INSTRUCTIONS

Authorization

FINANSINSPEKTIONEN

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Version 5.0

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Delegated administration

Finansinspektionen (FI) is working continuously on improving information security through more secure and efficient handling of data to the authority. As a result of these efforts, FI has made it possible for legal persons to delegate the administration of their authorisations to appointed natural persons. In order to delegate the administration, information about delegated authorisations must be maintained on an ongoing basis by the legal persons.

In order to be able to submit data and/or administer authorisations, users must first complete the registration process and create a personal account. The system will identify and grant authorisation to natural persons who interact with FI on behalf of themselves or third parties. Legal persons will be identified via natural persons.

The link to the Authorisation Administration tool can be accessed via Finansinspektionen's website, https://www.fi.se/en/e-services-and-forms/reporting-to-fi/

All traffic between users' computers and FI's system will be encrypted for security purposes.

Secure identification and logging out of the portal

Everyone who is to use Finansinspektionen's E-services must be identified in our systems. This identification step requires that users register an account. FI records all activity in the systems and saves the data.

Swedish citizens log in to the portal using Bank-ID or Mobilt Bank-ID. Foreign citizens log in using the email address they used during registration and the password that was sent to their email address. Foreign users must also use a mobile phone application, called OneTouch, to log in. Alternatively enter a passcode that is sent via SMS, another login method (two-factor authentication).

The log-in method that was used during the registration process is the log-in method users must use when logging in. In other words, it is important for foreign users to remember the email, password and PIN code for the mobile phone application, or the mobile telephone number they entered during the registration process.

FI recommends that users close their web browser after logging out from the system. The only way for users to ensure that they have been completely logged out from a session is to close all tabs and completely close the web browser. Users can also close the tab through which they logged in to the system and wait a few minutes, but the most secure log-out procedure is to close the web browser completely before leaving the computer.

FI has tested the functionality of the system on the following operating systems and units:
- PC (Windows 7 and later)
- Internet Explorer 11, Edge and Google Chrome
- Screen resolution 1440 x 900 or higher

Authorisation Administration

This is where you can administer the authorisations for yourself and your company.

After completing the registration it is possible to log in and edit your profile. Authorised signatories, who has been given the role in the system, may delegate authorisations to themselves and others.

There are a number of options in the menu to the left:

Register foundation/trust – none of the information on this page is retrieved automatically; you must enter it manually. Make sure you enter the personal ID numbers for representatives. You will receive an email to the email address you registered in the system once this verification is completed.

Retrieve Swedish company – company information is retrieved here from the Swedish Companies Registration Office using the company's CIN. The company is verified in real time.

Register foreign company – none of the information on this page is retrieved automatically; you must enter it manually. You will receive an email to the email address you registered in the system once this verification is completed. When registering, you only need to specify one representative for the company.

Register foreign child – this is where you register a child who does not have a Swedish personal ID number. You only need to register children if you are to act in the child's place. You will be automatically de-registered as the parent on the child's 18th birthday.

If you want to register a Swedish child, you will need to edit the information in your profile. The system will retrieve the child's information automatically from the Swedish Tax Agency. Edit your profile by clicking on your email address, or double click on the figure next to it.

REGISTER A FOREIGN CHILD

When you click on *Register foreign child*, you will be prompted to fill in information about the child. We assume that you are a registered caregiver for the child you are registering.

1. Click *Register foreign child*
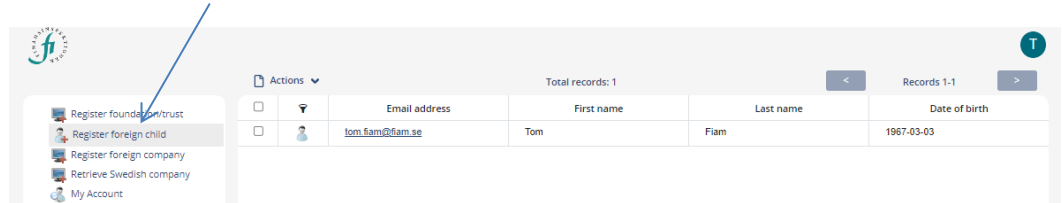
2. Enter the child's name. The other information, such as address and nationality, will be retrieved from your profile information.
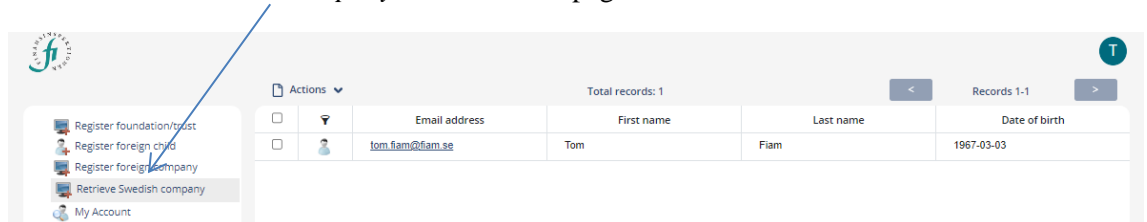

3. Then click *Register.* You will receive a message that an account has been added.
4. You will now be able to file reports, for example PDMR transactions, for the child.

REGISTER A SWEDISH COMPANY

Companies must first be registered via the Authorisation Administration tool before authorisations can be delegated.

Click *Retrieve Swedish company* from the Start page.

1. Enter the company's CIN (Company ID/organisation number) and click *Search*.

2. Click *Register*. The company has now been added to the system.

In the role of company signatory, you can access the E-services yourself after giving yourself the authorisation. You can also delegate authorisation to others. Everyone who is to be appointed must have registered themselves before they can be linked to a legal entity. *Authorisation Administration.*

REGISTER A FOREIGN COMPANY
In order for a company to be eligible in the system, the company must first be registered in the Authorisation Management.

1. Select *Register foreign company* from the Start page.

2. Enter the requested information. Mandatory fields are marked with *. Please note! Only mark the box if the company is a position holder for short net positions.

3. Click *Add* and specify at least one representative.

4. Click *Register*. The company has now been added to the Authorisation Management system and below message will be shown, click Ok.

5. FI's identification number and the Company ID are verified. A dialogue box will indicate if FI's identification number or the Company ID is already registered.

Company ID is a unique indentifier for the company from when it was first registered in its country of origin.

6. The newly created company will then be validated. If you are registering a foreign company, the representative will automatically be given the role of Company Administrator. Representatives for Swedish companies registered with the Swedish Companies Registration Office are registered automatically.

7. <u>A company can only be validated</u> if at least one representative for the company is registered. Representatives for a foreign company that is not registered with the Swedish Companies Registration Office are assigned the role of Company Administrator. Once the link is established between the company and the representative,

REGISTER A FOUNDATION/TRUST
Click *Register foundation/trust*
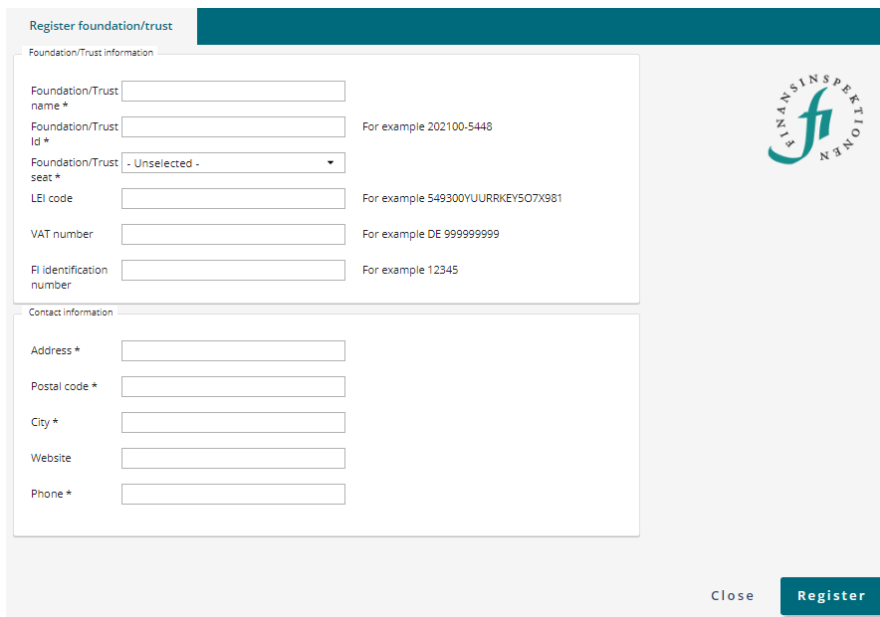
None of the information on this page is retrieved automatically; you must enter it manually. Mandatory fields are marked with *. Contact FI's support for assistance with delegation of the Company Administrator role.

Authorised signatories and Company Administrators

In Authorisation Administration, authorised signatories or Company Administrators can delegate authorisation on behalf of a legal person (company).

You will automatically become an *authorised signatory* if: 1) your company has completed the registration process in the Authorisation Administration system, 2) you are registered as the authorised signatory with the Swedish Companies Registration Office, and 3) your company has a Swedish CIN. FI's system will add you or remove you as an authorised signatory as you are registered with or de-registered from the Swedish Companies Registration Office.

You become a *Company Administrator* either through delegation of this authorisation manually by an authorised signatory at your company or, if your company is not registered with the Swedish Companies Registration Office, through registering the company in the system and adding you and others as representatives. You can also become a Company Administrator if the application process for your company to receive authorisation to conduct business results in your "institution" (company/parent fond/branch) being registered for some kind of financial business and you are one of the persons listed as a representative for the "institution". Foreign firms do not have authorised signatories in this system since it is not possible to update this information automatically.
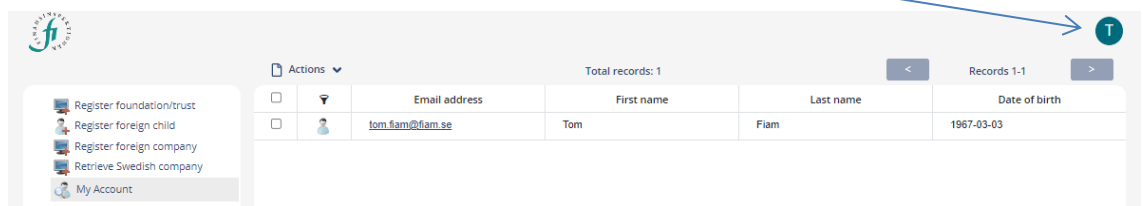
LOGGING IN WHEN YOU HOLD SEVERAL ROLES

All users will automatically have access to some E-services, after completing the registration process. The roles of Authorised Signatory and Company Administrator are for delegating authorisations.

If you have been delegated more than one role, you must choose which role you will use when logging in to the Authorisation Administration module. Choose your role here:
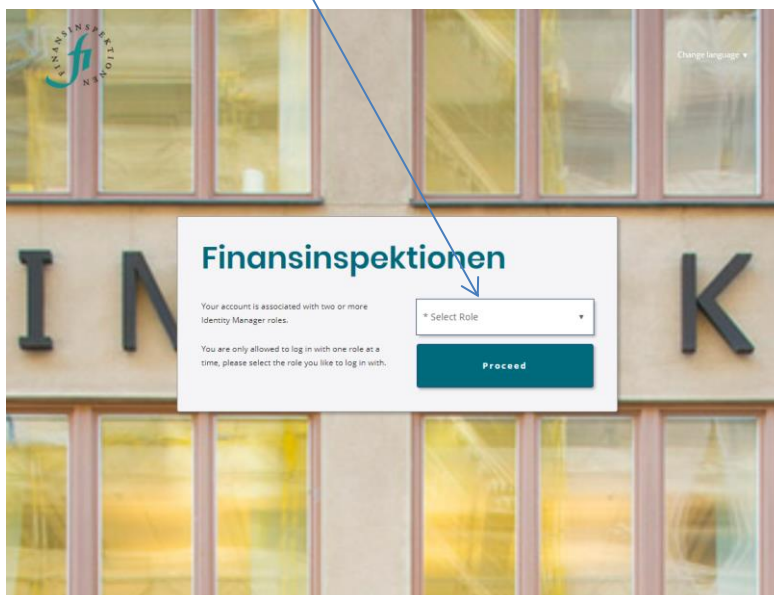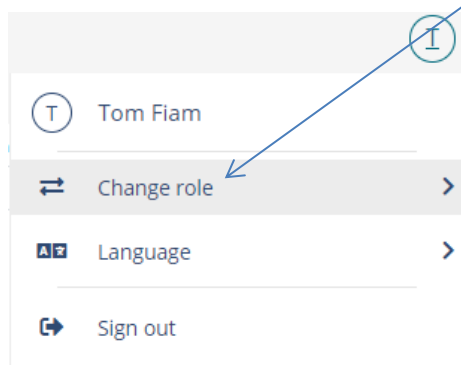
Once you have logged in, you can change your role without logging out.
Click on the *icon* in the top right corner.

Here you can change language and change role.

Administering the company's authorisations as a Company Administrator

Swedish, foreign companies and foundations/trusts are able to appoint Company Administrators. For Swedish companies, the authorised signatory is responsible for appointing Company Administrators. A Company Administrator cannot appoint other Company Administrators.
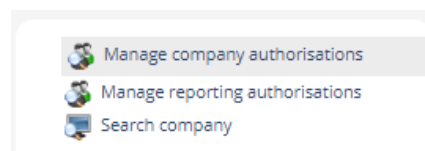
Users can see if they have been delegated the role of Company Administrator by looking under the tab *My authorisations* (see page 17). Please note that the role "authorised signatory" may be missing until the information is updated from the Swedish Companies Registration Office. This occurs five times a day: 6:00 AM, 10:00AM, 1:00 PM, 4:00 PM and 7:00 PM.

1. Log in and select Company Administrator
2. You will see this picture

3. Click on *Manage company authorisations*

AUTHORISATION

The form to delegate authorisations is the same for all modules (PDMR transaction reporting, periodic reporting, apply for permit etc.) If a user is added for a module, the user will only have rights to that specific module and E-service, even if the company also have access to other E-services. Company Administrators and authorised signatories delegate authorisation for the various modules available.

To delegate authorisation, search for the user using his/her email address. It must be the same email address the intended rapporteur registered in the Authorisation Administration tool.

DELEGATE AUTHORISATION FOR YOUR COMPANY

There are three conditions for delegating authorisation that must be met:

1. The person who received the authorisation register themselves so there is an account to which the authorisation can be linked.
2. You must know the email address this person has used to create their account.
3. The company must be registered in the system (either retrieved or created there) in order to link it to the authorisation.

Once the company is registered, you can delegate authorisation to yourself and others. You can also remove a person's authorisation to be a rapporteur.

CHOOSE THE MODULE

Click on *Manage reporting authorisations* to access the form.
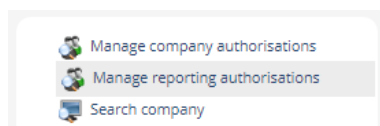
A window will then open in which you can select the module under Type. Choose a type (for example *PDMR Transactions*, *Periodic Reporting*, or *Stock exchange information)* for which you would like to delegate authorisation.

Please note that you should select *Periodic Fund Reporting* if you will only file reports for the funds. If you will also file reports for a fund management company, you need the full authorisation, *Periodic Reporting* (includes the company and the funds).

Search for either a company name or a CIN if the company is Swedish. Foreign companies with registered ID numbers can also be searched for under *Company ID*.

By clicking *Search*, you will generate a list of companies for the module and company name or company ID that you have chosen. Some modules are only available for certain types of companies. The next step is to search for the user you intend to delegate authorisation to.

Search users

A person who will receive authorisation need to register themselves as a user before a Company Administrator (or Signatory) can search for their email address. Once this is done, follow these steps.

1. Search for users using their email address. Enter the email address for the person who will be appointed rapporteur. The picture below shows how the authorisation is added for the PDMR Transaction reporting module.
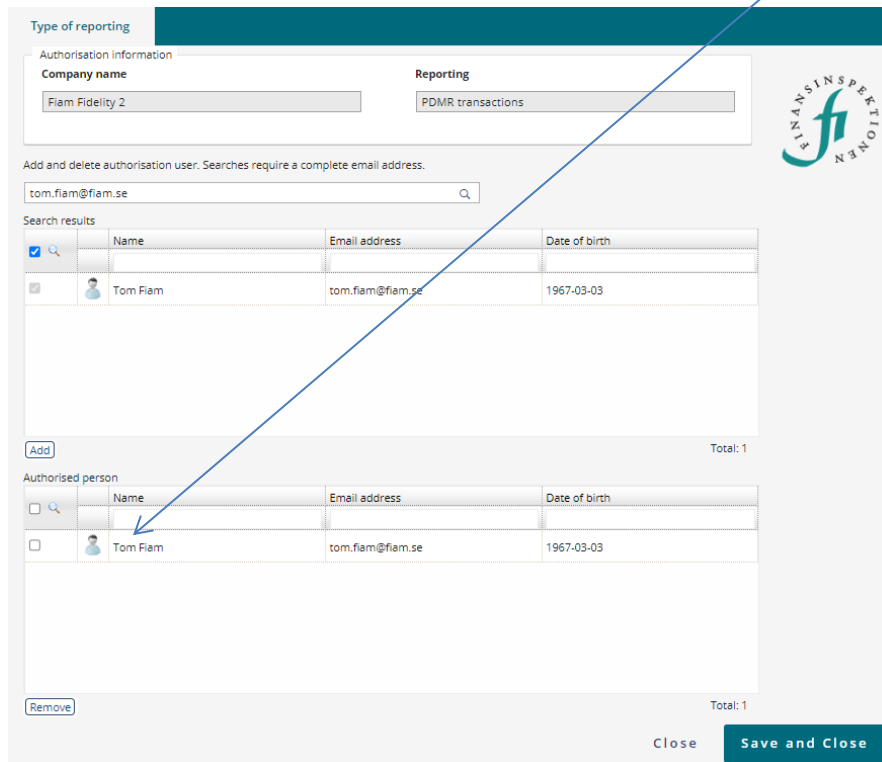
2. Check the box in front of the person you have searched for.
3. Click Add to assign the person the role of PDMR transaction rapporteur.

4. Once the person has been added, they will appear under Authorised person

All who have been given authorisation will appear here.

    a. If you are going to delegate authorisation to several persons, search for each one and add them, then Save and close.

5. Save and close.

A person who has been given authorisation will *not* receive a message from the system. **Contact this person to inform them that they are now authorised.**

Administer the company's authorisations as an authorised signatory

Users can see if they have been assigned the role of Authorised Signatory by looking under the tab *My Authorisations.*

You can switch between the roles under the *icon* up in the top right corner.

Click *Change role* to switch roles without needing to log out.

Once you are logged in as an Authorised Signatory, you will see this
dialogue box.
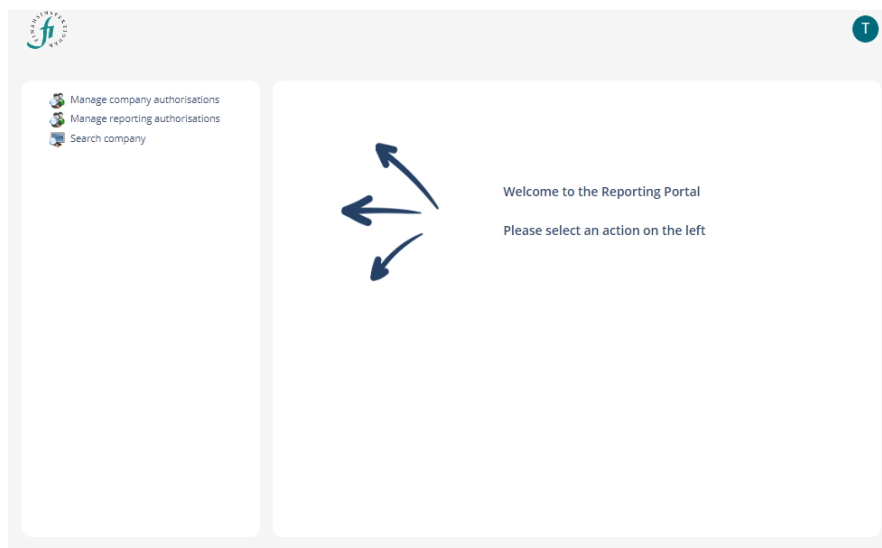
Here, you can choose to administer company authorisations.

1. Click first on the row *Manage company authorisations.*
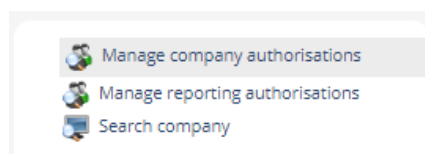
2. Enter the name of the company that will be delegating
   authorisations under Company name and click *Search*.
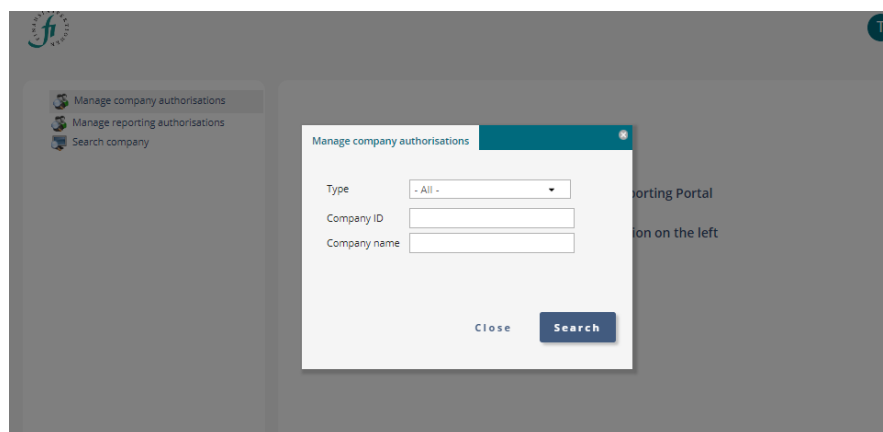
The first row says *AUTHORISED SIGNATORY*. If you click here, you will
see a list of the persons who are authorised signatories for the company.
This will only be available for Swedish companies.

The second row says *COMPANY ADMINISTRATOR*. If you click here,
you will open the form to add a Company Administrator.

ADMINISTER COMPANY INFORMATION

Click *Search company* and enter the full company name.
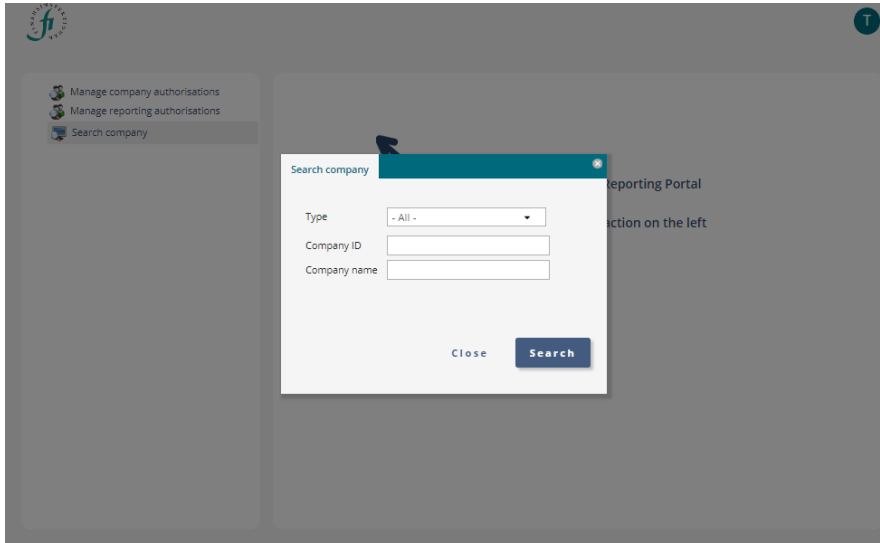
You can change some of the information about your company by clicking on the small folder.

You can change the information about your company that is not greyed out. Information about Swedish companies is kept up-to-date via the Swedish Companies Registration Office. This means in part that address information will be updated automatically.

LIST OF AUTHORISED SIGNATORIES

You can obtain a list of the authorised signatories registered to your company by clicking on *Manage company authorisations*.
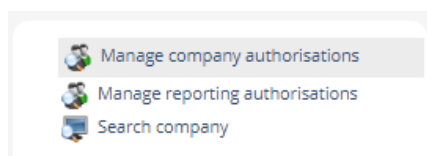
Then click on the row AUTHORISED SIGNATORIES to view a list of the authorised signatories in FI's system that are registered to your company.

Your company may have more authorised signatories registered with the Swedish Companies Registration Office than those listed here. Here, you only see persons who have registered with FI's system.

APPOINT COMPANY ADMINISTRATORS FOR YOUR COMPANY

There are three conditions for appointing a Company Administrator that must be met:

1. The person who will be the Company Administrator must register an account so there is an account to which the authorisation can be linked.
2. You must know the email address this person has used to create the account.
3. The company must be found in the system (either retrieved or created there) in order to link it to the authorisation.

The Company Administrator is then authorised to appoint and remove rapporteurs for your company.

Appoint a Company Administrator by following these steps.

1. Searching for the person you want to appoint to Company Administrator by entering the email address this person provided when registering in the system.

2. Make sure that it is the correct person, check the box in front of the person's name and then click Add.

3. Once the person has been added, they will appear under Authorised person.
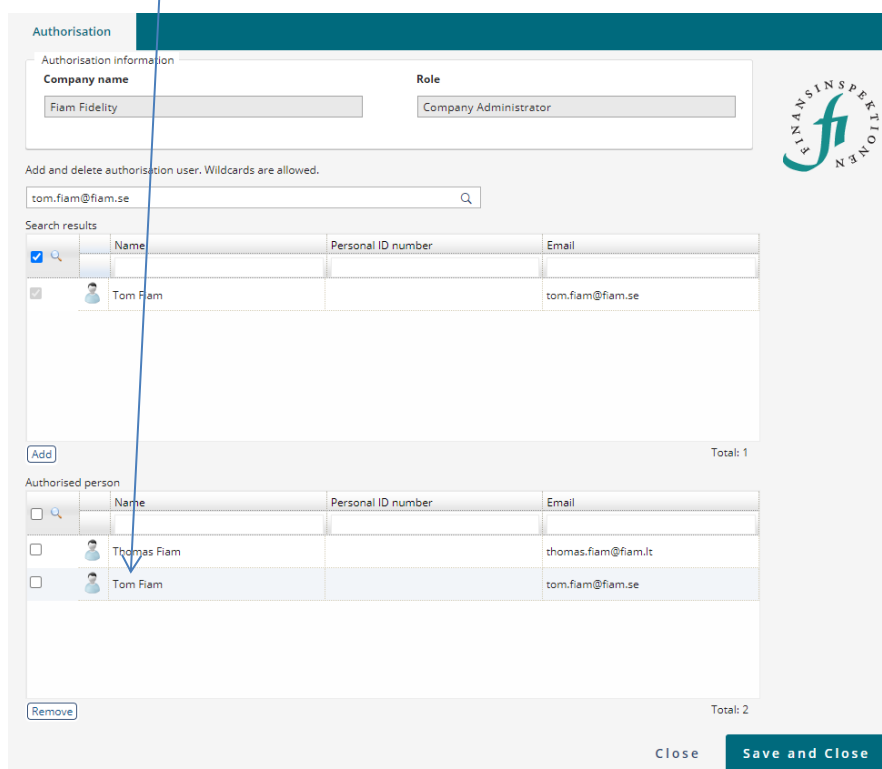
4. Save and Close.

For questions related to these instructions, please contact rapportering@fi.se