



Commission de Surveillance
du Secteur Financier

Prospectus III

USER GUIDE FOR THE
SUBMISSION OF A
NOTIFICATION REQUEST.



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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.

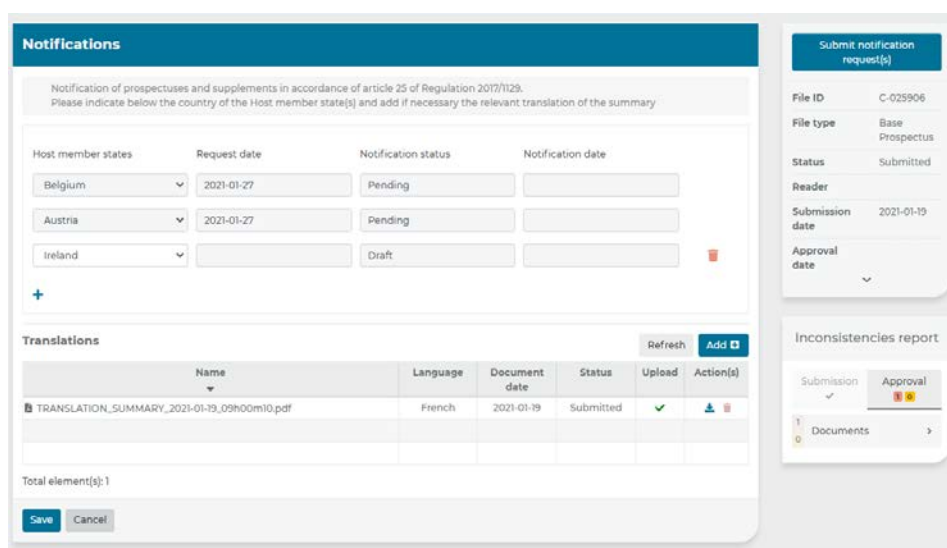
[e-Prospectus](#) will be available on the CSSF website as of March, 1st 2020.

The present document is a user guide to this new tool for the submission of a notification request.

The authentication and access to a file, submission and approval of a file, the contents of a file and the submission of Final Terms are described in separate documents which are available here: [User guides](#).

3. Submission of a notification request

The CSSF will notify, upon request, the national competent authority (“NCA”) of a Host Member State (“HMS”) of the approval of a prospectus, supplement or (universal) registration document. These notifications can be requested *via* the “Notifications” input form of the respective file.



Only people who have access to the file can request a notification. (See user guide “Authentication and Access” for more details.)

To request a notification, you must add a new row to the HMS list (using the **+** button) and then select the target country from the choice list. One row must be added for each HMS.

You can add a translation of the summary to the bottom part of the input form (if requested by the NCA of the targeted HMS).

The selected HMS and the newly added translations will have the status “Draft”. They must be submitted to allow the CSSF to treat the request. HMS and translations with the status “Draft” can be deleted (via the **🗑️** button).

To submit your notification request to the CSSF, click on the “Submit notification request(s)” button (top right side of the screen). All selected HMS and translations with the status “draft” will then be submitted to the CSSF.

4. Treatment of a request

A notification request can have the following statuses:

PROSPECTUS III

Unrestricted
Version : Version 1.0

- **Draft:** Default status of a new request. The request is not visible by the CSSF and can still be deleted.
- **Pending:** The request has been submitted to the CSSF and the CSSF is currently reviewing the request.
- **Transmitted:** The request has been transmitted to ESMA and the CSSF is waiting for a feedback from ESMA.
- **Notified:** The request has been published on the website of ESMA and ESMA has notified the relevant NCA of the approval of the prospectus, supplement or (universal) registration document.

Once a request has been successfully transmitted to ESMA (and has the status “Notified”), the “Notification Date” will be filled in (see screenshot above). A confirmation email will then be sent to inform all the “*person(s) designated by the issuer to submit and manage the file and enter into communication with the CSSF*”.

5. Translations

Translations can have the following statuses:

- **Draft:** Default status of new translations which have been uploaded to e-Prospectus. The document is **not visible** by the CSSF. A document in this status can be deleted.
- **Submitted:** The translation has been submitted to the CSSF.
- **Transmitted:** The translation has been transmitted to ESMA and the CSSF is waiting for a feedback from ESMA.
- **Published:** The translation has been published on the website of ESMA and has been transmitted by ESMA to the NCA.

A new version of a translation can be submitted on its own; it is not necessary to resubmit a request for an HMS.

If a document contains multiple languages, the document must be uploaded as many times as there are translations in the document.

All translations must be uploaded as searchable PDF.

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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