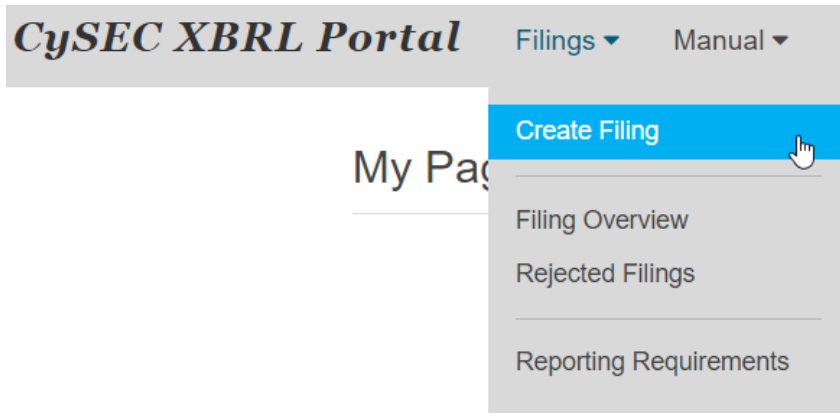# CySEC XBRL Portal

Manual for
ESEF Submission

Version 1.0, April 2022

Submission of the ESEF Report

To submit your ESEF report to CySEC, please click on *Filings > Create Filing*.

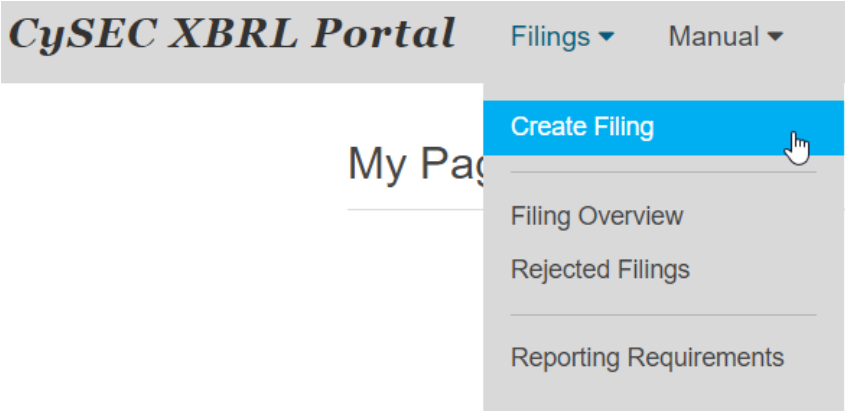Select your ESEF report and click on *Submit Filing*.

Submission of the XHTML stand-alone report by entities not subject to tagging obligations

To submit your XHTML stand-alone report to CySEC, it has to be zipped. Please click on *Filings > Select Filing*.

Select your XHTML stand-alone report and click on *Submit Filing*.

Common Errors for rejected filings

1. Due date
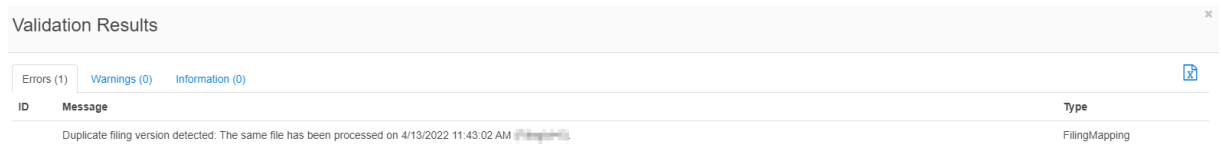
Your report has to be for the correct due date, for example 2021-12-31.

2. Reports cannot be uploaded twice

Your report has already been uploaded and the same report cannot be uploaded twice.

3. File structure

The structure of your zip-file does not fulfill the requirements. For example, your META-INF folder might be missing. Please make sure, that the structure is correct. Please refer to section "Structure of the ESEF report".

Technical Requirements on ESEF Report Submissions

In order to submit ESEF reports in the iXBRL Format, the following requirements must be met:

- The XBRL reports packages (ZIP files) must be valid according to the XBRL specifications https://specifications.xbrl.org/specifications.html. These specifications are the following:
  - Report Packages
  - XBRL 2.1
  - Dimension 1.0
  - Inline XBRL 1.1
- The report must reference the official ESEF taxonomies, as published here: https://www.esma.europa.eu/policy-activities/corporate-disclosure/european-single-electronic-format
- More information on the technical requirements can be found in the ESEF Reporting Manual 2021: https://www.esma.europa.eu/document/esef-reporting-manual

Structure of the ESEF report

Even if the iXBRL file is a single XHTML file, only publishing or submitting this file is not enough. A full report package must always be submitted.

The following table describes the folder structure and documents what exactly must be published as an ESEF report package, where *company* is used as a short name placeholder for the reporting entity.

The indentation represents the folder hierarchy.

Filename/Foldername	Filetype	Comment
Company.zip	ZIP	A root ZIP file, considered as the report package.
company	Folder	Must have the same name then ZIP file, no other folder/file allowed in this level.
META-INF	Folder	A folder containing technical meta-data for XBRL software in order to lead the report correctly.
taxonomyPackage.xml	XML	Metadata of the report package
catalog.xml	XML	Technical metadata to redirect URLs to the taxonomy extension below.
company.com	Folder	Taxonomy extension of the report
xbrl	Folder	
2021	Folder	Year to indicate the reporting period.
company-2021-12-31.xsd	XSD	Contains the company specific taxonomy.
company-2021-12-31_cal.xml	XML	Calculations of the tables
company-2021-12-31_def.xml	XML	Dimensions (e.g. Changes in Equity)
company-2021-12-31_lab_en.xml	XML	Labels where "en" represents the report language.
company-2021-12-31_pre.xml	XML	The visual grouping of tagged items
reports	folder	The reports folder, containing one ore more tagged or non-tagged XHTML files. It is not allowed to provide previewer (script) files together with the final report package.
company.xhtml		The report itself can be opened in a web browser. At least one XHTML must exist.
Company-management-report.xhtml*		Any other additional XHTML file. All files in the *reports* folder are considered as a document set.

* This file is not mandatory. It represents any additional XHTML file that is part of the ESEF report. There is neither a requirement to have every part of the report as a separate XHTML file, nor to have a single XHTML file.