

## Block Trade Facility **Trader Procedures - A Summary**

Procedure	Completed by
<b>PRIOR TO ADVISING TRADING OPERATIONS</b>	
<ul style="list-style-type: none"> <li>Once an order is received, ensure that it qualifies for a Block Trade.</li> </ul>	Trader
<ul style="list-style-type: none"> <li>If the order qualifies as a Block Trade, the Trader is under no obligation to disclose any details of the order to the market.</li> </ul>	Trader
<ul style="list-style-type: none"> <li>Order execution must adhere to FIFO.</li> </ul>	Trader
<b>AFTER ALL DETAILS OF THE BLOCK TRADE HAVE BEEN AGREED</b>	
<ul style="list-style-type: none"> <li>The executing trader must send a message to Trading Operations outlining the details of the Block Trade via the SYCOM® message facility. If there are two or more parties, it must also include the counterparty details.</li> </ul>	Trader
<ul style="list-style-type: none"> <li>The time stamp on the message will be the official time stamp used by the Exchange.</li> </ul>	
<ul style="list-style-type: none"> <li>Each Participant must register the Block Trade via SFEIN within 5 minutes of text message, ensuring all relevant details are included.</li> </ul>	Trader
<ul style="list-style-type: none"> <li>It is the responsibility of the Participant to notify their Back Office of the Block Trade and its details.</li> </ul>	Trader
<b>CANCELLATION OF A BLOCK TRADE</b>	
<ul style="list-style-type: none"> <li>If a Block Trade has been validated and both parties wish to cancel the trade, Trading Operations must be informed following standard SYCOM® cancellation procedures.</li> </ul>	Trader
<ul style="list-style-type: none"> <li>Traders requiring a cancellation should adhere to the Operating Rules as prescribed under Operating Rule 1.13 – Errors During Trading.</li> </ul>	Trader

