

# 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

**FINANSTILSYNET OAM**

Indberetninger Fuldmagt Stamdata

**Indberetninger**

Indberet meddelelse ▼

- Shortseller
- Ledende medarbejdere
- Storaktionær
- Udsteder

Tidligere Indberetninger

Q Søg

Overskrift og virksomhed	Type	Tidspunkt (CET)	CVR
Spar vest A/S har en kort nettoposition på 0,60% i aktiekapitalen udstedt af ROCKINGWOOL	Shortselling	24-11-2025 10:55:42	300000527
Storaktionærmeddelelse fra Spar vest A/S i Virksomhed Z	Storaktionær	24-11-2025 10:55:37	300000528
Ledende medarbejder TestUser Three eller nærtstående handel med værdipapirer i Virksomhed Z   12345679	Ledende medarbejderes eller nærtstående transaktioner	24-11-2025 10:55:13	300000530
Ledende medarbejder TestUser Three eller nærtstående handel med værdipapirer i Virksomhed Z   12345679	Ledende medarbejderes eller nærtstående transaktioner	24-11-2025 09:17:26	300000522
Ledende medarbejder TestUser Three eller nærtstående handel med værdipapirer i Virksomhed Z   12345679	Ledende medarbejderes eller nærtstående transaktioner	24-11-2025 09:14:30	300000521

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Finanstilsynet  
Strandgade 29  
1401 København K

Telefon: 33 55 82 82  
oam@ftnet.dk


Telefontid:  
Mandag-torsdag kl. 9-16.00  
Fredag kl. 9-15.00

Tilgængelighedserklæring  
Finanstilsynets privatlivspolitik  
Vilkår for brug af systemet

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


## Master data

Announcement-ID 


300000531

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

ANNOUNCER

Reported by 


TestUser Three


National business ID 

99999999

ISSUER

☐

Announcement on behalf of another party 

Company name 

Spar vest A/S | 99999999

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.

Dansk

Stamdata

**Meddelelse**

Kvitteringsoplysninger

Opsumming

INFORMATIONSTYPE

Type ?

Vælg:

- Arvstøt
- Arvstøt og kapital**
- Betaling til myndigheder
- Egne aktier
- Halvårsrapport
- Hjemland
- Intern viden
- Ledende medarbejders og nærtstående transaktioner
- Oplysninger om aktionærer
- Overtagelsestilbud

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.

## Meddelelse

### INFORMATIONSTYPE

Type ?

Ledende medarbejders og nærtstående transaktioner



### TRANSAKTIONER FOR LEDENDE MEDARBEJDERE OG NÆRTSTÅENDE

Navn på ledende medarbejder eller nærtstående ?

Test

Dato for notifikation fra ledende medarbejder eller nærtstående ?

24-11-2025



### INDBERETNING

Overskrift ?

Ledende medarbejders transaktion

### Vedhæft dokumenter

Vedhæft relevante dokumenter og andre filer for denne indberetning her. Eksempelvis et PDF-dokument, der indeholder selskabsmeddelelsen, som skal offentliggøres til markedet. Der kan angives et sprog for hvert vedhæftet dokument.

Vedhæft dokument ?

Sprog for dokument ?

Vælg fil

Dansk



+ Tilføj

Evt. rettelse til eksisterende indberetning ?

Vælg:



### TIDSPUNKT

Offentliggørelse ?

Date

24-11-2025



Time

13:33



Registrering ?

[Aktuelt tidspunkt]

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.

## Opsummering

### Stamdata

Meddelelses-ID	300000548
Indberettet af	TestUser Three
CVR-nr.	99999999
Indberetning med fuldmagt på vegne af andre	<input type="checkbox"/>
Virksomhedsnavn	Spar vest A/S   99999999

### Meddelelse

Type	Ledende medarbejderes og nærtstående transaktioner
Navn på ledende medarbejder eller nærtstående	Test
Dato for notifikation fra ledende medarbejder eller nærtstående	24-11-2025
Overskrift	Ledende medarbejders transaktion
 Vedhæft dokument	 Sprog for dokument
 <a href="#">Ledende medarbejder blanket.pdf</a>	Dansk
Evt. rettelse til eksisterende indberetning	
Offentliggørelse	24-11-2025 13:33:54
Registrering	[Aktuelt tidspunkt]

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 [here](#) (in Danish).

## Notification

### INFORMATION TYPE

Type ?

Inside information x v

Inside information is postponed ?

☐

Yes

☒

No

### NOTIFICATION

Headline ?

inside information

#### Attach documents

Attach relevant documents and other files for this issuer notification here. This could be e.g. a PDF document containing the issuer announcement, which is to be made public. You can choose a language for each document you attach.

Attach document ?

Language for document ?

 [intern viden.pdf](#)



Danish x v



+ Add Another Line

Correction to existing notification ?

Please select: v

### TIME

Publication ?

Date

24-11-2025



Time

13:40



Registration ?

[Current time]



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)” [Underretningsskema \(engelsk\)](#)”.

**Notification**

INFORMATION TYPE

Type ⓘ

Inside information x v

Inside information is postponed ⓘ

☒ Yes

☐ No

NOTIFICATION




Headline ⓘ


inside information postponed

Attach documents

Attach relevant documents and other files for this issuer notification here. This could be e.g. a PDF document containing the issuer announcement, which is to be made public. You can choose a language for each document you attach.

Attach document ⓘ Language for document ⓘ

 [intern viden.pdf](#)  English x v 

 Add Another Line

Correction to existing notification ⓘ




Please select. v


POSTPONED INSIDE INFORMATION EXPLANATION

Attached form for notification of delayed disclosure of inside information

Postponed information explanation documents

Attach document ⓘ Language for document ⓘ


 [udsat.pdf](#)  English x v 

 Add Another Line

TIME

Publication ⓘ

Date Time

24-11-2025  13:40 ⓘ

Registration ⓘ

[Current time]

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

### 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.

## Notification

### INFORMATION TYPE

Type ?

Annual financial report

x v

Contains inside information ?

☐

Yes

☒

No

### NOTIFICATION

Headline ?

annual financial report

### Attach documents

Attach relevant documents and other files for this issuer notification here. This could be e.g. a PDF document containing the issuer announcement, which is to be made public. You can choose a language for each document you attach.

Attach document ?

Language for document ?

 årsrapport.pdf



English

x v



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.

## Notification

INFORMATION TYPE

Type ?

Annual financial report x v

Contains inside information ?

☒ Yes  
☐ No

NOTIFICATION

Headline ?

annual report with inside information

Attach documents


Attach relevant documents and other files for this issuer notification here. This could be e.g. a PDF document containing the issuer announcement, which is to be made public. You can choose a language for each document you attach.

Attach document ?

Language for document ?

 [årsrapport.pdf](#)

 English x v

 Add Another Line



Correction to existing notification ?

Please select: v

TIME

Publication ?

24-11-2025

 13:51 

Registration ?

[Current time]

**\*\*State information relating to the inside information below. A company announcement must be attached here, which describes the specific information that constitutes internal information in the annual or half-yearly report, and this must not simply be a duplicate of the annual or half-yearly report. When the notification is completed, the OAM will publish two separate notifications, one regarding the annual or half-yearly report and one regarding the inside information. The time of registration and publication chosen for the annual or half-yearly report will be the same for the reporting of the inside information.**

INFORMATION TYPE

Type ?

Inside information

Inside information is postponed ?

☐ Yes  
☒ No

NOTIFICATION

Headline ?

inside information

Document regarding inside information

Announcement attachment file(s)

Attach document ?

Language for document ?

 [intern viden.pdf](#)

 English x v

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.

## Notification

### INFORMATION TYPE

Type ?

Prospectus x v

Prospectus type ?

Final terms

Final terms for report ?

Missing or incorrect value

Please select:



### NOTIFICATION

Headline ?

final terms

### Attach documents

Attach relevant documents and other files for this issuer notification here. This could be e.g. a PDF document containing the issuer announcement, which is to be made public. You can choose a language for each document you attach.

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

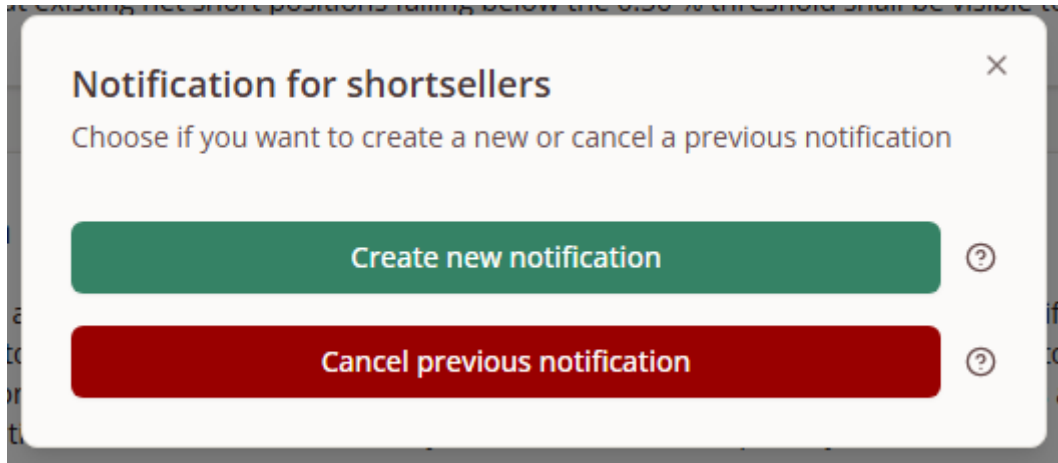
Then complete the announcement by filling in the remaining information in the announcement, as with other issuer announcements.

### 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 under the reporting threshold, the position will automatically become inactive and flagged as historical in the OAM system.



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.

## Master data



Announcement-ID ?

300000555

POSITION HOLDER

?

☐

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

Company name ?

Spar vest A/S

National business ID ?

99999999

LEI-kode ?

549300KG5UT3J5J8H493

BIC-kode ?

SPVEDK22XXX

E-mail address ?

oamtestemails@ftnet.dk

Phone no. ?

+4588516044

Address ?

Skelagervej 16, Aalborg C 9001

Country ?

AO

REPORTING PARTY

Company name ?

Spar vest A/S

National business ID ?

99999999

E-mail address ?

oamtestemails@ftnet.dk

Phone no. ?

+4588516044

Address ?

Skelagervej 16, Aalborg C 9001

Country ?

AO

Next

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

Choose type ?

Please select:

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.

Notification

Choose type ?

Shares

Reporting type

☒ New notification

☐ Additional reporting on existing short selling

Search for issuer ?

Missing or incorrect value

Please select:

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

Choose type ?

Shares

Reporting type

☐

New notification

☒

Additional reporting on existing short selling

Choose issuer ?

ROCKINGWOOL

Full name of the issuer ?

ROCKINGWOOL

ISIN-code ?

DK0061681863

As the net short position surpasses 0.50% of the issuer's issued share capital the position will be made publicly available in the database

Percentage of issued share capital ?

1,00

Position date ?

21-11-2025

Number of shares ?

60.000

Date of previous notification

24-11-2025 10:55:42

**Comments:** If you have any comments please send them to [shortselling@ftnet.dk](mailto: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 process.

Headline

Spar vest A/S holds a net short position of 1,00% in the share capital issued by ROCKINGWOOL

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"](#).

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 in the Danish FSA.

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 MitID Erhverv 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.](#)

## Master data

Announcement-ID ?

300000558

PLEASE NOTE: THIS NOTIFICATION WILL NOT BE PUBLISHED. ONLY THE DANISH FSA RECEIVES THE INFORMATION FROM THIS NOTIFICATION. ABOUT GDPR: [HERE](#) 

ANNOUNCER

Company name ?

Spar vest A/S

National business ID ?

99999999

☐

Announcement on behalf of another party ?

Next

Then, enter the CVR number of the issuer whose financial instruments are flagged. Additionally, you must 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.

## Notification

### ISSUER

Choose issuer

Virksomhed Z - CVR: 12345679 x v

### NOTIFICATION

Correction to existing notification ?

Please select: v

Headline in Danish ?

Storaktionærmeddelelse fra Spar vest A/S i Virksomhed Z

Headline in English ?

Major shareholder announcement from Spar vest A/S regarding shares in Virksomhed Z

### TIME

Transaction ?

24-11-2025 📅

Time of notification to the company ?

24-11-2025 📅

Registration ?

[Current time]

The notifier will subsequently be required to provide information in accordance with the requirements of the standard form for notification of major shareholdings. This includes, among other things, information on the reason for the notification obligation, information about the issuer and any power of attorney, as well as the total holding subject to the notification obligation. This information must be entered directly into the system, and it is no longer possible to upload a form in PDF format.

The reason for this change, which requires reporting in data fields, is that the Danish Financial Supervisory Authority will have a better opportunity to systematize and consolidate data for our ongoing market surveillance.

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.

When you have confirmed the announcement, you will see an overview page with all the reported information. Here, the notifier can also download a form containing the reported information.

## Check your entries

### Master data

Announcement-ID	300000528
Company name	Spar vest A/S
National business ID	99999999
Announcement on behalf of another party	<input type="checkbox"/>

### Notification

Choose issuer	Virksomhed Z - CVR: 12345679
Correction to existing notification	
Headline in Danish	Storaktionærmeddelelse fra Spar vest A/S i Virksomhed Z
Headline in English	Major shareholder announcement from Spar vest A/S regarding shares in Virksomhed Z
Transaction	24-11-2025
Time of notification to the company	24-11-2025
Registration	[Current time]

### Standard form for notification of major holdings

1. Identity of the issuer	Virksomhed Z
2. Reason for the notification (please tick the appropriate box or boxes):	An acquisition or disposal of voting rights or share capital
Name	Tester
Address	Testvej
National ID-number	446464646
Email address	test@test.com
4. Full name of shareholder (if different from 3.)	Test3
5. Date on which the threshold was crossed or reached	24-11-2025

#### 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 in the Danish FSA.

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](#) (in Danish).

## Notification

MESSAGE

Headline in danish ?

Ledende medarbejder TestUser Three eller nærtstående handel med værdipapirer i Virksomhed Z | 12345679

Headline in english ?

Announcement regarding manager's transactions from TestUser Three regarding shares in Virksomhed Z | 12345679

Company name ?

Virksomhed Z | 12345679

Correction to existing notification ?

Please select:



TIME

Transaction ?

24-11-2025



Time of notification to the company ?

24-11-2025



14:17



Registration ?

[Current time]

A headline for the report is automatically generated in both Danish and English. You must 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 notifier will subsequently be required to provide information in accordance with the requirements of the “template for notification and public disclosure of transactions by persons discharging managerial responsibilities and persons closely associated with them”. This includes, among other things, information about the issuer and the transaction. This information must be entered directly into the system, and it is no longer possible to upload a form in PDF format.

The reason for this change, which requires reporting in data fields, is that the Danish Financial Supervisory Authority will have a better opportunity to systematize and consolidate data for our ongoing market surveillance.

## Template for notification

Template for notification and public disclosure of transactions by persons discharging managerial responsibilities and persons closely associated with them

### 1. Details of the person discharging managerial responsibilities/person closely associated

Name ?

Tester

### 2. Reason for the notification

Position/status ?

Test

Initial notification/Amendment ?

Missing or incorrect value

Please select:

### 3. Details of the issuer, emission allowance market participant, auction platform, auctioneer or auction monitor

Name ?

Virksomhed Z

LEI ?

45g4d64gd64hd6h

### 4. Details of the transaction(s): section to be repeated for (i) each type of instrument; (ii) each type of transaction; (iii) each date; and (iv) each place where transactions have been conducted

Description of the financial instrument, type of instrument

Identification code ?

test

Nature of the transaction ?

køb

Price(s) ?

100

Volume(s) ?

5

+ Add Another Line

Aggregated information - Aggregated volume - Price ?

500 DKK

Date of the transaction ?

24-11-2025

Place of the transaction ?

nasdaq

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.

## Template for notification


Template for notification and public disclosure of transactions by persons discharging managerial responsibilities and persons closely associated with them

### 1. Details of the person discharging managerial responsibilities/person closely associated


Name 

Tester

### 2. Reason for the notification

Position/status 

Test

Initial notification/Amendment 

First submission

### 3. Details of the issuer, emission allowance market participant, auction platform, auctioneer or auction monitor


Name 

Virksomhed Z


LEI 

45g4d64gd64hd6h

### 4. Details of the transaction(s): section to be repeated for (i) each type of instrument; (ii) each type of transaction; (iii) each date; and (iv) each place where transactions have been conducted

Description of the financial instrument, type of instrument  
Identification code 


test

Nature of the transaction 


køb


Price(s) 

100


Volume(s) 

5


 Add Another Line

Aggregated information - Aggregated volume - Price 

500 DKK

Date of the transaction 

24-11-2025

Place of the transaction 

nasdaq

When you have confirmed the announcement, you will see an overview page with all the reported information. Here, the notifier can also download a form containing the reported information.

### 1.5. 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".

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

**Announcements**

 Create notification ▼
**Previous announcements**


Headline and company <span>↑↓</span>	Type <span>▼</span>	Time (CET) <span>↓</span>	Announcement ID
<b>(Historical) CANCELLATION: Spar vest A/S holds a net short position of 0,70% in the share capital issued by ROCKINGWOOL</b> ROCKINGWOOL	Short selling	24-11-2025 13:41:59	300000551
<b>Ledende medarbejders transaktion</b> Spar vest A/S	Issuer	24-11-2025 13:40:36	300000548
<b>(Historical) CANCELLED: Spar vest A/S holds a net short position of 0,70% in the share capital issued by ROCKINGWOOL</b> ROCKINGWOOL	Short selling	24-11-2025 13:20:21	300000546
<b>Spar vest A/S holds a net short position of 0,50% in the share capital issued by Novo Nordisk A/S</b> Novo Nordisk A/S	Short selling	24-11-2025 11:13:31	300000518
<b>Spar vest A/S holds a net short position of 0,60% in the share capital issued by ROCKINGWOOL</b> ROCKINGWOOL	Short selling	24-11-2025 10:55:42	300000527

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