



### **Submission to Xchanging**

1. The submission should be pre-registered as urgent - refer attachment 1.
2. Unless otherwise agreed at the time of registering the urgent correction request, the submission should be made **electronically** following A&S IMR procedures.
3. The broker submission should contain:
  - A correction request form showing explicit reference to the requirement to avoid funding of the instalment - specimen enclosed as attachment 4.
  - A slip endorsement stating that the payment of the instalment is to be delayed to avoid funding and providing a revised instalment settlement due date (SDD). This should also include a declaration to the effect that no part of the broker's organisation is in possession of the funds.
  - A work order with the Submission Type value completed as "Correction" and Processing Required as "Premium Accounting". Additional Information should contain reference to the urgency of the processing required. The reference allocated at the time of registering the correction request as urgent should also be quoted.

Comprehensive work order completion guidelines are contained in the Accounting & Settlement Repository User Guide. This is available from the Market Reform Office web-site.

A specimen work order is enclosed as attachment 3.