

Instructions for Use of the Template for the Electronic Form SD-1

1. Before opening the Excel template, please ensure that the Macro Security setting of your Excel application [Tools→Macro→Security→Security Level (see diagram below)] is either at Medium or Low. If the setting is at Medium, you will be prompted to enable or disable macros and you should click “Enable Macro” upon opening of the Excel template. If the setting is at Low (due to security reasons this setting is NOT recommended), you will not be prompted and all macros will be automatically enabled.



2. After the Excel template is opened, fill in the details of the Form SD-1 for a trade date as appropriate. Please note that the form must be completed *in English*.
3. After the completed form is duly checked, press the button “Extract” on the upper right corner to generate the electronic Form SD-1 in CSV format. You will be prompted with the specified path for saving the file. The default path is where the Excel template is saved but you may also change it if you want to save it in another location. Press “OK” to proceed.
4. A confirmation message will appear when the CSV file is successfully generated. Press “OK” to proceed and the CSV file with the following naming convention will be saved in the path specified in Step 3:

S D 1 _ X X X X X _ Y Y Y Y M M D D . C S V

*4-digit EP Firm ID
with a leading zero*

*Trade date of
the Form SD-1*