ASX Austraclear System User Guide

Information Classification – Public

Table of Contents

1 Introduction ... 6

2 Generic Functions ... 7

2.1 Logging On/Off ... 7
2.1.1 ASXNet Users Login ... 7
2.1.2 Internet Users Login ... 9
2.1.3 Application Logout ... 12
2.1.4 Changing User Passwords ... 12
2.1.5 Viewing and Selecting the Required Proxy ... 13
2.2 Common Application Features ... 13
2.2.1 Toolbar ... 13
2.2.2 Displaying/Hiding Additional Information in Tables ... 14
2.2.3 Columns and Rows ... 15
2.2.4 Entering Data ... 19
2.2.5 Searching for Data ... 21
2.2.6 Viewing Data ... 22
2.3 Generic Toolbar Functionality ... 23
2.3.1 View Menu ... 23
2.3.2 Window Menu ... 27

3 Administration ... 29

3.1 Setting Up Users ... 29
3.1.1 Creating a User ... 29
3.1.2 Unlocking or Resetting User Passwords ... 31
3.1.3 Modifying User Details ... 33
3.1.4 Inactivating or Deleting a User ... 34
3.2 Creating and Viewing Sub Accounts ... 35
3.2.1 Creating Sub Accounts ... 35
3.2.2 Viewing Sub Account Details ... 37
3.3 Setting up Standard Settlement Instructions ... 38
3.3.1 Registering Standard Settlement Instructions ... 38
3.3.2 Amending or Deleting an Existing SSI ... 40
3.3.3 Viewing SSI Versions ... 42

4 Participant Details ... 43

4.1 Maintaining Participant Details ... 43
4.2 Viewing Participant Details ... 43
4.3 Authorisations (Administration Functions Only) ... 44
4.3.1 Authorising and Rejecting Actions Pending Authorisation ... 44
4.4 Viewing Notes (For Audit Purposes) ... 46

5 Cash Clearance ... 48

5.1 Cash Records ... 48
5.1.1 Maintaining Cash Records as a Cash Provider ... 48
5.1.2 Maintaining Cash Records as a Cash Record Owner ... 49
5.1.3 Viewing Cash Records ... 51
5.2 Assured Cash Limits ... 52
5.2.1 Maintaining the Assured Cash Limit ... 52
5.3 Corporate Actions ... 54
5.3.1 Viewing Discount Securities Maturity Corporate Actions ... 54
5.3.2 Viewing Corporate Action Settlement Instructions and Selecting Instructions (for Issuers Only) ... 56
5.3.3 Monitoring Corporate Action Execution ... 58
5.4 Cash Clearance Sessions ... 59

6 Issuance, Deposits and Withdrawals ... 61

6.1 Discount Securities Issuance ... 61
6.1.1 Issuing a Discount Security ... 61
6.2 DSS and FIS Deposits ... 63
6.2.1 Depositing Discounts and FIS ... 64
6.2.2 Printing a Deposit Receipt ... 65
6.2.3 Modifying or Deleting a Deposit Request ... 66
6.2.4 Completing a Deposit for Fixed Interest Securities ... 67
6.2.5 Completing a Deposit for Electronic Discount Securities ... 67

© Copyright 2015 ASX Limited ABN 98 008 624 691. All rights reserved 2015

6.2.6 Accepting and Rejecting an E Security Deposit Request ... 67
6.3 DSS and FIS Withdrawals ... 69
6.3.1 Withdrawing Discount or Fixed Income Securities ... 69
6.3.2 Deleting Withdrawal Requests ... 70
6.3.3 Completing Withdrawals for Fixed Interest Securities ... 71
6.3.4 Completing Withdrawals for DSS ... 71

7 Trade Process Flow ... 72

8 Entering a Trade ... 73
8.1 Entering Cash Trades ... 73
8.2 Creating Cash Trades ... 73
8.2.1 Viewing Cash Trades ... 74
8.2.2 Cancelling Cash Trades ... 75
8.2.3 Authorising Cash Trades ... 76
8.2.4 Creating Cash Trades at the Sub Participant Level ... 76
8.2.5 Entering DSS Trades ... 77
8.2.6 Creating DSS Trades ... 77
8.2.7 Confirming DSS Trades ... 78
8.2.8 Entering FIS Trades ... 80
8.2.9 Creating FIS Trades ... 80
8.2.10 Creating FIS Trades with Payment Settle Yes ... 81
8.2.11 Creating FIS Trades with Standard Settlement Instructions Yes ... 82
8.2.12 Creating FIS Trades with Standard Settlement Instructions No ... 82
8.2.13 Entering FX Trades ... 83
8.2.14 Creating FX Trades ... 83
8.2.15 Creating FX Trades Using the ASX Austraclear System ... 83
8.2.16 Creating FX Trades Using SWIFT ... 85
8.2.17 Entering Market Repos Trades ... 86
8.2.18 Creating Market Repo Trades ... 86
8.2.19 Viewing Market Repos from the View Trades and Reneg/Unwind Screen ... 88
8.2.20 Configuring Market Repo's to Auto-unwind ... 89
8.2.21 Entering RBA Repo Trades ... 90
8.2.22 Creating RBA Repo Trades ... 90
8.2.23 Uploading H2HL Files ... 91
8.2.24 Logging On to H2HL ... 91
8.2.25 Uploading H2HL Files ... 92
8.2.26 Viewing Messages ... 92
8.3 Deferred Settlement ... 93
8.3.1 Creating a Trade with Deferred Settlement ... 93
8.3.2 Remove Deferred Settlement from a Trade ... 94
8.3.3 Deferred Settlement entry via SWIFT ... 94
8.4 Linked Settlement ... 94
8.4.1 Eligible Transactions ... 95
8.4.2 Creating a Linked Settlement Group ... 95
8.4.3 View Linked Settlement Groups ... 98
8.4.4 Cancellation and Delinking of Linked Settlement Group ... 98
8.4.5 Creating Linked Settlement Group Settlement Instruction ... 99
8.4.6 Processing Linked Settlement Group Settlement Instruction ... 101
8.4.7 Linked Settlement Group Settlement Instruction Failure ... 102

9 Confirming or Rejecting a Trade ... 103
9.1 Conducting Foreign Exchange Trades ... 103
9.2 Confirming or Rejecting FX Trades ... 103
9.3 Viewing and Printing an FX Confirmation Letter ... 104
9.4 Using Australian Clearing House/ASX Margin Facilities for Trading ... 105
9.5 Viewing AUD Margin Cash Transfers ... 105
9.6 Confirming or Rejecting SFE/AUD Margin Cash Transfers ... 105

10 Rectifying or Cancelling Trades ... 107
10.1 System Rules ... 107
10.1.1 Cash ... 107
10.1.2 DSS/FIS ... 107
10.1.3 FX ... 108

© Copyright 2015 ASX Limited ABN 98 008 624 691. All rights reserved 2015

10.1.4 Market Repos ... 108

11 Authorising Trades ... 109
11.2 Authorising Trades for all Products Except RBA Repos ... 109
11.3 Authorising Trades for RBA Repos ... 110

12 Reversing an RBA Repo Trade ... 111

13 Settling a Trade ... 113
13.1 Viewing Trade Settlement Status ... 113
13.2 Viewing Trade Settlement Instructions ... 113
13.3 System Rules ... 114
13.3.1 Cash ... 114
13.3.2 FX ... 114
13.3.3 FIS, DSS & Market Repos ... 114

14 Managing Queues ... 115
14.1 Managing Queue Priority ... 115
14.2 System Rules ... 115

15 Recalling Trades ... 116

16 Conducting Trade Splits ... 117
16.1 Initiating a Trade Split ... 117
16.2 Confirming or Rejecting a Trade Split ... 119

17 Renegotiating or Unwinding a Market Repo Trade ... 120
17.1 Renegotiating or Unwinding a Market Repo Trade ... 120
17.2 Authorise a Renegotiation or Unwinding on a Market Repo Trade ... 122

18 Entering and Authorising a Pledge for a DSS or FIS Holding ... 124
18.1 Creating a Pledge for a DSS/FIS Holding ... 124
18.1.1 Accepting or Rejecting a Pledge ... 125
18.1.2 Releasing a Pledge ... 126
18.1.3 Substituting a Pledge ... 128
18.1.4 Accepting or Rejecting a Substitute Pledge ... 129
18.1.5 Authorising a Pledge ... 129

19 Transferring Holdings and Bulk Transfer Holdings ... 131
19.1 Entering Holding Transfer Details ... 131
19.2 Authorising the Transfer of Holdings ... 131
19.2.1 Bulk Transfer Holdings ... 132

20 Viewing and Confirming Corporate Actions for Issuers ... 135
20.1 Viewing Planned Corporate Actions ... 136
20.1.2 Viewing Only Corporate Actions from the Issuer Representative ... 138
20.1.3 Viewing Only Corporate Action Settlement Instructions for a Particular Settlement Day ... 140
20.1.4 Viewing, Downloading and Printing Reports ... 141
20.1.5 Issuers of Discount Securities Reports ... 141
20.1.6 Issuers of Fixed Income Securities ... 142

21 Viewing Corporate Actions for Holders ... 143
21.1 Viewing DSS Maturity/FIS Coupon, Redemption and Maturity Corporate Actions ... 143
21.2 Viewing, Downloading and Printing Reports for DSS/Maturity/FIS Coupon, Redemption and Maturity Corporate Actions ... 144

22 Viewing Trade Settlement Details ... 147
22.1 Viewing Details of a Single Trade ... 147
22.2 Generic Viewing of Settlement Details for Trades ... 147
22.2.1 Viewing Daily Settlement Instructions ... 147
22.2.2 Viewing Daily Settlement Obligations ... 148
22.2.3 Viewing Cash Record Balance ... 148
22.3 Product Specific Viewing of Settlement Details ... 149
22.3.1 CASH, Market Repos, ACH Margins, ASX Clear (Futures) and ASX Margins ... 149
22.3.2 DSS/FIS ... 151
22.4 RBA Repos ... 151
22.4.1 Viewing Details of a Single RBA Repo ... 151
22.4.2 Viewing Settlement Details of an RBA Repo ... 152
22.5 90 Day Bank Accepted Bills Contract Delivery ... 154

© Copyright 2015 ASX Limited ABN 98 008 624 691. All rights reserved 2015

22.5.1 Contract Deliveries ... 154
22.5.2 Viewing Bill Nomination Parameter and Periods ... 154
22.5.3 Nominating BABs and Negotiable Certificates of Deposit for Delivery ... 155
22.5.4 Checking if Securities Eligible for Nomination are Held in the System ... 155
22.5.5 Creating Bill Nominations ... 156
22.5.6 Authorising, Modifying or Cancelling Bill Nominations ... 157
22.5.7 Checking if the Bill Nomination is Settled ... 158
22.6 Transferring the Sellers Nominated Securities ... 158
22.6.1 Transferring Nominated Securities to Buyer ... 159
22.6.2 Authorising a Bill Delivery Trade ... 160
22.7 Confirming Buyer Securities ... 161
22.7.1 Confirming the Bill Delivery Trade ... 161

23 Generating Reports ... 164
23.1 Reports for Individual and Global Preferences ... 164
23.1.1 Global and Individual Preferences ... 164
23.1.2 Setting the Global Report Preferences ... 164
23.1.3 Setting Individual Report Preferences ... 165
23.2 Reports from the Sub Participants, Holdings, Trades and Settlement Functions ... 166
23.2.1 Viewing Reports for Reported/Open Trades ... 166
23.2.2 Viewing the Settlement Instructions Report ... 167
23.2.3 Viewing the Cash Records Report ... 167
23.2.4 Viewing the RBA Repos Report ... 168
23.2.5 Viewing the Holdings Report ... 170
23.3 Report Types and Descriptions ... 171

24 Glossary ... 172

Appendix 1. Create User Field Descriptions ... 174
Appendix 2. Sub Accounts Field Descriptions ... 176
Appendix 3. SSI Field Descriptions ... 177
Appendix 4. Participant Field Descriptions ... 178
Appendix 5. Authorisations Field Descriptions ... 180
Appendix 6. Cash Records Field Descriptions ... 181
Appendix 7. Corporate Actions Field Descriptions ... 183
Appendix 8. DSS Issuance Field Descriptions ... 187
Appendix 9. Deposits Field Descriptions ... 191
Appendix 10. Withdrawals Field Descriptions ... 192
Appendix 11. Cash Field Descriptions ... 193
Appendix 12. DSS Field Descriptions ... 195
Appendix 13. FIS Field Descriptions ... 198
Appendix 14. FX Field Descriptions ... 200
Appendix 15. Market Repos Field Descriptions ... 202
Appendix 16. RBA Repos Field Descriptions ... 205
Appendix 17. Renegs/Unwinds Field Descriptions ... 206
Appendix 18. Queue Management Field Descriptions ... 208
Appendix 19. Pledges Field Descriptions ... 209
Appendix 20. Document Version Control ... 210

© Copyright 2015 ASX Limited ABN 98 008 624 691. All rights reserved 2015

1 Introduction

The ASX Austraclear System combines best practice settlement and state-of-the-art technology to provide a wide range of industry-leading services to financial markets. Along with the core Central Securities Depository (CSD) and settlement services, the ASX Austraclear System provides a range of issuer and market services.

The System provides seamless DvP settlement ensuring instant and irrevocable exchange of cash and security ownership. This increases client protection, improves settlement risk mitigation and makes trade administration faster and more cost-effective. It also provides a wide range of depository, registration, cash transfer and settlement services for debt instrument securities in financial markets in Australia and the Asia-Pacific region.

The ASX Austraclear System has a large participant base and is widely used. It settles more than A$80 billion transactions per day through a real-time link to the Reserve Bank of Australia's (RBAs) Real Time Gross Settlement (RTGS) system.

The ASX Austraclear System provides the following services:

Central Securities Depository

The CSD:

- Provides a wide range of depository and settlement services for fixed income securities, as well as acting as custodian to more than 85 per cent of commercial paper (unsecured, short term debt instrument) issued in Australia.
- Features full delivery versus payment functionality using BIS Model 1DvP (Delivery Vs Payment) (simultaneous cash and security transfer), as well as electronic or physical lodgement services.

Registry, Issuing and Paying Services

This is a single integrated service enabling the registration, issuing, lodgement, trade settlement and coupon and redemption distribution of all Australian dollar denominated debt products.

Cash Trades

This service allows the settlement of cash directly between Austraclear participants through the RBAs RTGS system. For example, 11am and 24hr call cash deposits.

Market Services

The ASX Austraclear System also provides a number of other market services, including support for energy markets and electronic conveyancing.

© Copyright 2015 ASX Limited ABN 98 008 624 691. All rights reserved 2015

2 Generic Functions

Generic functions for using the ASX Austraclear System include:

- Logging On/Off
- Common Application Features
- Generic Toolbar Functionality.

2.1 Logging On/Off

The ASX Austraclear System is a web based application. An internet browser is required to access the application. However, based on the type of user, the process for application login is different.

The following applies when logging on to the system:

- Windows 7and 8 is supported with Internet Explorer versions 8, 9, 10 and 11
- A user's account is locked after three failed logon attempts
- Timeouts occur after 30 minutes of inactivity.

When logging on for the first time, a temporary password is used that has been provided by the System Administrator. A new password needs to be created and used for subsequent logons.

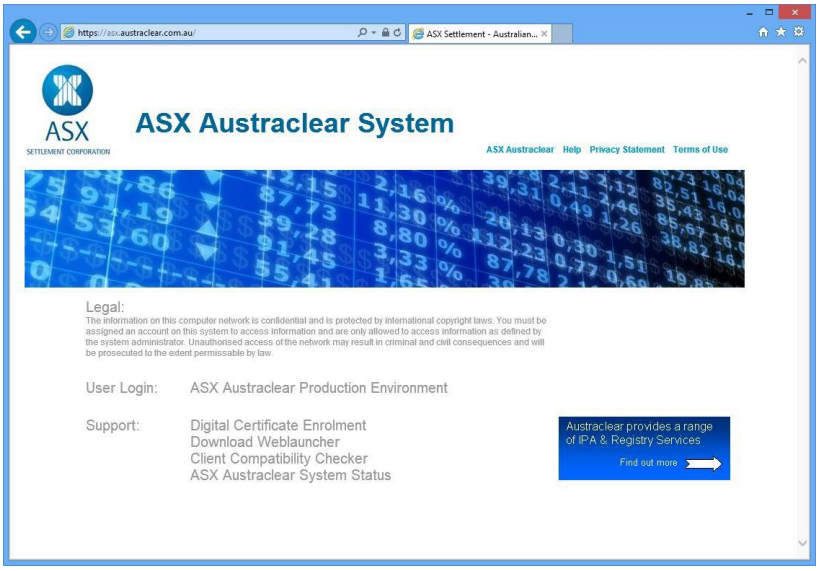
2.1.1 ASXNet Users Login

2.1.1.1 Initial Login

To login for the first time:

1. Enter https://asx.austraclear.com.au into a new browser window.

   This opens the ASX Austraclear System home page.



2. Click **Production Environment**.

   Clicking **Production Environment** launches the main page of the application.

3. Enter the username, temporary password and certificate details in the corresponding fields, and click **Log on**.

   Clicking **Log on** opens the *Change Password* window.

4. Enter the temporary password, the new password, and confirm the new password in the required fields.

5. Click **Start** and then **Log on**.

The system validates the login and digital certificate, and if successful, the main menu is displayed.

Selecting **Cancel** removes the user from this procedure with no changes saved.

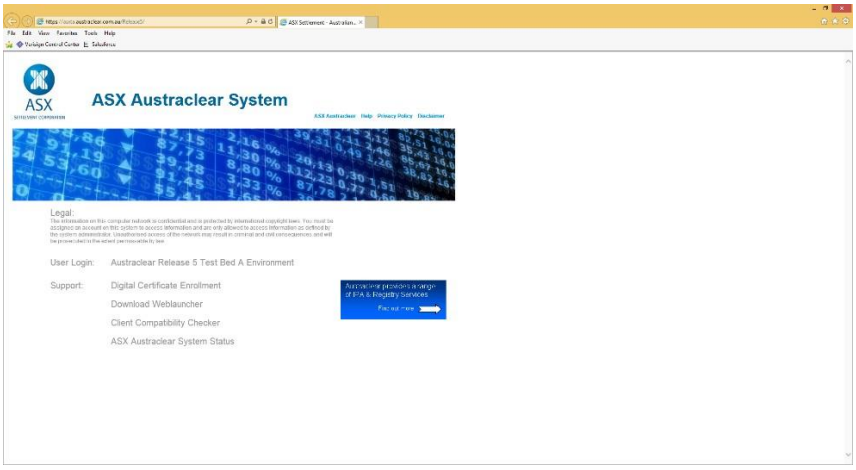
© Copyright 2015 ASX Limited ABN 98 008 624 691. All rights reserved 2015

2.1.1.2 Application Login

To login to the application:

1. Enter https://asx.austraclear.com.au into a new browser window.

   This opens the ASX Austraclear System home page.



2. Click **Production Environment**.

   Clicking **Production Environment** launches the main page of the application.

3. Enter the username, password and certificate details in the corresponding fields.
4. Click **Log on**.

The system validates the login and digital certificate, and if successful, the main menu is displayed.

Selecting **Cancel** removes the user from this procedure with no changes saved.

© Copyright 2015 ASX Limited ABN 98 008 624 691. All rights reserved 2015

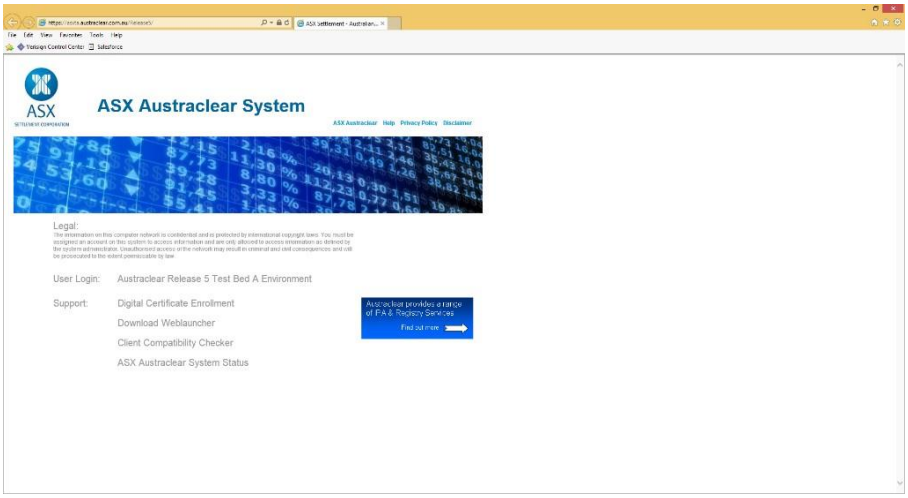
2.1.2 Internet Users Login

2.1.2.1 Initial Login

To logon to the application:

1. Enter https://asx.austraclear.com.au into a new browser window.

This opens the *Client Authentication* screen. Ensure that the correct certificate is selected and that it **matches** the User ID.Select the required digital certificate from the certificate list, and click **OK**. This opens the ASX Austraclear System home page.



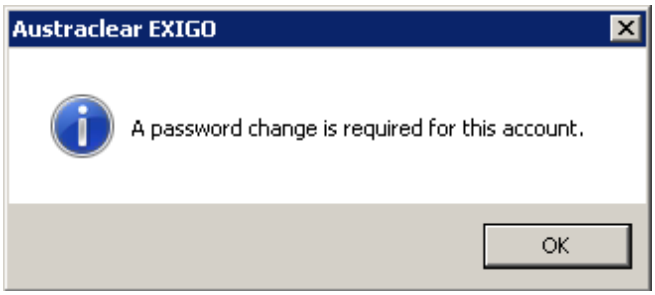
2. Click **ASX Austraclear Production Environment**.

   This opens the main sign-in page.

© Copyright 2015 ASX Limited ABN 98 008 624 691. All rights reserved 2015

3. Enter the username, password and digital certificate in the corresponding fields.

   For **first time users** the system Administrator provides a **temporary** password. Enter this password in the *Password* field.



   This opens the *Change Password* screen.Enter the temporary password, new password and confirm the new password in the corresponding fields.

4. Click **OK**.

This opens a Login dialogue box.

© Copyright 2015 ASX Limited ABN 98 008 624 691. All rights reserved 2015

Click the double down arrow to display the authentication field.

5. Enter the four digit PIN and the six digit code from the RSA SecurID token in the *Passcode* field.

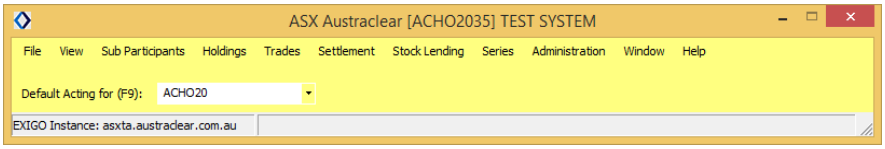
Once a token has been received, the four digit PIN is emailed to users.

The six digit code appears on the display panel of the RSA SecurID token. This code is constantly changing.

Example: If the PIN provided is 2453, and the RSA SecurID token code is 396731, then the *Passcode* would be 2453396731.

6. Click **Log on**.

Once **Log on** has been clicked, the system validates the login details and digital certificate. If the login is successful, the main menu appears.



If the logon is not successful, refer to the Frequently Asked Questions . If the issue is not resolved, contact ASX Austraclear on austraclear@asx.com.au, 1300 362 257 (within Australia) or +61 2 8298 8474 (outside Australia).

Click **Cancel** to remove the user and no changes are saved.

© Copyright 2015 ASX Limited ABN 98 008 624 691. All rights reserved 2015

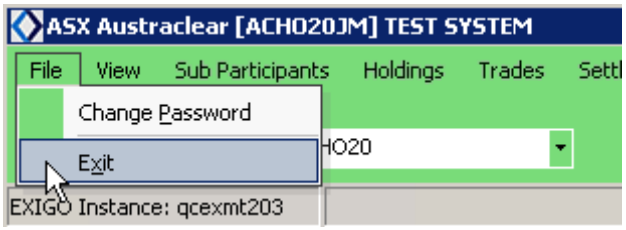
2.1.3 Application Logout

Logging out of the application closes the application and ensures that other users can not use the login details.

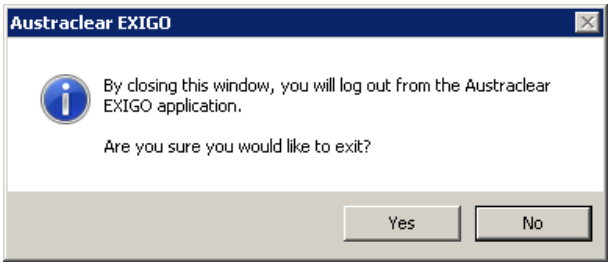
To log out of the system:

1. Select **File>Exit** from the main menu.

   This opens the system logout window.



2. Click **Yes**.



Clicking **Yes** closes the application and logs the user out.

2.1.4 Changing User Passwords

The following conditions apply for all user passwords:

- Users are prompted to change their passwords every 90 days
- Ad-hoc changes of passwords can be performed by users
- Passwords must contain a combination of alpha and numeric characters as well as lower and uppercase letters. The system remembers the previous 24 passwords used
- Passwords must be a minimum of eight characters and a maximum of 14 characters.

To change a user password:

1. Select **File>Change Password**.

   This opens the *Change Password* dialogue box.

2. Enter the old password, new password and confirm the new password in the corresponding fields.

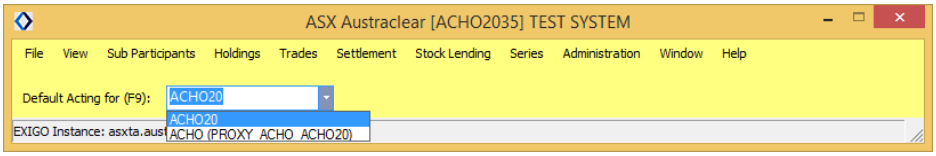
© Copyright 2015 ASX Limited ABN 98 008 624 691. All rights reserved 2015

3. Click **OK**.

Once **OK** has been clicked, the system validates the changes. If there are any errors, the system will not allow the password to be changed.

2.1.5 Viewing and Selecting the Required Proxy

Once a user is logged on to the ASX Austraclear System the required proxy can be selected. Select the required proxy from the *Default Acting for (F9)* pull-down menu. For more information on allocating proxies, see *Viewing Available Roles for a Proxy.*



2.2 Common Application Features

2.2.1 Toolbar

All menus for the ASX Austraclear System are located on the toolbar. These menus are used to access functionality for the system. This includes:

- **File** – This menu enables changing of passwords and exiting from the system.
- **View** – This menu enable generic application functions. For more information see *View Menu*.
- **Sub Participants** – This menu contains functionality for managing sub participants details including creating users and sub accounts. This menu is mainly used by System Administrators. For more information on the role of Administrators, see *Administration*.
- **Holdings** – This menu provides functionality for viewing real-time holdings.
- **Trades** – This provides the ability to view and create trades.
- **Settlement** – This enables the viewing of settlements, managing queue priority, and viewing fee tickets.
- **Series** – This menu enables series to be viewed.
- **Administration** – This menu is solely used for password administrators to authorise user actions and sub account creations.
- **Window** – This menu provides the ability to close, minimise or restore system windows. For more information on the Window menu, see *Window Menu.*
- **Help** – The Help menu provides a detailed description of the functionality within the system.

© Copyright 2015 ASX Limited ABN 98 008 624 691. All rights reserved 2015

The Help menu can be accessed via two methods. This includes:

- Selecting **Help>Help Index** – This opens the main Help menu. From this screen users can select the required topic.
- Selecting **F1** from a specific screen – This provides a Help menu screen related specifically to the current screen. For example, for information on how to enter a cash trade users can select F1 in the Trades screen. The Help displays all relevant information for entering a trade.

- Note: The items that are displayed in the pull-down menus on the toolbar are dependent on the privileges set up by the **user's role** as specified in the ASX Austraclear System.

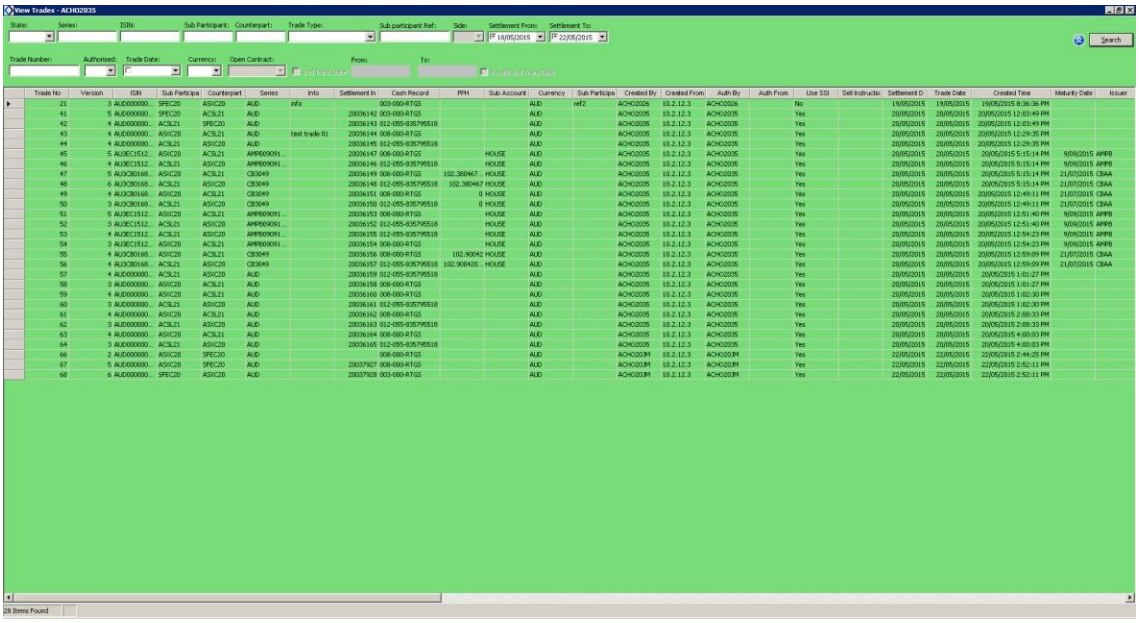
This guide shows all of the **possible** menu items. Administrators are able to view all of the menu items.

2.2.2 Displaying/Hiding Additional Information in Tables

When viewing screens with tables, additional information can often be viewed at the top of the screen by clicking the down/up arrow to the left of *Search*. The screen always opens with the additional information hidden. The additional information displayed depends on what screen is currently open.

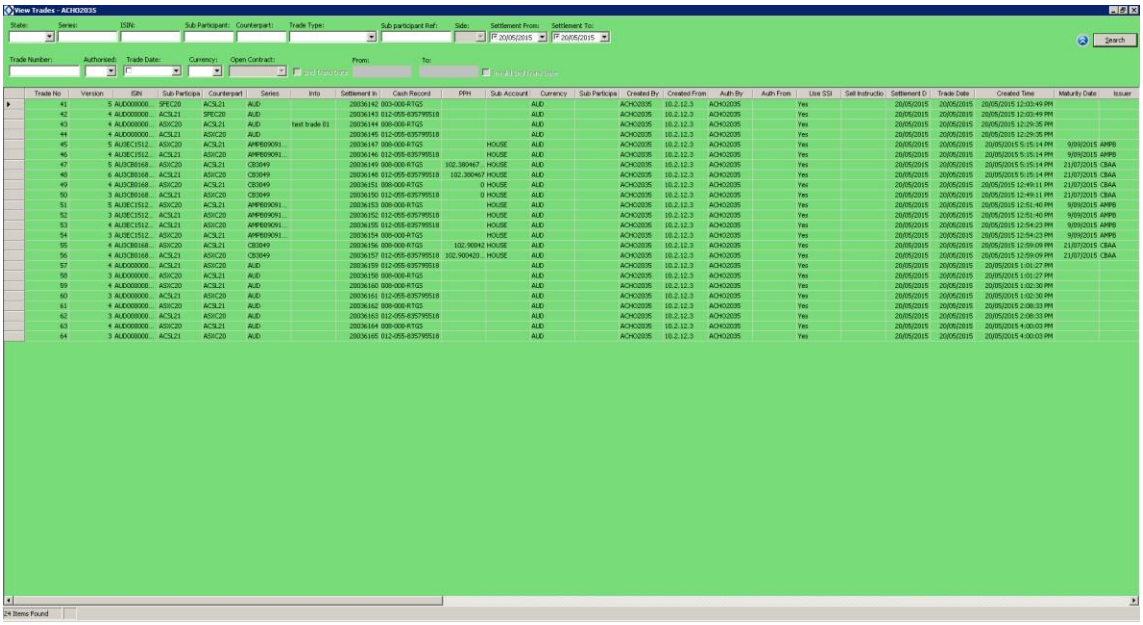
To display additional information, click the down arrow to expand, and the up arrow to contract.

- Hidden Information



Displayed Information

© Copyright 2015 ASX Limited ABN 98 008 624 691. All rights reserved 2015



2.2.3 Columns and Rows

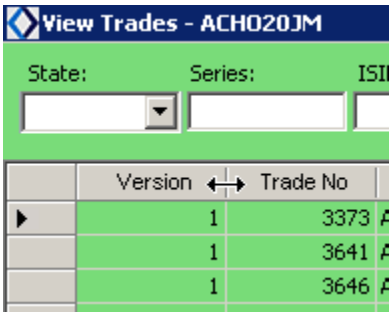
Columns and rows within tables can be reorganised to suit personal preferences.

2.2.3.1 Columns

Columns can be adjusted, added, removed or reorganised in a table.

- Adjusting Column Width

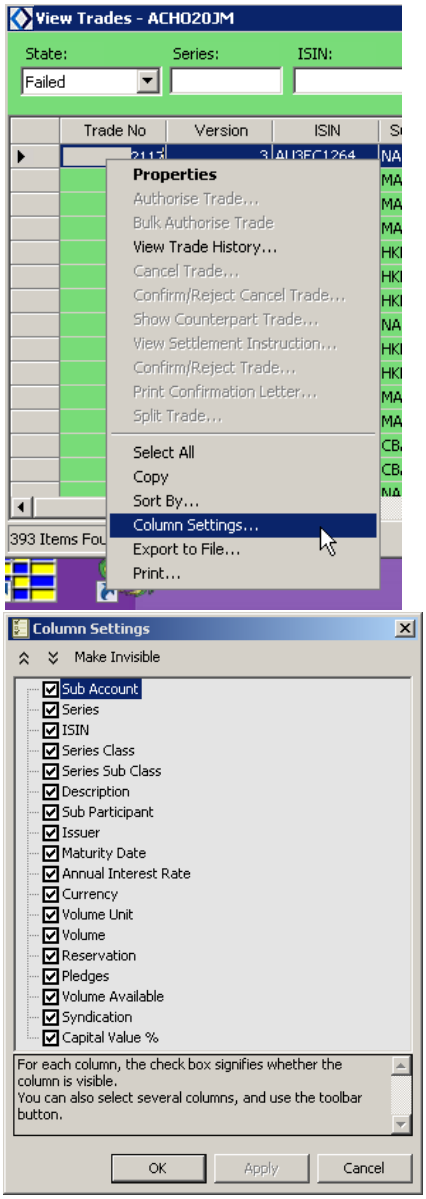
To adjust the size of a column, hover the mouse pointer over the required heading column cell border to display the double arrow and move the border to the required location.



- Selecting Columns to be Displayed in the Table

Columns to be displayed in the table can be added or removed in the *Columns Settings* dialogue box. To open the *Column Settings* dialogue box, right-click anywhere in the table, and select *Column Settings.*

© Copyright 2015 ASX Limited ABN 98 008 624 691. All rights reserved 2015



To select or deselect columns, click on the required check box and click **OK**. All columns that have been selected appear as columns in the table in the listed order.

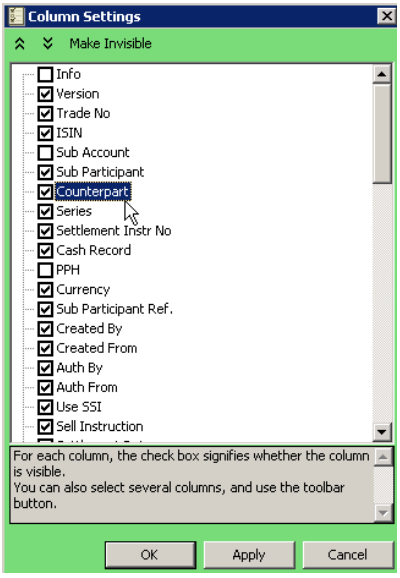
Reorganising the Order of the Columns

The method for reorganising columns is dependent on the current screen. To reorganise the columns into the required order:

1. Right-click in the table and select **Column Settings**.

   This opens the *Column Settings* dialogue box.

© Copyright 2015 ASX Limited ABN 98 008 624 691. All rights reserved 2015



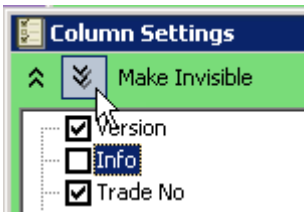
2. Select the column to be moved.

   The column name is highlighted.

Note that the column to be moved must have the check box selected in the list.

3. Use the double up/down arrows at the top left of the screen to move the column up or down.

The order for the columns in the list will be the order in which columns are displayed in the screen tables.



4. Click **Apply**.

Once all of the required columns have been moved, click **Apply**. This orders the columns in the table in the order that they appear in the Column Settings screen. If this is not the required order, move the columns to the required location.

5. Click **OK**.

Information within a column in the table can also be sorted in ascending and descending order by clicking on the column heading.

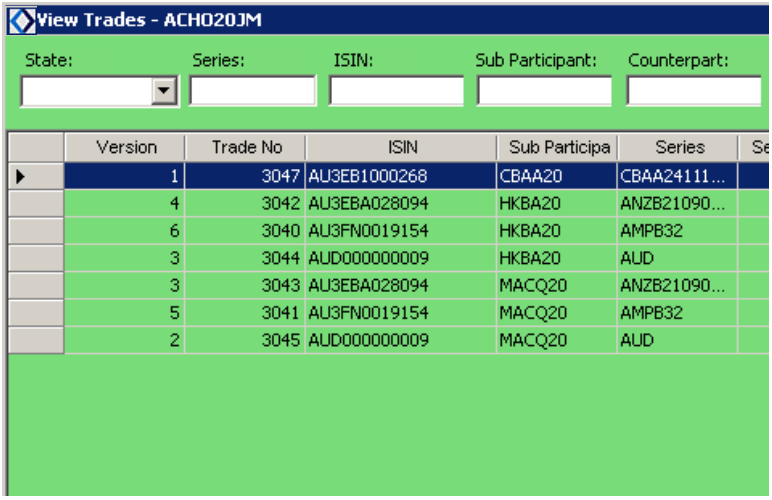
2.2.3.2 Rows

Each row in a table represents a transaction. The order of the columns in the row is based on the column settings as specified in the *Column Settings* dialogue box.

- Selecting a Row

To select a row, click the cell to the left of the required transaction. This selects the entire row and it is highlighted in dark blue.

© Copyright 2015 ASX Limited ABN 98 008 624 691. All rights reserved 2015



- Selecting a Cell

To select a cell, click in the cell. The cell will be highlighted in dark blue. Information from this cell can be copied and then pasted into another application such as Microsoft Word.

- Selecting Multiple Rows

To select multiple rows:

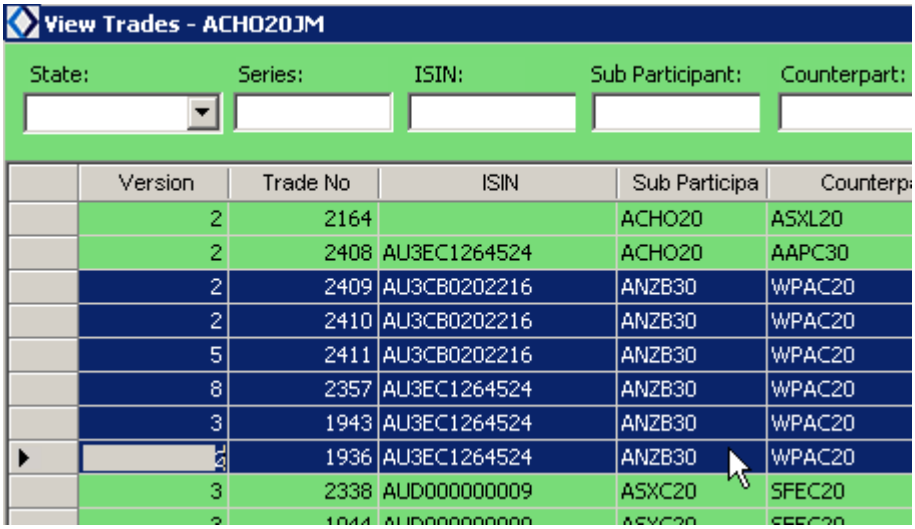
Function	Method
Select two or more rows	Hold the left mouse button and drag the mouse down the rows. Hold down the **Ctrl** key and click to select the required rows.
Select all rows	Right-click anywhere in the table and select **Select All**.

- Sorting a Row

The order of rows in a table can be sorted by its properties by right-clicking in the table and selecting **Sort By**. The *Sort By* dialogue box opens providing three options for ordering the rows. Select the required options from the pull-down menus and click **OK**. The rows are reorganised according to the selections made.

For example, if the rows are sorted by Sub Participant, ISIN and then Trade State, the rows are ordered alphabetically first for the sub participant. If there are sub participants that all have the same sub participant code, for example ANZB30, then it would be ordered based on the ISIN in alphabetical/numerical order as seen in the screen below. For example, AU3B0202**216**, AU3B0202216, AU3B0202216, AU3B0202**224**, AU3B0202224, AU3B0202224.

© Copyright 2015 ASX Limited ABN 98 008 624 691. All rights reserved 2015



2.2.4 Entering Data

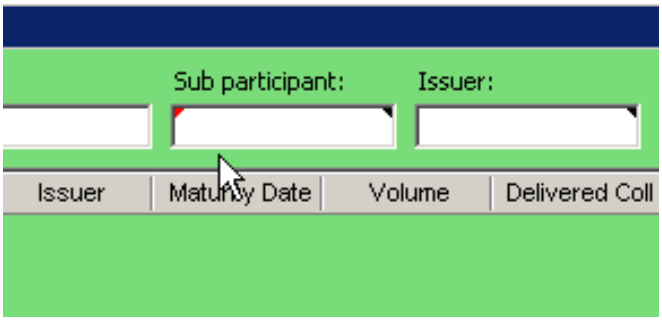
Data is entered throughout the system in fields. For detailed information on the fields for a particular screen, see the appendices at the end of the document. The appendices are located from *Appendix 1 – Create User Field Descriptions* onwards.

2.2.4.1 Types of Fields

There are two main types of fields used. This includes:

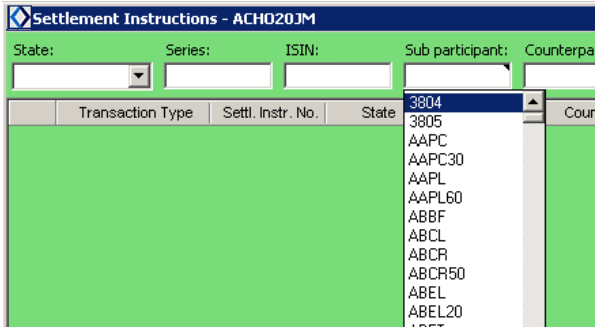
- Mandatory Input Fields

Mandatory input fields are marked with a **red** triangle in the upper **left** corner of the field. These fields must always be completed before committing an action or instigating a search.



- Autocomplete Fields

Autocomplete fields are marked with a **black** triangle in the upper **right** corner of the field. If this field contains a default * and it is removed by the user, then a pull-down menu is displayed upon double-clicking in the field showing available choices. Typing in this field narrows the choices.

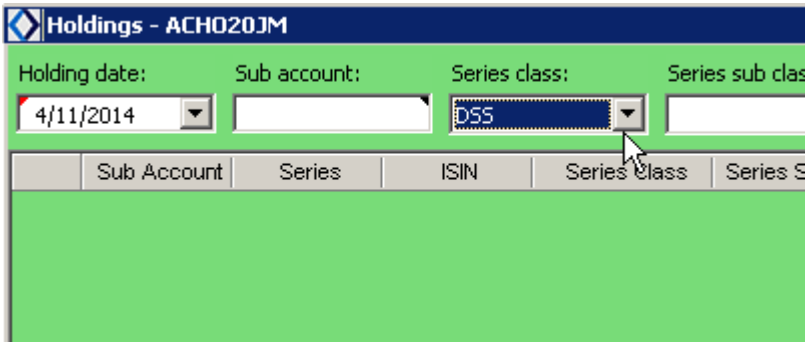


For information on how to search for data, see *Searching for Data.*

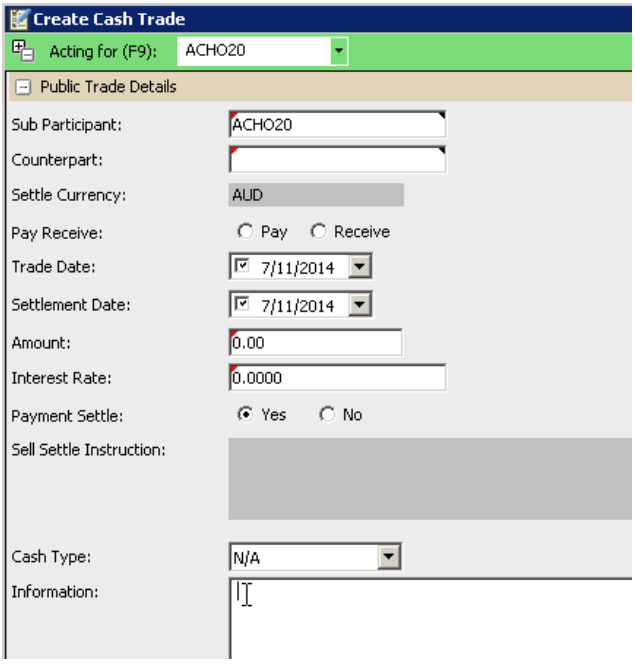
2.2.4.2 Entering Text

To enter information in a field, either click in an input field, or use the Tab key to move between fields. The active field is automatically highlighted and information can be entered directly into the field, or selected from pull-down menus.

© Copyright 2015 ASX Limited ABN 98 008 624 691. All rights reserved 2015



When entering information in a large edit field (for example in the *Information* field in a trading screen) the left and right arrow keys and the Home and End keys can be used to move within the text. These can also be used for check boxes.



- Note: A backspace is not required to delete existing information in a highlighted field. Entering new information replaces the existing information.

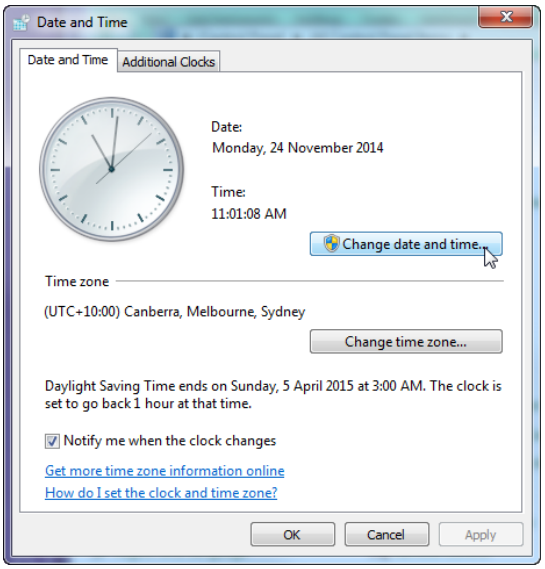
2.2.4.3 Sub Participant Codes

When entering a sub participant's code in a field it must be six characters in length. For example, ACH020.

2.2.4.4 Setting Date and Time

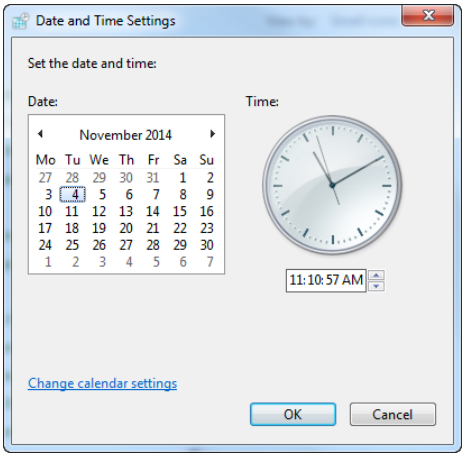
The format of all time and date fields in the system adapt to the regional settings set in the Control Panel of a user's PC. To set the regional settings, open the Control Panel and select **Date and Time**. This displays the *Date and Time* screen.

© Copyright 2015 ASX Limited ABN 98 008 624 691. All rights reserved 2015



To change the date and time, select **Change date and time**. This displays the Date and Time settings screen.

The arrows at the top of the calendar can be used to move between months and years. To move within the calendar, use the up, down, left and right arrows on the keyboard.



2.2.5 Searching for Data

2.2.5.1 Search Criteria

When entering search criteria:

- Some fields are mandatory and must be given complete values, either by choosing from a list or by typing.
- Some fields allow wildcards to be used. For more information on wildcards see *Wildcards* below.
- Some fields can be left empty which is the same as supplying one or more * wildcards.

Many screens have check boxes for certain search criteria. To leave all check boxes related to the same property unchecked gives the same result as checking them all, that is, all items will be listed.

- Note: If a search returns too many items, an error message is generated stating the list has been truncated. The user must narrow the search criteria to reduce the number of items displayed.

2.2.5.2 Using Wildcards

When searching for items, the following wildcards can be used.

Wildcard	Search Function
*	Matches an empty field, or a set of characters
* *	Matches an empty field or two sets of characters separated by space

© Copyright 2015 ASX Limited ABN 98 008 624 691. All rights reserved 2015

?	Matches one character

For example, if the following items exist - ASA22, ASB22, ASC22, ASD22, ASA33, ASA44, searching for ASA* gives the result ASA22, ASA33 and ASA44. Searching for AS?22 gives the result ASA22, ASB22, ASC22 and ASD22. To search using only * wildcards or leaving the field empty results in all items.

2.2.6 Viewing Data

2.2.6.1 Copying Data to the Clipboard

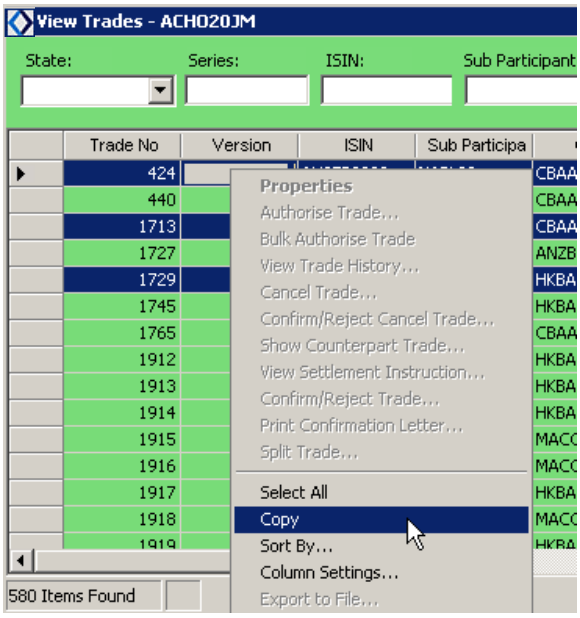
Data in cells and rows can be copied to the system clipboard and then pasted into other applications such as Microsoft Word.

The following methods can be used to copy data to the clipboard:

- Copying a **single cell** - To copy information in a single cell, select the cell, right-click and select **Copy**. Alternatively, **Ctrl C** can be selected to copy the cell.
- Copying a **row** - To copy a row, select the row, right-click and select **Copy**. Alternatively,

Ctrl C can be selected to copy the row.

- Copying **multiple rows** – To copy multiple rows in order, select a row, hold down the left mouse button and drag down to highlight the required rows. Rows not in order can also be selected by selecting a row, holding down **Ctrl** and selecting the required rows. Once the rows have been selected, right-click and select **Copy**. Alternatively, **Ctrl C** can be selected to copy multiple rows.
- Copying **all rows** - To copy all rows in a list, right-click in the table and select **Select All.**



Then right-click and select **Copy**, or alternatively **Ctrl C** can be selected to copy the cell.

- Note: Copying information in a single cell or field can be used to transfer data in fields/cells from one screen to another.

2.2.6.2 Displaying Hidden Properties

When there are many items on a screen there is often insufficient space to display all available data. To display additional properties for an item, double-click the cell to the left of the selected row. This displays a screen containing all of the individual properties for the selected item, including both displayed and hidden columns.

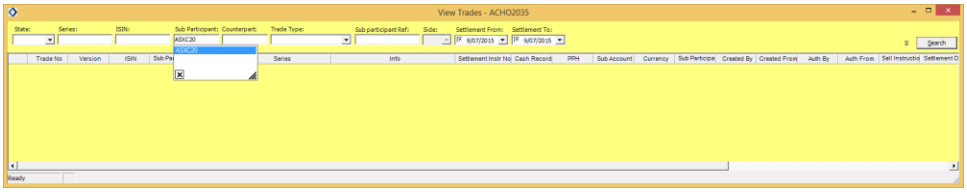
To display items that are not in the table, select the required check box in the *Column Settings* screen. See *Columns and Rows* for more information.

2.2.6.3 Using the Right-Click Menu

Right-clicking a selected row in a screen displays some options that are general for most screens. This includes items such as Copy, Select All, Properties, Column Settings, Print, etc.

© Copyright 2015 ASX Limited ABN 98 008 624 691. All rights reserved 2015

The right-click menu also contains context specific options related to the screen that is currently open and the user's level of permission. For example, in the *View Trades* screen, *View Trade History* is displayed in the right-click menu, but this wouldn't be displayed in the Sub participants menu.



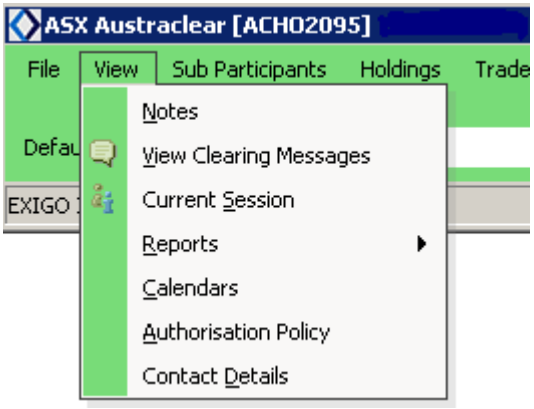
The following table displays general options available for most screens from the right-click menu.

Menu Item	Function
Properties	This provides a more detailed view of the transaction or record in a new screen. This function is permission based and available in most screens.
Create	Allows the user to create a new transaction or record. This function is permission based.
Authorise	Allows the user to authorise a task or transaction that has been created by another user. This function is permission based.
Delete	Allows the user to delete a task or transaction that has been either created by them or another user. This function is permission based.
Select All	Selects all records, transactions or data within a table based on the user's search criteria.
Copy	Allows the user to copy a specific record/transaction, or all records/transactions from their selected table. This information can then be pasted into other applications such as MS Excel or Word.
Sort By	Allows the user to sort table records by specific fields.
Column Settings	Provides the opportunity for the user to display or hide certain columns within each table display.
Export to File	Allows the user to export data into an external application such as MS Excel. This is via CSV or PDF format files.
Print	Provides the user with a Print Preview of the data in another window that is formatted for printing.

2.3 Generic Toolbar Functionality

2.3.1 View Menu

The *View* pull-down menu can be accessed from the toolbar and enables users to perform a number of generic functions.



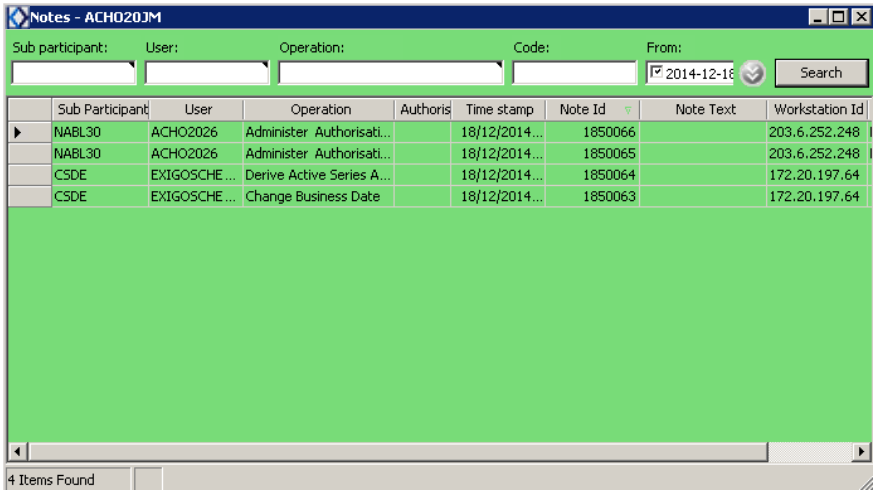
This includes:

- Notes

The system creates notes for most activities performed within the application throughout the day. Notes display the

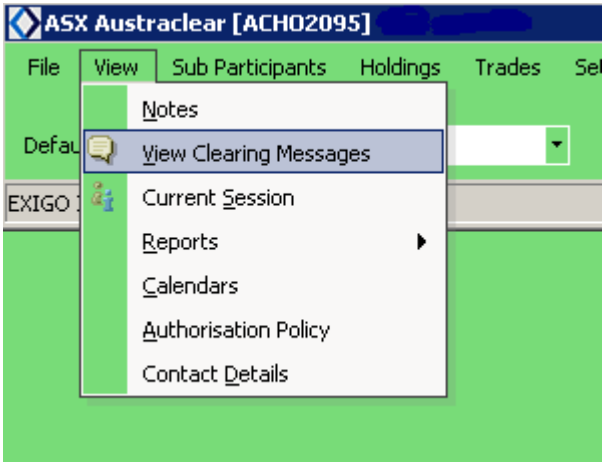
© Copyright 2015 ASX Limited ABN 98 008 624 691. All rights reserved 2015

transactions before and after changes. The system only keeps 90 days of data. If this information is required to be archived, contact ASX Austraclear to request archiving.



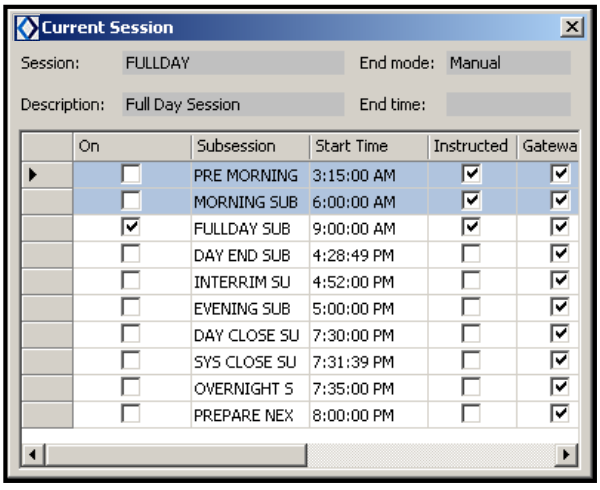
- View Clearing Messages

The system allows for members to be able to view clearing messages sent by the Austraclear Operations Team in relation to system extensions and corporate action notifications.



- Current Session

This option displays the Current Session to the user including the start time and status of each Sub Session within the system.



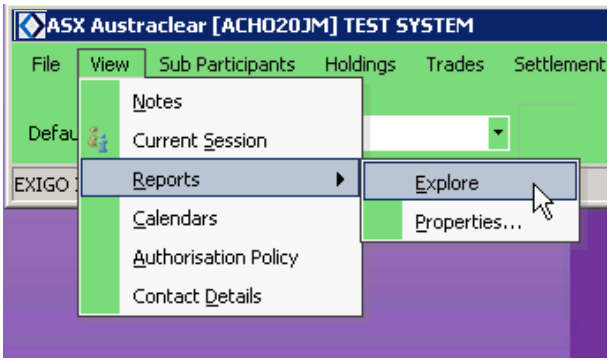
- Reports

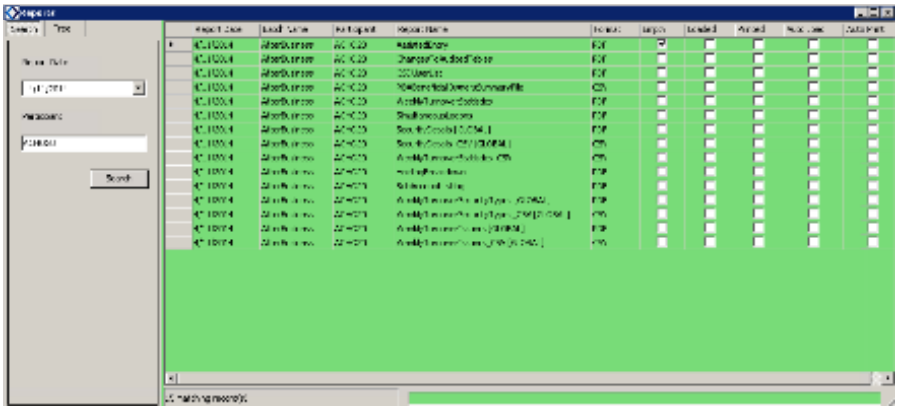
  The reports menu contains two sub menus – *Explore* and *Properties*.

© Copyright 2015 ASX Limited ABN 98 008 624 691. All rights reserved 2015

- Explore

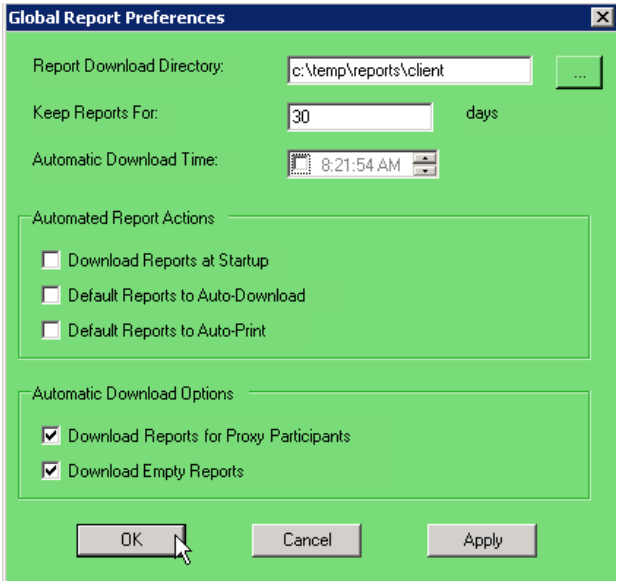
Selecting *Explore* displays the *Reports* screen where reports can be displayed by specifying search criteria.





- Properties

Selecting *Properties* displays the *Global Report Preferences* screen where report details can be specified to apply to **all** reports.

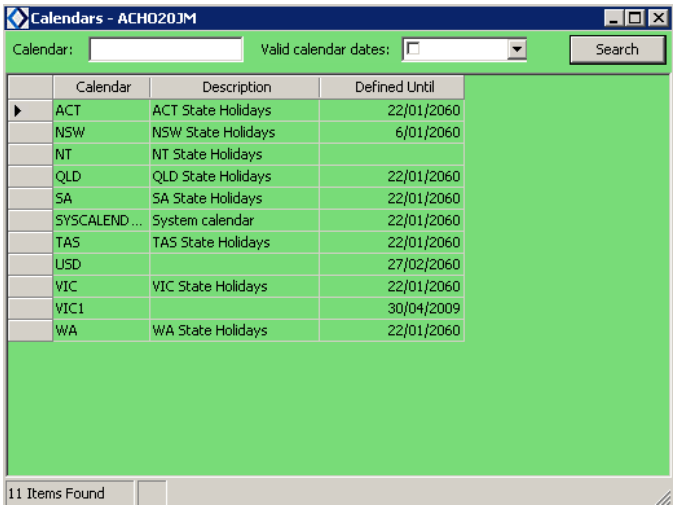


As a result, these settings cannot be changed for individual reports once these have been set globally. If particular actions are not selected in this screen, they can be modified by selecting the required report from the *Reports* screen and selecting **Properties** from the right-click menu.

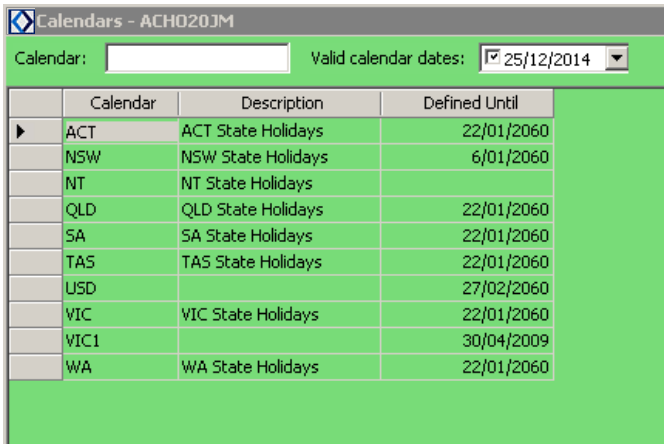
- Calendars

Selecting *Calendars* enables users to see all valid and invalid Settlement dates in the system. If no valid calendar date is specified in the *Valid Calendar Dates* field, the search displays **all** calendars in the system.

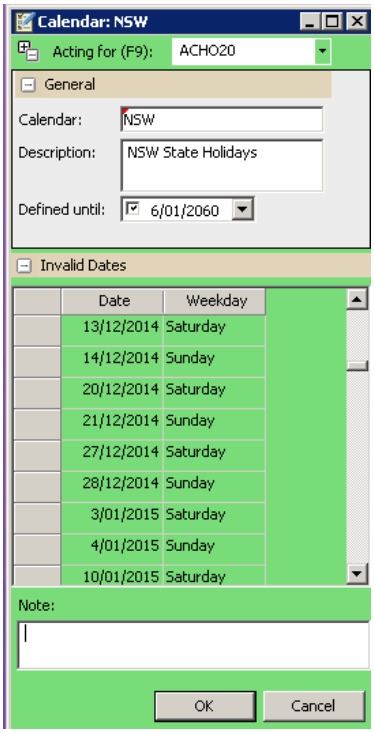
© Copyright 2015 ASX Limited ABN 98 008 624 691. All rights reserved 2015



Selecting a **date** in the *Valid Calendar Dates* field and clicking **Search** displays all of the calendars that contain the selected date as a **valid** system date. If a calendar contains the specified date as a non valid date, then it will not appear in the calendar list.



To see all invalid dates for a specific calendar, select the required calendar and double-click in the cell to the left of the row. Alternatively select the required calendar, right- click and select **Properties**. This displays the specified calendar screen where all invalid dates are listed.

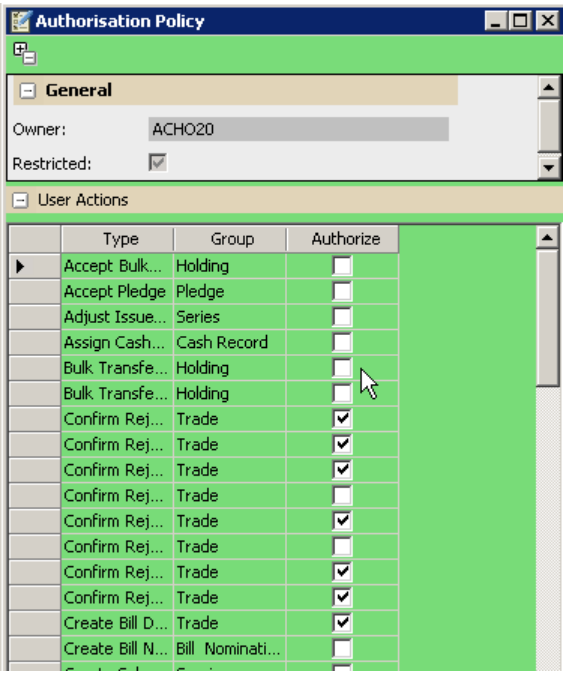


© Copyright 2015 ASX Limited ABN 98 008 624 691. All rights reserved 2015

- Note: The **state/territory calendar** that is selected **doesn't** display **national** invalid dates that apply to all of Australia. To see the national invalid dates that apply to a particular state/territory, see the **SYSCalendar** (system calendar) to ensure all invalid dates have been identified.

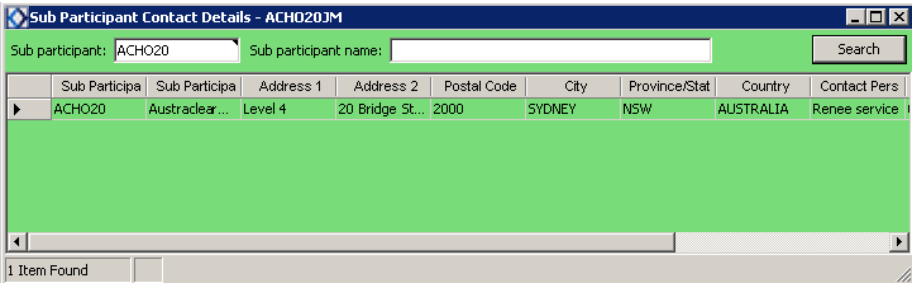
- Authorisation Policy

Selecting **Authorisation Policy** enables users to view functionality to determine whether the authorisation state is set to Yes or No. If it is ticked, authorisation is required. If it is not ticked, no authorisation is required.



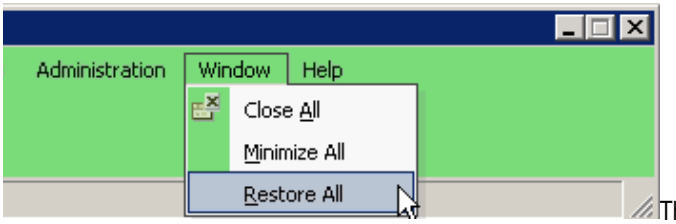
- Contact Details

  The *Sub Participant Contact Details* screen displays sub participant's contact details. This includes name, address, phone number, email etc.



2.3.2 Window Menu

The *Window* pull-down menu can be accessed from the toolbar and enables users to perform a number of generic functions.



This includes:

- Close All

This closes multiple system screens that are open within the application.

- Minimise All

This minimises multiple screens that are open within the system application.

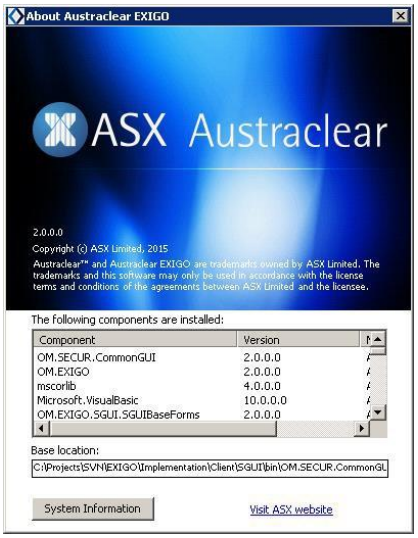
© Copyright 2015 ASX Limited ABN 98 008 624 691. All rights reserved 2015

- Restore All

This restores all screens in the application.

- About

This menu provides information about the ASX Austraclear System including the installed system components, base location and system information. Users can also access the ASX website from this screen.



© Copyright 2015 ASX Limited ABN 98 008 624 691. All rights reserved 2015

3 Administration

In order for participants to maintain control over internal security, the ASX Austraclear System provides Administrators with the authority to carry out unique procedures. The main role of an Administrator is to create and maintain individual users within the organisation by allocating user roles and actions.

Administrators can set temporary passwords for users who are logging on to the system for the first time or who are locked out of the system, and register Standard Settlement Instructions (SSIs) and agreements for the organisation.

To ensure continuity in cases of an absent Administrator, ASX Austraclear recommends that participants allocate two individuals to act as Administrators.

Administrator roles include:

- *Setting Up Users*
- *Creating and Viewing Sub Accounts*
- *Setting up Standard Settlement Instructions.*

3.1 Setting Up Users

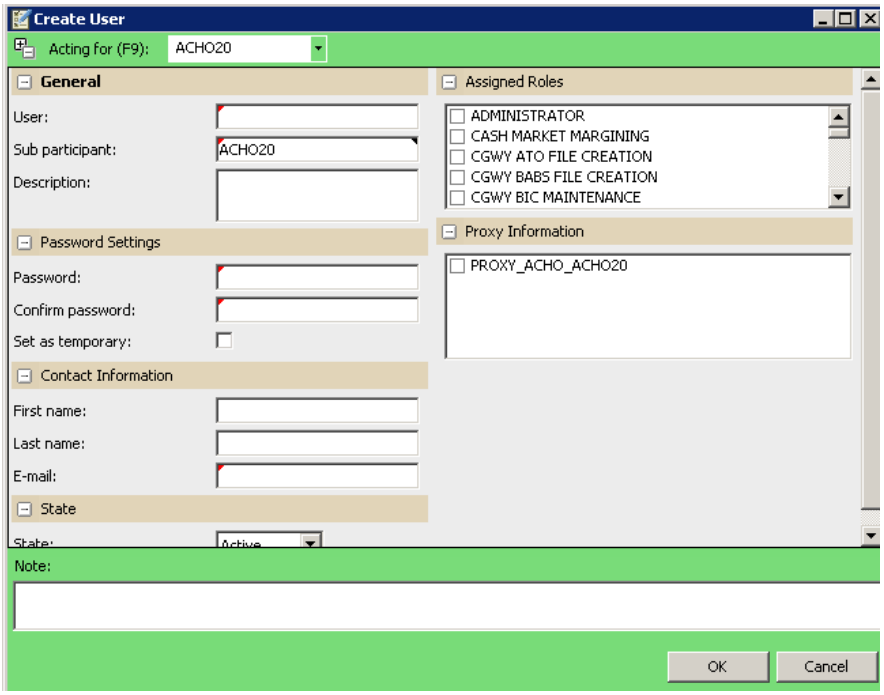
Administrators are responsible for setting up user details enabling access to the system. This includes creating a user, unlocking/resetting passwords, modifying user details and inactivating/deleting a user.

3.1.1 Creating a User

To create a user:

1. Select **Sub Participants>Sub Participants Users Sub Accounts>Create User**.

   This opens the *Create User* screen.



2. Enter user details.

   For more information on fields, see *Appendix 1 – Create User Field Descriptions.*

The following fields are mandatory:

- User
- Sub Participant
- Password
- Confirm Password
- Email.

© Copyright 2015 ASX Limited ABN 98 008 624 691. All rights reserved 2015

A temporary password can be created by selecting *Set as temporary*. Upon initial logon, the user is forced to create a new password.

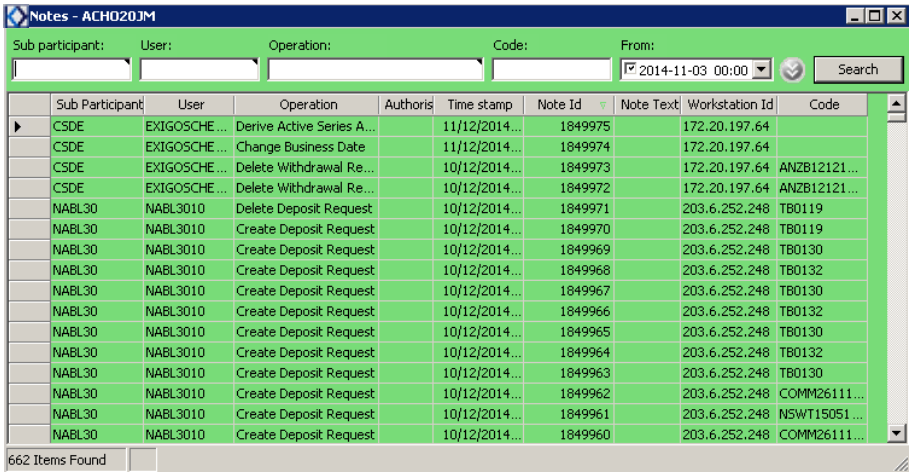
Each role in the system consists of user actions. Only roles can be assigned to users, not individual user actions. Administrators can assign one or more of the available roles to each of the users. To view all available roles in the system, select **Sub Participants>Roles>View.** Enter the required search criteria and click **Search**.

Each participant is allocated a group of roles according to the participant type.

At a minimum, a participant should be allocated the compulsory roles. This includes CL Compulsory Role and CP Compulsory Role.

> In *Proxy Information* in the *Create User* screen, a list of available proxies for the user is displayed. Administrators can assign one or more of the available proxies to a user. To see the roles assigned to one or more of the available proxies, see *Viewing Available Roles for a Proxy* below.

The *Notes* frame populates the note text on the create user note in the View Notes. View notes is an audit trail of administrative actions.



Sub Participant	User	Operation	Authoris	Time stamp	Note Id	Note Text	Workstation Id	Code
CSDE	EXIGOSCHE...	Derive Active Series A...		11/12/2014...	1849975		172.20.197.64	
CSDE	EXIGOSCHE...	Change Business Date		11/12/2014...	1849974		172.20.197.64	
CSDE	EXIGOSCHE...	Delete Withdrawal Re...		10/12/2014...	1849973		172.20.197.64	ANZB12121...
CSDE	EXIGOSCHE...	Delete Withdrawal Re...		10/12/2014...	1849972		172.20.197.64	ANZB12121...
NABL30	NABL3010	Delete Deposit Request		10/12/2014...	1849971		203.6.252.248	TB0119
NABL30	NABL3010	Create Deposit Request		10/12/2014...	1849970		203.6.252.248	TB0119
NABL30	NABL3010	Create Deposit Request		10/12/2014...	1849969		203.6.252.248	TB0130
NABL30	NABL3010	Create Deposit Request		10/12/2014...	1849968		203.6.252.248	TB0132
NABL30	NABL3010	Create Deposit Request		10/12/2014...	1849967		203.6.252.248	TB0130
NABL30	NABL3010	Create Deposit Request		10/12/2014...	1849966		203.6.252.248	TB0132
NABL30	NABL3010	Create Deposit Request		10/12/2014...	1849965		203.6.252.248	TB0130
NABL30	NABL3010	Create Deposit Request		10/12/2014...	1849964		203.6.252.248	TB0132
NABL30	NABL3010	Create Deposit Request		10/12/2014...	1849963		203.6.252.248	TB0130
NABL30	NABL3010	Create Deposit Request		10/12/2014...	1849962		203.6.252.248	COMM26111...
NABL30	NABL3010	Create Deposit Request		10/12/2014...	1849961		203.6.252.248	NSWT15051...
NABL30	NABL3010	Create Deposit Request		10/12/2014...	1849960		203.6.252.248	COMM26111...

3. Click **OK**.

Once all the user details have been entered in the *Create User* screen, click **OK**.

4. Contact ASX Customer Service to apply for a unique digital certificate and RSA SecurID token for internet participants.

ASX Austraclear Client Services can be contacted on Austraclear@asx.com.au or 1300 362 257 (within Australia) or +61 2 8298 8474 (outside Australia) who will provide a certificate for the new user.

Once the certificate is received, the certificate can be enrolled. Enrolment instructions are emailed to the user with the Client Side Digital Certificate (CSDC) enrolment details.

3.1.1.1 Viewing Available Roles for a Proxy

A proxy is an arrangement where a sub participant gives permission to another sub participant to perform certain functionality in the system on its behalf. The sub participant receiving the rights is called the proxy agent and the sub participant granting the rights is called the proxy issuer.

A proxy is granted at the user level, and not the sub participant level. In other words, the roles assigned to a user at one sub participant can be assigned to a user at another sub participant. Each proxy contains a set of roles that have been assigned to a user at the proxy issuer sub participant. These roles are then assigned under the proxy to a user at the proxy agent. The proxy agent cannot split the set of roles, just distribute the whole package to one or more of its users. A user granted a proxy can act in the proxy by changing “hat”. However, all View and Explore user actions are aggregating, so the rights in all proxies are added together in these cases.

The proxy agent has to accept the proxy before it is available for distribution among its users. This is also the case if an existing proxy is modified and the proxy scope is increased, that is, more roles are included. A decrease of the proxy scope requires no confirmation from the agent and the modification is taken into effect immediately.

Proxies allow participants to perform transactions on behalf of their sub participants and other participants of the system.

Users can log on as the “parent” participant and “Act for” those sub participants and other participants which they are

© Copyright 2015 ASX Limited ABN 98 008 624 691. All rights reserved 2015

authorised to access.

When a proxy is assigned to a user, all of the roles attached to that proxy will also be assigned to that user.

Participants may have more than one active proxy with the same sub participant; however, each proxy relationship may contain different roles.

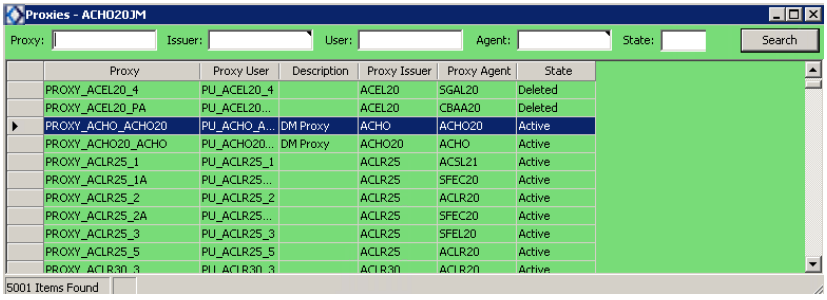
To view available roles for a proxy:

1. Select **Sub Participants>Proxies>View**.

   This opens the *Proxies* screen.

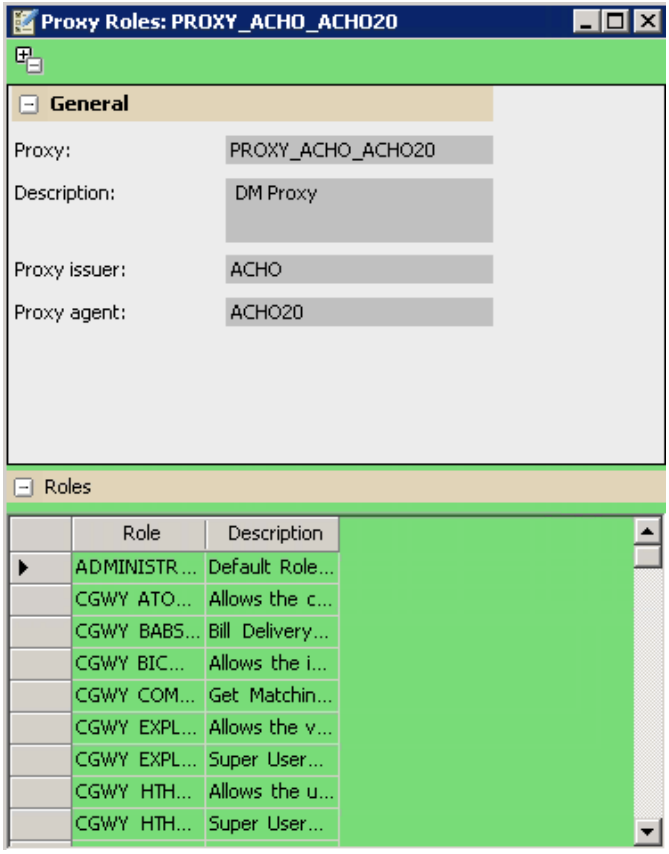
2. Specify the search criteria and click **Search**.

All the available proxies are displayed for the participant code.



3. Select the required proxy.
4. Right-click and select **View Proxy Roles**.

This displays the *Proxy Roles* screen with all of the available roles for the selected proxy.



3.1.2 Unlocking or Resetting User Passwords

The system allows a user three attempts to log-on. After the third attempt, the user is locked out of the system and needs to be unlocked by the Administrator.

User Passwords expire every 90 days and it is the responsibility of each user to change their password.

© Copyright 2015 ASX Limited ABN 98 008 624 691. All rights reserved 2015

If a user fails to change their password on or before the expiry date, they will be unable to gain access to the system until the Administrator assigns a new password.

New passwords can be set as temporary. When a user logs on with a temporary password they are forced by the system to change their password before they can proceed.

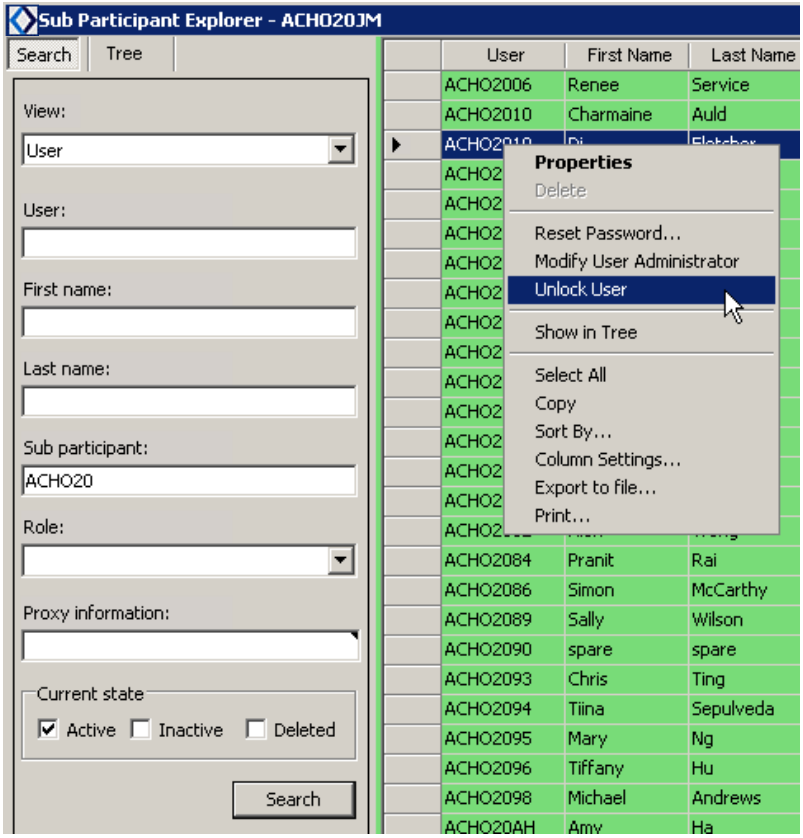
- Note: A Password Administrator cannot reset their own password.

To unlock/reset a password for a user:

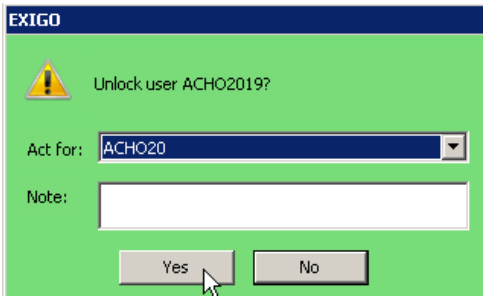
1. Select **Sub Participants>Sub Participants Users Sub Accounts>Explore**.

   This opens the *Sub Participant Explorer* screen.

2. Select **User** from the *View* pull-down menu.
3. Specify search criteria and click **Search**.
4. Select the required user from the table, right-click and select **Unlock User** or **Reset Password**.



Selecting **Unlock User** displays a dialogue box where the user can be unlocked. A note can be added in the *Note* field if required. Once details have been entered, click **Yes**.



Selecting **Reset Password** from the right-click menu enables a new password to be allocated.

This opens the *Reset Password* dialogue box where the new password can be added and confirmed. If it is a temporary password, select **Set as temporary password**. Once details have been entered, click **OK**.

© Copyright 2015 ASX Limited ABN 98 008 624 691. All rights reserved 2015

3.1.3 Modifying User Details

Modifying user details can be performed by the participant's system administrator. However, if a participants email address changes, it is important to notify ASX as reminders are sent to participants for renewing digital certificates.

To modify user details:

1. Select **Sub Participants>Sub Participants Users Sub Accounts>Explore**.

   This displays the *Sub Participant Explorer* screen.

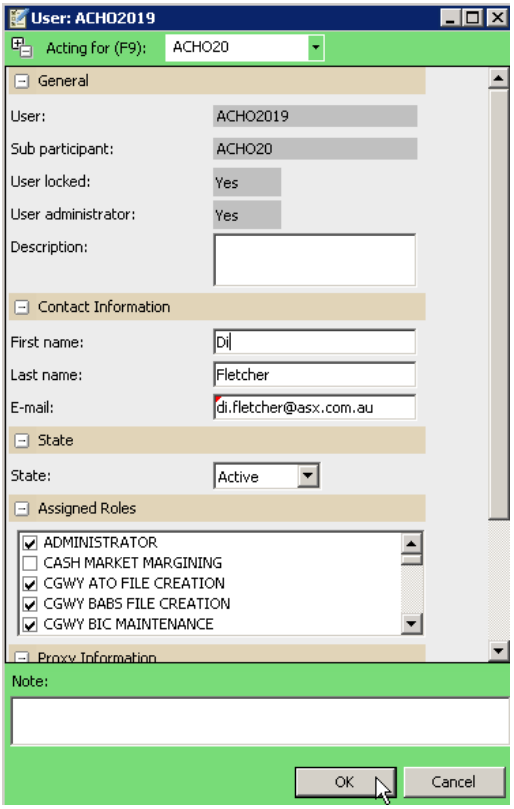
2. Select **User** from the *View* pull-down menu.
3. Specify the required search criteria, and click **Search**.
4. Select the required user, right-click and select **Properties**.

   The *User* screen is displayed.

5. Modify user details as required.

The following may be modified:

- Contact Information
- State
- Assigned Roles
- Proxy information.



The assigned roles for a user reflect the roles available for the participant. For example, CL = Clearing Participant,

© Copyright 2015 ASX Limited ABN 98 008 624 691. All rights reserved 2015

and CP = Cash Provider.

6. Click **OK**.

3.1.4 Inactivating or Deleting a User

Users that are no longer required may be inactivated or deleted. Deleted users can not be reactivated or reused.

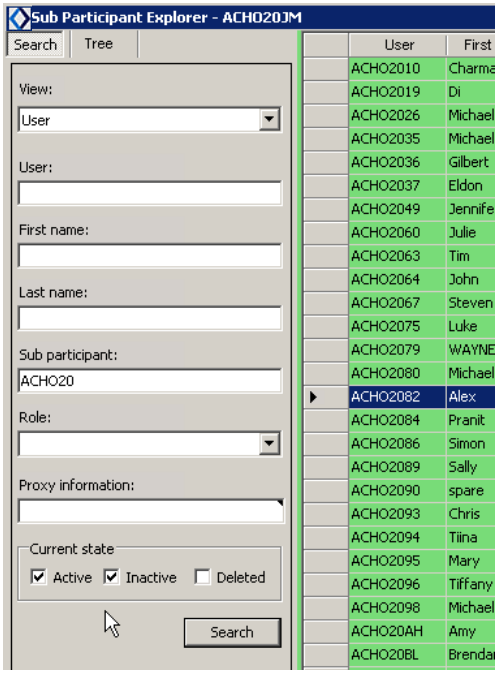
To inactivate or delete a user:

1. Select **Sub Participants>Sub Participants Users Sub Accounts>Explore**.

   This displays the *Sub Participant Explorer* screen.

2. Select **User** from the *View* pull-down menu.
3. Specify the required search criteria, and click **Search**.

To view all the active and inactive user states, ensure both **Active** and **Inactive** are selected for the current state. If Inactive is not selected, only the active states are displayed.

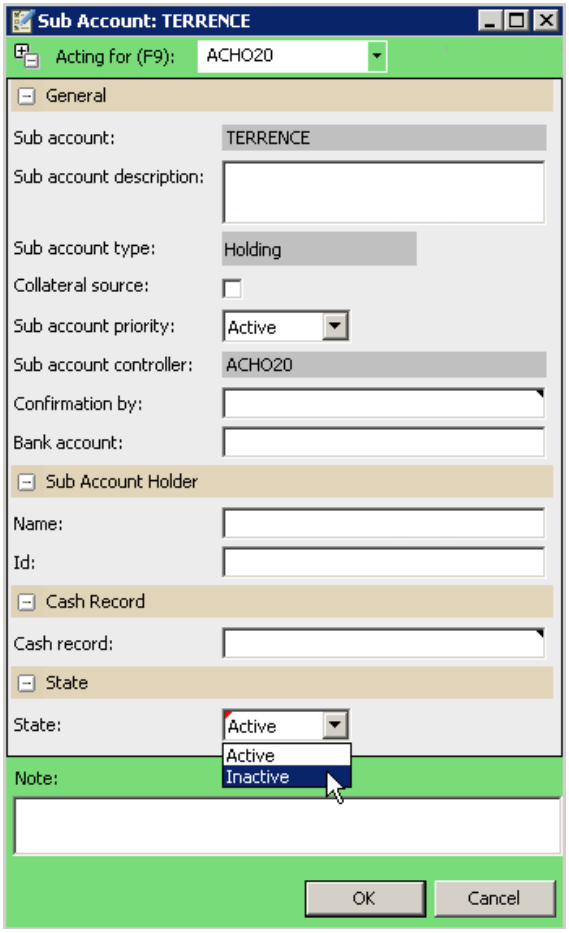


4. Inactivate or delete the user.

   - Inactivating a User

To inactivate an active user, select the required user, right-click and select **Properties**. Select the state as *Inactive* and click **OK**.

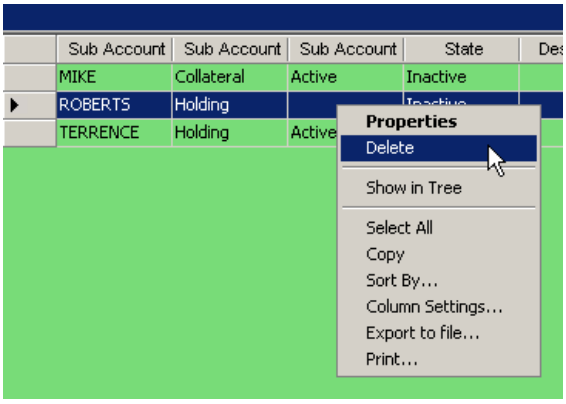
© Copyright 2015 ASX Limited ABN 98 008 624 691. All rights reserved 2015



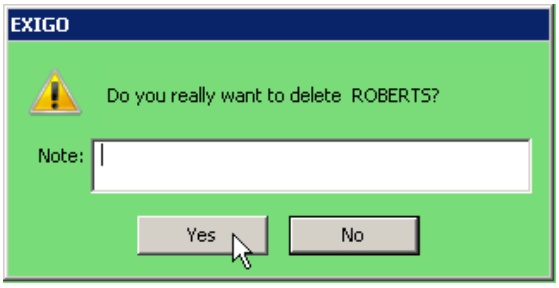
- Deleting a User

In order to delete a user they must be in an **inactive** state.

To delete a user, right-click the selected user and select **Delete**.



Click **Yes** to confirm the deletion of the user. A note can be added if required.



3.2 Creating and Viewing Sub Accounts

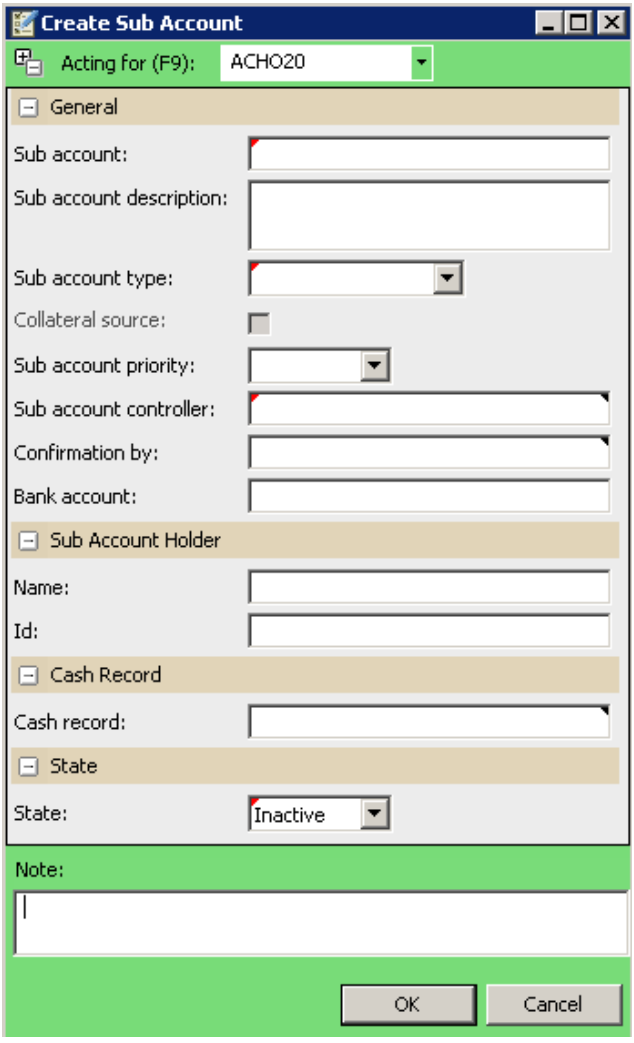
3.2.1 Creating Sub Accounts

© Copyright 2015 ASX Limited ABN 98 008 624 691. All rights reserved 2015

All participants must have at least one Holding type sub account.

With the **exception** of Associate participants, all participants can create multiple sub accounts within a valid Sub Account type to enable segregation of holdings.

To create a sub account:



1. Select **Sub Participants>Sub Participants User Sub Accounts>Create Sub Account**.

   This opens the *Create Sub Account* screen.

2. Enter the required sub account details.

The following fields are mandatory:

- Sub Account
- Sub Account Type
- Sub Account Controller
- State.

The following fields are **not** applicable and should be ignored:

- Confirmation By
- Bank Account.

For more information on field descriptions, see *Appendix 2 – Sub Accounts Field Descriptions.*

3. Click **OK**.

Once the required information has been entered, and click **OK**.

© Copyright 2015 ASX Limited ABN 98 008 624 691. All rights reserved 2015

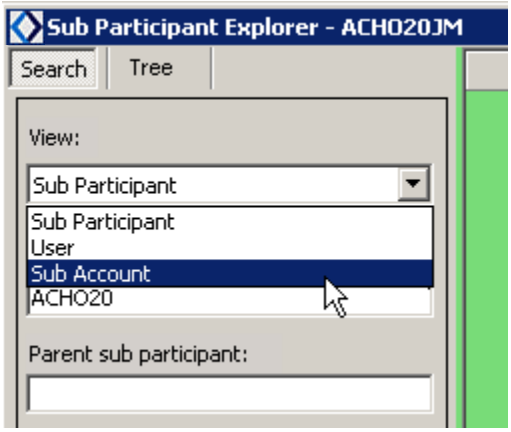
3.2.2 Viewing Sub Account Details

To view sub account details:

1. Select **Sub Participants>Sub Participants Users Sub Accounts>Explore**.

   This opens the *Sub Participant Explorer* screen.

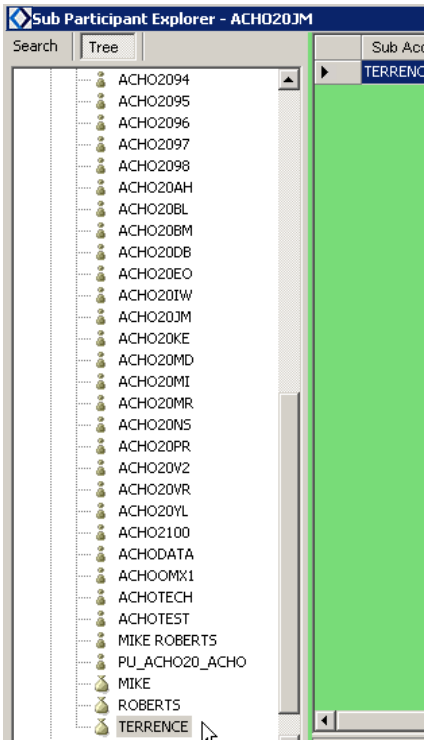
2. Select **Sub Account** from the *View* pull-down menu.



3. Click **Search**.

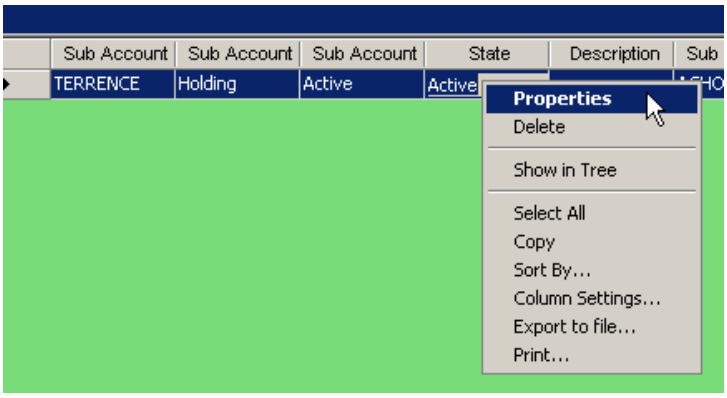
This displays the participant sub account details.

To view the participant sub account details in a tree structure, right-click the required sub account and select **Show in Tree.** This displays the participant's sub account details in a tree structure. Alternatively, click **Tree** next to *Search*.

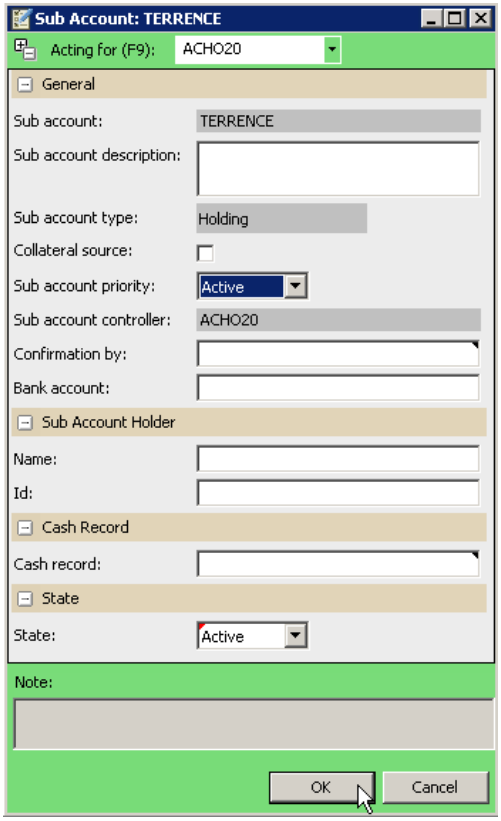


4. Right-click on the participants sub account and select **Properties**.

© Copyright 2015 ASX Limited ABN 98 008 624 691. All rights reserved 2015



Selecting **Properties** displays the Sub Account screen for the selected user. Click **OK** to exit the screen.



3.3 Setting up Standard Settlement Instructions

3.3.1 Registering Standard Settlement Instructions

Standard Settlement Instructions (SSIs) allow participants to register and store default payment and security instructions for each of their sub participants for different types of instruments, series and currencies.

It is not mandatory to register SSIs in the system. However, if no SSIs exist, trades will not proceed to settlement until a cash record and/or sub account is specified for that trade.

All users have the ability to register SSIs provided they have been assigned at least one of the trade entry related roles, e.g. CL DSS Trade.

The system is flexible in that it allows the registering of individual SSIs for each instrument type using different sub accounts and/or cash records, provided there is more than one sub account and cash record set up in the system. To nominate one sub account and cash record as the 'default' account for all transactions, the selection of an instrument type can be omitted and the sub account and cash record selected for the sub participant. This becomes the SSI the system defaults to every time a trade is entered for any instrument type.

When trades are created in the system, the SSI field defaults to 'Y indicating that the cash will settle via the default cash record and sub account. If participants wish to select an alternate cash record and/or sub account on a transaction by transaction basis, they must select 'N' in the SSI field. The pull-down menu in the *Cash Record* and *Sub Account* fields may then be used to select from the list of available cash records and sub accounts.

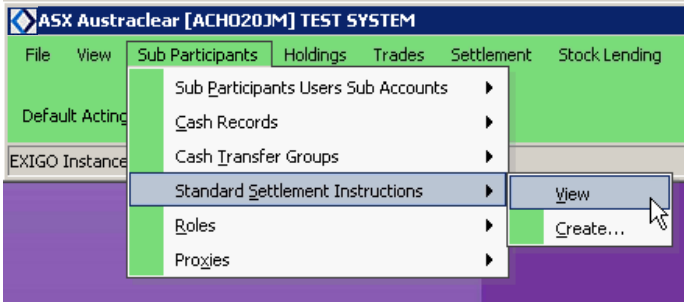
© Copyright 2015 ASX Limited ABN 98 008 624 691. All rights reserved 2015

- Note: Associates have restricted access to the system and are only allowed to have one sub account and can only settle with full participants.

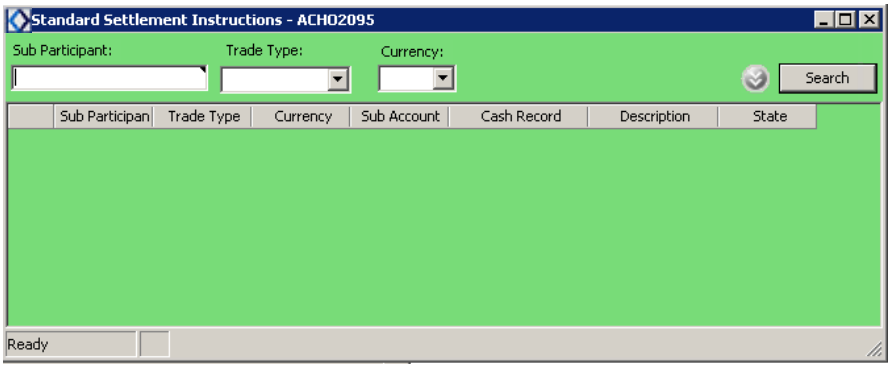
To register an SSI:

1. Select Sub Participants> Standard Settlement Instructions>View.

   This displays the *Standard Settlement Instructions* screen.



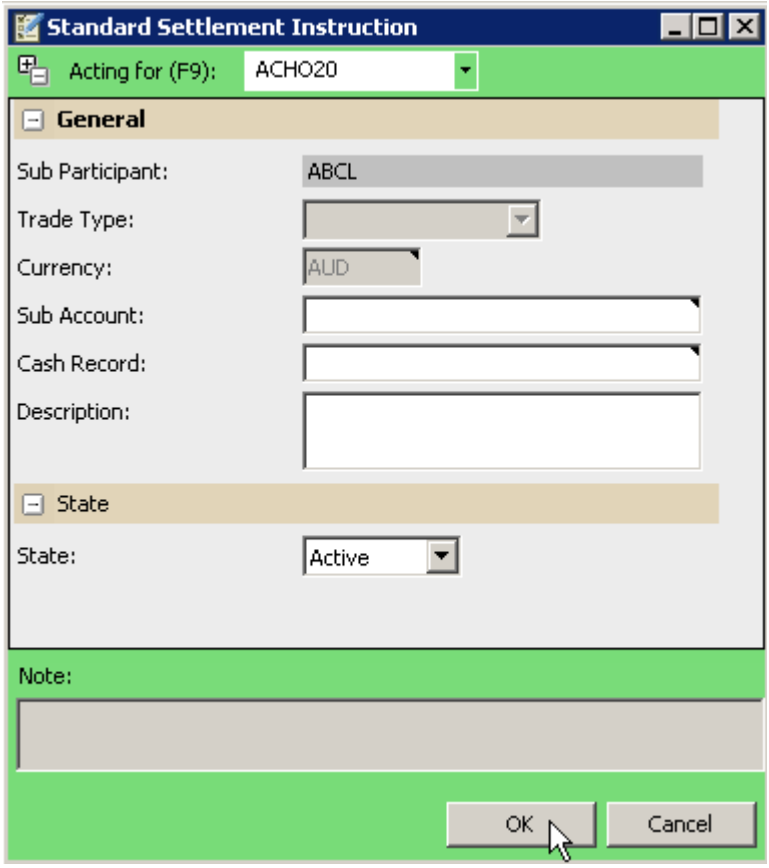
2. Enter search criteria and click **Search**.



3. Select the required Sub participant.
4. Right-click and select **Properties**.

   This displays the *Standard Settlement Instruction* screen.

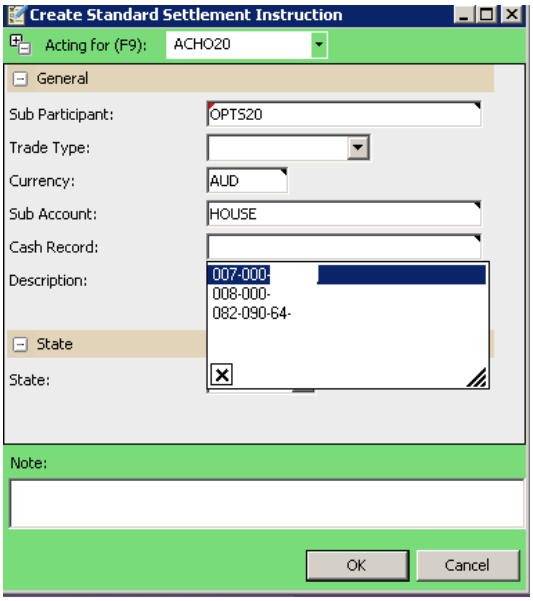
© Copyright 2015 ASX Limited ABN 98 008 624 691. All rights reserved 2015



5. Enter the required details in the *Standard Settlement Instruction* screen.

SSIs can be created for each instrument type, instrument class, series and currency, **or** registered at sub participant level only. The value can be '*' which includes all values for the particular field.

For more information on naming conventions for creating SSIs, see *Appendix 3 – SSI Field Descriptions.*



6. Click **OK**.

Once **OK** has been clicked, the screen disappears, and the SSI is automatically created in the system. For more information on how to view the created SSI, see *Viewing SSIs* below.

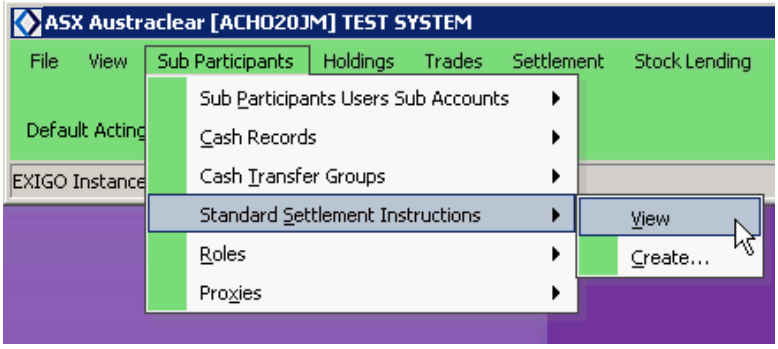
3.3.2 Amending or Deleting an Existing SSI

3.3.2.1 Amending an Existing SSI

To amend an existing SSI:

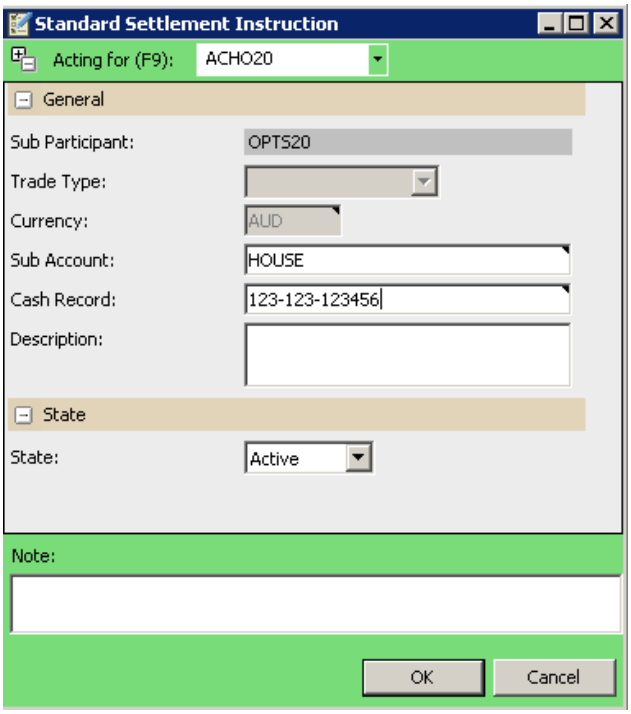
© Copyright 2015 ASX Limited ABN 98 008 624 691. All rights reserved 2015

1. Select Sub Participant>Standard Settlement Instructions>View.



2. Specify the search criteria, and click **Search**.
3. Select the required SSI.
4. Right-click and select **Properties**.

   This displays the *Standard Settlement Instruction* screen.
5. Select either **Active** or **Inactive** from the *State* pull-down menu.



6. Amend any required details, and click **OK**.

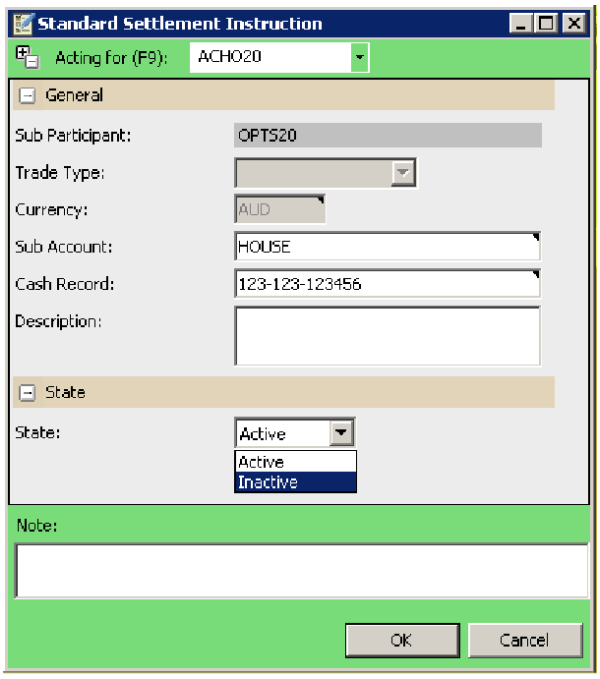
3.3.2.2 Deleting an Existing SSI

To delete an existing SSI:

1. Select Sub Participant>Standard Settlement Instructions>View.
2. Specify the search criteria and click **Search**.
3. Select the required SSI.
4. Right-click and select Properties.

   This displays the *Standard Settlement Instruction* screen.
5. Select **Inactive** from the *State* pull-down menu.

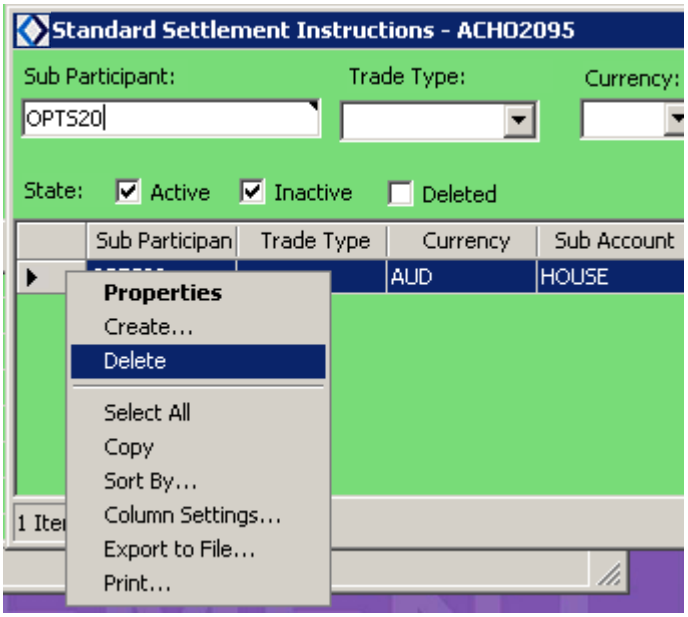
© Copyright 2015 ASX Limited ABN 98 008 624 691. All rights reserved 2015



6. Click **OK**.

Wait until the SSI is inactive before moving to the following step.

7. Select the SSI, right-click and click **Delete**.



3.3.3 Viewing SSI Versions

To view SSI versions:

1. Select **Sub Participants>Standard Settlement Instructions>View**.

   This displays the *Standard Settlement Instructions* screen.

2. Specify the search criteria and click **Search**.

© Copyright 2015 ASX Limited ABN 98 008 624 691. All rights reserved 2015

4 Participant Details

4.1 Maintaining Participant Details

Participant contact details include contact names, addresses, email addresses and telephone and fax numbers. These must be maintained by the Password Administrator.

Administrators are responsible for recording the Tax File Number (TFN) and Australian Company Number (ACN), or Australian Business Number (ABN) details on the system for each of their sub participants. For security purposes the TFN number is masked and appears as *********.

If the ABN or TFN is not recorded, withholding tax is deducted from the coupon interest payments at the withholding tax rate. If the ABN is recorded in place of the TFN, then withholding tax will not be deducted.

For the participant to claim an exemption, one of the following codes should be entered in the TFN field:

- 555 555 555 - This is not required to lodge a return. Refer to section 23(d) of the Income Tax Assessment Act.
- 666 666 666 – This is a claiming exemption. Refer to section 202(d) of the Income Tax Assessment Act.

To maintain participant details and record the TFN, ACN/ARBN or ABN:

1. Select **Sub Participants>Sub Participants Users Sub Accounts>Explore**.

   This displays the *Sub Participant Explorer* screen.

2. Select **Sub Participant** from the *View* pull-down menu.
3. Specify the search criteria and click **Search**.

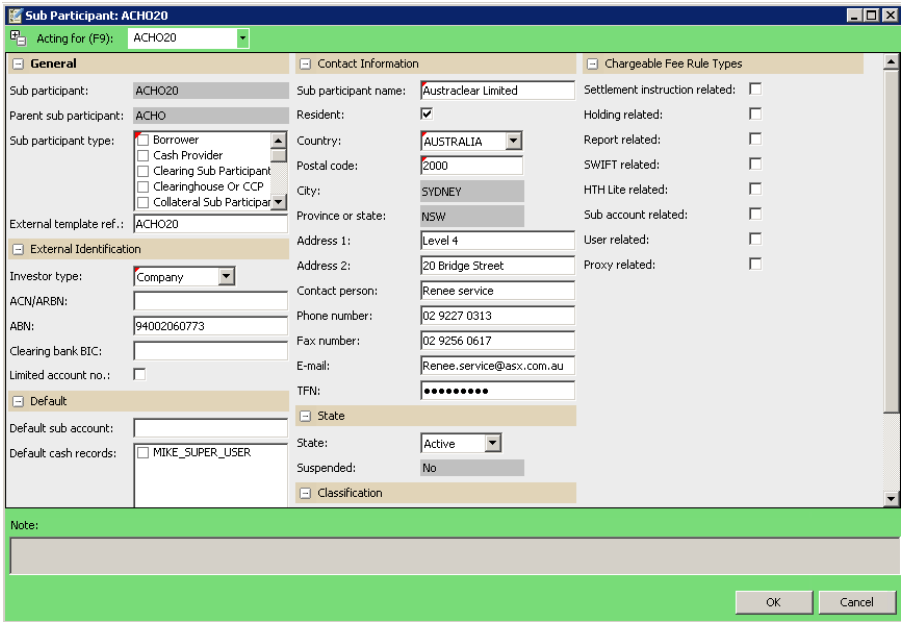
   The participant details are displayed.

4. Select the sub participant, right-click and select **Properties**.

This displays the *Sub Participant* screen with the properties for the selected sub participant.

Sub participants contact information such as name, email address, address, TFN etc. can be added in the *Contact Information* frame.

For more information on the fields, see *Appendix 4 – Participant Field Descriptions.*



5. Click **OK**.

   This closes the *Sub Participant* screen.

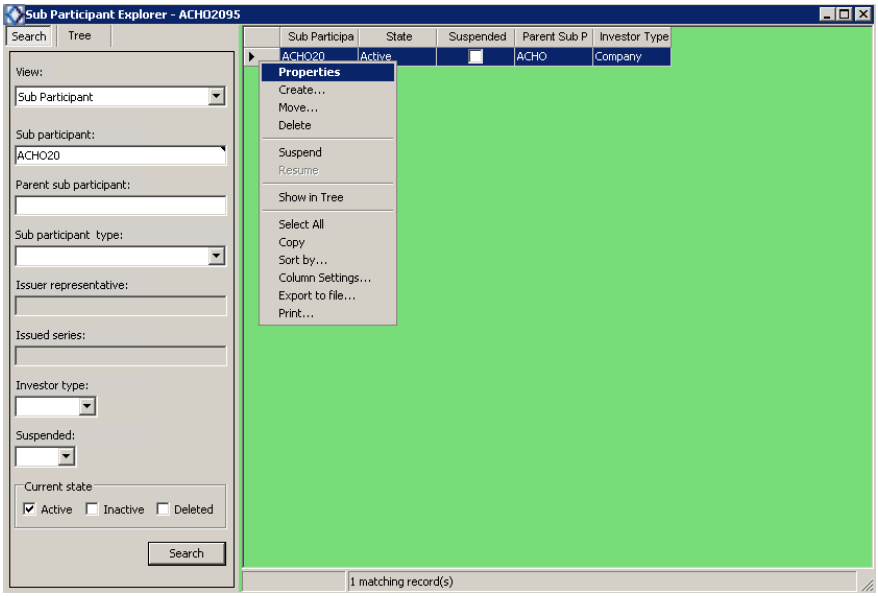
4.2 Viewing Participant Details

To view participant details:

© Copyright 2015 ASX Limited ABN 98 008 624 691. All rights reserved 2015

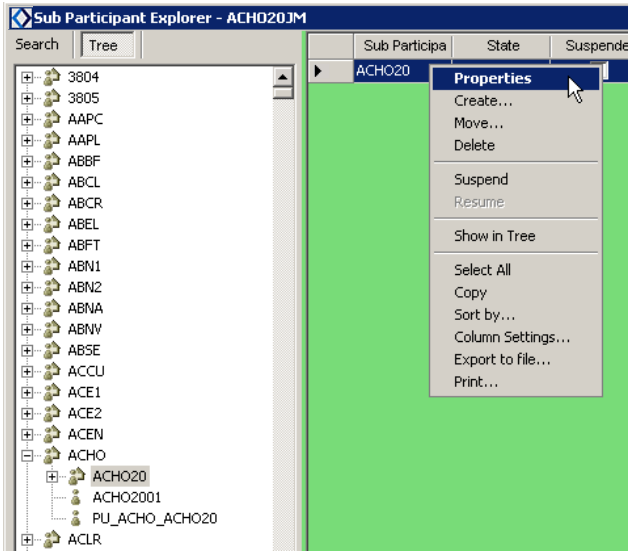
1. Select Sub Participant>Sub Participants Users Sub Accounts>Explore.
2. Select **Sub Participant** from the *View* pull-down menu.
3. Specify the search criteria.
4. Click **Search**.

This displays the participant's details.



To see in a tree structure, select the required sub participant, right-click and select **Show in Tree**.

Alternatively, select the *Tree* tab. This displays the sub participant's details in a tree structure.



5. Select the required participant.
6. Right-click and select **Properties**.

This displays the sub participant's details in the *Sub Participant* screen.

4.3 Authorisations (Administration Functions Only)

4.3.1 Authorising and Rejecting Actions Pending Authorisation

Authorisation is available on the following administration actions:

- Create and Modify Sub Accounts
- Create and Modify User
- Modify Sub Participant

© Copyright 2015 ASX Limited ABN 98 008 624 691. All rights reserved 2015

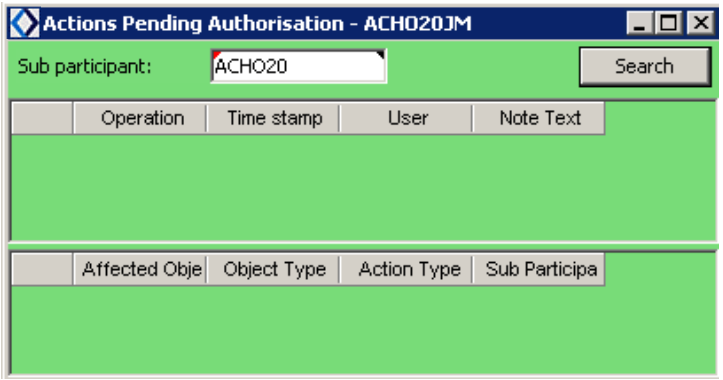
- Create and Modify Series
- Create Series Delegated.

A user cannot authorise an administration action themselves. An alternate user must authorise those actions.

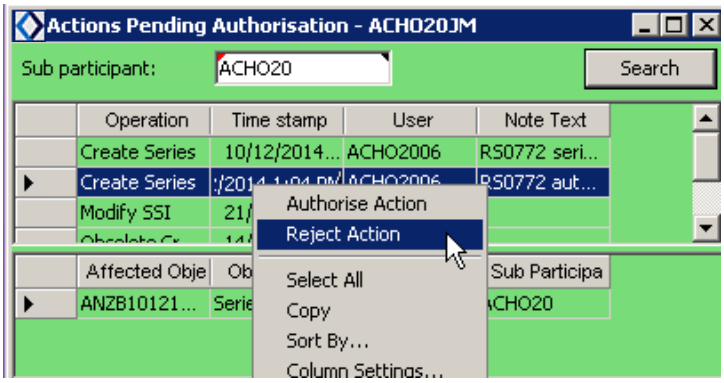
To authorise or reject actions pending authorisations:

1. Select **Administration>Authorisations>View Actions Pending Authorisation**.

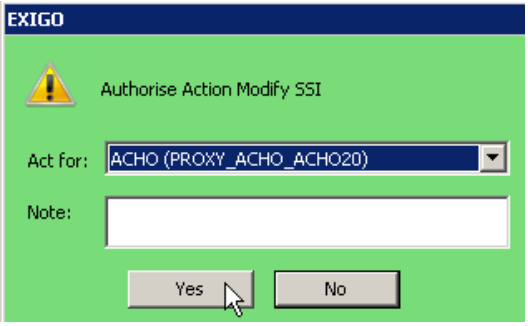
   This displays the *Actions Pending Authorisation* screen.



2. Click **Search**.
3. Select the required action.
4. Right-click and select **Authorise Action** or **Reject Action**.

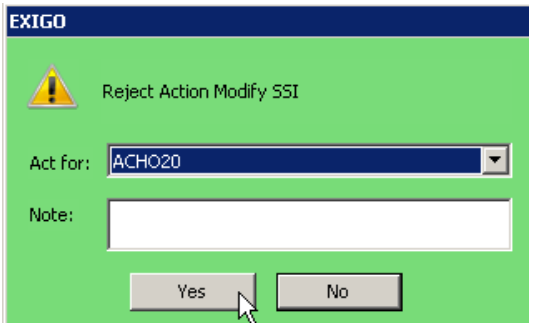


Selecting **Authorise Action** enables the selected action to be authorised by clicking **Yes**.



Selecting **Reject Action** enables the selected action to be rejected by clicking **Yes**.

© Copyright 2015 ASX Limited ABN 98 008 624 691. All rights reserved 2015



For more information on authorisation fields, see *Appendix 5 – Authorisations Field Descriptions.*

4.4 Viewing Notes (For Audit Purposes)

When Administrators perform actions such as Creating a User, Modifying a User or Modifying Participant details, a 'Note' is automatically created in the system. This note includes details of the action performed, the user who performed it and the time it was performed.

If an existing user is modified or participant details are updated, it is possible to view the note both before and after a change was made.

The *Note* screen is archived in the system for 90 days, therefore allowing participants to keep a record of their Administrator's activity for audit purposes.

To view notes created by the system for administration purposes:

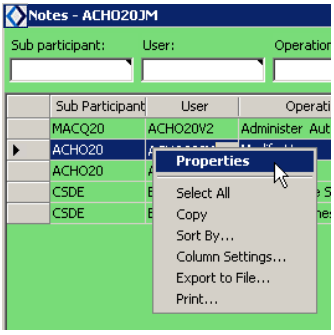
1. Select **View>Notes**.

   This opens the *Notes* screen.

2. Specify the required search criteria and click **Search**.

   A list of all notes is displayed.

3. Select the required note.
4. Right-click and select **Properties**.

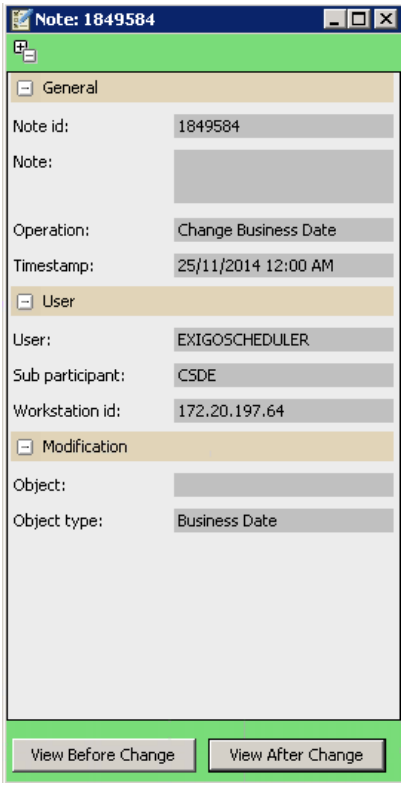


This displays the *Note* screen with details of the action.

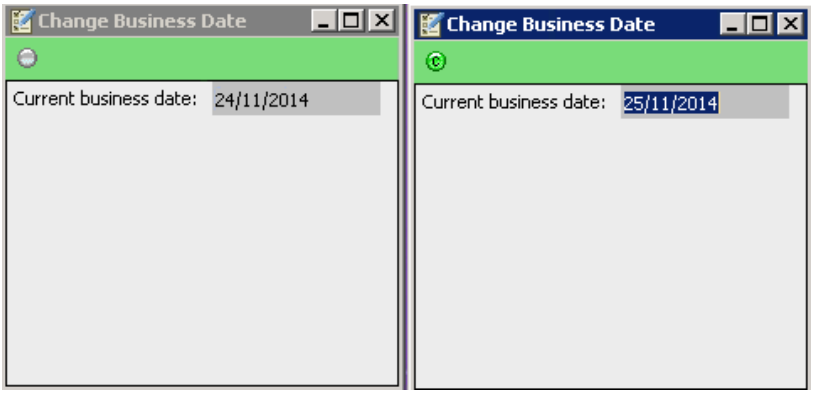
5. Click **View Before Change** or **View After Change** to display note details.

Clicking **View Before Change** displays the details before the change was made, and clicking **View After Change** displays the changes that were made. The two screens can then be viewed for any changes.

© Copyright 2015 ASX Limited ABN 98 008 624 691. All rights reserved 2015



Note, depending on what item is selected in the *Notes* screen determines the screens displayed.



© Copyright 2015 ASX Limited ABN 98 008 624 691. All rights reserved 2015

5 Cash Clearance

The Cash Clearance functionality provides for the automated settlement of cash transactions conducted on the ASX Austraclear System. The system has been developed to provide a payments system that manages the settlement of daily ASX Austraclear System transactions in a Real Time Gross Settlement (RTGS) environment.

The system enables banks to control exposures to ASX Austraclear System customers in two ways:

- **Under a debit cap environment** - Banks are able to impose a cash limit on each of their ASX Austraclear System participant's accounts. This is referred to in the system as Internal Credit Management.
- Through the RTGS/Reserve Bank Information and Transfer System (RTGS/RITS) /**Alternate Investment Fund (AIF) facility** - Banks have the ability to make real time credit decisions about their ASX Austraclear System participants' transactions.

Banks may operate in two clearance type modes:

- **AIF** - AIF banks may manage their customer's credit exposure either in their own Proprietary Payments System (PPS) or in Debit Caps. AIF Banks may also receive pre and post settlement advice for their customers' transactions.
- **Non-AIF** - Non-AIF banks must manage their customers' credit exposure through Debit Caps. A non-AIF bank cannot receive pre and post settlement advice.

Additionally, the system allows all cash providers to maintain an Assured Payment Limit which becomes effective in the event that RTGS is not available and the system reverts to Assured Payment mode.

The system also provides for the confirmation of maturing securities (corporate actions) by cash providers and paying agents with proceeds credited to participant's cash records in the ASX Austraclear System.

5.1 Cash Records

The ASX Austraclear System CSD cash record is the main tool for managing cash settlement – the movement of funds from one sub participant to another. Cash records are set up in the system by the CSD operator when the CSD operator sets up the sub participant in the system.

The central bank can set credit limits for a cash provider or it can approve transactions one by one. The cash provider can set credit limits for a sub participant or it can choose to approve transactions one by one. Parameters such as the limit and balance of the cash record are shared between the cash record owner and any other sub participants assigned the authority to use the cash record.

Cash records can be maintained and viewed as either a Cash Provider or a Cash Record Owner.

5.1.1 Maintaining Cash Records as a Cash Provider

All cash records are created on the system with fields set to default values. It is the responsibility of cash providers to check and modify these fields as required.

To maintain cash records as a cash provider:

1. Select **Sub Participants>Cash Records>View**.

   This displays the *Cash Records* screen.

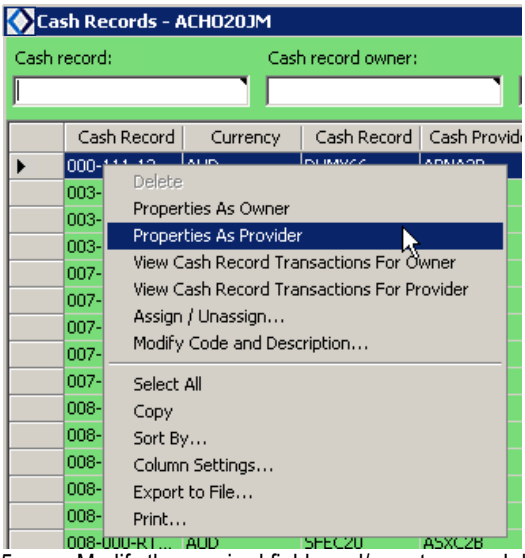
2. Specify search criteria and click **Search**.

The details of the cash records are displayed.

3. Select the required cash record to be modified.
4. Right-click and select **Properties As Provider**.

   This displays the *Cash Record* screen.

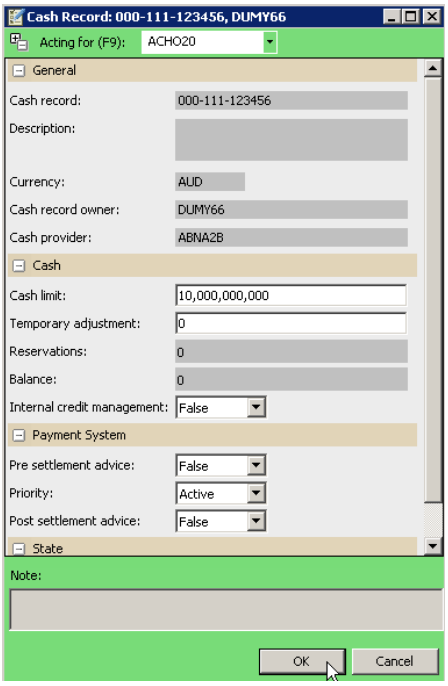
© Copyright 2015 ASX Limited ABN 98 008 624 691. All rights reserved 2015



5. Modify the required fields and/or enter a cash limit.

   The following cash record fields can be modified:

   - Cash Limit
   - Temporary Adjustment
   - Internal Credit Management
   - Pre Settlement Advice
   - Priority
   - Post Settlement Advice.
   - For additional information on the fields, see *Appendix 6 - Cash Records Field Descriptions.*



6. Click **OK**.

Once the required information has been entered, click **OK**.

5.1.2 Maintaining Cash Records as a Cash Record Owner

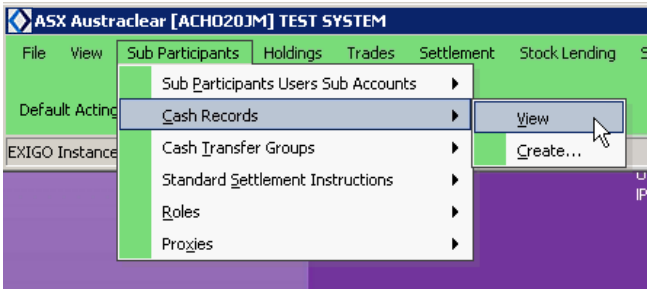
All cash records are created on the system with fields set to default values. It is the responsibility of Cash Record Owners to check and modify the cash record priority as required.

© Copyright 2015 ASX Limited ABN 98 008 624 691. All rights reserved 2015

To maintain cash records as the Cash Record Owner:

1. Select **Sub Participants>Cash Records>View**.

   This displays the *Cash Records* screen.

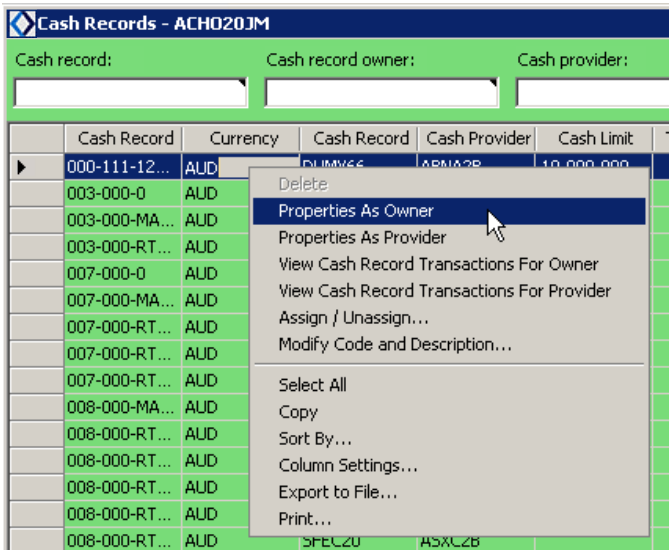


2. Specify the search criteria and click **Search**.

The cash records for the sub participant are displayed.

3. Select the required cash record to be modified.
4. Right-click and select **Properties As Owner**.

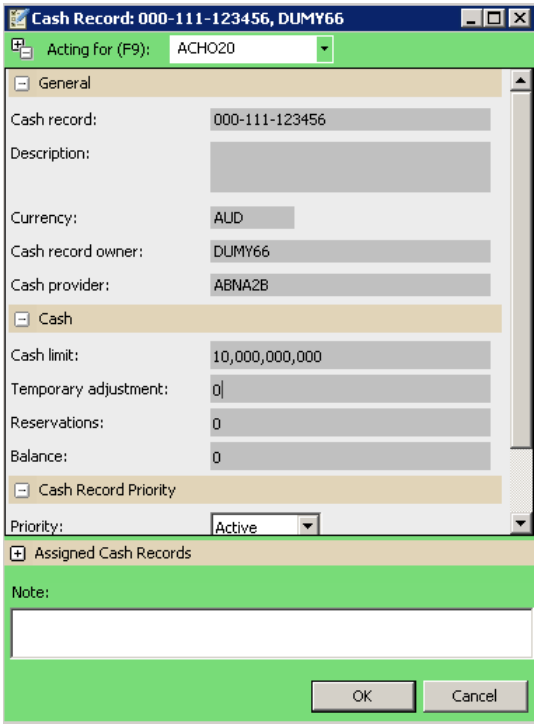
This displays details for the selected cash record in the *Cash Record* screen.



5. Select the required cash record priority from the *Cash Record* Priority pull-down menu and click **OK**.

This displays the cash records with the selected priority in the *State* column in the *Cash Records* screen.

© Copyright 2015 ASX Limited ABN 98 008 624 691. All rights reserved 2015



5.1.3 Viewing Cash Records

Cash records can be viewed either as a:

- Cash Record Owner
- Cash Provider.

5.1.3.1 Viewing Cash Records as a Cash Record Owner

To view cash records as a cash record owner:

1. Select **Sub Participants>Cash Records>View**.

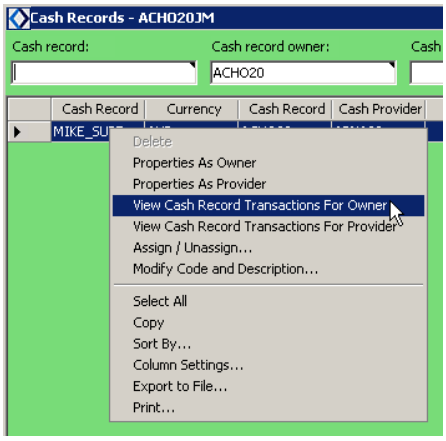
   The *Cash Records* screen is displayed.

2. Enter the sub participant's code in the *Cash Record Owner* field, and click **Search**.

This displays the relevant cash records.

3. Select the required cash record.
4. Right-click and select **View Cash Record Transactions For Owner**.

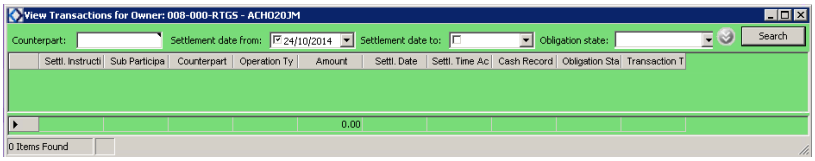
   This opens the *View Transactions for Owner* screen.



5. Specify the required search criteria and click **Search**.

   This displays the cash record transactions for the owner.

© Copyright 2015 ASX Limited ABN 98 008 624 691. All rights reserved 2015



5.1.3.2 Viewing Cash Records as a Cash Provider

To view cash records as a cash provider:

1. Select **Sub Participants>Cash Records>View**.

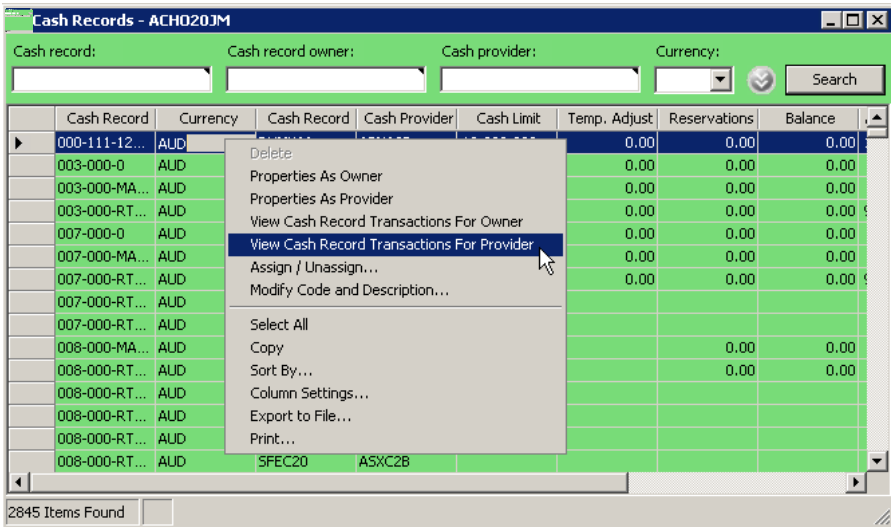
   This displays the *Cash Records* screen.

2. Enter the cash provider sub participant code in the *Cash Provider* field and click **Search**.

This displays the cash provider's cash records.

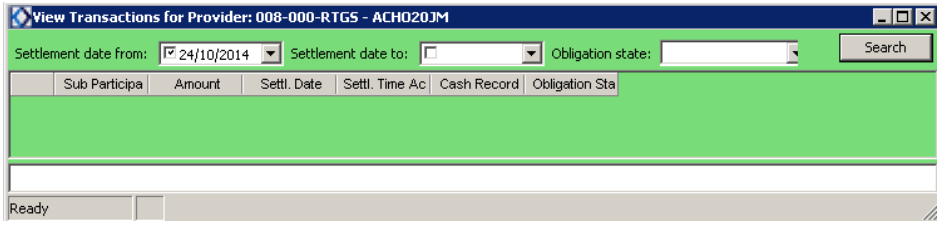
3. Select the required cash record.
4. Right-click and select **View Cash Record Transactions For Provider**.

   This displays the *View Transactions for Provider* screen.



5. Enter the required search criteria and click **Search**.

   This displays the cash records for the cashprovider.



5.2 Assured Cash Limits

5.2.1 Maintaining the Assured Cash Limit

This functionality allows cash providers to enter a cash limit that becomes effective in the event that RTGS is not available and the system reverts to Assured Payment Mode. This functionality is only available for cash providers.

Once the Assured Payment Mode has been triggered, the Assured Cash Limit of each cash provider automatically propagates down to the cash limit of each of the cash records belonging to the customers of that cash provider. This limit overrides the existing cash limit of each customer's cash record while the system remains in Assured Payment Mode.

When the system resumes operating in RTGS, the cash limits of the customer cash records are reset to their original values.

© Copyright 2015 ASX Limited ABN 98 008 624 691. All rights reserved 2015

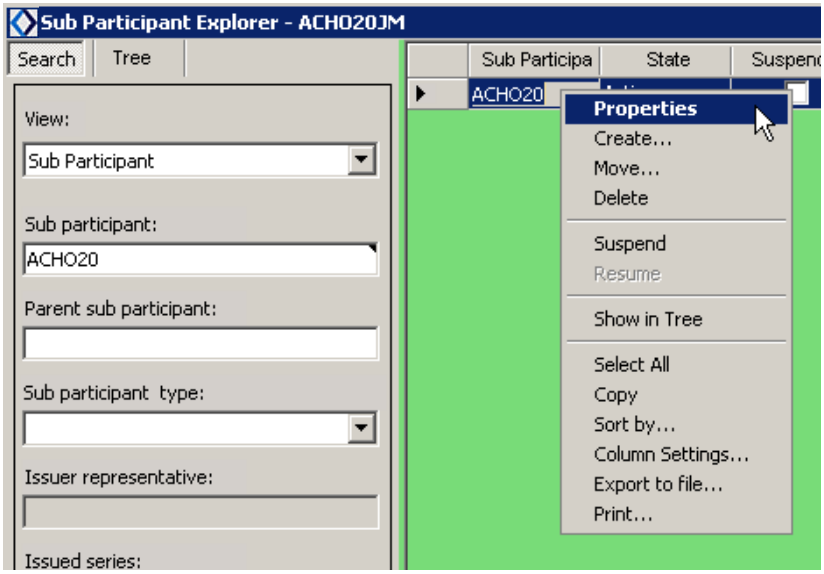
To maintain the assured cash limit:

1. Select **Sub Participants>Sub Participants Users Sub Accounts>Explore**.

   This displays the *Sub Participant Explorer* screen.

2. Select **Sub Participant** from the *View* pull-down menu.
3. Specify the required search criteria and click **Search**.
4. Select the required sub participant from the list.
5. Right-click and select **Properties**.

   The *Sub Participant* screen is displayed where a cash limit can be specified.



6. Modify the required fields, and click **OK**.

© Copyright 2015 ASX Limited ABN 98 008 624 691. All rights reserved 2015

5.3 Corporate Actions

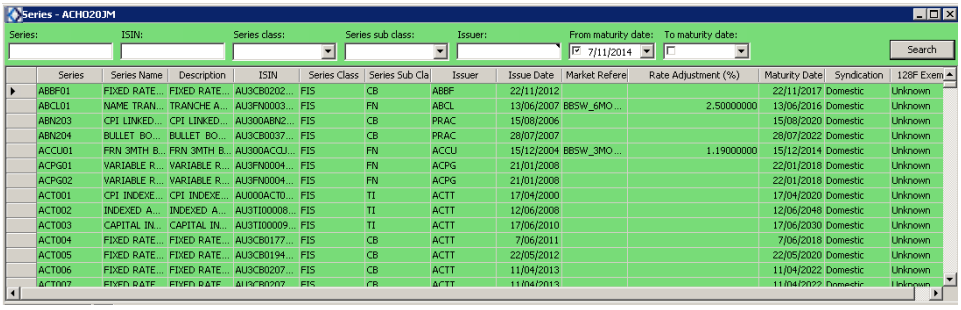
5.3.1 Viewing Discount Securities Maturity Corporate Actions

Issuer representatives and Holders can view discount securities maturity corporate actions. Corporate Actions for DSS consist of Maturity payments only.

All Maturity Corporate Actions are created automatically by the system. This occurs in the overnight recurring tasks depending on the template setup.

The ability to View Holder List on Corporate Actions is restricted to Issuer Representatives only. On the day of maturity, the Issuer Representative is able to view all holders of the maturing security. This list is available on the day of the Corporate Action.

DSS that have matured are displayed in the *Series* screen until the following day. To open the *Series* screen select **Series>Series>View**.



- For Issuers of Discount Securities Only

On the Maturity Date, the Issuer (or their Paying Agent) is able to print the 'Maturing Securities Report' via the Report Server. This details maturity payments due that day and the holders entitled to receive those payments. The same details may also be obtained via the online enquiry screens and requested as .csv files.

After ensuring the details reported are correct, the Issuer (or their Paying Agent) accesses the

© Copyright 2015 ASX Limited ABN 98 008 624 691. All rights reserved 2015

Corporate Actions Settlement Instructions screen to *Instruct* (Confirm) payments of maturities for the day.

To open the *Corporate Actions Settlement Instructions* screen:

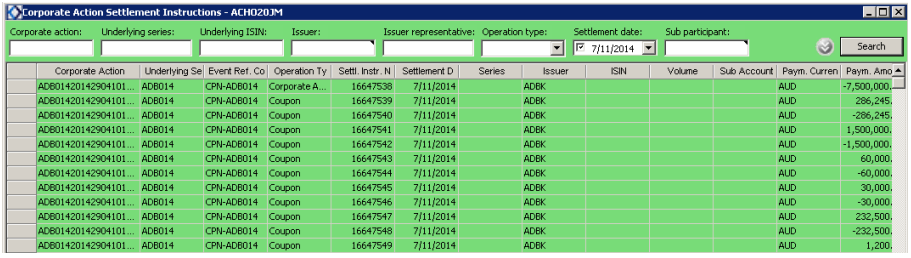
1. Select **Settlement>View Settlements>Corporate Actions Settlement Instructions**.

   This displays the *Corporate Action Settlement Instructions* screen.

2. Specify search criteria and click **Search**.

Maturity proceeds are payable on an Irrevocable (I) settlement basis only.

Maturity payments for DSS are available for confirmation upon **System Open** each morning.



- For Holders of Discount Securities

Participants who hold discount securities within the system receive automatic maturity payments to their nominated cash record.

Participants are able to view information relating to maturity payment dates for each of the series available via the *Corporate Actions* screen.

On the morning of the payment day, the Income Receivable Report is available via the report server for holders of discount securities. This report displays all maturity payments due to the holder for that day. These details may also be obtained via the online enquiry screens and requested as .csv files.

To view DSS Maturity Corporate actions:

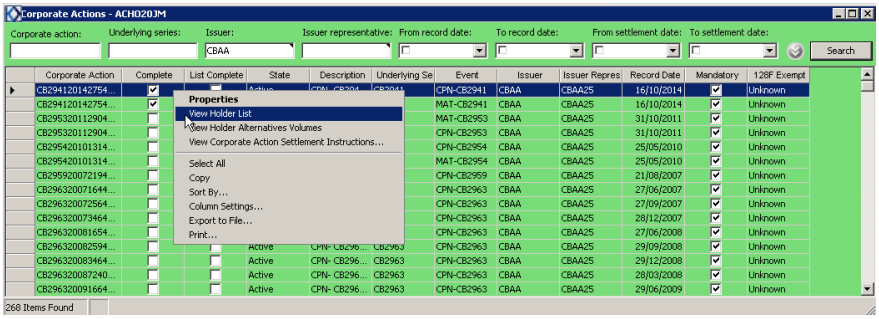
1. Select **Series>View Corporate Actions**.

   This displays the *Corporate Actions* screen.

2. Specify search criteria and click **Search**.

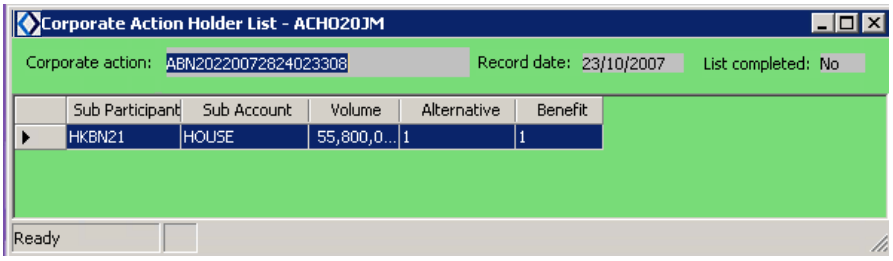
This displays the current corporate actions for maturities and coupon payments.

3. Select the required corporate action.



4. Right-click and select **View Holder List**.

   The *Corporate Action Holder List* screen is displayed.

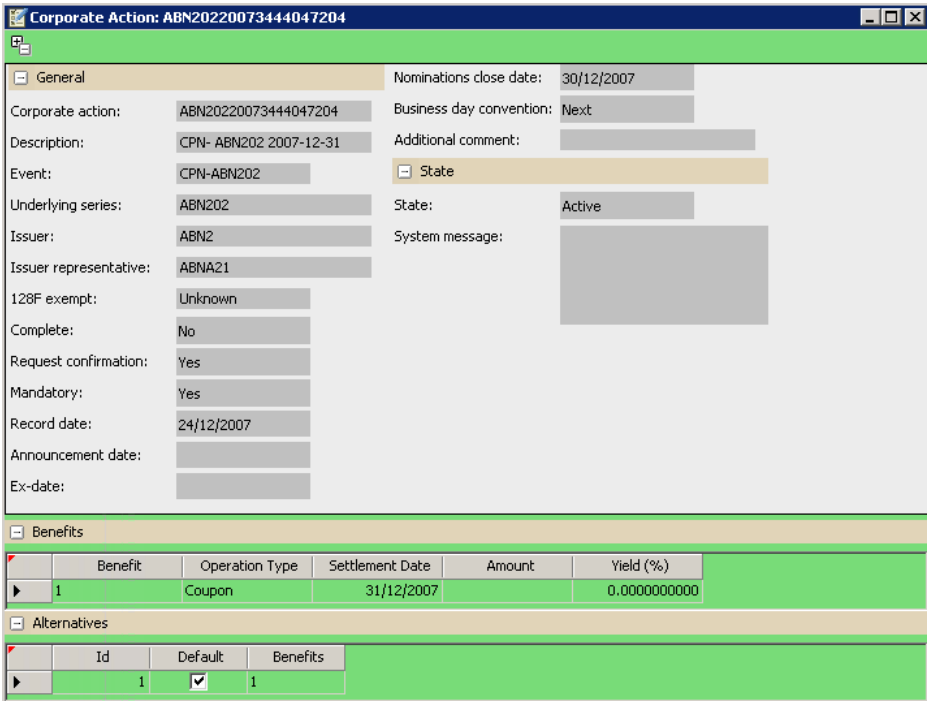


© Copyright 2015 ASX Limited ABN 98 008 624 691. All rights reserved 2015

5. Select the required corporate action holder.
6. Right-click and select **Properties**.

   This displays the *Corporate Action* screen.

   For field descriptions, refer to *Appendix 7 – Corporate Actions Field Descriptions.*



5.3.2 Viewing Corporate Action Settlement Instructions and Selecting Instructions (for Issuers Only)

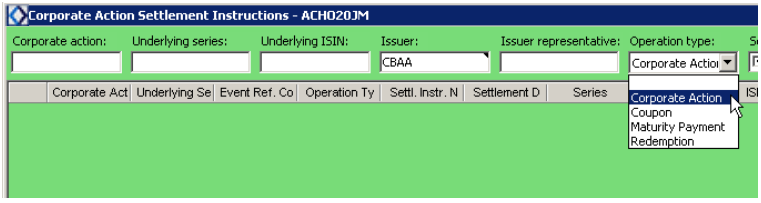
To view corporate action settlements and select instructions for Issuers only:

1. Select **Settlement>View Settlements>Corporate Actions Settlement Instructions**.

   This displays the *Corporate Action Settlement Instructions* screen.

2. Specify search criteria and click **Search**.

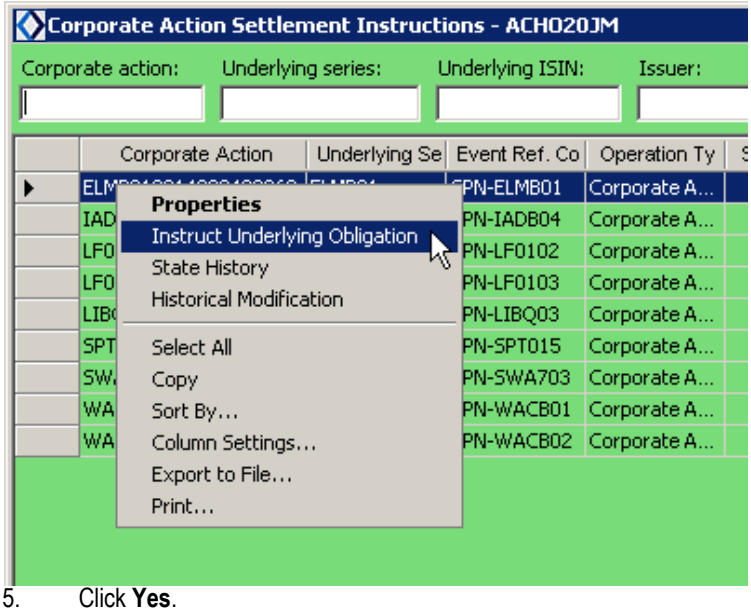
Alternatively, select **Corporate Action** from the *Operation type* pull-down menu and click **Search**. This displays only the Actual Gross Corporate Action to be instructed, and not every single Corporate Action.



3. Select the required Corporate Action to be released.
4. Right-click and select **Instruct Underlying Obligation**.

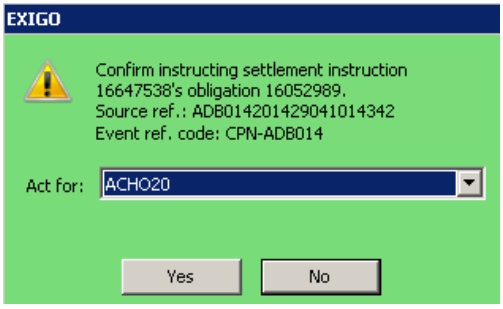
This enables the confirmation of the instructing settlement instruction.

© Copyright 2015 ASX Limited ABN 98 008 624 691. All rights reserved 2015



5. Click **Yes**.

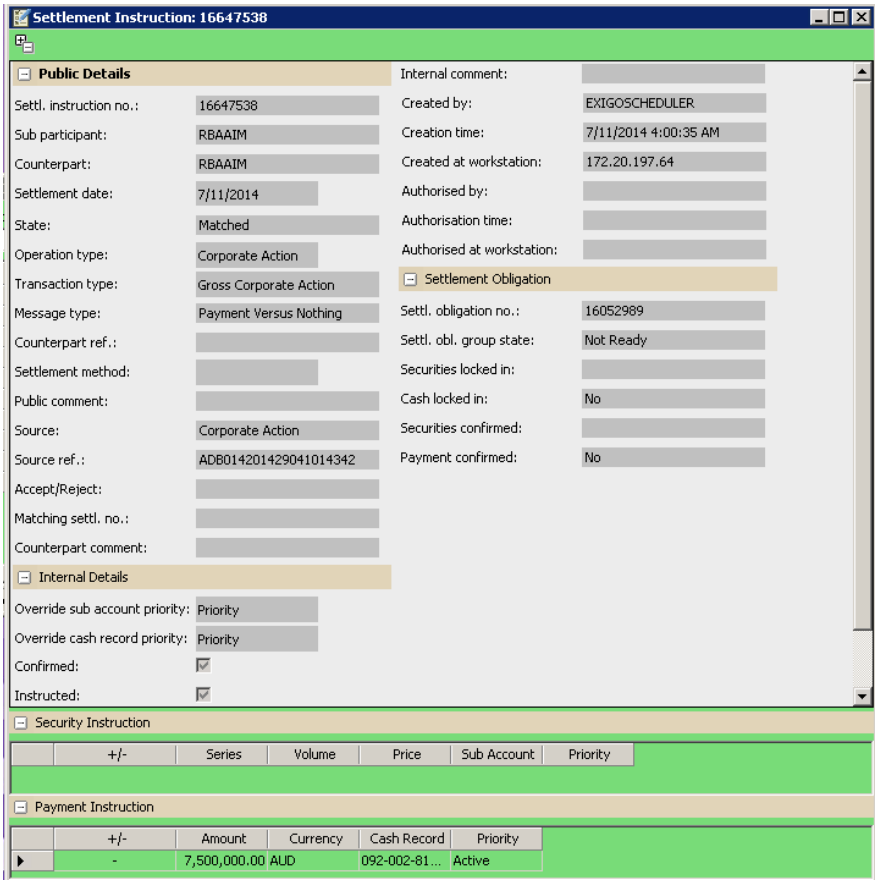
Click **Yes** to release the Corporate Action for settlement. Click **No** to cancel.



To view details of an individual corporate action, select the required corporate action in the *Corporate Action Settlement Instructions* screen, right-click and select **Properties**. This displays the *Settlement Instruction* screen.

For details on field descriptions, see *Corporate Actions Settlement Instructions*.

© Copyright 2015 ASX Limited ABN 98 008 624 691. All rights reserved 2015



5.3.3 Monitoring Corporate Action Execution

Monitoring corporate action execution is only available to Issuer Representatives This screen provides a summary of all Corporate Actions for the current business day for that Issuer and shows the current settlement state for each Corporate Action.

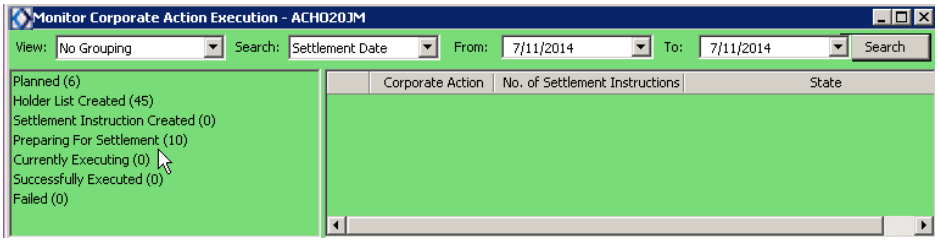
To monitor corporate action execution:

1. Select **Administration>Monitor>Corporate Action Execution**.

   This displays the *Monitor Corporate Action Execution* screen.

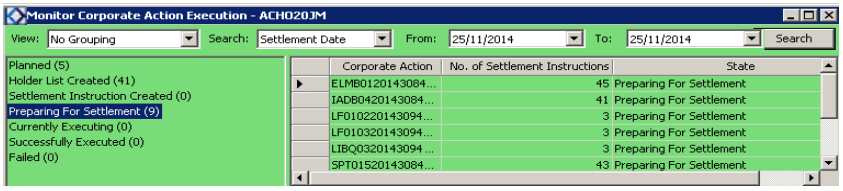
2. Enter search criteria and click **Search**.

This displays the corporate actions for the selected date.



3. Select **Preparing For Settlement**.

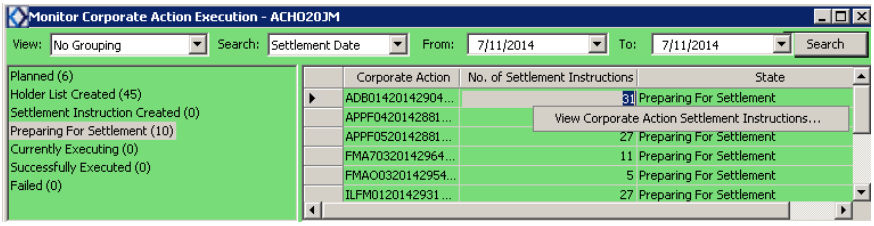
   This displays the *Preparing for Settlement* corporate actions.



4. Right-click anywhere in the right frame and select **View Corporate Action Settlement Instructions**.

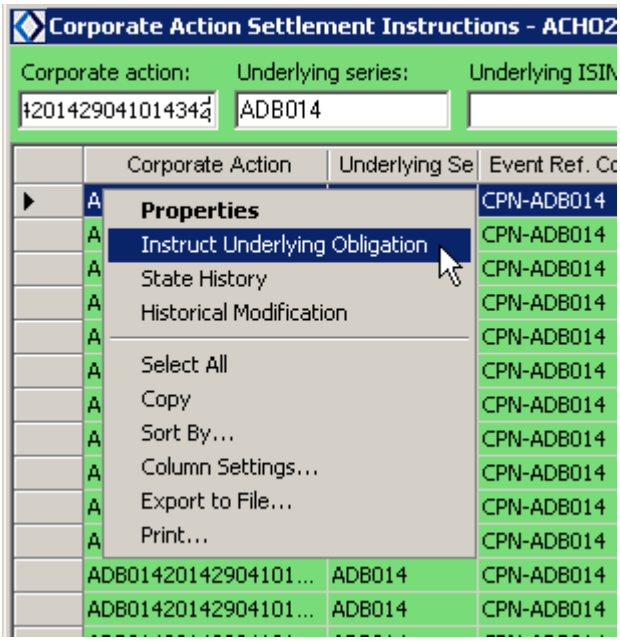
© Copyright 2015 ASX Limited ABN 98 008 624 691. All rights reserved 2015

This displays the *Corporate Action Settlement Instructions* screen.



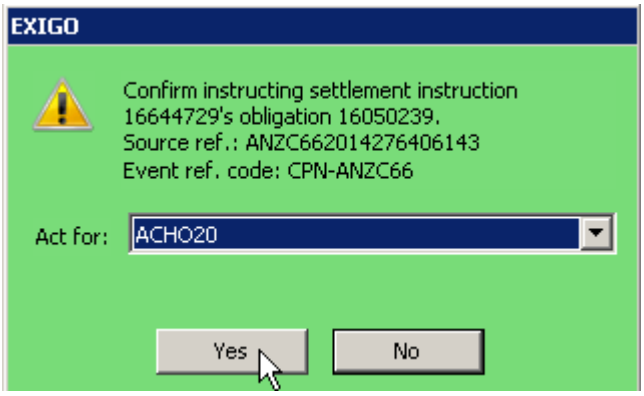
5. Enter the required search criteria and click **Search**.
6. Select the required corporate action.
7. Right-click and select **Instruct Underlying Obligation**.

A dialogue box is displayed enabling confirmation of the instructing settlement instruction.



8. Click **Yes**.

To confirm the instructions, click **Yes**. For information on field descriptions, see *Monitor Corporate Action Execution.*



5.4 Cash Clearance Sessions

When a DAY session ends at End of Day (EOD) (4:28pm Eastern Standard Time (EST)), the following rules apply:

- Any existing transactions already on the RTGS queue can settle up to the end time of DAYEND session (5:17pm)
- No new transactions with a cash element are allowed to settle until the EVENING session (5:25pm – 6:32pm in winter and 5:25pm – 8:32pm in summer). Settlement in EVENING session is only allowed between approved Continuous Linked Settlement (CLS) Banks.

© Copyright 2015 ASX Limited ABN 98 008 624 691. All rights reserved 2015

At the close of DAYEND session (5:17 pm), the following rules apply:

- All transactions on the RTGS queue where one or both parties to the transaction are not approved CLS Banks are automatically Recalled/Rejected.
- All transactions on the RTGS queue where both parties to the transaction are approved CLS Banks are retained on the queue for possible settlement in the EVENING session.

At the INTERIM session (5:17pm – 5:25pm), the following rules apply:

- An Interim Cashlist is produced for printing. This report displays any outstanding transactions that have been allowed to remain for possible settlement in the EVENING session. This report includes transactions completed in DAY session.
- No transactions settle in the interim session.

At EVENING session (5:25pm – 6:32pm in winter and 5:25pm – 8:32pm in summer) the following rules apply:

- Approved CLS Banks may complete transactions in this period
- These will be processed by the system to RTGS in the same manner as in DAY session.

At DAYCLOSE session (6:32pm – 7:00pm winter and 8:32pm – 9:00pm summer) the following rule applies:

- A Final Cashlist is produced for printing showing the final cash position of each customer's cash records. This report includes transactions completed in both DAY and EVENING sessions.

On NON-CLS days (days with shortened sessions as requested by the RBA) the following rules apply:

- MORNING, DAY and DAYEND sessions operate as normal
- At the end of DAYEND session the system moves through INTERIM, EVENING and into DAYCLOSE. The Interim Cashlist is still generated and moves the system into EVENING session. The Final Cashlist report is generated as normal at DAYCLOSE.

As all transactions are settled in IRREVOCABLE mode, Cash Providers are not required to perform any clearances.

© Copyright 2015 ASX Limited ABN 98 008 624 691. All rights reserved 2015

6 Issuance, Deposits and Withdrawals

6.1 Discount Securities Issuance

The DSS functionality enables participants (issuers) to issue securities. The following are types of securities accepted for deposit in the system:

- BA – Bank Accepted Bills
- EBA – Electronic Bank Accepted Bills
- CD – Negotiable Certificates of Deposit
- ECD – Electronic Negotiable Certificates of Deposit
- PN – Promissory Notes
- EPN – Electronic Promissory Notes
- NB – Non Bank Bills.

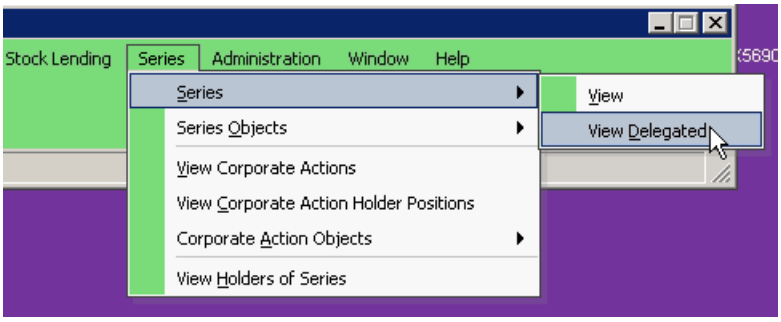
6.1.1 Issuing a Discount Security

The ability to create a DSS series is restricted to **issuers only**. The maturity date of all electronic securities must be four business days after the deposit date.

To issue a discount security:

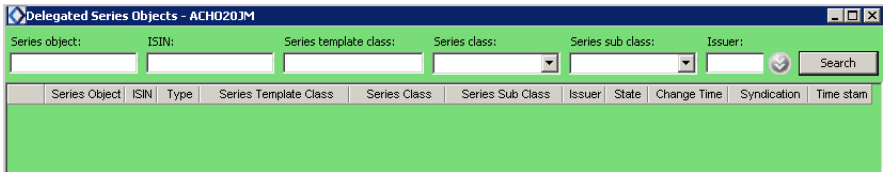
1. Select **Series>Series>View Delegated**.

   This opens the *Delegated Series Objects* screen.



2. Enter the search criteria and click **Search**.

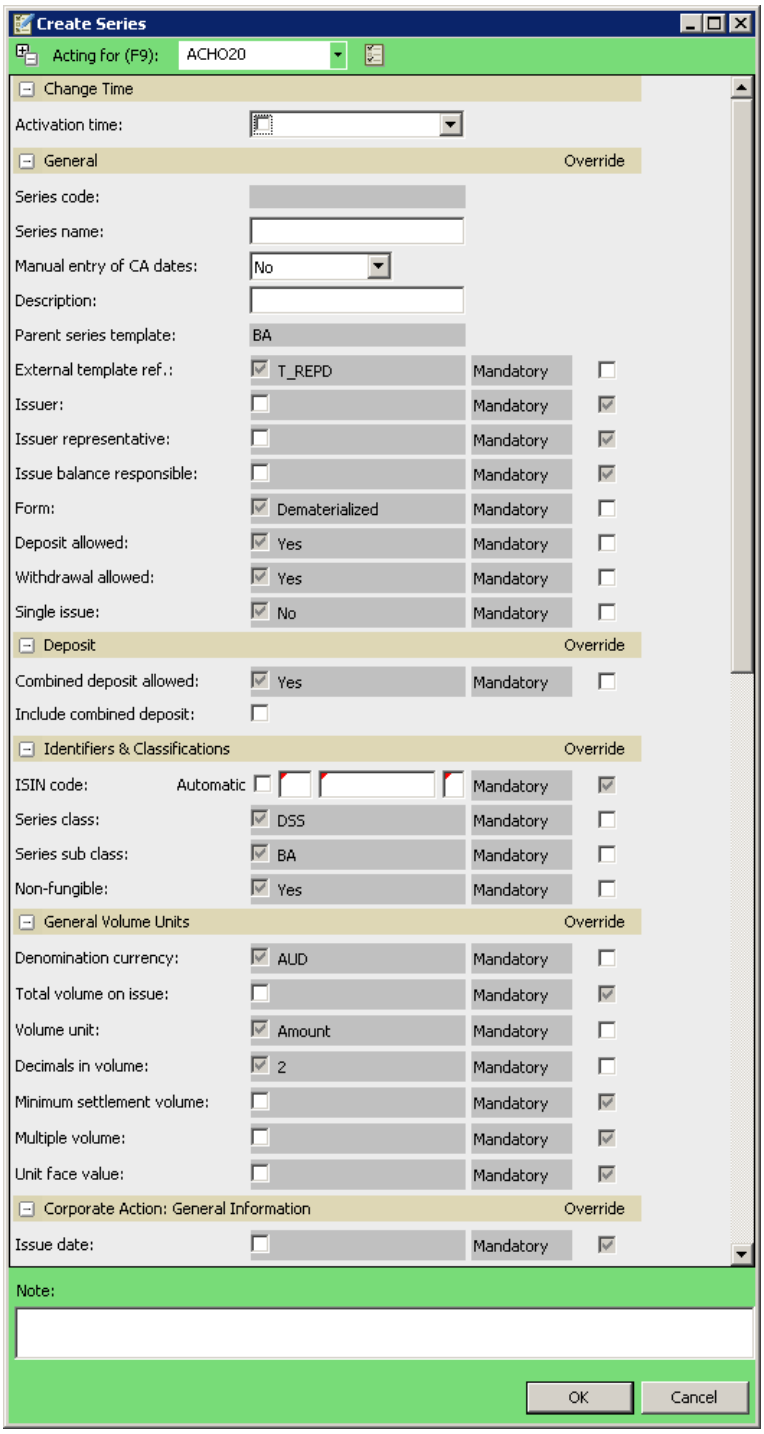
A list of delegated series templates is displayed.



3. Select the required series template.
4. Right-click and select **Create Series**.

   This displays the *Create Series* screen.

© Copyright 2015 ASX Limited ABN 98 008 624 691. All rights reserved 2015



5. Enter the series details and click **OK**.

To create a new series, information is required in the following fields:

General

- Series Code
- Series Name
- Description
- Issuer
- Issuer Representative
- Issue Balance Responsible
- ISIN Code (either select the check box 'Automatic' for ISIN to be automatically generated, or leave blank if ISIN is to be entered manually)

© Copyright 2015 ASX Limited ABN 98 008 624 691. All rights reserved 2015

General Volume Units

- Total Volume on Issue
- Minimum Settlement Volume
- Multiple Volume
- Unit Face Value

Corporate Action General Information

- Issue Date
- CA Cash Record Owner
- CA Cash Record
- CA Sub Account

Corporate Action Maturity Information

- Maturity Date
- Maturity Cash Record

Discount Securities

- Drawer
- Prime Name
- Place Payable
- Payee (note this should be 'Bearer' or full name of payee).

Once a new DSS series has been created, participants can view the series details in the *Series* screen (to see the *Series* screen select **Series>Series>View**).

The issuance of Discount Securities requires the Issuer Representatives to create a series from a delegated template and subsequently deposit that series.

For more information on the fields, see *Appendix 8 – DSS Issuance Field Descriptions.*

6.2 DSS and FIS Deposits

The deposit functionality enables participants to deposit securities. The following are types of discount securities accepted for deposit in the system:

- BA - Bank Accepted Bills
- EBA - Electronic Bank Accepted Bills
- CD - Negotiable Certificates of Deposit
- ECD - Electronic Negotiable Certificates of Deposit
- PN - Promissory Notes
- EPN - Electronic Promissory Notes
- NB - Non Bank Bills.

The following are types of fixed income securities accepted for deposit in the system:

- FRN - Floating Rate Notes
- ABS - Asset Backed Securities
- TB - Treasury Bonds
- TA - Treasury Adjustable Bonds
- TI - Treasury Indexed Bonds
- TN - Treasury Notes
- CB - Zero Coupon Bonds (i.e. commercial paper and short term registered notes)

© Copyright 2015 ASX Limited ABN 98 008 624 691. All rights reserved 2015

- SG - Semi Government and Fixed Rated Bonds.

The ASX Austraclear System also has the ability to record and settle Fixed Income Securities (FIS) and Discount Securities. A FIS is typically a Bond issued by one of the following:

- The Commonwealth Government
- State Treasuries
- Corporate Entities
- Foreign Entities.

6.2.1 Depositing Discounts and FIS

For all deposits of electronic obligations, the system automatically generates an ISIN code in line with international standards.

In the case of BA, EBA, Bank Endorsed (BE) and NB securities, if the depositing participant is also the Acceptor of that security, they have the option to display the Drawer Name. Drawer details are displayed as per series setup performed by the Issuer.

The maturity date of all electronic securities must be four business days after the Deposit date.

Deposits entered into the system remain on the system for two business days. If the securities are not delivered within this period, the details will need to be re-entered and a new Deposit Receipt printed.

To deposit a discount or FIS:

1. Select **Series>Series>View**.

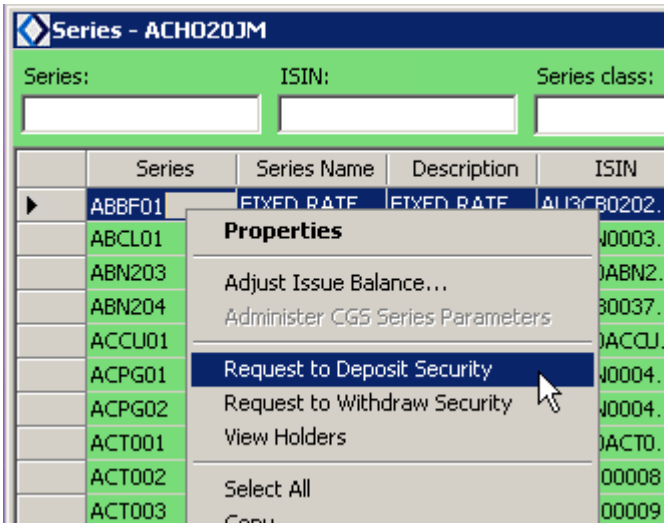
   This displays the *Series* screen.

2. Enter the search criteria and click **Search**.

This displays all active discount securities and their ISIN codes held in the system.

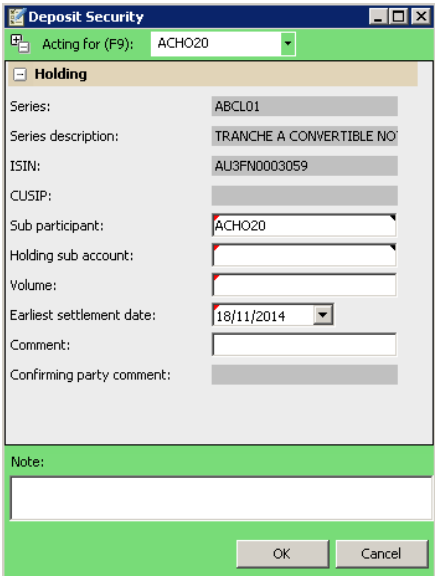
3. Select the required series.
4. Right-click and select **Request to Deposit Security**.

   This displays the *Deposit Security* screen.



5. Enter deposit details and click **OK**.

© Copyright 2015 ASX Limited ABN 98 008 624 691. All rights reserved 2015



6. Print a deposit receipt if required.

   For information on how to print a receipt, see *Printing a Deposit Receipt* below.

6.2.2 Printing a Deposit Receipt

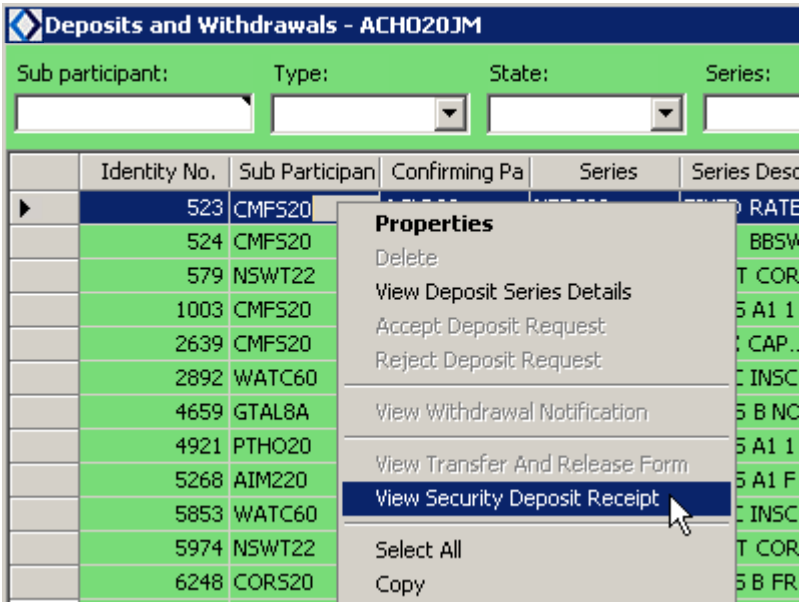
To print a deposit receipt:

1. Select Holdings>View Deposits and Withdrawals.

   This displays the *Deposits and Withdrawals* screen.

2. Enter the search criteria and click **Search**.
3. Select the required deposit transaction to be printed.
4. Right-click and select **View Security Deposit Receipt**.

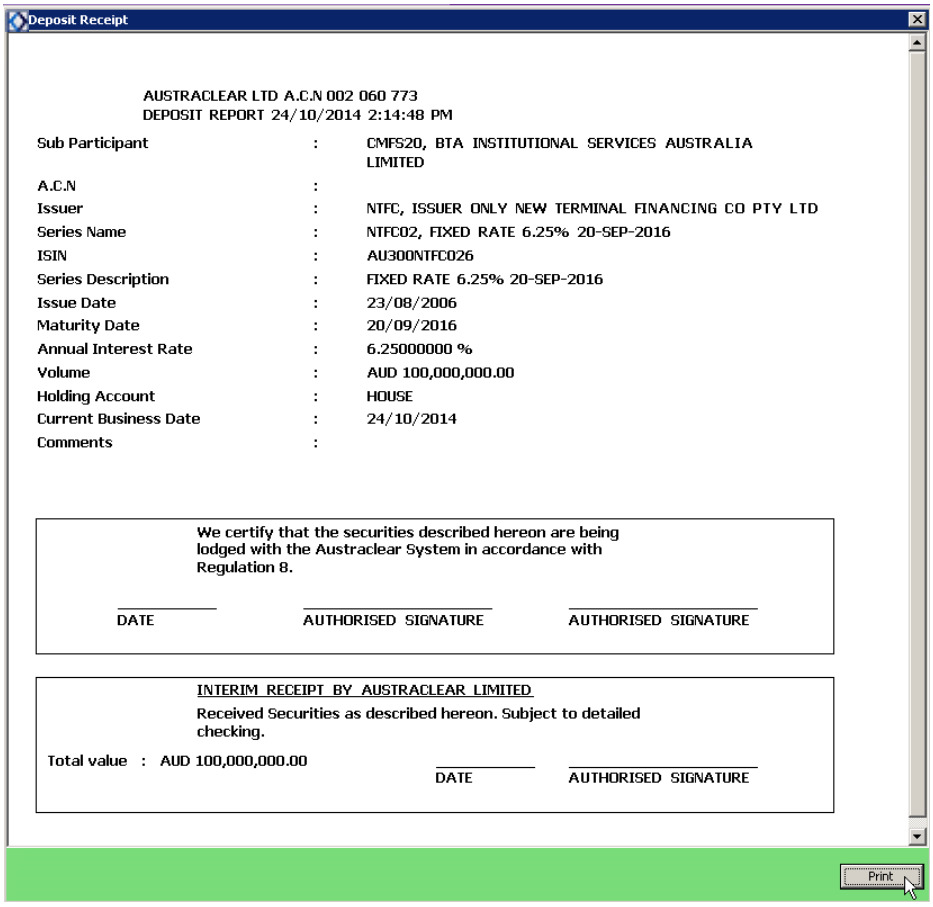
   This opens the *Deposit Receipt* screen.



5. Click **Print**.

If unable to print, a printer is required to be set up.

© Copyright 2015 ASX Limited ABN 98 008 624 691. All rights reserved 2015



Deposit Receipt

AUSTRACLEAR LTD A.C.N 002 060 773
DEPOSIT REPORT 24/10/2014 2:14:48 PM

Sub Participant	:	CMFS20, BTA INSTITUTIONAL SERVICES AUSTRALIA LIMITED
A.C.N	:	
Issuer	:	NTFC, ISSUER ONLY NEW TERMINAL FINANCING CO PTY LTD
Series Name	:	NTFC02, FIXED RATE 6.25% 20-SEP-2016
ISIN	:	AU300NTFC026
Series Description	:	FIXED RATE 6.25% 20-SEP-2016
Issue Date	:	23/08/2006
Maturity Date	:	20/09/2016
Annual Interest Rate	:	6.25000000 %
Volume	:	AUD 100,000,000.00
Holding Account	:	HOUSE
Current Business Date	:	24/10/2014
Comments	:	

We certify that the securities described hereon are being lodged with the Austraclear System in accordance with Regulation 8.

DATE AUTHORISED SIGNATURE AUTHORISED SIGNATURE

INTERIM RECEIPT BY AUSTRACLEAR LIMITED

Received Securities as described hereon. Subject to detailed checking.

Total value : AUD 100,000,000.00

DATE AUTHORISED SIGNATURE

Print

6.2.3 Modifying or Deleting a Deposit Request

To modify or delete a deposit request:

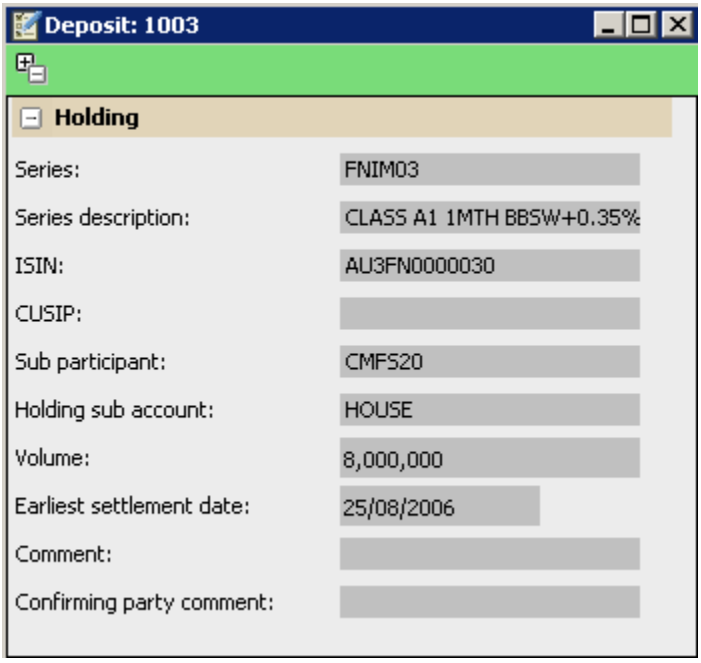
1. Select **Holdings>View Deposits and Withdrawals**.

   This opens the *Deposits and Withdrawals* screen.

2. Enter the search criteria and click **Search**.
3. Modify or delete the required deposit transaction.

To modify the deposit details, select the required deposit transaction, right-click, and select **Properties**. This opens the *Deposit* screen.

© Copyright 2015 ASX Limited ABN 98 008 624 691. All rights reserved 2015



To delete the deposit before Austraclear confirmation, select the deposit transaction, right-click, and select **Delete**.

4. Print a deposit slip if required.

6.2.4 Completing a Deposit for Fixed Interest Securities

To complete a deposit FIS in the ASX Austraclear System:

1. Complete a Transfer and Acceptance (T/A) form as the Transferrer.

The T/A form can be obtained from the Share registry. If the Share Registry is ACSL20 then no T/A form is required.

2. Arrange to have the T/A marked.
3. Present the form to Austraclear with two copies of the Deposit Receipt.

Ensure that the Deposit Receipt is signed in accordance with the signing authorities. The scan and email the documents to SFE.Registry@asx.com.au.

6.2.5 Completing a Deposit for Electronic Discount Securities

Completing a deposit is performed for the EBA, ECD and EPN discount securities. When completing a deposit for discount securities:

- Electronic (E) Security Deposits require no physical securities to be delivered to ASX Austraclear at the time of the deposit.
- After an E Security Deposit is entered, the deposit of the security must be accepted by the depositing participant.
- The depositing participant of an E security must be the Acceptor/Issuer of that security, unless ASX Austraclear has received an authorised request for a nominated participant branch to be the depositing participant.
- The minimum unit face value for depositing ECDs and EPNs is $50,000. There is no restriction on EBAs.
- While an E Security Deposit is pending authorisation it may be corrected or deleted via the *Deposit and Withdrawal* screen.

6.2.6 Accepting and Rejecting an E Security Deposit Request

To accept or reject an E security deposit request:

1. Select **Holdings>View Deposits and Withdrawals**.

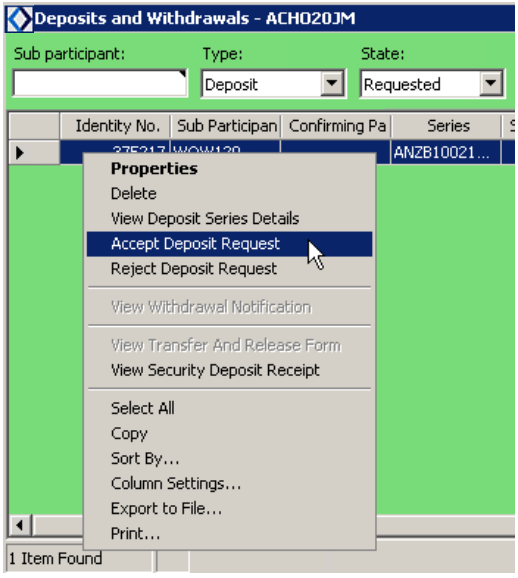
   This opens the *Deposits and Withdrawals* screen.

2. Select **Deposit** from the *Type* pull-down menu, and **Requested** from the State pull-down

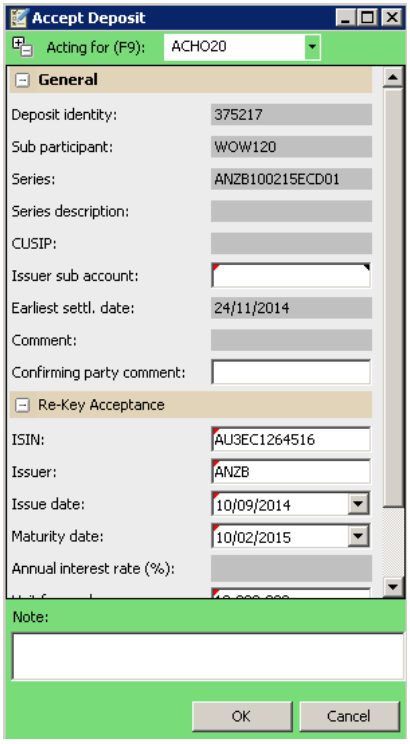
© Copyright 2015 ASX Limited ABN 98 008 624 691. All rights reserved 2015

menu.

3. Enter any additional search criteria and click **Search**.
4. Select the required deposit transaction.
5. Right-click and select either **Accept Deposit Request** or **Reject Deposit Request**.

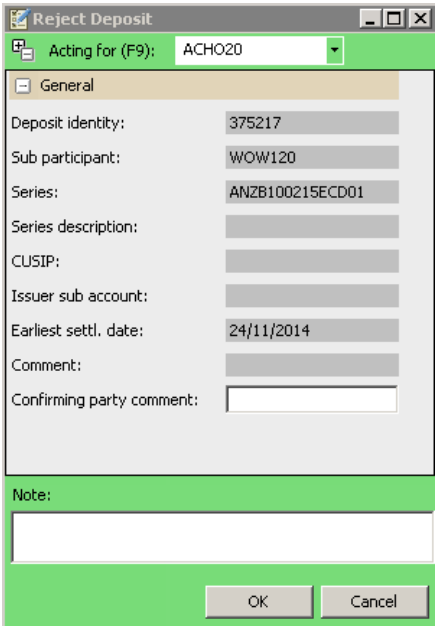


Selecting **Accept Deposit Request** displays the *Accept Deposit* screen. Enter the required details and click **OK**.



Selecting **Reject Deposit Request** displays the *Reject Deposit* screen. Click **OK**.

© Copyright 2015 ASX Limited ABN 98 008 624 691. All rights reserved 2015



For more information, see *Appendix 9 – Deposits Field Descriptions.*

6.3 DSS and FIS Withdrawals

The withdrawal function enables participants to input a request for the removal of DSS securities and FIS securities from the ASX Austraclear System.

6.3.1 Withdrawing Discount or Fixed Income Securities

To withdraw a discount or fixed income security:

1. Select **Holdings>View Holdings**.

   This opens the *Holdings* screen.

2. Enter the search criteria and click **Search**.
3. Select the required series.
4. Right-click and select **Withdraw Security**.

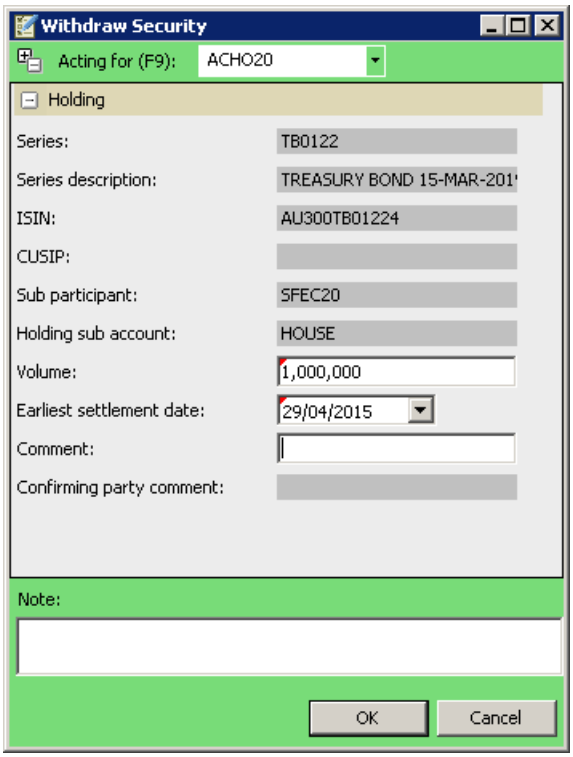
   This displays the *Withdraw Security* screen.

5. Enter the volume and any withdrawal details, and click **OK**.

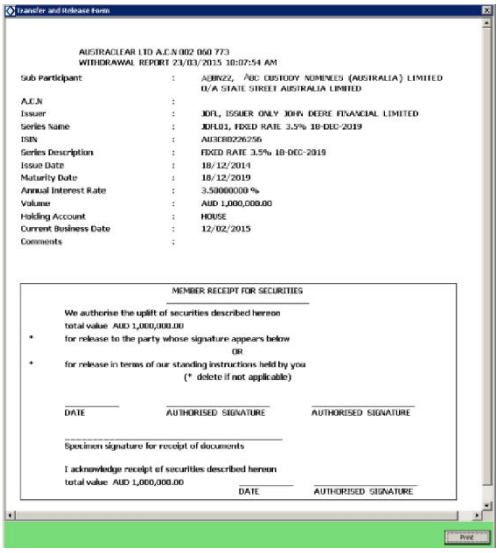
   For field descriptions, see *Appendix 10 – Withdrawals Field Descriptions.*

To print the Transfer and Release form, right-click in the *Holdings* screen and select **Print**.

© Copyright 2015 ASX Limited ABN 98 008 624 691. All rights reserved 2015



6. To print the Transfer and Release form, right-click in the *Holdings* screen and select **Print**.



6.3.2 Deleting Withdrawal Requests

When a withdrawal request is entered based on an existing holding, the system automatically assigns a state of 'Locked In' to the withdrawal request. Once a withdrawal request is 'Locked In', it cannot be deleted without first cancelling the relevant 'reservation' Settlement Instruction.

To delete a withdrawal request:

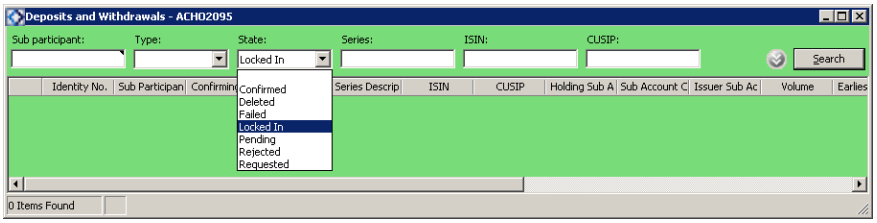
1. Select **Holdings>View Deposits and Withdrawals**.

   This displays the *Deposits and Withdrawals* screen.

2. Enter the search criteria and click **Search**.

All holdings are displayed according to the search criteria. Ensure that the *State*: is set to *Locked*. Once a withdrawal is locked in, it takes two days before the request drops off.

© Copyright 2015 ASX Limited ABN 98 008 624 691. All rights reserved 2015



3. Select the required withdrawal transaction.
4. Right-click and select **Delete**.
5. Check the details and click **OK**.

6.3.3 Completing Withdrawals for Fixed Interest Securities

When withdrawing securities from the system, participants must complete a Transfer and Acceptance (T/A) form as the **transferee** and present it to Austraclear with two copies of the Transfer and Release form. The ASX Austraclear System then completes the T/A and within one hour the stock is inscribed in the participants name at the Registry.

6.3.4 Completing Withdrawals for DSS

Completing withdrawals is performed for EBA, ECD and EPN discount securities. To complete a withdrawal for discount securities:

Participant

1. Print two copies of the *Transfer and Release* form.

The *Transfer and Release* form advises the withdrawing participant whether there are physical securities to be collected.

ASX Austraclear

2. Monitor the withdrawal request using the *View Deposits and Withdrawals* screen.

ASX Austraclear

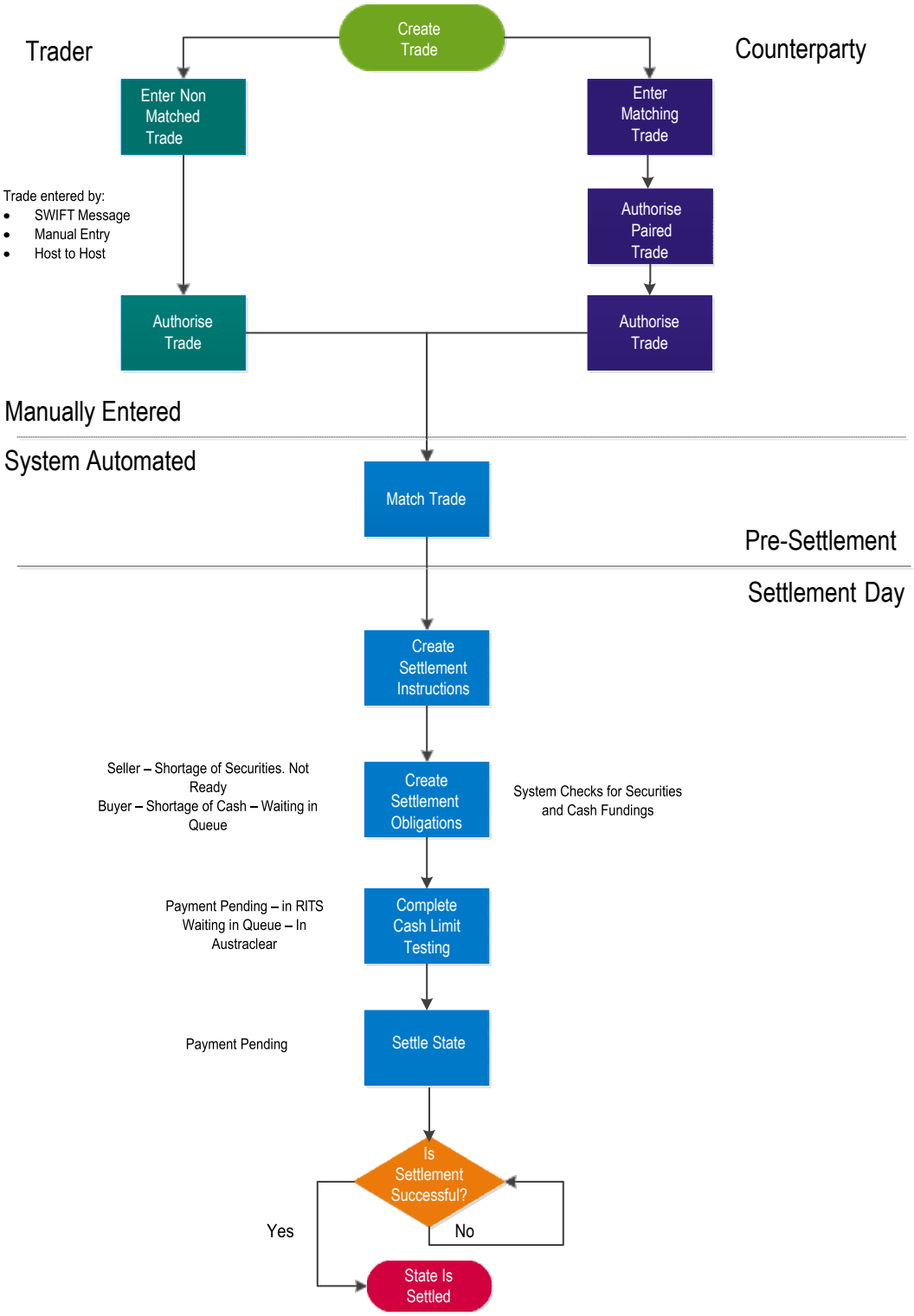
3. Advise the Acceptor/Issuer whether the physical securities are required to be presented to ASX Austraclear.

© Copyright 2015 ASX Limited ABN 98 008 624 691. All rights reserved 2015

7 Trade Process Flow

Creating and settling a trade requires the trader to enter a trade and the counterparty to match the trade. Once the trade has been settled, the trading process is complete.

The following flowchart displays the trade process flow.



© Copyright 2015 ASX Limited ABN 98 008 624 691. All rights reserved 2015

8 Entering a Trade

There are various methods of entering a trade in the ASX Austraclear System. This includes:

- Cash
- DSS
- FIS
- FX
- Market Repos
- RBA Repos.

8.1 Entering Cash Trades

The cash trade facility allows participants to pay and receive cash on the ASX Austraclear System, either as a same day transaction or for a date in the future. A cash trade is a two sided transaction that requires both the payer and receiver to enter their respective instructions that are matched by the system to effect the settlement. Settlement can be automatic where, if the payer has sufficient funds available, the system affects the transfer of funds with no action required by either counterparty. It may also be a manual process where participants set their cash records to a deferred state and selectively process transactions on their settlement queue.

8.2 Creating Cash Trades

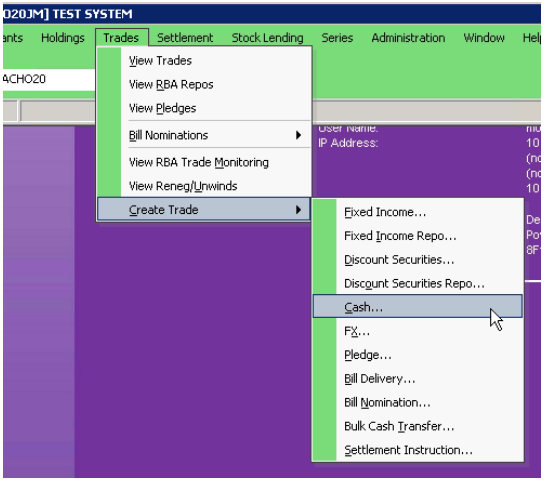
Most fields are required to match the counterparty in the cash entry screen, otherwise the trade will not match in Austraclear. There are a few exceptions where the cash fields do not match, and contain different data/information to the counterparty, yet still match in Austraclear. This includes:

- Trade Date
- Sub Participant
- Cash Type
- Information
- Participant Reference.

To create a cash trade:

1. Select **Trades>Create Trade>Cash**.

   This opens the *Create Cash Trade* screen.

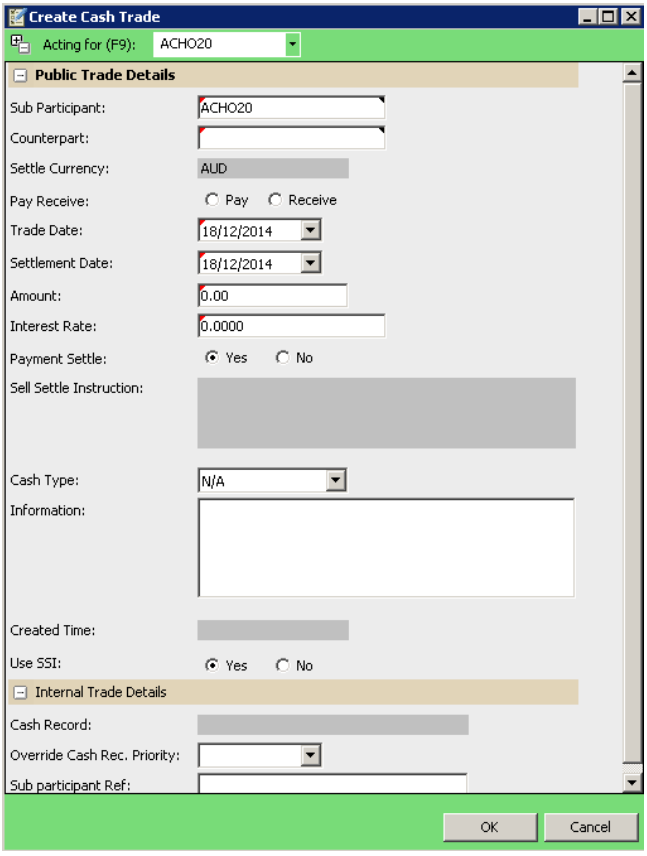


2. Enter the cash trade details.

Enter the required information in the required fields.

For field descriptions, see *Appendix 11 – Cash Field Descriptions*.

© Copyright 2015 ASX Limited ABN 98 008 624 691. All rights reserved 2015



3. Click **OK**.

Once all of the required information has been entered in the fields, click **OK**. **Note:**

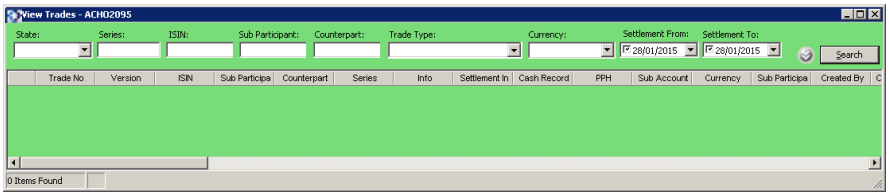
If *Use SSI* is set to *Yes* and there is no SSI set up, then the trade will not settle. Ensure that the Cash Record field is not blank.

8.2.1 Viewing Cash Trades

To view cash trades:

1. Select **Trades>View Trades.**

This displays the *View Trades* screen.



2. Enter the required search criteria and click **Search**.

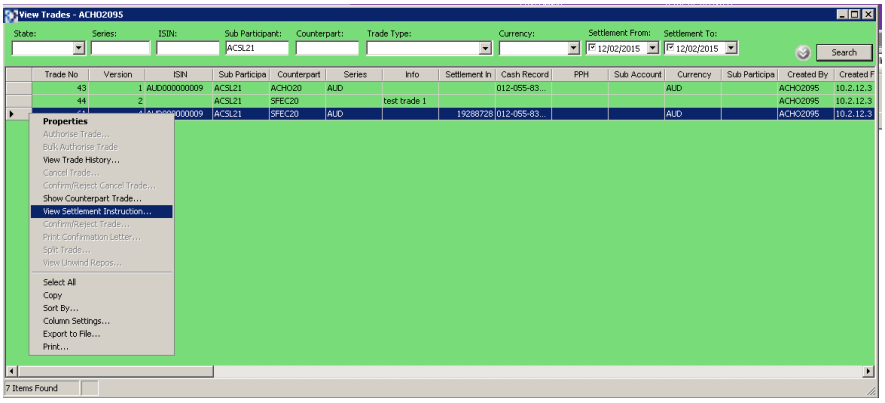
3. Select the required trade.

Once a trade has been matched, there is a direct link from the trade to the settlement instruction.

4. Right-click and select **View Settlement Instruction**.

This displays the where the settlement instruction can be viewed for the matched trade.

© Copyright 2015 ASX Limited ABN 98 008 624 691. All rights reserved 2015



8.2.2 Cancelling Cash Trades

To cancel a cash trade:

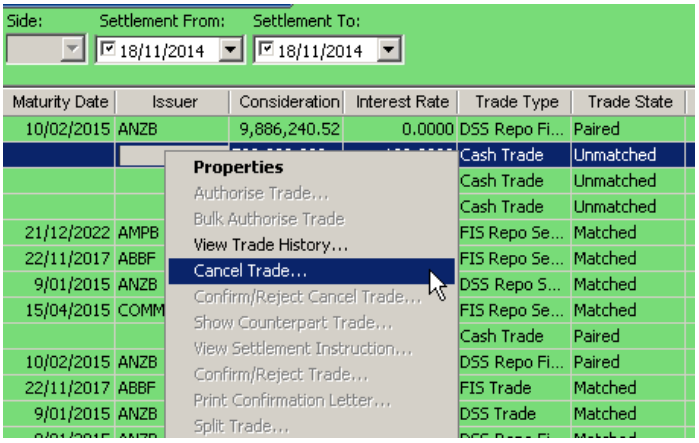
1. Select **Trades>View Trades.**

This displays the *View Trades* screen.

2. Enter the required search criteria and click **Search**.

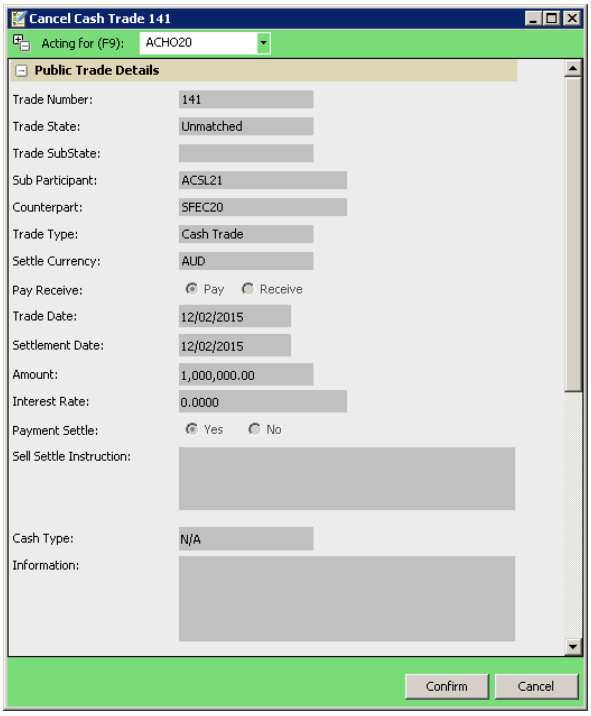
3. Select the required trade to be cancelled.

4. Right-click and select **Cancel Trade**.



5. Click Confirm.

© Copyright 2015 ASX Limited ABN 98 008 624 691. All rights reserved 2015



8.2.3 Authorising Cash Trades

To cancel a cash trade:

1. Select **Trades>View Trades.**

   This displays the *View Trades* screen.
2. Enter the required search criteria and click **Search**.
3. Select the required trade to be au
4. Authorised.
5. Right-click and select **Authorise Trade**.

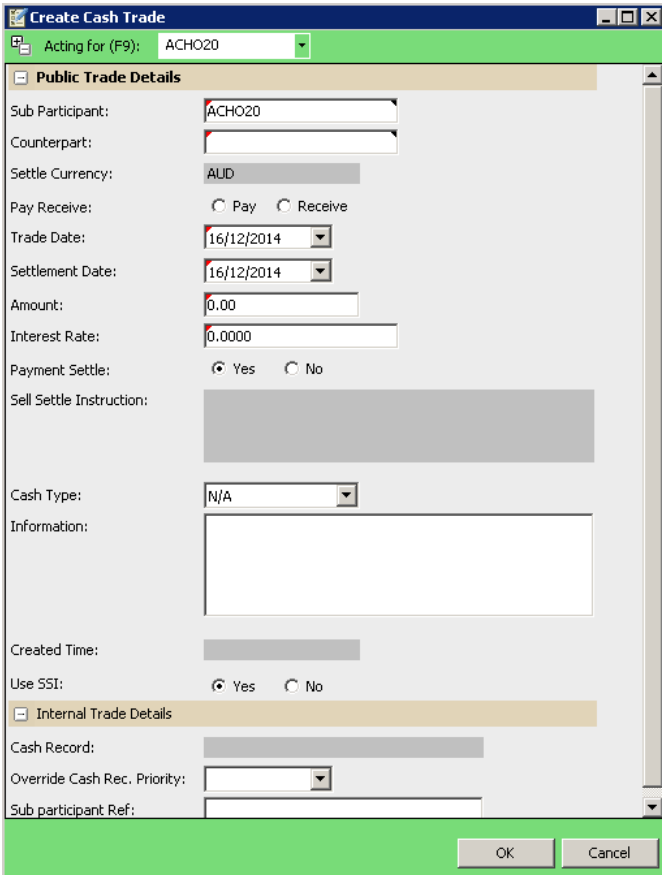
8.2.4 Creating Cash Trades at the Sub Participant Level

To create a cash trade at the sub participant level:

1. Select **Trades>Create Trade>Cash**.

   This displays the *Create Cash Trades* screen.
2. Enter details in the required fields.

© Copyright 2015 ASX Limited ABN 98 008 624 691. All rights reserved 2015



3. Click **OK**.

- Note: Note the following critical points:
  - All GUIs will remain a six character particpant and counterparty entry.
  - An unmatched trade will only be visible by the six character counterparty code (or six character proxy code) in the *View Trades* screen.
  - Also note that the SWIFT settlement confirmation message received by the sub participant will show the origional character mnemonic.

8.2.5 Entering DSS Trades

The Discount Security functionality enables participants to settle obligations.

Securities can be pledged for secured borrowing in the system and maturity payments are paid automatically to holders of obligations.

A DSS trade is a two sided transaction that requires both the buyer and seller to enter their respective instructions that are matched by the system to effect the settlement of the transaction. A DSS trade can be initiated by either the buyer or the seller.

The following are types of securities accepted for deposit in the system:

- BA – Bank Accepted Bills
- EBA – Electronic Bank Accepted Bills
- CD – Negotiable Certificates of Deposit
- ECD – Electronic Negotiable Certificates of Deposit
- PN – Promissory Notes
- EPN – Electronic Promissory Notes
- NB – Non Bank Bills.

8.2.6 Creating DSS Trades

All fields in the *Create Discount Security* trade entry screen are matching with the exception of the following:

© Copyright 2015 ASX Limited ABN 98 008 624 691. All rights reserved 2015

- Trade Date
- Sub Participant
- Information
- Participant Reference.

Participants may trade securities from and buy directly into any available sub account. Both buyer and seller must enter the trade details in order for the trade to be confirmed.

Settlement can be automatic where, if the payer has sufficient funds and securities available, the system affects the transfer of funds and securities with no action required by either counterparty. It may also be a manual process where participants selectively manage which transactions enter their settlement queue and the order in which they are processed.

For automatic settlement to occur, both parties sub accounts and cash records must be set to “Active” or “Priority”. If one participant sub account or cash record is set to “Deferred”, or the transaction is set to “Deferred”, the transaction can only be settled manually.

To create a DSS trade:

1. Select **Trades>Create Trade>Discount Securities**.

   This opens the *Create Discount Security* screen.

2. Enter the required trade details in the fields.

When a code is entered in the *Series* field and the user tabs out of the field, the ISIN and Maturity Date details are automatically displayed. The Issuer details are also automatically displayed.

Trade Date and *Settlement Date* default to the current business date. Participants may backdate the trade date and forward date the settlement date on a trade by trade basis.

For field descriptions, see *Appendix 12 – DSS Field Descriptions.*

3. Click **Calculate.**

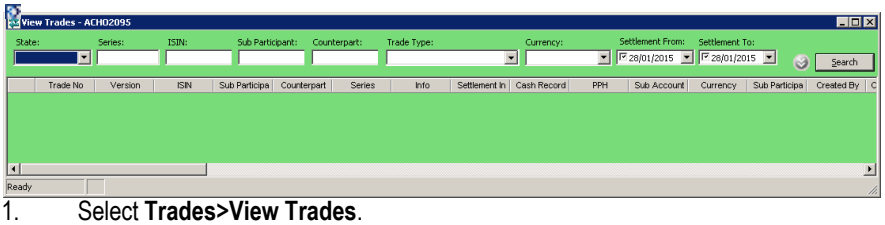
   Once details have been added, click **Calculate**. *Calculate* is located next to the *Consideration* field. Once *Calculate* has been selected, the discount security trade will be calculated.

4. Click **OK**.

8.2.7 Confirming DSS Trades

To confirm a DSS trade:

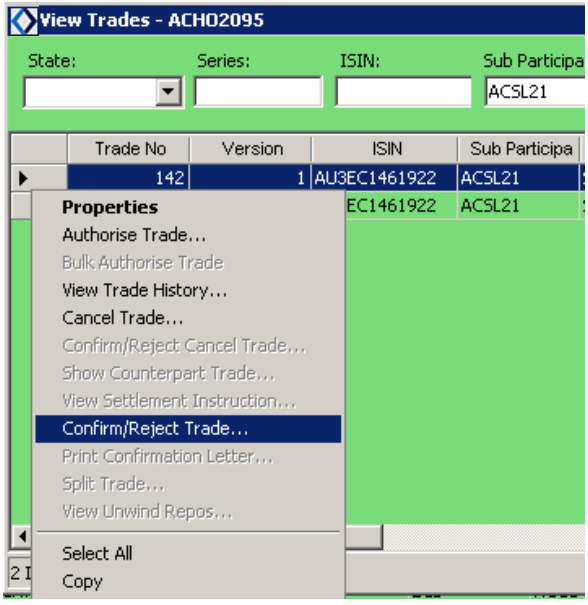
© Copyright 2015 ASX Limited ABN 98 008 624 691. All rights reserved 2015



1. Select **Trades>View Trades**.
2. Select **DSS Trade** from the *Trade Type* pull-down menu, and click **Search**.
3. Select the required trade to be confirmed.
4. Right-click and select **Confirm/Reject Trade**.

This opens the Confirm/Reject Discount Security screen. Check the details and click Confirm or Reject.

When the counterparty selects the menu option to confirm or reject, a mirrored image of the original contrary trade report to be confirmed/rejected is displayed.



5. Confirm the details of the trade and click **Send**.

- Note: Note the following critical points:
  - All GUIs will remain a six character particpant and counterparty entry.
  - An unmatched trade will only be visible by the six character counterparty code (or six character proxy code) in the *View Trades* screen.
  - The DSS GUI confirmation functionality will not have four character matching for this scenario as the system reverses the six character participant and six character

© Copyright 2015 ASX Limited ABN 98 008 624 691. All rights reserved 2015

counterparty code for both buy and sell details of the unmatched trade to create the matched trade. If a sub participant wants to match an alleged trade then they will need to enter a trade as per normal trade entry.

- Also note that the SWIFT settlement confirmation message received by the sub participant will show the origional character mnemonic.

8.2.8 Entering FIS Trades

FIS trades are usually a Bond issued by one of the following:

- The Commonwealth Government
- State Treasuries
- Corporate Entities
- Foreign Entities.

The ASX Austraclear System has the ability to record and settle non paper FIS.

FIS trades are two sided transactions that require both the buyer and seller to enter their respective instructions that are matched by the system to effect the settlement of the transaction. FIS trades can be initiated by either the buyer or the seller.

FIS trades can be pledged for secured borrowing in the system and interest and maturity payments are paid automatically in the system to holders of FIS trades.

All fields in the FIS trade entry screen are matching with the exception of the following:

- Trade Date
- Sub Participant
- Information
- Participant Reference.

Participants may trade securities from and buy directly into any available sub account. Both buyer and seller must enter the trade details in order for the trade to be confirmed.

Settlement can be automatic where, if the payer has sufficient funds and securities available, the system affects the transfer of funds and securities with no action required by either counterparty. It may also be a manual process where participants selectively manage which transactions enter their settlement queue and the order in which they are processed.For automatic settlement to occur, both parties sub accounts and cash records must be set to “Active” or “Priority”. If one participant sub account or cash record is set to “Deferred”, or the transaction is set to “Deferred”, the transaction can only be settled manually.

FIS trades can be either:

- Payment Settle - Yes
- Standard Settlement Instructions - Yes
- Standard Settlement Instructions - No.

8.2.9 Creating FIS Trades

To create a FIS trade:

1. Select **Trades>Create Trade>Fixed Income**.

   This displays the *Create Fixed Income* screen.

2. Enter the required trade details.

When the Series code is entered in the *Series* field, additional fields are populated when the user moves to the next field. This includes the following fields:

- ISIN
- Maturity Date
- Annual Interest
- Description

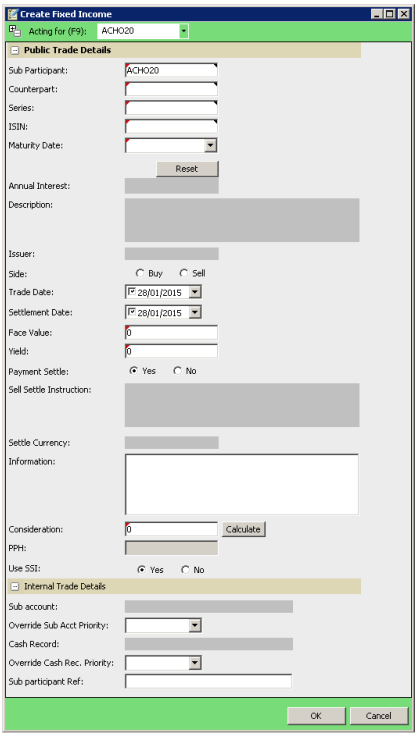
© Copyright 2015 ASX Limited ABN 98 008 624 691. All rights reserved 2015

- Issuer
- Sell Settle Instruction
- Settle Currency.

Trade Date and Settlement Date default to the current business date. Participants may backdate the trade date, and forward date the settlement date on a trade by trade basis.

The *Use SSI* field defaults to **Yes** indicating that the trade will settle via the default cash record/sub account. To select an alternate cash record and/or sub account on a transaction by transaction basis, select **No** in the *Use SSI* field. The pull-down menu in the Sub Account and Cash Record fields may be used to select from the lists available.

For field descriptions, refer to *Appendix 13 – FIS Field Descriptions*.



3. Click **Calculate**.

Once all of the details have been entered, click **Calculate**. Calculate is next to the *Consideration* field.

4. Click **OK.**

8.2.10 Creating FIS Trades with Payment Settle Yes

To create a FIS trade with payment settle of Yes:

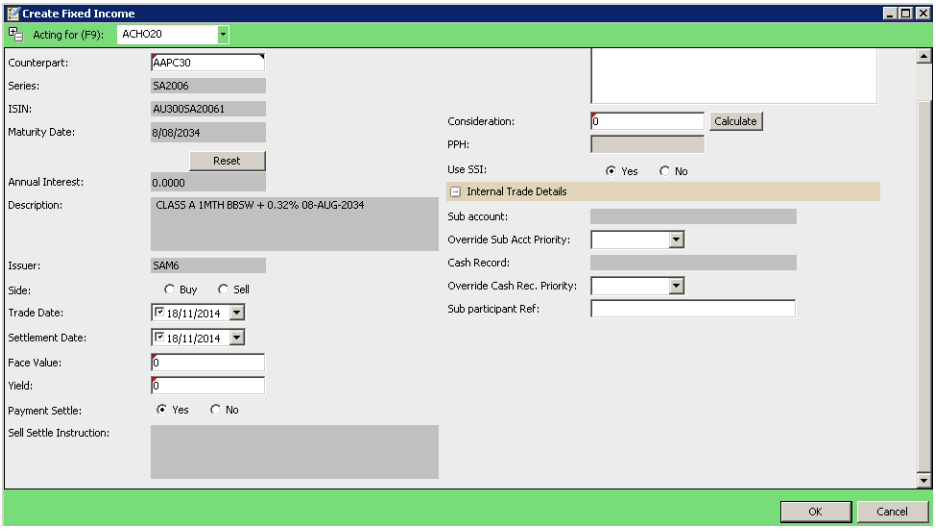
5. Select **Trades>Create Trade>Fixed Income**.

   This displays the *Create Fixed Income* screen.

6. Enter information in the required fields.

   Ensure that **Yes** is selected for *Payment Settle*.

© Copyright 2015 ASX Limited ABN 98 008 624 691. All rights reserved 2015



7. Click OK.

When all the required information has been entered, click **OK**.

8.2.11 Creating FIS Trades with Standard Settlement Instructions Yes

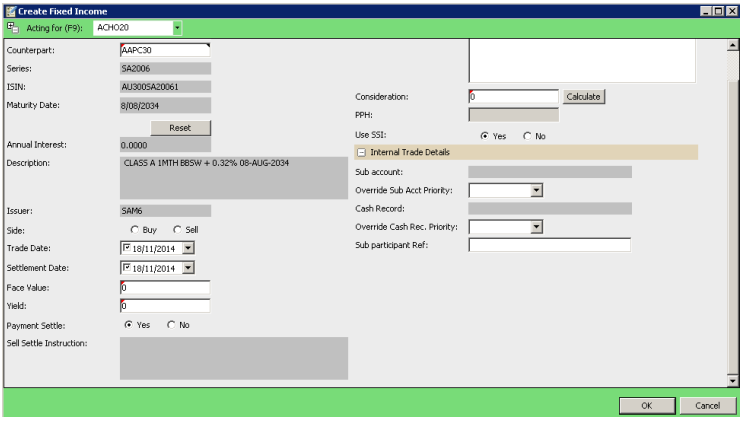
To create a FIS trade with Standard Settlement Instructions of Yes:

1. Select **Trades>Create Trade>Fixed Income**.

   This displays the *Create Fixed Income* screen.

2. Enter information in the required fields.

   Ensure that **Yes** is selected for *Use SSI.*



3. Click **OK**.

8.2.12 Creating FIS Trades with Standard Settlement Instructions No

To create a FIS trade with Standard Settlement Instructions of No:

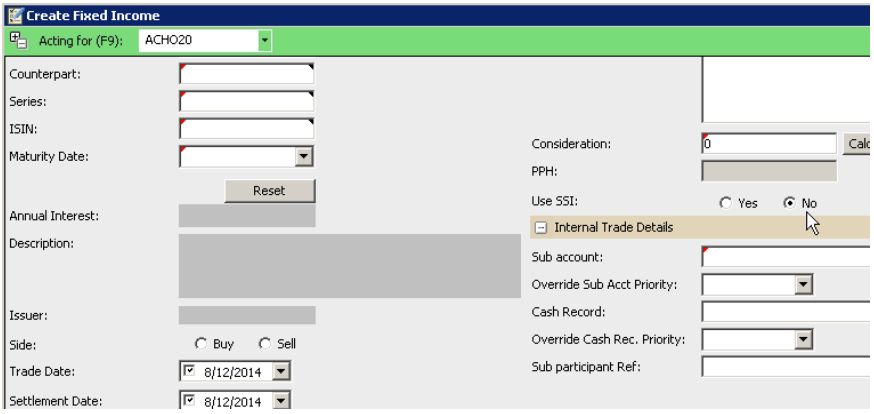
1. Select **Trades>Create Trade>Fixed Income**.

   This displays the *Create Fixed Income* screen.

2. Enter information in the required fields.

   Ensure that **No** is selected for *Use SSI.*

© Copyright 2015 ASX Limited ABN 98 008 624 691. All rights reserved 2015



3. Double-click in the *Sub Account* field to select a sub account.
4. Double-click the in the *Cash Record* field and select a cash record.
5. Click **OK**.

- Note: Note the following critical points:
  - All GUIs will remain a six character particpant and counterparty entry.
  - An unmatched trade will only be visible by the six character counterparty code (or six character proxy code) in the *View Trades* screen.
  - Also note that the SWIFT settlement confirmation message received by the sub participant will show the origional character mnemonic.

8.2.13 Entering FX Trades

The ASX Austraclear System allows electronic confirmation of spot and forward currency deals for both $A and cross currency transactions and enables settlement of the $A transaction leg.

There are two methods for confirming Foreign Exchange deals in the system:

- Two sided transaction – This requires both parties to enter their respective instructions that are matched by the system to effect the settlement.
- FX only transactions between banks and their corporate counterparties - This involves the bank entering their side of an FX transaction and the corporate counterparty confirming the entry effectively eliminating the need for a dual sided entry. Transactions confirmed using these methods also generate a Confirmation Report to corporate participants that can be printed and retained. This process eliminates the need for banks to send paper-based confirmations to their corporate counterparties and allows them to be certain that confirmations are being received by the counterparty.

8.2.14 Creating FX Trades

There are two methods that can be used to create FX trades. This includes:

- ASX Austraclear System
- SWIFT.

8.2.15 Creating FX Trades Using the ASX Austraclear System

Enter the following fields

- Sub Participant
- Counterparty
- Trade Date
- Settlement Date
- Exchange Rate
- Method Dealt
- Amount (Buy and Sell Side)

© Copyright 2015 ASX Limited ABN 98 008 624 691. All rights reserved 2015

- Currency
- SSI.

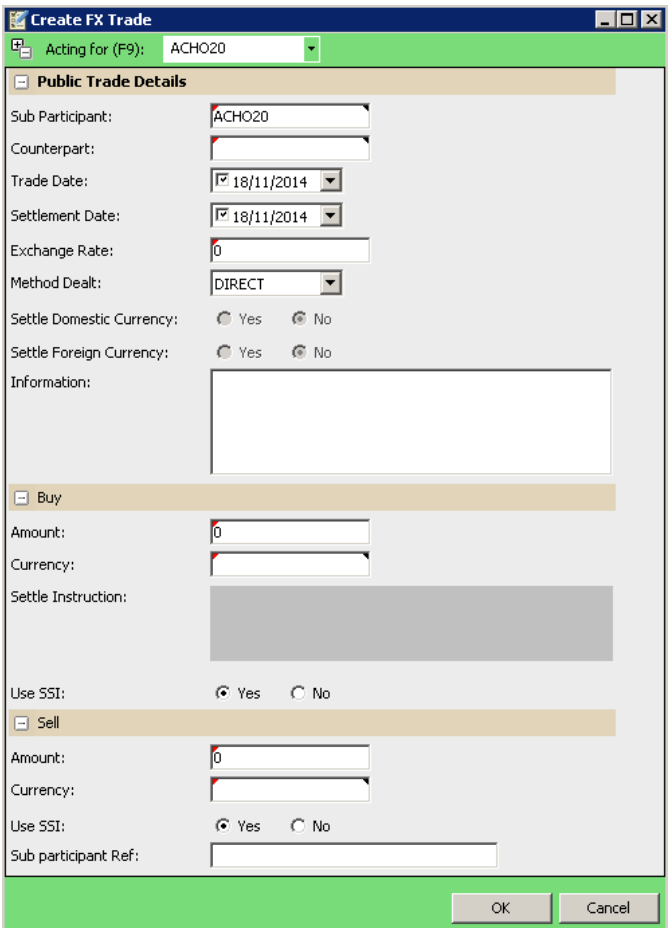
All fields with a red triangle in the corner are a matching field. In the FX entry screen, the non- matching fields are as per below:

- Trade Date
- Information
- Sub Participant Reference.

To create an FX trade:

1. Select **Trades>Create Trade>FX**.

   This opens the *Create FX Trade* screen.



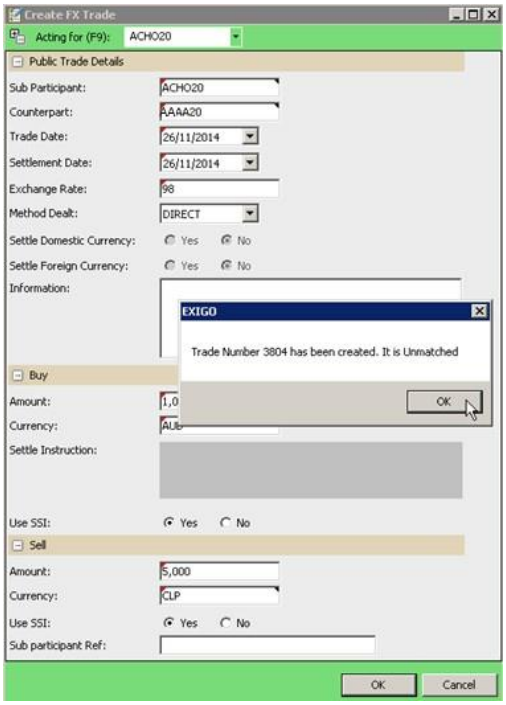
2. Enter the FX Trade details.

   For more information on field details, refer to *Appendix 14 - FX Field Descriptions.*

3. Click **OK**.

This displays a dialogue box providing the trade number, and details as to whether the trade is matched.

© Copyright 2015 ASX Limited ABN 98 008 624 691. All rights reserved 2015



4. Click **OK**.

If the trade is not authorised, a dialogue box is displayed providing information on whether the actions need to be authorised.

5. Click **OK**.

The trade has now been created.

8.2.16 Creating FX Trades Using SWIFT

The SWIFT interface enables bank users to send MT300 SWIFT messages to initiate FX transactions without having to make any software changes to their internal systems or SWIFT interfaces. This has been achieved by the creation of a SWIFT bureau BIC service for corporate users. This enables bank users to route MT300 messages directly to a participant without having to nominate a specific sub participant code within the text of the SWIFT message for FX transactions.

ASX is responsible for the allocation of SWIFT BICs to corporate users and for the maintenance of SWIFT BICs for bank users. When initiating an FX transaction via SWIFT, bank users can elect to receive an MT300U response message when their counterparty confirms the transaction.

In addition, if a counterparty rejects a transaction, the bank user can elect to receive an MT398 response message indicating the reject reason.

- Note: Note the following critical points:
  - All GUIs will remain a six character particpant and counterparty entry.

© Copyright 2015 ASX Limited ABN 98 008 624 691. All rights reserved 2015

- An unmatched trade will only be visible by the six character counterparty code (or six character proxy code) in the *View Trades* screen.
- The FX GUI confirmation functionality will not have four character matching for this scenario as the system reverses the six character participant and six character counterparty code for both buy and sell details of the unmatched trade to create the matched trade. If a sub participant wants to match an alleged trade then they will need to enter a trade as per normal trade entry.
- Also note that the SWIFT settlement confirmation message received by the sub participant will show the origional character mnemonic.

8.2.17 Entering Market Repos Trades

A Repurchase Agreement (Repo) is a contract involving the sale of a security and the simultaneous agreement to buy it back at an agreed price at a future date. The ASX Austraclear System Market Repo module provides a facility to record and settle both first and second transaction legs of a Repo. The system also allows participants to renegotiate and unwind the second leg of Repos. Market Repos can be entered using both FIS and DS.

8.2.18 Creating Market Repo Trades

All fields in the Repo entry screen are matching with the exception of:

- Trade Date
- Sub Participant
- Information
- Participant Reference.

Market Repo trades can be created as either a FIS Repo or a DS Repo. To create a market Repo trade:

1. Select Trades>Create Trade>Fixed Income Repo/Discount Securities Repo.

This displays the *Create FIS Repo First Leg* or Create DSS *Repo First Leg* screen.

2. Enter the market Repo details.

Depending on the Repo selected, enter the required details.

When the *Counterpart* and the *Series* fields have been entered, the following fields are automatically populated (or greyed out) in the *Create FIS Repo First Leg* screen:

- ISIN
- Maturity Date
- Annual Interest
- Description
- Issuer
- No of Days
- Trade Date
- 1st Trans Date
- 2nd Trans Date
- Sell Settle Instruction
- Settle Currency
- Unwind Consideration
- PPH
- Sub Account
- Cash Record.

When the *Counterpart* and the *Series* fields have been entered, the following fields are automatically populated (or greyed out) in the Create DSS Repo First Leg:

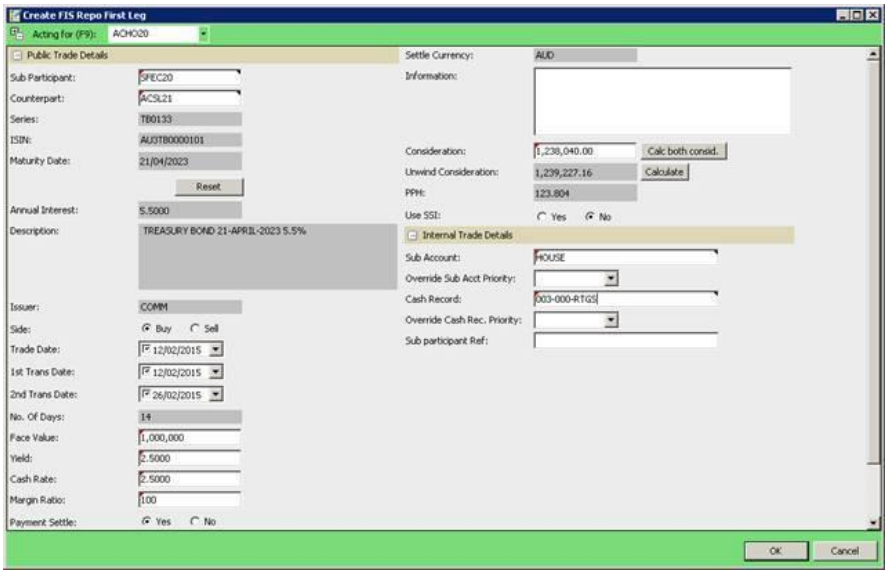
- ISIN

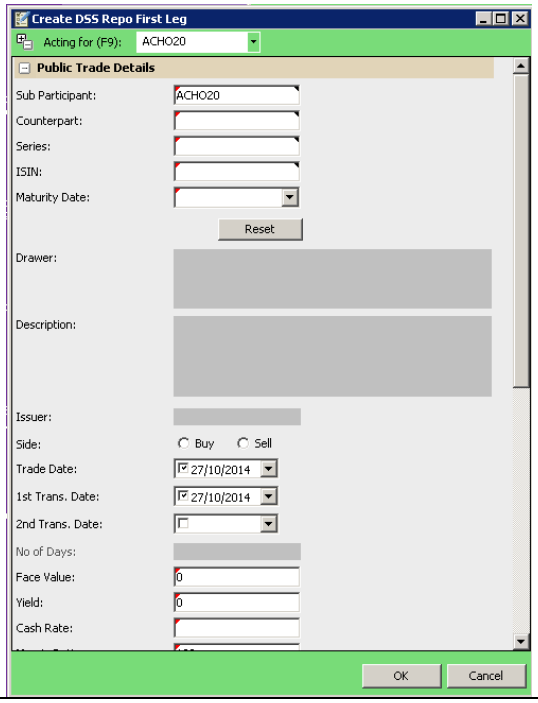
© Copyright 2015 ASX Limited ABN 98 008 624 691. All rights reserved 2015

- Maturity Date
- Drawer
- Description
- Issuer
- No of Days
- Sell Settle Instruction
- Settle Currency
- Unwind Consideration
- Sub Account
- Cash Record.

The Use SSI defaults to **Yes** indicating that the cash will settle via the default cash record. To select an alternate cash record on a transaction by transaction basis, select **No** for *Use SSI* field. The pull-down menu in the *cash record* field maybe used to select from the list of available cash records.

For field descriptions, see *Appendix 15 – Market Repos Field Descriptions.*





© Copyright 2015 ASX Limited ABN 98 008 624 691. All rights reserved 2015

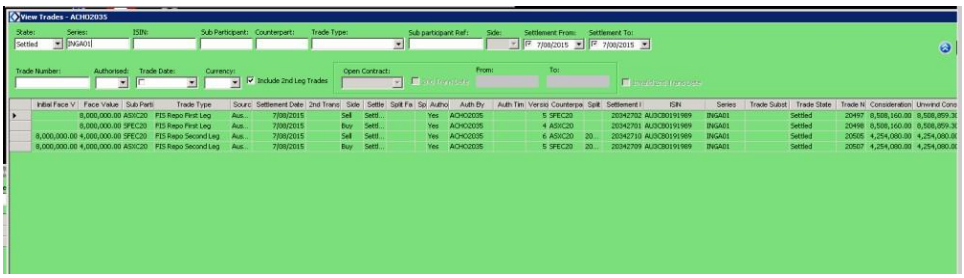
3. Click **OK**.

8.2.19 Viewing Market Repos from the View Trades and Reneg/Unwind Screen

Market repos can be viewed from the *View Trades* screen.

To view the *View Trades* screen, select **Trades>View Trades**.

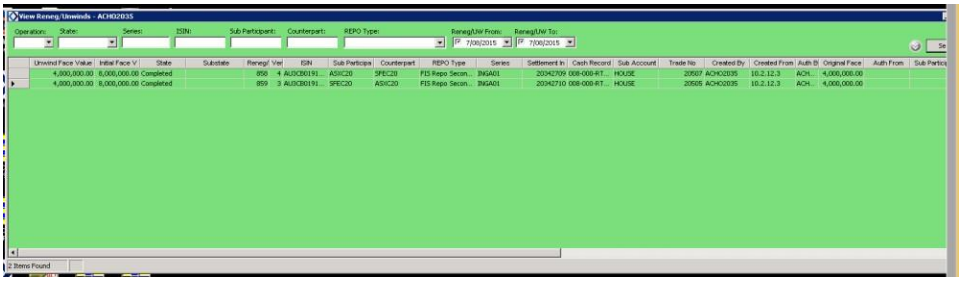
The screen below shows the initial face value as well as the remaining face value that is to be unwound.



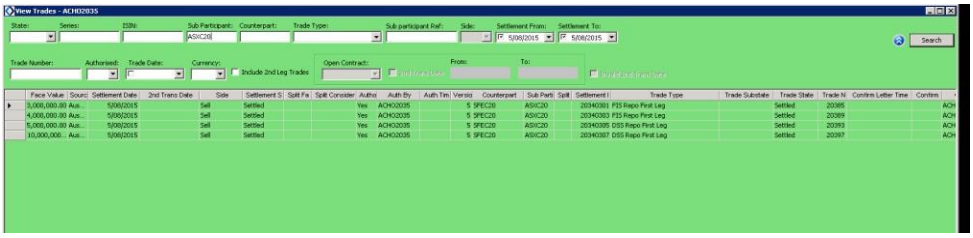
Market repos that have been renogotiated or unwould can be viewed from the *View Reneg*/Unwinds screen.

To view the *View Reneg/Unwinds* screen, select **Trade>View Reneg/Unwinds**.

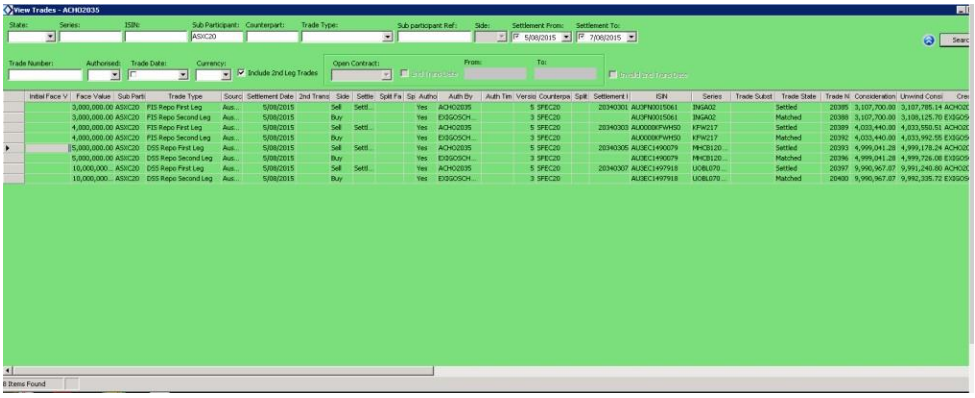
The screen below shows the initial face value and the unwind face value.



The *View Trades* screen includes a 2nd Leg Trades filter check box. It is only enabled when **All** trade types have been selected for search and always defaults to OFF as seen below.

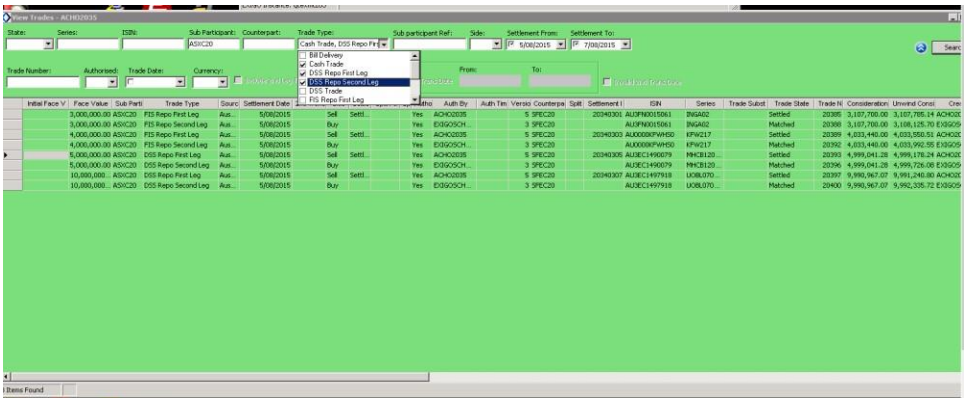


By selecting Include 2nd Leg Trades, the 2nd leg repos will be displayed as seen below.

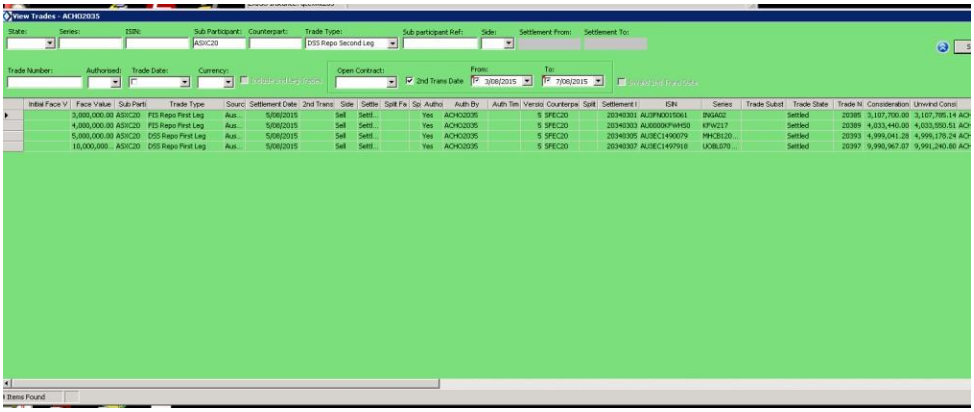


One or numerous trade types can be selected from the *Trade Type* pull-down menu.

© Copyright 2015 ASX Limited ABN 98 008 624 691. All rights reserved 2015



If either DSS Repo or FIS Repo Second Leg is selected in the *Trade Type* pull-down menu, the second leg repos will not appear in the *View Trades* screen.



8.2.20 Configuring Market Repo's to Auto-unwind

The auto-unwind functionality has been designed to give Participants the ability to set their repo transactions to unwind automatically on the unwind date.

Participants with the Administrator roles are able to set these preference for the auto unwind functionality as follows:

None

By selecting 'None' you are opting out of the auto unwind functionality and will be required to unwind repo transactions manually via the GUI or via a SWIFT message.

Un-Deferred

2nd leg Repo transactions will automatically unwind at 9:15 on the unwind date.

Deferred

The system will unwind the 2nd leg repo transactions in a differed state to give Participants control to un-defer at any time throughout the day via the GUI or via SWIFT.

To update the Auto Unwind preference:

1. Select Sub Participants > Sub Participants Users Sub Accounts > Explore

   This displays the Sub Participant Explorer screen.

2. Select Sub Participant from the View pull-down menu.

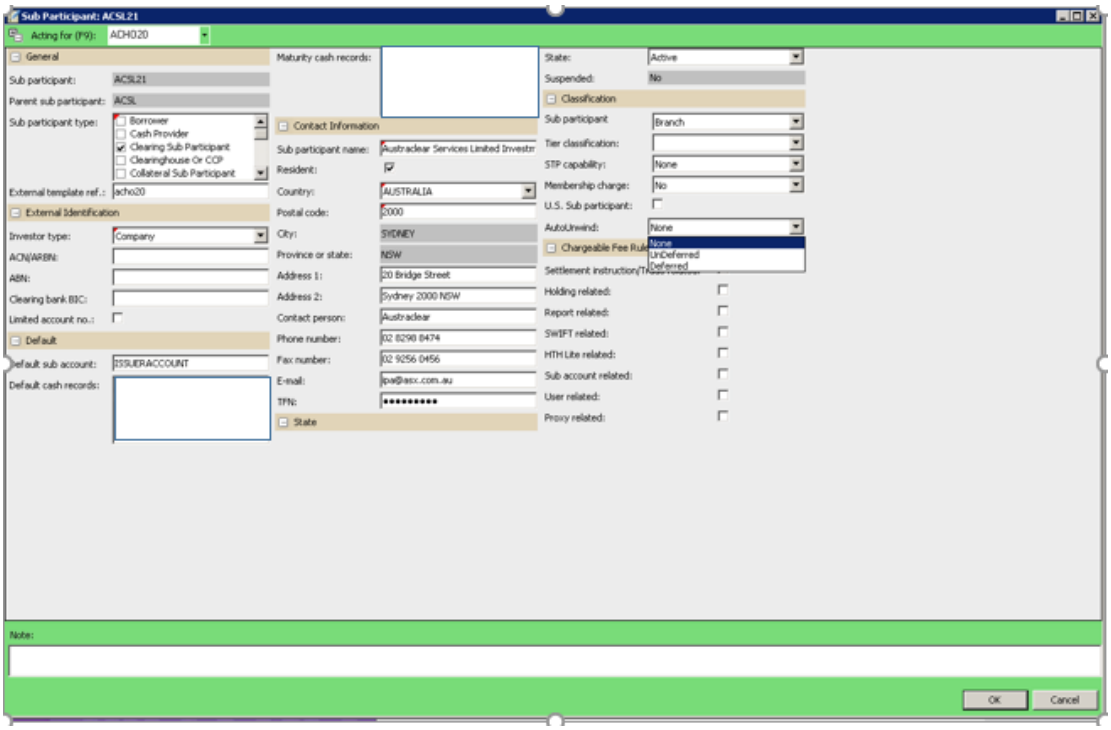
3. Specify the search criteria and click Search.

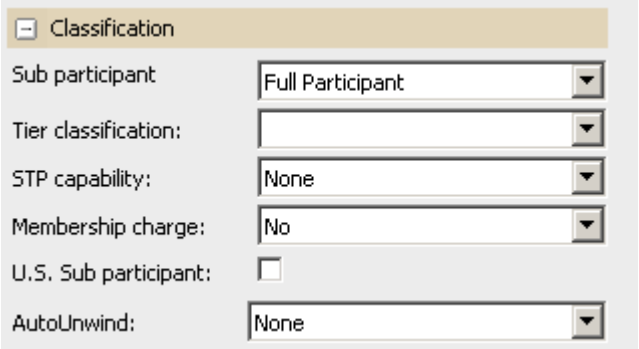
   The participant details are displayed

4. Select the Sub Participant, right-click and select properties.

   This displays the Sub Participant screen with the properties for the selected sub participant.

© Copyright 2015 ASX Limited ABN 98 008 624 691. All rights reserved 2015





8.2.21 Entering RBA Repo Trades

The ASX Austraclear System RBA Repo facility enables cash providers to nominate eligible securities for Repo to the RBA for improved intraday liquidity management. Both the first and second transaction legs of an RBA Repo can be recorded and settled on the system.

RBA Repos are a one sided function and do not require system interaction by the RBA. The counterparty to transactions is RBAA25 for FIS.

The system also allows participants to reverse the second leg of repos.

The RBA sets rules for the trading of RBA Repos. These rules allow the RBA to:

- Maintain Margin Ratio Rates used in the calculation of payment amounts
- Add securities acceptable for RBA Repos
- Remove securities acceptable for RBA Repos.

8.2.22 Creating RBA Repo Trades

An RBA Repo cannot be entered for an amount greater than the volume held by the participant.

RBA Repos do not need to be confirmed by the RBA, but will be submitted for settlement automatically.

The Reference Price for each eligible security is pre-determined by the RBA and the consideration for both legs is calculated automatically.

If the first leg of an RBA Repo is deleted prior to authorisation (if applicable) then the second leg is automatically deleted.

© Copyright 2015 ASX Limited ABN 98 008 624 691. All rights reserved 2015

To create a RBA Repo trade:

1. Select **Holdings>View Holdings**.

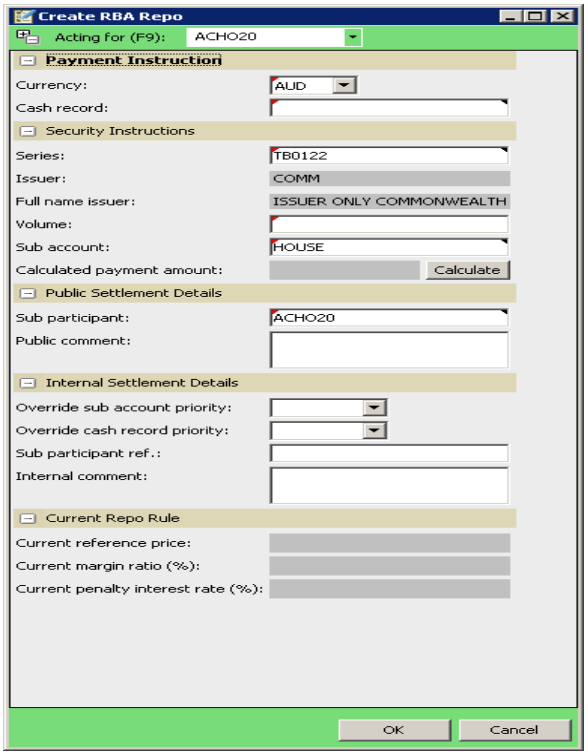
   This displays the *Holdings* screen.

2. Enter the search criteria and click **Search**.
3. Select the required transaction.
4. Right-click and select **Create RBA Repo Based on Holding**.

   This opens the *Create RBA Repo* screen.

5. Enter the required transaction details, and click **Calculate**.

For field descriptions, see *Appendix 16 – RBA Repos Field Descriptions.*



6. Click **OK**.

8.2.23 Uploading H2HL Files

H2HL is a common gateway GUI Application.

Once users are logged on to H2HL it provides users with access to the following functionality:

- Uploading H2HLink files
- Searching and printing files.

8.2.24 Logging On to H2HL

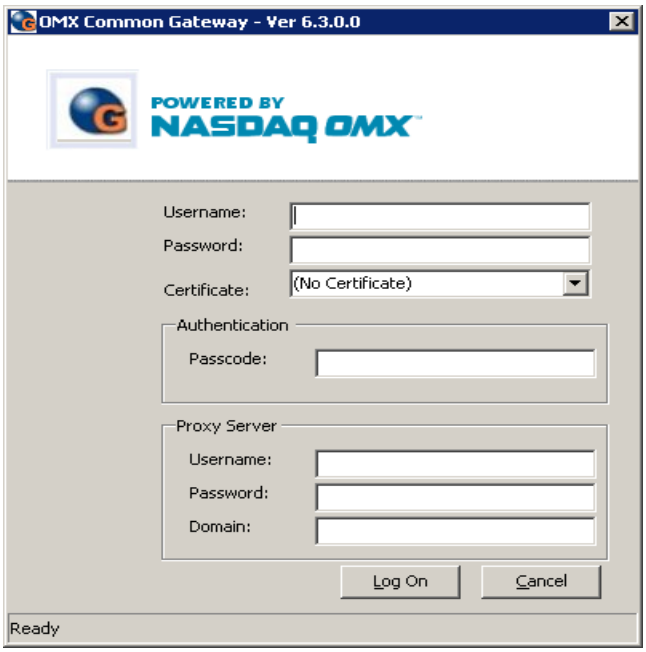
To logon or exit H2HLink:

1. Select **Programs>OM Common Gateway>SWGUI.exe** from the Windows menu.

   This displays the login screen.

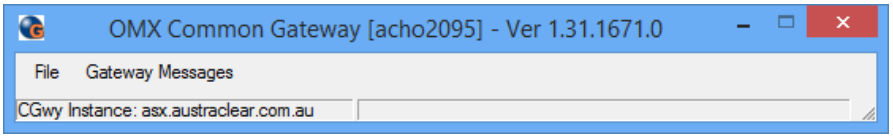
2. Enter the new ASX Austraclear System username and password in the corresponding fields.

© Copyright 2015 ASX Limited ABN 98 008 624 691. All rights reserved 2015



3. Select the required ASX Austraclear System Client Side Digital Certificate (CSDC) from the *Certificate* pull-down menu, and click **Login**.

Once user details are validated by the system, the appropriate menu items are activated on the main menu bar. To exit from the system, select **File>Close**.



8.2.25 Uploading H2HL Files

A user can select the required H2HL file to be uploaded via the Common Gateway for processing. The uploaded message can be viewed via Message Explorer.

To upload H2HL files:

1. Select **File>Upload Host-to-Host File**.
2. Select the file to be uploaded.

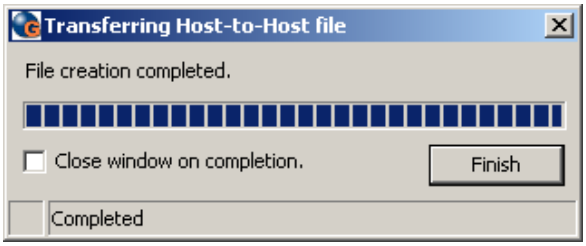
H2HL files are generally located in the H2HL folder and have a DAT extension.

3. Click **Open**.

This uploads the file where its progress can be viewed in the Transferring Host-to-Host File dialogue box.

4. Click **Finish**.

Click **Finish** when the file creation is complete.



8.2.26 Viewing Messages

This function is used to view Incoming and Outgoing messages from the H2HL Common Gateway system. The message explorer is the main screen for searching, viewing and printing H2HL messages. Users can query on H2HL messages to display both log information and raw message data.

To view messages:

© Copyright 2015 ASX Limited ABN 98 008 624 691. All rights reserved 2015

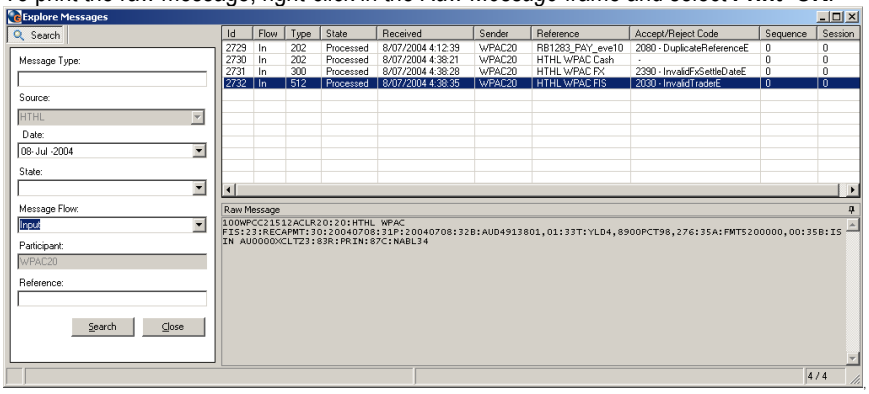
5. Select **Gateway Messages>Explore Messages**.

   This displays the *Explore Messages* screen.

6. Specify search criteria and click **Search**.
7. Select the required message.

One the required message has been selected, the raw message is displayed in the *Raw Message* frame.

To print the raw message, right-click in the *Raw Message* frame and select **Print>OK**.



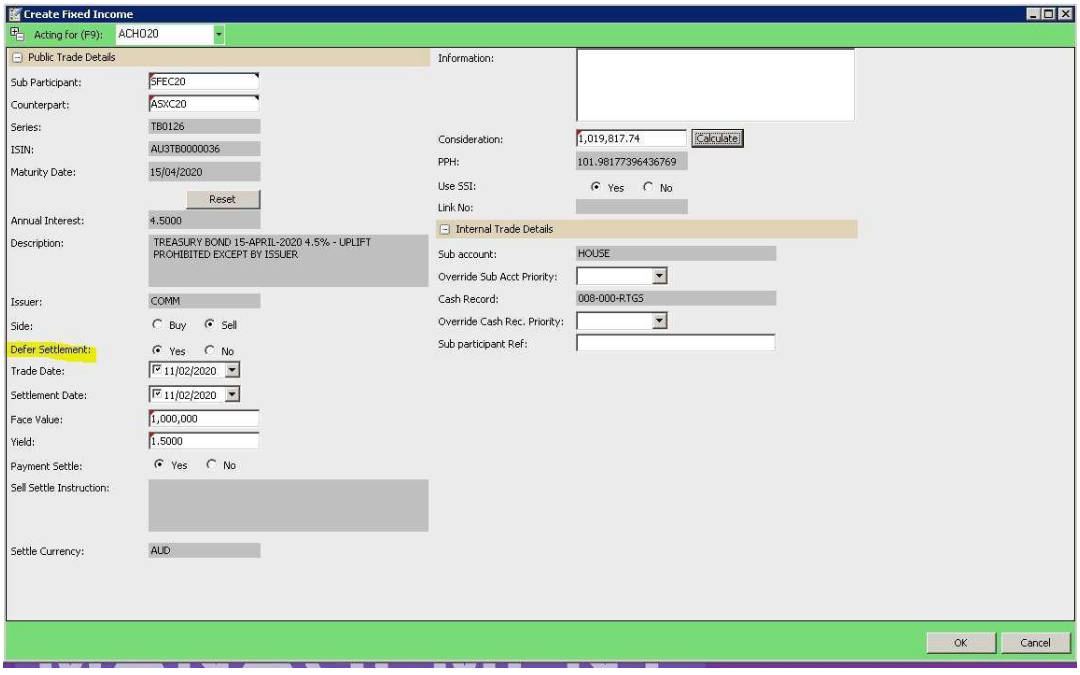
8.3 Deferred Settlement

8.3.1 Creating a Trade with Deferred Settlement

Participants may enter sell trades with a deferred status on entry of the trade or any time before settlement day.

1. To create a trade with a deferred status, in the Austraclear trade entry screen:

- Select 'Yes' to 'Defer Settlement'
- Select 'No' to allow the trade to proceed to settlement once matched.



2. Click OK

Once all the required information has been entered in the other fields, click OK

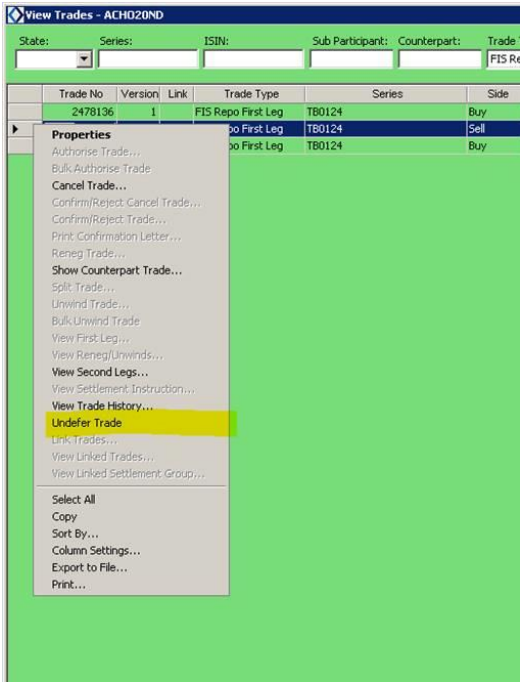
New attribute 'Defer Settlement' is added to search trades in a defer state.

© Copyright 2015 ASX Limited ABN 98 008 624 691. All rights reserved 2015

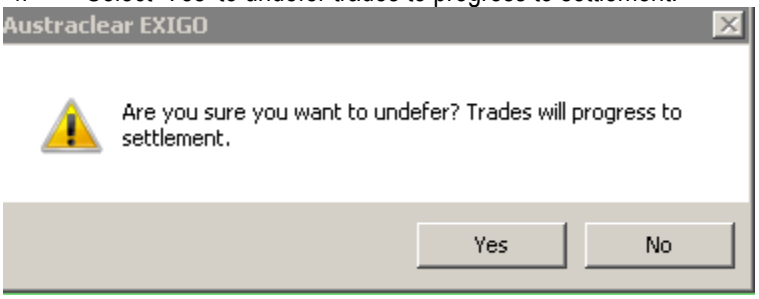
8.3.2 Remove Deferred Settlement from a Trade

The deferred settlement can only be removed by the Seller in a 'matched' or 'unmatched' status. To remove deferred settlement from a trade:

1. Select Trades>View Trades
2. If it's matched, the seller right clicks on the 'undefer trade'. If unmatched, just modify the trade and set defer to no.
3. If the authorisation policy for undefer is enabled, a second person is required to authorise the undefer request. This will change a matched trade to paired to be authorised.



4. Select 'Yes' to undefer trades to progress to settlement.



8.3.3 Deferred Settlement entry via SWIFT

Functionality to defer and undefer Transactions is available to Participants using the SWIFT My Standards protocols.

8.4 Linked Settlement

Linked settlement functionality is available to Participants on an optional basis. Participants can group eligible transactions in a Linked Settlement Group (LSG) for simultaneous settlement by transfer of the net amount of cash and securities required to settle all transactions in that Linked Settlement Group.

© Copyright 2015 ASX Limited ABN 98 008 624 691. All rights reserved 2015

Linked settlement functionality will require the same two Participants to be a party to all Transactions in the Linked Settlement Group. Both Participants will be required to agree to the Linked Settlement Group for it to proceed to simultaneous settlement.

Linked Settlement functionality will not terminate the Transactions in a Linked Settlement Group and create a new Transaction. Transactions in a Linked Settlement Group will be retained in the Austraclear System at all times and each Transaction will be settled simultaneously.

8.4.1 Eligible Transactions

A Transaction will be eligible for linked settlement if it is an eligible Transaction type and satisfies each of the linked settlement eligibility criteria.

8.4.1.1 Transaction Types

Eligible Transaction types are as follows:

- Non-Paper Security Transactions ('Fixed Income Securities (FIS)')
- Dematerialised Security Transactions ('Discounted Securities (DSS)')
- Euroentitlement Transactions
- Market Repos

The Transaction may be 'securities versus cash' or 'free of payment security transfer'. It is not possible to include a cash only transaction in a Linked Settlement Group.

Any combination of eligible Transaction types may be included in a Linked Settlement Group Request.

8.4.1.2 Eligibility Criteria

Linked settlement eligibility criteria are as follows:

- Matched Status – All Transactions are in 'matched' status
- Participant - All Transactions have the same Participant code
- Sub Account - All Transactions have the same sub-account code
- Counterparty - All Transactions have the same counterparty
- Series - All Transactions have the same security (ISIN)
- Cash Record - All Transactions have the same cash account (unless free of payment) and the net amount of Cash required for simultaneous settlement of the Cash Elements of all Value Transactions in the nominated linked settlement group is greater than zero Australian dollars (AUD 0.00)
- Currency - All Transactions are in Australian currency
- Settlement Date - All Transactions have the same Settlement Date, which must be the current Settlement Date.

The current Settlement Date matching criteria means that Participants can only create a Linked Settlement Group Request on Settlement Date. It is not possible to include a Transaction in a Linked Settlement Group prior to its Settlement Date.

8.4.2 Creating a Linked Settlement Group

To create a Linked Settlement Group Request, one Participant ("Initiating Participant") who is a party to the group of eligible Transactions creates a Linked Settlement Group Request by selecting eligible Transactions in the Austraclear GUI.

Austraclear will calculate the net amount of securities and cash required to settle all Transactions in the Linked Settlement Group Request and provide these amounts to the Initiating Participant for confirmation.

If Austraclear receives confirmation of the net amounts from the Initiating Participant, it will create a Linked Settlement Group Request with an 'unmatched' status and send it to the counterparty to the group of eligible Transactions ("Recipient Participant"). The Linked Settlement Group Request will include the net amount of securities and cash required to settle all Transactions in the Linked Settlement Group. In the event the net amount of cash required to settle all Transactions in the Linked Settlement Group is:

- $0, then Austraclear will reject the Initiating Participant's Link Settlement Group Request.
- Greater than $0, then Austraclear will send it to the counterparty to the group of eligible Transactions

© Copyright 2015 ASX Limited ABN 98 008 624 691. All rights reserved 2015

("Recipient Participant").

The Recipient Participant can respond to the Linked Settlement Request by selecting 'confirm' or 'reject' in the Austraclear Transaction screen.

If Austraclear receives a 'confirm' response from the Recipient Participant, the Linked Settlement Group is updated to 'matched'.

If Austraclear receives a 'reject' response from the Recipient Participant, the Linked Settlement Group Request is updated to 'rejected' and each Transaction in the Linked Settlement Group Request will revert to its transaction status immediately prior to creation of the Linked Settlement Group Request (i.e. 'deferred' or 'matched' pending settlement).

If Austraclear does not receive a response from the Recipient Participant by end-of-day on the Settlement Date, the Linked Settlement Group Request will be updated to 'fail' and all Transactions in the Linked Settlement Group will fail settlement on that Settlement Date.

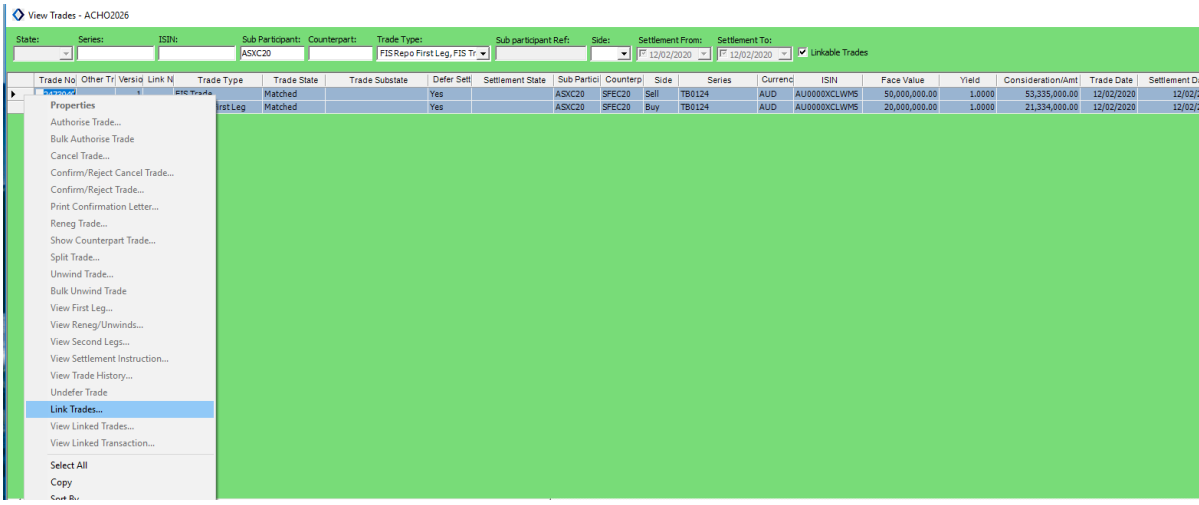
Austraclear will retain the entries for each Transaction in a Linked Settlement Group at all times. During the period between Austraclear creating the Linked Settlement Group Request and receiving the Recipient Participant's response, the Transaction status will show as 'Link Pending' for the Initiating Participant and 'Link Requested' for the Recipient Participant. If the Linked Settlement Group is matched, the Transaction status will show as 'Link Confirmed' for both Participants.

To view eligible Trades for a Linked Settlement Group Request:

1. Select Trades > View Trades
2. Select Trade type > Tick Linkable Trades > Hit Search
3. Right click > select **Link Trades** option from the menu.

A Linked Settlement Group Request will be created in an "Unmatched" state. The Link Settlement Group Request will display the volume and cash for a new simultaneous settlement instruction.

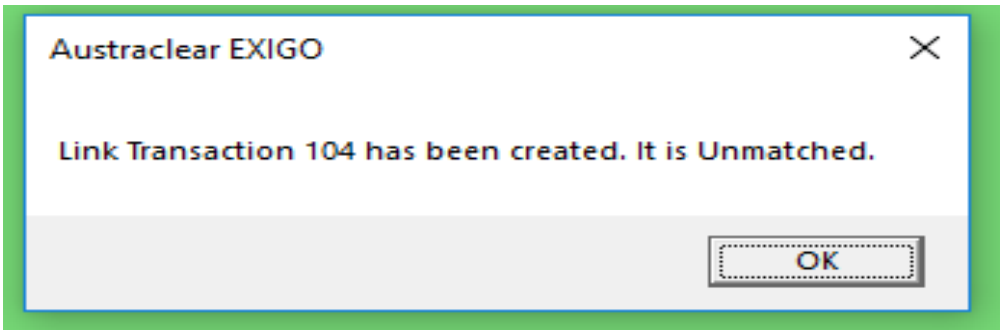
Described



This displays a confirmation to create a Link Settlement Group Request showing final Face Value of securities and Consideration of cash. Click OK

The following notification will appear with Link No. Click OK

© Copyright 2015 ASX Limited ABN 98 008 624 691. All rights reserved 2015

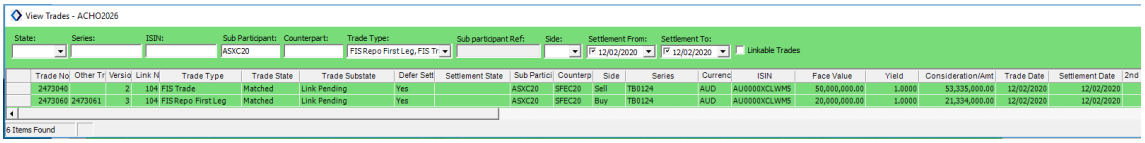


The original Trades will be updated with 2 new sub states, Link Pending and Link Requested

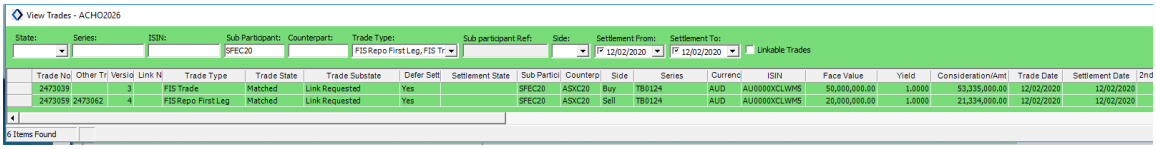
Note: Counterparty would only see Trade Substate as Link Requested or Link Pending based on the Linked Settlement Group

4. Select the required Sub participant.eg ASXC20

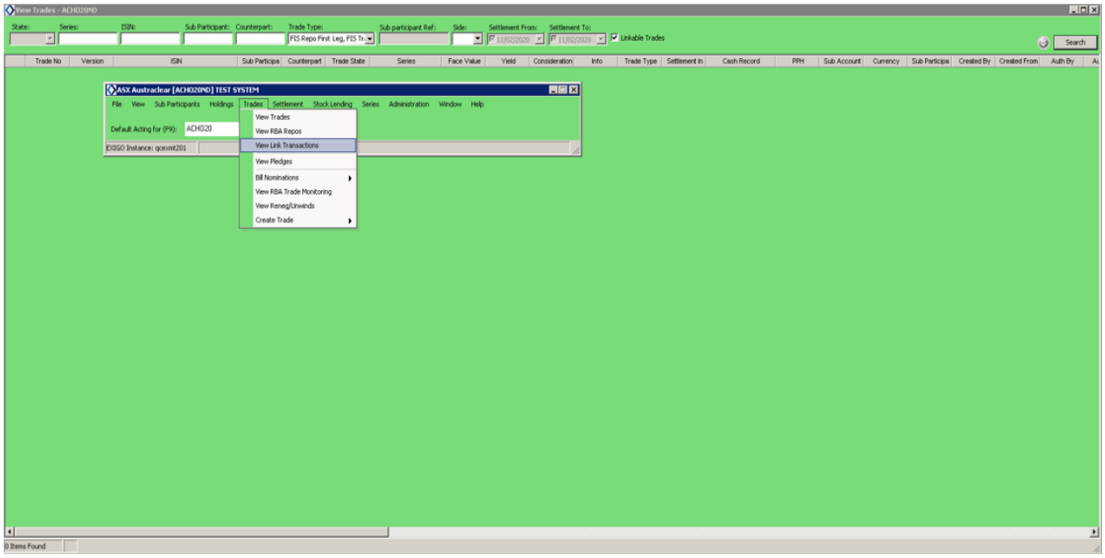
This displays the Trade Substate – Link Pending



SFEC20: This displays the Trade Substate – Link Requested

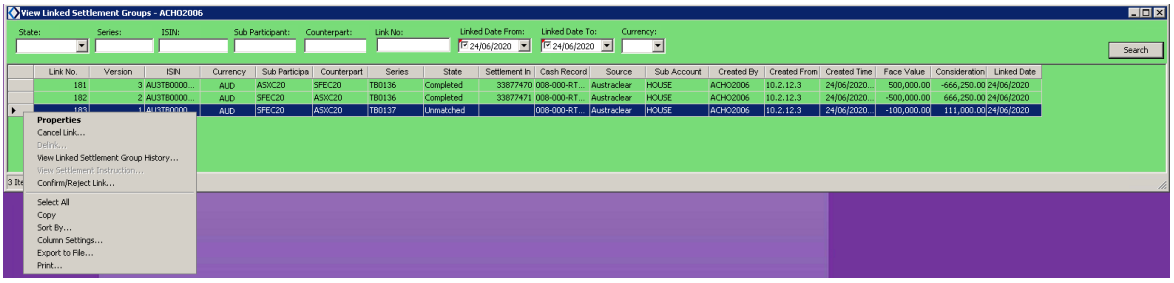


5. SelectTrades > View Link Settlement Groups > Hit Search

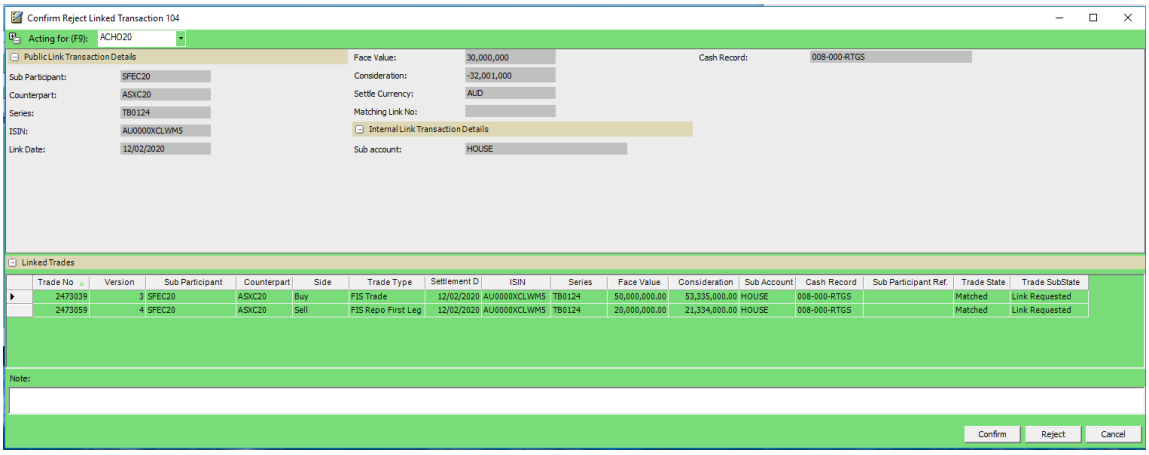


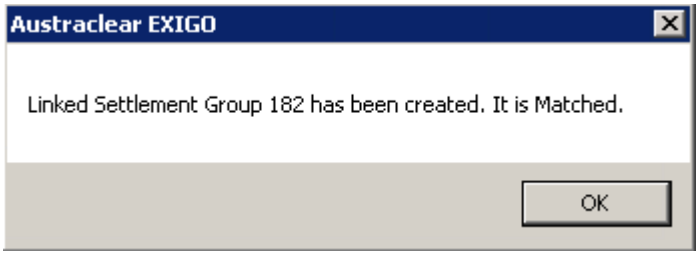
The counterparty must then view the Link Settlement Group Request in the new "View Linked Settlement Groups" screen and either confirm or reject the request.

6. Right click on the trade > **Confirm/Reject Link**



© Copyright 2015 ASX Limited ABN 98 008 624 691. All rights reserved 2015





Click **OK**

Once the counterparty confirms, the system will create the matching side of the Link Settlement Group Request and set both Link Settlement Group Requests to state 'Completed'.

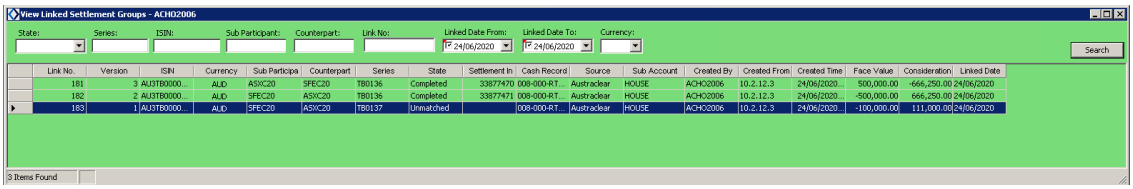
A recurring task will then periodically process the confirmed Linked Settlement Group.

8.4.3 View Linked Settlement Groups

View Linked Settlement Groups allows the recipient Participant to review the details of the linked trades including the net amount of cash and securities required to settle all transactions in that Linked Settlement Group.

The Recipient Participant can then respond to the Linked Settlement Request by selecting 'confirm' or 'reject' in the 'View Linked Settlement Group screen.

State has been updated to completed in View Linked Settlement Groups



8.4.4 Cancellation and Delinking of Linked Settlement Group

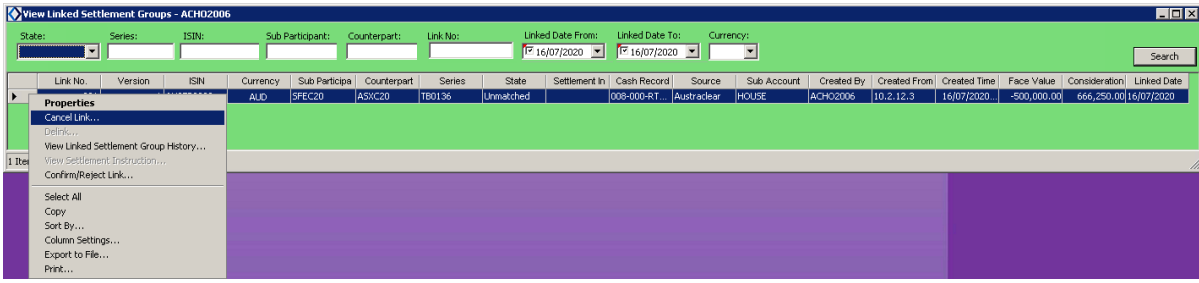
Linked Settlement Groups can be cancelled by the Initiating Participant in an unmatched state. Once the Link Settlement Request is in a paired or matched state, either the initiating or Recipient Participant can cancel at any time prior to the settlement instructions being created.

Once the Linked Settlement Group request is in a state of completed, you will need to delink to prevent the linked settlement group from progressing to settlement. A delink will only be possible if securities and/or cash are not yet available and the settlement instruction is in a matched state. Once the settlement instruction is at payment pending (gone to RTGS) it is no longer possible to delink.

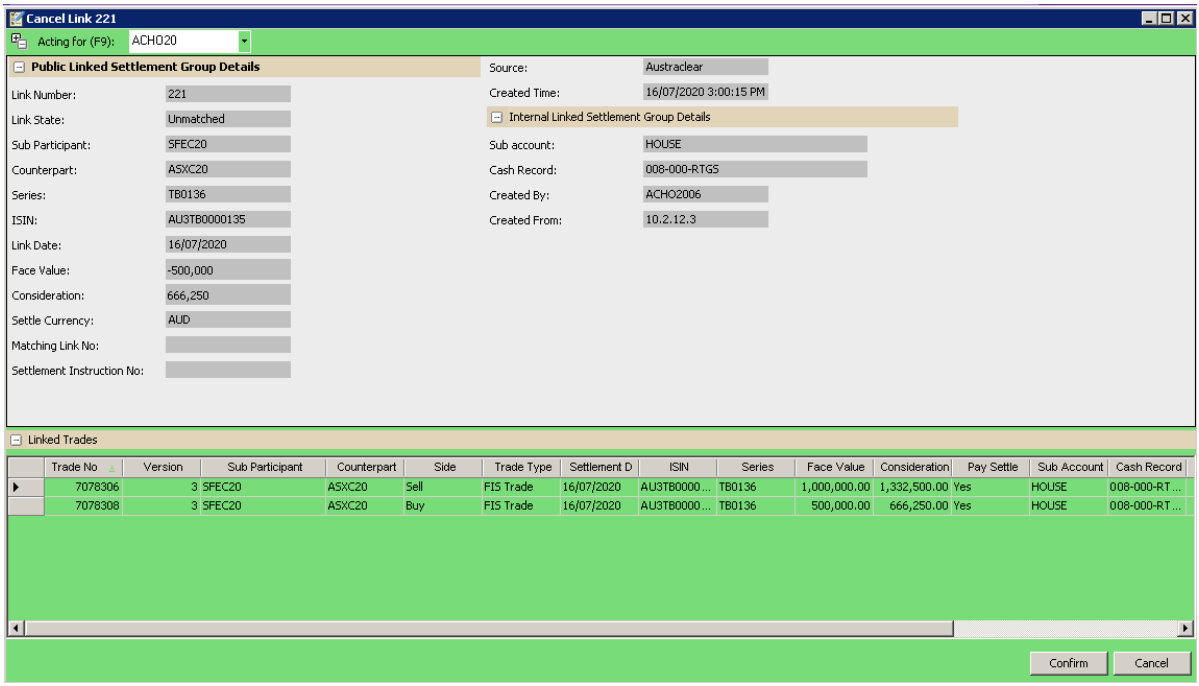
To cancel a Linked Settlement Group Request

1. Select Trades > View Linked Settlement Groups
   - Right click and select > **Cancel Link**

© Copyright 2015 ASX Limited ABN 98 008 624 691. All rights reserved 2015



- Select confirm

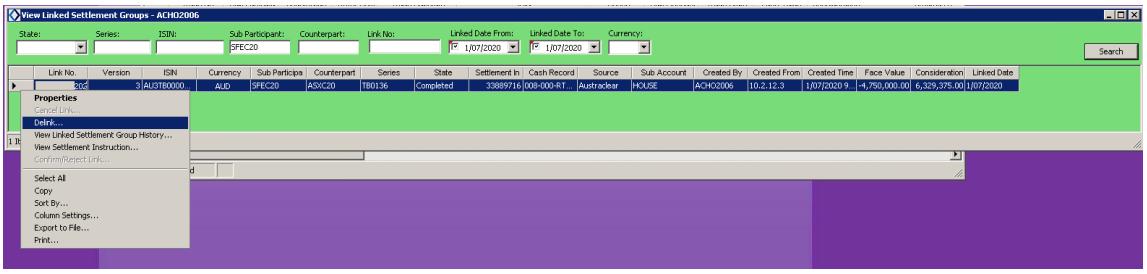


Once the Linked Settlement Group enters the Austraclear settlement queue, it can be de-linked at any time before Austraclear sends the relevant interbank settlement request to RITS (i.e. before the LSG Settlement Instruction reaches 'Payment Pending' status).

To delink linked trades

2. Select Trades > View Linked Settlement Groups

- Right click and select > **Delink**



Where a Linked Settlement Group is cancelled or de-linked, each Transaction in the Linked Settlement Group will revert to its transaction status immediately prior to the Linked Settlement Group Request being created (i.e. 'deferred' or 'matched' pending settlement).

It is not possible to amend a Linked Settlement Group once it has been created. If the Initiating Participant or Recipient Participant wish to make any change to the Linked Settlement Group (e.g. to add or remove a Transaction), the Linked Settlement Group must be cancelled, rejected or de-linked and new Linked Settlement Group created.

8.4.5 Creating Linked Settlement Group Settlement Instruction

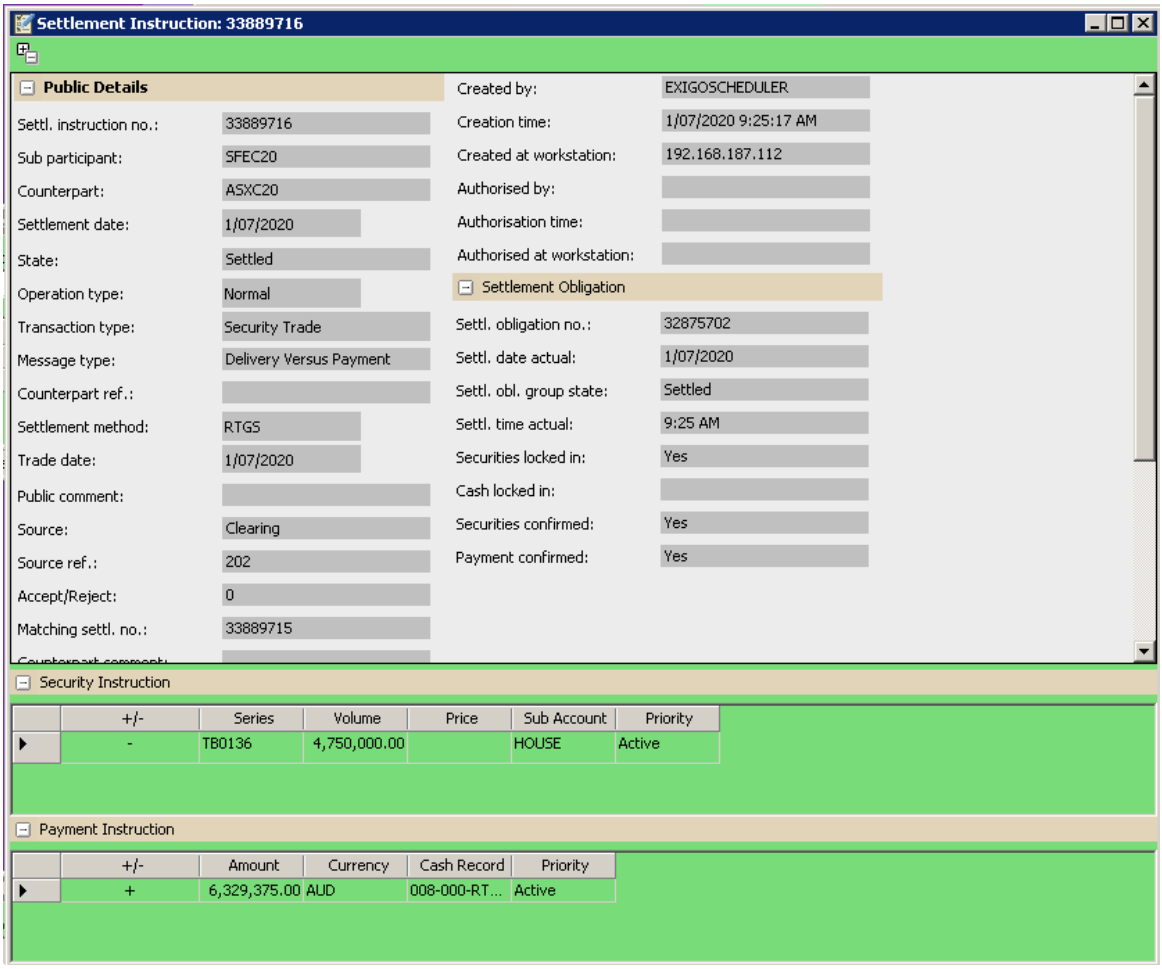
Where the Linked Settlement Group is matched (and the individual Transactions in the Linked Settlement Group have a transaction status of 'Link Confirmed'), Austraclear will create a LSG Settlement Instruction as a delivery versus payment for the net amount of securities and cash required to settle all Transactions in the Linked Settlement Group.

© Copyright 2015 ASX Limited ABN 98 008 624 691. All rights reserved 2015

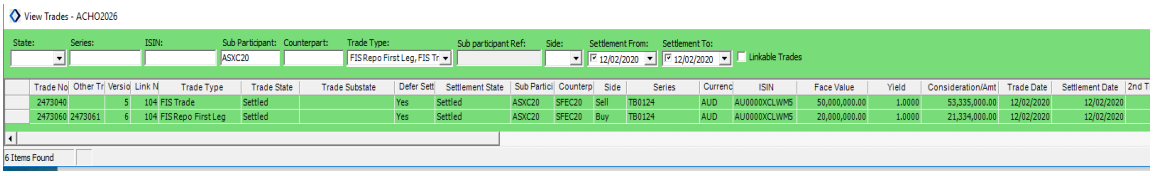
To view the Linked Settlement Group Settlement Instructions

Select Trades > View linked Settlement Groups

- The Link Group Settlement Instructions display the net amount of cash and securities settled.

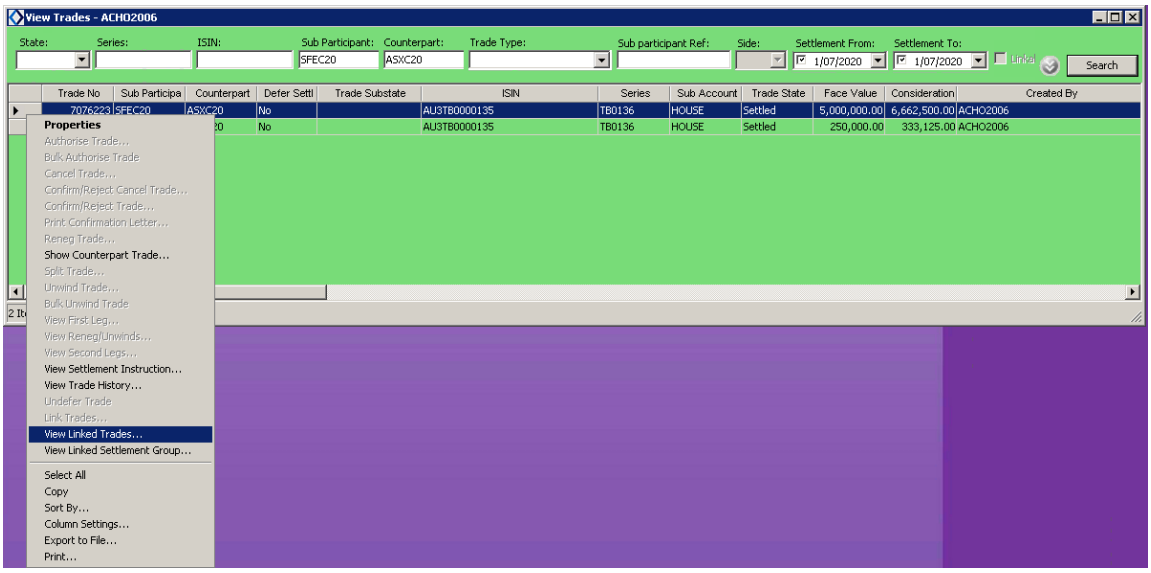


Once the LSG Settlement Instruction settles for the Linked Settlement Group, all trades instructed will be set to 'Settled' and Settlement Confirmation messages sent.

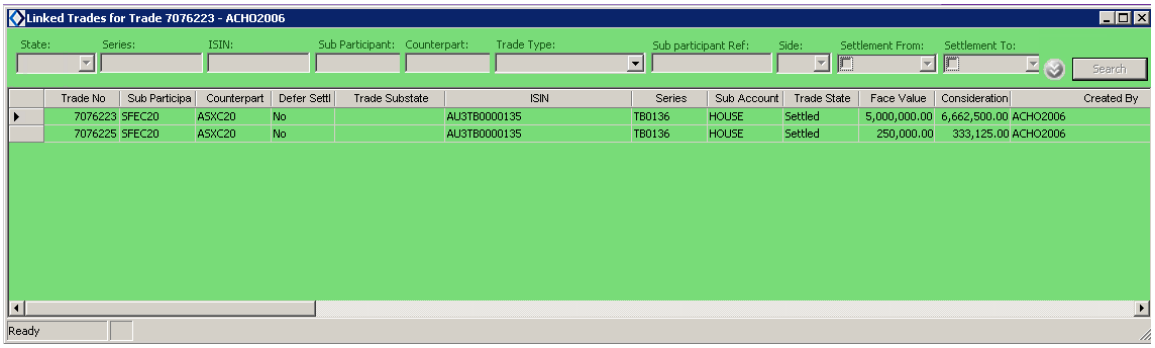


From the View Trades screen you can view the 'Linked Trades' and 'View Linked Settlement Group'

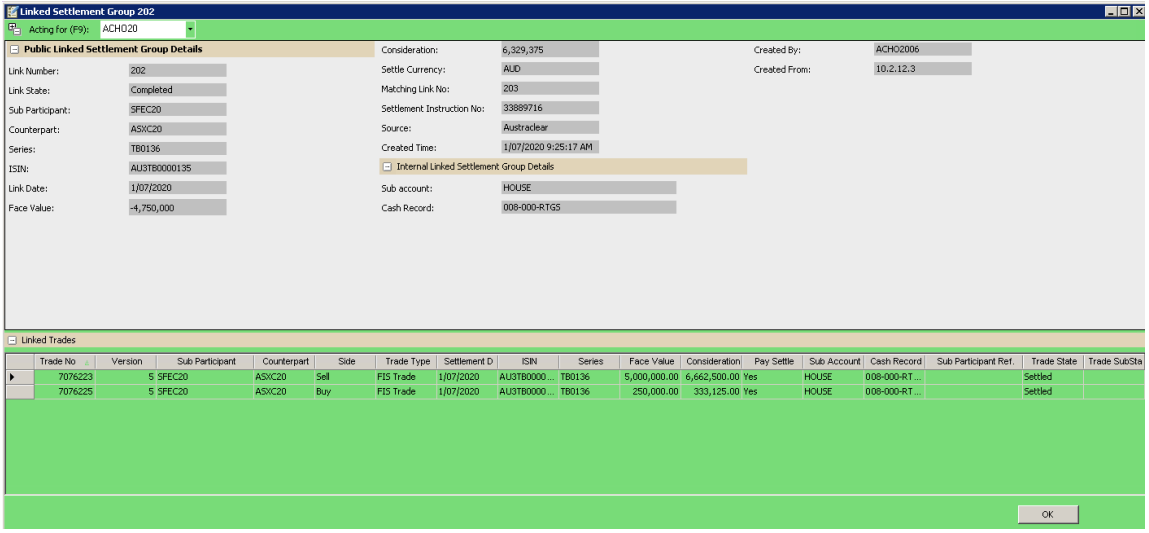
© Copyright 2015 ASX Limited ABN 98 008 624 691. All rights reserved 2015



View linked Trades



View Linked Settlement Group



Any Transaction that had not been deferred immediately prior to being included in the Linked Settlement Group will be mapped to a Transaction Settlement Instruction. Austraclear will cancel this Settlement Instruction at the time the Initiating Party creates the Linked Settlement Group to prevent the Transaction proceeding to settlement. In the event that the Linked Settlement Group Request is rejected by the Recipient Participant, a new Transaction Settlement Instruction will be created for the Transaction.

Any Transaction that had been deferred immediately prior to being included in the Linked Settlement Group will not be mapped to a Transaction Settlement Instruction as it is not created until the Transaction is un-deferred by the Participant. Cancellation of the Transaction Settlement Instruction is therefore not required.

8.4.6 Processing Linked Settlement Group Settlement Instruction

Austraclear will process a LSG Settlement Instruction in the same manner it would process a Transaction Settlement

© Copyright 2015 ASX Limited ABN 98 008 624 691. All rights reserved 2015

Instruction, which can be summarised as follows:

- Austraclear will perform securities and cash checks and holds (where relevant) for the amounts stated in the LSG Settlement Instruction (i.e. the net amount of securities and cash required to settle all Transactions in the Linked Settlement Group).
- If the securities and cash checks and holds are unsuccessful, Austraclear will periodically retry until end-of-day. Where the checks remain unsuccessful at end-of-day, the LSG Settlement Instruction will fail and all Transactions in the Linked Settlement Group will fail settlement on that Settlement Date.
- If the securities and cash checks and holds are successful, Austraclear will send an interbank settlement request for the net cash amount stated in the LSG Settlement Instruction to RITS for settlement testing. If the payment is successfully settled across the Participant's ESAs held in RITS, RITS will notify Austraclear.
- If Austraclear receives a notice from RITS that the payment is successful, the Cash Elements of all Transactions in the Linked Settlement Group will be simultaneously settled and Austraclear will amend the Cash Records of the Participants accordingly.
- Austraclear will then simultaneously settle the Security Elements of all Transactions in the Linked Settlement Group by adjusting the Security Records of the Participants by the net amounts stated in the LSG Settlement Instruction.
- Austraclear will then simultaneously settle the Security Elements of all Transactions in the Linked Settlement Group by adjusting the Security Records of the Participants by the net amounts stated in the LSG Settlement Instruction. Where the net amount of securities stated in the LSG Settlement Instruction is zero (0), Austraclear will simultaneously settle the Security Elements of all Transactions in the Linked Settlement Group by recording an adjustment of zero (0) on the Security Records of the Participants.
- The transaction status of each Transaction in the Linked Settlement Group is then updated to 'settled'.
- Austraclear will then simultaneously settle the Security Elements of all Transactions in the Linked Settlement Group by adjusting the Security Records of the Participants by the net amounts stated in the LSG Settlement Instruction. Where the net amount of securities stated in the LSG Settlement Instruction is zero (0), Austraclear will simultaneously settle the Security Elements of all Transactions in the Linked Settlement Group by recording an adjustment of zero (0) on the Security Records of the Participants.

8.4.7 Linked Settlement Group Settlement Instruction Failure

If Austraclear is unable to successfully process a LSG Settlement Instruction relating to Transactions in a Linked Settlement Group by end-of-day on the Settlement Date, then all Transactions in the Linked Settlement Group will fail settlement on that Settlement Date.

© Copyright 2015 ASX Limited ABN 98 008 624 691. All rights reserved 2015

9 Confirming or Rejecting a Trade

9.1 Conducting Foreign Exchange Trades

The ASX Austraclear System allows for electronic confirmation of spot and forward currency deals for both $A and cross currency transactions.

A bank enters their side of a Foreign Exchange (FX) transaction and the corporate counterparty confirms the entry, effectively eliminating the need for a dual sided entry. Transactions confirmed using this method also generate a Confirmation Report to corporate participants which they can print and retain. This process eliminates the need for banks to send paper-based confirmations to their corporate counterparties and allows them to be certain that confirmations are being received by the counterparty.

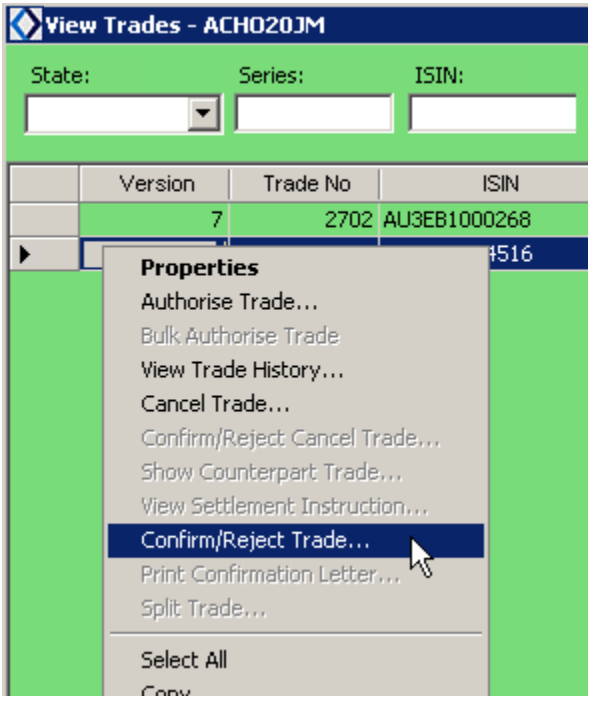
9.2 Confirming or Rejecting FX Trades

This confirmation/rejection function is for corporate participants. To confirm or reject an FX trade:

1. Select Trades>View Trades.
2. Specify search criteria and click **Search**.

To display the FX trades, select **FX Trade** from the *Trade Type* pull-down menu. This displays FX transactions for the participant.

3. Select the required transaction to be confirmed/rejected.
4. Right-click and select **Confirm/Reject Trade**.



5. Enter the required information in the fields.

The following fields are mandatory when **confirming** an FX transaction:

- Sub Participant
- Participant Reference (from confirmation).

The following fields are mandatory when **rejecting** an FX transaction:

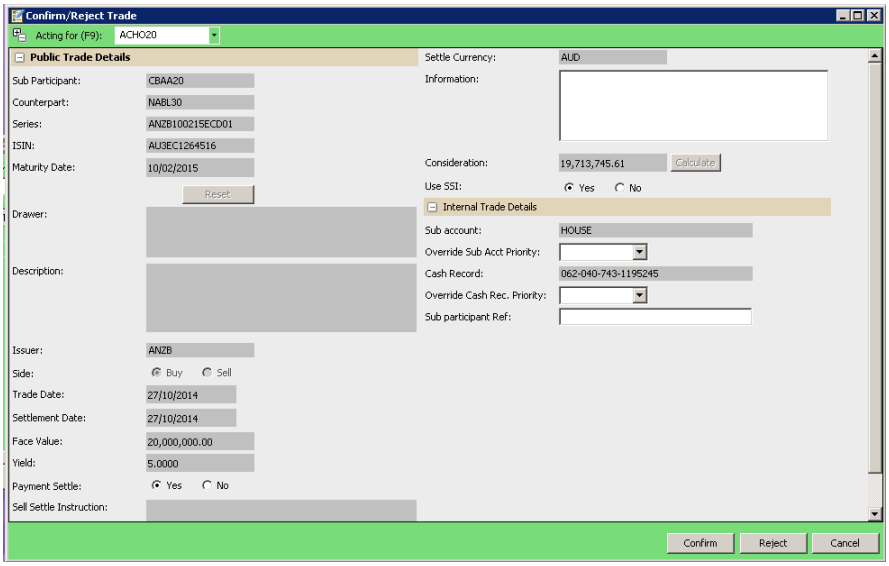
- Information
- Sub Participant
- Participant Reference.

If a corporate counterparty rejects an FX transaction, the system requires a reason for the rejection to be entered. If the original instruction was via SWIFT, the bank counterparty is notified of the reject reason via a return SWIFT message. If there is no SWIFT message the bank is required to investigate in Austraclear.

FX transactions that have been rejected cannot be corrected by either counterparty. For field descriptions, see

© Copyright 2015 ASX Limited ABN 98 008 624 691. All rights reserved 2015

Appendix 14 - FX Field Descriptions.



6. Click Confirm or **Reject** to confirm or reject the trade.

9.3 Viewing and Printing an FX Confirmation Letter

On entry of an FX transaction by a bank, the system creates an FX Confirmation Letter that the corporate counterparty can view and/or print.

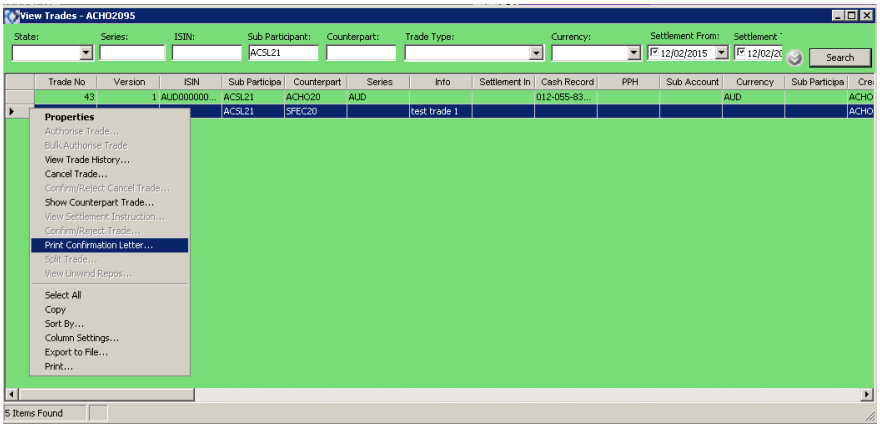
As an FX Confirmation Letter is printed, a confirmation is sent to the bank counterparty providing them with acknowledgment that the FX transaction was actually delivered and handled by the counterparty.

The system records when FX Confirmation Letters were printed. If required, letters can be reprinted. To view and print an FX confirmation letter:

1. Select Trades>View Trades.
2. Specify the search criteria and click **Search**.

To display the FX trades, select **FX Trade** from the *Trade Type* pull-down menu. Once **Search** has been clicked, all FX transactions relevant to the user are displayed.

3. Select the required transaction.
4. Right-click and select Print Confirmation Letter>Print Confirmation Letter.



2. Select the required printer and click **OK**.

To print to the selected default printer, just click **OK**. The confirmation letter is printed.

© Copyright 2015 ASX Limited ABN 98 008 624 691. All rights reserved 2015

```
                    DETAILS OF FOREIGN EXCHANGE DEAL
                    --------------------------------

Participant:     ACSL21 : Austraclear Services Limited Investment Account

Counterparty:    SFEC20 : ASX Clear (Futures) Pty Limited

Deal Ref                        Deal Date              Method Dealt
--------                        ---------              ------------
                                12/02/2015              DIRECT

Confirmation Reference
----------------------


FOREIGN EXCHANGE DEAL FOR VALUE DATE 12/02/2015

ACSL21 SOLD                     EXCHANGE RATE          SFEC20  PURCHASED
---------------                 -------------          --------------------
USD 80000                       0.8                    AUD 100000

SOLD AMOUNT PAYABLE TO                  PURCHASE AMOUNT PAYABLE TO
----------------------                  --------------------------
```

9.4 Using Australian Clearing House/ASX Margin Facilities for Trading

The Australian Clearing House (ACH) and ASX Margin facilities allow participants to pay and receive ACH and ASX Margins respectively on the ASX Austraclear System as a same day transaction.

ASX Margin data is entered daily by ASX Clearing. Participants confirm their respective instructions to effect the settlement of the transfer.

If the participant has sufficient funds available, the system affects the transfer of funds with no further intervention required by either counterparty.

- ACH Margins

In order to use the ASX Austraclear System for the settlement of ACH margin payments, ACH participants are required to make prior arrangements with both ACH and ASX Austraclear.

Participants need to complete application forms and notify bank account details for their HOUSE and CLIENT accounts to both ASX Clearing and ASX Austraclear by calling 1800 240 033. These bank accounts will be set up as the default Cash Records for both the HOUSE and CLIENT accounts in the system.

9.5 Viewing AUD Margin Cash Transfers

For clearing participants (i.e. those that have the facility to confirm their own payments) the system displays if the payment are their own (HOUSE) or for another participant (CLIENT).

To view ACH/ASX Margin Cash Transfers:

3. Select **Trades>View Trades**.
4. Enter either SFECASH or AUDCASH in the *Series* field, and click **Search**.

This displays AUD Margin Cash Transfers awaiting confirmation for both HOUSE and CLIENT accounts.

9.6 Confirming or Rejecting SFE/AUD Margin Cash Transfers

All debit/credits are generated from participants' nominated OCH/ASX accounts. The system prevents participants from overriding this field when confirming or rejecting SFE and AUD Margin Cash transfers.

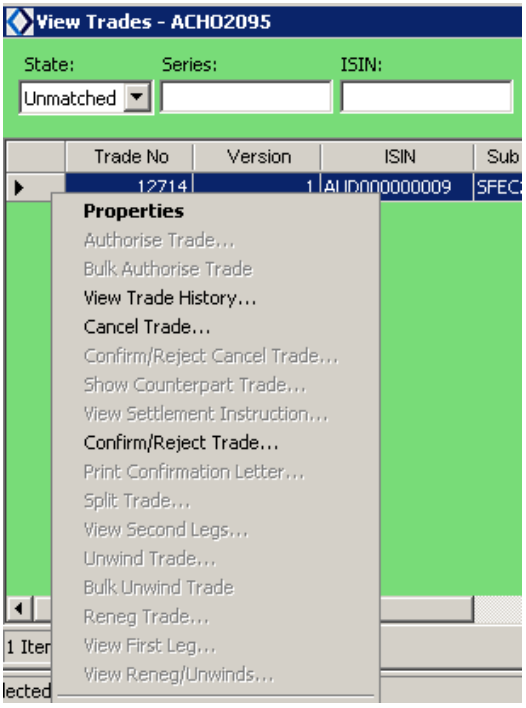
AUD Margin Cash transfers are paired when high level details of the transaction match, but authorisation is pending on one or both sides of the transaction.

For AUD Margins, participants need to have their side of the daily cash transfers in the system ready for settlement at 10.30am.

To confirm or reject AUD Margin Cash transfers:

5. Select **Trades>View Trades**.

© Copyright 2015 ASX Limited ABN 98 008 624 691. All rights reserved 2015

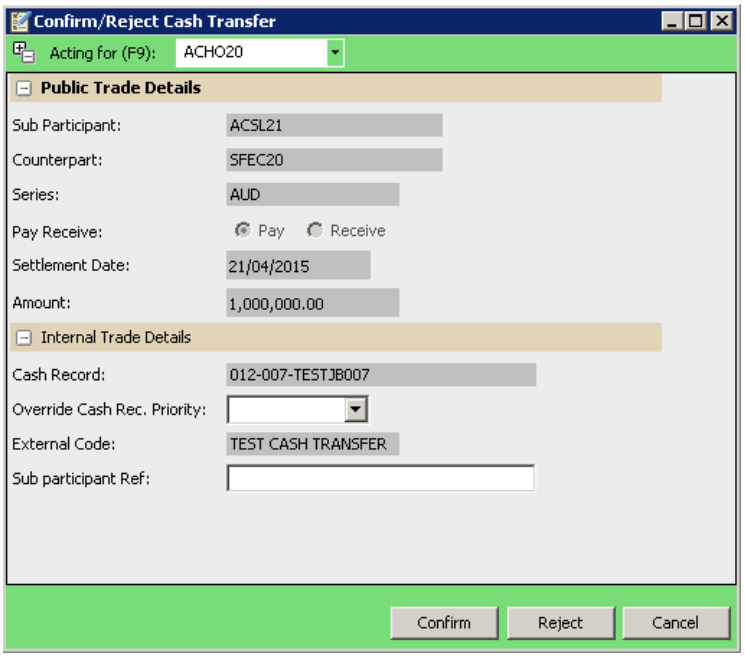


6. Enter either **SFECASH** or **AUDCASH** in the *Series* field, and click **Search**. All the AUD Margin Cash Transfers awaiting confirmation are displayed.

7. Select the required transaction to be confirmed.

8. Right-click and select **Confirm/Reject Trade,** and click **Confirm, Reject** or **Cancel**.

The *Sub Participant* field is used to specify the sub participant code through which settlement will occur.



© Copyright 2015 ASX Limited ABN 98 008 624 691. All rights reserved 2015

10 Rectifying or Cancelling Trades

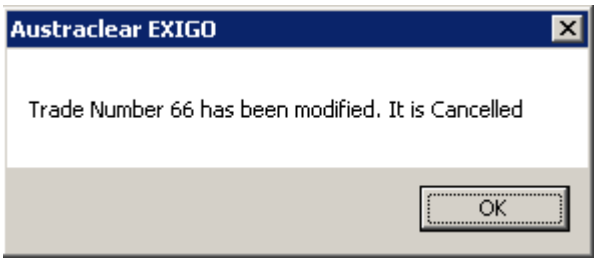
A trade can be rectified or cancelled for Cash, DSS, FIS, FX and Market Repos.

The system rules below describe the specific rules for the different types of transactions. To rectify or cancel a trade:

1. Select **Trades>View Trades**.
2. Enter the required search criteria and click **Search**. This displays all the users' trades.
3. Select the required transaction to be rectified or cancelled.
4. Right-click and select **Properties** to rectify a trade, or **Cancel Trade** to cancel the trade. When rectifying the trade click **Recalculate**.

To cancel the trade, click **Confirm**.

Once the trade is confirmed, a dialogue box appears with the trade number that has been modified.



10.1 System Rules

All transactions in an Unmatched state may be cancelled and any field may be rectified.

10.1.1 Cash

The system rules for cash are:

- Transactions in a **Paired** state may be cancelled and the following fields may be rectified:
- Sub Participant
- Cash Record
- Information
- Participant Reference.
- Transactions in a **Matched** state may only be cancelled.
- A trade that is unmatched will remain unmatched until both sides of the trade agree on all the trade details.
- If transactions in a **Paired** state are rectified they must be confirmed/authorised by the counterparty.
- Cancellations of **Matched** or **Paired** transactions must be confirmed or authorised by the counterparty.
- If a transaction in a status of **Pending Cancellation** is not confirmed or rejected, then the transaction remains in a Pending status and will not proceed to settlement.
- To reject a transaction in a state of **Pending Cancellation**, right-click on the trade and select **Reject Pending Cancel Trade Report**. The trade state then reverts to **Matched**.

10.1.2 DSS/FIS

The system rules for DSS/FIS are:

- Transactions in a **Paired** state may be cancelled and the following fields may be rectified:
- Sub Participant
- Cash Record
- Information
- Participant Reference.

© Copyright 2015 ASX Limited ABN 98 008 624 691. All rights reserved 2015

- Transactions in a **Matched** state may only be cancelled.
- A trade that is unmatched will remain unmatched until both sides of the trade agree on all the trade details.
- If transactions in a **Paired** state are rectified they must be confirmed/authorised by the counterparty.
- Cancellations of **Matched** or **Paired** transactions must be confirmed/authorised by the counterparty.
- If a transaction in a status of **Pending Cancellation** is not confirmed or rejected, then the transaction remains in a Pending status and will not proceed to settlement.

To reject a transaction in a state of **Pending Cancellation**, right-click on the trade and select **Reject Pending Cancel Trade Report**. The trade state then reverts to **Matched**.

10.1.3 FX

The system rules for FX are:

- Transactions in a **Paired** or **Matched** state may be cancelled and the following fields may be rectified:
- Sub Participant
- Method Dealt
- Information
- Participant Reference.
- If transactions in a **Matched** or **Paired** state are rectified they must be confirmed/authorised by the counterparty.
- A trade that is unmatched will remain unmatched until both sides of the trade agree on all the trade details.
- If a transaction in a status of **Pending Rectify** is not confirmed or rejected, then the transaction remains in a **Pending** status and will not proceed to settlement.
- Cancellations of **Matched** or **Paired** transactions must be confirmed/authorised by the counterparty. The counterparty must cancel their side of the trade in order to confirm the cancellation.
- If a transaction in a status of **Pending Cancel** is not confirmed or rejected, then the transaction remains in a **Pending** status and will not proceed to settlement.
- FX trades that are **Rejected** by a corporate counterparty cannot be rectified by the bank counterparty. The bank must enter a new trade to replace the **Rejected** trade.
- Corporate participants who opt to confirm FX trades entered by their bank counterparty cannot rectify or cancel FX trades. The ability to rectify or cancel a FX trade is restricted to the counterparty that entered the original trade.

10.1.4 Market Repos

The system rules for market Repos are:

- Transactions in a **Paired** state may be cancelled and the following fields may be rectified:
- Sub Participant
- Cash Record
- Information
- Participant Reference.
- Transactions in a **Matched** state may only be cancelled.
- A trade that is unmatched will remain unmatched until both sides of the trade agree on all the trade details.
- If transactions in a **Paired** state are rectified they must be confirmed/authorised by the counterparty.
- Cancellations of **Matched** or **Paired** transactions must be confirmed/authorised by the counterparty.
- If a transaction in a status of **Pending Cancellation** is not confirmed or rejected, then the transaction remains in a **Pending** status and will not proceed to settlement.
- To reject a transaction in a state of **Pending Cancellation**, right-click on the trade and select **Reject Pending Cancel Trade Report**. The trade state then reverts to **Matched**.

© Copyright 2015 ASX Limited ABN 98 008 624 691. All rights reserved 2015

11 Authorising Trades

A trade can be authorised for Cash, DSS, FIS, FX, Market Repos, OCH Margins and ASX Margins. Authorisation state options are:

- Authorised - the trade is authorised
- Needed - the trade requires authorisation
- Not needed - authorisation is not required.

A trade with Authorisation state equal to Needed must be authorised before it can be matched. The authorisation must be performed by a user other than the user who performed the transaction on the trade.

Trades are Paired when high level details of the transaction match but authorisation is pending on one or both sides of the transaction.

All trades are authorised in the same way, except RBA Repos.

Authorisation of a task or transaction is permission based and dependent on the authorisation of the Participant and the roles allocated to a user.

In the *View Trades* screen there are three fields for creating trades. This includes:

- Auth Time
- Auth By
- Auth From.

If a created trade does not require authorisation, the three fields are filled in and the *Auth By* field is populated with the details from the user who created the trade. The *Authorised* field displays *Yes*. This indicates that the trade does not require separate authorisation.

If a created trade does require authorisation then the three fields are populated and the authorisation field remains blank. When the trade is authorised by a different user, all of the three Auth fields are populated indicating who authorised it, where it was authorised (machine IP) and when I was authorised (date and time).

- Note: If a trade required authorisation and a modification is performed on the trade, even though the modification user action does not require authorisation, then the trade still needs to be authorised. The original authorisation remains.

11.2 Authorising Trades for all Products Except RBA Repos

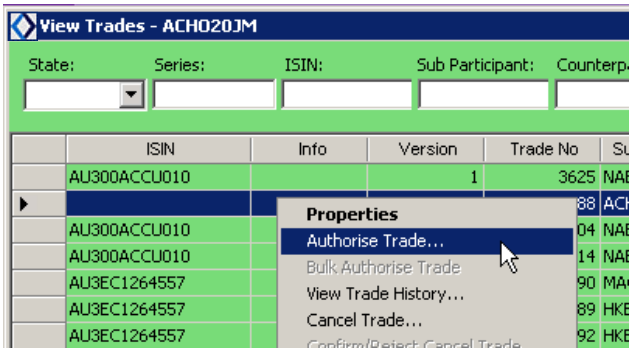
To authorise trades for all products except RBA Repos:

1. Select **Trades>View Trades**.

This displays the *View Trades* screen.

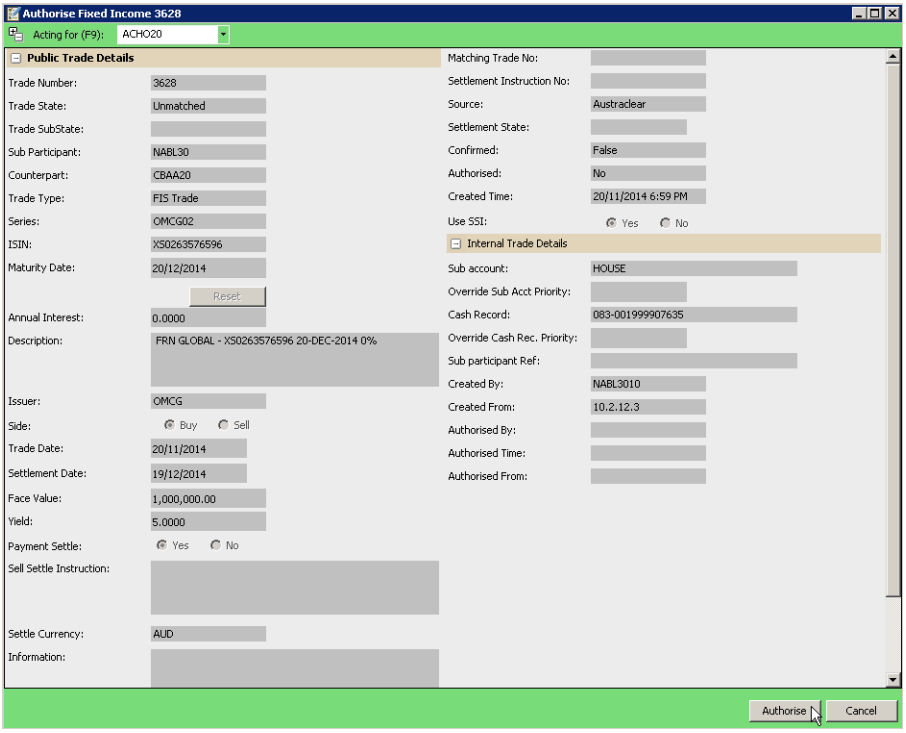
2. Enter the required search criteria, and click **Search**. This displays all the users' trades.
3. Select the required transaction.
4. Right-click and select **Authorise Trade**.

To authorise multiple transactions, right-click and select **Bulk Authorise Trade Report**.



5. Check the details and click **Authorise**.

© Copyright 2015 ASX Limited ABN 98 008 624 691. All rights reserved 2015

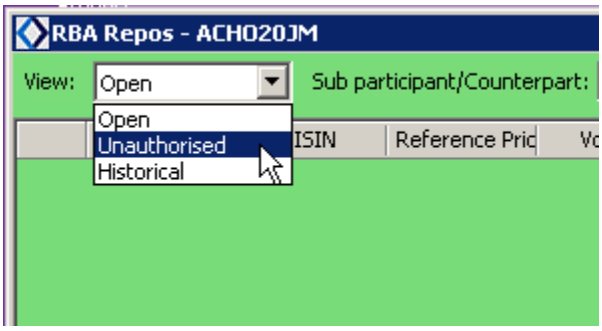


11.3 Authorising Trades for RBA Repos

To authorise trades for RBA Repos:

1. Select **Trades>View RBA Repos**. The *RBA Repos* screen is displayed.
2. Select **Unauthorised** from the *View* pull-down menu.
3. Click **Search**.

This displays all of the RBA Repos relevant to the user.



4. Select the required transaction to be authorised.
5. Right-click and select **Authorise**.
6. Check the details and click **OK**.

© Copyright 2015 ASX Limited ABN 98 008 624 691. All rights reserved 2015

12 Reversing an RBA Repo Trade

Both partial and full reversals are permitted on RBA Repo transactions.

RBA Repos are not automatically reversed. All reversals must be initiated by participants, not the RBA.

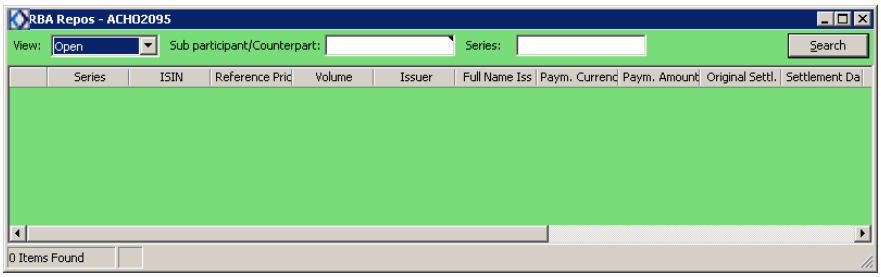
The reversal of an RBA Repo is a one sided transaction that does not require the RBA to confirm each transaction.

At the close of the day session, all outstanding RBA Repo reversals are not automatically sent to the RTGS queue for reversal. The Repo is available for reversal in the following available session.

These transactions automatically roll over to the next trading session for unwinding. The cash component of the unwind includes an interest component set by the RBA.

To reverse an RBA Repo trade:

1. Select **Trades>View RBA Repos**. This displays the *RBA Repos* screen.



2. Select **Open** from the *View* pull-down menu.

In order to reverse an RBA Repo trade, the trade needs to be open.

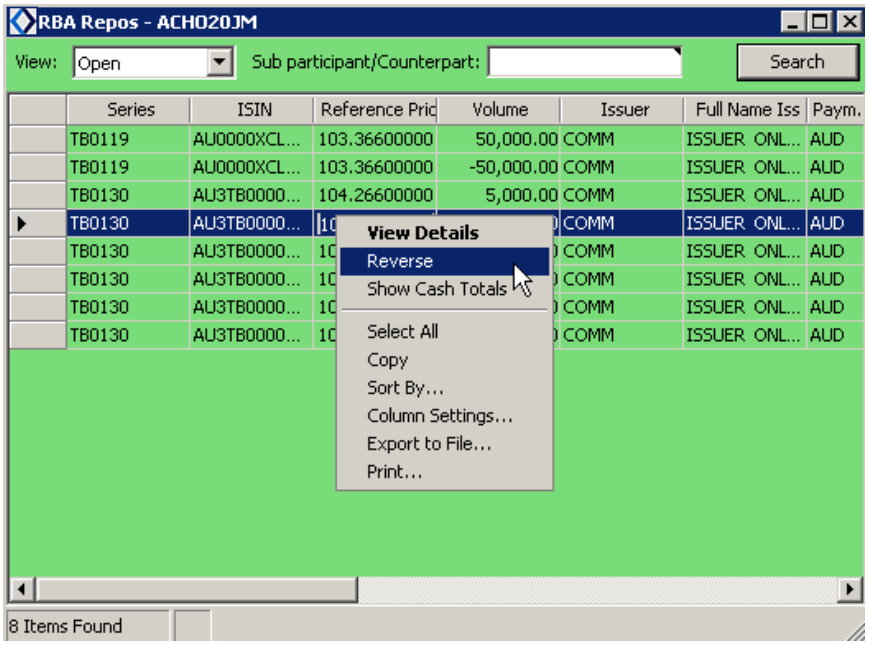
3. Enter the required search criteria, and click **Search**.

This displays the *RBA Repos* screen with all the RBA Repos relevant for the user.

4. Select the required transaction to be reversed.

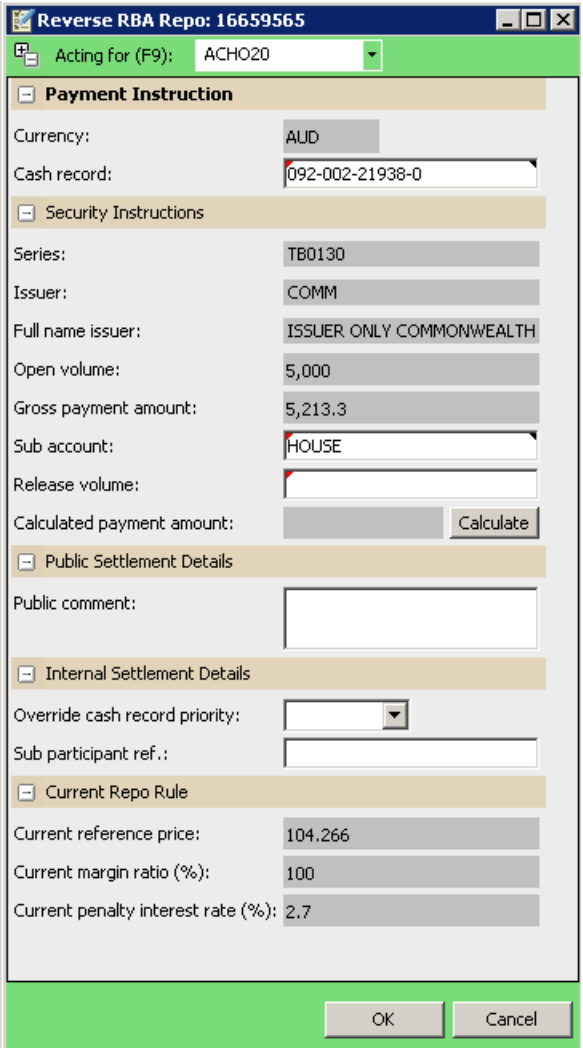
5. Right-click and select **Reverse**.

This displays the *Reverse RBA Repo* screen.



6. Check/modify details and click **OK**.

© Copyright 2015 ASX Limited ABN 98 008 624 691. All rights reserved 2015



© Copyright 2015 ASX Limited ABN 98 008 624 691. All rights reserved 2015

13 Settling a Trade

Settlement details such as the status and settlement instructions can be viewed for a trade/transaction for Cash, DSS, FIS, Market Repos, OCH Margins, ASX Margins and RBA Repos.

The generic procedure for settling a trade is listed below. However, where there are differences, the system rules have been provided on a product by product basis.

13.1 Viewing Trade Settlement Status

To view the settlement status of a trade:

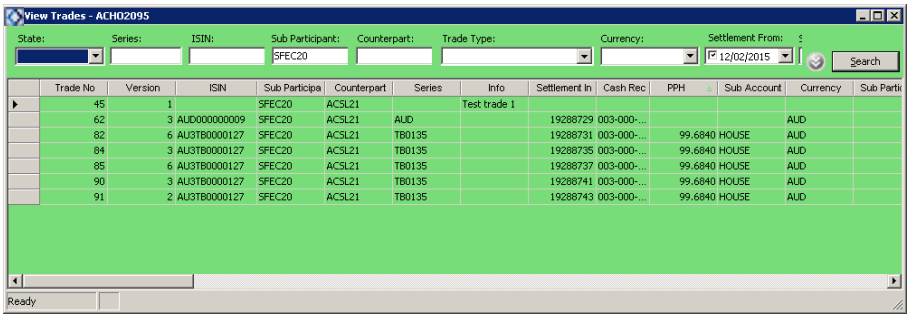
1. Select **Trades>View Trades**.
2. Enter search criteria, and click **Search**.

This displays all the trades relevant to the user.

3. Select the required transaction.
4. Right-click and select **Properties**.

The trade Information screen is displayed. This includes:

- Trade State
- Trade Substate.

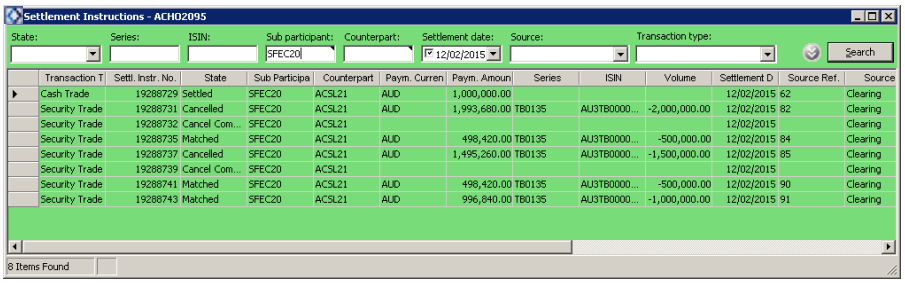


13.2 Viewing Trade Settlement Instructions

To view settlement instructions for a trade:

1. Select **Settlement>View Settlements>Settlement Instructions**. This displays the *Settlement Instructions* screen.
2. Enter search criteria, and click **Search**.

The instructions to which the user is party or proxy to are displayed.



3. Select the required transaction.
4. Right-click and select **State History**.

This displays the *State History* screen with the Security and/or cash that is locked in, and whether cash limits and RTGS processing have taken place.

© Copyright 2015 ASX Limited ABN 98 008 624 691. All rights reserved 2015

State History: 19288729

State	Settlement Object	Time
Matched	Settlement Instruction	23/03/2015 11:03:55 AM
Not Settled	Settlement Obligation	23/03/2015 11:04:05 AM
Not Ready	Settlement Obligation Group	23/03/2015 11:04:05 AM
Settled	Settlement Instruction	23/03/2015 11:04:27 AM
Waiting In Qu...	Settlement Obligation	23/03/2015 11:10:56 AM
Ready To Settle	Settlement Obligation	23/03/2015 11:10:56 AM
Ready To Settle	Settlement Obligation Group	23/03/2015 11:10:56 AM
Payment Pendi...	Settlement Obligation Group	23/03/2015 11:10:56 AM
Cash Record U...	Settlement Obligation	23/03/2015 11:11:07 AM
Settled	Settlement Obligation	23/03/2015 11:11:07 AM
Securities Tra...	Settlement Obligation Group	23/03/2015 11:11:07 AM
Settled	Settlement Obligation Group	23/03/2015 11:11:07 AM

13.3 System Rules

The following generic system rules apply:

- When trades are **Matched** the system automatically creates a settlement instruction and a settlement instruction with a state of **Matched** in preparation for settlement.
- On the settlement day, the settlement instruction undergoes cash limit testing and RTGS processing.
- On completion of cash limit testing and RTGS processing, the settlement instruction state changes to **Settled** and the holdings and/or cash records of both the buyer and seller are updated (for RBA Repos the cash records are updated with the net settlement amounts).
- When cash limit testing is not yet complete, a state of **Waiting in Queue** is displayed as the last state in the *State History* screen.
- When RTGS processing is not yet complete, a state of **Payment Pending** is displayed as the last state in the *State History* screen.
- To settle a trade manually, set the cash record priority to **Deferred** or the trade to **Deferred** in order to prevent the system from automatically processing the transaction.

13.3.1 Cash

When a cash trade is **Matched**, the system automatically creates a settlement instruction with a state of **Matched** in preparation for settlement.

13.3.2 FX

Rules for FX include:

- There is no settlement of the Foreign Exchange. No Settlement Instruction is created for a FX transaction in the system.
- The FX functionality in the system is solely for Confirmation purposes only.
- Once the FX is matched by the Bank and the Corporate Client a Confirmation Swift message MT300 is automatically sent to the Bank advising the Bank that the Corporate Counterparty agrees with the terms of the FX Deal.

13.3.3 FIS, DSS & Market Repos

The option to set a trade to **Deferred** state is only available to FIS, DSS and Market Repo trades. When a **Deferred** trade is **Matched**, the system will record the trade in a **Matched** state but it will not create a settlement instruction unless the **Deferred** status is removed. Once the **Deferred** status is removed, the system will automatically create a settlement instruction and the trade will proceed to the settlement queue.“.

© Copyright 2015 ASX Limited ABN 98 008 624 691. All rights reserved 2015

14 Managing Queues

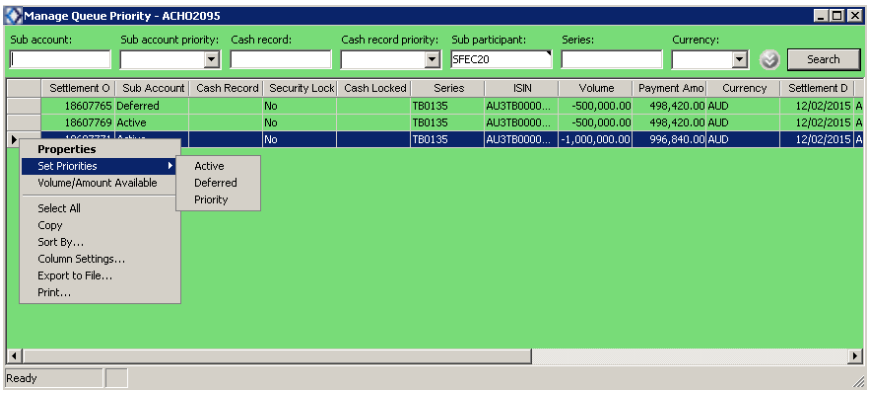
All settlements pending settlement are displayed in a managed queue. It is possible to manipulate the processing order of the settlements in the queue by changing the sub account priority or the cash record priority of the settlements.

14.1 Managing Queue Priority

The ability to manage queue priority is a function for all products – Cash, DSS, FIS, FX, Market Repos, RBA Repos, OCH Margins and ASX Margins.

To manage queue priority:

1. Select **Settlement>Manage Queue Priority**. This displays the *Manage Queue Priority* screen.
2. Specify search criteria and click **Search**.
3. Select the required transaction.
4. Right-click and select **Set Priorities>Active/Deferred/Priority**.



5. Change the cash record priority or the sub account priority.

For field descriptions, see *Appendix 18 – Queue Management Field Descriptions*.

14.2 System Rules

Sub accounts and cash records can be assigned one of the following priorities:

- Priority
- Active
- Deferred on cash record or security sub account

Priority is the highest level status given to sub accounts and cash records on the queue.

Active is the status given to sub accounts and cash records with medium priority. Transactions linked to sub accounts/cash records with a medium priority will be processed when there are no priority transactions on the queue.

Deferred on cash record or security is given to sub accounts and cash records when settlement is to be deferred. Transactions linked to sub accounts/cash records in a deferred status will not proceed to cash limit testing or the RTGS queue.

Before each transaction can be processed, the sub accounts and cash records require a **Priority** or **Active** status.

© Copyright 2015 ASX Limited ABN 98 008 624 691. All rights reserved 2015

15 Recalling Trades

This functionality provides the ability to recall a trade from the RTGS queue.

This is a generic function for all products – Cash, DSS, FIS, FX, Market Repos, RBA Repos, OCH Margins and ASX Margins.

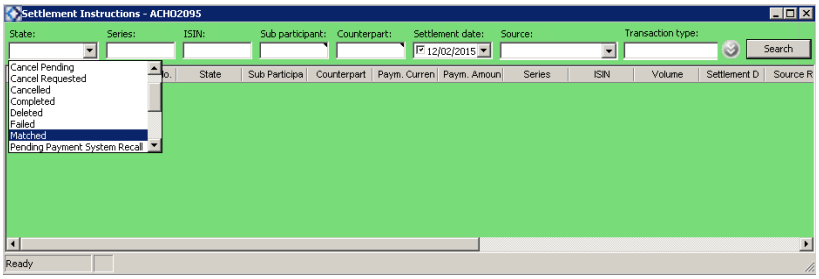
Only trades with settlement instructions in a state of **Payment Pending** can be recalled from the RTGS queue.

When a recall is performed on a 1st leg Repo it cancels the 2nd leg Repo. To recall a trade:

1. Select Settlement>View Settlements>Settlement Instructions.

This displays the *Settlement Instructions* screen.

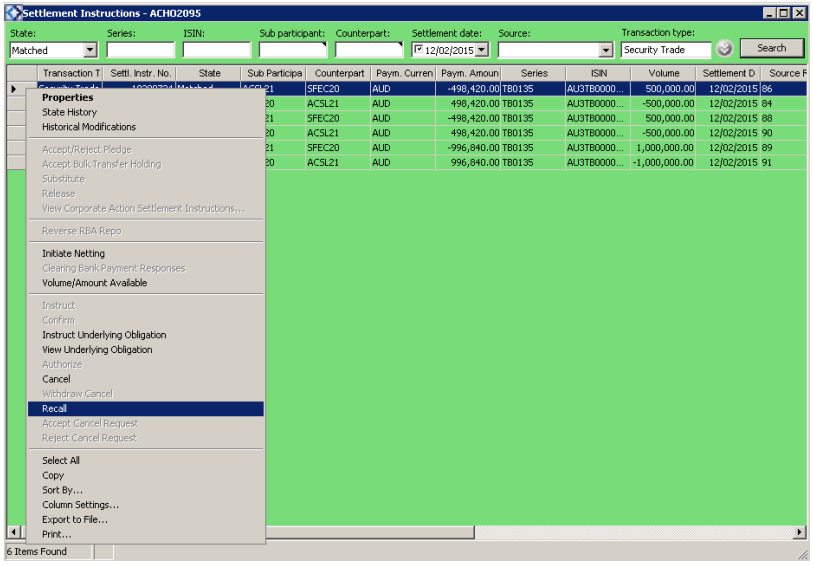
2. Select **Matched** from the *State* pull-down menu.



3. Specify search criteria and click **Search**.

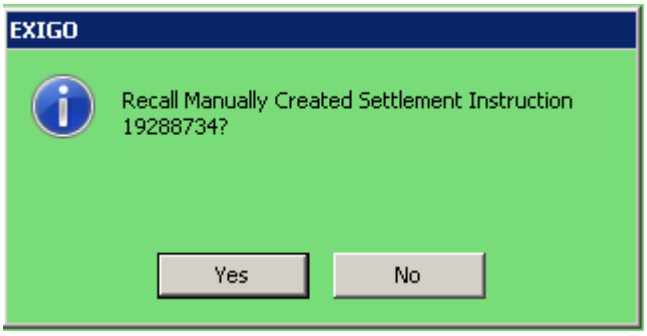
This displays all the trades settling on the specified date.

4. Select the required transaction to be recalled.



5. Right-click and select **Recall**.

Selecting **Recall** removes the transaction from the RITS queue.



© Copyright 2015 ASX Limited ABN 98 008 624 691. All rights reserved 2015

16 Conducting Trade Splits

Trade splits can be initiated by either counterparty to a trade, but must be authorised before the split can proceed to settlement. Once the trade split has been authorised, it can be either confirmed or rejected.

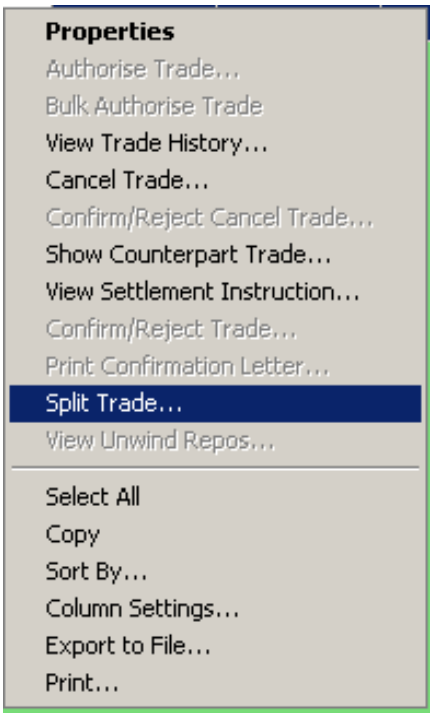
16.1 Initiating a Trade Split

This function is performed for DSS, FIS and Market Repos.

The settle status for the original DvP must be Matched otherwise the request is rejected. The current date must be the settlement date.

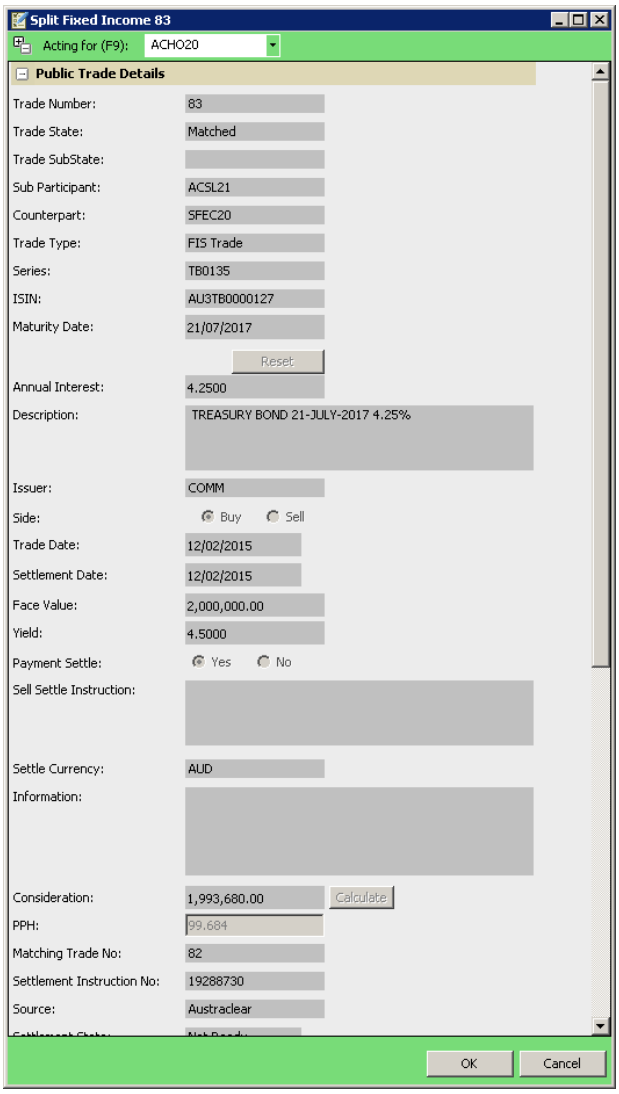
To initiate a trade split:

1. Select **Trades>View Trades**.
2. Specify search criteria and click **Search**.
3. This displays all of the trades that the user is party or proxy to.
4. Select the transaction to be split.
5. Right-click and select **Split Trade**.

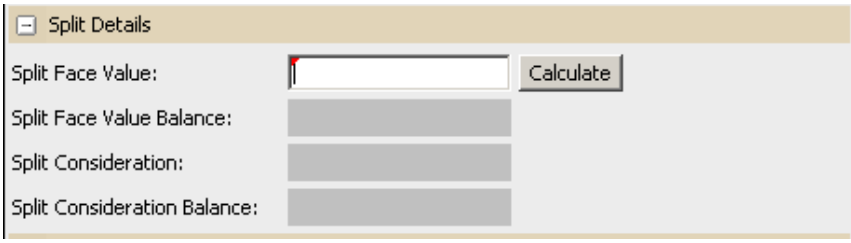


The *Split Trade* screen is displayed.

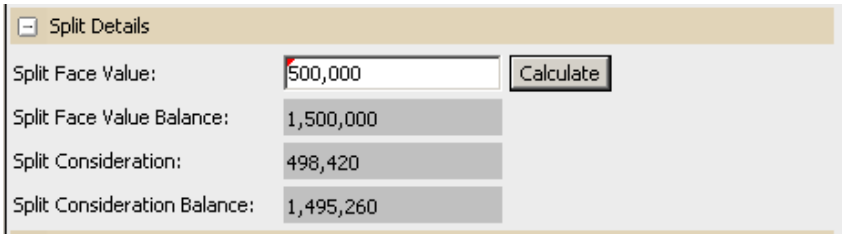
© Copyright 2015 ASX Limited ABN 98 008 624 691. All rights reserved 2015



6. Enter the required value for the first split in the *Split Face Value* field and select **Calculate**.



The system calculates the split face value balance, split consideration and split consideration balance.



7. Click **OK**.

Click **OK** to commit the split trade. The Sub Settle Status now shows as Split Pending.

Once the split is confirmed, the *Trade Substate* is displayed as *Split Requested* for the counterparty.

- Note: The trade split needs to be confirmed or rejected by the counterparty. The trade split cannot be cancelled by cancelling the trade however the Settlement Instruction can be cancelled which achieves the

© Copyright 2015 ASX Limited ABN 98 008 624 691. All rights reserved 2015

same result (i.e. trade will not settle).

16.2 Confirming or Rejecting a Trade Split

This function is performed for DSS, FIS and Market Repos.

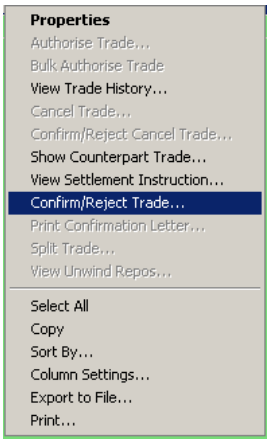
Trade splits can be initiated by either counterparty to a trade, but must be confirmed before the split can proceed to settlement.

To confirm or reject a trade split:

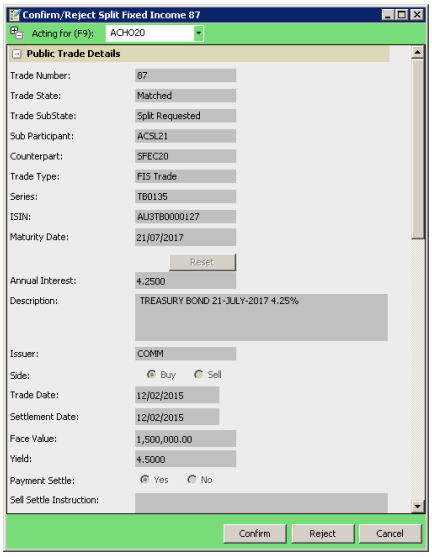
1. Select **Trades>View Trades**.
2. Specify the search criteria and click **Search**.

This displays all the trade split transactions awaiting confirmation.

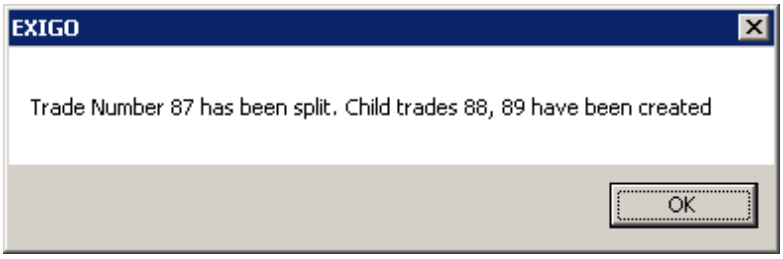
3. Select the required transaction to be confirmed or rejected.
4. Right-click and select **Confirm/Reject Trade**.



5. Verify details and either Confirm or Reject the request.



6. Click **OK**.



© Copyright 2015 ASX Limited ABN 98 008 624 691. All rights reserved 2015

17 Renegotiating or Unwinding a Market Repo Trade

This function is performed for Market Repos only. Renegotiations can be effective for both same day and next day. All Fixed Term, Intraday and At Call repos can be renegotiated. The 2nd leg of a repo cannot be renegotiated until the 1st leg is settled.

Both partial and full unwinds are permitted on repo transactions. Repos will not automatically be unwound on 2nd transaction date unless Participants elect to opt in to use the auto unwind functionality. All unwinds must be initiated by participants and either the buyer or the seller may initiate the unwind.

When renegotiating or unwinding a Market REPO Trade, the following rules apply:

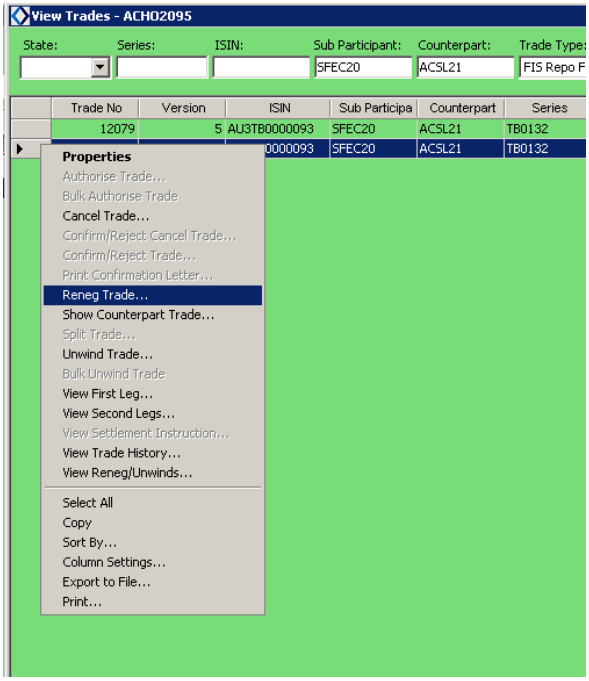
- A physical 2nd leg trade will be created once a 1st leg has been MATCHED in Austraclear
- No renegotiation is permitted on the 2nd leg until the 1st leg has SETTLED
- Only 1 outstanding renegotiation or unwind request can be made
- If a renegotiation or unwind is outstanding, the request needs to be matched or cancelled in order for a subsequent renegotiation or unwind request to be made
- Splitting a 1st leg will split the 2nd leg in the same proportion
- A Failed, Cancelled or Recalled 1st leg market repo will Cancel the 2nd leg
- Unwinding a market repo will **not** reduce the face value on the 2nd leg
- A partial unwind will split the 2nd Leg Repo into two new 2nd leg Repos.

17.1 Renegotiating or Unwinding a Market Repo Trade

To initiate the renegotiation or unwinding of a Market Repo trade.

To initiate the renegotiation or unwinding of a Market Repo trade (renegotiating or unwinding a Market Repo trade can only occur once the first leg has settled):

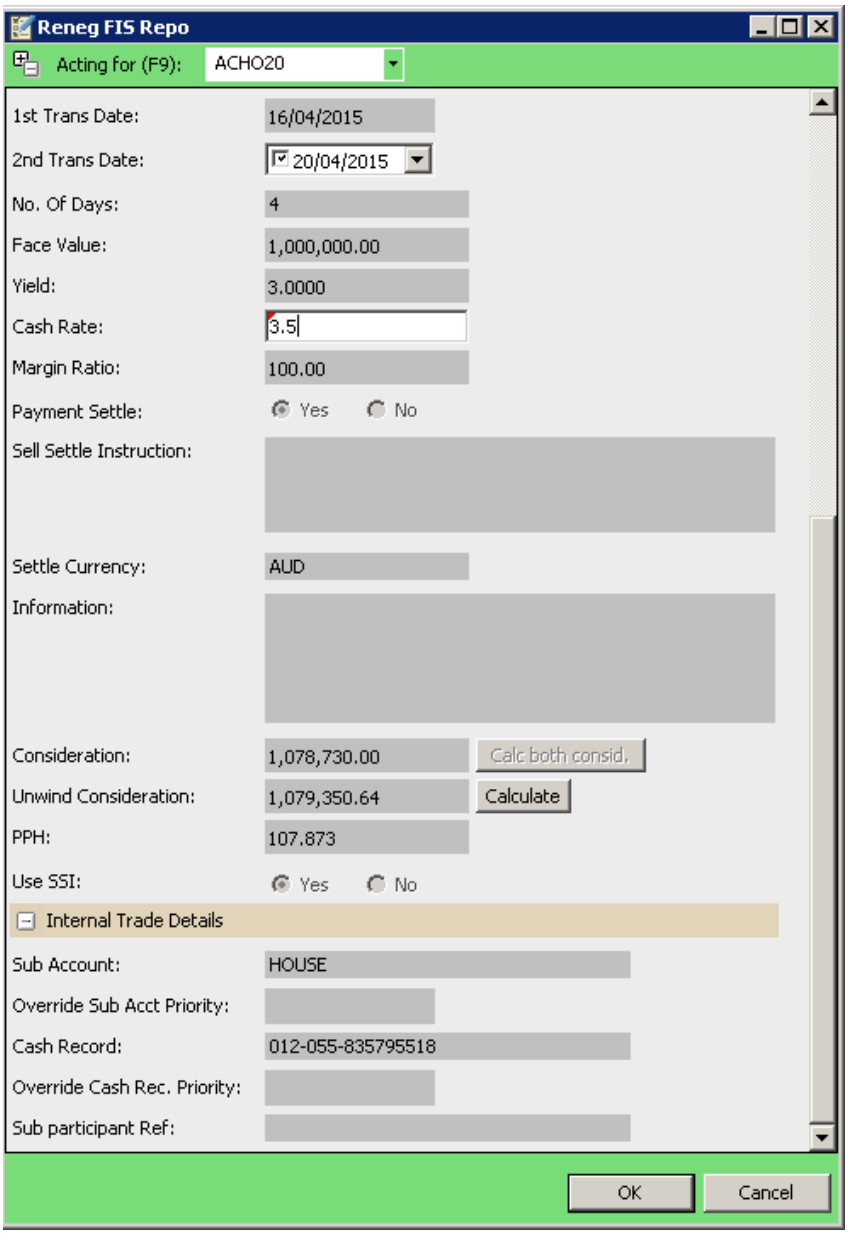
1. Select **Trades>View Trades**.
2. Specify the required search criteria and click **Search.**
3. Select the required transaction.
4. Right-click and select **Reneg Trade** or **Unwind Trade** and click **OK**.



5. Enter the new rate.
6. Click **Calculate**.

© Copyright 2015 ASX Limited ABN 98 008 624 691. All rights reserved 2015

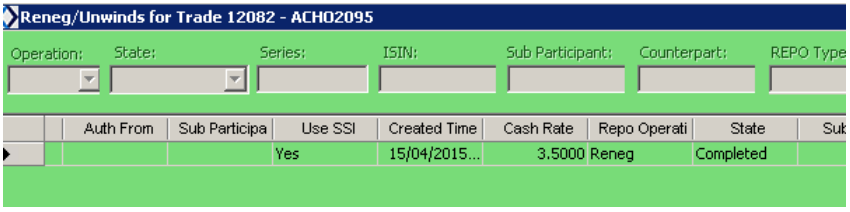
The system calculates the consideration of the new unwind consideration.



7. Click **OK**.

Wait until both sides have completed reneg before going to the next step.

8. Select View Renegs/Unwinds to view the completed state.



To unwind a market repo:

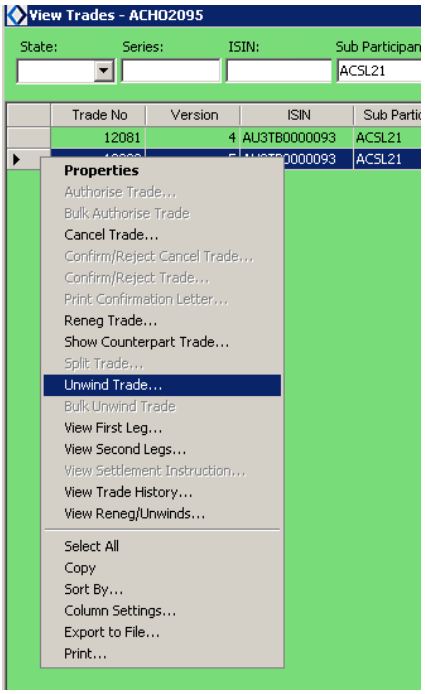
9. Select **Trades>View Trades**.

10. Specify the required search criteria and click **Search**.

11. Select the required transaction.

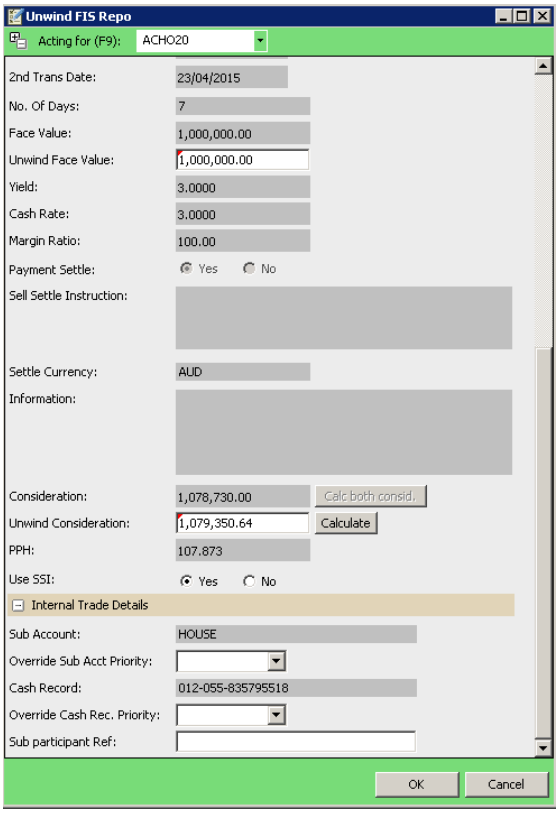
12. Right-click and select Unwind Trade and click OK.

© Copyright 2015 ASX Limited ABN 98 008 624 691. All rights reserved 2015



13. Enter the unwind face value.

14. Click **Calculate**.



15. Click **OK**.

17.2 Authorise a Renegotiation or Unwinding on a Market Repo Trade

A user cannot Authorise a transaction that has been entered by that same user. An alternate user must authorise those transactions.

To authorise a renegotiation or unwinding on a Market Repo:

16. Select **Trades>View Renegs/Unwinds**.

© Copyright 2015 ASX Limited ABN 98 008 624 691. All rights reserved 2015

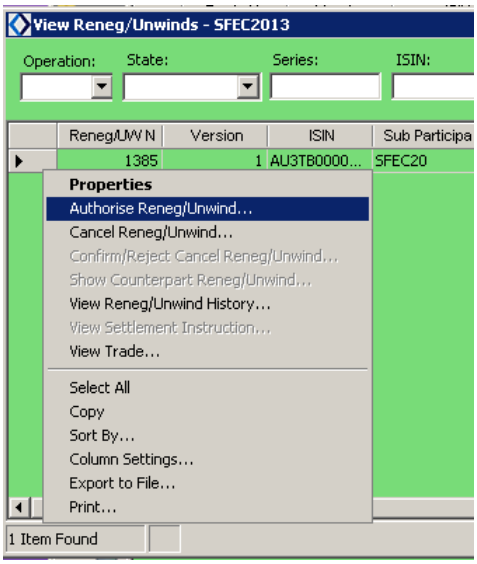
This displays the *View Reneg/Unwinds* screen.

17. Specify search criteria and click **Search**.

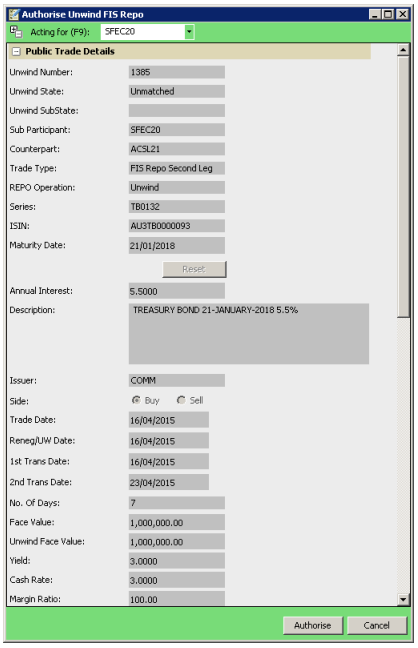
All the trades that the user is party to are displayed.

18. Select the required transaction.

19. Right-click and select **Authorise Reneg/Unwind.**



20. Verify the details and click **Authorise**.



© Copyright 2015 ASX Limited ABN 98 008 624 691. All rights reserved 2015

18 Entering and Authorising a Pledge for a DSS or FIS Holding

The *Create Pledge* screen enables participants to use securities from their FIS/DSS Holdings as security for a secured loan to be settled via the ASX Austraclear System.

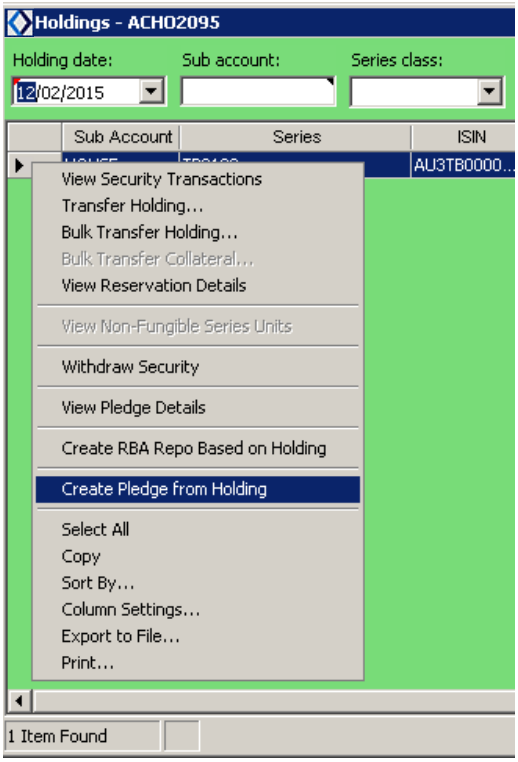
Pledge transactions must be initiated by the Pledgor who must hold the securities in their holdings. Securities held in any sub account may be used for a pledge.

Pledges may be entered against receipt of a payment amount or free of payment i.e. no payment received for the pledge.

18.1 Creating a Pledge for a DSS/FIS Holding

To create a pledge for a DSS/FIS Holding:

1. Select **Holdings>View Holdings**. This displays the *Holdings* screen.
2. Specify search criteria and click **Search**.
3. Select the required holding.
4. Right-click and select **Create Pledge from Holding**.



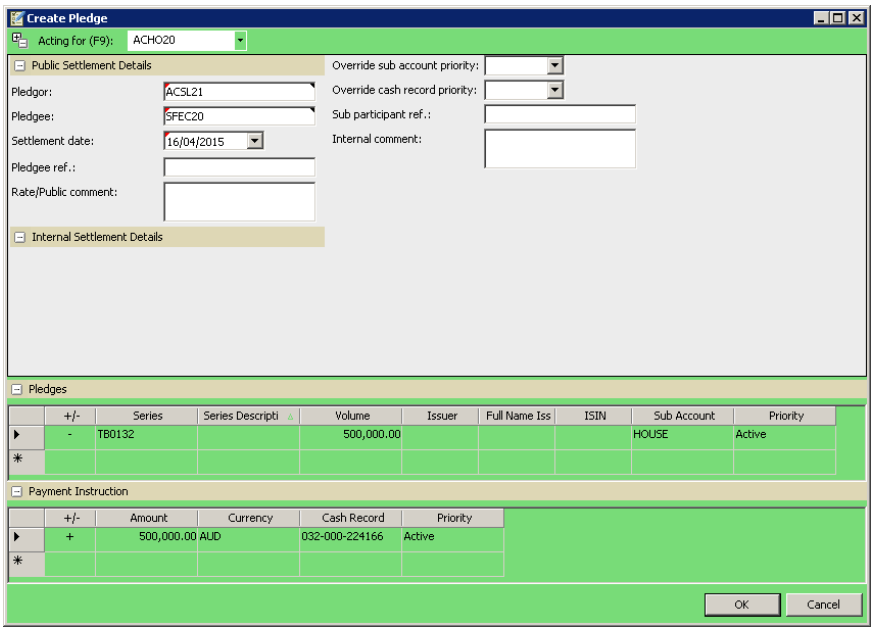
5. Enter pledgee details, volume and payment instructions if applicable.

If entering a pledge free of payment, right-click in the *Payment Instruction* field and select **Delete** to delete the row.

If the pledgor requires authorisation, this must be completed before the pledge is able to accept the pledge. For more information, see *Authorising a Pledge.*

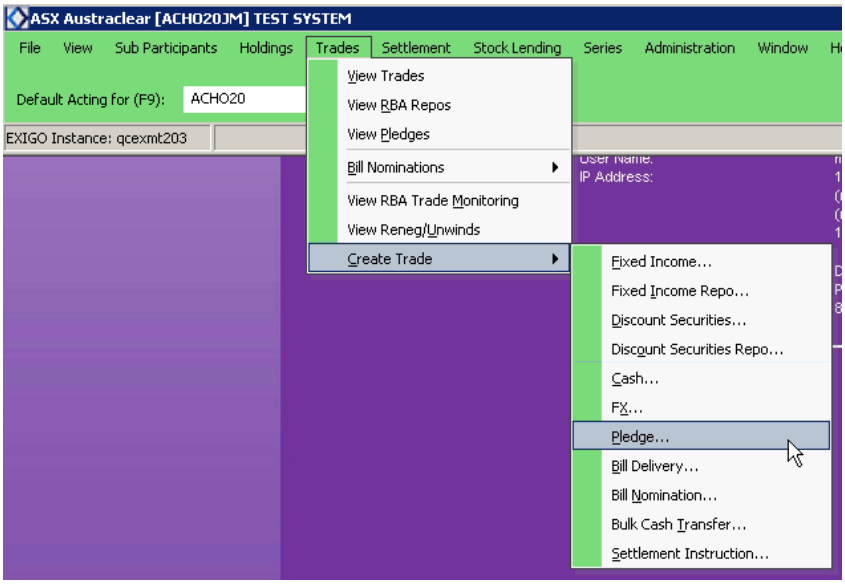
For field descriptions, see *Appendix 19 – Pledges Field Descriptions.*

© Copyright 2015 ASX Limited ABN 98 008 624 691. All rights reserved 2015



6. Click **OK**.

It is also possible to create a pledge by selecting **Trades>Create Trade>Pledge**. If this option is used, information about the relevant holdings will need to be input. Also, note that in both options, fields in the 'Pledges' and 'Payment Instructions' are not marked as mandatory.



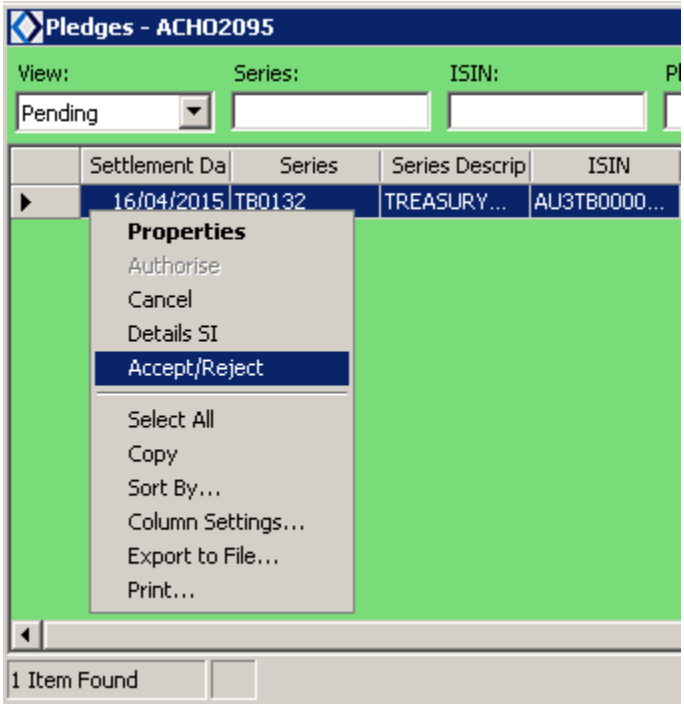
18.1.1 Accepting or Rejecting a Pledge

To accept or reject a pledge:

1. Select **Trades>View Pledges**. This displays the *Pledges* screen.
2. Select **Pending** from the *View* pull-down menu.
3. Specify search criteria and click **Search**.
4. Select the required pledge.
5. Right-click and select **Accept/Reject.**

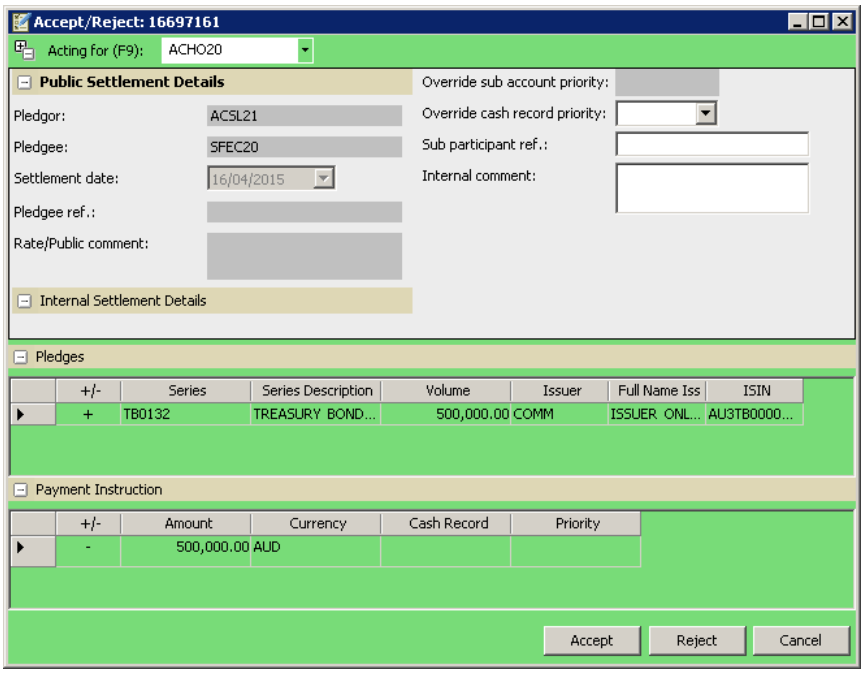
This accepts or rejects the selected pledge.

© Copyright 2015 ASX Limited ABN 98 008 624 691. All rights reserved 2015



6. Enter the cash record and select **Accept/Reject.**

If the pledgor requires authorisation, this must be completed before the pledge is able to accept the pledge. For more information, see *Authorising a Pledge.*



18.1.2 Releasing a Pledge

The *Release* screen enables participants to release securities used for a secured loan when the loan is repaid.

Pledges may be entered as Free of Payment or DvP.

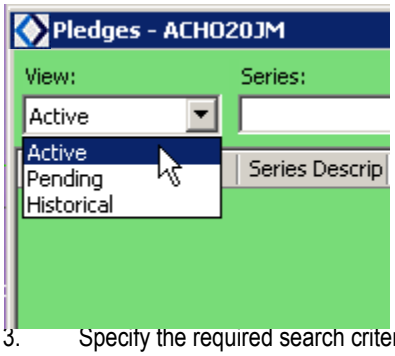
Release Pledge transactions must be initiated by the participant (Pledgor) who entered the original Pledge, with the securities not being released until the other participant (Pledgee) has confirmed the release of the pledge.

To release a pledge:

1. Select **Trades>View Pledges**. This displays the *Pledges* screen.

2. Select **Active** from the *View* pull-down menu.

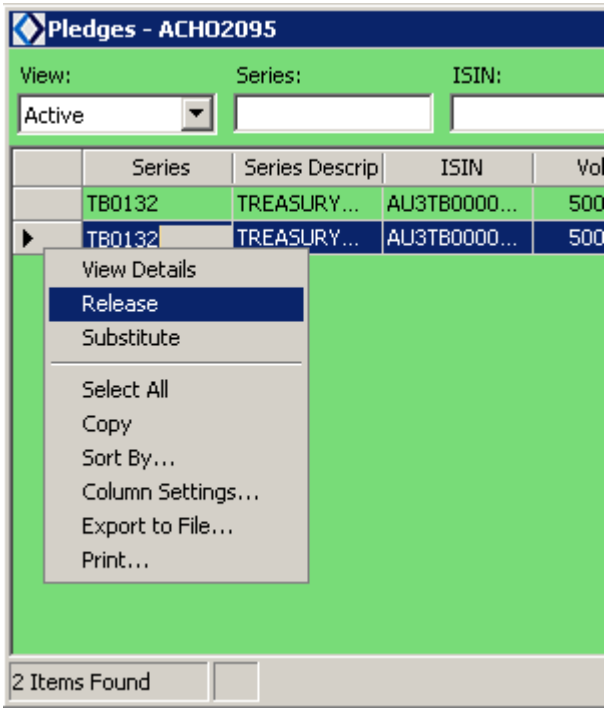
© Copyright 2015 ASX Limited ABN 98 008 624 691. All rights reserved 2015



3. Specify the required search criteria and click **Search**.

4. Select the required pledge.

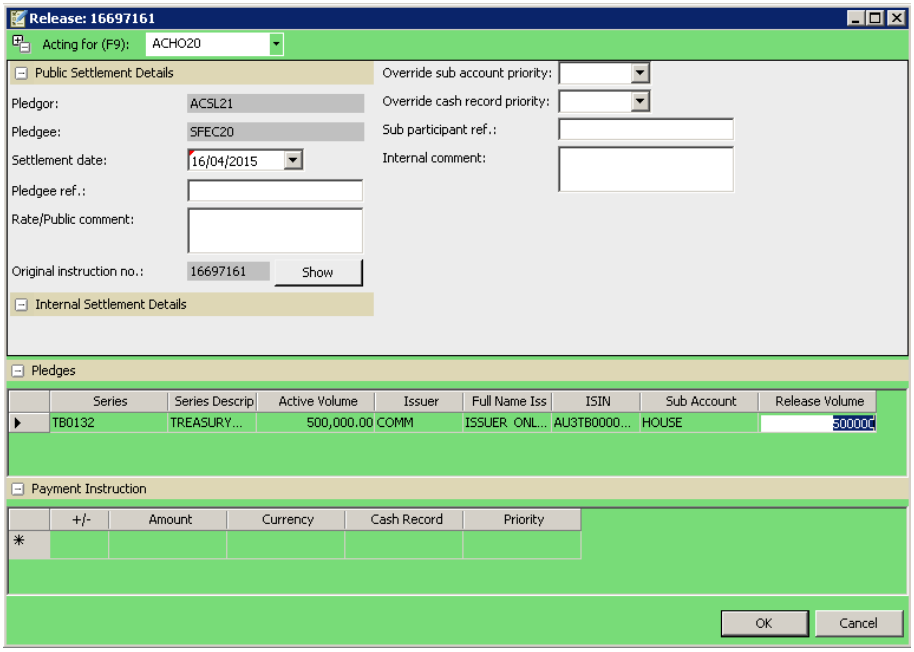
5. Right-click and select **Release**. This displays the *Release* screen.



6. Enter the release details and click **OK**.

If the pledgor requires authorisation, this must be completed before the pledge is able to accept the pledge. For more information, see *Authorising a Pledge.*

© Copyright 2015 ASX Limited ABN 98 008 624 691. All rights reserved 2015



18.1.3 Substituting a Pledge

The *Substitute* screen enables participants to substitute securities used for a secured loan for alternate securities, without repaying the loan.

Substitute pledges may only be entered as *Free of Payment*.

Substitute Pledge transactions must be initiated by the participant who entered the original pledge, with the securities not being substituted until the other participant has confirmed the substitute pledge.

To substitute a pledge:

7. Select **Trades>View Pledges**.

8. Select **Active** from the *View* pull-down menu.

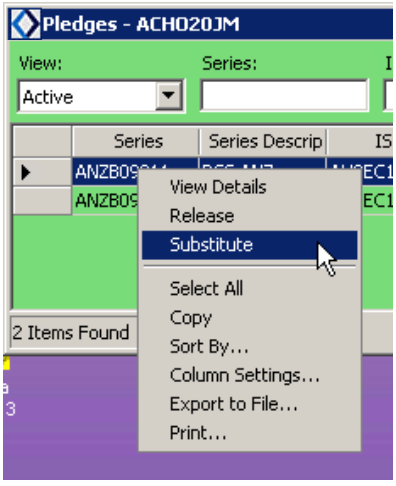
9. Enter search criteria and click **Search**.

10. Select the required pledge.

11. Right-click and select **Substitute.**

This displays the *Substitute* screen.

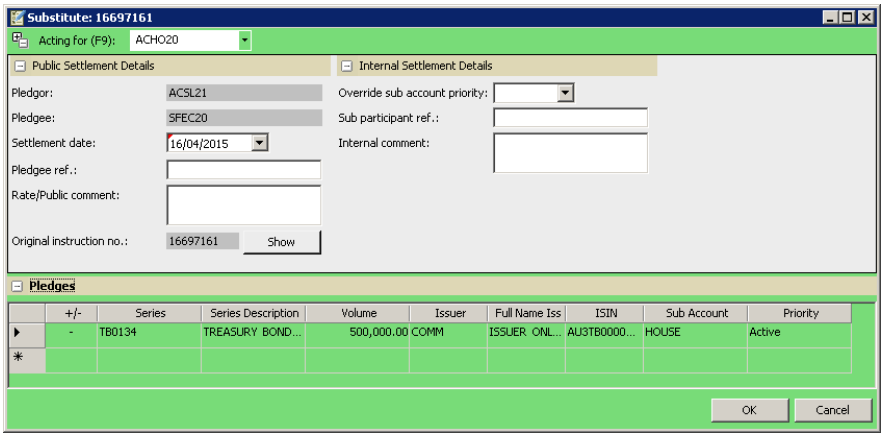
If the pledger requires authorisation, this must be completed before the pledge is able to substitute the pledge. For more information, see *Authorising a Pledge.*



12. Enter the substitute details, and click **OK**.

© Copyright 2015 ASX Limited ABN 98 008 624 691. All rights reserved 2015

To enter the substitute details, type over the original series in the *Series* field. Click **OK** when all of the required details have been entered.

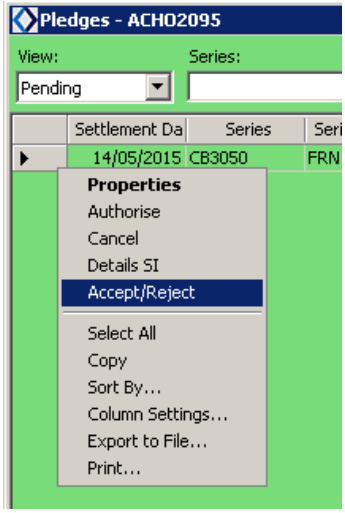


18.1.4 Accepting or Rejecting a Substitute Pledge

To accept/reject a substitute pledge:

1. Select **Trades>View Pledges**.
2. Select **Pending** from the *View* pull-down menu.
3. Select the required pledge.
4. Right-click and select **Accept/Reject.**

This displays the *Substitute Pledge* screen.



5. Click **Accept** or **Reject**.

Click **Accept** to accept the substitute pledge or **Reject** to reject the substitute pledge.

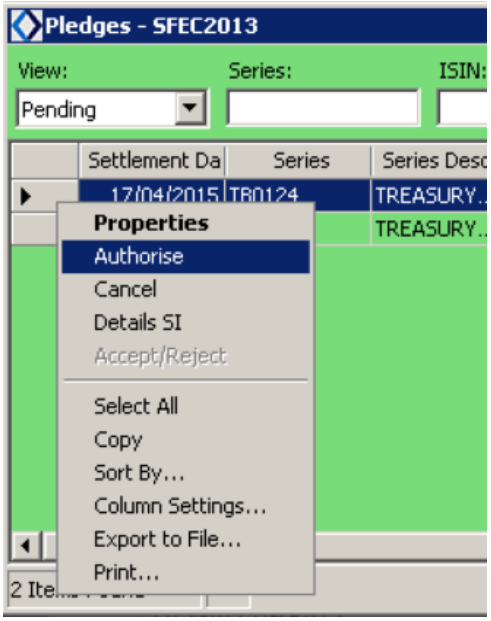
18.1.5 Authorising a Pledge

If a Pledgor requires authorisation, this must be completed before the Pledgee is able to accept the pledge.

To authorise a pledge:

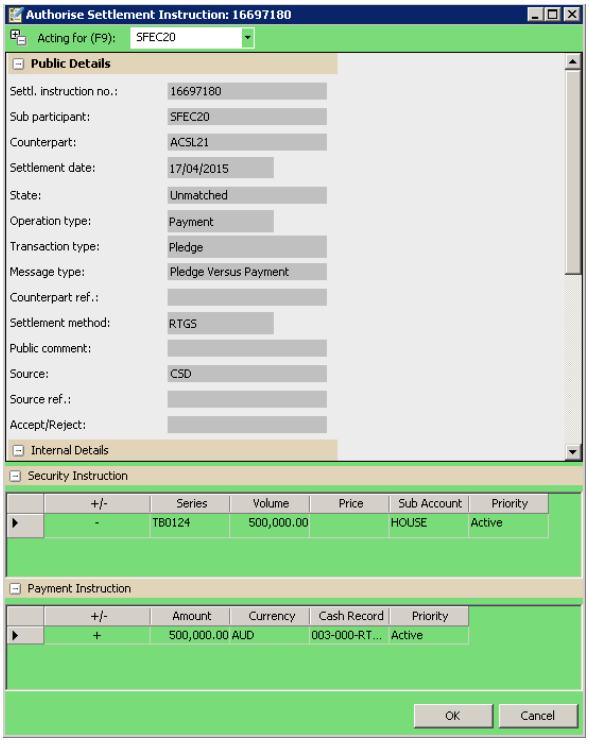
1. Select **Trades>View Pledges**. This opens the *Pledges* screen.
2. Select **Pending** from the *View* pull-down menu.
3. Specify the required search criteria and click **Search**.
4. Select the required pledge.
5. Right-click and select **Authorise**.

© Copyright 2015 ASX Limited ABN 98 008 624 691. All rights reserved 2015



6. Click **OK**.

Check the listed details and click **OK** to authorise the pledge.



- Note: Authorisation must be performed by a different user to the user who entered the transaction.

© Copyright 2015 ASX Limited ABN 98 008 624 691. All rights reserved 2015

19 Transferring Holdings and Bulk Transfer Holdings

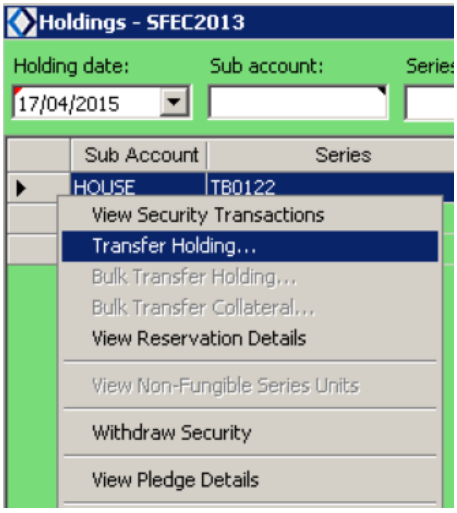
This functionality enables DSS and FIS holdings to be transferred to internal subaccounts and external counterparties.

19.1 Entering Holding Transfer Details

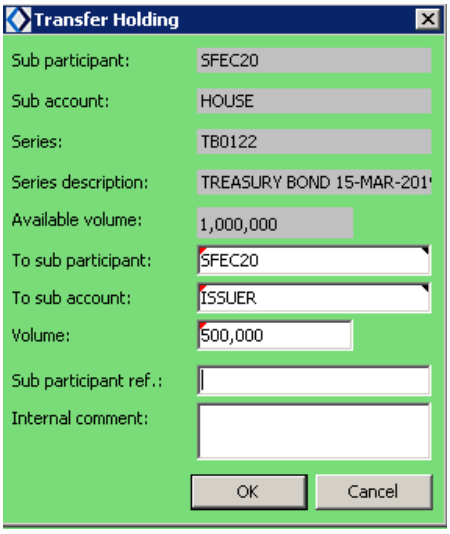
Participants can transfer holdings to either another of their sub participants or to another existing sub account.

To transfer a DSS/FIS holding:

1. Select **Holdings>View Holdings**. This opens the *Holdings* screen.
2. Specify search criteria, and click **Search**.
3. Select the holding to be transferred.
4. Right-click and select **Transfer Holding**. This opens the *Transfer Holding* screen.



5. Enter the transfer details and click **OK**.



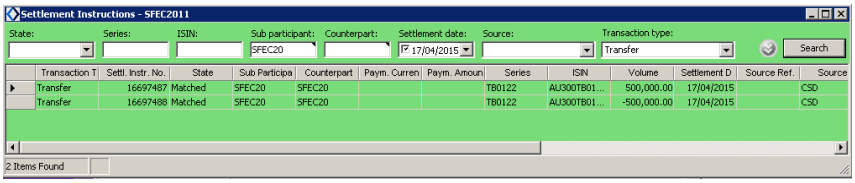
19.2 Authorising the Transfer of Holdings

A user cannot authorise a transfer that they have entered. An alternate user must authorise transfers. To authorise a transfer of a holding:

1. Select **Settlement>View Settlements>Settlement Instructions**. This opens the *Settlement Instructions* screen.
2. Specify the search criteria and click **Search**.

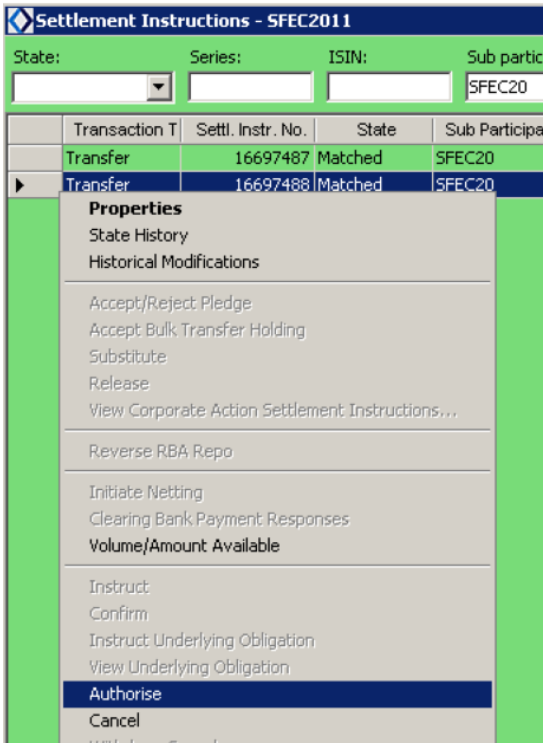
© Copyright 2015 ASX Limited ABN 98 008 624 691. All rights reserved 2015

This displays the settlement instructions for all FIS or DSS transfers settling on the day and will default to today's settlement date. The user can select transaction type of Transfer.



3. Select the holding to be authorised.

4. Right-click and select **Authorise**.



5. Check details and click **OK**.

19.2.1 Bulk Transfer Holdings

If there is a merger or change in custodian Austraclear will grant access to enable Participants to transfer holdings in bulk to one of their sub participants or to another Austraclear member.

To gain access to the Bulk transfer functionality both the transferring and receiving Participant must send a request in writing to the Austraclear Service Desk outlining the reasons for the request and the effective date.

If the request is approved, Austraclear will provide the appropriate roles to both the transferring and receiving Participant to enable the Bulk Transfer to occur. This includes access to the following 4 roles that are required to complete the Bulk transfer.

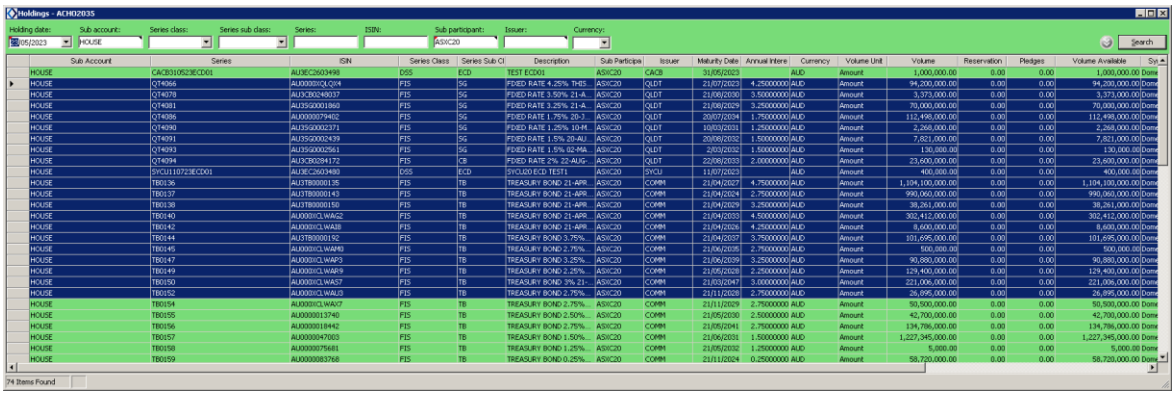
- Bulk transfer
- Bulk Transfer Accept
- Bulk Transfer Accept Auth
- Bulk transfer Auth.

To complete a Bulk transfer of a DSS/FIS holding, the relevant users must have the above four roles.

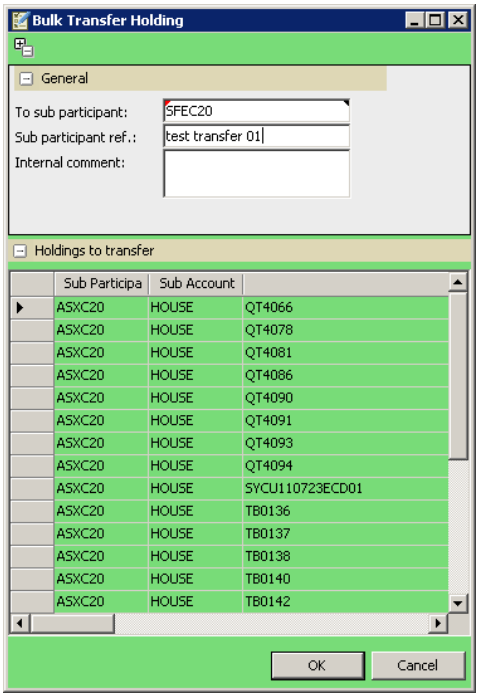
© Copyright 2015 ASX Limited ABN 98 008 624 691. All rights reserved 2015

The user whose holdings are being transferred initiates the Bulk transfer via the following path

1. Select Holdings > View Holdings, the screen showing the Sub Participants holdings will appear.
2. Highlight securities to Bulk transfer, right mouse click and select Bulk transfer



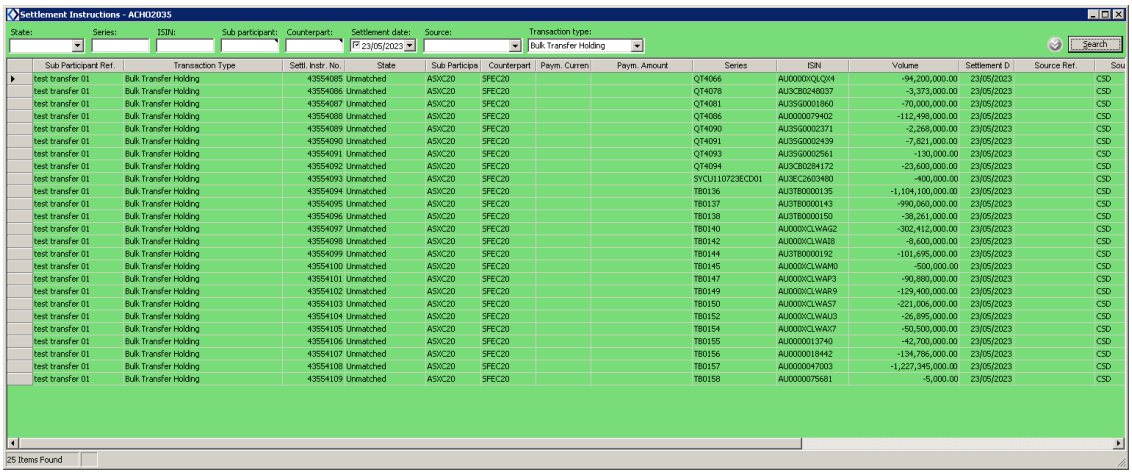
3. Enter the details of the Participant you are transferring the securities to and include a Sub Participant reference & Select Okay. The system will move the securities into a holding state until the receiving party confirms and accepts the Bulk transfer from the Settlement Instruction screen.



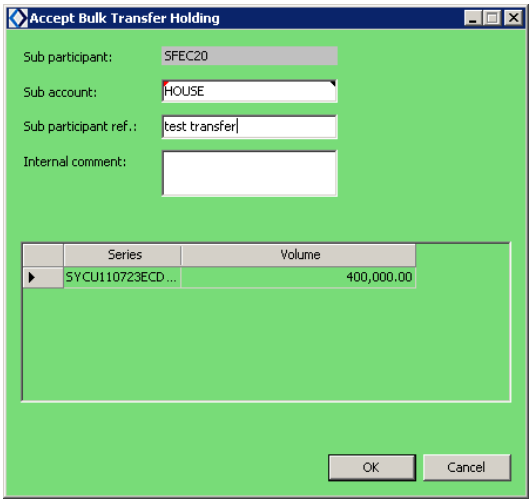
4. To accept the Bulk transfer the receiver of the securities completes the action in the Settlement Instruction screen via the following path >Settlement > View Settlements > Settlement Instructions. In the transaction type select Bulk transfer and then search.

   The following page will appear showing the Bulk transfer in an unmatched state. Highlight the securities to be accepted, right mouse click and select Accept Bulk transfer, OK.

© Copyright 2015 ASX Limited ABN 98 008 624 691. All rights reserved 2015

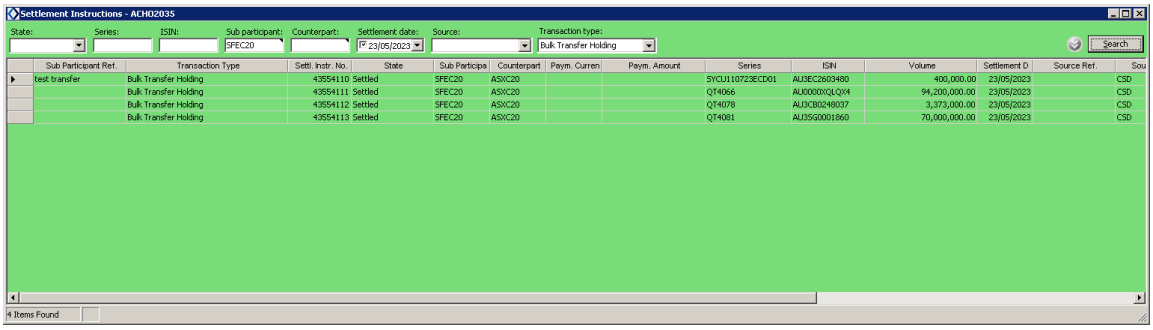


Sub Participant Ref.	Transaction Type	Settl. Instr. No.	State	Sub Participa	Counterpart	Paym. Curren	Paym. Amount	Series	ISIN	Volume	Settlement D	Source Ref.	Sou
test transfer 01	Bulk Transfer Holding	43554085	Unmatched	ASXC20	SFEC20			QT4066	AU0000XQLQX4	-94,200,000.00	23/05/2023		CSD
test transfer 01	Bulk Transfer Holding	43554086	Unmatched	ASXC20	SFEC20			QT4078	AU3CB0248037	-3,373,000.00	23/05/2023		CSD
test transfer 01	Bulk Transfer Holding	43554087	Unmatched	ASXC20	SFEC20			QT4081	AU3SG0001860	-70,000,000.00	23/05/2023		CSD
test transfer 01	Bulk Transfer Holding	43554088	Unmatched	ASXC20	SFEC20			QT4086	AU0000079402	-112,498,000.00	23/05/2023		CSD
test transfer 01	Bulk Transfer Holding	43554089	Unmatched	ASXC20	SFEC20			QT4090	AU3SG0002371	-2,268,000.00	23/05/2023		CSD
test transfer 01	Bulk Transfer Holding	43554090	Unmatched	ASXC20	SFEC20			QT4091	AU3SG0002439	-7,821,000.00	23/05/2023		CSD
test transfer 01	Bulk Transfer Holding	43554091	Unmatched	ASXC20	SFEC20			QT4093	AU3SG0002561	-130,000.00	23/05/2023		CSD
test transfer 01	Bulk Transfer Holding	43554092	Unmatched	ASXC20	SFEC20			QT4094	AU3CB0284172	-23,600,000.00	23/05/2023		CSD
test transfer 01	Bulk Transfer Holding	43554093	Unmatched	ASXC20	SFEC20			SYCU110723ECD01	AU3EC2603480	-400,000.00	23/05/2023		CSD
test transfer 01	Bulk Transfer Holding	43554094	Unmatched	ASXC20	SFEC20			TB0136	AU3TB0000135	-1,104,100,000.00	23/05/2023		CSD
test transfer 01	Bulk Transfer Holding	43554095	Unmatched	ASXC20	SFEC20			TB0137	AU3TB0000143	-990,060,000.00	23/05/2023		CSD
test transfer 01	Bulk Transfer Holding	43554096	Unmatched	ASXC20	SFEC20			TB0138	AU3TB0000150	-38,261,000.00	23/05/2023		CSD
test transfer 01	Bulk Transfer Holding	43554097	Unmatched	ASXC20	SFEC20			TB0140	AU000XCLWAG2	-302,412,000.00	23/05/2023		CSD
test transfer 01	Bulk Transfer Holding	43554098	Unmatched	ASXC20	SFEC20			TB0142	AU000XCLWAI8	-8,600,000.00	23/05/2023		CSD
test transfer 01	Bulk Transfer Holding	43554099	Unmatched	ASXC20	SFEC20			TB0144	AU3TB0000192	-101,695,000.00	23/05/2023		CSD
test transfer 01	Bulk Transfer Holding	43554100	Unmatched	ASXC20	SFEC20			TB0145	AU000XCLWAM0	-500,000.00	23/05/2023		CSD
test transfer 01	Bulk Transfer Holding	43554101	Unmatched	ASXC20	SFEC20			TB0147	AU000XCLWAP3	-90,880,000.00	23/05/2023		CSD
test transfer 01	Bulk Transfer Holding	43554102	Unmatched	ASXC20	SFEC20			TB0149	AU000XCLWAR9	-129,400,000.00	23/05/2023		CSD
test transfer 01	Bulk Transfer Holding	43554103	Unmatched	ASXC20	SFEC20			TB0150	AU000XCLWAS7	-221,006,000.00	23/05/2023		CSD
test transfer 01	Bulk Transfer Holding	43554104	Unmatched	ASXC20	SFEC20			TB0152	AU000XCLWAU3	-26,895,000.00	23/05/2023		CSD
test transfer 01	Bulk Transfer Holding	43554105	Unmatched	ASXC20	SFEC20			TB0154	AU000XCLWAX7	-50,500,000.00	23/05/2023		CSD
test transfer 01	Bulk Transfer Holding	43554106	Unmatched	ASXC20	SFEC20			TB0155	AU0000013740	-42,700,000.00	23/05/2023		CSD
test transfer 01	Bulk Transfer Holding	43554107	Unmatched	ASXC20	SFEC20			TB0156	AU0000018442	-134,786,000.00	23/05/2023		CSD
test transfer 01	Bulk Transfer Holding	43554108	Unmatched	ASXC20	SFEC20			TB0157	AU0000047003	-1,227,345,000.00	23/05/2023		CSD
test transfer 01	Bulk Transfer Holding	43554109	Unmatched	ASXC20	SFEC20			TB0158	AU0000075681	-5,000.00	23/05/2023		CSD



5. If authorization is flagged as Yes by the Sub Participant to authorize the acceptance of the Bulk transfer the User who has been assigned the Bulk transfer accept Auth role will need to Auth the Bulk transfer from the Settlement Instruction screen, by selecting right mouse click then authorize.

   Once accepted and authorised the status will move from Unmatched to Matched and then settled. The Bulk transfer is now complete.



Sub Participant Ref.	Transaction Type	Settl. Instr. No.	State	Sub Participa	Counterpart	Paym. Curren	Paym. Amount	Series	ISIN	Volume	Settlement D	Source Ref.	Sou
test transfer	Bulk Transfer Holding	43554110	Settled	SFEC20	ASXC20			SYCU110723ECD01	AU3EC2603480	400,000.00	23/05/2023		CSD
	Bulk Transfer Holding	43554111	Settled	SFEC20	ASXC20			QT4066	AU0000XQLQX4	94,200,000.00	23/05/2023		CSD
	Bulk Transfer Holding	43554112	Settled	SFEC20	ASXC20			QT4078	AU3CB0248037	3,373,000.00	23/05/2023		CSD
	Bulk Transfer Holding	43554113	Settled	SFEC20	ASXC20			QT4081	AU3SG0001860	70,000,000.00	23/05/2023		CSD

© Copyright 2015 ASX Limited ABN 98 008 624 691. All rights reserved 2015

20 Viewing and Confirming Corporate Actions for Issuers

Corporate actions (for issuers) enable users to view, instruct and monitor corporate actions relating to DSS and FIS Securities.

Corporate actions for DS consist of maturity payments only. Corporate actions for FIS consist of maturity payments, coupons and redemptions.

Maturity and coupon corporate actions are generated automatically by the system in the overnight recurring tasks, while redemption corporate actions are generated manually by the ASX Austraclear System after entry of the partial redemption values and interest and principal Price Per Hundred (PPH).

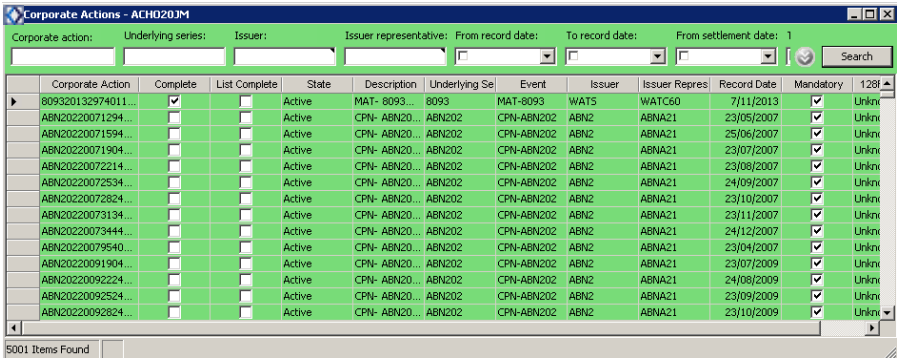
The ability to view the holder list on corporate actions is restricted to Issuer Representatives only.

DSS Instruments and FIS series that have matured are displayed in the *View Series* screen until such time as they are deleted from the system by Austraclear. To view holders highlight the series, right-click and select View Holders.

Corporate actions can be viewed and confirmed (instructed) via the following screens.

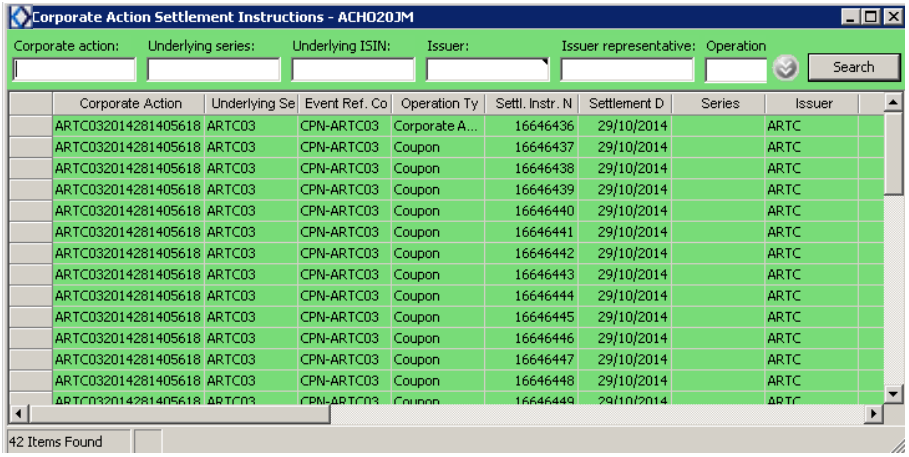
- Series>View Corporate Actions

The *Corporate Actions* screen displays corporate actions once they have been created. This occurs five business days prior to Booksclose (record date).



- Settlement>View Settlements>Corporate Action Settlement Instructions

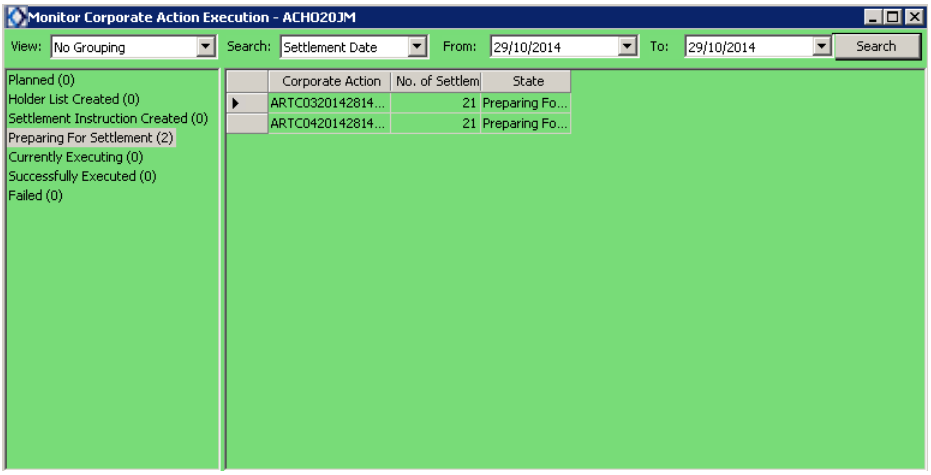
The *Corporate Action Settlement Instructions* screen displays all Corporate Action Settlement Instructions once they have been created after Booksclose (record date). This consists of one gross corporate action settlement instruction for each series. This represents the total payment amount for that series and a number of underlying corporate action settlement instructions, representing the individual coupon, redemption and maturity payment amounts to each holder.



- Administration>Monitor>Corporate Action Execution

The *Monitor Corporate Action Execution* screen is available to Issuer Representatives only. This screen provides a summary of all Corporate Actions for the current business day for that Issuer and shows the current settlement state for each Corporate Action.

© Copyright 2015 ASX Limited ABN 98 008 624 691. All rights reserved 2015



For field descriptions for corporate actions, see *Appendix 7 – Corporate Actions Field Descriptions.*

20.1 Viewing Planned Corporate Actions

To view and confirm DSS Maturity/FIS Coupon, Redemption and Maturity Corporate Actions:

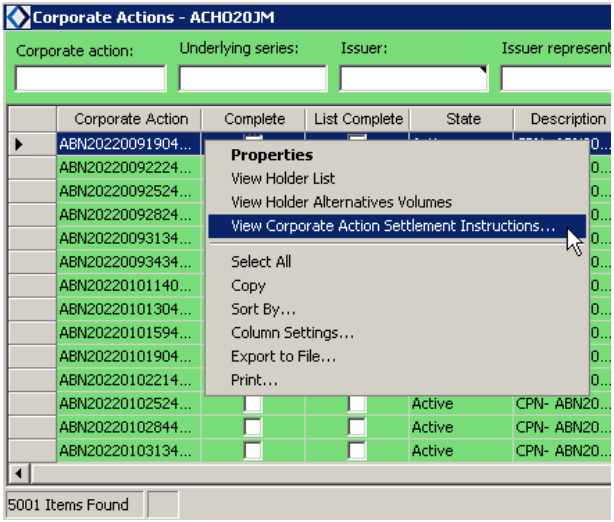
1. Select **Series>View Corporate Actions**. This displays the *Corporate Actions* screen.

2. Specify search criteria and click **Search**.

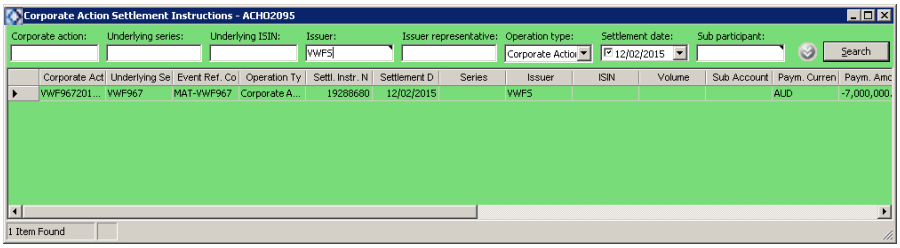
The current corporate actions for DSS will be Maturities, and for FIS will be Coupon Payments, Redemptions and Maturities. From this screen, the holder list can be confirmed or viewed.

- Confirming the Holder List

To confirm (instruct) the holder list, right-click and select **View Corporate Action Settlement Instructions.** This displays the *Corporate Action Settlement Instructions* screen. Specify the required search criteria and click **Search**.



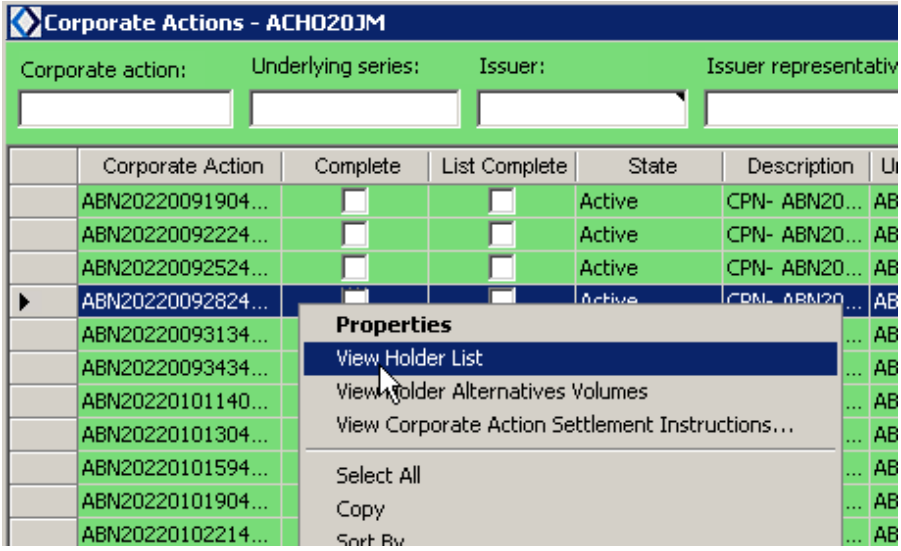
This displays the Corporate Action Settlement Instructions screen.



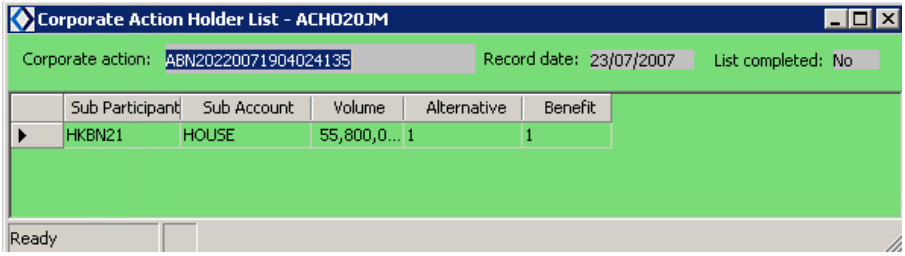
- Viewing the Holder List

To view the Holder List, right-click in the *Corporate Actions* screen and select **View Holder List**.

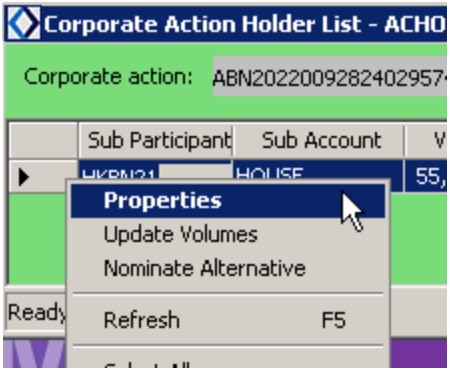
© Copyright 2015 ASX Limited ABN 98 008 624 691. All rights reserved 2015



This displays the Corporate Action Holder List screen.

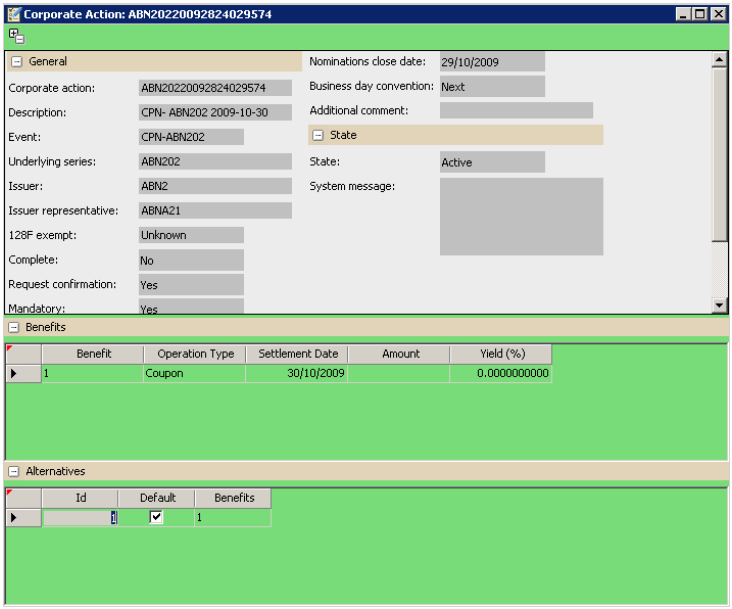


To view the details for an individual corporate action, right-click and select **Properties.**



This displays the *Corporate Action* screen for the selected corporate action.

© Copyright 2015 ASX Limited ABN 98 008 624 691. All rights reserved 2015



20.1.2 Viewing Only Corporate Actions from the Issuer Representative

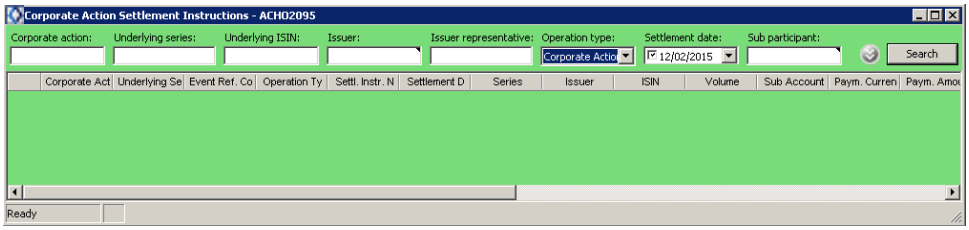
The *Corporate Actions* screen displays the corporate actions for all issuer representatives.

To view only the corporate actions for only one Issuer Representative, enter the Issuer Representative code in the relevant search criteria field.

The system prevents the issuer from viewing the Holder Lists and Corporate Action Settlement Instructions of other Corporate Actions.

Corporate Action Settlement Instructions are available to confirm (instruct) after Booksclose (record date); i.e. on the settlement date.

All “Active” corporate actions automatically change to a state of “Inactive” on the settlement date. Therefore, to view individuals Corporate Actions via this screen on the settlement date, select “Inactive” in the “State” search criteria field before Search is clicked.



To view corporate actions for a particular issuer:

1. Select Settlement>View Settlements>Corporate Action Settlement Instructions.

This displays the *Corporate Action Settlement Instructions* screen and displays all the corporate actions for the day.

2. Specify search criteria, and click **Search**.

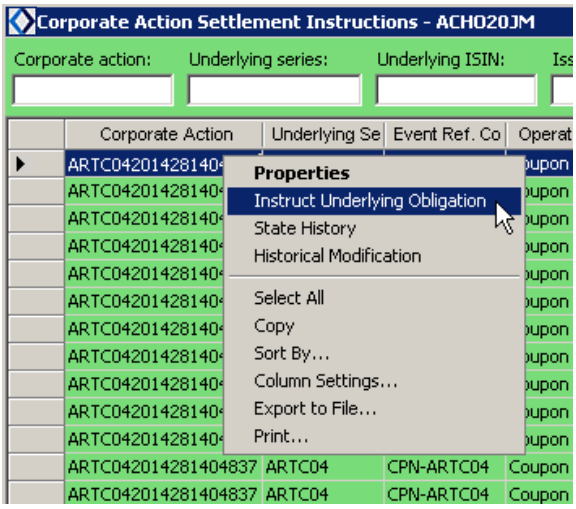
This displays current corporate action settlement instructions.

- Confirm a Corporate Action

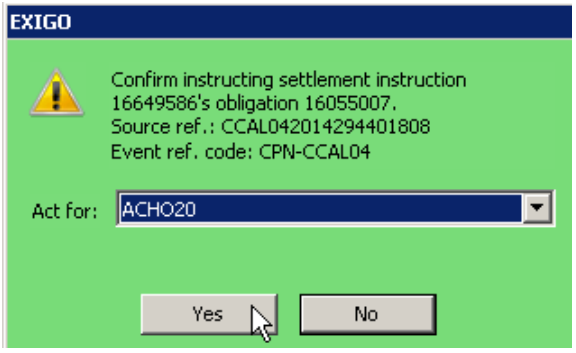
To confirm a corporate action, select the required corporate action, right-click and select

- Instruct Underlying Obligation.

© Copyright 2015 ASX Limited ABN 98 008 624 691. All rights reserved 2015

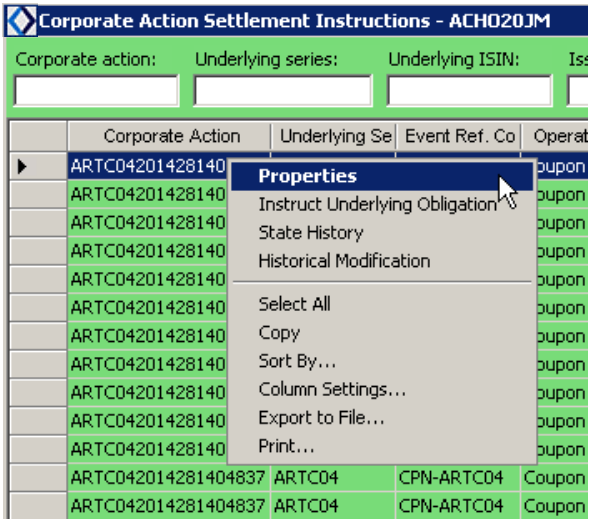


This displays a dialogue box to confirm the settlement instruction. Click **Yes** to confirm.



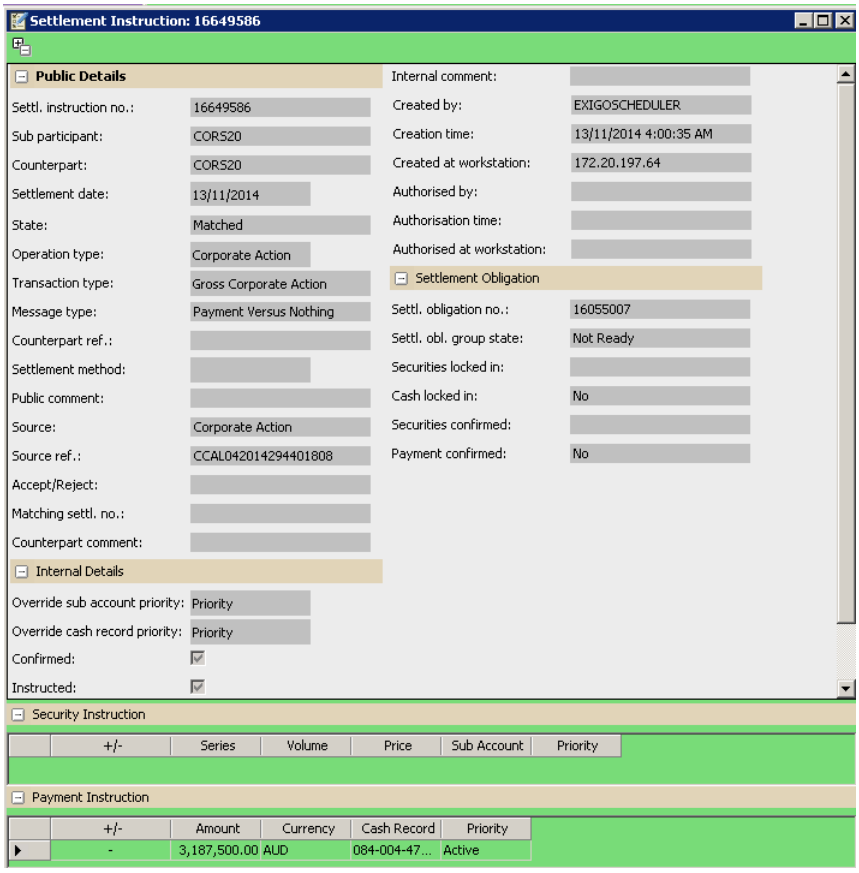
- Viewing an Individual Corporate Action

To view an individual corporate action, select the required corporate action, right-click and select **Properties**.



This displays the *Settlement Instruction* screen listing the Settlement Instruction details.

© Copyright 2015 ASX Limited ABN 98 008 624 691. All rights reserved 2015



20.1.3 Viewing Only Corporate Action Settlement Instructions for a Particular Settlement Day

The system creates one gross Corporate Action Settlement Instruction per series for Issuer Representatives to confirm (instruct).

To view only the Corporate Action Settlement Instructions waiting to be confirmed on the settlement day, open the *Corporate Action Settlement Instructions* screen and select **Corporate Action** in the *Operation Type* search criteria field.

The system also creates underlying Corporate Action Settlement Instructions for the individual Maturity, Coupon and Redemption payments to each Holder.

For each Coupon Corporate Action, the system displays two settlement instructions. The first instruction displays a credit (+) payment amount to the Holder and the second instruction displays a debit (-) payment amount to the Issuer Representative.

For each Maturity Corporate Action, the system displays four settlement instructions. The first set of instructions relate to the removal of the securities from the Holders portfolio while the second set of instructions display a credit (+) payment amount to the Holder and a debit (-) payment amount to the Issuer Representative.

To view the underlying payment instructions to each Holder, select Maturity, Coupon or Redemption in the *Operation Type* search criteria field.

On confirmation, the state of the gross Corporate Action Instruction changes to **Completed** and the state of the individual underlying instructions changes to **Settled**.

All Coupon, Maturity and Redemption proceeds are payable on an Irrevocable (I) settlement basis only.

To view only Corporate Action Settlement Instructions for a particular settlement day:

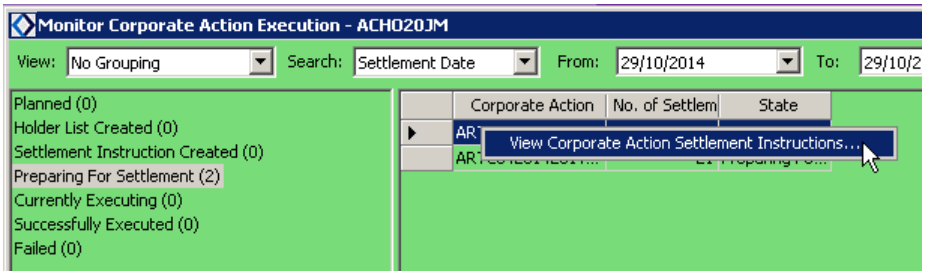
1. Select **Administration>Monitor>Corporate Action Execution**. This displays the *Monitor Corporate Action Execution* screen.
2. Specify search criteria, and click **Search**.

This displays the execution states for the specified settlement day.

Select the required corporate action to display the details in the right frame.

© Copyright 2015 ASX Limited ABN 98 008 624 691. All rights reserved 2015

Issuer representatives can instruct (confirm) their corporate action payments by right-clicking on the required corporate action and selecting **View Corporate Action Settlement Instructions**.



This displays the *Corporate Action Settlement Instructions* screen for the specific Issuer Representative with Corporate Action Settlement Instructions for the current business day. It also displays the current settlement state for each corporate action.

- Note: The *Monitor Corporate Action Execution* screen is available to the Issuer Representative only.

The states displayed in the left frame of the *Monitor Corporate Action Execution* screen are defined as follows:

State	Definition
Planned	Equal to Automatic Days. The number of days prior to Booksclose (record date) the system creates the summary corporate action.
Holder List Created	Holder List is created for the corporate action on record date.
Settlement Instruction Created	Settlement Instructions are created after record date.
Preparing For Settlement	Settlement Instructions are waiting to be confirmed (instructed) on the settlement day.
Currently Executing	Settlement Instructions have been confirmed (instructed) but are waiting for RTGS processing.
Successfully Executed	Settlement Instructions have successfully settled.
Failed	Settlement Instructions have failed to settle or were not confirmed (instructed).

20.1.4 Viewing, Downloading and Printing Reports

Reports are available at the start of each business day as a result of overnight processing for DSS Maturity, FIS Coupon, Redemption and Maturity Corporate Actions. The reports available differ for issuers of discount securities and issuers of FIS.

20.1.5 Issuers of Discount Securities Reports

The following reports are available:

- Place Payable Maturity Report
- Issuer Representative's Holding Report
- Issuer Representative's Turnover Report
- Issuer Representative's DSS Maturities Payments Report.

  - Place Payable Maturity Report

The Place Payable Maturity Report displays details on the Maturity date of all maturing immobilised DSS securities that are payable on the day. The format of this report is PDF only.

  - Issuer Representative's Holding Report

The Issuer Representative's Holding Report lists all sub participants who hold a particular Issuers securities and how much of that security they hold. The format of this report is PDF only.

  - Issuer Representative's Turnover Report

The Issuer Representative's Turnover Report lists all completed trades involving a particular Issuer's securities. The format of this report is PDF only.

© Copyright 2015 ASX Limited ABN 98 008 624 691. All rights reserved 2015

- Issuer Representative's DSS Maturities Payments Report

The Issuer Representative's DSS Maturities Payments Report details all DSS securities that are due to mature on the current business day and who the beneficial owner of those securities is, including the maturity amount that will be paid. The format of this report is PDF and CSV.

20.1.6 Issuers of Fixed Income Securities

The following reports are available:

- Issuer Representatives Holding Report
- Issuer Representatives Turnover Report
- Issuer Representatives Record Date Report
- Issuer Representatives 1st Run FIS Payments Report
- Issuer Representatives 2nd Run FIS Payments Report.

- Issuer Representatives Holding Report

The Issuer Representatives Holding Report lists all sub participants who hold a particular Issuer's securities and how much of that security they hold. The format of this report is PDF only.

- Issuer Representatives Turnover Report

The Issuer Representatives Turnover Report lists all completed trades involving a particular Issuer's securities. The format of this report is PDF only.

- Issuer Representatives Record Date Report

The Issuer Representatives Record Date Report lists all participants who hold a particular Issuer's securities at record date and how much income is due. The format of this report is PDF only.

- Issuer Representatives 1st Run FIS Payments Report

The Issuer 1st Run FIS Payments Report details for Issuer representatives who they will be paying coupon and maturity payments to for the current business day. The format of this report is PDF and CSV.

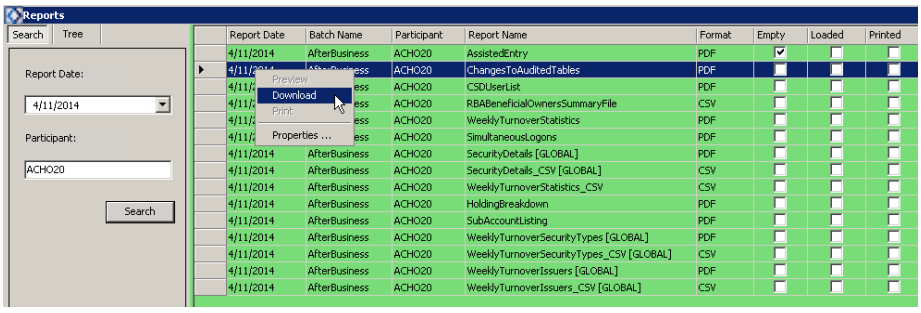
- Issuer Representatives 2nd Run FIS Payments Report

The Issuer Representatives 2nd Run FIS Payments Report details for Issuer Representatives who they will be paying coupon, maturity and redemption payments to for the current business day. This report is available after 2:00pm daily. The format of this report is PDF and CSV.

To print reports:

1. Select **View>Reports>Explore**. This displays the *Reports* screen.
2. Specify the search criteria and click **Search**.
3. Select a report to download.
4. Right-click and select **Download**.

This displays the Reports screen containing the reports available for the current business day.



5. Right-click and select **Print** and/or **Print Preview**.

© Copyright 2015 ASX Limited ABN 98 008 624 691. All rights reserved 2015

21 Viewing Corporate Actions for Holders

Corporate actions for holders provide the ability to view corporate actions relating to DSS and FIS.

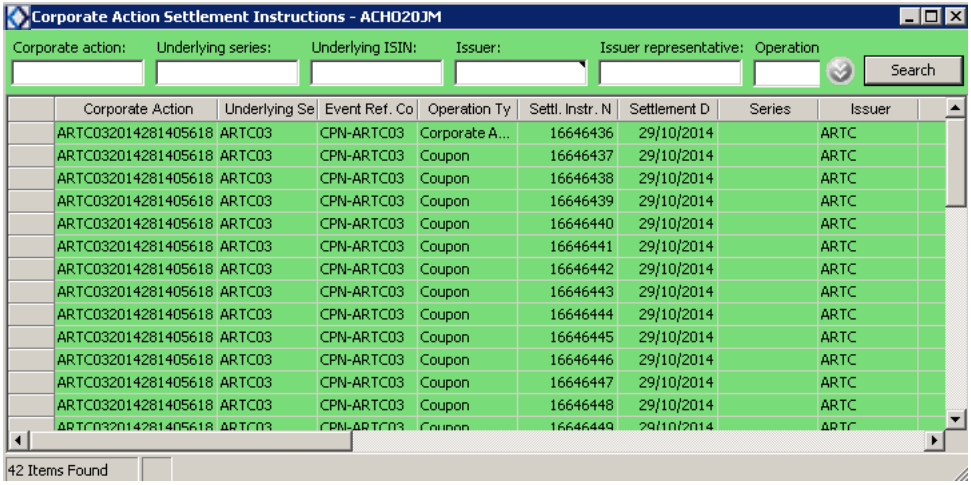
21.1 Viewing DSS Maturity/FIS Coupon, Redemption and Maturity Corporate Actions

Corporate Actions for discount securities consist of maturity payments only. Corporate actions for FIS consist of coupon, redemption and maturity payments.

Maturity and coupon corporate actions are generated automatically by the system in the overnight recurring tasks, while redemption corporate actions are generated manually by the ASX Austraclear System after entry of the partial redemption values and interest and principal PPH.

DSS Instruments and FIS series that have matured are displayed in the *View Series* screen (**Series>Series>View**) until such time as they are deleted from the system by the CSD Administrator.

Corporate Actions can be viewed by selecting **Settlement>View Settlements>Corporate Action Settlement Instructions**. This displays the *Corporate Action Settlement Instructions* screen.



Corporate Action	Underlying Se	Event Ref. Co	Operation Ty	Settl. Instr. N	Settlement D	Series	Issuer
ARTC032014281405618	ARTC03	CPN-ARTC03	Corporate A...	16646436	29/10/2014		ARTC
ARTC032014281405618	ARTC03	CPN-ARTC03	Coupon	16646437	29/10/2014		ARTC
ARTC032014281405618	ARTC03	CPN-ARTC03	Coupon	16646438	29/10/2014		ARTC
ARTC032014281405618	ARTC03	CPN-ARTC03	Coupon	16646439	29/10/2014		ARTC
ARTC032014281405618	ARTC03	CPN-ARTC03	Coupon	16646440	29/10/2014		ARTC
ARTC032014281405618	ARTC03	CPN-ARTC03	Coupon	16646441	29/10/2014		ARTC
ARTC032014281405618	ARTC03	CPN-ARTC03	Coupon	16646442	29/10/2014		ARTC
ARTC032014281405618	ARTC03	CPN-ARTC03	Coupon	16646443	29/10/2014		ARTC
ARTC032014281405618	ARTC03	CPN-ARTC03	Coupon	16646444	29/10/2014		ARTC
ARTC032014281405618	ARTC03	CPN-ARTC03	Coupon	16646445	29/10/2014		ARTC
ARTC032014281405618	ARTC03	CPN-ARTC03	Coupon	16646446	29/10/2014		ARTC
ARTC032014281405618	ARTC03	CPN-ARTC03	Coupon	16646447	29/10/2014		ARTC
ARTC032014281405618	ARTC03	CPN-ARTC03	Coupon	16646448	29/10/2014		ARTC
ARTC032014281405618	ARTC03	CPN-ARTC03	Coupon	16646449	29/10/2014		ARTC

All corporate action settlement instructions are displayed in this screen once they have been created after Booksclose (record date). This consists of one gross corporate action settlement instruction for each series, representing the total payment amount for that series and a number of underlying corporate action settlement instructions, representing the individual coupon, redemption and maturity payment amounts to each holder.

To view DSS maturity/FIS coupon, redemption and maturity corporate actions:

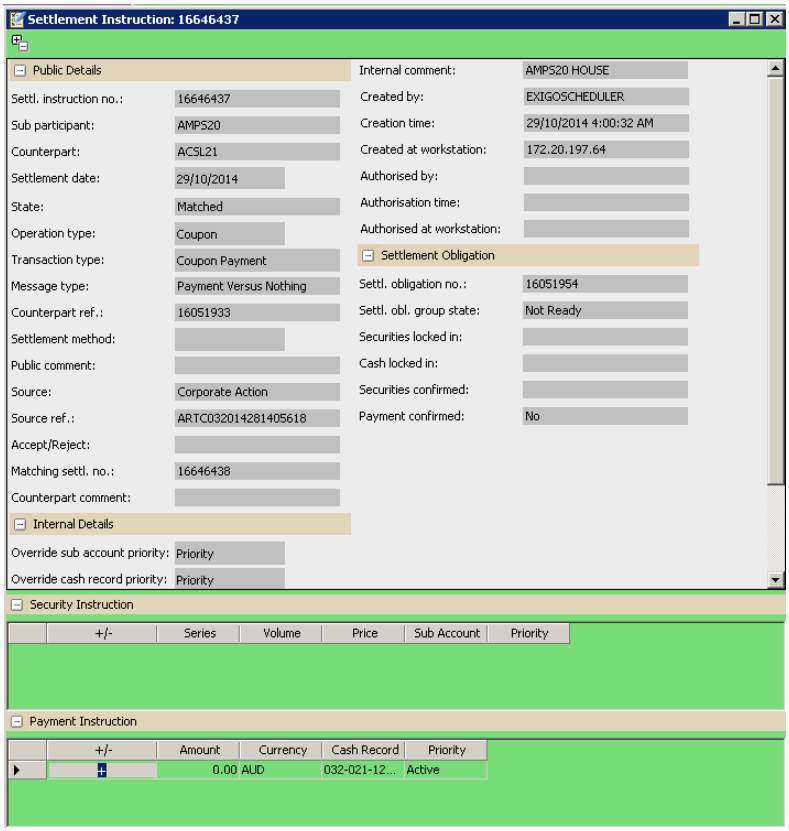
1. Select **Settlement>View Settlements>Corporate Action Settlement Instructions**. This displays the *Corporate Action Settlement Instructions* screen.
2. Specify the search criteria, and click **Search**.

This displays the current corporate action settlement instructions.

3. Select the required corporate action.
4. Right-click and select **Properties**.

This opens the *Settlement Instruction* screen for the selected corporate action.

© Copyright 2015 ASX Limited ABN 98 008 624 691. All rights reserved 2015



The system creates one gross corporate action settlement instruction per series for issuer representatives to confirm, and underlying corporate action settlement instructions for the individual maturity, coupon and redemption payments to each holder.

To view only the corporate action settlement instructions for underlying payments to the user as the holder, select “Maturity”, “Coupon” or “Redemption” in the *Operation Type* search criteria field.

For each coupon corporate action, the system displays one settlement instruction which consists of a credit (+) payment amount to the holder for the proceeds of the coupon payment.

For each maturity corporate action, the system displays two settlement instructions. The first instruction relates to the removal of the securities from the holders portfolio while the second instruction displays a credit (+) payment amount to the holder for the proceeds of the maturity.

Maturity, coupon and redemption corporate action settlement instructions are created with a state of matched. On confirmation, the state of the individual underlying instructions changes to Settled.

All coupon, maturity and redemption proceeds are payable on an *Irrevocable (I)* settlement basis only.

21.2 Viewing, Downloading and Printing Reports for DSS/Maturity/FIS Coupon, Redemption and Maturity Corporate Actions

This functionality enables the viewing, downloading and printing of reports for corporate actions relating to DSS and FIS securities.

The *Income Receivable* Report is available for holders of DSS and FIS at the start of each business day as a result of overnight processing.

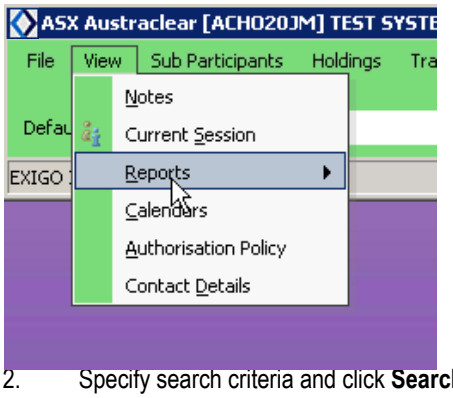
The *Income Receivable* Report displays income to be received on the current business day for coupon and maturity payments and any tax that will be withheld on coupon payments. The format of this report is PDF and CSV.

To view, download or print the report:

1. Select **View>Reports>Explore.**

The *Reports* screen is displayed.

© Copyright 2015 ASX Limited ABN 98 008 624 691. All rights reserved 2015



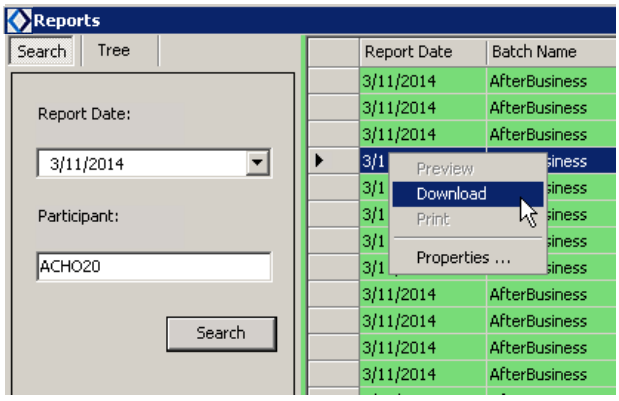
2. Specify search criteria and click **Search**.

This displays the available reports for the current business day in the right frame of the screen.

3. Select the required report.

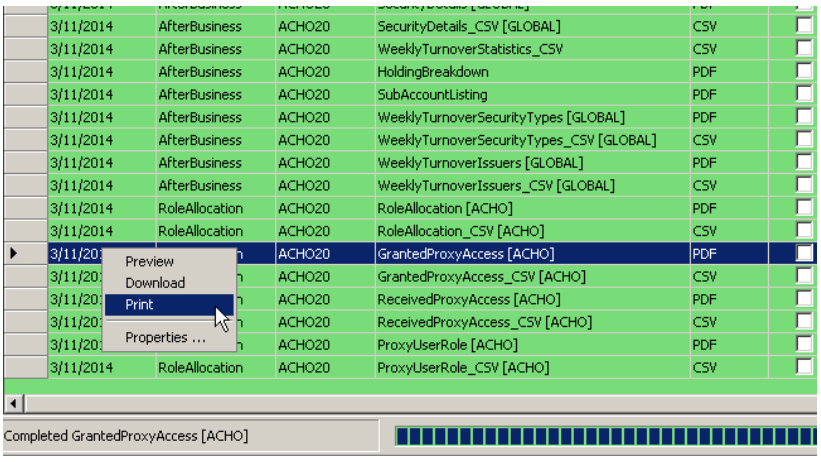
4. Right-click and select **Download**.

This downloads the report. A progress bar appears at the base of the screen and confirms when the download is complete. Once the download is complete the **Print** and **Preview** options can be selected from the right-click menu.



5. Right-click and select **Print** or **Preview** and print the report if required.

Once **Print** has been selected the report is displayed. Click **Print** to print the report.



© Copyright 2015 ASX Limited ABN 98 008 624 691. All rights reserved 2015

Austraclear Limited ABN:94 002 060 773

RECEIVED PROXY ACCESS REPORT

Business Date: 03-Nov-2014

Participant Code: ACHO - Austraclear Limited Head Office

Page 1 of 1
13-Nov-2014 18:24:39

Sub Participant	Proxy User	User	First Name	Last Name
ACHO	PU_ACHO20_ACHO	ACHO2001	System Admin	-
ACHO	PU_ACHO20_ACHO	ACHO20AG	Amber	Glynn
ACHO	PU_ACHO20_ACHO	ACHO20BP	Brendan	Laird
ACHO	PU_ACHO20_ACHO	ACHO20GZ	George	Ziogas
ACHO	PU_ACHO20_ACHO	ACHO20MC	Michael	Carroll
ACHO	PU_ACHO20_ACHO	ACHO20RS	Ranee	Service
ACHO	PU_RBAA25_DM	ACHO2001	System Admin	-
ACHO	PU_RBAA25_DM	ACHO20AG	Amber	Glynn
ACHO	PU_RBAA25_DM	ACHO20BP	Brendan	Laird
ACHO	PU_RBAA25_DM	ACHO20GZ	George	Ziogas
ACHO	PU_RBAA25_DM	ACHO20MC	Michael	Carroll
ACHO	PU_RBAA25_DM	ACHO20RS	Ranee	Service
ACHO20	PU_ACHO_ACHO20	ACHO2035	Michael	Carroll
ACHO20	PU_ACHO_ACHO20	ACHO2036	Gilbert	Francia
ACHO20	PU_ACHO_ACHO20	ACHO2079	WAYNE	JORDAN
ACHO20	PU_ACHO_ACHO20	ACHO2093	Chris	Ting
ACHO20	PU_ACHO_ACHO20	ACHO2096	Tiffany	Hu
ACHO20	PU_ACHO_ACHO20	ACHOOMX1	omxgroup	test user

18 records returned.

*** End Of Report ***

© Copyright 2015 ASX Limited ABN 98 008 624 691. All rights reserved 2015

22 Viewing Trade Settlement Details

This functionality enables trade details to be viewed.

The generic viewing process for all products is detailed below. Where there are additional viewing functions, the details have been specified by product.

Trades waiting to be settled appear in the *Settlement Instructions* screen in a state of **Matched** and in the *Settlement Obligations* screen in a state of **Not Settled**.

Once the settlement process has commenced transactions change to a state of **Payment Pending**

indicating they are waiting for RTGS processing.

Upon completion of settlement, transactions assume a state of Settled and the Cash Records of both parties are updated.

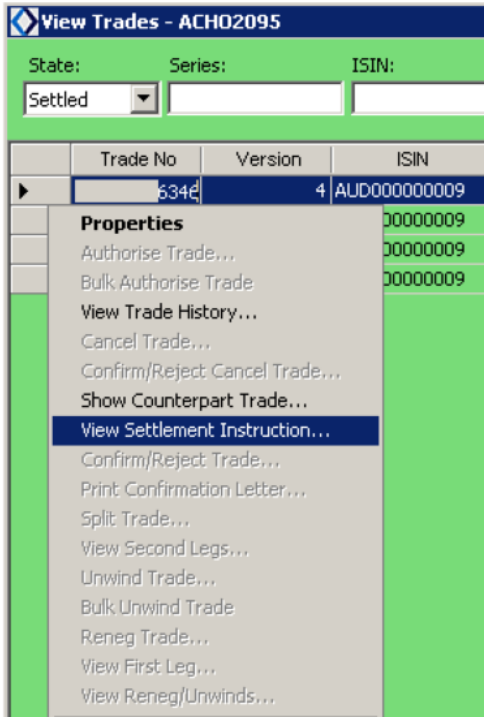
All *View* screens e.g. *View Trades*, *View Settlement Instructions* are archived for a period of 90 days. When entering search criteria users may backdate the Settlement Date/s to view the details of historical transactions.

22.1 Viewing Details of a Single Trade

To view details of a single trade:

1. Select **Trades>View Trades**.
2. Specify search criteria and click **Search**. This displays all the users' relevant trades.
3. Select the required transaction.
4. Right-click and select **Show Counterpart Trade**, **View Settlement Instruction**, **View Trade History** or **Properties**.

This displays the details of the trade.



22.2 Generic Viewing of Settlement Details for Trades

22.2.1 Viewing Daily Settlement Instructions

To view settlement details for trades settling on a particular day:

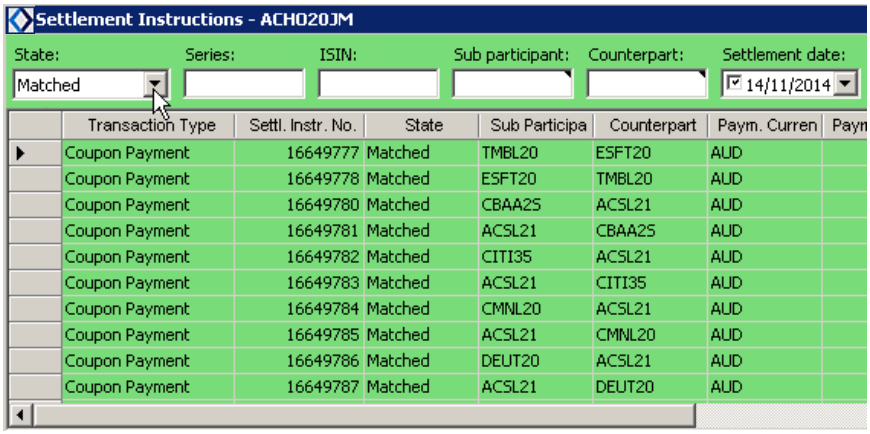
1. Select **Settlement>View Settlements>Settlement Instructions**. This displays the *Settlement Instructions* screen.

© Copyright 2015 ASX Limited ABN 98 008 624 691. All rights reserved 2015

2. Select **Matched** from the *State* pull-down menu.

3. Specify search criteria and click **Search**.

This displays the details for transactions being settled on the specified date.



22.2.2 Viewing Daily Settlement Obligations

To view settlement obligations created by the system for all trades settling on a particular day:

1. Select **Settlement>View Settlements>Settlement Obligations**. This displays the *Settlement Obligations* screen.

2. Specify search criteria and click **Search**.

This displays the settlement obligations for the specified settlement date.

22.2.3 Viewing Cash Record Balance

To view the cash record balance after settlement has completed:

1. Select **Sub Participants>Cash Records>View**. This displays the *Cash Records* screen.

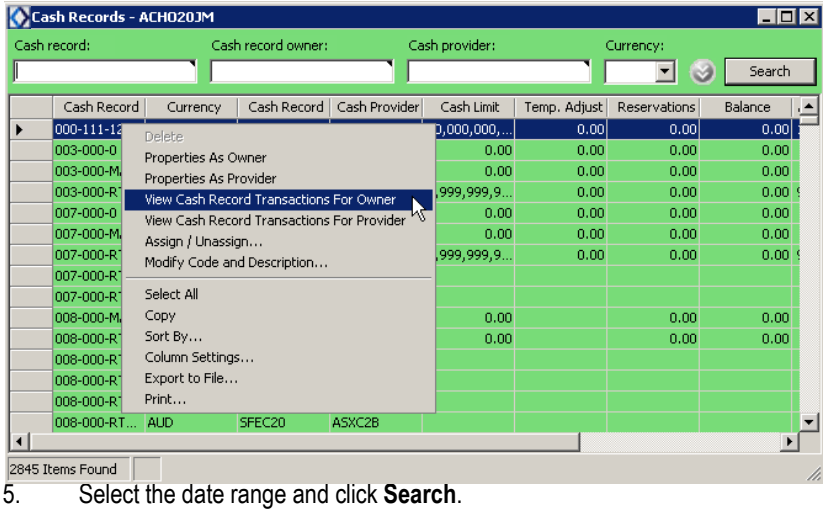
2. Specify search criteria and click **Search**.

The cash records are displayed.

3. Select the required cash record.

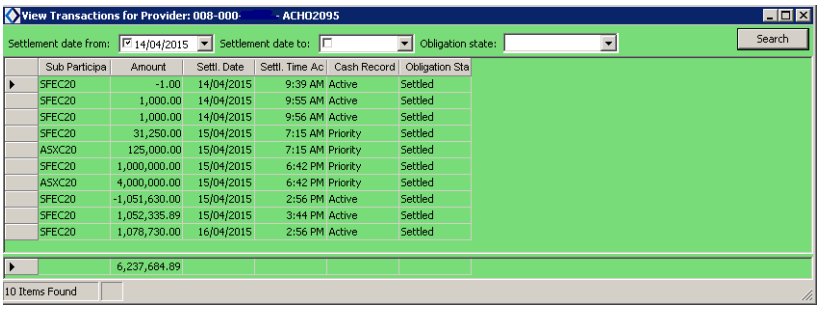
4. Right-click and select **View Cash Record Transactions For Owner/Provider**.

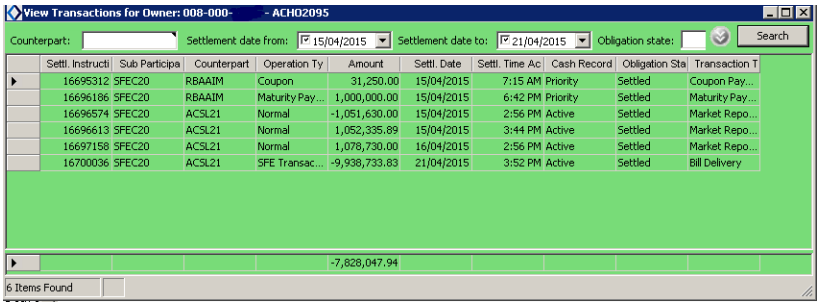
© Copyright 2015 ASX Limited ABN 98 008 624 691. All rights reserved 2015



5. Select the date range and click **Search**.

This displays the transactions for the cash record.





22.3 Product Specific Viewing of Settlement Details

22.3.1 CASH, Market Repos, ACH Margins, ASX Clear (Futures) and ASX Margins

To view settlement details of a single trade:

1. Select **Settlement>View Settlements>Settlement Instructions**. This opens the *Settlement Instructions* screen.

2. Specify search criteria, and click **Search**.

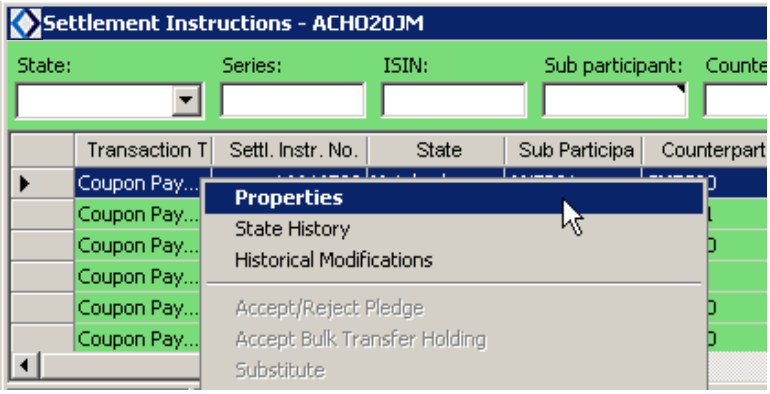
This displays the settlement instructions for all cash transfers settling for the current day.

3. Select the required transaction.

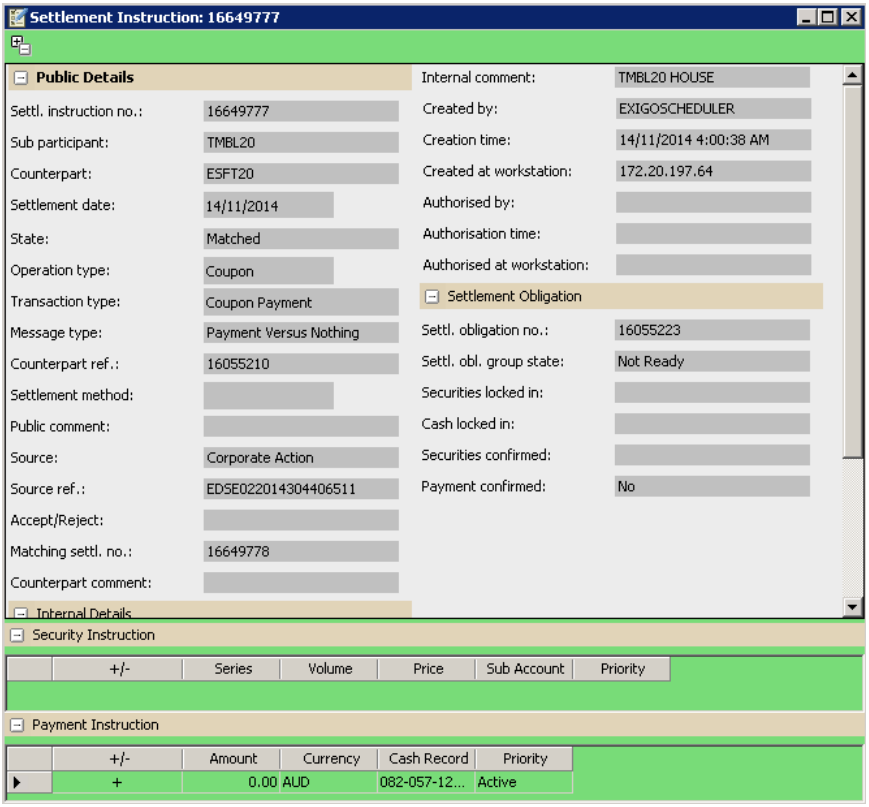
4. Right-click and select **Properties**, **State History** or **Historical Modifications**.

This displays the details for the selected transaction.

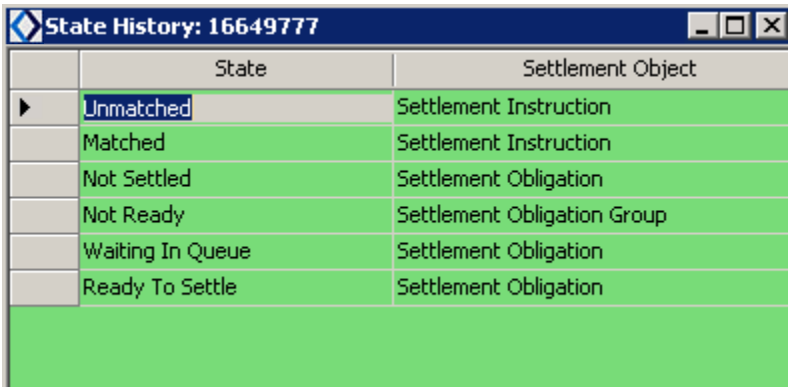
© Copyright 2015 ASX Limited ABN 98 008 624 691. All rights reserved 2015



Selecting *Properties* displays the *Settlement Instruction* screen with the settlement instruction details for the selected transactions

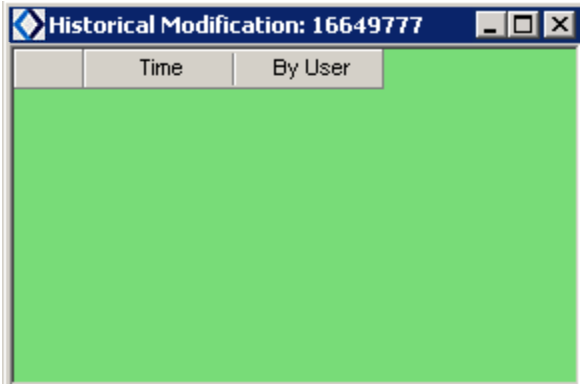


Selecting *State History* displays the state of the settlement object.



Selecting *Historical Modifications* displays the instruction that was modified and by which user.

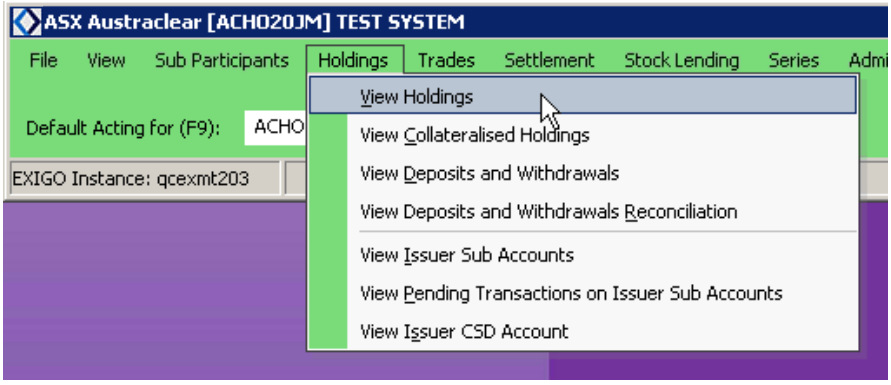
© Copyright 2015 ASX Limited ABN 98 008 624 691. All rights reserved 2015



22.3.2 DSS/FIS

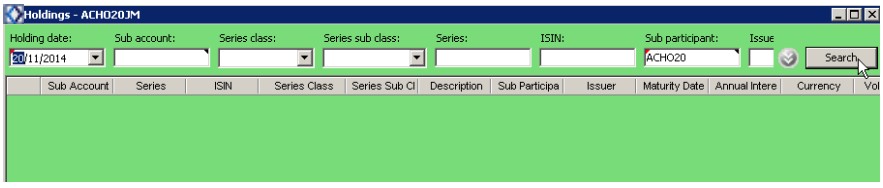
To view holdings:

1. Select **Holdings>View Holdings**. This displays the *Holdings* screen.



2. Enter search criteria, and click **Search**.

All holdings are displayed for the specified search criteria.



22.4 RBA Repos

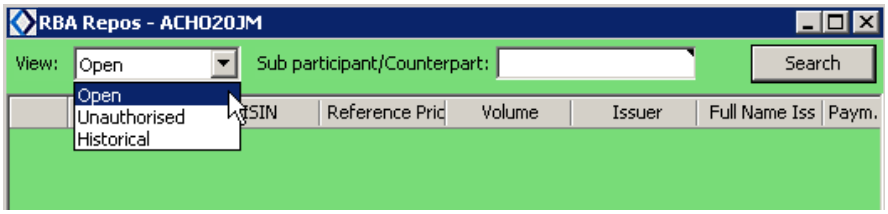
For information on the RBA Repos field descriptions, see *Appendix 16 – RBA Repos Field Descriptions.*

22.4.1 Viewing Details of a Single RBA Repo

To view details of a single RBA Repo:

1. Select **Trades>View RBA Repos**.

The *RBA Repos* screen is displayed in the *Open* view. Unauthorised and Historical can also be selected if required.



2. Specify search criteria and click **Search**.

This displays all the relevant RBA Repos for the user.

3. Select the required transaction.

© Copyright 2015 ASX Limited ABN 98 008 624 691. All rights reserved 2015

4. Right-click and select either **View Details** or **Show Cash Totals**.

An open RBA Repo trade is one that appears as an *Open* contract in the *View RBA Repos* screen. Note that a RBA Repo cannot be open until the first leg has settled (Original Settlement Date).

If the second leg is not closed intra-day, the *Settlement Date* becomes the *Expected Settlement Date*.

If the Expected Settlement Date passes and the RBA Repo has not been closed out, the Original Settlement Date is overwritten with the new Expected Settlement Date.

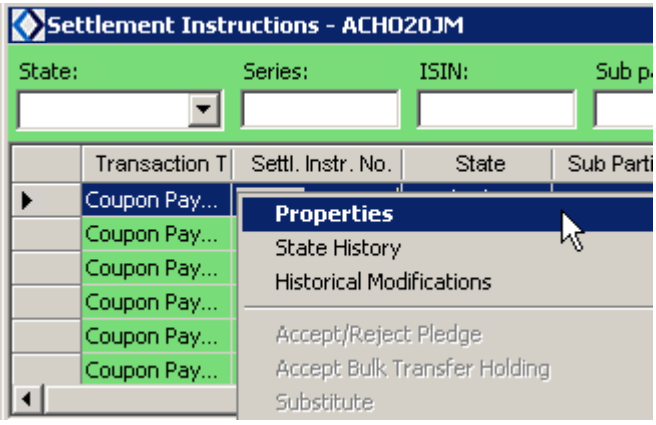
22.4.2 Viewing Settlement Details of an RBA Repo

To view settlement details of an RBA Repo:

1. Select **Settlement>View Settlements>Settlement Instructions**. This displays the *Settlement Instructions* screen.
2. Specify search criteria, and click **Search**.

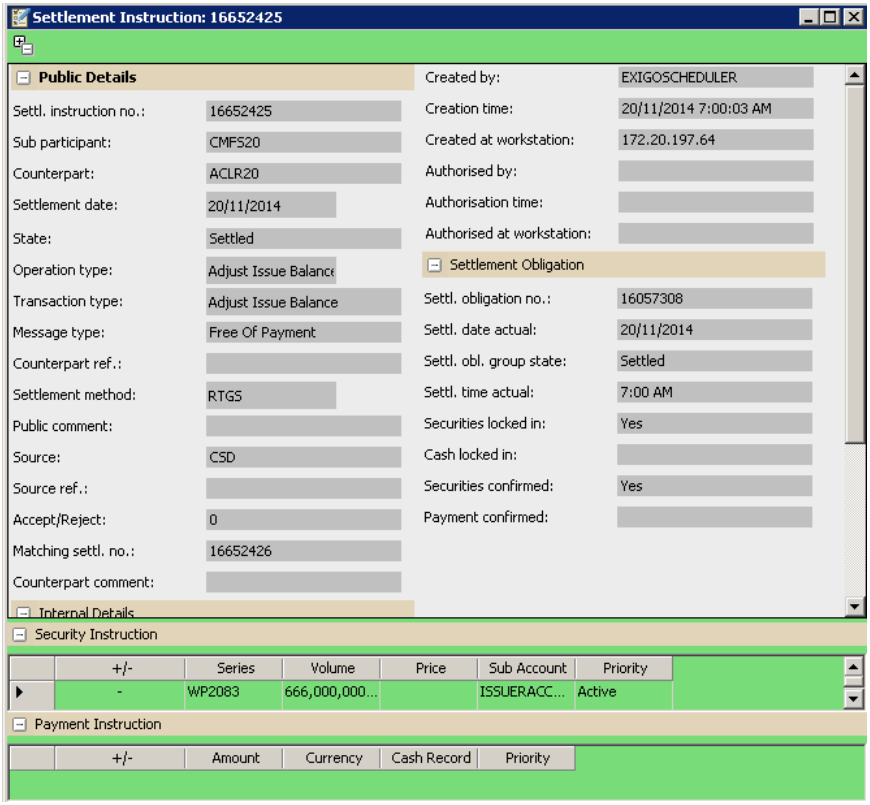
This displays the settlement instructions of all RBA Repos settling the specified date.

3. Select the required transaction.
4. Right-click and select **Properties**, **State History** or **Historical Modifications**. This displays the details of the trade.



Selecting **Properties** displays the *Settlement Instruction* screen where settlement details are displayed.

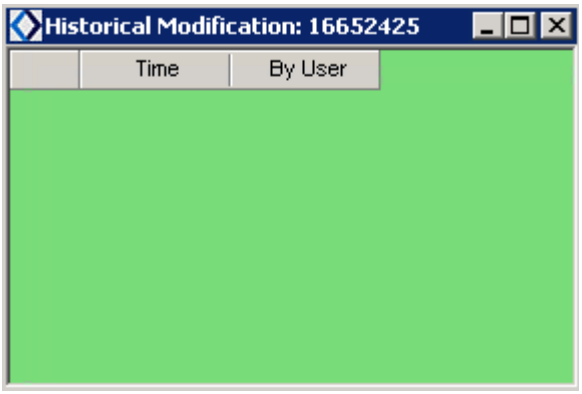
© Copyright 2015 ASX Limited ABN 98 008 624 691. All rights reserved 2015



Selecting **State History** displays the *State History* screen with the state of settlement objects.

Selecting **Historical Modifications** displays the *Historical Modifications* screen.

© Copyright 2015 ASX Limited ABN 98 008 624 691. All rights reserved 2015



22.5 90 Day Bank Accepted Bills Contract Delivery

22.5.1 Contract Deliveries

In fulfilment of the 90 day Bank Accepted Bill (BAB) Contract, the Seller must deliver $1,000,000 face value of BABs of Exchange or Electronic BABs of Exchange (EBA) $1,000,000 face value of Bank Negotiable Certificates of Deposit (NCD) or Electronic Bank Negotiable Certificates of Deposit (ECD).

Each BAB or NCD tendered must be accepted or issued by the same approved bank, be payable at the same city branch of an approved bank (in Sydney, Perth, Melbourne, Brisbane or Adelaide) and have the same maturity date. In addition, each BAB tendered must have been drawn by the same drawer.

Any BAB or NCD tendered must have a maturity date no more than 95 days or less than 85 days from the settlement date, and must be “early” paper. Early paper refers to a bank bill that matures on business days between the 1st and 15th of the month.

ASX designates those banks which are known as approved banks for tendering purposes. The current list of approved banks is:

- Australia and New Zealand Banking Group Ltd
- BNP Paribas
- Commonwealth Bank of Australia
- National Australia Bank Limited
- Westpac Banking Corporation.

22.5.2 Viewing Bill Nomination Parameter and Periods

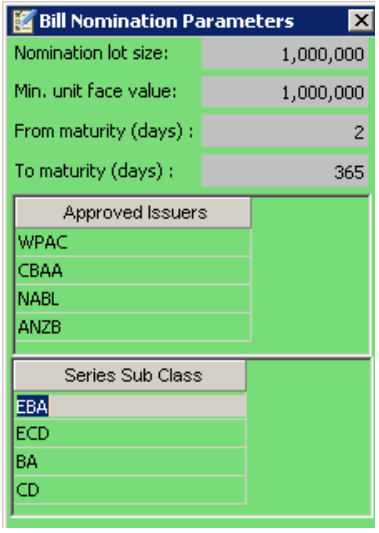
This functionality enables bill nominations and delivery rules to be viewed. The bill nomination and delivery rules are maintained by ASX Austraclear.

- Bill Nomination Parameters

To view a list of bill nomination rules and a list of approved issuers, select **Trades>Bill Nominations>Display Rules>Parameters**.

This displays the Bill Nomination Parameters screen.

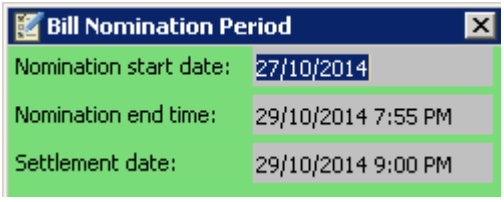
© Copyright 2015 ASX Limited ABN 98 008 624 691. All rights reserved 2015



- Bill Nomination Periods

To view the current bill nomination and delivery dates and times, select **Trades>Bill Nominations>Display Rules>Periods**.

This displays the *Bill Nomination Period* screen.



22.5.3 Nominating BABs and Negotiable Certificates of Deposit for Delivery

This functionality enables the seller to nominate eligible securities for delivery in fulfilment of the 90 day BAB contract.

The following rules apply for all nominations:

- The series sub class must be CD/ECD or BA/EBA
- The security must be held by the participant in their holdings within the ASX Austraclear system
- The security must not be pledged
- The unit face value (denomination) must be $1,000,000
- The Issuer/Acceptor and the Place Payable on the security must be on the list of approved banks
- The number of days from settlement to maturity must be in the range 85 to 95 days inclusive and must be "early"; a bank bill that matures on business days between the 1st and 15th of the month.

All nominations must be entered by 5:00pm on the Thursday prior to settlement. Therefore, any BABs or CDs to be delivered must be in the delivering participant's ASX Austraclear System holdings prior to that time and nominated by that time.

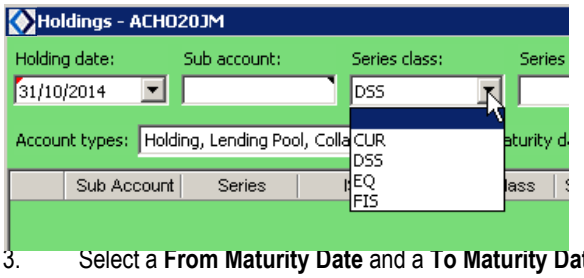
Once a security has been nominated, the system places a reservation on the holding to indicate the nomination has settled.

22.5.4 Checking if Securities Eligible for Nomination are Held in the System

To check if securities eligible for nomination are held in the system:

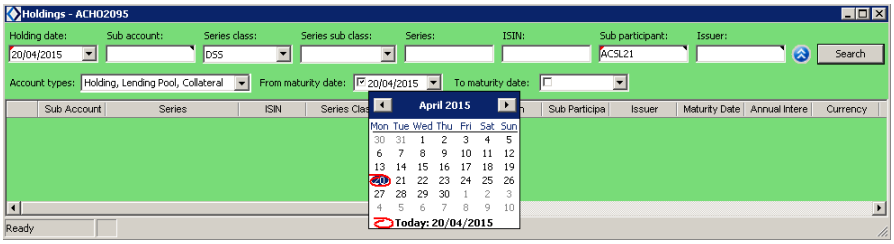
1. Select **Holdings>View Holdings**. This displays the *Holdings* screen.
2. Select **DSS** from the *Series Class* pull-down menu.

© Copyright 2015 ASX Limited ABN 98 008 624 691. All rights reserved 2015



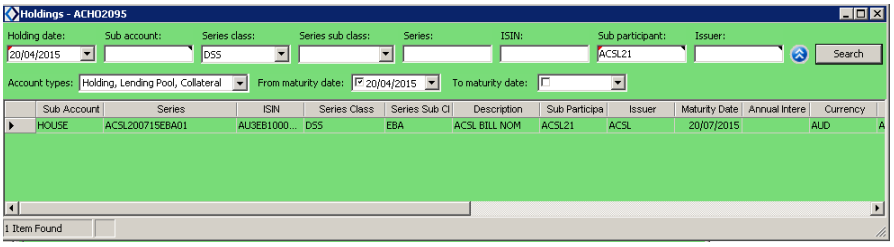
3. Select a **From Maturity Date** and a **To Maturity Date if required**.

To see the maturity dates select the down arrows next to *Search*.



4. Click **Search**.

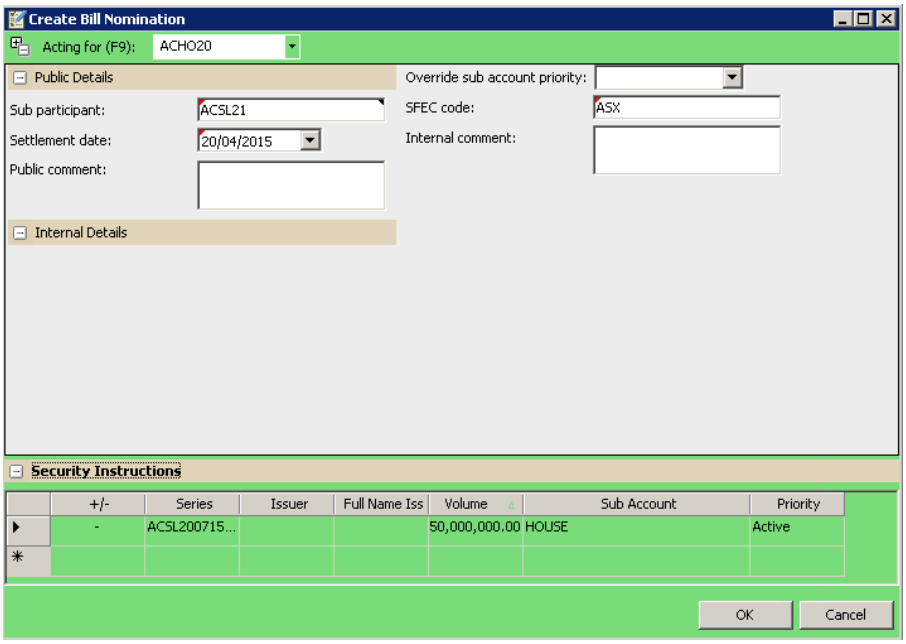
This displays all DSS Securities eligible to be nominated.



22.5.5 Creating Bill Nominations

To create a bill nomination:

1. Select **Trades>Create Trade>Bill Nomination**. This displays the *Create Bill Nomination* screen.



2. Enter the three digit SFEC code in the *SFEC Code* field.

The ASXC code can be entered or the code of any ASX Clear (Futures) clearing participant on whose behalf the

© Copyright 2015 ASX Limited ABN 98 008 624 691. All rights reserved 2015

nomination is being made.

3. Enter the Series, Volume (to be nominated) and Sub Account in the corresponding fields in the *Security Instructions* frame, and click **OK**.

- Note: Multiple lines of stock can be entered in the one nomination.

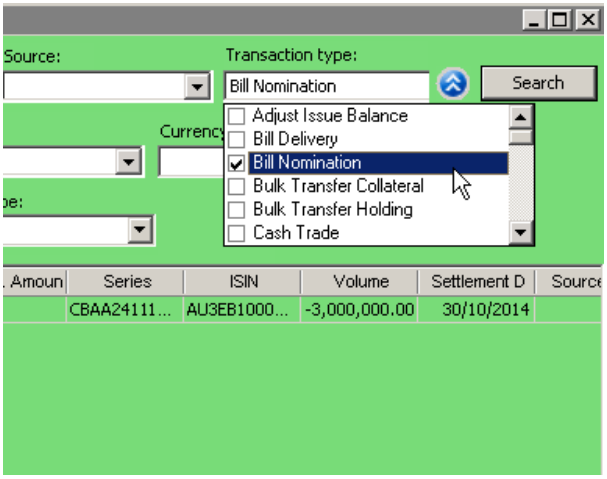
22.5.6 Authorising, Modifying or Cancelling Bill Nominations

All ASX Austraclear System participants require a second user to authorise the bill nomination. To authorise, modify or cancel a bill nomination:

1. Select Settlement>View Settlements>Settlement Instructions.

This displays the *Settlement Instructions* screen.

2. Select **Bill Nomination** from the *Transaction Type* pull-down menu.



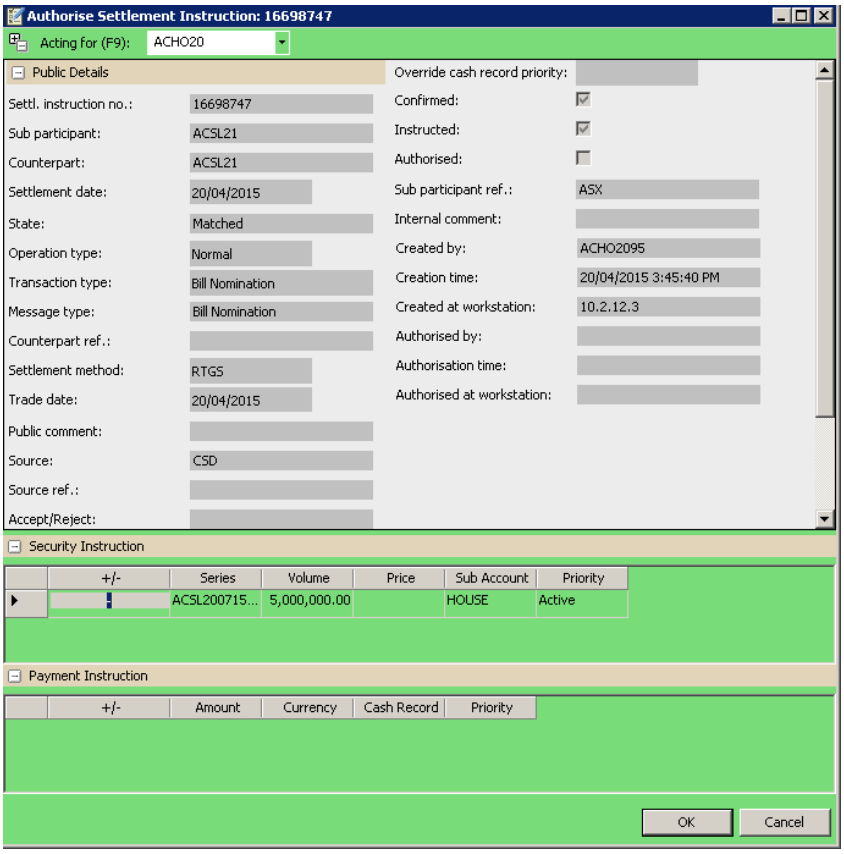
3. Click **Search**.

4. Select the required transaction to be authorised, modified, or cancelled.

5. Right-click and select **Authorise**, **Properties** or **Cancel**.

To authorise a transaction select **Authorise**. To modify a transaction select **Properties**. To cancel a transaction, select **Cancel**.

© Copyright 2015 ASX Limited ABN 98 008 624 691. All rights reserved 2015

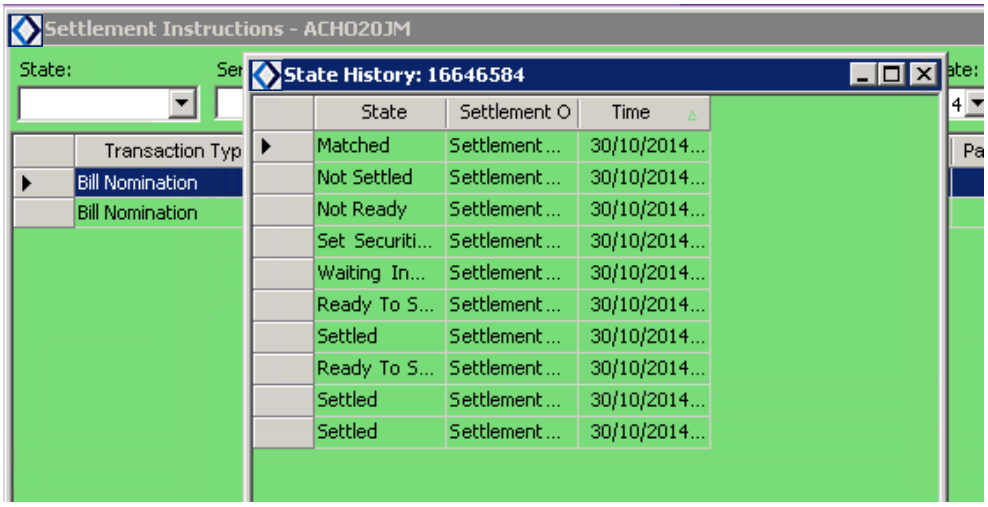


22.5.7 Checking if the Bill Nomination is Settled

When a bill nomination transaction is created, the system automatically creates a settlement instruction with a state of **matched** in preparation for settlement.

The bill nomination requires authorisation. Once authorised, the transaction proceeds to a state of settled.

To see which transactions have been authorised, select the required transaction from the *Settlement Instructions* screen, right-click and select **State History**. This displays the *State History* screen listing the states of the bill nomination.



22.6 Transferring the Sellers Nominated Securities

A seller can transfer nominated securities to the buyer in fulfilment of the 90 day BAB Contract.

Only securities that have been previously nominated are displayed for selection in the *Series* field of the *Create Bill Delivery* screen.

The number of trades is determined from the ASXC seller's advice. The face value entered by the seller is validated against the nominated amount displayed in the *Create Bill Delivery* screen.

© Copyright 2015 ASX Limited ABN 98 008 624 691. All rights reserved 2015

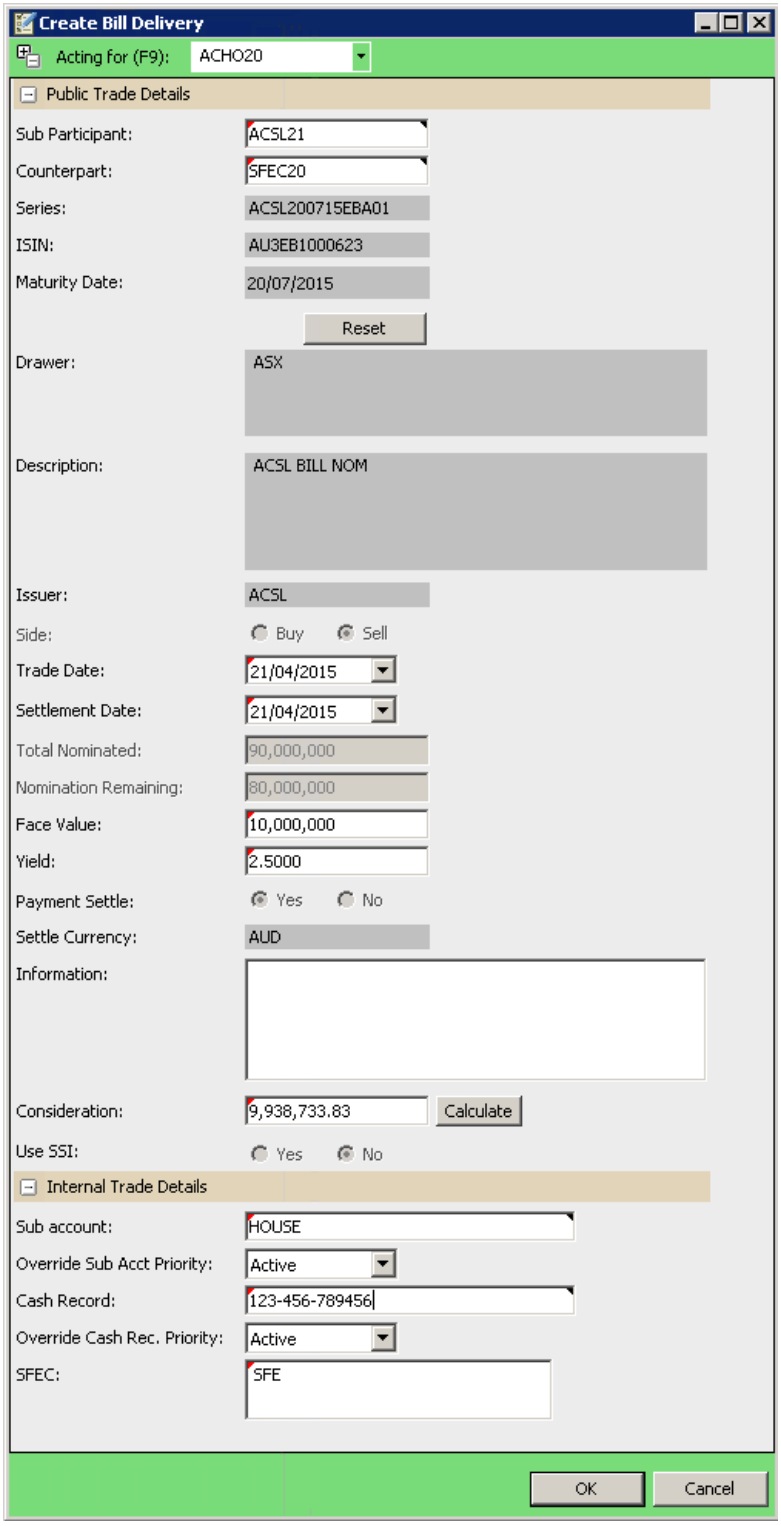
22.6.1 Transferring Nominated Securities to Buyer

To transfer nominated securities to the buyer:

1. Select **Trades>Create Trade>Bill Delivery**. This displays the *Create Bill Delivery* screen.
2. Enter the counterparty in the Counterpart field.
3. Enter the required series in the Series field.
4. Enter the face value in the Face Value field.
5. Enter the yield in the Yield field.
6. Click Calculate.
7. Select the internal trade details.
8. Enter the three-digit ASXC code in the *SFEC* field.

The code for the clearing participant on whose behalf the delivery is being performed can also be entered in the *SFEC* field.

© Copyright 2015 ASX Limited ABN 98 008 624 691. All rights reserved 2015



22.6.2 Authorising a Bill Delivery Trade

There are three authorisation state options. This includes:

- **Authorised** - the trade is authorised
- **Needed** - the trade requires authorisation
- **Not needed** - authorisation is not required for the trade.

A trade with Authorisation state = Needed must be authorised before it can be matched. The authorisation must be performed by a user other than the user who performed the transaction on the trade.

To authorise the bill delivery trade:

1. Select **Trades>View Trades**.

© Copyright 2015 ASX Limited ABN 98 008 624 691. All rights reserved 2015

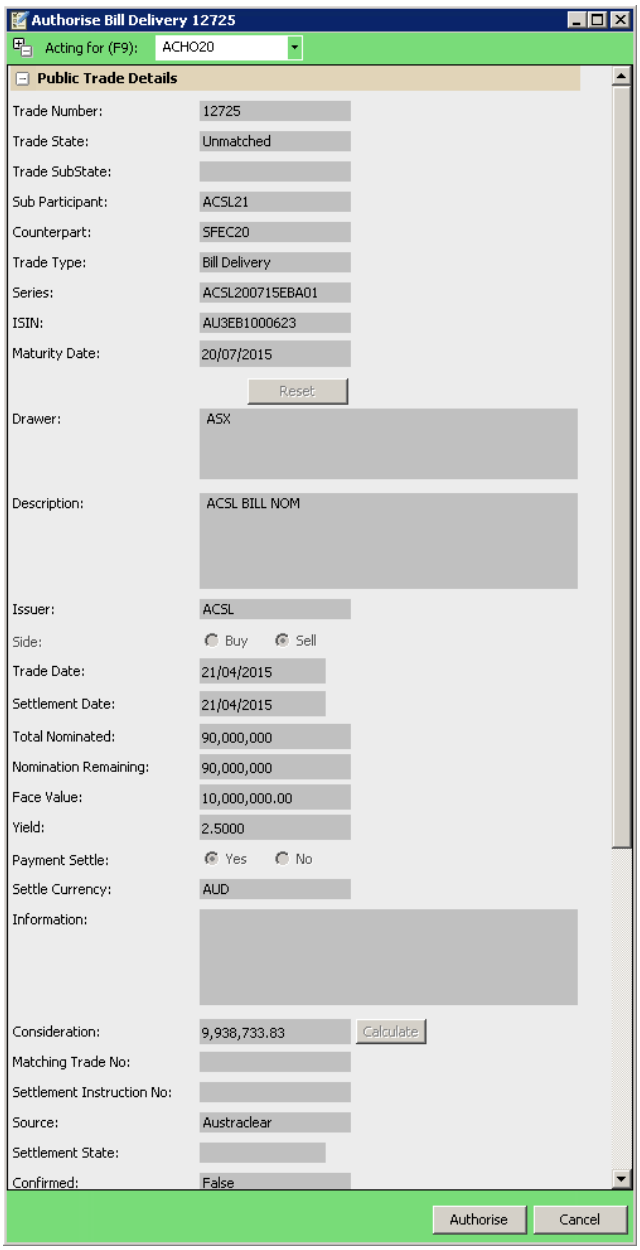
This displays the *View Trades* screen.

2. Enter the required search criteria, and click **Search**.

3. Select the transaction to be authorised.

4. Right-click and select **Authorise Trade.**

5. Check details and click **Authorise**.



6. Select the transactions to be authorised.

7. Right-click and select **Bulk Authorise Trade**.

8. Check the details and click **OK**.

22.7 Confirming Buyer Securities

This provides the ability for the buyer to confirm or reject the transfer of nominated securities from the seller in fulfilment of the 90 day BAB contract.

22.7.1 Confirming the Bill Delivery Trade

To confirm the bill delivery trade:

© Copyright 2015 ASX Limited ABN 98 008 624 691. All rights reserved 2015

1. Select **Trades>View Trades**.

This displays the *View Trades* screen.

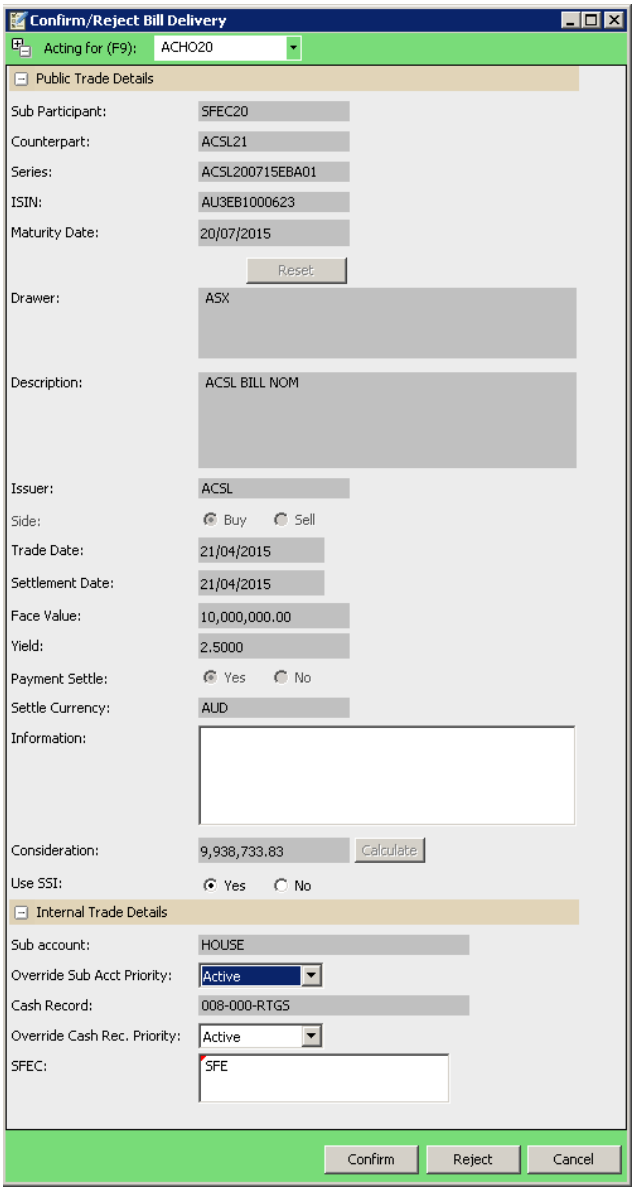
2. Specify search criteria and click **Search**.

This displays all bill delivery trades settling on the current day.

3. Select the required transaction to be confirmed.

4. Right-click and select **Confirm Trade** or **Reject Trade**.

To **confirm** the trade, enter the three digit SFEC code and click **Confirm**. To **reject** the trade, click **Reject**.



To authorise the bill delivery trade:

5. Select **Trades>View Trades**.

6. Specify search criteria, and click **Search**.

7. Select the required transaction.

8. Right-click and select **Authorise Trade**.

9. Check details and click **OK**.

© Copyright 2015 ASX Limited ABN 98 008 624 691. All rights reserved 2015

For bulk authorisations of trades, select **Bulk Authorise Trade**.

© Copyright 2015 ASX Limited ABN 98 008 624 691. All rights reserved 2015

23 Generating Reports

Reports enable users to:

- Set global and individual preferences for printing reports from the *View* menu on the toolbar
- View, print and export reports from the *Sub-Participants, Holdings, Trades* and *Settlement*

menu on the toolbar.

23.1 Reports for Individual and Global Preferences

Report preferences (both global and individual) set by a user also apply to all the **proxies** assigned to the **user** where the proxy user has the Reports role.

23.1.1 Global and Individual Preferences

Reports are generated during the day at the following times:

- Before Business - 5.30 am
- 2nd Payment Run - 1.00 pm
- Day End - 4.28 pm
- Interim Cash List - 5.17 pm
- Final Cash List - 7.02 pm (Winter) and 9.02 pm (Summer)
- After Business - 7.30 pm (Winter) and 9.30 pm (Summer).

From a participant's perspective, after business reports and before business reports will be available the following morning.

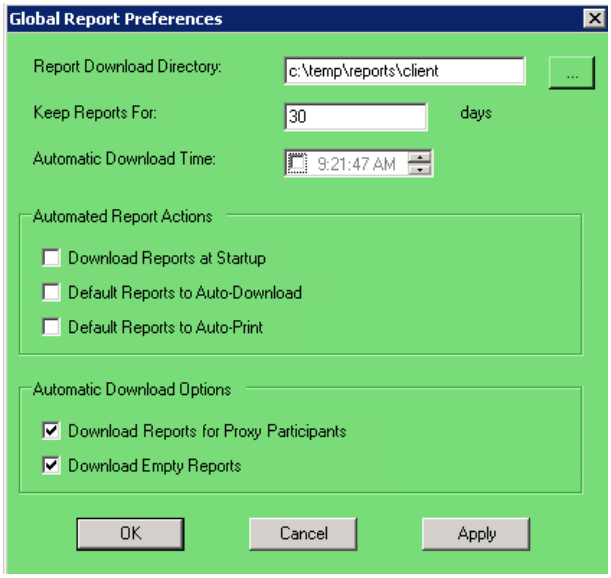
A list of all available reports, descriptions and formats can be found at the end of this section inReport Types and Descriptions.

23.1.2 Setting the Global Report Preferences

For global report preferences:

1. Select **View>Reports>Properties**.

This opens the Global Report Preferences screen.



2. Select the required directory for the reports to be stored.

If the storage location is not the C: drive, specify the required location.

3. Specify the number of days reports are to be kept in the *Keep Reports For* field.

4. Select the required time for automatic download of reports in the *Automatic Download Time*

© Copyright 2015 ASX Limited ABN 98 008 624 691. All rights reserved 2015

field.

5. Select the required automated report actions.

Select the required check boxes for automated report actions if required.

Download Reports at Start Up must have Default Reports to Auto- Download for Global Preferences or Auto Load selected for Individual Reports. If Automatic Download Time has not been selected, reports will be downloaded 5 minutes after the user has logged on.

Default Reports to Auto-Download works only if Download Reports at Start Up is selected, or Automatic Download Time is set.

Default Reports to Auto-Print must be selected to enable reports to be automatically printed when reports are downloaded (whether auto or manual).Select the required automatic download options.

6. Select the required *Automatic Download Options* if required.

7. Click **Apply** and then **OK**.

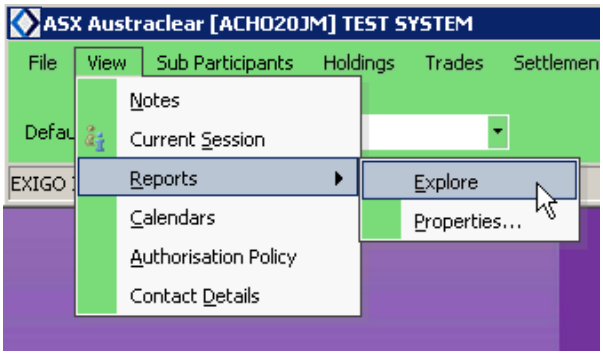
23.1.3 Setting Individual Report Preferences

Setting the Report Print Preference to Automatic

For an automatic download to occur, *Download Reports at Start Up* must be selected, or the*Automatic Download Time* must be set in the *Global Reports Preferences* screen. To set the report print preference automatically for an individual report:

1. Select **View>Reports>Explore**.

This displays the *Reports* screen.



2. Select the required report date from the *Report Date* pull-down menu.

3. Click **Search**.

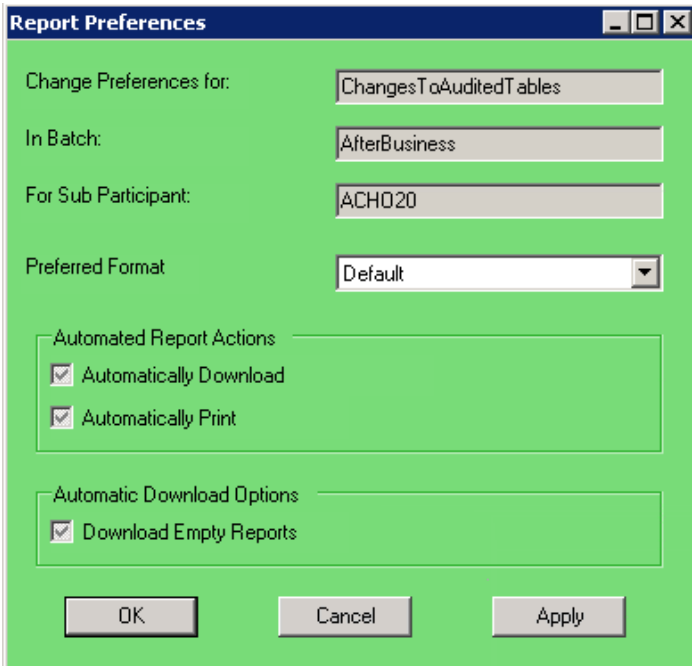
4. Select the required report.

5. Right-click and select **Properties**.

The *Report Preferences* dialogue box is displayed. For report preferences:

- When the boxes are greyed out with a tick, this indicates that it will default to Global Preferences
- When unchecked, auto download is turned off
- If *Automatically Print* has been selected, the report automatically prints
- When checked, without grey, this is set to automatic download regardless of what the global setting is.

© Copyright 2015 ASX Limited ABN 98 008 624 691. All rights reserved 2015



- **Setting the Report Print Preference to Manual**

To set the print preference manually:

6. Select **View>Reports>Explore**. This displays the *Reports* screen.
7. Select the required report date from *Report* date pull-down menu.
8. Click **Search**.
9. Select the required report.
10. Right-click and select **Preview**.

Selecting **Preview** displays the report. If **Preview** is greyed out, there is no report available. Select **Download** to load onto a specified directory. Choose **Print** to print the report to the default printer.

Note that the report needs to be downloaded before it can be previewed and printed.

23.2 Reports from the Sub Participants, Holdings, Trades and Settlement Functions

23.2.1 Viewing Reports for Reported/Open Trades

To view reports for reported/open trades:

This displays the *View Trades* screen.

1. Specify search criteria and click **Search**.

This displays all trades that a user is party or proxy to.

2. Right-click on the top row and select **Export to File**.

This enables a Reported Trade Report to be saved in CSV format.

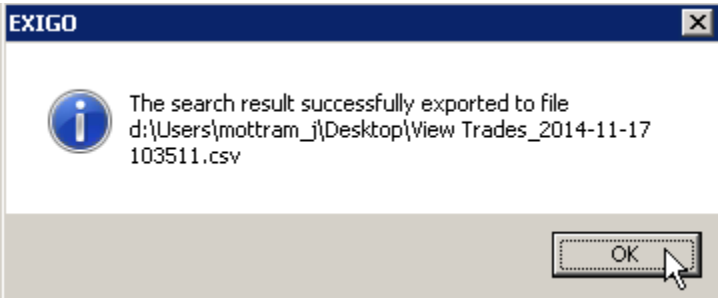
3. Select **Trades>View Trades**.
4. Specify the required file name and location, and click **Save**.

This saves the report to the specified location.

5. Click **OK**.

A dialogue box is displayed stating that the file was exported successfully or not successfully. The drive that the file is exported to can be set in the user's preferences.

© Copyright 2015 ASX Limited ABN 98 008 624 691. All rights reserved 2015



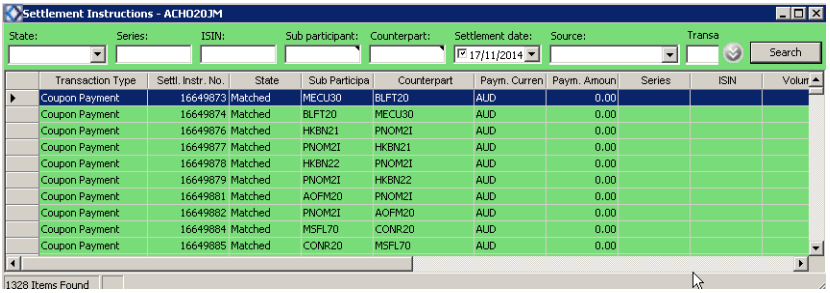
23.2.2 Viewing the Settlement Instructions Report

To view the settlement instructions report:

1. Select **Settlement>View Settlements>Settlement Instructions**. This displays the Settlement Instructions screen.
2. Specify the search criteria and click **Search**.

This displays the settlement instructions for all transaction types settling on the specified settlement day.

3. Select the required transaction type.

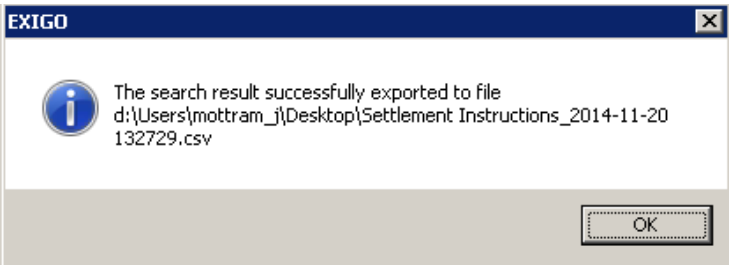


4. Right-click and select **Export to File**.

This enables a *Settlements Instructions* report to be produced in CSV format.

5. Specify the required file name and location, and click **Save**. This saves the report to the specified location.
6. Click **OK**.

A dialogue box is displayed stating that the file was exported successfully (or not successfully).



23.2.3 Viewing the Cash Records Report

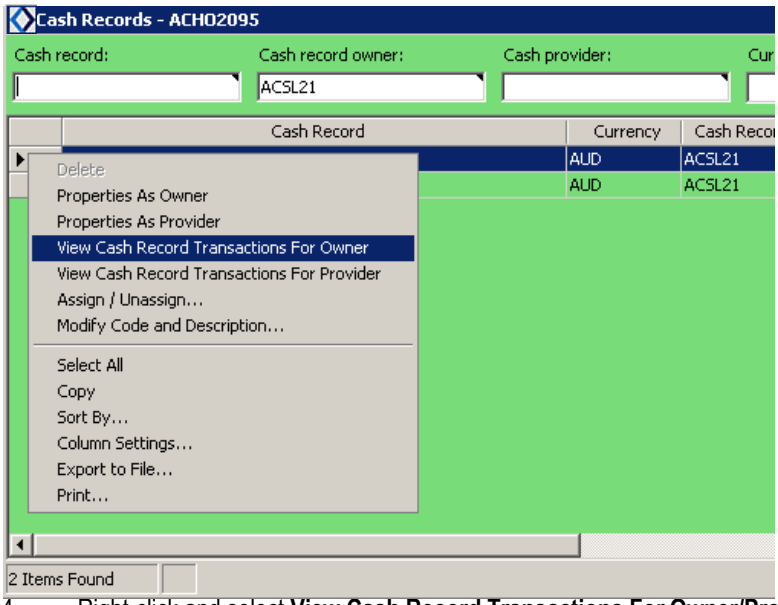
For more information on cash records refer to *Maintaining Cash Records as a Cash Record Owner*. To view a cash record report:

1. Select Sub Participants>Cash Records>View.

This displays the *Cash Records* screen.

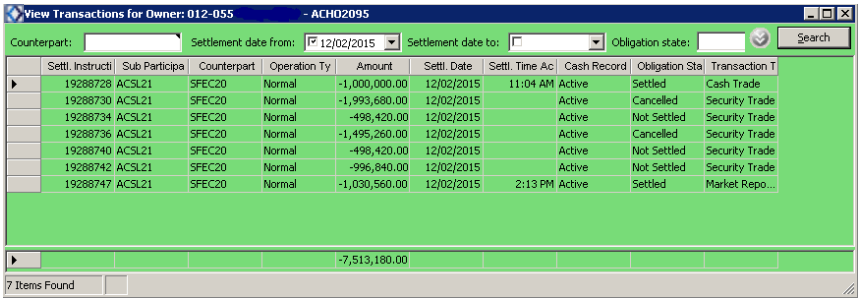
2. Specify search criteria and click **Search**. This displays the user's cash records.
3. Select the required cash record.

© Copyright 2015 ASX Limited ABN 98 008 624 691. All rights reserved 2015



4. Right-click and select **View Cash Record Transactions For Owner/Provider**.

5. Specify the required search criteria and click **Search**.



6. Select the required transaction for the owner/provider.

7. Right-click and select **Export to File**.

8. Save the file to the required drive.

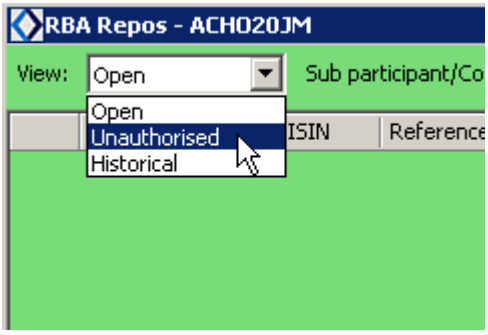
9. Click **OK**.

23.2.4 Viewing the RBA Repos Report

To view a RBA Repos Report:

1. Select **Trades>View RBA Repos**.

This displays the *RBA Repos* screen in the *Open* view. If required, the *Unauthorised* or *Historical* search option can be selected.



2. Specify the search criteria and click **Search**.

© Copyright 2015 ASX Limited ABN 98 008 624 691. All rights reserved 2015

Report Name	Report Description	Format
Available for All Participants		
Cash Open Trade Report	Displays all cash trades that are yet to settle, including unmatched trades.	PDF
Settlement Instructions Report	Displays the settlement instructions for transactions that were settled on the previous business day.	PDF and CSV
Cash Report	Displays the cash movements of all transactions that were settled for all sub participants' cash records at the close of business on the previous day.	PDF and CSV
DSS Open Trade Report	Displays all DSS trades that are yet to settle, including unmatched trades.	PDF
Holding Report	Displays all securities in the participant's portfolio at the current date.	PDF and CSV
Maturing Securities Report	Details all securities that are due for maturity within the next seven calendar days.	PDF
Outstanding Deposits and Withdrawals Report	Displays all outstanding deposit and withdrawal transactions irrespective of status.	PDF
Income Receivable Report	Displays income to be received on the current business day for coupon and maturity payments and any tax that will be withheld on coupon payments.	PDF and CSV
FIS Open Trade Report	Displays all FIS trades that are yet to settle, including unmatched trades.	PDF
Record Date Report	Lists all series in which a participant has a holding where today is the record date and how much coupon and/or maturity income is due to them.	PDF
FX Open Trade Report	Displays all FX trades that are yet to settle, including unmatched trades.	PDF
Market Repo Open Trade Report	Displays all market Repo trades that are yet to settle, including unmatched trades.	PDF
Market Repo Coupon Report	Displays the coupon details of 2nd leg market repo trades where today is the record date for the instrument and the 1st leg has settled.	PDF
RBA Repo Open Trade Report	Displays all RBA Repo trades that are yet to settle. The definition of an open RBA Repo trade is one that appears as an Open contract in the *View RBA Repos* screen.	PDF
Role Allocation Report	Lists all participant logons and the roles and authorisation to which they have access.	PDF and CSV
Pledged Securities Report	Displays all Pledge positions that a participant has open at that time. The report is divided into two sections, one where the participant is the pledgor and one where the participant is the pledgee.	PDF
Security Details Report	Displays the details of all securities in the systems that are in either an Inactive or Active status.	PDF and CSV
Available for Issuer Representatives		
Place Payable Maturity Report	Displays details on the Maturity date of all maturing immobilised DSS securities payable on the day.	PDF
Issuer Representative's Holding Report	Lists all sub participants who hold a particular Issuer's securities and how much of that security they hold.	PDF
Issuer Representative's Turnover Report	Lists all completed trades involving a particular Issuer's securities.	PDF
Issuer Representative's DSS Maturities Payments Report	Details all DSS securities which are due to mature on the current business day and who the beneficial owner of those securities are, including the maturity amount that will be paid.	PDF and CSV

© Copyright 2015 ASX Limited ABN 98 008 624 691. All rights reserved 2015

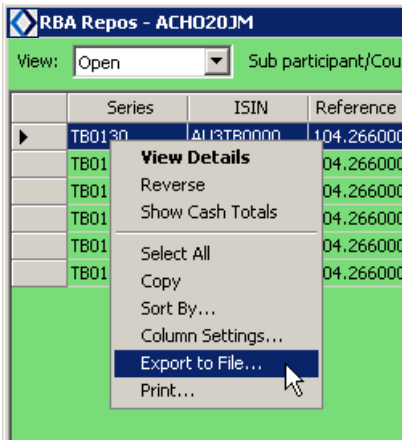
Report Name	Report Description	Format
Issuer Representative's Record Date Report	Lists all participants who hold a particular Issuer's securities at record date and how much income is due.	PDF
Issuer Representative's 1st Run FIS Payments Report	Details for Issuer Representatives who they will be paying coupon and maturity payments to for the current business day.	PDF and CSV
Issuer Representative's 2nd Run FIS Payments Report	Details for Issuer Representatives who they will be paying coupon, maturity and redemption payments to for the current business day. This report is available after 2:00pm daily.	PDF and CSV
Available for Cash Providers Only		
Cash List Report	Displays the cash position of each active participant to whom the Cash Provider provides cash clearing services. This report is produced as both an Interim and Final report.	PDF and CSV
Cash Record Limit Audit Report	Provides an audit trail for Cash Providers of changes made to their client's bank account limits during the course of each trading day, including intraday temporary adjustments.	PDF

This displays all of the RBA Repos that the user is party or proxy to.

3. Select the required RBA Repo.

4. Right-click and select **Export to File**.

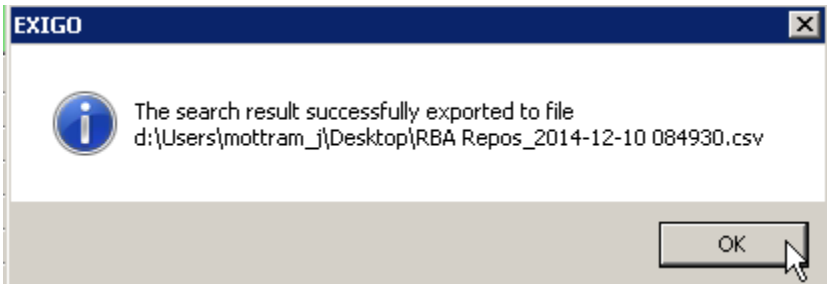
This enables an RBA Repo Trade report to be produced in CSV format.



5. Specify the required file name and location, and click **Save**.

This saves the report to the specified location and will display a dialogue box specifying that the export was successful (or not successful).

6. Click **OK**.



23.2.5 Viewing the Holdings Report

To view a holdings report:

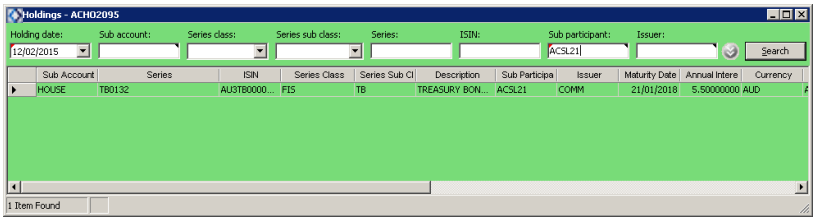
1. Select **Holdings>View Holdings.**

© Copyright 2015 ASX Limited ABN 98 008 624 691. All rights reserved 2015

This displays the *Holdings* screen.

2. Specify search criteria and click **Search**.

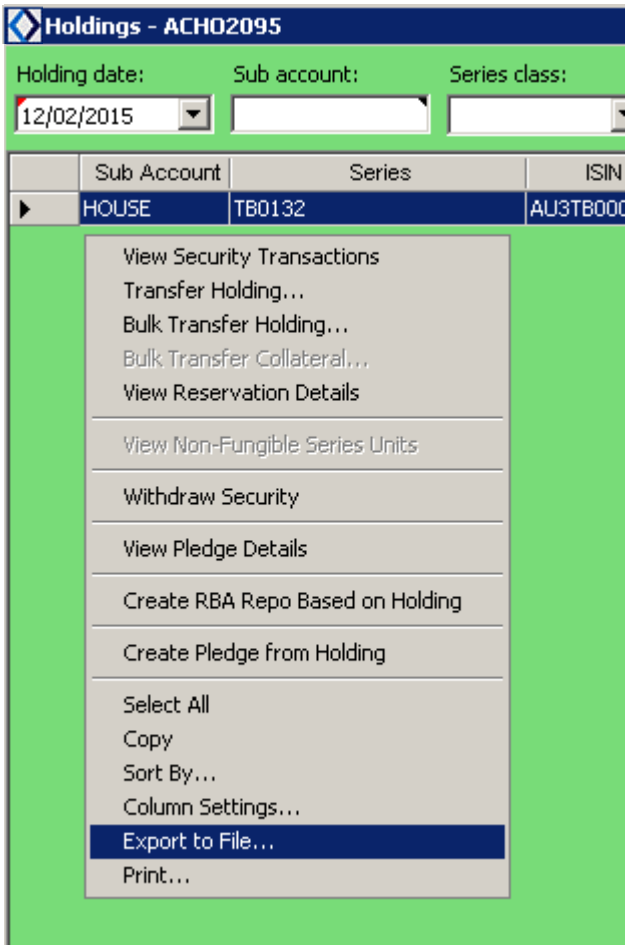
This displays the participant's holdings for the current day.



3. Select the required holding.

4. Right-click and select **Export to File**.

This enables a Holdings report to be produced in CSV format.



5. Specify the required file name and location, and click **Save**. This saves the report to the specified location.

6. Click **OK**.

23.3 Report Types and Descriptions

The ASX Austraclear System supports only **PDF** and **CSV** formats.

© Copyright 2015 ASX Limited ABN 98 008 624 691. All rights reserved 2015

24 Glossary

Term	Definition
Assured Payment	An assured payment is the by-product of a Real Time Gross Settlement (RTGS) system and Delivery versus Payment (DvP). Payment for a security is considered assured or guaranteed as the debiting Participants funds move to the crediting participant in real time at the same time as the transfer of the security.
Cash Trade	A two sided transaction that requires both the payer and receiver to enter their respective instructions; these transactions which will be matched by the system to effect the settlement. Settlement can be either: **Automatic** - where the payer has sufficient funds available, the system will affect the transfer of funds with no intervention required by either counterparty. **Manual** - where participants set their cash records to a deferred state and selectively process a transaction for settlement. The cash trade facility allows participants to pay and receive cash on the ASX Austraclear System, either as a same day transaction or on a future specified date.
Cash Transfer	A type of transaction where a cash amount is being transferred from one participant (Payer) to another (Receiver) on a specified date (settlement date).
Central Counterparty (CCP)	Specialised financial institutions that facilitate trading in cash securities and derivatives by simplifying clearing and settlement. A CCP stands between the seller and buyer in each trade shortly after the trade is made and replaces the original contractual obligations to deliver and to pay with equivalent obligations with the CCP.
Central Securities Depository (CSD)	An institution for holding securities which enables securities transactions to be processed by means of book entries. Physical securities may be immobilised by the depository or securities may be dematerialised (so that they exist only as electronic records).
Clearing	The process of transmitting, reconciling and in some cases confirming payment instructions prior to settlement; it may include netting of instructions and the calculation of final positions for settlement.
Commercial Paper	An unsecured, short-term debt instrument issued by a corporation, typically for the financing of accounts receivable, inventories and meeting short-term liabilities. Maturities on commercial paper rarely range any longer than 270 days. The debt is usually issued at a discount, reflecting prevailing market interest rates.
Counterparty	The other party to a transaction. A participant that is trading to ABCD20 will refer to ABCD20 as the Counterparty.
Delivery versus Payment (DvP)	DvP occurs when to complete a trade there is a simultaneous exchange of securities for cash that ensures that delivery occurs if, and only if, payment occurs. To be true DvP there must be an element of finality in the process, whereby neither side of the trade can unwind the transaction after settlement.
Discount Securities (DSS)	Any security that is sold at a price below the face value, or a security that is issued for a price below the face value, but pays out the face value at maturity. Discount securities of the first type may be re-sold later at a higher price, resulting in gains for the investor, while securities of the second type yield profit by paying out more than the purchase price.
Fixed Interest Security (FIS)	A FIS (or Bond) is one under which the borrower contracts to pay the lender a fixed principal amount at a stated date in the future and a series of interest payments either annually or semi-annually. The yield on the bond may be higher or lower than the interest rate. The yield reflects current market conditions. To achieve this the bond is purchased at a discount or premium.

© Copyright 2015 ASX Limited ABN 98 008 624 691. All rights reserved 2015

Term	Definition
Real Time Gross Settlement (RTGS)	RTGS systems effect final settlement of interbank funds transfers on a continuous transaction - by - transaction basis without netting debits against credits throughout the processing day. In the Australian Financial Markets the RBA's RITS system is the authorised RTGS.
Receive versus Payment (RVP)	RVP occurs when to complete a trade there is a simultaneous exchange of securities for cash that ensures that delivery occurs if, and only if, payment occurs (the counterparty to a DvP transaction).
Repo Rate	A Repo rate is the interest rate paid to the cash side of the Repo/reverse transaction. A Repo rate is similar to an interest rate, but also reflects the demand for the Repo'd securities. Technically repo rates are nil interest rates because the cash in repo is a purchase or repurchase price not a loan.
Reserve Bank Information Transfer System (RITS)	Australia's high value payments system that is used by banks and other approved institutions to settle their payment obligations on a real time gross settlement (RTGS) basis. Transactions are entered into RITS directly or delivered via external feeder systems, such as Austraclear and Swift.
Security	In relation to financial markets, the paper right to a (generally tradeable) asset. In this context the term includes Bills of Exchange, bonds, share certificates or any other interest-bearing paper traded on financial markets. It is also an asset pledged to ensure the repayment of a financial obligation (e.g. loan), and forfeited in the event of a default on that obligation.
Settlement	In relation to securities trading, an arrangement between participants for the payment or receipt of cash or securities. It represents the final consummation of a securities transaction and is handled through the relevant clearing corporation specific to security type.
Standard Settlement Instructions (SSIs)	Lists of standard bank account details exchanged between market participants. These represent the accounts over which a financial markets participant pays and receives cash or securities in settlement of financial markets transactions. The details of each bank account must be listed including the name and location of the bank and the account number. If SSI's are in place it is possible to take advantage of Straight Through Processing. If SSI's are not in place treasury operations must contact the counterparty to obtain settlement instructions for each transaction.

© Copyright 2015 ASX Limited ABN 98 008 624 691. All rights reserved 2015

Appendix 1. Create User Field Descriptions

Field Name	Description
General	
User	The unique code used to identify the user. Naming conventions to be used is 'AAAA2099' where: • A = Participant Mnemonic (4 characters) • B = Sub Participant Code (2 digits) • C = Next available No in series (2 digits). E.g. For ABC Company, the 8th user would be ABCA2008.
Sub Participant	The sub participant to which the user belongs.
User Locked	This is located in the user properties via Sub Participants>Sub Participants Users Sub Accounts>Explore. The Password Administrator is able to unlock the user.
Password Settings	
Password	Passwords must contain a combination of alpha and numeric characters as well as lower and uppercase letters.
Set as Temporary	The user password can be set as a temporary one if the 'Set as temporary' check box is ticked. The system forces users to change this password when they next log on.
Contact Information	
First Name	The first name of the user.
Last Name	The last name of the user.
Email	The email address of the user.
State	
State	The present state of the user. It can be modified with immediate effect. One of: • Inactive - A created user is inactive until it has been activated. An inactive user cannot log in to the system. • Active - Active is the normal state of a user, that is, the user can log in and act in the system. • Deleted - A user that has been deleted is given the state deleted. A deleted user cannot be activated again.
Assigned Roles	
Assigned Roles	A list of the roles assigned to the user. The user has access to all user actions that are included in at least one of the listed roles. To view all roles select **Sub Participants>Roles>View**. Enter the required search criteria to view all roles in the system. Each role in the system consists of a group of User Actions. Only Roles can be assigned to users, not individual User Actions. Each participant will be allocated a group of roles according to their participant type. Administrators can assign one or more of the available roles to each of the users. The *Create User* screen displays all the roles available to the participant's type. At a minimum a user should be allocated the compulsory role. These are: • CL Compulsory Role • CP Compulsory Role • IR Compulsory Role.
Proxy Information	
Proxy Information	Lists the proxies assigned to the user.

© Copyright 2015 ASX Limited ABN 98 008 624 691. All rights reserved 2015

Field Name	Description
	In Proxy Information a list of all active proxies for that participant is displayed. Administrators can assign one or more of the available proxies to a user.
Note	
Note	Free text used to describe the related action. Used for auditing purposes.

© Copyright 2015 ASX Limited ABN 98 008 624 691. All rights reserved 2015

Appendix 2. Sub Accounts Field Descriptions

Field Names	Description
General	
Sub Account	A code that uniquely identifies a sub account within a given sub participant.
Sub Account Description	An informative description of the sub account and its purposes.
Sub Account Type	A sub account type holds properties that are common for a group of sub accounts. The eligible sub account types in the system: • **Issuer Sub Account** - The issuer sub account is connected to one or more issued instruments. An instrument can only be connected to one issuer sub account. A positive balance on this sub account signifies a not yet used balance. • **Safekeeping Sub Account** - This sub account type is represented by the investor sub accounts that keep the holdings. A positive balance on this sub account signifies a holding, i.e. a legal ownership of the holding.
Collateral Source	This field is only applicable to Collateral Participants. This indicates the sub account used for ASX Collateral.
Sub Account Priority	The priority of the sub account may be assigned to one of the following three priorities for settlement: **Priority** – this is the highest priority and is used to ensure that the security for a prioritised trade is locked in for settlement. **Active** – A lower priority than Priority. The sub account will not lock in securities for settlement if there is another sub account with higher priority. **Deferred** – This is the lowest priority. The sub account will not lock in securities with a deferred status.
Sub Account Controller	The sub participant to which the sub account belongs. This may be any of the sub participant codes or any sub participant accessed via a proxy.
Confirmation By	Not applicable.
Bank Account	Designates the bank account of a bank outside of the ASX Austraclear System that should be credited or debited with payments due. For example, corporate actions paying Maturity, Coupon or Redemption whereby the Series is held in a Sub Account within the Austraclear system.
Sub Account Holder	
Name	The name of the sub account holder.
Id	An externally accepted and unique code that identifies the sub account holder.
Cash Record	
Cash Record	Designates the cash record that should be credited or debited with payments due to, for example, corporate actions in connection with instruments on the sub account.
State	
State	The state of the sub account. One of: • **Inactive** - A created sub account is inactive until it has been activated, or is about to become deleted. It is only possible to delete a sub account in an inactive state. • **Active** - Active is the normal state of the sub account and means that it can partake in the actions in the system.
Note	
Note	Free text used to describe the reasons for modifications to the sub account.

© Copyright 2015 ASX Limited ABN 98 008 624 691. All rights reserved 2015

Appendix 3. SSI Field Descriptions

Field Names	Description
Sub Participant	Identification of an organisation unit within the participant to which the SSI is designated. The system displays a wildcard '*' however a sub participant must be selected from the pull-down menu to enable the creation of a valid SSI.
Trade Type	The trade type can be left blank which the SSI will default to the cash record registered. Otherwise a specific trade type can be selected and multiple SSI's can be created.
Currency	Currency code for a valid payment series.
Sub Account	Sub account/security account identification.
Cash Record	Cash record/cash account specification.
Description	Participants can specify a description.
State	Active or Inactive. • Inactive – The SSI is inactive • Inactive - Active is the normal state of the SSI. When the SSI is active, the SSI's will populate automatically for the trade type selected.

© Copyright 2015 ASX Limited ABN 98 008 624 691. All rights reserved 2015

Appendix 4. Participant Field Descriptions

Field Names	Description
General	
Sub Participant	The unique code that is used to identify the sub participant. Cannot be modified.
Parent Sub Participant	Specifies to which sub participant the sub participant belongs, if any. Cannot be modified.
Sub Participant Type	Defines the kind of relationship that the sub participant has to the CSD. One of: • Clearing Sub Participant - A sub participant that participates in the clearing and settlement of trades. • Institutional Investor - A sub participant, typically a large institutional investor, who is allowed to participate in clearing and settlement. • Payment System - The payment system controls the settlement counterparts' cash positions. The payment system locks the amount of cash required for the settlement process and transfers payments between sub participants. • Cash Provider - A sub participant that supplies cash for clearing sub participants in the payment system. The cash provider manages this by means of a standing or a temporary cash limit for the clearing sub participant. • Clearing House/CCP - An organisation that nets settlement transactions and acts as a central counterpart. • Sub A/C Controller - A sub participant responsible for the maintenance of the accounts towards the account holder. The sub account controller can open or close accounts, as well as interact with the system regarding the holdings at the account. • Issuer - The issuer borrows money on the market by issuing securities. • Issuer Rep - The issuer representative is a sub participant that is authorised to act on behalf of the issuer in the system. • Linked CSD - A linked CSD is either receiving or sending securities to or from the ASX Austraclear System. Depending on the direction of the securities, it is either confirming the reception of securities, or sending the request to deposit securities. • Issuer CSD - The sub participant controlling the Issuer CSD Account. • Borrower - A sub participant that has signed an agreement to be a borrower within the ASX Austraclear system. • Lender - A sub participant that has signed an agreement to be a lender within the ASX Austraclear system. • Netting Sub Ptpt - A sub participant that can be involved in the payment netting external source settlement.
External Template ref.	Determines what type of CSD operator can perform assisted transactions. For Austraclear internal use.
External Identification	
Investor Type	The investor type of the sub participant. One of: • Company - A company is a separate legal entity that is taxable on its net income. • Trust - A trust exists when a person holds property for others from which they can benefit.
ACN/ARBN	Australian Company Number.
ABN	Australian Business Number.
Clearing Bank BIC	Bank Identification Code for the Clearing Bank where the cash provider's bank account resides.
Limited Account No.	This field is for associate members only. Austraclear internal use only.
Clearing Bank Accounts	

© Copyright 2015 ASX Limited ABN 98 008 624 691. All rights reserved 2015

Field Names	Description
Account	The bank account that the cash provider has at the clearing bank. The clearing bank is a sub participant of type payment system and is assigned to the currency in the instrument configuration.
Currency	The denomination currency of the bank account.
Default	
Default Sub Account	The sub participant's safekeeping sub account, only allowed for certain sub participants.
Default Cash Records	Lists the sub participant's cash records, one cash record per currency.
Contact Information	
Sub Participant Name	The full name of the sub participant.
Country	The country code for the sub participant. Displayed as a two letter code.
Postal Code	The postal code.
City	The name of the city.
Province or State	The province or state.
Address	The sub participant's address.
Contact Person	The contact person for the sub participant.
Phone Number	The telephone number to the contact person.
Fax Number	The fax number to the sub participant's office.
E-mail	The email address to the contact person.
State	
State	The state of the sub participant. One of: • Inactive - The sub participant is not allowed to participate in any new actions in the system when it is set to Inactive. • Active - Active is the normal state of the sub participant and means that all user actions can be performed, as long as no other limitationsare valid.
Suspended	Indicates whether the sub participant is suspended. A suspension covers the exclusion of all the sub participant's users and proxies.
Instruments Issued	
Instrument	The instruments that the sub participant has issued in the system.
Amount Unit	Controls whether the amount of the instrument should be counted in quantity or as face value of denomination currency.
Currency	The instrument's denomination currency.
Issue Balance	The issue balance for the instrument.
Note	
Note	Free text that describes the reasons for the action.

© Copyright 2015 ASX Limited ABN 98 008 624 691. All rights reserved 2015

Appendix 5. Authorisations Field Descriptions

Field Names	Description
Operation	The operation associated to the action that needs to be authorised.
Time stamp	The time when the note was created in the action to be authorised, in UTC time.
User	The identity of the user that performed the action that needs to be authorised.
Note Text	A free text describing the action.
Affected Object	The name of the object that needs the authorisation.
Object Type	The type of object that needs the authorisation.
Action Type	The type of action.
Sub Participant	The identity of the participant.

© Copyright 2015 ASX Limited ABN 98 008 624 691. All rights reserved 2015

Appendix 6. Cash Records Field Descriptions

Field Names	Description
General	
Cash Record	The code that together with cash record owner uniquely identifies a cash record in the system.
Description	On original request to create cash record, Participants can specify a description for the cash record.
Currency	The currency that is held on the cash record. Only one currency per cash record is allowed.
Cash Record Owner	The owner of the cash record, that is, the person or organisation that uses the cash record.
Cash Provider	The participant (of Cash Provider type) that supplies cash to clearing participants by letting them use its own cash account in the payment system. This is managed by the creation of cash records in the system, where the cash record owner is the clearing participant.
Cash	
Cash Limit	The amount to which the cash record is allowed to go into debit when the system is operating in an RTGS environment. That is, the amount of cash available to the cash record owner within the system set by the cash record provider. Cash providers who are Non-AIF [what is AIF?] banks must set a Cash Limit on each of their customer's cash records. The field may be set to zero.
Temporary Adjustment	A temporary adjustment from the normal cash limit, only valid during the current day. The Temporary Adjustment field displays the adjustment from the normal cash limit to which the cash record can go into debit when the system is operating in an RTGS environment. Updates to this field are valid intraday only.
Reservations	The amount of cash on the cash record that has been reserved, for example, to be transferred as a payment.
Balance	The balance is the total sum of the amounts in all settled settlement obligations for one cash record, including reserved amounts.
Internal Credit Management	There are two options that can be selected from the Internal Credit Management pull-down menu. This includes: **True** - All Banks regardless of clearance mode may set their customer cash records to Internal Credit Management = True. All transactions for those cash records must pass the debit caps limit test before being sent to RTGS for processing. (Note: any change to the Internal Credit Management 'flag' may take up to 30 minutes before it becomes effective.) **False** - Only banks with a clearance type AIF may set their customers' cash records to Internal Credit Management = False. AIF banks must also complete the following three fields for each customer's cash records: • The Pre-Settlement Advice field may be set to True or False. If set to True an instruction will be sent to RTGS to create a Pre-Settlement Advice. • The Priority field instructs RTGS how to prioritise transactions sent from the system. This field can be set to Active, Deferred or Priority. • The Post-Settlement Advice field may be set to True or False. If set to True an instruction will be sent to RTGS to create a Credit Post-Settlement Advice.
	• The Cash Record Priority field determines how transactions will progress for settlement within Austraclear. This field can be set to Active, Deferred or Priority.
Payment System	

© Copyright 2015 ASX Limited ABN 98 008 624 691. All rights reserved 2015

Field Names	Description
Pre settlement Advice	False or True. It determines if a Participant's bank is to receive SWIFT message when the settlement instruction is sent via the RITS feeder to RITS.
Priority	Active, deferred, priority. The priority that the settlement instruction is sent to RITS via the RITS feeder.
Post Settlement Advice	False or True. It determines if a Participant's bank is to receive SWIFT message when the settlement instruction is sent via the RITS feeder to RITS.
State	
State	The state of the cash record. One of: **Active** - The cash record is "alive", that is, it can take part in transactions within the system. **Inactive** - An inactive cash record cannot take part in any transactions within the system. It is automatically prevented from being part of any transactions registrations. Only inactive cash records can be deleted. **Deleted** - The cash record has been permanently deleted, meaning that it cannot take part of any transactions, and cannot be re-activated. It will remain in the system until the system is purged.

© Copyright 2015 ASX Limited ABN 98 008 624 691. All rights reserved 2015

Appendix 7. Corporate Actions Field Descriptions

Corporate Actions

Field Names	Description
Corporate Actions	Corporate action name.
Complete	• Yes - Indicates that the corporate action setup is completed. • No - Indicates that additional information is required before completion.
List Complete	Specifies if the corresponding holder list is completed.
State	State of the corporate action.
Underlying Series	The underlying series code that gives the holder rights to entitled benefits.
Description	Description of the underlying series.
Event	Short name of the corporate action event.
Issuer	Sub Participant code of the issuer.
Issuer Representative	Sub Participant code of the issuer representative or CSD itself. [CSD?]
Record Date	Date when the system should check which investors should be entitled to the benefits.
Mandatory	Indicates whether the corporate action is mandatory or optional. By default set to True (mandatory).
128F Exempt	Includes the 128F Exempt information set on the series specified in the corporate action. The 128F Exempt cell is blank if the attribute is not set in the series. The series 128F Exempt information is displayed as read-only.

Corporate Action Holder List

Field Names	Description
Corporate Action	The unique code used to identify the Corporate Action.
Record Date	The date and time when the list was recorded.
List Completed	Is set to TRUE if no further entries are expected to the list.
Sub Participant	The sub participant to which the sub account belongs, i.e. the sub account controller.
Sub Account	The sub account to which the holding belongs.
Volume	The total volume of security held.
Alternative	If there are different alternatives, the choice is specified here.
Benefit	Defines which instructions are included and the execution date they should be settled.

Corporate Actions Settlement Instructions

Field Names	Description
Corporate Action	Corporate action name.
Event Ref Code	The corresponding corporate event.
Series	The series involved in the corresponding trade.
Issuer	The sub participant that issued the series.
ISIN	The ISIN code of the series.

© Copyright 2015 ASX Limited ABN 98 008 624 691. All rights reserved 2015

Settlement Instruction Number	Sequence number that uniquely identifies the instruction. Set by the system.
Settlement Date	The settlement instruction's settlement date.
Volume	The size of the delivery.
Sub Account	The sub account code.
Payment Amount	Specification of the payment amount.
Payment Currency	Specification of the currency.
Message Type	Specifies properties that decide how the settlement is to be handled. One of the following: • **DvP** - The security is delivered in exchange for the payment, in a final and irreversible manner. **Note**: This message type is also used for Delivery and Payment (DaP), by changing the sign for the amount to be paid. • **DVD** - The security is delivered in exchange for another security, in a final and irreversible manner. • **FOP** - A security is delivered without any kind of delivery in the opposite direction. • **PVP** - An amount of money is transferred in exchange for another amount of money. • **PVN** - An amount of money is transferred without any kind of delivery in the opposite direction. • **CANC** - Request to cancel another instruction. • **REC** - A recall instruction. • **NOM** - The sub participant nominates the security that will be used for trading later. • **RNOM** - Message type used when the sub participant wants to release a bill nomination. • **PLVPL** - This is used to substitute a parcel of unpledged securities for a parcel of pledged securities. The substitution is initiated by the pledgee and completed once the counterparty confirms. • **PLVP** - Funds are transferred from the pledgee's bank sub account to the pledgor's sub account after passing the cash limit test, and a hold is placed on the pledged securities. • **PLOP** - No cash is transferred between the sub participant's cash records by the system but a hold is placed on the pledged securities. • **RLVP** - Funds are transferred between the pledgee's and pledgor's cash records after passing the cash limit test, and the pledged securities are released. • **RLOP** - No cash is transferred by the system, between the sub participants' cash records but a release is made in the pledged securities. • **CORP** - The message is a result of a benefit instruction of a corporate action. • **TRANS** – One sided transfer of a holding between a sub participants sub accounts.
Operation Type	Specifies the type of operation that resulted in the settlement instruction being created. One of the following: • **NORMAL** - A normal settlement instruction • **MATP** - Maturity payment • **CPON** - Coupon • **PAYM** - Payment • **CORP** - Corporate Action • **ASXT** - ASX Transaction, special cash payment for margin requirement
	• **RBA REPO** - First leg in create liquidity repo • **REVERSE RBA REPO** - Second, or reversed, leg in create liquidity repo.

© Copyright 2015 ASX Limited ABN 98 008 624 691. All rights reserved 2015

Settlement Method	Specifies the settlement method to be used to settle the corresponding trade. One of the following: • **RTGS** - Real Time Gross Settlement. Trades are settled individually and immediately • **EoD** - Gross settlement at the end of day, when the system is in end-of-day mode • **External** - Gross settlement of securities legs only, the cash is handled outside of the system • **BISM1** - Gross settlement, trade for trade at a given point in time • **BISM2** - Batchwise net settlement for cash legs but gross settlement for securities legs • **BISM3** - Batchwise net settlement • **RTAIB** - Real time adjust issue balance, that is, the settlement is done immediately • **BAIB** - Batch adjust issue balance, that is, the settlement is done at the specified time • **DWNET** - Deposit/Withdraw net; used for netting settlement instructions in the deposit/withdrawal of securities functionality • **Payment Netting** - Net settlement of cash
Sub Participant	The sub participant involved in the leg of the deal to which the settlement instruction refers.
Cash Record	A code that together with the cash record owner uniquely define a cash record in the system.
Cash Record Owner	The owner of the cash record.
State	The state of the settlement instruction. One of: • **Unmatched** - The instruction has been created but not yet matched with the instruction of the other leg in the deal • **Matched** - The instruction has been matched with the instruction of the other leg in the deal • **Recall Requested** - A recall has been requested for the instruction • **Pending Payment System Recall** - The recall request has been passed on to the payment system • **Cancelled** - The instruction has been cancelled successfully • **Cancel Pending** - A sub participant has requested to cancel the settlement instruction • **Cancel Requested** - The counterparty has requested to cancel the settlement instruction • **Cancel Completed** - A cancel request has been completed • **Recall Complete** - The recall request has been completed • **Recalled** - A sub participant has recalled the instruction • **Recalled by Counterpart** - The counterpart has recalled the settlement instruction • **Rejected** - The instruction has been rejected by a user • **Completed** - Final state for a settlement instruction involved in corporate action, where the settlement instruction is only used to lock in the issuer's amount and will never settle • **Settled** - The settlement has been carried out successfully • **Failed** - The instruction failed to be settled.
Instructed	Specifies if the settlement instruction will be automatically executed (True) or if it has to be finally instructed by the sub participant as a separate action (False).
Counterpart	The sub participant that acts as a counterpart in the transaction.
Issuer Representative	The sub participant code of the issuer representative taken from the underlying series.

© Copyright 2015 ASX Limited ABN 98 008 624 691. All rights reserved 2015

Monitor Corporate Action Execution

Field Names	Description
Corporate Action	The name of the corporate action.
No. of Settlement Instructions	The number of settlement instructions for the corporate action.
State	The state of the corporate action. One of: • Planned • Holder List Created • Settlement Instruction Created • Preparing for Settlement • Currently executing • Successfully executed • Failed.

© Copyright 2015 ASX Limited ABN 98 008 624 691. All rights reserved 2015

Appendix 8. DSS Issuance Field Descriptions

Field Names	Description
Change Time	
Activation Time	The point in time when the series template should be set in Active state.
General	
Series (code)	The guideline on how to construct the Series ID is as follows: • The DSS Series ID is 15 or 16 characters long (depending on the Series Sub-Type). There should be no spaces between the characters. • First four characters - Issuer Participant Code - e.g. WPAC • Next six characters - Maturity Date - in the form DDMMYY e.g. 310605. Please note that the year is essential as the system will ensure uniqueness of the Series ID over a number of years (up to 7 years). • Next two to three characters - Series Sub-Type e.g. EBA, BA, CD, ECD etc. • Last two characters - Sequence Number to be used where an Issuer has multiple issues of the same sub-type for any given maturity date - e.g. 01 to 99. If there were more than 99 of the same sub type for the same maturity date then this number when then go to A1-A9 to Z1-Z9, giving a further 234 possibilities. To give a working example of the above, two EBAs issued by WPAC for the same maturity date, 31/06/05 would become: WPAC310605EBA01; and, WPAC310605EBA02.
Series Name	A long name describing the series uniquely.
Manual Entry of Corporate Action Dates	Specifies if Corporate Action dates can be entered manually.
Description	Concise description of the series template. This field is utilised for recording distinguishing marks on discount securities.
Parent Series Template	The series template that the series inherits from.
External Template Reference	The template in external systems that the related series should be mapped to. I.e. if the security is to be traded as both a DSS outright security and Repo then the external template ref. will be T_REPD, otherwise to be set to T_BILL.
Issuer	The code of the participant that issued the series. Normally only specified at series level.
Issuer Representative	Participant responsible for the series in the system (but not for the Deposit/Withdrawal).
Issuer Balance Responsible	Participant responsible for the Deposit/Withdrawal of the series. The Issuer Balance Responsible field indicates who is acting as the depository for the series. This field should always be populated with ACLR20 for immobilised Discount securities and the Issuer's sub participant code for all dematerialised Discount Securities.
Form	Specifies whether the series is immobilised or dematerialised.
Deposit Allowed	Indicates whether the series can be an object of a deposit request.
Withdrawal Allowed	Indicates whether the series can be withdrawn.
Has Redemption Values	Specifies if the series has redemption values such as partial maturity date, partial redemption amount and capital value.
Identifiers and Classifications	
ISIN	The ISIN code for a series. Check tick box Automatic for ISIN to be auto generated or leave blank for ISIN to be entered manually.

© Copyright 2015 ASX Limited ABN 98 008 624 691. All rights reserved 2015

Field Names	Description
Series Class	A classification of the series object that is defined and applied for the specific market. This can be used by the CSD to group series according to any suitable logic for external users. For example, 'Fixed Interest Security' or 'Discount'.
Series Subclass	A more detailed classification of the series.
Non-fungible	Specifies whether the series is non-fungible (Yes) or fungible (No).
General Volume Units	
Denomination Currency	The currency in which the series is denominated.
Total Volume on Issue	The total volume on issue of the series. This can differ from the actual balance in the CSD, for example if the series is also issued in another CSD.
Volume Unit	Specifies whether the amount of the series should be a quantity or a face value of the Denomination Currency.
Decimals in Volume	The number of decimals that volumes of the series are specified with. The range is: 0 – 4.
Minimum Settlement Volume	The minimum volume that can be settled in the system. Must equal a multiple of Multiple Volume.
Multiple Volume	The smallest volume of the series that can be handled. All settled volumes have to be multiples of this value.
Corporate Action: Maturity Information	
Issue Date	The legal issue date. Specifies when the series balance is issued (made available to the market). May differ from the time when the information was stored or the issue was performed in the system.
Request Confirmation	Indicates if the issuer representative is required to instruct the settlement instructions debiting the total volume or amount that will be delivered or paid from the issuer representative's sub accounts.
Automatic Corporate Action	Specifies if a corporate action type will be created automatically.
Corporate Action Cash Record	Cash record used for automatic corporate actions. The cash record must have the same currency as the denomination currency and belong to the sub participant who is the Place Payable.
Corporate Action Cash Record Owner	The sub participant who is the Place Payable.
Corporate Action Sub Account	Sub Account is used as issuer sub account for maturity for automatic corporate actions. The sub account must belong to the issuer representative.
Rate Rounding Decimals	Defines the number of decimals to which the percentage form of rate should be rounded. Used when calculating coupons or maturity for automatic corporate actions. Must be between 0 and 8.
Books Close Convention	Day convention for the books closing period, Business Days or Calendar Days. Business days means that the record date is on the business date a number of business days before the coupon/maturity date. Business days are defined in the calendar. Calendar days means that the record date is on the date that occurs a certain number of calendar days before the coupon/maturity date. Must be defined if Coupon Books Close Period or Maturity Books Close period are defined.
Record Date Adjustment Convention	Describes how to push the record date of a corporate action when it occurs on a non-business day.
Payment Adjustment Convention	Describes how to push the payment of a corporate action when it occurs on a non-business day.

© Copyright 2015 ASX Limited ABN 98 008 624 691. All rights reserved 2015

Field Names	Description
CA Days 1-4	The days when settlement of corporate actions can occur, that is, when money or securities for corporate actions can be transferee between sub participants. The system stores a maximum of four calendars per series. The calendars are combined as a logical **and** operation, that is, all calendars must allow a day for the day to be allowed.
Corporate Action: Maturity Information	
Maturity Formula	Sets the formula to be used for maturity calculations. Only mandatory if Maturity is set to Automatic Corporate Action.
Maturity Date	The date when the series will (finally) mature to redemption. Must be later than the First Maturity date.
Maturity Books Close Period	The number of days in the books close period between record date and maturity payment date. No settlements are allowed in the close period.
Corporate Action: Coupon Information	
Coupon Formula	The formula to be used for coupon calculations. Mandatory only if coupon is set up as automatic corporate action.
Annual Interest Rate %	Effective yearly rate used for coupon payments. Must be >= 0.
Coupon Rate Rounding Decimals	Defines the number of decimals the percentage form of coupon rate should be rounded to. Must be between 0 and 8.
Rate Rounding Decimals	Defines the number of decimal places the percentage form of coupon rate should be rounded to. Must be between 0 and 8.
Market Ref. Rate Index	Reference to the market reference rate used for coupon payments.
Rate Type	Indicates the type of rate, one of the following: • Fixed - One and the same rate is used through the life time of the series • Floating - The rate is manually modified before each interest period.
Rate Adjustment	An additive margin on the annual interest rate.
Accrual Convention	Day count fraction to use in calculations of accrued interest for a period of days. One of the following: • Actual/Actual - Actual number of days in the period divided by the actual number of days in the year • Actual/360 - The actual number of days in the period divided by 360 • Actual/365 - The actual number of days in the period divided by 365. This is a way of ignoring leap years (??) • 30/360 - The number of months in the period multiplied by 30/360.
Last Day in Month	Specifies whether the corporate action dates for coupons should always be set (calculated) to the last day in the month.
Adjustment Convention	Describes how to push the coupon date if it occurs on a non-business day. One of the following: Next - The first valid business date after the original settlement date for the current kind of transaction. Previous - The last valid business date before the original settlement date for the current kind of transaction. Modified Next - The next business date, except if this lies in the following month, in which case the previous business date is chosen
First Payment Date	The date at which the series will produce the first coupon payment.
Last Payment Date	The date at which the series will produce the last coupon payment. Must be >= First Coupon Date.
Months Between Payments	Number of months between coupon payments for a security with reoccurring coupon payments.
Coupon Books Close Period	Number of days in the book's close period between record date and coupon date.

© Copyright 2015 ASX Limited ABN 98 008 624 691. All rights reserved 2015

Field Names	Description
Information Dissipation	
Country of Issue	The country where the series is issued, from a legal point of view. Displayed as a two letter code.
Issuing CSD	The primary registry responsible for the series.
Registrar	The name of the organisation acting as registrar for this issue. The organisation does not have to be a participant in the system.
Holder List Public	Indicates whether the holders of the series are allowed to be displayed or not.
Syndication	Describes for debt series, whether the series is primarily issued at another Issuer CSD.
Discount Securities	
Drawer	Issuer of the bill and liable to pay the acceptor on maturity. This payment is not handled by the system.
Display Drawer	Specifies if the identity of the drawer should be disclosed on market wide screens (Yes or No).
Prime Name	The guarantor backing the bill. This is often the same as the Acceptor, unless there is an endorsement.
Place Payable	Agent that performs the maturity payment on behalf of the Acceptor. Often the Acceptor himself.
Payee	This is the initial payee of the bill, before it was entered in the system. Information field only. Note: The words 'Bearer' or Full Name of payee should be used. Participant/Sub-participant codes should be avoided.
Trading Information	
Novation Allowed	N/A
Settlement Attributes	
Settlement Days	The days when settlement can occur.
Cash	
Cash	True – the series is a cash series, i.e. a currency. False – the series is not a cash series.
External Clearing	Indicates that settlement in the given currency is performed outside the default payment system of the settlement process.
Payment System	The code for the bank responsible for the clearing of currencies.
Payment System Cut-off Time	Indicates the latest time on a business day that the system can send instructions to settle payments in the given currency (when External Clearing is set to TRUE). Expressed in CSD Local Time (according to the System Time settings).
CA Cash Record Owner	The CA Cash Record Owner field is used to record the sub participant code of the place payable. This indicates who owns the cash record that will be used for the payment of Corporate Actions relating to that series.
Note	
Note	Free text that describes the reason for the action.
CA Cash Record Owner	The CA Cash Record Owner field is used to record the sub participant code of the place payable. This indicates who owns the cash record that will be used for the payment of Corporate Actions relating to that series.
CA Cash Record	The CA Cash Record field allows the Issuer Representative to nominate a specific cash record to be used for the payment of Corporate Actions relating to that series. It is the place payables cash record.
CA Sub Account	The CA Sub Account field is used to record the Issuer Representative's sub account that will be used in the payment of corporate actions for that series. This field should be populated with the "Issuer Account" type sub account

© Copyright 2015 ASX Limited ABN 98 008 624 691. All rights reserved 2015

Appendix 9. Deposits Field Descriptions

Field Names	Description
Series	The series code of the security.
Series Description	A description of the series.
ISIN	The ISIN code for the series.
CUSIP	The CUSIP code of the series.
Sub Participant	The participant that entered the request.
Holding Sub Account	The safekeeping account code where to credit the volume of the deposit or to debit the volume of the withdrawal.
Volume	The volume of the deposit or withdrawal.
Earliest Settlement Date	The earliest date the deposit or withdrawal for execution.
Comment	A comment regarding the deposit or withdrawal.

© Copyright 2015 ASX Limited ABN 98 008 624 691. All rights reserved 2015

Appendix 10. Withdrawals Field Descriptions

Field Names	Description
Series	The series code of the security, mandatory for a withdrawal.
Series Description	A description of the series.
ISIN	The ISIN code of the series.
CUSIP	The CUSIP code of the series.
Sub Participant	The participant that entered the request.
Holding Sub Account	The safekeeping account code where to credit the volume of the deposit or to debit the volume of the withdrawal.
Volume	The volume of the deposit or withdrawal.
Earliest Settlement Date	The earliest date the deposit or withdrawal for execution.
Comment	A comment regarding the deposit or withdrawal.
Note	Enter a description of the request and its context.

© Copyright 2015 ASX Limited ABN 98 008 624 691. All rights reserved 2015

Appendix 11. Cash Field Descriptions

Field Names	Description
Participant/Counterparty Information	
Participant	Automatically displayed participant for the user that logged in; it cannot be changed. This is the party to whom the trade will be registered. This is 6 characters.
Counterpart	Specify an opposite party to the trade. Type to select a particular counterparty, a valid exchange customer or select from the pull-down menu. Sub Participant Code – 6 characters.
Trade Information	
Settle currency	AUD only
Pay Receive	Select trade side option: • Pay - Pay side • Receive - Receive side.
Trade Date	Original registration date and time for the trade. Enter a date, current business date or earlier. The default is current business date.
Settlement Date	Settlement date/value date; date for delivery/settlement. Enter a date, current business date or later. Default is current business date.
Amount	Specify cash amount to be transferred. The maximum amount to be transferred is 9,999,999,999.99.
Interest Rate	Enter interest rate to be used for information purposes. The maximum rate to be used is 999.9999.
Sub Participant	Automatically displayed organisation unit within the participant for the user that logged in. This is used to specify the sub participant code through which the settlement occurs.
Cash Type	Select cash type option from the pull-down menu: • 11AM Call - 11AM Call • 24HR Call - 24 HR Call • FORX - Foreign Exchange • FINT -Fixed Interest • COUP - Coupon Payment • OPTN - Options • FNTR - Funds Transfer • Repo - Repurchase • ELEC - Electricity Payment • TCSH - Term Cash. The Cash Type field is used to specify the payment type relating to the Cash Trade. This field is for information purposes only.
Cash Record	If **Yes** is selected for SSI, the cash record value is automatically specified in the Cash record field, otherwise specify the code, which can be up to 24 characters. Alternatively, it can be selected from the pull-down menu. The pull-down menu contains cash records dedicated to the participant specified in the Sub participant field.
Settlement Information	

© Copyright 2015 ASX Limited ABN 98 008 624 691. All rights reserved 2015

Field Names	Description
Payment Settle	Select either Yes or No. The default = Yes. No is for free of payment trade. Foreign currency is currently not available.
Settle Currency	Automatically displayed settlement currency code for the instrument class of the series.
Use SSI	Select either Yes or No. The default = Yes. If a Standard Settlement Instruction (SSI) is defined for the Sub participant and instrument (Participant → SSI) the parties have the option to use or not to use it for a certain trade. • Yes - The SSI is used and settlement instruction is retrieved from the SSI item • No - A content of the settlement instruction must be specified manually below. The SSI field defaults to Y indicating that the cash will settle via the default Cash Record. To select an alternate Cash Record on a transaction by transaction basis, select N in the SSI field. The pull-down menu in the Cash Record field may be used to select from the list of available Cash Records. **Note** – If SSI is set to 'Y' and there is no SSI set up then the trade will not settle. Ensure that the Cash Record field is not blank.
Sell Settlement Instruction	Enter free text for the sell side, manually describing settlement instead of using the SSI max. 120 characters, recommended if SSI = No and Payment settle = No. External interfaces and foreign currency trades require Settlement instructions to instruct the payer where to pay the funds. The SWIFT interface will use the Participant ref. for identification.
Information	Enter participant information, free text using printable characters, max. 80 characters.
Sub Participant Ref	Enter participant reference, free text using printable characters, max. 32 characters. It is used as link for a trade in an external system. SWIFT requires the participant ref to send SWIFT payment instructions and confirmations for example the BIC.

© Copyright 2015 ASX Limited ABN 98 008 624 691. All rights reserved 2015

Appendix 12. DSS Field Descriptions

Field Names	Description
Participant Information	
Participant	Automatically displayed participant for the user that logged in; cannot be changed. This will be the party to whom the trade will be registered.
Participant Name	Automatically displayed long participant name for the party.
Counterparty	Specify an opposite party to the trade. Type to select a particular counterparty, a valid exchange customer or select it from the pull-down menu. There is a space between the parts of the identification. • AC - 2 characters • Participant Mnemonic- 4 characters • Sub Participant Code - 2 characters. If the user only enters the Participant Mnemonic the system automatically inserts the AC Prefix.
Counterparty Name	Automatically displayed long participant name for the counterparty.
Trade Information	
Series	Specify an existing series to trade, or select it from the pull-down menu. Either Series or ISIN must be specified. Alternatively if the Maturity Date is selected, the Series List will only show series for that maturity date.
ISIN	Instrument series International Securities Identification Number (ISIN). Specify a valid ISIN to identify the instrument series, or select it from the pull-down menu. Either Series or ISIN must be specified.
Coupon Rate	The field is not used. Frozen = 0.
Maturity Date	Automatically displayed or entered value. Specify a maturity date, or select it from the pull-down menu The value must be equal to the instrument series expiration date.
Underlying	Automatically displayed or entered value. Enter underlying long name, or select it from the pull-down menu.
Issuer	Automatically displayed or entered value. Specify an issuer, or select it from the pull-down menu.
Defer Settlement	For Seller only, select: Yes No
Side	Select trade side option: Buy - buy side Sell - sell side
Trade Date	Original registration date and time for the trade. Enter a date, current business date or earlier. Default is current business date.
Settlement Date	Settlement date/value date; date for delivery/settlement. The date must be a valid settlement date according to CDB. Enter a date, current business date or later. Default is current business date.

© Copyright 2015 ASX Limited ABN 98 008 624 691. All rights reserved 2015

Field Names	Description
Face Value	Face value of the DSS Trade. When entering the value, the following abbreviations are available: K - for thousand T - for thousand M - for million The entered number of decimals must be the same as in the default value 0.00 displayed in the field. The maximum value is configurable up to 10 billion.
	Example: 12.5M is equal to 12,500,000.00
Yield	Enter a yield within 0 to 100. The entered number of decimals must be the same as in the default value 0.00 displayed in the field.
Agreement Type	If matched agreements exist between the parties, the agreement type is automatically displayed as defined, as soon as the parties are entered, and cannot be overwritten, examples: ISDA, FRABBA
Sub Participant	Automatically displayed organisation unit within the participant for the user that logged in.
Sub Account	This field is now mandatory for a trade entry. This prevents participants entering trades with incomplete standard settlement instructions information that prohibit trades from progressing to a settled state. If SSI Yes is selected, the sub account value is automatically specified.
Cash Record	This field is now mandatory for a trade entry. This prevents participants entering trades with incomplete standard settlement instructions information that prohibit trades from progressing to a settled state. If SSI Yes is selected, the cash record value is automatically specified, otherwise specify. If SSI is No, select it from the scroll list. The scroll list contains cash records dedicated to the participant specified in the Account field.
Settlement Information	
Payment Settle	Select one of the Yes | No radio buttons. Default = Yes. For foreign currency, Yes is only available if the participant is a SWIFT participant with BIC identification. The system validates the consideration amount. Yes - and if the consideration amount is greater than 0, a payment will be performed using a DvP instruction for SWIFT or CSD. No - or if the consideration amount is 0, a Free Of Payment (FOP) delivery will still be performed.
Settle Currency	Automatically displayed settlement currency code for the instrument class of the series.
SSI	Select Yes or No. Default = Yes. If a Standard Settlement Instruction (SSI) is defined for the account and instrument (Participant → SSI) the parties have the option to use or not to use it for a certain trade. Yes - the SSI is used and settlement instruction is retrieved from the SSI item No - a content of the settlement instruction must be specified manually below.
Sell settlement instruction	Enter free text for the sell side, manually describing settlement instead of using the SSI max. 120 characters, recommended if SSI = No and Payment settle = No. External interfaces and foreign currency trades require Settlement instructions to instruct the payer where to pay the funds. The SWIFT interface will use the Participant ref. for identification.
Novation	The field is not used. Frozen = 0.

© Copyright 2015 ASX Limited ABN 98 008 624 691. All rights reserved 2015

Field Names	Description
Information	Enter participant information, free text using printable characters, max. 80 characters.
Participant ref	Enter participant reference, free text using printable characters, max. 32 characters. It is used as link for a trade in an external system. SWIFT requires the Participant ref to send SWIFT payment instructions and confirmations for example the BIC.
Consideration	Consideration /settlement amount is calculated from yield by the system when Calculate is selected, but can be overwritten by the user (0 is allowed). The entered number of decimals must be the same as in the default value 0.00 displayed in the field.

© Copyright 2015 ASX Limited ABN 98 008 624 691. All rights reserved 2015

Appendix 13. FIS Field Descriptions

Field Names	Description
Participant Information	
Annual Interest	Annual interest rate of the FIS.
Description	Description of the FIS.
Override Sub Acct Priority	One of the following: Active, deferred or priority. Specify the priority of the settlement instruction has relative to the other instructions.
Override Cash Rec. Priority	One of the following: Active, deferred or priority. Specify the priority of the settlement instruction has relative to the other instructions
Sub Participant	Automatically displayed sub participant for the user that logged in; it can be changed if acting in a Proxy relationship. This will be the party to whom the trade will be registered.
Counterpart	Specify an opposite party to the trade. Type to select a particular counterpart, a valid exchange customer or select it from the pull-down menu. There is a space between the parts of the identification. • AC - 2 characters • Participant Mnemonic - 4 characters • Sub Participant Code - 2 characters. If the user only enters the Participant Mnemonic, the system automatically inserts the AC Prefix. • AC - 2 characters • Participant Mnemonic - 4 characters • Sub Participant Code - 2 characters.
Trade Information	
Series	Specify an existing series to trade, or select it from the pull-down menu. Either Series or ISIN must be specified. Alternatively if the Maturity Date is selected, the Series List will only show series for that maturity date.
ISIN	Instrument series' ISIN. Specify a valid ISIN to identify the instrument series, or select it from the pull-down menu. Either Series or ISIN must be specified.
Maturity Date	Automatically displayed or entered value. Specify a maturity date or select from the pull-down menu. The value must be equal to the instrument series expiration date.
Issuer	Automatically displayed or entered value. Specify an issuer or select from the pull-down menu.
Side	Select trade side option: • Buy - buy side • Sell - sell side Default = Buy.
Defer Settlement	For Seller only, select: Yes No
Trade Date	Original registration date and time for the trade. Participants may backdate the trade date on a trade by trade basis. Enter a date, current business date or earlier. Default is current business date.
Settlement Date	Settlement date/value date; date for delivery/settlement. The date must be a valid settlement date according to CDB. Participants may forward date the trade date on a trade by trade basis. Enter a date, current business date or later. Default is current business date.

© Copyright 2015 ASX Limited ABN 98 008 624 691. All rights reserved 2015

Field Names	Description
Face Value	Face value; the value of a bond, note or other security as printed on the document. Throughout the lifetime of a security its market price fluctuates but at maturity date the face value is payable. Enter face value. When entering the value, the following abbreviations are available: • K - for thousand • T - for thousand • M - for million. For example, 12.5M is equal to 12,500,000.00. The entered number of decimals must be the same as in the default value 0.00 displayed in the field. The maximum value is configurable up to 10 billion.
Yield	Enter a yield within 0 to 100. The entered number of decimals must be the same as in the default value 0.00 displayed in the field.
Sub Participant	Automatically displayed organisation unit within the participant for the user that logged in.
Sub Account	If Yes is selected for SSI, the sub account value is automatically specified. Otherwise specify the code which can be up to 24 characters. It can also be selected from the scroll list. The scroll list contains cash records dedicated to the participant specified in the Account field.
Cash Record	If Yes is selected for SSI, the cash record value is automatically specified. Otherwise specify the code which can be up to 24 characters. It can also be selected from the scroll list. The scroll list contains cash records dedicated to the participant specified in the Account field.
Settlement Information	
Payment Settle	Select either Yes or No. The default = Yes. For foreign currency, Yes is only available if the participant is a SWIFT participant with BIC identification. The system validates the consideration amount: Yes - and if the consideration amount is greater than 0, a payment will be performed using a DvP instruction for SWIFT or CSD. No - or if the consideration amount is 0, a Free Of Payment (FOP) delivery will still be performed.
Settle Currency	Automatically displayed settlement currency code for the instrument class of the series.
Information	Enter participant information, free text using printable characters, max. 80 characters.
Consideration	Consideration/settlement amount is calculated from yield by the system when Calculate is selected, but can be overwritten by the user (0 is allowed). The entered number of decimals must be the same as in the default value 0.00 displayed in the field.
PPH	Price per Hundred. Bond price including accrued interest is calculated by the system when Calculate is selected.
Use SSI	Select Yes or No. The default = Yes. If the SSI field is Y, it indicates that the trade will settle via the default Cash Record/Sub Account. To select an alternative Cash record and/or Sub Account on a transaction by transaction basis, select N. If a Standard Settlement Instruction (SSI) is defined for the account and instrument (Participant → SSI) the parties have the option to use or not to use it for a certain trade.
	Yes - the SSI is used and settlement instruction is retrieved from the SSI item No – The SSI must be manually selected from the Internal trade details.

© Copyright 2015 ASX Limited ABN 98 008 624 691. All rights reserved 2015

Appendix 14. FX Field Descriptions

Field Names	Description
Participant Information	
Sub Participant	Automatically displayed sub participant for the user that logged in; it can be changed if you are acting in a Proxy relationship. This is the party to whom the trade will be registered.
Counterpart	Specify an opposite party to the trade. Type to select a particular counterpart, a valid exchange customer, or select it from the pull-down menu. There is a space between the parts of the identification. AC - 2 characters Participant Mnemonic - 4 characters Sub Participant Code - 2 characters If the user only enters the Participant Mnemonic, the system automatically inserts the AC Prefix.
Trade Information	
Trade Date	Original registration date and time for the trade. Enter a date, current business date or earlier. The default is the current business date.
Settlement Date	Settlement date/value date; date for delivery/settlement. The date must be a valid settlement date according to CDB. Enter a date, current business date or later. The default is the current business date.
Exchange Rate	Specify exchange rate between the buy and sell currencies.
Sub Participant	Automatically displayed organisation unit within the participant for the user that logged in.
Method Dealt	Select a method option from the pull-down menu: • DIRECT • BROKER • REUTERS • TELERATE • TELEX.
Amount	Specify amount of currency to buy and to sell from the pull-down menu. Both trade sides are mandatory.
Currency	Select a currency code to buy and to sell from the pull-down menu. Both trade sides are mandatory.
Use SSI	Select Yes or No. The default = Yes. If a Standard Settlement Instruction (SSI) is defined for the Sub participant and instrument (Participant → SSI) the parties have the option to use or not to use it for a certain trade. • Yes - the SSI is used and settlement instruction is retrieved from the SSI item • No - a manual settlement instruction is used specifying this manually.
Settlement Instruction	Enter free text for the buy and sell sides, manually describing settlement instead of using the SSI max. of 120 characters. The sell trade side is mandatory if SSI is not used for the buy side.
Settlement Information	
Settle Domestic Currency	Select Yes or No. The default = Yes. Options how to settle the domestic currency leg, AUD: • Yes - the domestic currency leg will be netted before settlement • No - an individual delivery record will be created for the domestic currency leg.

© Copyright 2015 ASX Limited ABN 98 008 624 691. All rights reserved 2015

Field Names	Description
	Note: When settling any domestic FX trades, confirmation can be performed from any of the underlying trades. However, it is recommended that confirmation is done from the DvP Instruction screen as this shows the final netted amount.
Domestic Currency	Currency code for the domestic currency, AUD.
Settle Foreign Currency	Select Yes or No. The default = No. Options how to settle the foreign currency leg or legs: • Yes - the foreign currency leg (or legs) will be settled via SWIFT • No - individual delivery records will be created for the foreign currency legs.
Information	Enter participant information intended for the counterparty, free text, max. 80 characters.
Sub Participant Ref	Enter participant reference, free text using printable characters, max. 32 characters. It is used as a link for a trade in an external system. SWIFT requires the participant ref to send SWIFT payment instructions and confirmations, for example the BIC.

© Copyright 2015 ASX Limited ABN 98 008 624 691. All rights reserved 2015

Appendix 15. Market Repos Field Descriptions

Field Names	Description
Participant Information	
Sub Participant	Automatically displayed sub participant for the user that logged in; it can be changed if you are acting in a Proxy relationship. This is the party to whom the trade will be registered.
Counterpart	Specify an opposite party to the trade. Enter a particular counterpart, a valid exchange customer or select it from the pull-down menu. There is a space between the parts of the identification: • AC - 2 characters • Participant Mnemonic - 4 characters • Sub Participant Code - 2 characters. If the user only enters the Participant Mnemonic, the system automatically inserts the AC Prefix.
Trade Information	
Series	Specify an existing series to trade, or select it from the pull-down menu. Either Series or the ISIN must be specified.
ISIN	Instrument series ISIN. Specify a valid ISIN to identify the instrument series, or select it from the pull-down menu. Either Series or ISIN must be specified.
Coupon Rate	Automatically displayed or entered value. Specify a coupon rate value, or select it from the pull-down menu.
Maturity Date	Automatically displayed or entered value. Specify a maturity date, or select it from the pull-down menu. The value must be equal to the instrument series expiration date.
Underlying	Automatically displayed or entered value. Enter underlying long name, or select it from the pull-down menu.
Issuer	Automatically displayed or entered value. Specify an issuer, or select it from the pull-down menu.
Side	Select trade side option, Buy or Sell. The default = Buy.
Defer Settlement	For Seller only, select: Yes No
Trade Date	Original registration date and time for the trade. Enter a date, current business date or earlier. The default is the current business date.
1st Trans Date	First transaction date, date for delivery/settlement set for the first leg when the deal is generated. The date must be a valid settlement date according to CDB and the date must not exceed the maturity date of the traded instrument series. Enter a date, current business date or later. The default is the current business date.

© Copyright 2015 ASX Limited ABN 98 008 624 691. All rights reserved 2015

Field Names	Description
2nd Trans Date	2nd transaction date, date for delivery/settlement set for the second leg when the deal is generated. The date must be a valid settlement date according to CDB and must not exceed the maturity date of the traded instrument series. Enter a date equal to or later than the first transaction date. The default = <blank>. If a value is entered, the number of days are automatically calculated and displayed. **Note**: The system determines the Repo type by validating the entered value. The type will be assigned to the Repo item. Repo type options:
	• Fixed term - if the 2nd transaction date is later than the 1st • Intraday - if the 2nd transaction date is equal to the 1st • At call - if the 2nd transaction date is <blank>.
Face value	Face value of the Repo. Enter face value. When entering the value, the following abbreviations are available: K - for thousand T - for thousand M - for million. The entered number of decimals must be the same as in the default value 0.00 displayed in the field. The maximum value is configurable up to 10 billion. For example, 12.5M is equal to 12,500,000.00.
Yield	Enter a yield within 0 to 100. The entered number of decimals must be the same as in the default value 0.00 displayed in the field.
Cash Rate	Enter a cash rate for the Repo trade within 0 to 100. The entered number of decimals must be the same as in the default value 0.00 displayed in the field.
Settle Currency	Automatically displayed settlement currency code for the instrument class of the series.
Sub Participant	Automatically displayed organisation unit within the participant for the user that logged in.
Use SSI	Select Yes or No. The default = Yes. If a SSI is defined for the Sub participant and instrument (Participant → SSI) the parties have the option to use or not to use it for a certain trade. • Yes - the SSI is used and settlement instruction is retrieved from the SSI item • No - a content of the settlement instruction must be specified manually below.
Sub Account	If SSI Yes is selected, the sub account value is automatically specified, otherwise specify the code, up to 24 characters. It can also be selected from the pull-down menu. The pull-down menu contains cash records dedicated to the participant specified in the Account field.
Cash Record	If SSI Yes is selected, the cash record value is automatically specified, otherwise specify the code, up to 24 characters. It can also be selected from the pull-down menu. The pull-down menu contains cash records dedicated to the participant specified in the Account field.
Novation	Select novation option: • Yes - both parties are validated against the <Novation allowed flag> in the Customer Legal Instrument Type in CDB. Also the series must be validated against the <Novation allowed flag> in CDB. The trade is a BRC trade. • No - no novation is performed. The default = No.
Margin Ratio	Enter a three digit integer for margin ratio/haircut, 0-9. The value is only used as information not for calculations.

© Copyright 2015 ASX Limited ABN 98 008 624 691. All rights reserved 2015

Field Names	Description
Settlement Information	
Payment Settle	Select Yes or No. The default = Yes. The system validates the consideration amount. • Yes - and if the consideration amount is greater than 0, a payment will be performed using a DvP instruction for SWIFT or CSD
	• No - or if the consideration amount is 0, a Free Of Payment (FOP) delivery will still be performed.
Sell Settle Instruction	Enter free text for the sell side, manually describing settlement instead of using the SSI max. 120 characters. This is recommended if SSI = No and Payment settle = No. Alternatively, if SSI = Yes, Payment settle = No, and an SSI including settlement instruction is defined, this settlement instruction is used and displayed in the field. External interfaces and foreign currency trades require Settle instructions to instruct the payer where to pay the funds. The SWIFT interface uses the Participant ref. for identification.
Information	Enter participant information, free text using printable characters, max. 80 characters.
Sub Participant Ref	Enter participant reference, free text using printable characters, max. 32 characters. It is used as a link for a trade in an external system. SWIFT requires the Participant ref to send SWIFT payment instructions and confirmations for example the BIC.
Consideration	Consideration/settlement amount is calculated from yield by the system when Calculate both Considerations is selected, but can be overwritten by the user (0 is allowed). The entered number of decimals must be the same as in the default value 0.00 displayed in the field.
Unwind Consideration	Consideration /settlement amount for the 2nd leg, is calculated by the system when Calculate both considerations button is selected according to the following Repo type calculation options: • Fixed term - a value is calculated based on the number of days between the 1st and 2nd transaction dates • Intraday - a value must be entered by the user • At call - a value is calculated assuming that the Repo will unwind the next business date. If a Consideration value is entered manually to calculate a new Unwind Consideration value based on the entered consideration value, Calculate Unwind Consideration must be selected.

© Copyright 2015 ASX Limited ABN 98 008 624 691. All rights reserved 2015

Appendix 16. RBA Repos Field Descriptions

Field Names	Description
Payment Instruction	
Currency	The currency in which the repo is payable.
Cash Record	The cash record to be debited or credited.
Security Instructions	
Series	An instrument eligible to include in a security instruction of an RBA repo under a specific rule.
Issuer	The issuer of the series included in the repo.
Full Name Issuer	The name of the issuer.
Volume	The size of the delivery. It cannot be negative.
Sub Account	The sub account that the loan should be put to. This is also the sub account that the loan will be returned from.
Calculated Payment Amount	The amount to be paid out in connection with the repo, as calculated by clicking Calculate.
Public Information	
Participant	Short name that uniquely identifies the participant to whom the RBA repo belongs to.
Public Comment	Informative free-text description of the RBA repo.
Internal Information	
Override Cash Record Priority	Indicates the priority the instruction of the delivery of payments has relative to other instructions. One of the following: Priority, Active or Deferred.
Override Sub Account Priority	Indicates the priority the instruction of the delivery of securities has relative to other instructions. One of the following: Priority, Active or Deferred.
Participant Reference	Optional reference to other internal systems. Set by the participant.
Internal Comment	Free-text field.
Current Repo Rule	
Current Reference Price	Reference price specified for the specified collateral series.
Current Margin Ratio	Margin ratio specified for the collateral.
Current Penalty Interest	Penalty interest specified for the collateral.

© Copyright 2015 ASX Limited ABN 98 008 624 691. All rights reserved 2015

Appendix 17. Renegs/Unwinds Field Descriptions

Field Names	Description
Renegotiation Fields	
1st Trans date	1st transaction date, date for delivery/settlement set for the 1st leg displayed only.
2nd Trans date	2nd transaction date, date for delivery/settlement set for the 2nd leg when the deal is generated. The date must be a valid settlement date according to CDB and the date must not exceed the maturity date of the traded instrument series. Enter a date equal to or later than the 1st transaction date. Default = <blank>. . If a value is entered the number of days are automatically calculated and displayed. Attention - The system determines the Repo type by validating the entered value. The type will be assigned to the Repo item. Repo type options: • Fixed term If the 2nd transaction date is later than the 1st • Intraday If the 2nd transaction date is equal to the 1st • At call If the 2nd transaction date is <blank>.
Cash rate	Enter a new cash rate for the Repo trade within 0 to 100. The entered number of decimals must be the same as in the default value 0.00 displayed in the field.
Settlement instruction	Enter free text for the sell side, manually describing settlement instead of using the SSI max. 120 characters, opened for editing if SSI = No and Payment settle = No.
Effective date	Date and time for the transaction to be executed. Enter a date current business date or next, not later than settlement date.
Unwind Fields	
Face value	Face value; the value of a bond, note or other security as printed on the document; throughout the lifetime of a security its market price will fluctuate but at maturity date the face value is payable. Enter a new face value. When entering the value, the following abbreviations are available: K - for thousand T - for thousand M - for million The entered number of decimals must be the same as in the default value 0.00 displayed in the field. The maximum value is configurable up to 10 billion. Example: 12.5M is equal to 12,500,000.00
Use SSI	Select either Yes or No. Default = Yes. If a Standard Settlement Instruction (SSI) is defined for the sub participant and instrument (Participant → SSI) the parties have the option to use or not to use it for a certain trade. **Yes** - the SSI is used and sub account and cash record are retrieved from the SSI item **No** - sub account and cash record must be specified manually below.
Sub account	If SSI Yes is selected, the sub account value is automatically specified otherwise specify the code, up to 24 characters. Or select it from the scroll list. The scroll list contains cash records dedicated to the participant specified in the Account field.
Cash record	If SSI Yes is selected, the cash record value is automatically specified otherwise specify the code, up to 24 characters:
	Or select it from the scroll list. The scroll list contains cash records dedicated to the participant specified in the Account field.

© Copyright 2015 ASX Limited ABN 98 008 624 691. All rights reserved 2015

Field Names	Description
Unwind consideration	Consideration /settlement amount for the 2nd leg, is calculated by the system when Calculate Unwind Consideration button is selected according to the following Repo type calculation options: **Fixed term** - a value is calculated based on the number of days between the 1st and 2nd transaction dates **Intraday** - a value must be entered by the user **At call** - a value is calculated assuming that the Repo will unwind the next business date.
Effective date	Date and time for the transaction to be executed. Enter a date, current business date or next, not later than settlement date.

© Copyright 2015 ASX Limited ABN 98 008 624 691. All rights reserved 2015

Appendix 18. Queue Management Field Descriptions

Field Names	Description
Settlement Obligation No	A sequence number set by the system, identifying the obligation.
Sub Account Priority	Indicates the priority the instruction of the delivery of securities has relative to other instructions. One of the following: Priority, Active or Deferred.
Cash Priority	Indicates the priority the instruction of the delivery of payments has relative to other instructions. One of the following: Priority, Active or Deferred.
Security Locked In	A flag indicating if the securities have been locked-in.
Cash Locked In	A flag indicating if the cash has been locked-in.
Series	The series code.
ISIN	A unique identification of securities. Stands for International securities identification numbering system.
Volume	The size of the delivery. It cannot be negative.
Payment Amount	The size of the payment. It cannot be negative.
Currency	The currency in which the payment will be done.
Settlement Date	The date that the obligation will be settled.

© Copyright 2015 ASX Limited ABN 98 008 624 691. All rights reserved 2015

Appendix 19. Pledges Field Descriptions

Field Names	Description
Public Settlement Details	
Pledgor	The borrower.
Pledgee	The lender.
Settlement Date	The date and time the settlement is carried out.
Pledgee Reference	xxx.
Rate/Public Comments	Informative free-text description of the pledge.
Internal Settlement Details	
Override Sub Account Priority	Overrides the priority the instruction of the delivery of securities has over other instructions. One of the following: Priority, Active or Deferred.
Override Cash Record Priority	Overrides the priority the instruction of the delivery of payments has over other instructions. One of the following: Priority, Active or Deferred.
Sub Participant Reference	Optional reference to other internal systems. Set by the sub participant.
Internal Comments	Free-text field.
Pledges	
+/-	Specify that the involved sub account should be debited (-).
Series	Security pledged as collateral.
Series Description	Short description of the series.
Volume	The size of the delivery. It cannot be negative.
Full Name Issuer	The name of the issuer of the series.
Sub Account	Sub Account where securities are encumbered.
Priority	The priority of the collateral.
Payment Instruction	
+/-	Specify whether the involved cash record should be debited (-) or credited (+).
Amount	The size of the payment.
Currency	Identifies the currency that is valid.
Cash Record	The cash record to be debited or credited.
Priority	The priority of the payment instruction.

© Copyright 2015 ASX Limited ABN 98 008 624 691. All rights reserved 2015

Appendix 20. Document Version Control

Date	Version	Change
10/07/2015	V1.0	Document created in new format for Exigo Insourcing project.
30/05/2020	V1.1	Document updated with Deferred Settlement Functionality
01/03/2021	V1.2	Document updated with Linked Settlement Functionality

Information Classification - Public

Disclaimer

This document provides general information only and may be subject to change at any time without notice. ASX Limited (ABN 98 008 624 691) and its related bodies corporate ("ASX") makes no representation or warranty with respect to the accuracy, reliability or completeness of this information. To the extent permitted by law, ASX and its employees, officers and contractors shall not be liable for any loss or damage arising in any way, including by way of negligence, from or in connection with any information provided or omitted, or from anyone acting or refraining to act in reliance on this information. The information in this document is not a substitute for any relevant operating rules, and in the event of any inconsistency between this document and the operating rules, the operating rules prevail to the extent of the inconsistency.

ASX Trade Marks

The trade marks listed below are trademarks of ASX. Where a mark is indicated as registered it is registered in Australia and may also be registered in other countries. Nothing contained in this document should be construed as being any licence or right to use of any trade mark contained within the document.

Austraclear®, ASX®

© Copyright 2015 ASX Limited ABN 98 008 624 691. All rights reserved 2015