

Synapse New Application – Read this First
GUIDELINE FOR NEW APPLICATION

This guideline is prepared for new applicants of the Synapse Service in order to assist them through the application process. For any questions, please contact via phone at 852 2979 7123 or email at clg@hkex.com.hk

Steps	Points to note												
1. Confirm eligibility to onboard Synapse	<ul style="list-style-type: none"> There are different Synapse User types and Synapse Designated Service Provider (DSP) types subject to different eligibility requirement: <table border="1" data-bbox="660 662 2083 1345"> <thead> <tr> <th data-bbox="660 662 1097 710">Synapse User Types</th> <th data-bbox="1097 662 2083 710">Eligibility Requirement</th> </tr> </thead> <tbody> <tr> <td data-bbox="660 710 1097 790">Asset Manager (AM)</td> <td data-bbox="1097 710 2083 790"> <ul style="list-style-type: none"> Incorporated / re-domiciled in list of approved jurisdiction* Completed External User Testing with buy-side chain </td> </tr> <tr> <td data-bbox="660 790 1097 861">Global Custodian (GC)</td> <td data-bbox="1097 790 2083 861"> <ul style="list-style-type: none"> Possess a Business Identifier Code (BIC11) via SWIFT </td> </tr> <tr> <td data-bbox="660 861 1097 1053">Local Custodian (LC)</td> <td data-bbox="1097 861 2083 1053"> <ul style="list-style-type: none"> Incorporated / re-domiciled in list of approved jurisdiction* Completed External User Testing with buy-side chain Possess a Business Identifier Code (BIC11) via SWIFT Existing CCASS Participant of HKSCC </td> </tr> <tr> <td data-bbox="660 1053 1097 1252">Exchange Participant (EP)</td> <td data-bbox="1097 1053 2083 1252"> <ul style="list-style-type: none"> Incorporated / re-domiciled in list of approved jurisdiction* Completed External User Testing with sell-side chain Possess a Business Identifier Code (BIC11) via SWIFT Existing Exchange Participant of SEHK </td> </tr> <tr> <td data-bbox="660 1252 1097 1345">Clearing Participant (CP)</td> <td data-bbox="1097 1252 2083 1345"> <ul style="list-style-type: none"> Incorporated / re-domiciled in list of approved jurisdiction* Completed External User Testing with sell-side chain </td> </tr> </tbody> </table>	Synapse User Types	Eligibility Requirement	Asset Manager (AM)	<ul style="list-style-type: none"> Incorporated / re-domiciled in list of approved jurisdiction* Completed External User Testing with buy-side chain 	Global Custodian (GC)	<ul style="list-style-type: none"> Possess a Business Identifier Code (BIC11) via SWIFT 	Local Custodian (LC)	<ul style="list-style-type: none"> Incorporated / re-domiciled in list of approved jurisdiction* Completed External User Testing with buy-side chain Possess a Business Identifier Code (BIC11) via SWIFT Existing CCASS Participant of HKSCC 	Exchange Participant (EP)	<ul style="list-style-type: none"> Incorporated / re-domiciled in list of approved jurisdiction* Completed External User Testing with sell-side chain Possess a Business Identifier Code (BIC11) via SWIFT Existing Exchange Participant of SEHK 	Clearing Participant (CP)	<ul style="list-style-type: none"> Incorporated / re-domiciled in list of approved jurisdiction* Completed External User Testing with sell-side chain
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<p>2. Prepare for Application</p> <p>a) Complete the Synapse User & Designated Service Provider</p>	<ul style="list-style-type: none"> • Synapse User & Designated Service Provider Application / Change of Details Form [click here]. • Supporting documents required: <ul style="list-style-type: none"> i) Board resolution (x2*); 								

<p>Application / Change of Details Form</p> <p>b) Provide Supporting Documents</p> <p>c) Read the Terms and Conditions</p>	<p>ii) List of authorised signatories with specimen signatures [click here];</p> <p>iii) A certified true copy of business registration (or its equivalent); and</p> <p>iv) A certified true copy of the certificate of Incorporation (or its equivalent), or where applicable, satisfactory documentary proof of re-domiciliation.</p> <p>* * Two board resolutions are required: one for the Synapse User / DSP Application; one for the list of authorised signatories for signing various prescribed forms of, and/or giving written instructions to HKSCC in connection with any matters arising from the use and operations of the Synapse Service.</p> <p>We strongly encourage the applicant to use the sample document [click here] to fulfill the requirements of the board resolution. This document contains the specific text needed to meet the minimum standards for this supporting documentation.</p> <ul style="list-style-type: none">• Synapse Terms and Conditions [click here].
<p>3. Complete the Synapse access set up by Delegated Administrator (DA) after HKSCC processed your application</p>	<ul style="list-style-type: none">• After receiving email notification from HKSCC about the acceptance of your Synapse application and completion of the Delegated Administrator (DA) set up, DA need to set up their corresponding business user accounts and assign relevant access rights to them via HKEX Access Management Portal [click here for user guide].• Three Synapse functions are now available on HKEX Access Management Portal to be granted by DA to Synapse users:

	Function ID	Descriptions	Maker	Checker	Enquiry
	User profiles assigned by DA				
	EU_DataManager	For the access to the data manager related functions	✓	✓	
	EU_TransactionBalances	For the access to the transaction balance related functions	✓	✓	
	EU_SYNUser	Read-only access			✓
4. Complete the fund onboarding / account onboarding in Synapse	<p>Note: For function “EU_DataManager” and “EU_TransactionBalances”, please assign either “Maker” or “Checker” role to the business user. For business user who need read-only access to Synapse, please assign the business user with function “EU_SYNUser” with “Enquiry” role only.</p> <ul style="list-style-type: none"> • Synapse Users / DSP can start login Synapse via HKEX Access Management Portal [click here] to complete the self-service fund onboarding / account onboarding process. Please refer to the Synapse User Guide [click here] for the steps. • Upon completion of the self-service fund onboarding / account onboarding process, all Synapse Users can start viewing the status / managing the approval of the settlement instructions in Synapse whenever there is settlement notification for the related fund(s) / account(s) transmitted from the third party matching platform, starting from the effective date of the fund(s) / account(s). 				

Additional details for Synapse User and DSP connected via ISO / API:

- ISO Connectivity:
 - Synapse Users / DSPs are required to subscribe the Synapse Live Closed User Group (CUG) and contact Post Trade Market Access & Administration Team at cdco_cas@hkex.com.hk once the subscription is completed at their end for further processing. Please refer to guideline to join the Synapse Live CUG in Section 13.1 of the Synapse User Guide.
- API Connectivity:
 - Synapse Users are required to refer to the technical documents related to API connectivity available at HKEX website for system development. Please refer to Section 12.1 of the Synapse User Guide for the introduction of API Connectivity. Please contact Post Trade Market Access & Administration Team via email (cdco_cas@hkex.com.hk) to get the password in order to access the technical documents related to API.