



## OFFICIAL INSTRUCTION FORMALISING THE INTERNAL PROCEDURES OF THE CNMV

### OFFICE OF THE CHAIRPERSON

20.09.2016

Article 40.6 of the Internal Regulations of the National Securities Markets Commission of 10 July 2003 establishes that the Executive Committee of the National Securities Markets Commission shall approve the CNMV's internal regulations, at the Chairperson's proposal. Pursuant to the contents of the said Article, the CNMV's Executive Committee approved the following procedures at its meeting of 15 September 2016:

- P01: Supervision and inspection procedures for persons and firms operating in the securities markets
- P02: Procedure for the issue of demands and requests for data or reports to persons and firms operating in the securities markets
- P03: Procedure for reporting of relevant information
- P04: Procedure for registration of issues, public offers for sale and listings, incorporation of securitization funds and banking asset funds, and registration of book-entry securities
- P05: Procedure for suspension and removal of financial instruments from trading in regulated secondary markets
- P06: Procedure for approval of tender offers, waivers and exemptions
- P07: Procedure for periodic reporting by issuers
- P08: Procedure for the disclosure of significant shareholdings in listed companies and the acquisition of own shares
- P09: Procedure for the authorisation and registration of organisations and for the revocation of such authorisation and registration
- P10: Procedure governing modification of the conditions in which Organisations operate
- P11: Procedure for the management and collection of the fees payable for the activities and services supplied by the CNMV

P12: Procedures for financial management, administrative contracting and the management of secondments

P13: Procedures for the selection and hiring personnel

P14: Procedure for the authorisation of organisational, corporate, economic and financial aspects of Spanish market infrastructures

P15: Procedure for the exercise of the CNMV's powers of intervention in short selling and certain aspects of credit default swaps

In application of the provisions set out in Article 40.7 of the CNMV's Internal Regulations, as cited above, by means of this current instruction I hereby formalise the procedures that shall apply from 21 September 2016.

The procedures shall be published on the CNMV website for general information purposes.

Madrid, 20 September 2016