上海期货信息技术有限公司

SHANGHAI FUTURES INFORMATION TECHNOLOGY Co.,Ltd

上海期货交易所成员单位 AN SHFE COMPANY

Shanghai International Energy Exchange_Standard Warrant Management System_User Guide

(Overseas Special Brokerage Participants)

Copyright Information

Things to note

If you have an outdated copy of this User Guide, please contact Shanghai Futures Information Technology to receive the latest edition.

This User Guide is intended for staff members with some basic computer skills. Although the user-friendly design of our products makes this User Guide not essential for using our products, it will help more experienced staff members to do so with greater ease.

While every care has been taken in the preparation of this User Guide, certain errors may still arise due to time constraints. Please direct your comments and questions to the address below. We will respond at the earliest time possible.

Version Statement

The current version of this User Guide is V1.28 updated on November 3rd, 2023.

Chapter 1 System Overview

System Introduction

The Standard Warrant System of the Shanghai International Energy Exchange is an innovative warrant management system newly constructed by Shanghai International Energy Exchange ("the Exchange") based on the NGES System to make preparations for the listing of crude oil futures and accommodate the needs of the development of new products. At present, the Standard Warrant System supports the crude oil futures while the NGES backs up the exiting listed products.

The Standard Warrant System of the Exchange is intended for the users of the system administrators of relevant business and technological departments of Shanghai International Energy Exchange as well as other system participants, such as the Members, Clients, depots,Customs, Overseas Intermediaries and Overseas Special Participants ("OSPs").

Note:

The Members of the Exchange are classified into two types: Futures Firm Members ("FF Members") and Non-Futures Firm Members ("Non-FF Members").
The Exchange may appoint Special Members according to the needs of trading and settlement.

Overseas Special Participants are classified into two types: Overseas Special Brokerage Participants ("OSBPs") and Overseas Special Non-Brokerage Participants ("OSNBPs").

This Guide is designed to provide functional operating instructions to the users and system administrators of the OSBPs.

System Functions

This System provides the OSBPs with warrant operation and daily management functions.

The table below lists the operations available to OSBPs for Medium Sour Crude Oil.

[OSBP] Medium Sour Crude Oil	To-do Tasks	New Tasks	Task Tracking
Load-in	Forwarding/Confirmation	Initiating the task	Tracking/Print a Load-in Application
Deposit/withdrawal of margin collateral	Forwarding		Tracking
(Delivery) Submit a notice of interest Check a notice of interest Allocate the warrant Confirm/Cancel the warrant allocation		Initiating the task	
(Delivery) Submit a warrant		Initiating the task	
(EFP delivery) EFP intention	Confirmation	Initiating the task	Tracking
(EFP delivery) EFP Application Submit a warrant Allocate the warrant		Initiating the task	Tracking
Return of authorization		Initiating the task	
Warrant transfer(settlement via the Exchange)	Review		Tracking

The table below lists the operations available to OSBPs for TSR 20.

[OSBP] TSR20	To-do Tasks	New Tasks	Task Tracking
Load-in	Forwarding/Confirmation	Initiating the task	Tracking/Print a Load-in Application
Deposit/withdrawal of margin collateral	Forwarding		Tracking
(Delivery) Submit a notice of interest Check a notice of interest Allocate the warrant Confirm/Cancel the warrant allocation		Initiating the task	
(Delivery) Submit a warrant		Initiating the task	
(EFP delivery) EFP intention	Confirmation	Initiating the task	Tracking
(EFP delivery) EFP Application Submit a warrant Allocate the warrant		Initiating the task	Tracking
Return of authorization		Initiating the task	
Warrant transfer(settlement via the Exchange)	Review		Tracking
Change Quality Inspection Date	Forwarding	Initiating the task	Tracking
Modify Warrant Member	Review		Tracking

The table below lists the operations available to OSBPs for LSFO.

[OSBP] LSFO	**To-do Tasks**	**New Tasks**	**Task Tracking**
Load-in	Forwarding/Confirmation	Initiating the task	Tracking/Print a Load-in Application
Deposit/withdrawal of margin collateral	Forwarding		Tracking
(Delivery) Submit a notice of interest Check a notice of interest Allocate the warrant Confirm/Cancel the warrant allocation		Initiating the task	
(Delivery) Submit a warrant		Initiating the task	
(EFP delivery) EFP intention	Confirmation	Initiating the task	Tracking
(EFP delivery) EFP Application Submit a warrant Allocate the warrant		Initiating the task	Tracking
Return of authorization		Initiating the task	
Warrant transfer(settlement via the Exchange)	Review		Tracking
Overseas Delivery-Taking by Agreement	Review		Tracking

The table below lists the operations available to OSBPs for Copper.

[OSBP] Copper	To-do Tasks	New Tasks	Task Tracking
Load-in	Forwarding/Confirmation	Initiating the task	Tracking/Print a Load-in Application
Deposit/withdrawal of margin collateral	Forwarding		Tracking
(Delivery) Submit a notice of interest Check a notice of interest Allocate the warrant Confirm/Cancel the warrant allocation		Initiating the task	
(Delivery) Submit a warrant		Initiating the task	
(EFP delivery) EFP intention	Confirmation	Initiating the task	Tracking
(EFP delivery) EFP Application Submit a warrant Allocate the warrant		Initiating the task	Tracking
Return of authorization		Initiating the task	
Warrant transfer(settlement via the Exchange)	Review		Tracking
Modify Warrant Member	Review		Tracking

This Guide describes the following query and management functions.

Query	System management
Operation query	User role
Summary query	Circular query
General query	Client warrant account management

This Guide describes the following Invoicing section：

Tax information settings	Output VAT invoice	Input VAT invoice	Negative VAT invoice
Tax information settings	Output VAT invoice submission	Input VAT invoice search	Submit negative VAT invoice
Action search	Output VAT invoice search		Negative VAT invoice search

Notice to Users

Before using this System, make sure you verify the following:

- Request the access permission of the Standard Warrant Management System of Shanghai International Energy Exchange from the system administrator.
- Please use Chrome 96 or above or Edge 93 or above to visit INE's Standard Warrant Management System.

System Login

After being granted with the access permission, use the Google Chrome to access the Standard Warrant Management System of Shanghai International Energy Exchange via the URL of http://ew.ine.cn.

Note:

Please contact the system administrator for the access permission of the System.

Login via Password + Certificate

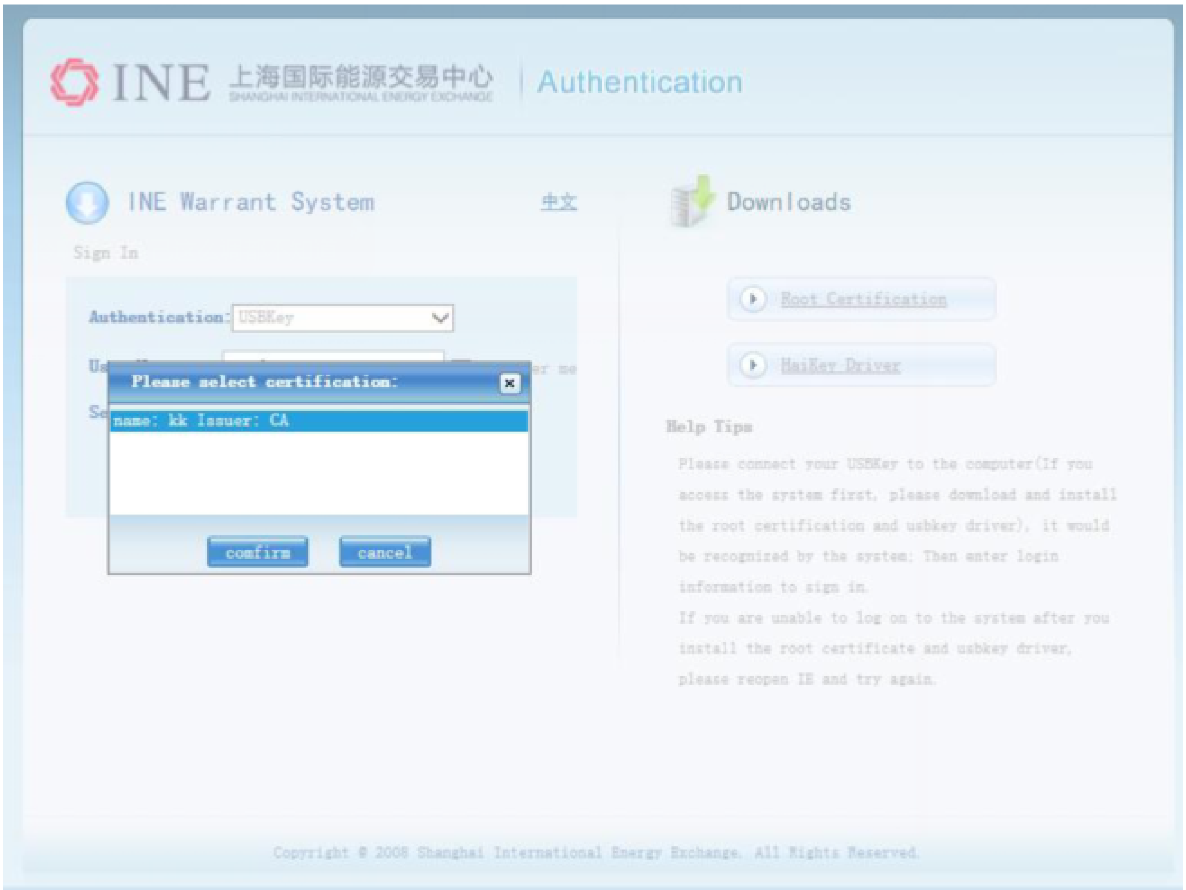
Acting as a trusted third party, a CA certificate certifies the online identity via digital signature, equivalent to an online ID card. It helps the entities identify each other and provides the functions of authenticity and non-repudiation. With safety, confidentiality and tamper-proofing, it realizes the effective protection and safe transmission of online information of the Intranet.

Under such a login approach, a user can access the login page of the Exchange's Standard Warrant Management System only after being identified by the System with the plug-in of the USB-KEY.

Note: Please request the USB-KEY for login from competent departments.

(1) Plug the USB-KEY into your computer, open the browser and input the URL of the Standard Warrant Management System into the address bar.
Input your username, password and verification code into the login prompt window and click the "Login" button.

(2)



Select the certificate and click "OK".

(3)

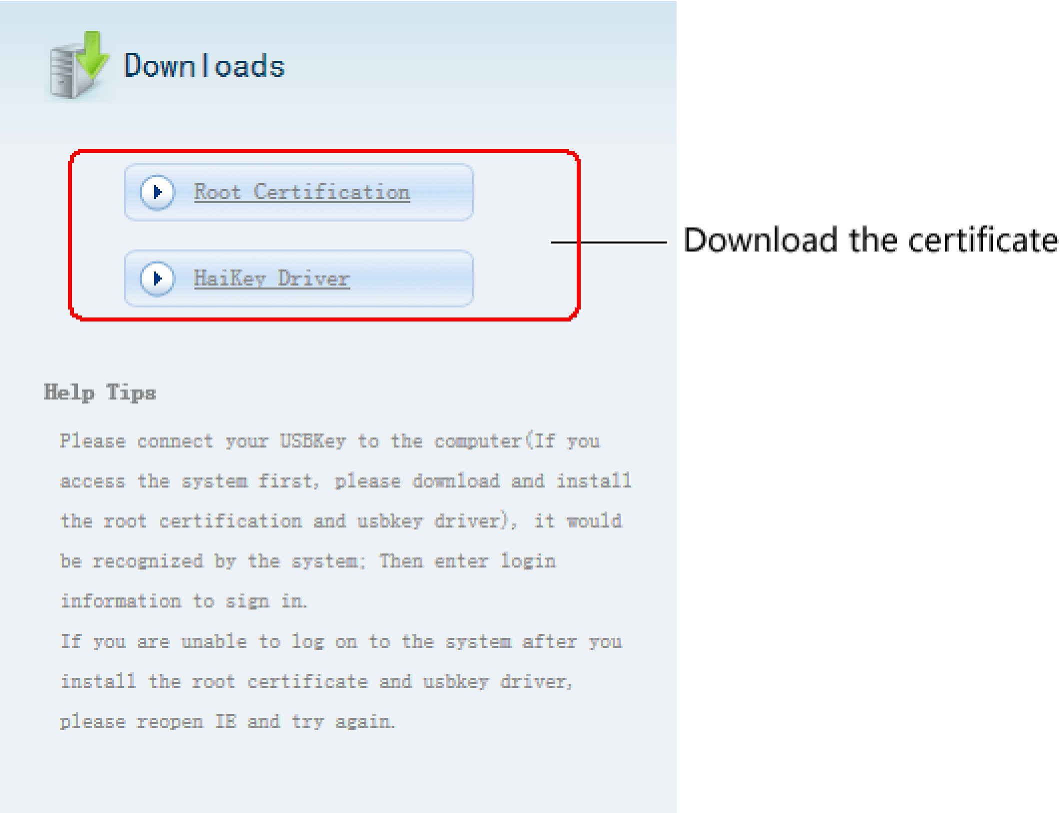
Input the PIN, click "OK" to login the System.

If no certificate is installed :

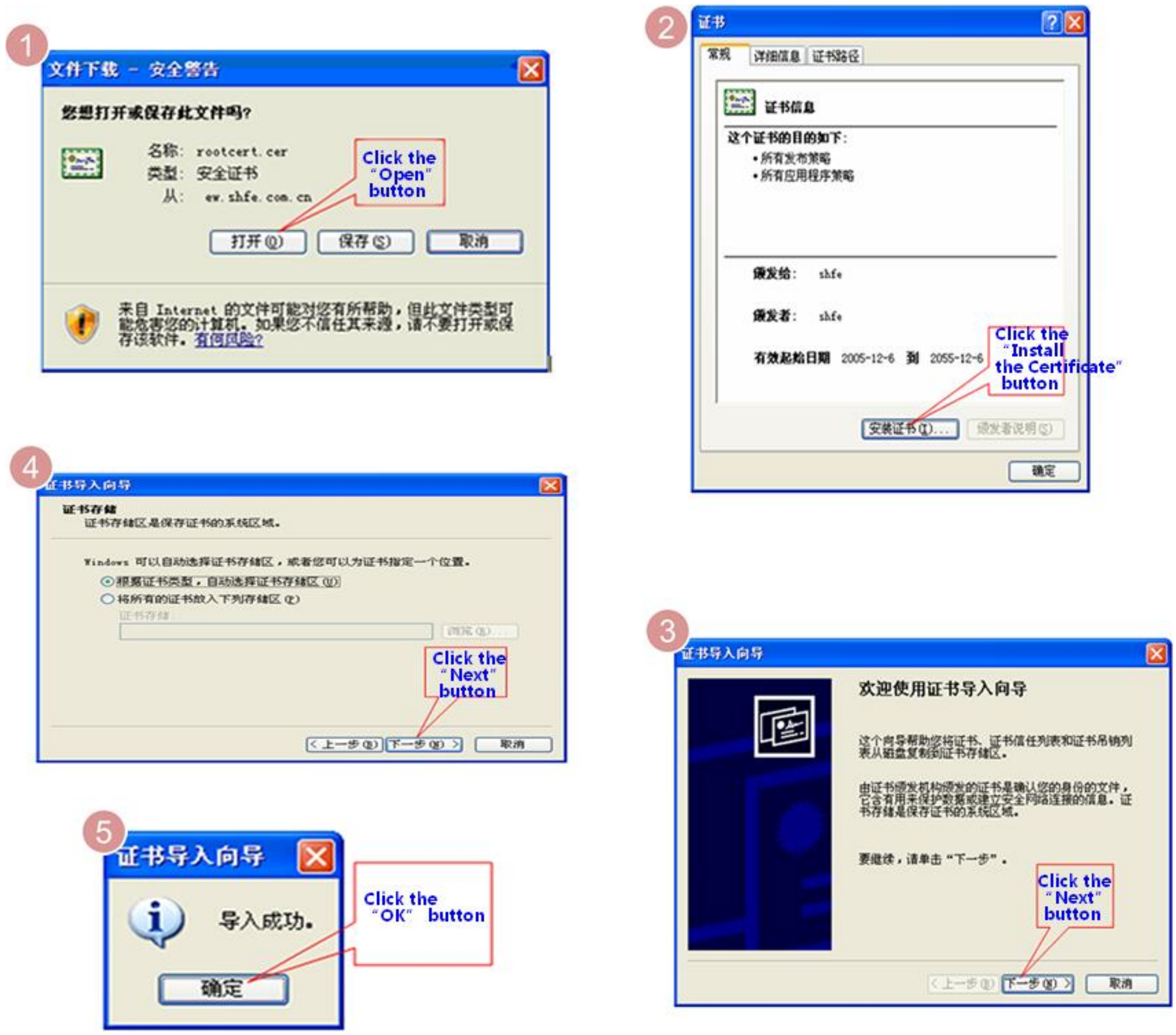
If you are a first-time user of the USB-KEY and no certificate is installed, then no certificate can be selected from the list of the digital certificates. In such a case, you need to download and install both the root certificate and the digital certificate. The System will automatically direct you to the certificate download page.

Note: First-time login user must download and install the Root Certificate and the Haitai Digital Certificate Driver.

(1)



(2)



Click the link of "Download the Root Certificate" in the certificate downloading area. Complete the certificate installation according to the install wizard.

(3)

Click the link of "Download and Install the Haitai Digital Certificate Driver" in the certificate downloading page after the completion of the installation of the root certificate. Likewise, follow the install wizard to complete the installation of the digital certificate.

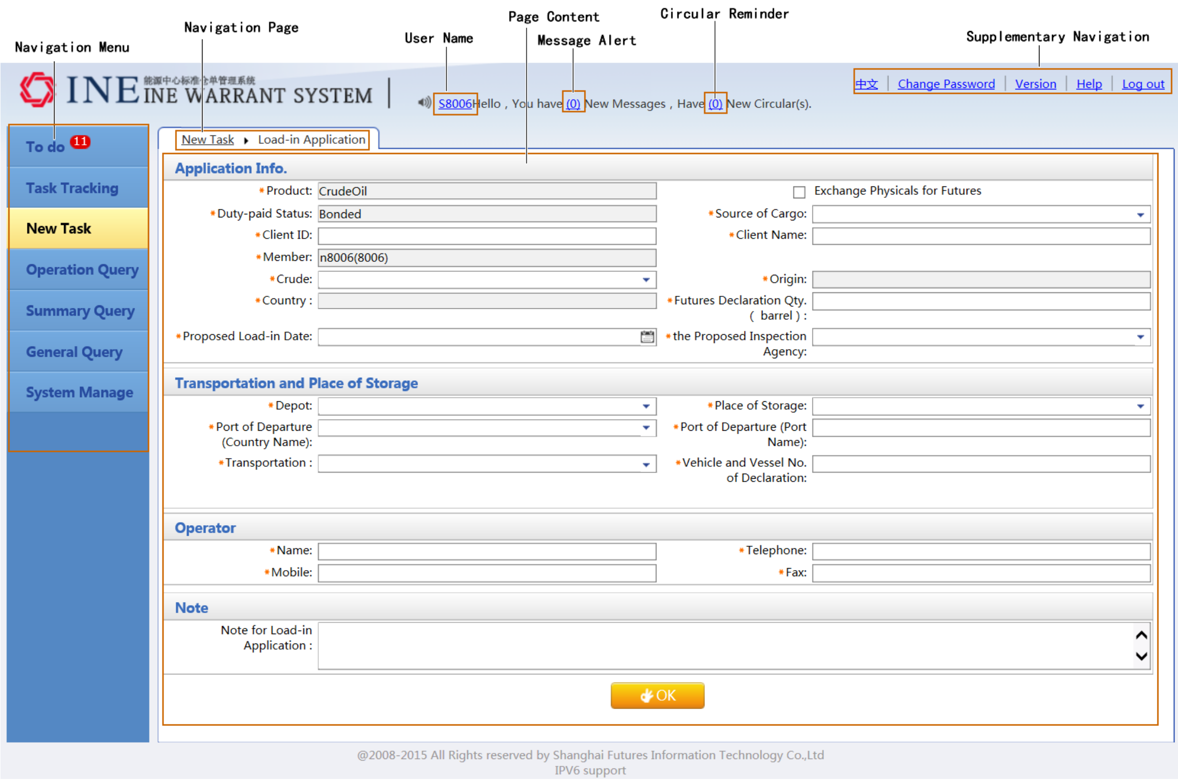
(4)

Upon completion of the installation of all necessary certificates,plug the USB-KEY into your computer once again, open the Google Chrome and type in the URL of the Standard Warrant System. Select the digital certificate accordingly in the popup window and then login the System.

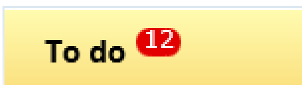
System UI

Note: While care has been taken to ensure consistency between the screenshots in this User Guide and the actual system interfaces, the screenshots are for reference only. In the interest of information security, screenshots do not contain real data. This User Guide is meant to provide instructions on the relevant operations rather than data.

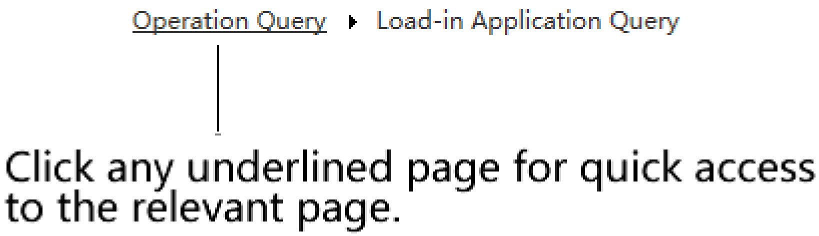
As for the OSBPs, the System is displayed as follows:



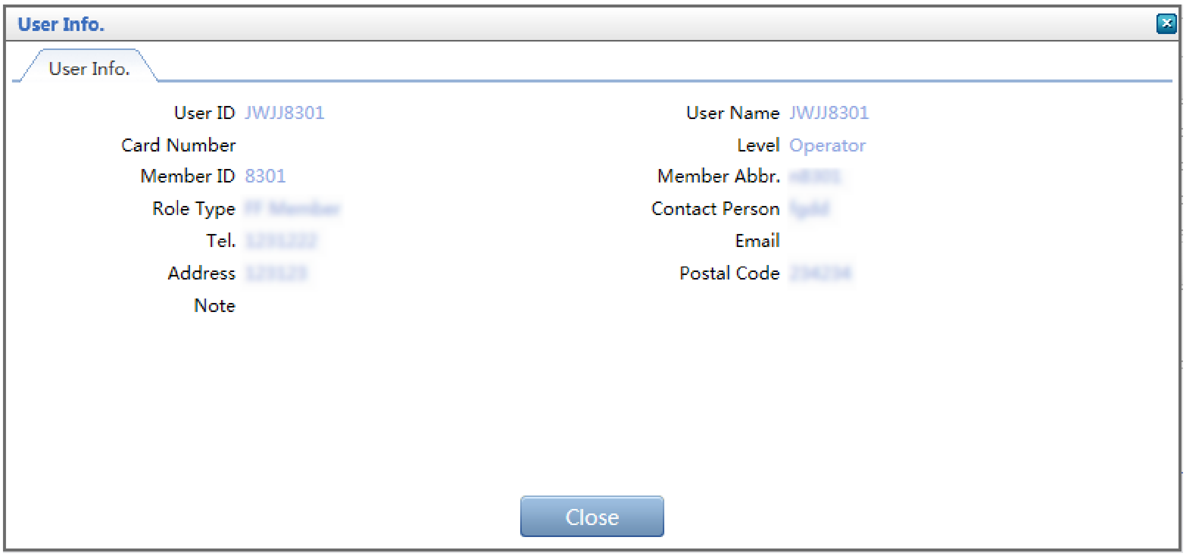
- Navigation Menu: the navigation menu is shown at the far left of the entire page. Click a specific sub-menu to enter the relevant page.
- In the navigation menu, the red badge counter appearing at the top-right corner of the To-do Tasks indicates how many to-do tasks the user currently has.



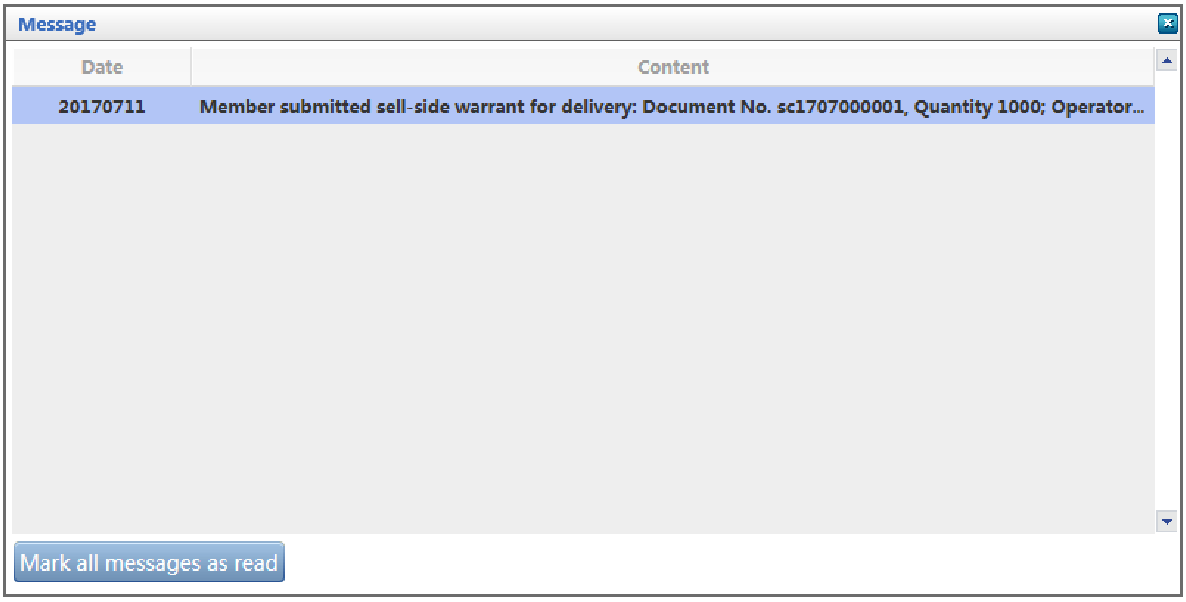
- Page Navigation Menu: the page navigation menu is shown at the top-left of the content area, indicating the path to the current page. On the page navigation, you may click any underlined title for quick access to the relevant page.



- User Name: the user name is underlined and shown above the page navigation menu. Click it to view the account and the user information.

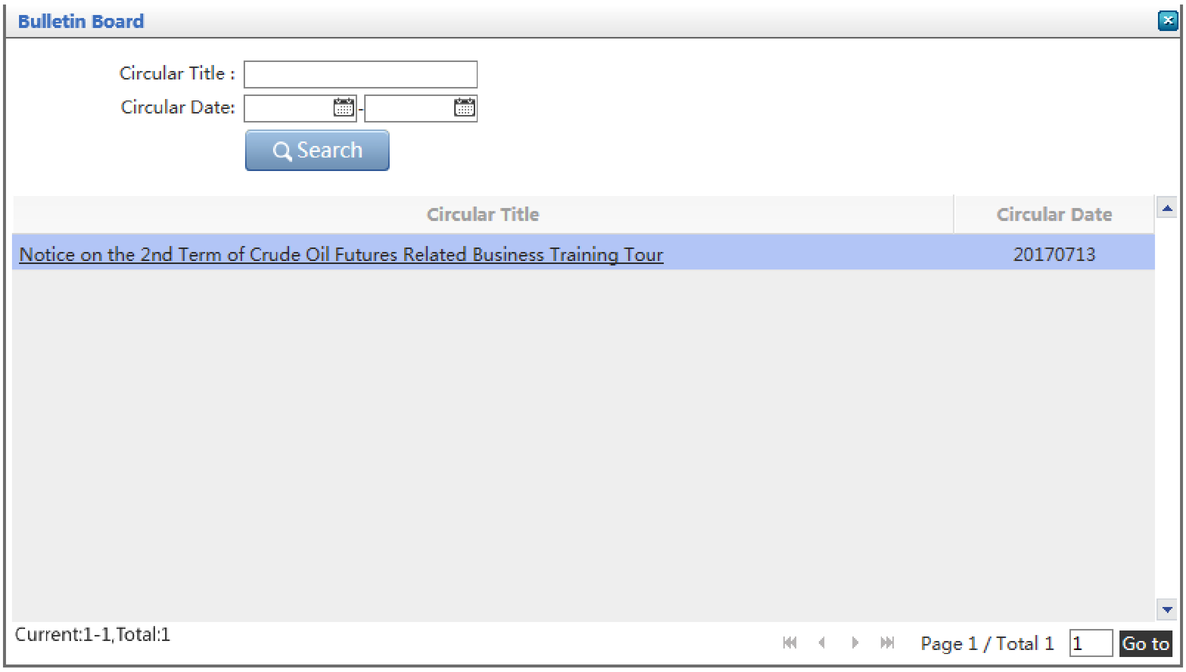


- Message alert: just as the user name, the message alert is also underlined and shown in the welcome line. Click it to view the list of current messages.

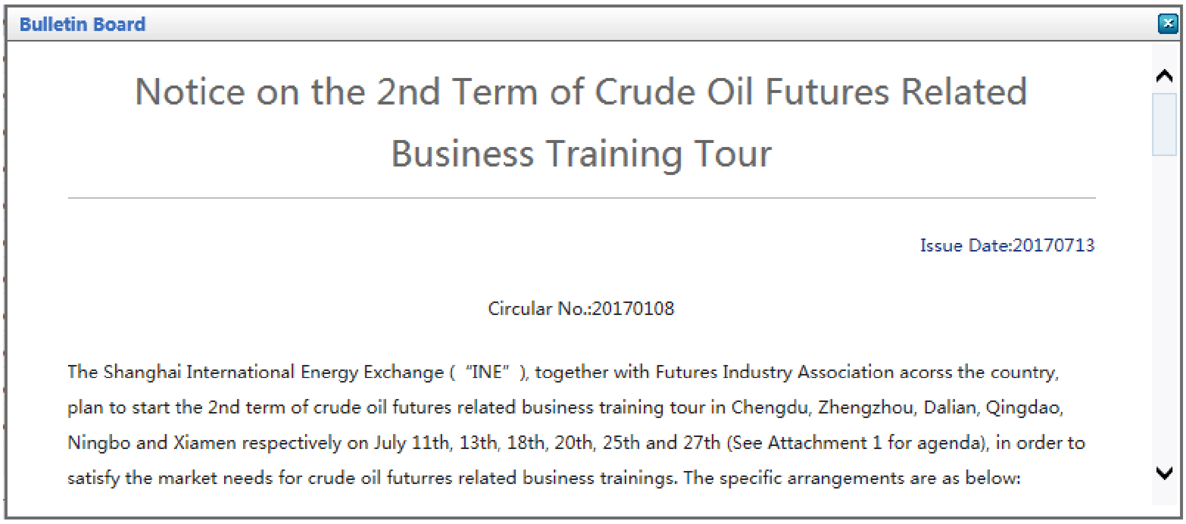


Message list presents the messages that indicate the status of relevant business of the user. Unread messages are shown in the boldface. You may click any unread message to mark it as read or click "Mark All Message as Read" located at the bottom of the list to mark all unread messages as read.

- Circular Reminder: You may see the circular page after login. The list of unread circulars is shown in the page. Click the title of a circular to view the details on the popup window. Circular reminder is also shown following the welcome line. The underlined number indicates the number of unread circulars. Click the number of unread circular to open a popup window. You may inquire about any circular in the System as per the date or title of a circular.



Click the link of "Circular Title" to view the details on the page.



System Roles Description

Trading Members: Entities that can participate in the futures trading directly, including FF Members, Non-FF Member, OSBPs and OSNBPs.

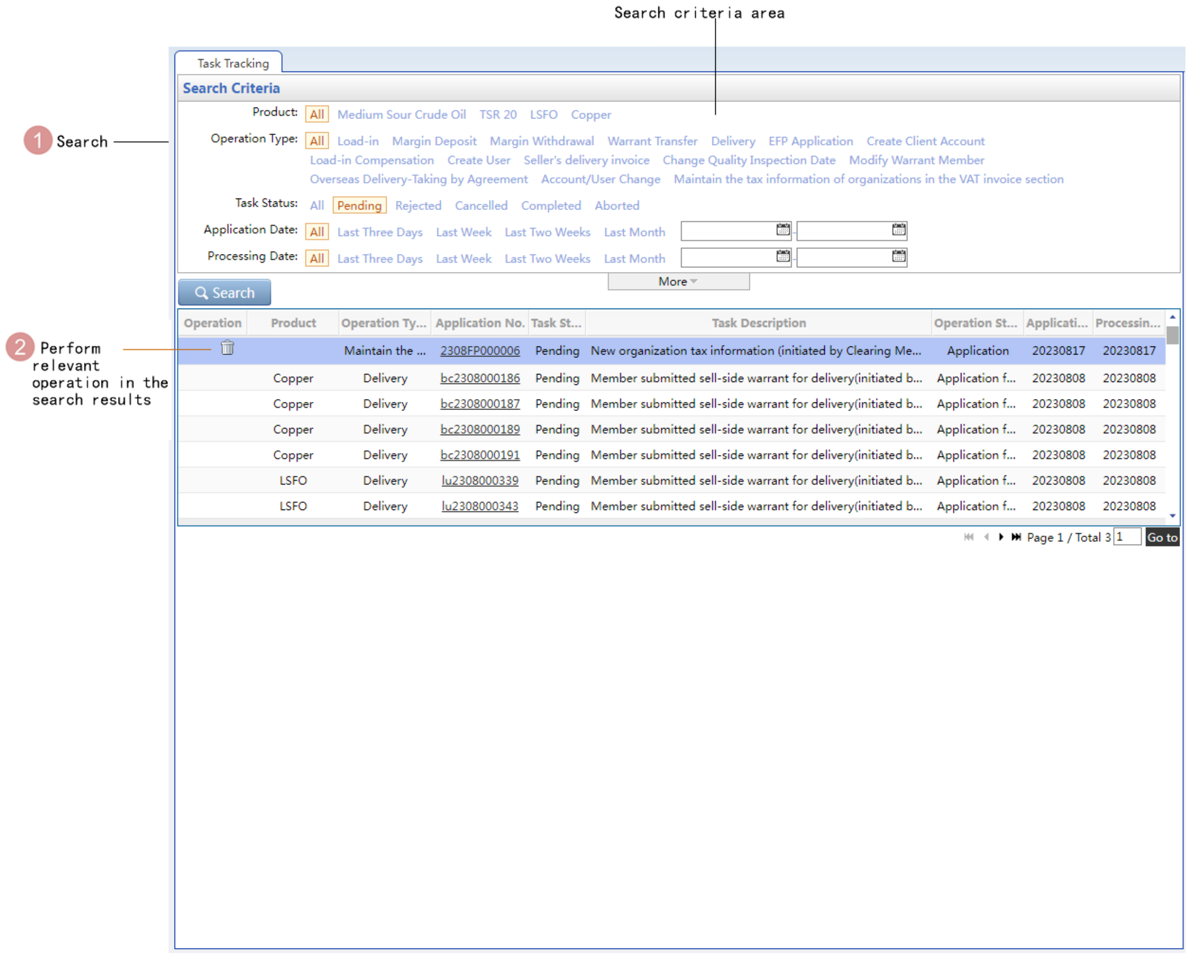
Clearing Members: Entities that are qualified for the clearing business, including FF Members, Non-FF Members and Special Members.

Chapter 2 General Functions

This Chapter introduces a few of general functions commonly used in the System, such as Query, Form and Print.

Query

The System provides multiple query filters for you to perform relevant operation or view the details according to the search results. The operation in all search criteria areas is similar, which shows as follows:



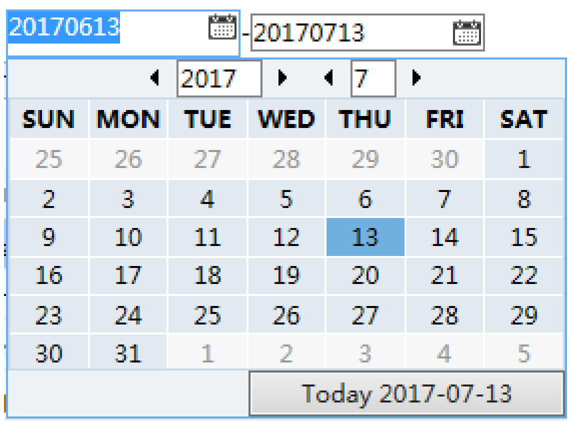
(1)

Define the search criteria and find all matched records:

Step 1: Define the search criteria. You may select or define the matched condition entities here.

- **Tile-options search criteria:** You only need to click the criteria you want, and make it selected.

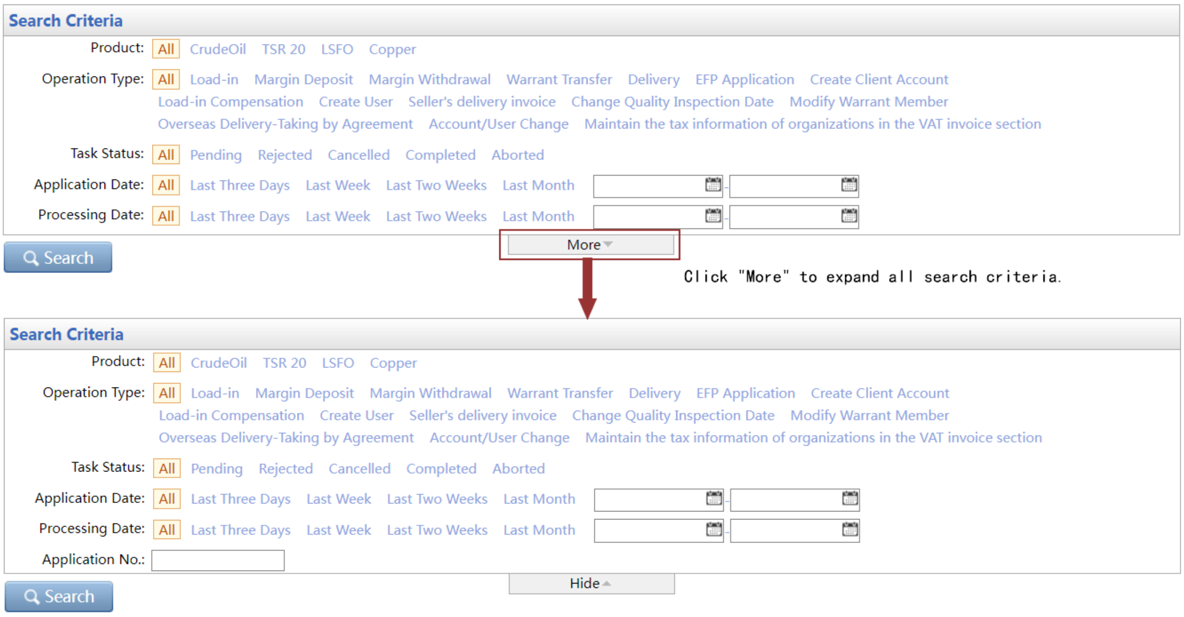
- **Date picker:** You may use it to define a date range or a single date. Click the date picker to open a floating popup calendar. Use the arrows at the left or right side of Year and Month to define the month and year, and finally click a specific date in the calendar.



- **Text-field search criteria:** click the text field and input the details.

Note: An asterisk in front of a condition indicates that that condition must be defined, such as the contract as shown below.

Note: If there are too many search criteria, some criteria not commonly used will be hidden automatically by the System. You may click "More" at the bottom of the search criteria area to expand the view for all the search criteria, and then click "Hide" to collapse the view.



Step 2: After defining all the search criteria, click the "Search" button at the bottom of the search criteria area to view all the matched records.

(2)

Search results are usually displayed in the form format. If you want to perform relevant operation in the search results, you may view, delete or cancel a specific record in the form. See the next section "Chapter2 General Functions ->Form" for more details.

Form

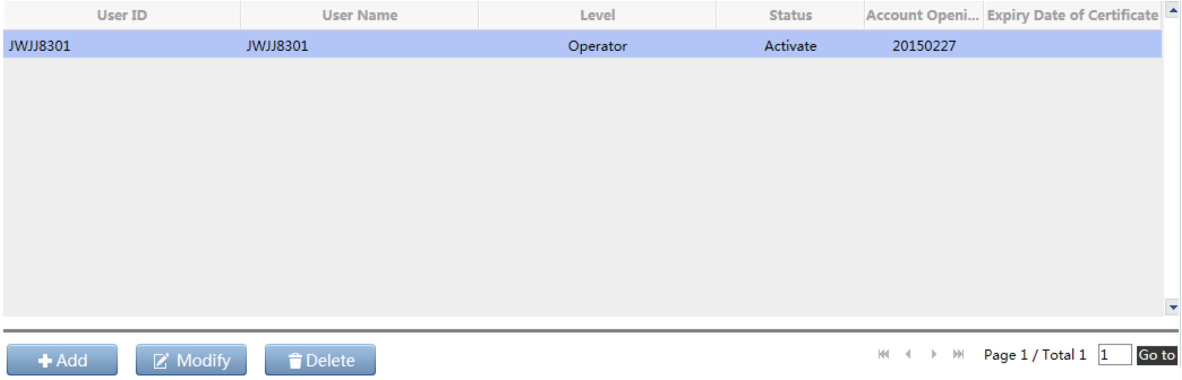
This System frequently uses the form to display the data containing the same fields orderly. Users may view the data in a form, or in some cases, perform relevant operation in a certain record of a form, such as modification, deletion or cancellation.

This System includes two kinds of typical forms as shown below:

One is the form containing an operation column.

Product	Operation T...	Application No.	Task Description	Operation Stat...	Applicatio...	Applicatio...	Processin...	Processing...
TSR 20	Load-in	nr1900000011	Load-in (Member 7003 initiated, Client ID 60010012, W...	Application Su...	20190704	15:02:17	20190704	16:03:01
TSR 20	Load-in	nr1900000014	Load-in (Member 7003 initiated, Client ID 60010012, W...	Application Su...	20190705	14:44:43	20190712	14:16:13
TSR 20	Load-in	nr1900000020	Load-in (Member 7003 initiated, Client ID 60010012, W...	Application Su...	20190715	12:23:27	20190715	12:28:19
TSR 20	Margin Wit...	nr1900000001	Collateralization for Margin - Withdraw(initiated by Cli...	Margin Withdr...	20190802	16:06:07	20190802	16:06:07
Medium So...	Load-in	sc1900000009	Load-in (Member 7003 initiated, Client ID 60010012, Q...	Application Su...	20190709	12:38:24	20190710	16:37:16

The other is the form with operation buttons at the bottom.

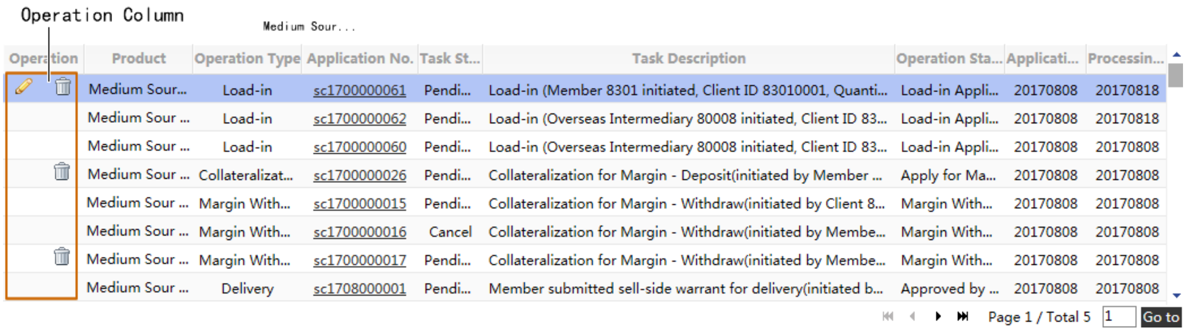


User ID	User Name	Level	Status	Account Openi...	Expiry Date of Certificate
JWJJ8301	JWJJ8301	Operator	Activate	20150227	

Operation column

Some forms in the System contain an operation column. The operation column of each record corresponds to a button. You may perform relevant operation in a record, such as cancellation or modification, by clicking the button in the operation column of the same record.

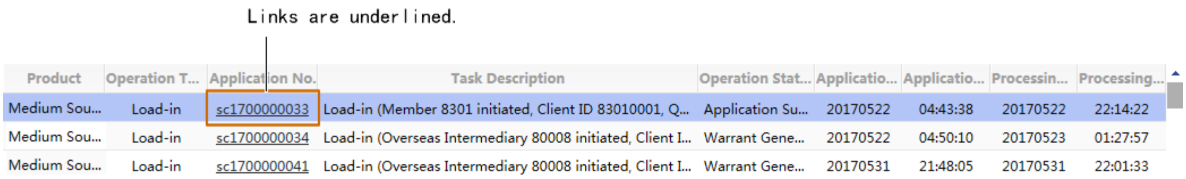
Note: If no button is shown in the operation column of some records, then you cannot perform the same operation in such records as you do to other records with a button.



Operation	Product	Operation Type	Application No.	Task St...	Task Description	Operation Sta...	Applicati...	Processin...
	Medium Sour...	Load-in	sc1700000061	Pendi...	Load-in (Member 8301 initiated, Client ID 83010001, Quanti...	Load-in Appli...	20170808	20170818
	Medium Sour ...	Load-in	sc1700000062	Pendi...	Load-in (Overseas Intermediary 80008 initiated, Client ID 83...	Load-in Appli...	20170808	20170818
	Medium Sour ...	Load-in	sc1700000060	Pendi...	Load-in (Overseas Intermediary 80008 initiated, Client ID 83...	Load-in Appli...	20170808	20170808
	Medium Sour ...	Collateralizat...	sc1700000026	Pendi...	Collateralization for Margin - Deposit(initiated by Member ...	Apply for Ma...	20170808	20170808
	Medium Sour ...	Margin With...	sc1700000015	Pendi...	Collateralization for Margin - Withdraw(initiated by Client 8...	Margin With...	20170808	20170808
	Medium Sour ...	Margin With...	sc1700000016	Cancel	Collateralization for Margin - Withdraw(initiated by Membe...	Margin With...	20170808	20170808
	Medium Sour ...	Margin With...	sc1700000017	Pendi...	Collateralization for Margin - Withdraw(initiated by Membe...	Margin With...	20170808	20170808
	Medium Sour ...	Delivery	sc1708000001	Pendi...	Member submitted sell-side warrant for delivery(initiated b...	Approved by ...	20170808	20170808

Link

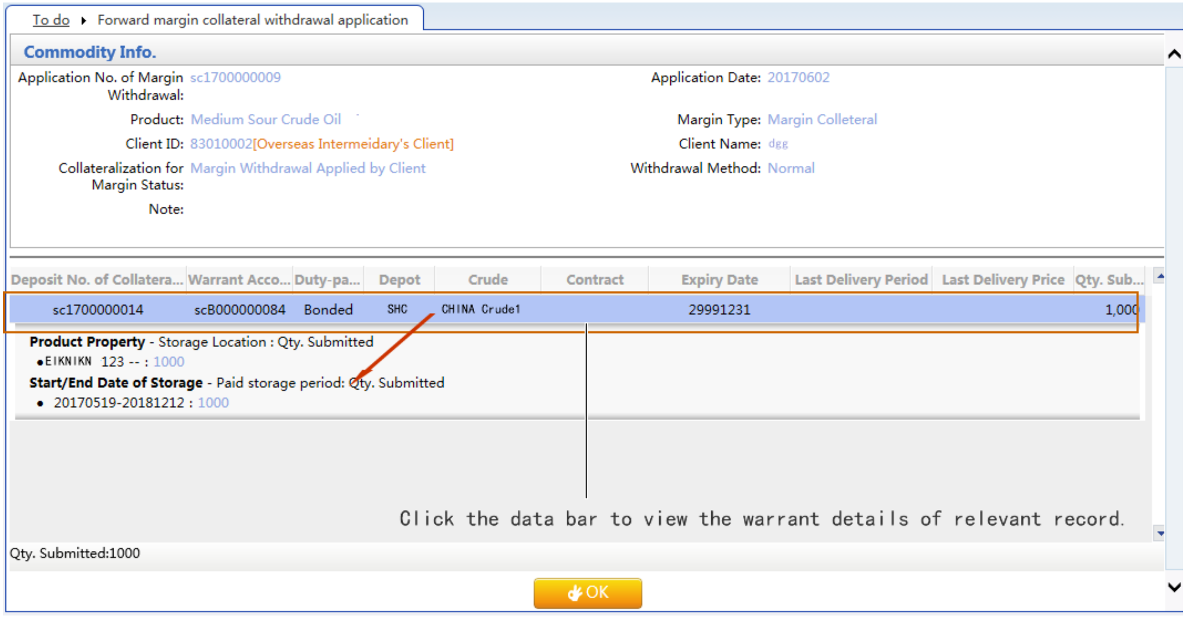
Some forms in the System may have underlined content in the fields, such as the "Application No." as shown below. You may click such a link to view the details or handle relevant business on the details page of the record.



Product	Operation T...	Application No.	Task Description	Operation Stat...	Applicatio...	Applicatio...	Processin...	Processing...
Medium Sou...	Load-in	sc1700000033	Load-in (Member 8301 initiated, Client ID 83010001, Q...	Application Su...	20170522	04:43:38	20170522	22:14:22
Medium Sou...	Load-in	sc1700000034	Load-in (Overseas Intermediary 80008 initiated, Client I...	Warrant Gene...	20170522	04:50:10	20170523	01:27:57
Medium Sou...	Load-in	sc1700000041	Load-in (Overseas Intermediary 80008 initiated, Client I...	Warrant Gene...	20170531	21:48:05	20170531	22:01:33

Display the Details of Warrant Accounts

As for some forms in the page of review confirmation, you may view the details of warrant. As shown below, the details of a warrant will be displayed if you click any field of the form.



Print

Printing is commonly used in the System, such as the data forms and vouchers. Just click the "Print" button and follow the prompts to compete the printing.

Quantity Submitted

Quantity Submitted is frequently used in this System. For instance, you need to fill in the Quantity Submitted for the Margin Collateral.

When a user clicks the text box of Quantity Submitted, a sub-list will be displayed at the bottom of the task. In the sub-list, you may assign the overall Quantity Submitted according to storage space and end date of storage fee, respectively.

Note: If a user only inputs the overall Quantity Submitted, the commodities ranking the first place in terms of storage space and end date of storage fee will be selected in default in the sub-list. If the quantity of such commodities is not sufficient, the remaining quantity will be allotted to the commodities with subsequent rankings.

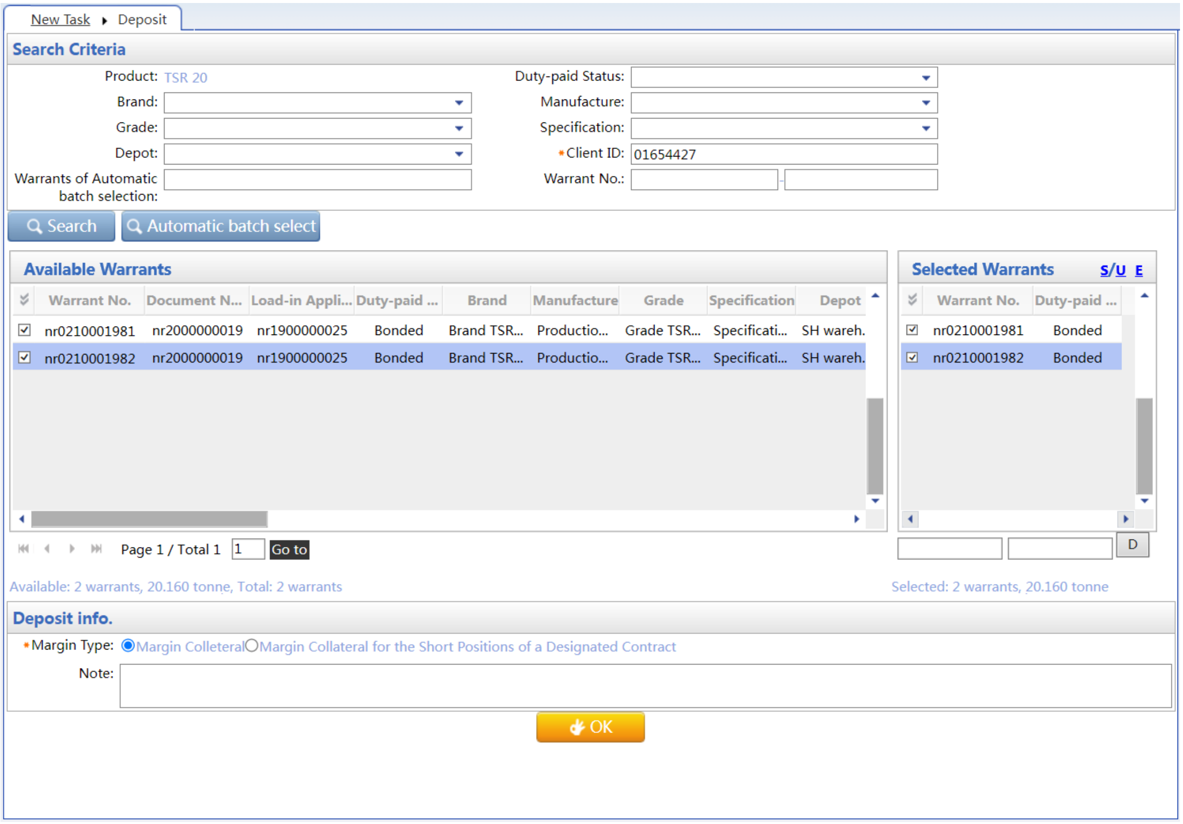
Select Warrants

In many operations involving TSR 20, LSFO and Copper, users will need to select one or more warrants. For example, on the “Deposit” page under “Margin Collateral”, a user needs to search for selectable warrants according to the search criteria, then filter the results and perform relevant actions with the selection.

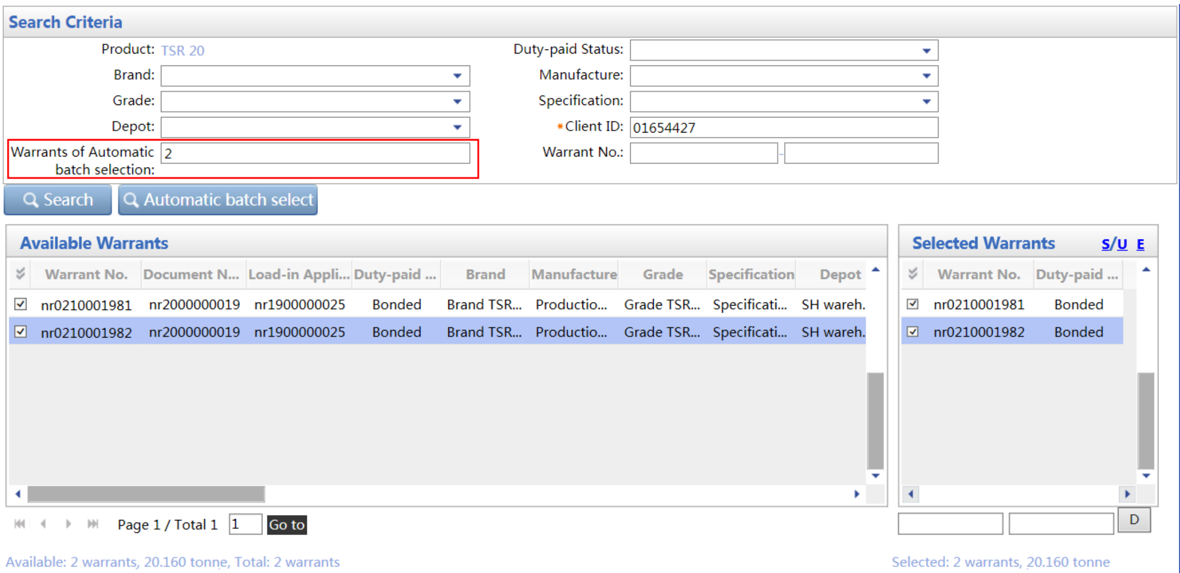
Product: TSR 20, Copper

(1)

Select the “Single Record Mode” tab, define the search criteria, and click the “Search” button to show the list of results in the “Available Warrants” section. Tick the warrants as needed and the selections will be shown in the “Selected Warrants” section on the right. The select-all button " " allows you to select or deselect all the available warrants.



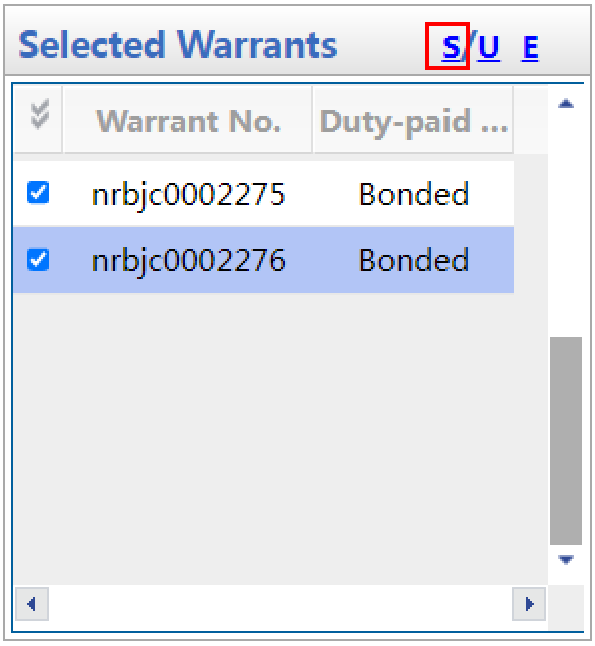
The “Automatic Batch Select” function allows you to quickly filter out the desired warrants. To use it, define the search criteria, fill in a number in “Warrants of Automatic Batch Selection”, and click “Automatic Batch Select” to display the search results and automatically select the indicated number of warrants. These warrants will also be automatically listed in the “Selected Warrants” section.



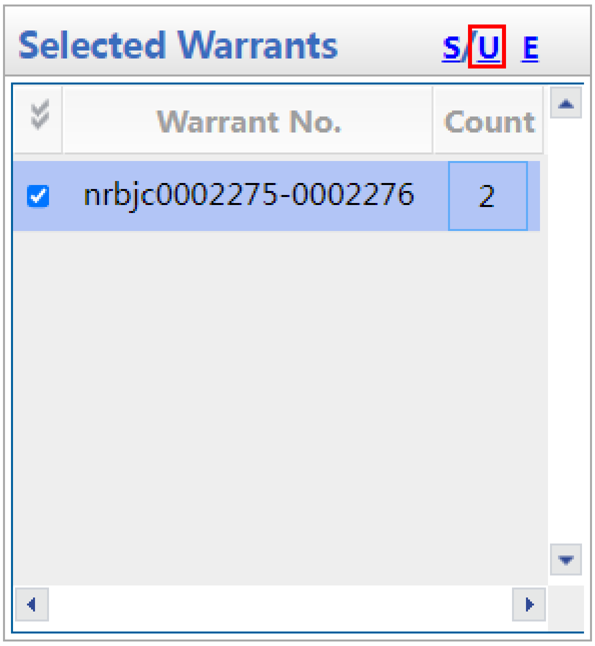
(2)

In “Selected Warrants”, the selected warrants can be displayed individually or as a sequential series, and can also be exported.

- Individual display: Click “S” and all listed warrants will be shown individually.



- Series display: Click “U” and all listed warrants will be shown as a sequential series.You can modify the count of warrants in the blank of “Count”, and the smaller count than the current one is availabe.



- Export: Click “E” to save the selected warrants to a local disk.

(3)

Cancel the selections made in “Selected Warrants”

Deselect any unwanted warrants in “Selected Warrants” to remove them from “Selected Warrants”. These will be shown in “Available Warrants” in unselected state. The select-all button allows you to select or deselect all warrants.

You may also enter the range of the warrants to be deselected into the input boxes below “Selected Warrants” and click the “D” button to remove them.

Product: LSFO

Warrants of LSFO can be selected in two ways:

- Search under the “Single Record Mode” and then select the warrants for the operation;

- Search under the “Union WarrantID Mode” and then select the warrants for the operation.

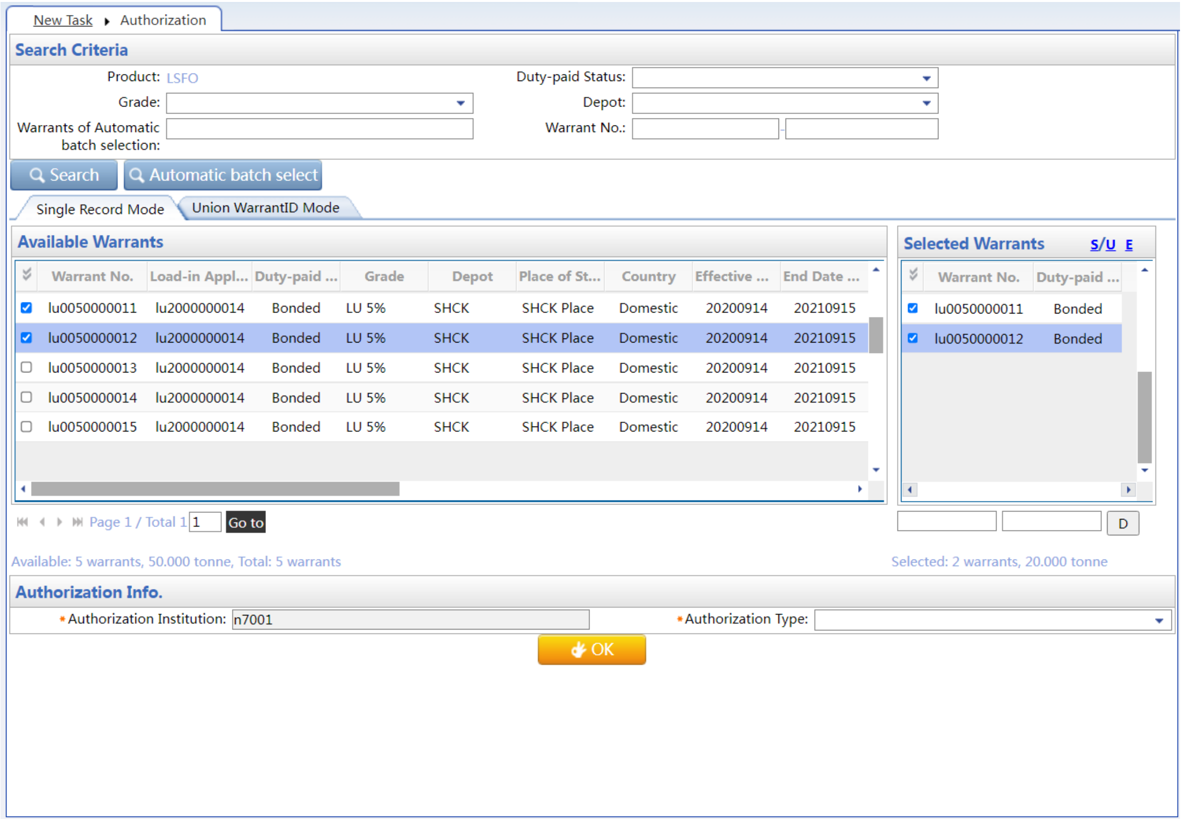
[Note] Switching between the two modes will clear any selections already made. In this case the warrants need to be selected again.

The sections below will explain each of the two modes.

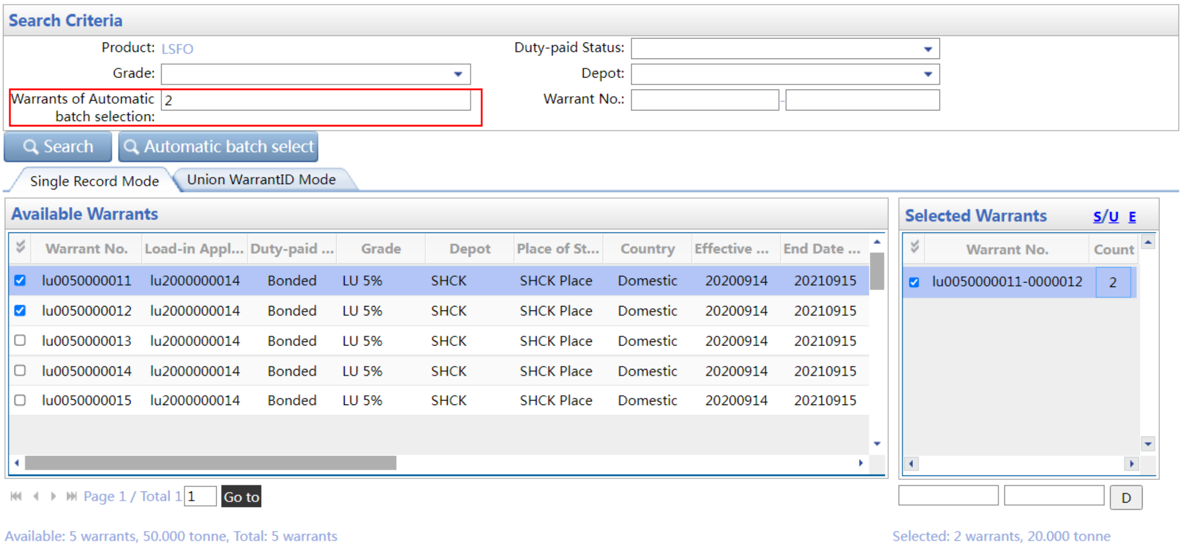
Search and Select Warrants under “Single Record Mode”

(1)

Select the “Single Record Mode” tab, define the search criteria, and click the “Search” button to show the list of results in the “Available Warrants” section. Tick the warrants as needed and the selections will be shown in the “Selected Warrants” section on the right. The select-all button " " allows you to select or deselect all the available warrants.



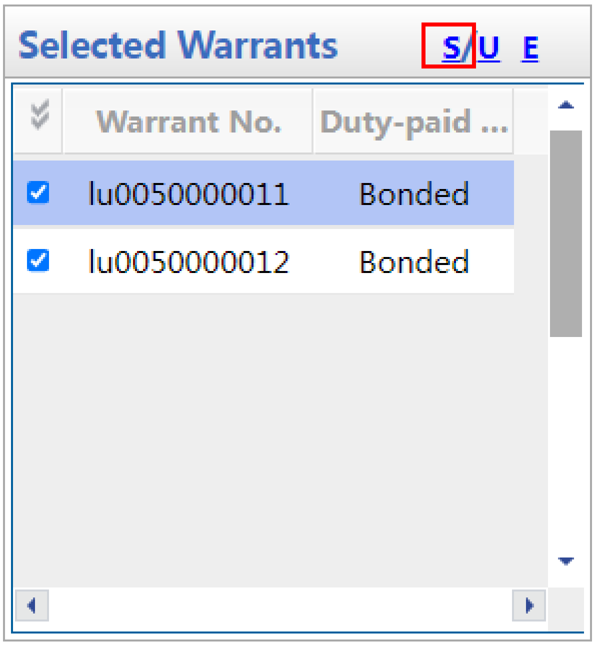
The “Automatic Batch Select” function allows you to quickly filter out the desired warrants. To use it, define the search criteria, fill in a number in “Warrants of Automatic Batch Selection”, and click “Automatic Batch Select” to display the search results and automatically select the indicated number of warrants. These warrants will also be automatically listed in the “Selected Warrants” section.



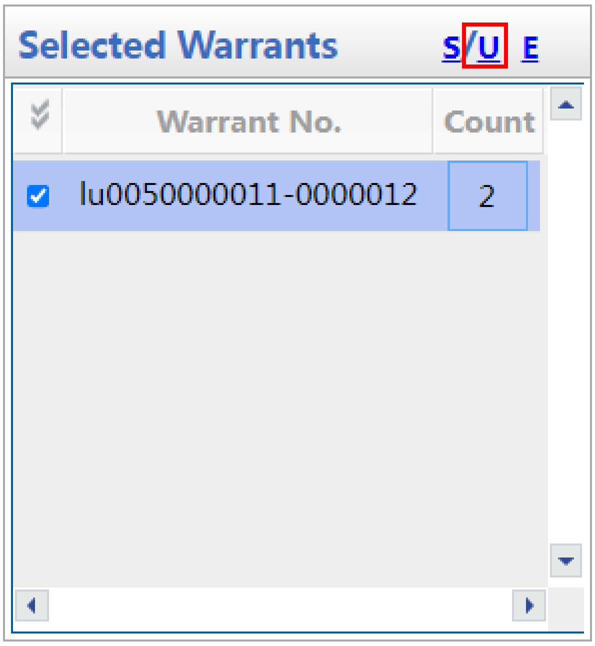
(2)

In “Selected Warrants”, the selected warrants can be displayed individually or as a sequential series, and can also be exported.

- Individual display: Click “S” and all listed warrants will be shown individually.



- Series display: Click “U” and all listed warrants will be shown as a sequential series.You can modify the count of warrants in the blank of “Count”, and the smaller count than the current one is availabe.



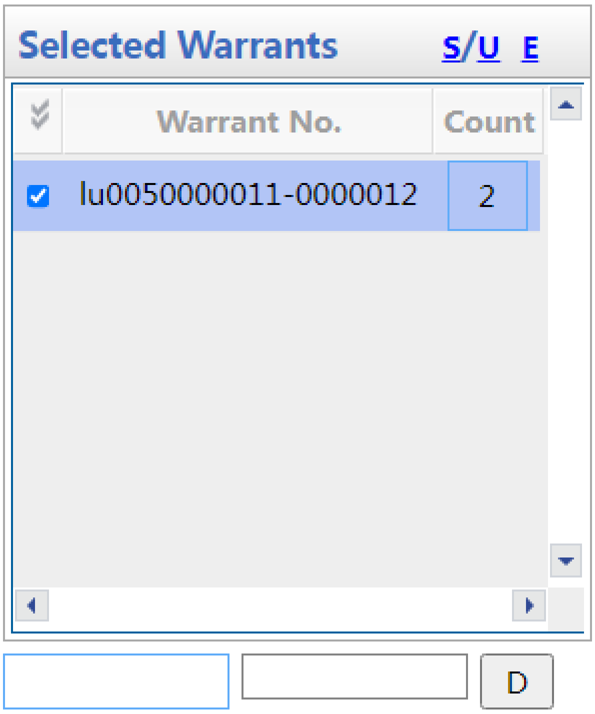
- Export: Click “E” to save the selected warrants to a local disk.

(3)

Cancel the selections made in “Selected Warrants”

Deselect any unwanted warrants in “Selected Warrants” to remove them from “Selected Warrants”. These will be shown in “Available Warrants” in unselected state. The select-all button allows you to select or deselect all warrants.

You may also enter the range of the warrants to be deselected into the input boxes below “Selected Warrants” and click the “D” button to remove them.



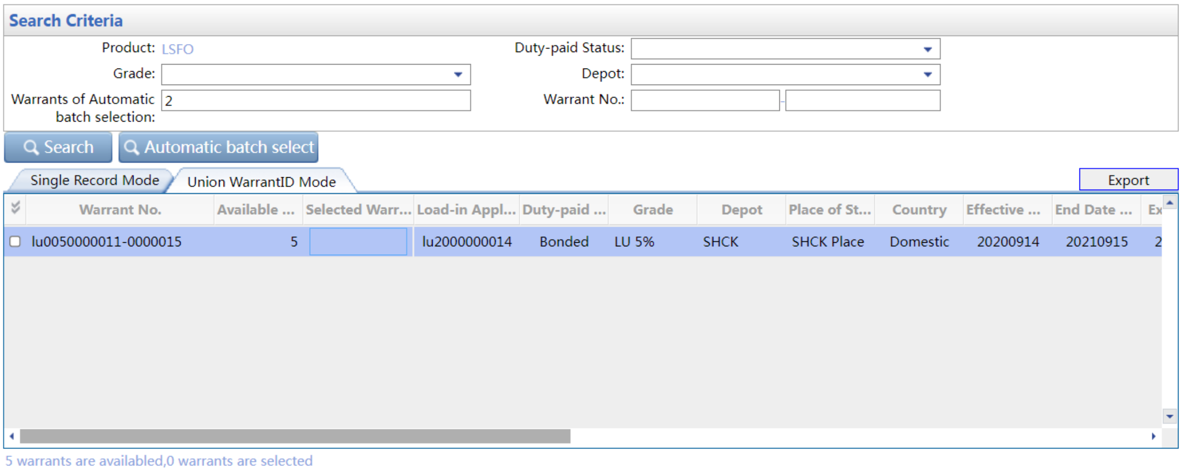
Search and Select Warrants under “Union WarrantID Mode”

(1)

Select the “Union WarrantID Mode” tab.

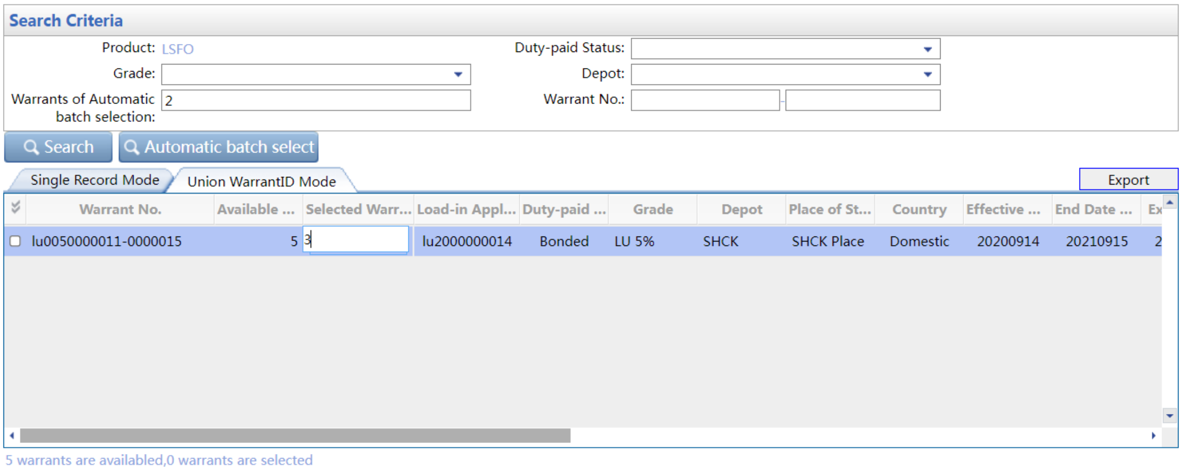
(2)

Define the search criteria and click the “Search” button to display the results in “Available Warrants”.



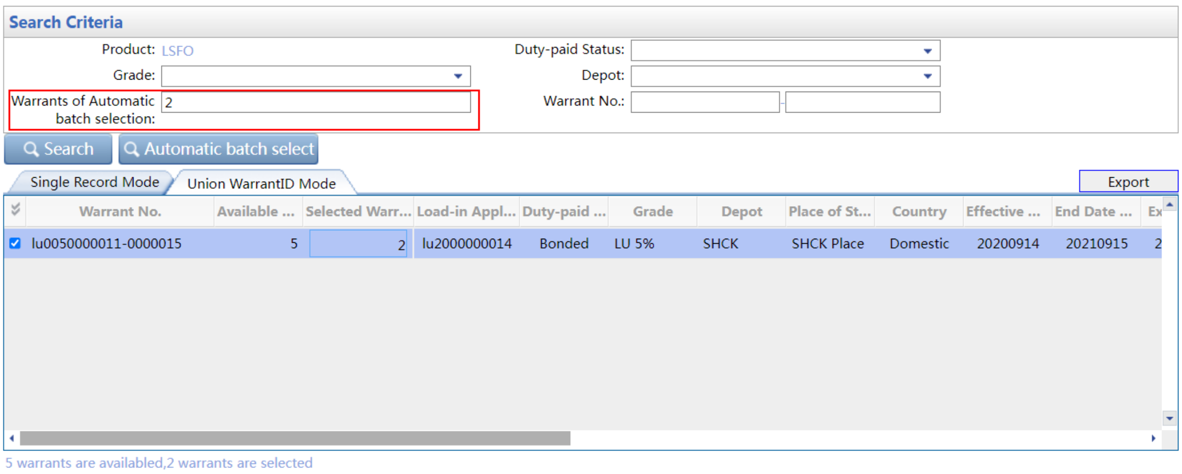
Here the warrants in a sequence will be shown as a single record. Selecting a record will select all corresponding warrants. You may also click on the “Selected Warrants Number” and enter a number N into the input box that has just appeared, in order to select the first N warrants in the record.

The select-all button allows you to select or deselect all the available warrants.



(3)

The “Automatic Batch Select” function allows you to quickly filter out the desired warrants. To use it, define the search criteria, fill in a number in “Warrants of Automatic Batch Selection”, and click “Automatic Batch Select” to display the search results and automatically select the indicated number of warrants.



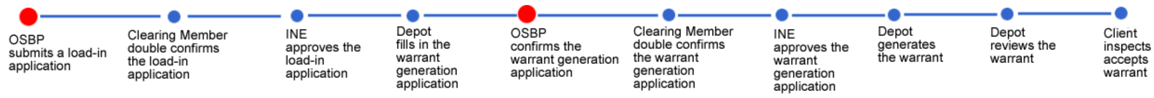
(4)

To export the warrants found: Click “Export” to save the list of warrants to a local disk.

Process nodes diagram

This Guide exhibits the process of relevant business in the form of process nodes diagram, which is divided into the following two types:

Type 1: the whole process nodes diagram that displays the complete picture of the business operation, as shown below:



- Blue nodes indicate the tasks that need to be done by other roles in the entire process.
- Red nodes indicate the tasks that need to be done by this role in the entire process.

Type 2: the process nodes diagram that exhibits the general overview of an ongoing business, including already done, to-be-done and undone tasks, as shown below:

- Blue nodes indicate the finished tasks in the process.
- Red nodes indicate the to-do tasks by this role.
- Grey nodes indicate the undone tasks in the process.

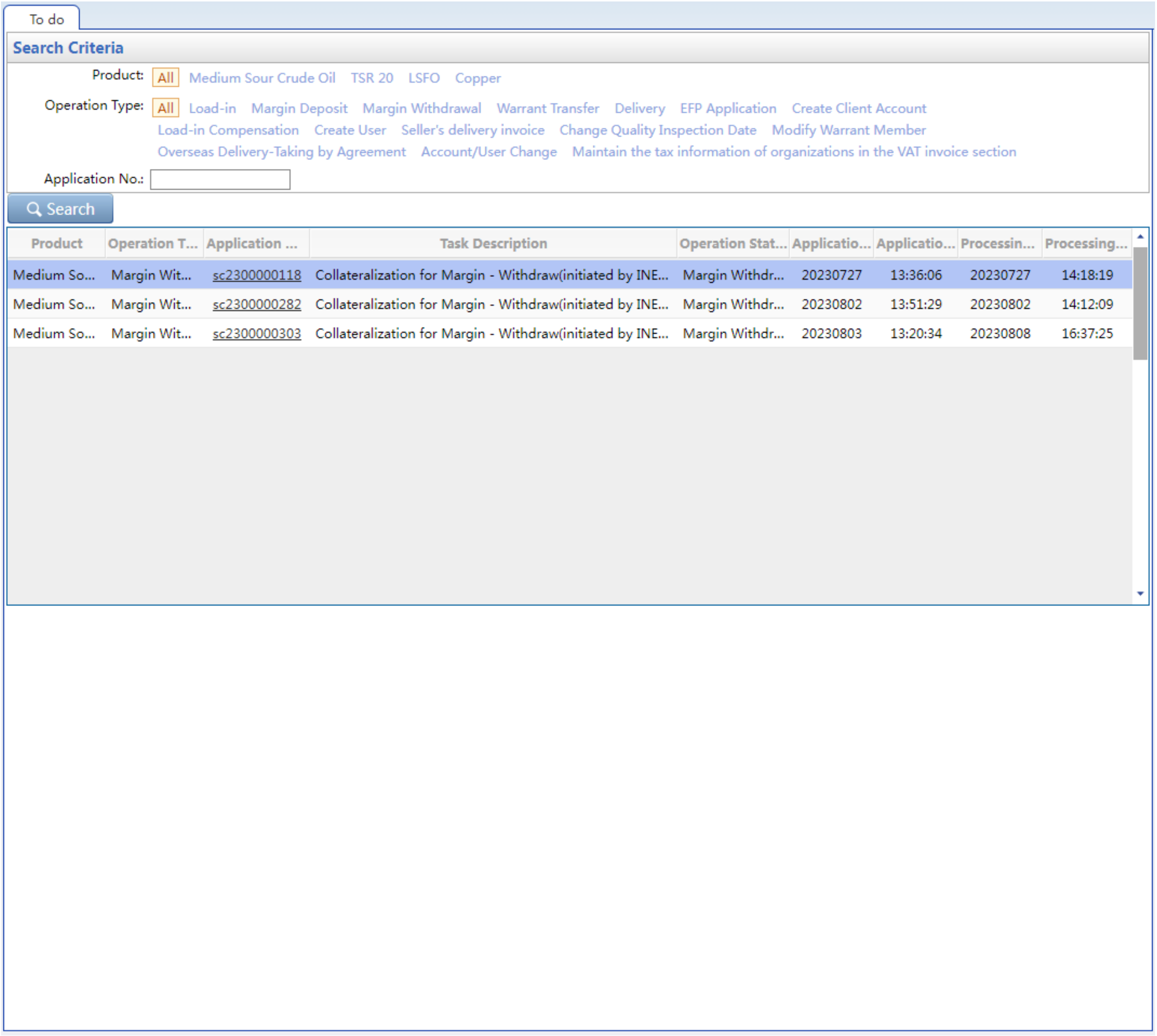
Chapter 3 Business Operation

The business operations are mainly conducted through the three sections in the navigation menu, including "To-do", "Task Tracking" and "New Task".

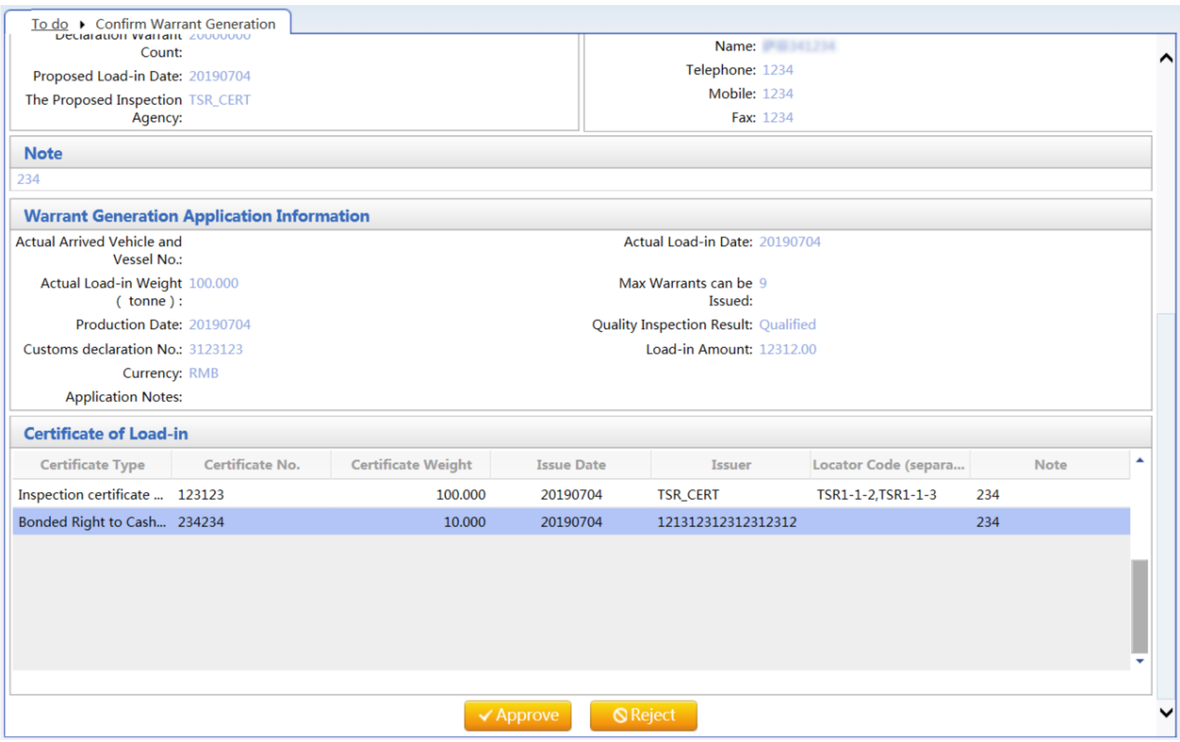
You may handle any task to be done in "To-do", which is a task that is assigned to an OSBP in the entire process. You can also initiate a new task in "New Task", i.e., the operation on the first node of the entire process. Then you can view the tasks initiated by yourself, to be done or done in "Task Tracking".

To-do

The page of "To-do" is the default home page when an OSBP logins the System, which shows all to-do tasks of an OSBP as below:



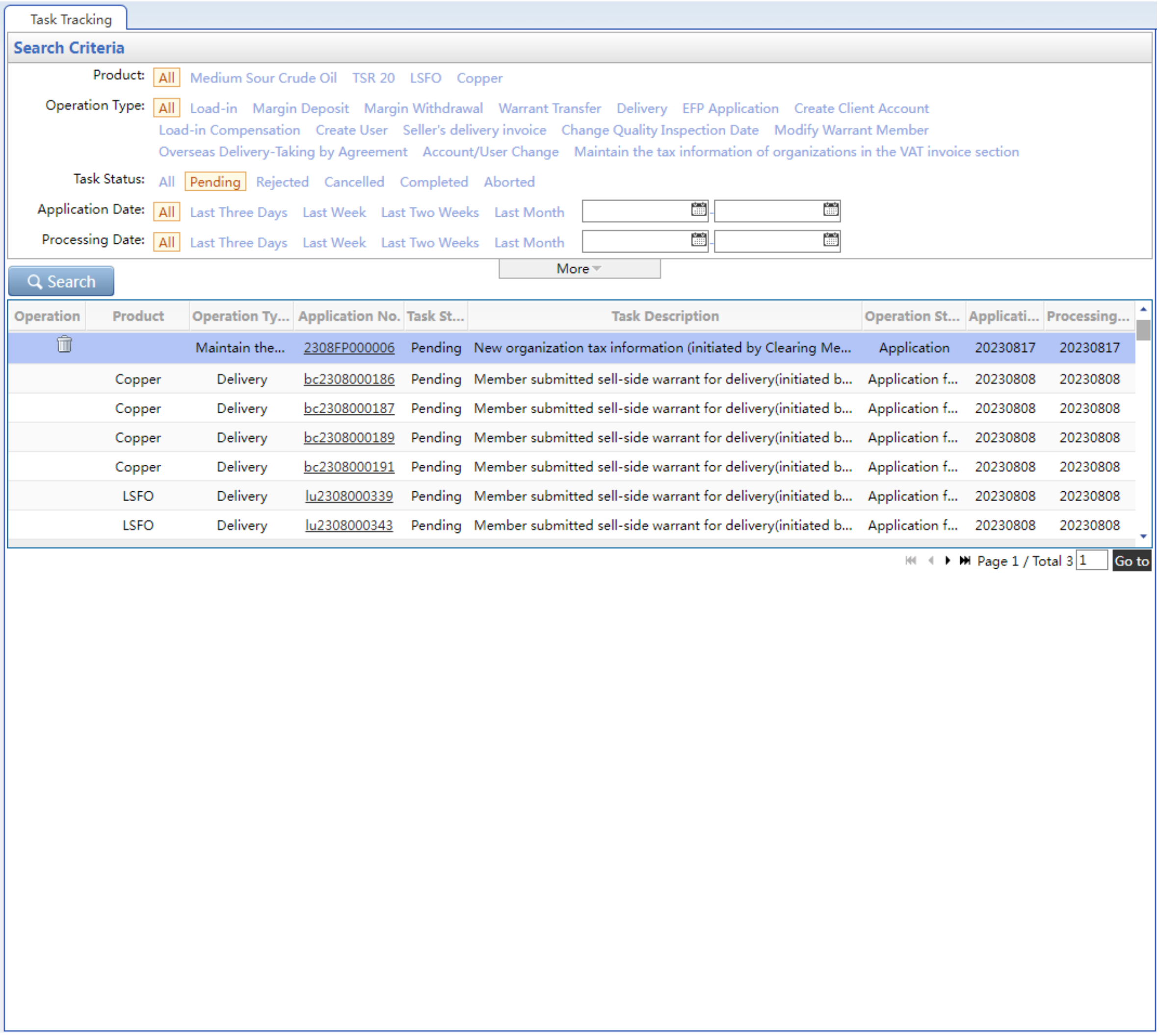
Define the search criteria at the top of "To do" page and find the tasks that need to be done in the query results displayed at the lower part of the same page. Click the "Application No." to view the details of such tasks.



You may handle the To-do Tasks in the page of detailed information about To-do Tasks.

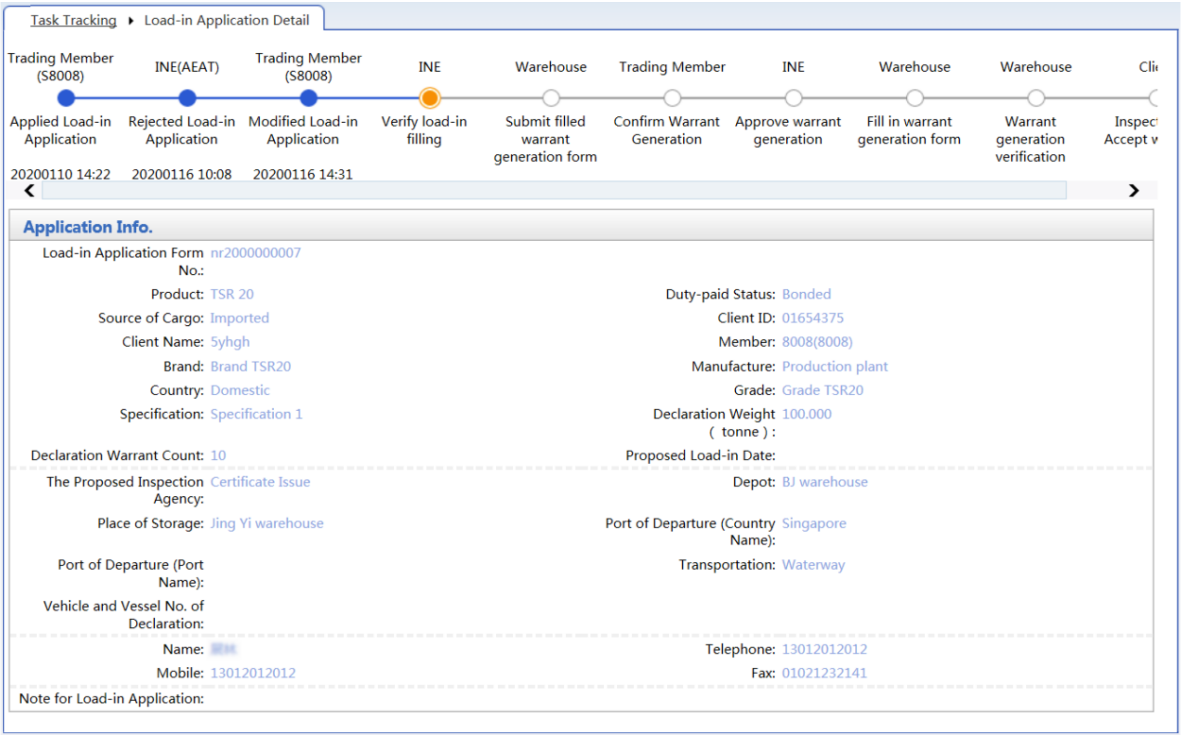
Task Tracking

OSBPs may inquire about and view the status of tasks initiated by themselves as well as of the processed tasks in the page of "Task Tracking". Follow-up processing node(s) will also be displayed if a task is not finished yet.



Similar to To-do Tasks, you may define the search criteria area at the top of "Task Tracking" page and make the search. You will find the tasks in the search results displayed at the lower part of the same page.

Click the "Application No." to view the details of such tasks as below:



: the task at the node has been finished;

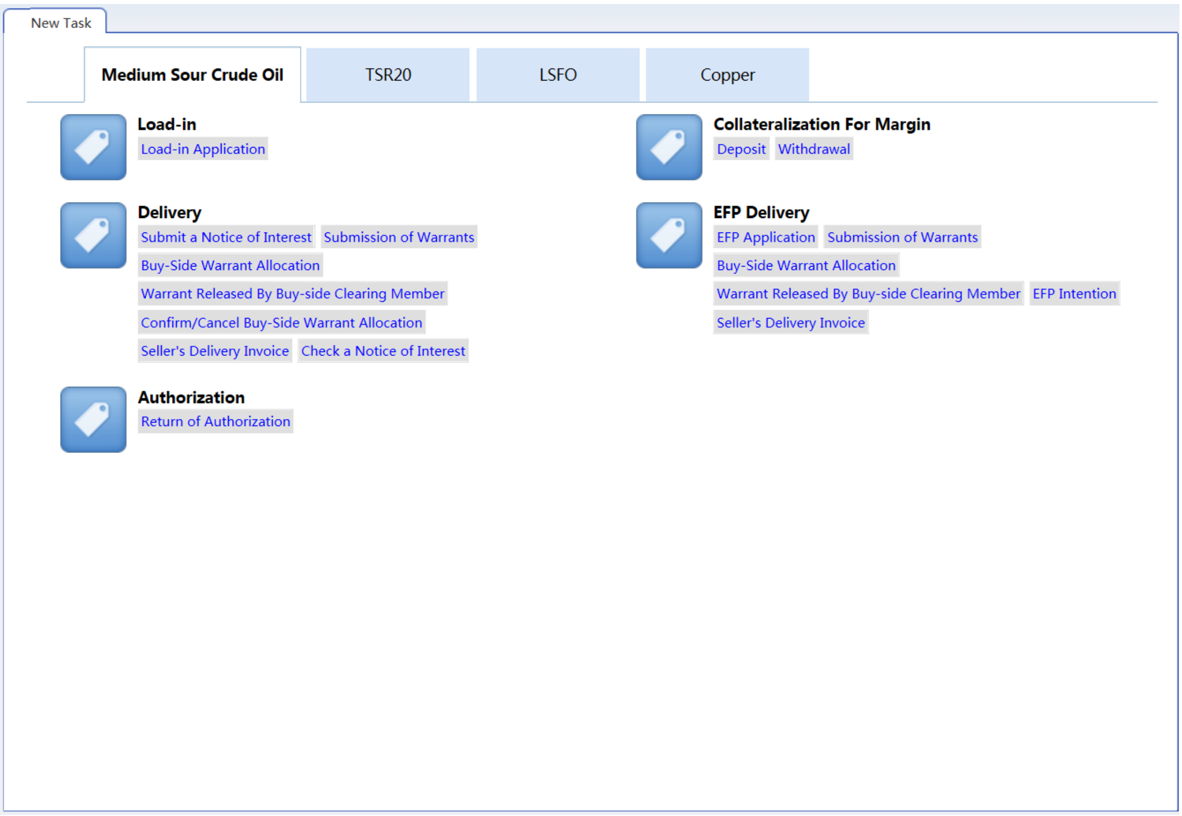
: the process is at the node;

: the process has not reached that node yet;

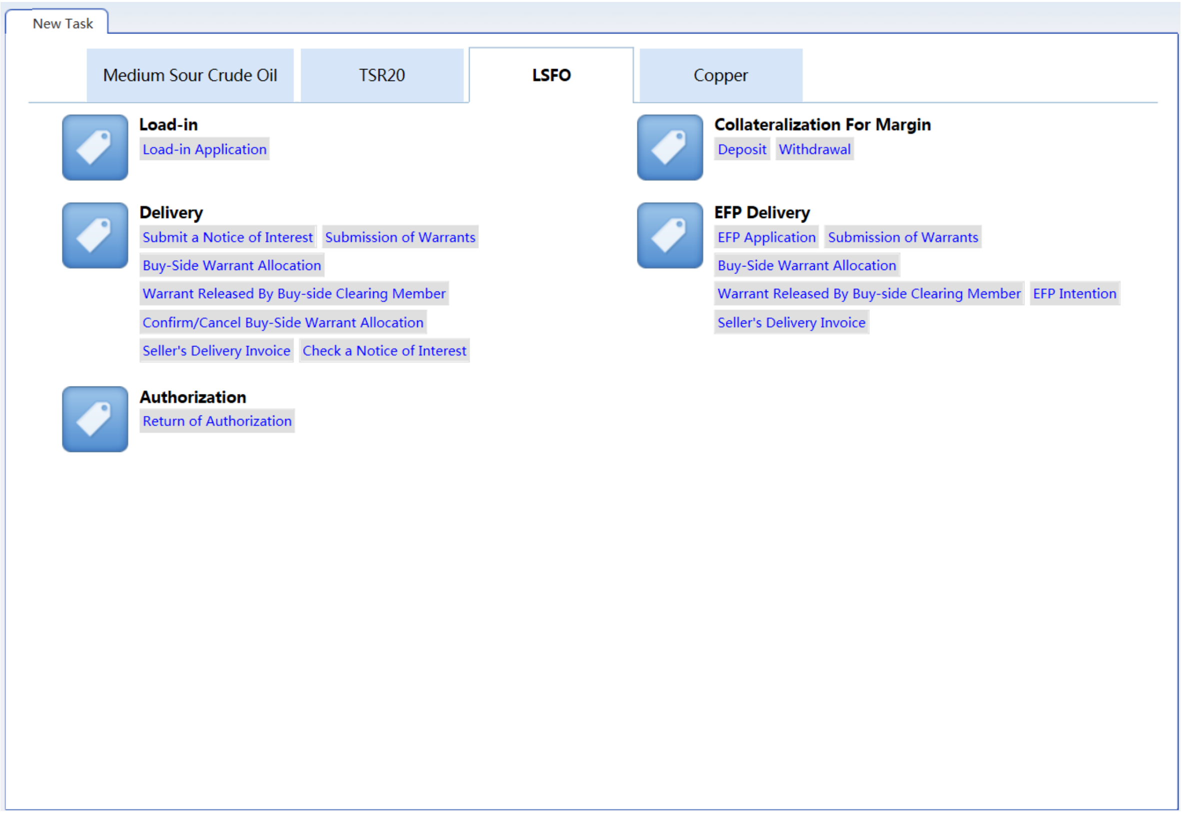
: the process has ended after being rejected.

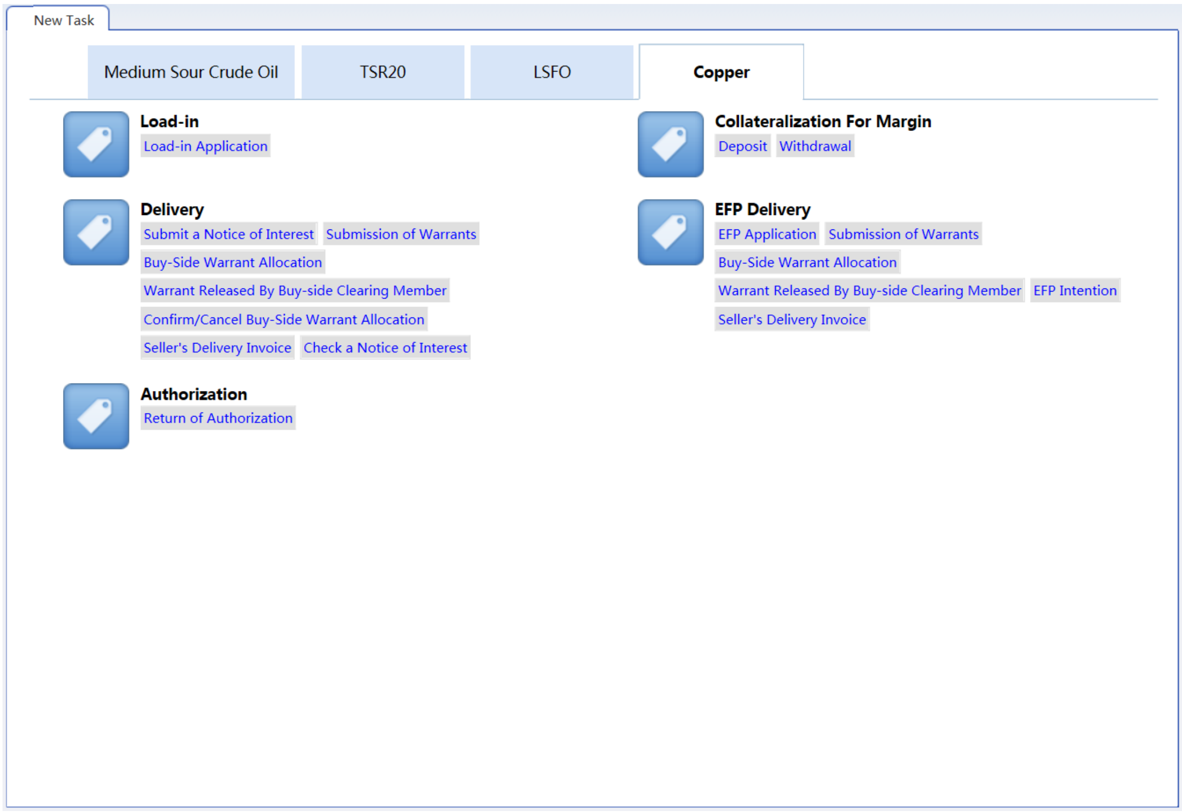
New Task

All new tasks that can be initiated by OSBPs are shown in the page of "New Task". You may select a product at the top of the page,and then select a specific task type to initiate a new task. For instance, you will initiate a load-in application task if you select the "Load-in Application".




New Task
Medium Sour Crude Oil
TSR20
LSFO
Copper
Load-in
Load-in Application
Collateralization For Margin
Deposit
Withdrawal
Delivery
Submit a Notice of Interest
Submission of Warrants
Buy-Side Warrant Allocation
Warrant Released By Buy-side Clearing Member
Confirm/Cancel Buy-Side Warrant Allocation
Seller's Delivery Invoice
Check a Notice of Interest
EFP Delivery
EFP Application
Submission of Warrants
Buy-Side Warrant Allocation
Warrant Released By Buy-side Clearing Member
EFP Intention
Seller's Delivery Invoice
Authorization
Return of Authorization
Change Quality Inspection Date
Change Quality Inspection Date


New Task
Medium Sour Crude Oil
TSR20
LSFO
Copper
Load-in
Load-in Application
Collateralization For Margin
Deposit
Withdrawal
Delivery
Submit a Notice of Interest
Submission of Warrants
Buy-Side Warrant Allocation
Warrant Released By Buy-side Clearing Member
Confirm/Cancel Buy-Side Warrant Allocation
Seller's Delivery Invoice
Check a Notice of Interest
EFP Delivery
EFP Application
Submission of Warrants
Buy-Side Warrant Allocation
Warrant Released By Buy-side Clearing Member
EFP Intention
Seller's Delivery Invoice
Authorization
Return of Authorization



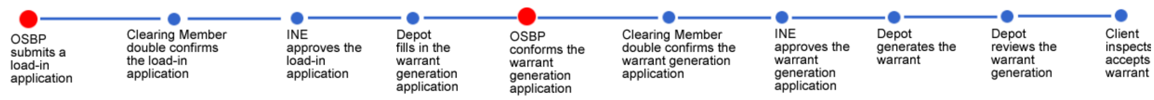
Chapter 4 Load-in

This Chapter describes the load-in operation by an OSBP.

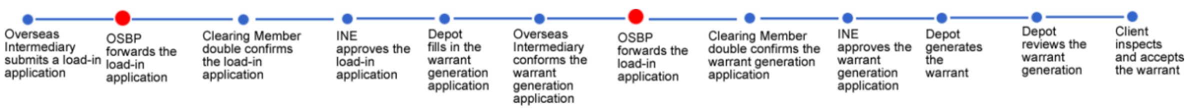
A commodity owner shall appoint an OSBP or Overseas Intermediary to submit the load-in application to the Exchange via this System prior to shipping the commodities to the Designated Delivery Storage Facility.
After the Exchange reviews the application, the Designated Delivery Storage Facility will inspect the commodities and relevant documents, and issue standard warrants.

Since the OSBP cannot directly conduct clearing, it is required to authorize its Clearing Member to double confirm the load-in application and the warrant generation application.

The node diagram for the load-in process initiated by the OSBP is as follows:



The node diagram for the load-in process initiated by the Overseas Intermediary under the carrying-brokerage service provided by an OSBP is as follows:



In the load-in process, an OSBP may participate in the following procedures:

Submit a Load-in Application: the OSBP is required to submit a load-in application if the load-in process is initiated by itself;

- **Confirm a Warrant Generation Application:** if the load-in process is initiated by the OSBP, it is required to confirm a warrant generation application after the depot fills in the application,;
- **Forward a Load-in Application:** the OSBP is required to forward the load-in application submitted by its Overseas Intermediary if the Overseas Intermediary initiates a load-in

process;

- **Forward a Warrant Generation Application:** the OSBP is required to forward the warrant generation application submitted by the Overseas Intermediary if the Overseas Intermediary initiates a load-in process;

Product: Medium Sour Crude Oil

Submit a Load-in Application

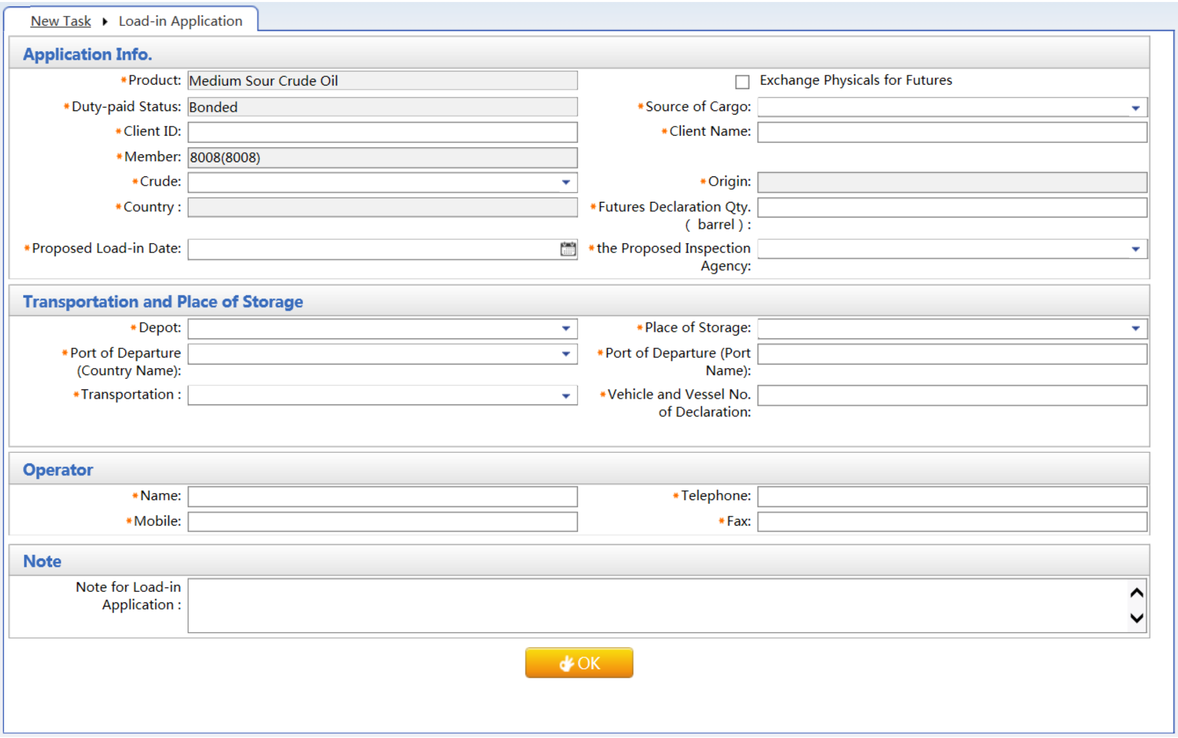
The OSBP may submit a load-in application in the "New Task" module of this System.

(1)

In the navigation menu, select "New Task --> Load-in Application"to enter the Page of Load-in Application.

(2)

The OSBP can Submit a Load-in Application when the commodities are about to arrive at the depot, as shown below.

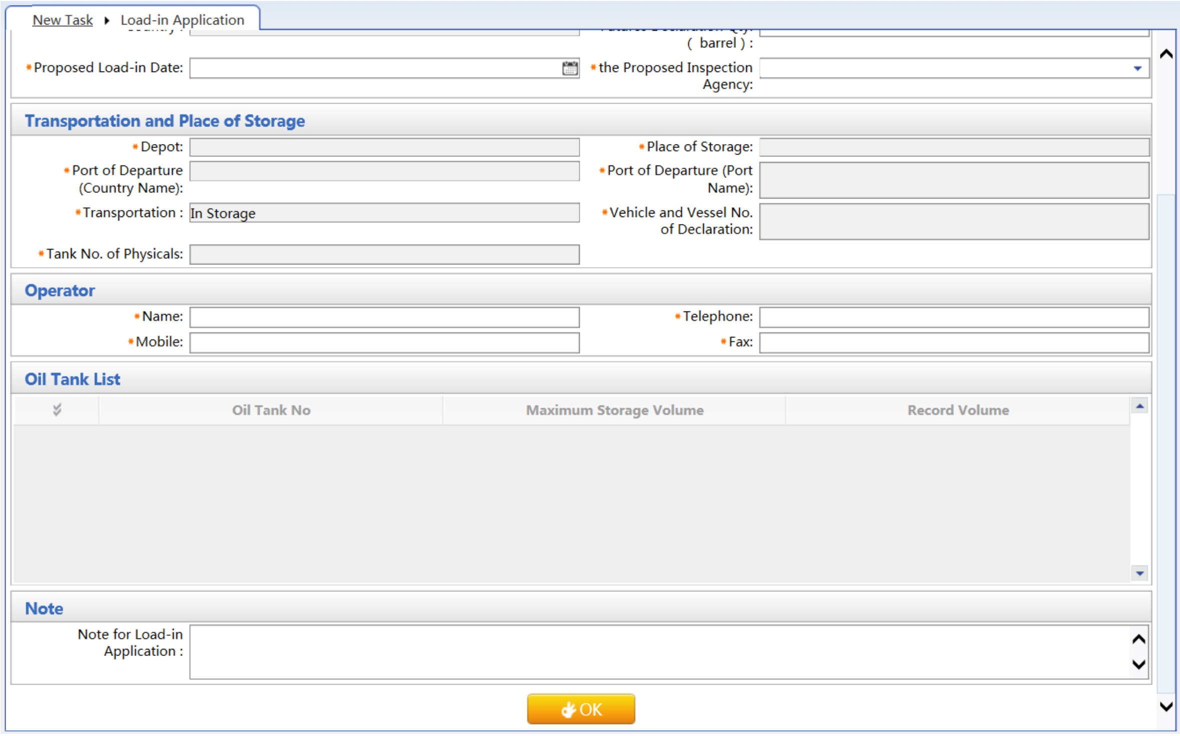


The Form of the Load-in Application consists of 4 sections. Please fill in all the sections in sequence as follows:

- **Application Information:** Fill in the information relating to the application.
- **Transport and Place of Storage**
- **Operator**
- **Note**

Note: the text box with the grey background indicates that it is not editable.

The OSBP can Submit a Load-in Application when the commodities are already Physicals Filing in the depot ,as shown below.



The Form of the Load-in Application consists of 5 sections. Please fill in all the sections in sequence as follows:

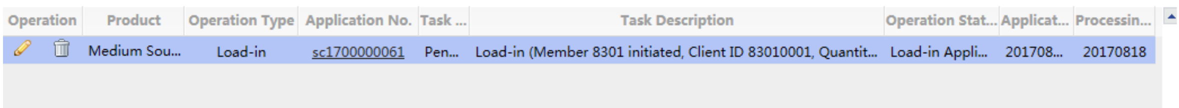
- **Application Information:** Fill in the information relating to the application. You need to input the "Physicals Filing No.", leave the details on the "Transport and Place of Storage" in blank and the "Transportation" will show "Stock-in" in default.
- **Transport and Place of Storage:** it is not editable, Information that has been entered in Physicals Filing.
- **Operator**
- **Oil Tank List** Choose the oil tank which was inputted from Physicals Filing.
- **Note**

Note: the text box with the gray background indicates that it is not editable.

Note: Please pay attention to the notes displayed at the bottom of the text boxes when filling in the Form.

(3)

Upon completion of the Form, click "OK" at the bottom of the page to submit the load-in application.



Task Tracking: You may inquire about and view the application and its status in the page of Task Tracking. Click the "Application No." to enter the task details page.

The OSBP may click the  or  icon in the operation column of that task to modify or cancel the load-in application before the Clearing Member makes the double confirmation or after the Clearing Member rejects the load-in application.

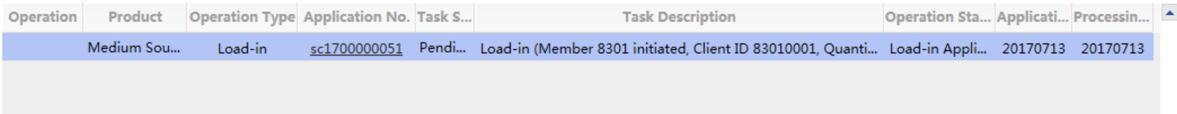
Print a Load-in Approval Notification

After the load-in application submitted by the OSBP is approved by the Exchange, the OSBP may print the Load-in Approval Notification for that task in the page of Task Tracking.

Note: The Load-in Approval Notification can be printed only if the application was submitted by the OSBP and the Client is its direct client.

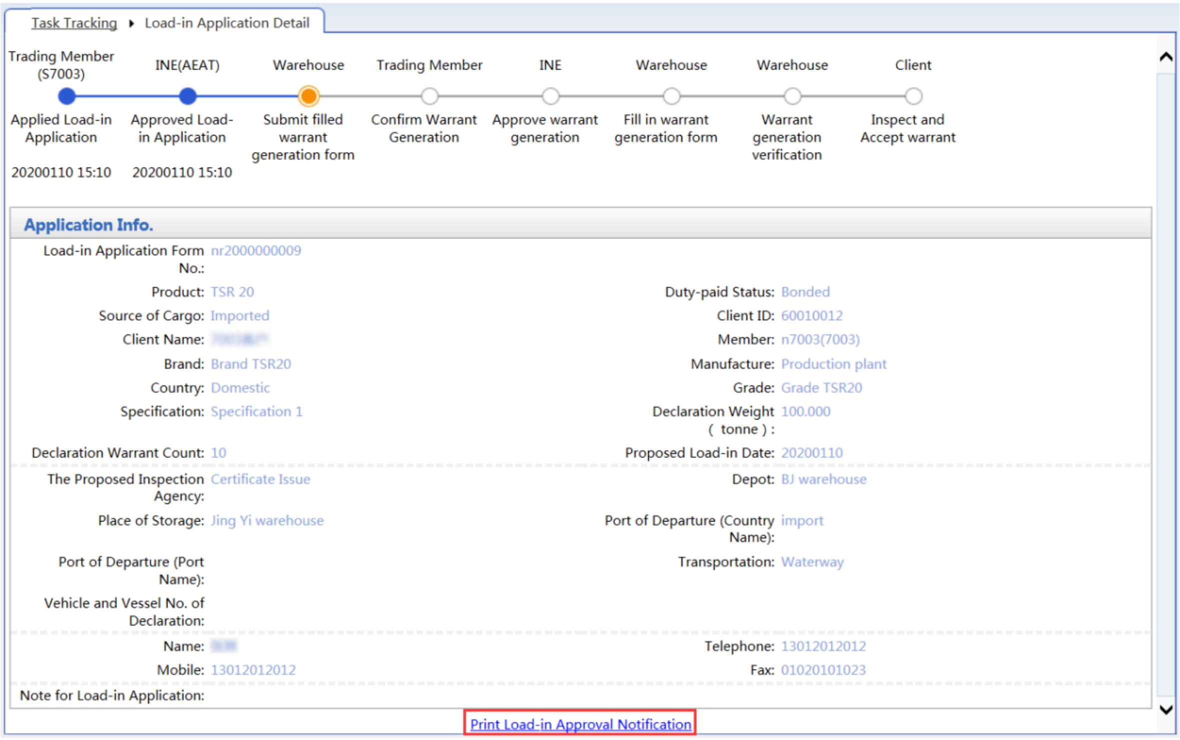
(1)

In Task Tracking, set the operation type as "Load-in" and inquire about the task with the status as "Load-in Application Approved".



(2)

Click the "Application No." of the load-in task to enter the details page. Click the "Print Load-in Approval Notification" link at the bottom of the page to open a popup window of load-in approval notification.



(3)

Click the "Print Load-in Approval Notification" at the bottom of the page to enter the preview page of load-in Application/approval notice.

Page1/2 FirstPage PrevPage NextPage LastPage SaveAsExcel SaveAsPDF Print

Shanghai International Energy Exchange

Load-in Application/Approval Notice for Medium Sour Crude Oil

Designated Delivery Storage Facility:Beijing Oil Storage　　　　Load-in Filing No.:sc1900000011

Customs Clearance Status	Bonded	Source of Cargo	Imported
Member ID	7005	Member Name	7005
OSP ID	7003	OSP Name	n7003
Overseas Intermediary ID		Overseas Internediary Name	
Client ID	60010012	Client Name	7003
Grade of Crude	CHINA Crude 1	Origin	Beijing
Declared Futures Qty (barrel)	200000	Declared Physical Qty (barrel)	0
Transportaion	Railway	Country	Domestic
Port of Departure	import-001	Vehicle& Vessel No.	002
Proposed Load-in Date	20190808	Proposed Inspection Agency	TSR_CERT
Operator	LIY	Tel.	13012012012
Mobile	13012012012	Fax	01020120321
Load-in Deposit (Yuan)	1,200,000.00		
Remarks			

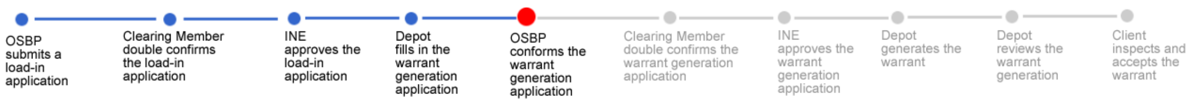
Notes:

Page1/2 FirstPage PrevPage NextPage LastPage SaveAsExcel SaveAsPDF Print

Click the "Print" link and follow the prompts to complete the printing.

Confirm a Warrant Generation Application

After the load-in application submitted by the OSBP is double confirmed by its Clearing Member and approved by the Exchange and the warrant generation application is completed by the depot, the OSBP is also required to confirm the warrant generation application.



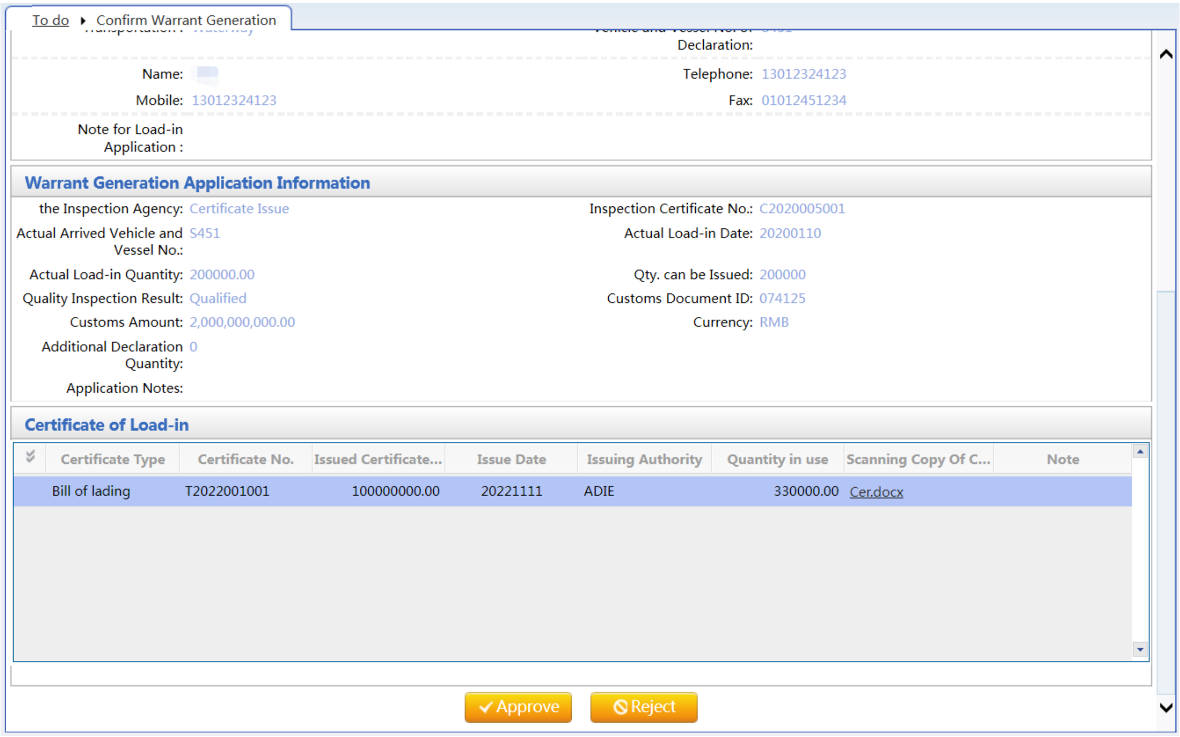
(1)

First, search the task with the operation type as "Load-in" in the page of To-do Tasks and inquire about the warrant generation application to be confirmed by the OSBP.

Product	Operation T...	Application No.	Task Description	Operation Stat...	Applicatio...	Applicatio...	Processin...	Processing...
Medium So...	Load-in	sc2000000015	Load-in (Member 7003 initiated, Client ID 60010012, Q...	Application Su...	20200110	15:15:30	20200110	15:30:05

(2)

Click the "Application No." to enter the page of "Confirm Warrant Generation".



All information contained in the page of "Confirm Warrant Generation" shall be double checked by the users.

(3)

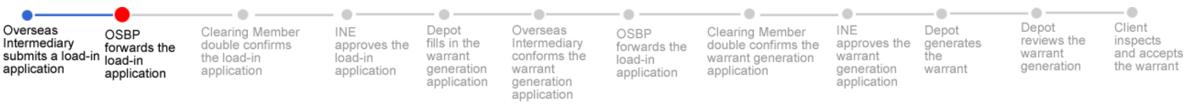
Then perform the following steps at the lower part of the page:

- Pass: Click the "Approved" button to confirm the warrant generation application and proceed to the next step of the process.
- Reject: Click the "Reject" button and fill the review comments (the reason for the rejection). After being rejected and sent back to the
  depot, such a warrant generation application can still be re-submitted by the depot on the basis of modification.

Task Tracking: you may inquire about and view the application and its status in the page of Task Tracking. Click the "Application No." to enter the details page.

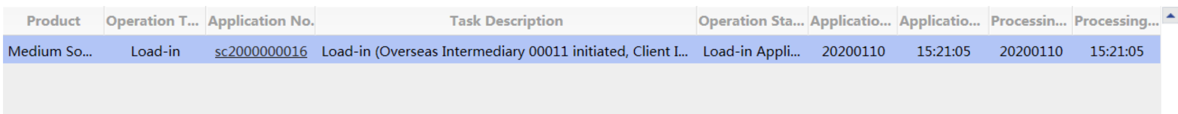
Forward a Load-in Application

The OSBP is required to forward the load-in application submitted by its Overseas Intermediary. The Exchange will only review and approve a load-in application that is forwarded by the OSBP and double confirmed by the Clearing Member.



(1)

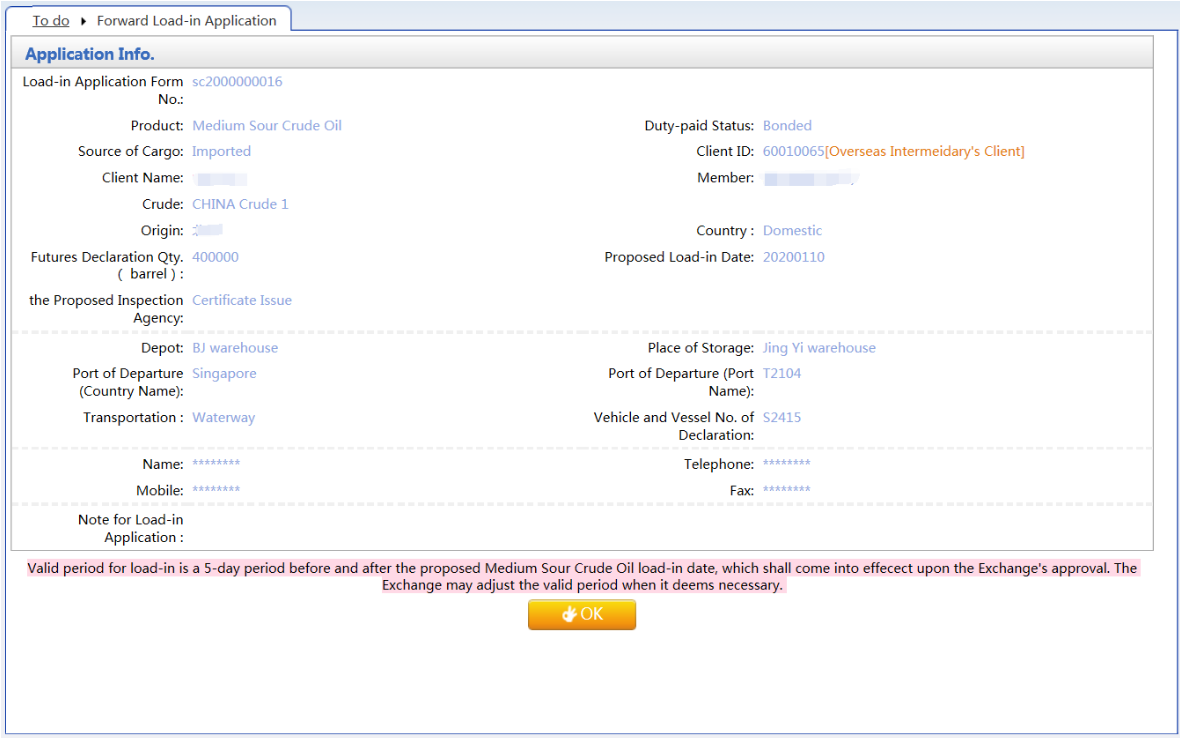
First, enter the page of "To-do" and set the operation type as "Load-in" at the search criteria area of the page. Click the "Search" button to inquire about the task with the status as "Load-in Application Submitted" and view the load-in application to be forwarded.



Product	Operation T...	Application No.	Task Description	Operation Sta...	Applicatio...	Applicatio...	Processin...	Processing...
Medium So...	Load-in	sc2000000016	Load-in (Overseas Intermediary 00011 initiated, Client I...	Load-in Appli...	20200110	15:21:05	20200110	15:21:05

(2)

Select the task to be forwarded, and click the "Application No." to enter the page of Forward Load-in Application.


To do ▸ Forward Load-in Application

Application Info.

Load-in Application Form No.:	sc2000000016		
Product:	Medium Sour Crude Oil	Duty-paid Status:	Bonded
Source of Cargo:	Imported	Client ID:	60010065[Overseas Intermeidary's Client]
Client Name:		Member:	
Crude:	CHINA Crude 1		
Origin:		Country :	Domestic
Futures Declaration Qty. (barrel) :	400000	Proposed Load-in Date:	20200110
the Proposed Inspection Agency:	Certificate Issue		
Depot:	BJ warehouse	Place of Storage:	Jing Yi warehouse
Port of Departure (Country Name):	Singapore	Port of Departure (Port Name):	T2104
Transportation :	Waterway	Vehicle and Vessel No. of Declaration:	S2415
Name:	********	Telephone:	********
Mobile:	********	Fax:	********
Note for Load-in Application :			

Valid period for load-in is a 5-day period before and after the proposed Medium Sour Crude Oil load-in date, which shall come into effecet upon the Exchange's approval. The Exchange may adjust the valid period when it deems necessary.

OK

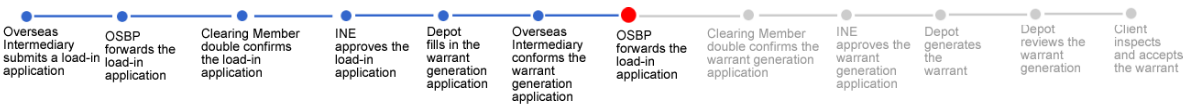
(3)

Then click the "OK" button to forward the load-in application to the Exchange.

Task Tracking: you may inquire about and view the application and its status in the page of Task Tracking. Click the "Application No." to enter the details page.

Forward a Warrant Generation Application

In the load-in process, after the warrant generation application is confirmed by the Overseas Intermediary who initiates the process, the OSBP is required to forward the warrant generation application.



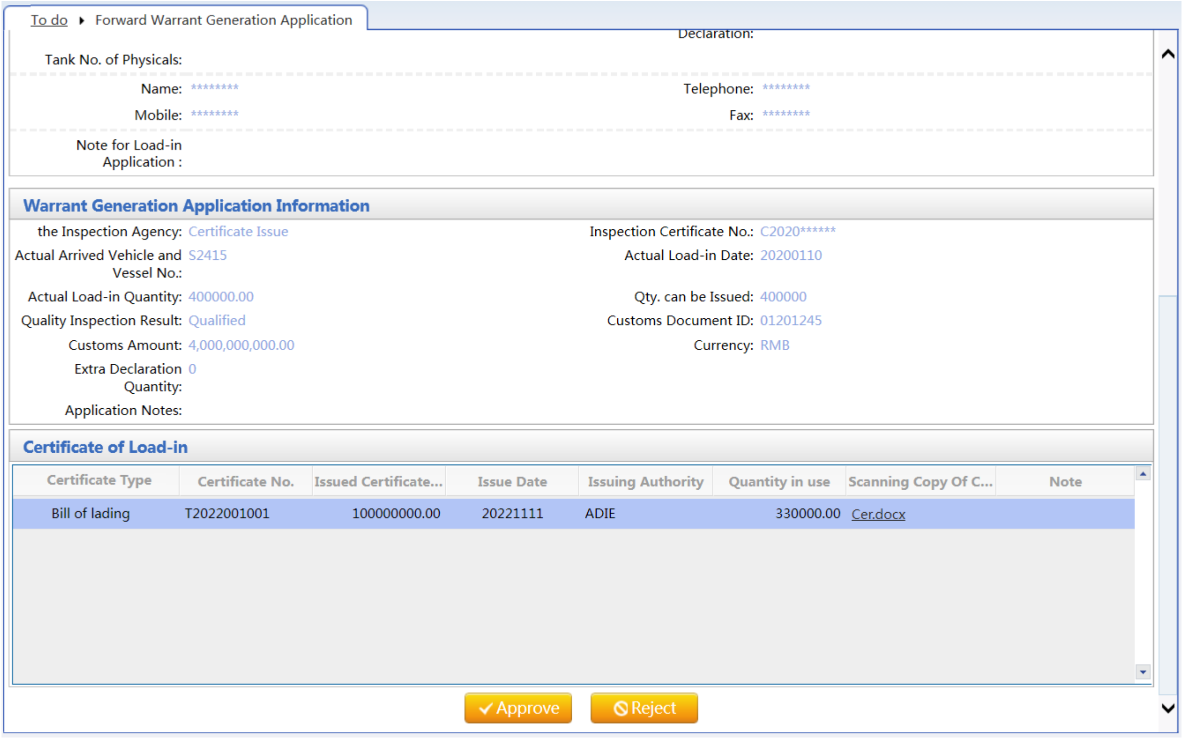
(1)

First, in the page of To-do Tasks, set the operation type as "Load-in" to inquire about the task with the status as "Warrant Generation Application Confirmed by Overseas Intermediary" and view the details.

Product	Operation T...	Application No.	Task Description	Operation Stat...	Applicatio...	Applicatio...	Processin...	Processing...
Medium So...	Load-in	sc2000000016	Load-in (Overseas Intermediary 00011 initiated, Client I...	Warrant Gene...	20200110	15:21:05	20200110	15:34:39

(2)

Click the "Application No." to enter the page of "Forward Warrant Generation Application".



Note: All information contained in the page of "Forward Warrant Generation Application" must be carefully reviewed by the users.

(3)

Then perform the following steps at the lower part of the page:

- Approve: click the "Approve" button to confirm the warrant generation application and proceed to the next node of the process.
- Reject: click the "Reject" button and fill in the review comments (the reason for the rejection) to reject the warrant generation application.

Task Tracking: you may inquire about and view the application and its status in the page of Task Tracking. Click the "Application No."to enter the details page.

Product: TSR 20, Copper

The load-in process is the same for TSR 20 and Copper. This section describes the specific operations to be taken by an OSBP at each process node for the load-in of TSR 20. Please refer to information about TSR 20 for the load-in procedures for Copper.

Submit a Load-in Application

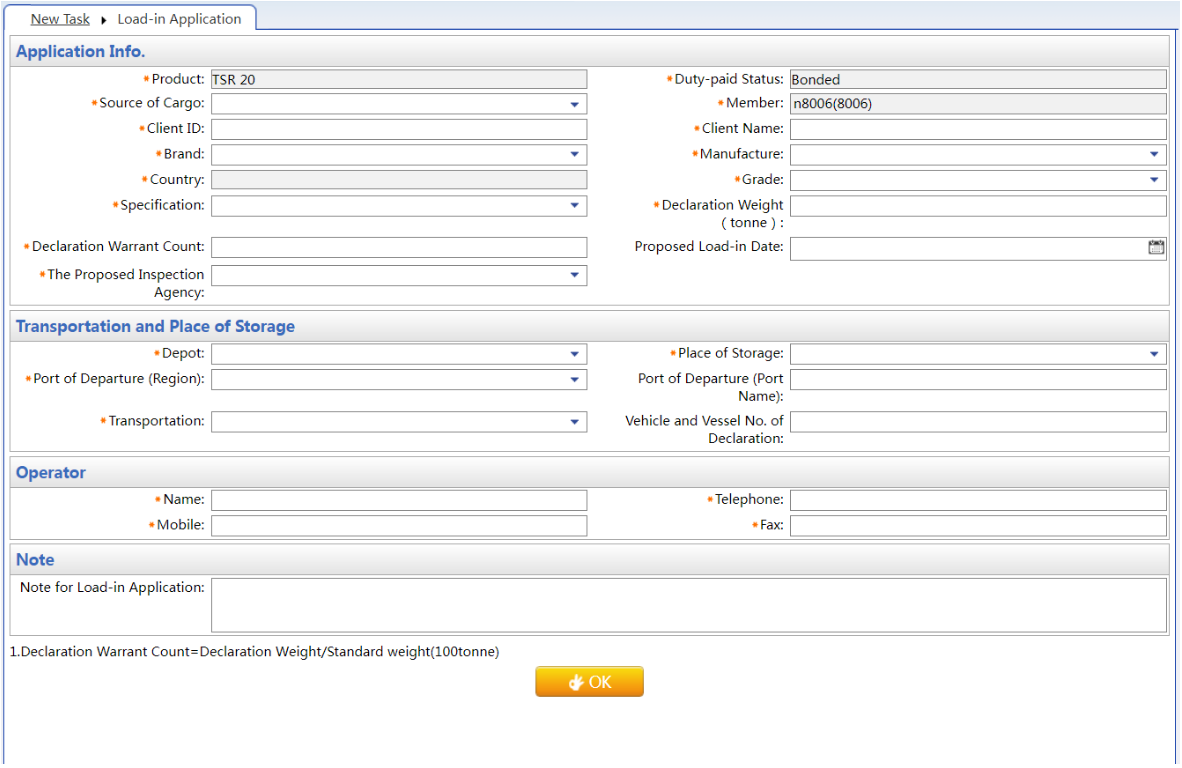
The OSBP may submit a load-in application in the "New Task" module of this System.

(1)

From the navigation menu, select “New Task” --> “TSR 20” --> “Load-in Application” to enter the load-in application page for TSR 20.

(2)

The OSBP can Submit a Load-in Application when the commodities are about to arrive at the depot, as shown below.



The Form of the Load-in Application consists of 4 sections. Please fill in all the sections in sequence as follows:

- **Application Information:** Fill in the information relating to the application.
- **Transport and Place of Storage**
- **Operator**
- **Note**

Note: the text box with the grey background indicates that it is not editable.

Note: Please pay attention to the notes displayed at the bottom of the text boxes when filling in the Form.

(3)

Upon completion of the Form, click "OK" at the bottom of the page to submit the load-in application.

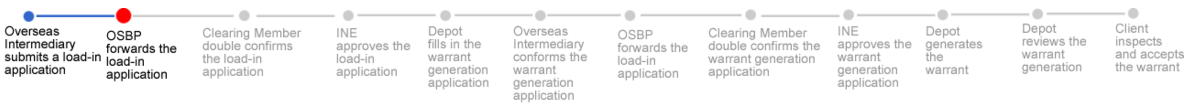
Task Tracking: You may inquire about and view the application and its status in the page of Task Tracking. Click the "Application No." to enter the task details page.

The OSBP may click the or icon in the operation column of that task to modify or cancel the load-in application before the Clearing Member makes the double confirmation or after the Clearing Member rejects the load-in application.

Operation	Product	Operation Type	Application No.	Task St...	Task Description	Operation Sta...	Applicati...	Processin...
	TSR 20	Load-in	nr1900000022	Pending	Load-in (Member 7005 initiated, Client ID 60010017, Weigh...	Load-in Appl...	20190801	20190801

Forward a Load-in Application

The OSBP is required to forward the load-in application submitted by its Overseas Intermediary. The Exchange will only review and approve a load-in application that is forwarded by the OSBP and double confirmed by the Clearing Member.



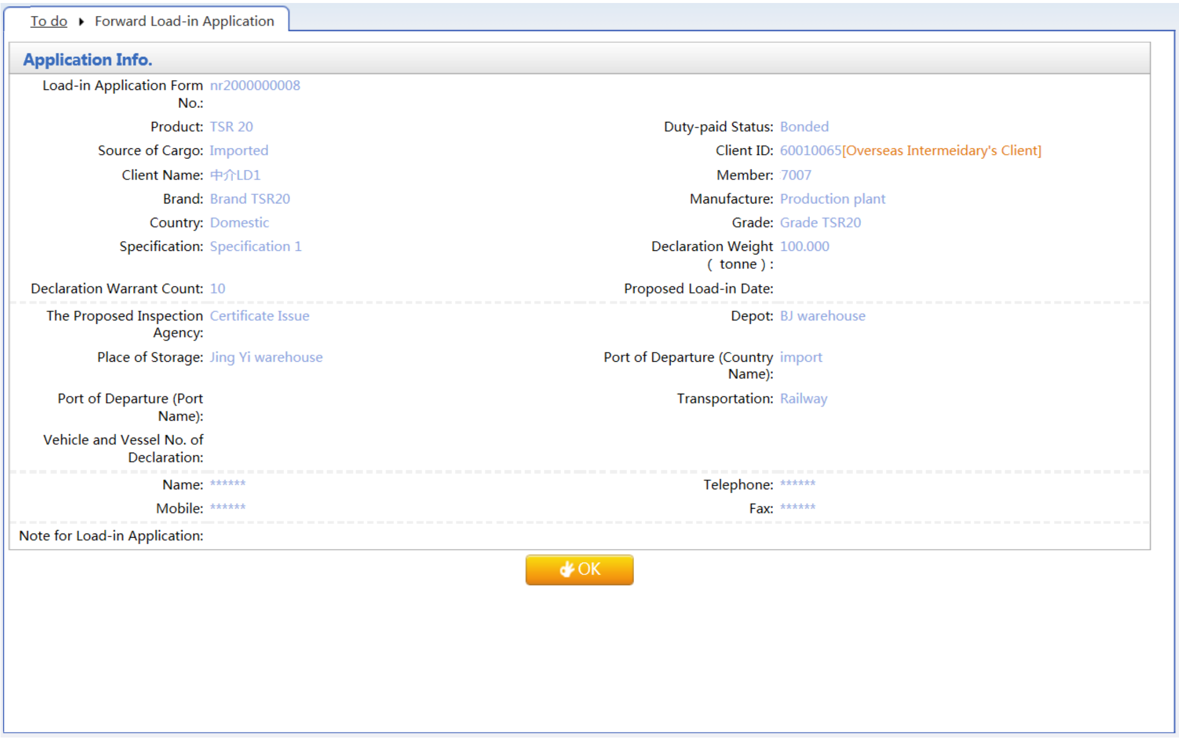
(1)

First, enter the page of "To-do" and set the operation type as "Load-in" at the search criteria area of the page. Click the "Search" button to inquire about the task with the status as "Load-in Application Submitted" and view the load-in application to be forwarded.

Product	Operation T...	Application No.	Task Description	Operation Stat...	Applicatio...	Applicatio...	Processin...	Processing...
TSR 20	Load-in	nr2000000008	Load-in (Overseas Intermediary 00011 initiated, Client I...	Load-in Appli...	20200110	14:41:28	20200110	14:41:28

(2)

Select the task to be forwarded, and click the "Application No." to enter the page of Forward Load-in Application.


To do ▸ Forward Load-in Application

Application Info.

Load-in Application Form No.:	nr2000000008		
Product:	TSR 20	Duty-paid Status:	Bonded
Source of Cargo:	Imported	Client ID:	60010065[Overseas Intermeidary's Client]
Client Name:	中介LD1	Member:	7007
Brand:	Brand TSR20	Manufacture:	Production plant
Country:	Domestic	Grade:	Grade TSR20
Specification:	Specification 1	Declaration Weight (tonne) :	100.000
Declaration Warrant Count:	10	Proposed Load-in Date:	
The Proposed Inspection Agency:	Certificate Issue	Depot:	BJ warehouse
Place of Storage:	Jing Yi warehouse	Port of Departure (Country Name):	import
Port of Departure (Port Name):		Transportation:	Railway
Vehicle and Vessel No. of Declaration:			
Name:	******	Telephone:	******
Mobile:	******	Fax:	******
Note for Load-in Application:			

OK

(3)

Then click the "OK" button to forward the load-in application to the Exchange.

Task Tracking: you may inquire about and view the application and its status in the page of Task Tracking. Click the "Application No." to enter the details page.

Print a Load-in Approval Notification

After the load-in application submitted by the OSBP is approved by the Exchange, the OSBP may print the Load-in Approval Notification for that task in the page of Task Tracking.

Note: The Load-in Approval Notification can be printed only if the application was submitted by the OSBP and the Client is its direct client.

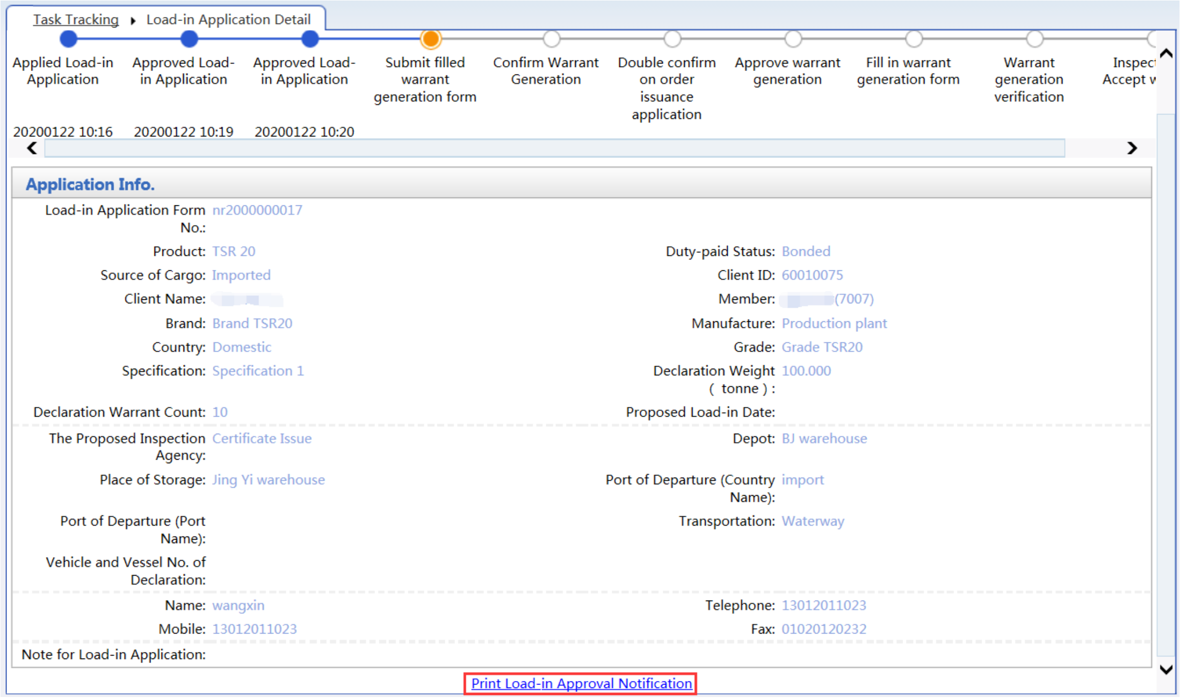
(1)

In Task Tracking, set the operation type as "Load-in" and the product as "TSR20" to inquire about the task with the status as "Load-in Application Approved".

Operation	Product	Operation Type	Application No.	Task St...	Task Description	Operation Sta...	Applicati...	Processin...
	TSR 20	Load-in	nr1900000022	Pending	Load-in (Member 7005 initiated, Client ID 60010017, Weigh...	Load-in Appl...	20190801	20190801

(2)

Click the "Application No." of the load-in task to enter the details page. Click the "Print Load-in Approval Notification" link at the bottom of the page to open a popup window of load-in approval notification.



(3)

Click the "Print Load-in Approval Notification" at the bottom of the page to enter the preview page of load-in Application/approval notice.

Page1/1 FirstPage PrevPage NextPage LastPage SaveAsExcel SaveAsPDF Print

Shanghai International Energy Exchange

Load-in Application/Approval Notice for TSR 20

Load-in Filing No.:nr1900000022

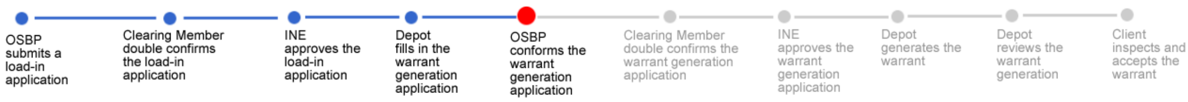
Customs Clearance Status	Bonded	Source of Cargo	Imported
Member ID	7005	Member Name	7005
OSP ID	7005	OSP Name	7005
Overseas Intermediary ID		Overseas Intermediary Name	
Client ID	60010017	Client Name	dgg
Designated Delivery Storage Facility	SHC	Place of Storage	SHC-portOFstorage1
Grade/Spec	nrGRADE02/nr-Specifacation01	Mfg	Manufacture2
Brand	nrbrand02		
Declaration Volume	1000	Declaration Weight (tonne)	10000
Transportation	Railway	Country	Domestic
Port of Departure	import	Vehicle And Vessel No. of Declaration	
Proposed Load-in Date		Proposed Inspection Agency	TSR_CERT
Operator	Jack Liu	Tel.	+8601012010120
Mobile	+8613200001012	Fax	+8601012010120
Remarks			

Page1/1 FirstPage PrevPage NextPage LastPage SaveAsExcel SaveAsPDF Print

Click the "Print" link and follow the prompts to complete the printing.

Confirm a Warrant Generation Application

After the load-in application submitted by the OSBP is double confirmed by its Clearing Member and approved by the Exchange and the warrant generation application is completed by the depot, the OSBP is also required to confirm the warrant generation application.



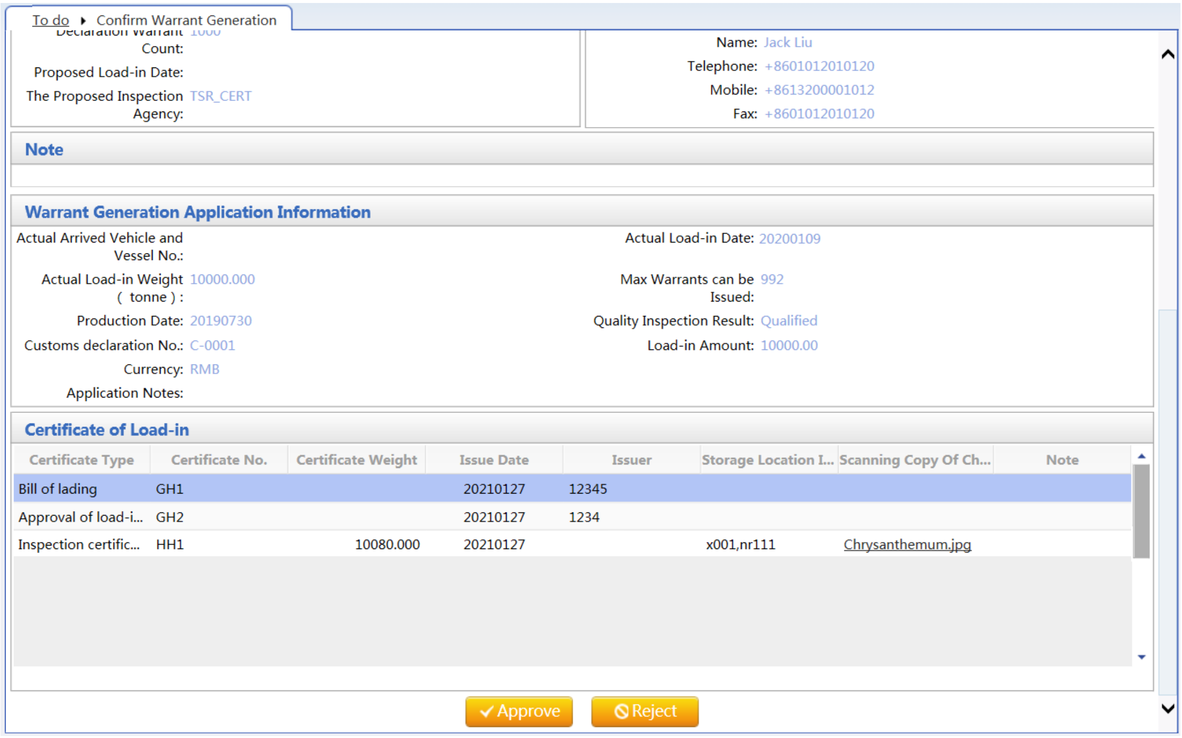
(1)

First, search the task with the operation type as "Load-in" and the product as "TSR20" in the page of To-do Tasks and inquire about the warrant generation application to be confirmed by the OSBP.

Product	Operation T...	Application No.	Task Description	Operation Stat...	Applicatio...	Applicatio...	Processin...	Processing...
TSR 20	Load-in	nr1900000022	Load-in (Member 7005 initiated, Client ID 60010017, W...	Application Su...	20190801	13:49:12	20190801	14:18:24

(2)

Click the "Application No." to enter the page of "Confirm Warrant Generation".



Certificate Type	Certificate No.	Certificate Weight	Issue Date	Issuer	Storage Location I...	Scanning Copy Of Ch...	Note
Bill of lading	GH1		20210127	12345			
Approval of load-i...	GH2		20210127	1234			
Inspection certific...	HH1	10080.000	20210127		x001,nr111	Chrysanthemum.jpg	

All information contained in the page of "Confirm Warrant Generation" shall be double checked by the users.

(3)

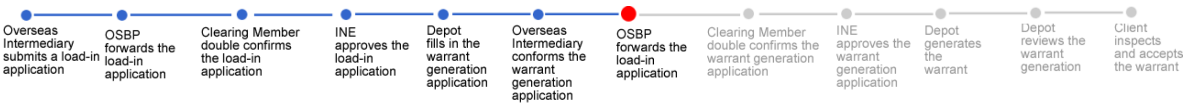
Then perform the following steps at the lower part of the page:

- Pass: Click the "Approved" button to confirm the warrant generation application and proceed to the next step of the process.
- Reject: Click the "Reject" button and fill the review comments (the reason for the rejection). After being rejected and sent back to the
  depot, such a warrant generation application can still be re-submitted by the depot on the basis of modification.

Task Tracking: you may inquire about and view the application and its status in the page of Task Tracking. Click the "Application No." to enter the details page.

Forward a Warrant Generation Application

In the load-in process, after the warrant generation application is confirmed by the Overseas Intermediary who initiates the process, the OSBP is required to forward the warrant generation application.



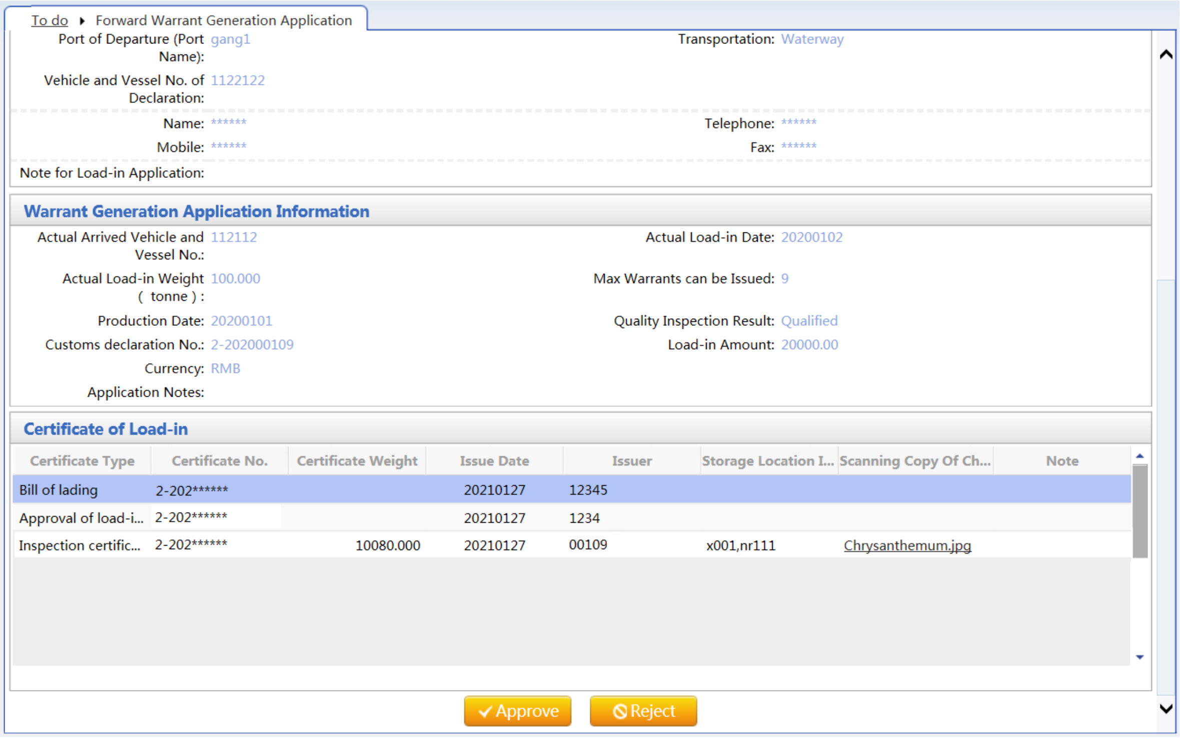
(1)

First, in the page of To-do Tasks, set the operation type as "Load-in" and the product as "TSR20" to inquire about the task with the status as "Warrant Generation Application Confirmed by Overseas Intermediary" and view the details.

Product	Operation T...	Application No.	Task Description	Operation Stat...	Applicatio...	Applicatio...	Processin...	Processing...
TSR 20	Load-in	nr2000000001	Load-in (Overseas Intermediary 00011 initiated, Client I...	Warrant Gene...	20200108	16:12:56	20200110	13:51:35

(2)

Click the "Application No." to enter the page of "Forward Warrant Generation Application".



Note: All information contained in the page of "Forward Warrant Generation Application" must be carefully reviewed by the users.

(3)

Then perform the following steps at the lower part of the page:

- Approve: click the "Approve" button to confirm the warrant generation application and proceed to the next node of the process.
- Reject: click the "Reject" button and fill in the review comments (the reason for the rejection) to reject the warrant generation application.

Task Tracking: you may inquire about and view the application and its status in the page of Task Tracking. Click the "Application No."to enter the details page.

Product: LSFO

The load-in process is essentially identical for LSFO and TSR 20. This section describes the specific operations to be taken by an OSBP at each process node for the load-in of LSFO. Please use the section above as a reference for the corresponding process and steps for LSFO, as those will not be covered separately.

Submit a Load-in Application

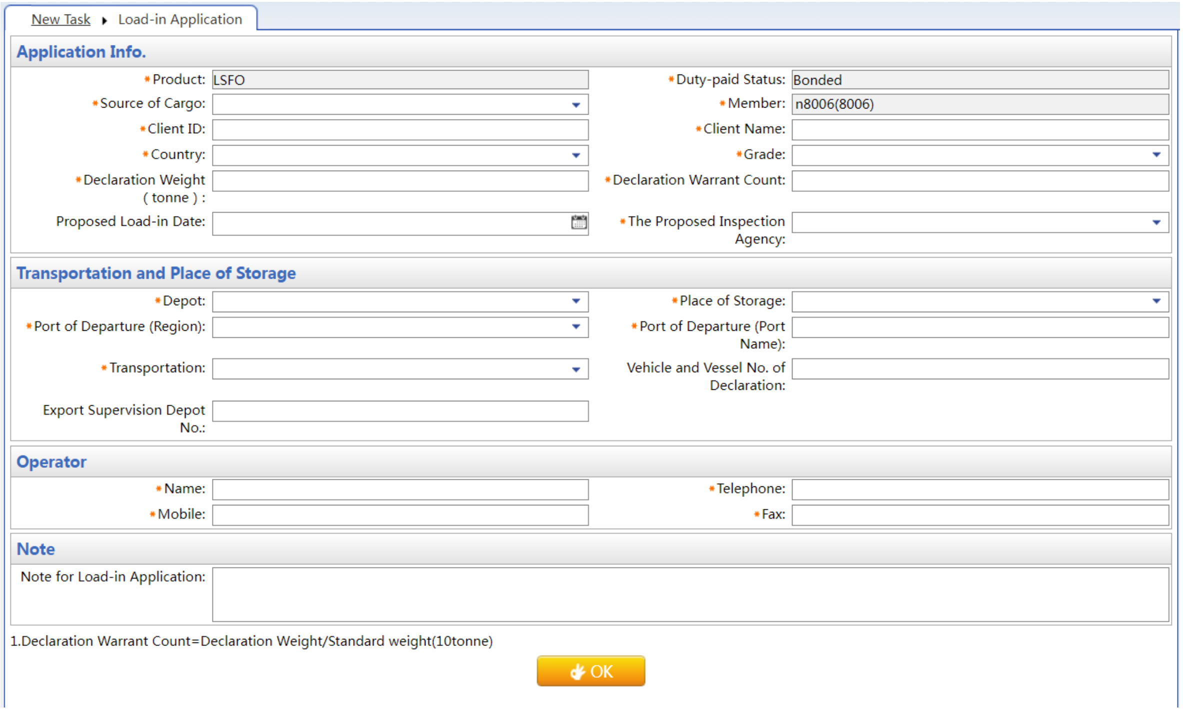
The OSBP may submit a load-in application in the "New Task" module of this System.

(1)

From the navigation menu, select “New Task” --> “LSFO” --> “Load-in Application” to enter the load-in application page for LSFO.

(2)

The OSBP can Submit a Load-in Application when the commodities are about to arrive at the depot, as shown below.



The Form of the Load-in Application consists of 4 sections. Please fill in all the sections in sequence as follows:

- **Application Information:** Fill in the information relating to the application.
- **Transport and Place of Storage**
- **Operator**
- **Note**

Note: the text box with the gray background indicates that it is not editable.

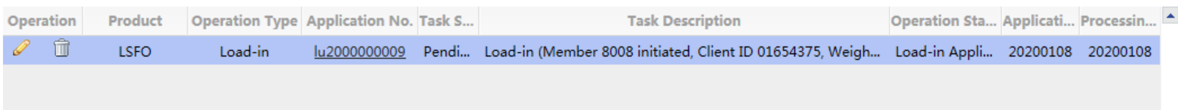
Note: Please pay attention to the notes displayed at the bottom of the text boxes when filling in the Form.

(3)

Upon completion of the Form, click "OK" at the bottom of the page to submit the load-in application.

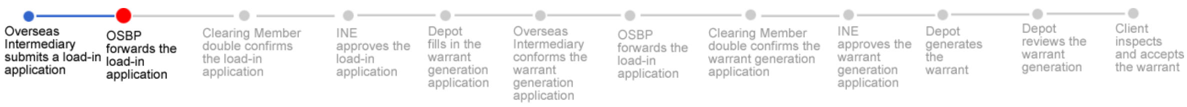
Task Tracking: You may inquire about and view the application and its status in the page of Task Tracking. Click the "Application No." to enter the task details page.

The OSBP may click the or icon in the operation column of that task to modify or cancel the load-in application before the Clearing Member makes the double confirmation or after the Clearing Member rejects the load-in application.



Forward a Load-in Application

The OSBP is required to forward the load-in application submitted by its Overseas Intermediary. The Exchange will only review and approve a load-in application that is forwarded by the OSBP and double confirmed by the Clearing Member.



The steps needed to forward the load-in application is the same for LSFO and TSR 20. Please refer to the relevant sections for TSR 20 for details.

Print a Load-in Approval Notification

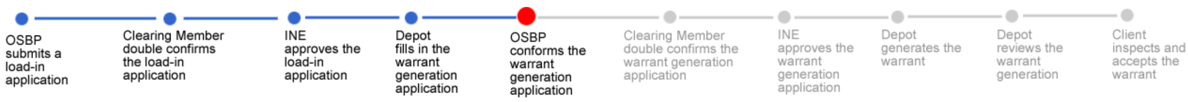
After the load-in application submitted by the OSBP is approved by the Exchange, the OSBP may print the Load-in Approval Notification for that task in the page of Task Tracking.

The steps needed to print the Load-in Approval Notification is the same for LSFO and TSR 20. Please refer to the relevant sections for TSR 20 for details.

Note: The Load-in Approval Notification can be printed only if the application was submitted by the OSBP and the Client is its direct client..

Confirm a Warrant Generation Application

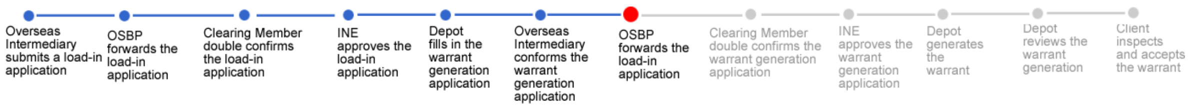
After the load-in application submitted by the OSBP is double confirmed by its Clearing Member and approved by the Exchange and the warrant generation application is completed by the depot, the OSBP is also required to confirm the warrant generation application.



The steps needed to confirm a Warrant Generation Application is the same for LSFO and TSR 20. Please refer to the relevant sections for TSR 20 for details.

Forward a Warrant Generation Application

In the load-in process, after the warrant generation application is confirmed by the Overseas Intermediary who initiates the process, the OSBP is required to forward the warrant generation application.



The steps needed to forward a Warrant Generation Application is the same for LSFO and TSR 20. Please refer to the relevant sections for TSR 20 for details.

Chapter 5 Collateralization For Margin

OSBPs may apply to the Exchange for the deposit of standard warrants used as margin collateral at the Exchange. However, trading deficits,expenses and taxes of the OSBPs must be settled with monetary funds.

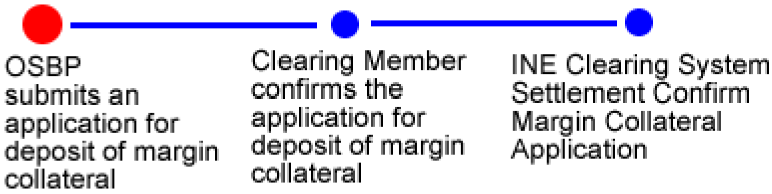
Since the OSBP cannot conduct clearing directly, it is required to authorize its Clearing Member to confirm the margin collateral deposit/withdrawal application.

Product: Medium Sour Crude Oil

Deposit of Margin Collateral

Prior to the deposit of margin collateral, the OSBP is required to obtain its client's authorization to use the relevant warrant as margin collateral.

The process for the deposit of margin collateral by OSBPs is as follows:

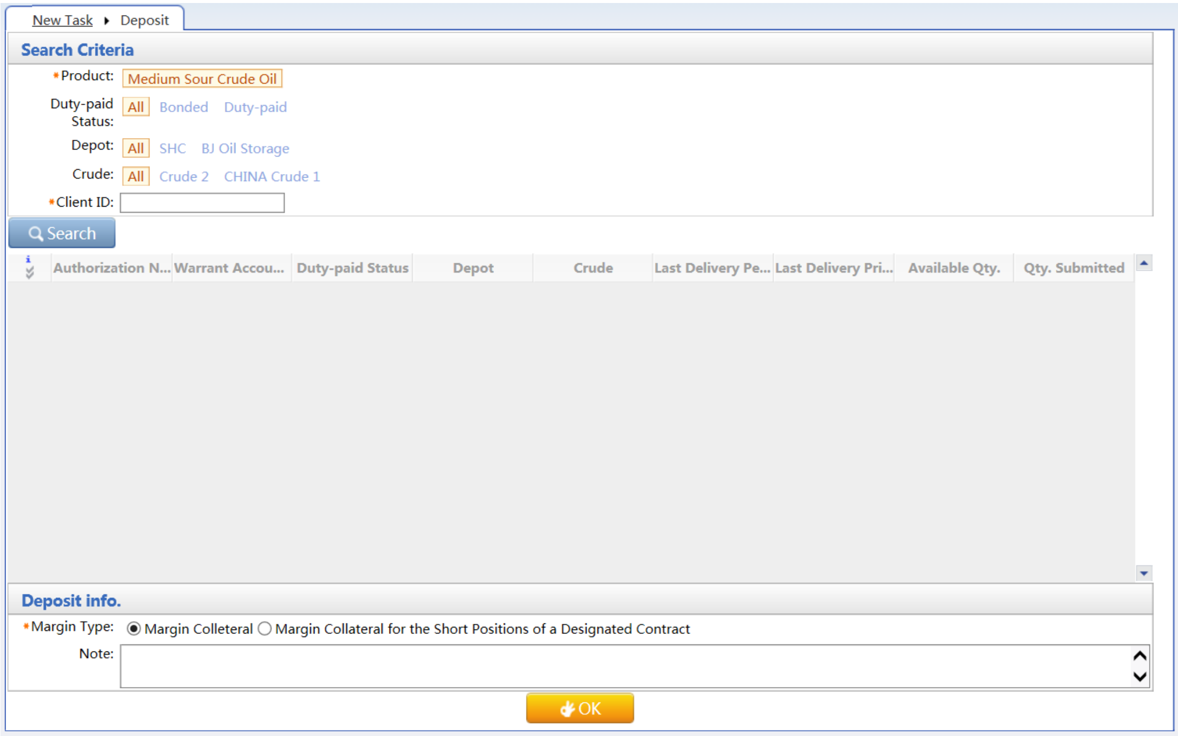


Note: OSBPs can only submits an application for deposit of margin collateral within the time range specified by the Exchange.

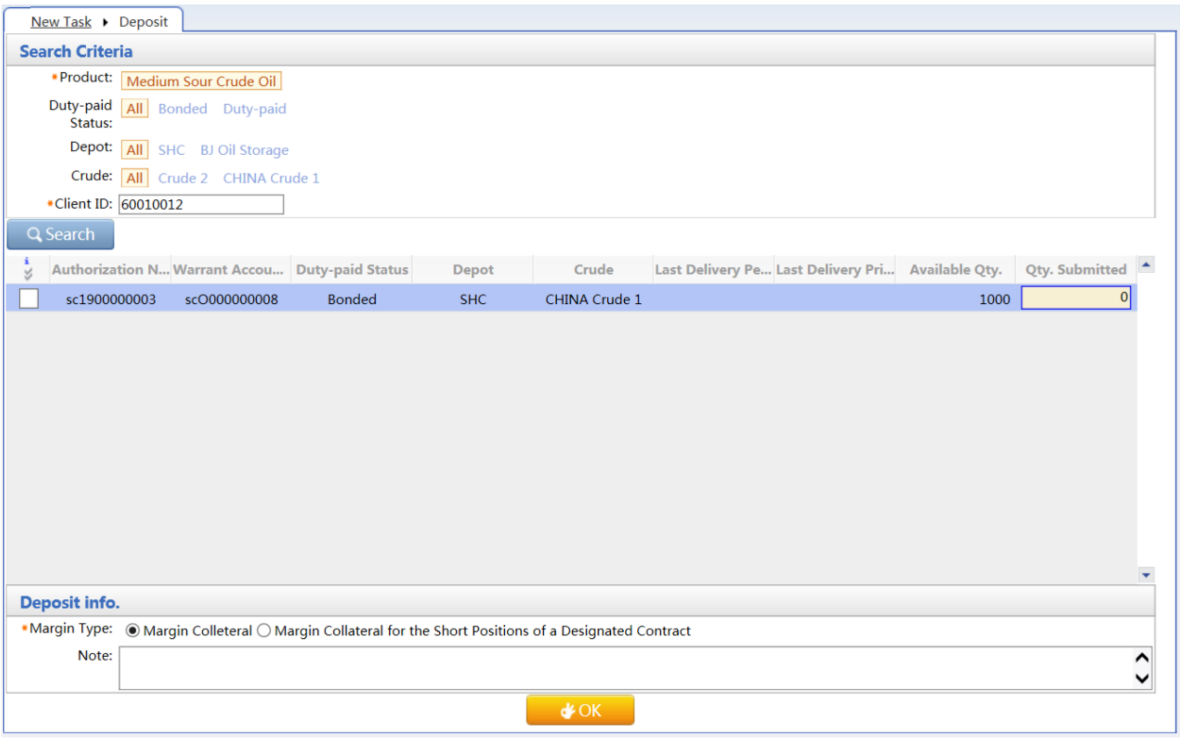
Submit a Deposit Application

(1)

In the navigation menu, select "New Task" --> "(Collateralization For Margin) Deposit" to enter the page of deposit.

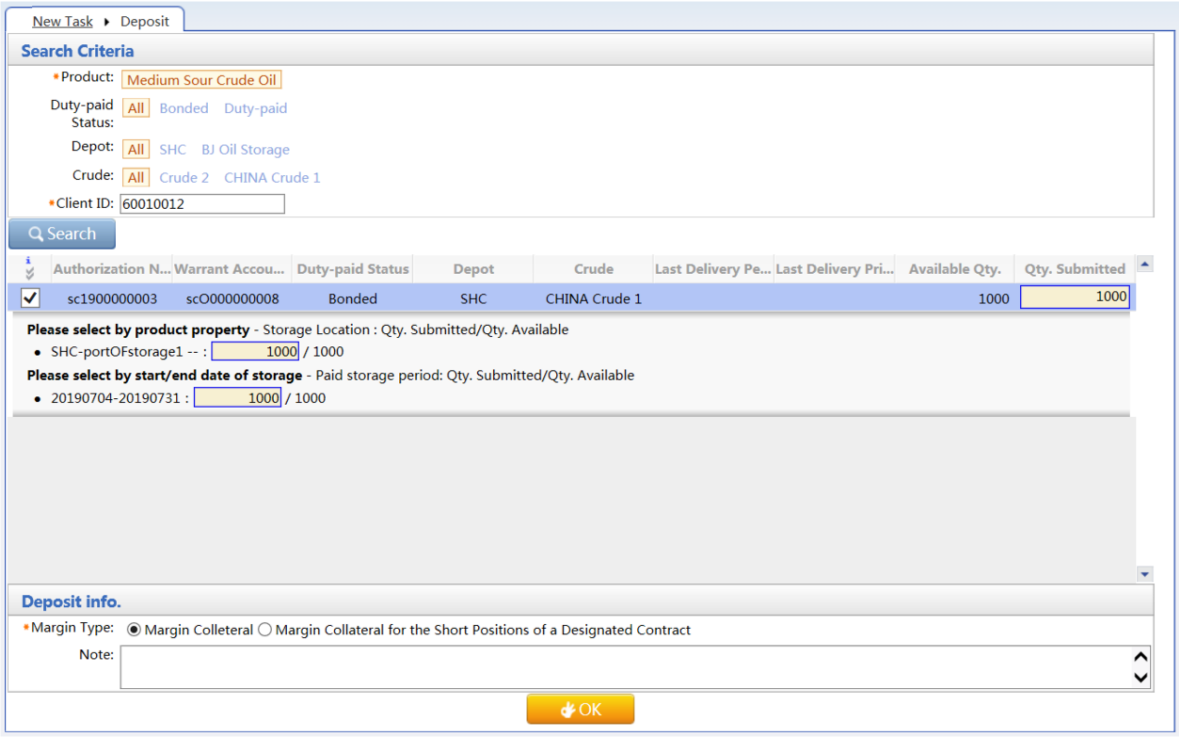


(2)



Define the search criteria to inquire about the warrant to be deposited as margin collateral.

(3)



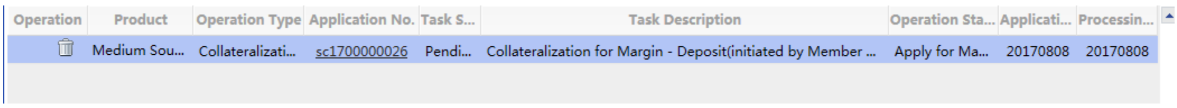
Tick the warrant to be deposited as margin collateral and fill in the "Quantity Submitted". The System will allocate the warrant quantity in default as per the property, and the OSBP may re-allocate it manually.

Set the "Margin Type" at the lower part of the page. You may have two options here: one is "Margin Collateral", and the other is "Margin Collateral for the Short Positions of a Designated Contract". If you choose the latter, you need to fill in the contract.

Upon completion of the page, click the "OK" button to submit the application for deposit of margin collateral.

After submission of the margin collateral deposit application, you need to wait for the confirmation of the Clearing Member and the approval of the Clearing System of the Exchange.

Task Tracking: You may inquire about and view the application and its status in the page of Task Tracking. Click the "Application No." to enter the details page.



Click the "Application No." to enter the details page of that task.

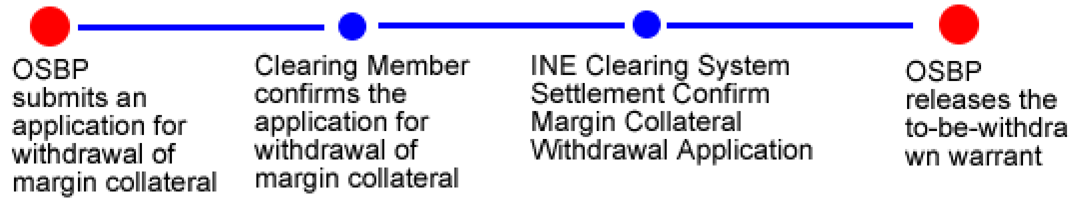
Withdrawal of Margin Collateral

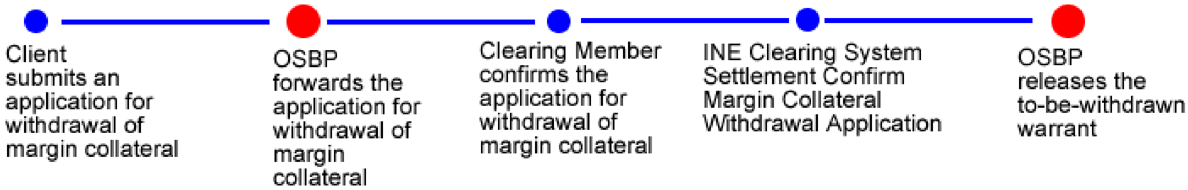
There are two methods of withdrawal of Margin Collateral, Withdrawal as normal and Withdrawal forced by INE.

正常提取方式下：

Should an OSBP use the standard warrant as margin collateral, it may go through the withdrawal procedures to retrieve the deposited standard warrants after fulfilling the payment of margin payables. When applying for the withdrawal, the Client may choose one of the following methods,including "Normal Withdrawal", "Transfer for Delivery" and "Transfer for EFP". When a Client authorizes an FF Member or an OSBP to submit the withdrawal application, only "Normal

Withdrawal" may be chosen. The following process node diagram takes the Normal Withdrawal as an example. With the other withdrawal methods such as Transfer for Delivery and Transferred for EFP, the warrant will automatically be submitted for the delivery application instead of being released and withdrawn by the FF Member or OSBP.





Note:(1)In the process of withdrawal of margin collateral, OSBPs are required to participate in the tasks including "Submit a Withdrawal Application", Forward a Withdrawal Application" and "Release the To-Be-Withdrawn Warrant".(2) OSNBPs can only "Submit a Withdrawal Application", "Forward a Withdrawal Application" within the time range specified by the Exchange.

Withdrawal forced by INE:

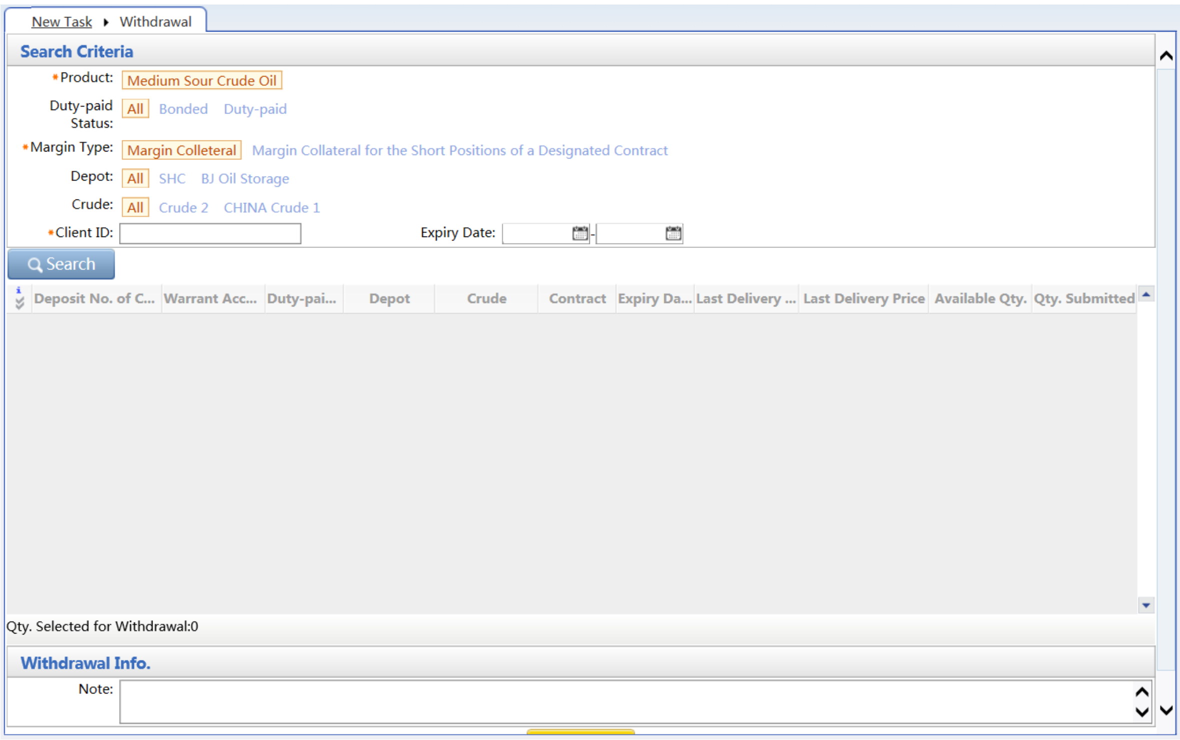
If INE determines to withdraw a client’s warrants for use as margin collateral, it will submit a forced withdrawal application. The application will be reexamined by INE itself and, if passing the reexamination, reviewed by the Settlement System. After the approval of the Settlement System, the client’s carrying OSBP shall release and withdraw the relevant warrants.

Note: In the process of a forced withdrawal of margin collateral by INE, the relevant OSBP is required to participate in the task of “Release and Withdraw Warrants”.

Submit a Withdrawal Application

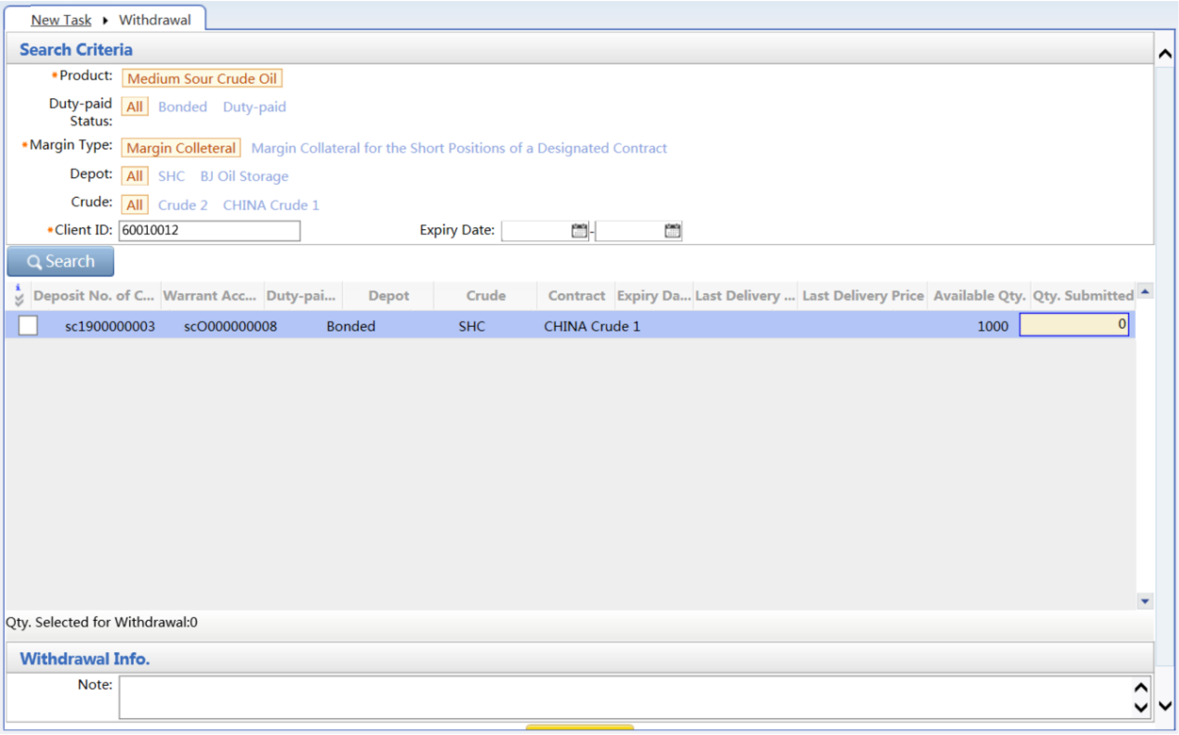
(1)

In the navigation menu, select "New Task" --> "(Collateralization For Margin)Withdrawal" to enter the page of withdrawal of margin collateral.

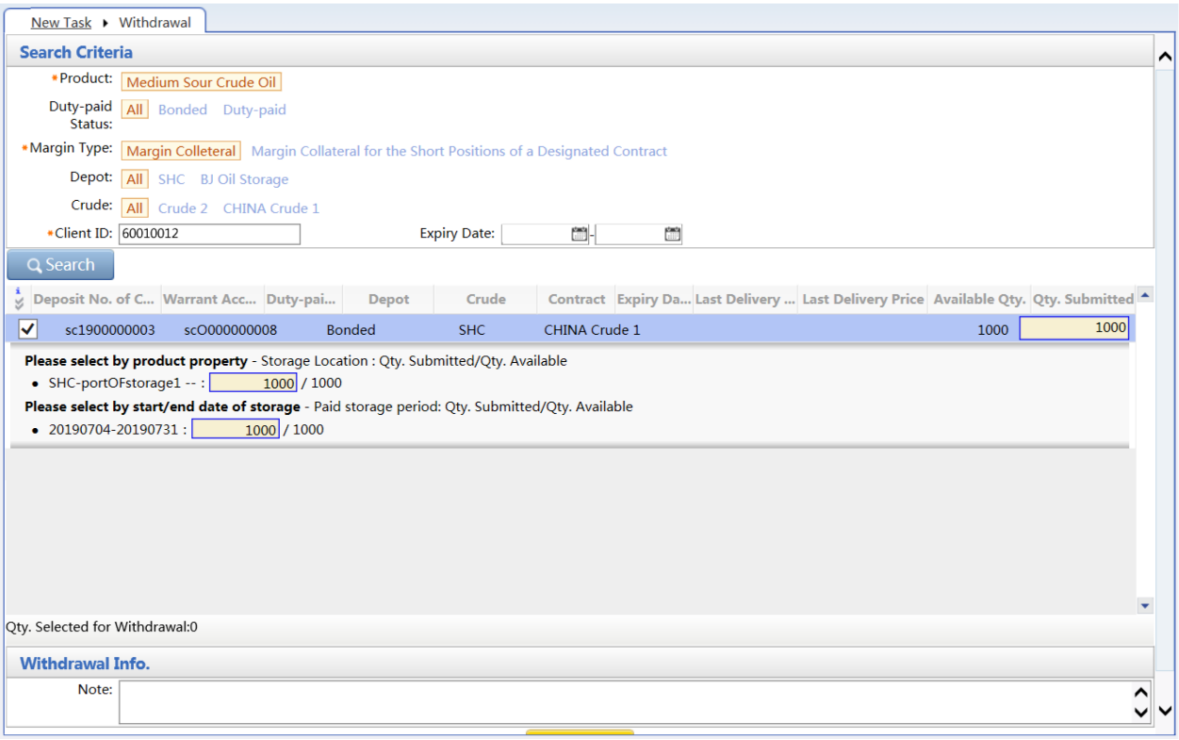


(2)

In the column of search criteria, select "Margin Collateral" or "Margin Collateral for the Short Positions of a Designated Contract",and fill in the "Client ID" to inquire about the warrant to be withdrawn.



(3)



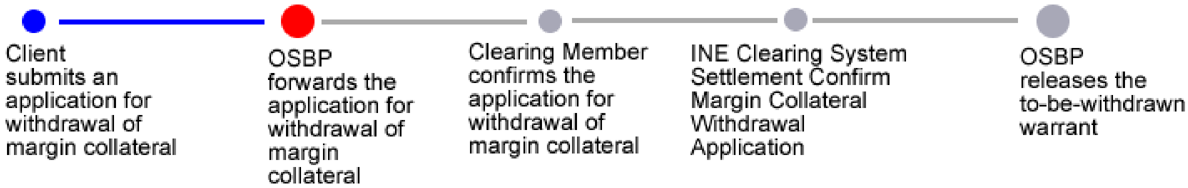
Fill the withdrawal quantity in the text box of "Quantity Submitted", or manually input the quantity in the popup area according to the information such as storage space and storage fee end date.

Click the "OK" button to submit the application for withdrawal of margin collateral.

Task Tracking: you may inquire about and view the application and its status in the page of Task Tracking. Click the "Application No." to enter the details page of that task.

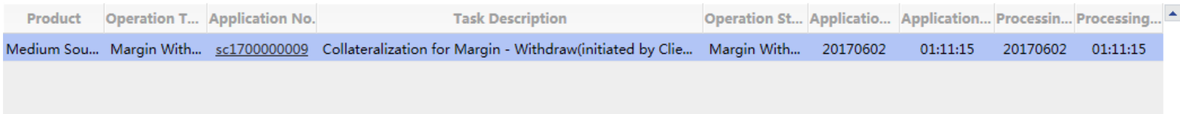
Forward a Withdrawal Application

OSBPs are required to forward the withdrawal application submitted by their clients.



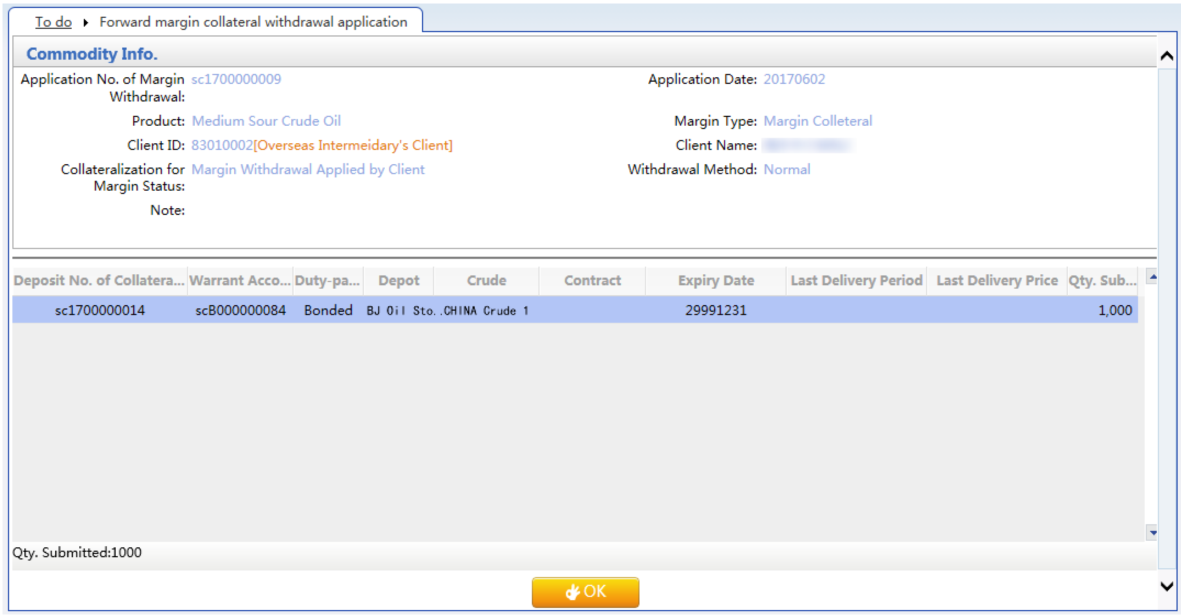
(1)

Enter the page of "To-do" in the navigation menu. In search criteria area, set the operation type as " Margin Withdrawal" to inquire about that task.



(2)

Click the "Application No." to enter the details page.



Click the "OK" button to forward the warrant withdrawal application.

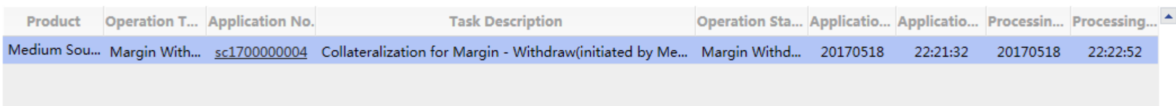
Task Tracking: you may inquire about and view the application and its status in the page of Task Tracking. Click the "Application No." to enter the details page of that task.

Release the Warrant

Under the Normal Withdrawal, the OSBP may the release the warrant to be withdrawn after the Clearing System of the Exchange approves the application for withdrawal of margin collateral.In the case of a forced withdrawal of margin collateral by INE, after the approval of the Settlement System, the relevant OSBP is also required to release and withdraw the relevant warrants.

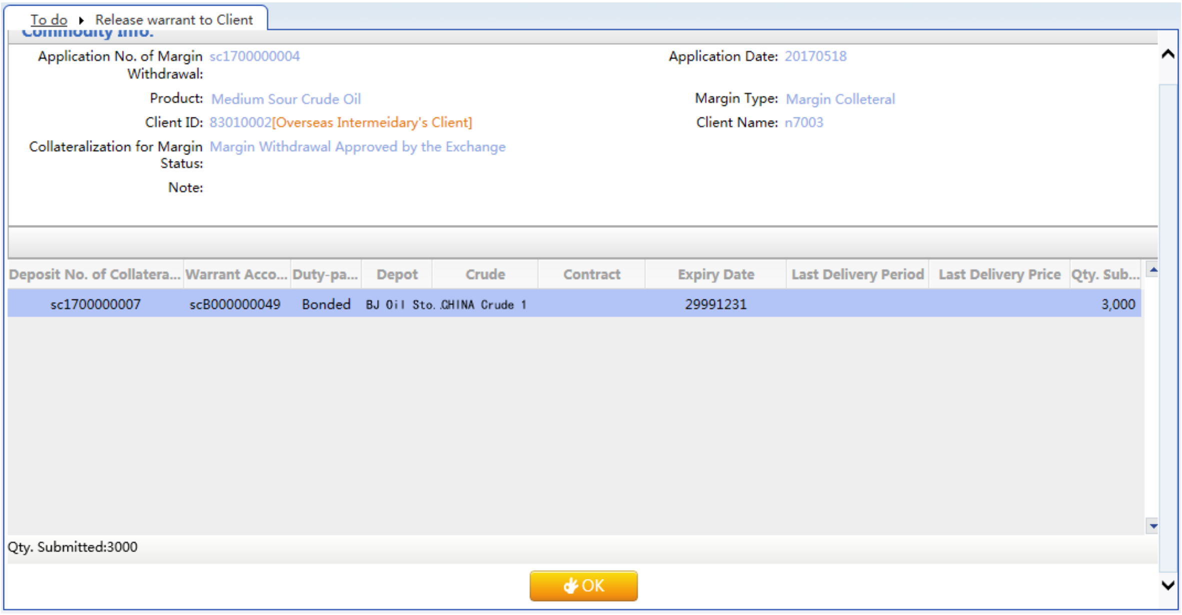
(1)

First, enter the page of To-do Tasks in the navigation menu. Set the operation type in the search criteria area as " Margin Withdrawal" to inquire about the margin withdrawal task.



(2)

Click the "Application No." to enter the details page.



(3)

Click the "OK" button to release the warrant to be withdrawn.

Task Tracking: you may inquire about and view the application and its status in the page of Task Tracking. Click the "Application No." to enter the details page.

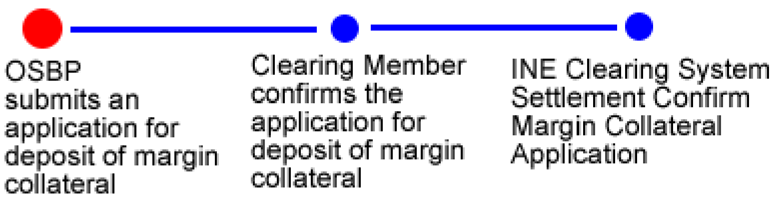
Product: TSR 20, LSFO, Copper

The process and steps for depositing warrants as margin collateral are essentially identical for TSR 20, LSFO, and Copper. This section uses TSR 20 to illustrate the specific operations to be taken by an OSBP at each process node for depositing warrants as margin collateral. Please use the section below as a reference for the corresponding process and steps for LSFO and Copper, as those will not be covered separately.

Deposit of Margin Collateral

Prior to the deposit of margin collateral, the OSBP is required to obtain its client's authorization to use the relevant warrant as margin collateral.

The process for the deposit of margin collateral by OSBPs is as follows:

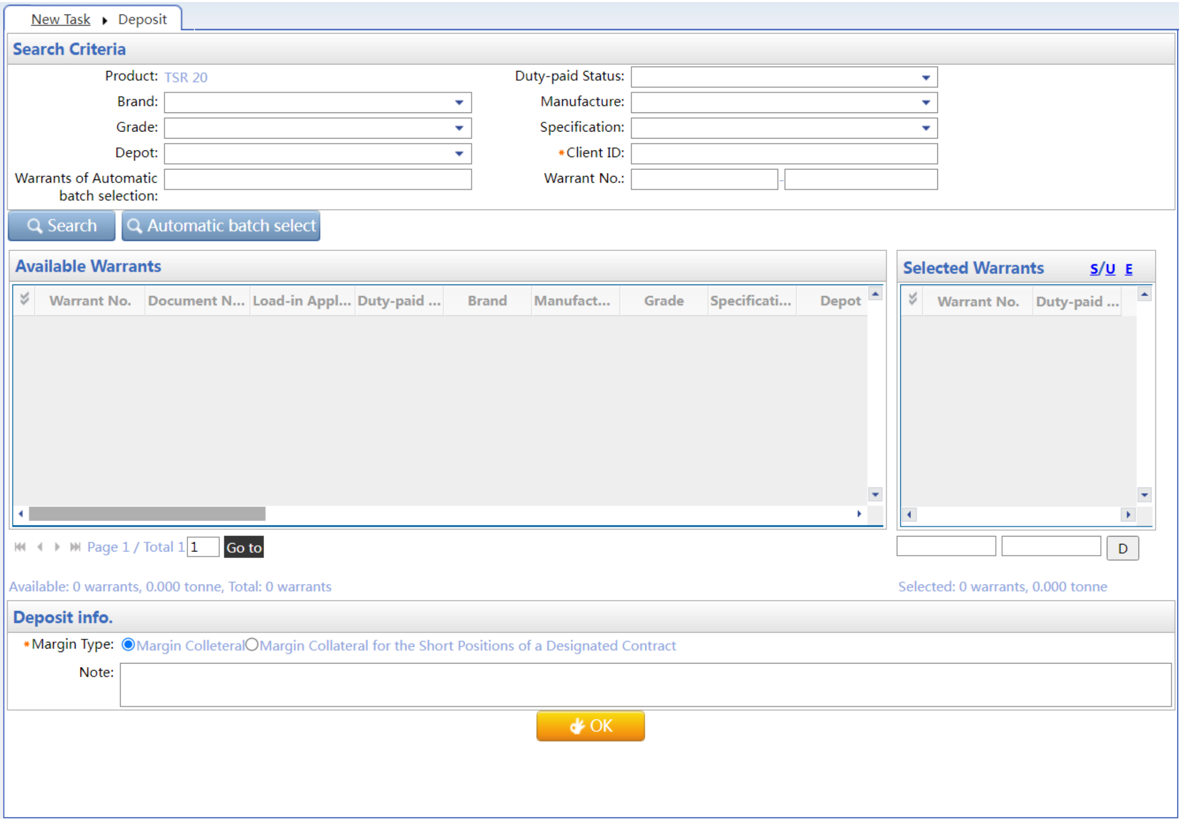


Note: OSBPs can only submits an application for deposit of margin collateral within the time range specified by the Exchange.

Submit a Deposit Application

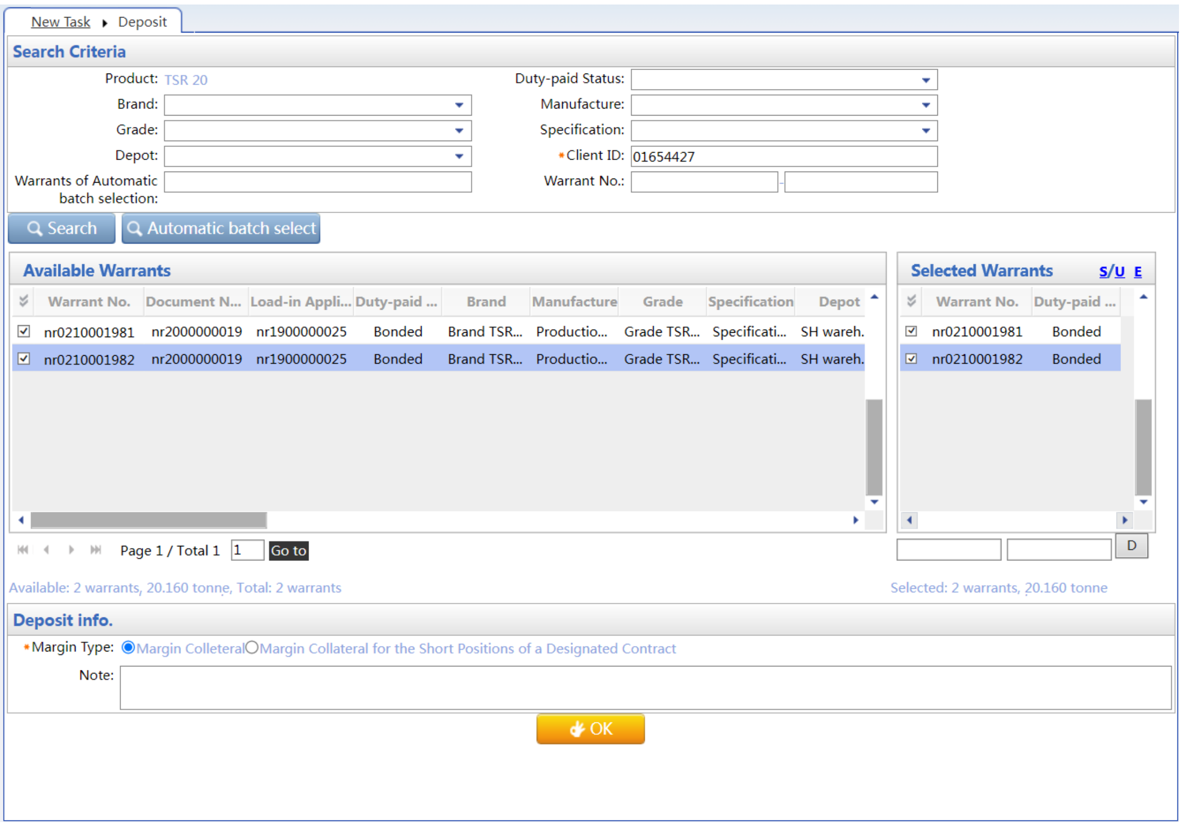
(1)

From the navigation menu, select “New Task” --> “TSR 20” --> “(Collateralization For Margin) Deposit” to enter the deposit warrants as margin collateral page for TSR 20.



(2)

Select warrants(Warrants of LSFO may be selected through either the “Single Record Mode” or the “Union WarrantID Mode”). Please refer to the "Chapter2 General Functions -> Select Warrants" section for details.



(3)

Set the "Margin Type" at the lower part of the page. You may have two options here: one is "Margin Collateral", and the other is "Margin Collateral for the Short Positions of a Designated Contract". If you choose the latter, you need to fill in the contract.

Upon completion of the page, click the "OK" button to submit the application for deposit of margin collateral.

After submission of the margin collateral deposit application, you need to wait for the confirmation of the Clearing Member and the approval of the Clearing System of the Exchange.

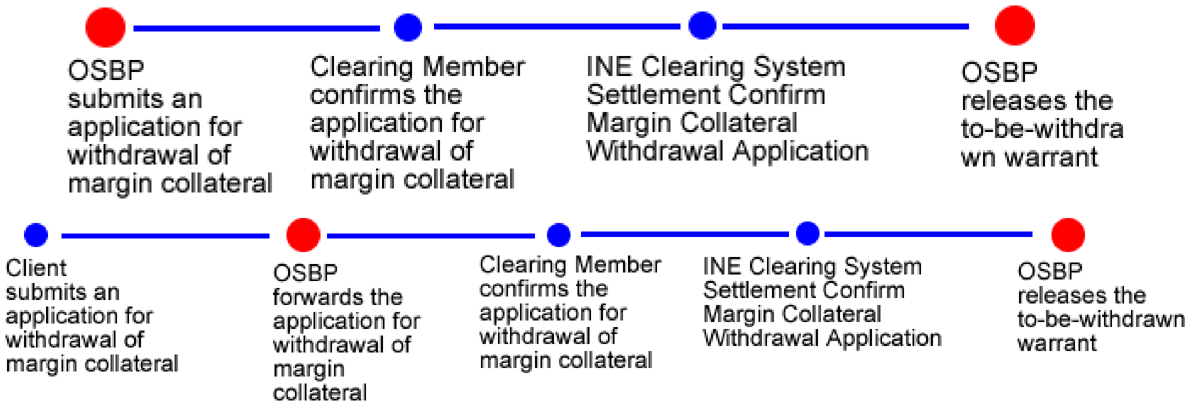
Task Tracking: You may inquire about and view the application and its status in the page of Task Tracking. Click the "Application No." to enter the details page.

Withdrawal of Margin Collateral

There are two methods of withdrawal of Margin Collateral, Withdrawal as normal and Withdrawal forced by INE.

Withdrawal as normal：

Should an OSBP use the standard warrant as margin collateral, it may go through the withdrawal procedures to retrieve the deposited standard warrants after fulfilling the payment of margin payables. When applying for the withdrawal, the Client may choose one of the following methods,including "Normal Withdrawal", "Transfer for Delivery" and "Transfer for EFP". When a Client authorizes an FF Member or an OSBP to submit the withdrawal application, only "Normal Withdrawal" may be chosen. The following process node diagram takes the Normal Withdrawal as an example. With the other withdrawal methods such as Transfer for Delivery and Transferred for EFP, the warrant will automatically be submitted for the delivery application instead of being released and withdrawn by the FF Member or OSBP.



Note:(1)In the process of withdrawal of margin collateral, OSBPs are required to participate in the tasks including "Submit a Withdrawal Application", Forward a Withdrawal Application" and "Release the To-Be-Withdrawn Warrant".(2) OSNBPs can only "Submit a Withdrawal Application", "Forward a Withdrawal Application" within the time range specified by the Exchange.

Withdrawal forced by INE:

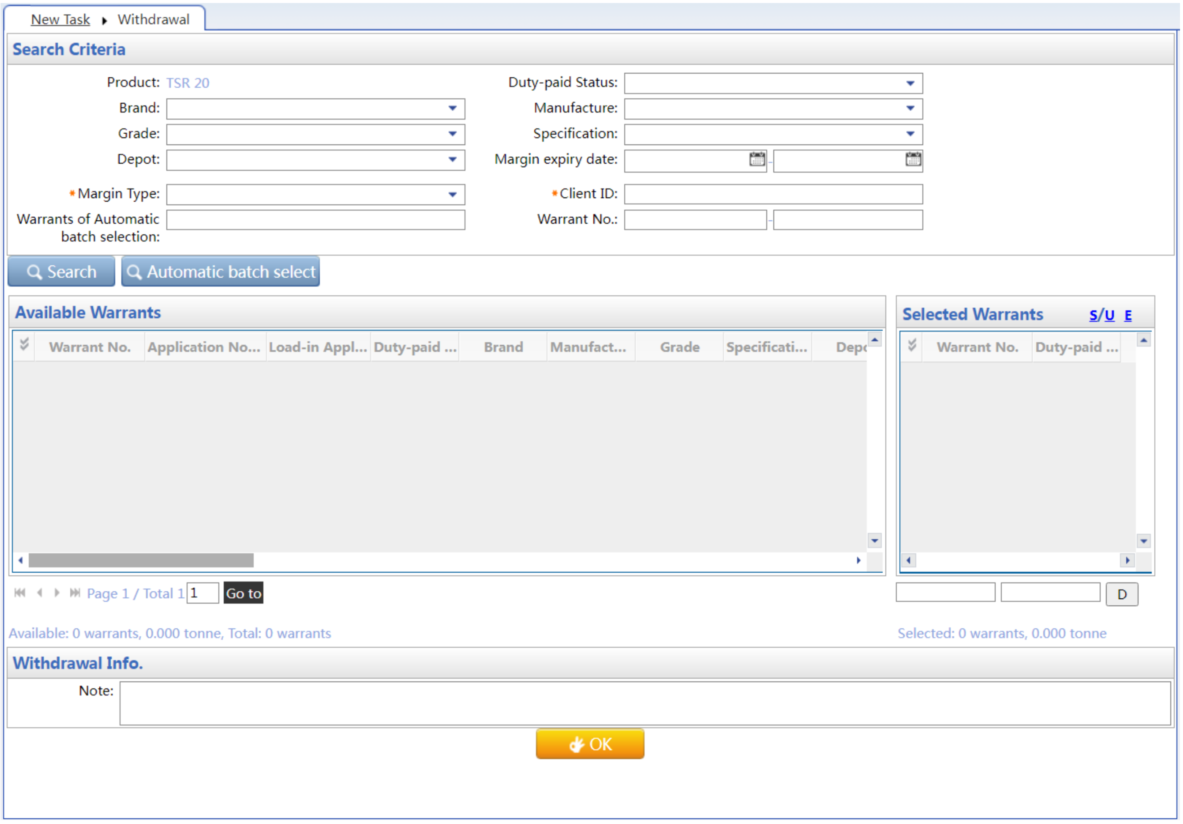
If INE determines to withdraw a client’s warrants for use as margin collateral, it will submit a forced withdrawal application. The application will be reexamined by INE itself and, if passing the reexamination, reviewed by the Settlement System. After the approval of the Settlement System, the client’s carrying OSBP shall release and withdraw the relevant warrants.

Note: In the process of a forced withdrawal of margin collateral by INE, the relevant OSBP is required to participate in the task of “Release and Withdraw Warrants”.

Submit a Withdrawal Application

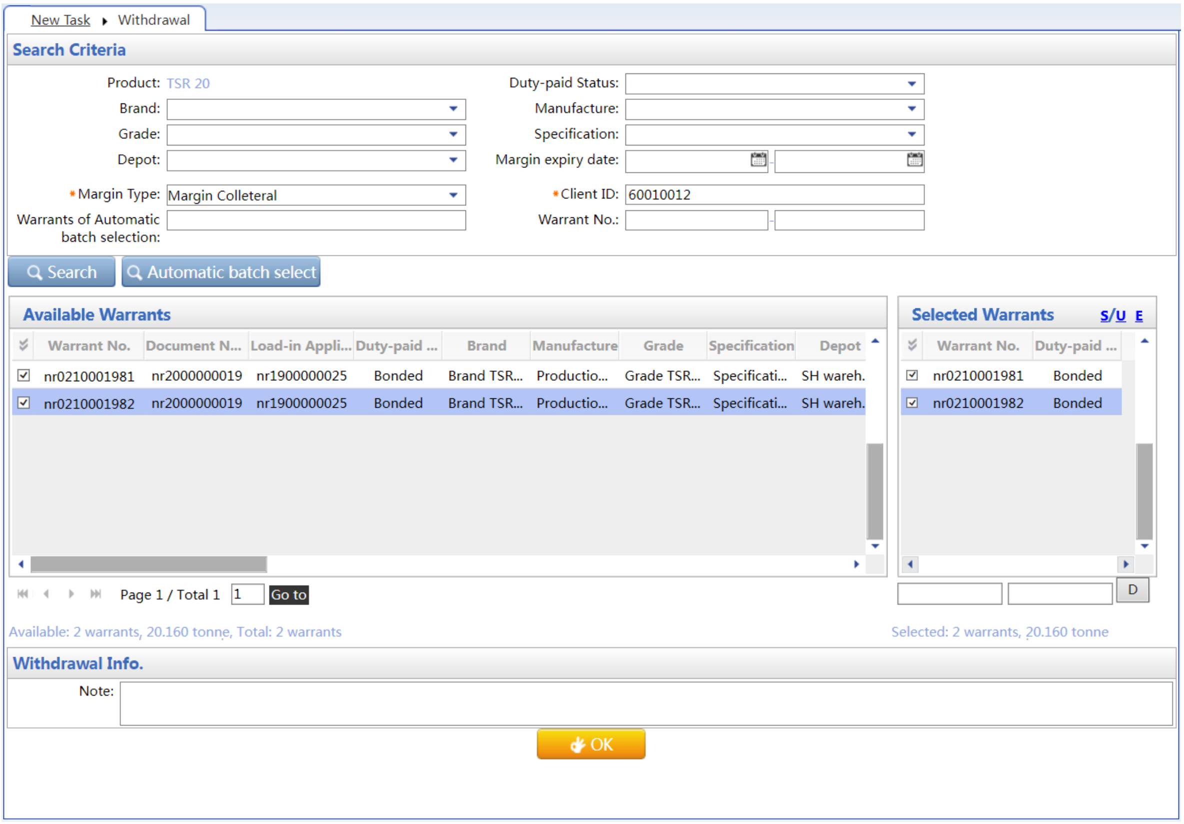
(1)

From the navigation menu, select “New Task” -->“TSR 20” --> “(Collateralization For Margin) Withdrawal” to enter the page for withdrawing TSR 20 warrants that have been deposited as margin.



(2)

In the search criteria section, select “Margin Collateral” or “Margin Collateral for the Short Positions of a Designated Contract” . Fill in “Client ID”. Select warrants (Warrants of LSFO may be selected through either the “Single Record Mode” or the “Union WarrantID Mode”). Please refer to the "Chapter2 General Functions -> Select Warrants" section for details.

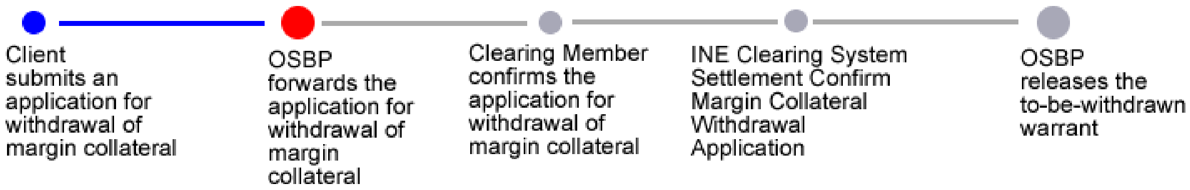


(3)Click the "OK" button to submit the application for withdrawal of margin collateral.

Task Tracking: you may inquire about and view the application and its status in the page of Task Tracking. Click the "Application No." to enter the details page of that task.

Forward a Withdrawal Application

OSBPs are required to forward the withdrawal application submitted by their clients.



(1)

From the navigation menu, select “To do” --> “TSR 20” --> “Margin Collateral Withdrawal” to search for the margin collateral withdrawal task.

(2)

Click the "Application No." to enter the details page.

(3)

Click the "OK" button to forward the warrant withdrawal application.

Release the Warrant

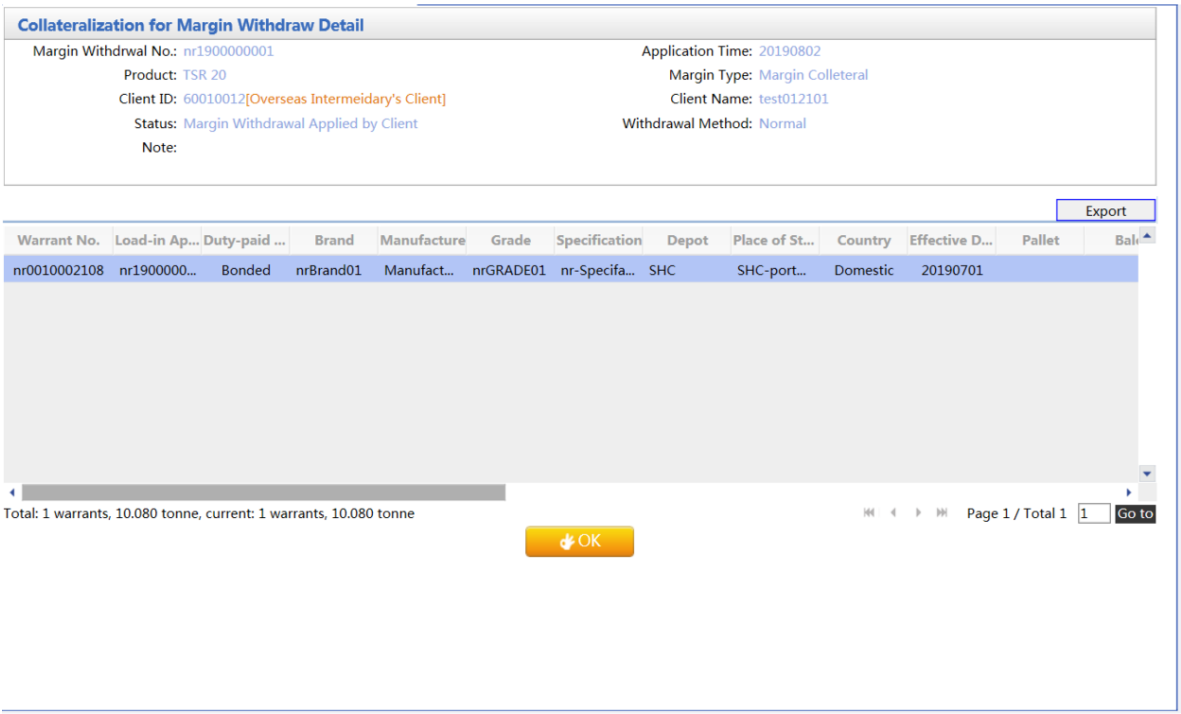
Under the Normal Withdrawal, the OSBP may the release the warrant to be withdrawn after the Clearing System of the Exchange approves the application for withdrawal of margin collateral.In the case of a forced withdrawal of margin collateral by INE, after the approval of the Settlement System, the relevant OSBP is also required to release and withdraw the relevant warrants.

(1)

From the navigation menu, select “To do” --> “TSR 20” --> “Margin Collateral Withdrawal” to search for the margin collateral withdrawal task.

(2)

Click the "Application No." to enter the details page.



(3)

Click the "OK" button to release the warrant to be withdrawn.

Chapter 6 Delivery

Delivery refers to the process of both trading parties settling contracts, which have not been offset upon maturity by transferring the ownership transfer of underlying commodities upon the maturity of the futures contract.

Note: Delivery must be fulfilled within the delivery period prescribed in the contract.

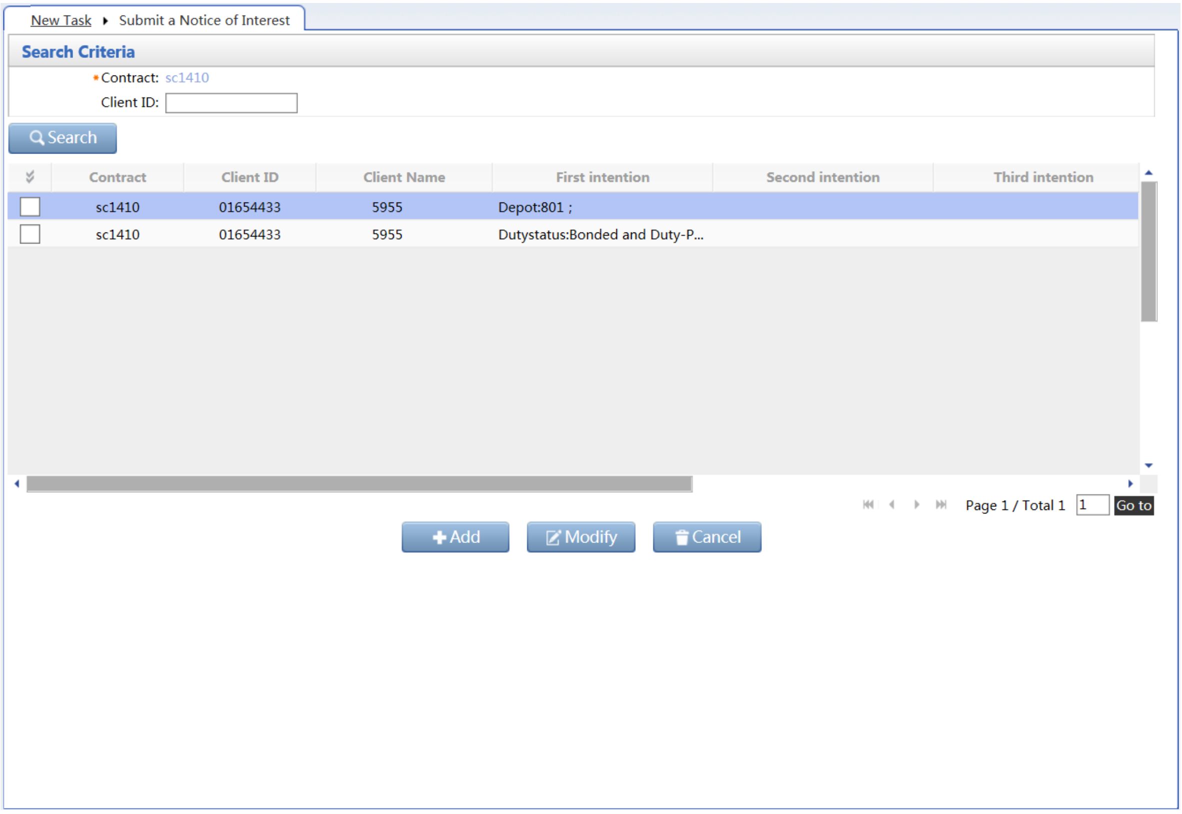
Product: Medium Sour Crude Oil

(Buyers) Submit a Notice of Interest

Once a contract enters the delivery stage, a buy-side OSBP can use this System to manage the buy intents for the delivery. During the delivery stage for a contract, the buying client should submit its buy intents to the OSBP for review. The OSBP can also use the System to submit the buy intents on the client's behalf, but review by the OSBP is still needed in this case before the buy intents are entered into the Delivery System for the assignment of deliverables.

(1)

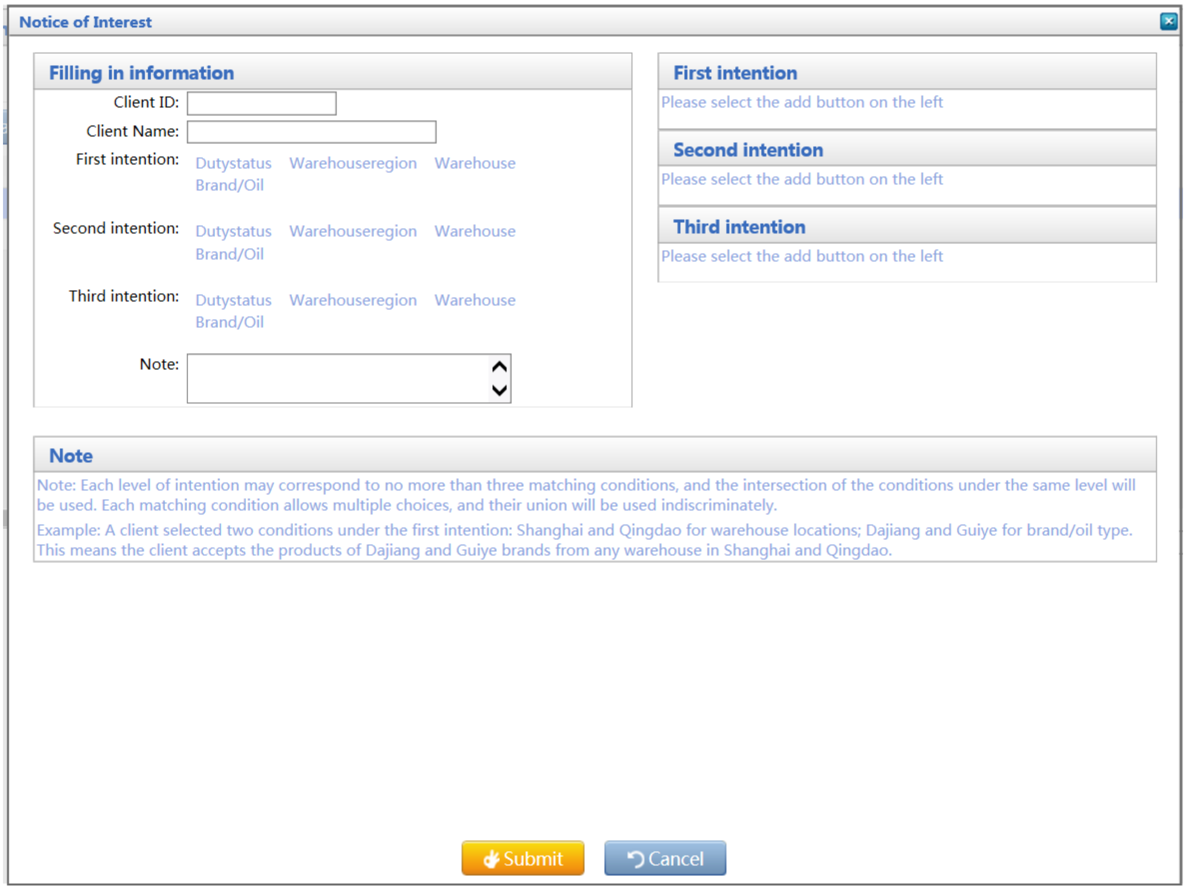
In the navigation menu, select "New Task" --> "(Delivery) Submit a Notice of Interest" to enter the relevant page of "submit a notice of interest". You may inquire about the submitted notice of interest according to the "Contract" and "Buy-side Client ID".



(2)

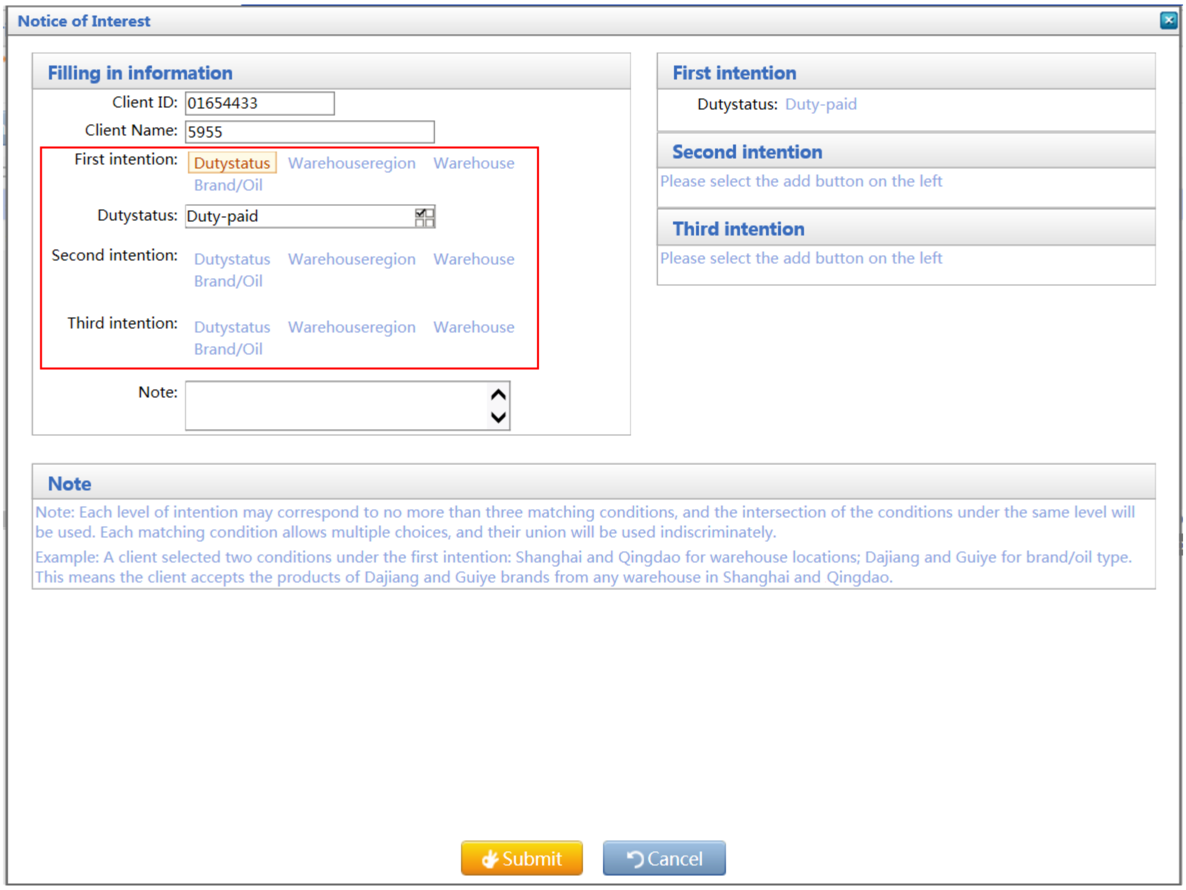
Add buy intent

Step 1: Click the “Add” button at the bottom of the “Submit Buy Intent” page. This will bring up the “Buy Intent” window containing a form that should be filled out.



Step 2: For the “Buy Intent” form, the user should fill out the first choice, the second choice, and the third choice. Using the first choice as an example, the user should click on and select the match conditions to be enabled—for example, duty paid or unpaid. This will display the combo box for the duty status. Click on the combo box and select the desired option from the drop-down list. The selected match condition will be displayed to the right, under the match conditions for the first choice.

Note:The selection rules for the match conditions for each level of choice are described in the “Remarks” section at the bottom of the window.



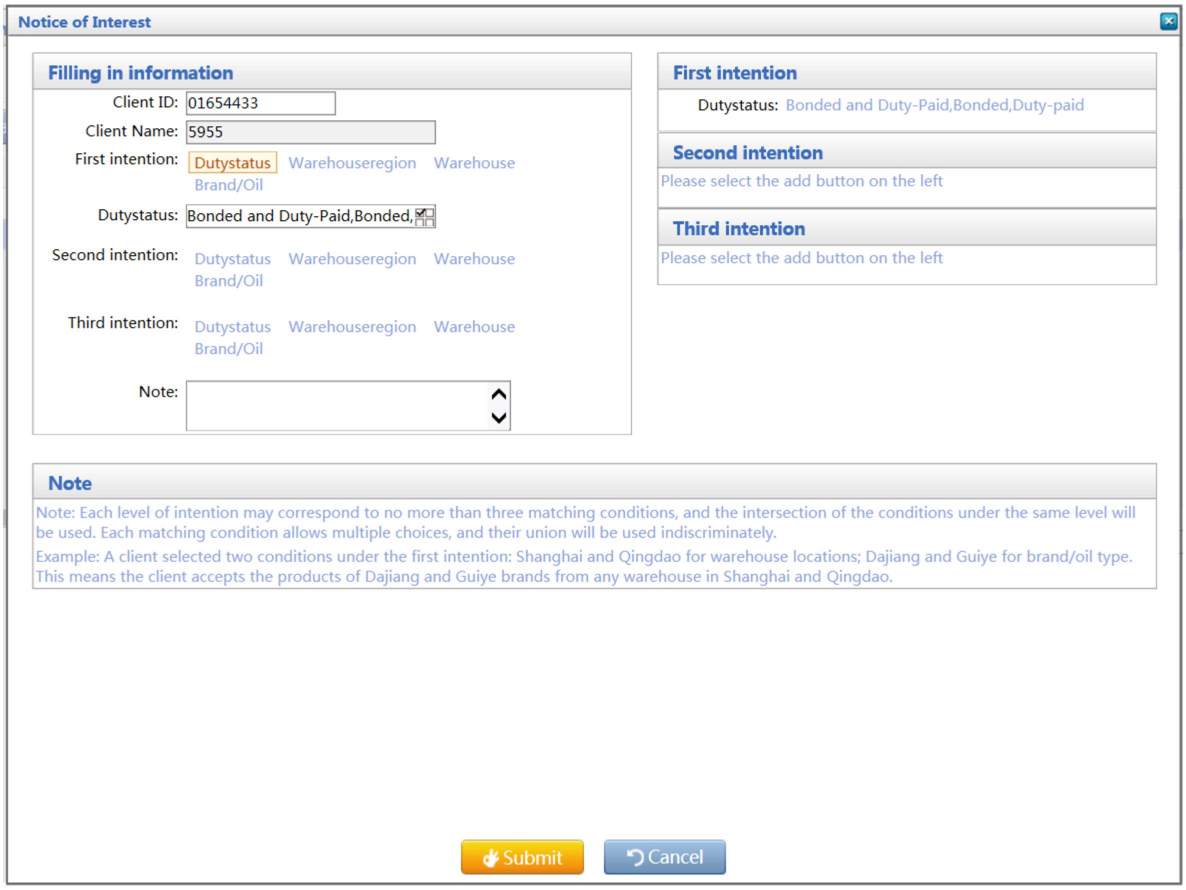
Step 3: Once the first, second, and third choices and the notes sections are filled out, click the “Submit” button to submit the buy intent. The newly submitted buy intent needs to be reviewed from the “Review Buy Intent” menu under “New Tasks.”

【3】

Modify buy intent

From the submit buy intent page, select the desired buy intent and click the “Modify” button at the bottom. Changes can then be made in the buy intent popup window. Click “Submit” once the desired changes are made.

Note: Only submitted or rejected buy intents can be modified.



【4】

Withdraw buy intent

From the submit buy intent page, select one buy intent and click the “Withdraw” button at the bottom. Once the System displays “Operation successful,” the selected buy intent will have been canceled.

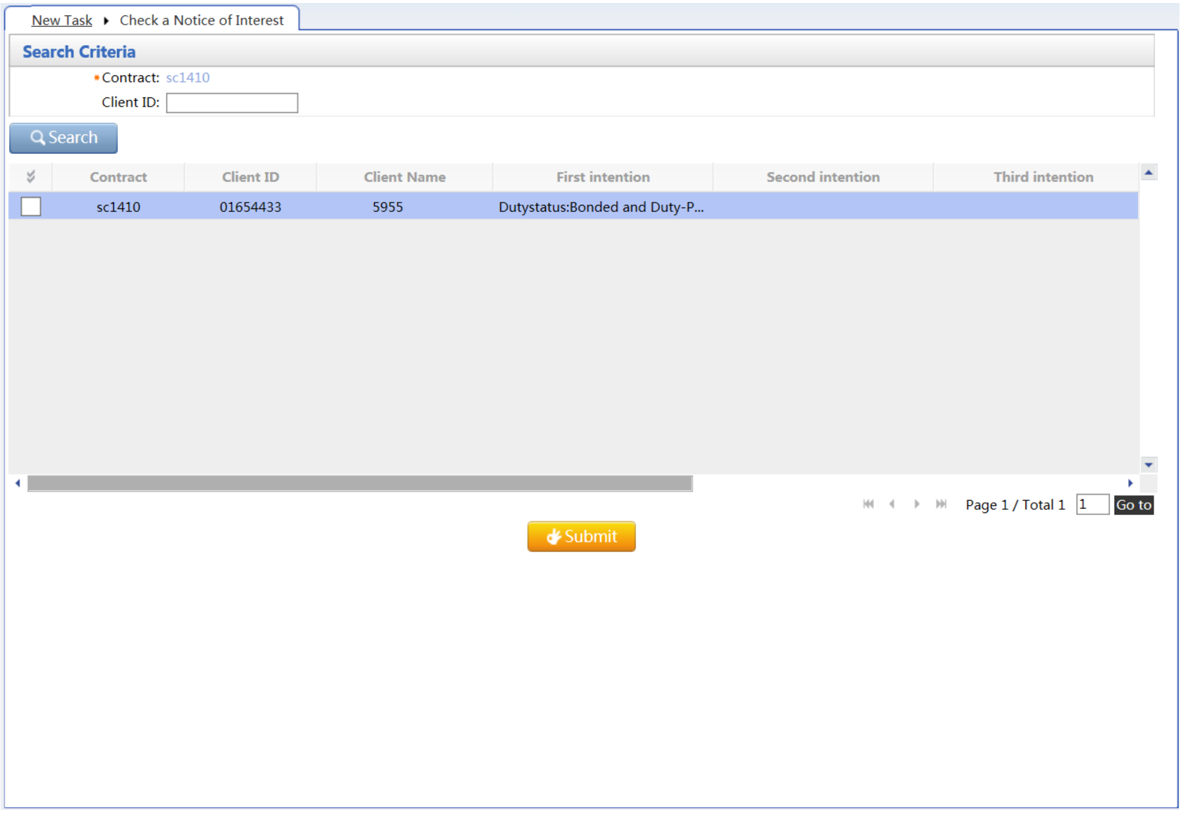
Note: Only submitted or rejected buy intents can be withdrawn.

(Buyers) Check a Notice of Interest

An OSBP needs to review a buy intent after it submits it or after its client has submitted it and designated the OSBP to review it.

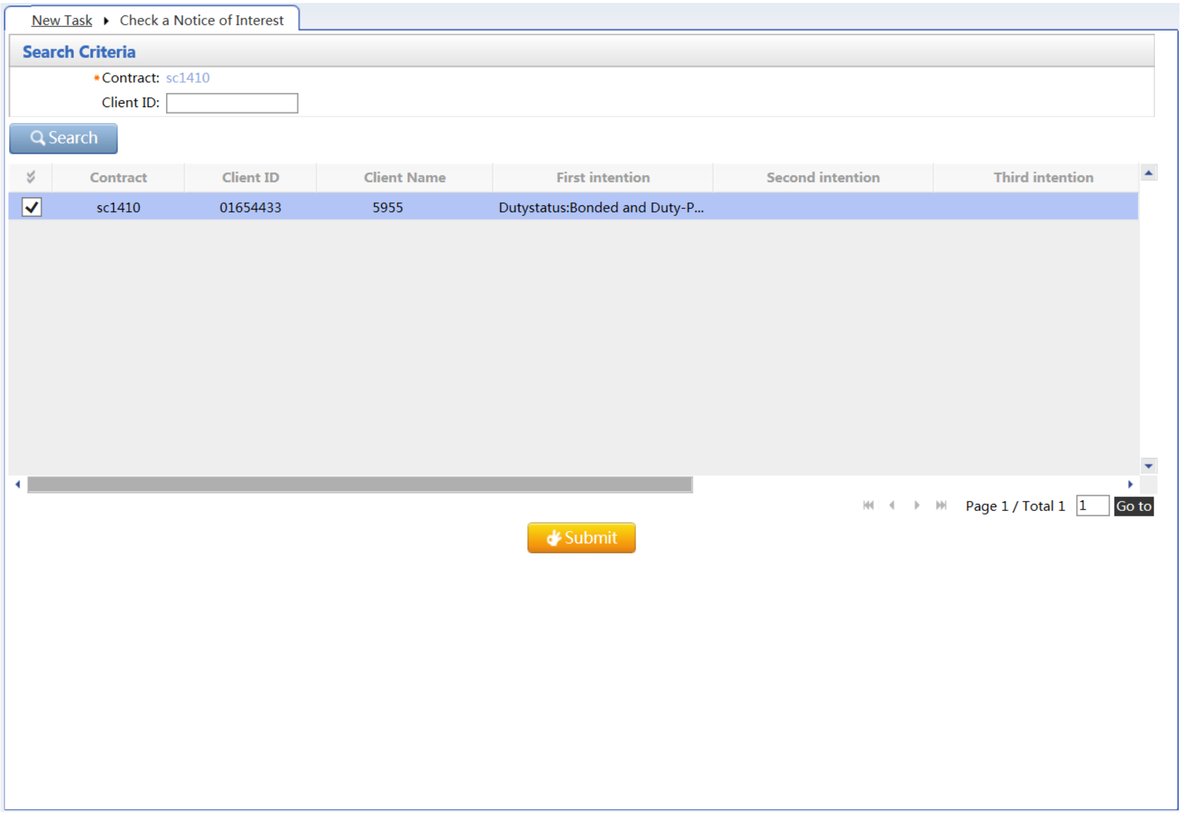
(1)

Select “New Task” from the navigation menu, then in the new task page select “Medium Sour Crude Oil (SC)” and “Review Buy Intent (Delivery at Expiration)” to enter the review page for buy intents for crude oil.



(2)

Select the buy intents awaiting review, then click the “Submit” button. The buy intents will have cleared the review process once the System indicates “Operation successful.”

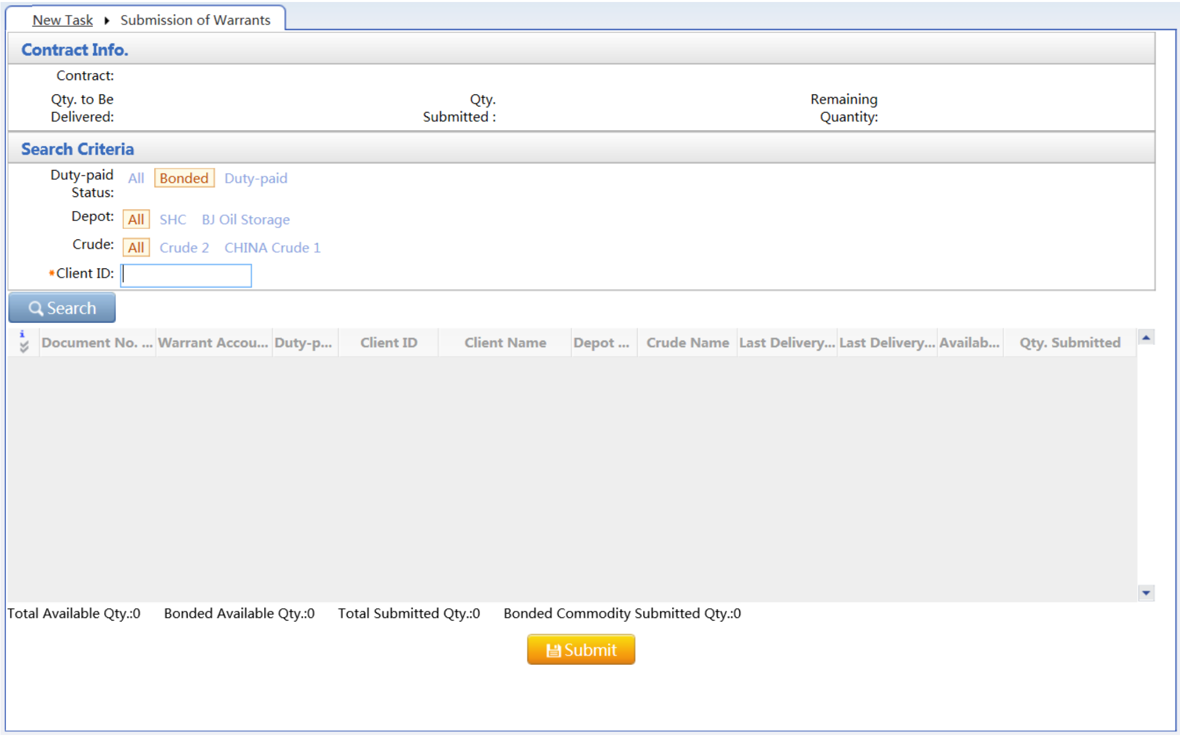


(Sellers) Submit a Warrant

When the futures contract enters its delivery period, OSBPs may submit the warrant for delivery with the warrant quantity authorized by their Clients for delivery. One application form of warrant for delivery submitted by an OSBP is only for one single client.

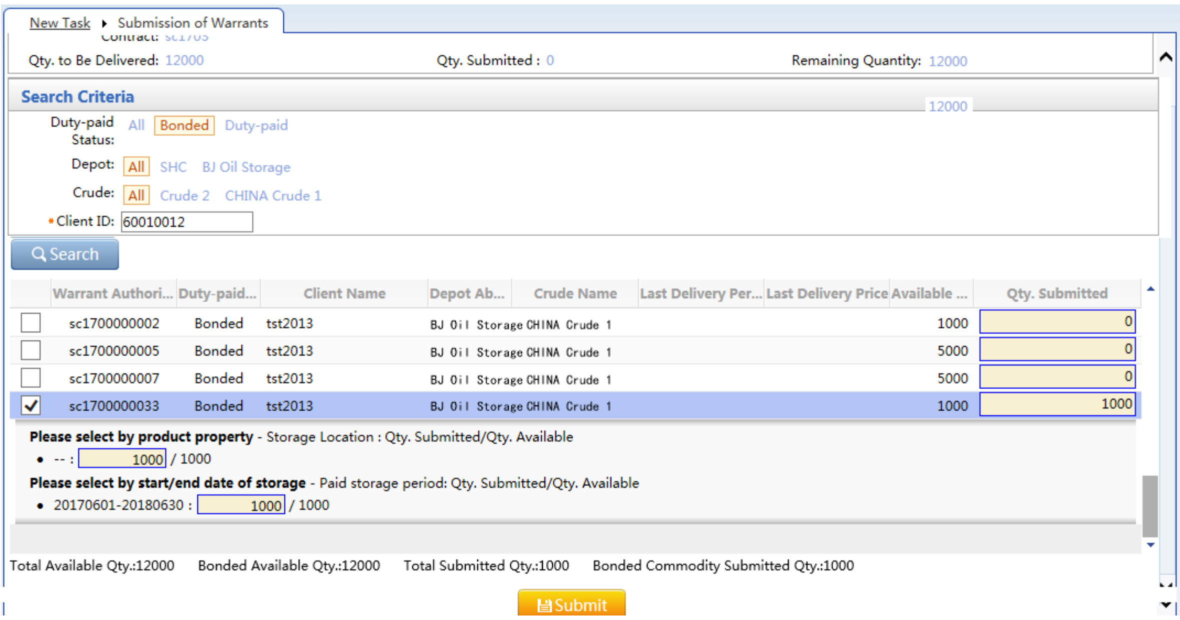
(1)

In the navigation menu, select "New Task" --> "(Delivery) Submit a Warrant" to enter the page of submission of a warrant.



The information of the contract for delivery will be automatically displayed at the top of the page.

(2)



Input the information such as "Client ID" to inquire about the warrant authorized by the Client for delivery.

(3)

Select the warrant for delivery and fill in the "Quantity Submitted".

Click the "Submit" button to submit the warrant.

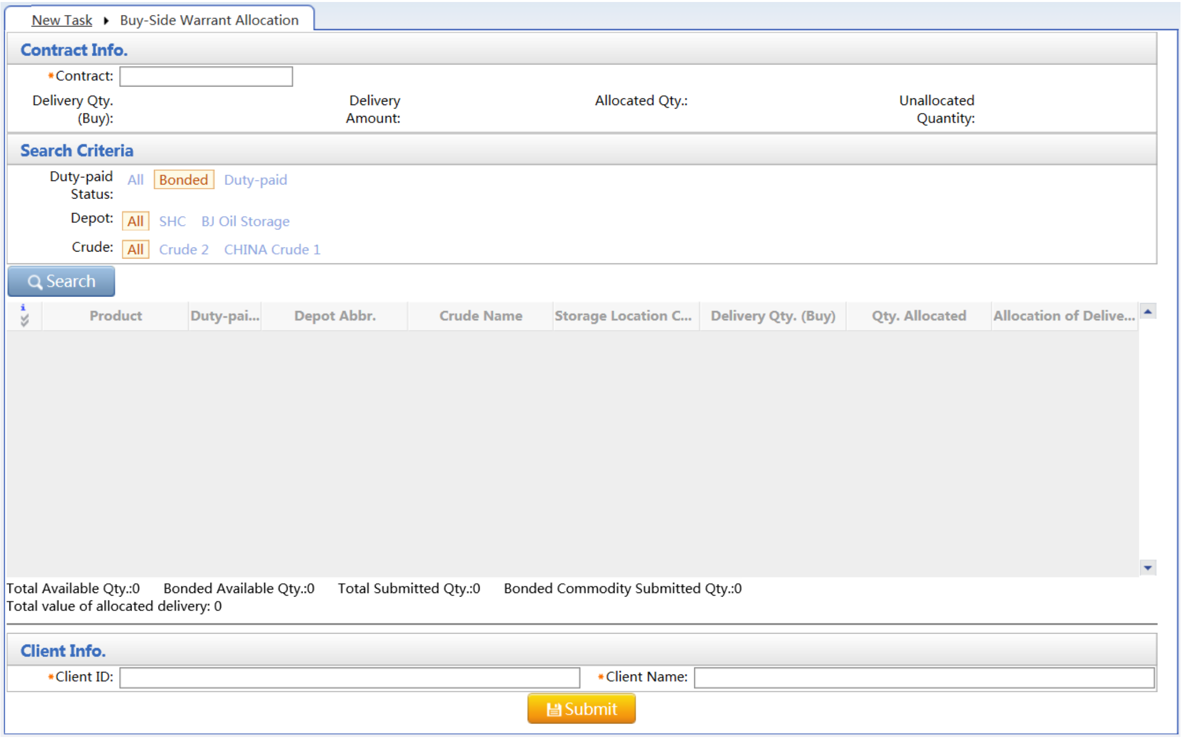
The application for warrant delivery is also required to be reviewed by the Clearing Member after being submitted by the OSBP.

(Buyers) Allocate the Warrant

Upon the completion of matching and settlement, the delivery results will be synchronized to this System. Buy-side OSBPs may use this function to conduct delivery allocation, which is to allocate the warrant to their clients. Such an allocation is required to be reconfirmed. Buy-side OSBPs may cancel the allocation and re-allocate the warrant prior to the reconfirmation.

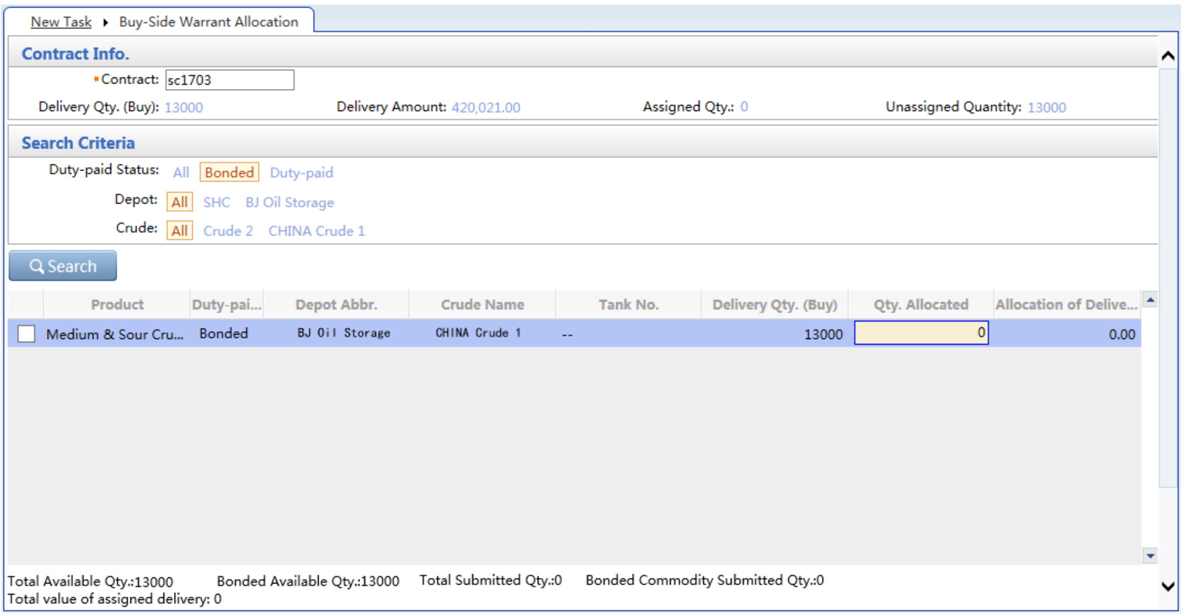
(1)

In the navigation menu, select "New Task" --> "(Delivery) Allocate the Warrant" to enter the page of "Buy-side Warrant Allocation".



(2)

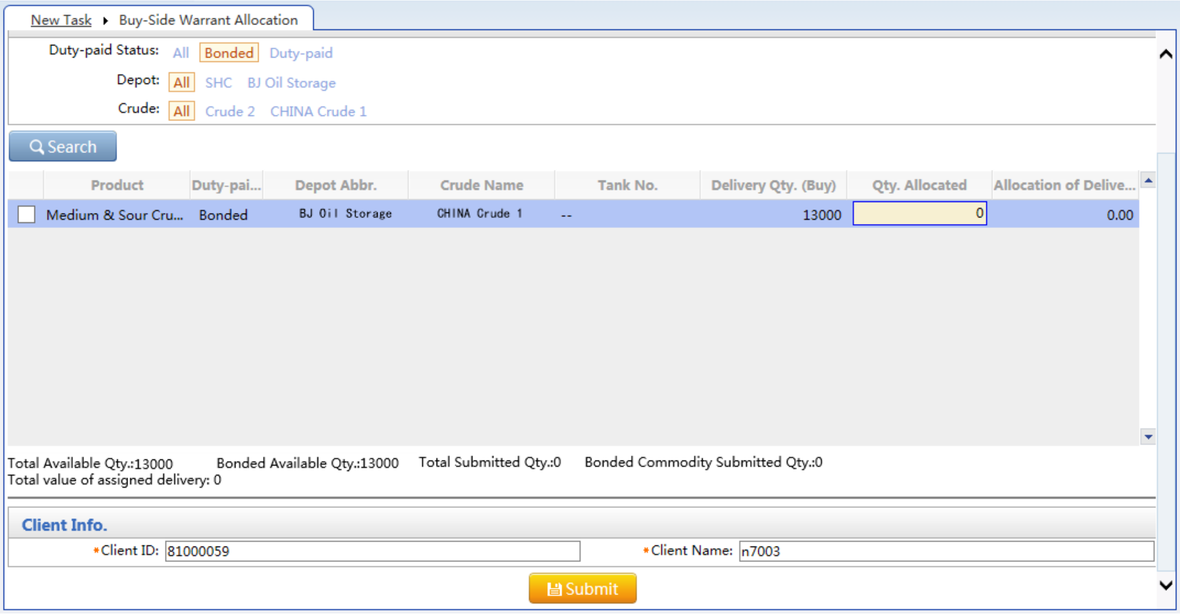
Information of commodities that have been bought is displayed at the top of the page.



Input the contract and the system will automatically display the data at the lower part of the section such as Delivery Quantity (Buy), Delivery Amount, Quantity Allocated and Quantity Unallocated, indicating the delivery data of the contract for delivery.

Define the search criteria and inquire about the warrant that has been matched and settled in the Delivery System, and ready for allocation.

(3)



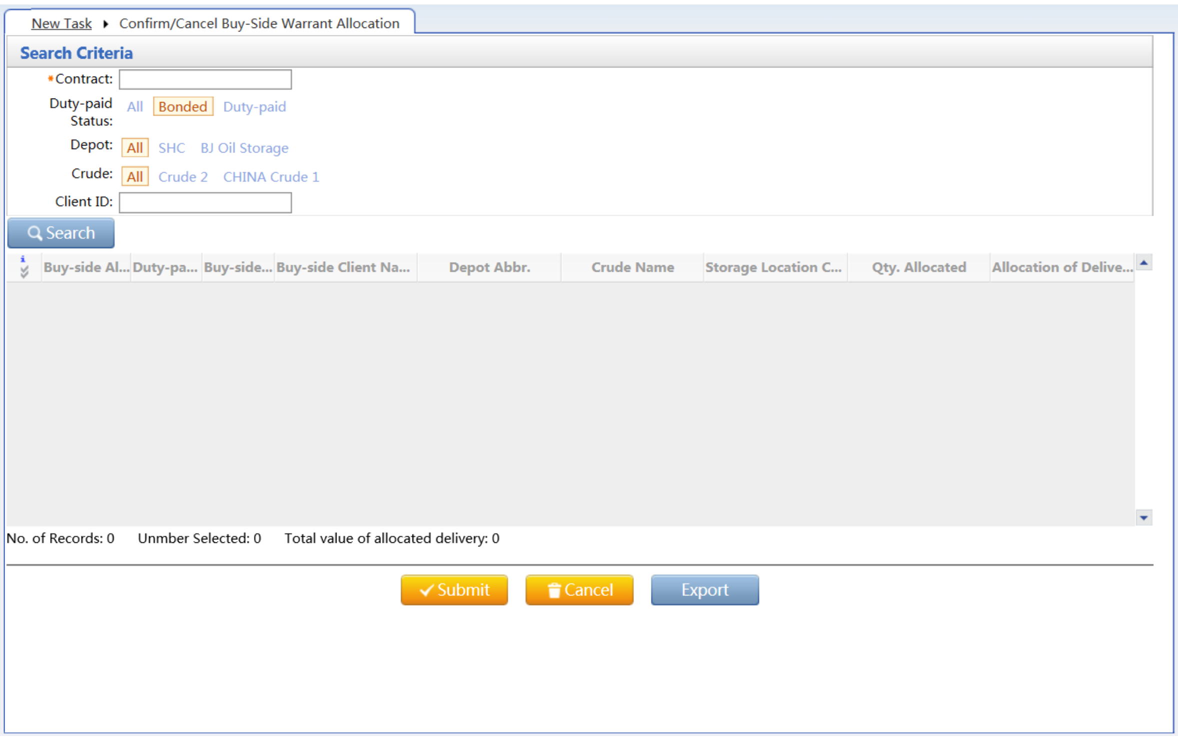
Select the warrant to be allocated and fill in the "Allocate Quantity".
Fill in the "Client ID" and "Client Name" for the warrant to be allocated at the lower part of the page.Upon completion, click the "Submit" button to allocate the warrant.

(Buyers) Confirm/Cancel the Warrant Allocation

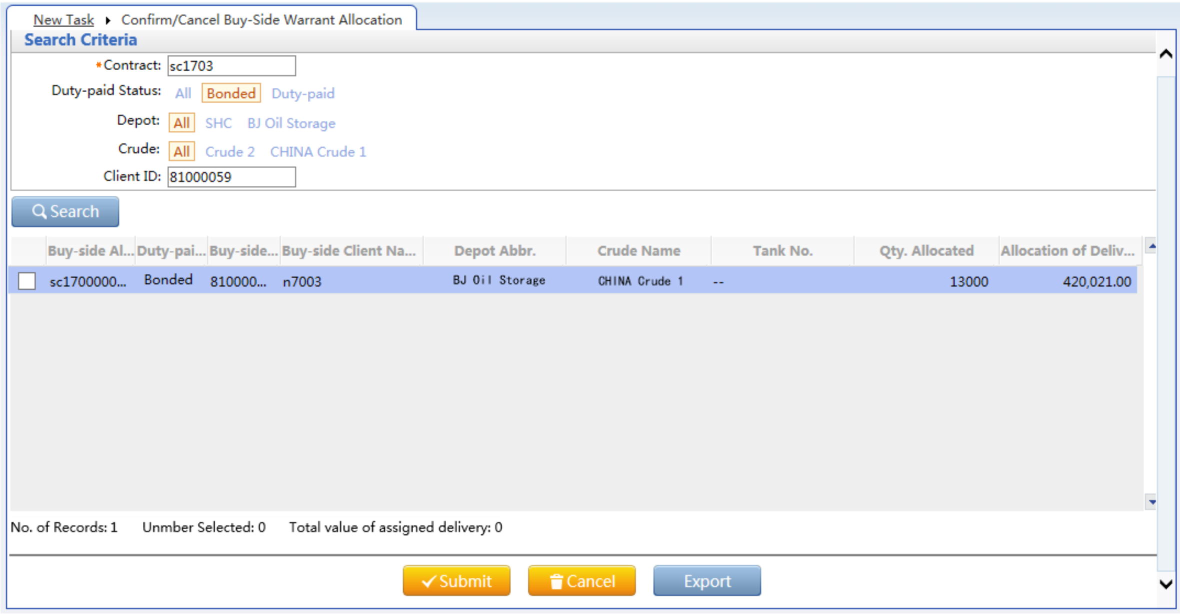
The warrant allocation made by buy-side OSBPs is required to be reconfirmed. Buy-side OSBPs may cancel the allocation and re-allocate the warrant prior to the reconfirmation.

(1)

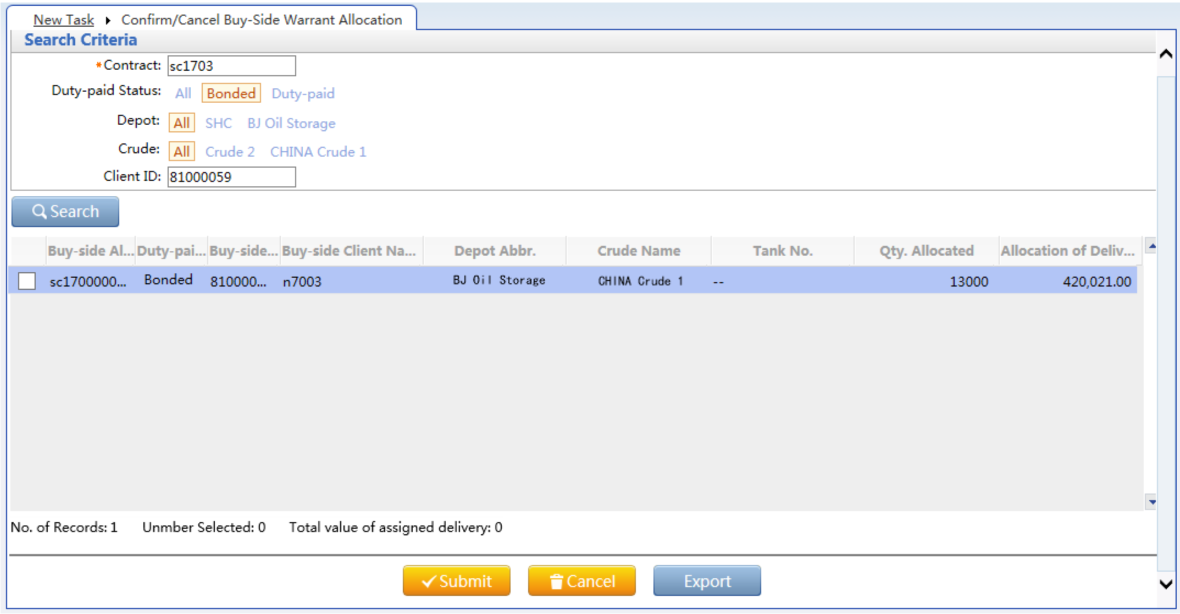
In the navigation menu, select "New Task" --> "Confirm/Cancel the Warrant Allocation" to enter the page of Confirm/Cancel the Warrant Allocation.



(2)



Input the contract and define the search criteria to inquire about the buy-side warrant to be confirmed or canceled for allocation.



(3)

Select the warrants to be confirmed or canceled for allocation and perform the following steps at the lower part of the page:

- Pass: click the "Submit" button to confirm the warrant allocation.
- Cancel: click the "Cancel" button to cancel the warrant allocation of the. The OSBP may re-allocate the warrant.
- Export: click the "Export" button to export the searching result into your computer.

The warrant is also required to be released by the Clearing Member after the OSBP confirms the warrant allocation.

Product: TSR 20, LSFO, Copper

The process and steps for at-expiration delivery are essentially identical for TSR 20, LSFO, and Copper. This section uses TSR 20 to illustrate the specific operations to be taken by an OSBP at each process node for at-expiration delivery. Please use the section below as a reference for the corresponding process and steps for LSFO and Copper, as those will not be covered separately.

(Buyers) Submit a Notice of Interest

Once a contract enters the delivery stage, a buy-side OSBP can use this System to manage the buy intents for the delivery. During the delivery stage for a contract, the buying client should submit its buy intents to the OSBP for review. The OSBP can also use the System to submit the buy intents on the client's behalf, but review by the OSBP is still needed in this case before the buy intents are entered into the Delivery System for the assignment of deliverables.

The operation of TSR20,LSFO and Copper is basically the same as the above operation of Medium Sour Crude Oil.Please refer to the section of the describe of Submit a Notice of Interest about Medium Sour Crude Oil.

Note:After submitting the buy intent,an OSBP needs to review it from the page of(Delivery)Chcek a Notice of Interest in the "New Task"Module.

(Buyers) Check a Notice of Interest

An OSBP needs to review a buy intent after it submits it or after its client has submitted it and designated the OSBP to review it.

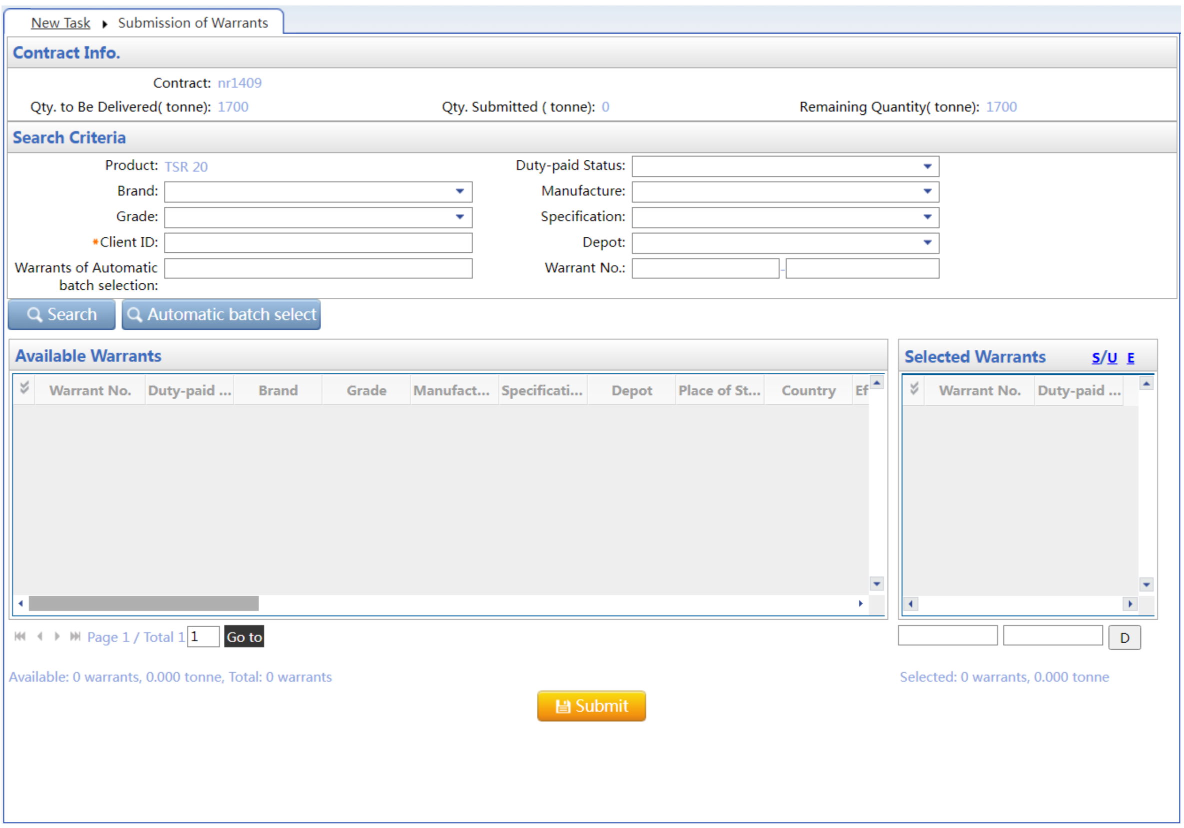
The operation of TSR20,LSFO and Copper is basically the same as the above operation of Medium Sour Crude Oil.Please refer to the section of the describe of Check a Notice of Interest about Medium Sour Crude Oil.

(Sellers) Submit a Warrant

When the futures contract enters its delivery period, OSBPs may submit the warrant for delivery with the warrant quantity authorized by their Clients for delivery. One application form of warrant for delivery submitted by an OSBP is only for one single client.

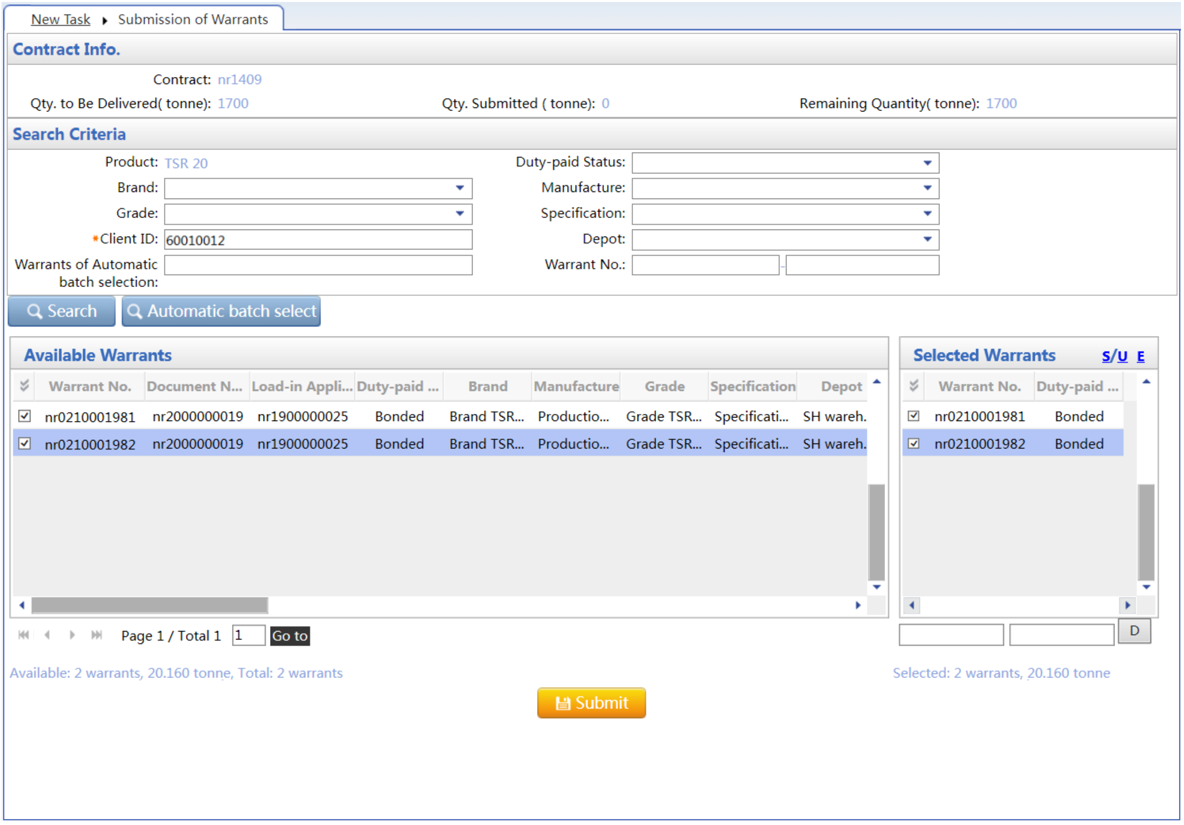
(1)

From the navigation menu, select "New Task" --> "TSR 20" --> "(Delivery) Submission of Warrants" to enter the page for submitting the TSR 20 warrants sold in a trade.



The information of the contract for delivery will be automatically displayed at the top of the page.

(2)



Input the information such as "Client ID". Select warrants (Warrants of LSFO may be selected through either the “Single Record Mode” or the “Union WarrantID Mode”). Please refer to the "Chapter2 General Functions -> Select Warrants" section for details.

(3)

Click the "Submit" button to submit the warrant.

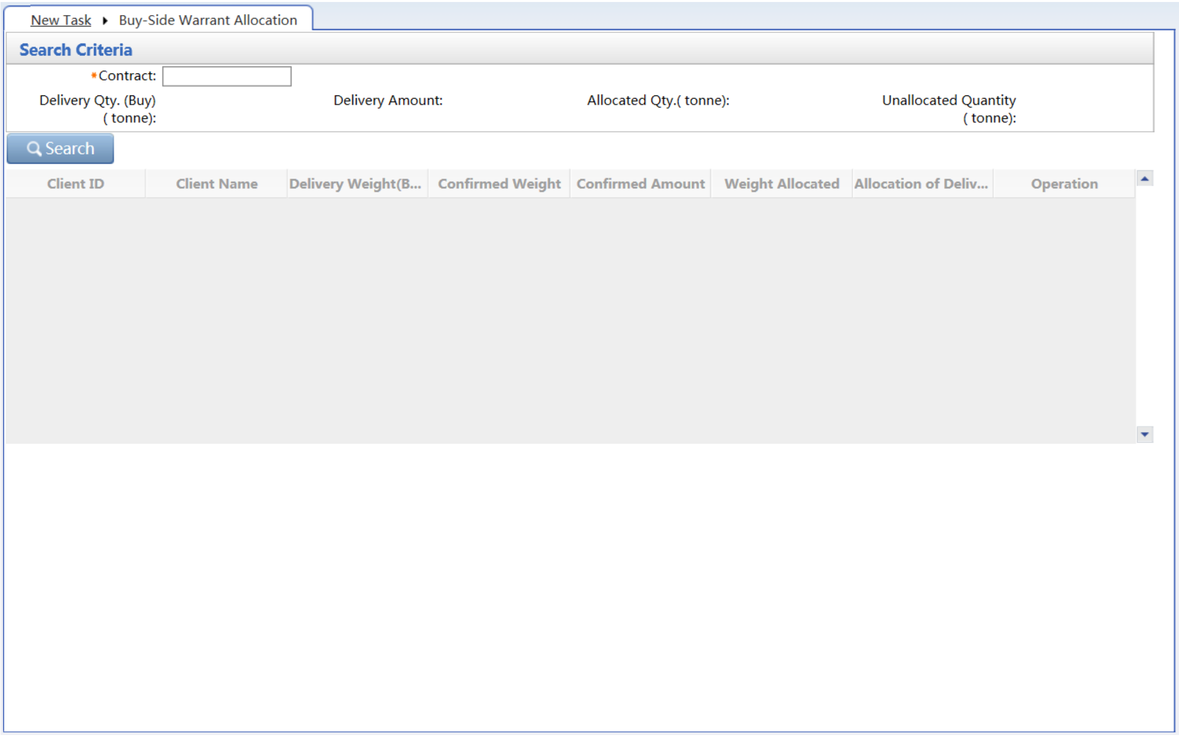
The application for warrant delivery is also required to be reviewed by the Clearing Member after being submitted by the OSBP.

(Buyers) Allocate the Warrant

Upon the completion of matching and settlement, the delivery results will be synchronized to this System. Buy-side OSBPs may use this function to conduct delivery allocation, which is to allocate the warrant to their clients. Such an allocation is required to be reconfirmed. Buy-side OSBPs may cancel the allocation and re-allocate the warrant prior to the reconfirmation.

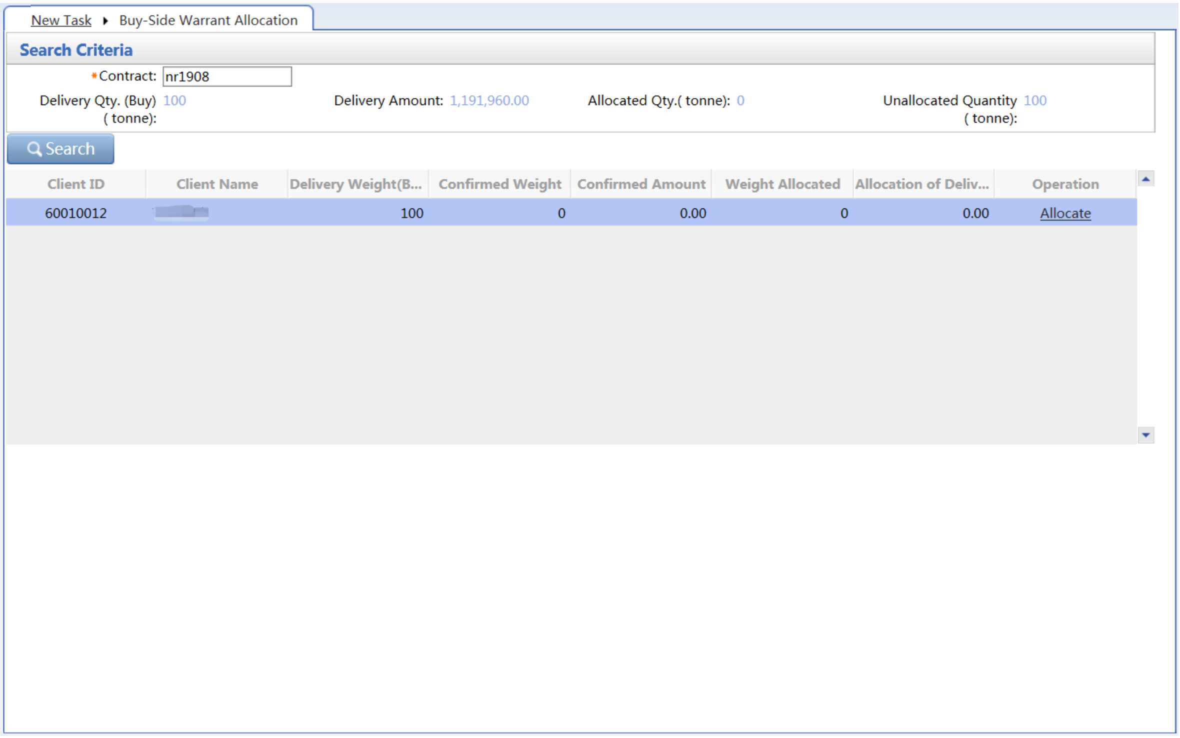
(1)

From the navigation menu, select "New Task" --> "TSR 20" --> "(Delivery) Buy-side Warrant Allocation" to enter the page of allocating purchased warrants for TSR 20.



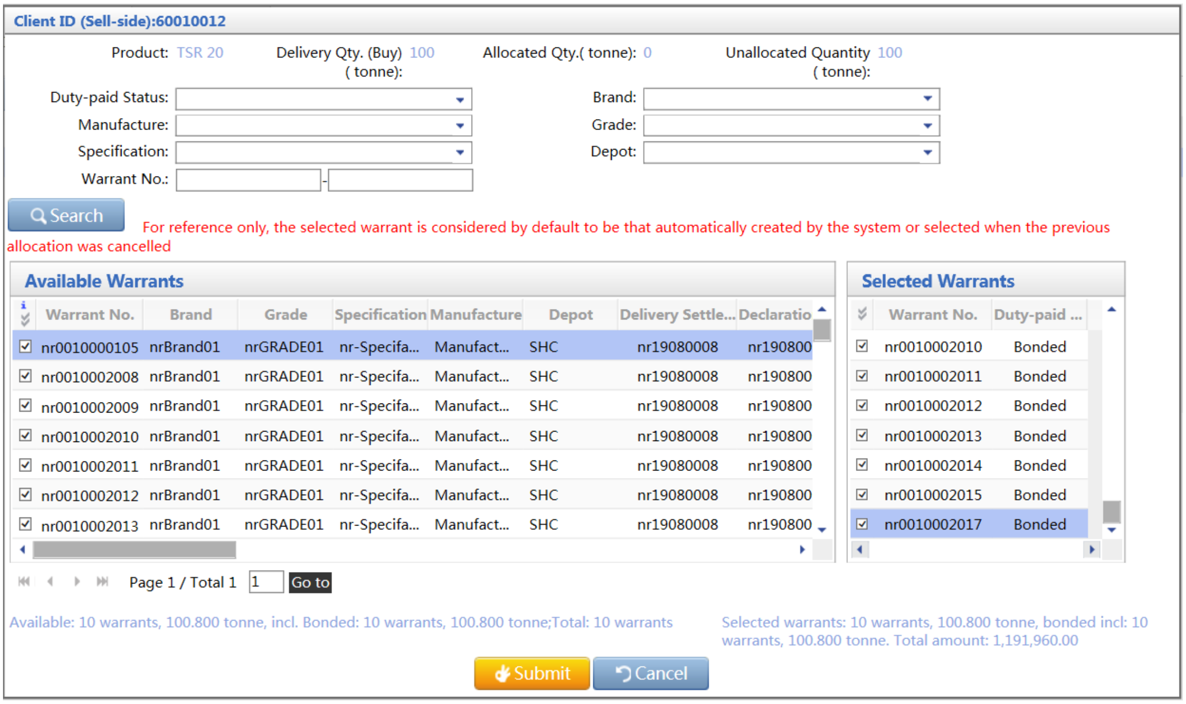
(2)

Select the contract and the system will automatically display the data at the lower part of the section such as Delivery Quantity (Buy), Delivery Amount, Quantity Allocated and Quantity Unallocated, indicating the delivery data of the contract for delivery.



(3)

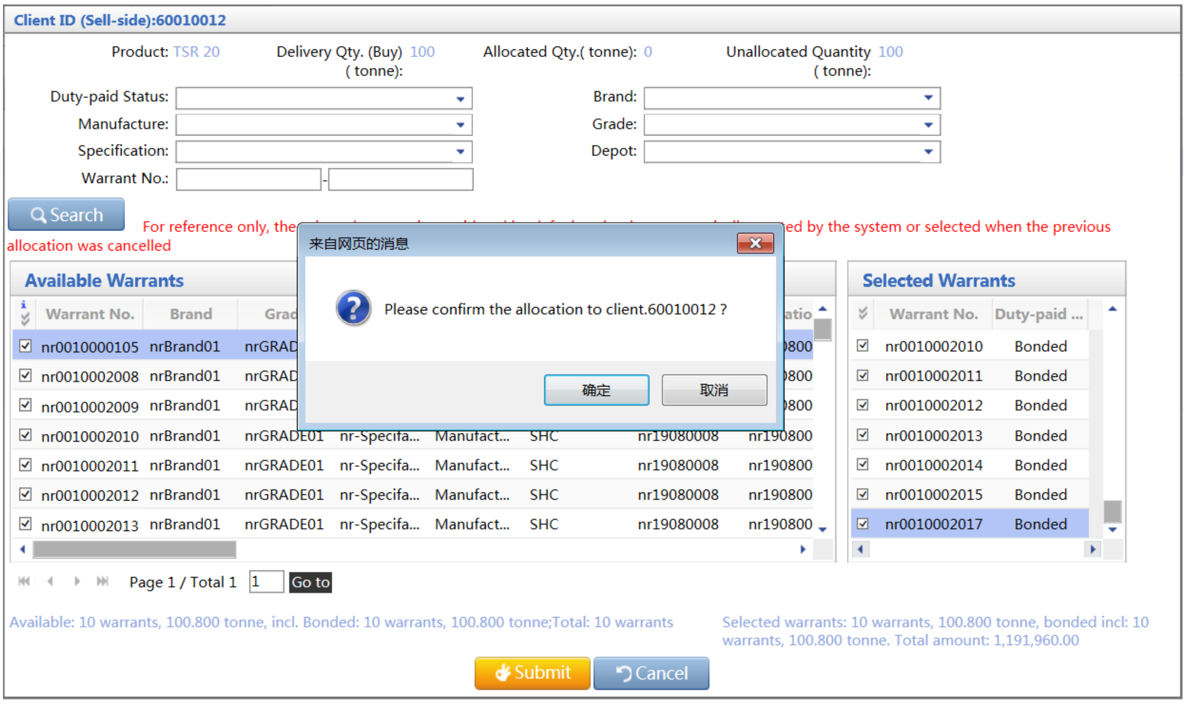
The list of Available Warrants for allocation displays the number of allocable warrants for the selected contracts by Client. Select the warrants to be allocated, and click “Allocate” in the operation column to pop up the Buy-side Warrant Allocation window.



(4)

On the Buy-side Warrant Allocation window, search for the available warrants and tick the warrants to be allocated.

Note: The default search results will select those warrants that were automatically generated by the System or were selected at the time of cancellation of the last allocation. The user may change this selection.



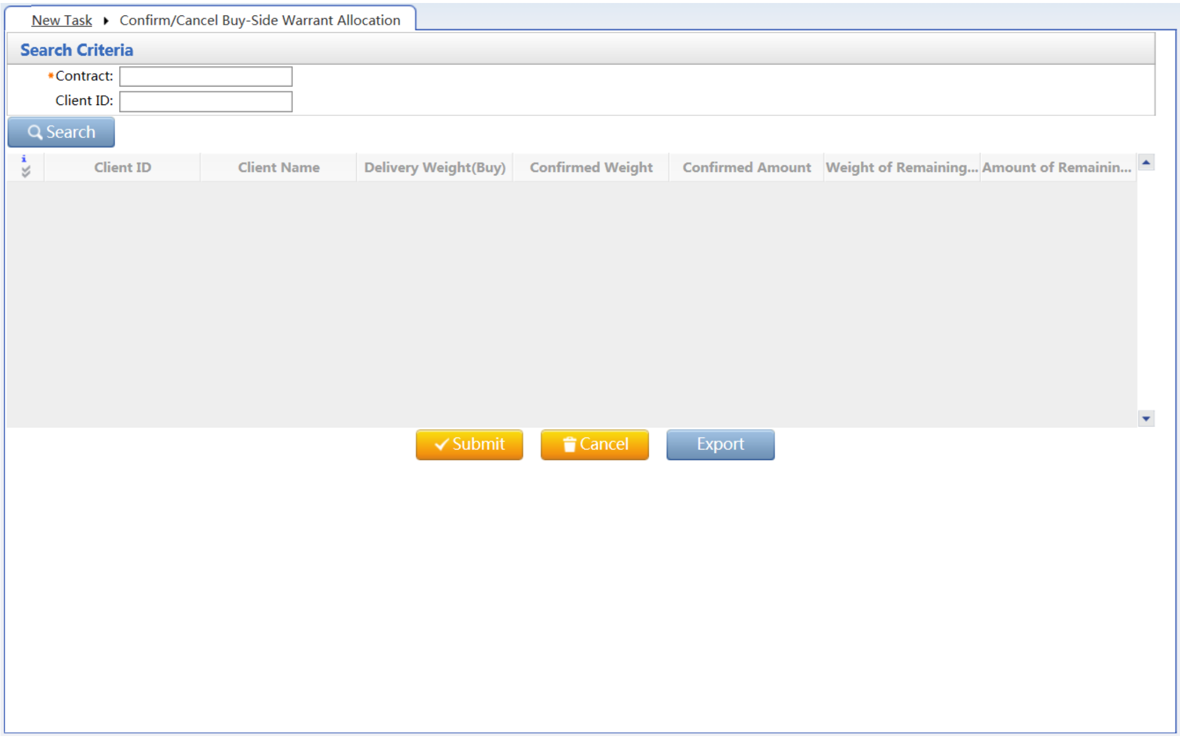
Once the selection is made, click the “Submit” button and then click “Ok” at the pop-up confirmation box to allocate the purchased warrants.

(Buyers) Confirm/Cancel the Warrant Allocation

The warrant allocation made by buy-side OSBPs is required to be reconfirmed. Buy-side OSBPs may cancel the allocation and re-allocate the warrant prior to the reconfirmation.

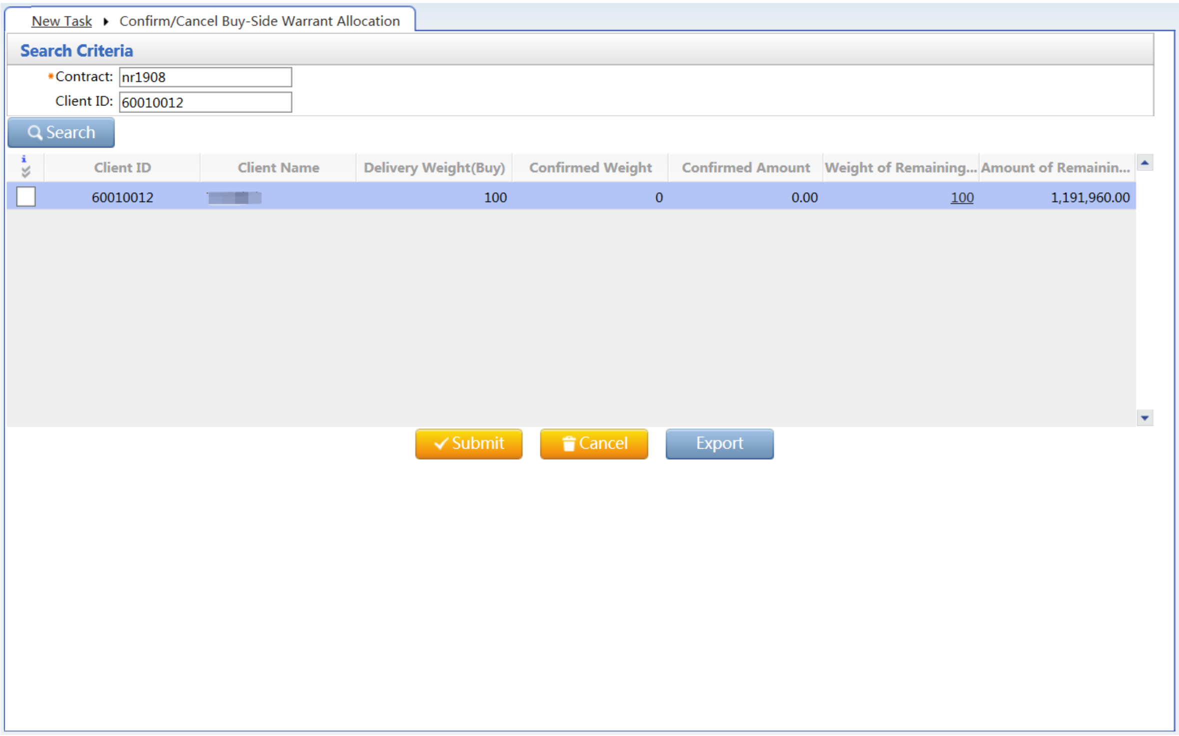
(1)

From the navigation menu, select “New Task” --> “TSR 20” --> “(Delivery) Confirm/Cancel Buy-side Warrant Allocation” to enter the page of confirming/canceling allocation of purchased warrants for TSR 20.

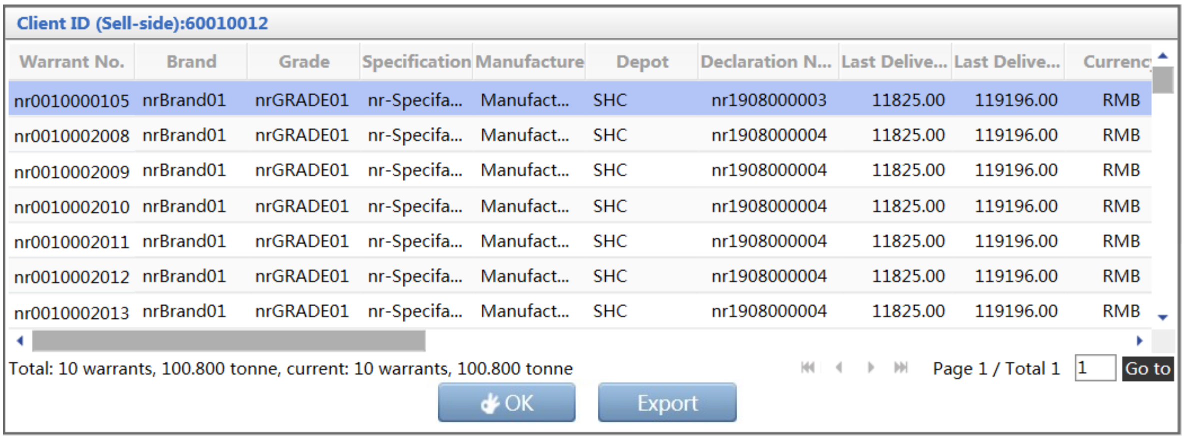


(2)

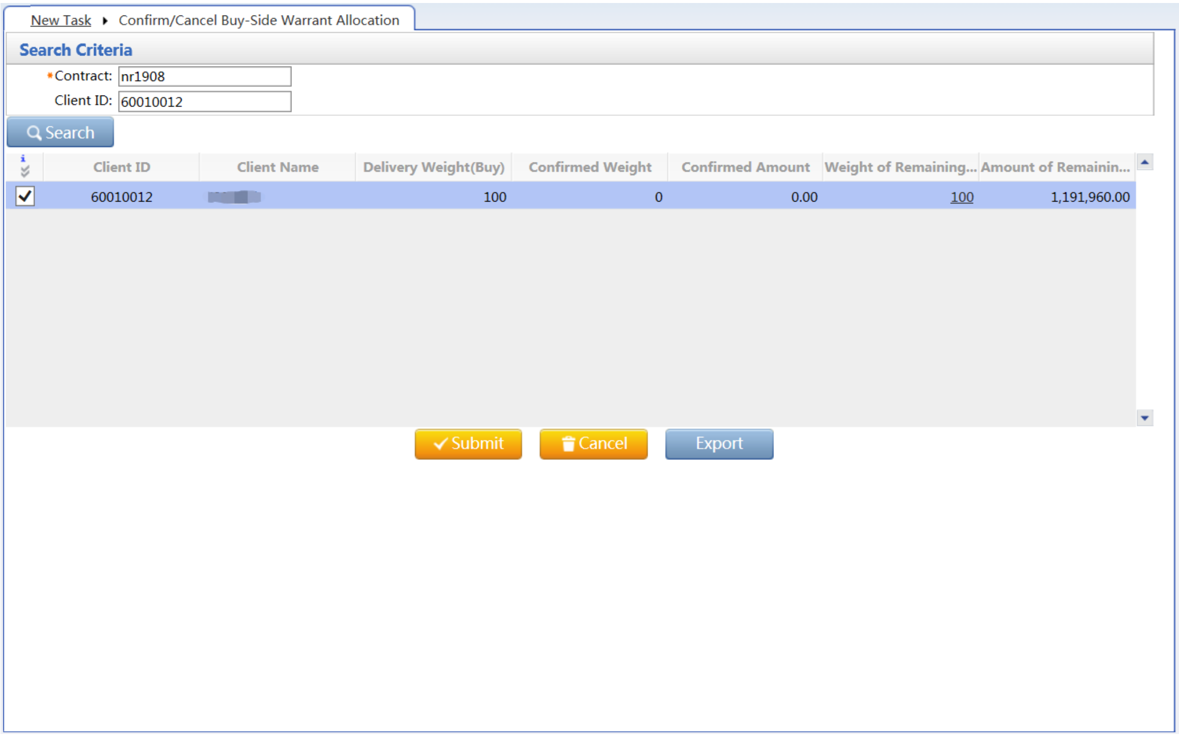
Fill in a contract code and click the "Search" button to search for the purchased warrants, as shown below:



In the list of purchased warrants, click a number in the warrants to be confirmed column to view the details of the purchased warrant, as shown below:



(3)



Select the warrants to be confirmed or canceled for allocation and perform the following steps at the lower part of the page:

- Pass: click the "Submit" button to confirm the warrant allocation.
- Cancel: click the "Cancel" button to cancel the warrant allocation of the. The OSBP may re-allocate the warrant.
- Export: click the "Export" button to export the searching result into your computer.

The warrant is also required to be released by the Clearing Member after the OSBP confirms the warrant allocation.

Chapter 7 EFP Delivery

This Chapter describes the operation of EFP by OSBPs.

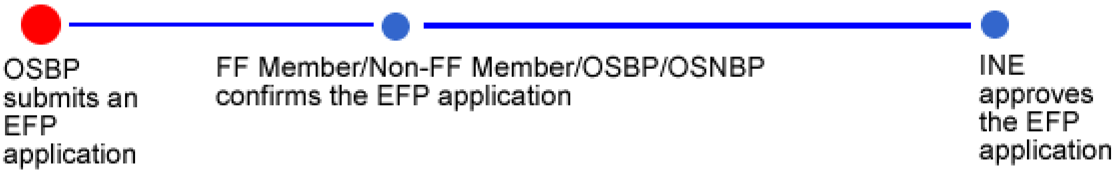
After the buyers and sellers in EFP (the participating roles may include FF Members, Non-FF Members, OSBPs and OSNBPs) reach a price through negotiations, either party may submit the EFP application to the Exchange. And the counterparty will send the confirmed application to the Exchange for approval after confirming the EFP application.

After the EFP application approved by the Exchange, both parties will have their respective positions in such contract closed out by the Exchange at the price prescribed by the Exchange. Sell-side clients will authorize a certain number of warrants for the EFP delivery by OSBPs. And OSBPs will submit the warrants authorized by sell-side clients to the Exchange within prescribed period to initiate the process of EFP delivery.

Product: Medium Sour Crude Oil

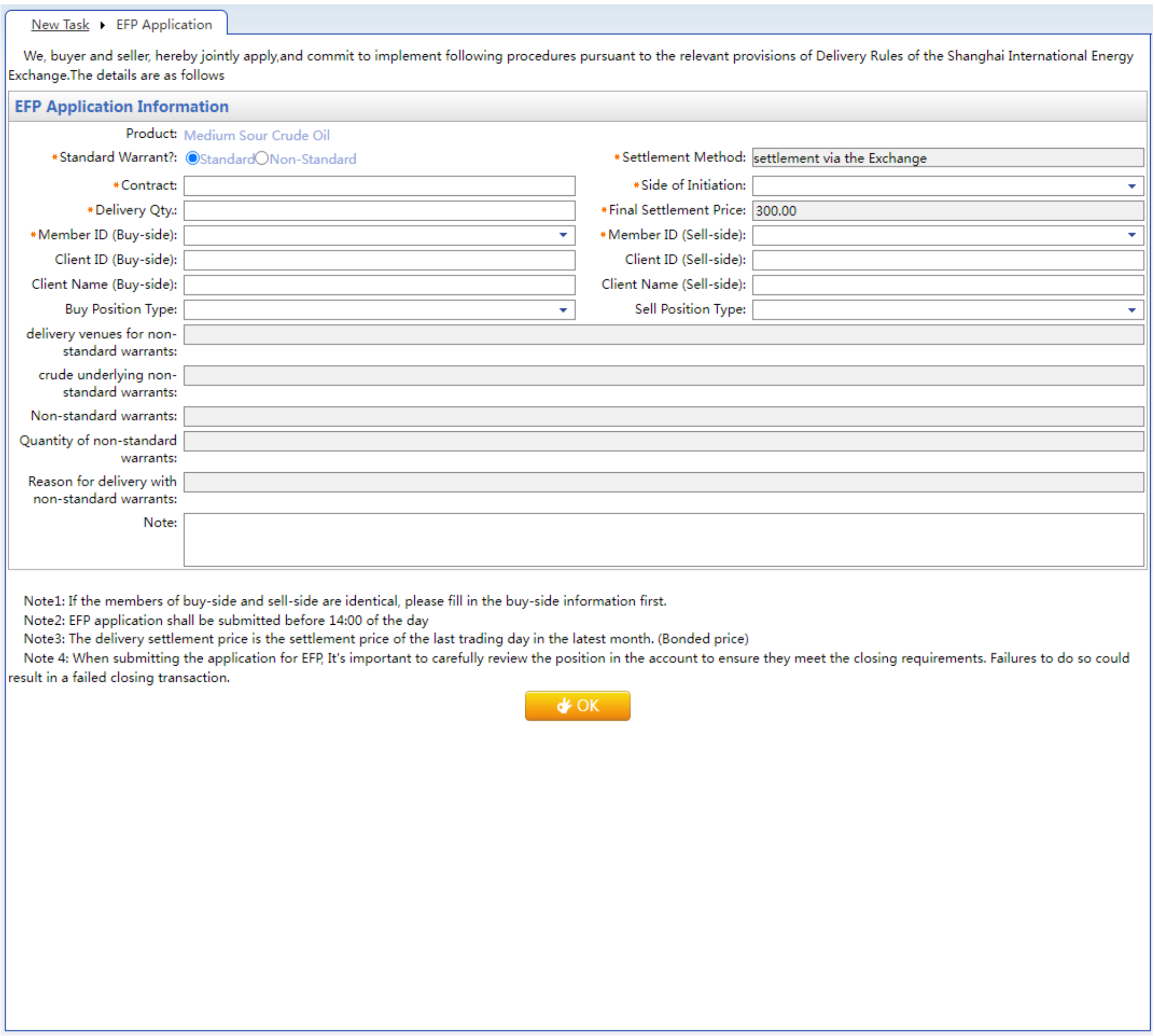
Submit an EFP Application

After a buyer and a seller make an agreement, the OSBP of either side may submit the EFP application with this function.



(1)

In the navigation menu, select "New Task" --> "(EFP Delivery) EFP Application" to enter the EFP Application page.



New Task ▸ EFP Application

We, buyer and seller, hereby jointly apply,and commit to implement following procedures pursuant to the relevant provisions of Delivery Rules of the Shanghai International Energy Exchange.The details are as follows

EFP Application Information

Product: Medium Sour Crude Oil

•Standard Warrant?: Standard Non-Standard

•Settlement Method: settlement via the Exchange

•Contract:

•Side of Initiation:

•Delivery Qty.:

•Final Settlement Price: 300.00

•Member ID (Buy-side):

•Member ID (Sell-side):

Client ID (Buy-side):

Client ID (Sell-side):

Client Name (Buy-side):

Client Name (Sell-side):

Buy Position Type:

Sell Position Type:

delivery venues for non-standard warrants:

crude underlying non-standard warrants:

Non-standard warrants:

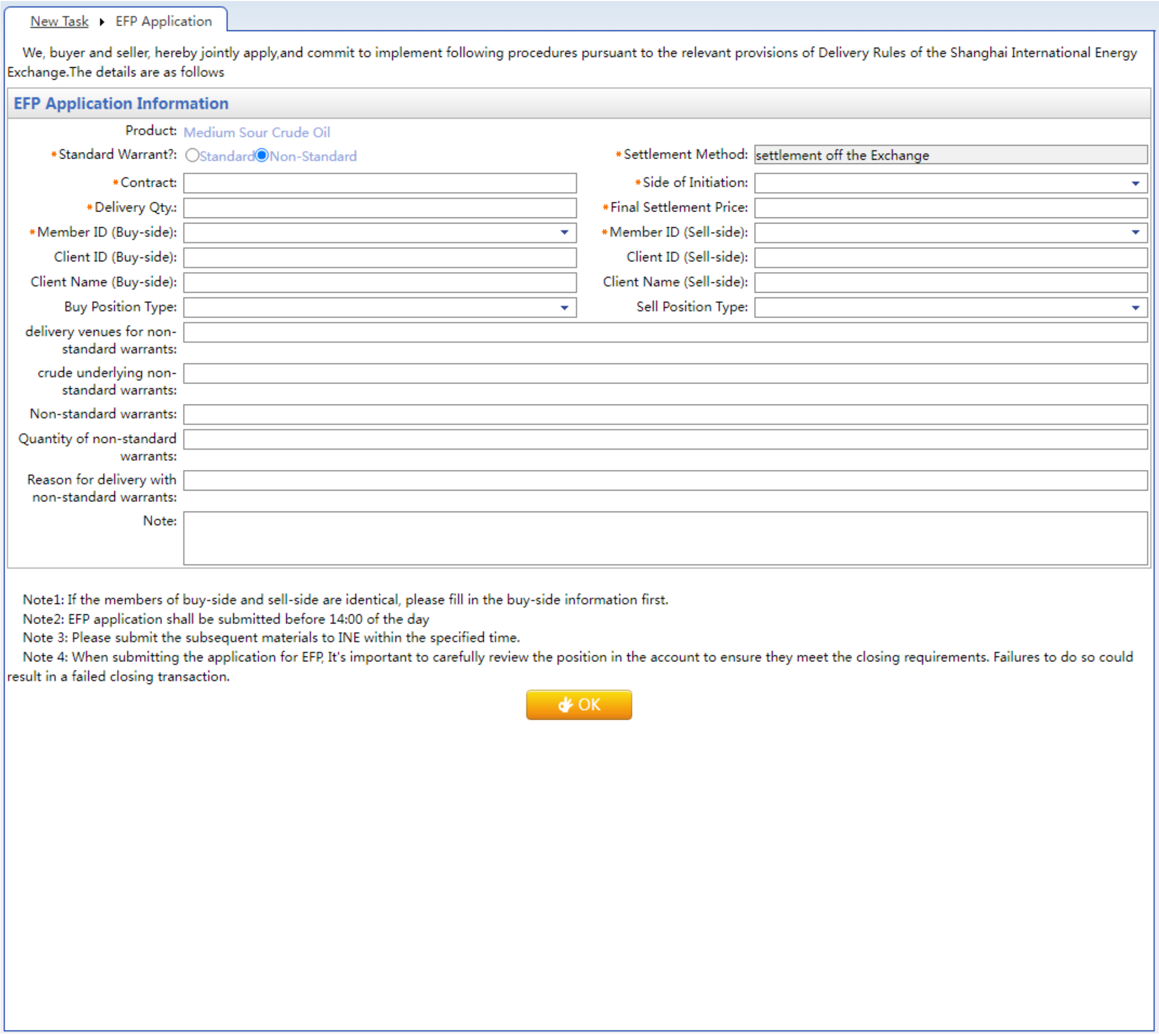
Quantity of non-standard warrants:

Reason for delivery with non-standard warrants:

Note:

Note1: If the members of buy-side and sell-side are identical, please fill in the buy-side information first.
Note2: EFP application shall be submitted before 14:00 of the day
Note3: The delivery settlement price is the settlement price of the last trading day in the latest month. (Bonded price)
Note 4: When submitting the application for EFP, It's important to carefully review the position in the account to ensure they meet the closing requirements. Failures to do so could result in a failed closing transaction.

OK



(2)

Edit all information items in turn in the EFP Application page.

First, select the standard or non-standard warrant, fill in the "Contract" for the EFP delivery and select the "Side of Initiation". When the Side of Initiation is selected, part of the information of the buyer and seller will automatically be filled in, and other information will be edited.

(3)

After filling in all the information, click the "OK" button to submit the EFP application.

The EFP application is required to be confirmed by the counterparty after being submitted successfully.

Task Tracking: You may inquire about and view the application and its status in the page of Task Tracking. Click the "Application No." to enter the details page. You may cancel the EFP application in the Task Tracking prior to the confirmation by the counterparty.

Operation	Product	Operation Type	Application No.	Task St...	Task Description	Operation Sta...	Applicati...	Processin...
	Medium Sou...	EFP Applicati...	sc1700000027	Pendi...	Member submited EFP application(initiated by Member (Bu...	EFP Applicati...	20170717	20170717

Click the icon in the operation column to enter the page for cancellation of EFP application. Click the "OK" button to cancel the EFP application.

Confirm an EFP Application

When the counterparty FF Members, Non-FF Members, OSBPs or OSNBPs submit the EFP application as agreed upon, OSBPs are required to confirm the EFP application.

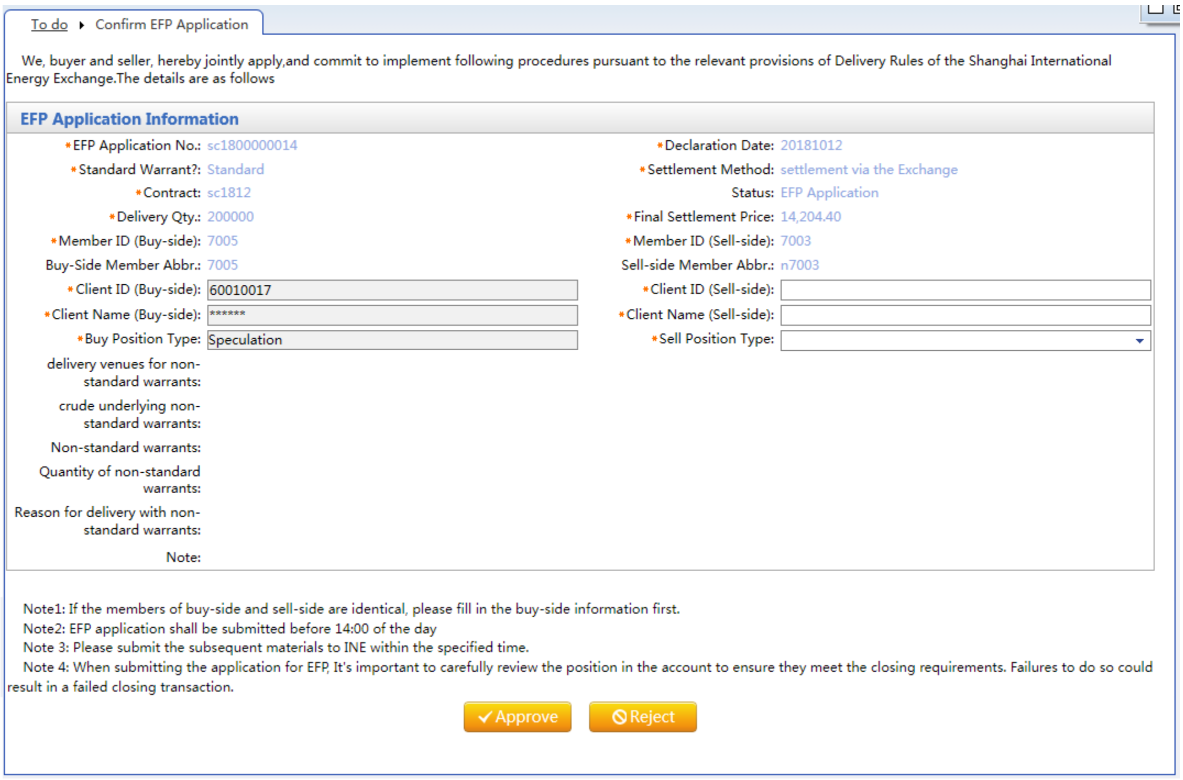
(1)

After the EFP application is submitted by the counterparty, OSBPs may inquire about and view that EFP application to be confirmed in To-do Tasks.

Product	Operation T...	Application No.	Task Description	Operation Sta...	Applicatio...	Applicatio...	Processin...	Processing...
Medium Sou...	EFP Applicat...	sc1700000022	Member submi Pendi... application(initiated by Sell-side...	EFP Applicati...	20170621	21:18:40	20170621	21:18:40

(2)

Click the "Application No." to enter the page of Confirm EFP application. The following figure shows the EPP application of standard warehouse and non-standard warehouse.


To do ▸ Confirm EFP Application

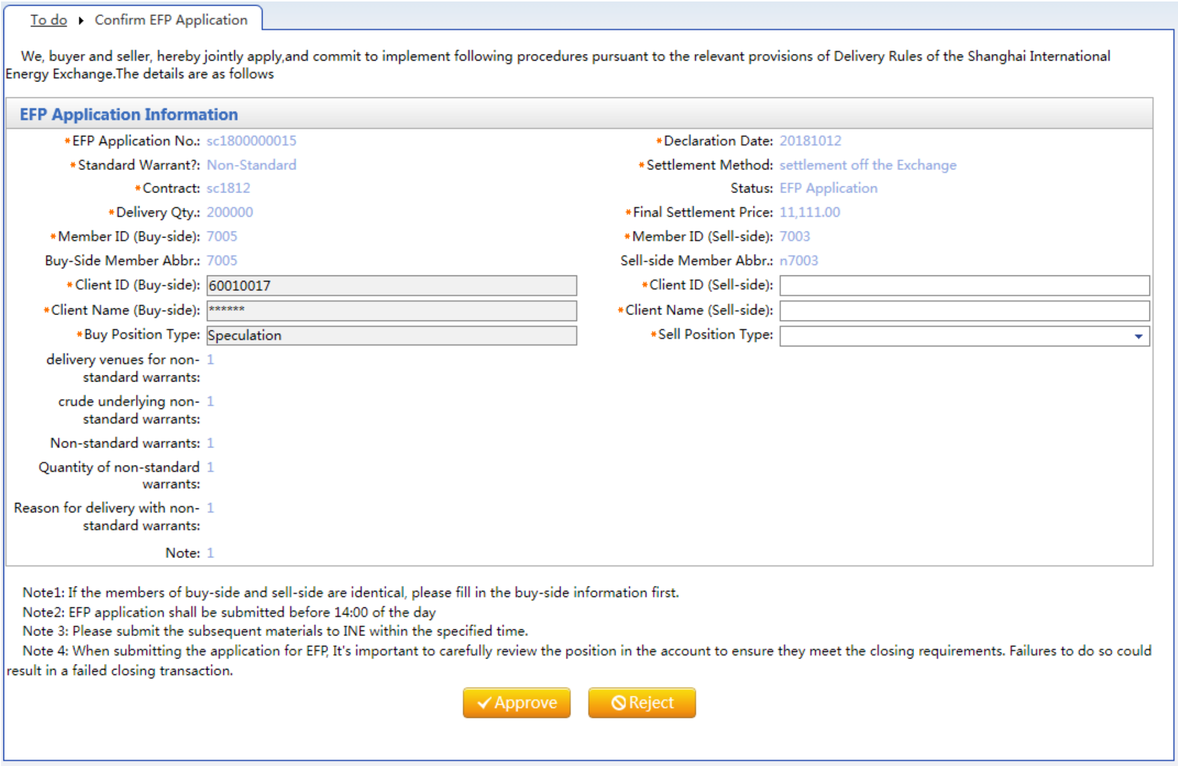
We, buyer and seller, hereby jointly apply,and commit to implement following procedures pursuant to the relevant provisions of Delivery Rules of the Shanghai International Energy Exchange.The details are as follows

EFP Application Information

•EFP Application No.:	sc1800000014	•Declaration Date:	20181012
•Standard Warrant?:	Standard	•Settlement Method:	settlement via the Exchange
•Contract:	sc1812	Status:	EFP Application
•Delivery Qty.:	200000	•Final Settlement Price:	14,204.40
•Member ID (Buy-side):	7005	•Member ID (Sell-side):	7003
Buy-Side Member Abbr.:	7005	Sell-side Member Abbr.:	n7003
•Client ID (Buy-side):	60010017	•Client ID (Sell-side):	
•Client Name (Buy-side):	******	•Client Name (Sell-side):	
•Buy Position Type:	Speculation	•Sell Position Type:	
delivery venues for non-standard warrants:			
crude underlying non-standard warrants:			
Non-standard warrants:			
Quantity of non-standard warrants:			
Reason for delivery with non-standard warrants:			
Note:			

Note1: If the members of buy-side and sell-side are identical, please fill in the buy-side information first.
Note2: EFP application shall be submitted before 14:00 of the day
Note 3: Please submit the subsequent materials to INE within the specified time.
Note 4: When submitting the application for EFP, It's important to carefully review the position in the account to ensure they meet the closing requirements. Failures to do so could result in a failed closing transaction.

Approve Reject



(3)

Fill in the counterparty Client ID, Client Name and select the counterparty position type. Click the "Approve" button at the lower part of the page to confirm the EFP application submitted by the counterparty and proceed to the next node of "the Approval by the Exchange" in the process, or click the "Reject" button to reject the EFP application.

Task Tracking: you may inquire about and view the application and its status in the page of Task Tracking. Click the "Application No." to enter the details page.

Note: The EFP application is still required to be approved by the Exchange after the OSBP confirms the application submitted by the counterparty.

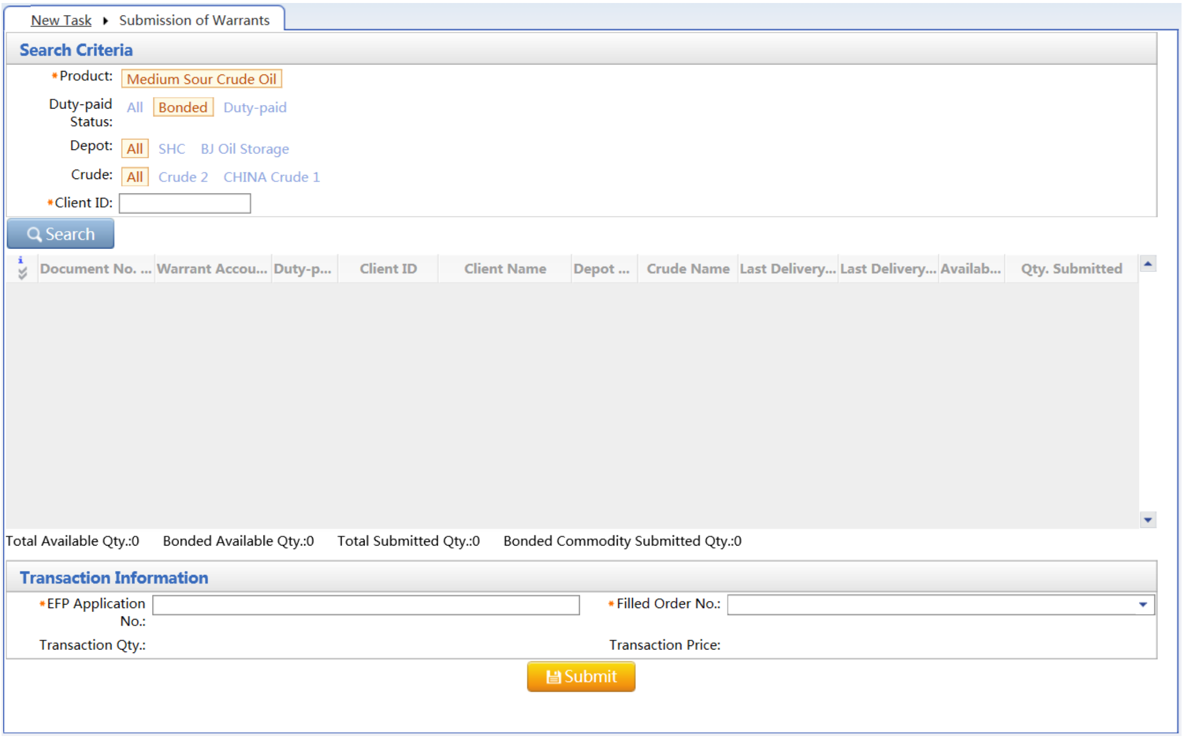
(Sellers) Submit a Warrant

After both parties obtain the approval of the EFP application by the Exchange and have their respective positions closed out by the Exchange,sell-side OSBPs may use this function to submit the sell-side warrants for the EFP delivery with the warrant quantity authorized by their Clients.

Note: Before submitting the warrants, OSBPs are required to obtain the Client's EFP delivery authorization on the warrants for delivery.

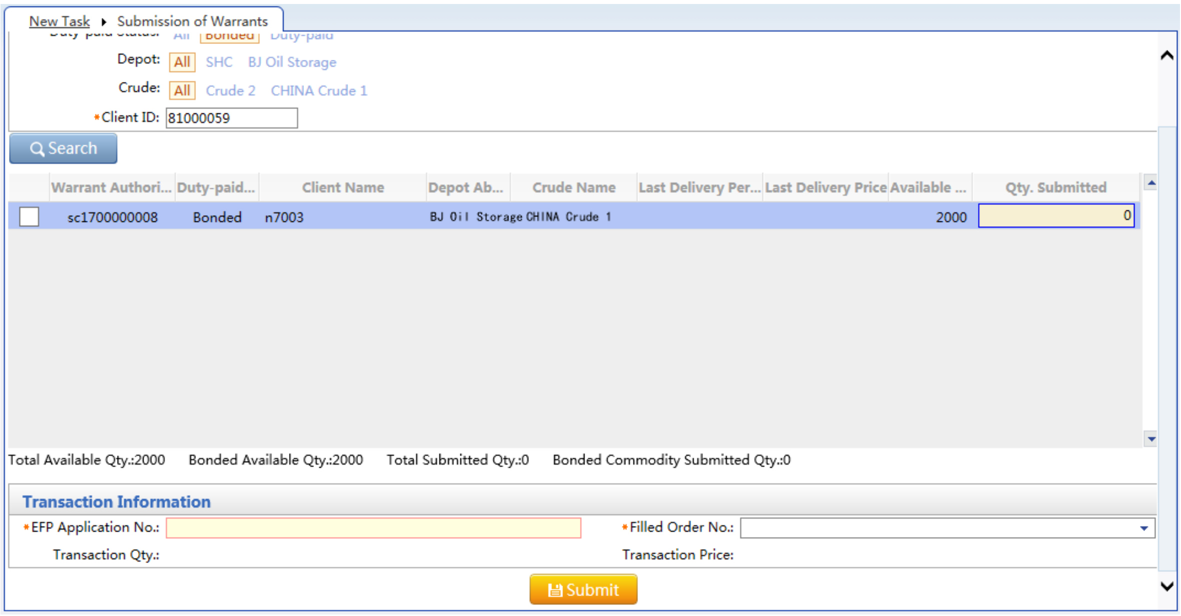
(1)

In the navigation menu, select "New Task" --> "(EFP Delivery) Submission of a Warrant" to enter the page of submitting a warrant.

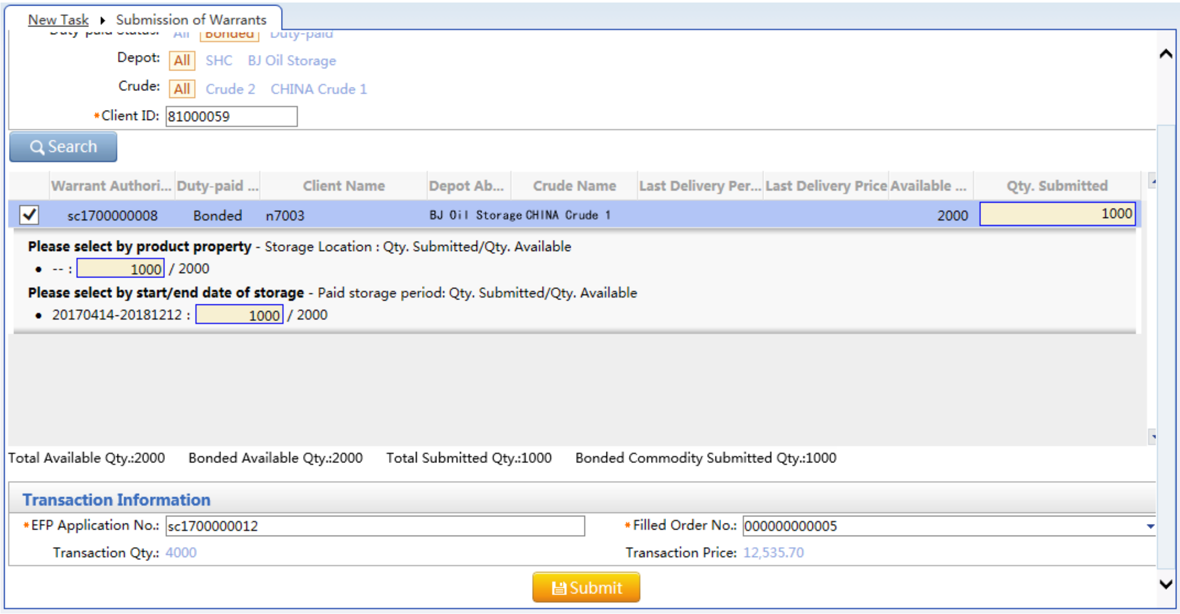


(2)

Define the search criteria and inquire about the warrant for delivery based on the information such as Client ID.



(3)



Fill in the "Quantity Submitted" of the warrant for delivery.

Edit the "Transaction Information" at the lower part of the page and fill in the "EFP Application No.". Select the "Filled Order No." with the dropdown box, and the data such as Transaction Quantity and Transaction Price will be displayed in the System automatically.

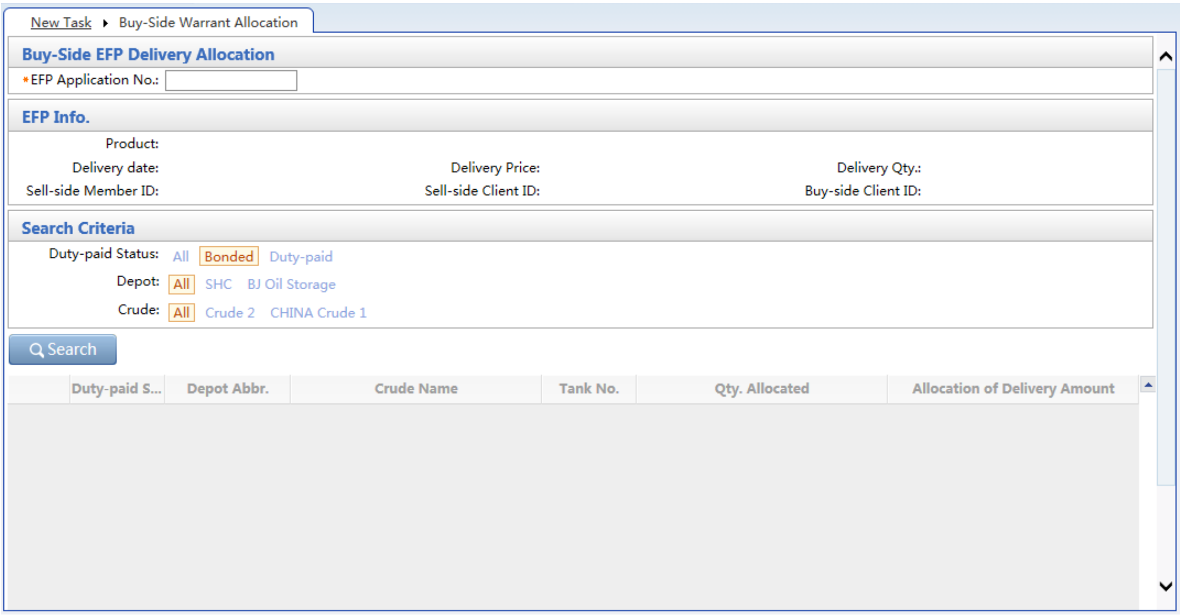
Upon completion of this page, click the "Submit" to submit the warrant.

(Buyers) Allocate the Warrant

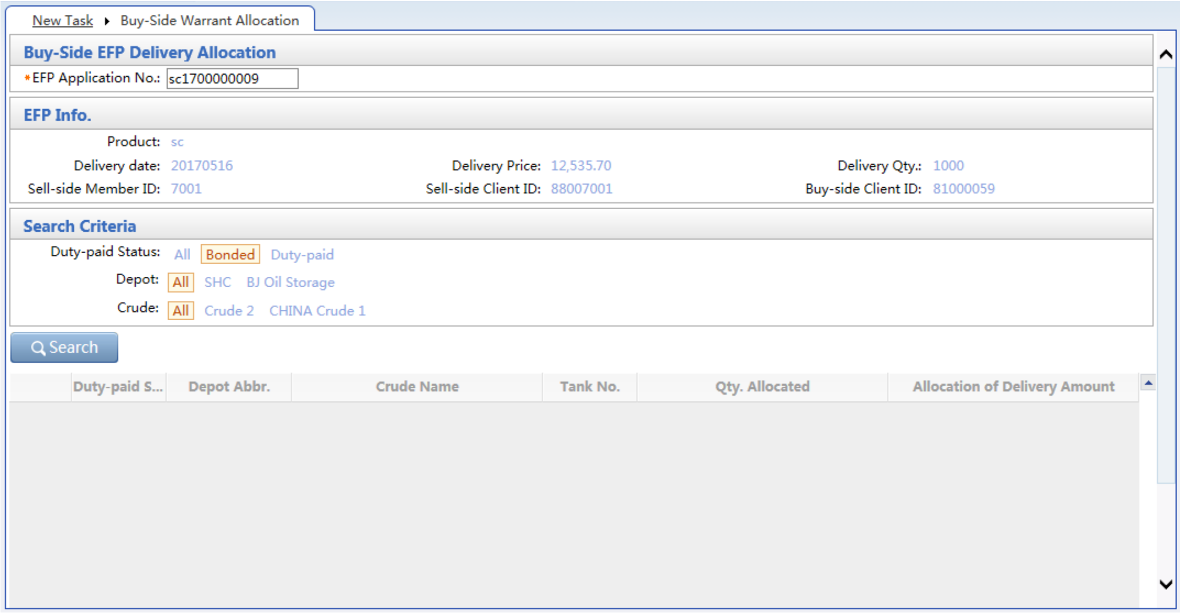
Upon the completion of matching and settlement in the delivery system,the delivery results will be synchronized to this System. Buy-side OSBPs may use this function to conduct delivery allocation for the EFP delivery, which is to allocate the warrant to their clients.

(1)

In the navigation menu, select "New Tasks" -->" (EFP Delivery)Allocate the Warrant" to enter the relevant page.

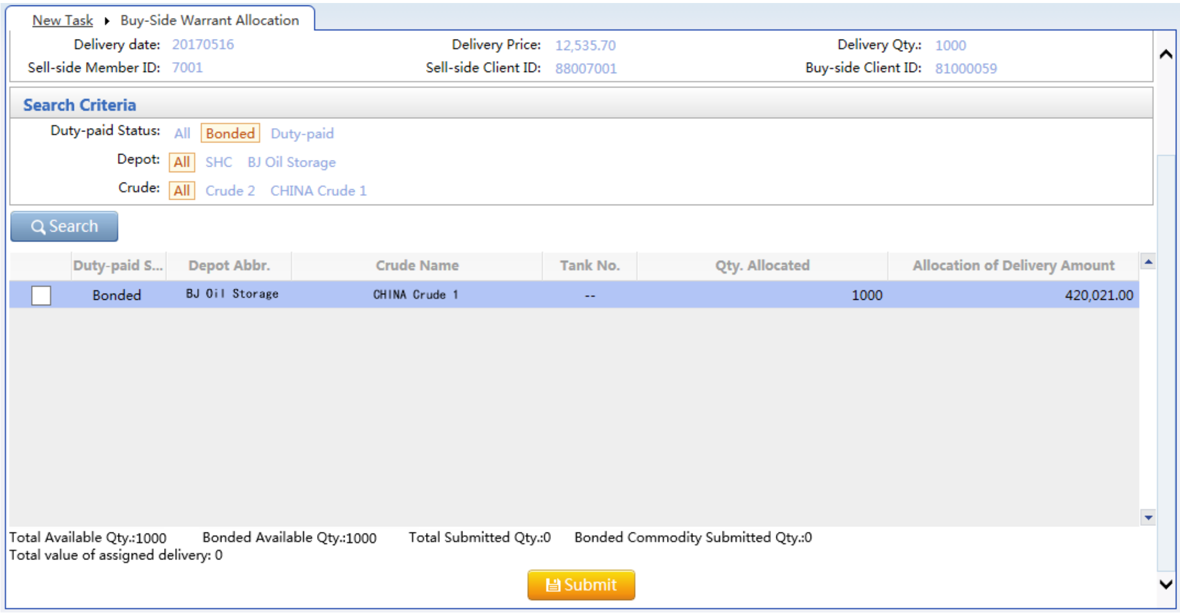


(2)



Input the "EFP Application No.", and the System will obtain the "EFP Information" accordingly.

(3)



Define the search criteria to inquire about the list of available warrants.

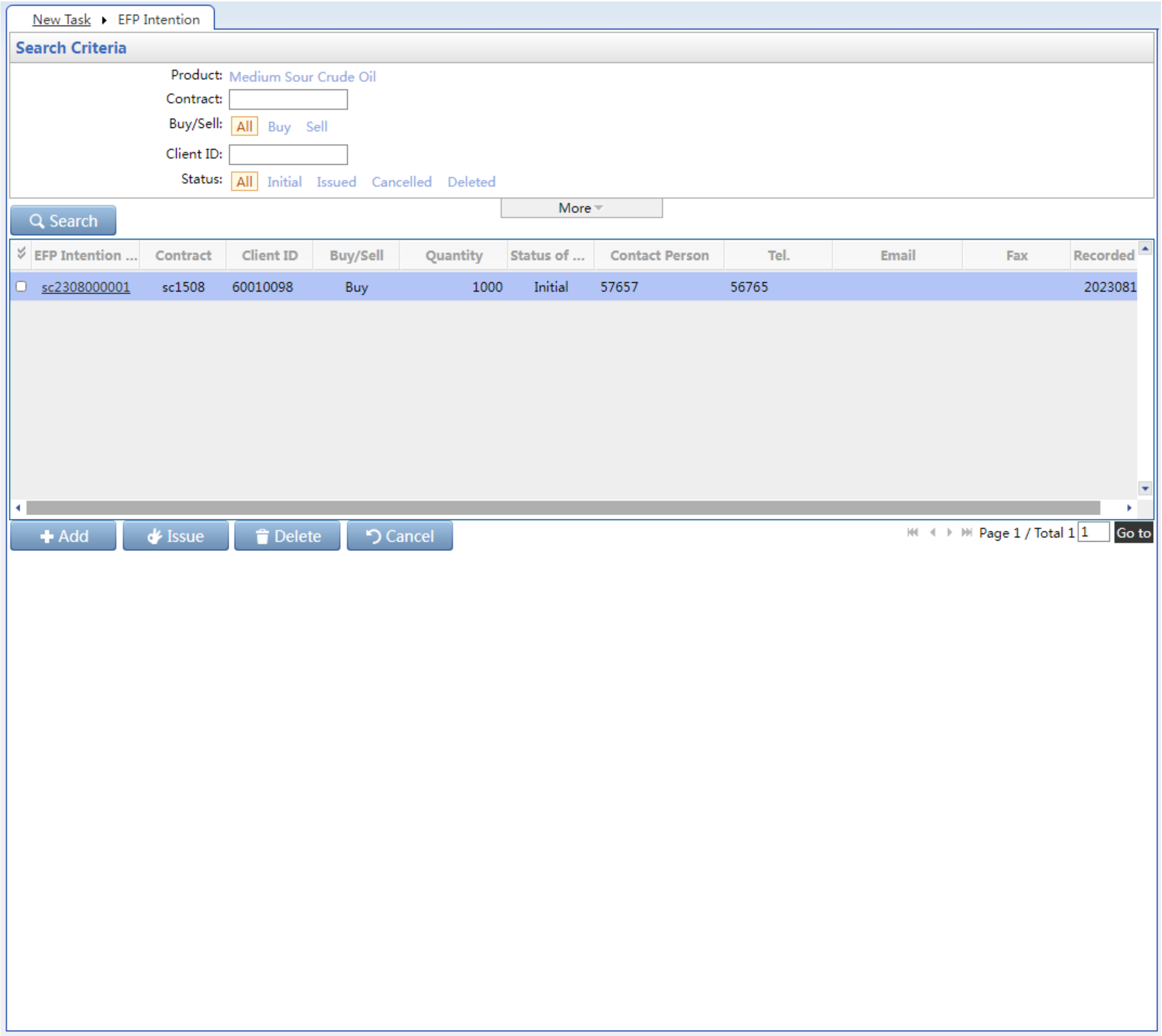
(4)

Select the warrant to be allocated and click the "Submit" button.

The warrant is also required to be released by the Clearing Member after the OSBP allocates the warrant..

EFP Intention

Through the navigation menu, click "New Task" --> "(EFP Delivery) EFP Intention" to enter the page of EFP intention.



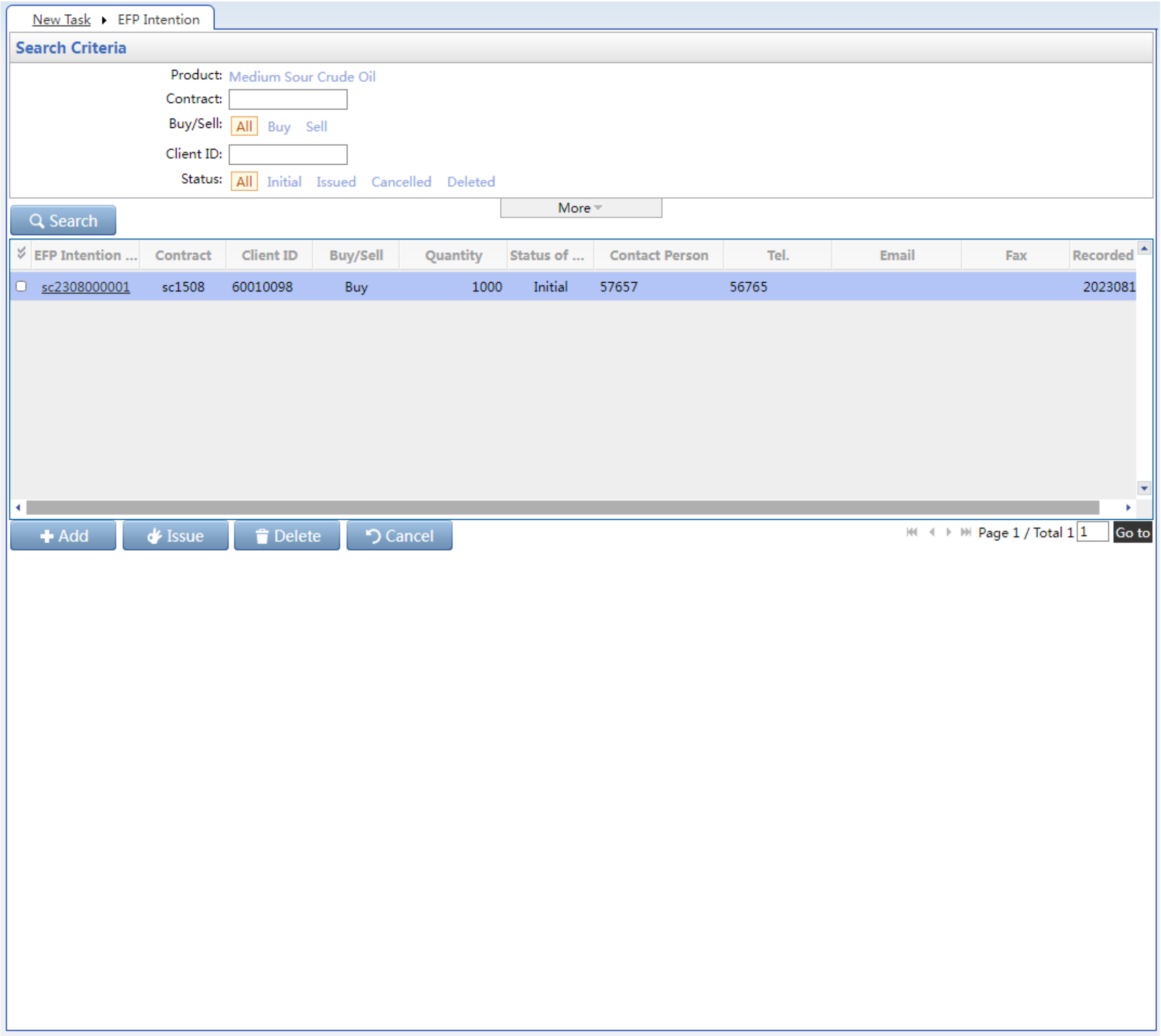
OSBPs may query, add, post, delete or cancel the EFP intention.

EFP Intention Query

In the page of EFP intention, define the search criteria and click the "Search" button. You may search and view the submitted EFP intention information

(1)

In the page of EFP intention, define the search criteria and click the "Search" button. And all search results matching the criteria will be listed here.

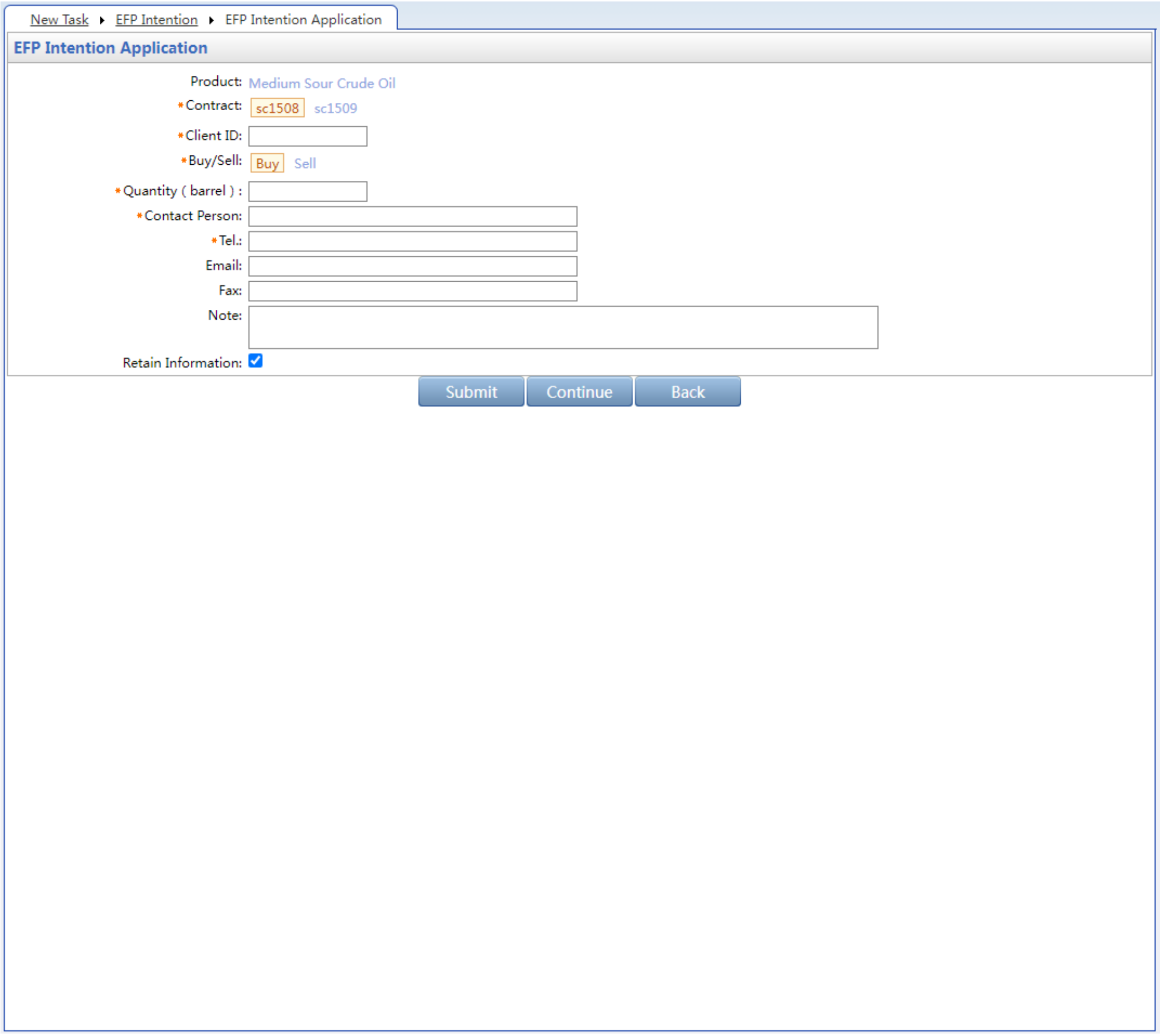


The search result is the EFP intention submitted by the user itself.

Add an EFP Intention

(1)

In the page of EFP intention, click the "Add" button to enter the page of EFP intention application.



(2)

Edit the details of an EFP intention application, click the “Submit” button to submit the new intention, and return to the EFP intention page.

If user needs to add several EFP intentions, click the “Add More” button after editing the details of an EFP intention application. The edited intention will be submitted, while user remains on the add EFP intention page and can edit and add new intentions. In this process, if user needs to retain the details of the last edited intention, user can check the “Save Information” box to preserve that information, make any necessary modifications, and then click the “Add More” button to proceed. The last edited information will be saved on the page.

Modify an EFP Intention

EFP intentions in the "Initial" status may be modified.

Select the item to be modified and click the "EFP Intention No." to enter the page of modification. You are allowed to modify the EFP Intention here.

The EFP intentions in the "Posted" status are not allowed to be modified.

Post an EFP Intention

EFP intentions in the "Initial" status may be posted. Select one or multiple EFP intentions, and click the "Post" button to post the information.

Delete an EFP Intention

EFP intentions in the "Initial" status may be deleted. Select one or multiple EFP intentions, and click the "Delete" button to delete the information.

The EFP intentions in the "Posted" status are not allowed to be deleted.

Cancel an EFP Intention

EFP intentions in the "Posted" status may be cancelled.

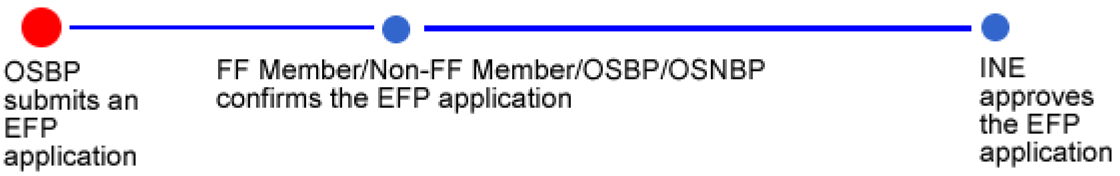
Select one or multiple EFP intentions, and click the "Cancel" button to cancel the information.

Product: TSR 20, LSFO, Copper

The process and steps for EFP delivery are essentially identical for TSR 20, LSFO, and Copper. This section uses TSR 20 to illustrate the specific operations to be taken by an OSBP at each process node for EFP delivery. Please use the section below as a reference for the corresponding process and steps for LSFO and Copper, as those will not be covered separately.

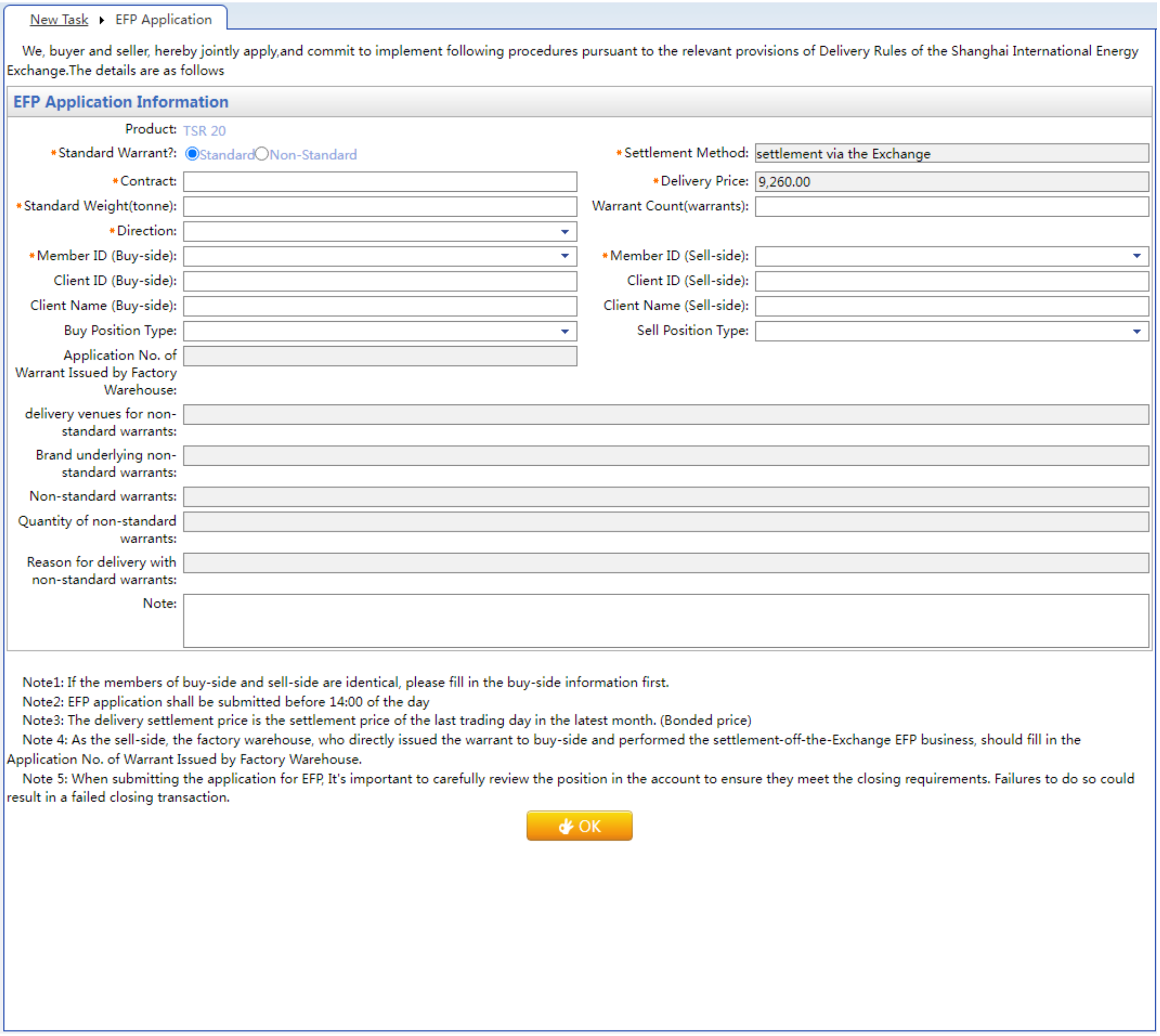
Submit an EFP Application

After a buyer and a seller make an agreement, the OSBP of either side may submit the EFP application with this function.



(1)

From the navigation menu, select “New Task” --> “TSR 20” --> “EFP Application” to enter the page for submitting an EFP application for TSR 20.



New Task ▸ EFP Application

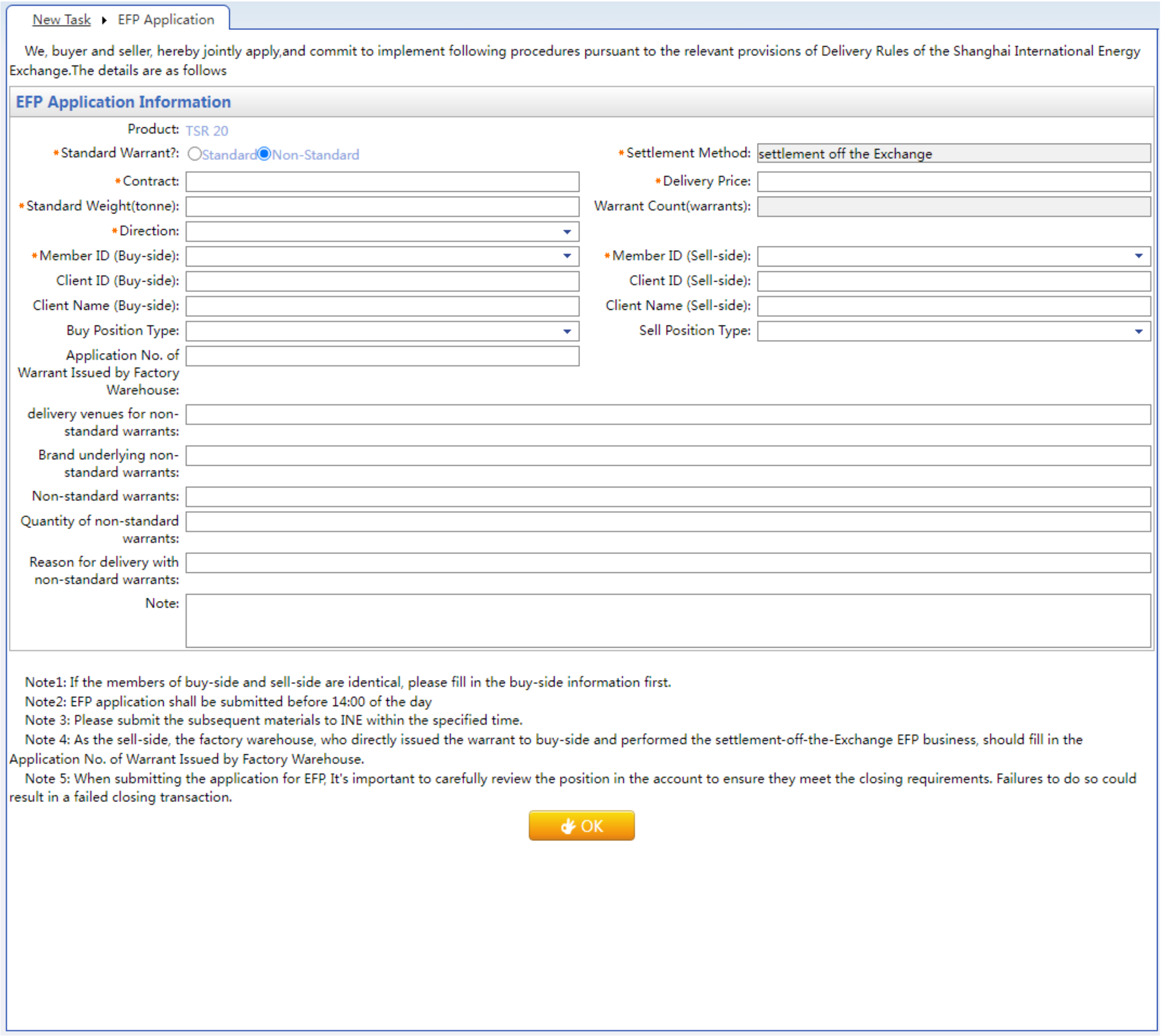
We, buyer and seller, hereby jointly apply,and commit to implement following procedures pursuant to the relevant provisions of Delivery Rules of the Shanghai International Energy Exchange.The details are as follows

EFP Application Information

Product:	TSR 20		
*Standard Warrant?:	◉Standard ○Non-Standard	*Settlement Method:	settlement via the Exchange
*Contract:		*Delivery Price:	9,260.00
*Standard Weight(tonne):		Warrant Count(warrants):	
*Direction:			
*Member ID (Buy-side):		*Member ID (Sell-side):	
Client ID (Buy-side):		Client ID (Sell-side):	
Client Name (Buy-side):		Client Name (Sell-side):	
Buy Position Type:		Sell Position Type:	
Application No. of Warrant Issued by Factory Warehouse:			
delivery venues for non-standard warrants:			
Brand underlying non-standard warrants:			
Non-standard warrants:			
Quantity of non-standard warrants:			
Reason for delivery with non-standard warrants:			
Note:			

Note1: If the members of buy-side and sell-side are identical, please fill in the buy-side information first.
Note2: EFP application shall be submitted before 14:00 of the day
Note3: The delivery settlement price is the settlement price of the last trading day in the latest month. (Bonded price)
Note 4: As the sell-side, the factory warehouse, who directly issued the warrant to buy-side and performed the settlement-off-the-Exchange EFP business, should fill in the Application No. of Warrant Issued by Factory Warehouse.
Note 5: When submitting the application for EFP, It's important to carefully review the position in the account to ensure they meet the closing requirements. Failures to do so could result in a failed closing transaction.

OK


New Task ▸ EFP Application

We, buyer and seller, hereby jointly apply,and commit to implement following procedures pursuant to the relevant provisions of Delivery Rules of the Shanghai International Energy Exchange.The details are as follows

EFP Application Information

Product: TSR 20

•Standard Warrant?: ○Standard ◉Non-Standard

•Settlement Method: settlement off the Exchange

•Contract:

•Delivery Price:

•Standard Weight(tonne):

Warrant Count(warrants):

•Direction:

•Member ID (Buy-side):

•Member ID (Sell-side):

Client ID (Buy-side):

Client ID (Sell-side):

Client Name (Buy-side):

Client Name (Sell-side):

Buy Position Type:

Sell Position Type:

Application No. of Warrant Issued by Factory Warehouse:

delivery venues for non-standard warrants:

Brand underlying non-standard warrants:

Non-standard warrants:

Quantity of non-standard warrants:

Reason for delivery with non-standard warrants:

Note:

Note1: If the members of buy-side and sell-side are identical, please fill in the buy-side information first.
Note2: EFP application shall be submitted before 14:00 of the day
Note 3: Please submit the subsequent materials to INE within the specified time.
Note 4: As the sell-side, the factory warehouse, who directly issued the warrant to buy-side and performed the settlement-off-the-Exchange EFP business, should fill in the Application No. of Warrant Issued by Factory Warehouse.
Note 5: When submitting the application for EFP, It's important to carefully review the position in the account to ensure they meet the closing requirements. Failures to do so could result in a failed closing transaction.

OK

(2)

Edit all information items in turn in the EFP Application page.

There are “Standard” and “Non-standard” EFP applications. The user first selects the standard or non-standard warrant. When “Standard” is selected, the settlement method will be “Via the Exchange”. The Final Settlement Price will be automatically given by the System. The fields for non-standard EFP application will be cleared and set to be Read-only. When “Non-standard” is selected, the settlement method will be “Settlement off the Exchange”. The user is allowed to modify the “Final Settlement Price” and the information in a non-standard EFP application.

Fill in the "Contract" for the EFP delivery and select the "Side of Initiation".When the Side of Initiation is selected, part of the information of the buyer and seller will automatically be filled in, and other information will be edited.

Note: If the Members of the buyer and the seller are identical, please fill in the buyer information first. An EFP application needs to be submitted before 14:00 on the current day. The final settlement price is the settlement price (bonded settlement price) of the first-nearby contract on the previous trading day .

(3)

After filling in all the information, click the "OK" button to submit the EFP application.

The EFP application is required to be confirmed by the counterparty after being submitted successfully.

Task Tracking: You may inquire about and view the application and its status in the page of Task Tracking. Click the "Application No." to enter the details page. You may cancel the EFP application in the Task Tracking prior to the confirmation by the counterparty.

Operation	Product	Operation Type	Application No.	Task St...	Task Description	Operation Sta...	Applicati...	Processin...
🗑	TSR 20	EFP Applicati...	nr1900000005	Pending	Member submited EFP application(initiated by Member (Bu...	EFP Applicati...	20190806	20190806

Click the 🗑 icon in the operation column to enter the page for cancellation of EFP application. Click the "OK" button to cancel the EFP application.

Confirm an EFP Application

When the counterparty FF Members, Non-FF Members, OSBPs or OSNBPs submit the EFP application as agreed upon, OSBPs are required to confirm the EFP application.

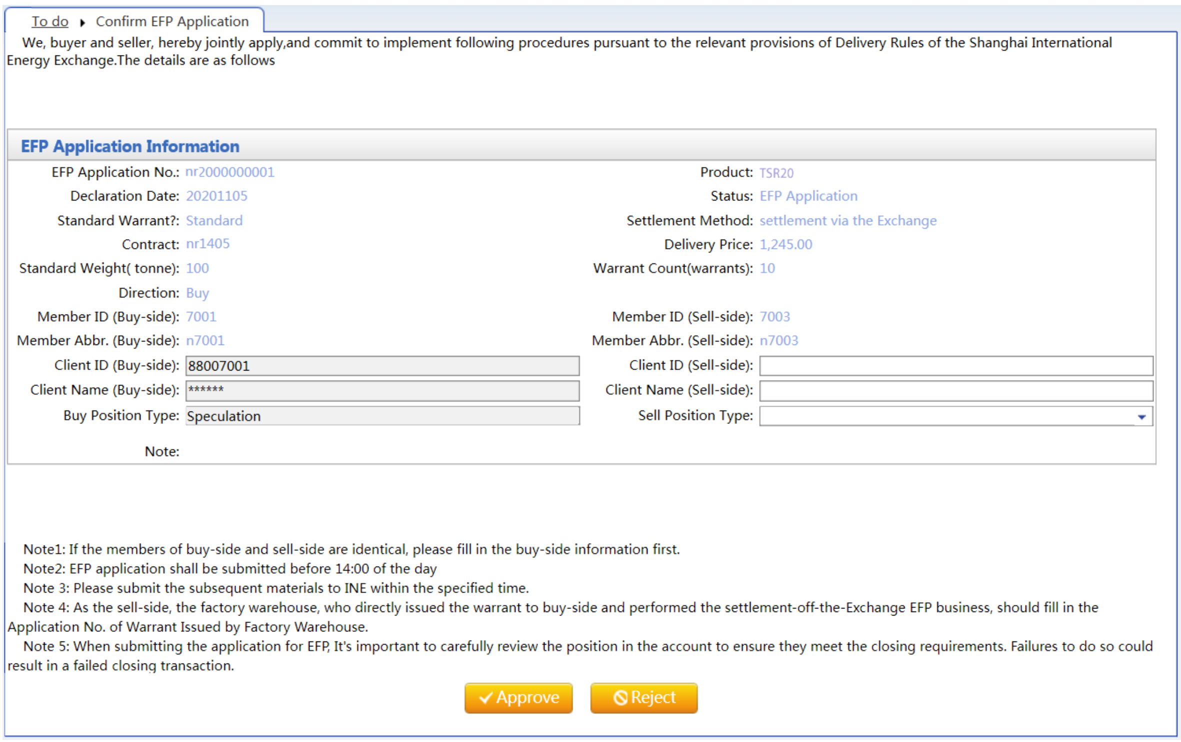
(1)

After the EFP application is submitted by the counterparty, OSBPs may inquire about and view that EFP application to be confirmed in To-do Tasks.

Product	Operation T...	Application No.	Task Description	Operation Stat...	Applicatio...	Applicatio...	Processin...	Processing...
TSR 20	EFP Applicat...	nr1900000006	Member submited EFP application(initiated by Membe...	EFP Application	20190806	09:20:23	20190806	09:20:23

(2)

Click the "Application No." to enter the page of Confirm EFP application. The following figure shows the EPP application of standard warehouse.


To do ▸ Confirm EFP Application

We, buyer and seller, hereby jointly apply,and commit to implement following procedures pursuant to the relevant provisions of Delivery Rules of the Shanghai International Energy Exchange.The details are as follows

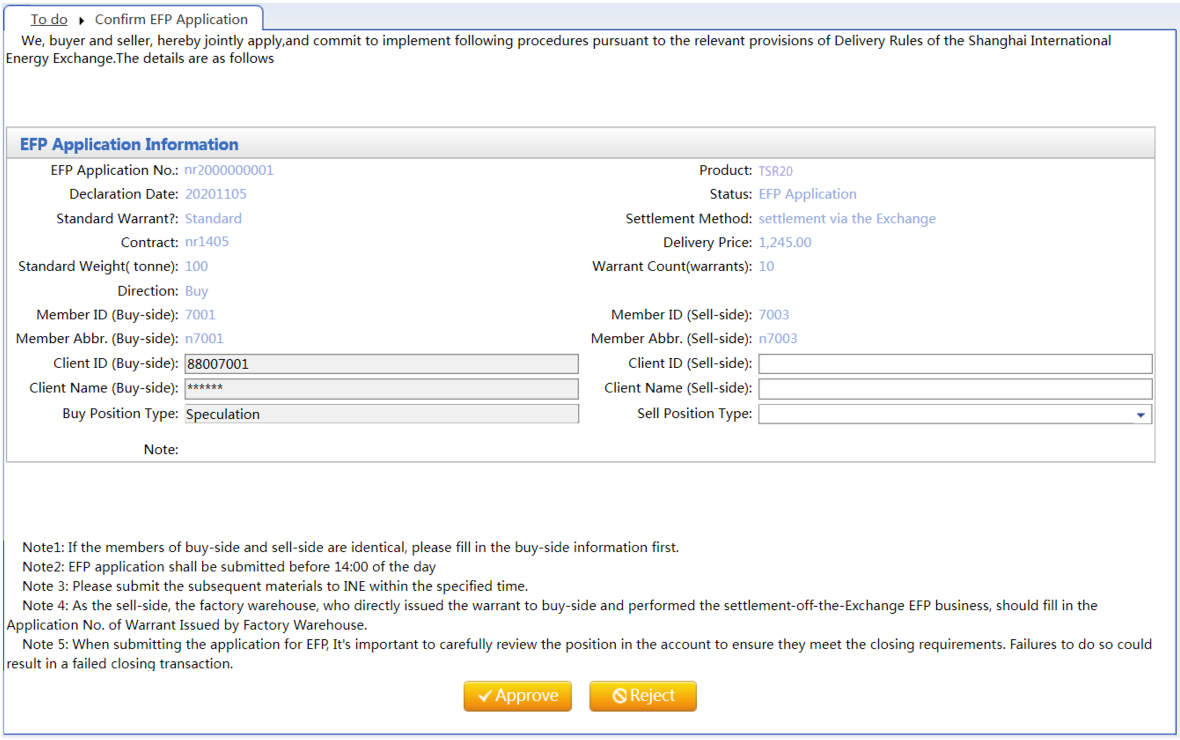
EFP Application Information

EFP Application No.:	nr2000000001	Product:	TSR20
Declaration Date:	20201105	Status:	EFP Application
Standard Warrant?:	Standard	Settlement Method:	settlement via the Exchange
Contract:	nr1405	Delivery Price:	1,245.00
Standard Weight(tonne):	100	Warrant Count(warrants):	10
Direction:	Buy		
Member ID (Buy-side):	7001	Member ID (Sell-side):	7003
Member Abbr. (Buy-side):	n7001	Member Abbr. (Sell-side):	n7003
Client ID (Buy-side):	88007001	Client ID (Sell-side):	
Client Name (Buy-side):	******	Client Name (Sell-side):	
Buy Position Type:	Speculation	Sell Position Type:	
Note:			

Note1: If the members of buy-side and sell-side are identical, please fill in the buy-side information first.
Note2: EFP application shall be submitted before 14:00 of the day
Note 3: Please submit the subsequent materials to INE within the specified time.
Note 4: As the sell-side, the factory warehouse, who directly issued the warrant to buy-side and performed the settlement-off-the-Exchange EFP business, should fill in the Application No. of Warrant Issued by Factory Warehouse.
Note 5: When submitting the application for EFP, It's important to carefully review the position in the account to ensure they meet the closing requirements. Failures to do so could result in a failed closing transaction.

Approve Reject

(3)


To do ▸ Confirm EFP Application

We, buyer and seller, hereby jointly apply,and commit to implement following procedures pursuant to the relevant provisions of Delivery Rules of the Shanghai International Energy Exchange.The details are as follows

EFP Application Information

EFP Application No.:	nr2000000001	Product:	TSR20
Declaration Date:	20201105	Status:	EFP Application
Standard Warrant?:	Standard	Settlement Method:	settlement via the Exchange
Contract:	nr1405	Delivery Price:	1,245.00
Standard Weight(tonne):	100	Warrant Count(warrants):	10
Direction:	Buy		
Member ID (Buy-side):	7001	Member ID (Sell-side):	7003
Member Abbr. (Buy-side):	n7001	Member Abbr. (Sell-side):	n7003
Client ID (Buy-side):	88007001	Client ID (Sell-side):	
Client Name (Buy-side):	******	Client Name (Sell-side):	
Buy Position Type:	Speculation	Sell Position Type:	
Note:			

Note1: If the members of buy-side and sell-side are identical, please fill in the buy-side information first.
Note2: EFP application shall be submitted before 14:00 of the day
Note 3: Please submit the subsequent materials to INE within the specified time.
Note 4: As the sell-side, the factory warehouse, who directly issued the warrant to buy-side and performed the settlement-off-the-Exchange EFP business, should fill in the Application No. of Warrant Issued by Factory Warehouse.
Note 5: When submitting the application for EFP, It's important to carefully review the position in the account to ensure they meet the closing requirements. Failures to do so could result in a failed closing transaction.

Approve Reject

Fill in the counterparty Client ID, Client Name and select the counterparty position type. Click the "Approve" button at the lower part of the page to confirm the EFP application submitted by the counterparty and proceed to the next node of "the Approval by the Exchange" in the process, or click the "Reject" button to reject the EFP application.

Note: The EFP application is still required to be approved by the Exchange after the OSBP confirms the application submitted by the counterparty.

Task Tracking: you may inquire about and view the application and its status in the page of Task Tracking. Click the "Application No." to enter the details page.

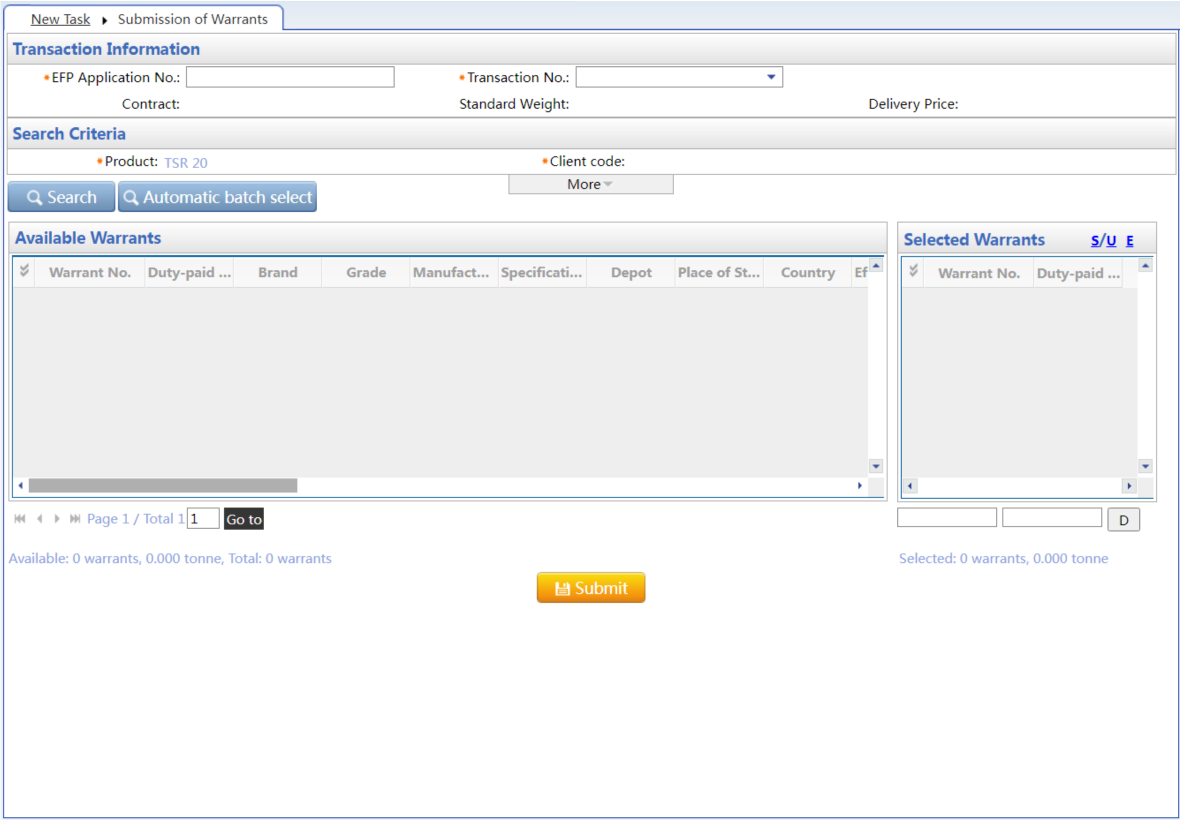
(Sellers) Submit a Warrant

After both parties obtain the approval of the EFP application by the Exchange and have their respective positions closed out by the Exchange,sell-side OSBPs may use this function to submit the sell-side warrants for the EFP delivery with the warrant quantity authorized by their Clients.

Note: Before submitting the warrants, OSBPs are required to obtain the Client's EFP delivery authorization on the warrants for delivery.

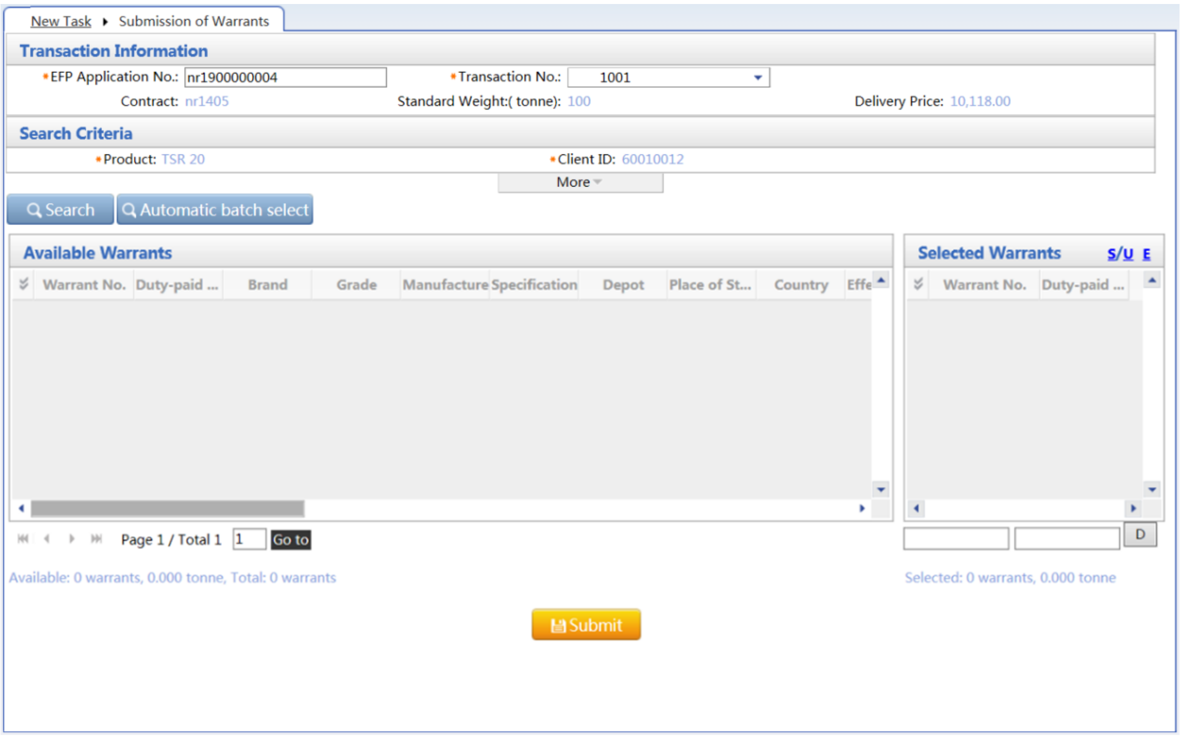
(1)

From the navigation menu, select “New Task” --> “TSR 20” --> “(EFP Delivery) Submission of Warrants” to enter the page for submitting the sold TSR 20 warrants.

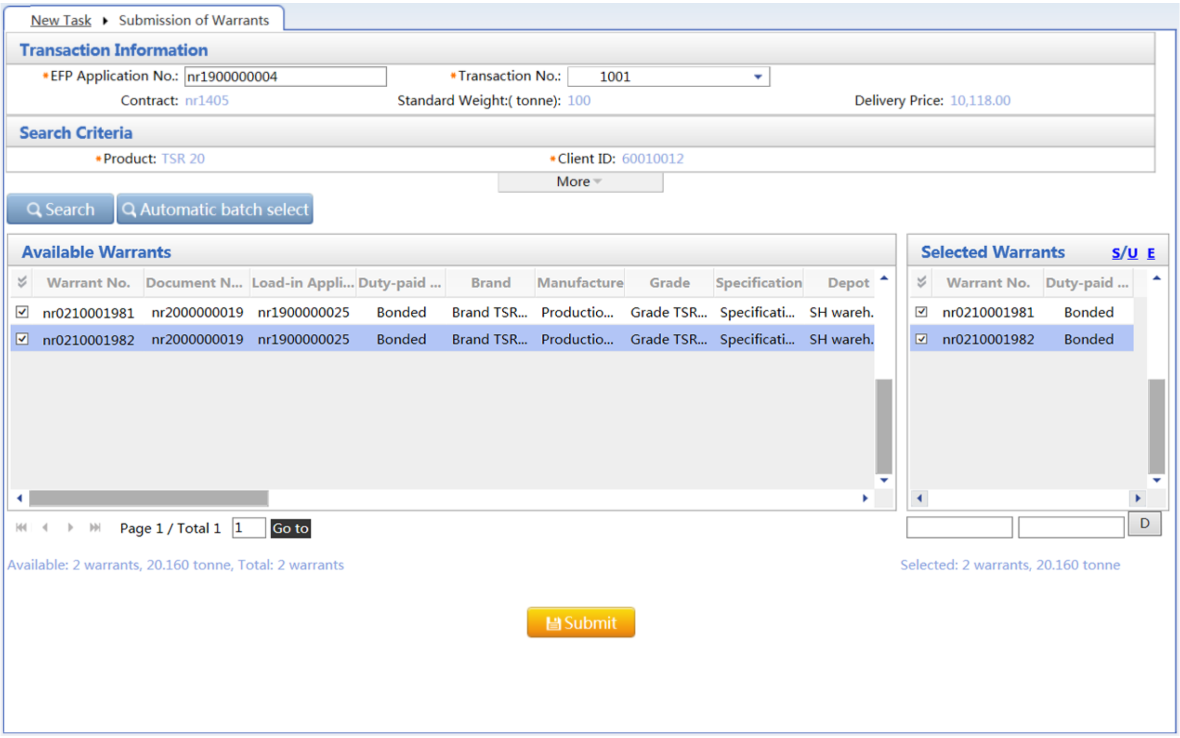


(2)

In “Transaction Information”, fill in the “EFP Application No.” and select the appropriate “Filled Order No.”. This will automatically display the contract and delivery information under “Transaction Information”; the System will also fill in the product and client ID fields in “Search Criteria”. Select warrants (Warrants of LSFO may be selected through either the “Single Record Mode” or the “Union WarrantID Mode”). Please refer to the "Chapter2 General Functions -> Select Warrants" section for details.



(3)



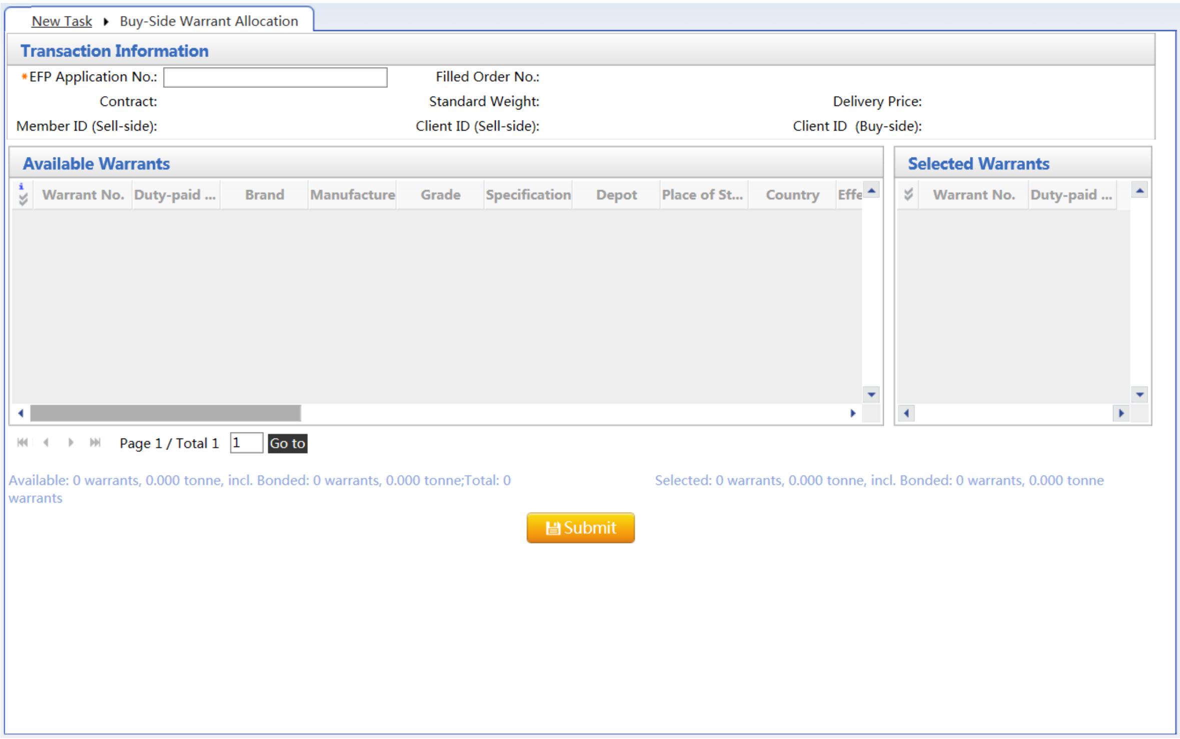
Upon completion of this page, click the "Submit" to submit the warrant.

(Buyers) Allocate the Warrant

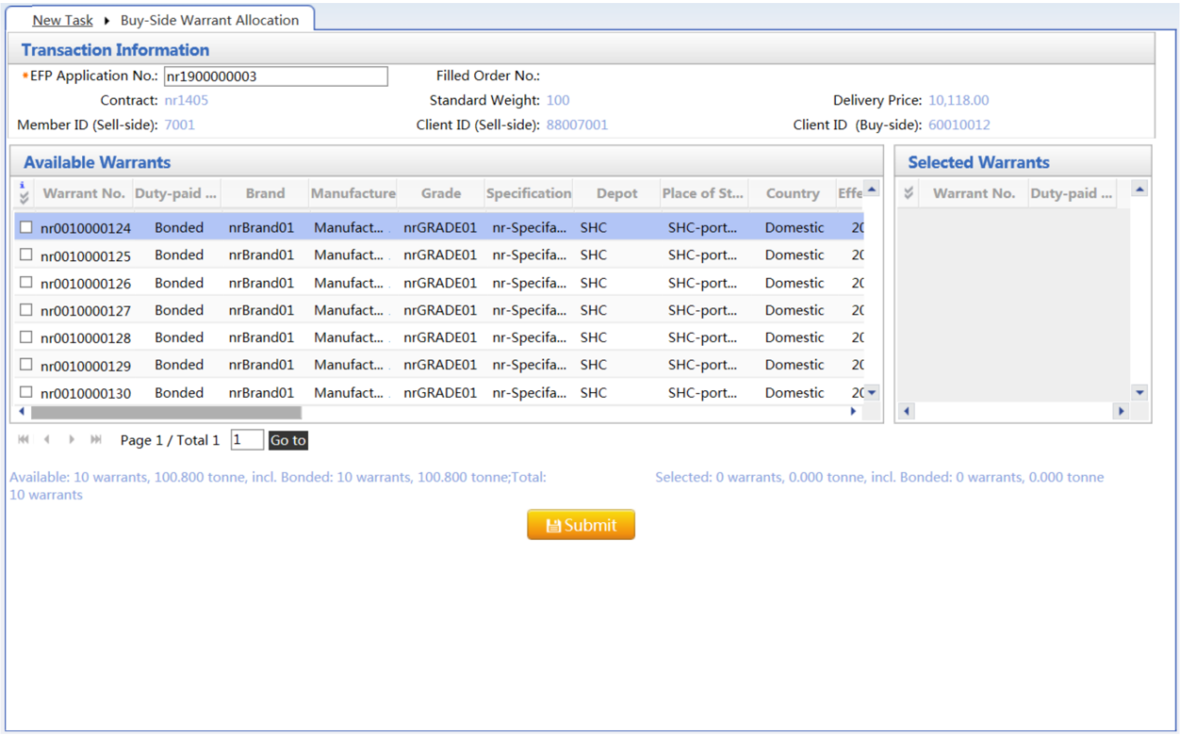
Upon the completion of matching and settlement in the delivery system,the delivery results will be synchronized to this System. Buy-side OSBPs may use this function to conduct delivery allocation for the EFP delivery, which is to allocate the warrant to their clients.

(1)

From the navigation menu, select “New Task” --> “TSR 20” --> “(EFP Delivery) Buy-side Warrant Allocation” to enter the page of allocating purchased warrants for TSR 20.

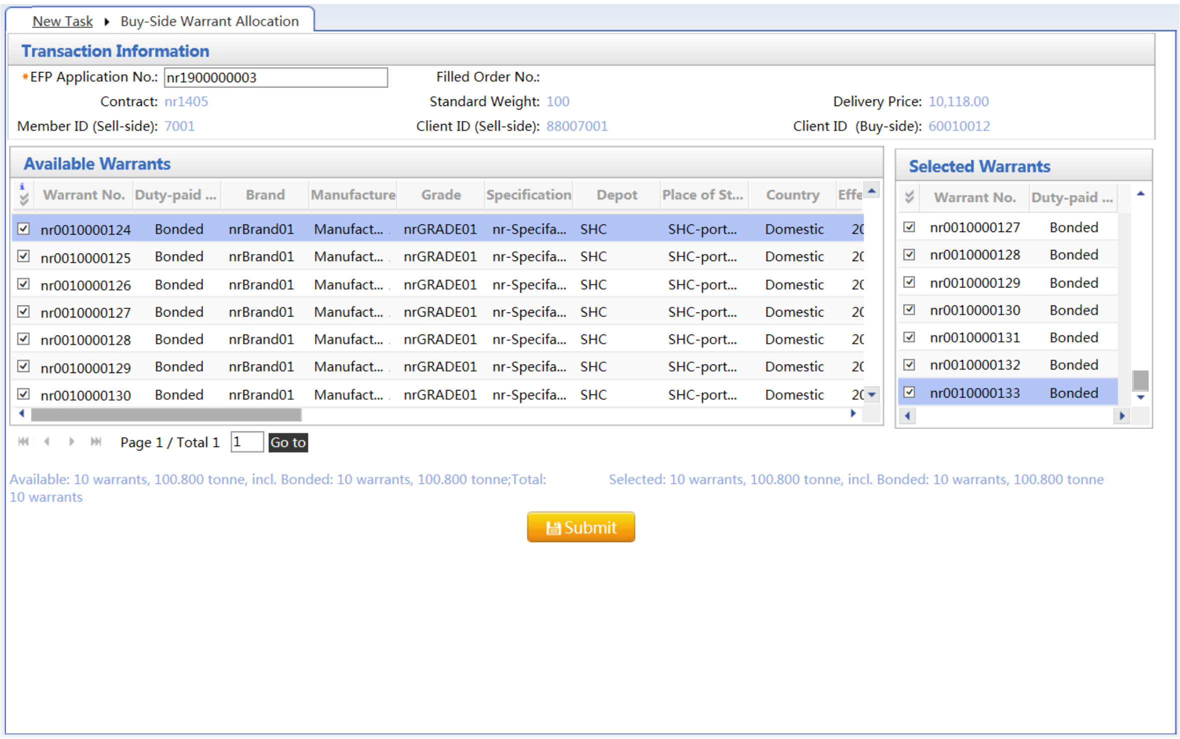


(2)



Input the "EFP Application No.", and the System will obtain the "EFP Information" accordingly.

(3)



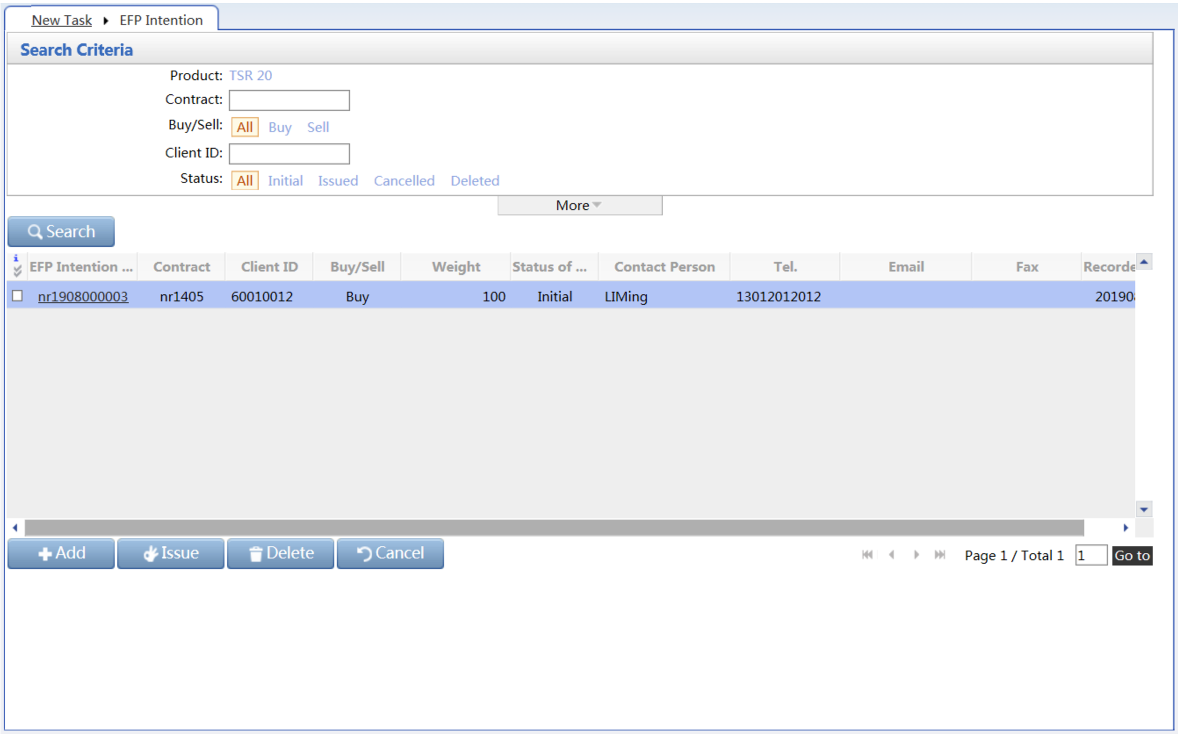
Select the buy-side warrants to be allocated from the list of Available Warrants.

(4)

Click the "Submit" button. The warrant is also required to be released by the Clearing Member after the OSBP allocates the warrant..

EFP Intention

From the navigation menu, select “New Task” --> “TSR 20” --> “(EFP Delivery) EFP Intention” to enter the EFP intention page for TSR 20.



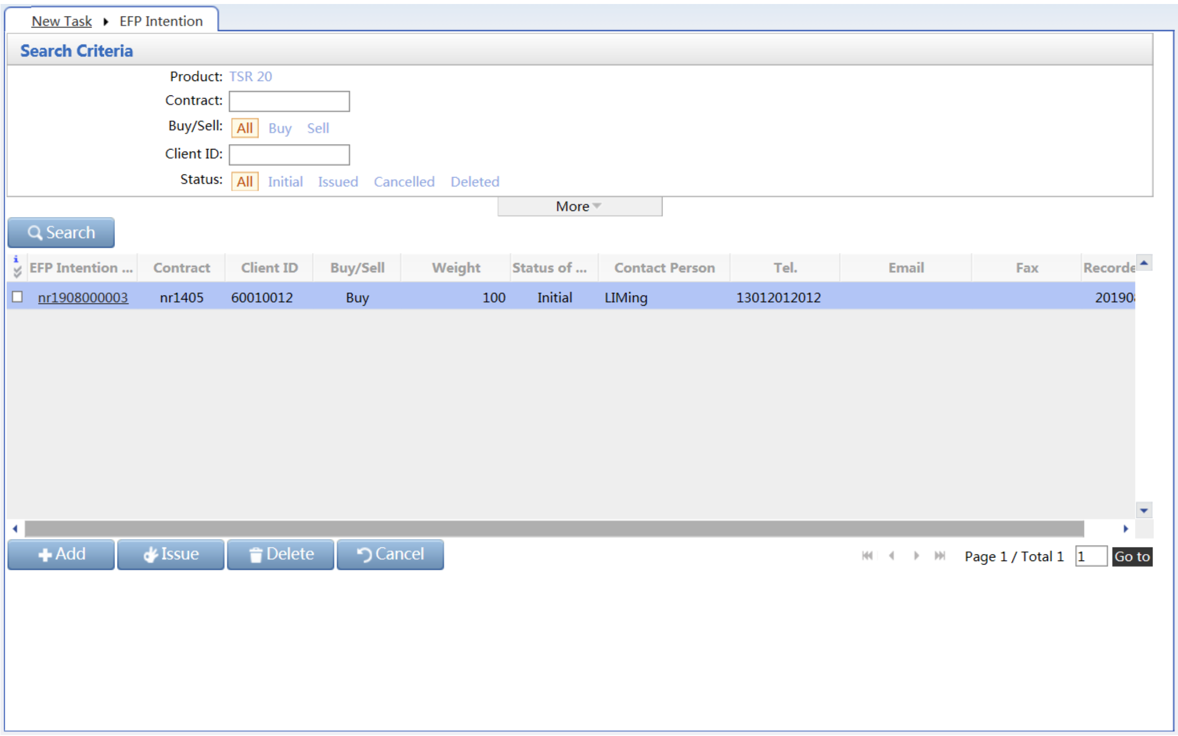
OSBPs may query, add, post, delete or cancel the EFP intention.

EFP Intention Query

In the page of EFP intention, define the search criteria and click the "Search" button. You may search and view the submitted EFP intention information

(1)

In the page of EFP intention, define the search criteria and click the "Search" button. And all search results matching the criteria will be listed here.

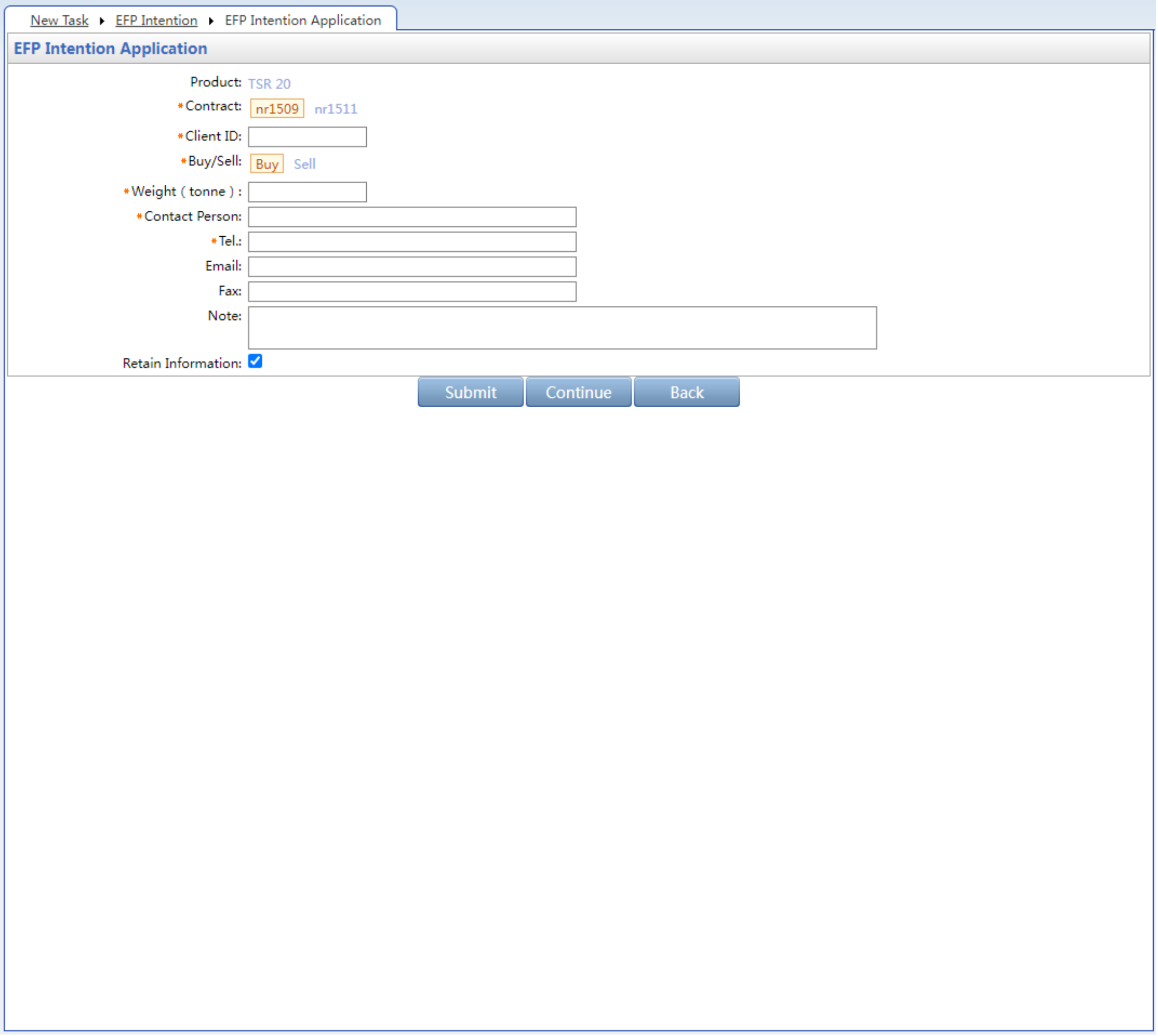


The search result is the EFP intention submitted by the user itself.

Add an EFP Intention

(1)

In the page of EFP intention, click the "Add" button to enter the page of EFP intention application.



(2)

Edit the details of an EFP intention application, click the “Submit” button to submit the new intention, and return to the EFP intention page.

If user needs to add several EFP intentions, click the “Add More” button after editing the details of an EFP intention application. The edited intention will be submitted, while user remains on the add EFP intention page and can edit and add new intentions. In this process, if user needs to retain the details of the last edited intention, user can check the “Save Information” box to preserve that information, make any necessary modifications, and then click the “Add More” button to proceed. The last edited information will be saved on the page.

Modify an EFP Intention

EFP intentions in the "Initial" status may be modified.

Select the item to be modified and click the "EFP Intention No." to enter the page of modification. You are allowed to modify the EFP Intention here.

The EFP intentions in the "Posted" status are not allowed to be modified.

Post an EFP Intention

EFP intentions in the "Initial" status may be posted. Select one or multiple EFP intentions, and click the "Post" button to post the information.

Delete an EFP Intention

EFP intentions in the "Initial" status may be deleted. Select one or multiple EFP intentions, and click the "Delete" button to delete the information.

The EFP intentions in the "Posted" status are not allowed to be deleted.

Cancel an EFP Intention

EFP intentions in the "Posted" status may be cancelled.

Select one or multiple EFP intentions, and click the "Cancel" button to cancel the information.

Chapter 8 Return of Authorization

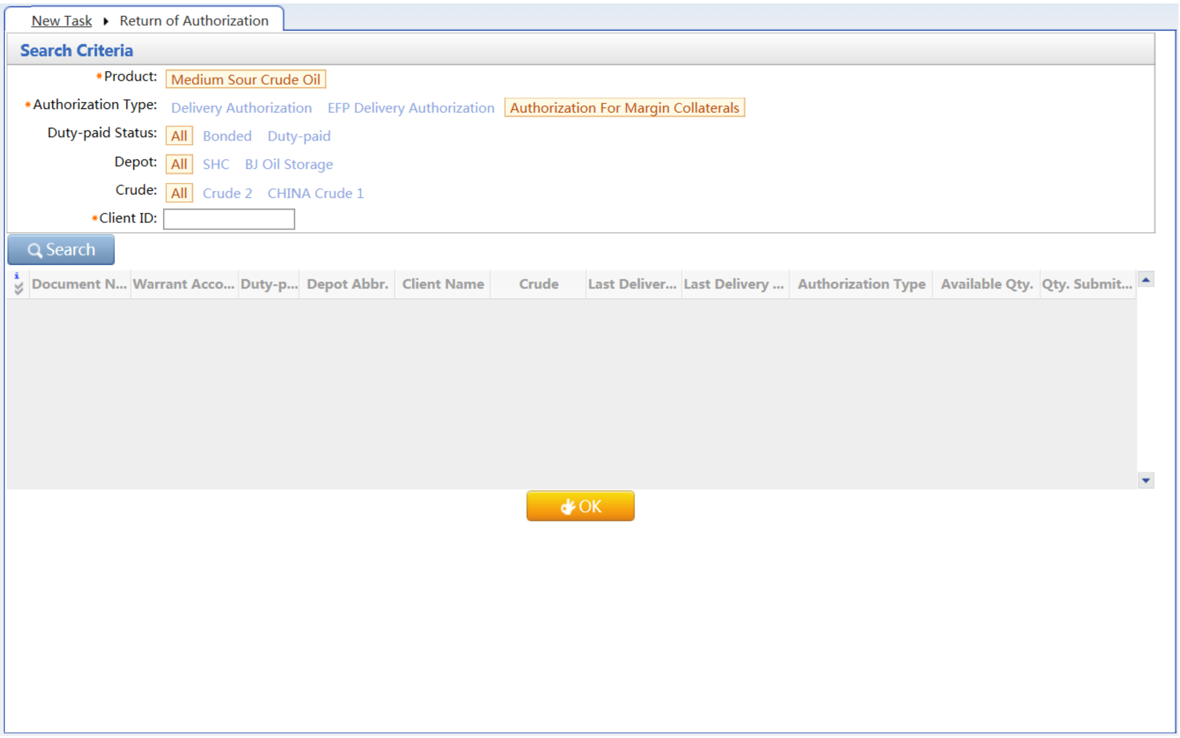
OSBPs may release and return the standard warrants authorized by their clients if such warrants fail to meet the criteria for margin collateral, delivery or EFP. Clients may re-authorize the standard warrants after the authorization is returned by OSBPs.

Product: Medium Sour Crude Oil

Return of Authorization

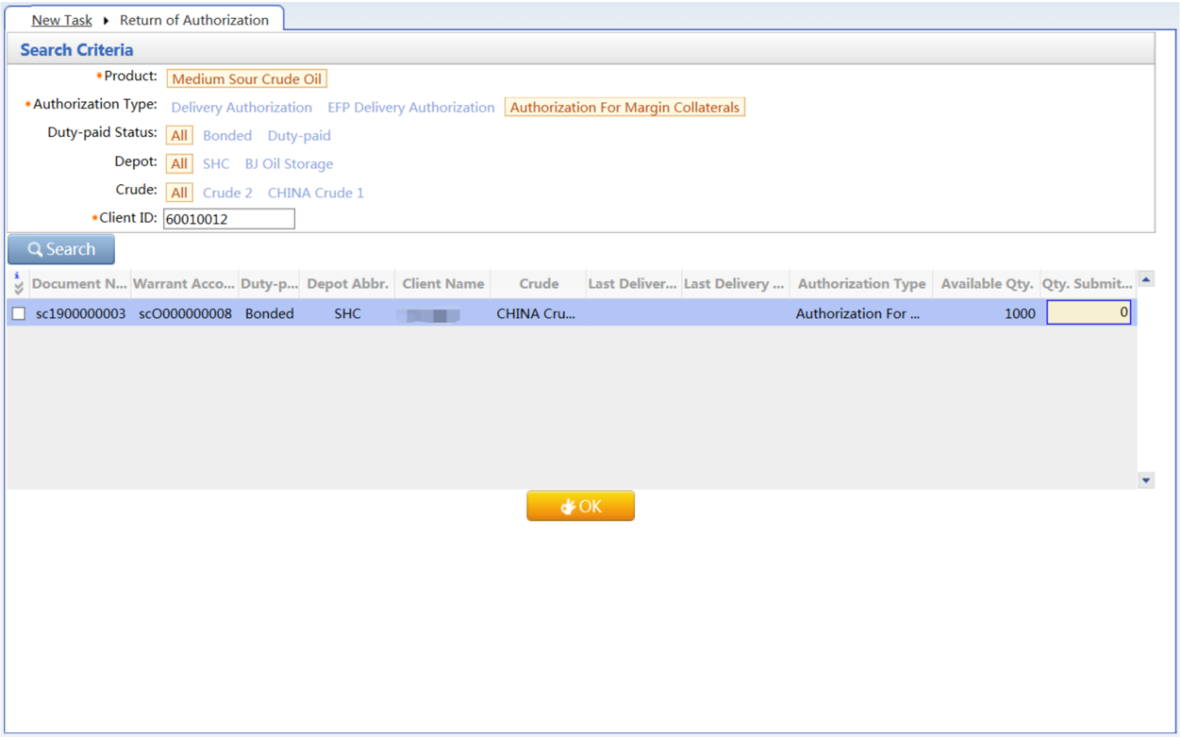
(1)

In the navigation menu, select "New Task" --> "Return of Authorization" to enter the relevant page.

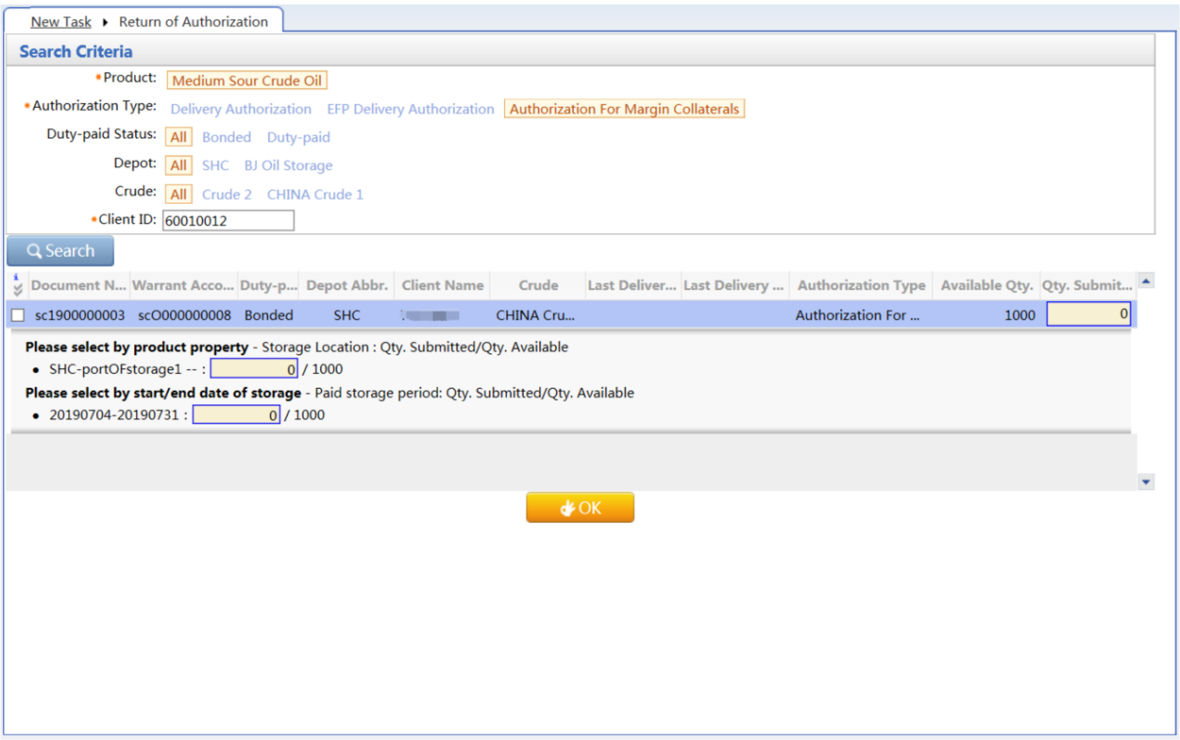


(2)

Define the search criteria and inquire about the warrant for the return of authorization based on the information such as Client ID.



(3)



Fill in the "Quantity Submitted", i.e., the quantity of the warrant for the return of authorization. The System will allocate the warrant quantity by default as per the property, and you may re-allocate it manually.

Click the "OK" button to return the authorization.

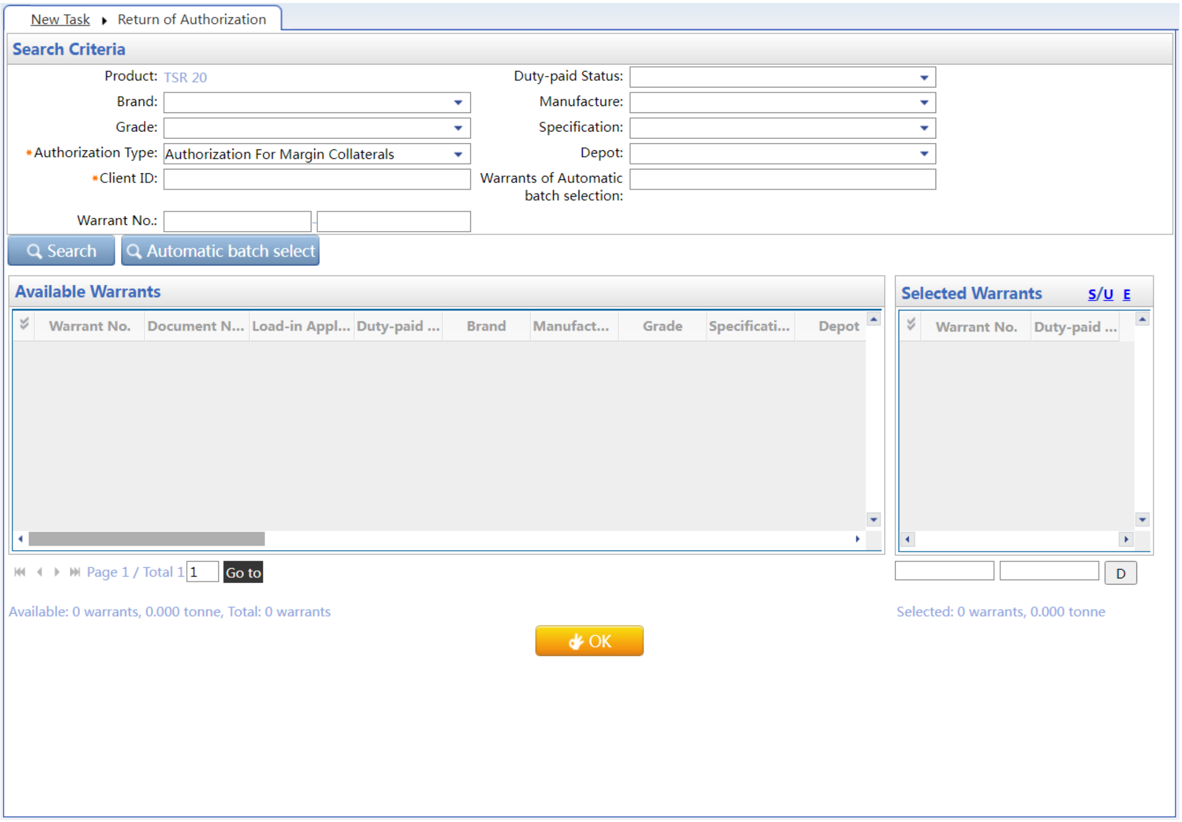
Product: TSR 20, LSFO, Copper

The process and steps for return of authorization are essentially identical for TSR 20, LSFO, and Copper. This section uses TSR 20 to illustrate the specific operations to be taken by an OSBP at each process node for return of authorization. Please use the section below as a reference for the corresponding process and steps for LSFO and Copper, as those will not be covered separately.

Return of Authorization

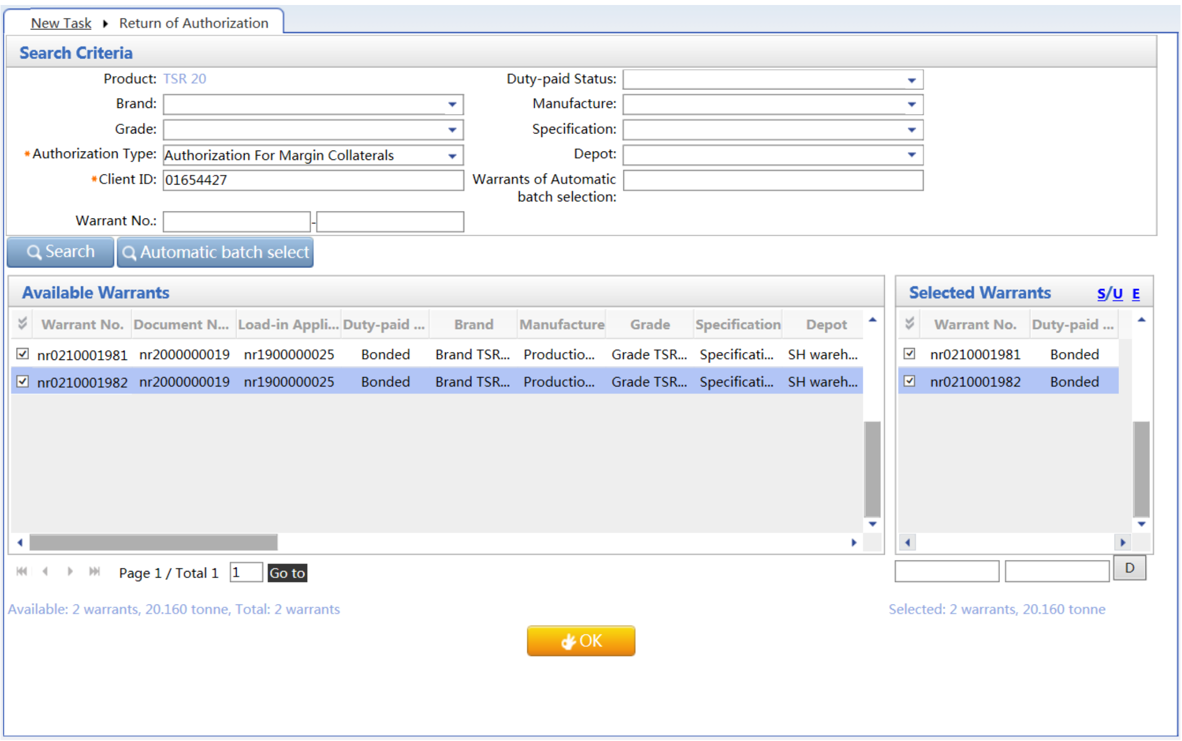
(1)

From the navigation menu, select “New Task” --> “TSR 20” --> “Return of Authorization” to enter the return of authorization page for TSR 20.

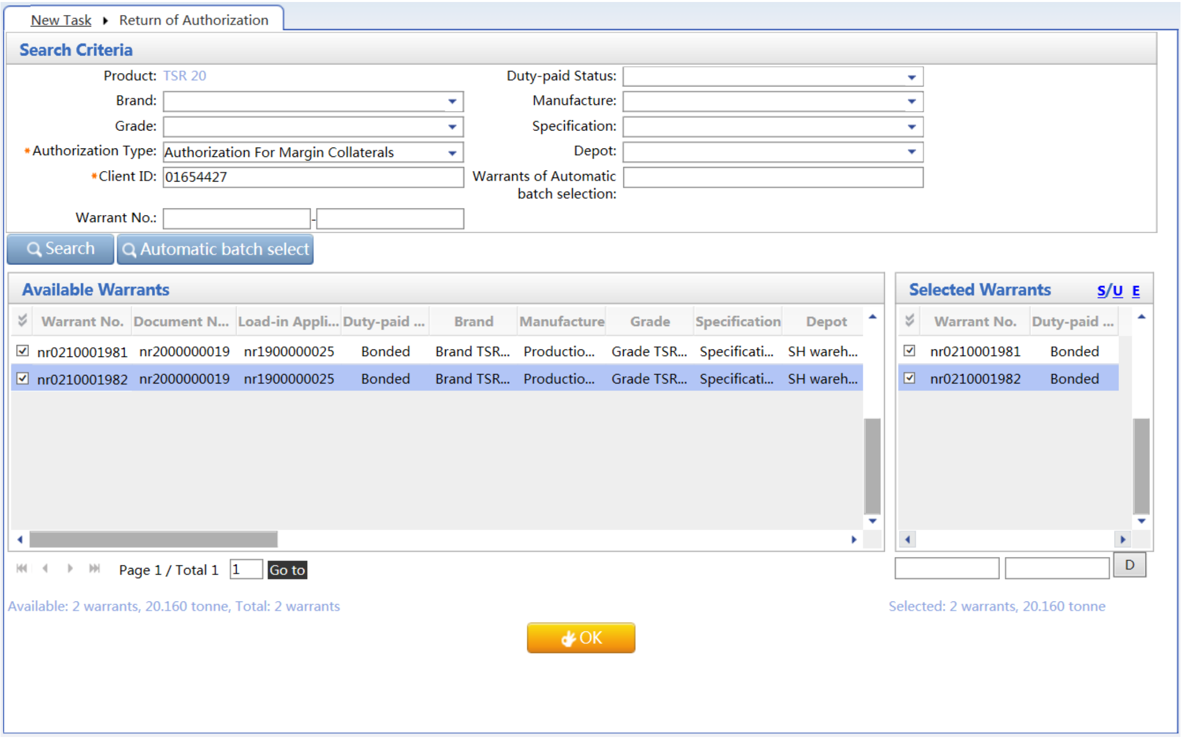


(2)

Select warrants(Warrants of LSFO may be selected through either the “Single Record Mode” or the “Union WarrantID Mode”). Please refer to the "Chapter2 General Functions -> Select Warrants" section for details.



(3)



Click the "OK" button to return the authorization.

Chapter 9 Warrant Transfer

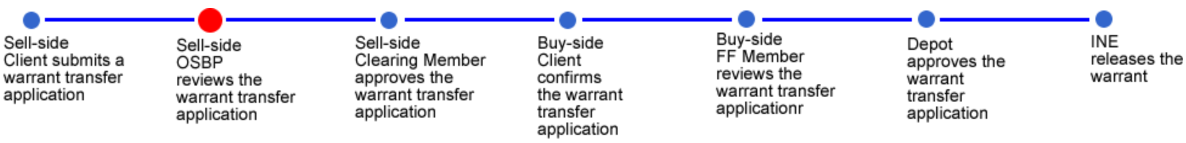
This Chapter describes the operation of warrant transfer by OSBPs.

The buyer and seller of the warrant transfer may choose to settle via the Exchange. OSBPs are required to review the warrant transfer application when the settlement is via the Exchange.

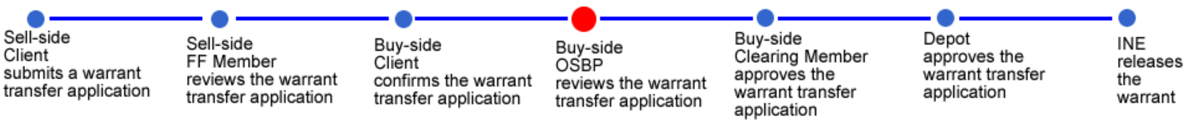
Note: Settlement via the exchange refers to the fact that the buyer and the seller, in the process of warrant transfer, reach a transfer price through negotiations and then conduct the settlement via the Exchange.

Since OSBPs cannot directly conduct clearing, they are required to authorize a Clearing Member to review the warrant transfer application.

As for a sell-side OSBP, the warrant transfer process is as follows:
(The buyer is presumed to be a Client under the carrying-brokerage service provided by an FF Member.)



As for a buy-side OSBP, the warrant transfer process is as follows: (The Seller is presumed to be a Client under the carrying-brokerage service provided by an FF Member.)

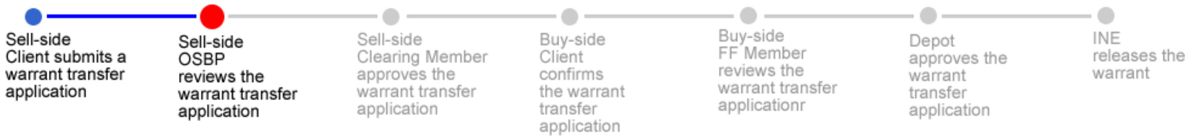


The Exchange will release the warrant to the buy-side Client upon the receipt of buy-side payment, or suspend the transfer if any problem occurs during the process.

Product: Medium Sour Crude Oil

(Sellers) Review the Warrant Transfer Application

OSBPs are required to review the warrant transfer application after the application is submitted by the Client.



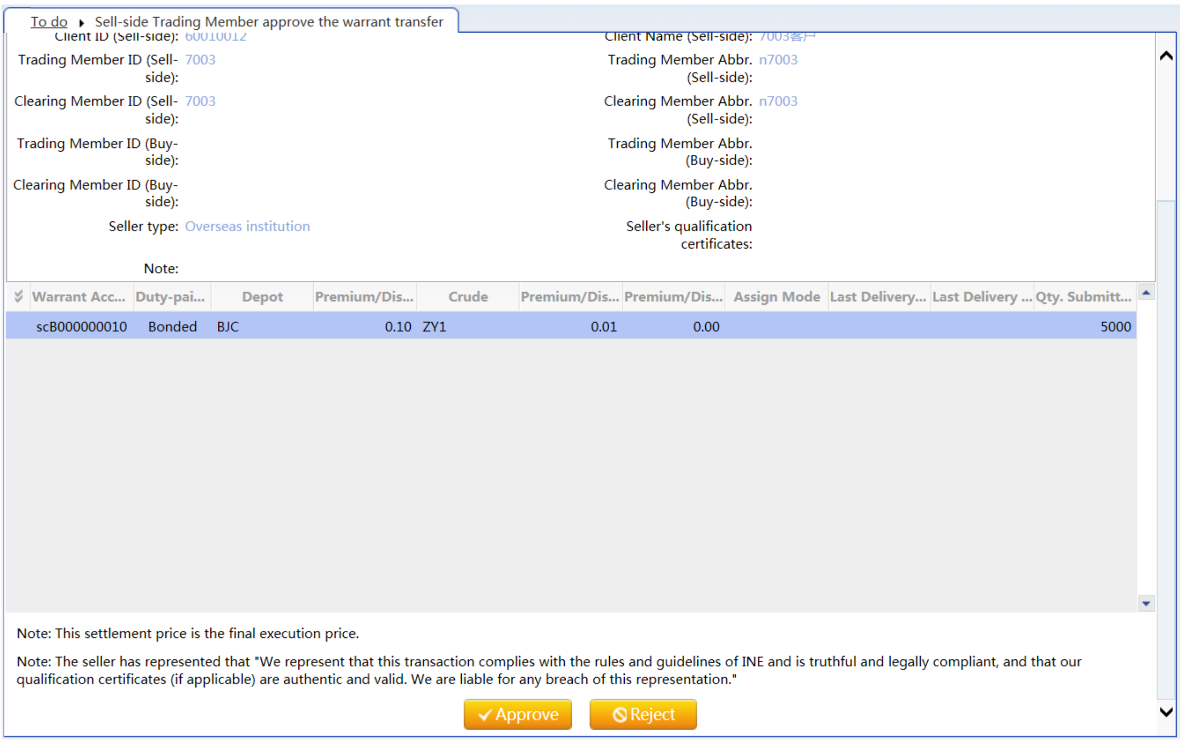
(1)

When the Client submits the warrant transfer application, you may set the operation type as "Warrant Transfer" in the page of To-do Tasks to inquire about the warrant transfer application to be reviewed.

Product	Operation T...	Application No.	Task Description	Operation Stat...	Applicatio...	Applicatio...	Processin...	Processing...
Medium Sou...	Warrant Tra...	scbjc1700021	Warrant Transfer(initiated by Client 83010001, Quantity...	Sell-Side Sub...	20170523	22:25:41	20170523	22:25:41

(2)

Click the "Application No." to enter the details page.



(3)

Perform the following steps at the lower part of the page:

- Pass: Click the "Approve" button to confirm the warrant transfer application and proceed to the next node of the process, i.e. the warrant transfer application will be reviewed by the Clearing Member.
- Reject: Click the "Reject" button to reject the warrant transfer application.

Task Tracking: you may inquire about and view the application and its status in the page of Task Tracking. Click the "Application No." to enter the details page.

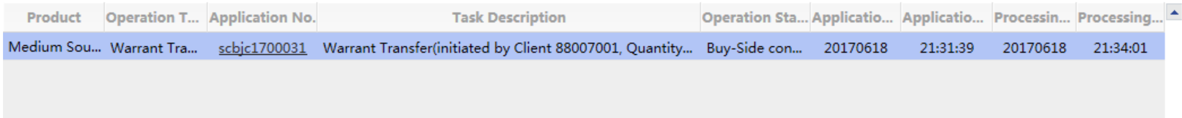
Operation	Product	Operation Type	Application No.	Task St...	Task Description	Operation Sta...	Applicati...	Processin...
	Medium Sou...	Warrant Tran...	scbjc1700023	Pendi...	Warrant Transfer(initiated by Client 83010002, Quantity 100...	Sell-Side Sub...	20170601	20170601

(Buyers) Review the Warrant Transfer Application

OSBPs are also required to confirm the warrant transfer application after the application is confirmed by the Client.

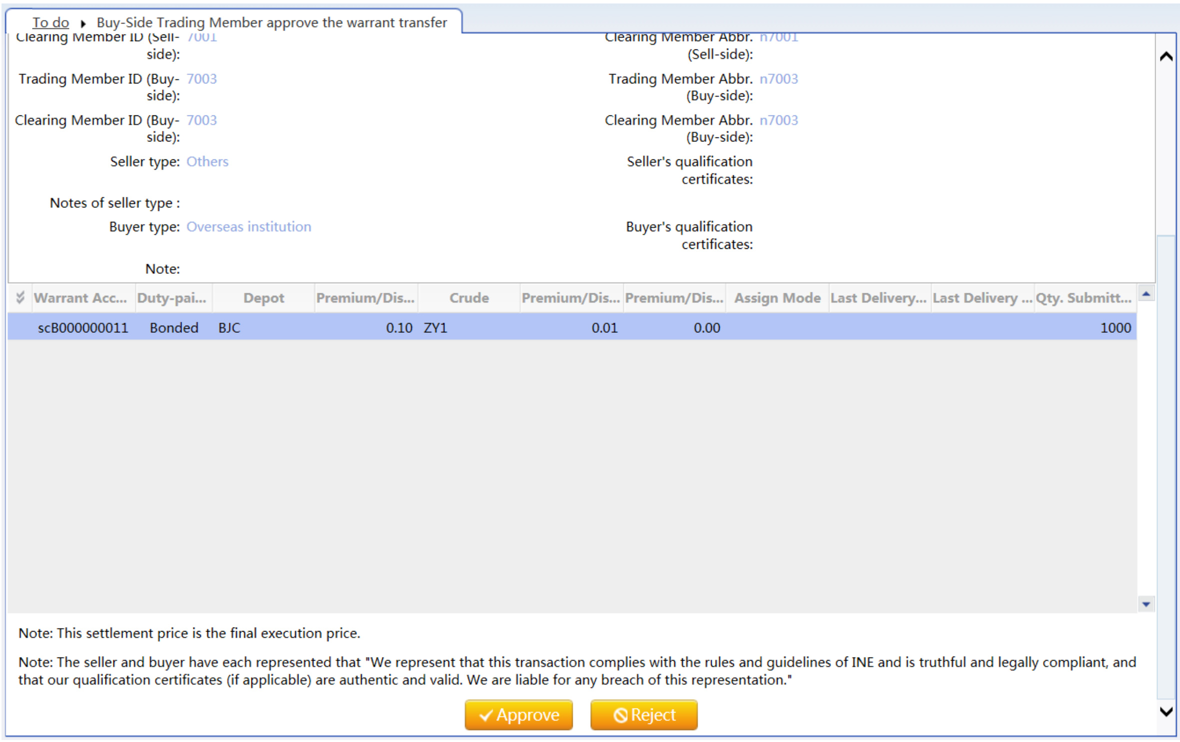
(1)

In To-do Task, the buy-side OSBP sets the operation type as "Warrant Transfer" to find the warrant transfer application to be confirmed.



(2)

Click the field of "Application No." to enter the details page.



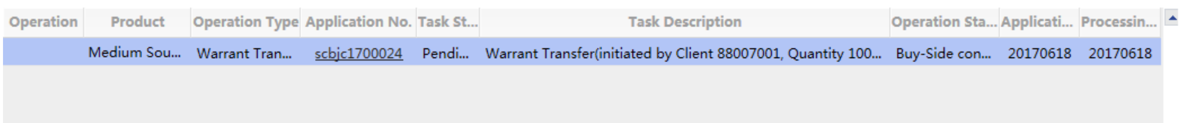
(3)

Perform the following steps at the lower part of the page:

- Pass: Click the "Approve" button to approve the warrant transfer application and have the application reviewed by the Clearing Member.
- Reject: Click the "Reject" button to reject the warrant transfer application.

Task Tracking

In Task Tracking, set the "Operation Type" as "Warrant Transfer" to find the task and view its status.



Print "Warrant Transfer Settlement Statement "

After INE releases the warrants , OSBPs can go to the details page of "Operation Query-->Warrant Transfer Query" to view and print the "Warrant Transfer Settlement Statement" which has been coverd the electronic seal, OSBPs can export the settlement statement as an excel or PDF file, or print it online.

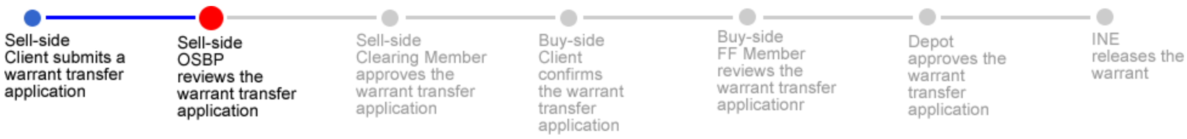
(Note)OSBPs can print "Warrant Transfer Settlement Statement " aiming at the tasks whose status are released warrant, then both buyers and sellers can only print the settlement statement of their own.

Product: TSR 20, LSFO, Copper

The process and steps for warrant transfer are essentially identical for TSR 20, LSFO, and Copper. This section uses TSR 20 to illustrate the specific operations to be taken by an OSBP at each process node for such a transfer. Please use the section below as a reference for the corresponding process and steps for LSFO and Copper, as those will not be covered separately.

(Sellers) Review the Warrant Transfer Application

OSBPs are required to review the warrant transfer application after the application is submitted by the Client.



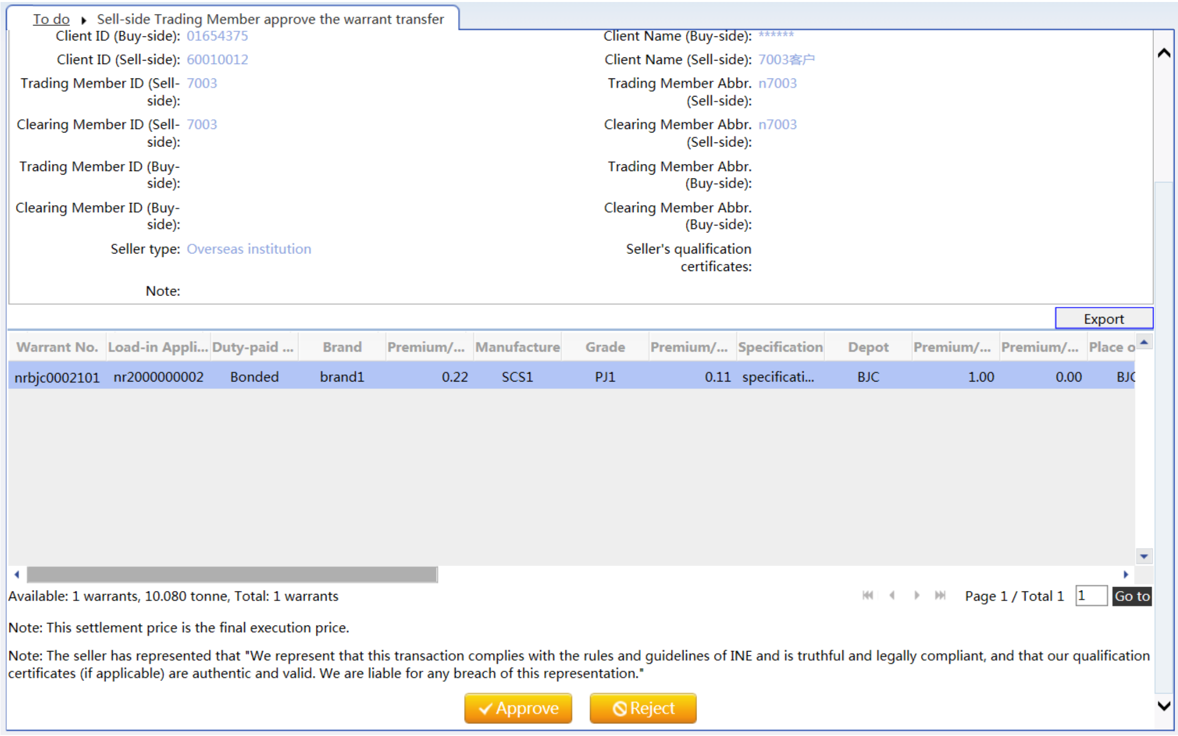
(1)

When the Client submits the warrant transfer application, you may set the operation type as "Warrant Transfer" in the page of To-do Tasks to inquire about the warrant transfer application to be reviewed.

Product	Operation T...	Application No.	Task Description	Operation Stat...	Applicatio...	Applicatio...	Processin...	Processing...
TSR 20	Warrant Tra...	nrbjc2000002	Warrant Transfer(initiated by Client 01654427, weight ...	Sell-Side Sub...	20200115	10:42:55	20200115	10:42:55

(2)

Click the "Application No." to enter the details page.



(3)

Perform the following steps at the lower part of the page:

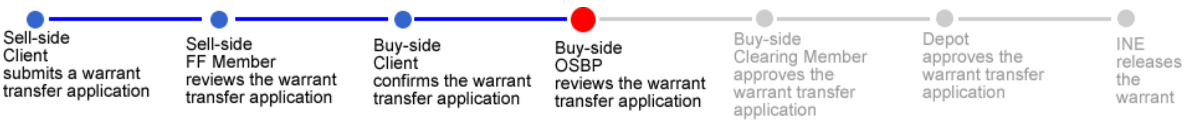
- Pass: Click the "Approve" button to approve the warrant transfer application and have the application reviewed by the Clearing Member.
- Reject: Click the "Reject" button to reject the warrant transfer application.

Task Tracking

In Task Tracking, set the "Operation Type" as "Warrant Transfer" to find the task and view its status.

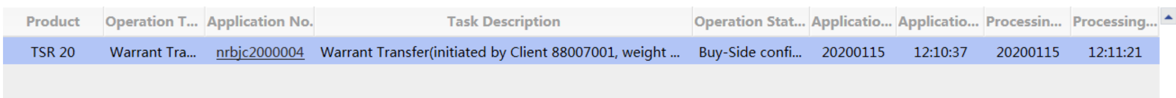
(Buyers) Review the Warrant Transfer Application

OSBPs are also required to confirm the warrant transfer application after the application is confirmed by the Client.



(1)

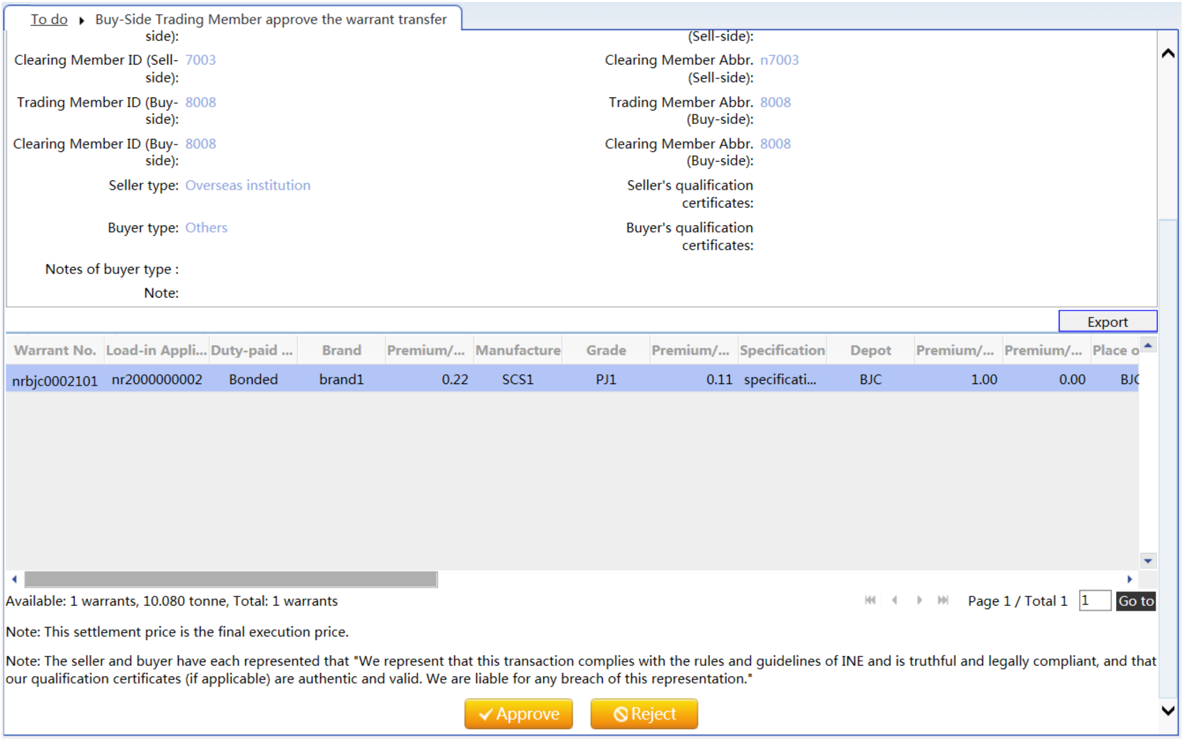
In To-do Task, the buy-side OSBP sets the operation type as "Warrant Transfer" to find the warrant transfer application to be confirmed.



Product	Operation T...	Application No.	Task Description	Operation Stat...	Applicatio...	Applicatio...	Processin...	Processing...
TSR 20	Warrant Tra...	nrbjc2000004	Warrant Transfer(initiated by Client 88007001, weight ...	Buy-Side confi...	20200115	12:10:37	20200115	12:11:21

(2)

Click the field of "Application No." to enter the details page.



(3)

Perform the following steps at the lower part of the page:

- Pass: Click the "Approve" button to approve the warrant transfer application and have the application reviewed by the Clearing Member.
- Reject: Click the "Reject" button to reject the warrant transfer application.

Task Tracking

In Task Tracking, set the "Operation Type" as "Warrant Transfer" to find the task and view its status.

Print "Warrant Transfer Settlement Statement "

After INE releases the warrants , OSBPs can go to the details page of "Operation Query-->Warrant Transfer Query" to view and print the "Warrant Transfer Settlement Statement" which has been coverd the electronic seal, OSBPs can export the settlement statement as an excel or PDF file, or print it online.

(Note)OSBPs can print "Warrant Transfer Settlement Statement " aiming at the tasks whose status are released warrant, then both buyers and sellers can only print the settlement statement of their own.

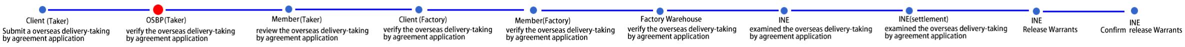
Chapter 10 Overseas Delivery-Taking by Agreement

This chapter describes the operations that can be performed by OSBPs during overseas delivery-taking by agreement (i.e., negotiated load-out).

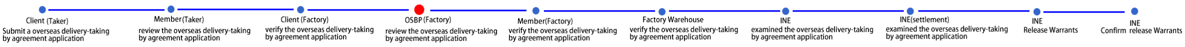
Overseas delivery-taking by agreement is one of the factory warrant load-out modes. This mode consists of the following steps: (1) the delivery-taker transfers the warrants to the warrant load-in party (the factory as the counterparty); (2) the factory issues an overseas, paper warehouse receipt to the delivery-taker; (3) the delivery-taker, using the warehouse receipt, obtains the underlying commodities at the designated overseas take-delivery location.

In the System, the process node diagram for overseas take-delivery by OSBPs is as follows:

- If the OSBP is the delivery-taker, and assuming the trading factory is the client carried by the FF Member, then the process node diagram looks like the following:



- If the OSBP is the trading factory, and assuming a client carried by the FF Member is the delivery-taker, then the process node diagram looks like the following:



Note: The delivery-taker is the warrant load-out party; the trading factory is the counterparty, i.e., the warrant load-in party.

Product: Medium Sour Crude Oil, TSR20, Copper

Overseas delivery-taking by agreement is not yet available for Medium Sour Crude Oil, TSR 20, and Copper.

Product: LSFO

(Takers) Verify the Overseas Delivery-taking by Agreement Application

When a Client carried by an OSBP submits an overseas delivery-taking by agreement application as a delivery-taker, the OSBP needs to review the application.

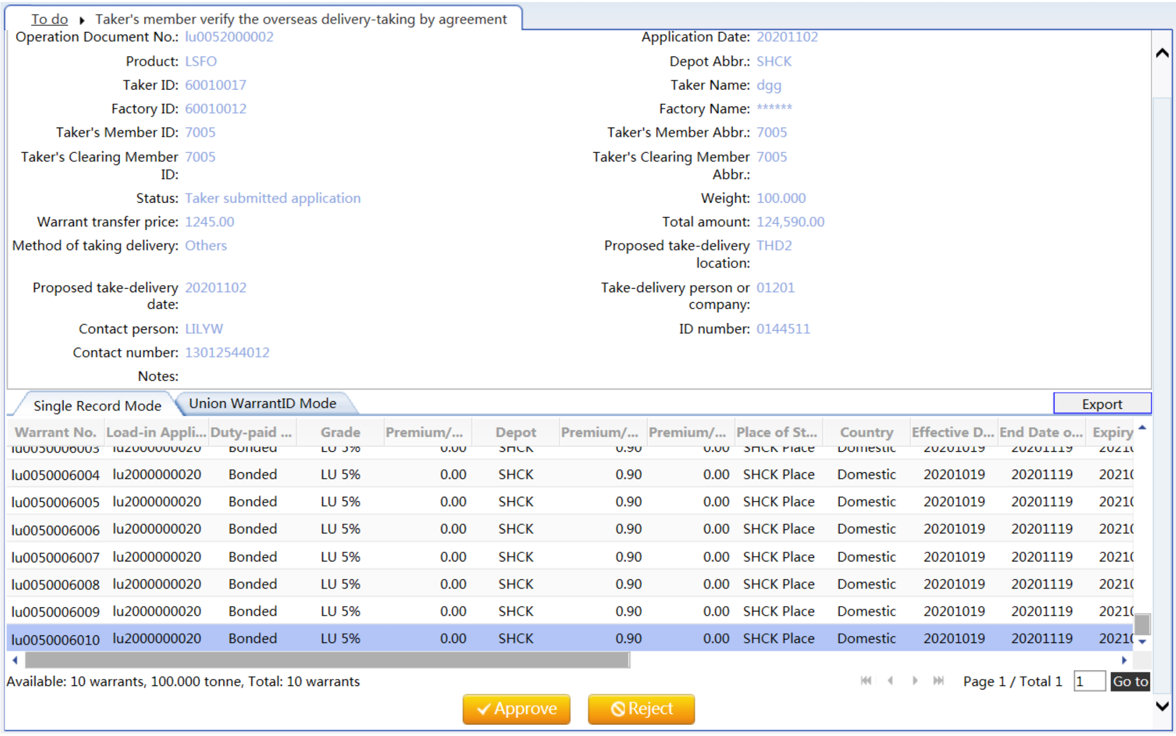
(1)

After submitting the overseas delivery-taking by agreement application, the Client selects “To do” --> “LSFO” --> “Overseas delivery-taking by agreement” to search for the application awaiting review.

Product	Operation T...	Application No.	Task Description	Operation Stat...	Applicatio...	Applicatio...	Processin...	Processing...
LSFO	Overseas D...	lu0052000006	Overseas Delivery-Taking by Agreement(initiated by Cli...	Taker submitt...	20201105	09:09:14	20201105	09:09:14

(2)

Click on the “Application No.” to enter the details page:



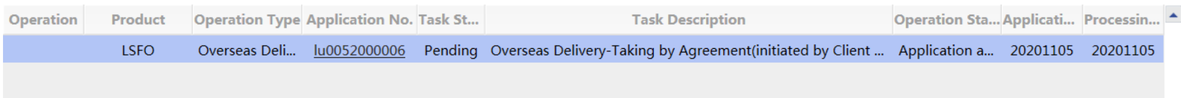
Warrant No.	Load-in Appli...	Duty-paid ...	Grade	Premium/...	Depot	Premium/...	Premium/...	Place of St...	Country	Effective D...	End Date o...	Expiry
lu0050006004	lu2000000020	Bonded	LU 5%	0.00	SHCK	0.90	0.00	SHCK Place	Domestic	20201019	20201119	2021(
lu0050006005	lu2000000020	Bonded	LU 5%	0.00	SHCK	0.90	0.00	SHCK Place	Domestic	20201019	20201119	2021(
lu0050006006	lu2000000020	Bonded	LU 5%	0.00	SHCK	0.90	0.00	SHCK Place	Domestic	20201019	20201119	2021(
lu0050006007	lu2000000020	Bonded	LU 5%	0.00	SHCK	0.90	0.00	SHCK Place	Domestic	20201019	20201119	2021(
lu0050006008	lu2000000020	Bonded	LU 5%	0.00	SHCK	0.90	0.00	SHCK Place	Domestic	20201019	20201119	2021(
lu0050006009	lu2000000020	Bonded	LU 5%	0.00	SHCK	0.90	0.00	SHCK Place	Domestic	20201019	20201119	2021(
lu0050006010	lu2000000020	Bonded	LU 5%	0.00	SHCK	0.90	0.00	SHCK Place	Domestic	20201019	20201119	2021(

(3)

The following actions may be taken at the bottom of the page:

- Approve: Click the “Approve” button to approve the overseas delivery-taking by agreement application. With it, the process proceeds to the next node, review by the Clearing Member of the taker (i.e., OSBP);
- Reject: Click the “Reject” button to reject the overseas delivery-taking by agreement application.

Task Tracking On the “Task Tracking” page, search for the application and view its status. Click on the "Application No." to enter the details page.



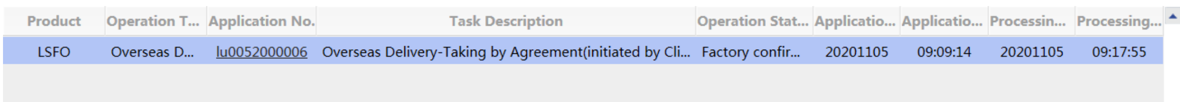
Operation	Product	Operation Type	Application No.	Task St...	Task Description	Operation Sta...	Applicati...	Processin...
	LSFO	Overseas Deli...	lu0052000006	Pending	Overseas Delivery-Taking by Agreement(initiated by Client ...	Application a...	20201105	20201105

(Trading Factory Warehouse) Review an Overseas Delivery-taking by Agreement Application

After an overseas delivery-taking by agreement application is confirmed by the trading factory (as Client), the OSBP needs to review the application.

(1)

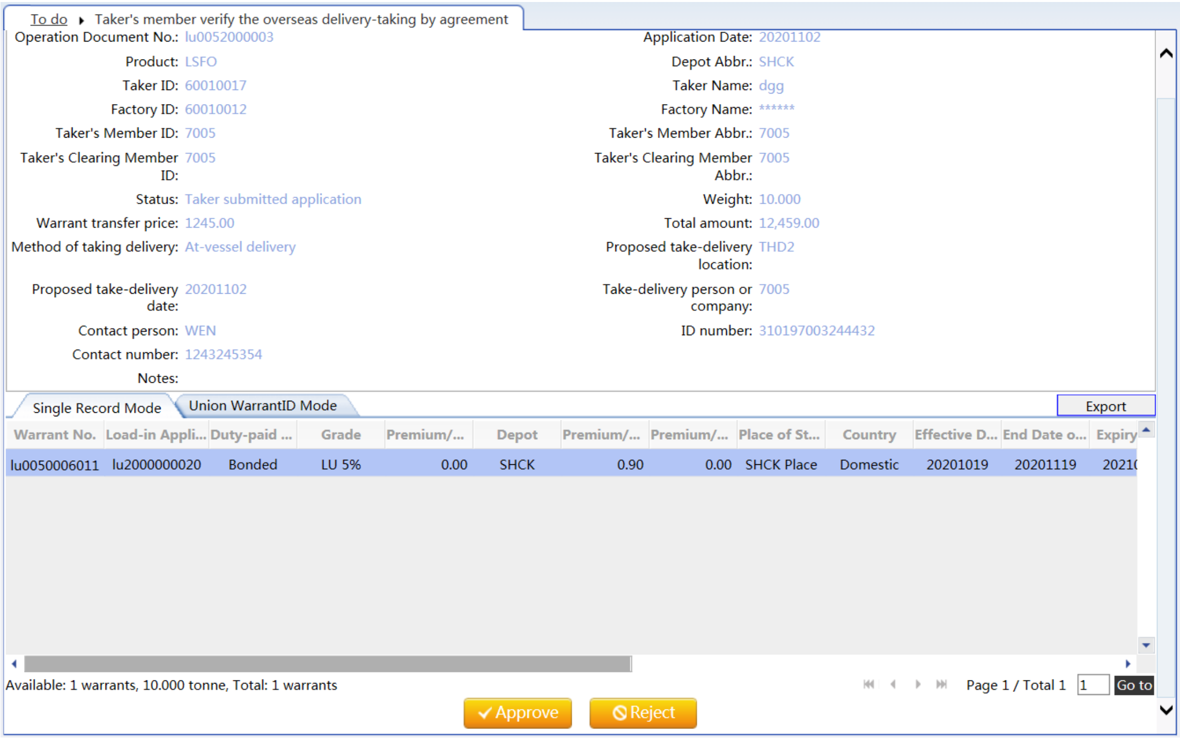
On the the “To-do” page, the OSBP, as the trading factory warehouse, may set the product as “LSFO” and the operation type as “Overseas Delivery-taking by Agreement” to search for the overseas delivery-taking by agreement application awaiting review.



Product	Operation T...	Application No.	Task Description	Operation Stat...	Applicatio...	Applicatio...	Processin...	Processing...
LSFO	Overseas D...	lu0052000006	Overseas Delivery-Taking by Agreement(initiated by Cli...	Factory confir...	20201105	09:09:14	20201105	09:17:55

(2)

Click on the “Application No.” to enter the details page:

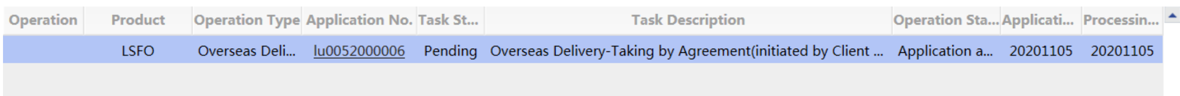


(3)

Perform the following actions at the lower part of the page:

- Approve: Click the “Approve” button to approve the application. Review by the Clearing Member of the OSBP is needed following this approval;
- Reject: Click the “Reject” button to reject the application.

Task Tracking On the “Task Tracking” page, the user may search for the application and view its status. Click on the "Application No." to enter the details page.

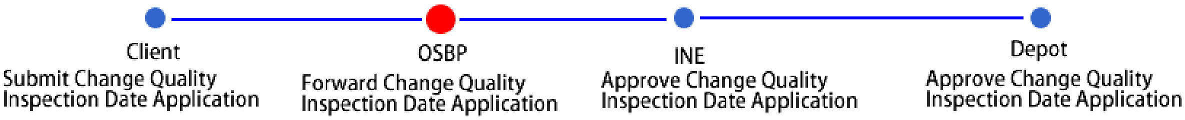


Chapter 11 Change Quality Inspection Date

You can change a quality inspection date within the System.

The process starts with the OSBP, in relation to a client's quality inspection report (certificate), submitting an application to the Exchange for changing the quality inspection date. This application is subject to the review and approval of the Exchange. Upon approval, the application is then reviewed by the relevant depot and, if approved, the quality inspection date will be updated. The process diagram for change of quality inspection date is shown below. An OSBP may submit an application for change of quality inspection date only for its direct Clients.

A Client carried by an OSBP may also submit an application for change of quality inspection date to initiate the process. The OSBP will forward the Client's application. If the application is approved by the Exchange and the relevant depot, the quality inspection date will be updated accordingly. The process diagram is shown below:



Product: Medium Sour Crude Oil, LSFO, Copper

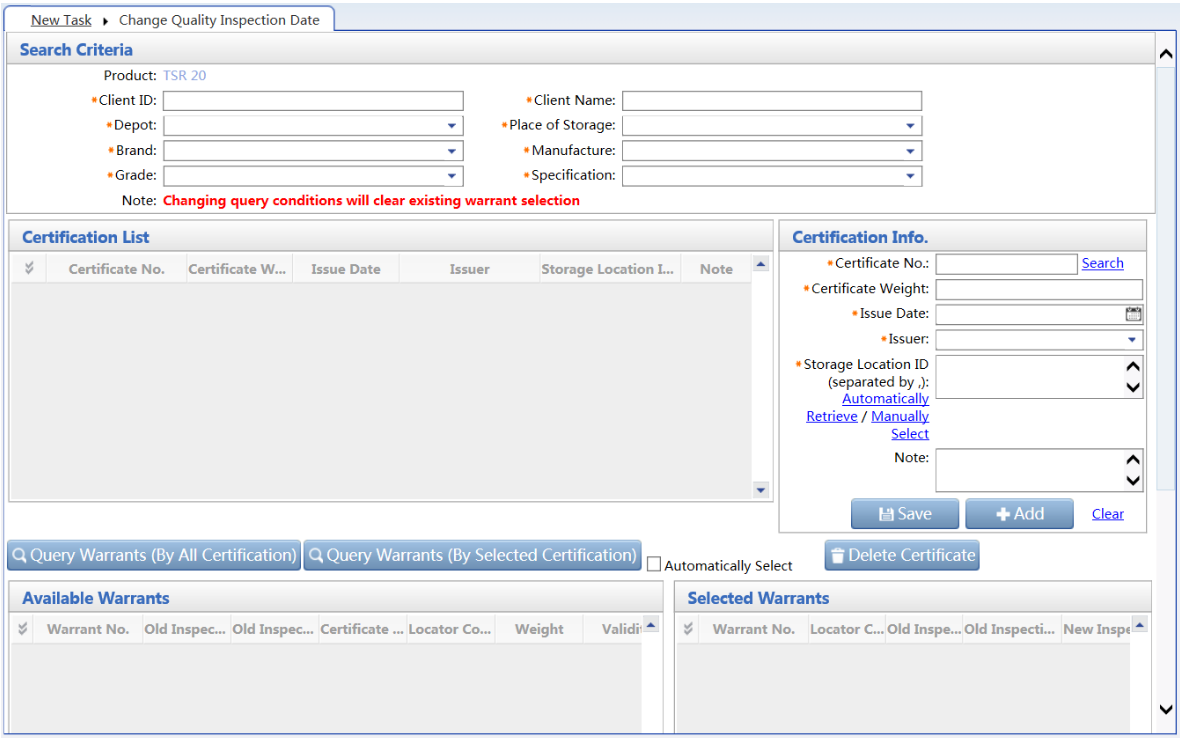
Change of quality inspection date is not yet available for Medium Sour Crude Oil, LSFO, and Copper.

Product: TSR 20

Submit a Change Quality Inspection Date Application

(1)

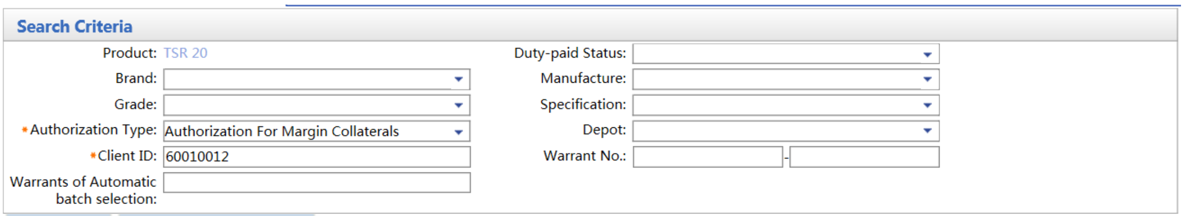
From the navigation menu, select "New Task" --> "TSR 20" --> "Change Quality Inspection Date" to enter the page for applying for change of quality inspection date for TSR 20.



(2)

In "Search Criteria", enter the following information to search for warrants whose quality inspection date needs to be changed: depot, place of storage, brand, manufacturer, grade, and specification.

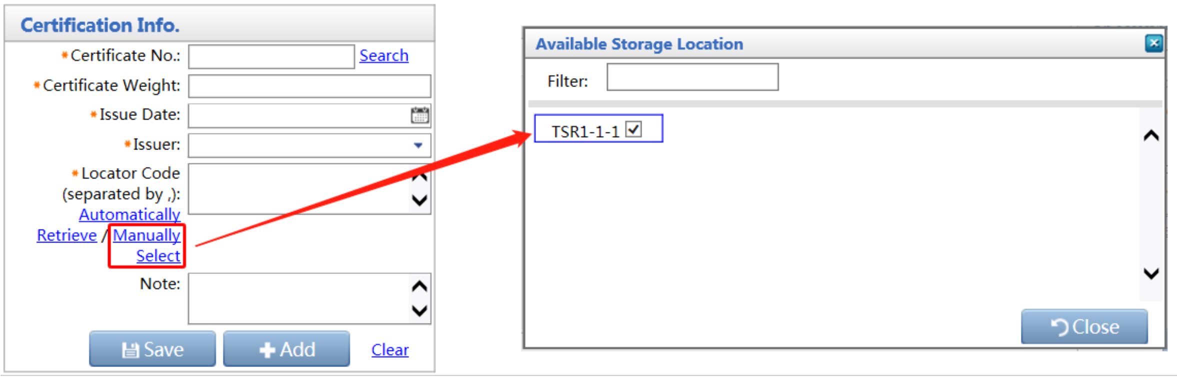
Note: Each application can only cover warrants of the same basic information (depot, place of storage, brand, manufacturer, grade, and specification).



(3)

In “Certification Info.”, enter the certificate No., weight on the certificate, issue date, issuer, and inventory locator code.

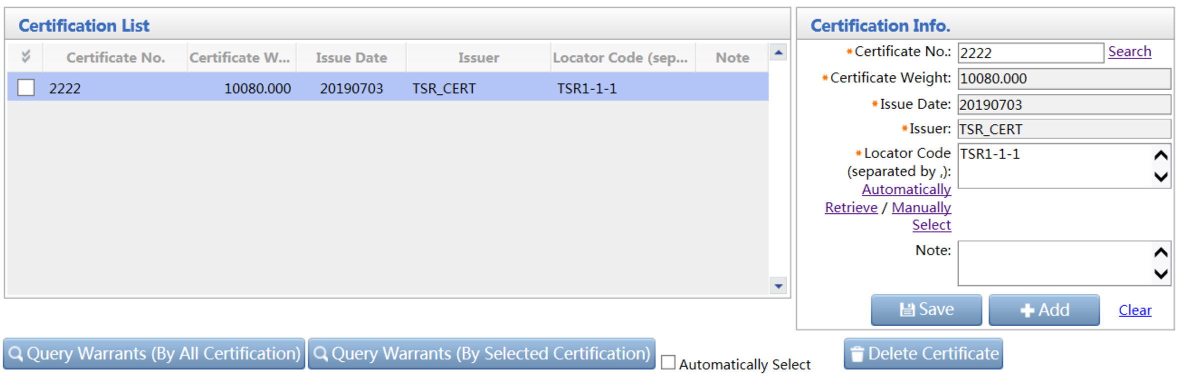
- After entering an existing certificate No., you can click “Search” to automatically obtain the corresponding certificate weight, issue date, and issuer. If the certificate No. is new, you need to manually enter the corresponding certificate weight, issue date, and issuer.
- The inventory locator code can be automatically filled in by clicking on “Automatically Retrieve”, or selected manually by clicking on “Manually Select”.
- Click “Clear” to clear the certificate information.



(4)

After the certification information is entered, click the “Add” button to add the certificate to the “Certification List”.

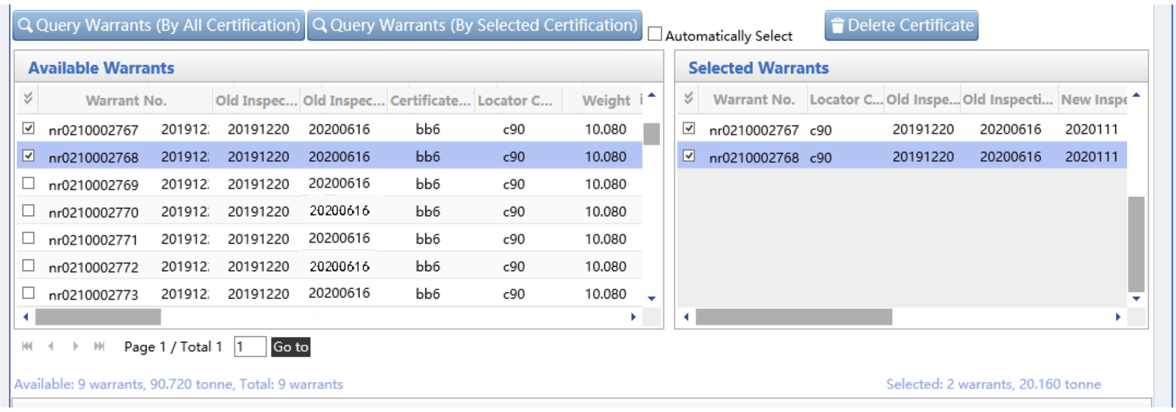
By selecting a certificate from “Certification List”, you can modify its information in the “Certification Info.” section. Click the “Save” button after you are done to save the update.



(5)

Click “Query Warrants (by All Certification)” to show in “Available Warrants” all warrants that meet the search criteria and have locator codes corresponding to those on the certificates. If the user checks “Automatically Select” and then clicks “Query Warrants (by All Certification)”, the System will automatically select all available warrants and display them in “Selected Warrants”.

Select one or more certificates from the “Certification List” and click “Query Warrants (by Selected Warrants)” to show in “Available Warrants” all selected warrants that meet the search criteria and have locator codes corresponding to those on the certificates. If the user checks “Automatically Select” and then clicks “Query Warrants (by Selected Warrants)”, the System will automatically select all available warrants and display them in “Selected Warrants”.



- Select warrants: Select the warrants as needed in the “Available Warrants” section and they will automatically show up in “Selected Warrants”. Deselect the unwanted warrants in “Selected Warrants” to remove them from “Selected Warrants” and uncheck them in “Available Warrants”. The select-all button “ ” allows you to select or deselect all available warrants.

(6)

Fill in the information for submission: upload the certificates as attachments and fill out the “Note” section.

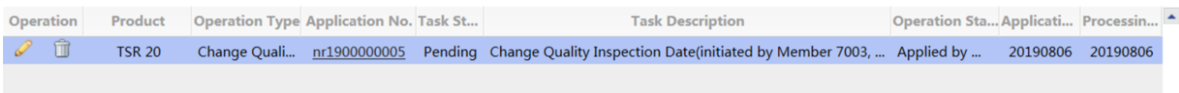
(7)

Click the “OK” button to submit this change quality inspection date application.

(8)

After the application is submitted, you can view its details in “Task Tracking”.

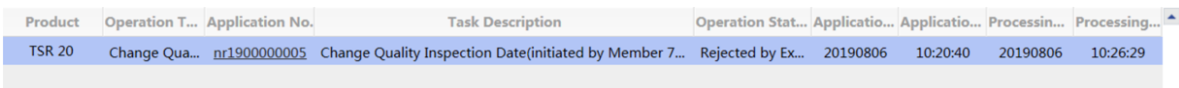
Click the “Application No.” to view the details of the application. You may click the appropriate icons in the “Operation” column to modify or cancel it at any time before it is approved by the INE.



(9)

If an application is rejected, you may modify the quality inspection date in “To-do”.

Click the “Application No.” to modify the quality inspection date and resubmit the application.



Forward the Change Quality Inspection Date Application

After a Client carried by an OSBP submits an application for change of quality inspection date , the OSBP will forward the application. The Exchange will only review and approve any application that has been forwarded by an OSBP.

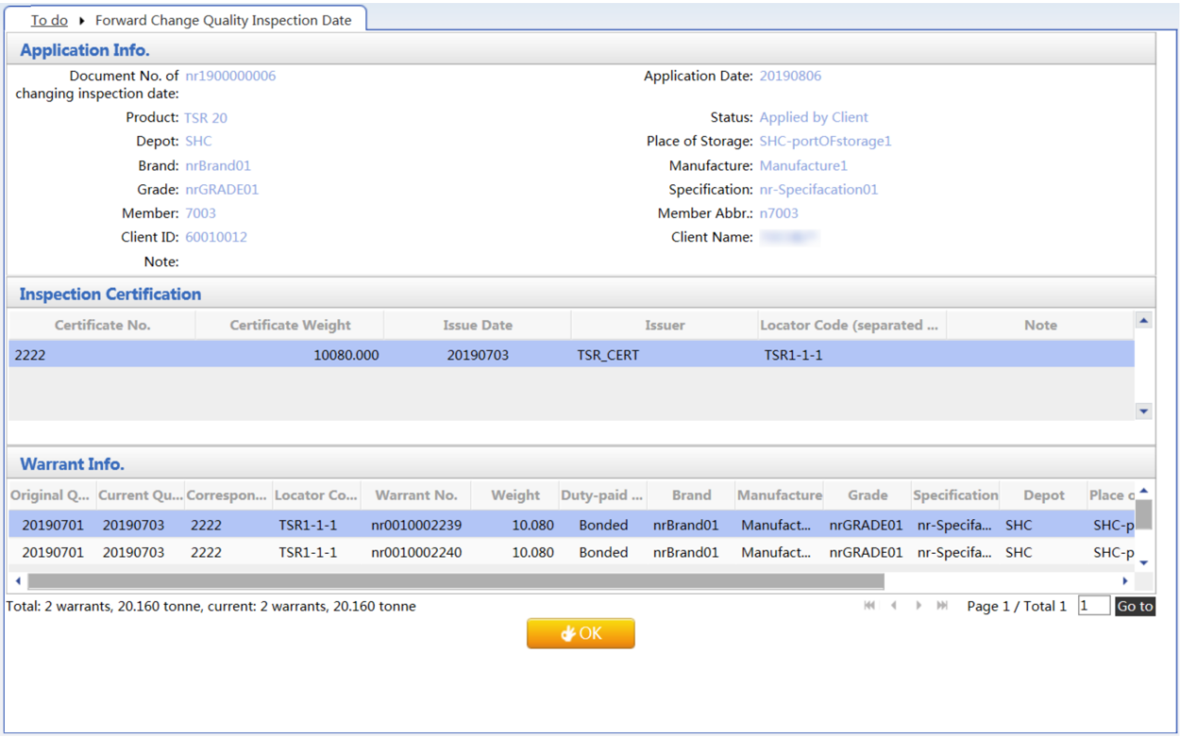
(1)

Select “To do” --> “TSR 20” --> “Change Quality Inspection Date” and click the “Search” button to search for and view the application to be forwarded.

Product	Operation T...	Application No.	Task Description	Operation Stat...	Applicatio...	Applicatio...	Processin...	Processing...
TSR 20	Change Qua...	nr1900000006	Change Quality Inspection Date(initiated by Client 600...	Applied by Cli...	20190806	10:30:12	20190806	10:30:12

(2)

Select the application to be forwarded and click on the “Application No.” to enter the page for forwarding the application for change of quality inspection date.



(3)

Click the “OK” button to forward the application to the Exchange for review and approval.

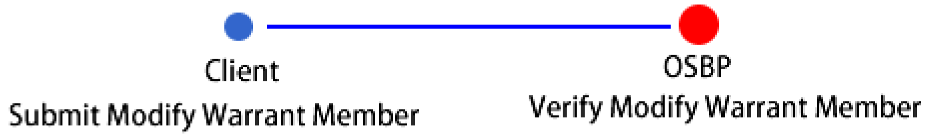
Task Tracking: On the **“**Task Tracking**”**page, search for the application and view its status. Click the “Application No.” to enter the details page.

Operation	Product	Operation Type	Application No.	Task St...	Task Description	Operation Sta...	Applicati...	Processin...
	TSR 20	Change Quali...	nr1900000006	Pending	Change Quality Inspection Date(initiated by Client 6001001...	Forwarded b...	20190806	20190806

Chapter 12 Modify Warrant Member

You can modify a warrant member within the System. Clients are allowed to change the information of warrant members.

After a Client carried by an OSBP submits a warrant member modification application, the OSBP will review the application. The warrant member will be changed once the application is approved. The process node diagram is shown below:



Product: Medium Sour Crude Oil, LSFO

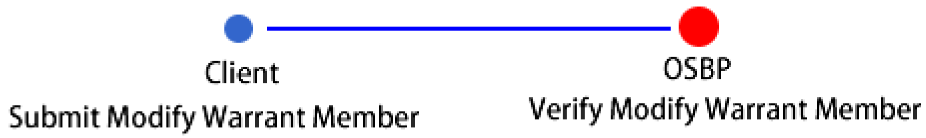
Modify Warrant Member is not yet available to Medium Sour Crude Oil and LSFO.

Product: TSR 20, Copper

The process and steps for warrant member modification are essentially identical for TSR 20 and Copper. This section uses TSR 20 to illustrate the specific operations to be taken by an OSBP at each process node for warrant member modification. Please use the section below as a reference for the corresponding process and steps for Copper, as it will not be covered separately.

Verify a Modify Warrant Member Application

After a Client carried by an OSBP submits a warrant modification application, the OSBP needs to review the application.



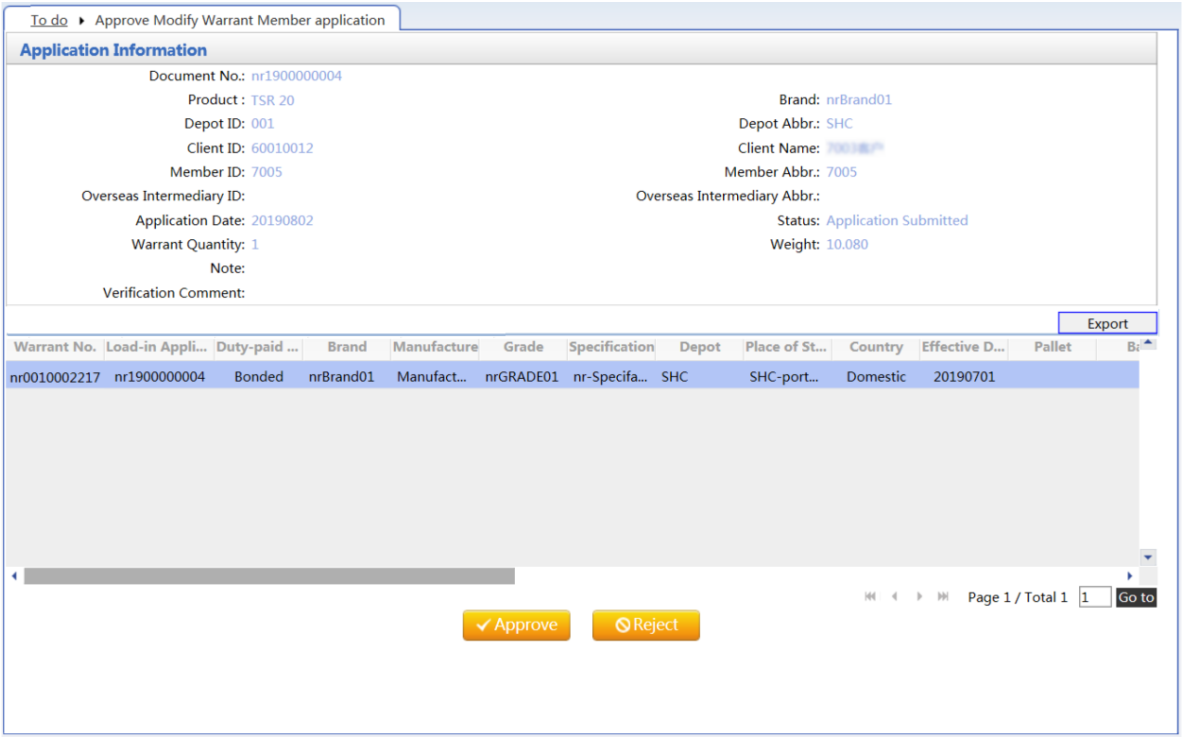
(1)

On the “To do” page, the OSBP selects “TSR 20” --> “Modify Warrant Member” to search for the warrant member modification application to be reviewed by the OSBP.

Product	Operation T...	Application No.	Task Description	Operation Stat...	Applicatio...	Applicatio...	Processin...	Processing...
TSR 20	Modify War...	nr1900000004	Modify Warrant Member(initiated by Client 60010012, ...	Applied by Cli...	20190802	14:15:56	20190802	14:15:56

(2)

Click on the "Application No." to enter the details page:



(3)

Perform the following actions at the lower part of the page:

- Approve: Click the “Approve” button to approve the application and complete the modification of warrant member;
- Reject: Click the “Reject” button to reject the application.

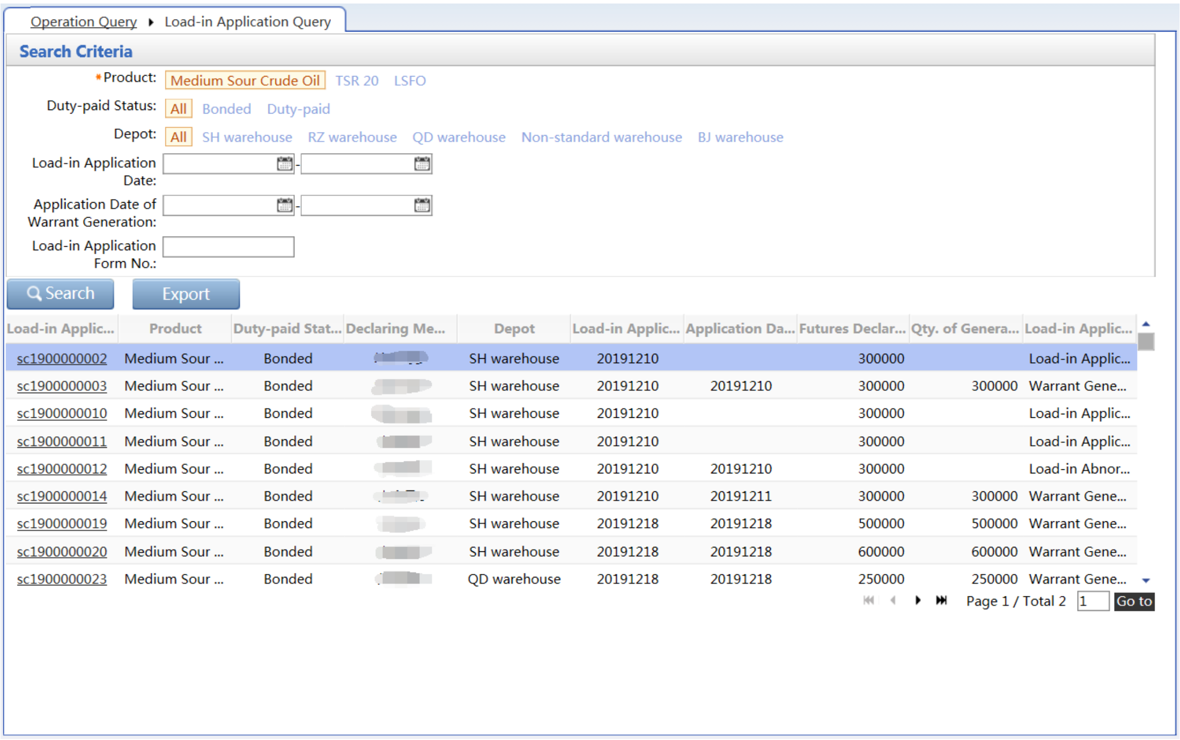
Chapter 13 Query

Operation Query

OSBPs may query all kinds of business information in the Operation Query, including the historical data of Load-in, Collateralization For Margin, Delivery, EFP Application, Warrant Transfer, and Client Account Opening Info Query, Load-in Default, Seller's Delivery Invoice.

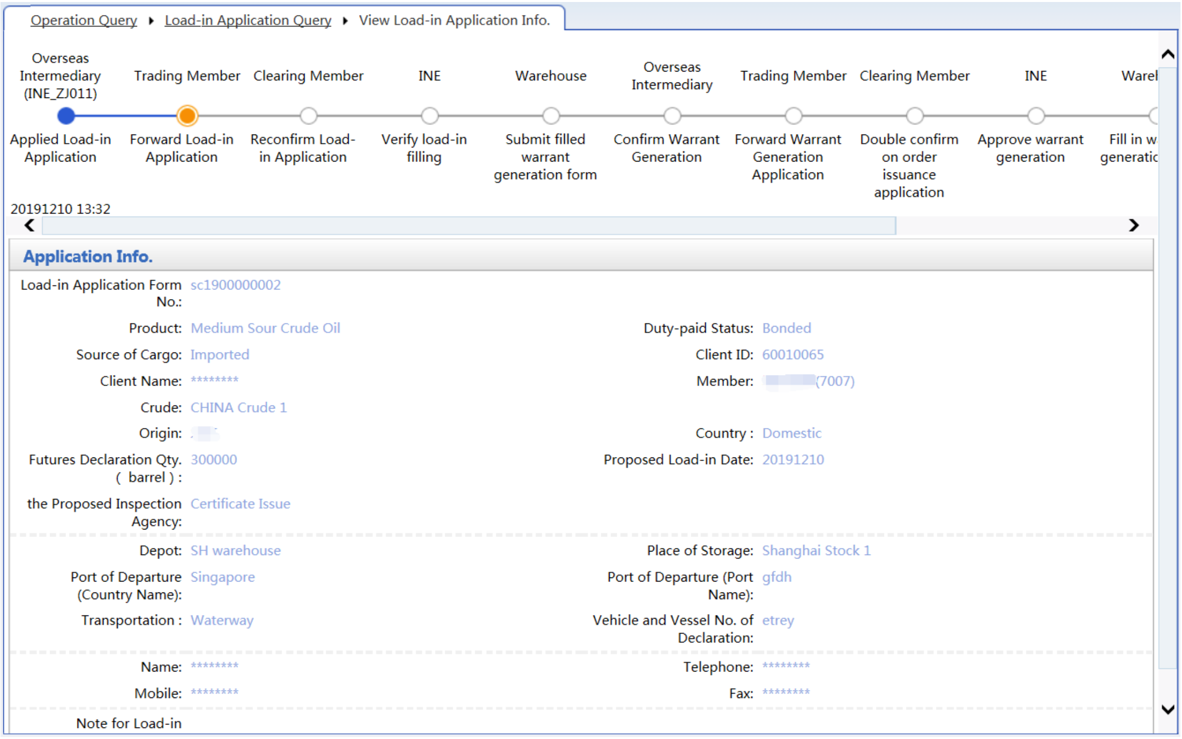
In the navigation menu, select "Operation Query" to find the detailed information on operation.

In the page of Operation query, select the specific operation to enter its query page. For instance, select "Load-in Application Query" to enter the corresponding query page.



The query operation is similar in the System. See "Query" of Chapter 2 General Functions for details.

Note: In the page of detailed information, a specific process node diagram will be displayed as follows: Orange node indicates the operation is in the middle of that node; blue node indicates the operation on that node has finished; and white note indicates the operation hasn't reached that node yet:



: the task at the node has been finished;

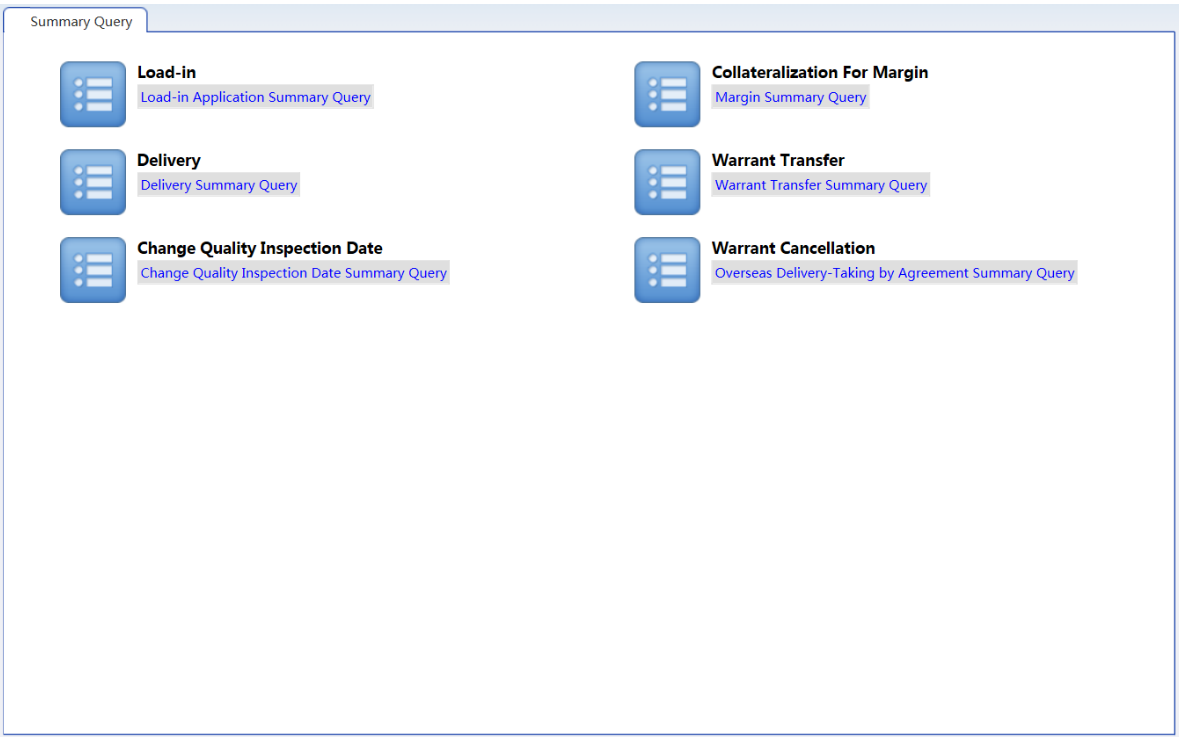
: the process is at the node;

: the process has not reached that node yet;

: the process has ended after being rejected.

Summary Query

As for the users, summary query offers all kinds of operation summaries in different dimensions and exhibits summarized data from different perspectives. OSBPs may use this function to obtain the operation summary of Load-in, Collateral For Margin, Delivery and Warrant Transfer.



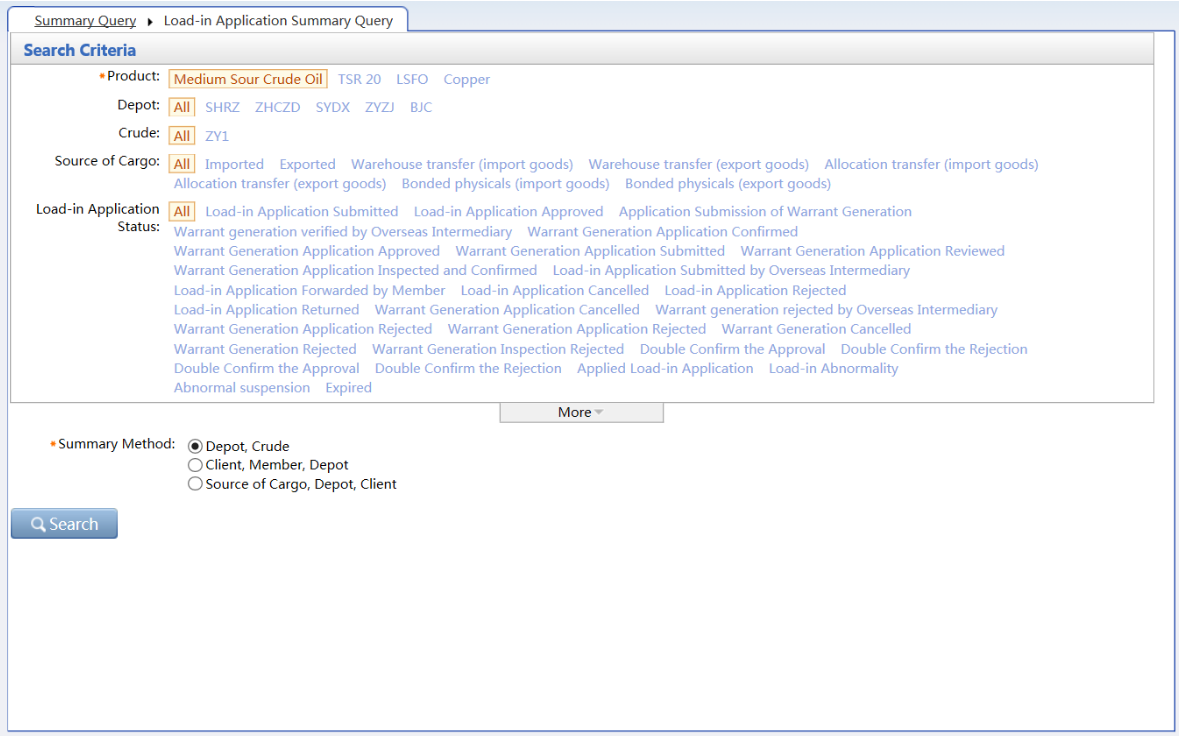
Load-in Application Summary Query

Summarize the commodities information for the load-in application as per the rollup fields.

(1)

In the navigation menu, select the "Summary Query" -->"Load-in Application Summary Query" to enter the following page.

(2)



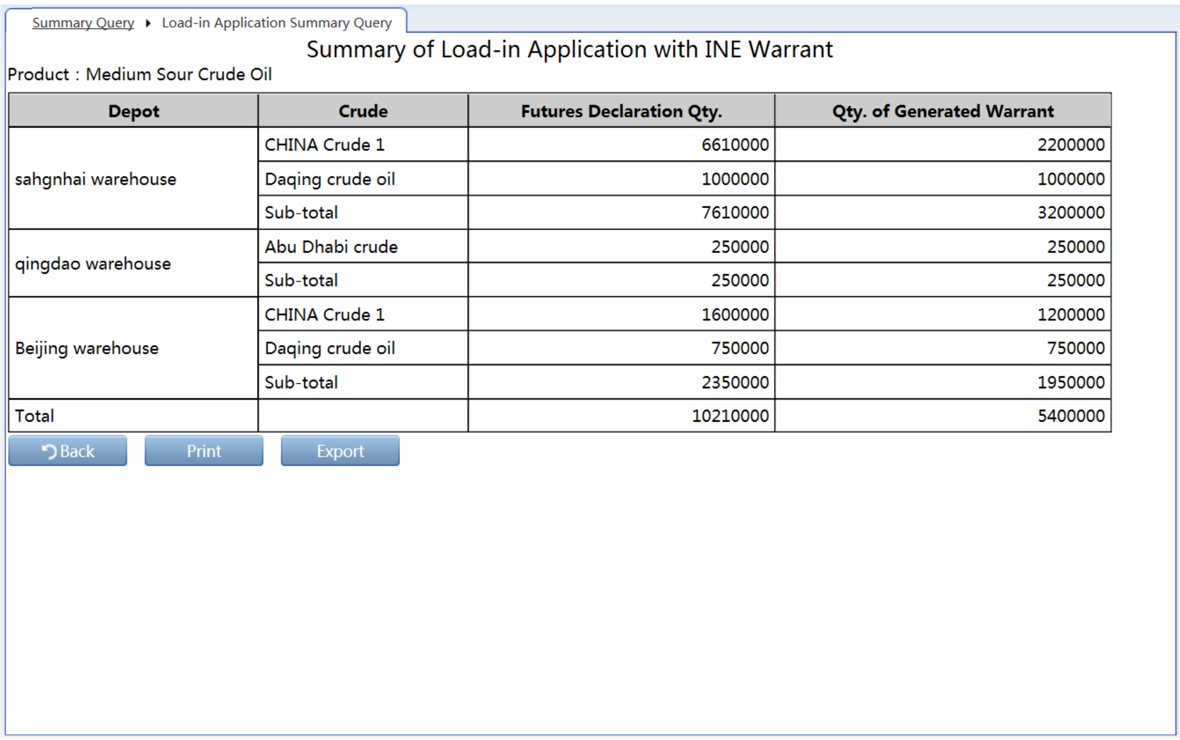
In the page of the load-in application summary query, perform the following steps:

Step 1: set the search criteria;

Step 2: select the rollup fields, such as "Depot" and " Crude";

Step 3: click the "Search" button to start the query.

(3)


Summary Query ▸ Load-in Application Summary Query

Summary of Load-in Application with INE Warrant

Product : Medium Sour Crude Oil

Depot	Crude	Futures Declaration Qty.	Qty. of Generated Warrant
sahgnhai warehouse	CHINA Crude 1	6610000	2200000
	Daqing crude oil	1000000	1000000
	Sub-total	7610000	3200000
qingdao warehouse	Abu Dhabi crude	250000	250000
	Sub-total	250000	250000
Beijing warehouse	CHINA Crude 1	1600000	1200000
	Daqing crude oil	750000	750000
	Sub-total	2350000	1950000
Total		10210000	5400000

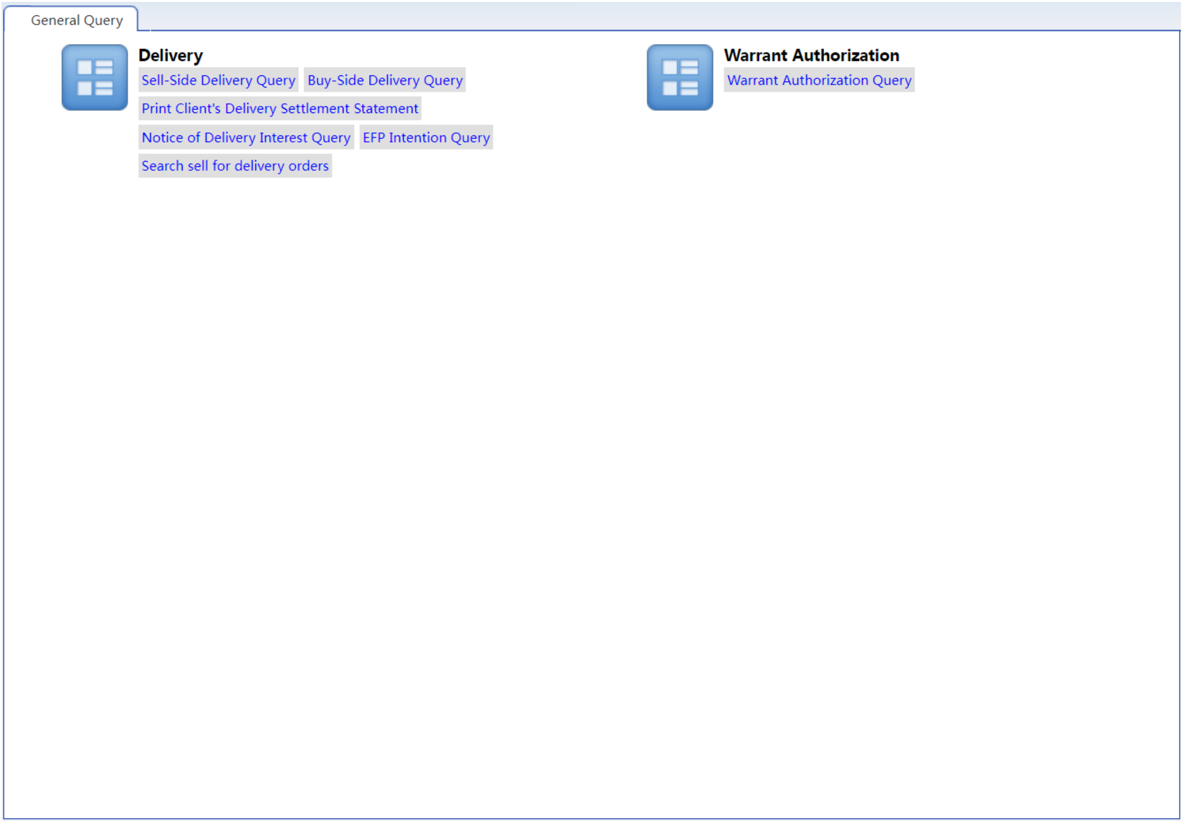
Back Print Export

Click the "Print" button under the summary table to print the summary result.

Note: Other operation summaries are similar in the system, and no more details will be repeated here.

General Query

OSBPs may obtain the details, comparison and comprehensive view of certain data through the general query, currently including the Sell-side Delivery General Query, Buy-side Delivery General Query, Print Client's Delivery Settlement Statement, Notice of Delivery Interest Query and EFP Intention.



Note: See "Chapter2 General Functions ->Query" for more query details.

Chapter 14 System Management

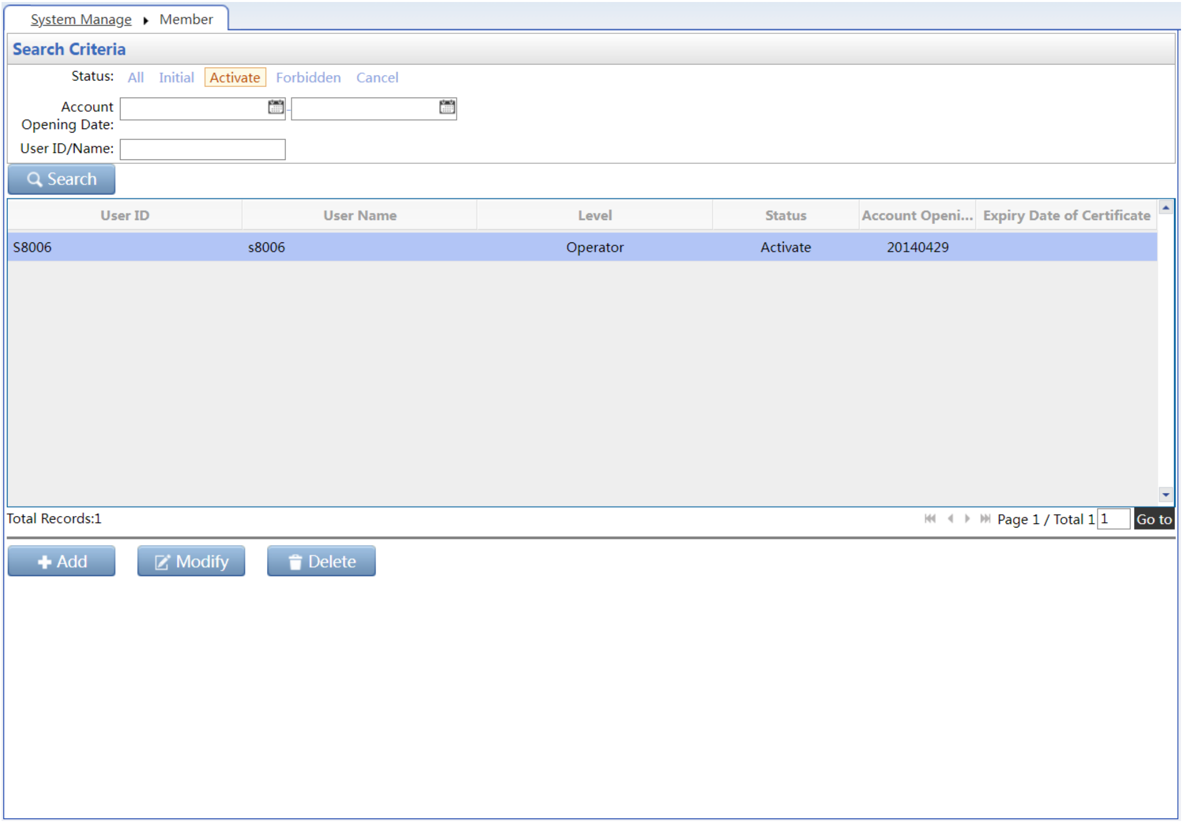
In the System Management, OSBPs may conduct the management of the user's role and Client warrant account, and search circulars.

User Role

User role management includes Member users, Client users, Role management and Account/User Change.

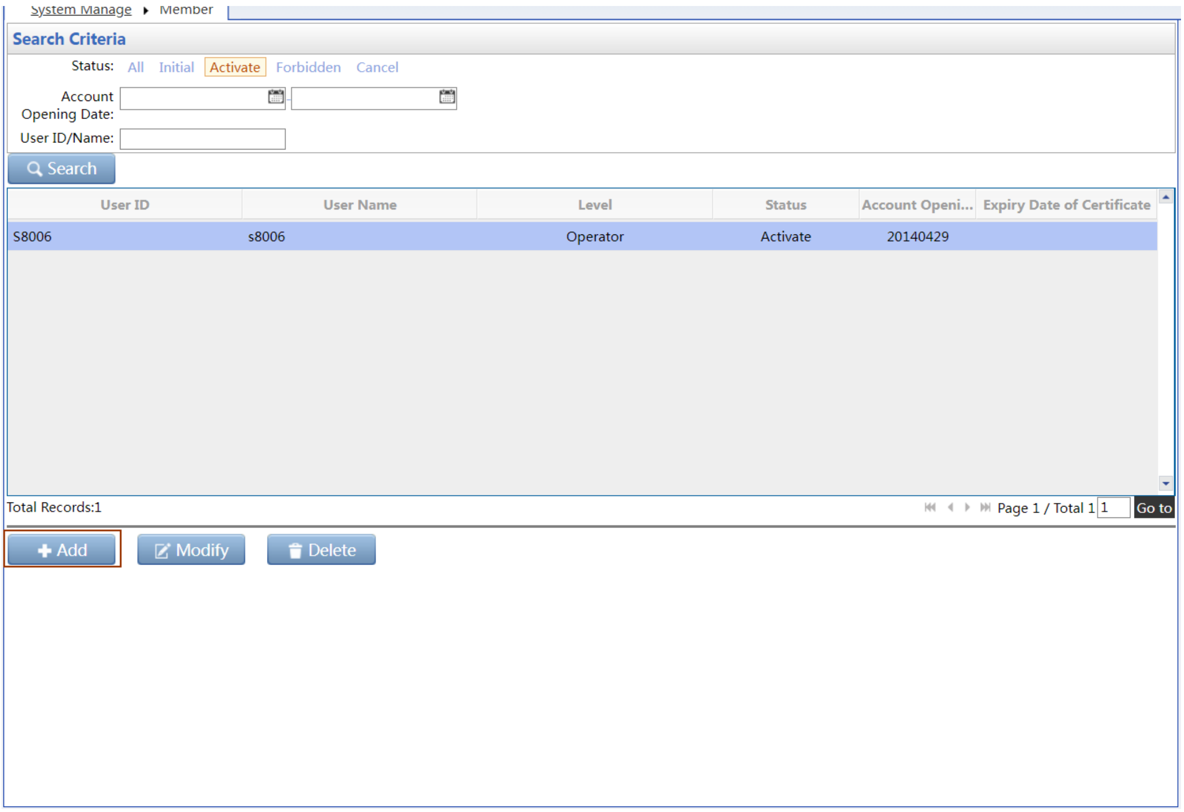
Member Users

In the navigation menu, select "System Management" -->" "(Role) Member Users" to enter the page of Member users.For maintenance, you may add, modify or delete a Member user here.



Add a Member User

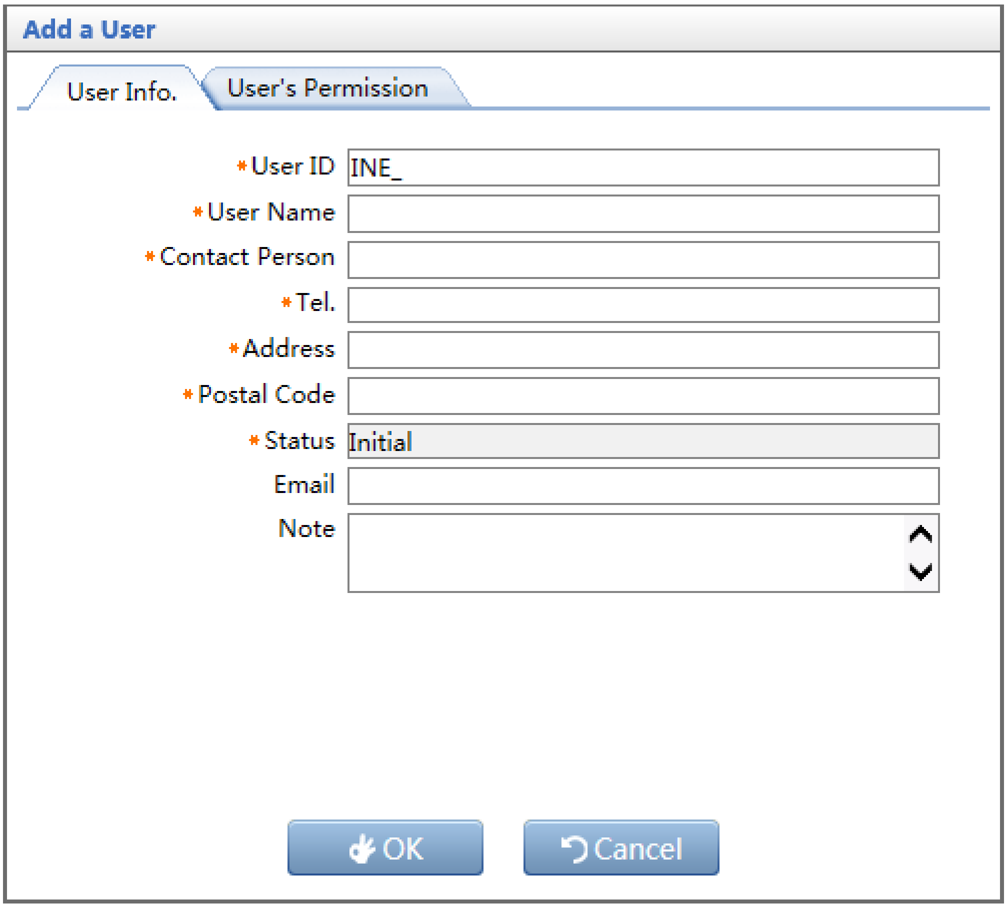
(1)



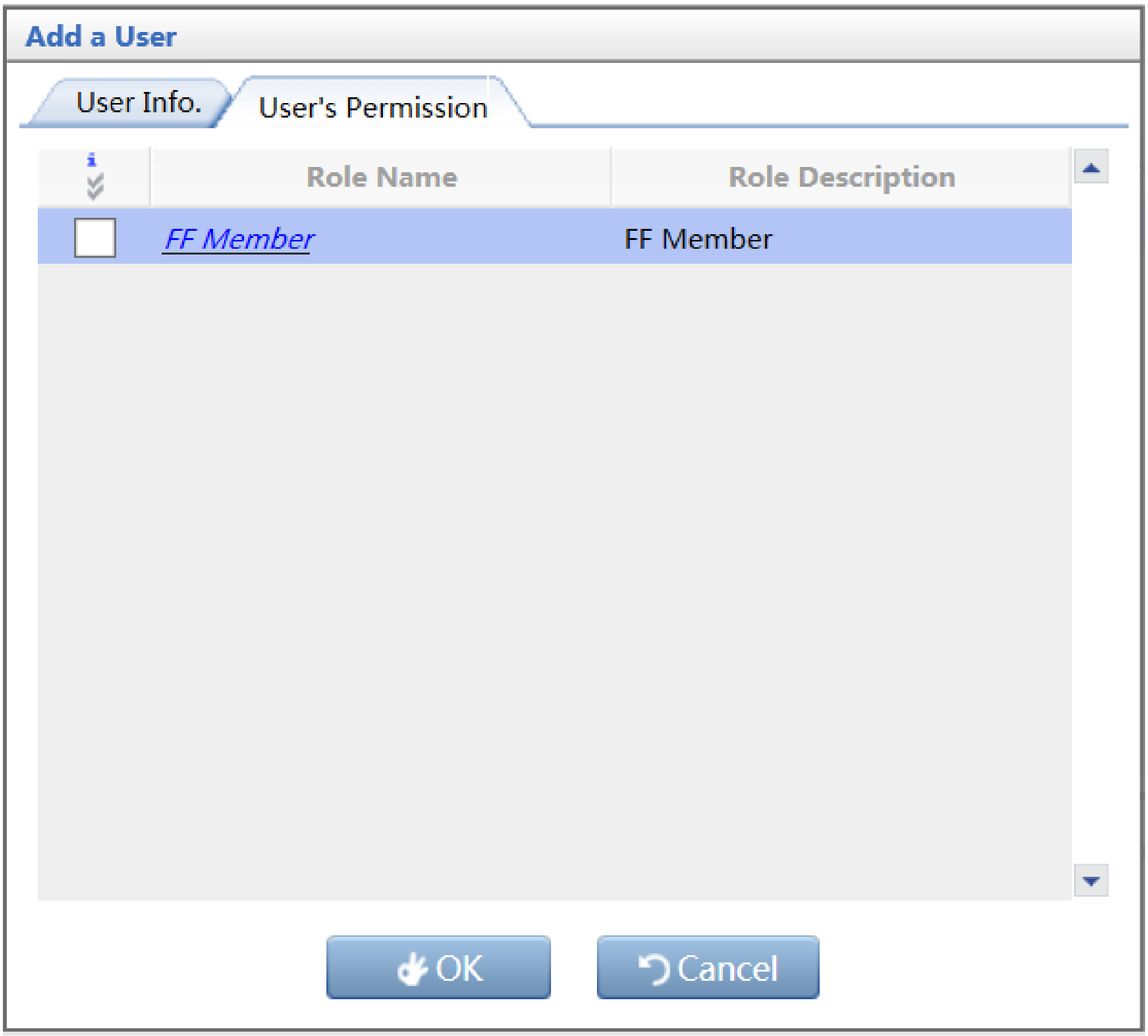
Click the "Add "button to open a popup window for adding a Member User.

(2)

The popup windows provides two tabs, including "User Information" and "User's Permission".



Edit user information in the tab of User Information.



Select the role to be assigned to the newly added user in the tab of "User's Permission", which represents a permission set.

Click the "OK" button to add the Member user.After adding the new user, INE should approve the permission, the new user will take effect after INE passes the permission.

Note:After adding the new user, INE should approve the operation, in this step, the OSBP needs to submit the certificate materials which are required by INE, INE will not complete the approval until OSBP has submitted all the required materials. It is recommended that you add new users through the page of "Account/User Change".On the page of "Account/User Change",you can submit the scanning copy of the materials by uploading the attachment, and INE can add the new user for OSBP and make the user take effect after passing the approval.

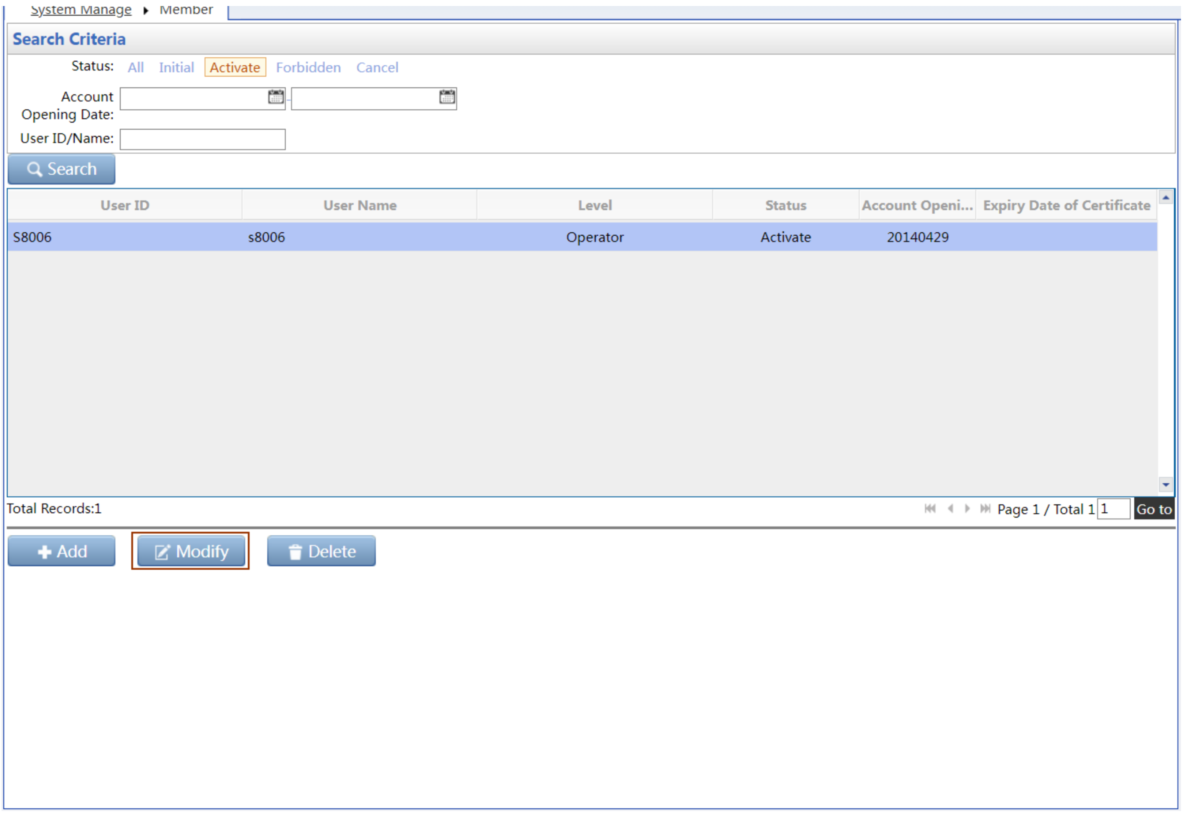
Modify a Member User

(1)

In the navigation menu, select "System Management" -->" (Role)Member Users" to enter the page of Member Users.

(2)

Set the search criteria to find the user to be modified.



(3) Select the to-be-modified user and click the "Update" button to open a popup window for the user modification. In the popup window of "Update a User", modify the user information or permission.

Upon completion, click the "OK" button to submit the modification.

Note: You may modify either the user information or the user's permission for a user in the "Initial" status. In other status, only the user's permission can be modified, while the user information cannot be modified.

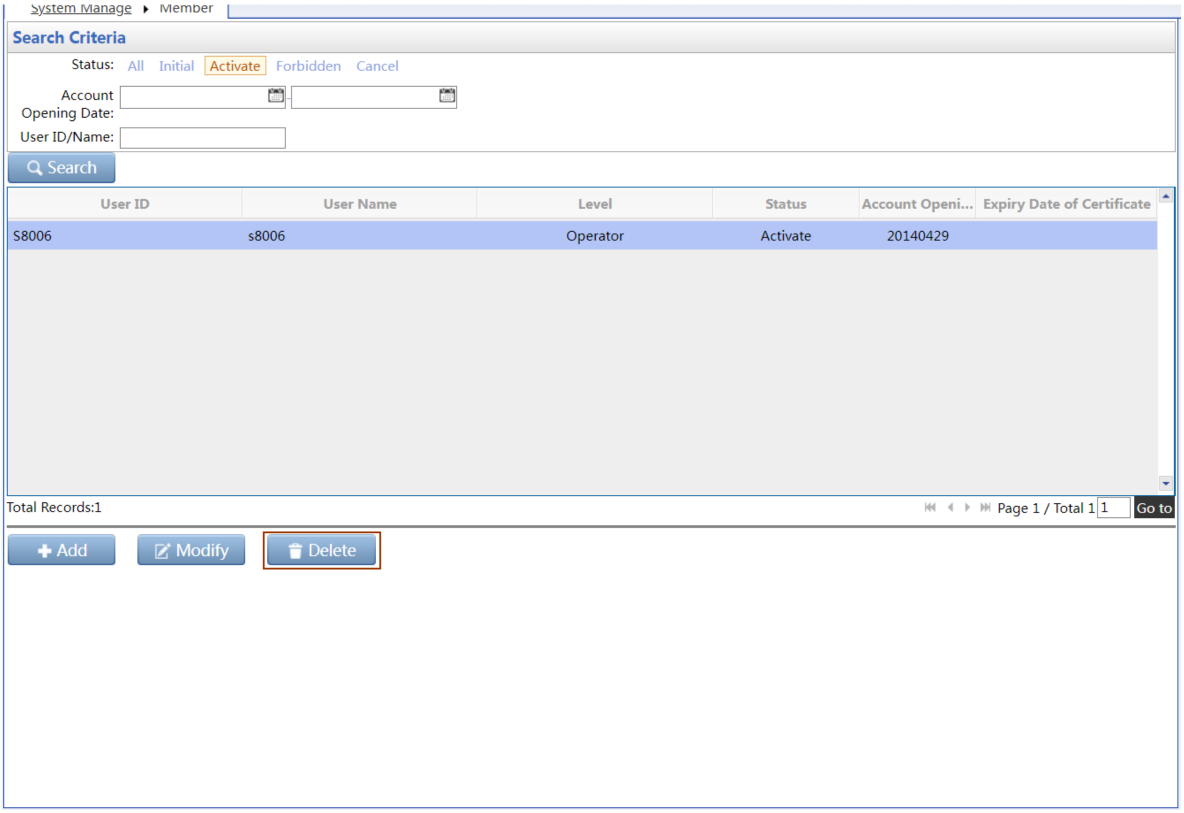
Delete a Member User

(1)

In the navigation menu, select "System Management" -->" (Role) Member Users" to enter the page of Member Users.

(2)

Set the search criteria to find the user to be deleted.



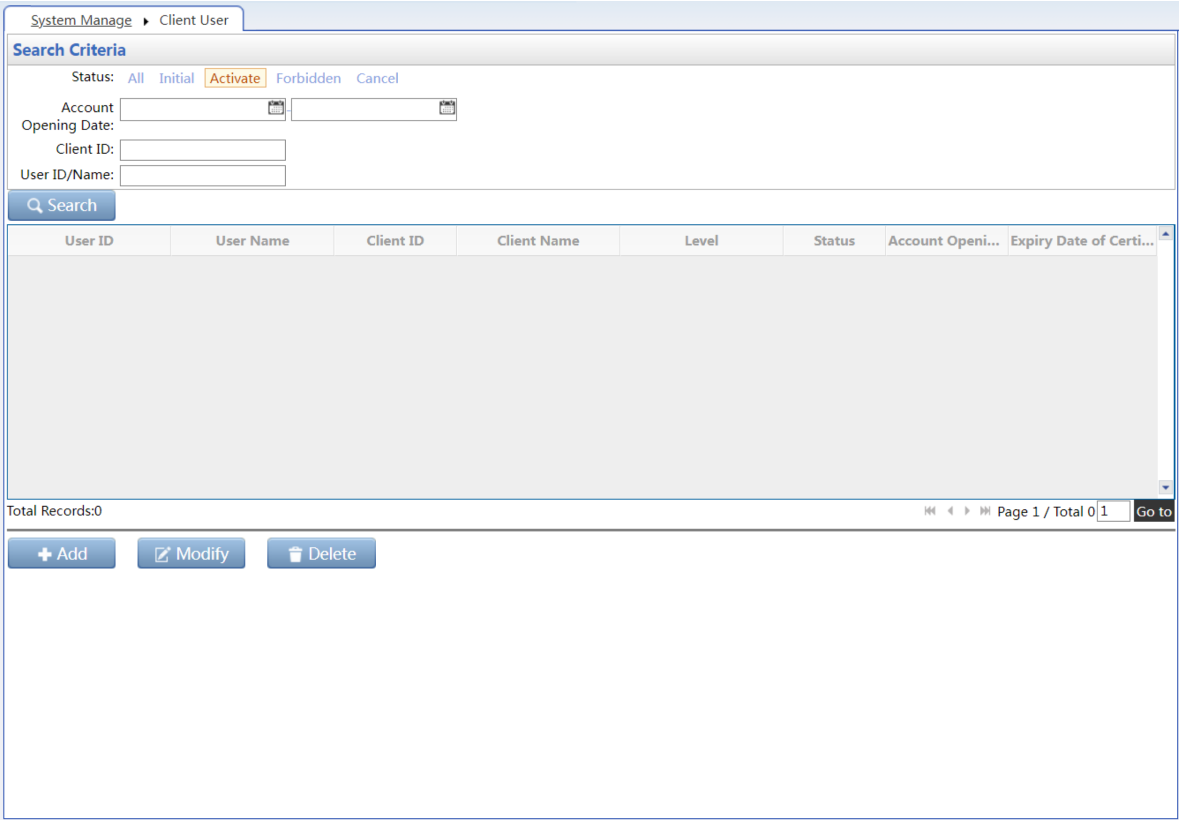
(3)

Select the to-be-deleted user, click the "Delete" button to open a popup confirmation window. Click "OK" to delete the user.

Client Users

In the navigation menu, select "System Management" -->" "(Role) Client Users" to enter the page of Client Users.

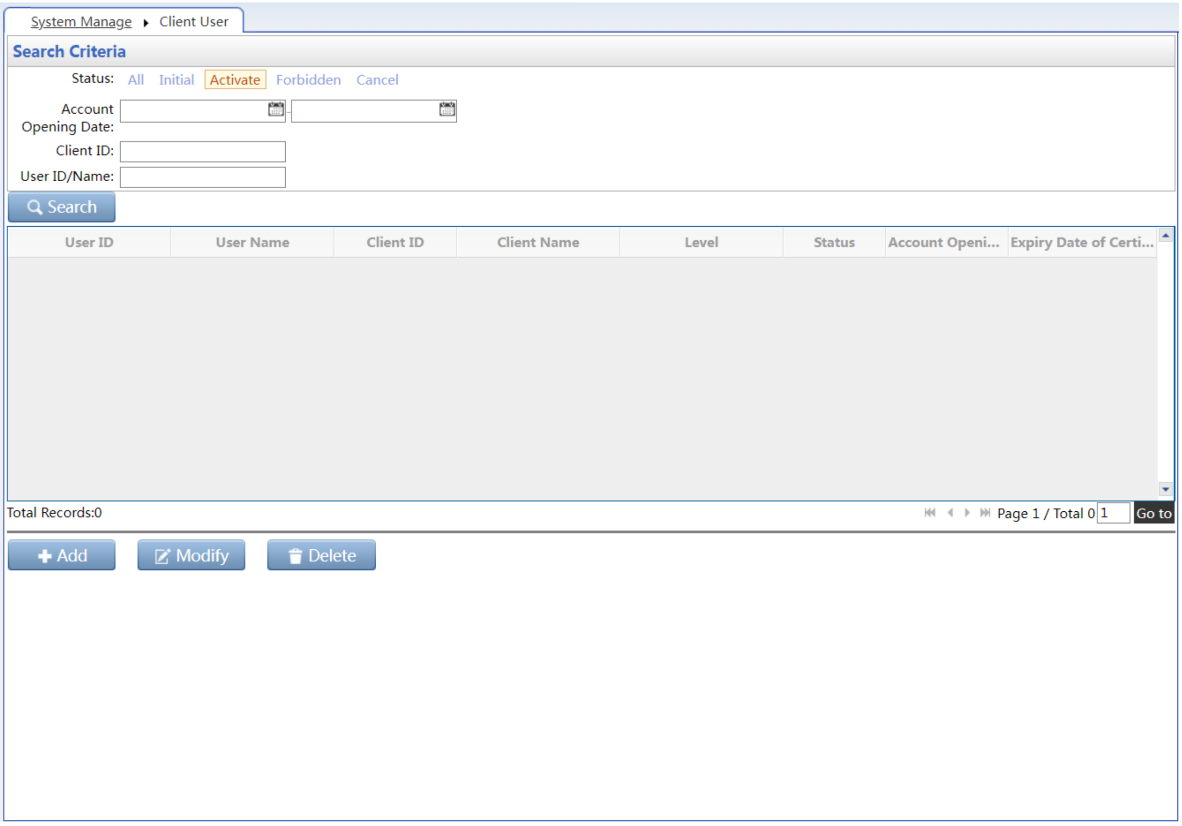
For maintenance, you may add, modify or delete a Client User here.



Add a Client User

(1)

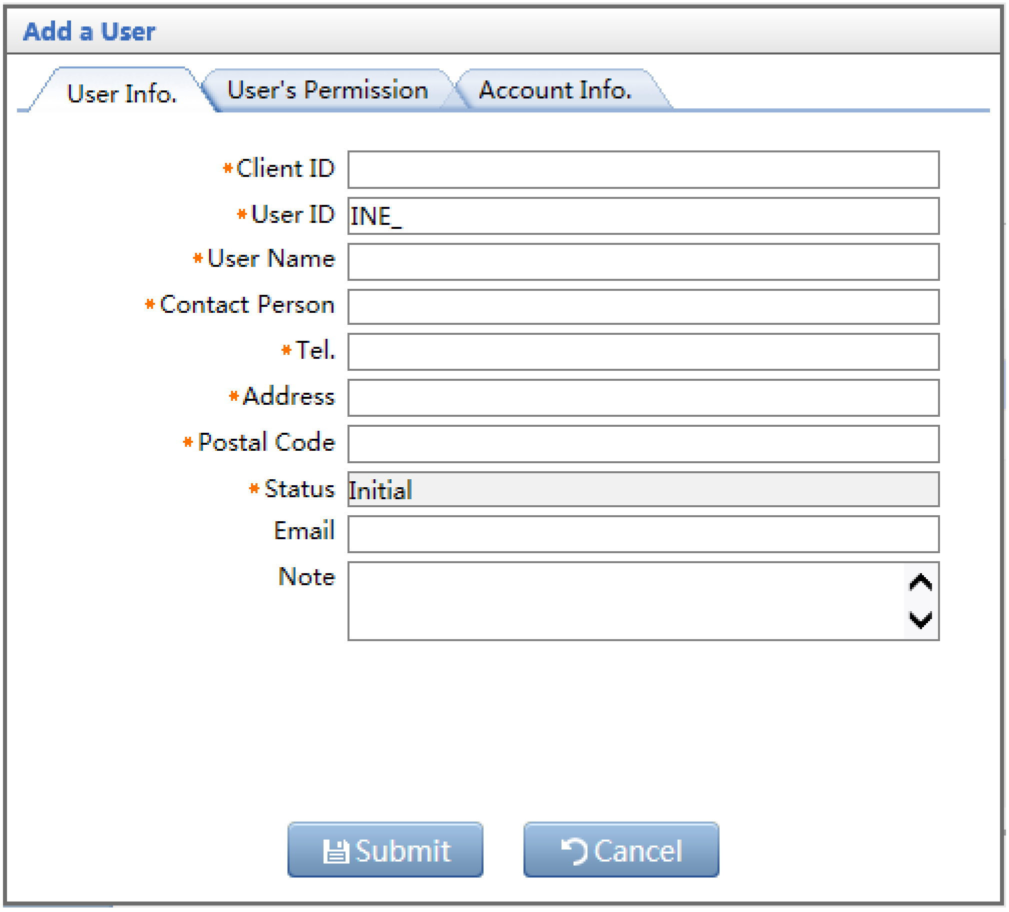
In the navigation menu, select "System Management" -->" "(Role) Client Users " to enter the page of Client user.



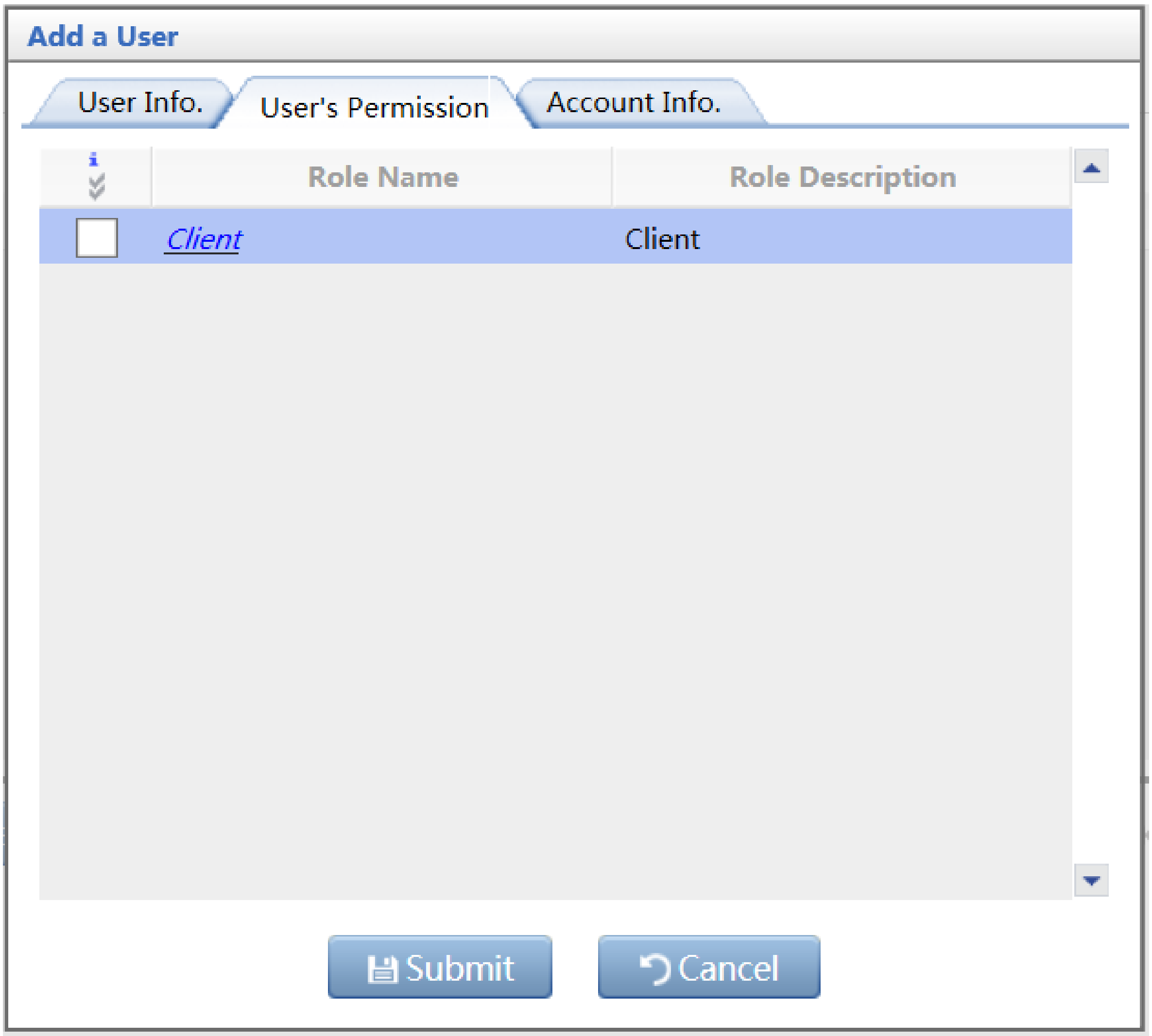
Click the "Add "button to open a popup window for adding a Client User.

(2)

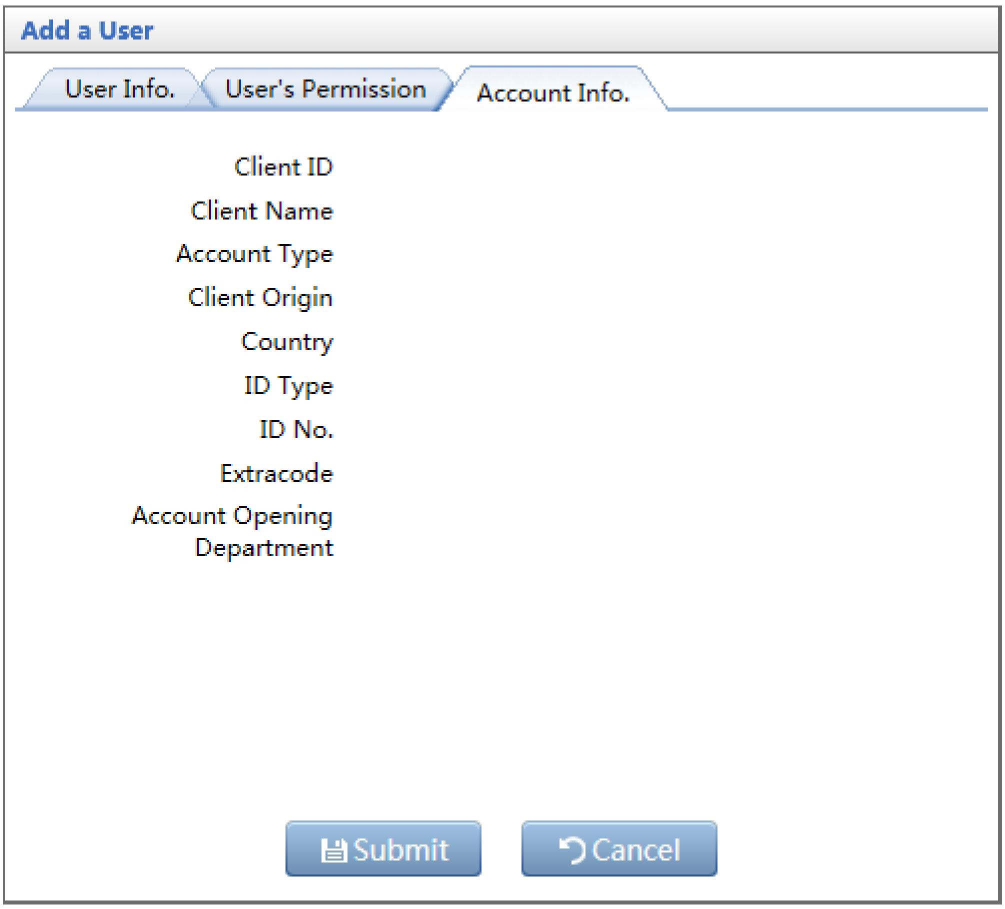
The popup windows provides three (3) tabs, including "User Information", "User's Permission" and "Account Information".



Edit user information in the page of User Information.



Select the role to the newly added user in the page of User's Permission.



In the page of account information, such user's account information will be automatically displayed as per the Client ID filled by the user.

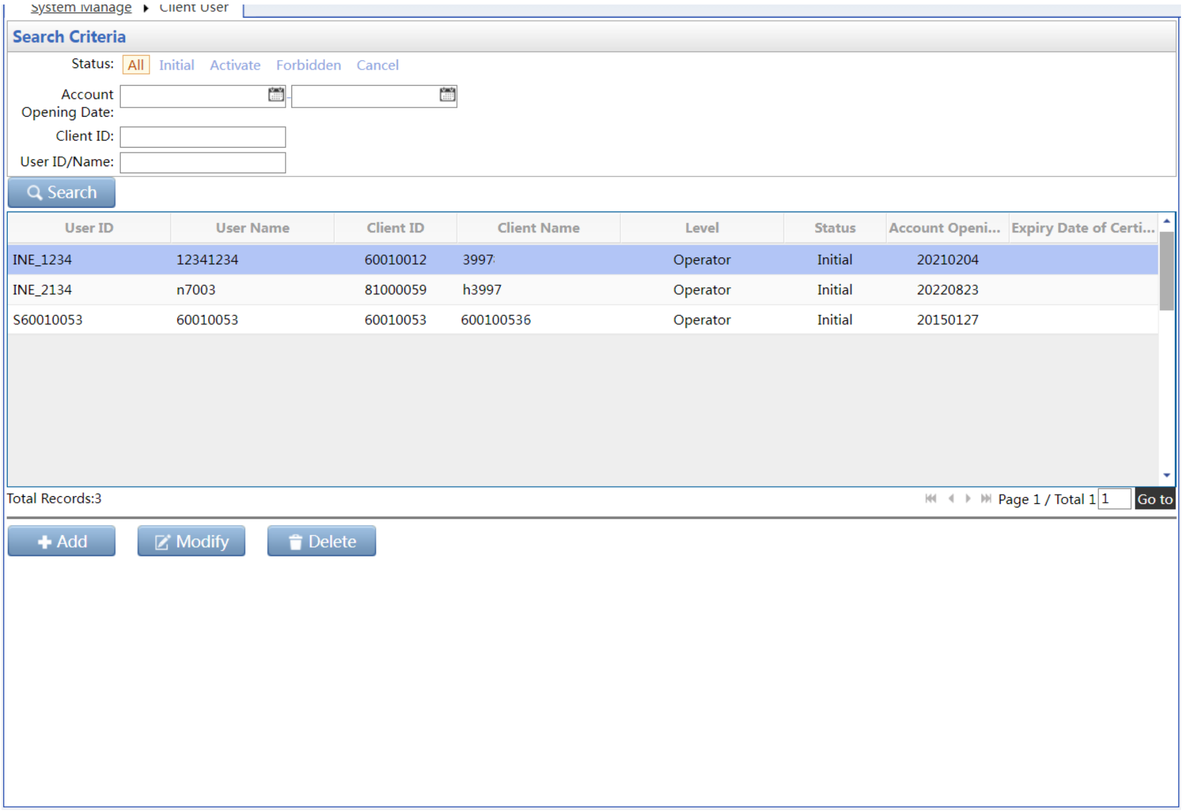
Click "Submit" button to add the Client User.

Modify a Client User

Modify a client's role information or user permission.

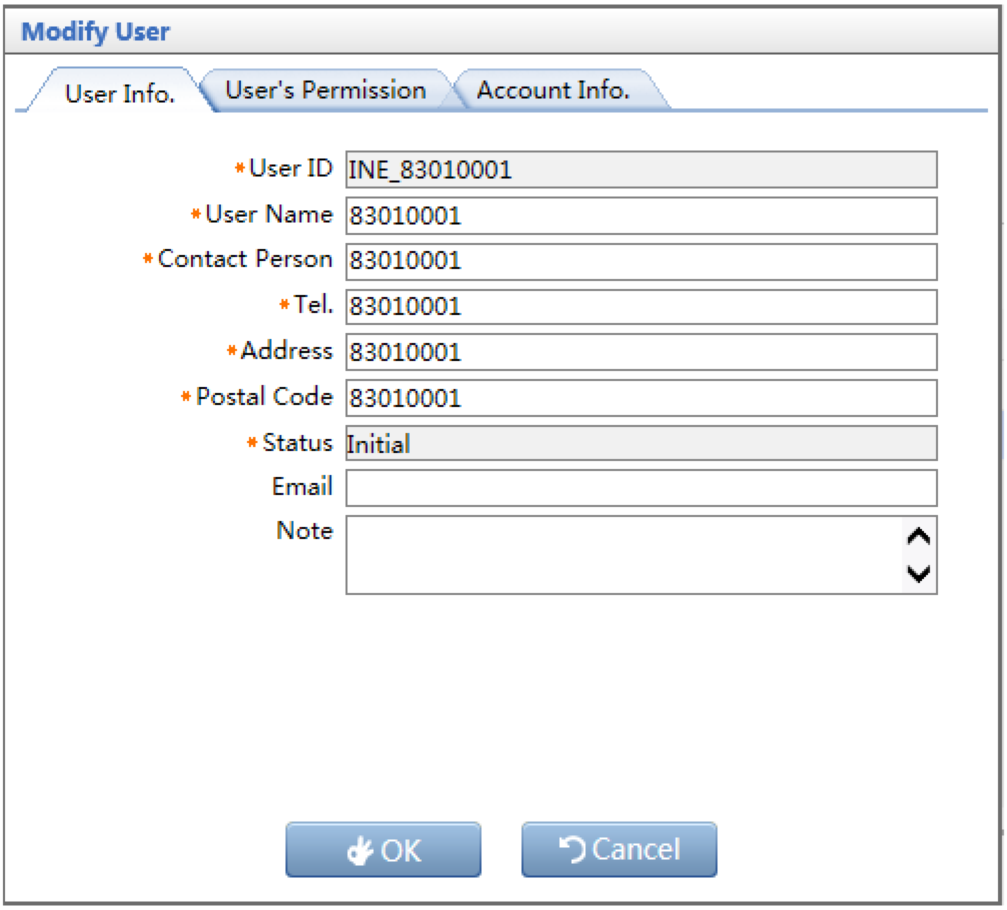
(1)

In the navigation menu, select "System Management" -->" (Role) Client Users" to enter the page of Client Users.



Set the search criteria to find the user to be modified. Select the to-be-modified client user and click the "Update" button to open a popup window for the user modification.

(2)



In the window of "Update a User", click the "User Information" and "User's Permission" to modify corresponding information.

(3)

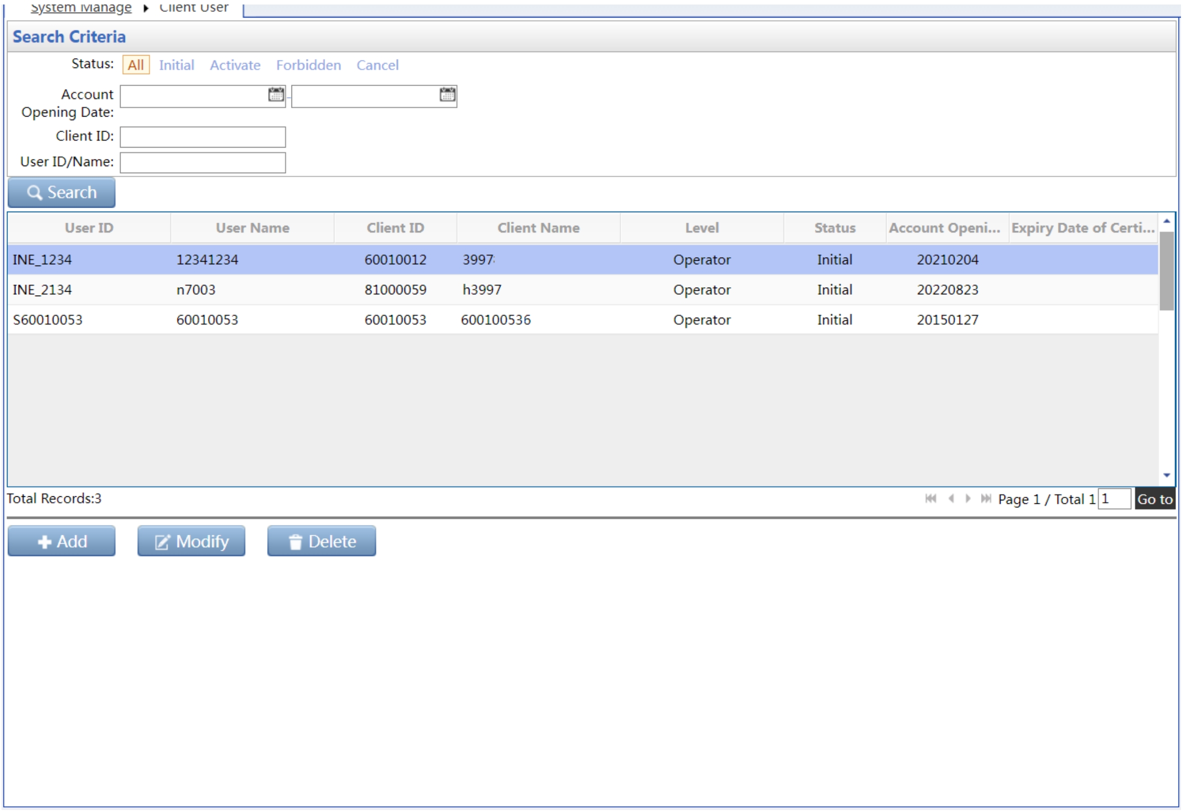
Click the "OK" button to submit the modification.

Note: The OSBP may freely modify the role's permission of a Client user whose account is opened by the OSBP and in an Initial status. If the Client user is not in an Initial status, the account opening OSBP may assign permissions to such a Client user only when it has not been assigned with any role permission yet. If not, the account opening OSBP is not allowed to modify the role permission of such a Client user, and only the Exchange may make the modification.

Delete a Client User

(1)

In the navigation menu, select "System Management" -->" (User Role)Client Users" to enter the page of Client Users.



(2)

Set the search criteria to find the user to be deleted. Select the to-be-deleted user, click the "Delete" button to open a popup confirmation window. Click "OK" to delete the user.

Role Management

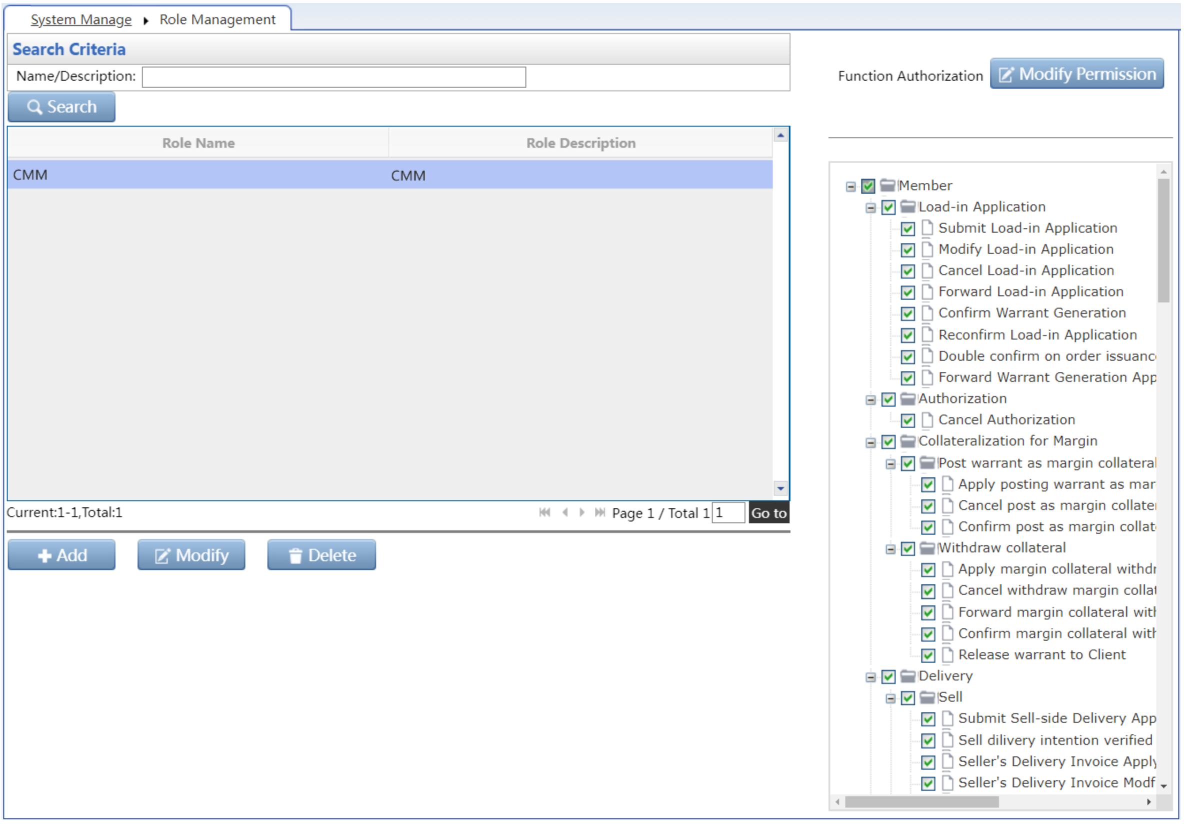
This System adopts a User-Role-Permission Group-Function Model for the management of user's permission system. The permission group defines the universal set of functions available for a role, while the role defines the business functions under a certain permission group. An OSBP may add, modify or delete a role.

Each role has a Creator. Only the Creator of a role can modify or delete the role.

Add a Role

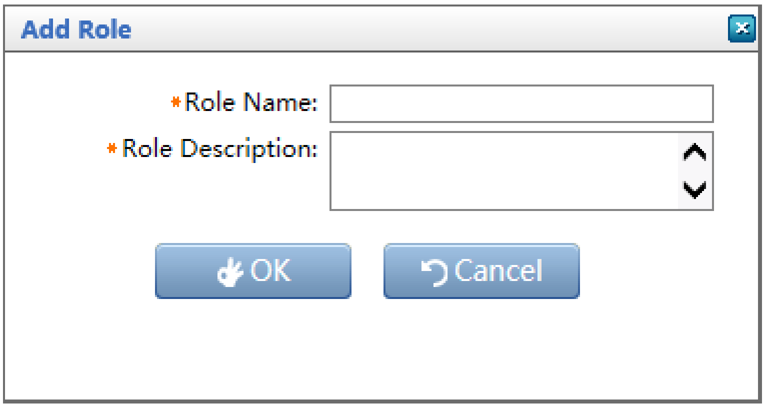
(1)

In the system navigation menu, select "System Management" -->"Role Management" to enter the page of role management.



(2)

Click the "Add" button to open a popup window for role adding.



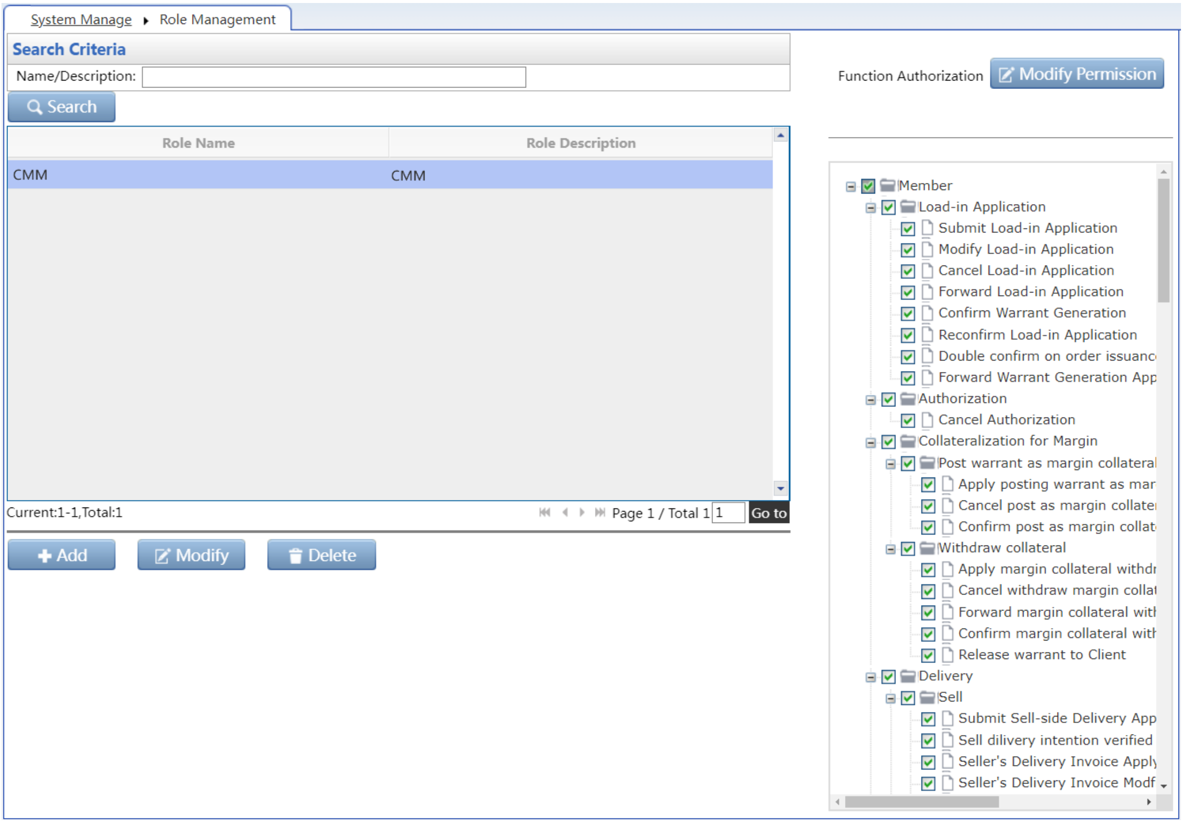
(3)

Input the "Role Name" and "Role Description", and click the "Submit" button to add a new role.

(4)

Assign the permissions to a newly added role.

When a role is added successfully, you may search and display the universal set of functions at the right side of the page of role management, which is corresponding to the permission group of the role.



Tick the permission(s) to be assigned to the role and click the "Update" button. The system will save the permission modification and prompt whether or not the operation is successful.

Note:

- The role name may not be the same as the name of any existing role.
- As for a newly added role, the existing permission will be left blank in default before you edit the permissions.

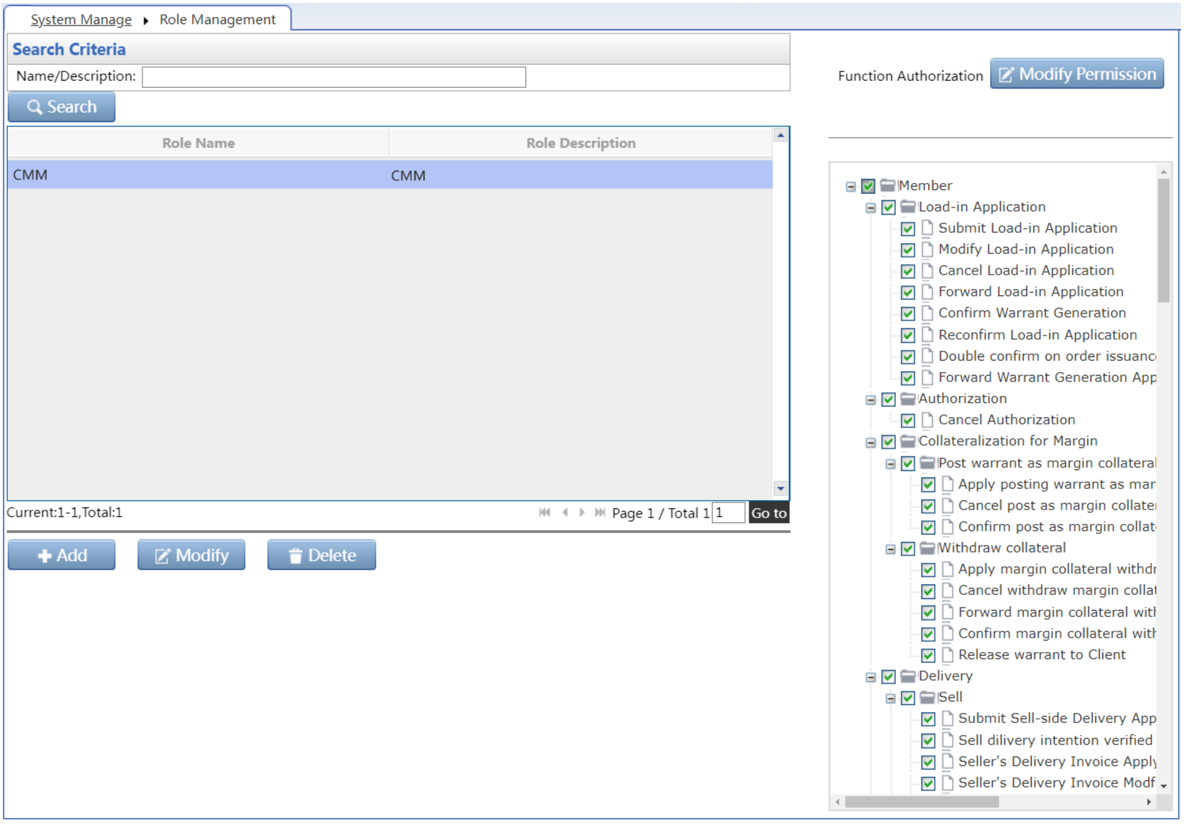
Modify a Role

Modify the functional permissions of a role.

Any other participating users than the Exchange can only modify the role created by themselves.

(1)

Search the role to be modified in the page of "Role Management".



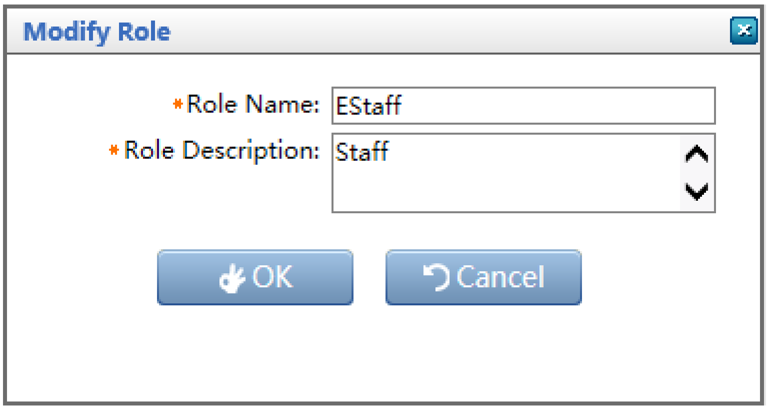
(2)

Select the role to be modified. Tick the new permission(s) or untick the existing permission (s) at the function authorization list at the right of page.

Click the "Update" button, and the System will prompt whether or not the operation is successful.

(3)

If you want to modify the role name or description, select the role and click the "Update" button to open the popup window for the role modification.



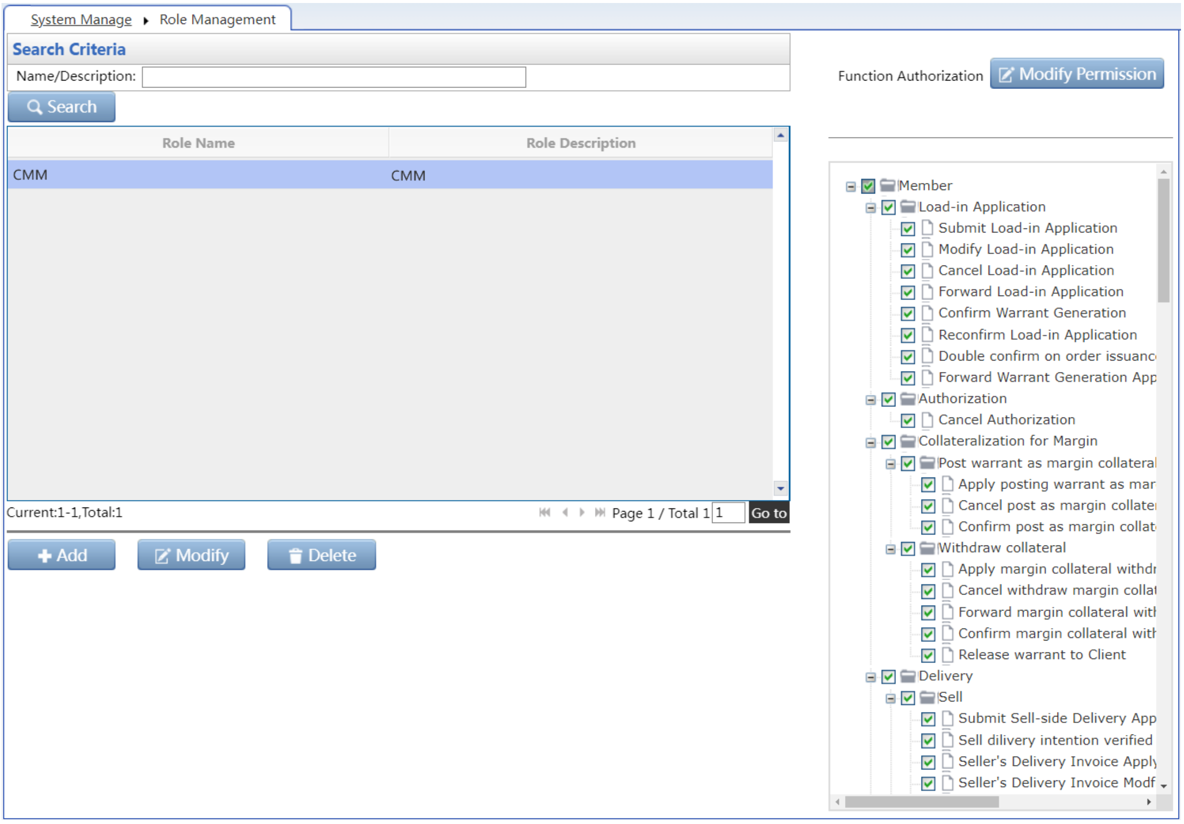
Edit the "Role Name" or "Role Description", and click the "OK" button to modify the role.

Delete a Role

In this system, other participating users than the Exchange can only delete the role created by themselves.

(1)

Find the role to be deleted in the page of "Role Management".



(2)

Select the role to be deleted, click the "Delete" button and a confirmation window will popup. Click "OK" to delete the role.

Account/User Change

Overseas Special Brokerage Participant can submit an account or user change application to INE for pre-review and review.

[Note] Before being approved by INE, a task can be searched and modified or canceled in the Task Tracking page. After being rejected by INE during pre-review or review, a task can be searched, modified, and resubmitted to INE in the To Do page.

Submit Account/User Change Application

(1)

From the Navigation Menu, access the Account/User Change page through System Manage--> (User Role) Account/User Change.

(2)

Account Change

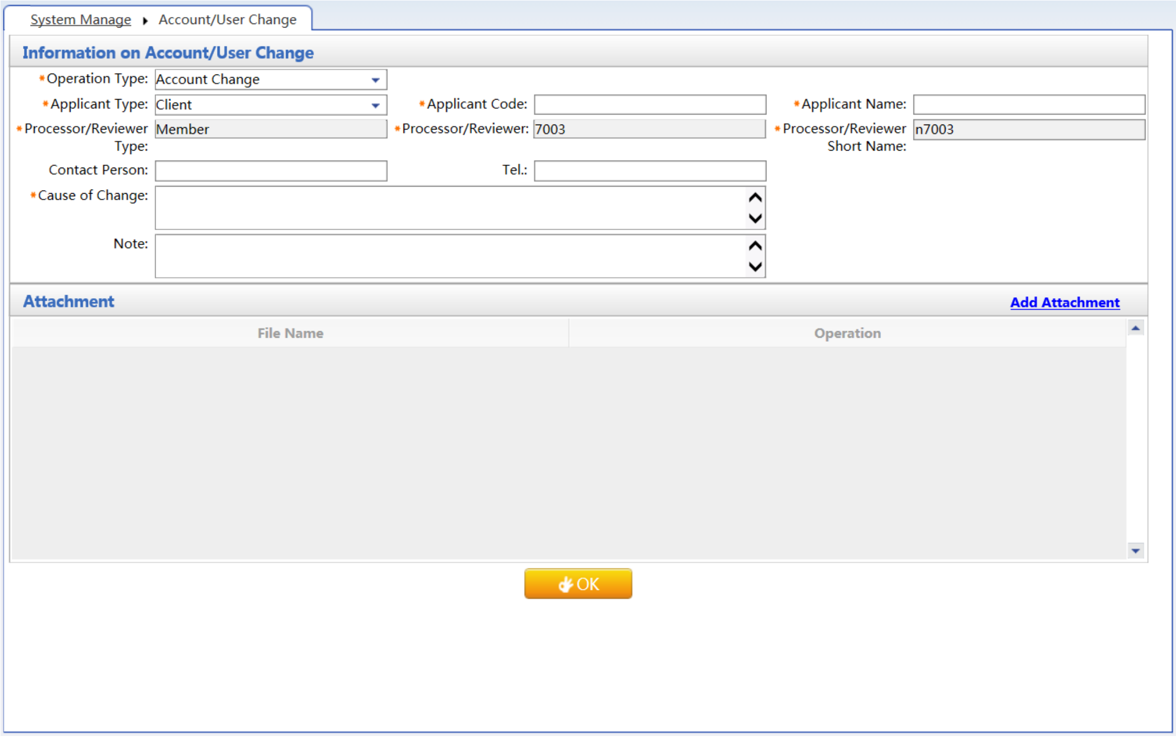
Step 1: Select Account Change in the Operation Type drop-down box;

Step 2: Select Applicant Type and fill in Applicant Code, Applicant Name, Description, and other information.

[Note] Processor/Reviewer will be filled in automatically upon selecting the Applicant Type, which is usually preset as Client. Description field may contain details of the change.

Step 3: Upload attachments. Click the Upload button in the Attachment section to select materials from the local computer selection box, and complete the upload as instructed. To remove any uploaded attachment, click Delete in the Operation column.

Step 4: Click the OK button to submit the account change application.



(3)

User Change

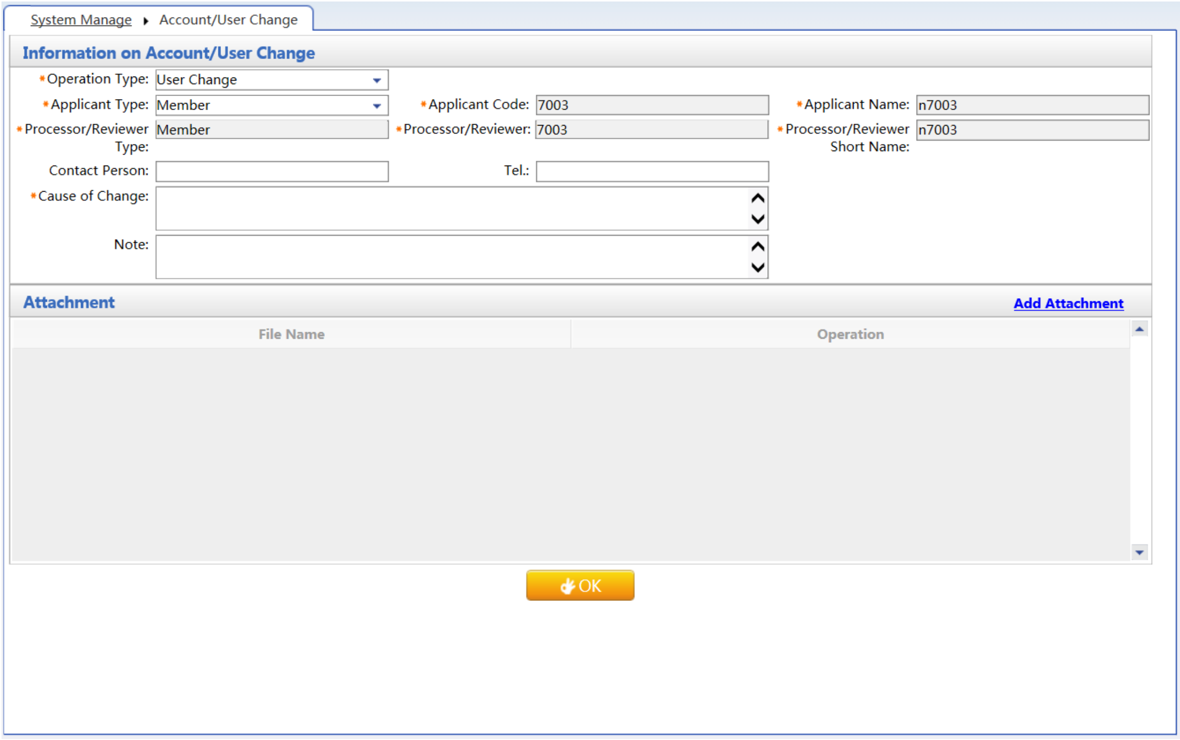
Step 1: Select User Change in the Operation Type drop-down box;

Step 2: Select Applicant Type and fill in Applicant Code, Applicant Name, Description, and other information.

[Note] Processor/Reviewer will be filled in automatically upon selecting the Applicant Type. Description field may contain details of the change.

Step 3: Upload attachments. Click the Upload button in the Attachment section to select materials from the local computer selection box, and upload as instructed. To remove any uploaded attachment, click Delete in the Operation column.

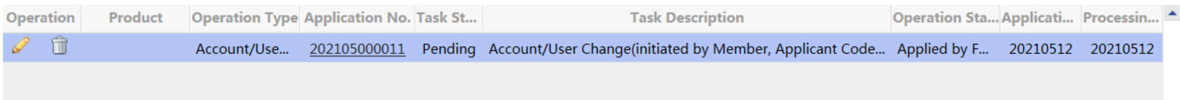
Step 4: Click the OK button to submit the user change application.



Modify Account/User Change Application

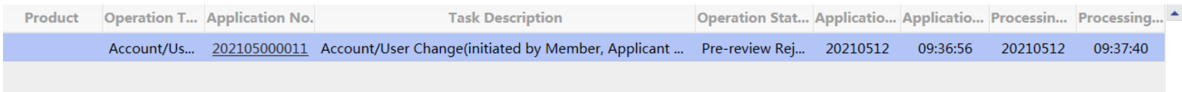
A submitted Account/User Change application can be modified both before being approved by INE and after being rejected by INE during pre-review or review.

A submitted Account/User Change application can be searched in the Task Tracking page, and modified by clicking the button in the Operation column.



Operation	Product	Operation Type	Application No.	Task St...	Task Description	Operation Sta...	Applicati...	Processin...
		Account/Use...	202105000011	Pending	Account/User Change(initiated by Member, Applicant Code...	Applied by F...	20210512	20210512

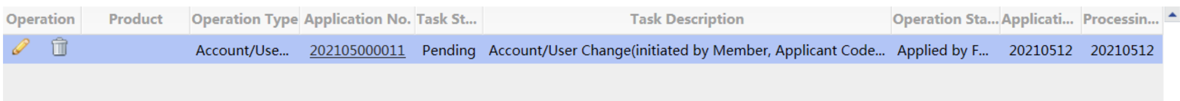
An Account/User Change application rejected by INE during pre-review or review can be searched in the To Do page, and modified in the detail page opened by clicking the Application No. (as shown below). It can also be searched in the Task Tracking page, and modified by clicking the button in the Operation column.



Product	Operation T...	Application No.	Task Description	Operation Stat...	Applicatio...	Applicatio...	Processin...	Processing...
	Account/Us...	202105000011	Account/User Change(initiated by Member, Applicant ...	Pre-review Rej...	20210512	09:36:56	20210512	09:37:40

Cancel Account/User Change Application

A submitted Account/User Change application can be searched in the Task Tracking page and canceled by clicking the button in the Operation column, both before being approved by INE and after being rejected by INE during pre-review or review.



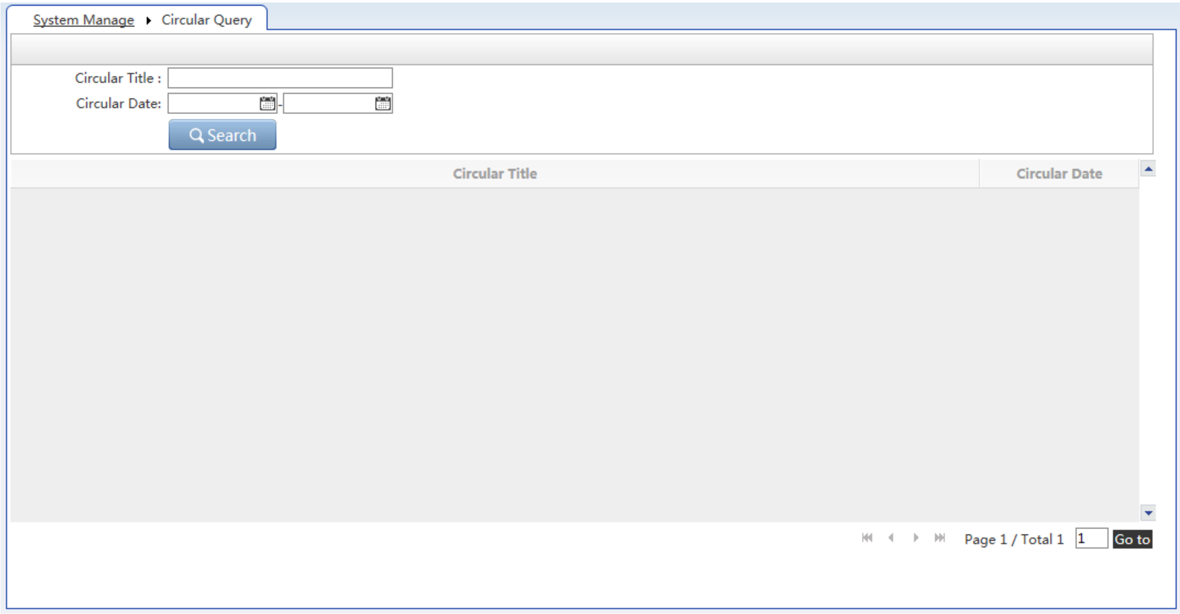
Operation	Product	Operation Type	Application No.	Task St...	Task Description	Operation Sta...	Applicati...	Processin...
		Account/Use...	202105000011	Pending	Account/User Change(initiated by Member, Applicant Code...	Applied by F...	20210512	20210512

Circular Query

OSBPs may search the circulars in the System Management.

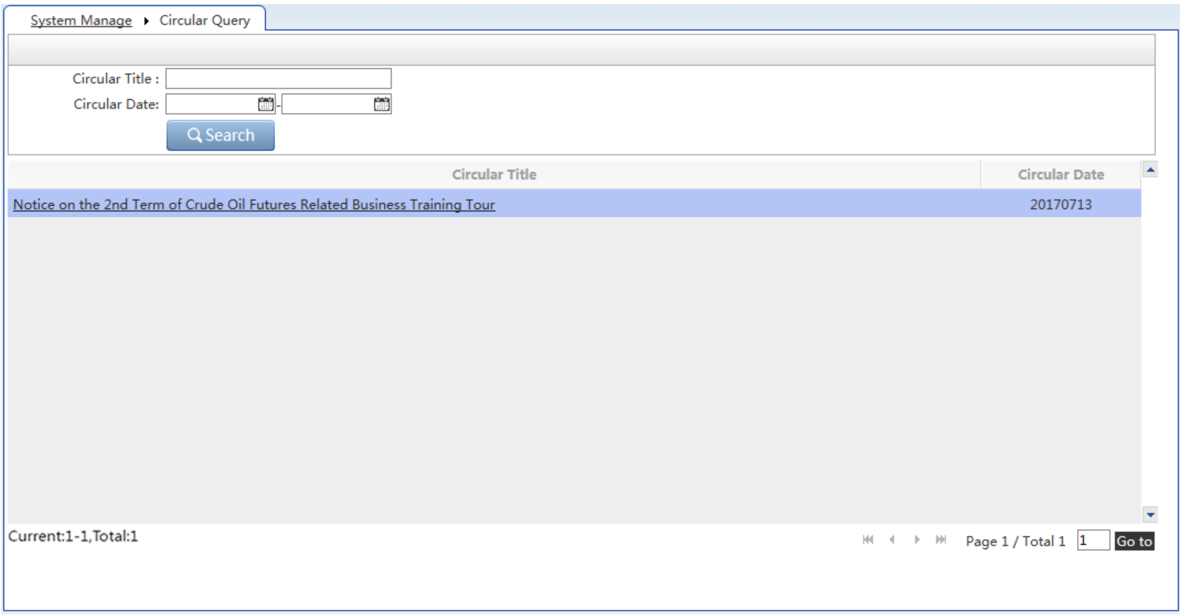
(1)

In the page navigation menu, select "System Management" -->"(Circular) Circular Query" to enter the page of circular query.



(2)

Set the search criteria to find the matched circular.



(3)

Click the "Circular Title" to enter the details page and view the circular.

Circular

Notice on the 2nd Term of Crude Oil Futures Related Business Training Tour

Issue Date:20170713

Circular No.:20170108

The Shanghai International Energy Exchange (“INE”), together with Futures Industry Association acorss the country, plan to start the 2nd term of crude oil futures related business training tour in Chengdu, Zhengzhou, Dalian, Qingdao, Ningbo and Xiamen respectively on July 11th, 13th, 18th, 20th, 25th and 27th (See Attachment 1 for agenda), in order to satisfy the market needs for crude oil futures related business trainings. The specific arrangements are as below:

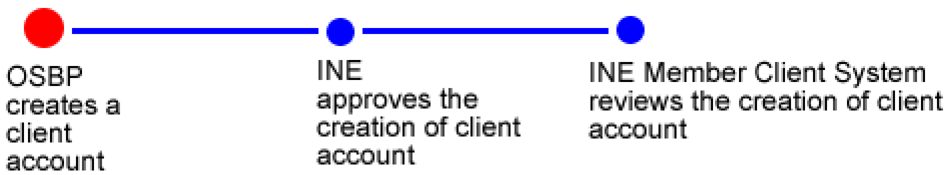
Ⅰ. Training Tour in Chengdu

Time : 13:30-17:30 p.m., July 11th, 2017 (Tuesday)

Venue: Chengdu Sofis Jinyuan Hotel, 22 Section 3 of Renmin Middle Road, Qingyang District, Chengdu

Client Warrant Account Management

Client Warrant Account Management includes: Create Trading Institutional Client Account, Create Non-Trading Institutional Client Account, Create Trading Natural Person Client Account, and Create Non-Trading Natural Person Client Account The process for OSBPs to create a Client account is as follows: OSBPs may initiate the application to create a trading institutional client account in the System and complete the process after the approval by the Exchange and the review by the Member Client System.



The operation and process for creating **Trading Institutional Client Account, Non-Trading Institutional Client Account**, **Trading Natural Person Client Account**, and **Non-Trading Natural Person Client Account** are similar.

Take "**Create Trading Institutional Client Account** as an example to describe the operation details.

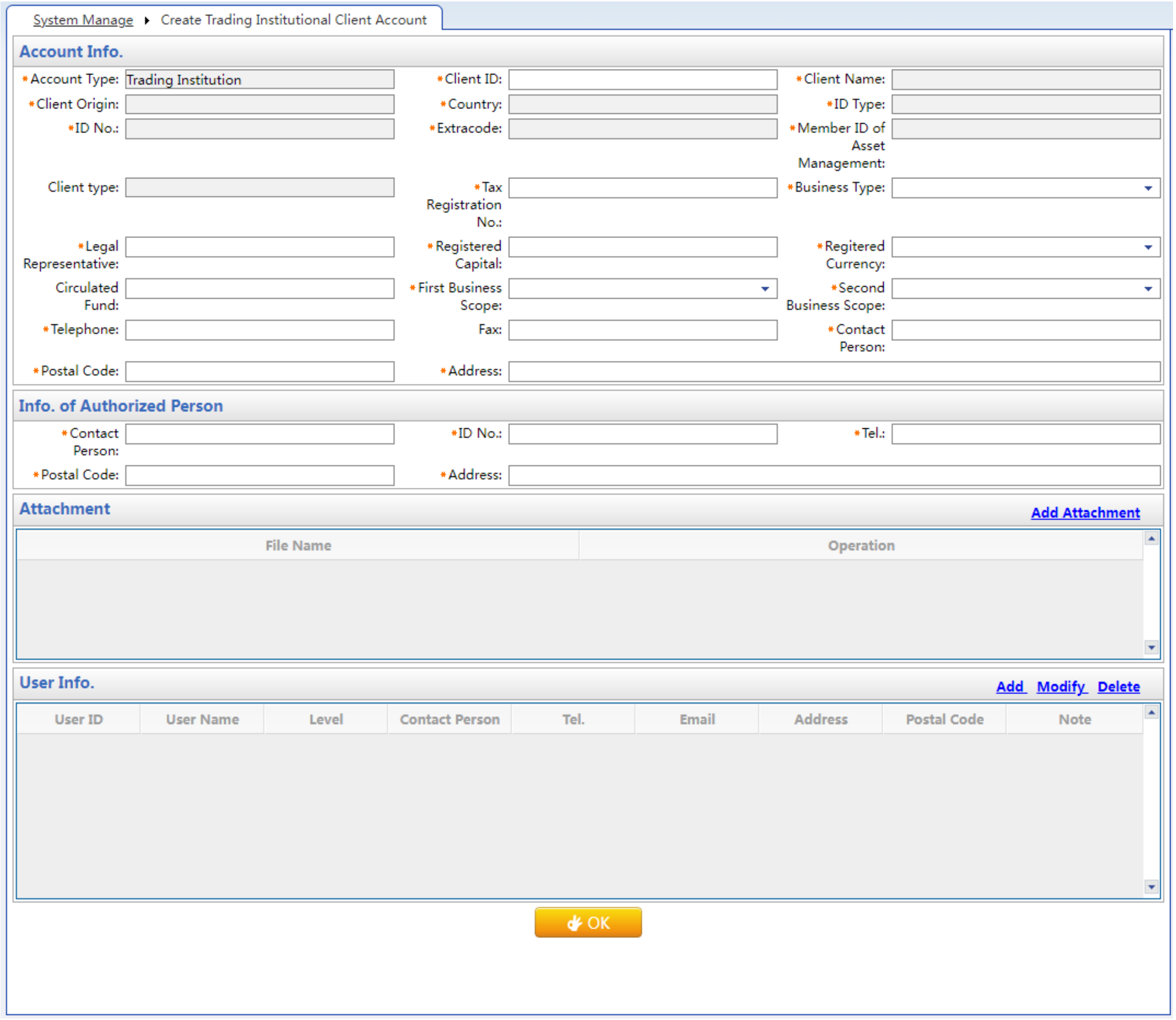
Create Trading Institutional Client Account

The OSBP initiates the application for creating Trading Institutional Client Account in this system, and complete the process with the approval by the Exchange and the review by the Member Client System.

[Note]After submitting an application of creating an account, you can still modify or cancel the application before the approval of INE. Find the application on the page of Task Tracking, and click the button to start the operation.After submitting the application and the rejection of INE,you can modify the information of creating the account and the attachment, on the page of To Do,find the application, click the Applicaiton No. to start the operaiton.You can also find the application on the page of Task Tracking to modify or cancel the application.

(1)

In the navigation menu, select "System Management" -->" (Client Warrant Account Management) Create Trading Institutional Client Account" to enter the relevant page.

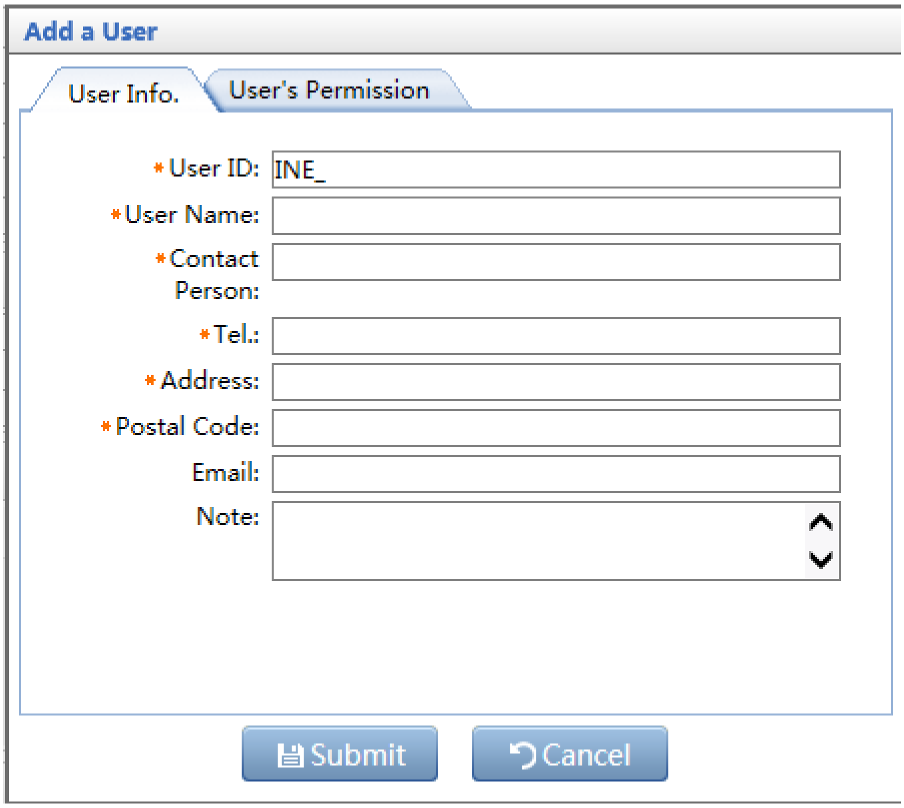


The form for Creating Trading Institutional Client Account consists of four (4) sections: **Account Information, Information of Authorized Person, Attachment and User Information.**

(2)

Fill in the information about creating Trading Institutional Client Account in sequence:

- Account Info.
- Info.of Authorized Person
- Attachment
- User Info.:Click **Add** button in the top of "User Info." area and then the "Add a User" window will show as below.Fill the information respectively in the two tabs User Info. and User's Permission, then click **Submit** button to add a new user.If you want to modify or delete one of the current users,you can click **Modify** or **Delete** button in the top of "User Info."area.



Note: the text box with the grey background indicates that it is not editable.

Click "Submit" button to submit the application.

Note: Please pay attention to the notes displayed at the bottom of the text boxes when filling in the Form.

Please wait for the approval by the Exchange after submitting the application successfully.

Inquire about and view the status of the application in the page of "Task Tracking".

Chapter 15 VAT invoicing section

Tax setting

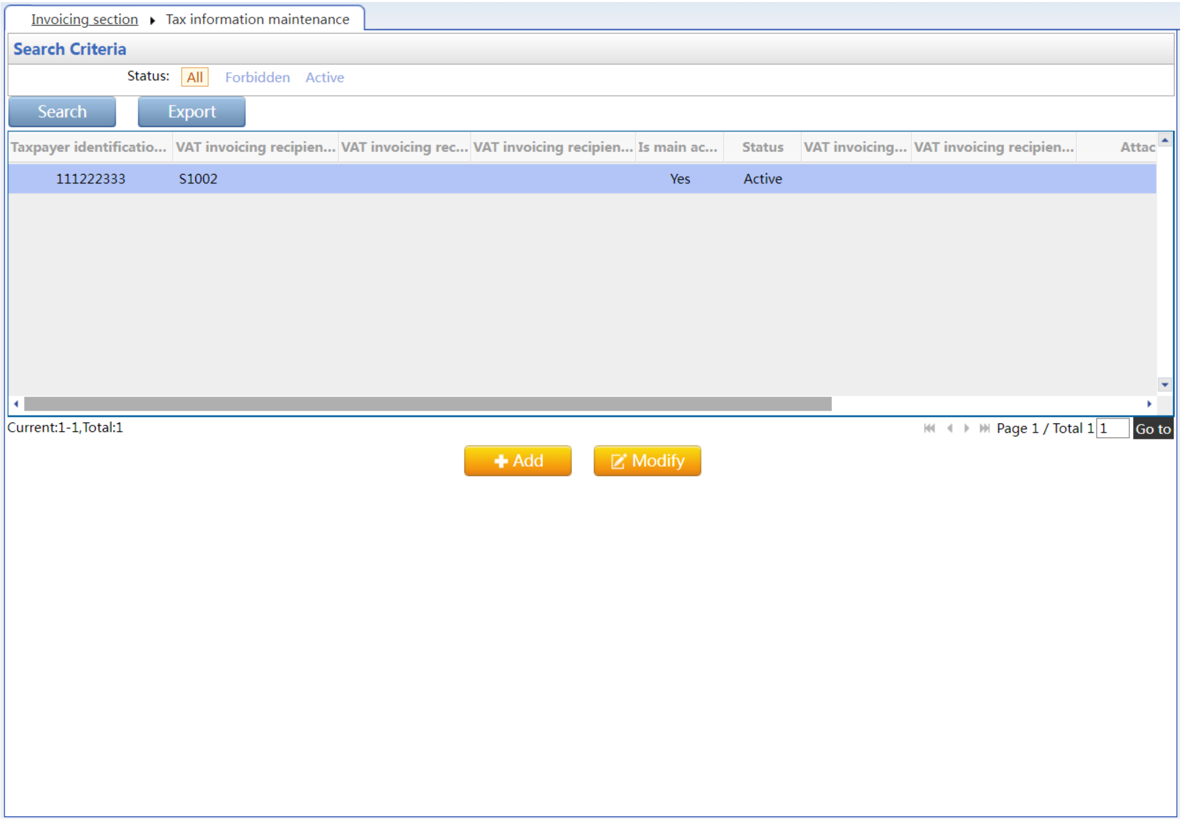
Tax setting includes tax information maintenance and operation search. An OSBP may add and modify tax information on the Tax Information Maintenance page, provided that the additions and modifications are to be reviewed by INE, and may search the records of all operation activities concerning the tax information on the Operation Search page.

Tax information maintenance

In the navigation menu, select "Invoicing section" -->"(Tax setting)Tax information maintenance" to enter the page of Tax information maintenance.For maintenance, you may add, modify or a piece of tax information here.

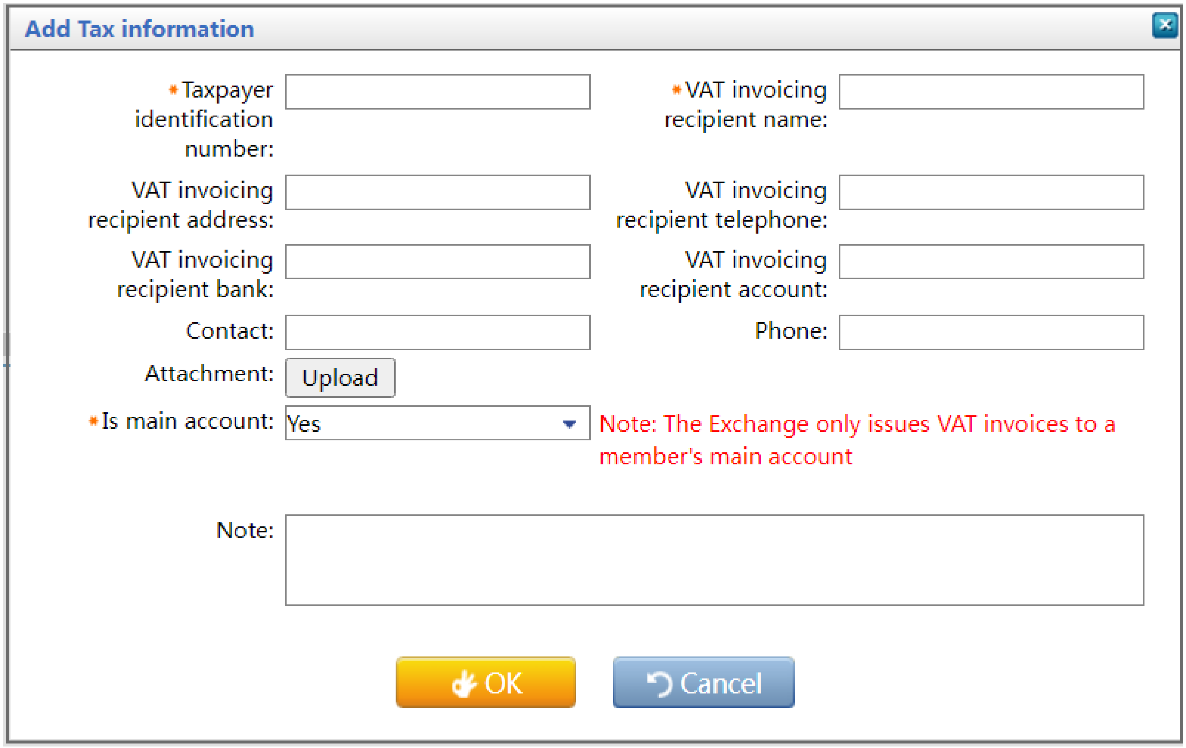
Add

(1)



Click the “Add” button at the bottom of the Tax Information Maintenance page, and the “Add Tax Information” window will pop up.

(2)

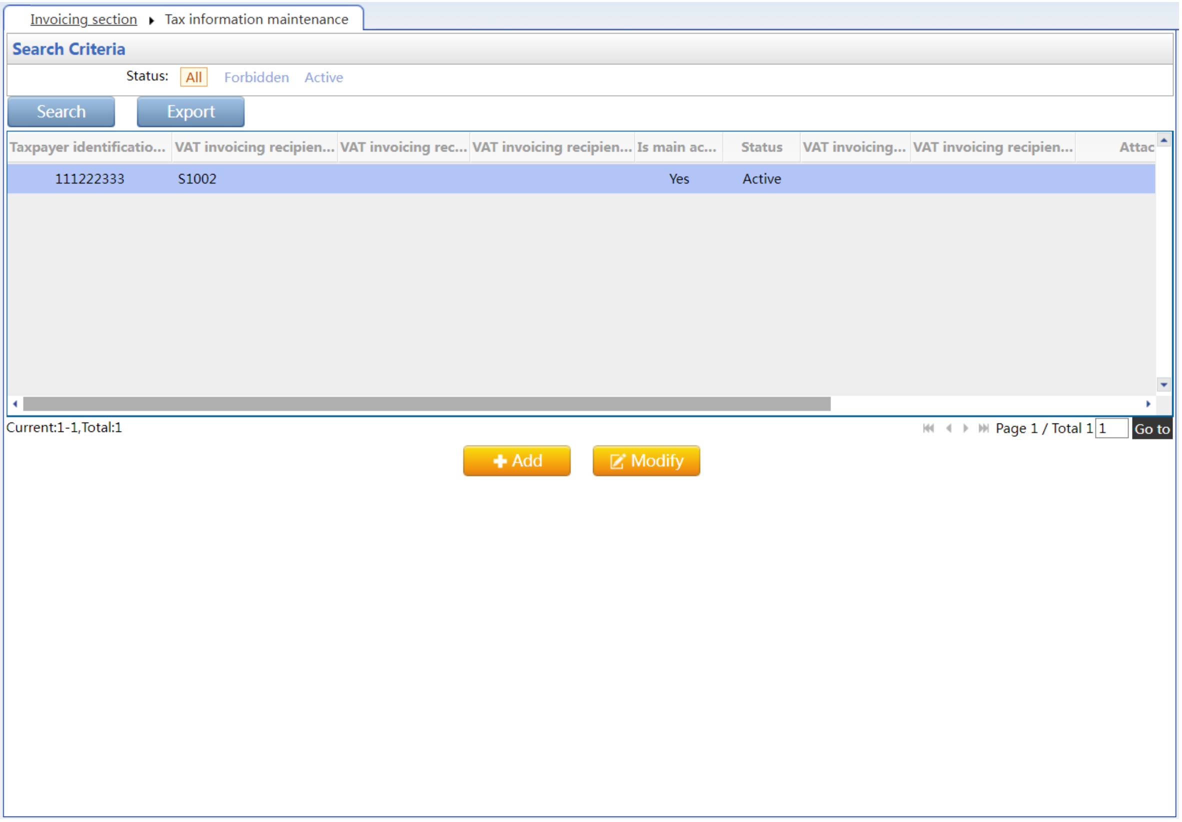


Fill in mandatory information such as taxpayer identification number, VAT invoice recipient name and whether it is the main account, as well as non-mandatory information such as VAT invoicing recipient address and VAT invoicing recipient telephone, and then click the “Confirm” button to submit the new record. The added information can only be activated and found in the table on the Tax Information Maintenance page upon approval of INE.

[Note] The Exchange only issues VAT invoices to a member’s main account, and each member may only have one active main account.

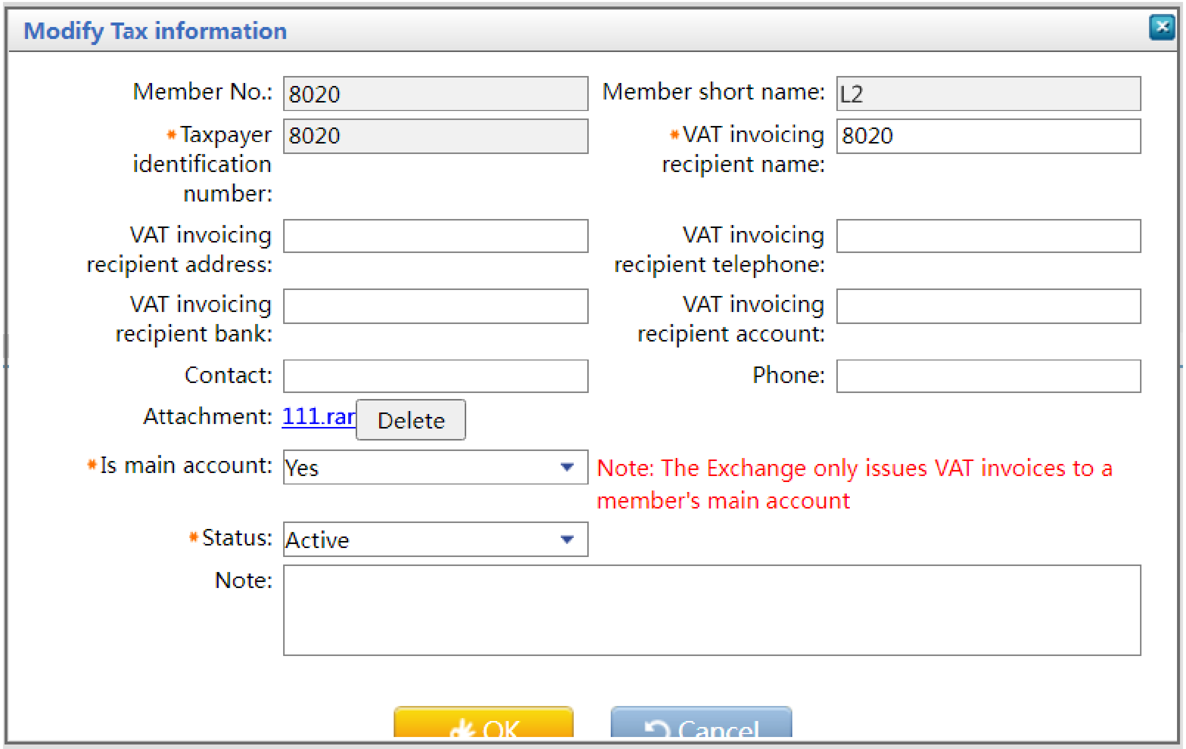
Modify

(1)



From the Tax Information Maintenance page, select a tax information record, click the "Modify" button at the bottom, and the "Modify Tax Information" window will pop up.

(2)



Modify the information in the fields with a non-gray background in the "Modify Tax Information" window, and click the "Confirm" button to submit the modification.

Export

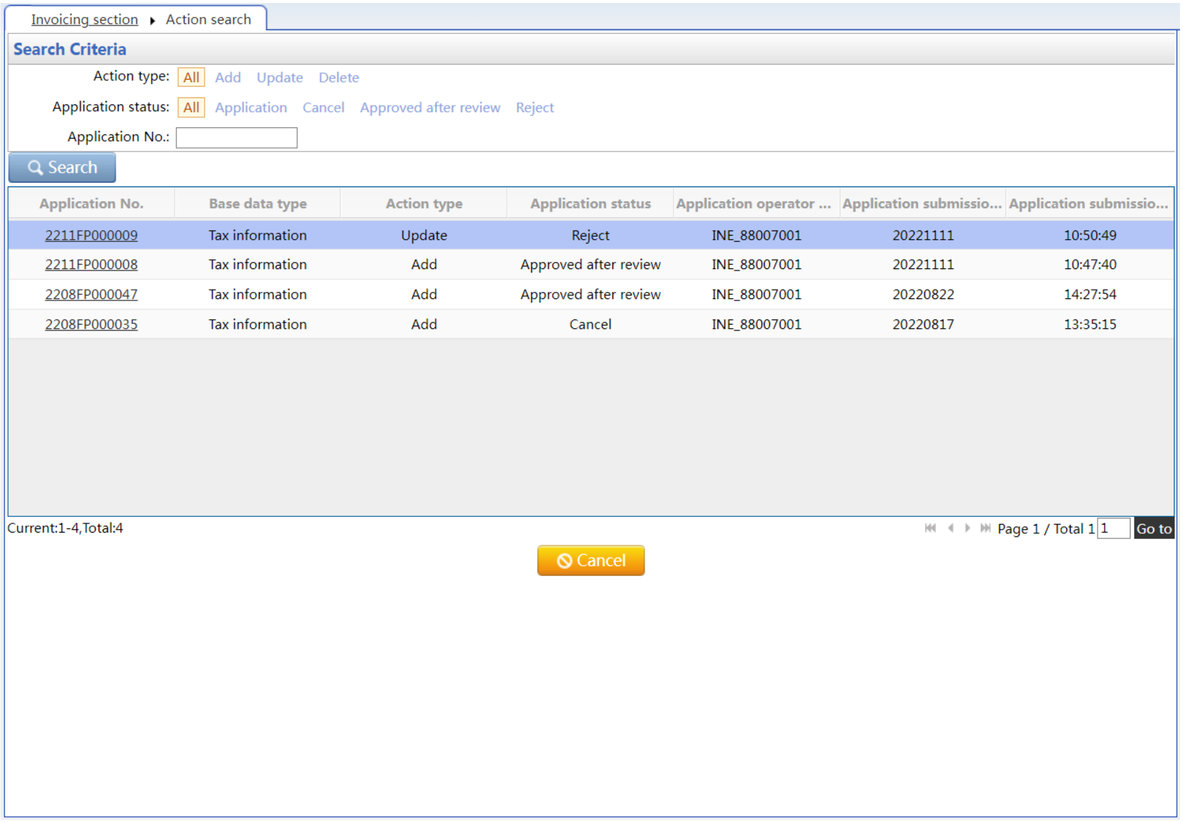
After the tax information is found, click the “Export” button at the top of the table to export the record to your local computer.

Operation search

Search records of tax information maintenance operations.

(1)

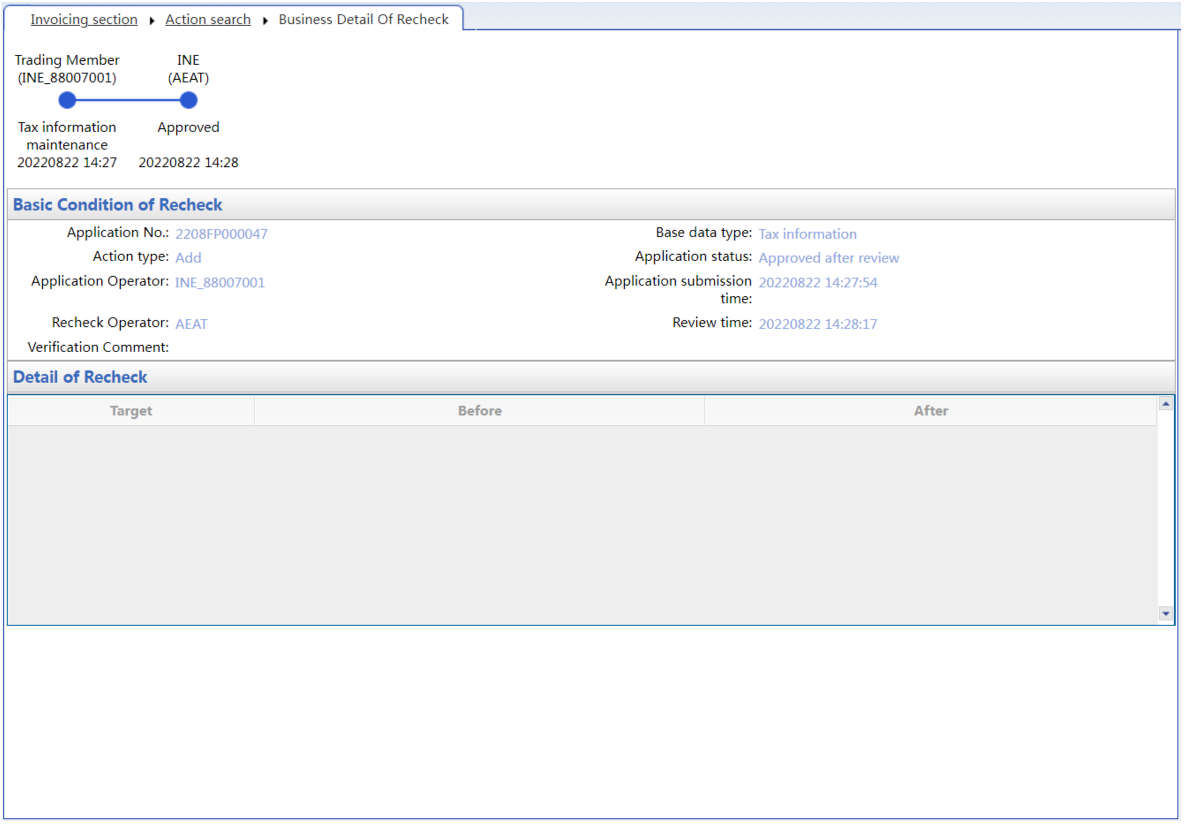
From the navigation menu, select “VAT invoicing section” --> “Tax setting” --> “Action search” to enter the page for Action search.



(2)

View application details

Click the “Application No.” button for an operation record in the record table on the Operation Search page to enter the Application Details page as shown below:



(3)

Cancel operation records

Operation records whose status is “Applied” may be canceled.

Select the operation record to be canceled, click the “Cancel” button at the bottom of the page, and the window for confirmation will pop up. The operation record will be canceled upon confirmation, with its status changed to “Cancelled.”

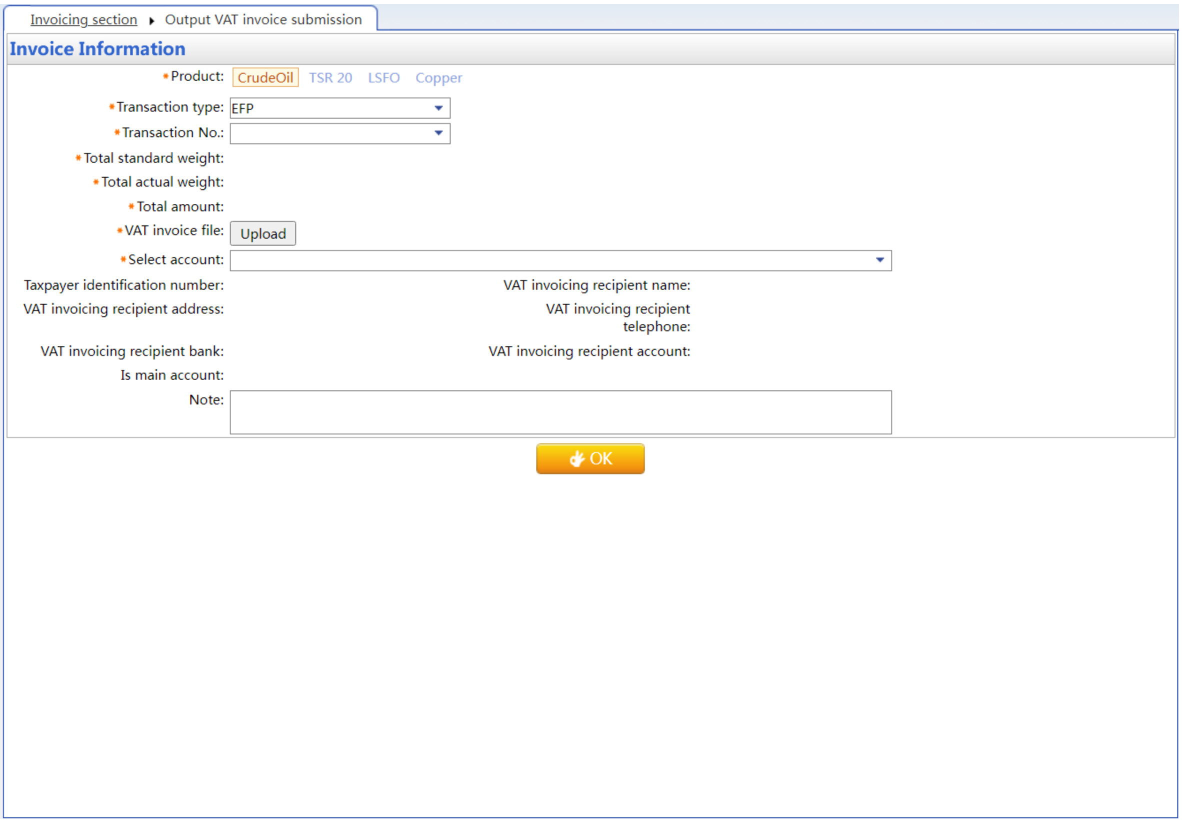
Output VAT invoice

Output VAT invoice submission

OSNBPs submit output VAT invoices.

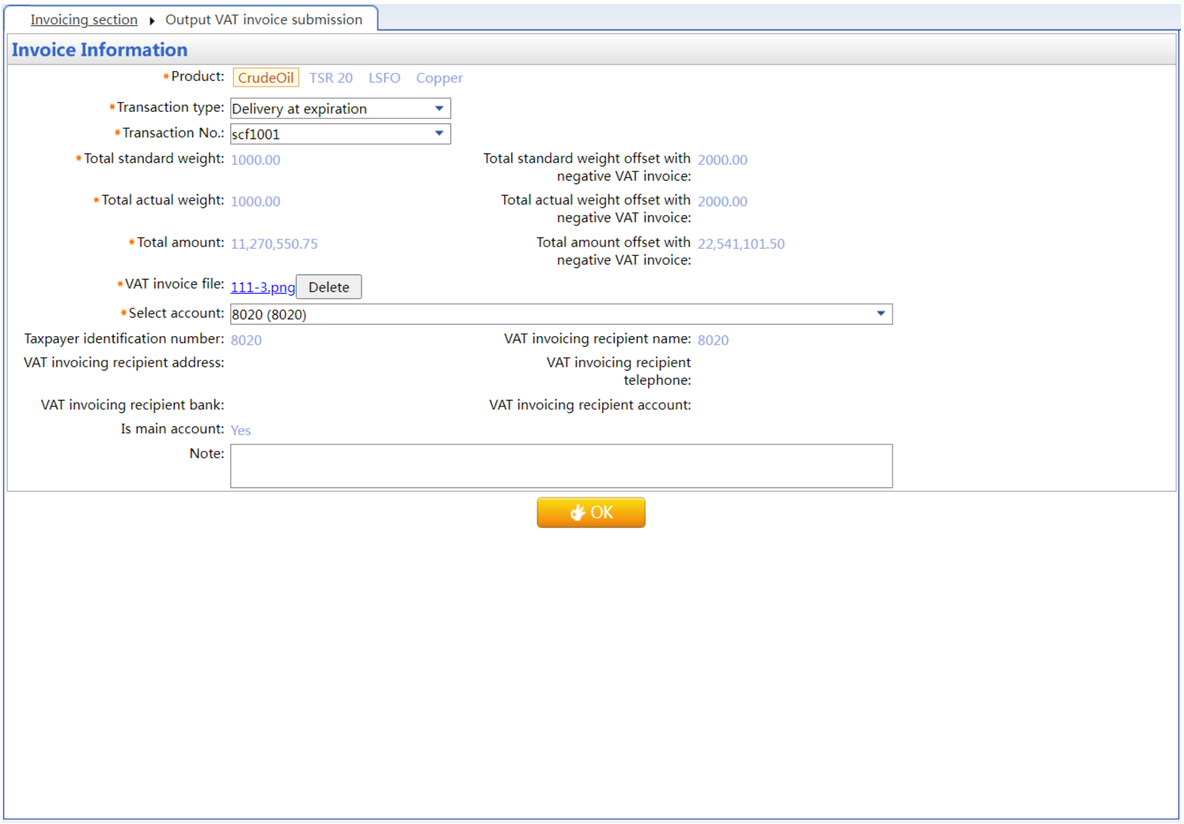
(1)

From the navigation menu, select “VAT invoicing section” --> “Output VAT invoice” --> “Submission of output VAT invoices” to enter the page for Submission of output VAT invoices.



(2)

Select a product, transaction type, and transaction number in the area for VAT invoice information. The total standard weight, total actual weight, and total amount will be automatically calculated by the system. Upload the VAT invoice file, select an account, fill out the remark field, and click the “Confirm” button to submit the output VAT invoice.



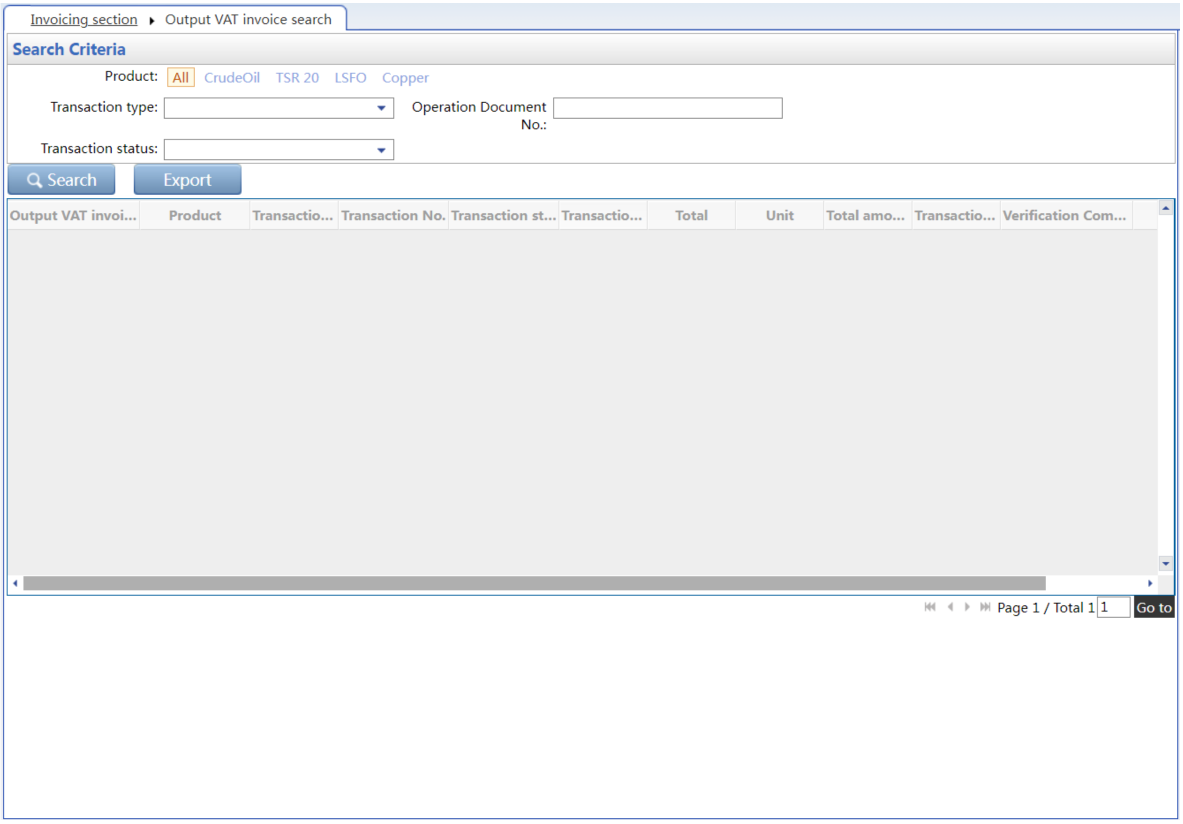
[Note] Please bundle all VAT invoices under the same application into a single compressed file and upload it. If any VAT invoice fails to pass the authentication by the VAT invoice platform, the entire application will be rejected.

Output VAT invoice search

Search output VAT invoices.

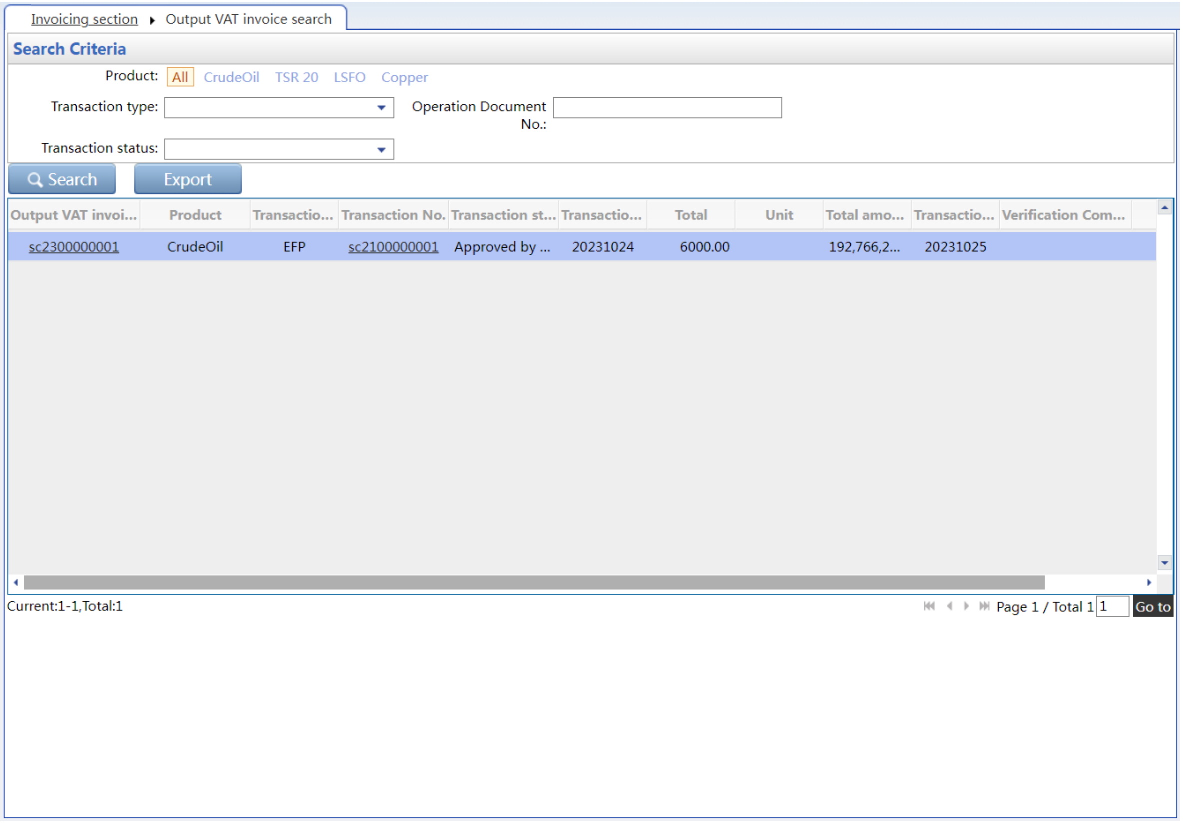
(1)

From the navigation menu, select “VAT invoicing section” --> “Output VAT invoice” --> “Output VAT invoice search” to enter the page for Output VAT invoice search.



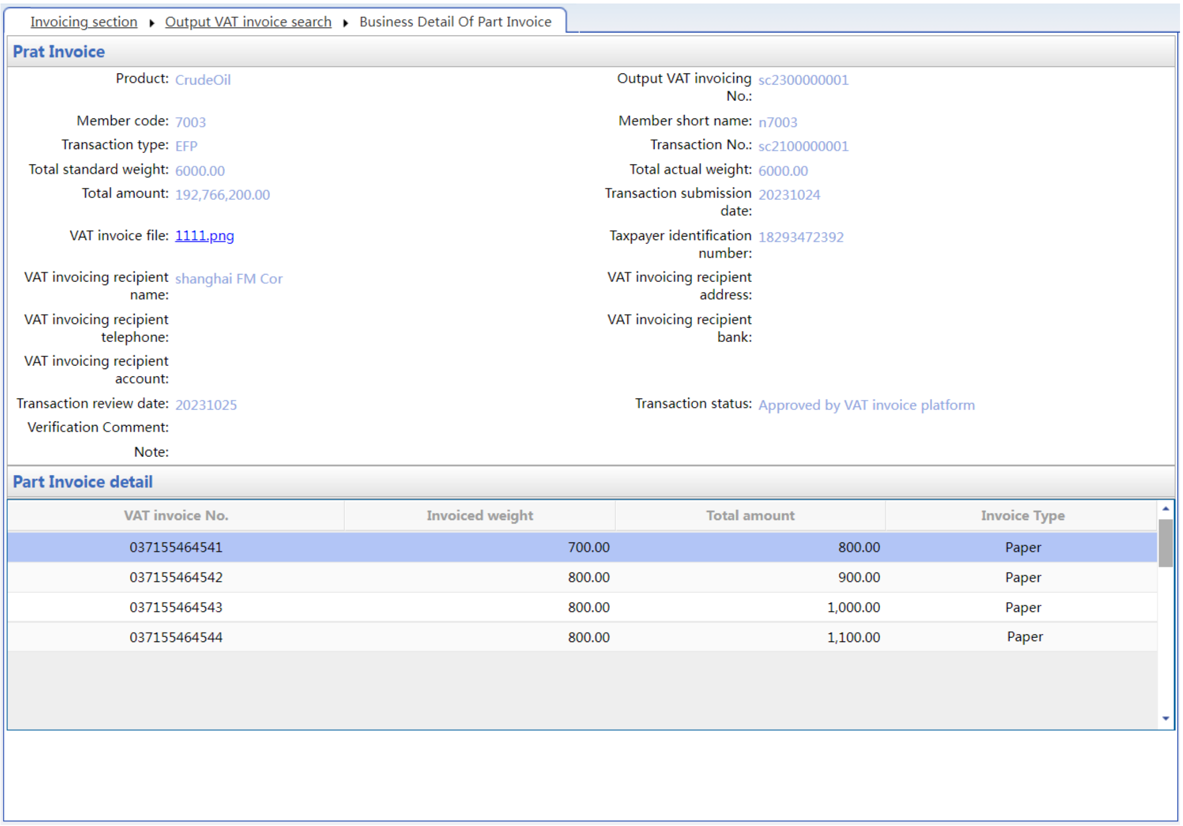
(2)

Select a product, transaction type, transaction number, and transaction status, and click the “Search” button to find the eligible record.

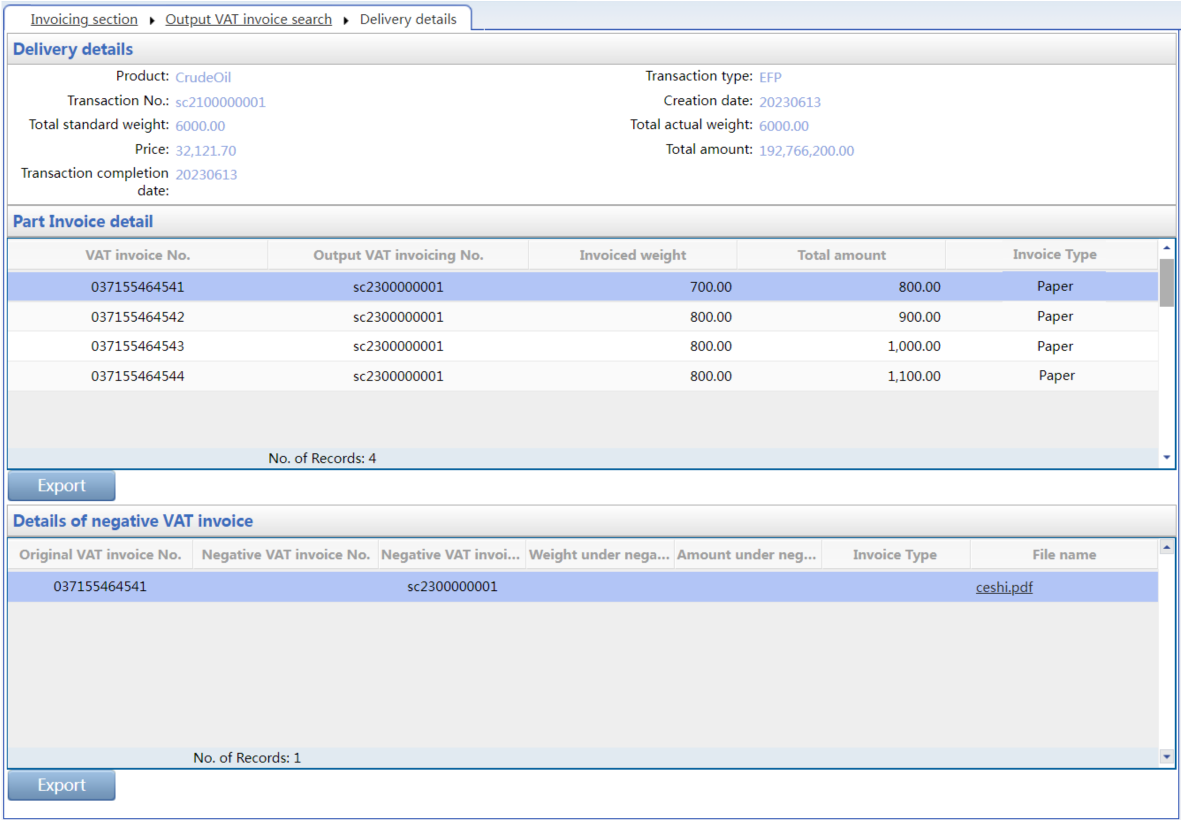


(3)

Click “Application No.” to open the VAT Invoicing Details page and view the details of the VAT invoice.



Click the “Transaction No.” to view the details of the page.



(4)

Click "Export" to export the data to the computer.

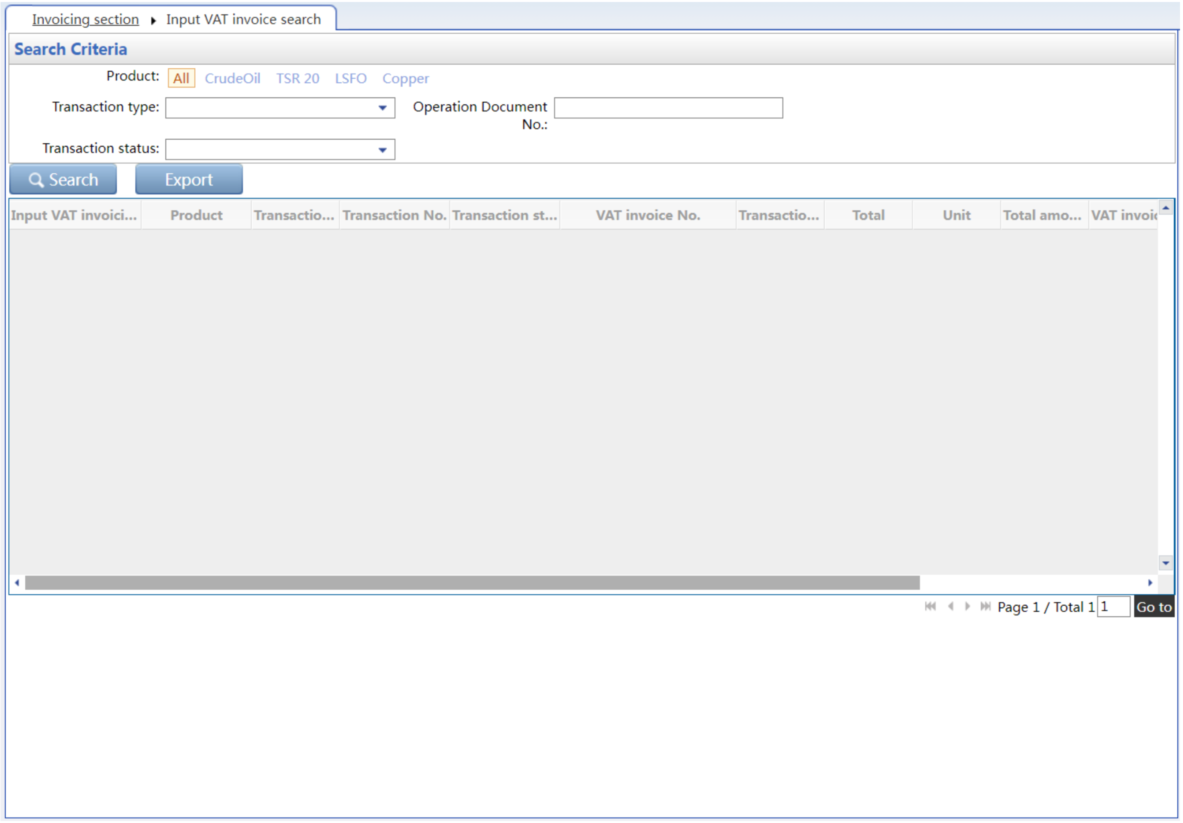
Input VAT Invoice

Input VAT invoice search

Search information on input VAT invoices.

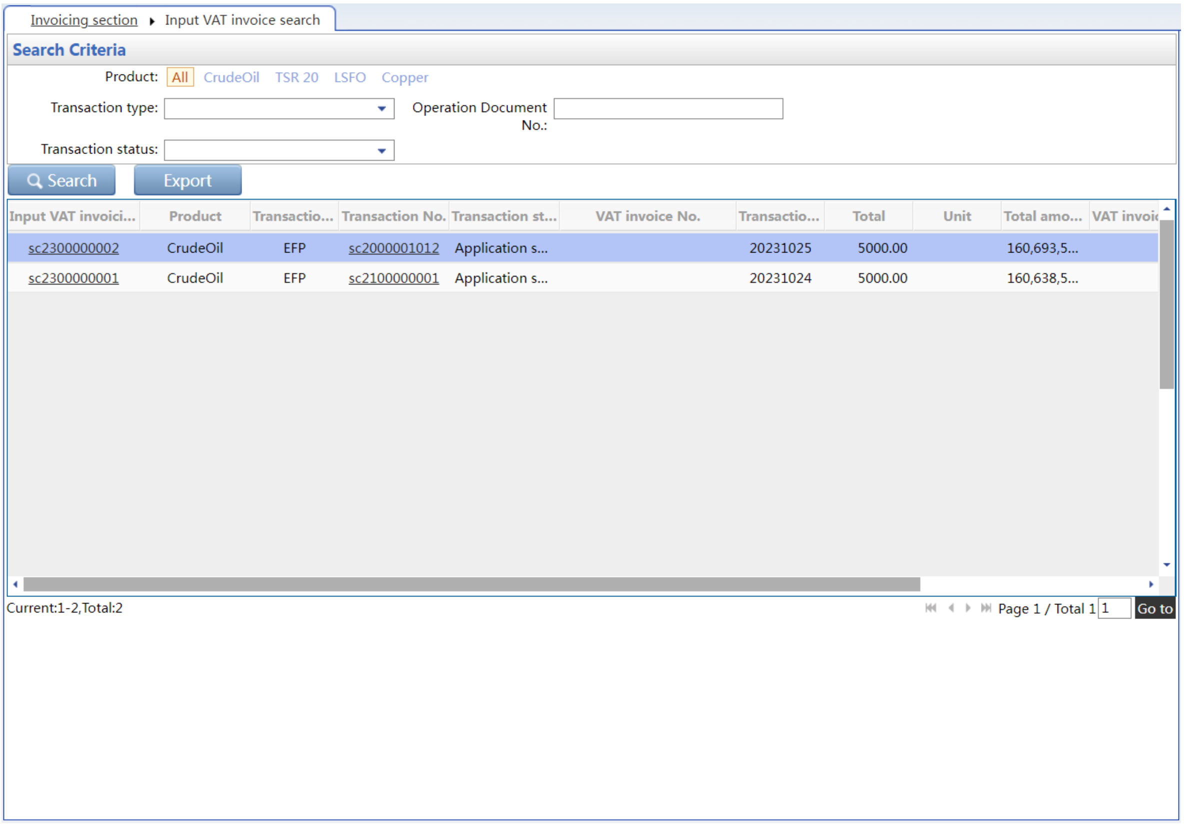
(1)

From the navigation menu, select “VAT invoicing section” --> “Input VAT invoice” --> “Input VAT invoice search” to enter the page for Input VAT invoice search.



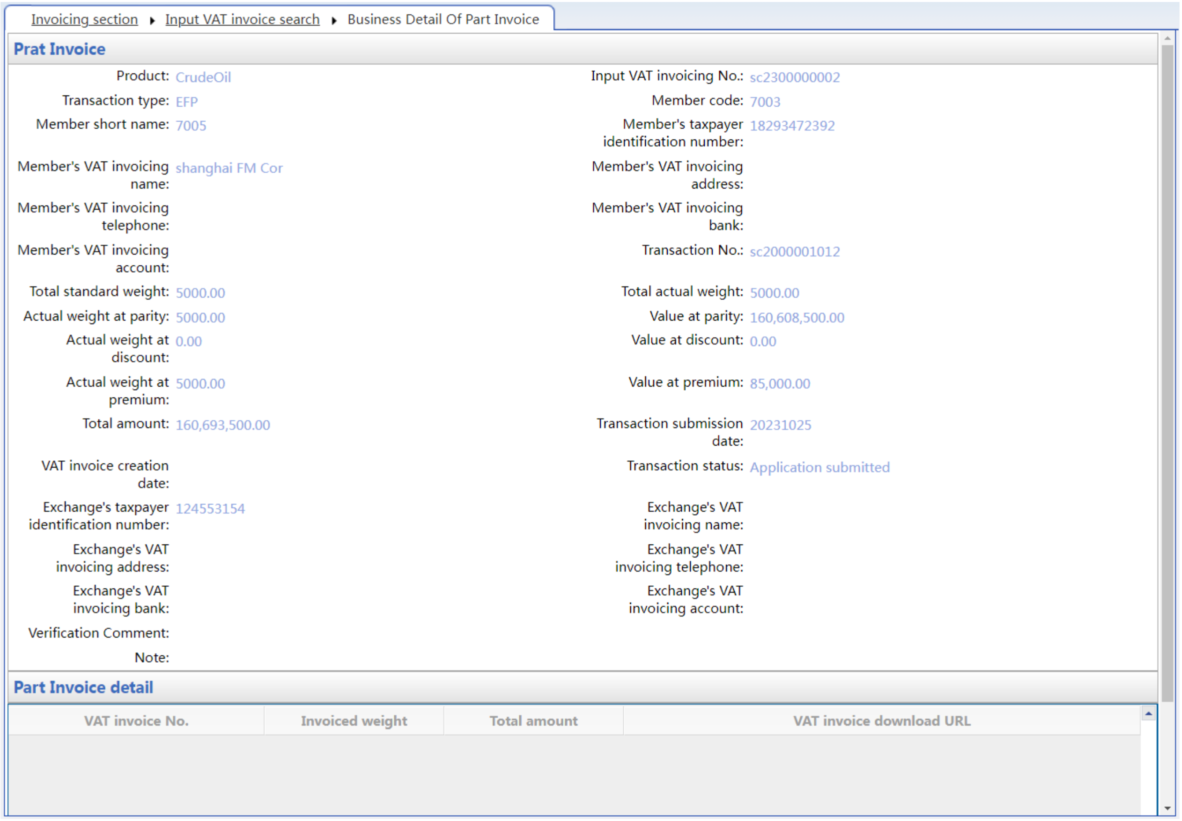
(2)

Select a product, transaction type, transaction number, and transaction status, and click the "Search" button to find the eligible record.

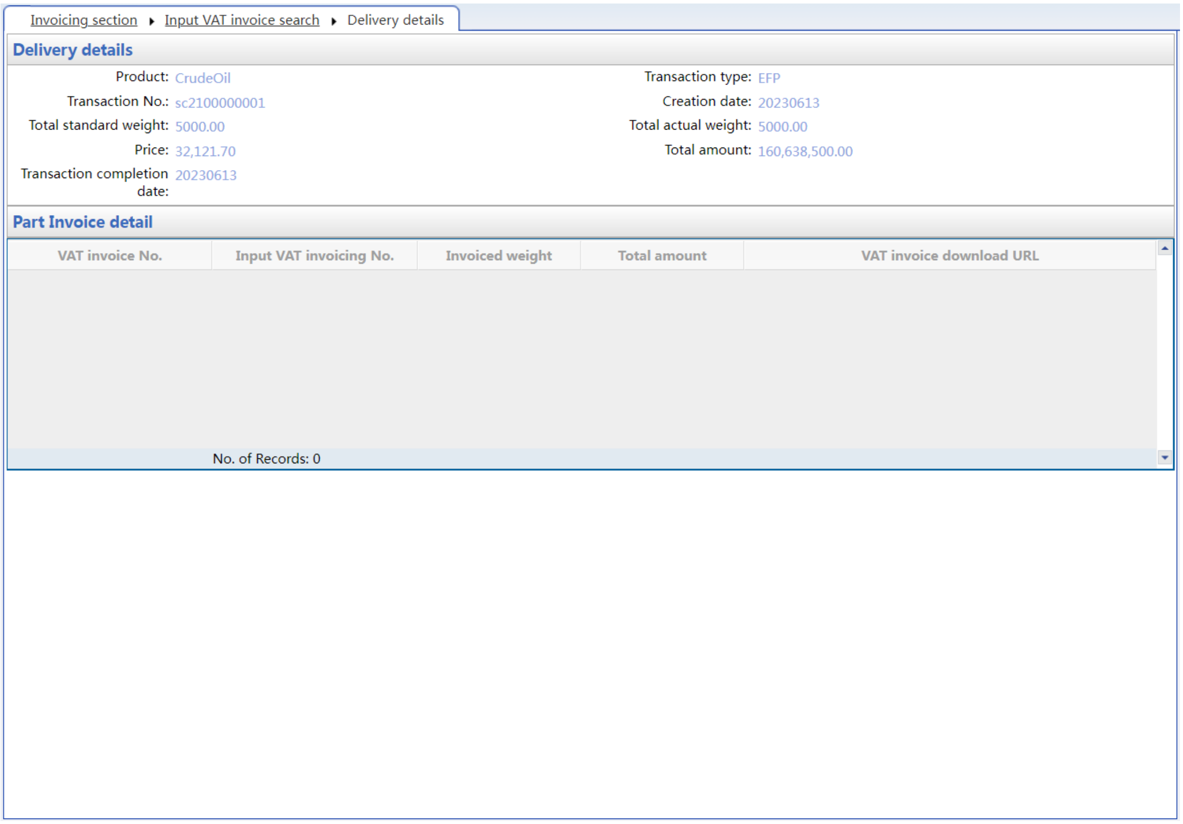


(3)

Click "Input VAT Invoicing No." to open the VAT Invoicing Details page and view the details of a VAT invoice. In the breakdown list, click the download address to download the VAT invoice.



Click the “Transaction No.” to view the details of the page.



(4)

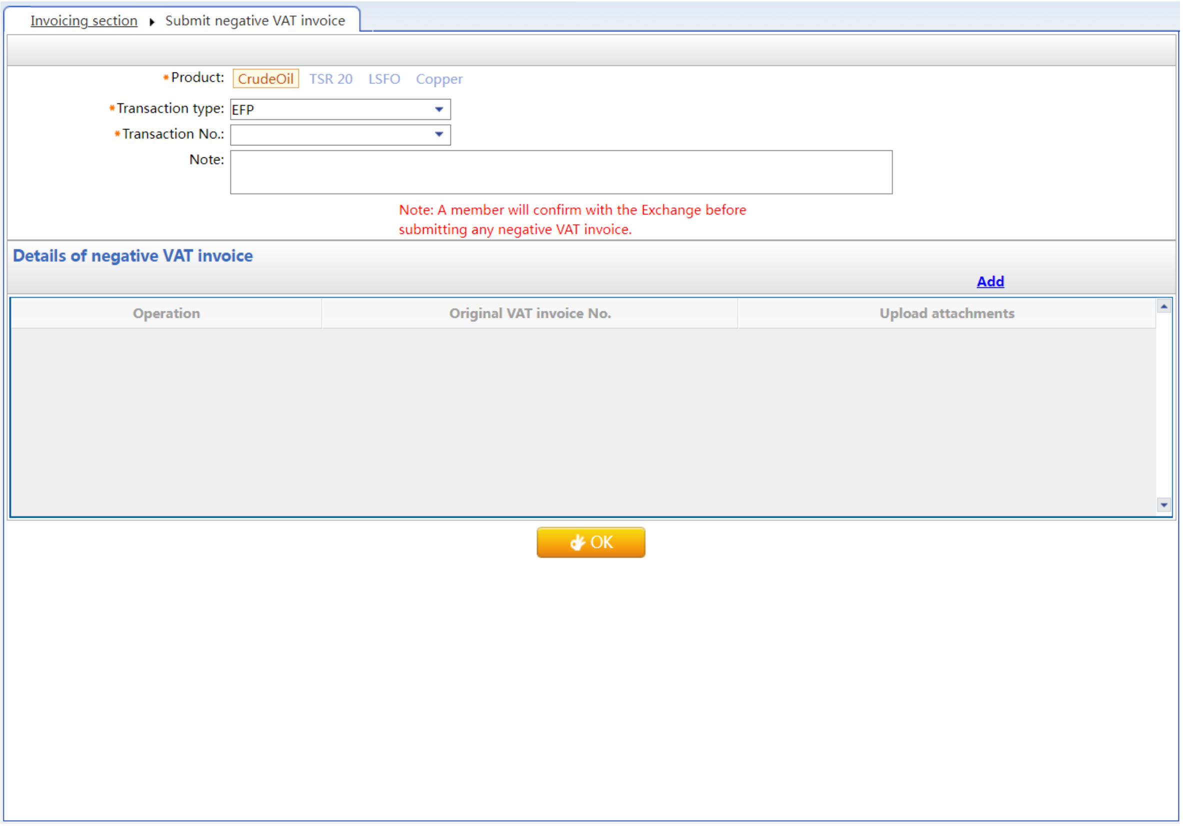
Click "Export" to export the data to the computer.

Negative VAT invoice

Submit negative VAT invoices

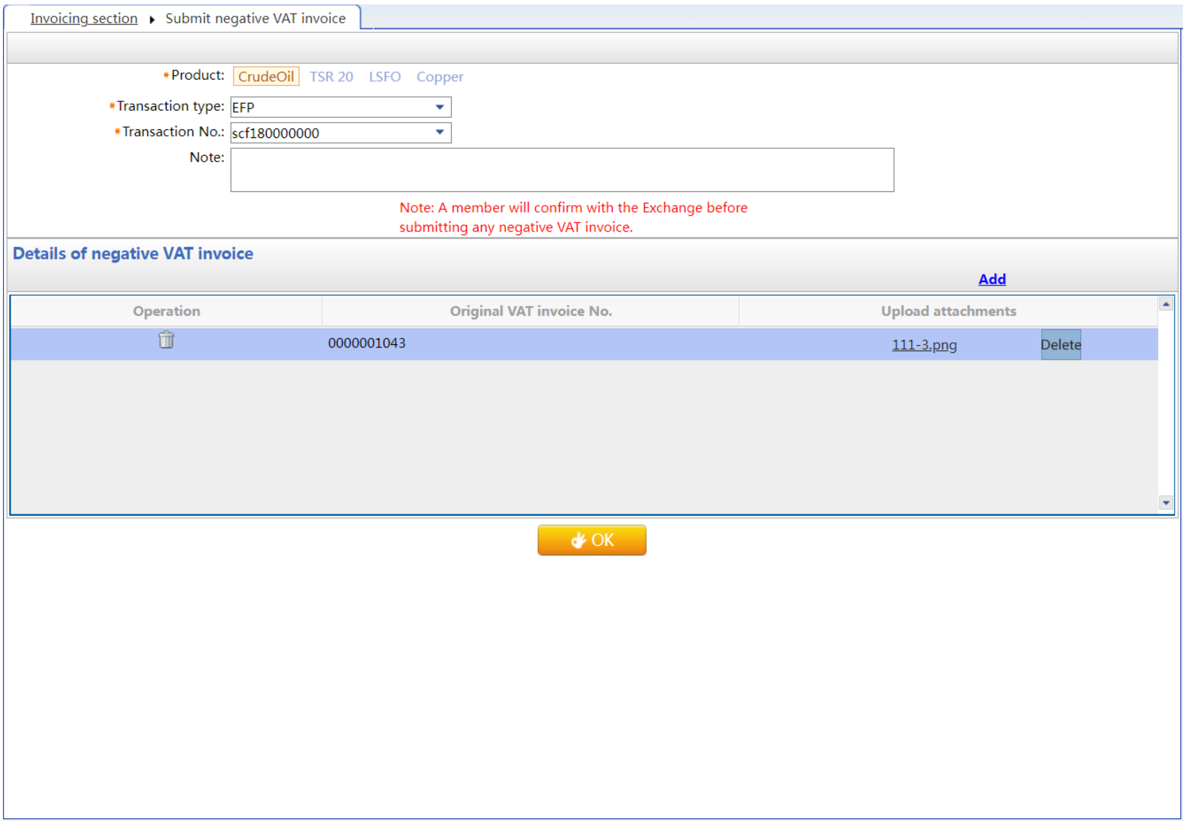
(1)

From the navigation menu, select “VAT invoicing section” --> “Negative VAT invoice” --> “Submit negative VAT invoice” to enter the page for Submit negative VAT invoice.



(2)

Select a product, transaction type, and transaction number, and click the “Add” button at the top right of the VAT invoice file list below to add a new record. Select a VAT invoice number in the drop-down list of original VAT invoice numbers, click the “Upload” button next to it to upload the negative VAT invoice, then click the “Confirm” button to submit the same. The new record cannot be canceled until the review by the VAT invoice platform is completed.



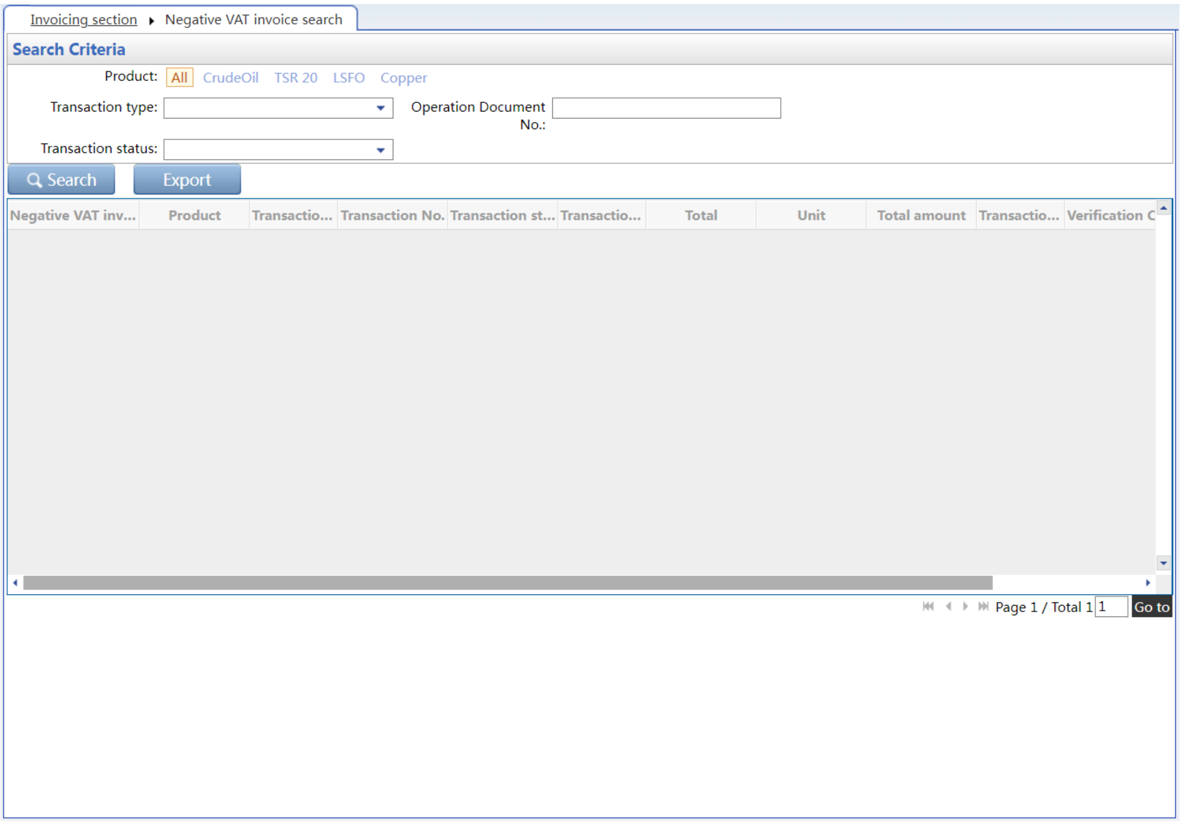
[Note] Each uploaded negative VAT invoice should correspond to the original VAT invoice.

Negative VAT invoice search

Search negative VAT invoices.

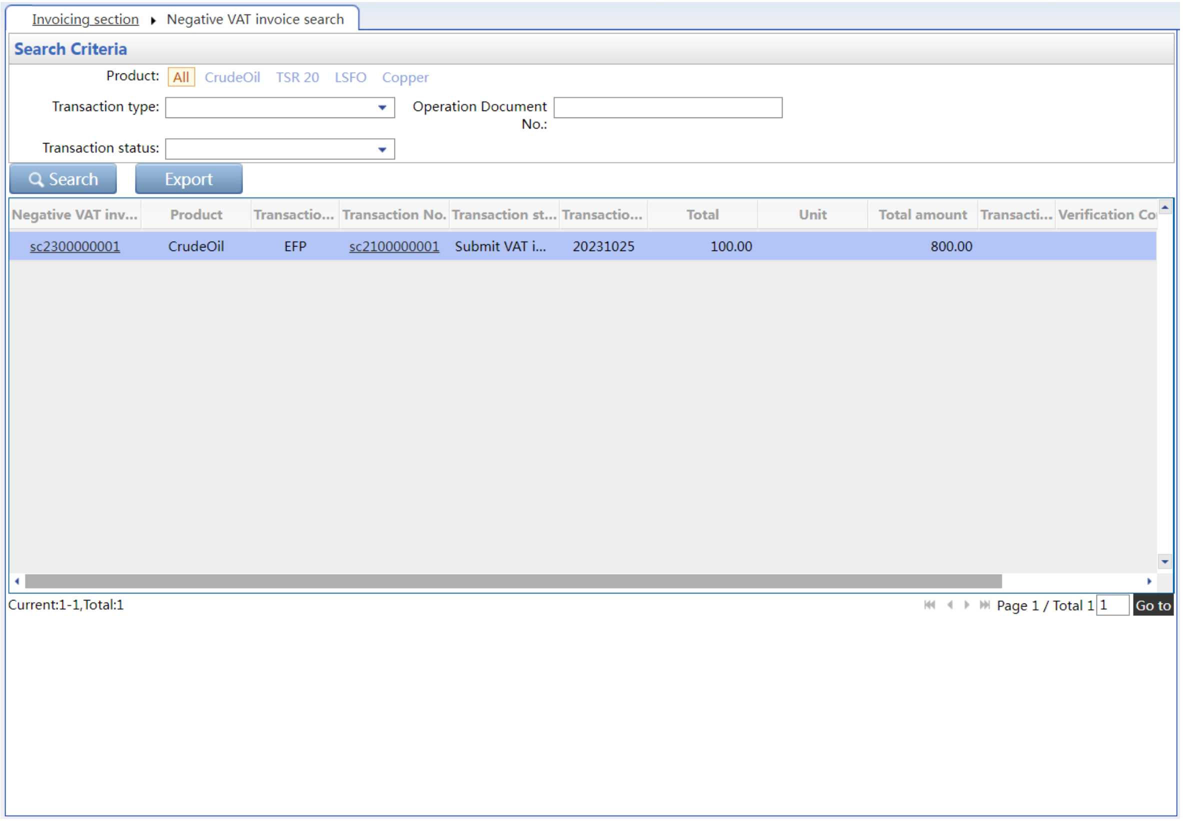
(1)

From the navigation menu, select “VAT invoicing section” --> “Negative VAT invoice” --> “Negative VAT invoice search” to enter the page for Negative VAT invoice search.



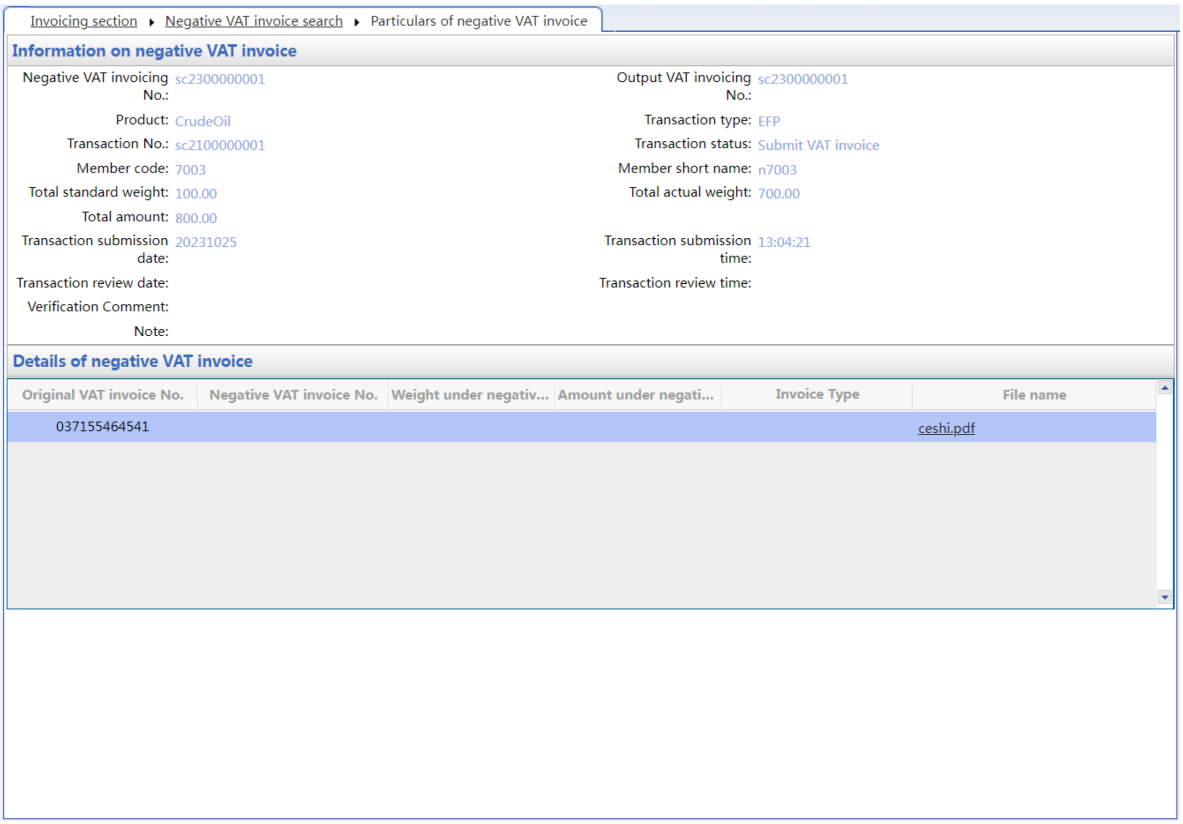
(2)

Select a product, transaction type, transaction number, and transaction status, and click the “Search” button to find the eligible record.

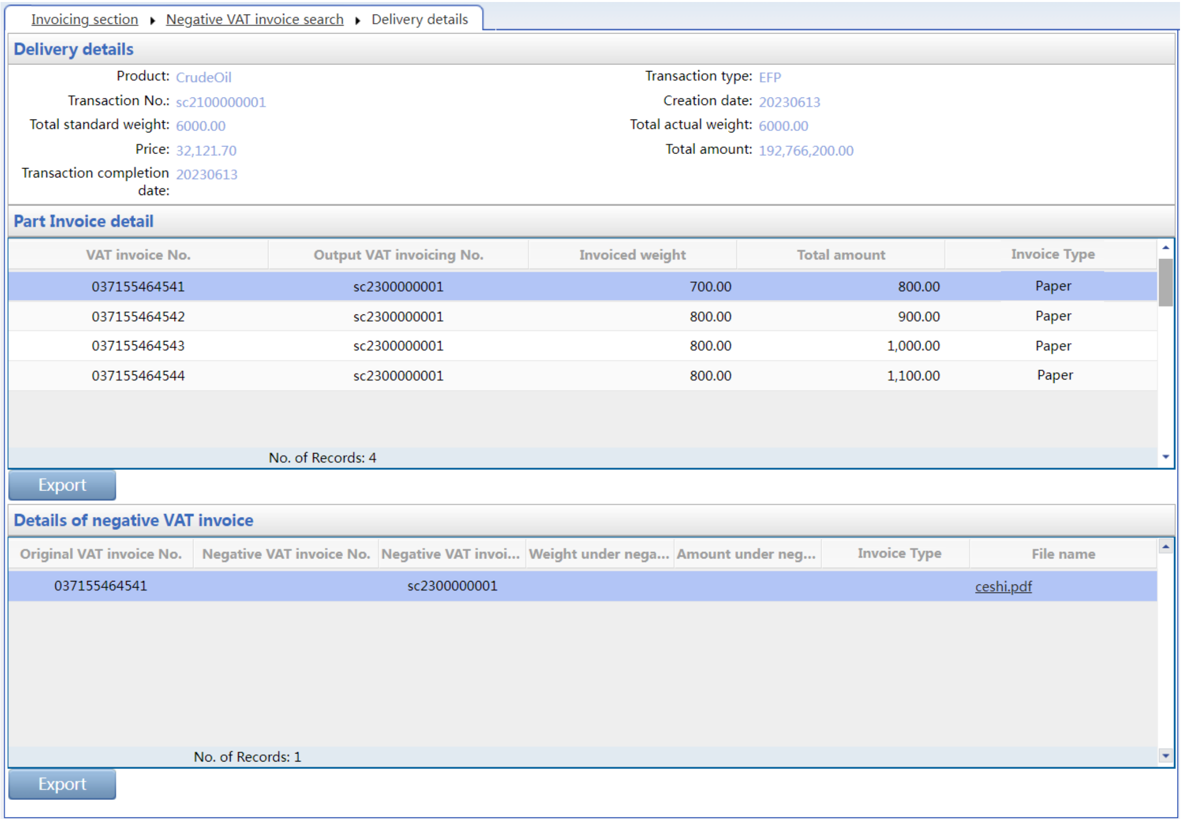


(3)

Click the “Negative VAT Invoicing No.” to open the Negative VAT Invoice Details page and view the details of a negative VAT invoice. Download the attachment to the negative VAT invoice in the breakdown list of negative VAT invoices.



Click the “Transaction No.” to view the details of the page.



(4)

Click "Export" to export the data to the computer.