



DEUTSCHE BÖRSE
GROUP

Deutsche Börse Member Section

Member Section

Trading Location User Guide
Version 1.1, January 2024

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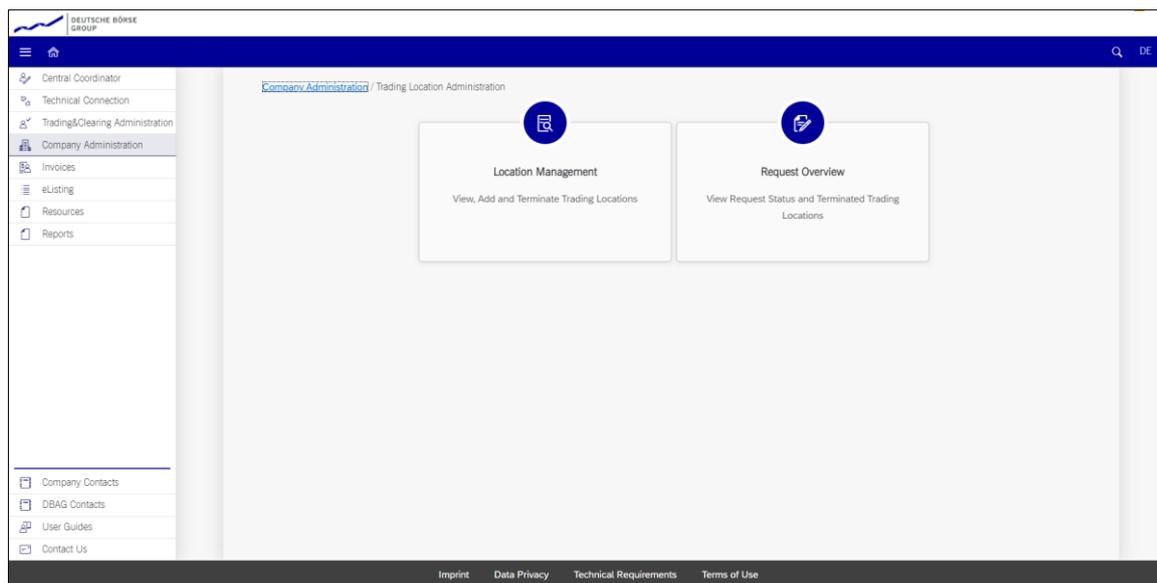
Member Section

Trading Location

Introduction

This document serves as a guide for the process of registration and termination of Trading Locations within the Member Section. It provides all necessary information to familiarize users with Trading Location area. *Trading Location Administration* is accessible under the navigation *Company Administration*. Users who want to have access to this navigation area require the respective permission: *Trading Location Eurex* and / or *Trading Location FWB*. Central Coordinators will per default, have the necessary rights assigned. Trading Location Administration consists of two parts:

- **Location Management:** The user will see active trading locations, will be able to request registration of new location, as well as terminate an existing locations.
- **Requests Overview:** shows the status of the requests.



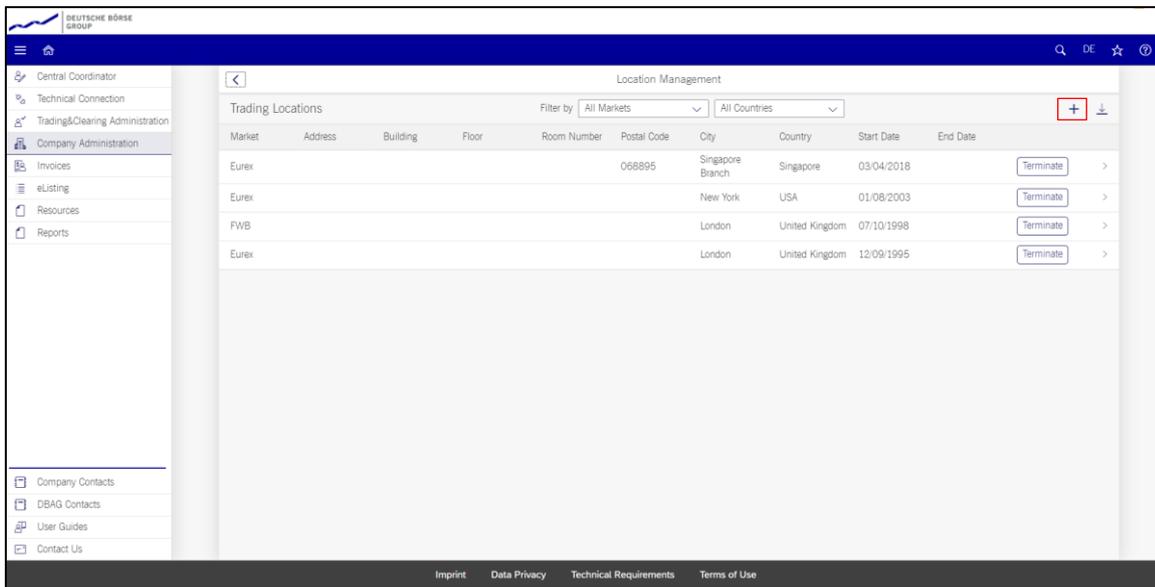
1. Location Management

Within the Location Management the user can see active and terminated trading locations and is able to request a new trading location.

1.1 Registration of new location

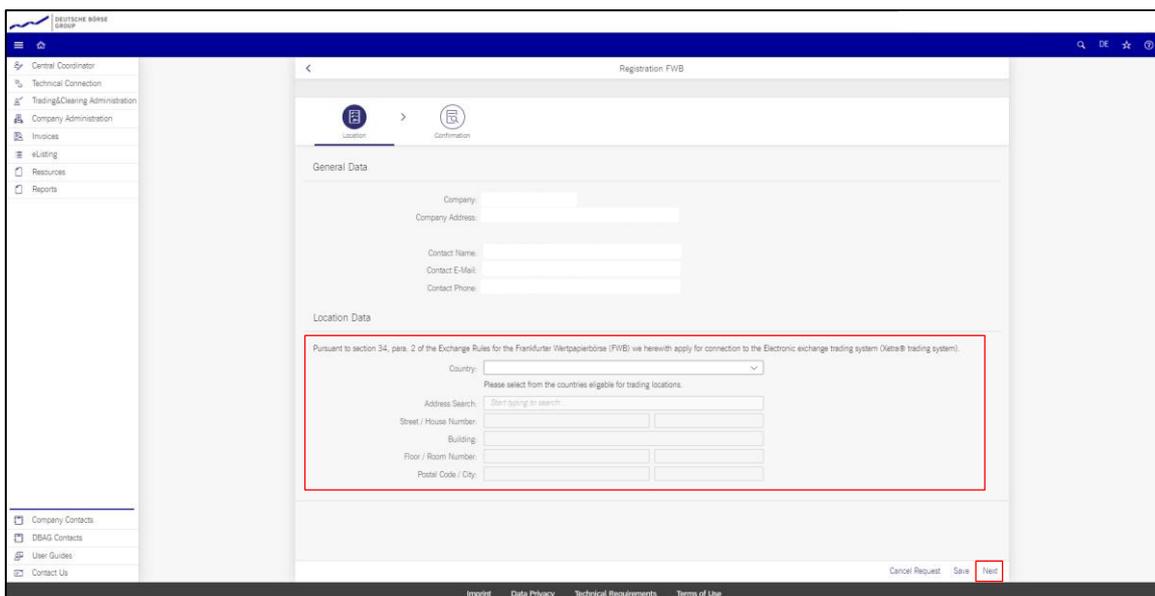
Step 1

- Click on the "+" sign on the upper right side to add a new trading location.
- If you have the permission for one market only (e.g. Eurex only), you will be taken directly to the next step. If you have the permission for the markets Eurex and FWB, a pop-up window will appear where you need to choose between Eurex and FWB.

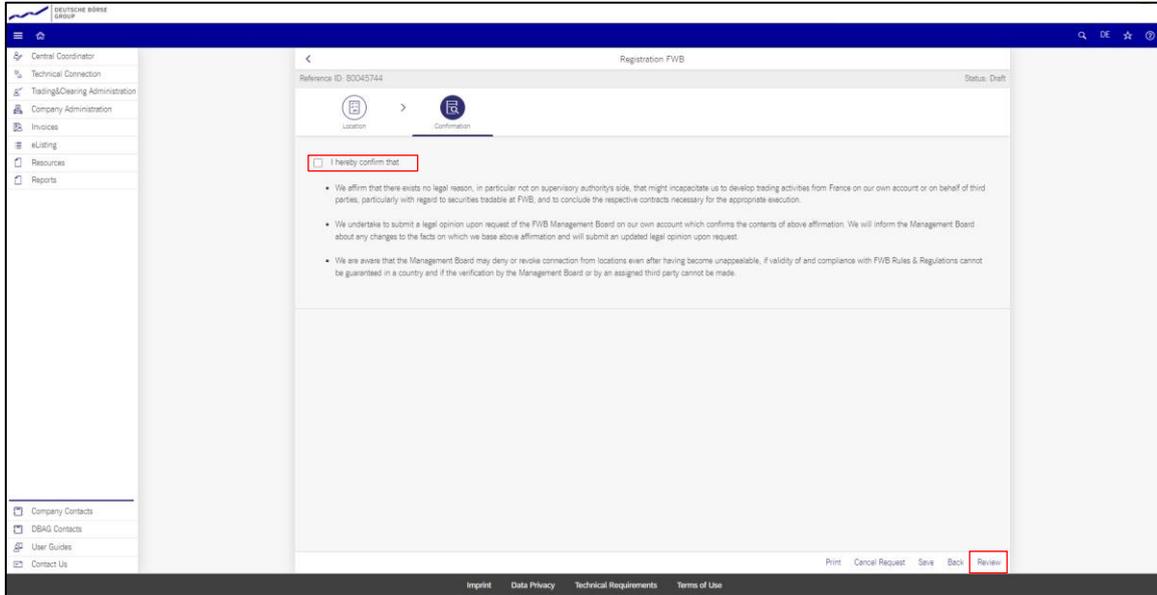


Step 2

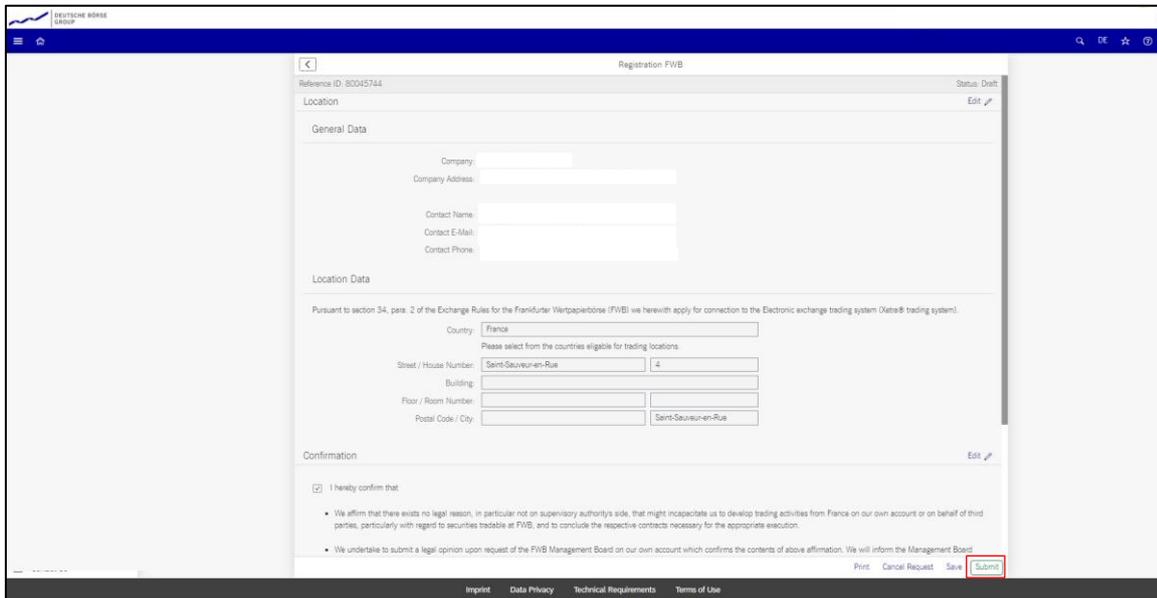
- Select the country and fill out all the mandatory data and click on **Next**.



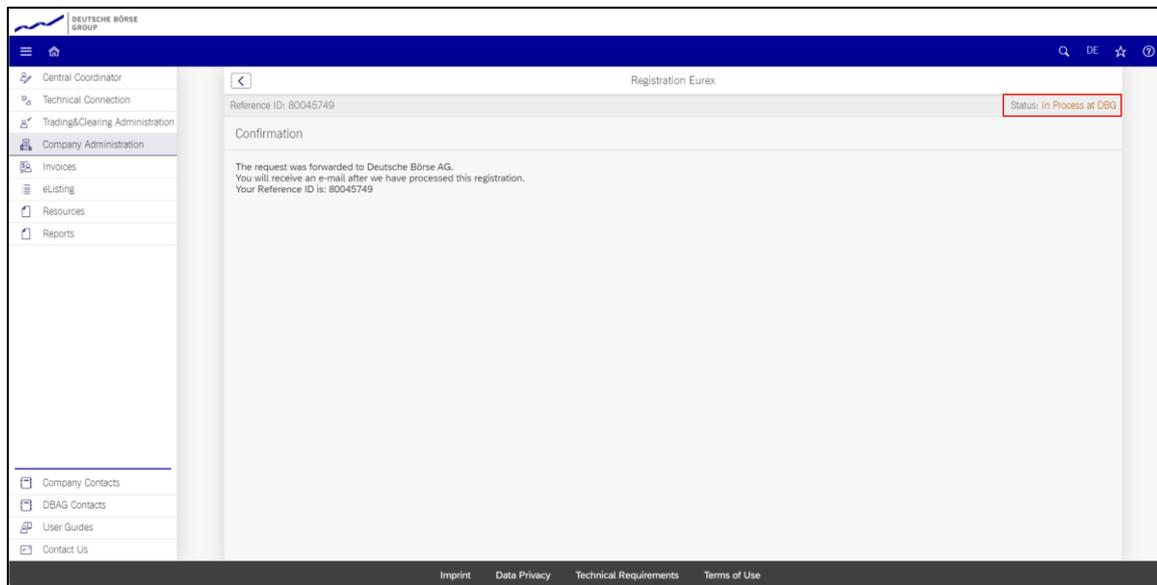
- Tick mark the confirm box and click on **Review**.



- Click on the button **Submit**.



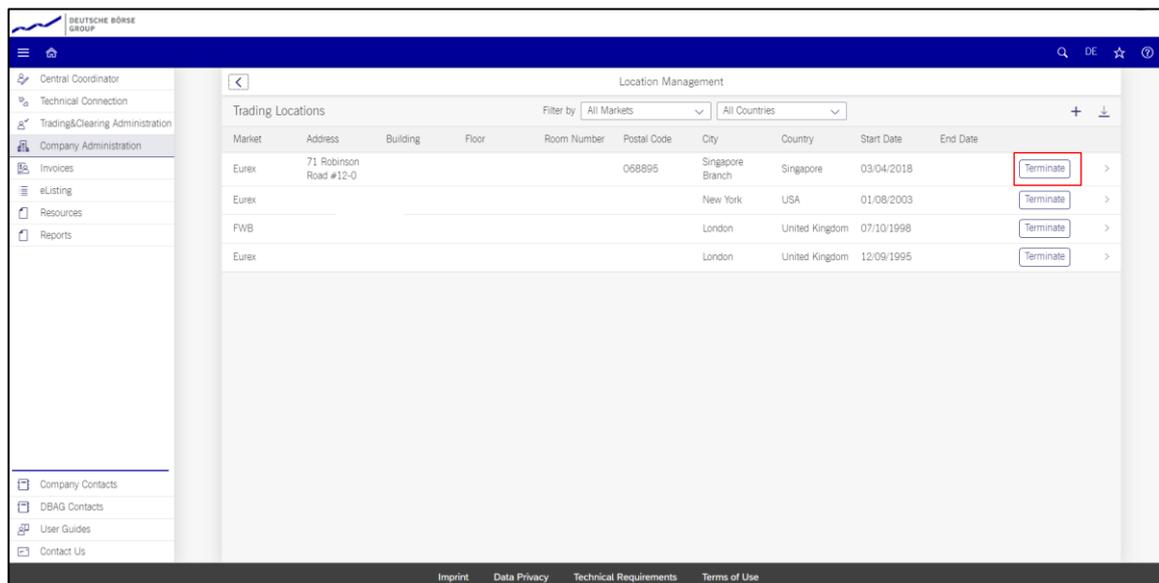
- Your request for the new trading location is now being processed and the status will be “In Process at DBG”.



1.2 Termination of a Trading Location

Step 1:

- Select **Terminate** to terminate an active trading location.



- Tick mark the box under the "Termination Data" and select an effective date for the termination. Please note, that the effective date for termination is always close of business.
- Afterwards click on **Submit**.

The screenshot shows the 'Termination Eurus' form in a web application. The form is divided into several sections: 'General Data', 'Location Data', 'Termination Data', and 'Notes'. The 'Termination Data' section contains a checkbox labeled 'I want to terminate the above mentioned additional trading location.' and a date picker for 'Effective Date of Termination:'. A red box highlights this section. The 'Submit' button is located at the bottom right of the form. The left sidebar contains navigation options like 'Central Coordinator', 'Technical Connection', 'Trading/Clearing Administration', 'Company Administration', 'Invoices', 'Listing', 'Resources', and 'Reports'. The bottom of the page has links for 'Imprint', 'Data Privacy', 'Technical Requirements', and 'Terms of Use'.

- A pop-up window for conformation will appear. Please confirm your termination by selecting **Yes**.

This screenshot shows the same 'Termination Eurus' form as the previous one, but with a confirmation pop-up window overlaid. The pop-up window is titled 'Confirmation' and asks 'Do you really want to terminate this trading location?'. It has two buttons: 'Yes' and 'Cancel'. The 'Yes' button is highlighted with a red box. The background form is dimmed. The 'Termination Data' section now shows the checkbox checked and the date picker set to '12.02.2024'. The 'Notes' section is empty with the text 'No data'.

- Your request for termination will be processed and the status will be “In Process at DBG”.

The screenshot shows the Deutsche Börse Group portal interface. The top navigation bar includes the logo and search, language, and user options. A left sidebar contains a menu with categories like Central Coordinator, Technical Connection, Trading & Clearing Administration, Company Administration, Invoices, eListing, Resources, Reports, Company Contacts, DBAG Contacts, User Guides, and Contact Us. The main content area is titled 'Termination Eurex' and shows a confirmation message for Reference ID: 80045750. A red box highlights the status 'Status: In Process at DBG'. The footer contains links for Imprint, Data Privacy, Technical Requirements, and Terms of Use.

2. Request Overview

Within the Request Overview section, you can see all the requests along with the information what the status of it is. The following status will be visible:

- Draft
- Cancelled
- In Process at DBAG
- Action Required – Missing Documents
- Rejected
- Registered
- Terminated

In case the Application Letter/Chinese Wall is needed, this is where you would search for the request to upload the respective documentation.

Reference ID	Market	Application Type	Address	Building	Floor	Room Number	Postal Code	City	Country	Status
80045750	Eurex	Termination					068895	Singapore Branch	Singapore	In Process at DBG
80045749	Eurex	Registration						La Rue-Saint-Pierre	France	In Process at DBG
80045744	FWB	Registration						Saint-Sauveur-en-Rue	France	Draft
80045619	FWB	Registration					16540	Hohen Neuendorf	Germany	Rejected
80045623	Eurex	Termination						New York	USA	Cancelled
80045559	FWB	Registration					60431	Frankfurt am Main	Germany	Rejected

Contact

Member Section

Support Contact

Email member.section@deutsche-boerse.com

Phone +49 69 21117888