HKEX
香港交易所

Attachment 2

Activity Rundown for OTP-C Practice Session on 6 January 2018

Time	Standard Tasks
5 January 2018 (Friday) – After Market Close	
After 5:00pm	❑ Ensure the production database of in-house / back-office systems are properly backed-up before the Practice Session. ❑ Ensure the BSS system version used for the Practice Session is OTP-C compatible; otherwise the BSS system may not be able to connect to OTP-C when OTP-C is brought up. **Notes:** ● ***For BSS, please do not input any next day requests after trading hours on Friday (i.e. requests intended for submission to host on the following trading day, since next day requests will be submitted to OTP-C host during Practice Session and will not be available on the following trading day).*** ● ***After Practice Session, EPs are also reminded to clean up the next day requests (if any) to ensure that these testing orders will not be carried forward to the production on the following trading day.***
6 January 2018 (Saturday) ***[applicable to EPs with prior enrollment]***	
Before 8:30am	**Logon to OTP-C Host** For **OCG/NSTD:** ❑ Perform Administrator Logon to ET Trade Speed Station. ❑ Perform logon for OCG sessions by using the password **"Ab123456"** (including Trading and Drop Copy sessions). ❑ Perform ET Trade Speed Station Start-of-Trading procedure. ❑ Perform Trader logon. ❑ Note: If EP encounters any issue on ET Trade Speed Station, please directly contact ET Trade Customer Service Hotline at 2880-8601 or by email to cs@etnet.com.hk. For **OCG/BSS** ❑ Connect to OCG for all OCG sessions (including Trading and Drop Copy sessions). ❑ Logon using the assigned Comp ID(s) and the password **"Ab123456"** for all OCG sessions (including Trading and Drop Copy sessions).
Pre-Opening Session	
9:00am - 9:30am	❑ The Pre-Opening Session consists of - Order Input Period (9:00am - 9:15am) - Pre-order Matching Period (9:15am - 9:20am) - Order Matching Period (9:20am - 9:28am) - Blocking Period (9:28am - 9:30am) ❑ Simulate real-life trading activities (in terms of order input, pattern and volume) during the Pre-opening Session.
Continuous Trading Session (Morning Session)	
9:30am – 12:00noon	❑ The Continuous Trading Session consists of - Without VCM monitoring (9:30am – 9:45am)

Time	Standard Tasks
	- With VCM monitoring (9:45am – 11:40am) ❑ Simulate real-life trading activities (in terms of order input, pattern and volume) during the Continuous Trading Session. ❑ For Liquidity Provider and Market Maker: - Submit market making orders or quotes on all their assigned products. **Note :** EPs are required to strictly adhere to following order input requirement during the Practice Session: • Order quantity MUST NOT be greater than 20 board lots. • Order price MUST NOT be more than +/- 20 spreads deviated from the opening price except for VCM stocks. Please note that EPs who do not follow the testing guidelines or conduct frivolous activities during the Practice Session may be suspended from further participation in the Practice Session without prior warning.
Simulated System Failure / Trading Interruption	
At about 9:40am	❑ EPs should pay attention to HKEX's announcement of the contingency arrangement via Exchange News. The Exchange News will be available through Datafeed of HKEX Orion Market Data Platform – Securities Market (OMD-C). ❑ If the Exchange News cannot be disseminated through OMD-C, EPs should pay attention to HKEX's announcement via email with email address provided on Attachment 1 - Enrollment Form for Participation in OTP-C Practice Session.
After 9:40am	For **OCG/NSTD** ❑ Print out the trades concluded in OTP-C for records For **OCG/BSS** ❑ Perform the necessary preparation and backup the trades concluded in OTP-C before failure on their BSS and/or back office system (if applicable) ❑ Output the trades concluded in OTP-C via Drop Copy function for record and verification purpose (if applicable).
Resumption of Trading / Trading Restart at Backup Site	
At 10:40am	❑ Logon to OTP-C Host again. ❑ Make order and trade enquiries and print out Trade Journal locally, if applicable. ❑ Check and reconcile cancelled, matched and outstanding orders. ❑ Confirm with counter-parties on all manual trades input within 5 minutes before system crash, if applicable. ❑ Report any discrepancy to the Exchange.
Order Cancel Session	
10:45am - 11:00am	❑ Cancel outstanding orders individually as much as possible for rehearsal purpose.
Continuous Trading Session (Continued Morning Session)	
11:00am - 12:00noon	❑ The Continuous Trading Session consists of - With VCM monitoring (11:00am - 11:40am) - Without VCM monitoring (11:40am - 12:00noon) ❑ Simulate real-life trading activities (in terms of order input, pattern and volume) during the Continuous Trading Session.

Time	Standard Tasks
	❑ For Liquidity Provider and Market Maker: - Submit market making orders or quotes on all their assigned products. **Note :** EPs are required to strictly adhere to following order input requirement during the Practice Session: • Order quantity MUST NOT be greater than 20 board lots. • Order price MUST NOT be more than +/- 20 spreads deviated from the opening price except for VCM stocks. Please note that EPs who do not follow the testing guidelines or conduct frivolous activities during the Practice Session may be suspended from further participation in the Practice Session without prior warning.
Closing Auction Session	
12:00noon - 12:10pm	❑ The Closing Auction Session consists of - Reference Price Fixing Period (12:00noon - 12:01pm) - Order Input Period (12:01pm - 12:06pm) - No Cancellation Period (12:06pm - 12:08pm) - Random Closing Period (12:08pm - 12:10pm) - Order Matching Period (12:08pm - completion of matching (variable end time)) - Day Close upon completion of matching ❑ Simulate real-life trading activities (in terms of order input, pattern and volume) during the Closing Auction Session.
Day Close – upon completion of matching	
12:10pm	For **OCG/NSTD:** ❑ Perform trader logout. ❑ Perform ET Trade Speed Station End-of-Trading procedure. ❑ Logout and terminate OCG session. ❑ Logout all ET Trade Speed Station. For **OCG/BSS:** ❑ Logout and terminate OCG session. ❑ Perform end-of-trading procedures, if any, to ensure database integrity. ❑ Clean up the transaction data (e.g. orders and trades) entered during the Practice Session from BSS, if applicable. ❑ Restore the data and proper BSS production configuration for following Monday, if necessary.
Download Day-end Trade File and Closing Price File	
12:30pm - 1:00pm	❑ Day-end closing price file and trade file in Central Trade Feed (CTF) format will be available from 12:30pm onwards. EPs are required to login Electronic Communication Platform (ECP) (https://www.ecp.hkex.com.hk/) by inputting the production user ID with the "TO" user group (i.e. user ID of MXXXXXTOXXX) and production password.
Software fallback for BSS	
After 1:00pm	For **BSS** : ❑ Fallback the BSS software to AMS/3.8 compatible version.

Time	Standard Tasks
8 January 2018 (Monday)	
Before 8:30am	**Logon to AMS/3.8 Host** For **OCG/NSTD** ❑ Perform Administrator Logon to ET Trade Speed Station. ❑ Perform logon for OCG sessions (including Trading and Drop Copy sessions) by using the production password. ❑ Perform ET Trade Speed Station Start-of-Trading procedure. ❑ Perform Trader logon. ❑ Note: If EP encounters any issue on ET Trade Speed Station, please directly contact ET Trade Customer Service Hotline at 2880-8601 or by email to cs@etnet.com.hk. For **OCG/BSS** ❑ Perform logon for OCG sessions (including Trading and Drop Copy sessions) by using production password.

Notes:

(1) Should EPs have any query or identify any irregularities during the Practice Session, please contact the following Participant Support Hotlines:

- For general enquiry : 2840-3626
- For technical enquiry : 2840-3351