

Business Operation Brochure



国债期货期转现交易操作手册

Business Operation Brochure



国债期货期转现交易操作手册

Business Operation Brochure

For Members

Member Registration

Registration

Deregistration

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- A member can download templates and prepare relevant materials pursuant to these templates.
- Only documents in the format of pdf, doc, and docx, each with a size of no more than 2 M, can be uploaded. If additional materials are to be provided, up to ten documents can be uploaded.
- After the successful registration of a member, the information of the member will, on the immediately following trading day, be disclosed on the official website of the Exchange at: Homepage --- Service --- Member Service --- Information on Members Qualified to Provide EFP Services.

Member Registration

Registration Deregistration

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- Only documents in the format of pdf, doc, and docx, each with a size of no more than 2 M, can be uploaded. If additional materials are to be provided, up to ten documents can be uploaded.
- After a member submits its deregistration application, if any of its clients continues to submit or confirm an EFP report, the EFP transaction will ultimately fail.
- After the successful deregistration of a member, the information of the member will, on the immediately following trading day, be removed from disclosure on the official website of the Exchange at: Homepage --- Service --- Member Service --- Information on Members Qualified to Provide EFP Services.

Institution Registration

Registration Deregistration

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- A members can download templates, assist its client in preparing relevant materials pursuant to the templates, and upload documents for the client. .
- Only documents in the format of pdf, doc, and docx, each with a size of no more than 2 M, can be uploaded. If additional materials are to be provided, ė. up to ten documents can be uploaded.
- For organizational code: only input 9 digits without dash.
- In case of a special institutional client who is a qualified foreign institutional investor (QFII) or an RMB QFII, provide the special institution code. .
- In case of the institution registration for a client who is an asset management scheme, provide the member's organization code.
- After the successful registration of an institution, its client codes for which an account has been opened at CFFEX and which meet the requirements of the applicable rules may be used for EFP transactions through its current carrying member.
- After the successful registration of an institution, the information of the institution will be displayed on the Off-Book Trading Platform on the immediately following trading day.

Institution Registration

Registration Deregistration

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- After a member submits an application for deregistration of an institution, the institution's clients represented by the member will immediately become unable to engage in EFP transactions.
- To deregister the institution, the member can just click the "Deregister" link under the institution registration record to confirm the deregistration with immediate effect, without uploading any documents.

Registration of EFP Seats for Clients

New Addition

Change / **Deletion**

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- A member can register only one EFP seat for one client, i.e., risk control examination for an EFP report submitted by one client of the member can be conducted only by the counter system which logs into the Off-Book Trading Platform through the client's EFP seat. The business personnel of the member should work with its technical personnel to determine the counter system.
- After the member inputs the client code, the system will automatically load the name of the client and its certificate number for verification by the member.

Registration of EFP Seats for Clients

New Addition

Change /Deletion

客户期转现席位报备-修改						
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Where necessary, a member may change the registered EFP seat for its client, with immediate effect at the Exchange, and risk
control examination for any subsequent EFP report submitted by the client can be conducted through the member's trading
system to which the new EFP seat is connected.

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 If a client no longer engages in EFP transactions on Chinese government bond futures, its member may delete the registration of its corresponding EFP seat. After such deletion, an EFP seat for the client may be registered again.

国债期货期转现交易操作手册

Business Operation Brochure

For Clients

Application and Installation of SHECA Digital Certificate

Application Guide

Download and Installation



- A completed and printed SHECA Entity Digital Certificate Acceptance Form (for CFFEX) bearing the handwritten words "EFP of CFFEX" on the blank space at its top;
- 2. a photocopy of the ID card of the applicant's authorized officer; and
- 3. a photocopy of the applicant's business license.

The above materials are required to be affixed with the applicant's seal.



Picture of SHECA Digital Certificate (subject to the physical certificate actually received)

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- The above documents are available for download at: Homepage --- Service --- Investor Service --- Innovation Column --- EFP Transaction --- Business Operation --- SHECA Digital Certificate Application on the official website of the Exchange.
- **Reminder:** A client should keep secure the serial number of a SHECA digital certificate and the serial number of a password envelope upon receipt of such SHECA digital certificate. When the client applies to SHECA for revocation of the SHECA digital certificate in the event of the loss of such certificate, SHECA will require the serial number of the certificate or password envelope for such revocation.

The revocation procedures are available at: Homepage --- Service --- Investor Service --- Innovation Column --- EFP Transaction ---Business Operation --- SHECA Digital Certificate Revocation on the official website of the Exchange.

• **Suggestion:** To prevent the impact of any damage to or loss of SHECA digital certificates on its EFP transactions, each institution should consider to apply for SHECA digital certificates as sufficient as possible.

Application and Installation of SHECA Digital Certificate

Application Guide

Download and Installation



- Visit <u>http://www.sheca.com/resources/tools</u> to enter the "Download Center" of SHECA and download and install the software "ShecAid" and root certificate. For details, please refer to: Homepage --- Service --- Investor Service --- Innovation Column ---EFP Transaction --- Business Operation --- Installation Guide for Support Software Related to SHECA Digital Certificate on the official website of the Exchange.
- Upon the completion of the installation, insert the SHECA digital certificate into the computer to view the information of the certificate and check whether such information, especially the organization code, is correct.

Two-Factor Authentication for Login

主题背景	颁发者	序列号	
中国金融期货交易所	SHECA G2		

 Open a browser, input <u>http://obt.cffex.com.cn</u> into the address bar, and the following certificate selection window will pop up. Select the right certificate and click the "Confirm "button.

If several certificates have been installed, select a certificate used for EFP transactions.

USBKey存储区	1用户密码		×
请输入用户著	四(8-16个字符)		
密码:			
1	确定	取 消	*

Input the digital certificate device password and after the password is successfully validated, the login page of the Off-Book Trading Platform will be opened.

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 Input the user name and password for the Off-Book Trading Platform and click the "Login" button to log into the System.

Institution Administrator

User Group Management User Management

Role Management

Example of Simplest Operations for Creation of Users

Receipt of Account

Upon the successful registration of an institution

The Exchange will create an administrator account for the institution and send the institution administrator account information to the institution's carrying member. The member will deliver the institution administrator account to the institution administrator designated by the institution.

Verification of Account

Upon receipt of the account by the institution administrator

- Use the user name, password and the digital certificate to log in to the Off-Book Trading Platform;
- Check data user groups, users and roles respectively as shown in the figure on the right and timely notify the Exchange of any abnormality through the member to troubleshoot any security issues of the account;
- Change the initial password and keep secure the
- changed password;

If the institution administrator password is forgotten or maliciously tampered, submit a password change application to the Exchange

through the member;

If the password for an user created by the institution is forgotten, change the password through the created account or relevant administrator account.



Institution Administrator

User Group Management

User Management Role Management

Example of Simplest Operations for Creation of User

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Institution Administrator User Group Management Example of Simplest Operations for Creation of User

rights of such roles.

User Management

Role Management

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Institution Administrator User Group Management User Management **Role Management Example of Simplest Operations for Creation of User**

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〕 在默认用,	〕组下创建用户	② 为用户分配默认	人用户组下的操作权限

17

Trading Password Mechanism

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● 修改登录密码	
▲ 修改交易密码	*确认交易密码: 请再次输入新交易密码
	确认修改 重置

- Trading password is a safeguard to ensure the safety of transaction operations. No trading password is set by default for a
 newly created user account. When the user account initially logs in to the Platform, the System will remind the user to set a
 trading password.
- A trading password consists of 6 digits. A trader should keep secure the trading password and is required to input the existing trading password when changing it.
- A trading password must be input to create and confirm an EFP report.

Agreement upon EFP Transaction

Creation of EFP Report by Futures Seller

Confirmation of EFP Report by Futures Buyer

Statement on EFP Transaction Results

Information Disclosure



- Details of the futures leg: contract, price and volume, etc.
- Details of the physical leg: details of bonds and transaction number, etc.



Time Information

- Date and time of agreement
- Expected time of submission of EFP report
- Confirmation deadline



Information on Traders of the Parties

- Who will enter the EFP report into system? Who will confirm the EFP report?
- Account and name of their respective trader

Agreement upon EFP Transaction

Creation of EFP Report by Futures Seller

Confirmation of EFP Report by Futures Buyer

Statement on EFP Transaction Results

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Information Disclosure

- Client: can be selected only after a member is selected
- Counterparty trader: conduct fuzzy matching based on the input information
- Equivalence of face value: when a selection is made, the face value of the futures leg should be equivalent to the total face value of bonds in the physical leg
- Contract code: code of listed government bond futures contract eligible for EFP
- Price (yuan): the price must be within the daily price fluctuation limit for the contract
- Trading direction: When the futures seller submits the EFP report, the trading direction will be automatically provided by the System and is not required to be input by the user
- Type of physical: there are slight differences between the elements of bond and bond forward transactions
- Transaction number: A transaction in physical or related contract can be involved in only one EFP transaction, and the System will, based on the combination of transaction number, transaction date and trading venue, examine such transaction to prevent it from being involved in other EFP transactions.
- Bond code and short name: bond code allows for fuzzy matching. The System will immediately examine whether the bond is eligible and after the matching record of the System is selected, automatically provide bond short name. The System will remind the user to provide an explanation for the failure of the bond code to pass the examination
- Trading direction: When the futures seller submits the EFP report, the trading direction will be automatically provided by the System and is not required to be input by the user
- Total face value (ten thousand yuan): a conversion of the total face value might be required between different trading venues
- Transaction date: identical to the date of agreement Undertaking: this must be ticked by the user to submit the EFP report information
- An EFP report can be submitted between 9:15:00 a.m.~3:15:00 p.m., including the midday break. If the EFT transaction is agreed upon on the immediately preceding trading day, the EFP report cannot be submitted later than 10:15:00 a.m. on the current trading day.
- Members and clients available for selection are members and qualified clients of institutions who have successfully completed registration as at the market close on the immediately preceding trading day.
- After providing the EFP report information, click the "Submit" button.



The EFP report so created can be viewed under the "Query about EFP Report" menu. The EFP report can be withdrawn before being confirmed by the counterparty trader if any error is identified in the report.

Confirm an EFP report within 60 minutes [continuous auction period] after the report is submitted by the seller

Agreement upon EFP Transaction Creation of EFP Report by Futures Seller Confirmation of EFP Report by Futures Buyer Statement on EFP Transaction Results Information Disclosure

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- An EFP report can be confirmed between 9:15:00 a.m. ~3:15:00 p.m., including the midday break.
- The futures buyer is required to confirm the EFP report within 60 minutes (continuous auction period) after the report is submitted by the futures seller. The 60 -minute period does not include midday break, pre-market hours, and after-market hours. An EFP report created near the market close can be confirmed on the immediately following trading day.
- Upon being confirmed by the futures buyer, the EFP report will be processed by the member and the Exchange. If the EFP report is
 confirmed near the closing of trading of the futures contract, the EFP transaction may fail.
- Click the" View Details and Confirm" button to enter the "Confirm EFP Report" interface.

Agreement upon EFP Transaction Creation of EFP Report by Futures Seller Confirmation of EFP Report by Futures Buyer Statement on EFP Transaction Results Information Disclosure

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- After viewing the EFP report information and verifying their accuracy, select "member", "client" and "position opening/closing flag", click the "Confirm" button and input the trading password to complete the confirmation of the EFP report.
- Members and clients available for selection are members and qualified clients of institutions who have successfully
 completed registration as at the market close on the immediately preceding trading day.

Understand the statement on EFP transaction results identifying the failure of the transaction



- The futures seller views in the "Query about EFP Report" menu the results of the EFP transaction for which an EFP report has created, and the futures buyer views in the "Confirm EFP Report" menu the results of the EFP transaction for which the EFP report has been confirmed.
- If an EFP transaction fails, a trader can view the specific reasons therefor attributable to his/her party and the general reason therefor attributable to
 the counterparty; in such case, the trader should communicate with the counterparty with respect to the reason for such failure to determine whether
 a new EFP report is required and whether the elements of the existing EFP report are required to be adjusted.
- Factors resulting in the failure of the EFP transaction may arise any stage of the EFP report processing.

Understand the statement on EFP transaction results identifying the failure of the transaction

Agreement upon EFP Transaction Creation of EFP Report by Futures Seller Confirmation of EFP Report by Futures Buyer Statement on EFP Transaction Results Information Disclosure

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💑 中国金融期货交易所 输入关键字 Q) C ncial Futures Exchange 法律法规 👘 MERI > NASE > NAMERI > NAMERICO (POR 数据 Data 眼转现日行情 EN8 : 2018-12-29 **BISICES** 交易日 152115 成交融 (CRITICITY) Carl References 17488010 -成交持仓围名 说明: 成交量: 手(按单边计算) · **李**周日历 交到政府 * 本网站对所遗信的内容力灾难瞬和完整,但不对其准确性和完整性做出任何保证。 对任何回直接成则接使用本网站内容而显成的很快,包括但不错于回着关内容不能确 据制约现 不完整而导致的损失,本网以及同以所有者不承担任何法律责任。 期转期目行体 则转现统计

- Among market data disclosed in real time through market data interface of the Exchange:
 - The total trading volume, total turnover and total open interest in the market data record for the futures contract include EFP transactions;

The total trading volume and change in the total open interest of the

 futures contact resulting from an EFP transactions on the date when the EFP transaction is executed are disclosed in the EFP market data records for the EFP transaction involving the futures contract. Deferred disclosure of EFP transaction information on the official website of the Exchange:
 Homepage --- Data --- EFP --- Daily EFP Market Data

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Business Operation Brochure

For Simulated Trading

Notes on Access to Simulated Test Environment

- The simulated test environment for the submission interface of the Off-Book Trading Platform is accessible at <u>http://sim-obt.cffex.com.cn</u>.
- In the simulated test environment, the digital certificate with which a client logs in to the submission interface of the Off-Book Trading Platform is provided by the Information Department of the Exchange. The client is not required to apply to SHECA for such certificate. Upon the registration of the client's institution, the digital certificate will be provided together with the institution administrator account.

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Business Operation Brochure

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 - (3) a prediction on the trading prices of securities and futures; or
 - (4) an investment basis for investors.
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