

OAM

Guide to submitting announcements

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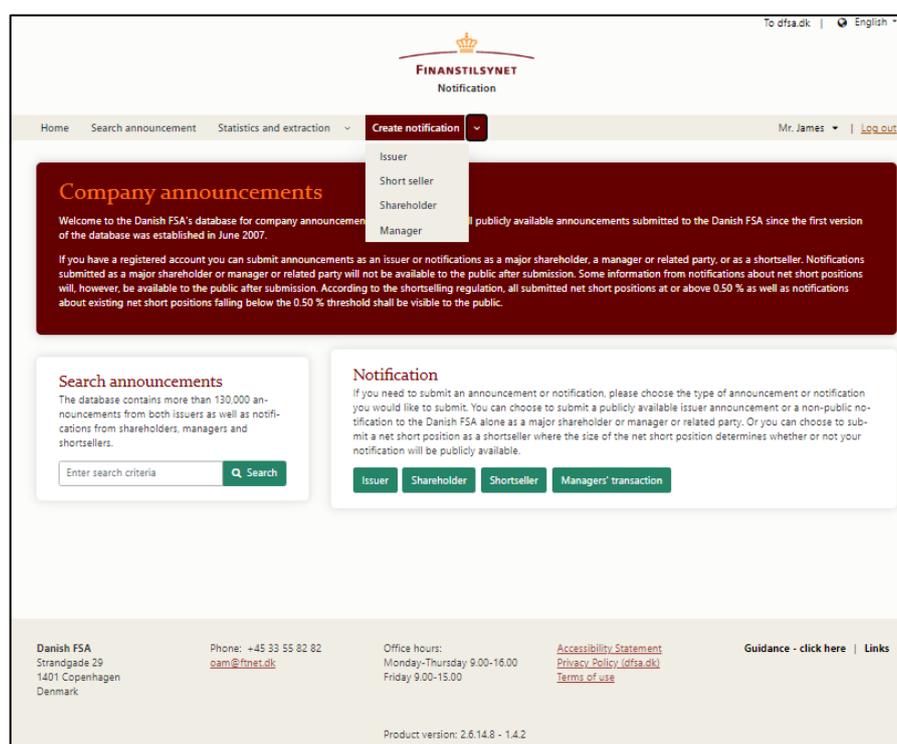
1. Submission in OAM

When you are logged into OAM, you can submit announcements and notifications using one of the four flows under the tab “Create notification”, as shown in the image below. The four flows are designed based at who is obligated to make the announcement or notification.

All images and information below are taken from the Danish FSA test environment. Therefore, all companies and individuals shown are fictional and have no connection to any real companies or individuals of the same name, which might exist elsewhere, such as via CVR.dk. Likewise, the announcements and notifications displayed are not based on real data or submissions.

The four flows are:

- Issuer
- Short seller
- Shareholder
- Manager



1.1 Issuer

When you submit an announcement on behalf of an issuer, you must first insert the master data for the announcement. Users with an employee certificate can submit on behalf of the company they are affiliated to. This is automatically selected. Additionally, users can choose to submit on behalf of issuers for whom they have been granted power of attorney. That is a power of attorney/submission authorisation created in the OAM system.

Announcement for issuers

1. Master data 2. Notification 3. Approval 4. Receipt

PLEASE NOTE: THIS ANNOUNCEMENT WILL AUTOMATICALLY BE MADE AVAILABLE TO THE PUBLIC IN THE OAM SYSTEM.

ANNOUNCER

Reported by  Mr. James

National business ID  DK12345678910

ISSUER

Announcement on behalf of another party 

Company name  Company 1 | DK12345678910

[Next step](#)

Click the link to read more about [issuer's disclosure obligations](#) (in Danish).

When the master data have been added, you specify the type of information to be reported. This covers all disclosure obligations that issuers must report to the OAM, such as the issuer's announcement about managers' or related parties' transactions, inside information, or annual reports. Please note that there are certain differences regarding what must be announced for the various types of information.

Announcement for issuers

1. Master data **2. Notification** 3. Approval 4. Receipt

INFORMATION TYPE

Type 

Please select

- None
- Inside information
- Related party transactions**
- Information on shareholders
- Takeover bid
- Prospectus
- Change in rights attached to securities
- Annual financial report

For example, when submitting an announcement of a manager's transaction, you must specify the name of the manager or related party and the date of the announcement from the manager or related party.

Additionally, you must insert a headline, upload a document (the company announcement), indicate whether it is a correction to an existing announcement, and specify the time of publication and registration. This information is common for all types of announcements in the issuer flow.

Announcement for issuers

1. Master data
2. Notification
3. Approval
4. Receipt

INFORMATION TYPE

Type *

EXECUTIVES AND RELATED TRANSACTIONS

Name of the manager or related party *

Date of notification from the manager or related party *

NOTIFICATION

Headline *

Attach documents *

Test document for OAM manual i.pdf (English) ✕

Correction to existing notification

TIME

Publication * HH : MM : SS

Registration * HH : MM : SS

You will then see an overview page where all reported information is displayed. You must check that all information is correct before approving the announcement which will then be published.

Announcement for issuers

1. Master data
2. Notification
3. Approval
4. Receipt

THIS REPORT WILL BE PUBLISHED ACCORDING TO BELOW PUBLICATION TIME AFTER YOU COMPLETE THIS STEP

TIME

Publication *

Registration *

MESSAGE

Headline *

Information type *

EXECUTIVES AND RELATED TRANSACTIONS

Date of notification from the manager or related party *

Name of the manager or related party *

Attach documents *

ISSUER

Issuer *

National business ID (CVR no.) of issuer *

LEI code * LEI code is missing from your company's master data. Please submit to the Danish FSA if your company has a LEI code.

REPORTER

Company name *

National business ID *

Reported by *

A report with all the reported information will then be displayed.

1.1.1 Special instructions for announcement of inside information

When submitting announcement of inside information, you must indicate whether the disclosure of the inside information has been delayed. If the disclosure has not been delayed you must indicate this, and you can then complete the announcement as usual. Click the link to read more about [inside information](#) (in Danish).

Announcement for issuers

1. Master data **2. Notification** 3. Approval 4. Receipt

INFORMATION TYPE
Type *

Inside information is postponed * Yes No

NOTIFICATION
Headline *

Attach documents *
[Test document for OAM manual i.pdf](#) (English) ✕

Correction to existing notification *

TIME
Publication * HH : MM : SS
Registration * HH : MM : SS

If the disclosure of the inside information has been delayed, you must indicate this. An additional field for upload will then appear, where you must upload the Danish FSA announcement form for reporting the delay in disclosing inside information. This notification form will only be accessible for the submitter and the Danish FSA. Please click this [link to download the notification form and read more about delayed disclosure of inside information](#) (in Danish). Open the menu “Udsættelse af offentliggørelse af intern viden” to find the notification form in English: “Underretningsskema (engelsk)”.

Announcement for issuers

1. Master data **2. Notification** 3. Approval 4. Receipt

INFORMATION TYPE
Type *

Inside information is postponed * Yes No

NOTIFICATION
Headline *

Attach documents *
[Test document for OAM manual i.pdf](#) (English) ✕

Correction to existing notification *

POSTPONED INSIDE INFORMATION EXPLANATION
Attached form for notification of delayed disclosure of inside information *
[Test form for notification of .pdf](#) (English) ✕

TIME
Publication * HH : MM : SS
Registration * HH : MM : SS

When you have filled out the above fields, click the button “Next step” to review all the information provided before submitting the announcement.

Announcement for issuers

1. Master data 2. Notification **3. Approval** 4. Receipt

THIS REPORT WILL BE PUBLISHED ACCORDING TO BELOW PUBLICATION TIME AFTER YOU COMPLETE THIS STEP

TIME

Publication [Current time]
 Registration [Current time]

MESSAGE

Headline Guide to submission of announcements for issuers in OAM
 Information type Inside information
 Attach documents Test document for OAM manual i.pdf (English)
 Contains postponed inside information Yes
 Attached postponed information explanation documents Test form for notification of .pdf (English)

ISSUER

Issuer Company 1
 National business ID (CVR no.) of issuer DK12345678910
 LEI code LEI code is missing from your company's master data. Please submit to the Danish FSA if your company has a LEI code.

REPORTER

Company name Company 1
 National business ID DK12345678910
 Reported by Mr. James

Previous step Confirm

1.1.2 Special instructions for reporting annual or half-yearly financial reports

When you submit an annual or half-yearly financial report, you must indicate whether the report contains inside information. If it does not contain inside information, you must indicate this, and you can then complete the announcement of the financial report as usual.

Announcement for issuers

1. Master data **2. Notification** 3. Approval 4. Receipt

INFORMATION TYPE

Type * Annual financial report
 Contains inside information * Yes No

NOTIFICATION

Headline * Instruction for annual or semi-annual reports, without inside information
 Attach documents * Select a file
 Test document for OAM manual i.pdf (English) ✕
 Correction to existing notification * Please select

TIME

Publication * [Current time] HH : MM : SS
 Registration * [Current time] HH : MM : SS

Previous step Next step

If the report contains inside information, you must indicate this, and additional reporting fields will appear under the other fields. These new fields concern the announcement of inside information, and the information type will be locked as inside information. As with standalone inside announcements, you

must also indicate, whether the inside information disclosure has been delayed. Additionally, you must provide a descriptive headline for the inside information and upload a document highlighting in which the inside information consists of. When the announcement of annual report or half-yearly financial report and the inside information have been submitted, the information will be published in two entirely independent submissions, but with the same time of publication and registration. For the simultaneous release of the annual or half-yearly financial report and inside information, you should note that disclosure of inside information must not be delayed. The announcement of inside information in conjunction with an annual or half-yearly financial report is intended for cases where the inside information arises in direct connection with the finalization and publication of an annual or half-yearly financial report.

When you have filled out the above fields, click “Next” to review all the information provided, before you submit the announcement.

1.1.3. Announcement of final terms for base prospectuses

To submit final terms for an approved base prospectus, choose the information type “Prospectus” when you have entered the master data for the announcement.

Then you select which one of the approved prospects the final terms relate to.

The screenshot shows a web form titled "Announcement for issuers" with a progress bar at the top indicating four steps: 1. Master data, 2. Notification (current), 3. Approval, and 4. Receipt. The form is divided into several sections:

- INFORMATION TYPE:** Includes a "Type" dropdown menu set to "Prospectus" and a "Prospectus type" dropdown menu set to "Final terms".
- Final terms for report:** A dropdown menu currently showing "Please select".
- NOTIFICATION:** Includes a "Headline" field with a search bar and a dropdown menu showing "230002636 - Approval of prospectus for Company 1; Shares". Below this is a red error message: "Headline is required".
- Attach documents:** A field with a "Select a file" button and a file upload icon.
- Correction to existing notification:** A dropdown menu showing "Please select".
- TIME:** Includes "Publication" and "Registration" fields, each with a calendar icon and a time selection interface (HH, MM, SS).

At the bottom of the form, there are two buttons: "Previous step" (disabled) and "Next step" (active).

Then complete the announcement by filling in the remaining information in the announcement, as with other issuer announcements.

1.2. Short selling

To make a notification on behalf of a short seller, you must first specify whether you wish to make a new notification or cancel a previous one. Click this link to [read more about short selling](#).

It is only relevant to cancel a previous notification if it is flawed. If a net short position has crossed below the reporting threshold, you should not cancel previous notifications. Instead, a new notification of the net short position should be made. The current volume of the net short position should be indicated, and if it is under the reporting threshold, the position will automatically become inactive and flagged as historical in the OAM system.

The screenshot shows a web form titled "Notification for shortsellers". At the bottom of the form, there are two buttons: a green button with a plus sign and the text "+ Create new announcement" and a red button with an 'x' icon and the text "Cancel previous notification".

To submit a new notification on behalf of a short seller, you must first enter the master data for notification. Company users can submit on behalf the company to which they are affiliated, which is chosen by default. Company users can also submit on behalf of companies for whom they have been granted power of attorney. Contact person information can be changed, while all grey fields are locked by default.

Notification for shortsellers
Create notification

1. Master data 2. Notification 3. Approval 4. Receipt

POSITION HOLDER

I report on behalf of the short seller using power of attorney

Company name: Company 1

National business ID: DK12345678910

LEI code: [Grey field]

BIC code: [Grey field]

Address: Aftvejgade 110

Country: Denmark

E-mail address: testmail01_oam@ftrnet.dk

Phone no.: +45 11112222

POSITION HOLDER CONTACT PERSON

First name: testma

Last name: testma

E-mail address: testmail11_oam@ftrnet.dk

Phone no.: [Grey field]

REPORTING PARTY

Company name: Company 1

National business ID: DK12345678910

In the next step you select the type of notification to be submitted, such as a net short net in equities, sovereign, or CDS (Credit Default Swap).

Notification for shortsellers
Create notification

1. Master data **2. Notification** 3. Approval 4. Receipt

TYPE

Choose type *

Please select

- Shares
- Sovereign debt
- CDS

For a notification of net short positions, you then select the issuer. This can be somewhat confusing; if it is the first notification for a given issuer, you cannot search for the issuer. Instead, you should select “New notification” and then search the relevant issuer. If you have submitted a notification for a given issuer previously, you can find the issuer in the first list. In the example below, the submitter has previously submitted a notification in HAGGIS TASTES GOOD plc (fictive example), and therefore this issuer appears:

Notification for short sellers

Create notification

1. Master data
2. Notification
3. Approval
4. Receipt

TYPE

Choose type * ? x v

ISSUER

Choose issuer * ?

Please select ^

Q

New notification

HAGGIS TASTES GOOD plc

In the next step, you must specify the issuer (if it is a first announcement for a given issuer), the position date, the number of shares sold short, and the percentage of the total share capital.

Notification for short sellers

Create notification

1. Master data
2. Notification
3. Approval
4. Receipt

TYPE

Choose type * ? x v

ISSUER

Choose issuer * ? x v

NOTIFICATION

Reporting date and time ?

Search for issuer * ? v

Full name of the issuer ?

ISIN code ?

Position date ? 📅

Number of shares * ?

Percentage of issued share capital * ?

Date of previous notification ?

Comments ? If you have any comments please send them to shortselling@ftnet.dk and include the announcement ID from this notification in the e-mail. You are able to see the announcement ID on the receipt when you have finished the submission proces.

Previous step
Next step

In the following step, you must confirm that all information is correct before approving the notification, which will then be submitted. Notifications between 0.1% and 0.5% will not be published but can be searched for internally and will be included in the aggregated **statistics list of aggregated net short positions for all Danish shares**”.

Notification for short sellers

Create notification

1. Master data 2. Notification **3. Approval** 4. Receipt

Company 1 holds a net short position of 0.22% in the share capital issued by HAGGIS TASTES GOOD plc

NOTIFICATION

Reporting date and time ⓘ [Current time]
Shortseller ⓘ Company 1
Name of issuer ⓘ HAGGIS TASTES GOOD plc
ISIN code ⓘ GB1000200088
Percentage of issued share capital ⓘ 0.22%
Number of shares ⓘ 100 (This information will not be published)
Position date ⓘ 08-01-2025

PLEASE NOTE

Published ⓘ Since the net short position is now below 0.50% of the issued share capital, any future positions in this ISIN, which are also below 0.50%, will no longer be available to the public in the database

REPORTING PARTY

Company name ⓘ Company 1
National business ID ⓘ DK12345678910
LEI code ⓘ
BIC code ⓘ
Address ⓘ Århusgade 110
Country ⓘ Denmark
E-mail address ⓘ testmail@_oam@ftnet.dk
Phone no. ⓘ +45 11112222

REPORT PARTY CONTACT PERSON

Contact person's first name ⓘ Testina
Contact person's last name ⓘ Testesen
Phone no. ⓘ
E-mail ⓘ Testmail1_OAM@ftnet.dk

[Previous step](#) [Confirm](#)

When you have confirmed, you will see an overview page with all the submitted information.

1.3. Major shareholders

Please note: Announcements submitted under major shareholders are not public and can only be viewed by the person who has submitted the announcement and by internal users.

You must first enter the master data for the announcement. By default, the announcement for major shareholders will be on behalf of the user submitting the announcement. Users with an *employee certificate* can submit an announcement on behalf of the company to which they are affiliated, which is automatically selected. Additionally, users can choose to submit an announcement on behalf of issuers for whom they have been granted power of attorney. [Click here to read more about the announcement obligation for major shareholders.](#)

The screenshot shows the 'Announcement for shareholders' form at the '1. Master data' step. The progress bar at the top indicates steps: 1. Master data (active), 2. Notification, 3. Approval, and 4. Receipt. A red warning message states: 'PLEASE NOTE: THIS NOTIFICATION WILL NOT BE PUBLISHED. ONLY THE DANISH FSA RECEIVES THE INFORMATION FROM THIS NOTIFICATION. REGARDING GDPR: HTTPS://WWW.DFSA.DK/OAM'. Under the 'ANNOUNCER' section, there are two input fields: 'Company name' with the value 'Company 1' and 'National business ID' with the value 'DK12345678910'. Below these fields is a checkbox labeled 'Announcement on behalf of another party' which is currently unchecked. A green 'Next step' button is located at the bottom center of the form.

Then, enter the CVR number of the issuer whose financial instruments are flagged. Additionally, you must upload a document ([the standard form for major shareholders](#)), indicate whether it is a correction to an existing notification, enter the time of transaction, the time of notification to the company about the changed holding, and the time of registration.

The screenshot shows the 'Announcement for shareholders' form at the '2. Notification' step. The progress bar at the top indicates steps: 1. Master data, 2. Notification (active), 3. Approval, and 4. Receipt. The 'ISSUER' section contains a 'Company CVR' field with the value '10598184' and a green 'Verify' button. Below this, the 'Company name' is displayed as 'Finanstilsynet'. The 'NOTIFICATION' section includes an 'Attach documents' field with a file selection button and a preview of a document titled 'Test document for OAM manual i.pdf (English)'. There is also a 'Correction to existing notification' dropdown menu currently set to 'Please select'. The 'TIME' section contains three time selection fields: 'Transaction', 'Time of notification to the company', and 'Registration', each with a calendar icon and a time picker (HH:MM:SS). At the bottom, there are two buttons: 'Previous step' (orange) and 'Next step' (green).

You will then see an overview page where all reported information is displayed. You must verify that all information is correct before approving the announcement, which will then be published.

Announcement for shareholders

1. Master data 2. Notification **3. Approval** 4. Receipt

TIME

Transaction ⓘ [Current time]
Time of notification to the company ⓘ [Current time]
Registration ⓘ [Current time]

MESSAGE

Headline in danish ⓘ Storaktionærmeddelelse fra Company 1 i Finanstilsynet
Headline in english ⓘ Major shareholder announcement from Company 1 regarding shares in Finanstilsynet
Attach documents ⓘ [Test document for OAM manual i.pdf](#) (English)

ISSUER

Issuer name ⓘ Finanstilsynet
Issuer CVR no. ⓘ 10598184

SHAREHOLDER

Shareholder ⓘ Company 1
National business ID ⓘ DK12345678910

REPORTER

Company Unique Id ⓘ U000530
Company name ⓘ Company 1
CVR-no. ⓘ DK12345678910
User account unique ID ⓘ U000529
Reported by ⓘ Mr. James

[Previous step](#) [Confirm](#)

When you have confirmed the announcement, you will see an overview page with all the reported information.

1.4. Managers and related parties

Please note: Announcements submitted under managers and related parties are not public and can only be viewed by the person who submitted the announcement and by internal users.

When you submit an announcement on behalf of a manager, you must first enter the master data for the announcement. You must choose either a power of attorney granted by a manager or manager's related party or report on behalf of a manager without power of attorney in OAM. If you choose the latter option, a free text field will appear, where the name of manager must be entered. Additionally, you must enter the issuer's CVR number. Click here to [read more about the announcement obligations for transactions of managers and related parties](#).

The screenshot shows the 'Announcement for managers' form at the '1. Master data' step. The form includes a progress bar at the top with steps: 1. Master data (active), 2. Notification, 3. Approval, and 4. Receipt. A red warning message states: 'PLEASE NOTE: THIS NOTIFICATION WILL NOT BE PUBLISHED. ONLY THE DANISH FSA RECEIVES THE INFORMATION FROM THIS NOTIFICATION. ABOUT GDPR: HTTPS://WWW.DFSA.DK/OAM'. The form fields are: 'ANNOUNCER' section with 'Reported by' (Mr. James) and 'National business ID' (DK12345678910); 'MANAGER OR RELATED PARTY' section with 'Manager or related party' (radio buttons for 'I'm announcing on behalf of a manager with power of attorney' and 'I'm announcing on behalf of a manager without a power of attorney given in this reporting system', with the second selected) and 'Name' (No Name); 'ISSUER' section with 'Company's national business ID (CVR-no.)' (10598184) and a 'Verify' button; and 'Company name' (Finanstilsynet). A 'Next step' button is at the bottom.

A headline for the report is automatically generated in both Danish and English. You must also upload a document ([the standard template for notification for managers and their close relatives](#)), indicate whether it is a correction to an existing notification, enter the transaction date, the time of notification to the company about the changed holding, and the time of registration.

The screenshot shows the 'Announcement for managers' form at the '2. Notification' step. The progress bar at the top shows: 1. Master data, 2. Notification (active), 3. Approval, and 4. Receipt. The 'MESSAGE' section contains: 'Headline in danish' (Ledende medarbejder No Name eller nærtstående handel med værdipapirer i Finanstilsynet), 'Headline in english' (Announcement regarding managers transactions from No Name regarding shares in Finanstilsynet), and 'Company name' (10598184 | Finanstilsynet). The 'Attach documents' section has a file upload field with a selected document 'Test document for OAM manual i.pdf (English)'. The 'Correction to existing notification' dropdown is set to 'Please select'. The 'TIME' section includes: 'Transaction' (Current time), 'Time of notification to the company' (Current time, HH:MM:SS), and 'Registration' (Current time, HH:MM:SS). 'Previous step' and 'Next step' buttons are at the bottom.

You will then see an overview page where all reported information is displayed. You must verify that all information is correct before confirming the announcement which will then be published.

Announcement for managers

1. Master data
2. Notification
3. Approval
4. Receipt

TIME

Transaction [Current time]

Time of notification to the company [Current time]

Registration [Current time]

MESSAGE

Headline in danish Ledende medarbejder No Name eller nærtstående handel med værdipapirer i Finanstilsynet

Headline in english Announcement regarding managers transactions from No Name regarding shares in Finanstilsynet

Attach documents [Test document for OAM manual i.pdf](#) (English)

ISSUER

Issuer name Finanstilsynet

Issuer CVR no. 10598184

MANAGER OR RELATED PARTY

Manager or related party No Name

REPORTER

Company unique ID U000530

Company name Company 1

National business ID DK12345678910

Reported by Mr. James

User account unique ID U000529

Previous step
Confirm

When you have confirmed the announcement, you will see an overview page with all the reported information.

1.5. Rules regarding time and dates of announcement

The registration time cannot be set back in time and can be advanced a maximum of seven days. If the registration time is set for a future date, the time of notification must match the registration time.

1.6. Overview of previous announcements

Previous announcements submitted by a user, or by other users with an employee certificate linked to the same company, can be found in the dropdown menu under the user's name. Select "My previous announcements".

Home
Search announcement
Statistics and extraction
Create notification

Mr. James
Log out

Company announcements

Welcome to the Danish FSA's database for company announcements. Here you can find all publicly available announcements submitted to the Danish FSA since the database was established in June 2007.

If you have a registered account you can submit announcements as an issuer or notifications as a major shareholder, a manager or related party, or as a shortseller. Notifications submitted as a major shareholder or manager or related party will not be available to the public after submission. Some information from notifications about net short positions will, however, be available to the public after submission. According to the shortselling regulation, all submitted net short positions at or above 0.50 % as well as notifications about existing net short positions falling below the 0.50 % threshold shall be visible to the public.

Search announcements

The database contains more than 130,000 announcements from both issuers as well as notifications from shareholders, managers and shortsellers.

Search

Notification

If you need to submit an announcement or notification, please choose the type of announcement or notification you would like to submit. You can choose to submit a publicly available issuer announcement or a non-public notification to the Danish FSA alone as a major shareholder or manager or related party. Or you can choose to submit a net short position as a shortseller where the size of the net short position determines whether or not your notification will be publicly available.

Issuer
Shareholder
Shortseller
Managers' transaction

Powers of attorney
My previous announcements
Subscriptions
Master data

You will now see a total list of announcements made by this user.

My previous announcements



Headline and company ↕	Type ↕	Time ↕	Announcement ID ↕	Receipt (PDF)
<u>Announcement regarding managers transactions from No Name regarding shares in Finanstilsynet</u> Finanstilsynet	Managers' or related parties' transactions	21-01-2025 12:44:40	250003303	Download receipt
<u>Manager in Eurobulk bulks shares</u> Company 1	Issuer	07-01-2025 13:54:51	250003299	Download receipt
<u>Test af intern viden</u> Company 1	Issuer	26-04-2024 11:01:37	240003110	Download receipt
<u>This is a test</u> Company 1	Issuer	09-04-2024 00:00:00	240003086	Download receipt