Confirm NDF Trade and Fixed NDF Trade

See previous W5 version guide

PURPOSE

This document describes how to confirm non-deliverable forward trade.

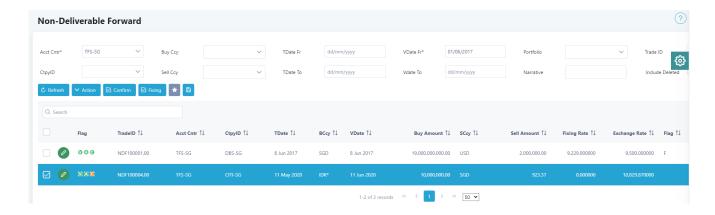
WHY IS THIS IMPORTANT?

Confirmation involves the step of sending out a confirmation letter to an external trade counterparty to confirm the financial instruments booked. This is important because the transaction will not be completed without confirmation.

PROCEDURE



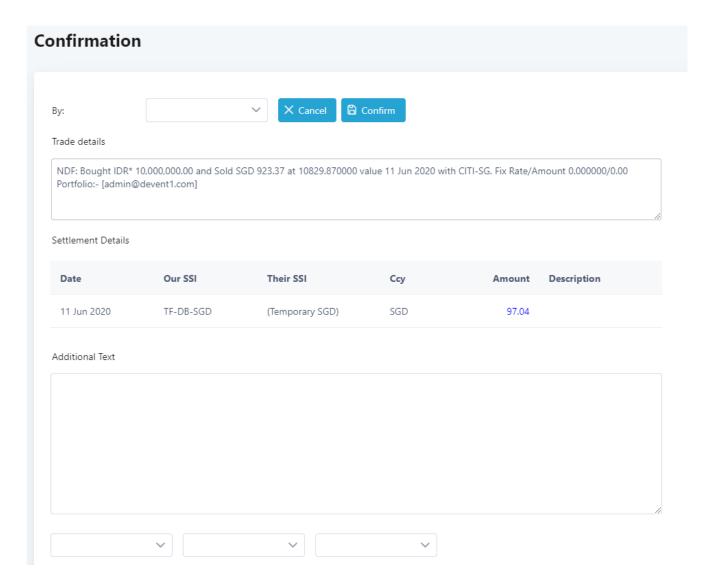
1. From the launch screen of the non-deliverable forward module, tick on the checkbox beside the trade ID to confirm.



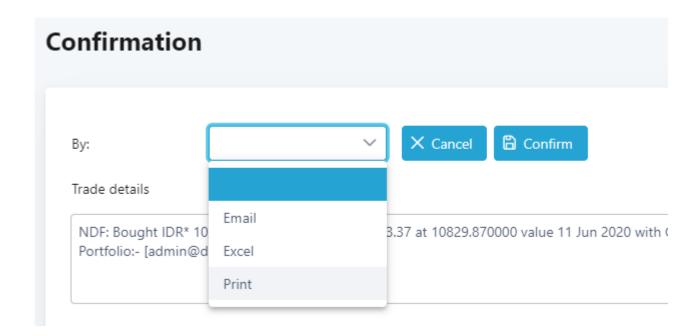
2. Note that transaction needs to be verified and authorized before confirmation

can be completed. Check the icons in the Flag column to determine which process was performed. This letters V, A and C means the transaction is verified, authorized, but not yet confirmed.

3. Click Confirm. The Confirmation screen displays.



4. In the dropdown beside By field, choose Email, Excel, or Print. In this example, Print is chosen.



5. Click Confirm. A popup appears, click Yes.



6. A confirmation letter in PDF to confirm the Non-Deliverable contract will be displayed.

Reference: NDF100004.00

21 April 2023

Citibank Singapore One Raffles Quay South Tower Level 17 Singapore 048583

Attention: Mr. To Be Identified

CONFIRMATION FOR NON-DELIVERABLE FORWARD CONTRACT

We confirm our Non-Deliverable Forward contract as follows:

| We buy | IDR* 10,000,000.00 |
|---------------|--------------------|
| We sell | SGD 923.37 |
| Contract date | 11-May-20 |
| Contract rate | 10,829.870000 |
| Value date | 11-Jun-20 |
| Fixing date | 9-Jun-20 |
| Fixing rate | To be confirmed |
| Settle amount | To be confirmed |

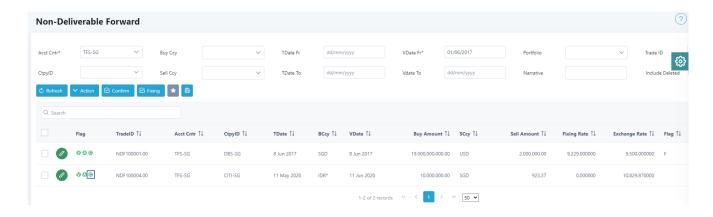
Settlement instructions to be advised.

Yours faithfully,

Timber Firm Limited

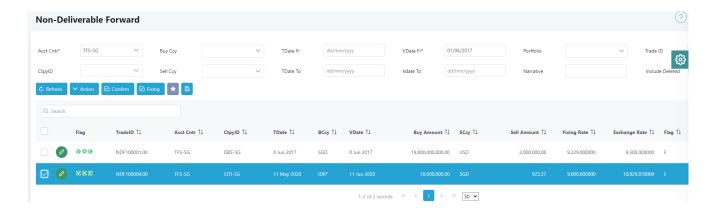
Authorised Signatories

- 7. Print or Save in the computer's drive.
- 8. Click on the Back button of the browser.
- 9. Click Cancel button to return to the Non-Deliverable Forward listing page. Notice that the C in the Flag is now in green, which means it is confirmed.



10. Next, to confirm a fixed non-deliverable forward transaction, tick on the check box beside the fixed trade.

Note: Fixing trade must be authorised and verified before confirmation of the fixing.



- 11. Click Confirm.
- 12. Select Print and click Confirm. Options available are Email, Excel or Print.
- 13. The non-deliverable forward fixing letter in PDF will be displayed. Notice that, unlike the previous confirmation letter, the Fixing Rate and Settlement Amount is now determined.

Reference: NDF100004.00

21 April 2023

Citibank Singapore One Raffles Quay South Tower Level 17 Singapore 048583

Attention: Mr. To Be Identified

CONFIRMATION AND FIXING INSTRUCTIONS FOR NON-DELIVERABLE FORWARD CONTRACT

We confirm the fixing of Non-Deliverable Forward contract as follows:

| We buy | IDR* 10,000,000.00 |
|---------------|--------------------|
| We sell | SGD 923.37 |
| Contract date | 11-May-20 |
| Contract rate | 10,829.870000 |
| Value date | 11-Jun-20 |
| Fixing date | 9-Jun-20 |
| Fixing rate | 9,800.000000 |
| Settle amount | 97.04 |

For value date 11 June 2020 please credit account as follows:

Amount SGD 97.04

Beneficiary Timber Financial Services

Account Number 2240566

Bank DBS Bank Ltd, Singapore

Yours faithfully,

Timber Firm Limited

Authorised Signatories

- 14. Print or Save to the computer's drive.
- 15. Click on the browser's back button.
- 16. Click Cancel button to go return to the Non-Deliverable Forward listing screen.

FREQUENTLY ASKED QUESTIONS

FAQ01. How do I print confirmation letter with our company logo?

To print confirmation letter with company logo, check <u>Adding Company</u> <u>Logo</u> for instructions.

FAQ02. Can I confirm multiple Non-Deliverable Forward trades?

To confirm multiple non-deliverable forward trades, you need to have the following access rights. Please request your administrator to grant the necessary permissions.

Right ID Category

Assigned Permission

13641 Non-Deliverable Forwards Multiple Confirm NDF Trades.

Please note that with the multiple confirm trades feature, the system will only verify if you have the access rights. If granted, the system will mark the trades as confirmed. There are no additional checks or process logic implemented for confirming multiple trades.

FAQ03: Can I unconfirm multiple Non-Deliverable Forward trades?

Yes. To unconfirm multiple non-deliverable forward trades, select the trades and click **Unconfirm**. A confirmation message will appear to verify the action.

Click \mathbf{OK} to unconfirm only the trades that are currently confirmed.

Note:

- 1. You will need the permission "13627 Unconfirm NDF Trades". If you don't have this permission, you will receive an access denial message.
- 2. The system will verify whether you have the necessary access rights. If granted, the system will mark the selected trades as unconfirmed. No additional checks or process logic are implemented when unconfirming multiple trades.
- 3. If any selected trades are already unconfirmed, no action will be taken on them.

RELATED INFORMATION

Launching Non-Deliverable Forward

CHANGE HISTORY

| Date | Ву | Changes |
|-------------|----------|---|
| 15-Feb-2008 | - | Created. |
| 11-Маг-2016 | Clarissa | Rewritten. Reformatted. |
| 8-Jun-2016 | Richard | Proofread. |
| 26-Nov-2019 | Lуга | Updated screenshots. |
| 21-Арг-2023 | TS | Updated to W6 instructions and screenshots. |
| 24-Арг-2024 | TS | Added FAQ02. |
| 13-Feb-2025 | TS | Added FAQ03. |