



## **INSTRUCTIONS**

# **Stock Exchange Information and News Distribution Agencies**

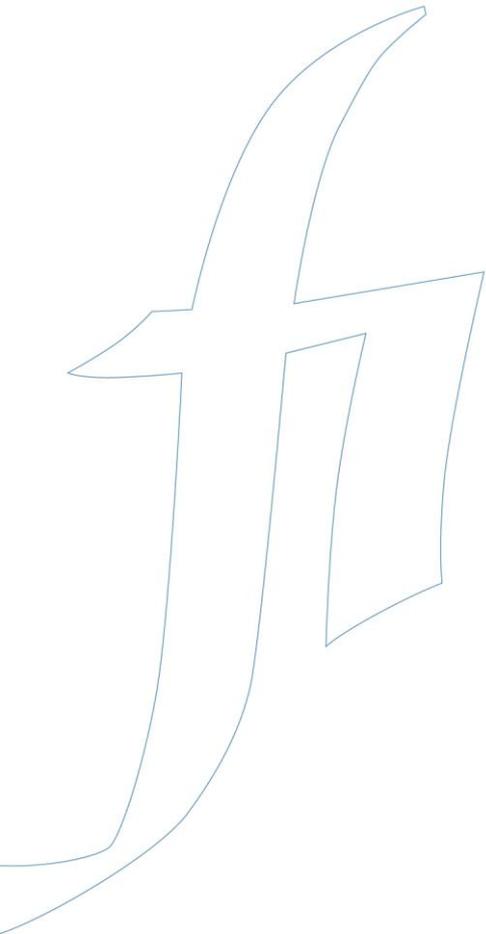
---

FINANSINSPEKTIONEN

**23 November 2020**

Version 1.3





## TABLE OF CONTENTS

---

Logging in to the Reporting Portal	3
Specify a news distribution agency	4
Requirements	4
Specify a news distribution agency	5
Reporting stock exchange information	7
Stock exchange information	7
News distribution agency	9

## Logging in to the Reporting Portal

The log-in to Stock Exchange Information (previously called “Financial Reports”) and Major Shareholding Notifications is located in the Reporting Portal. In order to log in, you must first register as a user. For more information about how to register, refer to the instruction manual for the Reporting Portal.

If the company, obligated to submit reports to the Stock exchange information system, is not registered in the Reporting Portal, you can register it yourself. Please see the instruction manual for the Reporting Portal. Please note that when registering a foreign company, it is important to enter the FI identification number, which can be found in the Company register [www.fi.se](http://www.fi.se).

If you are filing reports on behalf of a company, or you are a news distribution agency, an authorised signatory from the company in question will need to delegate authorisation to you to do this. The authorised signatory of companies that use news distribution agencies also need to identify these agencies in the Reporting Portal. These instructions describe how to do this.

# Specify a news distribution agency

## REQUIREMENTS

Issuers that have been assigned to or chosen Sweden as their home Member State in accordance with the provisions set out in the Securities Market Act and must submit mandatory information to Finansinspektionen (FI) via Sweden's officially appointed mechanism, the Stock Exchange Information Database, have the option of specifying a news distribution agency and delegating authorisation to this agency for the Stock Exchange Information Database.

When a regulated market in Sweden makes public its decision regarding a listing (or when the issuer, where applicable, makes public and submits notification to FI of its choice of Sweden as a home Member State), FI will add the issuer to the Stock Exchange Information Database. More information is available in Commission Delegated Regulation 2016/1437 (RTS) on this page <https://www.fi.se/sv/marknad/rapportering/borsinformation/>. More information about the provisions regarding home Member States is available on FI's website: <https://www.fi.se/sv/marknad/emittenter/hemmedlemsstat/>

In order for an issuer to be added to the Stock Exchange Information Database, FI needs the date on which the issuer's securities were admitted for trading on a regulated market, the type of security that is traded and the name of the regulated market on which the security is traded. This information will automatically be sent to FI by the regulated market when it is made public that the security has been admitted for trading. The issuer can register in advance for the **Reporting Portal** <https://www.fi.se/sv/rapportera/rapporteringsportalen/>. The day after the notification is made public, the authorisation category "Stock exchange information" will be made available in the Reporting Portal and it will be possible to specify a news distribution agency. An authorised signatory needs to register as a user to be able to specify a news distribution agency and delegate reporting authorisation.

### SPECIFY A NEWS DISTRIBUTION AGENCY

In order for a news distribution agency to be able to issue press releases for a company, an authorised signatory for the company needs to identify the agency in the Reporting Portal.

In order to do this, the authorised signatory must first register as a user, i.e. create an account. Authorised signatories are automatically imported into the portal after the system has been updated with information from the Swedish Companies Registration Office. These updates occur five times a day: 6:00 AM, 10:00 AM, 1:00 PM, 4:00 PM, and 7:00 PM.

Authorised signatories can then log in to the Reporting Portal, go to “Administer authorisations”.

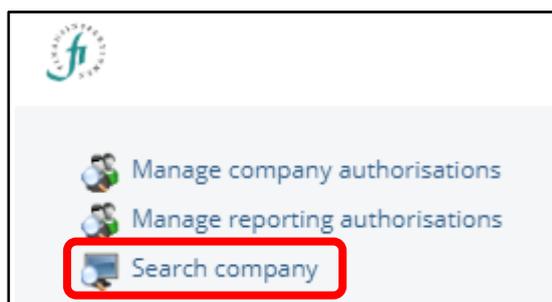


Then select the role of Authorised Signatory/Company Administrator.

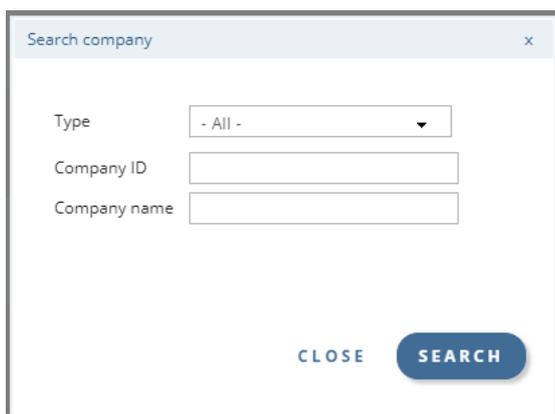


Identifying a news distribution agency:

1. Use the “Search company” field to search for the company for which you are an authorised signatory.



2. Search by for the full company name or company ID.



3. Double-click on the company name.
4. Go to the “Edit News Distributor” tab.



5. Select the news distribution agency from the list under the heading “News Distributor”.
6. Save.

The news distribution agency is now able to distribute the company’s stock exchange information.

# Reporting stock exchange information

Submitting entities subject to the Transparency Directive administer their authorisations within the company via the Reporting Portal. The instructions for this are provided below. Information is also available in the instruction manual and instruction video for the Reporting Portal.

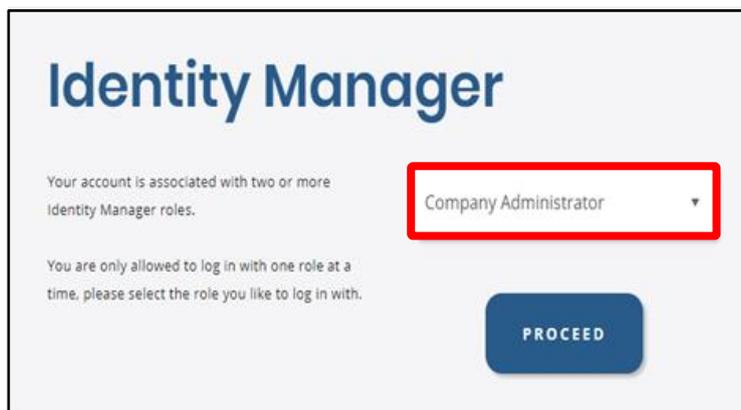
## STOCK EXCHANGE INFORMATION

An authorised signatory needs to register as a user and delegate authorisations:

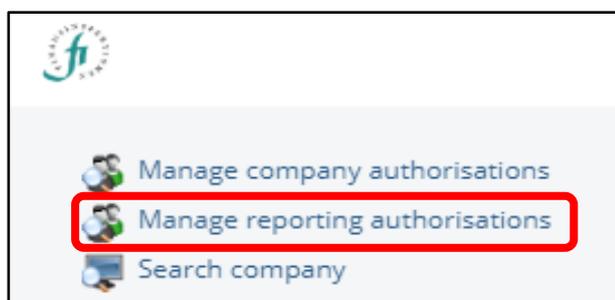
1. Log in to the Reporting Portal and select “Authorisation Administration”.



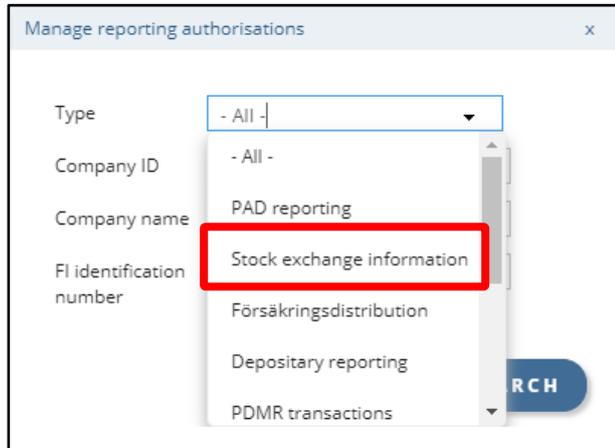
2. Select the role “Company Administrator”.



3. Click on “Manage reporting authorisations” in the menu on the left.



4. Select “Stock exchange information” from the drop-down menu to pull up the company.



5. Search for the persons who will be delegated authorisation, click the box next to their name, and click Add.
6. Save.

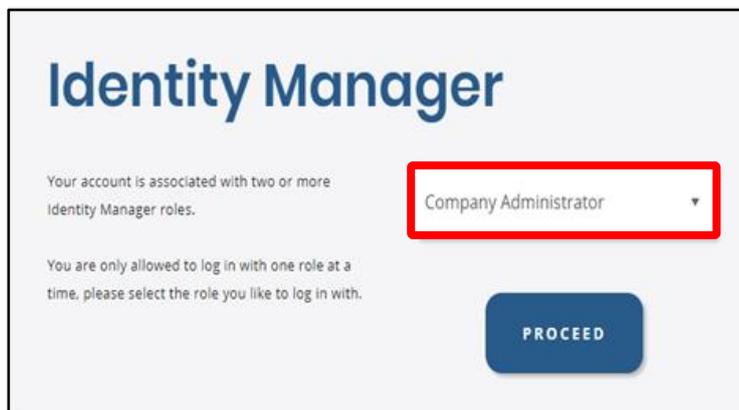
## NEWS DISTRIBUTION AGENCY

News distribution agencies also need to administer their authorisations within the company. The instructions for this are provided below. Information is also available in an instruction manual and instruction video for the Reporting Portal.

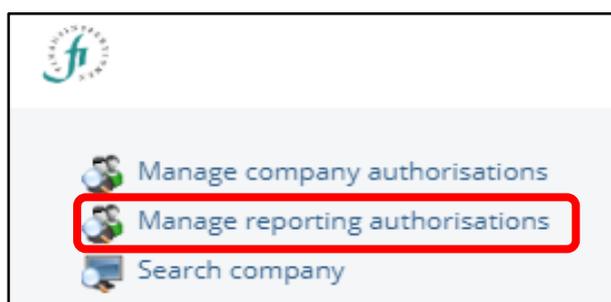
1. Log in to the Reporting Portal and select “Authorisation Administration”.



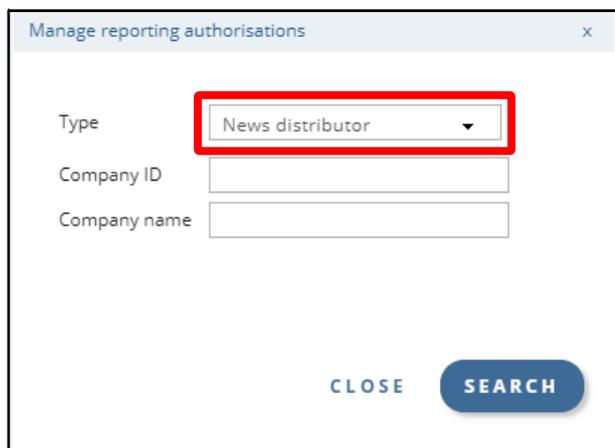
2. Select the role “Company Administrator”.



3. Click on “Manage reporting authorisations” in the menu on the left.



4. Select “News distributor” from the drop-down menu to pull up the company.



The screenshot shows a window titled "Manage reporting authorisations" with a close button (x) in the top right corner. The window contains three input fields: "Type" (a dropdown menu with "News distributor" selected and highlighted by a red box), "Company ID" (an empty text box), and "Company name" (an empty text box). At the bottom of the window, there are two buttons: "CLOSE" and "SEARCH".

5. Search for the persons who will be delegated authorisation, click the box next to their name, and click Add.
6. Save.

Once authorisation has been delegated, the users will be able to submit reports for companies that specify them as a news distribution agency.

For questions related to these instructions, please contact [rapportering@fi.se](mailto:rapportering@fi.se).



Finansinspektionen  
Box 7821, 103 97 Stockholm  
Besöksadress Brunnsgatan 3  
Telefon +46 8 408 980 00  
Fax +48 8 24 13 35  
finansinspektionen@fi.se

**[www.fi.se](http://www.fi.se)**