

## GUIDE TO COMPLETING THE CONFIRMATION TEMPLATE

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[Instruction templates to be sent to: cmcscp@bankofengland.co.uk](mailto:cmcscp@bankofengland.co.uk)

1. In all circumstances, Participant name, contact name, number and email boxes must be completed.

3. Input the date and use the dropdown boxes to select the trade type (External settlement involves matching instructions in the market. Internal settlement is the transfer of collateral between pools (e.g. SCP to USD).

**COLLATERAL IN - INCREASE**

<b>PARTICIPANT NAME:</b>		<b>SETTLEMENT DATE:</b>	
<b>CONTACT NAME:</b>		<b>TRADE TYPE:</b>	External
<b>CONTACT NUMBER:</b>		<b>DESTINATION POOL:</b>	
<b>GROUP EMAIL:</b>			

Please note for External deliveries to secondary pools (e.g. DWF), collateral will be delivered to the primary pool (e.g. SCP) and then transferred internally by BOE.

2. This box can also be used for any relevant settlement information.

**ADDITIONAL INFORMATION**

4. For external transactions specify the destination pool (e.g. SCP). For internal transactions between pools select the source pool where the collateral is held and the destination pool you would like the collateral to be moved to.

**COLLATERAL DETAILS**

ISIN CODE	NOMINAL	PLACE OF SETTLEMENT	SETTLEMENT ACCOUNT

5. Enter the ISIN code and nominal that is being delivered.  
*If you are delivering DBV – Please enter the AMV of the DBV in the 'Nominal' box and the DBV type in the 'ISIN' box. I.E DBV TSY or TDBV UBG*

6. Use the dropdown box to select the Place of Settlement for the collateral (where the collateral is held). This still needs to be completed for internal movements.

7. Provide your settlement account number for the place of settlement selected.

1. In all circumstances, Participant name, contact name, number and email boxes must be completed.

3. Input the date and select the pool you wish to remove the collateral from using the drop down menu.

**COLLATERAL OUT - DECREASE**

**PARTICIPANT NAME:**

**CONTACT NAME:**

**CONTACT NUMBER:**

**GROUP EMAIL:**

**SETTLEMENT DATE:**

**TRADE TYPE:** External

**SOURCE POOL:**

2. This box can also be used for any relevant settlement information.

*Please note for External decreases from secondary pools (e.g. DWF), collateral will be delivered back to the primary pool (e.g. SCP) internally by BOE once maturity has been completed.*

**ADDITIONAL INFORMATION**

**COLLATERAL DETAILS**

**ISIN CODE**

**NOMINAL**

**PLACE OF SETTLEMENT**

**SETTLEMENT ACCOUNT**

4. Enter the ISIN code and nominal that is being removed.  
*If you are delivering DBV – Please enter the AMV of the DBV in the 'Nominal' box and the DBV type in the 'ISIN' box. I.E DBV TSY or TDBV UBG.*

5. Use the dropdown box to select the Place of Settlement for the collateral (where the collateral is held).

6. Provide your settlement account number for the place of settlement selected.

1. In all circumstances, Participant name, contact name, number and email boxes must be completed.

2. Input the date and the time you would like the IDL adjustment to take place from.

**IDL ADJUSTMENT**

PARTICIPANT NAME:  
CONTACT NAME:  
CONTACT NUMBER:  
GROUP EMAIL:

DATE:  
EARLIEST TIME ADJUSTMENT TO TAKE EFFECT FROM:  
CURRENT EXCESS VALUE POST IDL AS CONFIRMED WITH BOE:

*Please note that the contingency fields only need to be completed if there are problems with updating the IDL Max through the Portal/Swift.*

**BUSINESS AS USUAL**  
CURRENT IDL MAX:  
REQUESTED NEW IDL MAX:

4. Enter the value of the IDL Max before any changes are made.

5. Enter the value of the new IDL Max required.

3. Contact the BoE on 02034615700 to confirm the excess value of collateral of IDL eligible collateral held.

**CONTINGENCY**  
CURRENT IDL VALUE FROM RTGS:  
REQUESTED NEW IDL VALUE IN RTGS:  
REQUIRED MOVEMENT: 0.00

6. Enter the current value of IDL from RTGS.

7. Enter the value of IDL required in RTGS. If this is higher than the Current IDL Max, please request a new IDL Max.

8. This is for internal use.

**Please note: Always complete the Current IDL Max in the Business As Usual section, even when only completing this spreadsheet for Contingency purposes.**

**If prompted to increase IDL Max please do so in cell C11.**

**ADDITIONAL INFORMATION**

9. This box can also be used for any relevant settlement information.