DEUTSCHE BÖRSE
GROUP

Deutsche Börse Member Section

Member Section

Trading Location User Guide
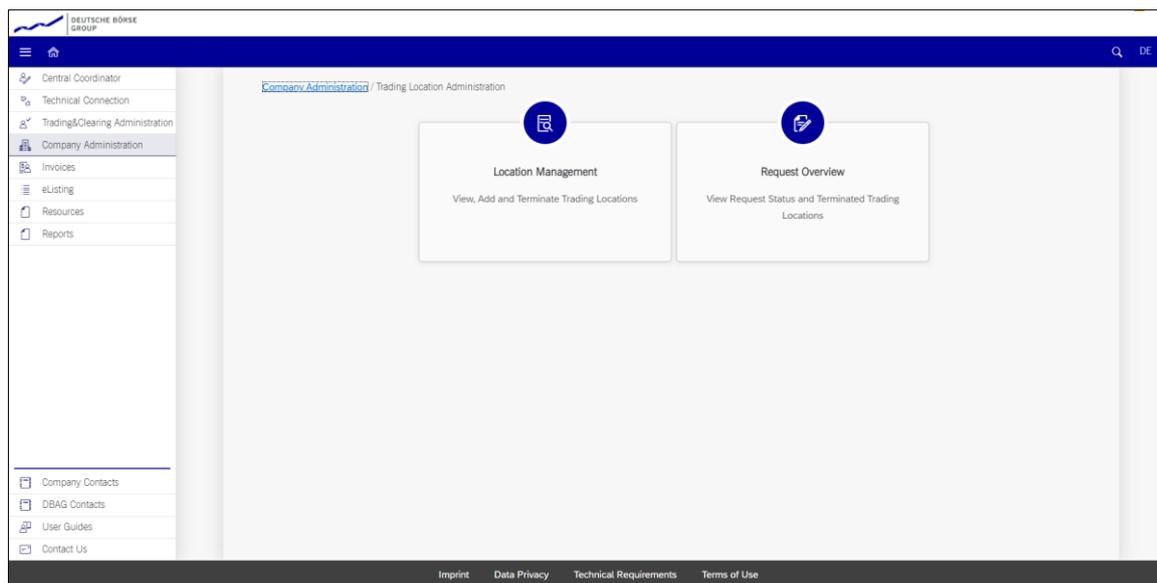Version 1.1, January 2024

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Introduction

This document serves as a guide for the process of registration and termination of Trading Locations within the Member Section. It provides all necessary information to familiarize users with Trading Location area. *Trading Location Administration* is accessible under the navigation *Company Administration*. Users who want to have access to this navigation area require the respective permission: *Trading Location Eurex* and / or *Trading Location FWB*. Central Coordinators will per default, have the necessary rights assigned. Trading Location Administration consists of two parts:

- Location Management: The user will see active trading locations, will be able to request registration of new location, as well as terminate an existing locations.
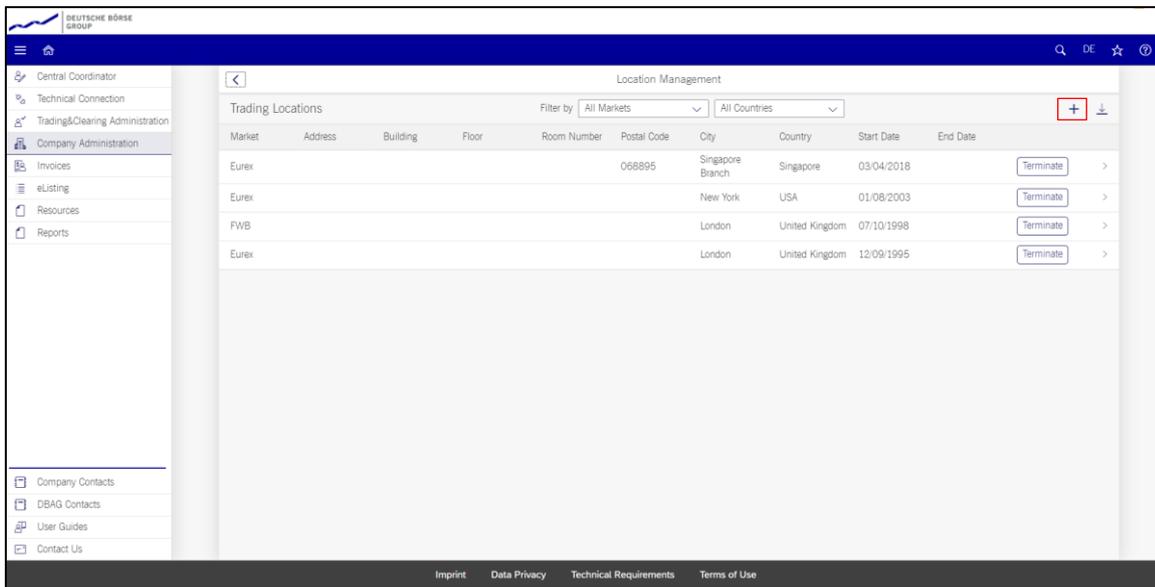- Requests Overview: shows the status of the requests.

1. Location Management

Within the Location Management the user can see active and terminated trading locations and is able to request a new trading location.
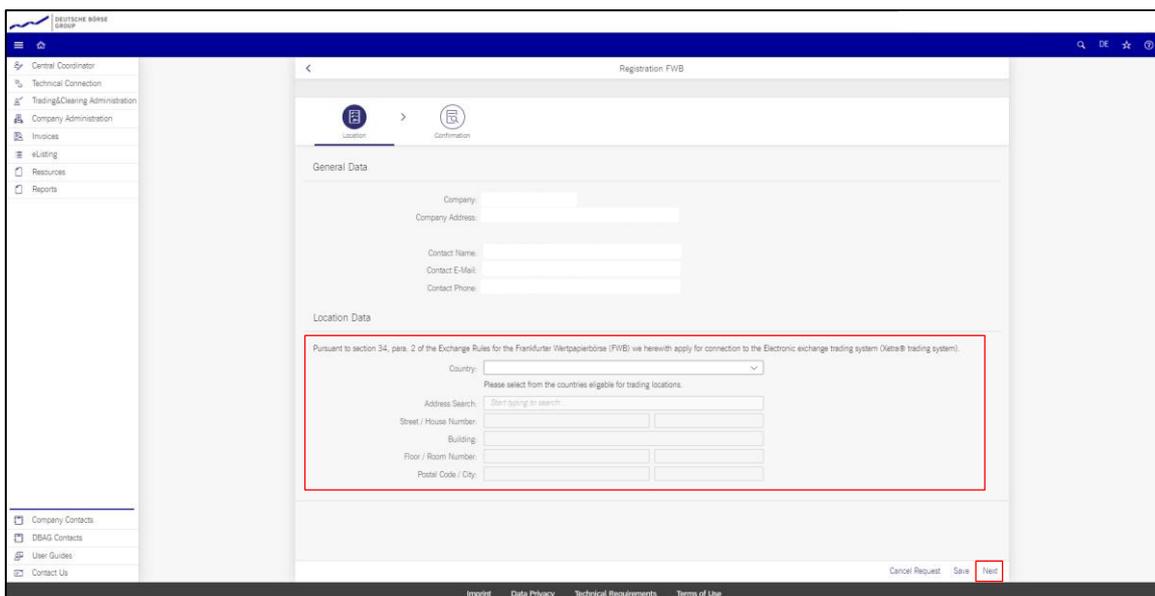
1.1 Registration of new location

Step 1

- Click on the "**+**" sign on the upper right side to add a new trading location.
- If you have the permission for one market only (e.g. Eurex only), you will be taken directly to the next step. If you have the permission for the markets Eurex and FWB, a pop-up window will appear where you need to choose between Eurex and FWB.
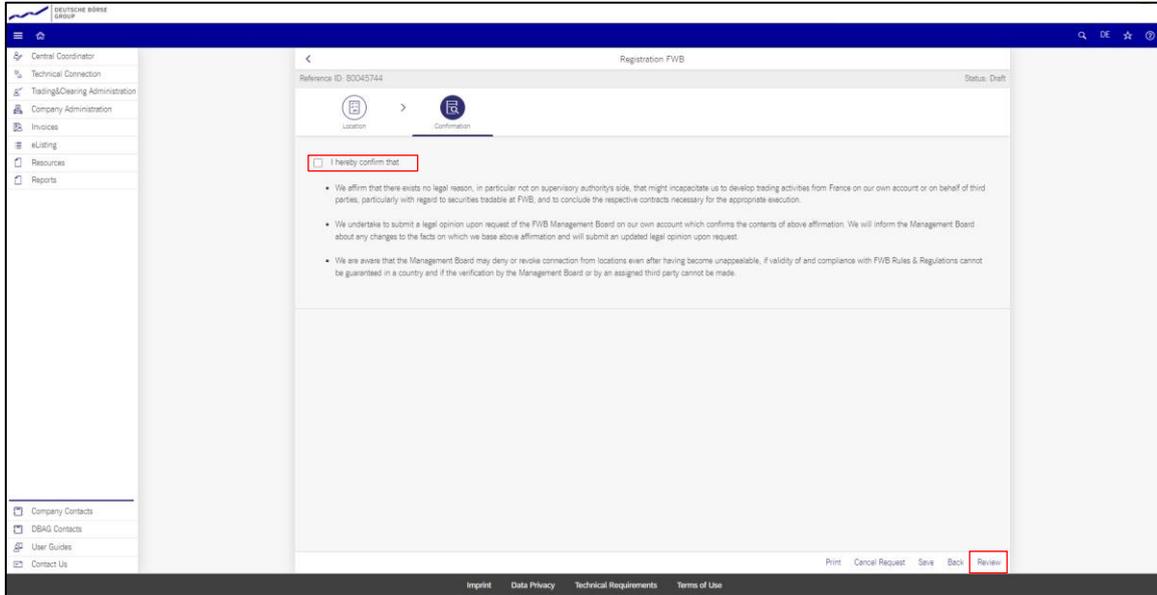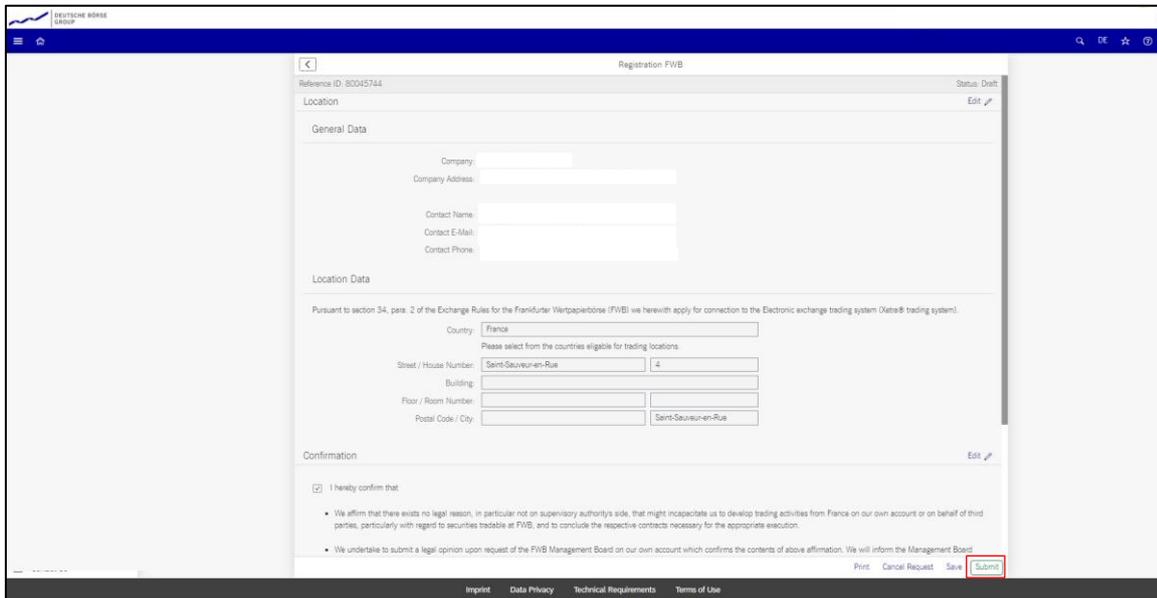

Step 2

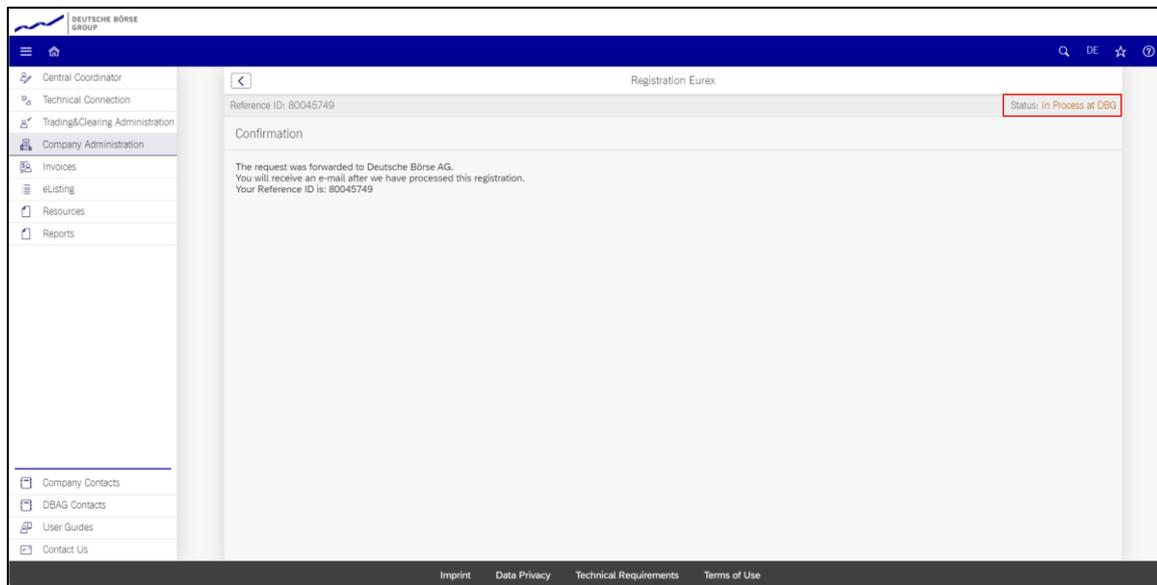- Select the country and fill out all the mandatory data and click on **Next**.

- Tick mark the confirm box and click on **Review**.

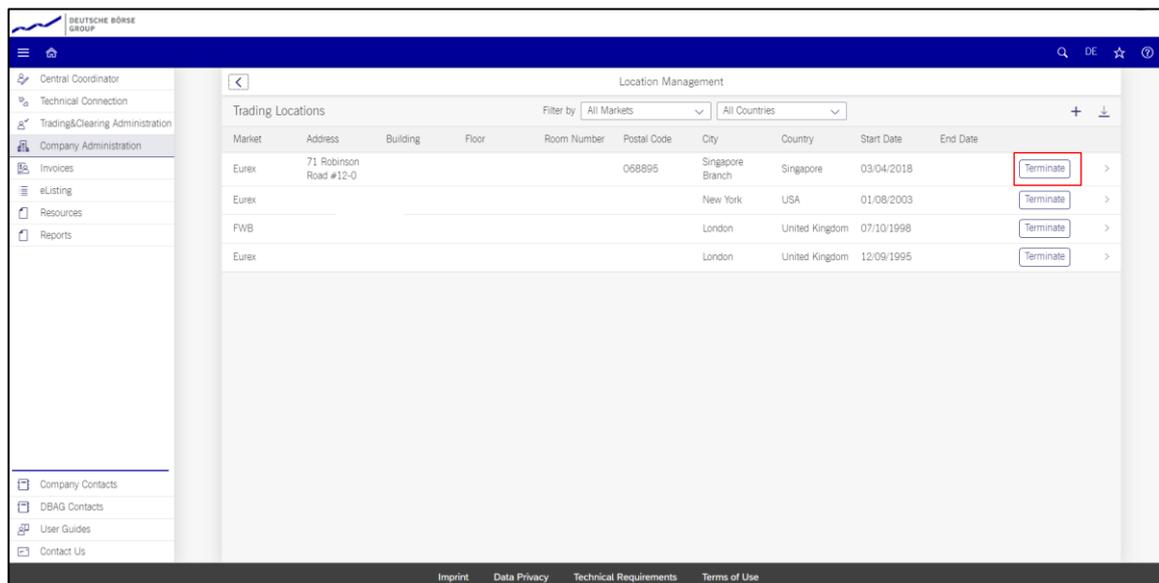- Click on the button **Submit**.

- Your request for the new trading location is now being processed and the status will be "In Process at DBG".

1.2 Termination of a Trading Location

Step 1:

- Select **Terminate** to terminate an active trading location.

- Tick mark the box under the "Termination Data" and select an effective date for the termination. Please note, that the effective date for termination is always close of business.
- Afterwards click on **Submit**.

- A pop-up window for conformation will appear. Please confirm your termination by selecting **Yes**.

- Your request for termination will be processed and the status will be "In Process at DBG".

2. Request Overview

Within the Request Overview section, you can see all the requests along with the information what the status of it is. The following status will be visible:

- Draft
- Cancelled
- In Process at DBAG
- Action Required – Missing Documents
- Rejected
- Registered
- Terminated

In case the Application Letter/Chinese Wall is needed, this is where you would search for the request to upload the respective documentation.

Contact
Member Section

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