New Spot Exchange Operations

USER TRAINING GUIDE

A complete operational walkthrough for exchange members, dealing teams and compliance — from admin login to AD Letter issuance.

ABOUT THIS GUIDE

Who It's For, And What You'll Learn

This guide walks exchange members and operations teams through the New Spot Exchange Operations portal — from admin login through user management, access control, reports and the full AD Letter Request lifecycle.

Who It's For

Exchange members, operations teams, compliance reviewers and management stakeholders.

What You'll Use

The TM Admin web portal, signed in with your assigned Member Code and Login ID.

What You'll Achieve

Confidence to manage users, control access, and process AD Letter requests end to end.

WHAT WE'LL COVER

Six Modules, Start To Finish

01 **Getting Started**
Log in to the TM Admin portal.

02 **User Master**
Create, view and manage system users.

03 **User Rights**
Configure module- and function-level access for each user.

04 **Member Reports**
Download trade-date reports from the Reports menu.

05 **AD Letter Request**
Raise, submit and track AD Letter requests end to end.

06 **Download AD Letter**
Verify, digitally sign and issued AD Letters to clients.

IMPORTANT URL www.iibx.co.in/Technology/URLs — IIBX Technology Reference Links

MODULE 01

01

Getting Started

Log in to the TM Admin portal.

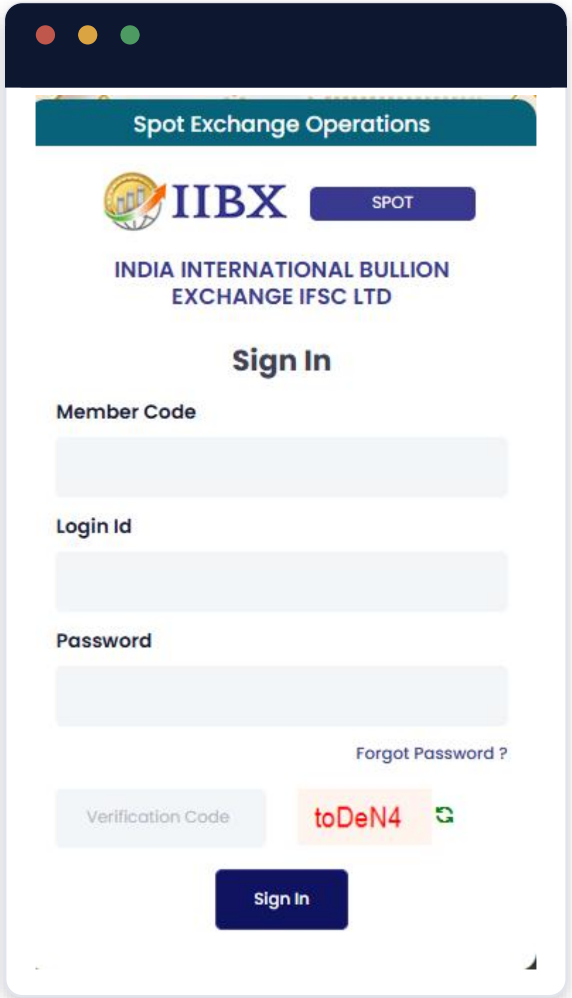
GETTING STARTED

Exchange User Admin Login Page

1

Sign In

Enter the Member Code & Login ID and Password.
Credentials will be shared to you by IIBX.



MODULE 02

02

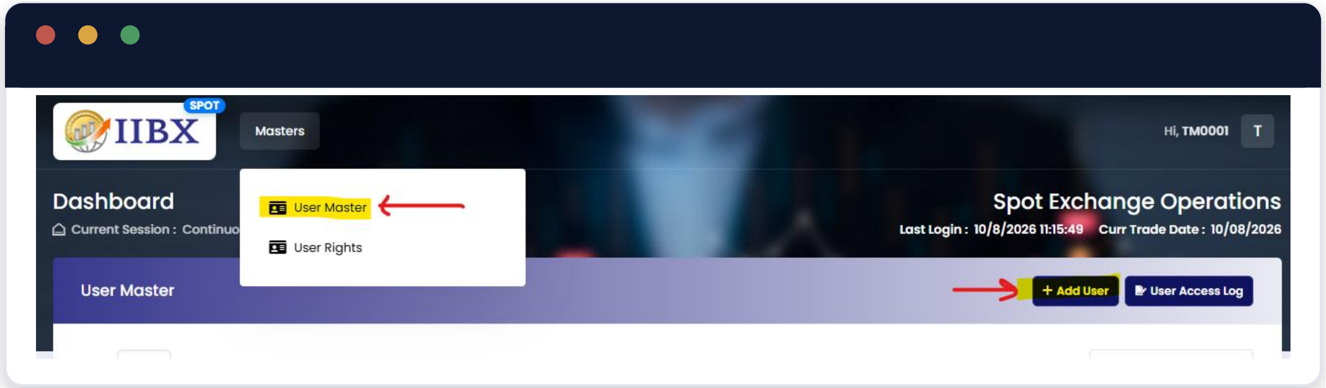
User Master

Create, view and manage system users.

Accessing the User Master Module

1 Navigate

From the Masters menu, select User Master to manage system users.



User Master — List View

1
Login Details

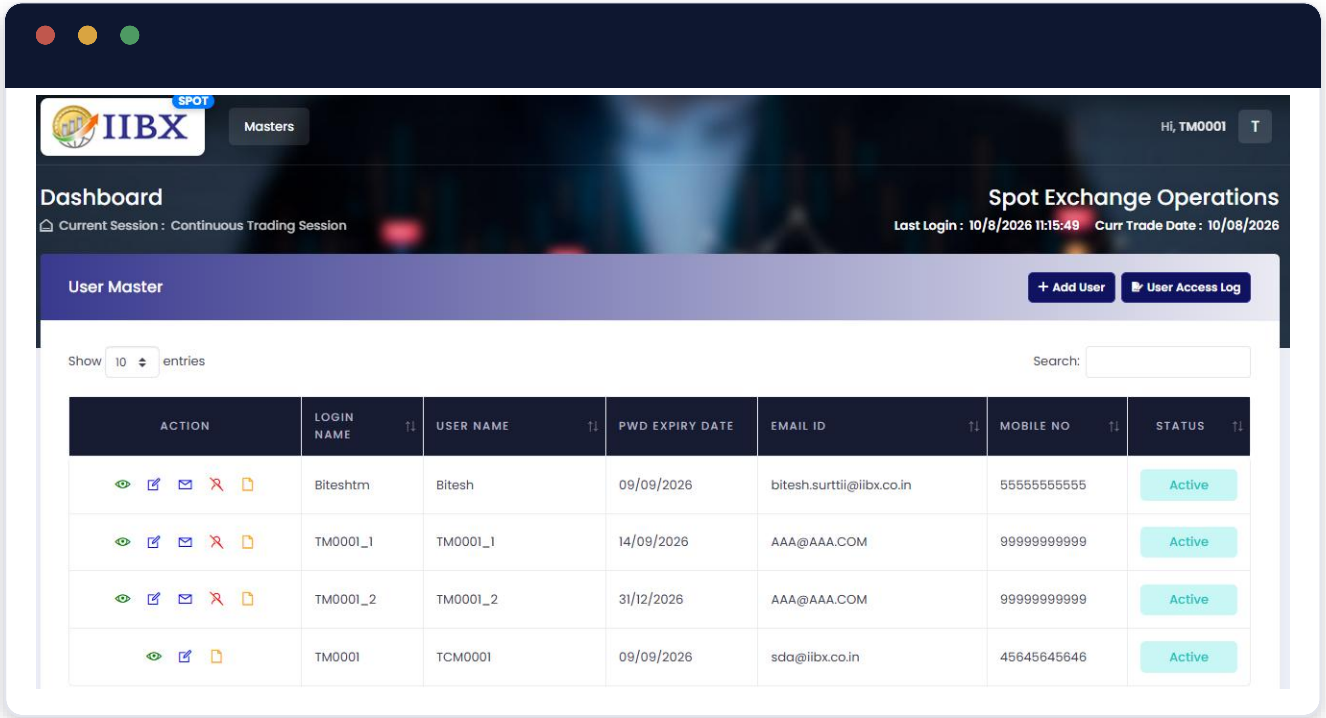
See each registered user's login ID at a glance.

2
Contact Information

Review registered email and contact details for every user.

3
Account Status

Check the current account status across all registered users.



User Master — (Add)

1 Login Details

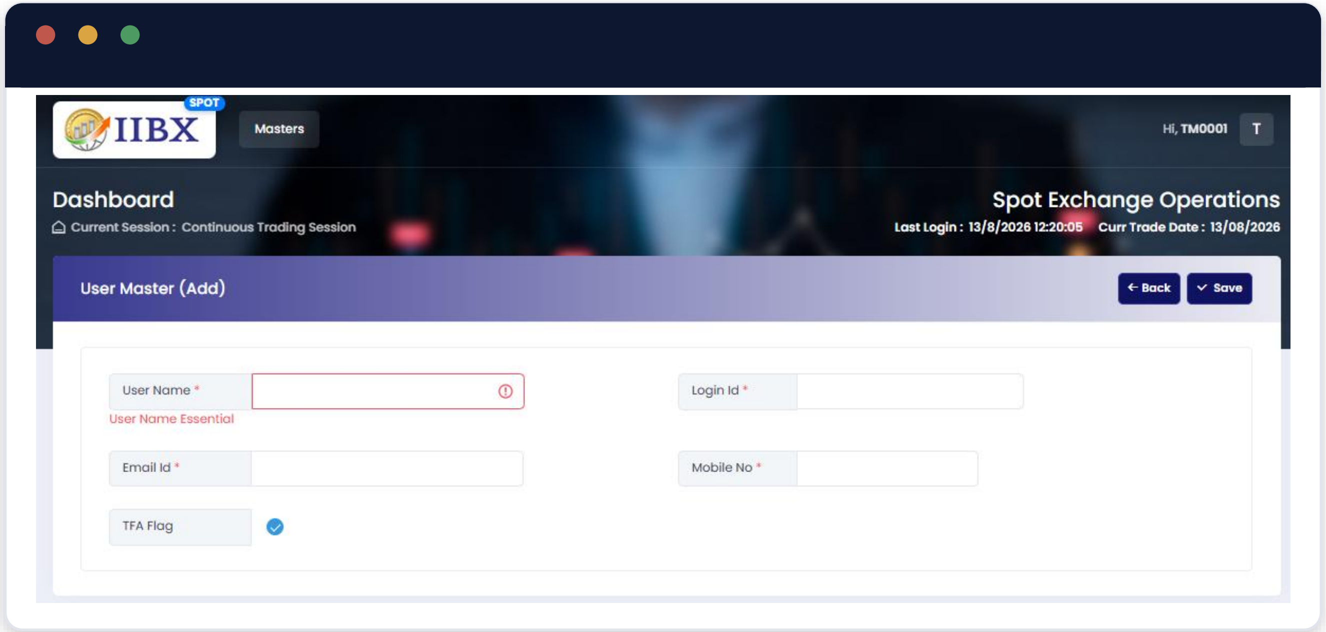
Enter the User Name and Login ID for the new user.

2 Contact Information

Add the user's Email ID and Mobile Number.

3 Enable TFA

Turn on the TFA flag to require Two-Factor Authentication.

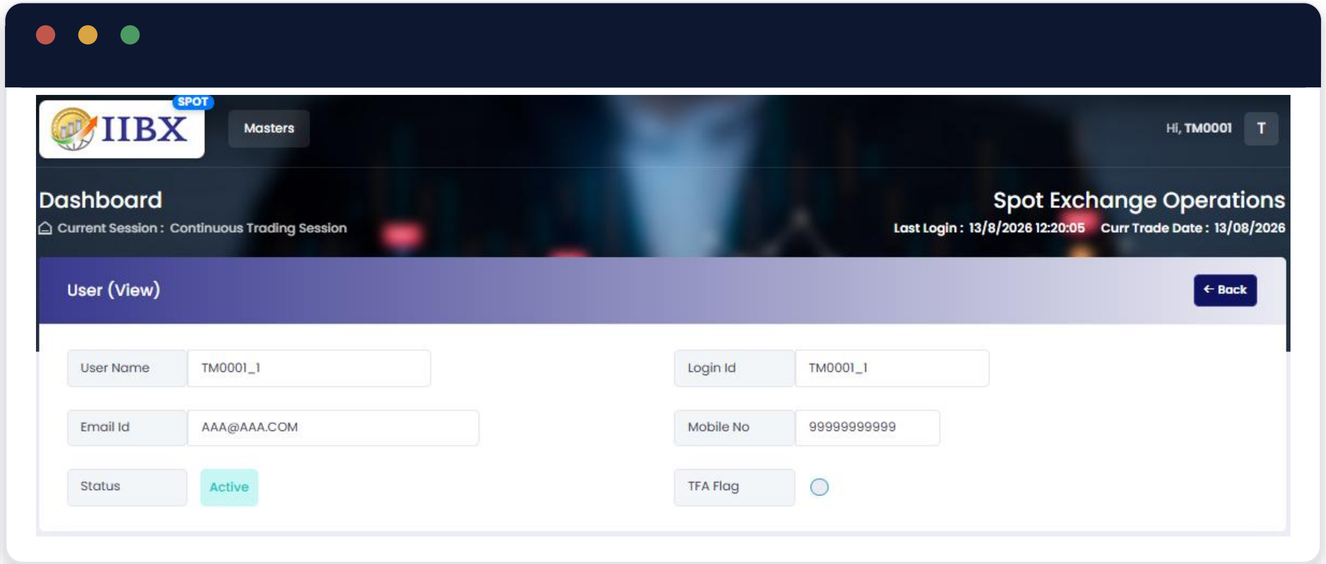


Viewing User Details

1

Review Profile

Select the view icon to review a user profile, including login ID, contact details, and TFA status.



MODULE 03

03

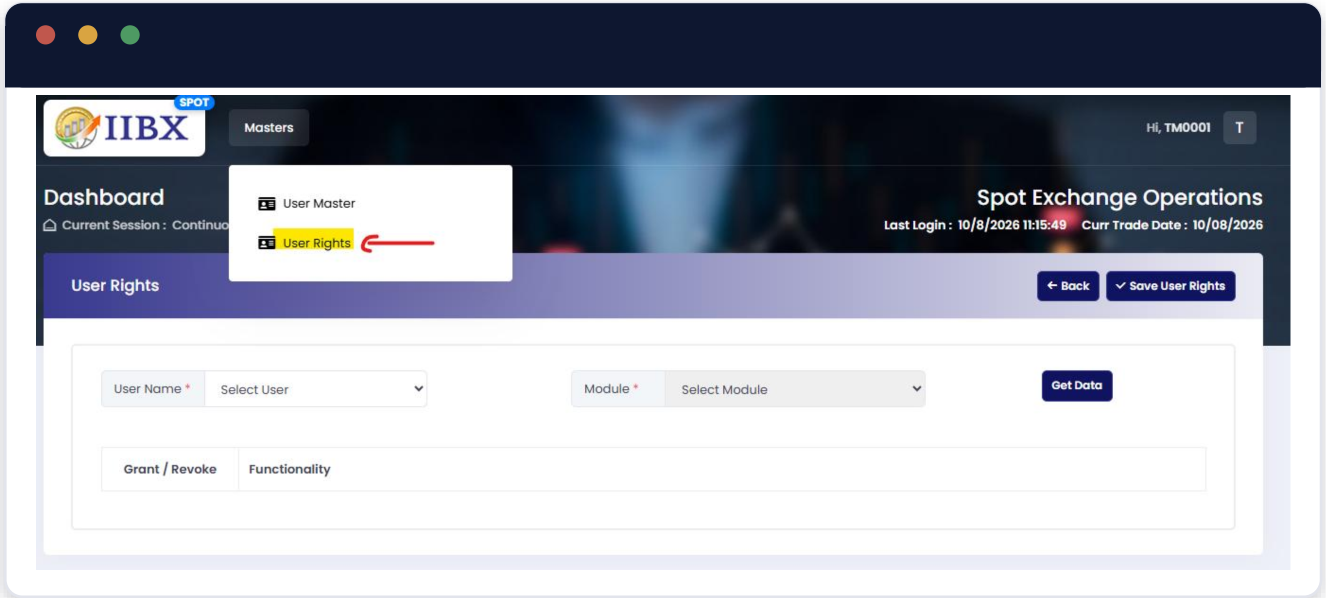
User Rights

Configure module- and function-level access for each user.

Accessing User Rights

1 Navigate

Go to Masters > User Rights to configure module-level access permissions for each user.



Assign/ Revoke Rights — Masters Module

1

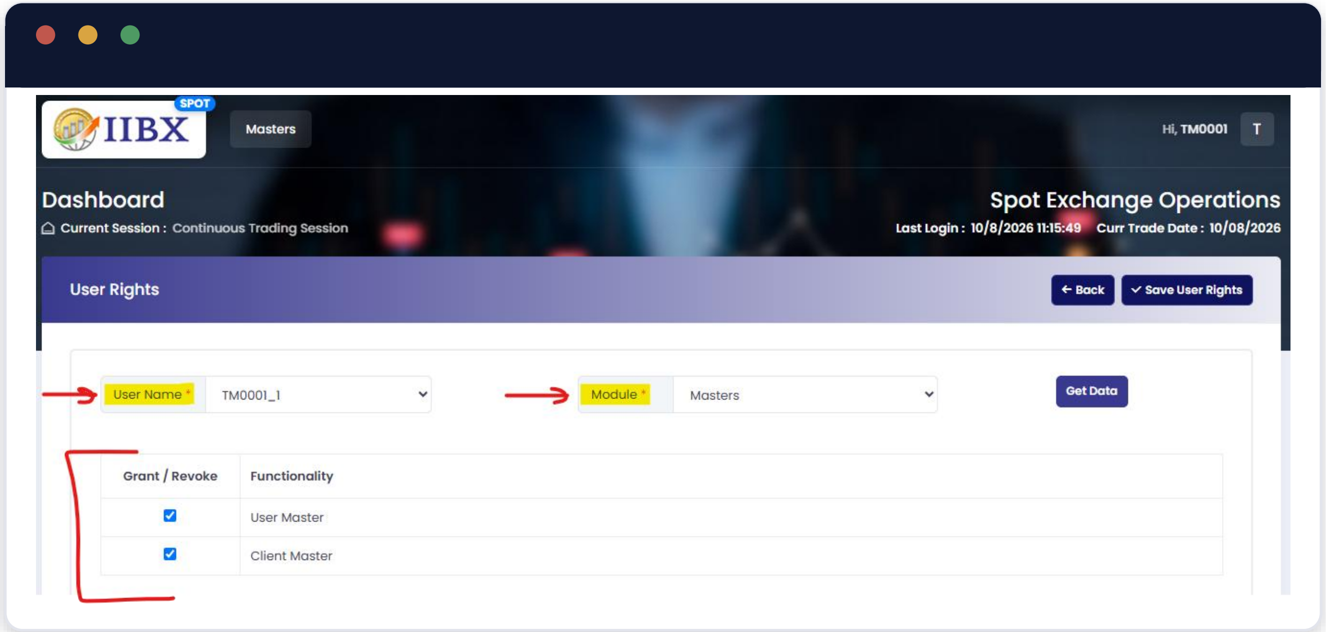
Select

Choose a user and a module from the dropdowns.

2

Grant or Revoke

Enable or disable access to functionalities such as User Master and Client Master.



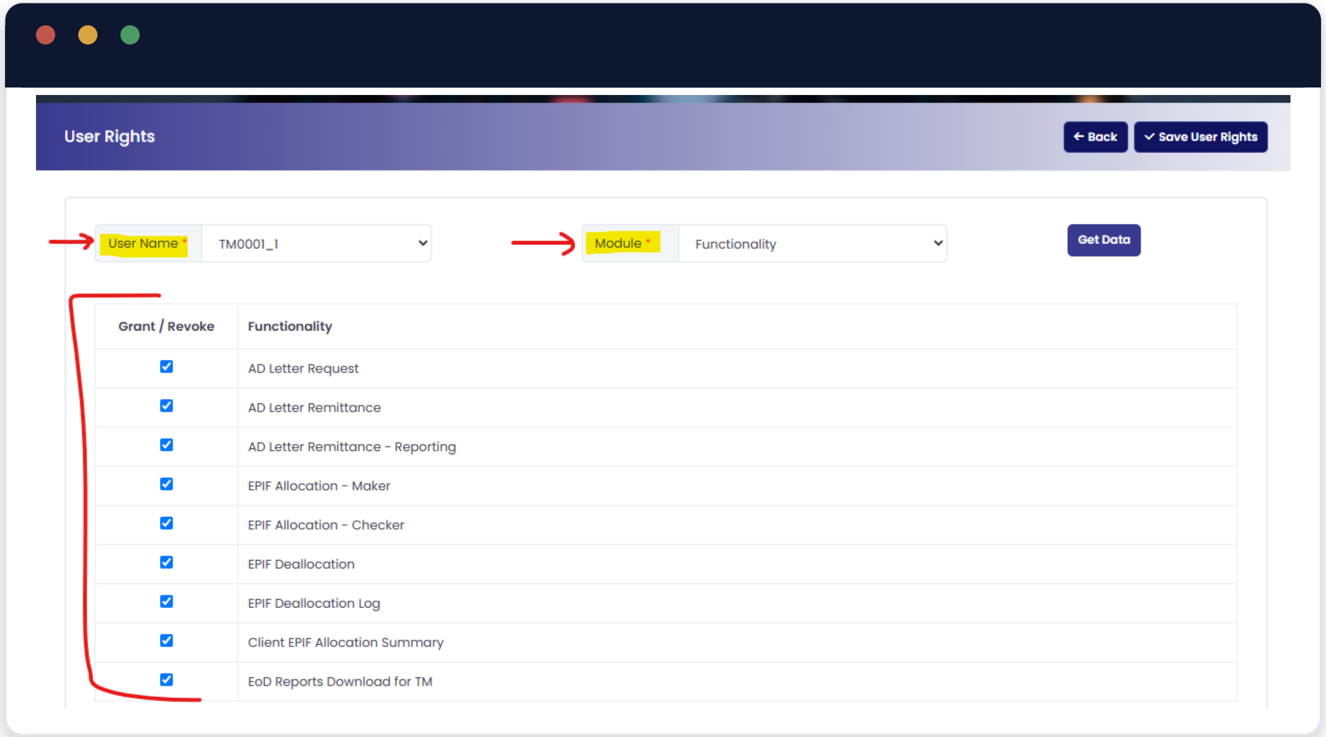
Assign/ Revoke Rights — Functions Module

1 Select

Choose the user and the Functions module to configure.

2 Grant or Revoke

Enable access to transaction functions, including AD Letter Request, EPIF Allocation, and reporting.



MODULE 04

04

Member Reports

Download trade-date reports from the Reports menu.

Downloading Member Reports

1 **Reports**

Open the Reports menu.

2 **Downloads**

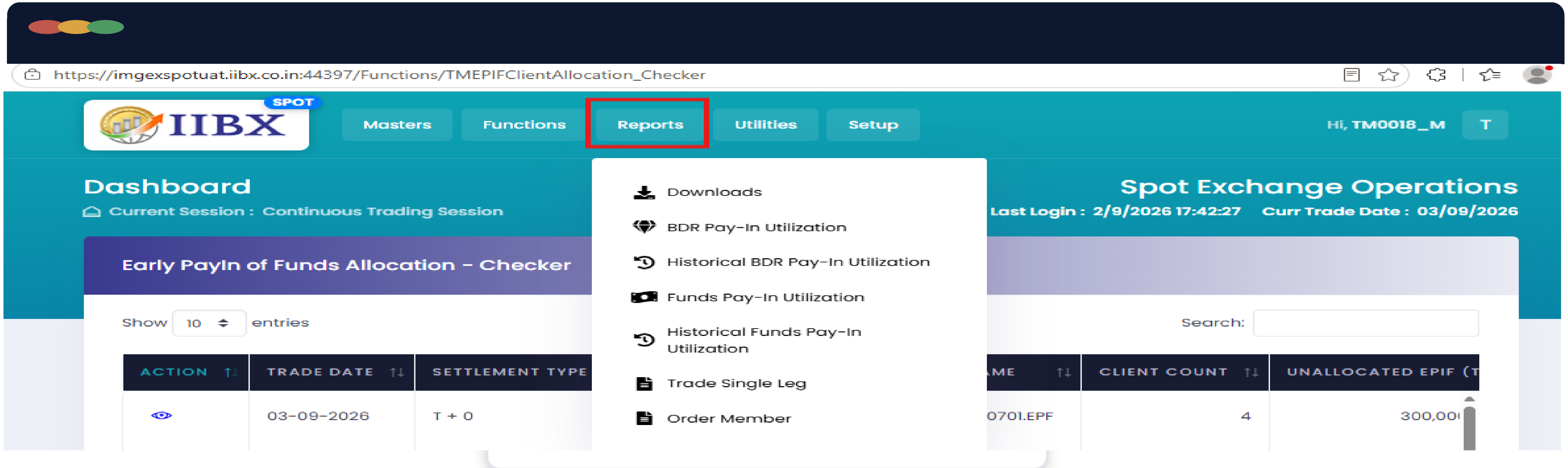
Select the Downloads section.

3 **Trade Date**

Choose the required Trade Date.

4 **Download All**

Click “Download All Reports” to retrieve the full report set.



MODULE 05

05

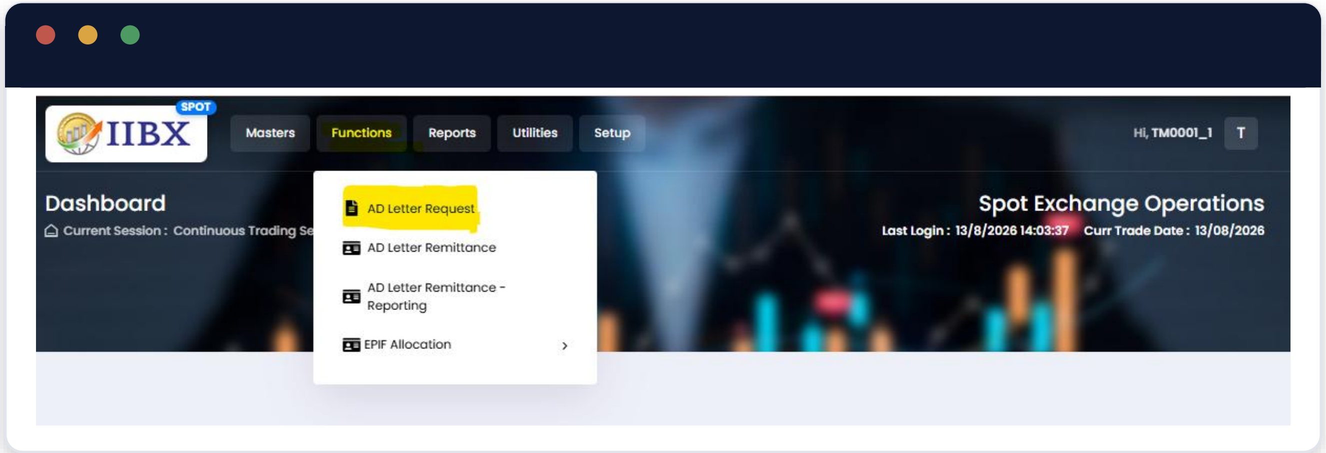
AD Letter Request

Raise, submit and track AD Letter requests end to end.

Accessing AD Letter Request

1 **Navigate**

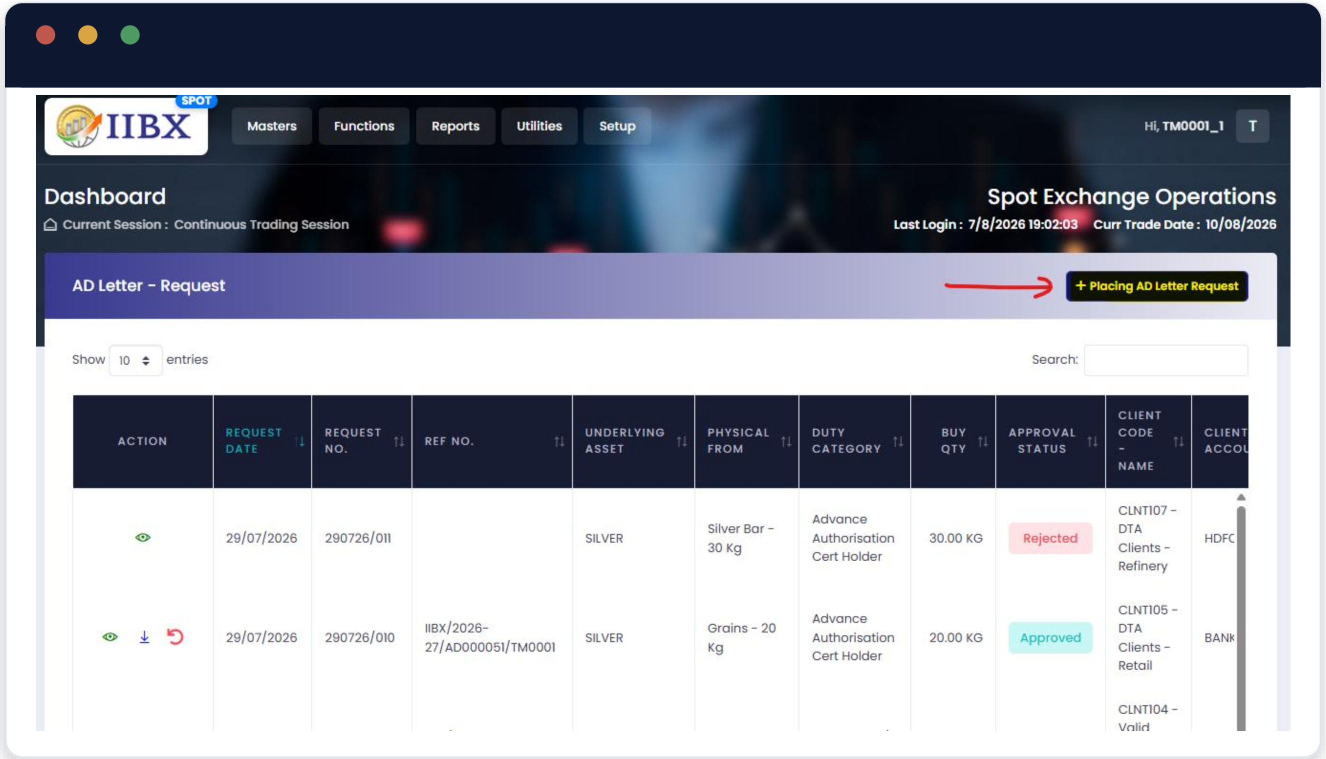
From the Functions menu, select AD Letter Request to initiate a new request.



AD Letter Request — List View

1 Review & Create

Review existing requests and their approval status, then click Placing AD Letter Request to create a new one.



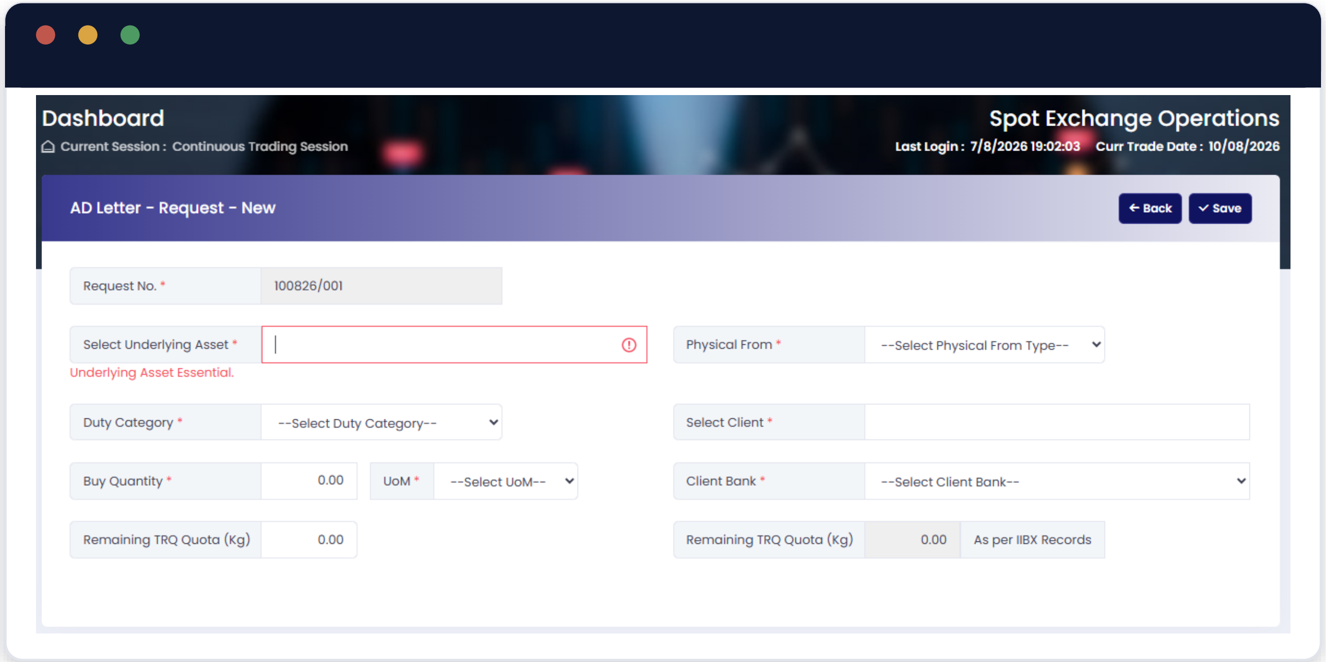
Creating a New Request

1 Select Contract

Choose the Underlying Asset and Duty Category for the request.

2 Enter Details

Specify the Client and Quantity to raise a new AD Letter request.



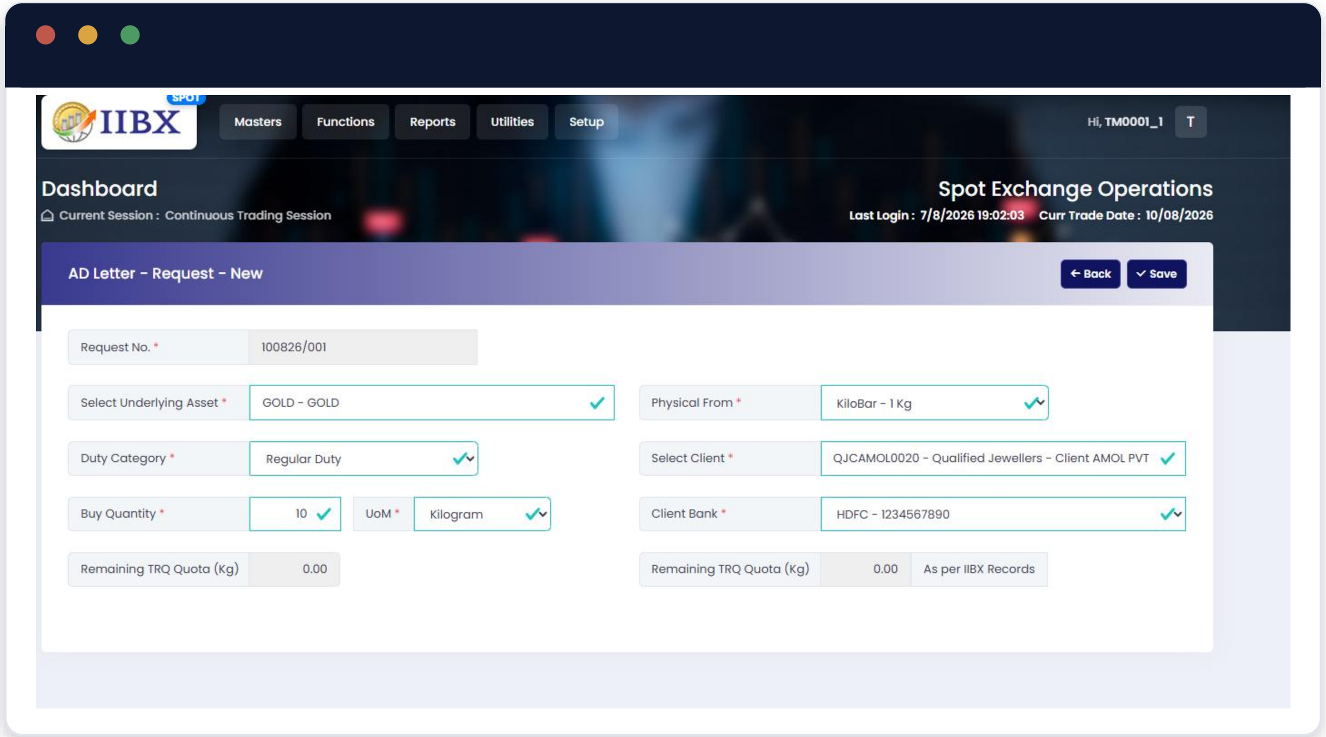
Entering Request Details

1 **Complete the Form**

Enter the required Quantity, Client and Bank information.

2 **Save**

Save the request to submit it for processing.

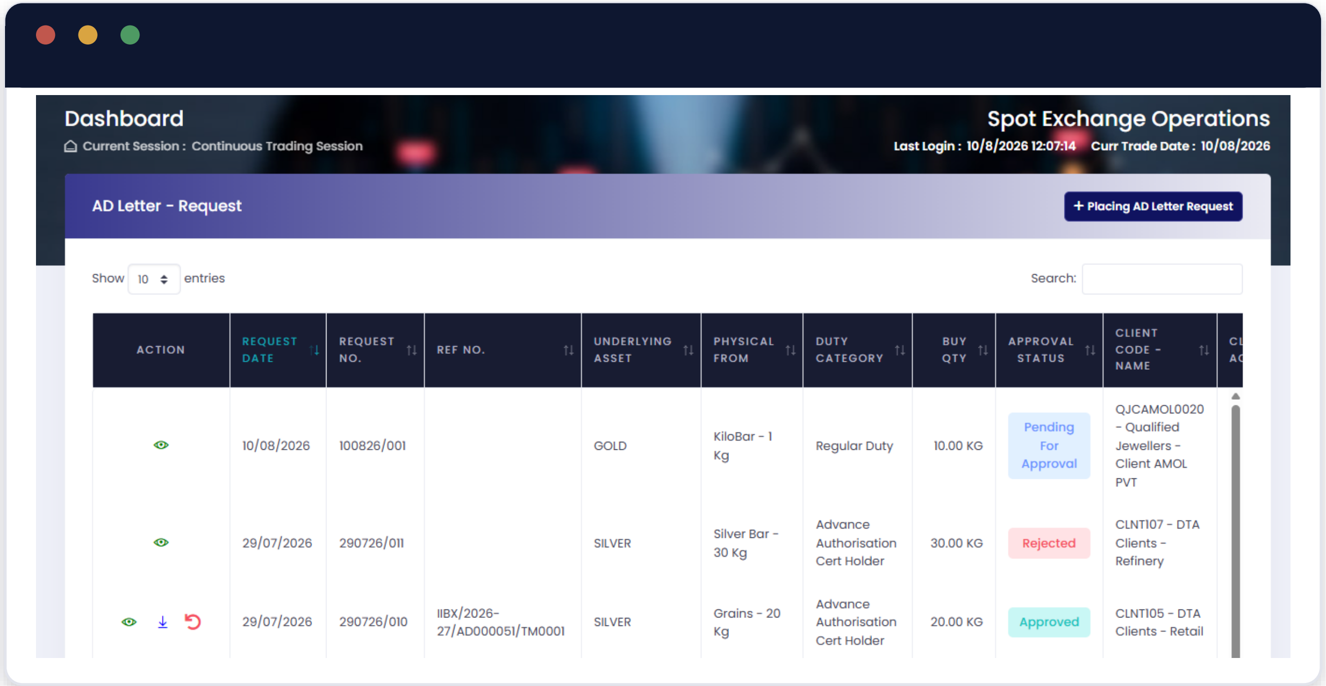


Request Submitted — Pending Approval

1

Track Status

The newly created request appears in the list with a “Pending for Approval” status.



AD Letter Submission Email to Client and Exchange

Once submitted, the system automatically emails the request details to both the client and the Exchange for verification.

IIBX
India International Bullion Exchange IFSC Ltd

Dear tRQEmirates Precious Metals,

We have received AD letter issuance request, details appended below:-

Contract Name :- GOLD (TRQ)
Quantity:- 1,000.00 GMS [1.00 KG]

Remaining Quantity in TRQ Certificate :- 322 KG

Demat A/c No. : 1100000100002010
DP ID : IN783118

1. Request you to kindly share digitally signature verified TRQ Certificate copy under which you have requested the current AD letter .

2. Request you to kindly confirm your Nominated Agency Name which you have selected while applying for the TRQ Certificate on the DGFT Website.

3. With respect to the current TRQ Certificate – Kindly confirm whether ICE Gate registration is completed or not.

4. With respect to the current TRQ Quantity – Kindly confirm whether the said quantity is approved at the port of registration or not.

5. We request you to kindly confirm on below points –

I. The importer will be responsible for Customs Clearance as per the DGFT guidelines issued from time to time.

II. The importer under the TRQ Quota is responsible to ensure that that the TRQ Quantity Traded on IIBX is within the TRQ quota quantity allotted to them by the DGFT / revised by DGFT from time to time.

III. The importer under the TRQ Quota is responsible to ensure that that the Value of Imports in CIF in Rs. Terms of the TRQ Quantity Traded on IIBX is within the Value of Imports in CIF in Rs. terms allotted to them by the DGFT / revised by DGFT from time to time.

IV. Customs clearances are subject to CBIC approvals.

6. Kindly confirm your Fees payment status w.r.t. Annual Fees and Application Processing Fees.

7. We request you to kindly share the Allotted, Utilised (from IIBX & nominated banks) And Balance Available quota in the TRQ certificate issued by DGFT –

	Quantity (April, 23 2026)	CIF Value (April, 23 2026)
Allotted		
Utilized		
Balance		

Important Points to Note :-

a. You are authorised to Buy only that Purity Gold (995 / 999 / Both) which is mentioned in the Technical Characteristic column of the TRQ Certificate issued to you by DGFT

b. If you Clear TRQ Gold bought from IIBX under Non QJ TRQ Holders Quota, kindly immediately inform to Trading Operations (IIBX) trading.operations@iibx.co.in and Surveillance (IIBX) surveillance@iibx.co.in .

Regards,
Trading Operations Department
079 6969 7117 / 18 / 19 / 20

Note: This is a system generated e-mail, please do not reply to it.

Disclaimer : This message is intended only for the person or entity to which it is addressed and may contain confidential and/or privileged information. If you have received this message in error, please notify the sender immediately and delete this message from your system.

India International Bullion Exchange IFSC Ltd.

Unit No. 1302A, Brigade International Financial Centre, 13th Floor, Building No. 14A, Block 14, Zone 1, GIFT SEZ, GIFT CITY, Gandhinagar, 382355, Gujarat Phone: +91 79 6969 7100 Email: info@iibx.co.in

India International Bullion Exchange IFSC Ltd.

MODULE 06

06

Download AD Letter

Verify, digitally sign and issue AD Letters to clients.

Verification & Digital Signature

1

Verify Response

Confirm the client's email response to the AD Letter request.

2

Due Diligence

Exchange completes internal due diligence checks.

3

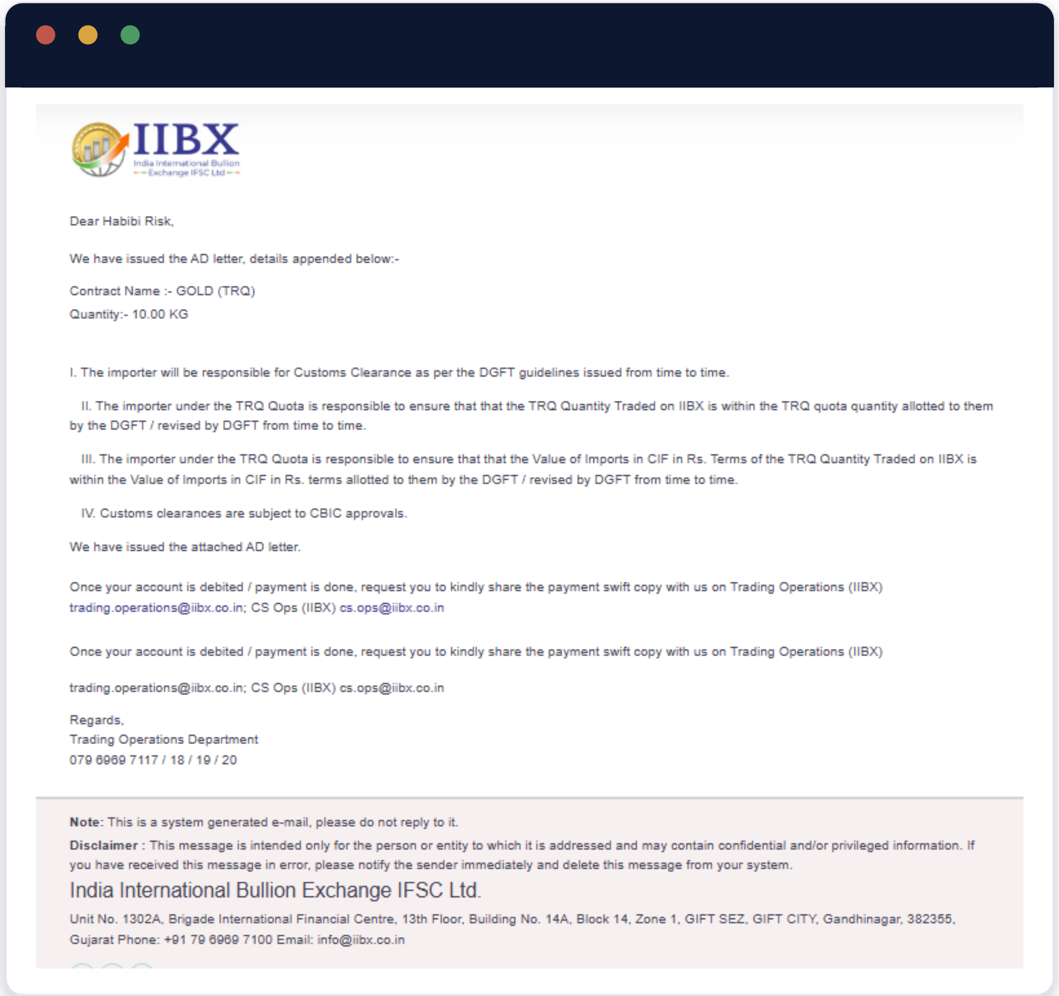
Digital Signature

Apply the Exchange's digital signature to the AD Letter.

AD Letter Issued Email to Client by Exchange

1 Automated Delivery

An automated email along with the AD Letter PDF is sent to the client after approval.



Dear Habibi Risk,

We have issued the AD letter, details appended below:-

Contract Name :- GOLD (TRQ)
Quantity:- 10.00 KG

I. The importer will be responsible for Customs Clearance as per the DGFT guidelines issued from time to time.

II. The importer under the TRQ Quota is responsible to ensure that that the TRQ Quantity Traded on IIBX is within the TRQ quota quantity allotted to them by the DGFT / revised by DGFT from time to time.

III. The importer under the TRQ Quota is responsible to ensure that that the Value of Imports in CIF in Rs. Terms of the TRQ Quantity Traded on IIBX is within the Value of Imports in CIF in Rs. terms allotted to them by the DGFT / revised by DGFT from time to time.

IV. Customs clearances are subject to CBIC approvals.

We have issued the attached AD letter.

Once your account is debited / payment is done, request you to kindly share the payment swift copy with us on Trading Operations (IIBX) trading.operations@iibx.co.in; CS Ops (IIBX) cs.ops@iibx.co.in

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Regards,
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079 6969 7117 / 18 / 19 / 20

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India International Bullion Exchange IFSC Ltd.

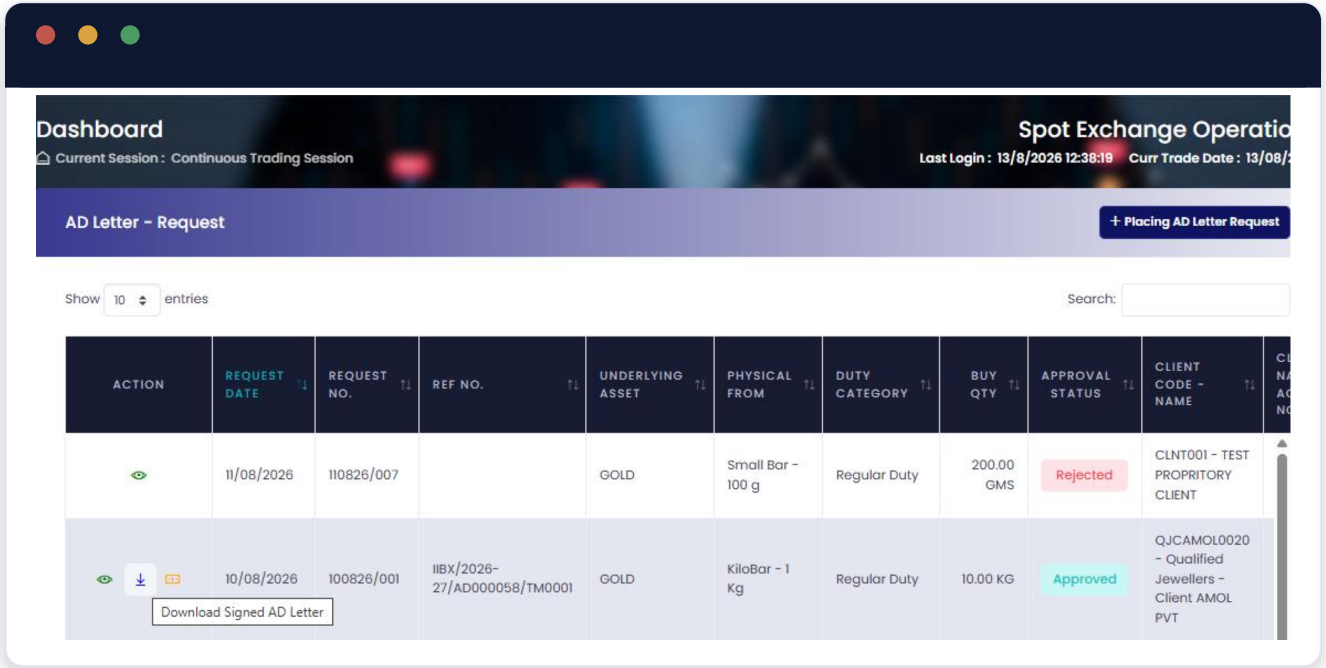
Unit No. 1302A, Brigade International Financial Centre, 13th Floor, Building No. 14A, Block 14, Zone 1, GIFT SEZ, GIFT CITY, Gandhinagar, 382355, Gujarat Phone: +91 79 6969 7100 Email: info@iibx.co.in

AD Letter Download Option

1

Download

The Trading Member (TM) can download the AD Letter as shown.



Digitally Signing the AD Letter

The issued AD Letter carries the Exchange's verified digital signature and reference details.

IIBX India International Bullion Exchange IFSC Ltd

Ref. No.: IIBX/2026-27/AD000061/TM0203 **Date:** 11/08/2026 **Time:** 09:38:15

To,

M/S tRQEmirates Precious Metals - [TRQIIBX0010]
538, Business Park, Singapore
Singapore - 018989
Singapore, Singapore

Sub.: Import of GOLD through IIBX

Dear Sir,

This is with reference to your request dated 11/08/2026, Please find the information requested. The quantity and type of GOLD to be imported has been specified by you.

Material Details

Type of Bullion	GOLD	
Quantity of GOLD to be imported	1,000.00	GMS
Last available rate per troy ounce*	4,760.00	USD
Estimated value (A)	153,024.48	USD
Intraday variation 5.00 % (B)	7,651.22	USD
Exchange charges (C)	13.00	USD
Clearing Charges (D)	4.00	USD
Total value required to be remitted in USD	**160,692.70**	**USD**

[*Last Traded Price / Last Offer Price / Previous Closing Price of GOLD]

This document is solely given to indicate the prevalent price of GOLD being traded on the IIBX as specified above.

Total value so arrived is solely for the purpose of facilitating the remittance from your AD Bank. Please note that the actual value will be linked to the transaction price executed on IIBX.

The onus of completing the transaction on Exchange is on you. Further, after due clearing and settlement process at IIBX

IIBX India International Bullion Exchange IFSC Ltd

Ref. No.: IIBX/2026-27/AD000061/TM0203 **Date:** 11/08/2026 **Time:** 09:38:15

While sending the USD remittance kindly instruct your bank to quote the IIBX UCC no. **TRQIIBX0010** in all SWIFT messages.

You are also advised to refer to the following guidelines of Reserve Bank of India applicable for import of respective GOLD by FTA Clientsas notified by IFSCA for compliance : Import of Gold - Notification no. RBI/2022-2023/57 A.P. (DIR Series) Circular No.04 dated May 25, 2022.

Please note that above mentioned total value calculation is exclusive of vaulting, depository, applicable brokerage, bank transaction charges etc. Further, advance remittance may be utilised against any GOLD contract listed on IIBX for any quantity within the USD amount remitted.

The importer will be responsible for Customs Clearance as per the DGFT guidelines issued from time to time. The importer under the TRQ Quota is responsible to ensure that that the TRQ Quantity Traded on IIBX is within the TRQ quota quantity allotted to them by the DGFT / revised by DGFT from time to time. The importer under the TRQ Quota is responsible to ensure that that the Value of Imports in CIF in Rs. Terms of the TRQ Quantity Traded on IIBX is within the Value of Imports in CIF in Rs. terms allotted to them by the DGFT / revised by DGFT from time to time. Customs clearance are subject to the approvals by the relevant Customs Authority.

This letter is valid only up to 13/08/2026

For India International Bullion Exchange IFSC Ltd.

Authorised Signatory

Letter has been digitally signed

RECAP

You're Ready To Operate The Portal

01

Getting Started

02

User Master

03

User Rights

04

Member Reports

05

AD Letter Request

06

Download AD Letter

Keep this guide on hand as a quick reference — and reach out to the IIBX technology desk for anything not covered here.

Thank You

For support, contact the IIBX technology and operations desk.

https://www.iibx.co.in