Nasdaq

## ESEF-raporttien toimittaminen pörssiin ja tiedon hakeminen

#### Erja Retzén Nasdaq, Global Listing Services



#### NASDAQ OAM – Services

The **Officially Appointed Mechanism** (OAM) is the official filing destination for regulated information disclosed by listed companies in each European Member state.

Each EU member defines who operates its national <u>OAM</u> database.

Each OAM decides what kind of technical solution to apply.

The system that handle OAM in Finland (<u>www.oam.fi</u>), Iceland (<u>www.oam.is</u>) and Lithuania (<u>www.oam.lt</u>) is the Central Storage Facility (CSF) system.

The CSF system has been developed by Nasdaq and is operated by Nasdaq.

The CSF system has been upgraded to comply to requirements on ESEF defined by ESMA.

#### oam.fi – oam.is – oam.lt

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4

#### NASDAQ OAM – Requirements

- With Nasdaq OAM API, issuers (through their Distribution Service providers) can distribute their Annual Financial Reports (AFRs) and enclose zip formatted archive files to be stored in the OAM
  - Zip file attachments is currently only enabled for the message category "Annual Financial Report". Later it will be extended to half-year Financial Report and Interim report (Q1 and Q3)
- If AFRs are produced in multiple languages, each language version should have its own zip file
  - There will be instructions for the naming of the documents announced later
- End users browsing <u>www.oam.fi</u> can download the ZIP file and open it with a compression tool.
- End users can open the .xHTML file with a browser to view the report in HTML, iXBRL files must be opened with an iXBRL viewer, such as Arelle or VT Fact Viewer, which enable the tagged meta-data in the iXBRL file to be displayed and reviewed.

#### **Production & Distribution Flow**

Issuers prepare AFRs in xHTML Electronic Format Use a Software Vendors Toolkit or inhouse developed tools for the XBRL tagging

Issuers Disclose and disseminate AFRs

Use of Distribution Service Providers Issuers compliant with ESEF and Information stored in OAM

# Distribution Service Providers connected to Nasdaq's platform

Cision - <u>https://www.cision.com/us/</u>

Intrado (Globe Newswire) - <a href="https://www.intrado.com/">https://www.intrado.com/</a>

Liana Technologies (Koodiviidakko) - https://www.lianatech.fi/english.html

Modular Finance - <u>https://www.modularfinance.se/</u>

STT www.stt.fi (in practice Ritzau https://ritzau.com)

### OAM and supporting documents

OAM's message categories and xHTML info leaflet are available at **Supporting documents** section on <u>https://www.nasdaq.com/solutions/rules-regulations-helsinki</u>

		ENGLISH	FINNISH	SUPPORTING DOCUMENTS	
NEW	xHTML Reporting to OAM				DOWNLOAD
	Q&A for OAM message cat	egories			DOWNLOAD
	Disclosure categories				DOWNLOAD
	1.4.2020 - Tietoa taloudell financial reporting	liseen rap	ortointiin	liittyen - Information with regards to	DOWNLOAD

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8

#### OAM and supporting documents

Company Announcement/Filing with Exchange -message categories main market

Category names in **bold**. Category description for the local market.

<b>H</b>			
Tiedoteluokka/Kuvaus	Name of category/Definitions	Meddelandekategori/Förklaring	Meddelels
Puolivuosikatsaus	Half year financial report 2nd quarter financial report.	Halvårsrapport	Halvårsrappo 2. Kvartals fina
Selvitys valtioille suoritetuista makeuista	Report on payments to governments	Rapport om betalningar till offentliga myndigneter	Indberetning myndigheder
Tilinpäätös ja toimintakertomus	Annual Financial Report	Bokslut och verksamhetsberättelse	Arsrapport Meddelelse om
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arvopaperilajeihin liittyvissä oikeuksissa	classes of shares or securities	röster	tilknyttede ins rettigheder
Muutokset omien osakkeiden omistuksessa Muutokset yhtiön omien osakkeiden omistuksessa, omien osakkeiden hankinnat ja luovutukset	Changes in company's own shares The company announces buy-back, sales or transfer of own shares	Förändringar i återköpta aktier Bolaget meddelar återköp, försäljning eller överföring av egna aktier och veckostatus gällande återköpsprogram. Kategorin tillämpas inte i Sverige för börsnoterade bolag.	Erhvervelse el aktier Når virksomher aktietilbagekøk derudover uger aktietilbagekøk
	Total number of voting rights and capital	Totalt antal rösträtter och kapital	Antal stemmer

#### Allowed attachment types:

.csv,.doc,.docx,.gif,.htm,.html,.jpeg , .jpg, .pdf, .png, .ppt, .pptx, .tif,.tiff, .xhtml, .xls,.xlsx,.xml

+ .zip on Annual Financial Report

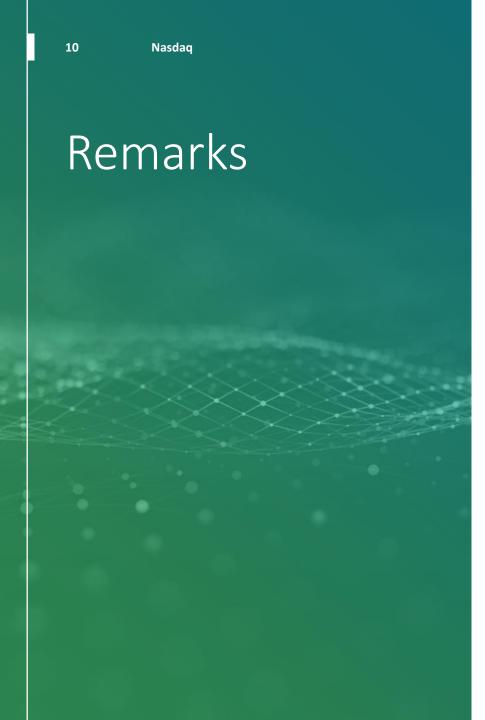
#### Max. size of a disclosure:

200 MB

(Body text, header and possible attachments)

#### NASDAQ OAM – Services not included

- Tagging tool: The NASDAQ OAM platform does not offer any tool to mark-up data with XBRL tags in the AFRs. Issuers should contact XBRL Software Vendors for that purpose.
- Data analysis: End-users of XBRL data (such as analysts, investors, NCAs) will be able to browse, access and download the data they need on NASDAQ OAM. But, NASDAQ OAM does not offer any tool for data analysis, data verification or data comparison. End-users should use their own tools or contact Software Vendors for that purpose.
- News distribution service: NASDAQ OAM does not offer any news distribution service on behalf of the Issuers.
   Whenever a listed company faces any issue with the disclosure reporting, the issuer should contact its
   Distribution Service Provider which will investigate the incident either internally or with Nasdaq support team.



- Companies are not seen compliant with TD and ESEF requirements until the ZIP file including AFR in xHTML format is stored in the NASDAQ OAM.
- When an issuer uses a software provider which has access to insider information, then the software vendor has to be added to the Insider Register list.
- It will still be possible for issuers to attach a pdf file to the Regulated disclosures

#### Useful links and resources

OAM Finland www.oam.fi

FIN-FSA: https://www.finanssivalvonta.fi/en/capital-markets/issuers-and-investors/esef-xbrl/

ESMA website - dedicated to ESEF <u>https://www.esma.europa.eu/policy-activities/corporate-</u> disclosure/european-single-electronic-format

ESEF reporting Manual (updated July 2020) <u>https://www.esma.europa.eu/sites/default/files/library/esma32-60-</u> <u>254\_esef\_reporting\_manual.pdf.pdf</u>

ESEF Hub Tools: <u>http://www.xbrleurope.org/?page\_id=1243</u>

Real Time Economy Conference on November 14th, 2019 - http://conference.rte.fi/

## Acronym Definition

AFR – Annual Financial Report
ESEF – European Single Electronic Format
IFRS – International Financial Reporting Standards
iXBRL (Inline XBRL) – Extensible Business Reporting Language
OAM – Officially Appointed Mechanism
RTS – Regulatory technical Standard on ESEF
TD – Transparency Directive
xHTML - eXtensible HyperText Markup Language