SUBMITTING NET SHORT POSITION NOTIFICATIONS THROUGH SDAT

1 Logging in

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

	sdat.cnb.cz/sdat_ext	pages/sdat/portal/E	XT/public/dashboard-ext-public.zul	
SDAT	Metodické informace 🛩	Dokumentace	Kontakt	• •
SDAT	- produkční p	rostředí		
) NT - informačního systému pro příjem a zpracování dat statistického a dohledového výkaznictví České náro	odní banky.
 pro 		SDAT je po přihlášer	iace o sbíraných výkazech a informace o systému; ní možné sledovat plnění vykazovací povinnosti nebo přímo pořizovat a odesilat data jednotlivých výkazů; ch služeb.	
Produkční	prostředí slouží pro vykazová	ní ostrých dat. Pro ú	čely testování můžete využít testovací prostředí.	
Aktuality p	ublikované na této stránce je	možné odebírat forn	nou RSS (zde návod).	
Prohlášení	í o přístupnosti			
Aktu	uality			Rychlé odkazy
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24.10.2023				
		z.pem) dochází ke zr	SDAT na prostředí PROD - aplikace i webové služby mohou být v čase výměny několik vteřín nedostupné. měně kořenového (DigicerGiobalRooiG2.pem) i mezilehlého můž být nutné akutalizovat trustores na strané klientů - veřejné kliže příslušných certifikátů naleznete	
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Pro nový ce (DigiCertGl v příloze. P	lobalG2TLSRSASHA2562020C			

2) Click on "Login".

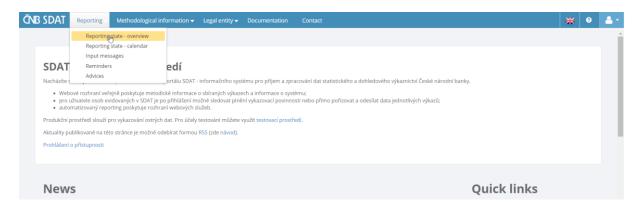
ČΝ	B SDAT Methodological information - Documentation Contact	💥 🛛 🕕 Login
		í
	SDAT - produkční prostředí	
	Nacházíte se na produkčním prostředí externího portálu SDAT - informaťního systému pro příjem a zpracování dat statistického a dohledového výkaznictví České národní banky.	
	 Webové rozhrani veřejně poskytuje metodické informace o sbíraných výkazech a informace o systému; pro uživatele osob evidovaných v SDAT je po přihlášení možné sledovat pinění vykazovací povinnosti nebo přímo pořizovat a odesílat data jednotlivých výkazů; automatizovaný reporting poskytuje rozhrali webových služeb. 	
	Produkční prostředí slouží pro vykazování ostrých dat. Pro účely testování můžete využít testovací prostředí.	
	Aktuality publikované na této stránce je možné odebírat formou RSS (zde návod).	
	Prohlášení o přístupnosti	

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

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				Login			
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2 Creating a report

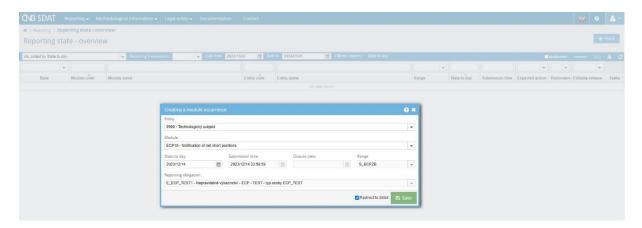
1) Go to "**Reporting**" and choose "**Reporting state – overview**".



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

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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".

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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.

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6) After completing the report, click on "Save" and then on "Input message".

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7) Click on "Send input message".

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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).

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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**".

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Fulfilled Reminders Last valid reminder	Dec 14, 2023 10:32:03 AM Sending time	Level Order													
S Fulfilled	Dec 14, 2023 10:32:03 AM Sending time	Level Order	1 4												
Fulfilled Reminders Last valid reminder Josure time	Dec 14, 2023 10:32:03 AM Sending time	Level Order	1												
Fulfilled Reminders Last valid reminder closure time	Dec 14, 2023 10:32:03 AM Sending time	Level Order													
Fulfilled Remninders Last valid reminder losure time	Dec 14, 2023 10:32:03 AM Sending time	Level Order	1												
Fulfilled Internanders Last valid reminder losure time occessing information	Dec 14, 2023 10:32:03 AM	Level Order 0 0													

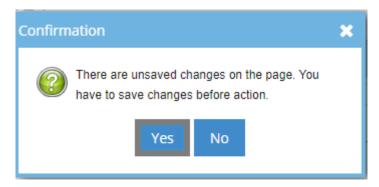
- 2) Correct the error(s), save the report and send the input message (see points 5 8 of chapter 2).
- 3) In case of an error detected by SDAT (the status of the report is "Unfinished"), go to "**Protocols**" and open the appropriate protocol to find the error.

ČNB SDAT Re									* 9	2
Reporting > Reporting s	tate - overview > Report occ	urrence								
Module: ECP18	Entity: 9999 Ra	nge: S_BCPZB Stat	e to day: 02.03	.2024						1
asic information		«	Report release	Protocols	nders Gr	oup CT	Runs of CMVR gr	pups Exception		
eport identification									records: [2	1 🕹
Entity		Range		•						
9999 - Technologický subjek	t	S_BCPZB - Údaje za ČR a zal	Creation time	Туре	State		State changed	Name	Format	Protoc
Vodule		State to day	2023/12/14 13:35:25	Report release	Sent		2023/12/14 13:35:	Protokol o zpracování vydání 1 - JVK	XML	
ECP18 - Notification of net s	hort positions	2024/03/02	2023/12/14 13:31:38	Input message	Sent		2023/12/14 13:31:	Protokol o zpracování vstupní zprávy 999920231214132813087	XML	
Reporting information										\cup
			1							
Icheduled submission time		Editable release								
Mar 2, 2024 11:59:59 PM		C Open X Delete								
State	State changed	Expected action								
Unfinished	Dec 14, 2023 1:35:24 PM	Correct								
Reminders										
	Sending time	Level Order								

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".

> Reporting > Report	rting state - ove	rview									
eporting stat	e - overvie	N									
, sorted by State to day		Reporting frameworks Date from 200	24/02/01 mm	Date to 2025/12/31 Filtered column: State to day				Autisoloct Reset	filter rec	cords: [2/74]	*
-	ECP18				-			-		-	
State	Module code	Module name	Entity code	Entity name	Range	State to day	Submission time	Expected action	Reminders	Editable release	Та
ulfilled	ECP18	Notification of net short positions	9999	Technologický subjekt	S_BCPZB	2024/03/01	2024/03/01 23:59:			X 2	
icheduled	ECP18	Notification of net short positions	9999	Technologický subjekt	S_BCPZB	2024/03/02	2024/03/02 23:59:				

- 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**".

ČNB SDAT Re	porting - Methodological	l information 👻 🛛 Legal enti	ty 👻 🛛 Doc	umentation	Contact										•	8 0	4
	Entity: 9999 Rai		ate to d	lay: 02.03.	2024											: ¢	Back
Basic information Report identification			« Rep	ort release	Protocols	Reminders	Group CT Ru	ns of CMVR groups	Exception	1					reco	rds: [0]	
Entity 9999 - Technologický subjek Module ECP18 - Notification of net s		Range S_BCPZB - Udaje za ČR a zal State to day 2024/03/02		Release num		v	Stat	, ,	State cha		Timestamp	MVR quality	CMVR quality	Data format	*	Attachmen]
Reporting information Scheduled submission time Mar 2, 2024 11:59:59 PM		Editable release															
Scheduled	State changed Dec 14, 2023 11:43:14 AM	Expected action															
Reminders	Sending time	Level Order	4														
Closure time																	
Processing information			*														
Last release state	MVR quality	CMVR quality															

- 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 <u>shortselling@cnb.cz</u>.

5 Account administration

5.1 Entity details

1) Go to "Legal entity" and choose "Entity information".

SDAT Reporting - Methodological information -	Legal entity Documentation Contact	* ?	2
 Webové rozhraní veřejně poskytuje metodické informace 	žné sledovať plnění vykazovací povinnosti nebo přímo pořizovat a odesilat data jednotlivých výkazů; žeb. estování můžete využit testovací prostředí.		
Prohlášení o přístupnosti			
News	Quick links		
Nový certifikát serverů SDAT	Frequently Asked Questions (AQ)	

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

	ty informati										P. Savo) + 1
9 - Techno	logický s	subjekt									E Pare	
Basic informat	ion											
Code				Náz	ev 🕸							
9999				Teo	hnologický subjekt							
Entity category				Valio	I from	Valid to		Reporting	entity	Reporting from	Reporting to	
Legal Entity				200	02/11/07	4000/01/01				2002/11/07	4000/01/01	
ičo		O LEI		BIC		Sektor dle klasifikace ESA	Identif	ikátor date	ové schránky	Začátek finančního roku	Konec finančního roku	
		1997.9	100 CT. 0 100	126	100 J 100 D 100 D	1000000						
Contact Address				E-m	ail			0	Telefon			
Na Příkopě					10000			+	-400008-4	Tradewill (+
28	Adresa	a - číslo orientač	ční Adresa - písmeno čísl	i ori				×				ж
Praha 1												
Adresa - cást obce												
115 03	ČR											

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".

		ж	3	.
Entity information Managed entities Users Certificates Certificates				
Nacházite se na produkčním prostředí externího portálu SDAT - informačního systému pro příjem a zpracování dat statistického a dohledového výkaznictví České národr • Webové rozhraní veřejně poskytuje metodické informace o sbíraných výkazech a informace o systému: • pro uživatele osbe vedovaných v SDAT je po příhlášení možná sledovat plnění výkazovací povinnosti nebo přímo pořizovat a odesílat data jednotlivých výkazů; • automatizovaný reporting poskytuje rozhraní webových služeb.	i banky.			
Produkční prostředí slouží pro vykazování ostrých dat. Pro účely testování můžete využít testovací prostředí. Aktuality publikované na této stránce je možné odebírat formou RSS (zde návod).				
Prohlášení o přístupnosti				
News	Quick links			
Nový certifikát serverů SDAT 2023/10/24	Frequently Asked Questions (FAQ)			
V pondělí 6. 11. 2023 ve 12:00 bude vyměněn SSL certifikát SDAT na prostředí PROD - aplikace i webové služby mohou být v čase výměny několik vteřin nedostupné. Pro nový certifikát (certificate_sdat.cnb.cz.pem) dochází ke změně kořenového (DiglCertGlobalRootG2.pem) i mezihelhého (DiglCertGlobalROOtE3CTERSKAFNES52020CAT.pem) certifikátu - můžby thutné katludizovat truststores na straně klientů - veřejné klíče příslušných certifikátů naleznete v příloze. Pozn.: na testovacím prostředí proběhne analogická výměna s předstihem pro otestování komunikace dne 30.10. 2023 ve 12:00 - víz aktualita na SDAT TEST.				

2) Click on "+".

ănb sdat	Reporting 🗸	Methodological information $-$	Legal entity -	Documentation	Conta	ct		*	0	- •
♣ > Legal entity >	Users								_	
Users									*	Back
\frown										
										1 ~
			de la					records:	[34]	4 0
							-	records:	(34)	± 3

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.

User creation		? ×
Title before Surname *	Name *	Title after
Function		
Email *	Phone	
	Login 🛊	
User account		
	Create next 🔽 Redirect to detail	🖹 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 "+".

ČNB SDAT Reporting - Method	lological information 👻 🛛 Legal entity	y - Documentation	Contact				*	0 🛓 -
↔ Legal entity > Users > User Test Testovací							🖹 Save	🗲 Back
Basic information		« I	toles User pi	ermissions Certificates	History			
Basic information		1 <u>^</u>					records	s (0) 🔺 🔊
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Valid from Valid to						ta found		
2023/12/15 11 4000/01/01								
Function Advices sending	Protocols sending							
Email	Telefon							
Supervisor last name	Supervisor name							
		Q						
Adresa								
Fax								
User account Login Account validity	y from Account validity to	1						
testovaci@cnb.cz 2023/12/15 13:								
Active Block Locked till	(m)							
Access method		*						

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

User role					8 x
User role *		Valid from *		Valid to 🛊	
Business Administrator	•	2023/12/15		4000/01/01	
	Module cod	e	Module	name	
Module					Q
	Reporting Fr	ameworks code	Reportir	ng Frameworks name	
 Reporting Framework 					Q
					Create

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

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Legal entity > Use Test Testovac													I	🖺 Save	€ 8	3ack
Basic information						×		missions Certifi	cates History							
	ist name #		Name 🕸		Title after	1	Al	-						records:	[1]	▲ 0
Valid from	Testovací Valid 1	0	Test				Role *	Valid from 2024/01/24	Valid to 4000/01/01	Reporting Frameworks code	Reporting Frameworks name	Module code	Module name			Tasks
2023/12/15	4000	01/01					Business Administra	2024/01/24	4000/01/01							
Function		Advices sending	Pr	otocols sending	x Delete											
Email		0	Telefon		Terminate v											
ent-designed at					Create user Allow the ser	nding of	protocols									
Supervisor last name			Supervisor na	me	Forbid the set Enable advice											
Adresa					🗙 Disable advi	ces send	ding									

4) Click on "Save".

CNB SDAT Reporting - Meth	odological information 👻 Legal	entity 👻 Documentatio	on Contact						* 2	۵.
🗰 > Legal entity > Users > User										
Test Testovací									Save Save	Back
Basic information		×	Roles User p	ermissions Certifi	cates History					
Basic information		1 🔺	■ AI						records: [1) 🔺 a
Title before Last name *	Name 🛊	Title after		-						
Testovaci	Test		Role	Valid from	Valid to	Reporting Frameworks code	Reporting Frameworks n	Module code	Module name	Tasks
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Advices sending	Protocols sending									
mail	Telefon									
natio destriĝentes										
Supervisor last name	Supervisor name		4							
		Q								
Adresa										

- 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.

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↔ Legal entity > Users > User Test Testovací								E Save) 🗲 Back
Basic information		< Ro	oles	User permissions	tificates History				
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Title before Last name #	Name * Title	after	~	Name					
Valid from Valid to	1631			Správa uživatelů webové ap	likace SDAT - 9999				
2023/12/15 10 4000/01/01			•	Prohlížení vykázaných dat a	stavu vykazování ve webové aplikaci SD	AT - 9999			
Function Advices sending	Protocols sending			Vykazování ve webové aplik	aci SDAT - 9999				
Email	Telefon	De	etailec	d definition - modules		All Detaile	ed definition - legal entities		Z AII
TAIL COMPTENT.		- 17		Code	Name		Code	Name	
Supervisor last name	Supervisor name			ECP18	Notification of net short positions	- 0	DOHLOW !	teche Travel oper or to	^
		Q					0400	Pursed in Darlies and	
Adresa							1000 C	Table payments and	
Fax									
🕑 User account									

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**".

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↔ Legal entity → L	Users											_	
Users												•	Back
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ast name 🏛	Name		*			Function	Valid from	Valid to	Protocols sending	Advices sendi	Login	Access method	Tasi
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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".

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											Í
	Aktuality publikované na této Prohlášení o přístupnosti	stránce je možné odebírat formou	RSS (zde návod).								
	News							Quick links			
	Nový certifikát se	rverů SDAT						Frequently Asked Questions (FAQ)			

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).