

# CIRCULAR



30 - 32 Grosvenor Street

Sydney NSW 2000

Australia

Telephone +61 (0)2 9256  
0555

Facsimile +61 (0)2 9256  
0666

**To: Back Office Accounting Suppliers  
Clearing Members  
Floor Members**

**No: 305/98**

## **Last Day of Trading October 1998 All Ordinaries Share Price Index Serial Option Contract**

The October 1998 All Ordinaries Share Price Index Serial Option contract ceases trading at 12:30pm on Friday, 30 October 1998.

The table below outlines the requirements for Traders, Back Office staff and BOA providers for the 12:30pm Option Expiry process.

### Processing Timetable

#### **Deadline Activity**

- 12:30p Trading closes in the AO October Serial Option contract  
m
  - 12:40p All chits completed and submitted to Exchange for  
m registration. (Trading chits for expiring option months to be  
handed to SFE Official located in the Trading Pit)
  - 12:45p All trade detail corrections (Day 1 forms) completed and  
m submitted to the Exchange for approval and processing.  
(Forms to be handed to an SFE Official)
  - 1:00p **Clearing Members** to submit Notice of Option  
m Exercise/Abandonment forms to SFECH (for **manual**  
exercise/abandonment's only)
  - 1:30p **All trades in the expiring options month confirmed**  
m **within STACS**
- SFE will apply contract lock ensuring no more  
allocations/assignments can be performed via STACS**
- 1:45p Clearing Members to notify SFECH of trade corrections  
m
  - 2:00p Clearing Members download Reported Position file for  
m expiring option contract to SFE Operations

Members who submit a Reported Position file via a bureau should allow 15 minutes for transfer of the files from the bureau to the Exchange

Members/BOA's should be aware that it is **critical** that these times are met, in order for assigned positions (resulting from manual exercise/abandonment's) to be advised before the close of trading in the underlying futures contract. To ensure timeliness of such notification, SFE and SFECH **will not permit any extensions** to the cut-off times above.

Please ensure you are in a position to comply with these requirements.

**Angie Kingham**  
**Manager; Trade Administration**

**28/10/98**

**SYDNEY FUTURES EXCHANGE LIMITED**  
**ACN 000 299 392**

**Address all correspondence to PO Box N680 Grosvenor Place Sydney NSW 2000 Australia**