

**KNF**

KOMISJA  
NADZORU  
FINANSOWEGO

## User manual for the 19.MAR form

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## Glossary

User – an entity using the Registration Application

PDMM – 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.

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ART. 19 MAR KNF system » Language:  

This system is intended for persons discharging managerial responsibilities and persons closely associated with them, for the purpose of notifying transactions to the KNF Board (PL: Komisja Nadzoru Finansowego) in accordance with Article 19(1) of 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.

**i** The form provided in this system is an 'electronic means' specified in Article 2 of Regulation (EU) 2016/523. Persons discharging managerial responsibilities and persons closely associated with them are obliged to use this form when making a notification under that Article.

An e-mail will be sent to the specified e-mail address with a verification code which should be written in the next step. This is a one-time code, valid for 5 minutes from sending.

E-mail address: \*

Enter the code from the image: \*   

Acceptance of GDPR \*

Next »

Figure 1. Website for accessing the form



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

Date:

Data of the person discharging managerial responsibilities / person closely associated with such person

Status:

Entity name:

First name:  Last name:

Reason for submitting the notification

Job title:

Data of the person discharging managerial responsibilities for whom the entity obliged to fill in the form is a closely associated person

First name:  Last name:  Job title:

Original notification / change:

Data of the issuer, emission allowance market participant, auction platform, auctioneer or auction monitor

LEI:

Entity name:

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.

**Data of the issuer, emission allowance market participant, auction platform, auctioneer or auction monitor**

LEI:

Entity name:

**Details of the transaction: please fill in this field for (i) each instrument type; (ii) each transaction type; (iii) each date; and (iv) each trading venue**

Description of the financial instrument, instrument type:

Identification code:

Transaction type:

Currency:

Price and volume:

<b>Price</b>	<b>Volume</b>	
<input type="text" value="0,00"/>	<input type="text" value="0"/>	<input type="button" value="Add a"/>

Aggregate information :

<b>Average price (VWAP)</b>	<b>Total volume</b>
<input type="text" value="0,00"/>	<input type="text" value="0"/>

Date:

Trading venue :

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:

Item	Description of the financial instrument, instrument type	Identification code	Transaction type	Price	Volume	Transaction date	Trading venue	
1	shares	IFD 000000	Disposal	200.21 EUR 300 EUR	100 100	2019-09-09	XWAR – Warsaw Stock Exchange/Equities/Main Market	<a href="#">Edit</a> <a href="#">Delete</a>
<b>Summary:</b>				<b>102.2 EUR</b>	<b>200</b>			
2	bonds	IFD 000001	Acquisition	11.9 EUR	1000	2019-09-08	XWAR – Warsaw Stock Exchange/Equities/Main Market	<a href="#">Edit</a> <a href="#">Delete</a>
<b>Summary:</b>				<b>11.9 EUR</b>	<b>1000</b>			

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:

At

[https://www.knf.gov.pl/knf/pl/komponenty/img/knf\\_158146\\_transakcje\\_formularz\\_MAR\\_30\\_06\\_2016\\_47410.pdf](https://www.knf.gov.pl/knf/pl/komponenty/img/knf_158146_transakcje_formularz_MAR_30_06_2016_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**

<b>1</b>	<b>Data of the person discharging managerial responsibilities / person closely associated with such person</b>	
a)	Entity name/Last name	Jan Kowalski
<b>2</b>	<b>Reason for submitting the notification</b>	
a)	Job title/status	Prezident 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:



ART. 19 MAR KNF system »

The form has been successfully submitted. A confirmation of the entered data has been sent to the specified e-mail address.

[Return to homepage](#)

[Download confirmation](#)

*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*