



11 July 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 next user training and simulation test, to prepare TR Members for reporting in September 2013, have been scheduled for August 2013.

August 2013 User Training

The next user training session will be conducted on **8 August 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. Should the number of enrolled participants exceed the capacity of the session, priority will be given to institutions that have signed the service agreement for the Reporting Service and have not previously attended any user training sessions. Training materials will be distributed to enrolled participants in advance.

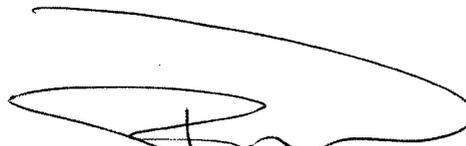
August 2013 Simulation Test

The next simulation test will be conducted during **19 August to 27 August 2013**. TR Members who intend to start direct reporting (i.e. not reporting via an agent) in September 2013 are required to participate in and complete the August 2013 simulation test, except those that have completed a previous 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 September 2013. TR Members who are not intending to start reporting in September 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.

Yours faithfully,

A handwritten signature in black ink, consisting of a large, sweeping loop at the top, followed by a smaller loop and a series of wavy lines below.

(Colin Pou)

Head, Payment Systems Operation Division
Financial Infrastructure Department

User training for the HKMA Trade Repository Reporting Service

Enrolment Form

August 2013 training session for the HKMA TR Reporting Service

Date: 08 August 2013 (Thu)

Time: 14:30 – 18:00

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	Language (Please tick)
			<input type="checkbox"/> English <input type="checkbox"/> Cantonese
			<input type="checkbox"/> English <input type="checkbox"/> Cantonese
			<input type="checkbox"/> English <input type="checkbox"/> Cantonese

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.

August 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 19-27 August 2013

Our institution will participate in the simulation test on 19-27 August 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 on or before 31 July 2013)