



Using the Final Terms Submission Template

Article 8(5) of Regulation (EU) 2017/1129 (the “Prospectus Regulation”) states that where the Final Terms are neither included in the base prospectus, nor in a supplement, the issuer shall make them available to the public in accordance with the arrangements set out in Article 21 and file them with the competent authority of the home Member State, as soon as practicable upon offering securities to the public and, where possible, before the beginning of the offer of securities to the public or admission to trading on a regulated market.

This step-by-step guidance sets out the process for submitting a Final Terms Submission Template (“Final Terms Template”) to the Central Bank of Ireland (the “Central Bank”). This guidance has been updated to provide further clarity on the information required and to indicate additional mandatory fields. The Central Bank reserves the right to alter its approach to any matter covered in this guidance at any time.

It is not the policy of the Central Bank to provide legal advice on matters arising pursuant to prospectus law. Any guidance provided herein should not be construed as legal advice or a legal interpretation of prospectus law. It is a matter for any person who may fall within the scope of prospectus law to seek legal advice regarding its application or otherwise to their particular set of circumstances.

The Final Terms Template has various tabs, each requiring relevant information regarding details on the submission, the securities and passporting (if applicable). The various fields are considered “metadata” for ESMA purposes.

The Final Terms Template can be used for the following submission scenarios:

- New Submission; and
- Update Submission.

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

1. Download the Final Terms Template in Excel from the Central Bank website [here](#).
2. Complete the Final Terms Template by entering **all required and known information** in the relevant fields.
3. Submit the Final Terms Template in Excel format and the Final Terms document in PDF format via email to finalterms@centralbank.ie¹. The subject line of the email

¹ The submitter is not required to zip the files or adhere to any particular naming conventions. However, the name of the Final Terms document in PDF format which is attached to the submission email should not contain any of the following characters: “&”, “#”, “%”, “*”, “:”, “<”, “>”, “?”, “/”.



accompanying the Final Terms Template should commence with “New Submission” rather than “Re:” or “FW:”².

Only **one Final Terms Template in Excel format and one Final Terms document in PDF format** should be submitted with each email.

Article 21 of the Prospectus Regulation requires that Final Terms shall be downloadable, printable and in searchable electronic format that cannot be modified.

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

Submitters must adhere to the below warning on each tab of the Final Terms Template where information is required:

“Please DO NOT ‘Copy and Paste’ data into any cells, to do so may result in the submission form failing to upload correctly and result in a request for a resubmission.”

If submitters re-use a previously completed Final Terms Template, the Final Terms Template will become corrupted and will fail to upload correctly. This will result in a request for a resubmission.

The submitter is responsible for ensuring that all of the information in the Final Terms Template and Final Terms document is accurate and complete.

The Central Bank does not review Final Terms submissions received. However, prior to processing a Final Terms submission into our workflow system (SMX), the Central Bank may identify an error in a Final Terms submission (e.g. “Date of Final Terms” field not populated). In such instances, a submitter will be contacted by the Central Bank and requested to make a “New Submission”.

Where an error has been identified in a Final Terms Template after it has been processed into our workflow system, the submitter will be contacted and requested to make an “Update Submission”. In such instances, a Job Number will be provided by the Central Bank for the original rejected submission. See “Completing the Final Terms Template in respect of an Update Submission” below for further details.

Other than in the circumstances described directly above, or where an error has been identified by the submitter, Job Numbers will not be provided for Final Terms submissions. Where an error has been identified, either by the Central Bank or the submitter, in the Final Terms document after it has been processed into our workflow system, the submitter must submit an amended Final Terms document to finalterms@centralbank.ie as a “New Submission”.

² All correspondence on Final Terms should only be sent to finalterms@centralbank.ie.



Completing the Final Terms Submission Template in respect of a New Submission

Overview Tab

This is an automated summary tab (**not editable**) which indicates that the submitter has entered values in the Final Terms Template in the various tabs requiring relevant information regarding details 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.

Items	Name	Contents	Validation	Validation
1 - 6	Submission Details:			
1	Type of Submission:	New Submission		
2	Submitter Details: Name	Joe Bloggs	Valid	✓
	Submitter's Company:	ABC plc	Valid	✓
	Contact e-mail address:	jbloggs@abc.ie	Valid	✓
3	What action is requested?:	Filling Only		

These validation fields indicate which sections of the Final Terms 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 Final Terms Template to the Central Bank in respect of a New Submission. Where a validation is not applicable (e.g. Issuer Country can be left blank when the Issuer has an LEI Code), the Final Terms Template can be submitted to the Central Bank with a red X.

Submission Details Tab

1. Type of Submission

Tick one of the following

When submitting a New Submission, select “New Submission”. **This is a mandatory field.**

Date of Final Terms

This field must be populated with the date of the Final Terms document in PDF format attached to the submission³. **This is a mandatory field.**

Document Language

Complete this field by selecting English or Irish from the drop-down menu provided. **This is a mandatory field.**

³ In dd/mm/yyyy format.



1 - 6 Submission Details:

1 Type of Submission:

Tick one of the following:

- New Submission
 Update Submission

Date of Final Terms:

Document Language:

2. Submitter details

Contact details for the submitter (i.e. name, company and email address) should be included here for the entity making the submission. **These are mandatory fields.**

2 Submitter details:

Submitter's Name:

Submitter's Company:

Contact e-mail address:

3. What action is requested?

Select what action is requested from the following options on the list provided:

- *Filing Only*: Where there is a public offer and/or an admission to trading on a regulated market in Ireland only; or
- *Filing with a request to passport*⁴: Where there is a public offer and/or an admission to trading on a regulated market in Ireland and elsewhere in the European Economic Area; or
- *Request to passport only*⁵: Where there is a public offer and/or an admission to trading on a regulated market elsewhere in the European Economic Area.

3 What action is requested?

- Filing Only
 Filing with a request to passport
 Request to passport only

⁴ Selecting this action requires information to be completed in the "Passporting Details" tab.

⁵ See footnote 3.



4. Prospectus related information

The “Base Prospectus Identifier Number”⁶ and “Date of Base Prospectus”⁷ must be populated with the Job ID and approval date of the approved Base Prospectus to which the Final Terms relate in order to proceed with the submission. **These are mandatory fields.**

4	Prospectus related information:	
	Base Prospectus Identifier Number:	<input type="text"/>
	Date of Base Prospectus:	<input type="text"/>

5. Details related to the Issuer/Offeror/Guarantor and other entities related to the Final Terms

Complete the following by entering the required information in the relevant fields:

- **Issuer Name is a mandatory field. In addition, either Issuer LEI Code or Issuer Country is a mandatory field⁸.**
- **Offeror Name is a mandatory field (where applicable). In addition, Offeror either LEI Code or Offeror Country is a mandatory field⁹.**

5	Details related to the Issuer/Offeror/Guarantor and other entities related to the Final Terms:	
	Issuer Name:	<input type="text"/>
	Issuer LEI Code:	<input type="text"/>
	Issuer Country:	<input type="text"/>
	Offeror Name:	<input type="text"/>
	Offeror LEI Code:	<input type="text"/>
	Offeror Country:	<input type="text"/>

Where there is more than one Offeror, each Offeror Name and Offeror LEI Code or Country should be entered in the relevant field separated by a comma.

⁶ The Base Prospectus Identifier Number is an 11-digit alphanumeric identifier (starting with “JOB” followed by 8 numbers) under which the Base Prospectus has been approved. This number will be known to the party that submitted the Base Prospectus to the Central Bank for approval.

⁷ In dd/mm/yyyy format. Please note that an approved Base Prospectus is valid for a period of 12 months from the date of approval and the offer to the public and/or admission to trading detailed within the Final Terms should take place within that timeframe.

⁸ LEI Code is also a mandatory field for an Issuer unless they are a natural person. If the Issuer is a natural person, Issuer Country (i.e. resident country) is a mandatory field. Either Issuer LEI Code or Issuer Country must be populated but not both.

⁹ LEI Code is also a mandatory field for an Offeror unless they are a natural person. If the Offeror is a natural person, Offeror Country (i.e. resident country) is a mandatory field. Either Offeror LEI Code or Offeror Country must be populated but not both.



Does the transaction have a Guarantor?

Select the relevant option, either “Yes” or “No”, depending on whether or not a Guarantor is applicable. If “Yes” is selected, Guarantor Name is a mandatory field. In addition, either Guarantor LEI Code or Guarantor Country is a mandatory field¹⁰.

Does the transaction have a Guarantor?	<input checked="" type="radio"/> Yes <input type="radio"/> No
Guarantor Name:	<input type="text"/>
Guarantor LEI Code:	<input type="text"/>
Guarantor Country:	<input type="text"/>

Where there is more than one Guarantor, each Guarantor Name and Guarantor LEI Code or Guarantor Country should be entered in the relevant field separated by a comma.

6. Required Sanctions Confirmation

Ensure that the confirmation regarding financial sanctions is attested to in order to proceed with the Final Terms submission.

6	Required Sanctions Confirmation	*This confirmation must be made by the submitting party before the Central Bank can accept the submission
<input checked="" type="checkbox"/>	I, the submitter, have received confirmation that the issuer(s), 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 https://eeas.europa.eu/topics/sanctions-policy/8442/consolidated-list-of-sanctions_en .	

Securities Details Tab

7. Details related to the Securities

In this section, **all known details** relating to the securities should be entered where applicable at the point of submission. Where more than one security is detailed, additional security information must be entered on consecutive lines on the Final Terms Template. **Certain fields have been designated as “mandatory” as they are applicable to every type of security. For fields not designated as “mandatory”, they must be completed where the applicable details are known.**

- Product Type – This will automatically default to “Debt”;
- Programme Name – Enter the programme name as per the relevant Base Prospectus¹¹ (e.g.: “€10,000,000,000 Euro Medium Term Note Programme”). **This is a mandatory field;**

¹⁰ LEI Code is also a mandatory field for a Guarantor unless they are a natural person. If the Guarantor is a natural person, Guarantor Country (i.e. resident country) is a mandatory field. Either Guarantor LEI Code or Guarantor Country must be populated but not both.

¹¹ The “Programme Name” should be aligned with that of the relevant Base Prospectus.



- Series – Enter where applicable (e.g.: Series 1);
- Tranche - Enter where applicable (e.g.: Tranche 1);
- Underlying Assets – If the transaction has underlying assets, select from the drop-down menu. If “Other” is selected, please specify details in the field provided. The “Underlying Assets” field is to be left blank if there are no underlying assets;
- Is there an Underlying Market Measure? - Indicate whether or not there is an Underlying Market Measure. **This is a mandatory field.** If “Yes” is selected, please enter the relevant information in one of the fields in the “Underlying Market Measure” section¹²;
- Notes to the Central Bank - Enter any other additional information that the submitter considers should be included as part of the submission;
- ISIN Type - Enter the International Securities Identification Number (ISIN) type for each relevant ISIN code from the drop-down menu. **This is a mandatory field;**
- ISIN - Enter the ISIN code (as defined in ISO 6166) for each security in the specified format. **This is a mandatory field;**
- FISN - Enter the Financial Instrument Short Name (FISN) code (as defined in ISO 18774) for each security in the specified format. **This is a mandatory field;**
- CFI - Enter the Classification of Financial Instruments (CFI) code (as defined in ISO 10962) for each security in the specified format. **This is a mandatory field;**
- Type of Securities- Select from the drop-down menu. **This is a mandatory field;**
- 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"). **This is a mandatory field;**
- Issue Date of the Securities – Enter for each security in dd/mm/yyyy format. **This is a mandatory field;**
- Nominal Amount – Enter the nominal amount of each security **without** the currency (e.g. “200,000,000¹³” as opposed to “€200,000,000”). **This is a mandatory field;**

¹² “ISIN of Underlying Security/Index” or “Name of Underlying Security” or “Name of Index”.

¹³ This value and similar values in this guidance can also be included without commas (e.g. 200000).



- Nominal Amount Currency - Select from the drop-down menu. **This is a mandatory field.** This is also the currency code for the “Denomination Per Unit”;
- Denomination Per Unit - Enter a nominal or notional value for the denomination per unit of each security **without** the currency (e.g. “1,000” as opposed to “€1,000”). **This is a mandatory field and should be denoted in the same currency as that of the “Nominal Amount” field;**
- Minimum Denomination – Enter the minimum denomination of each security **without** the currency (e.g. “100,000” as opposed to “€100,000”). Generally, this is the lowest denomination of an issue that can be initially purchased as set out in the Final Terms. **This is a mandatory field;**
- Minimum Denomination Currency - Select from the drop-down menu. **This is a mandatory field;**
- Maturity or Expiry Date – Enter the date in dd/mm/yyyy format. **This is a mandatory field.** Where securities do not have a maturity or expiry date, 31/12/9999 should be included;
- Public Offer - Select from the drop-down menu to indicate whether or not a public offer is being made. **This is a mandatory field;**
- To be admitted to trading? - Select from the drop-down menu to indicate whether or not an admission to trading is being sought. **This is a mandatory field. If “Yes” is selected, the “Dual Listing”, “(Anticipated) Date of Admission to Trading”, “Trading Venue” and “Trading Venue Name” fields become mandatory;**
- Dual Listing? - Select from the drop-down menu to indicate if there is dual listing. **This field becomes mandatory if “Yes” is selected in the “To be admitted to trading?” field;**
- Type of Offer and/or Admission to trading - Select from the drop-down menu. **This is a mandatory field;**
- (Anticipated) Date of Admission to Trading – Enter the date in dd/mm/yyyy format. **This field becomes mandatory if “Yes” is selected in the “To be admitted to trading?” field;**
- Trading Venue - **This field becomes mandatory if “Yes” is selected in the “To be admitted to trading?” field.** Select from the drop-down menu. This field should be populated where one of the following has been selected in “Type of Offer and/or Admission to trading”; “IRMT”, “IPTM”, “IMTF”, “SIRM”. Where “IOWA” or “SOWA” has been selected in “Type of Offer and/or Admission to trading”, this field should not be completed;



- Trading Venue Name - **This field becomes mandatory if “Yes” is selected in the “To be admitted to trading?” field.** Enter the name of the trading venue(s) in the free text field. Where there are multiple trading venues, the names of the trading venues should be separated by a comma (e.g. Euronext Dublin, Frankfurt Stock Exchange). This field should be populated where one of the following has been selected in “Type of Offer and/or Admission to trading”; “IRMT”, “IPTM”, “IMTF”, SIRM. Where “IOWA” or “SOWA” has been selected in “Type of Offer and/or Admission to trading”, this field should not be completed;
- Retail Issuance - Select from the drop-down menu to indicate whether or not there is a retail issuance. **This is a mandatory field;**
- Consideration Offered Type - Select from the drop-down menu. **This is a mandatory field:**
 - Consideration offered from (Amount) and Consideration offered to (Amount) – This option is selected where there is a range
 - Consideration offered – This option is selected where the consideration amount is known
 - Consideration offered to (Amount) – This option is selected where the consideration is an “up to” amount i.e. in the event of a public offer;
- Consideration Offered – Insert the total amount offered. This field should be repeated for each security (ISIN). This should be a monetary value and should be denoted in the same currency as that of the “Nominal Amount” field. Only numbers or number ranges should be inserted. **This is a mandatory field:**
 - 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 from the drop-down menu:
 - Price raised from (Amount) and Price raised to (Amount) – This option is selected where there is a range
 - Price raised (Amount) – This option is selected where the price is known
 - Price raised to (Amount) – This option is selected where the price is an “up to” amount i.e. in the event of a public offer;
- Price Raised - Insert value reflecting **price per security (ISIN) raised**¹⁴. This should be a monetary value not a percentage (e.g. “4.50” as opposed to “€4.50 or 100%”). This should be denoted in the same currency as that of the “Nominal Amount” field. Only numbers or number ranges should be inserted:

¹⁴ Depending on the type of offer, this may not yet be known at submission of the Final Terms.



- 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 from the drop-down menu:
 - Consideration raised from and Consideration raised to – This option is selected where there is a range
 - Consideration raised – This option is selected where the consideration amount is known
 - Consideration raised to – This option is selected where the consideration is an “up to” amount i.e. in the event of a public offer;
- Consideration Raised – Insert the **total amount** raised¹⁵. This field should be repeated for each security (ISIN). This should be a monetary value and should be denoted in the same currency as that of the “Nominal Amount” field. 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 - Select from the drop-down menu to indicate whether the security is subject to bail-in rules under Directive 2014/59/EU. **This is a mandatory field;** and
- Underlying Market Measure - If “Yes” is selected in “Is there an Underlying Market Measure?” at the top of the Securities Details tab, enter a value in **one** of the following fields:
 - ISIN of Underlying Security/Index
 - Name of Underlying Security¹⁶
 - Name of Index - Selecting from the drop-down menu.

Passporting Details Tab

8. Details Related to the Passporting of the Final Terms

If a New Submission contains a passporting request (where “Filing with a request to passport” or “Request to passport only” has been selected in item 3 in the “Submission Details” tab), the

¹⁵ Depending on the type of offer, this may not yet be known at submission of the Final Terms.

¹⁶ Where the Underlying Market Measure is a basket of securities, “BSKT” should be populated in the field “Name of Underlying Security”.



submitter must indicate, by ticking the host country jurisdictions, which the passporting request relates to:

- whether a public offer is being made in the jurisdiction(s) indicated;
- whether an admission to trading request is being sought in the jurisdiction(s) indicated; and
- whether a translation of the issue specific summary is required by the jurisdiction(s) indicated.

8 Details related to the Passporting of the Final Terms:

Host Countries for which passporting is required (please tick relevant boxes):

Passport to:	Receiving Member State	Public Offer	Admission to Trading	Translation required
	Austria	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Belgium	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Bulgaria	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Croatia	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Cyprus	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Czech Republic	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Denmark	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Estonia	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

The above fields are mandatory where there is a passporting request.

The submitter can only request the passporting of Final Terms to the same jurisdiction(s) to which the relevant Base Prospectus was passported.

9. Required Confirmations for Passporting

Ensure that the relevant confirmations under item 9 are attested to in order to proceed with passporting:

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

I, the submitter, confirm that all appropriate summary translations are included in the document filed, or alternatively, that no summary translations are required for this filing.

I, the submitter, confirm that to the best of my knowledge all the information in this filing and/or passport request is true.



Completing the Final Terms Submission Template in respect of an Update Submission

Rejected Final Terms Template Following Processing

Where an error has been identified in a Final Terms Template after it has been processed into our workflow system, the submitter will be contacted and requested to make an “Update Submission”. This error could relate to incorrect information or required information being omitted in the Final Terms Template. In such instances, the Central Bank will issue an email detailing the reason for the rejection (the “Rejection Email”).

The submitter must submit both the amended Final Terms Template and original Final Terms document, via email, to the Central Bank at finalterms@centralbank.ie. The subject line should commence “Update Submission” rather than “Re:” or “Fw:”

All the relevant fields detailed in the original submission should be included (with any corrections as necessary). The following fields should also be updated accordingly:

Submission Details Tab

When submitting an Update Submission, the submitter should select “Update Submission” in the “Submission Details” tab in item 1 under “Type of Submission”.

Insert the following in order to proceed with the submission. **These are mandatory fields:**

- Job Number to which this submission relates - This can be located on the Rejection Email sent to the submitter by the Central Bank; and
- Reason for Update / Message to Host Competent Authority¹⁷.

1 - 6 Submission Details: 1 Type of Submission: Tick one of the following:	<input type="radio"/> New Submission <input checked="" type="radio"/> Update Submission
Job Number to which this submission relates:	<input type="text"/>
Reason for Update / Message to Host Competent Authority:	<input type="text"/>

Any other relevant section where a correction is required in a field in the Final Terms Template should be updated accordingly.

¹⁷ This is a free text field and should be populated with the reason for the Update Submission.



Error identified by the submitter in a processed Final Terms Template

Where an error has been identified by the submitter in their Final Terms Template after it has been processed into our workflow system, the submitter will also be required to make an “Update Submission”. This error could relate to incorrect information being completed or required information being omitted in the Final Terms Template. The submitter will be required to make an “Update Submission”.

Prior to the Update Submission being completed, the submitter will need to request the “Job Number to which this submission relates” as it is a **mandatory field** on all Update Submissions. The submitter should send an email to finalterms@centralbank.ie requesting the “Job Number to which this submission relates”. This email should contain details of the original Final Terms submission email, and the subject line should commence “Request for Job ID” rather than “Re:” or “Fw:”. The appropriate Job Number will then be provided by the Central Bank.

The submitter must then submit both the amended Final Terms Template and the original Final Terms document, via email, to the Central Bank at finalterms@centralbank.ie. The subject line should commence “Update Submission” rather than “Re:” or “Fw:”. The submitter should follow the steps under the “Submission Details Tab” set out on the previous page.

Error in Final Terms Document Following Processing

An Update Submission is to be used only for errors in or omissions from the Final Terms Template. Where an error has been identified, either by the Central Bank or the submitter, in the Final Terms document after it has been processed into our workflow system, the submitter must submit an amended Final Terms document to finalterms@centralbank.ie as a “New Submission”.