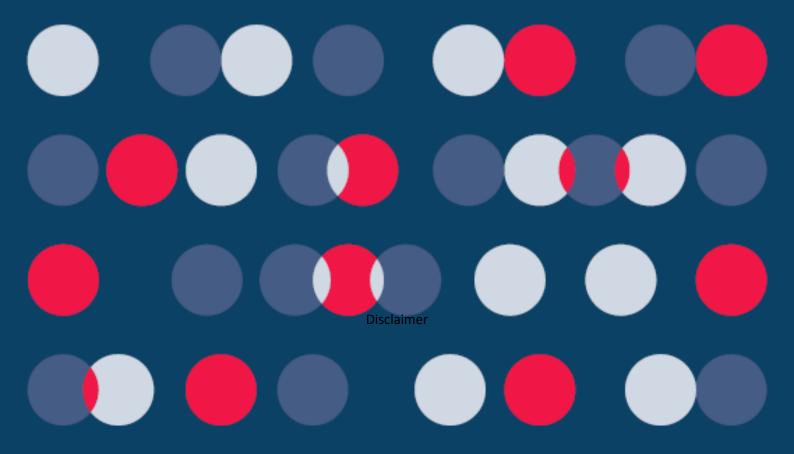


# **OTC Clearing Hong Kong Limited**

OTC ACCOUNT SERVICES INFORMATION SYSTEM ("OASIS) WEB PORTAL USER MANUAL PART III – OASIS COLLATERAL MANAGEMENT PORTAL





Part III OASIS Collateral Management Portal

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## Part III OASIS Collateral Management Portal **Amendment Log**

Updated Date	Document / Section	Description
May 2014	Part III	<ul> <li>Update the screenshots for Part III to reflect system upgrade/new features</li> </ul>
April 2016		- Update the HKEx logo
Oct 2016	Part III, Section 1.3	- Update Home Page layout for new Access Group selfservice_limitenq" and "selfservice_loginonly"
Apr 2019	Part III, Section 2.4	- Update the function available time
Mar 2021		- Updated for OCASS system upgrade
Aug 2021	Part III, Section 2.5	- Updated withdrawal procedure for Opt-in Clearing Members

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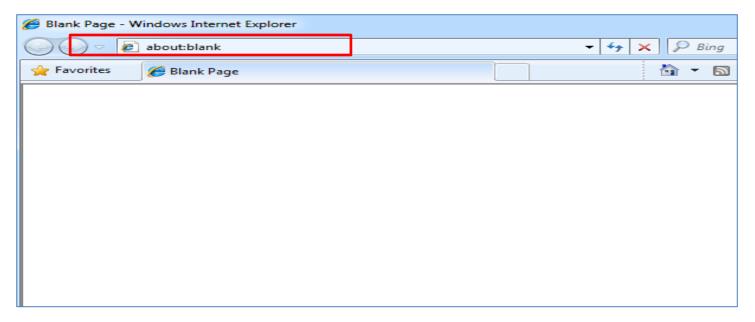
## 1. Getting Started

#### 1.1. Logon and Logoff

This section explains the procedures for connecting to and dis-connecting from Portal (i.e. logon and logoff the Web Portal).

#### 1.1.1. Portal Logon

- 1. Launch Internet Explorer
- 2. Type Portal URL [http://www.otcclearinghk.com/eSelfService] into the box next to the address field and press Enter key in the keyboard

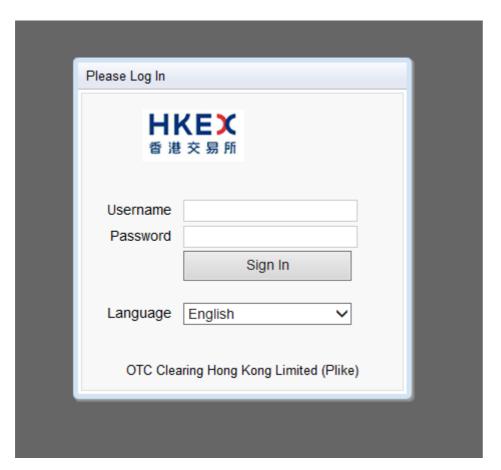


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3. The following login screen will be displayed.



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4. Input OASIS User login ID and password, then click **Sign in** 

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# OASIS Web Portal User Manual Part III OASIS Collateral Management Portal



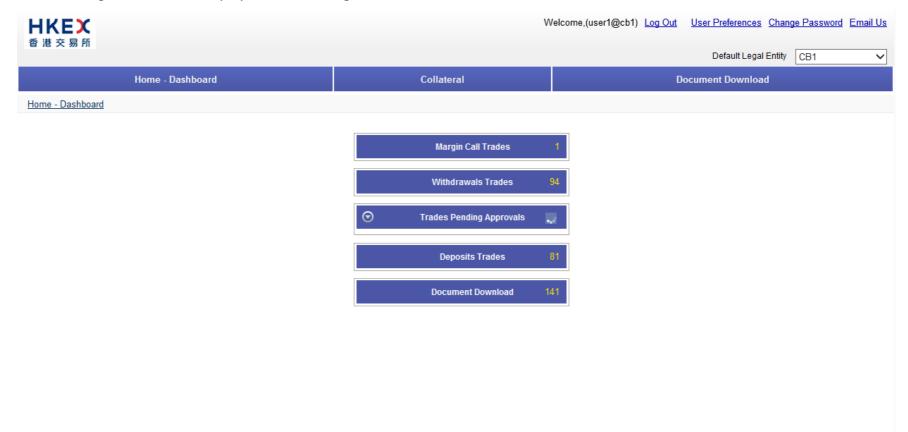
Please note: username (i.e. login ID) must be in lowercase letters.

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5. The following screen will be displayed when the logon is successful.



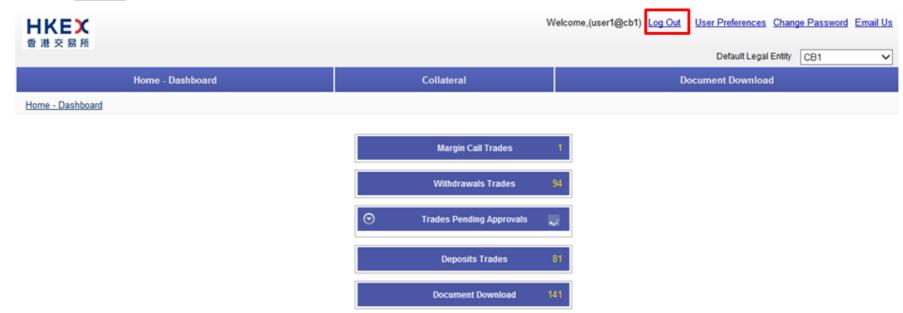
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## 1.1.2. Portal Logoff

Click the **Log Out** hyperlink at the top right hand corner.



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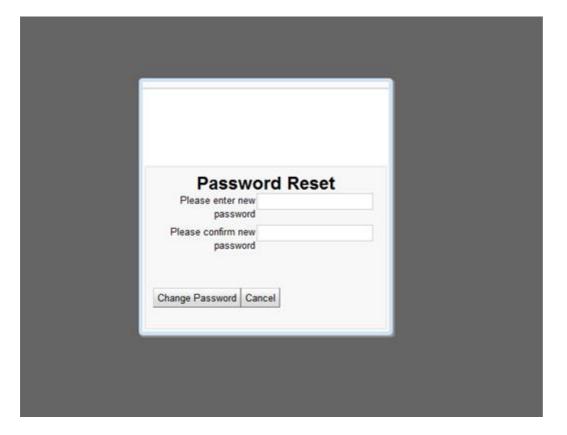
Part III OASIS Collateral Management Portal

The user will be return to the logon screen illustrated in Part III, Section 1.1.1.

## 1.2. Password Management

#### 1.2.1. First Time Logon

After logging on using the temporary password, the system will require you to change the password before proceeding.



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## 1.2.2. Voluntarily change of password

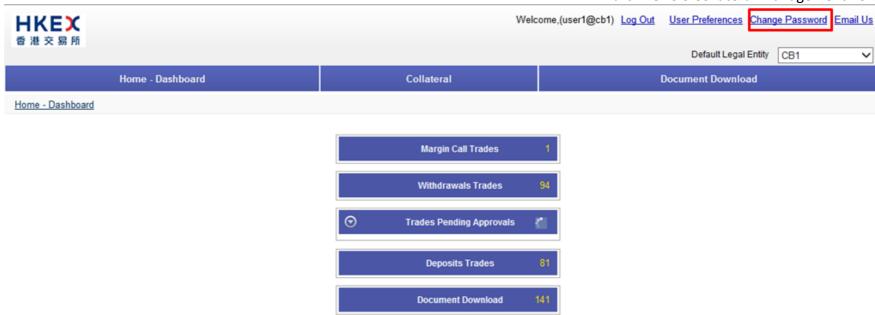
OASIS will force user to change password at least once every 90 days. Prior to the system's mandatory change of password, user can change his/her password voluntarily after logging into OASIS.

User can initiate a change of password by selecting **Change Password**.

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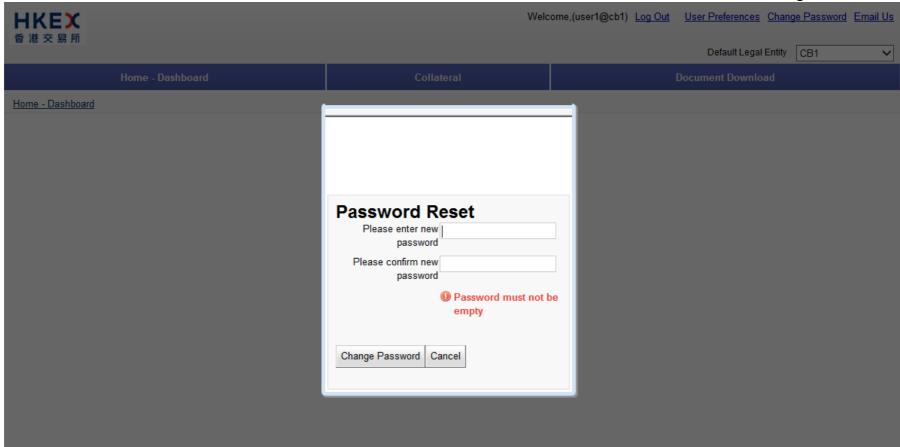


The below message box will be prompted after selecting the hyper link.

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Please make reference to the below password guidelines when setting the password.

- 1. Password shall contain at least 10 characters;
- 2. Password shall contain a combination of letters (both upper & lower case) and numbers (0-9)

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- 3. User account will be locked upon 6 consecutive unsuccessful login attempts
- 4. Password shall be changed at least every 90 days
- 5. Password will not be allowed to change on the same day upon completion of a password change

An error message will be prompted if user tried to input an invalid password. Below is an example of the error message when the password violated guideline #5).

	ord Reset
Please enter new password	•••••
Please confirm new password	•••••
	Value for is invalid Action NOT allowed as the password has already been changed today for tester==cb2
Change Password Car	ncel

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## 1.2.3. Common Reasons for Invalid Login

The error message "Failed to Authenticate" will be displayed in the Portal for invalid login. There are several scenarios that will trigger this message. The common reasons are:

- 1. The User ID provided does not exist or the password entered does not match with the corresponding User ID.
- 2. The User ID is locked by the system after more than 6 invalid login attempts.
- 3. The User logs in outside the operating hours.

User should contact User Account Administrator for further assistance.



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## 1.3. Screen Layouts

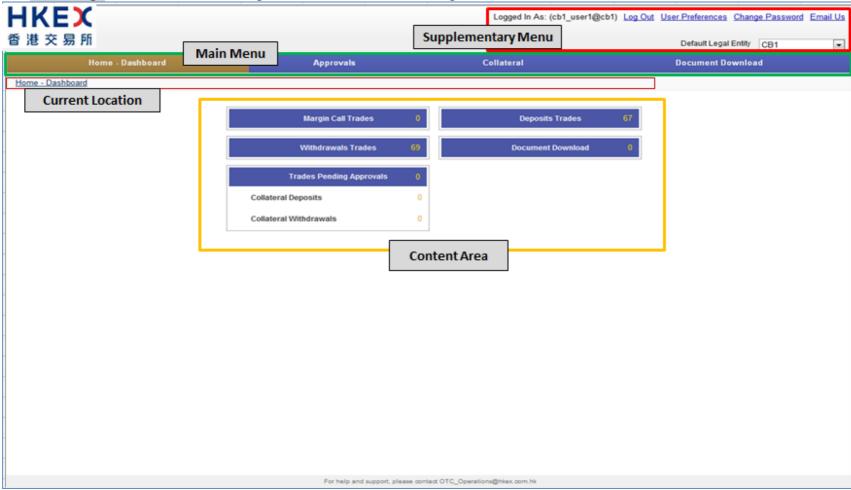
1.3.1. Home Page

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The **Home Page** is divided into following sections as shown in the diagram.

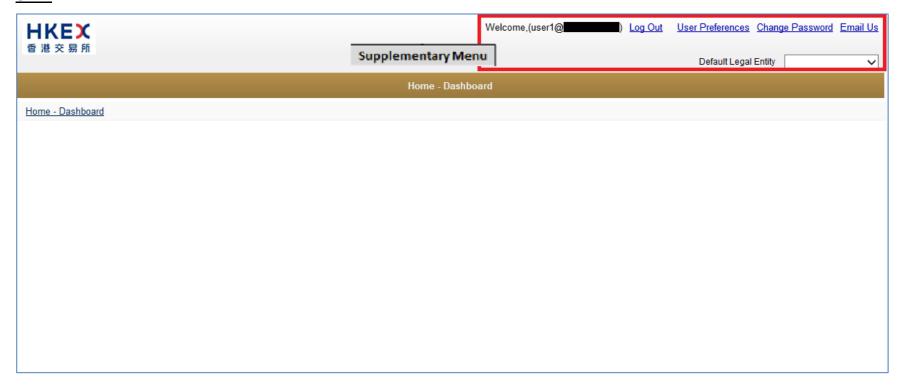


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For Access Groups "selfservice\_limitenq" and "selfservice\_loginonly", user interface of **Home Page** consists of **SUPPLEMENTARY MENU**ONLY.



MAIN MENU: Locate at the upper section of the screen. It lists the core functions of the Collateral Management Portal.

The following functions are available for access through the Main Menu.

Functions Descriptions Descriptions	Functions	Descriptions	
-------------------------------------	-----------	--------------	--

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Part III OASIS Collateral Management Portal

HOME	Return to the HOME page
Home - Dashboard	
APPROVALS	View and search outstanding approval requests;
	2) Approved/rejected requests
Approvals	
	Only appear for user with Authorise functions. Please refer to Part III, Section 2.7
	for details.
COLLATERAL	View and search outstanding or completed collateral movement requests
	Submit/amend/cancel collateral movement requests
Collateral	
	Please refer to Part III, Section 2.3-6 for details.
DOCUMENT DOWNLOAD	Retrieve and download OASIS reports
	·
Document Download	Please refer to Part III, Section 3 for details.

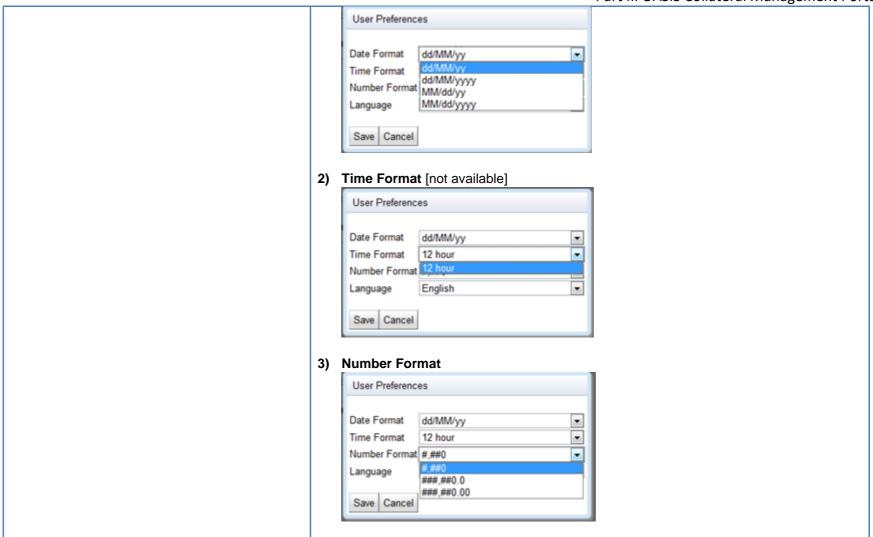
**SUPPLEMENTARY MENU:** Locate at the upper right hand corner of the screen. It displays the account name used to log into OASIS and a dropdown box listing the Clearing Member ID available for the logged in user. Also, it lists the following features for user to select: (1) Log Out, (2) User Preference, (3) Change Password, and (4) Email Us.

Hyperlink	Descriptions				
Log Out	End the user login session and log off from the portal.				
User Preference	A dialogue box will be prompted and allow user to personalize its OASIS setting on				
	1) Date Format				

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	Please note this setting will affect the number displayed during submission of collateral request. Number will be rounded to the decimal placed elected.						
	4) Language [not available]						
	User Preferences						
	Date Format						
	Time Format 12 hour						
	Number Format #,##0  Language English						
	English English						
	Save Cancel						
	The new preference will take effect at the next login.						
Change Password	Initiate a change of password.						
	Please refer to Part III, Section 1.2.2 for details.						
Email us	Initiate an email to OTC Clear with the default email program.						
	The second will be a like as the OTO On sections Office of Other						
	The email will be addressed to OTC_Operations@HKEX.COM.HK						

**CURRENT LOCATION:** Locate below the **Main Menu**. It displayed the current location of the user's login session.

**CONTENT AREA:** Locate below the **Current Location section**. It displayed the contents of the feature selected from the **Main Menu**. For the Home Page, it is defaulted to display the dashboard.

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Part III OASIS Collateral Management Portal

The *Dashboard* of the *HOME* page provides a quick overview of the total number of margin calls, collateral withdrawals, collateral deposits, reports and requests that are pending approval (i.e. 4-eye checks) to the OASIS users.

Margin Call Trades	0	Deposits Trades
Withdrawals Trades	69	Document Download
Trades Pending Approvals	0	
Collateral Deposits	0	
Collateral Withdrawals	0	

The figure displayed for "Margin Call Trades" represent the number of Margin Call triggered.

The figures displayed for "Deposits Trades" and "Withdrawals Trades" represent the number of requests that were created.

The figure displayed for "Document Download" represent the number of reports currently available for member to download.

The figures displayed for "Trades Pending Approvals" represent the number of requests that are pending approval.

Note: the Function / Figures displayed depend on the profile of the OASIS user.

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Part III OASIS Collateral Management Portal

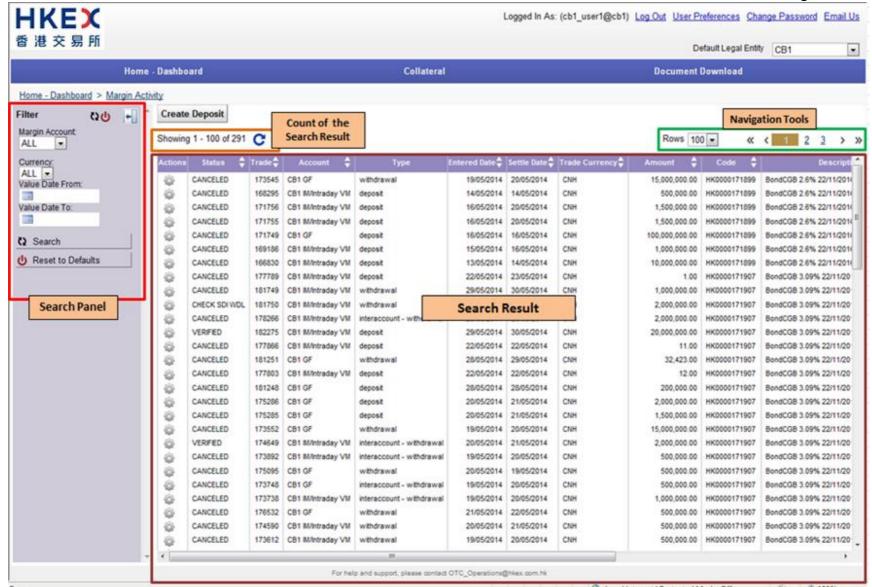
#### 1.3.2. Standard Screen Layout

After selecting a feature under the **Main Menu** (with the exception of HOME - Dashboard), the following will be displayed: a search panel will be located on the left of the screen (red box), the count of the search result listed below the **Main Menu** (orange box), the navigation tools below the **Main Menu** on the right side of the screen (green box) and the content of the search result (dark red box).

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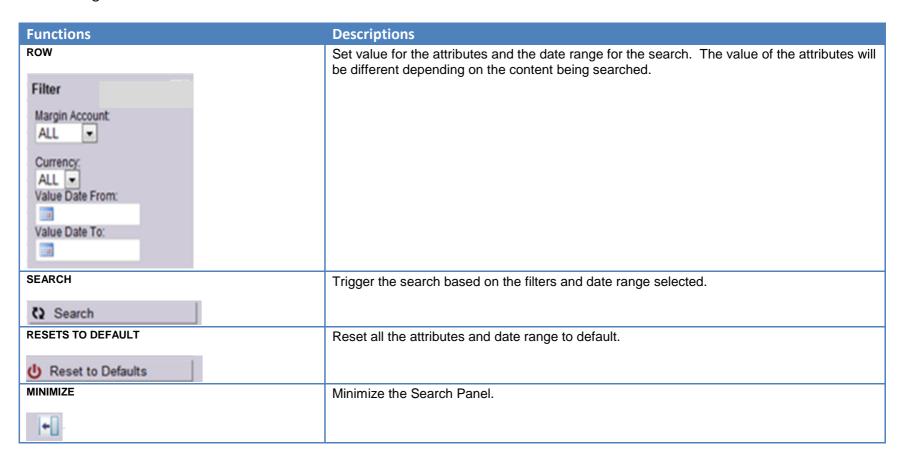
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**Search Panel:** Locate at the left side of the screen. It allows the user to search result based on certain attributes.

The following functions are available with the Search Panel:



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**Navigation Tools:** Locate at the right side of the screen above the Content Area. It allows the user to control the content being displayed in the Content Area.

The following functions are available with the Navigation Tools:

Functions	Descriptions
Rows 100 🔻	Set the number of maximum rows for the Content Area. The allowable value are 5, 15, 20, 25, 50, and 100
FIRST PAGE	Icon appeared when the result exceeds the max row allowed. Displayed the first page of the result in the Content Area.
LAST PAGE	Icon appeared when the result exceeds the max row allowed. Displayed the last page of the result in the Content Area.
ONE PAGE BACKWARD	Icon appeared when the result exceeds the max row allowed. Allow user to move one page backward from the result displayed currently in the Content Area.
ONE PAGE FORWARD	Icon appeared when the result exceeds the max row allowed. Allow user to move one page forward from the result displayed currently in the Content Area.
SPECIFIC PAGE	Icon appeared when the result exceeds the max row allowed. Displayed the result of a specific page in the Content Area.

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Part III OASIS Collateral Management Portal

## 2. Collateral Management

## 2.1. Margin Calls

The following section explains how Clearing Members can use OASIS to manage their collateral balance with OTC Clear. The below table lists out different scenarios with consequent actions to be taken by Clearing Members:

Scenarios	Descriptions		Actions required
End-of-day Initial Margin Call	If appropriate, the demand will be issued at <b>08:30</b> Hong Kong time on an OTC Clear Clearing Day via the Margin Calls function on OASIS.	1.	If member wants to settle the call in base currency (i.e. HKD):
- fulfilling the margin call in any eligible currency	Clearing Member needs to fulfill the obligation in cash in any eligible currency <sup>1</sup> .		No action needs to be done on OASIS.
			The Clearing Member effect the payment through the Real Time Gross Settlement (RTGS) system to OTC Clear's designated bank account.
		2.	If member wants to settle the call in non-base currencies:
			Follow the process described in Part V, Appendix 4.
			The Clearing Member effect the payment through the Real Time Gross Settlement (RTGS)

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 $<sup>^{\</sup>rm 1}$  Please note that this will be subject to further amendment once non-cash collateral is introduced.



The Clearing Member effect the

payment through the Real Time Gross Settlement (RTGS)

Part III OASIS Collateral Management Portal

Scenarios			Desc	riptions	Descriptions				
							system to OTC Clear's designated bank account.		
Routine Intra-day VM Call			and will be issue ay via the Margin		e VM Call Time on an on OASIS.	1.	If member wants to settle the call in base currency (i.e. HKD):		
- fulfilling the margin	Clearing Member needs to fulfill the obligation by depositing collateral in the eligible currency within an hour following the Routine Intra-day VM Call.						No action needs to be done on OASIS.		
call in the eligible currency ("Intra-day VM Currency).	"available coll p.m (after poi	lateral <sup>*</sup> and rtfolio nova	d "used" in WEB E	RSCollateral red) to estimate the	n use the column of eport published at 1:30 e call amount Below		The Clearing Member effect the payment through the Real Time Gross Settlement (RTGS) system to OTC Clear's		
			•		nargin call fully reflects movement during the	2.	designated bank account.  If member wants to settle the		
	Member's	Inikial	Collateralized	Tatal manain	intro do manejo cell		call in non-base currencies:  Follow the process described in		
	collateral balance	Initial margin	variation margin	Total margin requirement	intra-day margin call amount <sup>2</sup>		Part V, Appendix 4.		

400

100

300

300

100

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<sup>&</sup>lt;sup>2</sup> Assuming no haircuts on collateral here.



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Scenarios				Descriptions			Actions required
1	reflects ma		change	today. In this ca in collateralized			system to OTC Clear's designated bank account.
		Member's collateral balance	Initial margin	Collateralized variation margin	Total margin requirement	intra-day margin call amount	
	Start of the day	120	100	0	100	-	
	With new trade cleared (IM increase by 10)	120	110	100	210	90	
Ad hoc Intra-day VM Call  - fulfilling the margin with cash in the elig Currency.	on O HK I call Clea ible Clea	ASIS. The ti ocal time to r. ring Member	meframe of 15:00 Hk	will be issued violet triggering ad he local time unle unlied the local time unle unlied the local time unle ulfill the obligation hour following the local triangle tri	oc vm call will be ss further notif n by depositing	e from 08:30 ied by OTC	No action needs to be done on OASIS.  The Clearing Member effect the payment through the Real Time Gross Settlement (RTGS) system to OTC Clear's designated bank account
Holiday Margin Call				will be issued a Day issued via			The same as actions required for EOD IM Call.

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Scenarios	Descriptions	Actions required
- fulfilling the margin call in any eligible currency	The Clearing Member need to fulfill the obligation by depositing collateral in the preferred currency <b>within an hour</b> following the Margin Call.	Note: The status of the margin call will be updated upon confirmation of the receipt of the payment
Guarantee Fund Call	If appropriate, the demand will be issued either at 08:30 Hong Kong time, 14:15 Hong Kong time or other time specified by OTC Clear via the Margin Calls function on OASIS.  Note: pursuant to OTC Clearing Hong Kong Limited Clearing Procedures 7.5, OTC Clear may request a Clearing Member to post additional Collateral when the value recorded in the Rates and FX Contribution falls below the Rates and FX Liability (i.e. a drop in market value due to FX movements on a non-HKD collateral placed by a member). Such request will be in the form of a GF call which could be triggered at 8:30 a.m. or 2:15 p.m. In this case, the Clearing Member may see 2 margin calls at the same time on OASIS (one for IM account and one for GF account) and both calls have to be settled within 1 hour. Settlement methods for such GF call will be the same as routine Intraday VM calls.	<ol> <li>If member wants to settle the call in base currency (i.e. HKD):         No action needs to be done on OASIS.         The Clearing Member effect the payment through the Real Time Gross Settlement (RTGS) system to OTC Clear's designated bank account     </li> <li>If member wants to settle the call in non-base currencies:         Follow the process described in Part V, Appendix 4.         The Clearing Member effect the payment through the Real Time Gross Settlement (RTGS) system to OTC Clear's designated bank account.     </li> <li>Note: The status of the margin call will be updated upon confirmation of the receipt of the payment</li> </ol>

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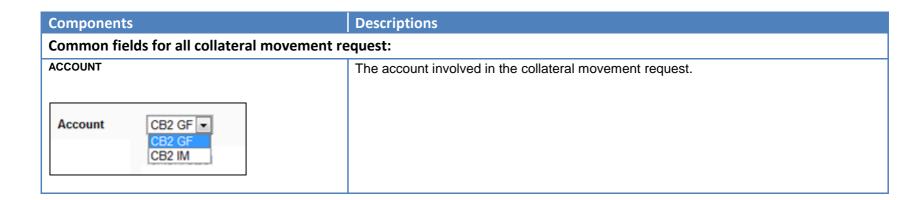
Part III OASIS Collateral Management Portal

Scenarios	Descriptions	Actions required  Clearing Member submits collateral deposit request on OASIS.		
Voluntary Collateral Deposit	Clearing Member deposits and maintains excess collateral with OTC Clear.			
		Please refer to Part III, section 2.4 for further details.		
Voluntary Collateral Withdrawal	Clearing Member withdraws excess collateral from OTC Clear.	Clearing member submits voluntary withdrawal request via on OASIS.		
		Please refer to Part III, section 2.5 for further details.		

## 2.2. Common Components of a Collateral Movement Request

## 2.2.1. Information required when creating a collateral movement request

The following fields are main components of a collateral movement request:



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COLLATERAL TYPE								The collateral type involved for the movement request.		
CASH CASH SECURITY										
Specific field	s for	cash	ı col	later	al m	over	nent	request:		
SETTLE DATE								The settlement date of the cash collateral movement request.		
Settle Date*		05/29/	2014							
Settle Date	«	151231		014 M	av		<b>&gt;&gt;</b>			
	M	Т			F	s	s			
	28	29	30	1	2	3	4			
	5	6	7	8	9	10	11			
	12	13	14	15	16	17	18			
	19	20	21		23	24	25			
	26	27	28	29	30	31	1			
	2	3	4	5	6	7	8	1		
CURRENCY								The currency of the cash collateral movement request		
Currency*	USI	D 🔻								

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AMOUNT								The amount of the collateral movement request			
Amount*											
Specific f	ields f	for n	on-c	ash (	colla	teral	mov	nent request:			
SECURITIES / SECURITY CODE								The security involved in the non-cash collateral movement request			
Security*	Security*										
Security											
Code											
VALUE DAT	Έ							The value date of the non-cash collateral movement request.			
Value											
Date*	<b>«</b> <			014 Ma	ay		<b>»</b>				
	M	Т	W	Т	F	S	S				
	28	29	30	1	2	3	4				
	5	6	7	8	9	10	11				
	12	13	14	15	16	17	18				
	19	20	21	22	23	24	25				
	26	27	28	29	30	31	1				
	2	3	4	5	6	7	8				

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Notional*	The notional amount of the non-cash collateral movement request					
Specific fields for inter-account collateral transfer request:						
Move collateral from House Account	The checkbox that initiate an inter-account collateral transfer request.					
Linked Account CB1 GF	The account where the collateral is transferred from.					

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### 2.3. Enquiry Function on Collateral Movement Requests

### 2.3.1. Function Description

To retrieve the details and status of collateral movement requests created/submitted.

#### 2.3.2. Function Available Time

7:30 a.m. to 11:00 p.m. except during the EOD process between 7:30 p.m. to 10:00 p.m., every OTC Clear Clearing Day

### 2.3.3. How to Use (Step by Step)

1. On the Main Menu, select Collateral. The feature will be highlighted and a menu will appear. Select Margin Activity.



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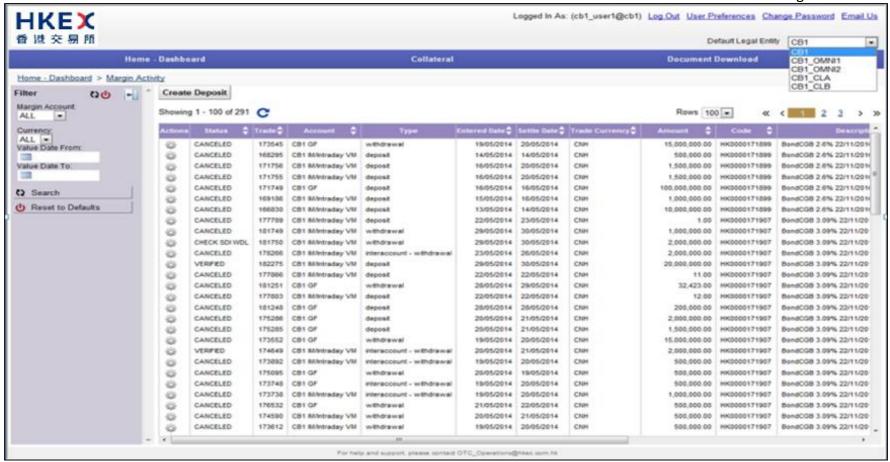
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2. Current Location will be updated and the Content Area will display all the margin activities of the Clearing Member ID selected in the **Default Legal Entity** dropdown menu (located in the upper right hand corner above the **Main Menu**). For Clearing Member that provided Client Clearing Services, the dropdown menu will list out all the Clients associated with the Clearing Member. The user will need to select the appropriate Clearing Member ID to view historical collateral movement request or submit collateral movement request for the relevant accounts.

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3. User can refine the content by using the Search Panel. Below are the descriptions of the attributes available in the Search Panel.

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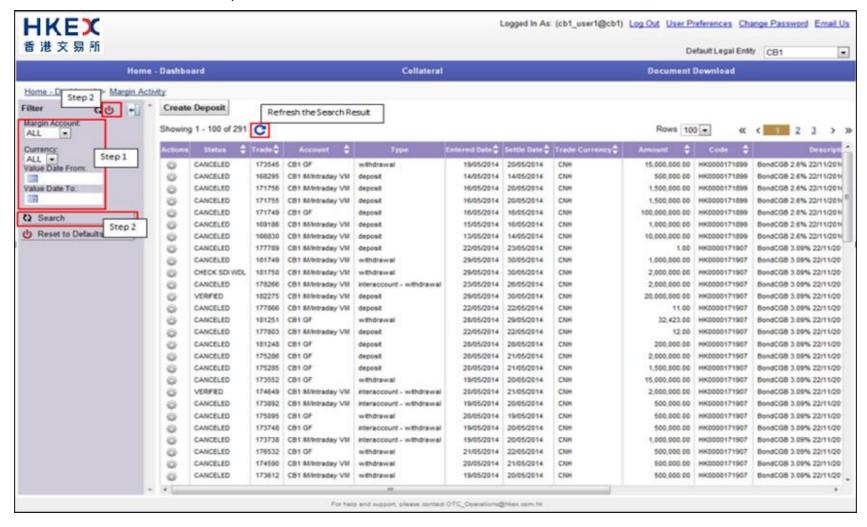
Field name	Descriptions
Margin Account	Select the account involved in the collateral movement requests to be displayed. The accounts available depend on the Clearing Member ID.
Margin Account: ALL CB1 GF CB1 IM	Each Clearing Member will have at least one GF (Guarantee Fund) account and one IM (Initial Margin) account. Depending on the membership, some Clearing Member might have more than one IM accounts
Currency:  ALL  ALL  CNH  EUR  HKD  USD	Select the currency of the collateral movement requests to be displayed.
Value Date From Value Date To	Set the date range to be displayed. The date is referring to the value date/settlement date of the request. User might key in the Date or use the calendar icon to select the date from the calendar prompted.
Value Date From: Value Date To:	

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4. The search result will be displayed in the Content Area, and can be sorted by the attributes (with the sort icon below the attribute heading). Below is the screen shot of a sample search result. The search resulted in 162 rows of records.



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Part III OASIS Collateral Management Portal

5. The below table listed out the attributes in the order displayed.

Attribute	Descriptions		Sortable
Actions	Actions available for this request under the current processing status		N/A
Status	The processing status of the entry. For the full list of the processing status, please refer to Part V, Appendix 3		Yes
Trade ID	Reference ID of each Margin Call / Collateral Deposit Request / Collateral Withdrawal Request		Yes
Account	The "Margin Account" that the collateral movement requests were made on; or     The "Collateral/Margin Account" that the Margin Call was made against.		Yes
Туре	Identify the nature of the entry:		No
	marginCall	Demand issued by OTC Clear to the Clearing Member	
	deposit	Collateral Deposit Request	
	withdrawal	Collateral Withdrawal Request	
	Interaccount – deposit	Collateral Deposit Request resulting from an inter-account transfer request	
	Interaccount - withdrawal	Collateral Withdrawal Request resulting from an inter-account transfer request	
Entered Date	The Entered Date of the Collateral Movement Request or the trigger date of the Margin Call		Yes
Settle Date	The Settle Date/Value Date of the Margin Call / Collateral Movement Request		Yes
Trade Currency	The currency of the Margin Call / Collateral Movement Request		Yes

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Amount	The notional amount of the Margin Call / Collateral Movement Request	Yes
Code	The ISIN code of security involved in the non-cash Collateral Movement Request	Yes
Description of Collateral	The description of the Margin Call / Collateral Movement Request	Yes
Reject Reason	The reason for the cancellation/rejection of the request. For the full list of the reject reason, please refer to Table 3.2 in Part V, Appendix 3	Yes

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### 2.4. Collateral Deposit Request

### 2.4.1. Function Descriptions

To submit collateral deposit request to increase the collateral balance.

#### 2.4.2. Function Available Time

7:30 a.m. to 5:00 p.m., every OTC Clear Clearing Day. The request will be cancelled automatically if the user submits the deposit request outside the function available time.

Note: user need to ensure the settlement time stated in section 3.9 of the Clearing Procedure can be fulfilled before submitting the request.

### 2.4.3. How to Use (Step by Step)

1. On the Main Menu, select Collateral. The feature will be highlighted and a menu will appear. Then select Deposits.



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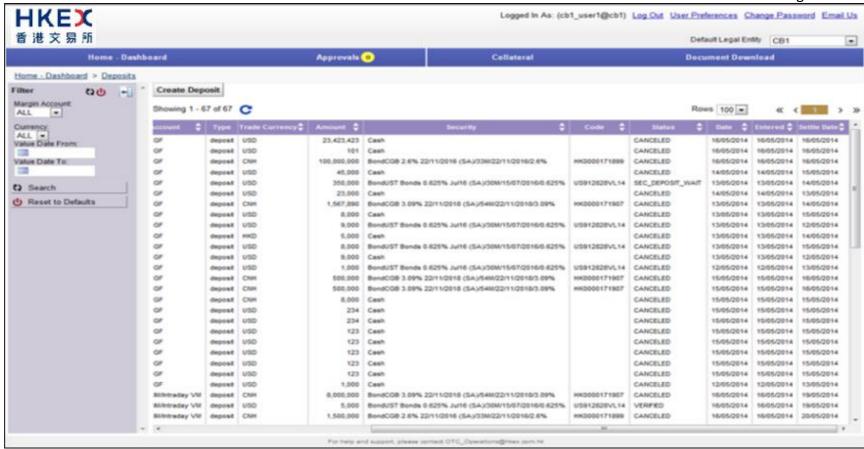
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2. Current Location will be updated and the Content Area will display all the margin activities of the Clearing Member ID selected in the **Default Legal Entity** dropdown menu (located in the upper right hand corner above the **Main Menu**). For Clearing Member that provided Client Clearing Services, the dropdown menu will list out all the Clients associated with the Clearing Member. The user will need to select the appropriate Clearing Member ID to view historical collateral movement request or submit collateral movement request for the relevant accounts.

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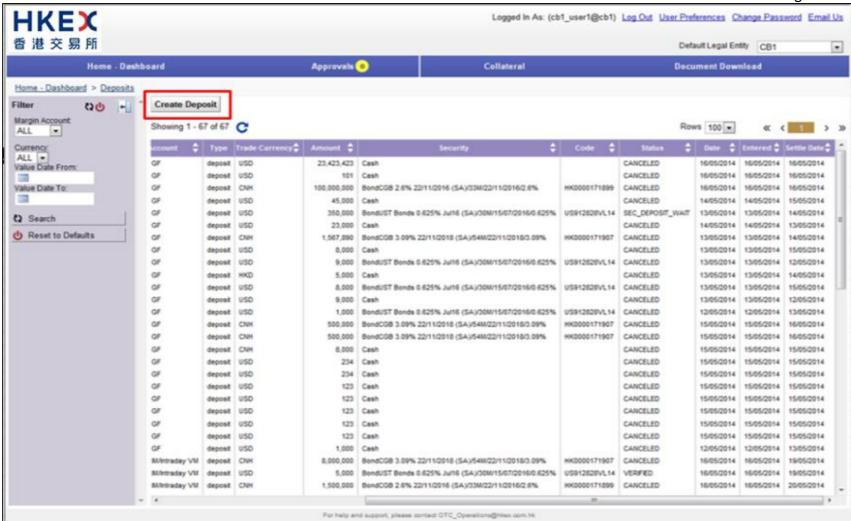


3. To submit new collateral deposit request, click **Create Deposit**.

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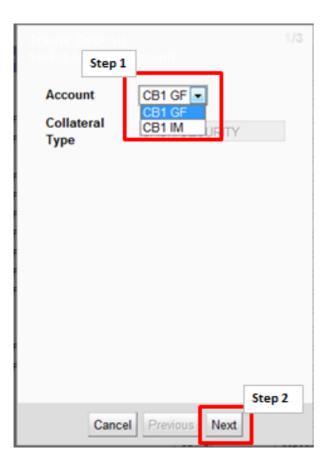


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4. Choose the Account from the dropdown list and click **Next**. The letter GF is the abbreviation for Guarantee Fund while IM is Initial Margin. In the example below, if user wants to make a deposit to the Guarantee Fund, "CB1 GF" should be selected.

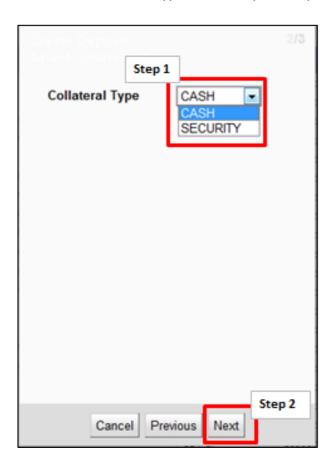


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5. Select the Collateral Type for the deposit request and click **Next**.

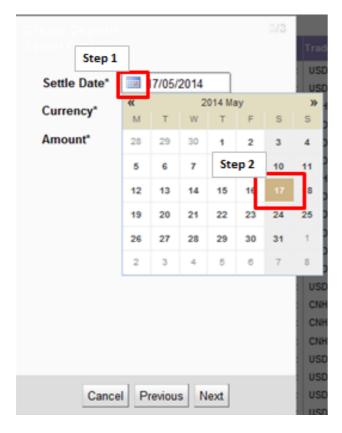


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6. The Settle Date field is defaulted to the current day. The value can be change by selecting the calendar icon or type in the date directly into the input box. Please note OTC Clear <u>only accept</u> request for <u>cash</u> collateral with <u>current date as settle date</u>. Settle date for <u>non-cash</u> collateral will be accepted only if it is on the next available settlement date of such non-cash collateral, the following day of when the deposit/withdrawal request(s) is/are raised. For Opt-in¹ Clearing Members, withdrawal will be rejected by OTC Clear on the withdrawal day no matter the withdrawal amount is within or exceed excess collateral amount. If the withdrawal is within excess collateral amount, OTC Clear will transfer the requested amount to the Clearing Member's sub margin account, which is isolated from fulfillment of margin requirement or other clearing purposes. Such withdrawal amount will be released to the Opt-in Clearing Member



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7. For **cash collateral**, choose the currency from the dropdown list.

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<sup>&</sup>lt;sup>1</sup> OTC Clear allows Opt-in Clearing Members to use excess collateral to reduce their stress loss in condition that the excess collateral could only be withdrawn by giving a three day advance notice to OTC Clear.



# 17/05/2014 Settle Date\* Currency\* USD -HKD EUR Amount\* CNH Cancel Previous Next

For **non-cash** collateral, choose the security from the dropdown list.

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Security*			
Security	HK0000171899	CNH	BondCGB 2.6% 22/11/2016 (SA)/0D/22/11/2016/2.6%
Code	HK0000171907	CNH	BondCGB 3.09% 22/11/2018 (SA)/0D/15/12/2014/3.09%
Value	HK0000121852	HKD	BondHKEFN Aug27 (dummy coupon)/0D/17/12/2014/0.8%
Date*	US912828NP10	USD	BondUST Bonds Jul15 (Dummy coupon)/0D/31/07/2015/1.75%
	US912828D564	USD	BondUST Bonds 2.375%/10Y/15/08/2024/2.375%
	US912828G385	USD	BondUST Bonds 2.25%/10Y/15/11/2024/2.25%
	US912828UN88	USD	BondUST Bonds 2.00%/10Y/15/02/2023/2%
	HK0000171238	HKD	BondHKEFN 0.3%/2Y/18/11/2015/0.3%
	HK0000223955	HKD	BondHKEFB 0%/91D/18/02/2015/0%
	US912828QS22	USD	BondUST Bonds (Dummy) 18Jun2015/0D/18/06/2015/0.75%
			000,000 059127900201 801
			HKD 50,000,000 HK0000190667 Bon
			JSD 1,000,000 US912828VL14 Bon
			HKD 50,000,000 HK0000121852 Bor
			NH 80,000,000 HK0000171907 Bor
Cancel Previous Next		IC N	JSD 80,000 US912828NP10 Bon
	Previou	us IV	JSD 80,000 US912796DD89 Bon

8. For **cash** collateral input the desired amount and click **Next** to complete the input. An error message will be prompted if the entered value is invalid.

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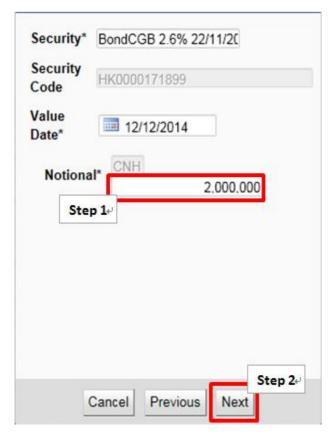


For <u>non-cash</u> collateral input the desired amount and click **Next** to complete the input. An error message will be prompted if the entered value is invalid.

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Note: If the deposit is for a client margin account, the OASIS user can indicate whether the deposit is from the house margin account and initiate an inter-account transfer. For the detail workflow, please refer to step 11.

9. The detail of the request will be displayed for final review. If the details are correct, Click **Finish**; otherwise, click **Previous** for amendment or **Cancel** to cancel the submission.

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# HKEX 香港交易所

# 30/05/2014 Settle Date\* USD 🕶 Currency\* 111 Amount\* Step 1 **Change Destination Account** Step 2 Cancel Previous

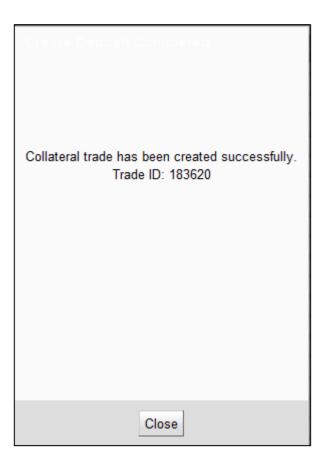
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10. After clicking **Finish**, the confirmation screen will be displayed. A unique reference ID will be assigned to each created request (i.e. "Trade Id"). User can leave the confirmation screen and continue using other functions of OASIS by clicking **Close**.



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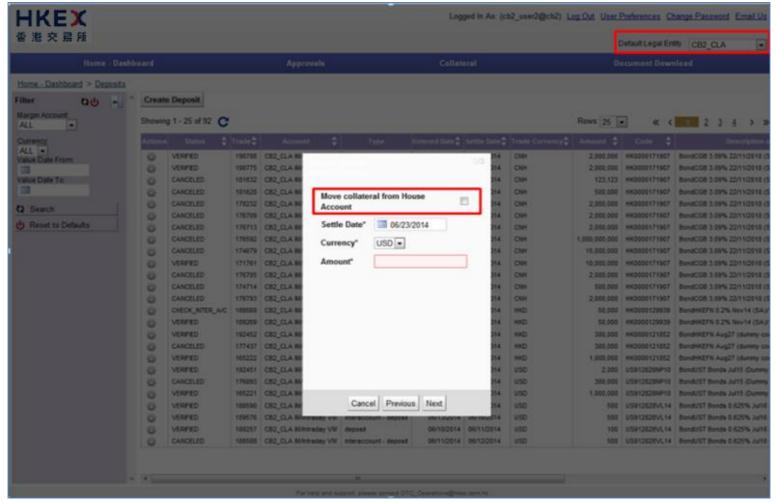
Note: The newly created request should be in "4EYES" status pending for approval. To ensure the request is successfully created, user should refresh the Content Area to confirm the request status. Prior to being approved by user with authorize access, the request can be cancel. Please refer to Part III, Section 2.6 for the cancellation procedure and Part III, Section 2.7 for the approval procedure.

11. If the collateral deposit is for a client margin account, the OASIS user can indicate whether the deposited fund is from the house margin account, i.e. an inter-account collateral transfer request, by selecting the red-boxed tick box "Move collateral from House Account".

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12. Once selected, the "Link Account" dropdown box will appear. User can indicated which account the fund will be debited from.

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MOVE COURIE	ral from House	
Account	Tal Holli House	J
Linked Accor	unt CB2 GF	•
Settle Date*	06/23/ CB2 IM	
Currency*	USD ▼	
Amount*		

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Move collateral from House Account		
Linked Account CB2 GF ▼		
Security* CB2 GF CB2 IM		
Security Code		
Value Date* 12/12/2014		
Cancel Previous Next		

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User is required to populate the remaining fields similar to a normal deposit request. After user populated the fields, the system will 13. display the full detail of the request for user to reconfirm.

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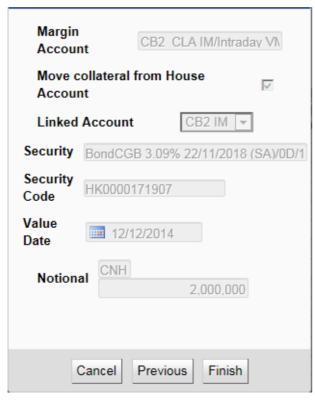
Create Deposi Review	t	3/3
Margin Account	CB2_CLA IM/Intraday V	M
Move collate Account	eral from House	7
Linked Acco	unt CB2 IM 🔻	
Settle Date*	06/23/2014	
Currency*	USD 🔻	
Amount*	1,111,123	
Canc	el Previous Finish	

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14. Please note once confirmed, this entry will generate two requests: 1. "interaccount – deposit" [for the Client Account] 2. "interaccount – withdrawal" [for the House Account]. Both requests must be approved by the approver and submitted to the Clearing House to enable the inter-account collateral transfer request. And this transfer request is accepted only when **both** requests are at "**VERIFIED**" status.

As it involved withdrawal from the House account, the available time of the inter-account collateral transfer follows that of the collateral withdraw request, i.e. between 7:00 a.m. to 11:00 a.m., every OTC Clear Clearing Day.

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### 2.5. Collateral Withdrawal Request

### 2.5.1. Function Descriptions

To submit collateral withdrawal request for withdrawing excess collaterals.

### 2.5.2. Function Available Time

7:30 a.m. to 11:00 a.m., every OTC Clear Clearing Day. The request will be cancelled automatically if the user submits the request outside the function available time.

### 2.5.3. How to Use (Step by Step)

1. On the Main Menu, select Collateral. The feature will be highlighted and a menu will appear. Then select Withdrawals.

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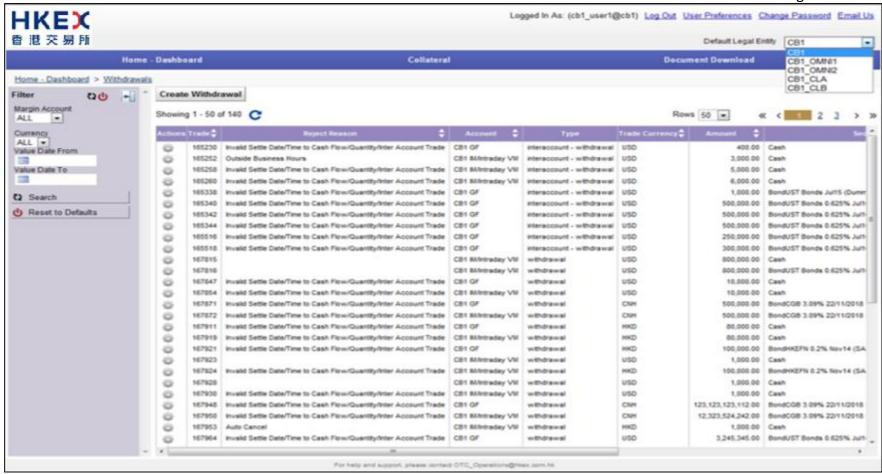


2. Current Location will be updated and the Content Area will display all the margin activities of the Clearing Member ID selected in the **Default Legal Entity** dropdown menu (located in the upper right hand corner above the **Main Menu**). For Clearing Member that provided Client Clearing Services, the dropdown menu will list out all the Clients associated with the Clearing Member. The user will need to select the appropriate Clearing Member ID to view historical collateral movement request or submit collateral movement request for the relevant accounts.

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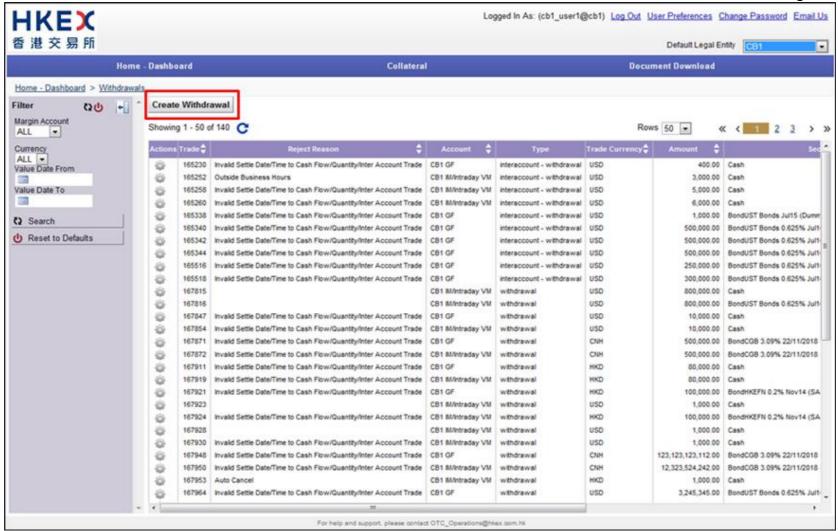


3. To submit new collateral withdrawal request, click **Create Withdrawal**.

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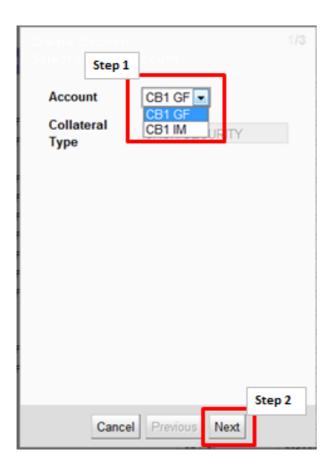


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4. Choose the Account from the dropdown list and click **Next**. The letter GF is the abbreviation for Guarantee Fund while IM is Initial Margin. In the example below, if user wants to withdrawal collateral from Guarantee Fund, "CB1 GF" should be selected.

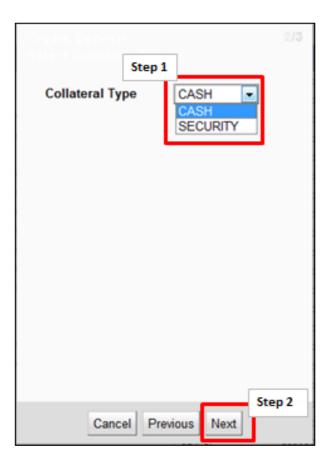


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5. Select the Collateral Type for the deposit request and click **Next**.



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6. The Settle Date field is defaulted to the current day. The value can be change by selecting the calendar icon or type in the date directly into the input box. Please note OTC Clear <u>only accepts</u> request for <u>cash</u> collateral with <u>current date as settle date</u> or <u>non-cash</u> collateral with settle date on the next available settlement date of such non-cash collateral, the following day of when the deposit/withdrawal request(s) is/are raised.

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<sup>&</sup>lt;sup>3</sup> OTC Clear allows Opt-in Clearing Members to use excess collateral to reduce their stress loss in condition that the excess collateral could only be withdrawn by giving three days advance notice to OTC Clear. Such accepted withdrawal amount will be released to the Opt-in Clearing Member after the notice period (i.e. three days).



# Step 1 Settle Date\* 0/05/2014 2014 May Currency\* Amount\* Change Destir 18 12 13 15 Step 2 23 24 20 25 19 27 28 29 26 Previous Cancel Next USD

7. For **cash collateral**, choose the currency from the dropdown list.

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Create Withdra	iwal	3/3
Settle Date*	30/05/2014	
Currency*	USD •	
Amount*	HKD EUR	
Change Dest	in CNH count	
Canc	el Previous Next	

For **non-cash** collateral, choose the security from the dropdown list.

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Security*				Amount \$	Code 📥	De
Security	HK0000171899	CNH	BondCGB 2.6%	22/11/2016	(SA)/0D/22/11/2	016/2.6%
Code	HK0000121852	HKD	BondHKEFN Aug	27 (dummy c	oupon)/0D/17/12	/2014/0.8%
Value Date*	US912828NP10	USD	BondUST Bonds	Jul15 (Dum	my coupon)/0D/3	1/07/2015/1.75%
	US912828D564	USD	BondUST Bonds	2.375%/10Y	/15/08/2024/2.3	75%
	US912828G385	USD	BondUST Bonds	2.25%/10Y/	15/11/2024/2.25	8
	US912828UN88	USD	BondUST Bonds	2.00%/10Y/	15/02/2023/2%	
	HK0000171238	HKD	BondHKEFN 0.3	%/2Y/18/11/	2015/0.3%	
	HK0000223955	HKD	BondHKEFB 0%/	91D/18/02/2	015/0%	
	US912828QS22	USD	BondUST Bonds	(Dummy) 18	Jun2015/0D/18/0	6/2015/0.75%
				456,456	US912828NP10	BondUST Bonds J
				4,500	US912796CM97	BondUSTBills 1Y 2
				400,000		Cash
				200,000		Cash
				300,000		Cash
				100,000		Cash
Cancel Previous Next			3,000,000	HK0000171899	BondCGB 2.6% 22	
			8,000	US912828NP10	BondUST Bonds J	

8. For cash collateral input the desired amount and click **Next** to complete the input. An error message will be prompted if the entered value is invalid.

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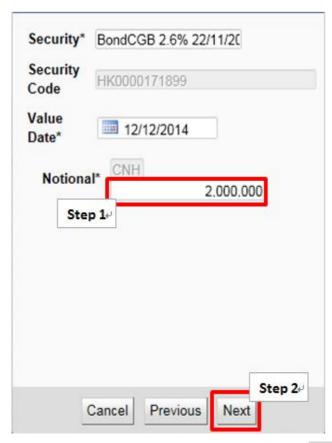


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9. To complete the creation of the request, click **Next.** 

If user wants the withdrawal credits to a bank account registered with OTC Clear other than the default bank account, check the **Change Destination Account** checkbox before click **Next**. [Function not applicable in current phase, can be ignored]

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# 30/05/2014 Settle Date\* Currency\* USD ▼ 111 Amount\* Step 1 **Change Destination Account** Step 2 Cancel Previous

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10. If the Change Destination Account checkbox was checked, a dropdown menu will be available for selection under Destination.

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# Margin CB1 GF Account Settle 30/05/2014 Date\* Currency\* USD -Amount\* SWIFT/AGENT\_CB1/1223373 -Destination Step 1 Step 2 Cancel Previous Next

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11. The detail of the request will be displayed for final review. If the details are correct, click **Finish**; otherwise, click **Previous** for amendment or **Cancel** to cancel the submission.

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# If **Change Destination Account** checkbox wasn't checked:



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# If Change Destination Account checkbox was checked:

Create Withdra	wal	3/3
Margin Account	CB1 GF	
Settle Date*	30/05/2014	
Currency*	USD 🔻	
Amount*	111	
Destination S	WIFT/AGENT_CB1/1223373	7
Cance	el Previous Finish	
Cance	Previous Finish	

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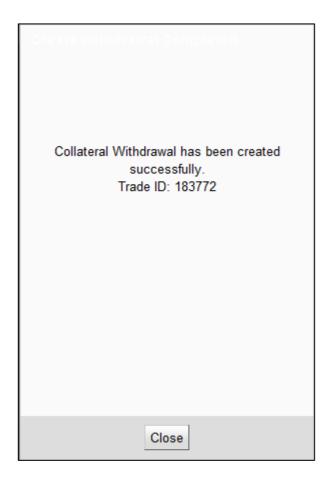
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12. After clicking **Finish**, the confirmation screen will be displayed. A unique reference ID will be assigned to each created request (i.e. "Trade Id"). User can leave the confirmation screen and continue using other functions of OASIS by clicking **Close**.

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Note: The newly created request should be in "4EYES" status pending for approval. To ensure the request is successfully created, user should refresh the Content Area to confirm the request status. Prior to being approved by user with authorize access, the request can be cancel. Please refer to Part III, Section 2.6 for the cancellation procedure and Part III, Section 2.7 for the approval procedure.

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#### 2.6. Cancellation of Request Prior to Approval

#### 2.6.1. Function Descriptions

To cancel the collateral movement request prior to approval (i.e. in 4EYES status)

#### 2.6.2. Function Available Time

Correspond to the function available time of the request type. Please refer to **Part III, Section 2.4** for deposit and **Part III, Section 2.5** for withdrawal.

# 2.6.3. How to Use (Step by Step)

1. On the Main Menu, select Collateral. Then select Deposits or Withdrawals depending on the request type.

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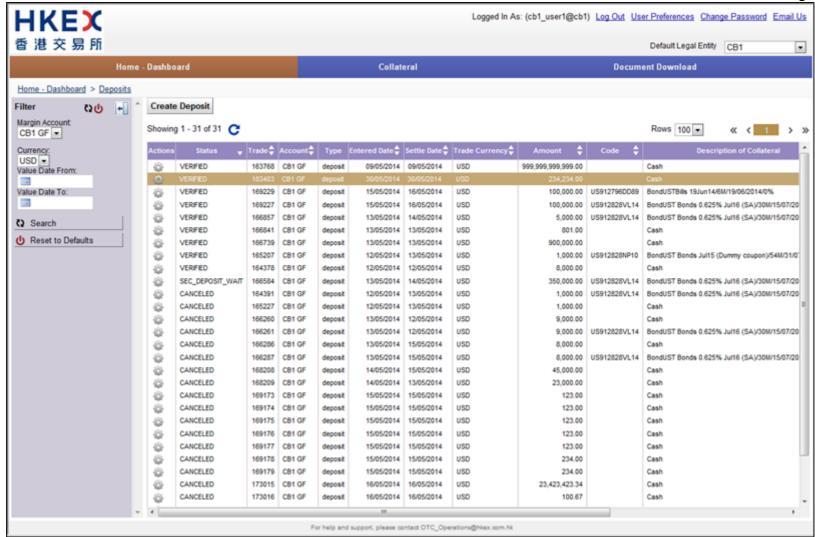


2. Refine the search result by using the Search Panel. After locating the request, select the request by right click on the specific row. The request will be highlighted when selected. Example, Trade ID 183403 is selected.

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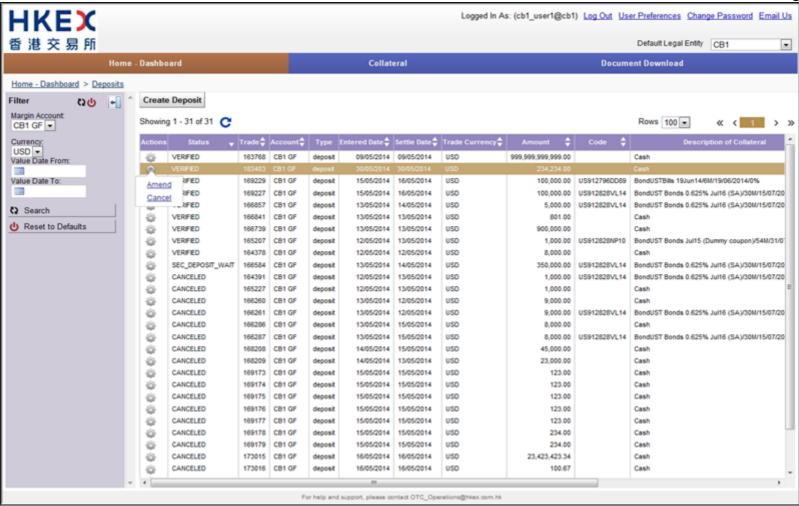
3. Click on the **Action icon** next to the selected request, a menu will appear. The action **Amend** and **Cancel** will be displayed. Click **Cancel**.

Note: Amend feature is not applicable to collateral movement request.

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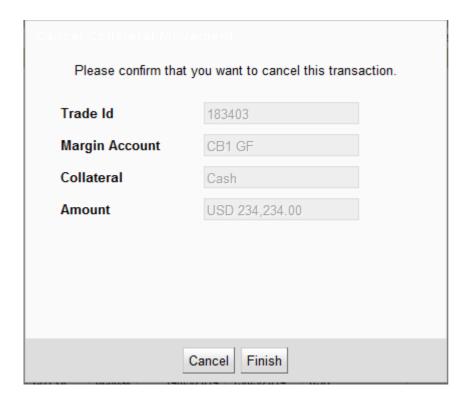


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4. A message will be prompted for confirming the cancellation. If the details are correct and confirm the cancellation, click **Finish**; otherwise, click **Cancel** to abort the cancellation.



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5. After clicking **Finish**, the confirmation screen will be displayed. User can leave the confirmation screen and continue using other functions of OASIS by clicking **Close**.

The request should be in "CANCELLED" status. To ensure the request is successfully created, user should refresh the Content Area to confirm the request status.



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6. If cancellation is applied to a request with status other than "4EYES", no action will be applied to the request and/or the following warning message will appear. Subsequent to any cancellation, it is recommended for user to retrieve the latest details of the request by using the Enquiry Function detailed in **Part III, Section 2.3**.

Server Error
Error: Action not applicable
Dismiss

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### 2.7. Approval of Request

#### 2.7.1. Function Descriptions

OASIS Collateral Management Portal employs a maker-checker mechanism. All Collateral Movement Request is required to be created by the maker and approved by a user with Authorize access prior to submitting to OTC Clear. OTC Clear will only process approved requests.

#### 2.7.2. Function Available Time

Correspond to the function available time of the request type. Please refer to **Part III, Section 2.4** for deposit and **Part III, Section 2.5** for withdrawal.

#### 2.7.3. How to Use (Step by Step)

1. On the Main Menu, select Approvals. Note: the dashboard will highlight the number of requests pending approval.

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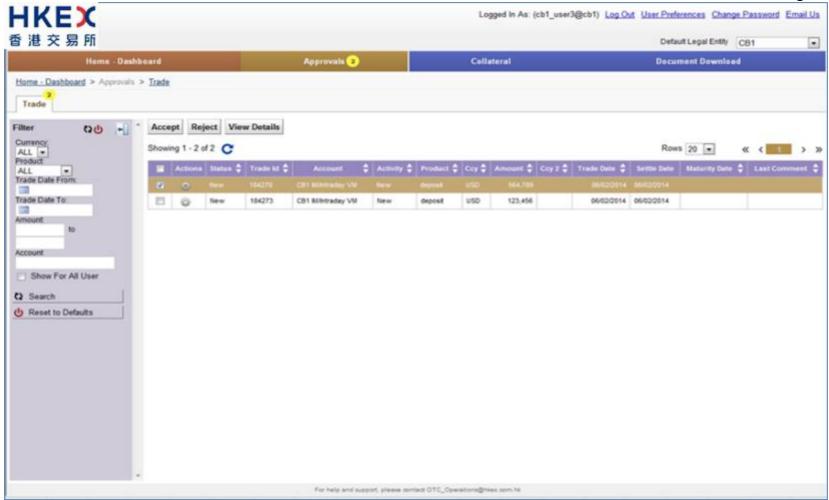


2. Refine the search result by using the Search Panel. After locating the request, select the request by checking the checkbox located at the first column of each row. The request will be highlighted. Example, Trade ID 184270 is selected.

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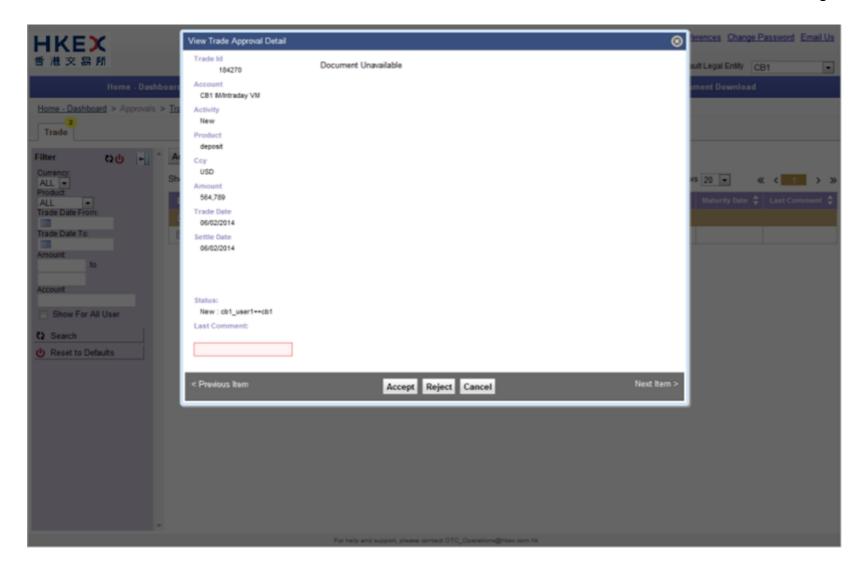


3. User can choose View Details to view the detail of the request. A message box will be prompted for confirming the request.

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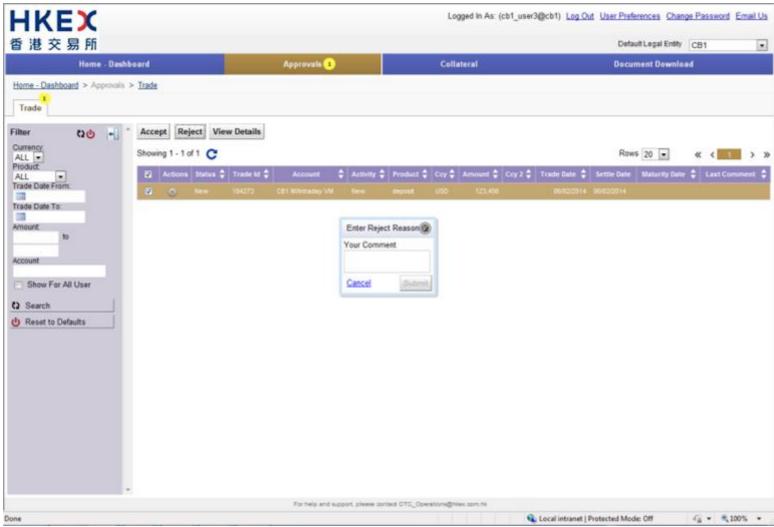
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4. If the details are correct, approve the request by clicking **Accept**; otherwise, click **Reject** to reject the request or **Cancel** to go back to the approval menu. User can input the reason for rejection at the comment box after clicking **Reject**.

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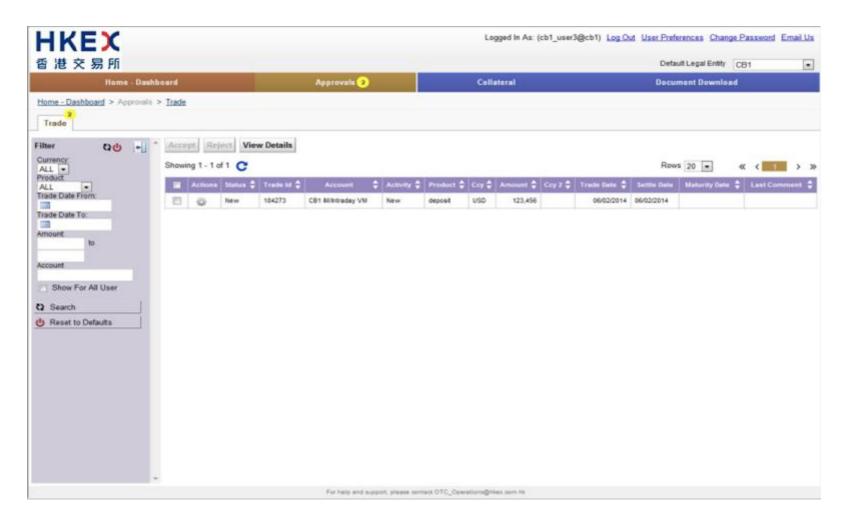


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5. Once the request is approved (or rejected), it will disappeared from the list of requests pending approval.

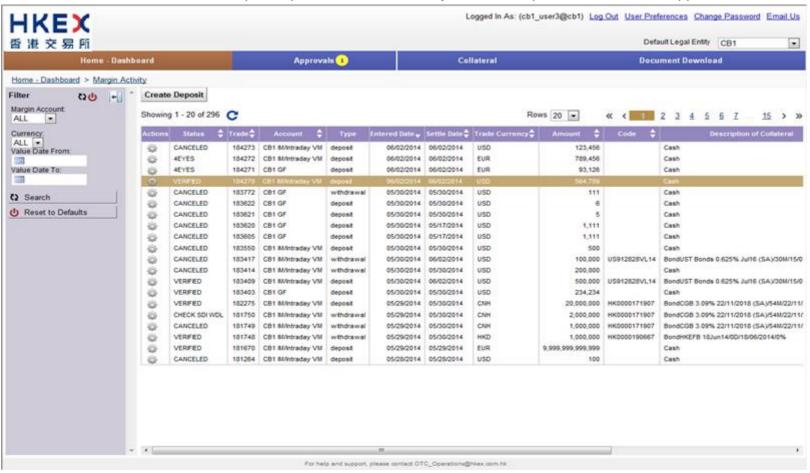


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6. Subsequent to any approval, it is recommended for user to retrieve the latest status of the request by using the Enquiry Function detailed in **Part III, Section 2.3**. Example, request ID#184273 was rejected and request ID#184270 was approved.



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7. For inter-account collateral transfer, both requests will get approved/rejected when the approver approve/reject one of the two requests. Please refer to **Part III**, **Section 2.4 Step 11 to 14** for greater details.

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# 3. Report Functions

### 3.1. Searching the Reports

#### 3.1.1. Function Descriptions

To locate a specific report published on a particular day/time. The following types of reports are published by OTC Clear on OASIS:

- Trade reports
- Settlement reports
- Margin reports
- Market Data reports

For the full list of OASIS reports, please refer to the Report Usage Guide.

#### 3.1.2. Function Available Time

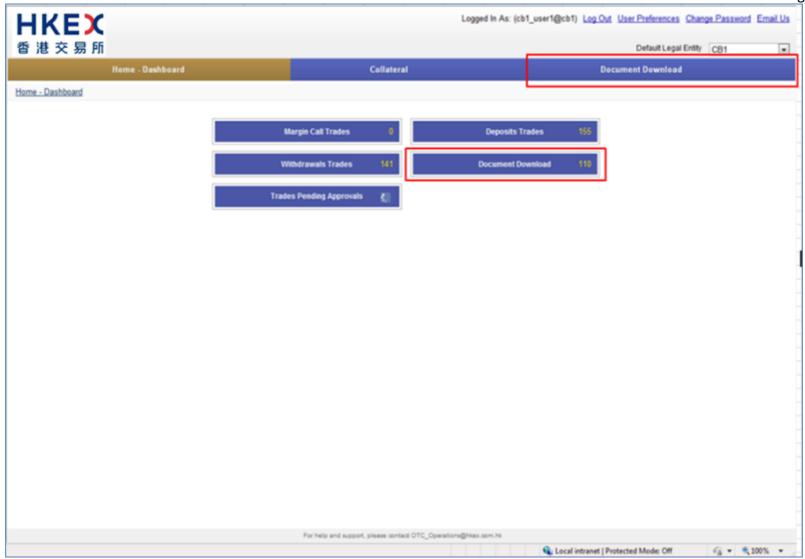
7:30 a.m. to 11:00 p.m. except during the EOD process between 7:30 p.m. to 10:00 p.m., every OTC Clear Clearing Day. Different reports have different publish time; please refer to the Report Usage Guide for details

#### 3.1.3. How to Use (Step by Step)

1. On the Main Menu, select Document Download. Please note the dashboard shows the number of reports published for the day.

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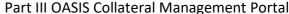


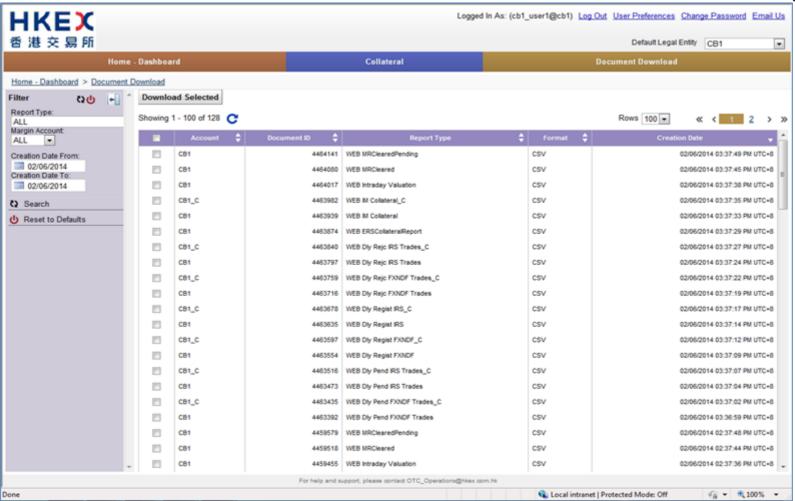
Note: the Default Legal Entity must be the Clearing Member to view both reports for House Business and Client Clearing Services.

2. By default, the Content Area will display all the reports published on the login day.

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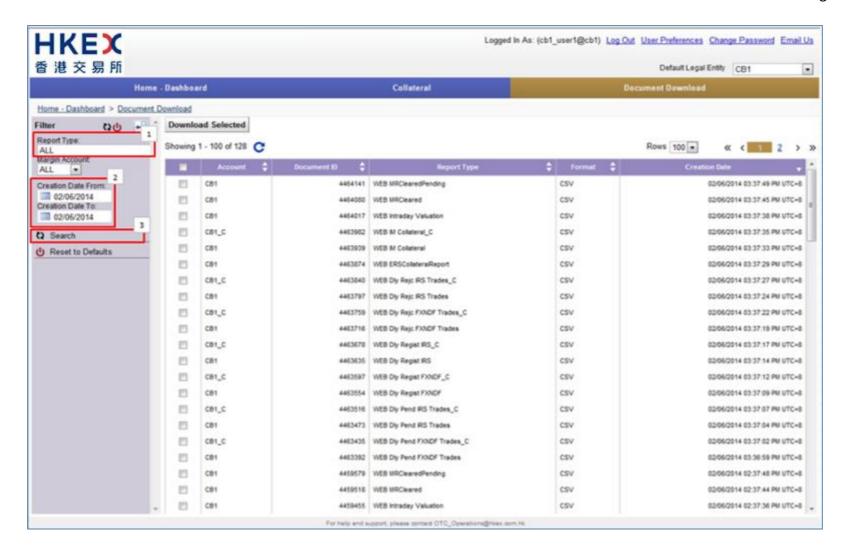




3. User can refine the reports displayed in the Content Area by using the search panel.

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4. User can refer to the below table for the attributes in the order displayed.

Column	Descriptions		
Select Box	Check box for Clearing Members to select the reports to be downloaded		
Account	Collateral/Margin Account		
Report ID	A unique identification number of the report		
Report Name	Name of the report		
Format	File format of the report [CSV: Comma Separated Values)		
Creation Date	Date and time when the report is generated [Format: DD/MM/YYYY HH:MM:SS AM/PM UTC+8]		

# 3.2. Downloading Reports

# **3.2.1.** Function Descriptions

User can retrieve the following types of reports published by OTC Clear on OASIS:

- Trade reports
- Settlement reports
- Margin reports
- Market Data reports

For the full list of OASIS reports, please refer to the Report Usage Guide.

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#### 3.2.2. Function Available Time

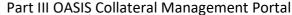
7:30 a.m. to 11:00 p.m. except during the EOD process between 7:30 p.m. to 10:00 p.m., every OTC Clear Clearing Day. Different reports have different publish time; please refer to the Report Usage Guide for details.

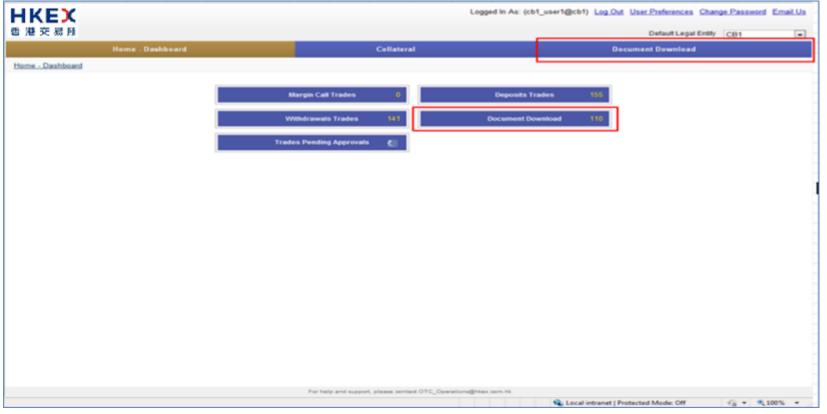
### 3.2.3. How to Use (Step by Step)

1. On the Main **Menu**, select **Document Download**.

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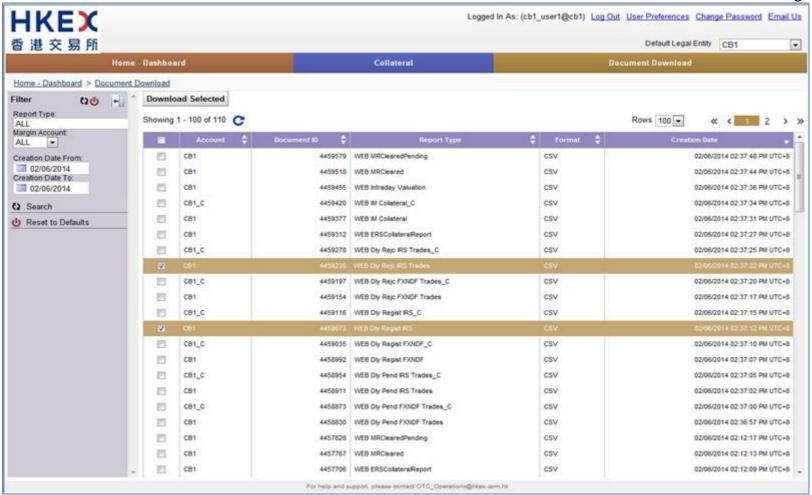




2. User can refine the reports displayed by using the Search Panel. After locating the report, select the report by checking the checkbox located at the first column of each row. The report will be highlighted.

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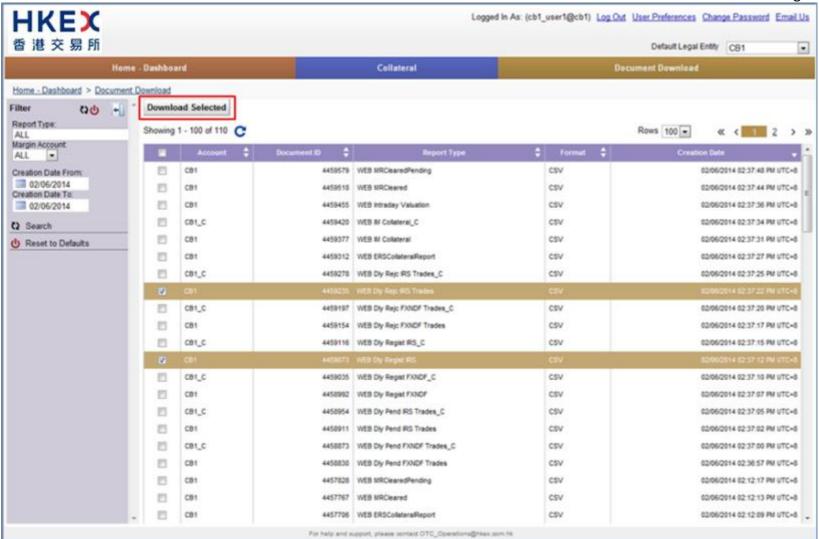


3. User can then save the selected reports by clicking **Download Selected.** 

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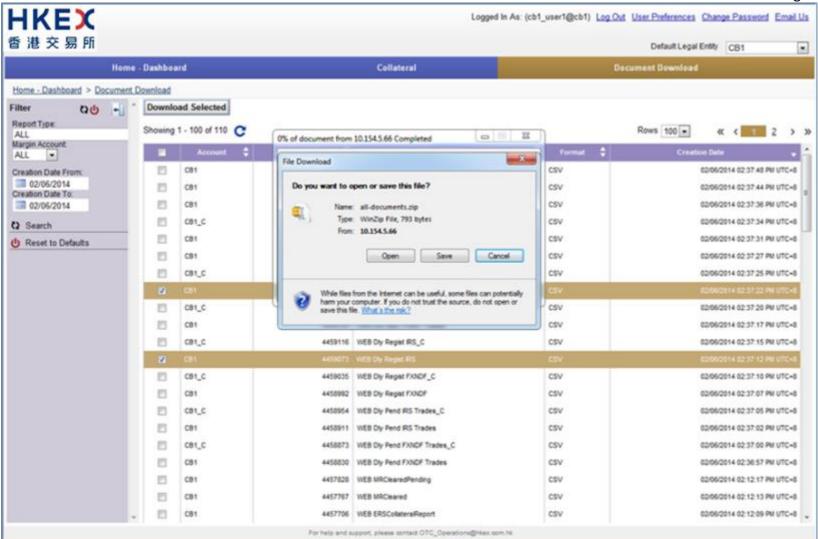


4. The reports will be compressed in a zip file format and user can save it to a local folder.

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#### Part III OASIS Collateral Management Portal



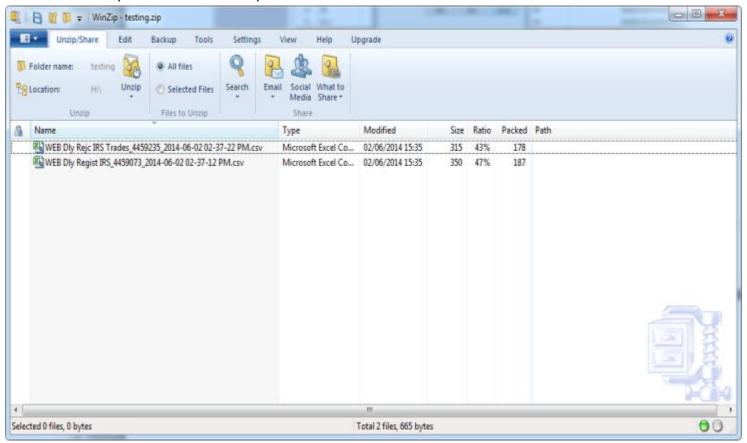
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5. The reports downloaded are in csv format and the name of each report has the following syntax:

report name\_document ID\_date&time.csv.

Below is an example of downloaded reports.



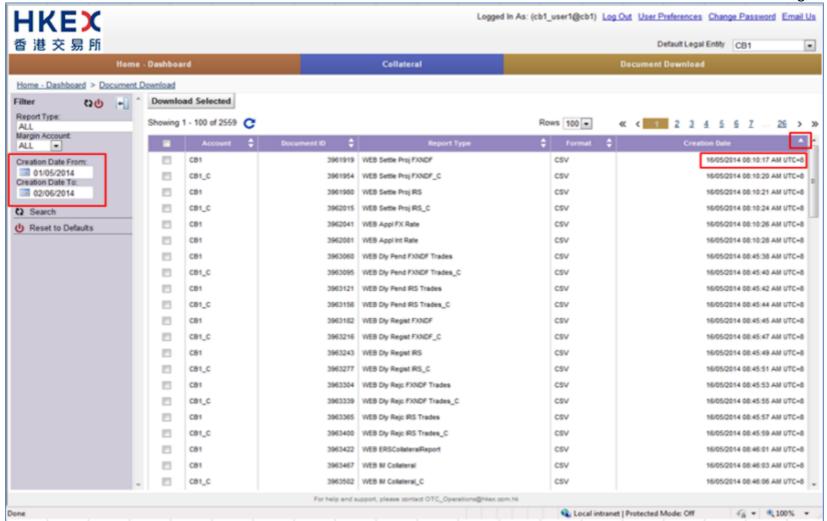
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6. The reports will remain available to OASIS users for <u>12 OTC Clear Clearing Days</u> from the date it is first made available on OASIS. For example, on 2 June 2014, the earliest available reports are those dated 16 May, 2014.

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