



**MEMO**

**TO:** MGEX Clearing Members  
**FROM:** MGEX Clearing House  
**DATE:** May 24<sup>th</sup>, 2013  
**SUBJECT:** CGM File Submission Deadline

Effective Thursday May 30<sup>th</sup>, 2013, CGM files will be due to the MGEX Clearing House by 7:30 pm CT, Monday through Friday. Failure to supply your CGM file by 7:30 pm CT may result in disciplinary action.

Also, as a reminder, should a Clearing Member need to resubmit a CGM file for any reason, the Clearing Member must first contact the MGEX Clearing House in order to have the prior CGM file removed from the FTP server. You will be able to reach the MGEX Clearing House at (612) 321-7146 ([clearing@mgex.com](mailto:clearing@mgex.com)), Monday through Friday until 9:00pm CT. Additionally, MGEX reminds Clearing Members that continual errors resulting from discrepancies in standard file reporting specifications may also result in disciplinary action.

The MGEX Clearing House appreciates your assistance with the change in submission time and looks forward to a smooth transition. Should you have any questions, please contact the MGEX Clearing House at (612) 321-7146 ([clearing@mgex.com](mailto:clearing@mgex.com)).