



## Filing Regulation information

Regulated information to be filed with the Central Bank of Ireland (the “Central Bank”) under the Transparency (Directive 2004/109/EC) Regulations 2007 and the Central Bank (Investment Market Conduct) Rules 2019 should be sent by email to the Central Bank (the “Submission Email”). Details of the email addresses to which the Submission Email should be sent are set out on the Central Bank’s website.

The Submission Email should include as attachments:

- the regulated information which is being filed with the Central Bank; and
- a completed submission template.

The Submission Email should contain only one filing of regulated information.

A Submission Email submitted without the relevant submission template will be rejected. Please ensure the most recent published submission template is used.

## Submission Template

The following submission templates are published on the Central Bank’s website:

- TR-1 Submission Form
- Regulated Information Submission Form.

## Instructions for Completing Submission Templates

### 1. TR-1 – Submission Form

This template should be used by both shareholders and issuers when filing a Standard Form TR-1 – notification of the acquisition or disposal of major holdings.

Template Field Name	Instructions
Please tick the appropriate submission type: <input type="radio"/> Submission on behalf of Shareholder <input type="radio"/> Submission on behalf of the Issuer	Select “Submission on behalf of Shareholder” if filing is being made on behalf of shareholder pursuant to Regulation 22.  Select “Submission on behalf of the issuer” if filing is being made on behalf of issuer pursuant to Regulation 31.

Template Field Name	Instructions
	<p>Example: ABC Ltd (“shareholder”) completes a Standard Form TR-1 Notification indicating that it holds voting rights in XYZ plc (“issuer”).</p> <p>When completing the submission template for their respective filings of the Standard Form TR-1 with the Central Bank:</p> <ul style="list-style-type: none"> <li>○ ABC Ltd selects “Submission on behalf of Shareholder”</li> <li>○ XYZ plc selects “Submission on behalf of the Issuer”.</li> </ul>
<p>Is this a new submission or an amendment to an existing submission?</p> <ul style="list-style-type: none"> <li>○ New Submission</li> <li>○ Related to an Existing Submission</li> </ul>	<p>If the submission is a notification that a new threshold has been reached or crossed select “New Submission”.</p> <p>If the submission is correcting an error on a previous submission select “Related to an Existing Submission”.</p> <p>When the option “Related to an Existing Submission” is selected you will be asked to enter the Job Number of the existing submission. The Job Number is stated in the email issued by the Central Bank to acknowledge receipt of the submission that is being amended. Note: The format of job numbers has changed from a six-digit to an eleven-digit format. An error message will display if the job number does not conform with the new format. If the job number comprises only six digits, please add the prefix “JOB10”. For example, if the job number is 123456, enter job number of JOB10123456.</p>
<b>Data from Standard Form TR-1</b>	
<p>Share Details:</p> <p>Issuer Name:</p>	<p>Insert the name of issuer or the underlying issuer of shares to which voting rights attach – see Section 1 on Standard Form TR-1.</p>
<p>LEI:</p>	<p>Insert LEI code of issuer or underlying issuer of shares referenced in Section 1 on Standard Form TR-1 Form where known.</p>

Template Field Name	Instructions
ISIN:	Insert ISIN of issuer or the underlying issuer of existing shares referenced in Section 1 of Standard Form TR-1.
Person Subject to Notification Obligation (Shareholder):  Name:	Insert name detailed in Section 3 of the Standard Form TR-1.
Threshold Crossed or Reached	Insert threshold detailed in Section 7 of the Standard Form TR-1.
Date Issuer Notified (dd/mm/yyyy)	Insert date detailed in Section 6 of the Standard Form TR-1 using the format dd/mm/yyyy
Date Threshold Crossed or Reached (dd/mm/yyyy)	Insert date detailed in Section 5 of the Standard Form TR-1 using the format dd/mm/yyyy
<b>Comments</b>	
Enter comment to the Central Bank of Ireland here:	Free text field - optional
<b>Submitter Details</b>	
Error! You must select a submission type in the banner at the top of this form	This error message will only appear if a submission type has not been selected in the banner at the top of the submission form. Instructions on how to select appropriate submission type are detailed above. The error message will disappear when the submission type has been selected.
Are you acting on behalf of the Shareholder?  or  Are you acting on behalf of the Issuer?	<p>The question displayed will depend on the submission type selected in the banner.</p> <p>If the submission type "Submission on behalf of Shareholder" has been selected, the question "Are you acting on behalf of Shareholder?" will display. Please select Yes/No option as appropriate.</p> <p>If the submission type "Submission on behalf of Issuer" has been selected, the question "Are you acting on behalf of Issuer?" will display. Please select Yes/No option as appropriate.</p>

Template Field Name	Instructions
Name Organisation Telephone Email	Insert name and contact details of submitter.

## 2. Regulated Information Submission Form

This template should be used when filing periodic regulated information and other ongoing regulated information with the Central Bank.

Template Field Name	Instructions
Is this a new submission or an amendment to an existing submission?  <ul style="list-style-type: none"> <li>○ New Submission</li> <li>○ Related to an Existing Submission</li> </ul>	<p>If the submission is a notification that a new threshold has been reached or crossed select “New Submission”.</p> <p>If the submission is correcting an error on a previous submission select “Related to an Existing Submission”.</p> <p>When the option “Related to an Existing Submission” is selected you will be asked to enter the Job Number of the existing submission. The Job Number is stated in the email issued by the Central Bank to acknowledge receipt of the submission that is being amended. Note: The format of job numbers has changed from a six-digit to an eleven-digit format. An error message will display if the job number does not conform with the new format. If the job number comprises only six digits, please add the prefix “JOB10”. For example, if the job number is 123456, enter job number of JOB10123456.</p>
<b>Submitting Issuer Details</b>	
Issuer Name	Insert name of issuer subject to the filing obligation
LEI	Insert LEI code of issuer subject to the filing obligation

Template Field Name	Instructions
<b>Type of Regulated Information being submitted</b>	
Ongoing Regulated Information <ul style="list-style-type: none"> <li>○ Home Member State – ESMA Form</li> <li>○ Home Member State – Announcement</li> <li>○ Total Voting Rights</li> <li>○ Acquisition/Disposal of Issuer’s Own Shares</li> <li>○ Inside Information (MAR)</li> <li>○ Change in Rights Attaching to Shares/Securities</li> <li>○ Additional Regulation Information (i.e. regulated information not covered by other options)</li> </ul>	Select appropriate option for the type of regulated information that is to be filed.
Periodic Regulated Information <ul style="list-style-type: none"> <li>○ Annual Financial Report</li> <li>○ Half Yearly Financial Report</li> <li>○ Report on Payments to Governments</li> </ul>	Select appropriate option for the type of periodic regulated information that is to be filed.  When an option is selected you will be requested to “Enter the relevant financial reporting end date (dd/mm/yyyy)”. For example, if an Annual Financial Report for year ended 30 June 2017 is being filed, enter 30/06/2017.
<b>Comments</b>	
Enter comment to the Central Bank of Ireland here:	Free text field – optional.
<b>Submitter Details</b>	
Name Organisation Telephone Email	Insert name and contact details of submitter.

## Queries

For queries on the submission templates please contact [regulateddisclosures@centralbank.ie](mailto:regulateddisclosures@centralbank.ie).