

Guideline to Comply with Order Routing System (ORS) Trader Identification

Communicated via [Eurex Circular 061/21 Order Routing System \(ORS\): Details for usage](#) and [Eurex Exchange Readiness Newsflash | Clarification regarding Order Routing System \(ORS\)](#)

1. Trader Registration

Every person who wishes to be registered as a Eurex Trader must provide a proof of qualification, which consists of expertise (functional knowledge) and practical experience. Please visit our website for further details on [Eurex Trader](#) admission requirements.

Steps required for successful registration as Eurex Trader:

Step 1: Register for access to the Member Section

An individual can self-register for the Member Section by clicking on 'Register' on [Member Section](#) website. Trading firm Member ID and company e-mail address must be provided during self-registration.

Alternatively, the Central Coordinator/Deputy/Admission Administrator can create a Member Section account on behalf of an individual.

- Central Coordinators/Deputy navigation: Log in to: Member Section > *Central Coordinator* > *Portal User Administration* > click on the + sign to create a new user account
- Admission Administrator navigation: Log in to: Member Section > *Trading & Clearing Administration* > *Application Administration* > *Apply on Behalf* > *Request Type Eurex Trader* > *Select person* > click on + sign to create a new user account

It is important to select under *Permissions* > *Application for Trader, QBO, QCS* (step 2/3 during account registration). This permission is needed for registration as a Eurex Trader.

Please visit [Member Section Support](#) website to learn more about the Member Section registration process and permissions within the portal.

Step 2: Eurex Trader Registration

After successful log in to the Member Section, the Trader registration can start under *Trading & Clearing Administration* > *My Applications* > *Manage my Application* > *Eurex Trader Admission*

Alternatively, Admission Administrator can start the registration on behalf of the Trader under *Trading & Clearing Administration* > *Application Administration* > *Apply on Behalf* > *Request Type Eurex Trader* > *Select person*

Information required during Trader registration:

1. Personal Data (name, private e-mail, private phone, private address)
2. Resumé/CV without any gaps starting from the age of 12 years
3. Proof of Qualification (functional knowledge and practical experience). Please visit our website for further details on [Eurex Trader](#) admission requirements

Important: For smooth processing of the Trader registration, it is important to provide quality data. Here are the most common mistakes which lead to resending the registration to the applicant:

1. Applicant provides a company e-mail address rather than the required private e-mail address
2. Applicant provides a company address rather than the required private home address
3. Applicant is in a jurisdiction which is not the country of admission or not registered as a trading location
4. Applicant selects Eurex Exchange as a proof of practical experience without being admitted as a Eurex Trader during the period of at least six months within the two years prior to the time of the application. In such a case an applicant shall choose another exchange and/or multilateral trading system or book the Training System to prove practical experience

Step 3: Book the Exam and/or System Training

After submission of the Trader registration, if a person does not fulfil the Trader admission requirements, they will be required to register for the Eurex Trader Exam and/or the Eurex System Training. The Trader Exam and/or the System Training can be booked in the Member Section under: *Trading & Clearing Administration > My Applications > Manage My Trainings & Exams*

The Eurex Trader Exam is a supervised presence exam, which consists of 35 questions regarding the "Rules and Regulations" of Eurex Deutschland and functional aspects of trading. Please download Exam Question Catalog from the website [Eurex Trader Examination](#) > *Eurex Trader Exam – Questions and Answers* to prepare for the exam.

Options for locations where the Trader Exam can take place:

1. Premises of Eurex
2. Inhouse-Trader Exam - Premises of the Trading Participant under supervision of an Eurex employee or Compliance Officer (employee of Trading Participant)

If a Compliance Officer will be supervising the Trader Exam, the Compliance Officer should make themselves familiar with the guideline [Covid-19: Inhouse-Trader Exam - General Information](#) and application for an inhouse examination [Covid-19: Inhouse-Trader Exam-Approval Form](#).

To book an Inhouse-Trader Exam, please contact Capital Markets Academy at academy@deutsche-boerse.com.

Important Notes:

- The Trader Exam fee is 200 Euro per person per exam, the fee for the System Training is 310 Euro per person per session. Trading Participant will not occur any additional charges for Inhouse-Trader Exam. Non-appearance at the scheduled exam will cause the regular exam fee. For the next attempt the fee will be due again
- Maximum 20 participants can take the Trader Exam, per session per supervisor
- The Trader Exam must be booked within six weeks of submission of the Trader registration, otherwise the Trader registration (see Step 2: Eurex Trader Registration) will be deleted. It is not a requirement for the Trader either to sit or to pass the exam within the six-week period
- If the exam participant does not pass, the Trader Exam can be repeated no sooner than one month after the date of the failed Exchange Trader Examination

The Eurex System Training is an online training. For further information please visit [Eurex Online System Training](#) website.

Step 4: Create User ID

The final step of the process is the creation of an individual User ID in the Member Section. The User ID can be requested after the completion of Step 2: Eurex Trader Registration, under navigation: *Trading & Clearing > Administration > GUI User ID Maintenance > Add GUI User ID*.

The User ID will be entered in the tag 2404 'ComplianceText' on the ETI at order entry in T7. To see the scenarios when the population of the tag 2404 'ComplianceText' is mandatory, please refer to [Eurex Circular 061/21 Order Routing System \(ORS\): Details for usage](#)

2. Trading Location Registration

Trading Participants are required to register each location in which they operate Eurex trading screens, as a Trading Location, if other than their location of admission.

To register a new Trading Location, the form Announcement of Additional Trading Locations must be submitted. The form can be provided on request by your responsible Key Account Manager.

3. Order Routing System Registration and/or De-registration

To register a new Order Routing System, the form Application for Authorization of an Order Routing System must be submitted. The application can be provided on request by your responsible Key Account Manager.

To de-register existing Order Routing Systems, the Trading Participant should provide a termination letter, stating the Order Routing System name and the market (i.e. Eurex). Please enquire with your responsible Key Account Manager on existing Order Routing Systems. In cases where all the Order Routing Systems of the Trading Participant are being terminated, in addition to the termination letter, a deletion request for ORS User IDs shall be submitted via the Member Section: *Trading & Clearing Administration > GUI User ID Maintenance > GUI User ID Overview > System T7 > select User IDs for deletion > click Delete User IDs*.

Contact Information

Capital Markets Academy	academy@deutsche-boerse.com
Person Admission	person.admission@deutsche-boerse.com
Member Section	member.section@deutsche-boerse.com
Key Account Manager	client.services@eurex.com
Clearing Data Control	clearingdata@eurex.com