



**THE FOUNDATION  
FOR SECURE  
MARKETS®**

**#56425**

**Date:** April 22, 2025

**Subject:** Clearing Member Contact Information

OCC Rule 303 requires OCC Clearing Members to ensure that they have employed an appropriate number of clearing operations personnel with the requisite capability, experience, and competency to reasonably ensure that the Clearing Member is able to discharge its functions as a Clearing Member in a timely and efficient manner.

As a reminder, OCC staff may need to contact Clearing Member personnel after business hours, including overnight. Clearing Members should ensure that OCC has accurate and up-to-date contact information on file, including contact information for personnel available overnight. Please ensure the Contact Facility is current and contains accurate contact information.

Failure to comply with this requirement may result in the assessment of fines and/or disciplinary proceedings.

If you have any questions regarding this memo, please contact your Credit Risk Management or Member Services representative. Clearing Member Firms of OCC may also contact Member Services at 1-800-544-6091 or, within Canada, at 1- 800-424-7320, or email [memberservices@theocc.com](mailto:memberservices@theocc.com).