

<input checked="" type="checkbox"/>	Trading – Interest Rate Derivatives	<input checked="" type="checkbox"/>	Back-office - Options
<input checked="" type="checkbox"/>	Trading – Equity and Index Derivatives	<input checked="" type="checkbox"/>	Technology
<input checked="" type="checkbox"/>	Back-office – Futures	<input checked="" type="checkbox"/>	Regulation

CIRCULAR 064-14
May 9, 2014

**SPECIAL TERMS TRANSACTION REPORTING FORM
USER GUIDE**

Pursuant to auto certification circular (circular no. 063-14) and in preparation of the mandatory **May 16, 2014** use of the New Special Terms Transaction Reporting Form (the Form) it was deemed necessary to issue a Special Terms Transaction Reporting Form user guide (the Guide) in order to facilitate the use of the Form by approved participants. **Note that no submissions should be made via the Form prior to the effective date of May 16, 2014; submissions that are made prior to the effective date will not be accepted.** Explanations pertaining to the functionalities of the Form have been compiled under a single document, thus providing approved participants with a unique source of information. This document should therefore significantly contribute in improving the understanding and use of the Form.

The Guide may be found under the following link http://sttrf-frots.m-x.ca/pdf/sttrf_manual_en.pdf . The Guide contains information on accessing the Form, resetting passwords, navigating the Form, and the Special Terms Transaction submission process. Inquiries pertaining to the Guide and usage of the Form should be directed to the Market Operations Department of the Bourse de Montréal Inc. Note that Administrator login credentials will be distributed to the Chief Compliance Officers (CCO) of approved participants. The CCO may delegate their Administrator privileges to whom he/she deems appropriate. SAM Authorized Persons must request login credentials from their respective CCO/Administrator. CCOs/Administrators should only create login credentials for those individuals that are authorised to execute Special Term Transactions (authorized personnel). Note that CCOs/Administrators will be given the opportunity to create login credentials for authorised personnel as of **May 9, 2014** via the following link <http://sttrf-frots.m-x.ca/>. Following the Form's effective date **May 16, 2014**, CCOs/Administrators will continue to have the possibility to create login credentials via <http://sttrf-frots.m-x.ca/>.

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