

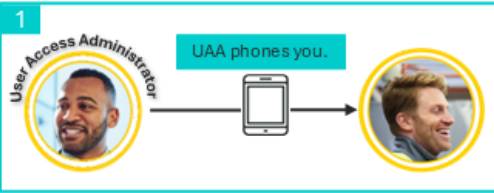
Contents

Quickguide – Activities performed by a new user	1
1. User Access Administrator initiates the Registration Request	3
2. Complete the SENS Registration Form	3
3. JSE completes the Registration Request.....	6
4. Create a Password to access SENS.....	6

Quickguide – Activities performed by a new user

UAA – User Access Administrator
 OTP – One Time Password

1

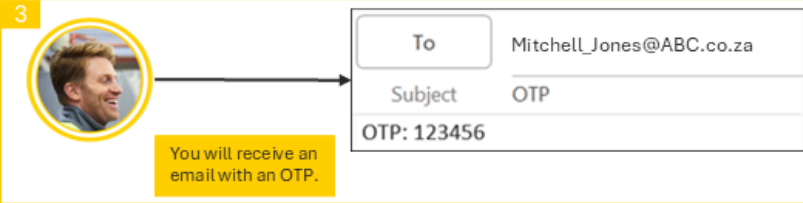


UAA phones you.

2

The User Access Administrator initiates the new user registration request on your behalf.

3

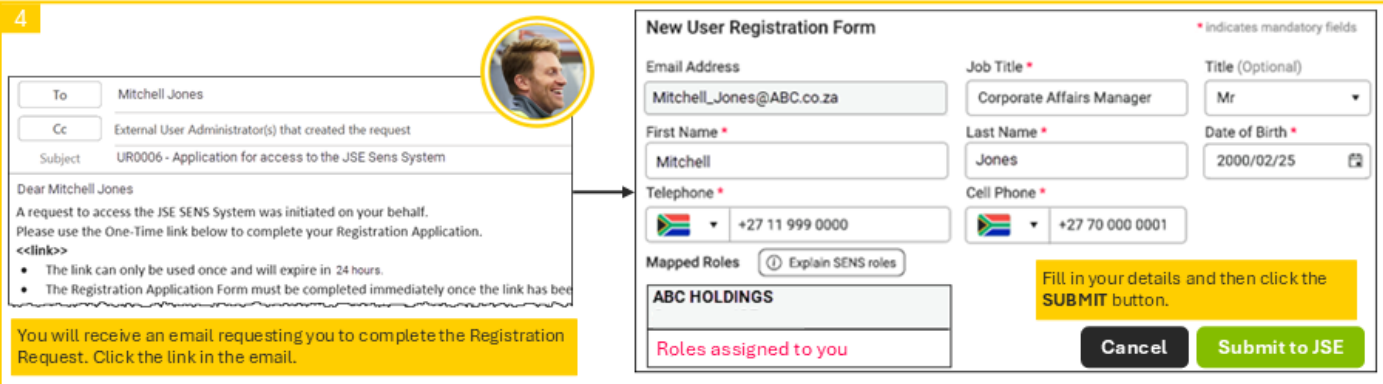


You will receive an email with an OTP.

3


You are required to provide the OTP to the User Access Administrator.

4



You will receive an email requesting you to complete the Registration Request. Click the link in the email.


5



Once the registration request has been submitted to the JSE, the relevant teams will complete the registration process. The registration request may be approved, declined, or sent back for rework.

Note: If the Registration Request is sent back for rework, you will receive an email requesting you to update your details. If required, the UAA can perform this activity on your behalf.

6



You will receive an email. You need to create a password and then you can access the SENS system.

Subject: UR0006: User Registration – Mitchell Jones
 To: Mitchell_Jones@ABC.co.za

Dear Mitchell Jones
 Your SENS system Registration Request has been approved by the JSE. Please complete your registration by creating a unique password. This can be accomplished by clicking the link below:
[Create your password](#)

Once you have created your password, you will be routed to the SENS system. You can log into the SENS system using your email address. You can also access the SENS system using the link below:
[Open the SENS system](#)

You have been assigned the following roles within the SENS system:

Client Role	SENS Roles
ABC HOLDINGS	Roles assigned to you

The first time you log in, you will be prompted to accept our Terms and Conditions. Should you require any support, you can contact the JSE on SENSoffice@jse.co.za

continued on next page...

7

Mitchell_Jones@ABC.co.za

UR0006: User Registration – Mitchell Jones – ABC Holdings

Dear Mitchell Jones

Your SENS system Registration Request has been approved by the JSE. Please complete your registration by creating a unique password. This can be accomplished by clicking the link below:

[Create your password](#) 1

JSE

Email Address

Mitchell_Jones@ABC.co.za

2 Send Verification Code

From: Microsoft on behalf of JSEECT <msonlineserviceteam@microsoftonline.com>
 Date: Fri, Jun 12, 2026 at 12:31 PM
 Subject: JSEECT account email verification code
 To: Mitchell_Jones@ABC.co.za

Verify your email address

Thanks for verify your Mitchell_Jones@ABC.co.za account!

Your code is: 362423 3 Copy the verification code.

Sincerely,
 JSEECT

JSE

Email Address

Mitchell_Jones@ABC.co.za

Verification Code 4 Paste the verification code.

5 Verify code Send new code

Email Address

Given Name
 Mitchell

Surname
 Jones

6 New Password Enter a unique password.

7 Confirm New Password Re-enter your unique password.

8 Create

JSE

Terms & Conditions

JSE LIMITED ("the JSE")

1. These terms and conditions ("the terms") are binding and enforceable on the JSE website, from time to time, at <http://www.jse.co.za>.

3. The JSE reserves the right, in its sole discretion, to vary or amend any

9 I hereby accept these terms and conditions.

Decline Accept 10

Last Updated : 10 October 2025

JSE

Hi Mitchell Jones
 Welcome to SENS

11

Home

Announcements

Help

Tasklist

New 1 View All

Create 33 View All

1. User Access Administrator initiates the Registration Request

The User Access Administrator initiates the user registration process from within the SENS system. They will contact you via telephone to provide them with a One Time Password, which you will receive via email.

2. Complete the SENS Registration Form

- 1 Open the **email** that you received from the JSE.

To	New User email
Cc	External User Administrator(s) that created the request
Subject	<UR number> - Application for access to the JSE SENS System - <first Client Role Long Name>
<p>Dear <Name and Surname of new user> A request to access the JSE SENS System was initiated on your behalf. Please use the One-Time link below to complete your Registration Application. <<link>></p> <ul style="list-style-type: none"> • The link can only be used once and will expire in 24 hours. • The Registration Application Form must be completed immediately once the link has been clicked. • You will receive an error message if you click the link again. Once the link has expired, you will need to request a new link from your user administrator. This functionality is available in their worklist, in the "Complete Registration Form" grid, by clicking the "More Actions" menu on the right-hand side of the item and selecting "Resend registration link". <p>Kind Regards JSE SENS</p>	

Note:

- The email will contain a link that you will need to click to complete the SENS registration process.
 - The link can only be used once and will expire in 24 hours.
 - The Registration Application Form must be completed immediately once the link has been clicked.
 - You will receive an error message if you click the link again.
 - If the link expires, or you encounter an error, you will need to request a new link from the User Access Administrator.
- 2 Click the link in the email.
 - The "New User Registration Form screen" is displayed.
 - 3 Enter your personal details in this screen.

New User Registration Form * indicates mandatory fields

Email Address <input type="text" value="Mitchell_Jones@ABC.co.za"/>	Job Title * <input type="text" value="Corporate Affairs Manager"/>	Title (Optional) <input type="text" value="Mr"/>
First Name * <input type="text" value="Mitchell"/>	Last Name * <input type="text" value="Jones"/>	Date of Birth * <input type="text" value="2000/02/25"/>
Telephone * <input type="text" value="+27 11 999 0000"/>	Cell Phone * <input type="text" value="+27 70 000 0001"/>	

Mapped Roles (i) Explain SENS roles

ABC Holdings
 Structured Product Issuer - JSE
Issuer who can approve Sponsor relationships

Cancel
Submit to JSE

Field	Description
Email Address field	This is a display-only field. You cannot amend your email address.
Job Title field	Enter your job title, for example, Company Secretary.
Title field	Select an option from the list. <u>Example</u> : Mr, Mrs, Dr, Prof, etc.
First Name field	Enter your first name.
Last Name field	Enter your surname.
Date of Birth field	Click the CALENDAR icon and select your date of birth. You can also manually type it in. Use the following format: CCYY/MM/DD.
Telephone field	Enter your business telephone number. Enter the area code without the + (plus) sign and then enter your telephone number.
Cell Phone field	Enter your cellphone number. Enter the area code without the + (plus) sign, followed by your telephone number, excluding the leading zero.

Note: To view details of the Role Types assigned to you, click the **EXPLAIN SENS ROLES** button. Once complete, click the **CLOSE** button.

Explain SENS roles

Sponsor Submitter
This user can submit, rework, correct and retract announcements.

User Access Administrator
This user can approve New User registrations and manage user roles for his/her company.

Issuer who can approve Sponsor relationships
This user can Submit, rework, correct and retract announcements.

Close

4 Click the **SUBMIT** button.

Note: The "*Submission Successful window*" is displayed.

Submission Successful
Your registration request was submitted to the JSE.
Once approved, you will receive a confirmation email with login instructions within 48 hours.
Reference Number: **UR0006**

5 You will receive an *email* from the JSE confirming receipt of your registration request.

To	<name of new user>
Subject	UR0006: SENS User Registration - Mitchell Jones - <name of company>

Dear Mitchell Jones

Your request for access to the JSE SENS System has been received.
Once the registration process is complete, you will receive an email notification with the login instructions and a link to the system.
Please contact the JSE at <email address> should you have any questions.

Thank you.
SENS System

3. JSE completes the Registration Request

Once the registration request has been submitted to the JSE, the relevant team will complete the approval process and technical enablement.

4. Create a Password to access SENS

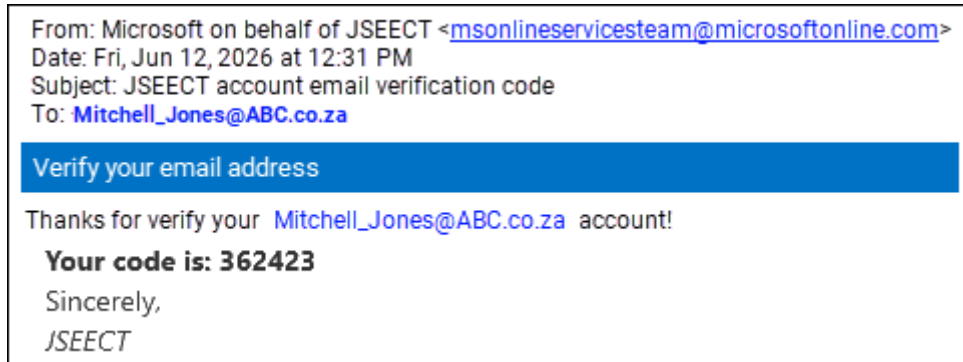
- 1 You will receive an email from the JSE.
- 2 Open the **email** and click the *Create your password* hyperlink.



- 3 Click the **SEND VERIFICATION CODE** button.



- 4 The system will send you an email with a verification code.



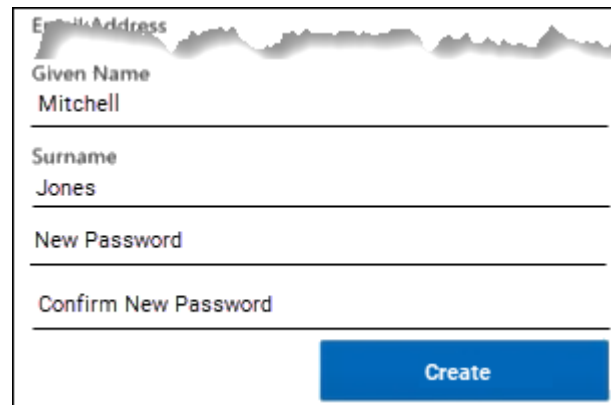
5 Enter the verification code in the dialog box and click the **VERIFY CODE** button.



6 Enter your password in the *New Password* field.

7 Enter your password again in the *Confirm New Password* field.

8 Click the **CREATE** button.



9 With the "Terms and Conditions window" displayed, read through the terms and conditions.

- The **ACCEPT** button and **DECLINE** button will only become active once you have scrolled to the bottom of the "Terms and Conditions screen".
- The date that the Terms and Conditions were last updated will be displayed at the bottom of the screen.

10 Accept the terms and conditions by clicking the I hereby accept these terms and conditions checkbox.

-
- 11 Click the **ACCEPT** button if you accept the terms and conditions. You will automatically be logged into the SENS system.
- If you click the **DECLINE** button, the "Terms and Conditions window" will close. An error message will be displayed: "You cannot access the SENS system unless you accept the Terms and Conditions". If you attempt to log in to the SENS system again, the "Terms and Conditions window" will be displayed.