User guide

New Admission Workflow

For Disclosed Clients and Authorized Manager

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New Admission Workflow

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1 General information for Admission Request Overview

With C7 CAS Release 2.279, changes to the admission process for all client types are introduced. The goal of these changes is to simplify the process by aligning the workflows of admissions/client disclosure and segregation change requests. With the new release, both admission and segregation change requests will follow the same tab-based workflow and offer the same functionalities. However, please note that the “New DC” tab will be exclusively available for admissions.

After login to C7 CAS, a new menu bar is introduced. It includes “Home” for a general overview of admission and initial setups, “My Current Setup” to review the existing settings, “Admissions & Initial Setups” for starting new admissions, reviewing archive of old admissions and disclose sub entities, “Change Requests” to manage modifications and request new settings.

The overview of admissions and initial setups provides immediate access to key information such as the client (name and LEI), market, and the clearing model related to each admission request. It also presents the status of the admission and the respective Member ID of the client.

Note:
- When the Member ID displayed in the overview is “XXXXX”, it indicates that a final Member ID has not yet been assigned by Eurex Clearing. Once the final Member ID has been assigned, it automatically replaces the dummy Member ID.

1.1 Statuses

There are different statuses in which an admission request can be:

1.1.1 New

In status “New”, an admission request has been started and saved, but it has not yet been submitted to Eurex Clearing. The request can be edited and deleted.

1.1.2 Submitted

In status “Submitted”, an admission request has been finalised by the client and submitted. It has not yet been checked by Eurex Clearing. It is possible to view the request but cannot be edited or deleted. If a request in status “Submitted” needs to be canceled, please contact the corresponding Onboarding Manager.

1.1.3 Accepted
In status “Accepted”, a submitted admission request has been reviewed. As no errors were identified, that request was accepted. In this status, the request is finalised, and it has been sent for processing to our internal systems.

1.1.4 Rejected

In status “Rejected”, an admission request that had been submitted and reviewed by Eurex Clearing, but one or more errors have been identified. Therefore, the request was rejected by Eurex Clearing. This exact request cannot be edited, but it can be cloned, which means that a new admission request with all previously entered data is opened. That new request can be edited and (re-)submitted for review and acceptance.

1.1.5 Cancelled

In status “Cancelled”, an admission has been cancelled before it has been submitted. This request cannot be cloned or reopened, amended and then submitted for review and acceptance anymore.

1.2 Actions on Admission Request Overview

1.2.1 New Admission

To start a new admission, two options are available: by selecting “Add Disclosed Client” at the top of the admission overview or navigating through the menu bar and select “Admissions & Initial Setups” > “Add Disclosed Client”.

1.2.2 Search / Filter

It is possible to filter for an admission request ID and Member ID on the right-hand side to the top of the overview. It is also possible to perform a search, e.g., for a specific company name.

1.2.3 View

Regardless of the status the admission request is in, it can be opened to view the entered data.

1.2.4 Delete

As long as an admission request has not been submitted, it can be deleted.

1.2.5 Clone

If an admission request had been submitted, but was rejected, it can be cloned. Essentially this means, that a new admission request is created and all previously entered data are prefilled in that new request. This feature enables the correction of data before it is resubmitted.
2 Admission of a new Basic Disclosed Client (DC) for OTC IRS or ETD

This chapter describes the admission of a new DC. If the to be admitted client is acting as an authorized manager, please see chapter 3.

Note: For all places in the request, yellow backgrounded fields/feedback messages indicate that you can proceed without entering the requested data (although this is not recommended). Red backgrounded fields/error messages indicate that you cannot go on without entering the requested data.

2.1 Start New Admission

Log in to C7 CAS. On the home screen, select “Add Disclosed Client”. It is also possible to start a new admission via menu “Admissions & Initial Setups” > “Add Disclosed Client”.

2.2 Enter general information for new admission request

Please enter in the popup window the LEI of the Disclosed Client that you want to admit. Here, as well as in the upcoming windows, please fill all mandatory information (marked by *).

Once the LEI is entered, company details are automatically fetched using data from gleif.org.

Note: For each fund a new Disclosed Client needs to be added in a new admission request.
Confirm your choices by selecting “OK”. After the legal data has been saved, new tabs for the admission are generated: “LED”, “Sub Entities” and “New DC”. Select clearing model, market, and if an authorized manager is involved.

Note: In the “New Admission Request” screen you can choose whether to create a new admission or to add this admission to an existing client. In this example we demonstrate a new admission.

2.3 LED tab

The “LED” tab reflects the data that was entered in the previous popup. The address information of the DC is prefilled with data from gleif.org.
Notes:

- If the prefilled address data is wrong and needs to be refined, or if the legal address and admission address is not the same, it is possible to change this by ticking the checkbox in manual update “Enable Editing”. If this checkbox is ticked, it is necessary to give a reason for the manual update.
- In field “Email”, if possible, please enter a company email address, which is not personalized.

- The data that is entered in this popup cannot be changed afterwards. If you need to make changes to the client, clearing model, market, or authorized manager selection, you need to cancel the current admission and start a new one.

### 2.4 Sub Entities tab

On the “Sub Entities” tab a sub entity can be disclosed.

### 2.4.1 Create new Sub Entity

If you want to disclose a new sub entity, please select “Yes” and then “Disclose Sub Entity”.

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**Public**
After that please enter all information for the disclosure of the sub entity and select “OK” to go to the “New DC” tab.

Notes:
- If you don’t want to disclose a new sub entity, please select “No” and select “OK”.

2.5 New DC tab

On the new DC tab it is required to add the information if the Disclosed Client owns position accounts and if an Authorized Manager is involved.

Please find more information about an involved Authorized Manager in the following chapter.
If a classical Fund Manager setup is set to “Yes”, then no Member ID will be requested. Once the selection has been made, the information about the clearing model is requested.

In case a "Member ID" is needed, please select “Yes” and select “Yes” or “No” for “Post Trade Management”.

If post trade management is selected, the client type is changed from Basic DC to DC with system access.

Notes:

- Access type (DC with System Access) is derived from the information that are given in the bottom part of the “New DC” tab (Post Trade Management).
- Access type (Basic DC) applies to all DCs without post trade management.
- Once all information is entered, switch to the “Position Accounts” tab.
2.6 Basic Authorized Manager is involved

If an Authorized Manager is involved, please select “Yes.”

2.6.1 Existing Authorized Manager

You can choose an existing Authorized Manager using the dropdown for Authorized Manager.

2.6.2 Create new Authorized Manager

Also, you can create a new Authorized Manager by selecting “Create new Authorized Manager”.

2.7 Position Accounts tab

When opening the position accounts tab for the first time, a popup window comes up. Here you can quickly select standard accounts that the DC will get. You can select any combination of eligible accounts. Once you have selected all necessary accounts, or if you do not want to select an account in this popup (e.g., you want to setup flex accounts only), select “OK” to go on.

After the required standard account(s) is/are selected, the account is presented in position accounts overview.
Notes:

- As the DC did not yet get a Member ID assigned, a dummy Member ID (XXXXX) is used. Once your Onboarding Manager or Key Account Manager assigned the DC a Member ID, this dummy Member ID gets replaced.
- In case of OTC IRS, further account attributes need to be entered. As the account has just been added, no account attributes are yet entered. When there is data missing, it is indicated by the red error message. When you select the error message, you will get further information.

To add the required account attributes (for OTC IRS) and to assign the account to a collateral pool, please select the yellow “Edit” icon. A new window (“Edit Account”) is opened. On the left-hand side of the window, you can select the client and segregation type (conditions apply) and you can select/define the collateral pool. Depending on the clearing model, you can either select a pool from a dropdown menu (elementary clearing model) or you can define a new pool by adding a new pool suffix (ISA clearing model). The default pool suffix for ISA is “SEG”.

![Edit Account Window](image)
On the right-hand side of the window, for OTC IRS further account attributes need to be entered.

**Notes:**

- An admission is for a specific market only. It is therefore not possible to select another market. In case there is already another market admission for the respective client, this is indicated with a ticked checkbox.

  Once all data is entered, close the window by selecting “OK”.

  In case you want to add further standard accounts or if you want to add flex accounts, this can be done on position accounts overview.

Please select the green “+” sign next to the account that was added via popup to add an agency account. A new window is opened.

Please add the name of the account that you want to add, e.g. A1, and select “OK”. Again, the “Edit Account” windows is opened. Please fill all necessary information and select “OK”. You will see the added account (e.g. A1) in the position accounts overview:
Notes:

- In case there is not yet any account on the position accounts overview, or if you want to add direct accounts, please select on the green "+" icon in line of the DCs name.
- Once all position accounts are defined and (if applicable) all necessary account attributes were entered, please select tab "Collateral Pool Allocation".

2.8 Collateral Pool Allocation tab

On the collateral pool allocation tab, you can see to which collateral pool the accounts that were available on “Position Accounts” tab are assigned.

This is an information only tab. No data can be entered here.

Please go to “Pool Attributes” to move on with the admission process.

2.9 Pool Attributes tab

Certain attributes need to be filled for the collateral pool(s) that have been defined. Please fill in the required information.

Once that is done, please select “Securities Accounts” tab to proceed with the admission process.
2.10 Securities Accounts tab

On the securities accounts tab, you see an overview of set up securities accounts for each collateral pool. If the client will have cash collateral only, this is indicated on this tab as well.

To edit any information on this tab, please select “Edit Securities Accounts”. A new window will popup.

If the client has cash collateral only, it can be selected here by choosing “Yes”. If cash collateral only is selected here, no other field can be edited. Otherwise, please select the applicable values and enter the respective securities account information. By selecting “Save” the securities accounts overview is opened and the information entered is shown.
When all information is entered, switch to “Cash Accounts” tab.

2.11 Cash Accounts tab

On cash accounts tab, an overview of set up cash collateral accounts for each defined collateral pool is shown.

Initially, no account is defined. To edit any information on this tab, please select “Edit Cash Accounts”.

Please select the applicable values and enter the respective cash account information. If for “Set-Off with standard pool of Clearing Member” “Applies” is selected, no further information can be added in this window. If “Excluded” is selected, you can enter the respective cash account information. By selecting “Save” the cash accounts overview is opened and the information you entered is shown.
After required cash account information has been entered, please go to the tab “Documents”.

2.12 Documents tab

2.12.1 Documents for OTC IRS

On documents tab you have the possibility to download the segregation sheet, sign it and upload it (if you are asked to do so).

Notes:

- This step is not required anymore. Nevertheless, we still offer the possibility to download the segregation sheet by selecting “Download Template” and to upload a signed segregation sheet by selecting “Upload”.

2.12.2 Documents for Eurex

For ETD admission, on documents tab you have the possibility to download the segregation sheet, sign it and upload it.

Notes:

- This step is not required anymore. Nevertheless, we still offer the possibility to download the segregation sheet by selecting “Download Template” and to upload a signed segregation sheet by selecting “Upload”.
However, there are two documents that you need to download, fill and upload again: “CSD Selection for Settlement Account Setting for Eurex Derivatives Deliveries” and “Eurex Application for Setting Up Modification Deletion of User ID”.

You can download the templates by selecting “Download Template”. Once you filled in all necessary information, you can upload the modified file by selecting “Upload”. The CSD Selection template is pre-filled with data that you entered on “New DC” tab.

### 2.13 Changes tab

When selecting the “Changes” tab, all information that has been entered in the admission request is shown at a glance.

If you select the yellow eye symbol, you can see further information for each entity:
2.14 Finalisation tab

Once all required data has been entered in the admission request, please switch on “Finalisation” tab and select “Submit” to send the admission request.

3 Admission of a new Basic Authorized Manager (AM)

This chapter describes the admission of a new Authorized Manager.

Notes:

- For all places in the request, yellow backgrounded fields/feedback messages indicate that you can proceed without entering the requested data (although this is not recommended). Red backgrounded fields/error messages indicate that you cannot go on without entering the requested data.
New Admission Workflow

3.1 Start new admission

Log in to C7 CAS. On the home screen, select “Add Authorized Manager”. It is also possible to start a new admission via menu “Admissions & Initial setups” > “Add Authorized Manager”.

3.2 Enter general information for new admission request

Please enter in the popup window the LEI of the Authorized Manager that you want to admit. Here, as well as in the upcoming windows, please fill all mandatory information (marked by *).

Once the LEI is entered, company details are automatically fetched using data from gleif.org.

Confirm your choices by selecting “OK”.

After the legal data has been saved, new tabs for the admission are generated: “LED” and “New AM”.
3.3 LED tab

The “LED” tab reflects the data that was entered in the previous popup. The address information of the AM is prefilled with data from gleif.org.

Notes:

- If the prefilled address data is wrong and needs to be refined, or if the legal address and admission address is not the same, it is possible to change this by ticking the checkbox in Manual update “Enable Editing”. If this checkbox is ticked, it is necessary to give a reason for the manual update.
- In field “Email”, if possible, please enter a company email address, which is not personalized.
- The data that is entered in this popup cannot be changed afterwards. If you need to make changes, you need to cancel the current admission and start a new one.
3.4 New AM tab

On the New AM tab, you are required to add the information if a Member ID is needed and if a reporting ID is required.

If a Member ID is needed, please select “Yes” and select “Yes” or “No” for “Post Trade Management”.

If “Post Trade Management” is selected, the admission type is changed from Basic AM to AM with system access.

Notes:

- Access type (AM with System Access) is derived from the information that are given in the bottom part of the “New AM” tab (post trade management).
- Access type (basic AM) applies to all AMs without post trade management.
- Classic FM setup (⇒ AM has the Member ID, not the Fund); Fund is Basic DC
- Non-classical FM setup (⇒ AM has no Member ID, but Fund might have a Member ID); Fund is Basic DC or DC with system access (when Fund can do post trade management)
- Further information about AM’s Central Coordinator is needed. Once all information is entered, switch to “Finalisation” tab.
3.5 Finalisation tab

Once all required data has been entered in the admission request, please switch on "Finalisation" tab and select "Submit Request" to send the admission request.