**Procedures for Cancellation of Status of Overseas Special Participant of the Shanghai International Energy Exchange**

Overseas Special Participant (Full Name):

Overseas Special Participant ID (4-digit):

Clearing Member (Futures Firm Member) (Full Name):

Clearing Member ID:

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| --- | --- | --- | --- | --- |
| **Department** | **Action** | **Handling Person’s Signature and Date** | **Department Person-in-Charge’s Signature and Date** | **Note** |
| Trading Department(5/F Shanghai Futures Building) | 1. (Trading Department) Verify the OSP has no open positions;
2. (Trading Department) Verify that all Clients under the Overseas Special Brokerage Participant have closed their accounts or that the Overseas Special Non-Brokerage Participant has closed its account;
3. Apply for cancellation of trading seat;
4. Apply for canceling the qualification of OSP;
5. Apply for cancellation of access to continuous trading (night trading session);
6. Apply for cancellation of the hedging and arbitrage operator accounts of the Member Service System (see Annex 1 for related forms).
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| Market Compliance(9/F Shanghai Futures Building) | 1. (Market Compliance) Verify there is no unresolved violation;
2. Apply for cancellation of the operator account for the Monitoring Platform in the Member Service System.
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| Legal Department(23/F Guohua Life Financial Tower) | 1. (Legal Department) Verify there is no outstanding dispute.
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| Delivery Department(21/F Guohua Life Financial Tower) | 1. Apply for canceling the account in the Warrant Management System.
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| IT Department(5/F Shanghai Futures Building) | 1. Apply for cancellation of OSP-related system privileges;
2. Apply for cancellation of the trading links that INE had opened for the OSP.
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| Clearing Department(3/F Shanghai Futures Building) | The clearing Member will:1. Cancel the filing for clearing authorization;
2. Adjust the minimum requirement on clearing deposit;
3. (Clearing Department) Notify China Futures Market Monitoring Center that the clearing authorization has been canceled.
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| Member Services & Investor Education(22/F Guohua Life Financial Tower) | 1. Submit this form;
2. (Member Services & Investor Education) Verify the termination of clearing authorization (if applicable);
3. (Member Services & Investor Education) Retract the OSP license;
4. (Member Services & Investor Education) Configure the Participant & Client Management System to reflect that the OSP has canceled its membership.
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**Special notes:**

According to the requirements of the *Overseas Special Participants Management Rules of the Shanghai International Energy Exchange*, the person delegated by the applicant to cancel the status of the Overseas Special Participant should bring the following documents:

1. Overseas Special Participant License;
2. Letter of Authorization bearing the signature of the legal representative of the OSP and the official seal of the OSP; and
3. Valid identification of the person delegated to handle the process.

**Address and contact persons of relevant INE departments:**

|  |  |  |
| --- | --- | --- |
| **Department** | **Address** | **Contact and Telephone** |
| Trading Department | 5/F Shanghai Futures Building | WU Wenxiu 68400475SUN Jing 68400337WU Qingping 68400330 |
| Market Compliance | 9/F Shanghai Futures Building | YE Yong 68401853HE Wenting 68400053 |
| Legal Department | 23/F Guohua Life Financial Tower | HUANG Siyuan 20767720DENG Li 20616519 |
| Delivery Department | 21/F Guohua Life Financial Tower | PENG Bo 20767562CHENG Yao 20767557 |
| IT Department | 5/F Shanghai Futures Building | YAN Hongbiao 68400537KE Lizhen 68400865 |
| Clearing Department | 3/F Shanghai Futures Building | LIU Rong 68401775ZONG Wen 68401782, 0662 |
| Member Services & Investor Education | 22/F Guohua Life Financial Tower | LI Xiaoxuan 20767580WANG Qiong 20767929 |

Annex 1:

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

**(Member / Overseas Special Participant)**

Member / OSP: Member / OSP ID:

|  |  |
| --- | --- |
| *To be Completed by the Member or OSP* | We hereby apply to cancel the operator account of (user id: ) in the arbitrage position management system.This Authorization shall be effective as of the date of its delivery.Signature of Legal Representative:Official seal:Date: |
| *To be Confirmed by both the Member / OSP and INE* |
| Person Delegated by Member / OSP |  | Telephone |  |
| Date of Delivery |  | Handling Person at Trading Dept. |  |
| Remarks | This Authorization for Cancellation is to be archived as an annex to the *Approval Form for User Permissions for Trading Systems of Shanghai International Energy Exchange*. |
| *To be Completed by Trading Department* | Received By |  | Checked By |  |
| Date of Receipt | (YYYYMMDD) |

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

**(Member / Overseas Special Participant)**

Member / OSP: Member / OSP ID:

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| --- | --- |
| *To be Completed by the Member or OSP* | We hereby apply to cancel the operator account of (user id: ) in the hedging position management system.This Authorization shall be effective as of the date of its delivery.Signature of Legal Representative:Official seal:Date: |
| *To be Confirmed by both the Member / OSP and INE* |
| Person Delegated by Member / OSP |  | Telephone |  |
| Date of Delivery |  | Handling Person at Trading Dept. |  |
| Remarks | This Authorization for Cancellation is to be archived as an annex to the *Approval Form for User Permissions for Trading Systems of Shanghai International Energy Exchange*. |
| *To be Completed by Trading Department* | Received By |  | Checked By |  |
| Date of Receipt | (YYYYMMDD) |