# Member Section

Person Admission & Clearing Administration Guide
December 11, 2025

# Table of Content

# Member Section
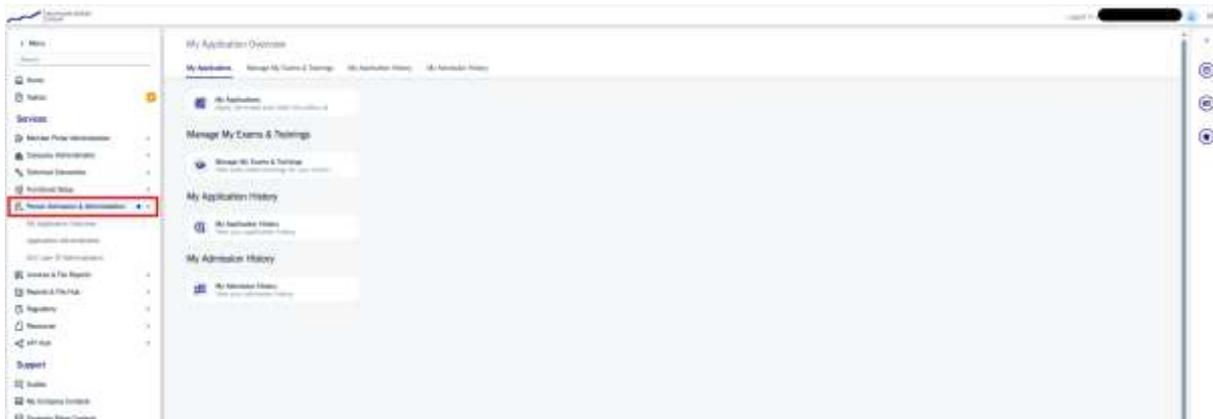## Person Admission & Administration

### Introduction

This document is a guide for the Person Admission & Administration section. Within this section, you can manage and apply for services and applications, maintain admissions, registrations and deregistration.

To access this section, select "Person Admission & Administration" on the left side of the Member Section landing page or whenever accessing any other services' sections page.
The Person Admission & Administration section is subdivided into three groups:

1. My Application Overview
2. Application Administration
3. GUI User ID Administration



The sections illustrated above will be described in detail below.

Please be aware that the application and access to the exchange incurs costs and fees per market. For more information, please access the following Deutsche Börse Group websites:
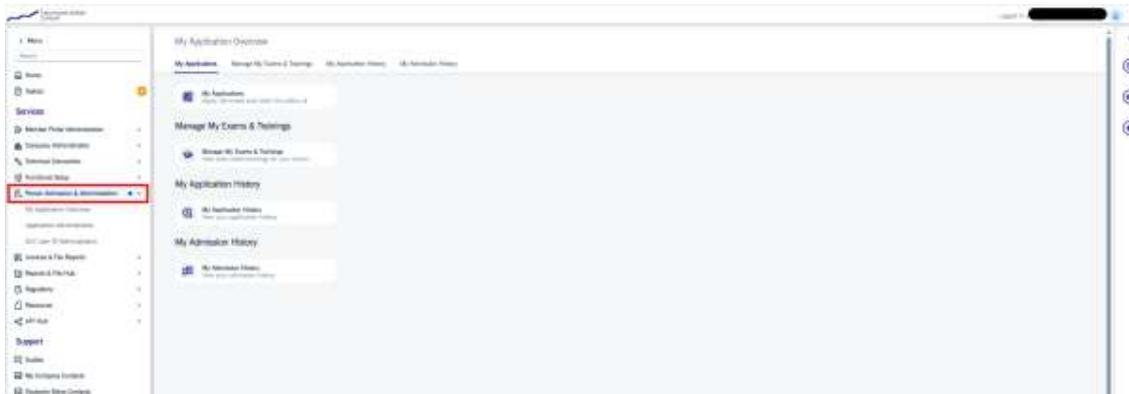
- Frankfurt Stock Exchange – Exchange Trader Admission
- Eurex Exchange Trader Admission
- Eurex Repo Rules and Regulations
- Eurex Clearing AG Clearing Conditions – (Qualified Back-Office Staff (QBO)/ Qualified Clearing Staff (QCS))
- European Energy Exchange – Rules and Regulations + Price List

## 1. My Application Overview

This section provides the user with the functions to manage and apply for services and applications:

- My Applications
- Manage My Exams & Trainings
- My Application History
- My Admission History

The following sections will describe these functions in detail.



### 1.1 My Applications

This section describes the processes for the user to maintain and request applications for:

1. Exchange Trader Admission for Frankfurt Stock Exchange (FWB Frankfurter Wertpapierbörse)
2. Access to Frankfurt Stock Exchange Trading Hall (FWB Frankfurter Wertpapierbörse) / Specialist
3. Exchange Trader Admission for Eurex Deutschland
4. Qualified Back-Office (QBO) registrations for Eurex Deutschland
5. Trader Admissions for Eurex Repo GmbH
6. Qualified Clearing Staff (QCS) registrations for Eurex Clearing AG
7. Exchange Trader (Assistant) Admission for European Energy Exchange

### 1.2 Exchange Trader Admission for Eurex Deutschland and Frankfurt Stock Exchange

The following steps describe the process to apply as a trader at the Frankfurt Stock Exchange (FWB Frankfurter Wertpapierbörse) and Eurex Deutschland:

1. Select the Service tile "Person Admission & Administration" in the navigation menu.
2. Select the Service tile "My Application Overview".
3. Select the Service tile "My Applications".
4. Select the Service tile "FWB: Trader Admission" or "Eurex: Trader Admission".
5. Follow the steps of the application process.
6. In the "Confirmation" tab, please confirm the "Admission Data" and "Confirmation" details by ticking the required boxes and complete this step by clicking "Next".



7. In the "Personal Data" tab, please enter your personal information.

8. In the "Curriculum Vitae" (CV) tab, please enter the "Education History" and "Employment History". When complete, click "Next".



The curriculum vitae (CV) is required to guarantee personal reliability of an Exchange Trader in accordance with the Admission Regulations for Exchange Trader. The CV will also show the details of the future Exchange Trader if the person has previously used "Person Admission & Administration" tile. The data is automatically stored and made available for all future applications of that person.

9. In the "Qualification" tab, please state the exchange trader admission "Expertise" and "Practical Experiences". When complete, click "Review" to conduct a final check of the application request.



Depending on the status of an Exchange Trader examination or system training, a corresponding note will be displayed. If the potential Exchange Trader has been knowingly admitted before, has taken the examination or has attended system training, the following questions must be answered in a consecutive order:

- Firstly, it must be indicated whether the expertise requirement is fulfilled, i.e. the potential Exchange Trader has been admitted as an Exchange Trader at Frankfurt Stock Exchange or Eurex Deutschland for at least 12 months within the last 2 years or has successfully passed the Exchange Trader examination in the past 2 years. If this does not apply, it is necessary to book the Exchange Trader examination. It is important to enter the answer to the first question first, as the following screens are generated dynamically dependent on that response.
- If both questions are answered with "No", a note is displayed with the information that an Exchange Trader Examination must be booked.
- Regarding practical experience, the user has the possibility to specify the professional qualifications of the potential Exchange Trader by indicating the exchanges and/or multilateral trading systems on which the trader has been active.
- If both questions are answered with "No", a note is displayed saying that the Frankfurt Stock Exchange /Eurex Deutschland System Training needs to be booked.



10. Select "Review" to conduct a final check of the application request.
11. After reviewing, select "Submit" to complete the Exchange Trader application.

Once the user clicks "Submit", the application is forwarded to the Admission Administrator for review and approval. Simultaneously, the Admission Administrator receives an email notification indicating that further processing of the application is required.

If the responsible Admission Administrator approves the application, and there are no other requirements to fulfil, the application will be forwarded to Deutsche Börse Group to check the personal data and admission prerequisites. The user is informed via e-mail should the application contain errors or be incomplete according to Admission Regulations. In this case, the user can correct or complete the data in the application immediately. Once the application meets all requirements, it will be approved, and the Exchange Trader will be admitted.

If the information regarding expertise and/or practical experience does not meet the requirements, the Exchange Trader must book required trader exams and/or system training within six weeks from the submission of the application. Both Admission Administrators and potential Exchange Traders are reminded via e-mail every two weeks about this open task, before the application is rejected in case of missing bookings.

If the application was rejected, the potential Exchange Trader must create a new application. All the specified data from the previous application will be transferred to the new application. The trader can add or correct the data in the new application.

Once the application has been confirmed to be correct and all admission prerequisites have been fulfilled, successful completion of required exams and trainings, the Exchange Trader will be admitted and receives a confirmation e-mail.

**Please note**: If the company for which the potential Exchange Trader is to be admitted, has not yet been admitted as an Exchange Participant (company level), the admission will remain *pending activation*. It will not become effective until the company is officially admitted. If the company admission does not occur, the application will be cancelled. Additionally, if the applicant is already admitted under a different company, the previous admission must be terminated before the new admission can take effect.

**1.3 Trader Admission for Eurex Repo GmbH**

The following steps describe the process to apply as a Eurex Repo Trader:

1. Select the Service tile "Person Admission & Administration" in the navigation menu.
2. Select the Service tile "My Application Overview".
3. Select the Service tile "My Applications".
4. Select the Service "Eurex Repo: Trader Admission".
5. Select the license type "Repo GC Pooling Market Trader" from the drop-down list. Drop-down list of licenses to apply for will only list licenses according to the respective company admissions. Followed by "Next".



6. In the "Confirmation" tab, please review the "Admission Data" carefully and confirm "Declaration of Personal Reliability" details by ticking all the required boxes and complete this step by clicking "Next".

7. In the "Personal Data" tab, please enter your personal data. If applicable, you may select additional Member IDs of the same legal entity by ticking the corresponding boxes, should you wish to apply for admission under multiple member IDs.

8. Select "Review" to conduct a final check of the application request.



9. Select "Submit" to submit the application.

Once the user clicks "Submit", the application is forwarded to the Admission Administrator for review and approval. Simultaneously, the applicant receives an email notification indicating that further processing of the application is required.

If the responsible Admission Administrator approves the application, it will be forwarded to Deutsche Börse Group for a check of the personal data and admission prerequisites. The applicant is informed via email if the application contains errors or is incomplete according to Terms and Conditions for Participation and Trading on Eurex Repo GmbH. In this case, the applicant can immediately correct or complete the data in the application.

In general, all applications, that have not been completed or corrected by the user are automatically rejected after six weeks after their last status change. Both Admission Administrators and potential Eurex Repo Trader are reminded via email every two weeks prior to the rejection deadline. If an application is rejected due to erroneous or missing data, the potential trader must submit a new application.

Once the application has been confirmed as correct and all admission prerequisites have been fulfilled, both the user and the Admission Administrator receive a confirmation email indicating that the trader has been admitted.

**Please note**: If the company for which the potential Repo Trader is applying has not yet been admitted as an Eurex Repo Participant (company level), the application will remain *pending activation*. If the company admission does not occur, the application will be cancelled. Additionally, if the applicant is already admitted under a different company, a Trading Prevention must be placed between the two different companies or different Member IDs.
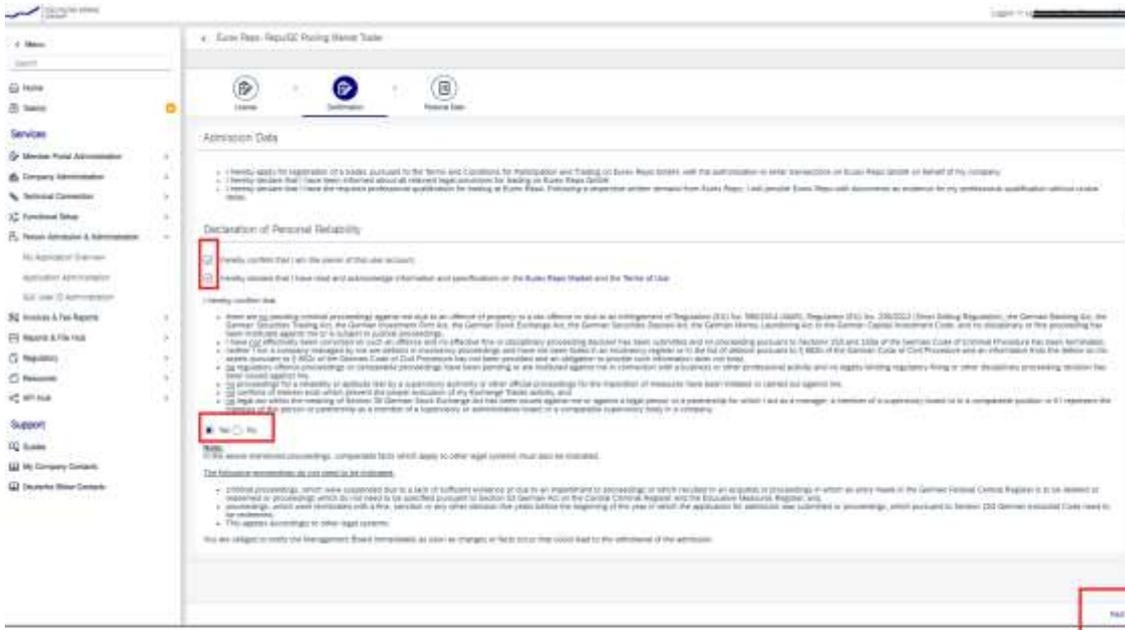
### 1.4 Info User Admission for Eurex Repo GmbH

The following steps describe the process to apply as a Eurex Repo Info User (read-only user):
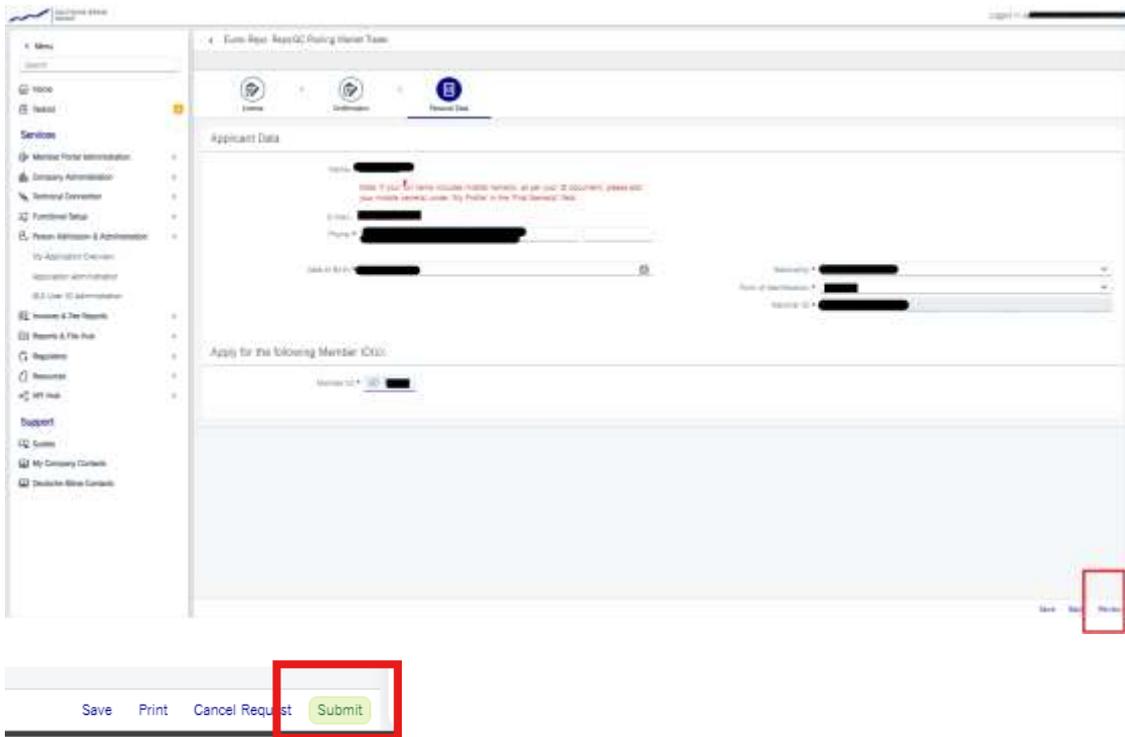1. Select the Service tile "Person Admission & Administration" in the navigation menu.
2. Select the Service tile "My Application Overview".
3. Select the Service tile "My Applications".
4. Select "Eurex Repo: Trader Admission" tile.
5. Select the Info User type from the drop-down list.
6. In the "Confirmation" tab, please select the relevant environment: simulation, production, or both by ticking the required boxes and complete this step by clicking "Next". It is mandatory to select at least one environment.

7. In the "Personal Data" tab, please enter your personal data.
8. If applicable, select additional Member IDs of the same legal entity by ticking the corresponding boxes, in case you wish to apply for admission under multiple member IDs.
9. Select "Review" to conduct a final check of the application request.
10. Select "Submit" to submit the application.

Once the applicant clicks "Submit", the application is forwarded to the Admission Administrator for review and approval. Simultaneously, the applicant receives a notification email indicating that further processing of the application is required.

If the responsible Admission Administrator approves the application, it will be forwarded to Deutsche Börse Group.

Once the application has been approved, the applicant receives a confirmation e-mail indicating that the application has been approved.

**Please note**: If the company for which the potential Info User is to be admitted, is applying has not yet been admitted as a Repo Participant (company level), the admission will remain *pending activation*. It will not become effective until the company is officially admitted. If the company admission does not occur, the application will be cancelled.

### 1.5  Access to Frankfurt Stock Exchange Access Trading Hall/ Specialist

The following steps describe the process of applying for access to the Frankfurt Stock Exchange: Access Trading Hall or Frankfurt Stock Exchange: Specialist:

1    Select the Service tile "Person Admission & Administration" in the navigation menu.
2    Select the Service tile "My Application Overview".
3    Select the Service tile "My Applications".
4    Select the Service tile "FWB: Access Trading Hall" or" ''FWB: Specialist''.
5    In the "Please confirm" tab, click "Confirm" to proceed.
6    Review your user and contact details and submit the request by clicking "Create Request".

Once the applicant clicks "Create Request", the application is forwarded to the Admission Administrator for review. Simultaneously, the applicant receives a notification email indicating that further processing of the application is required.

If the application is approved, the applicant will be notified via email.

**1.6 Registration for Qualified Back-Office (QBO) and Qualified Clearing Staff (QCS)**

The following steps describe the process for applying as Qualified Back-Office (QBO) for Eurex Deutschland and Qualified Clearing Staff (QCS) for Eurex Clearing AG:

1. Select the Service tile "Person Admission & Administration" in the navigation menu.
2. Select the Service tile "My Application Overview".
3. Select the Service tile "My Applications".
4. Select the Service tile "Eurex: QBO Registration" or "ECAG: QCS Registration".
5. In the "Confirmation" tab, please confirm the requested data and click "Next".



6. In the "Application" tab, please enter your telephone number under "Applicant Data" and state your relevant expertise.

- If data regarding expertise are available, they will be displayed, if not, a set of questions related to the expertise will be asked, and the applicant will be required to provide responses.
- If the first question is answered with "Yes", proof of professional qualification is tentatively considered to have been provided. The information entered will be reviewed by the Member Section and Person Admission teams after final submission of the application.
- If the first question is answered with "No", the next question will appear, and the same rules apply.
- If all questions are answered with "No", the "Confirmation of Qualification" field will be displayed. This allows the company's Admission Administrator to confirm the qualification of the potential QBO or QCS. Alternatively, a letter from the compliance officer of the company where the applicant gained previous experience may be uploaded. The signature must clearly indicate the compliance officer's role.
- Select "Review" to perform a final check of the application request.

7. Select "Submit" to submit the application.



Once the application is submitted, it is forwarded to the relevant Admission Administrator for review and approval. After the Admission Administrator has approved the application, it is forwarded to Deutsche Börse Group for verification of the personal data and admission prerequisites.

If the application of QBO or QCS contain errors or is incomplete according to Clearing Conditions of Eurex Clearing AG, the potential QBO or QCS will be notified via email. In such cases, the applicant must immediately correct or complete the data in the application.

Once the application has been confirmed to be correct and all admission prerequisites have been fulfilled, the potential QBO or QCS will receive a confirmation email indicating approval.

**Please note**: If the company for which the potential QBO or QCS is applying has not yet been admitted as an Exchange Participant (company level) or Clearing Member (company level), the admission will remain *pending activation*. It will not become effective until the company is officially admitted. If the company admission does not occur, the application will be cancelled.

### 1.7 Exchange Trader Admission for European Energy Exchange (EEX).

The following steps describe the process to apply for admission as EEX Exchange Trader (Assistant):

1. Select the Service tile "Person Admission & Administration" in the navigation menu.
2. Select the Service tile "My Applications".
3. Select the Service tile "My Application".
4. Select the Service tile "EEX: Exchange Trader (Assistant)".
5. Follow the steps of the application process.
6. In the "Confirmation" tab, please confirm the personal reliability statements by ticking the checkbox and complete this step by clicking "Next".

7. In the "Personal Data" tab, please enter your personal data.

8. In the "Qualification" tab, please enter the admission history and trading expertise. When finished, click "Next".



Depending on the availability of an Exchange Trader examination, a note is shown. Should no data about Exchange Trader examinations be displayed although the potential Exchange Trader knowingly has been admitted before or has attended exams, the following questions must be answered in a consecutive order:

1) "I was already admitted as an EEX Exchange Trader within the last 3 years."
   - If this question is replied to with "Yes", the admission history of the prospective trader available in the system will be shown.
   - If this question is replied to with "No", the next question opens for which the same rules apply.

2) "I have successfully passed an EEX or Eurex Trader Examination within the last 3 years."

   - If this question is replied to with "Yes", the qualification of the prospective trader available in the system will be shown.
   - If this question is replied to with "No", the next question opens for which the same rules apply.

3) "I have successfully passed an EEX or Eurex Trader Examination more than 3 years ago but already traded actively at an exchange within the last 3 years."

   - If this question is replied to with "Yes", the qualification of the prospective trader available in the system will be shown and the trading experience needs to be stated. Information given here is evaluated by EEX Membership after final submission of the application. If no qualification for an admission is available, please answer the question with "No" instead.
   - If this question is replied to with "No", the next question opens for which the same rules apply.

4) "Would you like to get admitted as EEX Exchange Trader Assistant?"

- If this question is replied to with "Yes", a confirmation text appears stating that you will be admitted as an EEX Exchange Trader Assistant for a maximum period of 6 months.
  To proceed, you must check the box to acknowledge that with an application for an EEX Exchange Trader Assistant admission, you will be promoted to full trader status upon the successful completion of the relevant EEX or Eurex examination.
  Additionally, you must select the respective responsible trader from the drop-down list. If you are not aware who your responsible trader is, you can skip this step, and your Admission Administrator will then select the responsible trader.
- If this question is replied to with "No", an application for admission as an Exchange Trader Assistant can be made here.

5) "Would you like to book the EEX trader exam online?"

- If "Yes" is selected, the EEX trader exam can be booked later under Person Admission & Administration > My Application Overview > Manage My Exams & Trainings. This is relevant if none of the above qualifications apply.
- If this question is replied to with "No", the processing of the application may be rejected, as no sufficient qualification is available or being pursued.

9. Within the "Technical Setup" tab, please select the required technical access (mandatory) and trader status (optional).



10. Select "Review" to conduct a final check of the application.
11. Select "Submit" to submit the exchange trader application.

If the responsible Admission Administrator approved the application, it will be forwarded to EEX for a check of the personal data and admission prerequisites. The prospective trader is informed by E-mail should the application contain errors or be incomplete according to EEX. In this case, the data within the application can be corrected or completed immediately.

In general, all applications, which were not completed or corrected by the user, are automatically rejected after six weeks from their last status change. Both Admission Administrators and potential Exchange Trader are reminded via e-mail every 2 weeks before the application will be rejected. If applications are rejected due to erroneous or missing data, the potential trader must create a new application.

**Please note**: If the company, for which the potential exchange trader should be admitted, is not yet admitted as EEX Exchange Participant, the prospective trader will be admitted with suspensive effect, i.e. until the condition of the company admission is fulfilled.

### 1.8 Manage My Exams & Trainings

In this section you can book a required Exchange trader examination or system training.



Click the "+" icon in the top right corner. The required events will be displayed on the next page.



Choose an event and select the exam date and time.

Alternatively, select the first system training entry. If the user did not pass the system training within a 10-week period, a new system training must be booked using the second entry. After providing an invoice address the event can be booked by clicking the "Book"-Button.



### 1.9   My Admission History

In this section you can view a summary of your previous admissions. The overview includes the relevant markets and companies, along with the corresponding start and end dates for each admission.

### 1.10 My Application History

In this section you can view the application status of your user account. The overview includes the relevant markets and companies along with the corresponding start dates.

## 2. Application Administration

The Person Admission & Administration - Application Administration Service allows you to process admissions, registrations and terminations for Exchange Traders, Qualified Back-Office Staff (QBO), Qualified Clearing Staff (QCS) members and Eurex Repo applicants.

Within this service, you can manage all admissions and registrations, submit applications for registration on behalf of third parties, and set up, modify, or delete User IDs.

1. Apply On Behalf
2. Application Overview
3. Manage Admissions
4. View / Cancel Booking on Behalf
5. Create Booking on Behalf

The following sections will describe their functionality in detail.

### 2.1 Apply on Behalf

This section allows Admission Administrator to apply for services on behalf of third parties. To do this, select "Apply on Behalf". A list of available request types will appear, from which you can choose to create an admission application on behalf for a third party:



To apply for admission as an Exchange Trader, QBO STAFF MEMBER, QCS, Nominated Person, Info User, Repo GC pooling Market trader, Outsourcing QBO STAFF MEMBER for one of the persons listed in this section via Person Admission & Administration, the person must have active login rights to the Member Section

### 2.1.1 Application for Eurex Exchange Trader

The following steps explain how to apply on behalf of a third party for admission as a Eurex Exchange Trader for Eurex Deutschland:

1. Select the Service tile "Person Admission & Administration" in the navigation menu.
2. Select the Service tile "Application Administration".
3. Select the Service tile "Apply on Behalf".
4. Select "Eurex Trader" under "Request Type".
5. Select the applicant from the sub-menu. If the person's name does not appear in the list, a Member Section user account has to be created as well. For this purpose, click the "+" icon and follow the steps described above. For detailed instructions on creating a Member Section user account, please contact Member Section Team.
6. Click on "Start Application.

7.  In the "Personal Data" tab, please the applicant's details under "Applicant Data" and "Private Address Data" then click on "Next" to continue.



8.  In the "Curriculum Vitae" tab, please enter the "Education History" and "Employment History". When complete, click "Next".

The curriculum vitae (CV) is required to guarantee personal reliability of an Exchange Trader in accordance with the Admission Regulations for Exchange Trader. If the person has previously used the Person Admission & Administration service, their personal data for the CV will already be displayed automatically. The data is stored automatically and will be available for all future applications submitted by that person.

9. In the "Qualification" tab, please state the "Expertise" and "Practical Experiences". After completing the required steps, click "Review" to proceed.



Once professional qualification data is available, it will be displayed automatically.

Depending on the status of an Exchange Trader examination or system training, a corresponding note will appear. If no data for Exchange Trader examinations or system training is shown even though the applicant has previously on admitted, passed Exchange Trader examination or has completed system trainings, you must answer the following questions in the given order.

- If no qualifications are displayed automatically, the Admission Administrator can provide details of the professional qualification of the potential Exchange Trader by answering the following questions. Responding to the questions is optional. It is important to enter the answer the first question first, as the following screens are generated dynamically based on that response.
- If the first question is answered with "Yes", proof of professional qualification is considered tentatively provided. The information given here is reviewed by Member Section and Person Admission teams after final submission of the application.
- If this question is answered with "No", the next question appears, following the same rules.
- If both questions are answered with "No", a note is displayed indicating that bookings need to be performed.
- Click "Review" to conduct a final check of the application request.

Click "Submit" to complete the application. Once the Admission Administrator has clicked on the button "Send", the application is forwarded to the relevant applicant for review and completion. At the same time, the Admission Administrator and the Exchange Trader, for whom the application was submitted on behalf, will receive an email notification that further processing of the application is required.

When the potential Exchange Trader has reviewed and completed the application, the Admission Administrator is also informed by E-mail notification indicating that the application is ready for processing.

If the responsible Admission Administrator approves the application, it will be forwarded to Deutsche Börse Group to check the personal data and admission prerequisites. The potential Exchange Trader is informed by E-mail should the application contain errors or be incomplete according to Admission Regulations. In this case, the applicant must correct or complete the data in the application immediately.

In general, all applications that are not completed or corrected by the user will be automatically rejected after six weeks from their last status change. Both Admission Administrators and potential Exchange Trader receive email reminders every 2 weeks before the application is rejected. Applications containing a booked inhouse event or a trader examination with a future date are excluded from this rule. If an application is rejected due to missing or incorrect data, the potential Exchange Trader must create a new application.

Once the application has been confirmed to be correct and all admission prerequisites have been fulfilled, the potential Exchange Trader receives a confirmation E-mail with the administrative act of the approval.

**Please note**: If the company, for which the potential Exchange Trader is admitted, has not yet been admitted as an Exchange Participant (company level), the admission will remain *pending activation*. It will not become effective until the company is officially admitted. If the company admission does not occur, the application will be cancelled. Additionally, if the applicant is already admitted under a different company, the previous admission must be terminated before the new admission can take effect.

### 2.1.2    Application for Frankfurt Stock Exchange (FWB Frankfurter Wertpapierbörse) Trader

The following steps describe the process of applying on behalf of a third party as a Frankfurt Stock Exchange Trader:
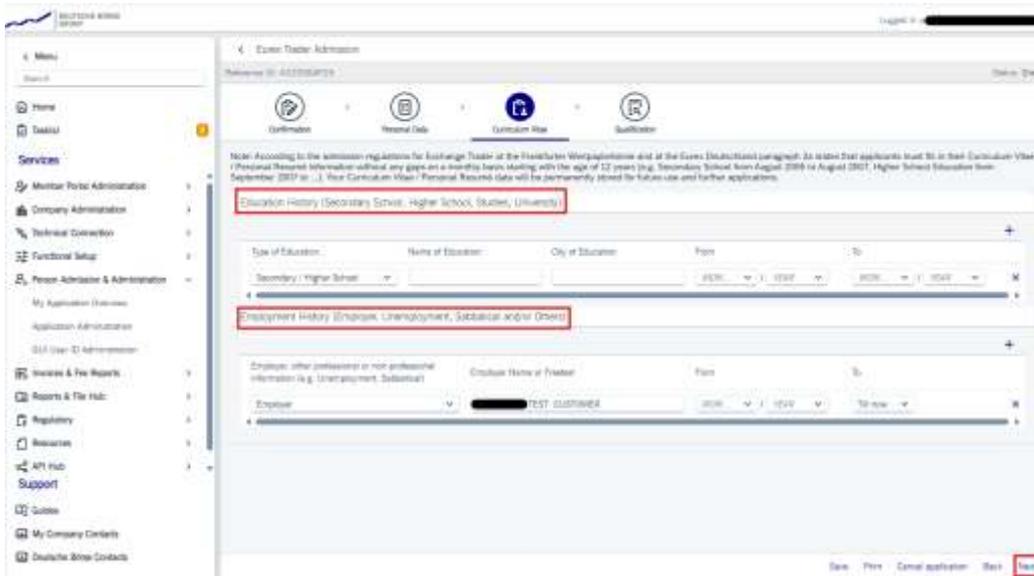
1. Select the Service tile "Person Admission & Administration" in the navigation menu.
2. Select the Service tile "Application Administration".
3. Select the Service tile "Apply on Behalf".
4. Select "Xetra Trader" under "Request Type".
5. Select the user from the drop-down menu. If a person's name does not appear in the list, a Member Section user account has to be created as well. For this purpose, click the"+" icon and follow the steps described

above. For detailed instructions on creating a Member section user account, please contact Member Section Team.

6. Click on "Start Application".



7. In the "Personal Data" tab, please enter the "Applicant Data" and "Private Address Data" of the applicant and click "Next".



8. In the "Curriculum Vitae" tab, please enter the "Education History" and "Employment History" and click "Next".

The curriculum vitae (CV) is required to guarantee personal reliability of an Exchange Trader in accordance with the Admission Regulations for Exchange Trader. Also, for the CV, personal data of the future Exchange Trader are already displayed if the person has used the Person Admission & Administration request before. The data are stored automatically and are made available for all future applications of that person.

9. In the "Qualification" tab, please state the "Expertise" and "Practical Experiences" of the applicant.



Once data about professional qualification are available, they are displayed. Depending on the status of an Exchange Trader examination or system training, a corresponding note will appear. If no data about Exchange Trader examinations or system training is shown even though the potential Exchange Trader knowingly has previously been admitted, passed Exchange Trader examination or has completed system trainings, the following questions must be answered in the given order.

- ▪ If no qualifications are displayed automatically, the Admission Administrator can provide details of the professional qualification of the potential Exchange Trader by answering the following questions. Responding to the questions is optional. It is important to enter the answer first question first, as the following screens are generated dynamically based on that response.
- If the first question is answered with "Yes," proof of professional qualification is considered tentatively provided. Information given here is evaluated by Member Section & Person Admission Teams after final submission of the application.
- If this question is answered with "No," the next question appears, following the same rules.
- If both questions are answered with "No," a note is displayed indicating that System Training needs to be booked.
- Click "Review" to conduct a final check of the application request.

Click "Submit" to complete the application. Once the Admission Administrator has clicked on the button "Send," the application is forwarded to the relevant applicant for review and completion. At the same time, the Admission Administrator and the Exchange Trader, for whom the application was submitted on behalf, will receive a notification email that further processing of the application is required.

When the potential Exchange Trader has reviewed and completed the application, the Admission Administrator is also informed by notification E-mail indicating that of the application is ready for processing.

If the responsible Admission Administrator approves the application, it will be forwarded to Deutsche Börse Group for a check of the personal data and admission prerequisites. The potential Exchange Trader is informed by E-mail should the application contain errors or be incomplete according to Admission Regulations. In this case, the potential Exchange Trader must correct or complete the data in the application immediately.

In general, all applications that are not completed or corrected by the Exchange Trader will be automatically rejected after six weeks from their last status change. Both Admission Administrator and potential Exchange Trader receive email reminders every 2 weeks before the application is rejected. Applications containing a booked inhouse event or a trader examination with a future date are excluded from this rule.  If an application is rejected due to missing or incorrect data, the potential Exchange Trader must create a new application.

Once the application has been confirmed to be correct and all admission prerequisites have been fulfilled, the potential Exchange Trader receives a confirmation E-mail with the administrative act of the approval.

**Please note**:  If the company, for which the potential Exchange Trader is admitted, has not yet been admitted as an Exchange Participant (company level), the admission will remain *pending activation*. It will not become effective until the company is officially admitted. If the company admission does not occur, the application will be cancelled. Additionally, if the applicant is already admitted under a different company, the previous admission must be terminated before the new admission can take effect.
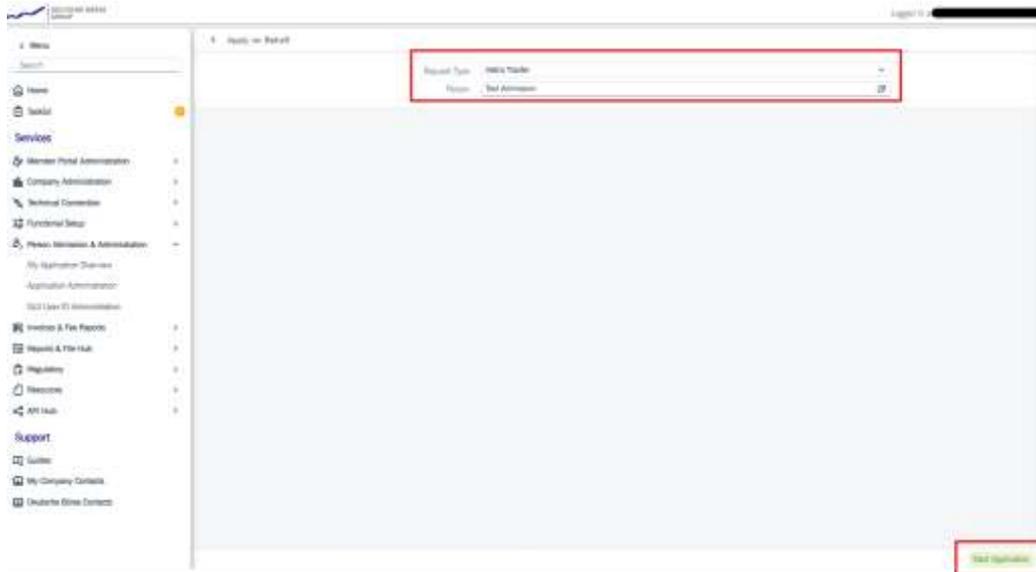
### 2.1.3    Application for Eurex Repo Trader

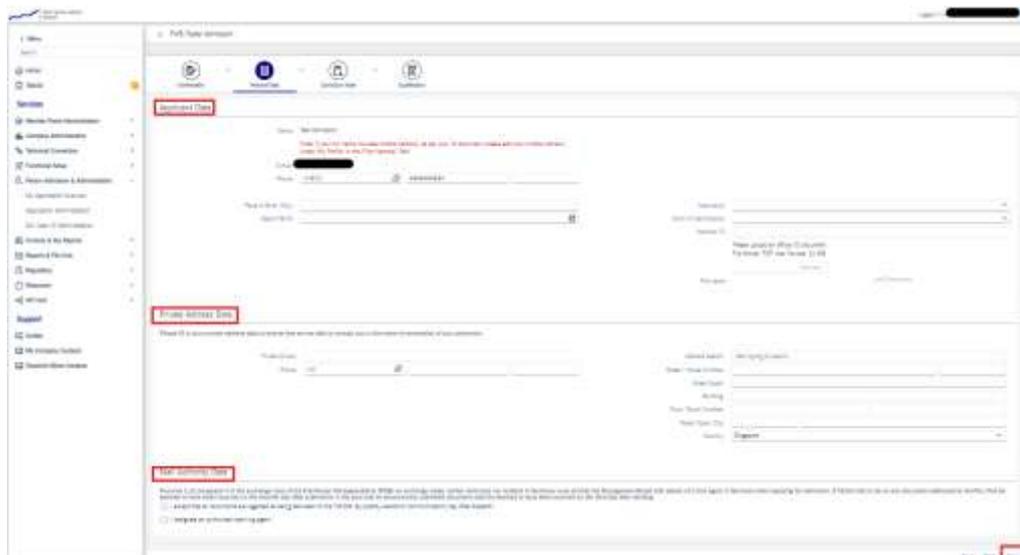The following steps describe the process of applying on behalf of a third party as an Eurex Repo Trader:

1. Select the Service tile "Person Admission & Administration" in the navigation menu.
2. Select the Service tile "Application Administration".
3. Select the Service tile "Apply on Behalf".
4. Select the Service tile "Repo/GC Pooling Market Trader"

5. Select the license type from the drop-down list. Drop-down list of licenses to apply for will only list licenses according to the respective company admissions.





6. Select the applicant from the sub-menu. If a person's name does not appear in the list, a Member Section user account has to be created as well, or the user is already registered for the selected license. For this purpose, click the "+" icon and follow the steps as described above. For detailed instructions on creating a Member Section user account, please contact the Member Section Team.
7. Click on "Start Application".
8. In the confirmation tab, please carefully review the "Admission Data" carefully and confirm "Declaration of Personal Reliability" details by ticking all the required boxes and complete this step by clicking on "Next" As an Admission Administrator applying on behalf, you should not be able to select the checkboxes since this has to be done by the traders themselves.
9. In the "Personal Data" tab, please enter the personal data of the applicant and click "Next".
10. If applicable, you can select additional Member IDs of the same legal entity by using the checkboxes. This allows you to apply for admission for multiple Member IDs at once
11. Click "Review" to check the entered information.
12. Click "Submit" to complete the application.

Once the Admission Administrator has clicked on the button "Send", the application is forwarded to the Repo trader for review and confirmation of the personal reliability declaration. At the same moment, the Admission Administrator and the Repo Trader, for whom the application was submitted on behalf, will receive a notification email that further

processing of the application is required.

After the potential Repo Trader has reviewed and confirmed the declaration of personal reliability, an email notification is automatically sent to the Admission Administrator informing him that the application is ready for processing.

If the responsible Admission Administrator approves the application, it will be forwarded to Deutsche Börse Group for a check of the personal data and admission prerequisites. The applicant is informed via email if the application contains errors or is incomplete according to the Terms and Conditions. In this case, the applicant can immediately correct or complete the data in the application

Once the application has been confirmed as correct and all admission prerequisites have been fulfilled, both the user and the Admission Administrator receive a confirmation E-mail indicating that the trader has been admitted.
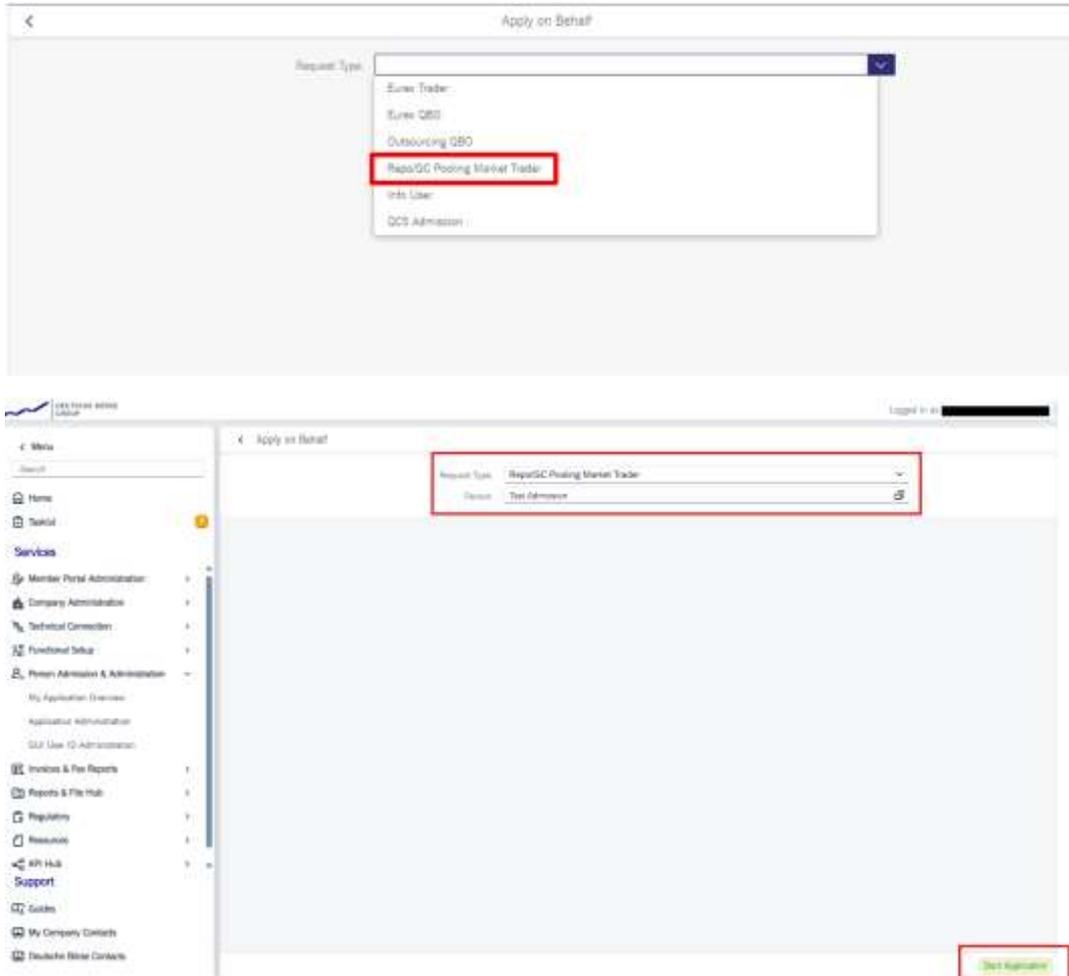
 **Please note**: If the company for which the potential Repo Trader is applying has not yet been admitted as an Eurex Repo Participant (company level), the application will remain *pending activation*. If the company admission does not occur, the application will be cancelled. Additionally, if the applicant is already admitted under a different company, a Trading Prevention must be placed between the two different companies or different Member IDs.

### 2.1.4    Application for Eurex Repo Info user

The following steps describe the process of applying on behalf of a third party as a Eurex Repo Info User:

1. Select the Service tile "Person Admission & Administration" in the navigation menu.
2. Select the Service tile "Application Administration".
3. Select the Service tile "Apply on Behalf".
4. Select the Service tile "Info User"
5. Select the license type from the drop-down list. Drop-down list of licenses to apply for will only list licenses according to the respective company admissions.



6. Select the applicant from the sub-menu. If a person's name does not appear in the list, a Member Section user account has to be created as well, or the applicant is already registered for the selected license. For this purpose, click the "+" icon and follow the steps as described above. For detailed instructions on

creating a Member Section user account, please contact the Member Section Team.

7. Click on "Start Application". In the "Confirmation" tab, as an Admission Administrator applying on behalf, you should not be able to select the checkboxes since this has to be done by the info users themselves.
8. In the "Personal Data" tab, please enter the personal data of the applicant and click "Next".
9. If applicable, you can select additional Member IDs of the same legal entity by using the checkboxes. This allows you to apply for admission for multiple Member IDs at once.
10. Click "Review" to check the information entered.

Click "Submit" to complete the application





Once the Admission Administrator has clicked on the button "Send", the application is forwarded to the Info User for review and select the relevant environment: simulation, production, or both by ticking the required boxes and complete this step by clicking "Next". It is mandatory to select at least one environment. At the same moment, the Admission Administrator and the Info User, for whom the application was submitted on behalf, will receive an email notification that further processing of the application is required.

After the potential Repo Info User has reviewed and confirmed the environment, a notification email is automatically sent to the Admission Administrator informing him that the application is ready for processing.

Once the application has been approved, the applicant receives a confirmation e-mail indicating that the application has been approved.

**Please note**: If the company for which the potential Info User is to be admitted, has not yet been admitted as a Repo Participant (company level), the admission will remain *pending activation*. It will not become effective until the company is officially admitted. If the company admission does not occur, the application will be cancelled.

### 2.1.5    Application for Eurex Qualified Back-Office (QBO) staff member

The following steps describe the process for applying on behalf of a third party as a Eurex (QBO) staff member:
1.  Select the Service tile "Person Admission & Administration" in the navigation menu.
2.  Select the Service tile "Application Administration".
3.  Select the Service tile "Apply on Behalf".
4.  Select "Eurex QBO Registration" under "Request Type".
5.  Select the user from the sub-menu. If the person's name does not appear in the list, then a Member Section user account has to be created as well. For this purpose, click the "+" icon and follow the steps described above. For detailed instructions on creating a Member Section user account, please contact Member Section Team.
6.  Click on "Start Application.



7.  In the "Application" tab, enter the "Applicant Data" and "Expertise" information of the applicant. If qualifications are not displayed automatically, the Admission Administrator can verify the professional qualification of the potential QBO by answering the following questions. It is important to enter the answer the first question first, as the following screens are generated dynamically based on that response. If all questions are answered with "No", the "Confirmation of Qualification" field will appear, allowing the company's Admissions Administrator to confirm the qualification of the potential QBO. Alternatively, a letter from the compliance officer of the company where the QBO acquired the previous experience can be uploaded. The letter must include the compliance officer´s signature and clearly state their position.

8. Click on "Review" to perform a final check of the application request.
9. Click on "Submit" to complete and then "Send".

Once the Admission Administrator has clicked on the button "Send", the application is forwarded to the relevant QBO for review and completion. At the same moment, they receive a notification e-mail informing them that further processing of the application is required.

When the potential QBO has reviewed and completed the application, the Admission Administrator is also informed by E-mail notification indicating that the application is ready for processing.

If the responsible Admission Administrator approves the application, it will be forwarded to Deutsche Börse Group for a check of the personal data and admission prerequisites. The potential QBO is informed by E-mail should the application contain errors or be incomplete. In this case, the potential QBO must immediately correct or complete the data in the application.

Once the application has been confirmed to be correct and all admission prerequisites have been fulfilled, the potential QBO receives a confirmation E-mail indicating approval.

**Please note**: If the company for which the potential QBO staff member is applying has not yet been admitted as an Exchange Participant (company level), the admission will remain *pending activation*. It will not become effective until the company is officially admitted. If the company admission does not occur, the application will be cancelled.

### 2.1.6 Application for Outsourced Qualified Back-Office (QBO) staff member

The following steps describe the process of applying on behalf of a third party as an outsourced Qualified Back-Office (QBO) staff member:

1. Select the Service tile "Person Admission & Administration" in the navigation menu.
2. Select the Service tile "Application Administration".
3. Select the Service tile "Apply on Behalf".
4. Select "Outsourcing QBO" under "Request Type" and click on "Start Application.

5.  Select the user from the sub-menu. If a person's name does not appear in the list, a Member Section user account has to be created as well. For this purpose, click the "+" icon and follow the steps described above. For detailed instructions on creating a Member Section user account, please contact Member Section Team. Please note that to be registered as a QBO outsourcer, it is necessary to be previously registered as a QBO.

6.  Click "Start Application.



7.  Click "Next".



If expertise data is available, it will be displayed automatically. If not, a set of questions regarding the applicant's expertise will appear, and the applicant must provide responses.

•   If the first question is answered with "Yes", proof of professional qualification is considered tentatively provided. The information given here is reviewed by Member Section and Person Admission teams after final submission of the application.

•   If this question is answered with "No", the next question appears, following the same rules.

•   If all questions are answered with "No", the "Confirmation of Qualification" field will appear, allowing the company's Admissions Administrator to confirm the qualification of the potential outsourced QBO. Alternatively, a letter from the compliance officer of the company where the outsourced QBO acquired the

previous experience can be uploaded. The letter must include the compliance officer´s signature and clearly state their position.

- Review the data and then click on "Create Request" to complete the application.

Once the Admission Administrator has clicked on the button "Send", the application is forwarded to the relevant outsourced QBO for review and completion. At the same moment, they receive an E-mail notification informing that further processing of the application is required. When the potential outsourced QBO has reviewed and completed the application, the Admission Administrator is also informed by E-mail notification indicating that the application is ready for processing.

If the responsible Admission Administrator approves the application, it will be forwarded to Deutsche Börse Group for a check of the personal data and admission prerequisites. The potential outsourced QBO is informed by E-mail should the application contain errors or be incomplete. In this case, the potential outsourced QBO must immediately correct or complete the data in the application.
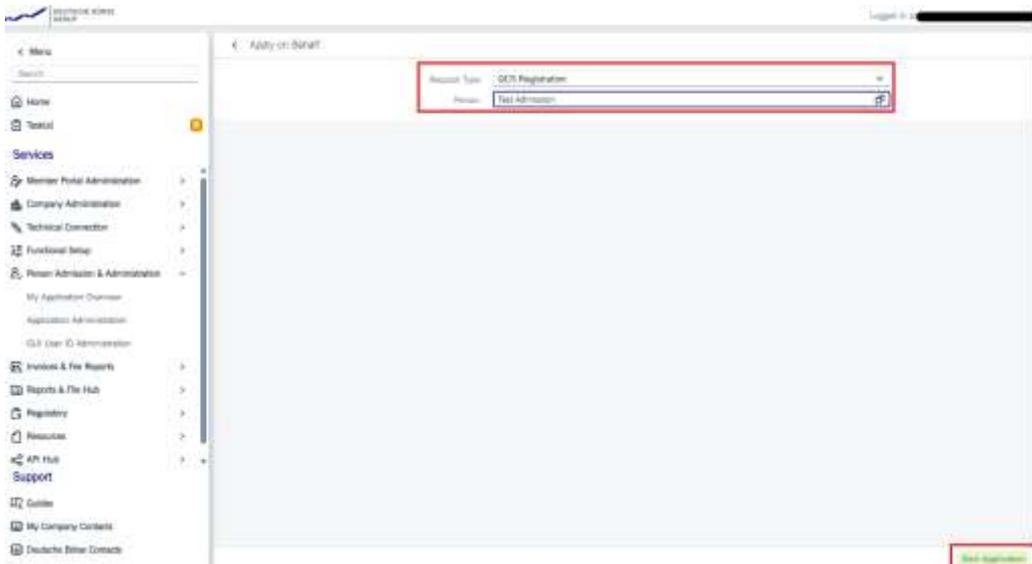
Once the application has been confirmed to be correct and all admission prerequisites have been fulfilled, the potential outsourced QBO receives a confirmation E-mail stating that the application has been approved.

**Please note**: If the company for which the potential QBO staff member is applying has not yet been admitted as an Exchange Participant (company level), the admission will remain *pending activation*. It will not become effective until the company is officially admitted. If the company admission does not occur, the application will be cancelled.

### 2.1.7    Application for Qualified Clearing Staff (QCS) Admissions

The following steps describe the process of applying on behalf of a third party as a Qualified Clearing Staff (QCS) member:

1. Select the Service tile "Person Admission & Administration" in the navigation menu.
2. Select the Service tile "Application Administration".
3. Select the Service tile "Apply on Behalf".
4. Select "QCS Registration" under "Request Type".
5. Select the user from the drop-down menu. If a person's name does not appear in the list, a Member Section user account has to be created as well. For this purpose, click the "+" icon and follow the steps described above. For detailed instructions on creating a Member Section user account, please contact Member Section Team.
6. Click "Start Application.

7. In the "Confirmation" tab, confirming of the boxes is done from QCS once he will receive the confirmation link.



A click on "Terms of Use" delivers details about legal admission requirements.

- If data regarding expertise are available, they will be displayed. If not, a set of questions related to the expertise will be asked, and the applicant will be required to provide responses.
- If the first question is answered with "Yes", proof of professional qualification is considered tentatively provided. The information given here is reviewed by Member Section and Person Admission teams after final submission of the application.
- If this question is answered with "No", the next question appears, following the same rules.
- If all questions are answered with "No", the "Confirmation of Qualification" field will be displayed. This allows the company's Admissions Administrator to confirm the qualification of the potential Qualified Clearing Staff (QCS) member. Alternatively, a letter from the compliance officer of the company where the applicant gained the previous experience may be uploaded. The letter must include the compliance officer´s signature and clearly state their position.

8. Click on "Review" to conduct a final check of the applicant request

Click on "Submit" to submit the application. Once the Admission Administrator has clicked on the button "Send," the application is forwarded to the relevant QCS for review and completion.

At the same moment, they are informed by E-mail that processing of the application is required.

When the potential QCS member has reviewed and completed the application, the Admission Administrator is also informed by E-mail of the application to be processed.

If the responsible Admission Administrator approves the application, it will be forwarded to Deutsche Börse Group for a check of the personal data and admission prerequisites. The potential QCS member is informed by E-mail should the application contain errors or be incomplete according to. In this case, the potential QCS member must immediately correct or complete the data in the application.

**Please note**: If the company for which the potential QCS staff member is applying has not yet been admitted as a Clearing Member (company level), the admission will remain *pending activation*. It will not become effective until the company is officially admitted. If the company admission does not occur, the application will be cancelled.
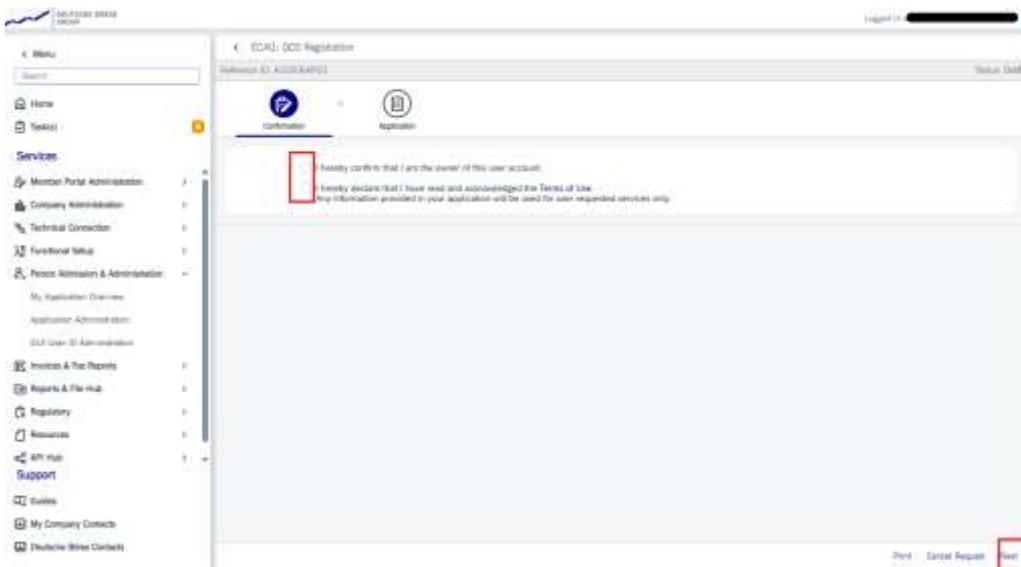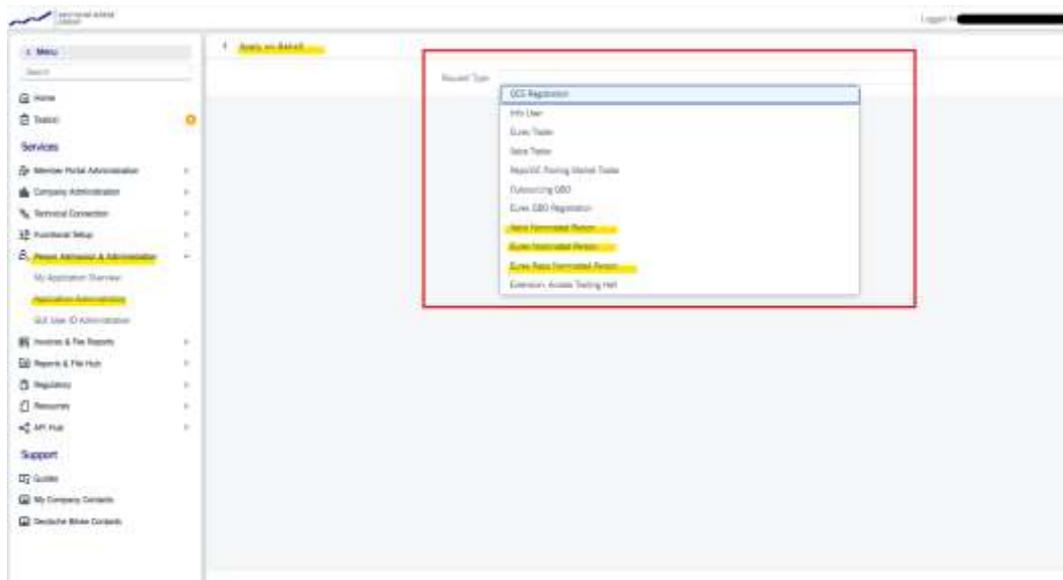
### 2.1.8    Application for Nominated Person (Eurex, FWB Frankfurter Wertpapierbörse, and Eurex Repo)

The following steps describe the process of applying on behalf of a third party as a Nominated Person:

1.  Select the Service tile "Person Admission & Administration" in the navigation menu.
2.  Select the Service tile "Application Administration".
3.  Select the Service tile "Apply on Behalf".
4.  Select "Eurex Nominated Person", "Xetra Nominated Person", or "Eurex Repo Nominated Person" under "Request Type".
5.  Select the user from the drop-down menu. Only applicants who have been set up as Members of Executive Management can be registered as Nominated Person. If the person you want to set up has not been registered yet, please contact Client Due Diligence at client-due-diligence@deutsche-boerse.com. They will inform you regarding the documentation needed for the setup.
6.  If after being set up as a Member of Executive Management a person's name does not appear in the list, a Member Section user account has to be created as well. For this purpose, click the "+" icon and follow the steps as described above. For detailed instructions on creating a Member Section user account, please contact Member Section Team.
7.  Click "Start Application".



8.  In the "Personal Data" tab, please enter the required data of the applicant and click "Next".

In the "Curriculum Vitae" tab, please enter the "Education History" and "Employment History" of the applicant. If the

Nominated Person is already a registered trader for the same market or has passed a trader exam for that market within the last 24 months, this step will be skipped automatically.



The curriculum vitae (CV) is required to verify the professional qualification of the Nominated Person. If the person has previously used the Person Admission & Administration tile, their personal data will already be displayed in the CV section. The data is stored automatically and will be available for all future applications submitted by that person.

9. Click "Review" to conduct a final check of the application request.

Click "Submit" to submit the application. Once the Admission Administrator has clicked the button "Send", the application is forwarded to the relevant Nominated Person for approval of his personal reliability, review and completion of application. At the same time, the Admission Administrator and the Nominated Person, for whom the application was submitted on behalf, will receive an email notification that further processing of the application is required.

10. The following steps describe the process of reviewing and completing the application by the potential Nominated Person:
1. Select the Service tile "Person Admission & Administration" in the navigation menu.
2. Select the Service tile "My Application Overview".
3. Select the Service tile "My Application History".
4. Select the relevant application from the list of historical requests.
5. Confirm the Declaration of Personal Reliability by clicking the correspondent checkbox.
6. Review Personal Data.
7. Review CV data (if applicable).
8. Click "Submit" to complete the application.

When the potential Nominated Person has reviewed and completed the application, including providing the Declaration of Personal Reliability, the application is forwarded to Deutsche Börse Group for a check of the personal data and admission prerequisites. The Admission Administrator is informed by E-mail that the application should contain errors or be incomplete. In this case, the Admission Administrator must immediately correct or complete the data in the application.

Once the application has been confirmed to be correct and all admission prerequisites have been fulfilled, the potential Nominated Person, the Admission Administrator, as well as the Central Coordinator will receive a confirmation E-mail.

**Please note:** If the company for which the potential Nominated Person is applying has not yet been admitted as an Exchange Participant (company level), the admission will remain *pending activation*. It will not become effective until the company is officially admitted. If the company admission does not occur, the application will be cancelled. Additionally, if the applicant is already admitted under a different company, the previous admission must be terminated before the new admission can take effect.

### 2.1.9    Application for Access to the Exchange Trading Hall

The applicant can request Access to the Exchange Trading Hall if the company has admission to the Exchange Trading Hall. The following steps describe the process of applying on behalf of a third party for Access to the Exchange Trading Hall:

1.    Select the Service tile "Person Admission & Administration" in the navigation menu.
2.    Select the Service tile "Application Administration".
3.    Select the Service tile "Apply on Behalf".
4.    Select "Extension: Access Trading Hall" under "Request Type".
5.    Select the applicant from the drop-down menu. If a person's name does not appear in the list, a Member Section user account has to be created as well. For this purpose, click the "+" icon and follow the steps described above. Please note that only admitted traders for Frankfurt Stock Exchange are included in this list. For detailed instructions on creating a Member Section user account, please contact Member Section Team.
6.    Click on "Start Application.



7.    Review the details and click "Create Request".

Once the Admission Administrator clicks "Create Request", the application is forwarded to the applicant for review. Simultaneously, the applicant and the Admission Administrator receive a notification email indicating that further processing of the application is required.

If the application is approved from Person Admission team, the applicant will be notified via email.

### 2.1.10    Application for EEX Exchange Trader (Assistant)

The following steps describe the process of applying for an admission as EEX Exchange Trader (Assistant) on behalf of a third party:

1.    Select "Person Admission & Administration" in the navigation menu.
2.    Select the Service tile "Application Administration".
3.    Select the Service tile "Apply on Behalf".

4. Select "EEX Exchange Trader (Assistant)" under "Request Type".
5. Select the person from the sub-menu. If a person's name does not appear in the list, then a Member Section user account must be created as well. For this purpose, click on "+" and proceed as described above. For questions about how to create a user account for the Member Section, please click here.
6. Click on "Start Application".



7. Within the "Confirmation" tab, please click on "Next" directly as the confirmation of the personal reliability statements may only be given by the prospective trader personally.
8. Within the "Personal Data" tab, please enter the "Applicant Data", select the "Member ID" the person should be admitted for and click on "Next".



9. Within the "Qualification" tab, please state the admission history and trading expertise. When finished, click on "Next".

Depending on the availability of an Exchange Trader examination, a note is shown. Should no data about Exchange Trader examinations be displayed although the potential Exchange Trader knowingly has been admitted before or has attended exams, the following questions have to be answered in a consecutive order:

1) "I was already admitted as an EEX Exchange Trader within the last 3 years."
   - If this question is replied to with "Yes", the admission history of the prospective trader available in the system will be shown.
   - If this question is replied to with "No", the next question opens for which the same rules apply.

2) "I have successfully passed an EEX or Eurex Trader Examination within the last 3 years."

   - If this question is replied to with "Yes", the qualification of the prospective trader available in the system will be shown.
   - If this question is replied to with "No", the next question opens for which the same rules apply.

3) "I have successfully passed an EEX or Eurex Trader Examination more than 3 years ago but already traded actively at an exchange within the last 3 years."

   - If this question is replied to with "Yes", the qualification of the prospective trader available in the system will be shown and the trading experience needs to be stated. Information given here is evaluated by EEX Membership after final submission of the application. If no qualification for an admission is available, please answer the question with "No" instead.
   - If this question is replied to with "No", the next question opens for which the same rules apply.

4) "Would you like to get admitted as EEX Exchange Trader Assistant?"

- If this question is replied to with "Yes", a confirmation text appears stating that you will be admitted as an EEX Exchange Trader Assistant for a maximum period of 6 months.
  To proceed, you must check the box to acknowledge that with an application for an EEX Exchange Trader Assistant admission, you will be promoted to full trader status upon the successful completion of the relevant EEX or Eurex examination.
  Additionally, you must select the respective responsible trader from the drop-down list. If you are not aware who your responsible trader is, you can skip this step, and your Admission Administrator will then select the responsible trader.
- If this question is replied to with "No", an application for admission as an Exchange Trader Assistant can be made here.

5) "Would you like to book the EEX trader exam online?"

- If "Yes" is selected, the EEX trader exam can be booked later under Person Admission & Administration > My Application Overview > Manage My Exams & Trainings. This is relevant if none of the above qualifications apply.
- If this question is replied to with "No", the processing of the application may be rejected, as no sufficient qualification is available or being pursued.

10. Within the "Technical Setup" tab, please select the required technical access (mandatory) and trader status (optional).



11. Select "Review" to conduct a final check of the application.
12. Select "Submit" to submit the exchange trader application.

Once the Admission Administrator has submitted the application, it is forwarded to the prospective trader for review and completion. At the same time, they are informed by E-mail that processing of the application is required.

When the potential Exchange Trader (Assistant) has reviewed and completed the application, the Application Administrator is also informed by E-mail of the application to be processed.

If the responsible Admission Administrator approved the application, it will be forwarded to EEX for a check of the personal data and admission prerequisites. The prospective trader is informed by E-mail should the application contain errors or be incomplete according to EEX. In this case, the data within the application can be corrected or completed immediately.

In general, all admissions returned to EEX which were not completed or corrected are automatically rejected within four weeks from the date of submission. Applications containing an exam booking requirement are excluded from this rule. If applications are rejected due to erroneous or missing data, the potential exchange trader can correct this information and submit the application again.

**Please note:** If the company, for which the potential exchange trader should be admitted, is not yet admitted as EEX Exchange Participant, the prospective trader will be admitted with suspensive effect, i.e. until the condition of the company admission is fulfilled.
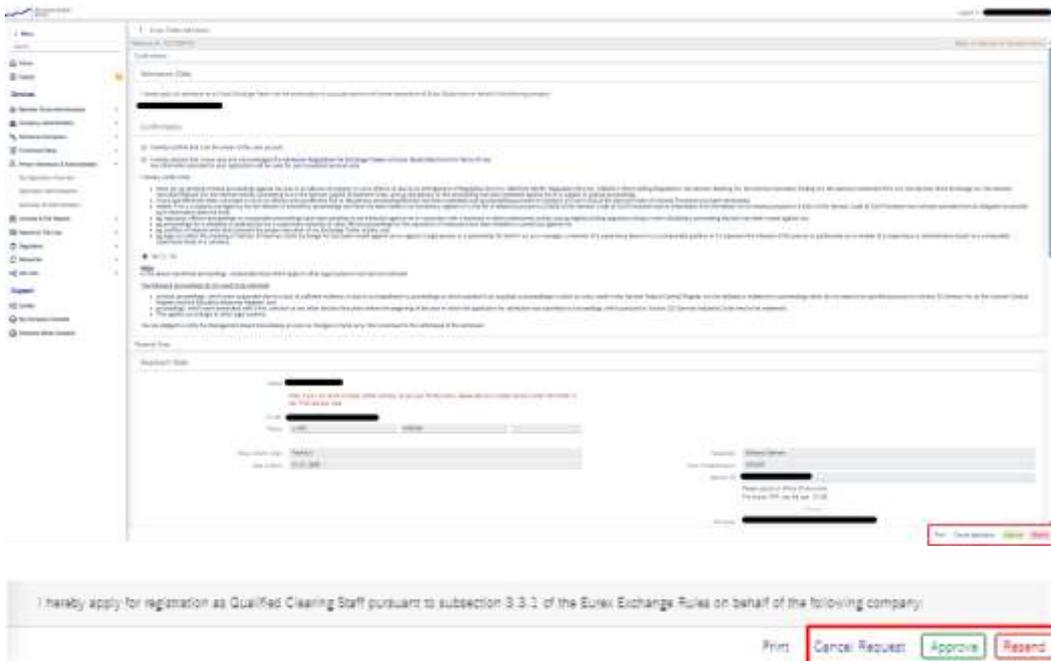
### 2.2   Application Overview

This section enables user to monitor, view and approve applications for services. The "Application Overview" displays all applications currently in process that involve logged-in Admission Administrator, as well as applications in draft status and those requiring further action (e.g., approval or review). Users can refine their view by applying filters through the drop-down menu, specifically for:

- **In Approval by Admission Administrator**: selecting this filter will display all applications of the company currently under review by the Admission Administrator.
- **All Applications**: selecting this filter provides a comprehensive overview of all applications of the company. Within "All Applications" section, Admission Administrator also has the option to forward an application to themselves. This functionality is intended for situations where the originally assigned Admission Administrator is unable to continue processing applications due to absence (e.g., vacation or illness).
- **All Markets**: selecting this filter will provide an overview of the company's applications, sorted by market.
- **Applicant Admission**: functionality for searching for a specific applicant.

When selecting an applicant– based on the assigned permissions– include:

- Cancel Request: the application is removed from the "Application Overview", and the applicant is notified of the refusal via E-mail.
- Approve: the application is submitted to Deutsche Börse Group. (available only if the Admission Administrator possesses the necessary rights))
- Resend: the application is returned to the potential Exchange Trader, Qualified Back-Office (QBO) staff member or Qualified Clearing Staff (QCS). In these cases, it is strongly recommended to include a comment for clarification

This section also indicates when a training or exam is required or remains pending for completion in relation to the admission process.
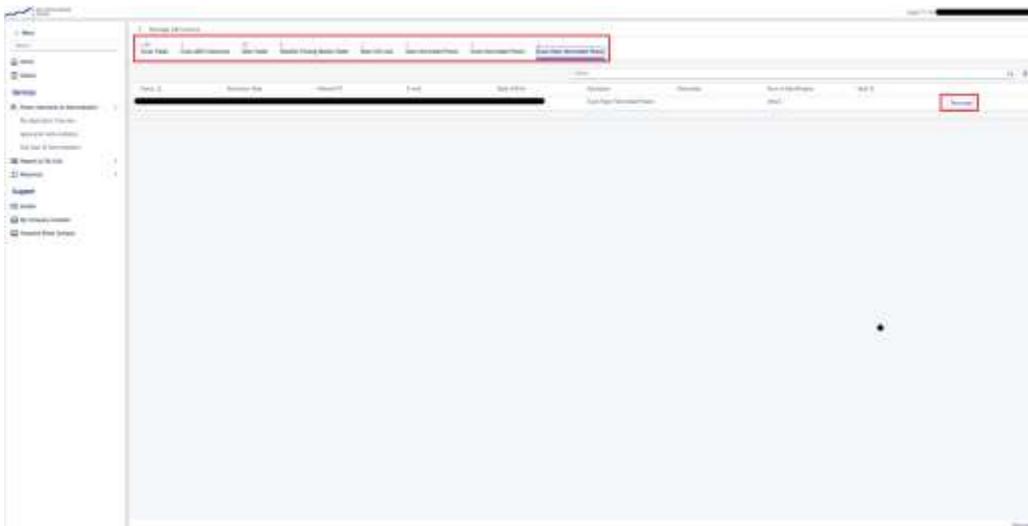
### 2.3   Manage Admissions

This section allows the user to monitor, view and terminate users to services. It displays all users registered under various roles, including Eurex and Frankfurt Stock Exchange Traders, Qualified Back-Office (QBO) staff member, Outsourcers QBO, Qualified Clearing Staff (QCS), Nominated Persons (Eurex, Xetra and Repo), Repo/GC Pooling Market Traders, Repo Info User, and those with Access to the Frankfurt Stock Exchange Trading Hall.
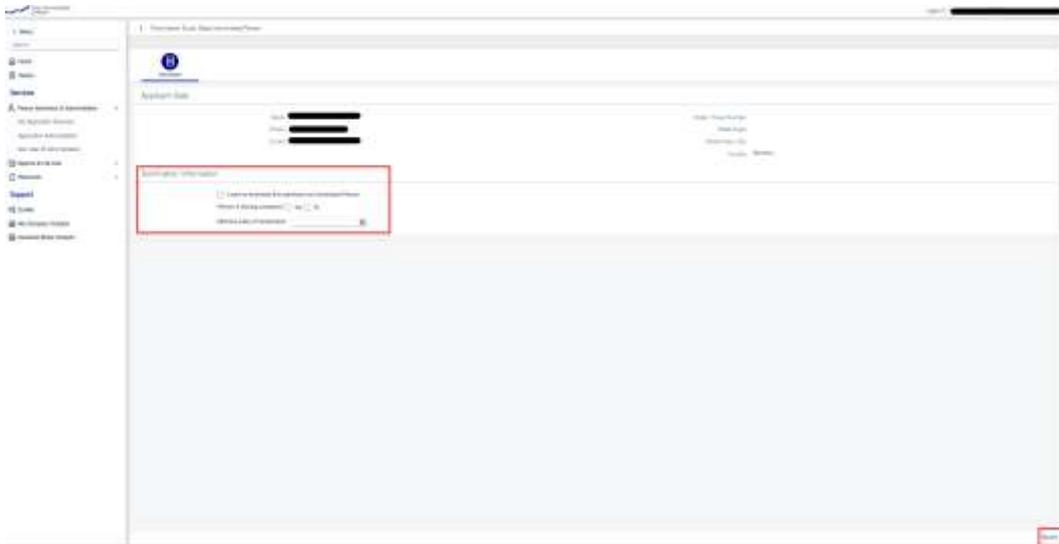
**Terminating Admissions**

The user can terminate and cancel termination requests within the User Admissions Management view.

1.  Select the "Terminate" button next to the username for which you want to remove the access to specific services.



2.  Tick the checkbox to confirm that you want to terminate the admission.
3.  Select "Yes" if the user is leaving your company.
4.  Select the effective termination date.

5.    Click on "Review" to check the entered information.

**Cancel Termination Request**

The applicant can cancel Termination requests by clicking the "Term. Request" button located on the right side next to the username.
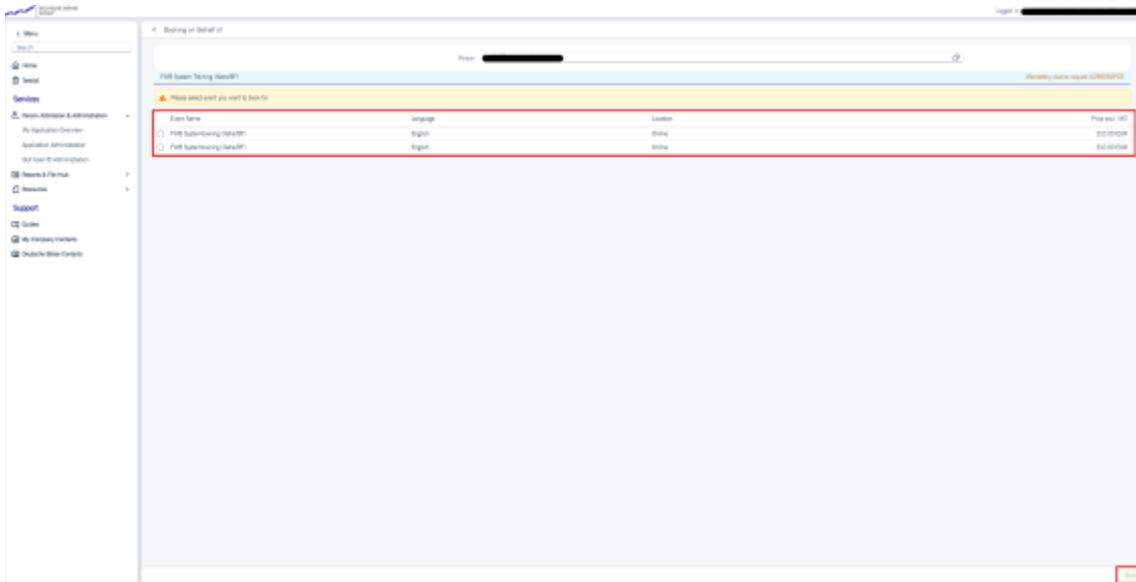
1.    A window displaying the termination request will open.
2.    Click on "Cancel Request" to withdraw the access removal.
3.    In the pop-up window, click "Yes" to confirm.

**Download Admissions Overview Details**

The applicant can download the list of users with access by clicking the "Download" button. This action will automatically generate and download an Excel file.

### 2.4  Create booking on Behalf

This section allows the Exchange Trader to apply for exams and training on behalf of third parties.  By searching for the Exchange Trader in the Person field, you are able to create an Exam or System training booking on behalf of that individual. After selecting the correct option, click ''Book'' to finalize the booking. The Exchange Trader will then receive a confirmation email.
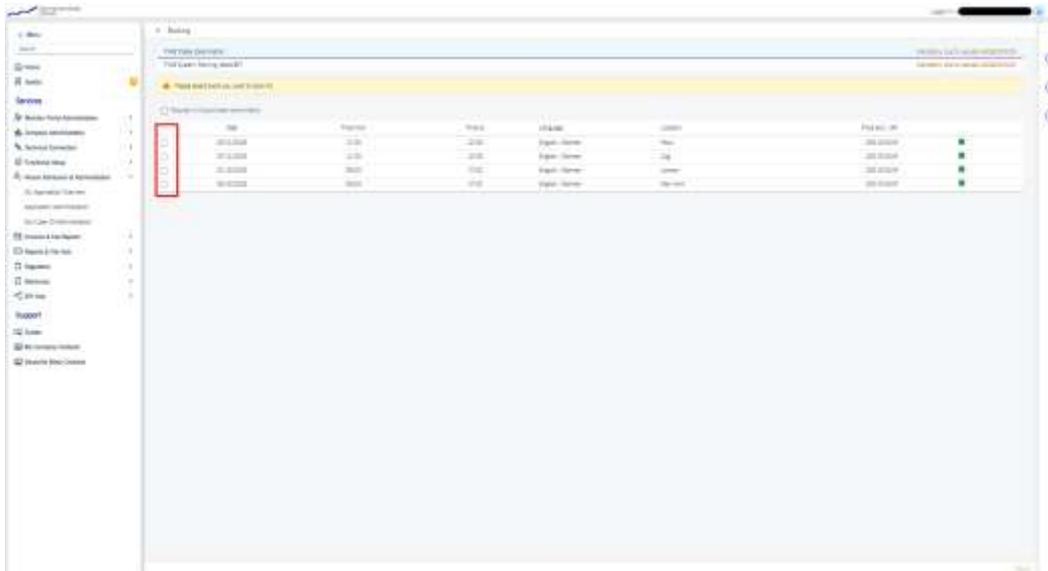
View and Cancel Booking on Behalf

This section allows the Admission Administrator to view and cancel trainings and exams on behalf of third parties.
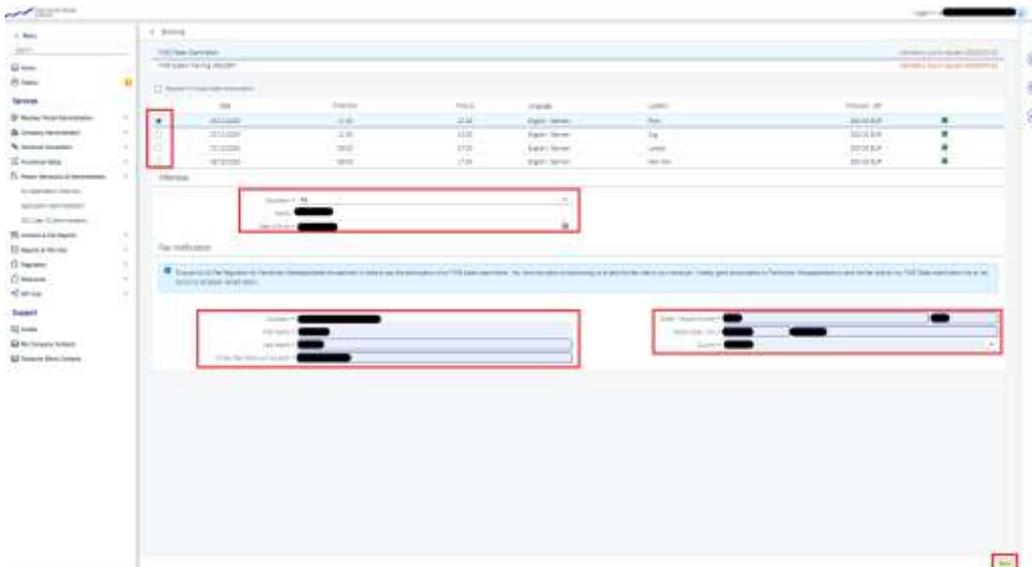


**Book Training & Exams**

1. The user can book a training or an exam by clicking the "+" icon.
2. Select the event type you want to book for the respective person.

For questions regarding registrations and the cancellation of examinations and trainings, please contact the Capital Markets Academy by telephone +49-(0) 69-2 11-1 37 67 or via email .

1. Enter the details of the third party and the invoice information.
2. Accept the Terms and Conditions.
3. Click "Book" to finalize booking.



### View Trainings & Exams

The user can select a User ID at the top of the screen by clicking on "Person". Once selected, all training and exams associated with that person will be displayed.

### Cancel Trainings & Exams

If any exams or trainings are pending, the user can cancel them by clicking "Cancel" next to the corresponding item.

# Contact
## Member Section

**Support Contact**

Email        member.section@deutsche-boerse.com
Phone       +49 69 21117888