

Short Guide

Registration Process for Electronic Prospectus Approval



To access the FMA's electronic prospectus approval portal you first of all need to register yourself as a prospectus submitter. The prospectus submitter takes over the role of submitting prospectuses for the issuer, provider or the person who is applying for admission to trading on a regulated market. The prospectus submitter registers using details about their person as well as their company.

Legal Entity Identifier (LEI)	<input type="text"/>	<input type="button" value="LEI laden"/>	Firmenbuchnummer	<input type="text"/>
Firmenbezeichnung *	<input type="text"/>			
Straße *	<input type="text"/>		Nr. *	<input type="text"/>
PLZ *	<input type="text"/>	Ort *	<input type="text"/>	
Land *	<input type="text"/>			

When entering information relating to the undertaking it is necessary to ensure that the information relates to the undertaking for whom the prospectus submitter is active (e.g. on the basis of an employment relationship).

Examples:

- The prospectus submitter is employed by the issuer - the name of the issuer must be given
- The prospectus submitter is an attorney - the name of the law practice must be given
- The prospectus submitter is a business consultant - the name of the consultancy firm must be given

By entering the Legal Entity Identifier (LEI) the data about the company (excluding the Commercial Register no. (Firmenbuchnummer)) are automatically entered.

Anrede *	<input type="text" value="(Wählen)"/>	Titel	<input type="text"/>
Vorname *	<input type="text"/>	Nachname *	<input type="text"/>
Geburtsdatum *	<input type="text"/>		
Telefonnummer *	<input type="text"/>	EMAIL *	<input type="text"/>
Ausweisdokument *	<input type="text"/>		

When entering the telephone number as well as the e-mail address only company contact details are to be entered. Once the data has been entered and the identity document has been uploaded, please click on “Registrieren” (Register).

Once you have clicked on the “Registrieren” button, you will receive an e-mail. The information that you have entered will be reviewed by the Capital Market Prospectuses team, and subsequently authorised. You will then receive another e-mail containing a confirmation link. By clicking on the link you will be forwarded to the following page.

Account.

Verwenden Sie ihren vorhandenen Account für die Anmeldung.

Email

Passwort

Logindaten speichern?

Login

[Passwort vergessen / nicht vergeben?](#)

If you click on the button “Passwort vergessen / nicht vergeben?” (Password forgotten / not assigned?) you will be requested to enter your e-mail address.

Passwort vergessen / neu vergeben?

Geben Sie Ihre Mailadresse ein.

Email

Link anfordern

By clicking the button “Link anfordern” (Request link) you will receive an e-mail and the following screen will appear.



Passwort zurücksetzen.

Wenn Ihre Mailadresse korrekt und berechtigt ist, erhalten Sie in Kürze eine Mail zum Zurücksetzen des Passwortes.

Open the e-mail and then click on the link shown. The following window will open.

Passwort setzen / ändern.

Vergeben Sie das Passwort.

Email

Passwort

Passwort bestätigen

Passwort setzen

Das Passwort muss

- mindestens 8 Zeichen lang sein
- mindestens 1 numerisches Zeichen enthalten
- mindestens 1 Großbuchstaben enthalten
- mindestens 1 Kleinbuchstaben enthalten

Re-enter your e-mail address again and then choose a password, which corresponds to the stated criteria. The following screen will appear.



Passwort erfolgreich zurückgesetzt.

Ihr Passwort wurde zurückgesetzt. [Bitte klicken Sie hier um sich anzumelden..](#)

To login to the electronic submission platform, click on the supplied link. You have registered successfully and are now able to login to the electronic submission platform.

Account.

Verwenden Sie Ihren vorhandenen Account für die Anmeldung.

Email

Passwort

Logindaten speichern?

Login

[Passwort vergessen / nicht vergeben?](#)