



# Clearing Member User ID Request Form: Admin User

## Clearing Member Admin User ID Request Form

*This form must be completed on behalf of your Company detailing the individual who will have the capacity to act as an Admin User in respect to the administration of the Clearing Member's Users for LME Clear. This form needs to be signed by one of the Clearing Members' Authorised Signatories. It is recommended that a Clearing Member has a minimum of two Admin Users. A separate form should be completed for each Admin User.*

*Please refer to the LME Clear User Guide for additional information about User ID set up and functions.*

*Please return a scanned copy of the completed and signed form to: [LMEClear.Operations@lme.com](mailto:LMEClear.Operations@lme.com)*

### Clearing Member Details:

Member Name:		Mnemonic:	
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### Clearing Member Admin User Details:

Name:			
Telephone Number:			
Email Address:			
Environment: <i>(please tick one)</i>	Test	<input type="checkbox"/>	Production <input type="checkbox"/>
Action: <i>(please tick one)</i>	Add New	<input type="checkbox"/>	Delete <input type="checkbox"/>
Signature:			

*If any of the details provided above change, please complete a new form which shall be duly filled in and signed by the Member's Authorised Signatory*

### Confidential Security Question & Answer:

Default Password Reset Question:	
Default Password Reset Answer:	

### Approved By: (Clearing Member Authorised Signatory)

Name:			
Position / Title:			
Signature:		Date:	

*You can find our Privacy Statement on our website <https://www.lme.com/About/Legal/Privacy-statement>  
The policy describes the ways in which we collect information from you and what we use it for.*

***Please read the policy and share this information with all users which you give access to LMEmercury.***

