

## INSTRUCTION 2021/04 – OTC TRADES REGISTRATION

19 May 2021

In accordance with the established in the point 6.2 “Operational details of OTC Trades register” of Annex I: Specific Rules on MIBGAS Derivatives Futures, by means of this Market Instruction the steps to be followed by a Broker or an Agent to register OTC Trades in MIBGAS Derivatives are communicated.

### 1. SERVICE SET UP

#### 1.1 REQUIREMENTS

All Agents registered at MIBGAS Derivatives Futures will be able to register OTC Trades through the Registration and Consultations Platform without signing any additional document. For that, they should use an electronic certificate issued by MIBGAS with “Update” profile in the Trading Module.

In case that the Trade is going to be registered by a Broker, this entity should have previously signed the “Broker registration agreement for bilateral trades”, which enables the Broker to register OTC trades as an authorised Broker at MIBGAS Derivatives Platform. Likewise, the Agent should notify those authorised brokers to register OTC Trades on his behalf through the model published by MIBGAS Derivatives (“Declaration of authorised Brokers”).

In this last case, the documentation should be sent to the following address:

- › MIBGAS S.A.
- › Att: Alta de Agentes
- › C/Alfonso XI, 6, 5ª planta
- › 28014 Madrid

### 2. SUBMISSION OF A NEW OTC TRADE REGISTRATION REQUEST

Currently there are two different ways in which a Broker or an Agent could submit an OTC trade registration request:

- **Through screen:** by uploading a CSV file with the requested information for the OTC Trades registration through the **Registration and Consultations Platform**.
- **Through email and phone:** by sending an email to [otc@mibgas](mailto:otc@mibgas) with the OTC information in the body of the email, containing the same detail as the CSV file.

In case that the request is submitted by an Agent, the information must be confirmed by the counterparty before the Trade is registered. However, if a Broker submits the request, he will be the unique responsible for the accuracy and veracity of the information, meaning that it will not be needed any prior or additional confirmation to proceed with the Trade registration

After sending a new request, through email or through the Platform, the Broker or Agent who send it must contact MIBGAS Derivatives by telephone to complete the registration request. (+34 91 2682601/+34 91 6598960).

OTC registration (bilaterally and by brokers) is only available during the Trading Session of these products, 18:30 (CET).

## 2.1 MANDATORY INFORMATION

The OTC Trade registration request must have the following parameters:

- › **Product code.**<sup>1</sup>
- › **Quantity:** Number without decimals (MWh/day).
- › **Price:** Number with three decimals, using the point as a separator (€/MWh).
- › **Broker:** Broker EIC Code (optional).
- › **Buyer Agent:** Buyer EIC Code.
- › **Buyer Agent trader:** Name of the buyer Agent trader.
- › **Seller Agent:** Seller EIC Code.
- › **Seller Agent trader:** Name of the seller Agent trader.
- › **Identification of the aggressor part:** “C” (if it has been the buyer Agent) or “V” (if it has been the seller Agent)

The Agent or Broker must include these parameters in the CSV file that will be upload thought the Platform or send it directly to MIBGAS Derivatives via email.

## 2.2 Submission through CSV FILE

The requests must be sent through the [Registration and Consultations Platform](#): *Results > OTC Trades > OTC Trades Registration*

From this screen it is allowed to upload a CSV file with the requested information for the OTC Trades registration.

In the following link you can find a CSV file example that can be used as a template to be uploaded to the platform. We recommend to open and edit it with a text editor.

[www.mibgas.es/sites/default/files/ejemploficherocsv\\_registrootc.csv](http://www.mibgas.es/sites/default/files/ejemploficherocsv_registrootc.csv)

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<sup>1</sup> The codes of the traded products in each trading session can be consulted in the [Registration and Consultations Platform](#): *Public Information > Trading Sessions > Active Sessions*

## 2.3 OTC TRADES VALIDATIONS AND REGISTRATION

If the request is sent through the Platform, first, the syntactic structure of the CSV file will be checked (number of parameters included in each line, field`s length and format). In case of any error, the complete CSV file will be rejected and an error message describing the problem will appear on the screen. In that case, none of the Trades detailed in the CSV file will be incorporated into the system for their later registration. After passing the syntactic validations, the validations described in the MIBGAS Derivatives Rules will be applied individually to each Trade.

If the request is sent by email, MIBGAS will check the given information and if any errors are found MIBGAS will contact the requesting party in order to correctly define the parameters needed to register the OTC trade.

Those Trades that pass all of the validations will be incorporated in the system with "Pending" status to be further registered by the Market Operator. A Trade code will be assigned to them.

If the request is sent by an Agent, either through email or through the Platform, those Trades that pass all of the validations will be incorporated in the system with "Pending" status. After, once the counterparty and the clearing house have both confirmed that the provided information is correct, the Market Operator will update the Trade status to "Confirmed" and will register it.

If the request is sent by a Broker, after passing the mentioned validations and being confirmed by the clearing house, the trade will be directly register in the system with a "Confirmed" status.

Once a Trade is registered with a "Pending" or/and "Confirmed" status a notification email will be sent to the parties involved.

Additionally,

- If a Broker sends the CSV file, it will be checked that the Agents involved in the submitted Trade have previously authorised that Broker<sup>2</sup>.
- If an Agent involved in the Trade sends the CSV file, the counterparty must confirm that all the data provided is correct. For this confirmation, the holder of an electronic certificate issued by MIBGAS with "Update" profile in the Trading Module should send an email to [trading@mibgas.es](mailto:trading@mibgas.es).

The information and status of all the OTC Trades submitted is available in the [Registration and Consultations Platform](#): *Results > OTC Trades > Consult OTC Trades query*

## 2.4 INFORMATION EXCHANGE WITH OMICLEAR

MIBGAS Derivatives will send to OMIClear the information of each OTC Trade registered, after changing its status to "Confirmed". Once the Trade has been communicated and assumed by the CCP, it shall become the counterparty of the seller and the buyer of the OTC Trade. From this moment the OTC Trade shall be subject to the compensation and settlement procedures of the CCP.

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<sup>2</sup> Brokers can only register OTC Trades of those Agents that have authorised them for this purpose, by sending the Declaration of authorised Brokers.

### 3. SUBMISSION OF AN OTC TRADE CANCELLATION REQUEST

To request the cancellation of a Trade previously incorporated in the Registration and Consultations Platform, regardless if its status is “Confirmed” or “Pending”, an email must be sent to [otc@mibgas.es](mailto:otc@mibgas.es) including the Trade code to be cancelled. Additionally, it is necessary to communicate it to MIBGAS Derivatives by phone.

If the Trade was submitted by an Agent, without involving a Broker, it will be necessary that both counterparties send an email requesting the cancellation of the Trade. This emails must be sent by holders of electronic certificates with “Update” profile in the Trading Module.

In general, OTC Trades cancellations request can only be sent before the end of the Trading Session.

### 4. FEE AND SERVICE INVOICE.

MIBGAS Derivatives will issue a monthly invoice for the amount of this fee, which will have a variable cost depending on the volume and the product type traded by the Agent.

This service fees will be detailed in the Fee Instruction published at the MIBGAS Derivatives website.

### 5. TELEPHONE ASSISTANCE AND CONTACT DETAILS OF MIBGAS DERIVATIVES

For any doubt, explanation or question related to the platform, the registration process and/or OTC Trades cancellation, you can contact MIBGAS Derivatives:

- » Email address: [otc@mibgas.es](mailto:otc@mibgas.es)
- » Phone (1): +34 91 6598960
- » Phone (2): +34 91 2682601