

EFET Document Ratification System (EDRS): Process Flowchart

STEP 1: Register for an EDRS Account

Visit www.efet.org/. Follow a link to the “Members Section”. Follow a link to the “EDRS” page. Click on “Register for an EDRS account”. The EDRS is enabled to operate change processes including changes to the EFET General Agreement by Electronic Notice Agreement (“E-Notice Agreement”)

Complete the required information, including e-mail address and password, and click “Submit”.

Once your EDRS account has been successfully set up, you will receive an e-mail confirmation (sent to the e-mail address provided for the purposes of your account), after which you will be able to access the EDRS. Applicants will be given the option to add multiple users per company.

EFET Ratificationweb Contact Login

Login required for the requested page

Please sign in

Emailaddress

Password

Remember me

Sign in

[Forgot your password?](#)

[No account yet? Request here!](#)

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The screenshot shows the 'Request an Account' form on the EFET Ratificationweb. The form includes the following fields and values:

- First Name: Test User Jan
- Insertion: Insertion
- Last Name: The Tester
- Company: Zookini
- Email: jan.hartsuiker@spitser.com
- Phone: 0612345678
- Fax: Fax
- Country: Netherlands
- Zip/Postal Code: 3905 KZ
- Street Address: Plesmanstraat
- House Number: 72
- City: Veenendaal

A blue 'Request Account' button is located at the bottom of the form.

Next user receives a message that confirmation email has been sent:

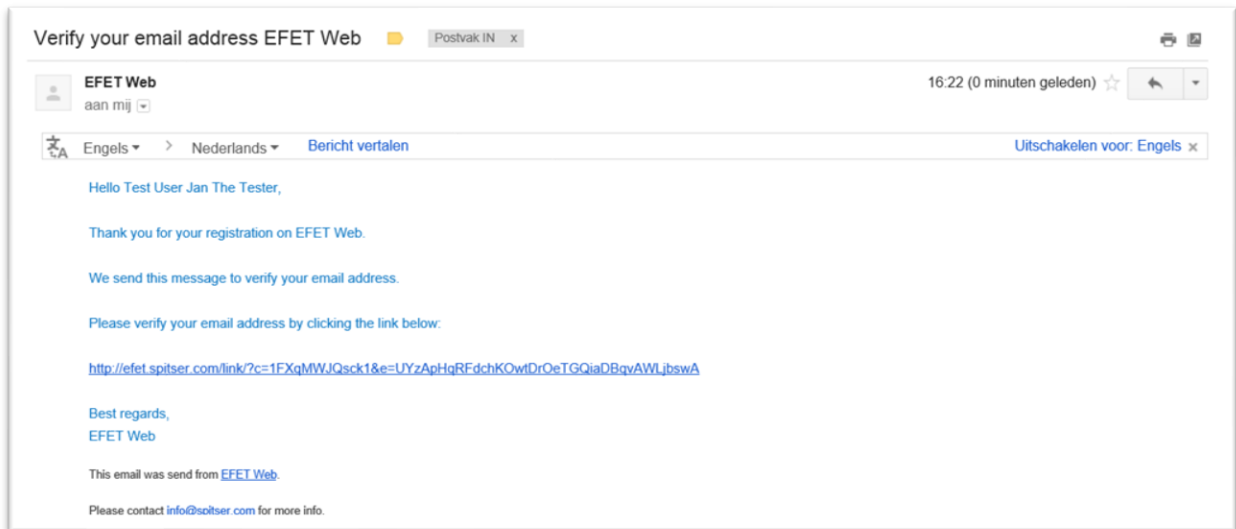
The screenshot shows the confirmation message and sign-in page on the EFET Ratificationweb. The message states: "Registration confirmation email is send to jan.hartsuiker@spitser.com". Below the message, the sign-in page is displayed with the following elements:

- Input field for Emailaddress
- Input field for Password
- Remember me checkbox (unchecked)
- Sign in button
- Forgot your password? link
- No account yet? Request here! link

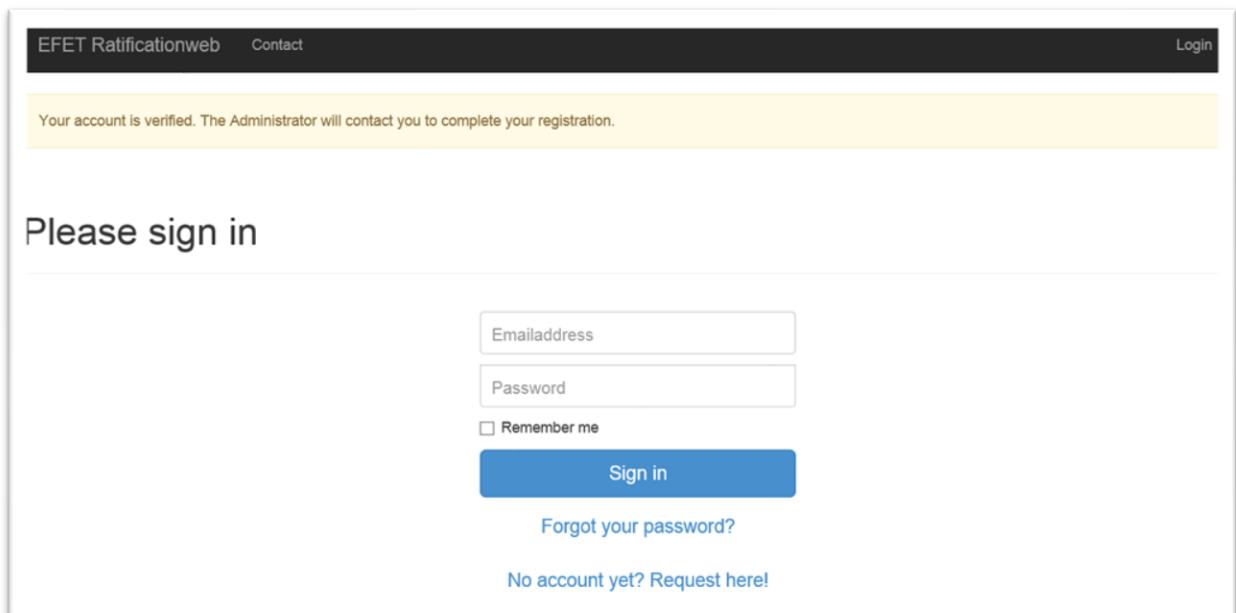
The email, which contains a link to verify the users email address:

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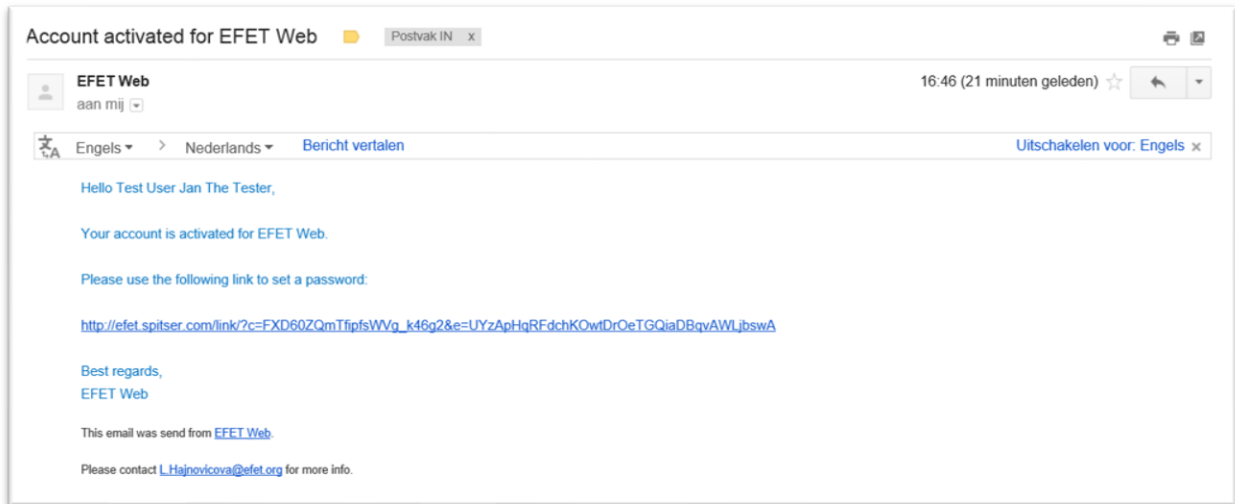


After clicking the link, user redirects to the website, and gets message that email address has been verified. This means that we are now sure that the email address is correct. **Note: User still cannot login at this point!! First Administrator needs to activate the account!**



After an Administrator has activated the account, the User will get a confirmation email:

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Before User can login, (s)he needs to set a password, by clicking the link in the email:

The screenshot shows a web page for setting a new password. The page title is "New password for jan.hartsuiker@spitser.com". The page includes a navigation bar with "EFET Ratificationweb" and "Contact" on the left, and "Login" on the right. The main content area contains two input fields: "New password" and "Retype password", followed by a blue "Save" button.

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STEP 2: Choose a Ratification Option

Visit www.efet.org/. Follow a link to the “Members Section”. Follow a link to the “EDRS” page. Click on “Log in to EDRS account”. Access your account by providing your e-mail address and password.

Click on “Download a Ratification Letter or E-Notice Agreement” for the document you wish to ratify. EFET may have multiple ratifications so please ensure that you choose the correct document. Please note that it is the intention of EFET that there will be no more than one Ratification available at any one time.

First choose a document you want to ratify. View the adhering parties by clicking link ‘View Adhering Parties’:

EFET Ratificationweb Actions Contact Logout jan.hartsuiker@spitser.com

User logged in

Opens original document (PDF) View parties who have ratified

Overview Letters

Name of Letter	Status	View Adhering Parties
Testletter	Open for ratification until 3/28/2014	View Adhering Parties
Antoher Testdoc	Open for ratification until 2/23/2014	View Adhering Parties

Choose ‘Adhere to this Letter’:

EFET Ratificationweb Actions Contact Logout jan.hartsuiker@spitser.com

Adhering Parties

Letter name: **Testletter**

Publication Date: **Thursday, February 06, 2014**

Open for Ratification until: **Thursday, February 06, 2014**

[Adhere to this Letter](#)

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STEP 3: Complete the EDRS Submission Form

You will be presented with a form which will ask for the following information:

(a) Contact Details: input applicant contact details (such information will appear in the Ratification Letter or E-Notice Agreement). These details will be used by EFET and/or market participants if EFET and/or a market participant need to contact the applicant in relation to a Ratification Letter or E-Notice Agreement.

(b) Ratifying Organisation Logo: there is an optional functionality which allows applicants to upload their institutions' logos (such logo will appear in the Ratification Letter or E-Notice Agreement).

EFET Document Ratification System (EDRS): Process Flowchart**STEP 4: Submit the Ratification Letter or E-Notice Agreement**

Once the applicant has added the details required by the EDRS Submission Form, it will have the option of:

- (a) **Previewing** the form of Ratification Letter or E-Notice Agreement to be generated by the EDRS;
- (b) **Editing** details it has inputted; or
- (c) **Submitting** the form.

Submitting the form will automatically generate a final form of Ratification Letter or E-Notice Agreement which will include all of the information submitted via the EDRS Submission Form.

EFET Document Ratification System (EDRS): Process Flowchart**STEP 5: Print the Ratification Letter or E-Notice Agreement**

The applicant should print the Ratification Letter or E-Notice Agreement as generated by the EDRS so it may be signed by an authorised signatory.

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STEP 6: Upload Signed Ratification Letter or E-Notice Agreement

Once the printed Ratification Letter or E-Notice Agreement has been completed and signed, the applicant will be required to upload a scan of the (completed and signed) Ratification Letter or E-Notice Agreement as a PDF-copy into a temporary folder pending EFET's review of the uploaded Ratification Letter or E-Notice Agreement. The applicant will receive an e-mail from EFET notifying it once the Ratification Letter or E-Notice Agreement has been successfully uploaded into the temporary folder.

Electronic signatures shall not be accepted unless agreed between the Parties; If nothing has been agreed, the ratifying party must use handwritten (wet) signatures. Each counterparty to which the Ratification Letter or E-Notice Agreement is addressed is solely responsible for verifying the authentication and validity of the signature(s) on the Ratification Letter(s) or E-Notice Agreement (to assist with this, please refer to Step 7 below).

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After uploading the scan of the completed and signed Ratification Letter or E-Notice Agreement as a PDF copy into the temporary folder (pending EFET's review), applicants will have the option of uploading additional documentation evidencing the authorised signatory.

To do this, click “[]” within the “EDRS” page.

Applicants using the EDRS Platform should conduct their own diligence before relying on a published Ratification Letter or E-Notice Agreement of a counterparty. EFET will not make any representations as to the proper execution of any document uploaded.

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STEP 8: EFET Review

EFET will review the uploaded Ratification Letter or E-Notice Agreement:

1. Whilst the Ratification Letter or E-Notice Agreement is held in the temporary folder, EFET will check the uploaded Ratification Letter or E-Notice Agreement for the following **only**: (i) all the required information has been completed; (ii) the uploaded document is readable, contains the full document (i.e. the PDF file is complete and there are no missing pages), and does not contain extraneous material; and (iii) the document is signed. This checking process may take up to 48 hours (excluding weekends and public holidays).
2. If there are no issues, EFET will publish (to EFET's website under "List of Ratifying Parties") in relation to the relevant EFET published document) a copy of the Ratification Letter or E-Notice Agreement as uploaded by the relevant applicant, so that it may be viewed by all Ratifying Parties. EFET will also publish the name of the applicant to the "List of Ratifying Parties".
3. If there is an issue with the Ratification Letter or E-Notice Agreement, EFET will contact the applicant and guide it through the steps to make corrections and successfully complete the process (the issue may be a typo, an incomplete form or similar). EFET does not accept liability for any issues arising out of the EFET review stage.

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STEP 9: Completion

Email Notification: Once EFET has published the applicant’s Ratification Letter or E-Notice Agreement on its website and published the applicant’s name to the “List of Ratifying Parties” in relation to the relevant EFET published document, the applicant will receive an email from EFET indicating this.

EFET may remove from its website any published Ratification Letter(s) or E-Notices Agreement(s) if there is reasonable evidence that the Ratification Letter(s) or E-Notice Agreement(s) are the result of fraud or other criminal activity. Before EFET removes any published Ratification Letter(s) or E-Notice Agreements from its website, it will as soon as possible use all reasonable efforts to notify the relevant ratifying parties and take appropriate actions in conjunction with the relevant parties.