



Passporting

1. Debt Submissions:

With the initial submission of the draft prospectus, or where appropriate during the prospectus review process, a relevant person¹ should submit a request informing the Central Bank of its intention to passport out a prospectus to a host member state (“passport request”).

1.1 Passport Request

If a new debt submission contains a passport request², in addition to completing the Submission Details, Issuer Details and Securities Details tabs of the Debt Submission Template as per the Central Bank’s Guidance on Submitting a Debt Submission Template, complete the ‘Passporting Details’ section of the Debt Submission Template by the indicating following:

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

Ensure that relevant confirmations are attested to prior to the final Approval submission in order to proceed with Passporting.

1.2 Subsequent Passporting Request

If you wish to request a subsequent passporting³ on a previously approved document, select ‘Subsequent Passporting’ in the Submission Details tab in item 1 under Type of Submission.

When submitting a Subsequent Passporting request, the submitter should only include the following fields/sections:

Submission Details

- Job Number to which this submission relates
- Does the submission contain a passporting request?
- Submitter Information

¹ A relevant person means an issuer, offeror or person seeking admission to trading as the case may be.

² Prior to approval

³ After an approval takes place

Passporting Details

- All applicable fields

Approval

- Translation of Summary (if applicable)
- Translation of Appendix (if applicable)
- Any Additional Notes that the submitter deems relevant

Ensure that relevant confirmations are attested to in order to proceed with Passporting.

2. Final Terms submissions

All Final Terms should be submitted via Portal at [this link](#) only.

For information on how to submit Final Terms via Portal please see Guidance on Submitting Final Terms via Portal in the Guidance section at [this link](#).

3. For equity and closed ended fund submissions, please provide a passport request by email including the following information:

- Name of the relevant host member state(s) to whom the request relates
- Confirmation as to whether the summary of the prospectus translated into a language accepted by the relevant host member state(s) (where applicable) is attached
- Confirmation as to whether an offer or admission to trading or both is being made in the relevant host member state(s)
- Confirmation as to whether any information has been omitted from the prospectus and details of the relevant information (such omission having been approved by the Central Bank) and
- Confirmation that no significant new factor, material mistake or inaccuracy has arisen since the date the prospectus was approved (if the passport request is not received on the same day the prospectus was approved).