

# USER GUIDE Short selling reporting tool -Rapporteur

FINANSINSPEKTIONEN

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#### Short selling reporting tool

The Short selling reporting tool is an IT system for reporting short positions to the Swedish Financial Supervisory Authority. Before you can use the system, you must register and be authorized to report to the correct position holder.

### **Roles in Short selling reporting tool**

Reporter	The person who reports a position to the Position Holder
Position holder	Holders of a short net position in shares, government securities and / or government credit swaps in an issuer
Issuer	Issuer of securities

## Sign up for reporting

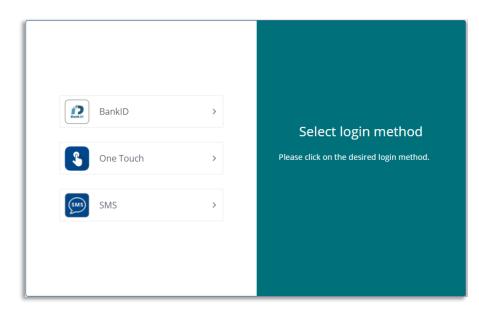
A person who wants to make a report of short selling tool must first register in Finansinspektionen's authorization system (Reporting Portal) in order to become a Reporter. The Position Holder must also be registered as a "company" in the Reporting Portal. It is important to enter the LEI code for the Position Holder when registering.

Finally, the authority to report shortings for a Position Holder must be assigned to the respective Rapporteur. See steps below:

- 1. Register as an account / Reporter in the authorization system. https://www.fi.se/en/e-services-and-forms/register-an-account/
- 2. Register Position Holders in the authorization system. https://www.fi.se/contentassets/a7a15c44379e46dfa6a763dfb5e19 a28/instructions-shortselling-reportingportal.pdf
- Delegate reporting authority for the Position Holder to the Rapporteur: https://www.fi.se/authorisation

### Log in to Short selling reporting tool

- 1. Go to the reporting portal on FI.SE or directly https://portal.finansinspektionen.se/
- 2. Select the login method.



3. Select "Blankning/Short net positions".



If the login is successful, the start page is displayed as below: If it does not appear, check that you are registered in the authorization system (see Registration for the short selling reporting tool)

\Xi 🕼 BLANKINNEACC My polifie Admin • Net short position in shares • Net short position in sovereign debt • Position in uncovered sovereign credit default swaps •	<b>e</b> Rado Testaretre	🕒 Log out
Welcome to the online short selling reporting tool!		
Here, as an authorised rapportex, you can report net short positions to Finansinspeliciones. You can also cancel a position that is incorrect. The system helps you with some information, for example the number of outstanding: Swedia Ticongravies Registration Office. Information aborg position holders are rapportent you is netlieved from Finansinspeliciones. The system helps you with some information, for example the number of outstanding: Interferier amportant may unalisely with the motion that has been faile automatically observice you usuant a sport result protein protein transmission for example the transmission of the system of the automatical you observe that the system of t	orted information is co Registration Office abo illing in the number of c	rrect, and it is ut the total
In the online short selling reporting tool, you can report and cancel net short positions.		
<ul> <li>shares</li> <li>sovereign dott</li> <li>sovereign codt, default swaps</li> </ul>		
To administer authorisations, for example if you want to add or remove position holders, gohere		

#### **Functions**

At the top of the Blanking web are the following tabs:

- My profile
- Short selling in shares
- Short selling in government securities
- Short-term loans in government credit swaps without coverage

$\equiv \oint$ blankningacc	My profile Admin •	Net short position in shares 🔹	Net short position in sovereign debt $\bullet$	Position in uncovered sovereign credit default swaps 🔹	Rado Testaretre     Log out
Welcome t	o the online	e short sellin	g reporting too	!!	
Swedish Companies Registra therefore important that you number of outstanding share	ation Office. Information abo always verify the information as may not be up to date if th	ut position holders and rapporteur that has been filled in automatica ere has been a share issue. The So	s (you) is retrieved from Finansinspekti ally before you submit a report and upda wedish Companies Registration Office a	onen's Reporting Portal. It is always the responsibility of the po ate reports that are no longer current. For example, the informa	imple the number of outstanding shares, which is retrieved from the sition holder to ensure that the reported information is correct, and it is tion from the Swedish Companies Registration Office about the total returs are always reponsible for filling in the number of outstanding ecurities and Markets Authority (ESMA). <u>FIROS</u> .
In the online short selling r	eporting tool, you can repor	t and cancel net short positions.			
<ul> <li>shares</li> <li>soverei</li> <li>Soverei</li> </ul>					
To administer authorisations	, for example if you want to a	idd or remove position holders, go	here		

#### My profile

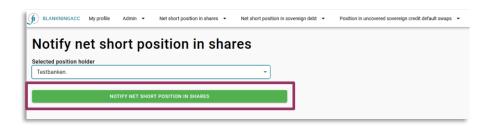
This shows information taken from FI's authorization system about the Rapporteur and the Position Holders for whom the Rapporteur can report. In My profile, you as a Reporter can activate the function to report short sales for yourself as a private person.

Move the button to activate or deactivate the function. When the function is activated, you as a private person will be able to choose yourself as a position holder when reporting short selling in the views Short selling in shares, Shorting in government securities and Shorting in government credit swaps without coverage.

Information retrieved fr	om FI's Reporting Portal				
Set information is retrieved from FTs Report First name	ting Portal and updates must be made there				
Rado					
Last name					
Testaretre					
E-mail address					
radotestare3@hotmail.com					
Address					
vägen3					
Phone number					
0765078512					
Country					
AU					
Enable reporting of net short position	is on my own behalf				
Position holders you are	e authorized to report for				
Is a position holder missing? Go to FI's Repo	orting Portal to register an authorisation to enab	ie reporting on behalf of a new position holder			
Position holder	Position holder's address	Position holder's country	Position holder's phone number	Position holder's e-mail address	Position holder

#### **Report Net short positions in share**

- 1. Select Report under the tab "Short selling in shares". Here is a summary of current positions and closed positions.
- 2. Select the current position holder.
- 3. Click on "Report short selling in shares".



4. Select the issuer by clicking on "SELECT ISSUER"

BLANKNINGACC My profile Admin • Net short position in shares • Net short position	position in sovereign debt   Position in uncovered sovereign credit default swaps
Notify net short position in shares Position holder Lekia A8	
SELECT ISSUER	
	Set ISIN code manually
Position date (2) 09 / 21 / 2020 (0)	
Position in number of shares	Position in percent (%)
The issuer's total amount of issued shares (all share classes)	
0	
EDIT POSITION HOLDER	
Comment (optional, will not be published on fi.se)	
Reporting date 2020-09-21 14:30:40	Date of previous notification N/A
REVIEW	CANCEL

5. Find the right issuer.

Search for issuer (Name, LEI or ISIN)	SEARCH
"Search for relevant issuer. You can only report positions in the financial instruments where Sweden/Finans financial instruments classified as "RCA SE" in ESMA's FIRDS database. If you cannot find an issuer whose at repportering@fi.se"	
	ок

6. If the ISIN code has not been retrieved, enter it manually (click in the checkbox.

7. Enter the number of shares in the position and also the share base in cases where it has not been retrieved automatically in the form below. Press REVIEW

BLANKNINGACC My profile Admin - Net short position in shares - Net short position in sovereign debt -	Position in uncovered sovereign credit default swaps 👻
Notify net short position in shares Position holder Lekia A8	
	001pg-110-
234234	sition in percent (%)
The issuer's total amount of issued shares (all share classes) 33750000	Set total amount of issued share capital manually
EDIT POSITION HOLDER Comment (optional, will not be published on fi.se)	
Reporting date 2020-09-21 14:45:42 REVIEW	Date of previous notification N/A
SELECT ISSUER  SECO02169292  Position date (5) 09.21 / 2020 0  Position in number of shares 234234  0.6  The issuer's total amount of issued shares (all share classes) 3375000  EDIT POSITION HOLDER  Comment (optional, will not be published on fi.se)  Reporting date 2020-09-21 14.45.42	Set ISIN code manually  ition in percent (%)  Set total amount of issued share capital manually  Date of previous notification

8. If the text is correct after review, select "Submit notification", otherwise select "edit"

Position date 9/21/20
Position in number of shares 345345
Position in percent (%) 0.31
The issuer's total amount of issued shares (all share classes) 108550575
Comment (optional, will not be published on fi.se)
Total amount of issued share capital (manually set)
Reporting date 9/21/20
Date of previous notification N/A
The person subject to the reporting obligation is responsible to ensure that the information in the notification is correct
SUBMIT NOTIFICATION EDIT
😥 BLANKNINGACC My profile Admin • Net short position in shares • Net short position in sovereign debt • Position in uncovered sovereign credit default swaps •
Thank you for your notification!
D Kvitto.pdf
GO TO REPORT

9. DONE! If you want a receipt, click on "Kvitto.pdf". "GO TO REPORT" returns to "Report page

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



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## www.fi.se