National Storage Mechanism ("NSM"), provided by Morningstar plc, acting as Hemscott in the UK, is an online storage facility for regulated information required to be disclosed under Listing Rules, DTRs and Prospectus Rules. Listed issuers should place documents such as annual reports and prospectuses ("regulated information") to Morningstar in order for that information to be displayed on the NSM. This manual aims to provide uploaders of documents with a step by step guide to posting documents on the NSM.

- How can I register with Morningstar?
- I learn that I need to be authorised by the issuer before uploading a document to the NSM. How can I do this?
- How can I upload a document to the NSM?
- How can I change my registration information?
- I am a Super User authorised by the issuer. How can I manage Common User accounts?
How can I register with Morningstar?

Since February 2011, the Financial Conduct Authority (FCA) has required all uploaders of documents register an account with Morningstar and subsequently be authorised by the issuer company in order for them to place documents on the NSM.

Follow these steps to register an account with Morningstar.

1. Go to http://docportal.morningstar.com/upload/uk_issuer/ and then click on the “Register” button. In the page that follows, fill in the information required. Please note that for company name, we should state the company we work for, rather than that for which we are about to upload documents, if they are not the same company.
2. Select the “I Agree” option to agree with the Terms & Condition set out and input the characters. Click “Submit” to submit the registration to Morningstar.

Please read the terms of use as follows:

**UK NSM Issuer Upload Facility Login Terms of Use**

**Terms of Use**

The following terms and conditions (“Terms of Use”) constitute the agreement between Morningstar UK, Ltd (“Morningstar”) and you with respect to your use of the UK NSM Issuer Upload Facility web site (the “Web Site”). By registering a user identification and password, you agree that you have read the Terms of Use, that you understand them and that you are bound by them. You also represent and warrant that you have the authority to enter into these Terms of Use on behalf of yourself and any natural person or any entity, without limitation, that you represent in any capacity, whether officer, employee, agent or otherwise. Morningstar reserves the right to modify the Terms of Use at any time and may be changed or modified at anytime. Any rights not expressly granted to you herein are reserved by Morningstar.

**License and Use**

- **I Agree**  
- **I Disagree**

Type the characters you see in the picture below:

If you can't recognize the characters, click the picture to change another one.

Letters are not case-sensitive
3. An email will be sent to the email address you just registered. Please follow the instruction in the message to activate your account. If you don’t receive the email within 20 minutes, please check your junk mail or spam folder. If the email is still not found, please contact us at uk.nsm@morningstar.com.

Once the account has been activated, you can log in the Issuer Upload Facility with your email address and password.
I learn that I need to be authorised by the issuer before uploading to a document to the NSM. How can I do this?

Since February 2011, the Financial Conduct Authority (FCA) has required all uploaders of documents register with Morningstar and subsequently be authorised by the issuer company in order for them to place documents on the NSM.

In the first phase of the authorisation requirement, a domain name check was automatically undertaken to clarify that the email being registered was the same as the website of the issuer. If this is not the case, the person attempting to register needs to provide Morningstar with an authorisation letter from the issuer.

From 9 May 2011, all those wanting to place documents to the NSM (along with those already passed the domain name check) will be required to provide an authorisation letter to ensure that only fully authorised persons are able to upload documents. Authorisation letters can include details of multiple email address to be authorised as required.

In order to facilitate timely reporting when issuers need to change their uploaders, a new section will be added to the Issuer Upload Facility in May 2011. This new section will allow each issuer to appoint one or more ‘Super Users’ who can administer multiple accounts on behalf of the issuer. Super User will have access to an Account Management screen where they will be able to review, activate and disable user accounts for which they are responsible.

Follow these steps to apply for uploading documents for an issuer.
1. Click on the “My Company” label to go the page where you manage the issuer companies for which you need to place documents on the NSM. Press the “Add Company” button.

You don’t have any issuer company that authorises you to submit document on its behalf. Since February 2011, the Financial Services Authority (FSA) has required all uploaders of documents be registered with the Issuer Upload Facility website and subsequently authorised in order for them to place documents on the NSM.

Please click “Add Company” to initiate the authorisation process.
2. Click the “Select company” box to initiate the search dialogue box.

### Add an issuer company

**User Role:**
- **Super User:** A Super User can upload documents on behalf of issuers, approve or remove internal accounts for staff members. In order to be a super user, you must provide Morningstar with an authorisation letter. There should be at least one super user for each issuer company. If the super user of your applied company is not assigned, you have to submit an authorisation letter to take this role.
- **Common User:** A Common User can only upload documents on behalf of issuers. You have to be approved by the issuer’s Super User before becoming a valid user. Authorisation letter is not required for uploaders with role of user.

<table>
<thead>
<tr>
<th>Company Name</th>
<th>Select company...</th>
</tr>
</thead>
<tbody>
<tr>
<td>User Role</td>
<td>○ Super User ○ Common User</td>
</tr>
</tbody>
</table>

[Submit]
3. You may search by company name, trading symbol or ISIN. Click "Search" after specifying your search criteria.

From the search result, in the upper section of "Select your company", choose the company as appropriate and click "Add". If you did not find your company, enter the information required in the lower section of "Add your company" and click "Add".
4. The dialogue box disappears and the company you specify will be displayed on the Company Name box.

Specify the User Role you are going to act for the issuer company

Add an issuer company

User Role:

**Super User**: A Super User can upload documents on behalf of issuers, approve or remove internal accounts for staff members. In order to be a super user, you must provide Morningstar with an authorisation letter. There should be at least one super user for each issuer company. If the super user of your applied company is not assigned, you have to submit an authorisation letter to take this role.

**Common User**: A Common User can only upload documents on behalf of issuers. You have to be approved by the issuer’s Super User before becoming a valid user. Authorisation letter is not required for uploaders with role of user.

<table>
<thead>
<tr>
<th>Company Name</th>
<th>Test Company PLC A</th>
</tr>
</thead>
<tbody>
<tr>
<td>User Role</td>
<td>☐ Super User ☐ Common User</td>
</tr>
</tbody>
</table>

Submit
5. If you select Super User, you will be reminded to provide Morningstar with an authorisation letter from the issuer.

**About authorisation letter**

You have applied for submitting document as **Super User**. Please click **here** to download a template of the authorisation letter. The requirement for the authorisation letter is as follows:

- This letter should be completed by an authorised person of the issuer company. An authorised person can be a partner, president, treasurer, corporate secretary, officer or director.
- Print the letter using official paper with company letterhead. The letterhead should match the issuer company that you are representing.
- If you cannot print the letter on the next page, you can hand-copy the letter and provide all necessary information. Again, please use official paper with letterhead of the issuer company.
- Fill in all fields clearly and sign at the bottom. This letter will need to be signed by two authorised signatories of the issuer as commonly employed for the purposes of s44 of the Companies Act 2006.
- **Send a scanned copy to uk.nsm@morningstar.com.**

If you select Common User, there is no need for the authorisation letter. Please note the Common User application is available only when there is already a Super User registered for the issuer.
6. Your application will need to be approved before it is activated.

The Super User application will be approved by Morningstar upon receipt of the authorisation letter, whilst the Common User application will be managed by the Super User nominated by the issuer company.
How can I upload a document to the NSM?

There are two methods for uploading documents to Morningstar, via the Issuer Upload Facility or direct e-mail. Please note that you should register an account with Morningstar before uploading a document to the NSM. (See “How can I register with Morningstar?”)

Method 1: the Issuer Upload Facility
The Issuer Upload Facility is available at http://docportal.morningstar.com/upload/uk_issuer/. Log in to the Issuer Upload Facility and you will be directed to the Upload Documents page.

1. Search for the company to which your upload relates. Click "Add" to initiate the search dialogue box.
2. You may search by company name, trading symbol or ISIN. Click "Search" after specifying your search criteria.

From the search result, in the upper section of "Select your company", choose the company as appropriate and click "Add". If you did not find your company, enter the information required in the lower section of "Add your company" and click "Add".
3. The dialogue box disappears and the company you specify will be displayed in the field of "Company Name".
4. If you have a document that relates to multiple issuer companies, repeat steps 1 through 3 to add an additional company.
5. Enter the following information:

**Document Type**
Select the type of the document you are about to upload.

**Effective Date / Report Period End Date**
Select the period end date to which the document relates, or if not applicable, the date on which the document becomes effective.

**Headline**
Enter a headline for the document you are about to upload.

**Select your file**
Click on the “Choose File” button and select the file you are about to upload. The NSM supports files in PDF, word, and text format. To ensure the best format for display in the NSM, PDF format is strongly preferred.

Click “Upload” on completing all information.
<table>
<thead>
<tr>
<th>Company Name</th>
<th>Test Company PLC A</th>
<th>Test Company PLC B</th>
</tr>
</thead>
</table>

**Document Type**
- Test Company PLC A
- Test Company PLC B

**Effective Date / Report period end date (dd/mm/yyyy)**
- 01/11/2010

**Headline**
- Annual Report & Accounts 2010

**Email Address**
- phoenix.huang@morningstar.com

**Select your file**
- C:\Documents and Settings\Browse..
6. A page acknowledging the upload loads if your upload succeeds. An email will also be sent to you shortly to confirm receipt of your document.

| Company Name:       | Test Company PLC A  
|                     | Test Company PLC B  
| Headline:           | Annual Report & Accounts 2010  
| Document Type:      | Annual Report  
| Effective Date / Report period and date (dd/mm/yyyy): | 01/11/2010  
| Submission Reference Number: | E4D08AD769F4F19B1D41A66EF191DCE  
| Received date:      | Mon, 01 Nov 2010 09:56:11 GMT  

The confirmation email has been sent to your email box.
Method 2: Email

Alternatively documents can be emailed to Morningstar at: uk.nsm@morningstar.com once a user has registered successfully. These emails will be required to contain the following information:

- Company Name: xxxxxxxxxxx
- ISIN: xxxxxxxxxx
- Symbol/Ticker code: xxxxxxxxx
- Document type: xxxxxxxxx (e.g. Annual Report, Circular)
- Report (Period End) Date: xx-xx-xxxx
- Headline: xxxx

Please note that you will also need to register an account on the Issuer Upload Facility in order for the emailed documents can be accepted.
Example of a document emailed to uk.nsm@morningstar.com

Company Name: Test Company PLC A
ISIN: TS00000000
Symbol/Ticker code: TCLA
Document type: Annual Report
Report (Period End) Date: 30-06-2010
Headline: Annual Report & Account 2010
How can I change my registration information?

Click on the “My Profile” label and you will see the page below. Press the “Edit” button to change your personal information. You can also click “Change Password” to set a new password.

<table>
<thead>
<tr>
<th>Email</th>
<th><a href="mailto:john.smith@abc.co.uk">john.smith@abc.co.uk</a></th>
</tr>
</thead>
<tbody>
<tr>
<td>FirstName</td>
<td>John</td>
</tr>
<tr>
<td>LastName</td>
<td>Smith</td>
</tr>
<tr>
<td>Title</td>
<td>Mr</td>
</tr>
<tr>
<td>Country</td>
<td>United Kingdom</td>
</tr>
<tr>
<td>Province</td>
<td>England</td>
</tr>
<tr>
<td>City</td>
<td>London</td>
</tr>
<tr>
<td>AddressLine1</td>
<td>1 Oliver's Yard</td>
</tr>
<tr>
<td>AddressLine2</td>
<td>55-71 City Road</td>
</tr>
<tr>
<td>Zip</td>
<td>EC1Y 1HQ</td>
</tr>
<tr>
<td>Telephone</td>
<td>44 203 100 1000</td>
</tr>
<tr>
<td>Fax</td>
<td></td>
</tr>
<tr>
<td>CompanyName</td>
<td>ABC Company</td>
</tr>
<tr>
<td>Position</td>
<td>Consultant</td>
</tr>
</tbody>
</table>
I am a Super User authorised by the issuer. How can I manage Common User accounts?

Registered users nominated in issuer’s authorisation letter will be able to act as Super Users on the Issuer Upload Facility. Super Users will have access to an Account Management screen where they will be able to review, activate and disable user accounts for which they are responsible.

If a new Common User registration is received by Morningstar in relation to an issuer, a notification will be sent to the issuer’s Super User for validation before that user becomes authorised. Super users can follow the steps below to approve, reject or disable the user accounts.

Click on the “Account Management” label. You will find the new registration with status of “Waiting for Approval”.
To approve a new Common User registration, choose ✔ from the Action menu. The status of the new registration will be changed to “Approved”.

To reject a new Common User registration, choose ✗ from the Action menu. The status of the new registration will be changed to “Rejected”.

If you need to terminate a user’s right to submit documents permanently, you can choose 🗑️ from the Action menu to cancel the user’s right.