

Amend Counterparty (W5)

[This version is superseded. Click here to view the latest guide.](#)

PURPOSE

This document shows the procedures on how to amend counterparty in the system.

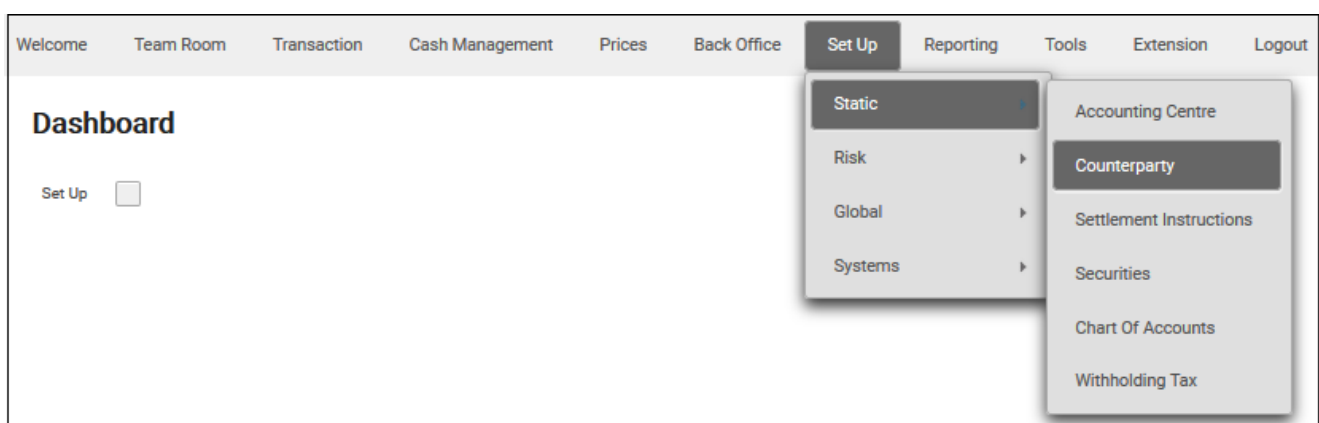
WHY IS THIS IMPORTANT?

This allows amending the counterparty's information when required.

PROCEDURE



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



2. The Counterparty screen displays.

Counterparty

Counterparty Type

	App? ☐	Short Name	Entity Name	Counterparty Type
☐		ANZ-SY	ANZ Centrepont	Bank/FI
☐		BARC-LN	Barclays Holborn	Bank/FI
☐		BOTM-SG	The Bank of Tokyo-Mitsubishi Ltd, Singapore Branch	Bank/FI
☐		CAZE	Cazenove Capital Management	Broker
☐		CITI-NY	Citibank Lower Manhattan	Bank/FI
☐		CITI-SF	Citibank Texas	Bank/FI
☐		CITI-SG	Citibank Singapore	Bank/FI

3. Select the Counterparty to amend by clicking on its Short Name. In this example, CITI-SG will be chosen.

Amend Counterparty

Short Name*

Ctpy Type*

Long Name

GST Status*

Tax Residence

Ctpy Classification

4. Make the necessary changes. In this example, Long Name will be changed.

Amend Counterparty

←
Save
Address
Preference
Risk Profile

History

Short Name*	CITI-SG
Ctpy Type*	Bank/FI ▼
Long Name	Citibank Singapore
GST Status*	Standard ▼
Tax Residence	Singapore ▼
Ctpy Classification	- ▼

5. Click Save .

6. Approve the change by ticking the checkbox beside the counterparty short name.

Counterparty

Counterparty Type

Refresh
New
Delete
Group
Approve

	App? ⇅	Short Name ⇅	Entity Name ⇅
☒	N	<u>CITI-SG</u>	Citibank Singapore
☐		<u>ANZ-SY</u>	ANZ Centrepoint
☐		<u>BARC-LN</u>	Barclays Holborn
☐		<u>BOTM-SG</u>	The Bank of Tokyo-Mitsubishi Ltd, Singapore Branch

7. Click Approve. A popup appears to confirm, click OK.

✕

Confirm approving selected item?

OK
Cancel

FREQUENTLY ASKED QUESTIONS

RELATED INFORMATION

[Set Up Counterparty](#)

CHANGE HISTORY

Date	By	Changes
15-Feb-2008	-	Created
4-Sep-2017	Clarissa	Reformatted. Rewritten.
17-Aug-2018	Silpa	Updated step 1, 2 and screenshot of step 1, 2, 6.
08-Nov-2019	Lyra	Updated Screenshots.