

ATHENS EXCHANGE CLEARING HOUSE S.A.

EMIR-TR SERVICE FILE REGISTRATION APPLICATION AMP EMIR-TR USER MANUAL

Version: 1.0 - 01/02/2024



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REVISION TABLE

Version	Section	Revision Details – Reason of Change
1.0		First Version of AMP EMIR-TR Application (EMIR REFIT)



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1. Overview

This manual describes the functions performed by users of the Clearing Members/Clients of the EMIR-TR Service, via the AMP EMIR-TR application.

In this version, the following functions are provided:

- 1. Log in to the application
- 2. Change User Password
- Submission and Monitoring of Delegation File, from Clearing Members/Clients of the EMIR-TR service on behalf of their Clients, so as to report their Clients' LEIs to ATHEXClear. This is necessary for the submission of reports on transactions cleared by ATHEXClear, and for transactions not cleared by ATHEXClear (ETD/OTC)
- 4. Submission and Monitoring of ETD Supplementary Trade & Position Data File, for Clients of the EMIR TR Service that have the obligation to report transactions cleared by ATHEXClear
- Submission and Monitoring of ETD Supplementary Margin Data File, for Clients of the EMIR
 TR Service that have the obligation to report transactions cleared by ATHEXClear
- 6. Submission and Monitoring of the OTC030 Report File and the OTC108 Report File, for Clients of the EMIR TR Service that have the obligation to report transactions executed overthe-counter or on other regulated markets and not cleared by ATHEXClear
- 7. Response files for the submitted reports to Trade Repository



2. Description and Operation

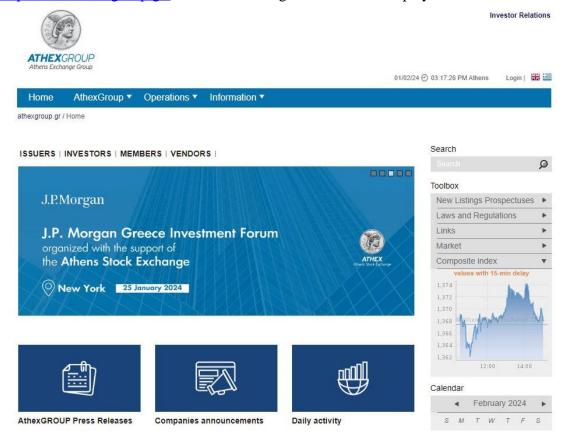
2.1 User's password management

For security reasons, after your first login you should change your password. You should also regularly change your password.

Passwords are managed at the ATHEX Group Web site.

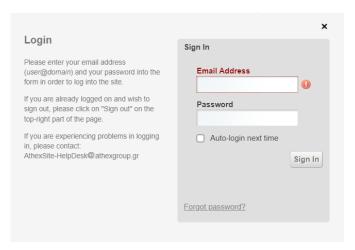
2.2 Connecting and disconnecting at ATHEXGroup web site

In order to connect to the ATHEXGroup website, please use the link http://www.athexgroup.gr/ and the following screen will be displayed:



Please select the option "**Login**" and the below tab will display where you should enter your email address and the corresponding password. Then, click on the "**Sign In**" virtual button.



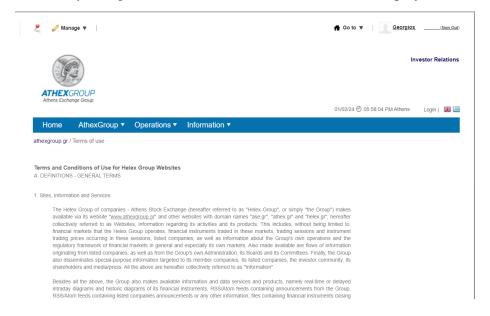


If you have typed your email and password correctly, then on the right top side, the name of the user and the "**Sign Out**" option will be displayed.



2.3 User Password Change during the first Login

The first time you log in, the terms of use for the site will be displayed.



After reading the terms of use, please proceed to the next step of the process by clicking "I agree". On the next screen that appears, enter the new password in "Password" and "Enter Again". Finally, click the "Save" virtual button.



Next, please select query password reminder, type the corresponding answer and select "Save". Then the home page of the site will be displayed.

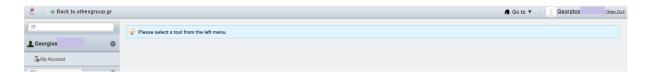
2.4 Change – Manage User Password

In order to manage your user account, you have to click the link http://www.athexgroup.gr/ and follow the Login steps described in paragraph 2.2.

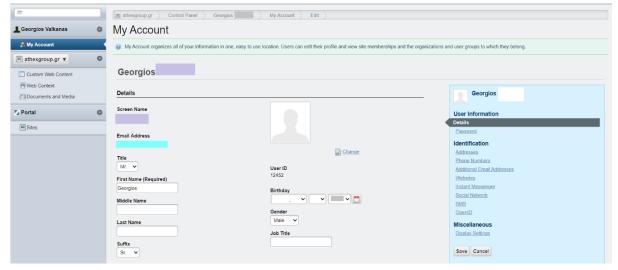
Following that, select "Control Panel" option under the "Go To" menu, as shown below:



Next, you will be directed to the following screen, where from the left menu, you should select the "My Account" virtual button.



The following screen will be displayed on the main information area.



You can change your password from the menu on the right by clicking on the "**Password**" option where you input the relevant information and select "**Save**". Once the changes have been registered, you will see the following message:

Your request completed successfully.



2.5 Connecting to the application – Home Page

In order to log in to the application, you must use an Internet Browser (Internet Explorer, Google Chrome, etc.) and the computer used must have Internet access.

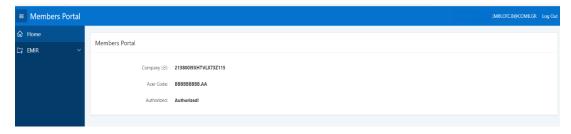
By entering the link:

- https://amp.athexgroup.gr/apex, the user can log in to the production environment.
- https://t-amp.athexgroup.gr/apex, the user can log in to the test envirnment.

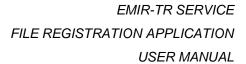


On the screen that appears, please enter your Email Address as listed in the signed contract that has been accepted by ATHEXClear, and your Password. Then click on the "**Sign in**" button. Once your details are entered correctly, you will be logged into the application.

After connecting to the application, the home page is displayed, where the logged in user, the LEI of the Clearing Member/Client of EMIR-TR Service, the authorization of the login and the main menu of the application appear.



Click the "Log Out" button in the upper right corner in order to exit the application.



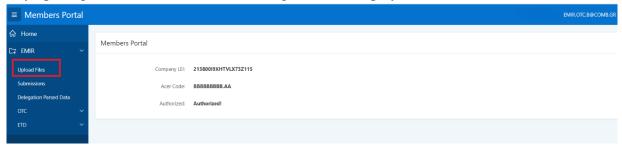


The available menu options per user, regarding the EMIR-TR service, depend on the Clearing Member/Client agreement with ATHEXClear. Following, the maximum capabilities that the user of the service can have are presented.



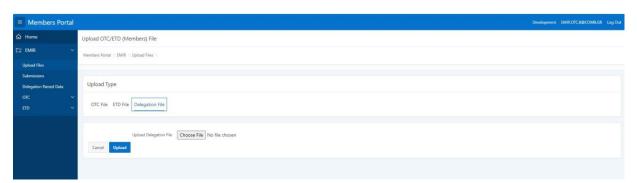
3. Clients File Upload in the application

By opening the EMIR menu, the following screen is displayed:

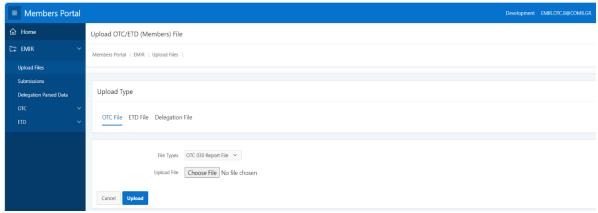


By selecting the "**Upload File**" from the main menu, you will be directed to the "**Upload Type**" page with the following options:

➤ <u>"Delegation File"</u>: for submitting Delegation Files in order to submit reports on behalf of your Clients (CSV format with UTF-8 encoding and free text regarding file naming e.g., "Delegation_12012024.csv"). The first row of the file may include headers.

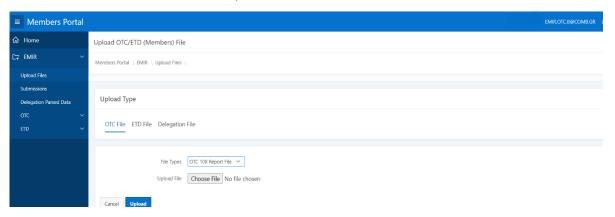


- ➤ <u>"OTC File"</u>: for submitting OTC Files for reports of transactions not cleared by ATHEXClear. The user has two options (**File Types**):
 - a. "OTC 030 Report File": for submitting OTC trade and position report file for derivatives not cleared by ATHEXClear (xml_ISO 20022 format based on the technical specifications of ESMA and free text regarding file naming e.g., "OTC030_12012024.xml")



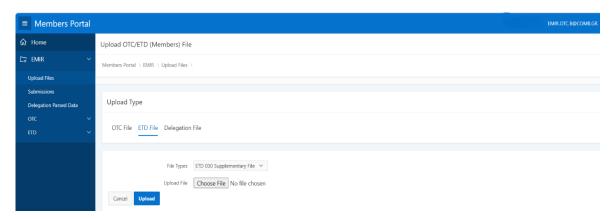


b. "OTC 108 Report File": for submitting OTC margin report file for derivatives not cleared by ATHEXClear (xml_ISO 20022 format based on the technical specifications of ESMA and free text regarding file naming e.g., "OTC108 12012024.xml")



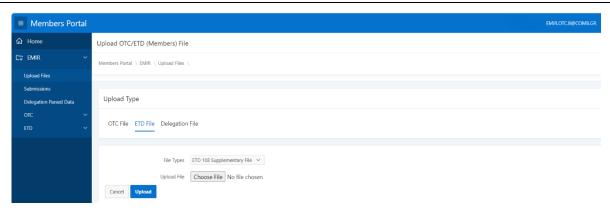
<u>Note</u>: The user must submit the **Document** for the above OTC030 Report File & OTC108 Report File, as specified in the current xsd version (Auth030 & Auth108), based on the technical specifications of ESMA, without the header and wrapper.

- ➤ <u>"ETD File"</u>: for submitting ETD Supplementary Data File for derivatives cleared by ATHEXClear. The user has two options (**File Types**):
 - a. "ETD 030 Supplementary File": for submitting ETD trade and position data file for derivatives cleared by ATHEXClear (CSV format with UTF-8 encoding and free text regarding file naming e.g. "ETD030_12012024.csv"). The first row of the file may include headers



b. "ETD 108 Supplementary File" (Optional): for submitting ETD margin data file for derivatives cleared by ATHEXClear (CSV format with UTF-8 encoding and free text regarding file naming e.g. "ETD108_12012024.csv"). The first row of the file may include headers

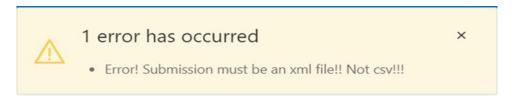




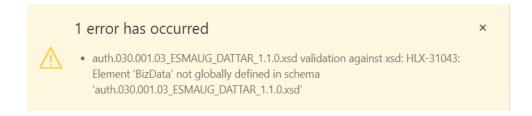
Following that, the user, by selecting "Choose File", locates and chooses the file for submission. Next, using the "Upload" option, the user submits the file to the application. By selecting the "Cancel" virtual button, the user can cancel the file's submission.

The application provides a success or error message upon file submission, regarding the **file type** being uploaded and its **file format**.

For example, if the user uploads a "OTC 030 Report File" in CSV format instead of XML, the following error message is displayed:



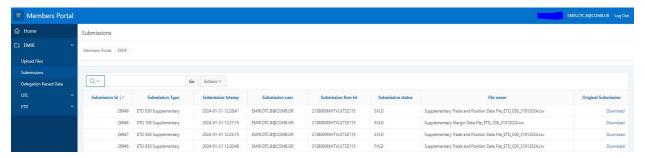
Additionally, if the user uploads an "OTC 108 Report File" with content not compliant with ESMA's technical standards, the following error message is displayed:





4. Clients File Submission Verification

The user, in order to check the submission of their files, selects the "**Submissions**" virtual button from the main menu, and the following screen is displayed with the files the user has submitted and the status of their submission process.



The fields displayed on this screen and their corresponding descriptions are as follows:

Field Name	Description
Submission id	The submission code provided by the application
Submission Type	The type of submitted file , with the following values: • Delegation • ETD 030 Supplementary • ETD 108 Supplementary
	OTC 030OTC 108
Submission tstamp	The submission timestamp of the file
Submission user	The user who submitted the file
Sumbission Firm Lei	The LEI of the Clearing Member/Client of the service
Submission status	The status of the submitted file, with the following values: ✓ RCVD (received, successful import of the file into the application) ✓ SVLD (successful validation, all entries in the file are successful) ✓ FVLD (failed validation, at least one entry is unsuccessful)



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	✓ PNDG (pending confirmation, at least one entry is pending for processing)
	✓ PART (partially accepted, some entries are SVLD and others are FVLD)
	✓ OBSL (file exception for any technical reason)
File name	The name of the submitted file
Original Submission	Populated with the value "Download" from where the submitted file can be downloaded

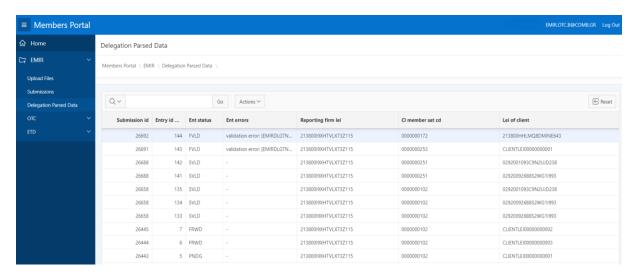
In addition, the user, from the "**Action**" option, has multiple capabilities such as displaying/hiding columns, applying filters, exporting reports, and saving the displayed table in various file formats, etc.

<u>Note</u>: The screen allows "**sorting**" by column - showing or hiding it by clicking the cursor on the column name. Additionally, the user can search in each field displayed on the screen as well as in combinations of them by selecting the virtual button of magnifying glass icon above the "**Submission Id**" column.



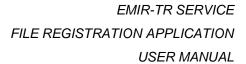
5. Delegation File Data

The user, in order to be informed regarding the records of the submitted Delegation Files for its Clients, selects the "**Delegation Parsed Data**" virtual button from the main menu, and the following screen is displayed:



The fields displayed on this screen and their corresponding descriptions are as follows:

Field Name	Description
Submission id	The submission code of the file, as shown on the " Submissions " screen and provided by the application
Entry id	The unique code for each entry , provided by the application
	The status of each entry of the submitted file, with the following values:
	✓ PVLD (pending validation)
	✓ FVLD (failed validation)
Ent status	✓ SVLD (successful validation)
	✓ FRWD (forwarded)
	✓ CONF (confirmed)
	✓ PNDG (pending confirmation)





	✓ RJCT (rejected)
Ent errors	Populated with the value "-" when the processing of the file is successful , otherwise, this field displays a description of the errors during the processing of the file content
Reporting firm lei	The LEI code of the Clearing Member/Client of the service
Cl member sat cd	The ten-digit DSS code of the Clearing Member submitting the file or N/A in the case of a Non-Clearing Member
Lei of client	The LEI code of the Client of the Clearing Member who has requested delegation to report their transactions

In addition, the user, from the "Action" option, has multiple capabilities such as displaying/hiding columns, applying filters, exporting reports, and saving the displayed table in various file formats, etc.

<u>Note</u>: The screen allows "**sorting**" by column - showing or hiding it by clicking the cursor on the column name. Additionally, the user can search in each field displayed on the screen as well as in combinations of them by selecting the virtual button of magnifying glass icon above the "**Submission Id**" column.



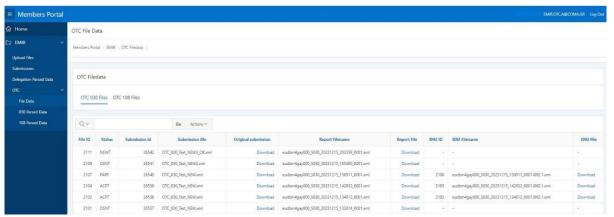
6. Validation of Report Files Submission for transactions not cleared by ATHEXClear

The user in order to be informed regarding to the submission of reports for trades, positions, and margin files for derivatives **not cleared** by ATHEXClear, selects the "**OTC**" virtual button from the main menu and then "**File Data**" and the following screen is displayed:

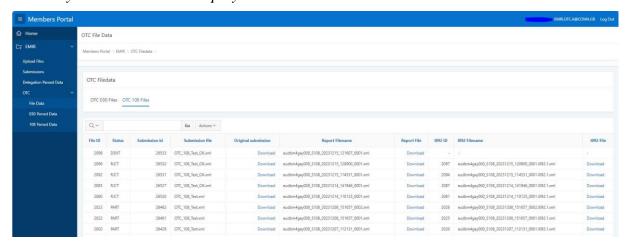


Following that, from the option:

> "OTC 030 Files" the submissions of the reports for trades & positions for derivatives not cleared by ATHEXClear are displayed



> "OTC 108 Files" the submissions of the reports for margin for derivatives not cleared by ATHEXClear are displayed



The fields displayed on this screen and their corresponding descriptions are as follows:



Field Name	Description
File ID	The unique key number of entry provided by the application
Status	The status of the submitted file, with the following values: Very NEWT (new file for submission) DSNT (sending the file) FRCV (feedback received) ACPT (accepted file) PART (partially accepted, some entries are SVLD and others are FVLD) RJCT (rejected file) OBSL (file exception for any technical reason)
Submission id	The submission code of the file , as shown on the " Submissions " screen and provided by the application
Submission file	The name of the submitted file in the application
Original Submission	Populated with the value " Download " from where the submitted file can be downloaded
Report Filename	The name of the report that was submitted to the Trade Repository
Report File	Populated with the value " Download " from where the submitted report that has been sent to the Trade Repositiry can be downloaded
I092 ID	The code of the response file
I092 Filename	The name of the response file





I092 File	1097 File	Populated with the value "Download" from
	where the response file can be downloaded	

In addition, the user, from the "Action" option, has multiple capabilities such as displaying/hiding columns, applying filters, exporting reports, and saving the displayed table in various file formats, etc.

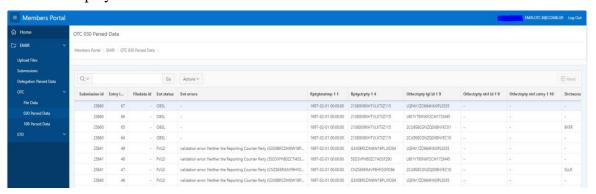
<u>Note</u>: The screen allows "**sorting**" by column - showing or hiding it by clicking the cursor on the column name. Additionally, the user can search in each field displayed on the screen as well as in combinations of them by selecting the virtual button of magnifying glass icon above the "**File ID**" column.



7. Trades & Positions Data and Margin Data for Reports of Derivatives not cleared by ATHEXClear

7.1 Trades & Positions Data for Reports of derivatives not cleared by ATHEXClear

The user, in order to be informed regarding the records of the files submitted for trades & positions for derivatives **not cleared** by ATHEXClear (OTC030 Report File), selects from the main menu the "OTC" virtual button and then "030 Parsed Data" and the following screen is displayed:



The fields displayed on this screen and their corresponding descriptions are as follows:

Field Name	Description
Submission id	The submission code of the file , as shown on the " Submissions " screen and provided by the application
Entry id	The unique code for each entry , provided by the application
Filedata id	The unique identifier of the entry, as displayed in the "OTC File Data" table and provided by the application
Ent status	The status of each entry of the submitted file, with the following values: ✓ PVLD (pending validation) ✓ SVLD (successful validation) ✓ FVLD (failed validation) ✓ IGNR (ignore, at least one entry of the submission is FVLD)



	✓ PNDG (pending confirmation of delegation file)
	✓ HOLD (hold, at least one entry of the submission is PNDG)
	✓ FRWD (forwarded)
	✓ ACPT (accepted, by the Trade Repository)
	✓ RJCT (rejected, by the Trade Repository)
Ent errors	Populated with the value "-" when the processing of the file is successful , otherwise, this field displays a description of the errors during the processing of the file content

Regarding the values of the other fields, you can refer to the manual "**Technical Specifications of EMIR TR Service (Applied from 29/04/2024) EMIR REFIT"** posted on the website https://www.athexgroup.gr/el/web/guest/emir-tr-service, at its current version.

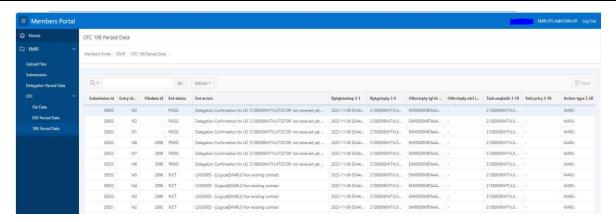
In addition, the user, from the "Action" option, has multiple capabilities such as displaying/hiding columns, applying filters, exporting reports, and saving the displayed table in various file formats, etc.

<u>Note</u>: The screen allows "**sorting**" by column - showing or hiding it by clicking the cursor on the column name. Additionally, the user can search in each field displayed on the screen as well as in combinations of them by selecting the virtual button of magnifying glass icon above the "**Submission id**" column.

7.2 Margin Data for Reports of derivatives not cleared by ATHEXClear

The user in order to be informed regarding the records of the margin reports that has been submitted for derivatives not cleared by ATHEXClear (OTC108 Report File), selects from the main menu the "OTC" virtual button and then "108 Parsed Data" and the following screen is displayed:





The fields displayed on this screen and their corresponding descriptions are as follows:

Field Name	Description
Submission id	The submission code of the file , as shown on the " Submissions " screen and provided by the application
Entry id	The unique code for each entry , provided by the application
Filedata id	The unique identifier of the entry, as displayed in the "OTC File Data" table and provided by the application
Ent status	The status of each entry of the submitted file, with the following values: ✓ PVLD (pending validation) ✓ SVLD (successful validation) ✓ FVLD (failed validation) ✓ IGNR (ignore, at least one entry of the submission is FVLD) ✓ PNDG (pending confirmation of delegation file) ✓ HOLD (hold, at least one entry of the submission is PNDG) ✓ FRWD (forwarded) ✓ ACPT (accepted, by the Trade Repository) ✓ RJCT (rejected, by the Trade
	✓ ACPT (accepted, Repository)





	Populated with the value "-" when the
Ent errors	processing of the file is successful , otherwise, this field displays a description of the errors during the processing of the file content

Regarding the values of the other fields, you can refer to the manual "**Technical Specifications of EMIR TR Service (Applied from 29/04/2024) EMIR REFIT**" posted on the website https://www.athexgroup.gr/el/web/guest/emir-tr-service, at its current version.

In addition, the user, from the "Action" option, has multiple capabilities such as displaying/hiding columns, applying filters, exporting reports, and saving the displayed table in various file formats, etc.

<u>Note</u>: The screen allows "**sorting**" by column - showing or hiding it by clicking the cursor on the column name. Additionally, the user can search in each field displayed on the screen as well as in combinations of them by selecting the virtual button of magnifying glass icon above the "**Submission id**" column.



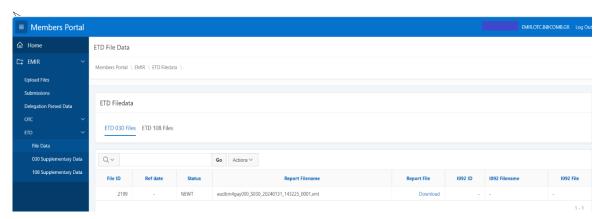
8. Validation of Report Files Submission for transactions cleared by ATHEXClear

The user, in order to be informed regarding the submission of ETD trade and position report files, as well as margin report files for derivatives cleared by ATHEXClear, selects the "ETD" virtual button from the main menu and then "File Data" and the following screen is displayed:



Following that, from the option:

➤ "ETD 030 Files" the submissions of the reports for trades & positions for derivatives cleared by ATHEXClear are displayed



> "ETD 108 Files" the submissions of margin report files for derivatives cleared by ATHEXClear are displayed



The fields displayed on this screen and their corresponding descriptions are as follows:



Field Name	Description
File ID	The unique key number of entry provided by the application
Ref Date	The file's submission date
Status	The status of the submitted file, with the following values: V NEWT (new file for submission) V DSNT (sending the file) V FRCV (feedback received) V ACPT (accepted file) V PART (partially accepted, some entries are SVLD and others are FVLD) V RJCT (rejected file) V OBSL (file exception for any technical reason)
Report Filename	The name of the report that was submitted to the Trade Repository
Report File	Populated with the value " Download " from where the submitted report that has been sent to the Trade Repositiry can be downloaded
I092 ID	The code of the response file
I092 Filename	The name of the response file
I092 File	Populated with the value "Download" from where the response file can be downloaded

In addition, the user, from the "Action" option, has multiple capabilities such as displaying/hiding columns, applying filters, exporting reports, and saving the displayed table in various file formats, etc.

<u>Note</u>: The screen allows "**sorting**" by column - showing or hiding it by clicking the cursor on the column name. Additionally, the user can search in each field displayed on the screen



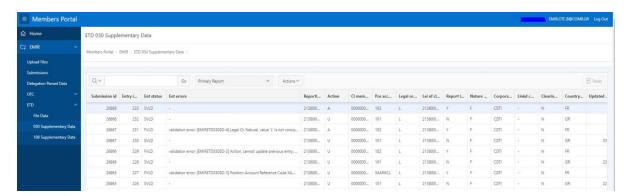
as well as in combinations of them by selecting the virtual button of magnifying glass icon above the "**File ID**" column.



9. Data for Supplementary Data Files for transactions cleared by ATHEXClear

9.1 Data for Supplementary Trade & Position Data File for derivatives cleared by ATHEXClear

The user, in order to be informed regarding the records of ETD supplementary trade & position data files for derivatives cleared by ATHEXClear, selects the "ETD" virtual button from the main menu, then "030 Supplementary Data" and the following screen is displayed:



From the "**Primary Report**" option, all available records are displayed historically, while from the "**Valid Reporting Firms Account Data**" option, only the records valid at the current time are shown.

The fields displayed on this screen and their corresponding descriptions are as follows:

Field Name	Description
Submission id	The submission code of the file , as shown on the " Submissions " screen and provided by the application
Entry id	The unique code for each entry , provided by the application
Ent status	The status of each entry of the submitted file, with the following values:
	✓ PVLD (pending validation)
	✓ FVLD (failed validation)
	✓ SVLD (successful validation)



	✓ OBSL (file exception for any technical reason)
Ent errors	Populated with the value "-" when the processing of the file is successful , otherwise, this field displays a description of the errors during the processing of the file content
Reporting firm lei	The LEI code of the Clearing Member/Client of the Service
Updated by	The code of the column "Entry id" that has caused a change in the existing entry

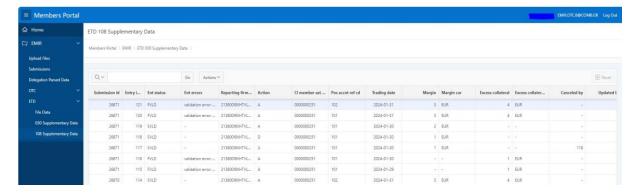
Regarding the values of the other fields, you can refer to the manual "**Technical Specifications of EMIR TR Service (Applied from 29/04/2024) EMIR REFIT**" posted on the website https://www.athexgroup.gr/el/web/guest/emir-tr-service at its current version.

In addition, the user, from the "**Action**" option, has multiple capabilities such as displaying/hiding columns, applying filters, exporting reports, and saving the displayed table in various file formats, etc.

<u>Note</u>: The screen allows "**sorting**" by column - showing or hiding it by clicking the cursor on the column name. Additionally, the user can search in each field displayed on the screen as well as in combinations of them by selecting the virtual button of magnifying glass icon above the "**Submission id**" column.

9.2 Data for Supplementary Margin Data Flies for derivatives cleared by ATHEXClear

The user, in order to be informed regarding the records of ETD supplementary margin data files for derivatives cleared by ATHEXClear, selects the "ETD" virtual button from the main menu, then "108 Supplementary Data" and the following screen is displayed:



The fields displayed on this screen and their corresponding descriptions are as follows:



Field Name	Description
Submission id	The submission code of the file , as shown on the " Submissions " screen and provided by the application
Entry id	The unique code for each entry , provided by the application
Ent status	The status of each entry of the submitted file, with the following values: ✓ PVLD (pending validation) ✓ FVLD (failed validation) ✓ SVLD (successful validation) ✓ OBSL (file exception for any technical reason)
Ent errors	Populated with the value "-" when the processing of the file is successful , otherwise, this field displays a description of the errors during the processing of the file content
Reporting firm lei	The LEI code of the Clearing Member/Client of the Service
Canceled by	The code of the column "Entry id" that has caused the cancel in the existing entry
Updated by	The code of the column "Entry id" that has caused a change in the existing entry

Regarding the values of the other fields, you can refer to the manual "**Technical Specifications of EMIR TR Service (Applied from 29/04/2024) EMIR REFIT**" posted on the website https://www.athexgroup.gr/el/web/guest/emir-tr-service, at its current version.

In addition, the user, from the "Action" option, has multiple capabilities such as displaying/hiding columns, applying filters, exporting reports, and saving the displayed table in various file formats, etc.

<u>Note</u>: The screen allows "**sorting**" by column - showing or hiding it by clicking the cursor on the column name. Additionally, the user can search in each field displayed on the screen as well as in combinations of them by selecting the virtual button of magnifying glass icon above the "**Submission id**" column.