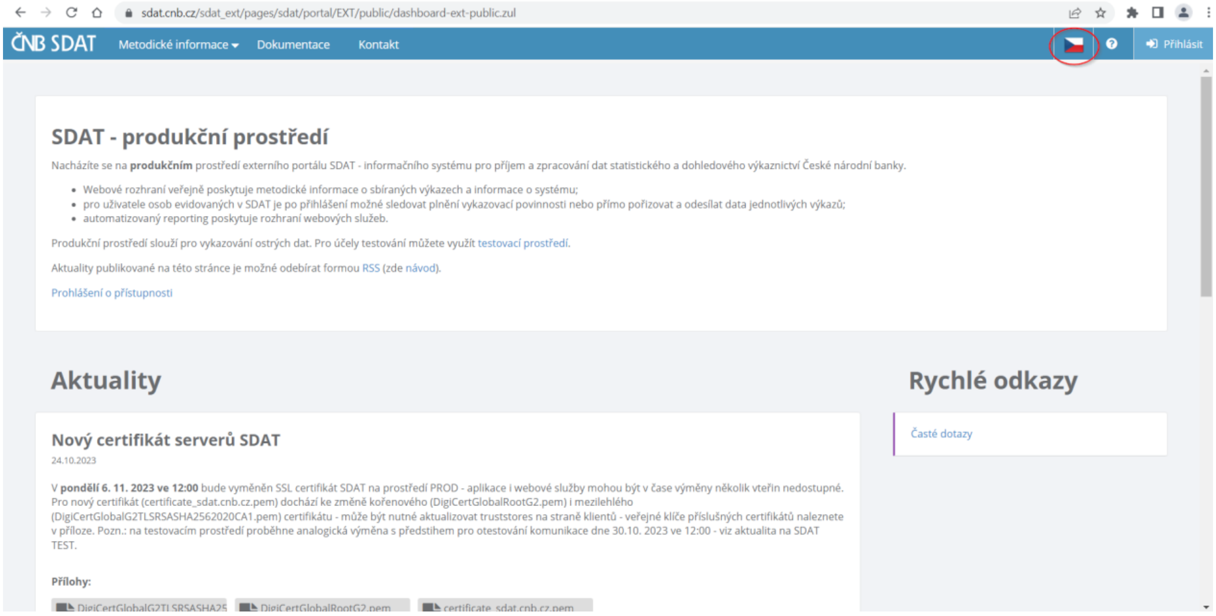
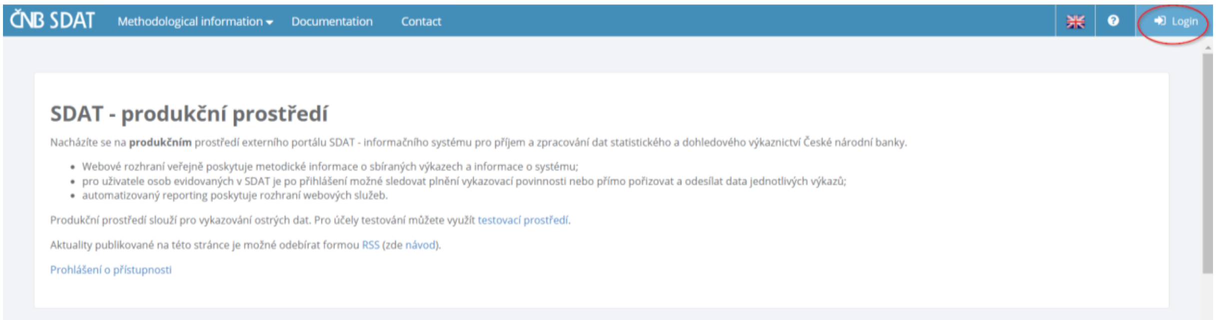
<u>SUBMITTING NET SHORT POSITION NOTIFICATIONS THROUGH SDAT</u>

1 Logging in

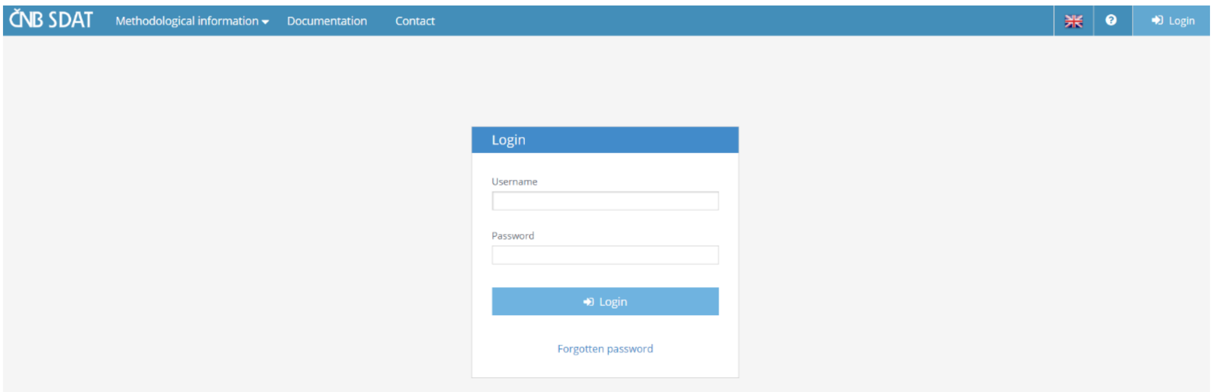
1) Go to https://sdat.cnb.cz/sdat_ext/ and change the language of the website.



2) Click on “**Login**”.

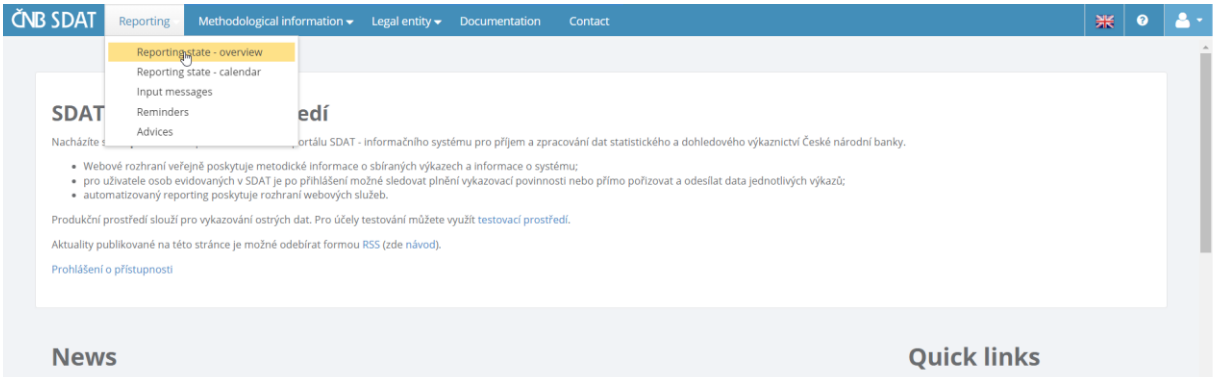


3) Enter your username, password and click on “**Login**”.

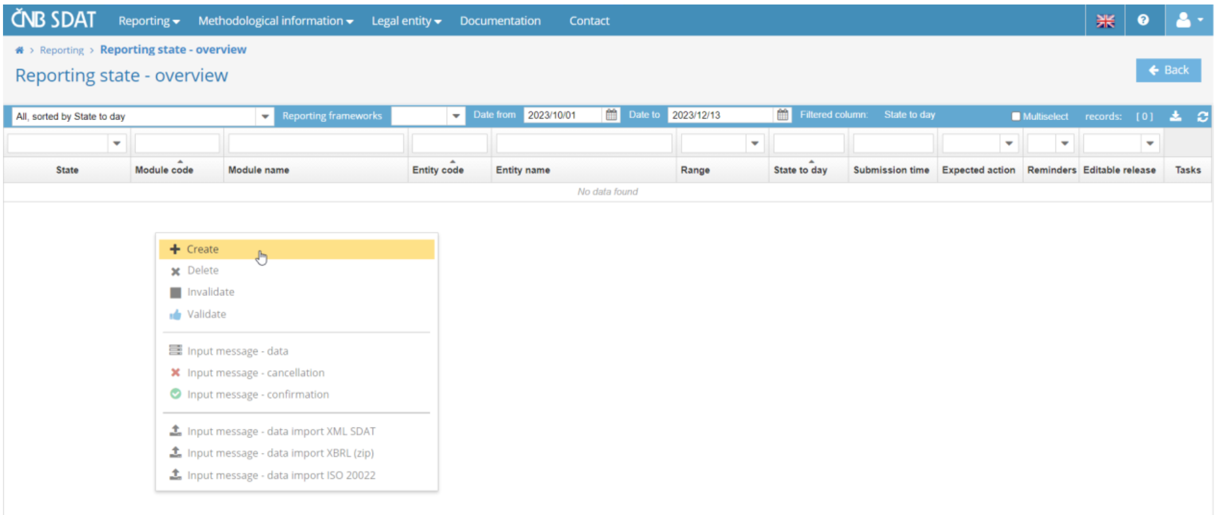


2 Creating a report

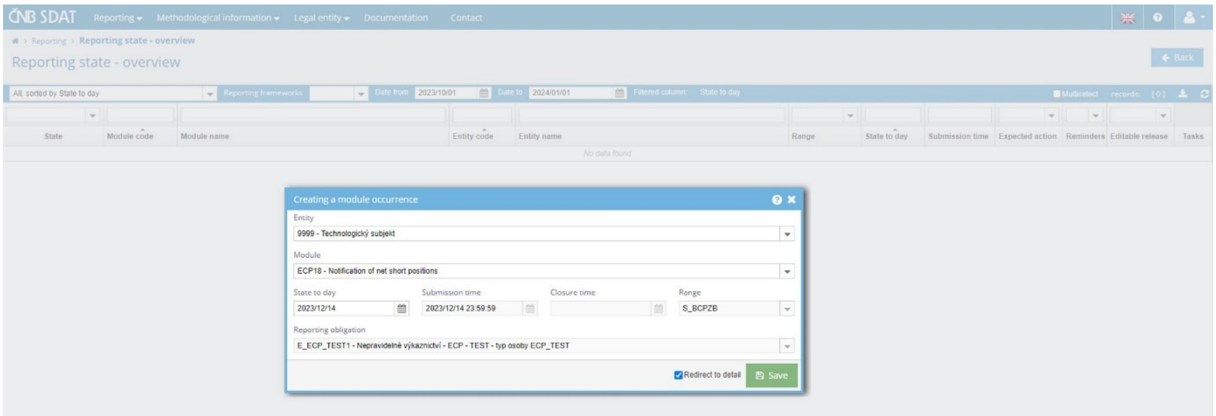
1) Go to “**Reporting**” and choose “**Reporting state – overview**”.



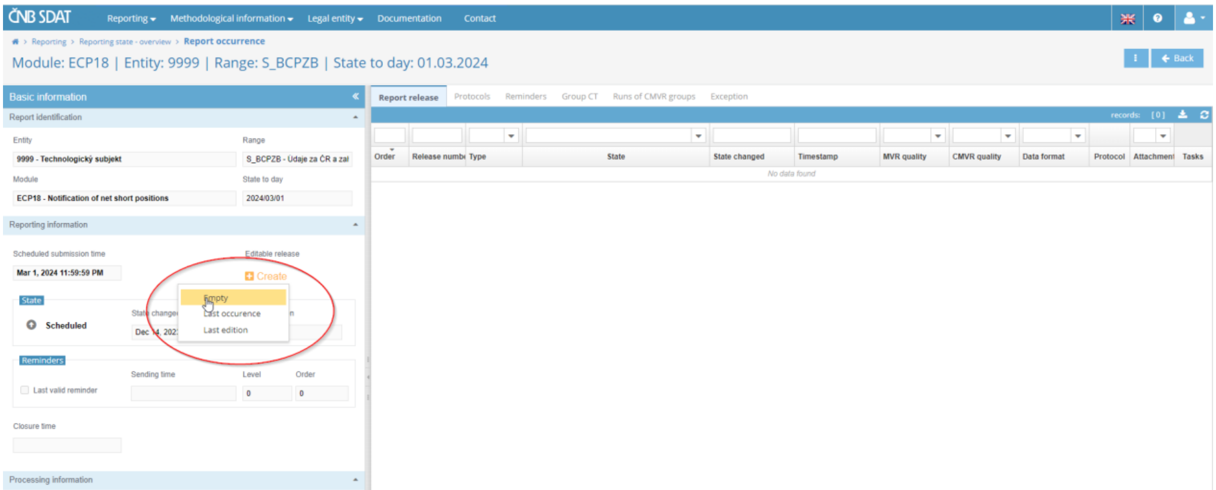
2) Right click anywhere in the white (blank) area of the screen and choose “**Create**”.



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**”.



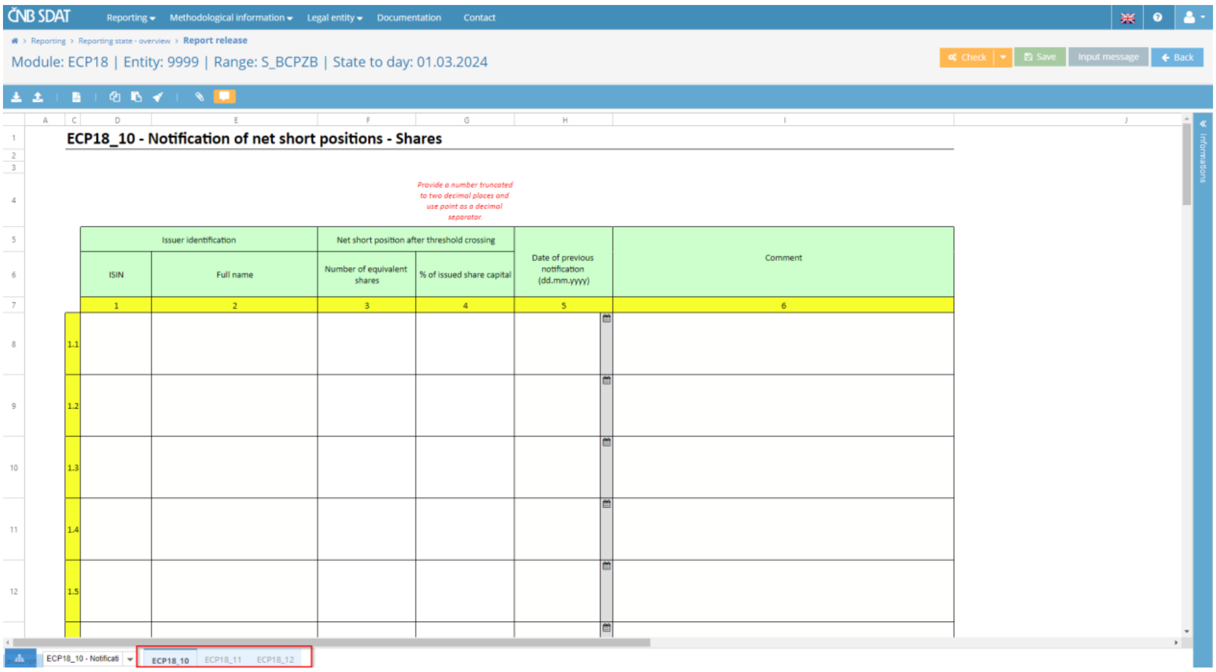
5) Complete the report, which consists of three separate sheets (for shares, sovereign debt and credit default swaps). You can switch between them in the bottom left corner of the screen.

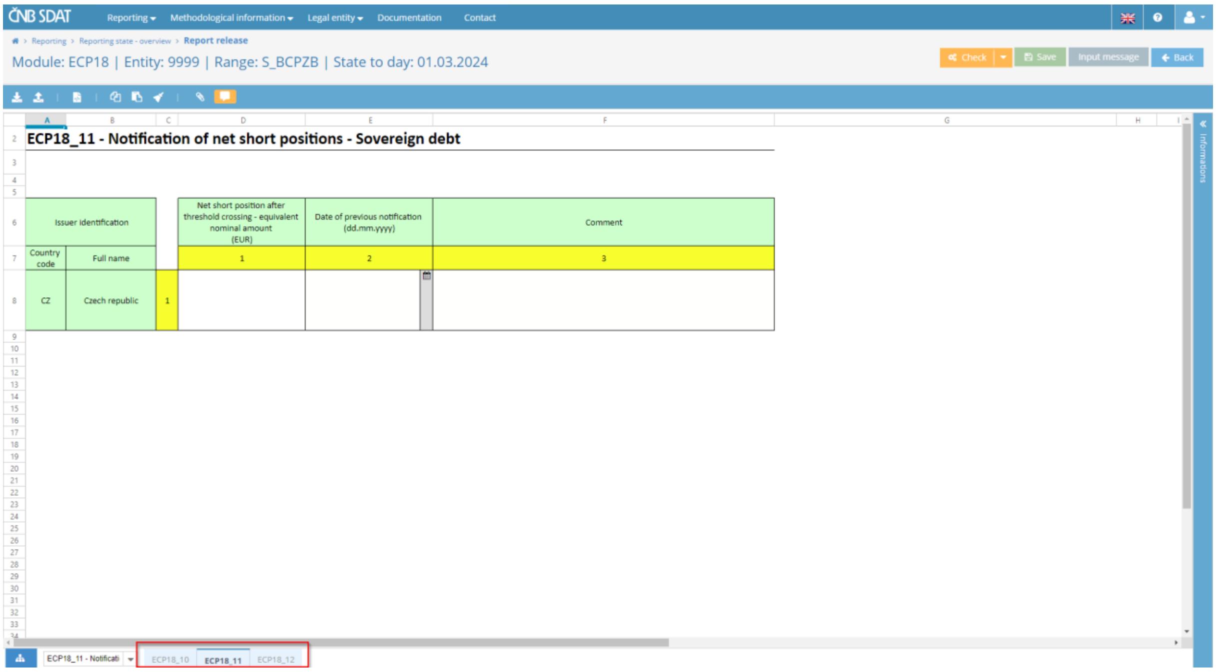
<u>Practical notes:</u>

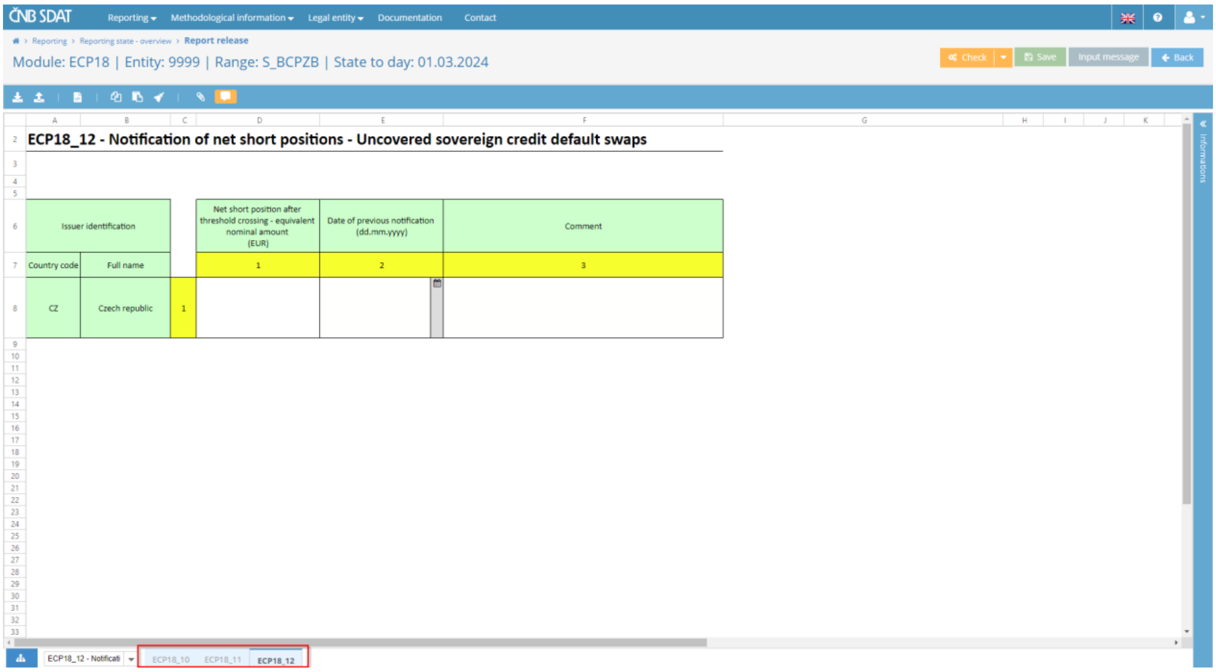
a) To use copy (CtrlC + CtrlV) to fill a cell, double-click the cell before pasting text (the cursor must start blinking in it).

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.

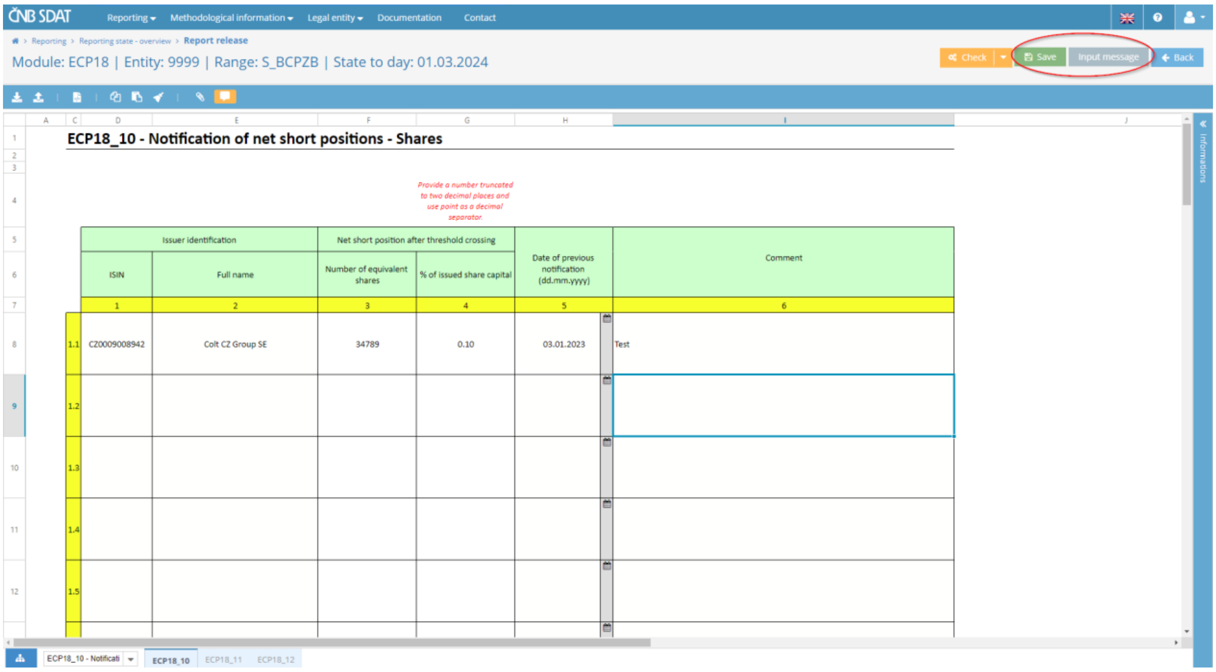
c) To fill the cell “% of issued share capital”, truncate the number to two decimal places and use point as a decimal separator.



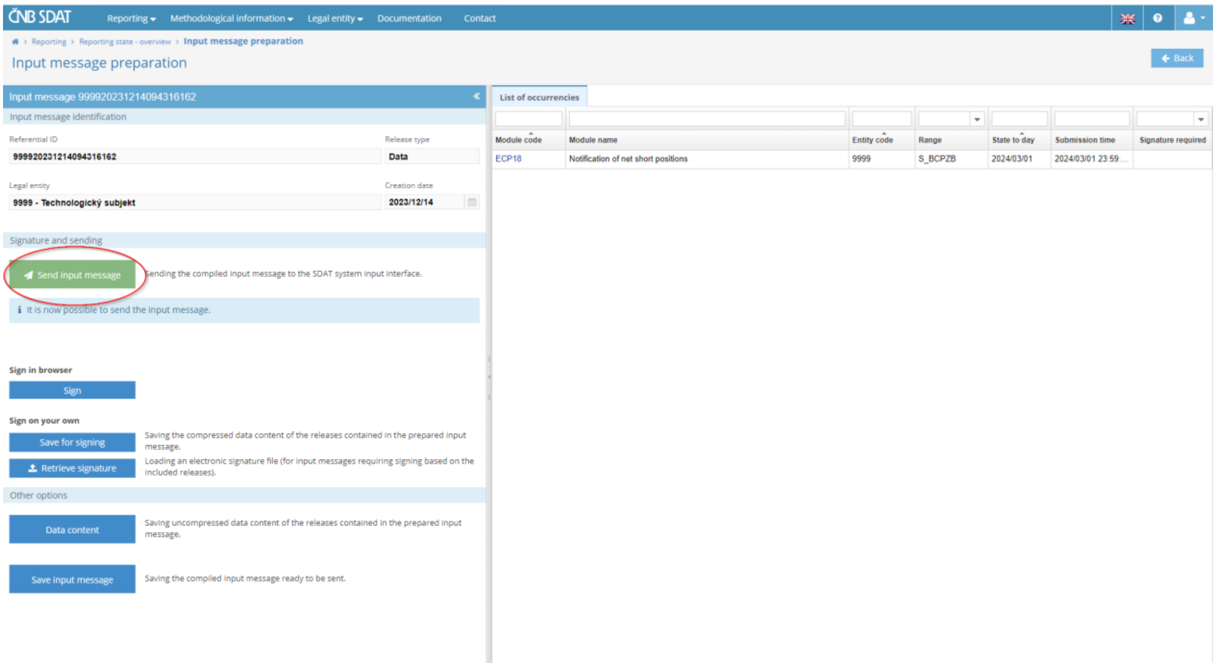

ČNB SDAT
Reporting
Methodological information
Legal entity
Documentation
Contact
Reporting › Reporting state - overview › Report release
Module: ECP18 | Entity: 9999 | Range: S_BCPZB | State to day: 01.03.2024
Check
Save
Input message
Back
ECP18_11 - Notification of net short positions - Sovereign debt
Issuer identification
Net short position after threshold crossing - equivalent nominal amount (EUR)
Date of previous notification (dd.mm.yyyy)
Comment
Country code
Full name
CZ
Czech republic
ECP18_10
ECP18_11
ECP18_12
Informations


ČNB 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
CZ
Czech republic
ECP18_10
ECP18_11
ECP18_12
Informations

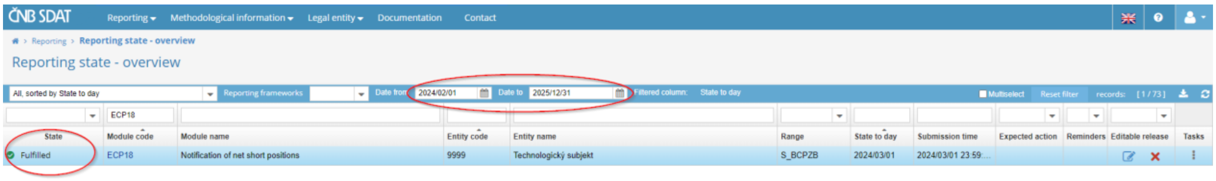
6) After completing the report, click on “**Save**” and then on “**Input message**”.



7) Click on “**Send input message**”.

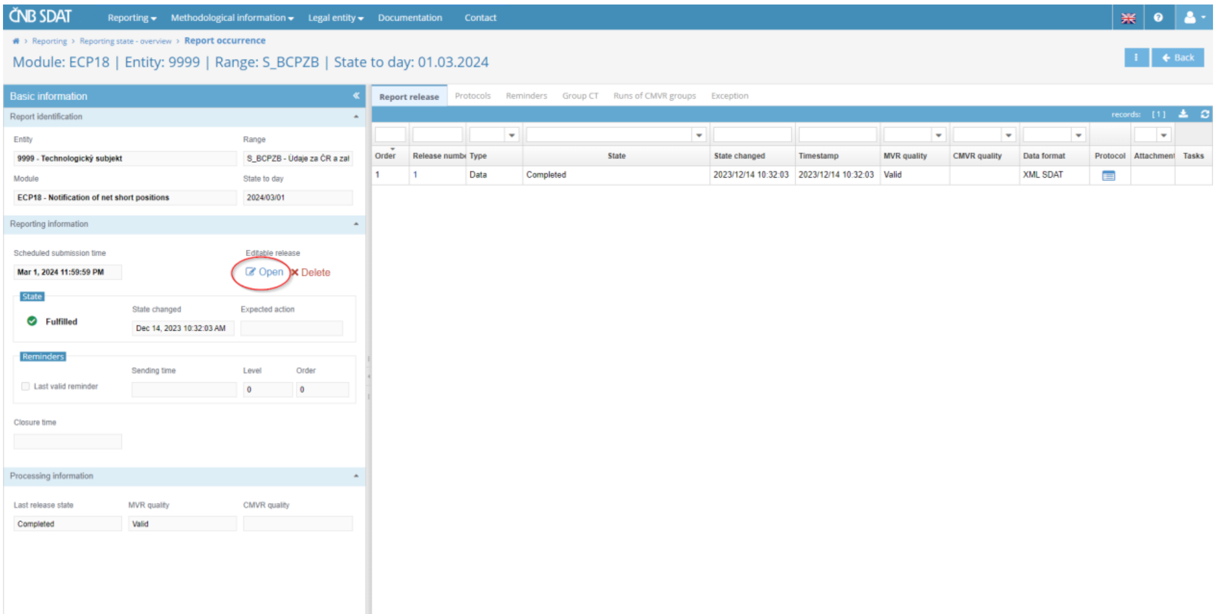


8) To view the status of the report, go to “**Reporting**”, choose “**Reporting state – overview**” (see point 1 of this chapter) and specify the time range. A list of all reports submitted by the reporting entity and containing the position date from that time range will be displayed. Information about 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).



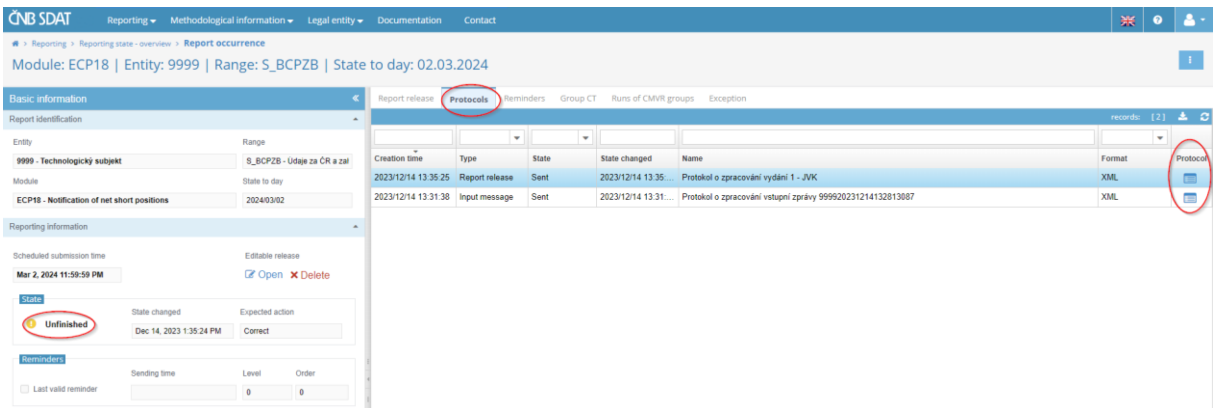
3 Correcting a report

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.

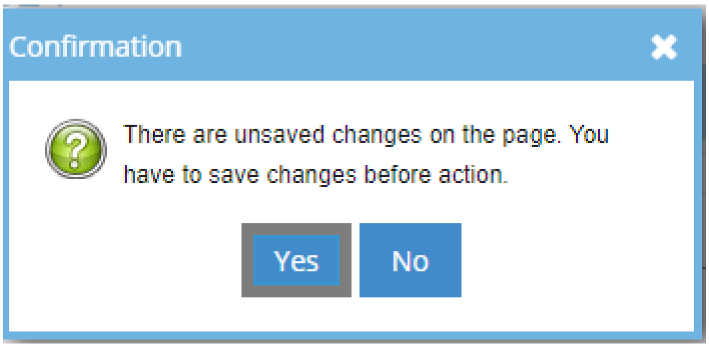


4 Cancelling a report

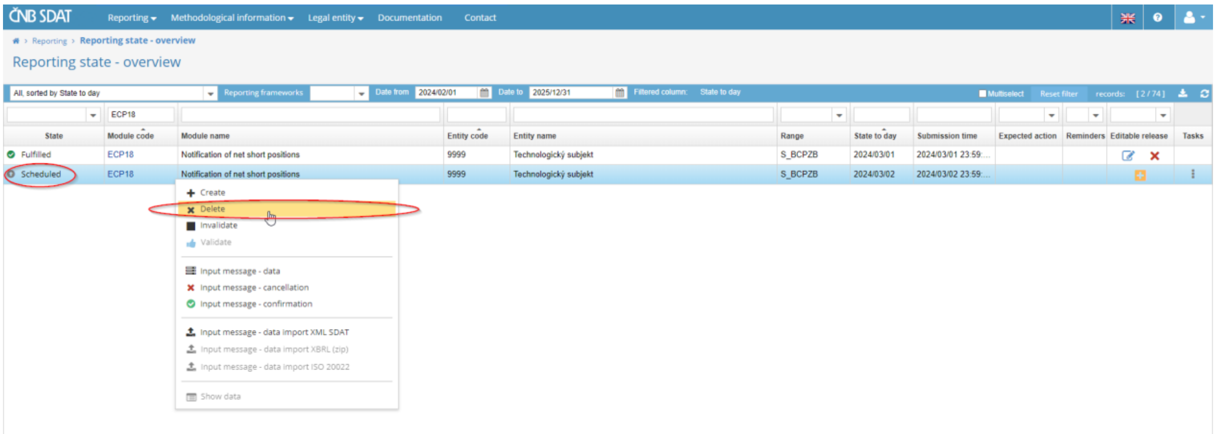
There are three ways to cancel a report depending on the stage of the submission process:

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 message appears on leaving the incomplete report, choose "**Yes**".

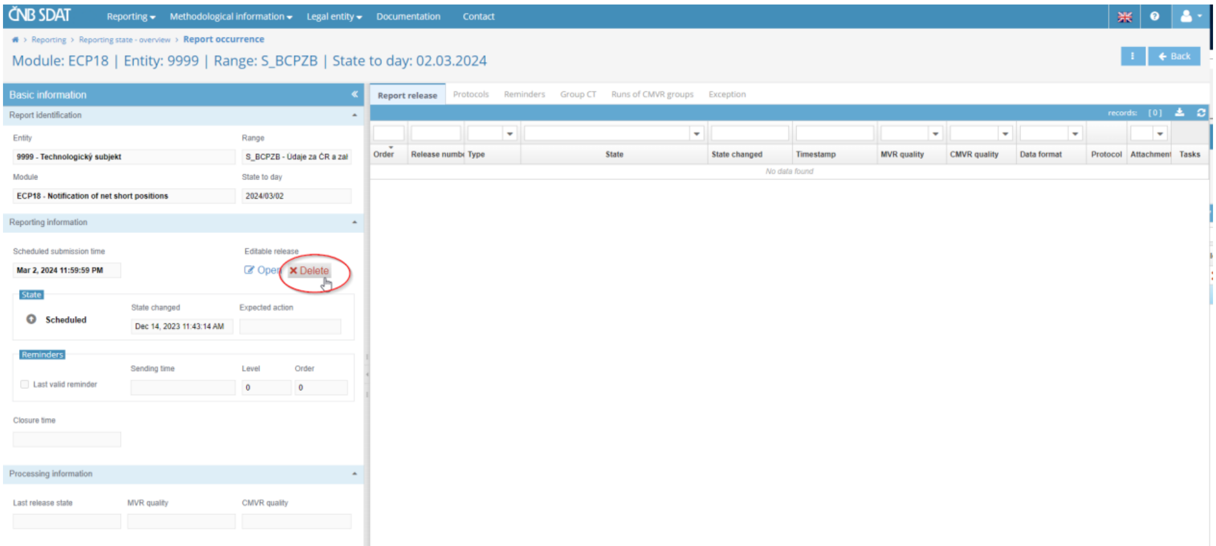


    b. Right click on the report you wish to cancel and choose "**Delete**".



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**".



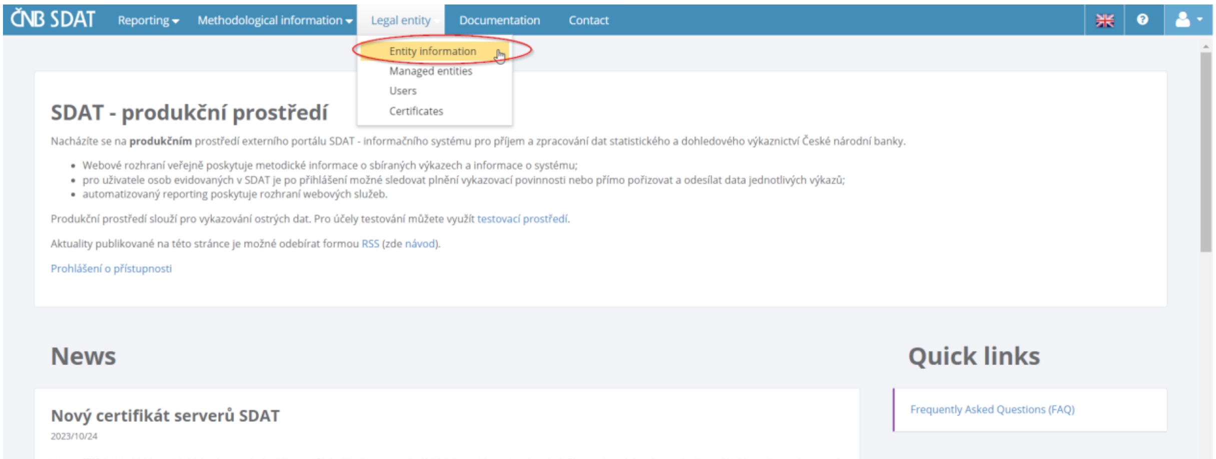
b. To cancel the report itself, repeat point 1 of this chapter.

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.

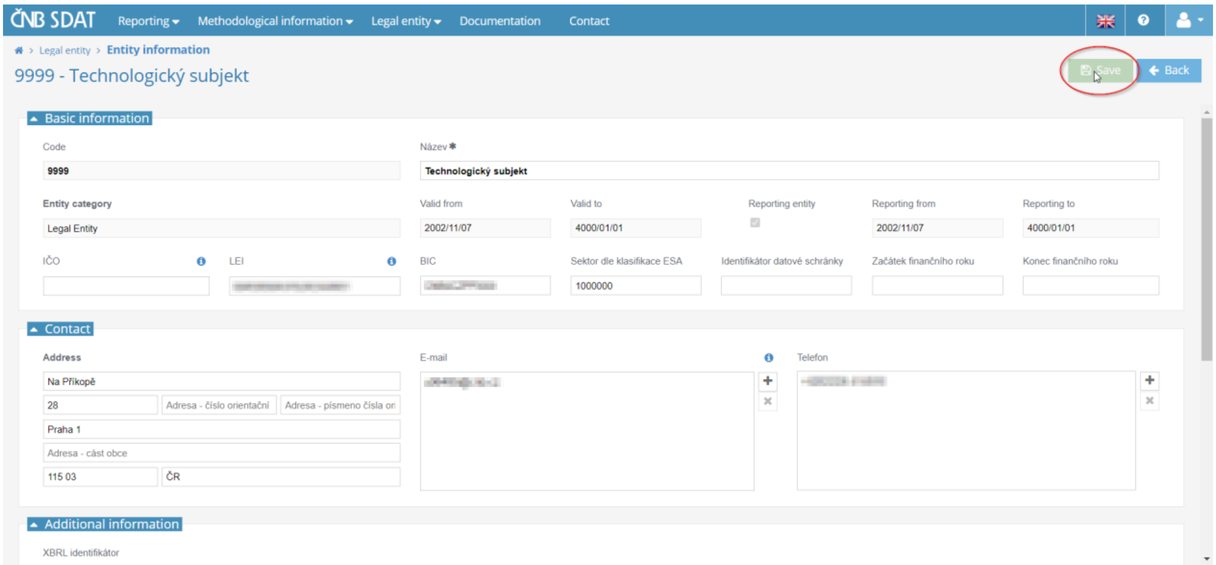
5 Account administration

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**”.

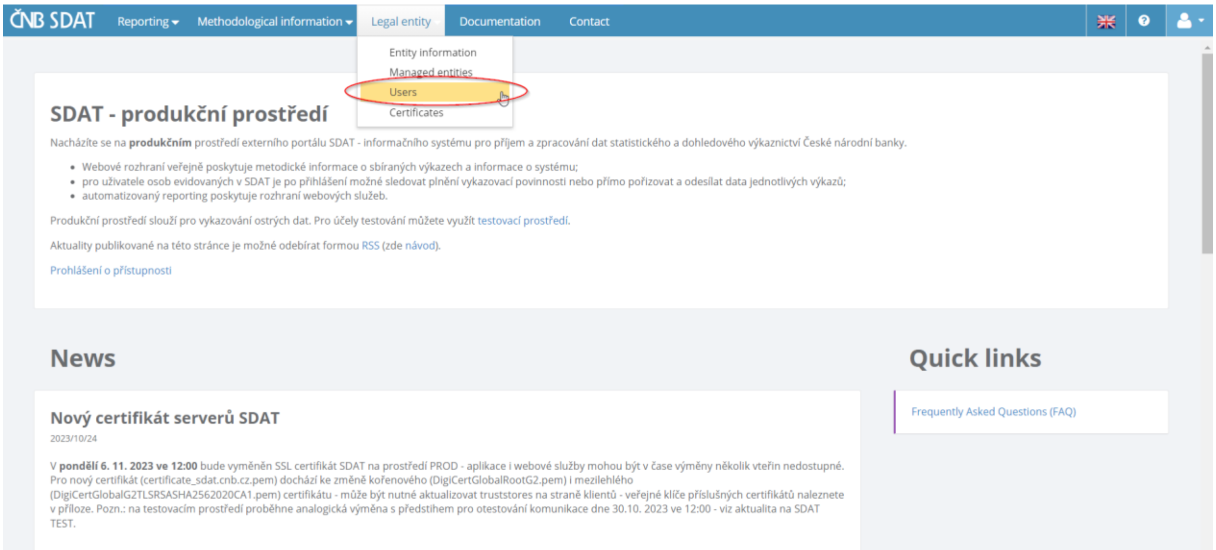


5.2 Users

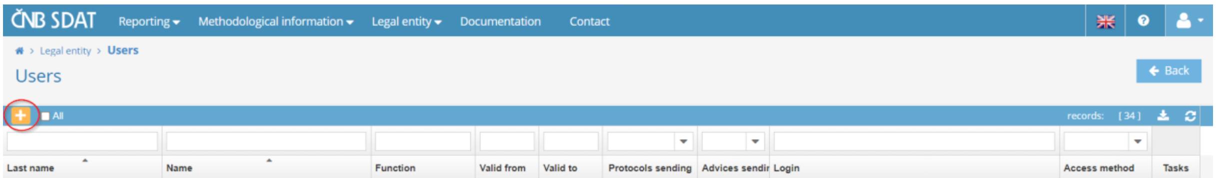
Users are persons (typically employees) with their own user accounts that can log into SDAT and submit reports on behalf of an entity (position holder or reporting entity, if different from position holder).

5.2.1 Creating a user account

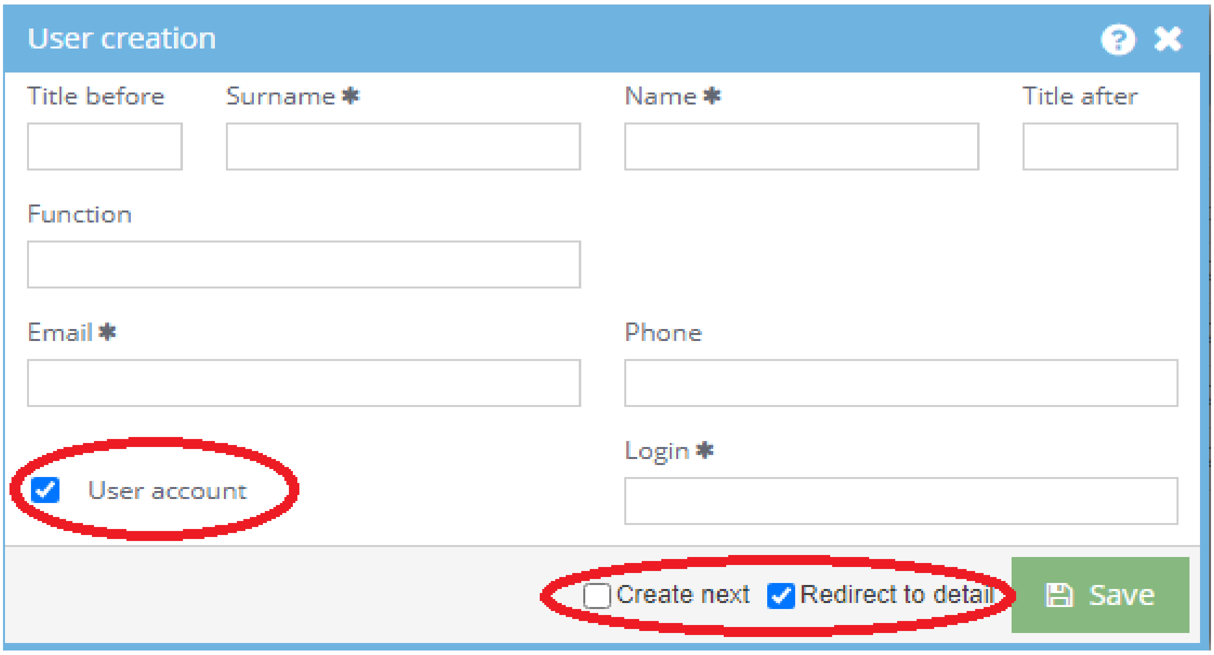
1) Go to “**Legal entity**” and choose “**Users**”.



2) Click on “**+**”.

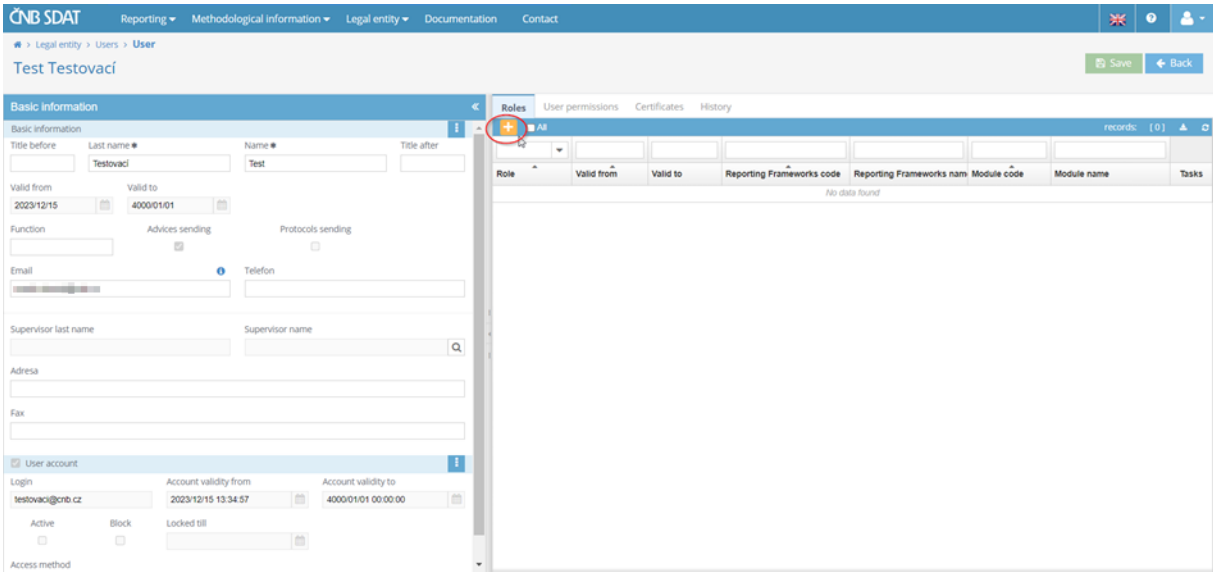


3) Click on “**User account**” and fill in the details of the user (mandatory fields are marked with *). To create more user accounts, click on “**Create next**” before clicking on “**Save**”. The user(s) will receive an e-mail with the account activation instructions.

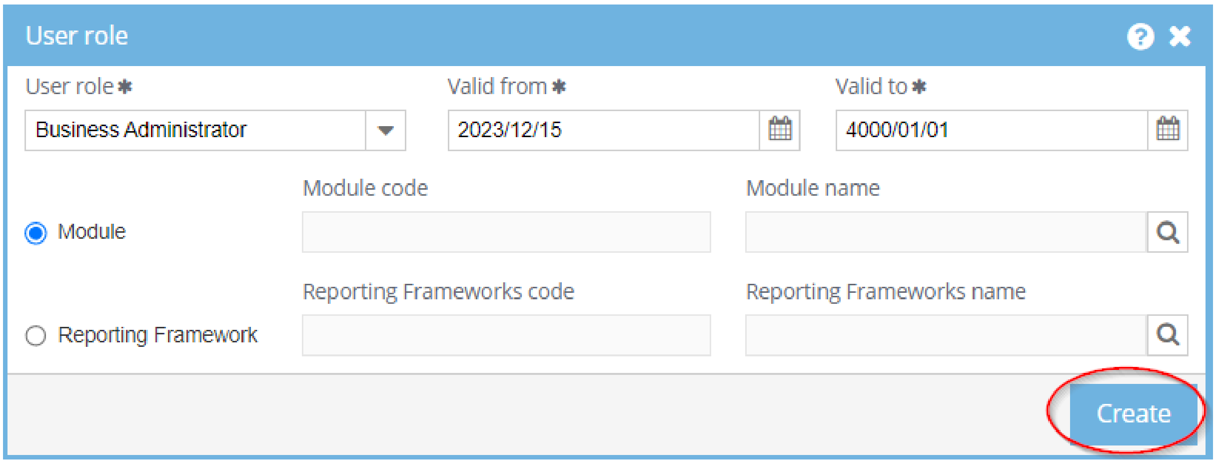


5.2.2 Assigning roles to a user

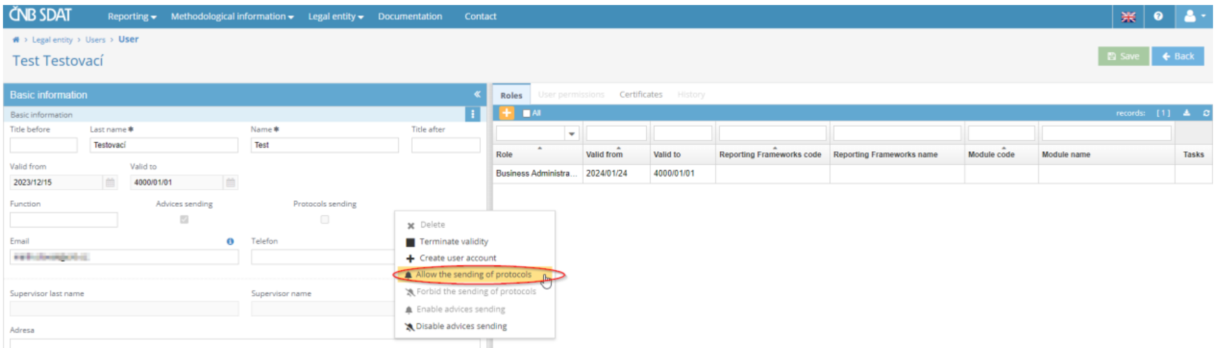
1) View the list of users (see point 1 of chapter 5.2.1), double click on the user to whom you want to assign roles and click on "**+**".



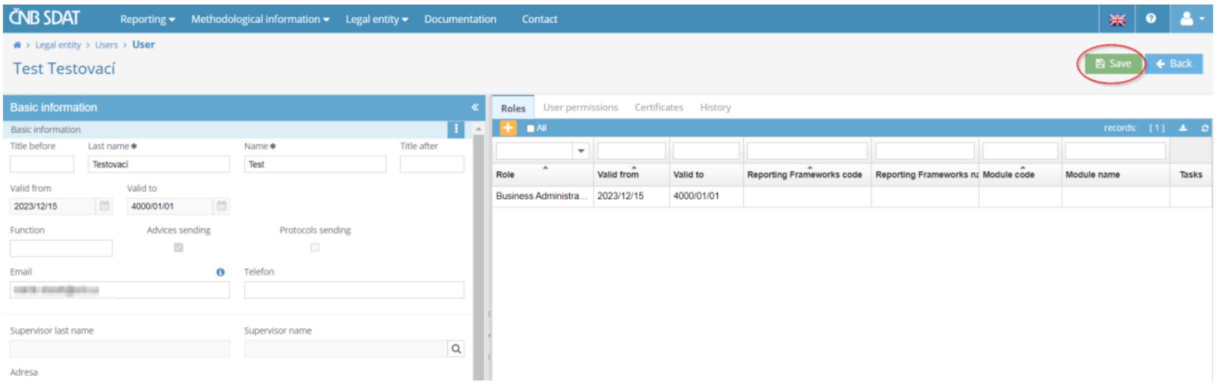
2) Choose "**Business Administrator**" (default setting) and then click on **"Create".**



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

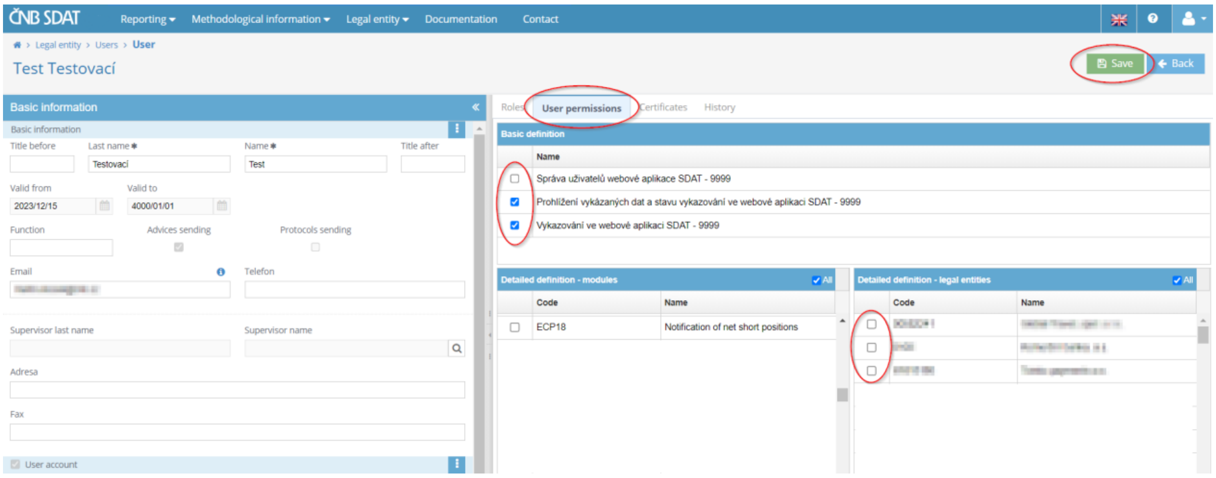


4) Click on **"Save".**



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

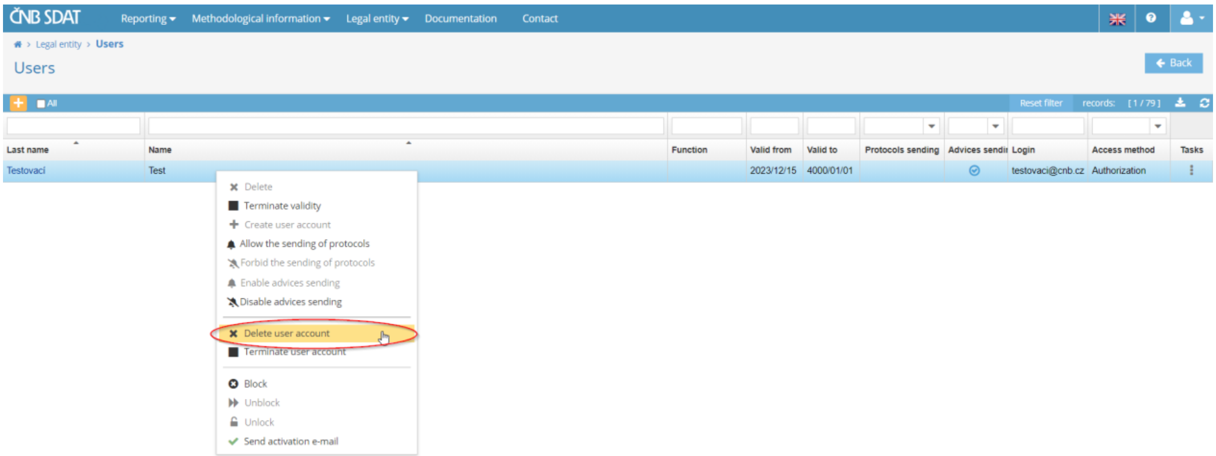
- The following roles are available:
  - ✓ "Správa uživatelů webové aplikace SDAT" = "**User management in the SDAT web application**"
  - ✓ "Prohlížení vykázaných dat a stavu vykazování ve webové aplikaci SDAT" = "**Viewing reported data and reporting status in the SDAT web application**" (**<u>necessary for users in charge of submitting reports</u>**)
  - ✓ "Vykazování ve webové aplikaci SDAT" = "**Reporting in the SDAT web application**" (**<u>necessary for users in charge of submitting reports</u>**)
- 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**".

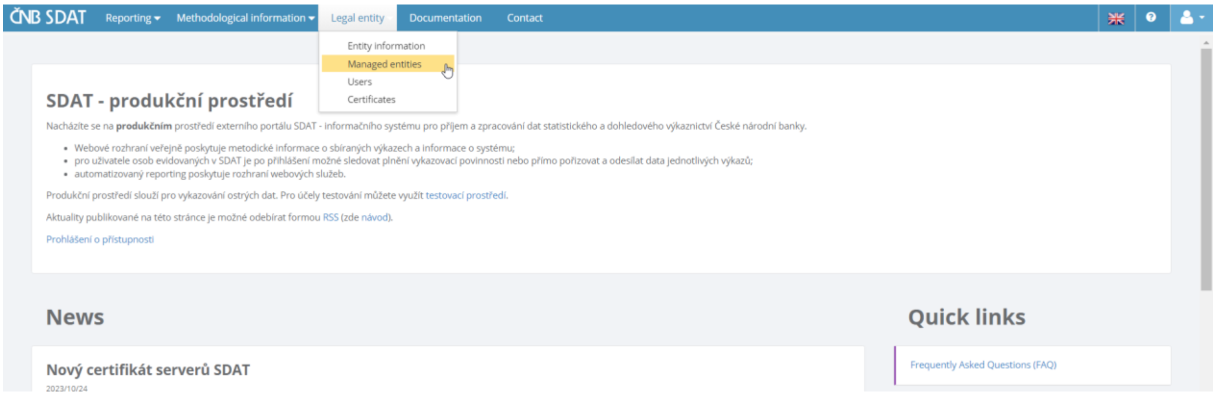
5.2.3 Cancelling a user account

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).