

## Applying for user name and access code

Please use this link:

<https://oasm.dfsa.dk/uk/login/createuser.aspx>

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. Please submit the required documents together in one file.

Furthermore, you need to have a valid, unique e-mail address (not previously used) which will be your personal user name for the system in the future.

Once approved by the Danish FSA you will receive the password to the system. It will be sent to the e-mail address you have indicated. The approval is normally carried out on a day-to-day basis on weekdays within normal Danish working hours.

### Documents required:

- a) A power of attorney empowering you to notify on behalf of the undertaking
- b) Proof of incorporation of the undertaking, by form of a transcript from the local business register (an Internet transcript is sufficient). **Note:** The transcript should not be older than three months
- c) A copy of your employee ID, passport, drivers licence or similar identification card

Any **position holder** may only be registered once; otherwise the system will not be able to store the notifications in the right way. To ensure this we ask you to inform us during the sign-up process if the undertaking you represent is already registered, e.g. due to prior shareholder notifications or signing-up made by colleagues. Alternatively, you can provide us with the business ID number in the database which is shown at the receipt for any notification.

### Assign powers of attorney to other persons within the database

Once registered as a user in the Database for company announcements you have the option to assign a power of attorney to a business related reporting party. You need to know the relevant business registration ID number related to the company. For a Danish incorporated company it is the official business registration ID number (CVR) you will need. For a foreign company you will have to ask the party which business registration ID number the company holds in the Database for company announcements.

Accordingly, both parties have to be registered in the system in advance to give a power of attorney in the system. The power of attorney is active immediately.

A power of attorney can be cancelled from the same page in the database as it was given from ("Powers of attorney").