



# Suspicious Transaction and Order Report

Instructions (English)

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## The Dutch Authority for the Financial Markets

The 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.

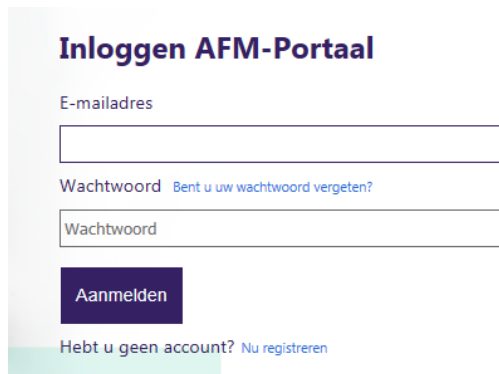
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# 1. Registration of an account and creating a profile

## 1.1 Registration

Click on “Nu registreren” to create an account



**Inloggen AFM-Portaal**

E-mailadres

Wachtwoord [Bent u uw wachtwoord vergeten?](#)

**Aanmelden**

Hebt u geen account? [Nu registreren](#)

Fill in your email address and click on “Verificatiecode verzenden”

## Inloggen AFM-Portaal

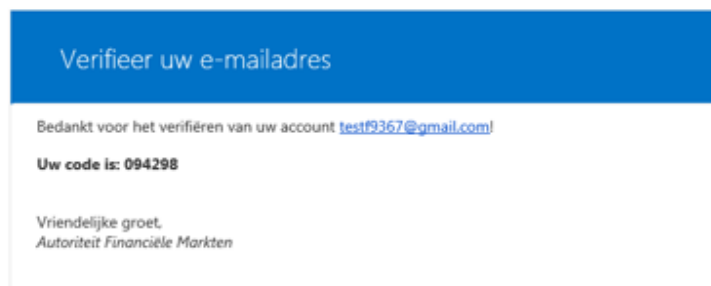


E-mailadres

**Verificatiecode verzenden**

An email will be sent to the registered e-mail address.

Microsoft namens Autoriteit Financiële Markten <msonlineserviceteam@microsoftonline.com>  
aan ik ▾



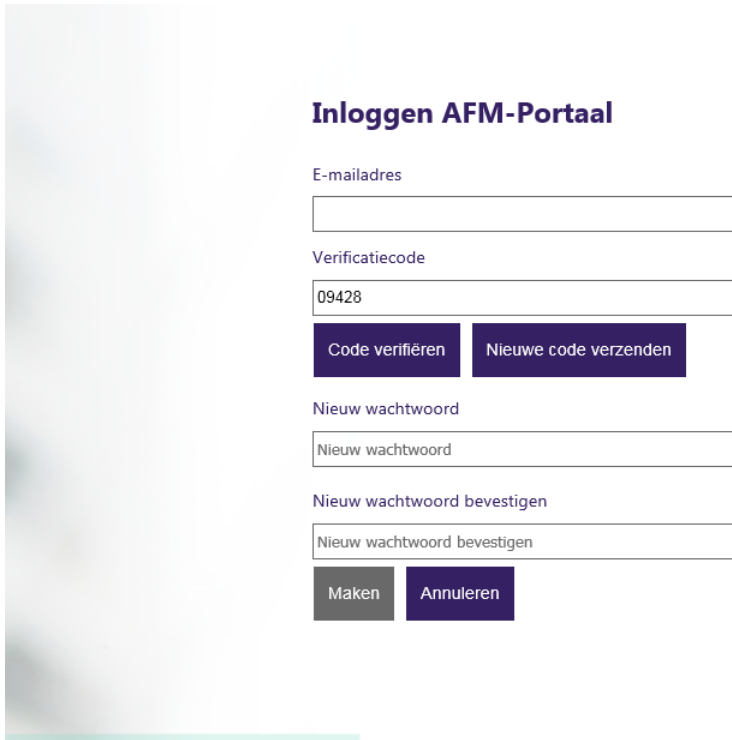
**Verifieer uw e-mailadres**

Bedankt voor het verifiëren van uw account [testf9367@gmail.com](mailto:testf9367@gmail.com)!

**Uw code is: 094298**

Vriendelijke groet,  
Autoriteit Financiële Markten

Fill in the received code in the field “verificatiecode” in the portal and click on “code verifiëren”.



**Inloggen AFM-Portaal**

E-mailadres

Verificatiecode

Nieuw wachtwoord

Nieuw wachtwoord bevestigen

Create a new password, confirm this password and click on “maken”.

Keep in mind the following restrictions for the password:

8-16 characters, containing 3 out of 4 of the following: Lowercase characters, uppercase characters, digits (0-9), and one or more of the following symbols: @ # \$ % ^ & \* - \_ + = [ ] { } | \ : ' , ? / ` ~ " ( ) ; .


## 1.2 Creating a profile

The “Profiel” page is shown.

Fill in your profile and click on “bijwerken”. An account is created and you are logged in.

[Startpagina](#) > [Profiel](#)

### Profiel



Profiel

Beveiliging

Externe verificatie beheren

Geef wat informatie over uzelf.

De **Voornaam** en **Achternaam** die u opgeeft, worden weergegeven naast alle reacties, forumberichten of ideeën die u op de site plaatst.

Het **E-mailadres** en **Telefoon** worden niet weergegeven op de site.

**Organisatie** en **Functie** zijn optioneel. Deze worden weergegeven bij uw reacties en forumberichten.

U dient uw profiel in te vullen voordat u volledig gebruik kunt maken van de functionaliteiten van deze website. ✕

#### Uw gegevens

<b>Voornaam *</b>	<b>Tussenvoegsel</b>
<input type="text"/>	<input type="text"/>
<b>Achternaam *</b>	<b>E-mail</b>
<input type="text"/>	<input type="text"/>
<b>Telefoon (werk) *</b>	
<input type="text"/>	

#### Correspondentieadres

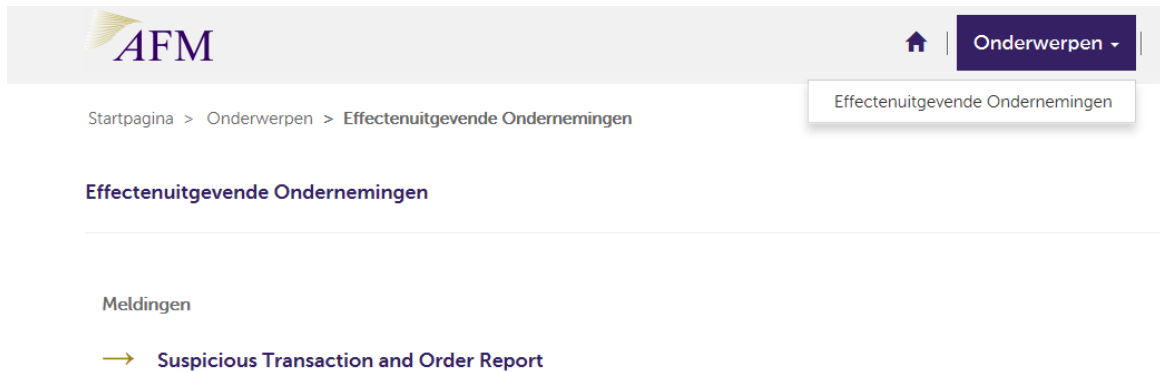
<b>Straat *</b>	<b>Huisnummer *</b>
<input type="text"/>	<input type="text"/>
<b>Huisnummer toevoeging</b>	<b>Postcode *</b>
<input type="text"/>	<input type="text"/>
<b>Plaats *</b>	<b>Land *</b>
<input type="text"/>	<input type="text"/>

[Bijwerken](#)

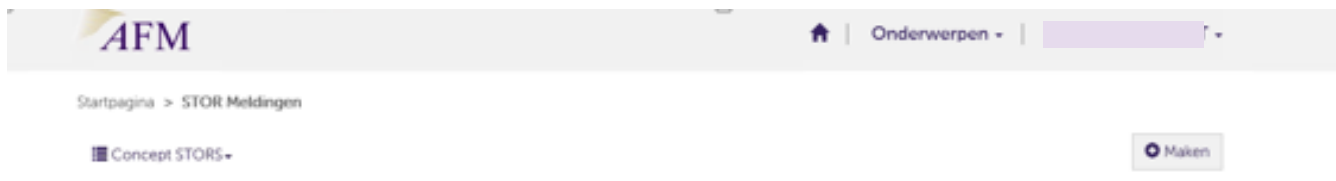
## 2. Notification

### 2.1 To create

Click on “Onderwerpen”, click on “Effectenuitgevende ondernemingen”, click on “Suspicious Transactions and Order Report” under “Meldingen”.



Click on “Maken” to open the notification form.



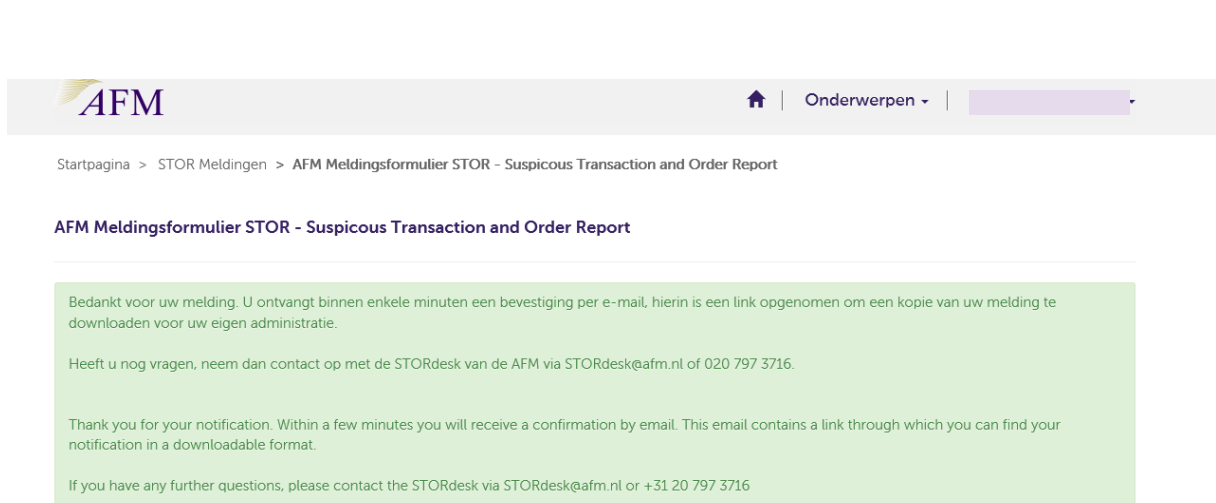
Continue the process by filling in the form (all 5 sections). Fill in all of the fields, but at minimum the required fields, on the page. Click ‘save’ and ‘next’ to go to the next page of the form.

If necessary add attachment(s)

Warning! Some file extensions are not allowed. In the appendix a view of file extensions that are not allowed in the portal.

## 2.2 Submit

Click on ‘Submit’ on the last page of the form to submit the form. The following screen will appear:

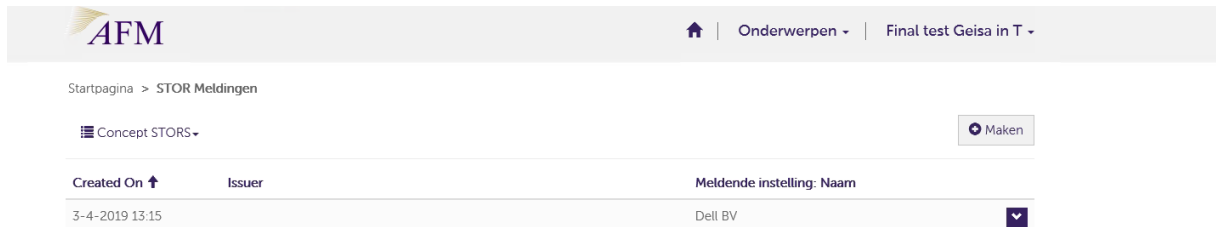


The STOR submittor will receive an email with the link to the Portal where you can download a copy of the notification



## 2.3 Concept STORs

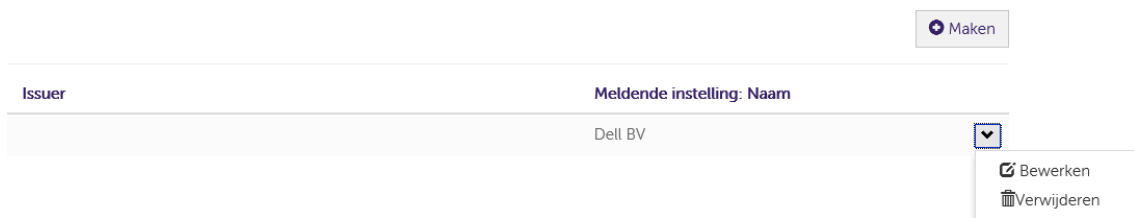
You can leave the form when you click on the “startpagina”. The form will be saved as a concept. Click on ‘Onderwerpen’, click on “Effectenuitgevende ondernemingen”, click on “Suspicious Transactions and Order Report” and you’ll see the next page.



The screenshot shows the AFM website header with the logo and navigation links. Below the header, there is a breadcrumb trail: Startpagina > STOR Meldingen. A 'Concept STORs' filter is active, and a 'Maken' button is visible. A table displays the following data:

Created On ↑	Issuer	Meldende instelling: Naam
3-4-2019 13:15		Dell BV

Here you can see your own concept notifications. You can edit or remove the notification by clicking the arrow.



This screenshot is a zoomed-in view of the table from the previous image. The 'Dell BV' entry is selected, and a context menu is open, showing two options: 'Bewerken' (Edit) and 'Verwijderen' (Delete).

Issuer	Meldende instelling: Naam
	Dell BV

- Bewerken
- Verwijderen

### 3. Bijlage

A view of file extensions not allowed in the portal :

- ade;
- adp;
- app;
- asa;
- ashx;
- asmx;
- asp;
- bas;
- bat;
- cdx;
- cer;
- chm;
- class;
- cmd;
- com;
- config;
- cpl;
- crt;
- csh;
- dll;
- exe;
- fpx;
- hlp;
- hta;
- htr;
- htw;
- ida;
- idc;
- idq;
- inf;
- ins;
- isp;
- its;
- jar;
- js;
- jse;
- ksh;

- lnk;
- mad;
- maf;
- mag;
- mam;
- maq;
- mar;
- mas;
- mat;
- mau;
- mav;
- maw;
- mda;
- mdb;
- mde;
- mdt;
- mdw;
- mdz;
- msc;
- msh;
- msh1;
- msh1xml;
- msh2;
- msh2xml;
- mshxml;
- msi;
- msp;
- mst;
- ops;
- pcd;
- pif;
- prf;
- prg;
- printer;
- pst;
- reg;
- rem;
- scf;
- scr;
- sct;

- shb;
- shs;
- shtm;
- shtml;
- soap;
- stm;
- tmp;
- url;
- vb;
- vbe;
- vbs;
- vsmacros;
- vss;
- vst;
- vsw;
- ws;
- wsc;
- wsf;
- wsh

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