

Austraclear Application Forms – Reference Guide

Contents

Background.....	1
1A - Participant Details	2
1B - Participant Class (Regulation 2.1)	2
1C - System Participant Type (Functional Categories)	2
1D - Issuer Securities	3
1E - Access Type.....	3
1F - System User Administration & Digital Certificates.....	3
1G – SecurID Token Registration	4
1H - System Proxies	4
1I - System Authorisation Policy	5
1J – Business Continuity Survey.....	5
1K - Participating Bank Nominated Account & Nominated Account Confirmation Letter (Regulation 3.5 & 13.2)	5
1L – Billing (Regulation 3.2)	6
1M - Authorised Signatories (Regulation 3.3).....	6
1N – Audit Certificate Request Form	6
Participant Application Form	7
Section 2 – Supplementary Forms	7
1. Participating Bank Nominated Account Confirmation Letter	7
2. Notification of Authorised Signatories (Regulation 3.3)	7
3. Direct Debit Request	8
4. Deed of Consent for use of Nominated Account	8
Miscellaneous information	8

Background

Austraclear applicants are required to complete both a “Participant Details Form” and a “Participant Application Form”.

The Participant Details Form comprises of questions that are required to be completed depending on what Austraclear participation the applicant is applying for. Applicants may also be required to provide supporting documentation based on their selections.

The Participant Application Form outlines the terms and conditions of the agreement that the applicant is entering into. This form must be executed in accordance with section 127(1) of the Corporations Act. Where an applicant executes the Participant Application Form under a Power of Attorney, the applicant must also provide a certified copy of the Power of Attorney.

1A - Participant Details

1.A.1	<ul style="list-style-type: none"> • Whilst a Participants name within the Austraclear facility is limited to a maximum of 60 characters, applicants are required to enter their <u>full legal name</u> within the Participant Details Form. • Please note that Austraclear does not recognise a trust structure other than where an applicant applies as a “Public Trust Participant” in accordance with Austraclear Regulation 5.1. Applications received in the name of private trusts will be returned as Austraclear does not recognise any interest in a Security deposited in the Austraclear System other than an absolute right of ownership in the Owner or, in certain circumstances, the rights of a Pledgee (refer to Austraclear Regulations 6.9).
1.A.9	<ul style="list-style-type: none"> • Applicants must enter the primary contact details of an individual who has been assigned responsible for their application and contactable for the purposes of receiving information or communications.

1B - Participant Class (Regulation 2.1)

1.B.1	<ul style="list-style-type: none"> • For further explanations on the Classes of Participant within Austraclear please refer to the ASX Austraclear section of the ASX website (www.asx.com.au).
-------	--

1C - System Participant Type (Functional Categories)

1.C.1	<ul style="list-style-type: none"> • <u>Issuer</u> participants borrow money on the market by the issue of Discount Security Series (DSS) and Fixed Income Securities (FIS). • <u>Registrar</u> participants act as a registrar for instruments whose information is stored in Austraclear. • <u>Cash Providers</u> is the term given to Participating Banks within the Austraclear System (refer to Austraclear Regulation 1.1 for the definition of a Participating Bank). • <u>Issuer Representative</u> is a Sub-Participant ((refer to Austraclear Regulation 1.1 for the definition) authorised to act on behalf of the issuer in Austraclear. <p>For further details of participant types please refer to the <u>ASX Austraclear</u> section of the ASX website (www.asx.com.au).</p>
-------	--

Austraclear Application Form – Reference guide

1D - Issuer Securities

1D	ECD & EBA Issuers must be an Authorised Deposit-Taking Institution (“ADI”)
----	--

1E - Access Type

1.E.1	<ul style="list-style-type: none"> • <u>Anni Network</u> is a dedicated permanent connection and a fully routed network connection with end to end TCP/IP connectivity and security for access to Austraclear, RITS and RBNZ services. • <u>SAFE (formerly Host to Host Lite)</u> is a direct link from the applicant’s computer system to Austraclear using SWIFT based message formats and eliminating double keying and caters for Cash, Fixed Income and Foreign Exchange transactions. • <u>Internet service</u> participants are required to provide their own PC, printer and modem and a RSA SecurID Token (available through Austraclear) providing additional security through a combination of PIN and password mechanisms – Internet users should ensure they also complete Section 1G: SecurID Token Registration. Applicants using an internet connection must also provide copies of the Austraclear education certificates relevant to the modules/access the participant is seeking to use for the individuals listed under the system user administration and digital certificates page in the Participants Details Form. • <u>PROXY</u> connections are where another Participant acts as an agent for the applicant – no connection is required for this access option.
-------	---

1F - System User Administration & Digital Certificates

1.F.1 – 1.F.4	<ul style="list-style-type: none"> • Applicants must create <u>at least 2</u> “password administrators”, however we do recommend applicants consider creating more than two password administrators to ensure adequate administrative support. • Password administrators will be responsible for creating additional “users” and allocating and maintaining the required roles for each of these users. This will include the user’s ability to input (data entry) and/or authorise transactions.
1.F.5 – 1.F.8	<ul style="list-style-type: none"> • Applicants must create <u>at least 2</u> users. These can be the same individuals who are allocated as the password administrators however the applicant must re-enter their details into this section.

<p>Austraclear Education Certificates</p>	<ul style="list-style-type: none"> • Where an applicant is connecting to Austraclear itself as (opposed to via a Participant Proxy) the applicants password administrators and users must undertaken the Austraclear training modules and those relevant to the functions they are seeking to use. • Applicants must supply the training certificates for all password administrators and users demonstrating they have passed the training modules relating to the products the applicant wishes to utilise. • At a minimum all users will need to have completed the following training modules: <ul style="list-style-type: none"> ○ System Access ○ Cash Trades • Additionally Password Administrators must complete the Password Administrator education module.
---	--

1G – SecurID Token Registration

<p>1.G.1 – 1.G.6</p>	<ul style="list-style-type: none"> • The SecurID Tokens for each of the password administrators & users identified in Section 1F will be sent to the applicant. The applicant must allocate a single business address and appropriate person for where the tokens are to be sent. Please and note that a PO Box will not be accepted.
------------------------------	--

1H - System Proxies

If an applicant elects to have another Participant undertake transactions on its behalf section 1H must be completed.

The applicant in this instance will be the “Proxy Issuer” and this operation can only be granted by the Sub-Participant who assigns the relationship and grants the authority (i.e. the “Proxy Issuer” and not the “Proxy Agent”).

<p>1.H.1</p>	<ul style="list-style-type: none"> • Applicants should ask the Proxy Agent for their 6 digit Austraclear Sub-Participant Code - enter this code here. • If different access is required for each user who acts on behalf of a Proxy multiple Proxies will need to be created in the System to accommodate this. • If additional Proxies are required please attach a separate listing.
<p>1.H.5</p>	<ul style="list-style-type: none"> • This functionality is used by Participating Banks when performing the 90 Day Bank Bill delivery on behalf of ASX Clear (Futures) Clearing Participants.

1I - System Authorisation Policy

1.I.1	<ul style="list-style-type: none"> • The Austraclear System has the ability to be configured so that a user entering a transaction, may require a second user to authorise it in order for the transaction to proceed. This control can assist with preventing both fraud and mistakes being made. • In this section applicants may select which actions they require a second user to authorise. The “Participant Authorisation” column can be completed by all applicants. The “Proxy Authorisation” column is only applicable to applicants who have selected connectivity to Austraclear via a Proxy.
-------	---

1J – Business Continuity Survey

1J	<ul style="list-style-type: none"> • Austraclear applicants are required to complete ASX’s BCP self-assessment survey (BCS), Section 1J of the application form. Refer to Austraclear Guidance Note 10 <i>Business Continuity and Disaster Recovery</i> for supporting information when completing the survey. • Applicants need to complete all applicable questions in accordance with the instructions provided. • Where an applicant proposes to connect to Austraclear via a Proxy, the survey must be completed by the Proxy.
----	--

1K - Participating Bank Nominated Account & Nominated Account Confirmation Letter (Regulation 3.5 & 13.2)

Within Austraclear Nominated Account details are known as Cash Record details.

1.K.1	<p>Execution of Nominated Bank Account confirmation letters must be provided by an individual authorised by the Participating Bank.</p> <p>To minimise delays in the application process, all applicants should discuss its Nominated Bank Account arrangements with their bank relationship manager to ensure that an authorised individual executes the confirmation.</p> <p>Austraclear will confirm the Nominated Bank Account details supplied with the Participating Bank (Cash Provider).</p>
1.K.2 to 1.K.5	<p>Nominated Bank Accounts must be an account with a Participating Bank.</p> <p>If a Nominated Bank Account which is not in the applicant’s name is chosen, this account MUST belong to an existing participant of Austraclear and MUST be an active account within the Austraclear System. In this case the applicant and the Nominated Bank Account owner must provide a Deed of Consent for Use of Nominated Account.</p>

Austraclear Application Form – Reference guide

	<p>The application will not be approved or established in Austraclear until the following has been confirmed:</p> <ul style="list-style-type: none"> • Account Name • Cash Record (BSB Code and Account Number) • Cash Provider Name and Address (Bank branch name and address).
1.K.4 – 1.K.5	<p>Cash Records may be nominated for specific purposes other than transactions and maturities; these can be allocated when setting up “Standard Settlement Instructions” (SSIs) within Austraclear.</p>

1L – Billing (Regulation 3.2)

1.L.3	<ul style="list-style-type: none"> • Should an applicant choose not to pay its account by direct debit facility Austraclear will charge a processing fee in addition to your annual membership fee. Please refer to the latest ASX Austraclear Schedule of Fees for more information.
-------	--

1M - Authorised Signatories (Regulation 3.3)

1M	<ul style="list-style-type: none"> • Austraclear applicants are required to complete the “Notification of Authorised Signatories” list to appoint authorised signatories on behalf of the applicant to perform a number of functions (as specified in the form) including execution of instructions, notices and documents relating to the applicants activities under the Austraclear Regulations or approving or revoking authorised signatories on an ongoing basis. • Refer below to Section 2 – Supplementary Forms for more information.
----	--

1N – Audit Certificate Request Form

1.N.1	<ul style="list-style-type: none"> • Details regarding audit certificate types can be located in the Austraclear Participant User Guide. • The data which will be supplied by the ASX will be as-at-the LAST business day of the selected month. • Please refer to the ASX Schedule of Fees and Charges for each Audit Certificate: ASX Fees & Charges Austraclear Schedule of Fees
-------	--

Participant Application Form

- The Participant Application Form must be executed in accordance with section 27(1) of the Corporations Act. For approved methods of execution refer to the “Guidance Notes” footnote below the signature blocks of the form.
- Where an applicant executes the Participant Application Form under a Power of Attorney, the applicant must also provide a certified copy of the Power of Attorney.

Section 2 – Supplementary Forms

1. Participating Bank Nominated Account Confirmation Letter

- All applicants must provide a “Participating Bank Nominated Account Confirmation Letter” in the template format provided. This must be executed by a Participating Bank of Austraclear which confirms that the bank account provided by the applicant to settle Austraclear transactions, is acceptable to the Participating Bank.
- The nominated bank account must be in the name of the applicant.
- The Participating Bank Nominated Account Confirmation Letter is required to be signed by an authorised signatory of the Participating Bank and must include its bank stamp unless otherwise agreed with Austraclear.

2. Notification of Authorised Signatories (Regulation 3.3)

- Austraclear applicants are required to complete the “Notification of Authorised Signatories” list to appoint authorised signatories on behalf of the applicant to perform a number of functions (as specified in the form) including execution of instructions, notices and documents relating to the participants activities under the Austraclear Regulations or approving or revoking Authorised Signatories on an ongoing basis.
- Austraclear applicants are required to select whether the authority (“In terms of this authority” section) is for “Any One” or “Any Two” authorised signatories is required to instruct Austraclear.
- Similarly, applicants are required to indicate whether facsimile signatures are acceptable to action instructions.
- Execution of the form must be done in accordance with section 127(1) of the Corporations Act. This includes the “Notification of Authorised Signatories” list. Refer to the “Guidance Notes” underneath the signatory block for details as to what is acceptable.
- Applicants must ensure both pages of this form are executed correctly.

3. Direct Debit Request

- Where applicable, an Austraclear applicant must complete a “Direct Debit Request Form” which enables Austraclear to arrange for payment of invoices via direct debit from their bank account.

4. Deed of Consent for use of Nominated Account

- Where an Austraclear applicant is seeking to use the Nominated Bank Account of another participant to settle its Austraclear transactions, Austraclear requires a “Deed of Consent for use of a Nominated Account’ to be executed by the applicant and the other participant and then returned to Austraclear Limited for execution.

Miscellaneous information

Business Descriptions	<ul style="list-style-type: none"> • Applicants are required to provide a brief outline of the business model and objective for using Austraclear including a summary that describes the nature and size of the applicant’s business, the expected transaction volume and value to be processed on the Austraclear System and where applicable client types.
Financial Information	<ul style="list-style-type: none"> • Applicants are required to include audited financial statements/annual reports for the most recent financial year or where financials are not available a guarantee from their parent. Applicants should speak with the ASX Participants Transitions team as to what other options are available to them to comply with Austraclear Regulation 2.4(b)(ii) in instances where their company is newly formed.
Group Structure Chart	<ul style="list-style-type: none"> • Austraclear applicants are required to provide a copy of their group structure demonstrating the applicant’s corporate ownership structure from its ultimate holding company through to the applicant and its subsidiaries.

Miscellaneous information

CRS/FATCA	<ul style="list-style-type: none"> The Common Reporting Standard (CRS) and U.S. Foreign Account Tax Compliance Act (FATCA) promote cross border tax compliance by implementing international standards for the automatic exchange of information related to foreign tax residents. Under CRS and FATCA, Austraclear must collect and report financial account information about an applicant, who will be authorised to hold Deposited Securities in the Austraclear System, to the Australian Taxation Office (ATO) if the applicant or individuals controlling the applicant are foreign tax residents, unless an exception applies. Austraclear applicants which are applying to be authorised to hold securities, are required to complete the Austraclear CRS/FATCA self-certification via the following link: https://asx.au1.qualtrics.com/jfe/form/SV_2oyC8SevrKWu7id If an applicant is applying as a Special Purpose Participant then they are only required to complete a “CRS/FATCA Self-Certification Acknowledgement Form”.
Certificate of Registration	<ul style="list-style-type: none"> Applicants are required to provide a copy of the its ASIC Certificate of Registration including any and all subsequent name changes associated with that registration. Where applicable, Austraclear applicants are also required to provide confirmation of the applicants AFSL status, including a copy of their AFSL.
Public Trust – Solicitors Representation Letter	<ul style="list-style-type: none"> Applicants applying to become a Public Trust Participant in Austraclear are required to provide a Solicitors Representation Letter giving an opinion with regards to the Trust. The Solicitor’s Representation Letter must include the terms set out in Austraclear Regulations and Procedure 2.6 without alteration or addition.
Public Trust – Establishment of Trust Letter	<ul style="list-style-type: none"> Applicants applying to become a Public Trust Participant in Austraclear are required to provide details of the trust, including identifying the trust manager, trustee and date the trust was constituted.
Special Purpose Application – Additional Documentation	<ul style="list-style-type: none"> Applicants applying to become a Special Purpose (Energy) Participant in Austraclear are required to provide an email attesting to the fact that they have applied to the Australian Energy Market Operator (AEMO) including the status of that application (i.e. accepted or pending). This email must come from either the director(s), company secretary, or from the applicants legal department (cc’ing any of the aforementioned).

Miscellaneous information

Foreign Application – Additional Documentation	<ul style="list-style-type: none">• Where an Austraclear applicant is a foreign registered company and requires more than “Cash” only access to Austraclear, and has not provided Austraclear with an ABN or a TFN as part of their application, the applicant will need to provide ASX with either an opinion from an Australian legal or accounting firm confirming that the applicant meets either the Australian Residency or Permanent Establishment requirements as defined in the Income Tax Assessment Act 1936. The opinion will also need to provide Austraclear with the applicant's ABN or TFN.
Tax File Numbers	<ul style="list-style-type: none">• Once an application has been approved, the applicants assigned password administrators are responsible for entering the company's TFN details into Austraclear.

Disclaimer: This document provides general information only and may be subject to change at any time without notice. ASX Limited (ABN 98 008 624 691) and its related bodies corporate (“ASX”) makes no representation or warranty with respect to the accuracy, reliability or completeness of the information. To the extent permitted by law, ASX and its employees, officers and contractors shall not be liable for any loss or damage arising in any way (including by way of negligence) from or in connection with any information provided or omitted, or from anyone acting or refraining to act in reliance on this information.

© Copyright 2019 ASX Operations Pty Limited ABN 42 004 523 782. All rights reserved 2019.