

National Storage Mechanism (NSM) User Guide

Version 7.1

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1. Overview

This guide provides step-by-step instructions for searching the National Storage Mechanism (NSM) for regulated information.

This guide will be updated when changes are made to the way you might use the NSM, so please do look out for an updated version if you have downloaded this guide and saved it locally to your computer!

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

2. What is the NSM?

The NSM is an online free-to-use database that enables you to access and download regulated information that has been submitted to us in accordance with our Disclosure Guidance and Transparency Rules (DTRs), Listing Rules, Prospectus Rules and the Market Abuse Regulation.

The NSM 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.

3. How to access the NSM

Go to <https://data.fca.org.uk/#/nsm/nationalstoragemechanism>. Click on 'Accept' if you are presented with the 'Terms of use' and you will see the NSM search page.



Homepage > National Storage Mechanism

National Storage Mechanism (NSM)

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Search NSM

Document Text Document Description

Show results with: Exact match All words match Any word match

Information Type

Category Source

Classification ESEF AFR Type

Company

Company Name

LEI

Treatment of blank LEI records

Time Period

Filing Date Document Date

Publication Date

[Export as CSV](#) [Add/Remove table columns](#) [Search](#) [Clear](#)

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

The NSM is not intended to be a real-time information service. Information will generally be publicly available within an hour of it being submitted.

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

5. How long is information held on the NSM?

Information and regulatory disclosures are held indefinitely on the NSM as it is a permanent 'archive'.

6. Browsers supported by the NSM

We encourage you to use Google Chrome or Microsoft Edge for viewing and downloading information.

7. 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 will 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](https://data.fca.org.uk/artefacts/NSM/data-migration/MS%20to%20FCA%20NSM%20Document%20URL%20Mapping.zip)

Download the zipped file which will contain spreadsheets by year from 2009 to 2020. Select the spreadsheet for the 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').

	A	B	C
	MS NSM URL	Filename	Hyperlink
2	https://tools.morningstar.co.uk/tsweu6nqxu/globaldocuments/document/documentHandler.ashx?DocumentId=93486851	93486851.pdf	https://data.fca.org.uk/artefacts/NSM/data-migration/93486851.pdf
3	https://tools.morningstar.co.uk/tsweu6nqxu/globaldocuments/document/documentHandler.ashx?DocumentId=118717591	118717591.pdf	https://data.fca.org.uk/artefacts/NSM/data-migration/118717591.pdf
4	https://tools.morningstar.co.uk/tsweu6nqxu/globaldocuments/document/documentHandler.ashx?DocumentId=118212812	118212812.pdf	https://data.fca.org.uk/artefacts/NSM/data-migration/118212812.pdf
5	https://tools.morningstar.co.uk/tsweu6nqxu/globaldocuments/document/documentHandler.ashx?DocumentId=47393347	47393347.pdf	https://data.fca.org.uk/artefacts/NSM/data-migration/47393347.pdf
6	https://tools.morningstar.co.uk/tsweu6nqxu/globaldocuments/document/documentHandler.ashx?DocumentId=18257705	18257705.pdf	https://data.fca.org.uk/artefacts/NSM/data-migration/18257705.pdf
7	https://tools.morningstar.co.uk/tsweu6nqxu/globaldocuments/document/documentHandler.ashx?DocumentId=30163102	30163102.pdf	https://data.fca.org.uk/artefacts/NSM/data-migration/30163102.pdf
8	https://tools.morningstar.co.uk/tsweu6nqxu/globaldocuments/document/documentHandler.ashx?DocumentId=93488277	93488277.pdf	https://data.fca.org.uk/artefacts/NSM/data-migration/93488277.pdf
9	https://tools.morningstar.co.uk/tsweu6nqxu/globaldocuments/document/documentHandler.ashx?DocumentId=47403934	47403934.pdf	https://data.fca.org.uk/artefacts/NSM/data-migration/47403934.pdf

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.

8. Searching using keywords or phrases in documents

July 2024: The way you search the NSM using keywords has changed!

We have improved the way you can search the NSM!

Previously, you would have used keywords if you had incomplete information about a company or the type of submission on the NSM that you were looking for. The field available was called 'Keyword Search' as in the image below:

The screenshot shows a search interface titled 'Search NSM'. It features a 'Keyword Search' field with an information icon (i) to its left. Below this field is an 'Information Type' dropdown menu. The search field is currently empty.

Now, we have implemented a new function where you can search within the actual document text that is attached to the submission. For example, within a company's Annual Financial Report document, there could be a word or phrase you wish to search for. This is in addition to the standard fields that are also available to search by (e.g. the LEI or Company Name). The **new search field** is called '**Document Text**' as in the image below:

The screenshot shows the 'Search NSM' interface with the 'Document Text' field highlighted. The field contains the text 'Maximum 5 words allowed'. Below the field, there are radio buttons for search options: 'Exact match' (selected), 'All words match', and 'Any word match'. There is also an information icon (i) next to the 'Show results with:' label.

You can type a maximum of 100 characters, using 5 (five) words maximum (common / stop words are ignored in the count)

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Search NSM

Document Text Document Description

Show results with: Exact match All words match Any word match

Information type

Category Source

Classification ESEF AFR Type

Company

Company Name LEI

Treatment of blank LEI records

Time Period

Filing Date Document Date

Publication Date

Export as CSV Add/Remove table columns Search Clear

Your searches can be carried out based on 3 options available which will return varying results. These options are available just below the 'Document Text' search box and are selected using the radio buttons:

- Exact match:** This search type returns results that exactly match the text string you entered (including common words such as 'and' 'or' 'is' etc). It is the most restrictive option, ensuring that all words in your search query appear exactly as you typed them. For example, if you search for "stocks and bonds," you will get results where the exact match is available in the document written exactly as "stocks and bonds". This result will provide the least number of returns as it will match your text accurately.
- All words match:** With this search type, the search engine looks for documents that contain all the words in your query, but not necessarily in the exact order you typed them. It is more flexible than exact match, allowing variations in word order. For instance, if you search for "stocks and bonds," you will get results where both 'stocks' and 'bonds' are mentioned in the document in any order. This search criteria will provide more returns with 'Exact match' but fewer than 'Any Word Match'. Common words and stop words are ignored using this option (in this case, 'and' is ignored).
- Any word match:** This search type is the most permissive. It returns results that contain any of the words in your query, regardless of their order or combination. For example, if you search for "stocks and bonds" you will get results where either 'stocks' OR 'bonds' or BOTH words appear in the document (again, in this case, 'and' is ignored).

Remember that the choice of search type depends on your specific needs. If you are looking for precise information, go for 'Exact match'. If you want more flexibility, opt for 'All words match' or 'Any word match'.

By default, 'Exact match' will be selected. The search field allows only ASCII (0-127), up to 100 characters and a maximum of 5 relevant words (excluding common / stop words). Note: If you type only common or stop words in the search field, an error popup will be shown on the UI when you click on the 'Search' button.



To find your text in the document whilst in the browser, press Control+F (Windows) or Command+F (Mac) which will show a text search box. Type your text in that box and the browser will find and highlight all instances where the text appears. **Note: This is not NSM functionality, this is the standard Windows / Mac 'find' function.**



To narrow search results further, enter search terms in other available fields such as the NEW 'document description', the 'category' of the information, the 'source' or a data range, the 'LEI' or other available fields.



The time taken to return your search results can vary and could take a few seconds longer due to the volume of information being searched in the NSM!

9. Search for information based on the Document Description

To complement the above 'Document Text' search, an additional field is now available to search for disclosures based on the title of the document.

Searches on the NSM can be carried out on the description / title of the announcement by entering text in '**Document Description**' field. This field allows only ASCII (0-127) characters.

Use keywords in this field to search for the information you are looking for. If you type a text string, the 'exact' string will be searched for. E.g., if you type in 'proposed investing in the market' then ONLY documents with that exact text string matched with the words in that order will be returned. However, if

you search for 'investing' only, then all documents with the word 'investing' in the description will be returned in your search.

The character limit in this field is 250 with no word count limit within that.



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Search NSM

Document Text Document Description

Show results with: Exact match All words match Any word match

Information Type

Category Source

Classification ESEF AFR Type

Company

Company Name

LEI

Treatment of blank LEI records

Time Period

Filing Date Document Date

Publication Date

Export as CSV Add/Remove table columns Search Clear

10. 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 (see next page)

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Search NSM

Document Text Document Description

Show results with: Exact match All words match Any word match

Information Type

Category Source

Classification ESEF AFR Type

Company

Company Name **LEI**

Treatment of blank LEI records

Time Period

Filing Date From To Document Date From To

Publication Date From To

Export as CSV Add/Remove table columns Search Clear



To narrow search results further, enter search terms for the category and/or classification of the information, the source of the regulatory announcement or a date range.

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.

11. 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.

Alternatively 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).

You could enter the company name into the **Document Text** search option which will find mentions of the company in the document text. As a last resort you could enter the company name in the **Document Description** field where the company may be mentioned in the document title.

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Search NSM

Document Text

Document Description

Show results with: Exact match All words match Any word match

Information Type

Category

Source

Classification

ESEF AFR Type

Company

Company Name

LEI

Treatment of blank LEI records

Time Period

Filing Date

Document Date

Publication Date

Export as CSV Add/Remove table columns Search Clear

12. If you cannot find the company you are searching for

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 **Document Text** search and try searching by that field

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

13. Category search

A **category** is a type of regulated information that 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**.

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Search NSM

Document Text Document Description

Show results with: Exact match All words match Any word match

Information Type

Category Source

Classification ESEF AFR Type

Company

Company Name LEI

Treatment of blank LEI records

Time Period

Filing Date Document Date

Publication Date

Export as CSV Add/Remove table columns Search Clear



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.

14. Classification search

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', and 'Total number of voting rights and capital'. Note that issuers sometimes assign more than one Classification to a submission.

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Search NSM

Document Text <input type="text"/> Show results with: <input checked="" type="radio"/> Exact match <input type="radio"/> All words match <input type="radio"/> Any word match	Document Description <input type="text"/>
Information Type	
Category <input type="text" value="Please select"/>	Source <input type="text" value="Please select"/>
Classification <input type="text" value="Please select"/>	ESEF AFR Type <input type="text" value="Please select"/>
Company	
Company Name <input type="text"/>	LEI <input type="text"/>
Treatment of blank LEI records <input type="checkbox"/>	
Time Period	
Filing Date From <input type="text"/> To <input type="text"/>	Document Date From <input type="text"/> To <input type="text"/>
Publication Date From <input type="text"/> To <input type="text"/>	
<input type="button" value="Export as CSV"/>	<input type="button" value="Add/Remove table columns"/>
<input type="button" value="Search"/> <input type="button" value="Clear"/>	

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.

15. How to search for regulatory disclosures from a specific PIP

[Primary Information Providers \(PIPs\)](#) provide a newsfeed of regulatory disclosures 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 disclosures 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**.

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Search NSM

Document Text Document Description

Show results with: Exact match All words match Any word match

Information Type

Category **Source**

Classification ESEF AFR Type

Company

Company Name LEI

Treatment of blank LEI records

Time Period

Filing Date From To Document Date From To

Publication Date From To

Export as CSV Add/Remove table columns Search Clear

For information that was directly submitted to the NSM rather than via a PIP, the source will be marked as 'Portal'.

16. 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. These will be submitted by companies who prepare accounts in line with 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.

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Search NSM

Document Text Document Description

Show results with: Exact match All words match Any word match

Information Type

Category Source

Classification **ESEF AFR Type**

Company

Company Name LEI

Treatment of blank LEI records

Time Period

Filing Date From To Document Date From To

Publication Date From To

Export as CSV Add/Remove table columns Search Clear

Click **search**.

17. How to search for information or disclosures between specific date(s)

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Search NSM

Document Text Document Description

Show results with: Exact match All words match Any word match

Information Type

Category Source

Classification ESEF AFR Type

Company

Company Name LEI

Treatment of blank LEI records

Time Period

Filing Date From To Document Date From To

Publication Date From To

Export as CSV Add/Remove table columns Search Clear

Enter as much information as is known into search fields then enter the date range for when it is believed the materials or disclosures were filed (filing date), relate to (document date) or when they were published (publication date) to the NSM.

Click **Search**.

18. How to sort search results

After search results are displayed, you will find two dropdown menus appear above the search results: **'Sort By'** and **'Sort Order'**.

Export as CSV Add/Remove table columns Search Clear

Items: 1-50 / 4184 **Sort By:** Relevance **Sort Order:** Descending Results per page: 50

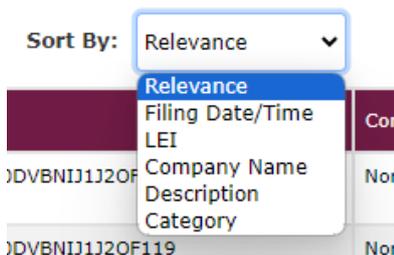
Filing Date/Time	LEI	Company Name	Description	Category
17/03/2023 07:39	213800DVBNIJ1J2OF119	Non-Standard Finance PLC	Launch of Scheme & Proposed Recapitalisation	Miscellaneous
17/03/2023 07:00	213800DVBNIJ1J2OF119	Non-Standard Finance PLC	Scheme of Launch & Proposed Recapitalisation	Miscellaneous
14/04/2023 06:00	213800DVBNIJ1J2OF119	Non-Standard Finance PLC	Proposed Release of Debt and Directorate Change	Miscellaneous
28/04/2023 07:21	213800DVBNIJ1J2OF119	Non-Standard Finance PLC	Audited full year results to 31 December	Final Results

There will be a variation of the dropdown options in 'Sort By' according to how you have searched:

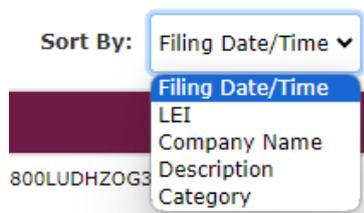
- If you searched using 'Document Text'**, the 'Sort By' dropdown will include and default to 'Relevance'. According to how the text you search for is contained within the documents, the results are displayed according to the most relevant first. When using 'Document Text', the 'Sort Order' option will not be available when 'Sort By' is set to 'Relevance'. 'Sort Order' will become available for the other 'Sort By' options.
- If you did not search using 'Document Text'** and used any other field to search, the 'Sort By' will default to and sort by 'filing date/time' and will not include the 'relevance' option. It will also include any other field you have selected in 'Add/Remove table columns'. The 'Sort Order' option becomes available to search by either descending or ascending according to your 'Sort By' choice.

To re-arrange the order of your search results, use a combination of 'Sort By' and 'Sort Order'.

'Document Text' search



Non 'Document Text' Search



Option available for non 'Document Text' search

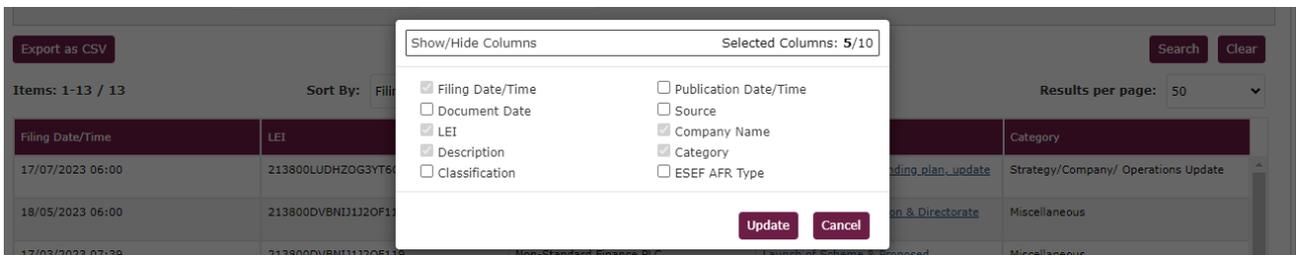


19. Changing what is displayed in the search results

After searching, click on the “Add/Remove table columns” button.



You can add five additional columns which will appear in the order shown. You may need to scroll across your display to view these extra columns.



20. How to view and open documents

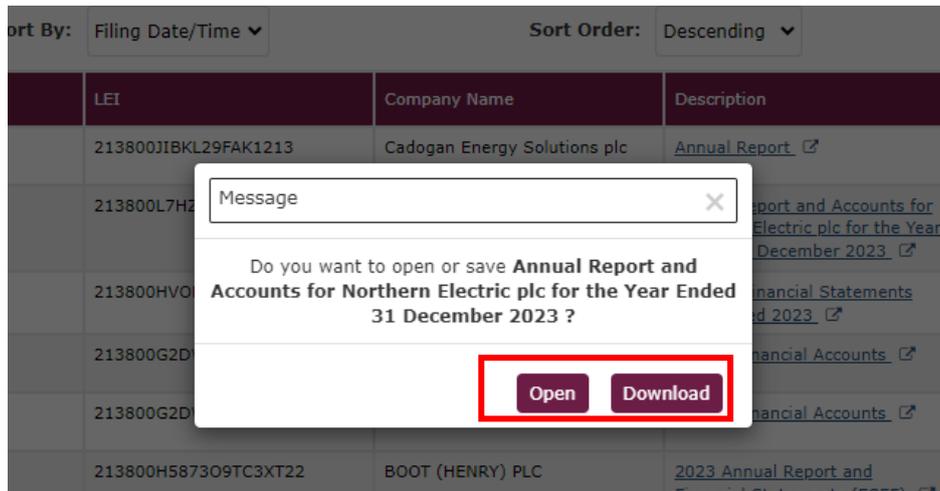
You can view a document on the NSM by clicking on the **Description** title which contains a hyperlink to the document.

For 'Tagged' Annual Financial Reports, you will be presented with two options; either view the file by clicking on **Open** or you can save the file by clicking on **Download**.

Clicking 'Open' will display only the human-readable layer of the file in your browser and will not allow you to see the iXBRL tags applied. Downloading will save the package file which may need specific software to unpack/unzip.

To view the iXBRL tags in a tagged Annual Financial Report you will need to download the file and open it in an external inline XBRL viewer tool.

Filing Date/Time	Source	LEI	Company Name	Description	Category	ESEF AFR Type
05/2024 13:53	PORTAL	213800JIBKL29FAK1213	Cadogan Energy Solutions plc	Annual Report	Annual Financial Report	Tagged
05/2024 10:18	PORTAL	213800L7HZMXLTI5FT69	NORTHERN ELECTRIC PLC	Annual Report and Accounts for Northern Electric plc for the Year Ended 31 December 2023	Annual Financial Report	Tagged
05/2024 18:59	PORTAL	213800HVOPFRXVEGDN62	GENFLOW BIOSCIENCES PLC	Audited Financial Statements Year Ended 2023	Annual Financial Report	Tagged
05/2024 18:42	PORTAL	213800G2DW1Z2HQV6C85	daVictus Plc	Annual Financial Accounts	Annual Financial Report	Tagged



21. How to save or export search results

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

Once your search results are displayed, click **Export as CSV** and the records will automatically download in CSV format. The results will include all the columns of the search, even if they are not displayed on the results screen. The export will include a download link to the document for each line.



22. How to make a complaint against an issuer

If you would like to contact 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](#) in the first instance.

You can then contact us using this [webform](#) or you can write to us at: Market Integrity Unit, Primary Market Oversight Department, Financial Conduct Authority, 12 Endeavour Square, London, E20 1JN.

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](#). You may need to seek legal advice.

24. Glossary of Terms

Document text: The information you find on the NSM are submissions made using 'metadata' to identify the information, including all the fields described below (e.g. 'Category' or 'LEI'. Attached to a submission is the underlying 'document' or 'text' (this is found when you follow the link under the column (Description) in your search results. This document may be HTML or a PDF where the text within that is searchable using the 'Document text' search field.

Document description: As stated above, information is submitted using metadata to describe the information. The document description is a free text field which is named when the submission is made to the NSM.

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

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

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

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

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

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

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

GLEIF: Global Legal Entity Identifier Foundation. A website at <https://search.gleif.org/#/search/> (link to external website) through which users can search for LEIs, giving a wealth of information about an organisation.

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.

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.

25. 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](#)