Amend Counterparty Group

PURPOSE

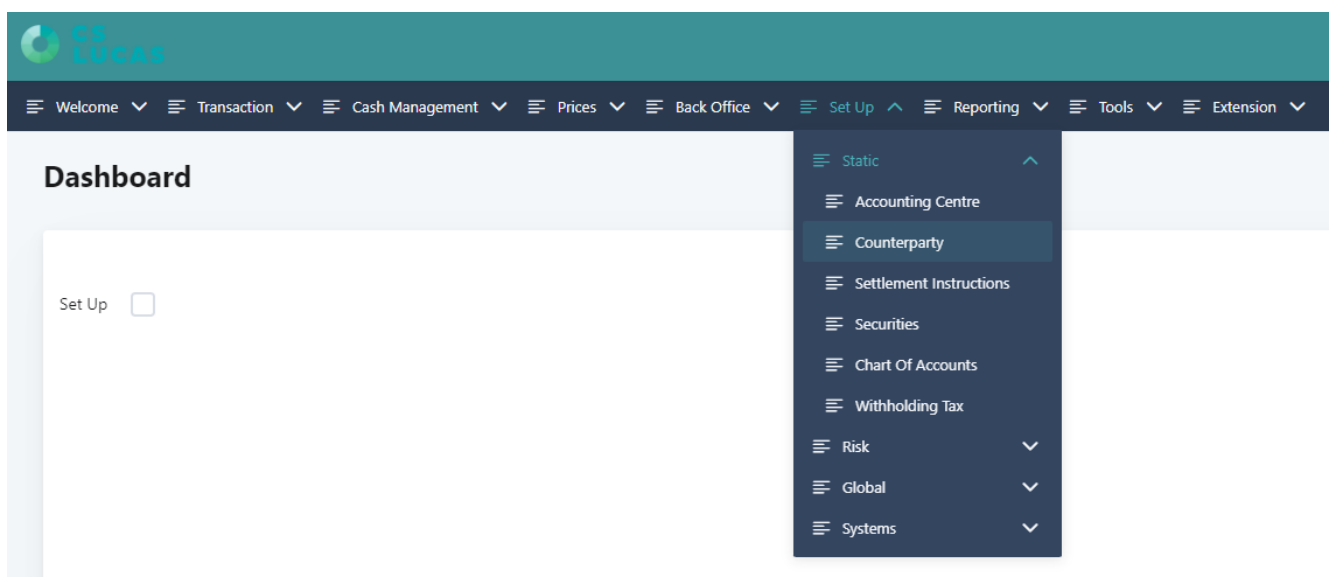This document shows the detail procedures on how to amend counterparty group.

WHY IS THIS IMPORTANT?

This allows amending of counterparty group when required for reporting purposes.

PROCEDURE

1. From the main menu, select Set Up > Static > Counterparty.

2. The Counterparty screen displays.

3. Click Group . The Counterparty Group screen displays.

4. Click on the Edit button of the group to amend. In this example, SG Banks will be selected.

Amend Counterparty Group

✕ Cancel	🖫 Save	⤓ Duplicate	👥 Assign Member	☰ History

Short Name*	SG Banks
Long Name	SG Banks
Description	SG Banks

5. Make the necessary change.

Amend Counterparty Group

✕ Cancel	🖫 Save	⤓ Duplicate	👥 Assign Member	☰ History

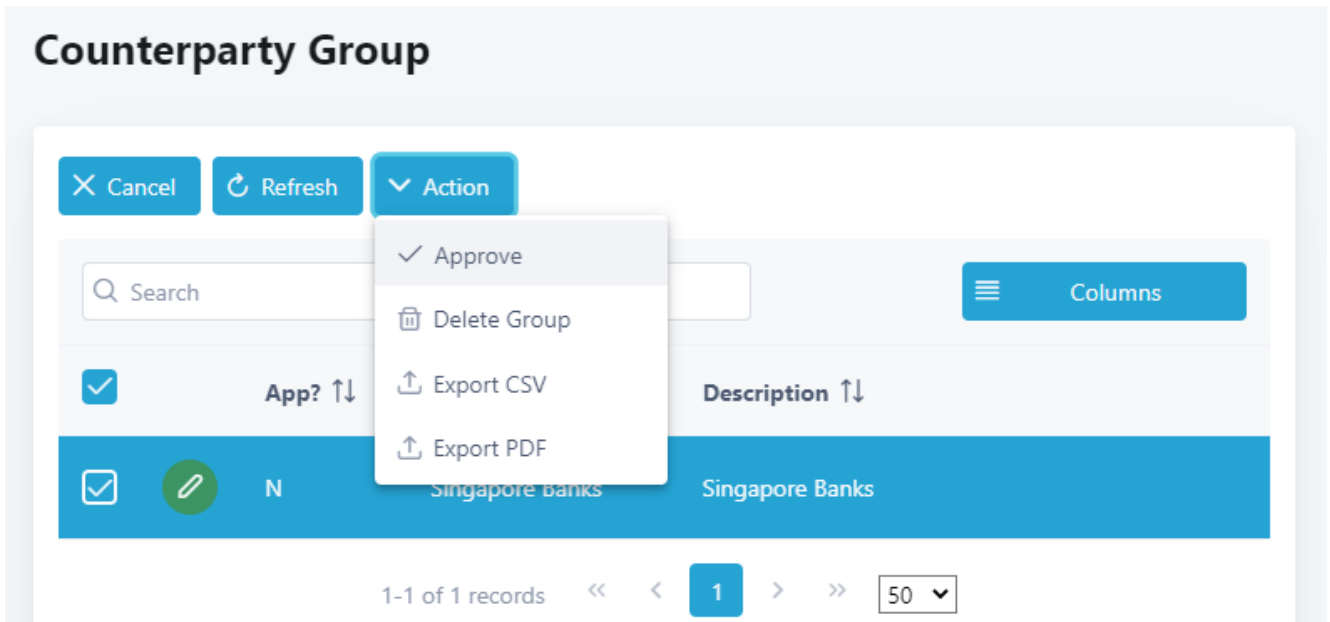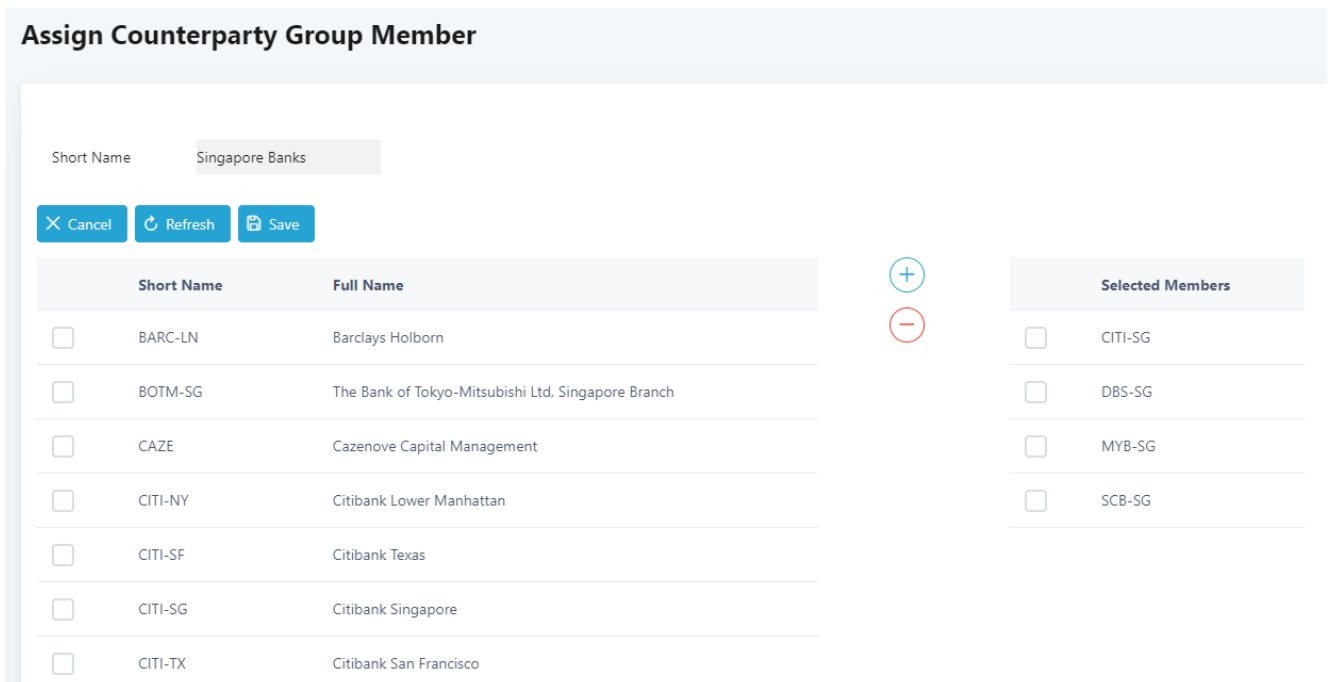| Short Name*	Singapore Banks
Long Name	Singapore Banks
Description	Singapore Banks

6. Click Save .

7. Approve the amended counterparty group by ticking the checkbox beside the short name and click Action and Approve.

8. To amend the members' assignment, click on the Edit button of the group from the Counterparty Group screen.

9. In the Amend Counterparty Group screen, click Assign Member .

10. The Assign Counterparty Group Member screen displays.

11. To add new counterparty to the group, tick the checkbox on the short name of the counterparty.

Assign Counterparty Group Member

Short Name   Singapore Banks

[✕ Cancel] [↻ Refresh] [🖫 Save]

	Short Name	Full Name		Selected Members
☑	BARC-LN	Barclays Holborn	☐	CITI-SG
☑	BOTM-SG	The Bank of Tokyo-Mitsubishi Ltd, Singapore Branch	☐	DBS-SG
☐	CAZE	Cazenove Capital Management	☐	MYB-SG
☐	CITI-NY	Citibank Lower Manhattan	☐	SCB-SG
☐	CITI-SF	Citibank Texas		
☐	CITI-SG	Citibank Singapore		
☐	CITI-TX	Citibank San Francisco		

⊕ ⊖

12. Then, click Add . The selected members will appear on the right.

Assign Counterparty Group Member

Short Name   Singapore Banks

[✕ Cancel] [↻ Refresh] [🖫 Save]

	Short Name	Full Name		Selected Members
☐	BARC-LN	Barclays Holborn	☐	BARC-LN
☐	BOTM-SG	The Bank of Tokyo-Mitsubishi Ltd, Singapore Branch	☐	BOTM-SG
☐	CAZE	Cazenove Capital Management	☐	CITI-SG
☐	CITI-NY	Citibank Lower Manhattan	☐	DBS-SG
☐	CITI-SF	Citibank Texas	☐	MYB-SG
☐	CITI-SG	Citibank Singapore	☐	SCB-SG
☐	CITI-TX	Citibank San Francisco		

⊕ ⊖

13. To remove the members assigned, tick the checkbox of the counterparty on the right.

Assign Counterparty Group Member

Short Name   Singapore Banks

[✕ Cancel] [↻ Refresh] [🖫 Save]

	Short Name	Full Name			Selected Members
☐	BARC-LN	Barclays Holborn	⊕	☑	BARC-LN
☐	BOTM-SG	The Bank of Tokyo-Mitsubishi Ltd, Singapore Branch	⊖	☐	BOTM-SG
☐	CAZE	Cazenove Capital Management		☐	CITI-SG
☐	CITI-NY	Citibank Lower Manhattan		☐	DBS-SG
☐	CITI-SF	Citibank Texas		☐	MYB-SG
☐	CITI-SG	Citibank Singapore		☐	SCB-SG
☐	CITI-TX	Citibank San Francisco			

14. Click Remove . Counterparty selected will be removed from the Selected Members list on the right.

Assign Counterparty Group Member

Short Name   Singapore Banks

[✕ Cancel] [↻ Refresh] [🖫 Save]

	Short Name	Full Name			Selected Members
☐	BARC-LN	Barclays Holborn	⊕	☐	BOTM-SG
☐	BOTM-SG	The Bank of Tokyo-Mitsubishi Ltd, Singapore Branch	⊖	☐	CITI-SG
☐	CAZE	Cazenove Capital Management		☐	DBS-SG
☐	CITI-NY	Citibank Lower Manhattan		☐	MYB-SG
☐	CITI-SF	Citibank Texas		☐	SCB-SG
☐	CITI-SG	Citibank Singapore			
☐	CITI-TX	Citibank San Francisco			

15. Click Save when completed. You will be returned to Amend Counterparty Group screen, click Cancel button to return to Counterparty Group screen.

16. Approve the counterparty group by ticking the checkbox beside the short name and click Action and Approve . If you do not see approval status set to "N" after making changes for the counterparty group, click Refresh to refresh the screen.
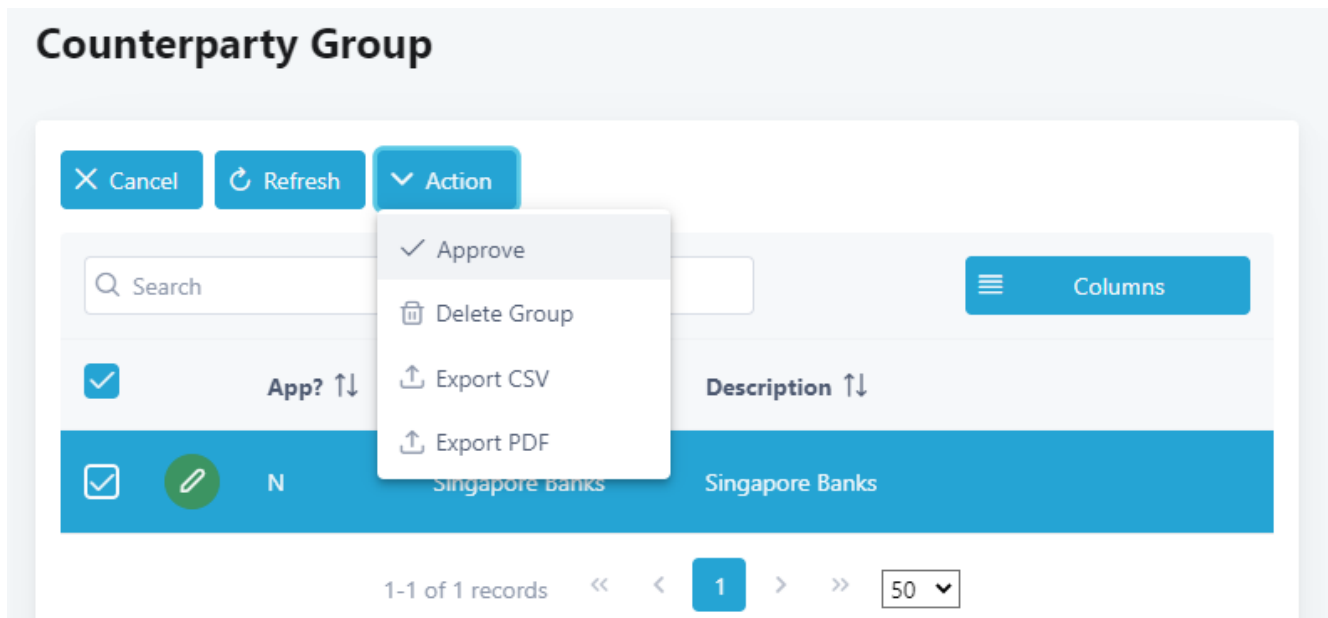
17. A popup appears to confirm, click Yes.
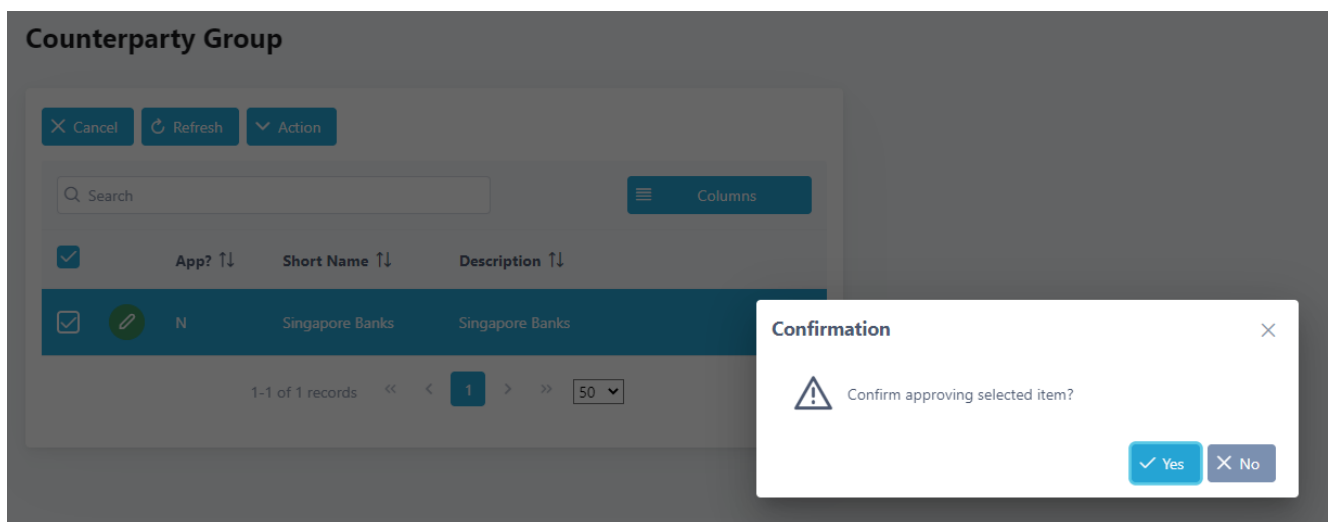
FREQUENTLY ASKED QUESTIONS

RELATED INFORMATION

[Create Counterparty Group and Assign Members](#)

[How to Set Up Entity – Counterparty](#)

CHANGE HISTORY

Date	By	Changes
15-Feb-2008	-	Created.
4-Sep-2014	Clarissa	Reformatted. Rewritten.
17-Aug-2018	Silpa	Updated step 1, 2 and screenshots of step 1, 2.
8-Nov-2019	Lyra	Updated screenshots.
9-Feb-2023	TS	Updated to W6 instructions and screenshots.