



**USER GUIDE FOR THE PREPARATION AND
TRANSMISSION OF THE “SHORT SELLING”
NOTIFICATION FORMS THROUGH THE
APPLICATION INFOSTAT
*VERSION 1.2***

USER GUIDE FOR THE PREPARATION AND TRANSMISSION OF THE “SHORT SELLING” NOTIFICATION FORMS THROUGH THE APPLICATION INFOSTAT

The filling out of the notification forms and the transmission of data related to “Short selling” is done by means of the application INFOSTAT.

The procedure is activated from the Banca d'Italia's website, clicking on the following link:

<http://www.bancaditalia.it/compiti/sispaga-mercati/short-selling/notifica-posizioni/index.html>

The screenshot shows the Banca d'Italia website interface. At the top, there is a dark blue header with the Banca d'Italia logo and the text 'BANCA D'ITALIA EURO SISTEMA'. Below the header is a navigation menu with links: ABOUT US, OUR ROLE, SERVICES FOR THE PUBLIC, PUBLICATIONS, STATISTICS, MEDIA, and a search icon. A breadcrumb trail indicates the current page: Home / Our Role / Payment System and Markets / Short selling / Notification of net short positions in sovereign debt. The main heading is 'Notification of net short positions in sovereign debt'. Below the heading is a large image of hands typing on a laptop and writing on a document. To the right of the image is a blue button labeled 'back SHORT SELLING'. Below the image are social media sharing icons for Facebook, Twitter, Google+, LinkedIn, and Email. Underneath the image is a section titled 'ANNEXES' with three links: 'User Guide pdf 1.0 MB', 'Accreditation request pdf 317.9 KB To fill in after the registration', and 'Data collection'. At the bottom of the page, there is a footer with three columns: 'BANK OF ITALY' (address, phone, PEC, e-mail), 'LINKS' (Financial Intelligence Unit, Banking and Financial Ombudsman, Central bank websites), 'LEGAL INFORMATION' (Digital Signature, Privacy Policy, Disclaimer, Copyright), and 'FOLLOW US' (YouTube, Twitter, Google+, RSS, E-mail Alert). The footer also includes the copyright notice: © Bank of Italy | VAT NO. 00950501007.

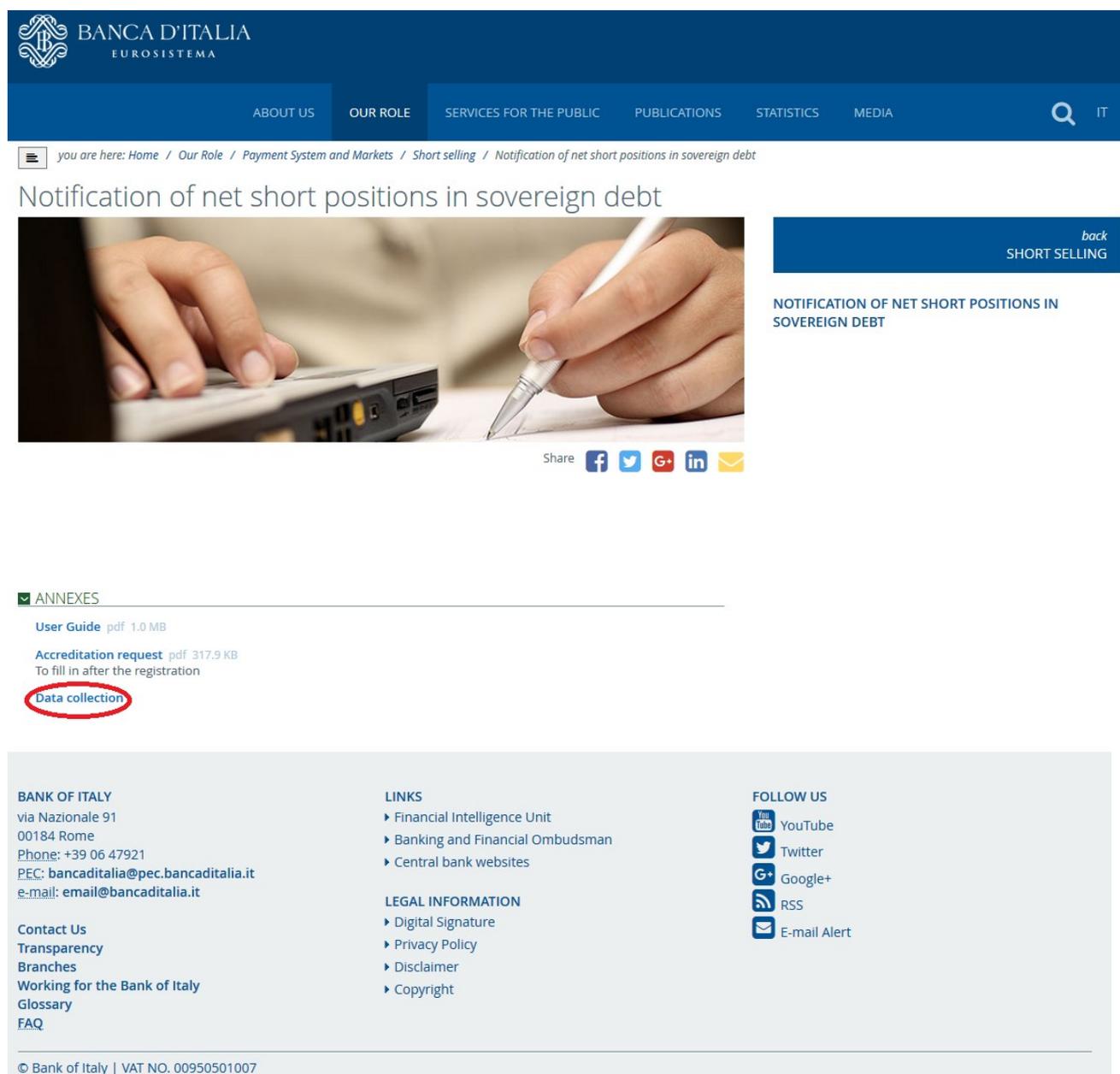
Please take note that the language displayed depends on browser settings, whereas the English version of the webpages can be selected by pressing the top-right button on the screen (yellow circled icon in the screenshot above).

Registration, accreditation and access to INFOSTAT

In order to access the INFOSTAT procedure the users need a **USERNAME** and a **PASSWORD**. Users **already registered** to INFOSTAT do not need to register again, but only to follow the **accreditation** procedure (see point b) below). **New users** need to follow the **registration** procedure (see point a) below).

a) Registration procedure

Starting from the above webpage (“Notification of net short positions in sovereign debt”) double-click the [Data collection](#) button at the bottom of the page (see the red circled icon in the picture below):



The screenshot shows the Banca d'Italia website interface. At the top, there is a dark blue header with the Banca d'Italia logo and the text "BANCA D'ITALIA EUROSISTEMA". Below the header is a navigation menu with links: ABOUT US, OUR ROLE, SERVICES FOR THE PUBLIC, PUBLICATIONS, STATISTICS, MEDIA, and a search icon. A breadcrumb trail indicates the current page: Home / Our Role / Payment System and Markets / Short selling / Notification of net short positions in sovereign debt. The main heading is "Notification of net short positions in sovereign debt". Below the heading is a large image showing hands using a calculator and a pen. To the right of the image is a blue button labeled "back SHORT SELLING". Below the image are social media sharing icons for Facebook, Twitter, Google+, LinkedIn, and Email. Below the image is a list of documents under the heading "ANNEXES":

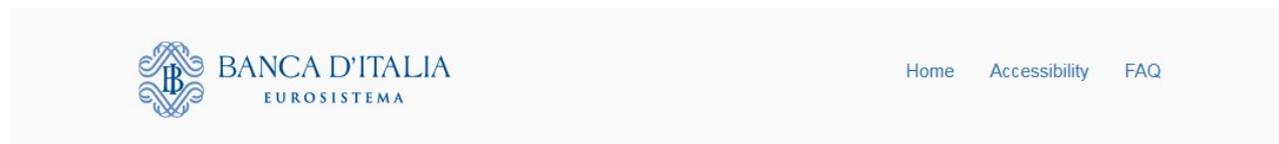
- User Guide pdf 1.0 MB
- Accreditation request pdf 317.9 KB To fill in after the registration
- Data collection** (circled in red)

 At the bottom of the page, there is a footer section with three columns:

- BANK OF ITALY**: via Nazionale 91, 00184 Rome, Phone: +39 06 47921, PEC: bancaditalia@pec.bancaditalia.it, e-mail: email@bancaditalia.it. Links: Contact Us, Transparency, Branches, Working for the Bank of Italy, Glossary, FAQ.
- LINKS**: Financial Intelligence Unit, Banking and Financial Ombudsman, Central bank websites.
- LEGAL INFORMATION**: Digital Signature, Privacy Policy, Disclaimer, Copyright.
- FOLLOW US**: YouTube, Twitter, Google+, RSS, E-mail Alert.

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By clicking the [SIGN-UP](#) button (REGISTRATI in Italian) on the prompted screen:



Authentication

The image displays a web form titled 'Accessing the Application : INFOSTAT'. The form is contained within a light gray border. At the top, there is a pink header bar with the text 'Accessing the Application : INFOSTAT'. Below this, there is a section labeled 'LOGIN' in blue text. Underneath the 'LOGIN' label, there are two input fields: 'Username' and 'Password'. Below the input fields, there are two buttons: 'ACCESS' and 'SIGN UP'. The 'SIGN UP' button is circled in red. Below the 'LOGIN' section, there is a section labeled 'FORGOT YOUR ACCESS CREDENTIALS?' in blue text. Underneath this label, there are two links: 'Password Recovery' and 'Username Recovery'.

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the REGISTRATION FORM will be opened up; it includes some mandatory fields including **USERNAME**, **E-MAIL ADDRESS** and **PASSWORD** (see below).

The users can choose their USERNAME and PASSWORD, provided that the signaled rules are fulfilled (Username should start with at least three letters characters and Password must be at least eight characters containing both letters and numbers). When choosing the password, take note whether the characters are typed in uppercase or lowercase (case sensitivity).

The E-MAIL ADDRESS may be a personal address, provided that it will be used by the procedure to confirm the registration and to allow the management of the user's profile (e.g. change password).

The data entered are confirmed by clicking the [Confirm](#) button (CONFERMA in Italian):

Registration

Request new registration

The value entered in the field USERNAME along with the password become his credential access. At the end of the registration process, you will be sent an e-mail confirmation to the address indicated. The email will contain a link to a web page for the activation of the user.

Note

The link sent by e-mail will be valid for 72 hours.

IDENTIFICATION

Username
The username should start with at least three (3) alphabetic characters.

Password
The password must be at least eight (8) characters and must contain both letters and numbers.

Confirm Password

MANDATORY INFORMATION

Name

Surname

Email

Confirm Email

Secret Question

Secret Answer

OPTIONAL INFORMATION

International Code

+39 Italy

Mobile Phone number
Mobile phone number including country code (39 for the Italian SIM - ex. 3932012341234).

Confirm Mobile Phone number

TERMS AND CONSENSUS

Terms and Conditions
Carefully read the terms and conditions of use of our service

Users may browse this website without providing any personal data, although such information will be required in order to access specific services. The Bank will treat all personal data explicitly requested in accordance with the law on privacy, Legislative Decree 196, 30 June 2003. Such data will be processed only for the time strictly necessary to fulfil the purposes for which it was requested. Users may verify the accuracy of such data at any time and exercise all other rights granted under the terms of Articles 7 ff. of Legislative Decree 196 above.

I confirm that I have read and agree to the Terms and Conditions and privacy statement.

Please enter the code shown in the image or content in the audio file.





Confirm
Reset Form
Cancel

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Upon confirmation, the system will deliver an e-mail to the mailbox specified. **It should be necessary to confirm the registration by clicking on the link contained in the e-mail in order to proceed with the authentication.**

The user is then registered to the INFOSTAT procedure but not still authenticated (i.e. she/he cannot transmit notification forms).

For questions concerning access to and use of INFOSTAT related services, users can refer to the help desk (e-mail: rdvi.helpdesk@bancaditalia.it, tel +39 06 4792 6459).

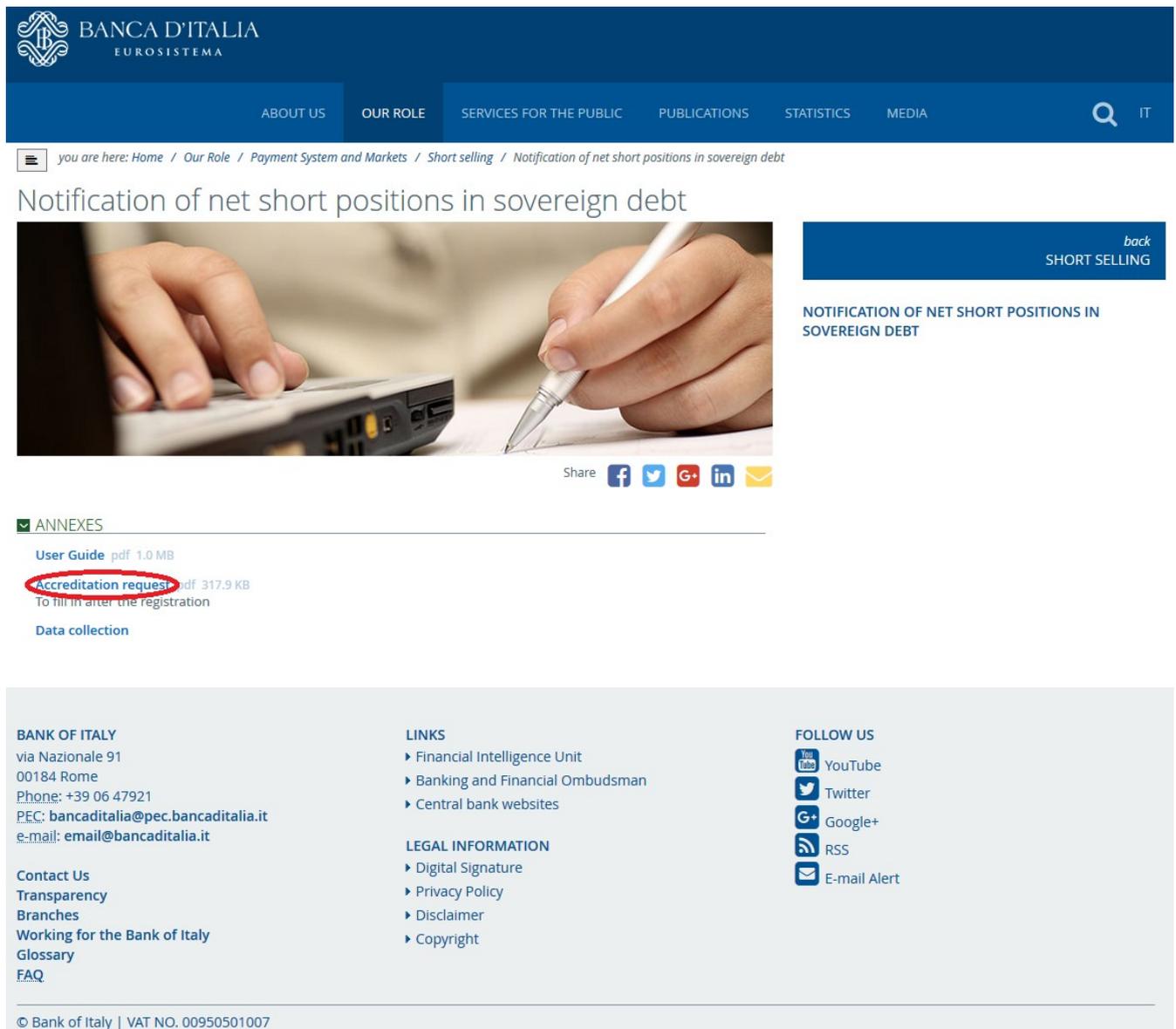
To support the use of the self-registration feature, an e-mail can be sent to autoregistrazione@bancaditalia.it.

b) Accreditation

In order to authenticate and activate the USERNAME the users (both already registered and new ones) need to download and fill in the “[Accreditation request](#)” (pdf form) retrievable from the link:

<http://www.bancaditalia.it/compiti/sispaga-mercati/short-selling/notifica-posizioni/index.html>

by clicking the [Accreditation request](#) button:



The screenshot shows the Banca d'Italia website interface. At the top, there is a dark blue header with the Banca d'Italia logo and the text 'EUROSISTEMA'. Below the header is a navigation menu with links: ABOUT US, OUR ROLE, SERVICES FOR THE PUBLIC, PUBLICATIONS, STATISTICS, MEDIA, and a search icon. A breadcrumb trail indicates the current page: Home / Our Role / Payment System and Markets / Short selling / Notification of net short positions in sovereign debt. The main heading is 'Notification of net short positions in sovereign debt'. Below the heading is a featured image showing hands using a calculator and a pen. To the right of the image is a blue button labeled 'back SHORT SELLING'. Below the image are social media sharing icons for Facebook, Twitter, Google+, LinkedIn, and Email. Under the heading, there is a section titled 'ANNEXES' with a list of documents: 'User Guide pdf 1.0 MB', 'Accreditation request pdf 317.9 KB' (highlighted with a red circle), and 'Data collection'. The footer contains contact information for the Bank of Italy, links to various services, legal information, and social media links.

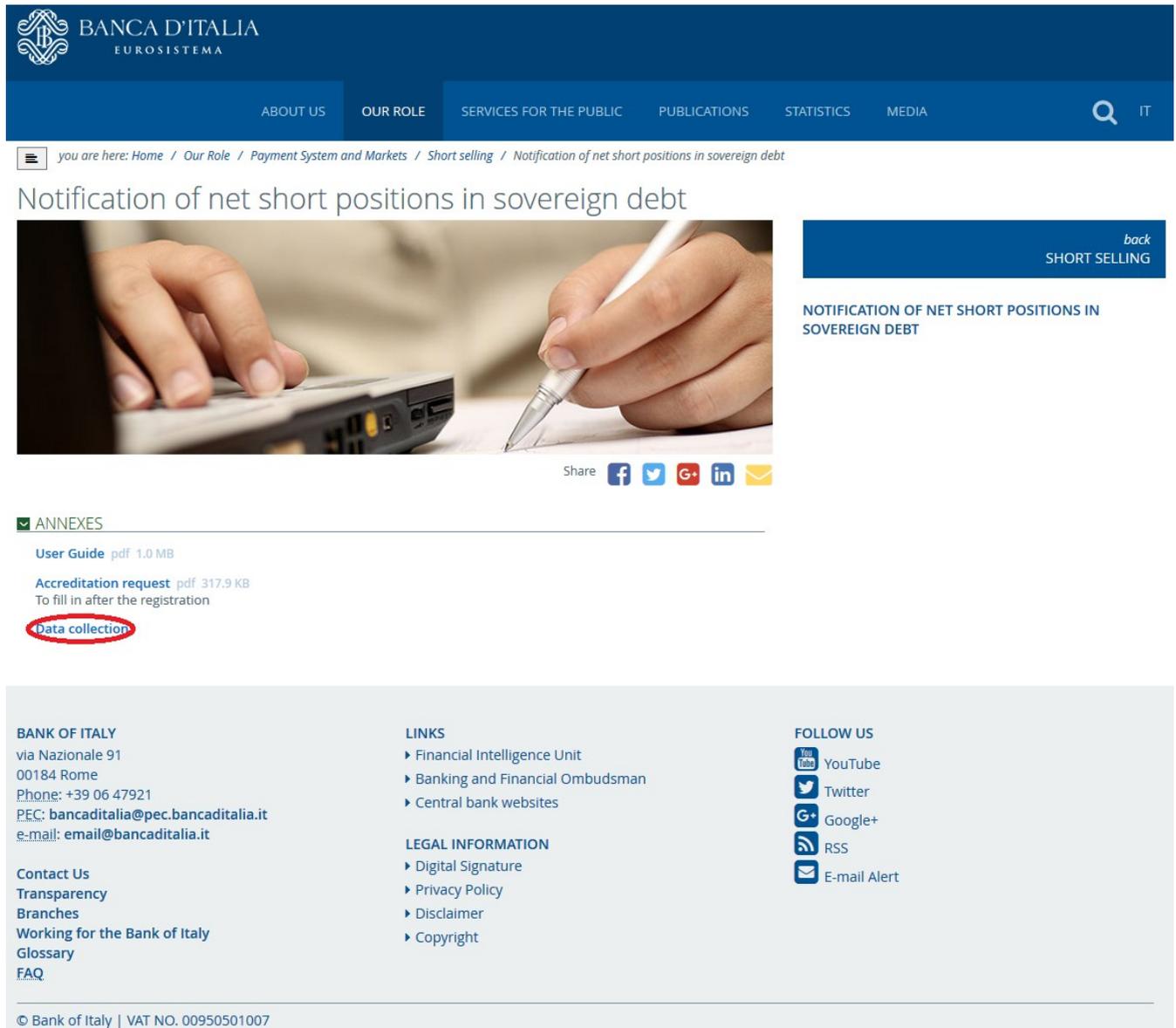
The pdf form contains the information fields 1 to 7 specified in Table 1 of Annex I to the Commission Delegated Regulation of 29.6.2012.

Once filled in, the pdf form have to be printed and a soft copy transmitted to the Market and Payment System Oversight Directorate via email to the address ShortSelling@bancaditalia.it. The pdf form must be supplemented with a copy of the identity card of the contact person and, if applicable, a copy of the mandate given by the position holder to the reporting person.

The member staff of the Market and Payment System Oversight Directorate will carry out any necessary investigation to verify the identity of the user and notify her/him about the activation of the USERNAME.

c) Access and transmission of notification forms

Upon activation of the USERNAME, the users can access the INFOSTAT procedure selecting the [Data Collection](#) option available from the link <http://www.bancaditalia.it/compiti/sispaga-mercati/short-selling/notifica-posizioni/index.html>



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you are here: Home / Our Role / Payment System and Markets / Short selling / Notification of net short positions in sovereign debt

Notification of net short positions in sovereign debt

[back](#)
SHORT SELLING

NOTIFICATION OF NET SHORT POSITIONS IN SOVEREIGN DEBT

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ANNEXES

- User Guide pdf 1.0 MB
- Accreditation request pdf 317.9 KB
To fill in after the registration
- Data collection**

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via Nazionale 91
00184 Rome
Phone: +39 06 47921
PEC: bancaditalia@pec.bancaditalia.it
e-mail: email@bancaditalia.it

Contact Us
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Branches
Working for the Bank of Italy
Glossary
FAQ

LINKS

- ▶ Financial Intelligence Unit
- ▶ Banking and Financial Ombudsman
- ▶ Central bank websites

LEGAL INFORMATION

- ▶ Digital Signature
- ▶ Privacy Policy
- ▶ Disclaimer
- ▶ Copyright

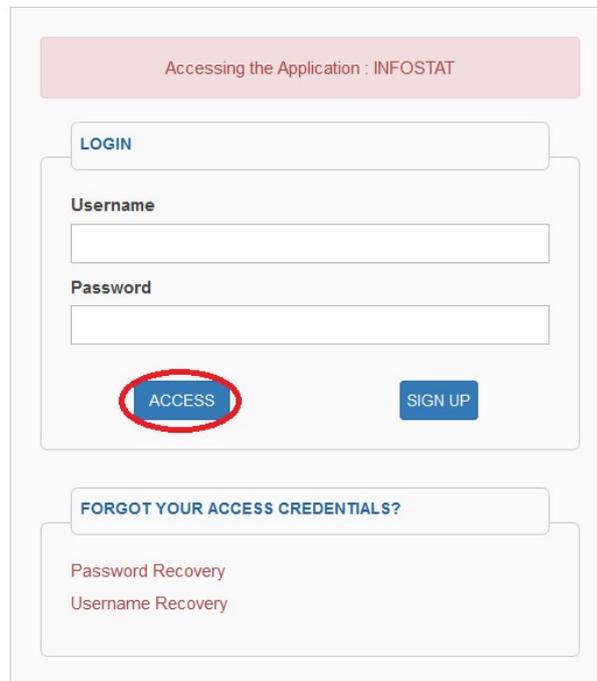
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typing USERNAME and PASSWORD in the Authentication form prompted by the procedure and then clicking the [ACCESS](#) button (ACCEDI in Italian) to sign-in:

Authentication



Accessing the Application : INFOSTAT

LOGIN

Username

Password

ACCESS **SIGN UP**

FORGOT YOUR ACCESS CREDENTIALS?

[Password Recovery](#)

[Username Recovery](#)

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This will give access to the first screen of the INFOSTAT procedure, by means of which can be prepared and submitted the due notifications (see the following paragraph).

Preparation and submission of notifications through INFOSTAT procedure

Accessing the procedure INFOSTAT and selecting every new page, the English version can be selected pushing the top-right button on the screen (red circled icon in the screenshot below).

The screenshot displays the Banca d'Italia website interface for the INFOSTAT system. At the top left is the Banca d'Italia logo and the text "BANCA D'ITALIA EUROSISTEMA". At the top right, a red circle highlights the text "Versione Italiana". Below this is a dark blue navigation bar with links: "Enter PIN", "Request delegation", "Authorization management", and "Exit".

The main content area is divided into several sections:

- SURVEY**: A section with a "Refresh" button. It contains a sidebar for "DATA COLLECTION AND SERVICES" with a sub-section "QUESTIONARI" listing "Notifications of net short positions on sovereign debt and uncovered sovereign credit default swaps". The main content area for "DATA COLLECTION AND SERVICES" explains that INFOSTAT is a system for preparing and transmitting statistical data to the Bank of Italy. It includes a "NOTE" about clicking "ENTER PIN" for access credentials and a "LINK" section with options for "Access instructions" and "Email".
- TECHNICAL SUPPORT**: A section with a "FAQ" link. It provides contact information for the help desk: Telephone: +39 0647926459 and E-mail: rdvi.helpdesk@bancaditalia.it.
- INFO USER**: A section showing user information: Welcome: stefano marcelli, Username: MARCEST, Last Login: 11-07-2016 11:30:25. It includes links for "Edit personal data" and "Change password".
- UTILITY**: A section at the bottom right.
- LAST UPDATING**: A section with a "General News" link and a "GENERAL NEWS" sub-section. It shows "No news. 12-7-2016". A sidebar on the left lists navigation options: "Rilevazioni di Vigilanza", "Questionnaire", "Albi ed Elenchi di Vigilanza", "Direct Reporting", and "Short Selling".

To activate the functions for the preparation and submission of the notification, select the row corresponding to the notification:

BANCA D'ITALIA
EUROSISTEMA

Versione Italiana

Enter PIN | Request delegation | Authorization management Exit

SURVEY Refresh

DATA COLLECTION AND SERVICES

QUESTIONARI

Notifications of net short positions on sovereign debt and uncovered sovereign credit default swaps

NOTIFICATIONS OF NET SHORT POSITIONS ON SOVEREIGN DEBT AND UNCOVERED SOVEREIGN CREDIT DEFAULT SWAPS

On November, 1st 2012 the REGULATION (EU) No 236/2012 OF THE EUROPEAN PARLIAMENT AND OF THE COUNCIL of 14 March 2012 on short selling and certain aspects of credit default swaps will enter into force. According to the articles 7 and 8 of this Regulation, any natural or legal person who has a net short position re

CONTACT:

Administrative contacts

LINK:

LAST UPDATING

General News

Rilevazioni di Vigilanza	No news. 12-7-2016
Questionaire	
Albi ed Elenchi di Vigilanza	
Direct Reporting	
Short Selling	

INFO USER

Welcome: stefano marcelli

Username: MARCEST
Last Login: 11-07-2016 11:30:25

[Edit personal data](#)

[Change password](#)

TECHNICAL SUPPORT

FAQ

For technical questions contact help desk of Surveys and Processing statistics Service:

Telephone: +39 0647926459
E-mail: rdvi.helpdesk@bancaditalia.it

UTILITY

Then click the **SERVICES ACCESS** button (ACCEDI AI SERVIZI in Italian) located at the bottom of the right box dedicated to notifications:

BANCA D'ITALIA
EUROSISTEMA

Versione Italiana

Enter PIN | Request delegation | Authorization management Exit

SURVEY Refresh

DATA COLLECTION AND SERVICES

QUESTIONARI

Notifications of net short positions on sovereign debt and uncovered sovereign credit default swaps

NOTIFICATIONS OF NET SHORT POSITIONS ON SOVEREIGN DEBT AND UNCOVERED SOVEREIGN CREDIT DEFAULT SWAPS

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General News

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INFO USER

Welcome: stefano marcelli

Username: MARCEST
Last Login: 11-07-2016 11:30:25

[Edit personal data](#)

[Change password](#)

TECHNICAL SUPPORT

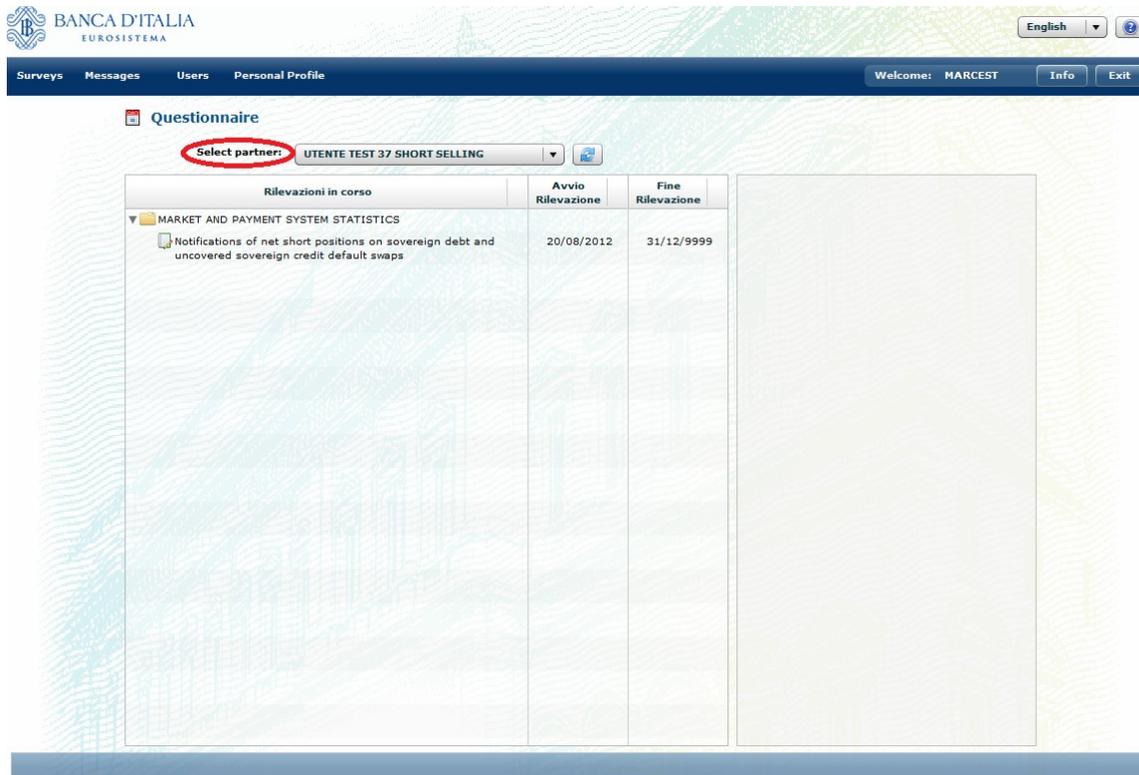
FAQ

For technical questions contact help desk of Surveys and Processing statistics Service:

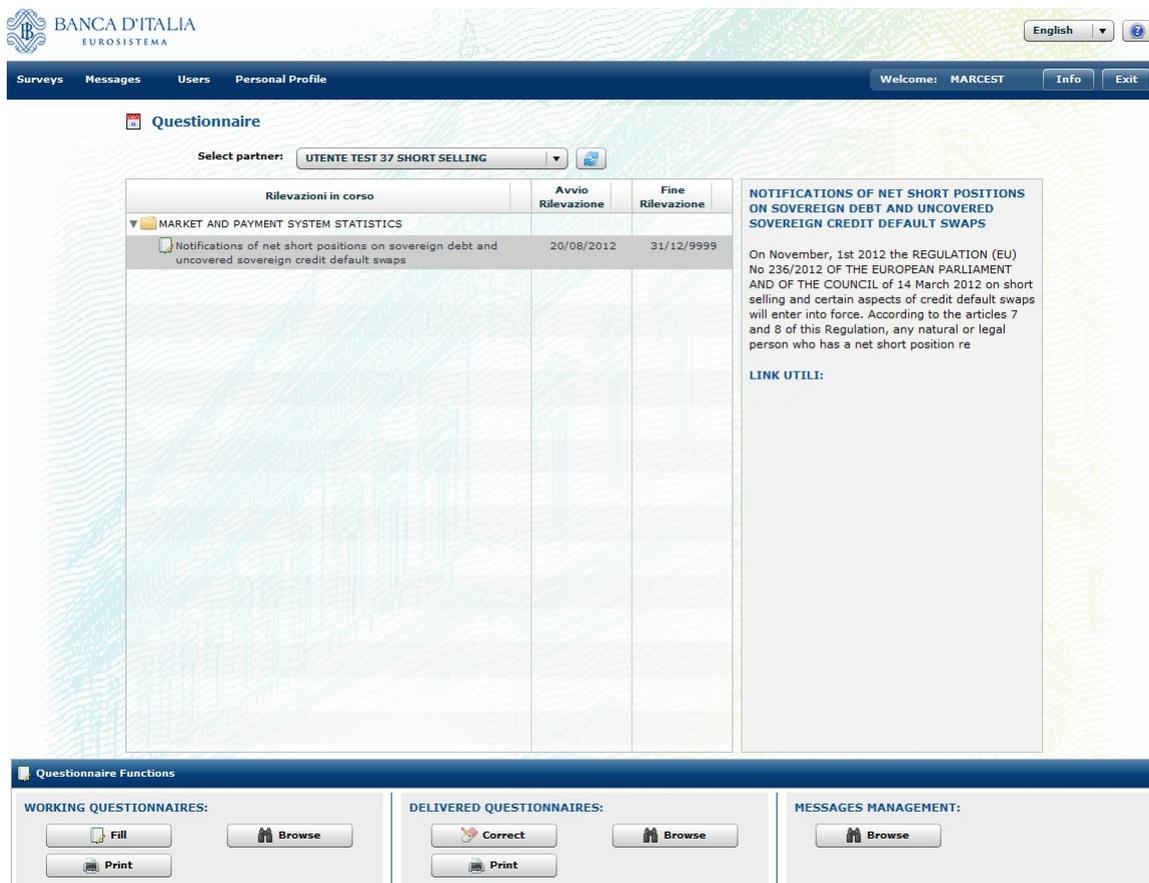
Telephone: +39 0647926459
E-mail: rdvi.helpdesk@bancaditalia.it

UTILITY

Select the relevant **Position holder** through the [Select partner](#) button (SELEZIONA IL PARTNER in the Italian version):



To activate the functions for the preparation and submission of the notification, select with the mouse the row corresponding to [Notifications](#):



Please take note that the notification can be completed in full and simultaneously sent to the Banca d'Italia or partially filled and stored without sending it; in this second case the form can be completed and submitted at a later time.

To proceed with a (new) notification the users should click the [Working questionnaires – Fill](#) button (QUESTIONARI IN LAVORAZIONE – COMPILA in Italian). Absent any previous notification in draft form (compiled, but not sent), the following template is displayed:

The screenshot shows the Banca d'Italia web interface. At the top, there is a navigation bar with 'Surveys', 'Messages', 'Users', and 'Personal Profile'. Below this, there is a header for 'Notifications of net short positions on sovereign debt and uncovered sovereign credit default swaps'. The form is titled '1. Net short positions' and contains the following fields:

- Position type (dropdown menu, marked with *)
- Notification type (dropdown menu, marked with *)
- Country code (dropdown menu, marked with *)
- Full name of the issuer (dropdown menu, marked with *)
- Position date (calendar icon, marked with *)
- Amount (text input, marked with *)
- Reference date (calendar icon)
- Comment (text input)

Fields marked with (*) are required.

The fields in the template correspond to the applicable fields 8 to 17 specified in Table 1 of Annex I to the Commission Delegated Regulation of 29.6.2012.

Please take note that – according to the regulation - the procedure allows either the **notification** of a position every time its **equivalent nominal amount in euro** crosses the threshold or a **cancellation** of an erroneous notification:

- 1) The fields **Reporting date** and **Cancellation date** contained in Annex II and Annex III of the Regulation are automatically added by the procedure.
- 2) **Position type**, allows the user to signal either a “**Net short position in sovereign debt**” or a “**Position in uncovered sovereign credit default swap**”.
- 3) **Notification type**, allows the user to choose whether to fill a “**Notification form for net short position**” or a “**Cancellation form for erroneous notifications**”.
- 4) **Position date**, date on which the position was created, changed or ceased to be held.
- 5) **Amount**: please note that the amount should be entered in **Euro units without decimals**.
- 6) **Reference date**, may correspond - according to the option chosen at the [Notification Type](#) drop-down list - to either the field:
 - “**Date of previous notification**” of Annex II to the Commission Delegated Regulation of 29.6.2012 – Format of notification form for net short position,
 - or
 - “**Reporting date of the notification being cancelled**” of Annex III to the Commission Delegated Regulation of 29.6.2012 - Format of cancellation form of erroneous notifications.

After filling in the template, the user can **transmit** the notification to the Banca d'Italia by clicking the [Transmit](#) button. Alternatively, the form may be saved by clicking the [Save data](#) button and completed at a later time.

The Banca d'Italia will **log the received message and notify the reception** of the reporting via e-mail. The **recipient should save this e-mail** for future reference.

The users can **verify the submission of the notification** done by activating the consultation of the messages from the Banca d'Italia [Message management - Browse](#) button.

The notification sent to the Banca d'Italia can be found via the display function of the data entry ([Delivered Questionnaire - Browse](#) button).

The screenshot displays the Banca d'Italia web application interface. At the top, there is a navigation menu with options: Surveys, Messages, Users, Personal Profile. A welcome message reads 'Welcome: MARCEST' with 'Info' and 'Exit' buttons. The main section is titled 'Questionnaire' and shows a dropdown menu for 'Select partner:' set to 'UTENTE TEST 37 SHORT SELLING'. Below this is a table with columns: 'Rilevazioni in corso', 'Avvio Rilevazione', and 'Fine Rilevazione'. The table contains one entry: 'MARKET AND PAYMENT SYSTEM STATISTICS' with a sub-entry 'Notifications of net short positions on sovereign debt and uncovered sovereign credit default swaps' dated '20/08/2012' and ending '31/12/9999'. To the right of the table is a text box titled 'NOTIFICATIONS OF NET SHORT POSITIONS ON SOVEREIGN DEBT AND UNCOVERED SOVEREIGN CREDIT DEFAULT SWAPS' containing regulatory information and a 'LINK UTILI:' section. At the bottom, the 'Questionnaire Functions' section is divided into three panels: 'WORKING QUESTIONNAIRES:' with 'Fill' and 'Print' buttons; 'DELIVERED QUESTIONNAIRES:' with 'Correct' and 'Print' buttons; and 'MESSAGES MANAGEMENT:' with a 'Browse' button.

Users can view a notification in progress, not yet sent to the Banca d'Italia, by clicking the [Working notification - Browse](#) button. To modify, complete and transmit a notification in draft form the user should click the [Working questionnaires - Fill](#) button.

The screenshot displays the 'Infostat - Partner environment - Microsoft Internet Explorer' browser window. The page header includes the Banca d'Italia logo and navigation tabs for 'Surveys', 'Messages', 'Users', and 'Personal Profile'. The user is logged in as 'LARCIERO'. The main content area is titled 'Questionnaire' and shows a table of 'Rilevazioni in corso' (ongoing surveys) for the partner 'UTENTE TEST 37 SHORT SELLING'. The table lists a survey on 'MARKET AND PAYMENT SYSTEM STATISTICS' with start and end dates. A modal dialog titled 'Operazioni disponibili' (Available operations) is open, offering three options: 'New compilation' (selected), 'Continue old compilation', and 'Delete old compilation'. Below these options is a 'Compilation date' dropdown menu with three entries: '2012-10-22 13:35:37', '2012-10-22 13:15:14', and '2012-10-05 11:06:21'. The dialog also has 'Ok' and 'Cancel' buttons. To the right of the table, there is a text area with the title 'NOTIFICATIONS OF NET SHORT POSITIONS ON SOVEREIGN DEBT AND UNCOVERED SOVEREIGN CREDIT DEFAULT SWAPS' and some introductory text. At the bottom of the page, there is a 'Questionnaire Functions' section with buttons for 'Fill', 'Print', 'Browse', 'Correct', and 'Messages Management'.

Then the users can select a notification among those in draft form (filled out but not sent) and proceed with any change. In this case, the users can still fill in a new notification form by selecting the [New compilation](#) option.