

## **Membership Procedure**

The membership procedure consists of five steps.

### **Step 1: Submission of the Application Form**

The first step to be admitted to ADEX is the submission of the Application Form. In this form, applicants must indicate which type of business they intend to conduct (e.g. proprietary trading and/or customer trading). Prior to it, the comprehension of the Members Manual, which contains detailed information on the conditions for participation, trading, clearing as well as technical aspects, product specifications, training and publications, is very important.

The Application Form, regardless of the type of membership applied for, should be accompanied by the documents indicated by the ADEX

Furthermore, each applicant is required to (a) prepare a diagram of the technical equipment, (b) hire certified personnel, in order to compose the "Application Memorandum" which basically consist the second step of the procedure.

The Rules and Regulations are available in the ADEX homepage`  
[www.adex.ase.gr](http://www.adex.ase.gr)

### **Step 2: Submission of the Application Memorandum**

The Application Memorandum is submitted to ADEX and contains a brief description of the organisational structure and of the procedures adopted in the company for the smooth operation of the applicant. The memorandum should be accompanied by the following documents:

In case that the applicant is a banking Institution the Memorandum is also forwarded to the Bank of Greece.

Since the sales department receives the memorandum it sends to the applicant the contracts to be signed in order to participate to the mock trading, while the applicant is preparing for the following issues:

When the ADEX receives the contracts and the systems configuration it sends to the applicant the guidelines for hardware installation, the interface files and the software A.P.I.'s. At this point ADECH sends a letter with the scenaria to be followed by the applicant during the Mock Trading period.

### **Step 3: Participation of the Applicant to the Mock Trading**

During the Mock Trading, apart from following the scenaria the applicant has to

1. Accomplish the internal organisational procedures to be adopted
2. Investigate the cooperation conditions and the contact terms with great emphasis to be given to the Margin Bank to be selected and the other Clearing members.(if any)
3. Certified personnel
4. To be in a final stage in the selection of the front office, back office and risk management supplementary systems
5. To have prepare the customer service material.

During the applicant's participation at the mock trading session, a working Group, consisted of ADEX and ADECH managerial personnel, monitors its performance and compliance with the set scenaria. At the end of this period, provided the applicant' s consensus, the Working group visits the applicant's premises to ensure the prerequisites fulfillment just before they make the proposal to ADEX and ADECH Board of Directors for member's approval.

Having accomplished all the afore mentioned steps of preparation, the applicant may proceed to the purchase of the hardware to be used in the derivatives market.

Please note, that the annual fee is related with the user license of 4 trading workstations (in every trading workstation the software installation includes the DTW application and the DCW application, necessary for position monitoring) and 2 clearing workstations (in every clearing workstation the software installation includes the DCW application, for the clearing operation).

For every additional trading workstation, the Member is obliged to pay an extra 1.000.000 GRD to ADEX and 500.000 GRD to ADECH accounts on an annual basis.

For every additional clearing workstation, the Member is obliged to pay an extra 1.000.000 GRD to ADECH account on an annual basis.

#### **Step 4: Signing the Contracts of Membership**

After the applicant' s approval by the ADEX and ADECH Board of Directors, the Business Development Division communicates the decision to the member accompanied with the guidelines until the final activation.

ADEX also announces to the Settlement Bank and to the Margin Banks the BoD's member approval.

Then, along with the signed contracts, on the Members side, the documents mentioned hereunder should be submitted to ADEX in order for contracts to be signed also by ADEX side.

Given that there are not missing documents, the Member may apply for its practical activation through the ID codes, which basically consist the final step of the membership procedure.

#### **Step 5: Member Approval and ID Codes Activation**

After the signing of the contracts, the Member has to bring to ADECH the letter of Guarantee (according to the type of membership applied) and to proceed to the legalisation of Books and Records.

Furthermore, the Member applies for the specification of the ID codes to be given to the trading and clearing users.