FINANCIAL CONDUCT AUTHORITY

National Storage Mechanism (NSM) User Guide

Version 10.0

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1. Overview

This guide provides step-by-step instructions for searching the National Storage Mechanism (NSM) for regulated information.

This guide will be updated when changes are made to the way you might use the NSM, so please do look out for an updated version if you have downloaded this guide and saved it locally to your computer!

For a step-by-step guide on how to **submit** information to the NSM please refer to the NSM Submitter User Guide.

V10.0 Updates

- Updated section 18 to include information about the iXBRL viewer and xBRL-JSON and xBRL-CSV formats.

V9.0 Updates

- Minor updates to screen shots and wording for the implementation of Prospectus Rules: Admission to Trading on a Regulated Market (PRM).

V8.0 Updates reflecting PS24/19 and related changes:

- Updated section 10 on company search for disclosing organisations and related issuers
- Updated section 12 on category search
- Updated section 13 on searching by source
- Added section 20 on how to display related issuers in search results
- Added section 21 on corrections by the submitter
- Added section 22 on data remediation by the FCA
- Removed references to classifications
- Updated screen shots
- Updated the glossary

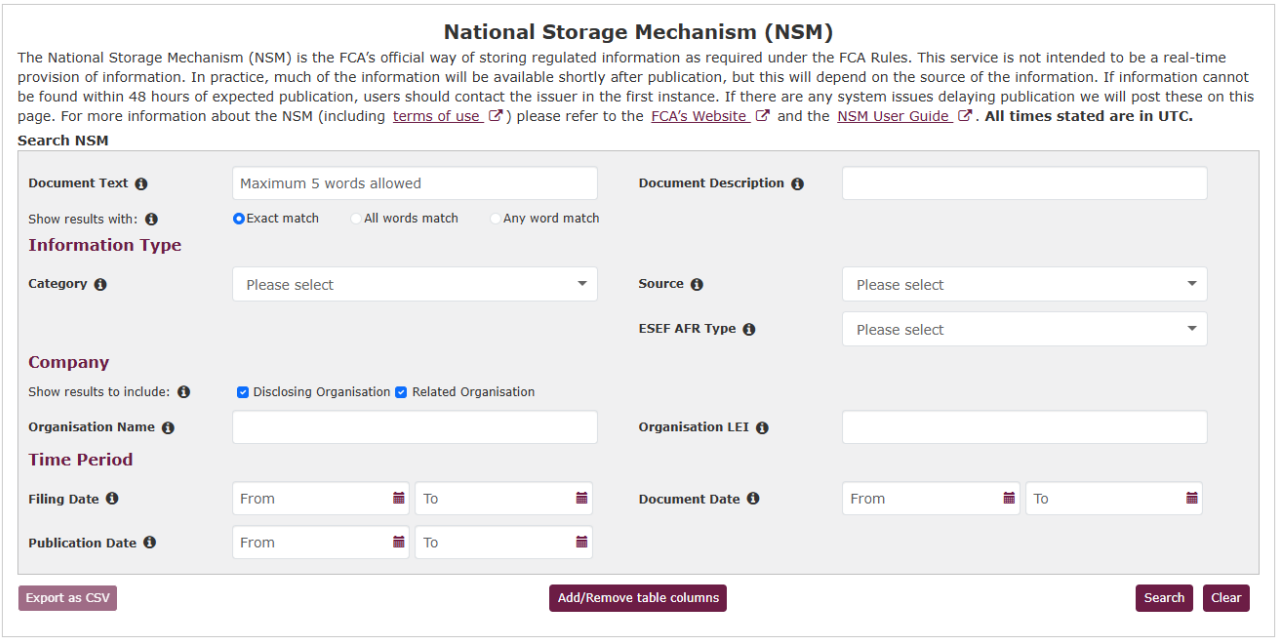
2. What is the NSM?

The NSM is an online free-to-use database that enables you to access and download regulated information that has been submitted to us in accordance with our Disclosure Guidance and Transparency Rules (DTRs), UK Listing Rules (UKLR), Prospectus Rules: Admission to Trading on a Regulated Market (PRM) and the Market Abuse Regulation (MAR).

The NSM 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.

3. How to access the NSM

Go to https://data.fca.org.uk/#/nsm/nationalstoragemechanism. Click on '**Accept**' if you are presented with the 'Terms of use' and you will see the NSM search page.



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

The NSM is not intended to be a real-time information service. Information will generally be publicly available within an hour of it being submitted.

If information cannot be found within 48 hours of expected publication, 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 as it is a permanent 'archive'.

6. Browsers supported by the NSM

We encourage you to use Google Chrome or Microsoft Edge 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 will 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 the 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').

A34

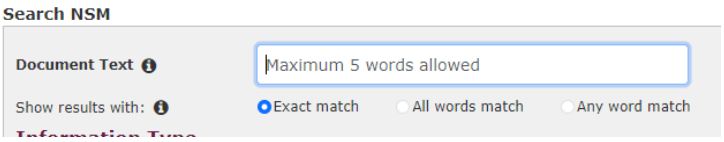
	A	B	C
1	MS NSM URL	Filename	Hyperlink
2	https://tools.morningstar.co.uk/tsweu6nqxu/globaldocuments/document/documentHandler.ashx?DocumentId=93486851	93486851.pdf	https://data.fca.org.uk/artefacts/NSM/data-migration/93486851.pdf
3	https://tools.morningstar.co.uk/tsweu6nqxu/globaldocuments/document/documentHandler.ashx?DocumentId=118717591	118717591.pdf	https://data.fca.org.uk/artefacts/NSM/data-migration/118717591.pdf
4	https://tools.morningstar.co.uk/tsweu6nqxu/globaldocuments/document/documentHandler.ashx?DocumentId=118212812	118212812.pdf	https://data.fca.org.uk/artefacts/NSM/data-migration/118212812.pdf
5	https://tools.morningstar.co.uk/tsweu6nqxu/globaldocuments/document/documentHandler.ashx?DocumentId=47393347	47393347.pdf	https://data.fca.org.uk/artefacts/NSM/data-migration/47393347.pdf
6	https://tools.morningstar.co.uk/tsweu6nqxu/globaldocuments/document/documentHandler.ashx?DocumentId=18257705	18257705.pdf	https://data.fca.org.uk/artefacts/NSM/data-migration/18257705.pdf
7	https://tools.morningstar.co.uk/tsweu6nqxu/globaldocuments/document/documentHandler.ashx?DocumentId=30163102	30163102.pdf	https://data.fca.org.uk/artefacts/NSM/data-migration/30163102.pdf
8	https://tools.morningstar.co.uk/tsweu6nqxu/globaldocuments/document/documentHandler.ashx?DocumentId=93488277	93488277.pdf	https://data.fca.org.uk/artefacts/NSM/data-migration/93488277.pdf
9	https://tools.morningstar.co.uk/tsweu6nqxu/globaldocuments/document/documentHandler.ashx?DocumentId=47403934	47403934.pdf	https://data.fca.org.uk/artefacts/NSM/data-migration/47403934.pdf

Carry out an Excel VLOOKUP which will match links from the Morningstar column with links in the FCA column.

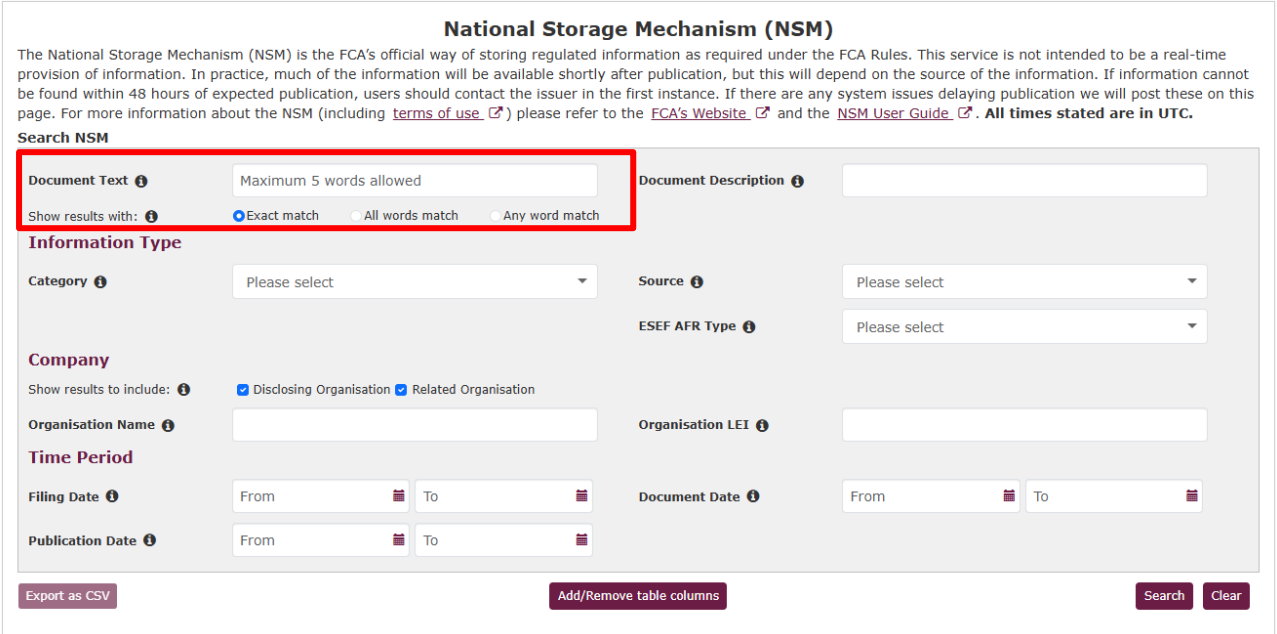
Click on the FCA link to access the required information.

8. Searching using keywords or phrases in documents

You can search within the actual document text that is attached to a submission. For example, within a company's Annual Financial Report document, there could be a word or phrase you wish to search for. This is in addition to the standard fields that are also available to search by (e.g. the LEI or Company Name). The **search field** is called '**Document Text**' as in the image below:



You can type a maximum of 100 characters, using 5 (five) words maximum (common / stop words are ignored in the count)



Your searches can be carried out based on 3 options available which will return varying results. These options are available just below the 'Document Text' search box and are selected using the radio buttons:

- **Exact match:** This search type returns results that exactly match the text string you entered (including common words such as 'and' 'or' 'is' etc). It is the most restrictive option, ensuring that all words in your search query appear exactly as you typed them. For example, if you search for "stocks and bonds," you will get results where the exact match is available in the document written exactly as "stocks and bonds". This result will provide the least number of returns as it will match your text accurately.

- **All words match:** With this search type, the search engine looks for documents that contain all the words in your query, but not necessarily in the exact order you typed them. It is more flexible than exact match, allowing variations in word order. For instance, if you search for "stocks and bonds," you will get results where both 'stocks' and 'bonds' are mentioned in the document in any order. This search criteria will provide more returns with 'Exact match' but fewer than 'Any Word Match'. Common words and stop words are ignored using this option (in this case, 'and' is ignored).

- **Any word match:** This search type is the most permissive. It returns results that contain any of the words in your query, regardless of their order or combination. For example, if you search for "stocks and bonds" you will get results where either 'stocks' OR 'bonds' or BOTH words appear in the document (again, in this case, 'and' is ignored).

Remember that the choice of search type depends on your specific needs. If you are looking for precise information, go for 'Exact match'. If you want more flexibility, opt for 'All words match' or 'Any word match'.

By default, 'Exact match' will be selected. The search field allows only ASCII (0-127), up to 100 characters and a maximum of 5 relevant words (excluding common / stop words). Note: If you type only common or stop words in the search field, an error popup will be shown on the UI when you click on the 'Search' button.

To find your text in the document whilst in the browser, press Control+F (Windows) or Command+F (Mac) which will show a text search box. Type your text in that box and the browser will find and highlight all instances where the text appears. **Note: This is not NSM functionality, this is the standard Windows / Mac 'find' function.**

To narrow search results further, enter search terms in other available fields such as the 'document description', the 'category' of the information, the 'source' or a date range, the 'LEI' or other available fields.

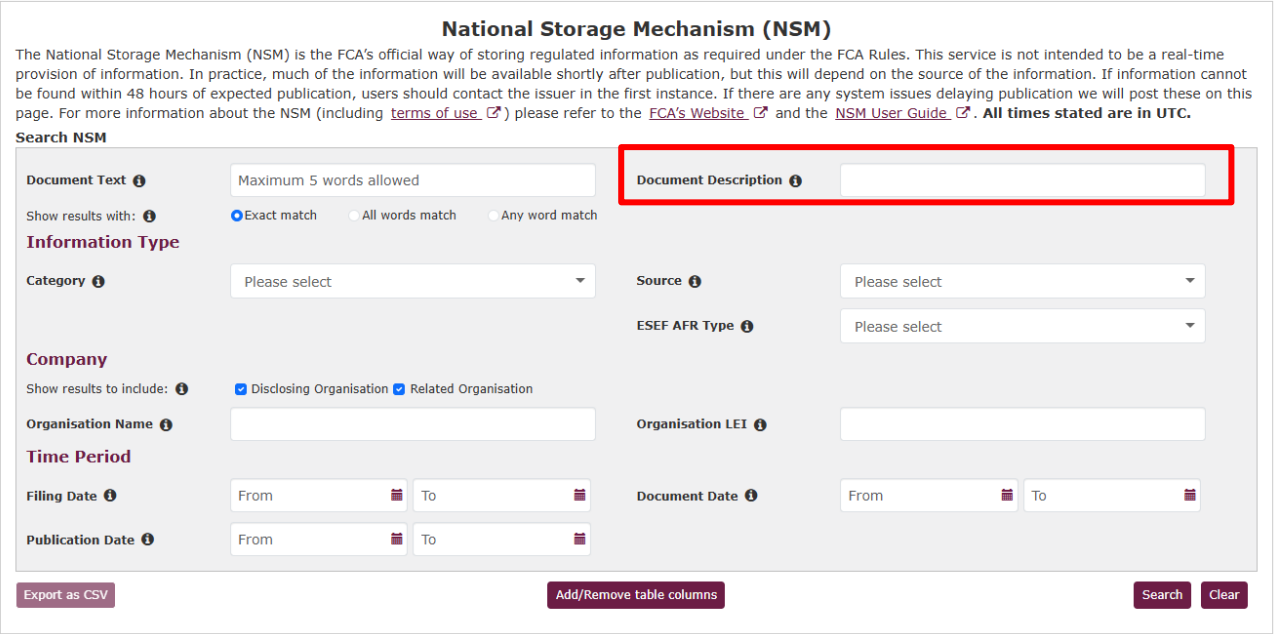
9. Searching for information based on the Document Description

To complement the above 'Document Text' search, an additional field is now available to search for disclosures based on the title of the document.

Searches on the NSM can be carried out on the description / title of the announcement by entering text in **'Document Description'** field. This field allows only ASCII (0-127) characters.

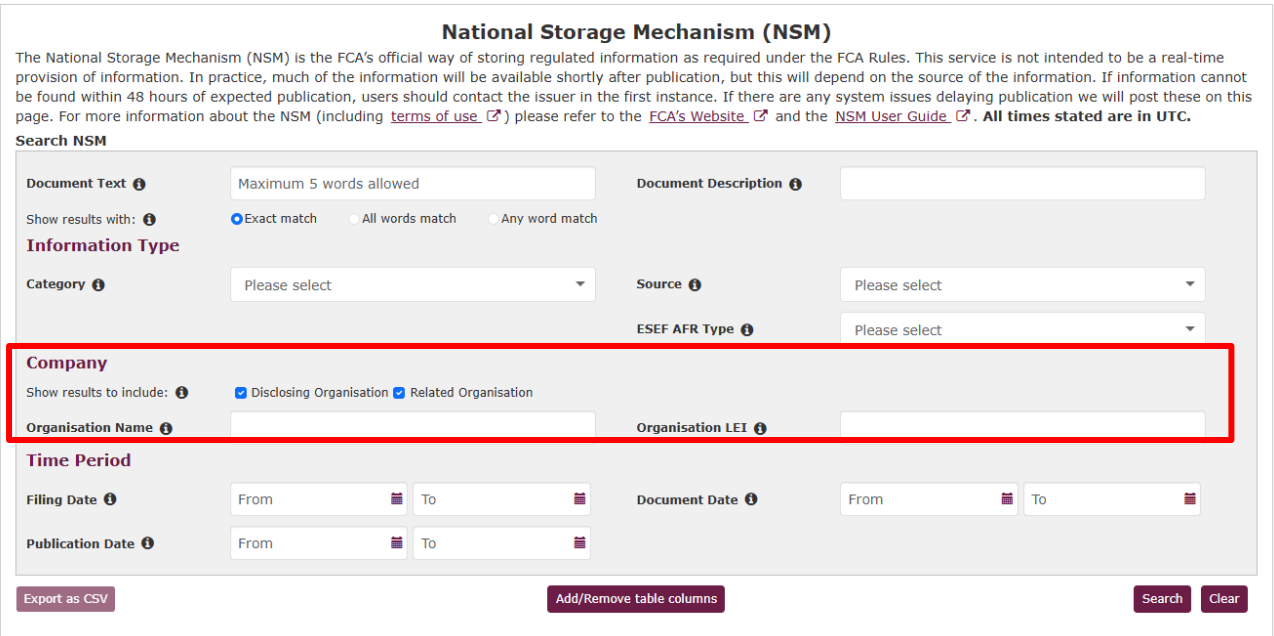
Use keywords in this field to search for the information you are looking for. If you type a text string, the 'exact' string will be searched for. E.g., if you type in 'proposed investing in the market' then ONLY documents with that exact text string matched with the words in that order will be returned. However, if you search for 'investing' only, then all documents with the word 'investing' in the description will be returned in your search.

The character limit in this field is 250 with no word count limit within that.



10. Searching for information by company name or LEI

If you want to search the NSM by company, you can use either the company's **name** or **Legal Entity Identifier (LEI)**:



Note that searches using the company **name** field act as a case-insensitive 'contains' search. For example searching for 'sains' will return results for 'Sainsbury(J) PLC'. However, searching for 'Sainsbury's' will not. If you are unsure of the spelling of a company name, then only include the part of the name you are certain about.

The 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 the Global Legal Identifier Foundation (GLEIF) website: https://search.gleif.org/

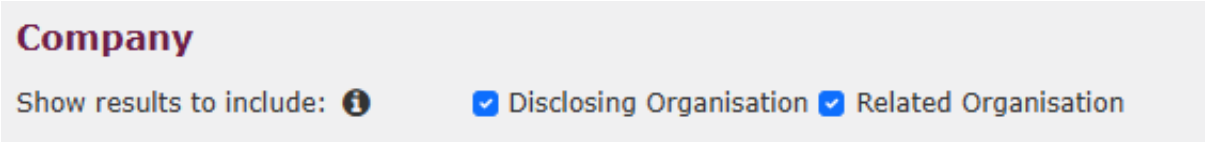
The company name shown on the NSM is the legal name for the LEI on the Global LEI Index maintained by GLEIF (or the English transliterated legal name if available) at the time of filing. When a company changes its name, its LEI will remain the same. So, searching by LEI has the advantage that it will return all results for the company, regardless of which name it had at the time of filing.

Note that each disclosure on the NSM has metadata indicating:

- The name and LEI (if available) of the organisation making the submission ('**Disclosing organisation**'), which may be the issuer itself.
- The name and LEI (if available) of any **related issuers** – that is, issuers that are the subject of the disclosure, other than the Disclosing Organisation.

For example, when issuer A makes an announcement that it is acquiring issuer B, issuer A is the 'Disclosing organisation' and issuer B is a 'Related issuer'.

When searching by company name or LEI on the NSM, by default the search will return results for the disclosing organisation AND the related issuer. If you want to restrict results to matches only on the disclosing organisation or only on related issuers, you can do so by unticking one of the boxes:



11. If you cannot find the company you are searching for

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

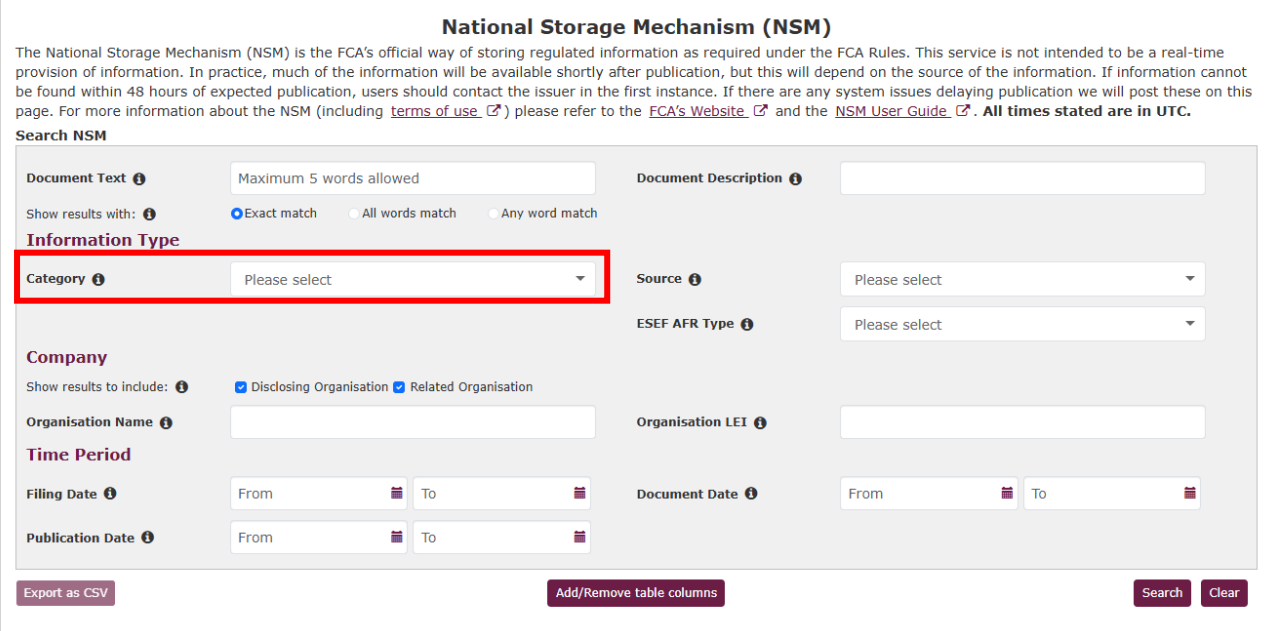
3) enter the company name into the **Document Text** search and try searching by that field

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.**



In the drop-down list, the categories are grouped by type:

- Categories specified in DTR 8 Annex 2 of the FCA Handbook.
- Additional categories created by the PIPs or the FCA.
- Inactive categories that are no longer in use.

Note that in November 2025, we updated the categories to eliminate duplicates and align them with the wording of the FCA Handbook. Historical filings were remapped to the correct category.

If the category type you wish to search against is not listed in the drop down list, retry your search and tick 'include blanks'.

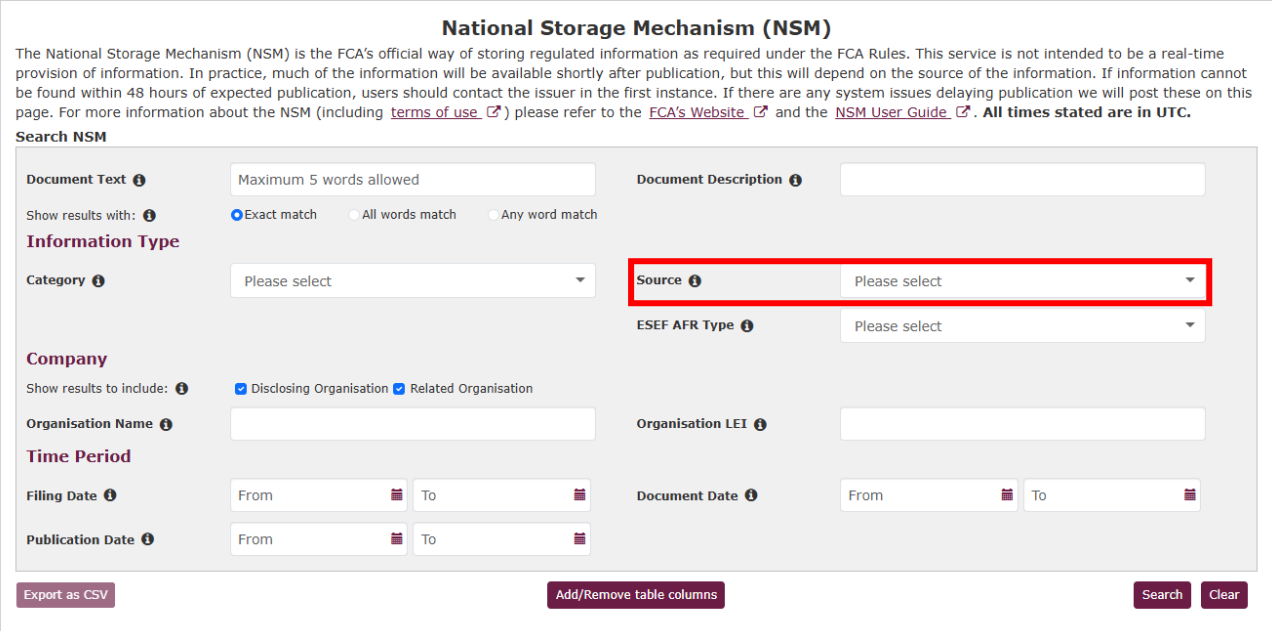
This search option gives the best results when used with other search options, such as the company name and date fields.

13. How to search for regulatory disclosures by source

Primary Information Providers (PIPs) provide a newsfeed of regulatory disclosures to the NSM in line with the minimum standards set out in in DTR 6.3.4R to DTR 6.3.8R..

To search for materials or disclosures provided by 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:

- '**FCA'** for documents that were reviewed by the FCA as part of Transactional Review or Issuer Management cases via the FCA's Electronic Submission System (ESS).
- '**Direct upload'** for documents that were uploaded by the issuer using 'NSM file upload' or 'Annual Financial Report in structured electronic format' cases via the FCA's Electronic Submission System (ESS).
- '**Portal (before Sept 2017)'** for any historical documents uploaded directly to the NSM rather than via PIP prior to 1st Sep 2017.

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

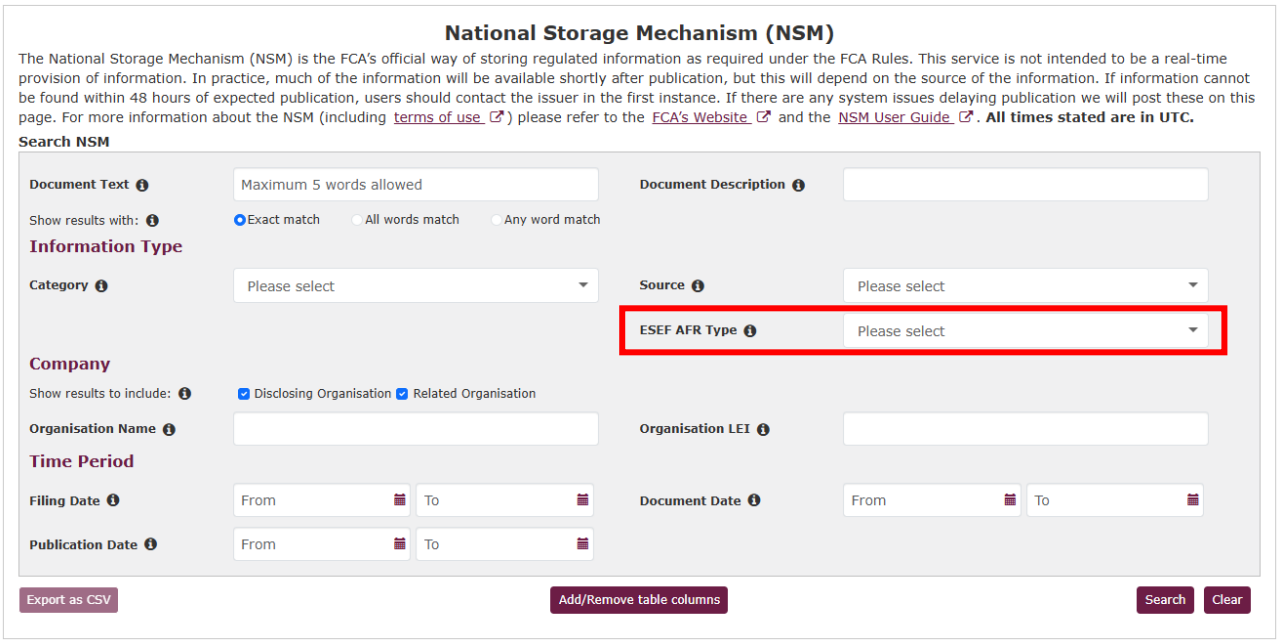
The **ESEF AFR Type** can be used to search for all Annual Financial Reports prepared in a structured electronic format. You can select 'Tagged', 'Untagged' or both by selecting 'Select All'.

'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.

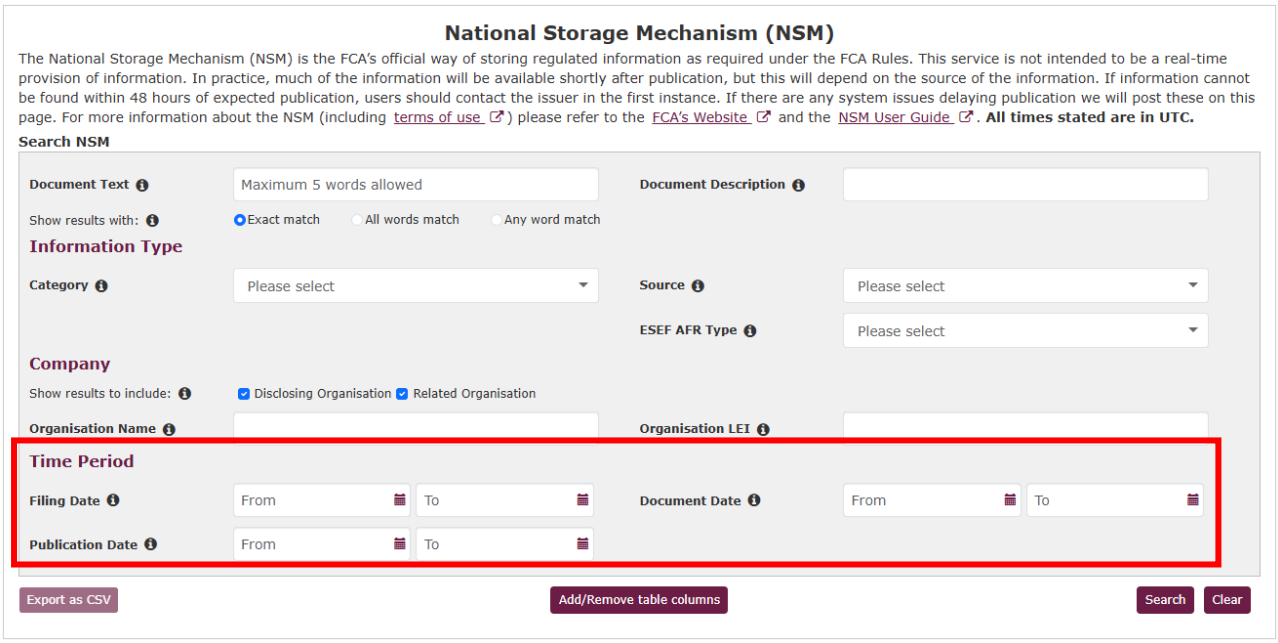
The 'ESEF AFR Type' field is blank for other types of documents on the NSM, e.g. for PDF copies of Annual Financial Reports.

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.**

15. How to search for information or disclosures between specific date(s)

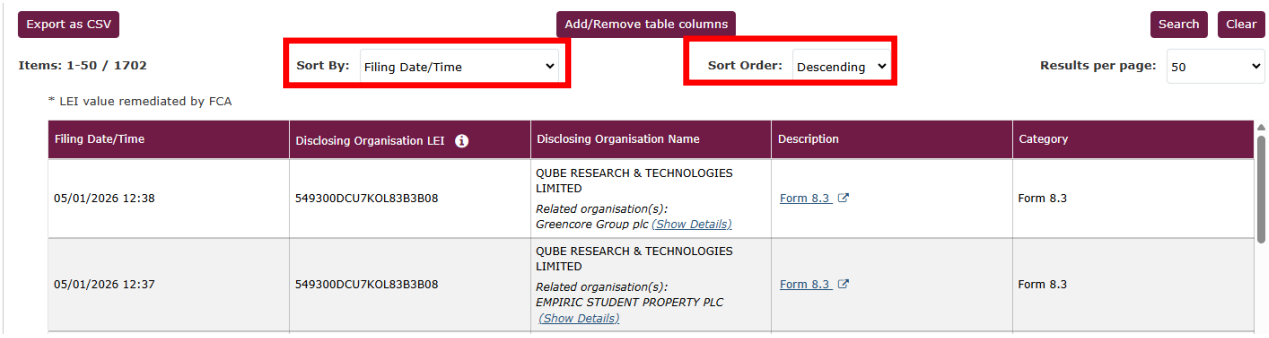


Enter as much information as is known into search fields then enter the date range for when it is believed the materials or disclosures were filed (filing date), relate to (document date) or when they were published (publication date) to the NSM.

Click **Search.**

16. How to sort search results

After search results are displayed, you will find two dropdown menus appear above the search results: **'Sort By'** and **'Sort Order'**.



There will be a variation of the dropdown options in 'Sort By' according to how you have searched:

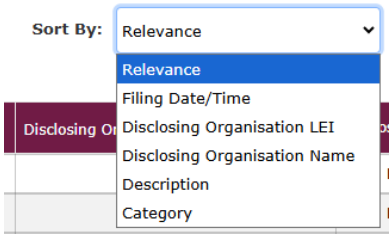
1. **If you searched using 'Document Text',** the 'Sort By' dropdown will include and default to 'Relevance'. According to how the text you search for is contained within the documents, the results are displayed according to the

most relevant first. When using 'Document Text', the 'Sort Order' option will not be available when 'Sort By' is set to 'Relevance'. 'Sort Order' will become available for the other 'Sort By' options.

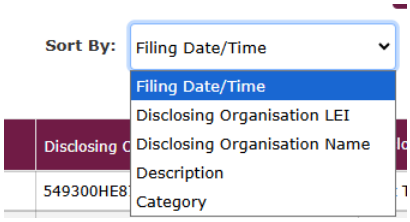
2. **If you did not search using 'Document Text'** and used any other field to search, the 'Sort By' will default to and sort by 'filing date/time' and will not include the 'relevance' option. It will also include any other field you have selected in 'Add/Remove table columns'. The 'Sort Order' option becomes available to search by either descending or ascending according to your 'Sort By' choice.

To re-arrange the order of your search results, use a combination of 'Sort By' and 'Sort Order'.

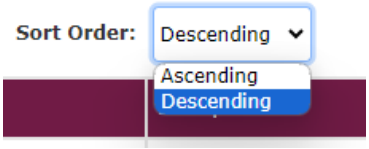
'Document Text' search



Non 'Document Text' Search

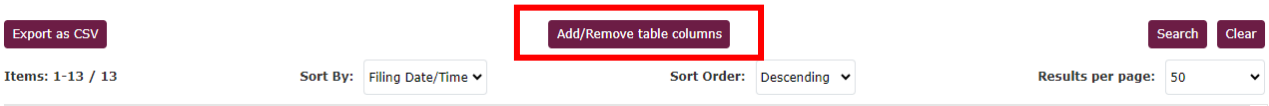


Option available for 'Sort By' other than 'Relevance'

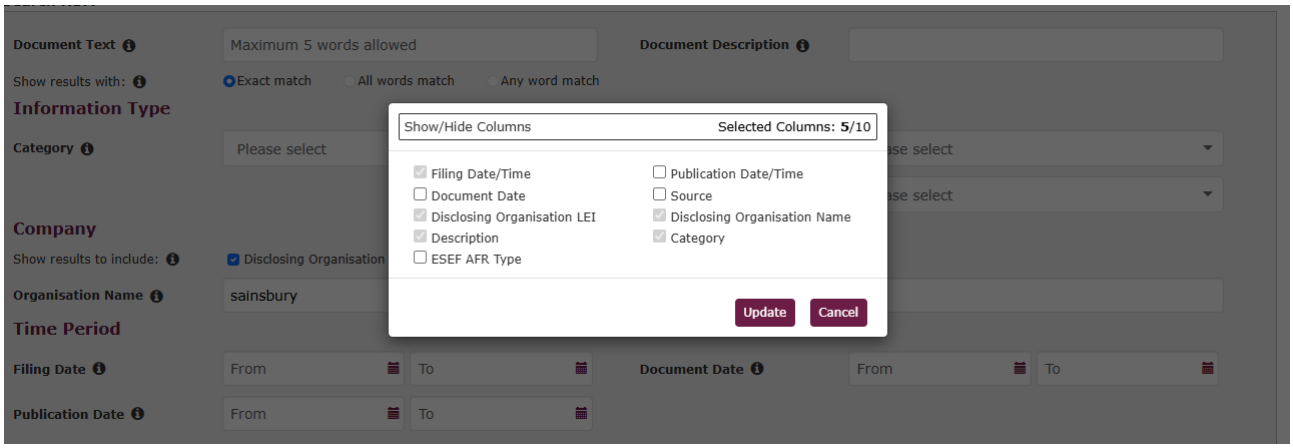


17. Changing what is displayed in the search results

After searching, click on the "Add/Remove table columns" button.



You can add five additional columns which will appear in the order shown. You may need to scroll across your display to view these extra columns.



18. How to view and open documents

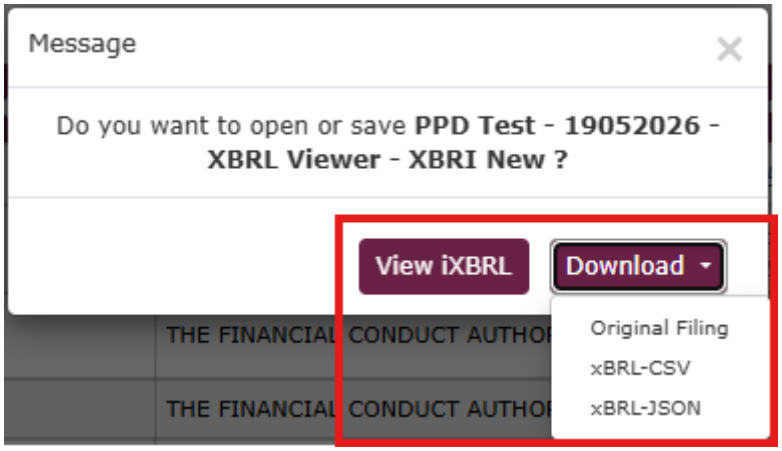
You can view a document on the NSM by clicking on the **Description** title which contains a hyperlink to the document.

Filing Date/Time	Disclosing Organisation LEI	Disclosing Organisation Name	Description	Category
30/12/2025 11:23	213800G2DW1Z2HQV6C85	DAVICTUS PLC	daVictus Plc 2024	Annual Financial Report
29/12/2025 11:51	213800G1C9KKVVDN1A60	HAMMERSON PLC	2024 Annual Financial Report	Annual Financial Report
24/12/2025 12:43	2138001KJNGUJ34G7X91	WH SMITH PLC	WH SMITH PLC ANNUAL REPORT 2025 IN ESEF	Annual Financial Report

For 'Tagged' Annual Financial Reports, you will be presented with two options: you can either view the file in an iXBRL viewer by clicking on **View iXBRL,** or you can save the file by clicking on **Download.**

Clicking **View iXBRL** will allow you to view and interact with the underlying iXBRL tags and structured data in an iXBRL viewer. Further information on how to use the iXBRL viewer is available in the Arelle iXBRL user guide.

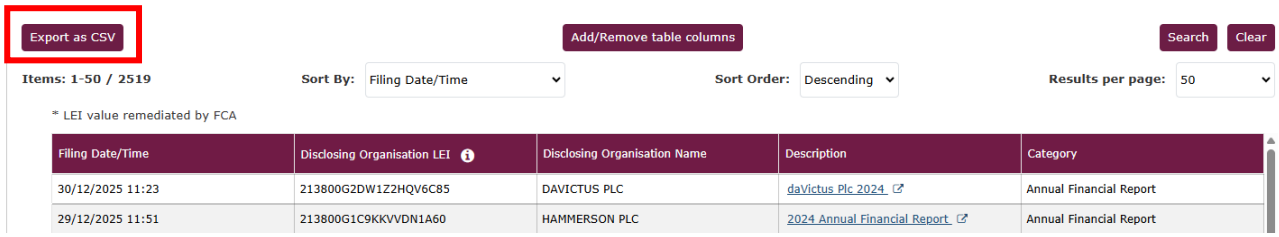
Downloading allows you to save the file in its original format, as well xBRL-JSON or xBRL-CSV format, to a location of your choice on your computer. Please refer to the XBRL Specification for the Open Information Model for further details about the xBRL-JSON and xBRL-CSV formats.



19. How to save or export search results

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

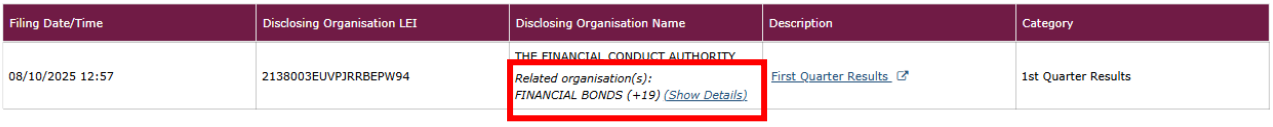
Once your search results are displayed, click **Export as CSV** and the records will automatically download in CSV format. The results will include all the columns of the search, even if they are not displayed on the results screen. The export will include a download link to the document for each line.



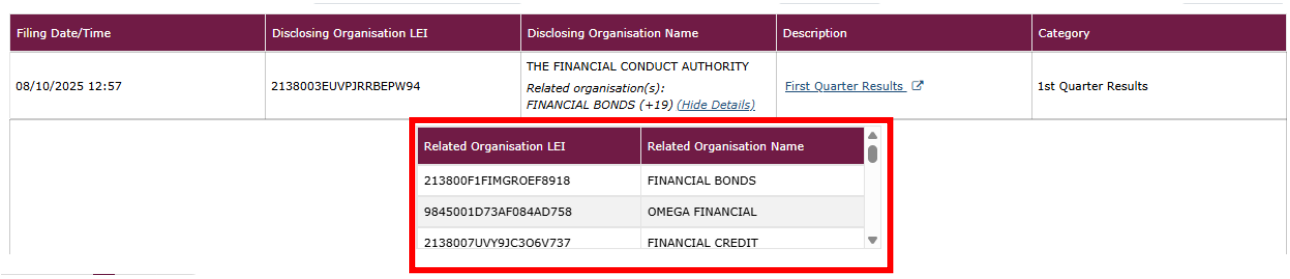
20. How to display related issuers in search results

Disclosures on the NSM have metadata, including the name and LEI (if available) of any **related issuers.** Related issuers are issuers that are the subject of the disclosure, other than the Disclosing Organisation (see further explanation above).

The name of one related issuer (if there is at least one) will be shown by default in the 'Disclosing organisation Name' column, with a count of how many additional related issuers there are.

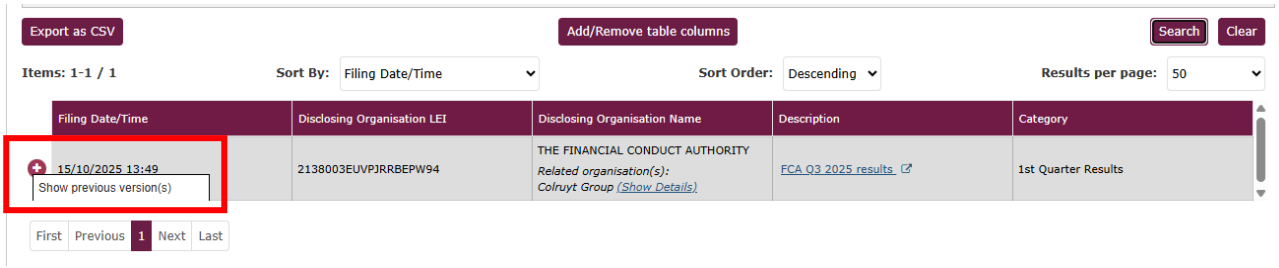


To view the details of all related issuers, click on 'Show Details':

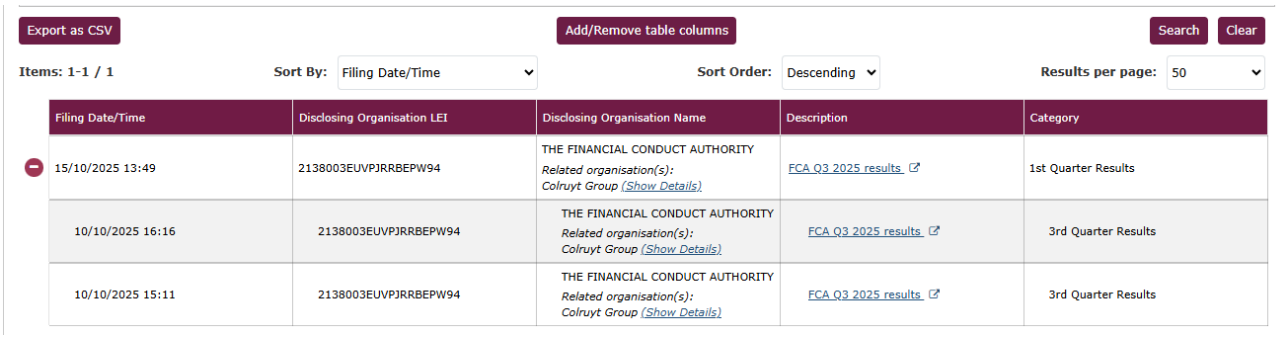


21. Corrections by the submitter

Submitters can file corrections to the NSM of previously filed disclosures. By default, the NSM search results will show the latest version of a disclosure:



Older, superseded versions will remain available and can be viewed by clicking the plus icon:



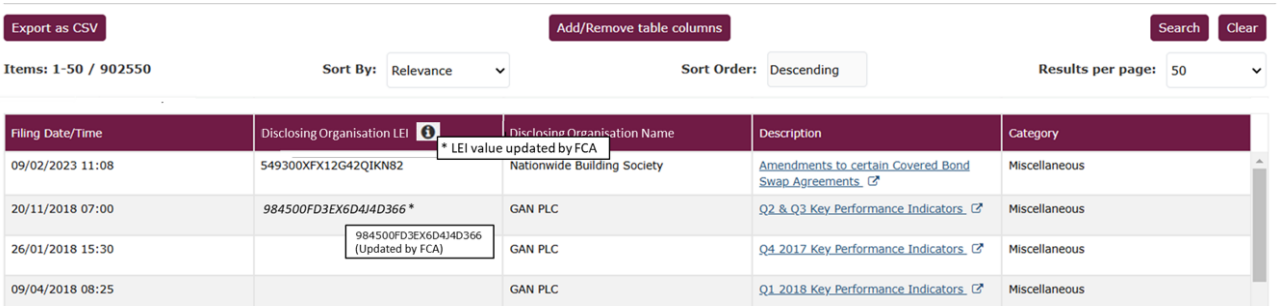
The search results CSV download (see '[How to save or export search results'](#)) will only include the latest version of each disclosure.

22. Data remediation by the FCA

The FCA may occasionally carry out data remediation activities on the metadata of historical records in the NSM, including:

- completing missing Legal Entity Identifiers; or
- correcting the headline category.

Remediated filings are marked up in the user interface in italics with an asterisk, with a tooltip message:



In the search results CSV download (see '[How to save or export search results'](#)):

- When the Disclosing Organisation's LEI on a record has been remediated, the column 'Disclosing Organisation LEI Update Flag' will be marked as 'True'.
- The 'NSM Last Updated Date/Time' column will indicate when any of the metadata fields was last amended (if at all). If the metadata has remained unchanged, the 'NSM Last Updated Date/Time' will be equal to the 'Filing Date/Time'.

Disclosing Organisation LEI Update Flag	NSM Last Updated Date/Time
Yes	11/02/2025 09:46
No	11/02/2025 09:44
No	11/02/2025 09:38
No	11/02/2025 09:34
No	11/02/2025 09:30
No	11/02/2025 09:27
No	11/02/2025 07:00
No	11/02/2025 07:00

23. How to make a complaint against an issuer

If you would like to contact us about a possible breach of our rules (UK Listing Rules, the Prospectus Rules: Admission to Trading on a Regulated Market (PRM) 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 contact us using this webform or you can write to us at: Market Integrity Unit, Primary Market Oversight Department, Financial Conduct Authority, 12 Endeavour Square, London, E20 1JN.

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

24. 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.

25. Glossary of Terms

Disclosing organisation: the organisation making the submission, which may be the issuer itself.

Document text: The information you find on the NSM are submissions made using 'metadata' to identify the information, including the fields described below (e.g. 'Category' or 'LEI'). Attached to a submission is the underlying 'document' or 'text' which is found when you follow the link under the column 'Description' in your search results. This document may be HTML or a PDF where the text within that is searchable using the 'Document text' search field.

Document description: As stated above, information is submitted using metadata to describe the information. The document description is a free text field which is named when the submission is made to the NSM.

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.

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. For example, for an Annual Financial Report, this is the accounting reference date.

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). The 'ESEF AFR Type' field is blank for other types of documents on the NSM, e.g. for PDF copies of Annual Financial Reports.

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, giving a wealth of information about an organisation.

Filing date: The date at which the information was made available for filing on the NSM.

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

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.

Primary Information Provider (PIP): An information service that disseminates regulated information in accordance with the minimum standards set out in Article 12 of the Transparency Directive (TD) Implementing Directive.

Publication date: The date the document/announcement was released via a PIP or disclosed by the submitter as when the information was published.

Related issuer: Issuers that are the subject of the disclosure, other than the Disclosing Organisation. For example, when issuer A makes an announcement that it is acquiring issuer B, issuer A is the 'Disclosing organisation' and issuer B is a 'Related issuer'.

Source: Source of the information, listed by the relevant Primary Information Provider (PIP). For information that was directly submitted to the NSM rather than via a PIP, the source will be marked as:

- '**FCA'** for documents that were reviewed by the FCA as part of Transactional Review or Issuer Management cases via the FCA's Electronic Submission System (ESS).

- '**Direct upload'** for documents that were uploaded by the issuer using 'NSM file upload' or 'Annual Financial Report in structured electronic format' cases via the FCA's Electronic Submission System (ESS).
- '**Portal (before Sept 2017)'** for any historical documents uploaded directly to the NSM rather than via PIP prior to 1st Sep 2017.

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.

26. 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