
Policy Guide

February 2017 – Version 1.2

ISIN Application Guidance

1.0 Introduction 2

2.0 Who can apply? (Applicant) 2

3.0 Mandatory documents required for the application 3

3.1 Issuer Documentation 3

3.2 Security Documentation 4

3.3 Security Specific Documentation Required 5

3.4 Beneficial Ownership 6

4.0 Intermediaries 6



London
Stock Exchange Group

Policy Guide

February 2017

1.0 Introduction

London Stock Exchange Plc (“**LSE Plc**”), acting in its capacity as the National Numbering Agency (“**NNA**”) for the United Kingdom and a full member of the Association of National Numbering Agencies (“**ANNA**”), is the sole issuer of Great Britain (GB), Jersey (JE), Guernsey (GG) & the Isle of Man (IM) International Securities Identification Numbers (“**ISINs**”) pursuant to ISO 6166.

LSE Plc shall conduct appropriate due diligence on any request for an ISIN. The determination of whether a security is eligible for an ISIN and whether the requester has supplied appropriate documentation shall be made by LSE Plc in its sole discretion and any such determination shall be final.

LSE Plc shall have no liability in connection with a determination that a security is or is not eligible for an ISIN. The allocation of an ISIN to a particular security is not intended to be and should not be construed as an endorsement of such security, or an opinion as to the legal validity of such security.

LSE Plc does not guarantee the accuracy, adequateness or completeness of any data associated with the ISIN and shall not be liable or responsible for any errors or omissions or for the results obtained from the use of any ISIN.

By submitting a request for an ISIN, the applicant: (a) warrants that it has the legal authority to request an identifier on behalf of the issuer of the security that is the subject of the ISIN; (b) warrants that all information supplied shall be true and correct in all material respects; and (c) acknowledges and agrees to this disclaimer.

2.0 Who can apply? (Applicant)

An application must be made on behalf of the corporate body issuing the security requiring the ISIN allocation (the “**Issuer**”). An Issuer will be either a company or a limited liability partnership (“**LLP**”) and must be registered or formed in the United Kingdom, Jersey, Guernsey or the Isle of Man.

LSE Plc will only accept an application from the following applicants:

- I. a third party authorised by the issuer who works for a professional firm located in the UK, EEA, USA, Canada or Australia and who is regulated by a recognised professional regulatory body for the UK, EEA, USA, Canada or Australia;
- II. a member of staff from the Issuer*; or
- III. a member of staff from the Issuer’s parent company*.

Policy Guide

February 2017

The following information must be provided about the applicant:

- I. full name;
- II. job title;
- III. place of employment;
- IV. regulated professional body of the applicant (where applicable); and
- V. the applicant's relationship to the Issuer;

*If the applicant works for the Issuer or the Issuer's parent and purports to make the application on behalf of the Issuer, the applicant must provide a letter, signed by a director of the Issuer, stating the applicant is authorised to make the application.

3.0 Mandatory documents required for the application

3.1 Issuer Documentation

The applicant must state the reason as to why an ISIN is required for the issue.

An application for an ISIN must contain the following relevant documentation in respect of the Issuer/Collective Investment Scheme depending on its legal status.

The documentation required if the Issuer/Collective Investment Scheme is a company:

- I. Certificate of Incorporation;
- II. Memorandum of Association *or* Articles of Association *or* Model Articles; and
- III. Statement of Issued Share Capital.

The documentation required if the Issuer/Collective Investment Scheme is a LLP:

- I. Partnership Agreement;
- II. Incorporation Documents; and
- III. Certificate of Registration of Partnership.

Policy Guide

February 2017

Where the issue involves a Collective Investment Scheme, the relevant corporate body (“**Fund Entity**”) to provide documentation will be for one of the following:

- I. Authorised Corporate Director;
- II. Fund Manager;
- III. Fund Administrator; or
- IV. the corporate entity with ultimate responsibility for managing the fund.

The Collective Investment Scheme will be either a company or a LLP.

3.2 Security Documentation

The application must include at least one of the selected documents in the table below for the relevant security requiring the ISIN. The applicant is encouraged to provide more than one of the documents in order to supply LSE Plc with adequate details of the issue.

The chosen document(s) must contain sufficient information regarding the issue to allow LSE Plc to carry out its due diligence processes at its discretion.

The information included in the security documentation should contain, but not be limited to, information concerning:

- I. the security being issued;
- II. how the issue is structured and will operate;
- III. whether the issue is regulated by a financial body such as the FCA;
- IV. whether the issue is covered by the Financial Ombudsman Service or the Financial Service Compensation Scheme; and
- v. whether the security is listed on a regulated or unregulated market and which jurisdiction the market is based;

In the event that none of the documents listed in the table below are available to the applicant, we require confirmation from a director of the issuer of this fact and why, and further information as to why an ISIN is requested.

		3.3 Security Specific Documentation Required*						
	Security	Prospectus	Base Prospectus	Admission/Listing Particulars	Term Sheet	Key Investor Information Document (KIID)	Fund Fact Sheet	Private Placement Memorandum
Equities	Shares	✓	✓	✓				✓
	Depository Receipts	✓	✓	✓				
	Units	✓	✓	✓				
Debt Instruments	All Debt Instruments including Treasury Bills	✓	✓	✓	✓			✓
	Stripped Coupons and principal	✓	✓	✓	✓			
	Depository Receipts	✓	✓	✓	✓			✓
Funds	All Issues	✓	✓	✓		✓	✓	✓

*Further documentation may be requested, if required



Policy Guide

February 2017

3.4 Beneficial Ownership

The applicant must submit the necessary information regarding the Issuer's/Collective Investment Scheme's beneficial ownership.

- I. If the Issuer/Collective Investment Scheme is a listed company on a UK, EEA or USA recognised exchange; the applicant must provide proof of this listing.
- II. If the Issuer/Collective Investment Scheme is a wholly owned subsidiary; the applicant must submit proof of this, such as an up to date list of shareholders, PSC register or other legitimate document. The applicant must also provide the full name, registered address and website (where relevant) of the parent. If the parent company is listed, the applicant must provide proof of this listing.
- III. If the Issuer/Collective Investment Scheme is not a listed company or a wholly owned subsidiary; the applicant must provide a statement of beneficial ownership identifying the individual(s) and/or corporate entities that ultimately own and/or control 25% or more of the Issuer/Collective Investment Scheme. This statement must include the full name and registered address for a company and the full name and country of residence for an individual.

4.0 Intermediaries

The applicant must provide the details of at least one intermediary who is assisting with the issue (sponsor, lawyer, accountant, registrar etc.). The full name, occupation, employer's name, employer's address and the name of the professional body regulating the intermediary must be provided along with their role in the issue.

5.0 Right to Appeal

In the event that your application for an ISIN has been denied and you wish to appeal this decision, please email ISINcomplaints@lseg.com with the subject line "Urgent ISIN Application Appeal Request", copying isinrequests@lseg.com.

Appeals will be considered by a separate body of representatives of London Stock Exchange.



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