

2020-NL-025
17 August 2020

Issued by

- Euroclear Belgium
- Euroclear France
- Euroclear Nederland

Coming soon - A better way to request your new securities admission and issuance in the ESES CSDs

Target audience

- Issuers
- Dealers
- Issuer Agents
- Back office teams

Effective date

- **Testing:**
As from now
- **Production:**
21 September 2020

Highlights

As from **Monday, 21 September 2020**, you will be able to use the *New Issue Application Form* for all your manual codification¹, admission and issuance requests of new securities in the ESES CSDs.

Benefits

- **Streamlining and standardisation** of your manual codification, admission and issuance requests of new securities in the ESES CSDs
- **Shorter turnaround time** of your requests
- **Better case management** - you will receive a case reference number from us making it easier for you to follow-up on your request
- **Continued support** for exceptional or complex requests

Actions

- Change your operational procedures to integrate the *New Issue Application Form* for all your manual requests, as from **Monday, 21 September 2020**.
- Test the new form as from now.

¹ In Euroclear France and Euroclear Nederland only



Background

In [Newsletter 2020-NL-002](#), we announced that we would implement a new application form to be used for manual codification requests of any type of securities in the context of the launch of the National Numbering Agency enhancements for France and the Netherlands.

Following this launch, we are now further expanding the use of the *New Issue Application Form*, to all requests made by **email** (i.e. excluding requests made via all STP and screen channels).

What will change?

We have designed the *New Issue Application Form* to ease and improve the codification, admission and issuance request process for instruments where there is no STP option today. You can also use the *New Issue Application Form* as a back-up solution if the STP/screen channels are unavailable.

By integrating dynamic features in the new form, you will now only be requested to complete the data fields relevant to your:

- instrument type
- type of requests (codification, admission, issuance)
- market

You will no longer be requested to complete separate documentation as accounting letter or term sheets for new issues, as this will be integrated within this *New Issue Application Form*.

Important to note - the current manual request process used to admit and issue new securities in the context of a mark-up or mark-down remains valid at this stage. In such cases, you will still need to provide us with accounting letters, term sheets and other documentation, when applicable. For more details, please refer to our [ESES-T2S DSD, Securities eligibility and admission rules](#).

Transition period

You should start using the *New Issue Application Form* as **Monday, 21 September 2020**.

However, to help you transition smoothly to the new process, we will accept requests received using the *New Issue Application Form* and any other existing form (e.g. current application form, Term Sheet with accounting letters...) for a period of **three months**.



How to complete the *New Issue Application Form*

You should first select your CSD and request type before completing the other fields.

The form has an integrated validation function to ensure that only requests with valid data are sent to our New Issues teams, avoiding rework and time lost. You will be able to create your own template. As a result, there is no need to complete the standard each time, saving you time in the request process.

As a last step, you will be asked for a **confirm & sign** of your request. This feature freezes all the values you input in the smart form so that none of your information is lost or changed by mistake.

You can use the *New Issue Application Form* for the three steps (i.e. codification, admission and issuance) at the same time or at different times, according to the respective process. For example, you can complete the form for the codification² and admission of a security at the same time, and then complete the form for issuance at a later stage.

To help you complete the form correctly, we will:

- integrate a quick card in the *New Issue Application Form* itself
- publish a user guide on my.euroclear.com before the 'go-live' date **Monday, 21 September 2020**

The accuracy of the data you input in the *New Issue Application Form* is fill is your sole responsibility. We will consider the data we receive as being accurate. In case of errors in the *New Issue Application Form*, you will be liable towards the person that suffers any damages due to the errors.

Where can I get the *New Issue Application form*?

We will publish a Newsflash to let you know the final version is available that you can:

- download from my.euroclear.com.
- request from our New Issues teams using the contact details on the next page

In the meantime, you can see what the form looks like in annex of this Newsletter.

² In Euroclear France and Euroclear Nederland only



Testing

A beta version of the new form is available for testing purposes. We strongly recommend that you test the new form as soon as possible.

If you would like to receive the beta version of the new form for testing purposes, please contact our Testing team, via the contact details below.

Any questions?

For questions on **testing**, please contact our **ESES Testing** team:

Telephone	Email
+33 (0)1 55 34 56 26	eses.testing@euroclear.com

For questions on **the process or use of the New Issue Application form**, please contact the relevant team below:

Entity	Telephone	Email
Euroclear Belgium	+32 2 337 55 23	EBE.AssetServicing@euroclear.com
Euroclear France	+33 (0)1 55 34 57 99	EF.NewIssues@euroclear.com
Euroclear Nederland	+31 (0)20 552 1570	ENL.NewIssues@euroclear.com

For any other questions, please contact your **Account Manager**:

From	Telephone	Email
Belgium	+32 (0)2 337 59 30	accountmanagement@euroclear.com
France	+33 (0)1 55 34 55 44	
The Netherlands	+31 (0)20 552 15 30	



Annex – Draft version of the New Issue Application Form

Please note that this screenshot of the *New Issue Application Form* is for information purposes only. We are currently finalising the new form but there may be some additional changes made before publication.

English French

Version - 1.06_beta

New Issue Application Form			
Request information			
45	CSD		I'm a Participant <input type="radio"/> Yes <input type="radio"/> No
	Euroclear France <input type="radio"/>		Codification <input type="checkbox"/>
	Euroclear Nederland <input type="radio"/>		Admission <input type="checkbox"/>
	Euroclear Belgium <input type="radio"/>		Distribution <input type="checkbox"/>
General information			
1	Security name		
2	ISIN		
3	CFI code		CFI Simulator
4	Country of laws governing the security		
5	Confidential	<input type="radio"/> Yes <input type="radio"/> No	
6	Common code to be created by Euroclear bank	<input type="radio"/> Yes <input type="radio"/> No	
7	Final documentation	<input type="radio"/> Yes <input type="radio"/> No	
8	Issuer (full name)		
9	Issuer country		
10	Legal Entity Identifier (LEI)		
11	Securities applicant (Institution Code and Full name)		
11a	Agent/Requestor address		
11b	Agent/Requestor address		
11c	Agent/Requestor VAT		
12	Contact name		
13	Contact phone number		
14	Email address		
Parties information			
15	Direct payment bank / Agent		
16	Paying agent		
17	Agent/issuer for registered securities		
18	Agent for account type or NDC 062		
19	TPI Indicator		
20	Primary CSD		
Securities information			
21	Nominal value		
22	Unit of quantity		
23	Issue currency		
24	Exercise price		
25	Quoted / Listed		
26	Smallest denomination		
27	Issue date (dd/mm/yyyy) Double-click for Calendar		
28	Maturity date (dd/mm/yyyy) Double-click for Calendar		
29	Interest type		
30	Interest rate		
31	Interest payment frequency		
32	First interest payment date (dd/mm/yyyy) Double-click for Calendar		
33	Number of decimals		
34	Legal form of the security		
35	Tax regime		
36	Restrictions on transfer and/or other restrictions eg TEFRA D, Reg S, ERISA...		
37	Market Identifier Code (MIC)		
38	Additional comprehensive documentation provided	<input type="radio"/> Yes <input type="radio"/> No	
Accounting information - General			
	Issuance type		
	Accounting date (dd/mm/yyyy) Double-click for Calendar		
Accounting information - Movement			
	Balance on Account Nature 090 before [IssuanceType]		
	Account to [credit/debit]		
	Institution code (XXXX)		
	Account nature (NDC XXX)		
	Subaccount type (???)		
	Subaccount number (XXX)		
	Quantity of securities		
	Balance on Account Nature 090 after [IssuanceType]		
	Date (dd/mm/yyyy):		
	Signature: (Double-click on box for signature)		

Reset

Validate

Confirm & Sign