**Procedures for Admission of Overseas Special (Brokerage and Non-Brokerage) Participants for Trading at Shanghai International Energy Exchange**

OSP Full Name:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Step** | **Department** | **Action** | **Handling Person’s Signature and Date** | **Department Person-in-Charge’s Signature and Date** | **Note** |
| 1 | Member Services & Investor Education  (22/F Guohua Life Financial Tower) | 1. Obtain the OSP ID; 2. Pick-up the photocopy of the Overseas Special Participant License; 3. (Member Services & Investor Education) Notify China Futures Market Monitoring Center of the information on the newly admitted OSP (by email). |  |  |  |
| 2 | Clearing Department  (3/F Shanghai Futures Building) | **The clearing Member (FF Member) will:**   1. File for authorized clearing; 2. Meet the new, higher minimum requirement on clearing deposit; 3. (Clearing Department) Notify China Futures Market Monitoring Center the completion of filing of authorized clearing. |  |  |  |
| 3 | Member Services & Investor Education  (22/F Guohua Life Financial Tower) | 1. Enter information on the OSP into the Participant & Client Management System; 2. Retrieve the Overseas Special Participant License. |  |  |  |
| 4 | IT Department  (5/F Shanghai Futures Building) | 1. Apply for access to the Member Service System.   User 1: For use by OSP  User 2: For use by clearing Member |  |  |  |
| 5 | Trading Department  (5/F Shanghai Futures Building) | 1. Apply for trading seat and pay for the trading seat fee; 2. Apply for a special risk control seat and pay related seat fees; 3. Apply for configuring trader information for continuous trading (night trading sessions); 4. Apply for configuring product trading privileges of OSP; 5. Apply for trading codes for Clients (applicable to Overseas Special Non-Brokerage Participant); 6. Apply for the hedging and arbitrage operator accounts of the Member Service System. |  |  |  |
| Delivery Department  (21/F Guohua Life Financial Tower) | 1. Apply for account of the Warrant Management System and pick-up the USB security key. |  |  |  |
| Market Compliance  (9/F Shanghai Futures Building) | 1. Apply for operator accounts for the Monitoring Platform in the Member Service System.   (Provide information on 2 platform administrators) |  |  |  |
| Information Department  (23/F Guohua Life Financial Tower) | 1. Provide information relating to the market data system used. |  |  |  |
| 6 | Trading Department  (5/F Shanghai Futures Building) | 1. Submit this form; 2. (Trading Department) Notify the IT Department to check the parameter configuration of the OSP; 3. (Trading Department) Configure the trading status and inform the OSP of the time it will be admitted for trading; 4. (Trading Department) Verify and set relevant trading privileges. |  |  |  |

\* Refer to the *Instructions on Procedures for Admission of Overseas Special Participants for Trading at Shanghai International Energy Exchange* for detailed operating guidelines.

\* Address and contact persons of relevant INE departments:

|  |  |  |
| --- | --- | --- |
| **Department** | **Address** | **Contact and Telephone** |
| Member Services & Investor Education | 22/F Guohua Life Financial Tower | LI Xiaoxuan 20767580  WANG Qiong 20767929 |
| Clearing Department | 3/F Shanghai Futures Building | LIU Rong 68401775  ZONG Wen 68401782, 0662 |
| IT Department | 5/F Shanghai Futures Building | YAN Hongbiao 68400537  KE Lizhen 68400865 |
| Trading Department | 5/F Shanghai Futures Building | WU Wenxiu 68400475  SUN Jing 68400337  WU Qingping 68400330 |
| Delivery Department | 21/F Guohua Life Financial Tower | PENG Bo 20767562  CHENG Yao 20767557 |
| Market Compliance | 9/F Shanghai Futures Building | YE Yong 68401853  HE Wenting 68400053 |
| Information Department | 23/F Guohua Life Financial Tower | XU Fumin 20767508  DING Yan 20767930 |

**Instructions on Procedures for Admission of Overseas Special Participants for Trading at Shanghai International Energy Exchange**

According to Article 15 of the O*verseas Special Participants Management Rules of the Shanghai International Energy Exchange*, an applicant should complete the procedures for admission to trading within **90 days** of receipt of the admission notice from the Shanghai International Energy Exchange (INE). To help prospective Overseas Special Participants navigate these procedures, this document contains the instructions on the specific steps required.

As a general rule, an admitted applicant should complete the admission process by following the steps listed in the *Procedures for Admission of Overseas Special (Brokerage and Non-Brokerage) Participants for Trading at Shanghai International Energy Exchange*.

**Step 1: Member Services & Investor Education**

1. **Obtain the OSP ID number**

ID assignment rules: For new OSPs, the four-digit ID number starts with a “7” and is assigned in sequence of admission.

1. **Pick-up the photocopy of the Overseas Special Participant License**

Applicant will need the photocopy of the license to open accounts at a Designated Depository Bank, and will need to provide that account information to the Member Services & Investor Education in Step 3 for entry into the system.

1. **(Member Services & Investor Education) Notify China Futures Market Monitoring Center of the information on the newly admitted OSP (by email)**

**Step 2: Clearing Department**

1. **(clearing Member (FF Member)) File for authorized clearing**

The clearing Member (FF Member) should first log on the official website of INE and fill-out the *Application Form for Filing of Authorized Clearing* per the requirements under the *Procedures for Filing of Authorized Clearing*, then take relevant documents to the Clearing Department to complete the filing process.

1. **Meet the new, higher minimum requirement on clearing deposit**
2. **(Clearing Department) Notify China Futures Market Monitoring Center the completion of filing of authorized clearing**

**Step 3: Member Services & Investor Education**

1. **Enter information on the OSP into the Participant & Client Management System**

After both the account-opening procedures and filing of authorized clearing are completed, applicant must visit the Member Services & Investor Education to enter its information into the Participant & Client Management System. This will ensure its information will be timely and accurately transmitted to INE’s systems.

1. **Retrieve the Overseas Special Participant License**

**Step 4: IT Department**

1. **Apply for access to the Member Service System: user 1 for use by OSP; user 2 for use by clearing Member**

Applicant should designate a person to complete the procedures for accessing the Member Service System and to receive the user passwords.

**Step 5:**

**(I) Trading Department**

1. **Apply for trading seat and pay for the trading seat fee**
2. **Apply for a special risk control seat and pay related seat fees**
3. **Apply for configuring trader information for continuous trading (night trading sessions)**

Applicant needs to fill-out and stamp its official seal on the *Contact Persons for Continuous Trading*.

1. **Apply for configuring product trading privileges of OSP**

Applicant should set its trading privileges for crude oil futures and other products.

1. **Apply for trading codes for Clients (applicable to Overseas Special Non-Brokerage Participant)**

If applicant is an OSNBP, it will need to fill-out and stamp its official seal on the *Account-Opening Information for Overseas Special Non-Brokerage Participants of the Shanghai International Energy Exchange*.

1. **Apply for the hedging and arbitrage operator accounts of the Member Service System**

Applicant needs to fill-out and stamp its official seal on the *Authorization for Operator Account in Arbitrage Position Management System of Shanghai International Energy Exchange (Member/OSP)* and *Authorization for Operator Account in Hedging Position Management System of Shanghai International Energy Exchange (Member/OSP)* (see Schedule 2).

**(II) Delivery Department**

1. **Apply for account of the Warrant Management System and pick-up the USB security key**

**(III) Market Compliance**

1. **Apply for operator accounts for the Monitoring Platform in the Member Service System**

**(IV) Information Department**

1. **Provide information relating to the market data system used**

**Step 6: Trading Department**

1. **Submit this form**
2. **(Trading Department) Notify the IT Department to check the parameter configuration of the OSP**
3. **(Trading Department) Verify and set relevant trading privileges**

**Special notes:**

1. The admission-to-trading procedures must be completed within **90 days** of receipt of the admission notice. Eligibility for admission will automatically expire after this period.
2. Applicants are advised to complete the processes under Step 5 in parallel to ensure the entire admission process is completed on time.
3. Schedule 1 contains the list of Designated Depository Banks and their contact persons.

Schedule 1:

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Designated Branches of Designated Depository Banks of the Shanghai International Energy Exchange** | | | | | | | |
| **Bank** | **Designated Branch** | | | | **Margin Depository Qualification** | **Contact Person** | **Tel.** |
| **Commercial and Industrial Bank of China** | Designated Branch | ICBC Shanghai Futures Building Sub-Branch | | | China and overseas | LIN Ruitao | 50795102, 13611881058 |
| Address | 1/F, 500 Pudian Road, Shanghai | Tel.: 68401031 | | ZHU Lei | 68401031, 13917702635 |
| **Agricultural Bank of China** | Designated Branch | ABC Shanghai Futures Building Sub-Branch | | | China and overseas | GAO Zhiping | 68405272 |
| Address | 1/F, 500 Pudian Road, Shanghai | Tel.: 68400986 | | YE Lijun | 50812327 |
| **Bank of China** | Designated Branch | BOC Shanghai Futures Building Sub-Branch | | | China and overseas | CHEN Weiqiang | 68402231, 13801908658 |
| Address | 2/F, 500 Pudian Road, Shanghai | Tel.: 68402759 | | WANG Yeming | 68400478, 13611857713 |
| **China Construction Bank** | Designated Branch | CCB Shanghai Futures Building Sub-Branch | | | China and overseas | HUANG Xuesong | 13774226304 |
| Address | 1/F, 500 Pudian Road, Shanghai | Tel.: 68401042 | | ZHAO Zhenjing | 13601660887 |
| **Bank of Communications** | Designated Branch | BOCOMM Shanghai Futures Building Sub-Branch | | | China and overseas | YOU Wenqi | 15801711825, 58851076 |
| Address | 1/F, 500 Pudian Road, Shanghai | Tel.: 68401029 | | ZENG Ying | 13918168747, 58850189 |
| **China Merchants Bank** | Designated Branch | CMB Shanghai Century Avenue Sub-Branch | | | China and overseas | LU Chiqin | 58203900 ext. 116, 18601772721 |
| Address | 1/F, Chamtime International Financial Center, 1589 Century Avenue, Shanghai | Tel.: 58449005 | | MENG Chunxia | 50587870, 13816518892 |
| **China CITIC Bank** | Designated Branch | China CITIC Bank Shanghai Pudian Road Sub-Branch | | | China and overseas | ZHANG Yan | 50192136, 18818203690 |
| Address | 1/F, Double Dove Great Tower, 438 Pudian Road, Shanghai | Tel.: 50192136 | | NI Qingjun | 50192613, 13917507812 |
| **Shanghai Pudong Development Bank** | Designated Branch | SPDBShanghai Futures Exchange Sub-Branch | | | China only | Teller | 50495573 |
| Address | Suite 02A, 1/F, 577 Pudian Road, Shanghai | Tel.: 50495392 | | CHEN Sirui | 13788981938 |
| **Industrial Bank** | Designated Branch | Industrial Bank Shanghai Futures Exchange Sub-Branch | | | China only | LI Jianfeng | 18101880100 |
| Address | 1/F, China Diamond Exchange Center, 555 Pudian Road, Shanghai | Tel.: 50151450 | | LIU Qisheng | 18964100073 |
| **China Everbright Bank** | Designated Branch | CEB Shanghai Futures Exchange Sub-Branch | | | China only | TONG Qinghua | 13916100837 |
| Address | 1/F, Chamtime International Financial Center, 1589 Century Avenue, Shanghai | Tel.: 63797986, 63797982 | | TENG Lili | 13816590889 |
| **China Minsheng Bank** | Designated Branch | China Minsheng Bank Shanghai Futures Exchange Sub-Branch | | | China only | WU Jiayi | 18616917506 |
| Address | 1/F, Ping An Fortune Tower, 577 Pudian Road, Shanghai | Tel.: 50125497 | | WAN Chun | 18621563090 |
| **Ping An Bank** | Designated Branch | Ping An Bank Shanghai Futures Exchange Sub-Branch | | | China only | JIANG Yujie | 58666359, 13816650508 |
| Address | 1/F, Guohua Life Financial Tower, 288 Xiangcheng Road, Shanghai | Tel.: 58666527 | | GU Yupei | 58666596, 13816311120 |
| **DBS Bank** | Designated Branch | DBS Bank (China) Shanghai Branch | | | Overseas only | YANG Wen | +8621 20610943, +86 1381892919  yangwenyang@dbs.com |
| Address | 16/F, 1318 Lujiazui Ring Road, Pudong New Area, Shanghai | | Tel.: 38968088 | Yvonne HU | +8621 38968153, +86 13817651668  yvonnehu@dbs.com |

**Notes:**

1. As provided by the *Designated Depository Banks Management Rules of the Shanghai International Energy Exchange*, futures margin depository business at INE is classified into margin depository business for domestic Clients and margin depository business for overseas Clients.
2. The former refers to margin depository transactions and services relating to Members and their domestic Clients; the latter, Overseas Special Participants, Overseas Intermediaries, and overseas Clients.

Schedule 2:

**Authorization for Operator Account in Arbitrage Position Management System of Shanghai International Energy Exchange**

**(Member / Overseas Special Participant)**

Member / OSP: Member / OSP ID:

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Operators  (2 persons or more) | Name |  | | Position |  | | Telephone | |  |
| Name |  | | Position |  | | Telephone | |  |
| Name |  | | Position |  | | Telephone | |  |
| Letter of Authorization from Legal Representative | This letter is to authorize the above-named individuals as our operators for the arbitrage position management system, in which capacity they will handle electronic applications for arbitrage positions on our behalf. We will be responsible for their actions before a written change of personnel notice we submit to INE takes effect.  This Authorization shall be effective as of the date of signature and issuance.  Signature/Seal of Legal Representative of Member / OSP:  Official Seal of Member / OSP:  Date: | | | | | | | | |
| *To be Completed by Trading Department* | Received By | |  | | | Checked By | |  | |
| Date of Receipt | | (YYYYMMDD) | | | | | | |

**Authorization for Operator Account in Hedging Position Management System of Shanghai International Energy Exchange**

**(Member / Overseas Special Participant)**

Member / OSP: Member / OSP ID:

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Operators  (2 persons or more) | Name |  | | Position |  | | Telephone | |  |
| Name |  | | Position |  | | Telephone | |  |
| Name |  | | Position |  | | Telephone | |  |
| Letter of Authorization from Legal Representative | This letter is to authorize the above-named individuals as our operators for the hedging position management system, in which capacity they will handle electronic applications for hedging positions on our behalf. We will be responsible for their actions before a written change of personnel notice we submit to INE takes effect.  This Authorization shall be effective as of the date of signature and issuance.  Signature/Seal of Legal Representative of Member / OSP:  Official Seal of Member / OSP:  Date: | | | | | | | | |
| *To be Completed by Trading Department* | Received By | |  | | | Checked By | |  | |
| Date of Receipt | | (YYYYMMDD) | | | | | | |