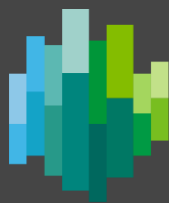


# **NOTICE DOCUMENTATION**

Documentation to be provided in  
view of an admission of Equity  
Securities on a Euronext market



**EURONEXT**

### INTRODUCTION

This Notice (hereinafter “the Notice”) supplements Euronext Rulebooks in relation to detailed provisions and clarifications in respect of the documents to be submitted to the Relevant Euronext Market Undertaking as part of the application file for a first admission of Equity Securities<sup>1</sup> on the markets operated by Euronext.

This Notice may be amended from time to time subject to prior notice (e.g. by placing the amended version on the Euronext website).

### DEFINITIONS

For the purposes of this Notice, the capitalised terms used herein are defined in each of the following rule books as detailed below:

- (1) In the context of the Euronext Regulated Markets, definitions will be governed by the Harmonised Rules – Euronext Rule Book I and the separate Non-Harmonised Rules – Euronext Rule Books II applicable to each of the Regulated Markets of Amsterdam, Brussels, Dublin, Lisbon and Paris.
- (2) In the context of the Euronext Access Markets, definitions will be governed by the Harmonised Rules – Euronext Access Rule Book Part I and the separate Non-Harmonised Rules – Euronext Access Rule Books Part II applicable to the Euronext Brussels, Euronext Lisbon and Euronext Paris markets.
- (3) In the context of the Euronext Growth Markets, definitions will be governed by the Harmonised Rules – Euronext Growth Rule Book Part I and the separate Non-Harmonised Rules – Euronext Growth Rule Books Part II applicable to the Euronext Brussels, Euronext Lisbon and Euronext Paris markets.

Where the context is appropriate, the plural form of a defined term is also deemed as being the defined term.

### MARKETS OF REFERENCE

This Notice will apply to the following:

- (1) Regulated Markets operated by Euronext Amsterdam, Euronext Brussels, Euronext Dublin, Euronext Lisbon and Euronext Paris and governed by the Rules.
- (2) Multilateral Trading Facilities (MTFs) pursuant to MiFID II and that have their own dedicated Rules:
  - Euronext Growth operated by Euronext Brussels, Euronext Lisbon, and Euronext Paris and governed by Euronext Growth Markets Rule Book;
  - Euronext Access operated by Euronext Brussels, Euronext Lisbon and Euronext Paris and governed by Euronext Access Market Rules.

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<sup>1</sup> With the exception of Convertible Securities, as defined in Euronext Rule Book II for Dublin, to be Admitted on the Regulated Market of Euronext Dublin.

### CERTIFICATION OF DOCUMENTS

Certain documents, identified in Chapter 2 below, must be certified as a true copy of the original. Such documents must be certified in line with the law of the Issuer's country of incorporation. The Relevant Euronext Market Undertaking may require updated certification if the admission of the Issuer's securities is delayed.

### LANGUAGE AND TRANSLATION REQUIREMENTS

The Regulated Market Harmonised Rules, the Euronext Growth Harmonised Rules and the Access Harmonised Rules specify that any applications, filings and correspondence with, and submissions to, a Euronext Market Undertaking by Listing Sponsors, Members or Issuers and prospective Listing Sponsors, Members or Issuers shall be in English or in the language of the jurisdiction of the Euronext Market Undertaking (a "Euronext Language") as the Listing Sponsor, Member, Issuer or prospective Listing Sponsor, Member or Issuer may elect.

Certain documents, identified in Chapter 2 below, require a certified translation. To be accepted by Euronext, the certified translation must be (i) a translation carried out by a person qualified to do so under the law of Issuer's home country; or (ii) a translated copy of the original document accompanied by a certification/statement from a person qualified to do so under the law of their home country attesting that the translation is a true and accurate translation of the original document.

In circumstances where Euronext requires a document to be certified both as a true copy and as a certified translation in a Euronext Language, the following will apply:

- (1) the document must be certified as a true copy of the original in line with the law of the Issuer's country (per the Certification of Documents section above); and
- (2) the certified translation must meet the requirements of the preceding paragraph.

### ADDITIONAL DOCUMENTATION

In addition to the requirements of this Notice and as specified in applicable Rules, the Euronext Market Undertaking may require any additional documentation and information from the Issuer.

## **GENERAL DOCUMENTATION TO BE PROVIDED FOR A FIRST ADMISSION ON ANY RELEVANT EURONEXT MARKET**

### **1. GENERAL DOCUMENTATION**

1.A	Completed and signed <sup>2</sup> application form
1.B	EU Prospectus or substitute document <sup>3</sup>
1.C	Approval letter or similar official document from relevant competent authority <sup>4</sup>
1.D	Certified Issuer's consolidated articles of association <sup>56</sup>
1.E	Certified extract from the official trade register / chamber of commerce/ equivalent document in respect of the Issuer <sup>78</sup>
1.F	Minutes of the competent body containing resolutions approving or authorising the admission to trading
1.G	All press releases published in the context of the admission to trading
1.H	Copies of the financial statements <sup>9</sup>
1.I	Copy of ID of the beneficial owner(s) <sup>10</sup>
1.J	Complete shareholders structure
1.K	Evidence of compliance with free float requirement <sup>11</sup>
1.L	If an admission to a Euronext market requires the creation of new Equity Securities, minutes (or equivalent documentation) from the relevant governing body of the Issuer demonstrating the approval or authorisation of the issue of the Equity Securities covered by the application

<sup>2</sup> Executed via E-signature

<sup>3</sup> Any draft version of the EU Prospectus must be submitted to Euronext

<sup>4</sup> If relevant

<sup>5</sup> Certified within the last six months

<sup>6</sup> If the articles are not drawn up in a Euronext language, a certified translation will be required in addition to certification of the document as a true copy of the original.

<sup>7</sup> If the extract is not drawn up in a Euronext language, a certified translation will be required.

<sup>8</sup> Certified within the last six months

<sup>9</sup> For an admission on Euronext Access: Historical financial information covering the latest two financial years (or such shorter period as the issuer has been in operation) and/or pro forma statements, in accordance with accounting standards of Appendix I of Rules. .

For an admission on Euronext Access +; Euronext Growth and Euronext : refer to related Rulebooks

<sup>10</sup> If the Issuer has no beneficial owner, the ID of person(s) who legally represent the Issuer.

<sup>11</sup> This requirement does not apply to the Euronext Access markets.

## **ADDITIONAL DOCUMENTATION TO BE PROVIDED**

### **2. ADDITIONAL DOCUMENTATION TO BE PROVIDED FOR AN ADMISSION ON Euronext GROWTH BY WAY PRIVATE PLACEMENT**

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|-----|---|
| 2.A | Document demonstrating compliance with the private placement requirements detailed in Listing Rule 3.2.1(ii) of the Euronext Growth Harmonised Rules. |
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### **3. ADDITIONAL DOCUMENTATION TO BE PROVIDED FOR AN ADMISSION ON Euronext ACCESS OR Euronext GROWTH**

- |     |   |
|-----|---|
| 3.A | Financial analysis substantiating the price proposed and the value assessment of the Issuer <sup>12</sup> ; and/or an independent valuation report <sup>13</sup> ; and/or equity research |
| 3.B | A declaration of the Listing Sponsor <sup>14</sup> relating to Admission in the form prescribed by the Euronext   |

### **4. ADDITIONAL DOCUMENTATION TO BE PROVIDED FOR AN ADMISSION ON A REGULATED MARKET OF Euronext**

- |     |   |
|-----|---|
| 4.A | A declaration of the Listing Agent <sup>15</sup> relating to Admission in the form prescribed by the Euronext |
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### **5. ADDITIONAL DOCUMENTATION TO BE PROVIDED FOR AN ADMISSION ON Euronext LISBON (ALL MARKETS)**

- |     |   |
|-----|---|
| 5.A | The identification of the Market Regulations Representative (nº 4 article 233 of the Portuguese Equity Securities Code and article 6(1)(b) of CMVM Regulation 1/2023).  |
| 5.B | If the issue of Equity Securities is integrated in a securities system managed by an entity situated or operating abroad, copy of the agreement in respect of a "Financial Intermediary Liaison" signed in accordance with article 5(7) of Annex I of CMVM Regulation 14/2000.  |
| 5.C | Certified document issued by the competent social insurance organism ("Centro Regional de Segurança Social") indicating the status of payments due by the Issuer to the Social Insurance ("Segurança Social") (article 227, nº 3 paragraph a) of the Portuguese Securities Code and article 213 (c) and d) of the Social Security Welfare Contributions Code approved by the Law 110/2009 of 16 September). |
| 5.D | Certified document issued by the competent taxation authority ("Repartição de Finanças da sede do Emitente") indicating the status of payments due by the Issuer to the Taxation Authorities. ("Fazenda Nacional") (article 227, nº 3 paragraph a) of the Portuguese Securities Code and article 177-B (c) and (d)  |

<sup>12</sup> Dated within the last twelve months

<sup>13</sup> Dated within the last twelve months

<sup>14</sup> **Rules, Fees and Forms | [euronext.com](https://www.euronext.com)**

<sup>15</sup> **Rules, Fees and Forms | [euronext.com](https://www.euronext.com)**

	of the Administrative and Judicial Tax Procedure Code approved by the Decree Law 433/99, of 26 October).
5.E	The identification of the paying agent that guarantees the payment of the equity rights inherent in the Equity Securities to be admitted and other amounts due (article 227 (4)(b) of the Portuguese Securities Code and article 28(1) of CMVM Regulation 14/2000).

## **6. ADDITIONAL KYC DOCUMENTS FOR AN ADMISSION ON EURONEXT DUBLIN (ALL MARKETS)**

6.A	Certified True copy of valid photographic ID <sup>16</sup> for two directors of the Issuer (certified within the last six months)
6.B	Certified True copy of valid Address Verification <sup>17</sup> for two directors of the Issuer (dated and certified within the last six months)
6.C	<ul style="list-style-type: none"> <li>Confirm the name(s) of any beneficial owner(s) who have &gt;25% direct or indirect ownership or control of the Issuer</li> <li>If there are no beneficial owner(s) identified as above, please confirm the natural person(s) who hold the position of senior managing official(s) of the Issuer</li> <li>For Irish Issuers which S.I No.110 of 2019, applies, confirmation that beneficial ownership information has been filed with the appropriate Irish register in line with relevant legislation</li> </ul>

<sup>16</sup> Acceptable forms of Photographic ID are: a valid passport, driving licence or national identity card.

<sup>17</sup> Acceptable forms of Address Verification are: tax or court documents, local authority documentation (refuse bill, water charges etc), bank statement, household/car insurance or utility bill (gas, electricity etc).



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