



# **New London Stock Exchange.com – access Issuer Services and the Document Upload Tool**

## **User Guide**

1 June 2020

# New Document Upload Feature

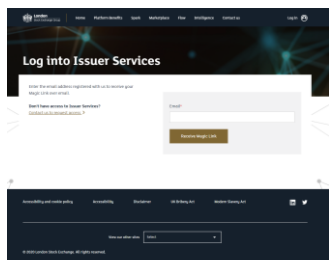
## Overview of Functionality



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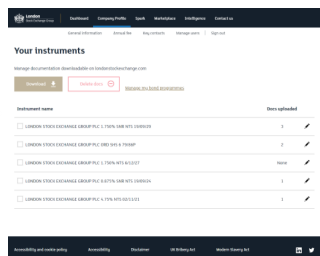
From June 2020 as part of the Issuer Services suite of services issuers will be able to upload all issuance documents to londonstockexchange.com (LSE.com) to be displayed on dedicated issuer pages and downloadable from one place

### Login in/Sign up



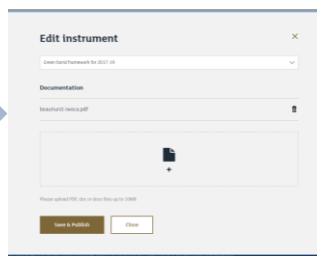
- All debt Issuers will be either invited to register for the platform, or they may request a login directly from [www.lsegissuerservices.com](http://www.lsegissuerservices.com)
- User authentication utilises an intuitive “Magic Link” to provide users with secure access without the need for a password

### See all your listed Instruments on LSE



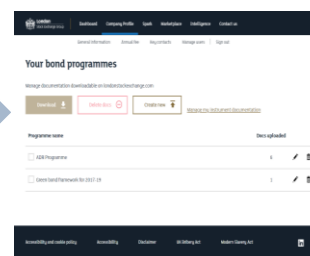
- All instruments related to the issuer will appear automatically on one page
- The universal search bar can be used to quickly find the security you are looking for

### Edit/add instrument document



- Clicking an individual instrument allows you to add and remove documents for that security
- Documents can be uploaded directly via PDF or MS Word formats

### Edit/add programme documents



- Issuers can add, edit and delete programmes as well as downloading all documents for a programme
- Link drawdown Instruments to their programmes
- Sustainability documents and documents incorporated by reference can also be uploaded

### Publish to Lse.com

Code	Instrument name	Price	Maturity	Type	Documentation
80P	1.750% NTS 01/2027	100.00	06.12.27	Intl	
837P	0.875% SNR NTS 15/09/24	100.00	15.09.24	Intl	
837U	1.750% SNR NTS 15/09/29	100.00	15.09.29	Intl	
85E	4.75% NTS 02/11/21	100.00	02.11.21	Intl	

- Publish directly to LSE.com issuer page where documents are displayed all in one place, with documents grouped under programmes clearly shown

# Benefits of New Document Upload Tool



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Responding to changing regulatory requirements

**LSEG continues to assess our service offering for clients in order to ensure we remain the premier listing venue of choice. We have developed a new document publication tool in order to help our clients meet the requirements of the new PR publication rules in a quick and easy way**

- Login into our [Issuer Services Portal](#) and see all your debt securities in one place
- Multiple members of an issuer's IR/funding team can be provided with access utilising a magic link authentication – no passwords are needed, a link is simply sent to your secure email
- The new upload feature for debt issuers gives issuers the power to manage documents linked to individual securities in real time
- Upload a range of documents including programmes, pricing supplements, sustainability documents and documents incorporated by reference
- Intuitive securities search function by TIDM or instrument name
- Issuer has full control of documents that have been uploaded / need to be deleted
- Documents available for the life of the instrument

## Prospectus Regulation – Art. 21

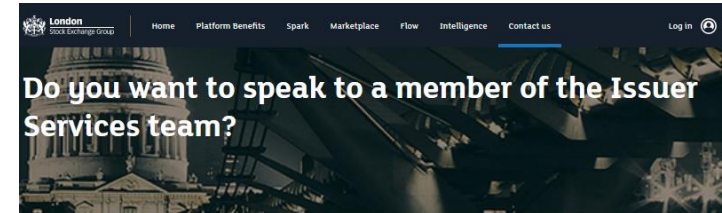
In July 2019, ESMA published the new Prospectus Regulation which set out new rules under Article 21 regarding the publication of documents. New requirements state:

1. Issuance documents must be available to the public on one of the following:
  - (i) the website of the issuer;
  - (ii) the website of the financial intermediary placing or selling the securities;
  - (iii) the website of the regulated market where the admission to trading is sought or where no admission to trading on a regulated market is sought, the website of the operator of the multilateral trading facility.
2. Documents must remain publicly available electronically for at least ten years after its publication
3. Documents incorporated by reference should also be made easily available
4. All documents for an issuer must be found on the same section of the website where they have been published

# Sign up for Access

Easy access to the documentation tool through your Issuer Services profile

- Issuers without an account currently can be onboarded by visiting [www.lsegissuerservices.com](http://www.lsegissuerservices.com). By clicking “Request Access”. You can then get in touch with the team who will conduct a verification process and grant you an account.
- For issuers who already have an Issuer Services account, access to the documentation tool can be granted through your assigned administrator who will be able to add or remove users.
- To ensure issuers are comfortable using the platform and aware of all the functionality, you can schedule a demo and will have access to ongoing support services.




Get in touch by sending us a message or emailing us.

Already have an Issuer Services account?

Log in

Start your Issuer Services journey today

We're looking forward to speaking with you. We work with current and prospective issuers, companies considering joining the Marketplace, and other participants across the capital markets community. If you want to gain access to the platform or ask us any other question, please send us a message or email us.

 [issuerservices@lseg.com](mailto:issuerservices@lseg.com)

First name \*

Last name \*

Email \*

Company \*

Role title \*

Phone number

Your question \*

Hi I'd like to request access to the Issuer Services platform

Send

# Uploading Documents

5 steps to upload standalone documents and final terms / pricing supplements

1

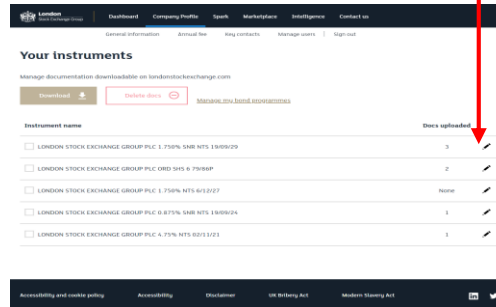
Once logged into the dashboard click "Manage my deal docs" button



Manage my deal docs

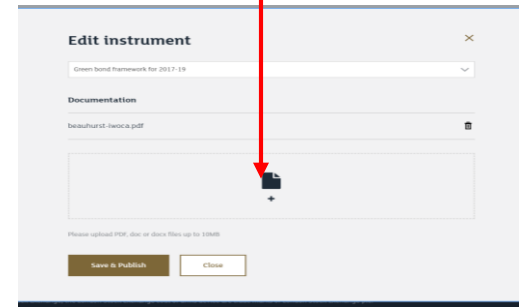
2

The instruments page has all securities associated with an issuer. Click the pen icon to edit docs for individual instruments



3

Once the pen icon is clicked the below module will appear. By clicking the Page+ icon you can upload docs from your drive



4

If the uploaded document is for a drawdown under a programme the two can be linked by clicking the programme tab or leave it as a standalone

**Edit instrument**

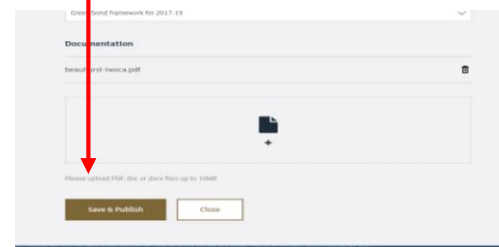
Not issued under programme

Not issued under programme

HSBC Debt programme (ISM)

5

Save and publish the document directly to lse.com where it will now display on the issuer page





# Uploading Documents

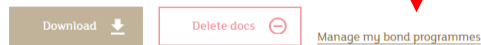
5 steps to upload programmes, frameworks and documents incorporated by reference

1

On the "Your instruments" page click the "Manage my bond programmes" button

## Your instruments

Manage documentation downloadable on londonstockexchange.com



2

Upload, download, delete and create new programme documents or any other document linked to multiple securities (e.g. supplements, sustainability frameworks)

## Your bond programmes

Manage documentation downloadable on londonstockexchange.com



### Programme name

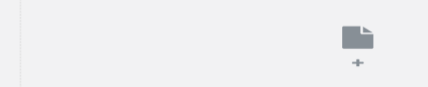
- HSBC Green Framework
- HSBC Debt programme structured products
- HSBC Debt programme ISM

3

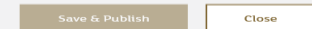
Once you've clicked the create new programme tab, you can name your programme and upload the programme document.

## Add programme

Programme name \*

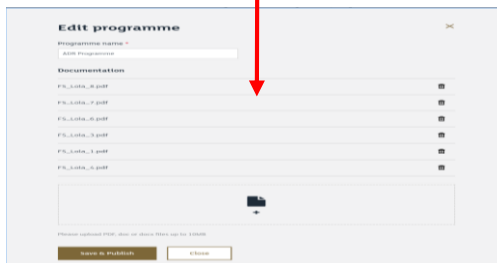


Please upload PDF, doc or docx files up to 10MB



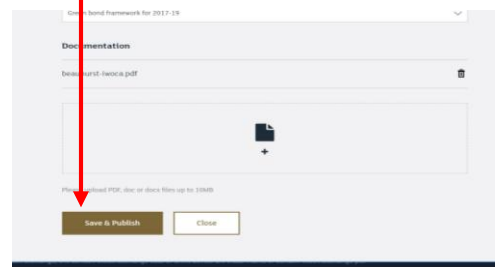
4

Once you've clicked the pen icon the below module will appear. By clicking the Page+ icon edit a programme name or the file attached.



5

Save and publish the document directly to lse.com where it will now display on the issuer page



# Document Naming Conventions

Standardised for ease of reference



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**Issuers have flexibility to upload any documents they wish however we recommend the below naming conventions in order to keep consistency and clarity across all securities**

## A. Programme Documents

**[Issuer Name] [Programme Currency + Amount] Euro/Global MTN Programme [(dated Date)]**  
*e.g. Barclays Bank plc £15bn EMTN Programme (dated 4 May 2020)*

## B. Standalone Issuance Documents

**[Issuer Name] [Issuance Currency + Amount] [Coupon] Notes Due [Maturity Date] [(Issuance Date)]**  
*e.g. Barclays Bank plc £200m 2.250% Notes Due 17 April 2025 (10 December 2020)*

## C. Drawdowns under Programmes

**[Issuer Name] [Issuance Currency + Amount] [Coupon] Notes Due [Maturity Date] [(Issuance Date)] – Pricing Supplement**  
*e.g. Barclays Bank plc £200m 2.250% Notes Due 17 April 2025 (10 December 2020) – Pricing Supplement*

## D. Sustainability Frameworks

**[Issuer Name] Green/Social/Sustainability Bond Framework [(Date)]**  
*e.g. Barclays Bank plc Green Bond Framework (1 April 2020)*

## E. Sustainable Finance External Reviews

**[Issuer Name] Green/Social/Sustainability Bond Framework – [External Reviewer] External Review [(Date)]**  
*e.g. Barclays Bank plc Green Bond Framework – Sustainalytics External Review (1 April 2020)*

## F. Documents Incorporated by Reference

**[Issuer Name] [Document Name] - Incorporated by reference under [Programme name as outlined in Item A]**  
*e.g. Barclays Bank plc Annual Report – Incorporated by reference under Barclays Bank plc £15bn EMTN Programme (dated 4 May 2020)*