OPERATING MANUAL OF THE PR.I.M.E SYSTEM
(PROSPECTUS INTEGRATED MANAGEMENT ENVIRONMENT)

VERSION
IN FORCE FROM JUNE 2026

LATEST CHANGES

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Contents

1 Introduction

This document is the operating manual of the **PR.I.M.E. – Prospectus Integrated Management Environment**, a system made available by the Commissione Nazionale per le Società e la Borsa (CONSOB) for the integrated management of the procedures relating to prospectuses.

PR.I.M.E. is the platform through which issuers, offerors and people seeking admission to trading on a regulated market, as well as their authorized delegates, can interact electronically with Consob to fulfil the obligations laid down by the legislation in force on prospectuses, in accordance with Regulation (EU) 2017/1129 and the national implementing provisions.

In particular, through the System it is possible to:

- submit **approval requests** for prospectuses and the related documents;
- submit **passporting requests** to the competent authorities of the host Member States;
- make the **filings** of prospectuses, supplements and related documentation;
- submit the **end of offer communications**, in fulfilment of the disclosure obligations laid down by the applicable legislation.

The manual is intended for users authorized to use the System and describes, in a structured manner, the access procedures and the available features, with the aim of guiding the user through operations.

2 System Access and Authentication

The System can be used from any computer connected to the Internet. To access the System certain minimum technical requirements apply.

In particular, for correct operation it is recommended to use an up-to-date browser (Microsoft Edge, Mozilla Firefox, Google Chrome, etc.) and a monitor with a resolution of at least 1024x768 pixels. It is also required to enable *cookies* and *javascript* in the browser. After launching your computer's browser, you need to open the web page to start the session.

The access screen of the System can be reached by going to the website of CONSOB (www.consob.it), entering the ***Operators*** section and clicking on the dedicated link for *access to the* PR.I.M.E.
In the first access screen, the System, after establishing a secure[(1)] connection between the server of CONSOB and the connected user's computer, presents the screen for entering the credentials (username and password).

The user must enter the *username* and *password* in the fields named respectively *Username or e-mail* and *Password* and press the *Login button* (Figure 1).

(1) The sistem use *https* protocol

Figure 1: Authentication window

If the authentication data have been entered incorrectly, the system does not recognize the user and denies access, displaying the error page shown in Figure 2.

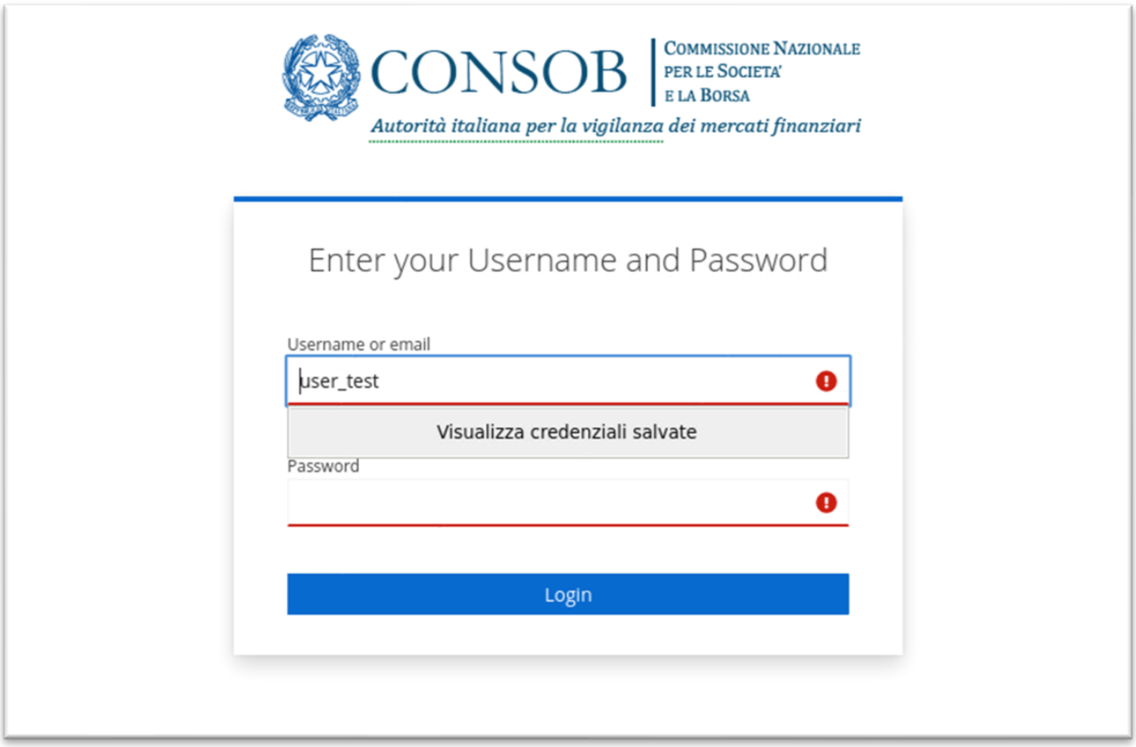


Figure 2: Authentication error

2.1 Using credentials to access the System

To access the System, the credentials (*username* and *password*) are used, provided by CONSOB through the SIREG Registration service, whose link is available on the Consob website in the ***Operators*** section. If you do not already have such credentials, you must request them from CONSOB through that Registration service.

2.2 Logging out of the System

The user can log out of the System at any time using the *Logout* icon, located at the top right of the application screen. Once logged out, the System displays a dedicated message (Figure 3).

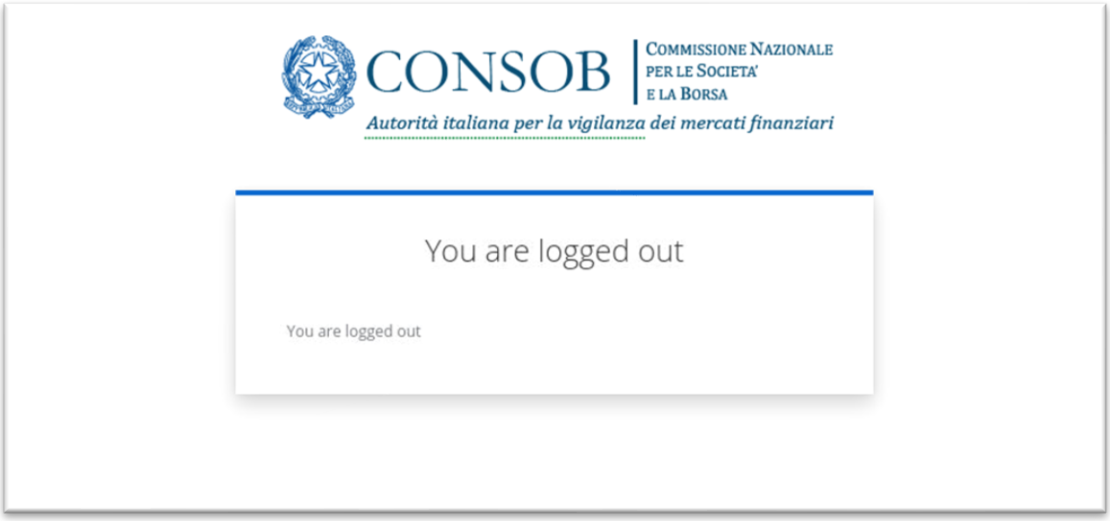


Figure 3: Successful logout from the System

3 Features

The PR.I.M.E. System provides authorized users with an integrated set of features that cover the entire life cycle of the obligations relating to prospectuses. The features are accessible through the side navigation menu and are organized into homogeneous areas by type of procedure.

The main available features are listed below:

- **Home**: the initial page presenting the registry data of the represented entity (Consob code, tax code, name, type, LEI code), allows the management of company information such as company size and the industry sectors of belonging, and displays the notifications received from the System.
- **Approval requests**: area dedicated to the submission and management of approval requests for prospectuses and related documentation. The requests are organized into two subsections:
    - *In progress*, containing the requests being processed;
    - *Completed*, containing the requests for which the procedure has been completed.
- **Passporting requests**: area dedicated to the submission and management of passporting requests for prospectuses to the competent authorities of the host Member States. Here too the requests are divided between *In progress* and *Completed*.

- **Filings**: area dedicated to the management of filings of prospectuses, supplements and related documentation. The section is divided into:
  - *In progress*, containing the filings being prepared or submitted;
  - *Completed*, containing the filings completed successfully;
  - *Bulk*, dedicated to the management of filings made in bulk mode.
- **End of offer Communications**: area dedicated to the submission and management of end of offer communications. The section is divided between:
  - *In progress*, containing the communications being prepared;
  - *Sent*, containing the communications already submitted to Consob.

The System is also designed for multilingual management, with the possibility of selecting between Italian and English using the dedicated indicators in the application header.

For each functional area, the subsections are organized to guide the user through the entire life cycle of the procedure, from the preparation of the request to its completion and subsequent consultation.

As regards requests for approval of prospectuses, supplements and, in general, all documentation subject to approval, the operational flow is as follows:

- **Editing phase:** the user enters the approval request, accompanying it with the necessary documentation. Once data entry is complete, the request is submitted to Consob.
- **Assessment phase:** Consob assesses the request and may open the examination procedure, which may require the submission of further supplementary and/or replacement documentation.
- **Filing phase:** at the end of the examination, Consob communicates the scheduled approval date, and the user proceeds with the filing of the documentation to be approved, which must show the scheduled approval date on its cover page.
- **Completion:** in the event of approval, the user receives the communication with the outcome of the procedure.

The screenshots shown in this chapter are for illustrative purposes only: the data displayed refer to a demonstration environment.

4 Home and company data

The **Home** page (Figure 4) is the initial screen of the PR.I.M.E. System and is displayed automatically once the authentication procedure is complete. The page is accessible at any time from the **Home** item in the side navigation menu.

The screen is organized into two main areas:

- the **General Data** area, containing the registry and company information of the represented entity;
- the **Notifications** area, containing the list of communications sent by the System to the user.

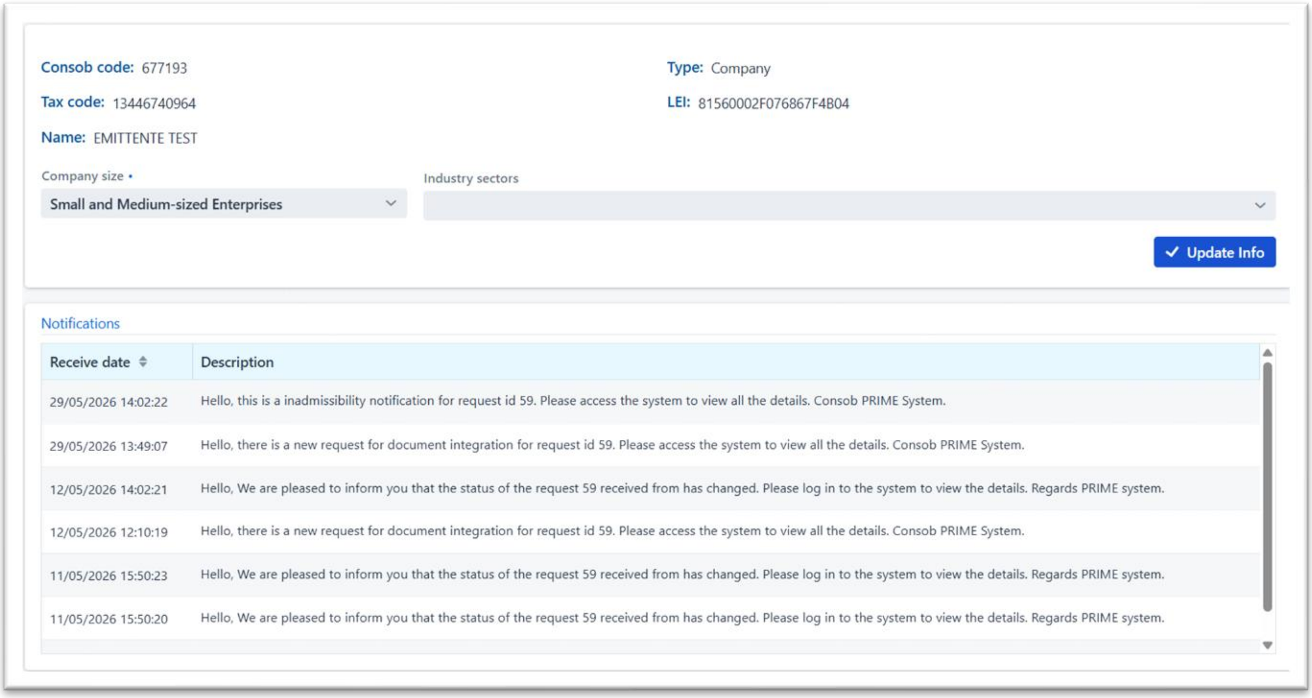


Figure 4: Home screen

4.1 Viewing general data

In the **General Data** section, the identifying information of the entity on whose behalf the user is operating is shown. The data displayed are as follows:

- **Consob code**: unique identification code assigned by Consob to the entity;
- **Tax code**: tax code of the entity;
- **Name**: company name of the entity;
- **Type**: type of entity (e.g. Company);
- **LEI** (*Legal Entity Identifier*): international identification code of the legal entity.

The fields listed above are displayed in read-only mode and cannot be modified by the user, as they are derived from the registry information recorded with Consob.

4.2 Updating company information

In the same **General Data** section, the user can view and update the following company information:

- **Company size**: single-selection field that allows the size of the entity to be indicated (for example, *Small and medium-sized enterprise*). The field is mandatory, as indicated by the relevant marker;

- **Industry sectors**: multiple-selection field that allows one or more industry sectors to which the entity belongs to be indicated (for example, *Central counterparty and other types of counterparties*, *Credit institution*). The selected items are displayed as labels and can be removed individually by clicking the "×" icon next to each label, or all at once by clicking the "×" icon at the far right of the field.

Once the desired changes have been made, the user confirms the update of the information by clicking the **Update Info** button at the bottom right of the General Data area. The System records the changes and confirms them to the user.

Note: the correct completion of the *Company size* and *Industry sectors* fields is necessary for sending this information to ESMA, and it is therefore recommended to check periodically that it is up to date.

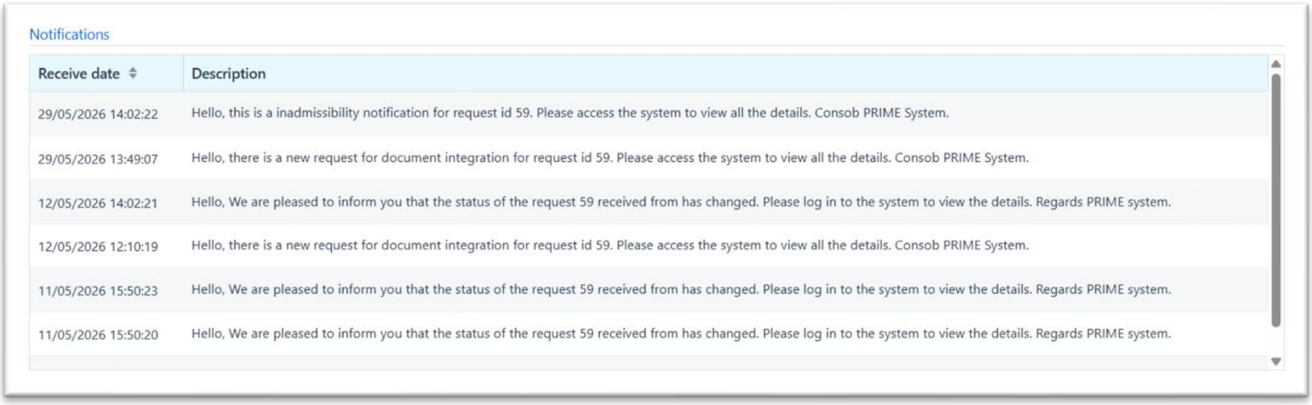
4.3 Viewing notifications

In the **Notifications** section, located in the lower part of the Home page, is displayed the list of communications sent by the System to the user in relation to the ongoing requests.

The list is organized in tabular form and has the following columns:

- **Reception date**: date on which the notification was delivered to the user. The column can be sorted by clicking the dedicated icon next to the heading;
- **Description**: descriptive text of the content of the notification.

If there are no notifications, the System displays the message "*There are no items*".


Notifications

Receive date	Description
29/05/2026 14:02:22	Hello, this is a inadmissibility notification for request id 59. Please access the system to view all the details. Consob PRIME System.
29/05/2026 13:49:07	Hello, there is a new request for document integration for request id 59. Please access the system to view all the details. Consob PRIME System.
12/05/2026 14:02:21	Hello, We are pleased to inform you that the status of the request 59 received from has changed. Please log in to the system to view the details. Regards PRIME system.
12/05/2026 12:10:19	Hello, there is a new request for document integration for request id 59. Please access the system to view all the details. Consob PRIME System.
11/05/2026 15:50:23	Hello, We are pleased to inform you that the status of the request 59 received from has changed. Please log in to the system to view the details. Regards PRIME system.
11/05/2026 15:50:20	Hello, We are pleased to inform you that the status of the request 59 received from has changed. Please log in to the system to view the details. Regards PRIME system.

Figure 5: Notifications panel

5 Approval requests

The **Approval requests** feature allows the authorized user to submit to Consob applications for the approval of prospectuses and related documentation, as well as to consult the progress status of requests being processed and the outcome of completed ones, in compliance with the provisions of Regulation (EU) 2017/1129 and the national implementing provisions.

Through the System it is possible to submit approval requests for the following types of documents:

- **Prospectus**;
- **Registration Document**;
- **Universal Registration Document**;
- **Exemption Document**;

- **Supplement**.

The area is accessible through the **Approval req.** item of the side navigation menu, and is divided into two subsections:

- **In progress**, which gathers the requests being edited, submitted and under assessment;
- **Completed**, which gathers the requests for which the procedure has been completed, regardless of the outcome.

Each request is identified by a unique numeric code (*Id*), assigned automatically by the System upon creation, and by a set of information that allows it to be tracked throughout its entire life cycle.

The following paragraphs describe in detail the features of the two subsections.

5.1 Requests in progress

The **Requests in progress** subsection is accessible from the side navigation menu through the **Approval req. → In progress** item. The page displays, in tabular form, the list of approval requests of the represented entity that have not yet completed their procedural process.

The list is organized into the following columns:

- **Id**: unique numeric code of the request, assigned by the System;
- **Opening Date**: date and time the request was created in the System;
- **Sent Date**: date and time the request was transmitted to Consob, populated only for requests actually submitted;
- **Type**: type of document covered by the request (Prospectus, Registration Document, Universal Registration Document, Exemption Document, Supplement);
- **Description**: descriptive text of the request, provided by the user during drafting;
- **Status**: current status of the request in the procedural process.

The **Id**, **Opening Date**, **Sent Date**, **Type** and **Status** columns can be sorted in ascending or descending order by clicking the dedicated icon next to the column header.

The statuses that a request may take within this subsection are the following:

- **Editing**: the request has been created but not yet transmitted to Consob; the user may supplement its contents, edit it or delete it;
- **In Progress**: the request has been transmitted to Consob and is being assessed by the competent offices;
- **Filing Underway**: the procedure for filing the document to be approved is in progress for the request.
- **Awaiting Filing**: the procedure for filing the document to be approved is required for the request.

For each row, in the last column, a button is available that allows the user to act on the request. The button takes different labels depending on the status of the request:

- the **Actions** button, marked by the three-dots icon, is displayed for requests in the statuses *Editing* and *Filing Underway* and gives access to a context menu containing the operations that can be performed on the request depending on its current status (*Open, Delete, Go to filing*);
- the **Open** button, marked by the folder icon, is displayed for requests in the status *In Progress* and allows access to the request details in read-only mode.

At the bottom right of the page there is the **+ New Request** button, through which the user starts the procedure for creating a new approval request.

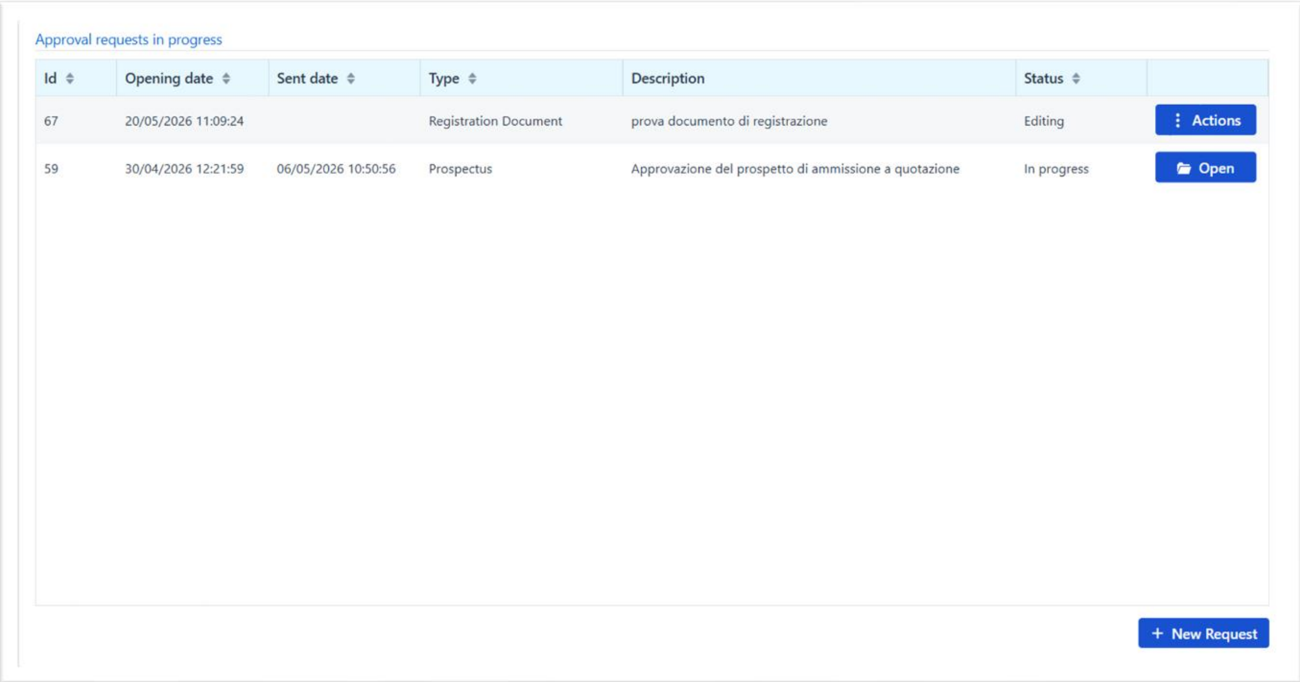


Figure 6: Requests in progress page

5.1.1 Creating a new request

The user starts the procedure for creating a new approval request by clicking the **+ New Request** button located at the bottom right of the **Requests in progress** page. On click, the System opens a modal window named **Select request type**, through which the user is required to indicate beforehand the type of document covered by the application.

The modal window presents a single field, named **Request Type**, marked by the mandatory-field indicator. The field is structured as a single-selection list and offers the following types:

- **Prospectus**;
- **Supplement**;
- **Registration Document**;
- **Universal Registration Document**;

- **Exemption Document**.

The selection of the request type at this preliminary stage reflects the specific requirements set out by the applicable legislation for each type of document, in line with the provisions of Regulation (EU) 2017/1129 and the related delegated acts. Each type indeed corresponds to a distinct data-entry form, configured by the System with the relevant fields and information sections.

Once the desired type has been selected, the System presents the user with the specific data-entry form. It is recommended to select the request type carefully, as a subsequent change would require restarting the data-entry procedure.

The following paragraphs describe in detail the data-entry forms provided for each type of request.

Regardless of the request type selected in the preliminary-choice modal window, the data-entry form presents a common initial section through which the user provides the general information of the request and the references for communications relating to the procedure. This information is required in all data-entry forms and is therefore described below only once; the following paragraphs instead illustrate the specific sections of each request type.

5.1.1.1 General information of the request

The first information area of the form contains the identifying data of the request. The fields provided are the following:

- **Description**: text field, mandatory, through which the user provides a detailed description of the request. It is recommended to fill in the field with sufficiently clear and detailed text, as the description is the main reference for identifying the request both by the user, during subsequent consultation, and by the Consob offices, during assessment;

- **Date on which the relevant person wishes the prospectus to be approved**: date field, mandatory, through which the user indicates the date by which the applicant requests to obtain the decision on the approval application. The field is populated by default with the current date and can be changed by selecting the desired date through the dedicated calendar, activated by clicking the icon to the right of the field. The "×" button allows the entered value to be cleared.

5.1.1.2 Address for communications

The second information area, named **Address where all communications will be received**, is dedicated to indicating the address at which the applicant intends to receive communications relating to the approval procedure. The fields provided are the following:

- **Mail contact type**: single-selection field, mandatory, through which the user indicates the nature of the address provided. The selectable options are:
    - **PEC** (Certified Electronic Mail);
    - **E-mail** (ordinary electronic mail).

- **Mail address**: text field, mandatory, through which the user enters the actual address, consistently with the type selected in the previous field. The System performs a syntactic check on the format of the entered value (verification of the structure of the e-mail address), without carrying out any check of the actual activation or registration of the address.

Note: the availability of the options of the *Mail contact type* field depends on the registered office of the issuer. If the represented entity has its registered office in Italy, the System allows only the entry of a **Certified Electronic Mail (PEC)** address, in line with the obligations laid down by national legislation on electronic communications with the public administration. For entities with their registered office abroad, the entry of an ordinary electronic mail address is allowed as an alternative.

It is recommended to carefully verify the accuracy of the address indicated, as all communications relating to the procedure will be sent to this address, including any requests for additional documentation and outcome notifications.

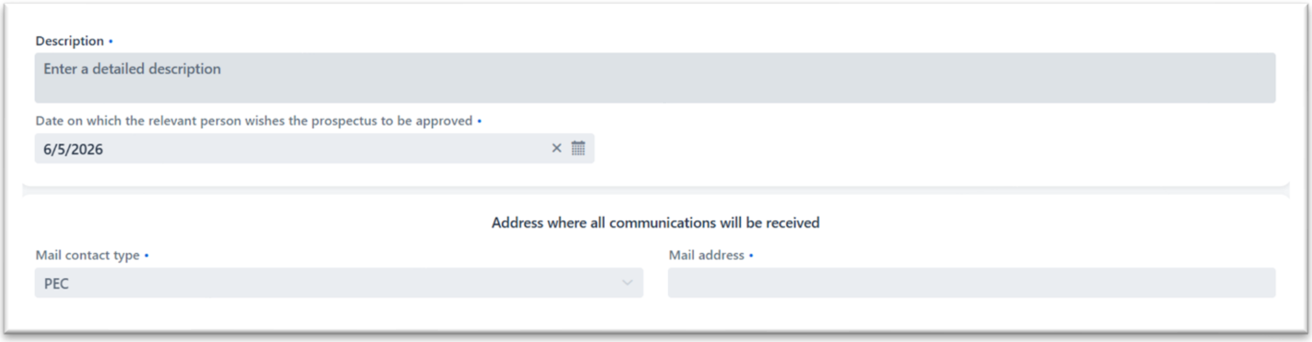


Figure 7: General information and communication address sections

5.1.1.3 Contact points

The third information area, common to all request types, is dedicated to indicating the entities to be considered as operational contact points for the approval procedure. These entities are the operational contacts whom the Consob offices may refer to for any need for technical or procedural dialogue connected with the procedure. The section is structured in tabular form and allows the entry of one or more contact points. The table has the following columns:

- **Contact Type**: type of contact point;
- **Company**: name of the company the contact belongs to;
- **Full Name**: first and last name of the contact;
- **Phone**: landline phone number of the contact;
- **Mobile**: mobile phone number of the contact;
- **Email Address**: e-mail address of the contact.

The **Contact Type** column can be sorted by clicking the dedicated icon next to the header. If no contact point has been entered, the table displays the message "*There are no items*".

Entering a new contact point

The entry of a new contact point is started by clicking the **+ Add Contact Point** button located at the top left of the area. On click, the System opens the modal window **Add Contact Point**, through which the user fills in the contact's information.

The fields provided in the modal window are the following:

- **Contact Type**: single-selection field, mandatory, through which the user indicates the type of contact (contact person, advisor or other);
- **Company**: text field, mandatory, through which the user indicates the name of the company the contact belongs to;
- **Full Name**: text field, mandatory, through which the user indicates the first and last name of the contact;
- **Phone**: text field, optional, through which the user indicates the landline phone number of the contact;
- **Mobile**: text field, optional, through which the user indicates the mobile phone number of the contact;
- **Email address**: text field, mandatory, through which the user indicates the e-mail address of the contact.

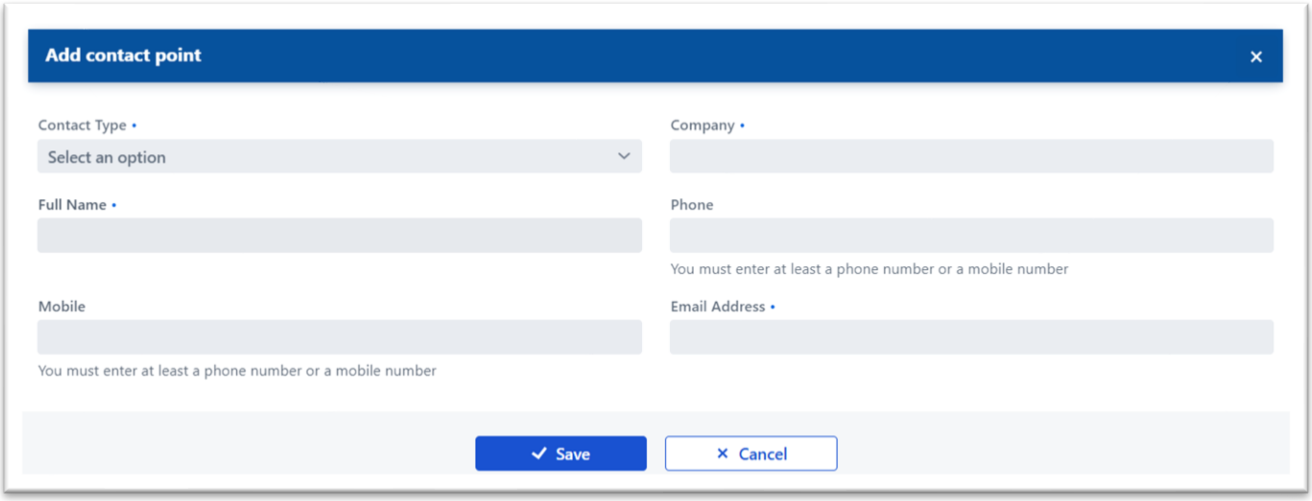


Figure 8: Form for adding a contact point

Note: At least one representative must be entered among the contact points, otherwise it is not possible to proceed to the following pages of the various request-creation forms. In addition, the *Phone* and *Mobile* fields are individually optional, but at least one of the two must be filled in. The System displays a dedicated informational message below the fields ("*You must enter at least a phone number or a mobile number*") and prevents the contact point from being saved if both fields are empty.

Once the required fields have been filled in, the user confirms the entry of the contact point by clicking the **Save** button located at the bottom of the modal window. The System acquires the new contact point and displays it in the table. To cancel the operation and close the modal window without saving, the user clicks the **Cancel**, or the "×" icon at the top right of the window.

5.1.1.4 Parties submitting the application

In this information area the user provides the list of parties that jointly submit the application, indicating the role each plays for the purposes of the procedure. The area is structured in tabular form and allows entities to be entered, edited and removed.

When the form is opened, the System automatically populates the table with the entity represented by the logged-in user (Figure 9) corresponding to the one displayed in the *General Data* area of the Home page — to which the role of **Issuer** is assigned by default. This pre-filling ensures that the applicant is always included among the submitters of the application; the assigned role can be changed by the user, where necessary, through the dedicated edit function described below.

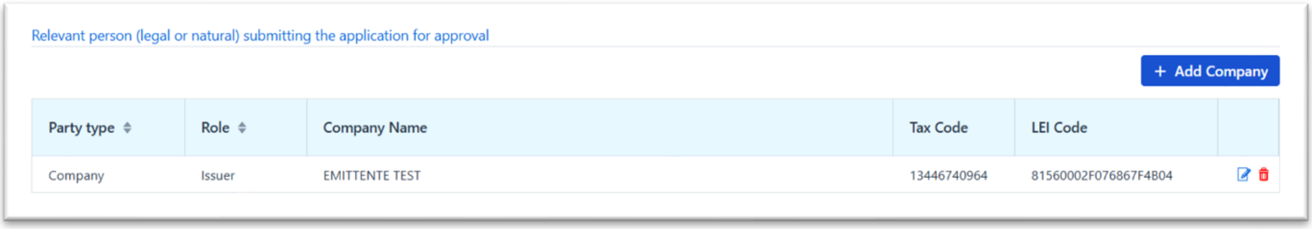


Figure 9: Pre-filled entities table

The table has the following columns:

- **Party type**: legal nature of the entity;
- **Role**: role played by the entity within the approval procedure;
- **Company Name**: company name of the entity;
- **Tax code**: tax code of the entity, where applicable;
- **LEI Code**: international identification code of the legal entity (*Legal Entity Identifier*).

The **Party type** and **Role** can be sorted by clicking the dedicated icon next to the header.

For each row, at the far right of the table, two icons are available:

- the **edit** icon (shown as a pencil), which allows access to the window for editing the entity's data;
- the **delete** icon (shown as a bin), which allows the entity to be removed from the list. It is recommended to use this function with care, as the removal of the entity is immediate and irreversible.

The entry of a new entity is started by clicking the **+ Add Company** button located at the top right of the area. On click, the System opens the modal window **Add Company**, through which the user fills in the information of the entity to be added (Figure 10).

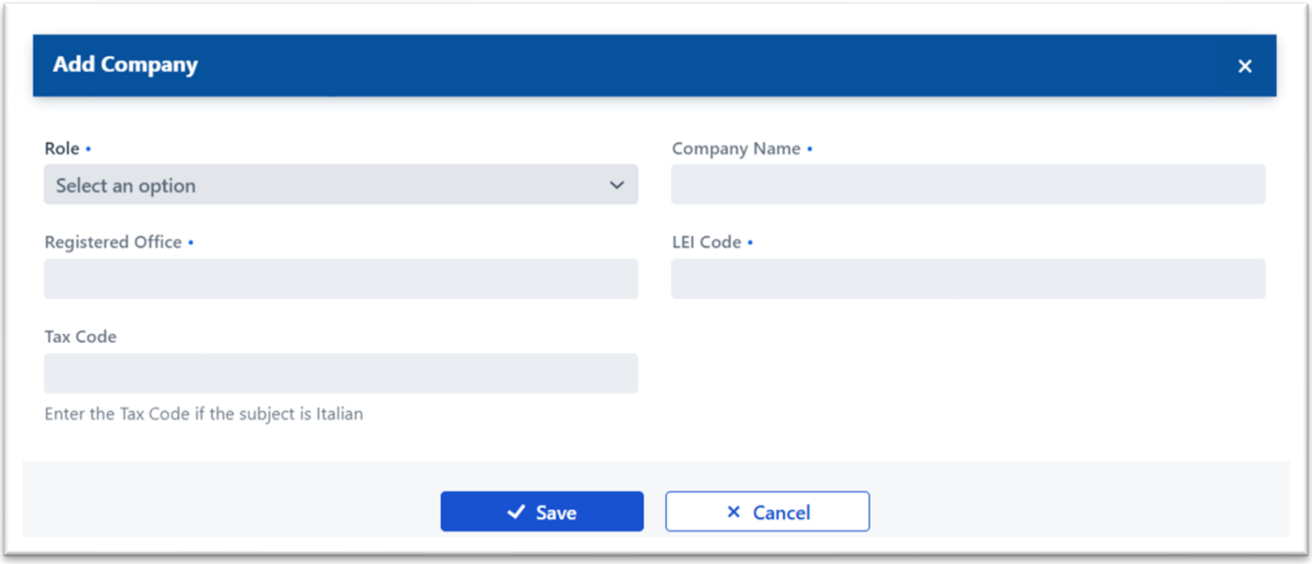


Figure 10: Adding a company

The fields provided in the modal window are the following:

- **Role**: single-selection field, mandatory, through which the user indicates the role of the entity within the procedure (Issuer, offeror, guarantor, applicant for admission to listing);
- **Company Name**: text field, mandatory, through which the user indicates the company name of the entity;
- **Registered office**: field, mandatory, through which the user indicates the registered office of the entity;
- **LEI Code**: text field, mandatory, through which the user indicates the *Legal Entity Identifier* code of the entity;
- **Tax code**: text field, optional, through which the user indicates the tax code of the entity. As stated in the dedicated informational note below the field, it must be filled in only for entities having their registered office in Italy.

Once the required fields have been filled in, the user confirms the entry of the entity by clicking the **Save** button located at the bottom of the modal window. The System acquires the new entity and displays it in the table. To cancel the operation and close the modal window without saving, the user clicks the **Cancel**, or the "×" icon at the top right of the window.

5.1.1.5 Progressive saving of the request

During the drafting of a new request, the System requires the user's explicit confirmation at the first step in which the entered information is saved. This confirmation is requested through the **Update the request?** window containing the message "*By proceeding, the changes made to the request will be saved*", which presents the **Confirm** and **Cancel**.

The point in the flow at which the confirmation window is displayed varies depending on the request type: for each type, the point in the flow at which the first save takes place is indicated in the paragraph dedicated to the data-entry form.

Following confirmation, the request is recorded in the status *Editing* and remains available, in the *Requests in progress* subsection, for subsequent operations of editing, completion, deletion or submission.

5.1.1.6 Adding attachments and completing the data entry

This information area, named **Attachment upload**, is common to all types of approval request and is always the last section. It is dedicated to uploading the documents that make up the request. The area is structured in tabular form and allows attachments to be added, consulted and deleted.

Unlike the other information areas described in this chapter, the operations performed on attachments (upload, deletion) are **saved immediately** by the System when saving in the relevant modal window: no further confirmation is therefore required for saving the individual attachments.

The table has the following columns:

- **File name**: name of the uploaded file, as on the source file system;
- **Description**: descriptive text of the file content, optionally provided by the user at upload; in the absence of a description, the column shows the character "–";
- **Type**: classification of the document for procedural purposes. The available classification options are determined by the System depending on the request type being drafted (by way of example, *Generic attachment*, *Prospectus*, or other types specific to the request in question);
- **Languages**: language or languages of the document, among the official ones of the European Union.

The **Type** can be sorted by clicking the dedicated icon next to the header.

For each row, at the far right of the table, the **delete** icon (shown as a bin) is available, which allows the attachment to be removed from the request. It is recommended to use this function with care, as the removal of the file is immediate and irreversible; the file would then need to be re-uploaded.

The upload of a new attachment is started by clicking the **+ Add attachment** button located at the top right of the area. On click, the System opens the modal window **Add Attachment**.

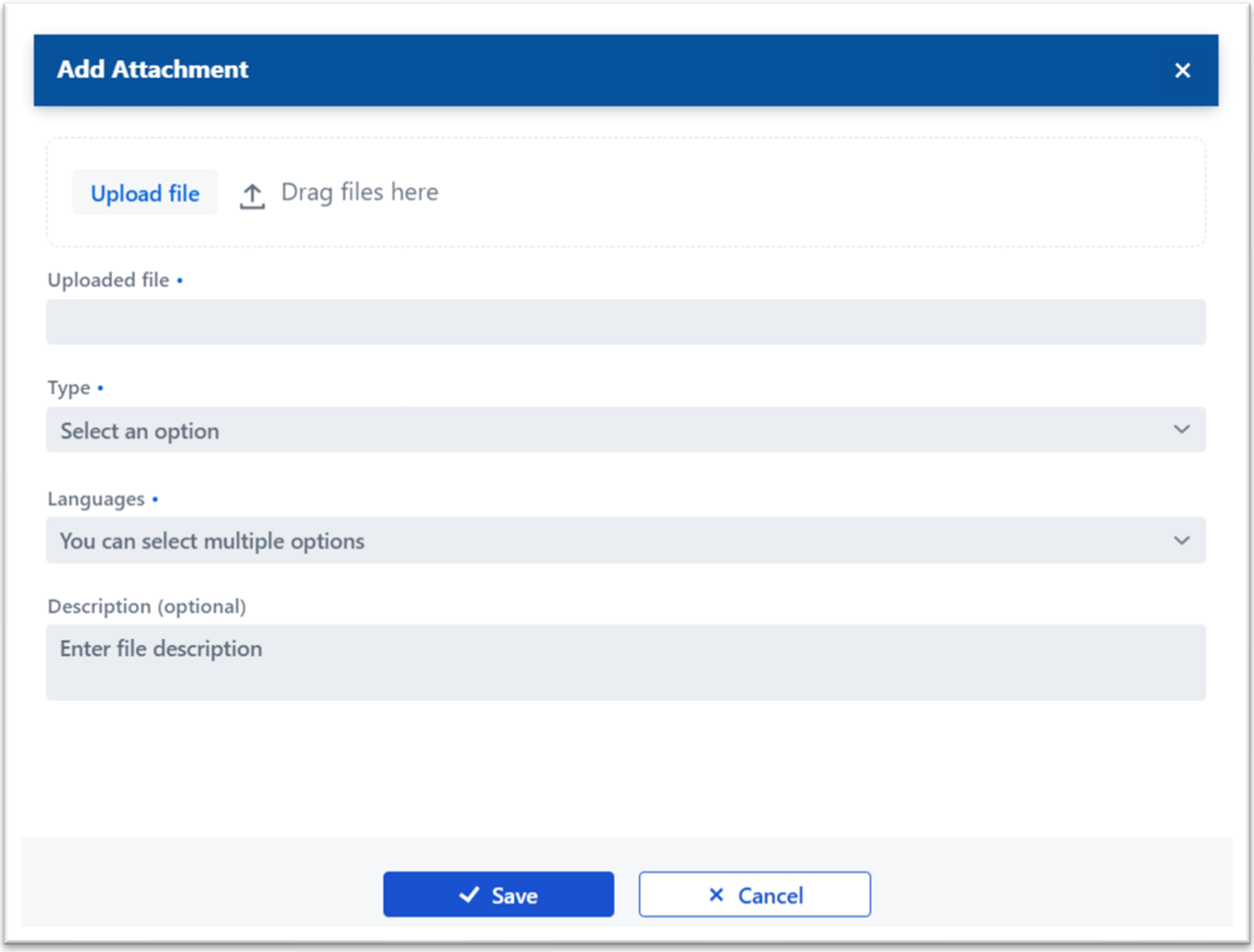


Figure 11: Adding an attachment

The modal window presents at the top a file-upload area that supports two operating modes:

- by clicking the **Upload file** button, the user opens the local file system selection window and selects the document to upload;
- alternatively, the user can drag the file directly into the dedicated area, marked by the wording "*Drag files here*".

After uploading, the name of the selected file is displayed in the **Uploaded file** field, which is read-only. The user is then required to fill in the following fields:

- **Type**: single-selection field, mandatory, through which the user classifies the document. The selectable options are determined by the System depending on the request type being drafted;
- **Languages**: multiple-selection field, mandatory, through which the user indicates the language or languages in which the document is drafted. The selectable options correspond to the official languages of the European Union;
- **Description (optional)**: text field, optional, through which the user may provide descriptive text of the document content, useful for identifying it during subsequent consultation.

Once the required fields have been filled in, the user confirms the upload by clicking the **Save** button located at the bottom of the modal window. The System acquires the file and displays it in the attachments table. To cancel the operation and close the modal window without saving, the user clicks the **Cancel**, or the "×" icon at the top right of the window.

Note: for each request type, the System checks at submission for the presence of the required mandatory attachments, considering any specific applicability conditions arising from the choices made in the previous information areas. The mandatory attachment types and their applicability conditions are described, for each request type, in the respective dedicated sections.

At the bottom of the page three buttons are available, through which the user determines how the request data-entry flow proceeds:

- **Back**: allows returning to the previous page of the data-entry form, for the purpose of consulting or editing the previously entered information;

- **Finish**: allows ending the data-entry session while keeping the request in the status *Editing*. On click, the System closes the data-entry form and returns the user to the **Requests in progress** subsection, where the request is shown in the list and may be resumed, edited or deleted later;

- **Send request**: allows the request to be formally transmitted to Consob. The operating procedures for submission are described in the following paragraph.

By clicking the **Send request** button, marked in green, the System starts the request transmission procedure. As a preliminary step, the System performs the completeness checks provided for the request type in question, including the filling in of mandatory fields and the presence of mandatory attachments. If the checks reveal missing elements, submission is blocked and the System displays a warning message indicating to the user the information or attachments to be supplied.

If the checks are successful, the System displays a confirmation modal window named **Send confirmation**, containing the message " *Sending the request is irreversible. Confirm?* ".

The modal window presents the following buttons:

- **Confirm**: the user confirms the transmission of the request. The System acquires the application, assigns it the status **In Progress** and makes it available to the Consob offices for the subsequent assessments within their remit. Following submission, the request can no longer be edited by the user and remains viewable, in read-only mode, from the **Requests in progress**;

- **Cancel**: the user cancels the operation and returns to the data-entry form, without proceeding with submission.

Warning: as expressly stated in the confirmation window, the submission of the request is an **irreversible** operation. It is therefore recommended to carefully verify the completeness and accuracy of all the information entered, as well as of the attached documentation, before confirming submission.

5.1.1.7 Prospectus

Following the selection of the **Prospectus** type in the preliminary-choice modal window, the System presents the specific data-entry form. The form is organized into several consecutive information areas, including — in addition to the common sections described in the previous paragraphs — the further sections described below.

Statement related to an EU FOLLOW-ON PROSPECTUS •

- Not applicable
- Where the relevant person has chosen to draw up an EU Follow-on Prospectus pursuant to Article 14a of Regulation (EU) 2017/1129, specify the applicable case among those listed below in accordance with Article 14a(1) of Regulation (EU) 2017/1129:

Statement related to an EU GROWTH ISSUANCE PROSPECTUS •

- Not applicable
- Where the relevant person has chosen to draw up an EU Growth Issuance Prospectus pursuant to Article 15a of Regulation (EU) 2017/1129, specify the applicable case among those listed below in accordance with Article 15a(1) of Regulation (EU) 2017/1129:

Financial instrument category •

- Equity
- Non Equity

Figure 12: First part of the form for the prospectus type

5.1.1.7.1 Declaration in case of use of the EU Follow-on prospectus

Single-selection field, mandatory, through which the user declares whether it intends to use the EU Follow-on prospectus regime provided for by Article 14a of Regulation (EU) 2017/1129. The selectable options are:

- **Not applicable**: the user declares not to use the EU Follow-on prospectus regime;
- **Where the relevant person has chosen to draw up an EU Follow-on Prospectus pursuant to Article 14a of Regulation (EU) 2017/1129**: the user declares to use the regime referred to in Article 14a of Regulation (EU) 2017/1129. Selecting this option activates the display of the additional field **Category to which the entity belongs**, mandatory, through which the user is required to indicate the condition, among those provided for by Article 14a, into which the issuer/offeror falls. The selectable options are:
  - *a) issuer whose securities have been admitted to trading on a regulated market continuously for at least the 18 months preceding the offer to the public or the admission to trading on a regulated market of the new securities*;
  - *b) issuer whose securities have been admitted to trading on an SME growth market continuously for at least the 18 months preceding the offer to the public of the new securities*;
  - *c) issuer who seek admission to trading on a regulated market of securities fungible with securities that have been admitted to trading on an SME growth market continuously for at least the last 18 months preceding the admission to trading of the securities*;
  - *d) offeror of securities admitted to trading on a regulated market or an SME growth market continuously for at least the 18 months preceding the offer of securities to the public*.


Statement related to an EU FOLLOW-ON PROSPECTUS •

Not applicable

Where the relevant person has chosen to draw up an EU Follow-on Prospectus pursuant to Article 14a of Regulation (EU) 2017/1129, specify the applicable case among those listed below in accordance with Article 14a(1) of Regulation (EU) 2017/1129:

Category of the issuer

a) issuer whose securities have been admitted to trading on a regulated market continuously for at least the 18 months preceding the offer to the public or the admission to trading on a regulated market of the new securities

b) issuer whose securities have been admitted to trading on an SME growth market continuously for at least the 18 months preceding the offer to the public of the new securities

c) issuer who seek admission to trading on a regulated market of securities fungible with securities that have been admitted to trading on an SME growth market continuously for at least the last 18 months preceding the admission to trading of the securities

d) offeror of securities admitted to trading on a regulated market or an SME growth market continuously for at least the 18 months preceding the offer of securities to the public

Figure 13: EU Follow-on prospectus

5.1.1.7.2 Declaration in case of use of the EU Growth issuance prospectus

Single-selection field, mandatory, through which the user declares whether it intends to use the EU Growth issuance prospectus regime provided for by Article 15a of Regulation (EU) 2017/1129. The selectable options are:

- **Not applicable**: the user declares not to use the EU Growth issuance prospectus regime;
- **Where the relevant person has chosen to draw up an EU Growth Issuance Prospectus pursuant to Article 15a of Regulation (EU) 2017/1129**: the user declares to use the regime referred to in Article 15a of Regulation (EU) 2017/1129. Selecting this option activates the display of the additional field **EU prospectus category to which it belongs**, mandatory, through which the user is required to indicate the condition, among those provided for by Article 15a, into which the issuer/offeror falls. The selectable options are:
    - *a) SME*;
    - *b) issuer, other than SMEs, whose securities are, or are to be, admitted to trading on an SME growth market*;
    - *c) issuer, other than those referred to in points (a) and (b), where the total aggregated consideration in the Union for the securities offered to the public is less than EUR 50 000 000 calculated over a period of 12 months, and provided that such issuers have no securities traded on an MTF and have an average number of employees during the previous financial year of up to 499*;
    - *d) offeror of securities that have been issued by issuers as referred to in points (a) and (b)*.


Statement related to an EU GROWTH ISSUANCE PROSPECTUS •

Not applicable

Where the relevant person has chosen to draw up an EU Growth Issuance Prospectus pursuant to Article 15a of Regulation (EU) 2017/1129, specify the applicable case among those listed below in accordance with Article 15a(1) of Regulation (EU) 2017/1129:

Category of the EU prospectus

a) SME

b) issuer, other than SMEs, whose securities are, or are to be, admitted to trading on an SME growth market

c) issuer, other than those referred to in points (a) and (b), where the total aggregated consideration in the Union for the securities offered to the public is less than EUR 50 000 000 calculated over a period of 12 months, and provided that such issuers have no securities traded on an MTF and have an average number of employees during the previous financial year of up to 499

d) offeror of securities that have been issued by issuers as referred to in points (a) and (b)

Figure 14: EU Growth issuance prospectus

5.1.1.7.3 Financial instrument category

Single-selection field, mandatory, through which the user indicates the nature of the financial instrument covered by the prospectus. The selectable options are:

- **Equity**: equity-type financial instruments, within the meaning of Article 2(b) of Regulation (EU) 2017/1129;
- **Non-Equity**: financial instruments of a nature other than equity, within the meaning of Article 2(c) of Regulation (EU) 2017/1129.

5.1.1.7.4 Type of transaction

Multiple-selection field, mandatory, through which the user indicates the type of transaction for which the prospectus is intended. The selectable options are:

- **Public Offer** (Article 4 of Consob Regulation No 11971/99);
- **Admission to Trading** (Article 52 of Consob Regulation No 11971/99).

The options are not mutually exclusive: the user must select the option (or options) relevant to the actual transaction. As specified in the field's wording, both options may be selected where the prospectus is intended both for a public offer and for admission to trading, or where the user is not certain of the correct qualification of the transaction.

5.1.1.7.5 Transaction type

This field is mandatory and takes a different name and meaning depending on the *Financial instrument category* selected in the previous section:

- where the **Non-Equity** category has been selected, the field **Is it a base prospectus?** is displayed, through which the user declares whether the prospectus is drawn up in the form of a base prospectus pursuant to Article 8 of Regulation (EU) 2017/1129;

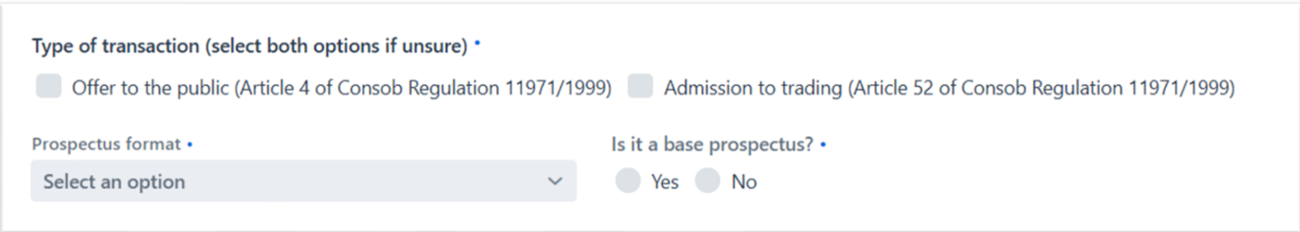


Figure 15: Non-equity financial instrument category selection case

- where the **Equity** category has been selected, the field **This is an IPO (Initial Public Offering)** through which the user declares whether the transaction constitutes an initial public offering.

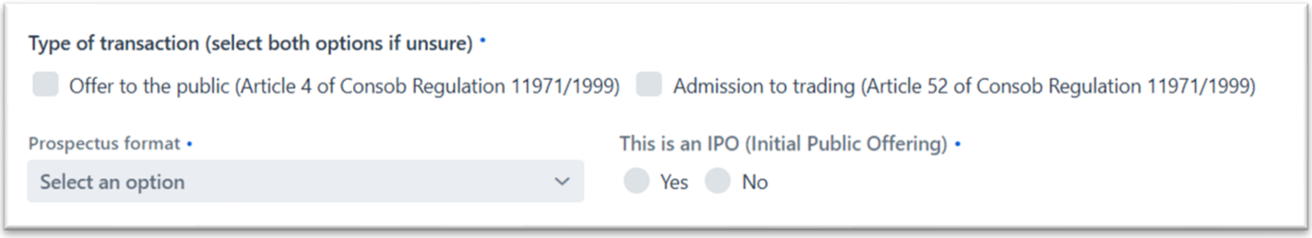


Figure 16: IPO selection case

In both cases the field is structured as a binary choice *Yes* / *No*.

5.1.1.7.6 Prospectus format

Single-selection field, mandatory, through which the user indicates the structure of the prospectus. The selectable options are:

- **Single**: prospectus drawn up as a single document;
- **Tripartite**: prospectus drawn up according to the three-part structure, composed of the registration document, the securities note and the summary.

Selecting the value **Tripartite** activates the display of further fields relating to the registration document, described below in this paragraph.

5.1.1.7.7 Relationship with the registration document

The fields described in this paragraph are displayed only where the field *Prospectus format* has been set to the option **Tripartite**. In that case, the user must provide the information relating to the registration document of which the prospectus is composed.

The first field presented is **The RD has already been approved or it is under approval**, mandatory, structured as a binary choice *Yes* / *No*. The two options lead to different behaviors:

1) selecting the option **No** does not entail the display of further fields, as the registration document is assumed to be drawn up together with the prospectus and to follow the same approval process;

2) selecting the option **Yes** activates the display of the field **Registration document status**, mandatory, through which the user is required to specify the status of the document. The selectable options are:

- **Already approved**: the registration document was approved by a competent authority at a time prior to the submission of the current request.

Figure 17: Tripartite selection case with already approved registration document

Selecting this option activates the display of the following additional fields:

- **National authority that approved**: single-selection field, mandatory, through which the user identifies the competent authority that approved the registration document. The field is structured as a drop-down list containing the Member States of the European Union (Italy, Austria, Belgium, Bulgaria, Czechia, Cyprus, Croatia, Denmark, Estonia, Finland, France and the remaining Member States, in alphabetical order);
- **National identifier of the document**: where the country selected in the *National authority that approved it* field is Italy, the field is a single-selection mandatory field, through which the user selects the registration document or universal registration document (Figure 18).

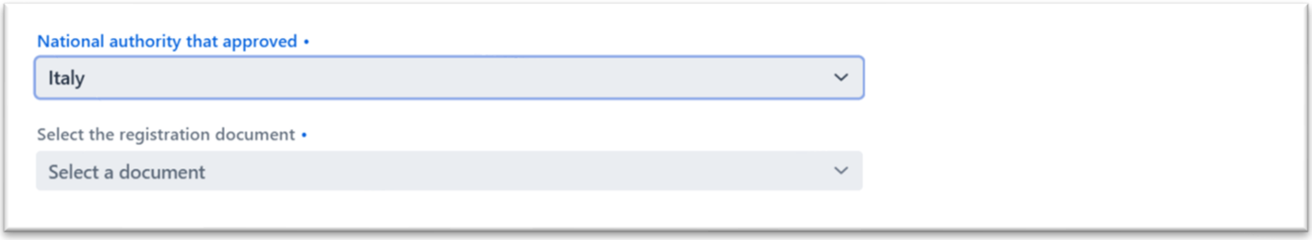


Figure 18: ITALY national authority case

Where, instead, the country selected in the *National authority that approved it* field is NOT Italy, the field is a text field, mandatory, through which the user enters the unique identification code assigned to the registration document by the competent authority that approved it (Figure 19). The field accepts a maximum of **350 characters**.

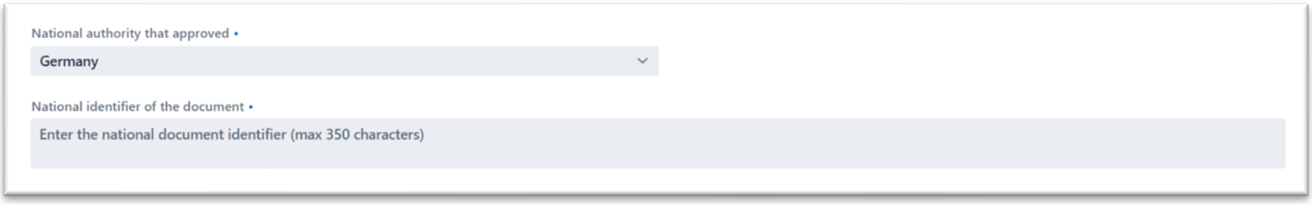


Figure 19: NON-ITALY national authority case

- **Under approval**: the registration document is the subject of a separate approval request, previously submitted by the same entity and currently under assessment at Consob.

Figure 20: Tripartite selection case with registration document being approved

Selecting this option activates the display of the additional field:

- **Select the registration document under approval**: single-selection field, mandatory, through which the user selects from the list the request relating to the registration document. The list is automatically populated by the System with approval requests of the represented entity concerning a *Registration Document* and currently in the status *In Progress*. Each item in the list is identified by the numeric code of the request followed by its description (by way of example: *49 — request description*).

Note: the correct filling in of the fields relating to the registration document is necessary to link the prospectus to the relevant registration document, for the purpose of the full reconstruction of the prospectus file by the Consob offices.

5.1.1.7.8 Indication of the parties submitting the application

Within the form data-entry flow, after filling in the information areas described in the previous paragraphs, the user accesses the page dedicated to indicating the parties that jointly submit the application for approval of the prospectus.

The operating procedures for filling in this area — including the required fields, the add modal window, the edit and delete functions, as well as the automatic pre-filling of the entity represented by the logged-in user — are described in the paragraph ***Parties submitting the application***.

5.1.1.7.9 Saving the request and accessing the attachments page

On clicking the **Next** button, the System displays the save-confirmation modal window, as described in the paragraph ***Progressive saving of the request***. Following confirmation, the user accesses the next page of the data-entry form, dedicated to adding attachments and completing the request.

The operating procedures relating to the uploading of attachments and to the data-entry completion buttons (*Back*, *Finish*, *Send request*), including the submission-confirmation modal window, are described in the paragraph ***Adding attachments and completing the data entry***.

5.1.1.8 Supplement

Following the selection of the **Supplement** in the preliminary-choice modal window, the System presents the specific data-entry form. The form is organized into several consecutive pages and, given the nature of the supplement — as a document supplementing or amending an already approved prospectus — has a leaner structure than the form provided for the other types.

The first page of the form contains only the information areas shown in the paragraphs ***General information of the request***, ***Address for communications***, ***Contact points***. The Entities submitting the approval application section, present in the other request types, is not provided for the supplement: for procedural purposes, the applicants are those resulting from the approval request of the prospectus to which the supplement refers, identified on the next page.

5.1.1.8.1 Selection of the prospectus / registration document covered by the supplement

The second page of the form, named *Select the prospectus for this supplement*, is dedicated to identifying the prospectus — or prospectuses — to which the supplement refers. The same operation must also be carried out in the case of a supplement to a separately approved registration document.

The area is structured in tabular form and displays the list of prospectuses previously associated with the request.

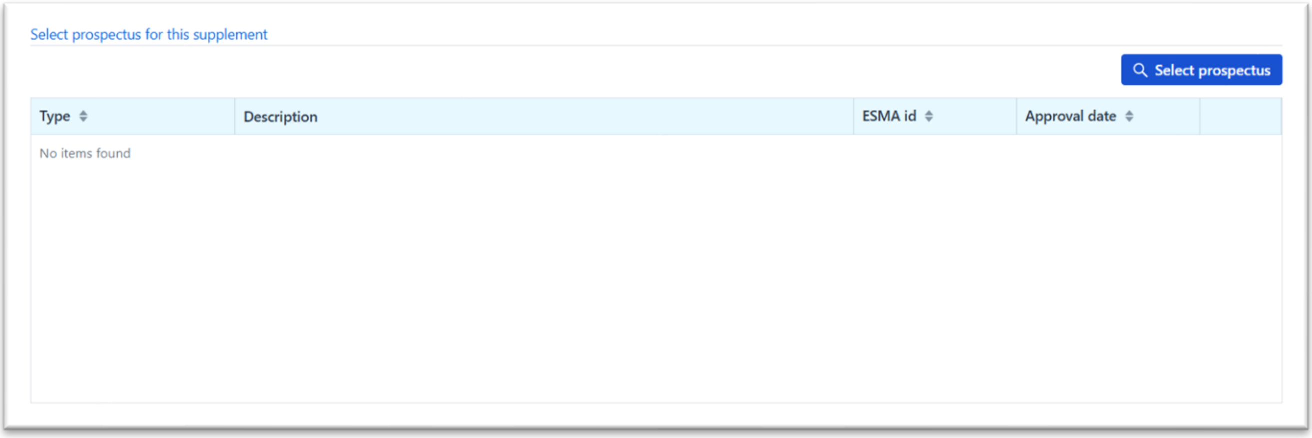


Figure 21: Prospectus selection page

The table has the following columns:

- **Type**: type of disclosure document (by way of example: *Prospectus*, *Base Prospectus*, *Registration Document*);
- **Description**: descriptive text of the document, as provided when the approval request for it was submitted;
- **ESMA Id**: unique identification code assigned to the approved document according to the specifications of the European Securities and Markets Authority (ESMA);
- **Approval date**: date on which the document was approved by Consob.

The **Type**, **ESMA Id** and **Approval date** can be sorted by clicking the dedicated icon next to the header. If no prospectus has yet been associated, the table displays the message "*There are no items*".

The association of one or more prospectuses with the supplement request is started by clicking the **Select prospectus** button located at the top right of the area, marked by the magnifying-glass icon. On click, the System opens the modal window **Prospectus search**.

The window displays, in tabular form, the full list of disclosure documents available for the represented entity. The list is automatically populated by the System with all the approved documents of which the represented entity is the holder. The table has the same columns described above (*Type*, *Description*, *ESMA Id*, *Approval date*) and, in addition, an initial column with a checkbox for each row.

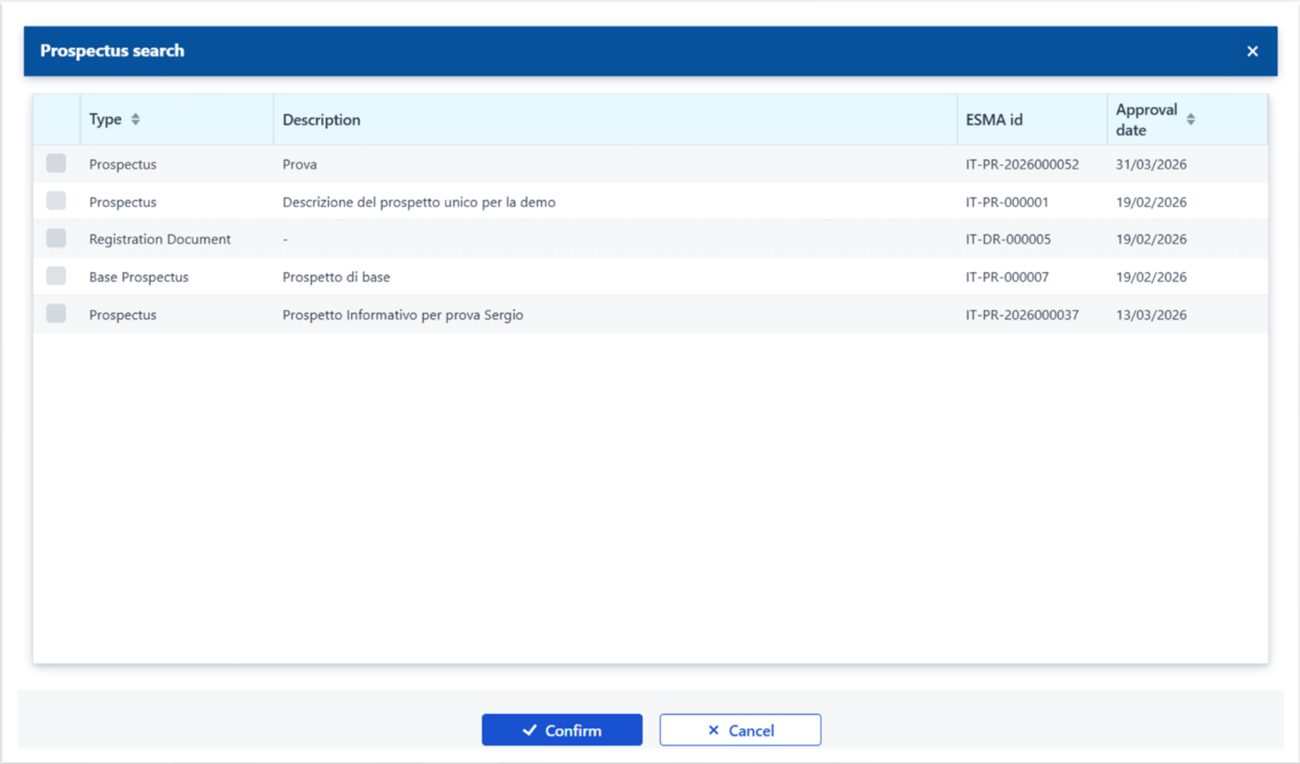


Figure 22: Prospectus search

The user selects the prospectus — or, in the case of a supplement referring to several documents, the prospectuses — of interest, by activating the respective checkboxes. Multiple selection is allowed and addresses the cases permitted by the applicable legislation, in which a single supplement supplements or amends several disclosure documents of the same entity.

Once the selection has been made, the user confirms the association by clicking the **Confirm** button located at the bottom of the modal window. The System acquires the selections made and displays them in the table on the main page. To cancel the operation and close the modal window without acquiring the selections, the user clicks the **Cancel**, or the "×" icon at the top right of the window.

Note: filling in the **Select the prospectus for this supplement** table is mandatory in order to proceed with the data-entry flow. The System prevents moving to the next page if at least one prospectus has not been selected.

5.1.1.8.2 Saving the request and accessing the attachments page

On clicking the **Next** button, the System displays the save-confirmation modal window, as described in the paragraph ***Progressive saving of the request***. Following confirmation, the user accesses the next page of the data-entry form, dedicated to adding attachments and completing the request.

The operating procedures relating to the uploading of attachments and to the data-entry completion buttons (*Back*, *Finish*, *Send request*), including the submission-confirmation modal window, are described in the paragraph ***Adding attachments and completing the data entry***.

5.1.1.9 Registration document

Following the selection of the **Registration document** type in the preliminary-choice modal window, the System presents the specific data-entry form. The form is organized into several consecutive information areas, including — in addition to the common sections described in the previous paragraphs — the further sections described below.


Statement related to an EU FOLLOW-ON PROSPECTUS •

Not applicable

Where the relevant person has chosen to draw up an EU Follow-on Prospectus pursuant to Article 14a of Regulation (EU) 2017/1129, specify the applicable case among those listed below in accordance with Article 14a(1) of Regulation (EU) 2017/1129:

Statement related to an EU GROWTH ISSUANCE PROSPECTUS •

Not applicable

Where the relevant person has chosen to draw up an EU Growth Issuance Prospectus pursuant to Article 15a of Regulation (EU) 2017/1129, specify the applicable case among those listed below in accordance with Article 15a(1) of Regulation (EU) 2017/1129:

Financial instrument category •

Equity Non Equity

Figure 23: first part of the form for the registration document

5.1.1.9.1 Declaration in case of use of the EU Follow-on prospectus

Single-selection field, mandatory, through which the user declares whether it intends to use the EU Follow-on prospectus regime provided for by Article 14a of Regulation (EU) 2017/1129.

The data-entry procedures are the same as those described in the paragraph ***Declaration in case of use of the EU Follow-on prospectus*** of the prospectus, to which reference is made.

5.1.1.9.2 Declaration in case of use of the EU Growth issuance prospectus

Single-selection field, mandatory, through which the user declares whether it intends to use the EU Growth issuance prospectus regime provided for by Article 15a of Regulation (EU) 2017/1129.

The data-entry procedures are the same as those described in the paragraph ***Declaration in case of use of the EU Growth issuance prospectus*** of the prospectus, to which reference is made.

5.1.1.9.3 Financial instrument category

Single-selection field, mandatory, through which the user indicates the nature of the financial instrument covered by the registration.

The data-entry procedures are the same as those described in the paragraph ***Financial instrument category*** of the prospectus, to which reference is made.

5.1.1.9.4 Indication of the parties submitting the application

Within the form data-entry flow, after filling in the information areas described in the previous paragraphs, the user accesses the page dedicated to indicating the parties that jointly submit the application for approval of the prospectus.

The operating procedures for filling in this area — including the required fields, the add modal window, the edit and delete functions, as well as the automatic pre-filling of the entity represented by the logged-in user — are described in the paragraph ***Parties submitting the application***.

5.1.1.9.5 Saving the request and accessing the attachments page

On clicking the **Next** button, the System displays the save-confirmation modal window, as described in the paragraph ***Progressive saving of the request***. Following confirmation, the user accesses the next page of the data-entry form, dedicated to adding attachments and completing the request.

The operating procedures relating to the uploading of attachments and to the data-entry completion buttons (*Back*, *Finish*, *Send request*), including the submission-confirmation modal window, are described in the paragraph ***Adding attachments and completing the data entry***.

5.1.1.10 Universal registration document

Following the selection of the **Universal registration document** type in the preliminary-choice modal window, the System presents the specific data-entry form. The form is organized into several consecutive information areas, including — in addition to the common sections described in the previous paragraphs — the further sections described below.

The first page of the form contains only the information areas shown in the paragraphs ***General information of the request***, ***Address for communications***, ***Contact points***.

5.1.1.10.1 Indication of the entities submitting the application

Within the form data-entry flow, after filling in the information areas described in the previous paragraphs, the user accesses the page dedicated to indicating the entities that jointly submit the application for approval of the prospectus.

The operating procedures for filling in this area — including the required fields, the add modal window, the edit and delete functions, as well as the automatic pre-filling of the entity represented by the logged-in user — are described in the paragraph ***Parties submitting the application***.

5.1.1.10.2 Saving the request and accessing the attachments page

On clicking the **Next** button, the System displays the save-confirmation modal window, as described in the paragraph ***Progressive saving of the request***. Following confirmation, the user accesses the next page of the data-entry form, dedicated to adding attachments and completing the request.

The operating procedures relating to the uploading of attachments and to the data-entry completion buttons (*Back*, *Finish*, *Send request*), including the submission-confirmation modal window, are described in the paragraph ***Adding attachments and completing the data entry***.

5.1.1.11 Exemption document

Following the selection of the **Exemption document** type in the preliminary-choice modal window, the System presents the specific data-entry form. The form is organized into several consecutive information areas, including — in addition to the common sections described in the previous paragraphs — the further sections described below.

5.1.1.11.1 Exemption type

In this information area the user is required to indicate the exemption case, among those provided for by Regulation (EU) 2017/1129, within which the case covered by the exemption document to be approved falls.

Figure 24: Exemption type

The **Exemption type** field is mandatory and is structured as a single-selection choice between two options:

- **Exemption under Article 1(4)(g) or Article 1(5)(f)**: the user declares that the exemption document refers to a case falling within the scope of Article 1(4)(g), or of Article 1(5)(f), of Regulation (EU) 2017/1129;
- **Exemption under Article 1(4)(f) or Article 1(5)(e)**: the user declares that the exemption document refers to a case falling within the scope of Article 1(4)(f), or of Article 1(5)(e), of Regulation (EU) 2017/1129.

Note: the correct identification of the applicable exemption regime is necessary for the subsequent conduct of the procedure and for the assessment by the Consob offices.

5.1.1.11.1 Indication of the parties submitting the application

Within the form data-entry flow, after filling in the information areas described in the previous paragraphs, the user accesses the page dedicated to indicating the parties that jointly submit the application for approval of the prospectus.

The operating procedures for filling in this area — including the required fields, the add modal window, the edit and delete functions, as well as the automatic pre-filling of the entity represented by the logged-in user — are described in the paragraph ***Parties submitting the application***.

5.1.1.11.2 Saving the request and accessing the attachments page

On clicking the **Next** button, the System displays the save-confirmation modal window, as described in the paragraph ***Progressive saving of the request***. Following confirmation, the user accesses the next page of the data-entry form, dedicated to adding attachments and completing the request.

The operating procedures relating to the uploading of attachments and to the data-entry completion buttons (*Back*, *Finish*, *Send request*), including the submission-confirmation modal window, are described in the paragraph ***Adding attachments and completing the data entry***.

5.1.2 Opening a request in the "Editing" status

For requests in the status **Editing** — that is, requests created but not yet transmitted to Consob — the user can access the edit form through the context menu **Actions**.

By clicking the **Actions** on the request row, marked by the three-dots icon, the System displays a context menu containing the items that can be performed on the request in its current status. For requests in the status *Editing* the available items are:

- **Open**: allows access to the request edit form;
- **Delete**: allows the permanent removal of the request (the operating procedures are described in the following paragraph).

By clicking the **Open** item, the System opens the request data-entry form. The form has the **same structure** described in the paragraphs relating to the creation of a new request (depending on the request type — Prospectus, Supplement, Registration Document, Universal Registration Document, Exemption Document), with all the fields **pre-filled** with the values saved during the previous work session.

In particular, when the form is opened the user finds:

- the fields of the common information areas (*General information of the request*, *Address for communications)* and of all the further areas provided for the specific request type, filled in with the previously entered data;
- the contact points, the parties and any already uploaded attachments shown in the respective tables.

The user can supplement, edit or remove the previously entered information, according to the procedures described in the paragraphs relating to the creation of a new request. The rules on mandatory fields, validation and dynamic field handling described therein also fully apply during editing.

At the bottom of the page the following buttons are available:

- **Cancel**: closes the data-entry form and returns the user to the *Requests in progress* subsection, without acquiring any changes beyond those already saved during previous save operations;
- **Next**: allows proceeding to the next page of the form. As described in the paragraphs relating to the creation of a new request, during the various editing steps the save-confirmation modal window for the changes made will be displayed. Until that point, the changes are not saved on the systems.

At the end of the data-entry flow, the user may likewise choose whether to end the session while keeping the request in the status *Editing*, or proceed with the final submission of the request, according to the procedures described in the paragraph ***Adding attachments and completing the data entry***.

5.1.3 Opening a request in the "In Progress" status

For requests in the status **In Progress** — that is, requests already transmitted to Consob and under assessment — editing by the user is not provided, consistently with the completion of the formal transmission of the application. For such requests, the last column of the table displays directly the **Open** button, marked by the folder icon, instead of the *Actions*.

By clicking the **Open** menu, the System displays the request details in **view-only** mode: the user can view the transmitted information and the attached documentation, without being able to modify it.

The detail page is organized into a **top header** containing the identifying and procedural data of the request, into **two or three expandable sections** dedicated respectively to the document details, the entities of the application and the contact points, as well as a final section dedicated to consulting the **communications** exchanged within the procedure. The header, entities (except for the supplement), contacts and communications sections have a structure common to all request types, while the document details section is specific to each type.

5.1.3.1 General data area of the request

At the top of the page the identifying and procedural data of the request are displayed in read-only mode.

Figure 25: Request general data section

The data displayed is the following:

- **Subject ID**: unique identification code of the represented subject, assigned by Consob;
- **Name**: company name of the represented entity;
- **Type**: type of the request (*Prospectus*, *Supplement*, *Registration Document*, *Universal Registration Document*, *Exemption Document*);
- **Submission date**: date and time the request was transmitted to Consob;
- **Application id**: unique numeric code of the request, assigned by the System;
- **Linked application**: reference to any application related to the request in question (for example, in the case of a supplement, the application of the prospectus to which the supplement refers);
- **Creation date**: date and time the request was created in the System;
- **Closing date**: date the procedure was closed, populated only for requests whose process has been completed;
- **Application status**: current status of the request in the procedural process;
- **Outcome**: outcome of the procedure, populated only for requests whose process has been completed;
- **Protocol id**: protocol number assigned by Consob to the request;
- **Protocol date**: date the request was registered at Consob;
- **Approval date**: date the request was approved, populated only in the event of a positive outcome of the procedure;
- **Description**: descriptive text of the request, provided by the user during drafting.

5.1.3.2 Request details

Immediately below the general data area there is an expandable section, named **Details of [type]** (for example: *Details of prospectus*, *Details of supplement*, *Details of registration document*, etc.), which gathers the information specific to the request type in question.

The user expands the section by clicking the dedicated arrow next to the header. Once expanded, the section displays in read-only mode the information entered when drafting the request.

Below are the details for the various document types (the universal registration document does not have a specific details section):

5.1.3.2.1 Prospectus

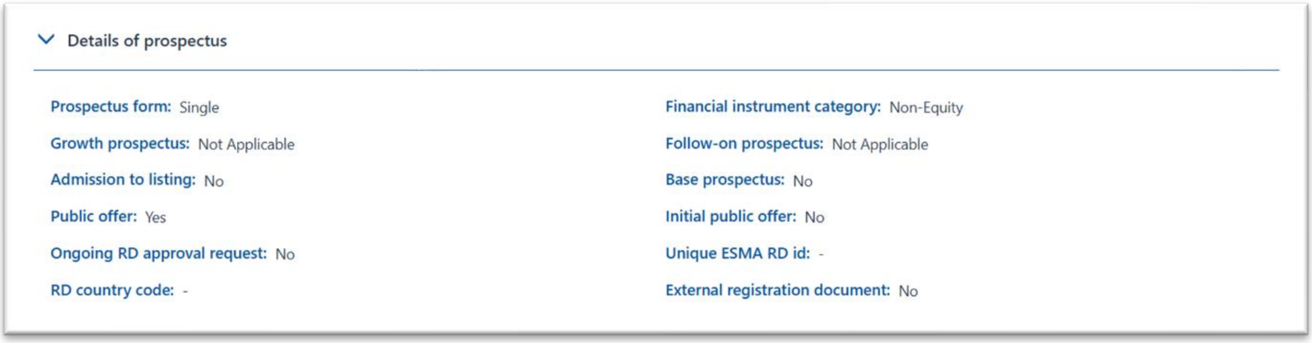


Figure 26: Prospectus details

The section reports the prospectus information entered when drafting the request (Prospectus form, Financial instrument category, Growth prospectus, Follow-on prospectus, Admission to listing, Base prospectus, Public offer, Initial public offer, Ongoing RD approval request in progress, Unique ESMA RD id, RD country code, External registration document) according to the procedures described in the paragraph ***Prospectus***.

5.1.3.2.2 Supplement

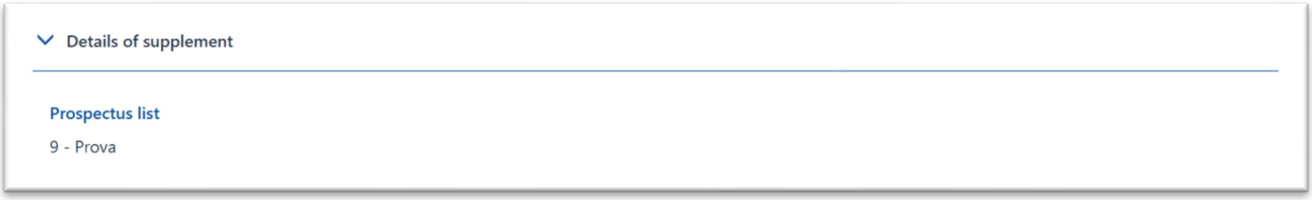


Figure 27: Supplement details

The section reports only the list of prospectuses linked to the supplement request, selected during drafting, according to the procedures described in the paragraph ***Supplement***.

5.1.3.2.3 Registration document

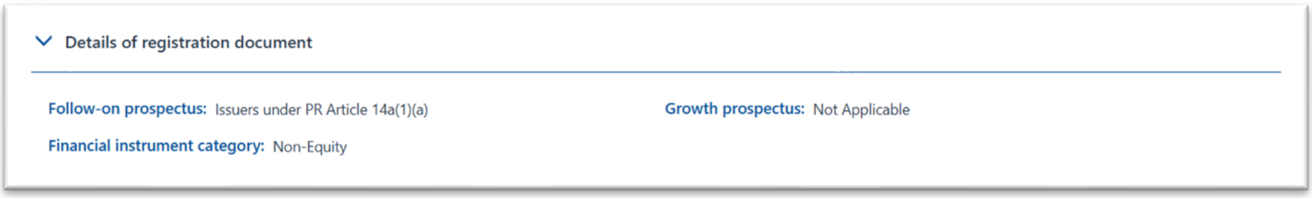


Figure 28: Registration document details

The section reports the registration document information entered when drafting the request (*Follow-on prospectus, Growth prospectus, Financial instrument category*) according to the procedures described in the paragraph ***Registration document***.

5.1.3.2.4 Exemption document

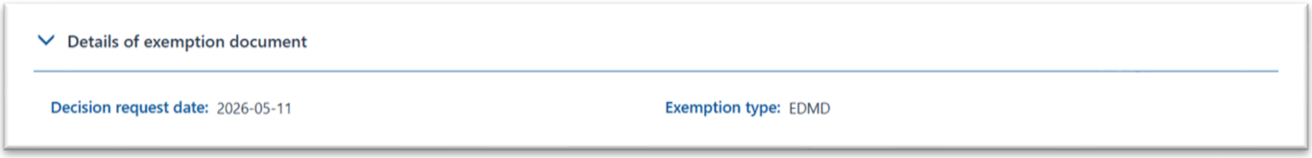


Figure 29: Exemption document details

The section reports the exemption document information entered when drafting the request (*Decision request date and exemption type*) according to the procedures described in the paragraph ***Exemption document***.

5.1.3.3 Application parties

The expandable **Application parties** section displays, in tabular and read-only form, the list of parties that jointly submitted the approval application.

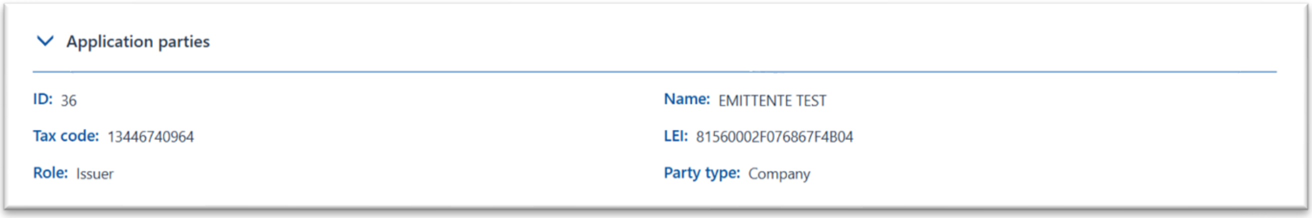


Figure 30: Application parties

The section reports, for each party, the master data and role information entered during drafting (*ID*, *Name*, *Tax code*, *LEI, Role and Party type*), according to the procedures described in the paragraph ***Parties submitting the application*** of the common areas.

5.1.3.4 Contacts

The expandable **Contacts** displays, in tabular and read-only form, the list of operational contact points indicated for the procedure.

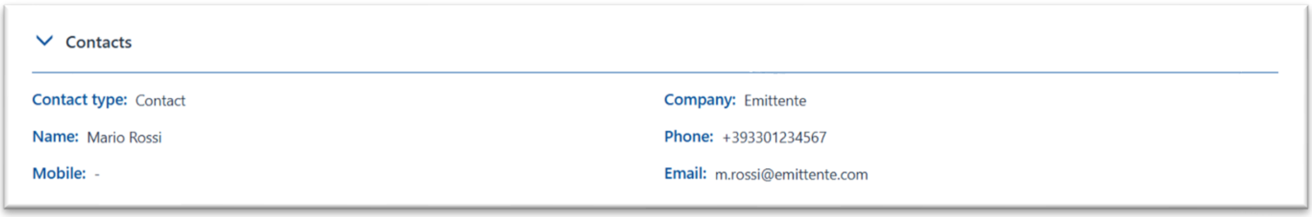


Figure 31: Contacts

The section reports, for each contact point, the information entered during drafting (*Contact type*, *Company*, *Name*, *Phone, Mobile and Email*), according to the procedures described in the paragraph ***Contact points*** of the common areas.

5.1.3.5 Communications

At the bottom of the page there is the **Communications** section, dedicated to consulting the communications exchanged between the represented entity and Consob within the approval procedure.

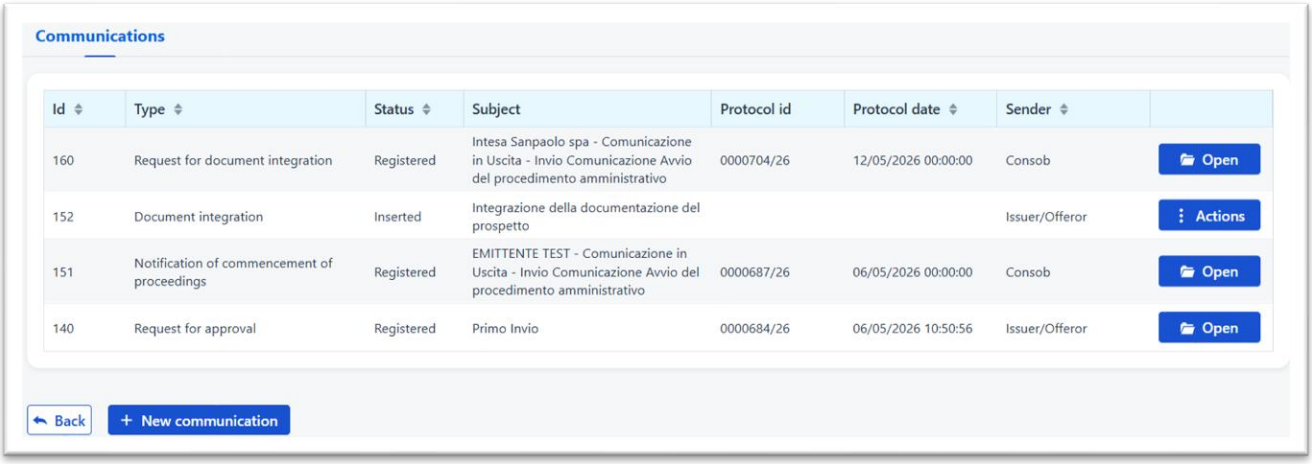


Figure 32: List of communications

The section is structured in tabular form and has the following columns:

- **Id**: unique numeric code of communication;
- **Type**: type of communication (by way of example: *Approval Request*);
- **Status**: status of communication in the transmission process (by way of example: *Registered*);
- **Subject**: subject of communication (by way of example: *First Submission*);
- **Protocol Id**: protocol number assigned to the communication;
- **Protocol date**: date and time the communication was registered;
- **Sender**: entity that transmitted the communication (*Issuer/Offeror*, *Consob*).

The **Id**, **Type**, **Status**, **Protocol Id**, **Protocol date** and **Sender** can be sorted by clicking the dedicated icon next to the header.

5.1.3.5.1 Creating a new communication

At the bottom of the **Communications** section two buttons are available:

- **Back**: allows returning to the **Requests in progress** subsection, leaving the request details page;
- **+ New communication**: allows starting the procedure for transmitting to Consob a new communication relating to the procedure in question.

By clicking the **+ New communication**, the System opens the data-entry form for a new communication.

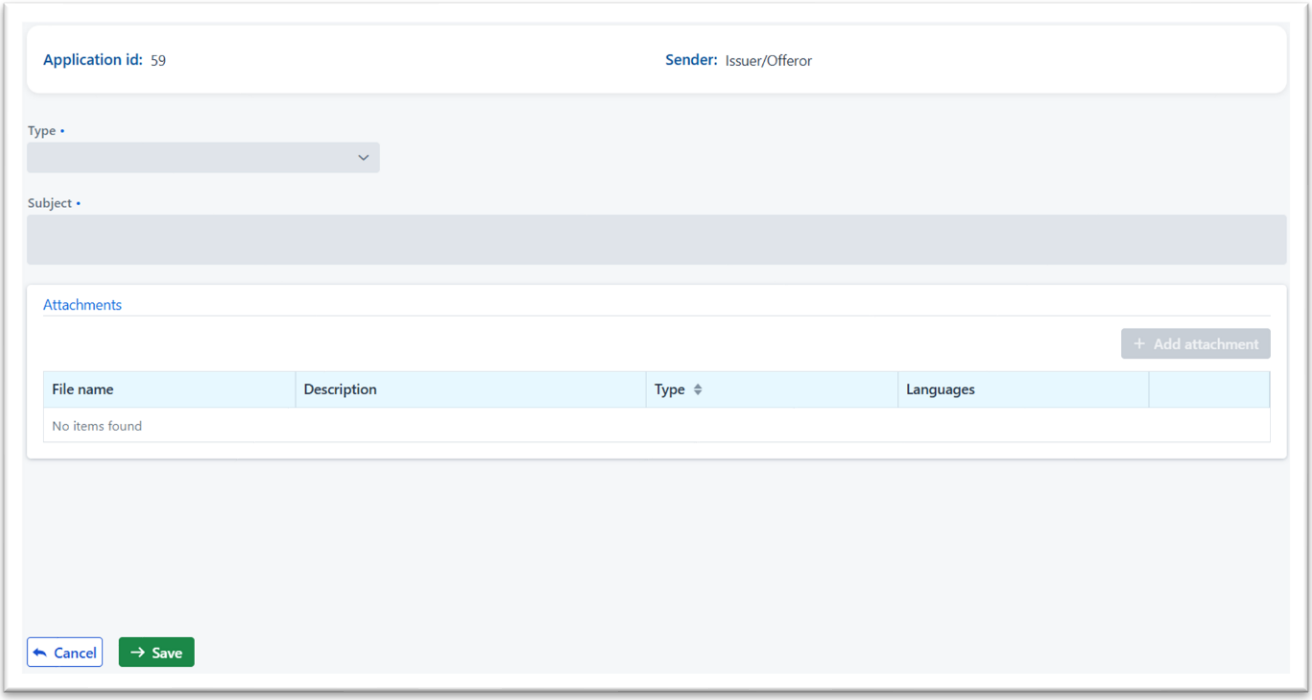


Figure 33: Creating a new communication

The creation procedure is divided into **two successive phases**:

1. a **first phase**, dedicated to entering the identifying data of the communication (type and subject), at the end of which the communication is recorded by the System in a editing status;

2. a **second phase**, accessible after saving the first phase, dedicated to adding attachments and finalizing the transmission.

This arrangement allows the System to correctly associate the attached documentation with the relevant procedure and to provide the user, during upload, with the list of relevant attachment types.

Phase 1 — Entering the communication data

The data-entry form of the first phase is organized into two areas.

At the top of the page the identifying information of the communication is displayed in read-only mode, automatically populated by the System:

- **Application Id**: unique numeric code of the request to which the communication refers;

- **Sender**: entity transmitting the communication, automatically populated with the value *Issuer/Offeror*.

In the area below, the user is required to fill in the following fields:

- **Type**: single-selection field, mandatory, through which the user indicates the nature of the communication. The selectable options are:

    - **Documentation integration**: communication aimed at transmitting documentation supplementing that already submitted;

- ○ **Generic communication**: communication of a general nature relating to the procedure;
- ○ **Withdrawal communication**: communication aimed at withdrawing the previously transmitted application;

- **Subject**: text field, mandatory, through which the user provides the descriptive text of the communication.

In the central part of the page the **Attachments** area is also displayed, containing the empty attachments table and the **+ Add attachment** button. At this stage the area is presented in **non-operational mode**: the add-attachments button is disabled and will be enabled only after saving the first phase, according to the procedures described in the following paragraph.

At the bottom of the page two buttons are available:

- **Cancel**: allows cancelling the procedure and returning to the request details page, without saving the entered information;
- **Save**: allows completing the first phase. On click, the System performs completeness checks on the mandatory fields; if the checks are successful, the communication is recorded in the System and the user is automatically taken to the communication edit page, dedicated to the second phase.

Phase 2 — Editing the communication and adding attachments

Following the successful completion of the first phase, the System displays the communication edit page. The page has a structure similar to that of the first phase, with the possibility of reviewing the identifying data and the attachments area now in **operational mode**.

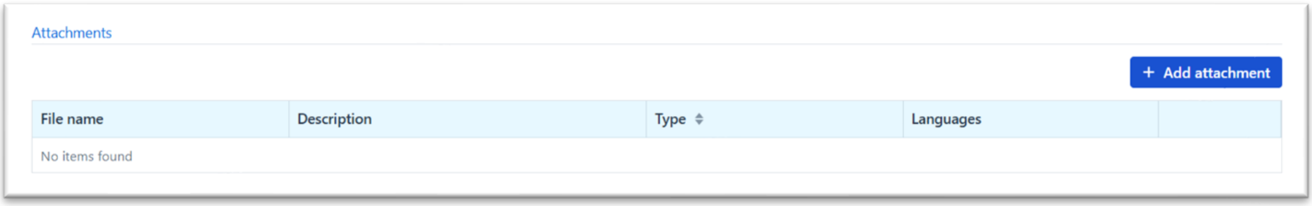


Figure 34: Add-attachments area in operational mode

The entry of a new attachment is started by clicking the **+ Add attachment** button located at the top right of the area. On click, the System opens the modal window **Add Attachment**.

The modal window presents at the top a file-upload area that supports two operating modes:

- by clicking the **Upload file** button, the user opens the local file system selection window and selects the document to upload;
- alternatively, the user can drag the file directly into the dedicated area, marked by the wording "*Drag files here*".

After uploading, the name of the selected file is displayed in the **Uploaded file** field, which is read-only. The user is then required to fill in the following fields:

- **Document type**: single-selection field, mandatory, through which the user classifies the document. The selectable options are determined by the System depending on the relevant procedure;

- **Languages**: multiple-selection field, mandatory, through which the user indicates the language or languages in which the document is drafted.

- **Description**: text field, mandatory, through which the user provides descriptive text of the document content, useful for identifying it during subsequent consultation.

Once the required fields have been filled in, the user confirms the upload by clicking the **Save attachment** button located at the bottom of the modal window. To cancel the operation and close the modal window without saving, the user clicks the **Cancel**, or the "×" icon at the top right of the window.

The progressively added attachments are displayed in the Attachments table, organized into the following columns:

- **File name:** name of the uploaded file, as on the source file system;

- **Description:** descriptive text provided by the user at upload;

- **Type:** classification of the document;

- **Languages:** language or languages of the document.

The **Type** can be sorted by clicking the dedicated icon next to the header.

For each attachment, in the last column of the table, the **Actions** button, marked by the three-dots icon, is available. By clicking the button, the System displays a drop-down menu containing the items described below.

By clicking the **Show** item, the System starts the download of the attached file to the user's local file system, according to the default settings of the browser in use. After downloading, the file is available for consultation through the applications compatible with the document format installed on the user's device.

By clicking the **Delete** item, the System starts the procedure for removing the attachment from the communication. The System displays a confirmation modal window, containing the name of the file in question and a message requesting confirmation of the operation.

Note: Deletion is irreversible: the removed file can no longer be recovered and would need to be re-uploaded through the procedure for adding a new attachment.

5.1.3.5.2 Completing the procedure

After uploading the attachments deemed necessary, the user completes the procedure by clicking the **Save** button located at the bottom of the page. On click, the System acquires the communication and arranges its transmission to Consob. Following transmission, the communication is recorded in the System with the status *Inserted* and becomes viewable in the **Communications** table of the request details page.

By clicking instead the **Cancel** button, the user leaves the procedure and returns to the request details page. Note that, in this case, the communication remains recorded in the System, consistently with the save already carried out at the end of the first phase: the user may resume working on it at a later time from the request details page.

5.1.3.5.3 Operations on the communications in the table

The communications displayed in the table may take different statuses in the transmission and logging process at Consob. The statuses relevant to the operations that can be performed by the user are the following:

- **Inserted**: the communication has been created by the user and recorded in the System, but has not yet been registered by Consob. In this status, the columns *Protocol Id* and *Protocol date* are not populated. The communication can still be edited or deleted by the user;
- **Registered**: the communication has been registered by Consob. The columns *Protocol Id* and *Protocol date* are populated. The communication is considered formally transmitted and can no longer be edited by the user; it can only be viewed.

Communications

Id	Type	Status	Subject	Protocol id	Protocol date	Sender	
160	Request for document integration	Registered	Intesa Sanpaolo spa - Comunicazione in Uscita - Invio Comunicazione Avvio del procedimento amministrativo	0000704/26	12/05/2026 00:00:00	Consob	Open
152	Document integration	Inserted	Integrazione della documentazione del prospetto			Issuer/Offeror	Actions
151	Notification of commencement of proceedings	Registered	EMITTENTE TEST - Comunicazione in Uscita - Invio Comunicazione Avvio del procedimento amministrativo	0000687/26	06/05/2026 00:00:00	Consob	Open
140	Request for approval	Registered	Primo Invio	0000684/26	06/05/2026 10:50:56	Issuer/Offeror	Open

Figure 35: Various communications in the table

Depending on the status, the last column of the table displays a different button:

- for communications in the status **Inserted**, the **Actions** button, marked by the three-dots icon, gives access to a context menu containing the items *Edit* and *Delete*;
- for communications in the status **Registered**, the **Open** button, marked by the folder icon, allows access to the communication details in view-only mode.

The operations that can be carried out on a communication are therefore the following:

- **Edit:** by clicking the **Actions** button and selecting the **Edit** item, the System opens the communication edit page. The page has already been described for Phase 2 of creating a new communication (paragraph *Phase 2 — Editing the communication and adding attachments*), with the fields pre-filled with the previously entered values. The user can:
    - edit the *Type* and *Subject* fields, if still editable;
    - add, view or delete the associated attachments;
    - confirm the changes by clicking the **Save** button or leave the session by clicking the **Cancel**.
- **Delete:** by clicking the **Actions** and selecting the **Delete** item, the System starts the procedure for removing the communication. The System displays a confirmation modal window, through which the user is required to confirm the operation.

  The modal window presents the following buttons:

- **Confirm:** the user confirms the deletion. The System removes the communication from the System, including any associated attachments. The operation is irreversible;
- **Cancel:** the user cancels the operation and returns to the request details page without any change.

- **Open:** by clicking the **Open**, the System displays the communication details in **view-only**.

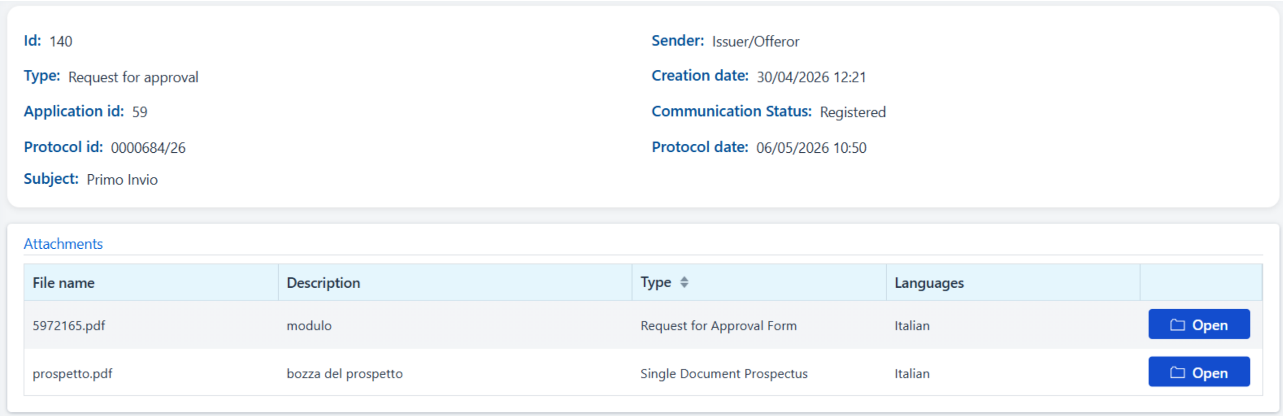


Figure 36: Consulting a communication

At the top of the page the identifying and procedural data of the communication are displayed in read-only mode:

- **Id**: unique numeric code of communication;
- **Type**: type of communication (by way of example: *Approval Request*, *Documentation Supplement*, *Generic Communication*, *Withdrawal Communication*);
- **Application Id**: unique numeric code of the request to which the communication refers;
- **Protocol Id**: protocol number assigned by Consob to the communication;
- **Subject**: descriptive text of communication;
- **Sender**: entity that transmitted the communication (*Issuer/Offeror*, *Consob*);
- **Creation date**: date and time the communication was created in the System;
- **Communication Status**: current status of communication;
- **Protocol date**: date and time the communication was registered by Consob.

Below the identifying data there is the **Attachments** section, containing the table of attachments associated with the communication, presented in read-only mode. The table is organized into the following columns:

- **File name**: name of the uploaded file;
- **Description**: descriptive text of the file content, provided at upload; in the absence of a description, the column shows the character "–";
- **Type**: classification of the document for procedural purposes;
- **Languages**: language or languages of the document.

The **Type** can be sorted by clicking the dedicated icon next to the header.

For each row, at the far right of the table, the **Open** button is available, marked by the folder icon. By clicking the button, the System starts the **download** of the attached file to the user's local file system, according to the default settings of the browser in use. After downloading, the file is available for consultation through the applications compatible with the document format installed on the user's device.

At the bottom of the page there is the **Back** button, through which the user ends the consultation of the communication and returns to the request details page.

5.1.4 Opening a request in the "Awaiting Filing" status

At the end of the examination process, Consob communicates the expected approval date and requests the filing of the documentation to be approved, including, on the cover page, the indication of the communicated approval date.

The application is then placed in the status **Awaiting filing**. In this status, in the list of approval requests in progress, the **Open** button is replaced by the **Actions** button, marked by the three-dots icon.

By clicking the **Actions** on the request row, the System displays a context menu containing the items described below.

- **Open:** by clicking the **Open** menu, the System displays the request details in **view-only** item. The operating procedures connected with consulting the details — including the page structure, the management of communications and all the further consultation features — are **identical** to those described for requests in the status *In Progress*, illustrated in the paragraph ***Opening a request in the "In Progress" status***, to which full reference is made.
- **Create filing:** *b*y clicking the **Create filing** item, the System redirects the user to the filing-creation form relating to the request in question, allowing the start of the activities connected with the filing procedure for the document to be approved.
  The operating procedures connected with the drafting and transmission of the filing are described in the paragraph ***Creating a new filing***, to which full reference is made.

5.1.5 Opening a request in the "Filing Underway" status

Also for requests in the status **Filing Underway** — that is, requests that have entered the filing phase for the document to be approved — the **Actions** button, marked by the three-dots icon, is available.

By clicking the **Actions** on the request row, the System displays a context menu containing the items described below.

- **Open:** by clicking the **Open** menu, the System displays the request details in **view-only** item. The operating procedures connected with consulting the details — including the page structure, the management of communications and all the further consultation features — are **identical** to those described for requests in the status *In Progress*, illustrated in the paragraph ***Opening a request in the "In Progress" status***, to which full reference is made.
- **Go to filing:** *b*y clicking the **Go to filing** item, the System redirects the user to the filing data-entry form relating to the request in question, allowing the continuation of the activities connected with the filing procedure for the document to be approved.
  The operating procedures connected with opening an existing filing are described in the paragraph ***Opening a filing in the "Editing" status***, to which full reference is made.

5.2 Completed requests

The **Completed requests** subsection is accessible from the side navigation menu through the **Approval req. → Completed** item. The page displays the list of approval requests of the represented entity for which the procedure has been formally completed, regardless of the outcome, and provides the user with a search tool to filter the results based on defined criteria.

The page is organized into two consecutive areas: at the top there is a **search area**, through which the user can narrow the list of displayed requests; in the part below there is the **list** of the requests matching the set criteria, or — in the absence of filter criteria — the full list of the completed requests of the represented entity.

5.2.1 Search area

The search area allows the user to fill in one or more criteria, including in combination with each other, in order to identify the requests of interest.

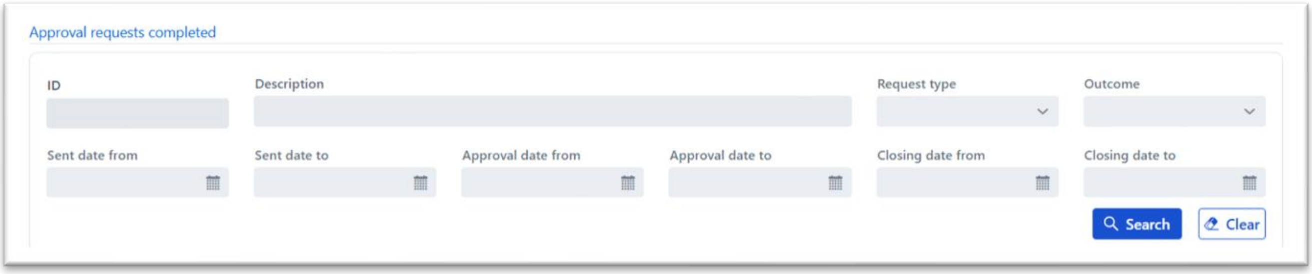


Figure 37: Search area

The available criteria are the following:

- **ID**: numeric field, through which the user performs a precise search by the unique numeric code of the request;
- **Description**: text field, through which the user performs a text search on the content of the requests' description field;
- **Request type**: single-selection field, through which the user filters the list by the type of document covered by the request. The selectable options correspond to the request types managed by the System (*Prospectus*, *Supplement*, *Registration Document*, *Universal Registration Document*, *Exemption Document*);
- **Outcome**: single-selection field, through which the user filters the list by the outcome of the procedure. The selectable options are *Inadmissible, Approved*, Withdrawn, *Not Approved* and *Closed;*
- **Sent date from** / **Sent date to**: date fields, through which the user delimits a time interval relating to the date the request was transmitted to Consob. Each field can be filled in by direct typing or by selection from the calendar window, activated by clicking the dedicated icon to the right of the field;
- **Approval date from** / **Approval date to**: date fields, through which the user delimits a time interval relating to the approval date of the request. The criterion is meaningful only for requests with the outcome *Approved*;

- **Closing date from** / **Closing date to**: date fields, through which the user delimits a time interval relating to the closing date of the procedure, regardless of the outcome.

The search criteria can be used individually or in combination with each other. Once the desired criteria have been set, the user starts the search by clicking the **Search** button, marked by the magnifying-glass icon. The System applies the filters to the list and displays only the matching results.

To reset the set criteria and restore the display of the full list, the user clicks the **Clear** button, marked by the eraser icon.

Note: the search criteria operate on a **conjunction** (AND) basis: where several criteria are filled in at the same time, only the results that satisfy *all* the set criteria are returned. To broaden the search base, the user can progressively remove the less selective criteria.

5.2.2 List of completed requests

Below the search area, the list of completed requests matching the set criteria is displayed in tabular form. The table is organised into the following columns:

- **Id**: unique numeric code of the request, assigned by the System;
- **Sent Date**: date and time the request was transmitted to Consob;
- **Type**: type of document covered by the request;
- **Description**: descriptive text of the request, provided by the user during drafting;
- **Outcome**: outcome of the procedure;
- **Approval Date**: date the request was approved, populated only for requests with the outcome *Approved*; for requests with a different outcome the column has no value.

The **Id**, **Sent Date**, **Type**, **Outcome** and **Approval Date** can be sorted by clicking the dedicated icon next to the header.

5.2.3 Opening a completed request

For each request displayed in the list of **Completed requests**, at the far right of the table, the **Open** button is available, marked by the folder icon. By clicking the button, the System displays the request details in **view-only**.

The operating procedures connected with consulting the request details — including the page structure (general data area, expandable sections dedicated to the document details, the application entities and the contacts, as well as the section of communications exchanged within the procedure) — are **identical** to those described for requests in the status *In Progress*, illustrated in the chapter ***Opening a request in the "In Progress" status***, to which full reference is made.

6 Passporting requests

This chapter describes the features made available to the user for submitting and managing the **passporting requests** of prospectuses and supplements approved by Consob, or being approved, to the competent authorities of the host Member States of the European Union, in accordance with the provisions of Regulation (EU) 2017/1129 and the national implementing provisions.

Passporting is the process whereby a prospectus approved by the competent authority of the home Member State takes effect, for the purposes of the offer to the public or admission to trading, also in the other designated Member States, subject to formal notification between the competent authorities. Through the System **PR.I.M.E.**, the authorized user submits passporting requests and monitors their progress status throughout the entire process.

The area is accessible through the **Passporting req.** item of the side navigation menu and is divided into two subsections:

- **In progress**, which gathers the requests being drafted, that is, transmitted to Consob and currently under assessment;
- **Completed**, which gathers the requests for which the application has been formally completed, regardless of the outcome.

Each request is identified by a unique numeric code (*Id*), assigned automatically by the System upon creation, and by a set of information that allows it to be tracked throughout its entire life cycle.

The following paragraphs describe in detail the features of the two subsections.

6.1 Requests in progress

The **Requests in progress** subsection is accessible from the side navigation menu through the **Passporting req. → In progress** item. The page displays, in tabular form, the list of passporting requests of the represented entity that have not yet completed their process.

The list is organized into the following columns:

- **ID**: unique numeric code of the request, assigned by the System;
- **Opening Date**: date and time the request was created in the System;
- **Sent Date**: date and time the request was transmitted to Consob, populated only for requests actually submitted;
- **Type**: type of disclosure document covered by the passporting request (*Prospectus*, Supplement, *Registration Document*, *Universal Registration Document, Amendment to the URD*);
- **Description**: descriptive text of the request, provided by the user during drafting;
- **Status**: current status of the request.

The **ID**, **Opening Date**, **Sent Date**, **Type** and **Status** can be sorted by clicking the dedicated icon next to the header.

The statuses that a request may take within this subsection are the following:

- **Editing**: the request has been created but not yet transmitted to Consob; the user may supplement its contents, edit it or delete it;

- **In Progress**: the request has been transmitted to Consob and is being assessed by the competent offices, for the purpose of subsequent notification to the authorities of the host Member States.

For each row, in the last column, a button is available that allows the user to act on the specific passporting request. The button takes different labels depending on the status of the request, in the same way as described for approval requests:

- the **Actions** button, marked by the three-dots icon, is displayed for requests in the status *Editing* and gives access to the context menu containing the items *Open* and *Delete*;

- the **Open** button, marked by the folder icon, is displayed for requests in the status *In Progress* and allows access to the request details in read-only mode.

At the bottom right of the page there is the **+ New Request** button, through which the user starts the procedure for creating a new passporting request. The operating procedures connected with the creation and drafting of the new request are described in the following paragraphs.

Note: the creation of a passporting request presupposes that a suitable disclosure document has been approved by Consob. In the absence of approved disclosure documents, the procedure for creating a new request cannot be started by the System.

6.1.1 Creating a new request

The user starts the procedure for creating a new passporting request by clicking the **+ New Request** button located at the bottom right of the **Requests in progress** button.

The data-entry form is organized into **consecutive pages**, whose structure is the same for all types of passporting request. The first page contains the common information areas described in the following paragraph; the following pages are dedicated to collecting the data specific to the passporting request, including the identification of the document covered by the passporting and of the host Member States to which the notification is addressed. Within the individual pages, certain fields are presented dynamically depending on the type selected and on the choices made by the user in the previous fields.

6.1.1.1 Common sections and flows

The first page of the data-entry form for a new passporting request contains only the information areas shown in the paragraphs ***General information of the request**, **Address for communications***, ***Contact points***. The operating procedures for filling in each area — including the required fields, the mandatory and validation rules, the entry and edit modal windows and the specific behaviors — are the same as those described in the referenced paragraphs and are not repeated here.

The only exception is that, unlike the form provided for approval requests, in the passporting form the *General information of the request* area consists only of the field **Description**. The field *Indicative decision date requested by the entity submitting the approval application* is not provided, however, consistently with the nature of the passporting request, which does not entail an approval decision by Consob but rather the notification of the already approved prospectus to the competent authorities of the host Member States.

Once the information on the page has been filled in, the user proceeds by clicking the **Next** button. The operating procedures connected with the progressive saving of the request are likewise described in the paragraph ***Progressive saving of the request***; following confirmation of the save, the user accesses the next page of the form, dedicated to identifying the object of the passporting request, described in the following paragraph.

6.1.1.2 Object of the passporting request

Following confirmation of the save of the first page, the user accesses the second page of the data-entry form, named **Object of the Passporting Request pursuant to Articles 25 and 26 of Regulation (EU) 1129/2017**.

Figure 38: Choosing the document to passport

The page is dedicated to the precise identification of the object of the passporting request, in line with the provisions of Articles 25 and 26 of Regulation (EU) 2017/1129 concerning, respectively, the notification of the certificate of approval of prospectuses and of supplements.

The fields are presented in a logical sequence and some of them are displayed or populated dynamically depending on the choices made by the user in the previous fields.

6.1.1.2.1 Document for which passporting is requested

Single-selection field, mandatory, through which the user identifies the **type of information document** that is the subject of the passporting request.

The selectable options correspond to the document types managed by the System, namely:

- *Prospectus*;
- *Supplement*;
- *Registration Document*;
- *Universal Registration Document*;
- *Amendment to the URD*.

Note: the value selected in this field determines the content of the dynamic fields described in the following paragraphs. Changing the selection while filling in the form causes the available options in the document selection fields (described in the following paragraph) to be repopulated.

Next there is the single-selection field, mandatory, named **Has the related document already been approved or is it currently under approval?**, through which the user declares the status of the document they intend to passport. The selectable options are:

- **Already approved**: the document was approved by Consob at a time prior to the submission of the passporting request;
- **Under approval**: the document is the subject of a separate approval request currently under assessment at Consob.

The selection made causes the display of a **further dynamic field**, described below, through which the user specifically identifies the individual document (or the individual request) to which the passporting refers.

If the user has selected the option **Already approved**, the System displays the field **Select the approved document**, mandatory, structured as a drop-down list containing the documents already approved by Consob of the **type** indicated in the field *Document for which passporting is requested*, of which the represented entity is the holder. Each list item is identified by the unique numeric code of the document in the System, followed by the international identification code assigned according to the specifications of the European Securities and Markets Authority.

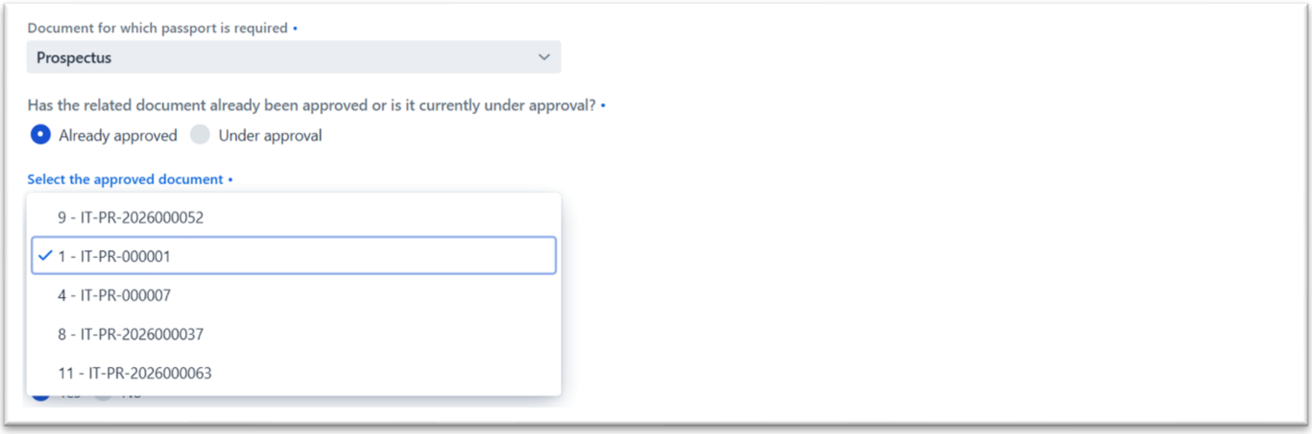


Figure 39: Case for the already approved document

If the user has selected the option **Under approval**, the System displays the field **Select the document under approval**, mandatory, structured as a drop-down list containing the approval requests currently under assessment for the **type** of document indicated in the previous field. Each list item is identified by the unique numeric code of the request in the System, followed by its description.

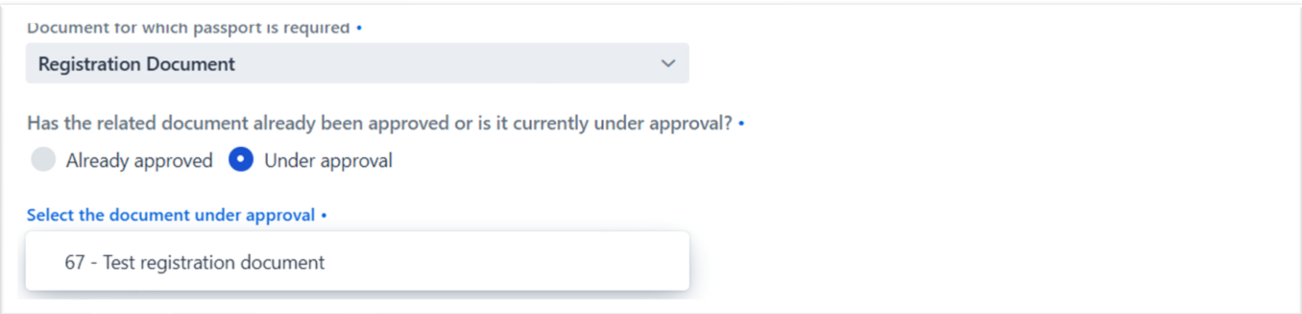


Figure 40: Case for the document under approval

Specific case: passporting request for a Supplement

If the user has selected the type **Supplement** in the field *Document for which passporting is requested*, the document selection procedure presents a **different logic** depending on its approval status.

- **Case A — Supplement "Already approved"**

  If the user has declared that the supplement is **already approved**, the selection takes place according to a **two-level** logic, consistent with the association of the supplement with the previously approved information document to which the supplement refers:

  1. the user selects, in the field **Select the approved document**, the reference information document, chosen from the list of the represented entity's documents;

  2. following the selection made in the previous step, the System displays a **further single-selection field**, named **Select the approved supplement**, mandatory, containing the list of approved supplements associated with the document identified in step 1.

- **Case B — Supplement "Under approval"**

  If the user has declared that the supplement is **under approval**, the selection takes place according to a **direct**, without the need to first identify the reference document. The System displays one single-selection field, named **Select the document under approval**, mandatory, directly containing the list of supplement approval requests currently under assessment at Consob. Each list item is identified by the unique numeric code of the request in the System, followed by its description.

In all the cases described above, if the represented entity has no documents of the selected type matching the declared status, the System populates the selection field with the text **"No document available"**, highlighted in red, and displays the following information message below the field:

"Selecting a document is mandatory; Please change the type or contact support."

In this case, the procedure cannot continue. The user is required to check that their choices are correct, possibly changing the selection of the document type or of the approval status; if the situation persists despite the checks carried out, the user is invited to contact the support channels made available by Consob.

6.1.1.2.2 Host Member States receiving the notification

A **multiple-selection** field, mandatory, named **Host Member States for which passporting is required**, through which the user indicates the host Member States of the European Union to which the document's passporting is requested.

When the field is clicked, the System displays the drop-down list of the selectable Member States, sorted alphabetically. The user selects the States of interest by clicking on the relevant list items; the selected States are displayed as **labels** in the upper part of the field, marked with the "×" icon that allows them to be removed individually. In the drop-down list, the already selected States are marked with a check mark. There is no maximum limit on the number of selectable States, consistent with the applicant entity's right to request the document's passporting to one or more host Member States.

6.1.1.2.3 Translation request

Single-selection field, mandatory, named **Is a translation required?**, structured as a binary choice **Yes** / **No**, through which the user declares whether the passporting request is accompanied by a request for translation of the document or of its summary note, in accordance with the provisions of the applicable legislation.

6.1.1.2.4 Saving the request and accessing the attachments page

On clicking the **Next** button, the System displays the save-confirmation modal window, as described in the paragraph ***Progressive saving of the request***. Following confirmation, the user accesses the next page of the data-entry form, dedicated to adding attachments and completing the request.

The operating procedures relating to the uploading of attachments and to the data-entry completion buttons (*Back*, *Finish*, *Send request*), including the submission-confirmation modal window, are described in the paragraph ***Adding attachments and completing the data entry***.

6.1.2 Opening a request in the "Editing" status

For requests in the status **Editing** — that is, requests created but not yet transmitted to Consob — the user can access the edit form through the context menu **Actions**.

By clicking the **Actions** on the request row, marked by the three-dots icon, the System displays a context menu containing the items that can be performed on the request in its current status. For requests in the status Editing the available items are:

- **Open**: allows access to the request edit form;
- **Delete**: allows the permanent removal of the request (the operating procedures are described in the following paragraph).

By clicking the **Open** item, the System opens the request data-entry form. The form has the **same structure** described in the paragraphs concerning the creation of a new passporting request, with all the fields **pre-filled** with the values saved during the previous work session.

In particular, when the form is opened the user finds:

- the fields of the common information areas (*General information of the request*, *Address for communications)* and of all the further areas provided for the specific request type, filled in with the previously entered data;
- the contact points and any attachments already uploaded displayed in their respective tables.

The user can supplement, edit or remove the previously entered information, according to the procedures described in the paragraphs relating to the creation of a new request. The rules on mandatory fields, validation and dynamic field handling described therein also fully apply during editing.

At the bottom of the page the following buttons are available:

- **Cancel**: closes the data-entry form and returns the user to the *Requests in progress* subsection, without acquiring any changes beyond those already saved during previous save operations;
- **Next**: allows the user to proceed to the next page of the form. As described in the paragraphs concerning the creation of a new request, during the various editing steps the modal window

confirming the saving of the changes made will be displayed. Until that point, the changes are not saved on the systems.

At the end of the data-entry flow, the user may likewise choose whether to end the session while keeping the request in the status *Editing*, or proceed with the final submission of the request, according to the procedures described in the paragraph ***Adding attachments and completing the data entry***.

6.1.3 Opening a request in the "In Progress" status

For requests in the status **In Progress** — that is, requests already transmitted to Consob and under assessment — editing by the user is not provided, consistently with the completion of the formal transmission of the application. For such requests, the last column of the table displays directly the **Open** button, marked by the folder icon, instead of the *Actions*.

By clicking the **Open** menu, the System displays the request details in **view-only** mode: the user can view the transmitted information and the attached documentation, without being able to modify it.

The detail page is organised into a **top header** containing the request data, in **two expandable sections** dedicated respectively to the document detail and to the contact points, as well as in a final section dedicated to consulting the **communications** exchanged in connection with the request.

6.1.3.1 General data area of the request

In the upper part of the page, the request identification data are displayed in read-only mode.

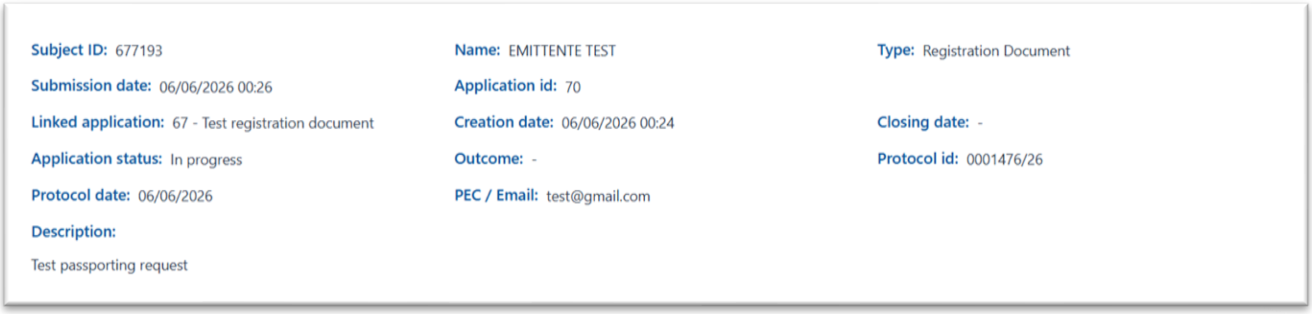


Figure 41: General data of the passporting request

The data displayed is the following:

- **Subject ID**: unique identification code of the represented entity, assigned by Consob;
- **Name**: company name of the represented entity;
- **Type**: type of the request (*Prospectus*, *Supplement*, *Registration Document*, *Universal Registration Document*, *Amendment to the URD*);
- **Sent date**: date and time the request was transmitted to Consob;
- **Application Id**: unique numeric code of the request, assigned by the System;
- **Linked application**: reference to any application related to the request in question;
- **Creation date**: date and time the request was created in the System;

- **Closing date**: closing date of the request, populated only for requests whose process is completed;
- **Application status**: current status of the request;
- **Outcome**: outcome of the request, populated only for requests whose process is completed;
- **Protocol Id**: protocol number assigned by Consob to the request;
- **Protocol date**: date the request was registered at Consob;
- **PEC / Mail**: contact provided during data entry;
- **Description**: descriptive text of the request, provided by the user during drafting.

6.1.3.2 Request details

Immediately below the general data area there is an expandable section, named **Passporting details,** which gathers the specific information of the request in question.

The user expands the section by clicking the dedicated arrow next to the header. Once expanded, the section displays in read-only mode the information entered when drafting the request.

Below is the detail for the various document types:

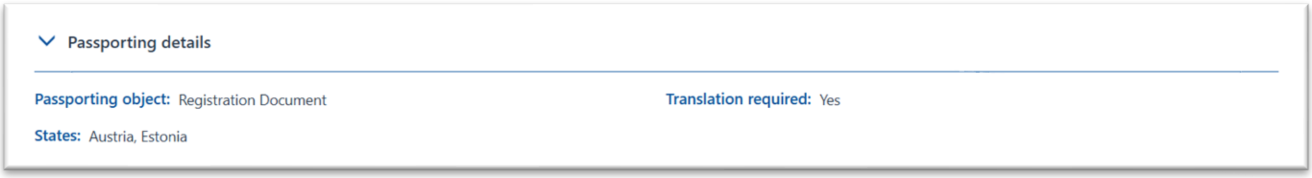


Figure 42: Passporting details

The section reports the passporting request information entered during the request data entry (*Passporting object, Translation required, States*) in the manner described in the paragraph ***Creating a new request***.

6.1.3.3 Contacts

The expandable **Contacts** displays, in tabular and read-only form, the list of operational contact points indicated for the request.

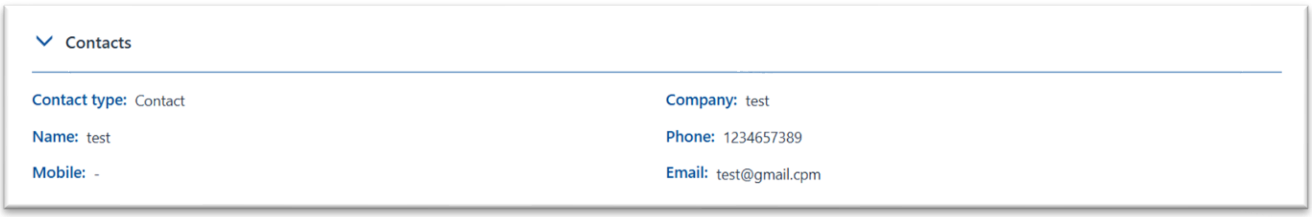


Figure 43: Contacts

The section reports, for each contact point, the information entered during drafting (*Contact type*, *Company*, *Name*, *Phone, Mobile and Email*), according to the procedures described in the paragraph *Contact points* of the common areas.

6.1.3.4 Communications

The detail page of a passporting request presents, in its lower part, the **Communications** section, dedicated to consulting the communications exchanged between the represented entity and Consob in connection with the passporting request, as well as to creating new communications.

The structure and operating procedures of this section — including the table of existing communications, the statuses of a communication (*Registered, Inserted*), the operations that can be performed depending on the status (opening in view-only mode, editing, deletion), the creation of a new communication organized into the two phases of entering the identification data and subsequently adding the attachments, as well as consulting the detail of a registered communication — are **identical** to those described for the communications section of the detail page of an approval request, illustrated in chapter ***Communications***, to which full reference is made.

In the communications table, the communication automatically generated by the System at the time of the initial transmission of the request is of type **Request for passporting**, instead of the type *Request for approval* provided for approval requests.

6.2 Completed requests

The **Completed requests** subsection is accessible from the side navigation menu through the **Passporting req. → Completed**. The page displays the list of the represented entity's passporting requests whose process has formally concluded, regardless of the outcome, and provides the user with a search tool to filter the results based on defined criteria.

The page is organized into two consecutive areas: at the top there is a **search area**, through which the user can narrow the list of displayed requests; in the part below there is the **list** of the requests matching the set criteria, or — in the absence of filter criteria — the full list of the completed requests of the represented entity.

6.2.1 Search area

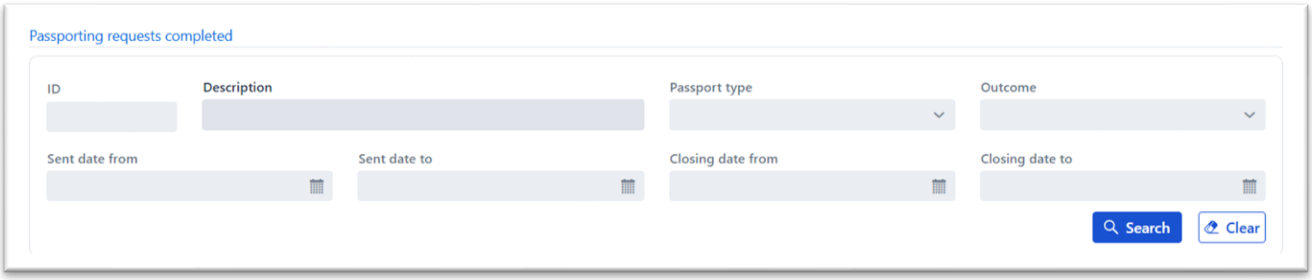


Figure 44: Search area

The search area allows the user to fill in one or more criteria, including in combination with each other, in order to identify the requests of interest.

The available criteria are the following:

- **ID**: numeric field, through which the user performs a precise search by the unique numeric code of the request;

- **Description**: text field, through which the user performs a text search on the content of the requests' description field;
- **Passport type**: single-selection field, through which the user filters the list by the type of document that is the subject of the passporting request. The selectable options correspond to the request types managed by the System (*Prospectus*, *Supplement*, *Registration Document*, *Universal Registration Document*, *Amendment to the URD*);
- **Outcome**: single-selection field, through which the user filters the list by the outcome of the request. The selectable options are *Inadmissible, Approved*, Withdrawn, *Not Approved* and *Closed*;
- **Sent date from** / **Sent date to**: date fields, through which the user delimits a time interval relating to the date the request was transmitted to Consob. Each field can be filled in by direct typing or by selection from the calendar window, activated by clicking the dedicated icon to the right of the field;
- **Closing date from** / **Closing date to**: date fields, through which the user defines a time range relating to the closing date of the process, regardless of the outcome.

The search criteria can be used individually or in combination with each other. Once the desired criteria have been set, the user starts the search by clicking the **Search** button, marked by the magnifying-glass icon. The System applies the filters to the list and displays only the matching results.

To reset the set criteria and restore the display of the full list, the user clicks the **Clear** button, marked by the eraser icon.

Note: the search criteria operate on a **conjunction** (AND) basis: where several criteria are filled in at the same time, only the results that satisfy *all* the set criteria are returned. To broaden the search base, the user can progressively remove the less selective criteria.

6.2.2 List of completed requests

Below the search area, the list of completed requests matching the set criteria is displayed in tabular form. The table is organised into the following columns:

- **Id**: unique numeric code of the request, assigned by the System;
- **Sent Date**: date and time the request was transmitted to Consob;
- **Type**: type of document covered by the request;
- **Description**: descriptive text of the request, provided by the user during drafting;
- **Outcome**: outcome of the application;
- **Conclusion Date**: date on which the process was completed, regardless of the final status.

The **Id**, **Sent Date**, **Type**, **Outcome** and **Conclusion Date** can be sorted by clicking the dedicated icon next to the header.

6.2.3 Opening a completed request

For each request displayed in the list of **Completed requests**, at the far right of the table, the **Open** button is available, marked by the folder icon. By clicking the button, the System displays the request details in **view-only**.

The operating procedures associated with consulting the request detail — including the page structure (general data area, expandable sections dedicated to the request details and to the contacts, as well as the section of communications exchanged in connection with the request's process) — are **identical** to those described for requests in the status *In Progress*, illustrated in the chapter ***Opening a request in the "In Progress" status***, to which full reference is made.

7 Filings

This chapter describes the features made available to the user for managing the **filings** of prospectuses, supplements and related documentation, in fulfilment of the obligations provided for by the applicable legislation on prospectuses.

A filing is the formal act by which the authorized entity transmits to Consob the information documents to be approved, as well as further documents not subject to prior approval, for the purpose of their publication and being made available to the public, in accordance with Regulation (EU) 2017/1129 and the national implementing provisions.

The PR.I.M.E. System distinguishes two categories of filing, which differ in their creation method, the document types managed and the operations allowed:

- **Filings associated with an approval request**: filings concerning information documents for which Consob requires approval. These filings are created directly from the **Approval requests in progress** page, through the **Create filing** item available in the context menu **Actions** for requests that are in the *Awaiting Filing* status. Filings in this category cannot be deleted by the user at any stage of their life cycle, not even when they are in the *Editing* status, consistent with their link to the approval procedure.

- **Filings not subject to approval**: filings concerning information documents that, by express legal provision, do not require prior approval by Consob. These filings are created directly from the **Filings in progress** subsection, through the **+ New Filing** button, and can be deleted by the user as long as they are in the *Editing* status.

The **Filings** area is accessible through the **Filings** item in the side navigation menu and is organized into the following subsections:

- **In progress**, which gathers the filings being prepared or transmitted;

- **Completed**, which gathers the filings concluded successfully;

- **Bulk filings**, dedicated to the management of filings made in bulk mode.

Each filing is identified by a unique numeric code (*Id*), assigned automatically by the System upon creation, and by a set of information that allows it to be tracked throughout its entire life cycle.

The following paragraphs describe in detail the features of the individual subsections.

7.1 Filings in progress

The **Filings in progress** subsection is accessible from the side navigation menu through the **Filings → In progress**. The page displays, in tabular form, the list of the represented entity's filings that have not yet completed their process.

The list is organised into the following columns:

- **Id**: unique numeric code of the filing, assigned by the System;
- **Opening Date**: date and time the filing was created in the System;
- **Type**: type of document that is the subject of the filing;
- **Description**: descriptive text of the filing, provided by the user during data entry;
- **Status**: current status of the filing.

The **Id**, **Opening Date**, **Type** and **Status** columns can be sorted in ascending or descending order by clicking the dedicated icon next to the column header.

For each row, in the last column, the action buttons for the filing are available. The buttons displayed vary depending on the status of the filing and its category:

- for filings in **Editing** status, the following button is always displayed: **Open**, marked with a folder-shaped icon, which allows access to the data-entry form. The **Delete** button, marked with the trash-can icon, is displayed exclusively for filings not subject to approval (*Final Terms*, *Notice*, *Exemption Document not approved*, *Final offer price and amount of securities*, *Amendment to the URD*) and allows the permanent removal of the filing. The button is not available, however, for filings associated with an approval request, at any stage of their life cycle;
- for filings in **Submitted** status, the following button is displayed: **Print**, marked with the printer icon, through which the user can generate and download the PDF receipt of the transmitted filing. The *Open* and *Delete* buttons are not available for filings in this status.

At the bottom right of the page there is the **+ New Filing**, through which the user starts the procedure for creating a new filing not subject to approval.

7.1.1 Creating a new filing

The procedure for creating a new filing can be started by the user through two distinct entry points, depending on the nature of the filing to be made:

- for **filings not subject to approval**, the user starts the procedure by clicking the **+ New Filing** button located at the bottom right of the **Filings in progress**;
- for **filings associated with an approval request**, the user starts the procedure by accessing the **Approval requests in progress** page and clicking, for the request of interest in *Awaiting Filing* status, on the **Create filing** item in the context menu **Actions**.

In both cases the System opens the filing data-entry form, organized into several consecutive pages, through which the user progressively provides the required information up to the final transmission of the filing to Consob.

If the procedure is started from the **+ New Filing** button of the **Filings in progress** page, the System first opens a modal window named **Select filing type not subject to approval**, through which the user is required to indicate the type of filing they intend to create.

The modal window presents the field **Filing Type**, mandatory, structured as a single-selection list. The types selectable at this preliminary stage are exclusively those of filings not subject to approval, namely:

- **Final Terms**;
- **Notice**;
- **Not approved Exemption Document**;
- **Final offer price and amount of securities**;
- **Amendment to the URD**.

Once the desired type has been selected, the System opens the filing data-entry form, configured with the steps relevant to the chosen type.

If, on the other hand, the procedure is started from the **Create filing** item available in the **Approval requests in progress** page, the preliminary selection stage is not provided: the filing type is determined automatically by the System on the basis of the type of information document that is the subject of the approval request to which the filing refers (*Prospectus*, *Supplement*, *Registration Document*, *Universal Registration Document*, *Exemption Document*), and certain information on the first page is pre-filled with the data from the approval request.

The data-entry form of a new filing is organized as a wizard, structured into consecutive pages through which the user provides the required information. The number of steps and the content of the individual pages vary depending on the type of filing selected.

The steps provided are the following:

- **Filing details**: initial step, always present for all filing types, dedicated to collecting the general information of the filing and the further data specific to the type in question;
- **Documents**: intermediate step, always present for all filing types, dedicated to uploading the documentation that makes up the filing;
- **Financial products**: final step, present exclusively for the filing types that, by their nature, involve the transmission of detailed information on the financial products that are the subject of the filing.

For the **Final offer price amount of securities** type, the *financial products* step is presented in a particular operating mode, described in the dedicated paragraph, which provides for the automatic pre-filling of the products from the associated base prospectus and editability limited to only the fields relevant to the operation.

7.1.1.1 Progressive saving of the filing

During the data entry of a new filing, the System requires the user's explicit confirmation at the first transition from the *Filing details* step to the next, since it is on this occasion that the entered information is saved in the System's archive.

On clicking **Next** in the *Filing details* step, the System displays a confirmation modal window named **Save filing**, containing a message that invites the user to confirm their intention to save the changes made. The message takes a different wording depending on the nature of the operation:

- in the case of **creation** of a new filing, the System invites the user to confirm the initial saving of the filing;
- in the case of **edit** of a filing already existing in the *Editing* status, the System invites the user to confirm the updating of the previously saved information.

The modal window presents the **Confirm** and **Cancel** buttons. Following the user's confirmation, the System saves the information and the filing is recorded in the *Editing* status, remaining available in the **Filings in progress** subsection for the subsequent operations of completion, editing and — only for filings not subject to approval — deletion. When the **Cancel** button is clicked, the user is taken back to the *Filing details* step without any saving of the changes.

After the first save, the subsequent operations of moving between steps do not entail the display of further confirmation windows: the information entered in the *Documents* and *Financial products* steps is saved immediately by the System on the occasion of the individual upload, entry or editing operations, in the manner described in the dedicated paragraphs.

7.1.1.2 Completion of the procedure and submission of the filing

At the end of the data-entry flow, the user formally transmits the filing to Consob by clicking the **Send filing** button, which is green.

As a preliminary step, the System performs the completeness checks provided for the type of filing in question. If the checks reveal missing elements, submission is blocked and the System displays a warning message indicating to the user the information or products to be added.

If the checks are successful, the System displays a confirmation modal window, through which the user is required to confirm the submission of the filing. The modal window presents the **Confirm** and **Cancel**.

Warning: the submission of the filing is an **irreversible** operation. It is therefore recommended to carefully check the completeness and correctness of all the information entered, as well as of the associated documentation and products, before proceeding to confirm the submission.

Following the user's confirmation, the System acquires the filing, arranges its formal transmission to Consob and displays a receipt modal window, named **Confirm submission**, containing the protocol number assigned to the filing and the transmission date.

The modal window presents the **Finish** button. When clicked, the window is closed and the user is taken to the destination subsection of the filing, depending on the status assumed following submission:

- if the filing has been accepted and taken directly to the completion status, the user is taken to the **Completed filings**;
- in all other cases, the user is taken to the **Filings in progress** subsection, where the filing is displayed in the list with the updated status.

7.1.1.3 Filing details

The first step of the wizard, named **Filing details**, is dedicated to collecting the general information of the filing and the further data specific to the type in question. The page is structured into **consecutive sections**, organized from top to bottom, whose composition varies depending on the type of filing selected: some sections are common to all types and are presented first, while the following sections are displayed dynamically by the System depending on the filing type (and, in certain cases, on the choices made by the user in the previous sections).

7.1.1.3.1 Linked application data area

If the filing has been started from the **Create filing** item in the **Actions** menu available for an approval request in *Awaiting Filing* status, at the top of the page a read-only information area is displayed first, containing the identification data of the approval request to which the filing refers. The area, presented within a bordered box, reports the following information:

- **Application ID**: unique numeric code of the approval request, assigned by the System;
- **Application Approval Date**: date on which the approval request was accepted by Consob;
- **Application Description**: descriptive text of the approval request, provided by the user at the time of its data entry.

This area allows the user to immediately check the correct correspondence between the filing being created and the approval request from which the filing originates. The area is not displayed for filings not subject to approval, started from the **Filings in progress**.

7.1.1.3.2 General information of the filing

The first data-entry information area, common to all filing types, collects the identification and descriptive data of the filing.

Figure 45: Example of general information section

The fields provided are the following:

- **Type**: read-only field, which reports the filing type. The value is determined by the System depending on the type selected in the preliminary modal window or, for filings started from an approval request, depending on the type of information document that is the subject of the request. The field cannot be edited by the user;

- **Status**: read-only field, which reports the current status of the filing in the procedural process. Upon creation, the value is automatically set by the System to *Editing*;
- **Creation date**: field that reports the date the filing was created in the System. The value is automatically set by the System at the first saving of the filing;
- **Description**: text area field, mandatory, through which the user provides a detailed description of the filing. It is recommended to fill in the field with sufficiently clear and detailed text, as the description is the main reference for identifying the filing both during subsequent consultation and by Consob's offices.

Below the general information area, the System displays a set of further information sections, whose presence and composition vary depending on the filing type. The dynamic sections collect the detailed information specific to the type of document that is the subject of the filing, consistent with the provisions of the applicable legislation for each case.

The filing types managed by the System, for each of which a specific page configuration is provided, are illustrated in the following paragraphs.

7.1.1.3.3 Prospectus

For filings of the **Prospectus** type, in addition to the general information area described at the beginning of this paragraph, the **Filing details** page presents the further information sections listed below:

- ***Financial instrument category***;
- ***Declaration in case of use of the EU Follow-on prospectus***;
- ***Declaration in case of use of the EU Growth issuance prospectus***;
- ***Type of transaction***;
- ***Prospectus format***;
- ***Transaction type***;
- ***Relationship with the registration document*** (displayed exclusively if the field *Prospectus format* is filled in with the option *Tripartite*). Here there is the only difference compared to the prospectus creation form. In fact, here the field **The RD has already been approved or it is under approval**, presented in this section, is structured as a **simple binary choice** *Yes* / *No*. For the purposes of the filing, in fact, it is sufficient to acquire the information about the existence of a registration document linked to the prospectus, without the need to further specify the status or to select the specific reference document. Consequently, whatever the value selected by the user, the System does not display any further fields below this one.

7.1.1.3.4 Supplement and Universal Registration Document

For filings of the **Supplement** and **Universal Registration Document**, the **Filing details** page consists exclusively of the general information area described at the beginning of this paragraph. No further dynamic information sections are provided.

The user is therefore required to fill in only the **Description** field, in accordance with the procedures described in general, and to proceed to the next step by clicking the **Next** button. The *Type*, *Status* and *Creation date* fields are displayed read-only and filled in automatically by the System.

7.1.1.3.5 Registration Document

For filings of the **Registration Document** type, in addition to the general information area described at the beginning of this paragraph, the **Filing details** page presents the further information sections listed below:

- ***Financial instrument category***;
- ***Declaration in case of use of the EU Follow-on prospectus***;
- ***Declaration in case of use of the EU Growth issuance prospectus***;

7.1.1.3.6 Exemption Document approved and Exemption Document not approved

For filings of the **Exemption Document approved** and **Exemption Document not approved**, the **Filing details** presents, in addition to the general information area, a single further information section named **Exemption type**.

Figure 46: Exemption types for filings

In this section the user is required to indicate the exemption case, among those provided for by Regulation (EU) 2017/1129, within which the case that is the subject of the filing falls.

The **Exemption type** is mandatory and is structured as a single-selection choice among the following options:

- **Exemption under Article 1(4)(da,db) or Article (5)(ba)**: the user declares that the exemption document refers to a case falling within the scope of Article 1(4)(da) or (db), or of Article 1(5)(ba), of Regulation (EU) 2017/1129;
- **Exemption under Article 1(4)(g) or Article (5)(f)**: the user declares that the exemption document refers to a case falling within the scope of Article 1(4)(g), or of Article 1(5)(f), of Regulation (EU) 2017/1129;
- **Exemption under Article 1(4)(f) or Article (5)(e)**: the user declares that the exemption document refers to a case falling within the scope of Article 1(4)(f), or of Article 1(5)(e), of Regulation (EU) 2017/1129.

The page does not provide further dynamic information sections for the two filing types in question. The user proceeds to the next step by clicking Next.

7.1.1.3.7 Final Terms

For filings of the **Final Terms**, the **Filing details** presents, in addition to the general information area, the further information sections described below.

- **Extension of Article 8**: single-selection field, mandatory, structured as a binary choice **Yes** / **No**, through which the user declares whether the extension under Article 8 of Regulation (EU) 2017/1129 applies, in relation to the base prospectus to which the final terms refer.

- **Reference base prospectus**: single-selection field, named **Prospectus**, mandatory, through which the user identifies the **base prospectus** approved to which the final terms refer. The field is structured as a drop-down list, automatically populated by the System with only the represented entity's prospectuses of the **Base Prospectus** type already approved by Consob. Each list item is identified by the prospectus approval date followed by its description. The behavior of the field varies depending on the number of base prospectuses available. If the represented entity has **only one** approved base prospectus, the System automatically preselects that prospectus and displays the field in read-only mode; if, on the other hand, the represented entity has **more than one** approved base prospectus, the field is displayed in editable mode and the user is required to select the specific reference prospectus from the list. If the represented entity has no approved base prospectus, the System displays an error message and prevents the procedure from continuing. In this case, the creation of a filing request of the *Final Terms* type is not possible, since it necessarily presupposes the prior approval of a base prospectus to which the final terms refer.
- **Passporting:** single-selection field, mandatory, structured as a **Yes** / **No** binary choice, through which the user declares whether passporting of the final terms is requested to the competent authorities of one or more host Member States of the European Union.
- **Host Member States for which passporting is required**: multiple-selection field, mandatory, displayed exclusively if the field *Passporting* has been filled in with the Yes option. Through the field the user indicates the host Member States of the European Union to which passporting of the final terms is requested. When the field is clicked, the System displays the drop-down list of the selectable Member States, sorted alphabetically based on the name localized in the current interface language. The user selects the States of interest by clicking on the relevant list items; the selected States are displayed as labels in the upper part of the field, marked with the "×" icon that allows them to be removed individually. There is no maximum limit on the number of selectable States, consistent with the applicant entity's right to request passporting of the final terms to one or more host Member States.

7.1.1.3.8 Notice

For filings of the Notice type, the Filing details page presents, in addition to the general information area, the further information sections described below.

- **Notice type:** single-selection field, mandatory, through which the user indicates the nature of the notice that is the subject of the filing.

Figure 47: Notice type

The selectable options are:

  - **Prospectus Notice**: the user declares that the notice refers to a prospectus previously approved by Consob;
  - **Final Terms Notice**: the user declares that the notice refers to final terms previously filed.

The selection made determines the conditional display of the next field, in the manner described below.

- **Prospectus/Final Terms:** next to the *Notice type* field, the page presents two further single-selection fields — **Prospectus** and **Final terms** — of which only one is displayed at a time, depending on the value selected in the *Notice type* field: if *Notice type* is filled in with the option **Prospectus Notice**, the field **Prospectus** field is displayed;

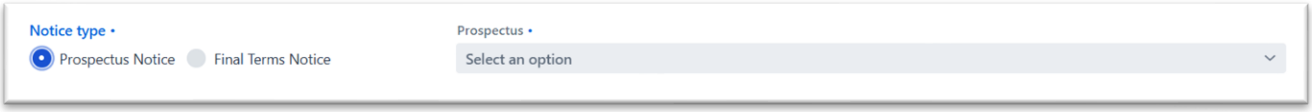


Figure 48: Selection case "Notice relating to the Prospectus"

if *Notice type* is filled in with the option **Final Terms Notice**, the **Final terms** field is displayed.

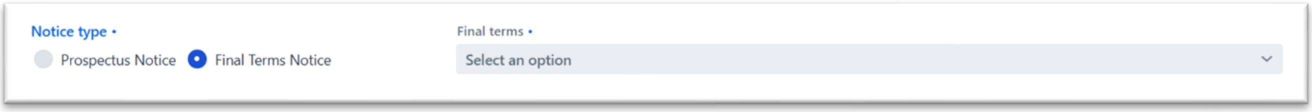


Figure 49: Selection case "Notice relating to the Final Terms"

Both fields are mandatory and are structured as a drop-down list. The contents of the lists are as follows:

  - the **Prospectus** field is populated with the represented entity's prospectuses of the *Prospectus* or *Base Prospectus* type already approved by Consob. Each item is identified by the prospectus approval date followed by its description;
  - the **Final terms** field is populated with the represented entity's final terms previously filed. Each item is identified by the filing date followed by its description.

For both fields, the behavior varies depending on the number of documents available. If there is **only one** document, the System automatically preselects it and displays the field in read-only mode; if there are **multiple** documents, the field is displayed in editable mode and the user is required to select the specific reference document; if no documents are available, the System displays a warning message to the user indicating the unavailability. Any selection, in the *Notice type*, of the option corresponding to the unavailable document type causes the relevant field to be displayed with an empty list, and proceeding to the next step will be blocked by the mandatory-field checks on that field.

Note: changing the value of the *Notice type* field, after the dependent field has been filled in (*Prospectus* or *Final terms*), automatically clears the selection made. The user is therefore required to select the desired reference again, consistent with the new notice type indicated.

7.1.1.3.9 Final offer price and amount

For filings of the Final offer price and amount of securities type, the Filing details page presents, in addition to the general information area, a single further information section, consisting of the Prospectus field.

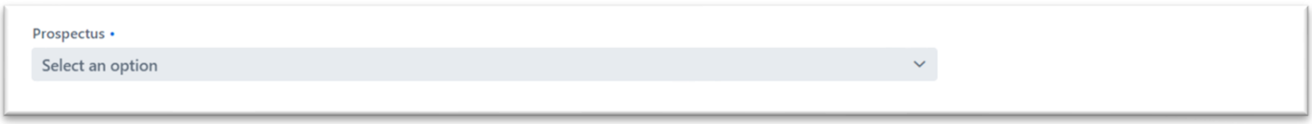


Figure 50: Prospectus selection

The field is mandatory and structured as a single-selection drop-down list, through which the user identifies the prospectus to which the final price and quantity filing refers. The list is automatically populated by the System with the entity's Prospectuses already approved by Consob. Each list item is identified by the prospectus approval date followed by its description.

The behavior of the field varies depending on the number of prospectuses available: if the represented entity has only one compatible prospectus, the System automatically preselects it and displays the field in read-only mode; if the represented entity has multiple compatible prospectuses, the field is displayed in editable mode and the user is required to select the specific reference prospectus; if the represented entity has no compatible prospectus, the System displays a warning message and prevents the procedure from continuing.

Note: for the filing type *Final offer price and amount of securities*, changing the prospectus selection, after a first save in which the related financial products have already been associated with the filing, causes the complete replacement of the previously loaded products with those derived from the newly selected prospectus. In this case, the System displays a confirmation modal window, through which the user is required to confirm the operation, in view of the loss of the detailed information possibly already entered on the previous products. The operating procedures associated with managing the financial products in the dedicated step are described in the paragraph *Products*.

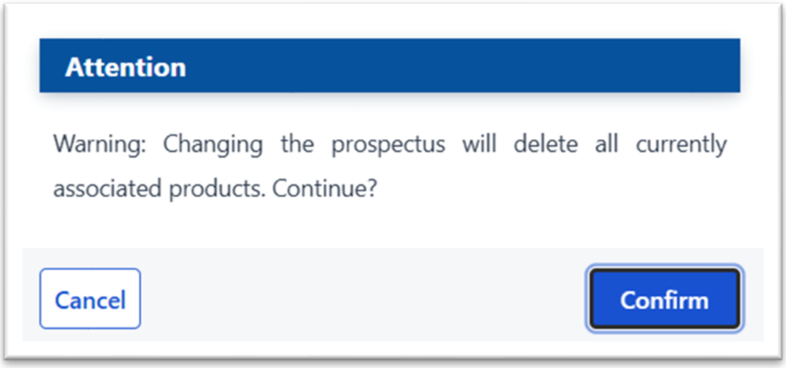


Figure 51: Confirmation window for changing the prospectus

7.1.1.3.10 Amendment to the Universal Registration Document

For filings of the Amendment to the URD type, the Filing details page presents, in addition to the general information area, a single further information section, consisting of the URD field.

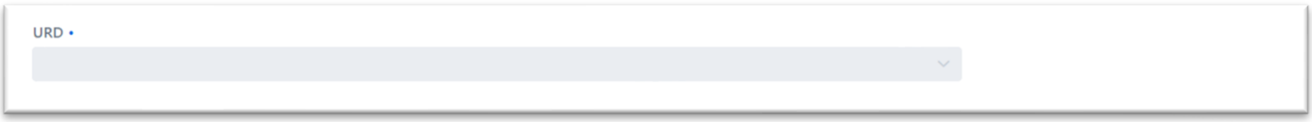


Figure 52: URD selection

The field is mandatory and structured as a single-selection drop-down list, through which the user identifies the Universal Registration Document to which the amendment refers. The list is automatically populated by the System with the entity's Universal Registration Documents already approved by Consob. Each list item is identified by the document approval date followed by its description.

The behavior of the field varies depending on the number of documents available: if the represented entity has **only one** approved Universal Registration Document, the System automatically preselects it and displays the field in read-only mode; if the represented entity has **multiple** approved Universal Registration Documents, the field is displayed in editable mode and the user is required to select the specific reference document from the list; if the represented entity has no approved Universal Registration Document, the System displays a warning message and prevents the procedure from continuing.

7.1.1.4 Filing documents

Following the confirmation of saving the *Filing details* step, the user accesses the second step of the wizard, named **Documents**, always present for all filing types. The step is dedicated to uploading the documentation that makes up the filing and is structured into a single information area, named **Add documents**, organised in tabular form.

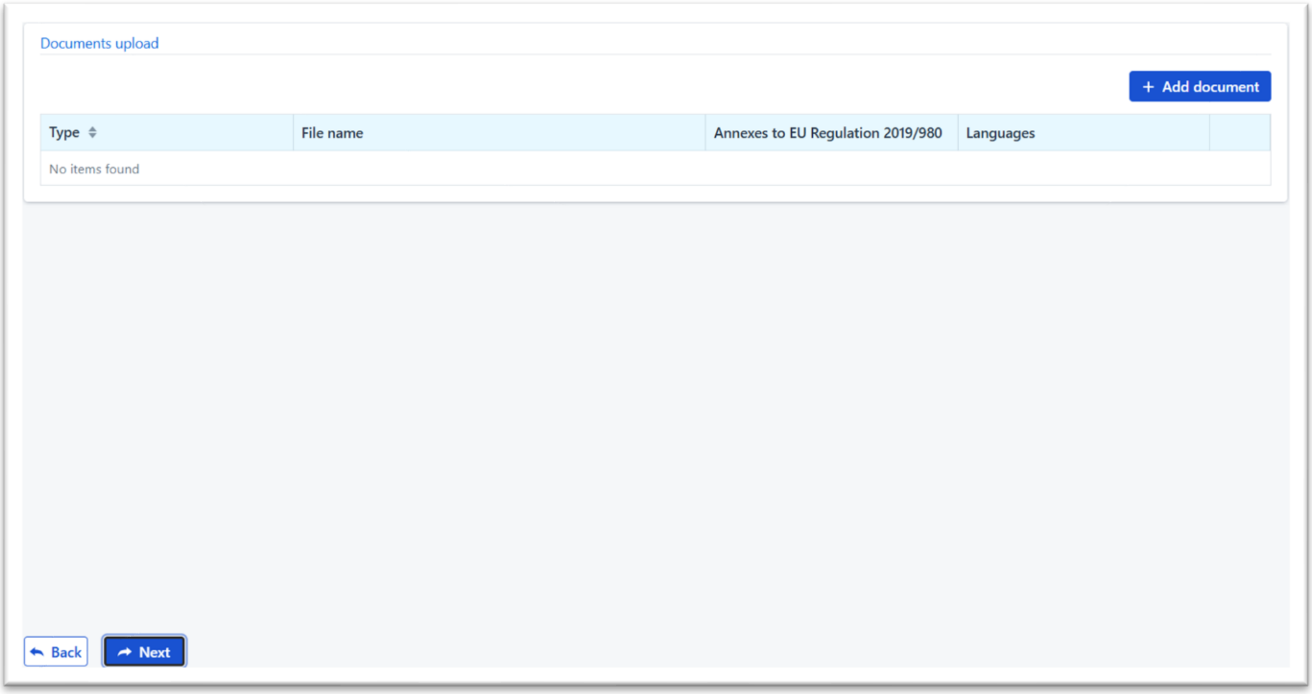


Figure 53: Document upload page

Unlike the *Filing details* step, the operations performed on the documents (upload, deletion) are **saved immediately** by the System at the time of saving in the relevant modal window: no subsequent confirmation is therefore required for recording the individual documents.

The table has the following columns:

- **Type**: type of document entered;
- **File name**: name of the uploaded file, as on the source file system;
- **Annexes to EU Regulation 2019/980**: indication of the annexes to Delegated Regulation (EU) 2019/980 to which the document refers, populated exclusively for the document types for which such association is provided; for the document types for which the association does not apply, the column is left without a value;
- **Languages**: language or languages of the document, among the official ones of the European Union.

The **Type** can be sorted by clicking the dedicated icon next to the header.

For each row, at the far right of the table, the **delete** (represented by a trash can), which allows the document to be removed from the filing. It is recommended to use this function carefully, as the removal of the file is immediate and not reversible; the file would have to be uploaded again if necessary.

If no document has yet been uploaded, the table displays the message "*There are no items*".

7.1.1.4.1 Upload a new document

Uploading a new document is started by clicking the **+ Add document** button located at the top right of the area. On click, the System opens the modal window **Add Attachment**.

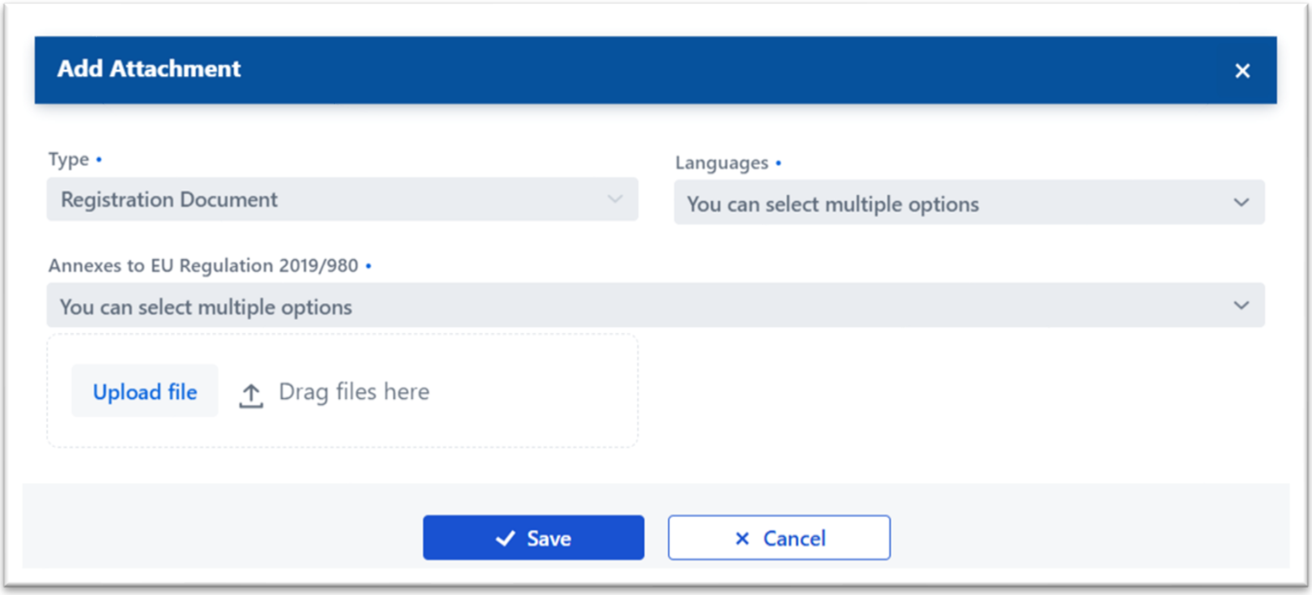


Figure 54: Example of window for uploading documents

The modal window presents the following fields:

- **Type**: single-selection field, mandatory, through which the user classifies the document. The selectable options are determined by the System depending on the filing type being filled in and are illustrated in detail, for each type, in the paragraphs dedicated to the individual data-entry forms. If for the filing type in question there is available **only one document type**, the System automatically preselects that type and displays the field in **read-only** mode, which cannot be edited by the user;

- **Languages**: multiple-selection field, mandatory, through which the user indicates the language or languages in which the document is drafted. The selectable options correspond to the official languages of the European Union;

- **Annexes to EU Regulation 2019/980**: multiple-selection field, mandatory, through which the user indicates the annexes to Delegated Regulation (EU) 2019/980 to which the document refers, for the purpose of correctly classifying it within the filing documentation. The field is **displayed dynamically** by the System exclusively if the document type selected in the *Type* field provides for the association with one or more annexes to the said Regulation; for the document types for which such association is not provided, the field is not present in the modal window.

Below the fields described above is the file upload area, which supports two operating modes:

- by clicking the **Upload file** button, the user opens the local file system selection window and selects the document to upload;

- alternatively, the user can drag the file directly into the dedicated area, marked by the wording "*Drag files here*".

Once the required fields have been filled in and the file uploaded, the user confirms the entry of the document by clicking the **Save** button located in the lower part of the modal window. The System acquires the file and displays it in the documents table. To cancel the operation and close the modal window without saving, the user clicks the **Cancel**, or the "×" icon at the top right of the window.

In the lower part of the page the **Back** and **Next** buttons are available. By clicking the **Next** button, the user proceeds to the next step. For the filing types for which the *Financial products* step is provided, the user accesses the relevant page, described in the following paragraph; for the filing types for which that step is not provided, the button takes the label **Send filing**, which is green, and the user is required to proceed with the formal transmission of the filing to Consob, in the manner described in chapter ***Completion of the procedure and submission of the filing***.

7.1.1.5 Products

Following the confirmation of saving the *Documents*, the user accesses the *Financial products* step, the third and last step of the wizard. The step is present exclusively for the filing types that, by their nature, involve the transmission of detailed information on the financial products that are the subject of the filing, as anticipated in the paragraph *Creating a new filing*; for the filing types not included, the step is not provided and the procedure ends with the *Documents*.

The step is dedicated to collecting the identification and detailed information relating to the financial products that are the subject of the filing. The System manages the step in two distinct operating modes, depending on the filing type:

- a **ordinary mode**, applicable to all filing types included in the step except for the one mentioned below, through which the user directly creates, edits and deletes the financial products to be associated with the filing;
- a **auto-fill mode**, applicable exclusively to filings of the *Final offer price and amount securities* type, through which the financial products are automatically pre-loaded by the System on the basis of the base prospectus selected in the *Filing details* step, and the user is allowed only to fill in the fields relevant to the operation, while editing of the other product information remains blocked.

The following paragraphs first describe the ordinary mode. The specific features of the auto-fill mode for the *Final offer price and amount securities* type are illustrated separately in a dedicated paragraph at the end of this chapter.

The main page of the step is structured into a single area, named **Products of the filing**, organized in tabular form.

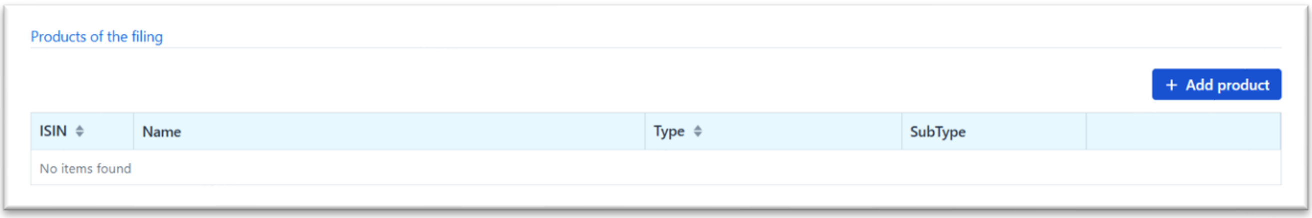


Figure 55: Financial products table

The table reports the list of financial products progressively associated with the filing and presents the following columns:

- **ISIN**: international identification code of the financial product (*International Securities Identification Number*);
- **Name**: name of the financial product;
- **Type**: type of the financial instrument;
- **SubType**: sub-type of the financial instrument, more detailed than the type.

The **ISIN** and **Type** can be sorted by clicking the dedicated icon next to the heading. If no product has yet been associated, the table displays the message "*No items found*".

For each row, at the far right of the table, the following buttons are available:

- the **Open**, marked with a folder-shaped icon, always displayed, which allows access to the product detail. The detail is displayed in the same data-entry form described below, with the fields pre-filled with the saved values. In the case of filings of the *Final offer price and amount of securities* type, the only editable data section will be the one relating to the operation.
- the **Delete**, marked with the trash-can icon, which allows the product to be removed from the filing. When clicked, the System displays a confirmation modal window; following the user's confirmation, the product is removed. It is recommended to use this function carefully, as the removal is immediate and not reversible.

At the top right of the area is the **+ Add product**, through which the user starts the procedure for entering a new product. This button is NOT present for filings of type *Final offer price and amount of securities* for the reasons described previously.

When clicked, the System displays, immediately below the table area, the **product data-entry form**.

The form is organised into **expandable sections** consecutive, each corresponding to an information area of the financial product. The sections provided are the following:

- ***General data***, dedicated to the product identification data;
- ***Financial structure***, dedicated to the characteristics of the financial instrument and to any underlying;
- ***Guarantees/Subordination clauses***, dedicated to the guarantees and subordination clauses;
- ***Issuance***, dedicated to the issuance and maturity dates and the nominal value;
- ***Redemption***, dedicated to the redemption methods of the product;
- ***ESG products***, dedicated to the sustainability information of the product;
- ***Operation attributes***, dedicated to the detailed information of the operation (offer or admission to trading).

Each section can be expanded or collapsed by clicking the dedicated arrow next to the heading; when the form is opened, all sections are open by default. The detail of the fields required in each section is described in the following paragraphs.

In the lower part of the form the **Save** and **Cancel**:

- by clicking the **Save** button, the System performs the mandatory and validity checks on all the fields of the form. If the checks are successful, the product is acquired and displayed in the filing products table; if anomalies are detected, the System highlights the incorrectly filled-in fields and positions the page on the first of them, blocking saving until the anomalies are resolved;
- by clicking the **Cancel** button, the user leaves the product data-entry session without saving the entered information, and the form is closed.

Unlike the *Filing details*, the operations performed on the products (creation, editing, deletion) are **saved immediately** by the System at the time of saving in the form: no subsequent confirmation is therefore required for recording the individual products.

The *Financial products* step requires the association of at least one product with the filing in order to proceed and submit the filing. The System prevents the transmission of the filing if the table is empty and, in that case, displays a warning message. Similarly, if at the time of changing step a product data-entry form is open, the System displays a warning message inviting the user to save the product being worked on or to cancel its data entry before proceeding.

7.1.1.5.1 General data

The **General data** section, the first section of the product data-entry form, is dedicated to the identification data of the financial product.

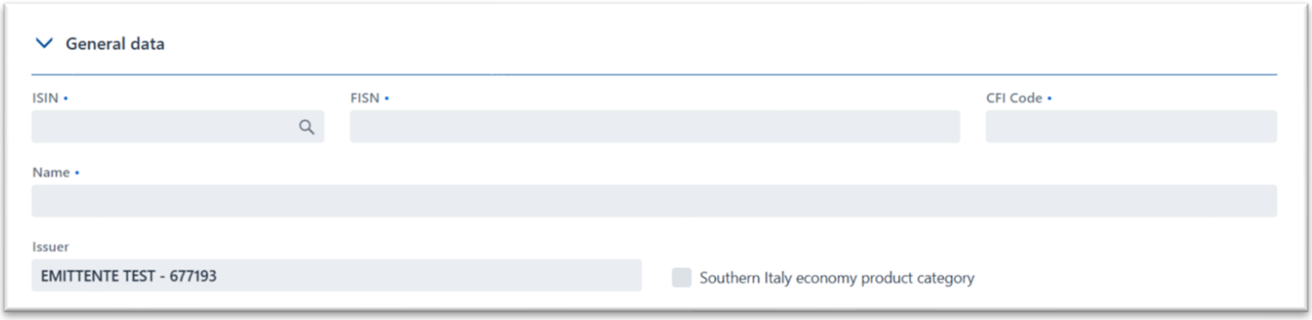


Figure 56: General data section

The fields provided are the following:

- **ISIN**: text field, mandatory, with a fixed length of 12 characters, through which the user indicates the international identification code of the financial product (*International Securities Identification Number*). The field is equipped with an **automatic search** mechanism that allows checking, in real time, whether the financial product identified by the entered code is already present in the System's archive as a result of previous operations. The search is started automatically by the System when the twelfth character of the ISIN code is reached. Alternatively, the user can start the search manually by clicking the magnifying-glass icon on the right side of the field. The result of the search determines two different operating modes for filling in the product identification information:

- if the System **finds** a product matching the entered ISIN code, the product identification information — as well as the detailed information relating to the financial structure, the guarantees, the issuance, the redemption and the ESG characteristics — is **automatically pre-loaded** by the System with the values already present in the archive. The pre-loaded fields are displayed in **read-only mode** and cannot be edited by the user. Data entry continues with only the filling in of the detailed information of the operation.
- if, on the other hand, the System **does not find** any product matching the entered ISIN code, an information message in yellow is displayed with the text "*No product found matching the ISIN entered*". In this case, the user is required to manually fill in all the identification and detailed information of the product, in the manner described in the paragraphs relating to the individual sections of the form. Changing the ISIN code after the automatic pre-loading of a product's data causes the previously retrieved information to be cleared and the manual data-entry mode to be reactivated. If the user re-enters an ISIN code 12 characters long, the System starts the automatic search procedure again.

- **FISN**: text field, mandatory, with a maximum length of 35 alphanumeric characters, through which the user indicates the *Financial Instrument Short Name* of the financial product, pursuant to the ISO 18774 standard. The code incorporates the abbreviated name of the issuer and the abbreviated description of the instrument, separated by the "/" character: the abbreviated name of the issuer can occupy up to 15 alphanumeric characters, while the description of the instrument can occupy up to 19 alphanumeric characters, including any space not used for the issuer's name. For the purpose of uniformity in the subsequent communications of the same entity, it is recommended to use the same abbreviated name of the issuer for the different products of the same entity;

- **CFI code**: text field, mandatory, with a fixed length of 6 characters, through which the user indicates the international classification code of the financial instrument (*Classification of Financial Instruments*, pursuant to the ISO 10962 standard). The code is assigned by the same agency that assigns the ISIN code; for products with the ISIN prefix "IT" the code is assigned by the Bank of Italy and is derived automatically from the corresponding fields of the Securities Register;

- **Name**: text field, mandatory, through which the user indicates the concise name of the product, consistent with what is reported in the reference prospectus or final terms;

- **Issuer**: read-only field, automatically filled in by the System with the name and identification code of the entity represented by the connected user. The field cannot be edited, consistent with the fact that the issuer coincides with the entity making the filing;

- **Southern Italy economy product category**: checkbox field, optional, through which the user declares whether the product falls within the category of *Savings Securities for the Southern Economy* referred to in Article 8(4) of Decree-Law No. 70/2011, converted with amendments by Law No. 106/2011.

7.1.1.5.2 Financial structure

The **Financial structure** section is dedicated to the characteristics of the financial instrument in terms of its type, currency of denomination, protection of the invested capital and the possible presence of an underlying or an indexation parameter.

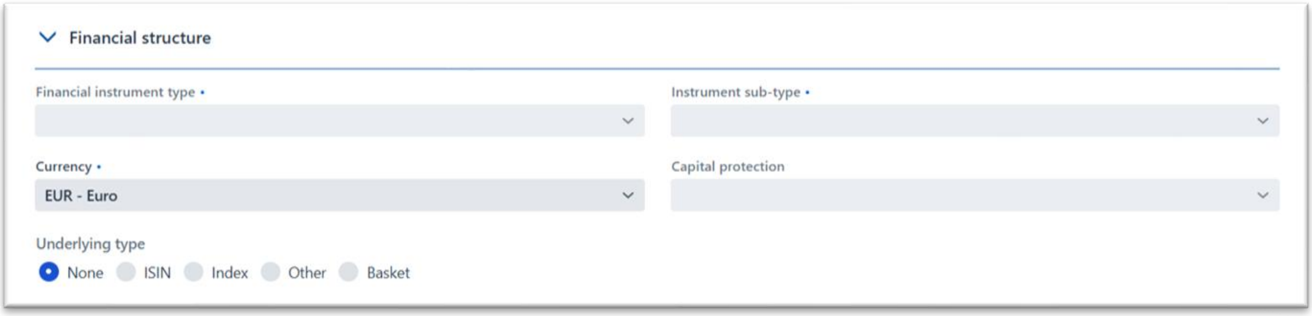


Figure 57: Financial structure section

The fields provided are the following:

- **Financial instrument type**: single-selection field, mandatory, structured as a drop-down list, through which the user identifies the type of the financial instrument among those available in the System;
- **Instrument sub-type**: single-selection field, mandatory, structured as a drop-down list, through which the user identifies the sub-type of the financial instrument. The content of the list is determined **dynamically** by the System depending on the value selected in the *Financial instrument type* field, consistent with the sub-types relevant to the type indicated from time to time. The behavior of the field varies depending on the number of sub-types available:
  - if for the selected type there is a **single** sub-type, the System automatically preselects it and displays the field in read-only mode, which cannot be edited by the user;
  - if for the selected type there are **multiple** sub-types, the field is displayed in editable mode and the user is required to select the specific sub-type of interest among those proposed;
- **Currency**: single-selection field, mandatory, structured as a drop-down list, through which the user indicates the currency of denomination of the product. The list is populated with international currencies, each identified by the three-character code according to the ISO 4217 standard followed by the name localised in the current interface language (for example: *EUR – Euro*, *USD – US Dollar*, *GBP – British Pound*);
- **Capital protection**: single-selection field, optional, structured as a drop-down list, through which the user indicates the possible presence and the level of protection of the capital invested in the product, choosing among the options available in the list.
- **Underlying type**: field structured as a single-selection choice with mutually exclusive options, it allows the user to indicate the nature of the underlying or, alternatively, of the indexation parameter of the financial product, as provided, for example, for derivative instruments or for variable-rate or mixed-rate bonds. The selectable options are the following:
  - **None**: default value, indicates the absence of an underlying or an indexation parameter associated with the product. If selected, no additional information is required and no dependent field is displayed;
  - **ISIN**: the underlying is specifically identified by a single financial instrument identified by its ISIN code. If selected, the System displays the text field **ISIN**, mandatory, through which the user enters the ISIN code of the underlying financial instrument;

- **Index**: the underlying consists of a financial index, identified among those available in the System. If selected, the System displays the single-selection field **Index**, mandatory, structured as a drop-down list automatically populated with the market financial indices available in the System. Each list item is identified by the index code followed by its description;
- **Other**: the underlying is of a different nature from those included in the previous options and cannot be uniquely identified by an ISIN code or an index. If selected, the System displays a mandatory text field, through which the user provides a free description of the underlying;
- **Basket**: the underlying consists of a basket of financial instruments. If selected, no additional information is required and no dependent field is displayed.

7.1.1.5.3 Guarantees/Subordination clauses

The **Guarantees/Subordination clauses** section is dedicated to indicating the guarantees associated with the financial product, the possible presence of subordination clauses and the product's subjection to the *bail-in*.

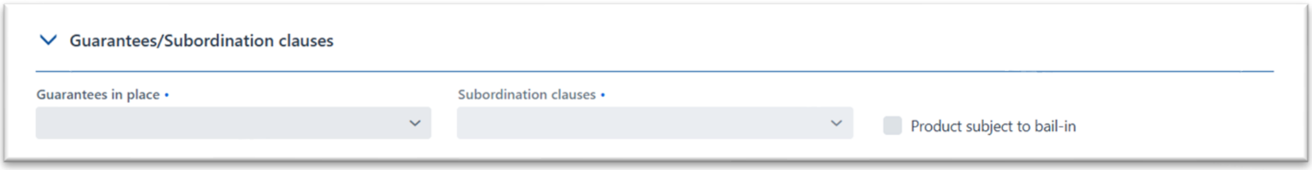


Figure 58: Guarantees section

The fields provided are the following:

- **Guarantees in place**: single-selection field, mandatory, structured as a drop-down list, through which the user indicates the presence and type of any guarantees associated with the product, or their absence, choosing among the options available in the list;

- **Subordination clauses**: single-selection field, mandatory, structured as a drop-down list, through which the user indicates any subordination clauses provided for the product, or their absence, choosing among the options available in the list;

- **Product subject to bail-in**: checkbox field, optional, through which the user declares whether the product is subject to the *bail-in* mechanism, that is, the system of loss-sharing among shareholders and creditors aimed at reducing the risks borne by taxpayers, consistent with the provisions of the applicable legislation on the recovery and resolution of credit institutions.

7.1.1.5.4 Issuance

The **Issuance** is dedicated to the information relating to the issuance of the financial product.

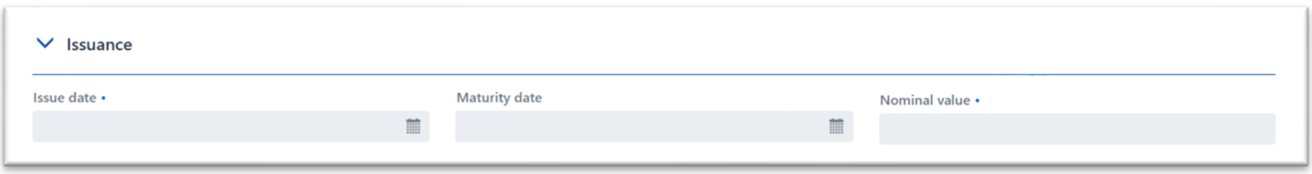


Figure 59: Issuance section

The fields provided are the following:

- **Issue date**: date field, mandatory, through which the user indicates the issuance date of the product. The field can be filled in by direct typing or by selecting from the calendar window, which can be activated by clicking the dedicated icon on the right of the field;

- **Maturity date**: date field, optional, through which the user indicates the maturity date of the product. The field must not be filled in if no maturity date is provided for the product (for example, irredeemable products or shares). If the product provides for the redemption method with an amortization plan, the field is filled in with the payment date of the last principal instalment;

- **Nominal value**: numeric field, mandatory, through which the user indicates the unit nominal value of the product, where available. The field accepts only non-negative values.

7.1.1.5.5 Redemption

The **Redemption** is dedicated to the information relating to the redemption methods of the financial product.

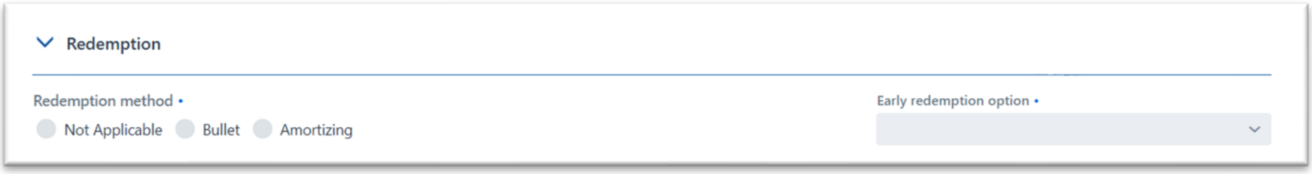


Figure 60: Redemption section

The fields provided are the following:

- **Redemption method**: single-selection field, mandatory, structured as a mutually-exclusive-options choice, through which the user indicates the redemption method of the product, regardless of the presence of any early redemption options. The selectable options are:

  - **Not Applicable**: option to be selected in the case of products without maturity;
  - **Bullet**: the redemption of the capital takes place in a single payment on the maturity date of the product;
  - **Amortizing**: the redemption of the capital takes place through an amortisation plan structured into several maturities.

- **Early redemption option**: single-selection field, mandatory, structured as a drop-down list, through which the user indicates the possible presence and the holder of the early redemption option of the product, choosing among the options available in the list.
  If the *Redemption method* is filled in with the option **Not Applicable** field, this field is automatically set to the value **None** and displayed in read-only mode, which cannot be edited by the user, consistent with the fact that a product without maturity is not subject to early redemption; otherwise it will be displayed in editable mode and the user is required to select the relevant option among those available in the drop-down list.

7.1.1.5.6 ESG products

The **ESG products** is dedicated to the classification of the financial product in terms of sustainability, in accordance with Regulation (EU) 2023/2631 on European green bonds (*European Green Bond*).

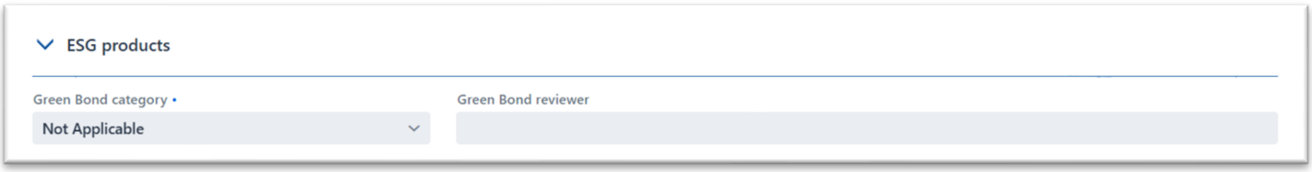


Figure 61: ESG products section

The fields provided are the following:

- **Green Bond category**: single-selection field, mandatory, structured as a drop-down list, through which the user indicates the category to which the product belongs pursuant to Regulation (EU) 2023/2631. The field is filled in by default with the option **Not Applicable**. The selectable options are:

    - **Not Applicable**: the product does not fall within the categories governed by Regulation (EU) 2023/2631;
    - **Securities qualified as EuGB under Article 3 of Regulation (EU) 2023/2631**: the product is qualified as *European Green Bond* pursuant to Article 3 of the Regulation;
    - **Bonds marketed as environmentally sustainable or sustainability-linked bonds within the scope of the voluntary disclosures of Articles 20 and 21 of Regulation (EU) 2023/2631**: the product is marketed as an environmentally sustainable or sustainability-linked bond within the voluntary disclosure regime referred to in Articles 20 and 21 of the Regulation;
    - **Securitisation bond designated as EuGB pursuant to Article 16 of Regulation (EU) 2023/2631**: the product constitutes a securitisation bond designated as *European Green Bond* pursuant to Article 16 of the Regulation.

- **Green Bond reviewer**: text field, through which the user indicates the LEI code (*Legal Entity Identifier*) of the external entity in charge of reviewing the Green Bond product. The behaviour of the field varies depending on the value selected in the *Green Bond category*:

    - if the option **Securities qualified as EuGB** or the option **Securitisation bond designated as EuGB** has been selected, the *Green Bond reviewer* field is enabled and mandatory, consistent with the external review obligation provided for by Regulation (EU) 2023/2631 for products qualified as *European Green Bond*;
    - if any other option has been selected (***Not Applicable*** or ***Bonds marketed as environmentally sustainable or sustainability-linked bonds***), the *Green Bond reviewer* field is disabled, cleared and cannot be edited by the user.

7.1.1.5.7 Operation attributes

The **Operation attributes**, the last section of the product data-entry form, is dedicated to collecting the detailed information of the operation to which the product refers within the filing.

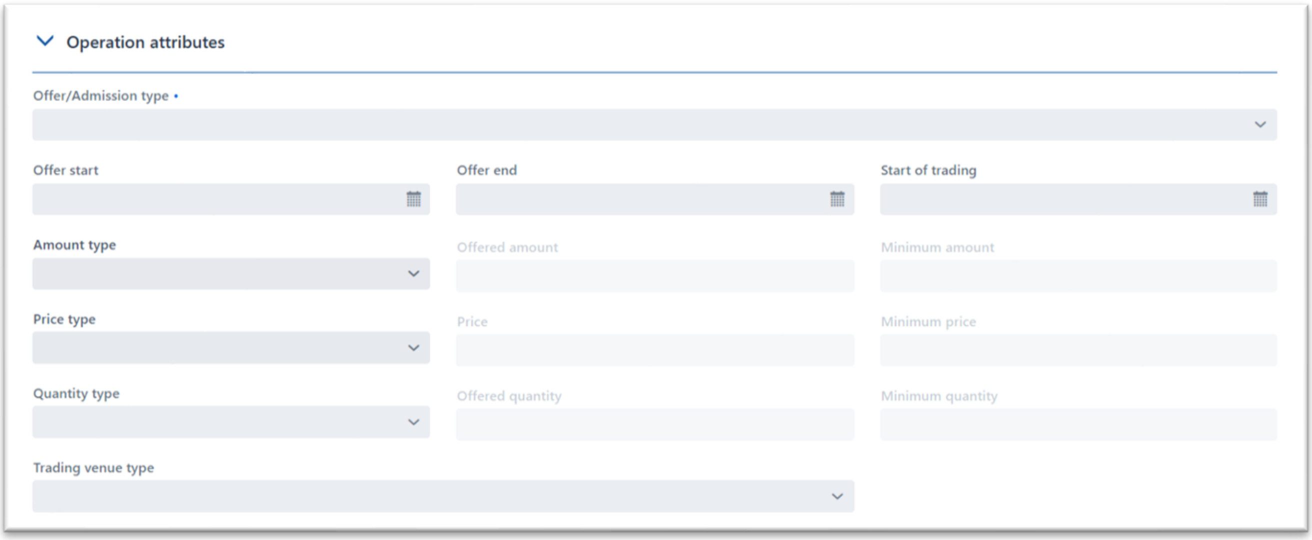


Figure 62: Section relating to the operation data

Unlike the previous sections — whose fields describe intrinsic and permanent characteristics of the financial product, and which are therefore presented in read-only mode if the product has been retrieved from the System's archive as a result of the search by ISIN — the fields of this section are **always editable by the user**, consistent with the fact that the detailed information of the operation is specific to the individual filing and cannot be borrowed from previous operations.

- **Offer/admission type**: single-selection field, mandatory, through which the user indicates the type of operation to which the product relates. The field is structured as a drop-down list and offers the options representing the different methods of public offer and admission to trading provided for by the applicable legislation. Admission to trading can be selected exclusively in the cases where trading of the product on a regulated market is provided; with specific reference to Final Terms filings, the selection of the option presupposes that the reference Base Prospectus is also an admission-to-trading prospectus.

- **Operation dates**: the fields listed below are dedicated to indicating the significant dates of the operation. Each field can be filled in by direct typing or by selecting from the calendar window, which can be activated by clicking the dedicated icon on the right of the field:
    - **Offer start**: start date of the public offer. The field is filled in if the product is the subject of a public offer;
    - **Offer end**: end date of the public offer. The field is filled in if the product is the subject of a public offer;
    - **Start of trading**: start date of trading of the product on a regulated market or on a multilateral trading facility (MTF). The field is filled in, where already known at the time of the filing, if the product is the subject of admission to trading.

- **Amount, Price and Quantity**: the three following information areas have a **similar structure**, each composed of three consecutive fields: a single-selection type field, a main value field and a minimum value field. The three areas allow representing, respectively, the **amount**, the **price** and the **quantity** of the operation.
  In each of the three areas, the first field (respectively A**mount type**, **Price type** and **Quantity type**) is structured as a single-selection drop-down list and offers the following options:
    - **Not Applicable**: the amount is not applicable to the case in question;
    - **Pending**: the amount is not yet determined at the time of the filing;
    - **Equal**: the amount is expressed by a specific, determined value;
    - **Up to**: the amount is expressed by a maximum value, up to which the operation may extend;
    - **Range**: the amount is expressed by a range of values, defined by a minimum value and a maximum value.

  The selected value determines, through dynamic enabling mechanisms, the way the two subsequent numeric fields are filled in:

    - if the option **Not Applicable** or **Pending** is selected, both numeric fields are disabled and cleared, consistent with the nature of the declaration made by the user;
    - if the option **Equal** or **Up to** is selected, only the main field is enabled (*Offered amount*, *Price*, *Offered quantity*), in which the user enters, respectively, the specific value of the amount or the maximum limit; the minimum value field remains disabled;

- if the option **Range** is selected, both numeric fields are enabled: in the main field the user enters the maximum value of the range, while in the minimum value field (*Minimum amount*, *Minimum price*, *Minimum quantity*) enters the lower value of the range.

  The numeric fields accept only non-negative values.

- **Trading venue type**: single-selection field, mandatory, through which the user indicates the trading method of the product, that is, the platform or system through which the product is traded following placement. The field is structured as a drop-down list and offers the options representing the different trading methods provided. In the case of admission to trading of the product, filling in the field with an option representing a *regulated market* is functional to the correct representation of the information transmitted to Consob.

7.1.1.5.8 Auto-fill mode for the *Final offer price and amount of securities*

For filings of the **Final offer price and amount of securities** type, the *Financial products* is presented in a **particular operating mode**, described in this paragraph, which differs significantly from the ordinary mode illustrated in the previous paragraphs. This mode responds to the specific nature of this filing type, aimed exclusively at transmitting the final price and quantity information in relation to the financial products of a previously approved prospectus, and whose structural characteristics are therefore already all known.

Due to this purpose, the financial products are not entered manually by the user, but are **automatically loaded** by the System on the basis of the prospectus associated with the filing, and the user's editing capability is limited to only the fields relevant to the final price and quantity operation.

Upon first access to the *Financial products* step, the System automatically loads all the financial products associated with the prospectus selected in the *Filing details* step. For each loaded product, the System fills in the corresponding filing record with the identification and detailed information present in the reference prospectus, including — where available — the operation data (offer and trading dates, trading venue method and any amount, price and quantity values previously communicated).

The generated product records are **saved immediately** by the System in the filing archive, so as to allow them to be subsequently edited and consulted also in later work sessions. After loading, the products are displayed in the **Filing products** table of the main page.

If, after the first loading, the user changes the reference prospectus through the relevant field of the *Filing details* step, and then returns to the *Financial products* step, the System automatically performs the operations described below:

- the System **completely removes** the products previously associated with the filing, consistent with the loss of relevance of those products with respect to the newly selected prospectus;

- the System performs the **automatic loading** of the products of the new reference prospectus, in the manner described in the previous paragraph.

By clicking the **Open** for a row of the table, the user accesses the product data-entry form, organised into the same expandable sections described for the ordinary mode (*General data*, *Financial structure*, *Guarantees/Subordination clauses*, *Issuance*, *Redemption*, *ESG products*, *Operation attributes*).

All sections are presented with the fields **pre-filled** with the values derived from the reference prospectus. The capability to edit the individual fields is governed by the following rules:

- the fields of the **General data**, **Financial structure**, **Guarantees/Subordination clauses**, **Issuance**, **Redemption** and **ESG products** sections are presented in **read-only mode**, not editable by the user, consistent with the fact that this information constitutes structural characteristics of the product already represented in the reference prospectus;
- in the **Operation attributes** section, the fields are likewise presented in read-only mode **Offer/admission type**, **Offer start**, **Offer end**, **Start of trading**, **Trading venue type**, as well as the type and minimum value fields relating to amount, price and quantity (A*mount type*, *Minimum amount*, *Price type*, *Minimum price*, Q*uantity type*, *Minimum quantity*);
- the **fields editable by the user are** exclusively the three numeric ones: **Offered amount**, **Price** and **Offered quantity**, mandatory, through which the user enters the final values that are the subject of the filing.

For the three editable fields, the System automatically sets the respective amount types to the value **Equal**, consistent with the nature of the filing, whose subject is the transmission of specific, determined values, not of ranges or maximum limits. This setting cannot be edited by the user.

After filling in the fields *Offered amount*, *Price* and *Offered quantity*, the user confirms the changes by clicking the **Save** button located in the lower part of the form. The System performs the mandatory checks on the three fields and, if the checks are successful, saves the information in the filing archive and closes the form, returning the user to the filing products table.

By clicking instead the **Cancel** button, the user leaves the product data-entry session without saving the entered changes.

Note: the completeness checks performed by the System at the time of submitting the filing verify that all three editable fields are filled in for each product of the filing. Submission is blocked if even a single product has one of the fields not filled in.

7.1.2 Opening a filing in the "Editing" status

For filings in **Editing** status — that is, filings created but not yet transmitted to Consob — the user can access the edit form through the **Open**.

By clicking **Open**, the System opens the filing data-entry form. The form presents the **same structure** described in the paragraphs relating to the creation of a new filing (depending on the filing type), with all the fields **pre-filled** with the values saved during the previous work session.

In particular, when the form is opened the user finds:

- the common and dynamic fields in the *Filing details* section filled in with the previously entered data;
- the documents and products already loaded and displayed in the respective tables.

The user can add to, edit or remove the previously entered information, in the manner described in the paragraphs relating to the creation of a filing. The rules on mandatoriness, validation and dynamic management of the fields described there apply in full also during editing.

At the bottom of the page the following buttons are available:

- **Cancel**: closes the data-entry form and returns the user to the *Filings in progress* subsection, without acquiring any changes beyond those already saved during previous save operations;
- **Next**: allows proceeding to the next page of the form. As described in the paragraphs relating to the creation of a filing, during the various editing steps the confirmation modal window for saving the changes made will be displayed. Until that point the changes are not saved on the systems.

At the end of the data-entry flow, the user can likewise choose whether to end the session keeping the filing in the *Editing* status, or proceed with its submission, in the manner described in the paragraph ***Completion of the procedure and submission of the filing***.

7.2 Completed filings

The **Completed filings** subsection is accessible from the side navigation menu through the **Filings → Completed**. The page displays the list of the represented entity's filings for which the procedure has formally concluded successfully, that is, for which the transmission to Consob was successful and which are in the final status of *Submitted*, and provides the user with a search tool to filter the results based on defined criteria.

The page is organised into two consecutive areas: in the upper part there is a search area, through which the user can narrow the list of displayed filings; in the lower part is the list of filings matching the criteria set or — in the absence of filter criteria — the complete list of the represented entity's completed filings.

7.2.1 Search area

The search area allows the user to fill in one or more criteria, also in combination with each other, in order to identify the filings of interest.

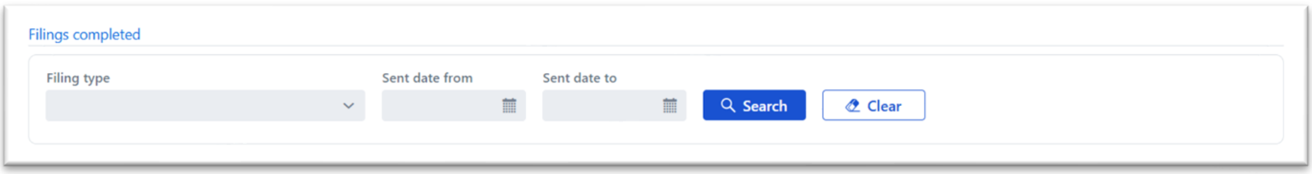


Figure 63: Search area

The available criteria are the following:

- **Filing type**: single-selection field, structured as a drop-down list, through which the user filters the list by filing type. The selectable options correspond to the filing types managed by the System (*Prospectus*, *Supplement*, *Registration Document*, *Universal Registration Document*, *Exemption Document approved*, *Exemption Document not approved*, *Final Terms*, *Notice*, *Final offer price and amount of securities*, *Amendment to the URD*);
- **Sent date from** / **Sent date to**: date fields, through which the user defines a time range relating to the date the filing was transmitted to Consob. Each field can be filled in by direct typing or by selecting from the calendar window, which can be activated by clicking the dedicated icon on the

right of the field. The fields are subject to mutual consistency checks: the *Sent date from* cannot be later than the *Sent date to*, and neither of the two dates can be later than the current date.

The search criteria can be used individually or in combination with each other. Once the desired criteria have been set, the user starts the search by clicking the **Search** button, marked by the magnifying-glass icon. The System applies the filters to the list and displays only the matching results.

To reset the set criteria and restore the display of the full list, the user clicks the **Clear** button, marked by the eraser icon.

Note: the search criteria operate on a **conjunction** (AND) basis: where several criteria are filled in at the same time, only the results that satisfy *all* the criteria set.

7.2.2 List of completed filings

Below the search area, the list of completed filings matching the criteria set is displayed in tabular form. The table is organised into the following columns:

- **Id**: unique numeric code of the filing, assigned by the System;
- **Sent date**: date and time the filing was transmitted to Consob;
- **Type**: type of document that is the subject of the filing;
- **Description**: descriptive text of the filing, provided by the user during data entry;
- **Unique ESMA ID**: unique identification code assigned to the filing according to the specifications of the *European Securities and Markets Authority* (ESMA).

The **Id**, **Sent Date**, **Type**, **Description** and **ESMA Unique ID** can be sorted by clicking the dedicated icon next to the heading. Multiple sorting is also supported, obtained by clicking in sequence on the sorting icons of several columns.

7.2.3 Printing the filing receipt

For each filing displayed in the list, at the far right of the table, the **Print** button is available, marked with the printer icon. By clicking the button, the System starts the generation and download of the PDF receipt of the transmitted filing, according to the default settings of the browser in use.

The receipt file is named by the System according to a convention that includes the filing protocol number and the generation date, in order to allow easy subsequent identification (for example: *Filing Receipt_0001305-26_20260606.pdf*).

After the download, the file is available for consultation and archiving through the applications compatible with the PDF format installed on the user's device.

Note: the PDF receipt constitutes the **proof that the filing has been transmitted to Consob** and reports the filing identification data, the date and time of transmission and the protocol number assigned by the System.

7.3 Bulk filings

The **Bulk filings** subsection is accessible from the side navigation menu through the **Filings → Bulk filing**. The page is dedicated to the management of filings made in *bulk* mode, possible only for the *Final Terms type.* This filing mode consists of uploading a single compressed ZIP file containing several homogeneous documents to be filed (a plurality of Final Terms referring to the same Base Prospectus), as an alternative to the individual data entry of each filing through the flow described in the previous paragraphs.

The bulk filing mode is functional to the efficient transmission of a large number of documents, and is intended for entities that, in view of the volume of operations, have set up an automated flow for generating filing files compliant with the technical specifications provided by the System.

The page is organized into three consecutive areas: in the upper part there is a search area, through which the user can narrow the list of displayed bulk filings; in the central part is the list of bulk filings matching the criteria set; in the lower right part is the button for starting the creation of a new bulk filing.

7.3.1 Search area

The search area allows the user to fill in one or more criteria, also in combination with each other, in order to identify the bulk filings of interest.

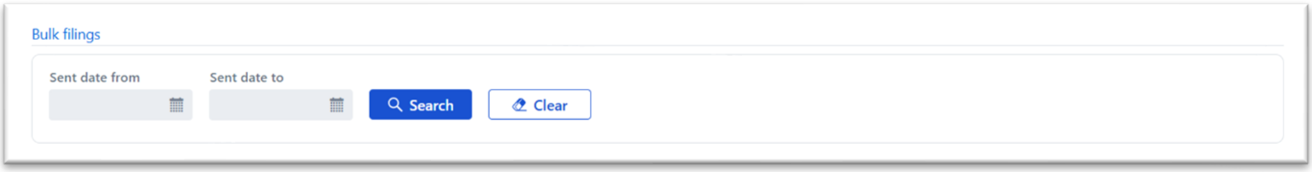


Figure 64: Search area

The available criteria are the following:

- **Sent date from** / **Sent date to**: date fields, through which the user defines a time range relating to the date the bulk filing was transmitted to Consob. Each field can be filled in by direct typing or by selecting from the calendar window, which can be activated by clicking the dedicated icon on the right of the field.

Once the desired criteria have been set, the user starts the search by clicking the **Search** button, marked by the magnifying-glass icon. The System applies the filters to the list and displays only the matching results.

To reset the set criteria and restore the display of the full list, the user clicks the **Clear** button, marked by the eraser icon.

7.3.2 List of bulk filings

Below the search area, the list of bulk filings matching the criteria set is displayed in tabular form. The table is organised into the following columns:

- **Id**: unique numeric code of the bulk filing, assigned by the System;
- **Sent Date**: date and time the bulk filing was transmitted to Consob;
- **File name**: name of the compressed file that is the subject of the bulk filing, as transmitted by the user;

- **Protocol Id**: protocol code assigned by the System to the bulk filing, expressed in the format *sequence/year* (for example: *0000736/26*).

For each bulk filing, at the far right of the table, the **Actions** button is available, marked with the three-vertical-dots icon. By clicking the button, the System displays a pop-up menu containing the actions described below:

- **Open**: allows access to the bulk filing detail, through which the user can consult the list of the individual documents contained in the compressed file that is the subject of the filing;

- **Print**: starts the generation and download of the PDF receipt of the bulk filing, in the same manner described for individual filings (paragraph *Completed filings*). The receipt file is named by the System according to a convention that includes the bulk filing protocol number and the generation date.

7.3.3 Creating a new bulk filing

In the lower right corner of the page the **+ New Bulk Filing** button is available, through which the user starts the procedure for creating a new bulk filing.

By clicking the button, the System displays a modal window named **New Bulk Filing**, through which the upload of the compressed file that is the subject of the filing is managed.

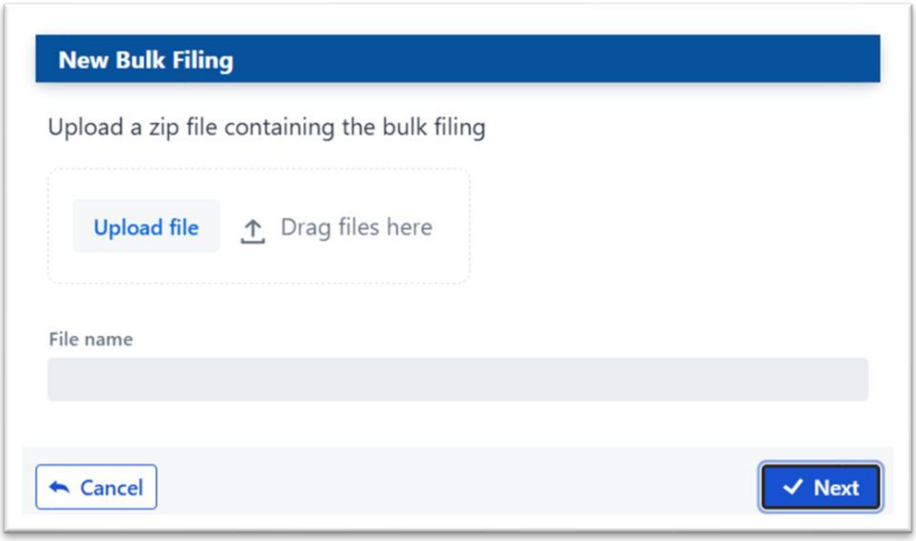


Figure 65: Window for uploading the .zip file for the bulk filing

The modal window presents the following elements:

- an **upload area**, named *Upload file* and equipped with a drag-and-drop icon, through which the user can select or drag the compressed file to be filed. The upload of a single compressed-format file (*zip*) containing the documents that are the subject of the bulk filing, in accordance with the technical specifications provided by the System, is allowed;

- the **File name**, read-only, automatically filled in by the System after the upload with the name of the file selected by the user.

After the file has been uploaded, the user proceeds by clicking the **Next** button located in the lower right part of the modal window. The System performs the preliminary conformity checks on the uploaded file (file format, maximum size, internal structure of the compressed content) and, if the checks are successful, proceeds with the acquisition of the filing.

By clicking instead the **Cancel** button located in the lower left part of the modal window, the user leaves the procedure for creating the new bulk filing without any upload.

Note: the compressed file that is the subject of the bulk filing must be prepared in accordance with the technical specifications provided by Consob for the bulk transmission of documents. Please refer to the technical documentation made available by Consob in the **Operators** section of Consob's website for the detail of the file format and structure.

7.3.4 Bulk filing detail

By clicking the **Open** action available in the *Actions* menu of the bulk filings table, the user accesses the detail page of the selected bulk filing, named **List of final terms for bulk filing**.

The page presents, in tabular form, the list of the individual documents contained in the compressed file that is the subject of the bulk filing, each with its status and outcome information. The table is organised into the following columns:

- **Id**: unique numeric code of the individual document contained in the bulk filing;
- **Sent Date**: date and time the document was acquired by the System;
- **Type**: type of the document (for example: *Final Terms*);
- **Description**: descriptive text of the document, derived from the content of the filing file;
- **Status**: outcome of the processing of the individual document by the System. For example, the status *Processed* indicates the correct acquisition of the document;
- for each row, at the far right of the table, the **Print** button is available, marked with the printer icon, through which the user can download the PDF receipt of the individual document.

In the lower left corner of the page the **Back** button is available, through which the user returns to the main page of the *Bulk filings*.

8 End of offer Communications

The **End of offer Communications** section is dedicated to the transmission to Consob, by the represented entity, of the final information on the financial products subject to public offer, once the placement phase has concluded. The communication fulfils the disclosure obligation provided for by the applicable legislation on the reporting of the amount actually placed with the public, separately for each product and for each associated operation.

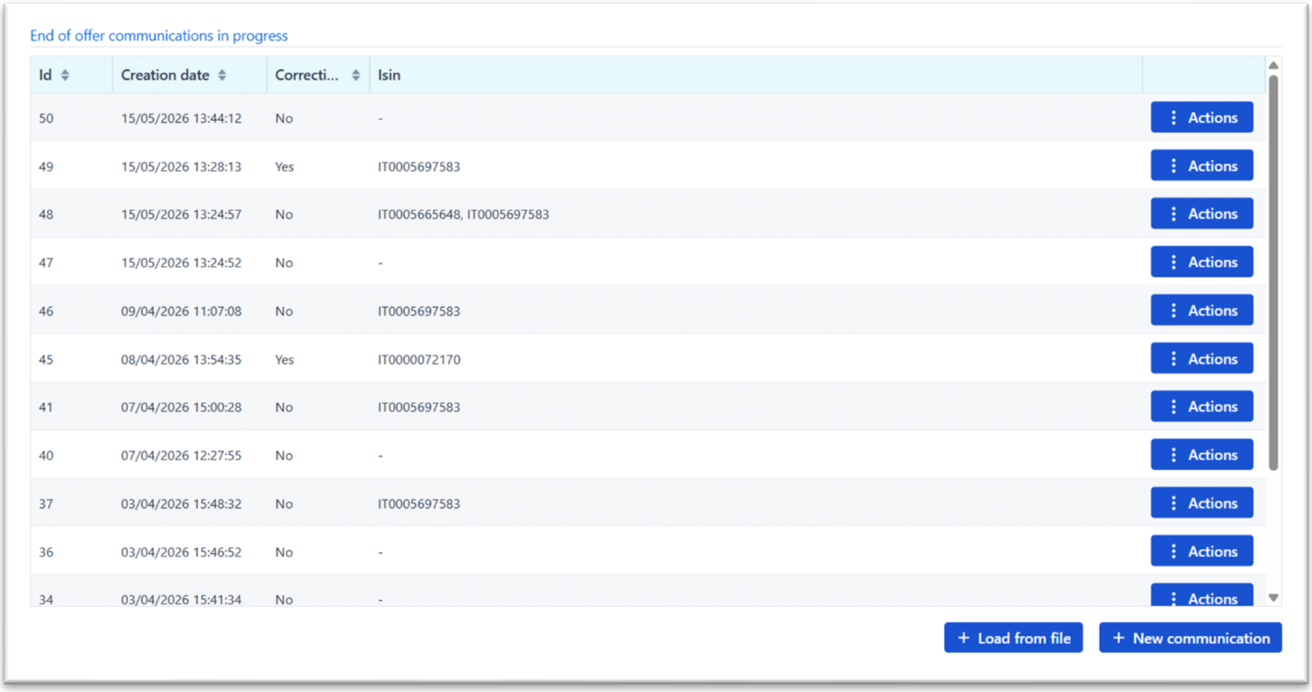
The section is accessible from the side navigation menu through the **End of offer comm.** item and is organized into two subsections:

- **In progress**, containing the communications being filled in and not yet transmitted to Consob;

- **Sent**, containing the communications already transmitted to Consob and possibly subject to correction.

8.1 Communications in progress

The **Communications in progress** area is accessible through the **End of offer comm. → In progress** of the side navigation menu. The page displays the list of the end of offer communications being filled in, that is, those communications created by the user and not yet transmitted to Consob, and provides the tools for creating new communications and for continuing the data entry of existing ones.


End of offer communications in progress

Id	Creation date	Correcti...	Isin	
50	15/05/2026 13:44:12	No	-	Actions
49	15/05/2026 13:28:13	Yes	IT0005697583	Actions
48	15/05/2026 13:24:57	No	IT0005665648, IT0005697583	Actions
47	15/05/2026 13:24:52	No	-	Actions
46	09/04/2026 11:07:08	No	IT0005697583	Actions
45	08/04/2026 13:54:35	Yes	IT0000072170	Actions
41	07/04/2026 15:00:28	No	IT0005697583	Actions
40	07/04/2026 12:27:55	No	-	Actions
37	03/04/2026 15:48:32	No	IT0005697583	Actions
36	03/04/2026 15:46:52	No	-	Actions
34	03/04/2026 15:41:34	No	-	Actions

Figure 66: End of offer communications in progress

The page is organized into two consecutive areas: in the central part is the list of the represented entity's communications in progress, while in the lower right part are the buttons for starting the creation of a new communication.

The list of communications in progress is displayed in tabular form and is organised into the following columns:

- **Id**: unique numeric code of the communication, assigned by the System upon creation;
- **Creation date**: date and time the communication was created;
- **Correction**: boolean indicator that takes the value *Yes* if the communication constitutes a correction of a previous communication already transmitted, or *No* if it constitutes an original communication. The correction procedure is described in the paragraph ***Correction of a sent communication***;
- **Isin**: list of the ISIN codes of the financial products associated with the communication, presented in alphabetical order and separated by a comma. If no products are yet associated with the communication, the field is filled in with the "-" character.

For each communication, at the far right of the table, the **Actions** button is available, marked with the three-vertical-dots icon. By clicking the button, the System displays a pop-up menu containing the actions described below:

- **Open**: allows continuing the data entry of the communication, accessing the detail page described in the paragraph ***Opening an existing communication***.
- **Delete**: allows permanently deleting the communication from the System. By clicking the action, the System displays a confirmation modal window; by clicking the **Confirm** button of the window the deletion is carried out, while by clicking the **Cancel** button the operation is abandoned.

In the lower right corner of the page two mutually exclusive buttons are available, through which the user can start the creation of a new end of offer communication in two different ways.

8.1.1 Assisted data-entry mode: the button *+ New communication*

By clicking the **+ New communication**, the System creates a new communication, empty and without associated products, assigns it a unique code and automatically redirects the user to the communication detail page, illustrated in the following paragraph, for subsequent data entry through the System interface.

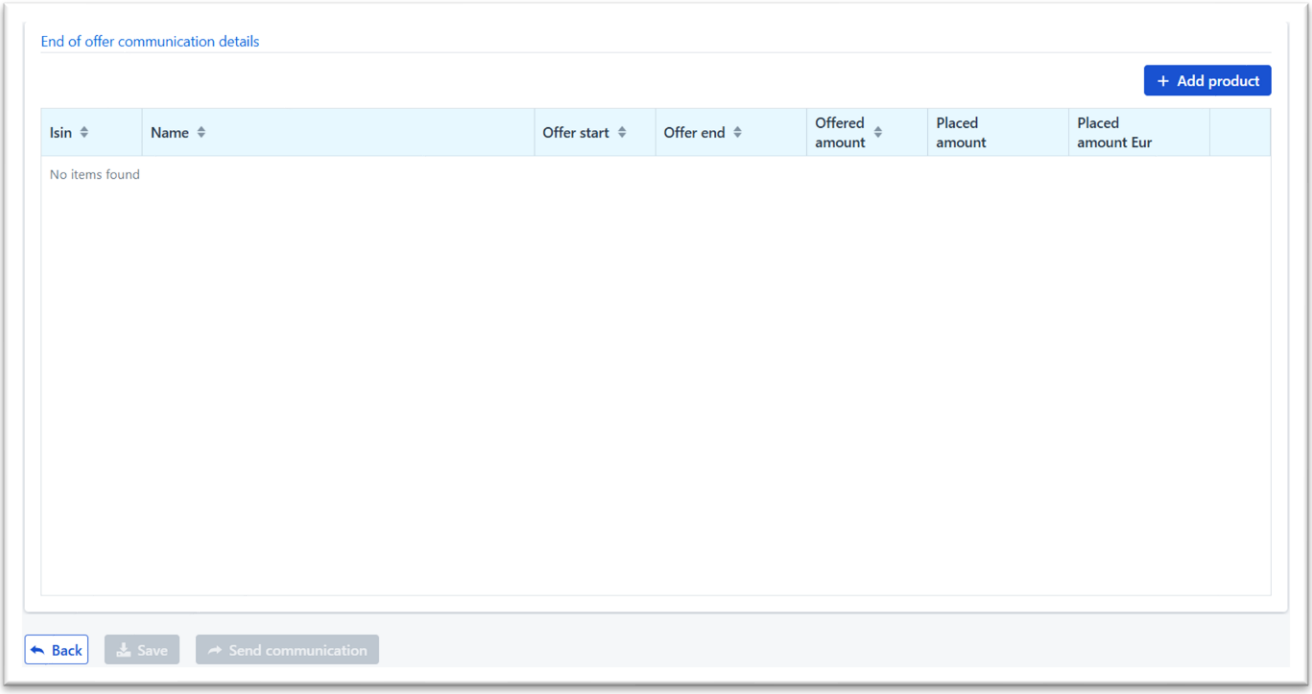
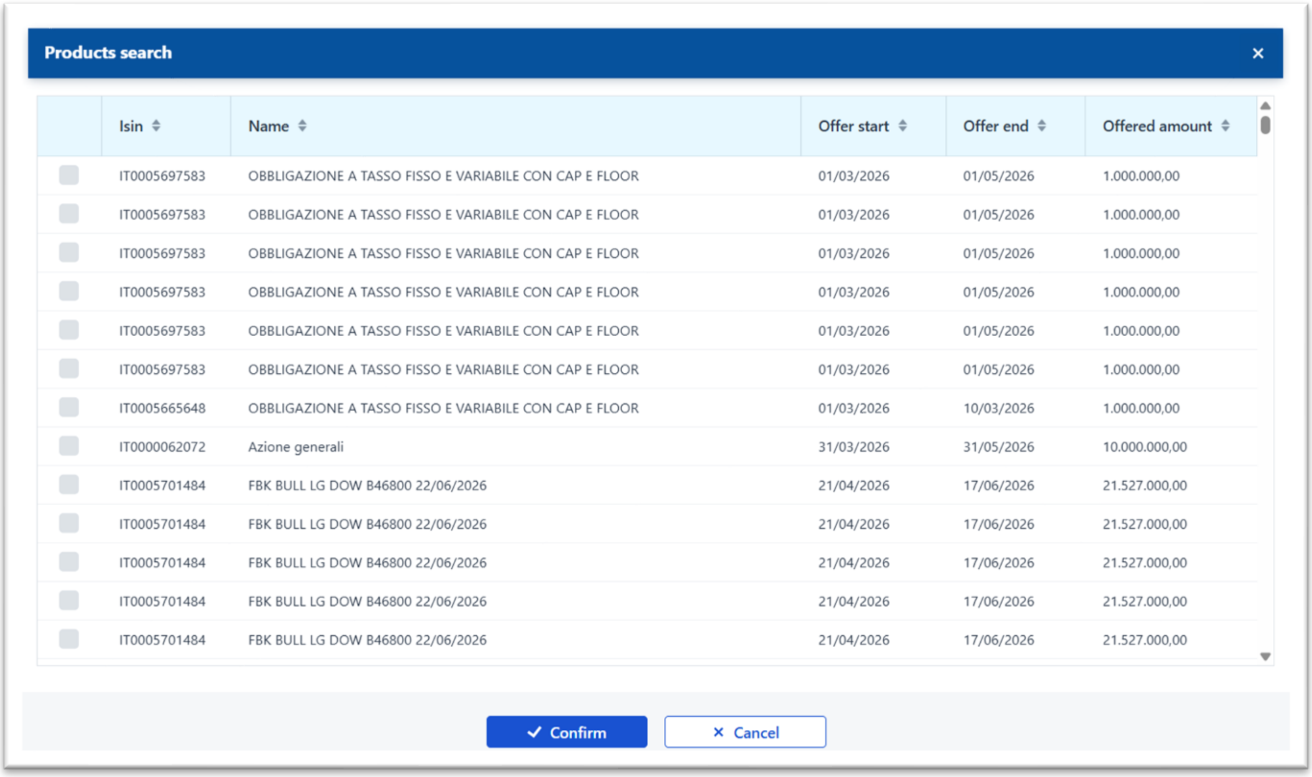


Figure 67: Detail page for data entry of a placed amount communication

The page has a structure similar to other data-entry pages described in this manual: in the main area is the table of products associated with the communication, in the upper right corner is the button for adding a new product, while in the lower part of the page are the action buttons (**Back**, **Save**, **Send communication**).

By clicking the **+ Add product** located in the upper right corner of the main area, the System displays a modal window named **Product search**, through which the user selects one or more products to associate with the end of offer communication.



	Isin	Name	Offer start	Offer end	Offered amount
	IT0005697583	OBBLIGAZIONE A TASSO FISSO E VARIABILE CON CAP E FLOOR	01/03/2026	01/05/2026	1.000.000,00
	IT0005697583	OBBLIGAZIONE A TASSO FISSO E VARIABILE CON CAP E FLOOR	01/03/2026	01/05/2026	1.000.000,00
	IT0005697583	OBBLIGAZIONE A TASSO FISSO E VARIABILE CON CAP E FLOOR	01/03/2026	01/05/2026	1.000.000,00
	IT0005697583	OBBLIGAZIONE A TASSO FISSO E VARIABILE CON CAP E FLOOR	01/03/2026	01/05/2026	1.000.000,00
	IT0005697583	OBBLIGAZIONE A TASSO FISSO E VARIABILE CON CAP E FLOOR	01/03/2026	01/05/2026	1.000.000,00
	IT0005697583	OBBLIGAZIONE A TASSO FISSO E VARIABILE CON CAP E FLOOR	01/03/2026	01/05/2026	1.000.000,00
	IT0005665648	OBBLIGAZIONE A TASSO FISSO E VARIABILE CON CAP E FLOOR	01/03/2026	10/03/2026	1.000.000,00
	IT0000062072	Azione generali	31/03/2026	31/05/2026	10.000.000,00
	IT0005701484	FBK BULL LG DOW B46800 22/06/2026	21/04/2026	17/06/2026	21.527.000,00
	IT0005701484	FBK BULL LG DOW B46800 22/06/2026	21/04/2026	17/06/2026	21.527.000,00
	IT0005701484	FBK BULL LG DOW B46800 22/06/2026	21/04/2026	17/06/2026	21.527.000,00
	IT0005701484	FBK BULL LG DOW B46800 22/06/2026	21/04/2026	17/06/2026	21.527.000,00
	IT0005701484	FBK BULL LG DOW B46800 22/06/2026	21/04/2026	17/06/2026	21.527.000,00

Figure 68: Choosing the products to add

The modal window presents, in tabular form, the list of the represented entity's financial products that are **selectable** for the purposes of the end of offer communication. Included in the list are exclusively those products that, in relation to at least one of the associated operations, jointly meet the following conditions:

- the *offer end date* of the operation is filled in, consistent with the fact that the end of offer communication presupposes the conclusion of the offer phase;
- the operation **is not** already the subject of a previous end of offer communication transmitted to Consob.

Also excluded from the list are the products already associated with the end of offer communication being filled in, in order to avoid duplications.

The table is organised into the following columns:

- **Isin**: international identification code of the product;
- **Name**: concise name of the product;
- **Offer start**: start date of the public offer, relating to the associated operation;
- **Offer end**: end date of the public offer, relating to the associated operation;
- **Offered amount**: offered amount of the operation;

For each row of the table there is a selection checkbox, through which the user can select the product. The selection is of **multiple** type: the user can select one or more products simultaneously for addition to the communication.

After selecting the desired products, the user confirms the addition by clicking the **Confirm** button located in the lower part of the modal window; alternatively, by clicking the **Cancel** button, the user leaves the addition procedure without making changes to the communication.

The selected products are added to the end of offer communication table (Figure 65), in which it is possible to fill in the final data, described in the following paragraph.

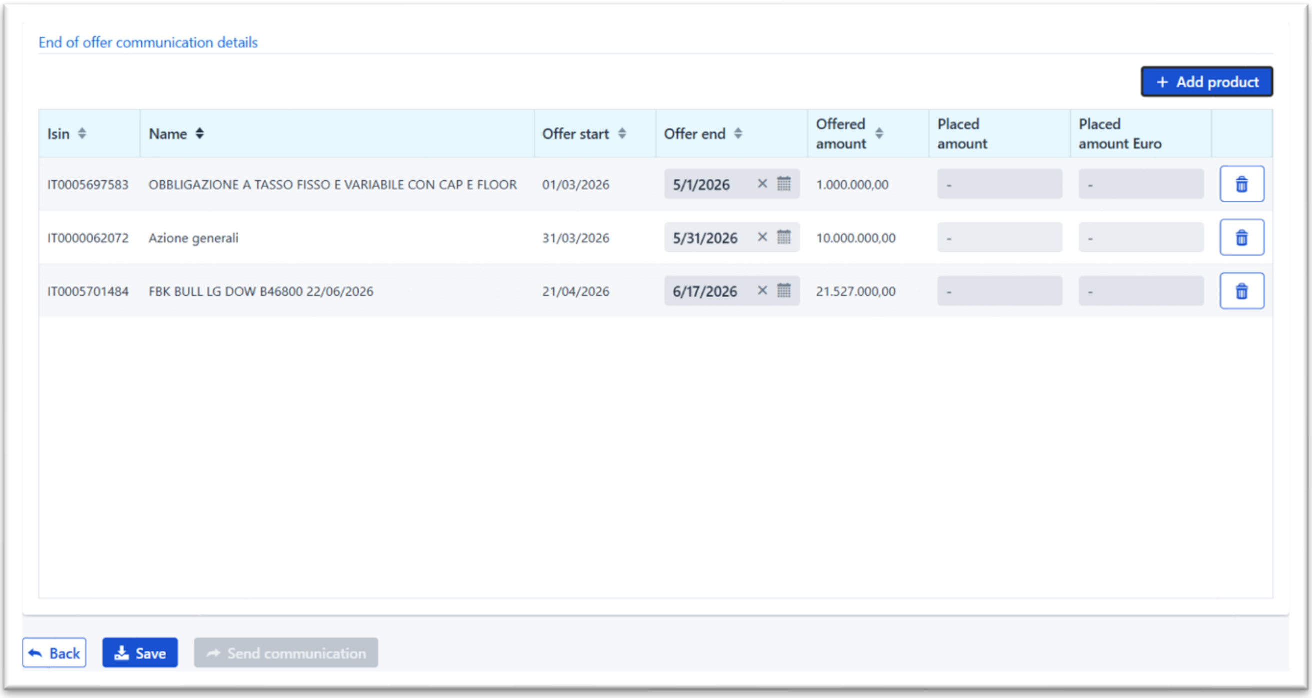


Figure 69: Products table of a placed amount communication

The table of products associated with the communication is organised into the following columns:

- **Isin**: international identification code of the product, read-only;
- **Name**: concise name of the product, read-only;
- **Offer start**: start date of the public offer, read-only;
- **Offer end**: date field **editable**, through which the user can correct the end date of the public offer, if different from the one previously communicated at the time of filing. The field is filled in by default with the date present in the archive for the associated operation, and is editable by direct typing or by selecting from the calendar window, which can be activated by clicking the dedicated icon on the right of the field;
- **Offered amount**: offered amount of the operation, expressed in the currency of denomination of the product, read-only;
- **Placed Amount**: numeric field **editable**, mandatory, through which the user indicates the amount actually placed with the public, expressed in the currency of denomination of the product;
- **Placed Amount Euro**: numeric field **editable**, through which the user indicates the amount actually placed with the public converted into euro. The field is mandatory if the currency of denomination of the product is different from the euro; if the currency is the euro itself, filling in the field is not required.

At the far right of each row the **delete** button is available, marked with the trash-can icon, through which the user can remove the individual product from the communication. The removal of a product does not entail any preliminary check and does not require explicit confirmation by the user, consistent with the fact that the communication is still being filled in.

In the lower part of the page the following action buttons are available:

- **Back**: allows returning to the main page of the *Communications in progress* subsection. Any unsaved changes are lost;
- **Save**: allows saving the changes made to the communication in the System's archive, keeping it in the list of communications in progress for the purpose of any subsequent additions;
- **Send communication**: allows transmitting the communication to Consob.

The **Save** and **Send communication** buttons are subject to conditional enabling logic that reflects the state of the data entry:

- the **Save** is enabled exclusively when there are pending changes, that is, if the user has made changes after opening the communication or after the previous save. In the absence of pending changes the button is disabled, consistent with the fact that there is no data to save;
- the **Send communication** is enabled exclusively if the following conditions are jointly met: the communication contains at least one associated product and there are no pending changes to save. The presence of pending changes, therefore, requires saving beforehand by means of the *Save* button before proceeding with the transmission.

After saving, the System performs the completeness checks on the *Placed Amount* and *Placed Amount Euro* fields for each associated product; if the checks are successful, the changes are saved and the System displays a confirmation message "*Saved successfully*". If, on the other hand, the absence of mandatory values is detected, the System displays an error message and the save operation is not performed.

After the transmission, the System displays a confirmation message and automatically redirects the user to the **Sent communications** subsection, described in the following paragraph, where the transmitted communication is immediately available.

Note: the transmission of a end of offer communication is an irreversible operation. After the transmission the communication can no longer be edited; any corrections can be made exclusively through the correction procedure, described in the following paragraph.

8.1.2 File upload mode: the button *+ Upload from file*

By clicking the **+ Upload from file**, the System displays a modal window named **Upload communication from XML file**, through which the upload of a file in XML format compliant with the technical specifications provided by the System for the transmission of end of offer communications is managed.

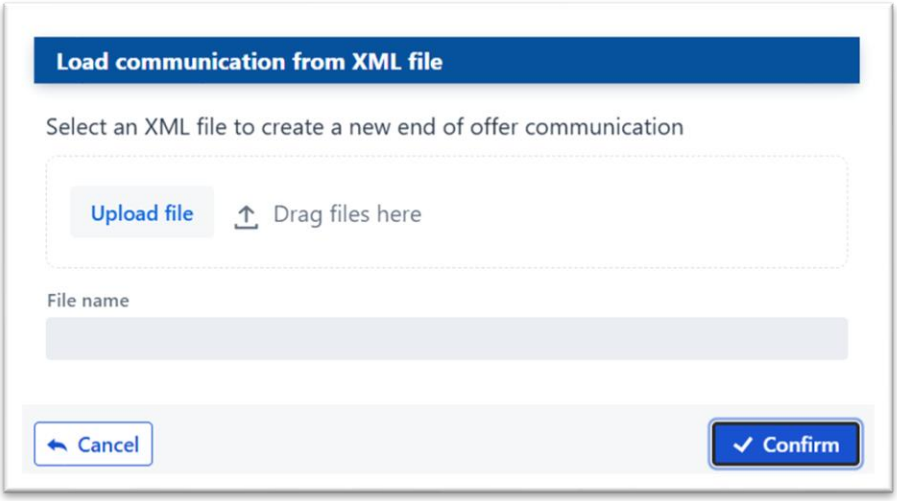


Figure 70: Window for uploading from XML

The modal window presents the following elements:

- an **Upload area**, named *Upload file* and equipped with a drag-and-drop icon, through which the user can select or drag the XML file to upload. The upload of a single XML-format file is allowed;
- the **File name**, read-only, automatically filled in by the System after the upload with the name of the file selected by the user.

After the file has been uploaded, the user proceeds by clicking the **Confirm** button located in the lower right part of the modal window. The System displays a further confirmation modal window; by clicking the **Confirm** button of the second window the System performs the conformity checks on the uploaded XML file and, if the checks are successful, creates the end of offer communication on the basis of the file content and inserts it into the list of communications in progress.

By clicking instead the **Cancel** button located in the lower left part of the modal window, the user leaves the upload procedure without any communication being created.

Note: the XML file being uploaded must be prepared in accordance with the technical specifications made available by Consob in the **Operators** section of the Authority's website. Please refer to the technical documentation for the detail of the file format and structure.

8.1.3 Opening an existing communication

For communications already present in the table — that is, those created but not yet transmitted to Consob — the user can access the edit form through the context menu **Actions**.

By clicking the **Actions** for the communication row, marked with the three-dots icon; the System displays a context menu containing the items that can be performed on the communication. The available items are:

- **Open**: allows accessing the edit form of the communication;
- **Delete**: allows the permanent removal of the communication.

By clicking the **Open**, the System opens the data-entry form of the communication. The form presents the **same structure** described in the paragraphs relating to the creation of a new communication with the products table **pre-filled** with the values saved during the previous work session.

If the request is NOT of the correction type, the user can add, edit or remove the previously entered products, in the manner described in the paragraph ***Assisted data-entry mode: the button + New*** *communication.*

If, on the other hand, the communication is of the correction type, the user can only edit or remove the products of the communication, in the manner described in the paragraph ***Data entry of the correction***.

In both cases the process of saving the changes and the process of submitting the communication can be performed as described in the paragraphs cited above.

8.2 Sent communications

The **Sent communications** area is accessible through the **End of offer comm. → Sent** of the side navigation menu. The page displays the list of the end of offer communications already transmitted to Consob by the represented entity, and provides the functions of consultation, receipt printing and correction.

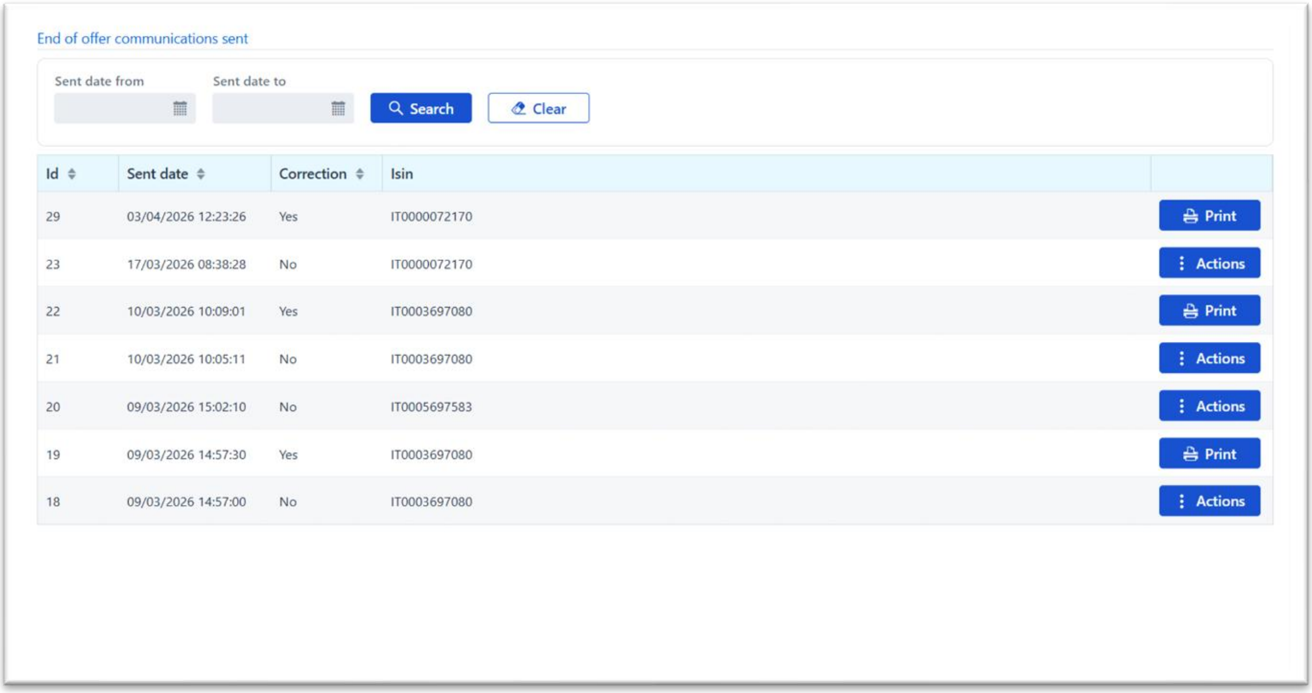


Figure 71: Page of sent placed amount communications

The page is organised into two consecutive areas: in the upper part there is a search area, through which the user can narrow the list of displayed communications; in the lower part is the list of submitted communications matching the criteria set or — in the absence of filter criteria — the complete list of the represented entity's submitted communications.

8.2.1 Search area

The search area allows the user to fill in one or more criteria in order to identify the communications of interest.

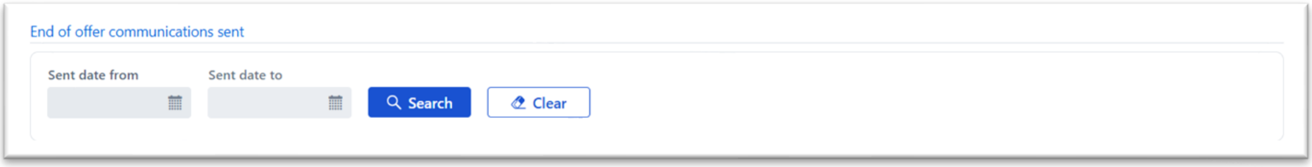


Figure 72: Search area

The available criteria are the following:

- **Sent date from** / **Sent date to**: date fields, through which the user defines a time range relating to the date the communication was transmitted to Consob. Each field can be filled in by direct typing or by selecting from the calendar window, which can be activated by clicking the dedicated icon on the right of the field. The fields are subject to mutual consistency checks: the *Sent date from* cannot be later than the Sent *date to*, and neither of the two dates can be later than the current date.

Once the desired criteria have been set, the user starts the search by clicking the **Search**, marked with the magnifying-glass icon. To reset the criteria set and restore the display of the complete list, the user clicks the **Clear** button, marked by the eraser icon.

8.2.2 List of sent communications

Below the search area, the list of sent end of offer communications matching the criteria set is displayed in tabular form. The table is organised into the following columns:

- **Id**: unique numeric code of the communication;
- **Sent date**: date and time the communication was transmitted to Consob;
- **Correction**: boolean indicator that takes the value *Yes* if the communication constitutes a correction of a previous transmitted communication, or *No* if it constitutes an original communication;
- **ISIN**: list of the ISIN codes of the financial products associated with the communication, presented in alphabetical order and separated by a comma.

At the far right of each row an action button is available, whose content varies depending on the nature of the communication:

- for communications that **are themselves a correction** (the *Correction* field set to *Yes*), the single button **Print** is available, through which the user can download the receipt in PDF format of the communication. For such communications a further correction is not allowed, consistent with the fact that the correction is itself the correction of a previous communication;
- for **original communications** (the *Correction* field set to *No*) the following buttons are available: **Actions** button is available, marked with the three-vertical-dots icon. By clicking the button, the System displays a pop-up menu containing the actions described below:
  - **Correction**: allows starting the correction procedure of the communication, described in the following paragraph;
  - **Print**: allows downloading the PDF receipt of the communication.

8.2.3 Correction of a sent communication

The **correction** procedure allows the user to correct the final data previously transmitted through an original end of offer communication. The correction takes the form of a new communication, distinct from the original one but logically linked to it, through which the user can modify the values of *Placed Amount* and *Placed Amount Euro* of the products already covered by the original communication.

8.2.3.1 Starting the correction

By clicking the **Correction** item in the *Actions* for the original communication, the System displays a confirmation modal window, bearing the identification code of the communication being corrected.

By clicking the **Confirm** button of the window, the System creates a new correction communication, assigns it a unique code, logically links it to the original communication and automatically redirects the user to the data-entry page, described in the following paragraph. By clicking, alternatively, the **Cancel** button, the correction operation is abandoned.

Note: for each original communication there can be, at most, **only one correction being filled in** at a time. If a correction has already been started for the original communication and it has not yet been transmitted or deleted, the *Correction* option in the *Actions* menu of the original communication is displayed in a dimmed and non-selectable mode, and when the cursor is hovered the System shows the message "*There is already a correction in progress for this end of offer communication*". The user can complete or delete the correction in progress by accessing it from the *Communications in progress*.

8.2.3.2 Data entry of the correction

The correction data-entry page, named **Product list for correction** is structurally similar to the data-entry page of an original communication, with the following specific features.

The page is pre-filled by the System with the same products already associated with the original communication, each with its respective values of *Placed Amount* and *Placed Amount Euro* transmitted at the time of the original communication. The user is required to modify the values that require correction.

Compared to the data-entry page of an original communication, the correction page presents the following differences:

- **not present** is the button *+ Add product*: the set of products subject to correction is determined by the original communication and the addition of additional products is not allowed;
- the **Offer end** is displayed in **read-only mode**: the offer end date is not subject to correction.

The *Placed Amount* and *Placed Amount Euro* fields are **editable** and subject to the same numeric representation conventions and the same data-entry checks described for the original communication.

At the far right of each row the **delete** button remains available, marked with the trash-can icon, through which the user can, if applicable, remove a product from the correction, where the conditions for doing so are met.

The enabling logic of the **Save** and **Send communication** buttons and the saving and transmission methods are the same as described for the original communication. After the transmission of the correction, the

System displays a confirmation message and automatically redirects the user to the **Sent communications** subsection, where the correction is immediately available marked with the value *Yes* in the *Correction*.

Note: the correction constitutes, for Consob's purposes, the new final representation of the placed amount data for the product, replacing the previous original communication.