National Storage Mechanism

User Guide

Version 4.0

22 November 2021

Contents

Overview

This guide aims to give users a step-by-step guide to searching the NSM for regulated information.

For step-by-step guide on how to submit information to the NSM please refer to the [NSM Submitter User Guide.](#)

1. What is the NSM?

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 Rules (DTRs) and Prospectus Rules.

The NSM does not provide real-time information and includes information and materials uploaded by third party submitters. This information and these materials may not have been verified or approved by the FCA. 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, your first step is to contact the issuer.

2. How to access the NSM

Go to https://data.fca.org.uk/#/nsm/nationalstoragemechanism. Click on '**Accept**' and you'll see the NSM search page below.

3. How long before a company release is published

Information on the NSM is updated daily. We make information available in near real time after the date and time it is submitted by a PIP or issuer.

4. How long information is held on the NSM

Information and regulatory announcements are held indefinitely on the NSM.

5. Browsers supported by the NSM

We encourage you to use Internet Explorer (IE), Google Chrome, Firefox, Safari or Microsoft Edge.

6. How to find documents submitted to the old NSM (URL lookup)
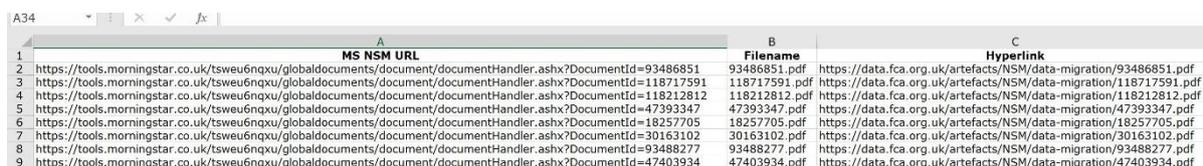
The NSM was operated on behalf of the FCA by Morningstar from 2009 until 05 April 2020.

Users searching historic materials submitted to the Morningstar NSM will find that the links/URLs they contain, point to the old Morningstar database. To find those materials on the new NSM you'll need to carry out a URL lookup.

To carry out a URL lookup, visit the FCA's NSM webpage and click on the side menu tab titled **URL lookup.** Or, carry out a direct download from

https://data.fca.org.uk/artefacts/NSM/data-migration/MS_to_FCA_NSM_Document_URL_Mapping.zip

Download the zipped file which will contain spreadsheets by year from 2009 to 2020. Select the spreadsheet for year the document relates to. Within it will be the paths to documents in the old Morningstar NSM (Titled 'MS NSM URL') and a corresponding column with the paths to the documents in the new NSM (Titled 'Hyperlink').

Carry out an Excel VLOOKUP which will match links from the Morningstar column with links in the FCA column.

Click on the FCA link to access the required information.

7. Searching with incomplete information (Keyword search)

Use **Keyword search** when you have incomplete information. Entering a single or partial word or phrase will return all records containing words or phrases that you enter. When you use this option, no other search options will be available and you can only refine your search by document date or document publication date ranges.

The **publication date** is the date the document or regulatory announcement was uploaded to the NSM by a submitter or released by the Regulatory Information Service (RIS); and the **document date** is the date the document relates to.

8. Searching for company specific information company (LEI search)

Legal Entity Identifier (LEI) is a 20-character, unique alpha-numeric code assigned to any company engaged in financial transactions. Using the LEI search option ensures that results are narrowed down to the company that owns the LEI.

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

Once you have the LEI, enter it into the LEI search box.

> To narrow search results further, enter search terms for the category and/or classification of the information, the source of the regulatory announcement, a date range the information relates to or when it was published.

After entering the search terms, click **Search.** Note that ticking **'include blank LEI records'** will return results of all issuers that have no LEIs attached to them.

9. Searching by company name (Company search)

You have a variety of options if you have only the company name.

To start with, you can search for records by entering the company name into the **Company Name** field.

Or, find the company LEI by searching on a LEI search portal such as the Global Legal Identifier Foundation (GLEIF) website https://search.gleif.org/ (and use the **LEI search** option.

Or lastly, enter the company name into the **Keyword search** option.
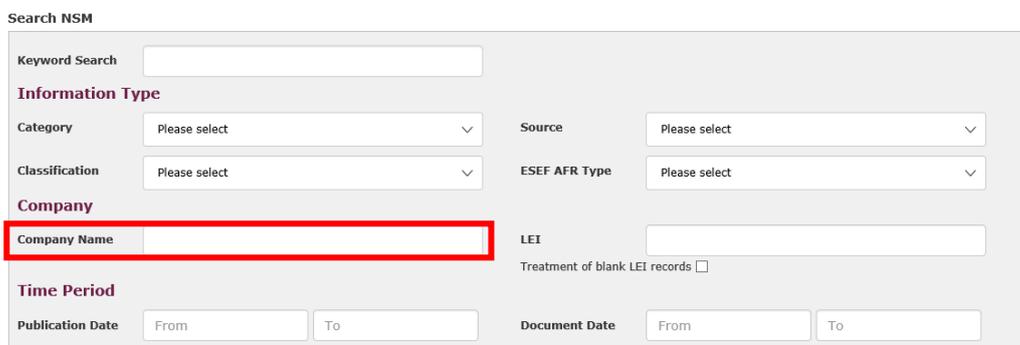
10. If you can't find the company you want to search against

If you are certain the company information should be on the NSM, try the following:

1) make sure the company name is spelled correctly

2) search for the company using the LEI option

3) enter the company name into the keyword search

If none of the above work, contact the issuer directly.

If you would like to raise a complaint about a possible breach of our Listing Rules, Prospectus Rules or Disclosure Guidance and Transparency Rules, please email primary.market.integrity@fca.org.uk.

You can read additional information at the page: making a complaint against an issuer.

11. What a Category search is

A **category** is a 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'.

Select one or more document categories from the **Category drop down list** and then click **Search.**

> 💡 If the category type you wish to search against is not listed in the drop down list, retry your search and tick 'include blanks'.

This search option gives the best results when used with other search options.

For example, entering '1st Quarter Results' into the Category search field will return all 1st quarter results for all companies held in the NSM. However, entering '1st Quarter Results' in the Category search field and 'Barclays Plc' in the Company Name field will return all 1st quarter results for Barclays Plc.

Going a step further by entering the publication date ranges in the Publication Date search field will narrow results down to 1st quarter results for Barclays Plc that were published within the date range entered.

12. What a Classification search is

Classifications are classes or sub-classes (DTR 6 Annex 1R) of categories or regulated information.

Examples are 'Annual financial and audit reports', 'payments to governments', 'Home Member State', 'Total number of voting rights and capital'. Note that issuers sometimes assign more than one classification to a category or regulated information.

Select one or more document classifications from the **Classification drop down list** and then click **Search.**

Similar to a Category search, this search option gives the best results when used with other search options. Enter as much information as is known in other search field to narrow results down.

13. How to search for regulatory announcements from a specific PIP

Primary Information Providers (PIPs) provide a newsfeed of regulatory announcements to the NSM in line with the minimum standards set out in Article 12 of the Transparency Directive implementing Directive.

To search for materials or announcements provided by known PIPs, select one or more PIPs from the **Source drop down** list. Narrow the search by entering the information Category and/or Classification and Publication and/or Document Date.

Click **Search.**

14. How to search for structured information (Annual Financial Reports)

The **ESEF AFR Type** can be used to search for all Annual Financial Reports prepared in a structured electronic format. You can select 'Tagged', 'Untagged' or both by selecting 'Select All'.

'Tagged' Annual Financial reports are those reports created using XHTML and are also tagged using XBRL. Generally, these will be submitted by companies who prepare accounts in line with the EU IFRS.

'Untagged' Annual Financial reports are those reports created using XHTML but are not tagged using XBRL.

Enter as much information as is known in other search fields to narrow results down. Examples would be searching for specific company name in the Company field.

Click **search.**

15. How to search for information or announcements published on or between specific date(s)

The **publication date** is the date the information or regulatory announcement was uploaded to the NSM by a submitter or released by the Primary Information Provider (PIP).

Enter as much information as is known into search fields then enter the date range for when it is believed the materials or announcements were published to the NSM.

Click **Search.**

16. How to search for information or announcements relating to a specific date

The **document date** is the date to which a document relates to.

Enter as much information as is known into search fields then enter the date range that relates to the document or announcement.

Click **Search.**

17. How to sort search results

After search results are displayed, click the downward-facing arrow beside the appropriate heading to sort by publication date, document date, source, LEI, company name, description, classification and ESEF Type.

Scroll towards the right-hand side to get other columns you sort including classification and ESEF Type column.

18. Sorting search results for Structured Annual Financial Reports

You can sort the column headed **ESEF Type** to sort the types of reports.

'Tagged' Annual Financial reports are those reports created using XHTML and are also tagged using XBRL. Generally, these will be submitted by companies who prepare accounts in line with the EU IFRS.

'Untagged' Annual Financial reports are those reports created using XHTML but are not tagged using XBRL.

19. How to open and save Structured Annual Financial Reports

To view Untagged Annual Financial reports, click on the **Description** title.

To view a 'tagged' Annual Financial report click on the **Description** title where you will be presented with two options. You can either view the file by clicking on **open** or you can save the file by clicking on **Download**.

To view a downloaded 'tagged' Annual Financial Report you will need to unzip the file and open any .HTML files with your preferred browser.
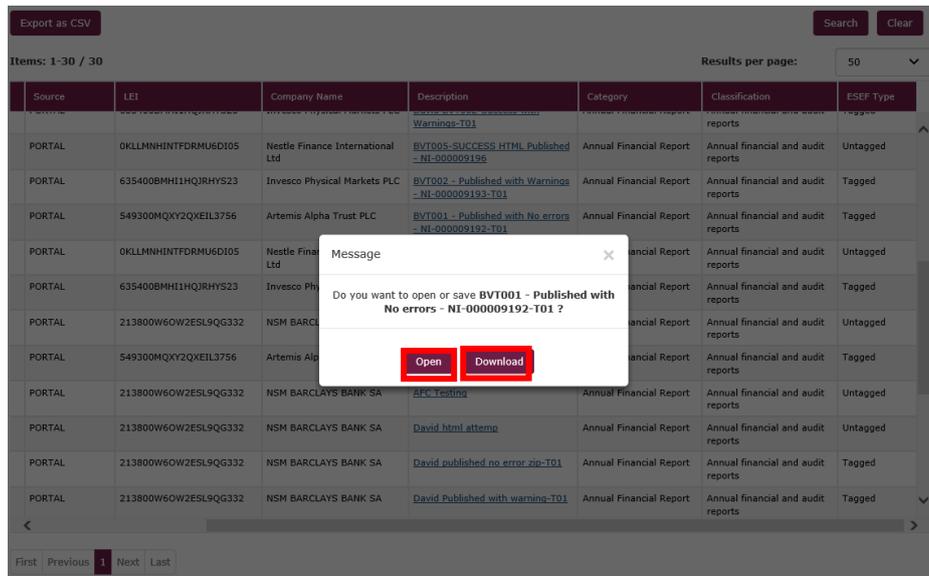
20. How to save or export search results

You can save and export a maximum on 4,000 (four thousand) records.

Once your search results are displayed, click **Export as CSV** and the records will automatically download in CSV/Excel format.
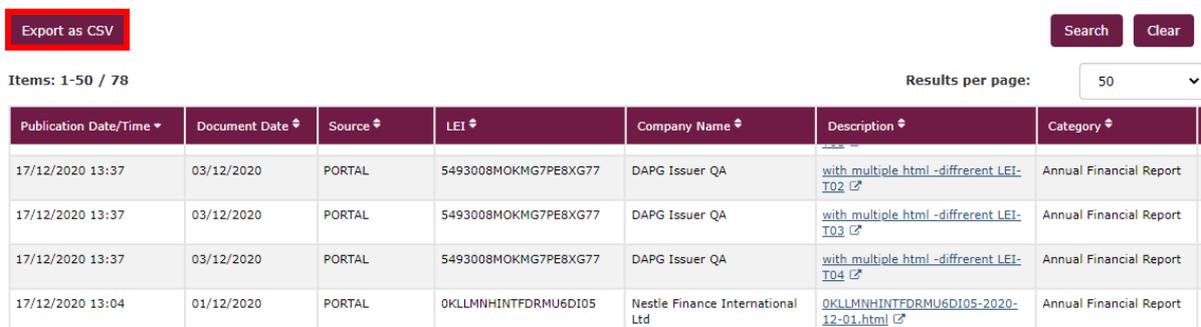
21. Who to contact if you cannot find information

If information cannot be found within 48 hours of expected publication, your first step is to contact the issuer.

22. How to make a complaint against an issuer

Before contacting us about a possible breach of our rules (Listing Rules, the Prospectus Rules and the Disclosure Guidance and Transparency Rules), please read the guidance on Making a complaint against an issuer.

You can then write to us at: Market Integrity Unit, Primary Market Oversight Department, Financial Conduct Authority, 12 Endeavour Square, London, E20 1JN, or email: primary.market.integrity@fca.org.uk.

Please be as explicit as possible about what rules may have been breached.

23. NSM terms of use

Use of the NSM is subject to terms and conditions and our acceptable use policy.

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 new 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
the Transparency Directive, article 6 of the Market Abuse Directive; Listing Rules, and
Disclosure Rules and Transparency Rules. Examples are annual financial report,
change of name, Directors declaration, half-yearly financial report, major shareholding
notifications etc.

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.

Further help

- For further information on the NSM please refer to NSM Webpage.
- For information on structured reporting please refer to our Webpage.
- For further support and FAQs please refer to NSM: Support & FAQs