



DEUTSCHE BÖRSE  
GROUP

Deutsche Börse Member Section

# Member Section

User Guide

March 5, 2024

Internal

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## 1 Introduction

Welcome to the Member Section of Deutsche Börse Group. This manual is intended to provide you with an overview of the most important functions within the Member Section and to offer guidance for how to use it in order to simplify its usage.

In order to obtain access to confidential information and member-specific web applications, you need to complete a registration process. This manual will assist you in accessing the Member Section and their services.

The Member Section currently supports two language versions (English and German). In order to change the current language, use the language toggle at the top of the page.

If you have any questions, please contact the Member Section Support Team via telephone +49 69 - 211 - 1 78 88 or write an E-mail to [member.section@deutsche-boerse.com](mailto:member.section@deutsche-boerse.com). Additionally, you can visit our [Eurex](#) / [Eurex Clearing](#) Member Section introduction page for more information.

### 1.1 Data Protection

The companies of Deutsche Börse Group are aware of the importance of the personal data entrusted to them. When processing personal data, the protection of your privacy is important to us, which we take into consideration in all our business processes. Personal data are stored, processed and used solely in compliance with the rules on data protection that are in force in the country in which the entity responsible for the data processing has its registered office.

Personal data is collected by Deutsche Börse Group for service provision purposes during the registration process and while using the Member Section. Personal data will be processed by Deutsche Börse Group in line with the General Data Protection Regulation EU 2016/679 ("GDPR") and applicable national data protection laws.

Our data protection officer is:

Datenschutzbeauftragte(r) der Gruppe Deutsche Börse  
Deutsche Börse AG  
60485 Frankfurt am Main  
[dataprotection@deutsche-boerse.com](mailto:dataprotection@deutsche-boerse.com)

### 1.2 Technical Requirements

To ensure a stable and optimal viewing of the Member Section, the following technical requirements are recommended:

#### Browser Setting:

To be able to use the Member Section properly, it is important that your browser allows the saving of specific cookies. Therefore, please ensure that the site <https://membersection.deutsche-boerse.com> is set up as a "Trusted Site" in the security settings of your browser. Please check your browser settings (see footer "Technical Requirements" on the Member Section landing page) or refer to your internal system administration to establish the required settings.

- 
- Internet Explorer versions: 7 to 11
  - Firefox: 30
  - Safari: 7 for Windows, 10.5 und 10.6/7 for MacOS
  - Chrome: 35
  - Microsoft Edge

Exceptions:

- IE10 and IE 11 on Windows Modern UI are not supported.
- IE 64-bit versions are in general not supported.
- Microsoft Edge does not support deep-integrated Member Section contents.

The complete information on data protection and technical requirements can be found at the bottom of the Member Section website: <https://membersection.deutsche-boerse.com/>

## 2 Access to the Member Section of Deutsche Börse Group

The Member Section is a restricted area for a closed user group such as our exchange participants, Clearing members and ISVs. As a registered user, you can access the Member Section by clicking on <https://membersection.deutsche-boerse.com> and logging in with your personal login data.

### 2.1 Registration for Access to the Member Section

Before the initial login, users need to register with Deutsche Börse Member Section.

Depending on your company, the user can register to the Member Section via [Central Coordinator \(CC\)](#), or via [Self-Registration](#).

#### 2.1.1 Registration via Central Coordinator (CC)

This section describes the registration process of a user via a Central Coordinator (CC). If the Central Coordinator (CC) has not activated the self-registration, they must create the account for you. The Central Coordinator (CC) is the main contact person regarding all issues in connection with your membership as exchange participant of Deutsche Börse Group. The Central Coordinator (CC) is in charge of the internal distribution of all market-relevant information. Also, the Central Coordinator (CC) maintains the user accounts and assigns authorisations within the Member Section.

Central Coordinators and their deputies can register new users for the Member Section.

##### 1. Information by E-mail

- You are informed by E-mail and provided with a link to conclude the registration process. Please be aware that the link must be activated within five days after receiving this E-mail.

##### 2. Generation of login data

- By clicking on the link, you complete the registration process, triggering a confirmation E-mail providing you with another link which generates your personal login data for the Member Section.
- When you activate the latter link, your personal data provided with the registration is validated.

##### 3. Login

- You can now log in with your personal login data. See section 2.3 for detailed login instructions.

#### 2.1.2 Registration via Self-Registration

Users can self-register for the Member Section in case the Central Coordinator (CC) of the company has granted this service. For registration, the following data are required:

- the Member ID of your company
- your company E-mail address

If you do not know the Member ID of your company, please ask your Central Coordinator (CC) [or call the Member Section Support Team](#).

At the beginning of the self-registration process, the Member ID of your company and an authorised E-mail address is required.

**Please note:** Only validated E-mail addresses may be used. The Central Coordinator (CC) of your company maintains a list of all authorised E-mail domains of the company. Those are the domains that can be used to self-register for the Member Section.

A detailed video explaining the process of registering for the Member Section can be viewed here [Deutsche Börse Group - Member Section Support \(deutsche-boerse.com\)](https://www.deutsche-boerse.com/membersupport)

The user can start the self-registration by following the steps below:

1. Start the self-registration process by going to <https://membersection.deutsche-boerse.com/>
2. Click on "Register".
3. Enter your company e-mail address and click on "Send verification code".
4. Enter the verification code that you received via e-mail in the respective field and click on "Verify code".
5. Enter your first and last name in respective fields.
6. Create a password which fulfils the requirements listed on the screen. Re-enter your password and click on "Create".
7. The confirmation page will appear, and you will be directed to the "Complete Account" screen, where you need to enter the following information to continue:
  - Member ID
  - Personal Data
  - Additional Data
8. Once you have provided all data click on "Submit".
9. Your request will be sent to the Central Coordinator. After the Central Coordinator approval, please follow the path to request permissions: My Profile > Permissions.

After your registration, the E-mail address you have provided will be used as your username and, therefore, **cannot be modified. In case a new E-mail shall be used, please register a new account.** In addition to this E-mail address, you will receive a communication E-mail address which can be modified. Initially, your communication E-mail address is always identical with your username. Should your communication E-mail address change, please be aware that your username will remain unchanged.

After your registration, you will receive an E-mail with an activation link which you are required to confirm within five days. After five days, this link will be invalid. Afterwards, your Central Coordinator (CC) needs to approve your registration application. You will then receive an E-mail with your login data.

## 2.2 Administrative Roles within the Member Section

When registering for the Member Section, the user can apply for specific user roles. These are described below:

### **Central Coordinator (CC)**

For Deutsche Börse Group, the Central Coordinator (CC) is the first point of contact within a company regarding issues related to the markets. The Central Coordinator (CC) is also responsible for passing on market information internally and for the maintenance of access authorisations of all users to the Member Section and the maintenance of circular subscriptions. The Central Coordinator (CC) assigns the functions of Deputy, Admission Administrator, User ID Maintainer and Technical User Administrator.

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**Central Coordinator Deputy**

Essentially, the deputy has access to the application Portal User Administration and Maintain Self-Registration as the Central Coordinator (CC) and can assign permission of the relevant responsible area of the Central Coordinator (CC). The Deputy can neither set up other deputies nor reset the Central Coordinator’s password.

However, rights and duties of the Central Coordinator (CC) vis-à-vis Deutsche Börse Group will remain unaffected.

**Admission Administrator**

The Admission Administrator manages the admissions, registrations and termination of exchange traders, and specialists, including access to the trading floor at the Frankfurter Wertpapierbörse (FWB®, Frankfurt Stock Exchange), Xetra and the Eurex Exchanges, and Qualified Backoffice (QBO) staff and Qualified Clearing Staff (QCS) for Eurex Clearing, and Trader and Info User for Eurex Repo. The Admission Administrator verifies and approves admission applications and can apply for and terminate admissions on behalf of a third person. The Admission Administrator has the overview of all registrations and can also download the list of traders registered on the exchanges.

Companies may appoint as many Admission Administrators as they like.

**User ID Maintainer**

The User ID Maintainer assigns and maintains User IDs for the Eurex and Xetra trading and clearing system. Companies may appoint as many User ID Maintainers as they like.

**Technical User Administrator**

The Technical User Administrator is authorized to set up and maintain selfservice certificates, Download Agents and technical users for different services like the Common Report Engine or FIXML. This function requires advanced IT knowledge; maintenance of the Download Agent also requires programming knowledge. The function is assigned by the Central Coordinator (CC).

**2.3 Permissions within the Member Section**

Access rights can be requested in [My Profile](#) and require the approval of your Central Coordinator (CC).

Member Section – Services and required Permissions						
<b>Technical Connection (current)</b> <b>Technical Connection (new)</b>		<b>Admission &amp; User Ids (current)</b> <b>Trading &amp; Clearing Administration (new)</b>		<b>eListing (current)</b> <b>eListing (new)</b>		
<b>New MS</b>	<b>Permission</b>	<b>New MS</b>	<b>Permission</b>	<b>New MS</b>	<b>Permission</b>	
Incidents	Incident Ticket Maintenance	My Application	Application for Trader, QBO, QCS	Listing Open Market	eListing Open Market	
Request & Configuration	- Technical Connection Maintenance - Approval Technical Connection Request	Application Administration	Admission Admin for Trader, QBO, QCS	Listing Regulated Market	eListing Regulated Market Agent eListing Regulated Market Administrator	
Monitors and Statistics		GUI User ID Maintenance	GUI User ID Maintenance - Eurex - OTC IRS - Xetra	Listing BFZ Structured Products	eListing Structured Products	
Technical User Administration	Self Service Certificate Admin			Xetra Market Maker / Designated Sponsor	eListing Market Maker Xetra	
				Xetra Enlight	eListing Xetra Enlight	
<b>Company Administration (new)</b>		<b>Market specific „Resources“ in each portal (current)</b> <b>Resources (new)</b>		<b>Invoices &amp; Fee Reports (current)</b> <b>Invoices (new)</b>		
<b>New MS</b>	<b>Permission</b>	<b>New MS</b>	<b>Permission</b>	<b>New MS</b>	<b>Permission</b>	
Legal Entity Identifier	For Central Coordinators only	T7 Tools		Invoices	Invoices per market	
Disclosed Client Admission Administration	Disclosed Client Admission Admin	Cash Market	No permission required, based on the company admission / membership, available for all users	Clearstream Banking – My Invoice Permissions	Available once access to CB account	
Eurex ISV Administration	For Eurex ISV Central Coordinators only	Eurex			Clearstream Banking – Invoice Access Administration	For CBL and CBF Central Coordinators only
Client Identification Upload	Client Identification Upload	Eurex Clearing			Fee Reports	Fee Reports
ALGO HFT Upload	ALGO HFT Mapping Upload	Buy-In Agent			Fee Reports Configuration	For Central Coordinators only
		EEX				
		<b>WSS Online Plus (current)</b> <b>WSS Online Plus (new)</b>				
		<b>New MS</b>	<b>Permission</b>			
		No Changes	No Changes			

MS = Member Section; New = Member Section 2.0; „Red“-Elements are new permissions of the Member Section 2.0

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Permission Name	Permission Description	Company Contact Type	Approved by Central Coordinator (CC)																
			CC Eurex	CC Cash Market	CC Clearing	CC OTC Clear	CC Eurex Repo	CC Eurex STS	CC EX	CC Tech- nical	CC Tech, Eurex	CC Tech, Xetra	CC Tech, EADG	CC Regulat. Data Hub (RRH)	CC Market Data Serv (MDS)	CC Clear- stream CFP	CC Clear- stream CBL	CC E-listing Regulat. Market	
<b>Central User Administration</b>	My Profile Central Coordinator Self Service Certificate Admin Technical Connection Maintenance Approval Technical Connection Request Incident Ticket Maintenance	Central Coordinator, Deputy	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
<b>Technical Connection</b>	Creation and maintenance self service certificate Create and maintain of technical connection requests Approval technical connection requests Authorization for creation and tracking of incident tickets	Technical User Administrator Technical Connection Approver	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
<b>Trading/Clearing Administration</b>	Application for Trader, OBO, OCS Approval and administration of application for traders, OBO, OCS GUI User ID Maintenance Eurex GUI User ID Maintenance Xetra GUI User ID Maintenance OTC IRS	Adminsion Administrator User ID Maintainer User ID Maintainer User ID Maintainer	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
<b>Company Administration</b>	Disclosed Client Admission Admin (Simul) Client Identification Upload ALGO HFT Mapping Upload Eurex ISV Administration Legal Entity Identifier (LEI)	Simulation Access to the ECAAG Onboarding service for Disclosed Client for Eurex and OTC IRS Authorization to create and edit a Client Identification Upload Agent Authorization to create and edit a ALGO HFT Mapping Upload Agent Not requestable, only for CC, access to submission of LEI	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
<b>Invoicing</b>	Access to Eurex Frankfurt AG related invoices Invoice Xetra Invoice Frankfurt Stock Exchange Invoice Certificate Stock Exchange Invoice Eurex Clearing Invoice Eurex OTC IRS Invoice Eurex Repo Invoice MDA STOXX Invoice MDA Front Office Signals Invoice MDA Front Office News Invoice MDA Issuer Invoice MDA Backoffice Invoice Eurex STS	Access to Market Data & Services Front Office Signals related Invoices Access to Market Data & Services Front Office News related Invoices Access to Market Data & Services Backoffice related Invoices Access to Eurex Securities Transaction Service related Invoices Authorization to download all fee reports of the market for which membership exists Not requestable, only for CBF, CC, access to Clearstream account assignment administration Not requestable, only for CBL, CC, access to Clearstream account assignment administration	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
<b>elisting</b>	Authorization to enter Open Market applications in elisting elisting Xetra Market Maker/Dns, Sponsor elisting Structured Products elisting Xetra Enlight elisting Regulated Market Administrator elisting Regulated Market Agent	Authorization to enter Market Maker / Designated Sponsor applications in elisting Authorization to apply for Listing of Structured Products in BIZ market via elisting Authorization to enter Xetra Enlight applications in elisting Administrator authorization for user right assignment in elisting Regulated Market Standard user authorization for application entry in elisting Regulated Market	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
<b>Resources</b>	Not requestable, based on company admission, access to market relevant documentation																		
<b>Regulatory Reporting Hub</b>	Access to Regulatory Reporting Hub services																		
<b>RPT Permissions</b>																			
<b>WSS Online Plus</b>	Access to WSS Online Plus services																		
<b>WSS Online Plus Permissions</b>																			
<b>Company Contacts</b>	Not requestable, display of company contacts and maintenance of contact types:	Compliance Contact Regulatory Contact KYC Contact Trading Contact Clearing Contact Technical Contact Release Contact																	

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## 2.4 [Login to the Member Section](#)

For information about the login process please refer to the [Member Section - Login User Guide](#).

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### 3 Member Section Services

The Member Section user interface illustrated below is divided into four distinct groups.

1. Header
  - [Task\(s\)](#)
  - [My Profile](#)
  - [Switch User Account](#)
  - Logout
2. Main Services
  - [Central Coordinator](#)
  - [Technical Connection](#)
  - [Trading & Clearing Administration](#)
  - [Company Administration](#)
  - [Invoices](#)
  - [eListing](#)
  - [Resources](#)
  - [Regulatory Reporting Hub](#)
3. 3. Contact / Help
  - [Company Contacts](#)
  - [DBAG Contacts](#)
  - [User Guides](#)
  - [Contact Us](#)
4. Footer
  - Imprint
  - Data Privacy
  - Technical Requirements
  - Terms of Use

Meta Navigation:

- Search
- Favorites
- Help
- Language

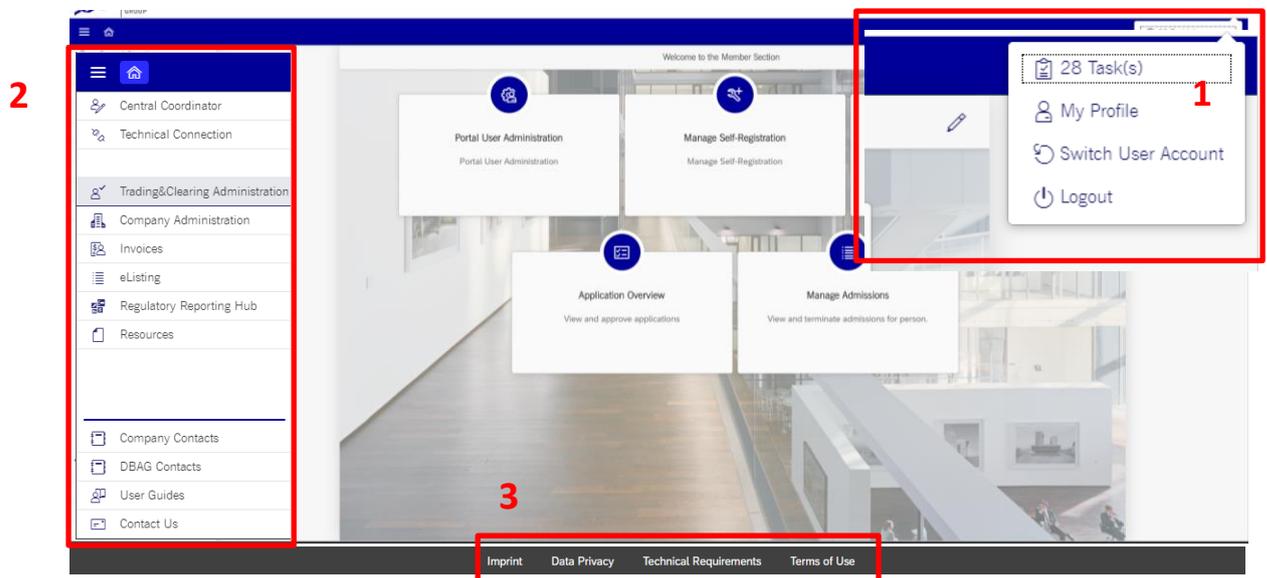
A brief overview of each group is listed below and can be accessed on the left side of the navigation pane.

On the upper right side of the Member Section's main page (1), click on your name; you will then be able to view your "Tasks", get access to "My Profile", "Switch User Account" and "Logout".

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On the left side (2), the services navigation pane is located. In the footer (3), you will find information about the permitted use of the website, imprint, disclaimer, data protection, terms and conditions of use, governing legislation and copyright.

**Please note:** While the most important functions are already fully migrated to the Member Section, a few functions will be migrated at a later date. These functions will, however, still be accessible from the new portal via a so-called deep-integration which means that the user does not have to log in into various systems simultaneously.

Redirects – still fully accessible via the Member Section:

- My Profile
  - Emergency Notification Subscription
- Company Administration
  - Eurex ISV Administration
  - Client ID Upload
  - ALGO ID Upload
  - Eurex ISV Administration
- Technical Connection
- Clearstream Invoices
- Regulatory Reporting Hub
- Resources
  - Xetra Instrument
  - Frankfurt Stock Exchange Member Lists
  - ECAG Legal and Regulatory Opinion
  - ECAG Deposit Rate
  - ECAG Prisma Migration Tool

**Please note:** In the course of the migration, the navigation pane will remain the same; nevertheless, the service tiles will vary depending on the company memberships and the particular rights of the user.

- Example 1: If the company is only a Member of Eurex, the Admission Administrator is not able to start an application for other markets, i.e. Frankfurt Stock Exchange.
- Example 2: If the company is a Member of both Eurex and the Frankfurt Stock Exchange but the user is only an Admission Administrator for the latter, they can only see applications for the Frankfurt Stock Exchange.

### **3.1 Task(s)**

This section shows permission requests for Central Coordinators and application approvals for Admission Administrators.

#### **3.1.1 View requests**

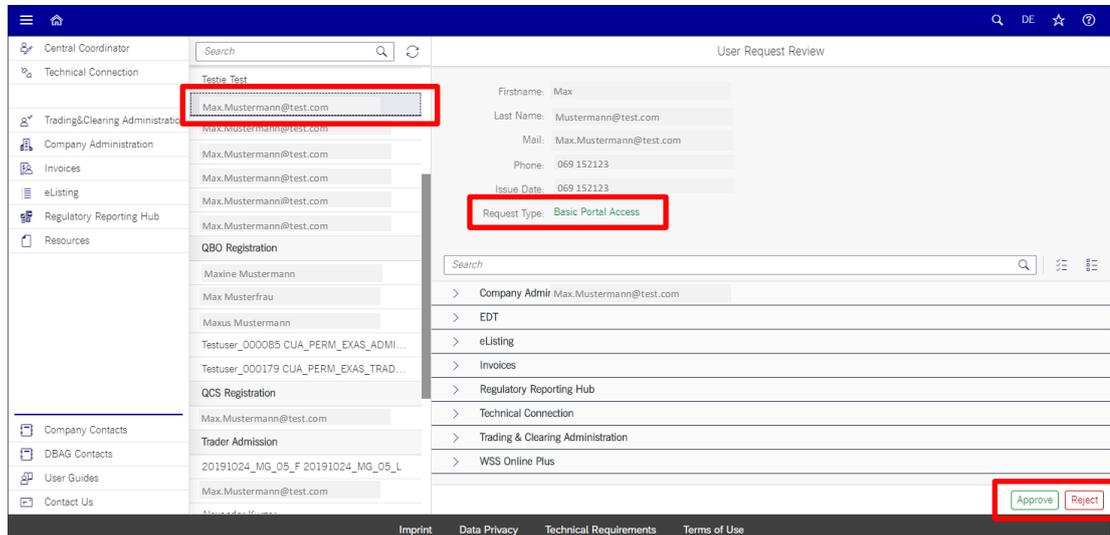
In order to view a user application, the following steps have to be performed:

1. Go to “Tasks” inside the Header.
2. Registration applications of new users and new access rights requests of already existing users are displayed together in one single table. Application for trader admission and Qualified Backoffice (QBO) staff / Qualified Clearing Staff (QCS) admission in another table.
3. Every column can be sorted ascending or descending by clicking on the column header.
4. Only transactions that affect your area of responsibility and that can be approved by you will be shown.

#### **3.1.2 Approve or reject requests**

In order to process (i.e. approve or reject) a user application, the following steps have to be performed:

1. Click on “Tasks”.
2. In order to be able to process a user application, select the user to be processed by clicking on the box to the left. You will then see all details of this user application at the bottom of the page.
3. Review the request: once you have checked the authorisations the user has applied for, you can approve the user account application by clicking on the “Approve” button. You can also reject the application by clicking on “Reject”.
4. Click on “Approve” or “Reject”.



The Central Coordinator (CC) can modify the access permissions set up by the company's users at any time.

### 3.1.3 Switch User Account

In case a user needs to have access to various legal entities, various logins per entity can be combined, enabling the user to switch between them without logging in and out.

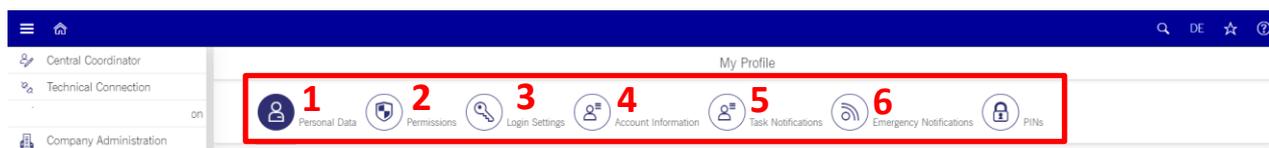
Should various logins for one person be required, please contact the Member Section Support Team. The Member Section Support Team will create the logins.

## 3.2 My Profile

Access to the "My Profile" view can be gained by clicking on the user profile button on the landing page of the Member Section. This allows you to manage your user data, emergency text messages and request additional access permissions.

This section "My Profile" is subdivided into six sections:

1. [Personal Data](#)
2. [Permissions](#)
3. [Login Setting](#)
4. [Account Information](#)
5. [Task Notification](#)
6. [Emergency Notification](#)



### 3.2.1 Personal Data

This section allows you to modify your personal data including contact data (E-mail, Telephone, Mobile, Date of Birth) and additional data such as function and contact permissions with Deutsche Börse AG.

The screenshot shows the 'My Profile' page with a navigation bar containing icons for Personal Data, Permissions, Change Password, Account Information, Task Notifications, and Emergency Notifications. The 'Personal Data' section is active and contains the following fields:

- User Name: Max.Mustermann@test.com
- Title: Ms.
- First Name: Max
- Last Name: Mustermann
- Date of Birth: Enter date in format DD.MM.YYYY
- Place of Birth: Enter place of birth
- Nationality: (dropdown menu)
- Form of Identification: National Passport Number (1st Prio)
- National ID: Depending on which form of identification you have selected please enter your identification c...
- Valid To: Enter the date of validity of the National ID in format DD.MM.YYYY

The 'Contact Data' section includes:

- E-mail: nadja.all@dbkfr.com
- Phone: +() Enter your area code and ...
- Mobile: +() Enter your area code and phone number

The 'Additional Data' section includes:

- Function: Enter your job position

At the bottom right, there are 'Save' and 'Cancel' buttons, with the 'Save' button highlighted by a red box.

By clicking on “Edit”, you can amend the contact details of the user. You can only change a user’s E-mail address when they have confirmed this action by clicking on a link that they receive via E-mail. When you have changed the communication E-mail address of the user, the link which has been sent out to the new E-mail is only valid for five days.

However, please note that when you change your E-mail address, your username (login) will remain unchanged. After you have modified your data, click on “Save”.

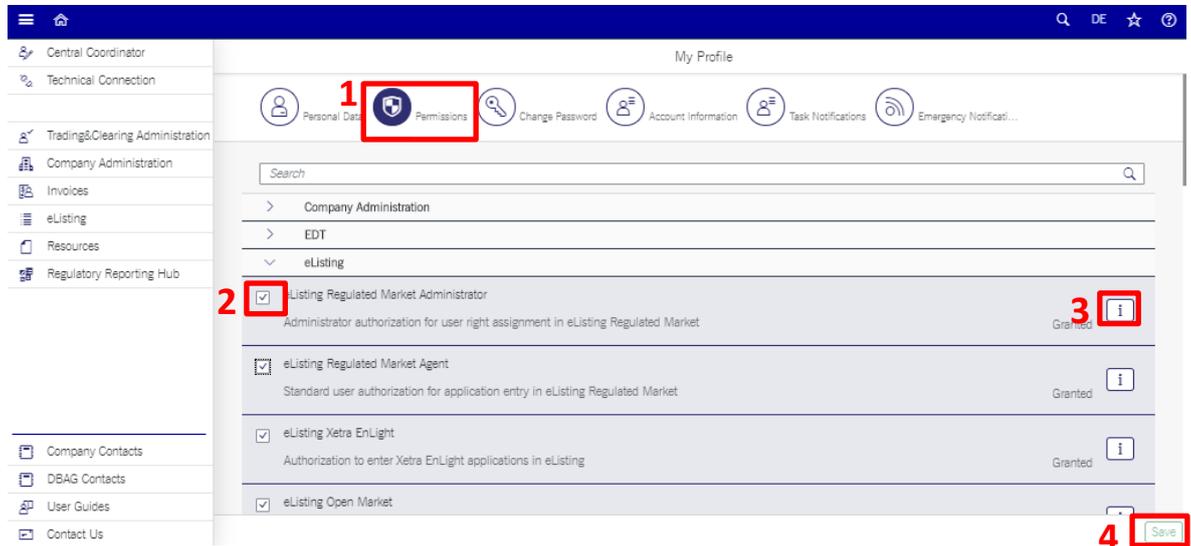
### 3.2.2 Permissions

This section allows you to view your current and pending permissions for services of Deutsche Börse AG. It also allows you to request access permissions.

A detailed video explaining the request process for the Member Section can be viewed here

<https://youtu.be/y2a5aZ2XupU>

Permissions are access rights that enable users to use different services within the Member Section. Each user is equipped with a pre-defined set of permissions that have been granted in the course of registration. The set of permissions is based on the role the user has within the Member Section.



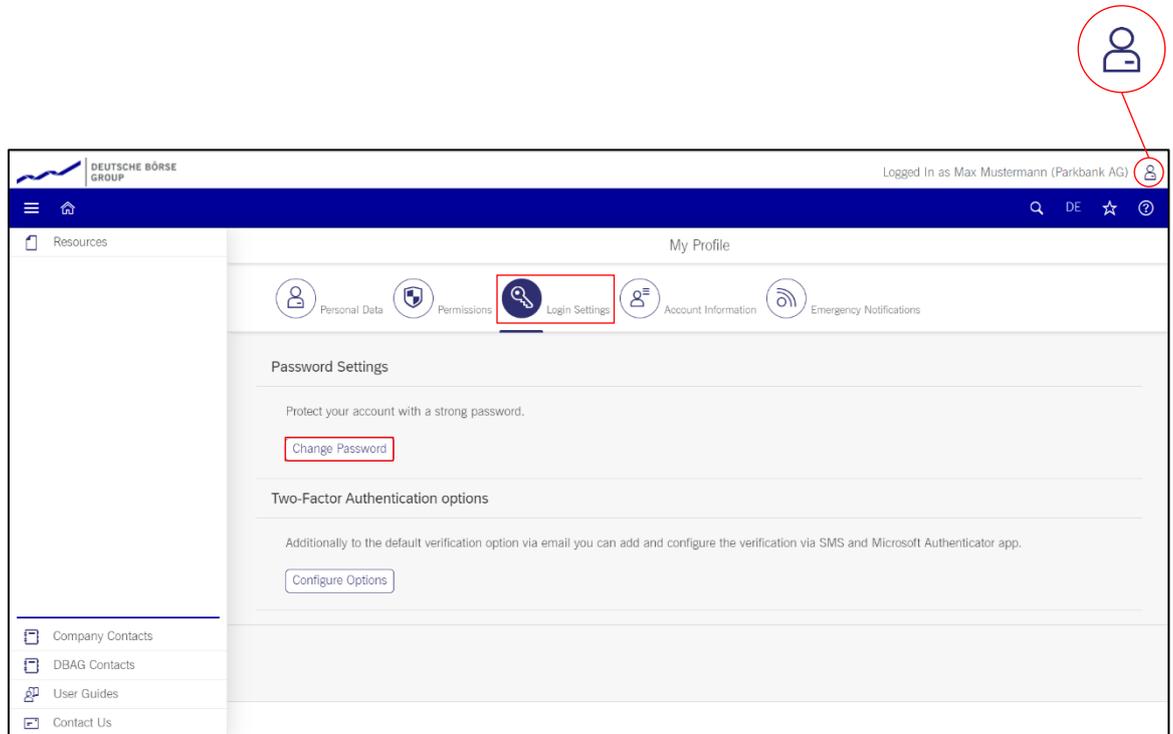
Additional permissions can be requested under “My Profile”. Permission requests need to be approved by the respective Central Coordinator (CC). If you add the permission as a Central Coordinator (CC) or Deputy of your responsible area, no approval is required.

1. Click on the arrows to see which permissions are available for this service.
2. Request or remove a permission by ticking the box on the left side.
3. After selecting a permission, you are able to select an approver by clicking on the "information icon" on the right side. If no approver is selected, all approvers will be informed automatically.
4. Click on "Save".

### 3.2.3 Change Password

To change your password, please follow these steps:

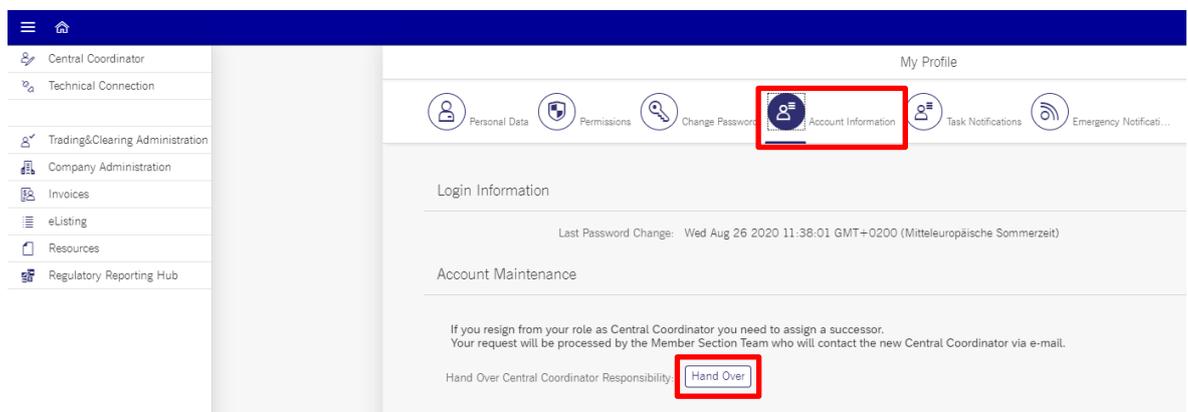
- Access the Member Section via: <https://membersection.deutsche-boerse.com/>.
- Click on the dropdown button on the upper right side and select “My Profile”.
- Click on “Login Settings”.
- Click on “Change Password”.
- Enter your old (current) password in the field “Old Password” on the newly opened page.
- Enter your new password in the field “New Password”.
- Confirm your new password by retyping it in the field “Confirm New Password” and click on “Continue”.



### 3.2.4 Account Information

This section allows you to view your login information (i.e. the last time your password has been changed) or delete your account.

In case you are a user accessing this section, you can delete your account here.



In case you are a Central Coordinator (CC) accessing this section, it allows you to hand over the responsibility of your Central Coordinator (CC) role. Please note that this needs to be requested and processed by the Member Section Support Team.

To hand over the Central Coordinator (CC) responsibility, you have to carry out the following steps:

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1. Ensure that you have the personal data of the future Central Coordinator (CC).
  2. Identify which market's responsibility you want to hand over.
  3. Click on "Hand Over".
  4. A window will open. Fill in the relevant "Personal Data", "Contact Data", "Responsible Areas" and additional Information.
- Under "Responsible Areas" all areas of responsibility that are assigned to your company will be displayed. Please note that only those areas, which the Central Coordinator (CC) is responsible for, can be assigned to the selected user (e.g. the user is an Eurex Central Coordinator, so the user can only apply for the Eurex market hand over).
5. Please fill in the details and click on "Next".

The screenshot shows the 'Assign Central Coordinator' form. The left sidebar contains navigation options: Central Coordinator, Technical Connection, Trading&Clearing Administration, Company Administration, Invoices, eListing, Resources, and Regulatory Reporting Hub. The main content area is titled 'Assign Central Coordinator' and is divided into four sections:

- Personal Data:** Includes fields for Title (Ms.), Firstname, and Lastname.
- Contact Data:** Includes fields for E-mail, Phone (+0), and Mobile (+0).
- Responsible Areas:** A list of areas with checkboxes: Central Coordinator Eurex, Central Coordinator Cash Market, Central Coordinator Eurex Clearing, Central Coordinator Billing CBF, Central Coordinator Billing CSL, Central Coordinator Eurex Repo, Central Coordinator OTC, and Central Coordinator Regulatory Reporting.
- Additional Information:** Includes an activation date field, radio buttons for 'Do you wish to keep your access as a user?' (Yes/No), radio buttons for 'Are you leaving the company?' (Yes/No), and an additional comments text area.

At the bottom right, there are 'Next' and 'Cancel' buttons.

6. Review the provided details and click on "Submit" to complete the request.

This screenshot shows the bottom part of the form, including the 'Additional comments' text area and the 'Submit' button, which is highlighted with a red box. Other buttons visible are 'Edit' and 'Cancel'.

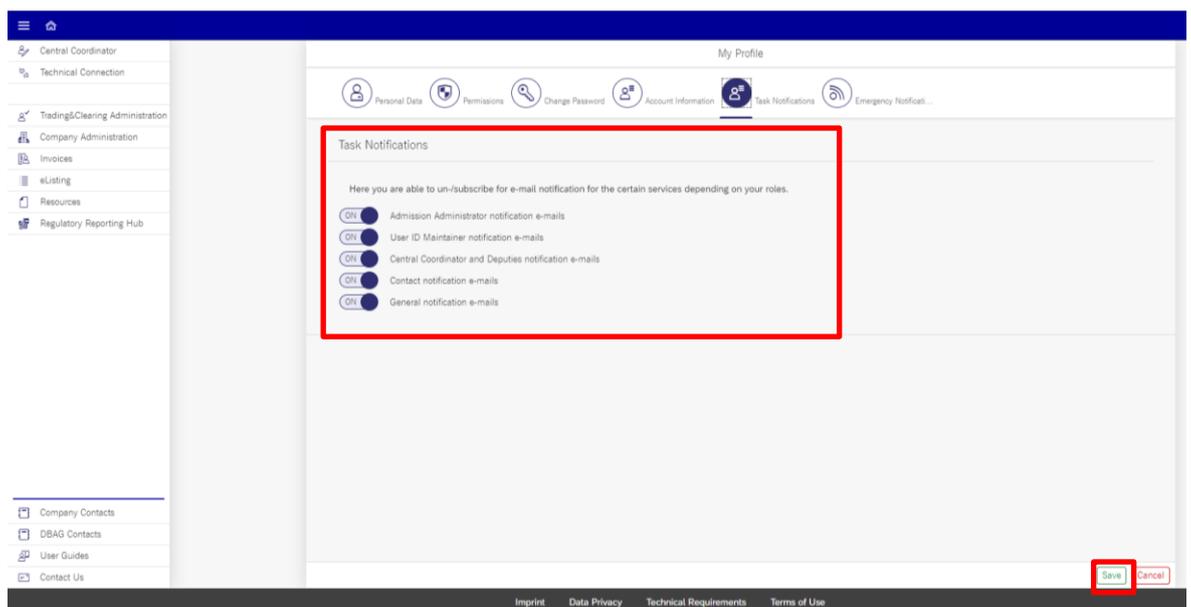
Once the Member Section Support Team has received and verified the change request, it will be authorised by the Member Section Support Team and changes will be made.

### 3.2.5 Task Notification

Under 'Task Notifications' you can un-/subscribe to E-Mail notifications for certain services. Task Notifications are only visible for users that can maintain tasks.

- Central Coordinator (CC) and Deputies notification E-mails: about permissions and registration requests;
- Admission Administrator notification E-mails: about approval and termination of admission requests by traders, Qualified Backoffice (QBO) staff, Qualified Clearing Staff (QCS);
- User ID Maintainer notification E-Mails: about admission status for creating User IDs;
- Contact Notification E-Mails: not active yet;
- General Notification E-Mails: this E-Mail is send once per day to inform you that there is a task in your "Task", so you can switch off all E-mail notifications and receive only one E-mail.

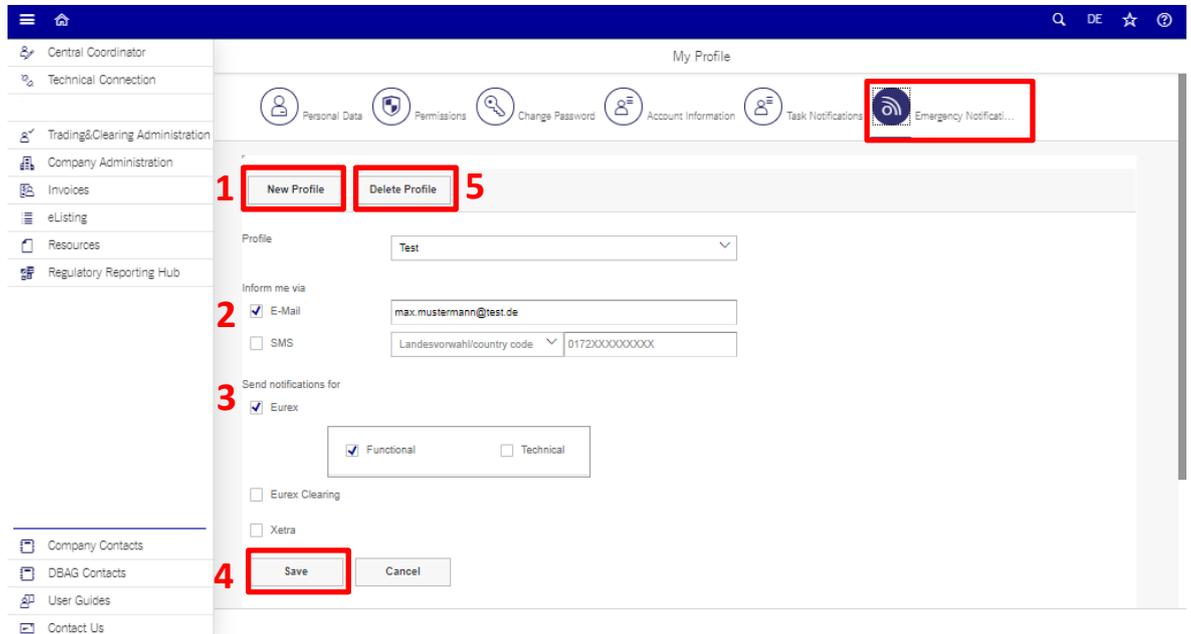
1. To select or de-select a notification, click on the "ON" or "OFF" button next to the notification.
2. Click on "Save" to complete.



### 3.2.6 Emergency Notification

This section allows you to register for emergency notifications for the services Eurex, Eurex Clearing and Xetra either via E-mail or SMS.

The Emergency SMS Service provides information for members in all cases that are related to actual events in the Deutsche Börse systems, e.g. trade interruptions, trade resumption, inaccessibility of the Market Supervision Hotline, early trade closing, etc. The SMS message asks the recipient to look up the actual information on the respective market's website (Eurex, Eurex Clearing or Xetra) under production news board.



### 3.2.6.1 Create a Notification

1. Fill in a "Profile Name".
2. Either select "E-mail" or "SMS".
3. Select the notifications you wish to receive.
4. Finish by clicking on "Save".

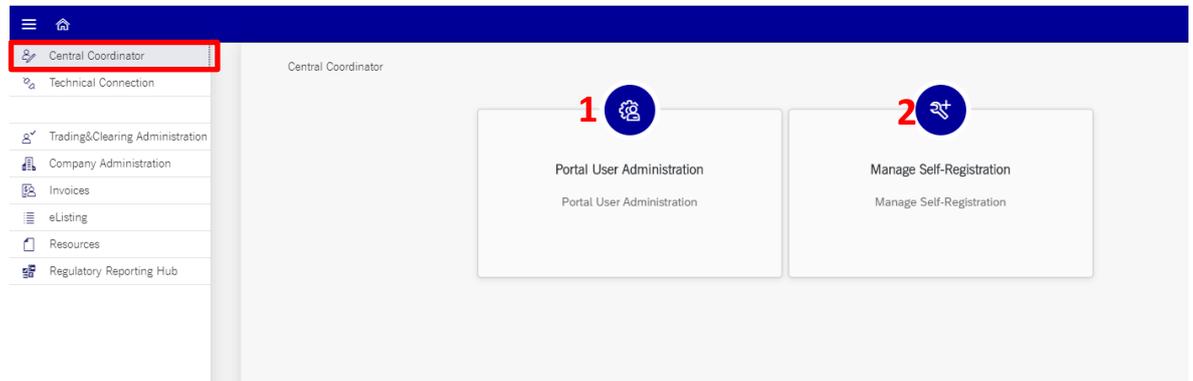
### 3.2.6.2 Remove a Notification

1. Click on "Delete Profile".
2. A pop-up window appears. Confirm by selecting "OK".
3. Finish by clicking on "Save".

## 3.3 Central Coordinator (CC)

Access to this section can be gained by clicking on "Central Coordinator" on the left side of the Member Section landing page or whenever accessing any other services' sections page. The Central Coordinator (CC) has the role to:

1. [manage the portal user administration \(1\) of your company; as well as](#)
2. [the self-registration \(2\).](#)



The role is also responsible for passing on market information internally and for maintaining the access authorizations to the Member Section of all users.

### 3.3.1 Portal User Administration

Within the “Portal User Administration” tile, the user can perform the following tasks which are described below:

1. Create New User Accounts
2. Lock/Unlock User Accounts
3. Delete User Accounts
4. Reset password
5. View & Edit Contacts
6. View & Edit Permissions
7. View & Assign Deputy
8. Download and extract the list of currently registered users for your company to an excel file

#### 3.3.1.1 Create New User Accounts

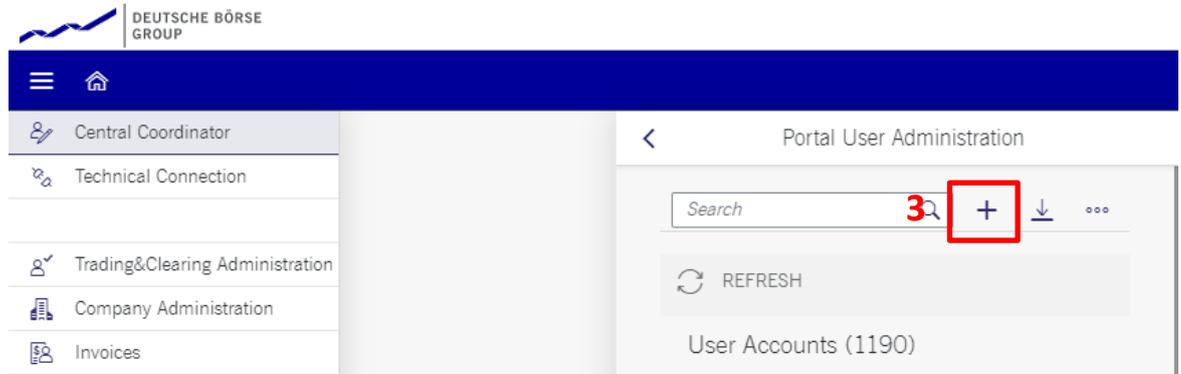
As Central Coordinator (CC) or their deputy, you are able to create new Member Section user accounts for staff members of your company.

A detailed video explaining the Member Section registration process can be viewed here

<https://youtu.be/v5Hk2tngOFk>

In order to create new user accounts, please click on the Portal User Administration button.

1. Click on “Central Coordinator”.
2. Click on “Portal User Administration”.
3. Click on the “+” button at the top.



4. Please enter all mandatory information flagged with an asterisk (\*) and click on “Next” in the bottom left corner.

The screenshot shows the 'User Setup Step 1 / 3' form. The left sidebar contains a navigation menu with items like 'Central Coordinator', 'Technical Connection', 'Trading&Clearing Administration', 'Company Administration', 'Invoices', 'eListing', 'Resources', and 'Regulatory Reporting Hub'. The main content area is titled 'User Setup Step 1 / 3' and contains two sections: 'Personal Data' and 'Contact Data'. The 'Personal Data' section has fields for Title, First Name, Last Name, and Date of Birth. The 'Contact Data' section has fields for E-mail, Phone, and Mobile. A 'Next' button is located in the bottom right corner. Red boxes highlight the 'Personal Data' and 'Contact Data' sections, and the 'Next' button.

5. Please choose the respective services' permissions by checking the respective tick boxes and click on “Next” in the bottom right corner.

The screenshot shows the 'User Setup 2 / 3' form. The left sidebar is the same as in the previous screenshot. The main content area is titled 'User Setup 2 / 3' and contains a 'Permissions' section. At the top, there is a note: 'Note that each permission has to be approved by the responsible Central Coordinator who can be found after registered successfully and logged in under My Profile > Permissions.' Below this, there is a search bar and a list of services with checkboxes for selecting permissions. The services listed are Company Administration, EDT, Invoices, Regulatory Reporting Hub, Technical Connection, and Trading & Clearing Administration. The 'Trading & Clearing Administration' section is expanded, showing two sub-items: 'GUI User ID Maintenance Xetra' and 'GUI User ID Maintenance OTC IRS'. A 'Next' button is located in the bottom right corner. Red boxes highlight the list of services and the 'Next' button.

## 6. Review and click on "Submit" in the bottom right corner.

After you have entered the mandatory user data and have submitted the registration, the new user will receive an E-mail. The registration is successfully completed when the new user activates the link in the received E-mail within five days.

### 3.3.1.2 Lock/Unlock User Accounts

As Central Coordinator (CC), you are able to lock or unlock user accounts in case of, e.g. multiple failed password entries.

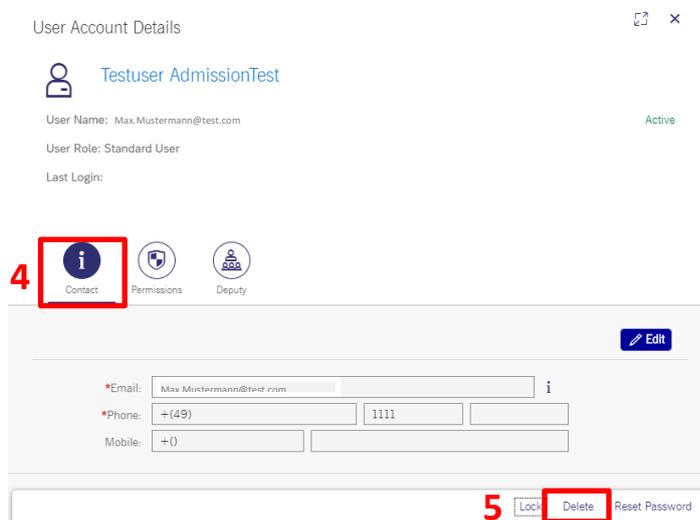
1. Click on "Central Coordinator".
2. Click on "Portal User Administration".
3. Select a user account from the list.
4. Select "Contact".
5. Click on either "Lock" or "Unlock".

6. A pop-up window will open and ask you to confirm your decision.
7. Click on "OK".
8. A pop-up window will open to inform you of a successful locking or unlocking of a user account.

### 3.3.1.3 Delete User Accounts

As Central Coordinator (CC), you are able to delete Member Section user accounts by following the steps described below:

1. Click on "Central Coordinator".
2. Click on "Portal User Administration".
3. Select a user account from the list.
4. Select "Contact".
5. Click on "Delete" to delete the selected user account.



6. A pop-up window will open to confirm the deletion.
7. Click on "OK".

### 3.3.1.4 Reset Password

As Central Coordinator (CC), you are able to reset the password of a user account.

1. Click on "Central Coordinator".
2. Click on "Portal User Administration".
3. Select a user account from the list.
4. Select "Contact".
5. Click on "Reset Password".
6. A pop-up window will open and ask you to confirm your decision.
7. Click on "OK".
8. The user will be send a new password to the registered E-mail address.

User Account Details

Testuser AdmissionTest

Max.Mustermann@test.com ist@db.com Active

User Role: Standard User

Last Login:

4 Contact Permissions Deputy

Max.Mustermann@test.com ist@db.com i

\*Phone: + (49) 1111

Mobile: +0

Lock Deletes Reset Password

Edit

### 3.3.1.5 View & Edit Contact

As Central Coordinator (CC), you can view and edit the registered user accounts of the company. A user can be searched or simply click on a user in the list of shown in the Portal User Administration. Within the user account view, three tabs are displayed depicting “Contact”-information, applied “Permissions” for services and the assignment of the user as a “Deputy”.

1. Click on “Central Coordinator”.
2. Click on “Portal User Administration”.
3. Select a user account from the list.
4. Select “Contact”.
5. Click on the “Edit” button.

User Account Details

Testuser AdmissionTest

User Name: Max.Mustermann@test.com Active

User Role: Standard User

Last Login:

4 Contact Permissions Deputy

Max.Mustermann@test.com i

\*Email: Max.Mustermann@test.com

\*Phone: + (49) 1111

Mobile: +0

Save Cancel

Edit

6. When you are finished, click on "Save".

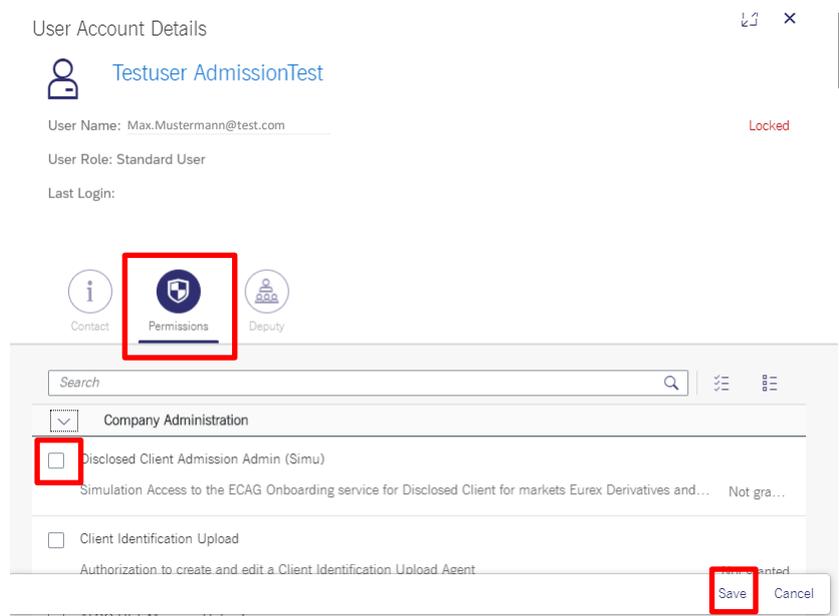
Changing the E-Mail address will require the confirmation of the user. The user can confirm this change by clicking on the link send in a confirmation E-mail to the new E-mail address. They need to activate this link

within five days. However, please note that if you change your E-Mail address, your username (login) will remain unchanged. After you have modified your data, click on "Save".

### 3.3.1.6 View & Edit Permissions

As Central Coordinator (CC), you can grant and delete permissions of a user. To do so, please select a user account from the list.

1. Click on "Central Coordinator".
2. Click on "Portal User Administration".
3. Select a user account from the list.
4. Select "Permissions".
5. Clicking on "Edit" enables the user to select the respective tick boxes of the permission that should be added and/or removed.



6. When you are finished, click on "Save".

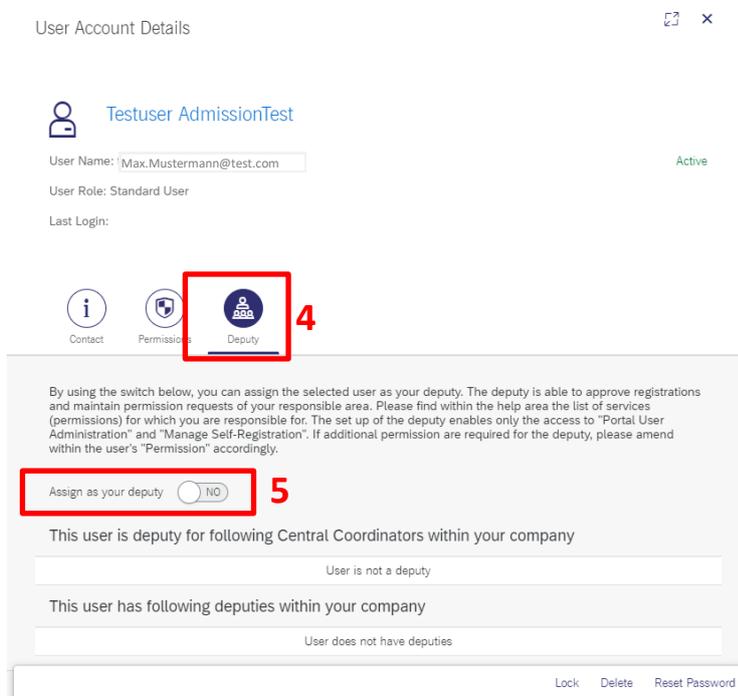
For further information on permissions, please see Permission Requests under "My Profile".

### 3.3.1.7 View & Assign a Deputy

As Central Coordinator (CC), you can activate/deactivate users as a deputy. You can also view the current deputy status within your company.

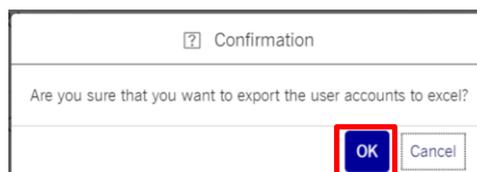
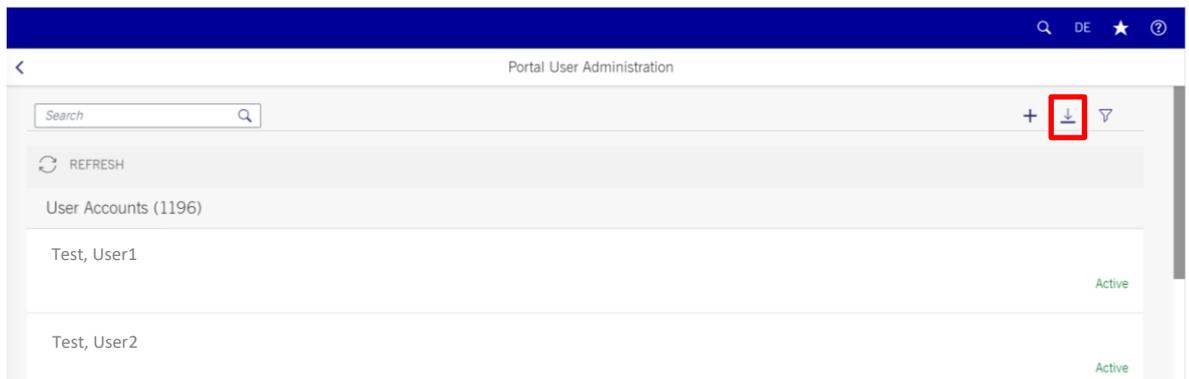
To do so, please select a user account from the list and select the button "ON/OFF".

1. Click on "Central Coordinator".
2. Click on "Portal User Administration".
3. Select a user account from the list.
4. Select "Deputy".
5. Click on "Assign as your deputy".



**3.3.1.8 Download and extract the list of currently registered users for your company to an excel file**

You can download the user list as an excel by clicking the “Download” button and then clicking on “OK”.

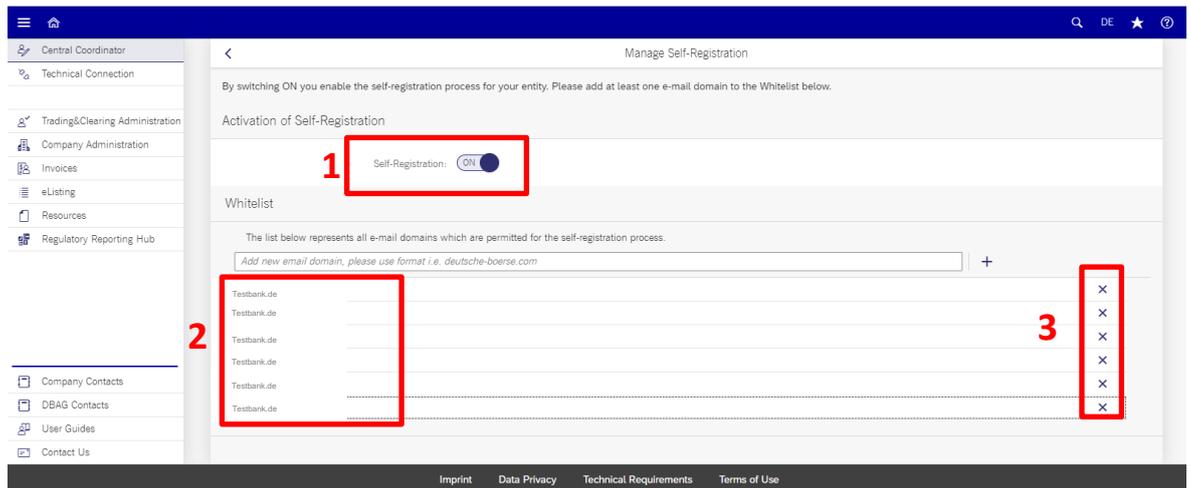


**3.3.2 Manage Self-Registration**

This section allows the user to manage the self-registration process.

You can maintain the E-mail domains that you wish to admit for the self-registration process. The list within the “Maintain Self-Registration” Section includes all E-mail domains which are permitted for the self-registration

process. This list is maintained by you as Central Coordinator (CC). That means, employees of your company are only allowed to register with the E-mail domains the Central Coordinator (CC) has added to that list. If a user tries to register with an E-mail domain that is not on that list, the self-registration process cannot be finalized.



### 3.3.2.1 Activate or Deactivate Self-Registration

The Central Coordinator (CC) can activate/deactivate the self-registration process by clicking on the button "ON/OFF" (1).

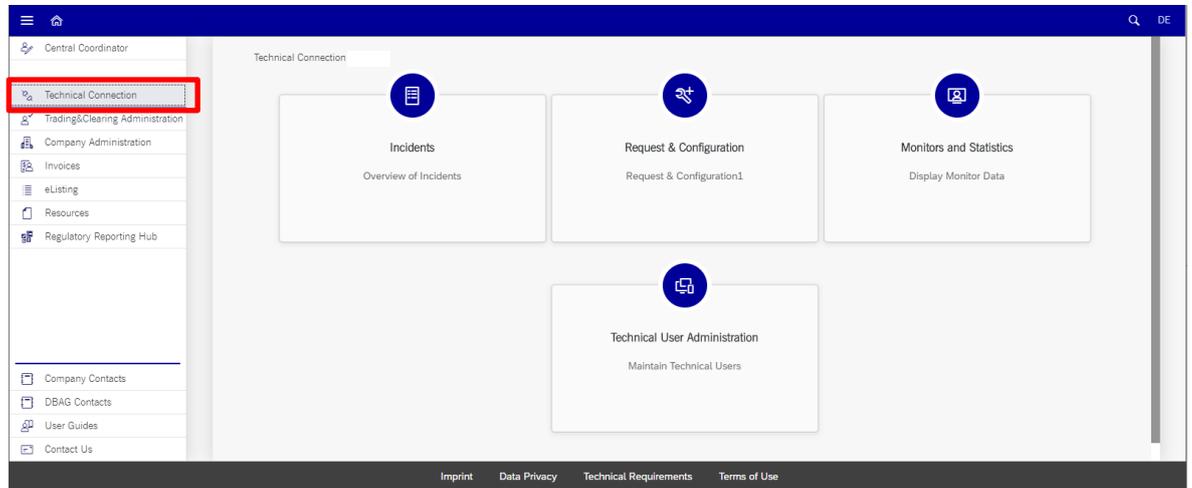
### 3.3.2.2 Maintenance of Self-Registration Domains

To maintain the self-registration, please go to "Maintain Self-Registration" within the "User Administration" section. Enter the E-mail domain into the field "New Domain" and click on "Add". If the E-mail domain is no longer valid, please delete this E-mail domain by selecting the relevant E-mail domain from the list and confirm with "Delete".

1. Once the self-registration process is activated, you can enter a new E-mail domain by clicking on the "+" button. These domains will now be permitted to use the self-registration process.
2. By clicking on the "x" button, you can delete domains from the list of permitted E-mail domains.

## 3.4 Technical Connection

Access to this section can be gained by clicking on "Technical Connections" on the left side of the Member Section landing page or whenever accessing any other services' sections page. Within this section, you can monitor and manage your technical connections to the various trading systems.



### 3.4.1 Incidents

You can create and manage technical incident tickets of your company.

#### 3.4.1.1 Incident Overview

The user can access the list of incident tickets currently logged for their company.

The screenshot displays the 'Incident Overview' page. On the left is a navigation menu with items like 'Central Coordinator', 'Technical Connection', 'Trading&Clearing Administration', 'Company Administration', 'Invoices', 'eListing', 'Regulatory Reporting Hub', and 'Resources'. The main content area shows a 'Tickets Overview' table with columns for Ticket No., Description, Incident Type, Business Area, Service, Urgency, Status, Contact Person, and Created at. Below the table, there are tabs for 'Ticket Details', 'Ticket History', 'Update Ticket', and 'Attachments'. The 'Ticket Details' tab is active, showing 'General Information' and 'Contact Information' for ticket 20679247. The 'General Information' section includes fields for Ticket No., Description, Contact, Incident Type, Status, Business ID, Business Area, Service, Environment, Urgency, Device, Installation, Created at, Closed at, and Changed at. The 'Contact Information' section includes fields for Name, Phone, Email, and a checkbox for 'Inform me about updates to this ticket'. There are also buttons for 'Reset contact information', 'Select contact', and 'Save Contact'. At the bottom, there is a section for 'Our Contact Information' with fields for Account Manager, Delegated Account Manager, and VIP Tel. No.

Ticket No.	Description	Incident T...	Business ...	Service	Urgency	Status	Contact P...	Created at
20679247	Test	Incident	Xetra	Börse Fra...	Low	In progress	Test	10.08.202...
20679226	testtt	Incident	Vienna	Budapest ...	Medium	New	Test	29.07.202...
20678615	test if ema...	Incident	Vienna	Budapest ...	Medium	New	Test	25.03.202...
20678451	222	Incident	CEF	CEF	Medium	New	Test	13.02.202...
20668149	Request f...	Informatio...	Eurex	Eurex	Medium	Waiting cu...	Test	12.09.201...
20612048	TickRuleP...	Informatio...	Xetra	Xetra ETI ...	Medium	In progress	Test	16.05.201...
20451196	F: Value o...	Informatio...	Xetra	Xetra ETI ...	Medium	In progress	Test	16.03.201...

The user can access the details of the ticket by selecting it. This will open a tab illustrating the following:

- Ticket Details
- Ticket History
- Update Ticket
- Attachments

The user can close the ticket by clicking on the tab "Update Ticket" and "Close Ticket".

For more information, please refer to the Technical User Guide retrievable under the section "User Guides", "Technical Connection".

### 3.4.1.2 New Ticket

This section allows the user to create a new ticket. The user can create a new ticket by

- Clicking on “Technical Connection”,
- Clicking on “Incident”,
- Clicking on “New Ticket”.
- The user data will be inserted automatically. Please include the required details on your ticket.
- Click on “Create Ticket” to complete this process.

The screenshot shows the 'New Ticket' form with the following sections and fields:

- Customer Information:**
  - Customer: Mustermann Company
  - Incident (selected) / Information / Consulting Request
- Contact Information:**
  - Name: Max Mustermann
  - Phone: [Empty]
  - Email: Max.Mustermann@test.co
  - Buttons: Reset contact information, Select contact
  - Email: Max.Mustermann@test.co
  - Inform me about updates to this ticket.
- Details:**
  - Title: \*
  - Description: \* (Includes a detailed problem description and guiding questions)
    - \* Describe what is happening vs. what should have happened.
    - \* When did the incident first occur? Is it still ongoing? What time zone?
    - \* Which sessions/MISSs/interfaces (logical ID/IP addresses) are affected?
    - \* Describe the scope of the issue (who's affected and where)
    - \* Has anything been changed?
    - \* Order numbers of affected orders?
    - \* Sequence numbers of relevant market data messages
  - Urgency: \* Low
  - Environment: \*
- Business Area, Business ID and Service:**
  - Service: \*
  - Business Area: \*
  - Business ID: \*
- Attachments:**
  - Please be aware that data uploads of more than 100 MB are not possible.
  - Select Attachment
  - Description:
  - Upload
  - Table with columns: Filename, Description. Content: No data.

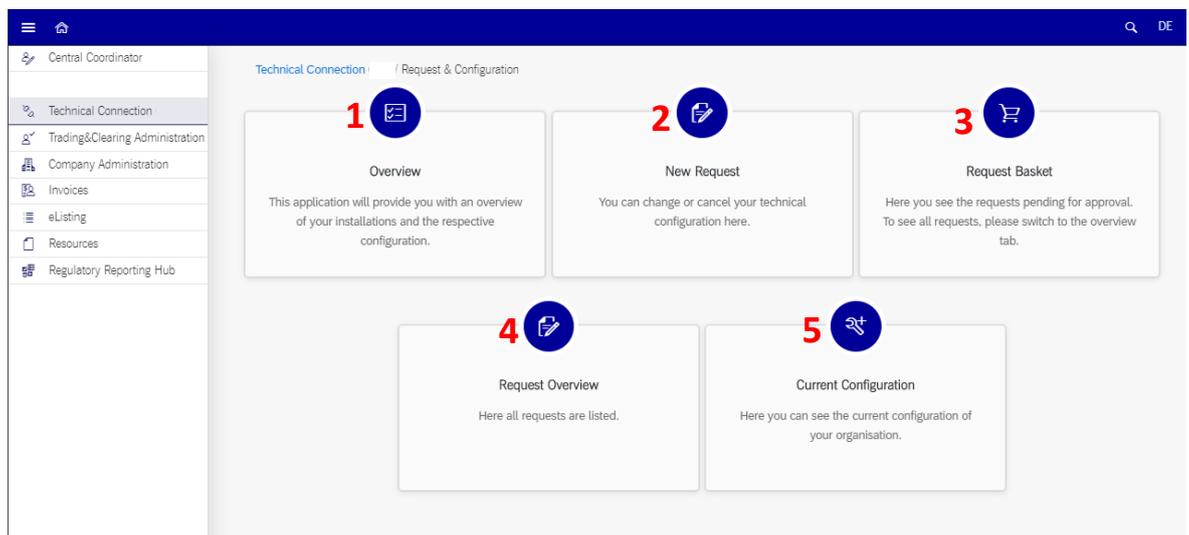
At the bottom of the form, there are two buttons: 'Cancel' and 'Create Ticket' (highlighted with a red box).

For more information, please refer to the Technical User Guide retrievable under the section “User Guides”, “Technical Connection”.

### 3.4.2 Requests & Configuration

This section provides its members with a convenient and simple way to create “requests” for configuration changes (Requests) and with an overview of the inventory of technical connections/components (Configuration).

This manual describes the area of configuration requests and gives examples of how to order the most popular connections and components.



#### 3.4.2.1 Overview

This application will give you a clear overview of all your locations with the associated installations, markets and services. By clicking on the link of the location or the installation, you will be routed to the tab “Current Configuration” in the selected component. The button “New Request” will direct you to the tab “New request” of the selected location and installation to start the order process directly.

For more information, please refer to the Technical User Guide retrievable under the section “User Guides”, “Technical Connection”.

#### 3.4.2.2 New Request

In this section you can request, change or cancel connections to the trading and clearing systems of Deutsche Börse Group.

For more information, please refer to the Technical User Guide retrievable under the section “User Guides”, “Technical Connection”.

#### 3.4.2.3 Request Basket

This section contains all your error-free requests which are currently listed in the Member Section (Technical Connection). Only those requests that have yet to be approved are shown.

For more information, please refer to the Technical User Guide retrievable under the section “User Guides”, “Technical Connection”.

#### 3.4.2.4 Request Overview

This section contains all current requests and request drafts in the Member Section in a table format. Search criteria can be entered in the row with the funnel icon (with an asterisk (\*) or a question mark as place holder); the list can be refreshed with a click on the Enter key of your keyboard or the funnel icon. By clicking on a row, request details are shown underneath the table. Drafts ("Draft" status) can be deleted, approved (= send to Deutsche Börse AG) or processed element by element. After approval, you can follow the status of your request in the table. Please note: as soon as the order for a line has been internally reviewed and forwarded, you can see the non-binding scheduled installation date in the configuration tree under detailed information on the specific line. After the first approval, requests that involve more than one participant have the status "Waiting for 3rd party approval". These requests cannot be changed by the first party and must be confirmed by the second participant. In order to cancel an already approved request, please contact your Technical Key Account Manager as soon as possible. Completed and closed requests are removed from the list after 180 days.

For more information, please refer to the Technical User Guide retrievable under the section "User Guides", "Technical Connection".

#### 3.4.2.5 Current Configuration

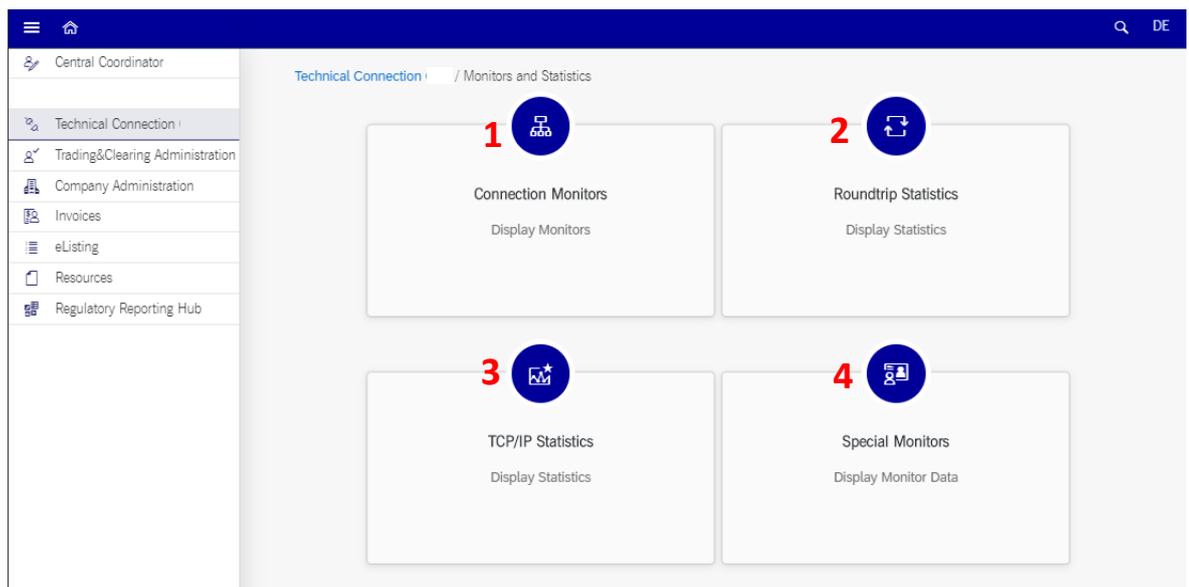
In a tree-like structure, which can be expanded and collapsed, you can see your installed components (lines, router, sessions, etc.) as well as the relationships to other companies whose connection services you use or to which you provide services.

- Overview of installations and components
- Details
- Search of components
- Prints
- Router overview "Router Configuration"

For more information, please refer to the Technical User Guide retrievable under the section "User Guides", "Technical Connection".

### 3.4.3 Monitors and Statistics

This section allows you to check the connection status of your sessions as well as round-trip times and other statistical information.



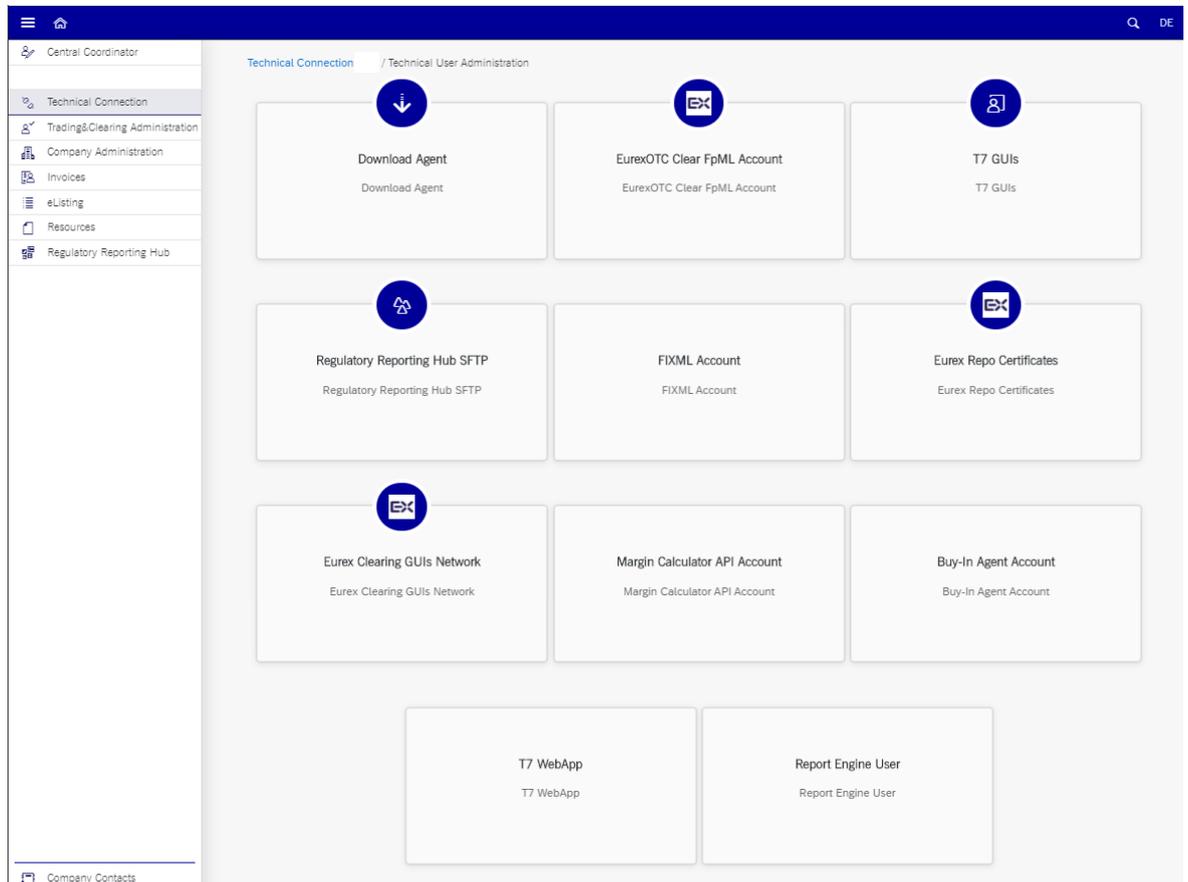
1. Connection Monitors
2. Roundtrip Statistics
3. TCP/IP Roundtrip Statistics
4. Special Monitors

For more information, please refer to the Technical User Guide retrievable under the section “User Guides”, “Technical Connection”.

### 3.4.4 Technical User Administration

This section allows the user to manage your technical accounts/users.

1. Download Agent
2. EurexOTC Clear FpML Account
3. T7 GUIs
4. Regulatory Reporting Hub SFTP
5. FIXML Account
6. Eurex Repo Certificates
7. Eurex Clearing GUIs Network Configuration
8. Eurex Clearing GUIs Network
9. Margin Calculator API Account
10. Buy-In Agent Account
11. T7 WebApp
12. Report Engine User
13. Upload Engine User



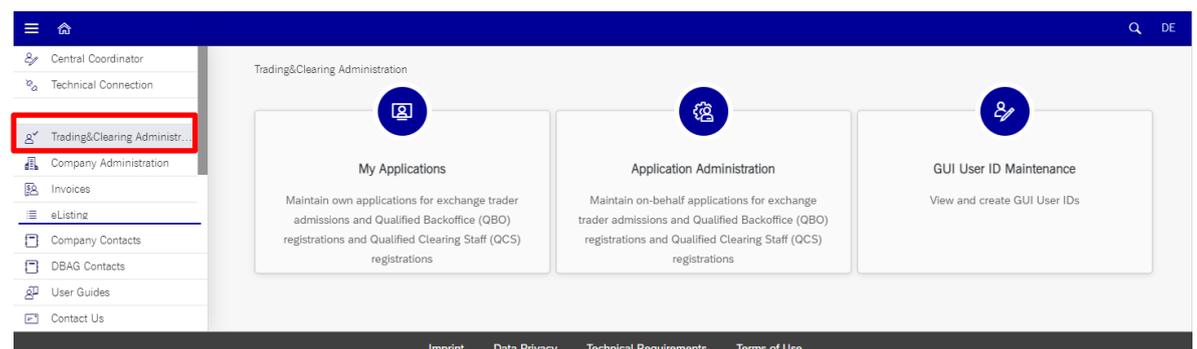
For more details, please refer to the “Technical User Guide” retrievable under the sections “User Guides”, “Technical Connection”.

### 3.5 Trading & Clearing Administration

Access to this section can be gained by clicking on “Trading & Clearing Administration” on the left side of the Member Section landing page or whenever accessing any other services’ sections page.

The Trading & Clearing Administration section is subdivided into three groups:

1. [My Admissions](#)
2. [Admission Administration](#)
3. [GUI User ID Maintenance](#)



The three sections illustrated above will be described in detail below.

Please be aware that the application and access to the exchange incurs costs and fees per market. For more information, please access the following Deutsche Börse Group websites:

- Frankfurt Stock Exchange – Exchange Trader Admission (German)  
<https://www.deutsche-boerse-cash-market.com/dbcm-de/secondary-market/teilnahme-am-handel/haendlerzulassung>
- Frankfurt Stock Exchange – Exchange Trader Admission (English)  
<https://www.deutsche-boerse-cash-market.com/dbcm-en/secondary-market/participation-to-trading/trader-admission>
- Frankfurt Stock Exchange – Auction with Specialist (German)  
<https://www.xetra.com/xetra-de/handel/handelsplatz-boerse-frankfurt/handelsmodell/fortlaufende-auktion-mit-spezialist>
- Eurex Exchange Trader Admission (only in English available)  
<https://www.eurex.com/ex-en/trade/exchange-membership/trader-admission>
- Eurex Clearing AG Clearing Conditions – (Qualified Backoffice (QBO) staff / Qualified Clearing Staff (QCS)) (only in English available)  
<https://www.eurex.com/ec-en/rules-regs/rules-and-regulations/Clearing-Conditions-53674>
- European Energy Exchange – Rules and Regulations + Price List  
[EEX Rules & Regulations](#) + [Price List \(eex.com\)](#)

### 3.5.1 My Applications

This section provides the user with the functions to manage and apply for services and applications:

- [Manage My Admissions](#)
- [Manage My Training & Exams](#)
- [My Application History](#)
- [My Admission History](#)

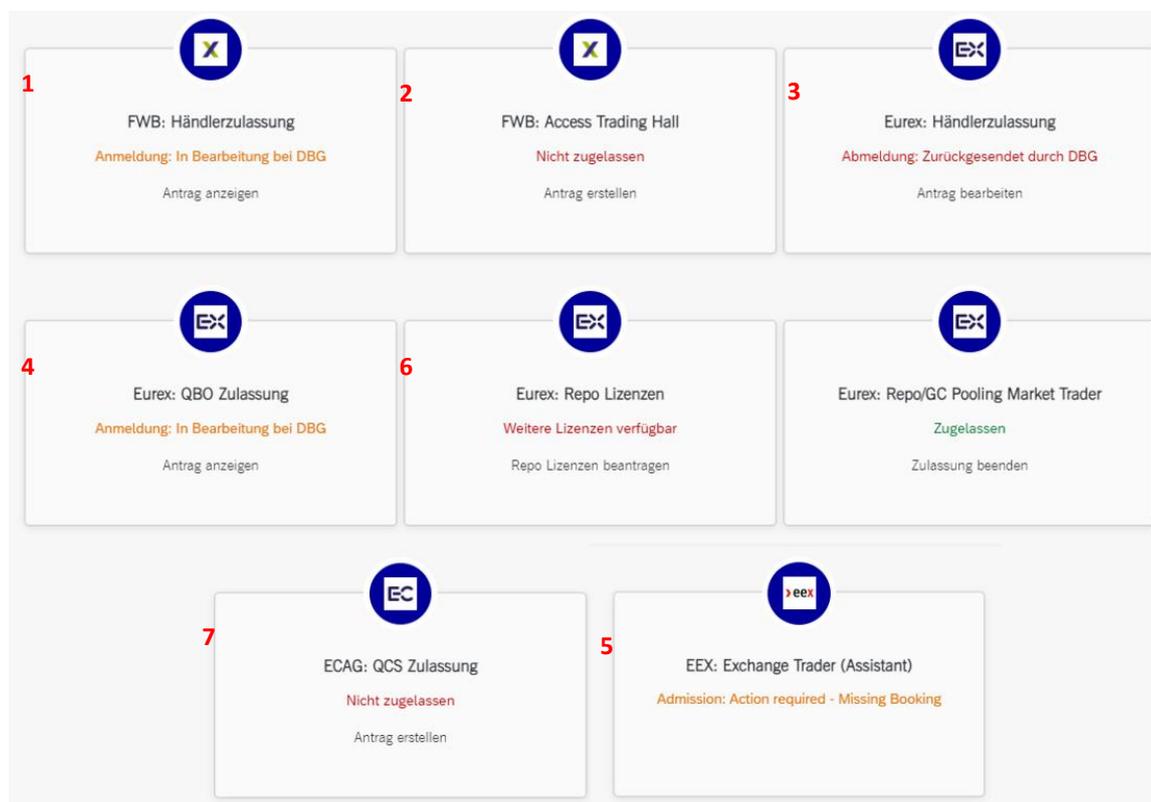
The following sections will describe these in detail.

#### 3.5.1.1 Manage My Application

This section describes the processes for the user to maintain and request applications for

1. Exchange Trader Admission for Frankfurt Stock Exchange (Frankfurter Wertpapierbörse / FWB);
2. Access to Frankfurt Stock Exchange Trading Hall (Frankfurter Wertpapierbörse / FWB);
3. Exchange Trader Admission for Eurex Frankfurt;
4. Qualified Backoffice (QBO) registrations for Eurex Frankfurt;
5. Exchange Trader (Assistant) Admission for European Energy Exchange;
6. Trader Admissions for Eurex Repo;

## 7. Qualified Clearing Staff (QCS) registrations for Eurex Clearing.



Please be aware that the admission as an exchange trader to the Frankfurt Stock Exchange and Eurex incurs costs and fees. For more information, please access the Deutsche Börse Group sites:

- [Fee Regulation for access to fee regulation of Frankfurt Stock Exchange](#)

Paragraph	Participation in Exchange trading Fee in Euro	Fee in Euro
§ 9 Paragraph 1 Clause 1	Company	4,000.-
Clause 2	Admitted company generally	15,000.-
Clause 2	Admission to the floor Specialist	25,000.-
§ 9 Paragraph 1 Clause 1	Exchange trader	250.-
Clause 2	Admitted exchange trader generally	1,500.-
Clause 2	Admission to the floor Specialist	2,500.-

## 3.5.1.1.1 Exchange Trader Admission for Frankfurt Stock Exchange and Eurex

The following steps describe the process to apply as a Frankfurt Stock Exchange trader (Frankfurter Wertpapierbörse / FWB) and Eurex trader:

1. Select "Trading & Clearing Administration" in the navigation pane.
2. Select the Service tile "My Applications".
3. Select the Service tile "Manage My Applications".
4. Select the Service tile "FWB: Trader Admission" or "Eurex: Trader Admission".

5. Follow the steps of the application process.
6. Within the “Confirmation” tab, please confirm the “Admission Data” and “Confirmation” details by ticking the boxes and complete this step by clicking on “Next”.

**FWB/T7 Admission**

Confirmation | Personal Data | Curriculum Vitae | Qualification

**Admission Data**

I hereby apply for admission as FWB exchange trader with the authorization to conclude trades FWB Frankfurter Wertpapierbörse including on behalf of the following company:  
Deutsche Bank AG

**Confirmation**

I hereby confirm that I am the owner of this user account.

I hereby declare that I have read and acknowledged the [Information Memorandum](#) and the [Terms of Use](#).  
Any information provided in your application will be used for user requested services only.

I confirm my personal reliability.

a. I hereby assure that no legal proceedings or monetary fine proceedings on charges of crime or offence against sections 261, 263a, 264a, 265b - 271, 274, 283 - 283d, 299 or 300 of the German Penal Code ("Strafgesetzbuch") or violation of the German Banking Act ("Kreditwesengesetz"), the German Securities Trading Act ("Wertpapierhandelsgesetz"), the German Stock Exchange Act ("Börsengesetz"), the German Safe Custody Act ("Depotgesetz"), the German Money Laundering Act ("Geldwäschegesetz") or the German Investment Act ("Investmentgesetz") in their respectively valid versions are underway against me.

b. I hereby assure that I have not been finally convicted of such actions nor has a final administrative order imposing a fine been issued against me.

c. I hereby assure that I (or a company managed by me) am not and have not been involved as debtor in insolvency proceedings or in proceedings to obtain the filing of an affidavit or comparable proceedings.

**Next**

7. Within the “Personal Data” tab, please add your personal data.

**FWB/T7 Admission**

Confirmation | **Personal Data** | Curriculum Vitae | Qualification

**Applicant Data**

Name: Max Mustermann  
E-mail: Max.Mustermann@test.co  
\*Phone: +() [ ] [ ]  
\*Place of Birth: [ ] \*Nationality: [ ]  
\*Date of Birth: [ ] \*Form of Identification: [ ]  
\*National ID: [ ]

**Private Address Data**

Please fill in your private address data to ensure that we are able to contact you in the event of termination of your admission.

\*Private E-mail: [ ] Address Search: Start typing to search...  
\*Phone: +() [ ] [ ] \*Street / House Number: [ ] [ ]  
Street Suppl: [ ]  
Building: [ ]  
Floor / Room Number: [ ] [ ]  
\*Postal Code / City: [ ] [ ] \*Country: Germany [ ]

Save Back **Next**

8. Within the “Curriculum Vitae” (CV) tab, please enter the “Education History” and “Employment History”. When complete, click on “Next”.

The curriculum vitae (CV) is required in order to guarantee personal reliability of an Exchange Trader in accordance with the Admission Regulations for Exchange Trader. Also, for the CV, personal data of the future Exchange Trader are already displayed if the person has used Trading & Administration before. The data are stored automatically and are made available for all future applications of that person.

9. Within the “Qualification” tab, please state the exchange trader admission “Expertise” and “Practical Experiences”. When complete, click on “Review”.

Dependent on the status of an Exchange Trader examination or system training, a note is shown. Should no data about Exchange Trader examinations or system training be displayed although the potential Exchange Trader knowingly has been admitted before or has attended trainings, the following questions have to be answered in a consecutive order:

- If no qualifications are displayed automatically, the user has the opportunity to say “Yes” illustrate the professional qualification of the potential Exchange Trader according to the following questions. Replying to the questions is optional. It is important to enter the reply to the

first question first, as the following screens are generated dynamically dependent on the reply to the first question.

- If the first question is replied to with “Yes”, proof of professional qualification is tentatively deemed to have been provided. Information given here is evaluated by Member Services & Admission after final submission of the application.
- If this question is replied to with “No”, the next question opens for which the same rules apply.

If both questions are replied to with “No”, a note is displayed saying that Training needs to be performed.

10. Select “Review” to conduct a final check of the application request.
11. Select “Submit” to submit the exchange trader application.

Once the user has clicked on “Send”, the application is forwarded to the relevant person for review and completion. At the same moment, the user is informed by E-mail that processing of the application is required.

If the responsible Admission Administrator approves the application, it will be forwarded to Deutsche Börse AG for a check of the personal data and admission prerequisites. The user is informed by E-mail should the application contain errors or be incomplete according to Deutsche Börse AG. In this situation, the user can correct or complete the data in the application immediately.

In general, all admissions returned to Deutsche Börse AG which were not completed or corrected are automatically rejected within four weeks from the date of submission. Applications containing a future date for an Exchange Trader examination and/or system training are excluded from this rule. If applications are rejected due to erroneous or missing data, the potential Exchange Trader can correct this information and submit the application again.

When the application has been found to be correct and all admission prerequisites have been fulfilled, the user receives a confirmation E-mail with an activation link. To confirm the receipt of the electronic confirmation of admission, click on the activation link; hereby the admission as Exchange Trader is finally activated. If the link is not clicked within three calendar days, admission as Exchange Trader will take effect automatically after the three calendar days have lapsed.

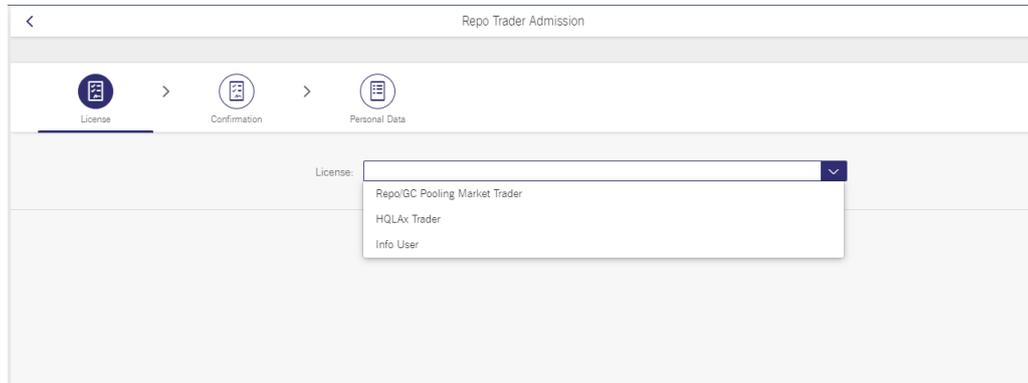
**Please note:** If the company, for which the potential Exchange Trader should be admitted, is not yet admitted as Exchange Participant (company level), the person will be admitted with suspensive effect, i.e., until the condition (admission of the company respectively revocation of existing admission) is fulfilled. The same is valid in case the applicant is still admitted for another company. The applicant has to terminate the admission for the previous company first.

#### **3.5.1.1.2 Exchange Trader Admission for Eurex Repo GmbH**

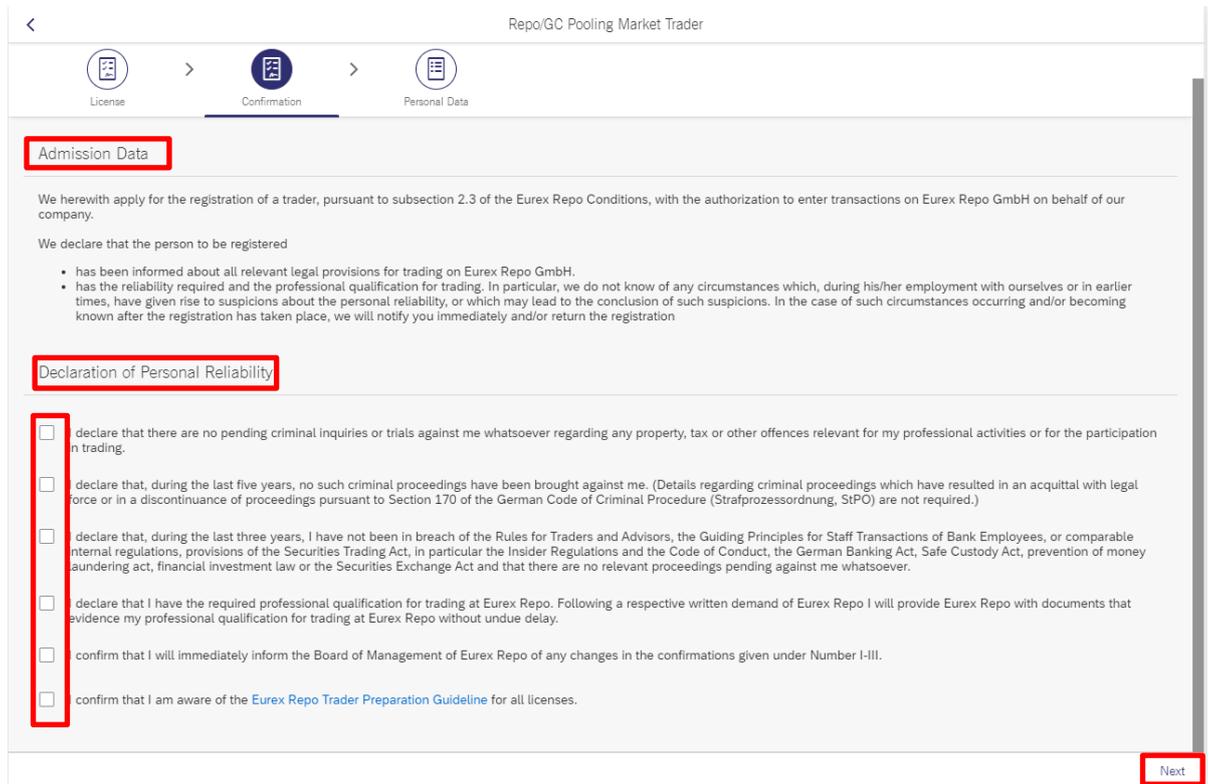
The following steps describe the process to apply as a Eurex Repo trader:

1. Select “Trading & Clearing Administration” in the navigation pane.
2. Select the Service tile “My Applications”.
3. Select the Service tile “Manage My Applications”.
4. Select “Eurex: Repo Licenses” tile

5. Select the license type from the drop-down list. Drop-down list of licenses to apply for will only list licenses according to the respective company admissions.



6. Within the "Confirmation" tab, please carefully read the "Admission Data" and confirm "Declaration of Personal Reliability" details by ticking all the boxes and complete this step by clicking on "Next".



7. Within the "Personal Data" tab, please add your personal data.
8. If applicable, please select additional Member IDs of the same legal entity via tick-boxes in case you want to apply for an admission for multiple member IDs.

The screenshot shows a web application interface for 'Repo/GC Pooling Market Trader'. At the top, there are three navigation icons: 'License', 'Confirmation', and 'Personal Data' (which is selected). Below the navigation is the 'Applicant Data' section. It contains the following fields:

- Name: [Redacted]
- E-mail: [Redacted]
- \*Phone: [Redacted]
- \*Date of Birth: [Date picker]
- \*Nationality: [Dropdown menu]
- \*Form of Identification: [Dropdown menu]
- \*National ID: [Text input]

Below these fields, there is a section for 'Apply for the following Member ID(s):' with a checkbox and a redacted Member ID.

At the bottom right of the form, there are three buttons: 'Save', 'Back', and 'Review' (which is highlighted with a red border).

9. Select “Review” to conduct a final check of the application request.
10. Select “Submit” to submit the trader application.

Once the user has clicked on “Send”, the application is forwarded to the Admission Administrator for review and approval. At the same moment, the user is informed by E-mail that processing of the application is required.

If the responsible Admission Administrator approves the application, it will be forwarded to Deutsche Börse AG for a check of the personal data and admission prerequisites. The user is informed by E-mail should the application contain errors or be incomplete according to Deutsche Börse AG. In this situation, the user can correct or complete the data in the application immediately.

In general, all admissions returned to Deutsche Börse AG, which were not completed or corrected, are automatically rejected within four weeks from the date of submission. If applications are rejected due to erroneous or missing data, the potential Info User can correct this information and submit the application again.

When the application has been found to be correct and all admission prerequisites have been fulfilled, the user receives a confirmation E-mail with an activation link. To confirm the receipt of the electronic confirmation of admission, click on the activation link; hereby the admission as Eurex Repo Trader is finally activated. If the link is not clicked within three calendar days, admission as Exchange Trader will take effect automatically after the three calendar days have lapsed.

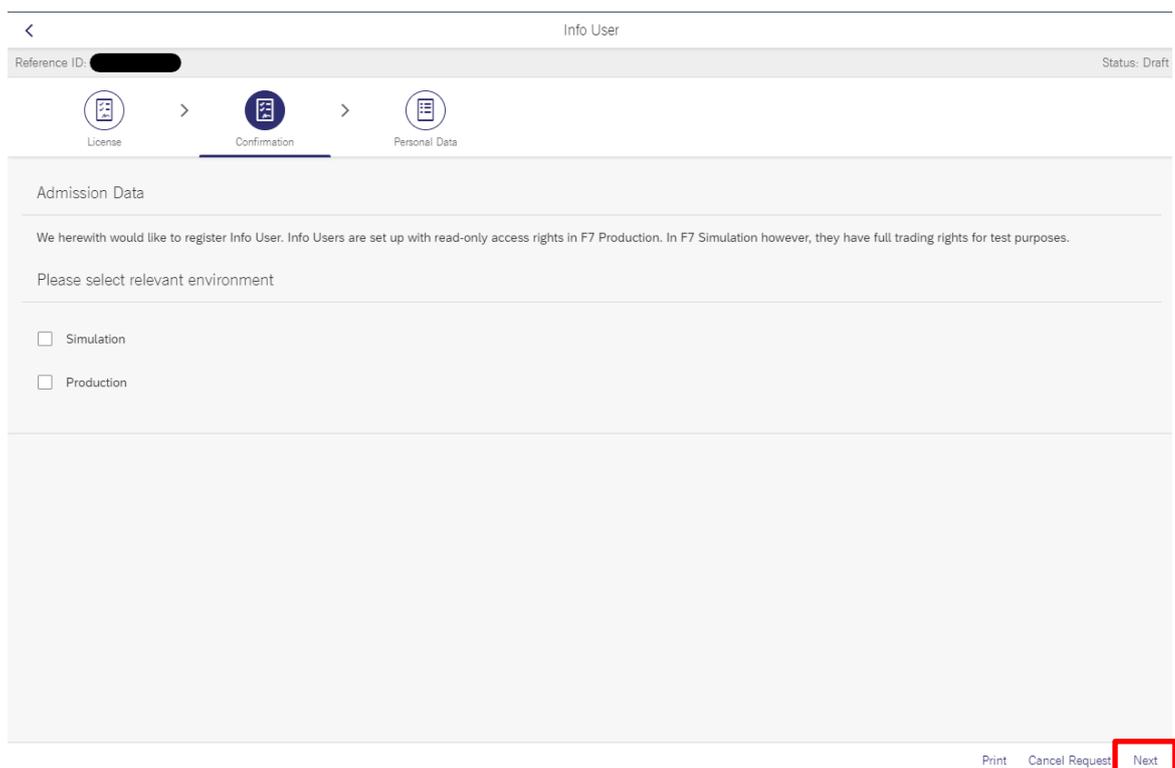
**Please note:** If the company, for which the potential Exchange Trader should be admitted, is not yet admitted as Eurex Repo Participant (company level), the person will be admitted with suspensive effect, i.e., until the condition (admission of the company respectively revocation of existing admission) is fulfilled. The

same is valid in case the applicant is still admitted for another company. The applicant must terminate the admission for the previous company first.

### 3.5.1.1.3 Info User Admission for Eurex Repo GmbH

The following steps describe the process to apply as a Eurex Repo Info User:

1. Select "Trading & Clearing Administration" in the navigation pane.
2. Select the Service tile "My Applications".
3. Select the Service tile "Manage My Applications".
4. Select "Eurex: Repo Licenses" tile
5. Select the Info User type from the drop-down list.
6. Within the "Confirmation" tab, please select the relevant environment: simulation, production or both by ticking the boxes and complete this step by clicking on "Next". It is mandatory to select at least one environment.



Info User

Reference ID: [REDACTED] Status: Draft

License > Confirmation > Personal Data

Admission Data

We herewith would like to register Info User. Info Users are set up with read-only access rights in F7 Production. In F7 Simulation however, they have full trading rights for test purposes.

Please select relevant environment

Simulation

Production

Print Cancel Request **Next**

7. Within the "Personal Data" tab, please add your personal data.
8. If applicable, please select additional Member IDs of the same legal entity via tick-boxes in case you want to apply for an admission for multiple member IDs.
9. Select "Review" to conduct a final check of the application request.
10. Select "Submit" to submit the trader application.

Once the user has clicked on "Send", the application is forwarded to the Admission Administrator for review and approval. At the same moment, the user is informed by E-mail that processing of the application is required.

If the responsible Admission Administrator approves the application, it will be forwarded to Deutsche Börse AG for a check of the personal data. The user is informed by E-mail should the application contain errors or

be incomplete according to Deutsche Börse AG. In this situation, the user can correct or complete the data in the application immediately.

In general, all admissions returned to Deutsche Börse AG which were not completed or corrected are automatically rejected within four weeks from the date of submission. If applications are rejected due to erroneous or missing data, the potential Info User can correct this information and submit the application again.

When the application has been found to be correct, the user receives a confirmation E-mail with an activation link. To confirm the receipt of the electronic confirmation of admission, click on the activation link; hereby the admission as Info User is finally activated. If the link is not clicked within three calendar days, admission as Info User will take effect automatically after the three calendar days have lapsed.

**Please note:** If the company, for which the potential Info User should be admitted, is not yet admitted as Exchange Participant (company level), the person will be admitted with suspensive effect, i.e., until the condition (admission of the company respectively revocation of existing admission) is fulfilled. The same is valid in case the applicant is still admitted for another company. The applicant has to terminate the admission for the previous company first.

#### 3.5.1.1.4 Access to Frankfurt Stock Exchange Trading Hall

The following steps describe the process of applying for access to the Frankfurt Stock Exchange Trading Hall:

1. Select "Trading & Clearing Administration" in the navigation pane.
2. Select the Service tile "My Applications".
3. Select the Service tile "Manage My Application".
4. Select the Service tile "FWB: Access Trading Hall".
5. Within the "Please confirm" tab, click on "Confirm" to proceed.
6. Review your user and contact details and submit the request by clicking on "Create Request".

The screenshot shows a web application interface for submitting a request. On the left is a navigation menu with the following items: Central Coordinator, Technical Connection, Trading&Clearing Administration (highlighted), Company Administration, Invoices, eListing, Resources, Regulatory Reporting Hub, Company Contacts, DBAG Contacts, User Guides, and Contact Us. The main content area is titled "Xetra Extension Request" and contains the following fields: Trader: Max Mustermann, Company: Test Bank AG, Request Type: Admission (Extension), and Requested Product: Access Trading Hall. At the bottom right of the form, there is a red-bordered button labeled "Create Request".

Once you have clicked on “Create Request”, the application is forwarded to the relevant person for review. At the same time, the user is informed by E-mail that processing of the application is required.

If the application is approved, the user is informed by E-mail.

### 3.5.1.1.5 Admission for Qualified Backoffice (QBO) and Qualified Clearing Staff (QCS)

The following steps describe the process of applying as Qualified Backoffice (QBO) and Qualified Clearing Staff (QCS):

1. Select “Trading & Clearing Administration” in the navigation pane.
2. Select the Service tile “My Applications”.
3. Select the Service tile “Manage My Application”.
4. Select the Service tile “Eurex: QBO Admission” or “ECAG: QCS Admission”.
5. Within the “Confirmation” tab, please confirm the requested data and click on “Next”.

6. Within the “Application” tab, please add your telephone number under “Applicant Data” and state your relevant expertise.

If data about expertise are available, it will be displayed, if not, some questions on the expertise will be asked and the applicant needs to reply.

- 1) If the first question is replied to with “Yes”, proof of professional qualification is tentatively deemed to have been provided. Information given here is evaluated by Member Services & Admission after final submission of the application.
- 2) If this question is replied to with “No”, the next question opens for which the same rules apply.
- 3) If all questions are replied to with “No”, a message will display and ask you to [register for an exam or seminar](#) to fulfil the requirement to receive a registration as a Qualified Backoffice (QBO) staff member or a Qualified Clearing Staff (QCS) member.
7. Select “Review” to conduct a final check of the application request.
8. Select “Submit” to submit the application.

Once clicked, the application is forwarded to the relevant person for approval. When the Admission Administrator or Central Coordinator (CC) has reviewed and approved the application, it will be forwarded to Deutsche Börse AG for a check of the personal data and admission prerequisites. The potential Qualified Backoffice (QBO) staff member / Qualified Clearing Staff (QCS) member is informed by E-mail should the application contain errors or be incomplete according to Deutsche Börse AG. In this situation, the potential outsourced Qualified Backoffice (QBO) staff member / Qualified Clearing Staff (QCS) member has to correct or complete the data in the application immediately.

In general, all admissions returned to Deutsche Börse AG which were not completed or corrected are automatically rejected within four weeks from the date of submission. Applications containing a future date for a Qualified Backoffice (QBO) / Qualified Clearing Staff (QCS) examination and/or system training are excluded from this rule.

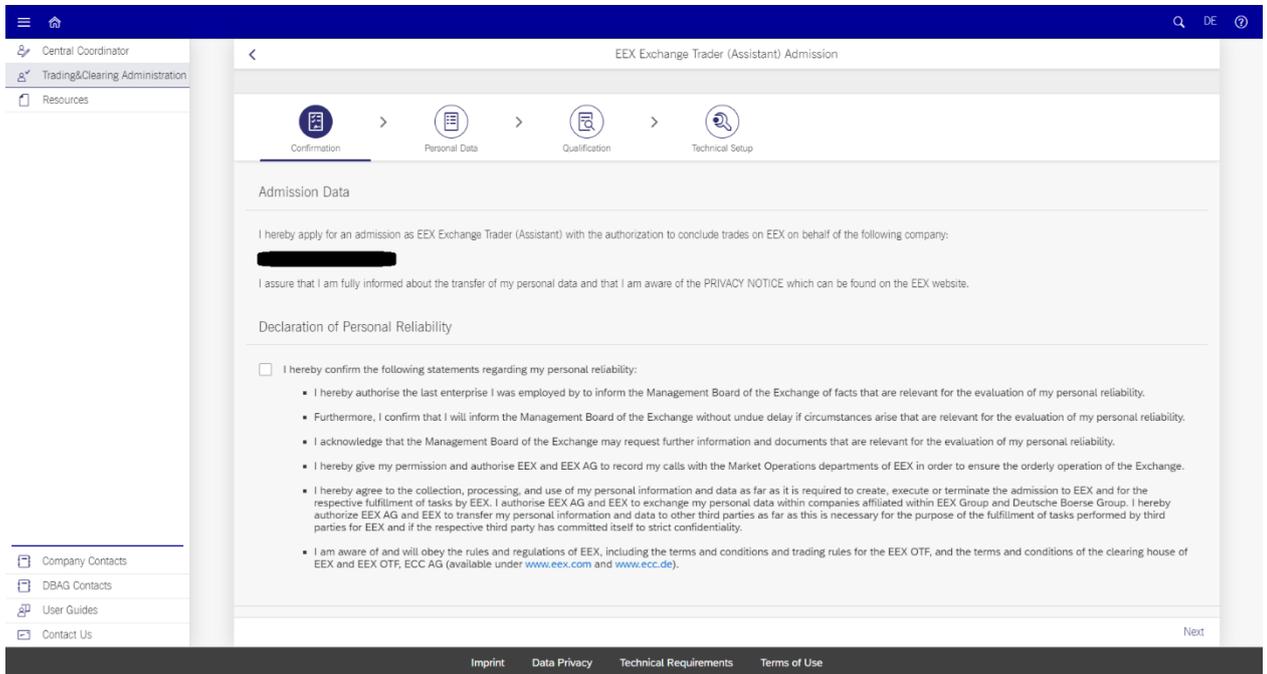
When the application has been found to be correct and all admission prerequisites have been fulfilled, the potential Qualified Backoffice (QBO) staff member / Qualified Clearing Staff (QCS) member receives a confirmation E-mail with an activation link. To confirm the receipt of the electronic confirmation of admission, click on the activation link; hereby the admission as outsourced Qualified Backoffice (QBO) staff member / Qualified Clearing Staff (QCS) member is finally activated. If the link is not clicked within three calendar days, admission will take effect automatically after the three calendar days have lapsed.

**Please note:** If the company, for which the potential Qualified Backoffice (QBO) staff member / Qualified Clearing Staff (QCS) member should be admitted, is not yet admitted as Exchange Participant (company level), the person will be admitted with suspensive effect, i.e. until the condition (admission of the company respectively revocation of existing admission) is fulfilled. The same is valid in case the applicant is still admitted for another company. The applicant has to terminate the admission for the previous company first.

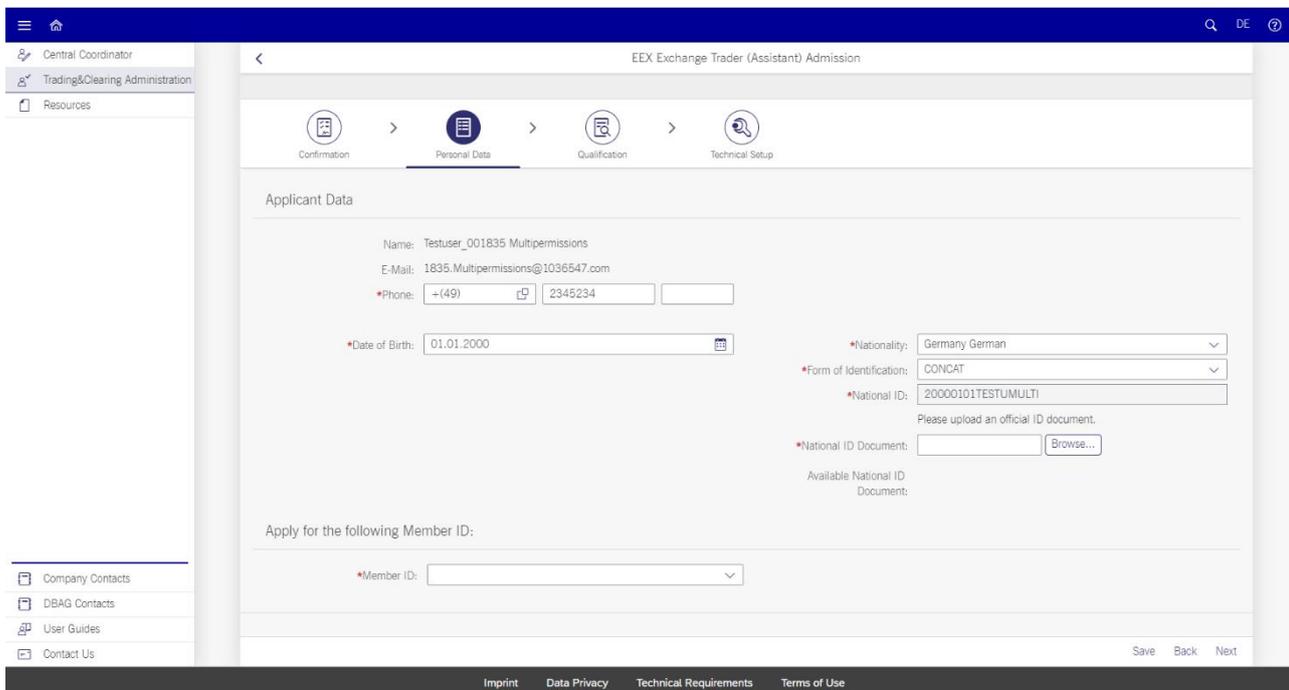
#### **3.5.1.1.6 Exchange Trader Admission for European Energy Exchange (EEX)**

The following steps describe the process to apply for admission as EEX Exchange Trader (Assistant):

1. Select “Trading & Clearing Administration” in the navigation pane.
2. Select the Service tile “My Applications”.
3. Select the Service tile “My Application”.
4. Select the Service tile “EEX: Exchange Trader (Assistant)”.
5. Follow the steps of the application process.
6. Within the “Confirmation” tab, please confirm the personal reliability statements by ticking the checkbox and complete this step by clicking on “Next”.



7. Within the “Personal Data” tab, please add your personal data.



8. Within the “Qualification” tab, please state the admission history and trading expertise. When finished, click on “Next”.

EEX Exchange Trader (Assistant) Admission  
Reference ID: A00118JUL23 Status: Draft

Confirmation > Personal Data > **Qualification** > Technical Setup

Expertise

I was already admitted as an EEX Exchange Trader within the last 3 years.  
 Yes  No

I have successfully passed an EEX or Eurex Trader Examination within the last 3 years or I want to book an examination.  
 Yes  No

I have successfully passed an EEX or Eurex Trader Examination more than 3 years ago, but already traded actively at an exchange within the last 3 years.  
 Yes  No

Examinations

Name of Qualification	Status	Date
Exchange Trader Exam	Passed	12/09/2013

Exchanges

Exchange: NOUVEAUMARCHE From: 01/2009 To: Till now

Save Print Cancel Request Back Next

Imprint Data Privacy Technical Requirements Terms of Use

Depending on the availability of an Exchange Trader examination, a note is shown. Should no data about Exchange Trader examinations be displayed although the potential Exchange Trader knowingly has been admitted before or has attended exams, the following questions must be answered in a consecutive order:

1. "I was already admitted as an Exchange Trader within the last 3 years."
  - If this question is replied to with "Yes", the admission history of the prospective trader available in the system will be shown.
  - If this question is replied to with "No", the next question opens for which the same rules apply.
2. "I have successfully passed an EEX or Eurex Trader Examination within the last 3 years or I want to book an examination."
  - If this question is replied to with "Yes", the qualification of the prospective trader available in the system will be shown. If no qualification for an admission is available, a note guiding to the booking of an examination will be shown.
  - If this question is replied to with "No", the next question opens for which the same rules apply.
3. "I have successfully passed an EEX or Eurex Trader Examination more than 3 years ago, but already traded actively at an exchange within the last 3 years."
  - If this question is replied to with "Yes", the qualification of the prospective trader available in the system will be shown and the trading experience needs to be stated. Information given here is evaluated by EEX Membership after final submission of the application.
  - If no qualification for an admission is available, please answer the question with "No" instead.
  - If this question is replied to with "No", a note will be displayed stating that you may apply for an admission as Exchange Trader Assistant. Please select checkbox and "Responsible Trader".

9. Within the “Technical Setup” tab, please select the required technical access (mandatory) and trader status (optional).

The screenshot displays the 'EEX Exchange Trader (Assistant) Admission' application form. The 'Technical Setup' tab is active, showing the 'Selection of Technical Access' section. Below this, there are several checkboxes for selecting technical access: EEX TT Screen, Trayport® Joule® or EEX Joule Direct Screen, EUREX T7 GUI, STP (Trade Registration only), and M7 Auction System (only for EUA Spot Primary Auctions). A note indicates that after formal admission, initial product assignments may be amended by registered individuals, listing roles like Authorised signatory/-ies, Central Coordinator, Executive Directors of the Management Board, and Security Administrator T7 Admin GUI. Below this, the 'Selection of Shift Trader Status' section has a checkbox for 'Shift Trader'. At the bottom of the form, there are buttons for 'Save', 'Print', 'Cancel Request', 'Back', and 'Review'. The footer contains links for 'Imprint', 'Data Privacy', 'Technical Requirements', and 'Terms of Use'.

10. Select “Review” to conduct a final check of the application.

11. Select “Submit” to submit the exchange trader application.

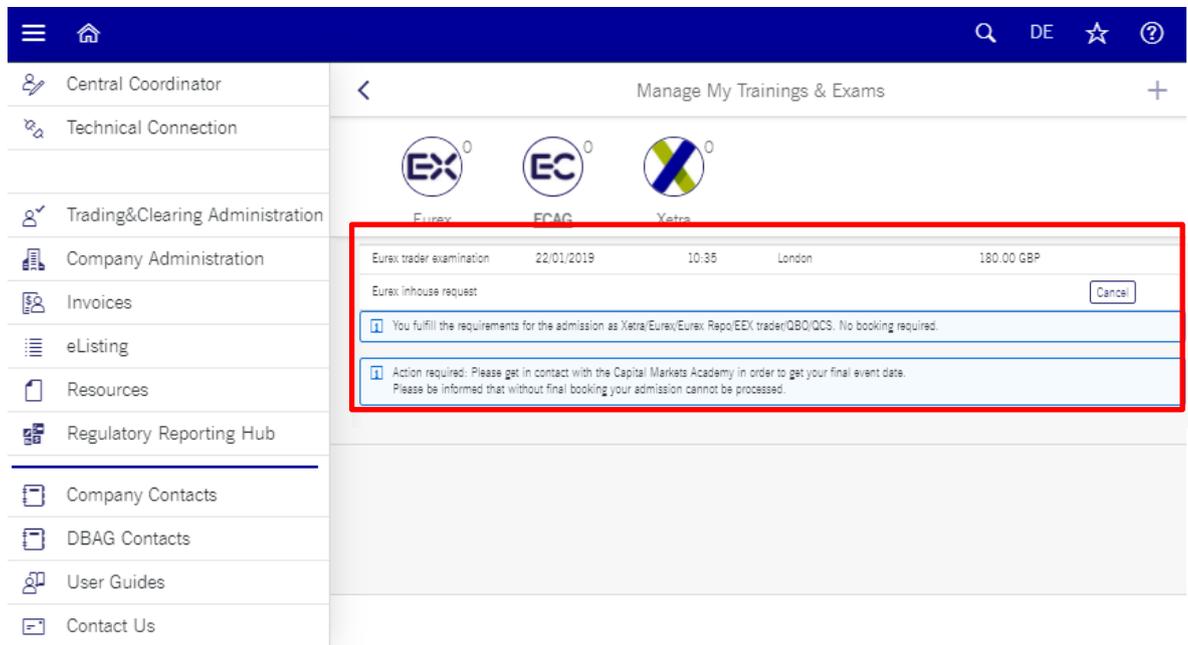
If the responsible Admission Administrator approved the application, it will be forwarded to EEX for a check of the personal data and admission prerequisites. The prospective trader is informed by E-mail should the application contain errors or be incomplete according to EEX. In this case, the data within the application can be corrected or completed immediately.

In general, all admissions returned to EEX which were not completed or corrected are automatically rejected within four weeks from the date of submission. Applications containing an exam booking requirement are excluded from this rule. If applications are rejected due to erroneous or missing data, the potential exchange trader can correct this information and submit the application again.

**Please note:** If the company, for which the potential exchange trader should be admitted, is not yet admitted as EEX Exchange Participant, the prospective trader will be admitted with suspensive effect, i.e. until the condition of the company admission is fulfilled.

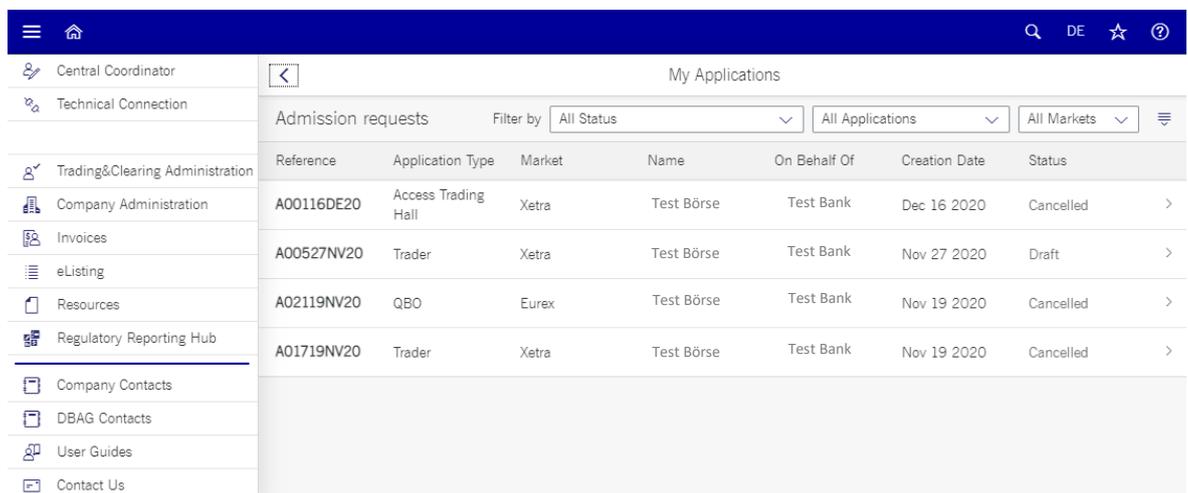
### 3.5.1.2 Manage My Training & Exams

This section allows you to view the trainings and exams made in the past. By clicking on an element from the list, you access the details and cancel the booking.



### 3.5.1.3 My Application History

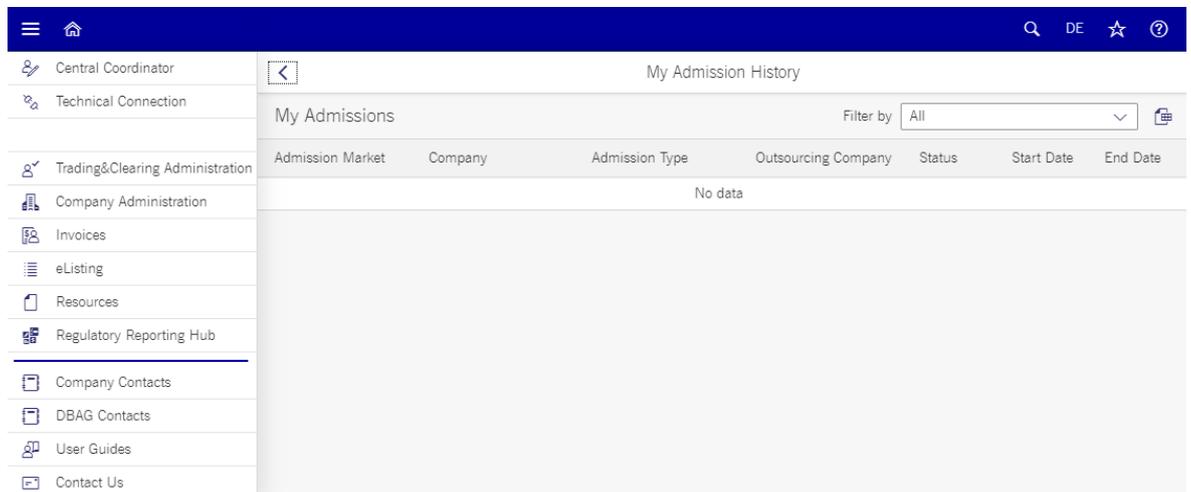
This section allows you to view the applications made in the past. As Central Coordinator (CC), it allows you to view all applications.



An application with the Status “Draft” can be amended by clicking on the item. An application with the Status “Cancelled” can be downloaded as a pdf document by clicking on the item.

### 3.5.1.4 My Admission History

Within this section you can see an overview of the past admissions of your user account for the relevant markets and companies with the relevant start and end dates.

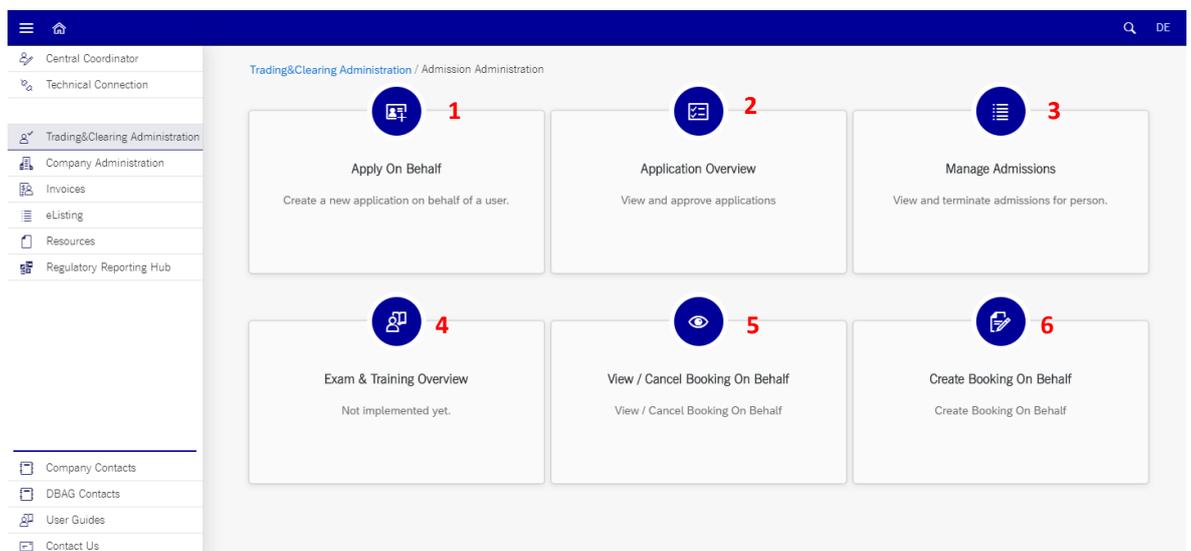


### 3.5.2 Admission Administration

Through the Trading & Clearing Admission Service, admissions, registrations and deregistrations of Exchange Traders, Qualified Backoffice (QBO) staff and Qualified Clearing Staff (QCS) members can be processed.

All admissions and registrations can be maintained and applications for registration on behalf of third parties can be submitted. In addition, User IDs can be set up, changed or deleted.

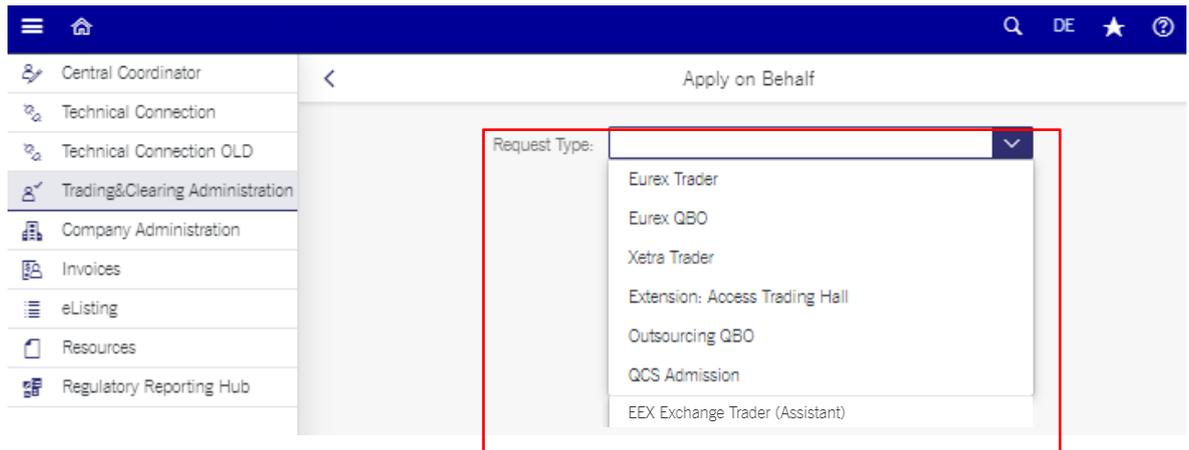
1. [Apply On Behalf](#)
2. [Application Overview](#)
3. [Manage Admissions](#)
4. [Exam & Training Overview](#)
5. [View / Cancel Booking on Behalf](#)
6. [Create Booking On Behalf](#)



The following sections will describe their functionality in detail.

### 3.5.2.1 Apply on Behalf

This section allows Admission Administrator user to apply for services on behalf of third parties. When selecting “Apply on Behalf”, a list of request types can be selected to create an admission application on behalf for a third party:



In order to apply for admission as Exchange Trader or register as Qualified Backoffice (QBO) staff member for one of the persons displayed in this list via Trading & Clearing Administration, the person must have an active login to the Member Section of Eurex, Xetra or EEX respectively.

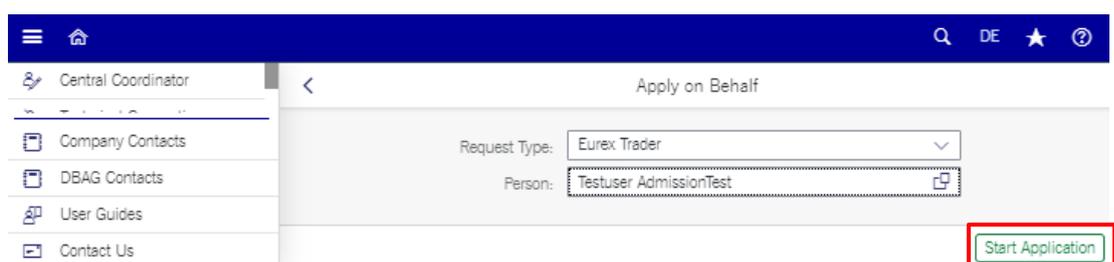
A detailed video explaining the process of applying on behalf can be viewed here:

<https://youtu.be/CKI7nKHytDI>

#### 3.5.2.1.1 Application for Eurex Trader

The following steps describe the process of applying on behalf of a third party as a Eurex Trader:

1. Select “Trading & Clearing Administration” in the navigation pane.
2. Select the Service tile “Admission Administration”.
3. Select the Service tile “Apply on Behalf”.
4. Select “Eurex Trader” under “Request Type”.
5. Select the user from the sub-menu. If a person's name does not appear in the list, then a Member Section user account has to be created as well. For this purpose, click on "+" and proceed as described above. For questions about how to create a user account for the Member Section, please [click here](#).
6. Click on “Start Application”.



7. Within the “Personal Data” tab, please enter the “Applicant Data” and “Private Address Data” of the applicant and click on “Next”.

Confirmation > **Personal Data** > Curriculum Vitae > Qualification

**Applicant Data**

Name: Testuser AdmissionTest  
E-mail: testuser@test.com  
\*Phone: +(49) 069-910-00  
\*Place of Birth:   
\*Date of Birth: 01.01.1980  
\*Nationality:   
\*Form of Identification:   
\*National ID:

**Private Address Data**

Please fill in your private address data to ensure that we are able to contact you in the event of termination of your admission.

\*Private E-mail:   
\*Phone: +0  
Address Search: Start typing to search...  
\*Street / House Number:   
Street Suppl.:   
Building:   
Floor / Room Number:   
\*Postal Code / City:   
\*Country: Germany

Save Back **Next**

- 8. Within the "Curriculum Vitae" tab, please enter the "Education History" and "Employment History" and click on "Next".

Confirmation > Personal Data > **Curriculum Vitae** > Qualification

Note: According to the admission regulations for Exchange Trader at the Frankfurter Wertpapierbörse and at the Eurex Deutschland paragraph 2a states that applicants must fill in their Curriculum Vitae / Personal Resumé information without any gaps on a monthly basis starting with the age of 12 years (e.g. Secondary School from August 2006 to August 2007, Higher School Education from September 2007 to ...). Your Curriculum Vitae / Personal Resumé data will be permanently stored for future use and further applications.

**Education History (Secondary School, Higher School, Studies, University)**

Type and Name of Education	City of Education	From	To
Secondary / Higher School		01 / 1992	MONTH / YEAR

Employment History (Employer, Unemployment, Sabbatical and/or Others)

Employer, other professional or non-professional information (e.g. Unemployment, Sabbatical)	Employer Name or Free-text	From	To
Employer	Test Bank AG	MONTH / YEAR	Till now

Save Print Cancel Request Bac **Next**

The curriculum vitae (CV) is required in order to guarantee personal reliability of an Exchange Trader in accordance with the Admission Regulations for Exchange Trader. Also, for the CV, personal data of the future Exchange Trader are already displayed if the person has used Trading & Clearing Administration

before. The data are stored automatically and are made available for all future applications of that person.

9. Within the “Qualification” tab, please enter the “Expertise” and “Practical Experiences”.

The screenshot shows the 'Eurex:Trader Admission' application form. The top navigation bar includes 'Confirmation', 'Personal Data', 'Curriculum Vitae', and 'Qualification'. The 'Qualification' tab is active. Below the navigation bar, there are two sections: 'Expertise' and 'Practical Experiences'. The 'Expertise' section asks 'I was already admitted as an exchange trader for at least 12 months within the last 2 years at Eurex.' with 'Yes' selected. The 'Practical Experiences' section asks 'I have already traded actively at an exchange and/or a multilateral trading system within the last 2 years for at least 6 months.' with 'Yes' selected. At the bottom right, the 'Review' button is highlighted in red.

Once data about professional qualification are available, they are displayed.

Dependent on the status of an Exchange Trader examination or system training, a note is shown. Should no data about Exchange Trader examinations or system training be displayed although the potential Exchange Trader knowingly has been admitted before or has attended trainings, the following questions have to be answered in a consecutive order.

- If no qualifications are displayed automatically, the Admission Administrator has the opportunity to illustrate the professional qualification of the potential Exchange Trader according to the following questions. Replying to the questions is optional. It is important to enter the reply to the first question first, as the following screens are generated dynamically dependent on the reply to the first question.
- If the first question is replied to with “Yes”, proof of professional qualification is tentatively deemed to have been provided. Information given here is evaluated by Member Services & Admission after final submission of the application.
- If this question is replied to with “No”, the next question opens for which the same rules apply.
- If both questions are replied to with “No”, a note is displayed saying that Training needs to be performed.

10. Click “Review”.

11. Click “Submit” to complete. Once the Admission Administrator has clicked on the button “Send”, the application is forwarded to the relevant person for review and completion. At the same moment, they are informed by E-mail that processing of the application is required.

When the potential Exchange Trader has reviewed and completed the application, the Application Administrator is also informed by E-mail of the application to be processed.

If the responsible Admission Administrator approves the application, it will be forwarded to Deutsche Börse AG for a check of the personal data and admission prerequisites. The potential Exchange Trader is informed by E-mail should the application contain errors or be incomplete according to Deutsche Börse AG. In this situation, the potential Exchange Trader has to correct or complete the data in the application immediately.

In general, all admissions returned to Deutsche Börse AG which were not completed or corrected are automatically rejected within four weeks from the date of submission. Applications containing a future date for an Exchange Trader examination and/or system training are excluded from this rule.

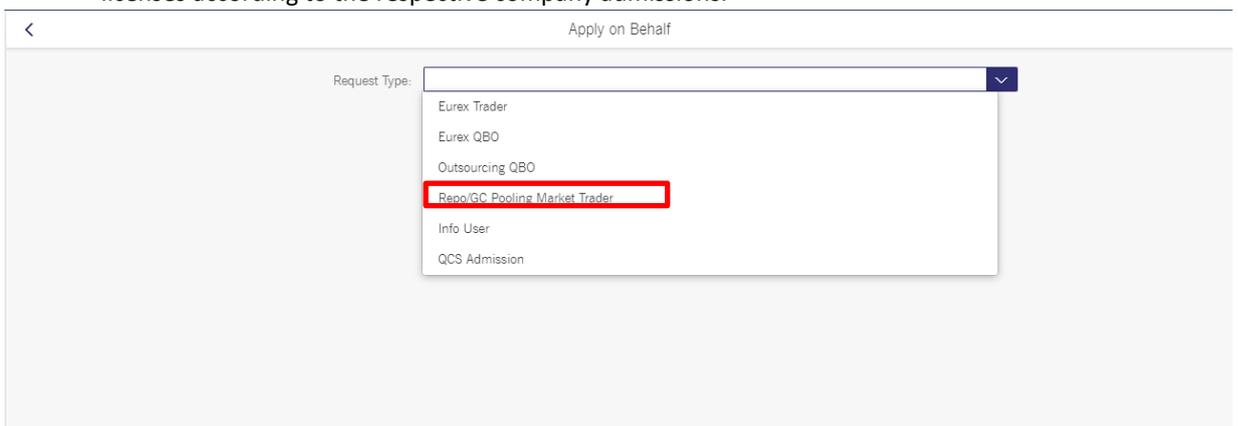
When the application has been found to be correct and all admission prerequisites have been fulfilled, the potential Exchange Trader receives a confirmation E-mail with an activation link. To confirm the receipt of the electronic confirmation of admission, click on the activation link; hereby the admission as Exchange Trader is finally activated. If the link is not clicked within three calendar days, admission as Exchange Trader will take effect automatically after the three calendar days have lapsed.

**Please note:** If the company, for which the potential Exchange Trader should be admitted, is not yet admitted as Exchange Participant (company level), the person will be admitted with suspensive effect, i.e., until the condition (admission of the company respectively revocation of existing admission) is fulfilled. The same is valid in case the applicant is still admitted for another company. The applicant has to terminate the admission for the previous company first.

#### 3.5.2.1.2 Application for Eurex Repo Trader

The following steps describe the process of applying on behalf of a third party as a Eurex Repo Trader:

1. Select "Trading & Clearing Administration" in the navigation pane.
2. Select the Service tile "Admission Administration".
3. Select the Service tile "Apply on Behalf".
4. Select the tile "Eurex repo: Licenses".
5. Select the license type from the drop-down list. Drop-down list of licenses to apply for will only list licenses according to the respective company admissions.



The screenshot shows a web interface titled "Apply on Behalf". It features a "Request Type:" dropdown menu with a blue arrow icon on the right. The dropdown is open, displaying a list of options: "Eurex Trader", "Eurex QBO", "Outsourcing QBO", "Repo/GC Pooling Market Trader" (highlighted with a red rectangular box), "Info User", and "QCS Admission".

6. Select the user from the sub-menu. If a person's name does not appear in the list, then a Member Section user account has to be created as well or the user is already registered for the selected license. For this purpose, click on "+" and proceed as described above. For questions about how to create a user account for the Member Section, please contact the [Member Section Team](#).
7. Click on "Start Application".
8. Within the confirmation tab you will see the admission data and personal reliability declaration. Please read through it and click next. As an Admission administrator applying on behalf, you should not be able to select the checkboxes since this has to be done by the traders themselves.
9. Within the "Personal Data" tab, please enter the personal data of the applicant and click on "Next".
10. If applicable, you can select additional Member IDs of the same legal entity via tick-boxes in case you want to apply for an admission for multiple member IDs
11. Click "Review".

12. Click "Submit" to complete.

Once the Admission Administrator has clicked on the button "Send", the application is forwarded to the trader for review and confirmation of the personal reliability declaration. At the same moment, they are informed by E-mail that processing of the application is required.

When the potential Repo Trader has reviewed and confirmed the declaration, the Admission Administrator is also informed by E-mail of the application to be processed.

If the responsible Admission Administrator approves the application, it will be forwarded to Deutsche Börse AG for a check of the personal data and admission prerequisites. The potential Repo Trader is informed by E-mail should the application contain errors or be incomplete according to Deutsche Börse AG. In this situation, the potential Repo Trader must correct or complete the data in the application immediately.

In general, all admissions returned to Deutsche Börse AG which were not completed or corrected are automatically rejected within four weeks from the date of submission.

When the application has been found to be correct and all admission prerequisites have been fulfilled, the potential Repo Trader receives a confirmation E-mail with an activation link. To confirm the receipt of the electronic confirmation of admission, click on the activation link; hereby the admission as Eurex Repo Trader is finally activated. If the link is not clicked within three calendar days, admission as Exchange Trader will take effect automatically after the three calendar days have lapsed.

**Please note:** If the company, for which the potential Repo Trader should be admitted, is not yet admitted as Eurex Repo Participant (company level), the person will be admitted with suspensive effect, i.e., until the condition (admission of the company respectively revocation of existing admission) is fulfilled. The same is valid in case the applicant is still admitted for another company. The applicant must terminate the admission for the previous company first.

### 3.5.2.1.3 Application for Eurex Qualified Backoffice (QBO) staff

The following steps describe the process of applying on behalf of a third party as a Eurex Qualified Backoffice (QBO) staff member:

1. Select "Trading & Clearing Administration" in the navigation pane.
2. Select the Service tile "Admission Administration".
3. Select the Service tile "Apply on Behalf".
4. Select "Eurex QBO" under "Request Type".
5. Select the user from the sub-menu. If a person's name does not appear in the list, then a Member Section user account has to be created as well. For this purpose, click on "+" and proceed as described above. For questions on how to create a user account for the Member Section, please [click here](#).
6. Click on "Start Application".

The screenshot displays a web application interface for "Apply on Behalf". On the left, a navigation menu lists several options, with "Technical Connection" currently selected. The main area shows a form with two dropdown menus: "Request Type" is set to "Eurex QBO" and "Person" is set to "Testuser AdmissionTest". A red rectangular box highlights the "Start Application" button located at the bottom right of the form.

7. Within the “Application” tab, please enter the “Applicant Data” and “Expertise” of the applicant. If no qualifications are displayed automatically, the Admission Administrator has the opportunity to illustrate the professional qualification of the potential Backoffice Staff member by means of the following questions. It is important to enter the reply to the first question first, as the following screens are generated dynamically dependent on the reply to the first question.

The screenshot shows the 'Application' tab selected. The form is titled 'Applicant Data' and contains the following fields:

- Name: Testuser AdmissionTest
- \*Phone: + (49) [input field] [input field] [input field]
- E-mail: testuser@test.com

The 'Expertise' section has a radio button for 'Yes' and 'No'.

The 'Confirmation' section has a checkbox for 'I hereby apply for registration as Qualified Back-Office Staff pursuant to subsection 3.3.1 of the Eurex Exchange Rules on behalf of the following company:'.

At the bottom right, there are three buttons: 'Save', 'Back', and 'Review'. The 'Review' button is highlighted with a red box.

8. Click on “Review”.
9. Click on “Submit” to complete and then “Send”.

Once the Admission Administrator has clicked on the button “Save”, the application is forwarded to the relevant person for review and completion. At the same moment, they are informed by E-mail that processing of the application is required.

When the potential Qualified Backoffice (QBO) staff member has reviewed and completed the application, the Application Administrator is also informed by E-mail of the application to be processed.

If the responsible Admission Administrator approves the application, it will be forwarded to Deutsche Börse AG for a check of the personal data and admission prerequisites. The potential Qualified Backoffice (QBO) staff member is informed by E-mail should the application contain errors or be incomplete according to Deutsche Börse AG. In this situation, the potential Qualified Backoffice (QBO) staff member has to correct or complete the data in the application immediately.

In general, all admissions returned to Deutsche Börse AG which were not completed or corrected are automatically rejected within four weeks from the date of submission. Applications containing a future date for a Qualified Backoffice (QBO) examination and/or system training are excluded from this rule.

When the application has been found to be correct and all admission prerequisites have been fulfilled, the potential Qualified Backoffice (QBO) staff member receives a confirmation E-mail with an activation link. To confirm the receipt of the electronic confirmation of admission, click on the activation link; hereby the admission as Qualified Backoffice (QBO) staff member is finally activated. If the link is not clicked within three calendar days, admission as Qualified Backoffice (QBO) staff member will take effect automatically after the three calendar days have lapsed.

**Please note:** If the company, for which the potential Qualified Backoffice (QBO) staff member should be admitted, is not yet admitted as Exchange Participant (company level), the person will be admitted with suspensive effect, i.e. until the condition (admission of the company respectively revocation of existing admission) is fulfilled. The same is valid in case the applicant is still admitted for another company. The applicant has to terminate the admission for the previous company first.

#### 3.5.2.1.4 Application for Frankfurt Stock Exchange (FWB) Trader

The following steps describe the process of applying on behalf of a third party as a Frankfurt Stock Exchange Trader:

1. Select "Trading & Clearing Administration" in the navigation pane.
2. Select the Service tile "Admission Administration".
3. Select the Service tile "Apply on Behalf".
4. Select "Frankfurt Stock Exchange Trader" under "Request Type".
5. Select the user from the drop-down menu. If a person's name does not appear in the list, then a Member Section user account has to be created as well. For this purpose, click on "+" and proceed as described above. For questions on how to create a user account for the Member Section, please [click here](#).
6. Click on "Start Application".

The screenshot shows a web application interface for "Apply on Behalf". On the left is a navigation pane with options: Central Coordinator, Technical Connection, Company Contacts, DBAG Contacts, User Guides, and Contact Us. The main content area has a title "Apply on Behalf" and a back arrow. Below the title, there are two fields: "Request Type:" with a dropdown menu showing "Xetra Trader", and "Person:" with a dropdown menu showing "Testuser AdmissionTest" and a plus sign icon. At the bottom right, there is a red-bordered button labeled "Start Application".

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- 7. Within the “Personal Data” tab, please enter the “Applicant Data” and “Private Address Data” of the applicant and click on “Next”.

Confirmation > **Personal Data** > Curriculum Vitae > Qualification

**Applicant Data**

Name: Testuser AdmissionTest  
E-mail: |testuser@test.com  
\*Phone: + (49) 069-910-00  
\*Place of Birth:   
\*Date of Birth: 01.01.1980  
\*Nationality:   
\*Form of Identification:   
\*National ID:

**Private Address Data**

Please fill in your private address data to ensure that we are able to contact you in the event of termination of your admission.

\*Private E-mail:   
\*Phone: +0  
Address Search: Start typing to search...  
\*Street / House Number:   
Street Suppl.:   
Building:   
Floor / Room Number:   
\*Postal Code / City:   
\*Country: Germany

Save Back **Next**

- 8. Within the “Curriculum Vitae” tab, please enter the “Education History” and “Employment History” and click on “Next”.

Confirmation > Personal Data > **Curriculum Vitae** > Qualification

Note: According to the admission regulations for Exchange Trader at the Frankfurter Wertpapierbörse and at the Eurex Deutschland paragraph 2a states that applicants must fill in their Curriculum Vitae / Personal Resumé information without any gaps on a monthly basis starting with the age of 12 years (e.g. Secondary School from August 2006 to August 2007, Higher School Education from September 2007 to ...). Your Curriculum Vitae / Personal Resumé data will be permanently stored for future use and further applications.

**Education History** (Secondary School, Higher School, Studies, University)

Type and Name of Education	City of Education	From	To
Secondary / Higher School		01 / 1992	MONTH / YEAR

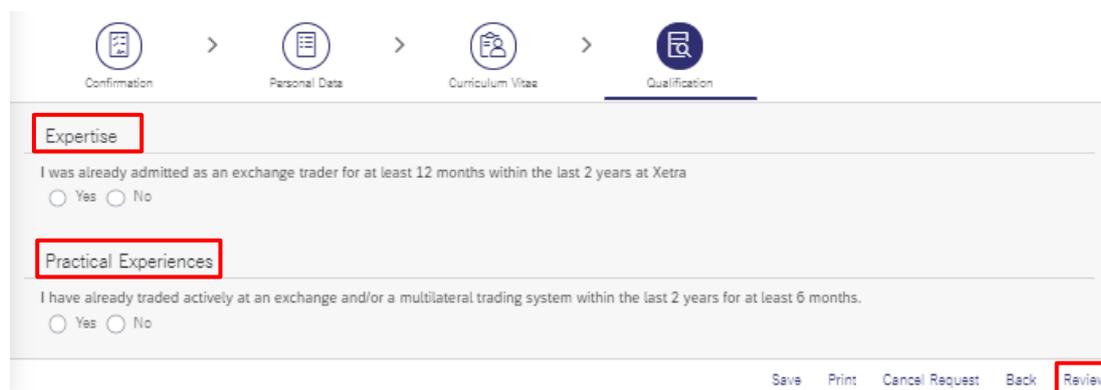
**Employment History** (Employer, Unemployment, Sabbatical and/or Others)

Employer, other professional or non-professional information (e.g. Unemployment, Sabbatical)	Employer Name or Preetext	From	To
Employer		MONTH / YEAR	Till now

Save Print Cancel Request Back **Next**

The curriculum vitae (CV) is required in order to guarantee personal reliability of an Exchange Trader in accordance with the Admission Regulations for Exchange Trader. Also, for the CV, personal data of the future Exchange Trader are already displayed if the person has used the Trading & Clearing Administration request before. The data are stored automatically and are made available for all future applications of that person.

9. Within the “Qualification” tab, please enter the “Expertise” and “Practical Experiences”.



The screenshot shows a navigation bar with four tabs: Confirmation, Personal Data, Curriculum Vitae, and Qualification. The Qualification tab is active. Below the navigation bar, there are two sections: 'Expertise' and 'Practical Experiences'. The 'Expertise' section contains the question: 'I was already admitted as an exchange trader for at least 12 months within the last 2 years at Xetra' with radio buttons for 'Yes' and 'No'. The 'Practical Experiences' section contains the question: 'I have already traded actively at an exchange and/or a multilateral trading system within the last 2 years for at least 6 months.' with radio buttons for 'Yes' and 'No'. At the bottom right of the form, there are buttons for 'Save', 'Print', 'Cancel Request', 'Back', and 'Review'.

Once data about professional qualification are available, they are displayed.

Dependent on the status of an Exchange Trader examination or system training, a note is shown. Should no data about Exchange Trader examinations or system training be displayed although the potential Exchange Trader knowingly has been admitted before or has attended trainings, the following questions have to be answered in a consecutive order.

- If no qualifications are displayed automatically, the Admission Administrator has the opportunity to illustrate the professional qualification of the potential Exchange Trader according to the following questions. Replying to the questions is optional. It is important to enter the reply to the first question first, as the following screens are generated dynamically dependent on the reply to the first question.
- If the first question is replied to with “Yes”, proof of professional qualification is tentatively deemed to have been provided. Information given here is evaluated by Member Services & Admission after final submission of the application.
- If this question is replied to with “No”, the next question opens for which the same rules apply.
- If both questions are replied to with “No”, a note is displayed saying that Training needs to be performed.

10. Click “Review”.

11. Click “Submit” to complete. Once the Admission Administrator has clicked on the button “Save”, the application is forwarded to the relevant person for review and completion. At the same moment, they are informed by E-mail that processing of the application is required.

When the potential Exchange Trader has reviewed and completed the application, the Application Administrator is also informed by E-mail of the application to be processed.

If the responsible Admission Administrator approves the application, it will be forwarded to Deutsche Börse AG for a check of the personal data and admission prerequisites. The potential Exchange Trader is informed by E-mail should the application contain errors or be incomplete according to Deutsche Börse AG. In this situation, the potential Exchange Trader has to correct or complete the data in the application immediately.

In general, all admissions returned to Deutsche Börse AG which were not completed or corrected are automatically rejected within four weeks from the date of submission. Applications containing a future date for an Exchange Trader examination and/or system training are excluded from this rule.

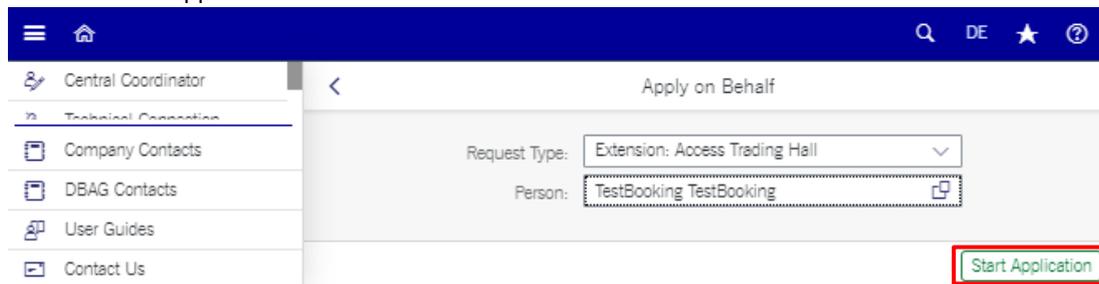
When the application has been found to be correct and all admission prerequisites have been fulfilled, the potential Exchange Trader receives a confirmation E-mail with an activation link. To confirm the receipt of the electronic confirmation of admission, click on the activation link; hereby the admission as Exchange Trader is finally activated. If the link is not clicked within three calendar days, admission as Exchange Trader will take effect automatically after the three calendar days have lapsed.

**Please note:** If the company, for which the potential Exchange Trader should be admitted, is not yet admitted as Exchange Participant (company level), the person will be admitted with suspensive effect, i.e. until the condition (admission of the company respectively revocation of existing admission) is fulfilled. The same is valid in case the applicant is still admitted for another company. The applicant has to terminate the admission for the previous company first.

#### 3.5.2.1.5 Application for Access to the Exchange Trading Hall

The user can request access to the exchange trading hall if the company has admission to the exchange trading hall. The following steps describe the process of applying on behalf of a third party for access to the exchange trading hall:

1. Select "Trading & Clearing Administration" in the navigation pane.
2. Select the Service tile "Application Administration".
3. Select the Service tile "Apply on Behalf".
4. Select "Extension: Access Trading Hall" under "Request Type".
5. Select the user from the drop-down menu. If a person's name does not appear in the list, then a Member Section user account has to be created as well. For this purpose, click on "+" and proceed as described above. For questions on how to create a user account for the Member Section, please [click here](#).
6. Click on "Start Application".



7. Review the details and click on "Create Request".

#### 3.5.2.1.6 Application for Outsourcing Qualified Backoffice (QBO) staff

The following steps describe the process of applying on behalf of a third party as an outsourced Qualified Backoffice (QBO) staff member:

1. Select "Trading & Clearing Administration" in the navigation pane.
2. Select the Service tile "Application Administration" (2).
3. Select the Service tile "Apply on Behalf".
4. Select "Outsourcing QBO" under "Request Type" and click on "Start Application".

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- 5. Select the user from the sub-menu. If a person's name does not appear in the list, then a Member Section user account has to be created as well. For this purpose, click on "+" and proceed as described above. For questions about creating a user account for the Member Section please [click here](#).
- 6. Click on "Start Application."

Apply on Behalf

Request Type: Outsourcing QBO

Person: Testuser\_000180 CUA\_PERM\_EXAS\_TRADER\_PERSONAL\_A...

Outsourcing Organisation(s):

- Capital Fund Management
- D. E. Shaw Asymptote Portfolios LLC
- MUFG Securities (Europe) N.V.
- MUFG Securities EMEA plc
- SinoPac Futures Corp.

Start Application

- 7. Within the "Application" tab, please enter the "Applicant Data" and "Expertise" of the applicant. If no qualifications are displayed automatically, the Admission Administrator has the opportunity to illustrate the professional qualification of the potential Backoffice Staff member by means of the following questions. It is important to enter the reply to the first question first, as the following screens are generated dynamically dependent on the reply to the first question.
- 8. Click on "Next".

Confirmation > Application > Notes > End

Applicant Data

Name: Testuser\_000180  
CUA\_PERM\_EXAS\_TRADER\_PERSONAL\_AD  
MISSION

\*Phone: +(49) 069-910 00  
The phone will also be changed in your portal profile.

E-mail: testuser@test.com

Expertise

I have successfully passed a relevant test or attended a relevant Seminar.

Yes  No

Name of Qualification	Status	Date
No data		

Confirmation

I hereby apply for registration as Qualified Back-Office Outsourcer Staff pursuant to subsection 3.3.1 of the Eurex Exchange Rules on behalf of the following company:

Back Next

If data about expertise are available, it will be displayed, if not, some questions on the expertise will be asked and the applicant needs to reply.

- 4) If the first question is replied to with “Yes”, proof of professional qualification is tentatively deemed to have been provided. Information given here is evaluated by Member Services & Admission after final submission of the application.
  - 5) If this question is replied to with “No”, the next question opens for which the same rules apply.
  - 6) If all questions are replied to with “No”, a message will display and ask you to [register for an exam or seminar](#) to fulfil the requirement to receive a registration as a Qualified Backoffice (QBO) staff member.
9. Within the “Notes” tab, you can enter notes for the application and click on “Create Request”.

The screenshot shows a navigation bar with four icons: Confirmation, Application, Notes (highlighted), and End. Below the navigation bar is a text input field with the placeholder text "Post something here". Below the input field, the text "No data" is displayed. At the bottom right of the form, there are two buttons: "Back" and "Create Request" (highlighted with a red box).

10. Review the data and then click on “Create Request” to complete.

Once the Admission Administrator has clicked on the button “Send”, the application is forwarded to the relevant person for review and completion. At the same moment, they are informed by E-mail that processing of the application is required. When the potential outsourced Qualified Backoffice (QBO) staff member has reviewed and completed the application, the Application Administrator is also informed by E-mail of the application to be processed.

If the responsible Admission Administrator approves the application, it will be forwarded to Deutsche Börse AG for a check of the personal data and admission prerequisites. The potential outsourced Qualified Backoffice (QBO) staff member is informed by E-mail should the application contain errors or be incomplete according to Deutsche Börse AG. In this situation, the potential outsourced Qualified Backoffice (QBO) staff member has to correct or complete the data in the application immediately.

In general, all admissions returned to Deutsche Börse AG which were not completed or corrected are automatically rejected within four weeks from the date of submission. Applications containing a future date for a Qualified Backoffice (QBO) examination and/or system training are excluded from this rule.

When the application has been found to be correct and all admission prerequisites have been fulfilled, the potential outsourced Qualified Backoffice (QBO) staff member receives a confirmation E-mail with an activation link. To confirm the receipt of the electronic confirmation of admission, click on the activation link; hereby the admission as outsourced Qualified Backoffice (QBO) staff member is finally activated. If the link is not clicked within three calendar days, admission will take effect automatically after the three calendar days have lapsed.

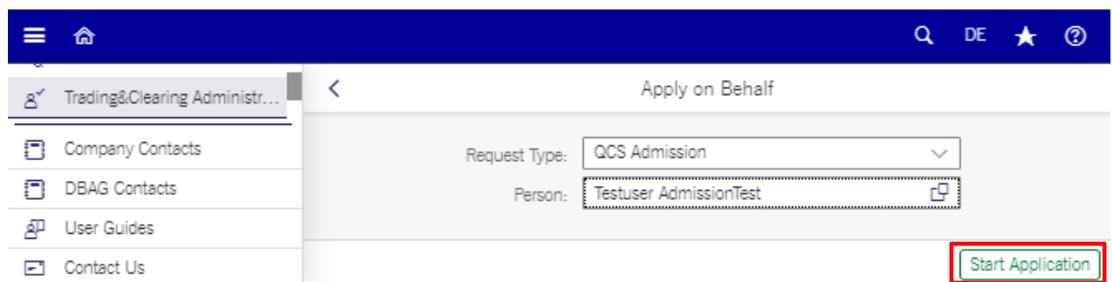
**Please note:** If the company, for which the potential Qualified Backoffice (QBO) staff member should be admitted, is not yet admitted as Exchange Participant (company level), the person will be admitted with suspensive effect, i.e. until the condition (admission of the company respectively revocation of existing

admission) is fulfilled. The same is valid in case the applicant is still admitted for another company. The applicant has to terminate the admission for the previous company first.

### 3.5.2.1.7 Application for Qualified Clearing Staff (QCS) Admissions

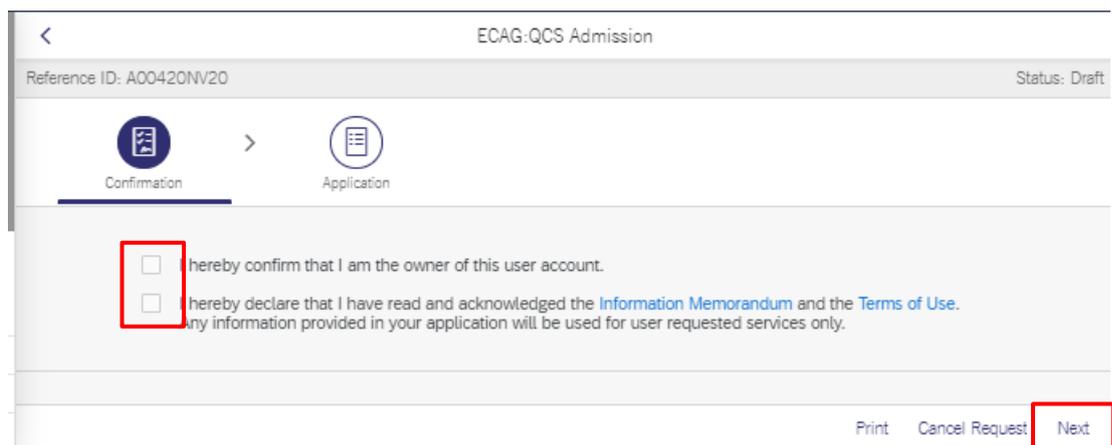
The following steps describe the process of applying on behalf of a third party as a Qualified Clearing Staff (QCS) member:

1. Select "Trading & Clearing Administration" in the navigation pane.
2. Select the Service tile "Application Administration".
3. Select the Service tile "Apply on Behalf".
4. Select "QCS Admissions" under "Request Type".
5. Select the user from the drop-down menu. If a person's name does not appear in the list, then a Member Section user account has to be created as well. For this purpose, click on "+" and proceed as described above. For questions on how to create a user account for the Member Section, [click here](#).
6. Click on "Start Application".



The screenshot shows the 'Apply on Behalf' form. The 'Request Type' dropdown is set to 'QCS Admission' and the 'Person' dropdown is set to 'Testuser AdmissionTest'. A red box highlights the 'Start Application' button.

7. Within the "Confirmation" tab, confirm the boxes and click on "Next".



The screenshot shows the 'ECAG:QCS Admission' confirmation screen. The 'Confirmation' tab is active. There are two checkboxes for confirmation: 'I hereby confirm that I am the owner of this user account.' and 'I hereby declare that I have read and acknowledged the [Information Memorandum](#) and the [Terms of Use](#). Any information provided in your application will be used for user requested services only.' A red box highlights the 'Next' button.

A click on "Information Memorandum" or "Terms of Use" delivers details about legal admission requirements.

Applicant Data

Name: Testuser AdmissionTest

\*Phone: +(49) 069-910-00

The phone will also be changed in your portal profile.

E-mail: testuser@test.com

**Expertise**

I was already registered as a qualified clearing employee.

Yes  No

Name of Qualification	Status	Date
No data		

Confirmation

I hereby apply for registration as Qualified Clearing Staff pursuant to subsection 3.3.1 of the Eurex Exchange Rules on behalf of the following company:

Save Print Cancel Request Back **Review**

If data about expertise are available, it will be displayed, if not, some questions on the expertise will be asked and the applicant needs to reply.

- If the first question is replied to with “Yes”, proof of professional qualification is tentatively deemed to have been provided. Information given here is evaluated by Member Services & Admission after final submission of the application.
  - If this question is replied to with “No”, the next question opens for which the same rules apply.
  - If all questions are replied to with “No”, a message will display and ask you to [register for an exam or seminar](#) to fulfil the requirement to be able to register as a Qualified Clearing Staff (QCS) member.
8. Click on “Review” to review the application.
  9. Click on “Submit” to complete. Once the Admission Administrator has clicked on the button “Send”, the application is forwarded to the relevant person for review and completion.

At the same moment, they are informed by E-mail that processing of the application is required.

When the potential Qualified Clearing Staff (QCS) member has reviewed and completed the application, the Application Administrator is also informed by E-mail of the application to be processed.

If the responsible Admission Administrator approves the application, it will be forwarded to Deutsche Börse AG for a check of the personal data and admission prerequisites. The potential Qualified Clearing Staff (QCS) member is informed by E-mail should the application contain errors or be incomplete according to Deutsche Börse AG. In this situation, the potential Qualified Clearing Staff (QCS) member has to correct or complete the data in the application immediately.

In general, all admissions returned to Deutsche Börse AG which were not completed or corrected are automatically rejected within four weeks from the date of submission. Applications containing a future date for examination and/or system training are excluded from this rule. When the application has been found to be correct and all admission prerequisites have been fulfilled, the Qualified Clearing Staff (QCS) applicant receives a confirmation E-mail with an activation link. To confirm the receipt of the electronic confirmation of

admission, click on the activation link; hereby the admission as Qualified Clearing Staff (QCS) member is finally activated. If the link is not clicked within three calendar days, admission will take effect automatically after the three calendar days have lapsed.

**Please note:** If the company, for which the potential Qualified Clearing Staff (QCS) member should be admitted, is not yet admitted as Exchange Participant (company level), the person will be admitted with suspensive effect, i.e. until the condition (admission of the company respectively revocation of existing admission) is fulfilled. The same is valid in case the applicant is still admitted for another company. The applicant has to terminate the admission for the previous company first.

### 3.5.2.1.8 Application for Nominated Person (Eurex, FWB, and Eurex Repo)

The following steps describe the process of applying on behalf of a third party as a Nominated Person:

1. Select "Trading & Clearing Administration" in the navigation pane.
2. Select the Service tile "Application Administration".
3. Select the Service tile "Apply on Behalf".
4. Select "Eurex Nominated Person", "Xetra Nominated Person", or "Eurex Repo Nominated Person" under "Request Type".
5. Select the user from the drop-down menu. Only users who have been set up as members of Executive Management can be registered as Nominated Person. If the person you want to set up has not been registered yet, please contact Client Due Diligence at [client-due-diligence@deutsche-boerse.com](mailto:client-due-diligence@deutsche-boerse.com). They will inform you regarding the documentation needed for the setup.
6. If after being set up as a member of Executive Management a person's name does not appear in the list, then a Member Section user account has to be created as well. For this purpose, click on "+" and proceed as described above. For questions on how to create a user account for the Member Section, please [click here](#).
7. Click on "Start Application".

The screenshot shows a web interface for "Apply on Behalf". On the left is a navigation pane with options: Central Coordinator, Company Contacts, DBAG Contacts, User Guides, and Contact Us. The main area has a title "Apply on Behalf" and a back arrow. Below the title, there are two fields: "Request Type:" with a dropdown menu showing "Eurex Nominated Person", and "Person:" with a dropdown menu showing "Testuser AdmissionTest". At the bottom right, there is a green button labeled "Start Application" which is highlighted with a red rectangular box.

8. Within the "Personal Data" tab, please enter the required data of the applicant and click on "Next".

The screenshot shows a web form with three tabs: 'Confirmation', 'Personal Data', and 'Curriculum Vitae'. The 'Curriculum Vitae' tab is active. The form is divided into two main sections: 'Applicant Data' and 'Private Address Data'.  
**Applicant Data:**  
Name: Testuser AdmissionTest  
E-mail: testuser.admissiontest@db.com  
\*Phone: + (49) [country code dropdown] 069-910-00 [area code dropdown] [phone number input]  
\*Place of Birth: [text input]  
\*Date of Birth: 01.01.1980 [calendar icon]  
\*Nationality: [dropdown menu]  
\*Form of Identification: [dropdown menu]  
\*National ID: [text input]  
**Private Address Data:**  
Please fill in your private address data to ensure that we are able to contact you in the event of termination of your admission.  
\*Private E-mail: [text input]  
\*Phone: +0 [country code dropdown] [area code dropdown] [phone number input]  
Address Search: [text input with placeholder 'Start typing to search...']  
\*Street / House Number: [text input] [text input]  
Street Suppl.: [text input]  
Building: [text input]  
Floor / Room Number: [text input] [text input]  
\*Postal Code / City: [text input] [text input]  
\*Country: Germany [dropdown menu]  
At the bottom right, there are three buttons: 'Save', 'Back', and 'Next'. The 'Next' button is highlighted with a red rectangular box.

Within the “Curriculum Vitae” tab, please enter the “Education History” and “Employment History”. If the desired Nominated Person is already a registered trader for the same market as the Nominated Person registration or has passed a trader exam for that market in the last 24 months, this step will be automatically skipped.

Reference ID: A00120JA23 Status: Draft

Confirmation > Personal Data > Curriculum Vitae

**Note: There is no data for active trader admission or successfully passed trader examination within in the last 24 months. Please proceed by entering the CV in the next step.**

The CV should demonstrate an appropriate education in the banking or trading sector and at least three years of practical experience in a management position in the banking and stock exchange sector or in securities trading.

Education History

Type of Education	Name of Education	City of Education	From	To
Studies / University			01 / 2002	MONTH / YEAR

Employment History (Employer, Unemployment, Sabbatical and/or Others)

Employer, other professional or non-professional information (e.g. Unemployment, Sabbatical)	Employer Name or Freetext	Role/Position	From	To
			MONTH / YEAR	MONTH / YEAR

Save Print Cancel Request Back Review

The curriculum vitae (CV) is required in order to guarantee the professional qualification of the Nominated Person. Also, for the CV, personal data of the future Nominated Person are already displayed if the person has used Trading & Clearing Administration before. The data are stored automatically and are made available for all future applications of that person.

9. Click "Review".
10. Click "Submit" to complete. Once the Admission Administrator has clicked on the button "Save", the application is forwarded to the relevant person for review and completion. At the same moment, they are informed by E-mail that processing of the application is required.

The following steps describe the process of reviewing and completing the application by the potential Nominated Person:

1. Select "Trading & Clearing Administration" in the navigation pane.
2. Select the Service tile "My Applications".
3. Select the Service tile "My Application History".
4. Select the relevant application from the list of historical requests.
5. Provide the Declaration of Personal Reliability by clicking on the checkboxes. All four checkboxes need to be selected before being able to proceed to the next page by clicking "Next".

Admission Data

We herewith apply for the registration of a Nominated Person pursuant to § 26, Sentence 2 of the Eurex Exchange Rules.

We (herewith) declare, the person being registered is entrusted with management authorization and power of representation to execute for and on behalf of the Company as proprietor or otherwise by law, articles of association or operating agreement and disposes of the necessary professional qualification in securities trading on exchanges.

Declaration of Personal Reliability

I declare that there are no pending criminal inquiries or trials against me whatsoever regarding any property, tax or other offences relevant for my professional activities or for the participation in exchange trading.

I declare that, during the last five years, no such criminal proceedings have been brought against me. (Details regarding criminal proceedings which have resulted in an acquittal with legal force or in a discontinuance of proceedings pursuant to Section 170 StPO [„Strafprozeßordnung“ - German Code of Criminal Procedure] are not required.)

I declare that, during the last three years, I have not been in breach of the Rules for Traders and Advisors, the Guiding Principles for Staff Transactions of bank employees, or comparable internal regulations, provisions of the Securities Trading Act, in particular the Insider Regulations and the Code of Conduct, the Exchange Act or the Eurex Exchange Rules and that there are no relevant proceedings pending against me whatsoever.

I herewith authorize the company by which I have been employed most recently to provide information, beyond a professional appraisal, regarding facts pursuant to numbers I. through III. which are relevant for the judgement of my reliability, to the Executive Boards of the Eurex Exchanges.

Print Next

6. Review Personal Data and click on “Next”.
7. Review CV data (if applicable) and click on “Review”.
8. Click “Submit” to complete.

When the potential Nominated Person has reviewed and completed the application, including providing the Declaration of Personal Reliability, the application is forwarded to Deutsche Börse AG for a check of the personal data and admission prerequisites. The Admission Administrator is informed by E-mail should the application contain errors or be incomplete according to Deutsche Börse AG. In this situation, the Admission Administrator has to correct or complete the data in the application immediately.

When the application has been found to be correct and all admission prerequisites have been fulfilled, the potential Nominated Person, the Admission Administrator, as well as the Central Coordinator will receive a confirmation E-mail.

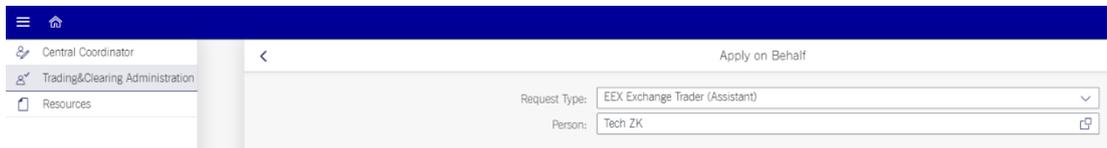
**Please note:** If the company, for which the Nominated Person should be admitted, is not yet admitted as Exchange Participant (company level), the person will be admitted with suspensive effect, i.e. until the condition (admission of the company) is fulfilled.

### 3.5.2.1.9 Application for EEX Exchange Trader (Assistant)

The following steps describe the process of applying for an admission as EEX Exchange Trader (Assistant) on behalf of a third party:

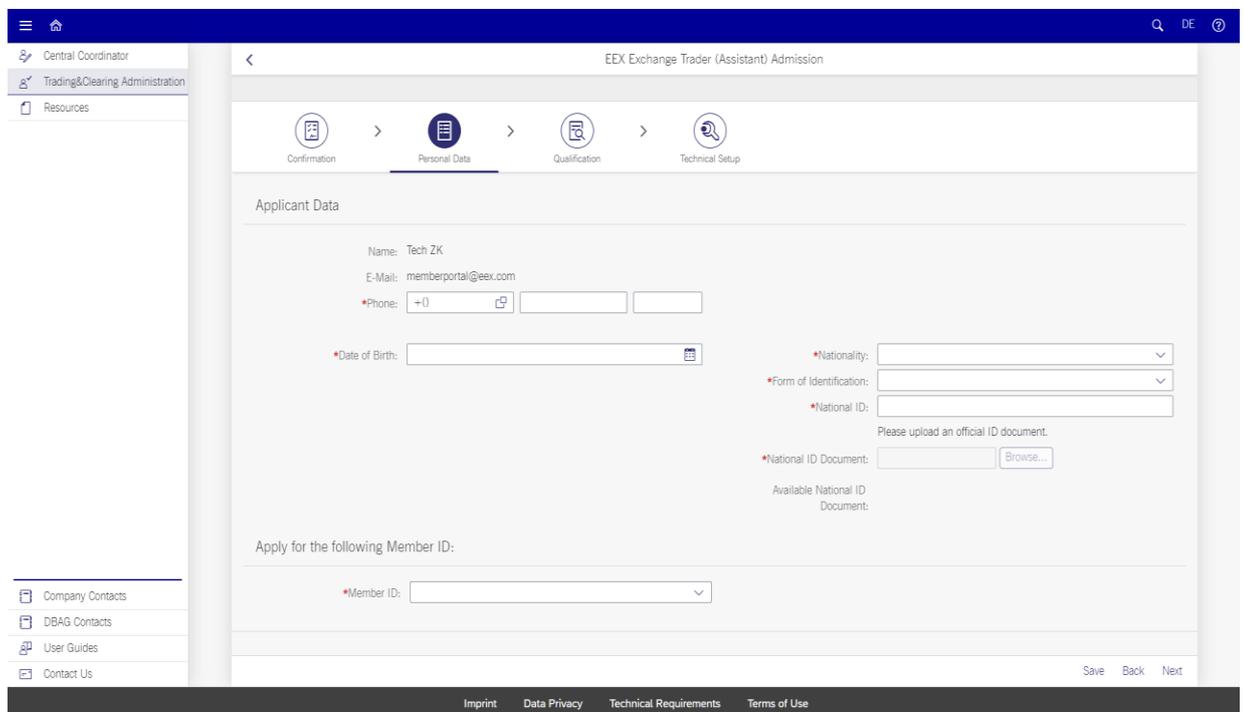
1. Select “Trading & Clearing Administration” in the navigation pane.
2. Select the Service tile “Application Administration”.
3. Select the Service tile “Apply on Behalf”.
4. Select “EEX Exchange Trader (Assistant)” under “Request Type”.
5. Select the person from the sub-menu. If a person's name does not appear in the list, then a Member Section user account must be created as well. For this purpose, click on “+” and proceed as described above. For questions about how to create a user account for the Member Section, please click [here](#).

- Click on "Start Application".



The screenshot shows the application start screen. On the left, there is a navigation menu with 'Central Coordinator', 'Trading & Clearing Administration', and 'Resources'. The main area is titled 'Apply on Behalf' and contains a dropdown menu for 'Request Type' set to 'EEX Exchange Trader (Assistant)' and a text input for 'Person' set to 'Tech ZK'.

- Within the "Confirmation" tab, please click on "Next" directly as the confirmation of the personal reliability statements may only be given by the prospective trader personally.
- Within the "Personal Data" tab, please enter the "Applicant Data", select the "Member ID" the person should be admitted for and click on "Next".



The screenshot shows the 'Personal Data' tab of the 'EEX Exchange Trader (Assistant) Admission' form. The 'Applicant Data' section includes fields for Name (Tech ZK), E-Mail (memberportal@eex.com), Phone (+0), Date of Birth, Nationality, Form of Identification, National ID, and National ID Document. There is a 'Browse...' button for uploading the National ID Document. Below this, there is a section 'Apply for the following Member ID:' with a dropdown menu for 'Member ID'. At the bottom, there are 'Save', 'Back', and 'Next' buttons.

- Within the "Qualification" tab, please state the admission history and trading expertise. When finished, click on "Next".

EEX Exchange Trader (Assistant) Admission  
Reference ID: A00118JUL23 Status: Draft

Confirmation > Personal Data > **Qualification** > Technical Setup

Expertise

I was already admitted as an EEX Exchange Trader within the last 3 years.  
 Yes  No

I have successfully passed an EEX or Eurex Trader Examination within the last 3 years or I want to book an examination.  
 Yes  No

I have successfully passed an EEX or Eurex Trader Examination more than 3 years ago, but already traded actively at an exchange within the last 3 years.  
 Yes  No

Examinations

Name of Qualification	Status	Date
Exchange Trader Exam	Passed	12/09/2013

Exchanges

Exchange: NOUVEAUMARCHE From: 01/2009 To: Till now

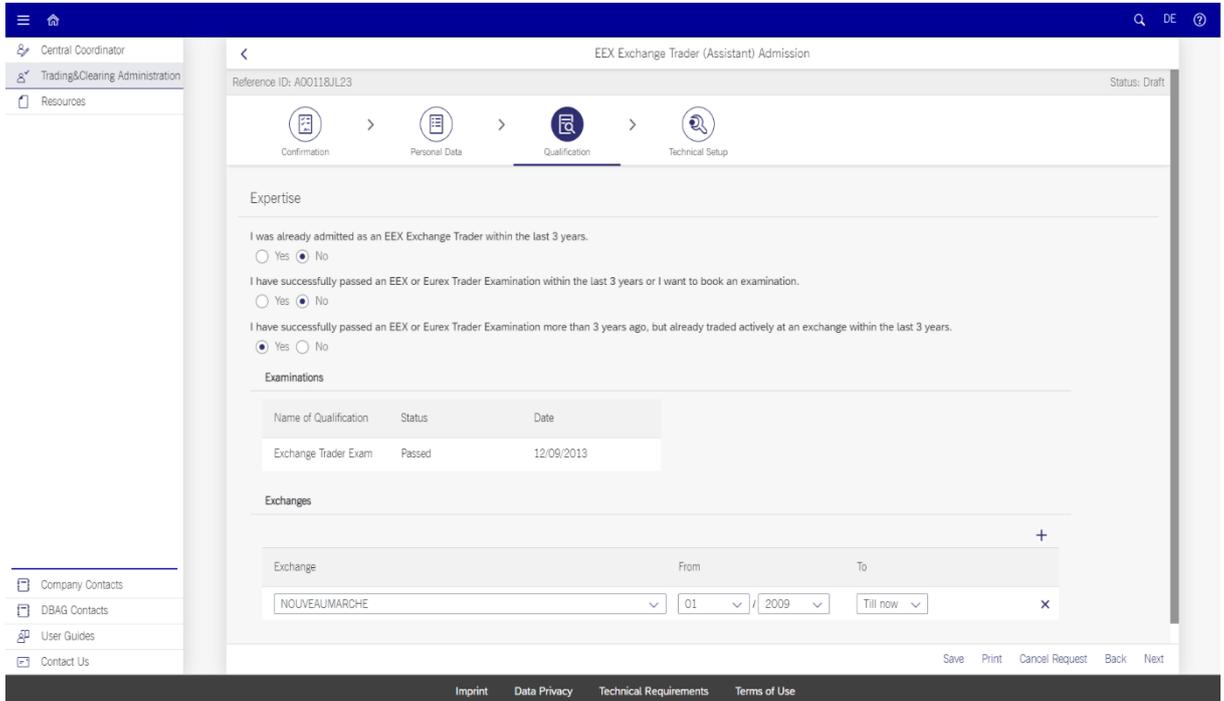
Save Print Cancel Request Back Next

Imprint Data Privacy Technical Requirements Terms of Use

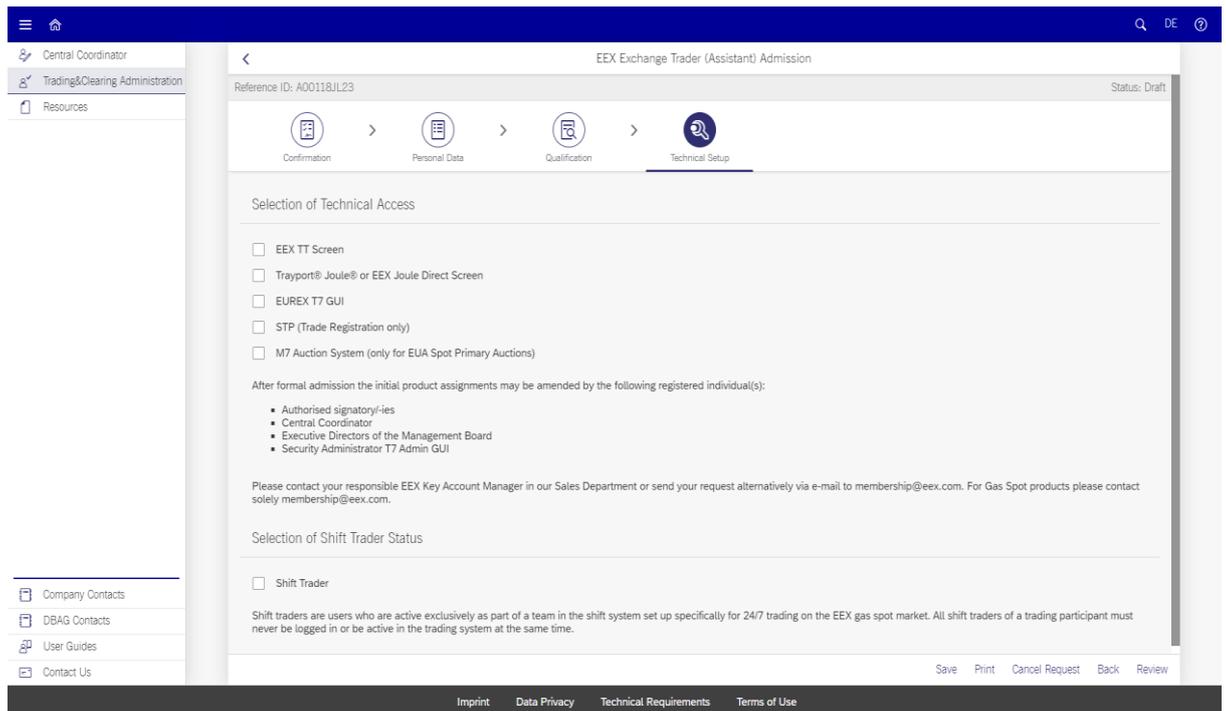
Depending on the availability of an Exchange Trader examination, a note is shown. Should no data about Exchange Trader examinations be displayed although the potential Exchange Trader knowingly has been admitted before or has attended exams, the following questions have to be answered in a consecutive order:

- 1) "I was already admitted as an EEX Exchange Trader within the last 3 years."
  - If this question is replied to with "Yes", the admission history of the prospective trader available in the system will be shown.
  - If this question is replied to with "No", the next question opens for which the same rules apply.
- 2) "I have successfully passed an EEX or Eurex Trader Examination within the last 3 years or I want to book an examination."
  - If this question is replied to with "Yes", the qualification of the prospective trader available in the system will be shown. If no qualification for an admission is available, a note guiding to the booking of an examination will be shown.
  - If this question is replied to with "No", the next question opens for which the same rules apply.
- 3) "I have successfully passed an EEX or Eurex Trader Examination more than 3 years ago, but already traded actively at an exchange within the last 3 years."
  - If this question is replied to with "Yes", the qualification of the prospective trader available in the system will be shown and the trading experience needs to be stated. Information given here is evaluated by EEX Membership after final submission of the application. If no qualification for an admission is available, please answer the question with "No" instead.
  - If this question is replied to with "No", a note will be displayed stating that you may apply for an admission as Exchange Trader Assistant. Please select checkbox and "Responsible Trader".

10. Within the “Technical Setup” tab, please select the required technical access (mandatory) and trader status (optional).



11. Within the “Technical Setup” tab, please select the required technical access (mandatory) and trader status (optional).



12. Select "Review" to conduct a final check of the application.
13. Select "Submit" to submit the exchange trader application.

Once the Admission Administrator has submitted the application, it is forwarded to the prospective trader for review and completion. At the same time, they are informed by E-mail that processing of the application is required.

When the potential Exchange Trader (Assistant) has reviewed and completed the application, the Application Administrator is also informed by E-mail of the application to be processed.

If the responsible Admission Administrator approved the application, it will be forwarded to EEX for a check of the personal data and admission prerequisites. The prospective trader is informed by E-mail should the application contain errors or be incomplete according to EEX. In this case, the data within the application can be corrected or completed immediately.

In general, all admissions returned to EEX which were not completed or corrected are automatically rejected within four weeks from the date of submission. Applications containing an exam booking requirement are excluded from this rule. If applications are rejected due to erroneous or missing data, the potential exchange trader can correct this information and submit the application again.

**Please note:** If the company, for which the potential exchange trader should be admitted, is not yet admitted as EEX Exchange Participant, the prospective trader will be admitted with suspensive effect, i.e. until the condition of the company admission is fulfilled.

### 3.5.2.2 Application Overview

This section allows the user to monitor, view and approve applications for services. The "Application Overview" shows all applications currently in process in which the logged in Admission Administrator has been involved in as well as applications in draft status and applications which require further processing (e.g. approval, review).

The user can filter via the drop-down menu specifically for:

- **In Approval by Admission Administrator:** selecting this filter will show all applications of the company currently being processed by the Admission Administrator.
- **All Applications:** selecting this filter will show a full overview of all applications of the company. Under "All Applications", it is also possible for the Admission Administrator to forward an application to themselves. This feature can be used in case the assigned Admission Administrator cannot proceed with the processing of applications because of absence (holiday, illness).
- **All Markets:** selecting this filter will show an overview of the applications of the company sorted by market.
- **Applicant Admission:** functionality for searching for a specific applicant.

Application Overview

Admission requ... Filter... In Approval by Admission Admin All Applications All Markets Applicant admission

Reference	Application Type	Market	Name	On Behalf Of	Creation Date	Status
A00320NV20	QCS	ECAG	Max Mustermann	Test Company	Nov 20 2020	In Approval by Admission Admin
A00220NV20	Trader	Xetra	Max Mustermann	Test Company	Nov 20 2020	In Approval by Admission Admin
A00703NV20	QBO	Eurex	Max Mustermann	Test Company	Nov 03 2020	In Approval by Admission Admin
A00503NV20	Trader	Eurex	Max Mustermann	Test Company	Nov 03 2020	In Approval by Admission Admin
A00403NV20	Trader	Xetra	Max Mustermann	Test Company	Nov 03 2020	In Approval by Admission Admin

When clicking on a user, the user – dependent on the underlying rights – can:

- Reject: the application disappears from the “Application Overview”, the applicant is informed about the rejection by E-mail.
- Approve: the application is submitted to Deutsche Börse AG. (Only if the Admission Administrator has the necessary rights!)
- Resend: the application is returned to the potential Exchange Trader, Qualified Backoffice (QBO) staff member or Qualified Clearing Staff (QCS). In these cases, we strongly recommend adding a comment.

I hereby apply for registration as Qualified Clearing Staff pursuant to subsection 3.3.1 of the Eurex Exchange Rules on behalf of the following company:

Print Cancel Request Approve Resend

This section will also show you when a training or exam needs to be performed or is pending to be completed for admission.

### 3.5.2.3 Manage Admissions

This section allows the user to monitor, view and terminate users from services. It will show the users registered as Eurex Traders, Qualified Backoffice (QBO) staff, QBO Outsourcers, Eurex Clearing Qualified Clearing Staff (QCS) as well as Frankfurt Stock Exchange Traders and those with Access to the Frankfurt Stock Exchange Trading Hall as well as EEX.

#### Terminating Admissions

The user can terminate and cancel termination requests within the user admissions management view.

1. Select the button “Terminate” next to the username for which you wish to remove the access to specific services.

**Member Section of Deutsche Börse Group**  
**User Guide**  
**Member Section Services**

Central Coordinator

Technical Connection

Trading&Clearing Administration

Company Administration

Invoices

eListing

Resources

Regulatory Reporting Hub

Company Contacts

DBAG Contacts

User Guides

Contact Us

Manage Admissions

155 Eurex Trader 16 Eurex QBO 26 Eurex QBO Outsourcer 12 ECAG QCS 120 Xetra Trader 10 Xetra Access Trading Hall

Name

Name	Admission Date	National ID	E-mail	Date of Birth	Admission	Nationality	Form of Identification	Valid To	
Max Mustermann	15/06/1999	DE1234567		21/07/1995	Trader	DE / Germany / German	CONCAT		Term. Request
Max Mustermann	06/09/2017	DE2345671	DE2345671	22/03/1975	Trader	GB / United Kingdom / British	UK National Insurance number (1st Prio)		Terminate
Max Mustermann	13/06/2019	DE3456712	DE3456712	09/08/1989	Trader	GB / United Kingdom / British			Terminate
Max Mustermann	19/03/2013	DE4567123	DE4567123	24/02/1990	Trader	GB / United Kingdom / British	CONCAT (2nd Prio)		Terminate
Max Mustermann	01/12/2000	DE5671234		06/09/1967	Trader	DE / Germany / German	CONCAT		Terminate
Alexander	25/10/2018		alex@t-	08/02/1976	Trader	GB / United	UK National		

Download

2. Tick the box to confirm you would like to terminate such admission.
3. Select “Yes” if the user is leaving your company.
4. Select the termination effective date.

Termination as Eurex trader

Confirmation > Termination

Applicant Data

Name: Max Mustermann  
 Phone: (+49) 069 123456  
 E-mail: Max.Mustermann@test.com

Street / House Number: Teststreet 123  
 Street Suppl.:  
 Postal Code / City: R7NT2  
 Country: UK

Termination Information

I want to terminate this admission as Eurex Trader.

Person is leaving company?  Yes  No

Effective Date of Termination: 20.11.2020

Back Review

5. Click on “Review” to complete.

### **Cancel Termination Request**

The user can cancel Termination requests by clicking on the button “Term. Request” on the right side next to the username.

1. A window displaying the termination request will open.
2. Click on “Cancel Request” to withdraw the access removal.
3. Click on “Yes” in the pop-up window to confirm.

### **Download Admissions Overview Details**

The user can download the list of users with access by clicking on the button “Download”. This will trigger an automatic download of an Excel file.

#### **3.5.2.4 Exam & Training Overview**

This section allows the user to apply for exams and training. This section is to be implemented in due course in 2021 and will then be described here.

#### **3.5.2.5 View / Cancel Booking on Behalf**

This section allows the user to view and cancel trainings and exams on behalf of third parties.

**Member Section of Deutsche Börse Group**

**User Guide**

**Member Section Services**

Manage Trainings & Exams of

Person: Testuser\_000085 CUA\_PERM\_EXAS\_ADMISSION\_ADMIN

EEX EC Xetra

Event Name	Date	Time	Location	Price excl VAT
Eurex trader examination	22/01/2019	10:35	London	180.00 GBP

Eurex: Inhouse request Cancel

You fulfill the requirements for the admission as Xetra/Eurex/Eurex Repo/EEX trader/QBO/QCS. No booking required.

Action required: Please get in contact with the Capital Markets Academy in order to get your final event date. Please be informed that without final booking your admission cannot be processed.

**Book Training & Exams**

9. The user can book a training or an exam by clicking on the “+” button.

10. Select the event type you want to book for the respective person.

If you have questions regarding registrations and cancellation of examinations and trainings, please contact the Capital Markets Academy via telephone +49-(0) 69-2 11-1 37 67 or via email academy@deutsche-boerse.com.

Booking on Behalf of

Person: TestBooking TestBooking

Xetra System Training Mandatory due to request A00209JN20

Event Name	Date	Time from	Time to	Language	Location	Price excl VAT
Xetra/Börse Frankfurt Online Training	31/12/2020	09:00	09:10	English / German	Eschborn	310.00 EUR
Xetra/Börse Frankfurt Online Sys. (DE)	31/12/2020	09:00	17:00	English / German	Eschborn	0.00

Attendee

\*Salutation: Mr. Name: TestBooking TestBooking

Invoice Address

\*Organisation: Mustermann

Invoice Recipient: Street / House Number: Postal Code / City: Country:

Terms and Conditions

I am aware that the booking is subject to a fee and I have read the [Terms and Conditions of Capital Markets Academy](#) and accepted them.

Book

1. Enter the details of the third party and the invoice information.
2. Accept the Terms and Conditions.
3. Click on “Book” to complete.

#### **View Trainings & Exams**

The user can select a User ID at the top by clicking on “Person”. Within the screen all trainings and exams of the selected person will be displayed.

#### **Cancel Trainings & Exams**

When exams or trainings are pending, the user can cancel these by clicking on “Cancel” next to the respective training.

#### **3.5.2.6 Create Booking On Behalf**

This section allows the user to create bookings on behalf of third parties. Please refer to section 3.5.2.5.

A detailed video explaining the process of applying on behalf can be viewed here

<https://youtu.be/GwZvD1in1s8>

#### **3.5.3 GUI User ID Maintenance**

This section allows the user to view and manage the user accounts within Deutsche Börse AG. It allows the following actions to be performed:

- [GUI User ID Overview](#)
- [GUI User ID Application Overview](#)
- [Add GUI User ID](#)

### 3.5.3.1 GUI User ID Overview

This section can be entered via “Trading & Clearing Admission → GUI User ID Maintenance” and provides an overview of the User IDs for a given Member ID and System that can be adjusted at the top of the page. It allows the user to complete the following tasks: add a User ID, change the Owner, change the Deputy, change the Telephone Number, and delete the User ID.

The screenshot shows the 'GUI User ID Overview' interface. At the top, there are filters for 'Member ID' (DBKFR) and 'System' (T7, OTC IRS, C7, T7/FX, T7 Cash). Below the filters is a table with the following columns: User ID, System, Function, First Name, Last Name, Telephone, Deputy, Technical, Trader Group, Trader Status, and Backend. The table contains 15 rows of user data. At the bottom right of the table, there are buttons for 'Add Userid', 'Change Owner', 'Change Deputy', 'Change Phone number', and 'Delete User ID'.

User ID	System	Function	First Name	Last Name	Telephone	Deputy	Technical	Trader Group	Trader Status	Backend	
<input type="checkbox"/>	TestID1	T7	TR	Bernhard	Mustermann	+ 49 69 ...	✓	EQU	Yes	✓	
<input type="checkbox"/>	TestID1	T7	TR	Tanja	Mustermann	+ 49 699...		MBA	Yes	✓	
<input type="checkbox"/>	TestID1	T7	TR	Felix	Mustermann	+ 49 699...		MBA	Yes	✓	
<input type="checkbox"/>	TestID1	T7	TR,VI	Joachim	Mustermann	+ 49 069...		TSY	Yes	✓	
<input type="checkbox"/>	TestID1	T7	TES	Mario	Mustermann	+ 49 207...	✓		No		
<input type="checkbox"/>	TestID1	T7	TR,VI	Sven	Mustermann	+ 49 069...		TSY	Yes	✓	
<input type="checkbox"/>	TestID1	T7	TES	Richard	Mustermann	+ 49 069...	✓		No		
<input type="checkbox"/>	TestID1	T7	VI	Richard	Mustermann	+ 44 207...		✓	ATC	Yes	✓
<input type="checkbox"/>	TestID1	T7	TR	Marcus	Mustermann	+ 49 699...			MBA	Yes	✓
<input type="checkbox"/>	TestID1	T7	TR	Marcus	Mustermann	+ 49 69 ...			MBA	Yes	✓
<input type="checkbox"/>	TestID1	T7	TR,VI	David	Mustermann	+ 44 207...				No	
<input type="checkbox"/>	TestID1	T7	TR	Gunter	Mustermann	+ 49 69 ...			DUM	Yes	✓
<input type="checkbox"/>	TestID1	T7	TR	Rainer	Mustermann	+ 49 699...				No	
<input type="checkbox"/>	TestID1	T7	TR	Christian	Mustermann	+ 44 754...			BRL	Yes	✓
<input type="checkbox"/>	TestID1	T7	TR	Christian	Mustermann	+ 44 754...			BRL	Yes	✓

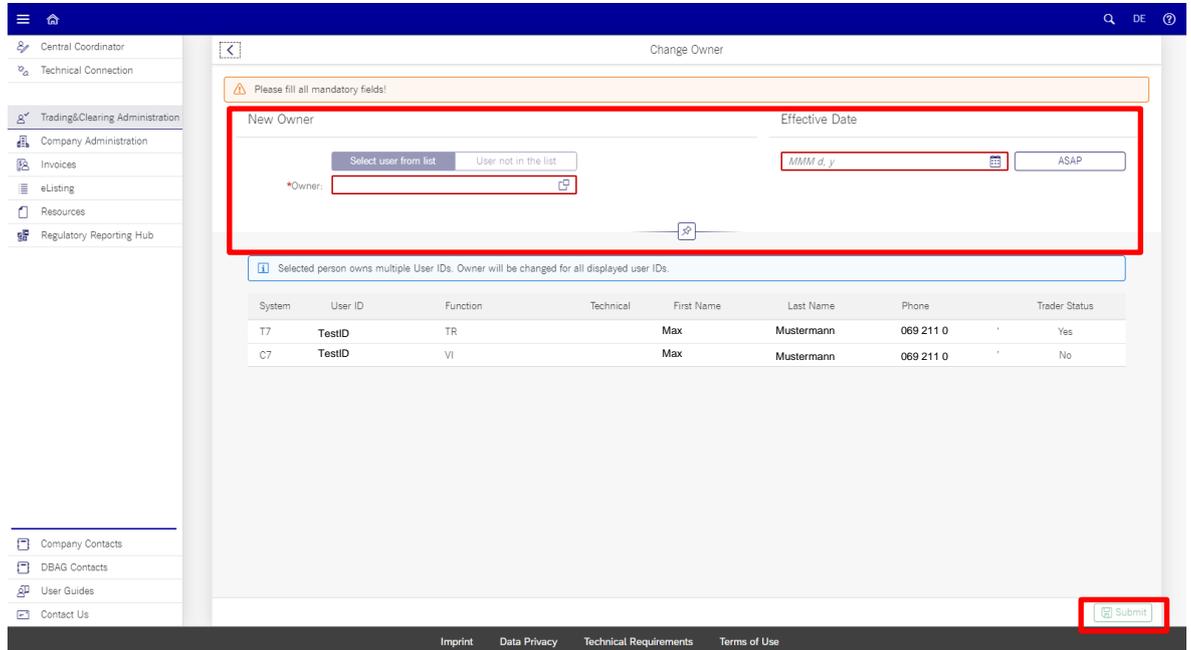
#### **Add User ID:**

Please refer to the section dedicated to [adding a GUI User ID](#).

#### **Change Owner:**

The user can change the owner of the User ID:

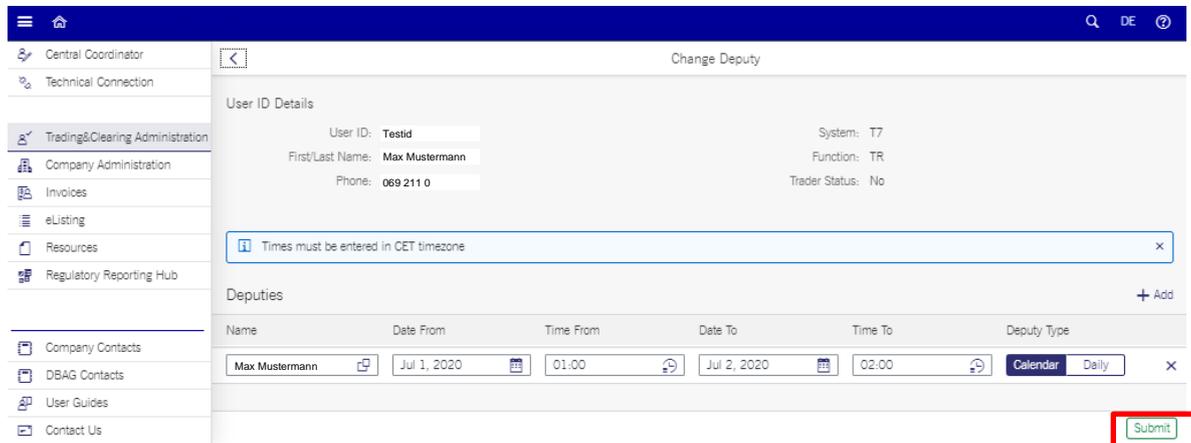
1. Click on “GUI User ID Overview”.
2. Select the “Member ID”.
3. Select the “System”.
4. Select the user from the list.
5. Click on “Change Owner”.
6. In the Change Owner view, you can select a new owner as well as the effective date when the ownership shall be changed. If the ownership should be changed as soon as possible, the “ASAP” button should be ticked.
7. Click on “Submit” to complete.
8. You will be directed to the GUI User ID Application Overview History where you can see all User ID requests.



**Change Deputy:**

The user can change or add a deputy for a User ID:

1. Click on "GUI User ID Overview".
2. Select the "Member ID".
3. Select the "System".
4. If there is currently no deputy assigned, press "Add" to add a new deputy from the list. Otherwise, change the deputy from the current entry.
5. Fill in the fields on date and time.
6. Click on "Submit" to complete.
7. You will be directed to the GUI User ID Application Overview History where you can see all User ID requests.



### Change Phone Number

The user can change the phone number of the User ID:

1. Click on “GUI User ID Overview”.
2. Select the “Member ID”.
3. Select the “System”.
4. Select the user from the list.
5. Click on “Change Phone Number”.
6. In the “Change Phone Number” view, you can select a new phone number as well as the effective date when the phone number shall be changed. If the ownership should be changed as soon as possible, the “ASAP” button should be ticked.
7. Click on “Submit” to complete.
8. You will be directed to the GUI User ID Application Overview History where you can see all User ID requests.

Change Phone Number

Please fill all mandatory fields!

\*Phone: Country Dial code Number Ext

\*Effective Date: MMM d. y ASAP

Selected person owns multiple User IDs. Phone number will be changed for all displayed user IDs.

System	User ID	Function	Technical	First Name	Last Name	Phone	Trader Status
T7 Cash	Testid	TR		Max	Mustermann	069 211 0	Yes
T7 Börse Frankfurt	Testid	TR		Max	Mustermann	069 211 0	No

Submit

### Delete User ID:

The user can delete a User ID:

1. Click on “GUI User ID Overview”.
2. Select the “Member ID”.
3. Select the “System”.
4. Select the user from the list.
5. Click on “Delete User ID”.
6. Go to Step 1 “Admission Termination”. In case of an active admission, a pop-up will appear to have you confirm that you would like to request the termination of the legal admission of the Exchange Trader. Other wise it will go to step 2 directly.
7. Click on "Yes". The Admission Administrators of your company will receive the information via E-mail and administer the deletion.
8. Go to step 2 “User IDs”.

9. If the selected person owns multiple User IDs, here you can choose all IDs that should be deleted.
10. Go to step 3 "Deputies".
11. If the deputy roles should be deleted as well, choose the respective User IDs.
12. Go to step 4 "Effective Date".
13. Chose the date as of when the respective User ID(s) shall be removed. Either enter a certain date or click on the option "ASAP".
14. Click on "Review".
15. Click on "Submit" to complete the process.
16. You will be directed to the GUI User ID Application Overview History where you can see all User ID requests.

**1. Admission Termination**

Select admissions to be terminated by **Terminate** button.

First Name	Last Name	Admission Type	Terminate
Max	Mustermann	Trader	<b>Terminate</b>

**2. User IDs**

Selected person(s) owns multiple user IDs. Please select further IDs if they should be deleted as well.

<input type="checkbox"/>	System	User ID	Function	Technical	First Name	Last Name	Phone	Trader Status
<input checked="" type="checkbox"/>	T7	Testid	TR		Max	Mustermann	069 211 0	Yes
<input type="checkbox"/>	C7	Testid	AD,VI		Max	Mustermann	069 211 0	No
<input type="checkbox"/>	C7	Testid	AD,VI		Max	Mustermann	069 211 0	No

**3. Deputies**

Selected person is still registered as substitute for several User IDs. To remove person as a deputy, please select the User IDs

<input type="checkbox"/>	Member ID	System	User ID	First Name	Last Name	Date From	Time From	Date To	Time To	Daily
<input type="checkbox"/>	Testid	T7	Testid	Max	Mustermann	Jul 3, 2020	00:00	Jul 6, 2020	00:00	

**4. Effective Date**

\*Effective Date:

**Review**

### 3.5.3.2 GUI User ID Application Overview

This section provides an overview of the admission request history by status (in progress / completed). To view the admission request, click on the glasses button at the right side of the request line. To print a certain request, click on the print button.

Reference ID	Name	Application Type	Status	Member ID	Created At	
A00312NV20	TESTID	Add User ID	Received	TESTID	Nov 12, 2020	
A00331AU20	TESTID	Delete User ID	Done	TESTID	Aug 31, 2020	
A00231AU20	TESTID	Delete User ID	Done	TESTID	Aug 31, 2020	
A00131AU20	TESTID	Add User ID	Received	TESTID	Aug 31, 2020	
A00128AU20	TESTID	Add User ID	Received	TESTID	Aug 28, 2020	
A00106AU20	TESTID	Add User ID	Received	TESTID	Aug 6, 2020	
A00417JL20	TESTID	Add User ID	Received	TESTID	Jul 17, 2020	
A00317JL20	TESTID	Add User ID	Received	TESTID	Jul 17, 2020	
A00217JL20	TESTID	Delete User ID	Done	TESTID	Jul 17, 2020	
A00117JL20	TESTID	Delete User ID	Done	TESTID	Jul 17, 2020	
A01014JL20	TESTID	Delete User ID	Refused approved	TESTID	Jul 14, 2020	
A00914JL20	TESTID	Delete User ID	Received	TESTID	Jul 14, 2020	
A00814JL20	TESTID	Delete User ID	Refused approved	TESTID	Jul 14, 2020	
A00714JL20	TESTID	Delete User ID	Approve Resend	TESTID	Jul 14, 2020	

### 3.5.3.3 Add GUI User ID

This section allows to add a manual and/or technical User ID for the systems Eurex Trading, Eurex Clearing, Frankfurter Wertpapierbörse Trading, Frankfurter Wertpapierbörse Clearing (only manual User ID) and OTC IRS (only manual User ID).

#### **Add a manual User ID type – Eurex Trading, Eurex Clearing, Frankfurt Stock Exchange Trading, Frankfurt Stock Exchange Clearing**

Users can add a GUI User ID by following the process steps below. The process is explained for “Eurex Trading”, “Eurex Clearing”, “FWB Trading” and “FWB Clearing” as all processes contain the same steps.

1. After clicking on the Add GUI User ID, select the “System Type”.
2. Click on “Manual” under “User ID Type”.
3. Select the relevant Member ID under “Member ID” and click on “Step 2”.
4. Select the system and associated function for which a User ID shall be requested and click on “Step 3”.
5. Select the owner of the User ID. The owner can either be
  - an already existing user: click on “Select user from list” and click on the user from the pop-up window. The relevant persons are shown in the list with their current admission status (in process, admitted, terminated).
  - a new user: click on “User is not in the list” and provide first and last name.
6. Click on “Step 4” to continue.
7. Depending on the prior step, the user data will be filled in automatically. Missing mandatory information needs to be provided, especially in case of a new user.
  - “User ID”: this must be provided and represents the new User ID. The user can propose a User ID or search for the next available User ID to be used. The User ID must consist of 6 digits.
  - “Telephone”: unless not already provided, fill in a contact telephone number.
  - “E-mail”: unless not already provided, fill in a contact E-mail.
  - “Effective Date”: this must be provided and represents the date when the new User ID shall be effective. The user has the option to request “ASAP” (as soon as possible).
8. Click on “Step 5”.
9. Depending on the function, the user can select a Deputy. Click on “+ Add” to select a user from the list.
  - “Name”: select a deputy name from the list with the same functional and system access.

**Member Section of Deutsche Börse Group**

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- “Deputy Type”: either “Daily” or “Calendar”.
  - “Date From”: when Calendar is selected, a Date From / To and Time From / To needs to be set up. In case “Daily” is selected, a “Time From / To” needs to be selected.
10. Click on “Review”. All entries that were made during step 1-5 are shown and the entries can be doublechecked.
  11. Click on “Submit”.
  12. A pop-up will appear to ensure that you really want to submit the application.
  13. After you have confirmed your request in point 12, the status of the application request and the reference ID of your request will be shown in another pop-up window. After pressing “OK”, you will get directed to the “GUI User ID application Overview History”.

Add GUI User ID

System Type and Member ID
 System & Function
 Select Owner
 User ID Data
 Assign Deputy

1. System Type and Member ID

System Type: Eurex Trading Eurex Clearing FWB Trading FWB Clearing OTC IRS

User ID Type: Manual Technical

\*Member ID: 123456

2. System & Function

System	Function
T7	<input checked="" type="checkbox"/> Admin <input type="checkbox"/> Stop <input type="checkbox"/> T7 Entry Service <input type="checkbox"/> Trader <input type="checkbox"/> View
T7/FX	<input checked="" type="checkbox"/> Admin <input type="checkbox"/> Stop <input type="checkbox"/> T7 Entry Service <input type="checkbox"/> Trader <input type="checkbox"/> View

3. Select Owner

Select user from list User is not in the list.

\*Owner: Max Mustermann

4. User ID Data

Business Unit: DBKFR

\*User ID: 123123 Search User ID

ⓘ To search the next available user ID, enter the first three letters and press Search User ID

\*Phone: Country Country code 2075451715 Extension

\*Email: Max.Mustermann@test.de

\*Effective Date: Nov 18, 2020 ASAP

5. Assign Deputy

ⓘ Deputy assignment is not allowed for selected function(s)

+ Add

Name	Date From	Time From	Date To	Time To	Deputy Type
No data					

Review

**Add a manual User ID type – OTC IRS**

Users can add a GUI User ID by following the process steps below.

1. After clicking on the Add GUI User ID, select the “System Type”.
2. Select the relevant Member ID under “Member ID” and click on “Step 2”.
3. Select the system and associated function for which a User ID shall be requested.
  - The user selects from the following functions:
    - “Full rights”: selecting this will allow full access editing and viewing rights for a selected account. The user must specify the full account access that shall be granted:
      - All accounts: selecting this will allow access to all associated accounts of the Member ID.
      - Agent and their Registered Customer (RC) accounts: selecting this will only allow access to accounts of agents and Registered Customer (RC).
      - Proprietary accounts: selecting this will allow access only to proprietary accounts.
    - “Margin Calc. only”: selecting this will only grant access to the margin calculator.
    - “View”: selecting this will only grant viewing permission access.
    - Either “Full rights”, Margin Calc. only” or “View” can be selected.

Click on “Step 3” to continue.

4. Select the owner of the User ID. The owner can either be
  - an already existing user: click on “Select user from list” and click on the user from the pop-up window. The relevant persons are shown in the list with their current admission status (in process, admitted).
  - a new user: click on “User is not in the list” and provide first and last name.
5. Click on “Step 4”.
6. Depending on the prior step, the user data will either be filled in automatically or the user needs to provide the required mandatory information, especially in case of a new user.
  - “User ID”: this must be provided and represents the new User ID. The user can propose a User ID or search for the next available User ID to be used.
  - “Telephone”: unless not already provided, fill in a contact telephone number.
  - “E-mail”: unless not already provided, fill in a contact E-mail.
  - “Effective Date”: this must be provided and represents the date when the new User ID shall be effective. The user has the option to request “ASAP” (as soon as possible).
7. Click on “Step 5”.
8. Click on “Review”. All entries that were made during step 1-5 are shown and the entries can be doublechecked.
9. Click on “Submit”.
10. A pop-up window will appear to ensure that you really want to submit the application.
11. After you have confirmed your request in point 10, the status of the application request and the reference ID of your request will be shown in another pop-up window. After pressing “OK”, you will be directed to the “GUI User ID application Overview History”.

**Add a technical User ID**

Users can add a technical User ID for Eurex Trading, Eurex Clearing and Frankfurt Stock Exchange Trading by following the process steps below.

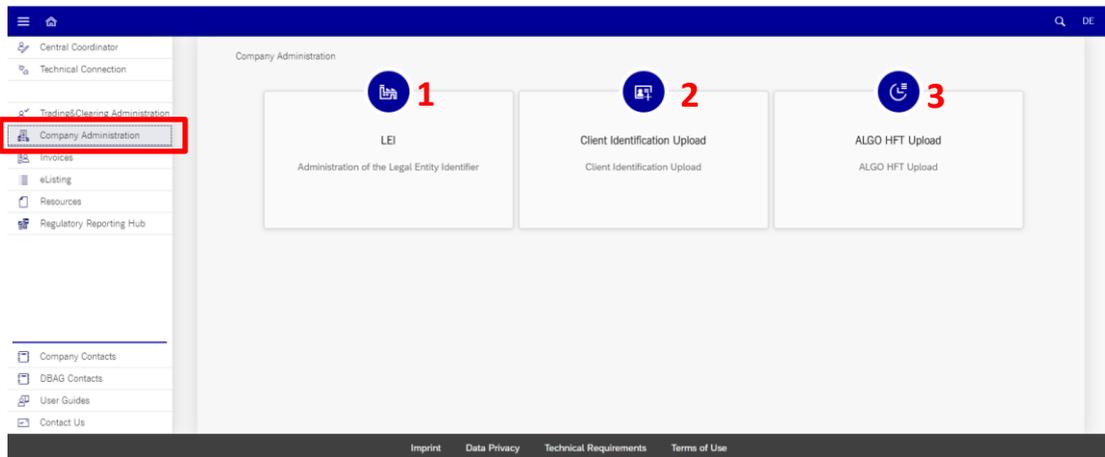
1. After clicking on the Add GUI User ID type, select the “System Type”.

2. Choose the User ID Type “Technical”.
3. Select the relevant Member ID under “Member ID” and click on “Step 2”.
4. Select the technical system under “System Type” and “System” for which a User ID shall be generated and click on “Step 3”. Technical systems must be registered for the respective Member ID first before they appear in the list.
5. Select the systems and function under “System & Function” within the table and click on “Step 4”.
6. Select the owner of the User ID. The owner can either be
  - an already existing user: click on “Select user from list” and click on the user from the pop-up window. The relevant persons are shown in the list with their current admission status (in process, admitted).
  - a new user: click on “User is not in the list” and provide first and last name.
7. Click on “Step 5”.
8. Depending on the prior step, the user data will either be filled in automatically or the user needs to provide the required mandatory information, especially in case of a new user.
  - “User ID”: this must be provided and represents the new User ID. The user can propose a User ID or search for the next available User ID to be used.
  - “Telephone”: unless not already provided, fill in a contact telephone number.
  - “E-mail”: unless not already provided, fill in a contact E-mail.
  - “Effective Date”: this must be provided and represents the date when the new User ID shall be effective. The user has the option to request “ASAP” (as soon as possible).
9. Click on “Step 6”.
10. Depending on the function, the user can select a deputy. Click on “+ Add” to select a user from the list.
  - “Name”: select a deputy name from the list with the same function and system access.
  - “Deputy Type”: either “Daily” or “Calendar”.
11. “Date From”: when Calendar is selected, a Date From / To and Time From / To needs to be set up. In case “Daily” is selected, a “Time From / To” needs to be selected.
12. Click on “Review”. All entries that were made during step 1-5 are shown and the entries can be doublechecked.
13. Click on “Submit”.
14. A pop-up window will appear to ensure that you really want to submit the application.
15. After you have confirmed your request in point 14 the status of the application request and the reference ID of your request will be shown in another pop-up window. After pressing “OK” you will get directed to the “GUI User ID application Overview History”.

### 3.6 Company Administration

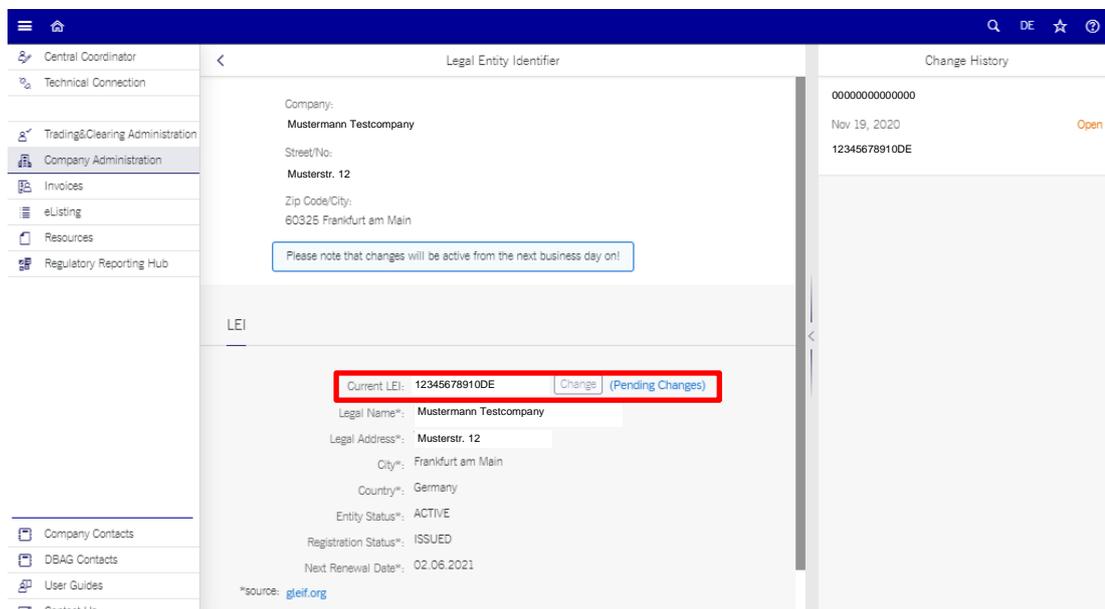
Access to this section can be gained by clicking on “Company Administration” on the left side of the Member Section landing page or whenever accessing any other services’ sections page.

1. [Submit or Change Legal Entity Identifier \(LEI\) and access change history](#)
2. [Upload member and client reference data](#)
3. [Upload ALGO HFT data](#)
4. [Disclosed Client Admission Administration](#)



### 3.6.1 Submit or Change Legal Entity Identifier (LEI) and access change history

This section allows the user to view and modify the Legal Entity Identifier (LEI) of the company. The user can view the company details, the details on the Legal Entity Identifier (LEI) registration as well as the change history.



#### **Change the Legal Entity Identifier (LEI)**

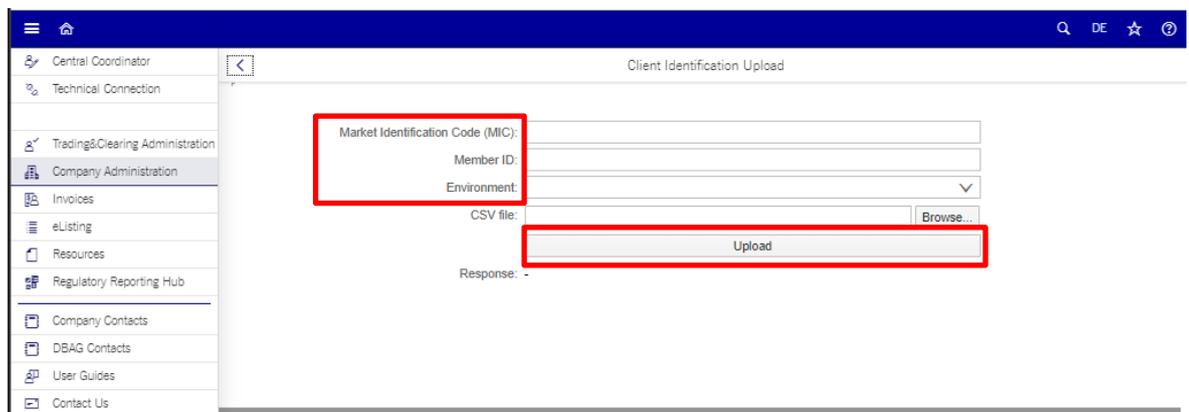
In order to change the Legal Entity Identifier (LEI) of the company:

1. Click on "LEI".
2. Click on "Change".
3. A list opens, allowing you to search for the updated Legal Entity Identifier (LEI) within the GLEIF database.
4. Use the search bars to easily filter for your company's Legal Entity Identifier (LEI) by "Legal Name", "Address", "City" and "Country".
5. Once the new Legal Entity Identifier (LEI) is found, select it.
6. Click on "Update".

- Click on “Yes” in the pop-up window. A request will be made to update the company’s Legal Entity Identifier (LEI) with the selected one. A pop-up window will provide confirmation showing that a ticket has been created to change the Legal Entity Identifier (LEI).

### 3.6.2 Client Identification Upload

This section allows the user to upload the client identification documentation.



The screenshot shows the 'Client Identification Upload' form within a web application. The form includes the following fields: 'Market Identification Code (MIC)', 'Member ID', 'Environment' (a dropdown menu), and 'CSV file' (with a 'Browse...' button). A red box highlights the 'Market Identification Code (MIC)' field. Another red box highlights the 'Upload' button. The 'Response:' field is currently empty. The left sidebar shows the navigation menu with 'Company Administration' selected.

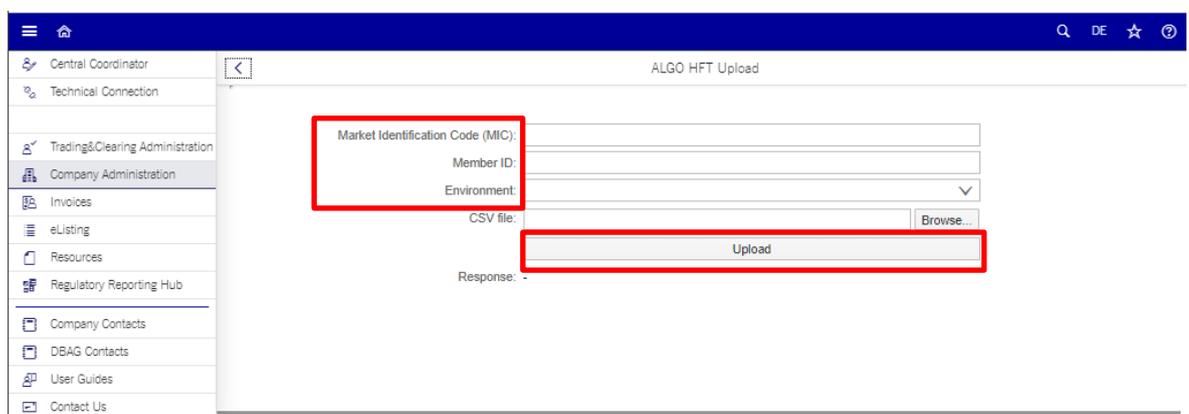
To upload a client identification document:

- Fill in the details in the relevant fields.
- Click on “Browse” to select and upload the CSV file.
- Click on “Upload” to complete.

For more information, please refer to the User Guide (under development – available shortly) retrievable under the section “User Guides”, “Company Administration”.

### 3.6.3 ALGO HFT Upload

This section allows the user to upload the ALGO HFT documentation.



The screenshot shows the 'ALGO HFT Upload' form within a web application. The form includes the following fields: 'Market Identification Code (MIC)', 'Member ID', 'Environment' (a dropdown menu), and 'CSV file' (with a 'Browse...' button). A red box highlights the 'Market Identification Code (MIC)' field. Another red box highlights the 'Upload' button. The 'Response:' field is currently empty. The left sidebar shows the navigation menu with 'Company Administration' selected.

To upload a client identification document:

- Fill in the details in the relevant fields.

2. Click on “Browse” to select and upload the CSV file.
3. Click on “Upload” to complete.

For more information please, refer to the User Guide (under development – available shortly) retrievable under the section “User Guides”, “Company Administration”.

### **3.6.4 Disclosed/Undisclosed Client Admission**

This section describes the usage of the Company Admission Tool which allows Eurex Clearing Members

- to set up new clients for clearing
  - to choose the clearing model for clients and
  - to establish the relevant accounts and collateral pools for the new clients
- Content overview of Chapter

For further details, please access the [Company Admission Tool User Guide](#).

#### **Undisclosed Clients**

There are two types of Undisclosed Clients.

- The first type is the Undisclosed Direct Client who has a contractual relationship to the Clearing Member (CM) but is not disclosed to Eurex Clearing. Undisclosed direct client trades are posted into the NOSA account(s) of their CM. As a result, their positions and collateral will be comingled with other clients of the CM.
- The second type is the Undisclosed Indirect Client who has a contractual relationship to a direct client of the Clearing Member. Clearing Members providing indirect clearing services are required to offer GOSA and NOSA as segregation options to the direct client for its clients. Depending on the offering of the Clearing Member omnibus segregation can be provided on an indirect client level (GOSA) or across multiple indirect clients (NOSA). For indirect NOSA clients, positions will be comingled in a single position account and for indirect GOSA clients, positions will be held in a position account for that indirect client. The indirect clients’ collateral will be comingled with other indirect clients.

#### **Disclosed Clients**

The Disclosed Clients are the clients who are known to Eurex Clearing. The clients that decide to be disclosed can fall into one of the two following categories:

- Disclosed Direct Clients
- Indirect Client Market Participants

For more information, please refer to the User Guide (under development – available shortly) retrievable under the section “User Guides”, “Company Administration”.

## 3.7 Invoices

Access to this section can be gained by clicking on “Invoices” on the left side of the Member Section landing page or whenever accessing any other services’ sections page. It allows the user to view:

- [Invoices](#)
- [Fee Reports](#)
- [Fee Reports Configuration](#)
- [Clearstream Banking / Clearstream Fund Centre – Invoice Access](#)

### 3.7.1 Invoices

This section allows the user to search, view and download invoices.

The screenshot displays the 'Invoice Accounts (11)' section. The left sidebar contains navigation links: Central Coordinator, Technical Connection, Trading&Clearing Administration, Company Administration, Invoices, eListing, Resources, and Regulatory Reporting Hub. The main area shows a search bar and a 'Show all invoices' button. Below this is a table of invoice accounts with columns for account number and company name. The 'Invoices (0)' section is currently empty, showing 'No invoices available'.

#### 3.7.1.1 Download account invoices

By clicking on a specific invoice account, you can

1. View "Bank Details".
2. Use the search bar to search for a specific invoice.
3. Use the status column to sort the invoices based on their status.
4. Select the invoice you wish to download and select "Download" (3).

### 3.7.2 Fee Reports

The section “Fee Reports” allows the user to view and download fee reports.

The screenshot displays the 'Invoice Accounts' section of the Deutsche Börse AG Member Section. The interface is divided into a left navigation pane, a central search and list area, and a right details pane. The navigation pane includes options like 'Central Coordinator', 'Technical Connection', 'Trading & Clearing Administration', 'Company Administration', 'Invoices', 'eListing', 'Resources', and 'Regulatory Reporting Hub'. The central area shows a search bar and a list of 11 invoice accounts, each with a unique ID and company name. The right pane provides details for the selected account, including its address and company information. Below the details is a table for 'Invoices (0)' with columns for Number, From / Due, Amount, Orig. Cur. Amount, Paid, Status, Payment method, Type, Custom er, and Download. The table currently shows 'No invoices available'.

For more information, please refer to the User Guide (under development – available shortly) retrievable under the section “User Guides”, “Fee Reports”.

#### 3.7.2.1 View invoice

1. Click on an individual invoice account.
2. Use the search bar to search for a specific invoice.
3. Use the status column to sort the invoices based on their status.
4. Select the invoice in the list.

#### 3.7.2.2 Download invoice

1. Click on the invoice account.
2. Use the search bar to search for a specific invoice.
3. Use the status column to sort the invoices based on their status.
4. Select the invoice in the list.
5. Click on the download button.

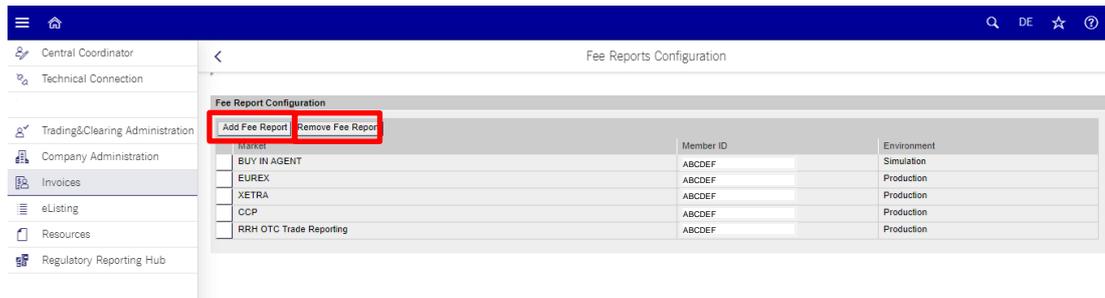
#### 3.7.2.3 Show all invoices

Under “Show all invoices” all invoices available for your accounts are listed and are available for download.

1. Click on “Show all invoices”.
2. Use the search bar to search for a specific invoice.
3. Use the status column to sort the invoices based on their status.
4. Select the invoices you wish to download and select "Download".

### 3.7.3 Fee Reports Configuration

This section allows the Central Coordinator only to add fee reports so that user can access the fee reports.



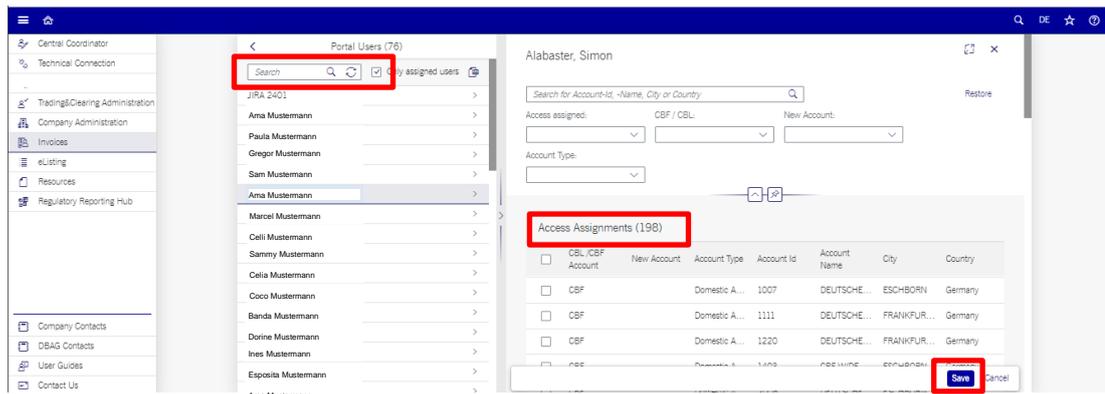
This section allows to

- Add a fee report
- Remove a fee report

### 3.7.4 Clearstream Banking / Clearstream Fund Centre - Invoice Access Administration

This section allows CBL/CBF/CFCL Central Coordinator to manage the access to Clearstream accounts and the according invoices for users.

1. Search users registered for the portal
2. Assign and Edit Access Rights



#### 3.7.4.1 Search User

1. Click on the search tab.
2. Enter the username.
3. The filter “only assigned users” is displaying those user who have been assigned at least one Clearstream account.

#### 3.7.4.2 Assign and edit an Access Assignment

1. Click on the user in the list.
2. Select or deselect the access.
3. Click on “Save” to complete.

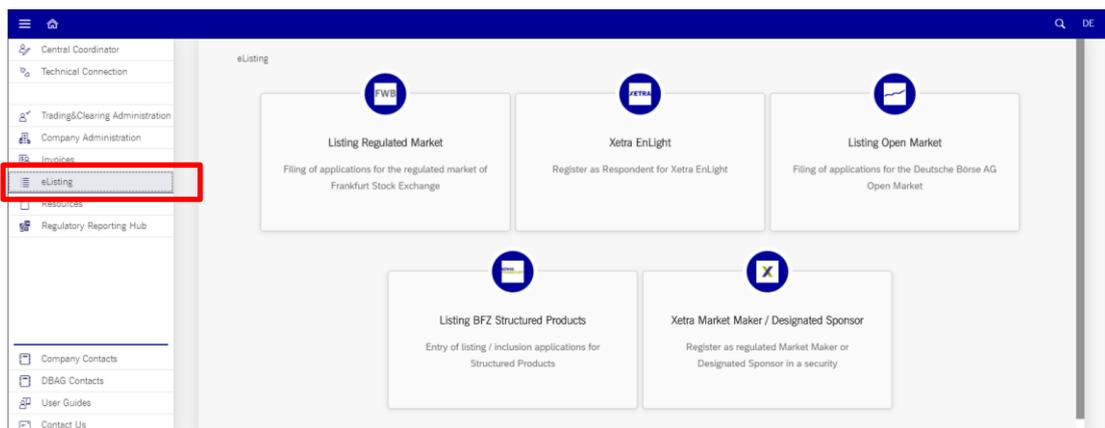
As soon the user has been assigned a Clearstream account, the user can access the invoices under “Clearstream Invoices”. Also the user has an overview of accounts which has been assigned under “Clearstream – My Invoice Permissions”.

### 3.8 eListing

Access to this section can be gained by clicking on “eListing” on the left side of the Member Section landing page or whenever accessing any other services’ sections page.

This section allows the user to:

- Access useful information for the inclusion of securities in the Quotation Board, the Entry Standard and for the use of the electronic tool for securities
- File applications for the Regulated Market and Open Market
- Register as respondent for Xetra EnLight
- Register as Market Maker or Designated Sponsor



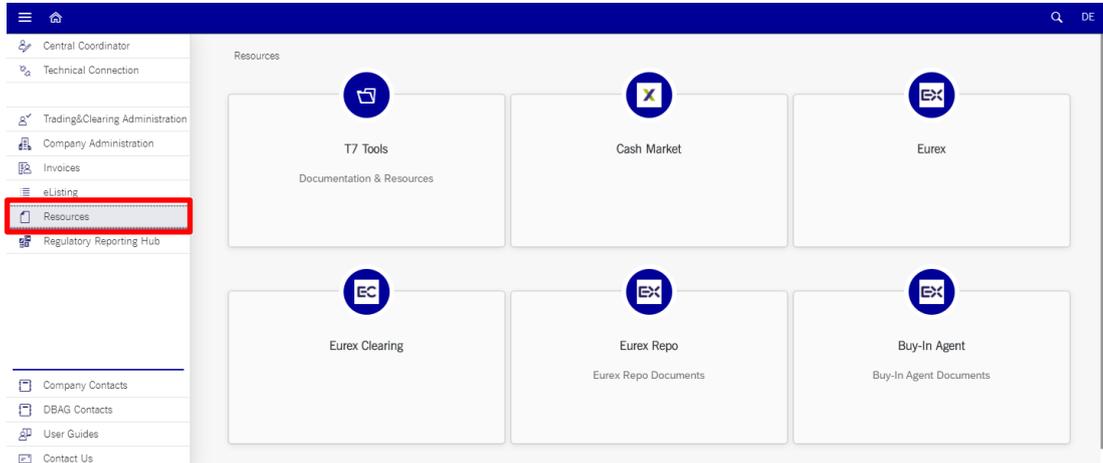
For more information, please refer to the User Guide (under development – available shortly) retrievable under the section “User Guides”, “eListing”.

### 3.9 Resources

Access to this section can be gained by clicking on “Resources” on the left side of the Member Section landing page or whenever accessing any other services’ sections page. This section provides an overview of the available system documentation like user manuals and user guides for:

1. T7 Tools
2. Cash Market
3. Eurex
4. Eurex Clearing
5. Eurex Repo
6. Buy-In Agent

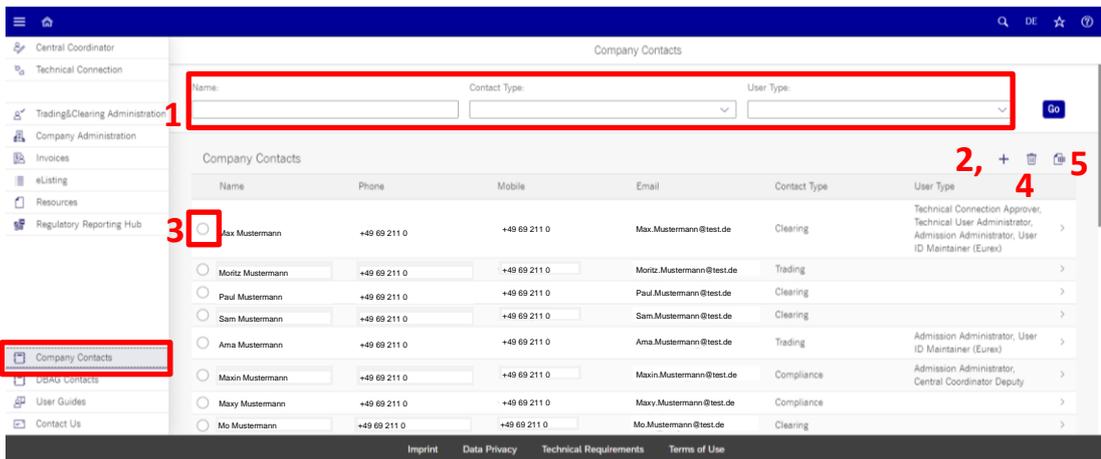
They can be accessed by clicking on the application icons.



For more information, please refer to the User Guide (under development – available shortly) retrievable under the section “User Guides”, “Resources”.

### 3.10 Company Contacts

Access to this section can be gained by clicking on “Company Contacts” on the left side of the Member Section landing page or whenever accessing any other services’ sections page. This section allows the user to maintain internal contacts within their company.



The view enables you to:

- Search for contacts
- Add new contact types to the existing users
- Adjust existing contacts
- Delete existing contacts (as Central Coordinator (CC))
- Export the list of contacts

A detailed video explaining the Company Contacts section for the Member Section can be viewed here

<https://youtu.be/EolpBab3WkU>

For more information, please refer to the User Guide (under development – available shortly) retrievable under the section “User Guides”, “Company Contacts”.

### 3.10.1 Search for a specific contact

In order to search for contacts within the company, the user can search by name, contact type and user type

1. by entering the information under “Name” (1).
2. and selecting the dropdown buttons at the right side of the fields regarding “Contact Type” (1) and “User Type” (1).

### 3.10.2 Modify contact details

In order to modify an existing contact of user himself, the user can

1. Click on the user(himself) from the company contact list (3) they wish to modify.
2. The user details will be displayed.
3. Edit the contact’s “General Information” and “Contact Type”.
4. Complete by clicking on “Save”.

In order to modify an existing contact of the user, Central Co ordinator can only make changes to the users who are already in the list,

1. Click on the user from the company contact list (3) they wish to modify.
2. The user details will be displayed.
3. Edit the contact’s “General Information” and “Contact Type”.
4. Complete by clicking on “Save”.

### 3.10.3 Delete existing contacts

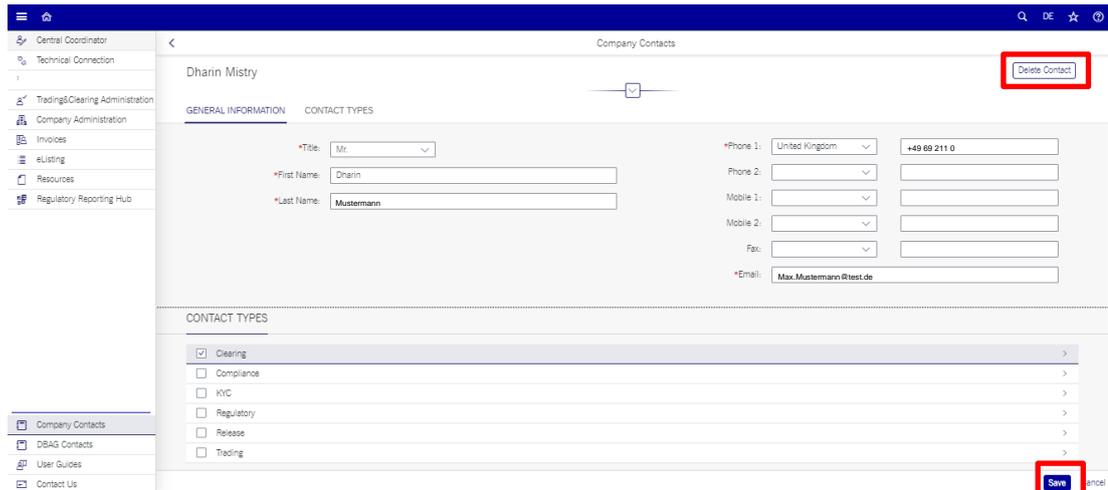
In order to delete an existing contact, it is required to be logged in as Central Coordinator (CC).

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1. Click on the user from the company contact list (3) you wish to delete from the company contact list.
2. The user details will be displayed.
3. Click on “Delete Contact”
4. A pop-up window will open requiring you to confirm the deletion.
5. Select “OK” to confirm and complete the deletion request.



### 3.10.4 Export the list of contacts

In order to export the user list:

1. Click on the export button.
2. An automatic download of an Excel document will be started.

### 3.11 DBAG Contacts

Access to this section can be gained by clicking on “DBAD Contacts” on the left side of the Member Section landing page or whenever accessing any other services’ sections page. This section provides the user with the main Telephone numbers at Deutsche Börse AG as well as the contact information of the Key Account Managers of the company.

The user can extract the telephone number(s) and Key Account Managers list, by clicking on the export button (1).

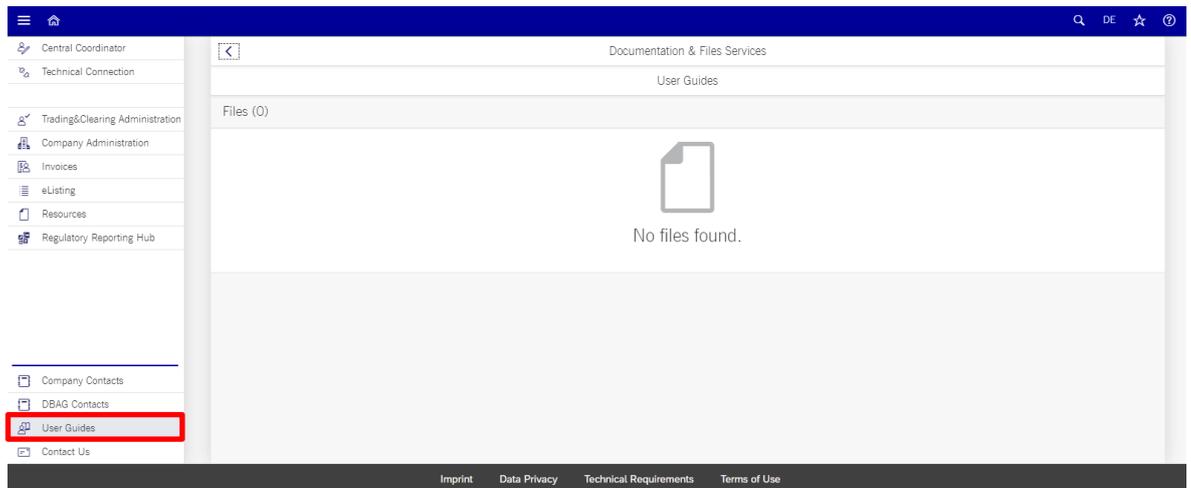
The screenshot displays the 'DBAG Contacts' page. The left sidebar contains navigation options: Central Coordinator, Technical Connection, Trading&Clearing Administration, Company Administration, Invoices, eListing, Resources, Regulatory Reporting Hub, Company Contacts, DBAG Contacts (highlighted), User Guides, and Contact Us. The main content area shows two tabs: 'HOTLINES' and 'KEY ACCOUNT MANAGERS' (highlighted with a red box). Below the tabs is a table with columns: Hotline, Phone, Email, and Service Times. The table lists contact information for Capital Markets Academy, Clearing Data Control, Market Data + Services, Market Supervision (Frankfurt), Market Supervision (Xetra), and Member Section Team. An export button (document icon) is located in the top right corner of the table area, highlighted with a red box and labeled with a red '1'.

Hotline	Phone	Email	Service Times
<b>Capital Markets Academy</b> Queries about trader examination, QCS/QBO exams and system training courses.	+49 (69) 211-1 37 67	academy@deutsche-boerse.com	09:00 - 18:00 CET
<b>Clearing Data Control</b> Queries regarding creation, modification and deletion of User IDs for trading and clearing system	+49 (69) 211-1 24 53	clearingdata@deutsche-boerse.com	08:00 - 20:00 CET
<b>Market Data + Services</b> Customer enquiries about products and services of Market Data + Services	+49 (69) 211-1 18 00	customer.service@deutsche-boerse.com	08:00 - 18:00 CET
<b>Market Supervision (Frankfurt)</b>	+49 (69) 211-1 10 50	xetrahelpdesk@deutsche-boerse.com	07:30 - 20:30 CET
<b>Market Supervision (Xetra)</b>	+49 (69) 211-1 14 00	xetrahelpdesk@deutsche-boerse.com	07:30 - 20:30 CET
<b>Member Section Team</b> General questions related to the Member Section, Information regarding Login	+49 (69) 211-1 78 88	member.section@deutsche-boerse.com	09:00 - 18:00 CET

### 3.12 User Guides

Access to this section can be gained by clicking on “User Guides” on the left side of the Member Section landing page or whenever accessing any other services’ sections page.

The user can find all necessary documentation and help-material, all available manuals, documents and FAQs in connection with the chosen topic.



If you miss help or information on a particular topic, please send an E-mail with your comments to: [member.section@deutsche-boerse.com](mailto:member.section@deutsche-boerse.com).

### 3.13 Contact Us

For questions about access to the Member Section of Eurex or Frankfurt Stock Exchange respectively, please contact the Member Section Support Team at +49-(0) 69-2 11-1 78 88 or send an E-mail to [member.section@deutscheboerse.com](mailto:member.section@deutscheboerse.com).

The user can contact the Member Section Support Team. To create a contact request:

1. Click on “Contact Us” in the navigation pane.
2. A pop-up window “Create Ticket” will open where the user can provide their details and insert a message.
3. Click on “Send” and a support staff member will contact you as soon as possible.

