



## Video title: Debt Submission Template – New Debt Submission (Base Prospectus without complete set of Final Terms)

Welcome to the Central Bank of Ireland guidance video on completion of the Debt Submission Template.

The Debt Submission Template can be used for the following submission scenarios.

This guidance video provides step by step guidance for a “**New Debt Submission**”.

The Debt Submission Template can be used for the following “**Document Types**”.

This guidance video provides step by step guidance for a “**Base Prospectus without complete set of Final Terms**”.

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 submission to ensure the latest version of the template is used.

Submitters are reminded to enter all known information at the time of submission.

The template completed as part of the initial submission should then be used as the basis for all subsequent submissions, with information added as it becomes available. In this way, the template acts as a repository of information for the particular “Job” throughout its life.

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.

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.



Section 1: **“Type of Submission”**. Submitters should select **“New Debt submission”** from the options provided.

Section 2: **“Details related to the document submitted for review”**. Submitters should select **“Base Prospectus without complete set of Final Terms”** from the drop down menu.

The **“Provide Additional Supplement Details”** field is applicable to Supplements and Financial Supplements only, so this section should be left blank for a Base Prospectus.

Section 3: **“Current Job Information and Core Job Information”**. The **“Job Number of Core Document to which the document relates”** field is not applicable for a Base Prospectus, so this section should be left blank.

**“Is this a Programme Update?”** Submitters should indicate whether or not the submission is a programme update, by selecting **“Yes”** or **“No”** from the drop down menu. Submitters are encouraged to provide a blacklined version as part of the submission for programme updates.

Section 4: **“Disclosure Regime”**. Submitters should tick all boxes for the relevant Annexes that are applicable to the document submitted for review. If selecting Annexes 23-27, please select the relevant SME category from the drop-down menu. If the option **“Other”** is selected, please specify details. Submitters are reminded that selection of the applicable Annexes is mandatory.

Section 5 **“Omission of information Request”**. Submitters should indicate whether or not an omission of information request is being sought for the transaction by selecting **“Yes”** or **“No”** from the drop down menu.

If **“Yes”** is selected, submitters are reminded that they must complete the **“Omission Details”** tab later in the template.

Section 6: **“Passporting Request”**. Submitters should indicate whether or not a request to passport is being sought for the transaction by selecting **“Yes”** or **“No”** from the drop down menu.

If **“Yes”** is selected, submitters are reminded that they must complete the **“Passporting Details”** tab later in the template.

Section 7: **“Submitter Information”**. The submitter’s name, company and email address should be included here for the entity making the submission. Please note, these are mandatory fields.

Section 8: Submitters should complete the table by entering the required information in the relevant fields for all entities related to the document where applicable.

- **“Entity Name”**: Submitters should enter the name of the entity.
- **“Entity Type”**: Submitters should select the entity type from the drop down menu.



- **“LEI Code”**: An LEI code must be included for an Issuer, Co-Issuer, Multi-Issuer, Offeror and Guarantor unless they are a natural person. The LEI Code must be 20 characters long. If a natural person, submitters should select the applicable Resident Country of the entity from the **“Resident Country”** drop down menu.
- **“Legal/Corporate Structure”**: Submitters should select the applicable structure from the drop down menu.
- **“Jurisdiction of Incorporation”**: Submitters should select the applicable jurisdiction from the drop down menu.
- **“Date of Incorporation”**: Unless the entity is a Natural Person, submitters should enter the date in ddmmyyyy format.
- **“PD Home Member State”**: Submitters should select the applicable Member State from the drop down menu.

Where more than entity is detailed, additional entity information must be entered on consecutive lines on the template.

## Section 9: “Details related to the Securities”

- **“Product Type”**: This field should be noted as **“Debt”**.
- **“Programme Name”**: Submitters should enter the Programme Name.
- The **“Series”** and **“Tranche”** fields are not applicable for Base Prospectus without complete set of Final Terms, so both fields should be left blank.
- **“Underlying Assets”**: If Underling Assets are a feature of the programme, submitters should indicate the type of Underlying Assets from the drop down menu. If **“Other”** is selected, please specify details in the field provided. If there are no Underlying Assets, this field should be left blank.
- **“Is there an Underlying Market Measure?”**: This field is not applicable for a Base Prospectus without complete set of Final Terms, so this field should be left blank.
- **“Notes to the Central Bank”**: Submitters should enter any other additional information that they consider should be included as part of the submission in this field.

Completion of the below table pertaining to issuance of securities is not required for a Base Prospectus without complete set of Final Terms. For guidance on its completion when required, please see the Central Bank of Ireland guidance video on completion of the Securities Details tab.

**Section 10: “Details related to the Omission of Information”**. Having previously selected **“No”** in Section 5, **“Omission of information Request”**, completion of the **“Omission Details”** tab is not required.



If an omission of information request is being sought, submitters should confirm the “**Annex Item(s) Omitted**”, “**Information being omitted**”, “**Reason for Omission**” and “**Omission Letter Addressee**”.

Having previously selected “**Yes**” in Section 6, “**Passporting Request**”, completion of the “**Passporting Details**” tab is required.

## Section 11: “Details related to the Passporting of the document”

Submitters should indicate the jurisdictions that the passporting request relates to:

- whether a public offer is being made in the jurisdictions indicated;
- whether an admission to trading request is being sought in the jurisdictions indicated;
- and
- whether a translation of the issue specific summary or appendix is required by the jurisdictions indicated.

If the option “**Other**” is selected, please specify details in the field provided.

## Section 12: “Required Confirmations for Passporting”

Submitters must ensure that the relevant confirmations are attested to at approval in order to proceed with passporting.

Completion of Sections 13, 14, 15, 16, 17 and 18 is not required until approval stage, however, as previously referenced the template acts as a repository of information for the Job throughout its life, so submitters can partially or fully complete these sections at initial submission if preferable.

For guidance on completion of the “**Approval**” tab, please see the Central Bank of Ireland guidance video on completion of the Debt Submission Template when used for an approval submission.

On returning to the “**Overview**” tab, we can now see that Columns “**F**” and “**G**” contain validations and green ticks, with the exception of “**Supplement Type**”, “**Core Job Information**”, “**Approval**” specifics and “**Declaration**”, none of which are applicable for a New Debt Submission for a Base Prospectus without complete set of Final Terms, therefore the Debt Submission Template can be submitted to the Central Bank of Ireland with these particular red Xs.

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



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# Video Transcript

That concludes the Central Bank of Ireland guidance video on completion of the Debt Submission Template.