## FORM FILLING GUIDE

Personal Details Form (FF004)

- 1. Listed Issuers should enter the stock code and leave the Case Number empty. (updated in December 2023)
- 2. New listing applicant should enter the assigned company case number in relation to the listing application and leave the Stock Code field empty.

<b>日KEX</b> 香港交易所		FF004
香港聯合交易所有限公司 (香港交易及結算所有限公司全資附屬公司) THE STOCK EXCHANGE OF HONG KONG LIMITED (A wholly-owned subsidiary of Hong Kong Exchanges and Clearing Limited)		
PERSONAL DETAILS FORM 個人資料表格		
Name of Issuer 發行人名稱	: ABC International Company	
Case Number 案件編號	· 20201124-I33221-0001	
(for IPO applicant only 只適用於上市申請人)		
Stock code 股份代號	:	
(for Listed Issuer only 只適用於上市發行人)		

- 3. Issuers can fill in the information for multiple persons in one single form by clicking the button for addition.
- 4. For appointment of new authorized representative(s), issuers should submit a completed contact details form with the filing type of "First Notfication" immediately after the appointment. In the case of replacement of authorized representative(s), issuers should also notify the Exchange on which existing authorized representative(s) will be replaced by attaching additional supporting document(s) with the submission of the contact details form in the e-Submission System.
- 5. E-Form adopts specific types of character sets. If you find any text or character cannot display properly, please contact the respective contact persons in the Listing Division.

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