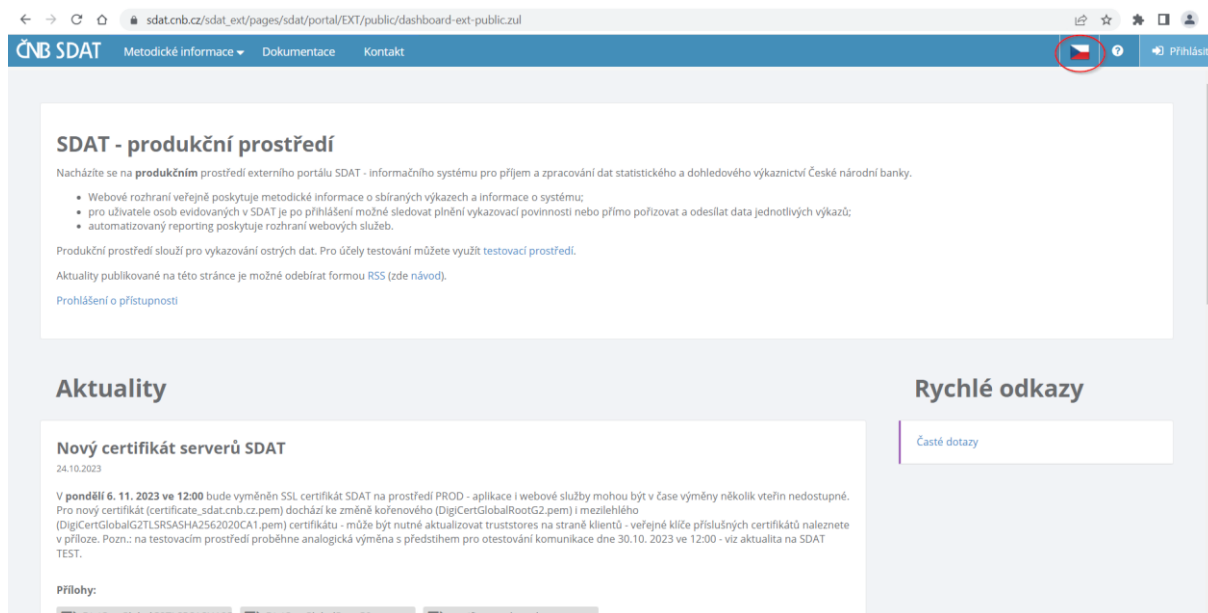


SUBMITTING NOTIFICATION OF MANAGERS' TRANSACTIONS THROUGH SDAT

1 Logging in

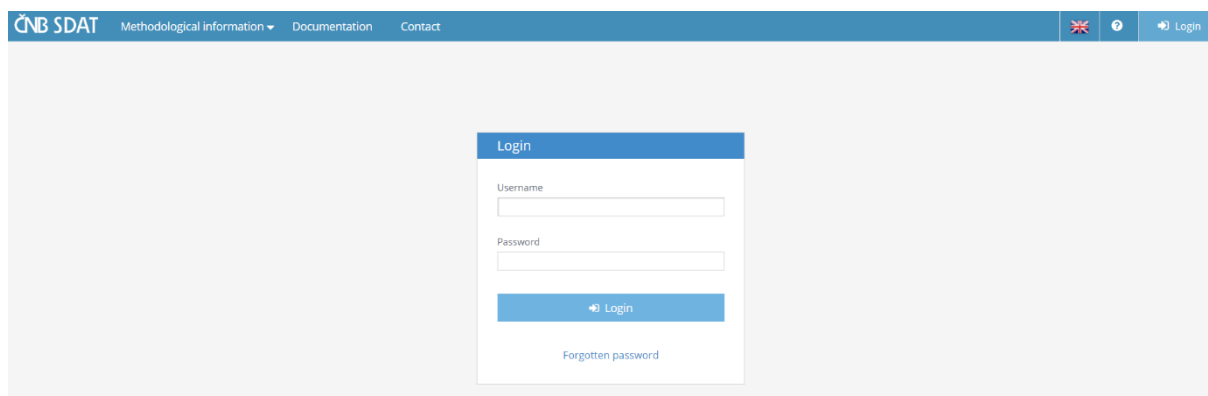
1) Go to https://sdat.cnb.cz/sdat_ext/ and change the language of the website.



2) Click on “Login”.

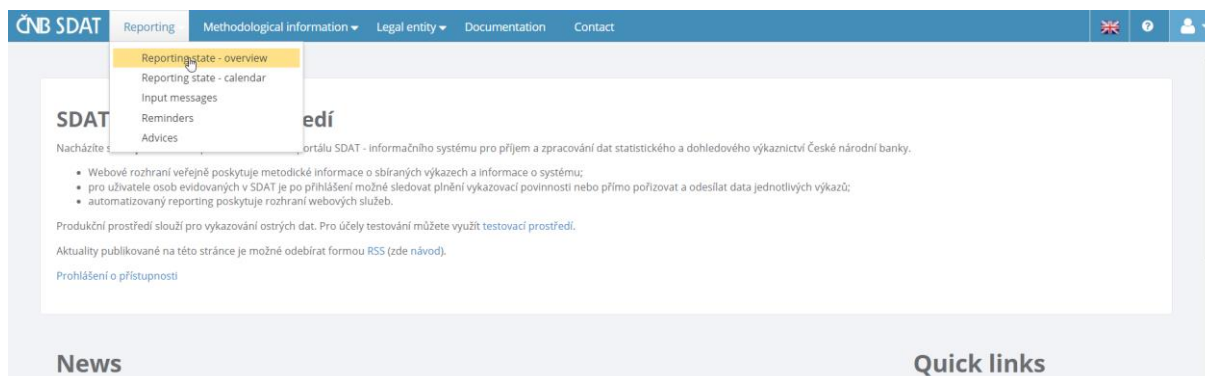


3) Enter your username, password and click on “Login”.

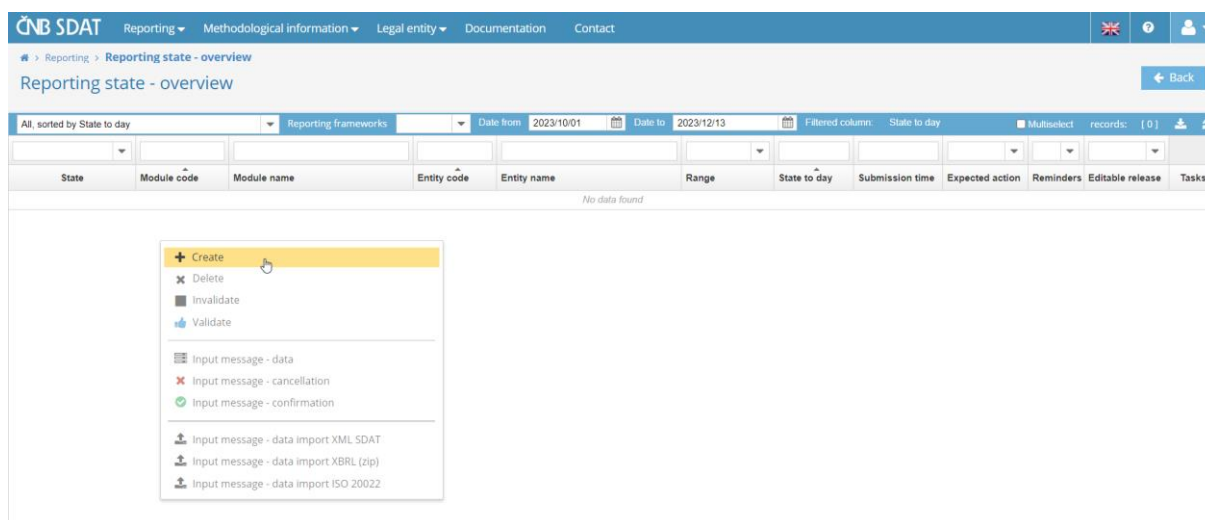


2 Creating a report

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”.

The screenshot shows the 'Creating a module occurrence' form. It contains several fields for data entry: 'Entity' (ECP_TEST - Testovací osoba pro oblast emitentů cenných papírů), 'Module' (ECP13 - Notification of managers' transactions pursuant to Article 19 of Regulation No. 596/2014, on market abuse), 'State to day' (2024/01/22), 'Submission time' (2024/01/22 23:59:59), 'Closure time' (empty), 'Range' (1), and 'Reporting obligation' (E_ECP_TEST1 - Nepravdivé výkaznictví - ECP - TEST - typ osoby ECP_TEST). At the bottom, there is a checkbox for 'Redirect to detail' and a 'Save' button.

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.

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

Module: ECP13 | Entity: ECP_TEST | Range: 1 | State to day: 22.01.2024

ECP13_10 - Details of the issuer and the person discharging managerial responsibilities/person closely associated				
ISSUER	Details of the issuer	Full name of the issuer	1	
		Identification number	2	
		LEI	3	
NOTIFIER	Legal person	Type of person	4	
		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
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”**.

CNB SDAT Reporting Methodological information Legal entity Documentation Contact

Reporting Reporting state - overview Report release

Module: ECP13 | Entity: ECP_TEST | Range: 1 | State to day: 22.01.2024

Check Save Input message Back

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
		Identification number
		LEI
	Details of the legal person	Type of person
		Full name of the notifier
		Identification number
		LEI

7) Click on “Send input message”.

The screenshot shows the 'Input message preparation' screen in the CNB SDAT system. The 'Send input message' button is circled in red. Below it, a yellow warning box states: 'The entry message must first be provided with an electronic signature. You can create in the browser or on your own.'

The system allows the form to be electronically signed or sent without the signature – for more information on electronic signatures, please see the following links¹²³ (Czech only) or contact the SDAT IT support (sdad@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).

The screenshot shows the 'Reporting state - overview' screen. The 'Date from' and 'Date to' filters are circled in red. The 'State' column is also circled in red, showing three rows: 'Scheduled', 'Fulfilled', and 'Unfinished'.

State	Module code	Module name	Entity code	Entity name	Range	State to day	Submission time	Expected action	Reminders	Editable release	Tasks
Scheduled	ECP13	Notification of managers' transactions pursuant to Article 19 of Reg...	ECP_TEST	Testovací osoba pro oblast emitentů cenných papírů	1	2024/01/19	2024/01/19 23:59...				
Fulfilled	ECP13	Notification of managers' transactions pursuant to Article 19 of Reg...	ECP_TEST	Testovací osoba pro oblast emitentů cenných papírů	1	2024/01/20	2024/01/20 23:59...				
Unfinished	ECP13	Notification of managers' transactions pursuant to Article 19 of Reg...	ECP_TEST	Testovací osoba pro oblast emitentů cenných papírů	1	2024/01/22	2024/01/22 23:59...	Correct			

¹ https://sdad.cnb.cz/sdat_ext/pages/sdat-help-EXT/03_Vykazovani/index.html#3.1.3.2.Odeslání.s.podpisem

² https://sdad.cnb.cz/sdat_ext/pages/sdat-help-EXT/03_Vykazovani/index.html#3.8%20P%C5%99C3%ADprava%20prost%C5%99ed%C3%AD%20pro%20podpis%20v%20prohl%C3%AD%C5%BEd%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”**.

The screenshot shows the ČNB SDAT interface with the 'Report release' tab selected. The 'Open' button is circled in red. The interface includes a sidebar with 'Basic information' and 'Reporting information' sections. The main area displays a table of report releases.

Order	Release number	Type	State	State changed	Timestamp	MVR quality	CMVR quality	Data format	Protocol	Attachment	Tasks
1	1	Data	Rejected	2024/01/23 13:35:45	2024/01/23 13:35:45	MVR error - correction		XML SDAT			

- 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.

The screenshot shows the ČNB SDAT interface with the 'Protocols' tab selected. The 'Unfinished' status in the 'Reporting information' section and the 'Protocols' tab are circled in red. The main area displays a table of protocols.

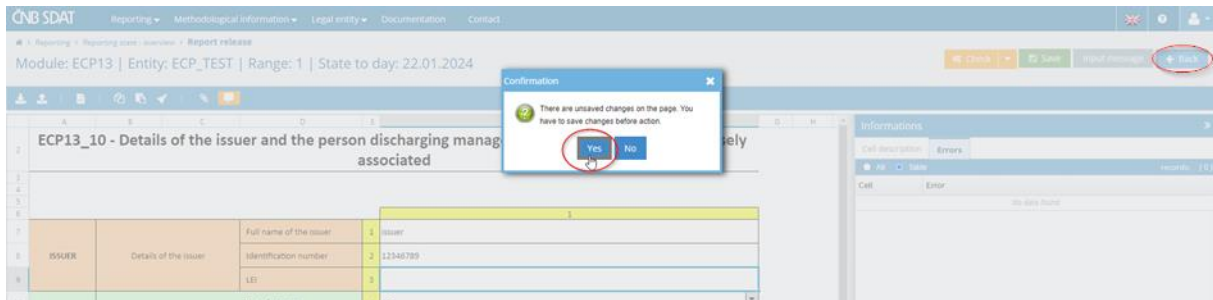
Creation time	Type	State	State changed	Name	Format	Protocol
2024/01/23 13:35:45	Report release	Sent	2024/01/23 13:35:45	Protokol o zpracování vydání 1 - JVK	XML	
2024/01/23 13:32:59	Input message	Sent	2024/01/23 13:32:59	Protokol o zpracování vstupní zprávy 999920240123132929998	XML	

4 Cancelling a report

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

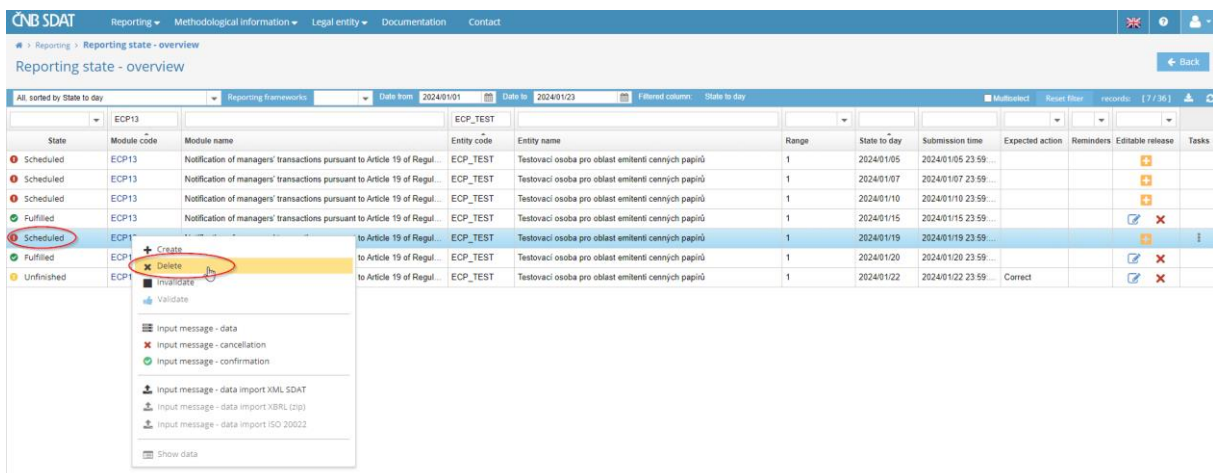
- 1) The report has not been completed and saved yet (the decision to cancel is made before point 6 of chapter 2; the status of the report is “Scheduled”).

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

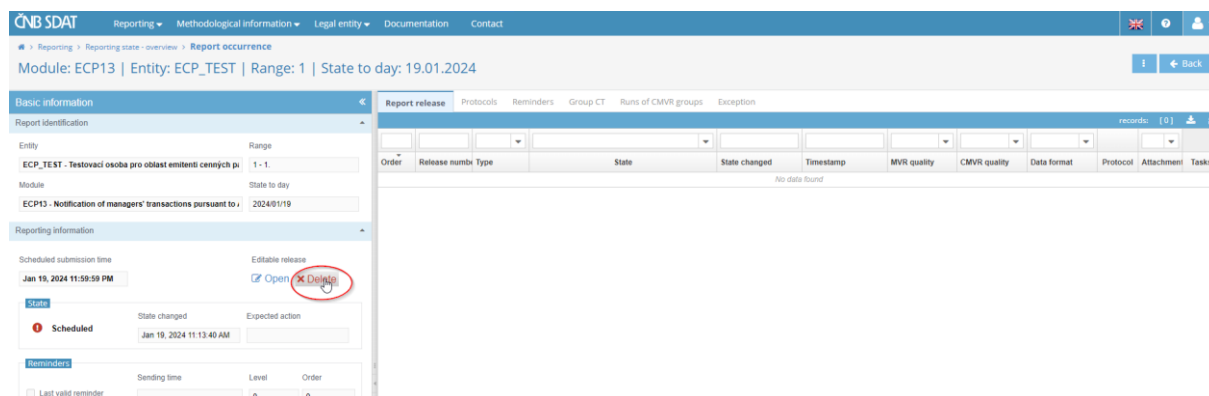


- a) Go to “Reporting”, choose “Reporting state – overview” and specify the time range (see point 8 of chapter 2).

- 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**”.

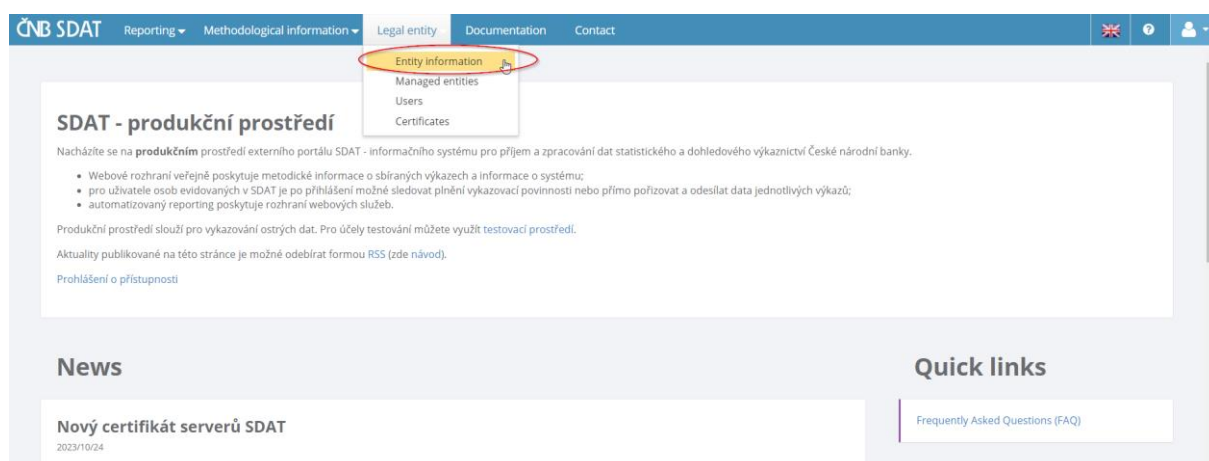


- b) To cancel the report itself, repeat point 1 of this chapter.
- 3) The report has been completed and saved and the input message sent (the decision to cancel is made after point 7 of chapter 2; the status of the report is “Fulfilled” or “Unfinished”). Send an e-mail with a cancellation request to sdatt.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”.

Entity information

ECP_TEST - Testovací osoba pro oblast emitenti cenných papírů

Save Back

Basic information

Code: ECP_TEST Name: Testovací osoba pro oblast emitenti cenných papírů

Entity category: Legal Entity Valid from: 2022/08/01 Valid to: 4000/01/01 Reporting entity: Reporting from: 2022/08/01 Reporting to: 4000/01/01

IČO: LEI: BIC: Sektor dle klasifikace ESA: Identifikátor datové schránky: Začátek finančního roku: Konec finančního roku:

Contact

Address: E-mail: Telefon:

Additional information

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”.

Entity information
Managed entities
Users
Certificates

SDAT - produkční prostředí

Nacházíte se na produkčním prostředí externího portálu SDAT - informačního systému pro příjem a zpracování dat statistického a dohledového výkaznictví České národní banky.

- Webové rozhraní veřejně poskytuje metodické informace o sbíraných výkazech a informace o systému;
- pro uživatele osob evidovaných v SDAT je po přihlášení možné sledovat plnění výkazovací povinnosti nebo přímo požítovat a odeslat data jednotlivých výkazů;
- automatizovaný reporting poskytuje rozhraní 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

News

Nový certifikát serverů SDAT

2023/10/24

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 (DigiCertGlobalRootG2.pem) i mezilehlého (DigiCertGlobalG2TLSRSASHA2562020CA1.pem) certifikátu - může být nutné aktualizovat 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 - viz aktualita na SDAT TEST.

Quick links

Frequently Asked Questions (FAQ)

2) Click on “+”.

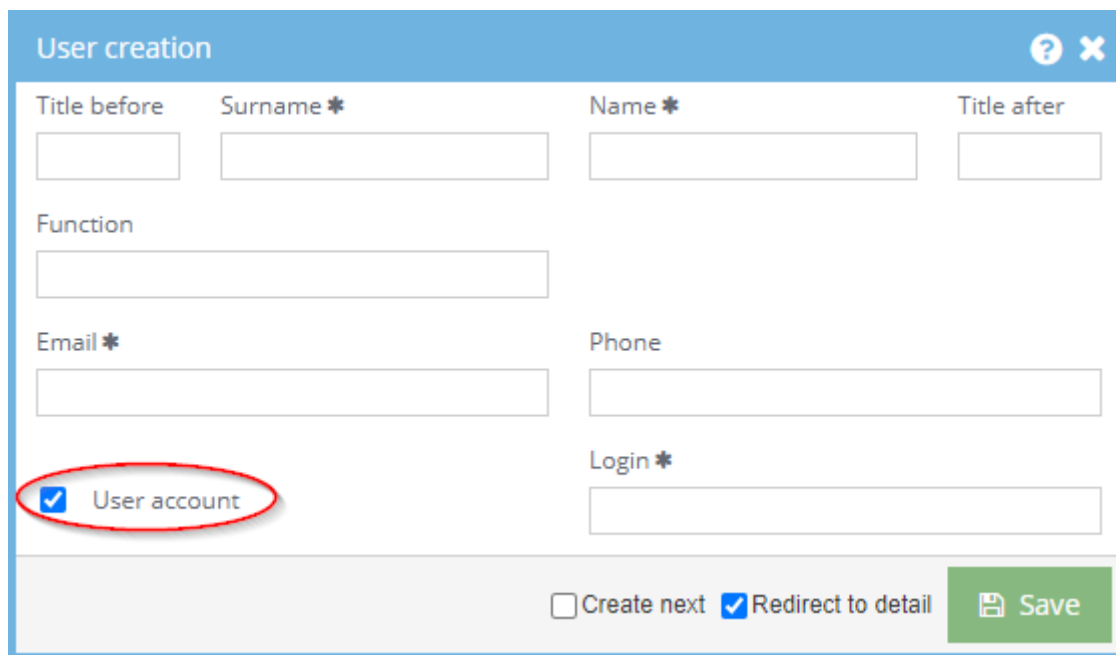
Legal entity > Users

Back

records: [34]

Last name	Name	Function	Valid from	Valid to	Protocols sending	Advices sendir	Login	Access method	Tasks
-----------	------	----------	------------	----------	-------------------	----------------	-------	---------------	-------

- 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.

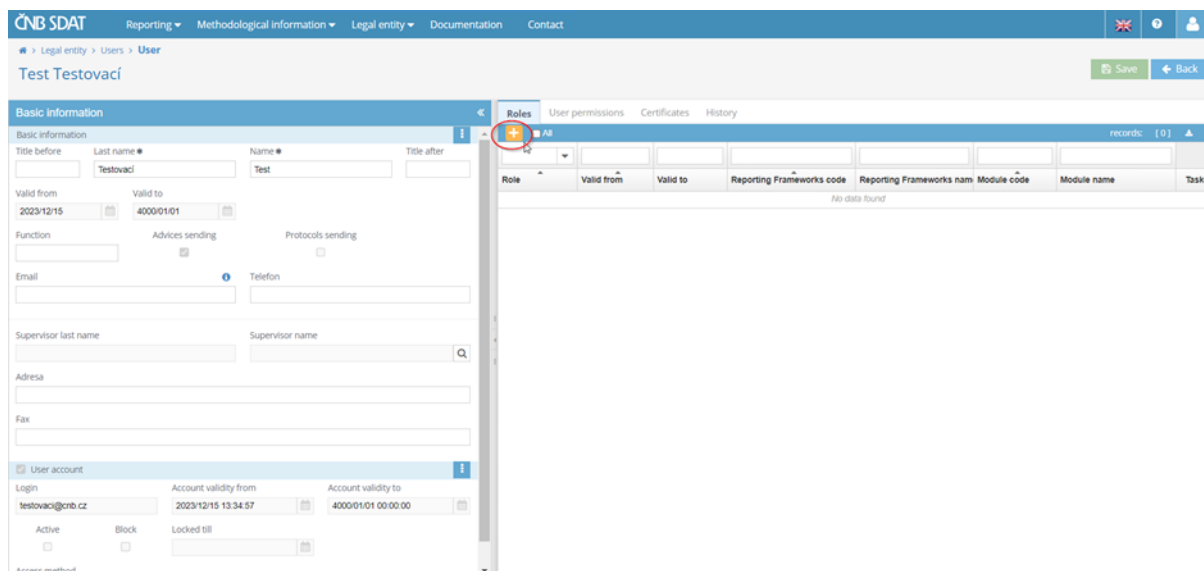


The screenshot shows a 'User creation' form with the following fields and options:

- Title before**: Text input field.
- Surname ***: Text input field (mandatory).
- Name ***: Text input field (mandatory).
- Title after**: Text input field.
- Function**: Text input field.
- Email ***: Text input field (mandatory).
- Phone**: Text input field.
- Login ***: Text input field (mandatory).
- User account**: A checkbox that is checked and circled in red.
- Create next**: An unchecked checkbox.
- Redirect to detail**: A checked checkbox.
- Save**: A green button with a save icon.

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 'Test Testovaci' user details page. The 'Roles' panel is open, showing a table with columns: Role, Valid from, Valid to, Reporting Frameworks code, Reporting Frameworks nam, Module code, Module name, and Tasks. The table is currently empty, displaying 'No data found'. A red circle highlights the '+' icon in the top left corner of the Roles panel, indicating where to click to add a new role.

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

User role

User role * Valid from * Valid to *

Business Administrator 2023/12/15 4000/01/01

Module code Module name

Reporting Frameworks code Reporting Frameworks name

Create

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

ČNB SDAT Reporting Methodological information Legal entity Documentation Contact

Legal entity > Users > User

Test Testovaci

Basic information Roles User permissions Certificates History

Basic information

Title before Last name * Name * Title after

Valid from Valid to

Function

Advises sending Protocols sending

Email

Supervisor last name Supervisor name

Address

Right-click context menu:

- Delete
- Terminate validity
- Create user account
- Allow the sending of protocols
- Forbid the sending of protocols
- Enable advises sending
- Disable advises sending

4) Click on “**Save**”.

ČNB SDAT Reporting Methodological information Legal entity Documentation Contact

Legal entity > Users > User

Test Testovaci

Basic information Roles User permissions Certificates History

Basic information

Title before Last name * Name * Title after

Valid from Valid to

Function

Advises sending Protocols sending

Email

Supervisor last name Supervisor name

Address

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 (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).