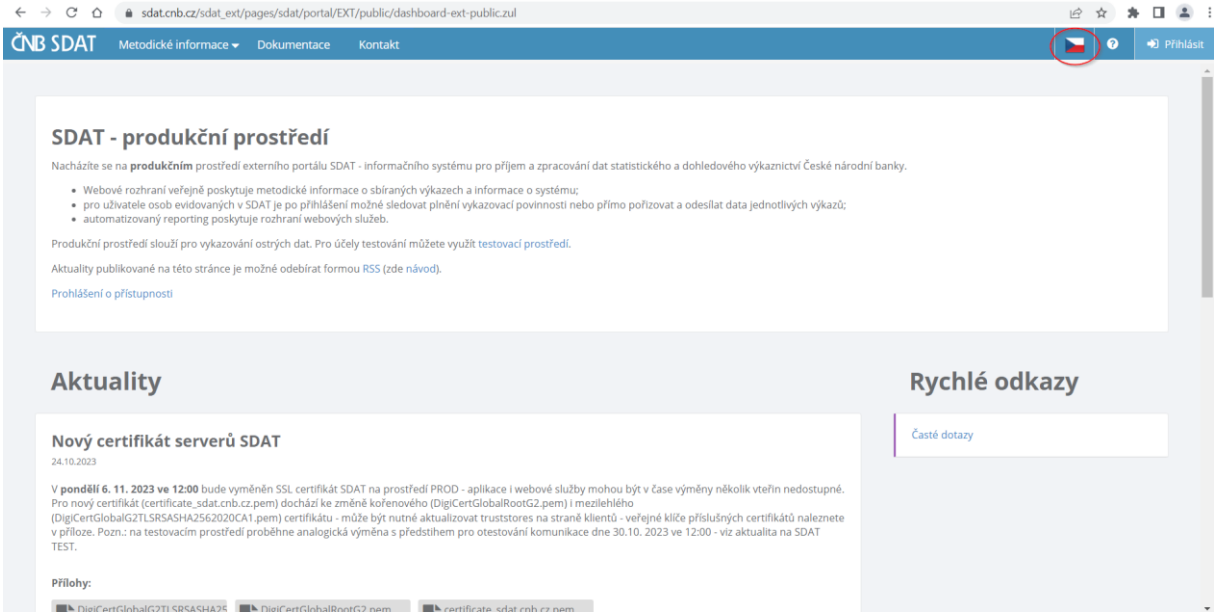
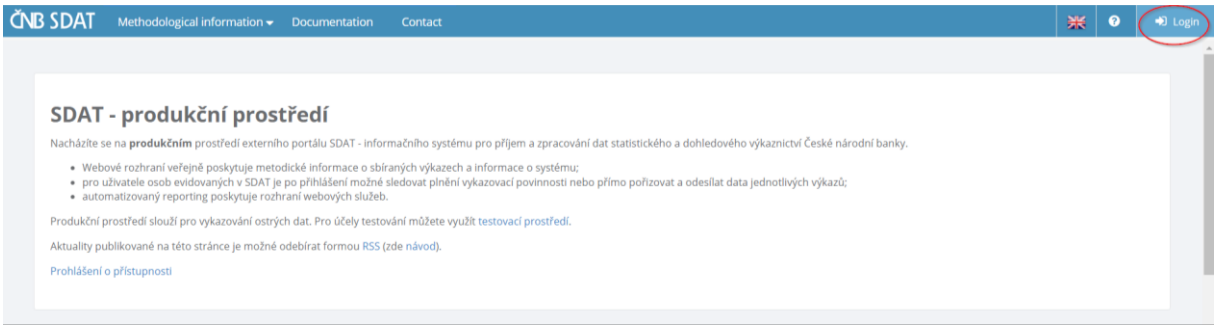
SUBMITTING NOTIFICATION OF MANAGERS' TRANSACTIONS THROUGH SDAT

1 Logging in

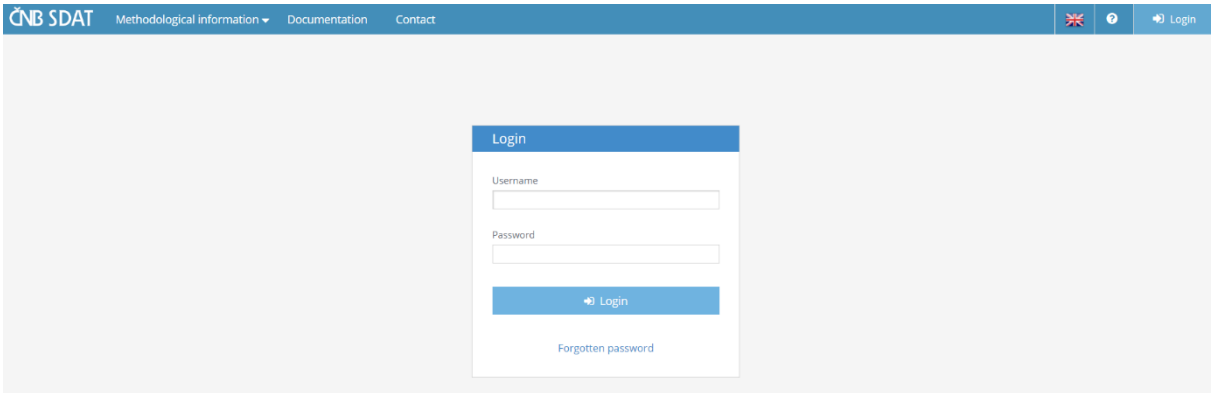
1) Go to https://sdat.cnb.cz/sdat_ext/ and change the language of the website.



2) Click on "**Login**".

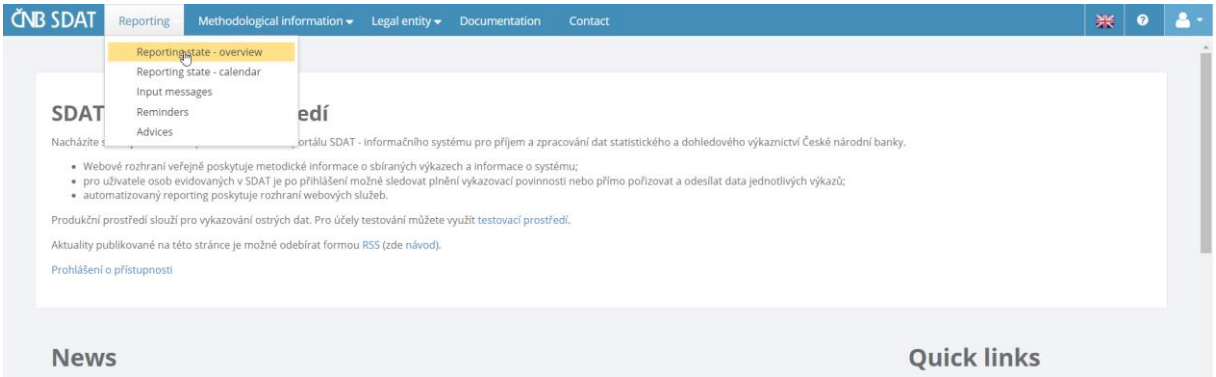


3) Enter your username, password and click on "**Login**".

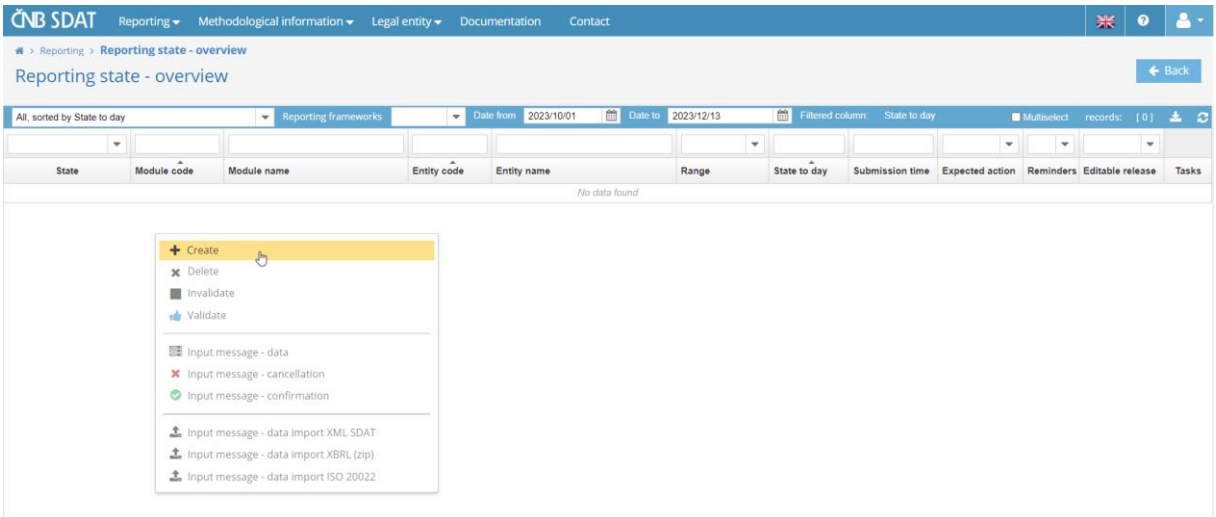


2 Creating a report

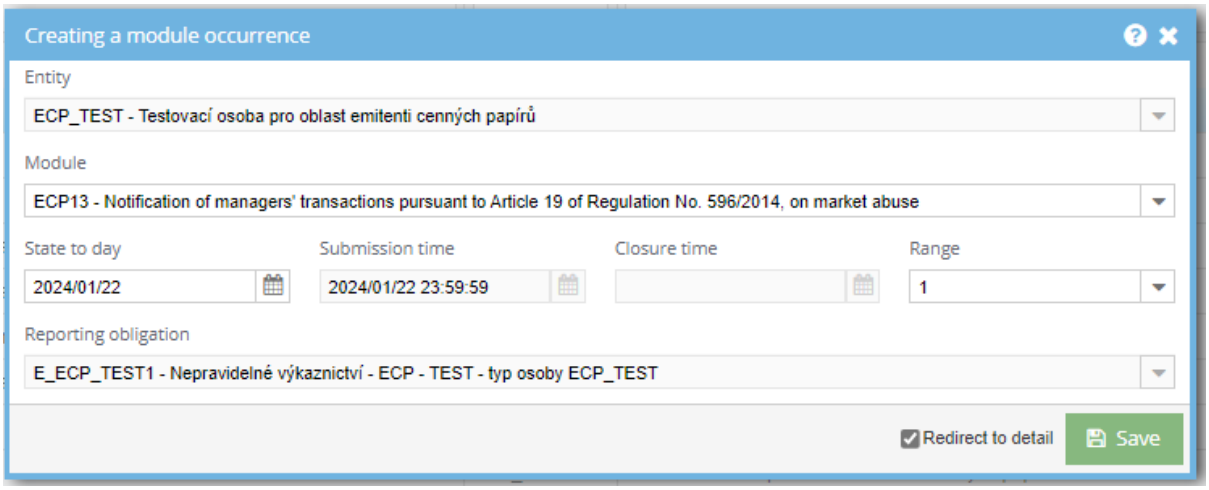
1) Go to “**Reporting**” and choose “**Reporting state – overview**”.



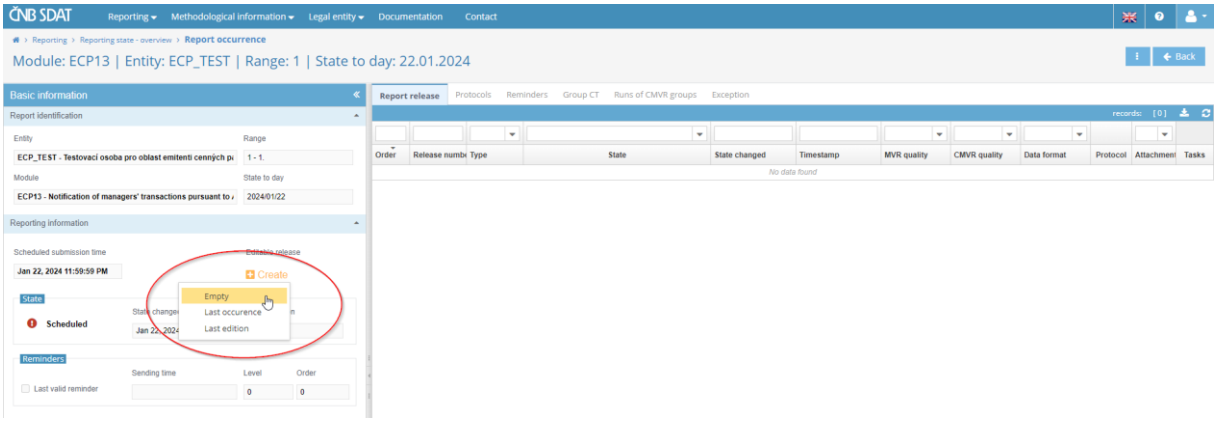
2) Right click anywhere in the white (blank) area of the screen and choose “**Create**”.



3) Choose the Entity (from the “Entity” list), report type (“**ECP13 - Notification of managers' transactions pursuant to Article 19 of Regulation No. 596/2014, on market abuse**” from the “**Module**” list), date of fulfilment (from the “**State to day**”), the order of the report related to the selected obliged person on a given date (from the "**Range**" list) and click on “**Save**”.

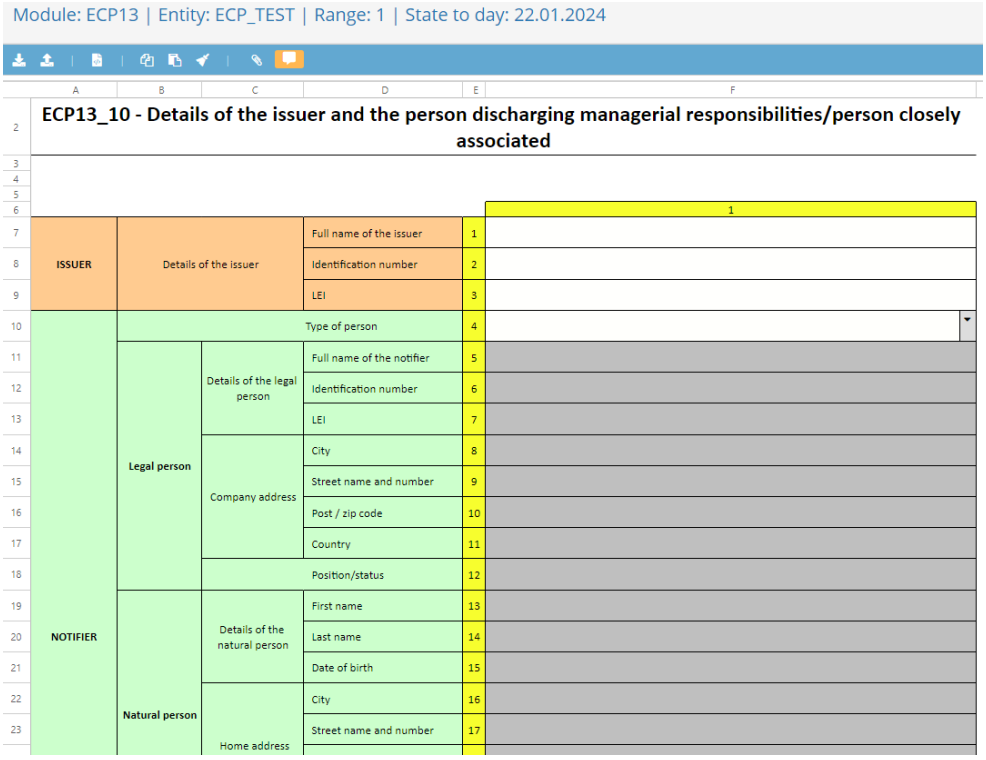


4) Click on “**Create**” and choose “**Empty**”.



5) Complete the report, which consists of three separate sheets. You can switch between them in the bottom left corner of the screen.

<u>Practical note:</u> To use copy (CtrlC + CtrlV) to fill a cell, double-click the cell before pasting text (the cursor must start blinking in it).



ECP13_10 - Details of the issuer and the person discharging managerial responsibilities/person closely associated

					1
ISSUER	Details of the issuer		Full name of the issuer	1	
			Identification number	2	
			LEI	3	
NOTIFIER	Type of person			4	
	Legal person	Details of the legal person	Full name of the notifier	5	
			Identification number	6	
			LEI	7	
		Company address	City	8	
			Street name and number	9	
			Post / zip code	10	
			Country	11	
			Position/status	12	
	Natural person	Details of the natural person	First name	13	
			Last name	14	
			Date of birth	15	
		Home address	City	16	
			Street name and number	17	

ECP13_11 - Description of the financial instrument and nature of the transaction

		1
Description of the financial instrument, type of instrument	1	
Identification code	2	
Nature of the transaction	3	
Other information about the nature of the transaction	4	
Date of the transaction	5	
Place of the transaction	6	
Other information	7	

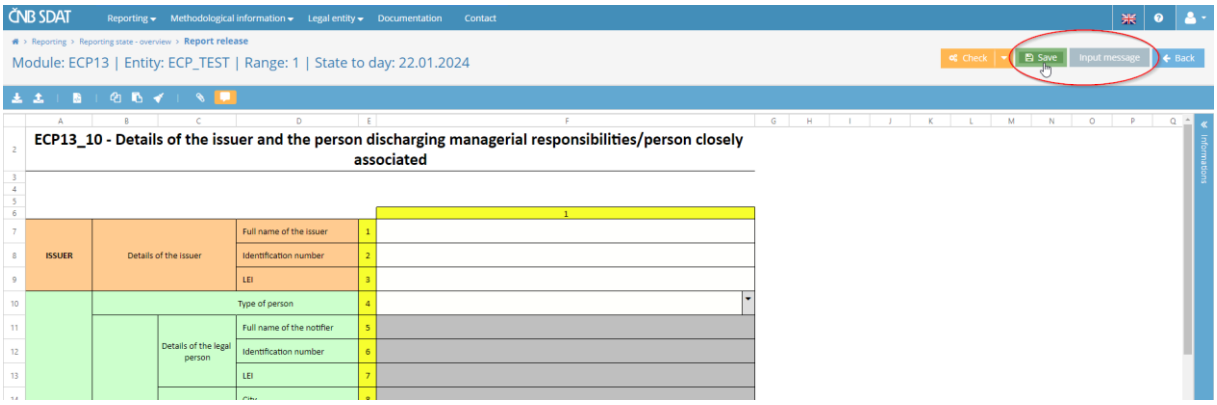
ECP13_12 - Details of the transaction(s)

Where more than one transaction of the same nature (purchases, sales, lendings, borrows, ...) on the same financial instrument are executed on the same day and on the same place of transaction, prices and volumes of these transactions shall be reported in this field, inserting as many lines as needed.

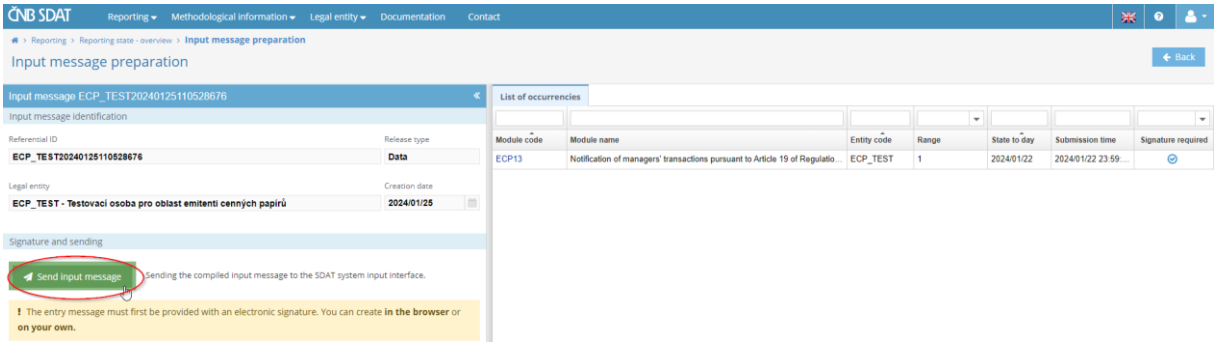
Provide a number truncated to two decimal places and use point as a decimal separator.

		Number of the transaction	Number of securities	Price	Currency
		1	2	3	4
Dynamic	1.1				
	1.2				
	1.3				
	1.4				
	1.5				
	1.6				
	1.7				
	1.8				
	1.9				
	1.10				

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



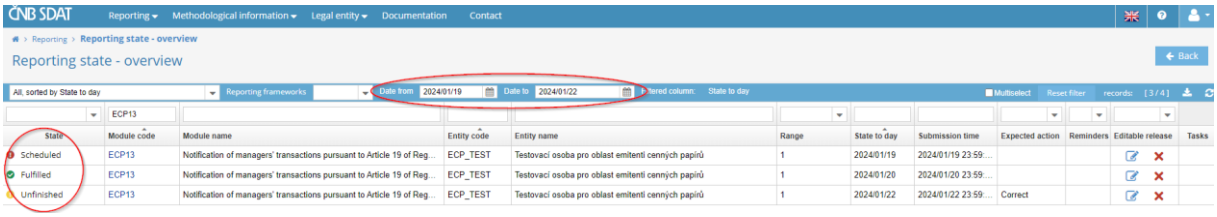
7) Click on “**Send input message**”.



The system allows the form to be electronically signed or sent without the signature – for more information on electronic signatures, please see the following links[1][2][3] (Czech only) or contact the SDAT IT support (sdat@cnb.cz).

If you choose not to use the qualified electronic signature, such submission has to be completed with a printed, signed and notarized copy of the notification form couriered to the CNB or via the CNB data box.

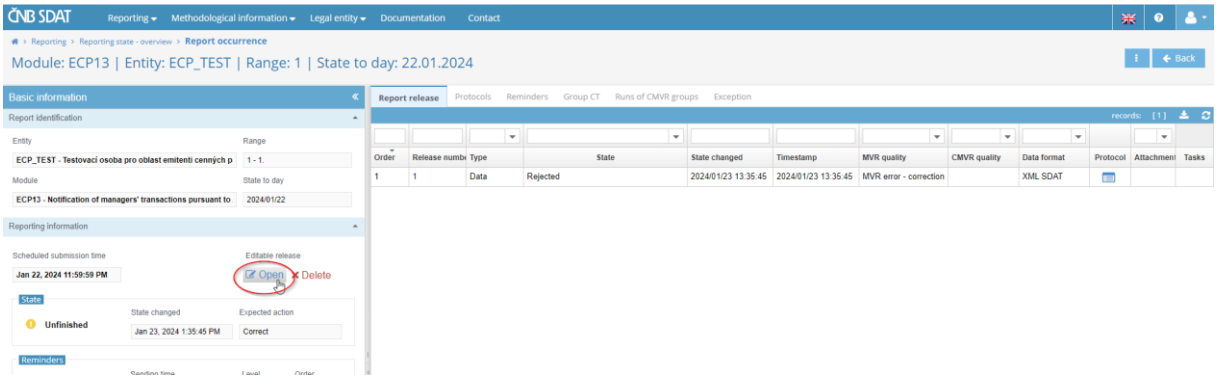
8) To view the status of the report, go to “**Reporting**”, choose “**Reporting state – overview**” (see point 1 of this chapter) and specify the time range. A list of all reports submitted by the reporting entity and containing the State to date from that time range will be displayed. Information about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



[1] https://sdat.cnb.cz/sdat_ext/pages/sdat-help-EXT/03_Vykazovani/index.html#3.1.3.2 Odeslání s podpisem
[2] https://sdat.cnb.cz/sdat_ext/pages/sdat-help-EXT/03_Vykazovani/index.html#3.8%20P%C5%99%C3%ADprava%20prost%C5%99ed%C3%AD%20pro%20podpis%20v%20prohl%C3%AD%C5%BEe%C4%8Di
[3] https://www.cnb.cz/cs/statistika/sdat/sdat-podpis/index.html

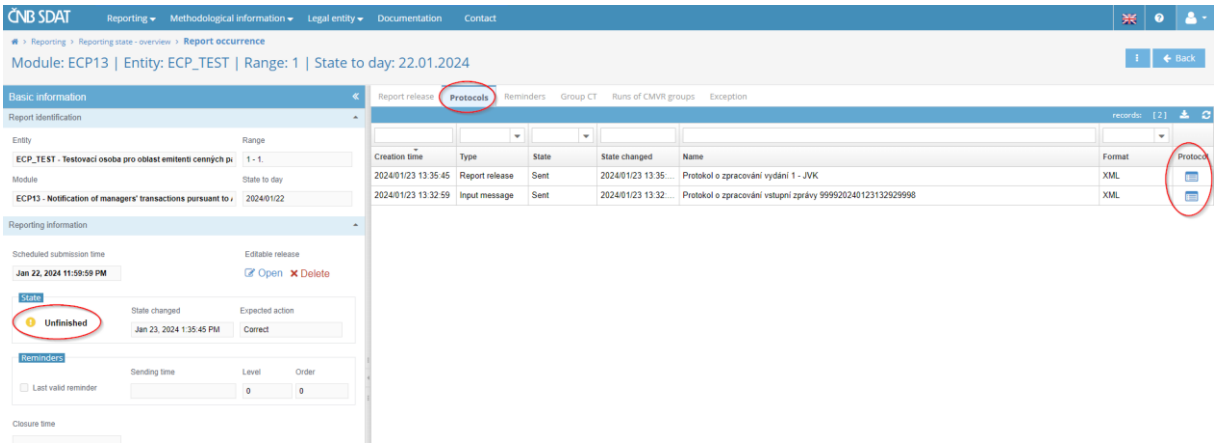
3 Correcting a report

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).

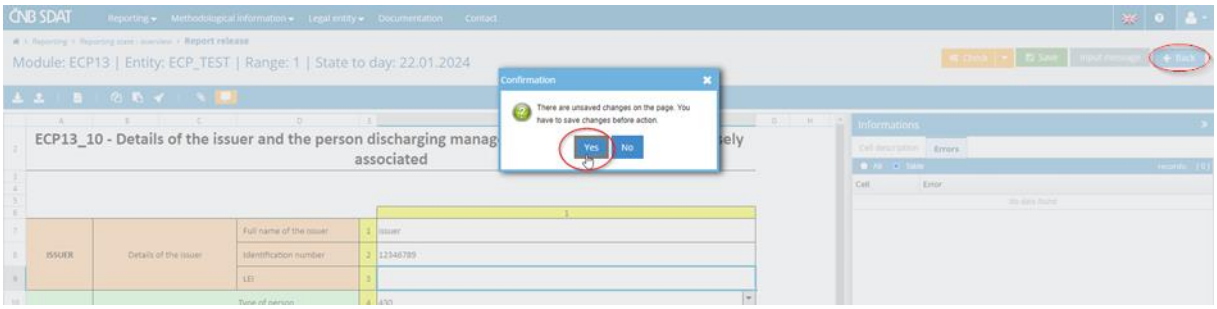
3) In case of an error detected by SDAT (the status of the report is "**Unfinished**"), go to "**Protocols**" and open the appropriate protocol to find the error.



4 Cancelling a report

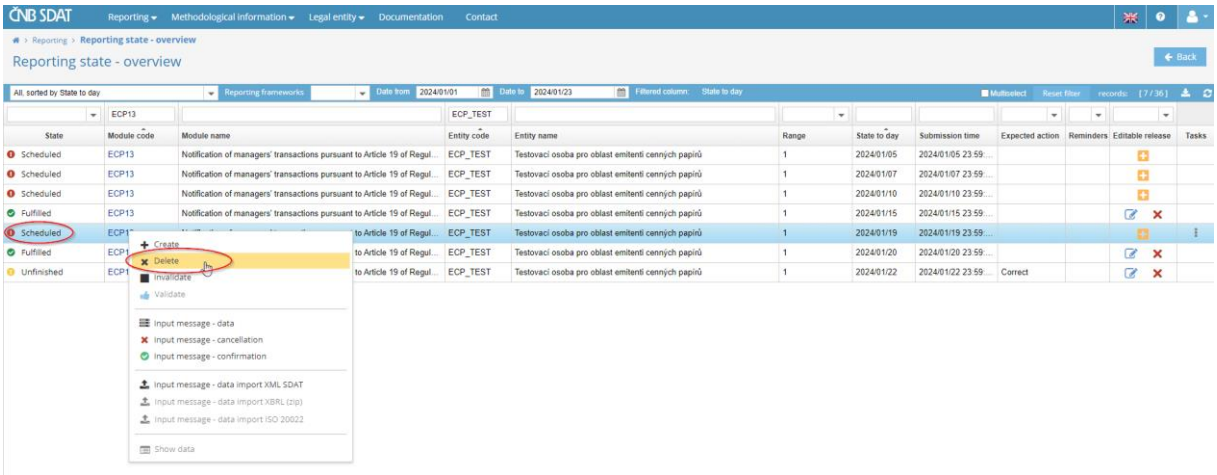
There are three ways to cancel a report depending on the stage of the submission process:

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”).
   If the following message appears on leaving the incomplete report, choose “**Yes**”.



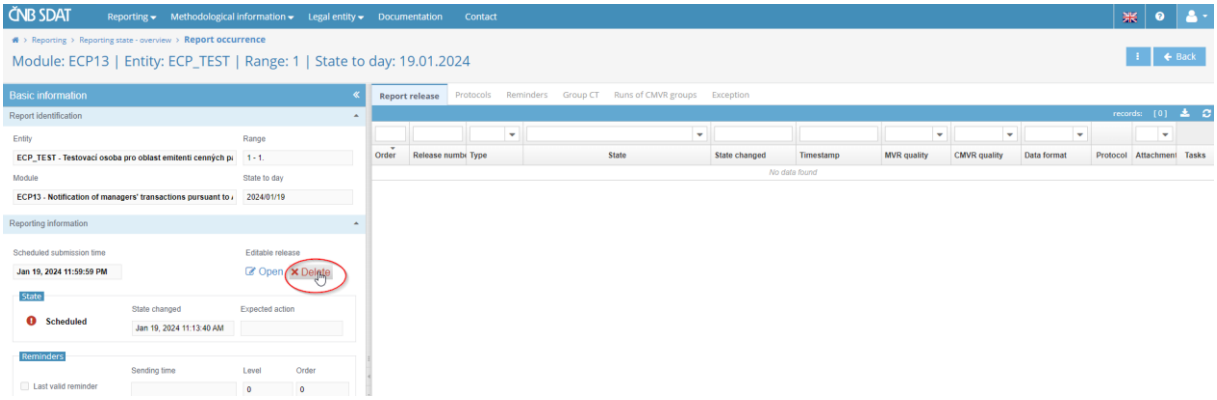
   a) Go to “**Reporting**”, choose “**Reporting state – overview**” and specify the time range (see point 8 of chapter 2).

   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 only, 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**”.



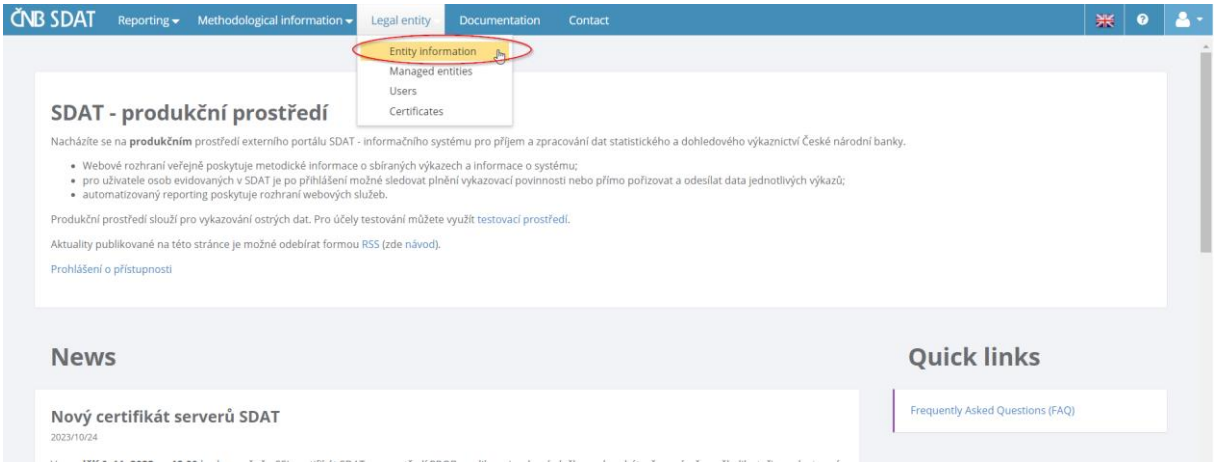
   b) To cancel the report itself, repeat point 1 of this chapter.

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 sdat.registration.disclosures@cnb.cz.

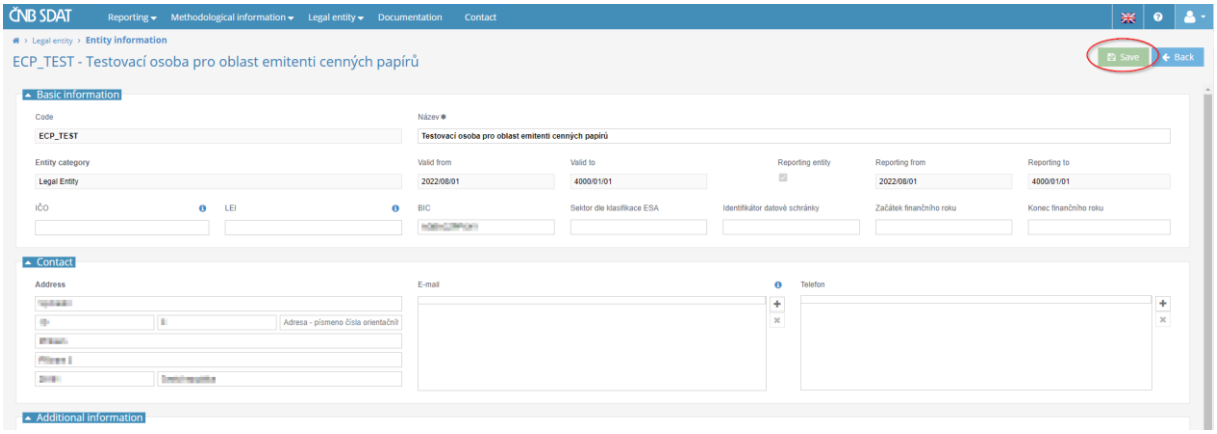
5 Account administration

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**”.

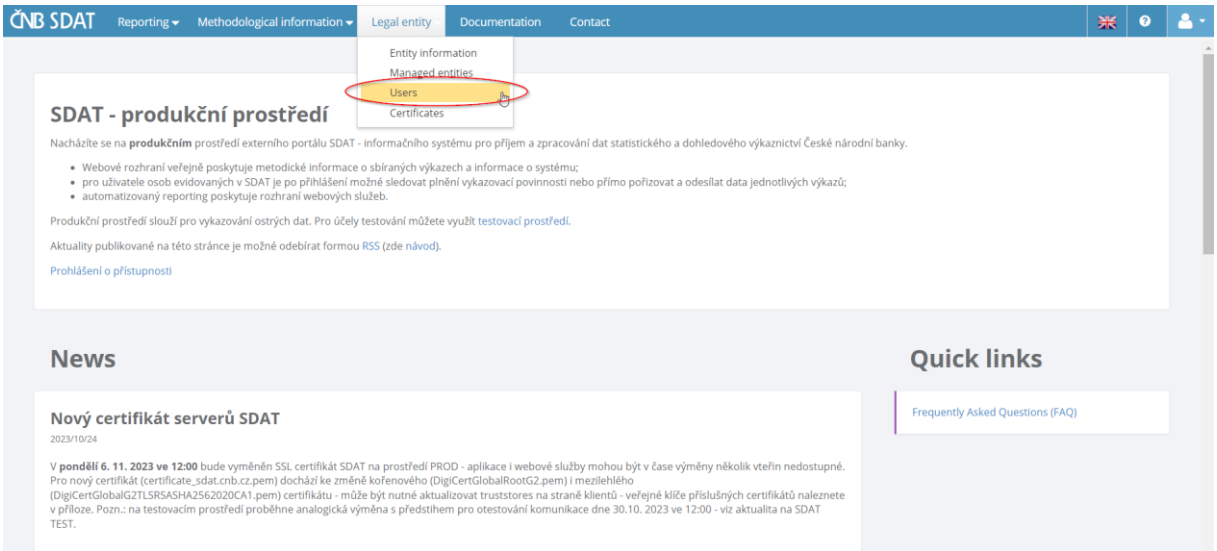


5.2 Users

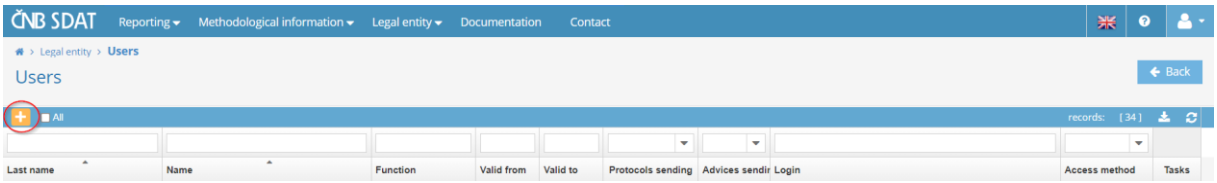
Users are persons (typically employees) with their own user accounts that can log into SDAT and submit reports on behalf of an entity (reporting entity, if different from obliged person).

5.2.1 Creating a user account

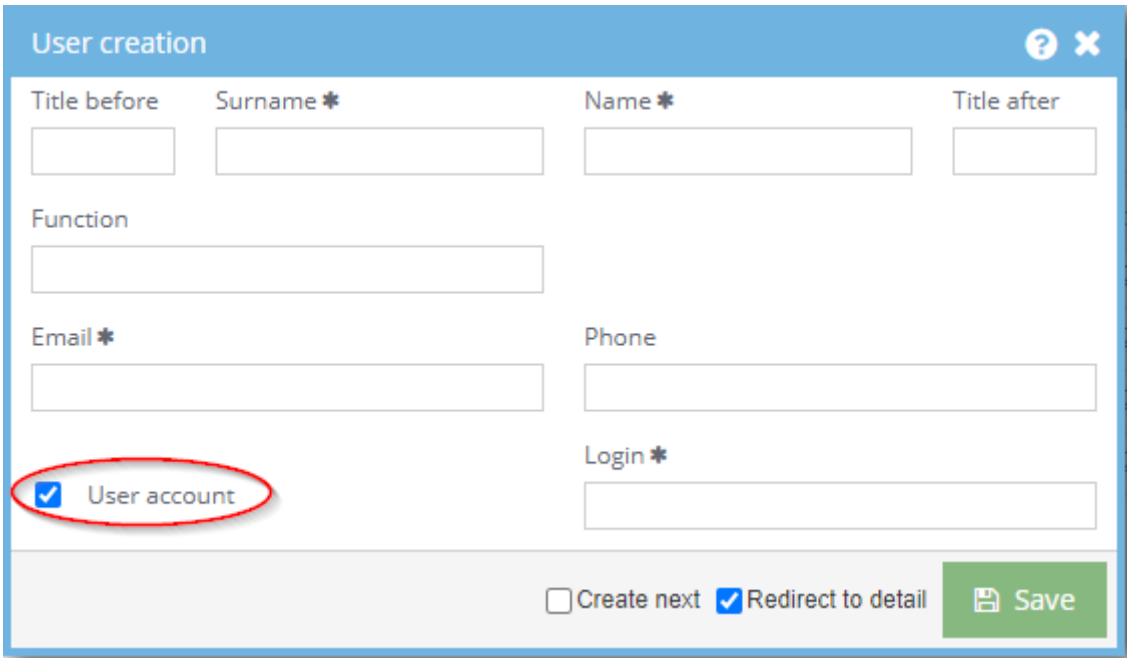
1) Go to “**Legal entity**” and choose “**Users**”.



2) Click on “**+**”.

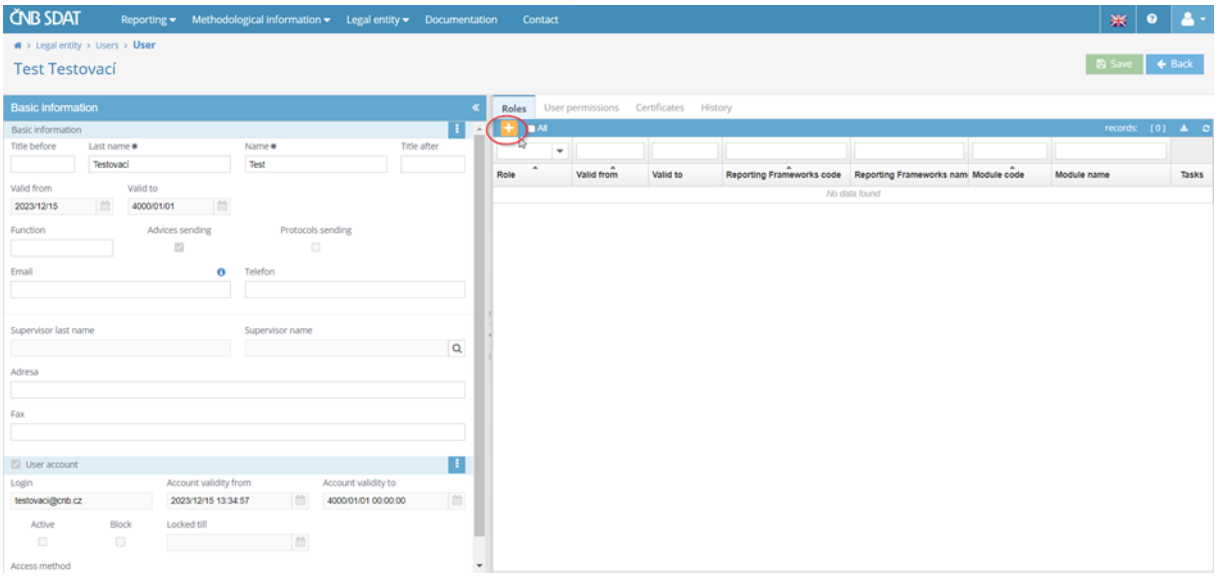


3) Click on "**User account**" and fill in the details of the user (mandatory fields are marked with *). To create more user accounts, click on "**Create next**" before clicking on "**Save**". The user(s) will receive an e-mail with the account activation instructions.

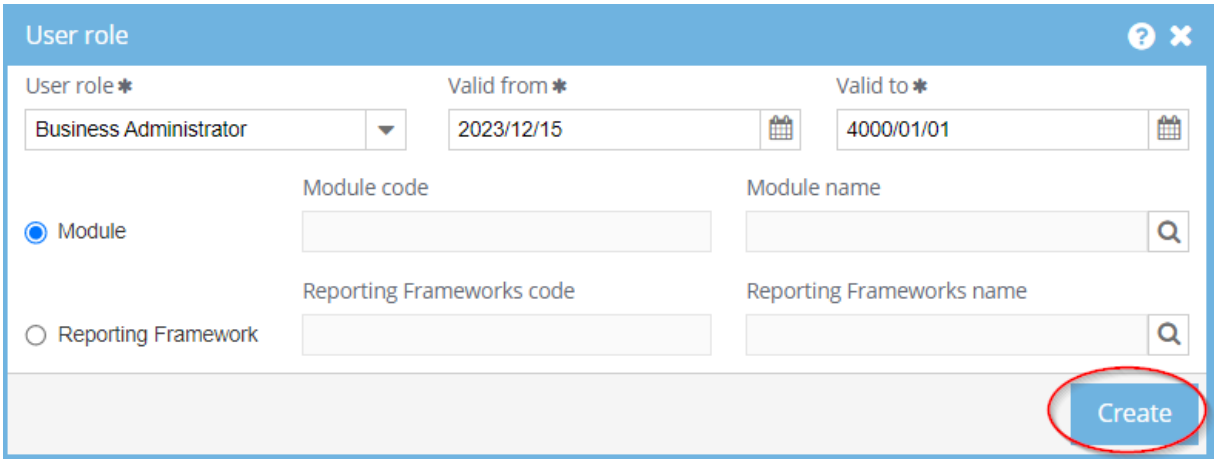


5.2.2 Assigning roles to a user

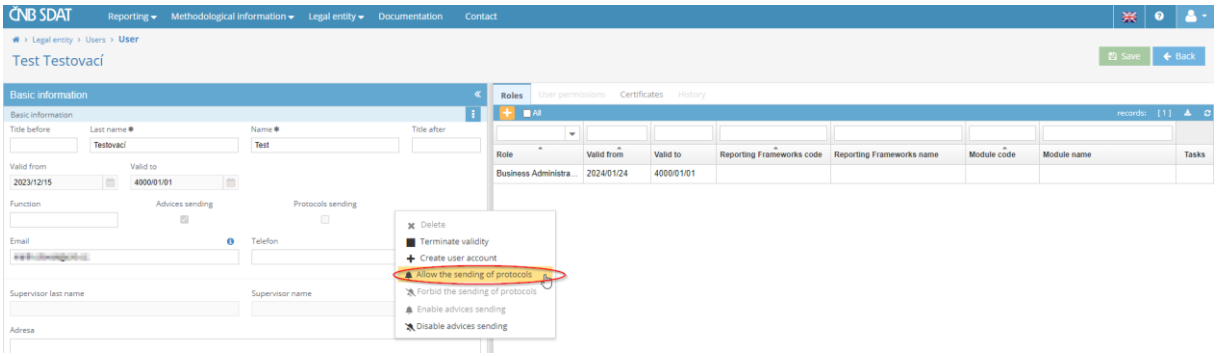
1) View the list of users (see point 1 of chapter 5.2.1), double click on the user to whom you want to assign roles and click on "**+**".



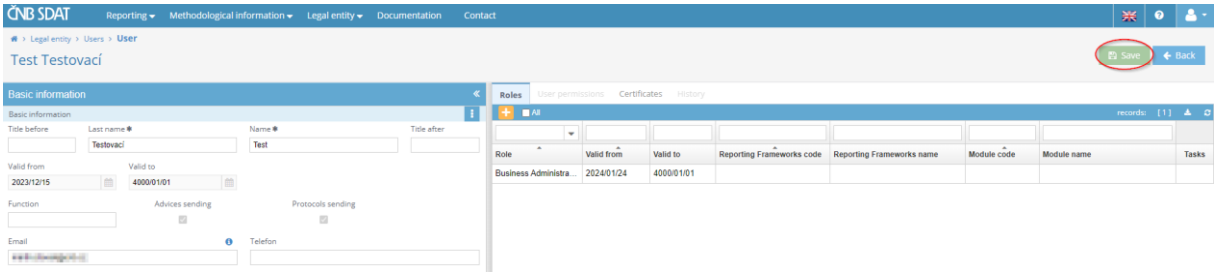
2) Choose "**Business Administrator**" (default setting) and then click on **"Create".**



3) Right click on the Basic information and then to choose **"Allow the sending of protocols"**



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



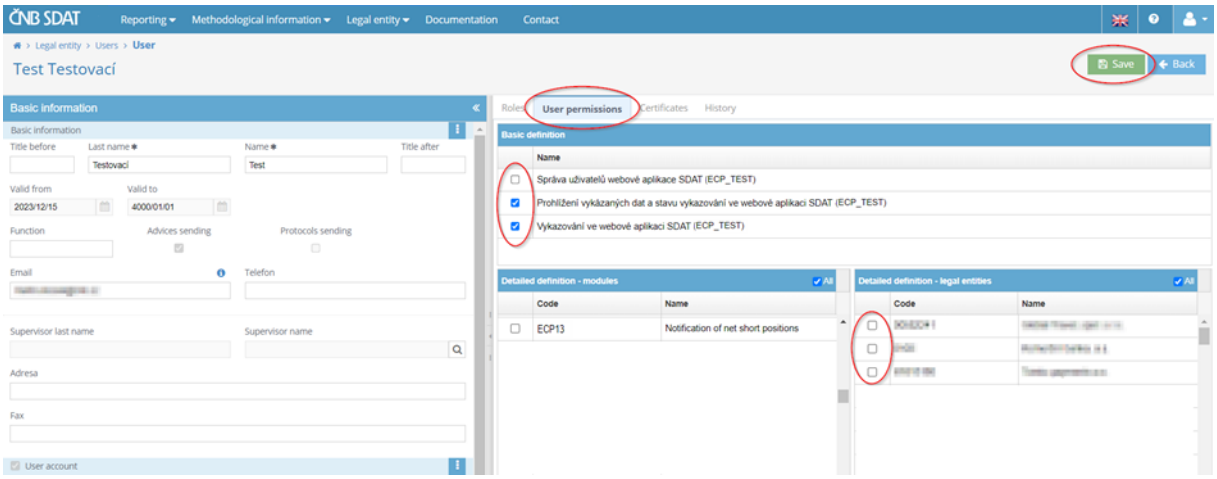
5) Go to "**User permissions**" where you can select roles for the user (unfortunately, their names have not yet been translated into English). The following roles are available:

- "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>)**

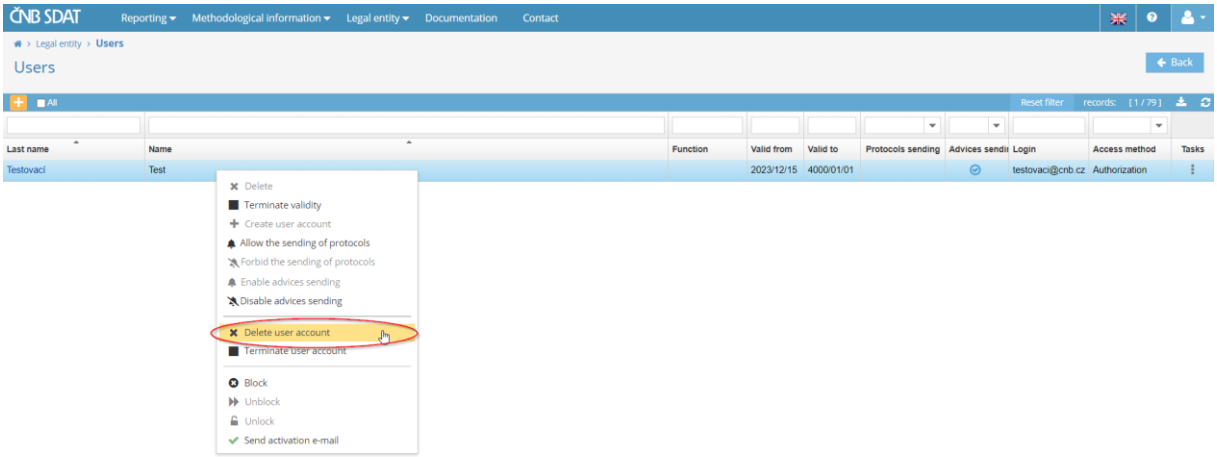
You can also restrict the user's roles to one or more managed entities only (see column "**Detailed definition – legal entities**"). For definition of managed entities, see chapter 5.3 below.



6) Click on "**Save**".

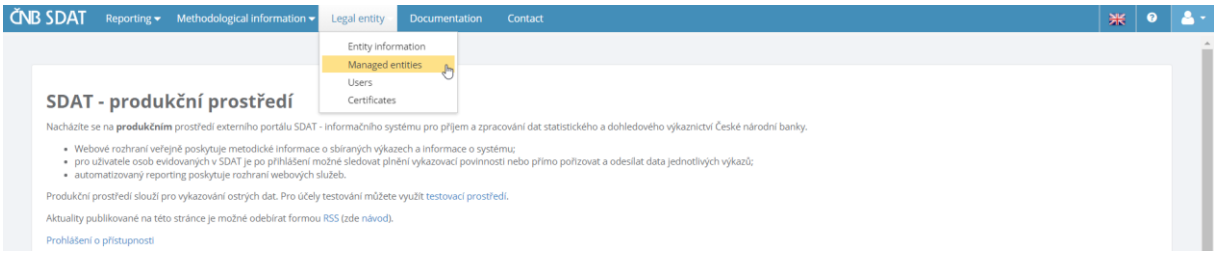
5.2.3 Cancelling a user account

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 (obliged subjects) 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).

- 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 obliged subject (however, it will not appear on its own list of managed entities).