User handbook

eListing Platform for ETFs & ETPs

August 2026

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1. Introduction

Deutsche Börse has digitized the application process for participation in the ETF & ETP Segment. All applications for admission must be submitted via the electronic **eListing Platform**. Deutsche Börse accepts applications submitted by e-mail only in exceptional circumstances.

This user guide explains how to use the eListing Platform and guides issuers and their representatives through each step of the admission process.

Please note that the eListing Platform does not support requests related to:

- Delistings
- Corporate actions (splits, reverse splits, ISIN changes, and mergers)
- Product master data updates

Continue to submit these requests by e-mail.

2. Access and role allocation

Process Overview:

To use the eListing Platform, register your company and its designated users. The setup consists of three steps:

Step 1: Register your company and appoint a Central Coordinator (CC)
Complete a one-time administrative setup to register your legal entity and appoint a Central Coordinator (CC).

Step 2: Set up user access
Create individual user accounts for Administrators and/or Agents. The Central Coordinator can create these accounts, or users can register themselves.

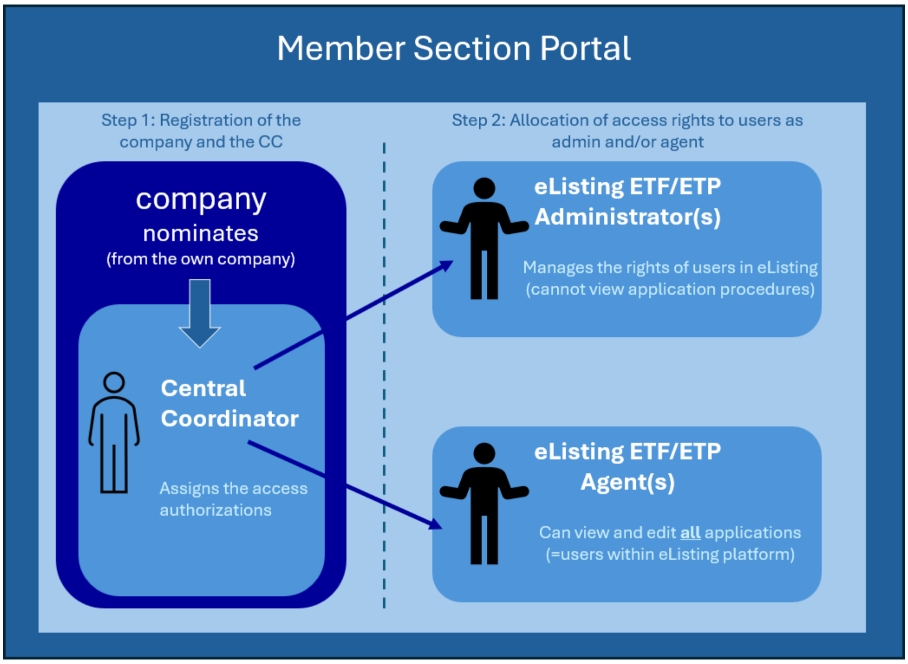
Step 3: Assign access rights
If you are set up as Administrator, assign the required read and write permissions to Agent users.

All issuers and authorized representatives (Agents of the Issuer) who submit applications for admission to the ETF & ETP Segment must have access to the eListing Platform.

The eListing Platform is a web-based application connected to Deutsche Börse's customer portal, the **Member Section**. You can access the platform through the Member Section.

Please note that access to the Member Section does not automatically grant access to the eListing Platform. Register separately and obtain the required permissions for ETF/ETP admission activities.

The following sections explain the onboarding process in detail.



2.1 First step: register your company and appoint a central coordinator

To register your company, submit a completed application form signed by the company's authorized signatories. Download the **eListing Platform Application Form** here.

As part of the registration process, appoint a **Central Coordinator (CC)**. The CC manages user administration, access permissions, and ensures that only authorized individuals can access the eListing Platform.

Employee authorization through the Member Section replaces the previous process of signing PDF application forms.

The CC must be an employee of the registered company. You cannot appoint a CC from another organization. To ensure continuous administration of user access, we strongly recommend appointing a deputy who can assume the CC's responsibilities during periods of absence.

After Deutsche Börse approves the registration request, the CC receives an e-mail with login credentials and instructions for granting access to additional users.

Once the company registration is complete, the CC can:

- Create additional users (Administrators and Agents) in the Member Section
- Approve access requests from other employees of the company
- Manage employee access rights
- Create their own user account

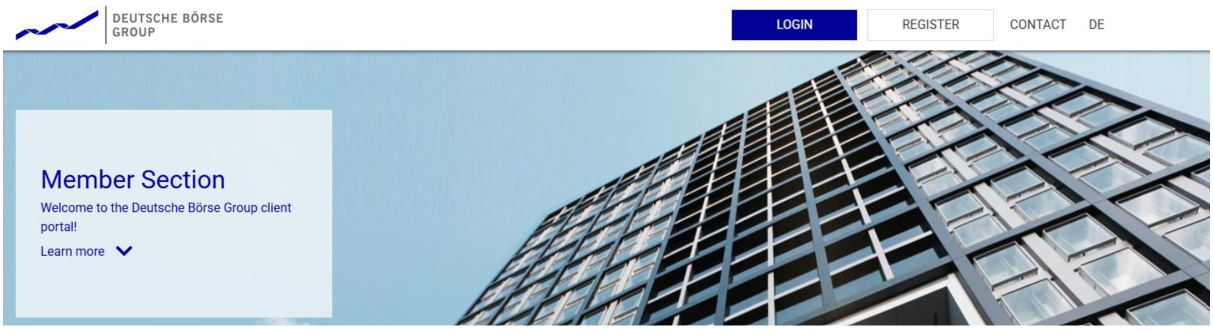
Please note that each legal entity (e.g. ICAV, SICAV, plc, etc.) requires a separate registration. However, the same CC can act as Central Coordinator for multiple registered companies.

2.2 Second step: set up user access

Regardless of your role in using the eListing Platform (Central Coordinator (CC), Administrator, or Agent), first create your personal user account in the Member Section. The Member Section serves as the access portal to the eListing Platform.

To create your personal user account for the first time, log in to the Deutsche Börse Group Member Section using the login credentials that were sent to you by email when you were set up as a Central Coordinator.

To do so, select **LOGIN** in the upper-right corner of the homepage and enter your username and password.



Upon your first login, you will be required to configure a two-factor authentication (2FA) method. This allows you to choose how you would like to receive your verification code. However, the selected authentication method must first be set up in the Member Section. The following authentication methods are supported:

- **E-mail authentication:** receive your verification code by email.
- **Mobile authentication:** receive your verification code through an authenticator app by scanning a QR code. Install the authenticator app before setting up this method.
- **SMS authentication:** receive your verification code by text message on the mobile phone number registered to your account.

You will then be prompted to reset your password. Enter your username and click **Send Verification Code**. A verification code will be sent to you using your selected authentication method.

For each subsequent login, you must select one of the available two-factor authentication methods.

After successful authentication, you can access the eListing Platform through the **eListing** section in the left-hand navigation menu. Single Sign-On (SSO) is enabled, so no additional login is required.

Once you have reset your password, you can use your username and password for all future logins.

2.3 Third step: assign access rights (Administrator and/or Agent)

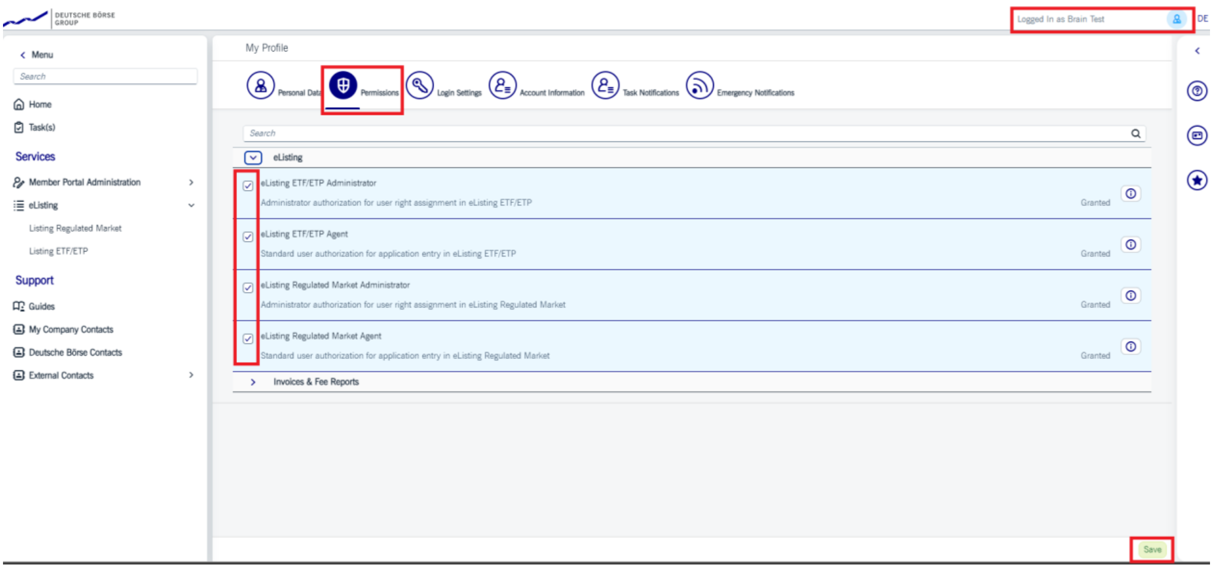
If you wish to set yourself up as an Agent or Administrator for the eListing Platform, click the profile icon in the upper-right corner of the page, next to your name and company, and select “My Profile”. In the menu, select “Permissions”. You will then see the following options:

- eListing ETF/ETP Administrator
- eListing ETF/ETP Agent

If you intend to submit applications for admission to the Regulated Market, which is a prerequisite for participation in the ETF & ETP Segment, you may also select:

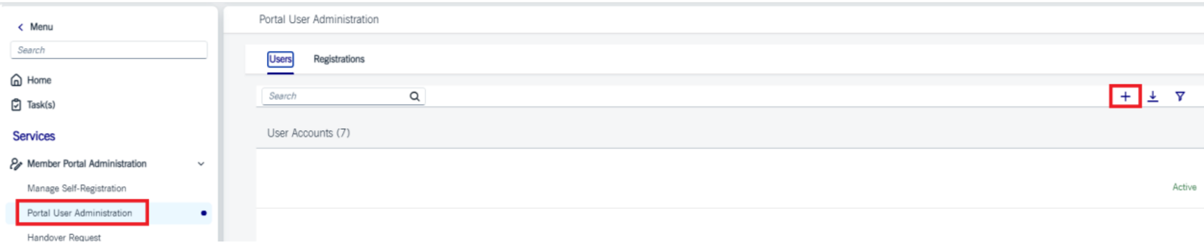
- eListing Regulated Market Administrator
- eListing Regulated Market Agent

To assign a role, select the relevant permission by clicking the corresponding checkbox and then click **Save** in the bottom-right corner of the screen to confirm your selection.



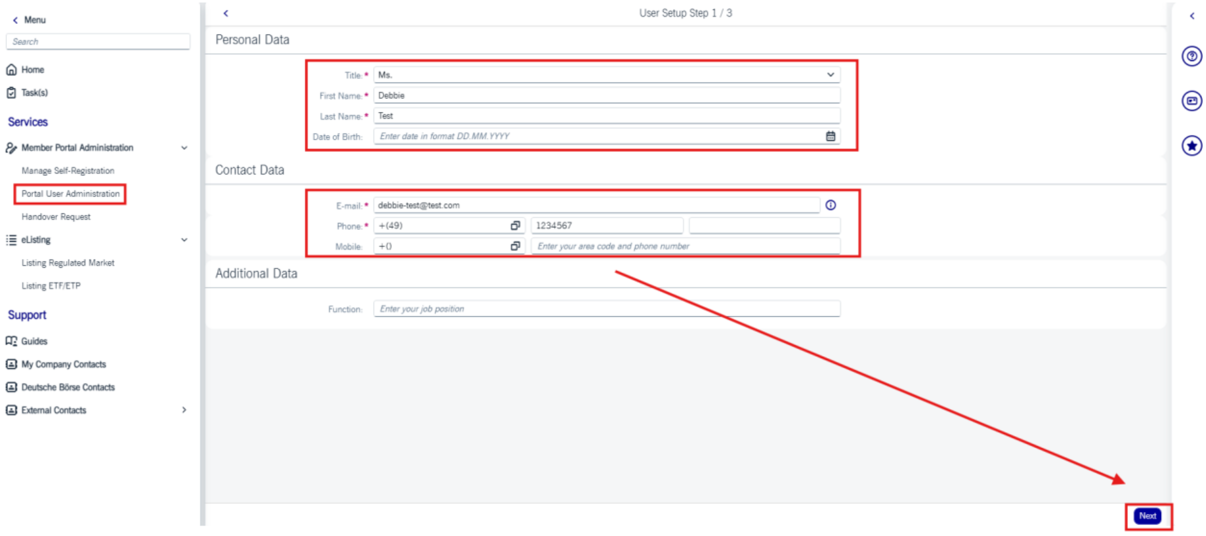
You can set up users within your company as Administrators or Agents by clicking Member Portal Administration in the left-hand navigation menu and then selecting Portal User Administration.

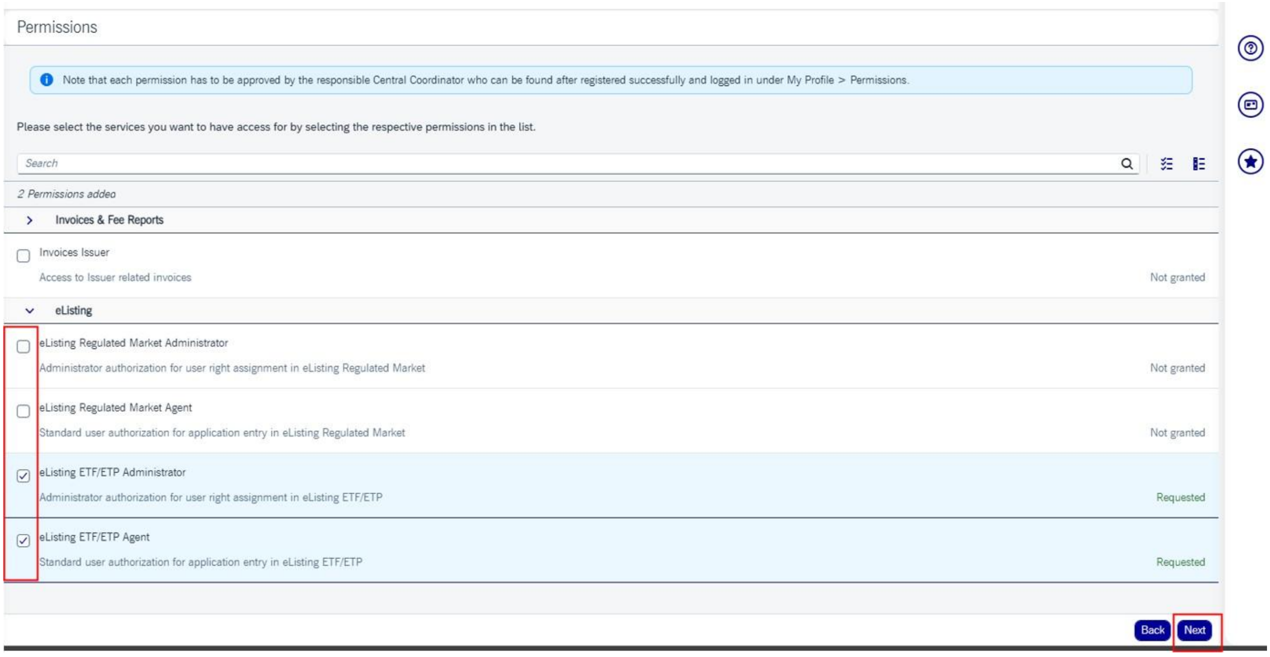
To add a new user, select the **plus (+)** icon.

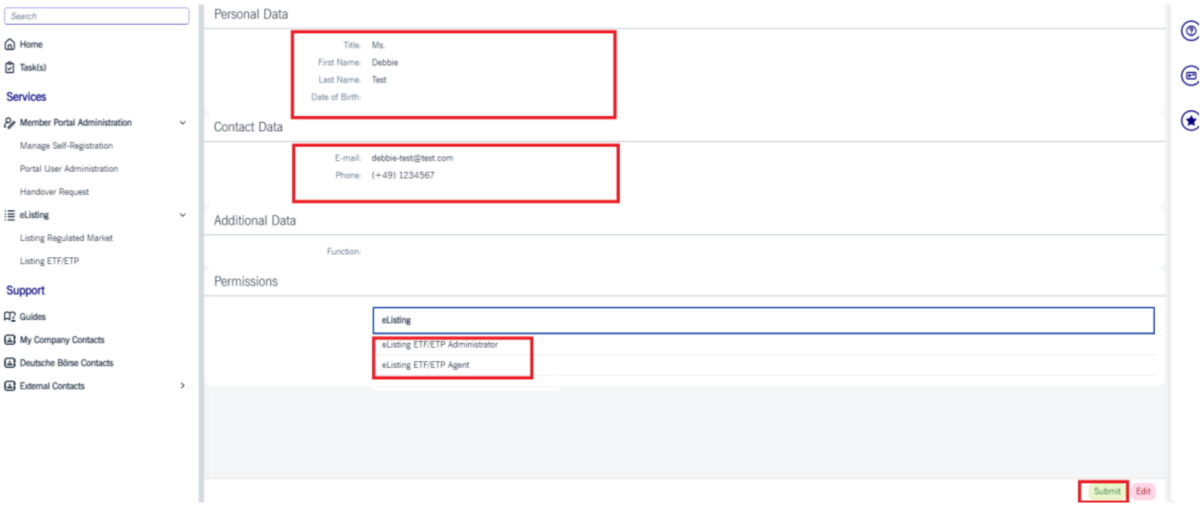


In the following steps, you can enter the contact details of the new user and assign the appropriate access roles (Administrator and/or Agent).

Before you complete the system displays a summary of the information entered for the new user. Review the details and then click **Submit** to create the user account.







After you create the user account, the new user receives an activation e-mail. To activate the account, the user must select the link in the e-mail, verify their details, and confirm their registration.

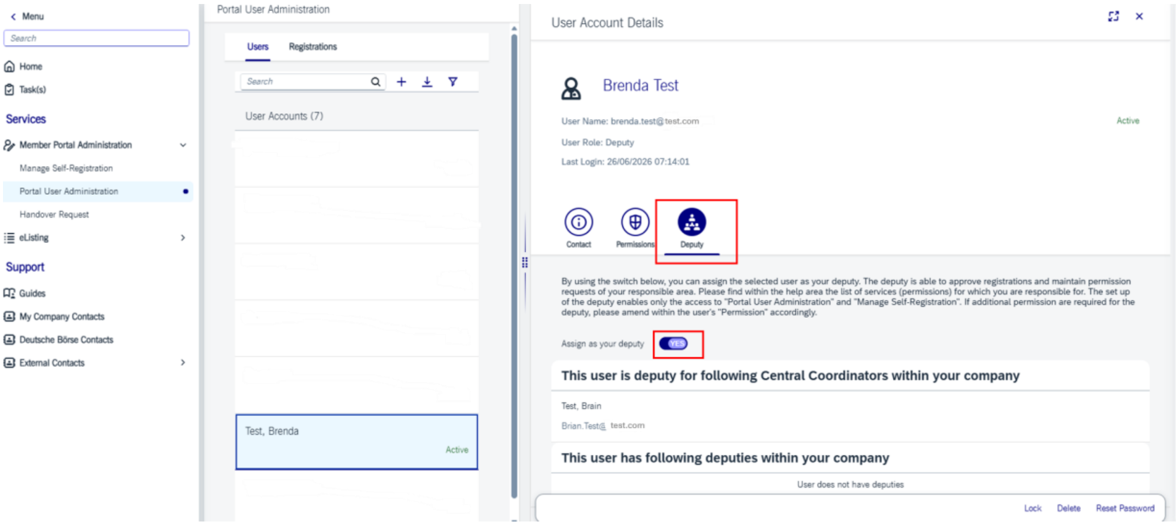
Once the registration process is complete (this may take a few minutes), the new user will receive a second email prompting them to create a password.

As soon as the password has been set up, the user account is activated, and the user can log in using their new credentials.

2.4 Set up a Deputy Central Coordinator

Deutsche Börse strongly recommends appointing a Deputy Central Coordinator who can assume the Central Coordinator's responsibilities during periods of absence.

To assign a deputy, navigate to Portal User Administration and select the relevant user account. Open the user's profile, click Deputy, and change the setting from **No** to **Yes** using the radio button. The selected user will then be designated as Deputy Central Coordinator.



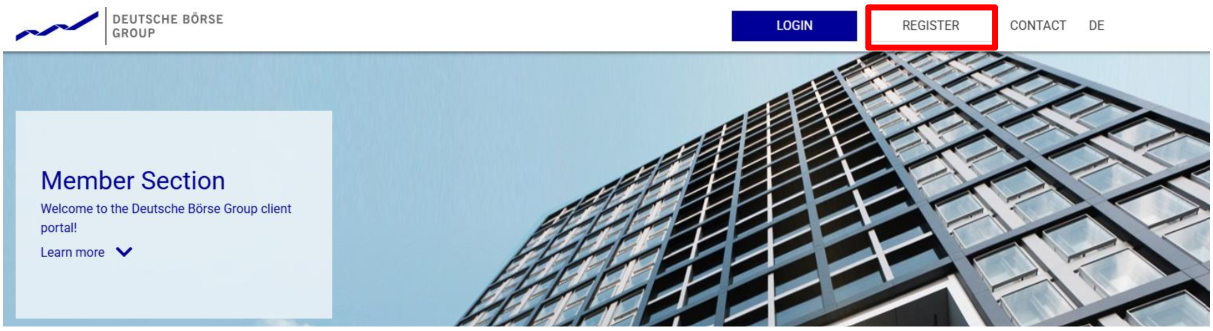
2.5 Self-register as a user

Before you can use the self-register function, the Central Coordinator (CC) must enable the self-registration feature. To do so, the CC must click **Member Portal Administration** in the left-hand navigation menu and then select **Manage Self-Registration**.

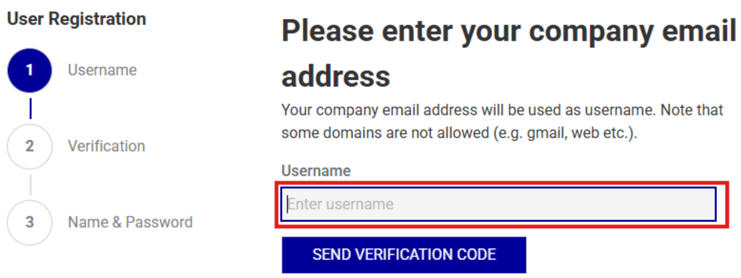
In the screen that opens, the Self-Registration switch must be set to **On**.

Afterwards, all email domains (e.g. *exchange.com*) that should be considered trusted for self-registration must be added to the whitelist, as shown in the diagram below.

Once self-registration has been enabled by the Central Coordinator (CC), you can register yourselves by clicking **REGISTER** on the Member Section homepage and then select “User Registration”.



As part of the registration process, you will first be asked to enter your email address so that a verification code can be sent to you.



After entering the verification code sent to the email address provided, you can enter your first and last name and create a password.

Once this step has been completed, you will receive an email prompting you to complete the setup of your user profile.

After your profile has been fully set up, the Central Coordinator (CC) will be notified by email that an access request has been submitted. The CC will then be asked to review and process the request by following the link provided in the email.

Dear Central Coordinator,

Name: Test Person
E-mail: Test.Person@test.com
Company: Test

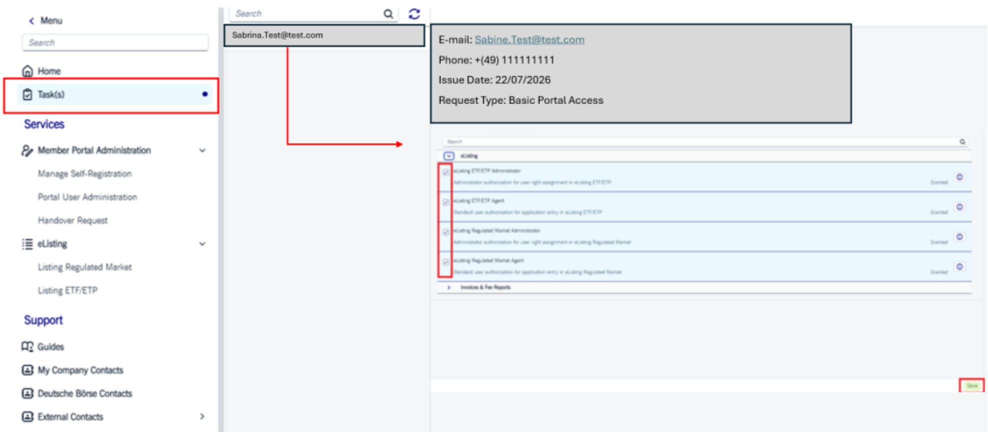
Has requested access to the Member Section. For further processing, please open your inbox within the Member Section.

Click here

The Central Coordinator (CC) can view pending access requests in the Member Section by clicking **Tasks** in the left-hand navigation menu.

Under Permission Request, a list of users with pending access requests will be displayed in the left-hand column. By selecting a user from this list, the CC can review the request and assign the appropriate access rights.

To complete the process, the CC needs to click **Approve** in the bottom-right corner of the screen.



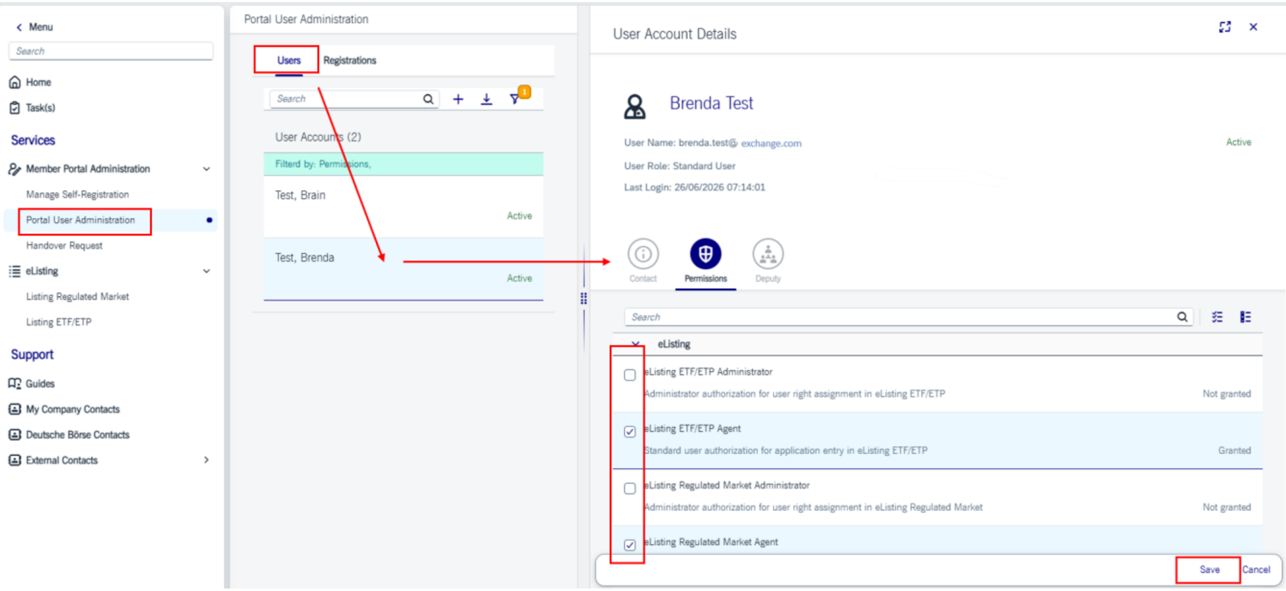
Once the request has been approved by the Central Coordinator (CC), you will receive a confirmation email.

2.6 Deactivate or change a user's admission rights

Users cannot be removed via the eListing Platform. Instead, the Central Coordinator (CC) can deactivate a user's access in the Member Section by removing their Administrator or Agent permissions.

To modify a user's access rights, select Member Portal Administration from the left-hand navigation menu and then click "Portal User Administration". Select the user whose permissions you wish to change, click "Edit", and update the assigned access rights as required.

To confirm the changes, click **Save** in the bottom-right corner of the screen.



2.7 Switch user accounts

Users with access to multiple legal entities can switch between accounts without the need to log out and log in again.

Click on your profile icon in the upper-right corner and select **Switch User Account**. A list of all legal entities assigned to your profile will appear. Select the required legal entity to continue working and processing applications on its behalf.

3. eListing platform for ETFs & ETPs

3.1 Log in to the eListing platform for ETFs & ETPs

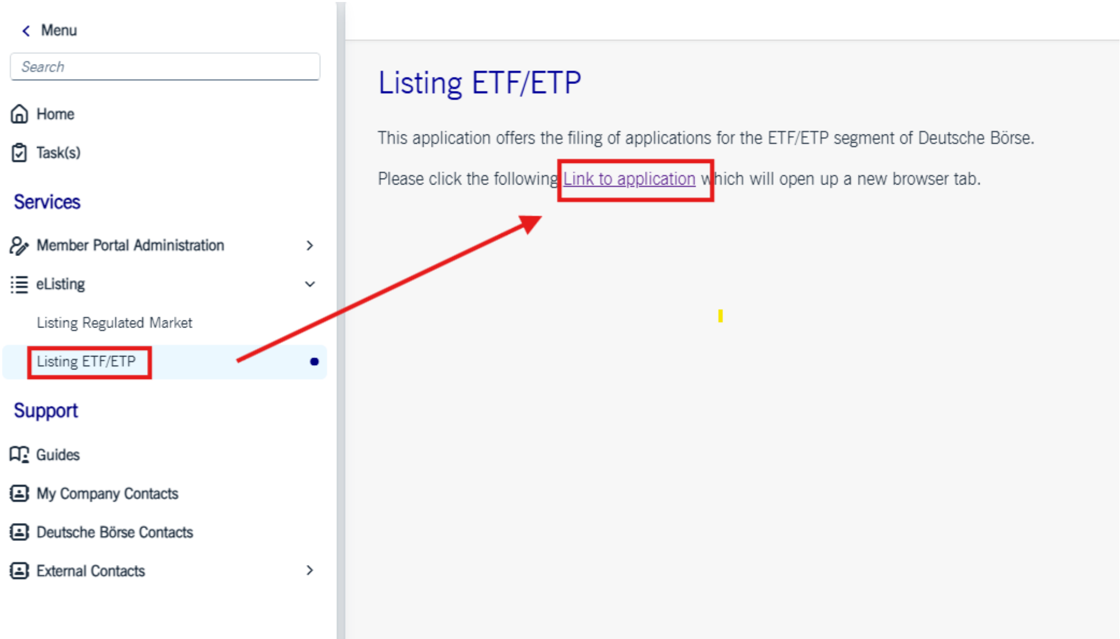
To access the **eListing Platform** via the Member Section access portal, log in to the Member Section (Member Section) and select **eListing** from the left-hand navigation menu.

You can then choose one of the following options:

- **Listing Regulated Market:** if you wish to begin the application process for admission to the Regulated Market.

- **Listing ETF/ETP:** if you wish to submit an application for participation in the ETF & ETP Segment.

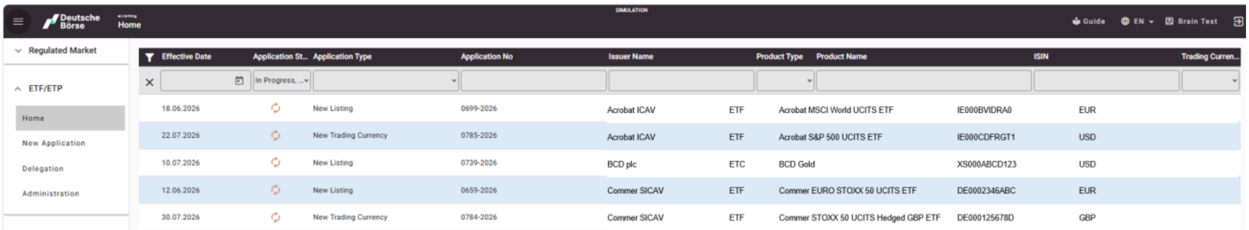
This user guide explains how to apply for participation in the ETF & ETP Segment using the eListing Platform.



After clicking **Link to Application**, you will be redirected to the eListing Platform.

If you have user permissions for both the Regulated Market and the ETF & ETP Segment, you will be directed to the Regulated Market section by default. To submit a new ETF or ETP application, switch to the ETF/ETP section.

The default landing page of the eListing Platform is the **Home** view.



The eListing Platform is divided into the following sections:

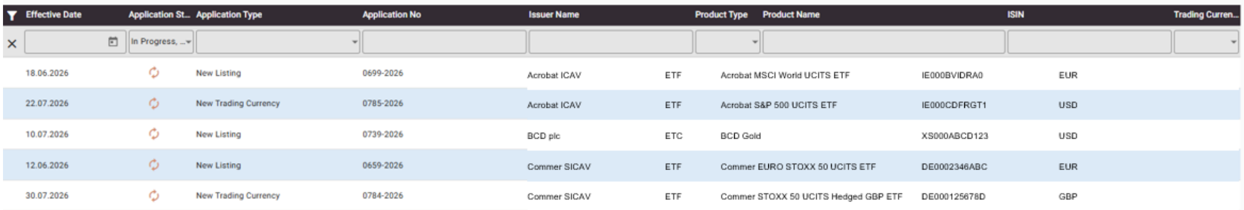
- **Page Header:** Displays the name of the page you are currently viewing within the eListing Platform.
- **Meta Menu** (right-hand side of the header): Provides access to login and logout functions, help resources, and your user profile. By clicking on your name, you can view your contact details.
- **Navigation Menu** (left-hand side): Provides access to the main sections of the platform: Home, New Application, Delegation, Administration.

3.2 Home

The first item in the navigation menu, which is displayed automatically when you open the application, is the **Home** page.

By default, this page displays all active applications submitted by you or by other users who have been granted read and/or write access. This includes also applications that have only been saved as drafts.

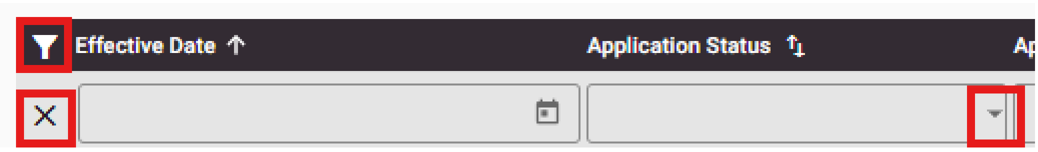
Using the Application Status dropdown menu, you can also view archived applications.



Effective Date	Application St...	Application Type	Application No	Issuer Name	Product Type	Product Name	ISIN	Trading Curren...
	In Progress, ...							
18.06.2026		New Listing	0699-2026	Acrobat ICAV	ETF	Acrobat MSCI World UCITS ETF	IE000BVIDRA0	EUR
22.07.2026		New Trading Currency	0785-2026	Acrobat ICAV	ETF	Acrobat S&P 500 UCITS ETF	IE000CDFRGT1	USD
10.07.2026		New Listing	0739-2026	BCD plc	ETC	BCD Gold	XS000ABCD123	USD
12.06.2026		New Listing	0659-2026	Commer SICAV	ETF	Commer EURO STOXX 50 UCITS ETF	DE0002346ABC	EUR
30.07.2026		New Trading Currency	0784-2026	Commer SICAV	ETF	Commer STOXX 50 UCITS Hedged GBP ETF	DE000125678D	GBP

Applications submitted for the same effective date are highlighted using the same colour coding.

The Filter icon on the far left of the navigation menu can be used to show or hide the available filter options. Use the triangle icons next to each filter category to expand or collapse the corresponding filter options.



The **Effective Date** column displays the requested effective date of the application. This date must be confirmed by the Listing Team, as admission to the Regulated Market is a prerequisite for admission to the ETF & ETP Segment. Consequently, the effective date for admission to the ETF & ETP Segment must match the listing date for admission to the Regulated Market.

The **Application Status** column displays the current processing status of each application. The following statuses are available:

- Draft,
- In Progress
- Approved
- On Hold
- Rejected
- Withdrawn
- Approved (Archived)
- Rejected (Archived)
- Withdrawn (Archived)

If user action is required, an alert icon will be displayed. By selecting the application, users can review the validation messages and identify the outstanding actions that need to be completed.

The standard icons associated with each status are shown below.

	Draft: Application is saved as draft.
	In Progress: Application submitted and currently processing.
	Approved: Application approved successfully.
	Rejected: Application rejected.
	Withdrawn: Application withdrawn.

The **Application Type** column displays the type of application and can contain one of the following values: New Listing, New Trading Currency.

The **Application No.** column displays the unique application number assigned to each application.

The **Issuer Name** column displays the legal entity of security.

The **Product Type** column indicates the type of security to which the application relates. Available values are ETF, ETC, ETN.

The **Product Name** column displays the name of the product.

The **ISIN column** displays the ISIN of the product.

The **Trading Currency** column displays the trading currency of the product.

Below the table on the right-hand side, you can select the number of entries displayed per page. The page indicator next to it shows the current page number and the total number of available pages. You can navigate between pages using the arrow icons on the right:

- **|** – Go to the first page
- – Go to the previous page
- **>** – Go to the next page
- **>|** – Go to the last page

Applications can be opened by clicking anywhere within the corresponding row. You will be redirected to the section of the application that was last viewed.

3.3 New application

Process Overview:

The application process consists of **8 successive steps**:

Step 1: Listing/Issuer Data

Step 2: Product (Product Identification, ISIN, Ticker, etc.)

Step 3: Underlying (Index or underlying instrument details)

Step 4: iNAV (Indicative Net Asset Value parameters)

Step 5: Trading Parameters (Designated Sponsor, quoting parameters, reference price)

Step 6: Documents (Prospectus, Final Terms, PRIIPS)

Step 7: Communication (Direct secure team-chat logs)

Step 8: Confirmation (Checklists and submission validation)

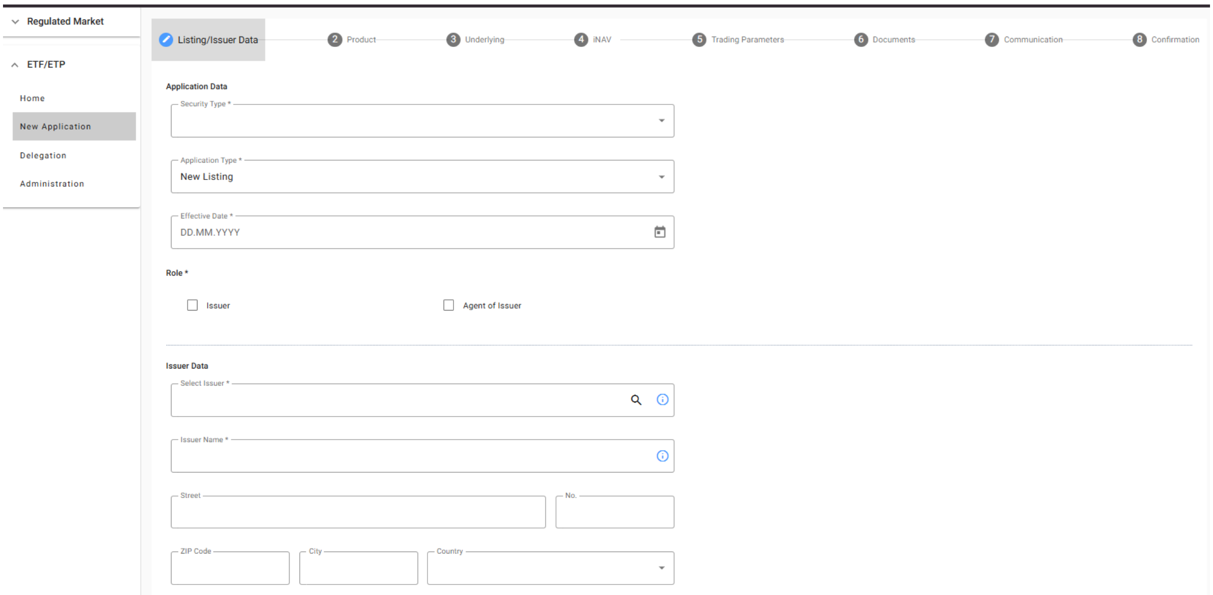
In the **New Application** section, create new applications for ETFs, ETCs, and ETNs. The application process consists of eight steps and guides you through the required information and documentation.

When completing the application, use the available options in the dropdown menus. Validation messages alert you to incorrect or missing entries, while information texts provide additional guidance and explanations. In case of any hard errors, a warning will display "**Application could not be saved due to Errors**".

You can submit an application only if you have been assigned the Agent role and granted write permissions in the eListing Platform.

The New Application section has its own page structure. The horizontal navigation bar displays the individual application steps in numerical order, allowing you to track your progress throughout the process.

You can navigate between the steps by clicking Next or Previous at the bottom of the page, or by selecting the corresponding step number directly from the navigation bar. Before you can move to the next step, complete all hard mandatory fields in **Steps 1 and 2**. Fields marked with an asterisk (*) are hard mandatory and must be completed.



The numbers of the tabs (Steps 1–8) that you have already visited, as well as the tab you are currently viewing, are highlighted in blue. Tabs that have not yet been accessed are displayed in grey.

Completed steps are indicated by a blue circle containing a white check mark, while the step you are currently editing is marked with a pencil icon on a blue background.

Below the data entry fields in Steps 2–7, the following buttons are available:

- Previous and Next on the left-hand side
- Cancel and Save as Draft on the right-hand side

After you successfully complete all data entry fields in **Step 8**, the following buttons appear at the bottom of the page:

- Previous
- Cancel
- Save as Draft
- Confirm and Submit

If you have already saved the application as a draft, the following additional options are available:

- Print
- Delete Draft

In Steps 2 to 5, the top of each page displays key product information, including the ISIN, Trading Currency, Product Name, and the Application Type (i.e. New Listing or New Trading Currency).

In the upper-right corner of each subsequent step, a blue information box displays the key details of the application. This information is largely derived from the data entered in Step 1 and Step 2 and remains throughout the remainder of the application process.

The following details are displayed:

- Security Type
- Security Sub-type
- Application Type
- Issuer Name
- Product Name
- Effective Date
- Application Status

Below each section containing data entry fields, a **Validation Results** panel is displayed in a light-blue box. This panel highlights any mandatory fields that have not been completed or that contain invalid information.

Each validation message identifies the relevant section and describes the issue you must resolve.

You can submit an incomplete application. However, the application can only be approved once all mandatory fields have been completed.

The following symbols are used to indicate missing information, incomplete entries, or incorrectly completed fields:

Symbol	Meaning
	indicates that data still needs to be added or corrected until the application is being released
	The user cannot continue with the next step until the error is fixed

You can create a new application in one of the following ways:

- Manual entry: complete all required fields directly in the eListing Platform.
- CSV upload: upload a pre-filled CSV file containing the required application data.

You can submit part of the application and update the information at any time, provided the ETF Team has not frozen the application.

3.3.1 Submit the application manually

Complete the application by following the eight steps described above.

A single application may include multiple products of the same security type. You can also submit an application to add a new trading currency for products that are already listed.

Fields marked with an asterisk (*) are hard mandatory and must be completed.

Please note that you cannot change the application-specific information after you save the application for the first time. The system uses this information as the basis for the process- and security-specific details required in the subsequent steps.

Step 1: Listing/Issuer Data

In this tab, the following information is required regardless of the number of products included in the application or the number of new currencies you want to add:

Application Data

- **Security Type* (ETF, ETC, ETN): cannot be changed once saved**
- Application Type* is prefilled with "New listing".
- Effective Date* (Listing Date)
- Role*:
  - Select whether you are acting as the "Issuer" **OR** the "Agent of the Issuer".
  - If you select Issuer, the issuer details will be populated automatically based on your login information.

Issuer Data:

If you are acting on behalf of the issuer, enter the requested issuer information:

- Issuer name*: (if the issuer is not available in the list, select Other Company and enter the issuer name manually)
- Street
- House Number
- ZIP/Postal Code
- City
- Country
- Issuer Website (in case not prefilled)
- Issuer LEI

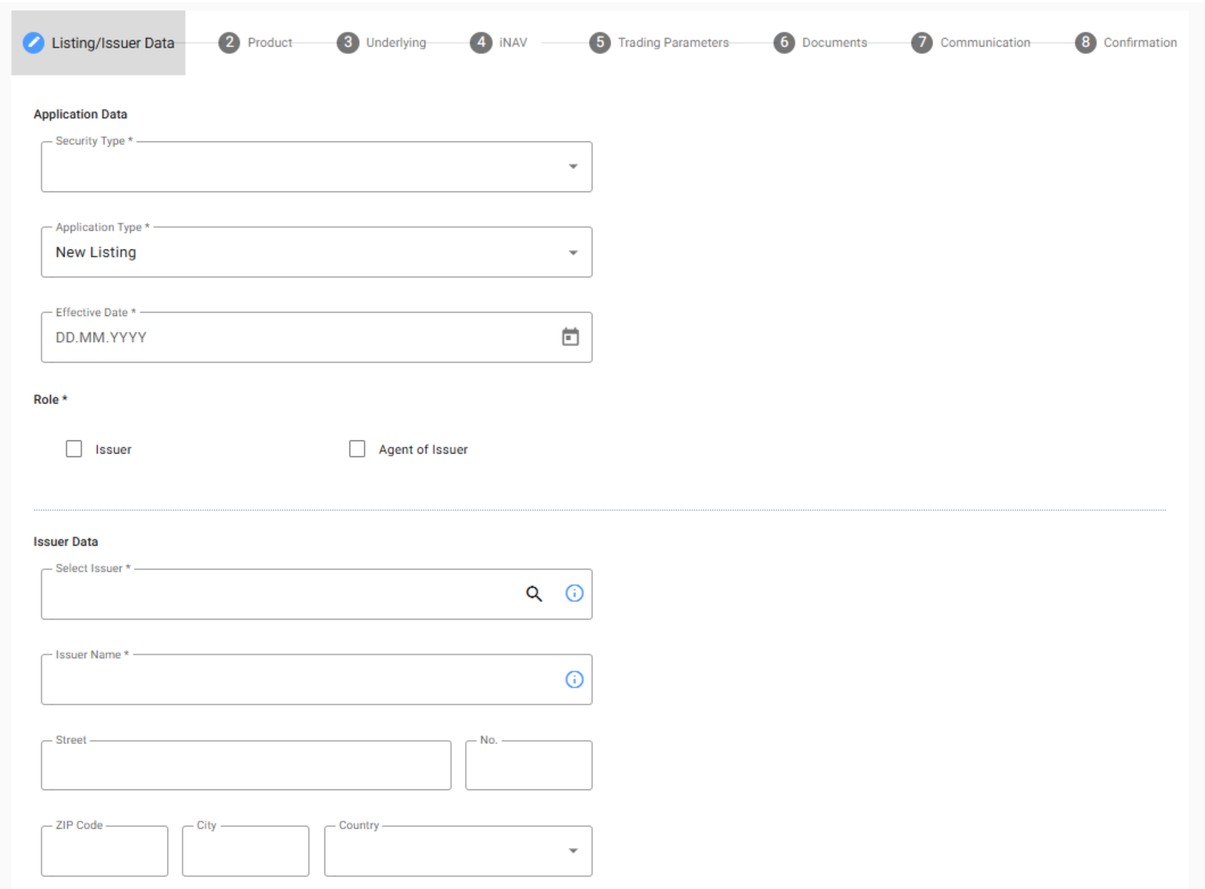
Contact Person

- Enter contact details for both the Agent AND the Issuer.
- Additional contact person you can be ad by clicking the plus (+) icon.
- The following details are required:
  - First Name,
  - Last Name,
  - Phone Number (optional)

  - Email*

Please note that the Effective Date must match the listing date requested for admission to the Regulated Market.

At the end of this step, you can click the **Next** or **Cancel** button.



Step 2: Product

In this tab, enter the **Product Identification** and **Product Details** information. Complete all required fields before moving to the next step or returning to the previous step.

To add additional products (ISINs), select the **plus (+) icon**. To copy information that is identical across multiple ISINs, select the **copy arrow** on the left-hand side of the product.

Product Identification

The Product Identification section includes the following fields:

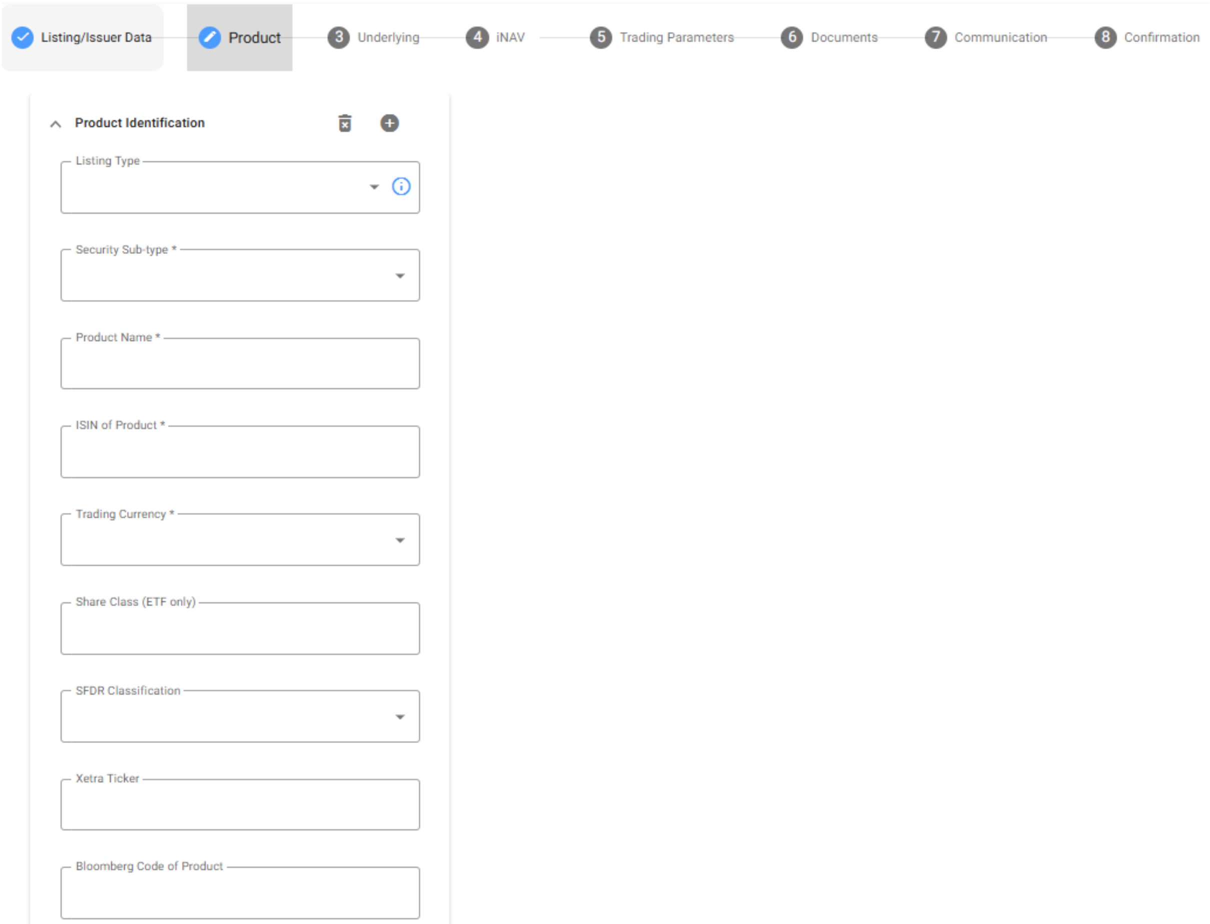
- Listing Type
  - Primary Listing
  - Cross Listing
- Security Sub-type*:
  - For ETFs:

        - Passive ETF
        - Active ETF
    - **For ETNs: cannot be changed once saved**
        - ETN
        - Crypto ETN
    - For ETCs: there is no sub-type
- Product Name:
- **Product ISIN*: cannot be changed once saved**
- Trading Currency*:
- Share Class (ETFs only)
    - Please enter only the share class designation (e.g. *USD Acc*).
- SFDR Classification
    - Article 6
    - Article 8
    - Article 9
    - Not Applicable
- Xetra Ticker
    - Up to four-character alphanumeric code.
- Bloomberg Code of the Product
    - Typically, the Xetra ticker followed by a space and GY.
- Reuters RIC of the Product

Product Details

The Product Details section includes the following fields:

- Applicable Fund Regulation
    - UCITS
    - Other
    - If Other is selected, please contact ETF-Team (Communication tab).
- Issue Date of the Product
- Maturity
    - Open-Ended
    - Fixed-Term (if selected, the maturity date must be provided)
- Base Currency of the Share Class / Product
- Replication Method (Passive ETFs only)
- Income Distribution Policy
    - Distributing (if selected, the distribution frequency must be specified)
    - Accumulating
    - No Income
    - None
- Ongoing Costs (%)
    - Enter a value with up to two decimal places.
- Portfolio Composition Disclosure Frequency (Active ETFs only)
- Description of Portfolio Composition Disclosure Frequency (Active ETFs only, if Other is selected as the disclosure frequency)
- Product Description



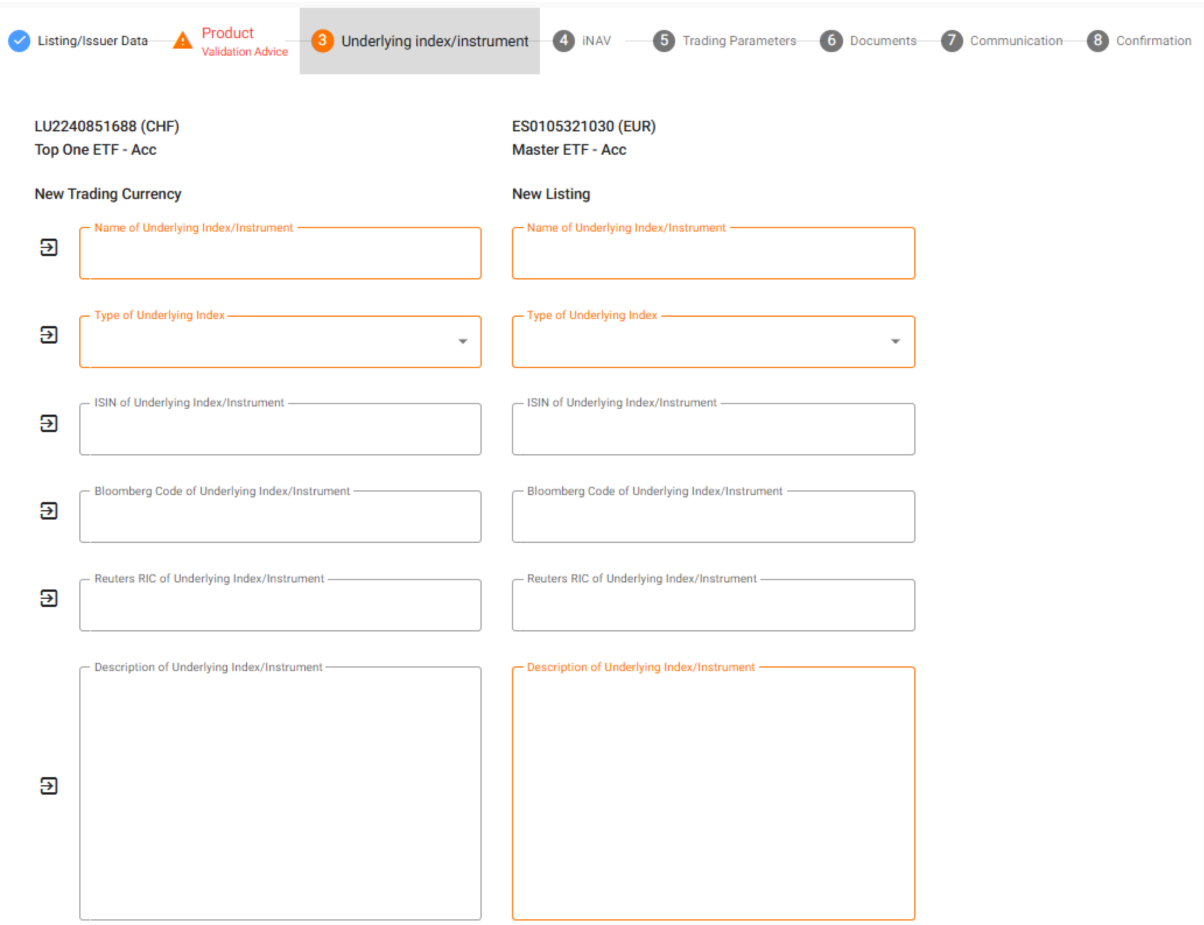
At the end of this step, you can click the **Previous**, **Next**, **Save as Draft**, or **Cancel** button.

Step 3: Underlying index/instrument (Active ETFs excluded)

In this tab, enter information about the underlying index or underlying instrument, unless the Security Sub-type is Active ETF.

The following details are required:

- Name of the Underlying Index / Instrument
- Type of Underlying Index
    - Total Return
    - Total Return Net
    - Price Return
    - Other
- ISIN of the Underlying Index / Instrument (optional)
- Bloomberg Code of the Underlying Index / Instrument and/or Reuters RIC of the Underlying Index / Instrument
- Description of the Underlying Index / Instrument



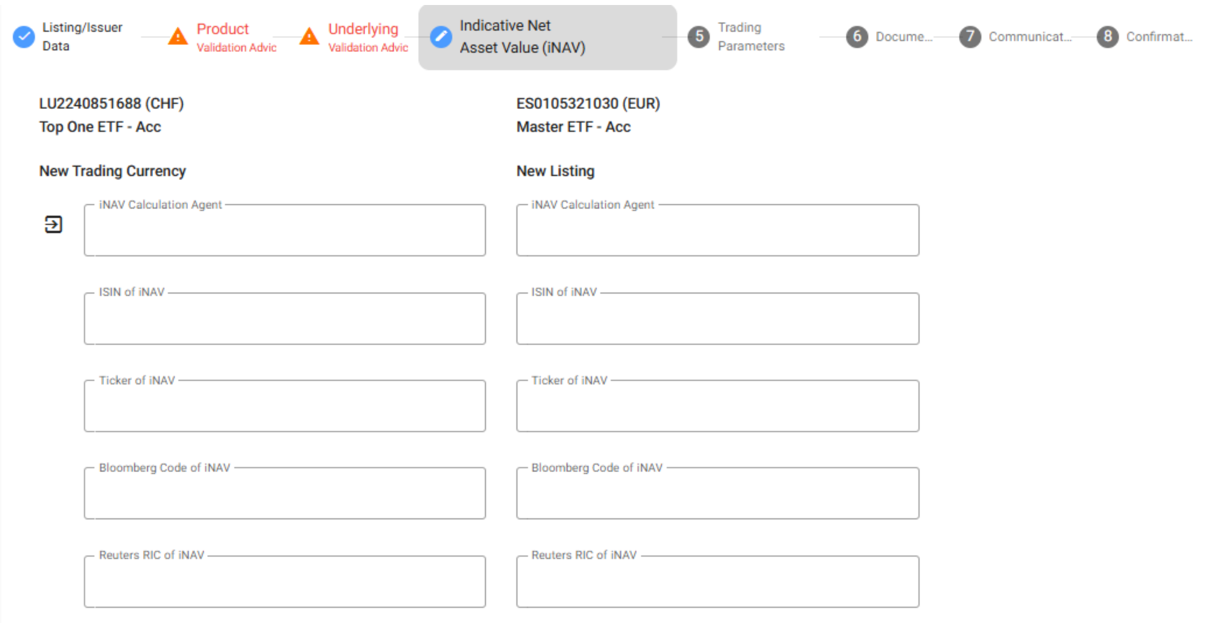
At the end of this step, you can click the **Previous**, **Next**, **Save as Draft**, or **Cancel** button.

Step 4: iNAV (Passive and Active ETFs only)

In this tab, enter iNAV information for each trading currency if the Security Sub-type is Passive ETF or Active ETF.

The iNAV section requires the following details:

- iNAV Calculation Agent
- ISIN of the iNAV (optional)
- iNAV Ticker (optional)
- Bloomberg Code of the iNAV and/or Reuters RIC of the iNAV



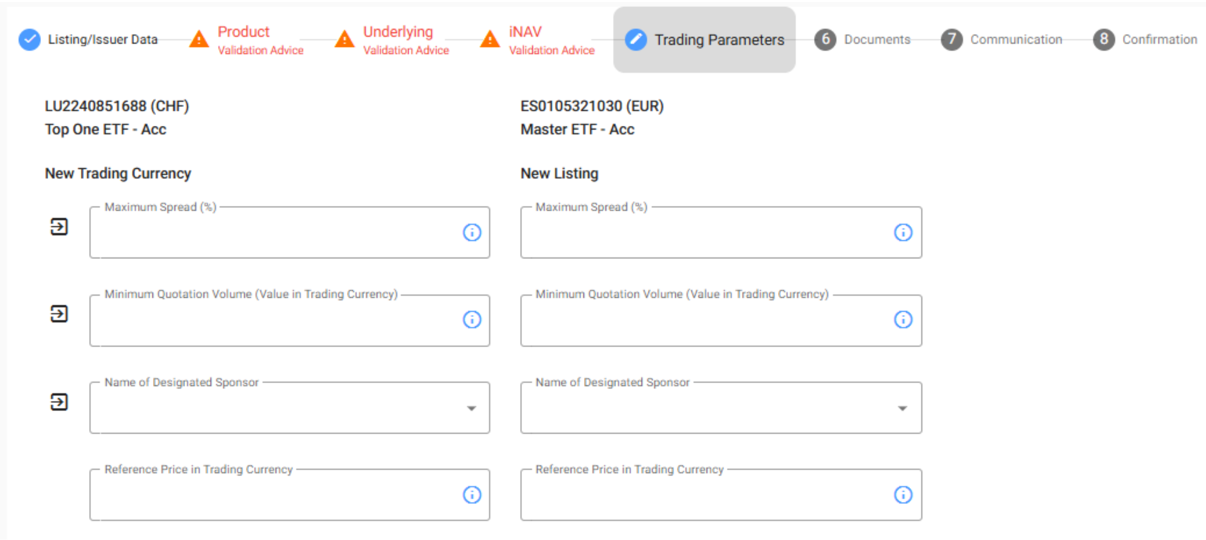
At the end of this step, you can click the **Previous**, **Next**, **Save as Draft**, or **Cancel** button.

Step 5: Trading Parameters

In this step, enter the trading parameters proposed by the issuer for the product.

The following information is required:

- Maximum Spread (%)
  - Must not exceed 5%.
  - If a higher value is required, please contact ETF-Team (Communication tab).
- Minimum Quotation Volume (value in the respective trading currency)
  - Must be at least the equivalent of EUR 50,000 in the respective trading currency.
  - If a lower value is required, please contact ETF-Team (Communication tab).
- Name of the Designated Sponsor
- Reference Price in the Trading Currency
  - Must be provided no later than two business days prior to the effective date.



At the end of this step, you can click the **Previous**, **Next**, **Save as Draft**, or **Cancel** button.

Step 6: Documents

In this step, upload the documents required for the application.

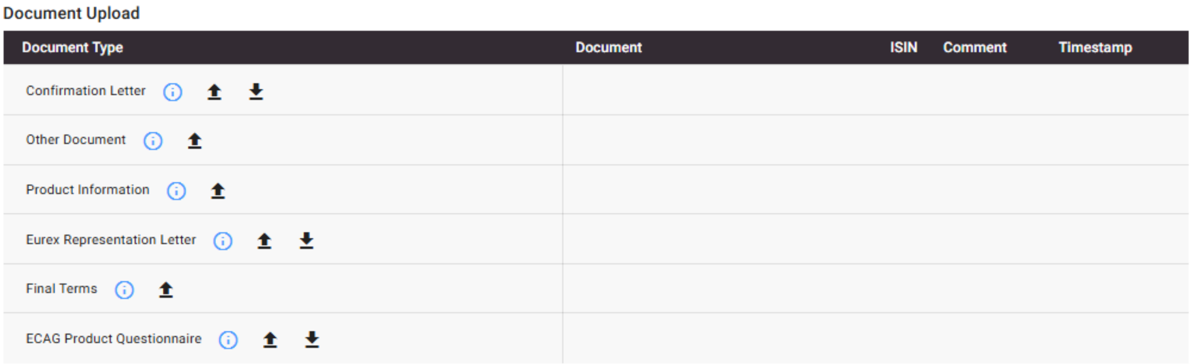
- Product Information
  - Base Prospectus
  - Supplement
  - KID or PRIIPs KID
- Composition File
  - Must be provided no later than two business days prior to the effective date.
- Final Terms
- Other Document
  - Any supporting document not covered by the categories above.
- Eurex Representation Letter
  - Required for ETCs and ETNs only.
- ECAG Product Questionnaire
  - Required for ETCs and ETNs only.
- Confirmation Letter for Crypto Index ETNs

Submit all documents either in English or German.

Documents can only be uploaded one at a time. Templates are available for download for the following document types:

- Eurex Representation Letter
- ECAG Product Questionnaire
- Confirmation Letter

Drag and drop a document into the upload area or select the file from your device.


Document Upload

Document Type	Document	ISIN	Comment	Timestamp
Confirmation Letter				
Other Document				
Product Information				
Eurex Representation Letter				
Final Terms				
ECAG Product Questionnaire				

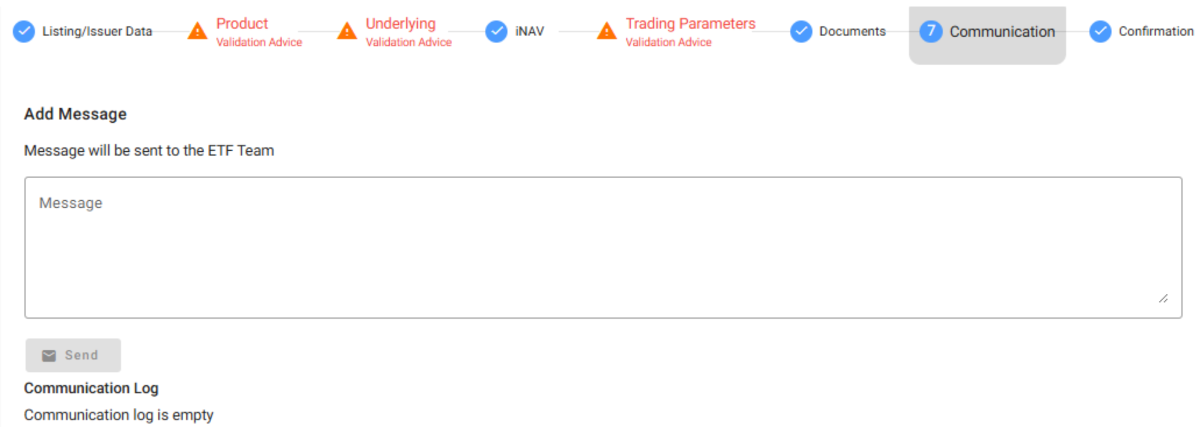
At the end of this step, you can click the **Previous**, **Next**, **Save as Draft**, or **Cancel** button.

Step 7: Communication

Use the Communication section to communicate directly with the ETF Team. The system stores all messages exchanged through this feature in this tab, where they remain available for future reference.

If you receive a new message, the system also sends you an e-mail notification. Log in to the eListing Platform to view and respond to the message.

Please note that all parties involved in the application can access the communication history and view all messages exchanged in this tab.



At the end of this step, you can click the **Previous**, **Next**, **Save as Draft**, or **Cancel** button.

Step 8: Confirmation

In this tab, you will find a summary of the application, including the products to be listed (product name, ISIN, and trading currency), the issuer name, the date and time stamp of the application submission, and the effective date.

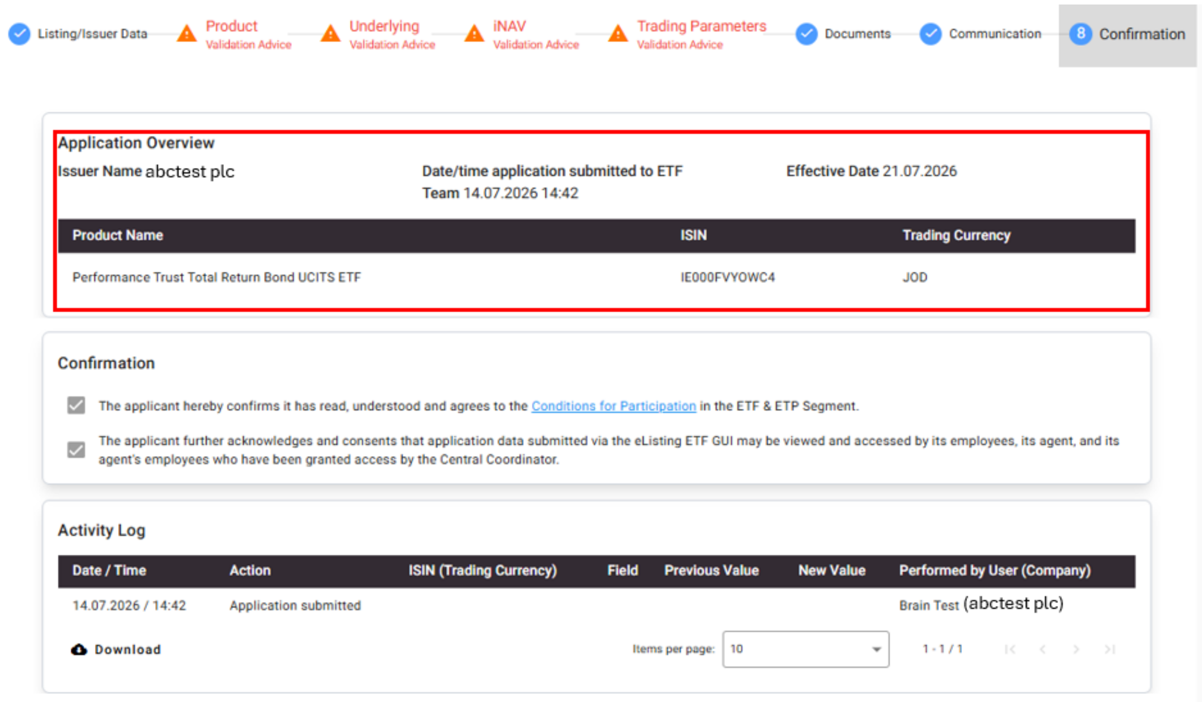
Before submitting the application, select the following checkboxes:

☑ The applicant hereby confirms it has read, understood and agrees to the **Conditions for Participation** in the ETF & ETP Segment.

☑ The applicant further acknowledges and consents that application data submitted via the eListing ETF GUI may be viewed and accessed by its employees, its agent, and its agent's employees who have been granted access by the Central Coordinator.

The **Activity Log** at the bottom of the page records all activities and actions related to the application. You can also download the Activity Log for reference purposes.

Use the **Print** function to generate a PDF version of the application. The PDF contains all information entered through Steps 1 to 8, including the Activity Log, and can be used for archiving and record-keeping purposes.



3.3.2 Submit an application by upload

To submit an application using the upload function, select **New Application** and complete Step 1: Listing / Issuer Data, as described in Section 3.3.1.

At the bottom of the page, upload the application file by **dragging and dropping** it into the upload area.

You can also download the **Application Template** from this page. The template includes detailed instructions for completing the application for the relevant security type.

Instructions for using the application template:

- The **Field Guide** tab provides details on each field that must be completed based on the selected security type (Active ETF, Passive ETF, ETC, ETN, or Crypto ETN).
- Before entering application data, select the applicable security type in **cell E2**. You can then complete the **Start Here** tab.
- You can enter multiple products of the same security type in a single application, provided they are to be listed on the same effective date.
- For fields containing dropdown lists, do not copy and paste values from one product to another. Instead, select the appropriate value from the dropdown menu for each product.
- If certain information is not yet available, leave the field blank. Do not enter placeholder text or other characters.
- In the Designated Sponsor field, enter the sponsor's **Member ID**, not the full company name. For example, Société Générale's Member ID is SOGFR. A list of Designated Sponsor Member IDs is available here. If you do not know the Member ID when you submit the application, leave this field blank. After uploading the application, you can select the Designated Sponsor manually.
- After completing the application template, click the **Upload Template** tab and save the file in CSV format. As a best practice, save a copy in **Excel format** before creating the CSV file. This allows you to make corrections more easily if the upload process identifies any errors.

The application upload may be rejected if the required fields are not completed correctly. During the upload process, the following validations are performed sequentially:

a. **Data Type Validation**: Verifies that each field contains the correct data type. For example, a date field must contain a valid date rather than text.

b. **Technical Validation**: Verifies that the data meets technical requirements. For example, an ISIN must contain 12 characters.

c. **Business Validation**: Verifies that the data meets business rules. For example, the maturity date must be in the future.

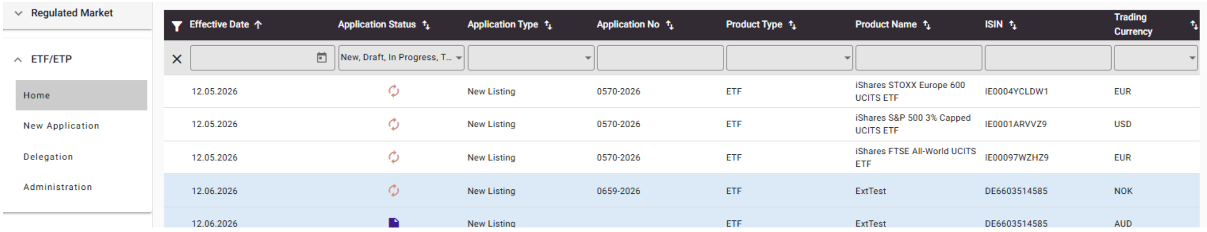
Once the application has been uploaded successfully, all application details will be available in the individual tabs from Step 1 to Step 7. Before you can submit the application to the ETF Team, complete **Step 8 – Confirmation** as described in Section 3.3.1.

3.3.3 Application status and approval

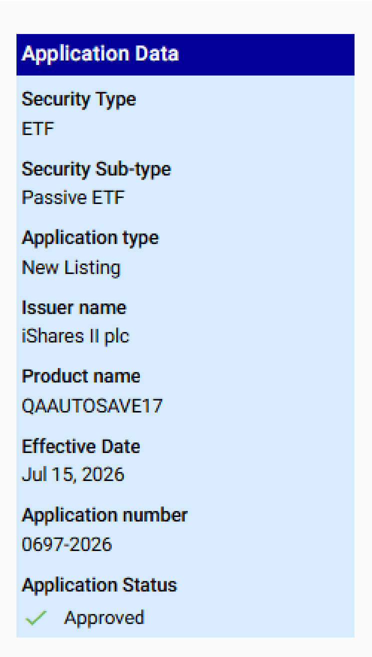
After you submit an application to the ETF Team, you can continue to update it and provide missing information, such as a reference price or supporting documents, as long as the application status remains **In Progress**.

You cannot modify the application once its status changes to Approved, On Hold, Withdrawn, or Rejected. You can also place the application On Hold or Withdraw it yourself.

Monitor the current application status on the Home page of the eListing Platform. The status of each application appears in the **Status** column.



… or after selecting an application in the blue box in the right corner “Application Status”.



3.4 Delegation

In the Delegation section, view all delegations recorded for your company that you are authorized to access. If you have been assigned the role of Agent, you can also create and manage delegations.

To access this section, select **Delegation** from the left-hand navigation menu.

The Delegation page provides an overview of all existing delegations and their current status, allowing you to review and manage delegation arrangements as required.

3.4.1 View, edit or withdraw delegations

Existing delegations are displayed in a table showing the following information:

- Status
- Principal
- Agent
- Application Type
- Security Type
- ISIN(s)

- Effective To

To view the details of a delegation, click the link displayed in the corresponding row under the **Status** column. This will open a new window containing the delegation details and its current status (for example **In Progress** or **Approved**).

Depending on the delegation status, you can:

- Withdraw a delegation that is in In Progress or Approved status; or
- Edit a delegation with the status Draft.

Use the available filters to display specific delegations in the table. To apply a filter, select the downward-facing arrow next to the relevant field and choose the required criteria.

3.4.2 Create new delegations

Use the **Download Template** function to download the delegation template provided by the Frankfurter Wertpapierbörse (FWB).

To create a new delegation, click **Add Delegation** and enter or select the required information on the screen that opens. You can then upload the completed delegation document and save it.

Upload delegation documents in PDF format by dragging and dropping the file into the upload area or by selecting the file from your device.

Once you have completed the delegation, click **Save** to store it as a draft.

If you wish to submit the delegation for review, click **Submit** to send it to the ETF Team.

Please note that pending delegations do not prevent you from submitting applications. However, the ETF Team can approve an application only after reviewing and accepting the relevant delegation.

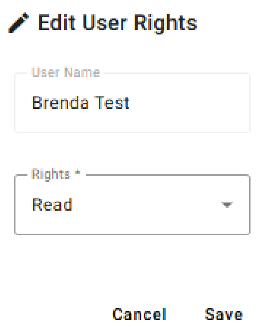
3.5 Administration

Access the **Administration** section through the navigation menu. This section displays your assigned permissions, which can be either Administrator or Agent.

All users can view the list of all administrators by clicking **Show Administrators**.

If you have **Administrator** permissions, you can view all users for whom you have been granted read and/or write access rights. A user table displays each user’s e-mail address and assigned access rights.

To modify a user's access rights, click **Edit** in the relevant row and update the permissions as required.



Below the table on the left-hand side, you will find the **Export as CSV** icon. By clicking this icon, you can download all data currently displayed in the table and save it as a CSV file.

4. Data protection

The protection of your privacy when processing personal data is an important concern for us, which is why we take this into account in all our business processes. Personal data is collected, processed and used exclusively in accordance with the data protection regulations of the country in which the authority responsible for data processing is located.