

# Suspicious Transaction and Order Report

## Instructions (English)

2 april 2024 - Versie 1.0

# 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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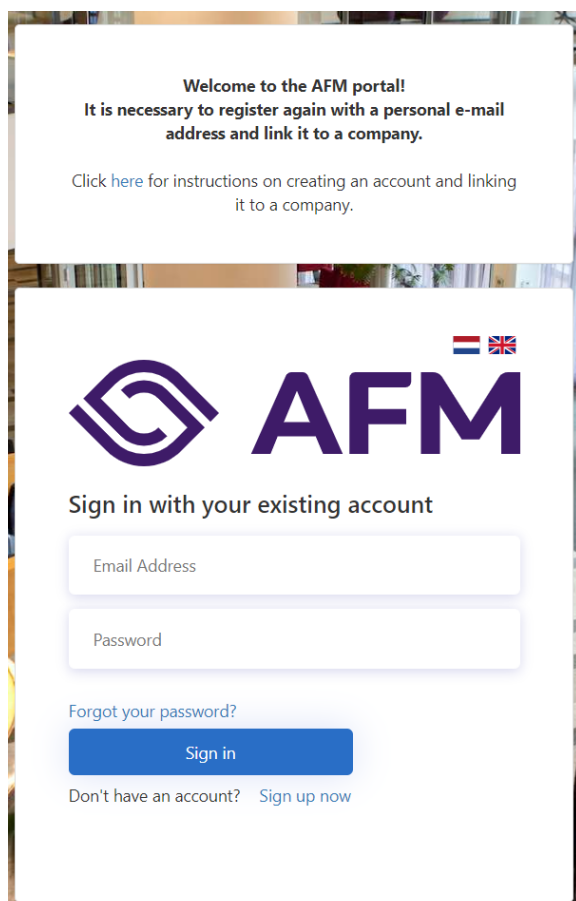
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# Chapter 1 – Creating an account and linking a company

## 1.1 Registration

Go to the AFM Portaal: <https://portaal.afm.nl> and sign in with your credentials

In case you haven't registered before you can create a new account. [This instruction](#) guides you through the process for creating a new account.






## Requesting authorisation to a company as a statutory representative

To submit STOR-notifications an authorisation to a company in the AFM Portal is required.

As a statutory representative you can submit a request for this authorisation with the AFM by clicking on the button 'Authorise company'.

Once your request has been approved, you will be connected to the requested company as a statutory representative. Statutory representatives in the AFM portal are authorised to perform all actions for the company that they are linked to (including STOR notifications).

Nederlands  Authorise company  D. de Brouwer 

**AFM** Overview

**Overview**

Good afternoon, welcome to the AFM portal.

If you are the Statutory Representative of your company, then you can use the button below to connect the company to your account.

If you are not the Statutory Representative of your company, please contact the Statutory Representative or Authorization Administrator of your company.

[+ Authorise company](#)

[> Vergelijkingskaartapplicatie](#)




## Requesting authorisation to a company as an employee

To submit STOR-notifications an authorisation to a company in the AFM Portal is required.

As an employee it is required that a statutory representative or an authorisation manager provides you with the appropriate authorisation to submit STOR-notifications.

The legal representative/authorisation manager of your company can undertake the following actions to provide you with these access rights:

1. Click on 'Manage employees' in the section 'Directly to'

Nederlands  Testbedrijf BV  D. de Brouwer 

**AFM** Overview

**Overview**

You still have draft forms. [>](#)

**Testbedrijf BV**  
teststraat 1  
1000aa Amsterdam

**Directly to**

- [> Draft forms](#)
- [> Manage employees](#)
- [> Vergelijkingskaartapplicatie](#)

2. Click on the button '+ Employee' to add an existing AFM-portal account to your organisation based on the e-mail address of the user.
3. Select the authorisation(s) that you would like to assign to the user. To submit STOR-notifications the STOR notification authorisation is sufficient.
4. Click on 'Save' to effectuate the connection and authorisation(s) for the selected user. Once the user has signed out and signed in again the changes are effectuated.

### Employee account

The employee must create an account on the AFM portal himself, after which the email address of this person can be entered below in order to link that person to the company.

Email \*

### Authorisation

Service	Write
Manage permissions	<input type="checkbox"/>
Market access and registration changes	<input type="checkbox"/>
Notification disclosure of inside information (article 17 MAR)	<input type="checkbox"/>
Reporting	<input type="checkbox"/>
Statutory audit	<input type="checkbox"/>
STOR notification	<input checked="" type="checkbox"/>

Be aware: after you've saved the changes the selected user should sign in again for the changes to take effect.

Add
Cancel

## 1.2 Requesting additional access rights – Existing users AFM Portal

As an existing user of the AFM Portal additional access rights are required. The statutory representative(s) or an authorisation manager of your company can provide you with the appropriate access rights. To edit access rights as a statutory representative or an authorisation manager you can follow these steps:

1. Click on 'Manage employees' in the section 'Directly to'

The screenshot shows the AFM portal interface. At the top right, there are language and user settings: 'Nederlands', 'Testbedrijf BV', and 'D. de Brouwer'. The main header features the AFM logo and an 'Overview' button. Below this, a notification states 'You still have draft forms.' with a right-pointing arrow. The main content area is split into two dark blue panels. The top panel, titled 'Testbedrijf BV', displays the company name and address: 'teststraat 1, 1000aa Amsterdam'. The bottom panel, titled 'Directly to', contains a list of menu items with right-pointing arrows: 'Draft forms', 'Manage employees', and 'Vergelijkingskaartapplicatie'.

2. Click on the user for which you would like to update the access rights

Nederlands Testbedrijf BV D. de Brouwer Overview

## Manage employees

Sort: Title (ascending) 1 - 10 from 10 results

The employees listed below are authorised to perform activities for your company via the AFM Portal.

+ Employee

Daniël de Brouwer  
Authorizations Administrator >

3. Select the authorisations that you would like to assign/revoke from the user. For submitting 'STOR notifications the authorisation 'STOR notifications' is sufficient.

### Authorisation

Service	Write
Manage permissions	<input type="checkbox"/>
Market access and registration changes	<input type="checkbox"/>
Notification disclosure of inside information (article 17 MAR)	<input type="checkbox"/>
Reporting	<input type="checkbox"/>
Statutory audit	<input type="checkbox"/>
STOR notification	<input checked="" type="checkbox"/>

Be aware: after you've saved the changes the selected user should sign in again for the changes to take effect.

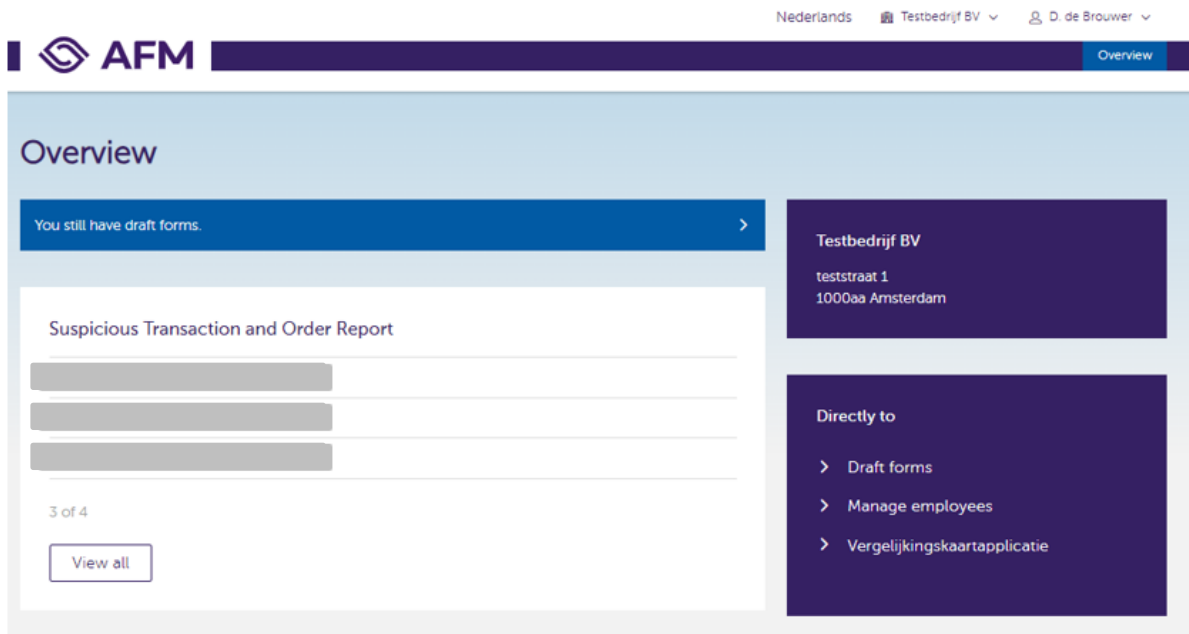
Save Cancel

4. Click on 'Save' to initiate the authorisation changes for the selected user. Once the user has signed out and signed in again the changes are effectuated.

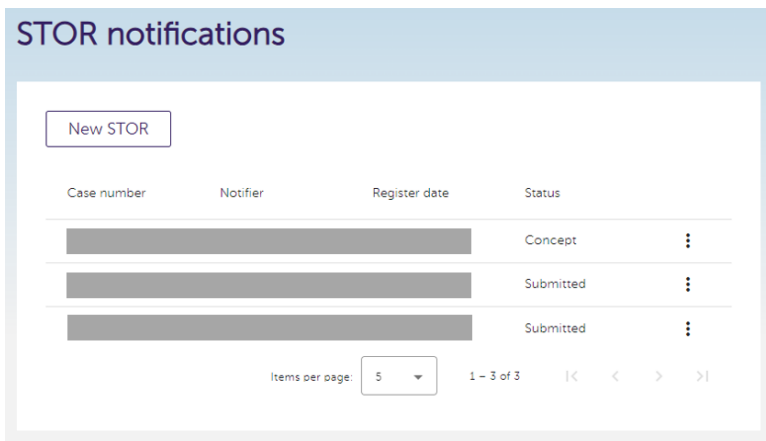
# Chapter 2 – Submitting a STOR-notification

## 2.1 Creating a new STOR-notification

1. Go to the section ‘Suspicious Transaction and Order Report’ and click on ‘View all’.



2. The overview shows you all STOR notifications that have been submitted or have the draft (concept) status. In case you would like to continue with a draft notification you can select this notification and continue editing by clicking on the three dots next to the notification.



3. Fill in the form (5 sections). Fill in all 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).



### Report Form STOR - Suspicious Transaction and Order Report

1 Reporter 2 Transaction 3 Nature 4 Suspect 5 Additional 6 Documents

Identity of entity/person submitting the STOR

**Details reporter**

**i**

Position within the reporting entity\*

---

Are you the first contact?  Is there a second person?

**Reporting entity**

Testbedrijf BV  
teststraat 1  
1000aa Amsterdam

**i**

Acting capacity of entity

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## 2.2 Submitting STOR-notification

1. Once the notification form is completed click on the button 'Submit'.

English Testbedrijf BV D. de Brouwer Overzicht

### Report Form STOR - Suspicious Transaction and Order Report

1 Reporter 2 Transaction 3 Nature 4 Suspect 5 Additional 6 Documents

Documentation attached

List the supporting attachments and material together provided with this STOR.

Examples of such documentation are e-mails, recordings of conversations, order/transaction records, confirmations, broker reports, Powers of Attorney documents, and media comment where relevant.

Where the detailed information about the orders/transactions referred to in Section 2 of this template is provided in a separate annex, indicate the title of that annex.

**Upload**

Supported extensions are: .xlsx, .docx, .txt, .pdf, .jpeg, .png.  
Only alphanumeric, dashes and underscores are accepted in the file names.  
The total size of all the files cannot not be larger than 30MB.

**Previous** **Submit**

2. Once the notification has been successfully submitted you will receive the following notification on screen.

The submitter of the request receives an e-mail with a reference to the AFM portal from where you can download an overview of the notification that you have submitted. Only the submitter of the notification can download the summary of the STOR-notification.

## Report Form STOR - Suspicious Transaction and Order Report

### Confirmation

Bedankt voor uw melding. U ontvangt binnen enkele minuten een bevestiging per e-mail, hierin is een link opgenomen om een kopie van uw melding te downloaden voor uw eigen administratie.

Heeft u nog vragen, neem dan contact op met de STORdesk van de AFM via [STORdesk@afm.nl](mailto:STORdesk@afm.nl) of [020 797 3716](tel:020-797-3716).

Thank you for your notification. Within a few minutes you will receive a confirmation by email. This email contains a link through which you can find your notification in a downloadable format.

If you have any further questions, please contact the STORdesk via [STORdesk@afm.nl](mailto:STORdesk@afm.nl) or [+31 20 797 3716](tel:+31-20-797-3716).



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**Data classification**

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