

User manual for the 19.MAR form

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Glossary

User – an entity using the Registration Application

PDMR – person discharging managerial responsibilities as defined in point (25) of Article 3(1) of MAR

PCA – person closely associated as defined in point (26) of Article 3(1) of MAR

MAR – Regulation (EU) No 596/2014 of the European Parliament and of the Council of 16 April 2014 on market abuse (market abuse regulation) and repealing Directive 2003/6/EC of the European Parliament and of the Council and Commission Directives 2003/124/EC, 2003/125/EC and 2004/72/EC

Regulation 2016/523 – Commission Implementing Regulation (EU) 2016/523 of 10 March 2016 laying down implementing technical standards with regard to the format and template for notification and public disclosure of managers' transactions in accordance with Regulation (EU) No 596/2014 of the European Parliament and of the Council

UKNF – the Polish Financial Supervision Authority (PL: Urząd Komisji Nadzoru Finansowego)

Registration Application – an application available online, making it possible to complete an electronic form; the data submitted through the form constitute a notification on transactions

One-time code – a dedicated verification code sent to the indicated e-mail address, valid for 5 minutes from sending



Introduction

The Registration Application is intended for PDMRs and PCAs, for the purpose of notifying transactions to the KNF Board in accordance with Article 19(1) of MAR.

The form provided in the application is an 'electronic means' specified in Article 2 of Regulation (EU) 2016/523. PDMRs and PCAs are obliged to use this form when making a notification under Article 19(1) of MAR.



1 Access to the form

The form may be accessed by entering an e-mail address belonging to a PDMR or PCA at:

https://19mar.knf.gov.pl

A code will be sent to the e-mail address entered at https://19mar.knf.gov.pl which should be entered in the next step. It is a one-time code, valid for 5 minutes from sending.



Figure 2. E-mail with the code for the form

Then, in the next step, please enter the code, whose confirmation will direct you to the website containing the form.



2 Form

2.1 Description of the process of making notifications on transactions

- 1. After entering and confirming the code, the form will be displayed. In the first part of the form, the basic data of the notification should be introduced:
 - a. Data of the person discharging managerial responsibilities or person closely associated with such person.
 - b. Reason for submitting the notification.
 - c. Data of the issuer, emission allowance market participant, auction platform, auctioneer or auction monitor. In order to specify the entity, please enter its LEI code, after which its name will be suggested automatically.
 - If the entity is not included in the list, please contact the UKNF.

Form for submitting transaction notifications

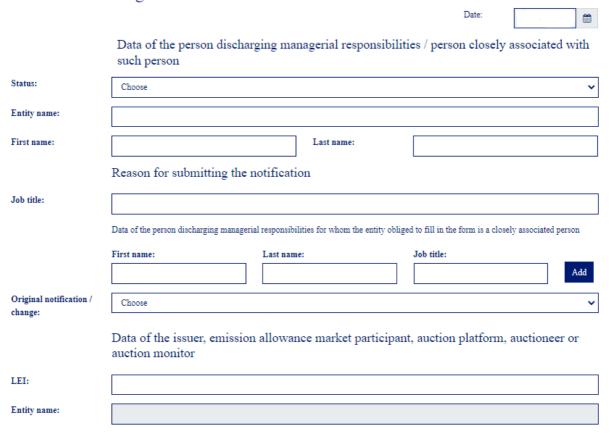


Figure 3. Basic data of the notification

- 2. In the next part of the form, please enter transaction data. It is a dynamic part of the form, which means that many transactions can be entered. For each transaction, please fill in:
 - a. Description of the financial instrument, instrument type.
 - b. Identification code.



- c. Transaction type please choose the transaction type from the list. If the relevant transaction type is not included in the list, please choose 'Other...'. An additional field will then appear for entering a different transaction type.
- d. Currency as in the case of transaction type, the user may specify a different currency than basic currencies.
- e. Price and transaction volume if there are many prices, please use the 'Add a price' button, after which an additional line will appear. Each of the additional lines may be removed by pressing the 'Remove' button.
- f. Aggregate information in the 'Average price' field, please enter the weighted average transaction price, and in the 'Total volume' field the sum of volumes. If an incorrect average price or total volume is entered, an appropriate error message will appear, but it will not block the possibility of submitting the form with an error.
- g. Transaction date.
- h. Trading venue as in the case of previous drop-down lists, you may choose 'Other...' and enter a different trading venue.

	auction monitor	ssion allowance market pa	а пстрант, апстоп ріапоті	i, auctioneer of
LEI:				
Entity name:				
		on: please fill in this field ach date; and (iv) each tra	for (i) each instrument typ ding venue	oe; (ii) each
Description of the financial instrument, instrument type:				
Identification code:				
Transaction type:	Choose			~
Currency:	Choose			~
Price and volume:	Price	Volume		
	0,00	0	Add a	
Aggregate	Average price (VWAP)	Total volume		
information :	0,00	0		
Date:	YYYY-MM-DD			m
Trading venue :	Choose			~
				Add a transaction
				Preview Send

Figure 4. Transaction data

After entering the data of the first transaction and subsequent transactions, it is necessary to click the 'Add a transaction' button. Only after pressing this button will the transaction data be saved and presented in the form of a table:

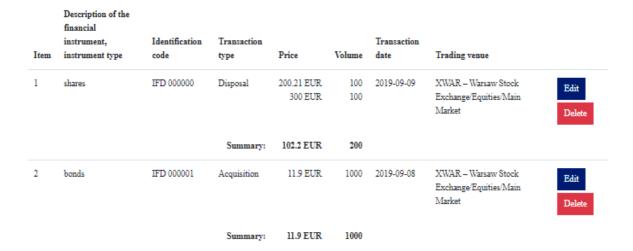


Figure 5. Table with entered transactions

Each of the added transactions may be reedited or removed.

Please note: The system will not allow you to submit the form without adding at least one transaction.

PLEASE NOTE:

Αt

https://www.knf.gov.pl/knf/pl/komponenty/img/knf 158146 transakcje formularz MAR 30 06 20 16 47410.pdf, the UKNF presented its position on the manner of filling in notifications on transactions referred to in Article 19(1) of MAR.

- 3. After making sure that all data have been entered correctly, please submit the form by pressing the 'Submit' button.
- 4. By pressing the 'Submit' button, you will send a correctly completed form to the UKNF.
- 5. In the application, you can preview the entered data in the form of a PDF file. In order to get a preview, press the 'Preview' button before submitting the form. The completed document will then be displayed below the form:



Notification on transaction/transactions* referred to in Article 19(1) of MAR

1	Data of the person discharging managerial responsibilities / person closely associated with such person				
a)	Entity name/Last name	Jan Kowalski			
2	Reason for submitting the notification				
a)	Job title/status	Presidernt of the Management Board			
b)	Original notification / change	Original notification			

Figure 6. Document preview

3 Confirmation of submitted data

The submitted notification data are sent to the UKNF's internal register. A confirmation of sent data will be sent to your e-mail address as a PDF file, which can also be downloaded from:



Figure 7. Confirmation of submitting the form

A code that has been used may not be reused. In order to receive a new code, you need to undergo the described procedure again. If you try to use an inactive code, the following information will be displayed:



ART. 19 MAR KNF system »

The entered code is incorrect or has expired.

Return to homepage

Figure 8. Inactive code