



Individual Membership Application Instructions & Checklist

Application Instructions

Processing your application will begin when the CME Membership-Commercial ("Membership") team has received your complete and accurate application. Your application is considered complete once Membership has received all the items listed below:

1. **Typewritten, signed and notarized application (Paper version) or DocuSign (no notary needed)**. Please note the following items that are required, for either paper version or DocuSign
 - All questions must be answered, you may answer N/A (not applicable) where appropriate.
 - A typewritten explanation must be provided for any disciplinary questions answered yes and supporting documentation must be included.
 - A complete business history for the last 5 years must be listed.
There can be no gaps in the 5 years listed; you must account for where you worked for the entire time including periods of unemployment, fulfilment of a non-competitor clause, traveling, etc. If additional space is needed you can attach a separate page.
 - A complete residential history for the last 5 years must be listed.
There can be no gaps in the 5 years, you must account for where you lived for the last 5 years. If additional space is needed you can attach a separate page.
 - Applications must be signed in the presence of a notary public, and notary stamp & signature is required.
2. If you intend to trade electronically and will not have trading floor access, you may submit an Electronic Access Form that upon staff approval will provide temporary membership privileges including reduced clearing fees upon acquisition of a membership. These temporary membership privileges will be available while your application continues to be processed for final approval. Please note: You will be notified when your application receives approval for temporary privileges which will take a minimum of seven (7) business days, so you may then obtain a membership.
3. \$2,000 application fee, or \$1,000 application fee for a current member who is applying for membership on another CME Group exchange.
 - Payment accepted by wire only. Wire instructions will be sent upon request.
4. A copy of applicant's unexpired passport or copy of certified birth certificate.
5. If you are a non-United States citizen who is working in the United States and you will be trading on the floor, we will require a copy of your U.S. work authorization.
6. 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.
 - If you are trading an account not in your name or wholly owned by you, please explain. For an LLC account that you wholly own and trade, please provide a copy of the LLC operating agreement. Confirm you have no employees or consultants in your employ.
7. A copy of your trading account statement(s) from your clearing firm if you are trading for your personal account.

NOTE: Application processing will not begin until all necessary items are received. If there is any missing or incorrect information you will be required to resubmit your application and it may result in delayed processing & approval of your membership

Timeline

- You will be contacted by a CME membership representative within a minimum of seven (7) business days after Membership has received your complete application and fee concerning your application status and approval for expedited membership privileges, if requested. If expedited membership privileges are approved, a seat may be acquired (i.e. lease, transfer or purchase) at that time, prior to final approval.
- There is a 20-day posting period for all new applicants; therefore, **final** approval of your membership application takes a minimum of 4 weeks. Please note: the 20-day posting period begins the Monday following the receipt of your completed application, supporting documents and application fee.
- You must obtain a seat (i.e. lease, transfer or purchase) within 30 days of final membership approval, if expedited approval was not obtained.

Additional Requirements for Floor Traders Only

- If you will be working on the Chicago trading floor, attendance at the New Member Orientation class is required of all new members who want access to the trading floor.
- Classes are generally offered once per month and are held on Tuesday-Thursday afternoons.
- Contact the Membership Department for the dates classes will be offered.
- A floor trader must obtain a seat (i.e. lease, transfer or purchase) within 30 days of final membership approval.
- It is mandatory that all applicants accessing the trading floor apply to the NFA as either a CFTC registered Floor Broker or Floor Trader. An NFA application may be obtained either at www.nfa.futures.org or at the NFA Office located at 300 S. Riverside Plaza, Suite 1800 in Chicago.
- You will not be permitted to access the trading floor until you have obtained registration as either a floor broker or a floor trader or obtained a temporary license to act as such from the NFA. If you have questions regarding your NFA application, you may contact the NFA directly at (312) 781-1300.

Completed Applications & Supporting Documents

- All paper version 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.
- DocuSign applications and support documents are sent directly to seatmarket@cmegroup.com
- 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 submitted the following documents via email?

- Notarized application or Completion of DocuSign Forms
- Expedited rates form if trading electronically
- A wire transfer for the application fee (\$2,000 fee for the 1st exchange, additional \$1,000 for each additional exchange)
- Copy of passport, or copy of certified birth certificate
- Signed letter of intent
- Copy of your trading account statement(s), or signed letter from firm if trading for a firm