

Reporting and Publishing Platform Portal MVP Portal

User Manual

Last updated: 10. December 2018

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Introduction

The present Document describes the procedure for registering with and logging in to the Reporting and Publishing Platform Portal (Melde- und Veröffentlichungsplattform Portal – MVP Portal) of the Federal Financial Supervisory Authority (Bundesanstalt für Finanzdienstleistungsaufsicht – BaFin). The MVP Portal serves as a platform for various specialised procedures for which a notification requirement is prescribed by law. It thus offers notifying parties the possibility of complying with their obligation to BaFin. For this, the steps as set out hereinafter describe how you (1.) register with and then log in to the MVP Portal, and (2.) can apply for notification authorisation for a specialised procedure.

This will not result in any changes to procedures currently being reported via the MVP. The notifications will continue to be submitted via the usual platform. Eventually these procedures will be transferred to the MVP Portal, but this will be announced separately.

Requirements

1.1 Technical requirements

To register on the MVP Portal and submit notifications there, you must meet the following technical requirements:

1.1.1 Internet access

To submit electronic notifications to us, you need an Internet-enabled computer with Internet access.

When sensitive data are transmitted, you should submit notifications from a secure network so that the data transfer cannot be intercepted. An openly accessible WLAN, for example, is not suitable for sending sensitive data.

1.1.2 Web browser

You need a web browser in order to access the MVP Portal (which was tested with the Internet Explorer as well as Mozilla Firefox). Normally, it should be possible to use any HTML-compliant browser.

1.1.3 E-mail

For the registration, you need an e-mail address and a means of accessing it. You must provide this e-mail address during the registration process; it serves as the primary channel of communication between BaFin and you. In the case of certain sensitive operations, an e-mail is sent to you in order to confirm the operation.

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1.1.4 Web service client

If you would like to use the option of sending us notifications in automated form in a single operation, you need a SOAP-compatible web service client. You will find the configuration and the link to the service definition in the relevant chapter for this or in the online documentation of the MVP Portal under "Documentation/Help".

1.1.5 Printer

When you apply for a notification authorisation, you will be requested to print out and sign the electronically submitted application and to send it to BaFin together with the required documents.

MVP Portal

1.2 MVP Portal start page

To obtain access to the MVP Portal, you first have to register as a notifying party. You can find the application for this on the BaFin website:

<http://www.bafin.de>

In the upper left corner of the page you can choose “English” for the English version of BaFin homepage.

Scroll down the Website to

Quick links



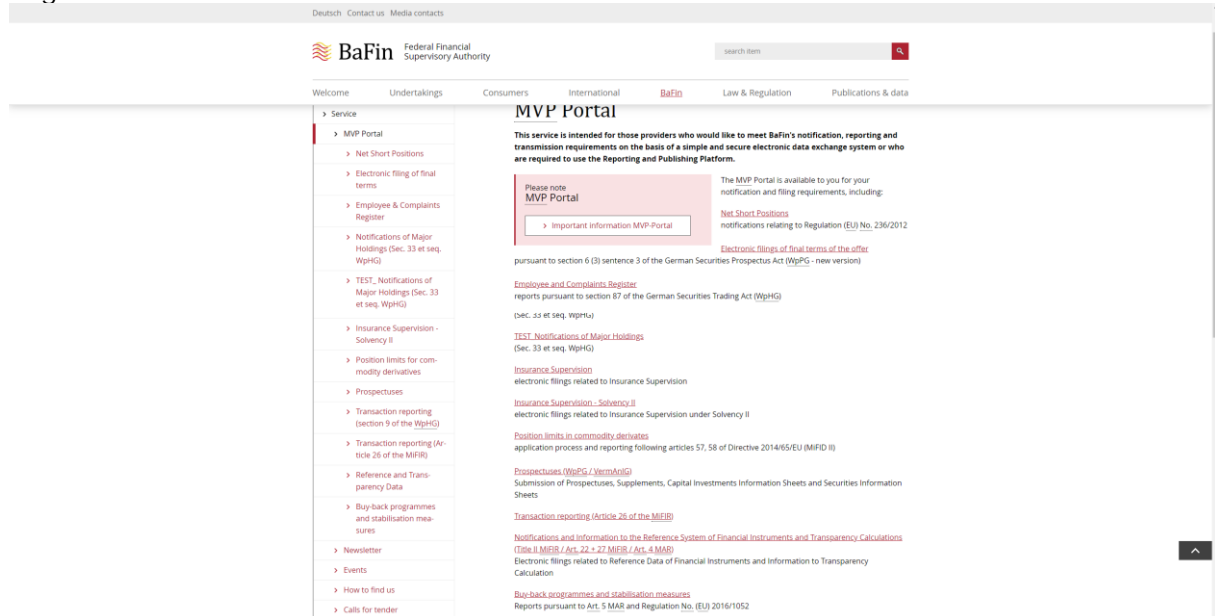
MVP Portal

This service is intended for those providers who would like to meet BaFin's notification, reporting and transmission requirements on the basis of a simple and secure electronic data exchange system or who are required to use the Reporting and Publishing Platform.

> More

Figure 1 Quick Links – MVP Portal

Under the section “Companies” and the hyperlink “Reporting and publishing platform (MVP)” in the left-hand menu, you will be directed to the start page of “Reporting and Publishing Portal - MVP Portal (net short positions)”. If MVP Portal is presented in German, you can choose the English version in section “Sprache” (Language) in the left-hand menu.



The screenshot shows the MVP Portal start page of the Federal Financial Supervisory Authority (BaFin). The page features a navigation menu on the left with categories like 'Service', 'Undertakings', 'Consumers', 'International', 'BaFin', 'Law & Regulation', and 'Publications & data'. The main content area is titled 'MVP Portal' and includes a search bar, a 'Please note MVP Portal' section, and a list of services such as 'Net Short Positions', 'Employee & Complaints Register', and 'Insurance Supervision - Solvency II'.

Deutsch Contact us Media contacts

BaFin Federal Financial Supervisory Authority

search item

Welcome Undertakings Consumers International **BaFin** Law & Regulation Publications & data

MVP Portal

This service is intended for those providers who would like to meet BaFin's notification, reporting and transmission requirements on the basis of a simple and secure electronic data exchange system or who are required to use the Reporting and Publishing Platform.

Please note MVP Portal

Important Information MVP-Portal

The MVP Portal is available to you for your notification and filing requirements, including:

- Net Short Positions notifications relating to Regulation (EU) No. 236/2012
- Electronic filings of final terms of the offer pursuant to section 6 (3) sentence 3 of the German Securities Prospectus Act (WpStG - new version)

[Employee and Complaints Register](#)
reports pursuant to section 67 of the German Securities Trading Act (WpHG) (Sec. 23 et seq. WpHG)

[TEST - Notifications of Major Holdings](#)
(Sec. 33 et seq. WpHG)

[Insurance Supervision](#)
electronic filings related to Insurance Supervision

[Insurance Supervision - Solvency II](#)
electronic filings related to Insurance Supervision under Solvency II

[Position limits in commodity derivatives](#)
application process and reporting following articles 57, 58 of Directive 2014/65/EU (MiFID II)

[Prospectuses \(WpStG / WertmAnG\)](#)
Submission of Prospectuses, Supplements, Capital Investments Information Sheets and Securities Information Sheets

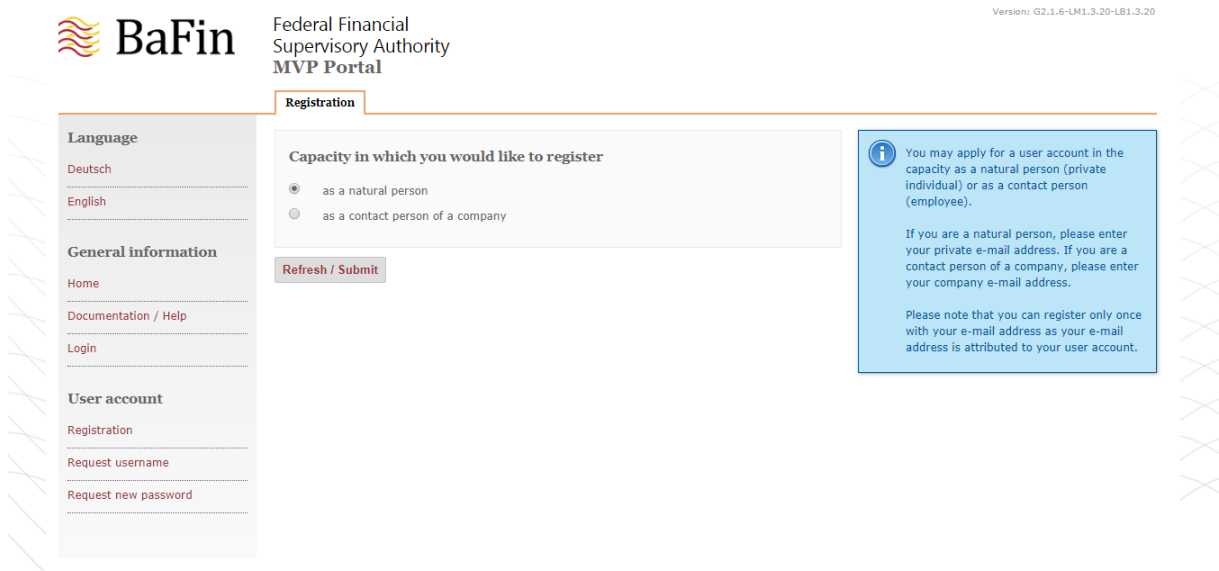
[Transaction reporting \(Article 26 of the MiFID\)](#)
Notifications and information to the Reference System of Financial Instruments and Transparency Calculations (Title II MiFIR / Art. 22 + 27 MiFIR / Art. 4 MAR)
Electronic filings related to Reference Data of Financial Instruments and Information to Transparency Calculation

[Buy-back programmes and stabilisation measures](#)
Reports pursuant to Art. 5 MAR and Regulation No. (EU) 2016/1052

Figure 2 MVP Portal start page

1.2.1 Registering

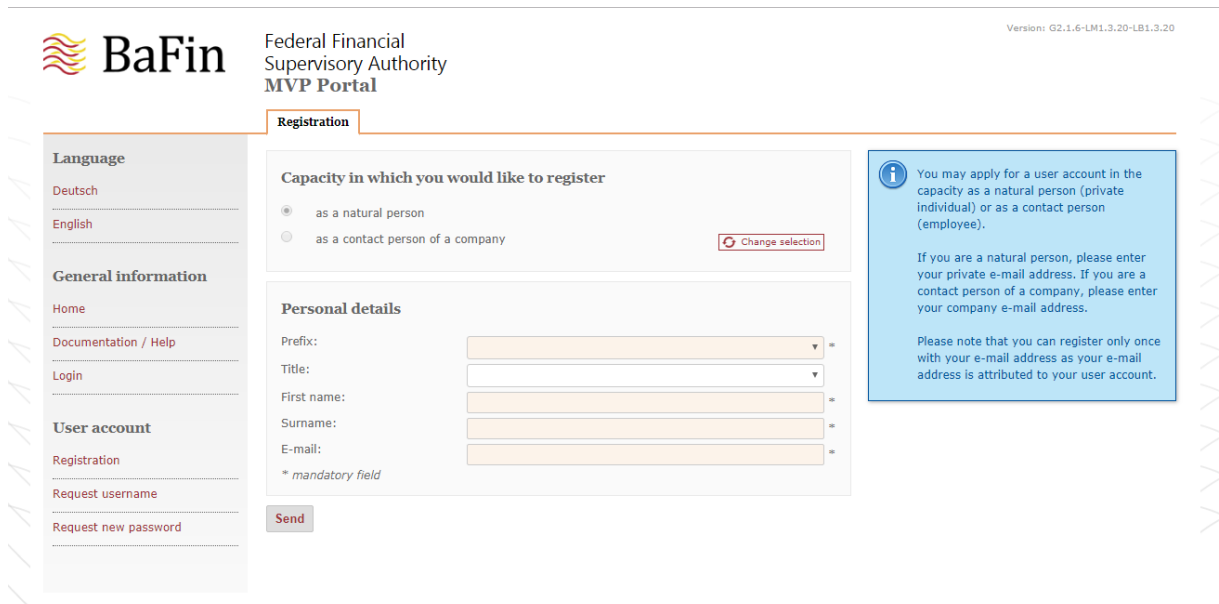
Under the section “User account” in the left-hand menu, you select “Registration” to first select in what capacity you want to register – as a natural person (private individual) or as a contact person (employee) of a company.



The screenshot shows the BaFin MVP Portal registration interface. At the top left is the BaFin logo and the text 'Federal Financial Supervisory Authority MVP Portal'. A version number 'Version: G2.1.6-LM1.3.20-LB1.3.20' is in the top right. The page title is 'Registration'. On the left is a navigation menu with sections: 'Language' (Deutsch, English), 'General information' (Home, Documentation / Help, Login), and 'User account' (Registration, Request username, Request new password). The main content area is titled 'Capacity in which you would like to register' and contains two radio buttons: 'as a natural person' (selected) and 'as a contact person of a company'. Below these is a 'Refresh / Submit' button. To the right is a blue information box with an 'i' icon, stating: 'You may apply for a user account in the capacity as a natural person (private individual) or as a contact person (employee). If you are a natural person, please enter your private e-mail address. If you are a contact person of a company, please enter your company e-mail address. Please note that you can register only once with your e-mail address as your e-mail address is attributed to your user account.'

Figure 3 Registration – notifying party

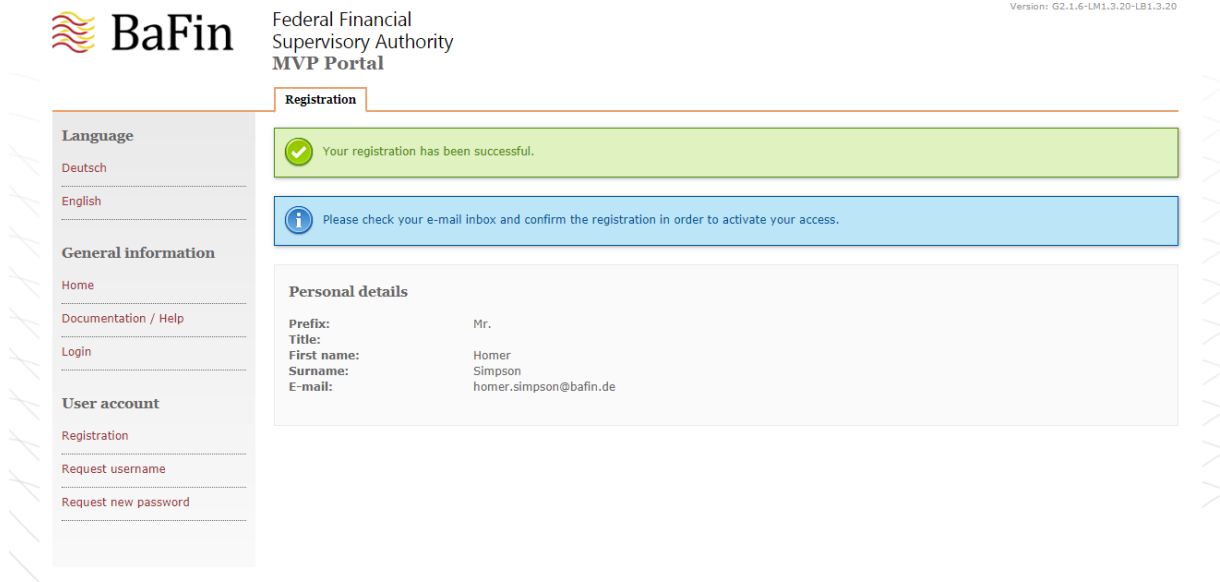
After that you will be requested to provide your personal details. If you are a natural person, please enter your private e-mail address here; if you are a contact person of a company, please enter your company e-mail address. The field for stating your title is optional. Please note that you are required to state a company name if you are registering as the contact person of a company. The fields marked with * are mandatory fields.



The screenshot shows the BaFin MVP Portal registration interface for personal details. The layout is similar to Figure 3. The 'Capacity in which you would like to register' section now has two radio buttons: 'as a natural person' and 'as a contact person of a company'. A 'Change selection' button is visible next to the second option. Below this is the 'Personal details' section with the following fields: 'Prefix:' (dropdown menu), 'Title:' (dropdown menu), 'First name:' (text input), 'Surname:' (text input), and 'E-mail:' (text input). The 'E-mail' field is marked with an asterisk (*). Below the fields is a 'Send' button. The blue information box on the right is identical to the one in Figure 3.

Figure 4 Registration – personal details

To send your registration data to BaFin, click on the "Send" button.



The screenshot shows the BaFin MVP Portal registration page. At the top left is the BaFin logo and the text "Federal Financial Supervisory Authority MVP Portal". At the top right is the version number "Version: G2.1.6-LM1.3.20-LB1.3.20". The page has a "Registration" tab selected. On the left is a navigation menu with sections: "Language" (Deutsch, English), "General information" (Home, Documentation / Help, Login), and "User account" (Registration, Request username, Request new password). The main content area shows a green success message: "Your registration has been successful." Below it is a blue information message: "Please check your e-mail inbox and confirm the registration in order to activate your access." At the bottom is a "Personal details" section with the following information:

| Personal details | |
|------------------|------------------------|
| Prefix: | Mr. |
| Title: | |
| First name: | Homer |
| Surname: | Simpson |
| E-mail: | homer.simpson@bafin.de |

Figure 5 Registration – e-mail transmission

You then receive an e-mail with a link opening a page in which you must confirm the registration and enter your remaining data. This link is valid for 72 hours. If you do not respond within this time, the registration data will be removed from our system.

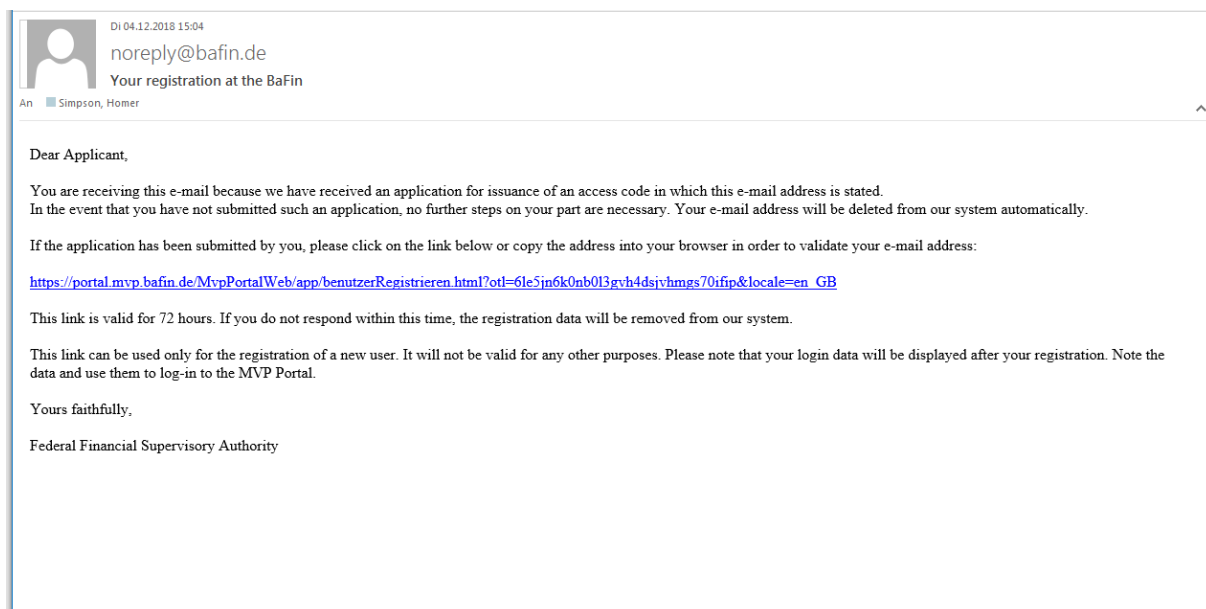


Figure 6 E-mail confirmation of registration

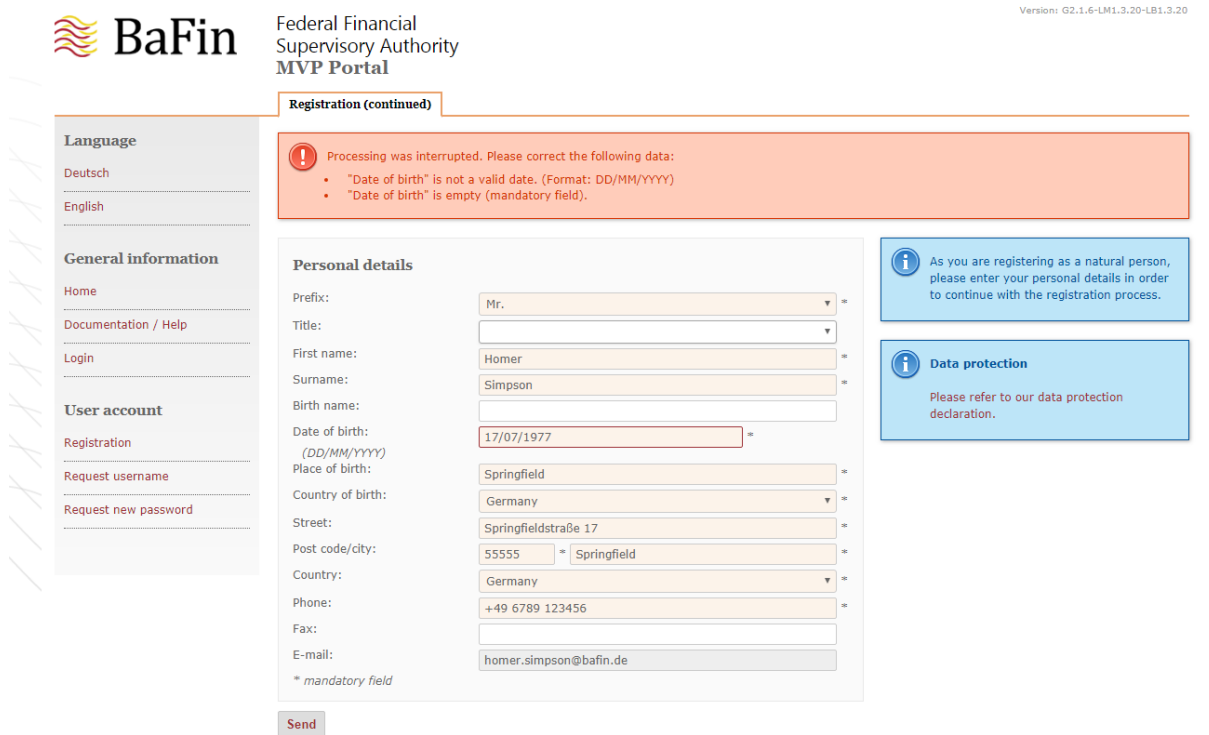
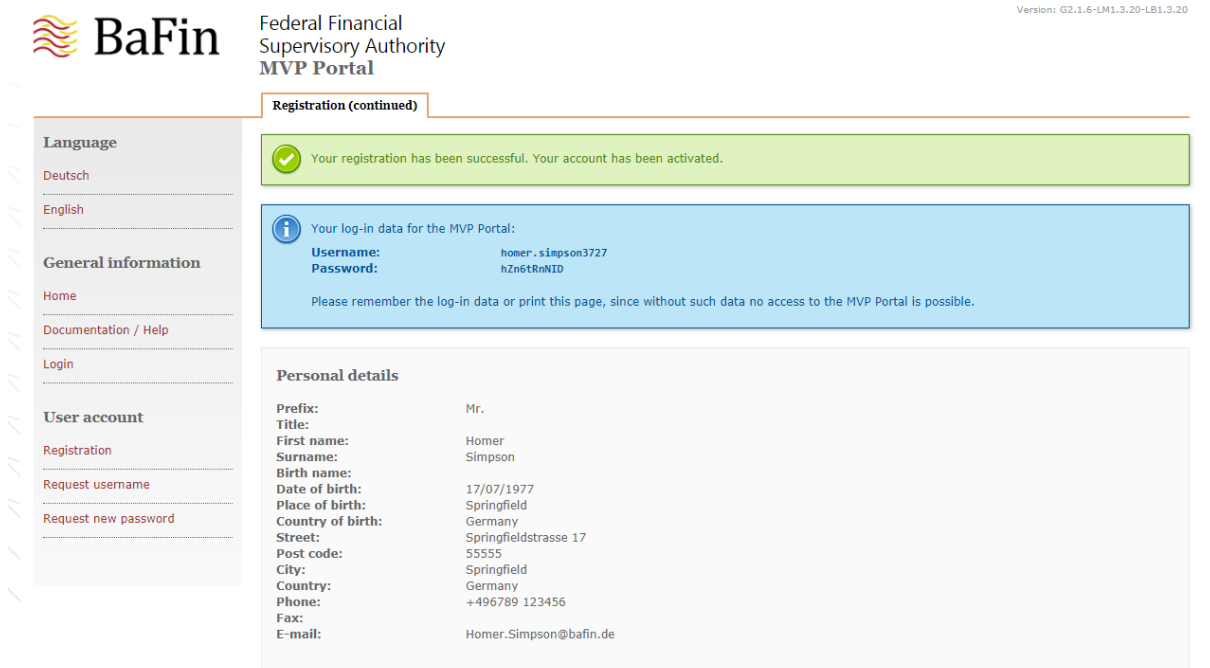


Figure 7 Registration (continued)

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Lastly, you are displayed a username and a password for logging in to the MVP Portal. Please from now on do not use the link which was provided in our e-mail (Figure 6 E-mail confirmation of registration). Its validity has been terminated. Please remember the log-in data or print out this page, since without such data no access to the MVP Portal is possible.



Version: G2.1.6-UM1.3.20-LB1.3.20

BaFin Federal Financial Supervisory Authority
MVP Portal

Registration (continued)

Language
Deutsch
English

General information
Home
Documentation / Help
Login

User account
Registration
Request username
Request new password

✔ Your registration has been successful. Your account has been activated.

Information Your log-in data for the MVP Portal:
Username: homer.simpson3727
Password: hZn6tRnNID
Please remember the log-in data or print this page, since without such data no access to the MVP Portal is possible.

Personal details

| | |
|-------------------|------------------------|
| Prefix: | Mr. |
| Title: | |
| First name: | Homer |
| Surname: | Simpson |
| Birth name: | |
| Date of birth: | 17/07/1977 |
| Place of birth: | Springfield |
| Country of birth: | Germany |
| Street: | Springfieldstrasse 17 |
| Post code: | 55555 |
| City: | Springfield |
| Country: | Germany |
| Phone: | +496789 123456 |
| Fax: | |
| E-mail: | Homer.Simpson@bafin.de |

Figure 8 Username and password for log-in after registration

Important notice:

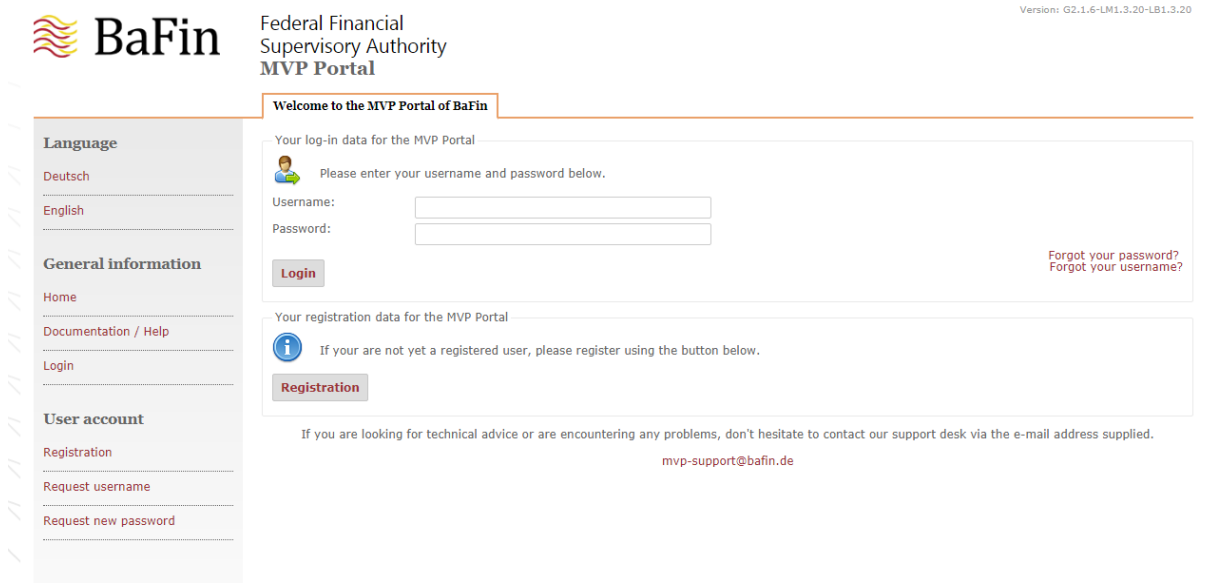
The username and the password are assigned to you for security reasons. You are not free to choose them. Remember your user identification! The password is stored at BaFin in encrypted form and cannot be reconstructed, not even by employees of BaFin. If you forget your access data, a new password must be generated. In such cases, please refer to the relevant chapter provided in this Documentation.

1.2.2 Logging in to MVP Portal

With the data, username and password now assigned, you can log in to the MVP Portal by selecting the “Login” link under the section “General information”.

Please enter the data and confirm with “Login”.

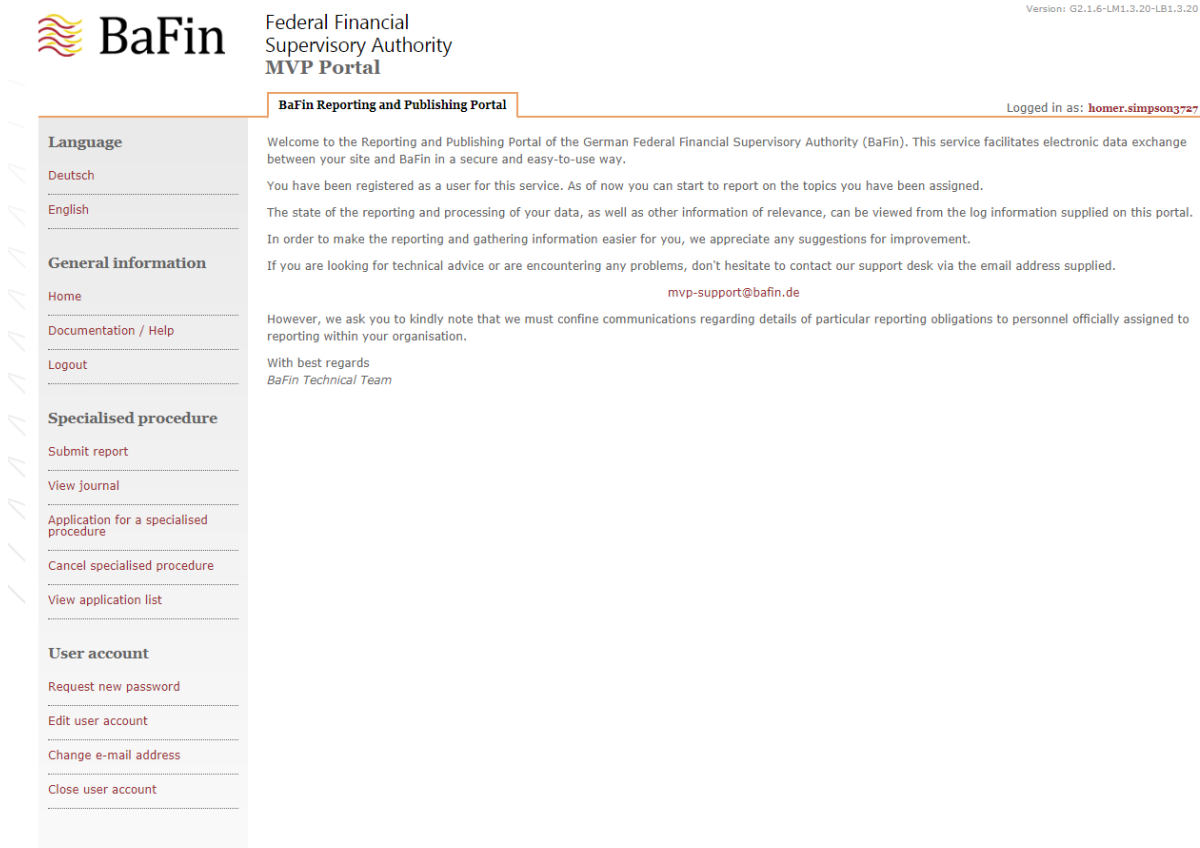
The “Reset” button deletes the data you have entered.



The screenshot shows the MVP Portal login interface. At the top left is the BaFin logo and the text 'Federal Financial Supervisory Authority MVP Portal'. A version number 'Version: G2.1.6-LM1.3.20-LB1.3.20' is visible in the top right. A navigation menu on the left includes 'Language' (Deutsch, English), 'General information' (Home, Documentation / Help, Login), and 'User account' (Registration, Request username, Request new password). The main content area is titled 'Welcome to the MVP Portal of BaFin' and contains two sections: 'Your log-in data for the MVP Portal' with fields for 'Username:' and 'Password:', a 'Login' button, and links for 'Forgot your password?' and 'Forgot your username?'; and 'Your registration data for the MVP Portal' with an information icon, a message 'If you are not yet a registered user, please register using the button below.', and a 'Registration' button. At the bottom, there is a support contact line: 'If you are looking for technical advice or are encountering any problems, don't hesitate to contact our support desk via the e-mail address supplied. mvp-support@bafin.de'.

Figure 9 Login

The start screen of the MVP Portal appears – you are logged in!



BaFin Federal Financial Supervisory Authority
MVP Portal

Version: G2.1.6-LM1.3.20-LB1.3.20

BaFin Reporting and Publishing Portal Logged in as: **homer.simpson3727**

Language

Deutsch

English

General information

Home

Documentation / Help

Logout

Specialised procedure

Submit report

View journal

Application for a specialised procedure

Cancel specialised procedure

View application list

User account

Request new password

Edit user account

Change e-mail address

Close user account

Welcome to the Reporting and Publishing Portal of the German Federal Financial Supervisory Authority (BaFin). This service facilitates electronic data exchange between your site and BaFin in a secure and easy-to-use way.

You have been registered as a user for this service. As of now you can start to report on the topics you have been assigned.

The state of the reporting and processing of your data, as well as other information of relevance, can be viewed from the log information supplied on this portal. In order to make the reporting and gathering information easier for you, we appreciate any suggestions for improvement.

If you are looking for technical advice or are encountering any problems, don't hesitate to contact our support desk via the email address supplied.

mvp-support@bafin.de

However, we ask you to kindly note that we must confine communications regarding details of particular reporting obligations to personnel officially assigned to reporting within your organisation.

With best regards
BaFin Technical Team

Figure 10 Start screen after log-in

1.2.3 Applying for specialised procedures

After successfully registering and logging in to the MVP Portal, you now have the possibility of applying for a specialised procedure. To do this, select under the section “Specialised procedure” the menu item “Application for a specialised procedure”, and from the drop-down menu select the specialised procedure for which you want to submit notifications.

Application for a specialised procedure Logged in as: [homer.simpson3727](#)

Language

[Deutsch](#)

[English](#)

General information

[Home](#)

[Documentation / Help](#)

[Logout](#)

Specialised procedure

[Submit report](#)

[View journal](#)

[Application for a specialised procedure](#)

[Cancel specialised procedure](#)

[View application list](#)

User account

[Request new password](#)

[Edit user account](#)

[Change e-mail address](#)

[Close user account](#)

Specialised procedure

Specialised procedure: *

* mandatory field

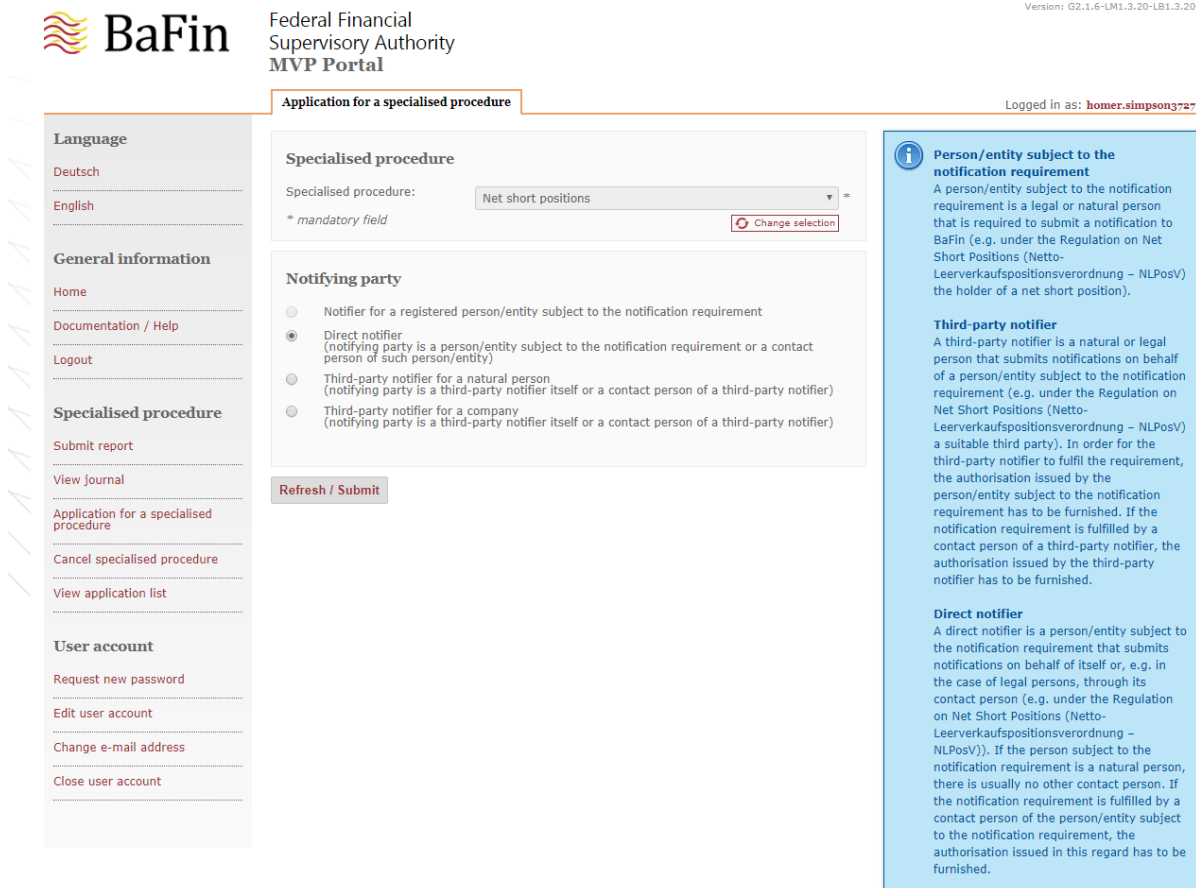
[Refresh / Submit](#)

Figure 11 Applying for participation in a specialised procedure

The further steps will depend on the specialised procedure selected and cannot be explained here.

Example:

In the specialised procedure for net short positions, you have to select in which capacity you want to submit notifications.



The screenshot shows the BaFin MVP Portal interface. At the top left is the BaFin logo and the text 'Federal Financial Supervisory Authority MVP Portal'. At the top right is the version number 'Version: G2.1.6-LM1.3.20-LB1.3.20'. Below the header, the page title is 'Application for a specialised procedure' and the user is logged in as 'homer.simpson3727'. The main content area is divided into three sections: 'Specialised procedure', 'Notifying party', and a right-hand information box. The 'Specialised procedure' section has a dropdown menu set to 'Net short positions' with an asterisk indicating a mandatory field and a 'Change selection' button. The 'Notifying party' section has four radio button options: 'Notifier for a registered person/entity subject to the notification requirement', 'Direct notifier (notifying party is a person/entity subject to the notification requirement or a contact person of such person/entity)', 'Third-party notifier for a natural person (notifying party is a third-party notifier itself or a contact person of a third-party notifier)', and 'Third-party notifier for a company (notifying party is a third-party notifier itself or a contact person of a third-party notifier)'. A 'Refresh / Submit' button is located below these options. The right-hand information box contains three sections: 'Person/entity subject to the notification requirement', 'Third-party notifier', and 'Direct notifier', each with a brief description of the role.

Specialised procedure

Specialised procedure: Net short positions *
* mandatory field [Change selection](#)

Notifying party

- Notifier for a registered person/entity subject to the notification requirement
- Direct notifier (notifying party is a person/entity subject to the notification requirement or a contact person of such person/entity)
- Third-party notifier for a natural person (notifying party is a third-party notifier itself or a contact person of a third-party notifier)
- Third-party notifier for a company (notifying party is a third-party notifier itself or a contact person of a third-party notifier)

[Refresh / Submit](#)

Person/entity subject to the notification requirement
A person/entity subject to the notification requirement is a legal or natural person that is required to submit a notification to BaFin (e.g. under the Regulation on Net Short Positions (Netto-Leerverkaufspositionsverordnung – NLPosV) the holder of a net short position).

Third-party notifier
A third-party notifier is a natural or legal person that submits notifications on behalf of a person/entity subject to the notification requirement (e.g. under the Regulation on Net Short Positions (Netto-Leerverkaufspositionsverordnung – NLPosV) a suitable third party). In order for the third-party notifier to fulfil the requirement, the authorisation issued by the person/entity subject to the notification requirement has to be furnished. If the notification requirement is fulfilled by a contact person of a third-party notifier, the authorisation issued by the third-party notifier has to be furnished.


Direct notifier
A direct notifier is a person/entity subject to the notification requirement that submits notifications on behalf of itself or, e.g. in the case of legal persons, through its contact person (e.g. under the Regulation on Net Short Positions (Netto-Leerverkaufspositionsverordnung – NLPosV)). If the person subject to the notification requirement is a natural person, there is usually no other contact person. If the notification requirement is fulfilled by a contact person of the person/entity subject to the notification requirement, the authorisation issued in this regard has to be furnished.

Figure 12 Specialised procedure –net short positions

Please fill out the fields marked as mandatory fields (*) and follow the instructions given on the Portal.

Once all necessary data have been entered, confirm by clicking on the “Apply” button. After that, a PDF document is automatically prepared from your data and displayed.

Application for the specialised procedure

 **BaFin**

Register of net short positions

Please sign this application and send it to:
Bundesanstalt für Finanzdienstleistungsaufsicht
Referat WA 25/Leerverkaufsüberwachung
Marie-Curie-Straße 24-28
Frankfurt am Main
Germany

Or fax it to: +49 (0)228/4108-1717

Application no.:

Details of procedure

| | |
|---|---|
| Specialised procedure | <input type="text"/> |
| Notifying party | <input type="text"/> |
| Person/entity subject to the notification | <input checked="" type="checkbox"/> <i>direct notifier</i> <input type="checkbox"/> <i>third-party</i> <input type="checkbox"/> <i>natural person</i> <input checked="" type="checkbox"/> <i>company</i> |
| Notifying party is a | <input type="checkbox"/> <i>natural person</i> <input checked="" type="checkbox"/> <i>contact person of a company</i> |

Details of the notifying party

| | |
|------------------|---|
| Prefix/title | <input type="text"/> / <input type="text"/> |
| First name | <input type="text"/> |
| Surname | <input type="text"/> |
| Birth name | <input type="text"/> |
| Date of birth | <input type="text"/> |
| Place of birth | <input type="text"/> |
| Country of birth | <input type="text"/> |
| Address | |
| Street | <input type="text"/> |
| Post code/city | <input type="text"/> |
| Country | <input type="text"/> |
| E-mail | <input type="text"/> |
| Phone | <input type="text"/> |
| Fax | <input type="text"/> |

Details of the notifying party (company)

| | |
|----------------|----------------------|
| Company | <input type="text"/> |
| Street | <input type="text"/> |
| Post code/city | <input type="text"/> |
| Country | <input type="text"/> |

Details of the person subject to the notification requirement (natural person)

| | | | |
|------------------|----------------------|---|----------------------|
| Prefix/title | <input type="text"/> | / | <input type="text"/> |
| First name | <input type="text"/> | | |
| Surname | <input type="text"/> | | |
| Birth name | <input type="text"/> | | |
| Date of birth | <input type="text"/> | | |
| Place of birth | <input type="text"/> | | |
| Country of birth | <input type="text"/> | | |

Details of the company

| | |
|-------------------|----------------------|
| Company | <input type="text"/> |
| Type of reference | <input type="text"/> |
| Reference | <input type="text"/> |

General information on the person/entity subject to the notification requirement

| | |
|----------------|----------------------|
| Address | |
| Street | <input type="text"/> |
| Post code/city | <input type="text"/> |
| Country | <input type="text"/> |
| E-mail | <input type="text"/> |
| Phone | <input type="text"/> |
| Fax | <input type="text"/> |

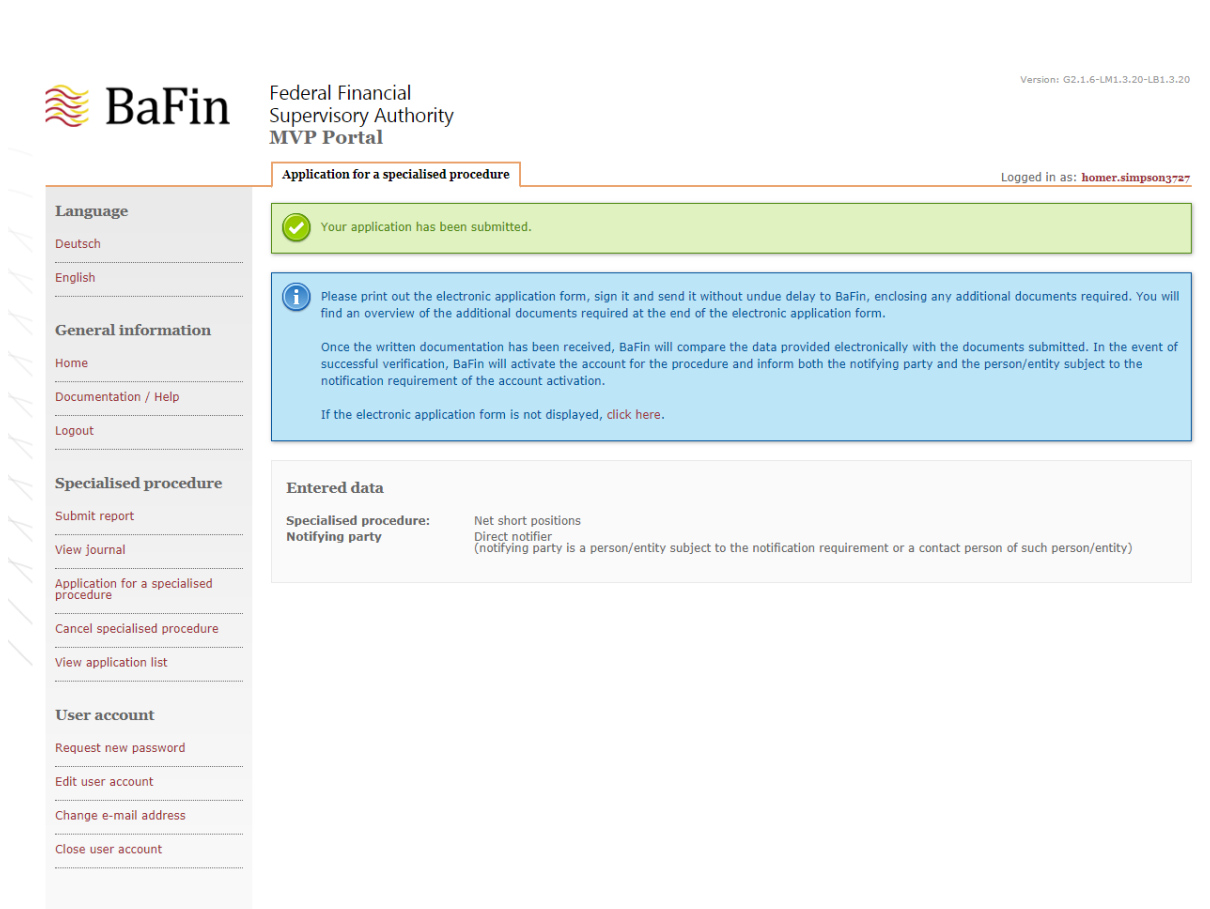
(date and place)

(signature)

After you have been displayed the automatically generated PDF form (electronic application) and have printed it out, the application for the specialised procedure is completed.

Important notice:

If no PDF document is displayed to you, this may be due to an active pop-up blocker. In that case please click on the download link provided and open the PDF file manually.



The screenshot shows the BaFin MVP Portal interface. At the top left is the BaFin logo and the text 'Federal Financial Supervisory Authority MVP Portal'. On the right, it says 'Version: G2.1.6-UM1.3.20-LB1.3.20' and 'Logged in as: homer.simpson3727'. The main content area is titled 'Application for a specialised procedure'. It features a green success message: 'Your application has been submitted.' Below this is a blue information box with a checkmark icon, stating: 'Please print out the electronic application form, sign it and send it without undue delay to BaFin, enclosing any additional documents required. You will find an overview of the additional documents required at the end of the electronic application form. Once the written documentation has been received, BaFin will compare the data provided electronically with the documents submitted. In the event of successful verification, BaFin will activate the account for the procedure and inform both the notifying party and the person/entity subject to the notification requirement of the account activation. If the electronic application form is not displayed, click here.' At the bottom, there is a table titled 'Entered data' with the following content:

| Entered data | |
|-------------------------------|---|
| Specialised procedure: | Net short positions |
| Notifying party | Direct notifier (notifying party is a person/entity subject to the notification requirement or a contact person of such person/entity) |

The left sidebar contains navigation links under three categories: 'Language' (Deutsch, English), 'General information' (Home, Documentation / Help, Logout), and 'Specialised procedure' (Submit report, View journal, Application for a specialised procedure, Cancel specialised procedure, View application list). The 'User account' section includes links for Request new password, Edit user account, Change e-mail address, and Close user account.

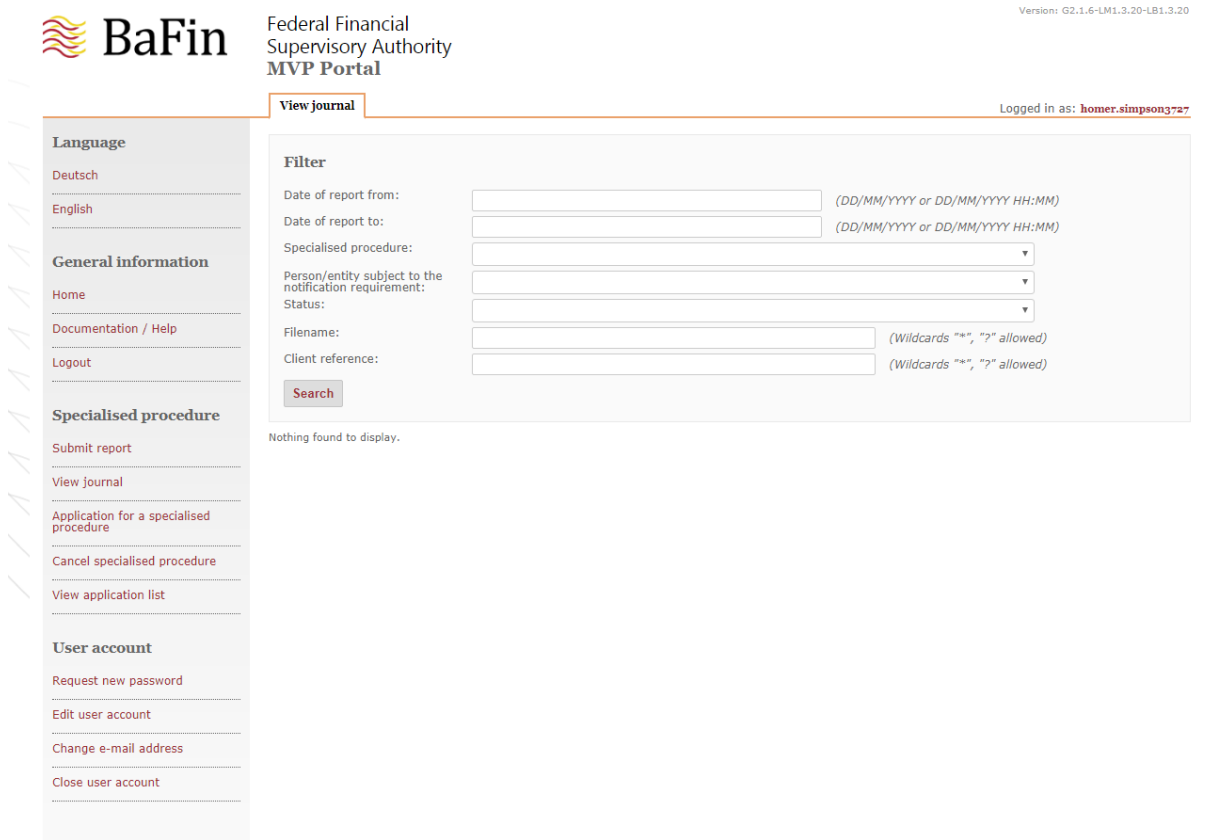
Figure 13 Completion of application for specialised procedure

1.2.4 View journal

Under the menu item "View journal", you have the possibility of keeping track of what notifications you have already transmitted to BaFin under a specialised procedure and of what processing status such notifications have reached.

For this, simply select your filter criteria and click on "search".

A list of the notifications you have already submitted is then displayed.



BaFin Federal Financial Supervisory Authority
MVP Portal

Version: G2.1.6-LM1.3.20-LB1.3.20

Logged in as: **homer.simpson3727**

View journal

Language

- Deutsch
- English

General information

- Home
- Documentation / Help
- Logout

Specialised procedure

- Submit report
- View journal
- Application for a specialised procedure
- Cancel specialised procedure
- View application list

User account

- Request new password
- Edit user account
- Change e-mail address
- Close user account

Filter

Date of report from: (DD/MM/YYYY or DD/MM/YYYY HH:MM)

Date of report to: (DD/MM/YYYY or DD/MM/YYYY HH:MM)

Specialised procedure:

Person/entity subject to the notification requirement:

Status:

Filename: (Wildcards "*", "?" allowed)

Client reference: (Wildcards "*", "?" allowed)

Search

Nothing found to display.

Figure 14 View journal

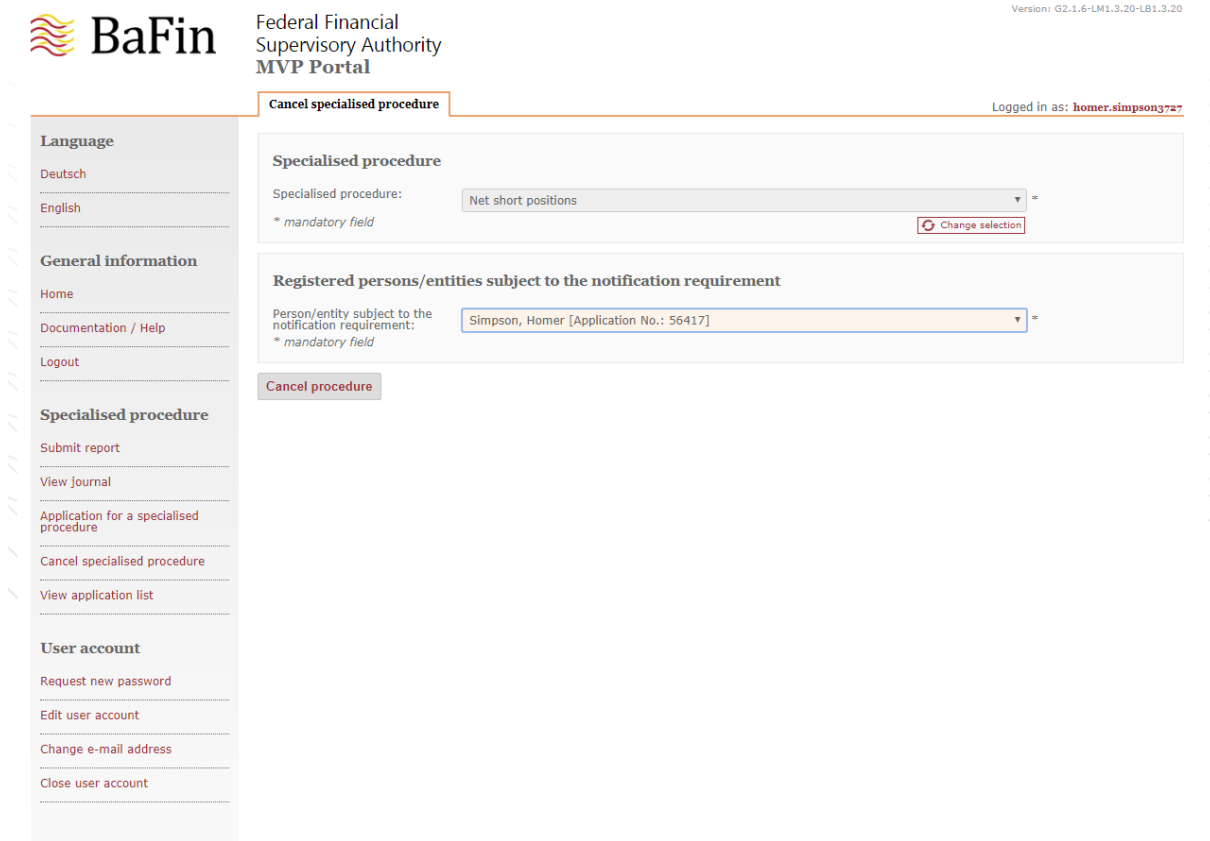
1.2.5 Cancellation of specialised procedures

If you no longer wish to submit any further notifications in a specialised procedure you applied for in the MVP Portal, you may cancel this specialised procedure.

To do this, select the menu item "Cancel specialised procedure" and from the drop-down menu the specialised procedure concerned as well as the person/entity subject to the notification requirement on whose behalf you have submitted notifications. To complete this operation, click on the "Cancel" button.

Important notice:

Once completed, cancellation of a specialised procedure cannot be reversed!



BaFin Federal Financial Supervisory Authority MVP Portal

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Cancel specialised procedure Logged in as: homer.simpson3727

Specialised procedure

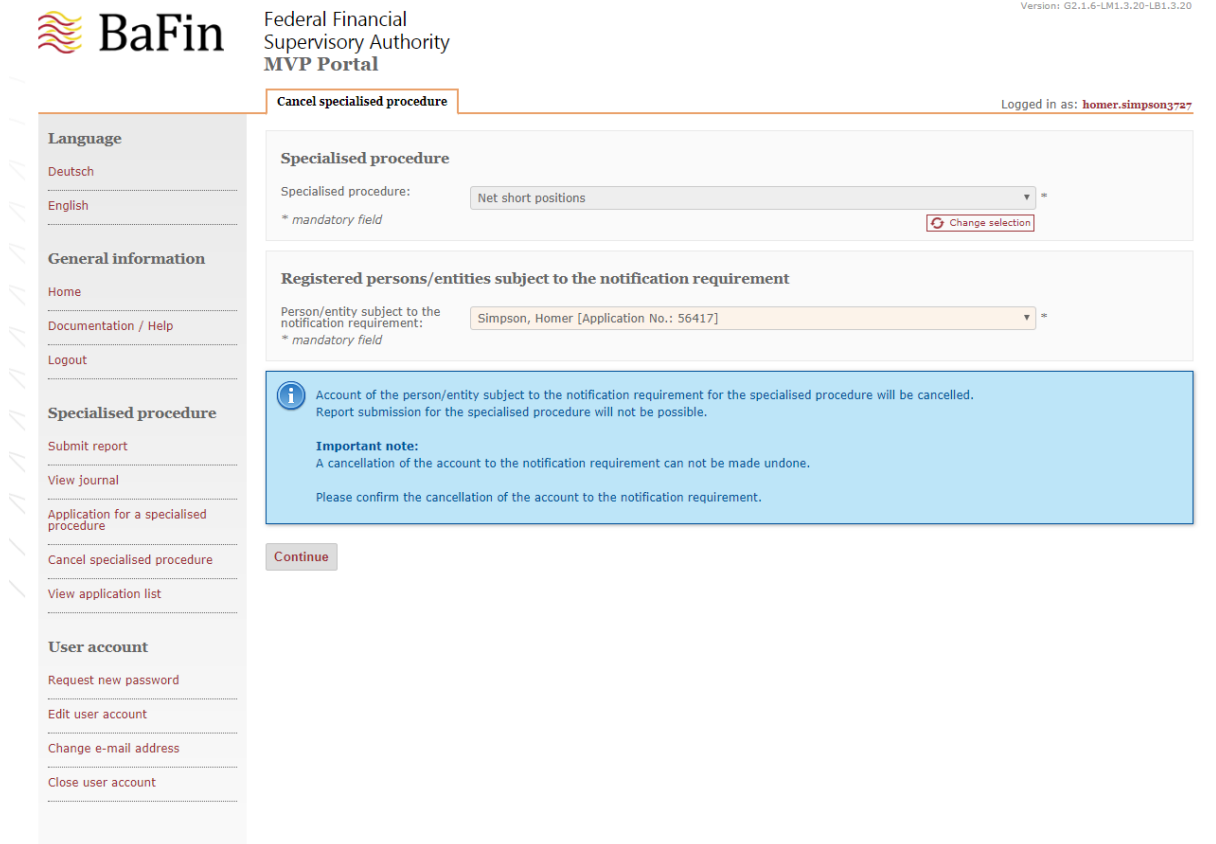
Specialised procedure: Net short positions * mandatory field [Change selection](#)

Registered persons/entities subject to the notification requirement

Person/entity subject to the notification requirement: Simpson, Homer [Application No.: 56417] * mandatory field

[Cancel procedure](#)

Figure 15 Cancellation of specialised procedures



Cancel specialised procedure Logged in as: homer.simpson3727

Language
Deutsch
English

General information
Home
Documentation / Help
Logout

Specialised procedure
Submit report
View journal
Application for a specialised procedure
Cancel specialised procedure
View application list

User account
Request new password
Edit user account
Change e-mail address
Close user account

Specialised procedure
Specialised procedure: Net short positions * mandatory field Change selection

Registered persons/entities subject to the notification requirement
Person/entity subject to the notification requirement: Simpson, Homer [Application No.: 56417] * mandatory field

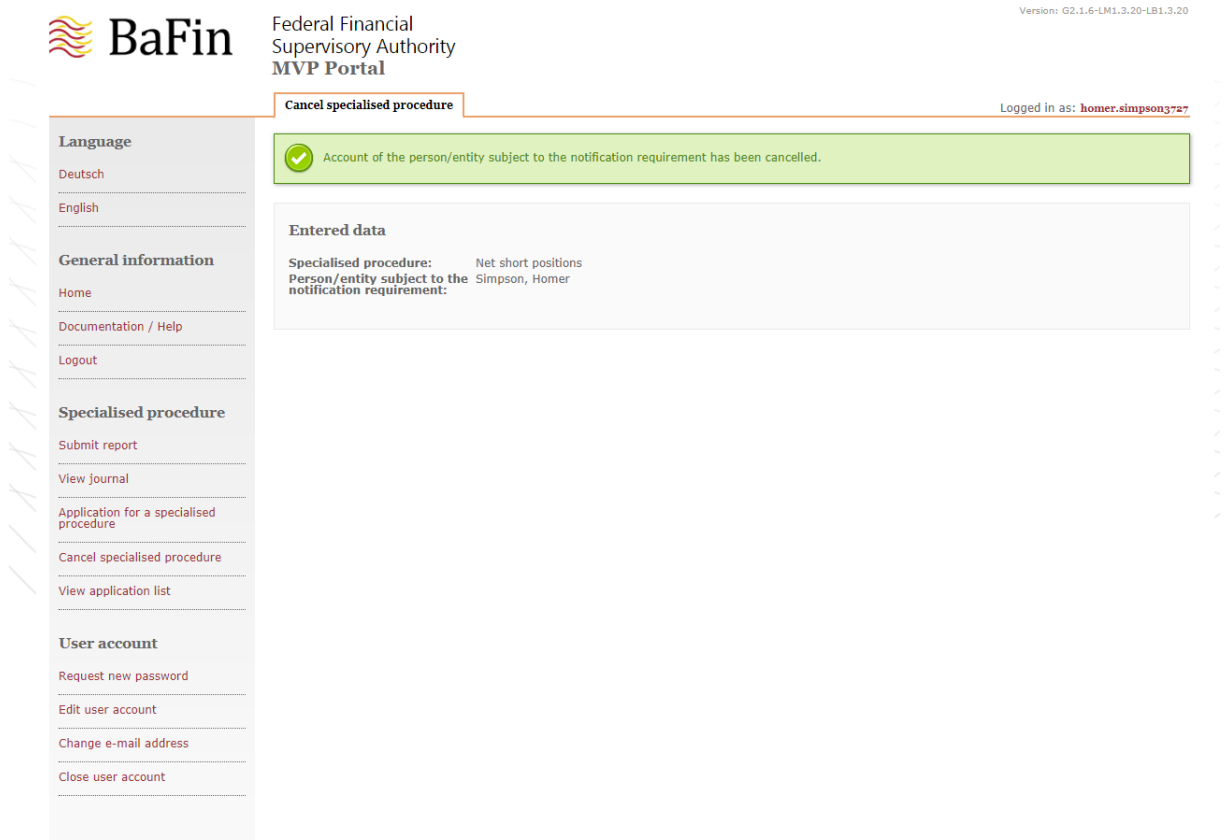
i Account of the person/entity subject to the notification requirement for the specialised procedure will be cancelled. Report submission for the specialised procedure will not be possible.

Important note:
A cancellation of the account to the notification requirement can not be made undone.

Please confirm the cancellation of the account to the notification requirement.

Continue

Figure 16 Cancellation of specialised procedures (important note)



Federal Financial
Supervisory Authority
MVP Portal

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Cancel specialised procedure Logged in as: [homer.simpson3727](#)

Language
Deutsch
English

General information
Home
Documentation / Help
Logout

Specialised procedure
Submit report
View journal
Application for a specialised procedure
Cancel specialised procedure
View application list

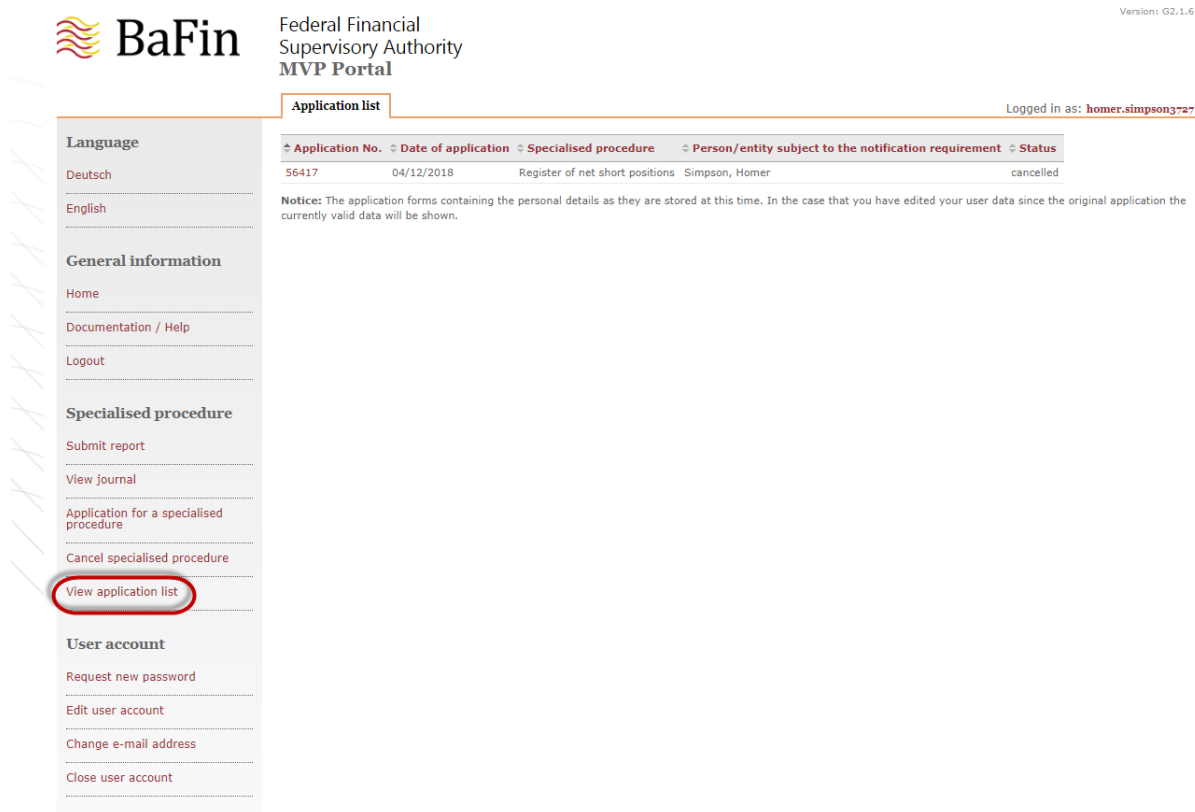
User account
Request new password
Edit user account
Change e-mail address
Close user account

Account of the person/entity subject to the notification requirement has been cancelled.

Entered data
Specialised procedure: Net short positions
Person/entity subject to the notification requirement: Simpson, Homer

Figure 17 Cancellation of specialised procedures (completed)

Under the section “View application list”, you can view the electronic application you have already submitted and re-generate the corresponding PDF file:



The screenshot displays the BaFin MVP Portal interface. At the top, the BaFin logo and name are visible, along with the text 'Federal Financial Supervisory Authority MVP Portal'. The user is logged in as 'homer.simpson3727'. The main content area is titled 'Application list' and contains a table with the following data:

| Application No. | Date of application | Specialised procedure | Person/entity subject to the notification requirement | Status |
|-----------------|---------------------|---------------------------------|---|-----------|
| 56417 | 04/12/2018 | Register of net short positions | Simpson, Homer | cancelled |

Below the table, a notice states: 'Notice: The application forms containing the personal details as they are stored at this time. In the case that you have edited your user data since the original application the currently valid data will be shown.'

The left sidebar contains several sections: 'Language' (Deutsch, English), 'General information' (Home, Documentation / Help, Logout), 'Specialised procedure' (Submit report, View journal, Application for a specialised procedure, Cancel specialised procedure), and 'User account' (Request new password, Edit user account, Change e-mail address, Close user account). The 'View application list' link in the 'Specialised procedure' section is circled in red.

Figure 18 View application list

If you click on the respective application number you will be able to re-generate the PDF form. The selected application depends on the procedure you have applied for. Here you can also view the status of your application. Applications may have reached the following status:

- preliminary
Your application has been submitted electronically but has not yet been processed by BaFin. Depending on the procedure selected, you may be allowed to submit preliminary notifications.
- accepted
Your application has been accepted. Depending on the procedure selected, you can now submit notifications; preliminary notifications that have already been submitted become final.
- refused
BaFin has refused your application; preliminary notifications have been deleted.
- cancelled
You have cancelled your application and your preliminary notifications have been deleted; notifications that have become final are retained.

Important notice:

The data contained in the applications correspond to the current user data. Should you have changed your user data since submission of the application, the current data will be used.

1.2.7 Logging out of MVP Portal

To log out of the MVP Portal, click on the menu item “Logout” on the left-hand side of the main menu. It is urgently recommended to end each session by logging out.

A session is ended automatically when it has been inactive for more than 40 minutes.

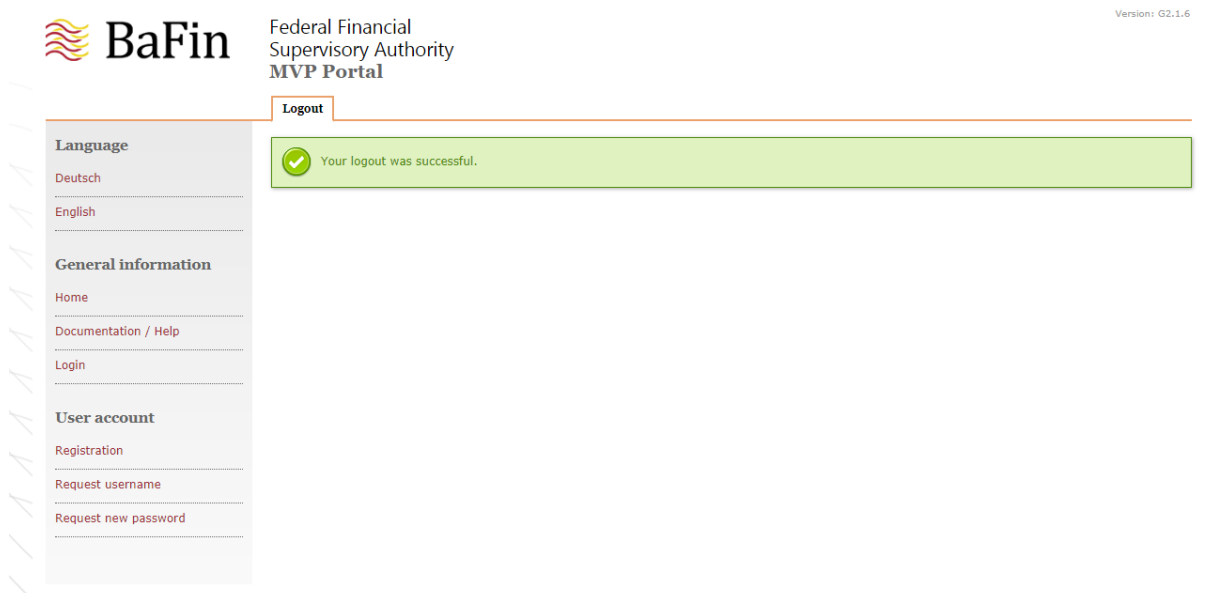
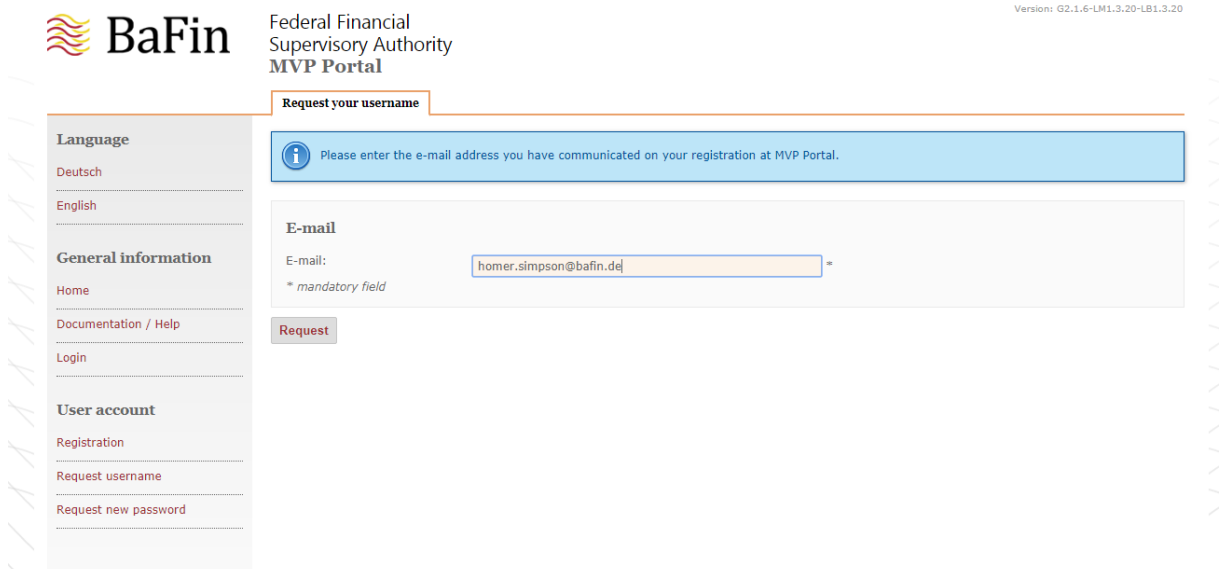


Figure 19 Logout

1.2.8 Requesting username

If you have forgotten your username or are concerned that unauthorised persons may have gained access to it, you can request a new username. Click on the menu item "Request username". You will be asked to enter the e-mail address you have communicated on your registration at MVP Portal. Please enter this e-mail address and click on "request"-button. If the entered e-mail address matches with the one that is stored in our system, an e-mail is sent to the address you have provided. Please check your e-mail inbox and click on the link in this e-mail, to confirm the operation. On the web page, your new username is displayed.



BaFin Federal Financial Supervisory Authority MVP Portal Version: G2.1.6-LM1.3.20-LB1.3.20

Request your username

Language
Deutsch
English

General information
Home
Documentation / Help
Login

User account
Registration
Request username
Request new password

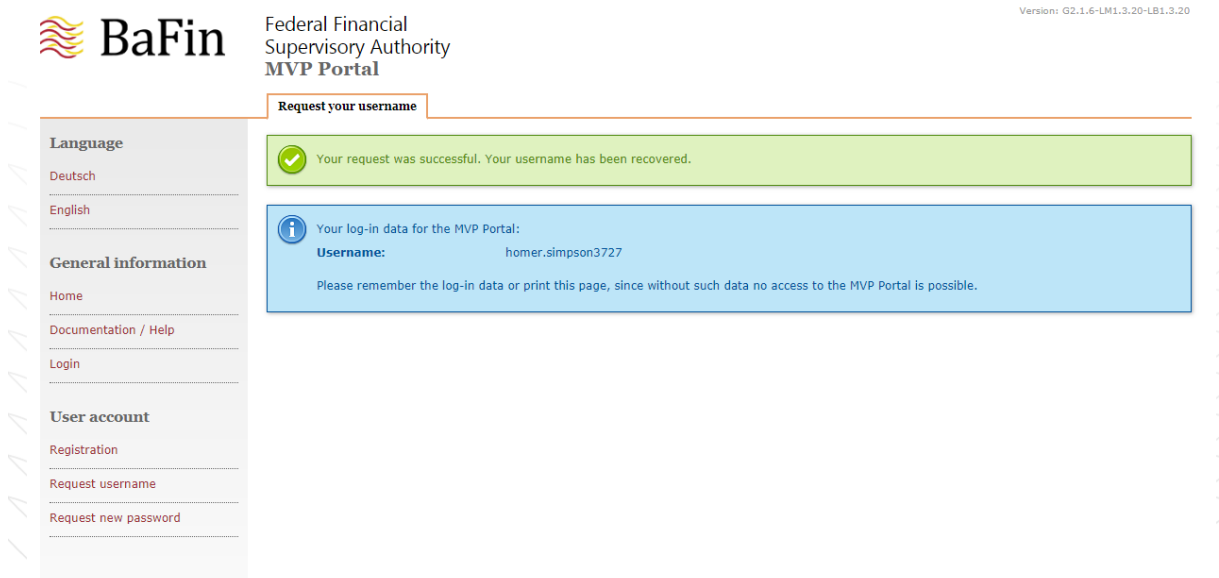
Please enter the e-mail address you have communicated on your registration at MVP Portal.

E-mail
E-mail: * mandatory field

Request

Figure 20 Requesting username

Copy the Link from the mail that you received from noreply@bafin.de into your browser:



BaFin Federal Financial Supervisory Authority MVP Portal Version: G2.1.6-LM1.3.20-LB1.3.20

Request your username

Your request was successful. Your username has been recovered.

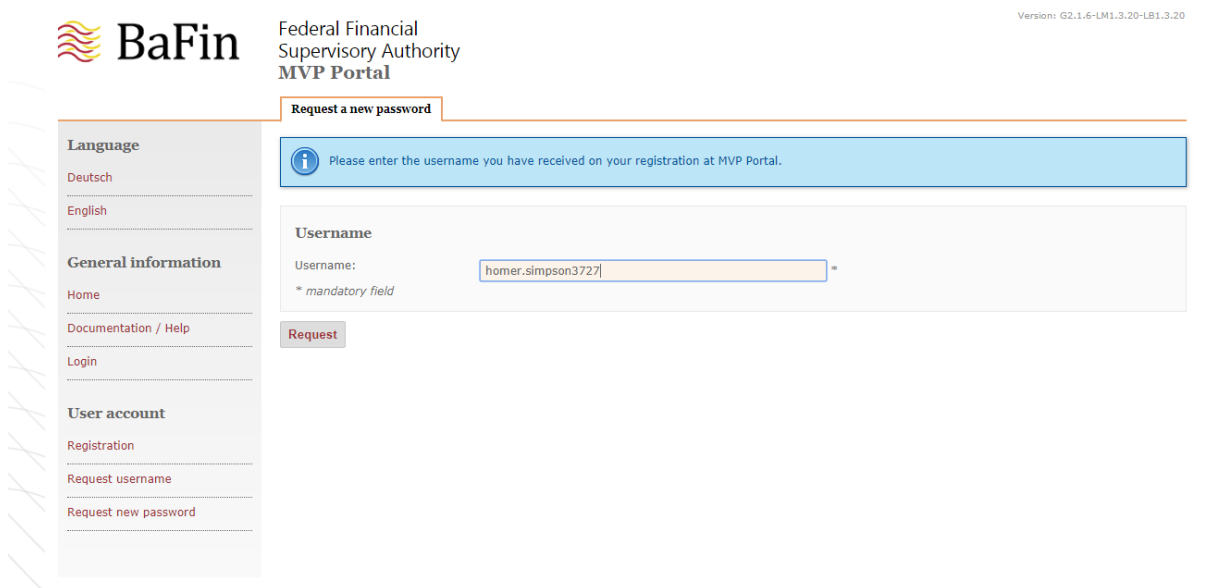
Your log-in data for the MVP Portal:
Username: homer.simpson3727
Please remember the log-in data or print this page, since without such data no access to the MVP Portal is possible.

Figure 21 Username recovered

1.2.9 Requesting a new password

If you have forgotten your password or are concerned that unauthorised persons may have gained access to it, you should request a new password. Click on the menu item "Request new password". You will be asked to enter the username you have received on your registration at MVP Portal. Please enter this username and click on "request" - button.

An e-mail is sent to the e-mail address you have provided on your registration at MVP Portal. Please check your e-mail inbox and click on the link in this e-mail, to confirm the operation. On the web page, your new password is displayed.



BaFin Federal Financial Supervisory Authority MVP Portal

Version: G2.1.6-LM1.3.20-LB1.3.20

Request a new password

Language
Deutsch
English

General information
Home
Documentation / Help
Login

User account
Registration
Request username
Request new password

Request a new password

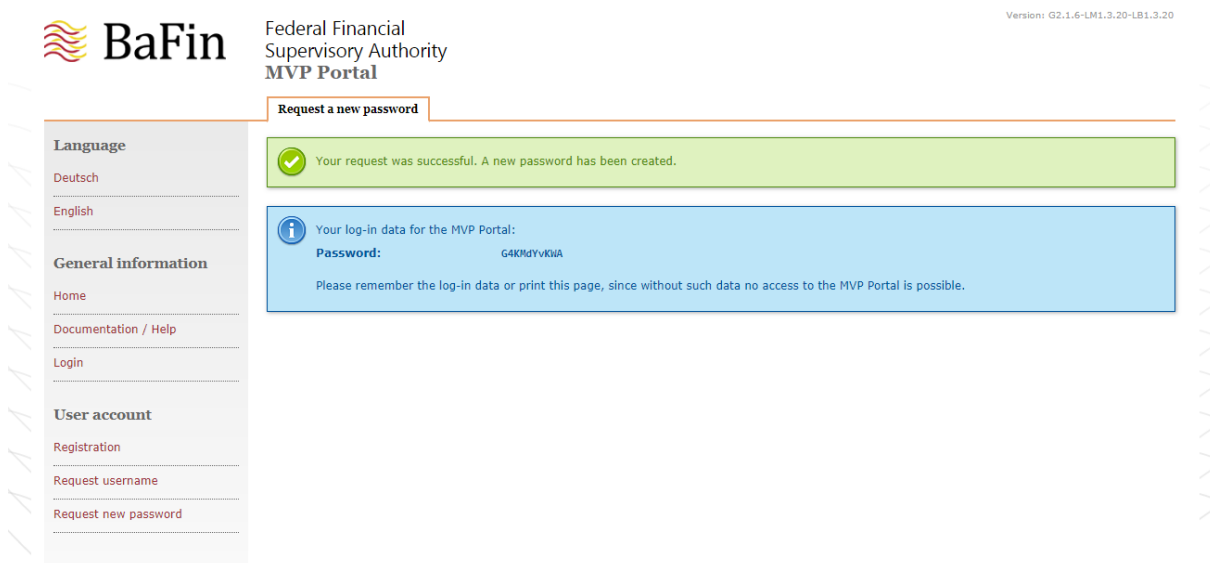
Username
Username: * mandatory field

Request

Please enter the username you have received on your registration at MVP Portal.

Figure 22 Requesting new password

Copy the Link from the mail that you received from noreply@bafin.de into your browser:



BaFin Federal Financial Supervisory Authority MVP Portal

Version: G2.1.6-LM1.3.20-LB1.3.20

Request a new password

Language
Deutsch
English

General information
Home
Documentation / Help
Login

User account
Registration
Request username
Request new password

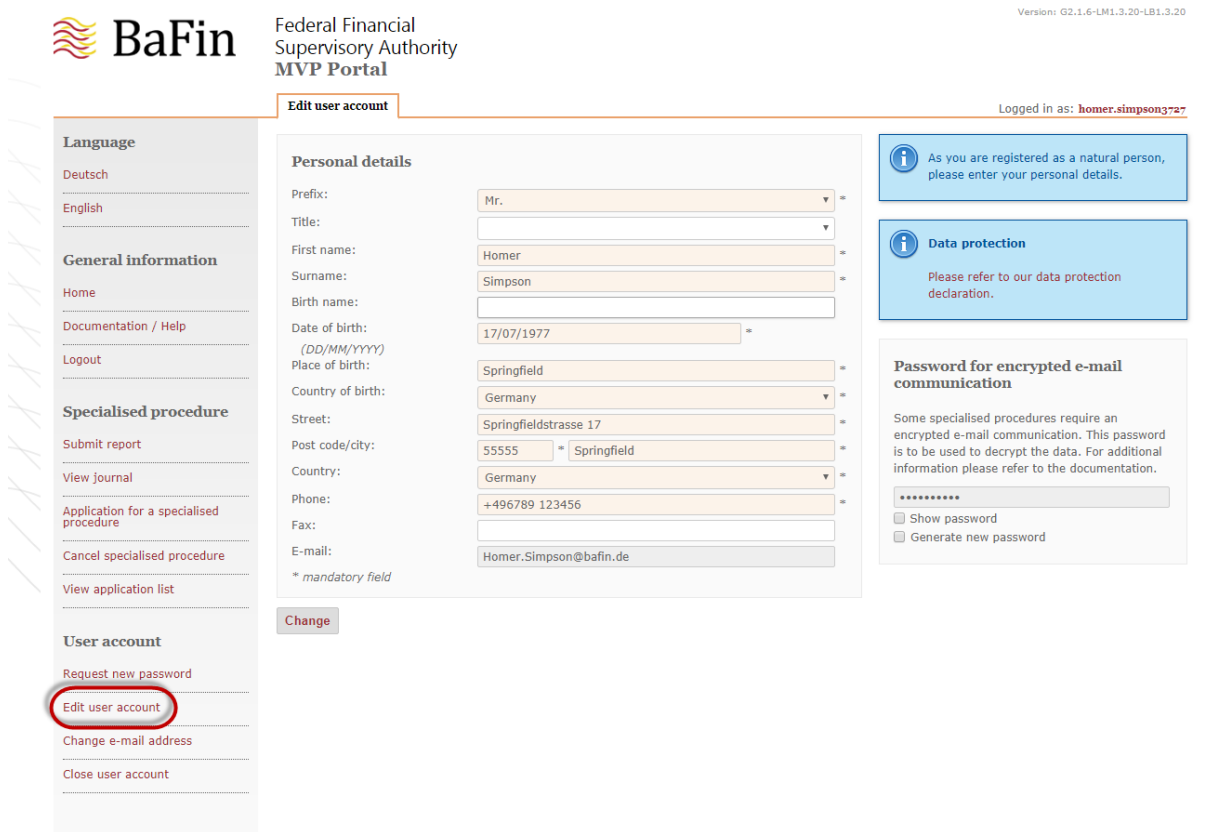
Request a new password

Your request was successful. A new password has been created.

Your log-in data for the MVP Portal:
Password: G4KJdYVKQA
Please remember the log-in data or print this page, since without such data no access to the MVP Portal is possible.

Figure 23 Requesting new password

To edit your user account data please click on the link “Edit User Account” in the menu:



BaFin Federal Financial Supervisory Authority
MVP Portal

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Logged in as: homer.simpson3727

Edit user account

Language
Deutsch
English

General information
Home
Documentation / Help
Logout

Specialised procedure
Submit report
View journal
Application for a specialised procedure
Cancel specialised procedure
View application list

User account
Request new password
Edit user account
Change e-mail address
Close user account

Personal details

Prefix: Mr.
Title:
First name: Homer
Surname: Simpson
Birth name:
Date of birth: 17/07/1977
(DD/MM/YYYY)
Place of birth: Springfield
Country of birth: Germany
Street: Springfieldstrasse 17
Post code/city: 55555 Springfield
Country: Germany
Phone: +496789 123456
Fax:
E-mail: Homer.Simpson@bafin.de
* mandatory field

Change

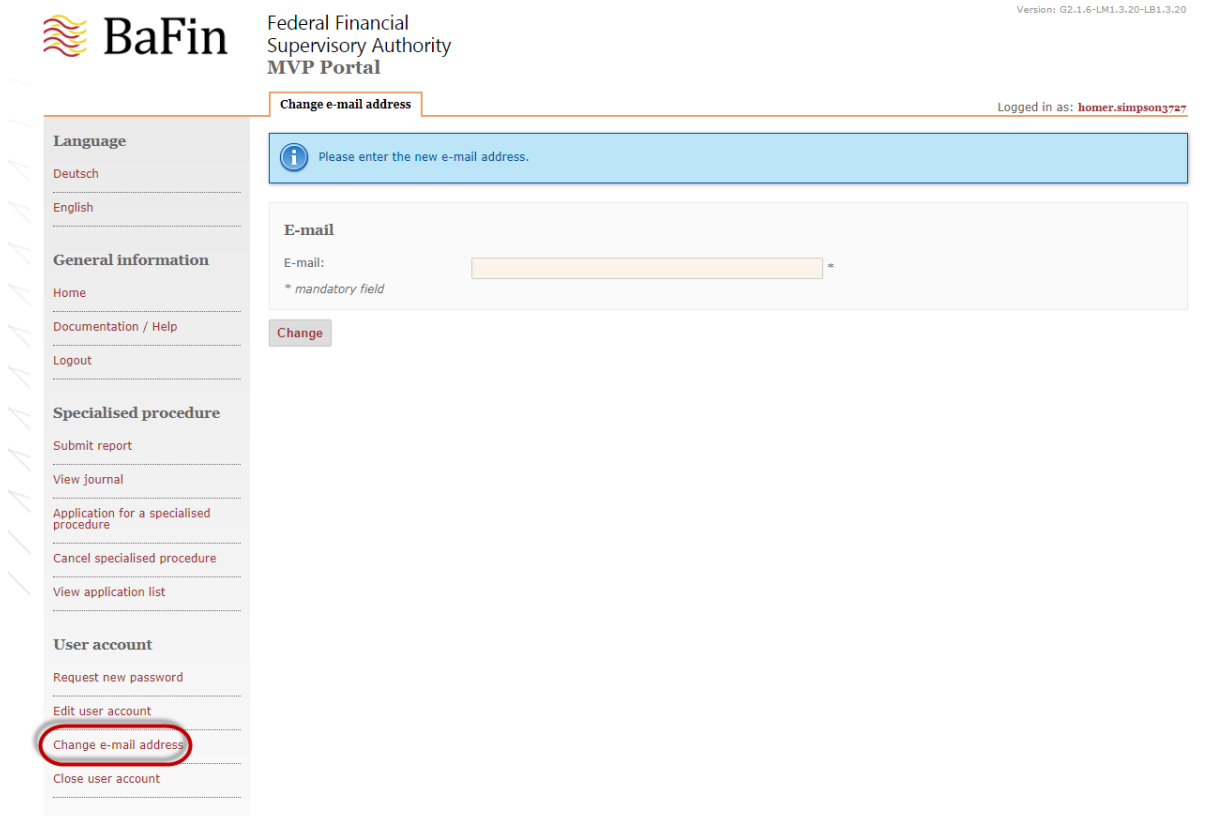
Data protection
Please refer to our data protection declaration.

Password for encrypted e-mail communication
Some specialised procedures require an encrypted e-mail communication. This password is to be used to decrypt the data. For additional information please refer to the documentation.
Show password
Generate new password

Figure 24 Edit user account

An input form opens to change your user data. Please click on the button “change” when you’re done. In order to change your e-mail address, please use the function “Change e-mail address”.

To change your e-mail address select the link “Change e-mail address” in the menu:



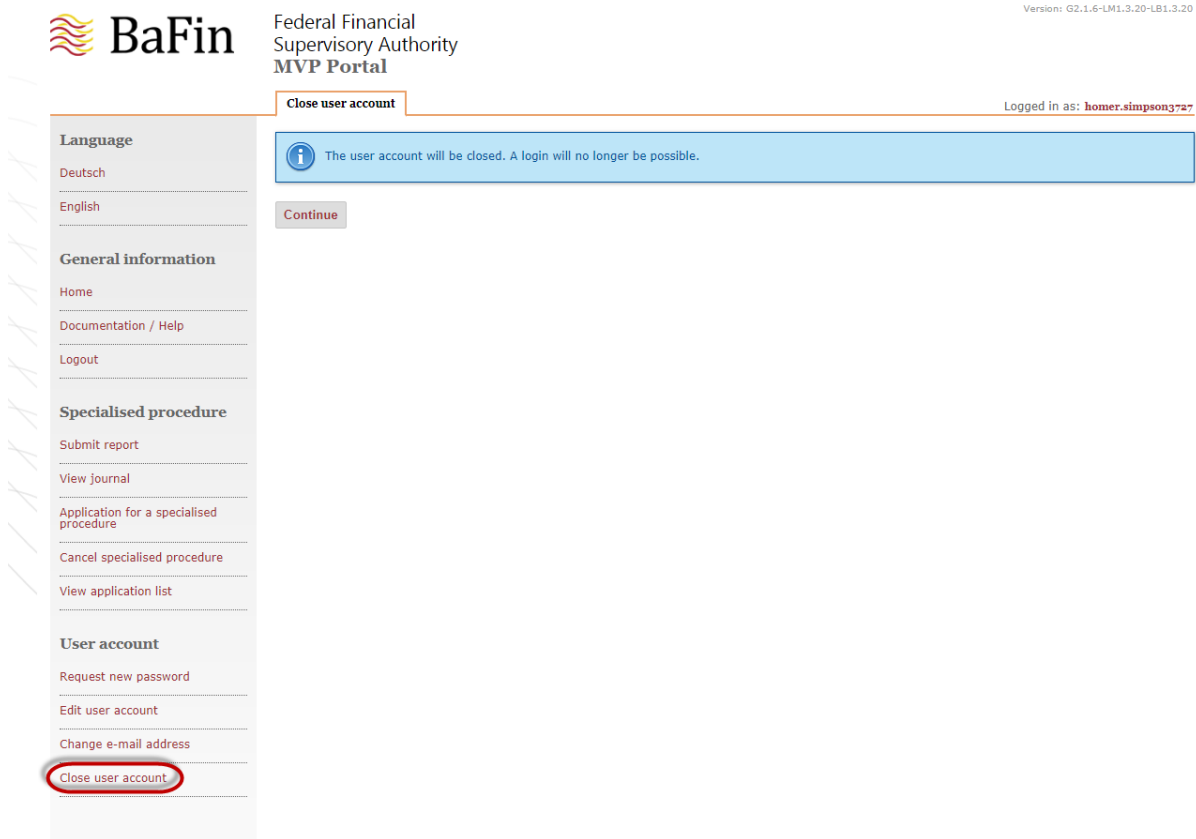
The screenshot displays the BaFin MVP Portal interface for changing an email address. The page title is "Change e-mail address" and the user is logged in as "homer.simpson3727". The left navigation menu includes sections for Language (Deutsch, English), General information (Home, Documentation / Help, Logout), Specialised procedure (Submit report, View journal, Application for a specialised procedure, Cancel specialised procedure, View application list), and User account (Request new password, Edit user account, Change e-mail address, Close user account). The "Change e-mail address" link is circled in red. The main content area features a blue information banner with the text "Please enter the new e-mail address." Below this is an "E-mail" section with a text input field and a "Change" button.

Figure 25 Change e-mail address

You will be asked to provide your new e-mail address in an input field. An automated mail will be sent to verify the address. Please click at the link which is contained in the mail. The new address will be active afterwards.

1.2.12 Close user account

You can permanently close your user account under the section “Close user account”. The account cannot subsequently be reopened.



Federal Financial
Supervisory Authority
MVP Portal

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Close user account

Logged in as: homer.simpson3727

Language

Deutsch

English

General information

Home

Documentation / Help

Logout

Specialised procedure

Submit report

View journal

Application for a specialised procedure

Cancel specialised procedure

View application list

User account

Request new password

Edit user account

Change e-mail address

Close user account

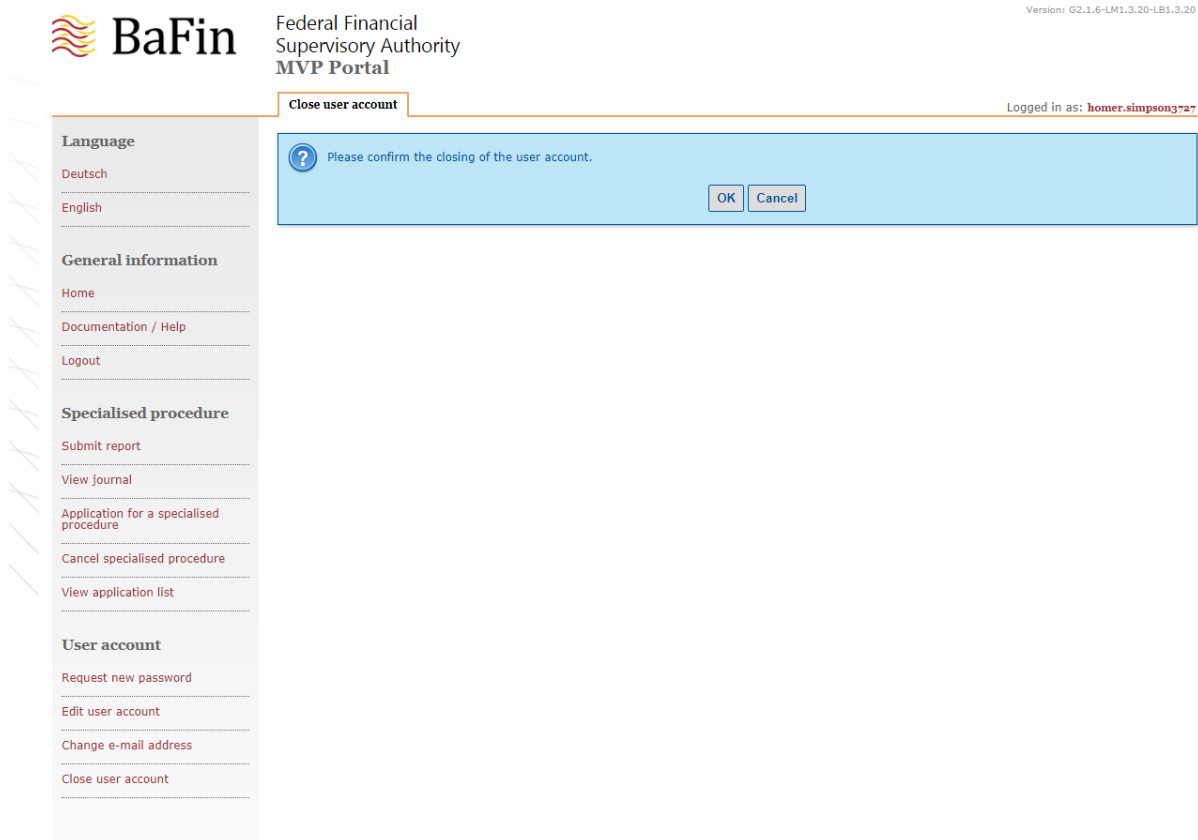
The user account will be closed. A login will no longer be possible.

Continue

Figure 26 Close user account

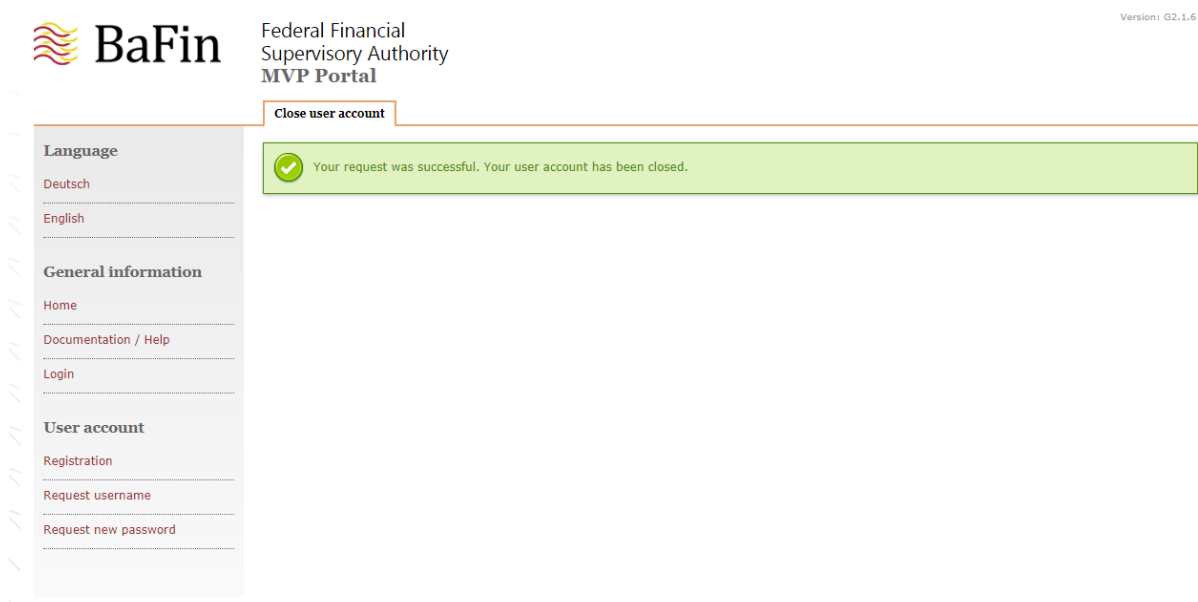
To close your user account, please proceed as follows:

1. Click on the "Close user account" button.
2. Click on the "Continue" button.
3. You will then receive an e-mail at the address you have provided. Click on the confirmation link provided in the e-mail.
4. Don't close the browser and don't log out now
5. Check your mailbox for the mail, which will be send by the system to you
6. Select the contained link, copy it, paste it into the address field (URL) of the open browser and press "ENTER".
7. Now click on the "OK" button to confirm the deletion of the user account and wait a few seconds until you get the green message "Account deleted".
8. You will be redirected to the MVP Portal to confirm that you intend to close your account. Closing of the account will then be initiated.



The screenshot shows the BaFin MVP Portal interface. At the top left is the BaFin logo and the text 'Federal Financial Supervisory Authority MVP Portal'. At the top right, it says 'Version: G2.1.6-LM1.3.20-LB1.3.20' and 'Logged in as: homer.simpson3727'. A breadcrumb trail shows 'Close user account'. A light blue confirmation dialog box is displayed in the center, containing a question mark icon, the text 'Please confirm the closing of the user account.', and two buttons: 'OK' and 'Cancel'. On the left side, there is a navigation menu with sections: 'Language' (Deutsch, English), 'General information' (Home, Documentation / Help, Logout), 'Specialised procedure' (Submit report, View journal, Application for a specialised procedure, Cancel specialised procedure, View application list), and 'User account' (Request new password, Edit user account, Change e-mail address, Close user account).

Figure 27 Close user account (confirmation requested)



The screenshot shows the BaFin MVP Portal interface after the user account has been closed. The breadcrumb trail still shows 'Close user account'. A light green success message box is displayed in the center, containing a checkmark icon and the text 'Your request was successful. Your user account has been closed.'. The navigation menu on the left is updated: 'General information' now includes 'Login' instead of 'Logout', and the 'User account' section includes 'Registration', 'Request username', and 'Request new password'.

Figure 28 Close user account (account closed)

After your user account has been closed all notification authorisations will be revoked. Should you have submitted preliminary notifications without having been granted notification authorisation, these preliminary notifications will be deleted. Subsequently

Page 31

your account will be closed and you will no longer have access to the system. You will no longer be able to log in to the MVP Portal.

1.3 Documentation

In addition to this User Manual, an online documentation is provided that can be viewed under the menu item "Documentation/Help" on the MVP Portal. This can also be done without logging in.

This User Manual as well as the online documentation will be updated as required.

Particularly the menu item FAQs (frequently asked questions) will be supplemented over time by questions brought to our attention.

1.4 Adjusting the language environment

To switch the displayed language to English, please use the link in the main menu "Language: German/English". Currently, only these two languages are available.

Normally, the browser setting is evaluated as the displayed language and English selected in the case of non-German browsers.