



INSTRUCTIONS

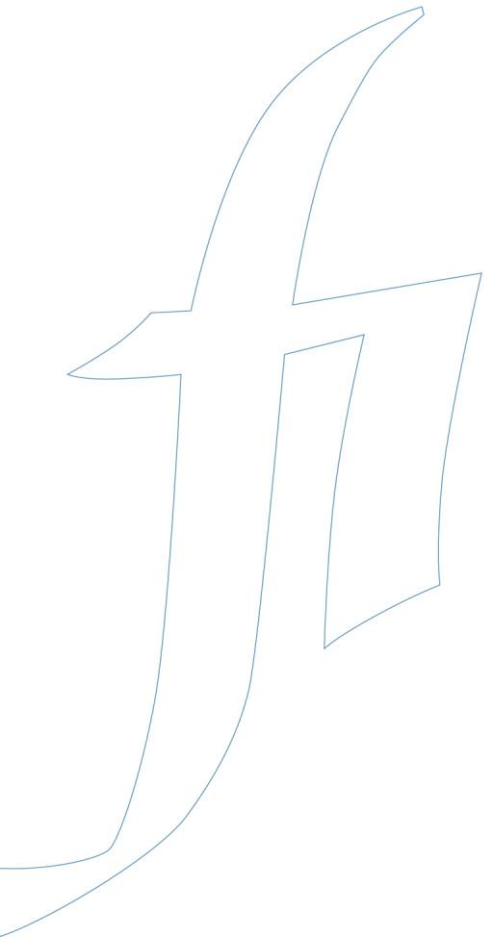
AIFM – The Reporting Portal and Periodic reporting

FINANSINSPEKTIONEN

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The Reporting Portal

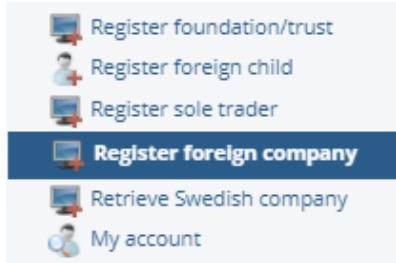
In order to submit Periodic reporting to Finansinspektionen one needs to register an account in the Reporting Portal; www.fi.se → E-services and forms → Reporting to FI (<https://www.fi.se/en/e-services-and-forms/reporting-to-fi/>).

The Reporting Portal contain different services, such as Fidac, Periodic Reporting and Authorisation Administration. In order to gain access to Periodic Reporting, one needs an account and reporting permission which is given in the Authorisation Administration.

REGISTER THE COMPANY AND REPRESENTATIVE

Once an account is registered, login to the Authorisation Administration in the Reporting Portal in order to register the company in the portal, if this has not already been done.

In the menu on the left, click on “Register foreign company”.



Fill out the information in the form that appears. Obligatory fields are marked with a star (*), but it is however important to add the FI Identification number as well. You can find the number on www.fi.se → Company register.

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" value="78321"/>	For example 12345

Mark the box if the company is a position holder for short net positions.

<p>Contact information</p> <p>Address * <input type="text" value="Maza Pils iela"/></p> <p>Postal code * <input type="text" value="LT-33456"/></p> <p>City * <input type="text" value="Riga"/></p> <p>Country * <input type="text" value="Lithuania"/></p> <p>Website <input type="text" value="www.fiamfidelity.lt"/></p> <p>Telephone number * <input type="text" value="+371 67 999 0123"/></p>	<p>Representatives</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%;">First name</th> <th style="width: 50%;">Last name</th> </tr> </thead> <tbody> <tr> <td style="height: 40px;"> </td> <td> </td> </tr> </tbody> </table> <p style="text-align: center;"> <input type="button" value="Add"/> <input type="button" value="Edit"/> <input type="button" value="Delete"/> </p>	First name	Last name		
First name	Last name				

Please see the next step below before proceeding with the registration.

Before the registration can be completed, a representative of the company needs to be added. Click on “Add” and fill out the information.

The representative can be signatory or a board member of the company. If the representative has registered an account, then the role as Business Administrator will automatically be given.

If the representative however has not registered an account, then an automatic e-mail will be sent. The e-mail contains information that the person in question has been added as a representative and is asked to register an account in the Reporting Portal.

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

Company information:

- Company name: Fiam Fidelity
- Company ID *: LT-203040 (Example: 202100-5448)
- LEI code: 203040/UURRKEY601V701 (Example: 549300YUURRKEY507X981)
- VAT number: LT 203040-123 (Example: DE 999999999)
- FI identification number: 78321
- There is a checkbox: "Mark the box if the company is a position holder for shareholders".

Contact information:

- Address *: Maza Pils iela
- Postal code *: LT-33456
- City *: Riga
- Country *: Lithuania
- Website: www.fiamfidelity.lt
- Telephone number *: +371 67 999 0123

An "Add new person" dialog box 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)
- Buttons: OK, Cancel

At the bottom right of the form, there are three buttons: "Add", "Edit", and "Delete". The "Add" button is highlighted with a red square.

Once this is done, click on "Register" to complete the registration.

The representative will have the authorization to delegate reporting permission for Periodic reporting. Once a reporting permission has been delegated it will be possible to login to Periodic Reporting via the Reporting Portal.

Read more about the role and the Reporting Portal in the instructions document; www.fi.se → E-services and forms → Reporting to FI (<https://www.fi.se/en/e-services-and-forms/reporting-to-fi/>).

Periodic reporting

You will find more information regarding Periodic reporting on this page <https://www.fi.se/en/e-services-and-forms/reporting-to-fi>.

Login in to the system via the Reporting Portal once reporting permission has been given. For reporting permission, please see the instructions document on this page <https://www.fi.se/authorisation>

FREQUENCY

In order for Finansinspektionen to set up reporting of AIFM and AIF, the company needs to inform of which frequency they will be submitting reports.

To determine the frequency, please read more here:
www.fi.se → Markets → Reporting → Fund → Alternative investments funds → FAQ's (<https://www.fi.se/en/markets/reporting/fund/alternative-investment-funds/>)

Once the frequency is determined, send an e-mail to reporting@fi.se and list below information:

1. FI Institution number (can be found in the Company register)
2. Name of the AIFM
3. Name of the AIF
4. Reporting frequency

Once the frequency is set up we will reply back and reporting will be available.

For questions regarding this instruction, please contact: reporting@fi.se



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