

# ETF Listing Form

*The following guidelines present the new features of the ETF Listing Form*

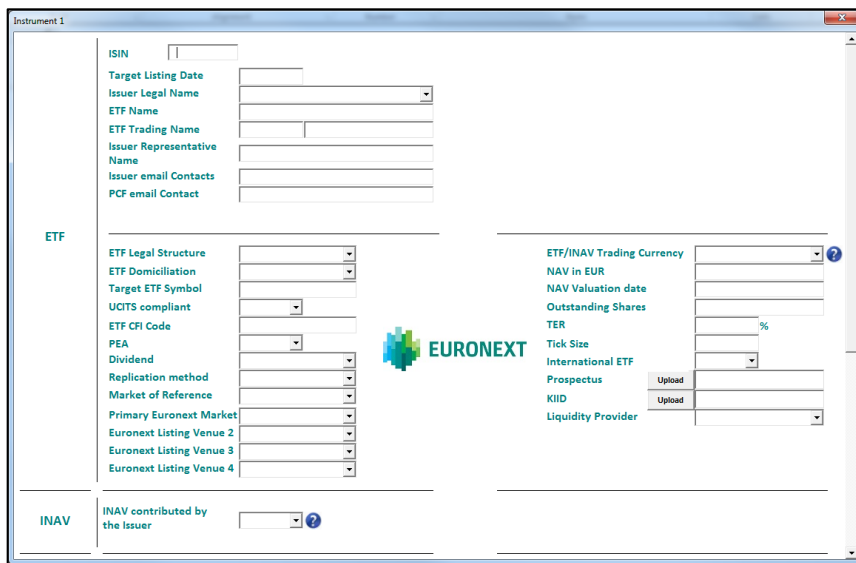
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## CHAPTER 1 – INTRODUCTION

This Excel file contains two separate parts:

- The **“Form”** which is the only user interface. It will pop up at the opening of the file and will stay available all along the process.



- The **“Summary”** where all the filled out fields are recorded. This summary is the Excel sheet itself which will be unveiled after validating the form.

ETF LISTING FORM					
<p>REMINDER: This file consists in Part A and B of the ETF Listing Form as referred to in the left-hand column. This ETF Listing Form is an integral part of the Inclusion Agreement. Please fill and send this file at least 5 business days before the target listing date and as the case may be with the original executed copy to follow by post to Euronext ETF Corporate Actions, 39 rue Cambon 75001 Paris as mentioned below in the section iii) of the Part A.</p>		<p>Date:</p>		<p>Signature of the Authorized Representative</p>	
<p>Name of Authorized Representative</p>		<p>Title:</p>			
<p>Phone:</p>		<p>Email:</p>			
<p>As an active issuer, we request Euronext to admit to listing the following ETF(s) under the following conditions:</p>		<p>i) The Issuer is responsible for the information provided on this ETF Listing Form. This form will be implemented as submitted to us. Euronext cannot take any responsibility for any errors. The issuer shall be responsible for respecting the following conditions as applicable at the latest two opening days before the listing date of the ETF:</p> <ul style="list-style-type: none"> <li>- The Issuer shall obtain a local regulatory authorization for the relevant listing</li> <li>- The Investment Fund shall be registered with the appropriate clearing and settlement systems</li> <li>- The Issuer will upload on the dynamic Listing Form the full Prospectus and the Key Investor Information Document before sending the request to Euronext</li> <li>- The index provider will present on a daily basis the portfolio composition file (PCF) with the required content and in the required format</li> </ul> <p>ii) Each ETF Listing Form shall be received by Euronext as follows:</p> <ul style="list-style-type: none"> <li>- The first application of the ETF Listing Form to Euronext shall be executed in writing (<a href="#">in hard copy</a>) and uploaded with the macros (only Part A).</li> </ul>			
	Instrument 1	Instrument 2	Instrument 3	Instrument 4	Instrument 5
ETF ISIN					
ETF Name					
ETF Trading Name					
Target listing date					
Issuer legal name					
Issuer email contact					
Market of Reference					
Primary NYSE Euronext Market					
NYSE Euronext Listing Venue 2					
NYSE Euronext Listing Venue 3					
NYSE Euronext Listing Venue 4					
ETF Legal Structure					
ETF/INAV Trading Currency					
ETF Domiciliation					

## CHAPTER 2 – THE FORM

When the user opens the Excel file, all the instructions will appear first. The user will have access to the Form by clicking on “Accept”.

All the fields are considered as mandatory. If one is missing, a message will pop up and will ask for it. No Listing Form can be created without filling all the fields.

1) *You’ve succeeded to complete all the fields:*



- Validate the content: the characteristics of the request will be recorded in the Excel sheet

2) *You’re not able to fill out all the required fields, two alternatives exist:*



- Create a Template: This feature allows the user to save all the fields which are going to be filled each time by the same information.



- Save the data for a later use: If the user doesn’t know all the information needed to finish the form, this feature will allow him to save the form and retrieve it later without losing his work.









As soon as all the fields have been verified and validated, the user will have access to the Summary.

## CHAPTER 3 – THE SUMMARY

After having created all the ETFs to be listed, the user will find all the data in the Excel Sheet.

Any information can be modified via the “modify” tool (see below). In case of mistake, relevant fields have to be updated through the dynamic Form.

Everything is accessible through the Dashboard:

	Print out the Euronext Contract. If there is more than 5 instruments to list on Euronext, the macro will take it into account and print multiple pages
	Upload the signed paper contract required by Euronext
	Access to the Instructions
	Generate a new blank Form
	Generate a standard email with all documents attached
	Modify the characteristics of a specific instrument
	Access to the “Template” data
	Access to the “Save for a later use” data

## CHAPTER 4 – SENDING THE FILE

When all the instruments have been created and verified, the user will have to click on:



This button will generate a new email with all the documents previously uploaded and the ETF Listing Form itself attached. Please wait until the email is generated and send it through.

