ASX Settlement Procedure Guidelines

> 🖳 This document is available online in Adobe Portable Document Format (PDF) at:
> **www.asxonline.com** > Participants > Library > Manuals

Context of this Document

The ASX Settlement Procedure Guidelines must be read in the context of the ASX Settlement Operating Rules.

Any terms explicitly defined in the ASX Settlement Operating Rules and used in the ASX Settlement Procedure Guidelines should be interpreted according to the definition given in ASX Settlement Operating Rules. This includes terms such as participant, registry, holder, issuer, subregister, and financial product. Because of the large number of these terms, they have not been capitalised for emphasis in this document.

Change History

Version	Date	Description of changes
1.0	May 2005	Initial version of a merged guideline document incorporating details from both the PPG and IRPG
1.2	May 2007	Change of name to Australian Securities Exchange (ASX)
1.7	Dec 2010	Updates to include name changes within ASX Group and ASX Operating Rule books.
3.0	Jul 2015	Updates to section 1.5 adding references to Quoted Securities.
3.1	Jan 2016	ASXOnline document merge
3.2	Mar 2016	T+2 Implementation and change in references from C&S Operations to Post Trade Operations
3.7	Dec 2021	Replaced ASX Settlement Bulletins with ASX Notices (refer to 1.4) Removed reference to fax (refer to 1.9)

SECTION 1. INTRODUCTION TO THIS GUIDE

1.1 S<small>OURCE</small>

The ASX Settlement Procedure Guidelines (APG) are issued and maintained by the ASX Settlement Pty Limited (ASXS), a wholly owned subsidiary of the Australian Securities Exchange (ASX).

1.2 P<small>URPOSE</small>

The purpose of the APG is to provide operational guidelines for clearing, settlement, and sponsorship participants, and registries. Participants and registries can use these guidelines as a base for establishing internal procedures that suit their business and computer systems

The APG does not define the obligations of a participant or a registry; these obligations are defined in the ASX Operating Rules, the ASX Clear Operating Rules, the ASX Settlement Operating Rules and accompanying procedures.

1.3 S<small>COPE</small>

Broadly speaking, the APG covers the use of CHESS to perform:

- clearing and settlement functions for market trades in approved financial products;
- registration and maintenance of holder details; and
- processing of corporate actions.

1.4 A<small>DDITIONAL</small> I<small>NFORMATION</small>

The ASX produces a range of documents that may also be relevant, including:

- ASX Operating Rules;
- ASX Clear Operating Rules;
- ASX Settlement Operating Rules;
- External Interface Specification;
- ASX Schedule of Fees; and
- ~~ASX Settlement Bulletins~~ASX Market Notices.

These documents can be found in the participant library section of the ASXOnline website (http://www.asxonline.com).

1.5 CONTEXT

The APG must be read in the context of the ASX Settlement Operating Rules.

Any terms explicitly defined in the ASX Settlement Operating Rules and used in the APG should be interpreted according to the definition given in ASX Settlement Operating Rules. This includes terms such as participant, registry, holder, issuer, subregister, and financial product. Because of the large number of these terms, they have not been capitalised for emphasis in the APG.

In the interests of readability and comprehension, where a procedure applies only in the context of securities in a listed company, the specific term security has been used instead of the more generic term financial product. In relation to Quoted Securities this term is used in the context of any security quoted on the ASX or be any other Approved Market Operator.

1.6 AVAILABILITY

The APG is published in Adobe "Acrobat" Portable Document Format (PDF) and is available online on the ASXOnline website (http://www.asxonline.com).

1.7 MAINTENANCE AND UPDATES

From time to time, changes must be made to the CHESS operating procedures and/or the technical architecture of the CHESS system. Participants and registries are advised of procedural changes in ASX Settlement bulletins and by the issue of updates to the APG.

The APG is a controlled document. Revisions are marked in the following manner:
- deleted text is struck out;
- new text is underlined;
- changes are highlighted by vertical bars in the margin; and
- other notations may be used where required.

Updates are made as either a partial or full re-issue of the document according to the scope of changes.

Updates requiring system changes are announced a minimum of 3 months in advance. Systems developers should use this document in conjunction with the External Interface Specification (EIS), to provide compatible systems to operate in the CHESS environment. Please refer to ASX Settlement bulletins for system update details.

1.8 FEEDBACK

Every effort has been made to see that the document is complete and accurate; however we welcome comments on any omissions or inaccuracies.

Feedback should be directed to:

chesshelp@asx.com.au

1.9 FURTHER ASSISTANCE

Post Trade Operations provide a help desk for operational support of ASXS participants and registries. The Post Trade Operations help-desk also acts as a first point of contact for system development, business analysis and regulatory issues involving CHESS. Once raised with the help desk, issues are passed to the appropriate area within ASX for resolution.

The Post Trade Operations help desk operates between 8 am and 6 pm (Sydney time) each ASX business day.

The toll free help desk number is:

- 1800 814 051

The help desk fax numbers are:

- (02) 9227 0264; and
- (02) 9227 0265

The help desk Email is:

- chesshelp@asx.com.au

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