**The creation and modification of standard warrant account and system user**

**1. Create/modify the standard warrant account and system user through the Exchange**

(1) Standard warrant accounts and system users of Non-FF Members, OSNBPs, Onshore/Offshore Non-Futures-Trading Institutional Clients (Normal and Pledgee) shall be directly created at the Exchange. The Form A1 and U1, upon their completion, will be reviewed and input to the Standard Warrant Accounts and System Users’ Information by the Exchange. For any modifications, please complete the Form AC and Form UC1.

(2) Standard warrant accounts of FF-Members, OSBPs, Designated Delivery Storage Facilities and Customs will be created by the system itself. System Users of FF-Members, OSBPs, Designated Delivery Storage Facilities and Customs shall open their accounts directly at the Exchange. The Form U1, upon its completion, will be reviewed and input to the System Users ‘Information by the Exchange. For any modifications, please complete the Form UC1.

**2. Create/modify the standard warrant account and system user through FF-Members**

(1) Onshore/Offshore AOI's Institutional Client and Non-Futures-Trading Institutional Clients (Normal and Pledgee) shall apply for creation of theirs standard warrant accounts and system users via FF-Members opening trading accounts on their behalf. The Form A2 and U2, upon their completion, will be reviewed and input to the Standard Warrant Accounts and System Users’ Information by the said FF-member, and then will be reviewed and confirmed by the Exchange. For any modifications, please complete the Form AC and UC2.

(2) Standard warrant accounts of Overseas Intermediaries will be created by the system itself. System Users of Overseas Intermediaries shall, via their FF-Members, open their accounts at the Exchange. The Form U3, upon its completion, will be reviewed and input to the System Users’ Information by the Exchange. For any modifications, please complete the Form UC3.

**3. Create the standard warrant account and system user through an OSBP or an Overseas Intermediary**

(1) Offshore AOI's Institutional Client shall apply for creation of their standard warrant accounts and system users via OSBPs or Overseas Intermediaries opening trading accounts on their behalf. The Form A2 and U2, upon their completion, will be reviewed and input to the Standard Warrant Accounts and System Users’ Information by the said OSBP or Overseas Intermediary, and then will be reviewed and confirmed by the Exchange. For any modifications, please complete the Form AC and UC2.

(2) System Users of Overseas Intermediaries may also, via their corresponding OSBPs, open their accounts at the Exchange. The Form U3, upon its completion, will be reviewed by the said OSBP, and then reviewed and input to the System Users’ Information by the Exchange. For any modifications, please complete the Form UC3

**4. Materials to be submitted for creation of standard warrant accounts and system users**

(1) The applicant hereby agrees to and signs the Service Agreement on Standard Warrant Management System of the Shanghai International Energy Exchange, which is affixed with its official seal and made in duplicate.

(2) The Registration Form for Standard Warrant Account Opening and the Standard Warrant System Users’ Information Form shall be completed by the applicant, while the Account Opening Institution shall fill out relevant information and conduct review, and then submit the materials to the Exchange.

(3) The applicant shall submit relevant supporting documents. These documents submitted by an Overseas Intermediary shall be in Chinese, which shall be translated into Chinese in case of any non-Chinese documents.

i. The original certificates of legal incorporation of a legal person institution and the corresponding copies affixed with the official seal or other valid seals, including but not limited to business license, business registration certificate, organization code certificate, etc.;

ii. The original tax registration certificates and the corresponding copies affixed with the official seal or other valid seals, including tax registration certificate, taxpayer’s ID, and certified document for general VAT payer;

iii. Valid ID documents affixed with the official seal or other valid seals, including a legal person’s ID card or copy of passport, the original ID card or passport of person responsible for opening an account and the corresponding copies, the copy of the authorized representative’s ID card and the original Letter of Authorization; and

iv. Filing materials for financial institution going through procedures for pledge loan, such as a bank, shall also include the copy of financial license and the copy of certificate such as the approval by a higher authority of the bank’s application for opening a standard warrant account, all of which shall be affixed with the official seal or other valid seals.

**5. Materials to be submitted for modifications to standard warrant accounts and system users**

(1) The Application Form for Modifications to Standard warrant Accounts and the Application Form for Modifications to Standard Warrant System Users shall be completed by the applicant, while the Account Opening Institution shall fill out relevant information and conduct review, and then submit the materials to the Exchange.

(2) The applicant shall submit relevant supporting documents. These documents submitted by an Overseas Intermediary shall be in Chinese, which shall be translated into Chinese in case of any non-Chinese documents.

1. The original certificates of legal incorporation of a legal person institution and the corresponding copies affixed with the official seal or other valid seals, including but not limited to business license, business registration certificate, organization code certificate, etc.;

2. The original tax registration certificates and the corresponding copies affixed with the official seal or other valid seals, including tax registration certificate, taxpayer’s ID, and certified document for general VAT payer;

3. Valid ID documents affixed with the official seal or other valid seals, including a legal person’s ID card or copy of passport, the original ID card or passport of person responsible for modification and the corresponding copies, the copy of the authorized representative’s ID card and the original Letter of Authorization; and

4. The copies of modification-related supporting documents shall be affixed with the official seal or other valid seals.

**6. Contact information of INE**

The abovementioned materials shall be submitted to the Shanghai International Energy Exchange.

Address: Delivery Department, 21/F, 288 Xiangcheng Road, Shanghai, China, 200122

TEL: Ms. Li 021-20616783, Mr. Ma 021-20616103