Support Ticket form** pictured below and click on **save**. Your request for help will be forwarded to the support team who will contact you to resolve the issue.

NSM Support Case

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

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

Structured reporting: Annual Financial Report Filings

12. Do the structured reporting requirements apply to me?

In general, companies with transferable securities admitted to trading on UK regulated markets must prepare their annual financial reports in a XHTML web browser format, replacing the current PDF format, for financial years starting on or after 1 January 2021, for publication from 1 January 2022. They also need to file them with the FCA's [National Storage Mechanism \(NSM\)](#).

We also require in-scope issuers who prepare annual consolidated accounts in accordance with International Financial Reporting Standards (IFRS), whether UK, EU or international IFRS, to mark up those financial statements with tags selected from an appropriate taxonomy.

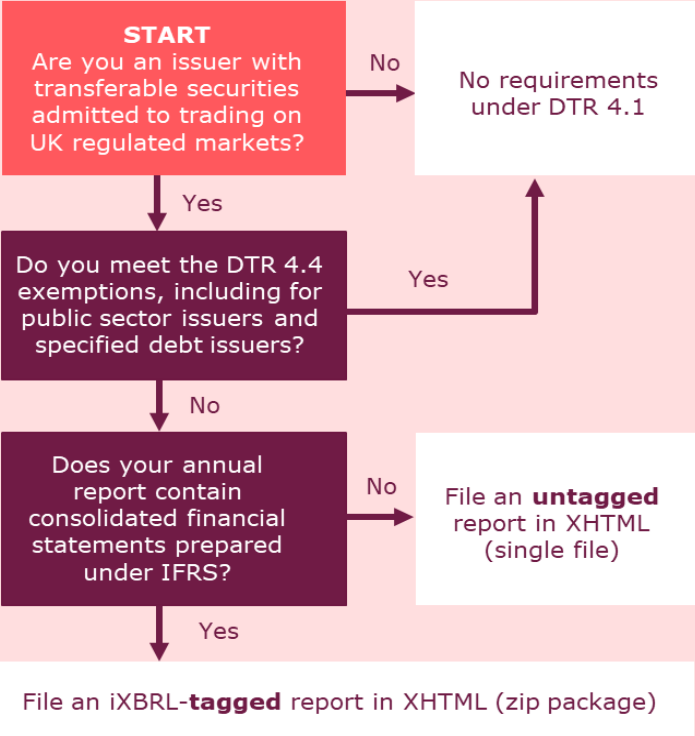
Issuers can find out more information on these requirements in the Handbook section of our website in the Disclosure, Guidance and Transparency Rules (DTRs) (see [DTR4.1.1R and DTR4.1.14R](#)), [this Technical Note](#) within our [Primary Markets Knowledge Base](#) and the [Technical Standards for the Transparency Directive](#) which include information on filing obligations and taxonomies, as amended.

Certain issuers of securities on regulated markets are, however, exempt from these requirements (see DTR 4.4), including:

- Public sector issuers (DTR 4.4.1).
- Issuers that exclusively issue debt securities admitted to trading, the denomination per unit of which is at least 100,000 euros (or an equivalent amount) (DTR 4.4.2).

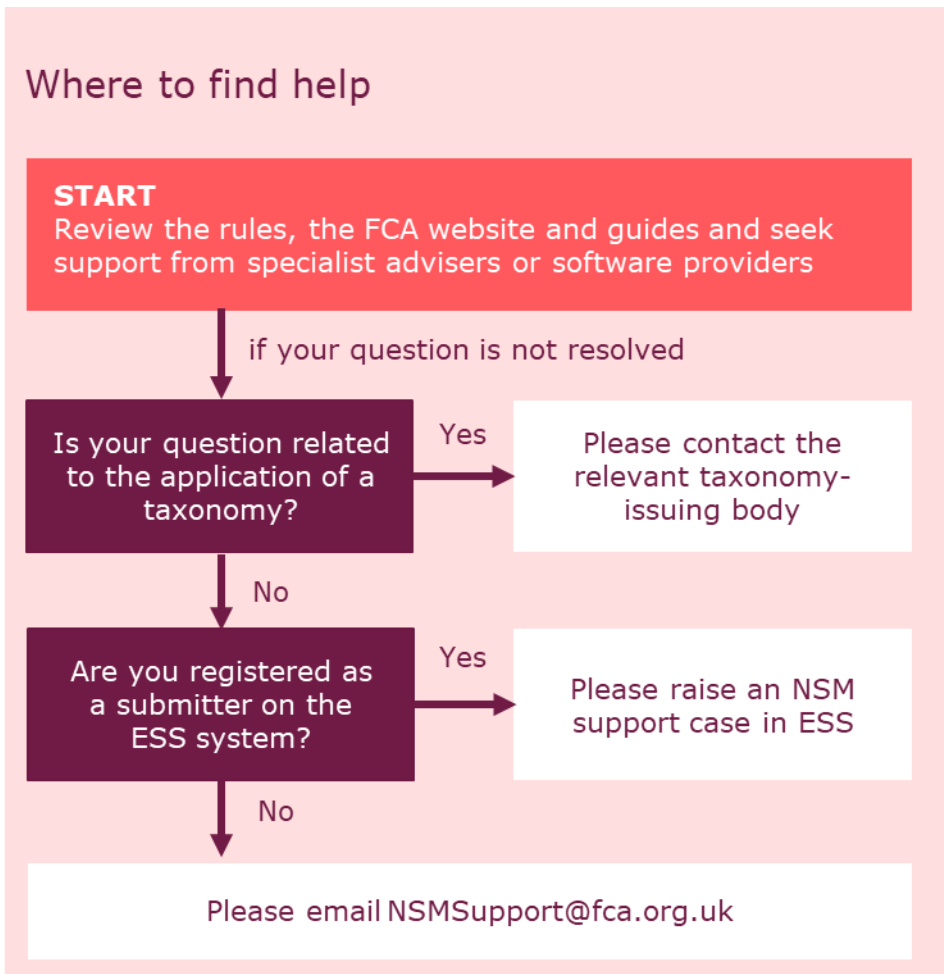
The relevant rules are summarised in the picture below.

Do the requirements apply to me?



13. I have an issue – where can I find help?

Please follow the process illustrated in the diagram below:



The documents you need to review in the first step include:

- The rules set out in [DTR 4](#) and in this [Technical Note](#), which will help you determine which requirements apply to you.
- Depending on whether you are submitting a tagged or untagged report and which taxonomy you use, the [ESEF](#) and/or [UKSEF](#) filing manuals, which set out technical guidelines for preparing structured reports.
- The XBRL guidelines on [report](#) packaging, which prescribe how report packages must be structured.
- The [FCA technical guidelines](#), which include information on FCA-specific requirements for submission format and naming.
- The [NSM submitter user guide](#), which provides a step-by-step guide for submitters to uploading information to the NSM. For example, the guide covers how to submit a tagged report for validation only (test submissions), how to view any warnings and errors and how to raise a support ticket.
- The [NSM help and FAQs](#) publication, which provides guidance for some frequent issues, including how to resolve common validation errors.

- The [NSM user guide](#), which provides instructions on how to view and download structured AFRs once uploaded on the NSM.

14. Which taxonomies can I use to produce a tagged report?

The NSM is set up to accept ESEF and UKSEF taxonomies, including the UKSEF23 approach. More information on taxonomies, including versions, can be found in the [FCA technical guidelines](#).

15. Can I submit a report via a Primary Information Provider or other third party?

An issuer can grant permission for a third party to file on your behalf. However, all structured reports must be filed through the ESS portal. Dissemination via a PIP will not be sufficient.

16. Can I submit different Annual Financial Report formats (e.g. PDF and structured) at different times?

Yes, although to meet publishing and filing obligations, the document must align to the format prescribed in the rules. The subsequent filing must also be based on the same original document and information - i.e. it is only the format that changes. The publishing date submitted must also reflect the date that the structured version was made available, and not the pdf version.

17. What do errors, warnings and information messages mean?

All submissions undergo validation checks. Reports that are tagged will also be subject to checks to ensure the report complies with the relevant taxonomy and guidance. There are two types of validation results: errors and warnings.

If errors are found, your report will be rejected and you will need to correct the errors and resubmit your report.

Warnings do not prevent a report from being published but need to be investigated. If you have investigated a warning and concluded there is no underlying issue to address, no further action is required.

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.

To access the list of errors and warnings for your submission, click the link provided in the rejection email or follow the instructions in [section 7 of the NSM submitter guide](#). This will allow you to 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

The error and warning messages are intended for technical audiences. Issuers may need to seek support from specialist advisers or software providers to understand and address any issues.

18. How long will it take for my reports to be published on the NSM?

Your submission may briefly appear as 'in progress' before it is published. If your submission is still appearing as 'in progress' after more than an hour, it is likely that our system is unable to process the file. Please review the submission and ensure it meets the requirements – particularly in terms of the size and the correct structure (see question 21). If you consider the report does meet the requirements but it is still reported as 'in progress' after 24 hours, please raise an NSM support case.

19. Can I check if my submission has any errors before submitting it for filing on the NSM?

There is an option for companies to submit tagged reports for validation only – i.e. to test submissions. This will mean the AFR will not be made publicly available, but an issuer will receive feedback on whether there were any errors or warnings.

Please be aware that this option is voluntary and provides feedback on any validation issues. Submissions using this test facility will not be made publicly available on the NSM. To enable a submission to be published, you will need to create a new case on ESS. The test functionality is only available to registered ESS users authorised to submit on the NSM by an issuer.

This test functionality is also only available for *tagged* reports (zip/xbri package). Untagged reports (single XHTML file) are published without any validation, provided they are named correctly, do not contain any tags, and meet the other submission criteria.

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.

20. How do I know whether my test submission has been successful?

You should receive an email with the outcome of your test submission. You can also review the status of a test case by going to your closed cases in ESS and looking at the information in the 'sub-status' column. For example, this column may say 'Test passed with warnings'. You can access the related warnings and errors in the same way as for submissions for publication (see question 17). In this case, the zip file will only contain the xml file.

21. What are the file naming, structure and size requirements for submissions?

Tagged files should follow the XBRL guidelines for [report](#) packaging. A submission should also follow the naming, structure and size requirements set out in the [FCA technical guidelines](#). The size of the file should be no more than 100MB to ensure it is processed.

The following diagram illustrates the expected structure and naming and highlights some issues that may prevent a submission being accepted. In our experience, many validation failures relate to missing or surplus folders, incorrect naming and multiple zipped folders. See also question 24 below.

2.2f File structure and naming requirement

Untagged report

LEI-YYYY-MM-DD.html **or** .xhtml

LEI and date will be checked against the ESS case

Tagged report

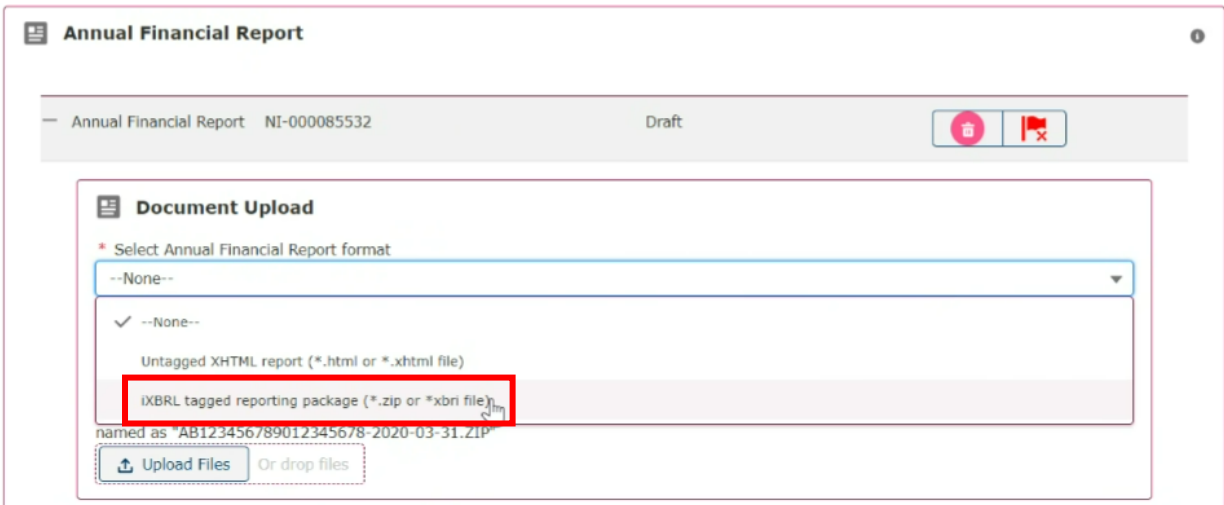


Do not create additional folder levels

'reports' folder must contain only one .html or .xhtml file and **no subfolders**

Note: .xbri packages **must** have a reportPackage.json file in the META-INF subfolder. This **is optional** for a .zip package. Where this file is provided, it **must** include a document type URI of <https://xbrl.org/report-package/2023/xbri> or <https://xbrl.org/report-package/CR/2023-05-03/xbri>

22. Error message “The report has not been published as it contains iXBRL tags. The ‘Annual Financial Report Format’ selected for this case is intended for a single, untagged, file.” What should I do?



This message means you have tried to submit a tagged report as an untagged report.

Consult the rules to understand whether you need to submit a tagged or an untagged report – this depends on whether your report contains consolidated IFRS financial statements.

If you are submitting a tagged report, your tagging service provider or tool should have produced a zip or xbri package that includes an XHTML file, together with other necessary files. The zip/xbri package must be in the format and structure described under question 21. That zip/xbri package is what you should be uploading, not just the XHTML file.

When uploading this package, you should select the option ‘iXBRL tagged reporting package’ in the ‘Select Annual Financial Report format’ dropdown under ‘Document Upload’ rather than ‘Untagged XHTML report’.

23. Error message “Your company doesn’t support the following file types: .xhtml” What should I do?

When uploading your document, you may get the following error message:



This message may come up if you incorrectly use the 'NSM File Upload' case type to submit a structured AFR. Instead, you should use the case type 'Annual Financial Report in Structured Electronic Format (ESEF)' to submit such reports.

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 >

ISSUER MANAGEMENT >

SHORT SELLING AND/OR MAJOR SHAREHOLDINGS REGISTRATION REQUEST FORMS >

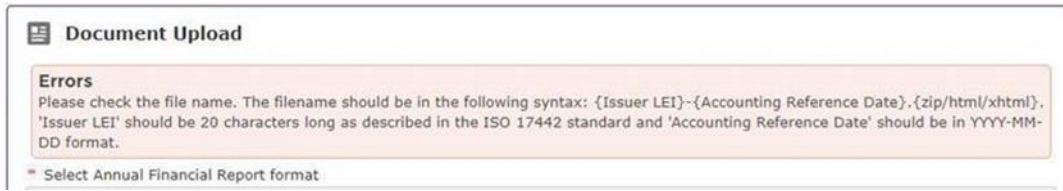
NATIONAL STORAGE MECHANISM >

ANNUAL FINANCIAL REPORTS IN STRUCTURED ELECTRONIC FORMAT (ESEF) >

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Accessibility Statement

24. The file name is flagged as incorrect. What should I do?

When uploading your document, you may get the following error message:



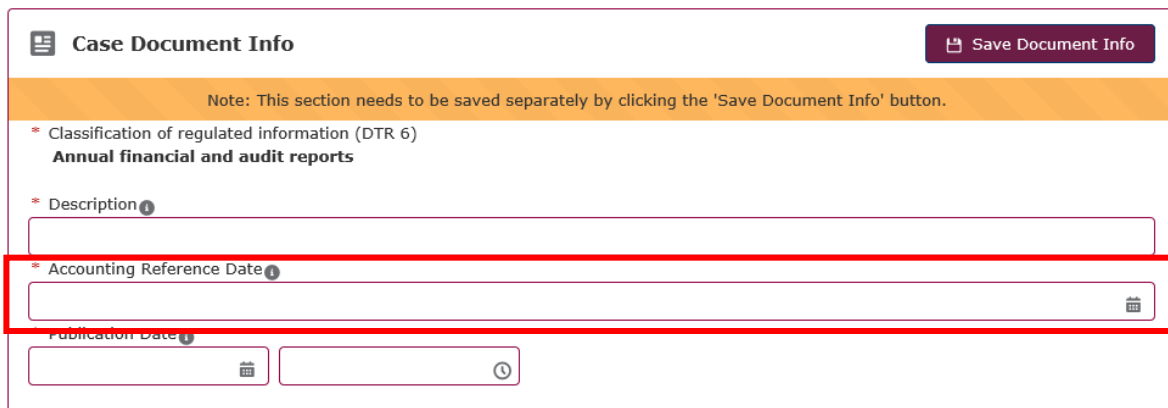
Document Upload

Errors
Please check the file name. The filename should be in the following syntax: {Issuer LEI}-{Accounting Reference Date}-{zip/html/xhtml}. 'Issuer LEI' should be 20 characters long as described in the ISO 17442 standard and 'Accounting Reference Date' should be in YYYY-MM-DD format.

* Select Annual Financial Report format

This usually means the system was not able to match the date or the LEI in the file name with information entered in other fields. You should check whether:

- The date in the file name corresponds to the date entered in the 'Accounting Reference Date' field under 'Case Document Info'.



Case Document Info Save Document Info

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

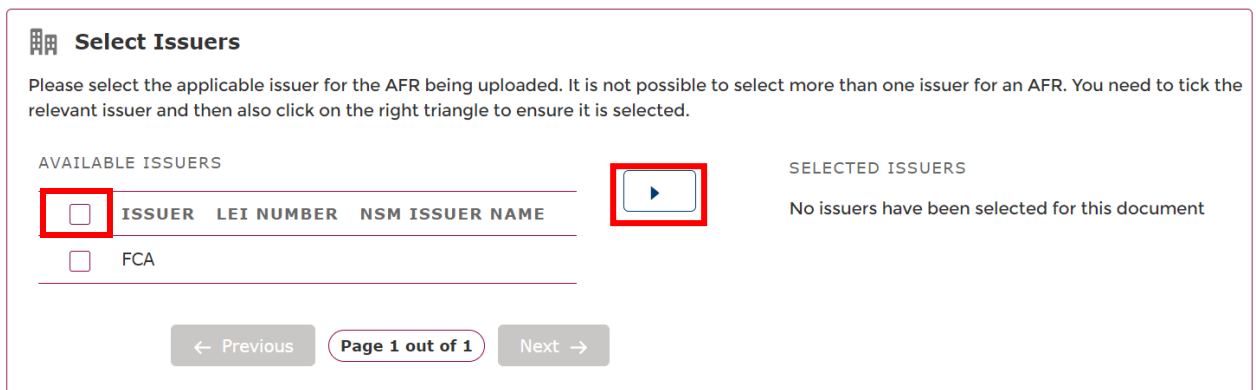
* Classification of regulated information (DTR 6)
Annual financial and audit reports

* Description

* Accounting Reference Date

Publication Date

- You have selected an issuer. Note that you must tick the box *and* click the blue triangle to ensure the issuer is selected properly. Only once that is done will the system be able to validate the file name against the issuer LEI.



Select Issuers

Please select the applicable issuer for the AFR being uploaded. It is not possible to select more than one issuer for an AFR. You need to tick the relevant issuer and then also click on the right triangle to ensure it is selected.

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

← Previous Page 1 out of 1 Next →

25. Some characters in my XHTML file are displayed incorrectly. What should I do?

When characters in an XHTML file are displayed incorrectly on the NSM – for example, characters are replaced with unrelated symbols – this may indicate an issue with the character encoding. Please verify whether your XHTML file uses UTF-8 character encoding as required by the FCA technical guidelines and resubmit a corrected file if necessary.

Glossary of Terms

Category: Type of regulated information which an issuer is required to disclose under the Transparency Directive, Listing Rules and Disclosure Guidance and Transparency Rules e.g. 'Annual Financial Report', 'Half-yearly Financial Report' or 'Major shareholding notifications' etc.

Classifications: The classifications relevant to the regulated information (Category) using the classes and sub-classes in DTR 6 Annex 1R. If more than one classification is relevant to the regulated information, the FCA must be notified of all relevant classes and sub-classes.

Company name: The official/legal name of a company.

CSV (Comma Separated Value): a text file that uses a comma to separate values. CSV files usually open in Excel.

Document date: The date to which a document relates to.

ESEF: The European Single Electronic Format (ESEF) initiative is the standard for digital financial reporting by companies admitted to trading on UK regulated markets.

ESEF AFR Type: These are the types of annual financial reports available on the NSM. They can either be 'Tagged' or 'Untagged'. 'Tagged' Annual Financial reports were created using XHTML but are also tagged using XBRL and will generally be submitted by companies who prepare accounts in line with IFRS. 'Untagged' Annual Financial reports are those accounts which are not tagged and were created using XHTML (but are not tagged using XBRL).

GLEIF: Global Legal Entity Identifier Foundation. A website at <https://search.gleif.org/#/search/> (link to external website) through which users can search for LEIs.

Issuer: an entity which issues transferable securities and, where appropriate, other financial instruments.

Headline codes: Drop down list of multiple regulation items to filter the Category search function known in Annex 4 as 'Headline Category' e.g. 'Annual Financial Report', 'Half-yearly Financial Report' or 'Major shareholding notifications' etc.

LEI: The legal entity identifier (LEI) of the issuer concerned. "LEI" is a unique global identifier a Company has to distinguish itself from other legal entities engaging in financial transactions.

Publication date: The date a document/announcement was released via a Regulatory Information Service (RIS) or uploaded to the NSM.

Source: Source of the information, listed by the relevant Primary Information Provider (PIP) / Regulatory Information Service (RIS). Portal uploads are listed as 'Portal'.

Regulated information: all information which an issuer is required to disclose under article 6 of the Market Abuse Directive; Listing Rules, and Disclosure Guidance and Transparency Rules. Examples are annual financial reports, change of name, Directors' declaration, half-yearly financial report, major shareholding notifications.

Regulatory Information Service (RIS): Also known as Primary Information Providers (PIPs), an incoming information service that disseminates regulated information in accordance with the minimum standards set out in Article 12 of the Transparency Directive (TD) Implementing Directive.