**Duties of Business Representative**

A member’s business representative performs the following duties:

(1) to organize trading, clearing, and delivery activities;

(2) to handle affairs relating to membership and trading seat;

(3) to submit the corporate documents required by the Exchange;

(4) to organize relevant employees of the member to participate in the training programs held by the Exchange;

(5) to organize internal training relating to the futures businesses on the Exchange;

(6) to work with the Exchange in redesigning and testing its trading systems and related systems;

(7) to log into the Exchange’s system on a daily basis, so as to timely receive the notices and other business documents issued by the Exchange and to coordinate the implementation thereof;

(8) in the event of a change of the member’s head office or branch offices, to provide the information on any changes in the member’s head office and branch offices as well as other relevant information to the Exchange in a timely manner;

(9) to supervise the member to fulfill reporting obligations in a timely manner;

(10) to supervise the member to timely pay various fees in a timely manner;

(11) to coordinate and organize the work of business liaisons; and

(12) to perform other duties as required by the Exchange.