

Synapse New Application – Read this First
GUIDELINE FOR NEW APPLICATION

This guideline is prepared for new applicants of the Synapse Service in order to assist them through the application process. For any questions, please contact HKEX Synapse Operations Team via phone at 852 2840-3048 or email at synapse_support@hkex.com.hk

Steps	Points to note												
1. Confirm eligibility to onboard Synapse	<ul style="list-style-type: none"> There are different Synapse User types and Synapse Designated Service Provider (DSP) types subject to different eligibility requirement: <table border="1" data-bbox="663 619 2083 1345"> <thead> <tr> <th data-bbox="663 619 1097 667">Synapse User Types</th> <th data-bbox="1097 619 2083 667">Eligibility Requirement</th> </tr> </thead> <tbody> <tr> <td data-bbox="663 667 1097 742">Asset Manager (AM)</td> <td data-bbox="1097 667 2083 742"> <ul style="list-style-type: none"> Incorporated / re-domiciled in list of approved jurisdiction* Completed External User Testing with buy-side chain </td> </tr> <tr> <td data-bbox="663 742 1097 817">Global Custodian (GC)</td> <td data-bbox="1097 742 2083 817"> <ul style="list-style-type: none"> Possess a Business Identifier Code (BIC11) via SWIFT </td> </tr> <tr> <td data-bbox="663 817 1097 1008">Local Custodian (LC)</td> <td data-bbox="1097 817 2083 1008"> <ul style="list-style-type: none"> Incorporated / re-domiciled in list of approved jurisdiction* Completed External User Testing with buy-side chain Possess a Business Identifier Code (BIC11) via SWIFT Existing CCASS Participant of HKSCC </td> </tr> <tr> <td data-bbox="663 1008 1097 1200">Exchange Participant (EP)</td> <td data-bbox="1097 1008 2083 1200"> <ul style="list-style-type: none"> Incorporated / re-domiciled in list of approved jurisdiction* Completed External User Testing with sell-side chain Possess a Business Identifier Code (BIC11) via SWIFT Existing Exchange Participant of SEHK </td> </tr> <tr> <td data-bbox="663 1200 1097 1345">Clearing Participant (CP)</td> <td data-bbox="1097 1200 2083 1345"> <ul style="list-style-type: none"> Incorporated / re-domiciled in list of approved jurisdiction* Completed External User Testing with sell-side chain Possess a Business Identifier Code (BIC11) via SWIFT </td> </tr> </tbody> </table>	Synapse User Types	Eligibility Requirement	Asset Manager (AM)	<ul style="list-style-type: none"> Incorporated / re-domiciled in list of approved jurisdiction* Completed External User Testing with buy-side chain 	Global Custodian (GC)	<ul style="list-style-type: none"> Possess a Business Identifier Code (BIC11) via SWIFT 	Local Custodian (LC)	<ul style="list-style-type: none"> Incorporated / re-domiciled in list of approved jurisdiction* Completed External User Testing with buy-side chain Possess a Business Identifier Code (BIC11) via SWIFT Existing CCASS Participant of HKSCC 	Exchange Participant (EP)	<ul style="list-style-type: none"> Incorporated / re-domiciled in list of approved jurisdiction* Completed External User Testing with sell-side chain Possess a Business Identifier Code (BIC11) via SWIFT Existing Exchange Participant of SEHK 	Clearing Participant (CP)	<ul style="list-style-type: none"> Incorporated / re-domiciled in list of approved jurisdiction* Completed External User Testing with sell-side chain Possess a Business Identifier Code (BIC11) via SWIFT
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<p>2. Prepare for Application</p> <p>a) Complete the Synapse User & Designated Service Provider Application / Change of</p>	<ul style="list-style-type: none"> Synapse User & Designated Service Provider Application / Change of Details Form [click here]. Supporting documents required: <ul style="list-style-type: none"> i) Board resolution (x2*); ii) List of authorised signatories with specimen signatures [click here]; 								

<p>Details Form</p> <p>b) Provide Supporting Documents</p> <p>c) Read the Terms and Conditions</p>	<p>iii) A certified true copy of business registration (or its equivalent); and</p> <p>iv) A certified true copy of the certificate of Incorporation (or its equivalent), or where applicable, satisfactory documentary proof of re-domiciliation.</p> <p>* * Two board resolutions are required: one for the Synapse User / DSP Application; one for the list of authorised signatories for signing various prescribed forms of, and/or giving written instructions to HKSCC in connection with any matters arising from the use and operations of the Synapse Service.</p> <p>We strongly encourage the applicant to use the sample document [click here] to fulfill the requirements of the board resolution. This document contains the specific text needed to meet the minimum standards for this supporting documentation.</p> <ul style="list-style-type: none"> • Synapse Terms and Conditions [click here].
<p>3. Complete the Synapse access set up by Delegated Administrator (DA) after HKSCC processed your application</p>	<ul style="list-style-type: none"> • After receiving email notification from HKSCC about the acceptance of your Synapse application and completion of the Delegated Administrator (DA) set up, DA need to set up their corresponding business user accounts and assign relevant access rights to them via HKEX Access Management Portal [click here for user guide]. • Three Synapse functions are now available on HKEX Access Management Portal to be granted by DA to Synapse users:

	Function ID	Descriptions	Maker	Checker	Enquiry
	User profiles assigned by DA				
	EU_DataManager	For the access to the data manager related functions	✓	✓	
	EU_TransactionBalances	For the access to the transaction balance related functions	✓	✓	
	EU_SYNUser	Read-only access			✓
	<p>Note: For function “EU_DataManager” and “EU_TransactionBalances”, please assign <u>either “Maker” or “Checker” role</u> to the business user. For business user who need read-only access to Synapse, please assign the business user with function “EU_SYNUser” with “Enquiry” role only.</p>				
<p>4. Complete the fund onboarding / account onboarding in Synapse</p>	<ul style="list-style-type: none"> • Synapse Users / DSP can start login Synapse via HKEX Access Management Portal [click here] to complete the self-service fund onboarding / account onboarding process. Please refer to the Synapse User Guide [click here] for the steps. • Upon completion of the self-service fund onboarding / account onboarding process, all Synapse Users can start viewing the status / managing the approval of the settlement instructions in Synapse whenever there is settlement notification for the related fund(s) / account(s) transmitted from the third party matching platform, starting from the effective date of the fund(s) / account(s). 				

Additional details for Synapse User and DSP connected via ISO / API:

- ISO Connectivity:
 - Synapse Users / DSPs are required to subscribe the Synapse Live Closed User Group (CUG) and contact HKEX Synapse Operations Team at synapse_support@hkex.com.hk once the subscription is completed at their end for further processing. Please refer to guideline to join the Synapse Live CUG in Section 13.1 of the Synapse User Guide.
 - Please also refer to ISO specifications available at SWIFT MyStandards. Please refer to guideline to access the ISO specifications via SWIFT MyStandards in Section 13.2 of the Synapse User Guide.
- API Connectivity:
 - Synapse Users are required to refer to the technical documents related to API connectivity available at HKEX website for system development. Please refer to Section 12.1 of the Synapse User Guide for the introduction of API Connectivity. Please contact Synapse Operations Team via email (synapse_support@hkex.com.hk) to get the password in order to access the technical documents related to API.