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PREFACE

ABOUT THIS DOCUMENT

This document describes how to use the Connect Membership Pages and the online Membership Processes in the Connect online customer portal. Please note that this User Guide covers the management of your Membership Processes as well as the management of your Key Contacts in Connect.

TARGET AUDIENCE

This document should be read by any user who has to deal with the following processes:

- Key Contact Management
- Membership requests for Members
- Requests for Euronext services for Non-Members

CONTACTS

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Operational Client Services Desk clientsupport@euronext.com

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1. KEY CONTACT MANAGEMENT


1.1 REQUEST FOR A LINK TO A MEMBER CODE

When you create your account in Connect, you will need to choose whether or not to be linked to an existing Member.


If your company is already a member of a Euronext Market, you will be able to request that our account is linked with one or several of your member codes. The member codes available to you will be based on the domain address of the email you use to create your account.


Profile *

Member 

Email address * 

test@euronext.com

Request Access to the existing Participant's IDs 

120 - EURONEXT 

If your company is not yet registered, you will be able to make the request later via your profile settings.

1.2 REGISTRATION OF ROLES

REMINDER

If a Member Firm has multiple Member IDs, the key contacts registered should be the same across Member IDs and on both Cash and Derivatives Markets, where appropriate. Key contacts registered for different entities should have the same roles for all of the relevant entities.

Contacts required

We require the following number of key contacts for each Member firm:

- At least 2 Authorised Representatives, but no more than 5;
- At least 2 Responsible Persons per market (Cash/Derivatives);
- At least 2 Authorised Signatories (identified by an Authorised Signatory list or Power of Attorney).

1.2.1 AS Registration

The **Authorised Signatory (AS)** is designated by their company and has the legal authority to sign on behalf of the company. The AS is identified during the onboarding of the member via a List of Signatories or similar document (Power of Attorney, extract from a Registrar Document that includes a list of Authorised Signatories, etc). This type of document can be sent to Euronext via the Secured Document Transfer webform in Connect.

The registration of this role is handled by Euronext Membership team.

As the AS is designated to sign Membership documents on behalf of their company, they must create their own Connect account (or delegate that task) and inform the Euronext Membership Team when done.

The Membership Team will then validate the registration of the AS in Connect.

1.2.2 AR Registration

The **Authorised Representative (AR)** is designated by the AS to act on behalf of the Member. The AR is the main contact between the Member and the Euronext Membership Team and is authorised to appoint the Responsible Persons (RPs) and Membership Connectivity Administrators (MCAs).

The registration of this role is handled by Euronext Membership team.

The Authorised Representative Registration form must be completed and signed by an AS. The form and a scan of the AR's identity document must then be sent via the Secured Document Transfer webform in Connect.

At the same time, they must create their own account in Connect and notify the Membership Team.

When the process is completed, the Membership Team will validate the registration of the AR in Connect.

1.2.3 RP Registration

Responsible Persons (RP) are designated by their AR. They are in charge of the Member's trading activity with Euronext.

The registration of this role is handled by Euronext Membership team.

The Responsible Person Registration form must be completed and signed by an AR. The form and a scan of the RP's identity document must then be sent via the Secured Document Transfer webform in Connect.

At the same time, they must create their own account in Connect and notify the Membership Team.

When the process is completed, the Membership Team will validate the registration of the RP in Connect.

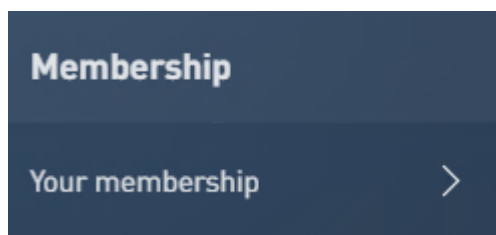
1.2.4 MCA and MD Registration

Member Connectivity Administrators (MCAs) are in charge of the Member's connectivity with Euronext.

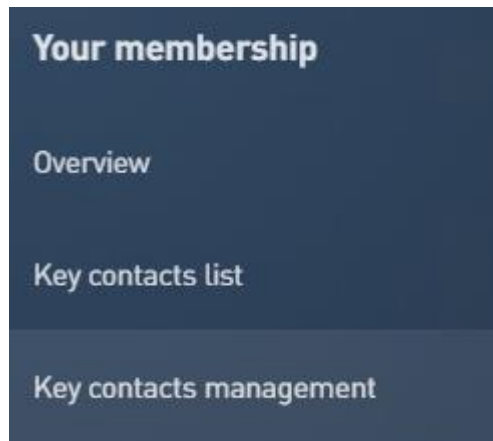
Member Delegate (MD) is an administrative role only, designated to complete and submit a Membership form on behalf of their AS or AR (forms must still be signed by the AS or AR).

The registration of both roles is handled directly by an Authorised Representative of their company.

MCAs or MDs must create their Connect account and request a link to a Member Code. When this has been done, one of their ARs should log into Connect and go to the **'Your Membership'** menu:



Then select **'Key contacts management'**:



The AR must then accept the requested link to the Participant ID:

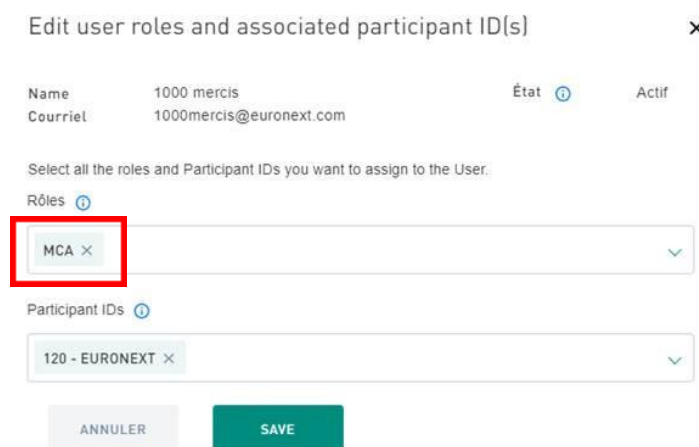


The AR will then be able to add or delete the MCA/MD role to the User as follows:

- Click on the **'Edit'** button:



- Delete or add the MCA/MD role, then **Save**:



The user is now an MCA or MD for the relevant Member ID.

1.3 KEY CONTACTS MANAGEMENT

When linked to a Member ID, each user will have a view of all the Key Contacts registered under that Member ID.

It is the responsibility of the Authorised Representative for the Member firm to inform Euronext Membership team of any changes to the list of key contacts.

1.3.1 Change of AS, AR and RP

If there is a change on the Client side regarding a user with an AS, AR or RP role, the Authorised Representative **must immediately inform** the Euronext Membership Team by email to change the registration.

If a user leaves the company, the Authorised Representative can also block that user's access to the Euronext Connect platform to prevent any unwanted action.

			USER ROLES					
LAST NAME	FIRST NAME	EMAIL	MARKETS	MCA	MD	PARTICIPANT IDS	EDIT	STATUS
			-			120		

1.3.2 Change of MCA/MD

As described in section 1.2.4 of this document, the Authorised Signatory can delete the MCA and MD role of a User.

If a user leaves the company, the Authorised Representative can also block that user's access to the Euronext connect platform to prevent any unwanted action.

			USER ROLES					
LAST NAME	FIRST NAME	EMAIL	MARKETS	MCA	MD	PARTICIPANT IDS	EDIT	STATUS
			-			120		

2. MEMBERSHIP WEBFORM

Membership webforms are available online for Euronext Members, Non-Members and Prospective Members.

The new online process will allow Euronext Clients to benefit from a more accessible, less time-consuming and more flexible way of managing their Euronext Membership, with electronic signatures replacing manual signatures.

2.1 MEMBERSHIP REQUEST DASHBOARD

A dashboard is available allowing Members to follow all their ongoing Membership requests.

You can access the dashboard via the **'Your Membership'** menu in the section **'Membership Onboarding'**.

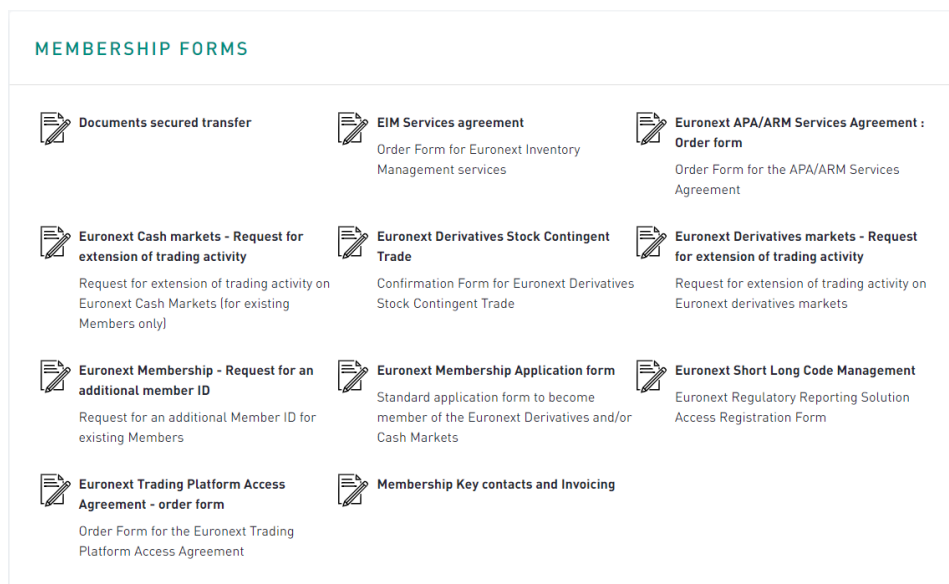
ONGOING REQUESTS				Search	Ongoing requests
FORM TITLE	STARTED ON	STARTED BY	STATUS		
Euronext Derivatives markets - Request for extension of trading activity (12974)	06/05/2020	-	●	Technical configuration	

The following information is displayed:

- **Form Title:** The name of the webform submitted, with the request number. The request number should be quoted in communications with the Membership Team.
- **Started on:** Date of the request
- **Started by:** Name of the requestor
- **Status:** The status of your request. The following status types are available:
 - Submitted: The webform has been submitted, and is under review by Euronext.
 - Ready to sign: An email has been sent to the Signatories selected. They must sign the Document by Electronic Signature.
 - Signed: Document has been signed.
 - Euronext Processing: Additional steps and validations are being made by Euronext Membership Team. Requestor will be contacted if needed.
 - Technical Configuration: Configuration on Euronext Systems. MCAs will be contacted at this stage.
 - Completed
 - Cancelled

2.2 MEMBERSHIP WEBFORMS

All the webforms are available via the **'Your Membership'** menu in the section **'Membership Onboarding'**.



2.2.1 Euronext Membership Application form

This is the standard application form that should be used by firms wishing to become a member of the Euronext Derivatives and/or Cash Markets.

This webform is available for all prospective users.

The following information is needed to complete and submit the form (fields marked * are mandatory):

Details of Applicant

- Applicant's Statutory Name and Legal Form*
- Commercial Name*
- VAT (tax) registration number
- BIC code (only applicable for Cash Market)
- Identification Code (LEI or National ID)*
- Registered Address (Street/City and Postal Code/Country)*
- Postal Address (Street/City and Postal Code/Country)*
- Switchboard Telephone no.
- Website Address

Contact Information (for processing the application)

- First and Last Name*
- Job Title*
- Telephone Number*
- Email Address*

Regulation

- Applicant's Regulatory Status (Located in Europe or not)*
- Professional Status*
- Name of Home State Regulator*

Please note that all non-EEA Applicants and non-regulated EEA Applicants must:

- Provide evidence that they hold an appropriate licence or authorisation with each of the hosting competent authorities; or

- Provide written evidence or explanation of why such authorisation is not required.
- Complete the Non-MiFID Suitability Assessment Form (on demand, if applicable).

Business per market – Cash/Derivatives

In this section you must indicate which Euronext market(s) are being applied for and indicate the name of the chosen General Clearing Member for those Markets.

Please check with your clearing member under which CMF code* your future business will be cleared.

Please note that the Applicant must keep in close contact with its clearing partners to ensure the appropriate post-trade set-up. For some trading subscriptions, additional requirements are required by LCH SA.

If you wish to access the Euronext Dublin Cash Market, you must send via the Secured Document Transfer webform the 'Approval as Intermediary' provided by the Irish Revenue Commissioners.

Trading Activity for Cash/Derivatives Markets

In this section you will have to indicate the type of trading activity you intend to perform on the Euronext Markets.

Applicant's profile

If the Applicant is currently a member of any other futures and/or options, cash, or commodities exchange (other than a Euronext Market), the following details must be provided:

- Member Since
- Name of entity holding Membership
- Exchange
- Capacity Held

Disciplinary history and related matters*

This section relates to the activities of not only the Applicant itself (including relevant persons), but also of other entities within the group that are pertinent to its operation on the Euronext Markets.

The response should include events which the Applicant considers material and which occurred in the last five years. If an Applicant is uncertain about the materiality of a specific disciplinary proceeding or event, the matter should be disclosed.

Governing law and counterparty*

Where an application for Membership is being made to a single Relevant Euronext Market Undertaking, the governing law and jurisdiction of this Declaration and application for Membership shall be that of the Relevant Euronext Market Undertaking, which shall also be the counterparty of this Declaration and application for Membership.

Signatory

Contact details of the authorised person (confirmed by the Authorised Signatory list)

- Full Name*
- Mobile Telephone Number*
(an SMS confirmation code will be sent to this number to validate the signature)
- Email address*

Membership Key Contacts and Invoicing Information

This information must be submitted via a separate webform, available in the Membership Webform page on Euronext Connect:

Management / Board contact

Full Name*
Telephone*
Date of Birth
Email*
Scope* (Cash/Derivatives or Both)

Head of Trading

Full Name*
Telephone*
Date of Birth
Email*
Generic Email
Scope* (Cash/Derivatives or Both)

Compliance contact

Full Name*
Telephone*
Date of Birth
Email*
Generic Email
Scope* (Cash/Derivatives or Both)

Anti-Money Laundering contact

Full Name*
Telephone*
Date of Birth
Email*
Scope* (Cash/Derivatives or Both)

Chief Financial Officer

Full Name*
Telephone*
Date of Birth
Email*
Scope* (Cash/Derivatives or Both)

IT contact

Full Name*
Telephone*
Date of Birth
Email*
Generic Email
Scope* (Cash/Derivatives or Both)

Market Data contact

Full Name*
Telephone*
Date of Birth
Email*
Generic Email
Scope* (Cash/Derivatives or Both)

Invoicing contact

Full Name*
Job title*
Telephone*
Email*
Postal Address for Cash and/or Derivatives Markets

Request for aggregation of Cash Trading fees with existing Euronext Member:

If relevant, indicate Member ID to be aggregated.

In addition, the applicant must provide the following documents via the Secured Document Transfer webform available on the Membership Webform page in Connect:

List of Signatories or similar document* : Power of Attorney, extract of Registration Document, or similar document (not older than 2 years)

Group Structure diagram*: Identifying the Beneficial Owners (holders of 20% or more of the applicant's firm), not older than 6 months and signed by the Authorised Signatory

Disciplinary History (if relevant): All types of document related to the applicant's disciplinary history

Legal Incorporation documentation*: Certificate of Incorporation and Memorandum and Articles of Association (in English)

Copy of licence and settlement of EU Passports*: EU Passports for relevant Countries

Letter of Intent*: From your preferred Clearing Member

2.2.2 Euronext Cash Markets - Request for extension of trading activity

This application form should be used to request an extension of trading activity on the Euronext Cash Markets.

This webform is available for existing Members only.

It will be automatically pre-completed with your Membership details and you will need to **update** the relevant fields as required (add or delete access to Euronext Markets).

The following information is needed to complete and submit the form (fields marked with * are mandatory):

Details of Applicant

Commercial Name*

Member ID*

First and Last Name of the requestor*

Job Title*

Telephone*

Email Address*

Business per market – Cash

In this section you should indicate which Euronext market(s) are being applied for and for those Markets, indicate the name of the chosen General Clearing Member. Please check with your clearing member under which CMF code* your future business will be cleared.

Please note that the Applicant must stay in close contact with its clearing partners to ensure the appropriate post-trade set-up. For some trading subscriptions, additional requirements are demanded by LCH SA.

If you wish to access the Euronext Dublin Cash Market, must send via the Secured Document Transfer webform the 'Approval as Intermediary' provided by the Irish Revenue Commissioners.

Trading Activity for Cash Markets

In this section you will have to indicate the type of trading activity you intend to perform on the Euronext Cash Markets, where relevant.

Signatory

You must select the signatory of this request from the list of registered Authorised Representatives, having first verified his/her availability. The signatory will then receive a notification to proceed with the digital signature.

2.2.3 Euronext Derivatives Markets - Request for extension of trading activity

This is the application form that should be used to request an extension of trading activity on the Euronext Derivatives Markets.

This webform is available for existing Members only.

It will be automatically pre-completed with your Membership details and you will need to **update** the relevant fields as required (add or delete access to Euronext Markets).

The following information is needed to complete and submit the form (fields marked with * are mandatory):

Details of Applicant

Commercial Name*

Member ID*

First and Last Name of the requestor*

Job Title*

Telephone*

Email Address*

Business per market – Derivatives

In this section you should indicate which Euronext market(s) are being applied for and for those Markets, indicate the name of the chosen General Clearing Member. Please check with your clearing member under which CMF code* your future business will be cleared.

Please note that the Applicant must stay in close contact with its clearing partners to ensure the appropriate post-trade set-up. For some trading subscriptions, additional requirements are demanded by LCH SA.

Trading Activity for Derivatives Markets

In this section you should indicate the type of trading activity you intend to perform on the Euronext Cash Markets, where relevant.

Signatory

You must select the signatory of this request from the list of registered Authorised Representatives, having first verified his/her availability. The signatory will receive a notification to proceed with the digital signature.

2.2.4 Euronext Membership - Request for an additional member ID

This application form should be used to request an additional Member ID on Euronext markets.

This webform is available for existing Members only.

The following information is needed to complete and submit the form (fields marked with * are mandatory):

Details of Applicant (Requested ID)

Applicant's statutory name and legal form*

Commercial Name*

VAT (tax) registration number

BIC code (only applicable for Cash Market)

Identification Code (LEI or National ID)*

Registered Address (Street/City and Postal Code/Country)*

Postal Address (Street/City and Postal Code/Country)*

Switchboard Telephone no.

Website address

Contact Information (for processing the application)

First and Last Name*

Job Title*

Telephone Number*

Email Address*

Regulation

Applicant's Regulatory Status (Located in Europe or not)*

Professional Status*

Name of Home State Regulator*

Please note that all non-EEA Applicants and non-regulated EEA Applicants must:

- Provide evidence that they hold an appropriate licence or authorisation with each of the hosting competent authorities; or
- Provide written evidence or explanation of why such authorisation is not required.

- Complete the Non-MiFID Suitability Assessment Form (on demand, if applicable)

Business per market – Cash/Derivatives

In this section you should indicate which Euronext market(s) are being applied for and for those Markets, indicate the name of the chosen General Clearing Member. Please check with your clearing member under which CMF code* your future business will be cleared.

Please note that the Applicant must stay in close contact with its clearing partners to ensure the appropriate post-trade set-up. For some trading subscriptions, additional requirements are demanded by LCH SA.

If you wish to access the Euronext Dublin Cash Market, you must send us via the Secured Document Transfer webform the 'Approval as Intermediary' provided by the Irish Revenue Commissioners.

Trading Activity for Cash/Derivatives Markets

In this section you should indicate the type of trading activity you intend to perform on the Euronext Markets.

Governing Law and Counterparty*

Where an application for Membership is being made to a single Relevant Euronext Market Undertaking, the governing law and jurisdiction of this declaration and application for Membership shall be that of the Relevant Euronext Market Undertaking, which shall also be the counterparty of this declaration and application for Membership.

Signatory

You must select the signatory of this request from the list of registered Authorised Representatives, having first verified his/her availability. The signatory will receive a notification to proceed with the digital signature.

2.2.5 Euronext APA/ARM Services Agreement: Order form

This is the order form that should be used to access the Euronext APA/ARM Services.

This webform is available for existing Members and for Non-Members who wish to have access to this service.

This webform requires an **advanced signature**. During this process, the signatory will receive a confirmation code via SMS. For this reason, and **only if you are already Member of Euronext**, the signatory selection is limited to those contacts that have provided their mobile telephone number in their Connect profile. You can double-check which contacts have done this in the Key Contacts list page before completing this form.

The following information is needed to complete and submit the form (fields marked with * are mandatory):

Details of Applicant

Commercial Name*

Member ID*

Contact Information - Requestor

First and Last Name*

Email Address*

Contact Information - Business

First and Last Name*

Email Address*

Job Title*

Telephone*

Postal Address (Street/City and Postal Code/Country)*

Contact Information - IT

First and Last Name*

Email Address*

Job Title*

Telephone*

Postal Address (Street/City and Postal Code/Country)*

Euronext APA/ARM Services

Specify the services to which you would like to subscribe, and a Start Date.

Signatory

For Euronext Members:

You must select the signatory of this request from the list of registered Authorised Representatives, having first verified his/her availability. The signatory will receive a notification to proceed with the digital signature.

For Non-Members :

Contact details of the authorised person (confirmed by the authorised signatory list)

- Full Name*
- Mobile Telephone Number* (an SMS confirmation code will be sent to this number to validate the signature)
- Email Address*

In addition, for Non-Members only, you will have to provide the following document via the Secured Document Transfer webform available in the Membership Webform page in Connect:

List of Signatories or similar document*:

Power of Attorney, extract of Registration Document, or similar document (not older than 2 years).

2.2.6 Euronext Trading Platform Access Agreement

This is the form for the Euronext Trading Platform Access Agreement, which is required for all Euronext Members who wish to trade on the Euronext Markets.

This webform requires an **advanced signature**. During this process, the signatory will receive a confirmation code via SMS. For this reason the signatory selection is limited to those contacts that have provided their mobile telephone number in their Connect profile. You can double-check which contacts have done this in the Key Contacts list page before completing this form.

The following information is needed to complete and submit the form (fields marked with * are mandatory):

Member Information

Applicant's Statutory Name and Legal Form*

Member ID*

Registration Country and Registration/Enterprise number*

Contact Information - Business

First and Last Name*

Email Address*

Job Title*

Telephone*

Postal Address (Street/City and Postal Code/Country)*

Contact Information - IT

First and Last Name*

Email Address*

Job Title*

Telephone *

Postal Address (Street/City and Postal Code/Country)*

Member Market Connectivity

Market Connectivity Option(s):

- SFTI Direct Connection (SDC)
- SFTI Managed Connection (SMC)
- SFTI Co-Location

Application Service Provider (ASP)

Extranet Service Provider

Governing Law and Counterparty*

Signatory

You must select the signatory of this request from the list of registered Authorised Signatories, having first verified his/her availability. The signatory will receive a notification to proceed with the digital signature.

2.2.7 Euronext Short Long Code Management

This is the registration form to access the Euronext Regulatory Reporting Solution.

This webform is available for existing Members only.

The following information is needed to complete and submit the form (fields marked with * are mandatory):

Details of Applicant (Requested ID)

Commercial Name*

Member ID*

Identification Code (LEI or National ID)*

Contact Information - Requestor

First and Last Name*

Email Address*

Contact Information - Business

First and Last Name*

Email Address*

Job Title*

Telephone*

Postal Address (Street/City and Postal Code/Country)*

Contact Information - IT

First and Last Name*

Email Address*

Job Title*

Telephone*

Postal Address (Street/City and Postal Code/Country)*

Technical Service Provider

Only if you intend to access the Reporting Solution through a Service Provider:

Name of the Provider

Contact Full Name

Contact Email Address

Euronext Member's Regulatory Reporting Obligations

Service that will be used:

- Commodities Position Reporting
- Reporting for Non-MiFID Euronext Members
- Off Book On Exchange

Signatory

You must select the signatory of this request from the list of registered Authorised Representatives, having first verified his/her availability. The signatory will receive a notification to proceed with the digital signature.

2.2.8 EIM Services agreement

This is the order form that should be used to request access to the Euronext Inventory Management service.

This webform is available for existing Members and for Non-Members who wish to have access to this service.

This webform requires an **advanced signature**. During this process, the signatory will receive a confirmation code via SMS. For this reason and **only if you are already Member of Euronext**, the signatory selection is limited to those contacts that have provided their mobile telephone number in their Connect profile. You can double-check which contacts have done this in the Key Contacts list page before completing this form.

The following information is needed to complete and submit the form (fields marked* are mandatory):

Details of Applicant

Member ID (if existing Member)
Type of Applicant (Approved Silo/Clearing Member)
Applicant's Statutory Name and Legal Form*
Commercial Name*
VAT (tax) registration number
BIC code (Only applicable for Cash Market)
Identification Code (LEI or National ID)*
Registered Address (Street/City and Postal Code/Country)*
Postal Address (Street/City and Postal Code/Country)*
Switchboard Telephone no.
Website address
Email Address

Contact Information - Business

First and Last Name*
Email Address*
Job Title*
Telephone*
Postal Address (Street/City and Postal Code/Country)*

Contact Information - IT

First and Last Name*
Email Address*
Job Title*
Telephone*
Postal Address (Street/City and Postal Code/Country)*

Signatory

For Euronext Members:

You must select two signatories for this request from within the list of registered Authorised Signatories. Please first verify their availability. They will receive a notification to proceed with the digital signature.

For Non-Members:

Contact details for each authorised person (confirmed in the authorised signatory list)

- Full Name*
- Mobile Telephone Number* (an SMS confirmation code will be sent to this number to validate the signature)
- Email Address*

In addition, for Non-Members only, you must provide the following document via the Secured Document Transfer webform available in the Membership Webform page in Connect:

List of Signatories or similar document*:

Power of Attorney, extract of Registration Document, or similar document (not older than 2 years).

2.2.9 Euronext Derivatives Stock Contingent Trade

This is the confirmation form to access the Euronext Derivatives Stock Contingent Trade service.

This webform is available for existing Members who wish to have access to this service.

The following information is needed to complete and submit the form (fields marked with* are mandatory):

Requesting Entity Information

Member ID*

Cash Company Name*

Country of Registration*

Registered Address (Street/City and Postal Code/Country)*

Setting

Transaction to be recorded for*:

- The same legal entity
- A different legal entity (if this is the case, please check with the other entity under which Member ID they are registered with Euronext)

Markets*

Signatory

You must select the signatory of this request from the list of registered Authorised Representatives, having first verified his/her availability. The signatory will receive a notification to proceed with the digital signature.

2.2.10 Document Secured Transfer

This page allows you to send sensitive and administrative documents to the Euronext Membership Team via a secured electronic portal.

The documents needed for each request are listed, together with a description.

Context of the document transfer *

- AR Registration
- RP Registration
- Euronext Membership - Application
- Euronext Membership - Additional member ID
- Cash markets - Extension of trading activity
- APA ARM Reporting Services Agreement Form
- EIM Services Agreement
- Brussels Expert Market access
- Other

This information helps to provide you with the list of relevant documents to upload.