


Notification of short positions – Sending notifications via the eServices platform

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1 Logging in the FIN-FSA’s electronic services



FIN-FSA
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Electronic services

The use of electronic services requires strong user identification. In this case, the user must verify his/her identity by using the national authentication service Suomi.fi.

For a user who does not have a Finnish ID, a user ID is created to enable authentication.

Private person **On behalf of organisation**


If you wish to use e-services as a foreign private individual and you cannot use Suomi.fi identification, please log in or register at the link below.

I do not have a Finnish identity number

suomeksi svenska













Financial Supervisory Authority [Privacy statement](#) [Accessibility statement](#)


Log in to the electronic services platform at <https://asiointi.finanssivalvonta.fi/en/login>. To log in to act on behalf of a position holder, proceed by clicking “On behalf of organisation”.

 e-Identification

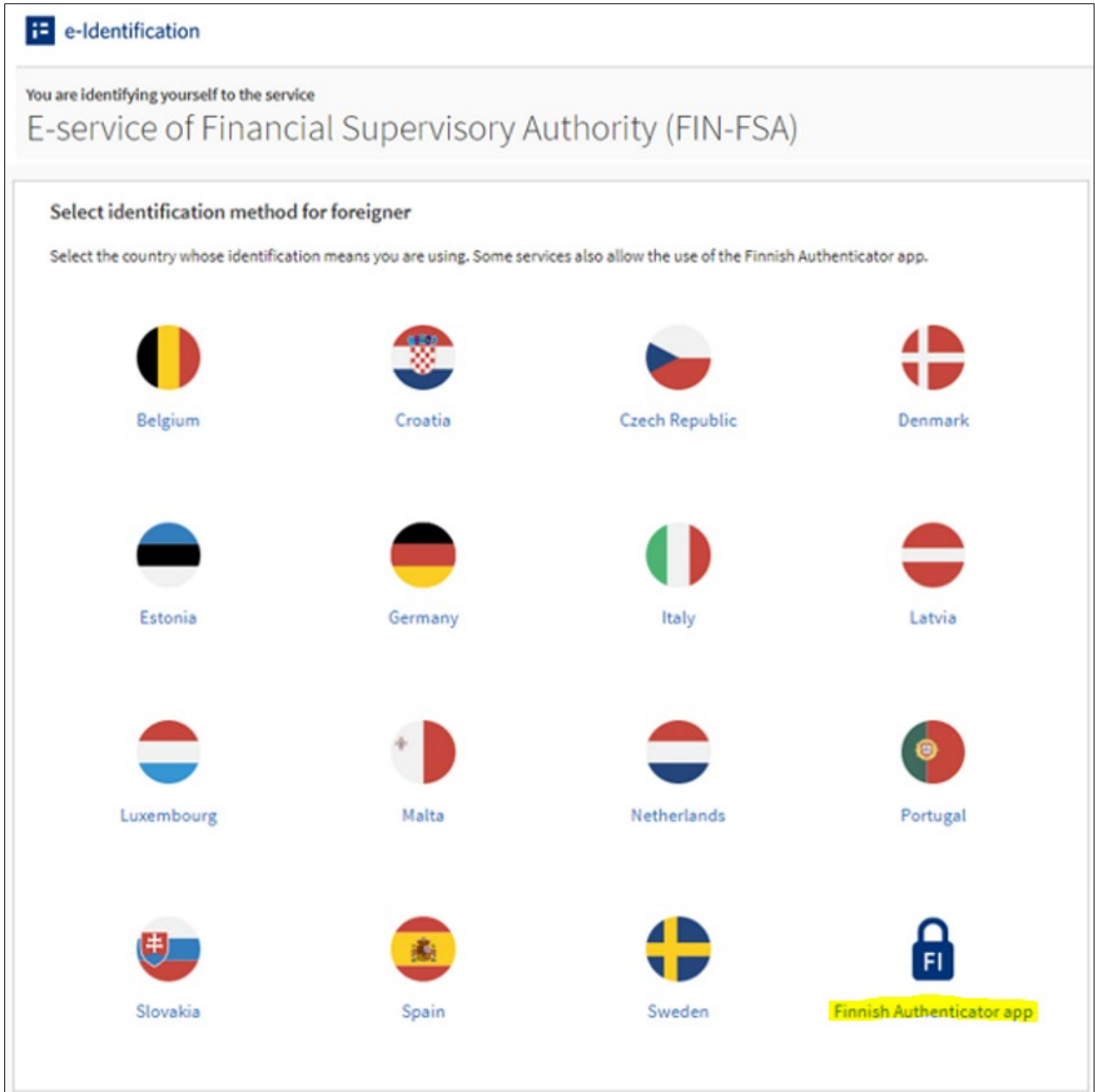
You are identifying yourself to the service
E-service of Financial Supervisory Authority (FIN-FSA)

Select identification method

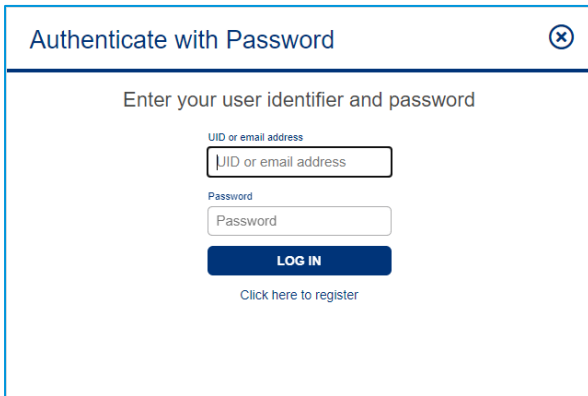
 Certificate card	 Mobile certificate	 OP Bank Group	 Nordea
 Danske Bank	 Handelsbanken	 Ålandsbanken	 S-pankki
 Aktia	 POP Pankki	 Säästöpankki	 Oma Säästöpankki

 **Identification methods for foreigners**
Common European identification methods and the Finnish Authenticator app.

Once the page for selecting the identification method appears, scroll down to the bottom, and choose the option "Identification methods for foreigners."

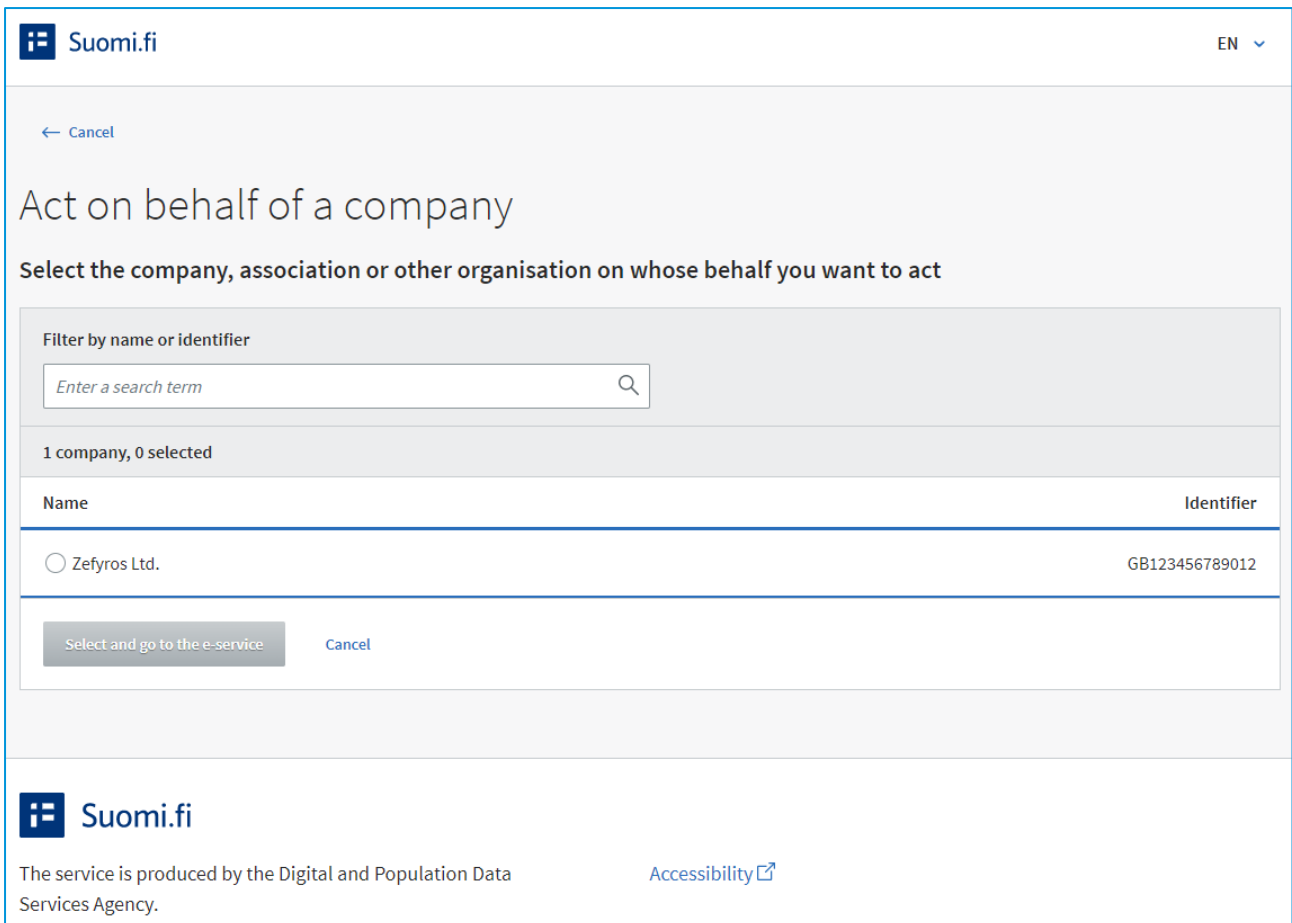


Regardless of whether your own country's authentication method is available or not, always choose "Finnish Authenticator App" as the login method.



The screenshot shows a login window titled "Authenticate with Password" with a close button in the top right corner. The main heading is "Enter your user identifier and password". Below this, there are two input fields: "UID or email address" and "Password". A blue "LOG IN" button is positioned below the password field. At the bottom, there is a link that says "Click here to register".

Enter the previously acquired credentials for the Finnish Authenticator app and click “Log in.” Follow the instructions of the app to complete the log in process.



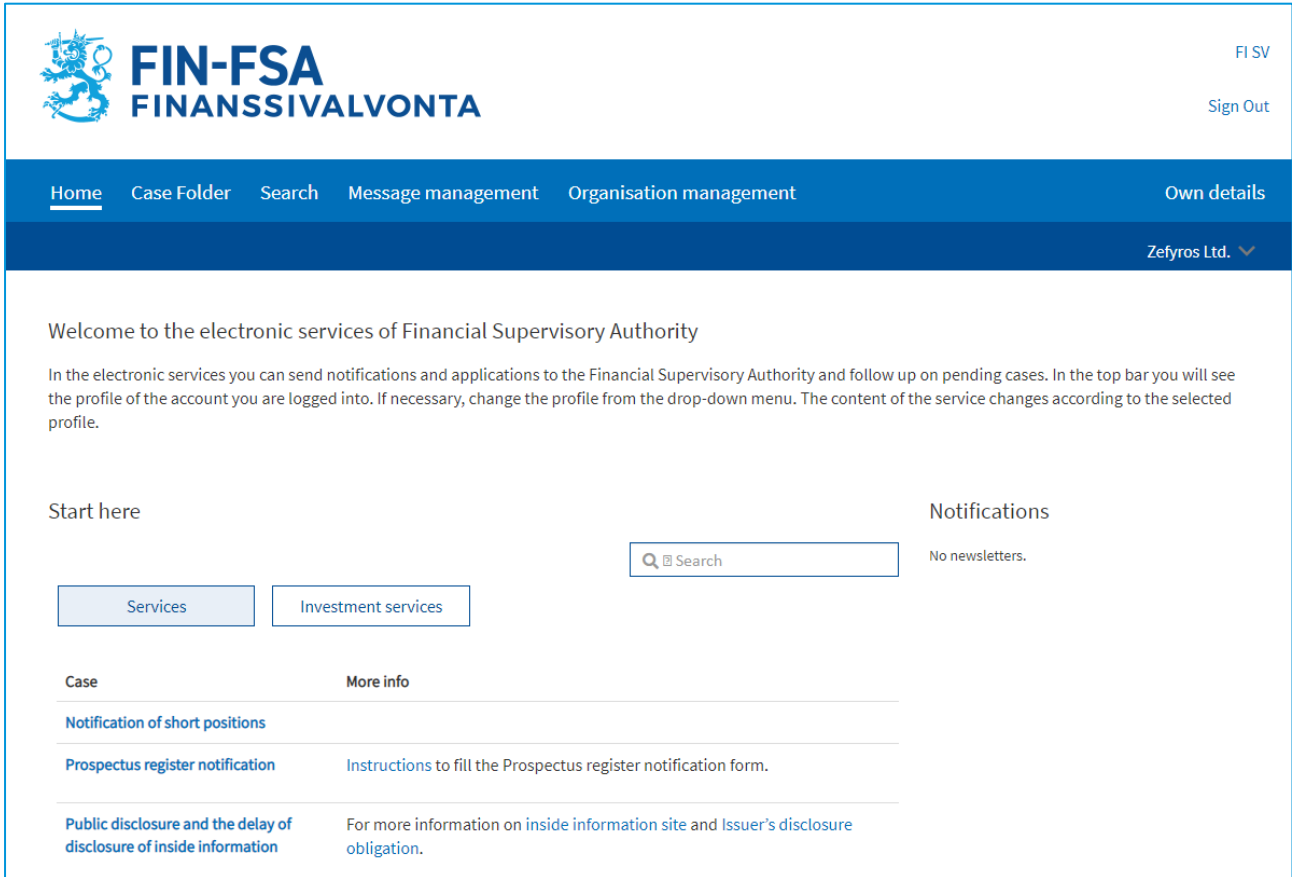
The screenshot shows a selection screen from Suomi.fi. At the top left is the Suomi.fi logo and the text "Suomi.fi". At the top right is a language dropdown menu set to "EN". Below the header is a "← Cancel" link. The main heading is "Act on behalf of a company". Below this is the instruction "Select the company, association or other organisation on whose behalf you want to act". There is a search bar labeled "Filter by name or identifier" with the placeholder text "Enter a search term" and a search icon. Below the search bar, it says "1 company, 0 selected". A table lists the available companies:

Name	Identifier
<input type="radio"/> Zephyros Ltd.	GB123456789012

At the bottom of the table area, there are two buttons: "Select and go to the e-service" and "Cancel". At the bottom of the screen, there is the Suomi.fi logo, the text "The service is produced by the Digital and Population Data Services Agency.", and a link for "Accessibility" with an external link icon.

Once you have logged in with your UID, you will need to select the organisation you want to represent. A window will appear displaying all the organisations for which you have been authorized to act on behalf of. Choose the appropriate organisation from the list and click “Select and go to the e-service”.

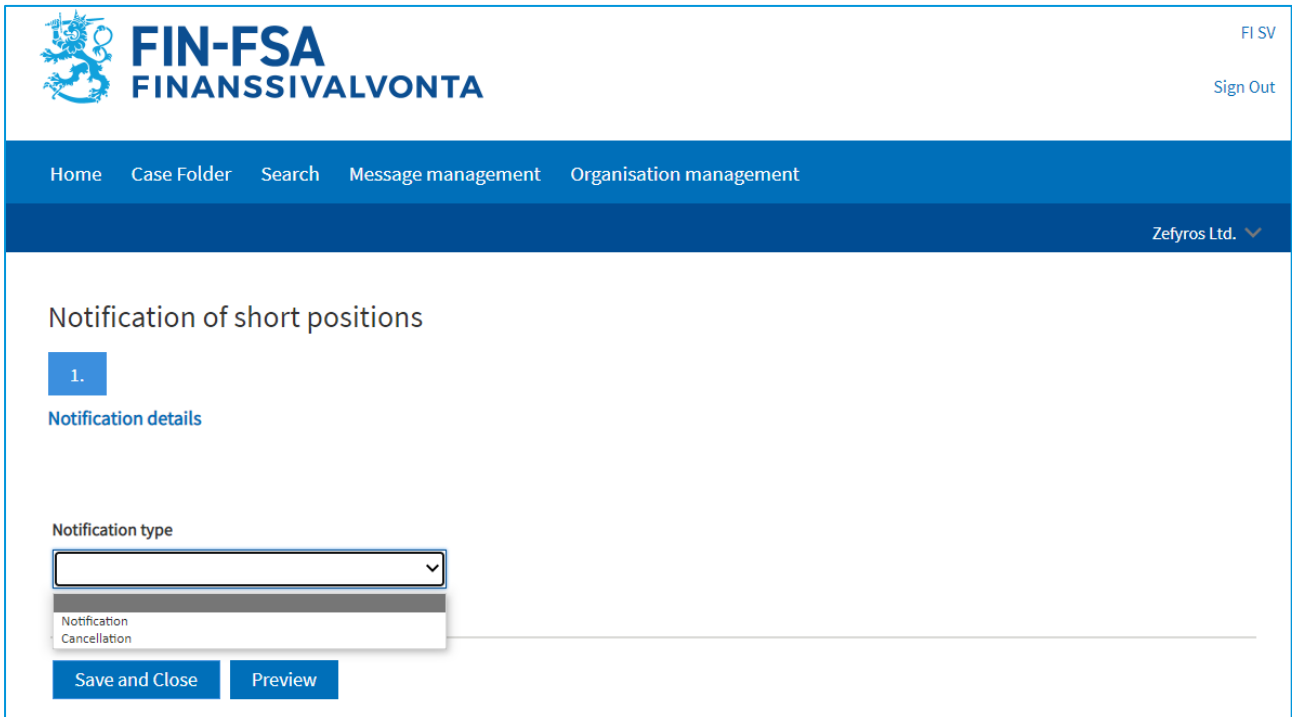
2 The notification form



The screenshot shows the user interface of the Financial Supervisory Authority's electronic services. At the top left is the FIN-FSA logo. The top right corner shows the user's name 'FI SV' and a 'Sign Out' link. A blue navigation bar contains links for 'Home', 'Case Folder', 'Search', 'Message management', 'Organisation management', and 'Own details'. Below this, the user's profile 'Zefyros Ltd.' is displayed with a dropdown arrow. The main content area starts with a welcome message: 'Welcome to the electronic services of Financial Supervisory Authority'. It explains that users can send notifications and applications, and that the profile in the top bar can be changed. There are two main sections: 'Start here' and 'Notifications'. Under 'Start here', there are two buttons: 'Services' and 'Investment services'. A search bar is located to the right of these buttons. The 'Notifications' section shows 'No newsletters.' Below this, there is a table with two columns: 'Case' and 'More info'. The table contains three rows of information:

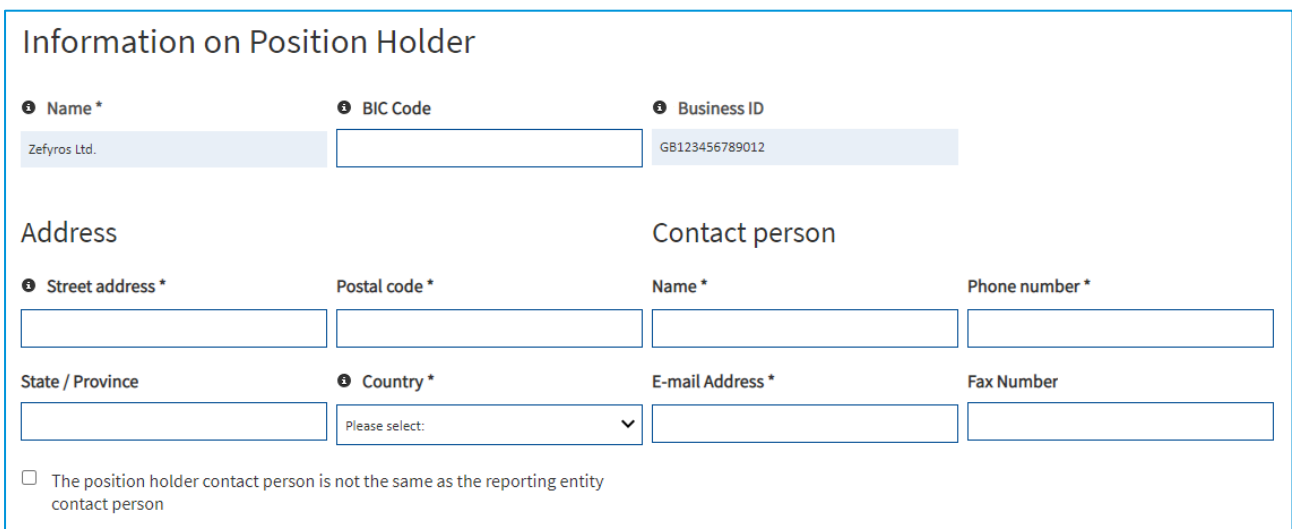
Case	More info
Notification of short positions	
Prospectus register notification	Instructions to fill the Prospectus register notification form.
Public disclosure and the delay of disclosure of inside information	For more information on inside information site and Issuer's disclosure obligation.

Once you have selected the organization you wish to represent, you will be directed to the eServices platform's front page. From there, please select "Notification of short positions" in order to send a notification regarding a net short position.




When the notification form appears, you will need to choose the notification type before proceeding. If you select "Notification," the form will open to allow you to fill in all required information for a new position (section [2.1 New notification](#)). If you select "Cancellation", you will be able to choose a previously submitted notification and cancel it (section [2.2 Cancellation](#)).

2.1 New notification



The first section of the form will ask you to provide details about the position holder. Please note that the name and business ID of the organization will be automatically filled in based on the organisation you are currently signed in as.

You can find further guidance regarding the input of each field by clicking the  symbol.

Information on Position Holder

Name *	BIC Code	Business ID	
Zefyros Ltd.	<input type="text"/>	GB123456789012	

Address		Contact person	
Street address *	Postal code *	Name *	Phone number *
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
State / Province	Country *	E-mail Address *	Fax Number
<input type="text"/>	Please select: <input type="text"/>	<input type="text"/>	<input type="text"/>

The position holder contact person is not the same as the reporting entity contact person

Information on Reporting Entity

Name *
<input type="text"/>

Address		Contact person	
Street address *	Postal code *	Name *	Phone number *
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
State / Province	Country *	E-mail Address *	Fax Number
<input type="text"/>	Please select: <input type="text"/>	<input type="text"/>	<input type="text"/>

If you are filling out the notification on behalf of an organisation that has authorized a separate reporting entity to act on their behalf, please check the box labeled "The position holder contact person is not the same as the reporting entity contact person." This will allow you to provide contact details for the reporting entity separately.

Instrument type *

Shares

Net short position in shares

Reporting date *

24.4.2023

Name of the Issuer

ISIN Code *

Full name *

Position date *

Net short position after threshold crossing

Number of equivalent shares *

% of issued share capital *

Has the position holder previously reported a net short position concerning this instrument? *

Yes

No


Comment

The rest of the form will be generated based on the instrument type that you select. In the example, the most commonly notified instrument type, shares, has been selected.

The **reporting date** will be automatically filled in as the current day. Additionally, the **full name of the issuer** will be automatically filled based on the ISIN code that you provide in the form.

When you fill in the **amount of shares** and **percentage** of share capital, the form will automatically calculate whether these two values match. If there is a discrepancy, the form will notify you of the error while providing the correct total amount of shares for the issuer per the given position date.

If you have previously submitted a valid position, please select "Yes" in response to the question, "Has the position holder previously reported a net short position on this instrument?" This should be done regardless of whether the previous position was reported to FIN-FSA via the eServices platform. When you have finished filling out the form, please click "Continue" at the bottom of the page.



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[Sign Out](#)

Home
Case Folder
Search
Message management
Organisation management

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Edit
Abort
Send

The form is now ready. Press 'Send' -button to proceed.

PDF
 If you need to save/print the form, press the Pdf-button before sending it.

Notification details

Notification type

Notification

INFORMATION ON POSITION HOLDER

Name	BIC Code	Business ID
Zephyros Ltd.		GB123456789012

Address

Street address	Postal code
Street 1	00123
State / Province	Country
	Australia

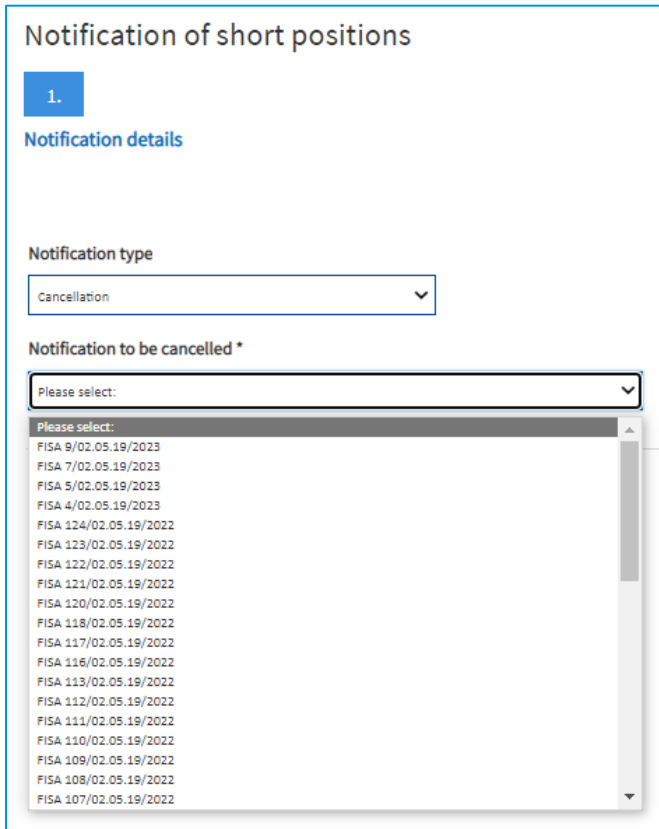
Contact person

Name	Phone number
Jake	7547647
E-mail Address	Fax Number
jake@zephyros.com	

The position holder contact person is not the same as the reporting entity contact person

On the preview page, you can review the information you have filled out to ensure that it is correct. Once you have verified everything, please click on the "Send" button at the top of the page to submit the notification.

2.2 Cancellation

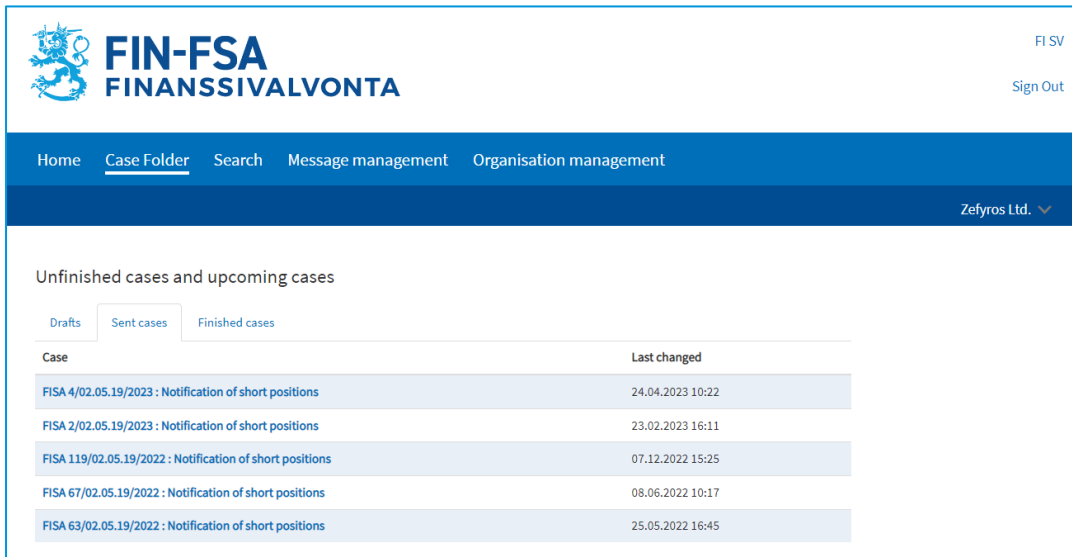


The screenshot shows a web form titled "Notification of short positions". A blue box with the number "1." is next to the title. Below the title is the section "Notification details". Under this section, there is a "Notification type" dropdown menu with "Cancellation" selected. Below that is a "Notification to be cancelled *" dropdown menu. This menu is open, showing a list of notification IDs. The list starts with "Please select:" and includes the following IDs: FISA 9/02.05.19/2023, FISA 7/02.05.19/2023, FISA 5/02.05.19/2023, FISA 4/02.05.19/2023, FISA 124/02.05.19/2022, FISA 123/02.05.19/2022, FISA 122/02.05.19/2022, FISA 121/02.05.19/2022, FISA 120/02.05.19/2022, FISA 118/02.05.19/2022, FISA 117/02.05.19/2022, FISA 116/02.05.19/2022, FISA 113/02.05.19/2022, FISA 112/02.05.19/2022, FISA 111/02.05.19/2022, FISA 110/02.05.19/2022, FISA 109/02.05.19/2022, FISA 108/02.05.19/2022, and FISA 107/02.05.19/2022.

After selecting "Cancellation" from the Notification type menu, you will be able to choose a previously submitted notification for cancellation. The drop-down list consists of notification IDs which can be looked up in the Case folder under "Sent cases" or "Finished cases" tab (see [3 Other features](#)).

Once you have selected the notification to be cancelled, the data of the notification will be displayed on the notification form. Please review the information on the form and then click "Continue" at the bottom of the page. On the preview page click "Send" at the top of the page to submit the cancellation.

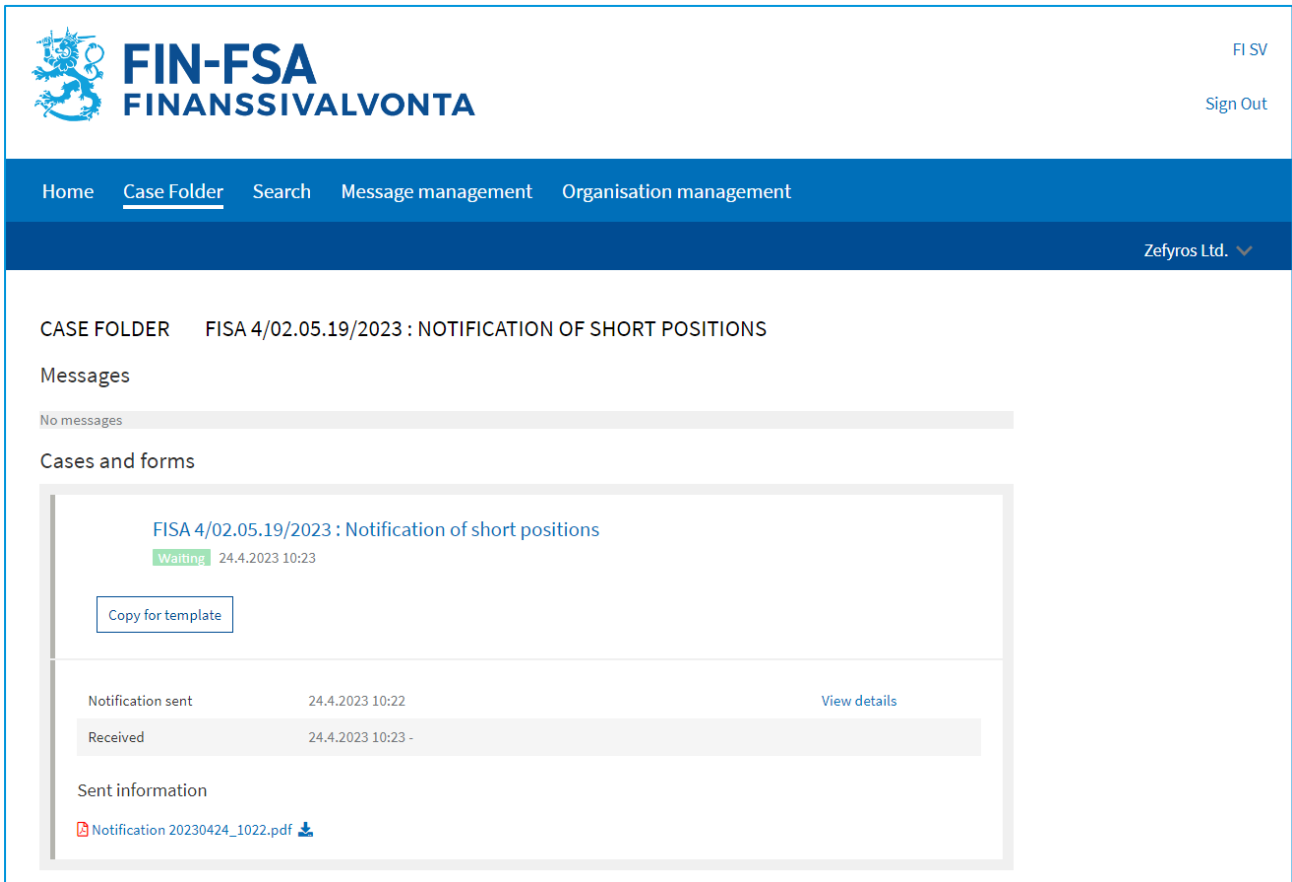
3 Other features



The screenshot displays the FIN-FSA web application interface. At the top left is the FIN-FSA logo and name. On the top right, there are links for 'FI SV' and 'Sign Out'. A navigation menu below the header includes 'Home', 'Case Folder' (which is underlined), 'Search', 'Message management', and 'Organisation management'. A dark blue bar at the bottom of the menu contains the text 'Zefyros Ltd.' with a dropdown arrow. The main content area is titled 'Unfinished cases and upcoming cases' and features three tabs: 'Drafts', 'Sent cases' (which is selected), and 'Finished cases'. Below the tabs is a table with two columns: 'Case' and 'Last changed'. The table lists five cases, all of which are 'Notification of short positions'.

Case	Last changed
FISA 4/02.05.19/2023 : Notification of short positions	24.04.2023 10:22
FISA 2/02.05.19/2023 : Notification of short positions	23.02.2023 16:11
FISA 119/02.05.19/2022 : Notification of short positions	07.12.2022 15:25
FISA 67/02.05.19/2022 : Notification of short positions	08.06.2022 10:17
FISA 63/02.05.19/2022 : Notification of short positions	25.05.2022 16:45

To browse and view previously submitted notifications, you can click on the "Case folder" link located in the upper menu bar on the main page. Recently submitted notifications can be accessed from the "Sent cases" tab. Note that the status of your notification will change to "Finished" within 30 days of submission. After that, you can find it under the "Finished cases" tab.



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FI SV
Sign Out

Home Case Folder Search Message management Organisation management

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CASE FOLDER FISA 4/02.05.19/2023 : NOTIFICATION OF SHORT POSITIONS

Messages

No messages


Cases and forms

FISA 4/02.05.19/2023 : Notification of short positions
Waiting 24.4.2023 10:23

Copy for template

Notification sent	24.4.2023 10:22	View details
Received	24.4.2023 10:23 -	

Sent information

[Notification 20230424_1022.pdf](#) 

Once you click on a specific notification from the list, you can view its contents by clicking on either the "View details" button or the link to the PDF file that was generated based on the information you provided. Additionally, you can copy the selected notification at a later date.

NB: You can use previous notifications as template for new filings by clicking "Copy for template".