



## REQUIREMENTS AND CONDITIONS

# Delegated administration in the Reporting Portal

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FINANSINSPEKTIONEN

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## Delegated administration

Companies (legal persons) that are obligated to report to Finansinspektionen (FI) are able to delegate this task to specific (natural) persons. These persons are referred to as “rapporteurs”. An authorised signatory assigns the authorisations to relevant persons via a system, ‘The Reporting Portal’, on FI’s website that has a secure log-in process.

This procedure for the delegated administration of reporting is part of FI’s efforts to improve information security. This makes the reporting to Finansinspektionen more secure and more efficient.

### REGISTRATION IN THE AUTHORISATION SYSTEM

Authorised signatories, company administrators and rapporteurs must start by completing the authorisation registration that is accessed via FI’s website. Instructions on how to complete this registration are available there as well.

The system identifies users with the help of e-identification (BankID or Mobilt BankID). Persons who do not have a Swedish personal ID number and thus cannot use BankID will use an SMS code (two-factor authentication) to log in. There is an extra level of security in that the user must not only log in using a User ID and password but also enter a pin code that is sent by SMS.

The new system is linked to the Swedish Tax Agency and retrieves correct information about persons with Swedish personal ID numbers as well as information about caregivers and children. The system is also linked to the Swedish Companies Registration Office, from which FI retrieves information about Swedish legal persons and CINs, and FI’s internal Institution Register, from which FI retrieves correct information about companies under supervision.

### DIFFERENT TYPES OF USERS

#### **Authorised signatory**

An *authorised signatory* is able to both report to FI and assign or remove the authorisations for other natural persons holding the roles of *company administrator* or *rapporteur*.

Information about authorised signatories is retrieved from the Swedish Companies Registration Office’s database. The authorised signatory is thus linked automatically to the legal person. Authorised signatories have the highest level of authorisation in the system for delegated administration and can appoint company administrators and rapporteurs. Only Swedish or otherwise validated legal persons can have authorised signatories.

### **Business administrator**

A company administrator is able to both report to FI and assign or remove authorization for other natural persons acting as rapporteurs. Currently, authorisation can be assigned for PDMR Reporting or Periodic Reporting, for example. More types of reporting will be added to the Authorisation Registration page in the future.

The role of company administrator is assigned via the Authorisation Registration page by the authorised signatory or, in exceptional cases, by an FI administrator.

If an authorised signatory or company administrator handles the reporting to FI, they do so in the role of rapporteur, and *not* in their role as authorised signatory or company administrator.

### **Rapporteur or agent**

Rapporteurs are entitled to report on behalf of themselves or a third party after having been assigned authorisation by an authorised signatory or company administrator. Authorised signatories and company administrators can appoint themselves to be rapporteurs.

## **INFORMATION FROM AUTHORISATION REGISTRATION**

It is possible in Authorisation Registration to see what personal information FI has stored about the user and make some changes to the information the users themselves have entered into the system.

An authorised signatory can change the information about a legal person to whom the authorised signatory is linked. This link is created automatically in the system or by an FI administrator.

Users can see the authorisations they have assigned and the authorisations they have received, as well as information about the legal persons to which they are linked and the role they hold for each company (legal person).

It is possible to inactivate the accounts (for individuals) that are no longer active. However, it is not possible to completely delete them from the system. This is because of the Archives Act, which requires all government authorities to save their archives. The identification step is part of the reports and registrations that are submitted to FI and therefore must be archived.

## **REGISTRATION – NEW USERS**

All users responsible for, or who will be assigned authorisation for, reporting to FI must start by completing the authorisation registration that is accessed via FI's website.

This registration is only required once; users create an account that they then use for logging in. After completing the authorisation registration, users receive a confirmation email with a link that they must click to verify the email address entered during registration.

Users who do not have a Swedish personal ID number or BankID must register using their email address and mobile number.

Some foreign legal persons are not registered through the Swedish Companies Registration Office. They are instead registered in the portal through an authorised signatory, company administrator or rapporteur. If the authorised signatory cannot be verified and kept up-to-date automatically (via the Swedish Companies Registration Office), the highest level of authorisation for the company will be held by the company administrator. The company administrator for a newly registered foreign company, which is not registered with the Swedish Companies Registration Office, is automatically assigned to those who are added as representatives when registering the company. The company administrator will then be able to appoint rapporteurs for the company.

## LOG-IN

The Reporting Portal uses BankID, Mobilt BankID or two-factor authentication to identify users.

Users who do not have a Swedish personal ID number and thus cannot use BankID or Mobilt BankID must use two-factor authentication, which means that they must enter a pin code in addition to their UserID and password. The pin code is sent to the mobile telephone number the user entered when completing the authorisation registration. A new pin code is sent every time the user logs in. The password is sent via a verification email. Users who have forgotten their password must click on *Forgot password?* for help.

## REPORTING BY CAREGIVERS

Children are occasionally subject to a reporting obligation. Their caregiver must then report on their behalf. Information about caregivers is not retrieved automatically; rather, the caregiver must request authorisation to report on behalf of the child. This authorisation is granted via FI's link to the Swedish Tax Agency or, if the child is not Swedish, by the parent registering the child.

Once the child turns 18, the caregiver may no longer report on behalf of the child. The 18-year-old must then log in to his/her account using BankID or Mobilt BankID.

## WHEN USING THE REPORTING PORTAL

All traffic between users' computers and FI's systems are encrypted for security reasons. This is also why all activity in the Reporting Portal is registered and saved.

The system should not be used as an alternative channel for other storage or distribution of information. It is therefore important that authorisations for persons who have terminated their employment or changed positions be removed immediately.

The use of e-identification is the equivalent of identification in a traditional, physical environment, i.e. using a driver's license or a passport. It is therefore of utmost important that unauthorised persons are prevented from being able to give the appearance of being the holder of the e-identification. Report any misuse to FI.

## USER TERMS AND CONDITIONS

FI handles sensitive information. Secure use of information is a prerequisite for the authority's activities.

FI recommends the following rules for users of the Reporting Portal:

- Computers should be locked when users no longer are able to monitor them.
- Mobile telephones should have a pin code and the telephone lock should be time-activated.
- Passwords for two-factor authentication should be changed immediately following any suspicions of misuse.
- Log-in information may not be shared with other users.

### **Processing of personal data**

For information on data protection and processing of personal data at Finansinspektionen, please see the page [www.fi.se](http://www.fi.se) → Om FI → 'Behandling av personuppgifter'. Only available in Swedish.

## FINANSINSPEKTIONEN'S SUPPORT

For questions or help, contact Finansinspektionen.

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