



EMIR Reporting in OMIClear



Reporting Operational Guide

04.02.2014

Version Index

13.Dec.2013

Initial Version

10.Jan.2014

Changes to the project calendar. Introduction of section 5 “Backloading”. Minor changes to counterparty and common data tables. Update of section 9 “Modifications in MiClear”. Inclusion of Appendix 1.

20.Jan.2014

Modification of the fields “Clearing Member id” and “maturity date”.

28.Jan.2014

Modification of the field “Transaction Reference Number” and clarification of backloading.

04.Fev.2014

Modification of the fields “maturity date” and “compression. Update of the comment regarding the life cycle event “netted”.

The aim of this document is to outline OMIClear’s reporting approach to Regulation (EU) No 648/2012 of the European Parliament and of the Council on OTC derivatives, central counterparties and trade repositories (EMIR) and to address the reporting services it will make available to its clients.

All Participants with reporting obligations regarding OMIClear cleared transactions may find interest in this guide.

In terms of structure, this guide addresses the following topics:

1. Regulatory Environment
2. OMIClear reporting approach
3. Full delegated reporting service between OMIClear and Clearing members
4. Full delegated reporting service between Clearing members and its Clients
5. Backloading
6. Information for Clearing Members and Clients that do not delegate reporting with OMIClear
7. UTI specification for Trades and Positions
8. Life Cycle Events reported by OMIClear
9. Modifications in MiClear
10. Contacts

The tentative time schedule for the implementation of this project is the following.

Project Plan (tentative)

13.Dec.13	Disclosure of the Draft Version of OMIClear Reporting Approach
20. Dec.13	Disclosure of the Draft Version of OMIClear Reporting Delegation Agreement. Available on request.
10.Jan.14	Disclosure of the Updated Version of OMIClear Reporting Approach
20.Jan.14	Disclosure of the Updated Version of OMIClear Reporting Approach
20.Jan.14	Disclosure of Trade and Position UTI in MiClear Test Environment
05.Feb.14	Disclosure of Trade and Position UTI in MiClear Production Environment
12.Feb.14	Go Live

1. Regulatory Environment

The EMIR framework establishes that all derivatives contracts, cleared or not cleared, exchange traded or OTC, entered into by financial or non-financial counterparties, must be reported to an authorized Trade Repository (TR) within one working day of the conclusion date.

The responsibility of reporting is assigned to CCPs and counterparties, even though EMIR foresees delegation of reporting to a third party.

Information to report comprises basic trade data but also exposure figures, such as valuation and collateral. Commission Delegated Regulation (EU) No 148/2013 of 19 December 2012 supplementing EMIR with regard to regulatory technical standards on the minimum details of the data to be reported to trade repositories (RTS 148), identifies the specific contents of such information, which consist of a total of 85 fields, split in two categories: counterparty data and common data.

The reporting start date for all type of derivatives contracts is: 12th February 2014.

However, the following exceptions apply in terms of the information to report:

- Valuation and Collateral need only be reported as from 11th August 2014
- Trades and positions entered into on or after August 16th 2012 but before the reporting start date need only be reported as from 12th May 2014

Further clarifications provided by ESMA, namely on exchange traded derivatives (ETD) may lead to amendments to this reporting guide.

2. OMIClear reporting approach

The scope of OMIClear reporting shall cover all derivatives trades cleared by OMIClear, which can be categorized as follows:

1. Exchange trades executed through OMIP - currently these refer to matched electronically or call auction trades in OMIP listed contracts (Futures and FTR)
2. Bilateral block trades registered through OMIP's platform and cleared by OMIClear (currently these cover OTC deals in OMIP listed contracts)
3. OTC trades.

For the purpose of reporting, type 1 and type 2 trades shall be treated as Exchange Traded Derivatives (ETD) and type 3 as OTC.

ETD Reporting

In OMIClear, Exchange Traded Derivatives (ETD) are carried out under an open offer model, meaning that as soon as an order is matched in OMIP, OMIClear becomes the buyer counterpart to every seller's Clearing Member and the seller counterpart to every buyer's Clearing Member.

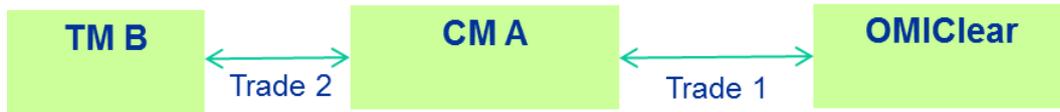
Therefore, a principal to principal relation is established between OMIClear and the Clearing Member, giving rise to a reporting obligation between these parties. On the other hand, when the clearing member concludes a trade with OMIClear, which has been executed in OMIP by a different entity on behalf of the Clearing member's client, a back to back trade is also established between the clearing member and its client, who may or not be an OMIP's trading member, supported by a clearing agreement established between them. Such back to back transaction is also subject to a reporting obligation by both counterparties.

To conclude, an ETD matched order gives rise to a variable number of trades, depending on the roles played by the several intervening parties along the process.

To illustrate this reporting approach three scenarios are contemplated:

Scenario 1:

Trading Member A, who has a clearing agreement with Clearing Member B, executes a trade on its own account, which is executed in OMIP's platform and cleared by OMIClear.



In this case, two trades should be reported under EMIR. The one between the clearing member and the CCP, which has to be reported both by the CCP and Clearing Member A, and the one between the Clearing Member and its client (Trading Member B), which has to be reported by both.

Scenario 2: Trading Member A, who has a clearing agreement with Clearing Member B, executes a trade on behalf of client C, which is executed in OMIP's platform and cleared by OMIClear.



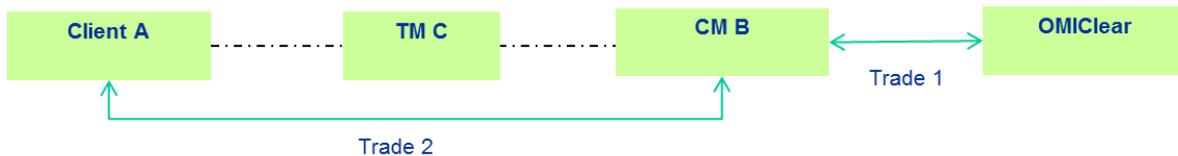
In scenario 2, three transactions have to be reported:

- (i) the trade between the clearing member and OMIClear;
- (ii) the trade between the Clearing member and the trading member and;
- (iii) the trade between the trading member and the client.

Each trade has to be reported by both counterparties.

Scenario 3:

Client A, who has a (give-up) clearing agreement with Clearing Member B, gives an order to trading Member C at OMIP. The order is executed in OMIP's platform and cleared by OMIClear.



In this case, only two trades should be reported under EMIR. The one between the clearing member and the CCP, which has to be reported both by the CCP and the Clearing Member, and the one between the Clearing Member and the client, which has to be reported by both of them. The trading member C does not have to report any trade since he is never counterparty along this chain.

To sum up, based on this framework, OMIClear will report trades and positions between OMIClear and its clearing members (an obligation imposed on the CCP by EMIR, as a counterpart to the trades) and will offer a reporting delegation service regarding:

- Trades and Positions between OMIClear and its Clearing Members, whose reporting obligation is imposed on the Clearing Members, as counterparts of the CCP (trade 1 in scenarios 1, 2 and 3)
- Trades and Positions between Clearing Members and their clients, whose reporting obligations are imposed on both parties, as counterparties in that part of the transaction chain (trade 2 in scenarios 1, 2 and 3)

OMIClear will not offer a delegated reporting service for trades between the trading member and its clients (trade 3 in scenario 2).

Another important aspect to take into account is that each trade should be reported to the TR with a Unique Trade Identifier (UTI). OMIClear shall provide such identifier in its clearing platform with regards to trades 1 and 2 for the three above mentioned scenarios. The UTI for trade 3 in scenario 2 must be agreed between the trading member and the client and will not be provided by OMIClear.

Besides the Unique Trade Identifier, a transaction reference number must also be reported and in this case such code shall be the same for the various trades generated from a single executed order (eg: for trades 1 and 2 in scenario 1) .

All OMIClear reporting shall be made to **DTCC Derivatives Repository Ltd. (DDRL)**, meaning that if a member wishes to delegate any reporting to OMIClear it shall have to also onboard with DDRL.

However, it should be highlighted that even when there is delegation, the reporting responsibility still remains with the reporting counterparty.

OMIClear is naturally available to provide members with the relevant contacts and further information.

3. Full Delegated Reporting Service for trades and positions between OMIClear and the Clearing Member

Within this service, OMIClear offers to report on behalf of the Clearing Member the following information:

- All trades cleared by the Clearing Member in OMIClear
- The positions held by the clearing member on a clearing account and instrument contract basis.

In order to subscribe this service, the clearing member shall have to:

- Provide its LEI (legal entity identifier)
- Be registered with DDRL
- Sign the Reporting Delegation agreement with OMIClear
- Provide OMIClear the counterparty fields indicated in the table below by completing the trade reporting form (appendix 1).

Once all requisites are fulfilled, OMIClear shall report trades and positions as indicated in the Counterparty data and Common data tables below¹, with regards to the fields referred to in RTS 148.

Table 1 - Counterparty Data Fields

Field ²	Details to be Reported	To be Provided by the CM	Reported for Trades	Reported for Positions
Counterparty ID	Clearing Member Legal Entity Identifier (LEI)	Yes	Yes	Yes
ID of the other counterparty	OMIClear LEI (5299001PSXO7X2JX4W10)	No	Yes	Yes
Name of the counterparty	Not necessary since the LEI already identifies the member	No	No	No
Domicile of the counterparty	Not necessary since the LEI already has this information	No	No	No
Corporate sector of the counterparty	Not necessary since the LEI already has this information	No	No	No
Financial or non-financial nature of the counterparty	F or NF depending on the clearing member	Yes	Yes	Yes
Broker id	Any broker acting as intermediary to the trade. Not Executing Broker acting as principal to a trade.	Yes	Yes	No

¹ The information on valuation and collateral shall only be reported as from August, 11th 2014.

² Only the most relevant fields are contemplated. To assess the complete number of fields please check RTS 148.

Clearing Member Id	To be left blank	No	Yes	Yes
Reporting Entity	OMIClear LEI (5299001PSX07X2JX4W10)	No	Yes	Yes
Beneficiary ID	Clearing Member id	No	Yes	Yes
Trading Capacity	Principal	No	Yes	Yes
Commercial Activity/Treasury Financing	Static data setup based on information provided by the member on a registration account basis. It shall be left blank if the nature of the clearing member has been marked as "F".	Yes	Yes	No
Counterparty Side	From perspective of Clearing Member - "B" on trades where Clearing Member is buyer and on positions where Clearing Member is long. "S" on trades where Clearing Member is seller and on positions where Clearing Member is short.	No	Yes	Yes
Clearing Threshold	Static data setup based on information provided by the member. If the nature of the clearing member has been marked as "F", then it shall be left blank. If not, it shall be populated with "Y" if the clearing member has notified the CCP that it is above the threshold or otherwise with "N".	Yes	Yes	Yes
Mark to market value of contract	The value of the mark to market at the instrument/clearing account level.	No	No	Yes
Valuation Date	Date of the Position	No	No	Yes
Valuation time	Time of the last Mark to Market	No	No	Yes
Valuation type	Mark to Market	No	No	Yes
Collateralization	This field shall only be reported for positions and not for trades. It shall be marked as "OC", meaning it is "one way collateralized".	No	No	Yes
Collateral Portfolio	This field will be marked as "yes".	No	No	Yes
Collateral Portfolio Code	Unique code which identifies the collateral portfolio of the Clearing Member in OMIClear, at the clearing account level.	No	No	Yes
Collateral Value	Value of the Margin demanded to the Clearing Member at the clearing account level.	No	No	Yes

Table 2 -Common Data fields:

RTS 148 Fields	Details to be Reported	Reported for Trades	Reported for Positions
Taxonomy	"I"	Yes	Yes
Product ID 1	All of the contract which is made available in OMIClear's site.	Yes	Yes
Product ID 2	CFI Codes for instruments: FTB: FCICSX FTK: FCICSX FPB: FCICSX FWB: FCIPSX SWB: FCICSX OEB: OMEFCS FTR: FFICSX	Yes	Yes
Underlying	"I"	Yes	Yes
Notional currency 1	EUR	Yes	Yes
Notional currency 2	To be left Blank	Yes	Yes
Deliverable currency	EUR	Yes	Yes
Trade Id	Unique Trade Identifier (UTI) provided by OMIClear, which shall be available in the trade history report, for transactions and in the account position report for positions. It can be retrieved through the front end application or by the clearing API.	Yes	Yes
Transaction Reference Number	OMIP's MIC + Channel Deal ID contemplated in MIClear's Trade History report.	Yes	No
Venue of Execution	OMIP's MIC	Yes	No
Compression	Trades: To be left blank Positions: Yes	No	Yes
Price/Rate	Trades: Trade Price Positions: Settlement Price	Yes	Yes
Price Notation	EUR	Yes	Yes
Price Multiplier	Contract notional value	Yes	Yes
Quantity	Trades: Number of traded contracts Positions: Net position at the clearing account level	Yes	Yes
Up front Payment	To be left blank	Yes	Yes
Delivery Type	C = Cash P = Physical	Yes	No
Execution time Stamp	Clearing Registration Time available in MIClear's trade history report	Yes	No
Effective Date	To be left blank	Yes	Yes
Maturity Date	If contract has cascading: last trading day Otherwise: last delivery day	Yes	Yes

Termination Date	To be left blank	Yes	Yes
Settlement Date	Maturity Date	Yes	Yes
Master Agreement Type	To be left blank	Yes	Yes
Master Agreement version	To be left blank	Yes	Yes
Confirmation timestamp	To be left blank	Yes	Yes
Confirmation means	To be left blank	Yes	Yes
Clearing obligation	To be left blank until there is a decision on the contracts subject to clearing obligation	Yes	No
Cleared	Yes	Yes	No
Clearing timestamp	Clearing Registration Time available in MIClear's Trade History Report	Yes	No
CCP	OMIClear's LEI: 5299001PSX07X2JX4W10	Yes	Yes
Intragroup	"Y"=Yes/"N"=No	Yes	No
Commodity Base	"EN" = Energy	Yes	Yes
Commodity Details	'EL' = Electricity	Yes	Yes
Delivery Point or Zone	EIC Area Codes: SPEL Futures, Swaps and Forwards : 10YES-REE-----0 PTEL Futures: 10YPT-REN-----W FTR: 10YDOM--ES-PT-T	Yes	Yes
Interconnection Point	To be left blank	Yes	Yes
Load type	"Baseload", "Peakload"	Yes	Yes
Delivery start date and time	Delivery Start of Contract (YYYY-MM-DD 00:00:00)	Yes	Yes
Delivery end date and time	Delivery End of Contract (YYYY-MM-DD 23:59:59)	Yes	Yes
Contract capacity	= Price Multiplier (Contract Volume)	Yes	Yes
Quantity Unit	To be left blank	Yes	Yes
Price/time interval quantities	To be left blank	Yes	Yes
Option Type	Futures, Swaps and Forwards: To be left blank Options: "C" = Call/ "P"=Put	Yes	Yes
Option Style (exercise)	Futures, Swaps and Forwards: To be left blank Options: "E" = European	Yes	Yes
Strike Price	Futures, Swaps and Forwards: To be left blank Options: Strike Price	Yes	Yes

It should be highlighted that even if the clearing member does not delegate to OMIClear its Clearing Member-CCP reporting, it shall have to report the common data as indicated above, since OMIClear will request clearing members to match their reporting with OMIClear's.

As already mentioned, an important aspect to have in mind is that even when there is delegation, the reporting responsibility still remains with the reporting counterparty.

Nevertheless, members opting for delegation with OMIClear will always be able to check the information reported on its behalf through DTCC GTR website.

4. Full Delegated Reporting Service for trades and positions between the Clearing Member and its Clients

OMIClear will offer a delegated reporting service between Clearing Members and their clients by which it shall report all counterparty and common data field regarding trades and positions if the following conditions are met:

- Both the client and the clearing member jointly agree that OMIClear shall report both sides of the trade and sign the reporting delegation agreement with OMIClear
- The client and the Clearing Member are registered with DDRL
- The client positions held with the clearing member are all registered in one single clearing account with OMIClear which does not hold positions from any other client
- The client is the beneficiary of the trade
- Provide OMIClear the counterparty fields indicated in the tables below, by completing the trade reporting form (appendix 1).

Table3 - Counterparty fields to be reported on behalf of the clearing member

Field ³	Details to be Reported	To be Provided by the CM	Reported for Trades	Reported for Positions
Counterparty ID	LEI Clearing Member	Yes	Yes	Yes
ID of the other counterparty	LEI Client	Yes	Yes	Yes
All other fields shall be reported as indicated for the full delegation service between clearing members and OMIClear.				

³ Only the most relevant fields are contemplated. To assess the complete number of fields please check RTS 148.

Table 4 - Counterparty fields to be reported on behalf of the client

Field ⁴	Details to be Reported	To be Provided by the Client	Reported for Trades	Reported for Positions
Counterparty ID	LEI Client	Yes	Yes	Yes
ID of the other counterparty	LEI Clearing Member	No	Yes	Yes
Name of the counterparty	Not necessary since the LEI already identifies the member	No	No	No
Domicile of the counterparty	Not necessary since the LEI already has this information	No	No	No
Corporate sector of the counterparty	Not necessary since the LEI already has this information	No	No	No
Financial or non-financial nature of the counterparty	F or NF depending on the client	Yes	Yes	Yes
Broker id	Any broker acting as intermediary to the trade. (LEI) Not Executing Broker acting as principal to a trade	Yes	Yes	No
Clearing Member Id	LEI Clearing Member	No	Yes	Yes
Reporting Entity	OMIClear LEI (5299001PSXO7X2JX4W10)	No	Yes	Yes
Beneficiary ID	LEI Client	Yes	Yes	No
Trading Capacity	Principal	Yes	Yes	No
Commercial Activity/Treasury Financing	Static data setup based on information provided by the client on a registration account and clearing account basis. It shall be left blank if the nature of the client has been marked as "F".	Yes	Yes	No
Clearing Threshold	Static data setup based on information provided by the client. If the nature of the clearing member has been marked as "F", then it shall be left blank. Otherwise it will be	Yes	Yes	Yes

⁴ Only the most relevant fields are contemplated. To assess the complete number of fields please check RTS 148.

	populated with "Y" or "N".			
Counterparty Side	From perspective of Client - "B" on trades where Client is buyer and on positions where Client is long. "S" on trades where Clearing Member is seller and on positions where Client is short.	No	Yes	Yes
Mark to market value of contract	The value of the mark to market at the instrument/clearing account level.	No	No	Yes
Valuation Date	Date of the Position	No	No	Yes
Valuation time	Time of the last mark to market.	No	No	Yes
Valuation type	Mark to Market	No	No	Yes
Collateralization	This field shall be filled with "OC", meaning it is one way collateralized.	No	No	Yes
Collateral Portfolio	Reportable only for positions. This field will be marked as "yes"	No	No	Yes
Collateral Portfolio Code	To be provided by the client.	No	No	Yes
Collateral Value	Reportable only for positions. The value of the margin requirement at the clearing account level.	No	No	Yes

In terms of the common data, the information shall be reported as indicated above for the relation between the clearing member and OMIClear (Table 2).

Members opting for delegation with OMIClear will always be able to check the information reported on its behalf through DTCC GTR website.

5. Backloading

Following ESMA guidance, OMIClear will only report transactions starting from February 12th 2012. Regarding positions, on February 11th 2014 OMIClear will report the end-of-day position for outstanding contracts.

Within the established 3 year period, OMIClear will report the final position for contracts outstanding on or after August 16th 2012 which are no longer outstanding on the reporting start date.

6. Information for Members and Clients that do not delegate reporting to OMIClear

Trade Repositories will reconcile the common data and counterparty id fields. OMIClear will provide the trade and position UTI in the relationship between the clearing member and the CCP, as well as the remaining information for the common data field. As mentioned above, Clearing members shall have to reconcile their common data with that of OMIClear. For such purpose, the common data table (table 2) should be filled out as defined in section 3.

OMIClear shall make available in its clearing platform, a suggested UTI code for trades and positions between the clearing member and the client. Nevertheless, OMIClear does not have any responsibility on the UTI codes to be provided by these parties, except if there is a reporting delegation to OMIClear.

7. Specification of the Unique Trade Identifier (UTI)

The UTI, together with the counterparties ID will be the primary key by which TR will reconcile reported trades and positions.

The algorithm for defining such codes is specified below.

7.1. Trades

In the trade history report, two UTIs shall be disclosed per trade:

- One which is mandatory and is to be used for the relationship between the clearing member and OMIClear
- Another one which is optional (except if there has been a reporting delegation to OMIClear) and is to be used for the relationship between the clearing member and its client/trading member

The UTI shall be constructed according to the following rules:

Component	Characters	Format	Comment
OMIClear MIC code	10	000OMIC000	
Clearing Date	8	yyyymmdd	
Identification of cleared leg	3	TCP = if the trade is between the clearing member and the CCP TCT = if the trade is between the CM and the TM/Client	
Clearing Deal Id	8	Numeric	Internal code assigned by the clearing system MiClear to the deal. If the code does not reach 8 digits the number of remaining digits shall be populated with "0" at the left of the code. Available on the trade history report.
Clearing Trade Id	8	Numeric	Internal code assigned by MiClear to the trade. If the code does not reach 8 digits the number of remaining digits shall be populated with "0" at the left of the code Available on the trade history report.

An example of a UTI for a trade between OMIClear and a clearing member would be:

000OMIC00020140321TCP0000123400014567

The UTI for the back to back trade between the clearing member and the client regarding the previous example would be:

000OMIC00020140321TCT0000123400014567

7.2. Positions

Two position UTIs shall be disclosed in the clearing account position report:

- One which is mandatory and is to be used for the relationship between the clearing member and OMIClear
- Another one which is optional (except if there has been a reporting delegation to OMIClear) and is to be used for the relationship between the clearing member and its client/trading member

The position UTI shall be constructed based on a clearing account and instrument account basis, according to the following specifications:

Component	Characters	Format	Comment
OMIClear MIC code	10	000OMIC000	
Identification of counterparties	3	PCP = if the position is between the clearing member and the CCP PCT = if the position is between the CM and the TM/Client	
Clearing Account	9	AlphaNumeric	Clearing Account code where the position is held. If the code does not reach 9 digits, the remaining digits shall be filled with 0.
Product Id	17	AlphaNumeric	OMIClear's product id. Blank spaces will be eliminated. If the code does not reach 17 digits, the remaining digits shall be filled with 0.

An example of a UTI for a position between OMIClear and a clearing member would be:

000OMIC000PCPABCXC0100FTBMMar-140000000

Applying the same example for the position UTI between a clearing member and its client the result would be:

000OMIC000PCTABCXC0100FTBMMar-140000000

8. Life Cycle Events

RTS 148 defines that modifications to the report must be communicated to the TR.

Within such context, OMIClear shall report the following Life cycle events:

Life Cycle Event at the Trade Level	Comment
New Trade	Every new trade shall give rise to a report with a new UTI. Fields 58 of the RTS 148 common data table shall be filled with 'new'
Netted	At the end of the day, each trade shall be reported as netted. Field 58 of the RTS 148 common data table shall be filled with 'Z'

OMIClear shall report the following life cycle events at the position level:

Life Cycle Event	Comment
New Position	OMIClear shall report a position as "new" every time there is position in a contract/clearing account for the first time. Field 58 of the RTS 148 common data table shall be used for this purpose.
Valuation	Positions shall be updated every day with the mark to market value and collateral. Such update will be reported as 'valuation update' through field 58 of the RTS 148 common data table.

It should be noted that OMIClear has opted not to report cascading as a life cycle event, since the cascading process is already covered by the expiration of the contract. On the day following the cascading, OMIClear shall send new positions in the underlying instruments which shall either be reported as 'new' or 'modify', depending if there were any positions in such instruments previously to the cascading.

9. Modifications in MiClear

In order to adapt MiClear's information to the reporting obligations, the following columns shall be added to the trade history report:

- UTI between OMIClear and Clearing Member
- UTI between Clearing Member and Client
- Reportable status: This field will be "TBD" (to be determined) during intra-day. After end-of-day (EOD) it shall be updated to "Yes" or "No", indicating that the trade constitutes the EOD position and therefore is eligible for reporting in the scope of EMIR. Naturally, OMIClear will only report trades where Reportable = "Yes"

With regards to the Account Position Report, which now is only retrievable on a trading account basis it shall also be provided on a clearing account basis. The two position UTIs shall be included in this report.

These changes will be reflected in the Front End Reporting and also in the MiClear API. Moreover, please note that in the API, the Trade and Position reports (Trade History and Clearing Account Position, respectively) will contemplate all fields of the common data table described earlier.

10. CONTACTS

For further clarifications or information on reporting issues please use the following contacts:

OMIClear Contacts

Topics	Contacts	e-mail	phone
General	Sofia Barbosa	sofia.barbosa@omiclear.pt clearing@omiclear.pt	+351 21 000 6000
IT	João Morais	joao.morais@omiclear.pt	+351 21 000 6015
Legal	André Santos	andre.santos@omiclear.pt	+351 21 000 6000

Appendix 1

Full Delegated Reporting Service Form

1. Entity

Name: _____

LEI (interim): _____

2. Counterparty Information

Financial Nature of Counterparty	FC <input type="checkbox"/>	NFC <input type="checkbox"/>
Above the Clearing Threshold in accordance with EMIR and RTS 149/2013 <i>(to be filled only by non-financial counterparties)</i>	Yes <input type="checkbox"/>	No <input type="checkbox"/>

3. Trading Account Information (to be filled only by non financial counterparties)

Trading Account Code	Directly Linked to commercial activity or treasury financing	
	Yes	No

4. Authorized User(s) for Reporting Delegation Service

Name: _____

Email: _____

Telephone: _____

Name: _____

Email: _____

Telephone: _____

Date: ____ / ____ / ____

Signature(s): _____