

**CIRCULAR TO:**        **FULL MEMBERS**  
                                 **ASSOCIATE MEMBERS - DEALING**  
                                 **LOCAL MEMBERS**

**NO. 33/00**

**APPLICATIONS FOR MEMBERSHIP**  
**REGISTRATION AS A REGISTERED REPRESENTATIVE**  
**AND/OR APPROVAL AS A SYCOM® TRADER**

Members are advised that a number of changes have been introduced with respect to application and assessment procedures for Membership applications, applications for registration as a Registered Representative and approval as a SYCOM® Trader. The Membership Department and the Trading Operations Group have amended the internal processing procedures to increase the efficiency of the application process and to assist Members reduce the amount of paperwork to be lodged with the Exchange.

As a result of these changes, forms have been combined for:

- (i) approval as a SYCOM® Trader and/or registration as a Registered Representative;
- (ii) termination as a SYCOM® Trader and/or as a Registered Representative;
- (iii) transfer status as a SYCOM® Trader and/or as a Registered Representative, from one Member to another.

To assist Members, copies of each form are attached. Members are requested to use these forms for lodgement of future applications with the Exchange.

**A.    Application for Approval as a SYCOM® Trader and/or Registration as a Registered Representative**

Article 37.2 provides that applications for registration as a Registered Representative, lodged by Members on behalf of any directors, partners, employees or representatives are to be considered by the Membership Admission Committee (the Committee). Prior to approving the application, the Committee shall satisfy itself that the applicants have satisfied the requirements of Article 37.2(d).

Applications for approval as a SYCOM® Trader may be lodged by Full Members and Local Members in accordance with the relevant provisions of Trading Rule 4.

Members are requested to lodge applications, duly completed with any relevant annexures attached, by the relevant date. Members are advised that the processing time may need to be extended should additional documentation and/or clarification be required.

**B.    Notices of Termination as a Registered Representative/ SYCOM® Trader**

Members are aware that Article 37.4(a) provides that a Member is to immediately notify the Exchange in writing where a Registered Representative ceases to be a director, partner, employee or representative of the Member.

In this regard, Members should forward a “Notice of Termination” form, duly completed, to the Exchange, upon a Registered Representative ceasing employment or is no longer required to advise and/or solicit instructions from clients.

The same form will also be used by the Trading Operations Group to amend its records with respect to SYCOM® Trader status.

**C. Notice of Transfer of Registration as a Registered Representative/SYCOM® Trader**

Article 37.4(c) provides that transfers of registration as a Registered Representative may be approved by the Committee in its absolute discretion without applying the conditions of Article 37.2(c) (ie. the qualifying employment period and a pass in an approved examination) for a person who previously held registration as a Registered Representative and whose registration has been terminated within a period of twelve months.

Members should lodge the relevant “Notice of Transfer” form, duly completed, to the Exchange. The same form will also be used by the Trading Operations Group with respect to SYCOM® Trader status.

**D. Membership Admission Committee**

The Committee will, from March 2000, meet on the **second Tuesday** of each month to consider applications for Membership and registration as a Registered Representative.

**E. Screen Dealing Committee**

The Screen Dealing Committee usually meets during the first week of each month.

**F. Lodgement Date for Applications**

Members are advised of the following cutoff dates for lodgement of relevant applications:

- |       |   |   |
|-------|---|---|
| (i)   | Application to transfer Associate Membership/<br>Issue of Associate Permit  | Four weeks prior to meeting date  |
| (ii)  | Application to transfer Local Membership  | Four weeks prior to meeting date  |
| (iii) | Application for registration as a Registered<br>Representative  | One week prior to meeting date  |
| (iv)  | Application for registration as a Registered<br>Representative (Managed Discretionary<br>Accounts) /CTA Representative* | Four weeks prior to meeting date  |
| (v)   | Application for approval as a SYCOM®<br>Trader  | Lodged as required. Applications<br>submitted to a quorum of the<br>Screen Dealing Committee on as<br>needs basis. (Processing time is<br>usually 1-2 days from receipt of<br>application). |

**\*NB** Members are advised that applications for registration as a Registered Representative (Managed Discretionary Accounts/CTA Representative) may only be submitted to the Committee for its consideration following receipt of advice from the Compliance Department that it has no objection to the Member’s Disclosure Document being issued to clients.

**G. Exchange Contacts**

Members are advised to contact Exchange staff as detailed below:

**Membership Department****Jennifer Fletcher**

Manager, Membership  
 Telephone: 9256 0564  
 Fax 9256 0666  
 Email: jfletcher@sfe.com.au

Applications to transfer Full Membership and Associate Membership, applications for Clearing Membership and issue of an Associate Permit.

All Membership related issues.

**Alison Ewers**

Membership Officer  
 Telephone: 9256 0562  
 Fax 9256 0666  
 Email: aewers@sfe.com.au

Applications to transfer Local Membership, applications for rollover/ renewal of lease of Local Membership.

**Catherine Dorahy**

Membership Officer  
 Telephone: 9256 0565  
 Fax 9256 0666  
 Email: cdorahy@sfe.com.au

Applications for issue of a Permit, (Experienced Trader), applications for transfer of Associate Membership and issue of an Associate Permit.

**Anne Hand**

Membership Officer  
 Telephone: 9256 0655  
 Fax 9256 0666  
 Email: ahand@sfe.com.au

Applications for registration as a Registered Representative, and/or Registered Representative (Managed Discretionary Accounts)/CTA Representative, termination/ transfer of registration.

**Trading Operations Group****Anna Wilson**

Trading Operations Administrator  
 Telephone 9256 0581  
 Fax 9256 0635  
 Email: awilson@sfe.com.au

Applications for approval as a SYCOM® Trader.

Termination/transfer of SYCOM® Trader status

**Sonia Hilal**

Assistant Trading Operations Administrator  
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 Email: shilal@sfe.com.au

Applications for approval as a SYCOM® Trader.

Termination/transfer of SYCOM® Trader status

**JENNIFER FLETCHER**  
**MANAGER, MEMBERSHIP**

**17 FEBRUARY 2000**