



NATIONAL
CLEARING
CENTRE
MOSCOW EXCHANGE GROUP

Clearing
Department

Clearing terminal: instruction and examples

Requests

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How to register details of the account for collateral return?



Request for the registration of the Account for Collateral return details (1/3)

1. In main menu choose **Reference**
2. Then **Requisites for collateral return**
3. Press **Add details**

The screenshot shows a web application interface with a top navigation bar containing 'TRANSFERS', 'SETTLEMENT ACCOUNTS', 'COLLATERAL ACCOUNTS', 'DOCUMENTS', and 'REFERENCE'. The 'REFERENCE' menu item is highlighted with a red box and labeled '1.'. Below the navigation bar, a sub-menu contains 'Requisites for Collateral return', 'Firm identifiers', and 'Sub-accounts clusters'. The 'Requisites for Collateral return' item is highlighted with a red box and labeled '2.'. The main content area displays the title 'REQUISITES FOR COLLATERAL RETURN' and a 'Processing requests' section. A search bar with a 'Quick find' input and a magnifying glass icon is present. To the right of the search bar are buttons for 'Refresh', a green 'X' icon, a red document icon, and a red 'Add details' button, which is highlighted with a red box and labeled '3.'. Below the search bar is a table with columns: ID, STATUS, NAME, CURRENCY, PAYEE'S BANK, ACCOUNT, and RECIPIENT. The table contains one row with the following data:

| ID | STATUS | NAME | CURRENCY | PAYEE'S BANK | ACCOUNT | RECIPIENT |
|-----------------------|--------|------------|----------|--------------|----------------------|-----------------|
| 23397 | | Клиентские | RUB | 044525505 | 30411810600080000033 | Печ Инвест 2020 |

Below the table, a detailed view of the selected row is shown:

| | |
|-------------------------|-----------------------|
| Russian BIC of the Bank | 044525505 |
| Correspondent account | 30105810345250000505 |
| Personal account | 30411810600080000033 |
| TIN | 7711056412 |
| Receiver | Печ Инвест 2020 |
| Purpose | возврат клиентских ДС |

Request for the registration of the Account for Collateral return details (2/3)

1. Choose **Currency**
2. Create **Name**
3. Fill in **details of the Account for collateral return**
4. Client is optional field
5. Purpose of payment is optional field
6. Press **Sign and send**

Attention: details are registered **without connection to the Settlement Account**. In order to return collateral details shall **correspond to the Settlement Account**. In order to set such correspondence please use *Request for setting correspondence of the Account for Collateral return to the Settlement Account* (check slide 6)

The screenshot shows a web interface with a navigation bar at the top containing 'TRANSFERS', 'SETTLEMENT ACCOUNTS', 'COLLATERAL ACCOUNTS', 'DOCUMENTS', and 'REFERENCE'. Below the navigation bar, there are sub-headers: 'Requisites for Collateral return', 'Firm identifiers', and 'Sub-accounts clusters'. The main heading is 'REQUEST FOR THE REGISTRATION OF THE ACCOUNT FOR COLLATERAL RETURN DETAILS'. The form contains the following fields and elements:

- Currency:** A dropdown menu showing 'RUB Russian rubles' with a red '1.' next to it.
- Name:** A text input field with a red '2.' next to it.
- Receiving bank:** A section with a search icon and a text input field.
- Receiver:** A section with fields for 'Name', 'TIN', 'KPP', and 'Personal account'.
- Client:** A section with 'Yes' and 'No' radio buttons and a red '4.' next to it.
- Purpose of payment:** A text input field with a red '5.' next to it.
- Buttons:** 'Refusal of operation' and 'Sign and send' (highlighted with a red box and a red '6.' next to it).

A red bracket on the right side of the form groups the 'Receiving bank', 'Receiver', and 'Client' sections under a red '3.'.

Request for the registration of the Account for Collateral return details (3/3)

To **view** registered details:

1. In main menu choose **Reference**
2. Then **Requisites for collateral return**

TRANSFERS SETTLEMENT ACCOUNTS COLLATERAL ACCOUNTS DOCUMENTS **REFERENCE**

Requisites for Collateral return Firm identifiers Sub-accounts clusters

Main ▶ Requisites for Collateral return

REQUISITES FOR COLLATERAL RETURN

+ Processing requests

+ Search Quick find Refresh Add details

| ID | STATUS | NAME | CURRENCY | PAYEE'S BANK | ACCOUNT | RECIPIENT |
|-----------------------|--------|-------------------------|----------|---|-----------------------|-----------------|
| 23397 | | Клиентские | RUB | 044525505 | 30411810600080000033 | Печ Инвест 2020 |
| | | Russian BIC of the Bank | | 044525505 | | |
| | | Correspondent account | | 30105810345250000505 | | |
| | | Personal account | | 30411810600080000033 | | |
| | | TIN | | 7711056412 | | |
| | | Receiver | | Печ Инвест 2020 | | |
| | | Purpose | | возврат клиентских ДС | | |
| 23416 | | USD | USD | MICURUMM | /30411840100018000339 | MICURUMM |
| | | BIC Beneficiary bank | | MICURUMM | | |
| | | Beneficiary bank | | NATIONAL SETTLEMENT DEPOSITORY SPARTAKOVSKAYA ST. 12 MOSCOW | | |
| | | BIC Beneficiary | | MICURUMM | | |
| | | Beneficiary account | | /30411840100018000339 | | |
| | | Beneficiary | | NATIONAL SETTLEMENT DEPOSITORY SPARTAKOVSKAYA ST. 12 MOSCOW | | |
| | | Purpose | | //Proprietary | | |

Attention: red flag in the "Status" field in the list of details means that details have been registered but not approved. Such details can be assigned to the Settlement Account, however it is **impossible** to make returns according to such details.

Request for setting correspondence of the Account for Collateral return to the Settlement Account (1/2)

1. In main menu choose **Settlement Accounts**
2. Then choose the **Settlement Account**, to which details of the Account for Collateral return shall be assigned
3. In the Settlement Account card choose **Account details**
4. Press **Add correspondence**

The screenshot displays a web application interface for managing settlement accounts. The top navigation bar includes tabs for TRANSFERS, SETTLEMENT ACCOUNTS (highlighted with a red box and labeled '1.'), COLLATERAL ACCOUNTS, DOCUMENTS, and REFERENCE. Below the navigation, a breadcrumb trail shows 'Main > Settlement Accounts > Settlement Account 75904 card' (the last part is highlighted with a red box and labeled '2.'). The main content area is titled 'SETTLEMENT ACCOUNT 75904' and features a '+ Processing requests' button. A sub-navigation bar contains 'General information', 'Permanent collateral returns', and 'Account details' (highlighted with a red box and labeled '3.'). Below this is a search bar with a '+ Search' button and a 'Quick find' input field. To the right of the search bar are buttons for 'Refresh', a file export icon, a PDF icon, and a red 'Add correspondence' button (highlighted with a red box and labeled '4.'). At the bottom, a table header lists columns: ID, STATUS, NAME, CURRENCY, PAYEE'S BANK, ACCOUNT, and RECIPIENT. The table content is empty, with the text 'No data available' centered below it.

Request for setting correspondence of the Account for Collateral return to the Settlement Account (2/2)

1. Choose the **Currency**
2. Then choose **Account for Collateral return** from the list
3. Press **Sign and send**

TRANSFERS SETTLEMENT ACCOUNTS COLLATERAL ACCOUNTS DOCUMENTS REFERENCE

Main ▶ Settlement Accounts ▶ Settlement Account 75904 card ▶ Request for setting correspondence of the account for collateral return to the Settlement Account

SETTING CORRESPONDENCE OF THE ACCOUNT FOR COLLATERAL RETURN TO THE SETTLEMENT ACCOUNT

Settlement account: 75904 Clients/Ordinary Currency: Choose the currency **1.**

Account for the collateral return **2.**

Account name for the collateral return

Refusal of operation Sign and send **3.**

Attention: in the field "Account for collateral return" will be available only those details, which **have been registered earlier** and correspond to the chosen currency. Field "Account name for the collateral return" is filled in automatically.

Request for changing Account for Collateral return details

1. In main menu choose **Reference**
2. Then choose **Requisites for collateral return**
3. Click the **pencil icon**
4. In the form of the **Request for changing Account for Collateral return details** change the required fields
5. Press **Sign and send**

Attention: this request may be used in case of necessity to change the details **Name**, to make it easier to navigate through all registered details.

TRANSFERS SETTLEMENT ACCOUNTS COLLATERAL ACCOUNTS DOCUMENTS REFERENCE

Requisites for Collateral return Firm identifiers Sub-accounts clusters

Main > Requisites for Collateral return

REQUISITES FOR COLLATERAL RETURN

+ Processing requests

Quick find Search Refresh Add details

| ID | STATUS | NAME | CURRENCY | PAYEE'S BANK | ACCOUNT | RECIPIENT | |
|-------|--------|------------|----------|--------------|----------------------|-----------------|--|
| 23397 | | Клиентские | RUB | 044525505 | 30411810600080000033 | Печ Инвест 2020 | |

REQUEST FOR CHANGING DETAILS OF THE ACCOUNT FOR COLLATERAL RETURN

Currency RUB Russian rubles ID 23397

Name Клиентские

Receiving bank

Russian BIC 044525505 Name НКО АО НРД Correspondent account 30105810345250000505

Receiver

Name Печ Инвест 2020 TIN 7711056412 KPP 770100001 Personal account 30411810600080000033

Client Yes No

Purpose of payment возврат клиентских ДС

Refusal of operation Sign and send

4.

5.

How to return collateral?



Request for Collateral return

1. In main menu choose **Transfers**

2. Then choose **Collateral return**

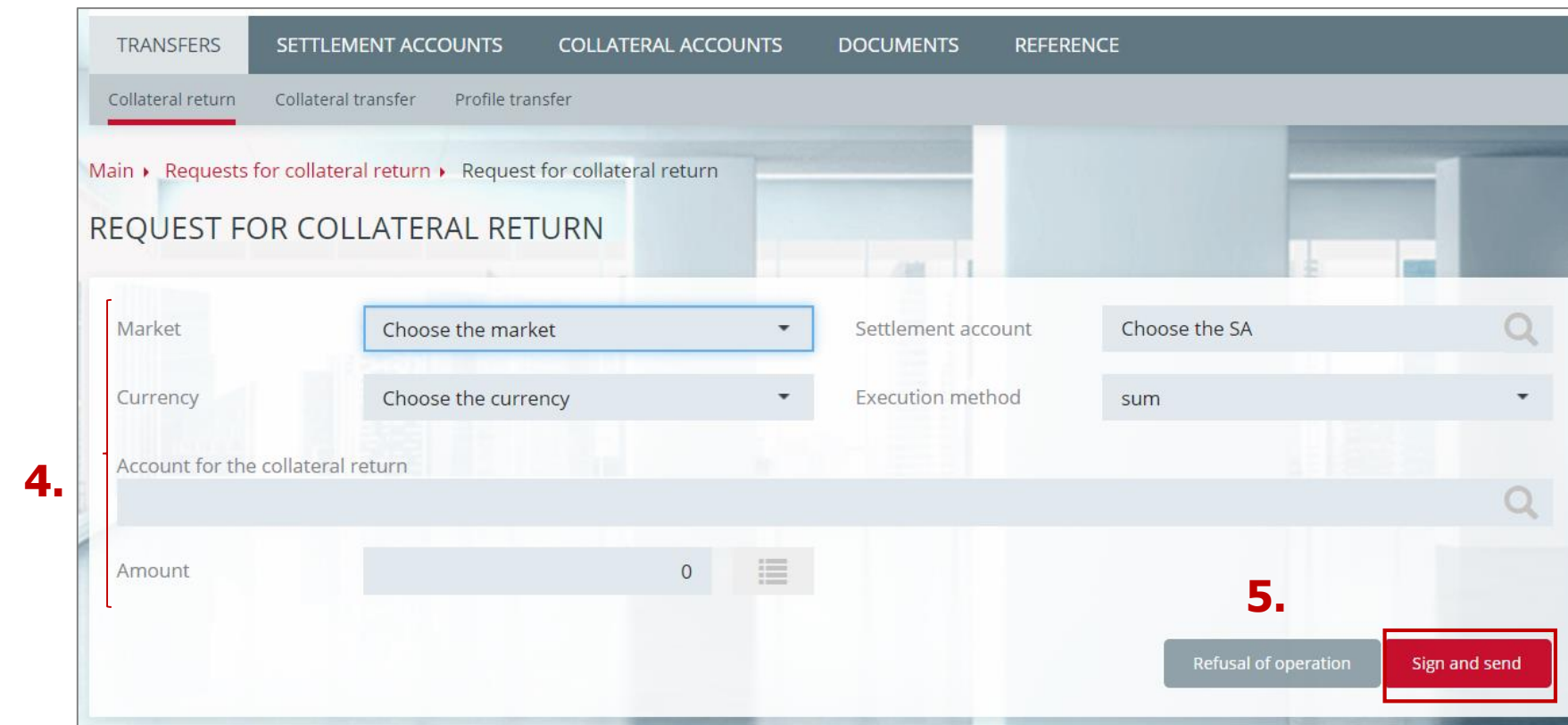
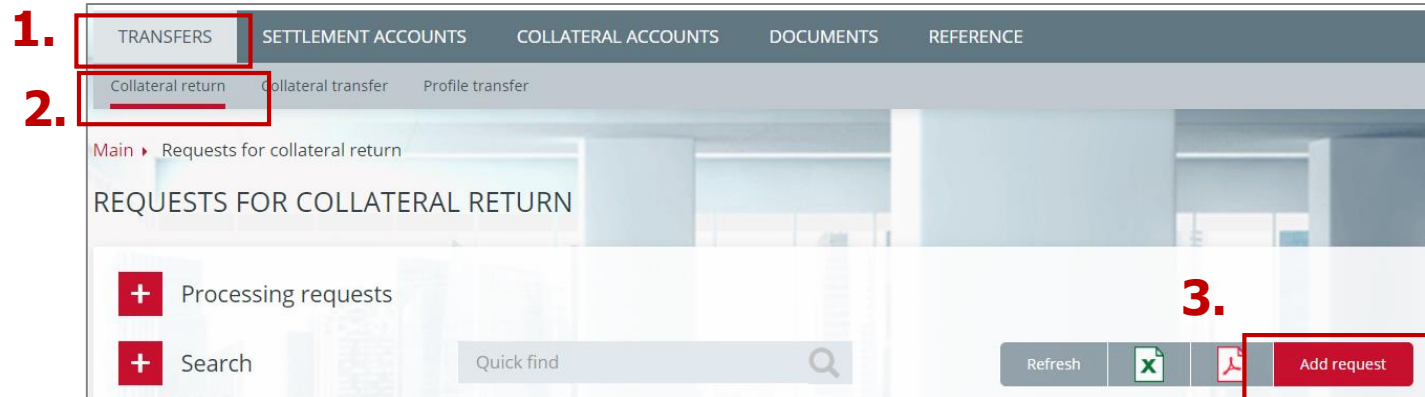
3. Press **Add request**

4. In the form of the **Request for Collateral return** fill in all fields

5. Press **Sign and send**

Attention: in the drop-down list, in the field "Account for Collateral return" will be available only those details, which are assigned to the Settlement Account, chosen in the "Settlement Account".

When making returns on the derivatives market clearing registers **must** be defined.



Standing instruction to return collateral (1/2)

1. Enter Settlement Account card (choose required Settlement Account in the tab **Settlement Accounts** in the main menu)
2. Choose the tab **Permanent collateral returns**
3. Press **Add request**, choose Standing Instruction to return collateral

The screenshot displays a web application interface for managing settlement accounts. At the top, a navigation bar includes tabs for TRANSFERS, SETTLEMENT ACCOUNTS (highlighted with a red box and labeled '1.'), COLLATERAL ACCOUNTS, DOCUMENTS, and REFERENCE. Below this, a breadcrumb trail reads 'Main > Settlement Accounts > Settlement Account 12613 card'. The main heading is 'SETTLEMENT ACCOUNT 12613'. A sub-section titled 'Processing requests' (with a red '+' icon) contains three tabs: 'General information', 'Permanent collateral returns' (highlighted with a red box and labeled '2.'), and 'Account details'. In the bottom right corner, there is a 'Refresh' button and an 'Add request' button (highlighted with a red box and labeled '3.') with a dropdown arrow. The dropdown menu is open, showing three options: 'STANDING INSTRUCTION TO RETURN COLLATERAL' (highlighted with a red box), 'STANDING INSTRUCTION TO EXECUTE DEPOSITING', and 'REQUEST FOR DEPOSITING'. Below the menu, a table header is visible with columns for 'CURRENCY', 'EXECUTION METHOD', and 'STANDING INSTRUCTION TO EXECUTE DE...', with the text 'No data available' centered below the table.

Standing instruction to return collateral (2/2)

4. In the instruction form fill in all necessary fields
5. Press ***Sign and send***
6. Set instruction will be shown in the tab "***Permanent collateral returns***" of the Settlement Account card

REQUEST FOR THE STANDING INSTRUCTION FOR COLLATERAL RETURN

Settlement account 12613 Proprietary/Ordinary

Market Securities CR

Currency Choose the currency Starting date 13.10.2020 Execution method Choose the value

Account for the collateral return

Refusal of operation Sign and send

4.

5.

General information Permanent collateral returns Account details

Refresh Add request

| CURRENCY | EXECUTION METHOD | STANDING INSTRUCTION TO EXECUTE DEPOSITING | REQUEST FOR DEPOSITING |
|--------------------|--------------------------|--|------------------------|
| RUB Russian rubles | net claim under trades ✘ | | |

6.

Attention: when making returns on the derivatives market clearing registers must be indicated (the filed "CR").

How to transfer collateral?

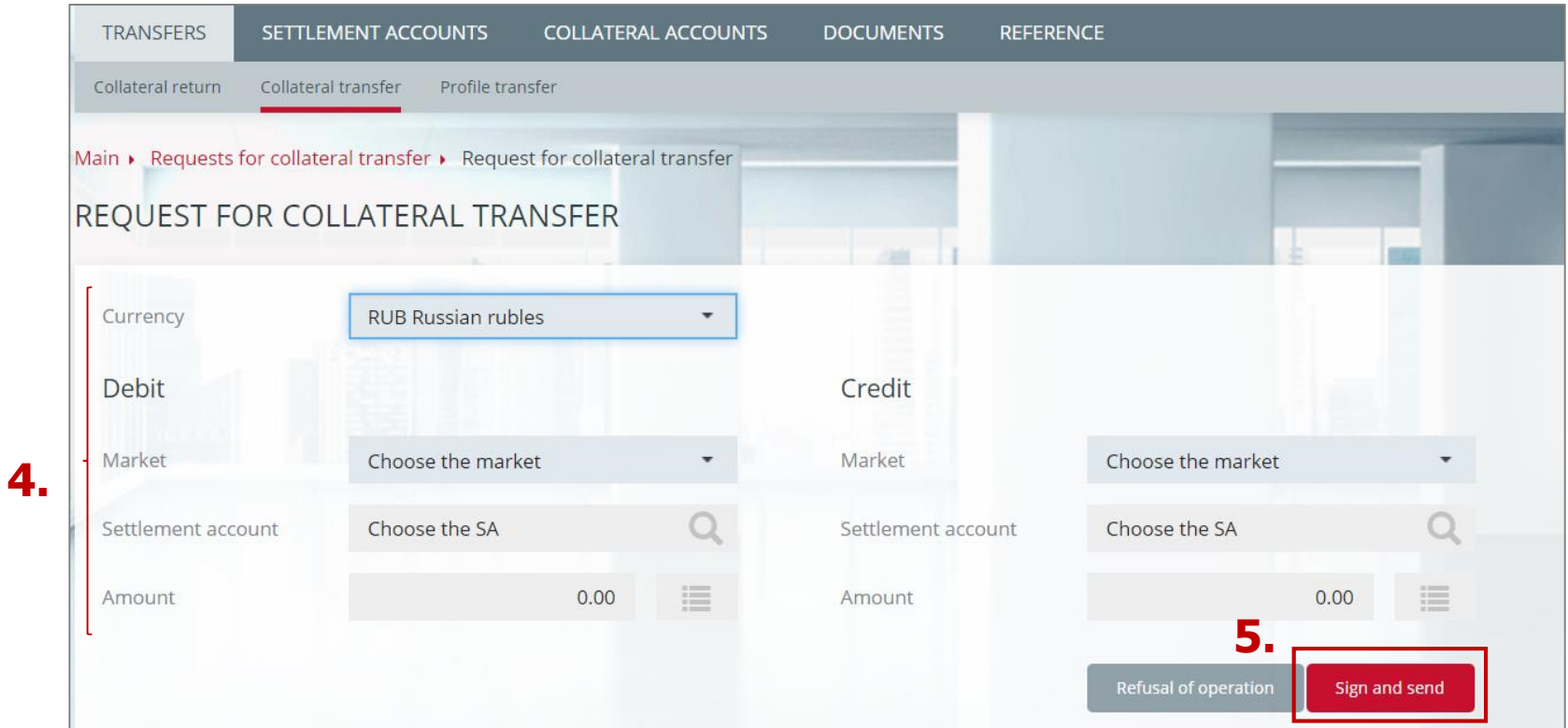
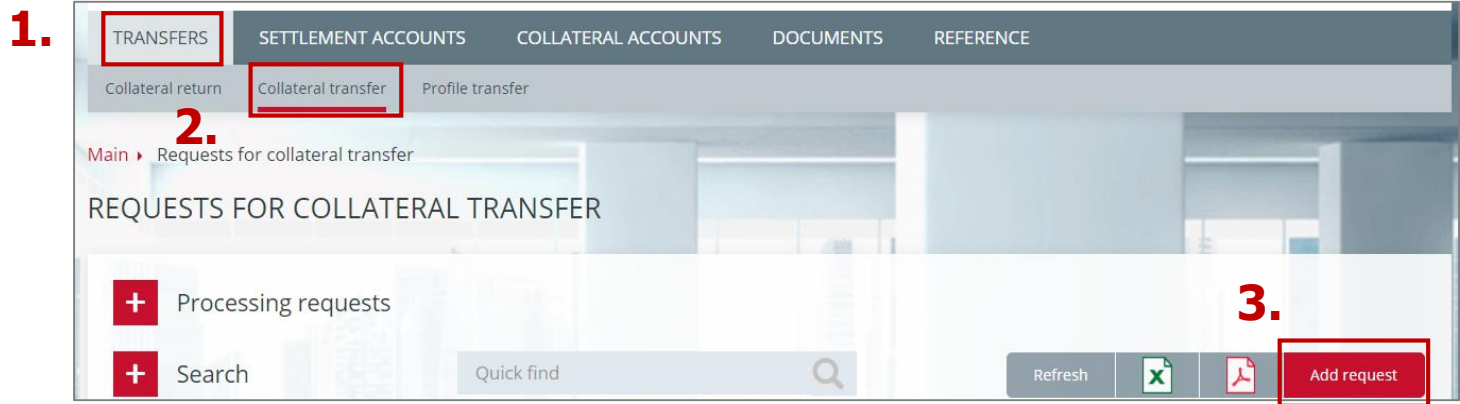


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Request for collateral transfer

1. In main menu choose **Transfers**
2. Then choose **Collateral transfer**
3. Press **Add request**
4. In the form of the **Request for collateral transfer** fill in all fields
5. Press **Sign and send**

Attention: when making transfers from / to the derivatives market indication of credit / debit clearing registers **is required**



How to receive statement under collateral account?



Request for the statement under Collateral account (1/2)

1. In main menu choose **Collateral accounts**
2. Then from the Collateral accounts list choose the one under which you would like to receive the statement
3. Choose the date for which the statement shall be made (field «**Statement date**»)
4. Press **Request**
5. Statement will be available on the page **Incoming documents**
6. Click on the document number

TRANSFERS SETTLEMENT ACCOUNTS **COLLATERAL ACCOUNTS** DOCUMENTS REFERENCE

Main > Collateral Accounts > Collateral Account 32401810730000012613 (Debt)

COLLATERAL ACCOUNT 32401810730000012613 DEBT

| | | | |
|--------------|--------------------|-----------------------------------|----------------------------|
| Name | Debt | Settlement account | 12613 Proprietary/Ordinary |
| Currency | RUB Russian rubles | Trading bank account with the NSD | — |
| Opening date | 03.07.2020 | Previous action date | 09.10.2020 |
| Closing date | — | | |
| Balance | -17 586 635.24 | | |

Account turnovers

Date from: [calendar icon] Date to: [calendar icon]

Refresh [Excel icon] [PDF icon]

Statement request

Statement date: 12.10.2020 [calendar icon]

Request

TRANSFERS SETTLEMENT ACCOUNTS COLLATERAL ACCOUNTS **DOCUMENTS** REFERENCE

Submitted **Incoming**

Main > Incoming documents

INCOMING DOCUMENTS

+ Search Quick find [search icon]

Refresh [Excel icon] [PDF icon] [Download icon]

| DATE | NUMBER | TYPE | TIME | ORIGINAL DOCUMENT | | | ERROR | |
|------------|--------------|-----------|----------|-------------------|------------|-------------------|-------|---------|
| | | | | NUMBER | DATE | TYPE | CODE | MESSAGE |
| 12.10.2020 | 22998 | Statement | 17:53:09 | 1 | 12.10.2020 | Cash flow request | | |

Request for the statement under Collateral account (2/2)

1. To download statements choose in the main menu **Incoming documents**
2. Then use the **Filter** and set the required parameters (in the filed **"Type"** choose **"Statement"**)
3. Press **Apply**
4. When all the required statements are shown in the table press **Save to disk**
Statements are saved in the **xml** format

Main ▶ Incoming documents **1.**

INCOMING DOCUMENTS

2. Search Quick find Refresh [Excel icon] [PDF icon] [Download icon]

In. document number In. document date, from In. document date, to Type
Out. document number Account

3. Apply Clear

Main ▶ Incoming documents **4.**

INCOMING DOCUMENTS

Search Quick find Refresh [Excel icon] [PDF icon] [Download icon]

In. document number In. document date, from In. document date, to Type
Out. document number Account

Apply Clear

| DATE | NUMBER | TYPE | TIME | ORIGINAL DOCUMENT | | | ERROR | |
|------------|--------------|-----------|----------|-------------------|------------|-------------------|-------|---------|
| | | | | NUMBER | DATE | TYPE | CODE | MESSAGE |
| 12.10.2020 | <u>22998</u> | Statement | 17:53:09 | 1 | 12.10.2020 | Cash flow request | | |

CONTACT DETAILS



Issues regarding:

- connection to the Clearing terminal
- changing role of existing users
- creating new users
- setting limits under Settlement Accounts etc:

please contact your Personal Manager

тел. +7 (495) 363-32-32



Issues regarding:

- Clearing terminal testing
- general questions regarding Clearing terminal work:

please contact MOEX Technical Support Team

тел. +7 (495) 363-32-32

e-mail: help@moex.com



Issues regarding Clearing terminal development:

please contact Clearing services promotion division

тел. +7 (495) 363-32-32

e-mail: ps@moex.com