

Self Service Portal



LSEG

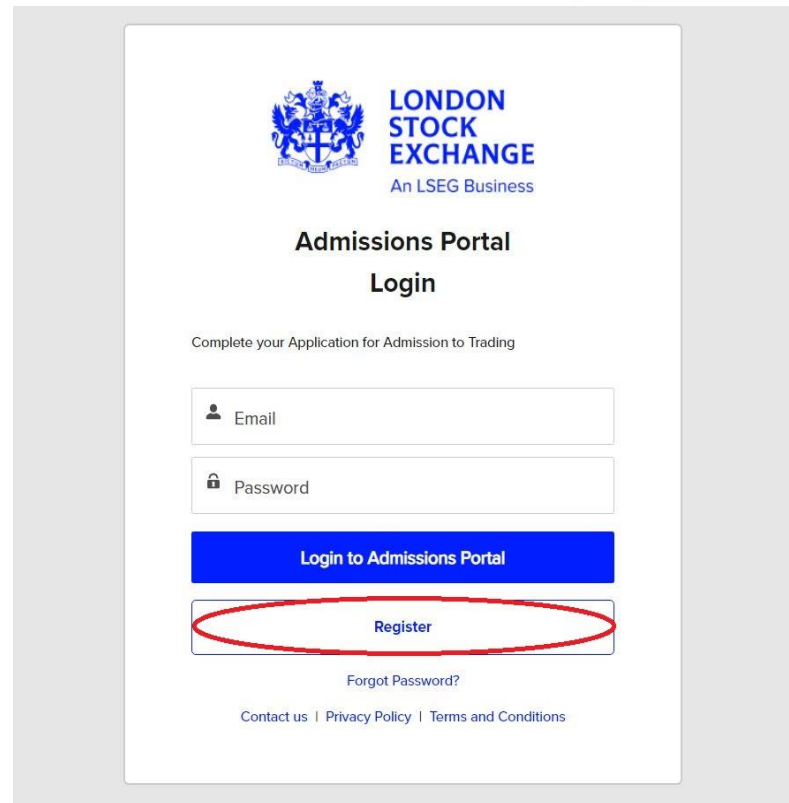
London Stock Exchange Group 23 October 2023

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Portal Access - Portal User Registration

- The Admissions Portal can be accessed by navigating to the following url - <https://customer.lseg.com/LSEadmissions>
- New Users can register by selecting the 'Register' button



 **LONDON
STOCK
EXCHANGE**
An LSEG Business

**Admissions Portal
Login**

Complete your Application for Admission to Trading

 Email

 Password

Login to Admissions Portal

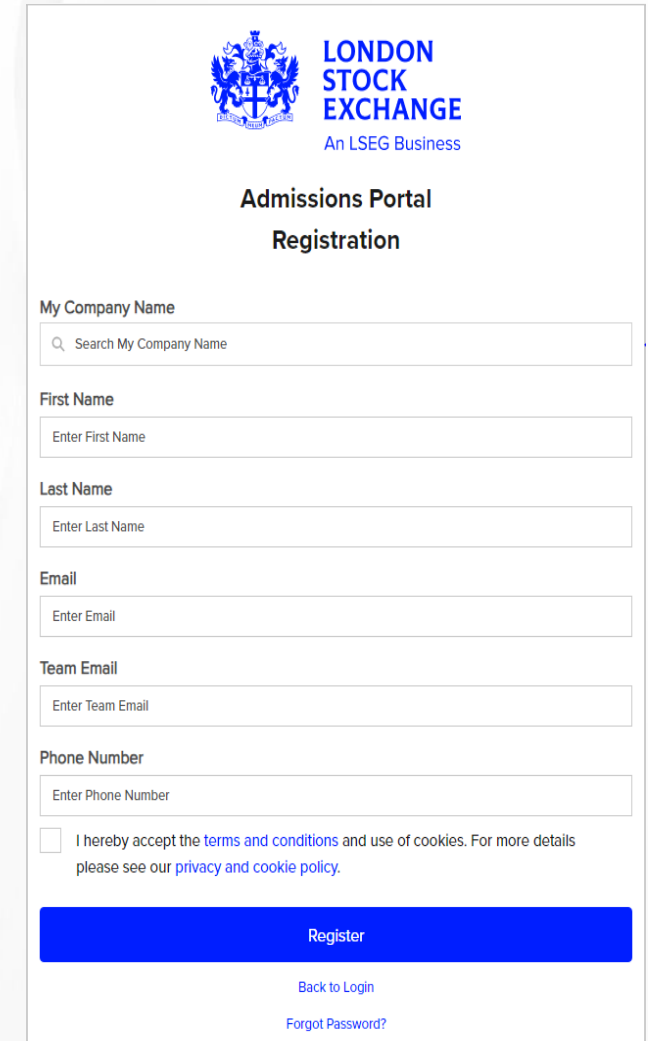
Register

[Forgot Password?](#)

[Contact us](#) | [Privacy Policy](#) | [Terms and Conditions](#)

Portal Access - Portal User Registration

- You will be presented with the Registration page
 - All details on this page are mandatory
- To begin, start typing in your company name into the **‘My Company Name’** Field and select the appropriate one
 - Note: This is the name of your company, not that of the client.
 - If your company does not appear in this list, please progress to the Company registration section
- Populate the ‘First Name’, ‘Last Name’, ‘Email’, ‘Team Email’ and ‘Phone Number’ Fields
 - The Email address you enter here will be where you receive all correspondence for the Admissions portal
 - The Team Email field should reflect a team/group email address.
- You must agree to the terms and conditions before you can proceed
- Select ‘Register’ to complete registration
- You will then receive an email with instructions on how to set your password



The screenshot shows the 'Admissions Portal Registration' page. At the top, there is the London Stock Exchange logo with the text 'LONDON STOCK EXCHANGE' and 'An LSEG Business'. Below this, the title 'Admissions Portal Registration' is centered. The form contains several input fields: 'My Company Name' (with a search icon and placeholder 'Search My Company Name'), 'First Name' (placeholder 'Enter First Name'), 'Last Name' (placeholder 'Enter Last Name'), 'Email' (placeholder 'Enter Email'), 'Team Email' (placeholder 'Enter Team Email'), and 'Phone Number' (placeholder 'Enter Phone Number'). Below these fields is a checkbox for 'I hereby accept the terms and conditions and use of cookies. For more details please see our privacy and cookie policy.' At the bottom, there is a large blue 'Register' button, and below it, two links: 'Back to Login' and 'Forgot Password?'.

Portal Access - Company Registration

- If you are attempting to register for the Admissions Portal and cannot see your company name, select the Request new company registration option

My Company Name

Search Tes

GraniteShares Financial Plc

Test SSP Company

TEST UAT

+ request new company registration

First Name

Enter First Name

Portal Access - Company Registration

- To request the addition of your Company to the Admissions Portal(Your company has to be registered for you to register yourself as a user)

You must complete all fields marked with an asterisk.

- Once all mandatory fields have been completed you must download the New Company Approval Form'. Once you have downloaded the form it is required that you complete the form and upload it back to this page.

- To download the form select here:



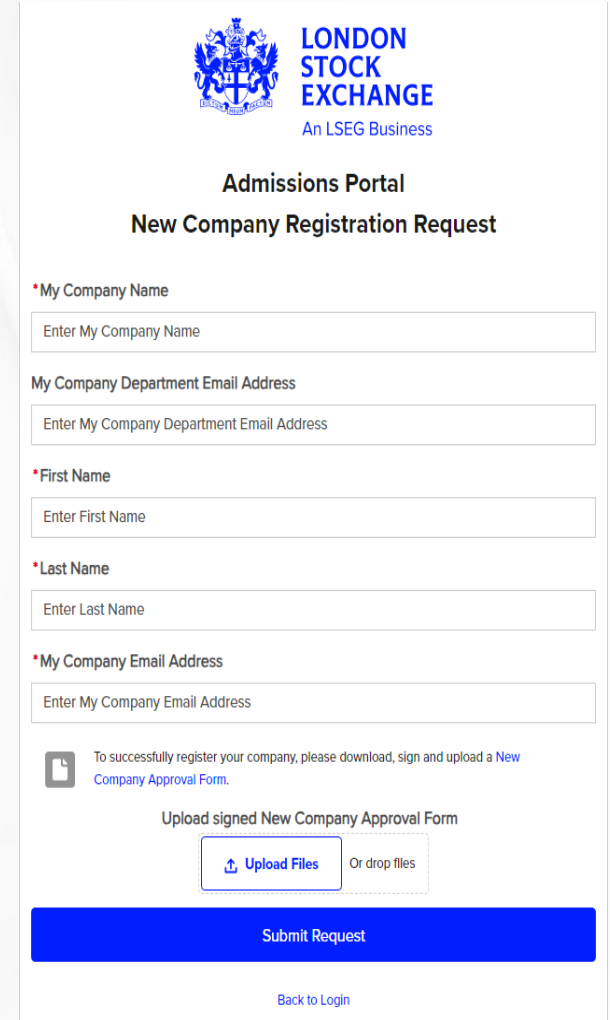
- To Upload the completed form, select here:

Upload signed New Company Approval Form

 Upload Files

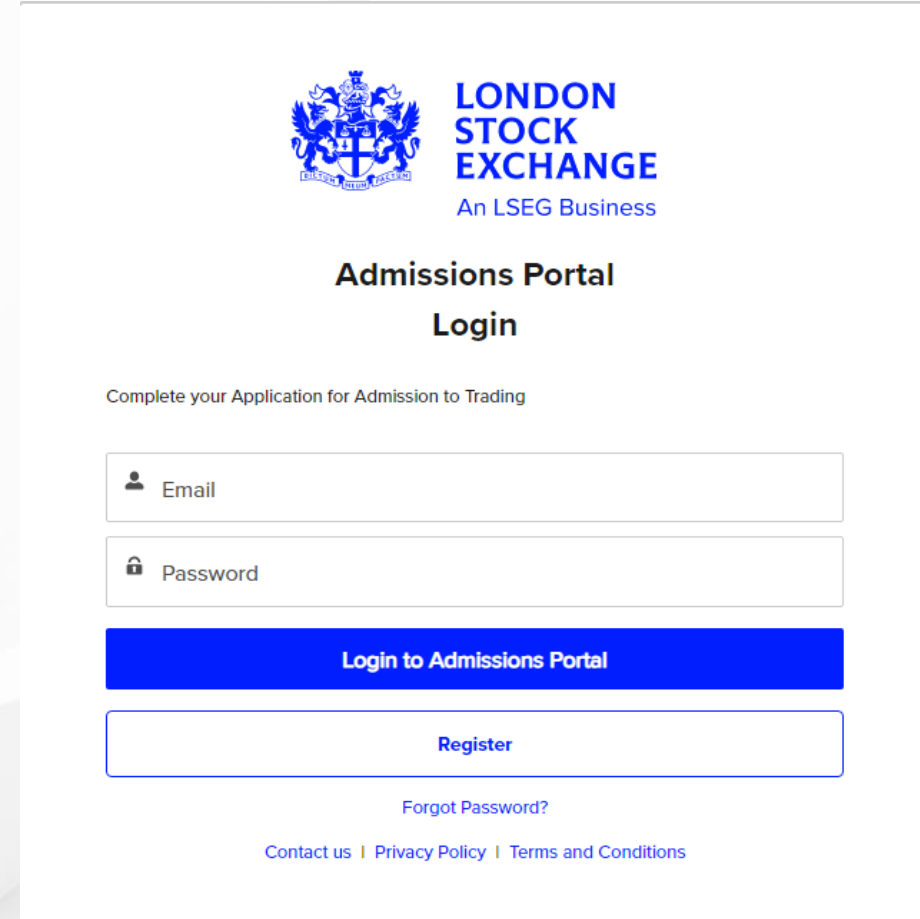
Or drop files

- Once all the above has been completed, Select Submit request
 - Submitting the request sends this to the admissions team to approve, you will receive an email to confirm this.
 - Once your company registration has been approved, you will receive another confirmation email, you can then return to the login page to register against your company

The screenshot shows the 'Admissions Portal' for the 'New Company Registration Request'. At the top is the London Stock Exchange logo with the text 'LONDON STOCK EXCHANGE' and 'An LSEG Business'. Below this is the title 'Admissions Portal' and 'New Company Registration Request'. The form contains several input fields, each preceded by a red asterisk indicating a mandatory field: 'My Company Name', 'My Company Department Email Address', 'First Name', 'Last Name', and 'My Company Email Address'. Each field has a corresponding text input box. Below these fields is a message: 'To successfully register your company, please download, sign and upload a New Company Approval Form.' with a document icon. This is followed by another 'Upload signed New Company Approval Form' section with an 'Upload Files' button and 'Or drop files' text. At the bottom of the form is a large blue 'Submit Request' button and a smaller 'Back to Login' link.

Portal Access - Portal user Login/Password Reset

- To log in to the portal, you must enter the Username and Password set for you when you registered.
- Entering your password incorrectly 5 times will result in being locked out for 15 minutes.
- If you have forgotten your password, you may reset this using the 'Forgot Password?' option on this page.
- If you are having any further trouble with this page, you can request assistance via the 'Contact us' option on the page.
 - This page will provide you with useful contact details



The screenshot shows the 'Admissions Portal Login' page. At the top, there is the London Stock Exchange logo (a blue crest) and the text 'LONDON STOCK EXCHANGE' in blue, with 'An LSEG Business' in smaller blue text below it. The main heading is 'Admissions Portal Login' in bold black text. Below this, a sub-heading reads 'Complete your Application for Admission to Trading'. There are two input fields: 'Email' with a person icon and 'Password' with a lock icon. Below these fields is a large blue button labeled 'Login to Admissions Portal'. Underneath the button is a white button with a blue border labeled 'Register'. At the bottom, there is a link 'Forgot Password?' and a footer with links 'Contact us | Privacy Policy | Terms and Conditions'.

Portal Access - Portal user Login/Password Reset

- Upon logging in you will be provided with the below page



The screenshot shows the London Stock Exchange (LSE) portal login interface. At the top left is the LSE crest logo, followed by the text "LONDON STOCK EXCHANGE" and "An LSEG Business". In the top right corner, there is a "Log Out" link. The main content area contains a message: "* Please enter the security token that has been emailed to you". Below this message is a text input field. At the bottom right of the form, there is a blue button labeled "Next".

- You will receive an email each time you log in, which will supply you with the appropriate security token
- This Token will be valid for 2 hours after receiving the email

Portal - Home Page Navigation

- The first page you will land on is the Home page



Home New Application Applications TIDM Reservation Request Reports



IPO / Introduction / New Issuer

Market	Application Type	Time	Business days prior
AIM	New Company Placing/Introduction	9am	3 days prior to Admission date
MAIN/ PSM/ SFS/ HGS/ ATT	New Company Placing/Introduction	12pm (midday)	10 days prior to Admission date
MAIN	Issue of ETF & Issue of ETP - New Issuer	12pm (midday)	11 days prior to Admission date
ISM	All applications except Final terms (Debt Drawdown)	9am (midday)	1 day prior to Admission date

Follow on Admissions - Existing Issuer

Market	Application Type	Time	Business days prior
AIM	All applications (unless otherwise specified)	9am	3 days prior to Admission date
MAIN/ PSM/ SFS/ HGS/ ATT	All applications (unless otherwise specified)	12pm (midday)	3 days prior to Admission date
MAIN	Issue of ETF & Issue of ETP - Existing Issuer	12pm (midday)	5 days prior to Admission date
MAIN / PSM / ISM	Final terms(Debt Drawdown/Further Issue ETP)	2pm	1 day prior to Admission date
All Markets	Change of Name request	4pm	1 day prior to Admission date

Andrea Thinn. Welcome to your dashboard.

Your Applications

APPLICATIONS FOR NEXT WORKING DAY

APPLICATIONS WITH OUTSTANDING CONDITIONS

Application ID	Application Name	Hearing Date	Outstanding Condition Count
AMD-0007735	ABC Ltd - MAIN - Offer for Subs...	30/01/2023	8

[View All](#)

MY ACTIVE APPLICATIONS

NEW APPLICATION COMMENTS

Application Name	Hearing Date	Admission Date	Application Status
ABC Ltd - MAIN - Offer for Subs...	30/01/2023	31/01/2023	 Submitted with conditions

[View All](#)

Portal - Home Page Navigation

- On this Page you have a Navigation Menu
 - This menu allows you to Navigate to various pages in the portal



Home

This tab will take you back to your homepage

New Application

Selecting this tab will take you to the New Application form

Applications

This Tab will take you to a full list of all your Applications

Reports

This tab will allow you to view any Application reports you have, if you have any available

Contacts

This tab is only available to Super users, this is where a Super user may access other users details to adjust user permissions

TIDM Reservation Request

Provides the ability for you to reserve a TIDM for any future Applications

User details (Right hand icon)

By Selecting this icon you will be given the option to either view/edit your profile or Log out of the Portal

Portal - Home Page Navigation

- The Dashboard Components on the home page allow you to view various different filtered data tables
- The Dashboards will show 5 lines of data at a time, to view more, select 'View All'



HomeNew ApplicationApplicationsTIDM Reservation RequestReports



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View All

MY ACTIVE APPLICATIONS

Application Name	Hearing Date	Admission Date	Application Status
ABC Ltd - MAIN - Offer for Subs...	30/01/2023	31/01/2023	 Submitted with conditions

View All

NEW APPLICATION COMMENTS

Portal - Home Page Navigation

The Dashboard Components on the home page are:

Application for next working day

The List view contains Applications where the admission date is tomorrow

Applications with outstanding conditions

This list view contains Applications where the Status is either 'Submitted awaiting Condition' or 'Reviewed awaiting Condition'

My Active Applications

This list view shows all Applications where you are the primary contact and they are not yet in the 'Admitted' Status

New Application Comments

This list view will show all Application comments for Applications where you are the primary contact, that have not yet been completed.

New and in progress TIDM Requests

Displaying any current TIDM Reservation requests that have not yet been completed.

All TIDM reservation request comments

Displaying comments regarding TIDM reservation requests.

Admitted Applications

A list of Applications that have reached an Admitted status.

Portal - Home Page Navigation

- At the bottom of the Homepage, you will see some helpful Links
- By selecting on these links, you will be taken to a specified URL
- This URL will open in a different tab



Portal - New Application Creation

- Upon selecting the New Application tab, you will be taken to the New Application page
- Any fields marked with an asterisk are required to proceed
- If you begin typing in the 'Full legal name of Issuer field' your options will begin to appear
- If you cannot find the option you require, select 'New Issuer' and proceed as prompted
- If you hover over any 'i' symbols, these provide information regarding the field

New Application

Full legal name of Issuer

OR

Legal Entity Identifier

New Issuer

*Market(s) ⁱ

*What type of admission is required? ⁱ

*What is the expected admission date? ⁱ

Additional Supporting Information ⁱ

*EU Sanctions

Please confirm the following.

The issuer confirms that¹:

(i) it is not, and is not owned or controlled by, a person currently targeted by any form of UK, US or EU sanctions or restrictive measures ("Sanctions") including blocking, asset freezes, restrictions on dealings, issuing, or trading in debt, equity, derivatives, or other securities; and

(ii) its application to trading is not made for any purpose which is prohibited by Regulation 18B of the Russia (Sanctions) (EU Exit) Regulations 2019, or any other Sanctions imposing restrictions on investments in Russia.

¹For issuers who fall within Articles 1(2)(b) – (d) of the UK version of Regulation (EU) No 2017/1129, the issuer provides these confirmations to the extent that the Sanctions apply to the issuer.

Create New Application

Portal - New Application Creation

- Once you have entered an Admissions date you will see the below information section appear.

This application should be submitted no later than 2:00 PM BST on the 27 September 2023

The following will be required prior to Admission:

- Pricing Supplement / Final Terms

Create New Application

- This information section provides you the latest date this Application can be submitted, and what attachments are required in order for the Application to be admitted.
- The information shown here is dependent on the Application type and Admission date selected.

Portal - New Application Creation

- Once 'Create New Application' has been selected, you will be taken to a second page to continue creating the Application.
- What you see on this page is dependent on the Application type and Market type selected on the first page. This is because the information requirements differ.
- The example here shows an Application where various fields are required.

London Stock Exchange

Home New Application Applications TDM Reservation Request Reports

Andrea T...

Submitted

This application should be submitted no later than 12:00 pm BST on the 28 September 2023

ABC Ltd - MAIN - Issue of Fixed Income (ORB - OFIS)
 LEI: 213800RG7JNX7KBF7525
 Expected Admission Date: 13-Oct-2023
 ID: AMD-0009271

New Comment Delete Application Download PDF

* Fields are mandatory at the point of submission.

Application Details

*Hearing Date 13-Oct-2023 *Admission Date 13-Oct-2023

Additional Supporting Information

☐ I would like to ADD New GNs in this Application.

*Confirmed Market Maker

Confirmed Market Maker

At least one market maker is required if the security is to be traded on a segment with mandatory market maker requirements.

*Listing Category --None-- *Listing Type --None--

*Home Competent Authority for Listing Home Competent Authority for Listing --None-- *Will the Securities be Admitted to the FCA --None--

Relevant Description of Security --None-- Further Description of Security --None--

Are the securities for which application is now made:

*Identical in all respects with each other? --None--

*Identical in all respects with an existing class of security? --None--

*Freely negotiable? --None--

Seniority --None-- Bond Classification --None--

Settlement

*Are the securities eligible for electronic settlement pursuant to Admission and Disclosure Standard 2.7? --None--

Notifications

Database - All applications that require trading information to be updated will have the details disseminated to market participants to enable them to synchronise their trading database with that of the Exchange. This is facilitated via our Database service which publishes this information hourly from 10am the business day prior to admission.

Application Comments (0)

Application Updates (0)

Conditions

Application Form

Attach

Upload Files Or drag files

* Board Minutes

* Email Confirmation of Issuance

* Final Published Announcement

* Initial Published Announcement

* Pricing Supplement / Final Terms

* Prospectus

* Signed When Issued Form

* Static Data Form

* UK A Written Approval

* Additional Document 1

* Required in order to proceed with application.

* Required before admission.

Primary Contact Change

Current Primary Contact

Andrea T...

Additional Application Recipients

REMOVE EMAIL

Enter an email

Add

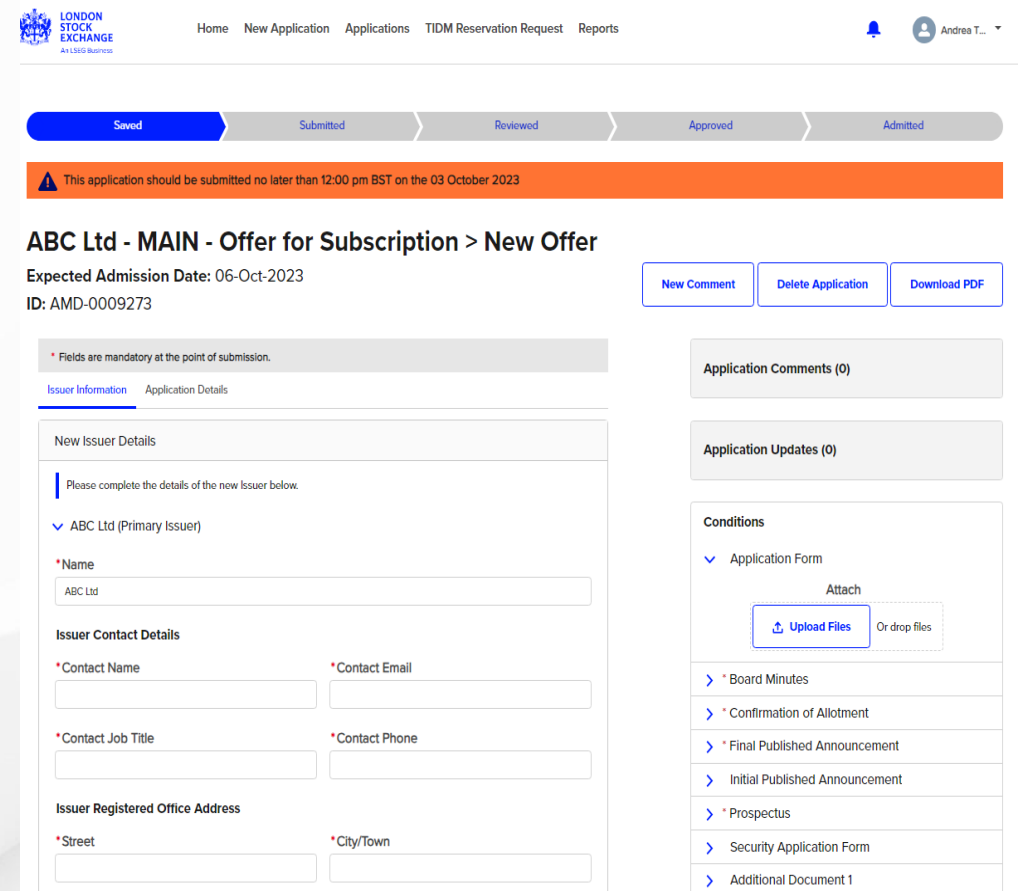
Application Sharing

USER	ACCESS TYPE
Andrea T...	All

Save Application Review and Submit

Portal - New Application Creation - with New Issuer Data

- For some Applications, where a new Issuer is selected, you will be required to complete further details regarding the Issuer related to the Application.
- In these instances, the form has been split into two tabs with the first presenting fields specific to the Issuer details, and the second presenting fields that are more familiar with Applications.
- You will be required to complete all mandatory fields within both tabs before you are able to progress with the Application
- The fields required for completion will be slightly different for the AIM market.



LONDON STOCK EXCHANGE
A11566 Business

Home New Application Applications TIDM Reservation Request Reports

Andrea T...

Saved Submitted Reviewed Approved Admitted

⚠ This application should be submitted no later than 12:00 pm BST on the 03 October 2023

ABC Ltd - MAIN - Offer for Subscription > New Offer

Expected Admission Date: 06-Oct-2023
ID: AMD-0009273

New Comment Delete Application Download PDF

* Fields are mandatory at the point of submission.

Issuer Information Application Details

New Issuer Details

Please complete the details of the new Issuer below.

▼ ABC Ltd (Primary Issuer)

* Name
ABC Ltd

Issuer Contact Details

* Contact Name * Contact Email

* Contact Job Title * Contact Phone

Issuer Registered Office Address

* Street * City/Town

Application Comments (0)

Application Updates (0)

Conditions

▼ Application Form

Attach

Upload Files Or drop files

> * Board Minutes

> * Confirmation of Allotment

> * Final Published Announcement

> Initial Published Announcement

> * Prospectus

> Security Application Form

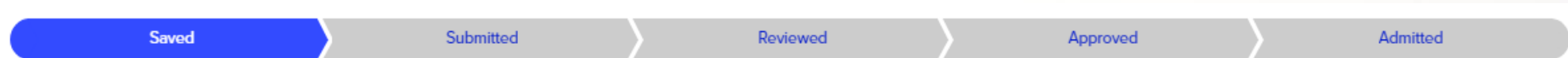
> Additional Document 1

Portal - New Application Creation

- On all Applications the below sections can be found

Status Path

The path updates dependent on what stage the Application is in, this will not only update dependent on updates made in the Portal, but will update dependent on how the Admissions team have updated it.



Application information

This area, found on every Application, informs the user of the last accepted submitted date, the Application name, LEI, Expected admissions date and the ID of the Application (this can be used in any correspondence relating to the Application)

 This application should be submitted no later than 12:00 pm BST on the 28 September 2023

ABC Ltd - MAIN - Issue of Fixed Income (ORB - OFIS)

LEI: 213800RG7JNX7K8F7525

Expected Admission Date: 13-Oct-2023

ID: AMD-0009271

Portal - New Application Creation

- These Applications require various fields completed before the Application can be submitted.
- Any fields that have an asterisk (*) are required in order to submit the Application
- You can 'Save' the Application without completing these fields. Saved Applications can be found in the Applications tab, they will have a status of Saved.
- Any fields that are greyed out, are not editable for this Application.
- Once all required information has been entered Select 'Review and Submit' to progress with the Application

* Fields are mandatory at the point of submission.

Application Details

*Hearing Date ⓘ *Admission Date ⓘ

12-Oct-2023 ⓘ 13-Oct-2023 ⓘ

Additional Supporting Information ⓘ

Portal - New Application Creation

- For a number of Applications, as part of the Edit Application page, you are able to Add, Amend or Delete ISINs.
- Depending on the Application, you may see any combination of these actions.
- To activate each of the ISIN blocks, click on the box on the left-hand side of the component. This will reveal the ISIN search functionality that allows you to find ISINs associated with the Issuer related to your Application.

☒ I would like to SELECT Securities or AMEND Instrument details in this Application.

Search ISINs

Choose From List

Please select the Securities or Instrument details that you would like to use in this Application.

☐ I would like to ADD New ISINs in this Application.

☐ I would like to SELECT Securities or AMEND Instrument details in this Application.

☐ I would like to DELETE ISINs in this Application.

Portal - New Application Creation

- You have two options when searching for an ISIN.
- If you know the ISIN, SEDOL or TDIM for the record, you are able to type in any part of those codes which will reveal a list of matching ISIN.

You are then able to select the correct ISIN from that list.

- If on the other hand, you would like to select from full a list, click the link labelled 'Choose From List' and pick list containing all values will be presented.

Search ISINs

Choose From List

123

AHJIYUOG123 / 2132571 / WEHT

TYUHBNMOLPK / 1233897 / 1287

Choose ISIN

Text Search

ISIN / SEDOL / TIDM

Portal - New Application Creation

Adding an ISIN

- If you would like to Add an ISIN as part of your Application, click on the checkbox to the left of the Add ISIN component.
- Once activated, you will see a button on the right labelled 'Add New ISIN'. Click this and a new ISIN record will be added to your Application.
- Complete all of the required fields within the ADD ISIN form and once completed, click the 'Save ISIN' button
- Once saved, the Title of the ISIN record will change from *italic red* to **black**.
- Only once the ISIN record has been saved will you be able to save the wider Application record.
- If for any reason you would like to remove this ISIN from your Application, click on the 'Deselect' button and this ISIN record will be removed.

☒ I would like to ADD New ISINs in this Application. Add ISIN

ADD: New ISIN (Please save)

*ISIN

ISIN

*TIDM

TIDM

*SEDOL

SEDOL

CFI ⓘ

CFI

FISN ⓘ

FISN

*Trading Currency ⓘ

--None--

*Security Description

*Amount of securities to be admitted ⓘ

Amount of securities to be admitted

*No of New / Capital Raising Security ⓘ

No of New / Capital Raising Security

Please note: the 'Amount of securities to be admitted' will be considered an 'up to amount' until you confirm it is a final amount by ticking the appropriate condition

No of Existing Securities Raising Cap

No of Existing Securities Raising Cap

*Issue Price ⓘ

Issue Price

*Issue Price Currency ⓘ

-- Select --

*Exchange Rate

Exchange Rate

*Default place of settlement

Default place of settlement

Deselect

Save ISIN

Portal - New Application Creation

Amending an ISIN

- If you would like to Amend an ISIN as part of your Application, click on the checkbox to the left of the Amend ISIN component.
- On selection of an ISIN from the search component, the ISIN record will add to your Application and presented as a prefilled form.
- Once you have completed the remaining required fields, the ISIN record should be saved by clicking 'Save ISIN'.
- Once saved, the Title of the ISIN record will change from ***italic red*** to **black**.
- Only once the ISIN record has been saved will you be able to save the wider Application record.
- If for any reason you would like to remove this ISIN from your Application, click on the 'Deselect' button and this ISIN record will be removed.

☒ I would like to SELECT Securities or AMEND Instrument details in this Application.

Choose ISIN Text Search

ISIN / SEDOL / TIDM

▼ **AMEND: AU3CB0253771 / BF4HX57 / 44KB** (Please save)

ISIN

AU3CB0253771

TIDM

44KB

SEDOL

BF4HX57

CFI

DBFXFR

FISN

BARP/4.33 CORP BD 20230615

Trading Currency

AUD - Australian Dollar

Security Description

4.327% Debt Instruments due 15/06/2023 fully paid (Registered in denominations of AUD250,000 each)

Total Shares In Issue

200,000,000

Amount of securities to be admitted

Amount of securities to be admitted

No of New / Capital Raising Security

No of New / Capital Raising Security

No of Existing Securities Raising Cap

No of Existing Securities Raising Cap

Issue Price

Issue Price

Issue Price Currency

--- Select ---

Exchange Rate

Exchange Rate

Default place of settlement

Default place of settlement

Deselect

Save ISIN

Please note: the 'Amount of securities to be admitted' will be considered an 'up to amount' until you confirm it is a final amount by ticking the appropriate condition

Portal - New Application Creation

Deleting an ISIN

- If you would like to Delete an ISIN as part of your Application, click on the checkbox to the left of the Delete ISIN component.
- On selection of an ISIN from the search component, the ISIN record will add to your Application and presented.
- When deleting ISINs, you are unable to update any information for that record.
- To confirm that you have selected the correct record, 'Confirm ISIN' at which point the Title of the ISIN record will change from **italic red** to **black**.
- Only once the ISIN record has been confirmed will you be able to save the wider Application record.
- If for any reason you would like to remove this ISIN from your Application, click on the 'Deselect' button and this ISIN record will be removed.

☒ I would like to DELETE ISINs in this Application. Choose ISIN [Text Search](#)

▼ **DELETE: AHJIYUIOG123 / 2132571 / WEHT** (Please confirm)

ISIN : AHJIYUIOG123	TIDM : WEHT
SEDOL : 2132571	CFI :
FISN :	Trading Currency : BND
Total Shares in Issue : 1,000	
Security Description : *Security Description	

DeselectConfirm ISIN

Portal - New Application Creation – Multiple ISIN Upload

- Some Applications allow multiple ISINs to be uploaded via a Template and File.
- Applications that allow this have an Add New ISINs component that allow manual addition or bulk uploading. You can upload ISINs or add up to 15 manually, you cannot do both on the same Application.
- Select the Upload Multiple ISINs Tab and then press the Upload Multiple ISINs button, which will open a new modal that will walk you through the process.
- Each Application type has a specific Template that is used to create the upload File, this is downloaded using the 'Click here to Download' link

☒ I would like to ADD New ISINs in this Application.

[Upload Multiple ISINs](#)

ISINs can be added to the system in two ways, either manually, or by uploading a spreadsheet (.csv file). Manual input is limited to 15 records.

For more than 15 records select the 'Upload Multiple ISINs' option. This will allow you to download a template to fill in, and then upload as a file. The file will be checked for you as you fill it in, including mandatory fields.

Note: You cannot add ISINs manually after uploading, nor upload after manually adding ISINs.

[Add ISINs Manually](#) [Upload Multiple ISINs](#)

To upload a CSV file containing your ISIN Data, please click on the 'Upload Multiple ISIN' button at the top of this component.

Upload a CSV

SSP - Upload ISIN Flow

Step 1 of 3: Download Template

Please download the template via the link below. Populate all Mandatory and relevant fields, and then save the data to your local drive in CSV format. Once saved in this format you will then be able to upload the file.

Please retain this file in this format so that you can make amendments and be able to re upload it if necessary.

[Click here to Download](#)

[Import CSV](#)

Portal - New Application Creation – Multiple ISIN Upload

- The downloaded Template is in the form of an Excel spreadsheet with field validation and formatting built in, additionally 'Required Fields' are highlighted.

[illegible]

- Fill in a row for each new ISIN that is to be uploaded, maximum 150, where the field is a pick list, use the pick list to select a value, rather than typing it in.
- Some fields will be automatically calculated, based on other columns that will need to be filled in first.
- Once all the rows have been entered, save the spreadsheet and then create a 'Comma Separated Values' version of the file as well. This will be used for uploading but it is useful to keep the original file as well.
- Take note of the Version Number and Date at the top of the Spreadsheet, from time to time the Template will change, and previous versions of the Template will be rejected at upload time.

Portal - New Application Creation – Multiple ISIN Upload

- Press the 'Import CSV' button on the Portal, to upload your CSV file and then use the Upload Files or Drop files button.
- Press Next.
- Before uploading the selected file the version of the file is checked, if it is a previous version the file will be rejected and a new one will be needed using the correct Template
- The file is uploaded first and then processed, so press Done when the file has uploaded
- Small files will be processed while you wait, whereas larger files will be handles in the background and the results emailed to you.

Upload a CSV

SSP - Upload ISIN Flow

Step 2 of 3: Upload File

Once you have completed your CSV file, please upload it using the feature below and then click 'Next'.

Please note that all instruments previously uploaded will be removed and replaced by this revised CSV file

Upload ISIN Details

[Upload Files](#) Or drop files

[Previous](#) [Next](#)

Upload Files

 Issue of Fixed Income.csv 7 KB 

1 of 1 file uploaded [Done](#)

Portal - New Application Creation – Multiple ISIN Upload

- If the file does not upload correctly, due to a missing field say, then a message will be displayed and you will be able to review the records to see what failed.
- Press 'Finish' to see the failures, or 'Previous' to try uploading again.
- The failures can be seen by hovering over the warning triangle.
- Correct the errors in the original file and try again. Do this in the original downloaded file and save again as a csv before re-uploading.

Upload a CSV

SSP - Upload ISIN Flow

The Application Securities have been Validated.
There are (1) records in total and (1) has failed the Validation.

Please click the finish button and a table of the uploaded ISINs will appear. Hovering over the status icon will reveal any errors

Previous

Finish

☒ I would like to ADD New ISINs in this Application.

Upload Multiple ISINs

ISINs can be added to the system in two ways, either manually, or by uploading a spreadsheet (.csv file).

Manual input is limited to 15 records.

For more than 15 records select the 'Upload Multiple ISINs' option. This will allow you to download a template to fill in, and then upload as a file. The file will be checked for you as you fill it in, including mandatory fields.

Note: You cannot add ISINs manually after uploading, nor upload after manually adding ISINs.

Upload Multiple ISINs

Status	Admission	ISIN	Security	SEDOL	TIDM	Options
	13/10/2023	XS2676439891	7.25% Bonds ...	BMVGTR0	AV73	

Portal - New Application Creation – Multiple ISIN Upload

- When the file does upload correctly the 'Upload Complete' box is displayed.
- Press 'Finish' to see the successfully loaded records.
- Note: Uploading a second file will remove all of the previously uploaded records and reload them.
- Successful records are shown with a tick in the status column.
- If they are all successful, you will be able to proceed with the Application.
- **Note: Once the Application is submitted, you will not be able to amend the uploaded file records. However, if there's a need to re-upload, contact Admissions team via a portal message, and they will confirm when you are granted the permission and enable the option to reupload the bulk upload records. Please make sure you inform the Admissions team once you complete your re-upload.**

The following New ISINs will be ADDED as part of this Application. [Expand All / Collapse All](#)

ISINs can be added to the system in two ways, either manually, or by uploading a spreadsheet (.csv file). Manual input is limited to 15 records. For more than 15 records select the 'Upload Multiple ISINs' option. This will allow you to download a template to fill in, and then upload as a file. The file will be checked for you as you fill it in, including mandatory fields. Note: You cannot add ISINs manually after uploading, nor upload after manually adding ISINs.

[Upload Multiple ISINs](#)

☒ I would like to ADD New ISINs in this Application.

[Upload Multiple ISINs](#)

ISINs can be added to the system in two ways, either manually, or by uploading a spreadsheet (.csv file). Manual input is limited to 15 records. For more than 15 records select the 'Upload Multiple ISINs' option. This will allow you to download a template to fill in, and then upload as a file. The file will be checked for you as you fill it in, including mandatory fields. Note: You cannot add ISINs manually after uploading, nor upload after manually adding ISINs.

[Upload Multiple ISINs](#)



Upload a CSV

SSP - Upload ISIN Flow

The Application Securities have been Validated.
There are (1) records in total and (1) has failed the Validation.

Please click the finish button and a table of the uploaded ISINs will appear. Hovering over the status icon will reveal any errors

[Previous](#) [Finish](#)

☒ I would like to ADD New ISINs in this Application. [Upload Multiple ISINs](#)

ISINs can be added to the system in two ways, either manually, or by uploading a spreadsheet (.csv file). Manual input is limited to 15 records. For more than 15 records select the 'Upload Multiple ISINs' option. This will allow you to download a template to fill in, and then upload as a file. The file will be checked for you as you fill it in, including mandatory fields. Note: You cannot add ISINs manually after uploading, nor upload after manually adding ISINs.

[Upload Multiple ISINs](#)

Status	Admission	ISIN	Security	SEDOL	TIDM	Options
✓	13/10/2023	XS2676439891	7.25% Bonds ...	BMVGTR0	AV73	

Portal - New Application - Review and Submission

- Once 'Review and Submit has been selected, you will be guided to the below page
- This page allows you to review the information you previously entered.
- At this point, should you wish to re-edit the Application, click 'Edit' and you will return to the previous page.

Additional Supporting Information :

Hearing Date : 05-Oct-2023

Admission Date : 06-Oct-2023

Board of Directors :
N/A

The following New ISINs will be ADDED as part of this Application. [Expand All / Collapse All](#)

✓ ADD: XS1234567890 / BQMRY56 / ABCD

ISIN : XS1234567890	TIDM : ABCD
SEDOL : BQMRY56	CF : ESVUFR
FISN : BRIH SMAL/PAR VTG FPD 0.1	Trading Currency : GBX
Security Description : CITIGROUP GLOBA/EMTN 20250331	
Amount of securities to be admitted : 1,000,000	No of New / Capital Raising Security : 0
No of Existing Securities Raising Cap : 0	Issue Price : 0.00000000
Issue Price Currency : GHS	Exchange Rate : 1.00000000
Default place of settlement : CREST	

The following Securities or Instrument details will be used in this Application.

Please select the Securities or Instrument details that you would like to use in this Application.

The following ISINs will be DELETED as part of this Application.

Please select the ISINs that you would like to delete using the search box above.

Listing Category : Standard - Shares Listing Type : Further Issues

Are the securities for which application is now made:

Identical in all respects with each other?: Yes

Identical in all respects with an existing class of security?: Yes

Freely negotiable?: Yes

Settlement

Are the securities eligible for electronic settlement pursuant to Admission and Disclosure Standard 2.7?: Yes

EU Sanctions

Please confirm the following

The issuer confirms that¹: (i) it is not, and is not owned or controlled by, a person currently targeted by any form of UK, US or EU sanctions or restrictive measures ("Sanctions") including blocking, asset freezes, restrictions on dealings, issuing, or trading in debt, equity, derivatives, or other securities; and

(ii) its application to trading is not made for any purpose which is prohibited by Regulation 18B of the Russia (Sanctions) (EU Exit) Regulations 2019, or any other Sanctions imposing restrictions on investments in Russia.

¹For issuers who fall within Articles 1(2)(b) – (d) of the UK version of Regulation (EU) No 2017/1129, the issuer provides these confirmations to the extent that the Sanctions apply to the issuer. : Yes

[Edit Application](#)

Portal - New Application - Review and Submission

- Before you can submit the Application, you must read through the Declaration and complete the 'Undertaking' section
- Only after completing this section will the Application be considered as 'Submitted'
- Once an Application has reached a submitted state, the Admissions team begin processing the Application
- In instances where there are multiple Issuers for a single Application (Programmes), you will have to complete the declaration on behalf of each issuer

MAIN

We confirm that we have read and acknowledge our obligations under the Standards. We additionally represent and warrant that:

- a. all the conditions for trading in the Standards, which are required to be fulfilled prior to application, have been fulfilled in relation to the issuer and the securities for the admission of which application is now made;
- b. all the documents and information required to be included in the application have been or will be supplied in accordance with the Standards and all other requirements of the Exchange in respect of the application have been or will be complied with;
- c. (for new applicants only) the issuer is in compliance with the requirements of any securities regulator that regulates it and/or any stock exchange on which it has its securities traded;
- d. we shall pay applicable admission and annual fees, as they fall due;
- e. the information provided is in all respects accurate, complete and not misleading;
- f. we shall comply in all material respects with all applicable laws and regulations in force from time to time; and
- g. we shall inform the London Stock Exchange immediately if the circumstances change and the representations and warranties above are no longer true or correct.

Undertaking

▼ ABC Ltd (MAIN)

We undertake to comply with the Standards as published by the London Stock Exchange from time to time.

I have read and agreed to the Declaration statement above for the Market(s) : MAIN : ☒

Full Legal Name of Issuer: ABC Ltd

Date: 28-Sept-2023

Approved By: Daniel hale

Job Title: TEST

Signed by a duly authorised officer (e.g. Director) for and on behalf of : ☒

This agreement and any dispute or claim arising out of or in connection with it or its subject matter or formation (including non-contractual disputes or claims) shall be governed by and construed in accordance with the law of England and Wales and subject to the exclusive jurisdiction of the Courts of England and Wales.

Portal - New Application - Review and Submission

- After submitting your Application, you will no longer be able to edit its details, you will however be able to add conditions. We will discuss adding conditions a little later
- You should notice that the Status will have now changed



- The status 'Submitted awaiting condition' means that the admissions team are now aware of the Application, but in order for this to be approved, you still need to attach conditions to this
- You can view all of your Application awaiting conditions on your homepage dashboard
- In the lead up to your Applications admission date, you will receive reminder emails to help ensure you remember to add the appropriate conditions

Portal - New Application Creation – New Programmes

You can create an Application for New or Updated Programmes

- You are able to create a New Programme for both a new or a known Issuer
- When selecting a New Programme for an Issuer, you will be able to select the Programme Type: Covered Warrants, Debt or ETPs
- You then continue with the new Application as usual

*What type of admission is required? ⓘ

Programme (New) ▼

*What is the expected admission date? ⓘ

Additional Supporting Information ⓘ

*EU Sanctions

Please confirm the following.

The issuer confirms that:

(i) It is not, and is not owned or controlled by, a person currently targeted by any form of UK, US or EU sanctions or restrictive measures ("Sanctions") including blocking, asset freezes, restrictions on dealings, issuing, or trading in debt, equity, derivatives, or other securities; and

(ii) its application to trading is not made for any purpose which is prohibited by Regulation 18B of the Russia (Sanctions) (EU Exit) Regulations 2019, or any other Sanctions imposing restrictions on investments in Russia.

*What type of Programme (New) is required? ⓘ

Select an Option ▼

Covered Warrants

Debt

Exchange Traded Products

Portal - New Application Creation – New Programmes – Issuer Selection

- When a New Programme Application record has been created, you will first be presented with the details of the Issuers that should be associated with the Programme Application
- You can include any number of other Issuers with your Application, but the Issuer chosen on the New Application Page will always be considered as the 'Primary Issuer'
- To select further known Issuers, type the name of the Issuer in the Issuer Search box (A). Once selected, that Issuer will become part of the Programme Application
- You can remove known Issuers from the record by clicking 'X' on the corresponding line. You cannot remove the Primary Issuer (B)
- If you select a Programme to be updated, the Issuer relationship will be copied from the original Programme and displayed on screen

Issuer Information

Application Details

Programme Issuers

Please provide the details of the Issuers that you would like to be associated with this Programme.

Add an Additional Issuer

A

Issuer Search

To associate an Issuer with this Programme, search for the Issuer name in the box above. If you cannot find the correct record, please introduce a new Issuer in the following section. You are able to remove Issuers from this list apart from the Issuer used to create this Application.

Issuer Name
XAAR PLC
Fair Oaks Income Limited

X

B

Introduce New Issuer

Create Issuer

To create a new Issuer, click on the button and complete all mandatory fields. You will not be able to submit your application until the Issuer information has been saved.

Portal – Programme Applications – Issuer Selection

- If you would like to introduce a new Issuer as Part of the Application, click the box 'Create Issuer' (A)
- In this instance you will be presented with a form to complete all the details of that Issuer. You should complete these details before continuing.
- Again, you are able to create as many New Issuers as is required
- You are able to introduce both new and known Issuers to a single Application
- Issuer selection is only available for New Programme Applications

[Issuer Information](#) [Application Details](#)

Programme Issuers

Please provide the details of the Issuers that you would like to be associated with this Programme.

Add an Additional Issuer

Issuer Search

To associate an Issuer with this Programme, search for the Issuer name in the box above. If you cannot find the correct record, please introduce a new Issuer in the following section. You are able to remove Issuers from this list apart from the Issuer used to create this Application.

Issuer Name
XAAR PLC
Fair Oaks Income Limited

Primary Issuer

X

Introduce New Issuer

A

Create Issuer

To create a new Issuer, click on the button and complete all mandatory fields. You will not be able to submit your application until the Issuer information has been saved.

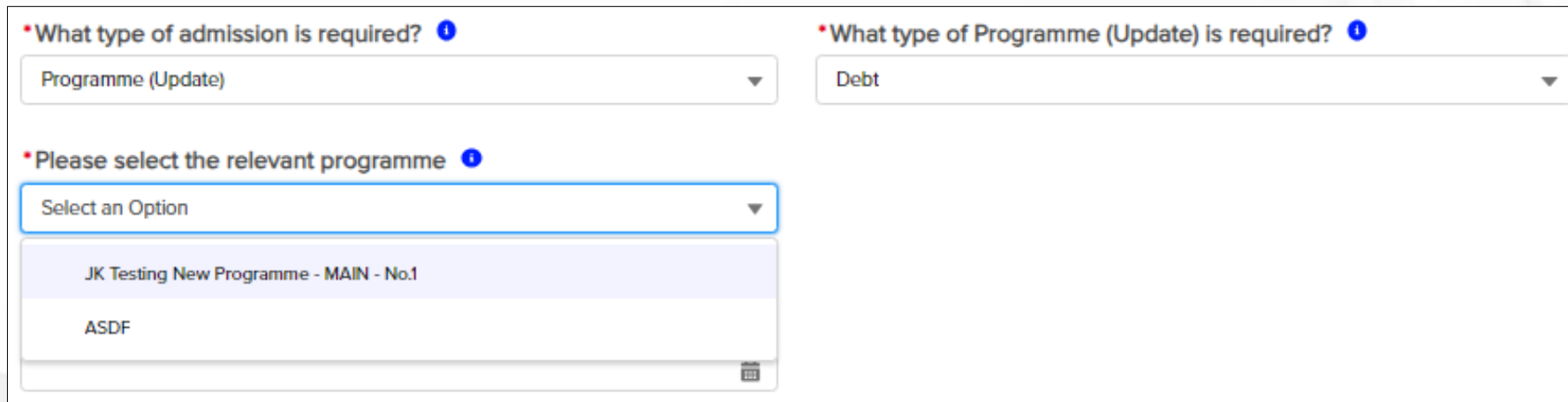
Portal – Programme Applications – Market Relationships

- When all Issuers have been selected for an Application, you will need to confirm the relationship of each Issuer with a particular Market
- Under the 'Application Details' Tab, you will see the "Configure Programme Component"
- Initially this will be populated with all the Issuers that have been chosen in the previous section and the Market used when creating the Application will be assigned to the Primary Issuer
- To complete this section, you will need to assign at least a single Market to each of the Issuers. Clicking on the pencil icon will allow you to update the checkboxes
- Bear in mind that different markets may have varying submission deadline requirements, so this may change the final date for submission or admission

Configure Programme				
Please select the relevant Market (s) for the Issuer(s) that you would like to add this programme to.				
Primary Issuer	Markets			
	HGS	ISM	MAIN	PSM
XAAR PLC	☐	☐	☒	☐
You have selected the following additional Issuer(s) for this Programme. Please select the Markets that you would like the Issuer(s) to drawdown from.				
Associated Issuer	HGS	ISM	MAIN	PSM
Fair Oaks Income Limited	☐	☐	☐	☐

Portal – New Application Creation – Programme Update

- When selecting a Programme to update for an Issuer, you will again be able to select the Programme Type: Covered Warrants, Debt or ETPs
- Once the type is selected, where there are Programmes related to the chosen Issuer, you will be able to select the Programme that you would like to update



The screenshot displays a web form for updating a programme. It features two dropdown menus at the top. The first dropdown, titled '*What type of admission is required?' with an information icon, is set to 'Programme (Update)'. The second dropdown, titled '*What type of Programme (Update) is required?' with an information icon, is set to 'Debt'. Below these is a third dropdown titled '*Please select the relevant programme' with an information icon, currently showing 'Select an Option'. This dropdown is open, revealing a list of options: 'JK Testing New Programme - MAIN - No.1' (highlighted in light blue) and 'ASDF'. A small calendar icon is visible at the bottom right of the list.

- If there are no Programmes that are related to the chosen Issuer, a message will be displayed highlighting this. In this situation, you will not be able to proceed with the Application
- When Updating a Programme, you are unable to change the related Issuers or the Markets that they are assigned to

Portal - Adding Conditions

- Conditions are required for an Application to be approved by the Admissions team
- You will see these at the right hand side of an Application
- Some conditions require a file to be uploaded and confirmed for the condition to be complete. Others only require the confirmation box to be checked
- Conditions can be added to the record throughout the Application process, even after the Application has been submitted. However all required Conditions, will need to be satisfied for an Application to reach an Approved state

Conditions

✓ Application Form

Attach

Upload Files

Or drop files

> * Board Minutes

> * Confirmation of Allotment

> * Confirmation of Amount of Securities to be Ad...

> * Confirmation of Issue Price

> * Final Published Announcement

> Initial Published Announcement

> * Opening Price Day Prior to Admission

> ** Prospectus

> * Security Application Form

> Additional Document 1

** Required in order to proceed with application.

* Required before admission.

Portal - Adding Conditions

- To update a condition, select the arrow next to the condition you wish to complete/upload
- The condition details will appear to allow you to either upload an attachment, or complete the condition field. The below is an example of an attachment required

Conditions

✓ Application Form

Attach

📁 Upload Files

Or drop files

> * Board Minutes

> * Confirmation of Allotment

Portal - Adding Conditions

- Upon uploading your condition, you will see the below information
- Your attachment will have been given a name representing the condition and a Version Number
- You can upload a new version of this condition by selecting 'Upload Files' again (or drop the file)
- Once you are happy that this is the final version for submission, select the 'Final File' check box

Conditions

✓ **Application Form**
Application Form
Version : 1 - 28-Sept-2023 13:35
Filename: LSE Form 1 - September 2023 - signed.pdf
[Delete File](#)

☐ Final file(s) for submission?

Add version

 **Upload Files**

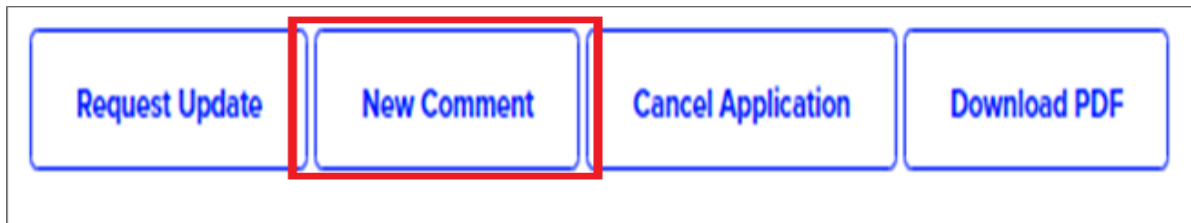
Or drop files

Portal - Adding Conditions

- Once you have Completed all Conditions and selected all the 'Final File' Check boxes, the status of the Application will automatically change to Submitted
- The Status changing to Submitted informs the Admissions team that the Application is now ready for review.
- If the Admissions team find that the Conditions uploaded are not sufficient, they will change the status to 'Reviewed awaiting conditions'
 - You will receive an email when a Status change has been made to any of your Applications
- If the status has changed to 'Reviewed awaiting conditions' you will be required that you update the conditions in question (The admissions team should advise you of this in a Comment)
 - Once Updated the Status will change to Pending
- Once the Admissions team have reviewed the Application and deem everything to be correct, the status should move to Approved and then Admitted.

Portal - Application Comments

- On each Application you will see a section called 'Application Comments'
- Application comments are the main communication channel between Portal users and the Admissions team.
- These should be used to ask any Application specific questions to the Admissions team. The Admissions team will use the Comments to request any further information they require.
- To create a New Comment, select the 'New Comment' button on the Application page



Portal - Application Comments

- The New Comment screen will be shown.
- When creating a New Comment you will be asked for the following information
 - **Comment Name**
This Comment name will give the admissions team a high level view of the intention of the Comment
 - **Comment Details**
The Comment details is where you should enter the details of your comment
- You also have the opportunity to upload a file should this be necessary to supplement your comment.

New Comment

Please enter a name for your Comment, this allow the team to see at a glance what the comment is regarding

* Comment Name

Please enter the details for your comment, please add as much details as possible

Comment Details

Attach a File

Or drop files

Next

Portal - Application Comments

- Once you have created your Comment, this will be sent to the Admissions team for them to deal with
- You will be able to view your comment on the Application page under the Application Comments section
- You will also be able to view any Application comments that have not yet been completed in your home page dashboard
 - Comments can be completed by either the Admissions team or yourself, Completing a Comment indicates that no further response or actions are required
- If the Admissions team send you a comment or reply to one you created, you will receive an email to inform you
 - You will also be able to view this comment on the related Application page or on your homepage dashboard

Application Comments (1)			
Public Applic...	Created By	Created Date	
TEST	Andrea Thinn	28/09/2023 13:...	▼
View All			

Portal - Application Comments

- To Reply or Complete a comment:
 - Select the Comment you wish to update, this can be done by clicking on the name of the comment
 - You will be guided to the Comment details page, where you will see a button 'Reply/Complete'
 - Selecting this will take you through your options, to either Reply, Complete or Reply and Complete
 - Replying will create a new Comment and send this to the Admissions team

Application Comment
TEST

Reply/Complete

Application
[ABC Ltd - MAIN - Issue of Fixed Income \(ORB - OFIS\)](#)

Public Application Comment Name
TEST

Message Body ⓘ
TEST MESSAGE

Complete? (No further response required)
☐

Notes & Attachments (0)

Upload Files

Title	Type	Created By	Last Modi...
-------	------	------------	--------------

Portal - Downloading and Printing Application Records

At any point throughout the Application process, you are able to create a PDF version of your Application record that you can save or print.

The 'Download PDF' button can be found at the top right of any Application page. When clicked, a new screen will open and display the full contents of your Application.

Each time the 'Download PDF' button is used, a new file will be generated containing the most up to date record data.

NOTE : You may have to adjust the popup preferences on your browser if the new window fails to open.



Post Submission Application Updates

Once your Application has been submitted, the record becomes locked and you are unable to update.

There may be instances where specific fields need to change after the point of submission and this feature can be used to request such changes.

When an Application is in a submitted or reviewed state, you are able to request that the following fields are updated:

Application Data	ISIN Data
Hearing Date	Amount of Securities to be Admitted/ Cancelled
Admission Date	No of New Capital Raising Securities
	Issue Price
	Issue Price Currency
<i>Once your record reached an 'Approved' status, you are only able to request a change to the 'Admission Date' and 'Hearing Date'</i>	

Any field update requests will be reviewed by the Admissions Team and a decision made as to their validity. You will be made aware of the outcome of the request via email once all updates have been processed by the Admissions Team.

Post Submission Application Updates - Making a Request

After the point of submission, the 'Request Update' button will become available at the top of an Application record screen.

Clicking on this button will start the update request process where you will be presented a screen allowing you to select which field you would like to update.

If you select an ISIN related field, the user Interface will update to display a list of ISINs that are related to the Application. You should select the ISIN for which you would like the change to be made.

The ISIN pick list will only become visible where there are ADD or AMEND ISIN records associated with your Application.

When you have selected the field and related ISIN, click 'Next'.

A screenshot of a web form titled 'New Field Update Request'. Below the title is a heading 'Please select the field you want to update'. Underneath is a label '* Field to update' followed by a dropdown menu with the text 'Select an Option' and a downward arrow. Below the dropdown is a paragraph of text: 'Upon submission your request will be reviewed by Admissions and we will respond once this is completed, please note that the changes are not actioned until approval is received.' At the bottom right of the form is a blue button with the text 'Next' in white.

Post Submission Application Updates - Making a Request

On the next screen you will be given the opportunity to provide the updated value for the field.

You will be able to see confirmation of the related ISIN where appropriate, and also the current value that is stored against the Application record.

Insert your updated value and add some extra request details if you feel that there is any information that would help the Admissions Team in their final decision.

If you wish to make an update to another field in the Application, tick the box labelled 'Request another field update' and then click 'Next'. This will lead you through the same process again.

Once you have entered all required updates, click 'Next'.

New Field Update Request

Please select the field you want to update

* Field to update

Issue Price ▼

* Select ISIN

--None-- ▲ ▼

Upon submission your request will be reviewed by Admissions and we will respond once this is completed, please note that the changes are not actioned until approval is received.

Next

Post Submission Application Updates - Making a Request

Once you have completed all of your updates, you will be displayed confirmation of the intended changes.

To complete the request, click the button labelled 'Complete Request'. This will finalise the request in the system and will immediately become available to the Admissions Team.

The Admissions Team will review and approve or reject each individual field update. Every effort will be made to accommodate your request, but there may be instances where it is not possible.

In instances where an update is rejected, you will be informed of the reason within a comment on the update record and the final email.

New Field Update Request

You have requested the following changes

Field	Previous Value	New Value
Issue Price (XS2676439891/BMVGTR0/AV73)		100.00000000
Admission Date	13 October 2023	16 October 2023

These requests will be reviewed by the Admissions Team and you will be informed of the outcome.

[Previous](#)[Complete Request](#)

Post Submission Application Updates - Making a Request

After a request has been made, each field update can be seen on the Application record Page under the Related List 'Application Updates'.

As each update is addressed by the Admissions Team, these records will be updated. From 'New' status to 'Approved' or 'Declined' depending on the acceptance or rejection from Admissions team on the requested update.

Once all records have been completed for a request, you will receive an email outlining all items and whether they have been accepted or rejected.

Application Updates (3)			
Public A...	Created By	Created D...	Update St...
Admissio...	Hansana K...	20/06/2022...	Accepted
Issue Pric...	Hansana K...	20/06/2022...	Declined
Amount o...	Hansana K...	20/06/2022...	New
View All			

Portal - TIDM Reservation Requests

You can create a TIDM Reservation Request in the instance where you would like to reserve a TIDM for a future Application.

In the navigation menu, click 'TIDM Reservation Request'. On the resulting page, you will see a list of requests that are currently in progress.

To create a new request, click 'New TIDM Request' in the top right of the screen. A form will be displayed where you can complete the first stage

of the request:

Requested on behalf of (Issuer)

The name of the company that you are requesting on behalf of

Reason Requested

Select a value that most suits the reason for the request.

Additional Information

Any further information that you feel may be necessary. This is required if the Reason Requested is set to 'Other'.

New TIDM Request

TIDM

A tradable instrument display mnemonic (TIDM) is the three- or four-character identifier specific to London Stock Exchange. Issuers may request a specific TIDM, which will be issued provided it is not already in use or reserved. Once reserved, these are held for a period of six months. London Stock Exchange reserves the right to reject or withdraw a TIDM, at its sole discretion, at any time. The following are non-exhaustive examples of when the Exchange may exercise this discretion:

- If an issuer has reserved a TIDM for more than 6 months and another issuer is ready to launch sooner; or
- If an issuer already has the same TIDM on another exchange and is requesting the same for consistency.

Please complete this form to start your TIDM Reservation Request.

After submitting this form, you will be able to individually detail the TIDMs that you would like to reserve on behalf of the issuer.

* Requested on behalf of (Issuer) ⓘ

Reason Requested

—None— ⌵

Additional Information

Next

Portal - TIDM Reservation Requests

Once the new request has been made, you will be presented with a screen where you can add a number of TIDM Details and eventually submit the request.

For each TIDM that forms part of your request, click 'New' in the header of the TIDM Detail list.

This will open a form where you can submit the details of the TIDM required. You are able to enter multiple TIDM Detail Records as part of your Application.

Each TIDM Detail entered will be reflected in the within the TIDM Detail list once it is saved.

Alternatively, you can submit a file containing the details of the TIDMs that you would like to reserve. In this case, you do not have to submit any TIDM Detail records.

Also on the TIDM Reservation Request page you will find:

Files

Allowing you to upload a file that may be required as part of your request

Comments

Allowing you to communicate directly with the Admissions Team

TIDM Details (1)				New
TIDM	Status	Reserved Date	Reservation Expiration	
ABCD	Requested			
				View All

New TIDM Detail: New Item

TIDM

Instrument Description

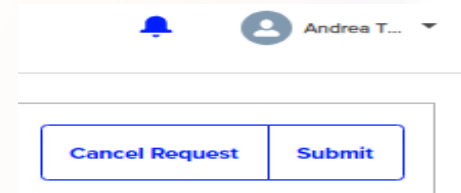
Cancel

Save & New

Save

Portal - TIDM Reservation Requests

At the point where you have added each of the TIDM Details to your request, you are able to 'Submit' the record so that the Admissions Team can process it.



Click on the Submit button at the top right of the TIDM Reservation Screen and follow the on screen guidance. Once submitted, you will no longer be able to edit or add details to the record. However, you can communicate with the Admissions Team via the commenting functionality if needed.

Upon submission, the status of the record will have been updated and the Admissions Team will have been alerted of the creation of your request. At this point, you will no longer be able to edit the details of your request.

When the Admissions Team begin the process for the request, the status will change from '**Submitted**' to '**In Progress**'.

Once all of the TIDM Detail records have been reviewed and the request is complete, the status will change again to '**Complete**' and you will receive an email informing you of the update.

At this point, each TIDM Detail record will have been provided a status and in situations where the TIDM is available, a Reservation Date and Reservation Expiry Date will have been supplied.

Portal - TIDM Reservation Requests

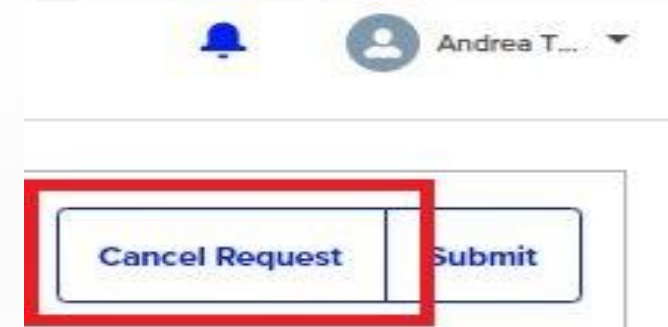
If at any point you decide that there is no longer the requirement for the TIDM Reservation, you are able to either Cancel the request as a whole or Cancel individual TIDM Details.

To cancel the whole request, go to the Request record page and you will see a button on the top right of the screen labelled 'Cancel Request'.

- By clicking this button, the request will be marked as being cancelled, along with each of the TIDM Detail records will also be marked as cancelled.

To cancel an individual TIDM within a request, navigate to the TIDM Detail record page where you will see a button on the top right of the screen labelled 'Cancel TIDM'.

- By cancelling a single TIDM Detail, the wider request and any other TIDM Details will remain active.



Portal - Reporting

A number of reports have been created for you to monitor your current and historic workload.

Clicking on the 'Reports' navigation item will lead you into the Reporting section. From here , select 'All Reports' and you will find a list of reports available to you.

These reports will display details of all records that are under your ownership.

If you are a superuser, they will also present the data of any colleagues that you are responsible for.

Reports

All Reports

9 items

REPORTS	Report Name	Description	Folder
Recent	Active Applications By A	A list of all Applications grouped by Case Type	My Applications
Created by Me	Active Applications By D	A list of all Applications grouped by Deadline Date in Months	My Applications
Private Reports	Active Applications By Iss	A list of all Applications grouped by Issuer	My Applications
All Reports	Active Applications By St	A list of All Applications grouped by Status	My Applications
FOLDERS	Applications Outstanding	A list of Active Applications with Outstanding Conditions by Deadline Date	My Applications
All Folders			
Created by Me			
Shared with Me			
FAVORITES			
All Favorites			

Portal - Deletion/Cancellation Request

- On each Application you will either have the option to Delete the Application or request a Cancellation

Delete Application

You will only see the Delete Application button on Applications in the Saved Status, anything that has been Submitted cannot be deleted. Deleting an Application will mean you will no longer be able to view/edit it.

Cancellation request

You will see the Request Cancellation button on any Applications which have been Submitted, Cancellation requests will be sent to the Admissions team who will either the Cancel the Application, or be in contact with you, with a reason as to why they cannot do so.

- Both buttons can be found on the Application page

Sharing And Security - Super User Functionality

- Portal Super Users have the ability to 'manage' other users and Applications that are associated with the same company
- A Portal Super Users will be able to:

Update User permissions

Portal Super users will have the ability to view all users who are associated with the same company as them. Users can be viewed in the Contacts tab.

View/Edit Applications

Portal Super Users will have the ability to view and edit all Applications which have been created by users associated with the same company as them. On a Super users Dashboard, they will see both their own and other users Applications.

Share Applications

A Portal Super User will also have the ability to Share Applications with other users associated with the same company as them. The purpose in sharing Applications, is to allow multiple users at one time have read and write access to an Application. Without this, Application access is limited to the Primary Contact on the Application and the Super user associated with the same company as the Primary Contact

Sharing And Security - Application Multi Share

- Application sharing allows a Portal Super User to share Applications with other users
- To Share an Application
 - Navigate to the Application you wish to share
 - On the Application, you will see the Application Sharing sections
 - Select 'Change'
 - This will allow you to select the Access type and User
 - You can select either Read or Edit access
 - You will only see Users associated with the same company as you.
 - Select Save
- To remove sharing
 - Next to the Users name, on the Application sharing section, you will have a delete option
 - Selecting this will remove the users access to the Application and User.

Application Sharing		Change
USER	ACCESS TYPE	DELETE
Hansana Kaluarachchi	All	Delete

Sharing And Security - Primary Contact

- A Primary Contact on an Application is the person responsible for receiving all email correspondence for the Application.
- The Primary Contact will default as the person who created the Application
- The Applications shown on your homepage Dashboard will be those which you are the Primary Contact for (Unless you are a Portal Super User and you see all for your company)
- The Primary contact can be updated by a Super User if, for instance, a user is going on Annual Leave and a colleague will be taking over the Application.
- To do this, follow the below steps:
 - As a Portal Super User navigate to the Application you wish to change
 - In the 'Primary Contact' Section select 'Change'
 - This will allow you select a new user
- You will only be able to have one Primary Contact
- You will only be able to select a user associated with the same company as you.

Primary Contact

[Change](#)

Current Primary Contact

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Sharing And Security - Superuser Request

- If you do not already have a Super user at your Company, and wish to become a Super user, you can request this by navigating to the LSEG Website

[Admissions Self Service Portal | London Stock Exchange](#)

Appendix A

Help text for Eurobond , Issue of Tranche and Issue of PSI Tranche.

Admission Date:	DD/MM/YYYY
ISIN:	12 characters (If required, you can add multiple lines to the spreadsheet for the same issuer) see below for examples.
Security Description:	This will appear on the dealing notice (255 characters)
Country of Register	Add relevant code from dropdown. Add ZZ if bearer.
Expiry Date	DD/MM/YYYY
Regime	Wholesale or Retail (this is based on the specified denomination; < EUR100,000 = Retail, > EUR100,000 = wholesale)
Market	Regulated Market = Main Unregulated Market = PSM International Securities Market = ISM
Total Amount Listed	enter the amount from the Pricing Supplement (no need for hyphens)
Denomination CCY	enter the currency from the Pricing Supplement (this is a dropdown)
Percentage	Add if issue price is a percentage
Issue Price	Add if issue price is not a percentage
Capital raised from new securities	This is auto populated by formula
Exchange Rate	enter the Exchange Rate relating to the currency
Day Count / Fraction	enter the Day Count / Fraction from the Pricing Supplement
Specified Denominations	enter the denominations from the Pricing Supplement. This should only contain the amount, i.e. 1000 this should not contain currency code or commas
Issuance date of the bond	Issue Date
FISN	FISN can be found on ANNA website (https://www.annaservice.com/isinlookup/)
CFI Code	CFI can be found on ANNA website (https://www.annaservice.com/isinlookup/)
Sustainable bond type	Update relevant sustainable bond type as per SBM form (Only required for Sustainable bonds)

Appendix B

Below are examples of possible security descriptions where the LSE may update the description to follow standard formatting.

Examples :

3% Notes due 24/01/2027 fully paid (Represented by notes to bearer of JPY100,000,000 each)
Floating Rate Notes due 11/01/2025 fully paid (Registered in denominations of GBP100,000 each)
Fixed-to-Floating-Rate Senior Non-Preferred Notes due 07/03/2028 fully paid (Registered in denominations of USD200,000 each and integral multiples of USD1,000 in excess thereof) (Regulation S)
Fixed-to-Floating-Rate Senior Non-Preferred Notes due 08/03/2026 fully paid (Registered in denominations of EUR200,000 each and integral multiples of EUR1,000 in excess thereof) (Rule 144A)

Appendix C

Country of Register - Names and Country codes

Country Name	Country Code
Andorra	AD
United Arab Emirates	AE
Afghanistan	AF
Antigua and Barbuda	AG
Anguilla	AI
Albania	AL
Armenia	AM
Angola	AO
Antarctica	AQ
Argentina	AR
American Samoa	AS
Austria	AT
Australia	AU
Aruba	AW
Åland Islands	AX
Azerbaijan	AZ
Bosnia and Herzegovina	BA
Barbados	BB
Bangladesh	BD
Belgium	BE
Burkina Faso	BF
Bulgaria	BG
Bahrain	BH
Burundi	BI
Benin	BJ
Saint Barthélemy	BL
Bermuda	BM
Brunei Darussalam	BN
Bolivia (Plurinational State of)	BO
Bonaire, Sint Eustatius and Saba	BQ
Brazil	BR
Bahamas	BS
Bhutan	BT
Bouvet Island	BV
Botswana	BW

Country Name	Country Code
Belarus	BY
Belize	BZ
Canada	CA
Cocos (Keeling) Islands	CC
Congo, Democratic Republic of the	CD
Central African Republic	CF
Congo	CG
Switzerland	CH
Côte d'Ivoire	CI
Cook Islands	CK
Chile	CL
Cameroon	CM
China	CN
Colombia	CO
Costa Rica	CR
Canton and Enterbury Islands	CT
Cuba	CU
Cabo Verde	CV
Curaçao	CW
Christmas Island	CX
Cyprus	CY
Czechia	CZ
Germany	DE
Djibouti	DJ
Denmark	DK
Dominica	DM
Dominican Republic	DO
Algeria	DZ
Ecuador	EC
Estonia	EE
Egypt	EG
Western Sahara	EH
Eritrea	ER
Spain	ES
Ethiopia	ET

Country Name	Country Code
Finland	FI
Fiji	FJ
Falkland Islands (Malvinas)	FK
Micronesia (Federated States of)	FM
Faroe Islands	FO
France	FR
France, Metropolitan	FX
Gabon	GA
United Kingdom of Great Britain and Northern Ireland	GB
Grenada	GD
Georgia	GE
French Guiana	GF
Guernsey	GG
Ghana	GH
Gibraltar	GI
Greenland	GL
Gambia	GM
Guinea	GN
Guadeloupe	GP
Equatorial Guinea	GQ
Greece	GR
South Georgia and the South Sandwich Islands	GS
Guatemala	GT
Guam	GU
Guinea-Bissau	GW
Guyana	GY
Hong Kong	HK
Heard Island and McDonald Islands	HM
Honduras	HN
Croatia	HR
Haiti	HT
Hungary	HU
Indonesia	ID
Ireland	IE
Israel	IL

Appendix C continued

Country Name	Country Code
Isle of Man	IM
India	IN
British Indian Ocean Territory	IO
Iraq	IQ
Iran (Islamic Republic of)	IR
Iceland	IS
Italy	IT
Jersey	JE
Jamaica	JM
Jordan	JO
Japan	JP
Kenya	KE
Kyrgyzstan	KG
Cambodia	KH
Kiribati	KI
Comoros	KM
Saint Kitts and Nevis	KN
Korea (Democratic People's Republic of)	KP
Korea, Republic of	KR
Kuwait	KW
Cayman Islands	KY
Kazakhstan	KZ
Lao People's Democratic Republic	LA
Lebanon	LB
Saint Lucia	LC
Liechtenstein	LI
Sri Lanka	LK
Liberia	LR
Lesotho	LS
Lithuania	LT
Luxembourg	LU
Latvia	LV
Libya	LY
Morocco	MA
Monaco	MC

Country Name	Country Code
Moldova, Republic of	MD
Montenegro	ME
Saint Martin (French part)	MF
Madagascar	MG
Marshall Islands	MH
North Macedonia	MK
Mali	ML
Myanmar	MM
Mongolia	MN
Macao	MO
Northern Mariana Islands	MP
Martinique	MQ
Mauritania	MR
Montserrat	MS
Malta	MT
Mauritius	MU
Maldives	MV
Malawi	MW
Mexico	MX
Malaysia	MY
Mozambique	MZ
Namibia	NA
New Caledonia	NC
Niger	NE
Norfolk Island	NF
Nigeria	NG
Nicaragua	NI
Netherlands	NL
Norway	NO
Nepal	NP
Dronning Maud Land	NQ
Nauru	NR
Niue	NU
New Zealand	NZ
Oman	OM

Country Name	Country Code
Panama	PA
Peru	PE
French Polynesia	PF
Papua New Guinea	PG
Philippines	PH
Pakistan	PK
Poland	PL
Saint Pierre and Miquelon	PM
Pitcairn	PN
Puerto Rico	PR
Palestine, State of	PS
Portugal	PT
Palau	PW
Paraguay	PY
Qatar	QA
Réunion	RE
Romania	RO
Serbia	RS
Russian Federation	RU
Rwanda	RW
Saudi Arabia	SA
Solomon Islands	SB
Seychelles	SC
Sudan	SD
Sweden	SE
Singapore	SG
Saint Helena, Ascension and Tristan da Cunha	SH
Slovenia	SI
Svalbard and Jan Mayen	SJ
Slovakia	SK
Sierra Leone	SL
San Marino	SM
Senegal	SN
Somalia	SO
Suriname	SR

Appendix C continued

Country Name	Country Code
South Sudan	SS
Sao Tome and Principe	ST
El Salvador	SV
Sint Maarten (Dutch part)	SX
Syrian Arab Republic	SY
Eswatini	SZ
Turks and Caicos Islands	TC
Chad	TD
French Southern Territories	TF
Togo	TG
Thailand	TH
Tajikistan	TJ
Tokelau	TK
Timor-Leste	TL
Turkmenistan	TM
Tunisia	TN
Tonga	TO
East Timor	TP
Turkey	TR
Trinidad and Tobago	TT
Tuvalu	TV
Taiwan, Province of China	TW
Tanzania, United Republic of	TZ
Ukraine	UA
Uganda	UG
United States Minor Outlying Islands	UM
United States of America	US
Uruguay	UY
Uzbekistan	UZ
Holy See	VA
Saint Vincent and the Grenadines	VC
Venezuela (Bolivarian Republic of)	VE
Virgin Islands (British)	VG
Virgin Islands (U.S.)	VI
Viet Nam	VN

Country Name	Country Code
Vanuatu	VU
Wallis and Futuna	WF
Samoa	WS
Yemen	YE
Mayotte	YT
Yugoslavia	YU
South Africa	ZA
Zambia	ZM
Zaire	ZR
Zimbabwe	ZW
Multi Currency	ZZ