



## NOTICE TO MEMBERS

No. 2022-031

March 10, 2022

### SELF-CERTIFICATION

#### **MINOR AMENDMENTS TO THE OPERATIONS MANUAL OF THE CANADIAN DERIVATIVES CLEARING CORPORATION**

On February 4, 2022, the Board of Directors of the Canadian Derivatives Clearing Corporation (“CDCC”) approved minor amendments to the Operations Manual of CDCC. CDCC wishes to inform the Clearing Members that these amendments have been self-certified pursuant to the self-certification process set forth in the *Derivatives Act* (C.Q.L.R., c I-14.01).

You will find attached hereto the amendments set to come into force and to be incorporated into the version of the Operations Manual of CDCC that will be made available on the CDCC website at [www.cdcc.ca](http://www.cdcc.ca) on **March 18, 2022**, after the market closes.

If you have any questions or concerns regarding this notice, please contact Sophie Brault at [sophie.brault@tmx.com](mailto:sophie.brault@tmx.com).

George Kormas  
President

## TIME FRAMES

### ON-LINE ACCESS

Each Clearing Member must be connected to the CDCC Clearing Application using its PC terminals to perform a variety of functions. (Clearing Members must supply their own PC terminals and Internet connection, at their own cost).

All instructions (corrections, Open Position changes, Position Transfers, Deposits, withdrawals, and submission of Exercise Notices and Tender Notices) must be entered on-line.

The CDCC Clearing Application allows Clearing Members to view their current information throughout the day electronically (except during scheduled maintenance or unforeseen outages). In addition, Clearing Members can download their reports after 7:00 p.m. every day using the SFTP Download function.

Should a Clearing Member not have electronic access ~~(due to technical issues)~~ to the CDCC Clearing Application during Office-Business Hours, CDCC can perform instructions on behalf of the Clearing Member. This requires a phone call from the Clearing Member to CDCC, along with the appropriate form faxed or scanned and e-mailed to CDCC. Such form must be signed by an Authorized Representative of the Clearing Member.

With respect to operational activity related to Options with an Expiration Date on Expiry Friday, CDCC staff members are on-site from 7:00 a.m. to fifteen (15) minutes after delivery of the Options Exercised and Assigned Report (MT02).

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