

DDRJ Onboarding

Thank you for your request to onboard to DTCC Data Repository (JAPAN) K.K.(DDRJ)
 You will be assigned an onboarding team member who will contact you to assist in this process. In order for us to onboard your accounts to DDRJ, please complete the below documents, as applicable, and return them via email to GTR_Japan@dtcc.com The onboarding documents can be found in the following website:

GTR Clients' Center

Website: <http://dtcc.com/data-and-repository-services/global-trade-repository/japan.aspx>

Username: DTCCGTR

Password: SDRmem2012

Document summary:

Document	Description	Which Documents must be completed?	
		If your User account is not already onboarded to DDRJ	If your user account is already onboarded, and you wish to add more accounts, or make changes to account information previously provided to DDRJ
DDRJ User Agreement	A legal agreement used to subscribe the User to services provided by the repository, and to bind the User and the Repository to the Operating Procedures and the Applicable Publications.	Mandatory : Must be completed if you are submitting (or authorizing a Third party to submit) to the Repository, and your account is not onboarded to any DTCC Trade repository	Not Needed
DDRJ Third Party Submitter Authorization Supplement	A legal agreement that is a supplement to the repository User Agreement, and is used to authorize a Third Party to access and use the DDRJ Services on the User's behalf.	Conditional : Must be completed if using a Third Party Submitter	Not Needed
DDRJ Annex I Cross Asset Service Request Form	A spreadsheet that constitutes Annex I of the Repository User Agreement, and Annex I of the Third party Submitter Authorization Supplement to the Repository User Agreement (if applicable). It is used to capture the information pertaining to all the Legal Entities subscribing to the Repository. This form includes an "Electronic Signature" tab which must be completed. The form will not be accepted without it.	Mandatory : Must be submitted with the applicable Repository User Agreement	Mandatory : Must be submitted to add accounts or to make changes to account information previously provided.
DTCC Super Access Coordinator Form	A document that is used to set up a minimum of two users who will have full access to the Repository. These users will then be able to create various access roles internally. Please note that the signatory of the form cannot be an Access Coordinator themselves. If you wish the two users to have access to all of the accounts listed on the User Agreement, please insert " see Annex I Cross Asset Service Request Form" in the "Account Number(s) and/ or O-code" section.	Mandatory : must be completed	Not Needed

You can find the guide on how to use the web portal and upload transactions (In the membership section) <http://www.dtcc.com/~ /media/Download-Center/GTR/Connectivity/DTCCGTRWebGUIUserGuidev10.ashx>.

If you have any further questions about DDRJ , please contact the Relationship Management at GTR_Japan@dtcc.com or call +81.(0)3 3519 1670 and we will be happy to assist.

Kind regards.