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.

Contents

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

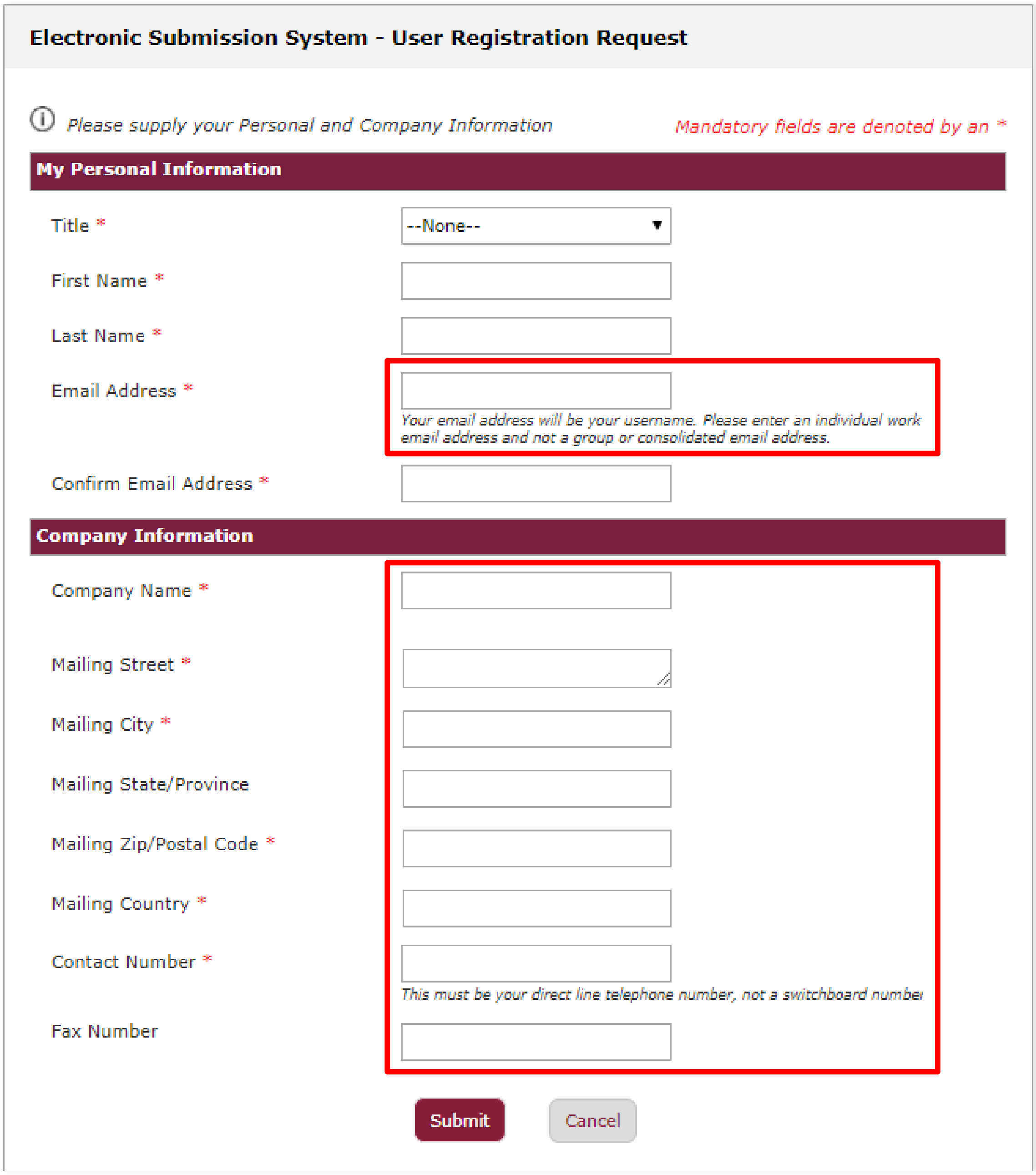
Your registration is subject to approval. You can send documents to us via this system only once you have been accepted as an approved user of the system.

> 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**

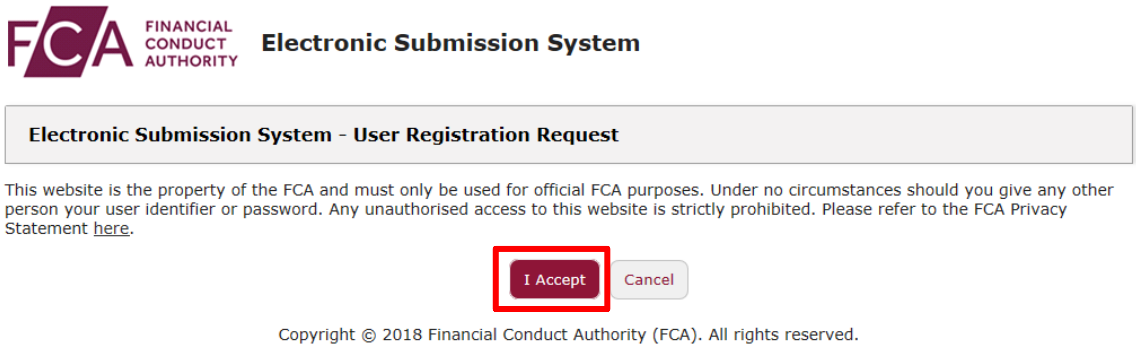
Step 2: Enter your registration details, then **Submit**



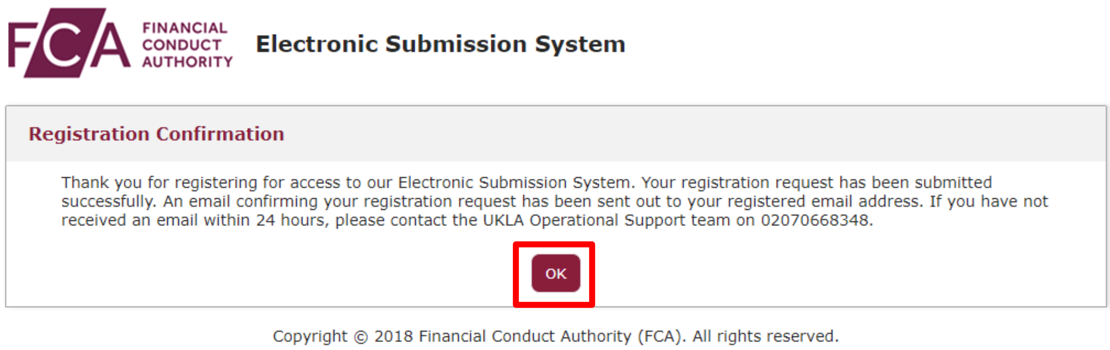
When providing your registration details, please note:

- 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



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.



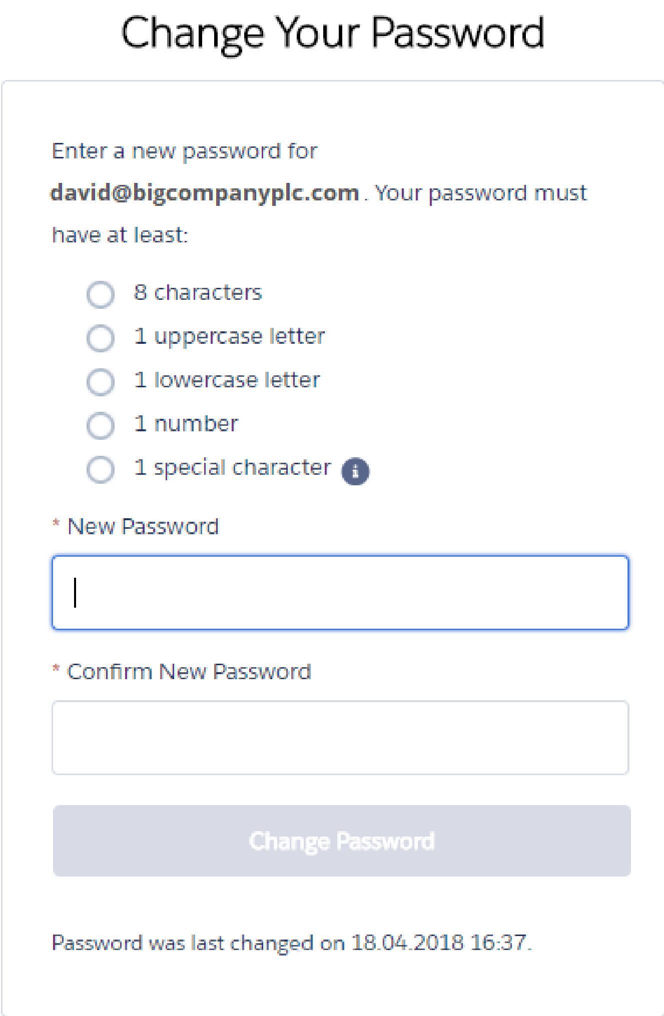
You will be sent an email once the decision is taken.

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.



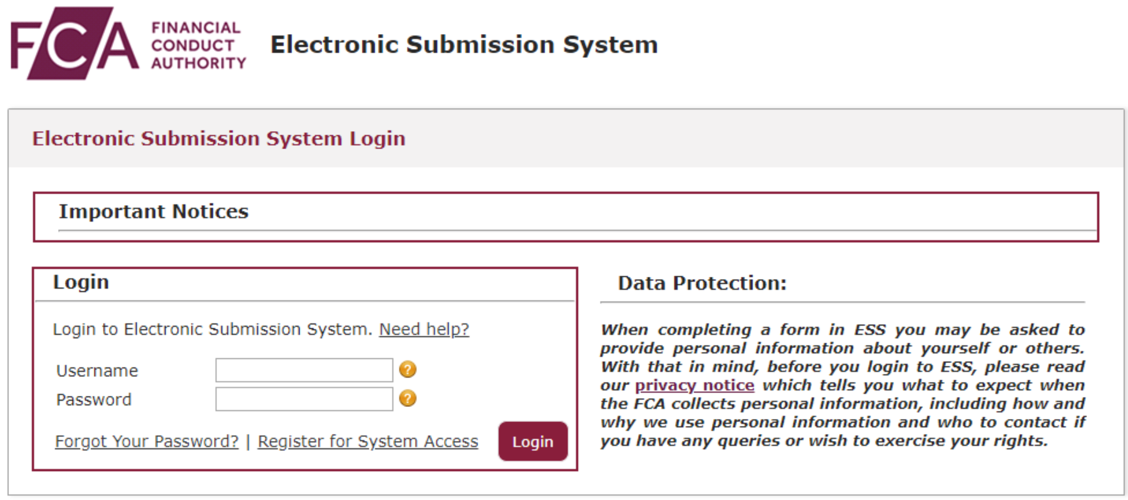
Your password must be at least 8 characters long, with a mix of uppercase, lowercase and at least one special character: !#$%-_=+<>

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.

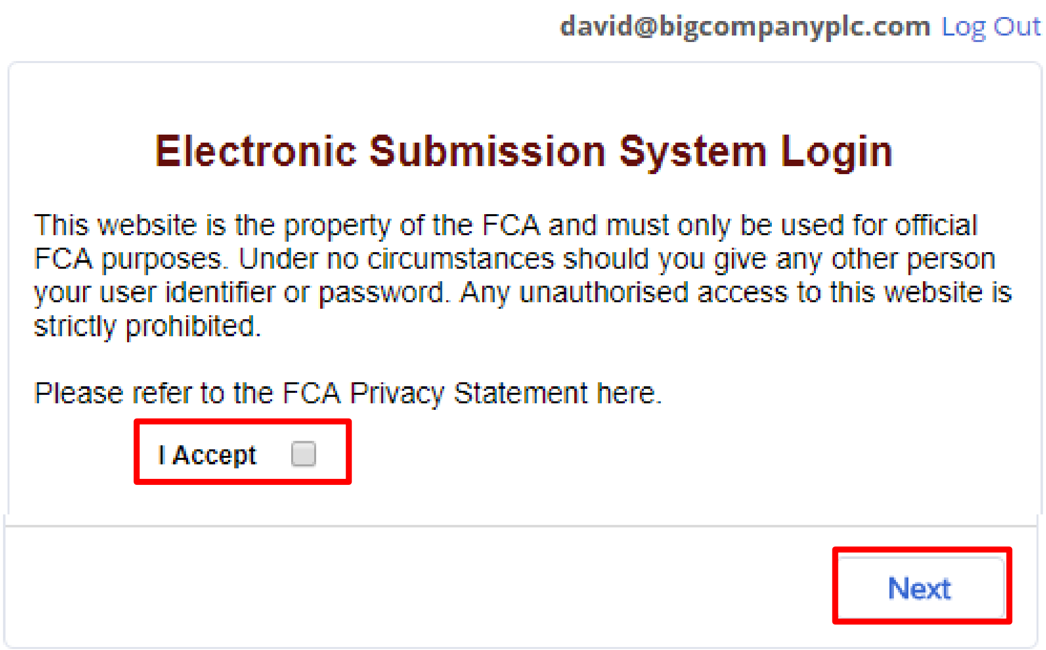
Logging in

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.



After 5 unsuccessful login attempts, your account will be locked for 30 minutes.

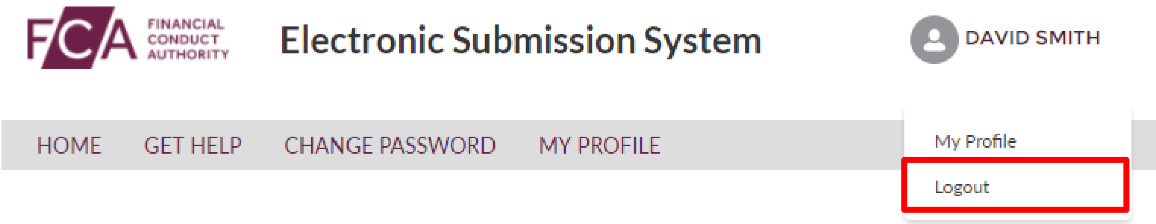
Whenever you log in, you will be asked to accept the **FCA Terms and Conditions** for system usage. Tick the box marked **I Accept** and click **Next** to continue.



You can view the FCA Privacy Statement using the on-screen link, or at https://www.fca.org.uk/privacy

Logging out

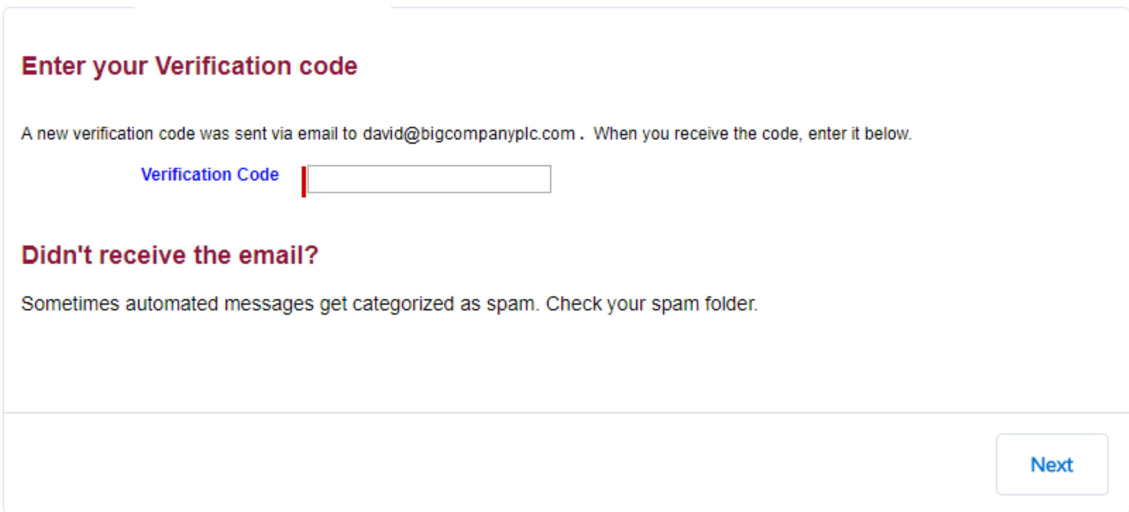
You can log out of the system at any time by clicking on your user name in the top right corner of the page and selecting **Logout** from the dropdown.



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.



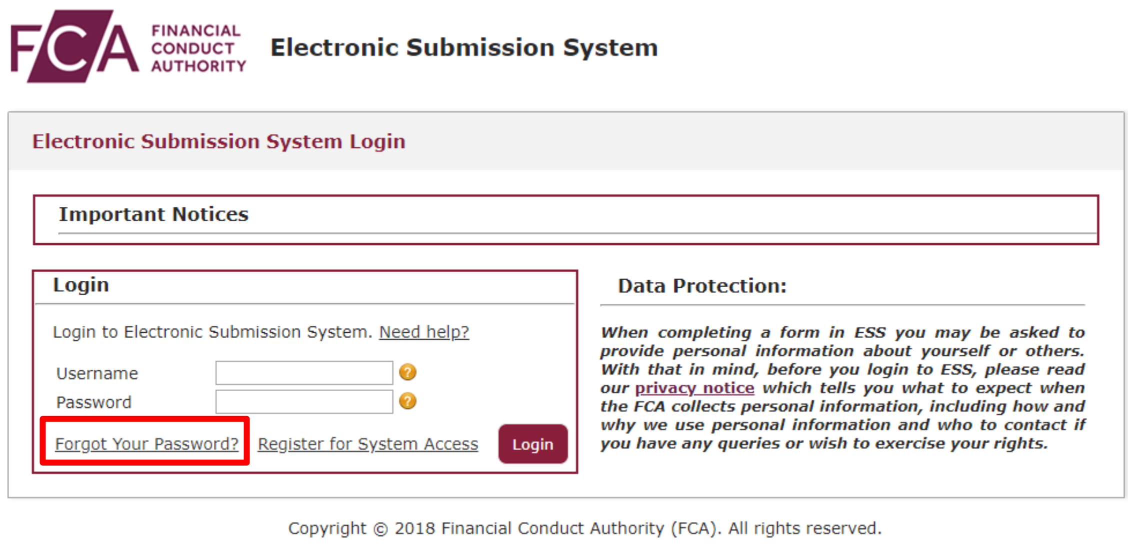
Enter the verification code and click **Next**. On entering a correct verification code, you will be granted access to the system.

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.



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.

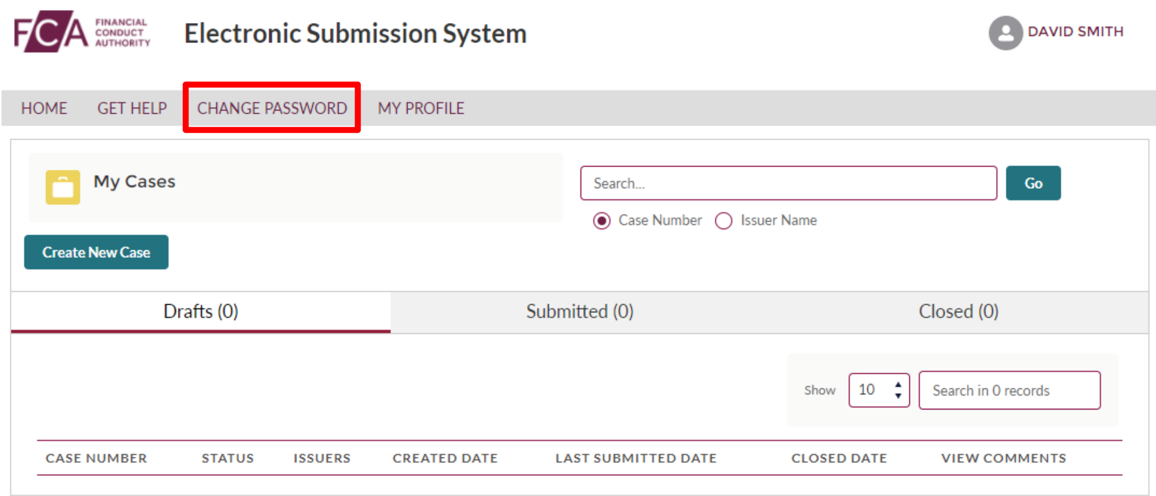
When you click on the link within the email, you'll be asked to provide a new password. When choosing a new password, remember:

- 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

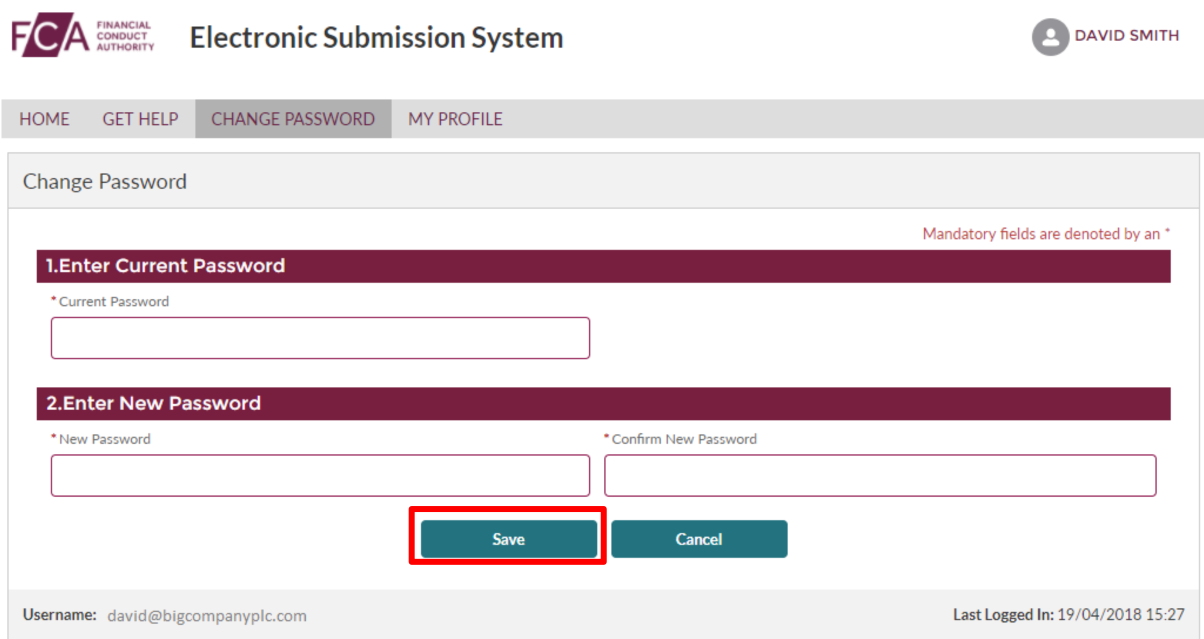
Once you have registered and successfully logged in, you can change your password anytime by choosing **Change Password** on the home page.



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

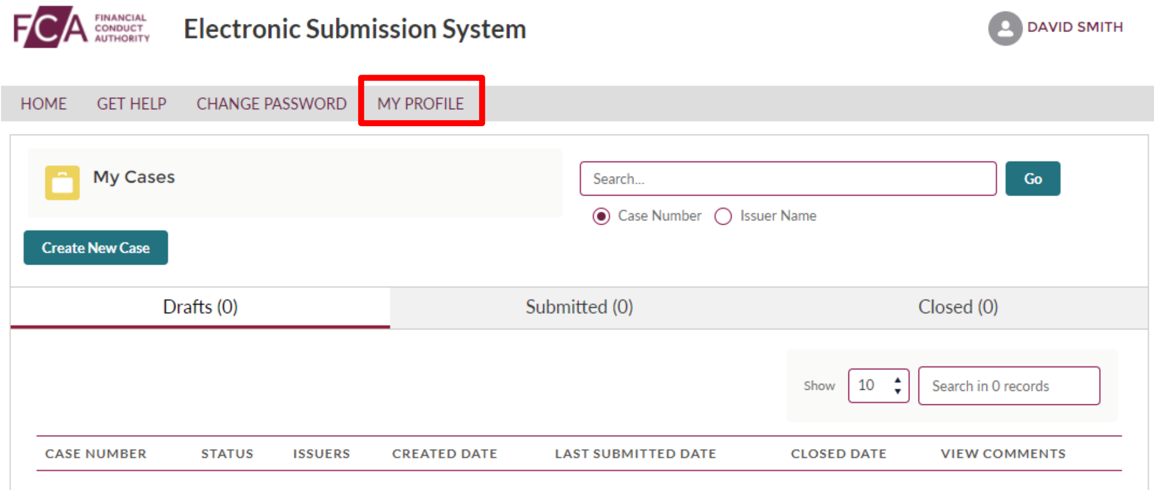
- Passwords must be at least 8 characters, a mix of uppercase, lowercase, and at least one special character: !#$%-_=+<>
- The new password you choose cannot be one of the last 12 passwords you have used before.

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

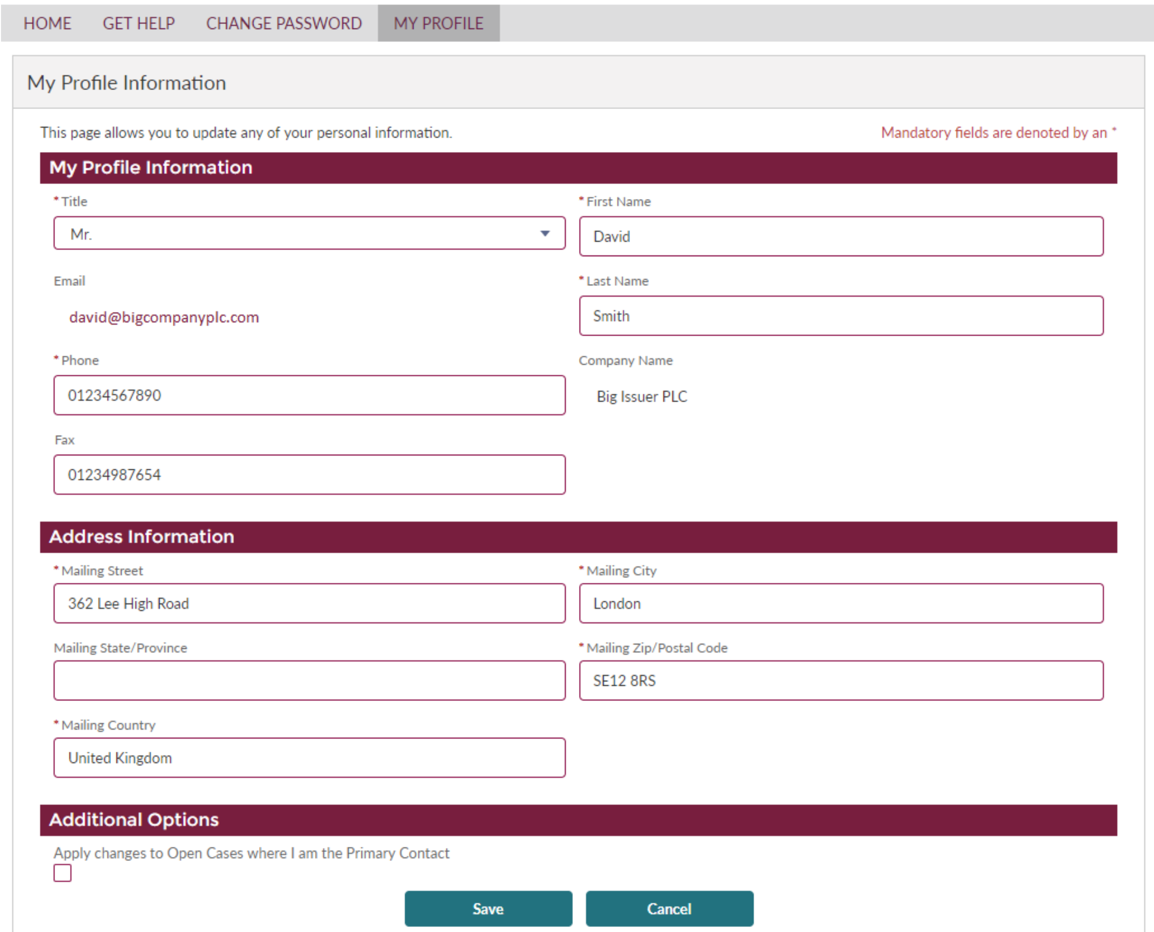


Updating your profile

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.



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



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.

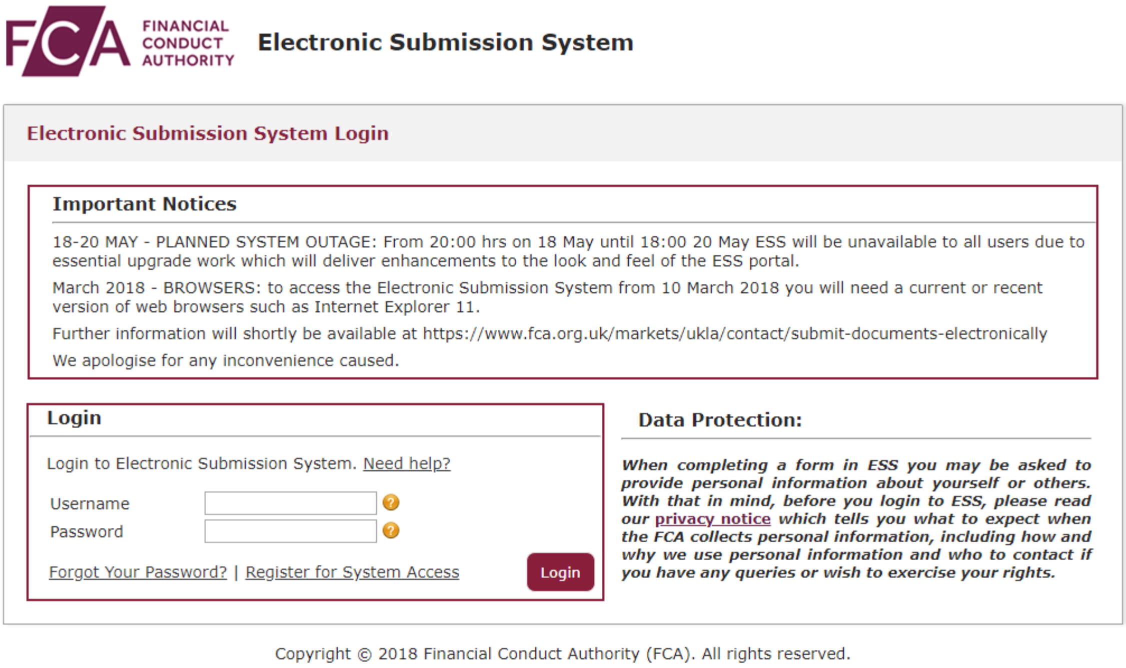
Once you made all the changes required, you can choose to update the contact details on all the cases where you are the named Primary Contact. This can be done by selecting the option to **Apply changes to Open Cases where I am the Primary Contact** in the **Additional Options** section.

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.

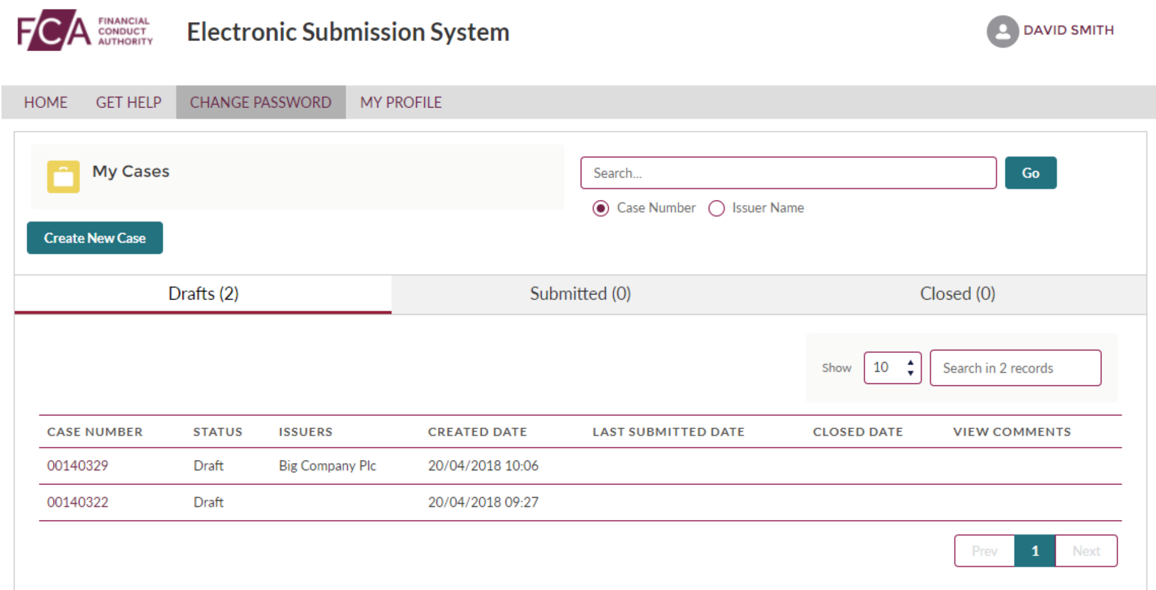


My Cases page

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.

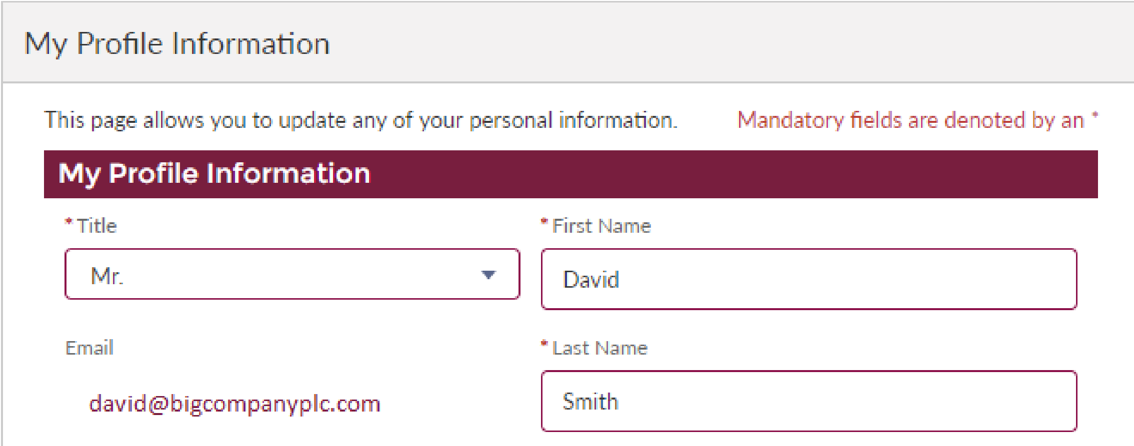


The **Get Help** option in the top navigation bar takes you to the relevant FCA website where you will find more help on information on documents you need to submit and how to use the system.

The **Home** option will return you to the **My Cases** home page.

Mandatory fields

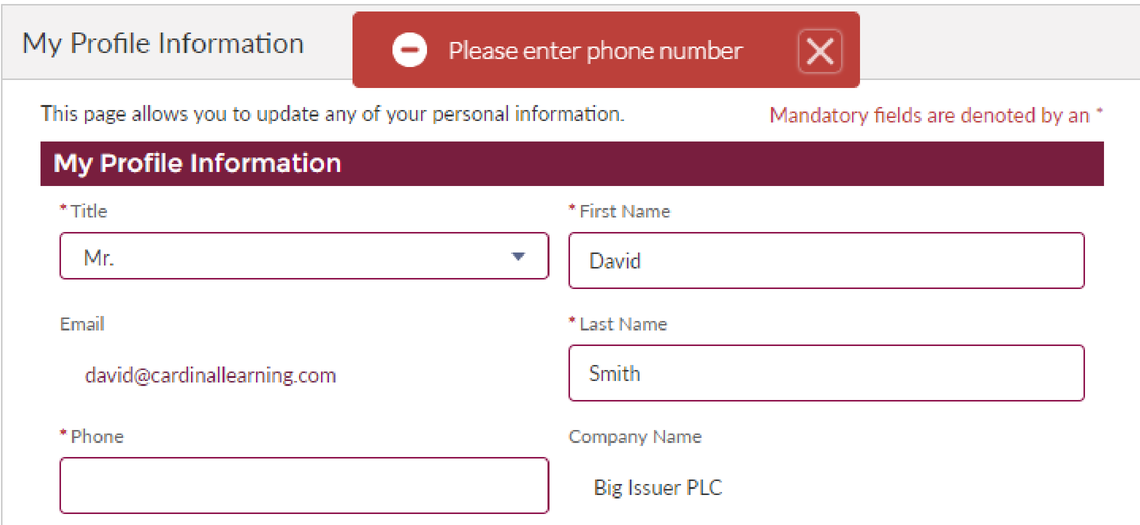
Mandatory fields are marked with a red asterisk (*). You must enter a value in these fields before you proceed to Save or Submit.



Error messages

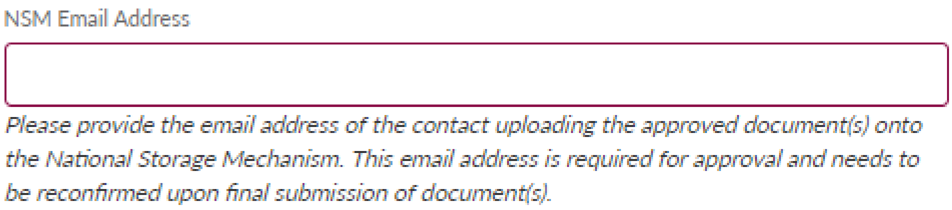
When you click Save or Submit, an error message will be displayed if you have not entered mandatory values or if the data you have entered is invalid.

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.

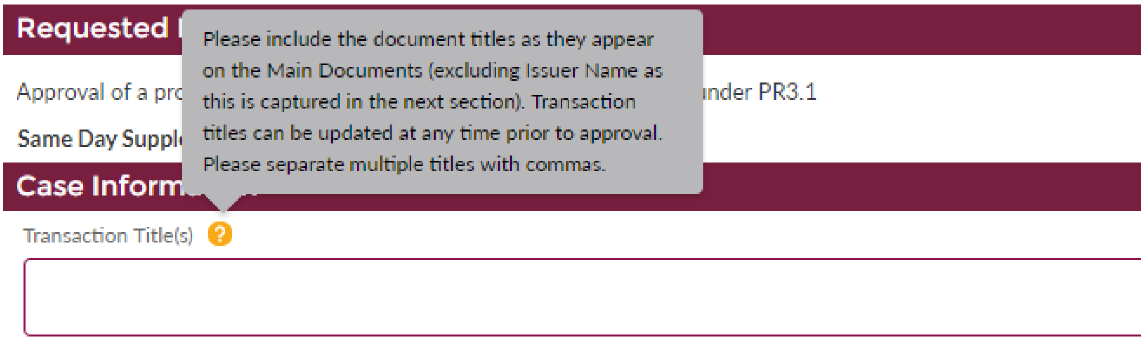


Help text

Help text is provided for all important fields on all pages. Help text may be displayed on the screen:



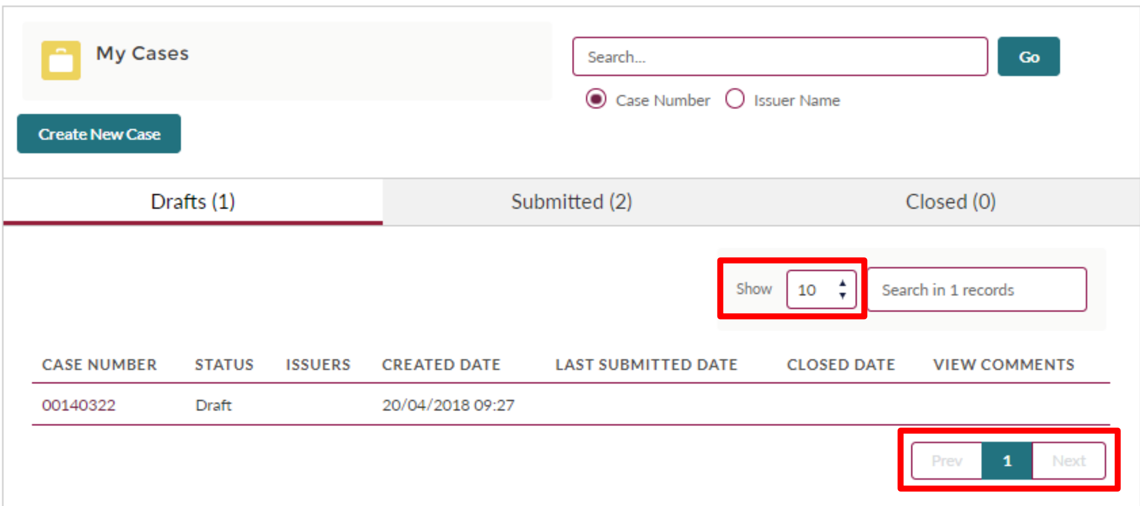
Help text can also be viewed by clicking on the ? icon next to a field.



Case pagination

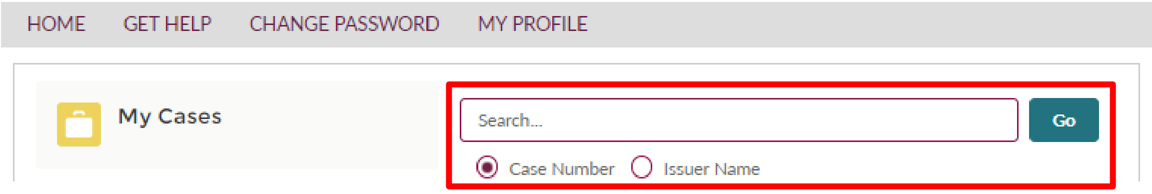
By default, the system will display 10 cases at a time, but you increase the number of cases shown on each page to 25, 50 or 100 using the dropdown list next to the **Show** button.

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.

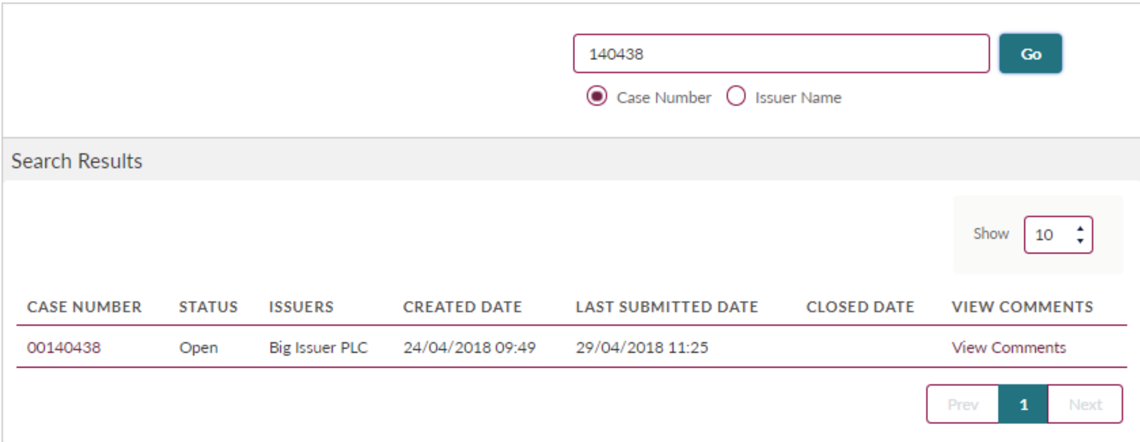


Search

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



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.



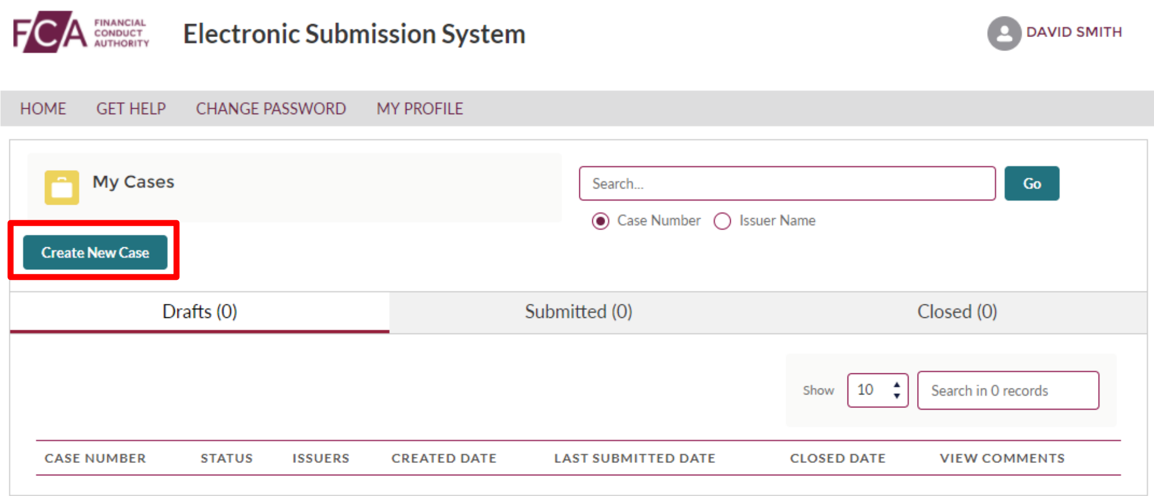
4. Creating a new case

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.



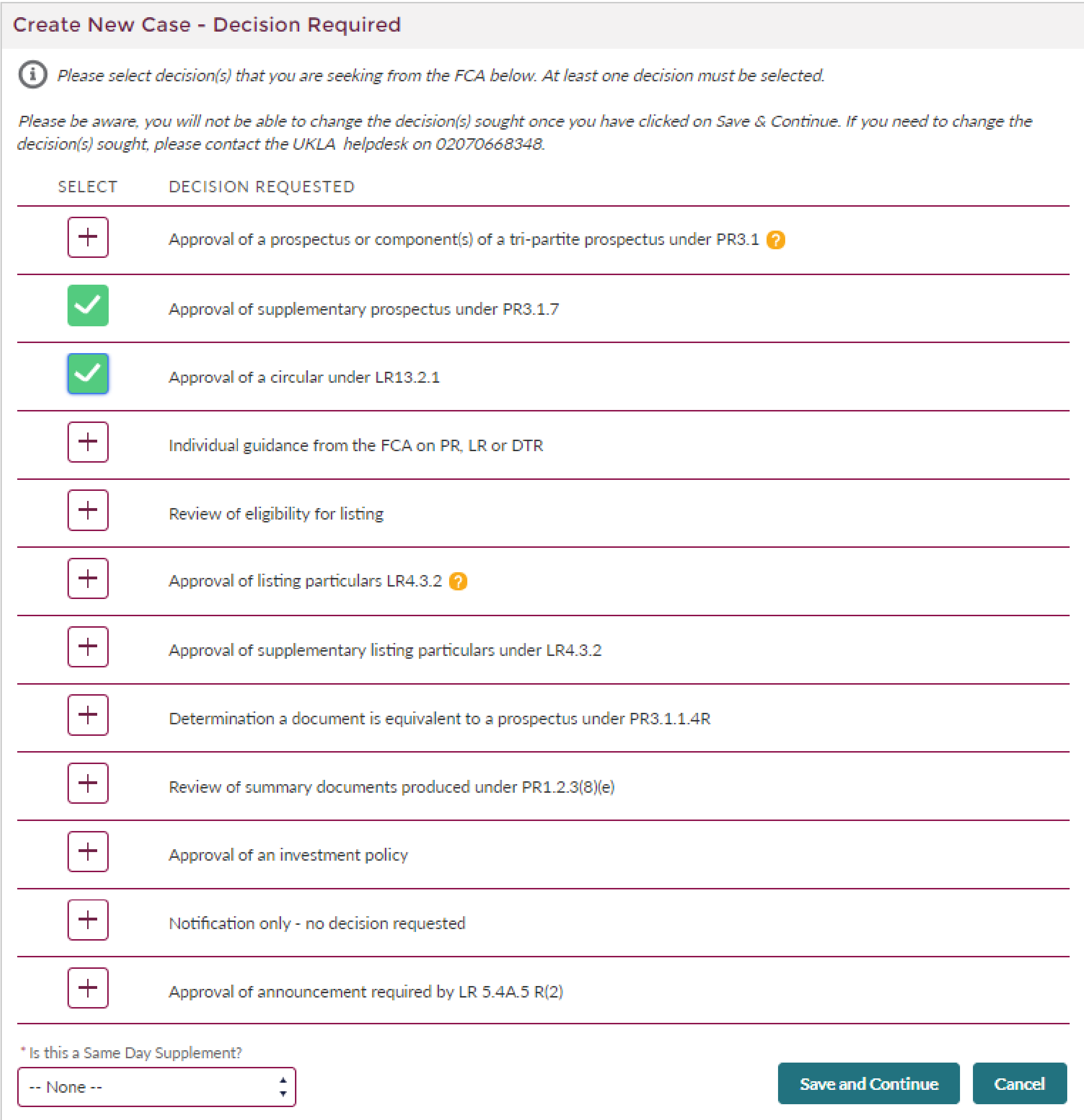
Step 2: Choosing decisions

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:

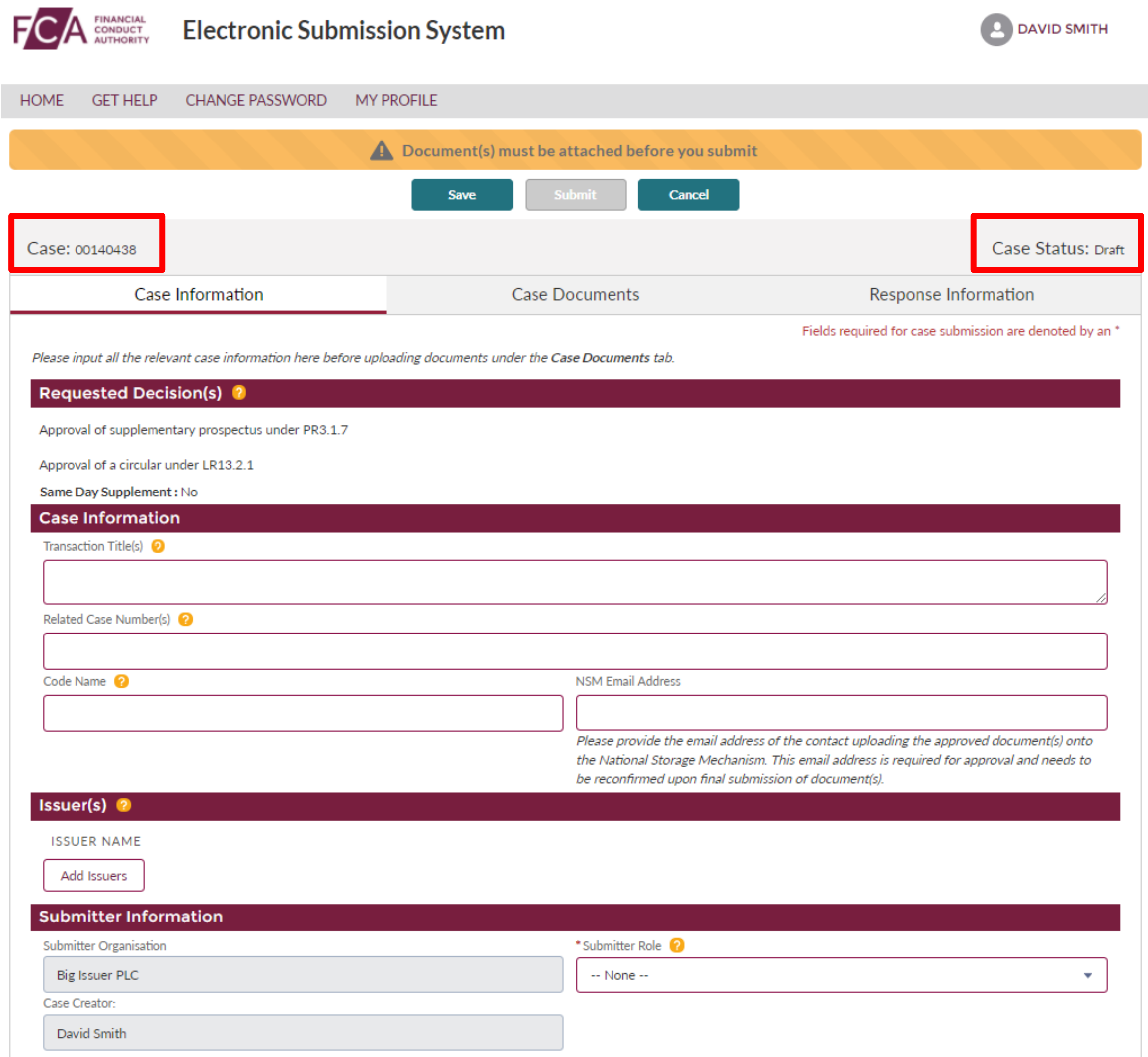
https://www.fca.org.uk/markets/ukla/submit-draft-document/same-day-service

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.



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.



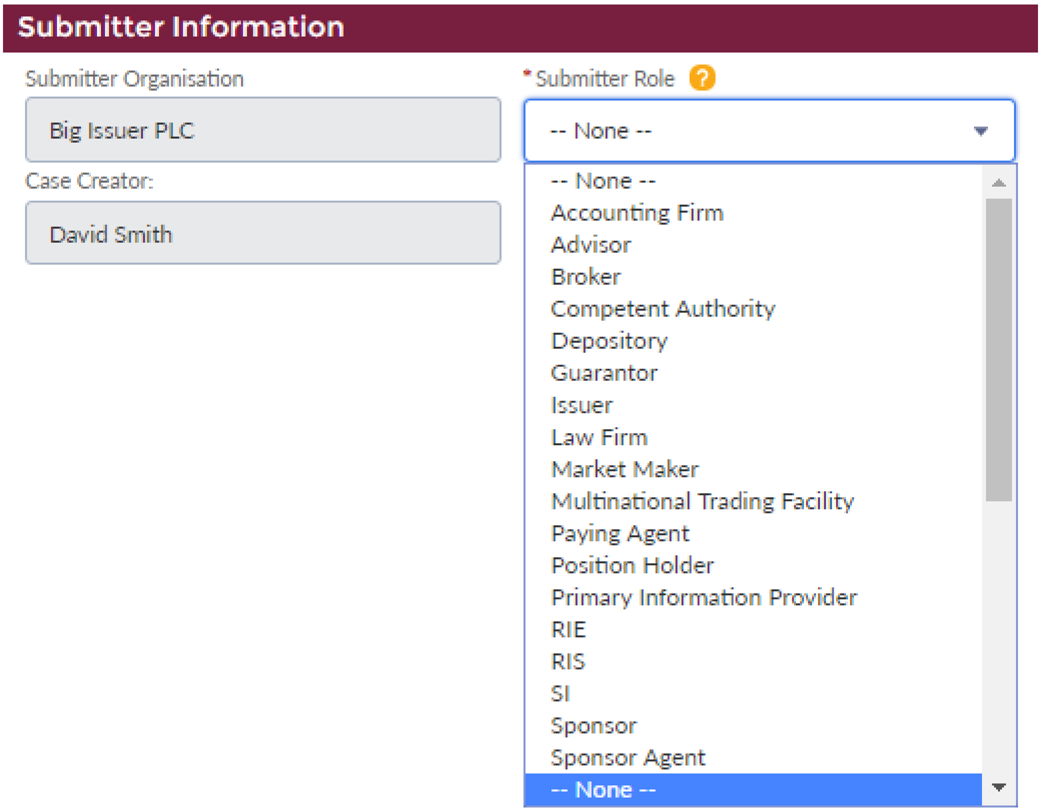
You must fill in all case information and upload documents before you submit the case to us.

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.

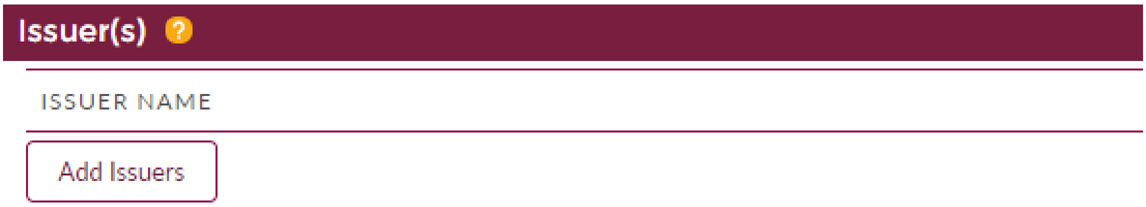
We do not progress a case unless the case is submitted. Please ensure that you **click on Submit** (step 9) once you have filled in all required information and uploaded all documents you want to review.

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

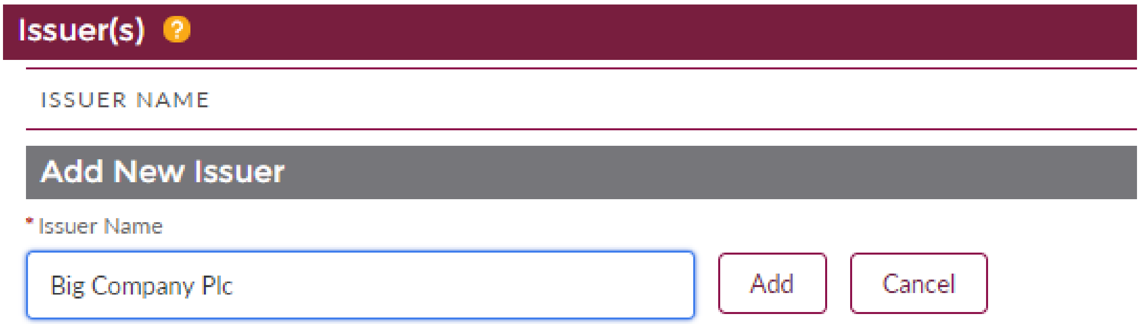


Step 4: Adding issuers

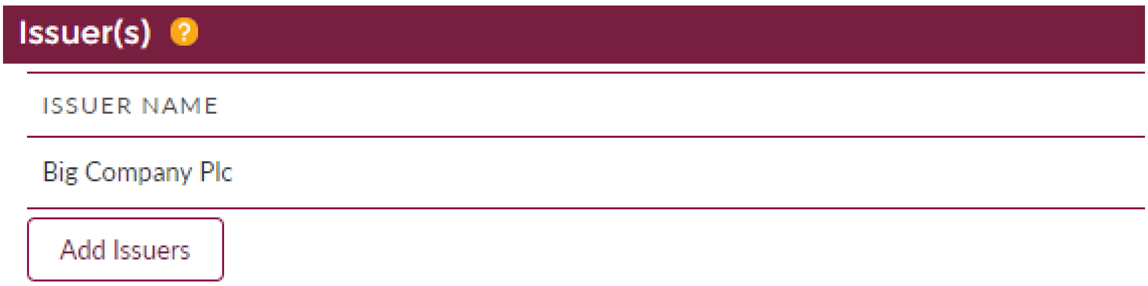
You can add multiple issuers on a case by choosing **Add Issuers** on the case view.



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



The issuer will be added to the list:



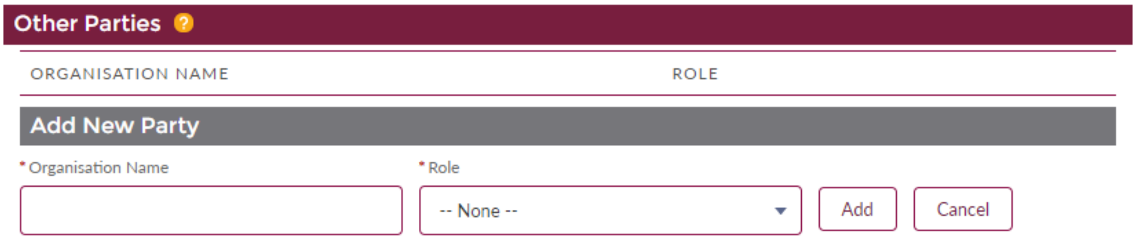
You can add multiple issuers to a case. If you want to add new issuer details, this can be done at any point in the case lifecycle until the case is closed.

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.

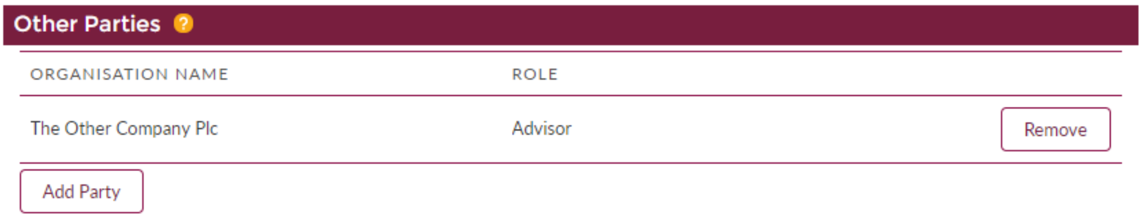
Step 5: Adding other parties

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.

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



The organisation will be added to the list:



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.

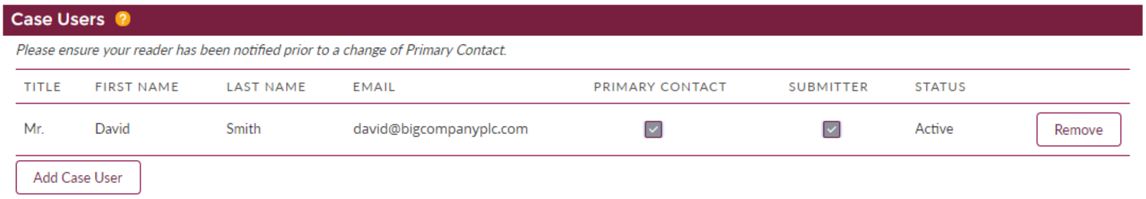
Step 6: Inviting other users

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.

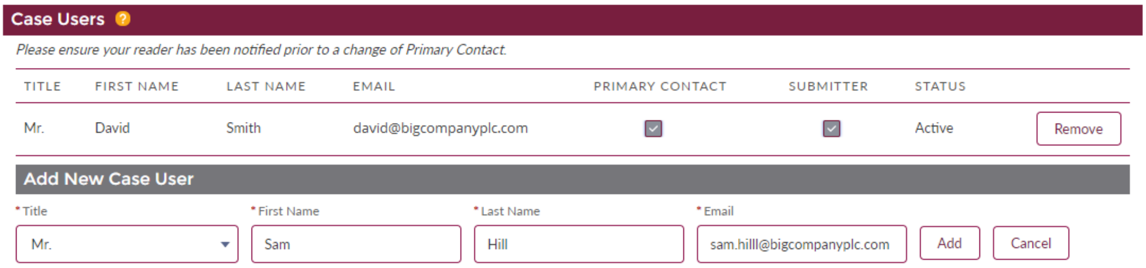
Note: You can only invite people with same email domain as you.

> 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.

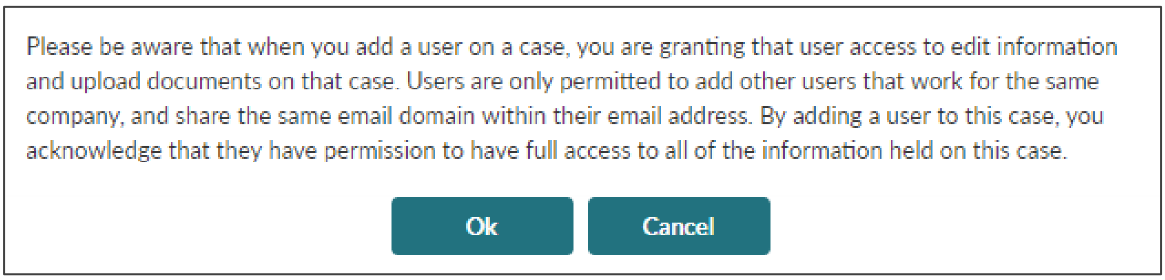
To add a new user, select **Add Case User** in the **Case Users** section.



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



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



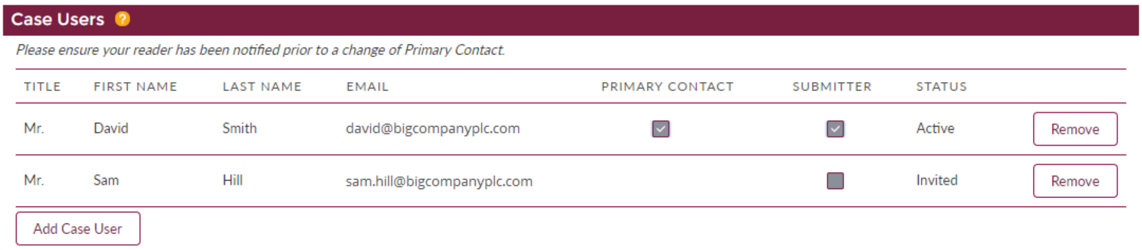
Select **OK** to agree to the terms and conditions in this message.

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.



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.

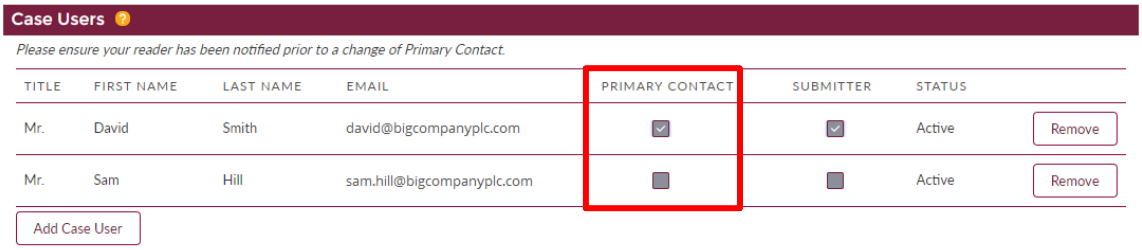
To prevent unauthorised access of the system, for all open cases we recommend you remove users who have left your organisation or no longer need access to an open case by using the **Remove** option.

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

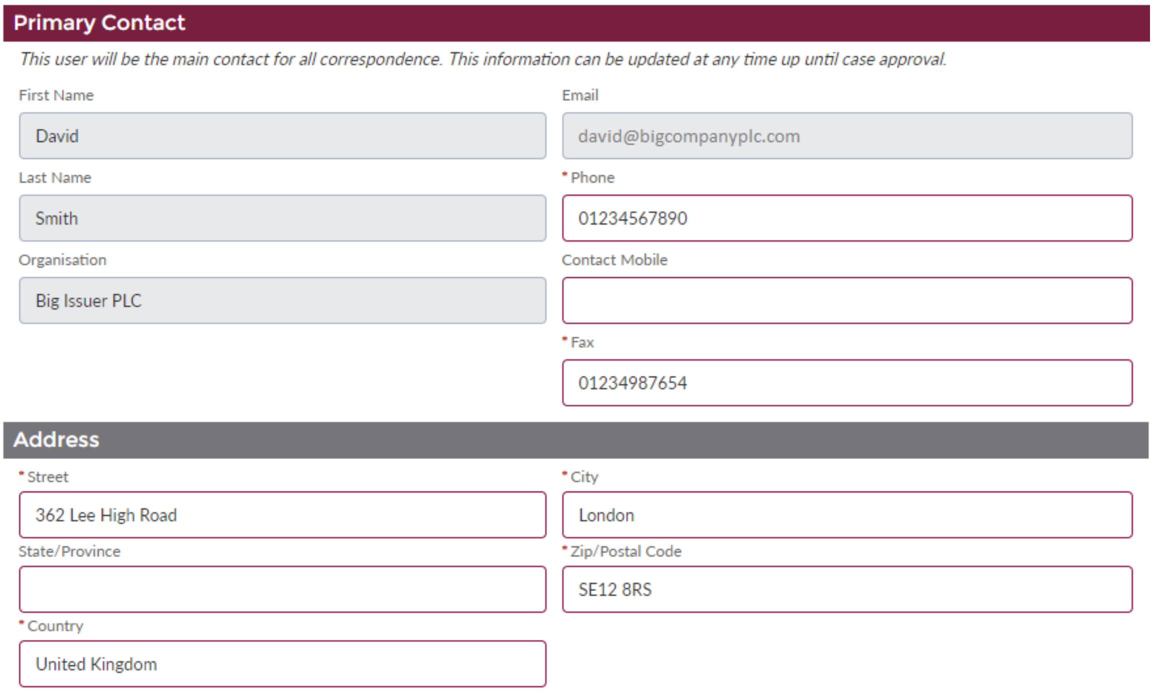
Each case must have a **Primary contact** – this is the individual with which we will liaise for correspondence related to the case. You can choose one of the **case users** as Primary contact.

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.



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**.



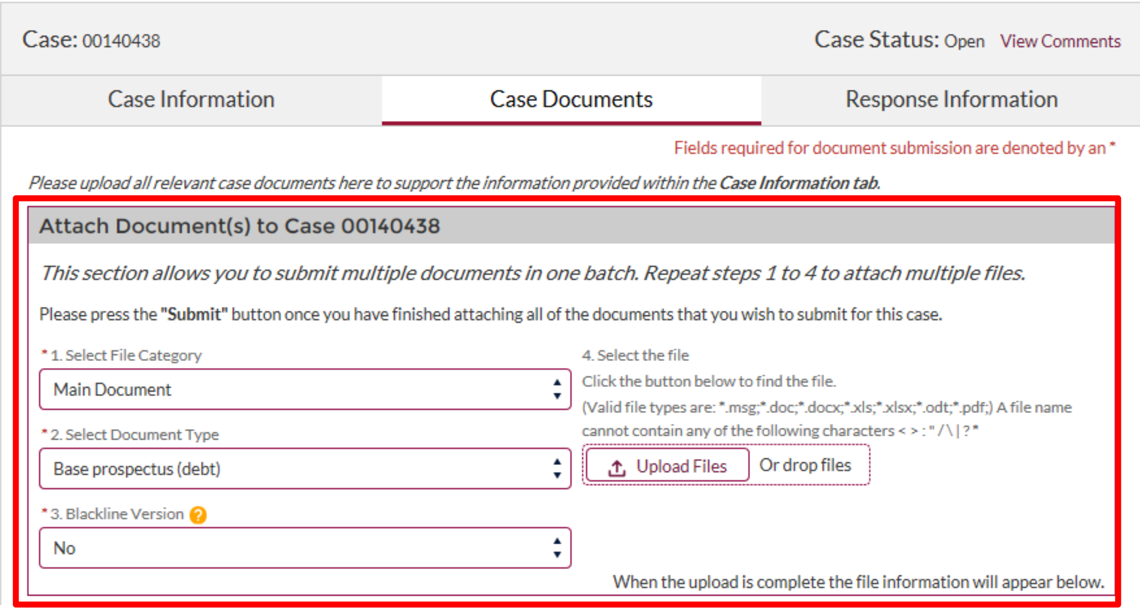
Any address changes made here will apply only to this case and will not be applied to be updated back on the user's profile.

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.



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

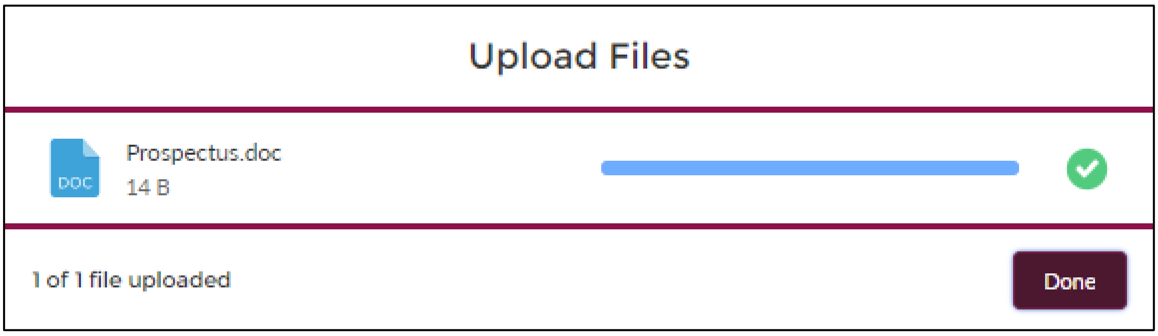
1. **Select File Category**: Choose the Document Category you are attaching (Main Document, Supplementary Document or Checklist).

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.



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	Remove

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

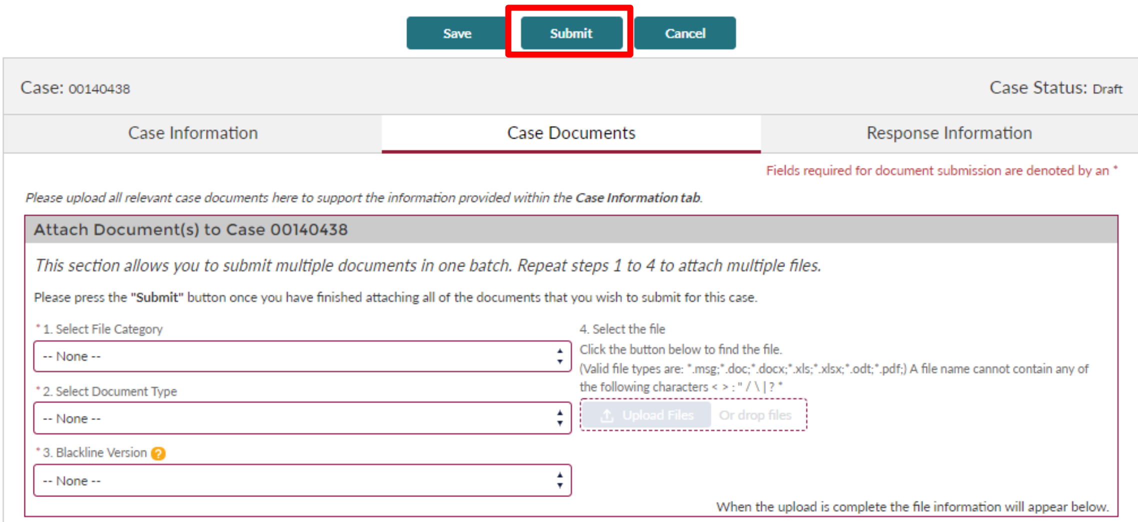
If you wish to remove a document from the case before it is submitted to the UKLA, you can do so by clicking the **Remove** button. You will not be able to remove documents once a case has been submitted.

Step 9: Submit the case

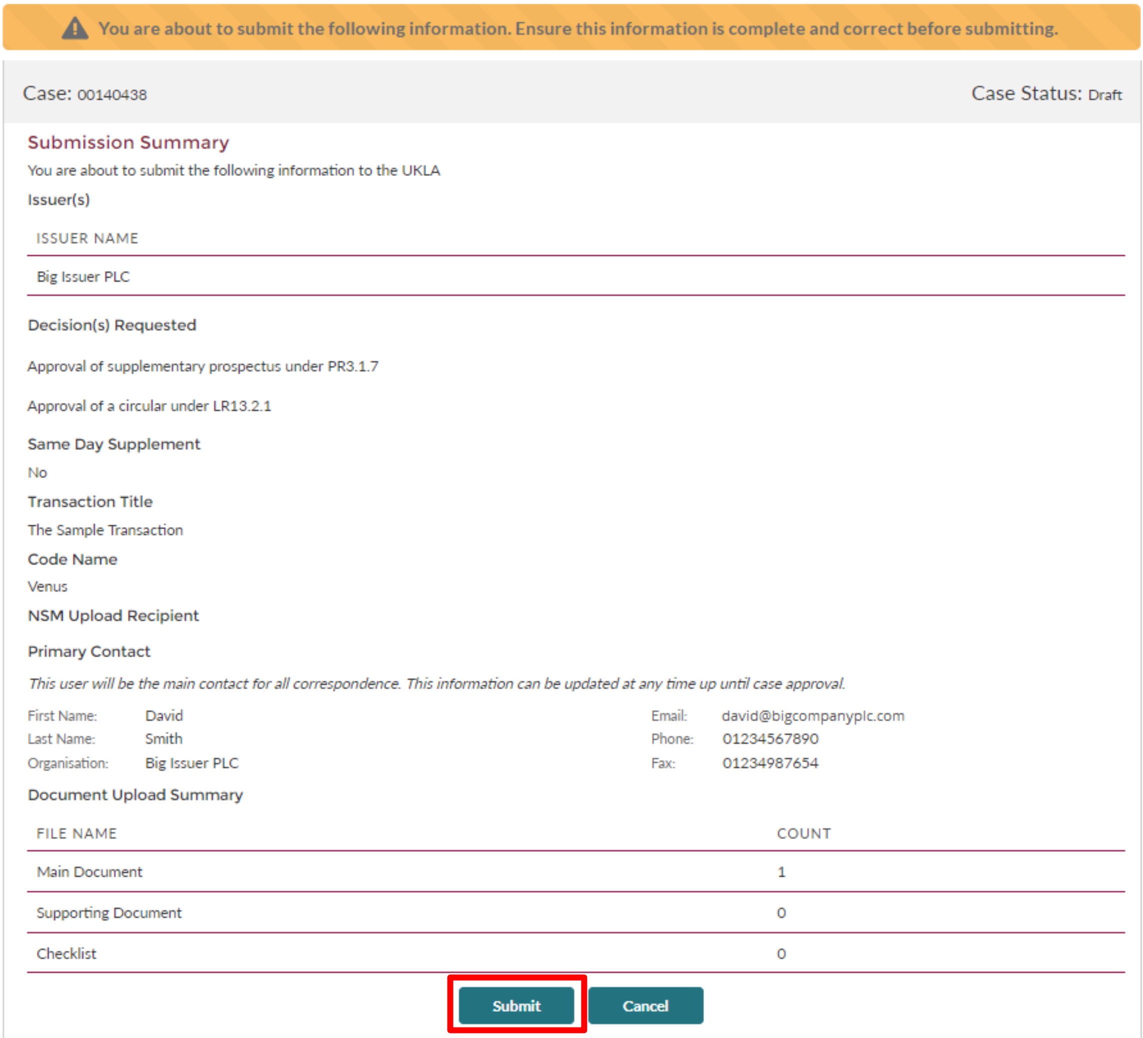
Once you have entered all relevant information and attached all documents that support the decisions you have requested from us, the final step is to submit the case.

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

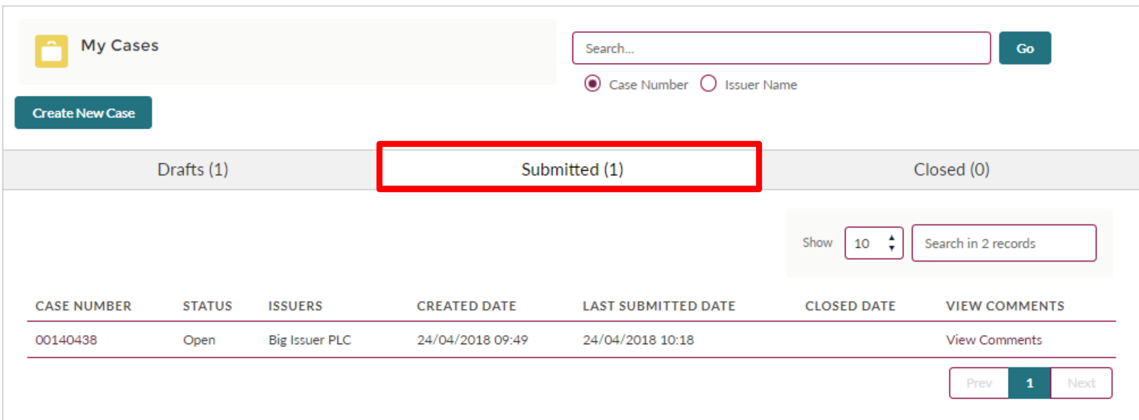
To submit the case, select the **Submit** button.



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.



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.

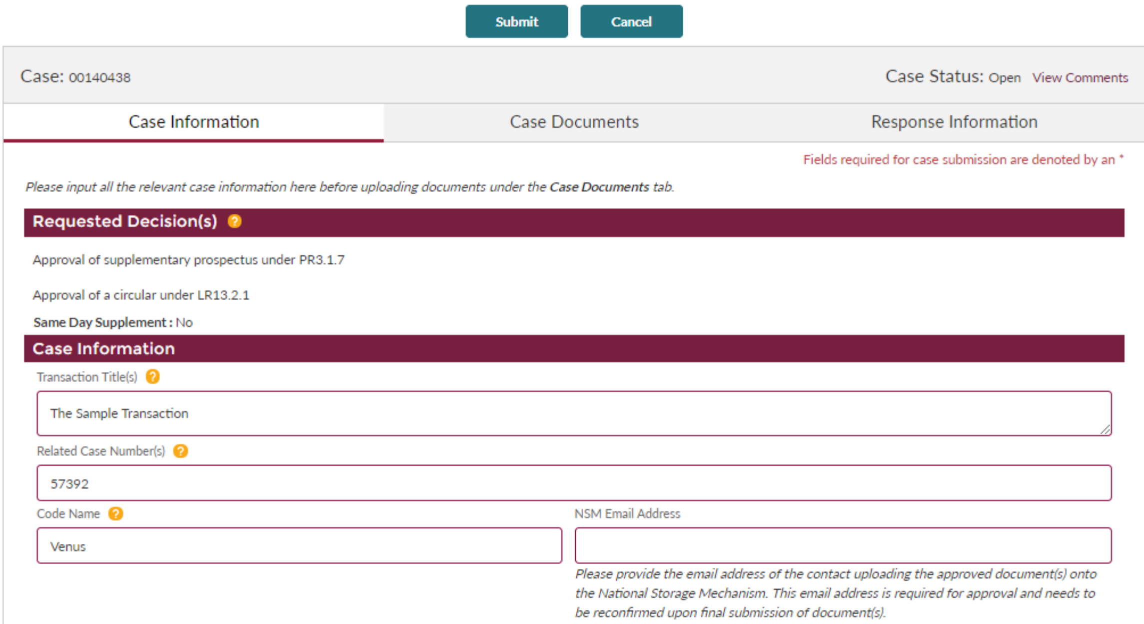


5. Working on an open case

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.

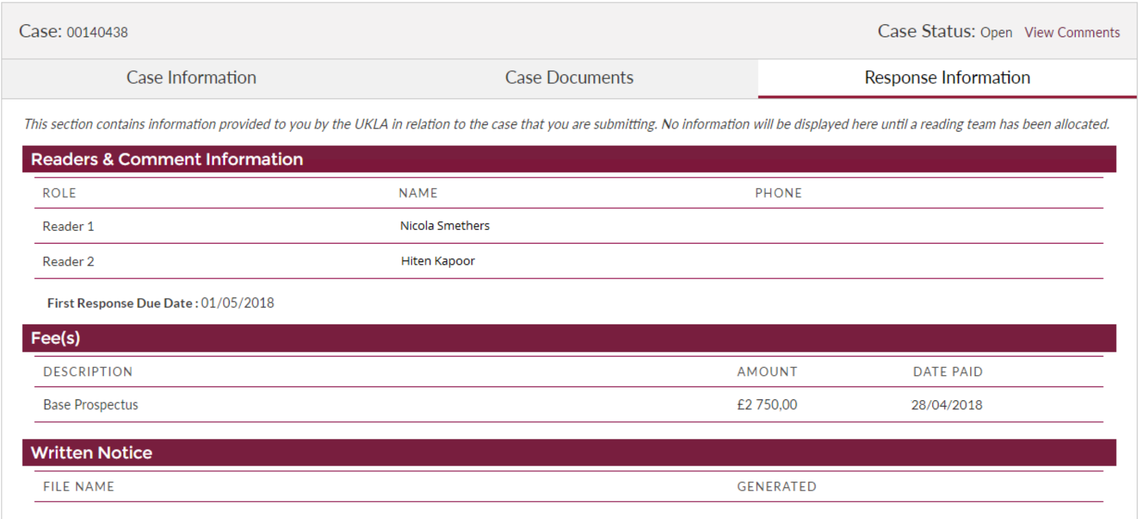


Case response information

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)

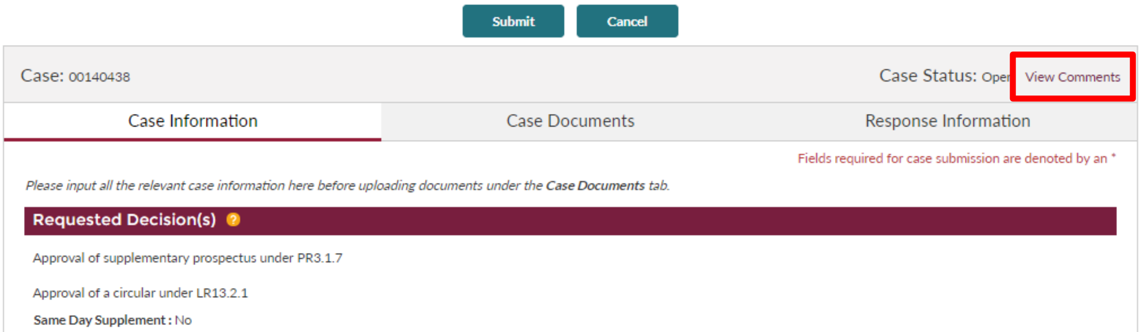
DESCRIPTION	AMOUNT	DATE PAID
Base Prospectus	£2 750,00	28/04/2018

Written Notice

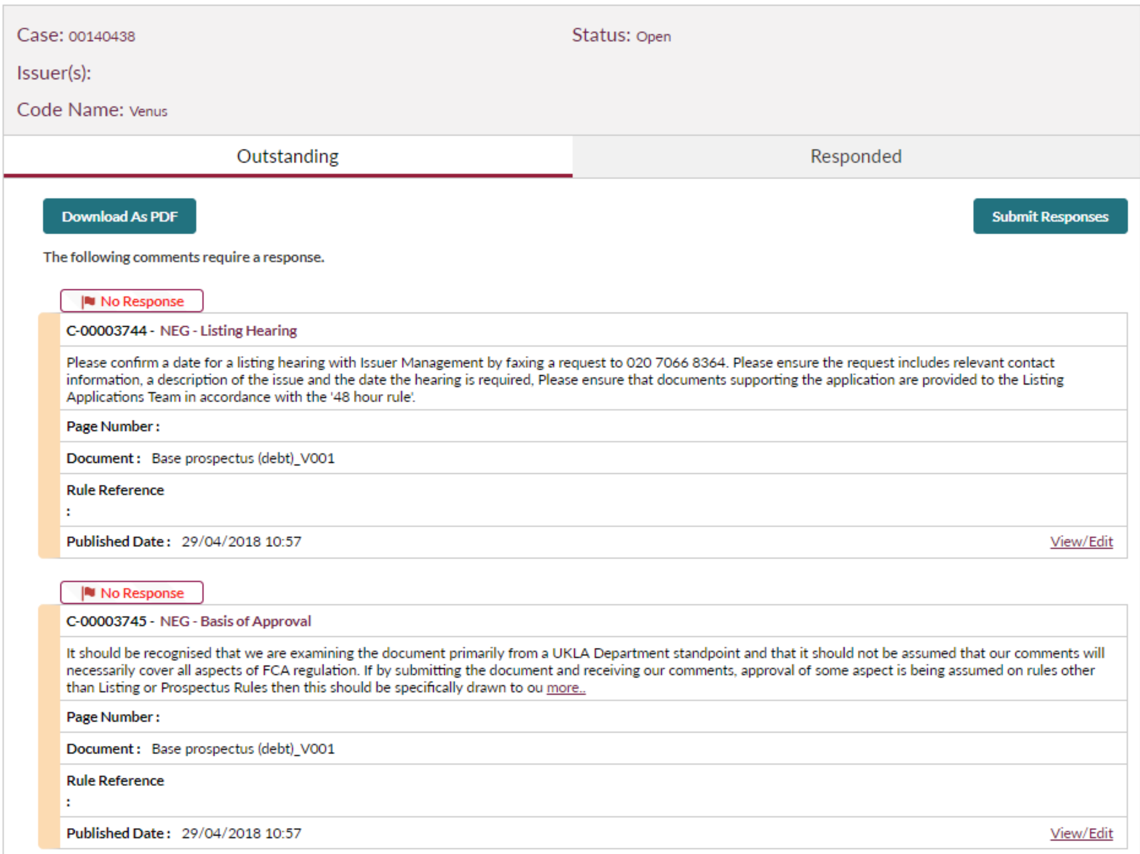
FILE NAME	GENERATED

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).

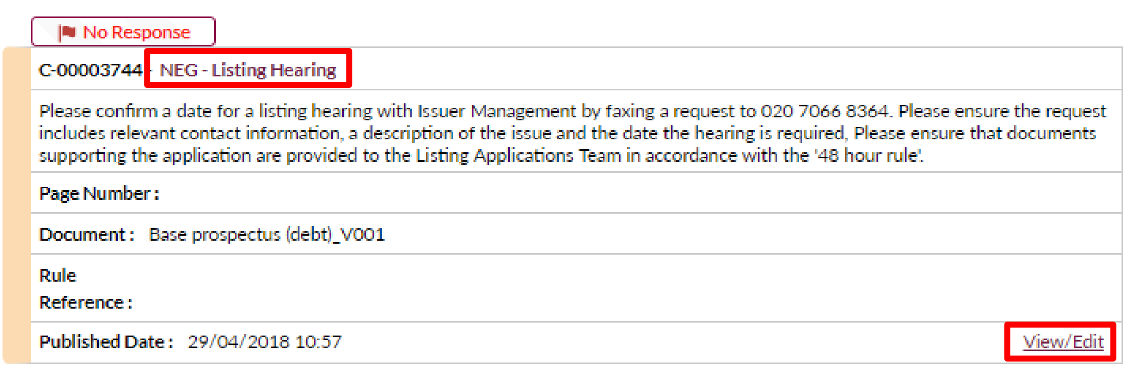


The comments are listed on the **Outstanding** tab. A **No Response** flag indicates that no response has yet been provided to a comment.

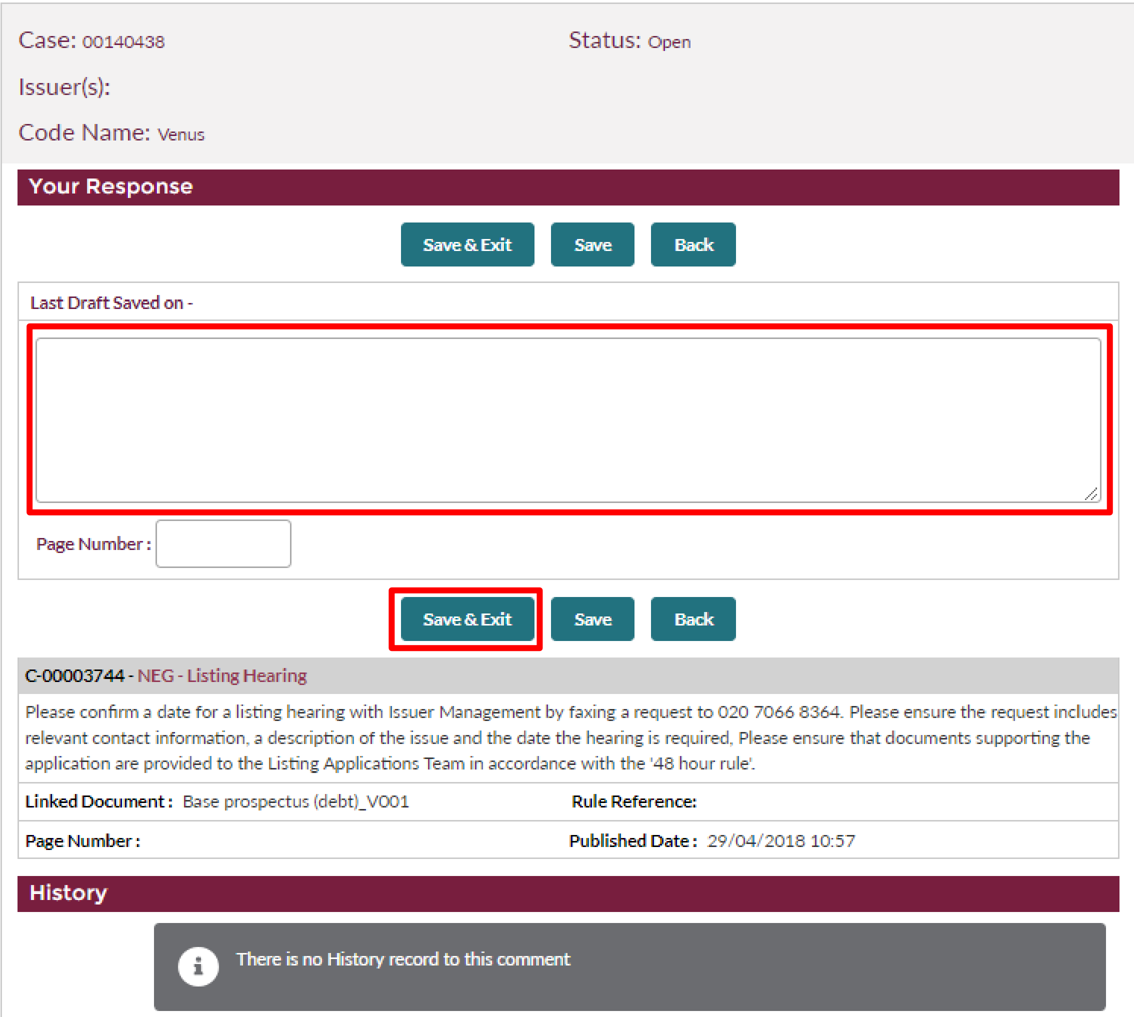


You will need to provide an individual response to each comment. When you have provided responses to all the comments, you will then be able to submit your responses to the UKLA reading team.

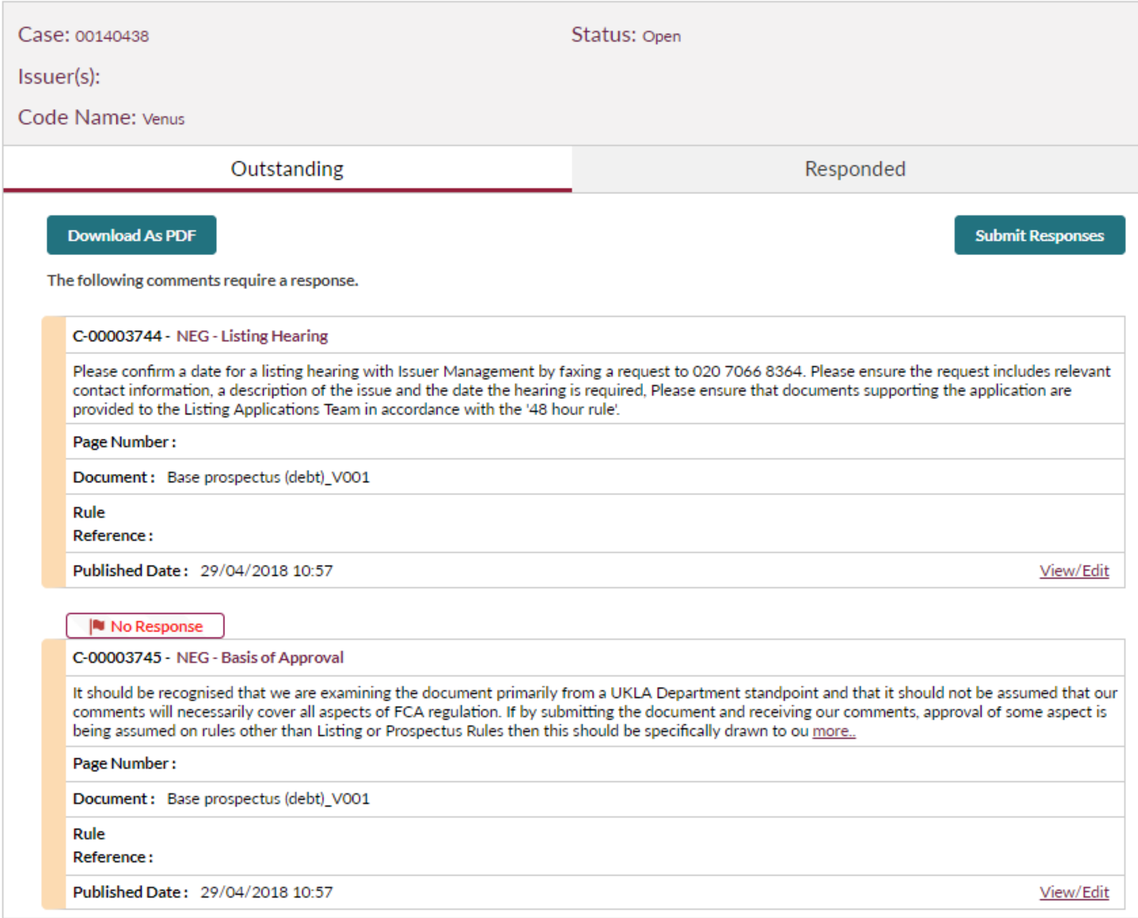
To view a comment and provide a response, click on the title of the comment, or the **View/Edit** link.



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

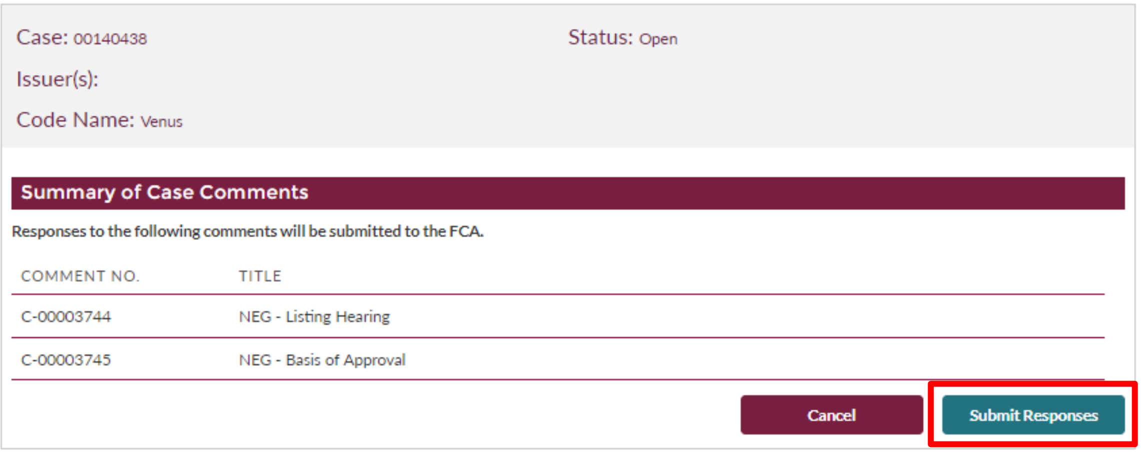


When you have entered and saved your response to a comment, the **No Response** flag will no longer be displayed.

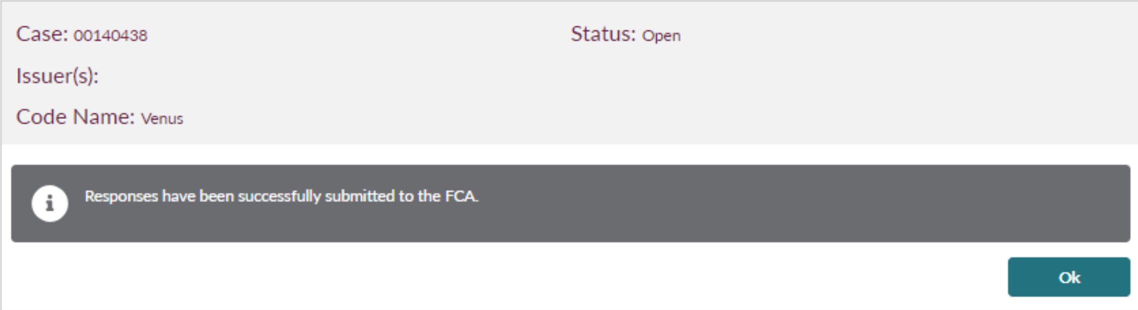


When you have provided responses to all comments, you can submit these to the reading team by selecting **Submit Responses**.

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

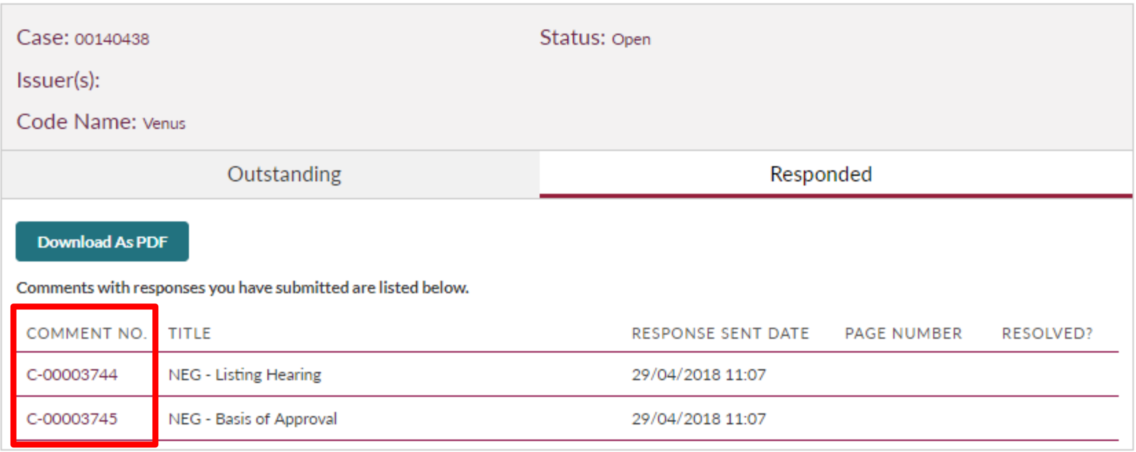


A confirmation of the submitted responses will then be displayed:



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.



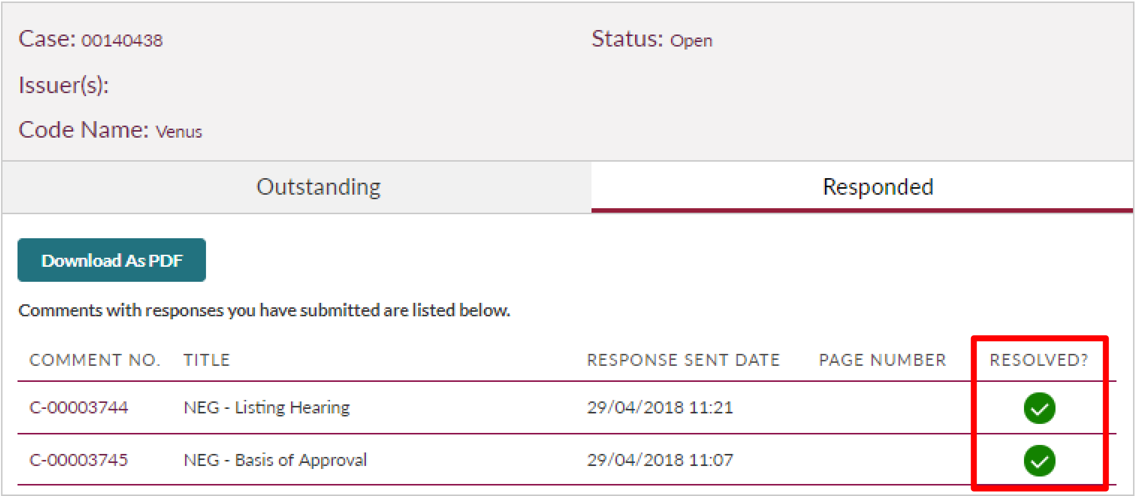
You cannot edit a response once it has been submitted.

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.

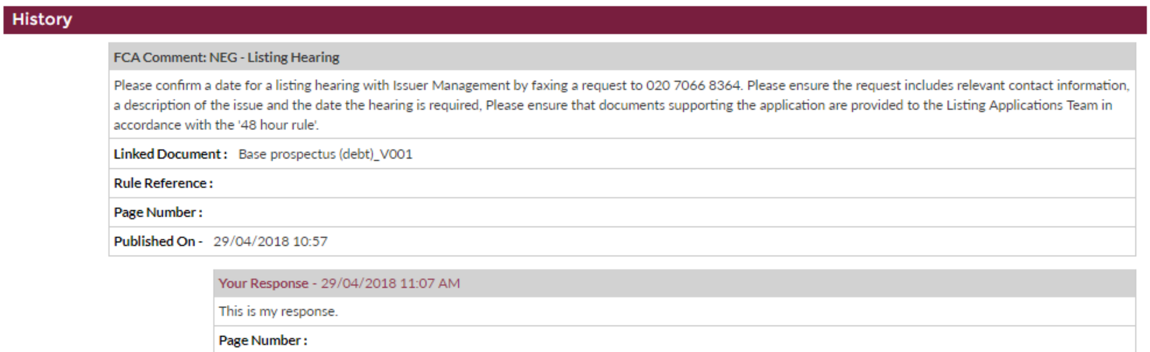
Any comments that have been resolved will remain on the **Responded** tab with a tick in the **Resolved?** column.



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.



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.