



Short Form Membership Application Instructions & Checklist

Dear Short Form Applicant,

Thank you for your interest in membership in the CME Group.

Application Instructions

Processing your application will begin when the CME Membership-Commercial ("Membership") team has received your complete and accurate application.

The Short Form application can be used for members returning within one year.

- Members returning within 60 days the application fee is \$300.00
- Members returning 61 days through 364 days the application fee is \$500.00
- Payment can be made by a wire.

Members returning within 60 days are required to complete pages 1 through 3

Members returning after 60 days are required to complete pages 1 through 5.

They will also be required to provide the following information:

- A letter of intent signed by the applicant stating why they are applying for membership, the account being traded, and what products will be traded.
- If you will be trading for a proprietary trading firm, we will also need a letter from the firm, on firm letterhead, signed by an authorized representative of the firm, confirming you are an employee and you are authorized to trade on behalf of the firm.

Completed applications can be sent to the following addresses:

- All documents must be scanned and emailed to: seatmarket@cmegroup.com
- All scanned copies must be clear and legible. Scanned multi-page documents should be submitted in order and as a single file. Illegible scanned copies or multi-page documents in multiple files may cause significant delays in processing your application.
- You are required to maintain the signed & notarized original documents in your files, and you may be asked to present the original documents in the future.

Note: We do not accept documents in person or via mail. You are responsible to maintain your original documents

CME Membership Contact Information

CME Group Membership-Commercial

Phone: 312-435-3480

Email: seatmarket@cmegroup.com

Checklist

Have you enclosed the following documents via email?

- Notarized application
- Expedited rates form if trading electronically
- Wired the application fee of \$300.00 or \$500.00
- Signed letter of intent (if returning after 60 days)
- Signed letter from firm for proprietary traders (if returning after 60 days)
- Copy of your current account statement for individual traders (if returning after 60 days)

May 2021