



## **INSTRUCTIONS**

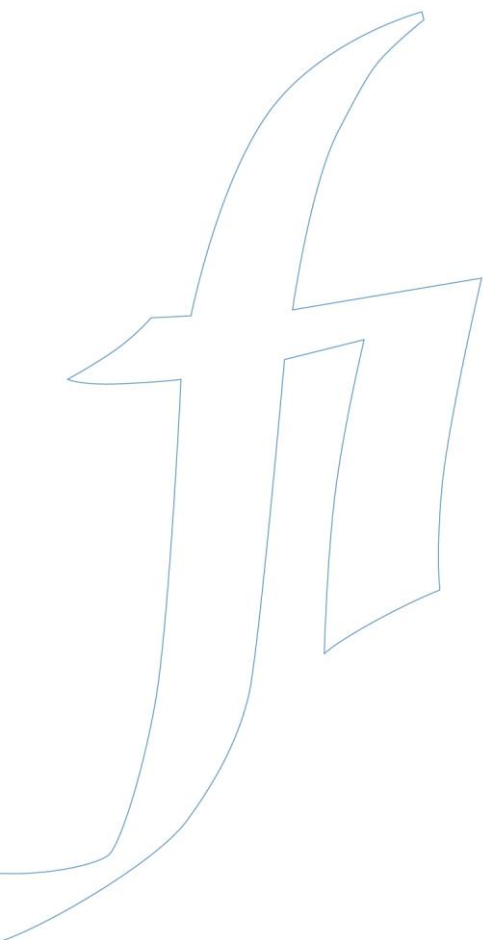
# **Short Selling – The Reporting Portal**

---

FINANSINSPEKTIONEN

**9 februari 2023**





## CONTENT

---

The Reporting Portal	3
Register as a user	4
Register the company and representative	4
Reporting permission and accessing the system	6
Register a Swedish company	7

## 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](http://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

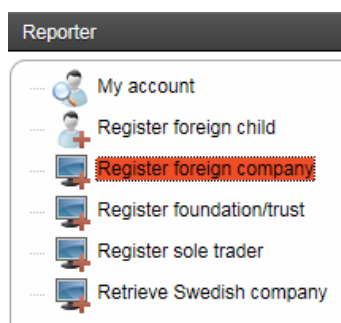
In order to submit short net positions, you must first register yourself as a user in the Reporting Portal. Please see the link on the page “Reporting to FI” (<https://www.fi.se/en/e-services-and-forms/reporting-to-fi/>).

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/>.

## 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"/>	For example 12345
<input checked="" type="checkbox"/> Mark the box if the company is a position holder for short net positions.		

Contact information	Representatives				
Address * <input type="text" value="Maza Pils iela"/>	<table border="1"> <thead> <tr> <th>First name</th> <th>Last name</th> </tr> </thead> <tbody> <tr> <td colspan="2" style="height: 40px;"></td> </tr> </tbody> </table>	First name	Last name		
First name	Last name				
Postal code * <input type="text" value="LT-33456"/>	<input type="button" value="Add"/> <input type="button" value="Edit"/> <input type="button" value="Delete"/>				
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"/>					

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.

The screenshot shows a web form titled "REGISTER FOREIGN COMPANY". It is divided into two main sections: "Company information" and "Contact information".

**Company information section:**

- Company name \*: Fiam Fidelity
- Company ID \*: LT-203040 (Example: 202100-5448)
- LEI code: 203040/UURKEY601V701 (Example: 549300YUURKEY507X981)
- VAT number: LT 203040-123 (Example: DE 999999999)
- FI identification number: (empty)
- ☒ Mark the box if the company is a position holder

**Contact information section:**

- Address \*: Maza Pils iela
- Postal code \*: LT-33456
- City \*: Riga
- Country \*: Lithuania (dropdown menu)
- Website: www.fiamfidelity.lt
- Telephone number \*: +371 67 999 023

An "Add new person" modal window is open over the form. It contains the following fields:

- First name: Tom
- Last name: Fiam
- Mail: tom.fiam@fiam.lv
- Role: Signatory (dropdown menu)

At the bottom of the modal are "OK" and "Cancel" buttons. Below the modal, in the background form, are three buttons: "Add" (highlighted with a red rectangle), "Edit", and "Delete".

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

The representative will 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](http://www.fi.se) → E-services and forms → Reporting to FI (<https://www.fi.se/en/e-services-and-forms/reporting-to-fi/>).

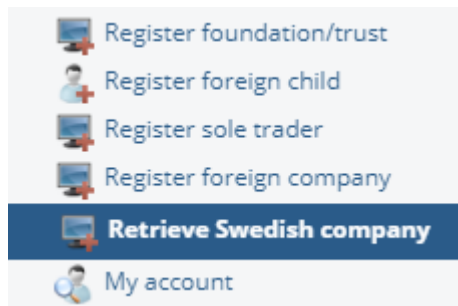
## REPORTING PERMISSION AND ACCESSING THE SYSTEM

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.

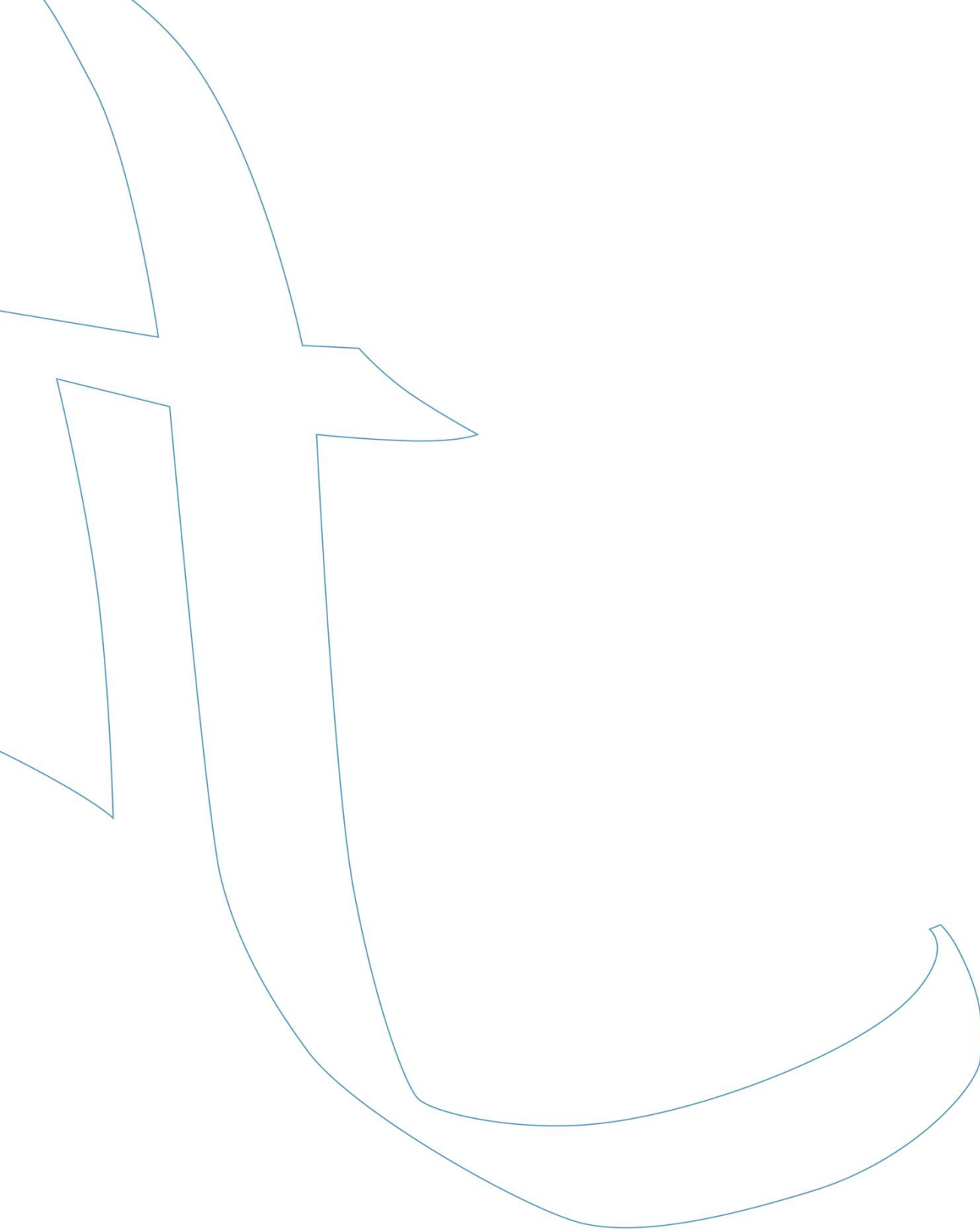
Company information

Company ID   For example 556712-5678

The search runs a check against the database of the Swedish Companies Registration Office.  
Only companies that have completed the registration process in the portal will appear in the search results.

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](mailto:reporting@fi.se)



Finansinspektionen  
Box 7821, 103 97 Stockholm  
Besöksadress Brunnsgatan 3  
Telefon +46 8 408 980 00  
Fax +48 8 24 13 35  
finansinspektionen@fi.se

**[www.fi.se](http://www.fi.se)**