



## Using the Debt Submission Template

This step-by-step guide sets out the process for submitting a Debt Submission Template (“Debt Template”) to the Central Bank of Ireland (“Central Bank”) which has been updated in order to implement changes relating to the gathering and transmitting of data to the European Securities and Markets Authority (“ESMA”) upon approval/filing to meet the obligations as set forth under the Regulation (EU) 2017/1129 (the “Prospectus Regulation”).

This workbook style submission form has various tabs, each requiring relevant information regarding details on the submission, issuer, securities, omission of information, passporting and approval. The various fields are considered “metadata” for ESMA purposes.

This Debt Template can be used for the following submission scenarios:

- New Debt submission
- Redraft submission
- Submission for Approval
- Update to an Existing Draft Document<sup>1</sup>
- Modification (after approval)<sup>2</sup>
- Correction (after approval)<sup>3</sup>
- Subsequent Passporting Request (after approval)<sup>4</sup>

To submit a Debt Template to the Central Bank, please complete the following steps:

1. Download the Debt Template, in Excel, from the Central Bank website ([here](#)). The Central Bank recommends that submitters download the Debt Template for **each** New Debt submission to ensure the latest version of the Debt Template is used.
2. Complete the Debt Template by entering the required information in the relevant fields. Insert **all known information** at the time of submission in the relevant fields.

The Debt Template completed as part of the initial submission should then be used as the basis for all subsequent submissions for the transaction with information being added to all relevant fields as it becomes available. In this way, the Debt Template functions as a repository of information for the

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<sup>1</sup> Update to existing draft document or filing of additional documents during a review (pre-approval).

<sup>2</sup> Modification of a record previously reported where an applicable metadata field has become available (after approval).

<sup>3</sup> Correction of a record previously reported where a metadata field was noted incorrectly (after approval).

<sup>4</sup> A request from a relevant person informing the Central Bank of its intention to passport a prospectus to a host Member State (after approval).



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particular 'job' throughout its life. For example, should an issuer seek to include a new guarantor or request an additional Member State for passporting, the Debt Template can be updated and included with the next submission to communicate those changes to the Central Bank. The bank of information received by the Central Bank by way of the Debt Template will assist and add value to the overall review process and contribute to processing efficiencies.

Information in relation to the Submission Type, Document Type, Core Job Information (where applicable) and the Name of Issuer is essential to the submission review process and must be completed as part of the initial submission.

3. Submit the Debt Template, the document subject to review and approval and all relevant supporting documentation<sup>5</sup> to [prospectus@centralbank.ie](mailto:prospectus@centralbank.ie). The subject line of the initial email containing the documentation should read 'New Debt submission' rather than 'Re:' or 'FW:'.

While at first glance the new Debt Template appears to seek a substantial volume of information, it should be noted that only minimal information is required to make an initial submission. Following an initial submission, information should be added on an ongoing basis with each redraft submission.

The Central Bank encourages issuers to provide as much information as possible by way of the Debt Template. The Central Bank's submission timelines will apply as usual and submitters are advised to allow sufficient time to complete the Debt Template in order to meet the relevant submission deadlines.

## Completing the Debt Submission Template in respect of a New Debt submission

### 'Overview' Tab

This is an automated summary tab (not editable) which indicates that the submitter has entered values on the Debt Template in the various sections. Column F and G should read as valid if the information is applicable and has been populated correctly.

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<sup>5</sup> Including but not limited to n/a letter(s), checklist(s), financial statements, omission letter, comment sheet and any other documentation that supports the review and approval.



Items	Name	Content		
1 to 7	Submission Details			
1	Type of Submission	New Debt Submission		
2	Details related to the document submitted for review			
		Document Type: Base Prospectus with complete set of Final Terms	Valid	✓
		SupplementType:	Invalid	✗
3	Core Job Information	JOB00000001	Valid	✓
4	Disclosure Regime		Invalid	✗
5	Omission of Information Request	No	Valid	✓
6	Passporting Request	No	Valid	✓
7	Submitter Information		Invalid	✗

These validation fields indicate which sections of the Debt Template are completed (green tick) and which are outstanding, not applicable or invalid (red X).

All validations that are applicable need to display green ticks prior to submitting the completed Debt Template to the Central Bank in respect of a New Debt submission.

## 'Submission Details' Tab

### 1. Type of Submission

When submitting a New Debt submission, select 'New Debt submission' in Submission Details tab in item 1 under Type of Submission.

1 Type of Submission: Please tick one of the following

TICKBOX
<input checked="" type="radio"/> New Debt submission
<input type="radio"/> Redraft submission
<input type="radio"/> Submission for Approval
<input type="radio"/> Update to an Existing Draft Document
<input type="radio"/> Modification (after approval)
<input type="radio"/> Correction (after approval)
<input type="radio"/> Subsequent Passporting

### 2. Details Relating to the Document Submitted for Review

Select the relevant document type for which you are submitting for review from the following options in the drop-down menu:

- Amendment
- Base Prospectus with complete set of Final Terms
- Base Prospectus without a complete set of Final Terms
- Financial Supplement
- Prospectus – Series/Drawdown
- Prospectus – Standalone
- Registration Document
- Securities Note
- Securities Note with Final Terms as part of Tripartite Base Prospectus
- Securities Note without Final Terms as part of Tripartite Base Prospectus
- Supplement



- Universal Registration Document

There are two options to choose from when submitting a Base Prospectus for review, Base Prospectus **with** complete set of Final Terms (i.e. a security is being offered or admitted to trading) or a Base Prospectus **without** complete set of Final Terms (i.e. pro forma final terms are included only). The relevant option should be selected.

There are three options to choose from when submitting a Securities Note for review. The first option is for a standard Securities Note that forms part of a single tripartite prospectus.

The second and third options relate to Securities Notes that form part of a Tripartite Base Prospectus either **with** Final Terms (i.e. a security is being offered or admitted to trading) or **without** Final Terms (i.e. pro forma final terms are included only). The relevant option should be selected.

When submitting a Supplement or Financial Supplement for review, a sub-category is also required. The relevant options are:

- a Supplement/Financial Supplement **On Prospectus**,
- a Supplement/Financial Supplement **On Registration Document/Universal Registration Document**
- a Supplement/Financial Supplement **On Securities Note**

### 3. Current Job Information and Core Job Information

When submitting an Amendment, Prospectus - Series/Drawdown, Securities Note<sup>6</sup>, Supplement or Financial Supplement (as indicated in item 2 above) for review, please insert the Job Number of Core Document to which the submitted document relates.

3 Current Job Information and Core Job Information:

Job Number of Core Document to which the document relates:	
Is this a Programme Update?	

When submitting a Base Prospectus, Registration Document or Universal Registration Document (as indicated in item 2 above) for review, please indicate whether or not this is a Programme Update.

3 Current Job Information and Core Job Information:

Job Number of Core Document to which the document relates:	
Is this a Programme Update?	

<sup>6</sup> Please note Securities Note covers the following three Securities Note options: Securities Note, Securities Note with Final Terms as part of Tripartite Base Prospectus, Securities Note without Final Terms as part of Tripartite Base Prospectus.



## 4. Disclosure Regime

Under the 'Disclosure Regime' item, 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.

4 Disclosure Regime:					
<input type="checkbox"/>	Annex 1	<input type="checkbox"/>	Annex 11	<input type="checkbox"/>	Annex 21
<input type="checkbox"/>	Annex 2	<input type="checkbox"/>	Annex 12	<input type="checkbox"/>	Annex 22
<input type="checkbox"/>	Annex 3	<input type="checkbox"/>	Annex 13	<input type="checkbox"/>	Annex 23
<input type="checkbox"/>	Annex 4	<input type="checkbox"/>	Annex 14	<input type="checkbox"/>	Annex 24
<input type="checkbox"/>	Annex 5	<input type="checkbox"/>	Annex 15	<input type="checkbox"/>	Annex 25
<input type="checkbox"/>	Annex 6	<input type="checkbox"/>	Annex 16	<input type="checkbox"/>	Annex 26
<input type="checkbox"/>	Annex 7	<input type="checkbox"/>	Annex 17	<input type="checkbox"/>	Annex 27
<input type="checkbox"/>	Annex 8	<input type="checkbox"/>	Annex 18	<input type="checkbox"/>	Annex 28
<input type="checkbox"/>	Annex 9	<input type="checkbox"/>	Annex 19	<input type="checkbox"/>	Annex 29
<input type="checkbox"/>	Annex 10	<input type="checkbox"/>	Annex 20	<input type="checkbox"/>	Other

## 5. Omission of Information Request

The submitter should indicate whether or not an omission of information request is being sought for the transaction by selecting Yes or No. If an Omission of Information Request is applicable, the submitter should complete the "Omission Details" tab in the Debt Template. See details in 'Omission Details' section below.

5 Omission of Information Request:	
Does the submission contain an omission request?	No

## 6. Passporting Request

The submitter should indicate whether or not a request to passport is being sought for the transaction by selecting Yes or No. If a request to passport is applicable, the submitter should complete the "Passporting Details" tab in the Debt Template. See details in 'Passporting Details' section below.

6 Passporting Request:	
Does the submission contain a passporting request?	No

## 7. Submitter Information

Contact details such as the submitter's name, company and email address should be included here for the entity making the submission. **These are mandatory fields.**

7 Submitter Information:	
Submitter's Name:	
Submitter's Company:	
Contact e-mail address:	



## 'Issuer Details' Tab

### 8. Details Related to the Issuer, Co-Issuer(s) (if any), Multi-Issuer(s) (if any), Offeror(s) (if any), Guarantor(s) (if any) or any other entities related to the document.

Complete the table by entering the required information in the relevant fields for all entities related to the document where applicable:

- Name of Entity must be inserted in Entity Name field
- Select Entity Type for the above entity from the drop-down menu available:
  - Issuer(s)
  - Co-Issuer(s) (if any)
  - Multi-Issuer(s) (if any)
  - Offeror(s) (if any)
  - Guarantor(s) (if any)
  - Obligor(s) (if any)
  - Other
- An LEI Code **must** be included for an Issuer, Co-Issuer, Multi-Issuer, Offeror and Guarantor unless they are a natural person. If they are a natural person, include Resident Country of the relevant entity instead. LEI Code must be 20 characters long.
- Legal/Corporate Structure – select from the dropdown menu available.
- Jurisdiction of Incorporation - select from the drop-down menu available.
- Resident Country - select from the drop-down menu available.
- Date of Incorporation unless the entity is a natural person. Date must be entered in dd/mm/yyyy format.
- PD Home Member State - select from the drop-down menu available for applicable entities.

8 Details related to the Issuer, Co-Issuer (if any), Multi-Issuer (if any), Offeror (if any), Guarantor(s) (if any) or any other entities related to the document:

Entity Name	Entity Type	LEI Code	Legal/Corporate Structure	Jurisdiction of Incorporation	Resident Country	Date of Incorporation	PD Home Member State



## 'Securities Details' Tab

### 9. Details related to the Product(s)

In this section, **all known details** relating to the securities should be entered where relevant. Only securities that are subject to the Prospectus Regulation should be included i.e. securities being offered to the public and/or admitted to trading on a regulated market. Where more than one security is detailed, additional security information must be entered on consecutive lines on the template.

- Product Type – this field should be noted as Debt;
- Programme Name - to be completed when a Base Prospectus, Registration Document or Universal Registration Document is being submitted for a review (e.g.: '€10,000,000,000 Euro Medium Term Note Programme');
- Series - to be completed when a Prospectus - Series/Drawdown is being submitted for a review (e.g.: Series 1);
- Tranche - to be completed where applicable (e.g.: Tranche 1);
- Underlying Assets - select from the drop-down menu. If Other is selected, please specify details in the field provided;
- Is there an Underlying Market Measure? - indicate whether or not there is an Underlying Market Measure;
- Notes to the Central Bank - enter any other additional information that the submitter considers should be included as part of the submission;
- International Securities Identification Number (ISIN) Type - select for each security from the drop-down menu;
- ISIN code (as defined in ISO 6166) - enter for each security. This is a mandatory field where a security is being offered or admitted to trading by way of the document;
- Entity – complete for the entities issuing the security. This field is only applicable to transactions where co-issuers are included e.g. CLO transactions. All co-issuers should be included in the same field e.g. ABC Ltd & ABC LLC. This field is to be left blank if there are no co-issuers issuing the security;
- Name of Issuer/Co-Issuer/Multi-Issuer/Offeror – enter for entities issuing the security. This field is only applicable to transactions where co-issuers are included e.g. CLO transactions. Co-Issuer should be selected in this instance;



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- Financial Instrument Short Name (FISN) code (as defined in ISO 18774) – enter for each security. This is a mandatory field where a security is being offered or admitted to trading by way of the document;
- Classification of Financial Instruments (CFI) code (as defined in ISO 10962) – enter for each security. This is a mandatory field where a security is being offered or admitted to trading by way of the document;
- Type of Securities – select from the drop-down menu for each security. This is a mandatory field where a security is being offered or admitted to trading by way of the document;
- Class – enter where applicable (e.g. “1” or “A1” or “A-1”);
- Security Description - enter for each security (e.g. "Issue of Series 13 EUR 200,000,000 Secured Instruments due 2025" or "€450,000,000 2.50% Senior Secured Notes due 2025");
- Issue Date of the Securities – enter for each security in dd/mm/yyyy format;
- Nominal Amount - enter the Nominal Amount of each security without the currency (e.g. “200,000,000” as opposed to “€200,000,000”);
- Nominal Amount Currency – select from the dropdown menu. This is a mandatory field where a security is being offered or admitted to trading by way of the document;
- Denomination per Unit – enter a nominal value for Denomination per Unit field (e.g. “1,000” as opposed to “€1,000”). This is a mandatory field where a security is being offered or admitted to trading by way of the document and should be in the same currency as that of the Nominal Amount;
- Minimum Denomination – enter the minimum denomination of each security (e.g. “100,000” as opposed to “€100,000”);
- Minimum Denomination Currency - select from the dropdown menu;
- Maturity or Expiry Date – enter the date in dd/mm/yyyy format. This is a mandatory field where a security is being offered or admitted to trading by way of the document. Where securities do not have a Maturity or Expiry Date, 31/12/9999 should be included;
- Public Offer - indicate whether or not a Public Offer is being made;
- To be Admitted to Trading? - indicate whether or not an Admission to Trading is being sought;



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- Dual Listing? - If Yes is selected in 'To be admitted to trading?' (above), select Dual Listing option(s) from the dropdown menu;
- Type of Offer and/or Admission to trading - select from the dropdown menu. This is a mandatory field where a security is being offered or admitted to trading by way of the document;
- (Anticipated) Date of Admission to Trading - if Yes is selected in 'To be admitted to trading?', enter (Anticipated) Date of Admission to Trading in dd/mm/yyyy format;
- Trading Venue - if Yes is selected in 'To be admitted to trading?' select the Trading Venue from the dropdown menu;
- Trading Venue Name - if Yes is selected in 'To be admitted to trading?' enter Trading Venue Name in the free text field. All Trading Venue Names should be included in the field separated by comma where there are multiple venues (e.g. Euronext Dublin, Frankfurt Stock Exchange)
- Consideration Offered Type - select the Consideration Offered Type from the dropdown menu. This is a mandatory field where a security is being offered or admitted to trading by way of the document;
  - Consideration offered from (Amount) and Consideration offered to (Amount) – this option is to be used where there is a range
  - Consideration offered – this option is to be used where the consideration amount is known
  - Consideration offered to (Amount) – this option is to be used where the consideration is an “up to” amount i.e. in the event of a public offer
- Consideration Offered – insert value reflecting consideration per security (ISIN) offered. Only numbers or number ranges should be inserted. This is a mandatory field where a security is being offered or admitted to trading by way of the document;
  - Where Consideration offered from (Amount) and Consideration offered to (Amount) is selected both amounts should be included in the field separated by a hyphen (e.g. 4,000,000-5,000,000)
- Price Raised Type - select the Price Raised Type from the dropdown menu;
  - Price raised from (Amount) and Price raised to (Amount)– this option is to be used where there is a range
  - Price raised (Amount)– this option is to be used where the price is known
  - Price raised to (Amount)–this option is to be used where the price is an “up to” amount i.e. in the event of a public offer



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- **Price Raised** - insert value reflecting price per security (ISIN) raised. Only numbers or number ranges should be inserted. This should be a monetary value not a percentage (e.g. “4.50” as opposed to “€4.50 or 100%”);
  - Where Price raised from (Amount) and Price raised to (Amount) is selected both amounts should be included in the field separated by a hyphen (e.g. 4.50-5.50)
- **Consideration Raised Type** - select the Consideration Raised Type from the dropdown menu;
  - Consideration raised from and Consideration raised to – this option is to be used where there is a range
  - Consideration raised– this option is to be used where the consideration amount is known
  - Consideration raised to– this option is to be used where the consideration is an “up to” amount i.e. in the event of a public offer
- **Consideration Raised** – insert value reflecting consideration per security (ISIN) raised. Only numbers or number ranges should be inserted;
  - Where Consideration raised from and Consideration raised to is selected both amounts should be included in the field separated by a hyphen (e.g. 4,000,000-5,000,000)
- **Bail-in-ability** - indicate whether the security is subject to bail-in rules under Directive 2014/59/EU; and
- **Underlying Market Measure** - if Yes is selected in ‘Is there an Underlying Market Measure?’ at the top of the Securities Details tab, under the Underlying Market Measure fields detailed below, enter a value in **one** of the following fields:
  - **ISIN of Underlying Security/Index**
  - **Name of Underlying Security<sup>7</sup>**
  - **Name of Index** by selecting from the dropdown menu.

## **‘Omission Details’ Tab**

### **10. Details Related to the Omission of Information**

If the transaction contains an omission of information request, ensure that all fields are completed with the relevant information:

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<sup>7</sup> Where the Underlying Market Measure is a basket of securities, BSKT should be populated in the field “Name of Underlying Security”.



- Annex Item(s) Omitted - enter the relevant annex items to which the omission relates;
- Select the information to be omitted from the document from the options provided. Where “Other” is selected, provide details of the information to be omitted;
- Select the Reason for Omission from the options provided as set out in the legislation;
- Complete the Omission Letter Addressee details.

10 Details related to the Omission of Information:															
Annex Item(s) Omitted:	Please enter annex item(s) to be omitted														
Information being omitted:	<input type="checkbox"/> Issuer Financial Statements <input type="checkbox"/> Guarantor Financial Statements <input type="checkbox"/> Obligor Financial Statements <input type="checkbox"/> Other														
Reason for Omission:	<input type="checkbox"/> Article 18.1(a) of PR <input type="checkbox"/> Article 18.1(b) of PR <input type="checkbox"/> Article 18.1(c) of PR														
Omission Letter Addressee:	<table border="1"> <tr> <td>Name:</td> <td></td> </tr> <tr> <td>Address Line 1</td> <td></td> </tr> <tr> <td>Address Line 2</td> <td></td> </tr> <tr> <td>Address Line 3</td> <td></td> </tr> <tr> <td>Address Line 4</td> <td></td> </tr> <tr> <td>Address Line 5</td> <td></td> </tr> <tr> <td>Country:</td> <td></td> </tr> </table>	Name:		Address Line 1		Address Line 2		Address Line 3		Address Line 4		Address Line 5		Country:	
Name:															
Address Line 1															
Address Line 2															
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Address Line 5															
Country:															

## 'Passporting Details' Tab

### 11. Details Related to the Passporting of the Document

If the transaction contains a passporting request, 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.

\*Please note that a Registration Document and Universal Registration Document can passport to other EEA Member States as an individual document. These are considered either a Standalone Registration Document or a Standalone Universal Registration Document for



ESMA purposes.

## 12. Required Confirmations for Passporting

Ensure that the relevant confirmations under item 12 are attested to at Approval in order to proceed with Passporting.

<p>12 Required Confirmations for Passporting:</p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p>	<p><b>These confirmations must be made by the submitting party before the Central Bank can accept the submission</b></p> <p>I, the submitter, confirm that all appropriate summary translations are included in the document submitted for review, or alternatively, that no summary translations are required for this filing.</p> <p>I, the submitter, confirm that any omission of information from the document submitted for [review] / [approval], if any, has been approved by the Central Bank of Ireland.</p> <p>The issuer(s) confirms that this passporting request is being made on the same day as the approval of the document submitted for review, or alternatively, if this passport request is not being made on the same day as the approval of the document submitted for review, to the best of its knowledge no significant new factor, material mistake or inaccuracy has arisen since the date of approval of the document submitted for review.</p>
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Further information on passporting requests can be found on the Central Bank’s website under Submission Templates and Guidance – [Guidance on Passporting](#).

## ‘Approval’ Tab

### 13. Details Related to the Structure of the document

13 Details related to the Structure of the document:			
Prospectus Type:		<input type="text"/>	
Structure Type:		<input type="text"/>	
Referenced RD ID:	<input type="text"/>	Referenced RD country:	<input type="text"/>
Referenced URD ID:	<input type="text"/>	Referenced URD country:	<input type="text"/>

Select the relevant Prospectus Type from the dropdown list. The option set covers the various document types as follows:

#### Standalone Prospectus

- Prospectus - Series/Drawdown
- Prospectus - Standalone
- Securities Note

#### Base Prospectus

- Base Prospectus with complete set of Final Terms
- Base Prospectus without complete set of Final Terms
- Securities Note with Final Terms as part of Tripartite Base Prospectus
- Securities Note without Final Terms as part of Tripartite Base Prospectus

#### N/A

- Amendment



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- Registration Document
- Universal Registration Document
- Supplement
- Financial Supplement

Select the relevant Structure Type from the dropdown list. The option set covers the various document types as follows:

#### Single Document Prospectus

- Prospectus - Series/Drawdown
- Prospectus - Standalone
- Base Prospectus with complete set of Final Terms
- Base Prospectus without complete set of Final Terms

#### Tripartite Prospectus **with** Summary

- Securities Note
- Securities Note with Final Terms as part of Tripartite Base Prospectus
- Securities Note without Final Terms as part of Tripartite Base Prospectus

#### Tripartite Prospectus **without** Summary

- Securities Note
- Securities Note with Final Terms as part of Tripartite Base Prospectus
- Securities Note without Final Terms as part of Tripartite Base Prospectus

#### N/A

- Amendment
- Registration Document
- Universal Registration Document
- Supplement
- Financial Supplement

When the document submitted for review and approval has a structure type of 'Tripartite prospectus with summary' or 'Tripartite prospectus without summary' the following may apply:

If the Registration Document or Universal Registration Document has been approved by another EEA Member State as a Standalone Registration Document/Standalone Universal Registration Document and has been passported into Ireland, the submitter must provide the Referenced RD I.D and Country or the Reference URD I.D. and Country.

#### 14. Details Related to the Approval of the Document

Contact details of the Approval Letter Addressee should be included here.



## 15. Details related to the Fee Payment

The submitter should populate the relevant fields in this section. If an invoice is required, the submitter should select Yes and include the relevant contact details accordingly.

## 16. List of Documentation

At approval stage, the submitter must:

- Attach the document being submitted for approval in PDF format and all supporting documents (in final form);
- Select all relevant supporting documents (from the drop-down menu) that are accompanying the Approval Submission email; and
- Enter the names of saved attachments. This should include all relevant documents, i.e. final document, blacklined version of final document and/or page pulls, comment sheet, n/a letter(s), Debt Template, checklist(s), translation(s) of summary, translation(s) of appendix, omission letter and omission comment sheet. The naming conventions of the saved files must be detailed **exactly** in the template including the document format e.g. ABCplc-Final.pdf.

## 17. Details Related to the Publication of the Document

Include hyperlink to where the final document can be found. Please ensure the hyperlink provided conforms to the requirements of the Prospectus Regulation.

### 17 Details related to the publication of the document:

Hyperlink where the final document can be found:	
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It is the responsibility of the issuer to maintain the publication of the approved document and to inform the Central Bank of Ireland if there is any change in the hyperlink to the dedicated website section on which they are available.

## 18. Required Confirmations for Approval

Ensure that relevant confirmations under item 18 are attested to in order to proceed with Approval.

Where applicable, insert any additional notes that are relevant to the transactions in the box provided.



**18 Required Confirmations for Approval:** These confirmations must be made by the submitting party before the Central Bank can accept the submission

<input type="checkbox"/>	Delegated Authority Confirmation:	I, the submitter, confirm that I have the authority to act and, where relevant, sign on behalf of a relevant person (including authority to apply to the Central Bank of Ireland for approval of the prospectus and, where applicable, request that it be passported to another Member State) and I further confirm that I have written evidence of the granting of such authority.
<input type="checkbox"/>	Sanctions Confirmation:	I, the submitter, have received confirmation that the issuer(s), offeror(s) (if applicable), guarantor(s) (if applicable) and obligor(s) (if applicable) are not designated in any financial sanctions legislation imposed by the European Union as set out under <a href="https://eeas.europa.eu/topics/sanctions-policy/8442/consolidated-list-of-sanctions_en">https://eeas.europa.eu/topics/sanctions-policy/8442/consolidated-list-of-sanctions_en</a>
<input type="checkbox"/>	APM Confirmation:	I, the submitter, have received confirmation from the issuer(s) and advised the Central Bank of Ireland whether Alternative Performance Measures (APMs) are disclosed in the prospectus document [Insert Document Type as selected on Submission Details Tab]. Where APMs are present the issuer(s) confirm(s) that they have made every effort to comply with the "ESMA Guidelines on Alternative Performance Measures" (Reference ESMA/2015/1415en). An APM is understood as a financial measure of historical or future financial performance, financial position, or cash flows, other than a financial measure defined or specified in the applicable financial reporting framework. The [issuer(s)] / [offerors] confirm[s] that the prospectus document submitted for approval complies with Irish and EU prospectus law, rules and guidance.
<input type="checkbox"/>	Knowledge Confirmation:	The issuer(s) confirms that the prospectus document submitted for approval complies with Irish and EU prospectus law, rules and guidance.
Additional Notes:		

## Completing the Debt Template in respect of an 'Update to an Existing Draft Document'

If you wish to update a submission that is currently under review with the Central Bank or submit ancillary documents for a draft that has yet to be submitted e.g. financial statements select 'Update to an Existing Draft Document' in the Submission Details tab in item 1 under Type of Submission.

\*Please note this field should only be selected where additional documentation is to be provided in relation to the transaction for submissions that have yet to be approved.

When submitting an Update to an Existing Draft Document, the submitter should continue to use the template that was drafted and submitted for the initial and/or redraft submissions. The submitter should ensure that the "Job Number to which this submission relates" field has been populated under the Current Job Information and Core Job Information section (if linked to a Core document).

The subject line of the Update to an Existing Draft Document email containing the documentation should read 'Update to an Existing Draft Document' rather than 'Re:' or 'FW:'

**1 Type of Submission: Please tick one of the following**

TICKBOX	
<input type="radio"/>	New Debt submission
<input type="radio"/>	Redraft submission
<input type="radio"/>	Submission for Approval
<input checked="" type="radio"/>	Update to an Existing Draft Document
<input type="radio"/>	Modification (after approval)
<input type="radio"/>	Correction (after approval)
<input type="radio"/>	Subsequent Passporting



## Completing the Debt Template in respect of a ‘Modification’

If you wish to include additional metadata that was not available at the point of approval (e.g. Consideration Raised where the transaction was subject to a public offer) **after an approval** has taken place, select ‘Modification (after approval)’ in the Submission Details tab in item 1 under Type of Submission.

When submitting a Modification request, the submitter should only include the additional fields on the template that they wish to supply. Any fields reported to the Central Bank at the point of approval should not be included other than the “Job Number to which this submission relates” or any notes that the submitter deems relevant.

The subject line of the Modification request email should read ‘Modification’ rather than ‘Re:’ or ‘FW:’.

\*Please note this option should **only** be selected **after** an approval has taken place. An approved document cannot be updated by way of a Modification request.

1 Type of Submission: Please tick one of the following

TICK BOX
<input type="radio"/> New Debt submission
<input type="radio"/> Redraft submission
<input type="radio"/> Submission for Approval
<input type="radio"/> Update to an Existing Draft Document
<input checked="" type="radio"/> Modification (after approval)
<input type="radio"/> Correction (after approval)
<input type="radio"/> Subsequent Passporting

## Completing the Debt Template in respect of a ‘Correction’

If you wish to correct previously reported metadata information **after an approval** has occurred select ‘Correction (after approval)’ in the Submission Details tab in item 1 under Type of Submission.

When submitting a Correction request, the submitter should only include the fields on the template that they wish to correct. All other fields reported to the Central Bank at the point of approval should not be included other than the “Job Number to which this submission relates” or any notes that the submitter deems relevant.

The subject line of the Correction request email should read ‘Correction’ rather than ‘Re:’ or ‘FW:’.

\*Please note this option should **only** be selected **after** an approval has taken place. An approved document cannot be corrected/amended by way of a Correction request.



1 Type of Submission: Please tick one of the following

TICK BOX
<input type="radio"/> New Debt submission
<input type="radio"/> Redraft submission
<input type="radio"/> Submission for Approval
<input type="radio"/> Update to an Existing Draft Document
<input type="radio"/> Modification (after approval)
<input checked="" type="radio"/> Correction (after approval)
<input type="radio"/> Subsequent Passporting

## Completing the Debt Template in respect of a ‘Subsequent Passporting Request’

If you wish to request a subsequent passporting on a previously approved document, select ‘Subsequent Passporting Request (after approval)’ in 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

### Passporting Details

- All applicable fields

### Approval

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

The subject line of the Subsequent Passporting Request email should read ‘Subsequent Passporting Request’ rather than ‘Re:’ or ‘FW:’.

\*Please note this option should **only** be selected **after** an approval has taken place.

1 Type of Submission: Please tick one of the following

TICK BOX
<input type="radio"/> New Debt submission
<input type="radio"/> Redraft submission
<input type="radio"/> Submission for Approval
<input type="radio"/> Update to an Existing Draft Document
<input type="radio"/> Modification (after approval)
<input type="radio"/> Correction (after approval)
<input checked="" type="radio"/> Subsequent Passporting