



GUIDE

Ownership reporting (Ägarrapportering)

FINANSINSPEKTIONEN

1/26/2023

Version 1.3





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Introduction

Ownership Reporting (Ägarrapportering) is Finansinspektionen's online system for submitting qualified holdings and participations in a company. The basis for this reporting is the regulation FFFS 2004:17. Please refer to this regulation to determine if the company is required to submit a report.

PREREQUISITES AND TECHNICAL REQUIREMENTS

In order to be able to log in and submit reports, you first need to register as a user in the Reporting Portal <https://www.fi.se/en/e-services-and-forms/register-an-account/>. Swedish residents use BankID to log in; foreign users use a mobile phone application (OneTouch) or eIDAS.

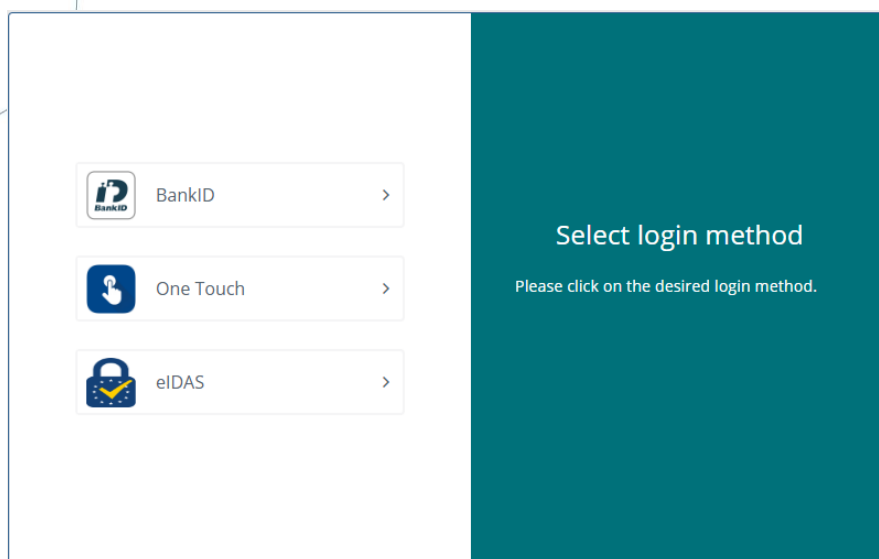
Finansinspektionen is responsible for the actual system: that it works, that it is reliable and that the information is saved in such a manner as to be protected from unauthorised access. Companies are responsible for providing the hardware to use the system, the internet connection, and suitable security measures for accessing the internet. The technical requirements to use the system are a standard PC that uses the Windows, Internet connection and a web browser.

Log-in

REGISTER AND LOG-IN

You need to register as a user in the Reporting Portal if you have not already done so. Go to www.fi.se → Applying and reporting → Report to FI and click on the link *Register an account*.

You can log in to the system via *Log in to the Reporting Portal* (<https://www.fi.se/en/applying-and-reporting/reporting2/>). Choose the login method for your account.



Picture 1 – Log-in methods. Swedish residents select Swedish BankID. Foreign residents can select OneTouch or eIDAS.

AUTHORISATION

In order to gain access to the system, a signatory of the company needs to delegate reporting permission to you in the Reporting Portal. It is possible to have reporting permission for one or more companies.

For more information about delegating reporting permission and the Reporting Portal, please see this page <https://www.fi.se/en/applying-and-reporting/reporting2/authorisation/>.

Home page and choice of company

Once you have logged in, you need to choose the company for which you will be submitting reports. The companies you can choose are those that have delegated reporting permission to you. You can only select and enter information for one company at a time. If you have been delegated permission for multiple companies and would like to switch to another one of your companies, you must save the information you have entered and go back and select a new company.



Logga ut

Välkommen till Ägarrapporteringen

Du är inloggad som 73090 [REDACTED]

Välj institut att rapportera för (rapporterande institut)

[FinaFinansbolaget AB](#)

Picture 2 – The home page where you choose the company. The system is only available in Swedish. In this example, the user has reporting permission for one company, FinaFinansbolaget AB.

MAIN MENU

Once you have chosen a company, you will have access to a menu. The menu allows you to enter information in the following sections:

- general directory information
- ownership
- subsidiaries
- confirmation of information
- representation offices

Click on the section where you would like to enter information.

If you would like to switch companies, click on *Byt rapporterende institut* in the top right corner.



Finansinspektionen

[Byt rapporterende institut](#) Logga ut

Allmän registerinformation

Ägare

Dotterbolag

Kommentar

Bekräftelse av uppgifter


Representationskontor

Picture 3 – Main menu and where to switch companies.

GENERAL DIRECTORY INFORMATION

In this section, you need to enter the following information:

- Contact information: street address (if not the same as the postal address), website (if the company has one) and phone number. To edit this information, click *Ändra kontaktuppgifter*.
- Compliance Officer: name, Swedish personal ID number, title, phone number, fax number and email for appointed compliance officers. Click *Lägg till ny regelansvarig* to add an officer. Click *Ändra* to edit the information and “Ta bort” to delete the information.
- Complaints Manager: name, Swedish personal ID number, title, phone number, fax number and email for appointed complaints managers. Click *Lägg till ny klagomålsansvarig* to add an officer. Click *Ändra* to edit the information and “Ta bort” to delete the information.
- Other contacts: name, Swedish personal ID number, title, phone number, fax number and email for other contacts who handle communication between Finansinspektionen and the company. Click *Lägg till ny övrig kontakt* to add new contacts. Click *Ändra* to edit the information and “Ta bort” to delete the information.
- The address and institution number for the company is shown in the section *Allmän registerinformation*. If this information is not correct, contact the Swedish Companies Registration Office and the Authorisation Department at Finansinspektionen.


Byt rapporterande institut | Logga ut

Allmän registerinformation
Agare
Dotterbolag
Bekräftelse av uppgifter
Representationskontor

Postadress: Box 666
768 42 STOCKHOLM

Institutnummer: 55566

Kontaktuppgifter
 Besöksadress:
 Hemsida WWW:
 E-postadress:
[Ändra kontaktuppgifter](#)

Regelansvarig

Namn	Personnummer	Befattning	Telefonnummer	Faxnummer	E-postadress
Lägg till ny regelansvarig					

Klagomålsansvarig

Namn	Personnummer	Befattning	Telefonnummer	Faxnummer	E-postadress
Lägg till ny klagomålsansvarig					

Övriga kontakter

Namn eller funktion	Personnummer	Telefonnummer	Faxnummer	E-postadress
Lägg till ny övrig kontakt				

Picture 4 –The “Allmän registerinformation” section. In this example, no information has been added.

Owner

The Owner section (“Ägare”) is where you enter direct and indirect qualified holdings for the company.

In the left window, the top company is the submitting entity and the owners are below. If no qualified holdings have been entered, only the submitting entity will be listed. Click “+” to expand the structure once the information has been entered. Click on a company name to see more detailed information.

The screenshot shows the FINANSINSPEKTIONEN web portal interface. At the top, there is a navigation bar with the logo on the left and the text "FinaFinansbolaget AB" and "Byt rapporterande institut | Logga ut" on the right. Below the navigation bar is a menu with options: "Allmän registerinformation", "Ägare", "Dotterbolag", "Bekräftelse av uppgifter", and "Representationskontor". The "Ägare" option is selected.

The main content area is split into two panes. The left pane shows a tree view of the ownership structure. At the top is "FinaFinansbolaget AB" with a plus sign next to it. Below it is "Ägarbolaget AB" with a minus sign next to it. The right pane displays detailed information for "Ägarbolaget AB".

Ägarbolaget AB
är direkt ägare av
FinaFinansbolaget AB

UPPGIFTER ÄGARE

Firma: Ägarbolaget AB
Organisationsnummer: 111222-4444
Juridisk person Institutnummer: 55577

UPPGIFTER INNEHAV

Datum ägaren får ett kvalificerat innehav i institutet: 1987-03
Ägarens direkta innehav i ägt företag
% kapital: 100 % röstetal: 100

[Ändra uppgifter innehav](#)

[Lägg till kvalificerad ägare till rapporterande institut](#)

Picture 5 – Holdings structure, one company with qualified holdings has been entered for FinaFinansbolaget AB.

The window on the right shows detailed information about the qualified holdings for the company chosen from the left window. No information is shown when the submitting entity is selected since it has no holdings. When the qualified owner is selected (Ägarbolaget AB in the picture above), information about the company and its qualified holdings are shown in the window. The information that is required for a company or legal person with qualified holdings is listed below. (This information can be edited by clicking *Ändra uppgifter ägare/innehav*.)

DETAILED INFORMATION ABOUT THE COMPANY OR LEGAL PERSON

The required information follows Section 1 of the regulation and is dependent on whether the company is registered in Sweden. Swedish companies must provide their CIN.

Foreign companies must provide the following:

- Company name (firma)
- CIN or a non-Swedish identification number
- If it is a legal person (optional)
- Location where the company is registered: city and country
- Activity code (verksamhetskod) according to the table in the regulation
- Business description (verksamhetsbeskrivning): brief description of their main focus

For a natural person:

- Name
- Swedish personal ID number (personnummer) or a foreign identification number
- City and country where the person is registered
- If a qualified owner is a natural person, click *Lägg till kvalificerad ägare till rapporterande institut* to add a new indirect qualified owner to the submitting entity.

DETAILED INFORMATION FOR QUALIFIED HOLDINGS

Required information to be entered for direct/indirect qualified holdings in the submitting entity:

- Date (YYYY-MM) when the owner obtained a qualified holding in the company
- The owner's direct holding expressed as a percentage of the capital
- The owner's direct holding expressed as a percentage of the number of votes
- If applicable, the date for when the owner ceases to have a qualified holding in the company.

ADD QUALIFIED OWNER

To add a qualified owner, click *Lägg till kvalificerad ägare till rapporterande institut*. It is not possible to add the same owner twice in the same structure.

1. Click on the company in the left window for which you would like to add a qualified owner. Then, click *Lägg till kvalificerad ägare till rapporterande institut*. Select if it is a legal or natural person and the country where the company is registered and enter the Swedish CIN/personal ID number (ten digits with a hyphen). For foreign companies, which do not have this number, enter the name of the company/person.
2. If the owner is not a Swedish company, enter detailed information about the company or natural person (see page 7).
3. Then, enter the detailed information about the qualified holdings.

To cancel, click *Avbryt*.

See picture on the next page.



The screenshot shows a web interface for FinFinansbolaget AB. At the top, there is a navigation bar with the company logo on the left and the text "FinFinansbolaget AB" and "Byt rapporterande institut | Logga ut" on the right. Below the navigation bar is a menu with the following items: "Allmän registerinformation", "Ägare", "Dotterbolag", "Bekräftelse av uppgifter", and "Repräsentationskontor". The main heading of the page is "Lägg till ny direkt/indirekt kvalificerad ägare till rapporterande institut". Below the heading, there is a form with the following fields and options:

Ange om ägaren är en juridisk eller fysisk person, land för ägaren och person-/organisationsnummer alternativt utländskt identifikationsnummer

JURIDISK/FYSISK PERSON

Juridisk

Fysisk

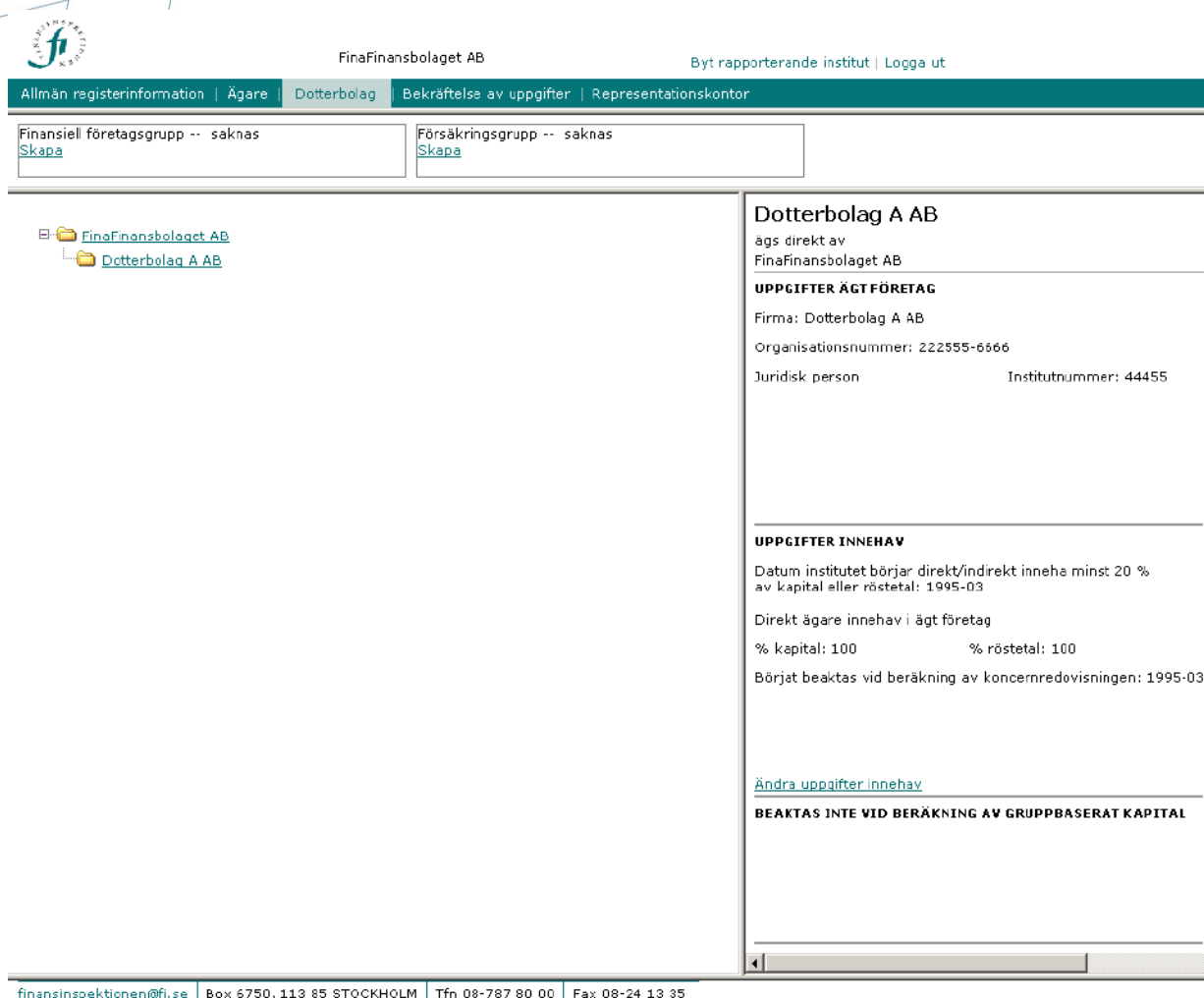
LAND:

PERSON-/ORGANISATIONSNUMMER ALTERNATIVT UTLÄNDSKT IDENTIFIKATIONSNUMMER

Picture 6 – Choose if the owner is a legal or natural person and enter the Swedish CIN/personal ID number.

Subsidiaries

In the section for subsidiaries, enter information about the companies in which the submitting entity has a direct or indirect ownership of 20% or more in terms of votes or capital. The group structure is shown in the same manner as the holdings structure.



FinInspektionswebben

FinaFinansbolaget AB Byt rapporterende institut | Logga ut

Allmän registerinformation | Ägare | **Dotterbolag** | Bekräftelse av uppgifter | Representationskontor

Finansiell företagsgrupp -- saknas [Skapa](#) | Försäkringsgrupp -- saknas [Skapa](#)

[FinaFinansbolaget AB](#)
[Dotterbolag A AB](#)

Dotterbolag A AB
 ägs direkt av
 FinaFinansbolaget AB

UPPGIFTER ÄGT FÖRETAG
 Firma: Dotterbolag A AB
 Organisationsnummer: 222555-6666
 Juridisk person Institutnummer: 44455

UPPGIFTER INNEHAV
 Datum institutet börjar direkt/indirekt inneha minst 20 % av kapital eller röstetal: 1995-03
 Direkt ägare innehav i ägt företag
 % kapital: 100 % röstetal: 100
 Börjat beaktas vid beräkning av koncernredovisningen: 1995-03

[Ändra uppgifter innehav](#)

BEAKTAS INTE VID BERÄKNING AV GRUPPBASERAT KAPITAL

finansinspektionen@fi.se | Box 6750, 113 85 STOCKHOLM | Tfn 08-787 80 00 | Fax 08-24 13 35

Picture 7 – Subsidiary “Dotterbolag A AB” is added as a direct subsidiary to FinaFinansbolaget AB.

The window on the right shows detailed information about the subsidiary chosen from the left window. No information is shown when the submitting entity is selected. Click *Lägg till dotter-/intressebolag till rapporterende institut* to add a subsidiary.

The window on the right will show detailed information about the holdings and possible consolidation in a financial group/insurance group when the subsidiary/associated company is selected. For a non-Swedish company, the information can be edited by clicking *Ändra uppgifter ägt företag*. To edit the holding information, click *Ändra uppgifter innehav*. To edit information about a group and/or subsidiary, click *Ändra uppgifterna om dotter-/intressebolaget*. To delete information that has been entered about the capital for a group, click *Sätt som upphört*.

In the window for a group, the option *visa enbart gruppen* will allow you to only display the companies included in the group structure. If a group no longer exists, click *Sätt som upphört*. All companies in the group will be given the same end date.

- [-] FinaFinansbolaget AB
 - [-] Dotterbolag A AB

In the owner structure, if the submitting entity is the parent company in a financial group or insurance group, the institution number (provided by Finansinspektionen) will be shown in blue letters under the group. If the parent company does not have an institution number, the text “finns utan institutnummer” will be shown.

If the submitting entity is not a parent company for a group, the word “Saknas” will be shown in the window for the group. Click “Skapa” to add a group.

Picture 8 – A group structure with subsidiary “Dotterbolag”. The companies included in the group structure are displayed with yellow folders. This group has not been given an institution number.

DETAILED INFORMATION FOR A HOLDING OF 20% OF CAPITAL OR NUMBER OF VOTES

Required information for a company with holdings of 20% of the capital or number of votes in a subsidiary:

- Date (YYYY-MM) when the owner obtained a direct or indirect holding of 20% or more of the capital or number of votes
- The owner's direct holding expressed as a percentage of capital
- The owner's direct holding expressed as a percentage of the number of votes
- If applicable, the date for when the owner ceases to have a direct or indirect holding of 20% in the company.

DETAILED INFORMATION FOR A POSSIBLE CONSOLIDATION IN A GROUP

Required information when a subsidiary/associated company consolidates into a financial group or insurance group with the submitting entity as a parent company:

- Whether the consolidation is for a financial group or insurance group
- Date (YYYY-MM) for when the company is included in the calculation of group/consolidated capital.
- Consolidation method; which method used when the company is included in the calculation of group/consolidated capital. If applicable, the date for when the owner ceases to be included in the calculation of group/consolidated capital

ADD DIRECT/INDIRECT SUBSIDIARY OR ASSOCIATED COMPANY

1. Choose the company (the direct owner) in the structure for the group in the left window and click *Lägg till dotter-/intressebolag till rapporterade institutet* to add a subsidiary/associated company. Enter the country where the company is registered and the CIN (ten digits with a hyphen). If the company is a foreign company and does not have a CIN, enter the name of the company/person.
2. If the owner is not a Swedish company, enter detailed information about the company (see page 7).
3. In the next step, enter the detailed information about the holdings.
4. If the company is a direct subsidiary or associated company to a company that is included in the calculation of group/consolidated capital, you will have to choose in this step whether the subsidiary/associated company is also included when calculating group/consolidated capital. If it is, provide detailed information about the consolidation in the financial group or insurance group. If the direct owner is not included when calculating group/consolidated capital, this step can be skipped (especially if a financial/insurance group is not created in the reporting structure). See picture 9 below.

To cancel, click *Avbryt*. See picture on the next page.



FinaFinansbolaget AB

Byt rapporterande institut | Logga ut

[Allmän registerinformation](#) | [Ägare](#) | [Dotterbolag](#) | [Bekräftelse av uppgifter](#) | [Representationskontor](#)

Ange uppgifter för eventuellt beaktande av företaget vid beräkning av gruppbaserat kapital

BEAKTAS VID BERÄKNING AV GRUPPBASERAT KAPITAL

- Beaktas inte
- Beaktas för finansiell företagsgrupp

KONSOLIDERINGSMETOD FINANSIELL FÖRETAGSGRUPP

kapitalandel

DATUM NÄR FÖRETAGET BÖRJAT BEAKTAS VID BERÄKNING AV GRUPPBASERAT KAPITAL FÖR FINANSIELL FÖRETAGSGRUPP

OK

AVBRYT

Picture 9 – Add a subsidiary or associated company to a group.

CREATE A FINANCIAL AND/OR INSURANCE GROUP

In order to add the reporting company as the parent company for a financial and/or insurance group:

1. Click *Skapa* in the appropriate window: *Finansiell företagsgrupp* for a financial group or *Försäkringsgrupp* for an insurance group.

2. To add subsidiaries/associated companies to a group, click on the company in the left window, set the date and click *Lägg till bolag*. Click *OK* to confirm or *Avbryt* to cancel.

Intresse-/dotterbolag	Konsolideringsmetod	Datum
Dotterbolag A AB	fullständig	1995-03

Confirmation of the information

In this section, you confirm that the information in the previous steps is correct. If you want to leave the page and continue later, do not confirm the information. Please note that the confirmation does not include termination of ownership or representation offices.

Check that the entered information is correct and then click *Gör bekräftelse* to confirm.



FinaFinansbolaget AB

Byt rapporterande institut | Logga ut

[Allmän registerinformation](#)[Ägare](#)[Dotterbolag](#)[Bekräftelse av uppgifter](#)[Representationskontor](#)

Ingen bekräftelse gjord

[Gör bekräftelse](#)

If, after clicking to confirm the information, you discover that some of the information is incorrect, you can delete the latest confirmation by clicking *Ta bort senaste bekräftelse*.



FinaFinansbolaget AB

Byt rapporterande institut | Logga ut

[Allmän registerinformation](#)[Ägare](#)[Dotterbolag](#)[Bekräftelse av uppgifter](#)[Representationskontor](#)

Senaste gjorda bekräftelsen: 2004-12-27 18:13:51

[Gör bekräftelse](#)

[Ta bort senaste bekräftelsen](#)

Representation offices

In this section, you can add any representation offices the company may have. This section is voluntary.

Enter the following information for each representation office: name, city and country of registration, establishment date and settlement date (if applicable). Click *Lägg till nytt representationskontor* to add a new representation office.



FinaFinansbolaget AB

Byt rapporterande institut | Logga ut

Allmän registerinformation | Ägare | Dotterbolag | Bekräftelse av uppgifter | **Representationskontor**

Representationskontor

	Namn	Ort	Landskod	Etableringsdatum	Avvecklingsdatum
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[Lägg till nytt representationskontor](#)

To edit the information, click *Ändra*, and to delete it, click *Ta bort*.



FinaFinansbolaget AB

Byt rapporterande institut | Logga ut

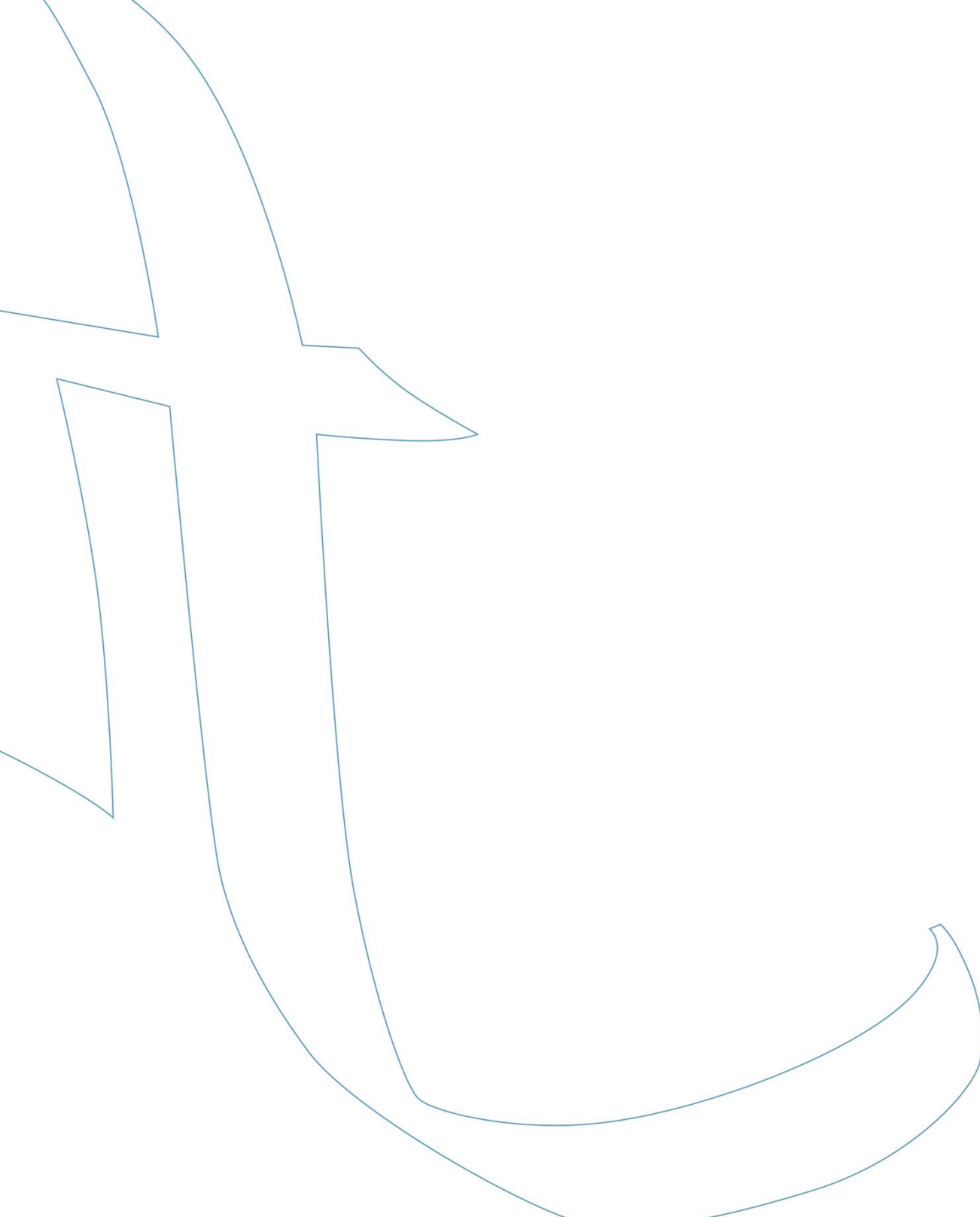
Allmän registerinformation | Ägare | Dotterbolag | Bekräftelse av uppgifter | **Representationskontor**

Representationskontor

	Namn	Ort	Landskod	Etableringsdatum	Avvecklingsdatum
ta bort ändra	Oslokontoret	Oslo	NO	2001-09	

[Lägg till nytt representationskontor](#)

For information about these instructions, please contact rapportering@fi.se



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