

# Amend Counterparty

[See previous W5 version guide](#)

## **PURPOSE**

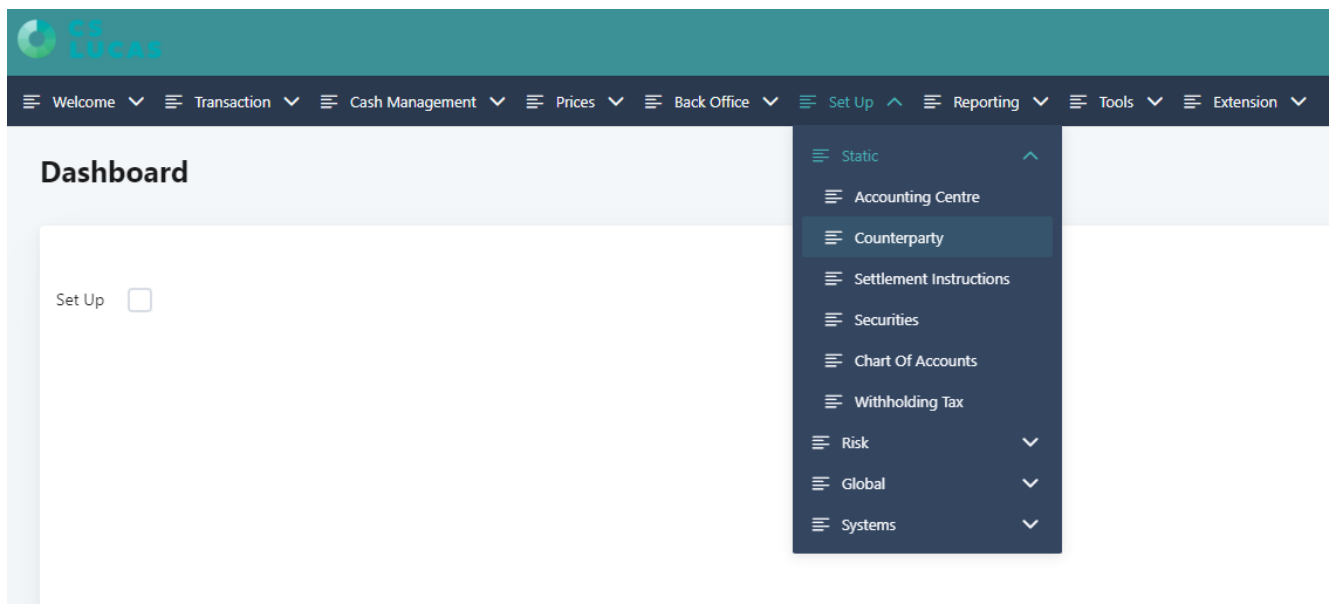
This document shows the procedures on how to amend counterparty in the system.

## **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

 Refresh  Action  Group  

 Search

 Columns

<input type="checkbox"/>	App? ↑↓	Short Name ↑↓	Entity Name ↑↓	Counterparty Type ↑↓
<input type="checkbox"/>		ANZ-SY	ANZ Centrepoint	Bank/FI
<input type="checkbox"/>		BARC-LN	Barclays Holborn	Bank/FI
<input type="checkbox"/>		BOTM-SG	The Bank of Tokyo-Mitsubishi Ltd, Singapore Branch	Bank/FI
<input type="checkbox"/>		CAZE	Cazenove Capital Management	Broker
<input type="checkbox"/>		CITI-NY	Citibank Lower Manhattan	Bank/FI

3. Click on the Edit button of the counterparty to amend. In this example, ANZ-SY will be chosen.

## Amend Counterparty

 Cancel  Save  Address  Preference  Risk Profile  File/Note  History

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


✕ Cancel


 Save

 Address

 Preference

 Risk Profile

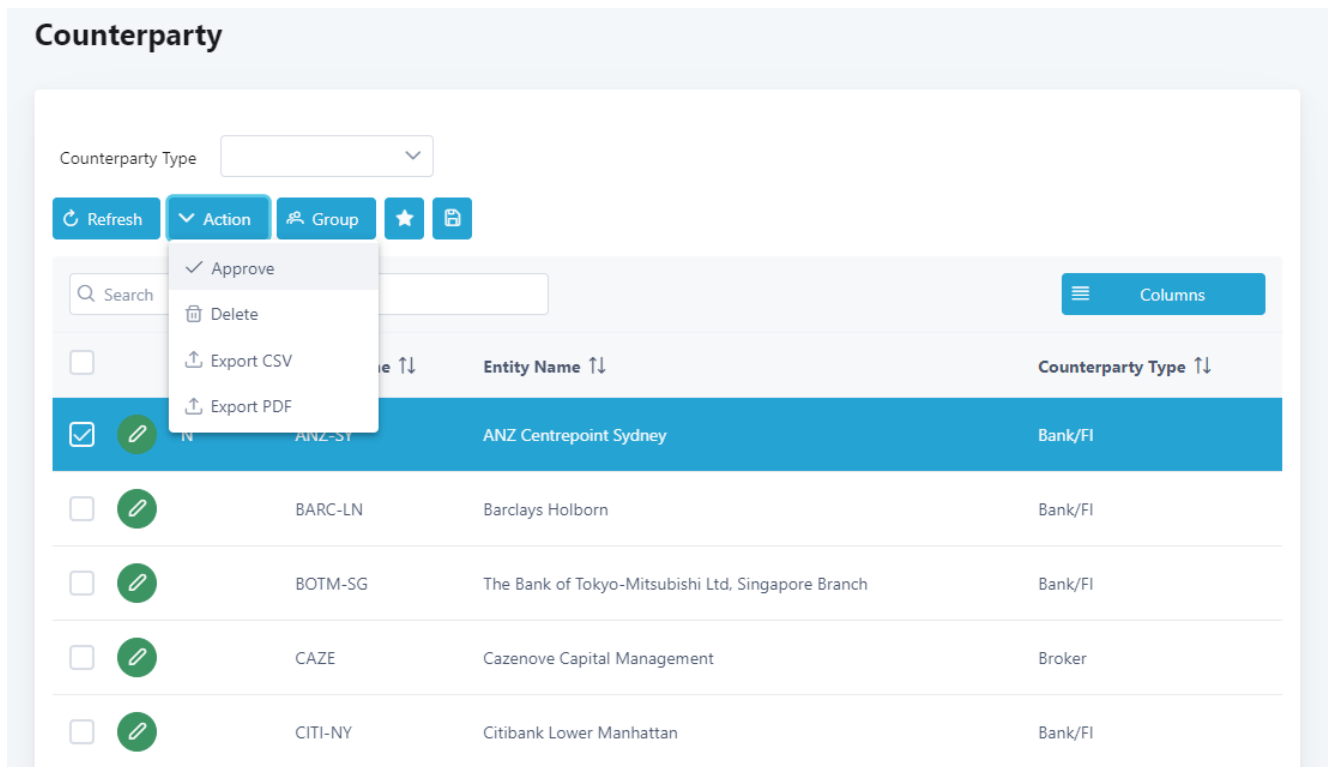
 File/Note

 History

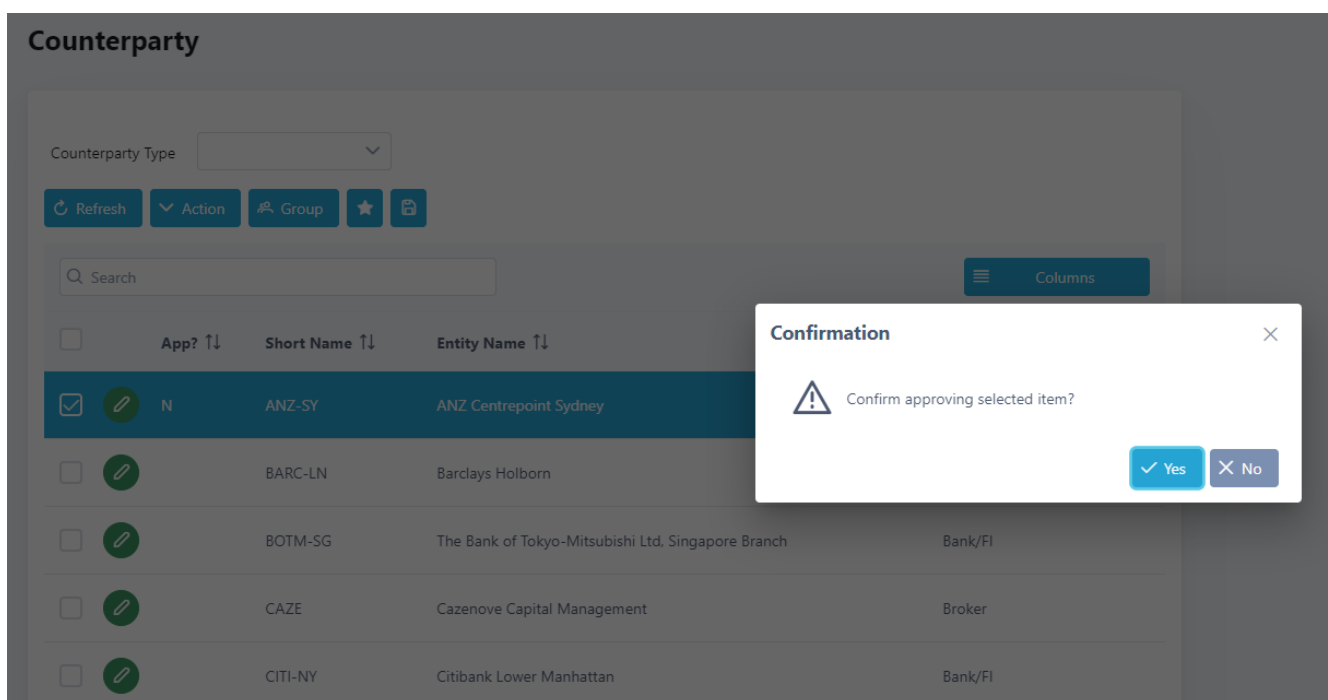
Short Name*	<input type="text" value="ANZ-SY"/>
Ctpy Type*	<div>Bank/Fl</div>
Long Name	<div>ANZ Centrepont Sydney</div>
GST Status*	<div>Standard</div>
Tax Residence	<div>Australia</div>
Ctpy Classification	<div>-</div>

5. Click Save .

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



7. Click on Action and Select Approve. A popup appears to confirm, click Yes.



## 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 screenshots of step 1, 2, 6.
8-Nov-2019	Lyra	Updated screenshots.
7-Feb-2023	TS	Updated to W6 instructions and screenshots.