



Commission de Surveillance
du Secteur Financier

Prospectus III

USER GUIDE FOR THE
AUTHENTICATION TO E-
PROSPECTUS AND ACCESS TO
FILES.

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. To respond to these changes, the CSSF has developed e-Prospectus, an interactive, intuitive and transparent tool which allows issuers to submit and track all requests related to the application of Regulation (EU) 2017/1129.

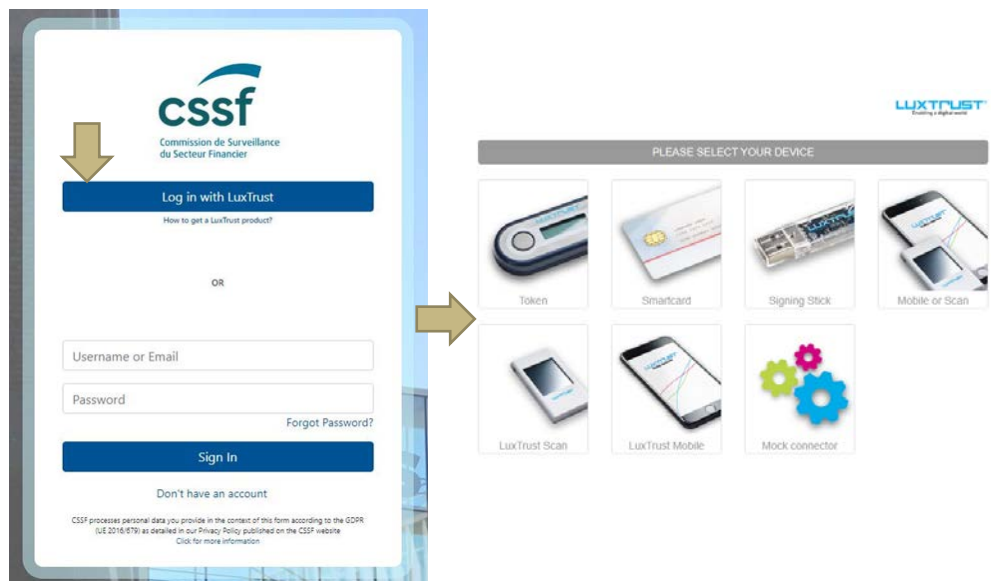
[e-Prospectus](#) will be available on the CSSF website as of March, 1st 2020.

The present document is a user guide to this new tool for the creation of an account and access to a file.

The approval of a file, the contents of an approval file, the submission of notification request or Final Terms are described in separate documents which available here: [User guides](#)

3. Account creation

3.1 With LuxTrust

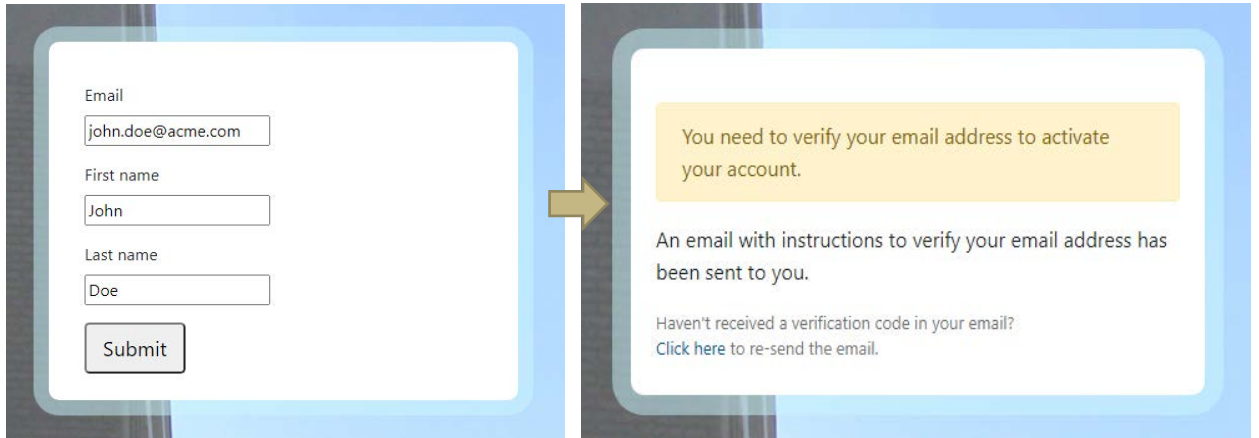


To create a new account, click on the “Log in with LuxTrust” button. You will be redirected to the LuxTrust authentication website. Follow the instructions of the LuxTrust authentication website.

You may use a PRIVATE or PRO certificate.

Each certificate can only be linked to **one** e-Prospectus account.

If your LuxTrust certificate is not already linked to a CSSF account, you will be redirected to the account creation page. Enter your first name, last name and email address. **A professional email address must be used.** An email which contains a validation link will be sent to your email address (see screenshots below).



Someone has created a CSSF account with this email address. If this was you, click the link below to verify your email address
[Link to e-mail address verification](#)
This link will expire within 1 day.
If you didn't create this account, just ignore this message.

Follow the link in the email. Your account will be activated and you will be redirected to the Dashboards.

3.2 Alternative account creation

The CSSF strongly advises to create an account using a LuxTrust certificate. In case you are not able to obtain a LuxTrust certificate, please contact e-Prospectus.support@cssf.lu

4. Access to an approval file

The persons listed in the first category of the "Contacts" input form ("Person(s) designated by the issuer to submit and manage the file and enter into communication with the CSSF") are **the only ones** that may, in the context of the concerned file, intervene with the CSSF. These persons will have full access to the file (if they possess an e-Prospectus account) and will receive all e-mail notifications from the CSSF regarding the file.

The depositor of the file is responsible to ensure that only persons designated by the issuer are granted access to the file!

It should be noted that the CSSF will no longer accept submissions via Email; all documents and communications must be submitted via e-Prospectus. Please ensure that all persons who wish to submit documents have access to the file.

4.1 Granting access

To give a person access to a file, the contact details of this person must be added to the first category of the “Contacts” input form. To add a contact, click on the **+** button, enter the contact data and save the input form.

All persons you add to this first category will be **informed by email** that they have been granted access to the file.

The creator of a file will be added by default to the first category of contacts.

4.2 Remove access

To remove the access to a file of person you have to delete said person from the first category under the “Contacts” input form. To delete a contact, click on the **🗑** button and save the input form.

All persons you delete from this category will be **informed by email** that their access has been removed.

You cannot remove yourself from the persons who have access to the file.

4.3 Rights

Only persons who have to **access** to the file can:

- View and modify the file;
- Upload documents;
- Submit the file to the CSSF;
- Submit new documents to the CSSF;
- Delete the file (in case it has not been submitted);
- View all documents made available by the CSSF (including the comments and the letter of approval);
- Request a notification;
- View the submitted Final Terms (The submission of Final Terms remains possible without access to the file).

All persons listed under first category of the “Contacts” input form are notified by email when:

- The file is submitted to the CSSF;
- Documents are made available by the CSSF (i.e. comments);
- The file is approved by the CSSF;
- The file is closed without approval;
- The file has been notified to one or more national competent authorities.

The persons listed in the second category of the “Contacts” input form (“**Issuer Contact(s)**”) will also be notified by mail of the approval of the file.

5. Access to files submitted before the go-live of e-prospectus.

All files submitted before the 1 March 2021 will automatically be created in e-Prospectus. **You do not need to recreate a requests submitted by email before the go-live of e-Prospectus.**

You will have access to files submitted between the 1 December 2020 and 1 March 2021 if you are listed under “**Person(s) designated by the issuer to submit and manage the file and enter into communication with the CSSF**” in the PDF Entry Form which was submitted by email.

If you wish to gain access to files submitted before 1 December 2020, please contact our Helpdesk by email.

6. Helpdesk

In case of questions or problems regarding the use of e-Prospectus, please contact
e-Prospectus.support@cssf.lu



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