



29 May 2013

The Chief Executive  
All Authorized Institutions

Dear Sir/Madam,

**User Training and Testing for the HKMA Trade Repository Reporting Service**

The Reporting Service of the OTC Derivatives Trade Repository of the HKMA (HKTR) is scheduled for launch by the end of July 2013. TR Members are required to complete a simulation test as part of the registration process before they can make use of the Reporting Service and start reporting. Training will be provided to potential users to familiarise them with the key operating processes of the HKTR system. Generally, user training and simulation tests will be conducted once every month. A TR Member intends to start reporting in a month has to complete a simulation test before the month of reporting.

The detailed schedule for the user training and simulation test for a month will normally be confirmed and announced in the middle of the preceding month to allow sufficient time for TR Members to sign up and prepare. The first user training and simulation test, to prepare TR Members for reporting in August 2013, have been scheduled for June and July 2013 respectively.

**June 2013 User Training**

The first user training session will be conducted on **24 June 2013**. Interested institutions may complete the attached enrolment form and return it to the HKTR. Each institution may nominate up to 3 participants to attend the session. Priority will be given to institutions that have signed the service agreement for the Reporting Service. Should the number of enrolled participants exceed the capacity of the session, additional sessions will be arranged, and enrolled participants will be advised accordingly. Training materials will be distributed to enrolled participants in advance.

**July 2013 Simulation Test**

The first simulation test will be conducted during **2 July to 5 July 2013**. TR Members who intend to start direct reporting (i.e. not reporting via an agent) in August 2013 are required to participate in and complete the July 2013 simulation test. Reporting agents will similarly need to complete the simulation test before they can start reporting for TR Members. To facilitate TR Members to make necessary internal system development, the testing environment of the HKTR system has been made available from **27 May 2013** for TR Members to perform their own user-defined tests.

Please also indicate in the attached enrolment form for the training session whether your institution will start reporting in August 2013. TR Members who are not intending to start reporting in August 2013 may join training sessions and simulation tests in later months. Testing scripts will be provided to TR Members in advance.

For enquiries on enrolment in user training and simulation tests, please contact the HKTR at (852) 8100 3115 or e-mail to [hktr@hkma.gov.hk](mailto:hktr@hkma.gov.hk).

Yours faithfully,

A handwritten signature in black ink, consisting of several loops and a long horizontal stroke at the top.

(Colin Pou)

Head, Payment Systems Operation Division  
Financial Infrastructure Department

# User training for the HKMA Trade Repository Reporting Service

## Enrolment Form

### June 2013 training session for the HKMA TR Reporting Service

Date: 24 June 2013 (Mon)

Time: 14:30 – 18:00

Language: English

Venue: HKMA office, 55/F Two International Finance Centre, Central, Hong Kong

Name of institution: \_\_\_\_\_

TR Member code (if applicable): \_\_\_\_\_

My institution would like to nominate the following officers to attend the training session (each institution may nominate up to 3 participants):

Name	Telephone	Email

Note: Priority will be given to institutions that have signed the Reporting Service Agreement. If the number of enrolled participants exceeds the capacity of the session, additional sessions will be arranged, and the enrolled participants will be advised accordingly.

### July 2013 Simulation Test for the HKMA TR Reporting Service

*(please tick and provide the contact information, if applicable)*

Our institution will not participate in the simulation test on 2-5 July 2013

Our institution will participate in the simulation test on 2-5 July 2013. Please contact the following officers of our institution for system and logistical arrangements

Name	Telephone	Email

*(Please complete and return this form to the HKTR by fax to (852)2878-1679 or by e-mail to [hktr@hkma.gov.hk](mailto:hktr@hkma.gov.hk) on or before 11 June 2013)*