

Registering with the Securitisation Repository

A MANUAL FOR END USERS

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1. Introduction

This Manual is a guide to the System User registration process for SecRep B.V. ("SecRep").

A company that intends to use the Securitisation Repository services (SR) must register via the Registration Website. Once registration is approved, further company representatives can register to use the services. This Manual explains how to do this.

After an overview of the registration process [[2 – Overview of the Registration Process](#)] and basic website use [[3 – Website Functions](#), [4 – Structure and Navigation](#)], it describes the registration process in detail:

- [5 – Registering as a System User](#)
- [6 – Registering a Company and User Authoriser](#)
- [7 – Authorising a System User](#)

2. Overview of the Registration Process

First company registration:

- A contact person ("User Authoriser") who will also authenticate other end users ("System Users") from their company registers the company and themselves along with the type of services the company intends to use;
- SecRep System Administrator(s) will process the registration, confirm the identity of the company and the contact person, get a contract signed and approve the contact as User Authoriser of the repository.

Further System User registration

At this point company System Users who are to access the repository will need the approval of their User Authoriser before SecRep Administrator will grant access.

System User registration:

- The System User registers on the website;
- Their User Authoriser is notified and verifies the System User;
- SecRep Administrator process the registration and the System User is sent login details via email.

3. Website Functions

The registration website performs several different functions during the System User registration process.

The following roles are as part of the registration process:

- It allows companies to register with SecRep as a Data Provider or Data Receiver, and to provide a contact person or User Authoriser to represent them during the registration of other System Users at their company.
- It allows System Users to register with SecRep, providing their company has already registered with us and set up a User Authoriser.
- It allows User Authorisers to authorise System User registrations as recognised users or to reject these registrations if the individual who attempted to register is not authorised to access the repository. (After validation by a User Authoriser, a SecRep Administrator must approve the System User and provide login details for the repository.)

These functions are not part of the registration process but serve to provide supplementary information about the SecRep system and company.

- Information about SecRep in terms of pricing, Website Terms and Conditions, and general/contact information.
- General updates about SecRep, such as the status of the repository system or marketing announcements.

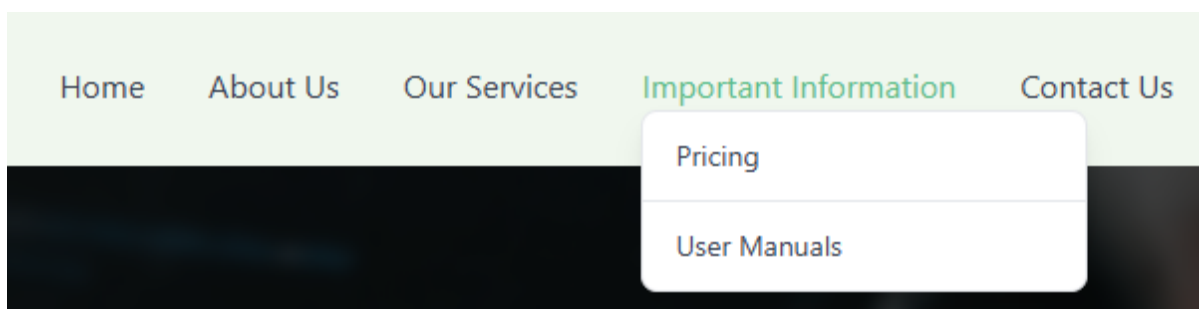
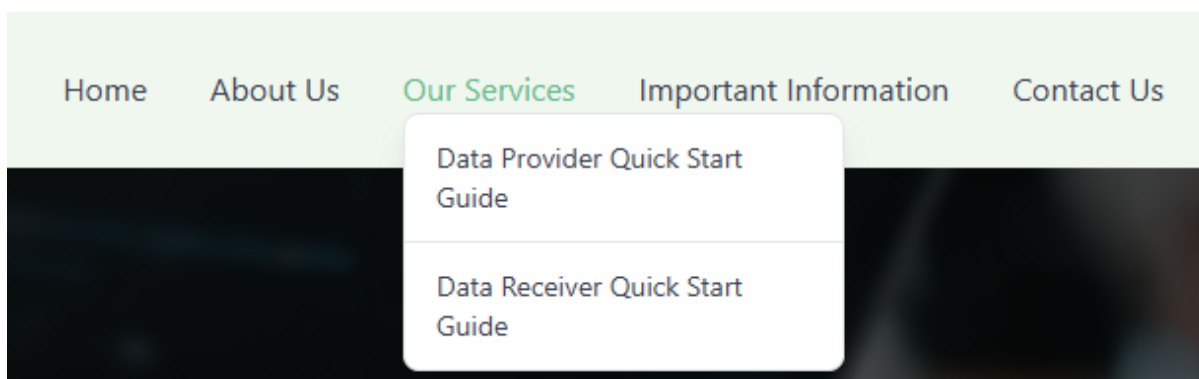
4. Structure and Navigation

4.1 Navigation Bar

The registration website consists of the following pages, which have been separated into groups dependant on how they are accessed.

These pages are accessible from the navigation bar at the top of every page:

- Home
- Access
- Data Provider Quick Start Guide (under Our Services)
- Data Receiver Quick Start Guide (under Our Services)
- Pricing (under Important Information)
- User Manuals (under Important Information)
- Contact Us



There are four more pages not accessible via the navigation bar:

The **System User Registration** page can be accessed via the “I want to access the repository” button found at the bottom of the *Data Provider Quick Start Guide* or *Data Receiver Quick Start Guide* pages.

The **Company/User Authoriser Registration** page can be accessed via the “I want to authorise users” button found at the bottom of the *Data Provider Quick Start Guide* or *Data Receiver Quick Start Guide* pages.

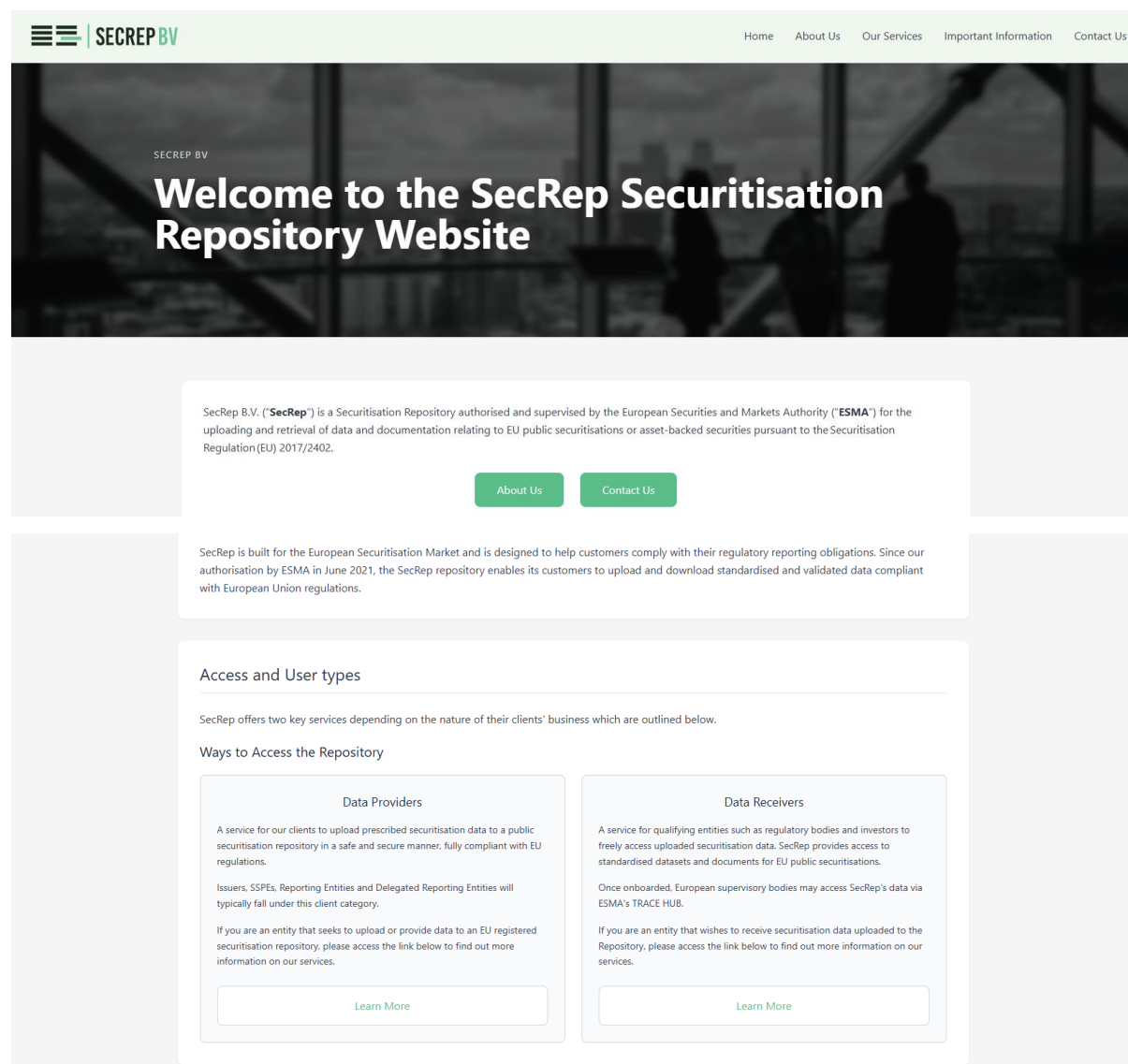
The **System User Approval** page is only accessible via a direct link to the page. This link is emailed to all accepted User Authorisers for the relevant company when a new System User registration is submitted and will allow the User Authorisers to approve the System User registration using their personal key. If accessed without this specific link, this page will provide a link to the homepage.

4.2 Navigating the site

The pages listed in the navigation bar are the primary sources of information about SecRep and its associated services. A brief description of these pages follows.

4.2.1 Home Page

The home page contains some introductory text and links to the **Contact Us** and **About Us** pages, and lots of information about SecRep's features and services:



The screenshot shows the home page of the SecRep Securitisation Repository Website. The header includes the SecRep BV logo and a navigation bar with links: Home, About Us, Our Services, Important Information, and Contact Us. The main banner features the text "Welcome to the SecRep Securitisation Repository Website". Below the banner, there is a section titled "SecRep B.V. ('SecRep') is a Securitisation Repository authorised and supervised by the European Securities and Markets Authority ('ESMA') for the uploading and retrieval of data and documentation relating to EU public securitisations or asset-backed securities pursuant to the Securitisation Regulation (EU) 2017/2402." This section includes two buttons: "About Us" and "Contact Us". Below this, a paragraph states: "SecRep is built for the European Securitisation Market and is designed to help customers comply with their regulatory reporting obligations. Since our authorisation by ESMA in June 2021, the SecRep repository enables its customers to upload and download standardised and validated data compliant with European Union regulations." The "Access and User types" section follows, stating "SecRep offers two key services depending on the nature of their clients' business which are outlined below." It then lists "Ways to Access the Repository" with two categories: "Data Providers" and "Data Receivers". Each category has a description, a list of users, and a "Learn More" button.

Access and User types

SecRep offers two key services depending on the nature of their clients' business which are outlined below.

Ways to Access the Repository

Data Providers

A service for our clients to upload prescribed securitisation data to a public securitisation repository in a safe and secure manner, fully compliant with EU regulations.

Issuers, SSPEs, Reporting Entities and Delegated Reporting Entities will typically fall under this client category.

If you are an entity that seeks to upload or provide data to an EU registered securitisation repository, please access the link below to find out more information on our services.

[Learn More](#)

Data Receivers

A service for qualifying entities such as regulatory bodies and investors to freely access uploaded securitisation data. SecRep provides access to standardised datasets and documents for EU public securitisations.

Once onboarded, European supervisory bodies may access SecRep's data via ESMA's TRACE HUB.

If you are an entity that wishes to receive securitisation data uploaded to the Repository, please access the link below to find out more information on our services.

[Learn More](#)

Under the heading **System updates and information** there is a form which displays relevant information about the repository, e.g. system status updates. This can be filtered for specific dates using the date fields and **Filter** button.

System updates and information

System status messages, planned maintenance alerts and other useful information are posted here. You can filter messages by start and end date(s).

Start date:

End date:

Scheduled system maintenance at SecRep BV

17 Aug 2026 03:08 PM CET

We are planning to carry out maintenance on our systems from 21:00 CEST on 18th August for several hours. We recommend that you do not submit data submissions or search requests during this period, and apologise for any inconvenience this may cause.

4.2.2 About Us Page

This page contains some information about SecRep as a company, including details of the Senior Management team.

4.2.3 Quick-Start Guides (Our Services)

For each of the two ways to access the repository, there is a Quick Start Guide available under the Our Services item in the navbar. These explain the access methods, user roles and registration requirements. The bottom of both pages have buttons which lead to the two registration forms ("I want to access the repository" for System Users, and "I want to authoriser users" for contact persons/user authorisers).

4.2.4 Pricing (Important Information)

This page contains summary information about SecRep's fees, and a link to download the full pricing policy as a PDF.

4.2.5 User Manuals (Important Information)

This page has links to down this manual for this registration website, as well as the manual for Data Receivers about how to download data form the repository.

4.2.4 Contact Us Page

This page contains a contact form which allows an individual to send a message to SecRep along with their contact details. The page requires entries for First Name, Last Name, Email Address and Message.

5. Registering as a System User

The System *User Registration* page allows an individual to register as a System User of the repository. It requires that the company which the individual wishes to represent is already registered with SecRep.

Initially, a textbox within the form prompts the individual to enter their company's LEI (Legal Entity Identifier) code. Depending on the LEI code which is entered, there are several possible outcomes:



SECREP BV

Accessing SecRep's Repository

Register a Securitisation Repository User

Use this form to register as an individual user of the Securitisation Repository. Your organisation must already be registered with us. You will be able to access the Securitisation Repository once your organisation's User Authoriser and our own administrators have approved your registration.

If your organisation has not already set up an account with us, please contact an appropriate member of your organisation's administrative team.

Please note: the email address you supply must be owned by your organisation.

First, please enter your organisation's LEI:

- 1) If the LEI entered does is invalid (i.e. does not match the specified format of LEI codes) a message will be displayed noting that the LEI is not valid:

First, please enter your organisation's LEI:

That's not a valid LEI. An LEI must be exactly 20 alphanumeric characters.

- 2) If the LEI is valid but the company has not been registered with us (so there are no User Authorisers to authorise this System User registration) a message will be displayed to notify the System User. The company must register with us and an appropriate contact person must register as a User Authoriser for this company).

First, please enter your organisation's LEI:

Your organisation is not registered with us. Please contact with appropriate administrator within your organisation to register with us. Please see our Quick Start Guides for [data receivers](#) or [data providers](#).

- 3) If the LEI is valid and the company has registered with us already, the validation marker will turn green, information about your organisation, including its type will be shown, and the remainder of the form will appear:

The LEI **5493** [REDACTED] **R48** you have entered is registered with us.

You are registering as a user of company **4** [REDACTED] **ES MASTER FUND LTD.**

Your Organisation type is **Investor or potential investor**

Please now enter your details to register as a System User:

Notes:

☐ I consent to my data being used as described in the [privacy policy](#).

SUBMIT

The next four input fields on the page record the personal details of the individual wishing to register as a System User for the repository – first name, surname, email address and phone number.

The “Notes” field allows the individual to write a short message which will be seen by both the User Authoriser and the SecRep Administrator during the authorisation and user account creation process. This may be used to specify to the User Authoriser the reason for their application, or to note their department/position within the company.

The individual will then be required to check a box confirming they have read and agree to their data being used as described in SecRep BV’s privacy policy.

Upon clicking the “Submit” button, all registered User Authorisers for the company will be notified by email that a System User registration has been submitted and they will have the opportunity to accept or reject this registration (as detailed in the section *Authorising a System User*.)

6. Registering a Company and User Authoriser

The **Company/User Authoriser Registration** page can be accessed using the “I want to authorise users” button at the bottom of both Quick-Start Guides.

Register as a User Authoriser

As a User Authoriser you will not have access to the Repository yourself
This form also registers your organisation with the Repository

What is your organisation's Global Legal Entity Identifier? (LEI - [see here for more information](#))

How will your organisation use the repository service?

☐ **Data Provider**

For entities required to make information available to the Repository

☐ **Data Receiver**

For entities entitled to receive data from the Repository

User Authoriser details

This individual will authorise new System Users on behalf of your organisation

If there is anything else you would like to tell us:

☐ I consent to my data being used as described in the [privacy policy](#) .

SUBMIT

This page can be used to submit a registration for a company to access the repository and for that company to register a contact person to act as a User Authoriser for that company, who may then approve other individuals as System Users for the company.

The first textbox in this form also asks for the LEI code for the company wishing to gain access to the repository. Similarly to the *System User Registration* page, there will be several different outcomes depending on the LEI entered.

- 1) If the LEI entered is invalid (i.e. does not match the specified format for an LEI) the page will show a message showing this:

What is your organisation's Global Legal Entity Identifier? (LEI - [see here for more information](#))

notanlei

This LEI is not valid.

- 2) If the LEI entered is valid, the page will pre-populate the organisation's type information, if this organisation has registered with SecRep already:

Register as a User Authoriser

As a User Authoriser you will not have access to the Repository yourself
This form also registers your organisation with the Repository

What is your organisation's Global Legal Entity Identifier? (LEI - [see here for more information](#))

549 [REDACTED] 48

How will your organisation use the repository service?

☐ **Data Provider**

For entities required to make information available to the Repository

☒ **Data Receiver**

For entities entitled to receive data from the Repository

☒ **Investor or potential investor**

For entities assessing securitisation data to evaluate and monitor actual or potential investments in securitisations

☐ **NCA**

For National Competent Authorities

- 3) Or will allow this information to be provided by the individual filling out the form, if the organisation is not yet registered:

Register as a User Authoriser

As a User Authoriser you will not have access to the Repository yourself
This form also registers your organisation with the Repository

What is your organisation's Global Legal Entity Identifier? (LEI - [see here for more information](#))

9845005FE94F3B911037

How will your organisation use the repository service?

☐ **Data Provider**

For entities required to make information available to the Repository

☐ **Data Receiver**

For entities entitled to receive data from the Repository

The applying company must then choose which role it is applying for within the system. Data Providers may either own the data themselves, or be uploading it on behalf of another organisation:

How will your organisation use the repository service?

☒ **Data Provider**

For entities required to make information available to the Repository

☐ **Data owner**

For entities who will own data reported to the Repository

☐ **Data provider**

For entities who report data or have been delegated to report data to the Repository

And Data Receivers can be any of the types below which are specified as being entitled to access under Article 17 of [2017/2402](#)

☒ **Data Receiver**

For entities entitled to receive data from the Repository

- ☐ **Investor or potential investor**
For entities assessing securitisation data to evaluate and monitor actual or potential investments in securitisations
- ☐ **NCA**
For National Competent Authorities
- ☐ **NCB**
For National Central Banks
- ☐ **Other article 17 regulator**
For any other entity entitled to access under Article 17 of the Securitisation Regulation
- ☐ **ESMA**
For the European Securities and Markets Authority
- ☐ **SRB**
For Single Resolution Board

This choice will be confirmed during the due diligence checks which our Administrator will perform to validate the identity of the company, sign a contract, and to complete the registration process.

A textbox is also provided for any supplementary comments, notes or messages which may be submitted alongside the application for this company.

The LEI must be supplied whether or not the company has already been registered with SecRep:

- If the company has not yet been registered with SecRep, a new record for the company will be created with SecRep and the registration of a User Authoriser will be attached to this record
- If the company has already been registered, then only the details for the individual will be recorded from the form and will be attached to the company record which already exists.

The form then requires details for the **individual** applying to be a User Authoriser to be entered.

The personal details of the person applying to become a User Authoriser must be entered into the next four text boxes of the form. The fields are "First Name", "Last Name", "Email address", and "Phone Number". The email address entered must not have been already used to register a User Authoriser before, otherwise the form will not allow the submission of these details.

A second textbox is provided to allow any extra notes, comments or messages to be entered alongside the application of this User Authoriser.

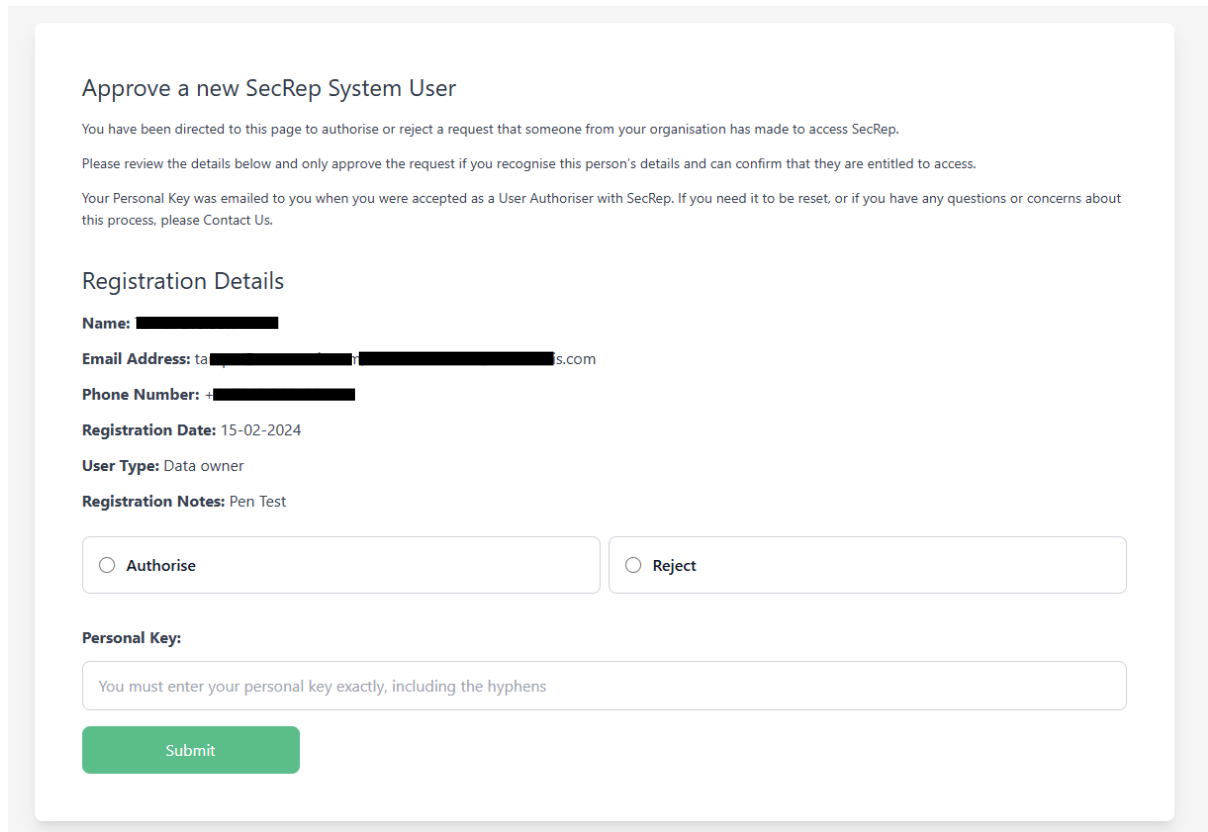
The individual must confirm using a checkbox that they have read and agree to the legal terms displayed on the page before submitting the registration form.

The information entered into the application will then be sent to a SecRep Administrator who will begin the internal process of confirming the application. The Administrator will contact the individual detailed in the application at a later date to continue the registration process, supply any relevant contracts, and perform due diligence checks that the information entered in the registration form is accurate.

Once the appropriate contracts are signed a SecRep Administrator will approve the application and the individual will be allowed to begin authorising System Users from their company. The User Authoriser will be given a *personal key* – a code used to confirm their identity when authorising System Users. The use of this key is detailed in the next section.

7. Authorising a System User

The *User Approval* page is used by User Authorisers to authorise applications of individuals who have applied to be System Users of the repository. It is accessed via a link in an email sent out to all User Authorisers of a company when an individual applies to become a System User of the repository, using the *System User Registration* page. This link will contain a code specific to the application made by the individual. If the *System User Approval* page is accessed without this code, the page will simply display a link to the home page.



A User Authoriser must enter their *personal* key into the textbox marked “Personal Key” and choose to either “Accept” or “Reject” the application.

An application must only be approved by a User Authoriser if they have explicit confirmation from within their organisation that this person is authorised to access the SecRep repository, and that the User Authoriser has confirmed their identity with the relevant parties.

The application to become a System User of SecRep will then be passed to a SecRep Administrator and go through a final step of verification. If this is successful, the individual referred to in the application will be emailed with their login details for the SFTP server used to access the repository.