



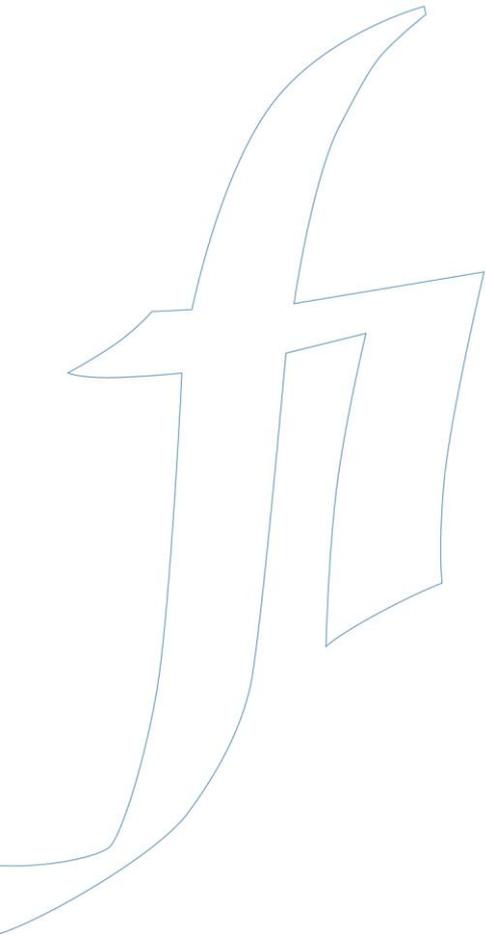
INSTRUCTIONS

AIFM – The Reporting Portal and Periodic reporting

FINANSINSPEKTIONEN

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The Reporting Portal

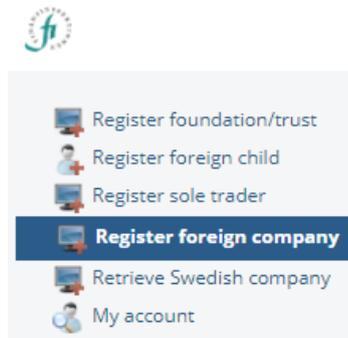
In order to submit Periodic reporting to Finansinspektionen one needs to register an account in the Reporting Portal; www.fi.se → Reporting → About the Reporting Portal → Register an account (<https://www.fi.se/register-an-account>).

The Reporting Portal contain different services, such as Periodic Reporting and Authorisation Administration. In order to gain access to Periodic Reporting, one needs an account and reporting authorisation which is given in the Authorisation Administration.

REGISTER THE AIFM AND REPRESENTATIVE

Once an account is registered, login to the Authorisation Administration in the Reporting Portal in order to register the fund manager/AIFM in the portal, if this has not already been done.

In the menu on the left, click on “Register foreign company”.



Fill out the information in the form that appears. Obligatory fields are marked with a star (*), but it is however important to add the ‘FI Identification number’ as well. You can find the number on www.fi.se → Company register. Please note that the Company ID is a unique ID, associated with the company.

REGISTER FOREIGN COMPANY

Company information

Company name *	<input type="text" value="Fiam Fidelity"/>	
Company ID *	<input type="text" value="LT-203040"/>	For example 202100-5448
LEI code	<input type="text" value="203040/UURRKEY601V701"/>	For example 549300YUURRKEY507X981
VAT number	<input type="text" value="LT 203040-123"/>	For example DE 999999999
FI identification number	<input type="text" value="54321"/>	For example 12345

Mark the box if the company is a position holder for short net positions.



Contact information

Address *	<input type="text" value="Maza Pils iela"/>
Postal code *	<input type="text" value="LT-33456"/>
City *	<input type="text" value="Riga"/>
Country *	<input type="text" value="Lithuania"/>
Website	<input type="text" value="www.fiamfidelity.lt"/>
Telephone number *	<input type="text" value="+371 67 999 023"/>

Representatives

<input type="text" value="First name"/>	<input type="text" value="Last name"/>
<input type="button" value="Add"/>	<input type="button" value="Edit"/>
<input type="button" value="Delete"/>	

CLOSE
REGISTER

Please see the next step below before proceeding with the registration.

Before the registration can be completed, a representative of the company needs to be added. Click on “Add” and fill out the information.

The representative can be a signatory, CEO, board member or another title with the right to sign for the company. If the representative has registered an account, then the role as Company Administrator will automatically be delegated.

If the representative however has not registered an account, then an automatic e-mail will be sent. The e-mail contains information that the person in question has been added as a representative and is asked to register an account in the Reporting Portal.

The screenshot shows the 'REGISTER FOREIGN COMPANY' form. The form is divided into two main sections: 'Company information' and 'Contact information'. The 'Company information' section includes fields for Company name (*), Company ID (*), LEI code, VAT number, and FI identification number. The 'Contact information' section includes fields for Address (*), Postal code (*), City (*), Country (*), Website, and Telephone number (*). A checkbox is present for 'Mark the box if the company is a position holder for short net'. An 'Add new person' modal is open, showing fields for First name (Tom), Last name (Fiam), Mail (tom.fiam@fiam.lv), and Role (Signatory). The 'Add' button in the modal is highlighted with a red box. At the bottom of the form, there are 'CLOSE' and 'REGISTER' buttons. The logo of FINANSINSPEKTIONEN is visible in the top right corner.

Once this is done, click on ”Register” to complete the registration.

The representative will have the ability to delegate reporting authorisation for Periodic reporting, to themselves and others. Once a reporting authorisation has been delegated it will be possible to log in to Periodic Reporting via the Reporting Portal.

- **Please note** that funds do not need to be registered. They will automatically be linked to the AIFM in the reporting system.

Read more about the role and the Reporting Portal in the instructions document; www.fi.se → Reporting → About the Reporting Portal (<https://www.fi.se/en/reporting/reporting-portal/>).

DELEGATE REPORTING AUTHORISATION

Before a reporting authorisation can be delegated, the AFIM that has been registered in the Reporting Portal has to be updated and linked to Periodic Reporting. This is an automatic process and can take a few hours. If reporting authorisation for Periodic Reporting is not yet available, wait until the next day.

To appoint a rapporteur, a representative/signatory delegates reporting authorization by following these steps:

- Log in to Authorisation Administration in the Reporting Portal
- Choose the role of Company Administrator, or Signatory
- Click 'Manage reporting authorisations'
- Choose the type of reporting that is to be delegated
- Search for the company, either by the complete registered name or the Company ID
- Double click on the company
- Search for the registered email address of the person receiving the authorisation
- Check the box next to the name, click 'Add' and then 'Save and close'

More information is available in a guide and a video guide on www.fi.se → Reporting → About the Reporting Portal → Authorisation (<https://www.fi.se/authorisation>).

Periodic reporting

INFORMATION ABOUT THE REPORTING SYSTEM

You will find more information regarding Periodic Reporting on this page
www.fi.se → Reporting → About the Reporting Portal

➤ Periodic reporting

And here <https://www.fi.se/en/reporting/periodic-reporting/>.

Login in to the system via the Reporting Portal once reporting authorisation has been delegated. For reporting authorisation, please see the instructions document on this page <https://www.fi.se/authorisation>

FREQUENCY

In order for Finansinspektionen to set up the AIFM and AIF reports, the fund manager needs to inform of which frequency they will be submitting reports.

To determine the frequency, please read more here:
www.fi.se → Markets → Reporting → Fund → Alternative investments funds → FAQ's (<https://www.fi.se/en/markets/reporting/fund/alternative-investment-funds/>)

Once the frequency is determined, send an e-mail to reporting@fi.se and list below information:

1. FI Institution number (can be found in the Company register)
2. Name of the AIFM
3. Name of the AIF
4. Reporting frequency

Once the frequency is set up we will reply back and inform when the reports will be available.

For questions regarding these instructions, please contact: reporting@fi.se



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