

Date 2025-05-16
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Frequently Asked Questions on Reporting of Incidents and Cyber Threats

How should date and time be entered?

Date and time is entered in this format YYYY-MM-DDThh:mm:ss.0Z while just time is in this format DD:HH:MM. An example for date and time is 2025-03-17T09:45:00.0Z and an example for time is 01:23:59.

Since date and time are specified with 0Z, do we need to adjust the time for time zones?

Yes, 0Z means "zero offset" and is referencing UTC which means that time is according to timezone 0. This means that the time for an incident should subtract one hour for wintertime (Sweden, UTC +1) and two hours for daylight-saving time (Sweden, UTC +2). If the incident originated in another country than Sweden, find out the time zone for that country (according to UTC) and subtract or add hours accordingly.

Do we need to re-enter data for the Initial notification, in the Intermediate report?

No, the Initial notification can be saved as a JSON file via the form and then be uploaded to the Intermediate report to re-use the data. The same procedure can be used from the Intermediate report to the Final report.

Where can I find the Reference code needed for the Intermediate and Final reports?

The Reference code is included in the email notification sent to the email address entered in the contact form. It is included in the email header and in a bulleted list containing details of the submitted report.

If the email containing the Reference code was accidentally deleted, what do we do?

It is possible to recreate the Reference code manually. Go to the Initial notification, click "Details" in the first column and copy the Submission-ID

(a Submission ID can for example look like this 2025-0317-671a-304a). Remove the initial year in the ID and the hyphens so it looks like this 0317671a304a. Add the word CAFIX at the start of the ID and the Reference code has been recreated, looking like this: CAFIX0317671a304a

Can we submit the reports with JSON files?

Yes, the reports can be submitted using a JSON file via the form. The fields in the form are automatically populated with the data and the report can be submitted.

How do we revise either the Initial or Intermediate report?

It is not possible to revise these reports, instead the data can be updated (revised) when the next report is submitted. For example, the data for the Initial notification can be updated when the Intermediate report is submitted. In the same way, data for both the Initial notification and the Intermediate report can be updated when submitting the Final report. [Read more about this along with a flow chart in the guide.](#)

We revised a report by mistake, what do we do?

If either the Initial and/or Intermediate report have been revised by mistake, they will receive a validation error informing that revising the report is not allowed. This will cause the reference code to be invalid and cannot be used in the next report. The report, or reports, will in this case have to be submitted again by following these steps:

1. Open the form of the Initial-report and download the JSON-file via “Download”.
2. Revoke the report (either the Initial or Intermediate report, or both). Please see page 17 in the [guide](#).
3. Start a new Initial report, click “Upload” in the form and select the previously downloaded JSON-file (step 1). Please make sure that the information is accurate, correct the information if necessary. Then submit the report.
4. An email with a new reference code will be sent, which is to be used in the next report.
5. Repeat step 1-3 for the Intermediate report if that as well has received a validation error informing that revising the report is not allowed.

A tip is to download the JSON file from the report/reports that has received the above-mentioned validation error, and to follow the steps in Fidac Test Reporting. There are no restrictions for testing and submitting reports in that environment.