

1 General Information

DCASS stands for Derivatives Clearing and Settlement System and serves as a single clearing, settlement and risk management system for the HKFE Clearing Corporation Limited (HKCC) and The SEHK Options Clearing House Limited (SEOH). All instructions and activities conducted in DCASS are subject to the Rules and Procedures of HKCC and the Options Clearing Rules and Procedures of SEOH, where appropriate.

This Guide describes how to use DCASS Online functions and will be subject to further amendments and changes to cover the on-going enhancement of DCASS services. No part of this DCASS User Guide may be copied, distributed, transmitted, transcribed, stored in a retrieval system, translated into any human or computer language, or disclosed to third parties without written permission from HKEX.

DCASS Online functions are designed to support Clearing Participants, with low to medium clearing volume¹, to facilitate manual maintenance of post-trade activities. HKEX also provides an alternative channel for Clearing Participants to connect their back-office system to DCASS through Application Programming Interface (DCASS OAPI) on a host-to-host basis to enable straight-through-processing in supporting high clearing volume. Clearing Participants who are interested in developing their customized DCASS OAPI applications can obtain relevant information in [HKEX website](#).

Disclaimer: The Clearing Houses endeavour to ensure the accuracy and reliability of the information provided, but takes no responsibility for any errors or omissions or for any losses from decisions, action, or inaction based on this information. The Clearing Houses reserve the right to amend the contents of this training manual without prior notice.

1.1 Hotline

For enquiries, Clearing Participants please contact our hotline as follows:

DCASS Hotline 2979 7222
from 9:00 a.m. to 6:45 p.m., Monday to Friday, excluding public holiday

¹ Generally, Clearing Participants with around 10,000 daily trades are recommended to use host-to-host connection via OAPI.

1.2 Input Servicing

Certain transactions can only be input by the relevant Clearing House upon proper instructions from Clearing Participants. Clearing Participants should submit the appropriate Post-trade Input forms (see below) as prescribed by the Clearing House no later than the System Input Cutoff Time or T+1 Session Cutoff Time where appropriate. Under emergency situation, such as line failure or hardware failure, Clearing Participants may request the relevant Clearing House to input post-trade transactions on their behalf by submitting the appropriate On-Behalf-Of Processing Request forms (see below) no later than the System Input Cutoff time. The below forms can be downloaded from [HKEX website](#).

Function	Clearing House	
	HKCC	SEOC
Post-trade Input forms:		
Internal position adjustment, i.e. position netting between standard and Flexible Option series	Form 4	N/A
External position transfer	Form 5	Form A5
Annulment of position netting	Form 6	Form A6
On-Behalf-Of Processing Request forms (subject to charge):		
Rectify trade	Form 1	Form A1
Give up / take up	Form 2	Form A2
Average price trade (APT)	Form 3	Form A3
Internal position adjustment, i.e. position transfer, position netting for same series and different series (except between standard and Flexible Option series)	Form 4	Form A4
Cover / decover call #	N/A	Form A7
Exercise / exercise adjustment #	N/A	Form A8
Exercise Criteria Input #	N/A	Form A11

Note:

Not applicable to After-Hours Trading Session

1.3 Operation Timeline

1.3.1 DCASS Activities

Time	DCASS Activities
From 5:00 a.m. to 7:30 a.m.	Open for queries only, applicable for all products
After 7:30 a.m. to before Pre-market / 30 mins prior to Market Open of T session	<p>(i) Open for queries only, applicable to following products:</p> <ul style="list-style-type: none"> - Interest Rate Products - Equity Products - Equity Index Products except those listed in (ii) below <p>(ii) Open for post-trade adjustments¹ and queries, applicable for the following products:</p> <ul style="list-style-type: none"> - Products available for After-Hours Trading - Flexible Index Options - RMB Currency Options
From Pre-market / 30 mins prior to Market Open of T session up to 6:45 p.m.	<p>Open for post-trade adjustments¹ and queries for all products</p> <p><i>Note :1. Participants should complete their post-trade activities 30 minutes before 6:45 p.m., while the last 30 minutes could be served as buffer for late post-trade activities. 2. Maintenance of Exercise Criteria is only available up to the close of Hong Kong stock options trading</i></p>
From 5:15 p.m. to T+1 Session Cutoff Time (Note 3)	<p>Open for post-trade adjustments and queries for After-Hour Trading products' next day trades:</p> <ul style="list-style-type: none"> - Products available for After-Hours Trading
After 6:45 p.m.	<p>System Input Cut-off Time</p> <ul style="list-style-type: none"> - close for post-trade adjustments for historical and current day trades - start batch processing, information displayed during this period is subject to day end processing
Around 7:30 p.m.	Completion of SEOCH Batch
Around 9:30 p.m.	Completion of HKCC Batch
Around 10:30 p.m.	Completion of Evening Batch, most of the DCASS reports ² will be available thereafter

Time	DCASS Activities
After T+1 Session Cutoff Time	<p>DCASS close for ALL post-trade adjustments, queries logins and connections for day end processing</p> <p>DCASS access/connection will be available after the completion of Night Batch</p>

Notes:

1. *Post-trade adjustments include the following transactions: rectify trade, give up and take up, position transfer, position netting, exercise request, cover call, average price trade*
2. *Reports will be available for download via Report Retrieval Solution within 10 calendar days after generation. Risk Parameter Files (RPF) will be available for download via both Report Retrieval Solution and HKEX website at http://www.hkex.com.hk/eng/market/rm/rm_dcrm/riskdata/rpf/riskdata.asp.*
3. *“T+1 Session Cutoff Time” is the cutoff time for Clearing Participants to input post-trade transactions at DCASS for trades executed in the T+1 Session. Please refer to [Appendix B of HKCC Procedures](#) for T+1 Session Cutoff Time for various products*

1.3.2 Report Retrieval

Retrieval of DCASS reports & RPF via Report Retrieval Solution will be available from 7:00 a.m. to 3:30 a.m. on each business day. For details of report retrieval, please see section 9.

1.4 Using DCASS Online

Clearing Participants can perform post-trade activities via DCASS Online, including retrieval of trade and position information, issue exercise requests, perform trade give up and take up, make covered call requests, etc. The hardware and software requirements for accessing DCASS Online and report retrieval solution are listed below:

a) The requirements for accessing DCASS Online

Minimum Requirement	
Processor	Intel Core i3-550 3.2GHz or higher
RAM	4 GB
Storage	3 GB
Network adapter	100Mbps full-duplex
Monitor	21" with 1280 x 1024 resolution
Operating System	Microsoft Windows 10 (64 bit) (English Version)
Layered software	Anti-virus software
Supported Browser	Google Chrome
Network Circuit	- via SDNet/2 connection - Firewall/Services Ports configuration, if necessary

b) The requirements for Report Retrieval Solution

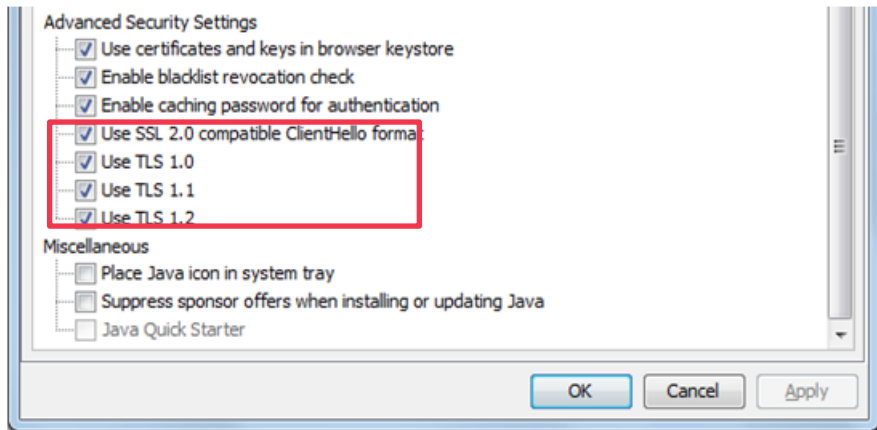
Recommended Installation Requirement	
Operating System	Secure File Transfer Protocol compliance platform
Software	Secure File Transfer Protocol compliance software
Network Circuit	- via SDNet/2 connection - Firewall/Services Ports configuration, if necessary

c) Minimum bandwidth requirements

DCASS Related Connection	Per Connection
OAPI	3 Mbps
DCASS Online	0.4 Mbps
Report Retrieval Solution	1 Mbps

d) Setting for Internet Properties

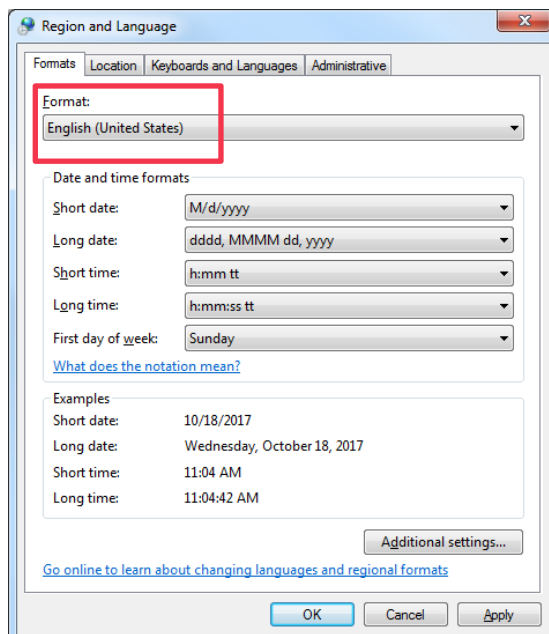
It is important to ensure to have proper setup for the protocols that can provide data encryption and authentication for “https” secure access through internet. Before starting DCASS Online via internet browser, through Control Panel, DCASS users should check and ensure the Transport Layer Security (TSL) and Secure Sockets Layer (SSL) are setup properly, by ticking “Use TLS1.2” and “Use SSL 2.0” under the “Advanced” tab via “Internet Options”.



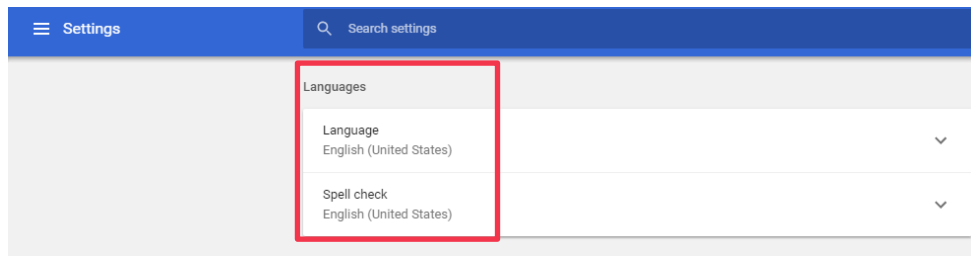
e) Language settings before starting DCASS Online via internet browser

It is important to ensure the language setting of the operating system, browser and DCASS Online are aligned by setting them as English (United States).

i. Setting operating system language



ii. Setting browser language



iii. Setting DCASS Online language (please see section 1.4.5.2.a for details).



BU_Cxxx101 and BU_Cxxx102 are the standard naming convention for DCASS User IDs, where “Cxxx” is the DCASS Customer Code of the Clearing Participant. Each Clearing Participant will be assigned with 2 DCASS Online User IDs and 1 administrator ID.

f) To facilitate connectivity, Clearing Participants must ensure

- their DCASS Online workstation has met the minimum requirement stated above;
- Google Chrome browser version has been installed as prescribed by the Clearing Houses from time to time in the their DCASS Online workstations;
- their DCASS OAPI program(s) has/have been certified and tested if they wish to connect DCASS through their OAPI applications; and
- the following IP addresses and port numbers should be allowed by Clearing Participants’ host table and firewall.

For DCASS Online connection:

HKEX's Data Centre	Gateway number	IP Address (Server Name)	Host Table Update	UpogTCP / Port No.	URL of DCASS Online connection
Primary	1	10.151.14.155 (pgencdw001)	10.151.14.155 pgencdw001.hkex.com.hk	8082	https://pgencdw001.hkex.com.hk:8082/login
	2	10.151.14.156 (pgencdw002)	10.151.14.156 pgencdw002.hkex.com.hk		https://pgencdw002.hkex.com.hk:8082/login
	3	10.151.14.101 (pgenrgw001)	10.151.14.101 pgenrgw001.hkex.com.hk		https://pgenrgw001.hkex.com.hk:8082/login
	4	10.151.14.102 (pgenrgw002)	10.151.14.102 pgenrgw002.hkex.com.hk		https://pgenrgw002.hkex.com.hk:8082/login
Secondary	5	10.152.14.155 (sgencdw001)	10.152.14.155 sgencdw001.hkex.com.hk		https://sgencdw001.hkex.com.hk:8082/login
	6	10.152.14.156 (sgencdw002)	10.152.14.156 sgencdw002.hkex.com.hk		https://sgencdw002.hkex.com.hk:8082/login
	7	10.152.14.101 (sgenrgw001)	10.152.14.101 sgenrgw001.hkex.com.hk		https://sgenrgw001.hkex.com.hk:8082/login
	8	10.152.14.102 (sgenrgw002)	10.152.14.102 sgenrgw002.hkex.com.hk		https://sgenrgw002.hkex.com.hk:8082/login

Clearing Participants are required to login from below authorized IP range:

Authorised IP Range
xx.xx.xx. 1 to 5
xx.xx.xx. 21 to 30

For OAPI connection:

HKEX's Data Centre	Central Gateway	IP Address Range
Primary	Primary	10.151.5.81 or 10.151.5.82
	Backup	10.151.5.83
Secondary	Primary	10.152.5.83 or 10.152.5.84
	Backup	10.152.5.85

Clearing Participants are required to login from below authorized IP range:

Authorised IP Range
xx.xx.xx. 1 to 5
xx.xx.xx. 21 to 30

Clearing Participants are reminded to have proper Default Gateway setting defined for their OAPI connections.

Connections via	Default Gateway
SDNet	172.xxx.xxx.254 or 10.xxx.xxx.254
HSN	10.119.xxx.254

1.4.1 Starting DCASS Online

1. Go to the designated URL.
2. Use the DCASS User information assigned by HKEX to login. If you want your previous workspace settings to be restored at log in, check the [Restore workspace] check box.

Nasdaq Core Desktop

User

Password

Restore workspace

SIGN IN ▶

Note:

Please note that ALL sample screens shown in this User Guide are for reference only, it may deviate from the actual display in production.

1.4.2 First Time Login or When The Password Is Expired

If the user password is expired (i.e. first time login or password expired every 90 days), Clearing Participants are required to change the password during login. It is recommended to have password setting with at least 8 alpha-numeric characters (with both upper & lower cases) and the password should be changed every 90 days.

Upon the “Change password” screen appears, Clearing Participants are required to re-input the existing password and assign a new password by inputting it into the “New Password” and “Confirm Password” fields.

Change Password - Nasdaq Core Desktop

User

Password

New password

Confirm password

Restore workspace

Change password

Notes:

a) Clearing Participants will not be able to login to DCASS if they do not change their password.

b) Percent (%) and backslash (\) will not be accepted as password character.

1.4.3 Change Password before Password Expiration

Clearing Participants can change their passwords before expiry. To change password, steps are as follows:

1. Click the <Settings> icon to list the selections.
2. Click the <Change Password> tab.
3. Type in the “Old password” and enter the new password in the “New password” and “Confirm new password” fields.

Settings LANGUAGE WORKSPACE CONFIRMATIONS COLORS **CHANGE PASSWORD** SYSTEM INFO

Old password *

New password *

Confirm new password *

Change

4. Click <Change>.
5. A message “Password changed” will be displayed upon successful update. The new password will be effective immediately.

X Password changed

1.4.4 Problem Login

If Clearing Participants input incorrect user name, incorrect password or due to other invalid login attempt, the following message will be displayed.



Other login problems may be due to:

- a) The user account being locked upon the 10th invalid login attempts with incorrect user name or password;
- b) Clearing Participants are trying to login DCASS when it is not available (e.g. during batch processing period);
- c) Login attempts from an unauthorised location.

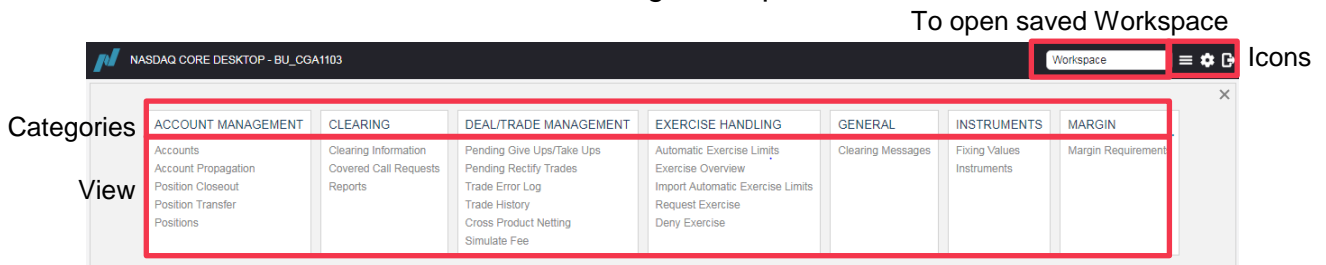
In case of (a), please contact your DCASS administrator or email to clearingpsd@hkex.com.hk to unlock the account. For (b), please try to login DCASS when it is available.




1.4.5 Main View Settings

Clearing Participants can move the pointer over an item to see the explanation of each item via tool tips. Tool tips apply to items such as icons, input fields, column headings...etc.

1.4.5.1 Main View Standards

The main view is the screen where Clearing Participants access all views.



Icon	Description
Open popup menu 	Click to open another view to display all available views.
Settings 	Click to manage settings for : <ul style="list-style-type: none"> • Language • Workspace • Confirmations • Colors • Change password • System Info See Section 1.4.5.2 for details.
Log out 	Click to log out DCASS Online

1.4.5.2 Settings

Click the <Settings> icon to list the following six tabs:

- Language
- Workspace
- Confirmations
- Colors
- Change Password
- System Info

a) Language

The language selection is divided into 2 selections. These selections are related to the format configured in the PC Region and Language settings.

The settings are important when exporting and importing “.csv files”. To manage language settings, steps are as follows:

1. Click the <Language> tab.
 - “Browser format” – display the current language setting of the browser
 - “User format” – for setting DCASS Online language

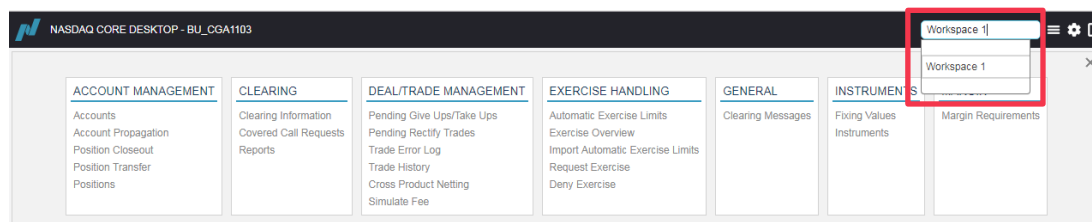
b) Workspace

Clearing Participants can save own customised workspaces (for creation of workspace, please see Section 1.5.a). Steps are as follows:

1. Click the <Workspace> tab.
2. Enter a name (case sensitive) in the field “Save current workspace as” and click <Save>.

Clearing Participant can click <Publish> to publish a workspace to allow other users of the Clearing Participant to apply.

To alternate between workspaces for viewing, select a workspace and click <Open> or select a saved workspace under “Workspace” in the main view.



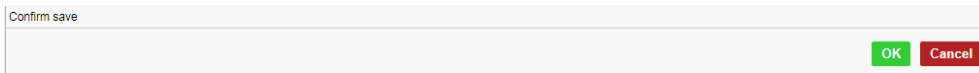
c) Confirmations

Clearing Participants can apply the confirmation features to each individual action for some selected functions. Steps are as follows:

1. Click the <Confirmations> tab to open the list.

- The view displays a list of possible confirmation messages, allowing Clearing Participants to select or clear the corresponding check boxes. Check or uncheck the check boxes for which Clearing Participants would like to change the confirmations settings. There are some function do not show in Confirmation setting as those functions must be acknowledge by user.

Actions in DCASS are confirmed by confirmations such as below.



d) Colors

DCASS Online can be configured with two color themes, i.e. Light or Dark. Steps are as follows:

- Click the <Colors> tab.
- Click <Theme> field and select <Light> or <Dark> theme.

e) Change Password

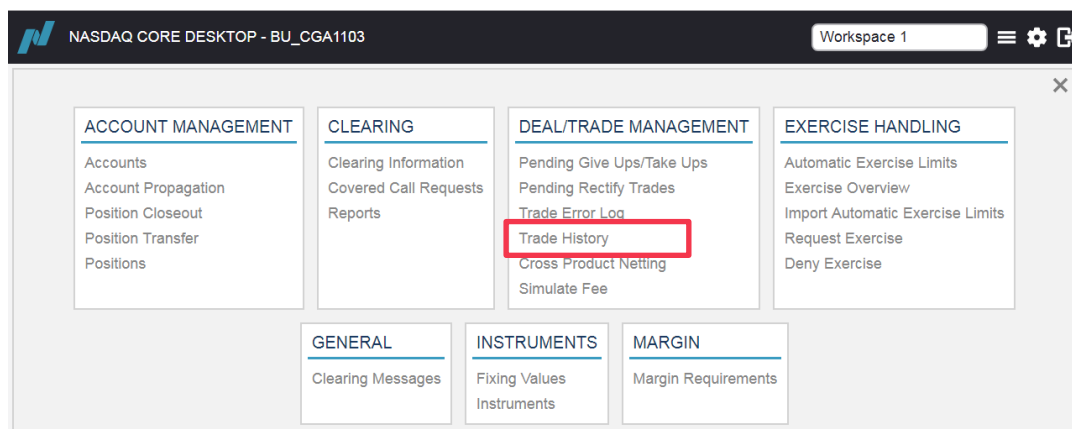
Please see Section 1.4.3.

- Click the <System Info> tab.
- The system date and time snapshot will be displayed.

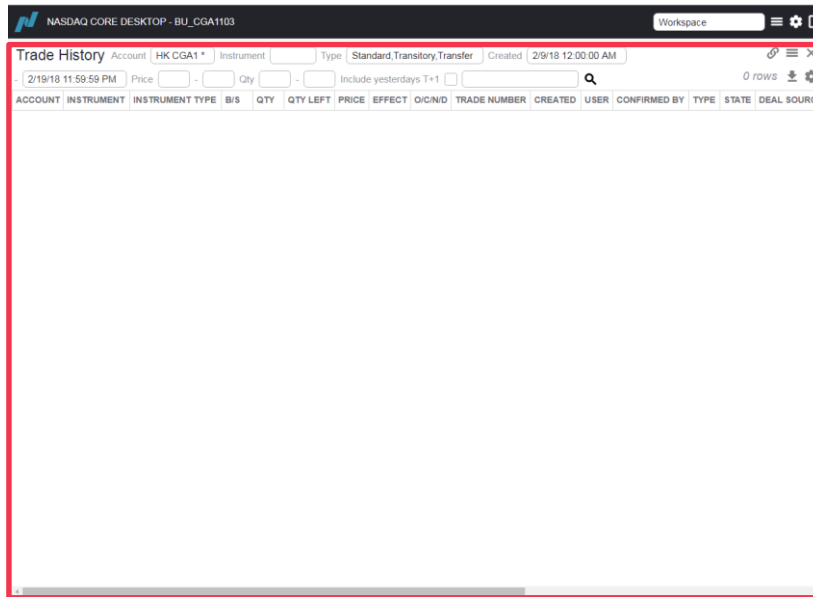
1.4.6 Creating a Workspace

DCASS Online allows Clearing Participants to open multiple views on one screen and customise their own display layout, namely “workspace”. Steps are as follows:

- Select the view for creating a workspace. e.g. “Trade History”

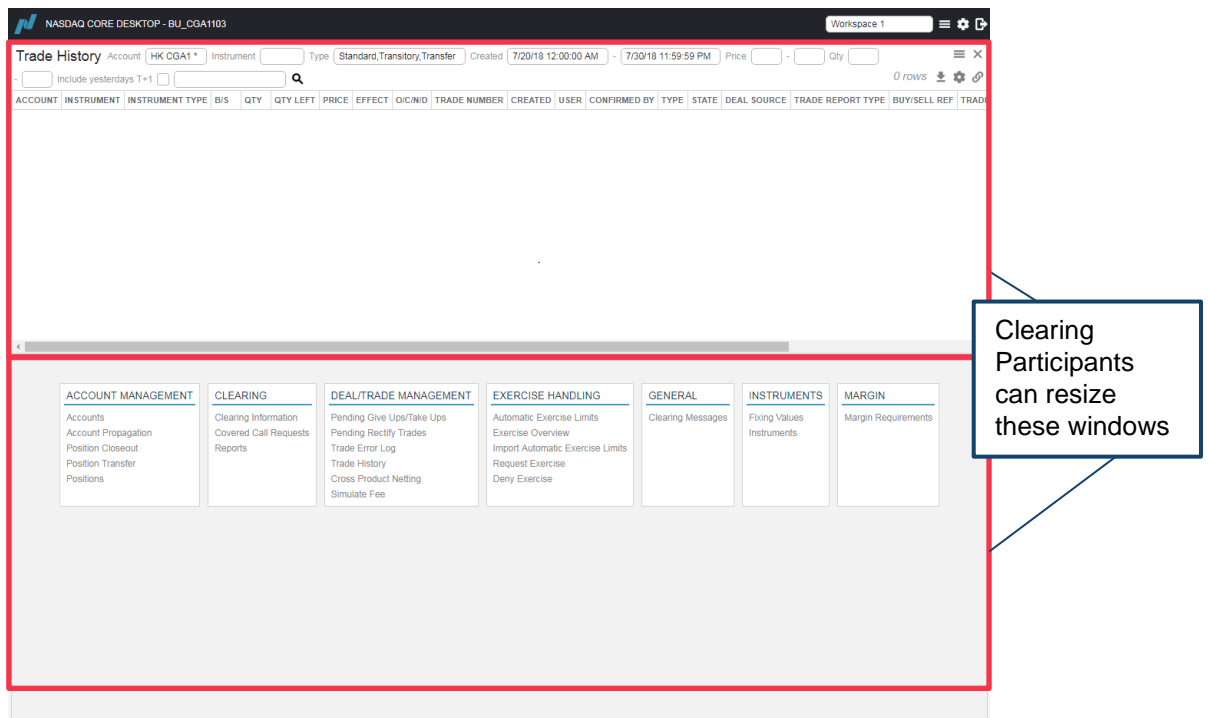


2. At the edge of the view, grab the frame (move the cursor to the very edge of the window, the cursor becomes a two-way arrow \leftrightarrow when it is at the spot where it becomes possible to alter its size. All 4 edges can be altered) and resize the window by dragging the frames of the windows.

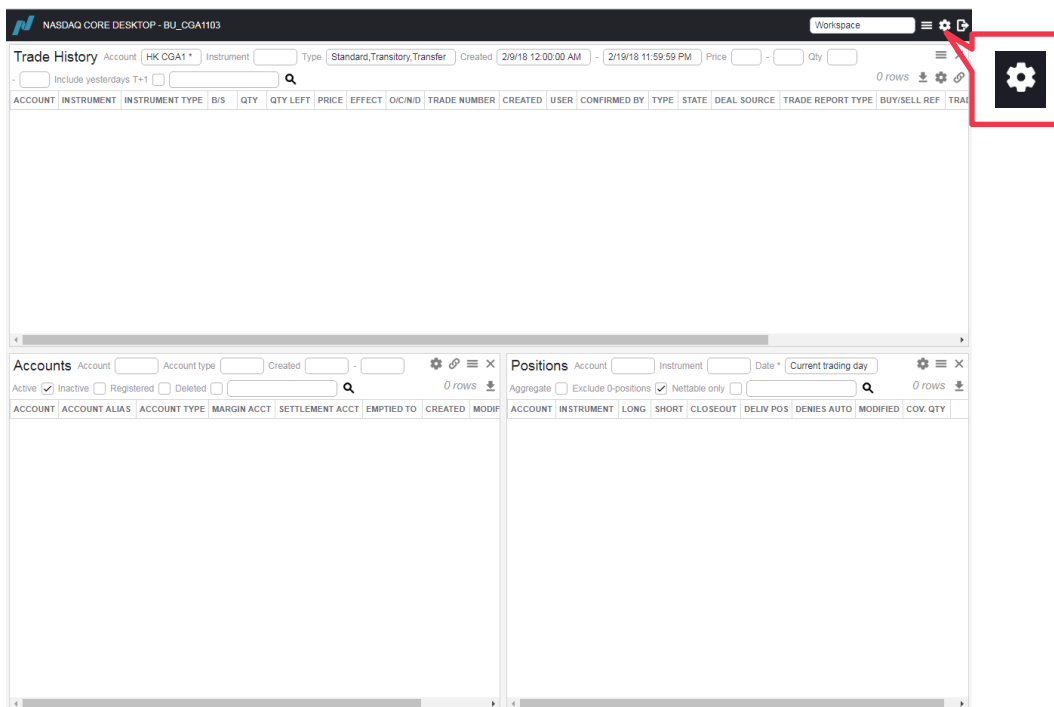


Grab the frame and
resize the window
by dragging the
frames of the
windows

- In the free area that appears, select a new view. The second view will be opened in a new space. Clearing Participants can resize this window as well.



- Repeat step 3 until a desired workspace is built. Then the created workspace can be saved via <Workspace> tab under the <Setting> icon (see section 1.4.5.2.b).



The customised workspace setting will be saved. Clearing Participants should check the [Restore workspace] check box displayed on login window or change password window to restore the saved workspace for that online session.

1.4.7 Linked Views

DCASS Online allows Clearing Participants to link a) “Account” with “Account Propagation” view (see sections 2.3 and 2.4); and b) “Trade History” with “Clearing Information” view (see sections 3.2 and 5.1), to display the information interactively via the linked views. Steps are as follows:

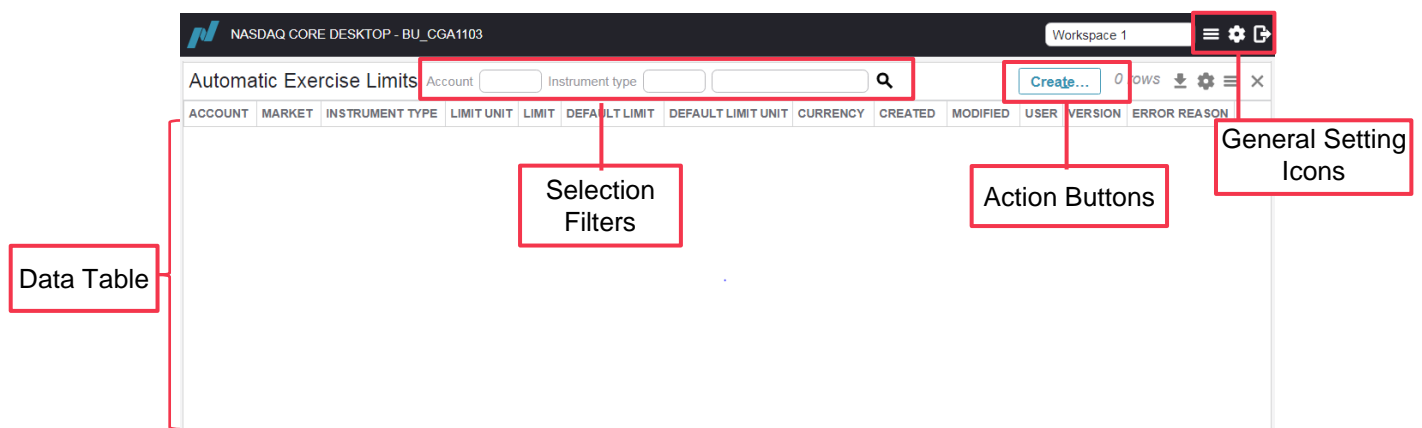
1. In a workspace or main view, open the views that you wish to be linked.
2. In one of the view, click the **link** icon. Once selected the link icon will be highlighted.
3. Repeat step 2 for the to-be-linked view. The frames of the linked views will be highlighted.

If needed, Clearing Participants can remove the linked views by:

1. Close the window of the to-be removed view; once close the views will no longer be linked or,
2. Click the highlighted link icon in one of the windows; once clicked the views will no longer be linked.

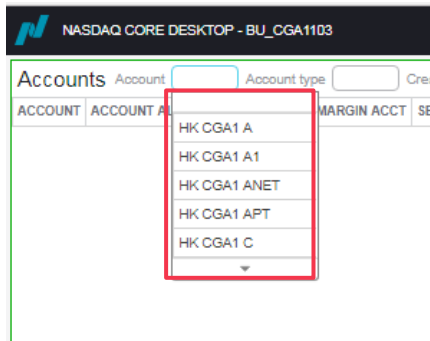
1.5 Screen Layout

Each view displayed via DCASS Online have the following common features, i.e. selection filters, data table, action buttons and general setting icons.



1.5.1 Selection Filters

Input a value in the input field under the selection filters area to retrieve the desired information. Mandatory input field will be marked with an * asterisk. Most of the input fields allow Clearing Participants to select the available value from a drop-down list, simply by typing a character in the input field to shortlist the available selection.



If an invalid value is input, the background color of the input field will change to red to alert the user. Once a valid value is entered, the input field will no longer be highlighted.

1.5.1.1 Use of Wildcards

The asterisk "*" is used as a wildcard for searching. It can be used to match any string of text during a search to retrieve all of the matching results.

*e.g. To display all of the accounts of Clearing Participant CGA1's accounts, a search using "HK CGA1 *" can be used to retrieve the full list.*

*A search, in an instrument field, with "XYZ*W8" can be used to retrieve a list of all instrument of XYZ put options which expire in November 2018, including XYZ12.00W8, XYZ14.00W8, XYZ16.00W8 etc.*

The question mark "?" symbol is used as a wildcard for any single character.

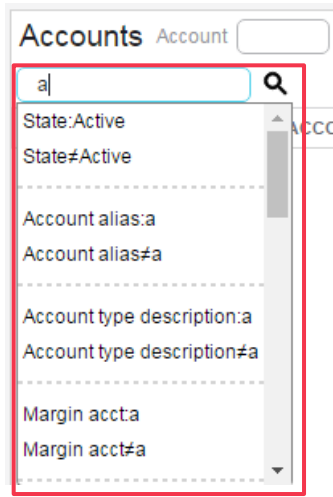
e.g. In the instrument field, a search using "XYZ12.00?8" can be used to retrieve a list of all instrument of XYZ options with a strike price of 12.00 which expire in 2018.

1.5.1.2 Account Field

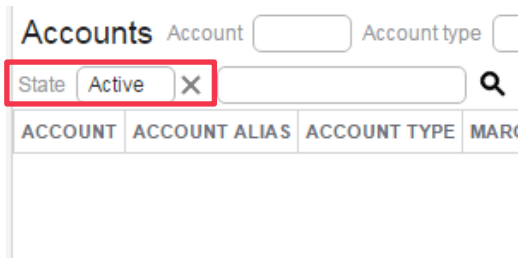
In DCASS, all account names are comprised with three parameters, each separated by a space among them, viz., the country code, DCASS customer code and the account code *e.g. HK CDA1 C1*.

1.5.1.3 Generic Filters

The generic filters allow Clearing Participants to filter any column in the data table. When Clearing Participants start to type into the generic filter control, a list with matching items appears. Clearing Participants can select an item to apply the filter to the respective column. A maximum of three generic filters can be applied in each view.



When an item in the generic filter is selected, a field will be created to the left of this field that will be populated with the selected filter item, with an exit button to remove the generic filter. For example, if “State:Active” is selected from the list above, a “State” field with “Active” status will appear.



1.5.1.4 Time and Date

Clearing Participants can retrieve data by selecting the date or date range. Users can select the date for data searching by clicking on the input field to open a calendar, to select a particular date, simply click on the date displayed or by typing in the whole date.

For input fields that support both input of date and time, simply type in the whole time or time range to specify the time or time range together with desire date.

1.5.1.5 Checkboxes

Many selection filters include checkboxes. Marking a checkbox indicates that the selected option will be included in the search.

1.5.2 Action Buttons

Click action buttons on different views to perform respective actions. For example, click “Create” button in the “Automatic Exercise Limits” view to create automatic exercise limit.

1.5.3 Data Table

1.5.3.1 Selecting Rows of Data

Highlighting rows in the data table make them available for the functions for the particular view or from their respective right-click menu.

To select a single row of data in a window, click on it to highlight it. To undo the selection, Clearing Participants should perform searching again.

In most of the Data Table areas, right click will bring up a short-cut menu which contains additional features available to the particular window (e.g. *Rectify Trade... on "Trade History" view*) as well as some that are common to many windows.

HK CGA1 A	TCA137.60X7	STOCK PUT OPTION	Sell	10	10	0.00	Open	De	
HK CGA1 A	TCA135.35X7	STOCK PUT OPTIO	Create average price trade...						De
HK CGA1 A	TCA135.35X7	STOCK PUT OPTIO	Rectify trade...						De
HK CGA1 A	TCA135.35L7	STOCK CALL OPTI	Transfer trades from transitory account...						De
HK CGA1 A	TCA135.35L7	STOCK CALL OPTI	Trade error log...						De
HK CGA1 A	TCA133.09X7	STOCK PUT OPTIO	Give up trade...						De
HK CGA1 A	TCA133.09X7	STOCK PUT OPTIO	Trail settlement...						De
HK CGA1 C	MHI15000L7	MHI CALL OPTIONS	Trail average price trade...						De
HK CGA1 C	MHI15000L7	MHI CALL OPTIONS	Sell	10	10	0	Open	De	

1.5.3.2 Viewing a Single Record

In the "Accounts" view, right-click on a record will open up the <Inspect Account> button displaying all the information for that record.

Inspect Account	
<ul style="list-style-type: none"> Basic information 	
Account	HK CGA1 P1
Account type	HOUSE_O
Fee type	AFREE
Account text	
State	Active
Created	6/22/2018 1:51:03 PM
Modified	6/22/2018 2:03:21 PM
<ul style="list-style-type: none"> Account propagation 	
Emptied to	
Trade account	
Margin account	
Position account	
Settlement account	
Read access	None
<ul style="list-style-type: none"> Risk & collateral information 	
Auto netting	Yes

1.5.3.3 Columns

All views have a default setting for the way in which the columns in that view appear. Clearing Participants can also customise the columns.

To remove/add columns that are enabled by default, click the settings button and clear/select any columns of your choice in the list that appears (see Section 1.5.3). The alternations made should be saved as a workspace in order to become effective.

To change the order of the columns, click on the column and drag it to the desired location.

1.5.3.4 Sorting

For single sorting order, users can click the column title in an active view and the data table will be sorted by ascending order of that data field under that column title. Clicking the column title repeatedly will toggle the sorting order between ascending and descending.

To sort more than two columns concurrently, for example, to sort “Trade History” data by “Instrument” and then by “Account”, followed by “Trade Number”:

1. Arrange the columns in a way such that the orders match the desired sorting order from left to right. For example, arrange the columns such that “Instrument” is on the left, “Account” is on the right next to “Instrument” and “Trade Number” is on the right next to “Account”.

Trade History Account Instrument Type - Qty - Include yesterdays T+1

INSTRUMENT	ACCOUNT	TRADE NUMBER	B/S	QTY	QTY LEFT	PRICE	EFFECT	O/C/N/I
------------	---------	--------------	-----	-----	----------	-------	--------	---------

2. Click the header of any of the columns desired to be sorted, an arrow appears above the column heading. Change the order of sorting from ascending to descending or vice versa by clicking on the column heading.

INSTRUMENT	ACCOUNT	TRADE NUMBER
------------	---------	--------------






3. Press “Shift” key and click on the headers for the rest of columns desired to be sorted. For instance, column Instrument, Account and Trade number will be sorted in sequence in the below example

INSTRUMENT	ACCOUNT	TRADE NUMBER
------------	---------	--------------

Note:

- a) To undo sorting, Clearing Participants should perform searching again.
- b) Multiple sorting applies up to three columns only.

1.5.4 General Setting Icons

Icon	Description
Export 	Export data from the data table displayed in the view to a “.csv” file.
Column Settings 	Add/remove columns shown in the view. Changed setting will be effective only after the view is saved as a new workspace.
Link 	Link views together so that a selection in one view also reflected in the linked view.
Menu 	Close the current view and display all available views menu.
Close 	Close the current view.

1.6 Backup Facilities for DCASS Online

Backup facilities for DCASS Online are available for Clearing Participants at the Backup Centre. In the event of network, hardware and/or software failure, Clearing Participants can apply to use the Backup Centre to continue their DCASS activities. All DCASS Online functions, such as input and enquiry, will be available at the Backup Centre. Request for usage of the Backup Centre is subject to availability.

Clearing Participants are required to complete and submit a duly signed "[Request for Usage of DCASS at Backup Centre Form](#)" (Form S) to the Clearing House, by fax or email, at least 2 hours prior to the System Input Cutoff Time (for T Session) or the T+1 Session Cutoff Time. Clearing Participants must process more than 20 post-trade transactions at the DCASS Backup Centre. Request for processing 20 or less post-trade transactions at the DCASS Backup Centre will not be accepted by the Clearing House. Each Clearing Participant is allowed to use one DCASS Online access at the Backup Centre at a time.

The Backup Centre would be ready in approximately one hour upon receipt of the duly signed Form S from Clearing Participant.

A DCASS user login ID with naming convention of "BU_Cxxx6xx" together with respective login password will be granted to the requesting Clearing Participant. Such login ID is exclusive for the Clearing Participant's usage at the Backup Centre only.

Request for the usage of the Backup Centre is only valid for the day. Should a Clearing Participant requires to use the Backup Centre on the following day, it should re-apply on the next day.

Service Hours of the Backup Centre:

10:00 a.m. to T+1 Session Cutoff Time on each business day
(or such time as the Clearing Houses may determine from time to time)