National Storage Mechanism

User Guide

Version 6.0

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Contents

1.   Overview

This guide aims to give users a step-by-step guide to searching the NSM for regulated information.

For step-by-step guide on how to submit information to the NSM please refer to the [NSM Submitter User Guide.](#)

2.   What is the NSM?

The National Storage Mechanism (NSM) is an online storage facility for regulated information required to be disclosed under our Listing Rules (LR), Disclosure Guidance and Transparency Rules (DTRs) and Prospectus Rules.

The NSM does not provide real-time information and includes information and materials uploaded by third party submitters. This information and these materials may not have been verified or approved by the FCA. Much of the information will be available shortly after publication, but this will depend on the source of the information.

If information cannot be found within 48 hours of expected publication, contact the issuer in the first instance.

3.   How to access the NSM

Go to https://data.fca.org.uk/#/nsm/nationalstoragemechanism. Click on '**Accept**' and you will see the NSM search page below.

4. How long does it take before information is publicly available on the NSM?

The NSM is not intended to be real-time, but information is generally publicly available within an hour of it being submitted. If information cannot be found within 48 hours of expected publication, please contact the issuer in the first instance.

5. How long is information held on the NSM?

Information and regulatory disclosures are held indefinitely on the NSM.

6. Browsers supported by the NSM

We encourage you to use Google Chrome for viewing and downloading information.

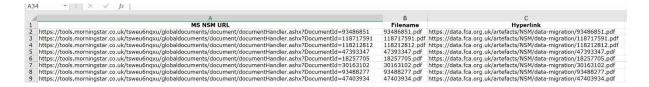# 7. How to find documents submitted to the old NSM (URL lookup)

The NSM was operated on behalf of the FCA by Morningstar from 2009 until 05 April 2020.

Users searching historic materials submitted to the Morningstar NSM will find that the links/URLs they contain, point to the old Morningstar database. To find those materials on the new NSM you'll need to carry out a URL lookup.

To carry out a URL lookup, visit the FCA's [NSM webpage](#) and click on the side menu tab titled **URL lookup.** Or, carry out a direct download from

https://data.fca.org.uk/artefacts/NSM/data-migration/MS_to_FCA_NSM_Document_URL_Mapping.zip

Download the zipped file which will contain spreadsheets by year from 2009 to 2020. Select the spreadsheet for year the document relates to. Within it will be the paths to documents in the old Morningstar NSM (Titled 'MS NSM URL') and a corresponding column with the paths to the documents in the new NSM (Titled 'Hyperlink').
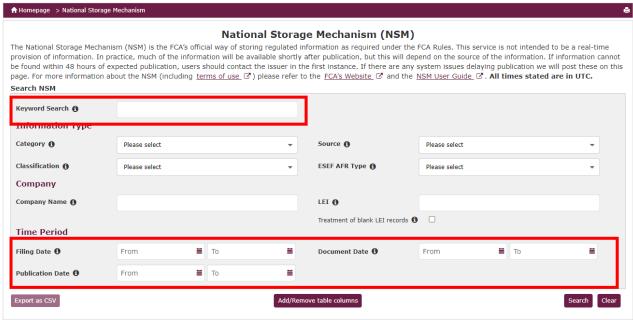
Carry out an Excel VLOOKUP which will match links from the Morningstar column with links in the FCA column.

Click on the FCA link to access the required information.

8. Searching with incomplete information (Keyword search)

Use **Keyword search** when you have incomplete information. Entering a single or partial word or phrase will return all records containing words or phrases that you enter (in the description, LEI, company name, source, category and classification). When you use this option, no other search options will be available and you can only refine your search by date range.

Note that the **publication date** is the date the document or regulatory announcement was reported as being published by a submitter or released by the Regulatory Information Service (RIS). The **document date** is the date the document relates to (for example the end-period for an annual financial report). The **filing date** is the date that the document was submitted for filing.

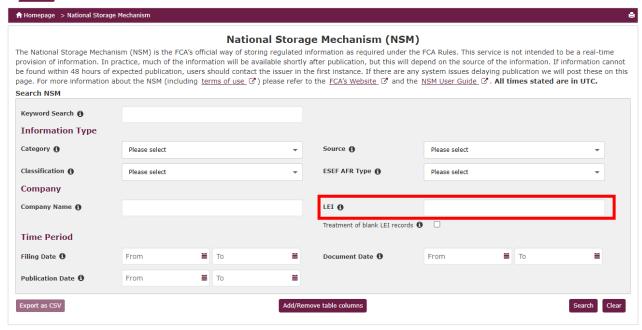# 9.   Searching for company-specific information company (LEI search)

Legal Entity Identifier (LEI) is a 20-character, unique alpha-numeric code assigned to any company engaged in financial transactions. Using the LEI search option ensures that results are narrowed down to the company that owns the LEI.

> 💡 You can find an issuer's LEI on an LEI search portal such as the Global Legal Identifier Foundation (GLEIF) website: https://search.gleif.org/

Once you have the LEI, enter it into the LEI search box.

> 💡 To narrow search results further, enter search terms for the category and/or classification of the information, the source of the regulatory announcement or a date range.

After entering the search terms, click **Search.** Note that ticking **'include blank LEI records'** will return results of all issuers that have no LEIs attached to them.

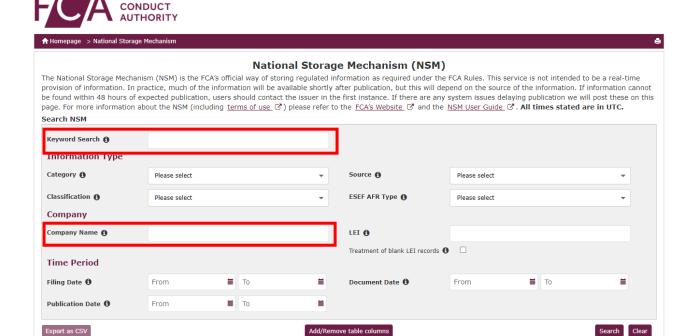# 10. Searching by company name (Company search)

You have a variety of options if you have only the company name.

To start with, you can search for records by entering the company name into the **Company Name** field.

Alternatively find the company LEI by searching on a LEI search portal such as the Global Legal Identifier Foundation (GLEIF) website https://search.gleif.org/ (and use the **LEI search** option.

Or lastly, enter the company name into the **Keyword search** option.

11. If you cannot find the company you want to search against

If you are certain the company information should be on the NSM, try the following:

1) make sure the company name is spelled correctly

2) search for the company using the LEI option
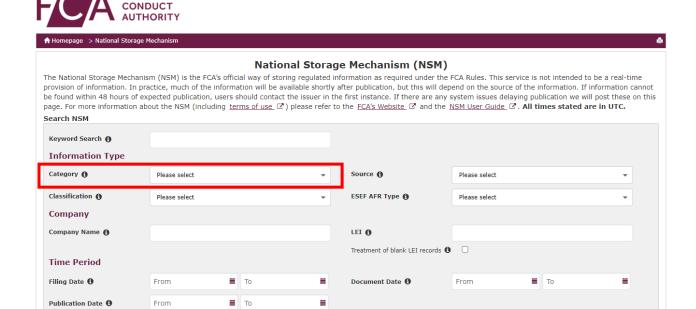
3) enter the company name into the keyword search

If none of the above work, contact the issuer directly.

12.   Category search

A **category** is a type of regulated information that an issuer is required to disclose under the Transparency Directive, Listing Rules and Disclosure Guidance and Transparency Rules, e.g. 'Annual Financial Report', 'Half-yearly Financial Report' or 'Major shareholding notifications'.

Select one or more document categories from the **Category drop down list** and then click **Search.**

This search option gives the best results when used with other search options.

For example, entering '1st Quarter Results' into the Category search field will return all 1st quarter results for all companies held in the NSM. However, entering '1st Quarter Results' in the Category search field and 'Barclays Plc' in the Company Name field will return all 1st quarter results for Barclays Plc.
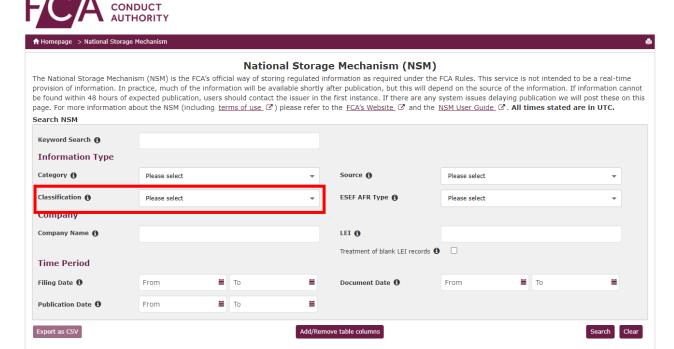
Going a step further by entering the publication date ranges in the Publication Date search field will narrow results down to 1st quarter results for Barclays Plc that were published within the date range entered.

13.   Classification search

Classifications are classes or sub-classes (DTR 6 Annex 1R) of categories or regulated information.

Examples are 'Annual financial and audit reports', 'payments to governments', and 'Total number of voting rights and capital'. Note that issuers sometimes assign more than one Classification to a submission.

Select one or more document classifications from the **Classification drop down list** and then click **Search.**

Similar to a Category search, this search option gives the best results when used with other search options. Enter as much information as is known in other search field to narrow results down.
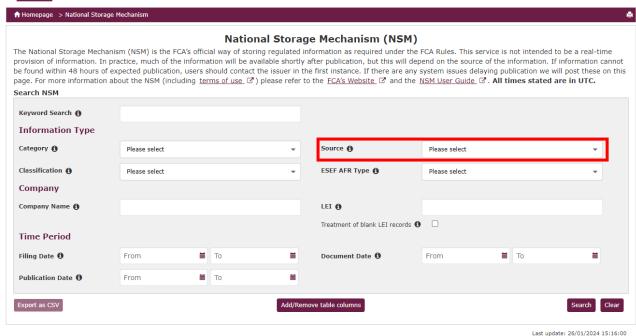
14.   How to search for regulatory disclosures from a specific PIP

Primary Information Providers (PIPs) provide a newsfeed of regulatory disclosures to the NSM in line with the minimum standards set out in Article 12 of the Transparency Directive implementing Directive.

To search for materials or disclosures provided by known PIPs, select one or more PIPs from the **Source drop down** list. Narrow the search by entering the information Category and/or Classification and Publication and/or Document Date.

Click **Search.**

For information that was directly submitted to the NSM rather than via a PIP, the source will be marked as 'Portal'.

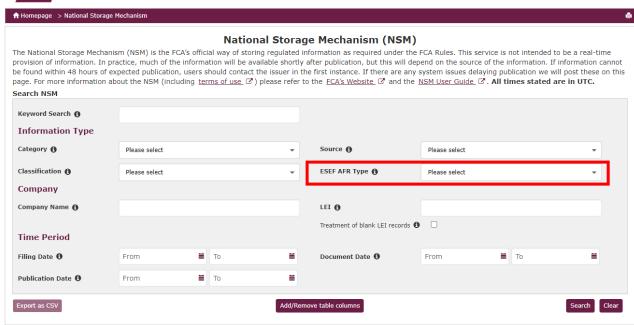# 15.   How to search for structured information (Annual Financial Reports)

The **ESEF AFR Type** can be used to search for all Annual Financial Reports prepared in a structured electronic format. You can select 'Tagged', 'Untagged' or both by selecting 'Select All'.

'Tagged' Annual Financial reports are those reports created using XHTML and are also tagged using XBRL. These will be submitted by companies who prepare accounts in line with IFRS.

'Untagged' Annual Financial reports are those reports created using XHTML but are not tagged using XBRL.

Enter as much information as is known in other search fields to narrow results down. Examples would be searching for specific company name in the Company field.
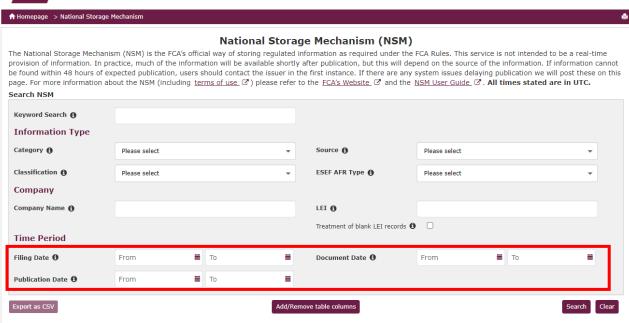
Click **search.**

16. How to search for information or disclosures between specific date(s)
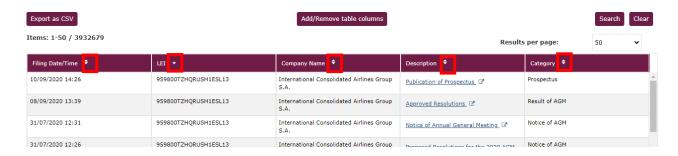
Enter as much information as is known into search fields then enter the date range for when it is believed the materials or disclosures were published (publication date), relate to (document date) or when they were filed to the NSM (filing date).
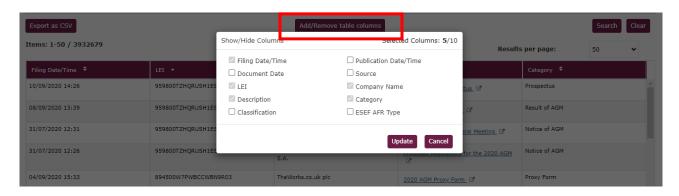
Click **Search.**

17.   How to sort search results

After search results are displayed, sort by any column by clicking the downward-facing arrow beside the heading title.

18.   Changing what is displayed in the search results

After searching, click on the "add/remove table columns" button. You can add five additional columns which will appear in the order shown, but you may need to scroll across to the right to see more than five columns on a screen.
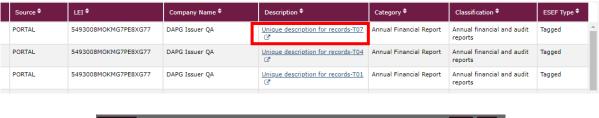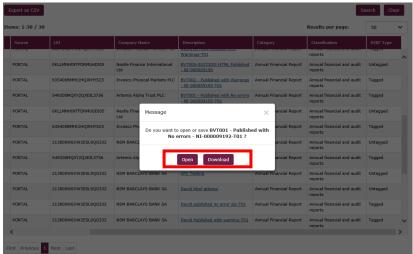

19.   How to view and open documents

You can view a document on the NSM by clicking on the **Description** title, where you will be presented with two options. You can either view the file by clicking on **Open** or you can save the file by clicking on **Download**.

For tagged Annual Financial Reports, clicking 'Open' will display only the human-readable layer of the file in your browser and will not allow you to see the iXBRL tags applied. Downloading will save the package file which may need specific software to unpack/unzip.

To view the iXBRL tags in a tagged Annual Financial Report you will need to download the file and open it in an external inline XBRL viewer tool.
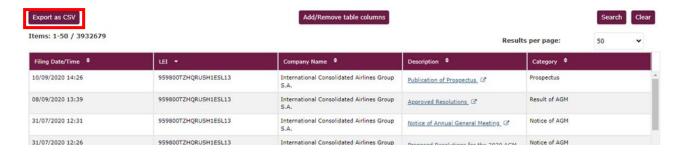

20.   How to save or export search results

You can save and export a maximum of around 4,000 (four thousand) records.

Once your search results are displayed, click **Export as CSV** and the records will automatically download in CSV format. The results will include all the columns of the search, even if they are not displayed on the results screen.

21.   How to make a complaint against an issuer

If you would like to contact us about a possible breach of our rules (Listing Rules, the Prospectus Rules and the Disclosure Guidance and Transparency Rules), please read the guidance on Making a complaint against an issuer in the first instance.

You can then write to us at: Market Integrity Unit, Primary Market Oversight Department, Financial Conduct Authority, 12 Endeavour Square, London, E20 1JN, or email: primary.market.integrity@fca.org.uk.

Please be as explicit as possible about what rules may have been breached.

22.   NSM terms of use

Use of the NSM is subject to terms and conditions and our acceptable use policy. You may need to seek legal advice.

23.   Glossary of Terms

Category: Type of regulated information which an issuer is required to disclose under the Transparency Directive, Listing Rules and Disclosure Guidance and Transparency Rules e.g. 'Annual Financial Report', 'Half-yearly Financial Report' or 'Major shareholding notifications' etc.

Classifications: The classifications relevant to the regulated information (Category) using the classes and sub-classes in DTR 6 Annex 1R. If more than one classification is relevant to the regulated information, the FCA must be notified of all relevant classes and sub-classes.

Company name: The official/legal name of a company.

CSV (Comma Separated Value): a text file that uses a comma to separate values. CSV files usually open in Excel.

Document date: The date to which a document relates to.

ESEF: The European Single Electronic Format (ESEF) initiative is the standard for digital financial reporting by companies admitted to trading on UK regulated markets.

ESEF AFR Type: These are the types of annual financial reports available on the NSM. They can either be 'Tagged' or 'Untagged. 'Tagged' Annual Financial reports were created using XHTML but are also tagged using XBRL and will generally be submitted by companies who prepare accounts in line with IFRS. 'Untagged' Annual Financial reports are those accounts which are not tagged and were created using XHTML (but are not tagged using XBRL).

GLEIF: Global Legal Entity Identifier Foundation. A website at
https://search.gleif.org/#/search/ (link to external website) through which users can
search for LEIs.

Issuer: an entity which issues transferable securities and, where appropriate, other
financial instruments.

Headline codes: Drop down list of multiple regulation items to filter the Category
search function known in Annex 4 as 'Headline Category' e.g. 'Annual Financial
Report', 'Half-yearly Financial Report' or 'Major shareholding notifications' etc.

LEI: The legal entity identifier (LEI) of the issuer concerned. "LEI" is a unique global
identifier a Company has to distinguish itself from other legal entities engaging in
financial transactions.

Publication date: The date a document/announcement was released via a
Regulatory Information Service (RIS) or uploaded to the NSM.

Source: Source of the information, listed by the relevant Primary Information
Provider (PIP) / Regulatory Information Service (RIS). Portal uploads are listed as
'Portal'.

Regulated information: all information which an issuer is required to disclose under
the Transparency Directive, article 6 of the Market Abuse Directive; Listing Rules, and
Disclosure Rules and Transparency Rules. Examples are annual financial report,
change of name, Directors declaration, half-yearly financial report, major shareholding
notifications.

Regulatory Information Service (RIS): Also known as Primary Information
Providers (PIPs), an incoming information service that disseminates regulated
information in accordance with the minimum standards set out in Article 12 of
the Transparency Directive (TD) Implementing Directive.

24.   Further help

- For further information on the NSM please refer to NSM Webpage.
- For information on structured reporting please refer to our Webpage.
- For further support and FAQs please refer to NSM: Support & FAQs