

Electronic Submission System User procedures document

MAY 2018

What's new?

This user guide was updated in May 2018 to include recent changes to the Electronic Submission System. These changes predominantly relate to the look and feel of the screens, but any minor changes to functionality are explained in this guide.

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1. Accessing the system

Under the **Prospectus Rules** and the **Listing Rules**, issuers are required to submit certain types of investor documentation (e.g. draft prospectuses, listing particulars and shareholder circulars) to us for approval ahead of publication.

If you wish to submit documents to us on behalf of your firm, you will have to first register with the **Electronic Submission System** for access. The system allows companies' advisers to send documents to us in an electronic form.

Registering for system access

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



All individuals from your organisation who need to use the system must register individually for access. **Sharing your username and password with other users is strictly prohibited.**

To registration for system access, follow these three steps.

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



Electronic Submission System

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.

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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 *

First Name *

Last Name *

Email Address *

Your email address will be your username. Please enter an individual work email address and not a group or consolidated email address.

Confirm Email Address *

Company Information

Company Name *

Mailing Street *

Mailing City *

Mailing State/Province

Mailing Zip/Postal Code *

Mailing Country *

Contact Number *

This must be your direct line telephone number, not a switchboard number

Fax Number

Submit

Cancel

When providing your registration details, please note:

- Your email address must to be your **work email address**. We do not accept registrations from public domains such as Gmail or Yahoo.
- Your email address will be used as your ESS username. Once submitted, your email address cannot be changed.
- 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

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

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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.



Electronic Submission System

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

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You will be sent an email once the decision is taken.

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 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 and at least one special character: !#\$%&_+=+<>

If your 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

When you log into ESS in future, you will need to enter your username and password and click on **Login**. Enter the username in lowercase.



Electronic Submission System

Electronic Submission System Login

Important Notices

Login
Login to Electronic Submission System. [Need help?](#)
Username
Password
[Forgot Your Password?](#) | [Register for System Access](#) **Login**

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 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.

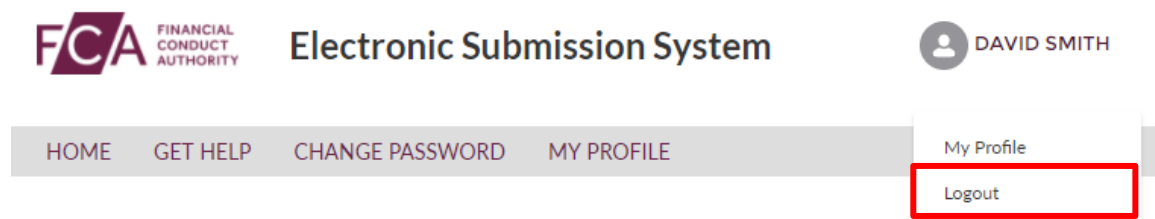
david@bigcompanyplc.com [Log Out](#)

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 ☐
Next

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 user name 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.

Monthly Re-Authentication

On the **first login of every month**, the system will automatically re-authenticate your account. When you try to login, the system will send a verification code to your registered email address and direct you to the page below.

Enter your Verification code

A new verification code was sent via email to david@bigcompanyplc.com . When you receive the code, enter it below.

Verification Code

Didn't receive the email?

Sometimes automated messages get categorized as spam. Check your spam folder.

Next

Enter the verification code and click **Next**. On entering a correct verification code, you will be granted access to the system.

The code is one time and will expire once used. If you enter an incorrect code, a new email will be sent to your email address.

2. Managing your profile and password

If you forget your password

If you forget your password, click on the **Forgot Your Password?** link on the login page.



Electronic Submission System

A screenshot of the 'Electronic Submission System Login' page. The page has a light grey header with the title 'Electronic Submission System Login'. Below the header is a section titled 'Important Notices' with a red border. The main content area is divided into two columns. The left column is titled 'Login' and contains the text 'Login to Electronic Submission System. [Need help?](#)'. Below this are input fields for 'Username' and 'Password', each with a red question mark icon to its right. At the bottom of this column are three links: 'Forgot Your Password?' (highlighted with a red box), 'Register for System Access', and a red 'Login' button. The right column is titled 'Data Protection:' and contains 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.'

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

Changing your password

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

The screenshot shows the Electronic Submission System home page. The top navigation bar includes links for HOME, GET HELP, CHANGE PASSWORD (highlighted with a red box), and MY PROFILE. The user is logged in as DAVID SMITH. The main content area features a 'My Cases' section with a search bar and a 'Go' button. Below the search bar are radio buttons for 'Case Number' and 'Issuer Name'. A 'Create New Case' button is also present. A table of cases is displayed with columns: CASE NUMBER, STATUS, ISSUERS, CREATED DATE, LAST SUBMITTED DATE, CLOSED DATE, and VIEW COMMENTS. The 'Submitted (0)' tab is selected.

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

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

The screenshot shows the 'Change Password' form. The form has two sections: '1. Enter Current Password' and '2. Enter New Password'. The 'Save' button is highlighted with a red box. The form includes a 'Cancel' button and a footer showing the username and last logged in time.

Change Password

Mandatory fields are denoted by an *

1. Enter Current Password

* Current Password

2. Enter New Password

* New Password


* Confirm New Password

Save Cancel

Username: david@bigcompanyplc.com Last Logged In: 19/04/2018 15:27


Updating your 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.

 **Electronic Submission System**

DAVID SMITH

HOMEGET HELPCHANGE PASSWORD**MY PROFILE**

 **My Cases**

Search...
☒ Case Number ☐ Issuer Name

Go

Create New Case

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

Show 10 Search in 0 records

CASE NUMBER	STATUS	ISSUERS	CREATED DATE	LAST SUBMITTED DATE	CLOSED DATE	VIEW COMMENTS
-------------	--------	---------	--------------	---------------------	-------------	---------------

You'll now be able to view and update your profile details.

HOMEGET HELPCHANGE PASSWORD**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

Mr.

* First Name

David

Email

david@bigcompanyplc.com

* Last Name

Smith

* Phone

01234567890

Company Name

Big Issuer PLC

Fax

01234987654

Address Information

* Mailing Street

362 Lee High Road

* Mailing City

London

Mailing State/Province

* Mailing Zip/Postal Code

SE12 8RS

* Mailing Country

United Kingdom

Additional Options

Apply changes to Open Cases where I am the Primary Contact

☐

Save

Cancel

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 have been indicated as 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

Electronic Submission System Login

Important Notices

18-20 MAY - PLANNED SYSTEM OUTAGE: From 20:00 hrs on 18 May until 18:00 20 May ESS will be unavailable to all users due to essential upgrade work which will deliver enhancements to the look and feel of the ESS portal.

March 2018 - BROWSERS: to access the Electronic Submission System from 10 March 2018 you will need a current or recent version of web browsers such as Internet Explorer 11.

Further information will shortly be available at <https://www.fca.org.uk/markets/ukla/contact/submit-documents-electronically>

We apologise for any inconvenience caused.

Login

Login to Electronic Submission System. [Need help?](#)

Username

Password

[Forgot Your Password?](#) | [Register for System Access](#)

Login

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.

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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.

You can create a new case by clicking on **Create New Case**. We'll look at this option in more detail in Section 4 of this guide.

The screenshot shows the 'My Cases' page of the Electronic Submission System. At the top, there is a header with the FCA logo, the text 'Electronic Submission System', and a user profile for 'DAVID SMITH'. Below the header is a navigation bar with links: 'HOME', 'GET HELP', 'CHANGE PASSWORD', and 'MY PROFILE'. The main content area has a 'My Cases' section with a search bar and a 'Go' button. Below the search bar are radio buttons for 'Case Number' (selected) and 'Issuer Name'. A 'Create New Case' button is also present. The main content area is divided into three tabs: 'Drafts (2)', 'Submitted (0)', and 'Closed (0)'. The 'Drafts (2)' tab is active, showing a table of two draft cases. The table has columns: 'CASE NUMBER', 'STATUS', 'ISSUERS', 'CREATED DATE', 'LAST SUBMITTED DATE', 'CLOSED DATE', and 'VIEW COMMENTS'. The first row shows case number 00140329, status Draft, issuer Big Company Plc, and created date 20/04/2018 10:06. The second row shows case number 00140322, status Draft, and created date 20/04/2018 09:27. Below the table is a pagination bar with 'Prev', '1', and 'Next' buttons.

My Cases

Search... Go

☒ Case Number ☐ Issuer Name

Create New Case

Drafts (2) Submitted (0) Closed (0)

Show 10 Search in 2 records

CASE NUMBER	STATUS	ISSUERS	CREATED DATE	LAST SUBMITTED DATE	CLOSED DATE	VIEW COMMENTS
00140329	Draft	Big Company Plc	20/04/2018 10:06			
00140322	Draft		20/04/2018 09:27			

Prev 1 Next

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

Mr.

* First Name

David

Email

david@bigcompanyplc.com

* Last Name

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

Mr.

* First Name

David

Email

david@cardinallearning.com

* Last Name

Smith

* Phone

Company Name

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.

Requested	Case Information
Approval of a pro Same Day Suppl	Transaction Title(s) 

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.

Case pagination

By default, the system will display 10 cases at a time, but you increase the number of cases shown on each page to 25, 50 or 100 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.

My Cases

Create New Case

Search... Go

☒ Case Number ☐ Issuer Name

Drafts (1)

Submitted (2)

Closed (0)

Show 10 Search in 1 records


CASE NUMBER	STATUS	ISSUERS	CREATED DATE	LAST SUBMITTED DATE	CLOSED DATE	VIEW COMMENTS
00140322	Draft		20/04/2018 09:27			

Prev 1 Next

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

☒ 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.

☒ 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. Creating a new case

If you wish to submit documents to us for review, you can do so by creating a new case on the Electronic Submission System.

Let's work through the process for creating a new case and submitting documents.

Step 1: Creating a new case

Click on **Create New Case** on the My Cases home page.

The screenshot shows the 'My Cases' page of the Electronic Submission System. At the top left is the FCA logo (Financial Conduct Authority). To its right is the text 'Electronic Submission System'. On the top right, there is a user profile icon and the name 'DAVID SMITH'. Below this is a navigation bar with links: HOME, GET HELP, CHANGE PASSWORD, and MY PROFILE. The main content area has a header 'My Cases' with a folder icon. Below this is a search bar with the text 'Search...' and a 'Go' button. Under the search bar are two radio buttons: 'Case Number' (selected) and 'Issuer Name'. A red rectangle highlights the 'Create New Case' button. Below the button are three tabs: 'Drafts (0)', 'Submitted (0)', and 'Closed (0)'. The 'Drafts (0)' tab is active. Below the tabs is a table with columns: CASE NUMBER, STATUS, ISSUERS, CREATED DATE, LAST SUBMITTED DATE, CLOSED DATE, and VIEW COMMENTS. To the right of the table is a 'Show' dropdown menu set to '10' and a search bar with the text 'Search in 0 records'.

Step 2: Choosing decisions


You will be asked to select the decision(s) you want to request from us. You can select more than one decision at a time.

Depending on the decisions you choose, you may have to confirm if the case is a Same Day Supplement (SDS). More information on the Same Day Supplement service is available here:



<https://www.fca.org.uk/markets/ukla/submit-draft-document/same-day-service>

Once you click on **Save and Continue**, a new case will be created. You will need to enter more details and upload documents before you submit the case to us for review.

Create New Case - Decision Required


 Please select decision(s) that you are seeking from the FCA below. At least one decision must be selected.

Please be aware, you will not be able to change the decision(s) sought once you have clicked on Save & Continue. If you need to change the decision(s) sought, please contact the UKLA helpdesk on 02070668348.

SELECT	DECISION REQUESTED
<input type="checkbox"/>	Approval of a prospectus or component(s) of a tri-partite prospectus under PR3.1 
<input checked="" type="checkbox"/>	Approval of supplementary prospectus under PR3.1.7
<input checked="" type="checkbox"/>	Approval of a circular under LR13.2.1
<input type="checkbox"/>	Individual guidance from the FCA on PR, LR or DTR
<input type="checkbox"/>	Review of eligibility for listing
<input type="checkbox"/>	Approval of listing particulars LR4.3.2 
<input type="checkbox"/>	Approval of supplementary listing particulars under LR4.3.2
<input type="checkbox"/>	Determination a document is equivalent to a prospectus under PR3.1.1.4R
<input type="checkbox"/>	Review of summary documents produced under PR1.2.3(8)(e)
<input type="checkbox"/>	Approval of an investment policy
<input type="checkbox"/>	Notification only - no decision requested
<input type="checkbox"/>	Approval of announcement required by LR 5.4A.5 R(2)

* Is this a Same Day Supplement?

-- None --



Save and Continue

Cancel


Step 3: Entering case details

After completing Step 2, a new case will be created. This will have a unique case number (shown top-left) and a **Draft** case status.

The screenshot displays the 'Electronic Submission System' interface. At the top, the FCA logo and 'Electronic Submission System' title are visible, along with the user's name 'DAVID SMITH'. A navigation bar contains links: HOME, GET HELP, CHANGE PASSWORD, and MY PROFILE. A yellow warning banner states: 'Document(s) must be attached before you submit'. Below this are three buttons: Save, Submit, and Cancel. The main form area has a header with 'Case: 00140438' on the left and 'Case Status: Draft' on the right. The 'Case Information' tab is selected, showing a form with the following sections:

- Requested Decision(s)**: A text area containing 'Approval of supplementary prospectus under PR3.1.7' and 'Approval of a circular under LR13.2.1'. Below it, 'Same Day Supplement: No'.
- Case Information**: Fields for 'Transaction Title(s)', 'Related Case Number(s)', 'Code Name', and 'NSM Email Address'. A note states: '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)'.
- Issuer(s)**: A section with 'ISSUER NAME' and an 'Add Issuers' button.
- Submitter Information**: Fields for 'Submitter Organisation' (Big Issuer PLC), 'Case Creator' (David Smith), and 'Submitter Role' (a dropdown menu showing '-- None --').

You must fill in all case information and upload documents before you submit the case to us.

For information on case fields, click on the help icon  next to the field.

If you do not have all the information required for us to review your case, you can click on **Save** to save the case as Draft.

We do not progress a case unless the case is submitted. Please ensure that you **click on Submit** (step 9) once you have filled in all required information and uploaded all documents you want to review.

In **Submitter Role**, choose the primary role of your organisation on the case.

Submitter Information

Submitter Organisation

Big Issuer PLC

Case Creator:

David Smith

* Submitter Role ?

-- None --

-- None --
Accounting Firm
Advisor
Broker
Competent Authority
Depository
Guarantor
Issuer
Law Firm
Market Maker
Multinational Trading Facility
Paying Agent
Position Holder
Primary Information Provider
RIE
RIS
SI
Sponsor
Sponsor Agent
-- None --

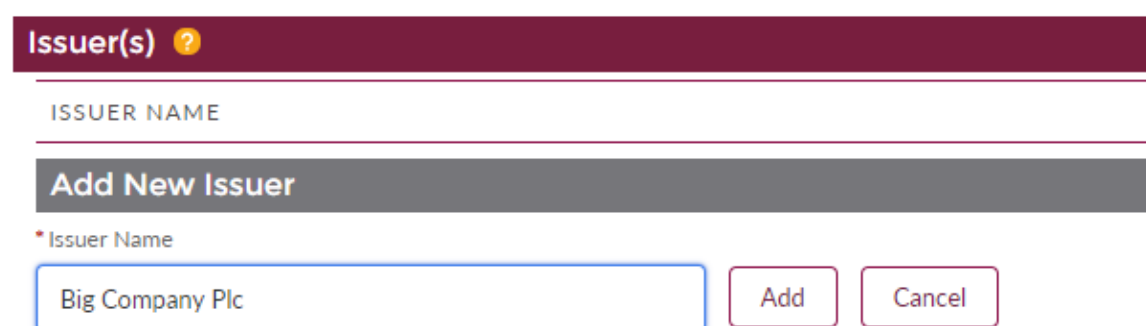
Step 4: Adding issuers

You can add multiple issuers on a case by choosing **Add Issuers** on the case view.



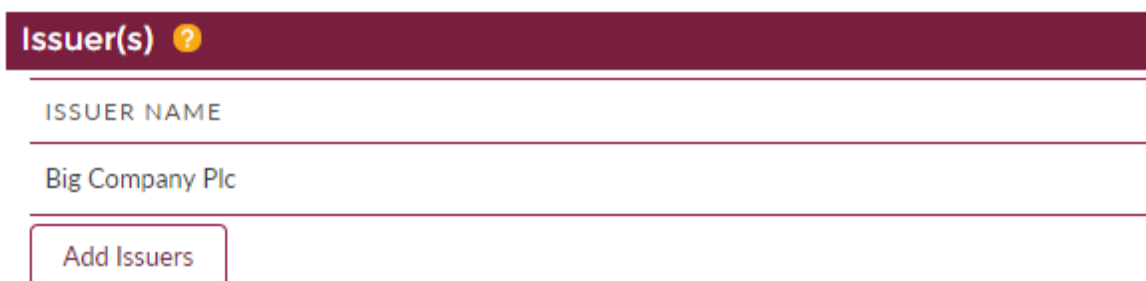
The screenshot shows the top section of the case view. It features a dark red header bar with the text "Issuer(s)" and a yellow question mark icon. Below the header is a light gray input field labeled "ISSUER NAME". At the bottom of this section is a red button labeled "Add Issuers".

When the **Add New Issuer** box appears, complete the **Issuer Name** field and click **Add**.



The screenshot shows a modal box titled "Add New Issuer" with a dark gray header. Below the header is a light gray input field labeled "ISSUER NAME". Underneath the input field is a red asterisk followed by the text "Issuer Name". Below this is a white input field containing the text "Big Company Plc". To the right of the input field are two red buttons: "Add" and "Cancel".

The issuer will be added to the list:



The screenshot shows the "Issuer(s)" header section after adding a new issuer. The dark red header bar remains at the top. Below it, the "ISSUER NAME" input field now contains the text "Big Company Plc". The "Add Issuers" button is still present at the bottom of the section.

You can add multiple issuers to a case. If you want to add new issuer details, this can be done at any point in the case lifecycle until the case is closed.

If your organisation is the case issuer, and have set the **Submitter Role** as Issuer, your organisation will be added to this list by default. You do not need to add it again.

Step 5: Adding other parties

If you have other Sponsors, Advisors or Guarantors working on a case, you can add them to the case by choosing **Add Party** in the **Other Parties** section.

Other Parties ?	
ORGANISATION NAME	ROLE
<div>Add Party</div>	

When the **Add New Party** box appears, complete the **Organisation Name** field, choose the **Role** from the dropdown list and click **Add**.

Other Parties ?	
ORGANISATION NAME	ROLE
<div>Add New Party</div>	
* Organisation Name	* Role
<input type="text"/>	<div>-- None --</div>
<div>Add Cancel</div>	

The organisation will be added to the list:

Other Parties ?	
ORGANISATION NAME	ROLE
The Other Company Plc	Advisor
<div>Add Party</div>	
<div>Remove</div>	

To remove an organisation from the case, click on **Remove**.

You can add multiple Sponsors, Advisors or Guarantors to the case.

If you want to add new or modify details of Organisation, it can be done at any point in the case lifecycle until the case is closed.

Step 6: Inviting other users

By default, the system gives the case creator access to all cases he/she has created. However, if you need to share case information with other people in your company, you can do so by inviting new users to the case.

Note: You can only invite people with same email domain as you.



Please note that sharing usernames and passwords is against the FCA terms and conditions for system usage. Any user wanting access to the information on the system must be invited to the case using this option.

To add a new user, select **Add Case User** in the **Case Users** section.

Case Users ?

Please ensure your reader has been notified prior to a change of Primary Contact.

TITLE	FIRST NAME	LAST NAME	EMAIL	PRIMARY CONTACT	SUBMITTER	STATUS	
Mr.	David	Smith	david@bigcompanyplc.com	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Active	<button>Remove</button>

Add Case User

When the **Add New Case User** box appears, complete the details (Title, First Name, Last name and Email) and select **Add**.

Case Users ?

Please ensure your reader has been notified prior to a change of Primary Contact.

TITLE	FIRST NAME	LAST NAME	EMAIL	PRIMARY CONTACT	SUBMITTER	STATUS	
Mr.	David	Smith	david@bigcompanyplc.com	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Active	<button>Remove</button>

Add New Case User

*Title *First Name *Last Name *Email Add Cancel

You will then see this warning message. Please read this carefully.

Please be aware that when you add a user on a case, you are granting that user access to edit information and upload documents on that case. Users are only permitted to add other users that work for the same company, and share the same email domain within their email address. By adding a user to this case, you acknowledge that they have permission to have full access to all of the information held on this case.

Ok

Cancel


Select **OK** to agree to the terms and conditions in this message.

The case user you have added will receive an invite on the email address entered by you. This invite will contain a link to access the case.

If the user is not a registered user of Electronic Submission System, a registration invitation will be sent to the user's email address you have provided. The user will only be able to access the case once their registration is approved.

If you choose **Cancel**, the process will be terminated and no invitation email will be sent to the user.

The new user will now be displayed in the **Case User** list.

Case Users 						
<i>Please ensure your reader has been notified prior to a change of Primary Contact.</i>						
TITLE	FIRST NAME	LAST NAME	EMAIL	PRIMARY CONTACT	SUBMITTER	STATUS
Mr.	David	Smith	david@bigcompanyplc.com	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Active
Mr.	Sam	Hill	sam.hill@bigcompanyplc.com	<input type="checkbox"/>	<input type="checkbox"/>	Invited
Add Case User						

The case creator is automatically added to the Case users list and is marked as the 'Submitter' of the case.

If you want to add or remove case users, you can do so anytime until the case is closed.

To prevent unauthorised access of the system, for all open cases we recommend you remove users who have left your organisation or no longer need access to an open case by using the **Remove** option.

You cannot remove the Primary contact from the case unless you first mark some other user as the Primary Contact (see Step 7).

Step 7: Choosing a Primary Contact

Each case must have a **Primary contact** – this is the individual with which we will liaise for correspondence related to the case. You can choose one of the **case users** as Primary contact.

By default, the case creator is marked as the primary contact on the case. You can change the primary contact at any point in the case lifecycle by using the tick box option in the **Case Users** list.

Case Users ?

Please ensure your reader has been notified prior to a change of Primary Contact.

TITLE	FIRST NAME	LAST NAME	EMAIL	PRIMARY CONTACT	SUBMITTER	STATUS	
Mr.	David	Smith	david@bigcompanyplc.com	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Active	<button>Remove</button>
Mr.	Sam	Hill	sam.hill@bigcompanyplc.com	<input type="checkbox"/>	<input type="checkbox"/>	Active	<button>Remove</button>

Add Case User

Only approved users (i.e. those with an **Active** status) can be marked as the primary contact.

You can update the contact details of the primary contact for the case at any time until the case is closed by editing the **Primary Contact Information**.

Primary Contact

This user will be the main contact for all correspondence. This information can be updated at any time up until case approval.

First Name
David

Last Name
Smith

Organisation
Big Issuer PLC

Email
david@bigcompanyplc.com

* Phone
01234567890

Contact Mobile

* Fax
01234987654

Address

* Street
362 Lee High Road

* City
London

State/Province

* Zip/Postal Code
SE12 8RS

* Country
United Kingdom

Any address changes made here will apply only to this case and will not be applied to be updated back on the user's profile.

We recommend you keep the contact details up to date at all times.

Step 8: Uploading documents



You should submit your case for review only once you have added all the relevant information and attached all documents needed for an initial submission.

To upload documents select the **Case Documents** tab on the case.

Case: 00140438 Case Status: Open View Comments

Case Information	Case Documents	Response Information
------------------	----------------	----------------------

Please upload all relevant case documents here to support the information provided within the **Case Information** tab.

Fields required for document submission are denoted by an *

Attach Document(s) to Case 00140438

This section allows you to submit multiple documents in one batch. Repeat steps 1 to 4 to attach multiple files.

Please press the "Submit" button once you have finished attaching all of the documents that you wish to submit for this case.

* 1. Select File Category

Main Document

* 2. Select Document Type

Base prospectus (debt)

* 3. Blackline Version ?

No

4. Select the file

Click the button below to find the file.

(Valid file types are: *.msg;*.doc;*.docx;*.xls;*.xlsx;*.odt;*.pdf;) A file name cannot contain any of the following characters < > : " / \ | ? *

Upload Files Or drop files


When the upload is complete the file information will appear below.


The top section of this page explains the four steps to upload a document:

1. **Select File Category:** Choose the Document Category you are attaching (Main Document, Supplementary Document or Checklist).
2. **Select Document Type:** Depending on the Category you have chosen, you will see a list of document types under that category. Select the appropriate document type.
3. **Blackline Version:** If the document you are attaching is a backline version of the document, choose **Yes** otherwise choose **No**.
4. **Select the file:** You can do this in two ways, either by selecting **Upload Files** and browsing to the document you want to attach, or by dragging and dropping the file onto the **Or drop files** link.

The system displays the following progress message and confirms when the file has been uploaded.

Upload Files

 Prospectus.doc
14 B



1 of 1 file uploaded

Done

You can attach more than one document to a case. To attach additional documents, repeat Steps 1-4.

All the documents you have attached will be displayed here, in the **Document(s) ready for submission** section of the page:

Document(s) ready for submission				
TYPE	FILE NAME	VERSION	BLACKLINE	REMOVE FROM SUBMISSION
Base prospectus (debt)	Prospectus.doc	1	No	<div>Remove</div>

You cannot view documents uploaded to the system. The UKLA team will be able to view these as part of the approval process.

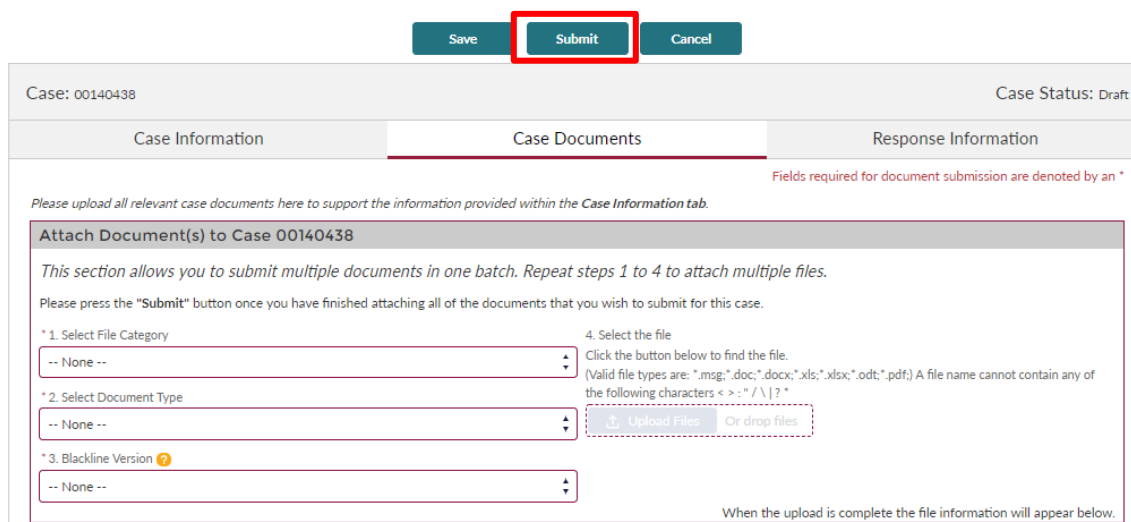
If you wish to remove a document from the case before it is submitted to the UKLA, you can do so by clicking the **Remove** button. You will not be able to remove documents once a case has been submitted.

Step 9: Submit the case

Once you have entered all relevant information and attached all documents that support the decisions you have requested from us, the final step is to submit the case.

You can find out more about what needs to be included in your initial submission here: <https://www.fca.org.uk/publication/ukla/pn-903-2.pdf>

To submit the case, select the **Submit** button.



The screenshot shows the top of a web application interface. At the top, there are three buttons: 'Save', 'Submit', and 'Cancel'. The 'Submit' button is highlighted with a red rectangle. Below the buttons, the interface is divided into three tabs: 'Case Information', 'Case Documents', and 'Response Information'. The 'Case Documents' tab is currently selected. The main content area of the 'Case Documents' tab contains the following text and form elements:

Case: 00140438 Case Status: Draft

Please upload all relevant case documents here to support the information provided within the Case Information tab.

Attach Document(s) to Case 00140438

This section allows you to submit multiple documents in one batch. Repeat steps 1 to 4 to attach multiple files.

Please press the "Submit" button once you have finished attaching all of the documents that you wish to submit for this case.

* 1. Select File Category
-- None --

* 2. Select Document Type
-- None --


* 3. Blackline Version ?
-- None --

4. Select the file
Click the button below to find the file.
(Valid file types are: ".msg;".doc;".docx;".xls;".xlsx;".odt;".pdf;". A file name cannot contain any of the following characters < > : " / \ | ? *)

Upload Files Or drop files

When the upload is complete the file information will appear below.

You will be taken to the **Submission Summary** page where you will need to select the **Submit** button at the foot of the page to complete the submission process.

 You are about to submit the following information. Ensure this information is complete and correct before submitting.

Case: 00140438
Case Status: Draft

Submission Summary

You are about to submit the following information to the UKLA

Issuer(s)

ISSUER NAME

Big Issuer PLC

Decision(s) Requested

Approval of supplementary prospectus under PR3.1.7

Approval of a circular under LR13.2.1

Same Day Supplement

No

Transaction Title

The Sample Transaction

Code Name

Venus

NSM Upload Recipient

Primary Contact

This user will be the main contact for all correspondence. This information can be updated at any time up until case approval.

First Name:	David	Email:	david@bigcompanyplc.com
Last Name:	Smith	Phone:	01234567890
Organisation:	Big Issuer PLC	Fax:	01234987654


Document Upload Summary

FILE NAME	COUNT
Main Document	1
Supporting Document	0
Checklist	0

Submit

Cancel

Once a case is submitted, the status of the case moves from Draft to Open. The case will now be listed on the **Submitted** tab of the **My Cases** page.


My Cases

Go

Create New Case

☒ Case Number
 ☐ Issuer Name

Drafts (1)

Submitted (1)

Closed (0)

Show

10

Search in 2 records

CASE NUMBER	STATUS	ISSUERS	CREATED DATE	LAST SUBMITTED DATE	CLOSED DATE	VIEW COMMENTS
00140438	Open	Big Issuer PLC	24/04/2018 09:49	24/04/2018 10:18		View Comments

Prev

1

Next

5. Working on an open case

Once a case is submitted, the status changes to Open and we will start working on it.

Modifying case details on an open case

You can update the details of an open case at any time on the case until the case is closed. Any case information that cannot be updated once the case is created (e.g. the requested decision) will be displayed as read only.

Submit Cancel

Case: 00140438 Case Status: Open [View Comments](#)

Case Information	Case Documents	Response Information
<div><div>Please input all the relevant case information here before uploading documents under the Case Documents tab.</div><div><div>Requested Decision(s) ?</div><div>Approval of supplementary prospectus under PR3.1.7</div><div>Approval of a circular under LR13.2.1</div><div>Same Day Supplement : No</div></div><div><div>Case Information</div><div>Transaction Title(s) ?</div><div>The Sample Transaction</div><div>Related Case Number(s) ?</div><div>57392</div><div>Code Name ?</div><div>Venus</div><div>NSM Email Address</div><div></div><div><div>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).</div></div></div></div>		

Case response information

When your case is first submitted, we will assign a reading team to the case, identify the date by which a first response is due and confirm the fees applicable.

This information will be sent by email to the Primary Contact.

This information – along with the payment status of the fees – is also available to all members of your team working on the case on the **Response Information** Tab.

Case: 00140438

Case Status: Open

View Comments

Case Information	Case Documents	Response Information
------------------	----------------	----------------------

This section contains information provided to you by the UKLA in relation to the case that you are submitting. No information will be displayed here until a reading team has been allocated.

Readers & Comment Information

ROLE	NAME	PHONE
Reader 1	Nicola Smethers	
Reader 2	Hiten Kapoor	

First Response Due Date : 01/05/2018

Fee(s)

DESCRIPTION	AMOUNT	DATE PAID
Base Prospectus	£2 750,00	28/04/2018

Written Notice

FILE NAME	GENERATED
-----------	-----------

Responding to comments on a case

If the reading team raises any comments on the case, everyone on the external case team will receive an email notification to say new comments are available. To view the comments, click on the **View Comments** link in the top right of the case home page. (This applies to all cases other than Direction and Clarification cases).

[Submit](#) [Cancel](#)

Case: 00140438 Case Status: Open [View Comments](#)

Case Information

Case Documents

Response Information

Please input all the relevant case information here before uploading documents under the **Case Documents** tab.

Requested Decision(s)

Approval of supplementary prospectus under PR3.1.7

Approval of a circular under LR13.2.1

Same Day Supplement : No

The comments are listed on the **Outstanding** tab. A **No Response** flag indicates that no response has yet been provided to a comment.

Case: 00140438 Status: Open

Issuer(s):

Code Name: Venus

Outstanding

Responded

[Download As PDF](#)

[Submit Responses](#)

The following comments require a response.

No Response

C-00003744 - NEG - Listing Hearing

Please confirm a date for a listing hearing with Issuer Management by faxing a request to 020 7066 8364. Please ensure the request includes relevant contact information, a description of the issue and the date the hearing is required. Please ensure that documents supporting the application are provided to the Listing Applications Team in accordance with the '48 hour rule'.

Page Number :

Document : Base prospectus (debt)_V001

Rule Reference :

Published Date : 29/04/2018 10:57 [View/Edit](#)

No Response

C-00003745 - NEG - Basis of Approval

It should be recognised that we are examining the document primarily from a UKLA Department standpoint and that it should not be assumed that our comments will necessarily cover all aspects of FCA regulation. If by submitting the document and receiving our comments, approval of some aspect is being assumed on rules other than Listing or Prospectus Rules then this should be specifically drawn to our [more](#).

Page Number :

Document : Base prospectus (debt)_V001

Rule Reference :


Published Date : 29/04/2018 10:57 [View/Edit](#)

You will need to provide an individual response to each comment. When you have provided responses to all the comments, you will then be able to submit your responses to the UKLA reading team.


Electronic Submission System – User Guide

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To view a comment and provide a response, click on the title of the comment, or the **View/Edit** link.

 No Response	
C-00003744 - NEG - Listing Hearing	
Please confirm a date for a listing hearing with Issuer Management by faxing a request to 020 7066 8364. Please ensure the request includes relevant contact information, a description of the issue and the date the hearing is required, Please ensure that documents supporting the application are provided to the Listing Applications Team in accordance with the '48 hour rule'.	
Page Number :	
Document : Base prospectus (debt)_V001	
Rule Reference :	
Published Date : 29/04/2018 10:57	View/Edit

Type your response to the comment in the text box, adding a page reference below if appropriate, then **Save & Exit**.

Case: 00140438	Status: Open
Issuer(s):	
Code Name: Venus	
Your Response	
<div>Save & Exit Save Back</div>	
Last Draft Saved on -	
<div></div>	
Page Number : <input type="text"/>	
<div>Save & Exit Save Back</div>	
C-00003744 - NEG - Listing Hearing	
Please confirm a date for a listing hearing with Issuer Management by faxing a request to 020 7066 8364. Please ensure the request includes relevant contact information, a description of the issue and the date the hearing is required, Please ensure that documents supporting the application are provided to the Listing Applications Team in accordance with the '48 hour rule'.	
Linked Document : Base prospectus (debt)_V001	Rule Reference:
Page Number :	Published Date : 29/04/2018 10:57
History	
<div> There is no History record to this comment</div>	

When you have entered and saved your response to a comment, the **No Response** flag will no longer be displayed.

Case: 00140438

Status: Open

Issuer(s):

Code Name: Venus

Outstanding

Responded

Download As PDF

Submit Responses

The following comments require a response.

C-00003744 - NEG - Listing Hearing

Please confirm a date for a listing hearing with Issuer Management by faxing a request to 020 7066 8364. Please ensure the request includes relevant contact information, a description of the issue and the date the hearing is required. Please ensure that documents supporting the application are provided to the Listing Applications Team in accordance with the '48 hour rule'.

Page Number :

Document : Base prospectus (debt)_V001

Rule

Reference :

Published Date : 29/04/2018 10:57

[View/Edit](#)

No Response

C-00003745 - NEG - Basis of Approval

It should be recognised that we are examining the document primarily from a UKLA Department standpoint and that it should not be assumed that our comments will necessarily cover all aspects of FCA regulation. If by submitting the document and receiving our comments, approval of some aspect is being assumed on rules other than Listing or Prospectus Rules then this should be specifically drawn to our [more](#).

Page Number :

Document : Base prospectus (debt)_V001

Rule

Reference :

Published Date : 29/04/2018 10:57

[View/Edit](#)

When you have provided responses to all comments, you can submit these to the reading team by selecting **Submit Responses**.

The Summary of Case Comments will be displayed, confirming what you are about to submit. Complete the submission process by selecting **Submit Responses**.

Case: 00140438

Status: Open

Issuer(s):

Code Name: Venus

Summary of Case Comments

Responses to the following comments will be submitted to the FCA.

COMMENT NO.	TITLE
C-00003744	NEG - Listing Hearing
C-00003745	NEG - Basis of Approval

Cancel

Submit Responses


A confirmation of the submitted responses will then be displayed:

Case: 00140438

Status: Open

Issuer(s):

Code Name: Venus

 Responses have been successfully submitted to the FCA.

Ok



If the reading team has asked you to submit updated versions of any documents, please do so when you submit your responses. The SLA period for the review by the reading team will only begin once the responses and any further versions of the documents have been received.

If you now view the comments on the case (by selecting **View Comments** on the case home page), you will see that the comments are shown on the **Responded** tab, along with the date and time at which the response was submitted.

Case: 00140438

Status: Open

Issuer(s):

Code Name: Venus

Outstanding

Responded

Download As PDF

Comments with responses you have submitted are listed below.

COMMENT NO.	TITLE	RESPONSE SENT DATE	PAGE NUMBER	RESOLVED?
C-00003744	NEG - Listing Hearing	29/04/2018 11:07		
C-00003745	NEG - Basis of Approval	29/04/2018 11:07		

You cannot edit a response once it has been submitted.

You can view a response by clicking on the comment number link in the first column of the table.

Alternatively, you can download all comments and responses as a PDF by using the **Download as PDF** option.

The reader team will check your responses and decide whether each comment has been resolved. You will receive an email when the review is complete.

Any comments that have been resolved will remain on the **Responded** tab with a tick in the **Resolved?** column.

Case: 00140438

Status: Open

Issuer(s):

Code Name: Venus

Outstanding

Responded

Download As PDF

Comments with responses you have submitted are listed below.

COMMENT NO.	TITLE	RESPONSE SENT DATE	PAGE NUMBER	RESOLVED?
C-00003744	NEG - Listing Hearing	29/04/2018 11:21		✓
C-00003745	NEG - Basis of Approval	29/04/2018 11:07		✓

Any comments that have not been resolved will be carried forward. These comments will be updated with additional feedback from the reader team and will appear on the **Outstanding** tab.

You will need to respond to any comments carried forward and then submit your response(s) – follow the same procedure as described above.

For comments that are carried forward, the **History** section includes details of the original comment and your previous response.

History

FCA Comment: NEG - Listing Hearing

Please confirm a date for a listing hearing with Issuer Management by faxing a request to 020 7066 8364. Please ensure the request includes relevant contact information, a description of the issue and the date the hearing is required, Please ensure that documents supporting the application are provided to the Listing Applications Team in accordance with the '48 hour rule'.

Linked Document : Base prospectus (debt)_V001

Rule Reference :

Page Number :

Published On - 29/04/2018 10:57

Your Response - 29/04/2018 11:07 AM

This is my response.

Page Number :

Submitting further drafts for a case

Following the review of documents by the reading team, you may be required to submit new documents or further drafts to the documents you have already submitted.

To do so, follow the process described previously (Step 8: Uploading documents).

When you submit further drafts, please take care to select the correct **Category** and **Document Type** of the draft you are submitting. The system will automatically update the version of the document to the next version.

Submitted Document(s)				
Main Document(s)				
TYPE	FILE NAME	VERSION	BLACKLINE	SUBMITTED DATE AND TIME
Base prospectus (debt)	Prospectus.doc	2	No	29/04/2018 11:25
Base prospectus (debt)	Prospectus.doc	1	No	24/04/2018 10:18
Supporting Document(s)				
TYPE	FILE NAME	VERSION	BLACKLINE	SUBMITTED DATE AND TIME
Checklist Document(s)				
TYPE	FILE NAME	VERSION	BLACKLINE	SUBMITTED DATE AND TIME

Once a document is attached, it is automatically saved by the system and will not be lost if you log out.

Only once you have uploaded all the documents, click on **Submit** to make it available to us for review.

For further information on how to submit documents for approval, please visit the FCA website: <https://www.fca.org.uk/markets/ukla>

Closing a case

On receiving the final versions of the documents under review, we will approve the document(s) and close the case.

The status of the case will be Closed.

Once a case is closed, you cannot change any details on the case.

At any point, if you wish to withdraw or put the review process on hold, you can do so by calling the general administrative help desk and quote your case reference number.

Written Notice

For all cases which are not Direction and Clarification cases, we will email the Written Notice to the Primary Contact and other case team members. This notice will confirm the approval of documents you have submitted.

A copy of the written notice can be accessed from the **Response Information** tab.

Case: 00140438		Case Status: Approved View Comments	
Case Information	Case Documents	Response Information	
<i>This section contains information provided to you by the UKLA in relation to the case that you are submitting. No information will be displayed here until a reading team has been allocated.</i>			
Readers & Comment Information			
ROLE	NAME	PHONE	
Reader 1	Nicola Smethers		
Reader 2	Hiten Kapoor		
First Response Due Date : 01/05/2018			
Fee(s)			
DESCRIPTION	AMOUNT	DATE PAID	
Base Prospectus	£2 750,00	28/04/2018	
Written Notice			
FILE NAME	GENERATED		
Written Notice 2018-05-02_16:35.pdf	02/05/2018 16:35		