

21 September 2022

## Launch of Online MKT1 Form

As part of the DFSA's digitisation drive, the DFSA has today introduced an online version of the MKT1 Form (*Application for Approval of a Prospectus and Admission of Securities to the Official List*). The online version of the MKT1 Form will replace the current Microsoft Word versions of the MKT1 Form and the MKT3 Form (*Sponsor's Declaration*) in the Application Forms and Notices (AFN) module of the DFSA Sourcebook.

The online MKT1 Form will become fully effective on 1 November 2022 (the "**Effective Date**"). We will not be accepting submissions made using the Word versions of the MKT1 Form and the MKT3 Form in the Application Forms and Notices (AFN) module of the DFSA Sourcebook from the Effective Date onwards, and they will be removed from the DFSA's website on that date.

We ask that all new applications are submitted using the online MKT1 Form from the date of this communication onwards. In the interim, existing applications under review by the DFSA may continue to be submitted in Word format if approval is likely to be sought before the Effective Date. If an existing application has been made, and approval is not likely to be sought before the Effective Date, we will request that the applicant uses the online version when they submit the next iteration of the application.

Should you have any questions regarding the launch of the online MKT1 Form, please contact Shiva Shahidi (Officer, Markets) on +971 4 4 362 1559 (sshahidi@dfsae.ae).

For further details, please see the attached appendix on "*How to Use the Online MKT1 Form*".

## APPENDIX

### *How to Use the Online MKT1 Form*

Please see the instructions below on how to access and use the online MKT1 Form:

- (1) Inform the DFSA by e-mail stating that you will be making a new application to the DFSA by setting out the name of the Reporting Entity and the applicant, or just the name of the applicant if it is an Exempt Offeror.
- (2) If you are not a Designated Non-Financial Business or Profession (DNFBP) or an Authorised Firm, please ensure that you mention this in the e-mail. We would need to generate login credentials to give you access to the online MKT1 Form.
- (3) The online MKT1 Form can be found on the DFSA ePortal: [https://eportal.dfsa.ae/dana-na/auth/url\\_8vGZDfDdymhUXC0e/welcome.cgi](https://eportal.dfsa.ae/dana-na/auth/url_8vGZDfDdymhUXC0e/welcome.cgi)

You will need to enter the username and password for access. The login details have been provided to your respective Money Laundering Reporting Officer or a Senior Executive Officer, as may be relevant. Therefore, please approach these individuals directly. You will also find the technical notes and DFSA ePortal user guide in the link above. If you require further information, you may approach the DFSA contact person whose contact details are set out at the end of this appendix and a member of the team will assist you.

- (4) You are required to fill out the form with the information readily available, complete the applicable checklists, upload the draft or blacklined prospectus, recent financial statements, or other supporting documents in the designated section of the online MKT1 Form. In the case of Exempt Offerors, please submit documents that are relevant to such applicants. Please note that the application ID for the purpose of the "Application ID" section of the online MKT1 Form should be provided by the DFSA before you first submit the completed form.
- (5) Submit the form as a draft (by selecting "Draft form" under the appropriate question in the online MKT1 Form) and notify the DFSA by e-mail that you have submitted a draft submission using the online MKT1 Form, as soon as practicable. Once the form has been submitted, make an immediate copy of the initial draft form as that copy will serve as the basis for the next submission to address any comments noted by the DFSA. The timeline for the DFSA to respond to this first submission begins from the receipt of the e-mail notification.
- (6) Once the draft submission has been received, the DFSA will respond with comments via e-mail for the firm to address. When all comments have been resolved satisfactorily, please make the necessary changes and corrections to the copy of the initial draft form you made earlier and proceed to the next step.
- (7) To seek final approval, you must complete the following steps:
  - finalise the form by completing it in full;

- select "Final form" in the appropriate question in the online MKT1 Form;
- attach the final prospectus and all supporting documents;
- where required, such documents must be signed/executed accordingly; and
- the form itself must be signed by the applicant and, where applicable, the Sponsor with the passport copy of the signatory/signatories attached.

Queries should be directed to Shiva Shahidi (Officer, Markets) on 04 3621559 ([sshahidi@dfsa.ae](mailto:sshahidi@dfsa.ae)).