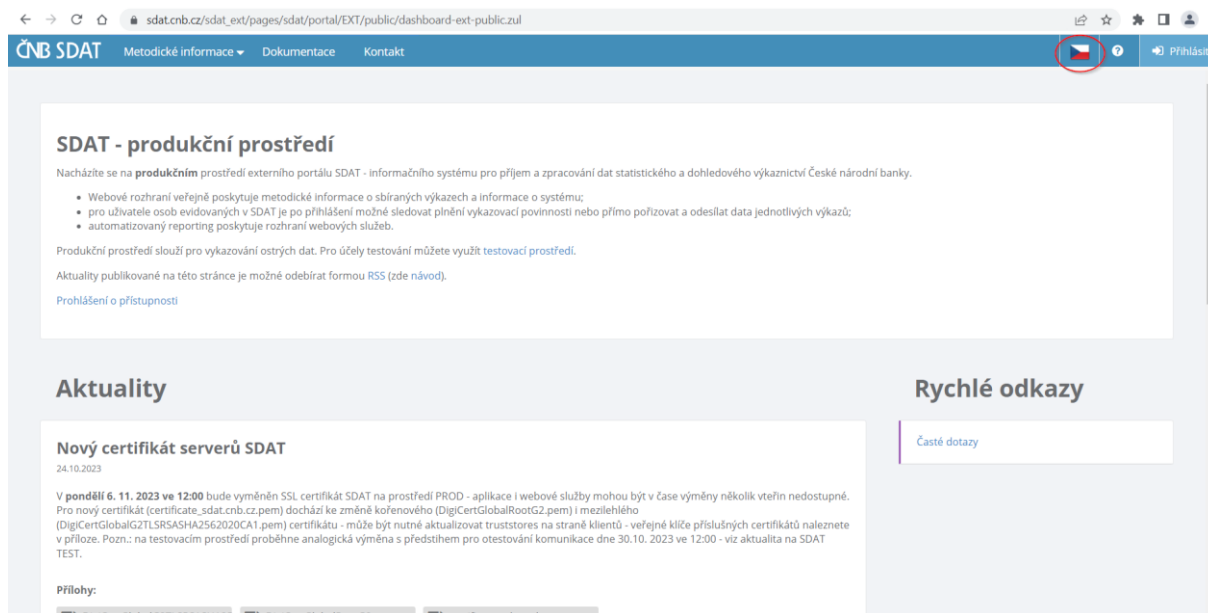


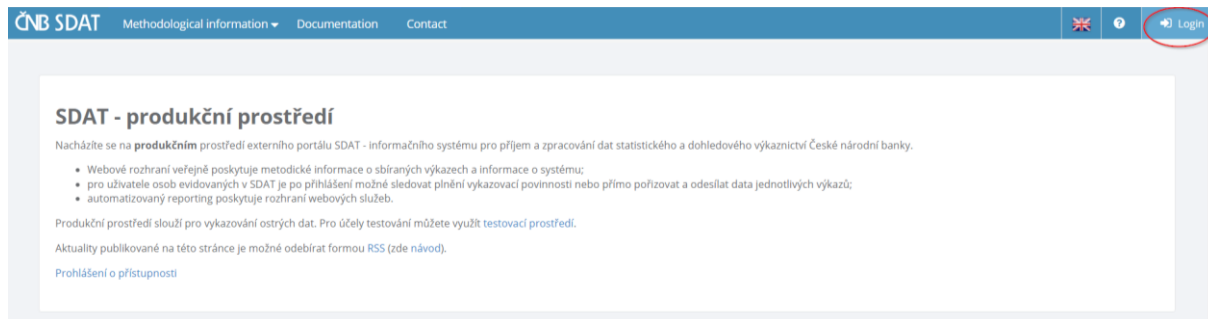
SUBMITTING VOTING RIGHTS NOTIFICATIONS THROUGH SDAT

1 Logging in

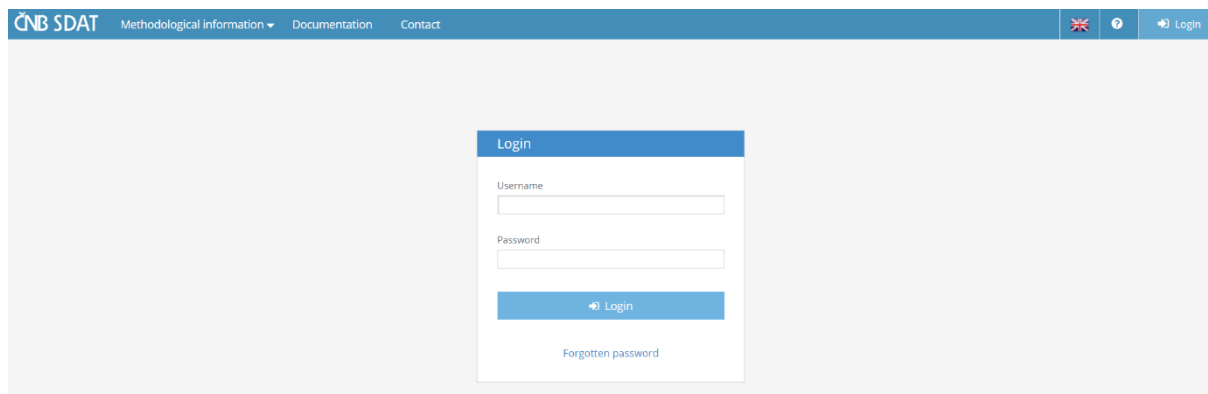
1) Go to https://sdat.cnb.cz/sdat_ext/ and change the language of the website.



2) Click on “Login”.

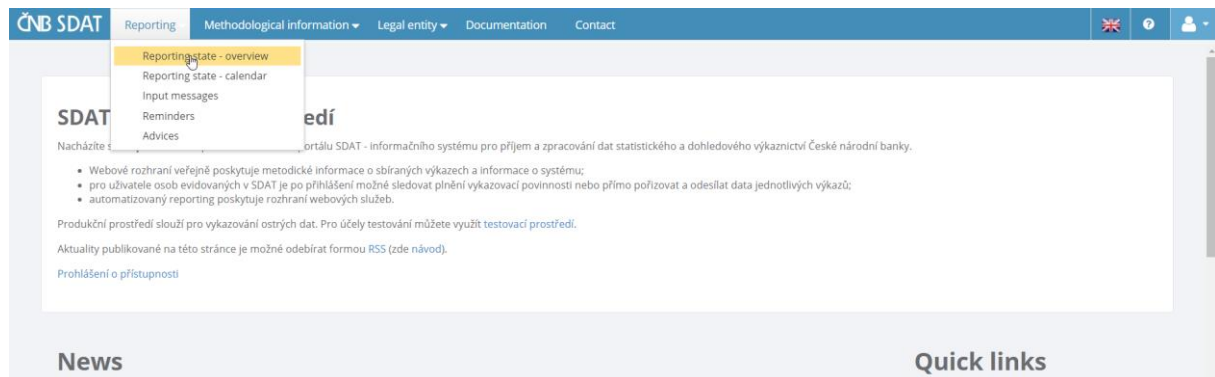


3) Enter your username, password and click on “Login”.

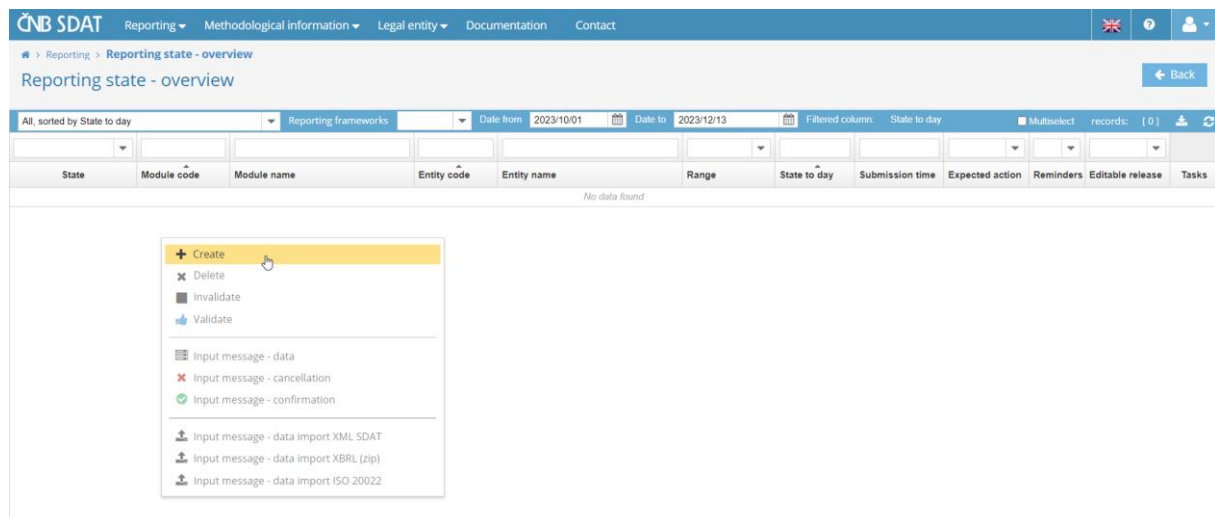


2 Creating a report

- 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 Entity (from the “Entity” list), report type (“ECP17 – Notification of major holdings” 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. The form contains several fields: 'Entity' (set to 'ECP_TEST - Testovací osoba pro oblast emitenti cenných papírů'), 'Module' (set to 'ECP17 - Notification of major holdings'), 'State to day' (set to '2024/01/25'), 'Submission time' (set to '2024/01/25 23:59:59'), 'Closure time' (empty), 'Range' (set to '1'), and 'Reporting obligation' (set to 'E_ECP_TEST1 - Nepravidelné výkaznictví - ECP - TEST - typ osoby ECP_TEST'). At the bottom right, there is a 'Redirect to detail' checkbox (checked) and a 'Save' button.

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

	A	B	C	D	E	F
1	ECP17_11 - Attachments					
2						
3						
4						
5						
6			Number	Attachment	Additional information	
7			1	2	3	
8	Dynamic	1.1				
9		1.2				
10		1.3				

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

ČNB SDAT Reporting Methodological information Legal entity Documentation Contact

Reporting Reporting state - overview Report release

Module: ECP17 | Entity: ECP_TEST | Range: 1 | State to day: 25.01.2024

Check Save Input message Back

ECP17_10 - Notification of major holdings

1				1
2				
3				
4				
5				
6				
7	Issuer	Full name (including legal form for legal entities)	1	test
8		Identification number	2	1234567890
9		LEI	3	
10	Total positions of the person subject to the notification obligation	Date on which the threshold was crossed or reached	4	25.01.2024
11		Previous position in %	5	1
12		New position in %	6	2
13	Standard form to be used for the purposes of notifying the acquisition or disposal of major holdings of voting rights		7	form_for_notification_of_major_holdings_template_7.docx
14	Additional information		8	
15				

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

7) Click on **“Send input message”**.

ČNB SDAT Reporting Methodological information Legal entity Documentation Contact

Reporting Reporting state - overview Input message preparation

Input message preparation

Input message ECP_TEST20240125110115687

Input message identification

Referential ID	Release type
ECP_TEST20240125110115687	Data
Legal entity	Creation date
ECP_TEST - Testovací osoba pro oblast emitentů cenných papírů	2024/01/25

Signature and sending

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

! The entry message must first be provided with an electronic signature. You can create in the browser or on your own.

List of occurrences

Module code	Module name	Entity code	Range	State to day	Submission time	Signature required
ECP17	Notification of major holdings	ECP_TEST	1	2024/01/25	2024/01/25 23:59...	

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 (sdlat@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).

State	Module code	Module name	Entity code	Entity name	Range	State to day	Submission time	Expected action	Reminders	Editable release	Tasks
Fulfilled	ECP17	Notification of major holdings	ECP_TEST	Testovací osoba pro oblast emitentů cenných papírů	1	2024/01/20	2024/01/20 23:59...				
Scheduled	ECP17	Notification of major holdings	ECP_TEST	Testovací osoba pro oblast emitentů cenných papírů	1	2024/01/23	2024/01/23 23:59...				
Unfinished	ECP17	Notification of major holdings	ECP_TEST	Testovací osoba pro oblast emitentů cenných papírů	1	2024/01/25	2024/01/25 23:59...	Correct			

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”.

Order	Release number	Type	State	State changed	Timestamp	MVR quality	CMVR quality	Data format	Protocol	Attachment	Tasks
1	1	Data	Completed	2024/01/25 12:59:36	2024/01/25 12:59:34	Valid		XML SDAT			

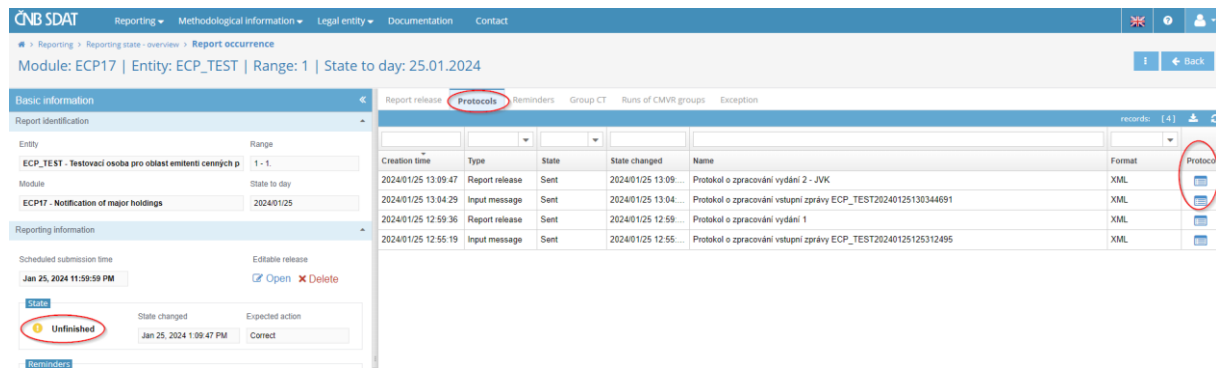
- 2) Correct the error(s), save the report and send the input message (see points 5 – 8 of chapter 2).

¹ https://sdlat.cnb.cz/sdat_ext/pages/sdat-help-EXT/03_Vykazovani/index.html#3.1.3.2_Odeslání_s_podpisem

² https://sdlat.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%BEd%C4%8Di

³ <https://www.cnb.cz/cs/statistika/sdat/sdat-podpis/index.html>

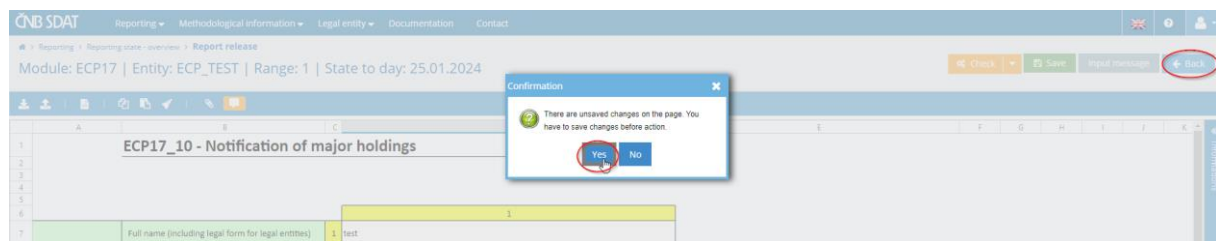
- 3) In case of an error detected by SDAT (the status of the report is “**Unfinished**”), go to “**Protocols**” and open the appropriate protocol to find the error.



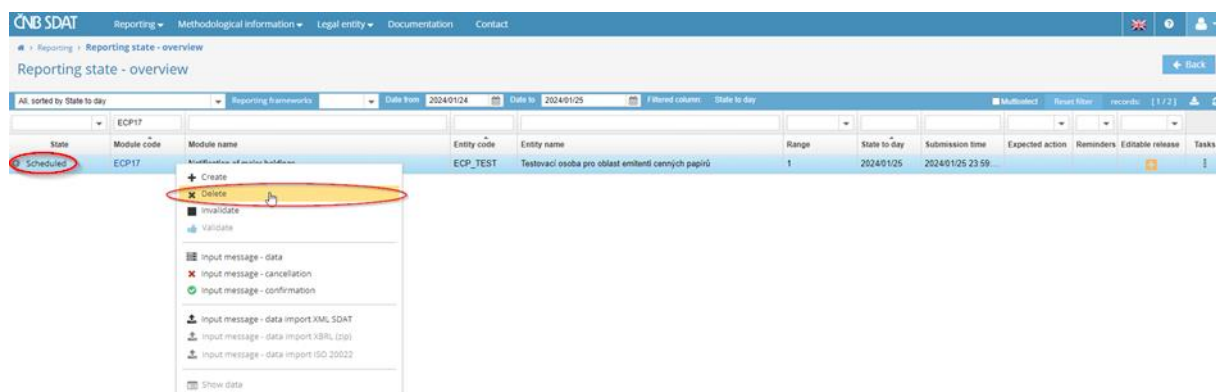
4 Cancelling a report

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**”.

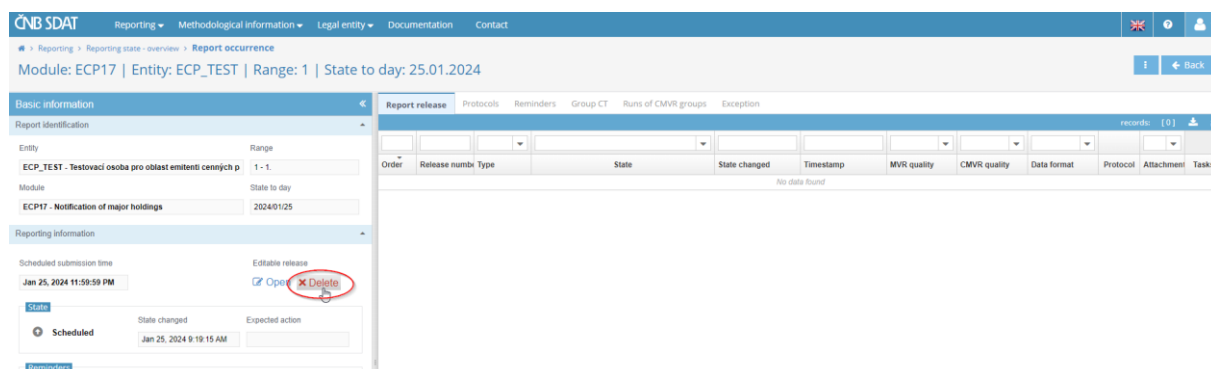


- a) Go to “**Reporting**”, choose “**Reporting state – overview**” and specify the time range (see point 8 of chapter 2).
- b) Right click on the report you wish to cancel and choose “**Delete**”.



- 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”**.

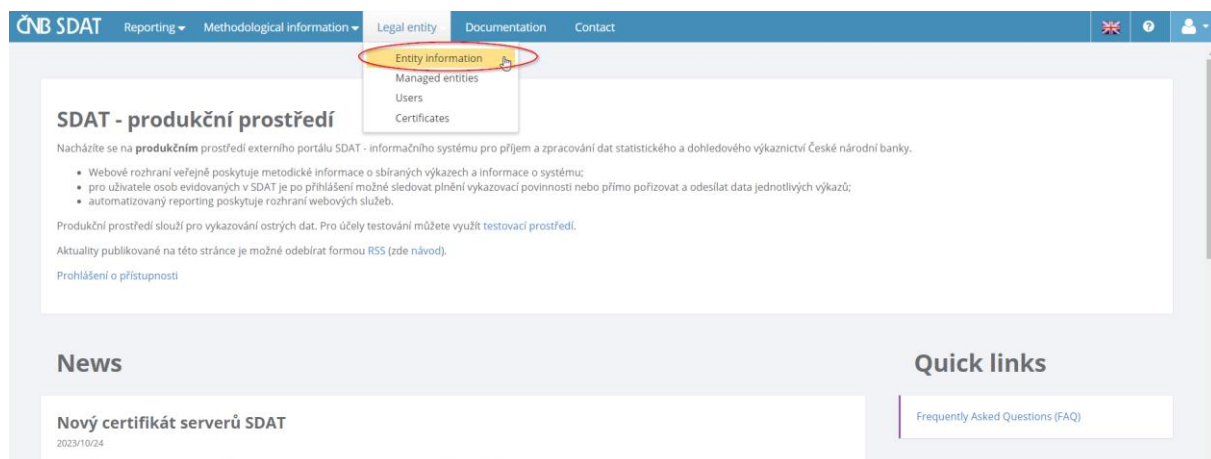


- b) To cancel the report itself, repeat point 1 of this chapter.
- 3) The report has been completed and saved and the input message sent (the decision to cancel is made after point 7 of chapter 2; the status of the report is **“Fulfilled”** or **“Unfinished”**). Send an e-mail with a cancellation request to 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 (DigiCertGlobalG2TLSRSA2562020CA1.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 “+”.

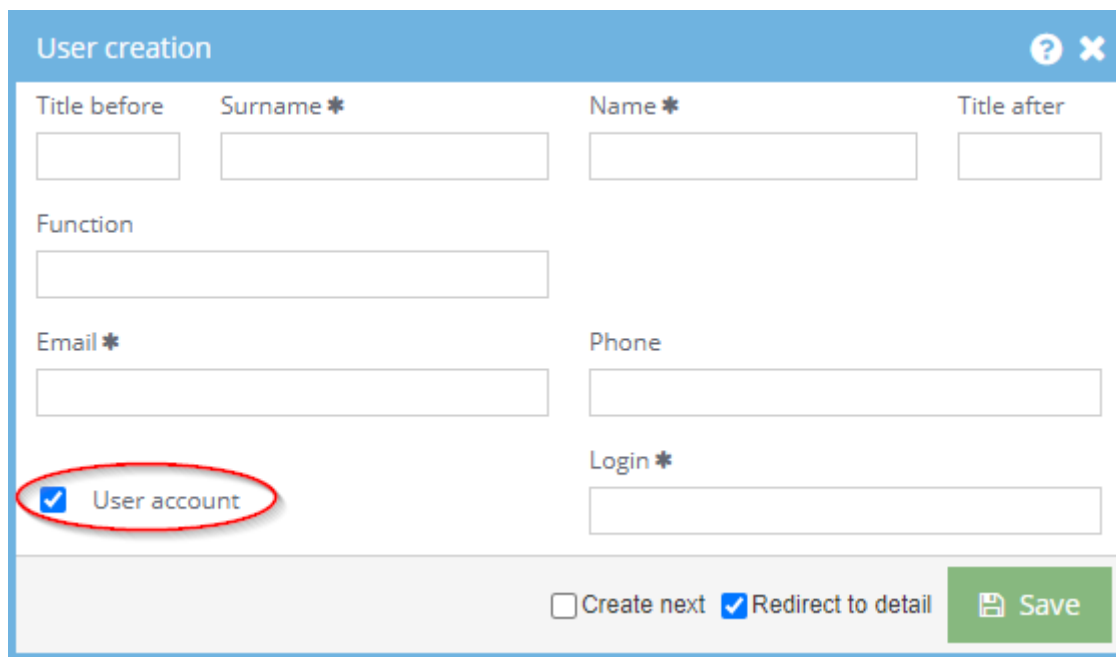
Legal entity > Users

Back

records: [34]

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

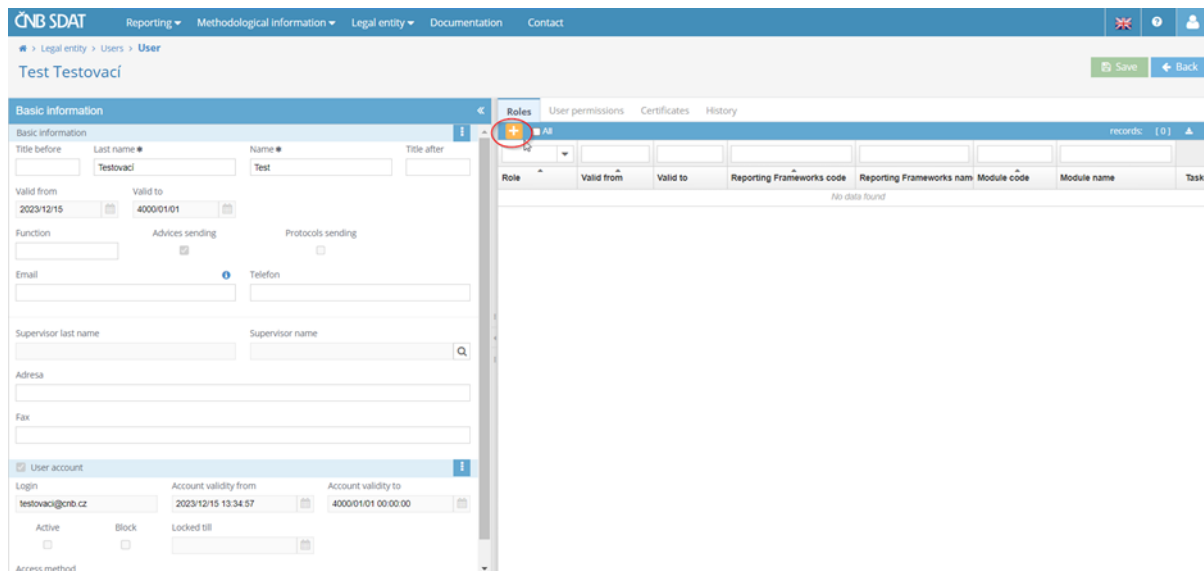
- 3) Click on “**User account**” and fill in the details of the user (mandatory fields are marked with *). To create more user accounts, click on “**Create next**” before clicking on “**Save**”. The user(s) will receive an e-mail with the account activation instructions.



The image shows a 'User creation' form with a blue header. The form contains several input fields: 'Title before', 'Surname *', 'Name *', 'Title after', 'Function', 'Email *', 'Phone', and 'Login *'. A red circle highlights the 'User account' checkbox, which is checked. At the bottom right, there are three buttons: 'Create next' (unchecked), 'Redirect to detail' (checked), and 'Save' (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 image shows a user details page for 'Test Testovaci'. The 'Roles' tab is selected, and a red circle highlights the '+' icon in the top left corner of the roles table. The table has columns: 'Role', 'Valid from', 'Valid to', 'Reporting Frameworks code', 'Reporting Frameworks nam', 'Module code', 'Module name', and 'Tasks'. The table is currently empty, showing 'No data found'.

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**” (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).