



Transcript of the video titled “Final Terms Submission Template”

Welcome to the Central Bank of Ireland guidance video on the Final Terms Submission Template, to be used as guidance for both completion and submission of the template.

The first step is to download the template, in excel, from the Central Bank of Ireland website.

The Central Bank of Ireland recommends that submitters download the template for each new Final Terms submission to ensure the latest version of the template is used.

Once downloaded, you will see there are four separate tabs on the template.

The “**Overview**” tab is an automated non-editable summary tab, which indicates that the submitter has entered values in the various fields within the template requiring information on the submission, the securities and passporting, if applicable.

Columns “**F**” and “**G**” should read as valid if the information is applicable and has been populated correctly. We’ll return to the “**Overview**” tab upon completion of the template to review all validations.

The “**Submission Details**” tab is the first editable section of the template. For this and all editable sections of the template, submitters are reminded to please do not copy and paste data into any cells. To do so, may result in the submission template failing to upload correctly and a request for resubmission.

Additionally, submitters are reminded that non-applicable fields should be left blank. N/A must not be included.

In section 1, “**Type of Submission**”, submitters should select “**New Submission**” when submitting a new submission.

The “**Date of Final Terms**” field must be populated with the date of the Final Terms document attached to the submission in ddmmyyy format.

“**Document Language**”. Submitters should select either “**English**” or “**Irish**” from the drop down menu.

In section 2, “**Submitter details**”, submitters should enter the submitter’s name, company and contact email address.

Please note, all fields in section 1 and section 2 are mandatory fields.

In section 3, “**What action is requested?**”, submitters should indicate what action is requested from the following options on the list provided.



Please note, selecting either **“Filing with a request to passport”** or **“Request to passport only”** requires information to be completed in the **“Passporting Details”** tab. Where **“Filing Only”** has been selected, no information should be completed in the **“Passporting Details”** tab.

Please note, section 3 is a mandatory field.

In section 4, **“Prospectus related information”**, submitters should provide the Base Prospectus identification number and approval date of the approved Base Prospectus to which the Final Terms relate in ddmmyyyy format. Please note, these are mandatory fields.

In section 5, **“Details related to the Issuer/Offeror/Guarantor and other entities related to the Final Terms”**, submitters should provide the issuer name and LEI code or country.

Please note, **“Issuer Name”** is a mandatory field. **LEI Code** is also a mandatory field for an issuer unless a natural person. If the issuer is a natural person, **“Issuer Country”** is then a mandatory field. Either issuer **LEI Code** or **“Issuer Country”** must be populated, but not both.

Where applicable, submitters should also provide **Offeror and/or Guarantor Name, LEI Code or Country**. Where there is more than one Offeror and/or Guarantor, they should be entered in the relevant fields, separated by a comma.

Please note, **Offeror and/or Guarantor Name** is a mandatory field where applicable. **LEI Code** is also a mandatory field for an Offeror and/or Guarantor unless a natural person. If the Offeror and/or Guarantor is a natural person, **Offeror and/or Guarantor Country** is then a mandatory field. Either **Offeror and/or Guarantor LEI Code** or **Offeror and/or Guarantor Country** must be populated, but not both.

In section 6, submitters must ensure the confirmation regarding financial sanctions is attested to in order to proceed with the Final Terms submission. Please note, this is a mandatory field.

In section 7, **“Securities Details”**, all known details relating to the securities should be entered where applicable. For guidance on its’ completion, please see the Central Bank of Ireland guidance video on completion of the **“Securities Details”** tab.

In Section 8, **“Details related to the Passporting of the Final Terms”**, submitters should select the host member states to which the passporting request relates to. Submitters are reminded that they can only request passporting to the host member states currently catered for under the respective Base Prospectus.

In section 9, **“Required Confirmations for Passporting”**, submitters must ensure that the relevant confirmations are attested to in order to proceed with passporting. Please note, sections 8 and 9 are mandatory fields where there is a passporting request.

On returning to the **“Overview”** tab, we can now see that Columns **F** and **G** contain validations and green ticks, with the exception of **“Issuer Country”**. Issuer Country is not applicable when an issuer has an LEI code, therefore the Final Terms Submission Template can be submitted to the Central Bank of Ireland with this particular **red x**.

Submitters are reminded that all validations that are applicable must display **green ticks**. Submissions containing validations with a **red x** are limited to those that are not applicable rather than outstanding or invalid.



The submitter should now submit the Final Terms Submission Template, in excel format, and the Final Terms document, in PDF format, via email to finalterms@centralbank.ie

The subject line of the email accompanying the submission should commence with “**New Submission**” rather than any abbreviations.

The submitter is not required to zip the files or adhere to any particular naming convention, however, the name of the attached Final Terms document, in PDF format, should not contain any of the following characters.

The Final Terms Submission Template can also be used for an “**Update Submission**”, where an error has been identified by the submitter or by the Central Bank of Ireland.

When an “**Update Submission**” is required, submitters should select “**Update Submission**” in section 1 and provide the Job Number to which the submission relates in addition to the reason for the update before proceeding to correct the specific items related to the error.

Please note, these are mandatory fields.

Once corrected, the submitter should submit both the amended Final Terms Submission Template and original Final Terms document via email to the Central Bank of Ireland at finalterms@centralbank.ie.

The subject line should commence with “**Update Submission**” rather than any abbreviations.

Submitters are reminded that full written guidance on completion and submission of the Final Terms Submission Template is available on the Central Bank of Ireland website.

That concludes the Central Bank of Ireland guidance video on the Final Terms Submission Template.