

CIRCULAR



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**To: Back Office Accounting Suppliers
 Clearing Members
 Floor Members**

No: 327/99

Last Day of Trading November 1999 - All Ordinaries Share Price Index Serial Option Contract

The November 1999 All Ordinaries Share Price Index Serial Option contract ceases trading at 12:30pm on Tuesday, 30 November 1999.

The table below outlines the requirements for Traders, Back Office staff and BOA providers for the 12:30pm Option Expiry process.

Processing Timetable

Deadline	Activity
12:30pm	Trading closes in the AO November Serial Option contract
1:00pm	<u>Clearing Members</u> to submit Notice of Option Exercise/Abandonment forms to SFECH (for <u>manual</u> exercise/abandonment's only)
1:30pm	All trades in the expiring options month confirmed within STACS SFE will apply contract lock ensuring no more allocations/assignments can be performed via STACS
2:00pm	Clearing Members download Reported Position file for expiring option contract to SFE Operations Members who submit a Reported Position file via a bureau should allow 15 minutes for transfer of the files from the bureau to the Exchange

Members/BOA's should be aware that it is **critical** that these times are met, in order for assigned positions (resulting from manual exercise/abandonment's) to be advised before the close of trading in the underlying futures contract. To ensure timeliness of such notification, SFE and SFECH **will not permit any extensions** to the cut-off times above.

Please ensure you are in a position to comply with these requirements.

**Angie Kingham
Manager; Trade Administration**

25/11/99

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