

## Creating a new user account and/or company

### Applying for user name and password to the Danish FSA's OAM system

#### 1. Before you apply

Before signing up you should have electronic copies of the below-mentioned documents (a, b and c) ready on your computer, making it easy for you to upload them during the registration process. We encourage you to upload the files in .pdf format, however, this is not mandatory.

Please note, that only document c) is required if you want to register a personal user account. However, all documents are required if you want to register your company and an employee user account associated with your company.

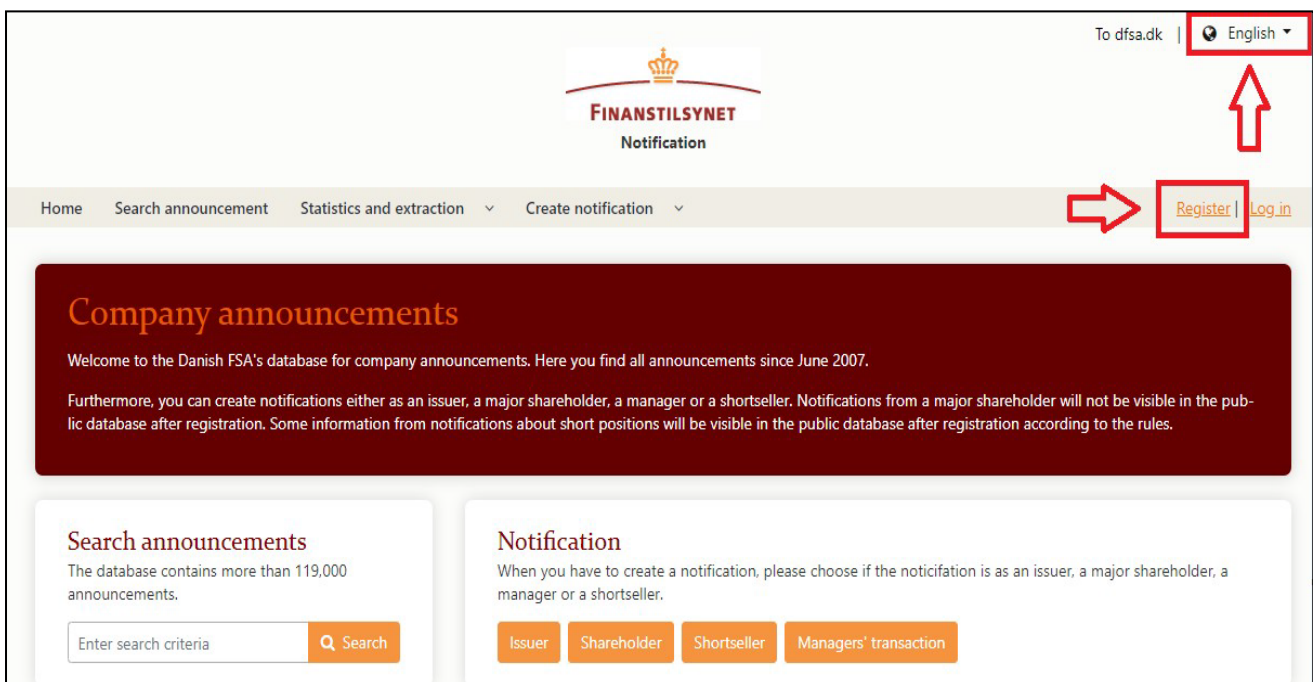
#### Documents required for the application process:

- A power of attorney (or another form of submission authorisation) empowering you to notify on behalf of the undertaking you want to register.
- A proof of incorporation of the undertaking, by form of a transcript from your country's national business register or another form of valid documentation (an Internet transcript is sufficient).  
**Please note:** The transcript should not be older than 12 months.
- A copy of your employee ID, passport, drivers license or similar identification card.

Furthermore, you need to register your user account with a valid e-mail address that are not in use by other users in the OAM system. A receipt for your application will be sent to this e-mail address. Once your application has been approved, your unique ID (which will be your user account's login ID) and password will be sent to this e-mail as well.

#### 2. How to apply

Please use this link: <https://oam.finanstilsynet.dk>. If you are a foreign user you can choose 'English' as the website's language in the top right corner. Click 'Register' as shown in the screendump below.



The screenshot shows the website interface for the Danish FSA's OAM system. At the top right, there is a language selector dropdown menu set to 'English', with a red arrow pointing to it. Below the language selector, there is a navigation bar with links for 'Home', 'Search announcement', 'Statistics and extraction', and 'Create notification'. A red arrow points to the 'Register' link in the navigation bar. The main content area features a dark red banner with the heading 'Company announcements' and a sub-heading 'Welcome to the Danish FSA's database for company announcements. Here you find all announcements since June 2007.' Below the banner, there are two main sections: 'Search announcements' and 'Notification'. The 'Search announcements' section includes a search input field and a 'Search' button. The 'Notification' section includes a description and four buttons: 'Issuer', 'Shareholder', 'Shortseller', and 'Managers' transaction'.

This will lead you to the application form. From here, choose 'Business' if you want to register your company as well as an employee user account associated with this undertaking, or choose 'Person' if you want to create a personal user account.

### Business user

If you choose 'Business', please fill out the application form below. Guidance for each registration field is also available here by holding your cursor over the orange '?' icons.

When choosing 'Business', please note that the application form is divided into two parts: An 'Account' part regarding yourself as an employee (information submitted here will be attached to your own user account) and a 'Company' part regarding the undertaking you wish to register (information submitted here will be attached to the company you represent and are about to register).

**Register for user name and password**

ACCOUNT ⓘ

Choose account \* ⓘ

Please select an account

Business

Person

SEND

### Business user linked to an already registered company in OAM

If you need to register an employee user account associated with a company that is already registered in the OAM system, you need to tick off the box 'I want to be registered as an employee in an already registered entity'. Then you need to submit the unique ID of the company you want your employee user account to be associated with.<sup>1</sup>

If you submit a correct unique ID of the company in question, the company details will automatically be shown below. This way, you will also be able to check and verify that the company information is correct before sending an application for your user account to be registered with this undertaking.

COMPANY INFO ⓘ

I want to link the existing company ⓘ

Business unique ID \* ⓘ U000237

Company name \* ⓘ PIZZABAGEREN

CVR Number / Business ID \* ⓘ 12345678CVR

LEI Code \* ⓘ 12345

BIC code ⓘ

Address \* ⓘ Mariendalsvej 48C, 3. th.

E-mail address \* ⓘ testmail4\_oam@ftnet.dk

Phone no. ⓘ

Country ⓘ Denmark

SEND

<sup>1</sup> Please reach out to the company in question if you do not know the company's unique ID in the OAM system.

This is to ensure that the same companies (and/or employees) are not registered twice. Any undertaking or position holder may only be registered once; otherwise the system will not be able to store announcements and notifications made by the different entities in the right way.

If you are in any doubt whether your company has already been registered in the Danish FSA's OAM system, please reach out to your colleagues first. Employees with already registered user accounts associated with your company can log into the system and see the company's unique ID, which they can then provide to you

## Personal user

If you choose 'Person', please fill out the application form below. Guidance for each registration field is available by holding your cursor over the orange '?' icons

**Register for user name and password**

ACCOUNT ?

Choose account \* ?  x ▾


Your names \* ?

Address \* ?

E-mail address \* ?

Phone no. ?

Country \* ?  ▾

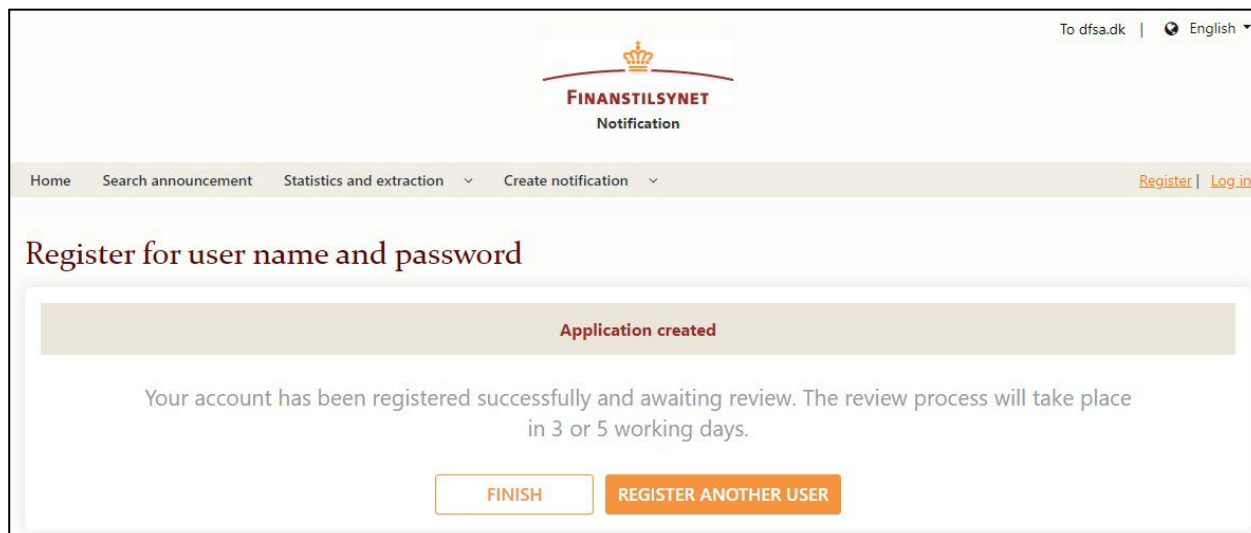
Identification \* ?  

Note ?

**SEND**

### 3. How long will it take to process my application?

By clicking 'Send', your application for registration of your user account and/or company will be received by Danish FSA staff.



We usually process all applications on a day to day basis on working days within normal Danish working hours (08:00 to 17:00 CET). However, sometimes it may take up to several days.<sup>2</sup> Once your application has been approved by the Danish FSA you will receive an e-mail with your user account's unique ID and a separate e-mail with a link to create/reset your password. The e-mails will be sent to the e-mail address you stated under the 'Account' section of the application process.

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<sup>2</sup> If your application needs urgent attention, e.g. if you have to submit a required notification the same day your application was sent, then please don't hesitate to contact us on [oam@ftnet.dk](mailto:oam@ftnet.dk) or give us a call on +45 3355 8282. If your inquiry concerns a required shortselling notification, you may advantageously contact us on [shortselling@ftnet.dk](mailto:shortselling@ftnet.dk).