

# USER MANUAL FOR SSH NOMINATION COMMITTEE PORTAL





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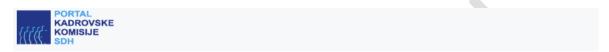


#### Introduction

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: <a href="https://kk.sdh.si">https://kk.sdh.si</a>. 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".



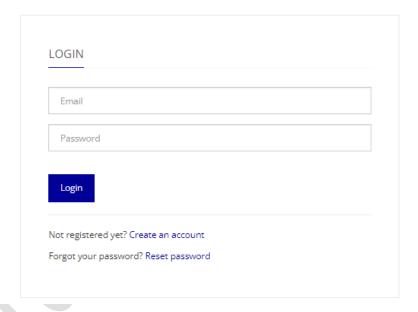


Figure 1: – Home page of "SSH NC" Portal

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".





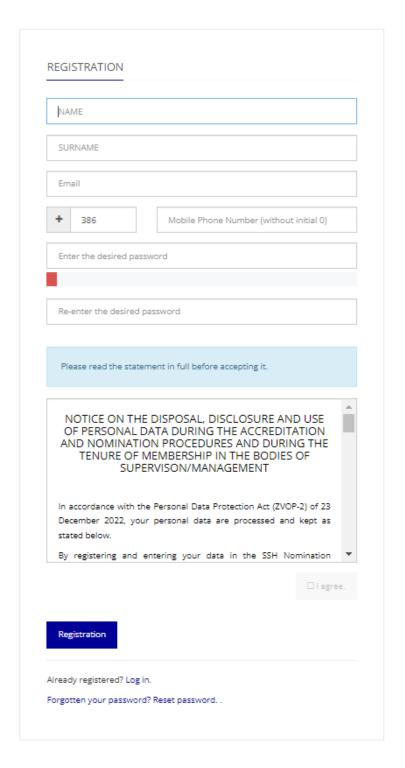


Figure 2: – Registration of a candidate

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.







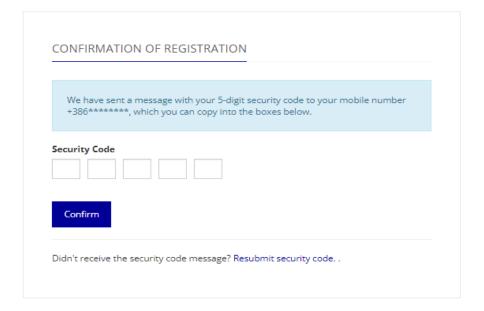


Figure 3: – Entry of the verification code

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.





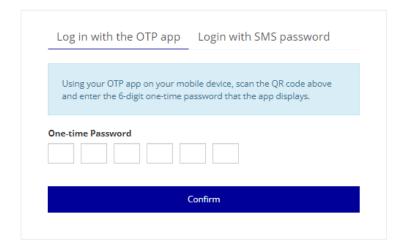


Figure 4: – Entry of the verification code

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.





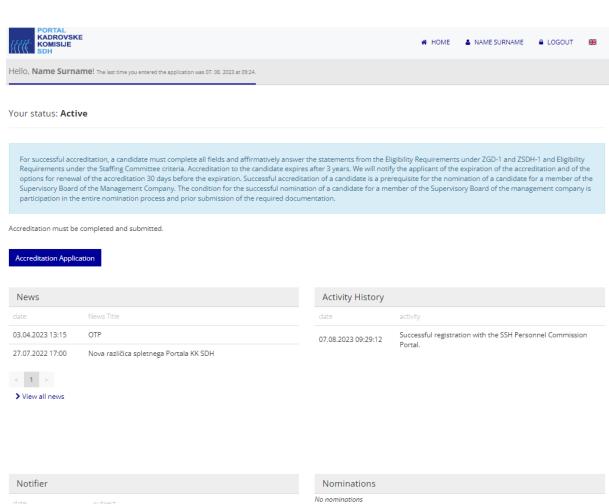


Figure 5: - Control Panel after the candidate's log-in





#### 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.

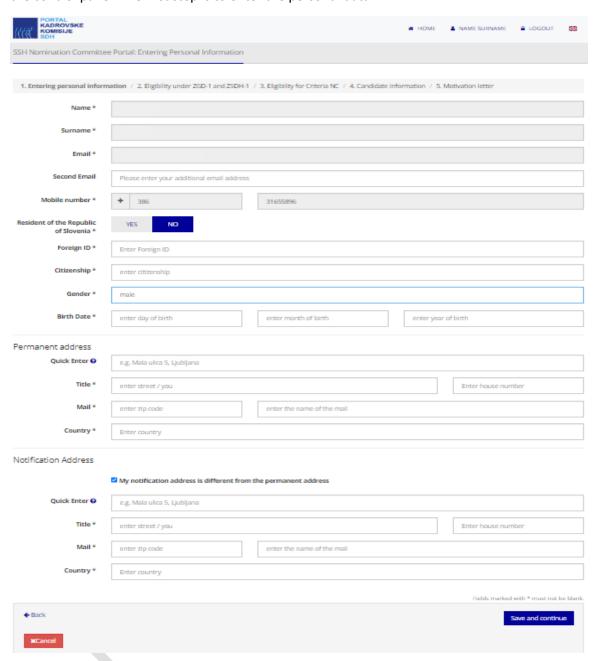


Figure 6: - Entry of personal data

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.

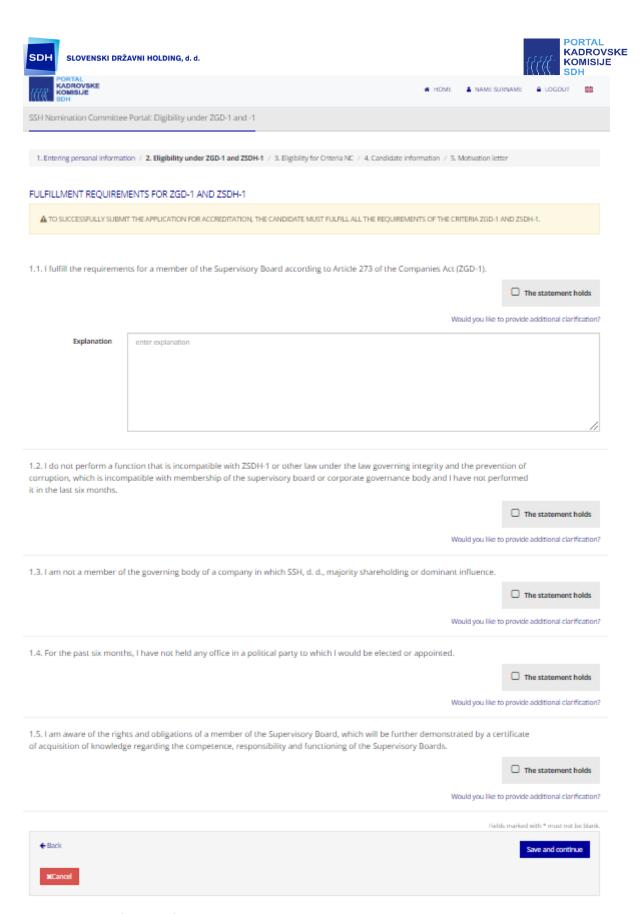


Figure 7: - Satisfaction of requirement under ZGD-1 and ZSDH-1

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

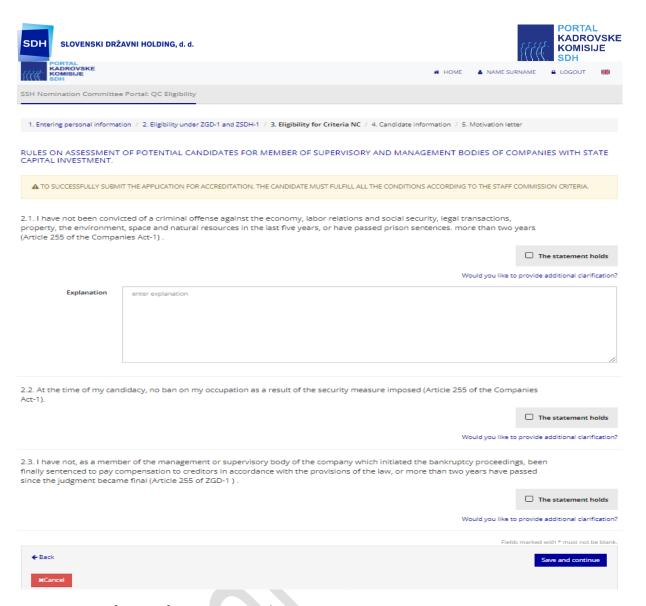


Figure 8: - Satisfaction of requirement under NC criteria

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.





PORTAL KADROVSKE KOMISIJE	# HOME	▲ NAME SURNAME	■ LOGOUT	88
SSH Nomination Committee	Portal: Candidate Information			
1. Entering personal inform	nation / 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			
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 lar Foreign languages	nguages You do not have any foreign language proficiency information yet.			
	Add proficiency in			
Language: *	select language			
Level of Understanding	select level			
Speech Rate 💇	select level			
Writing Rate 💝	select level			
	✓Save x Cancel			
Desired scope of action				
Scopes (at most 5)*	select desired scope			
Competences There are no competences yet.				
	Add competences			
Competence*	select competence			
Competence level*	select level of competence			
	✓ Save × Cancel			

Figure 9: – Data about the candidate

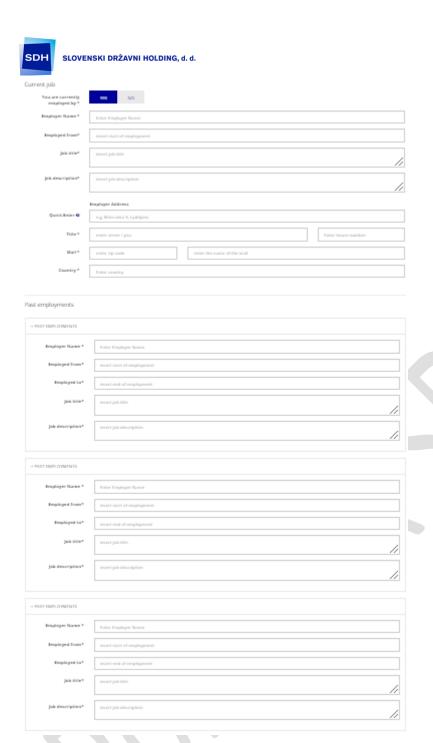




Figure 10: – Data about the candidate - continued

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

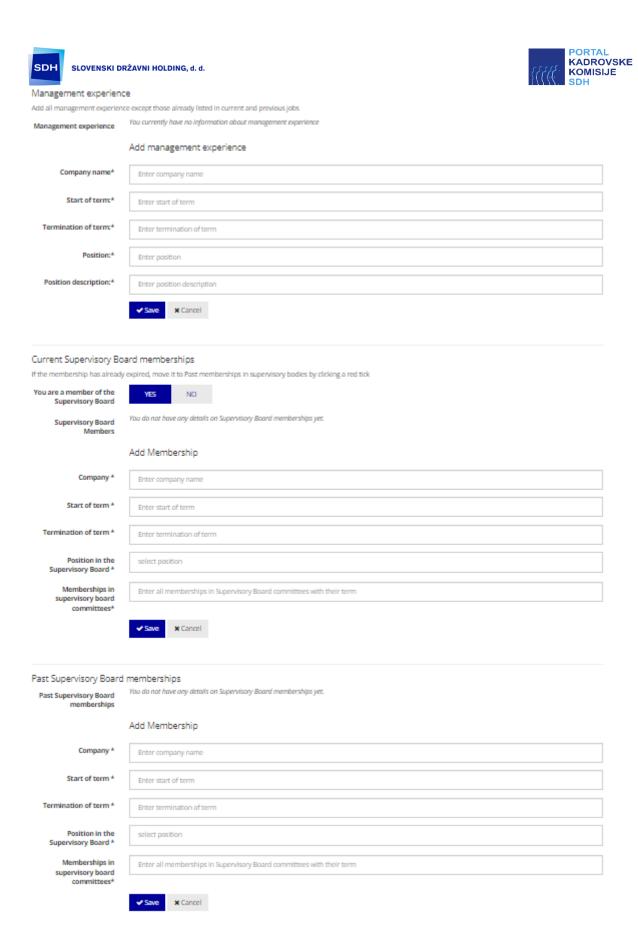


Figure 11: - Data about the candidate - continued

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.

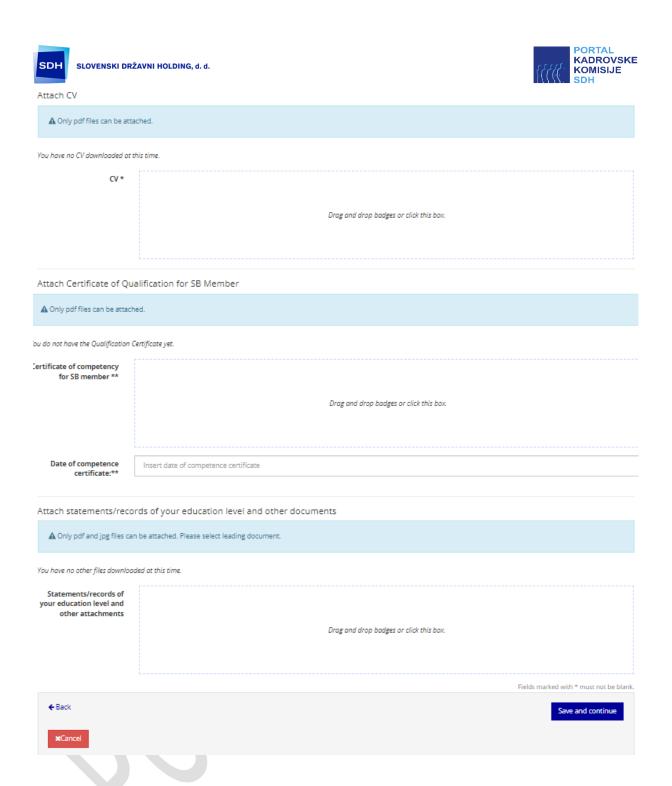


Figure 12: - Data about the candidate - continued

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.

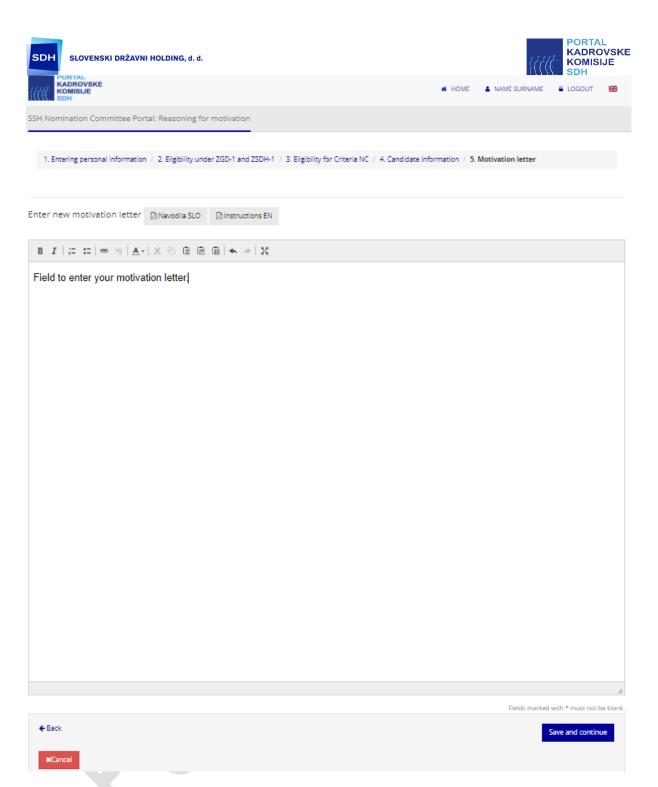


Figure 13: – Motivational letter

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.

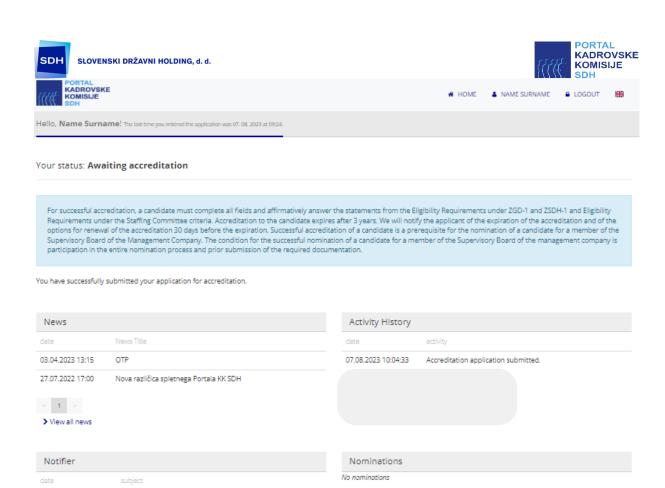


Figure 14: - Changed status in the control panel





### 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;
  - 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 <u>REKONO website</u>.