



GUIDE

Transaction reporting in the PDMR transactions register

FINANSINSPEKTIONEN

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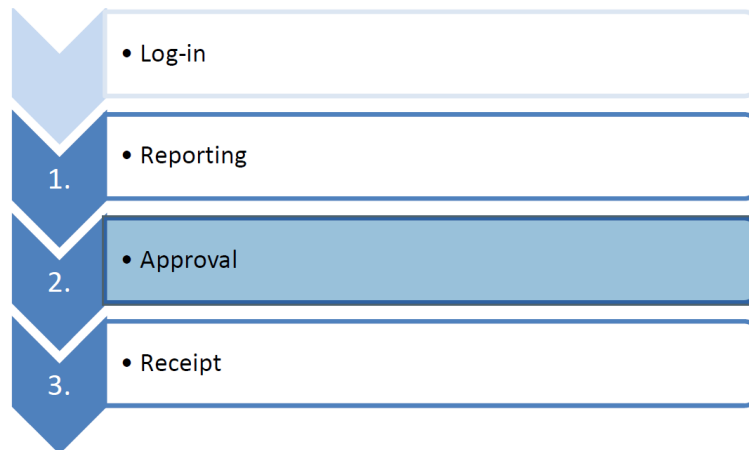




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Reporting transactions executed by PDMRs



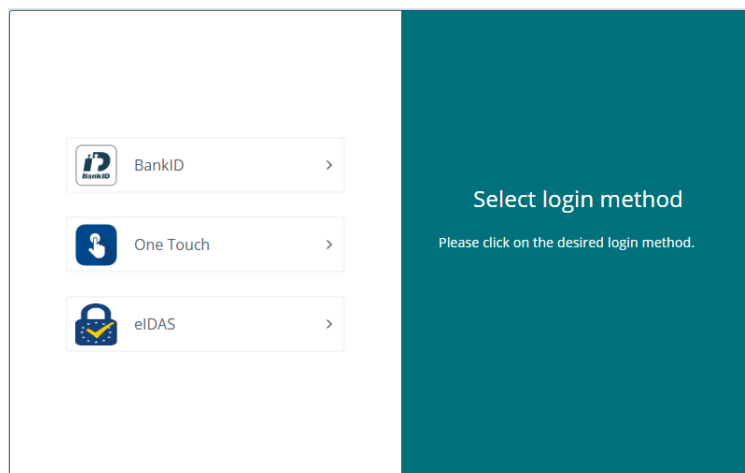
The reporting of transactions to FI's PDMR register requires a number of steps, which are illustrated in the above figure.

LOGGING IN

Finansinspektionen's authorisation system.

If you have a Swedish personal ID number, register as a Swedish resident and use Bank-ID or Mobilt Bank-ID. If you are not a Swedish resident, you can log in using SMS.

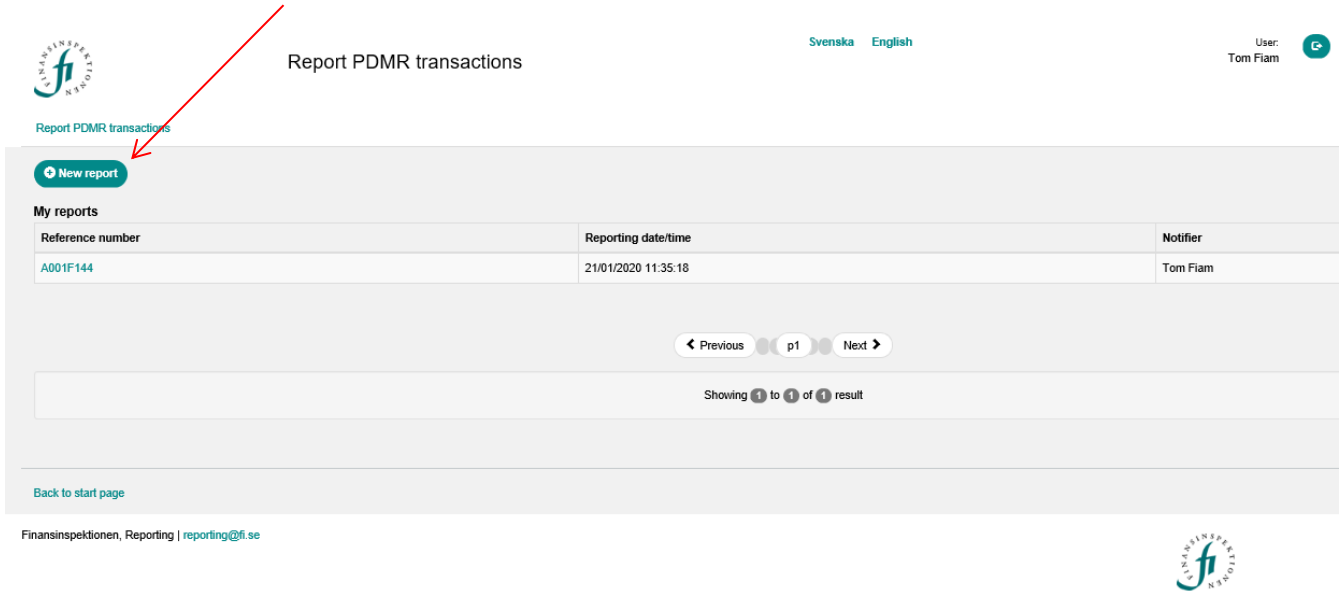
Registration and log-in occur via the Reporting Portal, which can be accessed at <https://www.fi.se/en/applying-and-reporting/reporting2/>. There are also written instructions to show you how to register and log in. Once this is done, select one of the following log-in alternatives:



FIRST PAGE FOR REPORTING

After logging in, a Start page will come up with all reports submitted by the rapporteur. To change or remove a previously submitted report, the rapporteur selects the report in question and then either *Change* or *Delete*. The rapporteur can also opt to submit a *New report* from this page.

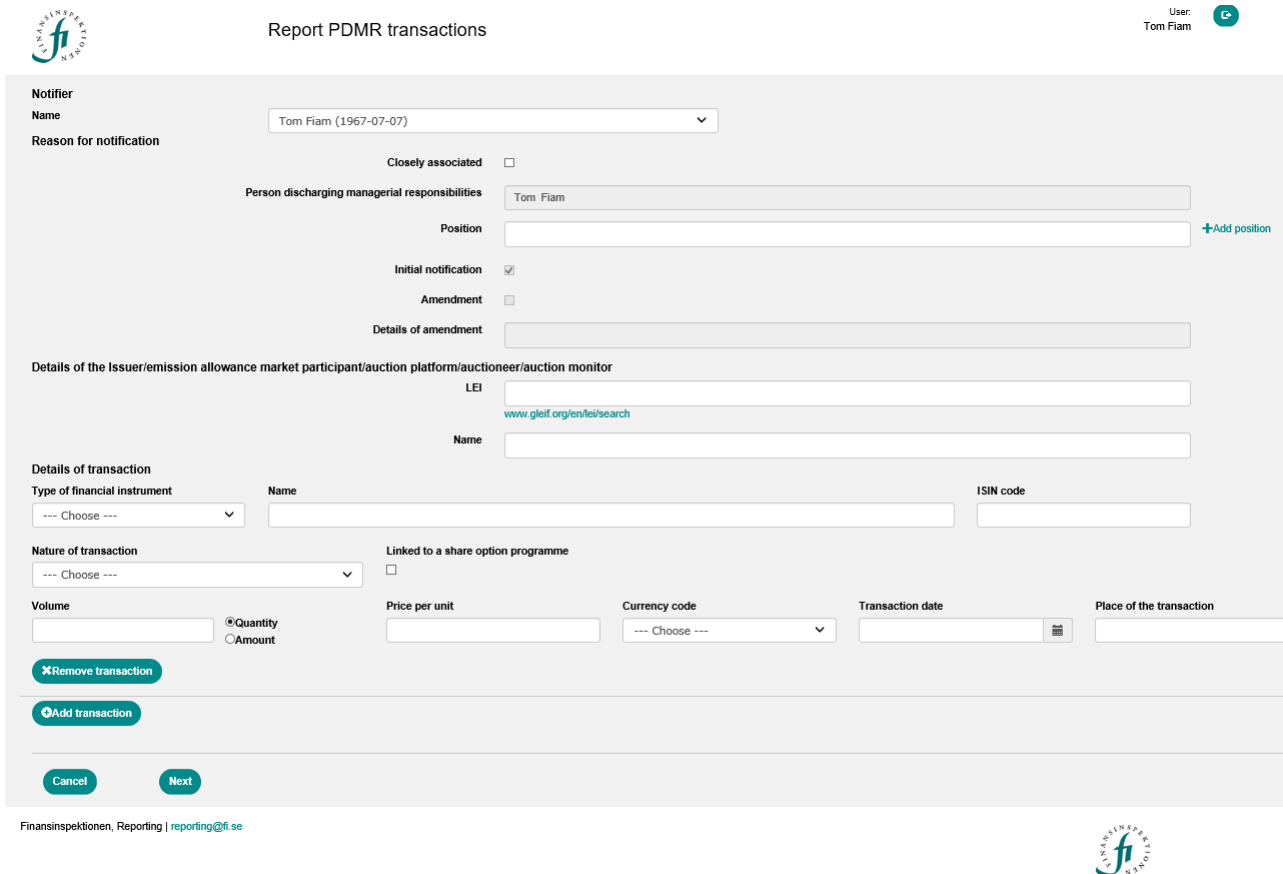
Select *New report* to report a new transaction.



The screenshot shows the 'Report PDMR transactions' interface. At the top left is the logo of the Swedish Financial Supervisory Authority (Finansinspektionen). The page title is 'Report PDMR transactions'. On the right, there are language options 'Svenska' and 'English', and a user profile for 'Tom Fiam'. Below the title, there is a 'New report' button with a plus icon. A red arrow points to this button. Underneath is a table titled 'My reports' with columns for 'Reference number', 'Reporting date/time', and 'Notifier'. One report is listed with reference number 'A001F144', reporting date '21/01/2020 11:35:18', and notifier 'Tom Fiam'. Below the table are navigation buttons for 'Previous', 'p1', and 'Next', and a status indicator 'Showing 1 to 1 of 1 result'. At the bottom left, there is a 'Back to start page' link. The footer contains 'Finansinspektionen, Reporting | reporting@fi.se' and the agency logo.

NEW REPORT

After selecting *New report*, the rapporteur will see a page for reporting transactions.



The screenshot shows the 'New Report' form for reporting transactions. The page title is 'Report PDMR transactions'. At the top left is the logo of the Swedish Financial Supervisory Authority (Finansinspektionen). On the right, there is a user profile for 'Tom Fiam'. The form is divided into several sections: 'Notifier' (Name: Tom Fiam (1967-07-07)), 'Reason for notification' (Closely associated: , Person discharging managerial responsibilities: Tom Fiam, Position: , Initial notification: , Amendment: , Details of amendment: , Details of the Issuer/emission allowance market participant/auction platform/auctioneer/auction monitor (LEI: , Name: , Details of transaction (Type of financial instrument: --- Choose ---, Name: , ISIN code: , Nature of transaction: --- Choose ---, Linked to a share option programme: , Volume: , Price per unit: , Currency code: --- Choose ---, Transaction date: , Place of the transaction:

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1. Select the name of the person subject to the notification obligation
2. Fill in the other fields
3. Hover the mouse over each field to see help texts
4. To continue, click *Next*

It is possible to **report several transactions** at the same time by clicking *Add a transaction*.

DEFINITIONS OF TERMS IN THE FORM

Name

Refers to the name of the person subject to the notification obligation, i.e. the person discharging managerial responsibilities or a closely associated person.

Closely associated

If the person subject to the notification obligation is naturally or legally closely associated with a person discharging managerial responsibilities, click this box.

Person discharging managerial responsibilities

Name of the person discharging managerial responsibilities. For closely associated persons to be able to enter the names of persons discharging managerial responsibilities, the *Closely associated* box must be checked (see above).

Position

- For persons discharging managerial responsibilities: position at the issuer.
- For closely associated persons: the position the person discharging managerial responsibilities has at the issuer.

Details of amendment

When correcting a notification, you must specify which information has been corrected in your previous notification.

Name of the issuer /emission allowance market participant/auction platform/auctioneer/auction monitor

Full name of the entity.

LEI

Legal Entity Identifier code in accordance with ISO 17442 LEI code.

Type of financial instrument

Name of the financial instrument/Instrument's identification code

Name

State the name of the specific instrument, for example, "Volvo, AB ser.B" and "ElektA AB KV 2 B". Suggestions will appear if the entered instrument matches an instrument in FI's register.

If the instrument is not in our register, please write the correct name and the ISIN code directly into these fields.

ISIN code

State the ISIN code for the instrument to which the transaction refers.

Please note! A share and a share-linked instrument (e.g. an option) from the same issuer can have different ISIN codes.

Nature of transaction

Description of the type of transaction.

Linked to a share option programme

State if the specific transaction is linked to a stock option program.

Volume

Volume for the specific transaction. State as a number. Where necessary, state an amount.

Price per unit

Price for the specific transaction. When stating the name, specify price per share. When stating the amount, specify the nominal amount.

Currency code

Currency for the specific transaction.

Transaction date

Specify the date when the agreement to transfer the instrument was concluded, which as a rule is the date of the transaction. For a new issue, specify the date when BTA/BTU/shares are recorded in the account. Date format: YYYY-MM-DD.

Place of the transaction Specify the trading venue where the transaction took place, the systematic internaliser or the organised trading platform outside of the European union where the transaction was executed. If the transaction was not executed on any of the above-mentioned venues, please mention 'outside a trading venue'.

CONTACT DETAILS

After the rapporteur completes the transaction reporting and clicks *Next* on the reporting page, a page will come up requesting contact information about the rapporteur.

The screenshot shows a web interface for reporting PDMR transactions. At the top left is the logo for 'FINANSINSPEKTIONEN'. The main title is 'Report PDMR transactions'. In the top right corner, it says 'User: Tom Fiam' next to a user icon. Below the title is a grey box labeled 'Contact details' containing two input fields: 'Phone number' and 'Email address'. At the bottom of this box are two buttons: 'Cancel' and 'Next'. At the bottom left of the page, there is a footer: 'Finansinspektionen, Reporting | reporting@fi.se'. At the bottom right is another instance of the 'FINANSINSPEKTIONEN' logo.

1. Enter the contact information for the rapporteur
2. Click *Next* to continue

APPROVE FOR PUBLICATION

An overview of the registration is shown for approval, as is an automatic aggregation of reported transactions.



Report PDMR transactions

User: Tom Fiam

Do you approve this report?
Please note that information marked with a (★) may be published on FI's site.

Notifier

Name Tom Fiam (1967-07-07) ★

Reason for notification

Closely associated No ★
Person discharging managerial responsibilities Tom Fiam ★
Position Managing Director ★
Initial notification Yes ★
Amendment No ★
Details of amendment ★

Details of the Issuer/emission allowance market participant/auction platform/auctioneer/auction monitor

Name Skanska AB ★
LEI 549300UINVSRINHGMG07 ★

Details of transaction

Type of financial instrument ★	Name ★	ISIN code ★	Nature of transaction ★	Linked to a share option programme ★	Volume ★	Unit ★	Price per unit ★	Currency code ★	Transaction date ★	Place of the transaction ★
Share	Skanska AB ser. B	SE0000113250	Acquisition	No	500	Quantity	167.10	SEK	20/01/2020	NASDAQ STOCKHOLM AB

Aggregation

Name ★	ISIN code ★	Nature of transaction ★	Transaction date ★	Place of the transaction ★	Volume ★	Weighted average price ★
Skanska AB ser. B	SE0000113250	Acquisition	20/01/2020	NASDAQ STOCKHOLM AB	500 (Quantity)	167.10 SEK

Contact details

Phone number +338978777458
Email address tom.fiam@fiam.lv

★ Cancel Edit Approve

1. Review the information and check that it is correct. Information that will be published on Finansinspektionen's website is marked with * in the reporting form. If any information is incorrect or needs to be supplemented, it is possible to edit the existing report (by selecting *Edit* in the menu) or cancel the existing report (by selecting *Cancel* in the menu).
2. If the information is correct, the rapporteur can approve the report by clicking *Approve* in the menu.

CONFIRMATION OF REPORTED TRANSACTIONS

After approving the report, confirmation and reference number are shown. From this page the rapporteur can then choose to download a receipt for the submitted report, submit a new report or return to the Start page.



Report PDMR transactions

Svenska English

User:
Tom Fiam



Report PDMR transactions

The report was received and approved by Finansinspektionen 21/01/2020 11:45:15

Reference number: A001F145

Notifier: Tom Fiam

[Download receipt report](#)

Please note that you must provide the reference number in all contact with Finansinspektionen

[New report](#)

[Back to start page](#)

Finansinspektionen, Reporting | reporting@fi.se



RECEIPT OF SUBMITTED REPORT

The system generates a receipt and a reference number after the report is submitted to FI. The receipt can be downloaded as a PDF and sent to the issuer.



Report receipt A001F145

Information marked with * may be published

Reference number: A001F145
Reported by: Tom Fiam, 1987-07-07
Report time: 21/01/2020 11:45:15

Name	Tom Fiam (1987-07-07) *
Name	Skanska AB *
LEI	549300UINV5RINHGMG07 *
Closely associated	No *
Person discharging managerial responsibilities	Tom Fiam *
Position	Managing Director *
Initial notification	Yes *
Amendment	No *
Details of amendment	*

Details of transaction

Type of financial instrument	Share *		
Name	Skanska AB ser. B *		
ISIN code	SE0000113250 *		
Place of the transaction	NASDAQ STOCKHOLM AB *		
Linked to a share option programme	No *		
Nature of transaction	Acquisition *	Transaction date	20/01/2020 *
Volume	500.0 *	Unit	Quantity *
Price per unit	167.10 *	Currency code	SEK *

Aggregation

ISIN code	SE0000113250 *			
Place of the transaction	NASDAQ STOCKHOLM AB *			
Nature of transaction	Volume	Unit	Weighted average price	Transaction date
Acquisition *	500.0 *	Quantity *	167.10 *	20/01/2020 *

SEARCH PDMR TRANSACTIONS



Search PDMR transactions

Svenska English

Search

Issuer
Person discharging managerial responsibilities
Transaction date
Publication date

Publication date	Issuer	Person discharging managerial responsibilities	Position	Closely associated	Nature of transaction	Instrument name	ISIN	Transaction date	Volume	Unit	Price	Currency	Trading venue	Status
21/01/2020	Skanska AB	Tom Fiam	Managing Director		Acquisition	Skanska AB ser. B	SE0000113250	20/01/2020	500	Quantity	167.10	SEK	NASDAQ STOCKHOLM AB	Details
21/01/2020	Skanska AB	Tom Fiam	VD		Acquisition	Skanska AB ser. B	SE0000113250	20/01/2020	500	Quantity	167.10	SEK	NASDAQ STOCKHOLM AB	Details

Reported PDMR transactions are reported regularly on FI's website, www.fi.se, after the rapporteur has approved them for publication. Reported transactions can be searched by issuer, PDMR, transaction date and publication date. Via *Export* in the main menu, it is also possible to export the transactions to an Excel document if so desired.



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