Banc Ceannais na hÉireann
Central Bank of Ireland
Eurosystem

Guidance on Submitting a Debt Submission Template

Using the Debt Submission Template

This step-by-step guide sets out the process for submitting a Debt Submission Template ("Debt Template") which is to be used in the following submission scenarios:

1. New Debt Submission;
2. Redraft;
3. Submission for Approval;
4. Update to an Existing Submission; and
5. Subsequent Passporting Request[1]

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

1. download the Debt Template, in Excel[2], from the Central Bank website (can be accessed here).
2. 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.
3. complete the Debt Template by entering the required information in the relevant fields.
4. when submitting a Debt Template for a New Debt Submission insert all known information at the time of submission in the relevant fields. This Debt Template should then be used as the basis for subsequent submissions with updated

[1] A request from a relevant person informing the Central Bank of its intention to passport out a prospectus to a host Member State.
[2] The Debt Template uses Excel version 2016.

information included in the relevant fields. This ensures that, at each stage of the submission process, information builds throughout the life of the submission.

5. information in relation to the Submission Type, Document Type and Name of Issuer is essential to the submission review process and must be completed as part of the first submission.
6. submit the Debt Template and all supporting documentation to prospectus@centralbank.ie

Completing the Debt Template in respect of a New Debt Submission

1. Submission Type

At the top of the Debt Template, select one of the following required fields:

a) New Debt Submission;
b) Redraft;
c) Submission for Approval;
d) Update to an Existing Submission; or
e) Subsequent Passporting Request.

Please note that the questions in the Debt Template are phrased to cover all of the submission scenarios.

2. Details related to the document submitted for review

Under 'Details related to the document submitted for review', select the 'Document Type' from the drop down menu (e.g. Base Prospectus) and 'Document Sub Type' from the drop-down menu available (e.g. ABS).

Under 'Name of saved attachment', please include the full file name of the document to be reviewed. Please note that only characters from A to Z and 0-9 should be used when naming documents. The following characters should **not** be used as they will render the submission invalid with the result that the submission will be rejected i.e. # % * : < > ? / |(see also Item 7 below).

Indicate in the appropriate tick box if the submission contains an omission request (see Item 8 below).

Indicate in the appropriate tick box if the submission contains a passporting request (see Item 12 below).

3. Annexes applied

Under 'Annexes applied', tick the box for the relevant Annexes being applied to the New Debt Submission. The tick box 'Other' refers to any Annexes not covered in the list provided.

4. Submitter Information

Contact details should be included here for the entity making the submission.

5. Details related to the Issuer/Co-Issuer/Guarantor and other entities related to the prospectus

Under 'Details related to the Issuer/Co-Issuer/Guarantor and other entities related to the prospectus', tick 'Yes' if there are multiple Issuers/Guarantors/Obligors.

Complete the name of the Issuer in the box provided and the remaining details requested in this section pertaining to the Issuer's LEI Code and the Jurisdiction of Incorporation (select from the drop-down menu available).

Complete the Date of Incorporation, the Prospectus Regulation Home Member State of the Issuer (select from the drop-down menu available) and the 'Legal/Corporate Structure' (select from the drop-down menu available).

6. Additional Co-Issuers/Guarantors/Obligors/Sponsors/Originators/ etc.

Enter any additional entities and the related information in the table indicated directly below this section. Use the drop-down menus available for the information required for ‘Entity Type’, and ‘Jurisdiction of Incorporation’.

7. List of Supporting Documentation

Enter the saved names of all supporting documents attached to the New Debt Submission. This should include any omission request. (See above at Item 2 regarding the use of characters when naming documents).

8. Details related to the omission request

If the New Debt Submission contains an omission request, ensure that all the fields are completed with the relevant information. Use the drop-down menu for ‘Entity Name’ (need to scroll up to the top of the box to see the relevant entity name(s)), ‘Entity Type’ and ‘Reason for Omission’. All Annex Items omitted should be included. In addition to completing the required fields, the submitter must attach a supporting document (see Section 7 above) to the New Debt Submission setting out details of the exact nature of the omission being requested.

9. Details related to the fee payment

Based on the Submission Type entered in the Debt Template, the relevant fee payable will be automatically populated. Under the section entitled ‘Details related to the fee payment’, tick the box if you require an invoice for fee payment. Ensure that all the fields are completed with the relevant information including the payment method from the drop-down menu available.

10. Details related to the approval and publication of the document

If known at the time of the New Debt Submission the contact details should be included for the addressee of the approval letter.

11. Required Confirmations for Review and Approval

In the 'Required Confirmations for Review and Approval' section, complete all required confirmations (i.e. 'Delegated Authority Confirmation', 'Sanctions Confirmation', 'APM Confirmation' and 'Knowledge Confirmation'.

Where applicable insert any additional notes in the box provided.

Indicate if a non-publication request is being requested in respect of the submission document, the relevant Regulation applicable from the drop-down menu and when known, a hyperlink to where the document can be found should be inserted.

12. Details related to passporting

Indicate clearly the countries that the passport request relates to, whether a public offer and/or an admission to trading request is being made in the countries indicated and whether a translation of the summary document is required in the countries indicated.

The correspondent boxes of the templates should be ticked in order to include the following information:

A. the name of the relevant host Member State(s) to whom the request relates;
B. 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;
C. confirmation as to whether an offer or admission to trading or both is being made in the relevant host Member State(s);

D. 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*);
E. 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

Further information on passport request to/from other Member States can be found on the Section "Passporting" of the website[3].

13. Details related to the Products(s)

In the 'Details related to the Product(s) section, all known details related to the product(s) should be entered. In the case of additional products, details should be entered in the table at the end of the template.

Indicate if the securities will be admitted to trading on a Regulated Market (select from the drop-down menu available) as defined in the MiFID regime, with if known the anticipated date of admission to trading.

Indicate if it is intended that the securities will be offered to the public.

Under the 'Notes to the Central Bank' enter any other additional information that the submitter considers should be included as part of the submission.

Completing the Debt Template in respect of a 'Redraft' Submission

1. When submitting a redraft submission, use the same template that was used previously to submit the New Debt Submission by selecting 'Redraft' at the top of the Debt Template and entering the Job Number of the submission in question

[3] https://www.centralbank.ie/regulation/industry-market-sectors/securities-markets/prospectus-regulation/passporting

which was provided upon receipt of the New Debt Submission and referenced in the Comment Sheet sent to the submitter by the Central Bank.

2. All relevant sections of the submission template should be updated/completed to provide the Central Bank with as much information as possible in order to carry out its review of the redraft submission.

3. The subject line of the email accompanying the submission cannot start with the letters 'Re' or 'FW' but rather should be entitled 'Redraft Submission ….'.

Completing the Debt Template in respect of an 'Approval' submission

1. When submitting an approval submission, the same template that was used previously to submit the 'New' and 'Redraft' submission should be used by selecting 'Submission for Approval' at the top of the Debt Template.

2. All relevant sections of the submission, including the Required Confirmations for Review and Approval section, must be completed to ensure that the Central Bank has the ability to carry out a comprehensive review of the approval submission.