USER MANUAL FOR SSH NOMINATION COMMITTEE PORTAL

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Introduction

The SSH NC's Portal is intended for registering candidates and for managing accreditations for Supervisory Board Members of companies under the management of Slovenian Sovereign Holding.

Registration of a candidate

The Portal is accessible on the following address: https://kk.sdh.si. When visiting the Portal, the home page is displayed. The first step in the registration process is to click on the link "Create an account".

Figure 1: – Home page of "SSH NC" Portal

When clicking on the registration link, the page opens up to proceed with the process for the registration of a candidate as shown in Figure 2. The following information must be provided for a successful registration:

- Name,
- Surname,
- Mobile phone number to which the verification code will be received to access the Portal (text message),
- Password.

The user may log in the system with the same data only once. When registering, the user must take note of the availability and submission of personal data and their use in the accreditation and nomination procedures. The explicit consent is mandatory for successful registration. The explicit consent "I agree" is enabled after taking note of the entire notification which is shown by sliding down on the right hand side of the notification. The registration process continues by clicking on "Create an account".

Figure 2: – Registration of a candidate

The registration concludes by entering the 5-digit verification code that a candidate receives as a short text message on his/her mobile phone. The short message from SSH Portal reads as follows: "Your 5-digit verification code is: 00000« (the actual code is displayed instead of zeros). The code is entered into the final box of the registration process.

CONFIRMATION OF REGISTRATION

We have sent a message with your 5-digit security code to your mobile number +386********, which you can copy into the boxes below.

Security Code

[ ] [ ] [ ] [ ] [ ]

[Confirm]

Didn't receive the security code message? Resubmit security code. .

Figure 3: – Entry of the verification code

After the registration is successfully completed, the home page of the "SSH NC" Portal opens where a candidate may log in.

Log-in

A candidate logs in with the user name (e-mail address) and password the candidate has entered during the registration process. The candidate may change the password by clicking on the "Reset password". After the user name and password is entered, the box for entering the verification code pops up.

In case any issues occur with the verification code (the code does not arrive or it expires), the candidate may request the code to be resend by clicking "Resend the verification code".

When the code is successfully entered, the control panel pops up which shows the candidate's status (the accreditation status), activity history and last messages. If there are any records, the membership in Supervisory Boards may be shown. The types of status are shown in Table 1.

It is also possible to enter the Portal KK application using a one-time password generated by the application for generating one-time passwords (OTP). A candidate can download a free and open source application FreeOTP by RedHat or similar from Google Play or Apple store to his / hers mobile device. On another device, the candidate should enter the KK Portal with the password received in the SMS message, then open the personal profile (by clicking his / hers name in the top right corner of the application) and then click on the Renew OTP button. The candidate should start the FreeOTP app or similar on hos / hers phone, point the phone's camera at the QR code and capture it. A new line will appear in the FreeOTP application. By pressing it, a one-time password is displayed on the screen, which can be used to enter Portal KK. Candidate should enter the one-time password in Portal KK in the second step of authentication.

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Figure 4: – Entry of the verification code

Status	Description
Active	Active registration in the SSH Portal for Supervisory Board Members.
Awaiting accreditation	The Accreditation Application has been submitted.
In progress	The Accreditation Application is being processed.
Accredited	The accreditation has been endorsed.
Updating the data before nomination	Data review and update required.
Accreditation denied	The accreditation has been denied.
Non-accredited	New accreditation is needed due to corrections.
Unaccredited for failure to qualify	Non-accredited due to failing to meet requirements.
Unaccredited due to missing consent	Non-accredited due to missing consent.
Accreditation expired	The accreditation has expired.
Inactive	Non-activated.
Deleted	Deleted.

Table 1: – Candidate's status

The control panel shows the latest events in the Activity History; all data are visible by clicking on an individual sub-page (navigation on the lower part of the Activity History).

Status is actively changed:

- when the accreditation process administrator changes the status in accordance with the accreditation process;
- when a candidate changes data for accreditation;
- when within a period of 3 years a candidate fails to update his/her data and does not submit the Accreditation Application for its renewal.

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⌂ HOME   👤 NAME SURNAME   🔒 LOGOUT   🇬🇧

Hello, Name Surname! The last time you entered the application was 07. 08. 2023 at 09:24.

Your status: **Active**

For successful accreditation, a candidate must complete all fields and affirmatively answer the statements from the Eligibility Requirements under ZGD-1 and ZSDH-1 and Eligibility Requirements under the Staffing Committee criteria. Accreditation to the candidate expires after 3 years. We will notify the applicant of the expiration of the accreditation and of the options for renewal of the accreditation 30 days before the expiration. Successful accreditation of a candidate is a prerequisite for the nomination of a candidate for a member of the Supervisory Board of the Management Company. The condition for the successful nomination of a candidate for a member of the Supervisory Board of the management company is participation in the entire nomination process and prior submission of the required documentation.

Accreditation must be completed and submitted.

[Accreditation Application]

News	
date	News Title
03.04.2023 13:15	OTP
27.07.2022 17:00	Nova različica spletnega Portala KK SDH

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Activity History	
date	activity
07.08.2023 09:29:12	Successful registration with the SSH Personnel Commission Portal.

Notifier	
date	subject

Nominations
No nominations

Figure 5: – Control Panel after the candidate's log-in

Accreditation Application

A candidates starts the registration process by clicking on the "Accreditation Application" button on the control panel. The first step is to enter the personal data.

Figure 6: – Entry of personal data

Fields that are mandatory to be filled in are marked with an asterisk (*). In case the candidate desires to receive written notifications to an address which is not the permanent address (for example, a temporary address), this address is entered by clicking on "My address for notifications differs from my permanent address".

After the data are entered and reviewed, the process continues by clicking on "Save and continue". The next step refers to the "Satisfaction of requirements under ZGD-1 and ZSDH-1". A candidate must satisfy all of the requirements. When selecting the last statement, a candidate may add an explanatory note. After confirming the statement, the confirmation turns green for transparency purposes.

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HOME   NAME SURNAME   LOGOUT

1. Entering personal information / **2. Eligibility under ZGD-1 and ZSDH-1** / 3. Eligibility for Criteria NC / 4. Candidate information / 5. Motivation letter

FULFILLMENT REQUIREMENTS FOR ZGD-1 AND ZSDH-1

⚠ TO SUCCESSFULLY SUBMIT THE APPLICATION FOR ACCREDITATION, THE CANDIDATE MUST FULFILL ALL THE REQUIREMENTS OF THE CRITERIA ZGD-1 AND ZSDH-1.

1.1. I fulfill the requirements for a member of the Supervisory Board according to Article 273 of the Companies Act (ZGD-1).

☐ The statement holds

Would you like to provide additional clarification?

Explanation   [enter explanation]

1.2. I do not perform a function that is incompatible with ZSDH-1 or other law under the law governing integrity and the prevention of corruption, which is incompatible with membership of the supervisory board or corporate governance body and I have not performed it in the last six months.

☐ The statement holds

Would you like to provide additional clarification?

1.3. I am not a member of the governing body of a company in which SSH, d. d., majority shareholding or dominant influence.

☐ The statement holds

Would you like to provide additional clarification?

1.4. For the past six months, I have not held any office in a political party to which I would be elected or appointed.

☐ The statement holds

Would you like to provide additional clarification?

1.5. I am aware of the rights and obligations of a member of the Supervisory Board, which will be further demonstrated by a certificate of acquisition of knowledge regarding the competence, responsibility and functioning of the Supervisory Boards.

☐ The statement holds

Would you like to provide additional clarification?

Fields marked with * must not be blank.

← Back   Save and continue

✗ Cancel

Figure 7: – Satisfaction of requirement under ZGD-1 and ZSDH-1

The process continues by clicking on "Save and continue". The next step refers to the "Satisfaction of requirements according to the NC criteria".

Figure 8: – Satisfaction of requirement under NC criteria

After confirming all criteria, the process continues by clicking on "Save and continue". The next step includes the entry of data about a candidate, in particular:

- the qualification (up to 5 entries), in which case the following data are manually entered; the educational institution, the title obtained, the qualification level which is chosen by scrolling down the list, and the area of qualification of profession;
- knowledge of foreign languages (up to 5 entries), to be selected from the scrolling list;
- desired scope of action (up to 5 entries), to be selected from the scrolling list;
- competences and competence level (up to 5 entries), to be selected from the scrolling list;
- current job position if a candidate is employed;
- past three employments;
- management experience;
- current membership in Supervisory Boards if a candidate is a Supervisory Board Member;
- past membership in Supervisory Boards if a candidate was a Supervisory Board Member;
- Curriculum Vitae (an attachment);
- Certificate on Qualification for Supervisory Board's Membership (an attachment);
- statements/records of candidates education level and
- other attachments (certificates, other supporting documents).

Attachments should be digital images of documents. **(!) When adding attachments, it is mandatory to click on "Add" for the transfer of attachments to be successful.**

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⌂ HOME   👤 NAME SURNAME   🔒 LOGOUT

SSH Nomination Committee Portal: Candidate Information

1. Entering personal information / 2. Eligibility under ZGD-1 and ZSDH-1 / 3. Eligibility for Criteria NC / **4. Candidate information** / 5. Motivation letter

Education

Your training	*You do not have any details of your education yet.*

Add education

Field	Input
Institution that has the assigned name *	enter the name of the educational institution
Named *	enter the obtained name
Education level *	select the educational level obtained
Education or profession *	select a field of study

✔ Save   ✖ Cancel

Knowledge of foreign languages

Foreign languages	*You do not have any foreign language proficiency information yet.*

Add proficiency in

Field	Input
Language: *	select language
Level of Understanding ❓*	select level
Speech Rate ❓*	select level
Writing Rate ❓*	select level

✔ Save   ✖ Cancel

Desired scope of action

Scopes (at most 5) *	select desired scope

Competences

There are no competences yet.

Add competences

Field	Input
Competence *	select competence
Competence level *	select level of competence

✔ Save   ✖ Cancel

Figure 9: – Data about the candidate

Current job

You are currently employed by *		
Employer Name *	Enter Employer Name	
Employed from*	insert start of employment	
Job title*	insert job title	
Job description*	insert job description	

Employer Address

Quick Enter ❶	e.g. Mala ulica 5, Ljubljana	
Title *	enter street / you	Enter house number
Mail *	enter zip code	enter the name of the mail
Country *	Enter country	

Past employments

– PAST EMPLOYMENTS

Employer Name *	Enter Employer Name
Employed from*	insert start of employment
Employed to*	insert end of employment
Job title*	insert job title
Job description*	insert job description

– PAST EMPLOYMENTS

Employer Name *	Enter Employer Name
Employed from*	insert start of employment
Employed to*	insert end of employment
Job title*	insert job title
Job description*	insert job description

– PAST EMPLOYMENTS

Employer Name *	Enter Employer Name
Employed from*	insert start of employment
Employed to*	insert end of employment
Job title*	insert job title
Job description*	insert job description

Figure 10: – Data about the candidate - continued

Attachments may be added by selecting an individual file or by transferring them form a computer folder to a position under a specific column.

Management experience

Add all management experience except those already listed in current and previous jobs

Management experience — *You currently have no information about management experience*

Add management experience

Company name*	Enter company name
Start of term:*	Enter start of term
Termination of term:*	Enter termination of term
Position:*	Enter position
Position description:*	Enter position description

✔ Save   ✖ Cancel

Current Supervisory Board memberships

If the membership has already expired, move it to Past memberships in supervisory bodies by clicking a red tick

You are a member of the Supervisory Board — [YES] [NO]

Supervisory Board Members — *You do not have any details on Supervisory Board memberships yet.*

Add Membership

Company *	Enter company name
Start of term *	Enter start of term
Termination of term *	Enter termination of term
Position in the Supervisory Board *	select position
Memberships in supervisory board committees*	Enter all memberships in Supervisory Board committees with their term

✔ Save   ✖ Cancel

Past Supervisory Board memberships

Past Supervisory Board memberships — *You do not have any details on Supervisory Board memberships yet.*

Add Membership

Company *	Enter company name
Start of term *	Enter start of term
Termination of term *	Enter termination of term
Position in the Supervisory Board *	select position
Memberships in supervisory board committees*	Enter all memberships in Supervisory Board committees with their term

✔ Save   ✖ Cancel

Figure 11: – Data about the candidate - continued

After adding a file, the name of the file appears, click on "+Add" in order to transfer the attachment to the candidate's profile in the portal.

Attach CV

⚠ Only pdf files can be attached.

You have no CV downloaded at this time.

CV *

Drag and drop badges or click this box.

Attach Certificate of Qualification for SB Member

⚠ Only pdf files can be attached.

ou do not have the Qualification Certificate yet.

Certificate of competency for SB member **

Drag and drop badges or click this box.

Date of competence certificate:**

Insert date of competence certificate

Attach statements/records of your education level and other documents

⚠ Only pdf and jpg files can be attached. Please select leading document.

You have no other files downloaded at this time.

Statements/records of your education level and other attachments

Drag and drop badges or click this box.

Fields marked with * must not be blank.

← Back   Save and continue

✖ Cancel

Figure 12: – Data about the candidate - continued

To continue click on "Save and continue". The process continues with the last step "Justification of motivation", i.e. the motivational letter in which a candidate states his/her personal perspective on the role of a Supervisory Board Member, his/her added value, and similar information.

1. Entering personal information / 2. Eligibility under ZGD-1 and ZSDH-1 / 3. Eligibility for Criteria NC / 4. Candidate information / **5. Motivation letter**

Enter new motivation letter   📄 Navodila SLO   📄 Instructions EN

Field to enter your motivation letter

Fields marked with * must not be blank.

← Back   Save and continue

✖ Cancel

Figure 13: – Motivational letter

After adding the motivational letter, the process is completed by clicking on "Save and continue"; the status is changed to "Awaiting Accreditation". The candidate will receive a thank you note on his/her email address, confirming the submission of the Accreditation Application.

The process administrator will inform the candidate on the up-to-date status of the application and all further steps in the accreditation process, in accordance with the applicable legislation and processes. The change of the status is visible on the candidate's control panel.

Hello, **Name Surname!** The last time you entered the application was 07. 08. 2023 at 09:24.

Your status: **Awaiting accreditation**

For successful accreditation, a candidate must complete all fields and affirmatively answer the statements from the Eligibility Requirements under ZGD-1 and ZSDH-1 and Eligibility Requirements under the Staffing Committee criteria. Accreditation to the candidate expires after 3 years. We will notify the applicant of the expiration of the accreditation and of the options for renewal of the accreditation 30 days before the expiration. Successful accreditation of a candidate is a prerequisite for the nomination of a candidate for a member of the Supervisory Board of the Management Company. The condition for the successful nomination of a candidate for a member of the Supervisory Board of the management company is participation in the entire nomination process and prior submission of the required documentation.

You have successfully submitted your application for accreditation.

News	
date	News Title
03.04.2023 13:15	OTP
27.07.2022 17:00	Nova različica spletnega Portala KK SDH

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> View all news

Activity History	
date	activity
07.08.2023 10:04:33	Accreditation application submitted.

Notifier	
date	subject

Nominations
No nominations

Figure 14: – Changed status in the control panel

Nomination procedure

When a candidate is nominated to a company's supervisory or management body, he/she will receive an email notification and the name of the company for which he/she has received a nomination will be displayed in the KK Portal in the bottom right-hand corner of the screen and the Update information before submitting declarations button will be displayed.

The nomination can be rejected by clicking on the name of the nominated company, and to confirm the nomination, the candidate must review his/her existing data in the KK Portal and make any necessary corrections (employment, curriculum vitae, memberships of supervisory bodies, etc.), write a nomination letter in the motivation letter field, and proceed with the process by completing and signing the declarations, either physically or electronically:

- nomination to a company's supervisory body

    1. Independence and no-conflict of interest declaration by a member or a (potential) candidate for Supervisory Board Member;
    2. Personal integrity and business ethics declaration by a (potential) candidate for Supervisory Board Member;
    3. Declaration on the satisfaction of requirements for nomination by a candidate for a Supervisory Board Member nomination/evaluation consent;

- nomination to a company's management body

    1. Personal integrity and business ethics declaration by a (potential) candidate for a Management Board Member;
    2. Declaration on the satisfaction of requirements for nomination by a candidate for a Management Board Member nomination/evaluation consent.

In the case of physical signatures, the candidate must print the statements, sign them in his/her own hand and attach them to the nomination in the KK Portal.

Electronic signature is possible only for candidates with a Slovenian tax number using a free account on the REKONO website.