

# **Instructions for logging in and reporting in RSS system**

## Registration

Choose „Register”:

### RSS Sign in

Username

Password

[Sign in](#)

[Register >](#) [Reset password >](#)

Fill in the form:

### RSS Registration

*Account registration form in the RSS system for the Entity (Position holder).*

Entity type

☐ Natural person ☐ Legal person

Personal data

First name \*  Last name \*

Country \*  City \*  Address \*

Telefon \*  E-mail \*  FAX

Wybierz  Wybierz

Login data

Username  Password \*  Confirm password \*

Choose preferred language of communication:

## Preferowany język komunikacji

Język \*

Polish



Accept Terms and Privacy Policy:

### Terms and Privacy Policy



I have read the Privacy Policy and terms and accept their content.

The controller of personal data collected during registration in the RSS system is [controller name], registered at [address]. Data is processed for account registration, submission handling and fulfillment of legal obligations.

Providing data is voluntary, but required to create an account and use the services. You have the right to access your data, rectify, delete, restrict processing, transfer data and lodge a complaint with the supervisory authority.

Detailed information on personal data processing and cookies is available in the Privacy Policy on the system website.

Click „Register”:



Register

[Back to login](#) >

## Logging in:

After receiving an acceptance from the KNF, you can sign in:

### RSS Sign in

**Username**

**Password**

 **Sign in**

[Register >](#)   [Reset password >](#)

From the menu, you can choose to overview the register and fill out the notifications form:

**UKNF** | URZĄD  
KOMISJI  
NADZORU  
FINANSOWEGO

Remaining session time: 09:50

A- A A+ ⓘ PL EN John Doe Logout

**Short sale register** ←

[Share notifications](#)

[Debt notifications](#)

[CDS notifications](#)

### Short sale register

**User submissions** [Show filter](#)

| Submission date                       | Full name | ISIN code | Submission type | Notification status | KNF validation status | ESAP validation status |
|---------------------------------------|-----------|-----------|-----------------|---------------------|-----------------------|------------------------|
| Items per page: 5 0-0 z 0 << < 1 > >> |           |           |                 |                     |                       |                        |

**Reporting persons**

No reporting persons

[Add reporting person](#)

Or you can add a reporting person:

Short sale register

Share notifications

Debt notifications

CDS notifications

Short sale register

User submissions

Show filter

| Submission date                       | Full name | ISIN code | Submission type | Notification status | KNF validation status | ESAP validation status |
|---------------------------------------|-----------|-----------|-----------------|---------------------|-----------------------|------------------------|
| Items per page: 5 0-0 z 0 << < 1 > >> |           |           |                 |                     |                       |                        |

Reporting persons

No reporting persons

Add reporting person

## Adding a reporting person

Fill in a reporting person form and accept it by clicking „Add a reporting person”:

Add reporting person

Entity type  
☐ Natural person ☐ Legal person

Full company name

First name  Last name  E-mail \*

Country \*  City  Address \*

Preferred communication language  
PL - Polski

Contact person  
First name \*  Last name \*

E-mail \*

Prefix  Phone

Prefix  Fax

Cancel Add reporting person

Reporting person will show up in the register along with the status of the KNF validation:

Short sale register

Share notifications

Debt notifications

CDS notifications

Short sale register

User submissions

Show filter

Submission date ⓘ Full name ⓘ ISIN code ⓘ Submission type ⓘ Notification status KNF validation status ESAP validation status

Items per page: 5

0-0 z 0

< 1 >

Reporting persons

| No. | Entity type    | Full company name | First name | Last name | Country   | City      | Address       | E-mail       | Status  |
|-----|----------------|-------------------|------------|-----------|-----------|-----------|---------------|--------------|---------|
| 1   | Natural person |                   | Jack       | Doe       | Australia | Melbourne | St Kilda Road | jack@doe.com | Pending |

✕ ✎

Add reporting person

After validating the reporting person's account, you will be granted an option to generate an access password – in order to do so, choose „Reset password”:

### RSS Sign in

Username

Password

➔ Sign in

Register > **Reset password >**

Enter the email address provided in the reporting person's profile and click „Send link”:

### RSS Sign in

Username

Password

#### Reset password

Enter your e-mail address. If the account exists, you will receive a link to set a new password.

E-mail

[Close](#) [Send link](#)

You will receive an email with a link to a site where you can set up a password :

### Set new password

New password

Min. 8 characters, lowercase and uppercase letter, digit, and special character.

Repeat password

Save new password

Use profiles e-mail address and new password to sign in:

### RSS Sign in

Username

Password

Sign in

[Register >](#)
[Reset password >](#)

You are now logged in RRS system:

**UKNF** | URZĄD  
KOMISJI  
NADZORU  
FINANSOWEGO

Remaining session time: 09:50

A- A A+ ⓘ PL EN John Doe Logout

Short sale register
 

Share notifications
 Debit notifications
 CDS notifications

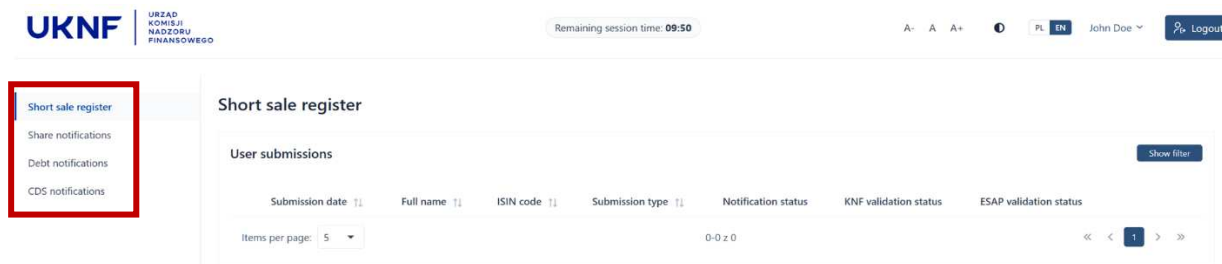
#### Short sale register

User submissions [Show filter](#)

| Submission date ⓘ                                                                                            | Full name ⓘ | ISIN code ⓘ | Submission type ⓘ | Notification status | KNF validation status | ESAP validation status |
|--------------------------------------------------------------------------------------------------------------|-------------|-------------|-------------------|---------------------|-----------------------|------------------------|
| <div>Items per page: 5</div> <div>0-0 z 0</div> <div>           &lt;&lt; &lt; 1 &gt; &gt;&gt;         </div> |             |             |                   |                     |                       |                        |



On the left, you will find a navigation sidebar. From there, you can access notifications for browsing and sending:



Available options are:

- Share notifications
- Debt notifications
- CDS notifications

## Share notifications

Choose the type of the notification and fill in the form:

Then you can save a draft or send the notification:

Net short position

Report date \*

dd.mm.rrrr

Position date \*

dd.mm.rrrr

ISIN code \*

Issuer name \*

Full name \*

Net short position after threshold crossing - corresponding nominal amount

Corresponding number of shares \*

% of issued capital \*

Previous notification date

dd.mm.rrrr

Comments

☐ Information sent through the form contains personal data \*

Cancel

Save draft

Submit

to send the report, enter the verification code sent to the email you used to register your account:

Net short position

Report date \*

05.05.2026

Position date \*

07.05.2026

ISIN code \*

AU0000198939

Issuer name \*

test

Full name \*

GREENX

Net short position after threshold crossing - corresponding

Corresponding number of shares \*

12

Previous notification date

dd.mm.rrrr

Comments

☒ Information sent through the form contains personal data \*

Cancel

Save draft

Submit

Enter verification code

To submit the notification, enter the verification code sent to the e-mail address provided during account registration.  
Test environment: the code is also shown in the notification at the top of the screen.

Verification code

Code validity: 1:55

Cancel

Confirm

You will receive a notification confirming that thereport was sent successfully:

✓ Submission has been sent successfully. ✕

## Short sale register

| User submissions  |           |              |                     |                     |                       |                        | Show filter |
|-------------------|-----------|--------------|---------------------|---------------------|-----------------------|------------------------|-------------|
| Submission date   | Full name | ISIN code    | Submission type     | Notification status | KNF validation status | ESAP validation status |             |
| 2026-05-15        | GREENX    | AU0000198939 | Share notifications | Sent                | —                     | —                      | 🔍 📄 📤 📧     |
| Items per page: 5 |           | 1-1 z 1      |                     | « < 1 > »           |                       |                        |             |

| Reporting persons    |  |
|----------------------|--|
| No reporting persons |  |
| Add reporting person |  |

You will be able to find the KNF and ESAP validation as well as notification status in the register:

UKNF

URZĄD  
KOMISJI  
NADZORU  
FINANSOWEGO

Remaining session time: 10:00

A- A A+

PL EN

John Doe

Logout

Short sale register

Share notifications

Debt notifications

CDS notifications

Short sale register

User submissions

Show filter

| Submission date | Full name | ISIN code    | Submission type     | Notification status | KNF validation status | ESAP validation status |  |
|-----------------|-----------|--------------|---------------------|---------------------|-----------------------|------------------------|--|
| 2026-05-15      | Doe       |              | Debt notifications  | Sent                | —                     | —                      |  |
| 2026-05-15      | Doe       |              | CDS notifications   | Sent                | —                     | —                      |  |
| 2026-05-15      | GREENX    | AU0000198939 | Share notifications | Sent                |                       |                        |  |

Items per page: 5

1-3 z 3

<<

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1

>

>>

Reporting persons

No reporting persons

Add reporting person

## Debt notifications

Choose the type of the notification and fill in the form:

Short sale register

Share notifications

Debt notifications

CDS notifications

## Debt notifications

Notification to competent authorities of significant net short positions in debt.

Position holder

Type of entity \*

☐ Natural person ☐ Legal person

Full company name \*

First name Last name

John Doe

BIC code LEI code

Country \* City Address \*

United Kingdom London Abbey Road

Designated contact person

First name \* Last name \*

John Doe

Phone number e-mail address \* Fax number

+44 998822 john@doe.com

Then you can save it as draft or send the notification:

Short sale register

Share notifications

Debt notifications

CDS notifications

United Kingdom London Abbey Road

Designated contact person

First name \* Last name \*

John Doe

Phone number e-mail address \* Fax number

+44 998822 john@doe.com

Net short position

Report date \* Issuer name

dd.mm.yyyy

Country code \* Full name \*

- Select country -

Position date \* Net short position after threshold crossing - corresponding nominal amount \* Previous notification date

dd.mm.yyyy

Comments

Cancel Save draft Submit

## CDS notifications

Choose the type of the notification and fill in the form:

Short sale register

Share notifications

Debt notifications

CDS notifications

## CDS notifications

Notification to competent authorities of significant net short positions in CDS.

Position holder

Type of entity \*

☒ Natural person
 ☐ Legal person

Full company name \*

First name

Last name

John

Doe

BIC code

LEI code

Country \*

City

Address \*

United Kingdom

London

Abbey Road

Designated contact person

First name \*

Last name \*

John

Doe

Phone number

e-mail address \*

Fax number

+44 998822

john@doe.com

Then you can save it as draft or send a notification:

United Kingdom

London

Abbey Road

Designated contact person

First name \*

Last name \*

John

Doe

Phone number

e-mail address \*

Fax number

+44 998822

john@doe.com

Net short position

Report date \*

Issuer name

dd.mm.yyyy

Country code \*

Full name \*

- Select country -

Position date \*

Net short position after threshold crossing - corresponding nominal amount \*

Previous notification date

dd.mm.yyyy

dd.mm.yyyy

Comments

Cancel

Save draft

Submit

You can find all of your notification statuses in the registry:

Short sale register

Share notifications

Debt notifications

CDS notifications

Short sale register

User submissions

| Submission date | Full name | ISIN code    | Submission type     | Notification status | KNF validation status | ESAP validation status |         |
|-----------------|-----------|--------------|---------------------|---------------------|-----------------------|------------------------|---------|
| 2026-05-15      | Doe       |              | Debt notifications  | Sent                | —                     | —                      | 🔍 📄 📧 📧 |
| 2026-05-15      | Doe       |              | CDS notifications   | Sent                | —                     | —                      | 🔍 📄 📧 📧 |
| 2026-05-15      | GREENX    | AL0000198939 | Share notifications | Sent                | —                     | —                      | 🔍 📄 📧 📧 |

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« < 1 > »

Reporting persons

No reporting persons

Add reporting person

Share notifications require additional validation from the KNF and ESAP:

Short sale register

Share notifications

Debt notifications

CDS notifications

Short sale register

User submissions

| Submission date | Full name | ISIN code    | Submission type     | Notification status | KNF validation status | ESAP validation status |         |
|-----------------|-----------|--------------|---------------------|---------------------|-----------------------|------------------------|---------|
| 2026-05-15      | Doe       |              | Debt notifications  | Sent                | —                     | —                      | 🔍 📄 📧 📧 |
| 2026-05-15      | Doe       |              | CDS notifications   | Sent                | —                     | —                      | 🔍 📄 📧 📧 |
| 2026-05-15      | GREENX    | AL0000198939 | Share notifications | Sent                | 🟢                     | 🟢                      | 🔍 📄 📧 📧 |

Items per page: 5

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Reporting persons

No reporting persons

Add reporting person

Debt and CDS notifications are sent without any additional validations:

Short sale register

Share notifications

Debt notifications

CDS notifications

Short sale register

User submissions

Show filter

| Submission date  | Full name  | ISIN code  | Submission type  | Notification status | KNF validation status                                                               | ESAP validation status                                                              |  |  |  |
|---------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------|---------------------|-------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|
| 2026-05-15                                                                                        | Doe                                                                                         |                                                                                             | Debt notifications                                                                                | Sent                | —                                                                                   | —                                                                                   |  |  |  |
| 2026-05-15                                                                                        | Doe                                                                                         |                                                                                             | CDS notifications                                                                                 | Sent                | —                                                                                   | —                                                                                   |  |  |  |
| 2026-05-15                                                                                        | GREENX                                                                                      | AL0000198939                                                                                | Share notifications                                                                               | Sent                |  |  |  |  |  |

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Reporting persons

No reporting persons

[Add reporting person](#)