National
Clearing
Centre
MOSCOW EXCHANGE GROUP

Clearing
Department

**Clearing terminal:
instruction and examples**

Requests

1. **How to register details of the account for collateral return?**

   - **Request for the registration of the Account for Collateral return details**

   - **Request for setting correspondence of the Account for Collateral return to the Settlement Account**

   - **Request for changing Account for Collateral return details**

2. **How to return collateral?**

   - **Request for Collateral return**

   - **Standing Instruction to return Collateral**

3. **How to transfer collateral?**

   - **Request for Collateral transfer**

4. **How to receive statement under collateral account?**

   - **Request for the statement under Collateral account**

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**

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)*

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**

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**

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**

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.

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.

1.
TRANSFERS   SETTLEMENT ACCOUNTS   COLLATERAL ACCOUNTS   DOCUMENTS   REFERENCE

2.
Collateral return   Collateral transfer   Profile transfer

Main ▸ Requests for collateral return

REQUESTS FOR COLLATERAL RETURN

3.

[+] Processing requests

[+] Search   Quick find   Refresh   [x] [pdf]   Add request

TRANSFERS   SETTLEMENT ACCOUNTS   COLLATERAL ACCOUNTS   DOCUMENTS   REFERENCE

Collateral return   Collateral transfer   Profile transfer

Main ▸ Requests for collateral return ▸ Request for collateral return

REQUEST FOR COLLATERAL RETURN

| Market | Choose the market ▼ | Settlement account | Choose the SA |
| Currency | Choose the currency ▼ | Execution method | sum ▼ |

4.
Account for the collateral return

Amount   0

5.
Refusal of operation   Sign and send

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

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

4.

Refusal of operation   Sign and send

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?

Request for collateral transfer

1. In main menu choose **Transfers**
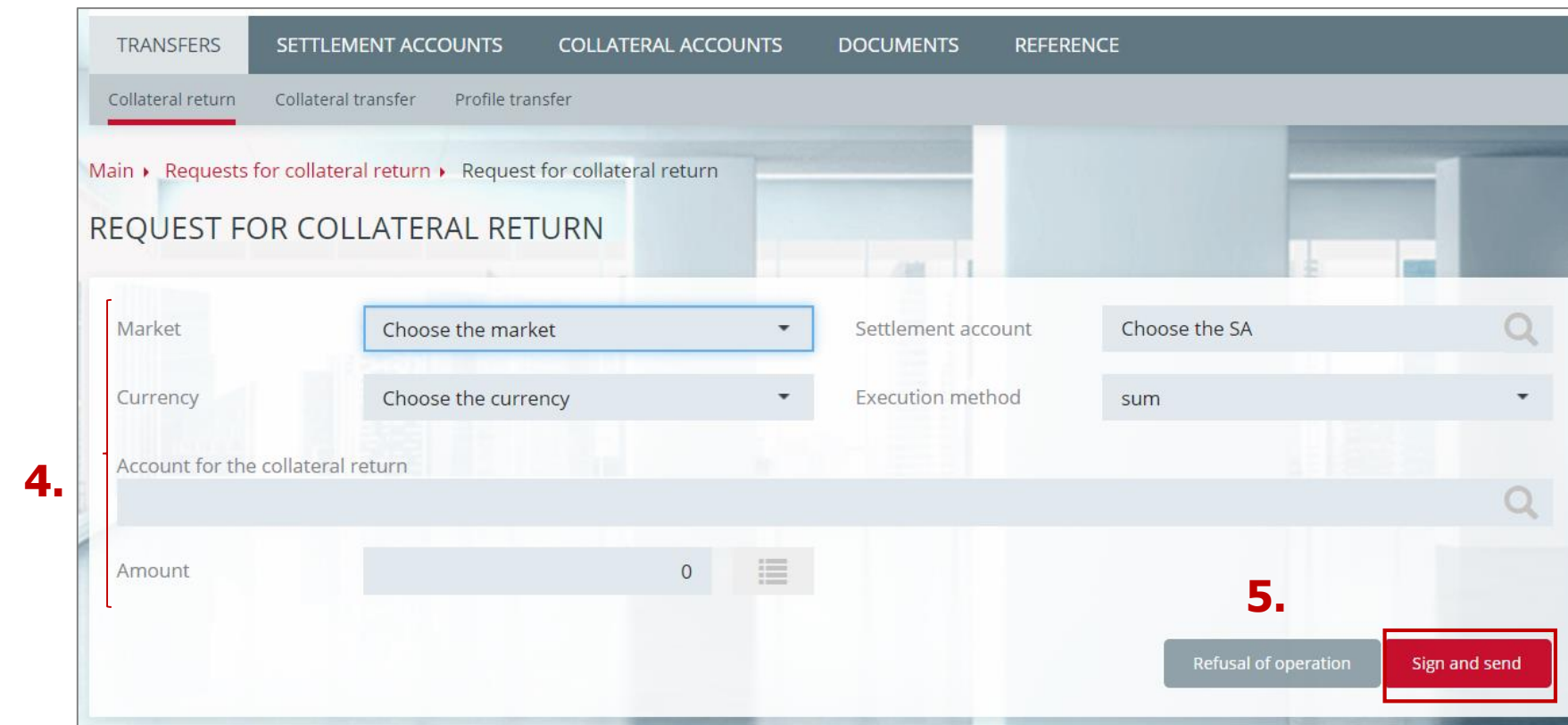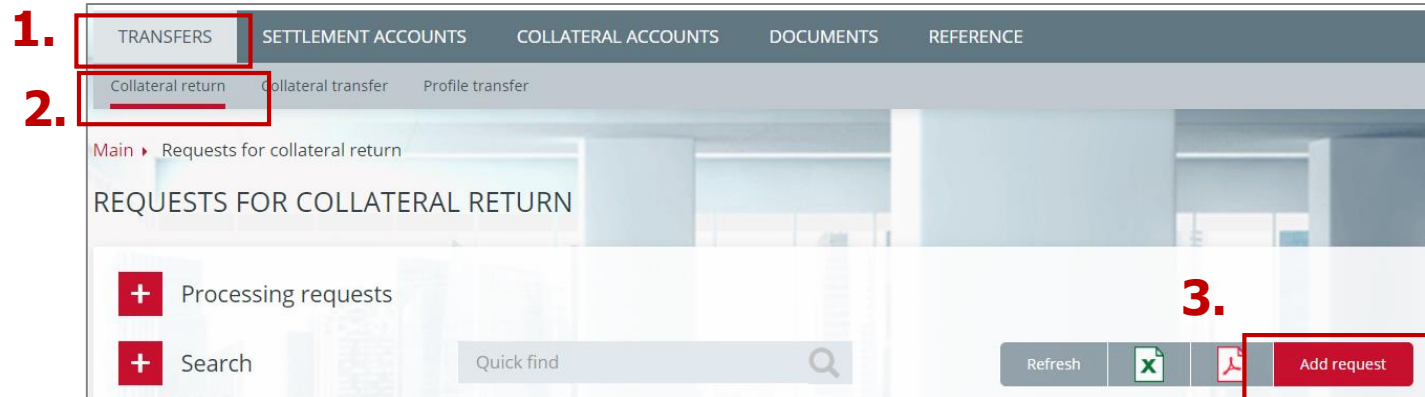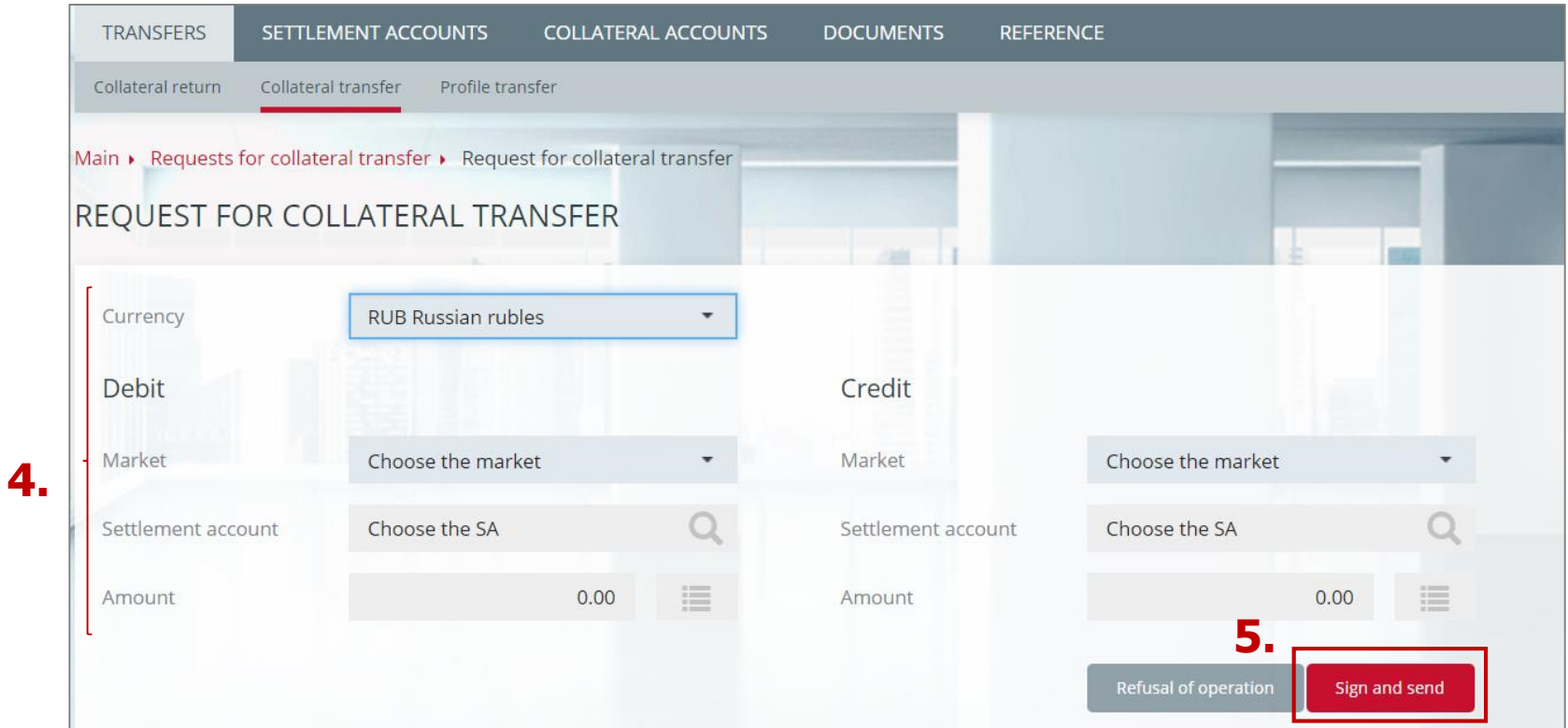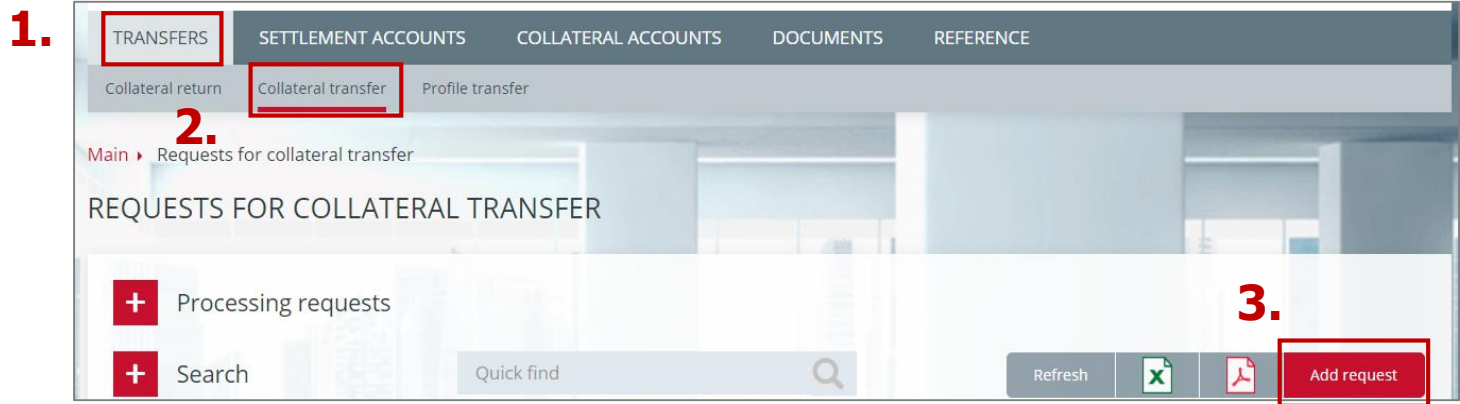
2. Then choose **Collateral transfer**

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

1.

| TRANSFERS | SETTLEMENT ACCOUNTS | COLLATERAL ACCOUNTS | DOCUMENTS | REFERENCE |

Collateral return   Collateral transfer   Profile transfer   **2.**

Main ▸ Requests for collateral transfer

REQUESTS FOR COLLATERAL TRANSFER

3.

➕ Processing requests

➕ Search   Quick find 🔍   Refresh 📊 📄 **Add request**

| TRANSFERS | SETTLEMENT ACCOUNTS | COLLATERAL ACCOUNTS | DOCUMENTS | REFERENCE |

Collateral return   Collateral transfer   Profile transfer

Main ▸ Requests for collateral transfer ▸ Request for collateral transfer

REQUEST FOR COLLATERAL TRANSFER

4.

Currency   RUB Russian rubles ▼

Debit   Credit

Market   Choose the market ▼   Market   Choose the market ▼

Settlement account   Choose the SA 🔍   Settlement account   Choose the SA 🔍

Amount   0.00   Amount   0.00

5.

Refusal of operation   **Sign and send**

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

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

CONTACT DETAILS

Issues regarding:

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

Issues regarding:

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

Issues regarding Clearing terminal development:

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please contact your Personal Manager

тел. +7 (495) 363-32-32

please contact MOEX Technical Support Team

тел. +7 (495) 363-32-32

e-mail: help@moex.com

please contact Clearing services promotion division

тел. +7 (495) 363-32-32

e-mail: ps@moex.com