# Registration on AFM Portal

## Manual (English)

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## The Dutch Authority for the Financial Markets

**The Dutch Authority for the Financial Markets (AFM) is committed to promoting fair and transparent financial markets.**

**As an independent market conduct authority, we contribute to a sustainable financial system and prosperity in the Netherlands.**

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# 1. Registering and viewing an account

The AFM Portal has an authorisation structure and a permissions structure. The authorisation structure determines which user can grant other users access to certain data. The permissions structure divides the data in the Portal into different environments for different purposes. This manual provides an explanation of these changes as they relate to creating an account for the AFM Portal and assigning the authorisations.

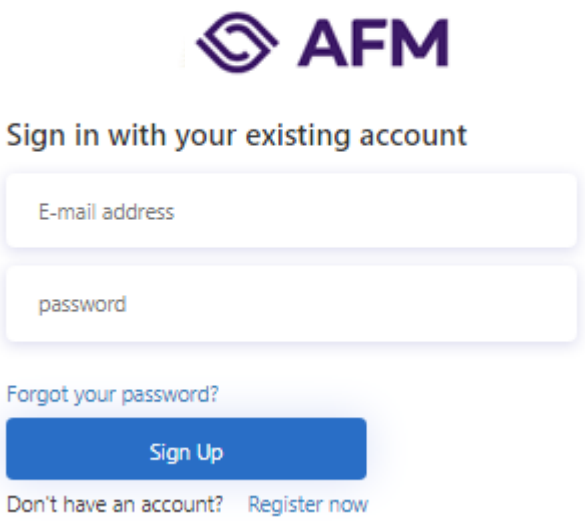
The AFM Portal is available in both Dutch and English: you can set the preferred language in each screen (at the top right). This manual is also available in Dutch.

Please also refer to the frequently asked questions about the AFM Portal on the AFM website.

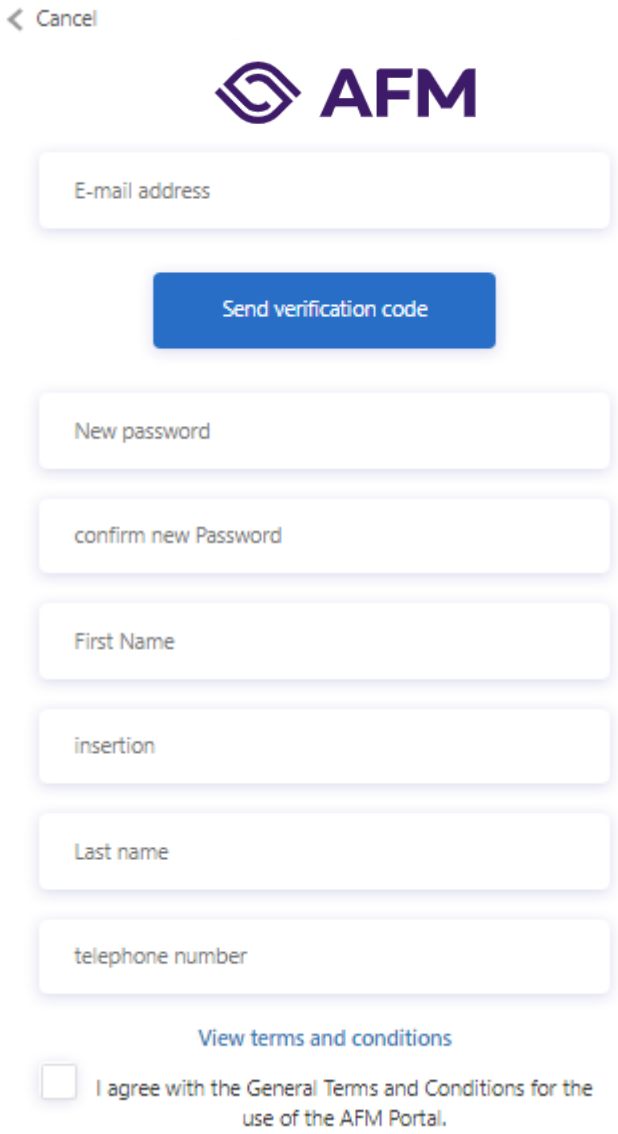
## 1.1 Registering an account

Go to https://Portaal.AFM.nl.

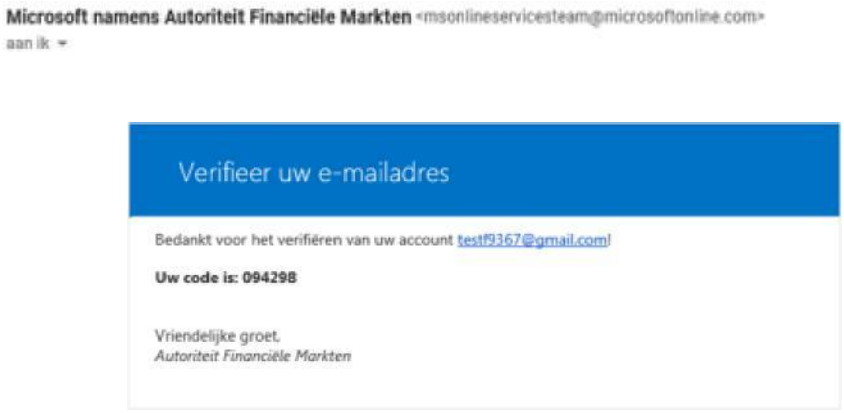
Click ‘Register now’ to register an account.



Enter your email address and click ‘Send verification code’. Please note that this must be a personal business email address, not your company's general email address.



The following email message will be sent to the person who registered. This is an email message from 'Microsoft on behalf of the Dutch Authority for the Financial Markets'.




Enter the code you received in the 'verification code' field on the Portal and click verify code.

Fill in a new password and confirm. New passwords must meet the following requirements.

The password must have a length between 8 and 64 characters.
The password must contain at least 3 of the following characters:
- a lower-case letter
- an upper-case letter
- a numeric character
- a symbol (@ # $ % ^ & * - _ + = [ ] { } | : ' , ? / ` ~ " ( ) ; .)

Also fill in the following fields:

- First name
- Last name
- Prefix
- Telephone number

Read the General Terms and Conditions and tick to agree.

Then click on 'Create'.

## 1.2 Viewing an account

After logging in, you can view your data via the 'View data' option, which appears as a drop-down menu next to your login name in the top right-hand corner of the screen.

## 1.3 Forgotten password

If you have forgotten your password, you can request a new one by clicking the 'forgotten password' option. If you cannot remember your username, simply request a new account. Your account will not be blocked if you enter incorrect passwords.

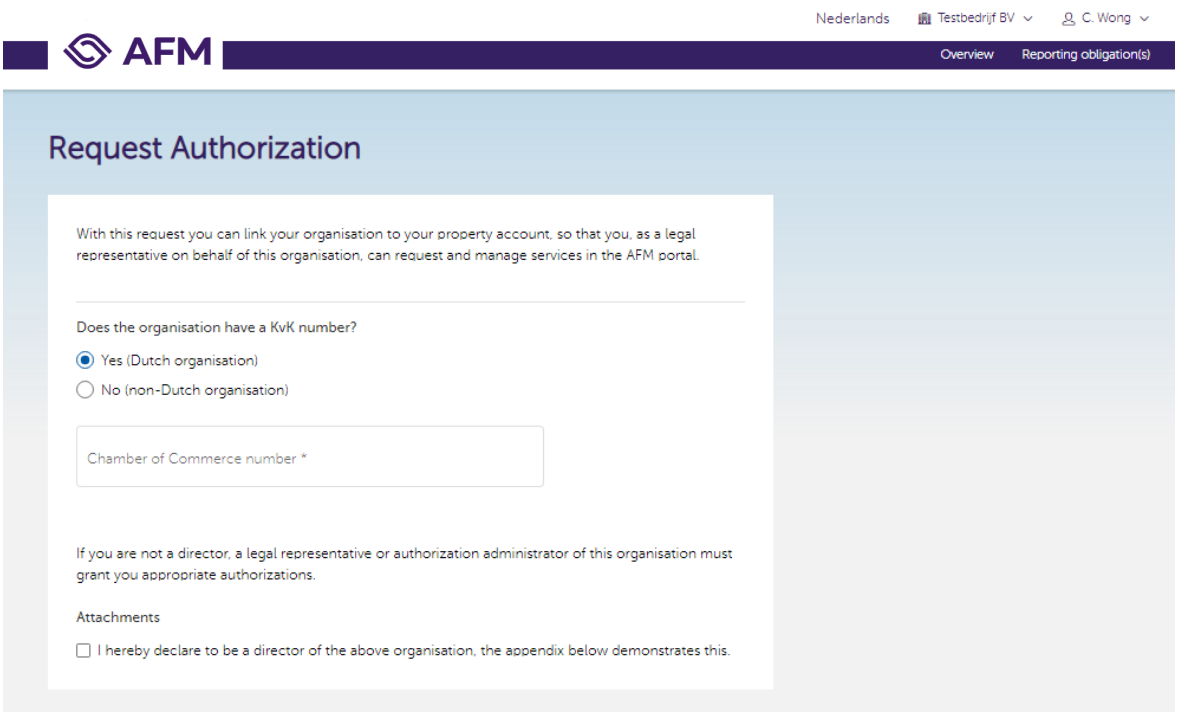
# 2. Linking the account to your company

Before a company director (a company director is referred to as ‘legal representative’ in the Portal) can start using the AFM's services, they must first activate the ‘Link company’ service. If you are not a director, a statutory representative or authorisation manager of this company must grant you the appropriate authorisations. This will be explained further in Chapter 3.

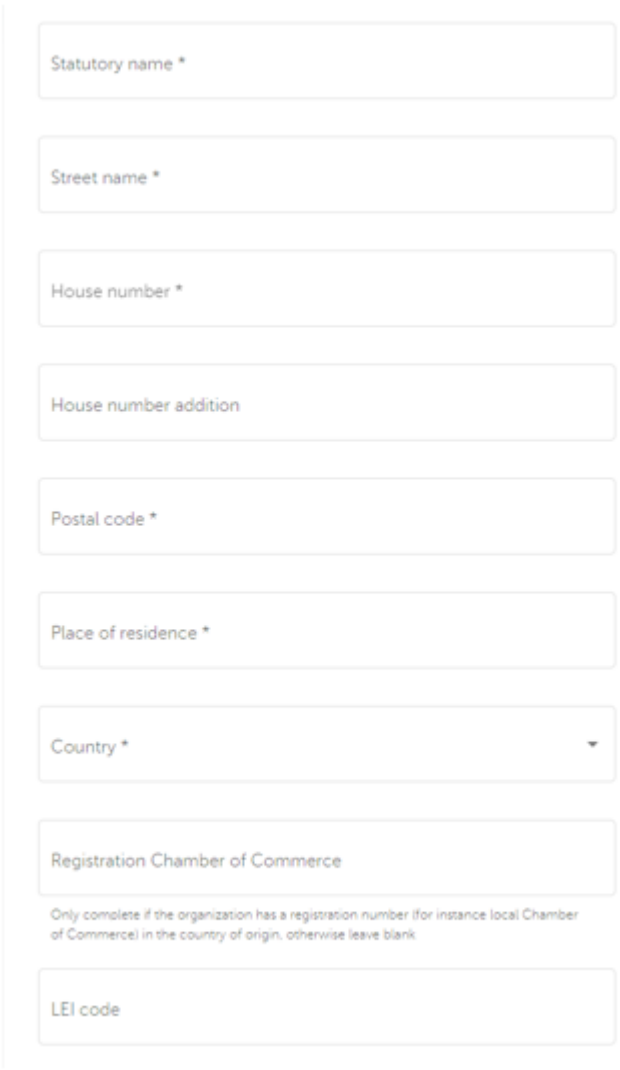
Make sure you have the following documents at hand before you activate this service:

- An extract from the Chamber of Commerce

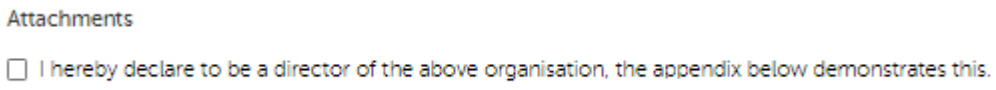
Activate the service ‘Authorise company’.




Enter a Chamber of Commerce registration number. If you do not have a Chamber of Commerce registration number because your company is not a Dutch company or is not (or no longer) registered with the Chamber of Commerce, choose the option ‘No’ and fill in these fields.




Place a tick in the box next to the declaration that you are director of the specified company. Then add the requested attachment (extract from the Chamber of Commerce).




Click ‘Submit’

You will receive confirmation once your application has been processed.

# 3. Authorisations and components

Connecting or disconnecting a new user (who is not a statutory representative) to a company should from now on be done in the AFM Portal by a statutory representative of the company. The statutory representative (or an authorisation manager designated by the statutory representative) then determines which authorisations and permissions a new user will receive in terms of having access to the company's data (via a component) in the AFM Portal.

The authorisation structure in the AFM Portal has different levels of authorisation:

- **Statutory representative:** who has access to all data and authorisation to grant or deny others access to data. In principle, this is always a director of the company.
- **Authorisation manager**: who is appointed by the statutory representative to grant or deny others access to data. An authorisation manager cannot change any of the statutory representative's authorisations or permissions.
- **Employee:** who has access to data as designated by the statutory representative or authorisation manager.

The AFM Portal contains the following components to which access is granted by a statutory representative or authorisation manager:

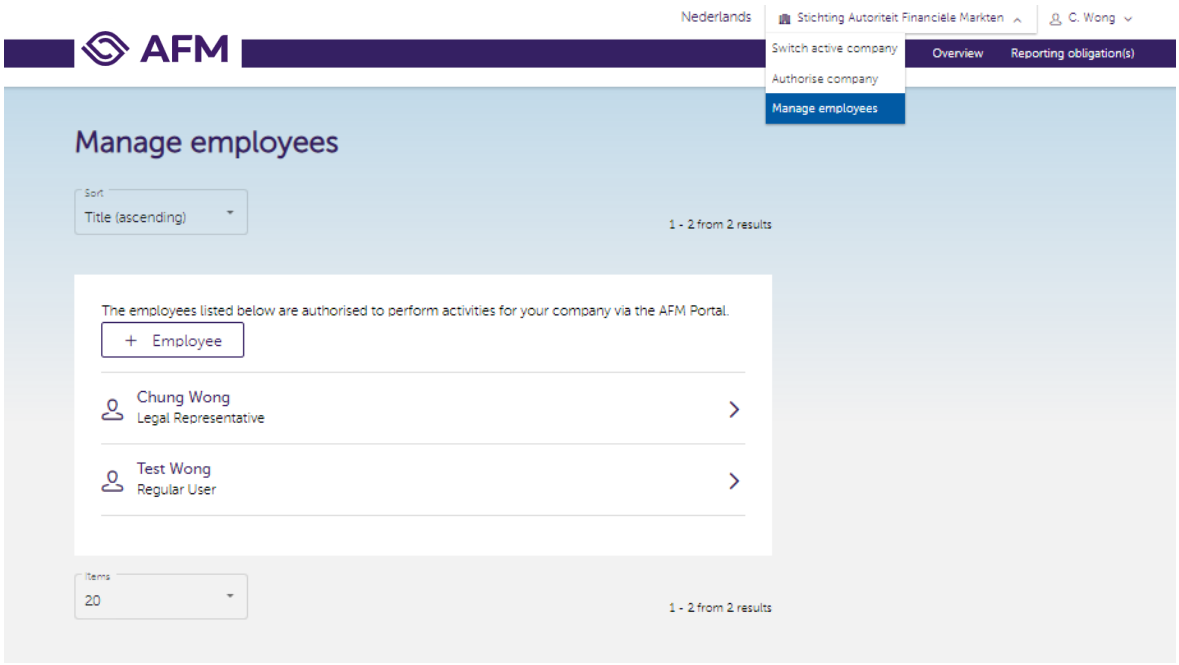
- **Manage authorisations:** for viewing and managing the authorisations and permissions of users of the AFM Portal at your company. This environment is aimed at clarifying the authorisation structure for authorised users.
- **Market access and registration changes:** for the notification of changes in (partial) permits, registrations and assessable persons. This is an existing environment.
- **Reporting:** this environment is for submitting reports and completing questionnaires.
- **Request prospectus services:** this environment will be used for approval of a prospectus.
- **Issued capital**: this environment will be used for reporting issued capital from issuing institutions.
- **Notification disclosure of inside information (article 17 MAR)**: this environment will be used for notification of publication of inside information.

The above is summarised in a table below

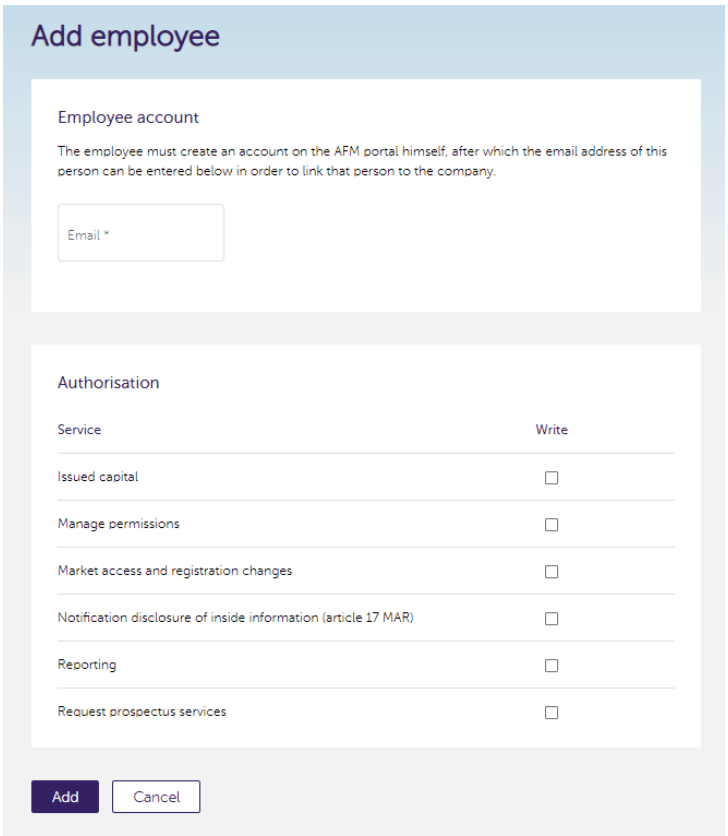
| Authorisations and components | | Authorisations | | |
|---|---|---|---|---|
| | | Statutory representative | Employee | Authorisations manager |
| Components | Manage authorisations | yes | no | yes |
| | Market access and registration changes | yes | optional | optional |
| | Reporting | yes | optional | optional |
| | Request prospectus services | yes | optional | optional |
| | Issued capital | yes | optional | optional |
| | Notification disclosure of inside information (article 17 MAR) | yes | optional | optional |

## 3.1 Managing employees

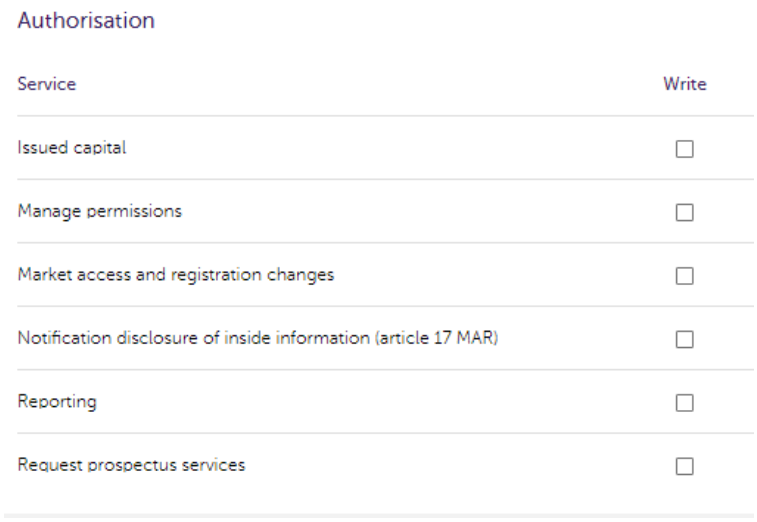
Log in as a statutory representative or authorisation manager and go to the ‘Manage employees’ option.



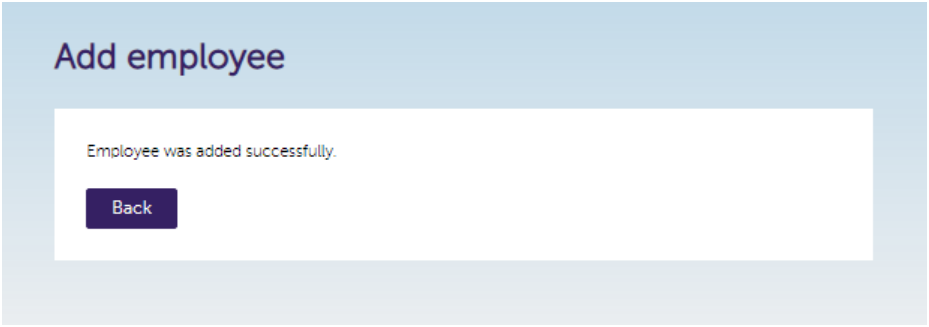

The ‘+ Employee’ option allows you to add a new user to your company. The user must, however, be registered in the AFM Portal (see Chapter 1). To add the new user, fill in their email address.



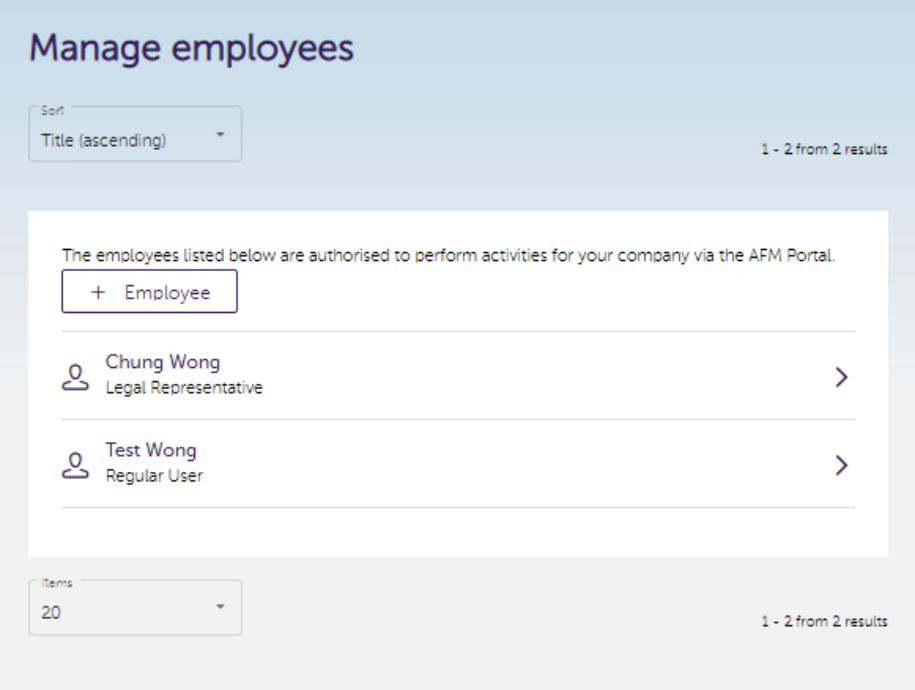
Then indicate which permissions the new user needs by ticking them off:



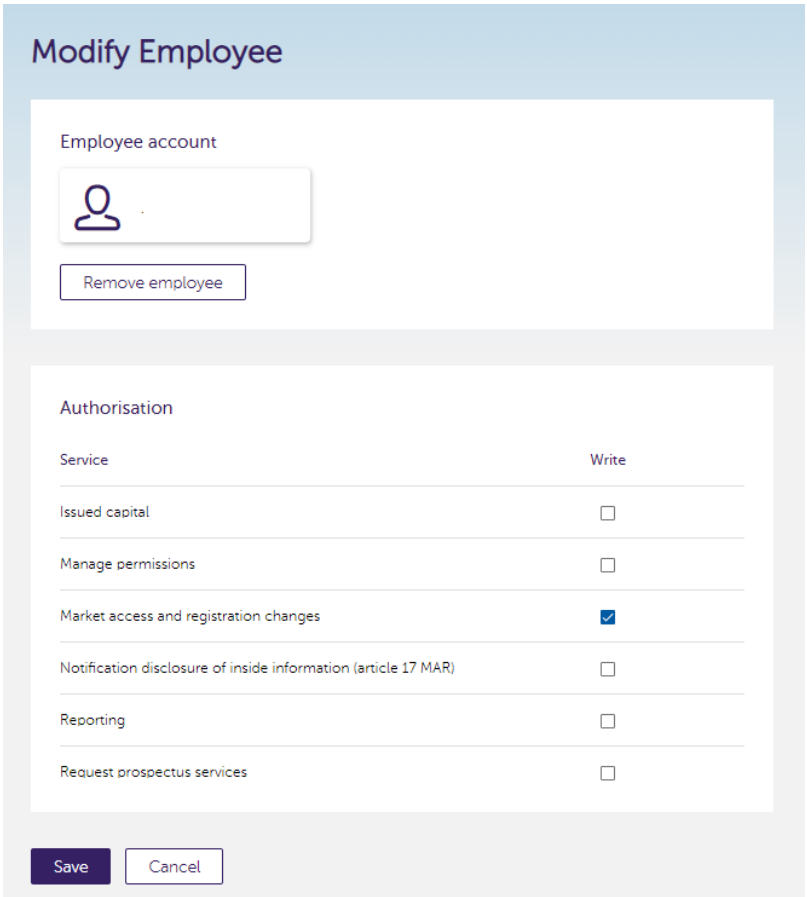

Click ‘Add’. This screen will then appear.



Click on ‘Back’ to go to the overview of ‘Manage employees’. The new user is now also on the list.

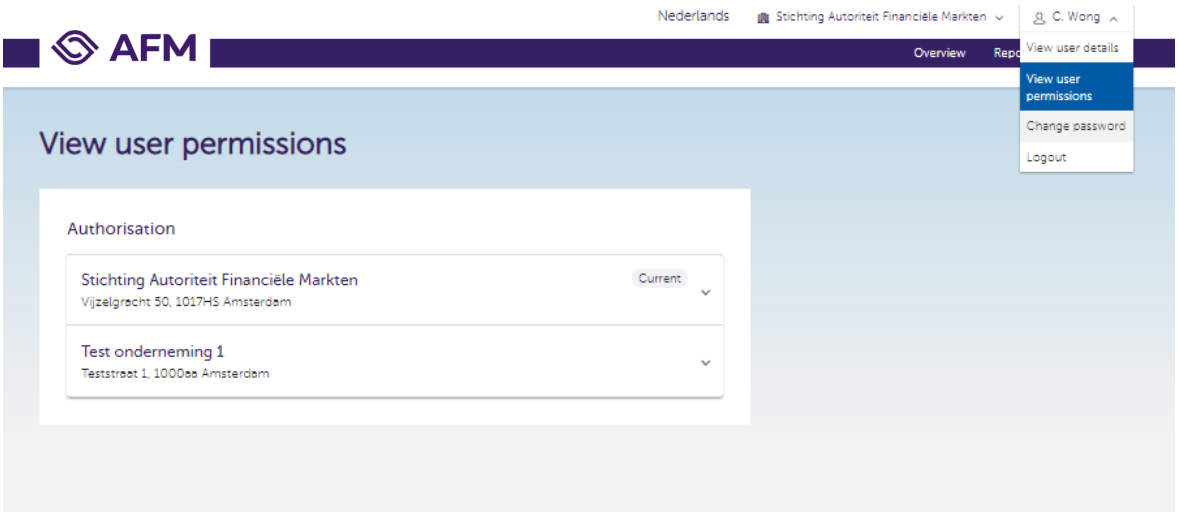



You can also change existing users in this overview. Click on the relevant user and you can make changes via this screen. You can delete the user or change the permissions. After making the changes, click on ‘Save’.

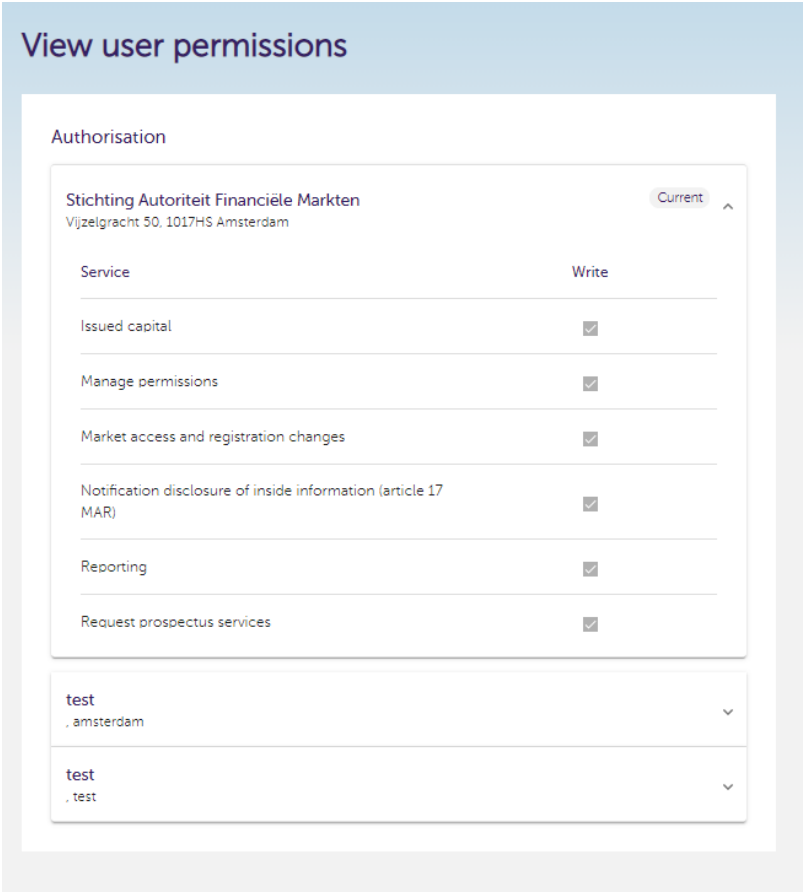


## 3.2 Viewing authorisations

Via ‘View user permissions’ you get an overview of the companies to which your account is linked.




You can open each company separately to see what permissions you have.



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