CME Group | Advisory Notice

14-201

TO: Clearing Member Firms
Floor Brokers/Floor Clerks

FROM: CME Clearing

DATE: Thursday, May 22, 2014

RE: NYMEX Options Expiration Operational Procedures for the Trading Floor and Clearing Members (HHQ) Effective Thursday, May 22, 2014

The expiration date for the June 2014 option contracts for the Henry Hub Natural Gas Quadultimate Option (HHQ) is Thursday, May 22, 2012.

FLOOR PROCEDURES

All Floor Traders that carry on option position at the close of business on the day prior to the expiration day, or engaged in trading activity on Expiration Day in the expiring contract(s) are required to have a duly authorized representative available to the Exchange and other Floor Brokers or their representatives for trade resolution purposes.

All Floor Brokers or their representatives can retrieve the **EXPIRABLE OPTIONS CLEARED TRADES** and **EXPIRABLE OPTIONS DAILY OUT TRADES** (Pending Trades) reports from the Member Reporting System (MRS) in Front End Clearing (FEC) for registered users.

The CME Clearing Group will be available to assist Floor Traders or their representatives with processing trade corrections, transfers or any other expiration related questions or problems at 212-299-2144 or 312-207-2525.

CLEARING PROCEDURES

The Option Expiration process is a screen based process for which all information is provided in FEC (Front End Clearing) and the CME Positions System. No Option Expiration Reports will be provided. The following screens will assist you through the Option Expiration process:

ALLOCATIONS AND CLAIMS DEADLINES

Give-up orders entered by the executing Party must be allocated **within 30 minutes** from the time the trade was entered into FEC. The carrying Clearing Member must accept or reject trades **within 60 minutes** of allocation. Allocations may not be transferred following the last day of trading for the expiring option contracts.

MEMBER TRADE INQUIRY (FEC)
Contains real-time top day trade information, trade information for the previous 4 business days and trades adjusted for the previous 4 business days by adjustment date.

POSITION LIST (CME Positions)
Contains a real-time snapshot for each option series from the start of day position to the projected end of day position.

REVIEW TRANSFERS (FEC)
Contains all trade transfers "TO" and "FROM" your firm and the status of each transfer.
Search Type: Transfer Sub Type: Normal

OPTION EXERCISE NOTICE SUBMISSION (CME Positions) (Option Instruction Entry)
Contains your available long position and an input field to enter the number of long positions you wish to exercise.

OPTION ABANDON SUBMISSION (CME Positions) (Option Instruction Entry)
Contains your available long position and an input field to enter the number of long positions you wish to abandon.

CONTRARY OPTION EXERCISE/ABANDON INSTRUCTIONS
These will disseminated via e-mail. They will also be available on the CME Group NY Division 24 Hour Information Service and on the web at http://www.cmegroup.com/clearing/contrary-option-exercise-instructions.html .

POSITION CHANGE SUBMISSION (CME Positions) (PCS List)
PCS may be submitted either by manual input or by electronic transmission. To enter your firm's final PCS manually, enter the Long PCS and check the lock button adjacent to the Long PCS. Checking the lock box will make the system ignore any further transmissions or edits from the firm for the day unless the lock checkbox is removed. This input may be made at any time prior to **6:45 PM EST.**

ALL POSITIONS ARE DEEMED FINAL (CME Positions)
Upon completion of all PCS input, all positions will be deemed final.

EXERCISE/ASSIGNMENT INFORMATION (CME Positions) (Option Instruction Summary)
This will be available to you by contract series which contains all your Assignments on one window. You will be notified of its availability by E-Mail.

All Clearing Members are required to have an authorized representative(s) available for any communication during the expiration process.

CLEARING DEPARTMENT 24 HOUR INFORMATION SERVICE

Clearing Members should call the CME Group 24 Hour Information Service at 312-207-2525, advising Members of the event status.

E-MAIL

Clearing Member Representative should read their E-Mail messages immediately to be aware of each event status.

The standard event CME Group Clearing 24 Hour Information Service and/or E-Mail messages and the sequence in which they will be announced are:

CLEARING STANDARD EVENT MESSAGES	APPROXIMATE TIME OF MESSAGE AVAILABILITY	USUAL EVENT TIME	24 HOUR INFORMATION SERVICE (F) E-MAIL (E)
Option Exercise/Abandon Notice Submission Deadline	N/A	4:30 PM EST	N/A
Announce Out-of-the Money Exercise and In-the-Money Abandon Submissions	4:45 PM EST	4:45 PM EST	E
All positions are deemed final	7:00 PM EST	7:00 PM EST	N/A
Announce Exercise/Assignment Information Availability in CME Positions and Expiration Report Availability	8:30 PM EST 7:45 PM EST	8:30 PM EST 7:45 PM EST	E

The times appearing in the Usual Event Time column are based on normal operational conditions and could vary.

If you have any questions concerning these procedures, please contact Melvin Garcia at (212) 299-2144 or Melvin.Garcia@cmegroup.com, or Joe Fata at (212) 299-2165 or Joe.Fata@cmegroup.com prior to the expiration process.