INSTRUCTIONS

Short Selling – The Reporting Portal

FINANSINSPEKTIONEN

9 februari 2023

CONTENT

The Reporting Portal

Persons who must submit short net positions to Finansinspektionen need to register for an account in the Reporting Portal; www.fi.se → E-services and forms → Reporting to FI (https://www.fi.se/en/e-services-and-forms/reporting-to-fi/).

The Reporting Portal acts as a hub for a number of different modules, such as Periodic Reporting and Authorisation Administration. Persons who need to access to the Periodic Reporting module must first register for an account and then be delegated reporting authorisation via the Authorisation Administration module.

REGISTER AS A USER

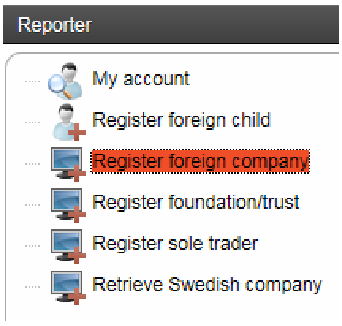
In order to submit short net positions, you must first register yourself as a user in the Reporting Portal. Please see the link on the page “Reporting to FI” (https://www.fi.se/en/e-services-and-forms/reporting-to-fi/).

Once this is done, please follow the steps below.

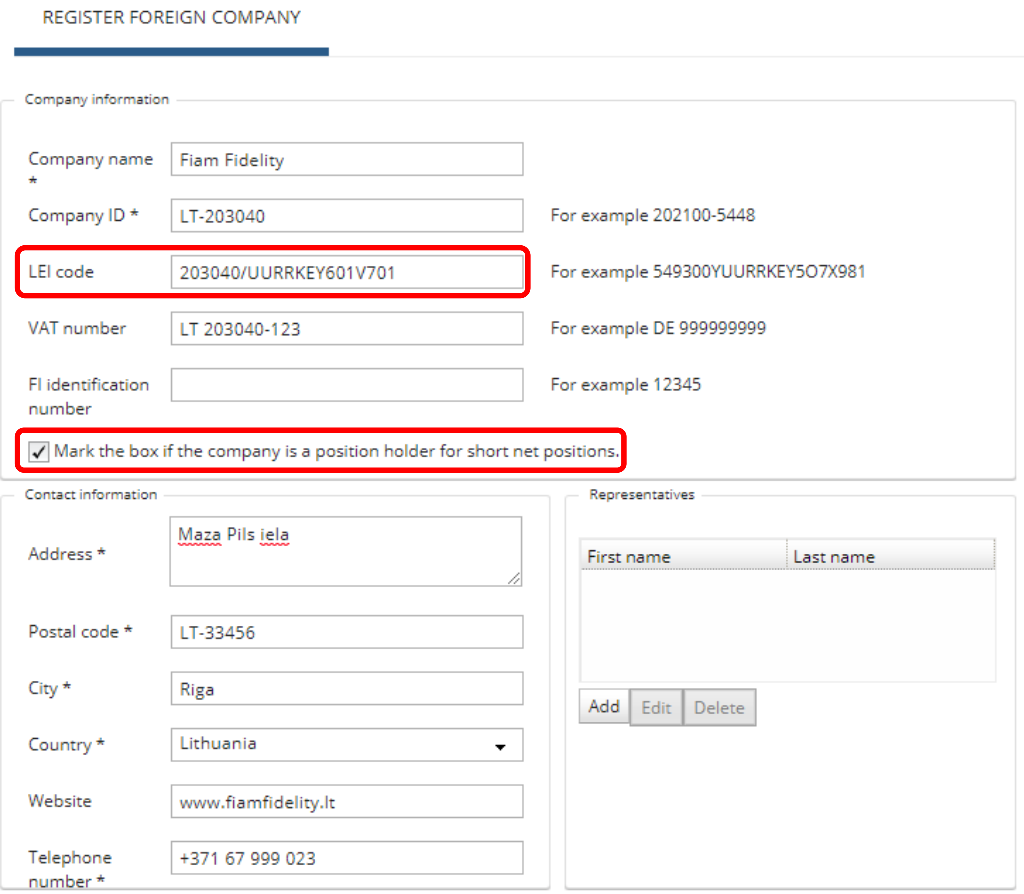
REGISTER THE COMPANY AND REPRESENTATIVE

Once you have registered an account in your name, log in to the Authorisation Administration module in the Reporting Portal to register the company that will act as the position holder, if this has not already been done.

Swedish companies register by clicking on “Retrieve Swedish company” and searching for the company’s corporate identification number (CIN). Foreign companies register by clicking on “Register foreign company” in the menu on the left.



Fill out the form that opens. Mandatory fields are marked with an asterisk (*). Please note, however, that it is important to enter the LEI code as well since this is mandatory for reporting short net positions (see picture below). The LEI code can be found here https://www.gleif.org/en/.

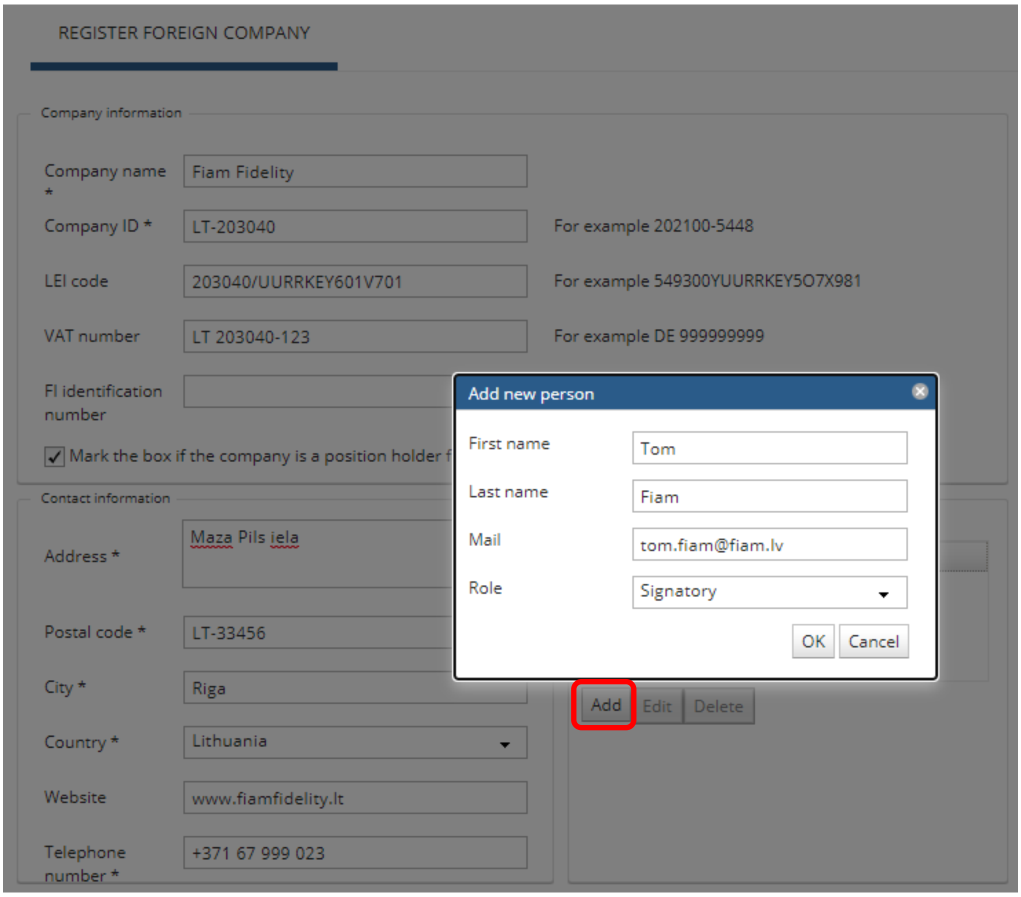


Before clicking Register, there is one more step that needs to be completed.

Click “Add” and fill in the information about the company representative.

The representative can be an authorized signatory or a board member of the company. If the representative has already registered an account, they will have already been assigned the role of Business Administrator.

However, if the representative has not registered an account, the system will automatically send an email to this person. The email will inform them that they have been added as a representative and ask them to register an account in the Reporting Portal.



Once the representative has been added, click “Register” to complete the registration.

The representative will have then have the authorisation to delegate reporting permission for short net positions. Once the reporting permission has been delegated, log in to the Short Net Position module. (Please note that these instructions will be published before the module has been launched. Some users may have to wait for the module to launch before they can log in.)

Read more about the roles and the Reporting Portal in the instruction manual and videos; www.fi.se → E-services and forms → Reporting to FI (https://www.fi.se/en/e-services-and-forms/reporting-to-fi/).

REPORTING PERMISSION AND ACCESSING THE SYSTEM

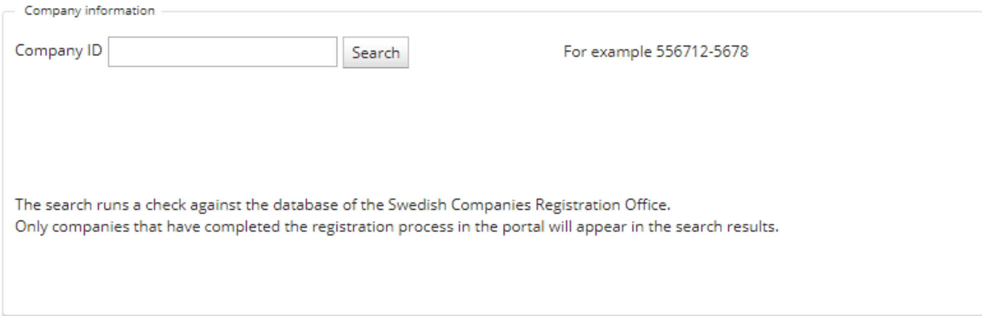
When a representative has delegated reporting permission to you, you will see it in your profile when you double click on your name in the Authorisation Administration module in the Reporting Portal.

The reporting permission gives you access to the Short Net Position module. Once the module has launched, you will be able to access it immediately after logging in to the Reporting Portal.

REGISTER A SWEDISH COMPANY

Click on “Retrieve Swedish company”.

Enter the Company ID, click on “Search” and then Click on “Register”. If the company already is registered, then close the window and continue to the last step below.



When a signatory has registered, the role of signatory will automatically be assigned after 6am, 10am, 1pm, 4pm or 7pm. As a signatory, log in and search for the company under “Search company”, double click on the company name and enter the LEI code.

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

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