**Checklist for update of users**

**Provision of access to new users of post-trade system:**

1. The Member fills out the documents below and sends them to [Clearing & Settlement Team](mailto:ptd@aix.kz) (C&S) for confirming correctness.
2. C&S checks the documents, send comments / confirms the documents are correct.
3. The Member sends signed documents putting in a copy a Responsible Person (AIX CSD Rule 2.8.3(a)).
4. C&S provides access to new users.

 

**Removing users from the post-trade system, provision of the list of users**

1. The Member sends an e-mail request to [Clearing & Settlement Team](mailto:ptd@aix.kz) on behalf of the Authorised Signatory as per the Proxy and Signatory Card putting in a copy a Responsible Person (AIX CSD Rule 2.8.3(a)).
2. C&S removes the users / provides the list of users.

**Checklist for update of Signatory Cards**

1. The Member contacts [Clearing & Settlement Team](mailto:ptd@aix.kz) with the request to update Signatory Cards and sends the documents below.
2. C&S checks the correctness of the documents and sends its feedback.
3. The Member sends signed forms putting in a copy a Responsible Person (AIX CSD Rule 2.8.3(a)).
4. C&S accepts and applies the new forms.

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| No. | Required documents | Format |
| 1 | AIX CSD Signatory Card | Notarized, scan |
| 2 | Proxy to the Signatory Card | Signed and stamped, scan |
| 3 | IDs (for new signatories) | Scan |
| 4 | Resolution confirming signatory powers (in case the signatory of the Proxy changes, i.e., the CEO of the company) | Scan |

 