

# CIRCULAR



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

**No: 335/98**

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

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

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

### Processing Timetable

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

**26/11/98**

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

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