



A Guide to Becoming an ASX OTC Participant

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A. Introduction

ASX offers a range of Participant membership categories that span its trading, clearing and settlement facilities. This guide is designed to help applicants understand the requirements and obligations to become an OTC Clearing Participant and complete the ASX OTC Participant Application Form.

This guide should be read in conjunction with the ASX OTC Participant Application Form. It contains the following information:

- explanation of the different categories of trading, clearing and settlement Participants within the ASX Group
- outline of the Participant application process and key contact points within ASX
- information to help applicants accurately complete the ASX Participant Application Form
- overview of additional requirements for Off-shore Participants
- links to other relevant documents

Participants enter into a binding contractual relationship with ASX. This relationship is recognised in the Corporations Act 2001 (Cth). Participants agree to be bound by the relevant ASX rules. ASX Market Participants and ASX 24 Trading Participants are also required, under Australian law and under contract with ASX, to comply with the Australian Securities and Investments Commission (ASIC) Market Integrity Rules.

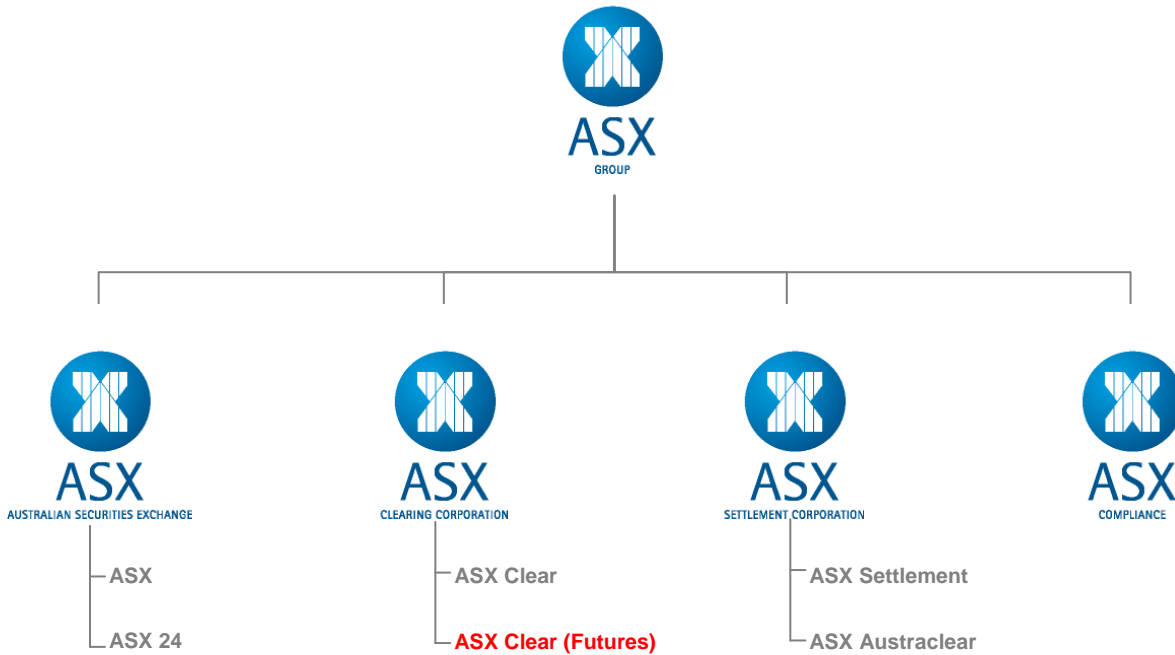
For more information, please contact ASX Customer Management at +61 2 9227 0787 or Participants@asx.com.au

This Guide is available online in the 'Application Process' folder within the Participant Application Kit on ASXOnline: <https://www.asxonline.com/Participants/Welcome>

B. Information for OTC Clearing Applicants

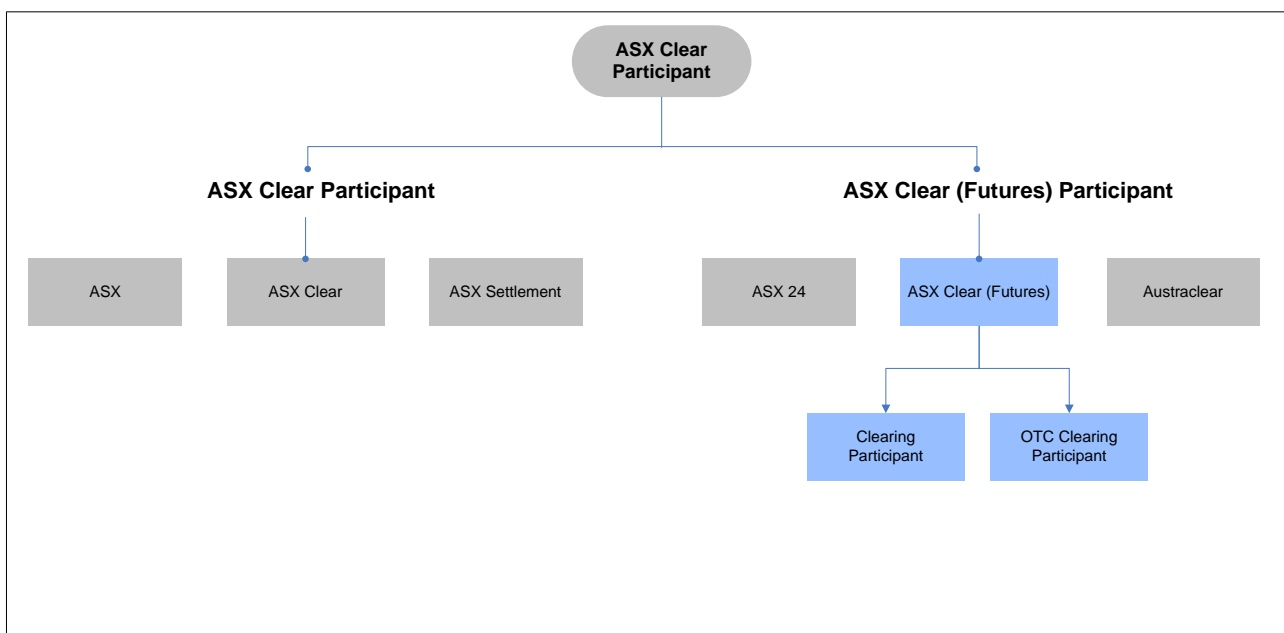
Types of Participation

The OTC Clearing Participant is licensed under the ASX Clear (Futures) clearing house, which is a member of the ASX Clearing Corporation.



OTC Clearing Participants are obligated under the ASX Clear (Futures) Operating Rules and as such must ensure awareness and ability to satisfy all relevant rules under that facility.

(i) OTC Clearing Participant



ASX Clear (Futures) Participants

In Phase 1 the OTC Clearing Service will be available to Australian banks, and Australian subsidiaries and branches of foreign incorporated banks, for clearing of dealer-to-dealer transactions. An entity that seeks authorisation to clear OTC Derivatives will be required to be licensed in Australia either as an authorised deposit-taking institution or a financial services licensee. In addition, in order to be authorised to clear OTC Derivatives, an entity will need to:

- Be admitted as a Clearing Participant under the Futures Rules (and therefore satisfy, among other matters, the operational capacity requirements that apply to all Clearing Participants);
- Have either Tier 1 Capital (for ADIs) or Net Tangible Assets (for non-ADIs) of at least A\$50m;
- Have the capability to participate in ASX's OTC default management process including default auctions on OTC Portfolios; and
- If it is not authorised to clear ASX 24 Futures, provide ASX with evidence of arrangements it has in place with a Futures Clearing Participant under which the Futures Clearing Participant agrees to clear ASX 24 Futures on behalf of the OTC Clearing Participant (as client). This is to ensure that all OTC Clearing Participants have the capacity to bid at default auctions on OTC portfolios that comprise portfolio margined ASX 24 Futures.

As an OTC Clearing Participant you are responsible for the clearing process and must meet certain capital requirements. You will need to have appropriate facilities and framework in place (including procedures and personnel) to adequately manage the counterparty risks that arise from the clearing function, together with adequate financial resources and systems to comply with the ASX Clear (Futures) Operating Rules.

Admission of OTC Clearing Participants

The admission requirements under ASX Clear (Futures) Operating Rules 4.2 state,

An applicant who wishes to be approved as a Clearing Participant shall lodge with the Board:

- (a) an application in the Prescribed form signed by the applicant;
- (b) such information concerning the applicant and supported by such evidence as the Board may prescribe
- (c) an undertaking by the applicant in the Prescribed form to abide by these Clearing Rules as amended from time to time, if the application is granted; and
- (d) an application fee of an amount determined from time to time in accordance with Clearing Rule 3.2.

Fees and Charges for gaining access to ASX markets

To access the current fees and charges please refer to the 'Schedules of Fees' available on the ASXOnline website at <https://www.asxonline.com/participants/index.html> under 'Library' and 'Information', in the 'Participants Application Kit'.

If your application to become an ASX Participant is not accepted, ASX will refund your application fee. However, if you withdraw your application, your fee will be refunded, less ASX's administration and processing costs, and any related infrastructure costs.

A direct debit form is the preferred method of payment and is attached to the ASX Participant Application Form. Alternatively, payment may be made via EFT or by cheque. Again, details are defined on the Application Form.

Note: Foundation Customers of the OTC Clearing Service should contact ASX Business Development to discuss relevant fee discounts that apply to them.

The Application Process

ASX Process and likely timeframes

In support of the OTC Clearing initiative, the ASX has developed an abridged application form specifically designed to expedite the application and admission process for foundation members of the scheme.

As such it is anticipated that an OTC Clearing Participant application, once accepted as complete by the Exchange, will be processed within 3 weeks, pending any significant issues or delays to the process.

Pre-lodgement discussions

Before you lodge an application, you are encouraged to discuss your application for admission as an ASX Participant with ASX Customer Management. The pre-lodgement discussion will clarify the admission requirements for a new ASX Participant, the application process and your ongoing requirements as a new ASX Participant, and will include an overview by the ASX Participant Compliance and Counterparty Risk Assessment units of the requirements of the ASX Operating Rules as applicable.

Application process

A new applicant is required to complete and submit the relevant application form for admission as a new ASX Participant. After discussions with ASX Customer Management, you can obtain application forms from the 'Participants Application Kit', found under 'Library' and 'Information', <https://www.asxonline.com/participants/index.html>. All Operating Rules are located at http://www.asx.com.au/supervision/rules_guidance/index.htm

All applications should be submitted to ASX Customer Management. ASX, including the ASX Compliance – Participants unit, will review your application to ensure it complies with the relevant ASX Rules. If your application complies with the Rules and meets all of the requirements, ASX Customer Management will prepare a submission in support of your application that is then forwarded to ASX management for consideration.

What if your application is rejected?

Before ASX can reject any application for admission as an ASX Participant you will be given an opportunity to provide further information or take steps to address the reasons for the rejection.

OTC Clearing Applicants – Overseas Activity

Approvals in respect of overseas activity

An Applicant that proposes to locate any part of its business as a Participant or to locate any of its personnel engaged in its business as a Participant, outside Australia (the 'Overseas Activity') must:

- (a) provide prior written notification to ASX Clear (Futures) including details of the proposed Overseas Activity;
- (b) obtain all necessary regulatory approvals from any relevant governmental agency or regulatory authority in Australia or elsewhere; and
- (c) comply with the directions of ASX Clear (Futures) and any relevant governmental agency or regulatory authority in Australia concerning the supervision of the Overseas Activity.

Location of personnel in Australia

An Applicant must ensure, even if part of its business as a Participant or some of its personnel are located outside Australia, that it has sufficient personnel and other resources located in Australia so that the Participant and ASX Clear

(Futures) (and related bodies corporate of ASX Clear) can communicate with each other promptly and receive each other's responses quickly on a day-to-day operational basis and so that the Participant can comply with the Rules or a request of ASX Clear (Futures) (or a Related Body Corporate of ASX Clear) promptly.

Establishing new operations

How do new OTC Clearing Participants establish clearing operations?

The main steps involved in establishing operations for a new ASX Clear (Futures) Participant will vary depending on how you have organised your business and the type of operation you plan to run. ASX Participant Operations will assist with the coordination of the establishment process.

You should also note these steps are not sequential and can be implemented concurrently to reduce the time required to establish your operations.

1. ASX Clear (Futures) will assist you in establishing direct electronic links to SECUR.
2. ASX Clear (Futures) Margin Control is a web based system that will provide participants the ability to lodge End of Day Cash, Intraday Cash and Non-Cash collateral instructions with the ASX.
3. ERS Margin Simulator provides participants the ability to generate a "What-If" Margin Analysis.
4. Open mail and email distribution channels and obtain access to ASXOnline to maintain details and changes of the ASX Clear (Futures) Participant and to access ASX Clear (Futures) Operating Rules and other ASX information.

C. The ASX Participant Application Form

The remaining sections of this Guide provide information to help applicants complete the ASX Participant Application Form. References to question numbers below are to questions contained in the Application Form.

Section 1: General Information – All Applicants

This information is required to be completed by applicants for all Participant types.

1.1 Applicant Details

Please ensure that all details provided are current and that details provided in the Application Form match the details on any supporting documentation.

1.1.1	Company Name	State the full name of the legal entity applying to be an ASX Participant
1.1.2	Registered Office	Provide full address details, including country
1.1.3	Place of Business	Provide full address details, including country of your principal place of business
1.1.4	Principal Contact	Include the full name and contact details of the person responsible for liaising with ASX on behalf of the applicant
1.1.5	Incorporation Details	Detail where the legal entity applying to be an ASX Participant is incorporated
1.1.6	Certificate of Registration	Provide a certified copy of the Certificate of Registration or Certificate of Registration of a foreign company
1.1.7	ADI Registration	Please provide evidence of licensing, including a certified copy of licence, registration or authorisation
1.1.8	Not acting as Trustee of a Trust	Confirm that you are not acting in the capacity of a Trustee under a Trust
1.1.9	Name and BIC(s)	Please provide the name(s) and MarkitWire Business Identifier Code(s) (BIC) to be used by the applicant for approval by ASX Clear (Futures)
1.1.10	Key Contact Details	Please provide the requested contact details to ensure the Exchange can readily contact any key personnel as required

1.2 Corporate Governance

1.2.1	Group Structure	Please provide a group structure chart that details the applicant's corporate ownership structure starting at the ultimate parent, dropping down to the immediate parent, the applicant, any subsidiaries (including nominee companies of the applicant) and any related / associated companies of the applicant.
1.2.2	Organisation Chart	In relation to its application as a Participant, please provide an organisation chart showing personnel and their reporting lines. This would include: <ul style="list-style-type: none"> (a) personnel in charge of general management; (b) personnel in charge of the trading operations; (c) risk management staff; and (d) support staff, performing financial control, back office settlements, internal audit and compliance functions
1.2.3	Infrastructure diagram	Please provide an infrastructure diagram that shows: <ul style="list-style-type: none"> (i) Connectivity between your internal systems, the MarkitWire Trade Affirmation platform, the Exchange and your settlement systems (as applicable);

		<p>(ii) Detail the order flow vs. the execution flow (as applicable);</p> <p>(iii) Identify which systems are Automated Trading systems;</p> <p>(iv) Identify which system are proprietary vs. those which are vendor systems; and</p> <p>(v) Include your business continuity systems where applicable.</p> <p>Please refer to the OTC - Client Access Model Example for an indication as to the level of detail required.</p>
1.2.4	Supervisory, Risk and Compliance framework	<p>Provide a copy of your overarching governance and supervisory framework that will evidence that the applicant has or will have the appropriate managerial and operational arrangements in place to enable it to meet its ongoing obligations as a Clearing Participant pursuant to the Rules. This should include a copy of all OTC operations procedures and processes.</p> <p>Note the procedures and processes can be provided in draft format at the time an application is lodged provided that final procedures are provided prior to admission.</p> <p>These procedures and processes may include but are not limited to:</p> <ul style="list-style-type: none"> • Position Management <ul style="list-style-type: none"> ➢ New Trades ➢ Transfers ➢ Trade Amendments ➢ Trade de-clears ➢ Trade terminations • Daily Settlement <ul style="list-style-type: none"> ➢ Margining ➢ OTC cash flows • Default Management <ul style="list-style-type: none"> ➢ DM Auction
1.2.5	Key Risk Statement	<p>Once the application and the supporting documentation has been assessed by ASX and the applicant has met their Capital Requirements, ASX will request the applicant to provide a Key Risk Statement to ASX (signed by two authorised signatories) confirming that the applicant's systems, procedures and controls are operating effectively and are adequate having regards to the nature and extent of the Participant's clearing activities to ensure compliance with the relevant ASX Clear (Futures) Operating rules</p>

1.3 Authorised Signatories

1.3.1	ASX OTC Clearing Participants	<p>For the purpose of signing documentation in connection with the operation of its business as a Participant of ASX Clear (Futures), ASX Clear (Futures) Participants must:</p> <p>(a) submit to ASX Clear (Futures), an Authorised Signatories list available at http://www.asx.com.au/clearing/asx-clearing-forms.htm</p> <p>(b) notify ASX Clear (Futures), by resubmission of the Authorised Signatories list, if any of the persons whose names are submitted under the previous list cease to be authorised by the Participant and to sign the relevant documentation or if any new person is given that authority.</p>
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1.4 Location of Business Activities

1.4.1	OTC Operations outside principal place of business	<p>Document the information relating to your business locations including, but not limited, to the following:</p> <ul style="list-style-type: none"> • Address of each business location; • The businesses operating within each location; and • The services and products offered in each location
1.4.2	Overseas Activity	<p>Document the information relating to your proposed Clearing/ Settlement of ASX OTC operations that will be performed outside of Australia either by the applicant or an outsourced provider (i.e. related body corporate or unrelated service company) including, but not limited to:</p> <ol style="list-style-type: none"> 1. Details of the proposed Overseas Activity as they relate to your business as a participant including the following: <ol style="list-style-type: none"> 1.1 The part of your business that relates to the business as a participant that is being located outside Australia i.e. an Open Interface Device or a computer or other device connected to an Open Interface Device; any personnel engaged in your business as an ASX OTC Clearing Participant; etc. 1.2 The due diligence and approval process undertaken to identify, assess, manage and report on the risks associated with the proposed Overseas Activity including, but not limited to: <ul style="list-style-type: none"> ▪ Business case approved by the Board ▪ Vendor selection and determination process ▪ Due diligence review on proposed service provider ▪ Offshoring /outsourcing policy ▪ How the applicant has identified and addressed the risks associated with its obligations under the relevant ASX Operating Rules ▪ Details of monitoring arrangements to evaluate that the outsourced/offshore provider has sufficient capacity to meet the performance levels required by you to meet obligations under the relevant ASX Operating Rules; ▪ Audit arrangements i.e. frequency of independent review of outsourced/offshore provider; ▪ Business Continuity Management arrangements. 2. Details of any Service Agreements associated with the outsourced functions that are material to your compliance with the relevant ASX Operating Rules including, but not limited to: <ul style="list-style-type: none"> • A defined scope of the services to be provided and those excluded, with regard to ensuring compliance with relevant ASX Operating Rules; • Retention of records as required by the relevant ASX Operating Rules;

		<ul style="list-style-type: none"> • Guidelines to evaluate that the provider has sufficient capacity to meet the performance level required to meet the obligations of relevant ASX Operating Rules e.g. uptime, performance reporting, capacity; • Negotiated penalties for failure of services; • Compliance and Risk obligations (including audit requirements); • Escalation and Breach reporting to ASX; • Support requirements i.e. the ability for ASX to access premises and/or records of the Service Provider or any agency in connection with proposed participant business; • Notification terms or restrictions on delegations to other third parties for the performance of duties; • Termination and "orderly rollout period" to ensure no impact to business as a Participant; • Business Continuity Management arrangements.
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1.5 Operational Support

1.5.1	ASX Margin Control	ASX Margin Control is a mandatory requirement to ensure the Participant is able to view and submit daily margins to the ASX, update standing instructions and to lodge and withdraw non-cash collateral.
1.5.2	ASX Margin Simulator	ASX Margin Simulator is an optional facility provided by the Exchange to assist the Participant to estimate margin impact of individual trades and/or portfolios on their current Margin balances.
1.5.3	OTC Clearing Report Administrator	Please indicate an Administrator for access to the OTC Clearing Reports that are located within the Market Information section of ASX Online. Once submitted, login details will be confirmed to the nominated Administrator by the Market Information team

1.6 Authorised deposit-taking institution (ADI) applicants

1.6.1	Confirmation	Where an applicant is an ADI, written confirmation is required that the applicant as an ADI is aware of and has met the conditions set out in APRA's " Letter to ADIs - membership of central counterparties " dated 4 June 2013.
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1.7 Business Continuity Arrangements (Existing ASX Clear (Futures) Participants)

1.7.1	Business Continuity Plan	Where an applicant is an existing ASX Clear (Futures) Participant, the applicant is required to provide a copy of its Business Continuity Plan updated to cover its ASX Clear (Futures) OTC clearing business.
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Section 2: Compliance Requirements and settlement/BCP arrangements

2.1 Participant Type

2.1.1	ASX Clear (Futures) Participant	Please indicate if you are currently an ASX Clear (Futures) Participant
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2.2 Authorisation Type

2.2.1	ASX Clear (Futures) OTC Participant	Please confirm you are applying to become an OTC Clearing Participant
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2.3 Futures Clearing Arrangements

2.3.1	Clearing Agreement	In the event that another Clearing Participant defaults, an applicant that is an OTC-only Participant may in certain circumstances be required to bid for - and if successful, will be required to acquire - the defaulting Clearing Participant's futures contracts (as well as its OTC contracts). In order to effect the relevant transactions for the futures contracts, the OTC-only participant must have a suitable arrangement in place with a Futures Clearing Participant eg. A clearing agreement with the Futures Participant.
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2.4 Compliance Requirements

2.4.1	Director Details	Provide the full name for all directors of the legal entity applying to be an ASX Participant In respect of ASX Market Participants and ASX 24 Trading Participants, a Director's Personal Information Form is required in respect of each director - Director's Information Form . This form is used to provide ASX with relevant information that an applicant is of high business integrity, as required by the ASX Operating Rules.
2.4.2	Company Secretary	Provide the name, address and contact details of the Company Secretary
2.4.3	Entity Details	Provide the names of each entity that controls the applicant (as defined by the Corporations Act) and indicate the number of shares allocated to each holding

2.5 Capital Requirements

Section 2.5 of the application form is only applicable for OTC Clearing applicants that are not existing ASX Clear (Futures) or ASX Clear participants.

Please note that, after lodgement of the application, applicants that are not bank ADIs will be requested by ASX Counterparty Risk Assessment to submit an Applicant NTA return authorised by 2 directors (or alternatively 2 authorised signatories). This will also be requested where a non-bank applicant is an existing ASX Clear participant but is not an existing ASX Clear (Futures) participant.

2.5.1	Capital Regime	<p>Please select one option only..</p> <ul style="list-style-type: none"> • Net Tangible Assets is to be selected if the applicant is not a bank ADI. • The Bank ADIs box is only available to applicants that are or will be bank authorised deposit-taking institutions (ADIs) as defined under section 5 of the Banking Act 1959.
2.5.2	Audited Financial Statements	<p>Financial statements are required to assist ASX Counterparty Risk Assessment in assessing the applicant's financial position.</p>
2.5.3	Auditor's Details	<p>This question does not need to be completed by applicants that are or will be bank ADIs.</p> <p>Please provide the details of the applicant's auditor including audit partner, audit firm, address, phone number and email address. This will be recorded in ASX's systems. Any changes to auditor details after admission will need to be updated by the participant via ASX Online. Participants are subject to audit requirements as set out in the Operating Rules.</p>
2.5.4	Auditor Notification	<p>This question does not need to be completed by applicants that are or will be bank ADIs.</p> <p>This question is asked to highlight the need for applicants to advise their auditors of this application to facilitate audit planning.</p>
2.5.5	Subordinated Debt	<p>The reason for asking this question is to assist in the assessment of the applicant's ability to comply with the relevant capital requirements and to ensure that the appropriate legal documentation can be provided to the applicant.</p> <p>Approved Subordinated Debt (ASD) is a defined term in the Operating Rules. ASD is excluded from the sum of liabilities for the purposes of calculating Net Tangible Assets (for participants subject to the NTA Requirements).</p> <p>ASX Clear (Futures) will be a party to the ASD documentation.</p>
2.5.6	Financial Year End	<p>Please advise the applicant's financial year end</p>
2.5.7	ADI Status	<p>Please select the type of entity that the applicant is. The available types of entity are:</p> <ul style="list-style-type: none"> • An Australian authorised deposit-taking institution regulated by the Australian Prudential Regulation Authority. • A foreign bank regulated under a capital regime which is consistent in all substantial respects with the Basel Capital Adequacy Framework that is not a foreign ADI as defined under section 5 of the Banking Act 1959. • A foreign bank regulated under a capital regime which is consistent in all substantial respects with the Basel Capital Adequacy Framework that is also a foreign ADI as defined under section 5 of the Banking Act 1959. <p>If 'other' is selected, please provide full details.</p>
2.5.8	Tier 1 Capital	<p>Bank ADI applicants are required to disclose their latest quarterly Tier 1 Capital figure as calculated for their banking regulator. Please ensure you specify the amount, the currency and the date of calculation.</p> <p>This can be disclosed on a single entity basis or a consolidated group basis subject to the following:</p> <ul style="list-style-type: none"> • Consolidated group data can only be provided if the consolidated group Tier 1 capital is over A\$5 billion. Australian incorporated banks should report their Level 2 Tier 1 capital (as defined by APRA under Prudential

		<p>Standard APS 110). Foreign incorporated banks should report their consolidated group Tier 1 capital in accordance with the requirements of their home banking regulator.</p> <ul style="list-style-type: none"> • Single entity Tier 1 capital is mandatory where consolidated group Tier 1 capital is A\$5 billion or less. Australian incorporated banks should report their Level 1 Tier 1 capital (as defined by APRA under Prudential Standard APS 110). Foreign incorporated banks should report the Tier 1 capital for the participant legal entity.
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2.6 Authorised Signatories

2.6.1	ASX Clear (Futures) Applicants	<p>The authorised signatories form available at https://www.asxonline.com/intradoc-cgi/groups/public/documents/participantapplicationkitsfe/asx_027734.pdf is only required to be provided if the applicant wants to appoint <u>non-directors</u> as authorised signatories to be able to authorise NTA returns on behalf of the applicant's directors or, in the case of a bank ADI, to sign the Bank Participant Quarterly Capital Statements.</p> <p>Supporting documentation to verify that each person named has been duly authorised must be also be provided with the completed form. There is no set form for the supporting documentation – possible examples are power of attorney or extracts of Board minutes.</p> <p>Please note that this authorised signatories form is only in relation to NTA returns or Bank Participant Quarterly Capital Statements that will need to be submitted under the ASX Clear (Futures) Operating Rules.</p>
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2.7 Other ASX Group Participations

2.7.1	Other Participations	<p>Applicants are asked to indicate if they have an existing relationship with the ASX Group, including as a listed entity. Please note the following name changes which took effect on 2 August 2010:</p> <ul style="list-style-type: none"> • ASX Clear was previously known as ACH • ASX Settlement was previously known as ASTC • ASX 24 was previously known as SFE • ASX Clear (Futures) was previously known as SFECC <p>For example, an applicant for ASX Market Participant membership, which has previously been admitted as an SFE Full Participant, should indicate that they have an existing relationship with ASX 24.</p>
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2.8 Other Registrations

2.8.1 2.8.2	Other Registrations	<p>In some instances ASX rules explicitly refer to an entity's regulatory status. The purpose of this question is for ASX to obtain relevant information about the extent to which an applicant is regulated elsewhere, and in what capacity, for the purposes of administering ASX rules.</p>
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2.9 Risk Management Arrangements

2.9.1	Contact Details	Please complete the Clearing Participant Contact Details Form to enable Exposure Risk Management to contact the relevant people in relation to Intra-day Margin Calls and such matters.
2.9.2	Risk Management Survey	Please complete the Risk Management Survey for the ASX Exposure Risk Management team to assess.
2.9.3	Cash Settlement via Austraclear	Please complete the form to make cash settlements with ASX Clear (Futures) Pty Limited using the Austraclear System form. This form is used by Clearing Participants for the settlement of ASX Clear (Futures) margins and relevant OTC cash flows.

2.10 Business Continuity Arrangements

2.10.1	Self Certification	<p>This section provides guidance to applicants in relation to matters that they should consider for inclusion in their Business Continuity Plans (BCP).</p> <p>This Guidance should be read in conjunction with the relevant Operating Rules.</p> <p>Participant Obligations The following are the minimum Business Continuity standards with which each Participant is expected to comply.</p> <p>Each Participant must address the below listed categories to the extent applicable and necessary. If any of the below listed categories is not applicable, the Participant's business continuity plan need not address the category. The Participant's business continuity plan, however, must document the rationale for not including such category in its plan. If a Participant relies on another entity for any one of the listed categories below or any critical system, the Participant's business continuity plan must address this relationship.</p> <p>Participants are required to have in place and maintain business continuity and technology recovery arrangements that are adequate to ensure the effective, timely and reliable recovery of their usual operations. Such arrangements, commensurate with the assessed criticality of the various systems and processes involved and with regards to the nature and extent of business carried on by the Participant, should include:</p> <p>(a) Documented Business Continuity Plans (BCPs) Business continuity and technology recovery plans must be documented and be readily available at both primary and back up sites. Arrangements described should consider relevant incident scenarios (e.g. loss of systems, loss of site, etc.) and may include the following:</p> <ol style="list-style-type: none"> i. Clearly identified processes and systems which are key to market activities; ii. Impact assessment against critical processes and systems considering relevant incident scenarios; iii. Planned recovery time objectives for critical processes and systems; iv. Recovery Strategies for critical processes and systems; v. Data back-up and recovery (hard copy and electronic); vi. Alternate communication methods, with clients, providers/suppliers and regulators;
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		<p>vii. Alternate physical location of employees (site requirements and location details);</p> <p>viii. Incident / Crisis management framework</p> <p>(b) Plan Updates Each Participant must update its plan in the event of any material change to the Participants operations, structure, business or location. Each Participant must also conduct an annual review of its business continuity plan to determine whether any modifications are necessary in light of changes to the Participant's operations, structure, business or location.</p> <p>(c) Ownership of plan Participants must designate a member of senior management to approve the plan and he or she shall be responsible for conducting the required annual review. Furthermore, the status of business continuity arrangements should be periodically reported to the Participant's senior management and/or Board.</p> <p>d) Key Service Provider Service Level Agreements This refers to assessing a Participant's dependency on key service providers in recovery strategies and recovery time objectives, and taking steps to ensure that key service providers are capable of supporting the Participant's key business activities, even in disruptions. Key service providers refer to third parties who are performing functions that are not normally carried out by the Participant internally, but are critical to your ability to carry on business operations.</p> <p>(e) Review and Testing Participants should conduct regular testing of their business continuity plans to ensure that transition to back-up systems and operational procedures are known by staff and are timely, reliable and address relevant scenarios. Additionally it is recommended that plans and testing are checked as a part of Participants' internal audit/compliance reviews. This regular testing should demonstrate that Participants' BC arrangements are such that they have sufficient capacity with their back up arrangements to process the expected volumes and values of transactions with the required speed.</p> <p>(f) Technology requirements Participants should ensure that the key technology components are housed in a data centre providing physical access control, dedicated air conditioning, environmental controls, fire detection and suppression. They should also ensure that sufficient hardware, communications and power redundancy is considered for both the primary and back up sites.</p> <p>To support any ASX Clearing or ASX Settlement application the applicants will be required to provide the ASX information regarding the confirmation of Business Continuity Plans (BCP) through the provision of a completed Business Continuity Self Assessment Form, including any supporting documents requested.</p>
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Section 3: Applicant Agreement

3.1 Acknowledgement / Attestation

The attestation must be signed by:

- (1) two directors of the company; or
- (2) a director and a company secretary of the company; or
- (3) for a proprietary company that has a sole director who is also the sole company secretary - that director; or
- (4) for a company signing by power of attorney, a person authorised by a valid power of attorney document, and a witness.

If signing by power of attorney, ASX will require a copy of the power of attorney document.

If you have any questions about how to sign the attestation, please contact ASX Customer Management (see Part A for contact details).

D. ASX Contacts

For more information, please contact ASX Customer Management at +61 2 9227 0787 or Participants@asx.com.au

Useful Websites:

ASX Public Website <http://www.asx.com.au>

ASX Online <https://www.asxonline.com/participants/index.html>

ASIC <http://www.asic.gov.au>