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\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Street

\_\_\_\_\_  
Street Nr

\_\_\_\_\_  
Address 2

\_\_\_\_\_  
Zip Code

\_\_\_\_\_  
City

\_\_\_\_\_  
Country

\_\_\_\_\_  
Contact Person First Name / Last Name

\_\_\_\_\_  
Telephone

Member ID

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## B7 User ID Maintenance Request Form

#	First Name	Last Name	E-Mail <sup>1</sup>	Telephone	User Type <sup>2</sup>	Add / Modify / Delete
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						

\_\_\_\_\_  
Date

\_\_\_\_\_  
Place

\_\_\_\_\_  
Signature\*

\_\_\_\_\_  
Company Stamp

<sup>1</sup> E-Mail: This should be a private email address, accessible only to the individual user. Group email addresses are not allowed.

<sup>2</sup> User Type: In principle all entry activities performed by users are subject to a 4-eye principle. Data created by one user must be approved by a second user. At least two 'Approve' Users are mandatory for the initial set-up in the GUI. The Network Partner has the option to choose between different user types:

Approve: User can maintain the selected services and additionally can approve all changes requiring 4-eye confirmation

Maintain: User can maintain the selected services (create, modify & right click features), entries by this user require approval from an 'Approve' user

View-only: User can view all information in the system for the selected services but cannot perform any modification.

\* Signature: An email confirmation from an Authorized Signer can be substituted for a signature. Signatures and signing authority will be checked against the signature directory.