



Commission de Surveillance
du Secteur Financier

Prospectus III

USER GUIDE FOR
SUBMISSION OF FINAL
TERMS.

Prospectus III

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Prospectus III

1. General Information

1.1 Reference documents

Author	Version	Title
European Parliament	-	Commission Delegated Regulation (EU) 2019/979 of 14 March 2019

Additional documents and useful links can be found on the CSSF Website:
<https://www.cssf.lu/en/prospectus/>

2. Introduction

The CSSF is responsible for the application of Regulation (EU) 2017/1129 of the European Parliament and of the Council of 14 June 2017 on the prospectus to be published when securities are offered to the public or admitted to trading on a regulated market and the Law of 16 July 2019 on Prospectuses for Securities (the "Prospectus Law") which implements certain provisions of the Prospectus Regulation (EU) 2017/1129 and provides for requirements covering the national prospectus regime.

The new Prospectus Regulation entered into force in July 2019 and led to a number of changes to these processes. Among other things, the Commission Delegated Regulation (EU) 2019/979 of 14 March 2019, requires the National Competent Authorities to provide ESMA with an increased quantity of data on the approved prospectuses and supplements and the related Final Terms.

To collect this data, a new version of the Final Terms submission form will be available on the CSSF website as of November, 30th 2020.

The present document is a user guide to this new version of the Final Terms submission form and describes in detail the information which issuers of Final Terms will have to submit together with the Final Terms. A full screenshot of the full submission form is available on the next page.

Final Terms



Information

- The Final Terms and, where required, the summary and its translations have to be sent in one single file:
 - One single PDF document (including the Final Terms, the summary and the translations of the summary in on single searchable PDF).
- For Final Terms with multiple securities, please indicate the first security and then press "+" to add additional securities.
- Size limit: 100 MB total memory

Contact

Contact Person *

Email *

Phone number

 optional

Base Prospectus Details

CSSF file number *

Date of approval *

 yyyy/mm/dd

Final Terms Details

Date of the Final Terms *

 yyyy/mm/dd

Language of the document *

Issuer(s) of the Final Terms

LEI *

1



Guarantor(s) of the Final Terms



Securities

1

Offer: no

Admission to trading: no



Financial Instrument Short Name(FISN) *

ISIN *

CFI Code *

Bail-in-ability



Type

Underlying ?

Type of security *

Maturity/expiry date

 yyyy/mm/dd

Denomination per unit

From

To

Equal

Pending

Volume offered ?

Issuance currency *

Price offered ?



Consideration offered ?



Type of offer / admission *

Offer to the public



Browse final terms file *

Clear

Submit

CSSF processes personal data you provide in the context of this form according to the GDPR (UE 2016/679) as detailed in our Privacy Policy published on the CSSF website : www.cssf.lu
Privacy Policy

3. Submission form fields

3.1 Contact

The block “Contact” contains information about the person submitting the Final Terms to the CSSF.

Contact

Contact Person *	Email *	Phone number optional
<input type="text"/>	<input type="text"/>	<input type="text"/>

- **Contact Person:** Name of the person submitting the Final Terms.
- **Email** address of the person submitting the Final Terms. All communication from the CSSF in relation to the submitted Final Terms will be sent to this email address. (This includes confirmation emails. Cf. chapter “Submission”)
- **Phone Number** of the person submitting the Final Terms (optional).

3.2 Base Prospectus Details

The block “Base Prospectus Details” identifies the base prospectus the Final Terms relate to.

Base Prospectus Details

CSSF file number *	Date of approval * yyyy/mm/dd
<input type="text"/>	<input type="text"/>

- **CSSF file number** of the approved base prospectus. Must respect the format: “C-xxxxxx” (6 numbers).
- **Date of approval** of the base prospectus.

3.3 Final Terms Details

The block “Final Terms Details” contains information regarding the Final Terms document. Issuers and guarantors may be added (+) or deleted (✖).

Final Terms Details

Date of the Final Terms * yyyy/mm/dd	Language of the document * ▼						
<table border="1"> <thead> <tr> <th colspan="2">Issuer(s) of the Final Terms</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>LEI * <input type="text"/></td> </tr> <tr> <td colspan="2" style="text-align: center;">+</td> </tr> </tbody> </table>		Issuer(s) of the Final Terms		1	LEI * <input type="text"/>	+	
Issuer(s) of the Final Terms							
1	LEI * <input type="text"/>						
+							
<table border="1"> <thead> <tr> <th colspan="2">Guarantor(s) of the Final Terms</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>LEI * <input type="text"/></td> </tr> <tr> <td colspan="2" style="text-align: center;">+</td> </tr> </tbody> </table>		Guarantor(s) of the Final Terms		1	LEI * <input type="text"/>	+	
Guarantor(s) of the Final Terms							
1	LEI * <input type="text"/>						
+							

1. **Date of the Final Terms:** Date of the Final Terms as mentioned on the first page of the submitted document.
2. **Language of the document:** Main language of the submitted document. (The language of any translations attached to the Final Terms should not be specified.)
3. **Issuer(s) of the Final Terms:** LEI (Legal Entity Identifier) of the market participant acting as the issuer of the financial instruments described in the Final Terms. Must be a subset of the issuer(s) of the base prospectus.
4. **Guarantor(s) of the Final Terms:** LEI of the market participant acting as the guarantor of the financial instruments described in the Final Terms. Must be a subset of the guarantor(s) of the base prospectus.

3.4 Securities

The block “Securities” details the characteristics of the financial instruments described in the Final Terms.

A security must be added and filled in **for each** financial instrument (ISIN code) described in the Final Terms. Securities may be added (+) or deleted (🗑️).

Securities

1		Offer: yes	Admission to trading: no	🗑️
Financial Instrument Short Name(FISN) *		ISIN *	CFI Code *	Bail-in-ability <input type="checkbox"/>
Type Underlying ⓘ		Type of security *	Maturity/expiry date yyyy/mm/dd	
Denomination per unit	From	To	Equal	Pending
Issuance currency *	Volume offered ⓘ	Price offered ⓘ	Consideration offered ⓘ	<input type="checkbox"/>
Type of offer / admission *	Member state(s) in which an admission to trading is contemplated *		Characteristics of the trading venue *	
Initial admission to trading on regulated market Offer to the public <input checked="" type="checkbox"/>	Member state(s) in which an offer to public is contemplated *		Offer end date * yyyy/mm/dd	

+

Each security contains the following fields:

1. **Financial Instrument Short Name (FISN)** (Mandatory)
2. **ISIN:** International Securities Identification Number. (Mandatory)
3. **CFI Code:** Classification of Financial Instrument code. (Mandatory)

4. **Bail-in-ability:** Indicator about whether the security is subject to bail-in rules under Directive 2014/59/EU.
5. **Underlying:**
 - ISIN code of the underlying security/index or name of the underlying security/index if an ISIN does not exist.
 - This field is only applicable to securities with defined underlying.
 - For unique underlying:
 - Select "ISIN" under "Type" and enter the ISIN or,
 - Select "Identifier" under "Type" and chose a value from the list.
 - If the name of the underlying is not in the list,select "Name" under "Type" and enter the name of the underlying.
 - For multiple underlying's, select "Basket" under "Type" .
6. **Type of security:** The classification of categories of equity and non-equity securities. In case multiple types are applicable, select the most relevant one. (Mandatory)
7. **Maturity/expiry date:**
 - The date of maturity or expiry date of the security, if applicable.
 - This field is only applicable to securities with defined maturity.
 - Must be populated with the value "9999/12/31" in case of perpetual debt securities.
8. **Denomination per unit:** The nominal value or notional value per unit in the issuance currency. This field is only applicable to securities with defined denomination.
9. **Issuance currency:** Code representing the currency in which the nominal or notional value is denominated. (Mandatory)
10. **Volume offered:**
 - Number of securities offered.
 - This field is only applicable to equity.
 - Please fill in either:
 - the field **To**,
 - the fields **From** and **To** or
 - the field **Equal**.
11. **Price offered:**
 - Price per security offered, in monetary value.
 - This field is only applicable to equity.
 - Please fill in either:
 - the field **To**,
 - the fields **From** and **To**,
 - the field **Equal** or
 - tick '**Pending**' in case the price offered is not yet available.

12. Consideration offered:

- Total amount offered, in monetary value of the issuance currency
- Please fill in either:
 - the field **To**,
 - the fields **From** and **To**,
 - the field **Equal** or
 - tick '**Pending**' in case the consideration offered is not yet available.

13. Type of offer / admission: (Mandatory)

- The type of offer or admission chosen by the market participant to offer or trade the financial instruments according to the current prospectus regulation.
- The fields "Member state(s) in which an admission to trading is contemplated" and "Characteristics of the trading venue" will be visible (and mandatory) if one of the following values is selected:
 - Initial admission to trading on regulated market.
 - Initial admission to trading on regulated market from previously being traded on MTF.
 - Initial admission to trading on MTF with offer to the public.
 - Secondary issuance on regulated market or MTF.

14. Member state(s) in which an admission to trading is contemplated

15. Characteristics of the trading venue: The identification of the trading venue where the financial instruments are admitted to trading.

16. Offer to the public:

- Must be ticked if the securities are offered to the public.
- If this field is ticked, the fields "Member state(s) in which an offer to public is contemplated" and "Offer end date" will be visible (and is mandatory).

17. Member state(s) in which an offer to public is contemplated

18. Offer end date:

- The date at which the offer period ends.
- Must be populated with the value "9999-12-31" in case of a perpetual offer.

4. Final Terms document

The Final Terms document should be attached at the bottom of the submission form. Click on "Browse final terms file" and select the document.

Browse final terms file *

Clear Submit

The final terms, summary and any translation must be contained in **one single PDF** document. Before being able to submit the form, one document **has to** be attached.

5. Submission

If the submission form has been completed and a pdf document has been attached, the Final Terms may be submitted to the CSSF via the button "Submit". Any errors will be shown at the top of the submission form.

A **first** acknowledgment of receipt will be sent by email to the contact person when the Final Terms have been received by the CSSF.

A **second** confirmation will be sent by email to the contact person when the Final Terms have been transmitted successfully by the CSSF to ESMA.

The CSSF will assign a unique ID to each Final Terms. This ID will be included in the acknowledgment of receipt and the confirmation email and must be indicated in each query related to the Final Terms.



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