OTC Clearing Hong Kong Limited ("OTC Clear")

OASIS Account Maintenance Form

To: OTC Clear Clearing Operations
30/F, One Exchange Square
8 Connaught Place
Central, Hong Kong

From: _____

_____
(Full name of Clearing Member)

Tel: 2211 6508
Fax: 2427 1122

OCASS Clearing Member ID: |__|__|__|__|__|__|__|__|__|__||__|
Contact Person: _____
Tel: _____
Fax: _____

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Part I – Basic Information

Account Type (Please check the box)	☐ House/Client ☐ SSM Client
OCASS SSM Client ID (If applicable)	

Part II: OASIS Admin User Creation[1]/Change of Personal Particulars for OASIS Admin User

- *Please tick "✓"in the appropriate box*

Request Type	Existing User ID (if applicable)
1. ☐ Account Creation ☐ Change of Personal Particulars	

Information of OASIS Admin User

Name :	Mr/Ms
Title :	
Email Address :	
Telephone No. (Office) :	

Request Type	Existing User ID (if applicable)
2. ☐ Account Creation ☐ Change of Personal Particulars	

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[1]*OASIS Admin User Accounts are used for the maintenance of OASIS User Accounts. Clearing Member can operate under the OASIS Admin User Accounts for the creation , de-activation, assignment of access group and password resetting of the OASIS User Accounts running under that Clearing Member.*

OTC Clear will provide 4 OASIS Admin User Accounts for each Clearign member. Clearing Member which requires more than 4 OASIS Admin user accounts should obtain pre-approval from OTC Clear before raising the access creation request.

OASIS Account Maintenance Form

Information of OASIS Admin User

Name :	Mr/Ms
Title :	
Email Address :	
Telephone No. (Office) :	

Request Type	Existing User ID (if applicable)
3. ☐ Account Creation ☐ Change of Personal Particulars	

Information of OASIS Admin User

Name :	Mr/Ms
Title :	
Email Address :	
Telephone No. (Office) :	

Request Type	Existing User ID (if applicable)
4. ☐ Account Creation ☐ Change of Personal Particulars	

Information of OASIS Admin User

Name :	Mr/Ms
Title :	
Email Address :	
Telephone No. (Office) :	

OASIS Account Maintenance Form

Part III: OASIS Admin User Accounts
Account Deactivation/Password Reset Request

- ▪ *Please tick "✔"in the appropriate box*

Request Type	OASIS Admin User Account's User ID:
☐ Account Deactivation ☐ Password Reset	
☐ Account Deactivation ☐ Password Reset	
☐ Account Deactivation ☐ Password Reset	
☐ Account Deactivation ☐ Password Reset	

Part VI: OASIS User Accounts[2]
Access to OASIS API and Margin Simulator Portal

- ▪ *Please tick "✔"in the appropriate box*

Request Type	OASIS User Account's User ID:	Accessible Functions[3]	
☐ Add ☐ Remove		☐ Margin Simulator	☐ API Limit Enquiry
		☐ API Margin Simulator	☐ API Limit Enquiry and API Margin Simulator
☐ Add ☐ Remove		☐ Margin Simulator	☐ API Limit Enquiry
		☐ API Margin Simulator	☐ API Limit Enquiry and API Margin Simulator
☐ Add ☐ Remove		☐ Margin Simulator	☐ API Limit Enquiry
		☐ API Margin Simulator	☐ API Limit Enquiry and

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[2]*OASIS User Accounts are used for the daily operations of OASIS web portal. Most of the account maintenance and security administration actions of OASIS User Accounts will be handled by the maintenance actions performed under OASIS Admin User Account. On the other hand, OTC Clear will be responsible for the additon / removal of the access of OASIS Margin Simulator Portal towards any OASIS User Account.*

[3] API Margin Simulator Includes access to Margin Simulator Portal

OASIS Account Maintenance Form

			API Margin Simulator
☐ Add ☐ Remove		☐ Margin Simulator	☐ API Limit Enquiry
		☐ API Margin Simulator	☐ API Limit Enquiry and API Margin Simulator
☐ Add ☐ Remove		☐ Margin Simulator	☐ API Limit Enquiry
		☐ API Margin Simulator	☐ API Limit Enquiry and API Margin Simulator

_____   _____

Authorized Signature(s) and Company Chop   Date

(Name of Signatories:)

For Office Use Only				
Received Date:	Verified by: Date:	Approved by: Date:	Checked by: Date:	Effective Date:
For Office Use Only				

OASIS Account Maintenance Form
Appendix –Accesible Functions for OASIS user

ACCESSIBLE FUNCTIONS	OASIS Admin User Accounts	OASIS User Accounts				
	selfservice_ clientadmin	selfservice_col lateral_user[4]	selfservice_coll ateral_approve r[5]	selfservice_ documentdownl oad	selfservice_limit enq	selfservice_logi nonly
OASIS User Account Administration Portal						
View Status of OASIS users	☑					
Create new OASIS users	☑					
Amend setting of existing OASIS user	☑					
Lock/unlock existing OASIS user	☑					
Download Report on status of OASIS user	☑					
Authorise request on changes on OASIS user	☑					
OASIS Collateral Management Portal						
MARGIN CALL						
Enquire Margin Calls Issued		☑	☑	☑		
Submit change to settle margin call in non-base currencies		☑				
COLLATERAL DEPOSIT						
View Historical Collateral Deposit Request		☑	☑	☑		
Create Collateral Deposit Request		☑				
Cancel Collateral Deposit Request		☑				
Reject Collateral Deposit Request			☑			
Authorise Collateral Deposit Request			☑			
COLLATERAL WITHDRAWAL						
View Historical Collateral Withdrawal Request		☑	☑	☑		
Create Collateral Withdrawal Request		☑				
Cancel Collateral Withdrawal Request		☑				
Reject Collateral Withdrawal Request			☑			
Authorise Collateral Withdrawal Request			☑			
REPORT FUNCTIONS						
Search Historical Reports		☑		☑		
Download Reports		☑		☑		

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[4] Not applicable to SSM

[5] Not applicable to SSM

OASIS Account Maintenance Form

Settlement Limit Enquiry Portal						
Settlement Limit Monitoring					☑	
	OASIS Admin User Accounts	**OASIS User Accounts**				
OASIS Margin Simulator Portal*						
What-if Trade Calculation		☑	☑	☑	☑	☑
What-if Portfolio Calculation		☑	☑	☑	☑	☑

* Clearing Members must complete OASIS Account Maintenance Form – Part III to obtain OASIS Margin Simulator Portal access