

A map of Europe and its surrounding regions, including parts of North Africa, the Middle East, and Asia. The map is labeled with various countries and cities in Spanish. Overlaid on the map is the title of the document in large, bold, red text. The text reads: "Practical guide to the European Single Access Point (ESAP) for obliged entities".

Practical guide to the European Single Access Point (ESAP) for obliged entities

May 2026

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1. What is the European Single Access Point (ESAP)?

The **European Single Access Point (ESAP)** is a platform that will provide public, centralised and digital access to information on institutions and their products that is relevant to financial services, capital markets and sustainability.

The ESAP will not include trading information and will be operated by the European Securities and Markets Authority (ESMA).

The information published in ESAP will be **accessible** to users **at no cost**. Notwithstanding the foregoing, advanced services or bulk downloads may be subject to fees charged by ESMA.

2. Why was the ESAP created?

Currently, public information on companies and financial products in the European Union is dispersed in multiple places.

The creation of **ESAP** is part of the Action Plan for the Capital Markets Union with the aim of giving companies more visibility and opening more financing opportunities and facilitating informed investment decision-making.

3. Who should make their information public on ESAP?

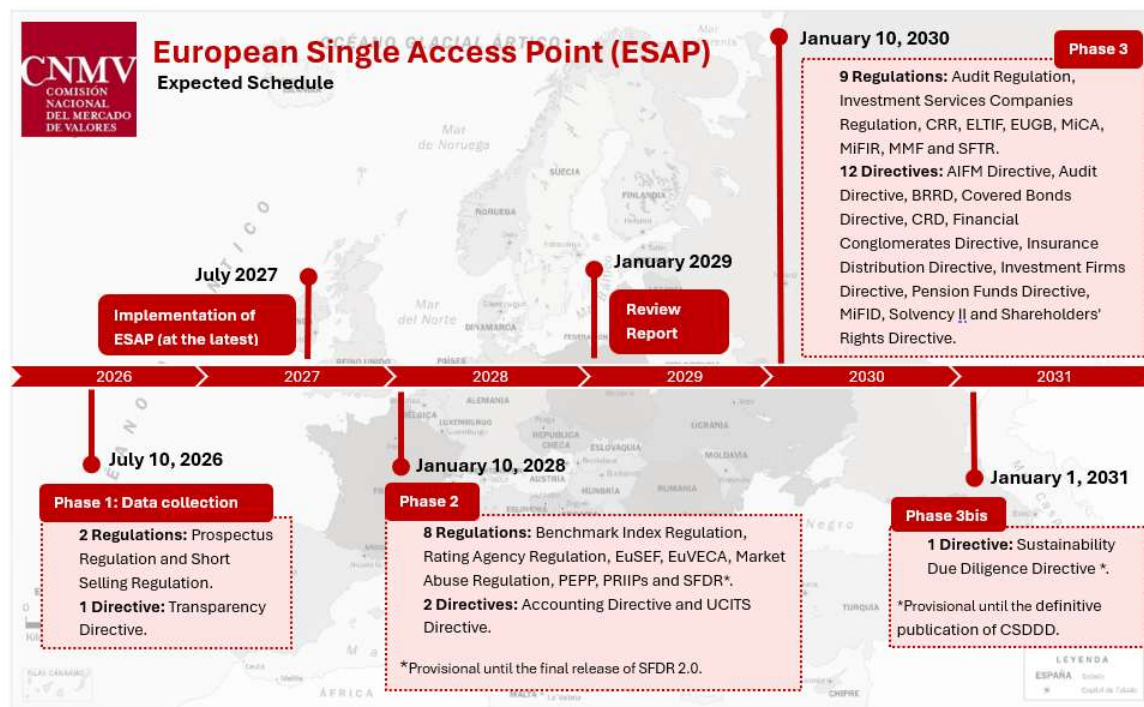
Entities are the ones that must make their information public. Specifically, any natural or legal person who is obliged to submit information to a collection body or who voluntarily submits information to a collection body for that information to be accessible in the ESAP.

4. What is the specific information that should be made accessible in ESAP?

The ESAP **does not impose any additional reporting requirements** on European companies. The information that is going to be incorporated into the ESAP is that which is currently made public because it is required by European regulations (directives and regulations).

5. When will ESAP be implemented and what regulations do it affect?

The implementation will be carried out gradually over a period of five years in three different phases, in which the entities must submit the information to the collection bodies.



PHASE	Directive or Regulation	Type of Information
Phase 1 (from 10/07/2026)	Directive 2004/109/CE (Transparency)	Periodic financial information, major holdings, insider information
	Regulation (UE) 2017/1129 (Prospectus)	Prospectuses for issuance, admission to trading and associated documents
	Regulation (UE) 236/2012 (SSR)	Net Short Positions
Phase 2 (from 10/01/2028)	Directive 2013/34/UE (Accounting)	Annual and Consolidated Financial Statements
	Regulation (UE) 596/2014 (MAR)	Market abuse and insider dealing
	Regulation (UE) 2019/2088 (SFDR)	Sustainability Information
	Directive 2009/65/CE (UCITS)	Information on investment funds
	Regulation (UE) 345/2013 (EuVECA)	Information on European venture capital funds
	Regulation 346/2013 (EuSEF)	Information on European social entrepreneurship funds
	Regulation (UE) 2016/1011 (BMR)	Benchmarks Information
	Regulation (UE) 1286/2014 (PRIIPS)	Information for retail investors

PHASE	Directive or Regulation	Type of Information	
Phase 3 (from 10/01/2030)	Regulation (CE) 1060/2009 (CRA)	Credit rating agency information	
	Regulation (UE) 2019/1238 (PEPP)	Pan-European pensions products	
	Regulation (UE) 2015/2365 (SFTR)	Transparency on Securities financing operations (repos, securities lending)	
	Regulation (UE) 575/2013 (CRR)	Prudential requirements for credit institutions	
	Regulation (UE) 2015/760 (ELTIF)	European Long-term investment funds	
	Regulation (UE) 2017/1131 (MMF)	Money Market Funds	
	Regulation (UE) 600/2014 (MiFIR)	Transparency and trading of financial instruments	
	Regulation (UE) 2019/2033 (IFR)	Prudential requirements of investment firms	
	Regulation (UE) 537/2014 (Audit)	Requirements for statutory audit of public-interest entities	
	Directive 2009/138/CE (Solvency II)	Insurance sector	
	Directive 2002/87/CE (FICOD)	Supplementary Supervision of financial sector	
	Directive 2013/36/UE (CRD)	Prudential supervision of credit institutions	
	Directive 2014/65/UE (MiFID II)	Markets in Financial Instrument	
	Directive 2019/2034/UE (IFD)	Prudential supervision of investment firms	
	Directive 2019/2162/UE (CBD)	Issue and supervision of covered bonds	
	Directive 2011/61/UE (AIFMD)	Alternative Funds Managers	
	Directive 2007/36/CE (SRD)	Shareholders' rights	
	Directive 2004/25/CE (Takeover bids)	Takeover bids	
	Directive 2006/43/CE (Legal audit)	Statutory audits	
	Directive 2014/59/UE (BRRD)	Credit institutions recovery and resolution	
	Directive 2016/97/UE (IDD)	Insurance Distribution	
	Directive 2016/2341/UE (IORP II)	Supervision of institutions for occupational retirement provision	
	Regulation (UE) 2023/2631 (EuGB)	European Green Bonds	
	Regulation (UE) 2023/1114 (MiCA)	Markets in Crypto-assets	
	Phase 3bis (from 01/01/2031)	Directive (UE) 2024/1760 (CSDDD)	Corporate sustainability

6. Where and how is the information to be published in the ESAP sent?

The ESAP is a **two-tier** system:

1. First, the entities will send the information to the collection body that has been determined in each case, which can be a European Union or a national body.

Collection bodies will carry out automated validations and assist entities to ensure that information is presented in the correct format and to resolve potential technical issues.

2. Once the validations have been completed, the collection body will send the information to ESAP for publication.

For the information accessible in the ESAP to be used digitally, entities must:

1. Provide it in a **format that allows data to be extracted** or, where required by Union law, in a **machine-readable format**; and
2. Accompany the information with the **metadata** required by the standard, being responsible for its accuracy.

Language regime

The information will be submitted in the **language** in which it was submitted in accordance with the applicable regulations, and the entities are responsible for the accuracy and completeness of the information presented. For its part, ESAP will have a machine translation service in all the official languages of the Union.

7. Who are the collection bodies?

Compilation bodies shall be Union bodies, offices or agencies or a national body, authority or registry designated as such by virtue of any Union legislative act referred to in Article 1(1)(a) of Regulation 2023/2859 (ESAP) or designated as such by a Member State in accordance with Article 3; paragraph 2 of the same Regulation.

In **Spain** there will be various collection bodies with the aim of using, as far as possible, existing channels. In this regard, the Draft Law for the Digitalisation and Modernisation of the Financial Sector¹ includes the designation of a collection body for those cases in which European regulations provide that this power corresponds to the Member States.

The CNMV will be the collection body responsible for collecting information from institutions for all **phase 1** information flows.

¹ <https://portal.mineco.gob.es/es-es/ministerio/participacionpublica/audienciapublica/Paginas/Anteproyecto-ley-proyectos-RD-digitalizacion-modernizacion-sector-financiero.aspx>

8. Who bears the costs of the ESAP?

ESMA will be the managing body of ESAP.

The system is structured through collection agencies and uses existing infrastructure as much as possible to ensure its efficiency and minimize administrative burdens and unnecessary costs.

However, entities will have to make the necessary adaptations to their systems to comply with the requirements for publishing information in ESAP.

9. Where is ESAP regulated?

The following links will provide access to the regulations governing ESAP.

- [Regulation \(EU\) 2023/2859 of the European Parliament and of the Council of 13 December 2023 establishing a European single access point providing centralised access to publicly available information of relevance to financial services, capital markets and sustainability](#)
- [Regulation \(EU\) 2023/2869 of the European Parliament and of the Council of 13 December 2023 amending certain Regulations as regards the establishment and functioning of the European single access point](#)
- [Directive \(EU\) 2023/2864 of the European Parliament and of the Council of 13 December 2023 amending certain Directives as regards the establishment and functioning of the European single access point](#)
- [Commission Implementing Regulation \(EU\) 2025/1338 of 10 July 2025 laying down implementing technical standards for the application of Regulation \(EU\) 2023/2859 of the European Parliament and of the Council with regard to the functionalities of the European single access point](#)
- [Commission Implementing Regulation \(EU\) 2025/1339 of 10 July 2025 laying down implementing technical standards for the application of Regulation \(EU\) 2023/2859 of the European Parliament and of the Council with regard to certain tasks of the collection bodies](#)

10. Practical example: If I am an entity affected by the Phase 1 regulations from July 10, 2026

a) What information do I have to send?

The information detailed in the table below must be submitted.

However, ESAP users will not be able to see this information until July 2027, which is when ESMA plans to have ESAP operational. The system will be tested using the information submitted by the obligated entities in Phase 1, starting July 10, 2026, and will be uploaded so that ESAP will have content by July 2027.

Directive or Regulation	Article	Type of Information
Directive 2004/109/EC	Article 4	Annual financial report
	Article 4(2)(b) Article 4(5)	Management report, including sustainability statement
	Article 5	Half year financial report
	Article 6	Payments to governments
	Article 21 Article 2(1)(k)	Inside information
	Article 21 Article 2(1)(k)	Managers' transaction
	Article 12	Major shareholdings notification
	Article 14	Acquisition or disposal of an issuer's own shares
	Article 15	Total number of voting rights and capital
	Article 16	Changes in the rights attaching to shares or securities other than shares
	Article 2(1)(i)	Home Member State
	Article 3(1)	Additional regulated information required to be disclosed under the laws of a Member State
	Article 29(1)	Administrative sanctions and measures
	Regulation 2017/1129	Article 1(4)(f) Article 1(5)(e)
Article 1(4)(g) Article 1(5)(f)		Prospectus exemption document (merger or division)
Article 8(5)		Final terms, including the summary of the individual issue annexed to them
Article 9(4)		Universal Registration Document Amendment
Article 10(2)		Registration Document
Article 21(1) Article 21(9) Article 6(3)		Securities Note
Article 17(2)		Final offer price and amount of securities
Article 21(1) Article 21(9)		Standalone Prospectus
Article 23(1)		Supplement
Article 8 Article 21(1)		Base prospectus with Final terms
Article 8 Article 21(1)		Base prospectus without Final terms
Article 26(4)		Translation of Appendix
Article 21(1) Article 21(9) Article 6(3) Article 7		Summary

Directive or Regulation	Article	Type of Information
	Article 21(1) Article 21(9) Article 6(3) Article 7	Translation of the Summary
	Article 42(1)	Administrative sanction and measure
Regulation 236/2012	Article 6(1)	Net short position

b) Which organization should I send the information to?

The information must be submitted **to the CNMV**, which will be the collection body responsible for receiving all flows from phase 1.

The information corresponding to each information flow will be submitted to the CNMV through the existing procedures on its **virtual office** applicable in each case. A single procedure may be used to submit information corresponding to several flows. For example, submitting the annual financial report through the FEUE procedure includes information corresponding to both the annual financial report and the management report, including the sustainability report.

Regarding metadata, any information previously submitted (such as the LEI) does not need to be uploaded again. However, other metadata that was not previously required, such as the sector and size of the entity, must be completed in the specific tab enabled on the ESAP virtual office. The procedure for uploading this metadata is described in the "Virtual Office - ESAP" section (see appendix to this document), and the entity submitting the information will be responsible for keeping it updated.

Once the CNMV has all the information, the entity does not need to carry out any additional procedures because the CNMV will send it to ESMA to make it available in ESAP.

c) How can CNMV help you?

For inquiries regarding ESAP or the information included in this document, you can contact the email address esap@cnmv.es.

If you require technical assistance regarding the submission of information through the electronic headquarters, please contact sedecnmv@cnmv.es or by phone at 902 180 772.

Annex: Virtual Office – ESAP

Quick guide:

1. Access the CNMV Electronic Headquarters using CIFRADOC.
2. Go to “Other entity data”.
3. Complete the **metadata** related to:
 - a. Sector of activity
 - b. Company size
4. Save the information.
5. Practical considerations regarding sending information to ESAP

DETAILS OF THE STEPS TO FOLLOW

1. To access the Virtual Office, the user enabled in CIFRADOC will be used.

The screenshot displays the CNMV virtual office On-line Register interface. At the top left is the CNMV logo (Comisión Nacional del Mercado de Valores). The page title is "CNMV virtual office On-line Register". The date and time are 08/06/2026 13:07. There are navigation links for "CA EU GL" and "Español". The main content area is divided into several sections:

- DESCRIPTION, CONTENT:** A list of topics with expandable icons (+):
 - CNMV office
 - Individual certificate and electronic signature
 - Suggestions and complaints
 - Data protection
 - Registration with CIFRADOC/CNMV
- OPEN AREA:** A section for logging in with a digital certificate. It includes a "Start" button and links for "Procedures possible with certificate or electronic ID" and "Other electronic processing services".
- THE INVESTOR AREA:** A section with links for "Individual complaints, complaints and inquiries", "Application of certifications or documentation recorded in official registers", "Law in Transparency and Good Governance: request for the right to access public information", "Communication for advertising campaigns", and "Answer to the questionnaire of clients of intermediaries and managers".
- COMMUNICATIONS AND SPECIAL NOTIFICATIONS:** A section with links for "Short Position Communications", "Communications of voting rights for foreigners", "Instructions for notification of intragroup exemptions", and "Other Communications".

A red box highlights the **ZONA CIFRADOC** section, which contains a "Log on with:" section with radio buttons for "Digital certificate" (selected) and "User name and Password". Below this are fields for "User" and "Password", and a "Start" button. A link for "Procedures possible with certificate or electronic ID" is also present.

2. Once inside, click on "Information for ESAP"

The screenshot shows the top navigation bar of the CNMV Sede Electrónica website. The 'Información para ESAP' tab is highlighted with a red box. Other tabs include 'Inicio', 'Notificaciones electrónicas por comparecencia en Sede', 'Cambio de clave', 'Datos de contacto', 'Servicios Web', and 'Cerrar sesión'. The page header includes the CNMV logo, the date '11/05/2026 11:13', and the text 'SEDE ELECTRÓNICA CNMV REGISTRO ELECTRÓNICO'.


You can also reach the "Information for ESAP" tab from the link included in the "notice" displayed on the home page.

Bienvenid@ al Servicio CIFRADO/CNMV

The screenshot shows a notice titled 'Avisos' with the following description: 'Disponible el nuevo apartado "Datos de ESAP" para que las entidades obligadas puedan cumplimentar los metadatos que acompañarán a la información que deberá ser accesible en el Punto de Acceso Único Europeo (ESAP), de acuerdo con la normativa correspondiente.' There is a link icon to the right of the text.

3. Once inside, you will need to enter the size and sector metadata

The screenshot shows the 'Información para ESAP' form. The 'Tamaño' field is highlighted with a red box, and the 'Sector' field is also highlighted with a red box. The form includes fields for 'Entidad' (COMISION NACIONAL DEL MERCADO DE VALORES), 'NIF' (Q2891005G), and 'Datos ESAP'. The 'Normativa afectada' section lists 'Directiva de transparencia 2004/109' (Mediana empresa) and 'Reglamento de folletos 2017/1129' (PYME). The 'Sector' field has options for 'Hostelería' and 'Industria manufacturera'. A 'Mantenimiento Sector/Sectores' button is visible at the bottom.

 Please note that you only need to fill in the information relating to the standard that requires you to upload information to ESAP.

4. Depending on the selected standard, the sector and size fields offer different possibilities.
The metadata relating to "sector" and "size" will be chosen from the lists available in the Virtual Office.



⇒ **Normativa: Directiva de transparencia 2004/109**
Tamaño: * Mediana empresa ▾
** Campos obligatorios*

 Guardar  Cancelar


Sector
ACTIVIDADES ADMINISTRATIVAS Y SERVICIOS AUXILIARES

 Mantenimiento Sector/Sectores

⇒ **Normativa: Reglamento de folletos 2017/1129**
Tamaño: * PYME ▾
** Campos obligatorios*

 Guardar  Cancelar

Sector
ACTIVIDADES ADMINISTRATIVAS Y SERVICIOS AUXILIARES

 Mantenimiento Sector/Sectores



To avoid problems in sending the information to ESAP, it is essential that the metadata is up to date.

This portal will be updated to accommodate the rest of the entities obliged to send information to ESAP in each of the following phases.

5. Practical considerations for submitting information to ESAP

Preload information

In some cases, certain fields may appear pre-filled at Headquarters with previously available information, to facilitate submission.

However, this data must be reviewed and, where appropriate, completed or corrected by the entity before it is sent.

Responsibility for metadata

The entity is responsible for the accuracy of the metadata sent, even in those cases in which some fields are pre-filled in the Virtual Office. It is advisable to review and, if necessary, correct the information before sending it.

Validations and possible incidents

The system will automatically validate the information submitted.
The entity will be informed of the status of the shipment (accepted or rejected).
If the established requirements are not met:

- the submission will be rejected (e.g. absence of mandatory metadata or non-machine-readable formatting)
- the entity must correct the information and make a completely new submission through the same channel.

