INSTRUCTIONS

Reporting Portal - Authorization

FINANSINSPEKTIONEN 13/01/2025

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Reporting Portal

The Reporting Portal is a new website that will eventually be home to all regulatory reporting for which Finansinspektionen holds supervision responsibility. The goal is for all reporting to FI to be filed via this online interface. The procedures are the same for all reporting modules.

The Reporting Portal will contain the following:

Registration for:

- persons with Swedish personal ID numbers
- foreign persons
- Swedish and foreign firms and foundations

Tools:

- Authorisation Administration, where
 - ✓ users can manage their profiles and see which authorisations they have been assigned
 - ✓ authorised signatories and Company Administrators can appoint rapporteurs for legal persons
 - \checkmark natural persons can appoint agents
 - ✓ parents can prepare for reporting on behalf of minors
- reporting modules where the new delegated administration procedures apply

Help and support:

- link to www.fi.se for
 - \checkmark information about operational disruptions
 - ✓ instructions in Swedish and English
- the function for forgotten passwords.

Delegated administration

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

In order to be able to file a report 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 files a report with Finansinspektionen must be identified in its systems. This identification step requires that users register an account on the portal. FI records all activity in the portal 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 this address. Foreign users must also use a mobile phone application, called OneTouch, to log in with two-factor authentication.

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

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 logout 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
- Screen resolution 1440 x 900 or higher

Authorisation Administration

This is where you can administer the authorisations for yourself, your company, your Company Administrators and your rapporteurs.

After completing the registration, authorised signatories may delegate authorisations and edit their profiles. Authorised signatories can appoint themselves Company Administrators and/or rapporteurs.

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 for whom you will reporting. 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

	🗋 Actions 🗸		Total records: 1	<	Records 1-1 >
Register foundation/trust	0 Y	Email address	First name	Last name	Date of birth
🚑 Register foreign child	0 🌋	tom.fiam@fiam.se	Tom	Fiam	1967-03-03
Register foreign company					
🜉 Retrieve Swedish company					
🖧 My Account					

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

Personal information First name * Last name *	Fiona	Information This account will be automatically linked to your own account.	A NA WAY	
Date of birth * Caregiver	2010-11-25		J N 3 +	
Contact information				
Email address	tom.fiam@fiam.se			
Address	Sergeja Eizenshteina iela 12			
c/o				
Postal code	1079			
City	Riga			
Country	LV			
Telephone number	+41000001			
			Close	Register
			Close	Registe

- 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 register via the Authorisation Administration tool before they can be linked to a rapporteur who will file reports on their behalf.

Click Retrieve Swedish company from the Start page.

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Register foundation/trust		Ŷ	Email address	First name	Last name	Date of birth
Register foreign child		2	tom.fiam@fiam.se	Tom	Fiam	1967-03-03
Retrieve Swedish company						
🔏 My Account						

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

Retrieve Swedish company Company Information	
Company ID Search For example 556712-5678	A A A A A A A A A A A A A A A A A A A
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.	
	Close Register

2. Click *Register*. The company has now been added to the portal. <u>No</u> <u>message means that the registration was successful</u>. It is now possible for the company to start filing reports as soon as it has a registered rapporteur.

Authorised signatories can appoint themselves to be rapporteurs or delegate this authorisation to a third person. All rapporteurs must have completed the registration procedure before they can be linked to a legal person. See *Authorisation Administration*.

REGISTER A FOREIGN COMPANY

Companies must first be registered under Authorisation Administration before they can be linked to the rapporteur who will file reports on their behalf.

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



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.

Company normation Company name Filem Fidelity Company ID * LT-203040 For example 202100-5448 LEI code 203040/UURRKEYS01V701 For example 5493001/URRKEYS07X981 LEI code 12345 For example 12345 Mark the box if the company is a position holder for short net positions. Caract information Address* Maza Plis [c]a Postal code * LT-33456 Country * Lithuania Country * Lithuania Phone * +371 67 999 0123	Company informatio	on		
LEI code 203040/UURRKEYS01V701 For example 549300YUURRKEYS07X981 VAT number LT 203040-123 For example DE 99999999 Ridentification 12345 For example 12345 Wark the box if the company is a position holder for short net positions. Contact information Address * Maga Plis [gla First name Last name Address * LT-33456 Country * Lithuania Country * Lithuania Website www.fiamfidelity.it	Company name *	Fiam Fidelity		25INSP R
El code 2030-40/UURRKEYS01V701 For example 549300YUURRKEYS07X381 VAT number LT 2030-0-123 For example DE 99999999 Riderctification 12345 Mark the box if the company is a position holder for short net positions. orrast information Mark the box if the company is a position holder for short net positions. orrast information Query * Riga Litr.33456 Country * Lithuania Website www.fiamfidelity.it	Company ID *	LT-203040	For example 202100-5448	
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umber Mark the box if the company is a position holder for short net positions. mark the box if the company is a position holder for short net positions. address* Magg Plis [els ostal code * LT-33456 ity * Riga ountry* Lithuania www.flamfidelity.it	AT number	LT 203040-123	For example DE 99999999	
Mark the box if the company is a position holder for short net positions. antact information Address * Maze Pils [sle Postal code * LT-33456 City * Riga Country * Uthuania www.fiamfidelity.lt		12345	For example 12345	
Address * Maza Pils [zla		if the company is a position holder for	short net positions.	
Postal code * LT-33456 City * Riga Add Edit Delete	Contact information		Representatives	
Cty* Riga Country* Lithuania • Website www.flamfidelity.it	Address *	<u>Maza</u> Pils iela	First name Last name	
Add Edit Delete Country * Uthuania • Website www.flamfidelity.lt	Postal code *	LT-33456		
Website www.fiamfidelity.it	City *	Riga	Add Edit Delete	
	Country *	Lithuania	•	
+371 67 999 0123	Website	www.fiamfidelity.lt		
	Phone *	+371 67 999 0123		

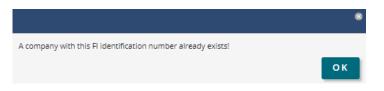
3. At least one representative must be added in order to register the company. Click *Add* and enter the details for the representative. Repeat the process if more representatives are added.

Register foreigr						
Company informatio	in					
Company name	Fiam Fidelity			\$ \$	INSPER T	
* Company ID *	LT-203040	For example 202100-	5448	N N		
LEI code	203040/UURRKEY501V701	For example 549300Y	UURRKEY507X981	ٽ	×3 [↓]	
VAT number	LT 203040-123	For example DE 9999	99999			
FI identification number	12345	For example 12345				
	if the company is a position holder for st			_		
Contact information		Add new person		•		
Address *	Maza Pils jela	First name	Tom			
		Last name	Fiam			
Postal code *	LT-33456	Mail	tom.fiam@fiam.se			
City *	Riga	Role	Signatory •			
Country *	Lithuania		OK Cancel			
Website	www.fiamfidelity.lt					
Phone *	+371 67 999 0123					
					Close	

4. Click *Register*. The company has now been added to the portal 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 representative will automatically be given the role of Company Administrator. Once the link is established between the company and the representative, Company Administrators can appoint themselves or rapporteurs to file reports. Some authorisation categories, such as Periodic reporting, will be available after the company has been updated. The update occurs during the night, local time.

REGISTER A FOUNDATION/TRUST

Click Register foundation/trust

						0
	🗅 Ad	ctions 🗸		Total records: 1	<	Records 1-1 >
Register foundation/trust		Ŷ	Email address	First name	Last name	Date of birth
Register foreign child		2	tom.fiam@fiam.se	Tom	Fiam	1967-03-03
🜉 Retrieve Swedish company 🔏 My Account						

None of the information on this page is retrieved automatically; you must enter it manually. Mandatory fields are marked with *. A request for verification of the company information is generated automatically and sent to FI's Support. You will receive an email to the email address you registered in the system once this verification is completed.

Register foundation/trust		
Foundation/Trust information		
Foundation/Trust]	NT TO
Foundation/Trust	For example 202100-5448	X T O
Foundation/Trust - Unselected]	N S Y
LEI code	For example 549300YUURRKEY507X981	
VAT number	For example DE 99999999	
Fl identification	For example 12345	
Contact information		
Address *]	
Postal code *]	
City *]	
Website]	
Phone *]	
		Close Register

Authorised signatories and Company Administrators

In Authorisation Administration, authorised signatories or Company Administrators can delegate authorisation for reporting 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 Reporting Portal, 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.

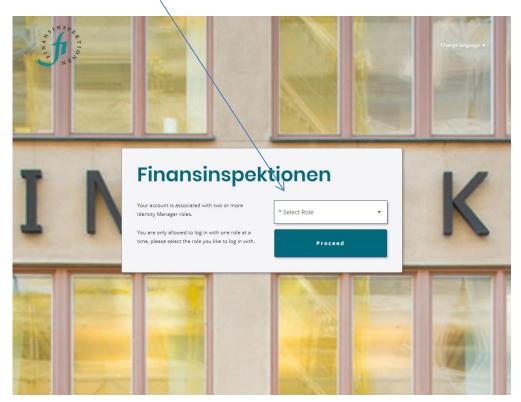
You become a *Company Administrator* either through delegation of this authorisation manually by an authorised signatory at your company or, if your company is not registered with the Swedish Companies Registration Office, through registering the company in the Reporting Portal and adding you and others 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 automatically become a rapporteur after completing the registration process. <u>Only the role of Rapporteur is able to file reports.</u> 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.

A A A A A A A A A A A A A A A A A A A						
	🗋 Ad	ctions 🗸		Total records: 1	<	Records 1-1 >
Register foundation/trust		۷	Email address	First name	Last name	Date of birth
Register foreign child Register foreign company		2	tom.fiam@fiam.se	Tom	Fiam	1967-03-03
🜉 Retrieve Swedish company						
🔏 My Account						

Here you can change language and change role.

		1
(T)	Tom Fiam	_
₽	Change role	>
AZ	Language	>
•	Sign out	

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. Company Administrators for a foreign company or a foundation must be validated by FI's Support.

Users can see if they have been delegated the role of Company Administrator by looking under the tab *My authorisations* as described earlier in the document. Please note that the role "authorised signatory" may be missing until the information is updated from the Swedish Companies Registration Office. This occurs d five times a day: 6:00 AM, 10:00AM, 1:00 PM, 4:00 PM and 7:00 PM.

Edit pro	ofile	My authorisations	Delegate Powe	er of Attorney	Holds Power of Attorney for	G	aregiver for	Change password
Persor	nal info	ormation						
First	name			Last name			AN N	Sp
Tom				Fiam			AA	C **
							z 1	
Date				Nationality			Ĩ	NAF
1967	-03-0	3		LV				
Current a	uthori							
		Authorisation	Company na	ame	Company ID			
	3							
	~	Company Administrator	Flam Fidelity		LT-203044			
						Total: 15		
							Close	Save and Close
							ciose	Save and Close

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



3. Click on Manage company authorisations

REPORTING AUTHORISATION

The form to delegate reporting authorisations is the same for all modules (PDMR transaction reporting, periodic reporting, etc.) If a user is added for PDMR transaction reporting, the user will only have rights to the PDMR transaction reporting module, even if the company also uses other reporting modules.

Company Administrators and authorised signatories appoint rapporteurs for the various reporting modules. A rapporteur cannot appoint other rapporteurs.

To add a rapporteur, 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.

APPOINT RAPPORTEURS FOR YOUR COMPANY

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

- 1. The person who will be the rapporteur must go to the Reporting Portal and register 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 in the Reporting Portal, you can appoint one or several rapporteurs. These rapporteurs are then authorised to report for your company.

You can also remove a person's authorisation to be a rapporteur.

CHOOSE THE REPORTING MODULE

Click on Manage reporting authorisations to access the form.



A window will then open in which you can select the reporting module under Type.

Manage reporting a	uthorisations	۲
Туре	Periodic reporting	•
Company ID		
Company name		
	Close	Search

Choose a reporting type (for example *PDMR Transactions, Periodic Reporting*, or *Stock exchange information*) for which you would like to appoint a rapporteur. Authorised signatories and Company Administrators can also appoint themselves to be rapporteurs. Please note that you should select *Periodic <u>Fund</u> 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 reporting module and company name or company ID that you have chosen.

The choice of *Periodic Reporting* is only visible for companies that must file periodic reporting.

The next step is to search for the user you intend to name as the rapporteur. If you are going to appoint several rapporteurs, repeat the process several times. In the picture below, Tom Fiam has first appointed himself to be a rapporteur.

Search users

A person who will be appointed rapporteur 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.

Type of r	eporting					
Authoris	sation information					
Compar	ny name		Reporting	/		INSP.
Fiam F	Fidelity 2		PDMR transactions	R		2° ×
						A DIL NA W
	lere authorisation user. Searches	require a complete email ad				N 3 V
tom.fiam(@fiam.se		Q			
Search resu	llts					
	Name	Email addres	s	Date of birth		
	Tom Fiam	tom.fiam@fia	am.se	1967-03-03		
N						
	\setminus					
Add Authorised					Total:	1
	Name	Email addres		Date of birth		
			-			
		8				
Remove					Total:	0
					Close	Save and Close

- 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

Type of r	repor	rting			
		n information			
Compar	ny na	ame	Reporting		LINSP.
Fiam F	Fideli	ity 2	PDMR tra	nsactions	
				z	SINSP .
Add and de	lata :	authorisation user Searches	require a complete email address.		[≁] E _N [↓]
tom.fiam@		m.se	Q		
Search resu	ults	News	Email address	Date of birth	
2 Q		Name	Email adoress	Date of Dirth	
	2	Tom Fiam	tom.fiam@fiam.se	1967-03-03	
	-	Tom ridin	LOTT. Harring Harris e	190-02	
Add				Total: 1	
	pers	on		Total: 1	
Authorised	pers	on Name	Email address	Total: 1 Date of birth	
Authorised			Email address		
Authorised	pers		Email address tom.fiam@fiam.se		
Authorised		Name		Date of birth	
Authorised		Name		Date of birth	
Authorised		Name		Date of birth	
Authorised		Name		Date of birth	
Authorised		Name		Date of birth	
Authorised		Name		Date of birth	
Authorised		Name		Date of birth 1967-03-03 Total: 1	nd Close

All appointed rapporteurs will appear here.

5. Save and close.

The appointed rapporteur will *not* receive a message from the system. Contact this person to inform them that they are now authorised to file reports.

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* when logged in as a rapporteur as described above.

Edit profile	My authorisations	Delegate Power of	Attorney	Holds Power of Attorney for	Caregiver for	Change password
 Personal inf First name 			Last name			NSD.
Tom			Fiam		4 Å	INS A TIO
Date of bir	th		Nationality		ZIH	
1967-03-0	03		LV			N 3
Current author						
	Authorisation	Company name		Company ID		
. 2	Company Administrator	Flam Fidelity		LT-203044		
_	Company Barminacator	nonnocity		LIPZUJUTT		
					Total: 15 Close	Save and Close
_					Close	save and close

You can switch between the roles of rapporteur and authorised signatory under the *icon* up in the top right corner.

No state of the st						\longrightarrow 1
	🗅 A	ctions 🗸		Total records: 1	<	Records 1-1 >
Register foundation/trust		Ŷ	Email address	First name	Last name	Date of birth
Register foreign child		2	tom.fiam@fiam.se	Tom	Fiam	1967-03-03
🜉 Register foreign company						
🜉 Retrieve Swedish company						
🔏 My Account						

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

		I
(T)	Tom Fiam	
₽	V Change role	>
AŻ	Language	>
0	Sign out	

Once you are logged in as an Authorised Signatory, you will see this dialogue box.

		0
 Manage company authorisations Manage reporting authorisations Search company 	Welcome to the Reporting Portal Please select an action on the left	

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*.

	0
 Manage company authorisations Manage reporting authorisations Search company 	Manage company authorisations
	Type - All - • iorting Portal Company ID • • • • • • • • • • • • • • • • • •
	Close Search

3. In the example, we searched for the company Fiam and we generated two results.

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. See page 22.

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.

Ĵ.		Ū
Manage company authorisations Manage reporting authorisations Search company	Search company Type -All- Cimpany ID Company name Close Search	

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.

Edit company					
Company informa	ation				
Company name	Testbolaget Limited				A A A A A A A A A A A A A A A A A A A
Company ID	1000994458				N TO TO
LEI code		For example 549300YUU	JRRKEY5O7X981		N 3 t
VAT number		For example DE 999999	999		
Fl identification number	1055598				
Contact informati	ion	Representatives			
Address *	Testvägen 1	First name	Last name		
		Tom	Fiam		
Postal code *	12345				
City *	Testorten	View			
Country *	Denmark -				
Website					
Phone *	+46855698785569				
				Close	Save and Close

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.

	ctions 🗸			< Records 1-2
	cuons 🔹	Authorisation	al records: 2 Company ID	Company name
🕉 Manage company authorisations				
🚳 Manage reporting authorisations	٣	Filter	Filter	Filter
🕎 Search company	8	Signatory	LT-203044	Fiam Fidelity 2
	2	Company Administrator	LT-203044	Fiam Fidelity 2

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

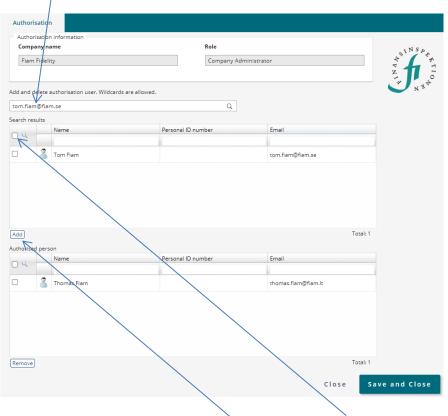
There are three conditions for appointing a Company Administrator that must be met:

- 1. The person who will be the Company Administrator must register via the Reporting Portal 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.

Authorisa	ation						
Authoris	ation informa	ion					
Compar	Company name			Role			SINSP
Fiam Fi	idelity			Company Administrat	tor		T A A
							POLT A SOUTH A
Add and del	lete authorisati	on user. Wildcards are allowed.					V ^R ^A [∠]
tom.fiam@	፬fiam.se			Q			
Search resu	ilts						
2 Q	Name		Personal ID num	ber	Email		
	着 Tom Flan	1			tom.fiam@fiam.se		
(Add) Authorised	person					Total: 1	
	Name		Personal ID num	ber	Email		
	🔏 Thomas P	liam			thomas.fiam@fiam.lt		
	Tom Fian	ו			tom.fiam@fiam.se		
Remove						Total: 2	
					Clos	e Sa	ve and Close

4. Save and Close.

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



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