

## Advisory Notice

Clearing House

FA 06-04

TO: All CME Exchange Fee System (EFS) Users  
FROM: Clearing House Department  
SUBJECT: **New Enhancements to the CME Exchange Fee System**  
DATE: December 18, 2006

We are pleased to announce some important new enhancements to the CME Exchange Fee System (EFS)!

***The following enhancements are available now in EFS:***

- **New “Fee Adjustments” Screens** – allow you to request and review all manual CME fee adjustments.
  - Select “**Add**” from the Fee Adjustments menu to request a new manual adjustment:
    - For any adjustment that cannot be automatically obtained by submitting trades for recalculation in EFS, you can now submit a manual adjustment request to the EFS Administration team directly through the EFS online application.
    - Enter the general information for the request on the screen, and then simply upload an attachment containing the calculation details.
    - There is now a Manual Fee Adjustment Template (along with instructions) posted on the EFS Homepage for you to use to calculate your adjustment.
    - ***Please note that the same adjustment deadlines apply to manual adjustments as to system adjustments – refer to the EFS Adjustment Deadlines/Banking Schedule on the EFS Homepage for specific dates.***
  - Select “**Search**” from the Fee Adjustments menu to view the details of your manual adjustments.
    - Edit your pending requests, and review the status of the requests that you have previously submitted.
    - Obtain the details for any adjustments that CME calculates manually on a monthly basis. The details of the adjustments were previously emailed to the firm EFS contacts on the 4<sup>th</sup> or 5<sup>th</sup> business day of the month, but will now be posted in EFS at that time. This will allow you to more easily access historical information.
  - Refer to the EFS Help link within the Fee Adjustments screen for more details.
- **New Reports** – two new Fee Reconciliation reports have been added:
  - “**Manual Adjustment Report**” – This report allows you to obtain a summary of all manual adjustments submitted through the Fee Adjustments screens noted above.
  - “**Fee Waiver Report**” – This report is in the same format as the Account Summary Report, but displays only activity for which the fees were waived (charged at a zero rate).

- **“Customer Accounts by CTI Report” Enhancement** – the Transaction Type field was added as a possible search criteria for this report, to allow the user to customize the report further to include or exclude only certain transaction types.

As a reminder, **user manuals** are available in EFS by clicking on the **EFS Help** link in the top right corner of each screen, to access the reference documents for that screen.

**NOTE:** Most of these enhancements are a direct result of the user feedback we have received at our **Customer Awareness Team** meetings. If you are not already participating in these meetings and would like to, please send an email to [efsadmin@cme.com](mailto:efsadmin@cme.com). The next meeting will be held **Wednesday, January 17, 2007 at 10:00am**, in CME Committee Room **HIJ** on the 3rd floor of the North Tower.

If you have any questions about these changes, or any other fee issues, please contact the EFS team by email at [efsadmin@cme.com](mailto:efsadmin@cme.com) or by phone at 312.648.5470.