

Member Services  
NYMEX Division Notice No. 09-01  
COMEX Division Notice No. 09-01  
January 1, 2009

## MEMORANDUM

**TO:** All NYMEX and COMEX Members and Member Firms

**FROM:** Bridget Sullivan, Manager, Member Services  
Diane Ferrara, Membership Associate

**DATE:** December 31, 2008

**RE:** 2009 NYMEX and COMEX Clerk Renewal Requirements – 1<sup>st</sup> Quarter

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*Please note that we are integrating our clerk renewal procedures and policies with those of CME Group. Effective January 1, 2009, a quarterly fee of \$75 per clerk employed by a NYMEX or COMEX Member or Member Firm shall apply.*

*In connection therewith, attached here to please find a copy of the 2009 Clerk Renewal Form. This Renewal Form is required for the 1<sup>st</sup> quarter of 2009 and must be signed by both the clerk and Member/Member Firm Representative by whom the clerk is employed. The Renewal Fee is \$75 for the 1<sup>st</sup> quarter of 2009 and an additional fee of \$75 for each subsequent quarter shall apply thereafter.*

*Renewal Forms and fees for each clerk currently in your employ must be submitted to:*

*Ms. Bridget Sullivan or Ms. Diane Ferrara  
Member Services Department  
One North End Avenue – 4<sup>th</sup> Floor  
New York, N.Y. 10282*

*Renewal forms must be returned no later than **Friday January 30, 2009**. Extra forms can be obtained on the COMEX and NYMEX Trading Floors or on the 4<sup>th</sup> Floor in the Member Services Department. **Failure to comply with these requirements and deadlines will result in the deactivation of the clerk's badge.***

**The renewal/quarterly fee of \$75 per clerk will be applied to ALL MEMBERS/MEMBER FIRMS. Clerk Renewal Forms which are incomplete/missing the requisite fees will NOT be accepted.**

*Inquiries regarding the above should be directed to Ms. Bridget Sullivan at 212-299-2375 or Ms. Diane Ferrara at 212-299-2379.*

**2009 NYMEX/COMEX BADGE RENEWAL FORM**

FIRM/MEMBER: \_\_\_\_\_

NAME OF EMPLOYEE: \_\_\_\_\_

DATE OF EMPLOYMENT: \_\_\_\_\_

HOME ADDRESS: \_\_\_\_\_  
\_\_\_\_\_

HOME PHONE: \_\_\_\_\_ WORK PHONE: \_\_\_\_\_ MOBILE: \_\_\_\_\_

SOCIAL SECURITY #: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

EXCHANGE: \_\_\_\_\_ JOB FUNCTION: \_\_\_\_\_

EMAIL: \_\_\_\_\_

***I hereby agree to abide by and be subject to the By-Laws and Rules of the Exchange as they now exist, and any amendments which may be made thereto in the future.***

\_\_\_\_\_  
*Signature of Individual Member or Conferring Member*

\_\_\_\_\_  
*Signature of Clerk*

\_\_\_\_\_  
*Print*

\_\_\_\_\_  
*Print*

***Any fees due pursuant to this clerk renewal will be due at the time this renewal form is submitted. Please return this form to Diane Ferrara or Bridget Sullivan, Membership Department, One North End Avenue, 4<sup>th</sup> Floor, New York, N.Y. 10282 (212-299-2379) NO LATER THAN FRIDAY, JANUARY 30, 2009.***

Received by: \_\_\_\_\_

Date: \_\_\_\_\_