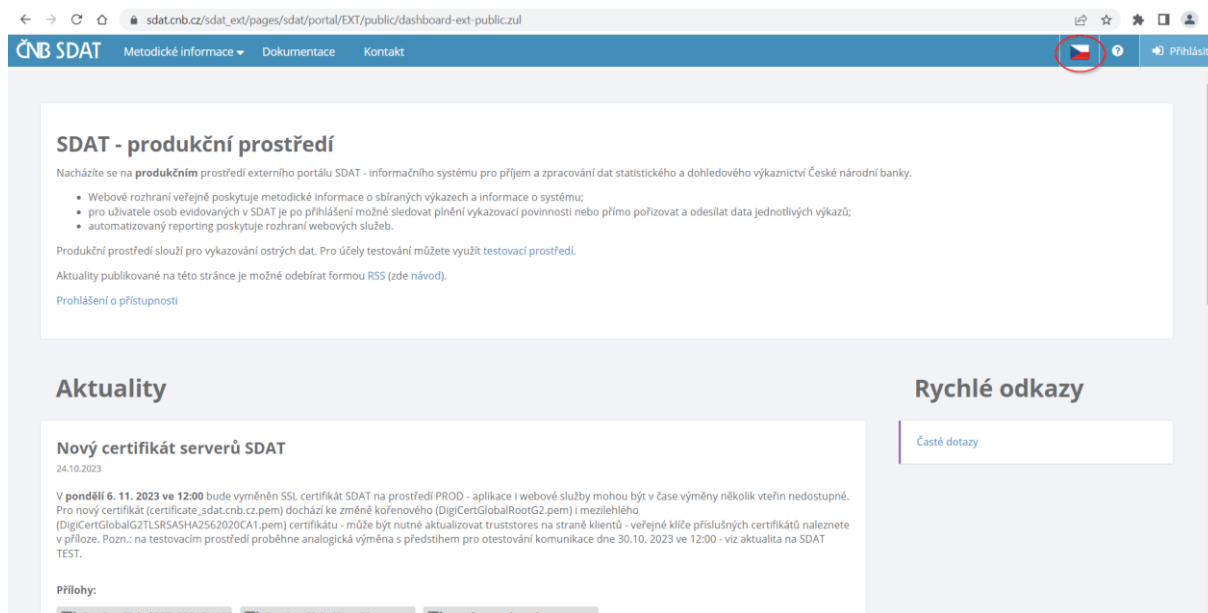


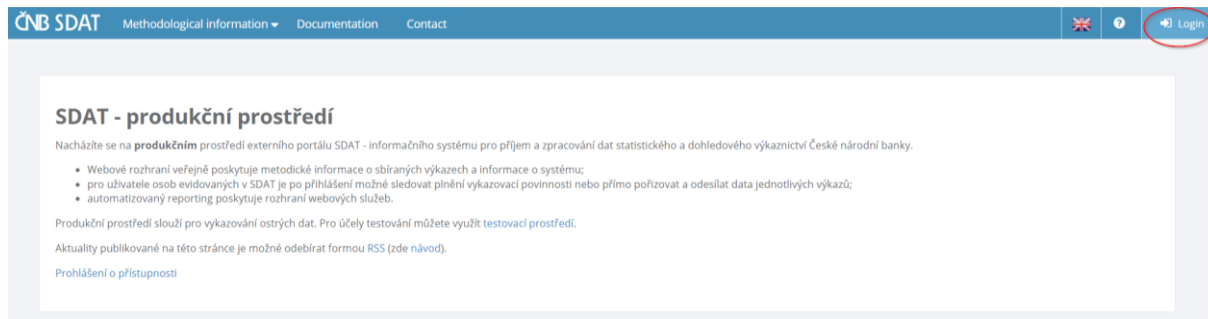
SUBMITTING NET SHORT POSITION NOTIFICATIONS THROUGH SDAT

1 Logging in

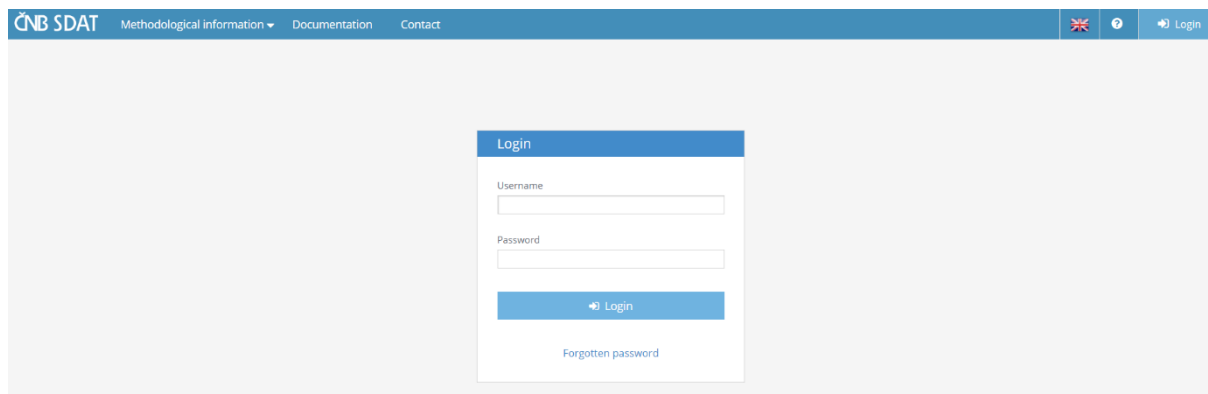
1) Go to https://sdat.cnb.cz/sdat_ext/ and change the language of the website.



2) Click on “Login”.

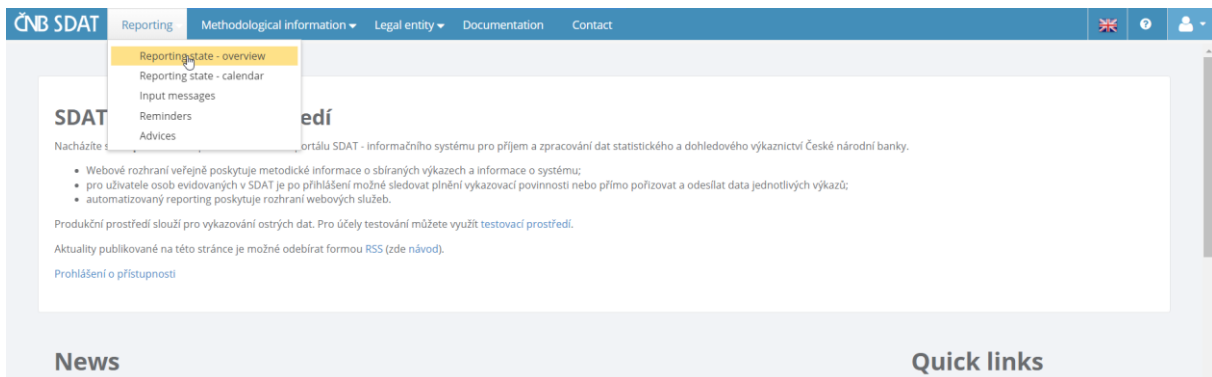


3) Enter your username, password and click on “Login”.

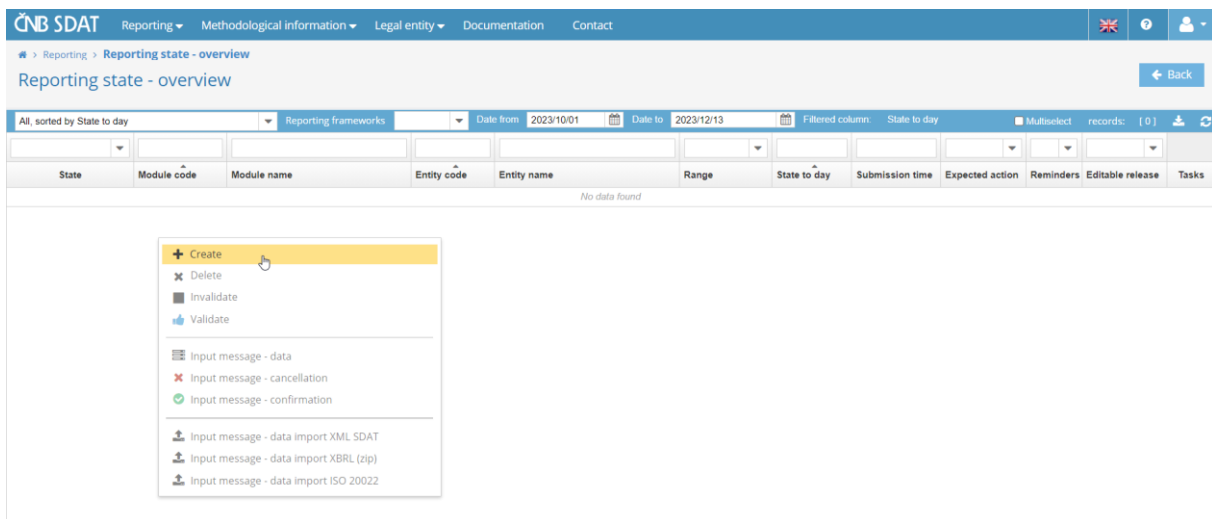


2 Creating a report

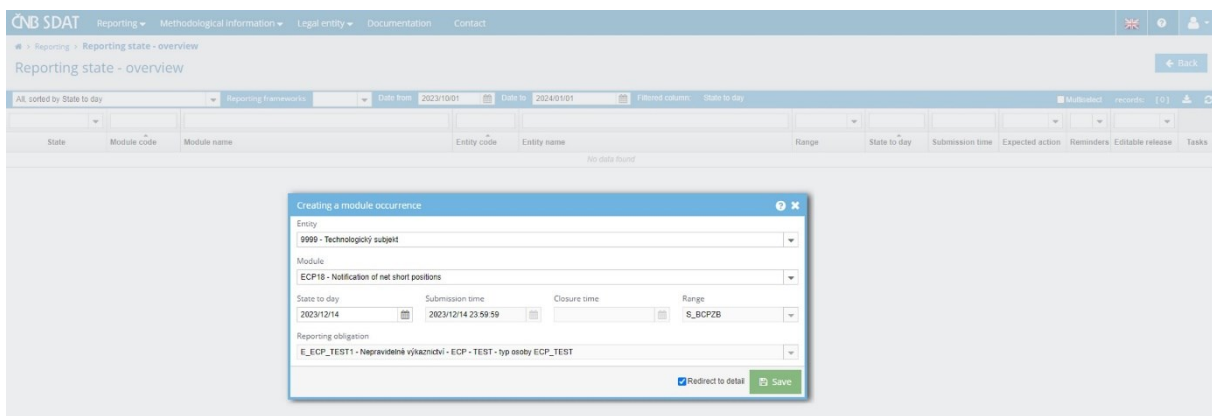
1) Go to **“Reporting”** and choose **“Reporting state – overview”**.



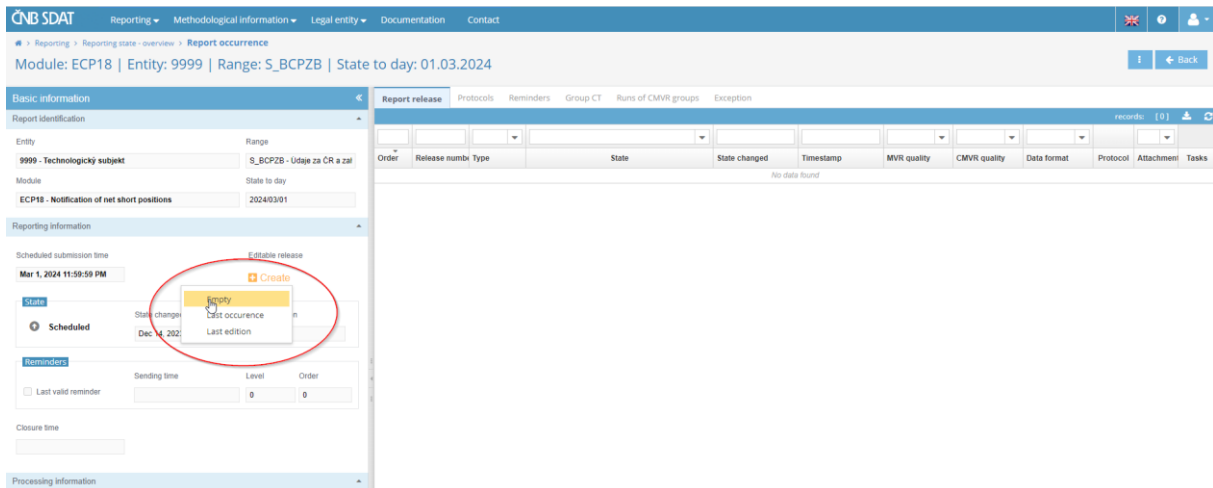
2) Right click anywhere in the white (blank) area of the screen and choose **“Create”**.



3) Choose the position holder (from the **“Entity”** list), report type (**“ECP18 – Notification of net short positions”** from the **“Module”** list), position date (from the **“State to day”** list) and click on **“Save”**.



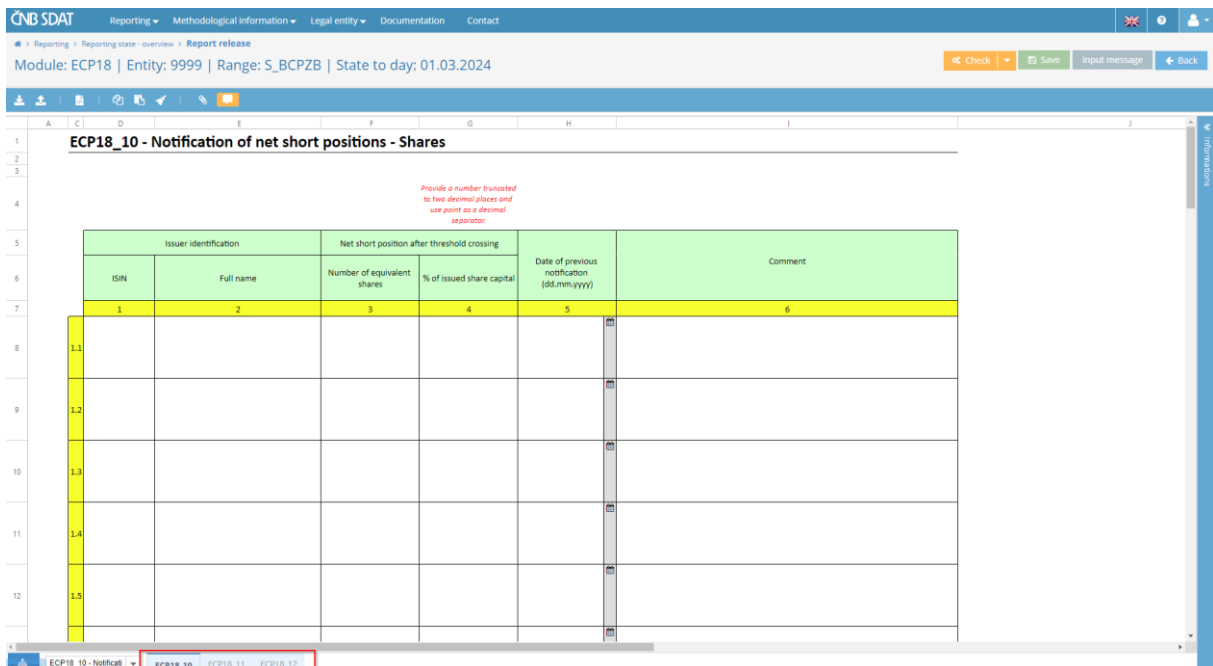
4) Click on **“Create”** and choose **“Empty”**.



5) Complete the report, which consists of three separate sheets (for shares, sovereign debt and credit default swaps). You can switch between them in the bottom left corner of the screen.

Practical notes:

- a) To use copy (CtrlC + CtrlV) to fill a cell, double-click the cell before pasting text (the cursor must start blinking in it).
- b) To fill the cell “Number of equivalent shares”, do not use commas, points or spaces to separate thousands. The same applies to the cells “Net short position after threshold crossing – equivalent nominal amount (EUR)” in sovereign debt and CDS sheets.
- c) To fill the cell “% of issued share capital”, truncate the number to two decimal places and use point as a decimal separator.



CNB SDAT Reporting Methodological information Legal entity Documentation Contact

Reporting Reporting state - overview Report release

Module: ECP18 | Entity: 9999 | Range: S_BCPZB | State to day: 01.03.2024

Check Save Input message Back

ECP18_11 - Notification of net short positions - Sovereign debt

Issuer identification		Net short position after threshold crossing - equivalent nominal amount (EUR)	Date of previous notification (dd.mm.yyyy)	Comment
Country code	Full name	1	2	3
CZ	Czech republic	1		

ECP18_11 - Notificac ECP18_10 ECP18_11 ECP18_12

CNB SDAT Reporting Methodological information Legal entity Documentation Contact

Reporting Reporting state - overview Report release

Module: ECP18 | Entity: 9999 | Range: S_BCPZB | State to day: 01.03.2024

Check Save Input message Back

ECP18_12 - Notification of net short positions - Uncovered sovereign credit default swaps

Issuer identification		Net short position after threshold crossing - equivalent nominal amount (EUR)	Date of previous notification (dd.mm.yyyy)	Comment
Country code	Full name	1	2	3
CZ	Czech republic	1		

ECP18_12 - Notificac ECP18_10 ECP18_11 ECP18_12

6) After completing the report, click on **“Save”** and then on **“Input message”**.

Reporting > Methodological information > Legal entity > Documentation > Contact

Module: ECP18 | Entity: 9999 | Range: S_BCPZB | State to day: 01.03.2024

Check Save **Input message** Back

ECP18_10 - Notification of net short positions - Shares

Provide a number truncated to two decimal places and use point as a decimal separator

Issuer identification		Net short position after threshold crossing		Date of previous notification (dd.mm.yyyy)	Comment	
ISIN	Full name	Number of equivalent shares	% of issued share capital			
1	2	3	4	5	6	
1.1	CZ0009008942	Colt CZ Group SE	34789	0.10	03.01.2023	Test
1.2						
1.3						
1.4						
1.5						

ECP18_10 - Notificac ECP18_10 ECP18_11 ECP18_12

7) Click on **“Send input message”**.

Reporting > Methodological information > Legal entity > Documentation > Contact

Input message preparation

Input message: 999920231214094316162

Input message identification

Referential ID: 999920231214094316162 Release type: Data

Legal entity: 9999 - Technologicky subjekt Creation date: 2023/12/14

Signature and sending

Send input message Sending the compiled input message to the SDAT system input interface.

It is now possible to send the input message.

Sign in browser

Sign

Sign on your own

Save for signing Saving the compressed data content of the releases contained in the prepared input message.

Retrieve signature Loading an electronic signature file (for input messages requiring signing based on the included releases).

Other options

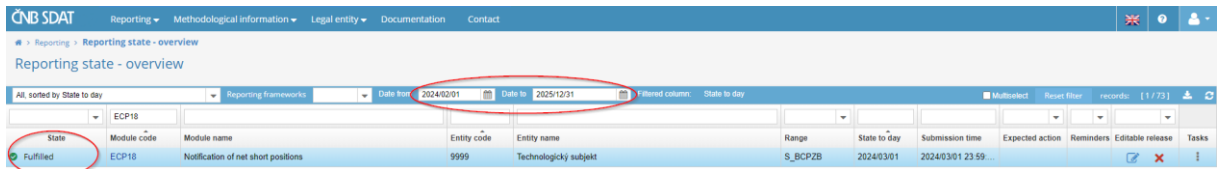
Data content Saving uncompressed data content of the releases contained in the prepared input message.

Save input message Saving the compiled input message ready to be sent.

List of occurrences

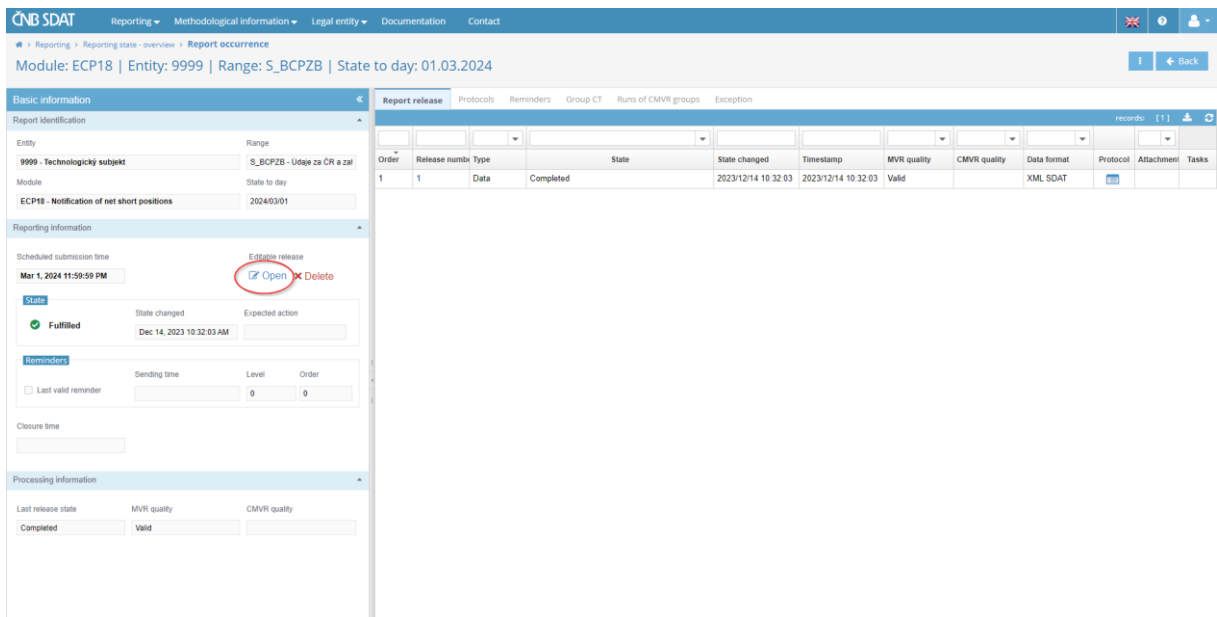
Module code	Module name	Entity code	Range	State to day	Submission time	Signature required
ECP18	Notification of net short positions	9999	S_BCPZB	2024/03/01	2024/03/01 23:59...	

8) To view the status of the report, go to **“Reporting”**, choose **“Reporting state – overview”** (see point 1 of this chapter) and specify the time range. A list of all reports submitted by the reporting entity and containing the position date from that time range will be displayed. Information about their status can be found in the first column (“State”). The reporting entity will receive two e-mails – first one confirming the acceptance of the report and second one confirming its validity. Once these e-mails are sent, the status of the report will change from **“Scheduled”** to **“Fulfilled”** or **“Unfinished”**. The status **“Unfinished”** indicates an error detected by SDAT (in that case, follow the procedure in point 3 of chapter 3).

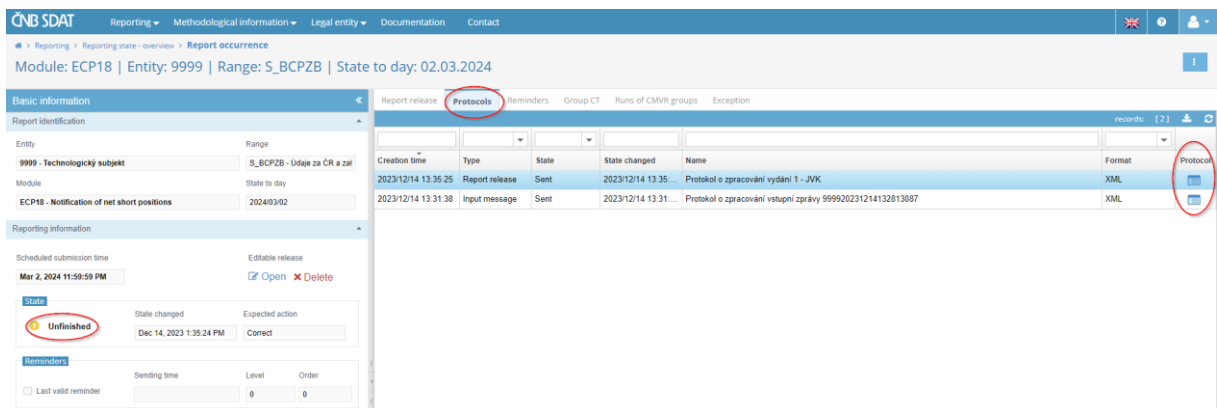


3 Correcting a report

- 1) Go through the list of submitted reports (see point 8 of chapter 2), double click on the report you wish to correct and click on **“Open”**.



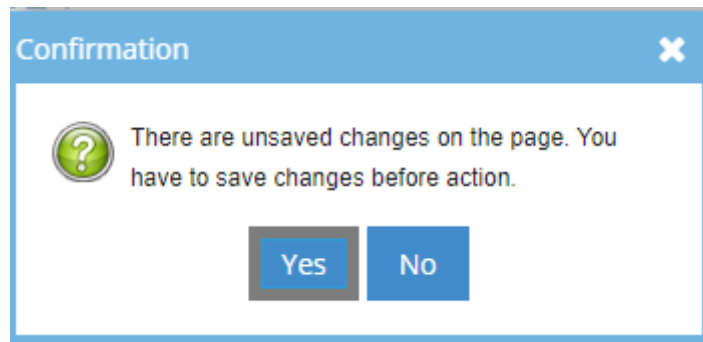
- 2) Correct the error(s), save the report and send the input message (see points 5 – 8 of chapter 2).
- 3) In case of an error detected by SDAT (the status of the report is **“Unfinished”**), go to **“Protocols”** and open the appropriate protocol to find the error.



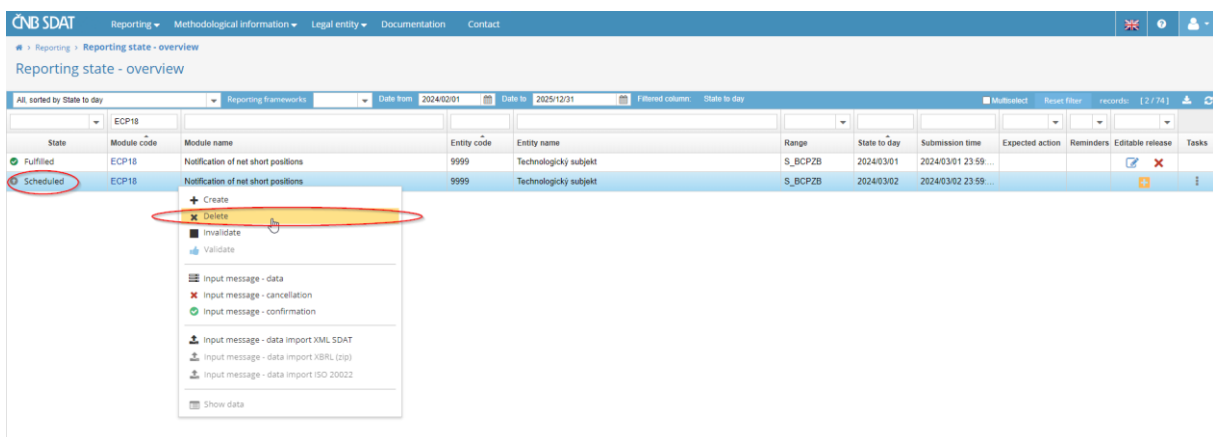
4 Cancelling a report

There are three ways to cancel a report depending on the stage of the submission process:

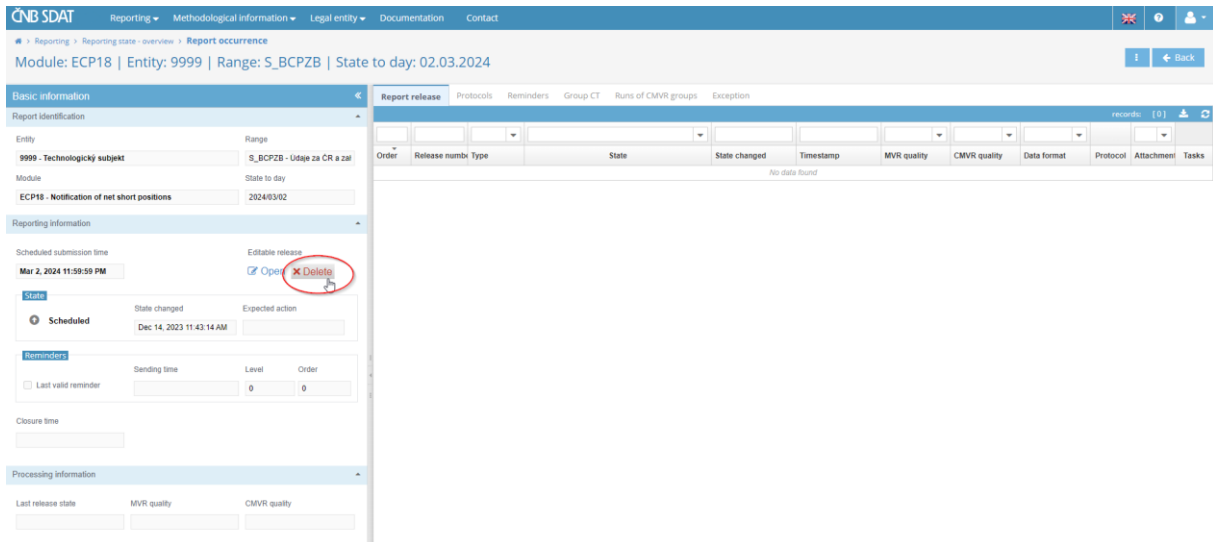
- 1) The report has not been completed and saved yet (the decision to cancel is made before point 6 of chapter 2; the status of the report is “Scheduled”).
 - a. Go to “**Reporting**”, choose “**Reporting state – overview**” and specify the time range (see point 8 of chapter 2). If the following state message appears on leaving the incomplete report, choose “**Yes**”.



- b. Right click on the report you wish to cancel and choose “**Delete**”.



- 2) The report has been completed and saved, but the input message has not been sent yet (the decision to cancel is made after point 6, but before point 7 of chapter 2; the status of the report is still “Scheduled”).
 - a. To delete the saved data, go to “**Reporting**”, choose “**Reporting state – overview**”, specify the time range, double click on the report whose data you want to delete and click on “**Delete**”.



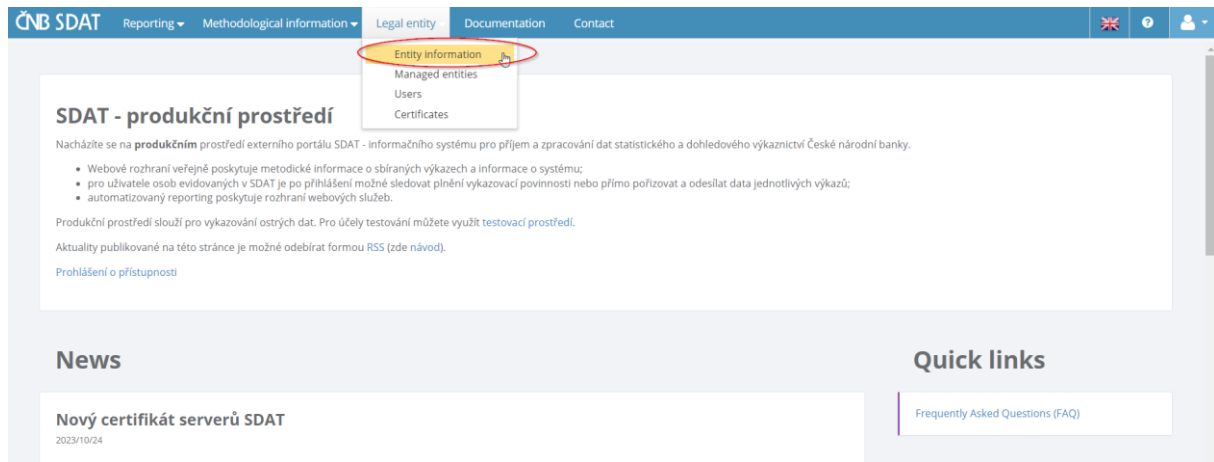
b. To cancel the report itself, repeat point 1 of this chapter.

- 3) The report has been completed and saved and the input message sent (the decision to cancel is made after point 7 of chapter 2; the status of the report is “Fulfilled” or “Unfinished”). Send an e-mail with a cancellation request to shortselling@cnb.cz.

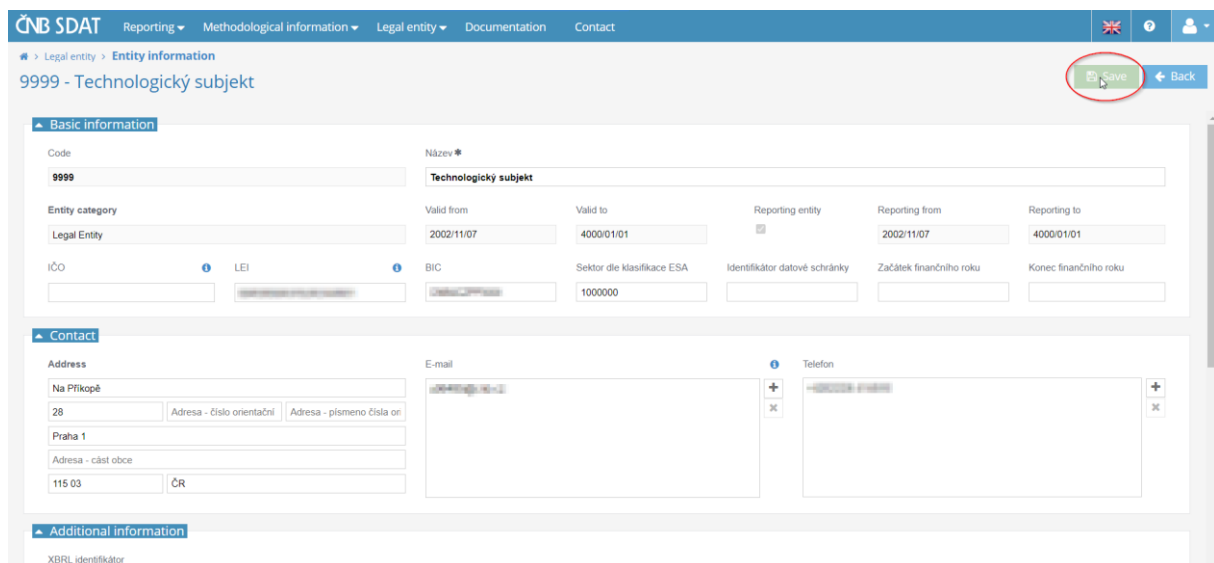
5 Account administration

5.1 Entity details

1) Go to “Legal entity” and choose “Entity information”.



2) Review/change the details and save any changes by clicking on “Save”.

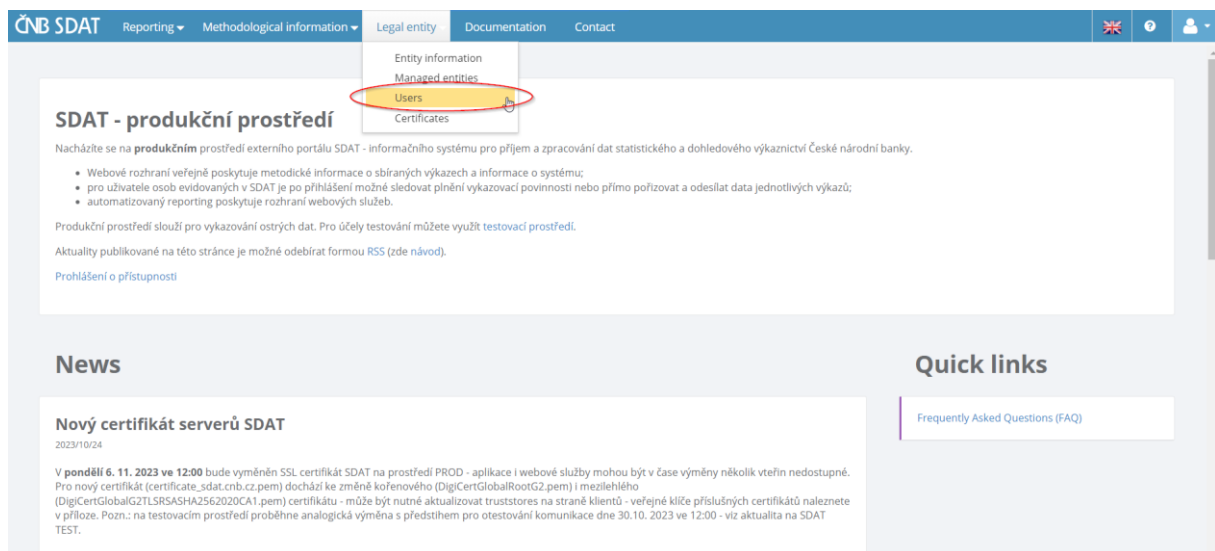


5.2 Users

Users are persons (typically employees) with their own user accounts that can log into SDAT and submit reports on behalf of an entity (position holder or reporting entity, if different from position holder).

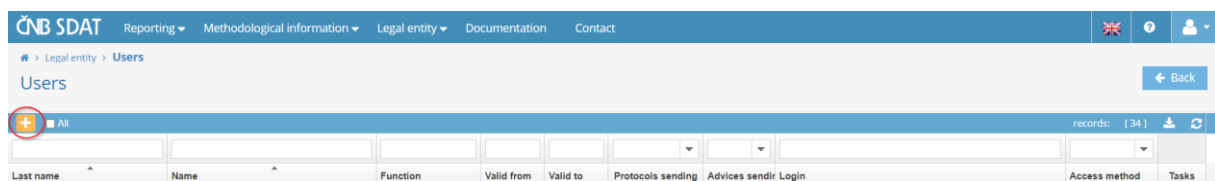
5.2.1 Creating a user account

1) Go to “Legal entity” and choose “Users”.



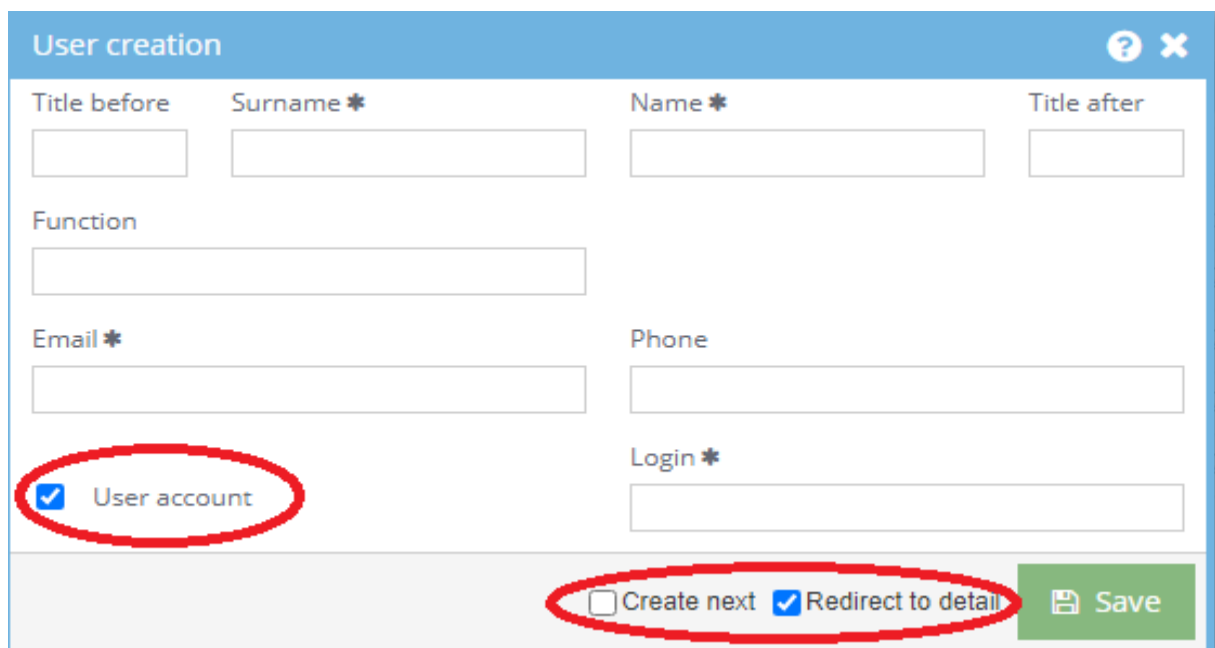
The screenshot shows the ČNB SDAT web application interface. The top navigation bar includes 'Reporting', 'Methodological information', 'Legal entity', 'Documentation', and 'Contact'. A dropdown menu is open under 'Legal entity', with 'Users' highlighted in yellow. The main content area displays 'SDAT - produkční prostředí' with a brief description and a list of features. Below this, there is a 'News' section with a headline 'Nový certifikát serverů SDAT' and a 'Quick links' section with a link to 'Frequently Asked Questions (FAQ)'.

2) Click on “+”.



The screenshot shows the 'Users' page in the ČNB SDAT web application. The page title is 'Users' and there is a 'Back' button. A table is displayed with columns for 'Last name', 'Name', 'Function', 'Valid from', 'Valid to', 'Protocols sending', 'Advices sendit', 'Login', 'Access method', and 'Tasks'. A red circle highlights a '+' button in the top left corner of the table area.

3) Click on “User account” and fill in the details of the user (mandatory fields are marked with *). To create more user accounts, click on “Create next” before clicking on “Save”. The user(s) will receive an e-mail with the account activation instructions.



The screenshot shows the 'User creation' form in the ČNB SDAT web application. The form has several input fields: 'Title before', 'Surname *', 'Name *', 'Title after', 'Function', 'Email *', 'Phone', 'Login *', and 'User account' (checked). At the bottom, there are three buttons: 'Create next' (unchecked), 'Redirect to detail' (checked), and 'Save'.

5.2.2 Assigning roles to a user

- 1) View the list of users (see point 1 of chapter 5.2.1), double click on the user to whom you want to assign roles and click on “+”.

The screenshot shows the 'Basic information' tab for user 'Test Testovaci'. The 'Roles' tab is also visible, showing a table with columns: Role, Valid from, Valid to, Reporting Frameworks code, Reporting Frameworks name, Module code, Module name, and Tasks. The table is currently empty with the message 'No data found'. A red circle highlights the '+' icon in the 'Roles' tab header.

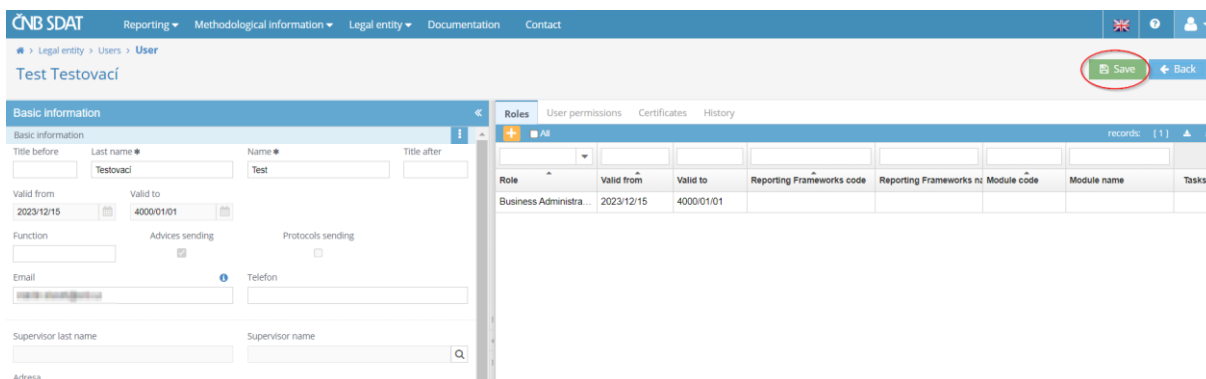
- 2) Choose “**Business Administrator**” (default setting) and then click on “**Create**”.

The 'User role' dialog box shows the 'Business Administrator' role selected. The 'Valid from' date is 2023/12/15 and the 'Valid to' date is 4000/01/01. There are input fields for 'Module code', 'Module name', 'Reporting Frameworks code', and 'Reporting Frameworks name'. The 'Module' radio button is selected. A red circle highlights the 'Create' button at the bottom right.

- 3) Right click anywhere in the “Basic information” area and choose “**Allow the sending of protocols**”.

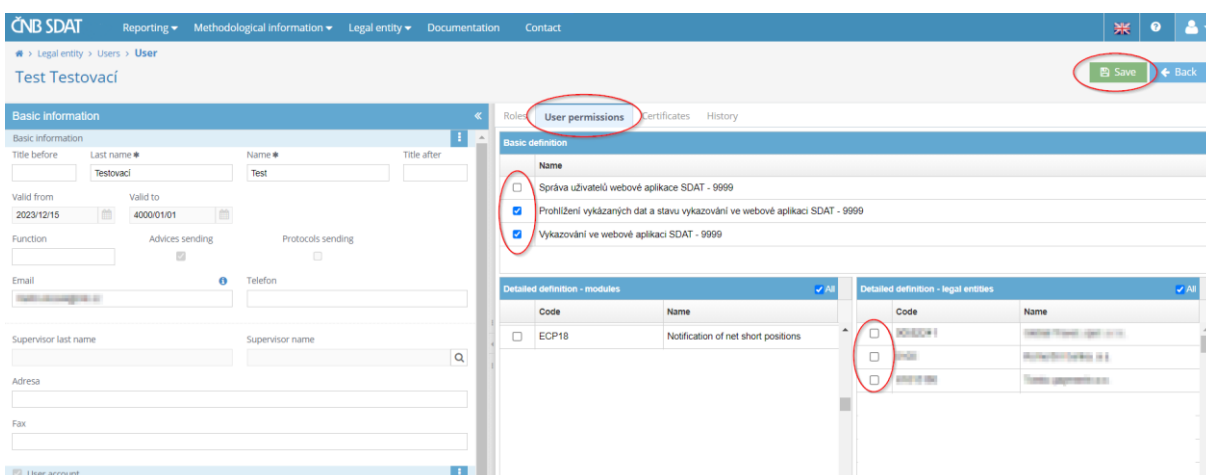
The screenshot shows the 'Basic information' tab for user 'Test Testovaci'. A context menu is open over the 'Protocols sending' checkbox, with the option 'Allow the sending of protocols' highlighted by a red circle. The 'Roles' tab is also visible, showing a table with columns: Role, Valid from, Valid to, Reporting Frameworks code, Reporting Frameworks name, Module code, Module name, and Tasks. The table contains one row: Business Administra..., 2024/01/24, 4000/01/01, and so on.

4) Click on **“Save”**.



5) Go to **“User permissions”** where you can select roles for the user (unfortunately, their names have not yet been translated into English).

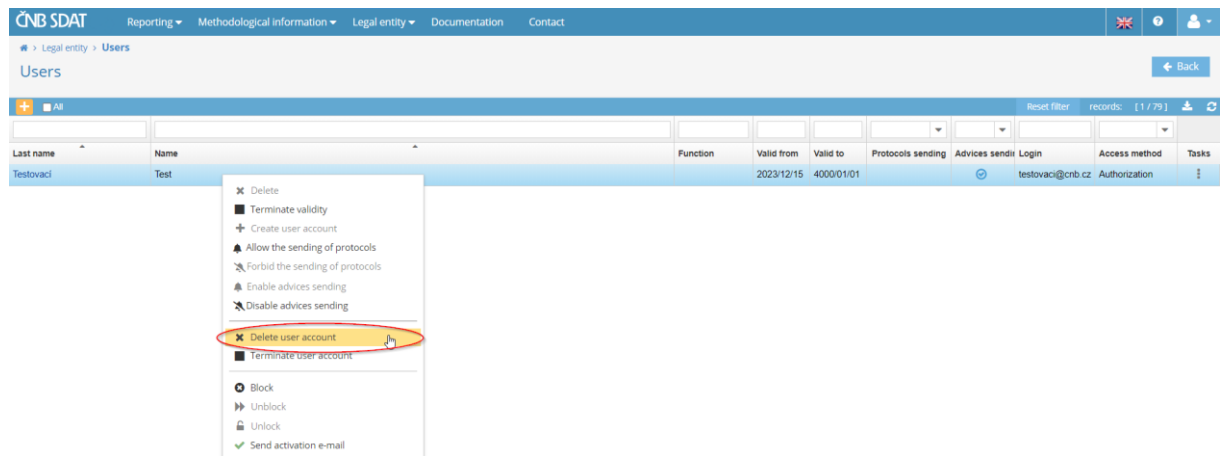
- The following roles are available:
 - ✓ **“Správa uživatelů webové aplikace SDAT” = “User management in the SDAT web application”**
 - ✓ **“Prohlížení vykázaných dat a stavu vykazování ve webové aplikaci SDAT” = “Viewing reported data and reporting status in the SDAT web application” (necessary for users in charge of submitting reports)**
 - ✓ **“Vykazování ve webové aplikaci SDAT” = “Reporting in the SDAT web application” (necessary for users in charge of submitting reports)**
- You can also restrict the user’s roles to one or more managed entities only (see column **“Detailed definition – legal entities”**). For definition of managed entities, see chapter 5.3 below.



6) Click on **“Save”**.

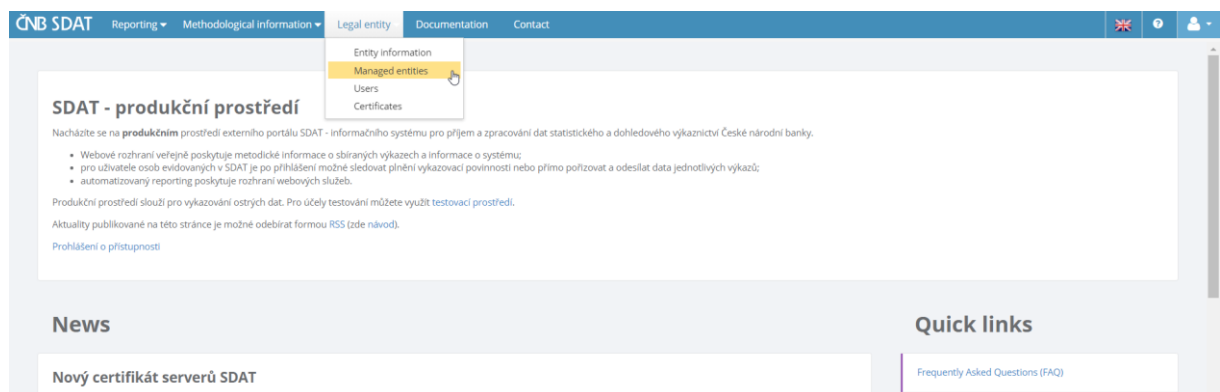
5.2.3 Cancelling a user account

- 1) View the list of users (see point 1 of chapter 5.2.1), right click on the one you wish to cancel and choose **“Delete user account”**.



5.3 Managed entities

Managed entities are entities (position holders) on whose behalf the logged in entity (reporting entity) can submit reports. To view the list of managed entities, go to **“Legal entity”** and choose **“Managed entities”**.



Please note that:

- the reporting entity must be authorized by the managed entity (i.e. identified as the reporting entity in the managed entity’s registration form) and
- the reporting entity can submit reports on its own behalf too provided that it is registered not only as a reporting entity but also as a position holder (however, it will not appear on its own list of managed entities).