ETF Listing Form

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

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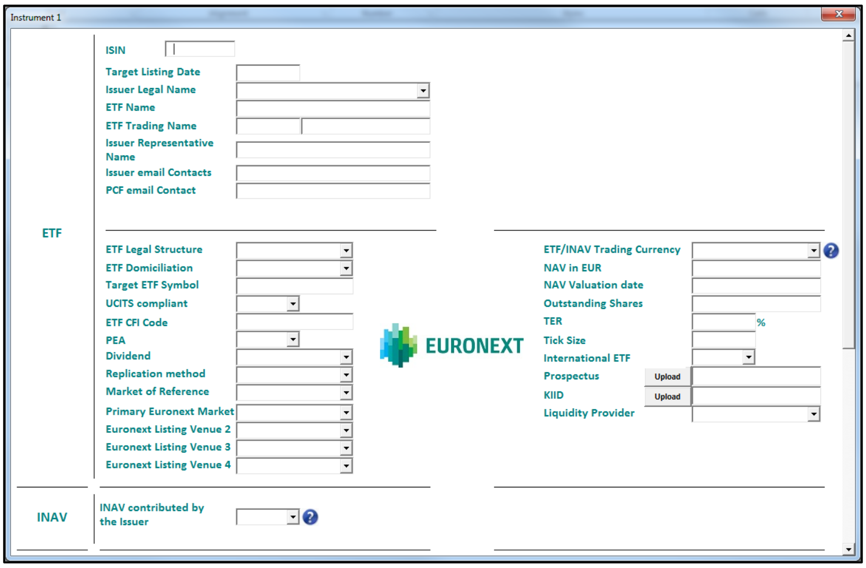
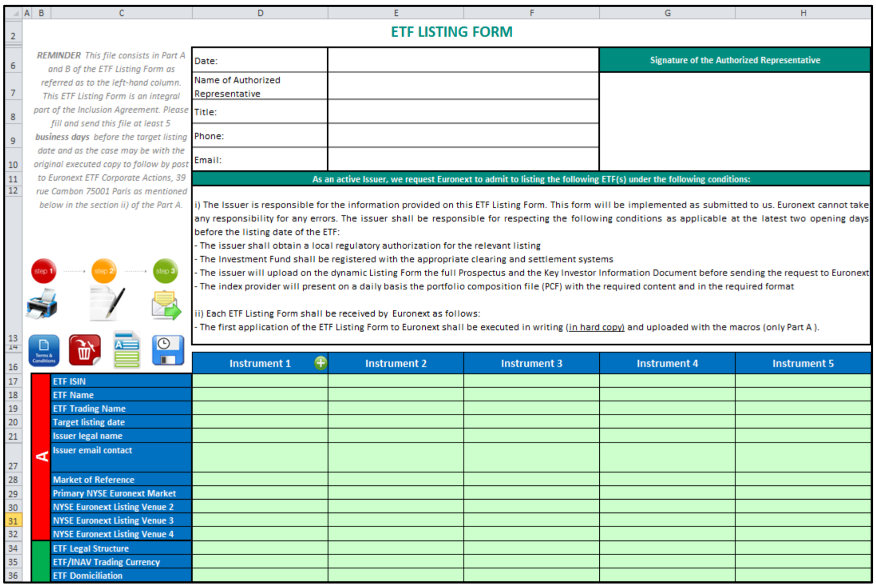
CHAPTER 1 – INTRODUCTION

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.



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:*

- <u>Validate the content:</u> 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:*

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

- <u>Save the data for a later use:</u> 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.