



# Operations Manual

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## SECTION 1 – ICE CLEAR CANADA, INC.

### Introduction

ICE Clear Canada, Inc. (“Corporation” or the “Clearinghouse”) is the clearinghouse and guarantor of Exchange traded derivative contracts on ICE Futures Canada, Inc. (“Exchange”). The Corporation ensures the integrity and stability of the derivative market through its guarantee, as the buyer to every seller, and the seller to every buyer.

**Amended by the Board April 12, 2013; effective June 1, 2013.**

### The Operations Manual

This Operations Manual gives details of the system and procedures for processing trades, determining Open Positions, Margins, Exercises, Tenders and Assigned Positions and Settlement transactions. Procedures, deadlines, and forms contained in this manual have the full force of the Corporation’s Rules. Failure to comply shall be considered a violation of the Corporation’s Rules. In the case of a conflict between the Operations Manual and the Rules, the Rules take priority. All defined terms in this Operations Manual are as defined in the Rules of the Corporation.

All times in this Operations Manual refer to Central Time unless otherwise indicated.

All amounts in this Operations Manual refer to Canadian dollars unless otherwise indicated.

**Amended by the Board April 12, 2013; effective June 1, 2013.**

### Contact Information

For clearing application support, contact the ICE Helpdesk:

24-Hour Helpdesk      Phone 770-738-2101      Email: [iccaops@theice.com](mailto:iccaops@theice.com)

Non-urgent support inquiries and banking and deliveries requests should be directed to the Winnipeg office:

<u>Winnipeg office:</u>	<u>Phone</u>	<u>Fax</u>	<u>Email</u>
Main switchboard	204-925-5000		
General support	204-925-5017		<a href="mailto:iccaops@theice.com">iccaops@theice.com</a>
Banking & collateral	204-925-5012	204-925-5015	<a href="mailto:wcecc@theice.com">wcecc@theice.com</a>
Deliveries	204-925-5000	204-925-5015	
Shipment	204-925-5000	204-925-5015	<a href="mailto:canadashipment@theice.com">canadashipment@theice.com</a>
Regulatory division	204-925-5019 or 5013	204-925-5010	<a href="mailto:compliance-canada@theice.com">compliance-canada@theice.com</a>

**Amended by the Board April 12, 2013; effective June 1, 2013 [new section].  
Administrative amendment effective June 2, 2014.**

### Clearing Systems

The Corporation offers Clearing Participants a number of applications to conduct the required operational activities of a Clearing Participant. The primary systems, consist of the post-trade administration, clearing, settlement processing and banking systems, which include ACT, ECS, ICE Block, PTMS, and such other systems as will be identified by notice to Clearing Participants from time to time. Each Clearing Participant is required to have interfaces to each of these applications.

**Amended by the Board April 12, 2013; effective June 1, 2013 [new section].**

## SECTION 2 – TIME FRAMES, DEADLINES, AND REPORTS

### Staff Availability

Clearing Participants shall have suitably trained and qualified staff available to conduct business with the Corporation and with other Clearing Participants between the hours of 8:00 a.m. and 4:00 p.m., or other hours as specified from time to time by the Corporation.

### Daily Schedule

<u>Activity</u>	<u>Schedule</u>
ECS Availability	Open 7:00 p.m. Sunday through 6:00 p.m. Friday, Except Closed 6:00 p.m. to 8:00 p.m. Monday to Thursday
Final Gross Position Reporting (Morning Adjustments)	8:00 p.m. to 8:20 a.m.
PTMS & ACT Availability	Open 7:00 p.m. Sunday through 4:30 p.m. Friday
PTMS & ACT Date Roll	4:30 p.m. or later, Monday through Friday
Evening Gross Position Reporting (PCS)	10:00 a.m. to 6:00 p.m.
End of Day Processing Begins	6:00 p.m.
Daily Reports and Files Available	8:00 p.m.

Schedule is subject to change.

Systems may be available outside of the times listed.

### Daily Deadlines

<u>Activity</u>	<u>Deadline</u>
Position & Trade Management:	
Final Gross Position Reporting (Morning Adjustments)	8:20 a.m.
Daily reporting of long positions as of the close, in chronological order (FIFO period only)	8:20 a.m.
Options exercise instructions for expiring options	3:30 p.m.
Completion of transactions for same-day processing, including give-ups, transfers, allocations, and error corrections	4:30 p.m.
Options Exercises (except expiring options)	6:00 p.m.
Evening Gross Position Reporting (PCS)	6:00 p.m.
Gross Customer Margin (GCM) data file submission	6:00 p.m.

#### Cash & Collateral Transactions (For same-day processing):

Withdrawal requests	2:00 p.m.
Deposits	2:00 p.m.

#### Expiry Day for Options

<u>Activity</u>	<u>Deadlines</u>
Trade Corrections, Changes to Automatic Exercise instructions, Exercises, cancel of Exercises	3:30 p.m.
Gross Position Reporting (PCS) – Expiring Options	3:30 p.m.
Exercise and Assignment Notifications	4:00 p.m.

#### FIFO Period (Futures only)

<u>Activity</u>	<u>Deadlines</u>
Daily reporting of long positions as of the close in chronological order	8:20 a.m.
Tender and Assignment Notification	9:30 a.m.
Tender of Delivery Notices	3:00 p.m.

The time deadlines listed above may be amended at the discretion of Operational Management.

If the time deadlines are shortened, the Corporation will provide Clearing Participants with reasonable advance written notice of the new time deadlines.

The time deadlines may also be extended, at the sole discretion of Operational Management, upon the request of a Clearing Participant. Clearing Participants must give reasonable notice of a request to extend a time deadline and must provide such information as the Corporation requests.

#### Reports Available to Clearing Participants

A full description of available reports and data files is maintained on ICE Community and will also be provided to Clearing Participants on request.

**Amended by the Board April 12, 2013; effective June 1, 2013.**

**Amended by the Board May 5, 2014; effective July 18, 2014 [Daily Deadlines re GCM].**

**Amended by the Board October 27, 2014; effective Trade Date October 30, 2014 [Daily Schedule - ECS availability, Final Gross Position Reporting, Daily Reports and Files Available].**

## SECTION 3 – TRADE PROCESSING

### Trade Processing – Futures and Options

Positions of each Clearing Participant are carried by the Corporation for Customer and House accounts, and each of these accounts is maintained separately. The Corporation furnishes separate reports for each account.

The process for maintaining and reporting gross long and gross short positions in Customer and House accounts is described in Open Positions section 4.

House accounts are always held on a net basis; i.e. – all offsetting trades for an account are automatically netted out.

The Exchange's Trading System feeds matched trade information to the Corporation throughout the day. Clearing Participants are also able to enter Ancillary Transactions into ICE Block for processing.

Positions and trades may be transferred to another Clearing Participant, or to another Customer or House account of the same Clearing Participant, using the position transfer and give-up transfer functionality offered by the Corporation. All transfers, including give-ups, are subject to the Rules of the Exchange.

The clearing system may retain a record of all trade activity for up to three (3) days, and may permit trades executed on a prior day to be transferred as a give-up, provided a record of that trade has been retained. If a transfer transaction is incomplete at the time of the PTMS and ACT Date Roll, listed in section 2, the incomplete transaction may be retained in the clearing system for up to two (2) days. An incomplete transaction that is completed on a subsequent day will be posted to the affected accounts on the Trading Day it is completed.

The Customer ("C") or House ("H") designation is required to be included on all transactions.

The coding of an account number is required on all transactions, except transactions resulting from futures deliveries and options exercises.

**Amended by the Board April 12, 2013; effective June 1, 2013 [changes to paragraphs 1, 3, 4, 8; new paragraphs 2, 5, 6, 7; sections on Open Interest, Settlement deleted.].**

### Error Corrections – General

Occasionally, the need will arise to correct an already-cleared trade. There are two types of corrections possible:

(1) Non-Matching Data

Non-Matching Data consists of any information that is unique to one side of the trade, such as account number or CTI code. Non-Matching Data may be corrected by the Clearing Participant at any time during the permissible clearing hours listed elsewhere in this manual.

(2) Matching Data

Matching Data consists of information that is common to both sides of a trade, such as price, quantity, and contract. The Clearing Participants on both sides of the trade must approve all corrections or cancellations of Matching Data.



- a. Correction or cancellations of Matching Data for trades executed through the Trading System, other than ICE Block, must be done as specified in the Error Trade Policy in Rule 8 of the ICE Futures Canada, Inc. Rules.
- b. Corrections or cancellations of Matching Data for trades executed through ICE Block, may be done by contacting the ICE Help Desk and advising them of the necessary adjustment or cancellation. The Corporation reserves the absolute right to refuse any such request.
- c. Corrections or cancellations of Matching Data for transactions conducted through the clearing system, such as transfers and give-ups, may be done using the transaction reversal, cancellation, or adjustment features of the clearing system. Where the Clearing Participants who are the parties to a transaction are unable to make a correction or cancellation in the clearing system, the correction or cancellation may be done by contacting the Corporation and advising of the necessary adjustment or cancellation. The Clearinghouse reserves the absolute right to refuse any such request.

**Amended by the Board April 12, 2013; effective June 1, 2013 [moved from Section 4; paragraph (1), (2), a., (2) a. i., ii., iii. deleted, new (2) b., c.].**

## SECTION 4 – OPEN POSITIONS

### Introduction

The Corporation maintains a record of open positions which records the open long or open short Positions for each Series of Futures and Options for each Participant by account type, updating the information as each trade is processed.

House accounts are always held on a net basis; i.e. – all offsetting trades in the same Series of Futures or Options are automatically netted out.

Customer accounts are held on a gross long and gross short basis. For each Series of Futures or Options, all buy (or sell) trade transactions or transfers increase the gross long (or gross short) position, and all exercises, assignments, and tenders decrease the gross long or short position affected by the transaction. Clearing Participants may adjust their gross positions to account for offsetting trades or transfers, according to the procedures set out later in this section.

The effect of each of these actions on the Participant's open position is set out on the reports which are available to each Clearing Participant at the conclusion of the trading day. During the day this information is available in the Positions tab in ECS.

**Amended by the Board May 5, 2014; effective July 18, 2014 [2<sup>nd</sup> para re transfers].**

### Position Reporting & Adjustments to Open Positions

#### Requirement to Report Accurate Open Positions

Positions for a House Account are maintained on the net and consequently, no action is required by a Clearing Participant for their House Account.

Clearing Participants are required to report the accurate gross long and gross short position of their Customer Account in each Series of Futures and Series of Options on a daily basis prior to the deadline for Final Gross Position Reporting (Morning Adjustments) listed in Section 2, and at any other times specified by the Corporation.

**Clearing Participants should be aware that failure to report evening PCS and/or failure to report Morning Adjustments to gross positions may result in system-calculated positions that are inaccurate. It is the Clearing Participant's responsibility to ensure that positions are reported accurately, through evening PCS and/or through Morning Adjustments. It is also the Clearing Participant's responsibility to ensure that final positions comply with Exchange rules on offsetting.**

When reporting gross positions, Clearing Participants report only the gross long position. The clearing system automatically calculates the gross short position using the Clearing Participant's net position (long position – short position). This ensures that the Clearing Participant's correct net position in each Series of Futures or Options is always maintained.

#### Requirement to Report Customer Position Information in Gross Customer Margin (GCM) Data Files

For each Customer account, Clearing Participants must report customer positions and customer account information according to the Gross Customer Margin (GCM) File specification published by ICE and available on ICE Community. GCM file submissions must be received by the Corporation each Trading Day prior to the deadline listed in Section 2.

Customer position data and customer information reported in GCM data files will be used to determine Original Margin according to the GCM specification, and will be used for managing customer positions including in the event of a Clearing Participant default.

**Amended by the Board May 5, 2014; effective July 18, 2014 [added GCM requirements].**

#### Preliminary Gross Position Reporting (Evening PCS)

Clearing Participants report preliminary gross positions (evening PCS) prior to the published deadline at the end of each day.

Evening PCS may be reported by the following methods, listed in order by priority of application:

1. Manual entry in the Positions tab in ECS;
2. Submission of a FIXML PCS data file;
3. Submission of a FIXML GCM data file.

Manual PCS entries will override all values submitted in data file(s) for the same Series of Futures or Options. PCS values will be derived from the total positions reported in a FIXML GCM data file only if PCS for the same Series of Futures or Options is not manually entered and is not submitted in a FIXML PCS data file.

Clearing Participants are not required to report evening PCS for non-expiring contracts, unless instructed to do so by the Corporation. However, Clearing Participants must be aware that failing to report accurate evening PCS may affect options exercise processing, as described later in this section, and may result in system-calculated positions that are not accurate. Clearing Participants must ensure that accurate positions are reported, through evening PCS and/or through Morning Adjustments.

During end of day processing, the clearing system is updated with the trading activity for the current session and new net positions are calculated for each Clearing Participant account(s).

Preliminary gross positions are calculated based on the Clearing Participant's PCS information provided prior to the application deadline, and long or short positions, as applicable, are further reduced to account for any positions closed out by exercises, assignments, or tenders (deliveries) that are processed during end of day processing.

**Amended by the Board May 5, 2014; effective July 18, 2014 [2<sup>nd</sup> & 3<sup>rd</sup> paras].**

#### **The following restrictions, limitations, adjustments, and settings apply to all PCS submissions:**

1. Accurate PCS submissions are necessary to ensure proper options exercise processing:
  - a. When a Clearing Participant submits an Exercise Notice for a Series of Options, the Clearing Participant must ensure that its gross long position in that series will be equal to or greater than the quantity of exercises submitted. The Clearing Participant must also ensure the reported gross long position for that series reflects the position before the exercises are processed.
  - b. Failure of a Clearing Participant to report an accurate position in a Series of Options where exercises are processed may result in the Clearing Participant being assigned a quantity that is larger or smaller than would have been assigned against the correct position. Clearing Participants are responsible for all positions assigned from exercised options, including assignments against short positions which were intended to offset long positions but were still reflected in the gross short position at the time the exercises were processed.

2. Manual PCS submissions override data file submissions: A PCS value entered manually into the Positions tab in ECS will override any PCS value received in a PCS or GCM data file submission on the same Trading Day for the same Series of Futures or Options, even if the data file is submitted after the manual entry is made.
3. PCS must be re-submitted to reflect new transactions: When a Clearing Participant completes a new transaction, or any correction or cancellation, in any Series of Futures or Options following a PCS submission, the PCS value must be re-submitted for that series to reflect any position change(s) resulting from the new transaction.
4. PCS submissions must fall within a range of reasonable values: A PCS submission may not increase or decrease a long position by an amount greater than the Clearing Participant's trade activity (including transfers and give-ups) in that series on that trading day. ECS will automatically calculate the maximum and minimum possible long positions that could result from the final gross long and gross short positions from the previous day and all trade activity on the current day. If a reported long position exceeds the maximum value, then it will be adjusted to the maximum value. If a reported long position is below the minimum value, then it will be adjusted to the minimum value. Positions may be adjusted outside the range of reasonable values when morning adjustments are entered.
5. If no PCS value is submitted: If no PCS value is submitted for a specific Series of Futures or Options, then the gross long position for that series will be carried forward from the previous day and, if necessary, adjusted to be within the range of reasonable values, described above. The gross short position will be automatically calculated based on the Clearing Participant's new net position in that series.

**Amended by the Board May 5, 2014; effective July 18, 2014 [2. re GCM].**

#### Final Gross Position Reporting for Open Interest (Morning Adjustments)

Once the clearing system re-opens following end of day processing, Clearing Participants are able to begin reporting their final gross open interest as of the end of the most recently completed trading day. This is known as "Morning Adjustments".

Morning Adjustments must be entered manually in the Positions tab in ECS, and must be entered before the deadline listed in Section 2.

Any beginning gross position that had no activity will have the ending gross position automatically updated with the same breakdown from previous gross position report. Clearing Participants are not required to update this position. A Clearing Participant may override this position with a new gross position.

Any Series of Futures or Options that had activity will show the preliminary gross position calculated during the most recent day processing, based on the evening PCS submission. The Clearing Participant may update this position with a new final gross position.

When a Clearing Participant updates its gross position, the system will provide a warning if the final gross position has increased or decreased by more than the volume of activity.

**WARNING:** Clearing Participants are responsible for ensuring that reported gross positions comply with Exchange Rules. A reported gross position will be accepted, even if a warning is generated indicating the reported position has increased or decreased by more than the volume of activity.

In the event that a Clearing Participant fails to update their gross position by the designated time, the final gross position will remain equal to the preliminary gross position calculated during the most recent end of day processing.

**Amended by the Board April 12, 2013; effective June 1, 2013 [SECTION 4 new].**

## **SECTION 5 – EXERCISES, TENDERS AND ASSIGNMENTS**

### **OPTIONS**

#### **Introduction – Option Exercises**

The Exchange currently facilitates trading in American-style options on futures only. Such options can be exercised at any time prior to expiry. When an option-holder exercises their Option (through their Clearing Participant) the Corporation assigns the other side of the Underlying Interest (futures contract or calendar spread) to a Clearing Participant which has a Short Position in the same Series in either of its Customer or House, accounts.

The Assignment is made specifically to one of these accounts. If the Assignment is made by the Corporation to a Customer account, the Clearing Participant must reassign to a specific Customer.

Exercised options contracts will decrease long Option positions. Assigned option contracts will decrease short Option positions.

**Amended by the Board August 7, 2013; effective November 25, 2013 [1<sup>st</sup> paragraph].**

#### **The Exercise Process – Options (Except Expiring Options)**

On any day except the Expiration Date, the Exercise process begins when a Clearing Participant enters an Exercise Notice in the Positions tab in ECS.

Clearing Participants may submit Exercise Notices to the Corporation on any trading day, prior to the deadlines listed in Section 2, and may cancel or modify an exercise notice at any time on the same trading day and prior to the applicable deadline.

The Corporation verifies that there are sufficient Long Positions in the Series to be exercised; if not, only the available Long Position will be exercised.

**Amended by the Board April 12, 2013; effective June 1, 2013 [Title changed; 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup> paragraphs; 4<sup>th</sup> paragraph deleted].**

#### **Assignment – Options (Except Expiring Options)**

The next step in the process is to assign the obligation of the exercised Option to a Clearing Participant(s) with a short position in the same Option Series. During end of day processing, after gross positions have been updated (via PCS submission), assignment of the exercise notices from that day is made on a pro-rata allocation basis, in which each account of a Clearing Participant is assigned a portion of the total exercised quantity based on its gross short position relative to the total gross short positions of all Clearing Participants. When a Clearing Participant receives an Assignment Notice for a given account (e.g. the House account) it may not allocate that assignment to another account (e.g. a Customer account).

Exercise Notices assigned to a Clearing Participant's Customer Account shall be allocated by the Clearing Participant to any of its clients based on any method which is equitable and is applied consistently. Such method must be reported to the Corporation on request.

**Amended by the Board April 12, 2013; effective June 1, 2013 [Title changed; 1<sup>st</sup>, and 2<sup>nd</sup> paragraphs].**

## **Automatic Exercise – Options**

To safeguard Clearing Participants from possible costly errors, the Corporation has instituted an Automatic Exercise procedure for an expiring series whereby Options that are In-The-Money are automatically exercised by the Corporation, unless the Clearing Participant instructs otherwise.

This system allows Clearing Participants to exercise In-The-Money Options without submitting Exercise Notices. If the Clearing Participant does not wish for an In-The-Money Option position to be automatically exercised, they must enter the “abandon” instruction into the Positions screen in ECS. If a Clearing Participant wishes to exercise an Out-of-The-Money Option which is not subject to automatic exercise, they must enter the Exercise Notice instruction into ECS before the time noted in Section 2, for Automatic exercise instructions.

**Amended by the Board April 12, 2013; effective June 1, 2013.**

**Amended by the Board August 7, 2013; effective November 25, 2013, [title and 1<sup>st</sup> paragraph].**

## **Action for Expiration Day**

1. Report gross positions to the Clearinghouse before the time stipulated in Section 2. Make any trade adjustments accordingly.
2. Verify any Out-Of-The-Money Options you wish exercised and enter the exercise instructions into ECS before the time stipulated in Section 2.
3. Verify any In-The-Money Options you do not want exercised and enter the abandon instructions into ECS before the time stipulated in Section 2.
4. The Corporation will assign applicable exercisable options, using a pro rata allocation, and advise participants of these assignments.
5. The Corporation will enter corresponding exercise and assignment transactions into the Clearing System on the Expiration Date.

**Amended by the Board April 12, 2013; effective June 1, 2013.**

## **Exercised and Assigned Option Positions – Margin**

For both exercised and assigned positions, refer to the “Margin Calculations” section.

### **a) Exercised**

A Clearing Participant who has exercised an Outright Option will receive a short futures position (in the case of a Put Option) or receive a long futures position (in the case of a Call Option). A Clearing Participant who has exercised a Calendar Spread Option will receive a short position in a calendar spread (in the case of a Put Option) or a long position in a calendar spread (in the case of a Call Option). To secure those obligations, the Positions representing the Underlying Interest may require Margin.

### **b) Assigned**

Similarly, a Clearing Participant who has been assigned an Outright Option will receive a long futures position (Put Options) or receive a short futures position (Call Options). A Clearing Participant who has been assigned a Calendar Spread Option will receive a long position in a

calendar spread (in the case of a Put Option) or a short position in a calendar spread (in the case of a Call Option). To secure those obligations, the Long Positions representing the Underlying Interest may require Margin.

**Amended by the Board August 7, 2013; effective November 25, 2013; [sections a) and b)].**

## **Settlement of Futures Options**

Futures Options exercised and assigned result in Futures position or Calendar Spread positions. Following the assignment process, the Corporation will enter into the Clearing System an assignment report transaction offsetting the options position and a trade report transaction creating the futures or calendar spread position.

**Amended by the Board April 12, 2013; effective June 1, 2013.  
Amended by the Board August 7, 2013; effective November 25, 2013.**

## **FUTURES**

### **Futures Tenders**

The holder of a short futures position may tender in the delivery (spot) month under the terms of the various contract specifications. All positions which have not been closed out or offset prior to last notice day will automatically be tendered.

When a short position holder of a Futures Contract tenders delivery to the Corporation, the Corporation assigns the delivery to a Clearing Participant holding the oldest Long Position. The Assignment is made specifically to a Customer or House account. If the Assignment is made by the Corporation to a Customer account, the Clearing Participant must reassign to a specific customer.

Tenders must be submitted by the time set out in Section 2.

**Amended by the Board April 12, 2013; effective June 1, 2013.**

### **Last Notice Day**

Last Notice Day occurs in accordance with the Rules of the Exchange. Please consult the individual contract specifications for more details.

### **Assignment of Tender Notices**

The Corporation assigns all tenders to open Long Positions on the basis of First-In-First-Out (FIFO). Where there are multiple Long Positions with the same FIFO date, the assignment will be pro-rata.

Delivery and payment is effected by the Clearing Participants, as directed by the Rules of the Exchange.

The Corporation notifies Clearing Participants of the following details:

- a) The number of contracts which will be delivered.
- b) The account to which the delivery has been assigned, and the opposite Clearing Participant.
- c) The settlement amount and settlement date.



## **First-in-First-Out (FIFO) Assignment Process**

On the first Trading Day prior to the first Delivery Day of the Tender Month, each Clearing Participant holding Long Positions in the Delivery Month Series must report all the Long Positions in chronological order to the Corporation no later than 8:20 a.m. The FIFO reports of all Clearing Participants are amalgamated, and a master FIFO queue is created. When an Assignment occurs, the queued position with the oldest date will be assigned first and the position with the most recent date will be assigned last with all accounts reporting the same date being allocated on a pro rata basis.

For the ensuing days, Clearing Participants must update the FIFO Positions File before 8:20 a.m. Failure to submit a FIFO report is a violation of the Corporation's rules.

## **SECTION 6 – MARGIN**

### **Introduction**

The Corporation requires each Clearing Participant to provide margin deposits with the Corporation to protect the Corporation and all Clearing Participants. Margin deposits are required to secure a Clearing Participant's obligations to the Corporation and to provide stability of value and liquidity.

Note that in this Section 6, the term "margin" and "margin deposits" refers to the collateral deposited with the Corporation to cover the obligations set out in Rule Part A-7, and includes the daily margin requirements, original margin, variation margin, super margin, intra-day margin and any other margin required by the Corporation.

**Amended by the Board April 12, 2013; effective June 1, 2013 [2<sup>nd</sup> paragraph].**

### **Types of Margin**

#### **Daily Margin Requirement**

Daily Margin Requirement is the amount that the Corporation determines is payable to, or collectable from, a Clearing Participant, after calculating all margin requirements, and any other credits or debits as specified in the rules, and must be paid by cash deposit through the SWIFT system or other acceptable bank wire facility.

The procedures for payment of the Daily Margin Requirement are in Section 10 – Settlement Procedures. The only acceptable form of margin deposit for the payment of the Daily Margin Requirement is a cash deposit.

**Amended by the Board April 12, 2013; effective June 1, 2013 [1<sup>st</sup> paragraph].**

#### **Original Margin**

Original Margin is assessed according to Rule A-704.

Original Margin is assessed following the close of business on each Trading Day.

In the event that a Clearing Participant is required to make an Original Margin payment, the payment amount will be added to the Daily Margin Requirement and will be paid in cash according to Section 10 – Settlement Procedures.

Following payment of cash to satisfy the Daily Margin Requirement, a Clearing Participant may then substitute another form of margin deposit for cash margin deposits used to satisfy the Original Margin requirement.

**Amended by the Board April 12, 2013; effective June 1, 2013 [1<sup>st</sup> paragraph].**

#### **Super Margin**

Super Margin is assessed according to Rule A-706.

Super Margin is assessed following the close of business on each Trading Day.

In the event that a Clearing Participant is required to make a Super Margin payment, the payment amount will be added to the Daily Margin Requirement and will be paid in cash according to Section 10 – Settlement Procedures.

Following payment of cash to satisfy the Daily Margin Requirement, a Clearing Participant may then substitute another form of margin deposit for cash margin deposits to satisfy the Super Margin requirement.

**Amended by the Board April 12, 2013; effective June 1, 2013 [title change, changes to all paragraphs].**

## **Intra-Day Margin**

The Corporation continuously monitors price changes and position changes and issues Intra-Day Margin calls when necessary.

Intra-Day Margin calculations are made separately for each firm's Customer and House accounts, and any resulting amounts owing will be communicated separately. An excess in one account will not offset a deficiency in another account.

Intra-Day Margin requirements are calculated as set out in the Intra-Day Margin Policy which is available to Clearing Participants upon request.

The amount of any Intra-Day Margin requirements will be posted in the Clearing Participant's Intraday Ledger screen in ECS. Excess margin deposits, if any, will be applied against the Intra-Day Margin requirements, and then the Clearing Participant will be required to make an Intra-Day Margin payment for the amount of any requirements that exceed excess margin deposits.

In the event that the Clearing Participant is required to make an Intra-Day margin payment, the Corporation will send an email to the Clearing Participant advising of the amount of the Intra-Day Margin payment required. The Clearing Participant is required to make payment within one (1) hour of the time the Intra-Day Margin call was made by the Corporation, unless additional time is permitted by the Corporation. The Clearing Participant shall provide the Corporation with an email, if it is depositing cash, evidencing the relevant Reference number or Confirmation number provided by its financial institution.

The only acceptable form of deposit for Intra-Day Margin payments is cash deposited by way of an irrevocable funds transfer, utilizing the SWIFT Large Value Transfer System or other acceptable bank wire facility.

**Amended by the Board April 12, 2013; effective June 1, 2013 [new paragraph 4].**

**Amended by the Board May 5, 2014; effective June 2, 2014 [added paragraphs 3 and 4; amended paragraphs 5 and 6].**

## **General**

### **Deposits**

Deposits must be made in compliance with the timelines set out in the Rules and Operations Manual. Deposits may be submitted to the Corporation between the hours of 8:00 a.m. and 2:00 p.m. on any Business Day that is a Banking Day for credit on that same day.

Deposit instructions for all margin deposits except for Letters of Credit must be submitted using the Banking screen in ECS.

Deposit instructions for Letters of Credit must be submitted using the Deposit and Withdrawal Form included in this Operations Manual.

**Amended by the Board April 12, 2013; effective June 1, 2013 [paragraph 1; new paragraphs 2 and 3].**

## Withdrawals

A Clearing Participant is not permitted to withdraw any margin deposits, including securities, without the consent of the Corporation.

Withdrawal requests may be submitted using the Banking screen in ECS, between the hours of 8:00 a.m. and 2:00 p.m. for credit on that same day. A Withdrawal will not be processed where insufficient margin deposits would then be held by the Corporation.

**Amended by the Board April 12, 2013; effective June 1, 2013 [paragraphs 1 and 3; new paragraph 2].**

## Substitutions

Substitutions of margin deposits may be requested by submitting a deposit and withdrawal, in that order. The withdrawal will be processed following verification that the deposit has been received by the Corporation.

**Amended by the Board April 12, 2013; effective June 1, 2013.**

## Acceptable Margin Deposits

### Cash

Clearing Participants may deposit cash, in Canadian dollars, by way of an irrevocable funds transfer, utilizing the SWIFT Large Value Transfer System or other acceptable bank wire facility, or a certified cheque, or bank draft drawn on a bank acceptable to the Corporation, and payable to the Corporation.

When submitting a cash deposit by way of an irrevocable funds transfer, a Clearing Participant shall provide the Corporation with an email evidencing the relevant Reference number or Confirmation number provided by its financial institution.

### Government Securities

Clearing Participants may deposit:

- a) Government of Canada Treasury Bills denominated in Canadian Dollars, which are valued by the Corporation at market price less a haircut of 1%;

and

- b) Government of Canada Marketable Bonds and Real Return Bonds denominated in Canadian Dollars, which are valued by the Corporation, as follows:

Market price, less a haircut of:

- i. 2% for bonds maturing in two years or less; or
- ii. 4% for bonds maturing in more than two years and up to five years; or
- iii. 6% for bonds maturing in more than five years and up to ten years; or
- iv. 10% for bonds maturing in more than ten years and up to thirty-five years.

Plus, accrued interest.

Bonds maturing in more than thirty-five years may not be deposited.

A security may not be deposited if a market price for that security is not available through the Corporation's normal price data service(s).

The Corporation may, at its sole discretion, determine not to accept a security, due to liquidity risks or other risks specific to that security.

Government bonds will be marked to market on a daily basis (or such other basis as the Corporation may, in its sole discretion deem appropriate) and the haircuts noted above applied to that marked to market value before the addition of accrued interest. If no market value is available for a government security the Corporation will determine the value of same.

Accrued interest will be added to the value of bonds, except no accrued interest credit will be added to the value of a bond in the two days preceding a coupon payment date for that bond.

Clearing Participants must pledge Government securities to the Corporation's account at the Canadian Depository for Securities (CDS).

A Clearing Participant must substitute a pledged security that is maturing with another acceptable margin deposit no later than 2:00 p.m. three (3) Business Days prior to the maturation date. The failure to substitute as required will result in the Corporation calling for a cash deposit from the Clearing Participant.

**Amended by the Board November 1, 2013; effective December 13, 2013; [Government Securities – sections a) and b), new sub-sections b. 1. (i., ii., iii., iv. and b. 2.)].**

**Amended by the Board January 24, 2013; effective February 13, 2013 [paragraph c) deleted].**

**Amended by the Board April 12, 2013; effective June 1, 2013 [paragraphs 2 and 3].**

**Amended by the Board November 1, 2013; November 20, 2013; [paragraph 2; new paragraph 3].**

**Amended by the Board February 6, 2015; effective Trade Date February 26, 2015 [a), b), b) iii and iv, new paragraphs 1 through 3 following "Plus, accrued interest."].**

## **Letters of Credit**

The Corporation will accept an Irrevocable Letter of Credit in the form attached to this Operations Manual (See Section 12), obtained from an Approved Financial Institution, and issued to the Corporation.

Provided that:

- (i) Letters of Credit cannot be utilized to satisfy more than fifty percent (50%) of a Clearing Participant's total Margin requirements (including Original Margin, Discretionary Margin, Net Liquidating Value, Super Margin, and Intra-Day Margin); and
- (ii) A Clearing Participant may not deposit more than ten million dollars (\$10,000,000) by Letters of Credit; and
- (iii) A Clearing Participant may not deposit Letters of Credit obtained from an Affiliated Company.

All Letters of Credit must have a termination date of the first bank business day of either March, June, September or December.

Any expiring Letter(s) of Credit must be replaced no later than two (2) business days prior to its expiration. Prior to the expiration date, the Corporation will notify Clearing Participants of the need to replace the Letters of Credit or substitute other margin. Failure to replace any Letter(s) of Credit as required shall result in presentation, by the Corporation, of the Letter(s) of Credit to the financial institution for payment.

Note: Approved Financial Institutions are Canadian chartered banks which have paid up capital and reserves of at least \$20 million, and duly authorized central credit unions or regional Caisse Populaires with paid up capital and reserves in excess of \$100 million. The sum of Letters of Credit issued by any one Approved Financial Institution, on behalf of all Clearing Participants, to the Corporation, shall not exceed 10% of the paid-up capital and reserves of such institution.

**Amended by the Board April 12, 2013; effective June 1, 2013 [2<sup>nd</sup> paragraph (i)].  
Amended by the Board May 5, 2014; effective June 2, 2014 [added (iii)].**

### **Payment of Interest to Clearing Participants**

The Corporation will pay interest to each Clearing Participant on the cash deposits made by the Clearing Participant for its margin requirements. Further details are set out in the Payment of Interest Policy, which is available to Clearing Participants upon request.

**Amended by the Board October 24, 2012; effective January 30, 2013 [new section].**

## **SECTION 7 – RESERVED**

**SECTION 8 – RESERVED**



## SECTION 9 – GUARANTY FUND

Each Clearing Participant shall maintain its required deposits to the Guaranty Fund. The Guaranty Fund is established to protect the Corporation and all Clearing Participants from default situations. The Guaranty Fund is a shared obligation of all Clearing Participants and will be used to cover any losses not covered by a Non-Conforming Clearing Participant's margin and Guaranty Fund deposits as provided for in Rule A-606. Guaranty Fund deposit requirements and acceptable forms of deposit are specified in Rule A-6.

**Amended by the Board April 12, 2013; effective June 1, 2013 [Clearing Fund changed to Guaranty Fund].**

### General

#### Deposits

Deposits must be made in compliance with the timelines set out in the Rules and in the Operations Manual. Deposits may be submitted to the Corporation, using the Banking screen in ECS, between the hours of 8:00 a.m. and 2:00 p.m. on any Business Day that is a Banking Day for credit on that same day.

If a Clearing Participant is notified of a payment required to cover a Guaranty Fund deposit deficiency (debit) following end of day processing, then the required amount must be paid in cash, by way of an irrevocable funds transfer, utilizing the SWIFT Large Value Transfer System or other acceptable bank wire facility, prior to 8:30 a.m. on the following Banking Day, or prior to such other time as the Corporation may specify.

**Amended by the Board April 12, 2013; effective June 1, 2013.  
Amended by the Board May 5, 2014; effective June 2, 2014 [added 2<sup>nd</sup> paragraph].**

#### Withdrawals

A Clearing Participant is not permitted to withdraw any Guaranty Fund deposits, including securities, without the consent of the Corporation. Withdrawals of Guaranty Fund deposits may be requested on any Business Day that is also a Banking Day, using the Banking screen in ECS, between the hours of 8:00 a.m. and 2:00 p.m.

A Withdrawal will not be processed where Guaranty Fund deposits held by the Corporation would then be insufficient to cover current Guaranty Fund requirements or requirements for which a notice of Guaranty Fund Re-Allocation has been distributed and the requirements have not yet become effective.

**Amended by the Board April 12, 2013; effective June 1, 2013 [Clearing Fund changed to Guaranty Fund, additional changes to paragraphs 1 and 2].  
Amended by the Board May 5, 2014; effective June 2, 2014 [amended paragraphs 1 and 2].**

#### Substitutions

Substitutions of Guaranty Fund deposits may be requested by submitting a deposit and withdrawal, in that order. The withdrawal will be processed following verification that the deposit has been received by the Corporation.

**Amended by the Board April 12, 2013; effective June 1, 2013 [Clearing Fund changed to Guaranty Fund].**

## Acceptable Guaranty Fund Deposits

### Cash

Clearing Participants may deposit cash, in Canadian Dollars, by way of an irrevocable funds transfer, utilizing the SWIFT Large Value Transfer System or other acceptable bank wire facility, or a certified cheque, or bank draft drawn on a bank acceptable to the Corporation, and payable to the Corporation. When submitting a cash deposit by way of an irrevocable funds transfer, a Clearing Participant shall provide the Corporation with an email evidencing the relevant Reference number or Confirmation number provided by its financial institution.

### Government Securities

Clearing Participants may deposit:

- a) Government of Canada Treasury Bills denominated in Canadian Dollars, which are valued by the Corporation at market price less a haircut of 1%;

and

- b) Government of Canada Marketable Bonds and Real Return Bonds denominated in Canadian Dollars, which are valued by the Corporation, as follows:

Market price, less a haircut of:

- i. 2% for bonds maturing in two years or less; or
- ii. 4% for bonds maturing in more than two years and up to five years; or
- iii. 6% for bonds maturing in more than five years and up to ten years; or
- iv. 10% for bonds maturing in more than ten years and up to thirty-five years.

Plus, accrued interest.

Bonds maturing in more than thirty-five years may not be deposited.

A security may not be deposited if a market price for that security is not available through the Corporation's normal price data service(s).

The Corporation may, at its sole discretion, determine not to accept a security, due to liquidity risks or other risks specific to that security.

Government bonds will be marked to market on a daily basis (or such other basis as the Corporation may, in its sole discretion deem appropriate) and the haircuts noted above applied to the marked to market value – before the addition of accrued interest. If no market value is available for a government security the Corporation will determine the value of same.

Accrued interest will be added to the value of bonds, except no accrued interest credit will be added to the value of a bond in the two days preceding a coupon payment date for that bond.

Clearing Participants must pledge Government securities to the Corporation's account at the Canadian Depository for Securities (CDS).

A Clearing Participant must substitute a pledged security that is maturing with another acceptable margin deposit no later than 2:00 p.m. three (3) business days prior to the maturation date. The

failure to substitute as required will result in the Corporation calling for a cash deposit from the Clearing Participant.

**Amended by the Board November 1, 2013; effective December 13, 2013; [Government Securities – sections a) and b), new sub-sections b. 1. (i., ii., iii., iv. and b. 2.)].**

**Amended by the Board January 24, 2013; effective February 13, 2013 [paragraph c) deleted].**

**Amended by the Board April 12, 2013; effective June 1, 2013 [3<sup>rd</sup> and 4<sup>th</sup> paragraphs].**

**Amended by the Board November 1, 2013; November 20, 2013; [paragraph 2; new paragraph 3 effective November 26, 2013].**

**Amended by the Board February 6, 2015; effective Trade Date February 26, 2015 [a), b), b) iii and iv, new paragraphs 1 through 3 following “Plus, accrued interest.”].**

### **Payment of Interest to Clearing Participants**

The Corporation will pay interest to each Clearing Participant on the cash deposits made by the Clearing Participant for its Guaranty Fund requirements. Further details are set out in the Payment of Interest Policy, which is available to Clearing Participants upon request.

**Amended by the Board October 24, 2012; effective January 30, 2013 [new section].**

**Amended by the Board April 12, 2013; effective June 1, 2013 [Clearing Fund changed to Guaranty Fund].**

## **SECTION 10 – SETTLEMENT PROCEDURES**

### **Introduction**

The Corporation provides the mechanism for the settlement of all Options and Futures trades. It marks all futures positions to market, and collects margin for new Futures and Options on a daily basis. Clearing Participants are able to make a single payment or receive a single payment for each of the Customer and House accounts.

**Amended by the Board April 12, 2013; effective June 1, 2013.**

### **Daily Margin Requirement**

The Daily Margin Requirement is the net amount due to or from the Corporation and is calculated once each Trading Day, following the close of business. Refer to Margin requirements and procedures in the section on “Margin”.

A Clearing Participant with excess cash deposits in one of its accounts will have the excess automatically applied against any debit or loss owing to the Corporation for that same account.

The Corporation will notify each Clearing Participant, by email, of the amount of their Daily Margin Requirement.

It shall be the responsibility of each Clearing Participant to ascertain from the Corporation the amount of the Daily Margin Requirement and make the payment before Settlement Time each Banking Day.

**Amended by the Board April 12, 2013; effective June 1, 2013 [1<sup>st</sup> paragraph].**

### **Settlement Time**

The Settlement Time for payment for margin requirements is set out in the Rules at A-102, Definitions which read:

- (a) Settlement Time in respect of Exchange Transactions means the time established by the Corporation for the payment of margin requirements payable to the Corporation.
  - (i) For Daily Margin Requirements settlement time is 9:30 a.m. on the Banking Day immediately following a Trading Day;
  - (ii) For the purposes of Intra-Day Margin calls Settlement Time is one hour after the Clearing Participant receives notification that an Intra-Day Margin payment is required.

It is at 10:30 a.m. that all ties between the buyer and seller are severed and the Corporation assumes the obligation for fulfillment of the contract of every Exchange traded Option and Future.

All payments to and from the Clearinghouse are collected via an irrevocable payment processing system; the SWIFT – Large Value Transfer System or other acceptable bank wire facility. Clearing Participants are required to ensure that they have staffing sufficient to ensure that all requests for payments made by the Corporation will be dealt with on an expeditious basis within the time frames herein set out. All payments must be initiated by each Clearing Participant no later than 8:30 a.m. and the Clearing Participant must email to ICE Clear Canada the Reference number or Confirmation number (the number provided to the Clearing Participant by their financial institution confirming that the payment directions has been received by the financial institution) no later than 9:00 a.m. Daily Margin Requirement payments due to the Corporation must be made by the financial institution for each Clearing Participant to the

Settlement Bank by no later than 9:30 a.m. Clearing Participants who are owed money will be credited by the Corporation once all debits are received.

**Amended by the Board April 12, 2013; effective June 1, 2013 [new paragraph 1; paragraph 2].**

## SECTION 11 – SCHEDULE OF FEES

### Clearing Transaction Fees

Clearing Transaction Fees are charged to, and payable by, both trading participants to a transaction and are based on the number of contracts traded. The Corporation will invoice and collect these fees from the Clearing Participant which clears the trades. The trading participants must pay the Clearing Transaction Fees to the Clearing Participants upon request.

There is a minimum monthly clearing fee charge of \$500.00 (Options and Futures combined).

<b>ICE CLEAR CANADA, INC. FEE STRUCTURE</b>
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<b>CLEARING FEES</b>				
	<b>CATEGORY 1 MARKET PARTICIPANTS</b>	<b>CATEGORY 2 MARKET PARTICIPANTS</b>	<b>CATEGORY 3 MARKET PARTICIPANTS</b>	<b>CATEGORY 4 MARKET PARTICIPANTS</b>
<b>FUTURES – Canola and Barley</b>				
Fees/per contract	\$0.20	\$0.12		\$0.03
Tenders/per contract	\$0.33	\$0.33		\$0.33
EFP/EFS/EOO per contract	\$0.20	\$0.20		\$0.03
<b>Futures – Milling Wheat and Durum Wheat</b>				
Fees/per contract	\$0.40	\$0.24		\$0.03
Tenders/per contract	\$0.66	\$0.66		\$0.66
EFP/EFS/EOO per contract	\$0.40	\$0.40		\$0.03
<b>OPTIONS – Canola and Barley</b>				
Fees/per contract	\$0.20	\$0.12		\$0.03
Exercise Fees/per contract	\$0.33	\$0.33		\$0.03
<b>Options – Milling Wheat and Durum Wheat</b>				
Fees/per contract	\$0.40	\$0.24		\$0.03
Exercise Fees/per contract	\$0.66	\$0.66		\$0.03

“**Category 1 Market Participants**” include all non-Exchange registered participants and those participants registered with the Exchange as Direct Access Trading Participants – General, Trading Participants – General, and Ancillary Participant.

“**Category 2 Market Participants**” include entities registered with the Exchange as Direct Access Trading Participants – FCM and Merchant and Trading Participants – FCM and Merchant.

**“Category 3 Market Participants”** are registered with the Exchange as Direct Access Trading Participants – Market Maker or Trading Participants – Market Maker, and their clearing fees are negotiable as part of the contract they enter into with the Exchange.

**“Category 4 Market Participants”** are registered with the Exchange as Direct Access Trading Participants – Liquidity Providers and Trading Participant – Liquidity Providers. Notwithstanding the foregoing, all transactions which arise out of the use of Reserve Quantity (Iceberg) functionality which show less than ten (10) contracts in the Trading System or such other minimum contract size as the Corporation shall determine, will be charged a clearing transaction fee at the rate of \$0.12 per contract side.

Notwithstanding the foregoing, clearing transaction fees for all transactions except futures deliveries will be waived on a one time basis for the initial twelve (12) months of Exchange participant status for a Category 4 Market Participant, other than the use of Reserve Quantity (Iceberg) order functionality for transactions which show less than ten (10) contracts to the Trading System, or such other minimum contract size as the Corporation may determine.

Notwithstanding the foregoing, clearing transaction fees, excluding delivery fees, will be waived for calendar year 2015 for Category 4 Market Participants, for the milling wheat, durum wheat, and barley contracts.

Cost of Replacement Authorization Stamps	\$ 50.00
Separate Clearing Account (annual – at request of Clearing Participant)	\$2,500.00

**Amended by the Board April 12, 2013; effective June 1, 2013 [new tenders fees; EFR changed to EFS; paragraphs 7 and 8].**

**Administrative amendment to Category 4; effective June 2, 2014.**

**Amended by the Board January 5, 2015; effective January 5, 2015 [re waiver of fees for calendar year 2015].**

## SECTION 12 – LETTER OF CREDIT

### LETTER OF CREDIT FOR ICE Clear Canada, Inc.

Letter of Credit No.: (Number)

Applicant:

(Name of Company)  
(Address)

Beneficiary:  
ICE Clear Canada, Inc.  
850A Pembina Highway  
Winnipeg, Manitoba  
R3M 2M7

Amount: CAD \$X.00  
(X and 00/100 Canadian Dollars)

Date of Expiry: (Date)

At the request of our customer, the above-mentioned applicant (“Applicant”) we, (name of bank) (“Bank”), (address) (“Branch Address”), hereby issue in your favour our irrevocable standby letter of credit for an amount up to but not exceeding CAD \$X.00 (X and 00/100 Canadian Dollars).

This standby letter of credit is issued pursuant to the requirements of ICE Clear Canada, Inc. in respect of Margin Deposits owed by the Applicant pursuant to the Rules and Operations Manual of ICE Clear Canada, Inc.

Payment under this standby letter of credit shall be made on or before the above-noted expiry date (“Expiry Date”) upon your presenting at our counters at the Branch Address, the following documents:

1. The original of this standby letter of credit.
2. Your written demand for payment. The said demand shall refer to this standby letter of credit no. (number), shall state the amount being demanded and shall certify that the said amount is due and payable to you by the Applicant.

Upon receipt by the Bank, at the Branch Address, of the said demand and the other document referred to above on or before the Expiry Date, we shall, within two hours, advise you of our intent to honour or dishonor the obligation to pay the amount stated in this said demand and make payment before 3:00 p.m. the business day following demand for payment, without enquiring whether you have a right to such amount, and without recognizing any claim of the Applicant, provided that such amount does not exceed the amount of this standby letter of credit.

(Optional) It is a condition of this letter of credit that it shall be deemed to be automatically extended without amendment for one year from the present or future expiration date hereof, unless at least thirty (30) days prior to any such date we shall notify you in writing by registered mail or courier that we elect not to consider this letter of credit renewed for any such additional period.

This undertaking is issued subject to the International Standby Practices Rules ISP 1998 and engages us in accordance with the terms thereof, except where the provisions of this undertaking are inconsistent therewith, in which event the provisions of this undertaking shall prevail.

(Where appropriate) Upon written confirmation from ICE Clear Canada, Inc. to the Bank that this letter of credit is acceptable, this Letter of Credit will replace and cancel Letter of Credit No. (number).



Any reference herein to an underlying commercial contract is strictly for identification purposes only.

FOR (NAME OF BANK)

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Authorized Signature

## **SECTION 13 – APPENDICES – FORMS LIST AND EXPLANATION**

The following Forms must be used where applicable:

### FORMS

Section 13A – Reserved  
Section 13B – Letter of Credit Deposit and Withdrawal Form  
Section 13C – Tender Notice  
Section 13D – Reserved

**Amended by the Board April 12, 2013; effective June 1, 2013.**

**SECTION 13A – RESERVED**

**SECTION 13B – DEPOSIT AND WITHDRAWAL FORM – LETTER OF CREDIT  
DEPOSIT AND WITHDRAWAL FORM**

**ICE CLEAR CANADA, INC.**

<b>Account C or H</b>	<b>Dep</b>	<b>Wdl</b>	<b>Face Value</b>	<b>Maturity MM/DD/YYYY</b>	<b>LOC Extendable Yes/No</b>

<b>Clearing Participant Authorization Stamp</b>	<p>Instructions:</p> <p>Fax to: 1-204-925-5015 or e-mail to <a href="mailto:wcecc@theice.com">wcecc@theice.com</a></p>
---	--

Date: \_\_\_\_\_  
(Clearing Firm)

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Initial: \_\_\_\_\_  
(ICE Clear Canada)

Confirmed: \_\_\_\_\_

## SECTION 13B – LETTER OF CREDIT DEPOSIT AND WITHDRAWAL INSTRUCTION FORM

This form is used by the Clearing Participants to notify the Corporation of the type of collateral they are providing to satisfy their margin and clearing fund obligations. The form must also have an Authorized Participant Stamp and a time/date stamp.

	<b>Title</b>	<b>Description</b>
<input type="text" value="1"/>	<b>Account</b>	Customer/House Account Indicator
<input type="text" value="2"/>	<b>Dep</b>	Deposit Indicator. Check Mark field
<input type="text" value="3"/>	<b>Wdl</b>	Withdrawal Indicator. Check Mark field
<input type="text" value="4"/>	<b>Face Value</b>	Dollar Amount of Letter of Credit deposited/withdrawn
<input type="text" value="5"/>	<b>Maturity</b>	Date field DD/MM/YYYY
<input type="text" value="6"/>	<b>LOC Extendable</b>	Yes or No or if LOC is extendable
<input type="text" value="7"/>	<b>Participant Authorized Stamp</b>	Clearing Participant Stamp

**SECTION 13B – LETTER OF CREDIT DEPOSIT AND WITHDRAWAL INSTRUCTION FORM  
ICE CLEAR CANADA, INC.**

**DEPOSIT AND WITHDRAWAL FORM (Instruction Form)**

Account C or H	Dep	Wdl	Face Value	Maturity MM/DD/YYYY	LOC Extendable Yes/No
1	2	3	4	5	6

<p><b>Participant Authorized Stamp</b></p> <p align="center">7</p>	<p><b>Instructions:</b></p> <p>Fax to: 1-204-925-5015 or e-mail to <a href="mailto:wcecc@theice.com">wcecc@theice.com</a></p>
--	---

Date: \_\_\_\_\_  
(Clearing firm)

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Initial: \_\_\_\_\_  
(ICE Clear Canada)

Confirmed: \_\_\_\_\_

## SECTION 13C – TENDER NOTICE

**ICE CLEAR CANADA, INC.**

### TENDER NOTICE FORM

This form is to be completed and submitted to ICE Clear Canada, Inc. by fax **(204) 925-5015**. Please submit a separate form for each commodity to be delivered.

Date: \_\_\_\_\_  
(warrants issued)

Check One:

New Delivery

Re-Delivery (of certificates)

CLEARING PARTICIPANT  
MAKING DELIVERY:

Authorized Stamp:

WARRANT ISSUER:  
(if different than Clearing Participant)

<b>Participant Authorized Stamp</b>	<b>Account</b>  <b>C or H</b>
-------------------------------------	-------------------------------------

The Warrant to be issued in connection with this Tender Notice Form will be issued by:

\_\_\_\_\_ (full legal name of entity that will issue the Warrant.

Note: must be either the Clearing Participant or a Merchant registered in the category of Multi-Commodity).

COMMODITY (Circle One)	GRADE (Circle One)	NUMBER OF FUTURES CONTRACTS TO BE DELIVERED
<b>CANOLA</b> (Rule 15)	<b>1 Canada</b>	
	<b>2 Canada</b>	
<b>MILLING WHEAT</b> (Rule 14)	<b>GENERIC</b>	
<b>DURUM WHEAT</b> (Rule 16)	<b>GENERIC</b>	
<b>BARLEY</b> (Rule 17)	<b>GENERIC</b>	

**SECTION 13D – RESERVED**