

# Information sheet on the specialised procedure

"Electronic filing of final terms of the offer"

Last updated: 23 January 2023

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## General information

Final terms of the offer can be electronically filed with BaFin by issuers, offerors, applicants for admission and other authorised persons (e.g. lawyers). To this end, BaFin has established a specialised procedure for electronic filing on its MVP Portal.

You will be able to file the final terms of the offer electronically on BaFin's MVP Portal once BaFin has verified your data. You will have to (1.) register successfully to gain access to the MVP Portal and (2.) apply for the specialised procedure "*Filing of final terms of the offer*" in order to (3.) file the final terms of the offer with BaFin electronically.

Since 21 July 2019, the rules under 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 repealing Directive 2003/71/EC ("Prospectus Regulation") has been in force. Under Article 8(5) of the Prospectus Regulation, where the final terms are neither included in the base prospectus, nor in a supplement, the issuer is to make them available to the public in accordance with the arrangements set out in Article 21 of the Prospectus Regulation and file them with the competent authority of the home Member State, as soon as practicable upon offering securities to the public and, where possible, before the beginning of the offer of securities to the public or admission to trading on a regulated market.

When filing final terms under the Prospectus Regulation, the provisions of the regulatory technical standards on data and machine readability published on 15 March 2019 (contained in Annex VII of Commission Delegated Regulation (EU) 2019/979 of 14 March 2019 supplementing Regulation (EU) 2017/1129 of the European Parliament and of the Council with regard to regulatory technical standards on key financial information in the summary of a prospectus, the publication and classification of prospectuses, advertisements for securities, supplements to a prospectus, and the notification portal, and repealing Commission Delegated Regulation (EU) No 382/2014 and Commission Delegated Regulation (EU) 2016/301, "RTS") have to be observed. Under these requirements certain meta data need to be provided when prospectuses and final terms are filed.

Please direct any questions you may have about the electronic filing procedure exclusively to:

e-mail: [pro-support@bafin.de](mailto:pro-support@bafin.de)

Should you have any technical queries or problems, please contact our technical support desk:

e-mail: [mvp-support@bafin.de](mailto:mvp-support@bafin.de)



Registration on the  
MVP Portal

Application for specialised  
procedure  
"Filing of final terms of the  
offer"

Electronic filing of final  
terms of the offer with  
BaFin

## 1. Registration on the MVP Portal



To obtain access to the MVP Portal, you first have to register as a notifying party.

You can find the application for this on the BaFin website:

<http://www.bafin.de>

under the section "Quick Links" and the hyperlink "[MVP Portal](#)".

Select the MVP Portal and follow the link "To MVP Portal". Under "User account", click on "Registration". When the "Registration" page appears, first select the capacity in which you wish to register. Choose "as a contact person of a company" (i.e. you are acting as a contact person of an issuer or an authorised third party). You may not choose "as a natural person" for this specialised procedure. You will then be asked to provide personal details. Since you are registering as a contact person of a company, you are required to enter your company e-mail address here. Entering a title is optional. Please note that you are required to state the *company name of the filing party* (i.e. of the issuer or authorised third party).

To send your registration data to BaFin, click on "Send".

You will then receive an e-mail with a link. Please follow the link to confirm your registration and enter your remaining data.

BaFin will then generate a username and password for logging in, which will be shown to you on the MVP Portal. Please remember your login details or print this page, as you will need this information to access the MVP Portal.

## 2. Application for the specialised procedure "Filing of final terms of the offer"

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Once you have successfully registered and logged in to the MVP Portal, you may apply for a specialised procedure. In order to electronically file the final terms of the offer pursuant to Article 8(5) of the Prospectus Regulation with BaFin, you will need to register for the specialised procedure "Filing of final terms of the offer".

Please select "Apply for specialised procedure" under the heading "Specialised procedure" and choose "Filing of final terms of the offer" from the drop-down menu. You then need to select the type of notifying party. After that, select the capacity in which you wish to electronically file the final terms of the offer:

If you are:

- an issuer (person/entity subject to the filing requirement) or a contact person of an issuer, please select *Direct notifier*.
- an authorised third party or a contact person of an authorised third party (e.g. a lawyer) and if you file the final terms of the offer on behalf of one or several issuer(s) (person/entity subject to the filing requirement), please select *Third-party notifier for a company*.

You may not choose "person(s)/entity(ies) filing for an existing issuer" or "Third-party notifier for a natural person" for this specialised procedure.

Please note that application for the specialised procedure "Filing of final terms of the offer" is only possible for an issuer who has already been entered in the BaFin database, i.e. for an issuer who has already submitted or is simultaneously submitting at least one base prospectus or three-part base prospectus for examination by BaFin.

Depending on what you have selected, you will be required to submit additional documents along with your application for participating in the specialised procedure "Filing of final terms of the offer".

Please now fill in the details for your chosen capacity. In the next step, you will be prompted to print out the application form (PDF file) and send it to BaFin by post or fax, enclosing any additional documents required<sup>1</sup>:

Bundesanstalt für Finanzdienstleistungsaufsicht  
Referat WA 32 / Referat WA 33  
Marie-Curie-Str. 24-28  
60439 Frankfurt am Main  
Deutschland / Germany  
Fax: +49 228 4108-63110

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<sup>1</sup> A list of additional documents you may be required to submit can be found on page 3 of the form "Application for the specialised procedure".

**Important information:**

Please note that electronic filings are to be made only after the applicant's account has been activated for the specialised procedure "Filing of final terms of the offer". For electronic filings prior to the activation of the applicant's account, the filing person/entity and/or person/entity subject to the filing requirement incurs the risk of the data records being deleted should the application for the specialised procedure be refused – e.g. for reasons of form.

The final terms of the offer have to be filed by the person who assumed responsibility for the base prospectus according to section 8 of the WpPG (issuer, offeror or applicants for admission). They can either file as a direct notifier or as an authorised third party (third-party notifier for a company). If more than one person assumed responsibility for the base prospectus, only one person has to file the final terms of the offer with BaFin.


**Activation for use of the specialised procedure**

Once BaFin has received the documentation pertaining to the application for the specialised procedure "Filing of final terms of the offer", BaFin will compare the data provided electronically with the documents submitted. If this verification is successful, BaFin will activate the applicant's account for the specialised procedure. The applicant will then receive an e-mail from BaFin confirming the account activation. If the applicant is an authorised third party, BaFin will also send an e-mail to the issuer and/or party subject to the filing requirement informing them of the activation of the authorised third party's account.

## Form "Application for the specialised procedure"

The following form (three pages) will automatically be generated as a PDF document at the end of the application process for the specialised procedure "Filing of final terms of the offer" and can be printed and/or saved.

Information on the additional documents to be submitted can be found on page 3 of the application form.

Application for the specialised procedure		 <b>BaFin</b>
<b>Filing of final terms of the offer</b>		
<i>Please send this application to:</i>		
<b>Bundesanstalt für Finanzdienstleistungsaufsicht</b>		
Referat WA 32/Referat WA 33		
Marie-Curie-Straße 24-28		
60439 Frankfurt am Main		
Germany		
		Application no: 44315
<b>Details of the procedure</b>		
Specialised procedure	Filing of final terms of the offer	
Filing person/entity	jane.doe1234	
Filing person/entity is a	<input type="checkbox"/> direct notifier <input checked="" type="checkbox"/> third party notifier	
<b>Details of the filing person/entity</b>		
Prefix / title	Ms. /	
First name	Jane	
Surname	Doe	
Birth name		
Date of birth	13/09/1982	
Place of birth	Bad Salzungen	
Country of birth	GERMANY	
<b>Address</b>		
Street	Marie-Curie-Str. 24-28	
Post code/city	60439 Frankfurt am Main	
Country	GERMANY	
E-mail	jane.doe@musterag.de	
Phone	0123654789	
Fax		



## Details of the filing person/entity (authorised third party)

Company	Muster Aktiengesellschaft
<b>Address</b>	
Street	Taunusstr. 1234
Post	60325 Frankfurt am Main
Country	GERMANY

## Details of the issuer (person/entity subject to the filing requirement)

Company	Muster2 Aktiengesellschaft
Type of reference	
Reference	
<b>Address</b>	
Street	Domstr. 9876
Post code/city	40549 Düsseldorf
Country	GERMANY
E-mail	jane.doe@musterag.de
Phone	0178/987654321
Fax	

\_\_\_\_\_  
(Date and Place)

\_\_\_\_\_  
(Signature)



## What documents must be sent to BaFin together with the printout of the application for the specialised procedure?

The question of what documents must be sent to BaFin together with the print-out of the application for the specialised procedure depends on who files the final terms of the offer electronically (and on whose behalf).

### a. Filing by the person/entity subject to the filing requirement (issuer)

The person/entity subject to the filing requirement is the issuer or a contact person of the issuer:

An employee or contact person of the issuer (e.g. a credit institution) applying for the specialised procedure has to submit the following documents to BaFin:

- Application for the specialised procedure signed by the employee or contact person.
- Letter of confirmation from the issuer authorising the employee(s) or the contact person(s) to file the final terms of the offer electronically. The letter of confirmation must be signed by persons individually or jointly authorised to represent the issuer.
- Evidence of the power of representation of the person(s) signing the letter of confirmation (e.g. commercial register extract of the issuer).

### b. Filing by an authorised third party (authorised third party)

The person/entity subject to the filing requirement (issuer, authorised third party or a contact person of the authorised third party) files the final terms of the offer on behalf of one or several issuers:

An employee or a contact person of an authorised third party (e.g. a law firm) applying for the specialised procedure has to submit the following documents to BaFin:

- Application for the specialised procedure signed by the employee or contact person of the authorised third party.
- Authorisation from the issuer authorising the employee(s) or the contact person(s) of the authorised third party to electronically file the final terms of the offer on behalf of the issuer. The authorisation must be signed by persons individually or jointly authorised to represent the issuer.
- Evidence of the power of representation of the person(s) signing the authorisation from the issuer (e.g. commercial register extract of the issuer).

### c. Foreign filing parties and/or issuers

Issuers domiciled abroad and/or foreign filing parties must provide BaFin with the respective documents listed in a. and b. in the appropriate form.

### Important information:

Persons already participating in the specialised procedure "Filing of final terms of the offer" who are no longer employed by the issuer or authorised third party or who have taken on another function must cancel the specialised procedure (see MVP [User Manual](#), "Cancellation of specialised procedures" section). The issuer or the authorised third party is also required to inform BaFin about such changes in writing without undue delay. As a matter of precaution, BaFin strongly recommends that for each issuer and authorised third party, several persons be registered for the specialised procedure "Filing of final terms of the offer".

## 3. Electronic filing of final terms of the offer



General information on the specialised procedure

Once BaFin has activated your account for the specialised procedure "Filing of final terms of the offer" you will be able to file the final terms of the offer as well as request the communication/cancellation of a communication of already filed final terms of the offer to other supervisory authorities electronically. Various procedures can be used for this (web form, SOAP web service, file upload in XML format).

Depending on the type of report, the specialised procedure hosts several web forms.

The following types of reports

- filing pursuant to Article 8(5) of the Prospectus Regulation
  - communication pursuant to Article 25(4) of the Prospectus Regulation
  - cancellation of a communication pursuant to Article 25(4) of the Prospectus Regulation
- are available for the procedures web form, file upload in XML format and SOAP web service.

(See screenshot below)

**Submit a report**

**Specialised procedure**

Specialised procedure:  \*

*\* mandatory field* Change selection

**Registered persons/entities subject to the notification requirement**

Person/entity subject to the notification requirement:  \*

*\* mandatory field* Change selection

**Submission**

Submission:  \*

*\* mandatory field*

Cancellation of a communication pursuant to Art. 25 (4) of the PR  
 Communication pursuant to Art. 25 (4) of the PR  
Filing pursuant to Art. 8 (5) of the PR

Refresh / Submit

**Important information:**

Please note that keeping track of the status of electronic filing processes is only possible with a time lag and exclusively on the MVP Portal under the menu item "View journal". Electronic filing of the final terms of the offer has been successful only if the status is "Notification accepted". In all other cases, the electronic filing failed and is therefore not valid.

**Filing of final terms of the offer using the web form**

First, select "Submit report" under the heading "Specialised procedure". Then select "Filing of final terms of the offer" from the drop-down menu and select the issuer (person/entity subject to the filing requirement) on whose behalf you are filing the final terms of the offer.

In the next step, choose the form "Filing pursuant to Article 8(5) of the Prospectus Regulation" under the heading "Report". Then click "Fill in form".

Fill in the web form (see screenshot below) according to the requirements. In addition, upload the final terms of the offer in PDF format, which must, as stipulated by the Prospectus Regulation, include a summary for each issue as well as, in the case of cross-border offers, any translations thereof, in one document. In order to upload the respective file, click the paperclip icon on the toolbar. Please note that only one file (max. 20,480 kB) can be uploaded in each electronic filing procedure. Please also note the restrictions regarding the file name. Finally, click "Submit" to submit your data.



## Filing of final terms of the offer



Filing pursuant to Art. 8 (5) of the PR

### Angaben zum Emittenten

BaFin-ID	<input type="text"/>
Emittent Name	<input type="text"/>

### Angaben zu den endgültigen Angebotsbedingungen

ID des zugehörigen Basisprospekts *	<input type="text"/>
Datum des zugehörigen Basisprospekts *	<input type="text"/>
Seriennummer	<input type="text"/>
Wertpapierart *	<input type="text"/>
Datum der endg. Angebotsbedingungen *	<input type="text"/>
Ausschließliche Zulassung des Wertpapiers	<input type="checkbox"/>
Datum des Angebotsbeginns *	<input type="text"/>
Datum des geplanten Endes des Angebots	<input type="text"/>
Sprache der endg. Angebotsbedingungen *	<input type="text"/>
LEI des Emittenten *	<input type="text"/>
LEI des Anbieters	<input type="text"/>

+ weiterer LEI des Anbieters hinzufügen

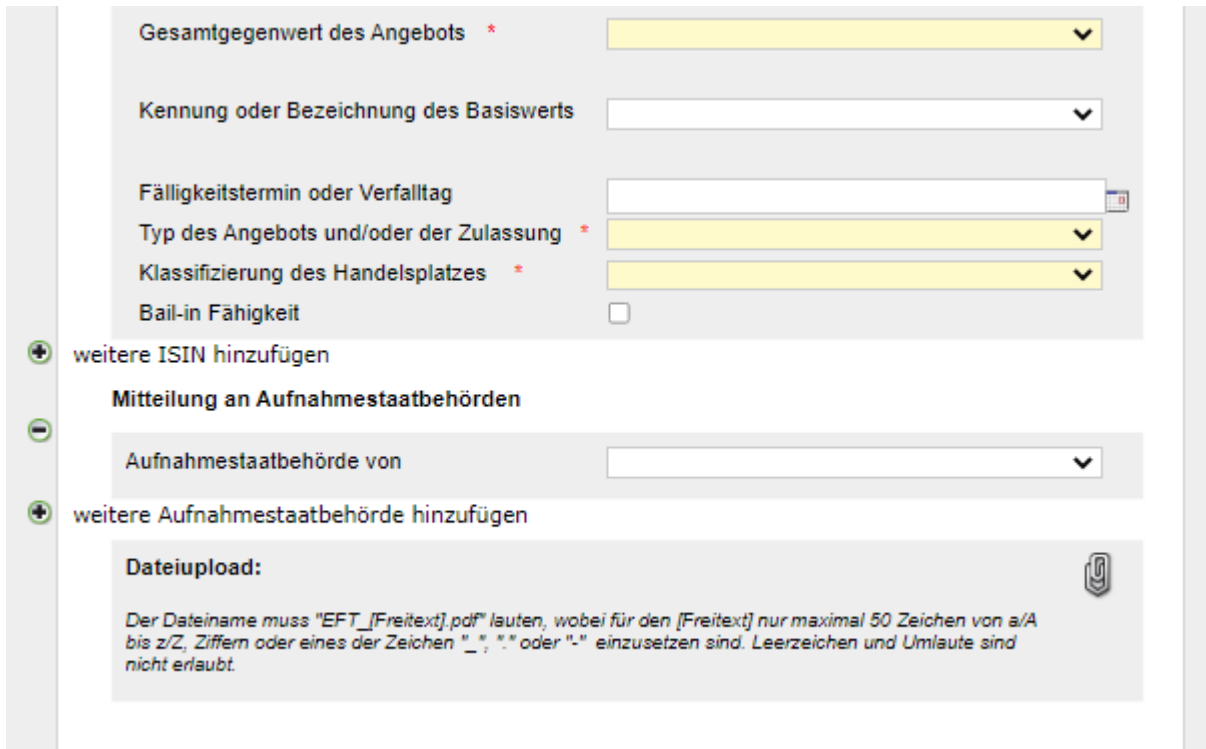
LEI des Garanten	<input type="text"/>
------------------	----------------------

+ weiterer LEI des Garanten hinzufügen

<input type="checkbox"/> Aufstockung	<input type="checkbox"/> Ersetzung	<input type="checkbox"/> Fortsetzung des öffentl. Angebots	<input type="checkbox"/> Korrektur
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-

ISIN *	<input type="text"/>
ISIN-bezogene Metadaten *	<input type="text"/>
FISN *	<input type="text"/>
CFI Code *	<input type="text"/>
Stückelung	<input type="text"/>
Emissionswährung *	<input type="text"/>
Angebotsvolumen	<input type="text"/>
Angebotspreis	<input type="text"/>



The screenshot shows a web form with the following fields and sections:

- Gesamtgegenwert des Angebots \***: A yellow dropdown menu.
- Kennung oder Bezeichnung des Basiswerts**: A white dropdown menu.
- Fälligkeitstermin oder Verfalltag**: A white text input field with a calendar icon.
- Typ des Angebots und/oder der Zulassung \***: A yellow dropdown menu.
- Klassifizierung des Handelsplatzes \***: A yellow dropdown menu.
- Bail-in Fähigkeit**: A checkbox.
- weitere ISIN hinzufügen**: A green plus icon.
- Mitteilung an Aufnahmestaatbehörden**: A section header.
- Aufnahmestaatbehörde von**: A white dropdown menu.
- weitere Aufnahmestaatbehörde hinzufügen**: A green plus icon.
- Dateiupload:**: A section with a paperclip icon and a text box containing instructions: "Der Dateiname muss "EFT\_[Freitext].pdf" lauten, wobei für den [Freitext] nur maximal 50 Zeichen von a/A bis z/Z, Ziffern oder eines der Zeichen "\_", "." oder "-" einzusetzen sind. Leerzeichen und Umlaute sind nicht erlaubt."

Request for the communication of already filed final terms of the offer to other supervisory authorities using the web form

First, select "Submit report" under the heading "Specialised procedure". Then select "Filing of final terms of the offer" from the drop-down menu and select the issuer (person/entity subject to the filing requirement) on whose behalf you are requesting the communication of final terms of the offer to other supervisory authorities.

In the next step, choose the form "Communication pursuant to Article 25(4) of the Prospectus Regulation" under the heading "Report". Then click "Fill in form".

Fill in the web form (see screenshot below) according to the requirements. In addition, upload the final terms of the offer in PDF format, which must, as stipulated by the Prospectus Regulation, include a summary for each issue as well as translations thereof, if any, for the relevant host member states, in one document. In order to upload the respective file, click the paperclip icon on the toolbar. Please note that only one file (max. 20,480 kB) can be uploaded. Finally, click "Request" to submit your data.

Important information:

Please note that the communication of already filed final terms of the offer to other supervisory authorities can be requested one working day after the initial filing at the earliest.



## Filing of final terms of the offer



Communication pursuant to Art. 25 (4) of the PR

### Angaben zum Emittenten

BaFin-ID

Emittent Name

*Bitte beachten Sie, dass die Beantragung einer Mitteilung bereits hinterlegter endgültiger Angebotsbedingungen an andere nationale Aufsichtsbehörden frühestens einen Werktag nach Hinterlegung der endgültigen Angebotsbedingungen möglich ist.*

### Angaben zu den endgültigen Angebotsbedingungen

ID des zugehörigen Basisprospekts \*

Datum des zugehörigen Basisprospekts \*

Seriennummer

Datum der endgültigen Angebotsbedingungen \*

Aufstockung  Ersetzung  Fortsetzung des öffentl. Angebots  Korrektur

ISIN \*

weitere ISIN hinzufügen

### Mitteilung an Aufnahmestaatbehörden

Aufnahmestaatbehörde von \*

weitere Aufnahmestaatbehörde hinzufügen

Dateiupload:



*Der Dateiname muss "EFT\_[Freitext].pdf" lauten, wobei für den [Freitext] nur maximal 50 Zeichen von a/A bis z/Z, Ziffern oder eines der Zeichen "\_", "." oder "-" einzusetzen sind. Leerzeichen und Umlaute sind nicht erlaubt.*

Request for the cancellation of the communication of already filed final terms of the offer to other supervisory authorities using the web form


First, select "Submit report" under the heading "Specialised procedure". Then select "Filing of final terms of the offer" from the drop-down menu and select the issuer (person/entity subject to the filing requirement) on whose behalf you are requesting the cancellation of the communication of final terms of the offer to other supervisory authorities.

In the next step, choose the form "Cancellation of a communication pursuant to Article 25(4) of the Prospectus Regulation" under the heading "Report". Then click "Fill in form".

Fill in the web form (see screenshot below) according to the requirements. In addition, please upload the erroneously communicated final terms of the offer in PDF format, which must, as stipulated by the Prospectus Regulation, include a summary for each issue, as well as translations thereof, if any, for the relevant host member states, in one document. In order to upload the respective file, click the paperclip icon on the toolbar. Please note that only one file (max. 20,480 kB) can be uploaded. To finally submit your data, click "Request".

Important information:

Please note that the cancellation of the communication of already filed final terms of the offer to other supervisory authorities can be requested one working day after the initial filing or request for communication at the earliest.

**Filing of final terms of the offer** 

Cancellation of a communication pursuant to Art. 25 (4) of the PR

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**Angaben zum Emittenten**

BaFin-ID	<input type="text"/>
Emittent Name	<input type="text"/>

*Bitte beachten Sie, dass die Beantragung einer Rücknahme einer Mitteilung bereits hinterlegter endgültiger Angebotsbedingungen an andere nationale Aufsichtsbehörden frühestens einen Werktag nach Hinterlegung bzw. nach Beantragung der Mitteilung der endgültigen Angebotsbedingungen möglich ist.*

**Angaben zu den endgültigen Angebotsbedingungen**

ID des zugehörigen Basisprospekts *	<input type="text"/>
Datum des zugehörigen Basisprospekts *	<input type="text"/>
Seriennummer	<input type="text"/>
Datum der endgültigen Angebotsbedingungen *	<input type="text"/>

Aufstockung    Ersetzung    Fortsetzung des öffentl. Angebots    Korrektur


**ISIN \***

**weitere ISIN hinzufügen**

**Rücknahme von Aufnahmestaatbehörden**

**Aufnahmestaatbehörde von \***

**weitere Aufnahmestaatbehörde hinzufügen**

**Dateiupload:** 

Der Dateiname muss "EFT\_[Freitext].pdf" lauten, wobei für den [Freitext] nur maximal 50 Zeichen von a/A bis z/Z, Ziffern oder eines der Zeichen "\_", "." oder "-" einzusetzen sind. Leerzeichen und Umlaute sind nicht erlaubt.

### Partially and fully automated procedures

- a. The fully automated procedure is based on SOAP web service. The web service definition file as well as the necessary parameters for accessing it can be found in the section "[Documentation/Help](#)" on the MVP Portal. BaFin uses a SOAP compatible web service client based on an XML structure for its fully automated filing procedures.
- b. The necessary parameters as well as the description of the XML file upload format (XSD) required to participate in the partially automated procedure can be found under "[Documentation/Help](#)" on the MVP Portal. You may choose to directly upload the respective XML file on the MVP Portal instead of filling in the web form.



### SOAP service address

The SOAP interfaces can be accessed at the following addresses:

Test: [https://portal.mvp.bafin.de:444/services/ws/t\\_eft](https://portal.mvp.bafin.de:444/services/ws/t_eft)

Production: <https://portal.mvp.bafin.de:444/services/ws/eft>

### SOAP user identification

Enter your MVP Portal user name and the ID of the issuer (person/entity subject to the filing requirement) separated by "#". To obtain the issuer ID, follow the link "Submit notification" on the MVP Portal and select the respective specialised procedure and issuer (person/entity subject to the filing requirement). The ID will be displayed at the right-hand side of the screen (e.g. hg\_02\_12345678).

In the SOAP header, the information is then entered as in the following example:

```
<wsse:Username>john.doe0024#hg_02_12345678</wsse:Username>
```

## Fields and parameters for the SOAP notification/XML structure (XSD)

Upon activation of an account for the specialised procedure, BaFin provides each issuer or person/entity subject to the filing requirement with the BaFin ID and the designation of the respective issuer for the partially and the fully automated procedure.

Below please find a list of the data required for participation in the partially and the fully automated procedure. This data has been compiled by BaFin and may not be altered.

Please use the following fields and parameters when creating an XML file or submitting a SOAP notification.

Fields and parameters to be used in the XML file/SOAP notification for filings, communications and cancellations of communications pursuant to Article 8(5) of the Prospectus Regulation and/or Article 25(4) of the Prospectus Regulation

Type of security (mandatory field):

Debt securities of at least EUR 100,000*	ST_G
Debt securities of less than EUR 100,000*	ST_K
Debt securities of at least EUR 100,000* qual. inv.	ST_Q
Warrants of at least EUR 100,000	OS_G
Warrants of less than EUR 100,000	OS_K
Warrants of at least EUR 100,000 qual. inv.	OS_Q
Certificates of at least EUR 100,000	ZE_G
Certificates of less than EUR 100,000	ZE_K
Certificates of at least EUR 100,000 qual. inv.	ZE_Q
<i>Pfandbriefe</i> of at least EUR 100,000	PF_G
<i>Pfandbriefe</i> of less than EUR 100,000	PF_K
<i>Pfandbriefe</i> of at least EUR 100,000 qual. inv.	PF_Q
Profit-participation certificates	GENUS

Asset-backed securities	ABS
Others	SONST

\* Debt securities pursuant to Article 1(4)(c) and (d) of the Prospectus Regulation, i.e. debt securities for which the issuer has an obligation to pay the investor 100% of the nominal value in addition to which there may be also an interest payment

Language of the final terms of the offer (*mandatory field*):

German	DE
English	EN

Reason for correction:

Reference to incorrect base prospectus	ID
Filed pdf-document does not match reporting data and meta data	PDF
Incorrect type of security	WP
Incorrect date	DA

Volume offered:

Volume offered (single value)	AV_AE
Volume offered (maximum value)	AV_AM
Volume offered (range of values)	AV_AS

Price offered (i):

Price offered (single value)	PE_AE
Price offered (maximum value)	PE_AM
Price offered (range of values)	PE_AS
Price offered is not available but pending	PNDG
Price offered is not applicable	NOAP

Consideration offered (i):

Consideration offered (single value)	GGW_AE
Consideration offered (maximum value)	GGW_AM
Consideration offered (range of values)	GGW_AS
Not available but pending	PNDG
Not applicable	NOAP

Identifier or name of underlying (i) and (ii):

Multiple underlyings	BSKT
Unique underlying with existing ISIN	ISIN
Unique underlying in case the index has no ISIN	INDEX
Unique underlying (short name)	KURZ

If "INDEX" is chosen above, the following values are permitted:

EONIA	EONA
EONIA SWAP	EONS
EURIBOR	EURI
EURODOLLAR	EUUS
EuroSwiss	EUCH
GCF REPO	GCFR
ISDAFIX	ISDA
LIBID	LIBI
LIBOR	LIBO
Muni AAA	MAAA
Pfandbriefe	PFAN
TIBOR	TIBO
STIBOR	STBO
BBSW	BBSW
JIBAR	JIBA
BUBOR	BUBO
CDOR	CDOR
CIBOR	CIBO
MOSPRIM	MOSP
NIBOR	NIBO
PRIBOR	PRBO
TELBOR	TLBO
WIBOR	WIBO
Treasury	TREA
SWAP	SWAP
Future SWAP	FUSW

Type of offer/admission:

Initial offer without admission to trading/listing	IOWA
Secondary offer without admission to trading/listing	SOWA

Initial admission to trading on regulated market	IRMT
Initial admission to trading on regulated market from previously being traded on MTF	IPTM
Initial admission to trading on MTF with offer to the public	IMTF
Secondary issuance on a regulated market or MTF	SIRM

Characteristics of the trading venue:

Regulated market (open to all investors)	RMKT
Regulated market, or segment thereof, limited to qualified investors	RMQI
MTF which is an SME growth market	MSGM
MTF which is not an SME growth market	MLTF
No admission/no listing on a regulated market or MTF	OZOL

Bail-in ability:

<u>Ticked</u>	<u>AN</u>
<u>Not ticked</u>	<u>NAN</u>

Host supervisors:

COUNTRIES	Name of National Competent Authority	Abbreviation of Member State (ISO 3166)
BELGIUM	L'AUTORITÉ DES SERVICES ET MARCHÉS FINANCIERS	BE
BULGARIA	FINANCIAL SUPERVISION COMMISSION	BG
DENMARK	FINANSTILSYNET	DK
ESTONIA	FINANTSINSPEKTSIOON (ESTONIAN FINANCIAL SUPERVISION AUTHORITY)	EE
FINLAND	FINANSSIVALVONTA	FI
FRANCE	AUTORITÉ DES MARCHÉS FINANCIERS	FR
GREECE	HELLENIC CAPITAL MARKET COMMISSION	GR
IRELAND	CENTRAL BANK OF IRELAND	IE
ICELAND	THE FINANCIAL SUPERVISORY AUTHORITY, ICELAND	IS
ITALY	COMMISSIONE NAZIONALE PER LE SOCIETÀ E LA BORSA	IT
CROATIA	FINANCIAL SERVICES SUPERVISORY AGENCY	HR
LATVIA	FINANCIAL & CAPITAL MARKET COMMISSION	LV

LIECHTENSTEIN	FINANZMARKTAUFSICHT	LI
LITHUANIA	BANK OF LITHUANIA	LT
LUXEMBOURG	COMMISSION DE SURVEILLANCE DU SECTEUR FINANCIER	LU
MALTA	MALTA FINANCIAL SERVICES AUTHORITY	MT
THE NETHERLANDS	NETHERLANDS AUTHORITY FOR THE FINANCIAL MARKETS	NL
NORWAY	NORWEGIAN FINANCIAL SUPERVISORY AUTHORITY	NO
AUSTRIA	FINANCIAL MARKET AUTHORITY	AT
POLAND	POLISH FINANCIAL SUPERVISORY COMMISSION	PL
PORTUGAL	COMISSÃO DO MERCADO DE VALORES MOBILIÁRIOS	PT
ROMANIA	THE FINANCIAL SUPERVISORY AUTHORITY	RO
SWEDEN	FINANSINSPEKTIONEN	SE
SLOVAKIA	NATIONAL BANK OF SLOVAKIA	SK
SLOVENIA	SECURITIES MARKET AGENCY	SI
SPAIN	COMISIÓN NACIONAL DEL MERCADO DE VALORES	ES
HUNGARY	CENTRAL BANK OF HUNGARY	HU
CZECH REPUBLIC	CZECH NATIONAL BANK	CZ
CYPRUS	CYPRUS SECURITIES AND EXCHANGE COMMISSION	CY

Type of reports in the specialised procedure "Filing of final terms of the offer"

Within the specialised procedure "Filing of final terms of the offer" final terms of the offer relating to a public offer (including an admission to trading, if applicable) as well as exclusively relating to an admission to trading on a regulated market can be filed with BaFin.

Furthermore, the web form for the filing of final terms of the offer provides the additional fields listed below, which can be activated according to the type of report. Please note that the filing of final terms of the offer using the additional fields "increase of issue", "replacement", "continuation of public offering" or "resumption of public offering" and "correction" is only permitted if final terms of the offer using the same ISIN have already been filed with BaFin.

Each type of report results in a fee for the administration of the filed final terms of the offer in accordance with No. 3.6 of the Annex to section 2 (1) of the Fees Regulation in respect of Financial Services Supervision (*Finanzdienstleistungsaufsichtsgebührenverordnung*) (schedule of fees).

You can find a short description of each additional field below:

- Increase of issue

If the issue volume of previously issued securities is to be increased, the respective final terms of the offer are to be filed with BaFin with the designation "increase of issue".

- Replacement

If final terms of the offer that were filed previously (i.e. the pdf document itself, not the reporting data or meta data) contain a content error (e.g. inaccurate interest rate or incorrect underlying), the checkbox "replacement" can be selected to file corrected final terms to replace those filed previously.

- Continuation or resumption of public offering

If the issue of securities that were issued previously under base prospectus A is to be continued or resumed under base prospectus B, the relevant final terms are to be filed with BaFin using the designation "continuation of public offering" or "resumption of public offering".

- Correction

If erroneous information was provided during the filing of final terms of the offer, the reporting data or meta data relating to the respective final terms of the offer can be corrected by filing the final terms again and selecting the checkbox "correction". The "reason for correction" is also to be selected from the drop-down menu.

Please note that reported data or meta data relating to already filed final terms of the offer can only be corrected if the content of the pdf document containing the final terms that was originally filed with BaFin is accurate. This means that the data are to be corrected as a result of the erroneous input of data during the filing process rather than as a result of content errors (e.g. inaccurate interest rate in the final terms of the offer) and are therefore not a "replacement".

A correction of reporting data and/or meta data is possible in the following cases:

- Reference was made to an incorrect base prospectus when the final terms of the offer were filed.
- The filed pdf-document is not consistent with the reporting data or meta data.
- The type of security indicated does not match the type of security of the securities to be issued.
- The reason for correction "incorrect date"<sup>2</sup> covers the following cases:
  - The reported date of the final terms of the offer is not consistent with the date of the filed final term of the offer.
  - The reported date of the beginning of the offer/admission to trading is not consistent with the date stated in the filed final terms of the offer.

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<sup>2</sup> Only applicable to the type of report "Filing pursuant to Article 8(5) of the Prospectus Regulation"

- The reported date of the end of the offer is not consistent with the date stated in the filed final terms of the offer.
- The wrong language was selected for the final terms of the offer.

#### 4. MVP inbox feature

The MVP inbox feature facilitates the electronic issuance of administrative acts and the electronic delivery of documents made available in the inbox. BaFin Directorate WA 3 - Primary Market (responsible for prospectus scrutiny) uses the MVP inbox feature as part of this specialised procedure in order to make fee notices for filing the final terms of the offer available in accordance with Article 8(5) of the Prospectus Regulation.

To this end, a mailing list of MVP users is set up for each issuer (the users must have been granted access to the MVP specialised procedure "Filing of final terms of the offer" for the respective issuer). These users will then receive every fee notice for filing the final terms of the offer. BaFin manages these mailing lists. You can register to be included in a mailing list by contacting [pro-support@bafin.de](mailto:pro-support@bafin.de). If the list for a particular issuer needs to be amended, please also contact [pro-support@bafin.de](mailto:pro-support@bafin.de).


Only persons who have been granted access to the specialised procedure "Filing of final terms of the offer" can be added to the mailing list. This applies both to direct notifiers and third-party notifiers. Please ensure that the information in your MVP account, in particular your e-mail address, is up-to-date. If you have any questions, please contact PRO support.

#### Important information:

Persons already participating in the specialised procedure "Filing of final terms of the offer" who are no longer employed by the issuer or authorised third party or who have taken on another function must cancel the specialised procedure (see MVP [User Manual](#), section on "Cancellation of specialised procedures"). The list for the provision of fee notices in the MVP inbox must be amended accordingly. The issuer or the authorised third party is required to inform BaFin of this without undue delay. BaFin strongly recommends that for each issuer and authorised third party, several persons be registered for the specialised procedure "Filing of final terms of the offer" and included in the list of recipients of fee notices.

#### Where is the MVP inbox?

After you have logged in to the MVP Portal, select the option "Inbox" under "Specialised procedure". This will open the following page:

**Filter**  Activate/deactivate notification emails

Date from, Date to:   (DD/MM/YYYY)

Subject:  (Wildcards "\*", "?" allowed)

Specialised procedure:

Person/Entity subject to the notification requirement:

Unit:  (Dependent on specialised procedure and person/entity ...)

Category:

Read:

40 items found, displaying 1 to 5.

1
2
3
4
5
6
7
8
▶
⌂

↕ Date	↕ Category	↕ Subject	↕ Specialised procedure	↕ Person/Entity subject to the notification requirement	↕ Unit	↕ Attachm.	↕ Read
20/01/2023	Feedback	Zustellungssache: Gebührenbescheid/ Matter requiring service: Fee notice	Prospekte (EU- VO/WpPG/Verma...	Muster AKTIENGESELLSCHA...	Frankfurt am Main	Q000339636.zip	

Here you can apply various filters. The documents/messages available are listed in the table. The documents/messages will be available for an indefinite period of time from the date on which they are made available, provided you do not delete them.

New, unread documents are shown in bold in the list of documents. Documents that have been read are marked as such in the column "Read". Documents you have received can be deleted but will then no longer be available.

How can documents be downloaded?

First, select the document/message in your inbox. A new page will open showing a detailed view of the selected document/message.



Inbox > Message

**Language**

Deutsch

---

English

---

**General information**

Home

---

Documentation / Help

---

Logout

---

**Specialised procedure**

Inbox

← Back
 Download message as PDF
 Download attachment
 Delete

Subject: **Zustellungssache: Gebührenbescheid/ Matter requiring service: Fee notice**

Date: 20/01/2023

Category: Feedback

Specialised procedure: Prospectuses (EU-VO/WpPG/VermAnlG)

Person/Entity subject to the notification requirement: Muster AKTIENGESELLSCHAFT, Frankfurt am Main

User: jane.doe1234

[More details >](#)

Das Dokument befindet sich im Anhang.

You can then download the document as a ZIP file or PDF by clicking on “Download attachment”.

“Download message as PDF” only provides a PDF file of the detailed view, which does not include the attachment. The document/message can be deleted by clicking “Delete”.

How are MVP users notified of new documents in their MVP inbox?

When new documents are made available in your inbox, you will receive an e-mail from [noreply@bafin.de](mailto:noreply@bafin.de). The e-mail contains a link to the log-in page for the MVP Portal. Here you can enter your log-in details (username and password). All persons included in an issuer’s list of recipients of fee notices will receive the documents/messages and an e-mail from [noreply@bafin.de](mailto:noreply@bafin.de).

You can also access your inbox without using the link: simply log in to the MVP Portal and select “Inbox”.

Notification emails from [noreply@bafin.de](mailto:noreply@bafin.de) can be activated or deactivated in the MVP Portal.