

MEMBER PORTAL USER MANUAL

Market Maker Registration

Issue 1.1

November 2020



**LONDON
STOCK
EXCHANGE**

Contents

1.0	Introduction	3
1.1	Scope	3
1.2	Document History	3
2.0	Member Portal Modules	4
2.1	Member Portal User Access to Module	4
2.2	Interface.....	4
2.3	Trader Groups and Registrations page.....	5
2.4	Instrument Registration Request Cut Off time	7
2.5	Temporary Withdrawal and Reinstatement.....	8
2.6	Transfer existing Active registration to different trader group	8
2.7	Trader Group Modifications	9
2.8	New Instruments and Instrument Modifications	11
3.0	Bulk Upload Areas.....	12
3.1	Bulk Upload	12
3.2	Bulk Upload – Transfer	14
4.0	Member Portal Registration.....	16
5.0	Contacts	16

1.0 Introduction

1.1 Scope

London Stock Exchange Market Makers manage their instruments for market making via the Member Portal. Market Makers will be able to view and download their current instrument registration set up and make requests to add, remove and transfer registrations using the web GUI or Bulk Upload facility.

This user guide describes the functionality available in Member Portal.

1.2 Document History

Version	Changes
1.0	Initial version
1.1	Sections 2.6, 3.2 updated to describe Trader Group Transfer functionality which is now implemented

In subsequent issues of this document, where amendments have been made, these changes will be indicated through the use of **red text**.

2.0 Member Portal Modules

2.1 Member Portal User Access to Module

The Super User (Contractual Representative) will automatically have access to the module. Super Users will need to update the roles of the Company Users to enable access to the module:

LSE Market Making - Registration Information	None <input type="radio"/>	Read <input type="radio"/>	Read & Write <input checked="" type="radio"/>
LSE Market Making - Bulk Upload	None <input type="radio"/>	Read <input type="radio"/>	Read & Write <input checked="" type="radio"/>

2.2 Interface

The LSE Market Making module can be found on the Home Screen once a User has logged onto the Member Portal, selecting the London Stock Exchange venue. There are two areas within the module called '**Tradergroups and Registrations**' and '**Bulk Upload**':

LSE Venue -> Home -> Market Making – London Stock Exchange

<p>Member Requests</p> <p>In the Profile Changes area, members can review requests to change their membership profile and technical configuration. Members wishing to set-up trading access for the first time or remove this, should use the Add & Remove Market Access links.</p> <p>Profile Changes »</p> <p>Add New Market Access »</p> <p>Remove Market Access »</p> <p>Amend Derivatives Market Access »</p> <hr/> <p>MiFID II Services</p> <p>This section allows to manage Short-Long Codes (for Order Record Keeping). It is possible to see and add/edit data both manually and through bulk uploads. It is possible to download reports and to create SFTP users to automate the bulk upload. The section also allows to manage the Transaction Reporting process for trades executed by Non-MiFID Member Firms.</p> <p>Short-Long Codes »</p>	<p>Membership Management</p> <p>In this area, users can view and request changes to their company's membership profile, including company details, trading set-up, contacts and technical configuration.</p> <p>Member Data »</p> <p>Software »</p> <p>Market Making - Algorithmic Trading »</p> <hr/> <p>Market Making - London Stock Exchange</p> <p>Tradergroups and Registrations »</p> <p>Bulk Upload »</p>	<p>Users & Contacts</p> <p>This section allows to create, edit or delete Company Users and assign them roles for the navigation in the portal. It's also possible to manage the list of Contacts of the firm who will manage the relations with the exchange.</p> <p>Users List »</p> <p>Contacts List »</p>
--	---	---

2.3 Trader Groups and Registrations page

The Trader Groups and Registrations page allows users to view and download their current instrument registrations configurations. Users will be able to add, remove, transfer, withdraw and reinstate from this screen using the interface buttons.

→ London Stock Exchange BE → Member firms → Cash-ReportingBroker → Tradergroups and Registrations

LSE Market Making - Registration Information

For queries relating to market making registrations; including registering in an instrument currently in a non-market making segment / sector. Please email marketmanagement@lseg.com.

Any request for a withdrawal must be made to the Market Supervision department on +44 (0)20 7797 3666. An example where permission may be granted includes where a member firm is acting both as broker and market maker to an issuer that is subject to a bid situation or where the member firm has system problems in accordance with rules 1050 and 1500 in core rules.

Add **Withdrawal** **Reinstatement**

Member ID Trader Group ID ISIN Status Valid From Valid To

Search

Member ID	Trader Group ID	TDIM	ISIN	Issue Name	Sector Code	Segment Code	Status	Valid From	Valid To
<input type="checkbox"/> FGJB6438	FGJB000N	INFG	LU1390062831	10Y INFBKVN G	EFEL	ETF2	Active	13/02/2020	

Download Report

2.3.1 Add New Instrument Registrations

Instrument Registration

Symbol

Name

ISIN

Effective Date

Search

ADD ALL SYMBOL SELECTED
REMOVE ALL SYMBOL SELECTED

Member ID (*)

Trader Group ID (*)

Selectable Symbol

Symbol	Name	Instr. live date	
INFG	10Y INFBRKVN G	17/05/2016	+
OPM	1PM	19/08/2013	
SPA	1SPATIAL	21/08/2018	
C21	21ST CENT TECH	24/05/2005	+
G002	2X ALPHABET ETP	12/12/2017	+
2G00	2X ALPHABET ETP	23/01/2018	+
G00E	2X ALPHABET ETP	30/04/2019	+
2AMZ	2X AMAZON ETP	23/01/2018	+
AMZE	2X AMAZON ETP	30/04/2019	+
AMZ2	2X AMAZON ETP	12/12/2017	+

1 2 3 ... 429

Selected Symbol

Symbol	Name	
OPM	1PM	-
	Valid From(*)	<input type="text" value="14/02/2020"/>
	Valid To	<input type="text"/>
SPA	1SPATIAL	-
	Valid From(*)	<input type="text" value="14/02/2020"/>
	Valid To	<input type="text"/>

Hit the 'Add' button on the 'Trader Groups and Registrations page' to add a new instrument registration.

Users will be presented with a form to select the Member ID, Trader Group ID and Instruments to request.

A 'Valid From' date will need to be added to each instrument registration request. This is the date the registration will become active (go-live date). Only a date of T+1 or greater is accepted in this field.

A 'Valid To' date is optional, if the user wants to add an end date to the registration. Due to the three-month rule, the minimum 'Valid To' date that can be added is 'Valid From' + three months.

Submitted Instrument Registration requests move into a **pending** status until the 'Valid From' date is reached, when the status will be updated to **active**.

When the 'Valid To' date is reached, the registration will move into an **inactive** status.

2.3.2 De-register an active registration

Registration details ✕

Member ID FGJB6438	Trader Group ID FGJB000N
Selected Symbol	
Symbol LIT	ISIN Code AU000000LCA6
Sector Code ASM7	Segment Code AMSM
Allowed number of registrations for Member ID 1	Trading Service
Effective Date 19/12/2018	
Valid From 28/03/2019	Valid To 22/01/2020

Users can de-register an active registration by clicking on the 'view' button and assigning a 'ValidTo' date to the registration to dictate the date the registration should end.

When the 'ValidTo' date is reached, the instrument registration will become 'Inactive' in the Instrument Registrations table on the 'Trader Groups and Registrations' page.

Instrument Registrations table on the 'Trader Groups and Registrations':

Member ID	Trader Group ID	TDIM	ISIN	Issue Name	Sector Code	Segment Code	Status	Valid From	Valid To
FGJB6438	FGJB000N	LIT	AU000000LCA6	LITIGATION CAP.	ASM7	AMSM	Inactive	28/03/2019	22/01/2020

2.4 Instrument Registration Request Cut Off time

For new registration and de-registration requests to go live T+1, there is a deadline of 17:30 UTC for users to make the request ready for the next trading day. Requests made after the 17:30 cut off time on T can only have a go-live of T+2.

2.5 Temporary Withdrawal and Reinstatement

Users can temporarily withdraw from registrations for scenarios, such as corporate actions, by selecting the check box next to the registrations and clicking 'Withdrawal'. This will update the status of the registrations to 'Withdrawn' and automatically sends a notification the LSEG Market Operations team to action.

Users can reinstate the instrument registrations back to 'Active' status by selecting the check boxes of the 'Withdrawn' instrument registrations and clicking the 'Reinstatement' button. This will automatically send a notification the LSEG Market Operations team to action.

The screenshot shows a registration management interface. At the top right, there are three buttons: 'Add', 'Withdrawal', and 'Reinstatement'. The 'Withdrawal' and 'Reinstatement' buttons are highlighted with a red box. Below the buttons are search filters for Member ID, Trader Group ID, ISIN, Status, Valid From, and Valid To. A 'Search' button is located to the right of these filters. Below the filters is a table with the following columns: Member ID, Trader Group ID, TDIM, ISIN, Issue Name, Sector Code, Segment Code, Status, Valid From, and Valid To. The first row of the table has a checkmark in the first column (Member ID) and the following values: FG3B6438, FG3B000N, INFG, LU1390062831, 10Y INFBKRVN G, EFEL, ETF2, Withdrawn, 13/02/2020. Below the table, there is a pagination bar showing 'of 1', '20 Items per Page', and 'Showing 6 results'. Navigation buttons for 'First', 'Previous', 'Next', and 'Last' are also present.

2.6 Transfer existing Active registration to different trader group

Users can move 'Active' registrations from one trader group to another under the **same member ID**.

Users should select the instrument registrations using the check boxes and hit the 'Transfer' button:

Any request for a withdrawal must be made to the Market Supervision department on +44 (0)20 7797 3666. An example where permission may be granted includes where a member firm is acting both as broker and market maker to an issuer that is subject to a bid situation or where the member firm has system problems in accordance with rules 1050 and 1500 in core rules.

The screenshot shows a registration management interface. At the top right, there are four buttons: 'Add', 'Transfer Reg.', 'Withdrawal', and 'Reinstatement'. The 'Transfer Reg.' button is highlighted with a red box. Below the buttons are search filters for Member ID, Trader Group ID, ISIN, Status, Valid From, and Valid To. A 'Search' button is located to the right of these filters. Below the filters is a pagination bar showing 'Page 1 of 17', '20 Items per Page', and 'Showing 1 - 20 of 327 results'. Navigation buttons for 'First', 'Previous', 'Next', and 'Last' are also present. Below the pagination bar is a table with the following columns: Member ID, Trader Group ID, TDIM, ISIN, Issue Name, Sector Code, Segment Code, Status, Valid From, and Valid To. The table contains several rows of data. The first row has 'Member001', 'Trader001', '2JPM', 'IE00BF03XW61', '2X JPMORGAN ETP', 'ETCM', 'ETC2', 'Pending', and '13/02/2020'. The second row has a checkbox in the first column and the following values: 'Member001', 'Trader002', '88E', 'AU00000088E2', '88 ENERGY', 'AMQ1', 'ASQ1', 'Active', and '13/11/2018'. The third, fourth, fifth, and sixth rows have checkmarks in the first column and the following values: 'Member001', 'Trader001', 'AAOG', 'GB00BD0Q3L08', 'ANGLO AFRI O&G', 'AMQ1', 'ASQ1', 'Active', and '08/08/2018'; 'Member001', 'Trader001', 'AAU', 'GB00B0855D50', 'ARIANA', 'AMQ1', 'ASQ1', 'Active', and '14/01/2020'; 'Member001', 'Trader001', 'AAZ', 'GB00B0C18177', 'ANGLO ASIAN', 'AMQ1', 'ASQ1', 'Active', and '06/01/2020'; 'Member001', 'Trader001', 'ABC', 'GB00B6774699', 'ABCAM', 'A550', 'AMSM', 'Active', and '04/11/2019'. The seventh row has a checkbox in the first column and the following values: 'Member001', 'Trader001', 'ABDP', 'GB00B9GQVG73', 'AB DYNAMICS', 'AMQ1', 'ASQ1', 'Active', and '22/11/2019'. The eighth row has a checkbox in the first column and the following values: 'Member001', 'Trader002', 'ACP', 'GB00BYSY631', 'ARMADALE CAP', 'AIMP', 'ASX1', 'Active', and '21/11/2019'. The checkmarks in the first column of the third, fourth, fifth, and sixth rows are highlighted with a red box.

In the 'Transfer' form, users should select the Trader Group the registrations should move to and set the effective date for the change:

Transfer Registration

Trader Group ID (*)

Effective Date

Member ID	Trader Group ID	TDIM	ISIN	Issue Name	Sector Code	Segment Code	Status	Valid From
<input checked="" type="checkbox"/> Member001	Trader001	AAOG	GB00BD003L08	ANGLO AFRI O&G	AMQ1	ASQ1	Active	08/08/2018
<input checked="" type="checkbox"/> Member001	Trader001	AAU	GB00B085SD50	ARIANA	AMQ1	ASQ1	Active	14/01/2020
<input checked="" type="checkbox"/> Member001	Trader001	AAZ	GB00B0C18177	ANGLO ASIAN	AMQ1	ASQ1	Active	06/01/2020
<input checked="" type="checkbox"/> Member001	Trader001	ABC	GB00B6774699	ABCAM	A550	AMSM	Active	04/11/2019

When the transfer is submitted, the new pending registration will be created and the Valid From date will be inherited from the existing registration. The existing registration will have its 'ValidTo' date renewed to the effective date of the transfer:

Member ID	Trader Group ID	TDIM	ISIN	Issue Name	Sector Code	Segment Code	Status	Valid From	Valid To
<input type="checkbox"/> Member001	Trader002	AAU	GB00B085SD50	ARIANA	AMQ1	ASQ1	Pending	14/01/2020	
<input type="checkbox"/> Member001	Trader001	AAU	GB00B085SD50	ARIANA	AMQ1	ASQ1	Active	14/01/2020	13/02/2020

When the effective date is reached, the pending registration on the Trader Group being transferred to will become active, and the existing active registration will become inactive.

Users can cancel transfers by hitting the 'X' button on the pending registration (before the transfer effective date). This will roll back the existing registration to its original state.

2.7 Trader Group Modifications

2.7.1 Remove Market Making Permissions

Member Data > Trader Group IDs Module: Removing Market Making privileges from a Trader Group:

Trader Group ID

Protocol

Market Making (*)

Yes

No

When the privilege is removed, all Instrument Registrations get assigned a 'ValidTo' date based on the go-live date of the Trader Group modification:

Member ID	Trader Group ID	TDIM	ISIN	Issue Name	Sector Code	Segment Code	Status	Valid From	Valid To		
<input type="checkbox"/>	FGJB6438	FGJB000N	GOO2	IE00BF01VY89	2X ALPHABET ETP	ECEL	ETCS	Active	14/02/2020	19/02/2020	
<input type="checkbox"/>	FGJB6438	FGJB000N	TI5G	IE00BDZVHB89	0-5 TIPS GBP-H	UET9	EUET	Active	18/02/2020	19/02/2020	
<input type="checkbox"/>	FGJB6438	FGJB000N	2JPM	IE00BF03XW61	2X JPMORGAN ETP	ETCM	ETC2	Active	18/02/2020	19/02/2020	
<input type="checkbox"/>	FGJB6438	FGJB000N	BATS	GB0002875804	BR. AMER.TOB.	FE10	SET1	Active	14/02/2020	19/02/2020	
<input type="checkbox"/>	FGJB6438	FGJB000N	TSCO	GB0008847096	TESCO	FE10	SET1	Active	17/02/2020	19/02/2020	
<input type="checkbox"/>	FGJB6438	FGJB000N	INFG	LU1390062831	10Y INFBRKVN G	EFEL	ETF2	Withdrawn	13/02/2020	19/02/2020	

2.7.2 Remove Trading Service on Market Making Trader Group

When a trading service is removed from a trader group in *Member Data > Trader Group IDs* area, the go-live date of the removal will be assigned to the 'ValidTo' field of any active instrument registrations within the trading service on the Trader Group. The instrument registrations will become Inactive when the go-live date is reached.

Trader Group ID	FGJB009N
Protocol	Native
Market Making (*)	Yes
Sponsored Access (*)	No
Pre Trade Risk Control (*)	No
Trader Group Name	Cash-ReportingBroker
Trading Service	SETS <input type="checkbox"/>

Member ID	Trader Group ID	TDIM	ISIN	Issue Name	Sector Code	Segment Code	Status	Valid From	Valid To	
<input type="checkbox"/>	FGJB6438	FGJB009N	FB2	IE00BF03XP94	2X FACEBOOK ETP	ECEL	ETCS	Active	19/02/2020	21/02/2020
<input type="checkbox"/>	FGJB6438	FGJB009N	CIT2	IE00BF03XL56	2X CITI ETP	ECEL	ETCS	Active	19/02/2020	21/02/2020
<input type="checkbox"/>	FGJB6438	FGJB009N	CITE	IE00BF03XL56	2X CITI ETP	ENML	ETCU	Active	19/02/2020	21/02/2020
<input type="checkbox"/>	FGJB6438	FGJB009N	2CIT	IE00BF03XL56	2X CITI ETP	ETCM	ETC2	Active	19/02/2020	21/02/2020

2.8 New Instruments and Instrument Modifications

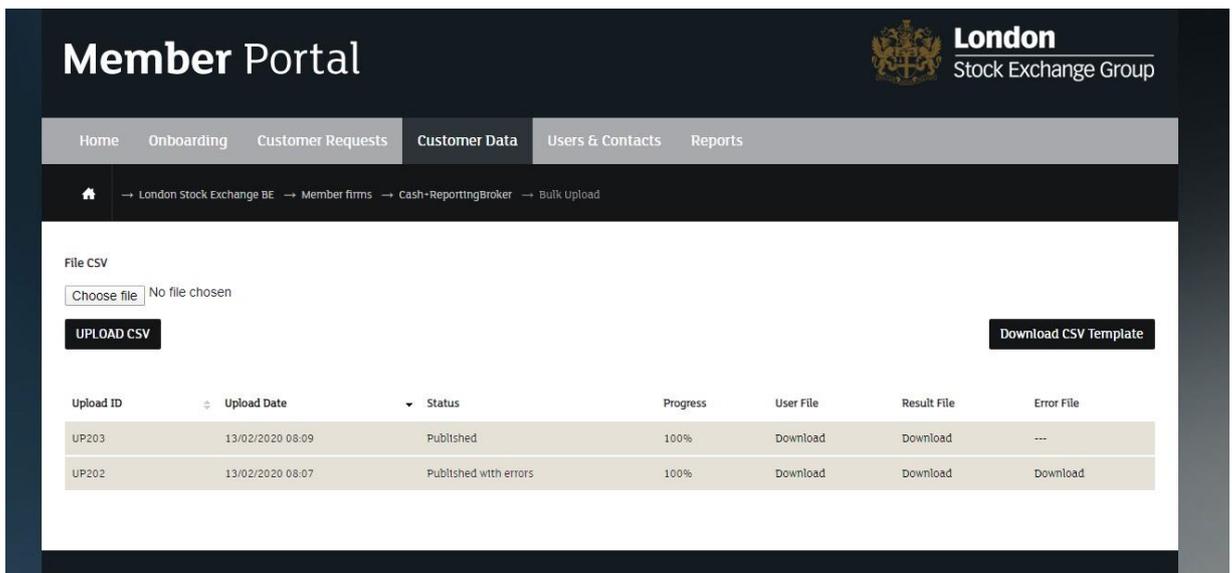
- **New Instrument** - New Instruments are available in Member Portal the day before their effective date. They will be available to register for at the same time they are sent out on the datasync service.
- **Instrument Segment Change** - When an Instrument Moves out of a Market Making segment or is deleted – Instrument Registrations automatically update to 'Inactive'.
- **Instrument field modification** - When a field of an instrument is modified – for example, Symbol change or Currency Change – this will not impact existing registrations. The instrument modification will be automatically reflected in the Member Portal.
- **ISIN Roll Over** - When there is a corporate action and the ISIN of an instrument is changing, this is a process where the existing instrument is deleted, and new instrument is created. The new Instrument will be available in the portal, and Member Firms will need to register in the new instrument. The Member Portal will automatically assign a 'ValidTo' date to the instrument registration, based on the deletion date of the existing instrument, and the instrument will be made 'Inactive' when the effective date is reached.

3.0 Bulk Upload Areas

Client management	
Tradergroups and Registrattons	»
Bulk Upload	»
Bulk Upload - Transfer	»

3.1 Bulk Upload

Users can register and de-register instruments in bulk via csv upload in the Bulk Upload area. Please note, it is not possible to Withdraw or Reinstate using Bulk Upload. **Trader Group Transfers done in a separate bulk upload area detailed in section 3.2.** Each upload will have an upload ID and users will see the history of previous uploads in the Bulk Upload screen:



Interface buttons:

Button	Action
Download CSV Template	Downloads the csv template for users to populate and upload instrument registrations in bulk.
Choose File	User to attach a populated upload csv file
Upload CSV	Upload the attached bulk upload file

Upload CSV template format: Any filename is accepted. Upload file requires the header to be included and must be comma delimited, otherwise it will not be processed:

MemberID	Trader GroupID	Symbol	ValidFrom	ValidTo
MemberID of the Trader Group associated to the registration	Trader Group of the instrument registration	Symbol/TIDM code	DD/MM/YYYY – Start date of the registration	DD/MM/YYYY – Deregistration date of the instrument

Operation Types:

Add (Registration Request) – The below fields are required for an add request:

Column	Mandatory (Y/N)
MemberID	Y
TraderGroupID	Y
Symbol	Y
ValidFrom	Y
ValidTo	N

Deletes (De-Registration) – The below fields are required for a delete request:

Column	Mandatory (Y/N)
MemberID	Y
TraderGroupID	Y
Symbol	Y
ValidFrom	N
ValidTo	Y

Upload Acknowledgement

When a bulk upload csv file is uploaded, the Member Portal will process as many rows within the upload file as possible. The below upload statuses are possible following a bulk upload attempt:

Upload Status:

- **Published** – All rows in the Upload file successfully processed, Results file generated with no error file
- **Published with Errors** – Upload file partially complete, Results and Error csv file generated
- **Not Published** – Upload file fully rejected, only Error files is generated

Error File - Reject Messages

Reject Text	Scenario
Invalid CSV format	<ul style="list-style-type: none"> Change in column format Change in file format
Symbol field mandatory	<ul style="list-style-type: none"> Symbol is Mandatory
bu-tradergroupid-empty	<ul style="list-style-type: none"> Trader Group is Mandatory
bu-memberid-empty	<ul style="list-style-type: none"> Member ID is Mandatory
Trader Group: [<TraderGroupID>] is not valid error- valid-trading-service-trading-group-association memberId: [<MemberID>] tradergroupid: [<TraderGroupID>] symbol: [<Symbol/>]	<ul style="list-style-type: none"> Invalid MemberID Invalid TraderGroupID Invalid Symbol Permission Error
Valid From mandatory	<ul style="list-style-type: none"> Mandatory when making an add registration request
The data ValidFrom is not valid validFrom: [<ValidFrom>]	<ul style="list-style-type: none"> Invalid date format Weekend date
The data ValidTo is not valid validTo: [<ValidTo>]	<ul style="list-style-type: none"> Invalid date format Weekend date

Validations when making an Instrument Registration request

- The Three Month Rule**
 - Cannot deregister within three months of the Active date (Valid From)
 - Cannot Re-register within three months of the de-active date (Valid To)
 - Transferring an 'Active' registration to another trader group (under same Member ID) is exempt from the three-month rule
- Maximum one registration in a single instrument per Member ID**
- Trading Service Permissions on Trader Group** – Restricts the Instruments allowed to be requested on a Trader Group, based on the Instrument Permissions at Trader Group Level

3.2 Bulk Upload – Transfer

Bulk Upload area for users to perform Trader Group transfers.

Upload CSV template format: Any filename is accepted. Upload file requires the header to be included and must be comma delimited, otherwise it will not be processed:

MemberID	Trader GroupID	Symbol	EffectiveDate	ValidTo
MemberID of the Trader Group associated to the registration	Trader Group of the instrument registration is transferring to	Symbol/TIDM code	DD/MM/YYYY – Date of the transfer to take place (Start of Day)	DD/MM/YYYY – (Optional) Deregistration date of the instrument registration

New Transfer request: Required fields

MemberID	Trader GroupID	Symbol	EffectiveDate	ValidTo
MemberID of the Trader Group associated to the registration	Trader Group of the instrument registration is transferring to	Symbol/TIDM code	DD/MM/YYYY – Date of the transfer to take place (Start of Day)	DD/MM/YYYY – Deregistration date of the instrument registration
Mandatory	Mandatory	Mandatory	Mandatory	Optional

To make a new transfer request via bulk upload, a line containing the symbol and trader group ID the registration is transferring to is required with the Effective date the transfer should take place (earliest date that can be populated is T+1).

Updating a submitted Transfer Request: Required fields:

MemberID	Trader GroupID	Symbol	EffectiveDate	ValidTo
MemberID of the Trader Group associated to the registration	Trader Group of the instrument registration is transferring to	Symbol/TIDM code	DD/MM/YYYY – New date of the transfer to take place (Start of Day)	DD/MM/YYYY – Assign a Deregistration date of the new transferred registration
Mandatory	Mandatory	Mandatory	Mandatory	Optional

This will update the effective date of a pending transfer to a new date (i.e., to delay a transfer).

Email Alerts

All Super Users and Company Users with access to the market making module will receive email alerts for the below actions:

- Add New Instrument Registration
- Deregistration
- Instrument Registration modification
- Withdraw/Reinstatement
- Bulk Upload

4.0 Member Portal Registration

London Stock Exchange and Turquoise member firms that have not yet registered for access to the Member Portal should complete the relevant order form available online at:

<https://www.lseg.com/markets-products-and-services/our-markets/markets-membership/member-portal>

5.0 Contacts

Membership Team

+44 (0) 20 7797 1900

membership@lseg.com

London Technical Account Management

+44 (0) 20 7797 3939

londontam@lseg.com

Copyright © June 2020 London Stock Exchange plc.
Registered in England and Wales No. 2075721.

London Stock Exchange plc has used all reasonable efforts to ensure that the information contained in this publication is correct at the time of going to press, but shall not be liable for decisions made in reliance on it.

London Stock Exchange and the coat of arms device are registered trade marks of London Stock Exchange plc.



**LONDON
STOCK
EXCHANGE**