



Date: October 13, 2010  
To: Trading Permit Holders  
From: Market Quality Assurance Department  
Re: Trading Permit Holder On-Line Appointment System

The purpose of this circular is to remind Trading Permit Holders (TPH) that the CBOE rebalances the appointment tiers once each calendar quarter. Each TPH will receive notice via email of their current appointments and the revised appointment costs following the rebalancing. All TPHs will be required to be in compliance with the 1.0 appointment credit at the time the rebalance becomes effective. The next rebalancing will become effective on November 1, 2010. TPHs must review their current appointments and submit any desired changes to their appointments based on the new appointment cost prior to November 1, 2010.

During the entire month of rebalancing (January/April/July/October), when a new appointment is added that does not put the TPH over its appointment weight based on the rebalancing, a pop up window will ask if they would like that appointment to also be added to the future appointments. The TPH should click "Yes" or this class will not be carried over to their appointments following the rebalance. Please also note that if the rebalance causes a TPH to be over their total permits for the upcoming quarter, a red message will display once the user has logged into the appointment site. At this time, classes will only be allowed to be added to the current appointments. **THESE CLASSES WILL NOT BE CARRIED OVER TO THEIR APPOINTMENTS** following the rebalancing. TPHs are encouraged to utilize a report on the appointments system called 'Current Not in Future' to see any class appointments that will not carry over following the rebalance, effective November 1, 2010.

#### **On-Line Appointment System Access**

In order to sign up for access to the Internet appointment system, please send an email to [MQA@cboe.com](mailto:MQA@cboe.com) that includes the following information: Firm Name, access level requested (firm or individual), the acronym that is requesting access and the external IP address of the computer that will be used to access the site.

#### **Additional Information**

If you have any questions regarding the TPH Internet appointment system or appointment rebalance, please contact the Department of Market Quality Assurance, at (312) 786-7198.