

STATE AND LOCAL GOVERNMENT FINANCE DIVISION AND THE LOCAL GOVERNMENT COMMISSION

DENISE CANADADIVISION DIRECTOR

Procedures to Confirm Continuing Disclosure Submission Date on EMMA (2025)

As part of complying with continuing disclosure requirements outlined by the Securities and Exchange Commission, issuers of publicly traded debt that is subject to these requirements are required to publish financial information on the Electronic Municipal Market Access (EMMA) website. Failure to file this information by the deadline is a contractual violation which should be noted in subsequent official statements. The steps to confirm that continuing disclosure information has been published timely on EMMA are outlined below.

If questions arise, please contact Rita Baker at <u>Rita.Baker@nctreasurer.com</u>, Floyd Borden at <u>Floyd.Borden@nctreasurer.com</u> or Tony Blalock at <u>Tony.Blalock@nctreasurer.com</u>.

Generally speaking, submissions for units with a June 30 fiscal year end are required to be published by January 31 of the following calendar year. For example, a unit with outstanding publicly traded debt as of June 30, 202X should publish the continuing disclosure information by January 31, 202Y of the following year. Please note that this should be done for each debt issuance on EMMA which has not matured or been defeased, and for which there are outstanding principal or interest payments. If the unit has not properly linked all CUSIPs to the issuer, continuing disclosure information might not be published for those CUSIPs. Tutorials for many topics, including linking or found the EMMA grouping CUSIPs. can be website. www.msrb.org/ EducationCenter/Issuers/Disclosing.aspx.

Information that is required to be published on EMMA varies depending on the issuer and type of debt that was issued. It may include financial statements, budgets, operating information, and/or the occurrence of certain events, including ratings changes, bond redemptions, defeasances, changes in credit or liquidity providers, and issuance of installment contracts or bank placement debt (new requirement as of 2019). To confirm the information that must be published on EMMA to comply with continuing disclosure requirements, please refer to the official statement for each individual security. The official statements are accessible on EMMA. The items that should be disclosed are listed in the official statement in the Continuing Disclosure section. See Step 4 below for guidance in accessing official statements.

Cary, NC has been used as an example to demonstrate navigation through the EMMA website.

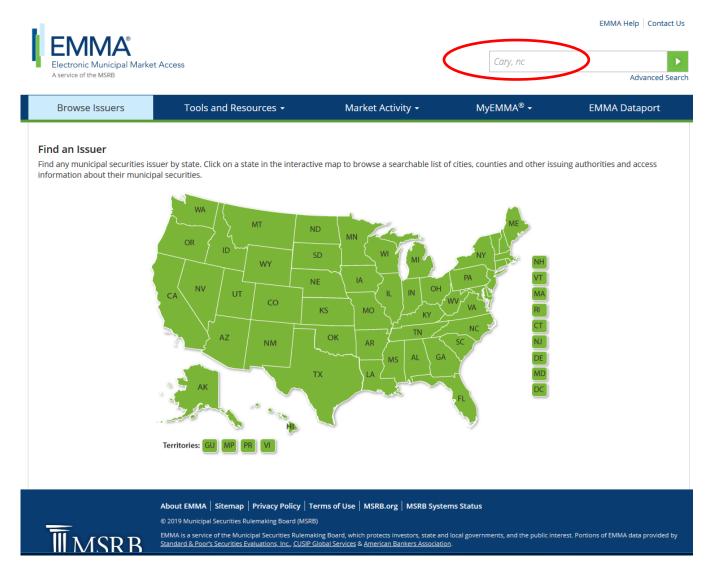
Objective: Determine if unit has publicly traded debt

Refer to the list of units with outstanding publicly traded debt compiled by SLGFD which will be available by August 15 each year. Website: https://www.nctreasurer.com/state-and-local-government-finance-division/local-government-commission/local-debt-management/continuing-disclosure

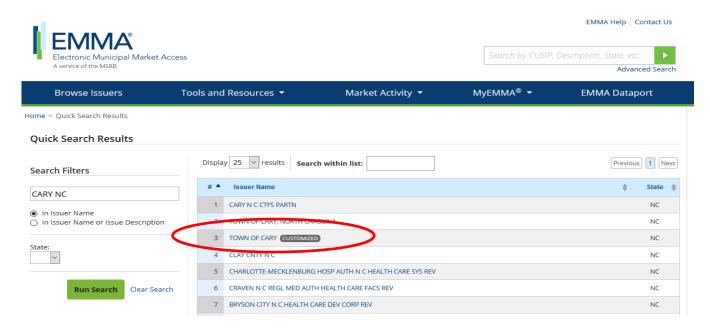
Objective: Confirm that complete continuing disclosure information has been published timely

Step 1 On EMMA website, https://emma.msrb.org/Home, search for issuer name under which debt was issued.

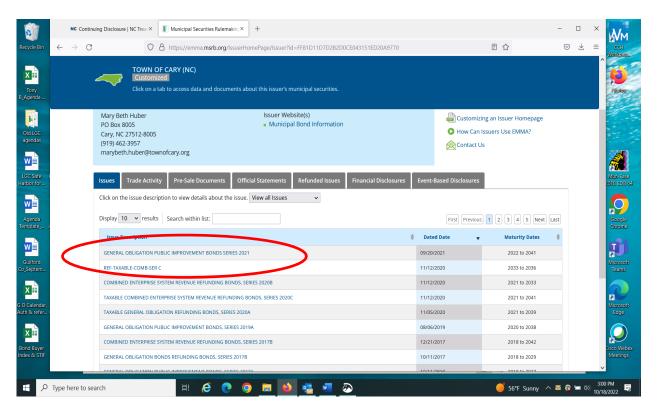
Type: Cary, NC in the Advanced Search text box.



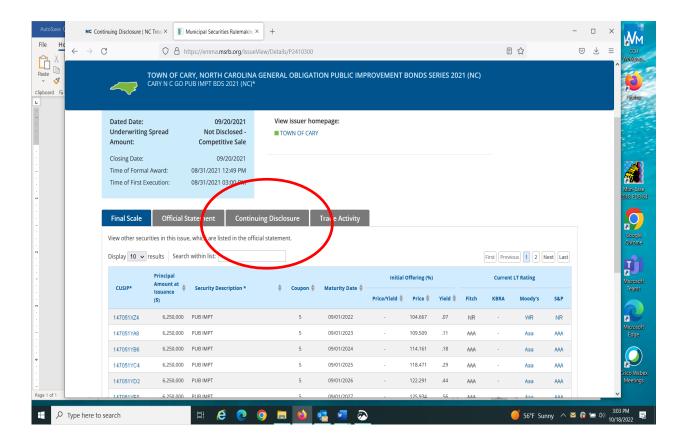
Step 2 Click on the appropriate listing for your unit.



Step 3 A list of securities for the Issuer will be generated. Click on a name in the Security Description column. The Maturity Date for the selected security should be in the future. Continuing disclosures are not required for debt which has matured or been defeased and for which there are no outstanding interest or principal payments.



Step 4 Details on the selected security will be shown. Notice the Disclosure Documents tab which will direct you to the Official Statement and Recent Filings. Details regarding disclosure requirements and deadlines can be accessed in the official statement (Official Statement tab), Continuing Disclosure section. Click on the Continuing Disclosure Documents tab.



(continued)

Step 5 Confirm submission date. Disclosure activity for the unit is presented. The date on which the continuing disclosure submission was published on EMMA is visible. As a reminder, for most units with June 30, 2025, fiscal year end, the submission deadline is January 31, 2026. In this example, Cary, NC, posted the annual submission for the fiscal year ending 6/30/2024 on January 22, 2025.

