

# ASX Production/Test SFTP Account Request Form

Attention: ASX Clearing  
 Phone: 1800 240 033  
 Email: [Clearing@asx.com.au](mailto:Clearing@asx.com.au)

Environment	
<input type="checkbox"/>	Production
<input type="checkbox"/>	Test

Request Type		
<input type="checkbox"/>	Add	<input type="checkbox"/>
<input type="checkbox"/>	Delete	<input type="checkbox"/>
<input type="checkbox"/>	Modify	
Account ID/s (If Applicable):		

### Requestor Details

First Name	
Last Name	
Phone	
Email	
Firm Mnemonic	

### Customer Contact Details

Name	
Phone	
Email	

### Request Details

Account Type	Single Service Account	Number Required
ASX OTC	<input type="checkbox"/>	
ASX Clear (Futures)	<input type="checkbox"/>	
ASX Physical Gas	<input type="checkbox"/>	
ASX Physical Environmental	<input type="checkbox"/>	
Additional Information		
Source IP Address		

<b>AUTHORISED SIGNATORY</b>	<b>AUTHORISED SIGNATORY</b>
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Signature \_\_\_\_\_

Signatory Name \_\_\_\_\_

Date \_\_\_\_\_

Signature \_\_\_\_\_

Signatory Name \_\_\_\_\_

Date \_\_\_\_\_

## Account Request Form Instructions

The Account Request Form is used to request account (Login ID) creation for access to the ASX Production Secure FTP (SFTP) service for the purpose of retrieving ASX generated files for selected services. For more information on the ASX SFTP service and generation of SSH keys refer to the ASX SFTP External User Guide.

### Request Type

When specifying the Request Type, note the following:

- When deleting or modifying an account, the account name must be provided on the form.
- When modifying an account, the requester needs to indicate the modification in the 'Additional Information' section, i.e. adding or removing a service.

### Account Type and Services

The SFTP service utilises SSH public and private key combinations for secure access. The requester (ASX customer) generates the SSH key combination. The SSH private key is retained by the requester and the public SSH key is provided to ASX. An SSH key combination can be utilised by more than one account.

The naming convention utilised for SFTP accounts is:

- A three character customer code
  - The ASX product/service
- Example: XYZ\_OTC or XYZ\_DBOR

The following account types are available:

**Single Service Account** - This is an account to access a specific ASX service, i.e. specific accounts for when different business units require segregated access to particular ASX Services. The naming convention utilised for this SFTP account will be a three-character customer code followed by the product/service:

Example: XYZ\_OTC – OTC Clearing Service.  
XYZ\_ETD – ASX Clear (Futures).

### Number Required

Multiple customer defined accounts for a particular service, i.e. accounts for automated processes and an account for an operational team to troubleshoot the service via an SFTP client.

Each connecting device (i.e. primary and backup server) will require an SSH key, however one account can have more than one SSH key. Alternately, more than one instance of a Multiple Service Account may be requested.

Additional information to be provided includes:

- The specific accounts IDs requiring configuration for additional services
- The SSH public key to account relationship where multiple public keys are provided.

### Source IP Address

The customer's public IP address must be provided. The public IP address will in most cases be the customer's firewall/router NAT address that they will pass through to the ASX SFTP Service. When requesting accounts for primary and backup sites, two public IP addresses will need to be provided.

### Authorised Signatories

The Account Request Form must be signed by two Authorised Signatories of the customer making the request.

### Form Submission

Please send the completed form to [clearing@asx.com.au](mailto:clearing@asx.com.au)