



The Stock Exchange of Hong Kong Limited
(A wholly-owned subsidiary of Hong Kong Exchanges and Clearing Limited)

Our Ref: MD20111220-050

20 December 2011

To: Main Board Listed Issuers (Attn: Authorised Representatives)
GEM Listed Issuers (Attn: Authorised Representatives)

Dear Sirs

Listed company information dissemination and related trading arrangements in the event of interruption to the HKExnews website service or the information dissemination system

This letter updates listed companies about contingency arrangements in the event of HKExnews website and/or information dissemination system disruptions. In addition, we have reviewed some listed companies websites and their posting of documents on their websites. We have identified a few areas of common non-compliances with the Rules and would like to highlight these issues to listed companies.

Contingency Arrangements

We have updated the suspension policy during a HKEx information dissemination system disruption and the contingency arrangements in the event of system disruption. Please refer to the attached documents which describe the procedures applicable to listed companies submitting documents for publication during the service disruption period, and a copy of today's news release which describes the trading arrangements in the event of system disruption. Copies are also available on the HKEx corporate website (www.hkex.com.hk) under the section *Administrative Matters* (http://www.hkex.com.hk/eng/rulesreg/listrules/listadmin/conting_mtl.htm), the section *e-Submission System* (<http://www.hkex.com.hk/eng/listing/edp/ess/ESS.htm>), and the e-Submission System website (<http://www.esubmission.hkex.com.hk>) under section *Quick Ref (Publication)*.

Listed companies are asked to review the procedures carefully to familiarize themselves with these procedures, and to liaise with their HKEx case officers if there is any question. It is important for listed companies to be prepared so that the market can continue to function in an orderly manner even if services to the HKEx information dissemination system are interrupted.

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Publication on companies' websites

Under the Rules listed companies must maintain a website for publication of regulatory filings, and timely publish those regulatory filings on their websites. The listed company's website provides an additional channel for information dissemination. It is also the alternative means of information dissemination if the HKEx information dissemination system is disrupted.

During a periodic review of listed companies' websites, we have identified a number of common non-compliances as set out below:

- Website address – **The hyperlink from the HKExnews website should direct investors to the regulatory filings, and not the home page of a company's website.** In addition, some hyperlinks published on the HKExnews website are invalid as some companies did not inform HKEx of changes to their website addresses. Your e-Submission Administrator should inform us of any change of website address, by updating the "Website" field on your "Company Details" page of the e-Submission System. We will use this information to update our list of company's website addresses on the HKExnews website.
- Timely publication – 19 per cent of documents submitted within period of our review involving over 260 companies were not posted on the companies' websites within the timeframe required by the Listing Rules. 37 per cent of these documents were subsequently published on companies' websites within the same day and about 28 per cent within one week.

Documents submitted to HKEx on or before 7:00 p.m. must be published on the company's website immediately and in any event, within an hour after the submission. Documents submitted to HKEx after 7:00 p.m. must be published on the company's website by 8:30 a.m. of the next business day.

If any external service is employed, the company should remind this service provider to timely upload the documents on its website.

- Accessibility – In a number of instances the listed companies' websites or hyperlinks to documents were inaccessible. Companies must take all reasonable steps to ensure their websites are available at all times (with the exception of downtime required for essential maintenance). In addition, the published documents should be easily accessible, hyperlinks or other navigational tools should be used to direct investors to the documents.

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- Language – Some companies did not publish either the English or the Chinese version of the documents. The listed company’s website should contain the same documents as those published on the HKExnews website, which in most cases (except for overseas regulatory announcements) include both the English and Chinese versions.

If you have any question, please contact our case officers.

Yours faithfully,
For and on behalf of
The Stock Exchange of Hong Kong Limited

[Signed]

Mark Dickens JP
Head of Listing

Encl.



NEWS RELEASE

20 December 2011

HKEx Updates Policy on Regulatory Information Disclosure and Trading Arrangements

Hong Kong Exchanges and Clearing Limited (HKEx) has updated its policies regarding investor access to listed company's regulatory information and trading arrangements in the unlikely event that its information dissemination system (including the HKExnews website) is disrupted.

Under the revised policy and in the extremely unlikely event that the HKExnews website and the two bulletin boards are all interrupted, a new bulletin board (New Board) will be activated. HKEx may impose a half-day suspension for listed companies which have published announcements regarding price sensitive information (except for results announcements) prior to the New Board website address being widely circulated so that investors will have sufficient time to locate the New Board and review the company announcements.

If HKEx considers that the New Board website address has not been widely disseminated at least 30 minutes before the commencement of the first trading session after the service interruption starts, it may impose a suspension on the securities of listed companies which have announced price sensitive information (except for results).

HKEx has also issued a letter today to listed companies advising them of the actions they must take to submit documents to HKEx and post documents on their own websites in the event of a system disruption (see <http://www.hkex.com.hk/eng/rulesreg/listrules/listletter/Documents/20111220.pdf>).

HKEx would like to draw investors' attention to the new arrangements, which are detailed in a series of Frequently Asked Questions (FAQs) on the HKEx website at <http://www.hkex.com.hk/eng/rulesreg/listrules/listadmin/documents/faqinv.pdf>. A highlight of these FAQs is attached with this news release.

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Appendix: Highlights of the FAQs in relation to the disclosure and trading arrangements in the unlikely event of a disruption of HKEx's information dissemination system.

1. *How will investors be informed about a service interruption?*

HKEx will inform and provide continuous updates to investors and listed companies about any service interruption through news releases. These releases will disclose the nature of the system disruption, how to locate listed companies' information, the listed companies' suspension arrangements, and the resumption of the HKEx information dissemination system.

HKEx will issue these news releases through electronic news media, the HKEx corporate website (www.hkex.com.hk) and other channels as appropriate.

2. *Where will investors find listed companies' information during the service disruption?*

If access to the HKExnews website (www.hkexnews.hk) is interrupted, investors should visit one of the two bulletin boards (www.bulletinboard.hk and www.hkex-is.hk) for notifications about the publication of announcements and documents by listed companies. Unlike the HKExnews website, the bulletin boards do not carry copies of listed companies' announcements and documents. Investors may visit the listed company's website for the full text of a company's announcement or document. There is a list of hyperlinks to listed companies' websites on the bulletin boards.

If both bulletin boards also fail, HKEx will set up a new bulletin board (New Board) and publish its address by a news release.

3. *What are the trading arrangements if services to the HKExnews website and / or the bulletin boards are interrupted?*

For a listed company announcing results, a trading suspension will not be required if the results announcement is timely published on the listed company's website, provided that the board meeting notice has previously been published. This arrangement applies even if services to the HKExnews website and both bulletin boards are interrupted.

For a listed company announcing price sensitive information (except for results), if service to the HKExnews website is interrupted, trading in the company's securities will continue if (i) it has timely published its announcement on its own website and (ii) HKEx has published a notification about the announcement on the bulletin boards.

In the extremely unlikely event that the HKExnews website and the two bulletin boards are interrupted, there would be no advance notice of price sensitive information announcements (except for results announcements) before the New Board website address is widely disseminated. Under this scenario, HKEx may impose a half-day suspension for listed companies which have published announcements regarding price sensitive information (except for results announcements) prior to the New Board website address being widely circulated so that investors will have sufficient time to locate the New Board and review the company announcements.

In this circumstance, HKEx will inform the market about the New Board website address through a news release as soon as practicable. At least 30 minutes before the commencement of the first trading session after the service interruption starts, HKEx will review the situation to see if the New Board website address has been widely disseminated in the media. If HKEx considers that the New Board website address has not been widely disseminated by that time, it may impose a suspension on the securities of listed companies which have announced price sensitive information (except for results).

HKEx updates investors on listed company information dissemination and related trading arrangements in the event of interruption to the HKExnews website service or its information dissemination system

Frequently asked questions for investors

I. Where will investors find listed companies' information during the service interruption period

1. Aside from service interruption to the HKExnews website, what are the possible system disruptions and the implications to investors?

The HKEx information dissemination system includes i) a document submission system; ii) a publication system; and iii) the HKExnews website. Listed companies may submit regulatory filings for publication on the HKExnews website via these submission and publication platforms. Under the Rules the HKExnews website is the first point of dissemination by listed companies of all regulatory information.

- (a) If service to the HKExnews website is interrupted, investors must rely on the two bulletin boards or the New Board for notifications about companies' announcements, and the companies' websites for the full text of the announcements;
- (b) If the publication platform is disrupted, HKEx cannot post documents submitted by listed companies on the HKExnews website. Investors will need to (i) visit the bulletin boards for notifications of documents published after service interruption, and (ii) visit the listed companies' websites for copies of the documents. In addition, the HKExnews website will continue to carry companies' documents posted before the system disruption; and
- (c) If the submission platform is disrupted, listed companies cannot use it to submit documents to HKEx. Companies will need to submit documents to HKEx via email. The HKExnews website will continue to function and investors can rely on this website for announcement notifications and full texts of the documents. However, investors should note that because the normal submission channel is disrupted, there may be a delay in the submission and publication of announcements. This delay may cause suspension in individual cases. This is

because under the current suspension policy if a company has price sensitive information and is unable to announce this information to the market, it must suspend trading in its securities until this information is announced.

2. Will I find information about listed companies' announcements through the media if there is a service interruption to the HKExnews website?

If the HKEx publication platform is still in operation, our Issuer Information Feed System will continue to transmit listed companies' documents to information services providers for their onward dissemination to the market. We are aware a number of information services providers operate websites which provide free or paid services to investors. In this circumstance, listed companies' news may also continue to be available through these channels.

Listed companies may also employ other channels of information dissemination (e.g. press releases and press conferences etc.).

In any event, when the service of the HKExnews website is interrupted, we expect that the first point of regulatory information dissemination is through the listed company's own website (for full text of the announcement) and the bulletin boards or New Board (for notification).

3. Where would investors find listed companies information if there is intermittent service interruption to the HKExnews website?

If there is intermittent service interruption investors may or may not be able to access the HKExnews website. Investors can obtain notifications of companies' announcements on the bulletin boards. If the bulletin boards are also unstable, we will activate the New Board. Investors should take note of our news releases in those circumstances.

4. During service interruption, when would the notifications be published on the bulletin boards, and companies' announcements on companies' websites?

Under the current publication arrangement the HKExnews website is open for publication of most announcements during three publication windows (6.00 am to 8.30 a.m., 12.00 p.m. to 1.00 p.m.¹, and 4.15 p.m. to 11.00 p.m.) outside of trading

¹ 12.30 p.m. with effect from 5 March 2012

hours. Except for a very small set of announcements (not price sensitive), companies' announcements generally cannot be published during trading hours. Listed companies must publish a copy of their announcements on their own websites after they published the announcements on the HKExnews website.

During service interruption, we will continue the publication period restrictions: notifications will be published on the bulletin boards within the publication windows. With one exception set out below, we will ask listed companies to publish announcements on their own websites within the publication windows as well so that investors will still have at least 30 minutes to review the announcements before the next trading session starts. As an exception, if we have issued a notification about a listed company's price sensitive information announcement but the company has not published that announcement on its website during the publication window, its securities will be suspended during the next trading session, and the company can publish that announcement during the trading session while it remains suspended.

5. *What information about listed companies' documents are published on the bulletin boards?*

The bulletin boards are currently available for viewing. Unlike the HKExnews website, they do not carry copies of companies' documents. They only display a list of all companies' publications posted since the close of the afternoon trading session of the previous business day. A sample of the publication list is set out as follows:

The screenshot shows the 'Latest Listed Company Information - Main Board' page on the HKEx website. The page displays a table with columns for 'Release time', 'Code', 'Stock Name', and 'Document'. The table lists various announcements and financial statements for companies like CH FIN LEASING, DCH HOLDINGS, XH NEWS MEDIA, KIN YAT HOLD, HARMONY ASSET, CHINA MERCHANTS, KAZAKHMY'S, PLAYMATES, ZHAOJIN MINING, and CHEVALIER INTL.

Release time	Code	Stock Name	Document
15/12/2011 16:29	02312	CH FIN LEASING	Announcements and Notices - [Notice of EGM/SGM] NOTICE OF EXTRAORDINARY GENERAL MEETING (127KB, PDF)
15/12/2011 16:28	01828	DCH HOLDINGS	Next Day Disclosure Returns - [Others] Next Day Disclosure Return (42KB, PDF)
15/12/2011 16:25	02312	CH FIN LEASING	Proxy Forms FORM OF PROXY FOR USE AT THE EXTRAORDINARY GENERAL MEETING OF THE COMPANY TO BE HELD ON THURSDAY, 12 JANUARY 2012 (109KB, PDF)
15/12/2011 16:25	00309	XH NEWS MEDIA	Financial Statements - [Interim/Half-Year Report] Interim Report 2011/2012 (891KB, PDF)
15/12/2011 16:21	00638	KIN YAT HOLD	Financial Statements - [Interim/Half-Year Report] INTERIM REPORT 2011/2012 (970KB, PDF)
15/12/2011 16:21	02312	CH FIN LEASING	Circulars - [General Mandate / Share Option Scheme] (1) REFRESHMENT OF GENERAL MANDATE TO ISSUE SHARES; (2) ADOPTION OF NEW SHARE OPTION SCHEME AND TERMINATION OF EXISTING SHARE OPTION SCHEME; AND (3) NOTICE OF EXTRAORDINARY GENERAL MEETING (533KB, PDF)
15/12/2011 16:20	00428	HARMONY ASSET	Announcements and Notices - [Net Asset Value] NET ASSET VALUE (34KB, PDF)
15/12/2011 16:19	00133	CHINA MERCHANTS	Announcements and Notices - [Other] VOLUNTARY DISCLOSURE - DISPOSAL OF SHARES IN CHINA MERCHANTS BANK CO., LTD. AND INDUSTRIAL BANK CO., LTD. (338KB, PDF)
15/12/2011 16:17	00847	KAZAKHMY'S	Announcements and Notices - [Other] TRANSACTION IN OWN SHARES (35KB, PDF)
15/12/2011 16:16	00133	CHINA MERCHANTS	Announcements and Notices - [Net Asset Value] NET ASSET VALUE (177KB, PDF)
15/12/2011 14:46	00635	PLAYMATES	Next Day Disclosure Returns - [Share Buyback] Next Day Disclosure Return (Equity issuer - changes in issued share capital and/or share buybacks)(Revised) (22KB, PDF)
15/12/2011 12:39	01818	ZHAOJIN MINING	Announcements and Notices - [Overseas Regulatory Announcement] An announcement has just been published by the issuer in the Chinese section of this website, a corresponding version of which may or may not be published in this section (1KB, HTML)
15/12/2011 12:37	00025	CHEVALIER INTL	Financial Statements - [Interim/Half-Year Report] 2011/12 Interim Report (762KB, PDF)
15/12/2011	00211	STYL AND HOLD	Announcements and Notices - [Unusual Price/Turnover Movements - Qualified]

Each entry of the publication list will contain the following details:

- (a) the release date and time;
- (b) the stock code;
- (c) the stock name;
- (d) the tier 1 & tier 2 headlines (see Appendix 24 of Main Board Listing Rules and Appendix 17 to GEM Listing Rules); and
- (e) the document title.

6. *Aside from listed company information, what else is published on the bulletin boards?*

Investors may find the following information:

- (a) a list of companies' board meeting notifications;
- (b) disclosure of interests filings;
- (c) structure products issuer disclosures;
- (d) hyperlinks to listed companies' and structure products issuers' website addresses; and
- (e) news releases issued by HKEx in the event of system disruption.

7. *Where can I find information about trading suspension and resumption of listed companies during system disruption?*

The bulletin boards (or New Board) will display notifications on trading suspensions and resumptions.

8. *Where and when can I find information about listed company board meeting notices for approving results announcements?*

A listed company intending to hold a board meeting to approve its results and/or declare, recommend or pay any dividend must publish an announcement at least seven clear business days before the board meeting date. Investors may find companies' board meeting notification announcements on the HKExnews website (under the headline "Announcements and Notices – Financial Information – Date of Board Meeting") and the companies' websites.

A list of companies' board meeting notifications is also available on the HKEx corporate website (www.hkex.com.hk), the HKExnews website (under the section "Issuer-related Information /Exchange reports/Board Meeting Notifications") and the bulletin boards.

II. Trading arrangements if services to the HKExnews website and / or bulletin boards are interrupted

9. If the system disruption takes place during trading hours, would a company which has published price sensitive information on the HKExnews website before the disruption need to suspend its securities?

No, that would not be a mid-session suspension. Under the current arrangement companies announce price sensitive information during the three publication windows (6.00 a.m. to 8.30 a.m., 12.00 p.m. to 1.00 p.m.¹, and 4.15 p.m. to 11.00 p.m.). The publication windows are outside trading hours, and closed 30 minutes before the next trading session commences so that investors have time to digest the information before they trade. If the disruption occurs during trading hours, trading suspension is not necessary for a company which has already made an announcement of price sensitive information on the HKExnews website. This is because investors would have access to the announcement before commencement of the trading session and would have traded taking into account the information.

10. Are companies releasing results announcements required to suspend when the HKExnews website experiences a service interruption?

No. A listed company publishing its results on its website on the intended day (i.e. the day of board meeting or before trading commences on the next business day) will not be suspended even if HKEx cannot timely publish the notification about the announcement on the bulletin boards or the New Board. Investors should have been given prior notification about the expected date of results announcements.

11. If during a system disruption a listed company posts a price sensitive information announcement on its website at least half an hour before trading commences but HKEx did not post a notification about this announcement on the bulletin boards or New Board, would the company still need to suspend its securities?

Yes. HKEx aims to maintain trading of securities and minimize suspension as far as possible during the service disruption period, subject to the general principle that listed company's price sensitive information announcement is fairly disseminated. We consider a listed company's announcement to be fairly disseminated only if (i) investors are notified about the publication through the bulletin boards, and (ii) the

announcement is posted on the company's website at least 30 minutes before the next trading session begins.

12. Would companies publishing price sensitive information be required to suspend if there is intermittent service interruption to the HKExnews website?

If the HKExnews website and bulletin boards experience intermittent system disruption and HKEx activates the contingency arrangements, the trading arrangements set out in the HKEx's news release published on 20 December 2011 will also apply.

13. Why is a half-day suspension arrangement necessary if the New Board is activated?

If services to the HKExnews website and the two bulletin boards are interrupted, there would be no advance notice of price sensitive information announcements (except for results announcements) before the New Board website address is widely disseminated. HKEx may impose a half-day suspension for listed companies which have published price sensitive information announcement (except for results announcement) prior to the New Board website address being widely circulated, so that investors will have time to find out where to locate the New Board and the company announcements. Trading in those securities will resume at the commencement of the next trading session.

HKEx will decide whether the half-day suspension arrangement will apply approximately 30 minutes before the commencement of the first trading (or pre-opening) session after the service interruption started. A half-day trading suspension will generally not be necessary if:

- (a) both (i) the New Board website address is widely disseminated in the media following the HKEx news release; and (ii) investors have at least 30 minutes to digest the listed companies' price sensitive information before the commencement of the trading (or pre-opening) session; or
- (b) the HKExnews website or either one of the two bulletin boards resumes full service at least 30 minutes before commencement of the next trading (or pre-opening) session so that the investing public will have at least 30 minutes to

read the listed companies' price sensitive information announcements before the market opens.

14. If the listed company makes an announcement and the information is not price sensitive, but the HKEx is unable to put a notification on the bulletin boards before the publication window closes, will there be a suspension of the company's securities?

No. A suspension of trading is not required because the information should not materially affect trading in the securities of the issuer.

Listed company information dissemination and related trading arrangements in the event of interruption to the HKExnews website service or its information dissemination system

Contingency arrangements for listed companies

I. Introduction

1. This document sets out procedures listed companies intending to publish regulatory documents should follow during disruption to the HKExnews website or to the HKEx information dissemination system. It should be read together with the HKEx's news release published on 20 December 2011.
2. We will first inform the public of any system disruption by news release to the media. We will then circulate the news releases to listed companies by email.

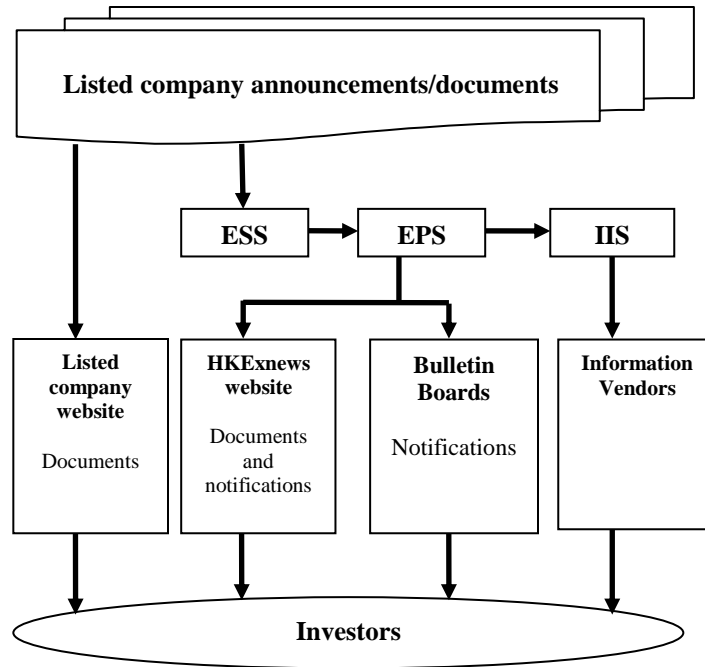
II. HKEx news dissemination systems and disruption implications

(a) General

3. During normal circumstances, a listed company submits a regulatory filing to the Electronic Submission System (ESS). The Electronic Publication System (EPS) publishes the document on the HKExnews website and a notification on the bulletin boards, and sends the data via the Issuer Information Feed System (IIS) to external information services providers. In addition, the listed company also publishes a copy of the same document on its own website.
4. The publication windows outside of trading hours are: between 4:15 p.m. to 11:00 p.m., 6:00 a.m. to 8:30 a.m. and 12:00 noon to 1:00 p.m.¹ on a normal business day, and between 6:00 p.m. to 8:00 p.m. on a public holiday immediately before a business day.

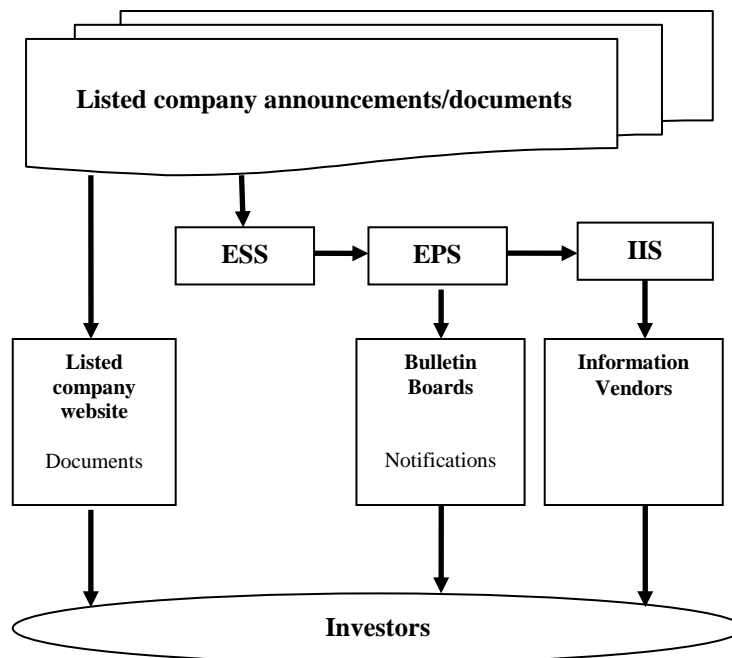
¹ 12.30 p.m. with effect from 5 March 2012

5. The following illustrates the information flow.



(b) HKExnews website disruption

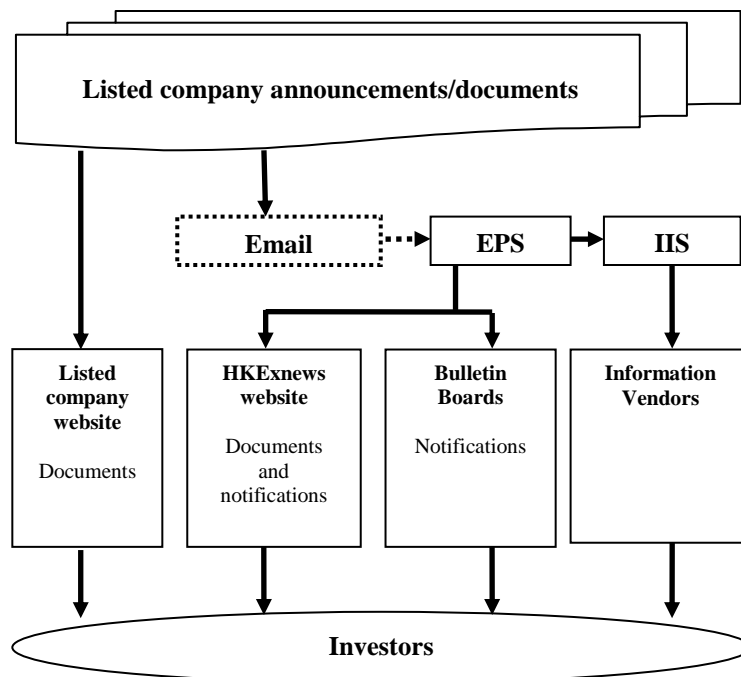
6. If services to the HKExnews website are interrupted, we will (i) post notifications of documents published by listed companies on their own websites on the bulletin boards (or the New Board); and (ii) ask investors to visit listed companies' websites to view the documents.
7. While you may continue to submit documents for publication via ESS, you will not receive the message confirming publication of submitted documents.
8. The following illustrates the information flow.



9. You should do the following:
 - (a) Continue to use ESS to submit a document;
 - (b) Follow instructions in paragraphs 22 to 25 for Publication of documents on the listed company's website;
 - (c) Follow instructions in paragraphs 26 to 27 for Posting of notifications on the bulletin boards or New Board;
 - (d) Follow instructions in paragraphs 28 to 30 for Trading suspension and resumption; and
 - (e) Contact our case officer after submission of the document.

(c) Esubmission (ESS) disruption

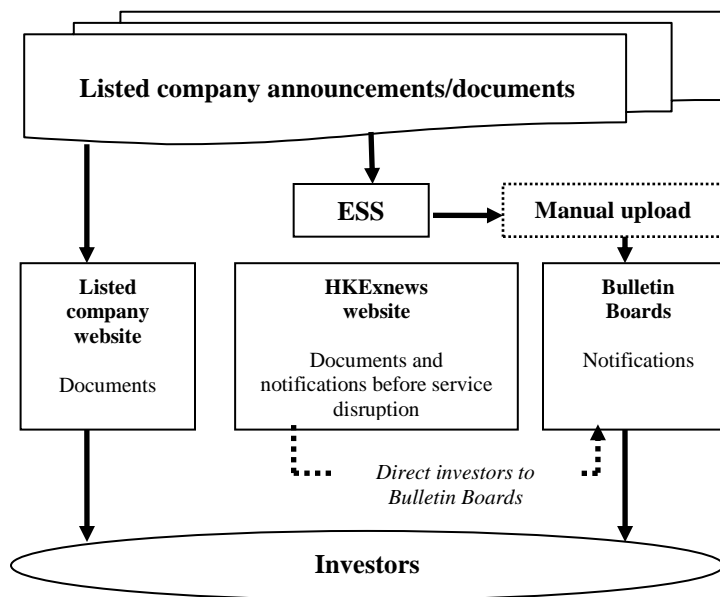
10. If the ESS is disrupted, you should submit documents to us via email for publication on the HKExnews website. The HKExnews website will continue to function and investors can rely on this website for notifications and full texts of the documents.
11. Because the normal submission channel is disrupted, if you delay submission of announcement to us you may be required to suspend trading in your securities until the announcement is published. Under the current suspension policy if a company has price sensitive information and is unable to announce this information to the market, it must suspend trading in its securities until this information is announced.
12. The following illustrates the information flow.



13. You should do the following:
 - (a) Follow instructions in paragraphs 19 to 21 for Document submission;
 - (b) Check publication on the HKExnews website after the email submission, and consider if suspension is required for the next trading session if any price sensitive information announcement is not published before the publication window closes;
 - (c) Publish the documents on your own website in the normal manner. In other words, you should wait and publish the announcement on your website after it is published on the HKExnews website;
 - (d) Follow instructions in paragraphs 28 to 30 for Trading suspension and resumption; and
 - (e) Contact our case officer after submission of the document.

(d) Epublication (EPS) disruption

14. If the EPS is disrupted, we cannot post documents submitted by listed companies on the HKExnews website. We will (i) post notifications of documents published by listed companies on their own websites on the bulletin boards (or the New Board); and (ii) ask investors to visit listed companies' websites to view the documents. In addition, the HKExnews website will continue to carry documents posted before the system disruption.
15. While you may continue to submit documents for publication via ESS, you will not receive the message confirming publication of submitted documents.
16. The following illustrates the information flow.



17. You should do the following:

- (a) Continue to use ESS to submit a document;
- (b) Follow instructions in paragraphs 22 to 25 for Publication of documents on the listed company's website;
- (c) Follow instructions in paragraphs 26 to 27 for Posting of notifications on the bulletin board
- (d) Follow instructions in paragraphs 28 to 30 for Trading suspension and resumption; and
- (e) Contact our case officer after submission of the document.

(e) Multiple system disruption

18. If more than one of the HKExnews website, EPS or ESS are disrupted, you should follow instructions applicable to each of the disruptions described above.

III. Contingency Procedures

(a) Document submission

19. If the ESS is disrupted, you should use the following email accounts to submit documents:

<i>Compliance & Monitoring Team Number</i>	<i>Email address</i>
Team 1	contingency.cmt1@listing-hkex.com
Team 2	contingency.cmt2@listing-hkex.com
Team 3	contingency.cmt3@listing-hkex.com
Team 4	contingency.cmt4@listing-hkex.com
Team 5	contingency.cmt5@listing-hkex.com
Team 6	contingency.cmt6@listing-hkex.com
Team 7	contingency.cmt7@listing-hkex.com
Team 8	contingency.cmt8@listing-hkex.com
Team 9	contingency.cmt9@listing-hkex.com
Team 10	contingency.cmt10@listing-hkex.com
Team 11	contingency.cmt11@listing-hkex.com
Team 12	contingency.cmt12@listing-hkex.com
Team 13	contingency.cmt13@listing-hkex.com
Team 14	contingency.cmt14@listing-hkex.com
Team 15	contingency.cmt15@listing-hkex.com
Team 16	contingency.cmt16@listing-hkex.com
Team 17	contingency.cmt17@listing-hkex.com
Team 18	contingency.cmt18@listing-hkex.com
Team 19	contingency.cmt19@listing-hkex.com
Team [x]	contingency.cmt[x]@listing-hkex.com

20. You should e-mail both English and Chinese versions of the document and a completed excel spreadsheet (*see Appendix A, a soft copy of which is available at <http://www.hkex.com.hk/eng/rulesreg/listrules/listadmin/documents/ddocpub.xls>*) containing the following information to our e-mail address. You should use this excel spreadsheet so that the information may be auto-collated for publication on the HKExnews website.

- (a) Tier 1 Headline Categories (in English and Chinese);
- (b) Tier 2 Headline Categories (in English and Chinese);
- (c) Title of Document (as appears in the document and in English and Chinese) (*together with (a) and (b), the **Headlines & Titles***); and
- (d) Name and position of the contact person of the listed company (preferably the authorized representative) and telephone number. This person should be contactable

at all times.

21. If the submitted document is a price sensitive information announcement, our case officers will contact you for authentication before we publish the document.

(b) Publication of documents on the listed company's website

22. If the HKExnews website or the EPS is disrupted, you should:
 - (a) first submit the documents to HKEx (via ESS or if ESS is disrupted, email); and
 - (b) immediately thereafter, publish the document on your own website, but within the normal publication windows time period.
23. Because of system disruption, HKEx publication of the notification may be delayed. It is possible that your document would be posted on your website before we post a notification on the bulletin boards. **The normal practice where documents must be posted on the HKExnews website first would not apply.** If the announcement contains price sensitive information and we are unable to post the notification, trading in your securities would need to be suspended.
24. Conversely, if we have published the notification on the bulletin boards but you have not published the price sensitive information announcement (except for results announcement) on your website before the end of the publication window, trading in your securities would also be suspended. During suspension, you may publish the price sensitive information announcement on your website outside the publication window. **This deviates from the normal practice where price sensitive information should not be published during trading hours.**
25. Except for the situation described in paragraph 24, you should only post documents on your own website during the time periods the publication windows are opened as set out the Listing Rules. Only certain types of documents can be posted during trading hours (see Main Board Rule 2.07C(4)(a) or GEM Rule 16.18(3)(a)).

(c) Posting of notifications on the bulletin boards or New Board

26. You should verify your website hyperlink addresses and notifications posted on the bulletin boards or New Board and inform our case officer if the address or information is incorrect.
27. If you have price sensitive information announcements (including results announcements) to publish but your website is not accessible via the published website hyperlink address for any reasons, you should contact our case officer to discuss trading suspension.

(d) Trading suspension and resumption

28. Please refer to the HKEx's new release published on 20 December 2011 for the suspension policy during the information dissemination system disruption.
29. We will suspend or resume trading in securities based on the information published on your website and on the HKExnews website / bulletin boards. We will endeavor to contact you before the suspension or resumption takes place. A suspension or resumption request is not necessary in these circumstances.
30. In all cases, we will inform the market of the securities to be suspended and resumed through the HKExnews website / bulletin boards before each trading session opens. You should also post this information on your website for the benefit of investors. Appendix B contains suggested wording for suspension and resumption announcements /press releases under the contingency arrangements, a soft copy of which is available at <http://www.hkex.com.hk/eng/rulesreg/listrules/listadmin/documents/susrescon.pdf>.

(e) Contact HKEx officers

31. Your authorized representative must contact our case officer when:
 - (a) you have submitted any document to HKEx for publication after system disruption;
 - (b) you have published price-sensitive information announcement on your website after the system disruption;
 - (c) you found problems with your website hyperlink address or information posted on the HKExnews website/ bulletin boards;
 - (d) you encounter a problem posting documents on your website; or
 - (e) you need to discuss trading suspension / resumption arrangement.
32. If the ESS is disrupted, our case officer will contact your authorized representative to confirm the authenticity of documents submitted via e-mail before publication on the HKExnews website / bulletin boards. Please make sure the authorized representatives are contactable at all times to avoid unnecessary delay.
33. You do not need to contact our case officer if you have submitted a document through ESS and the document was published on the HKExnews website before the system disruption.

(f) Reactivation of the ESS

34. After the ESS resumes services, you do not need to re-submit via ESS any documents which were submitted to us by email during the system disruption.

Frequently asked questions for listed companies

- 1. In the case of ESS disruption, is there any restriction on the file size or the number of attachments for listed companies to submit documents for publication on the HKExnews website? What if the size of the company's file exceeds the maximum limit?**

The maximum file size is limited to 7 MB (including message header, body and attachments), and the maximum number of attachments for each email is limited to 50 documents.

For large files exceeding the maximum limit, listed companies should submit, instead of e-mail, a soft-copy of the large file on a CD with a signed and completed confirmation letter by physical delivery to the collection box on 10/F, One International Finance Centre, 1 Harbour View Street, Central, Hong Kong. Listed companies may deliver the CD to the collection box between 6:00 a.m. and 11:00 p.m. on a business day and between 6:00 p.m. and 8:00 p.m. on a non-business day immediately preceding a business day.

The confirmation letter template is available in Appendix C or at <http://www.hkex.com.hk/eng/rulesreg/listrules/listadmin/documents/confirmltr.doc>.

- 2. During the disruption of the HKExnews website/ EPS, can the listed company hold a press conference for some price sensitive information or results after it has submitted the announcement to HKEx?**

The listed company may hold a press conference during the system disruption. However, it should ensure that the price sensitive information or results announcement is already published on its website. For price sensitive information (except for results), a notification of the announcement must also be posted on the bulletin boards.

- 3. Why are listed companies required to publish an announcement or a release on their website for suspension/ resumption of trading in the event of disruption of the HKExnews website or the EPS?**

Investors are asked to rely on the listed companies' websites for information during the service interruption period. Listed companies should therefore post an announcement or news release on their websites to inform visitors to their websites about the suspension/resumption of trading in their securities.

- 4. During the system disruption, what will be the procedure for a listed company to change the Headlines after submission to HKEx for publication?**

The listed company will have to make a request in writing through the Listing Division.

- 5. What should listed companies do if they want to change their website addresses?**

Listed companies should notify the Listing Division immediately and provide the new website addresses for publication on the HKExnews website/ bulletin boards.

- 6. During the disruption of ESS/ EPS/ HKExnews website, can a listed company publish a price sensitive announcement on another website if it has problems in posting the announcement on its own website or its website is not accessible?**

The listed company may arrange publication of its price sensitive announcement on another website. In this case, it should notify the Listing Division immediately and provide the new website address for publication on the HKExnews website/ bulletin boards.

The Stock Exchange of Hong Kong Limited
 (A wholly-owned subsidiary of Hong Kong Exchanges and Clearing Limited)

Details of Document for Publication on the HKExnews Website
Issuer Information

Issuer name (English) (Mandatory)					
Stock code of issuer (Mandatory for Equity Issuer)					
Stock code of related stocks (Max. 10 stock codes)					

Headline Categories

Tier-1 Headline ¹ (Mandatory)	Please specify
Tier-2 Headlines ² (Max. 10 headlines)	
English Headlines to be displayed on the HKExnews website	
Chinese Headlines to be displayed on the HKExnews website	

Titles³

Title (English) (max. 500 characters)	
Title (Traditional Chinese) (max. 250 Chinese characters)	

Attachments⁴

Number of Attachments		
Filename ^{5,6}		

Notes:

1. Insert one Tier 1 headline category as appropriate from one of the Schedules in Appendix 24 of the Main Board Listing Rules/Appendix 17 of the GEM Listing Rules.
2. If applicable, insert all Tier 2 headline categories as may be appropriate from one of the Schedules in Appendix 24 of the Main Board Listing Rules/Appendix 17 of the GEM Listing Rules.
3. Insert the same title as appears in the document.
4. Both the English and Chinese versions of the document are required to be submitted at the same time unless otherwise permitted under the Listing Rules.
5. The filename should be written in alphanumeric characters. The filename of a file containing an English language document should begin with the letter "e". The filename of a file containing a Chinese language version of the document should begin with the letter "c".
6. Where file separation is required, issuers should submit, together with the separated PDF files, an Excel Spreadsheet outlining the table of content and their corresponding file name. The naming convention for the Excel Spreadsheet should follow the same set out in note 5 above. Only the filename of the Excel spreadsheet should be provided.

**Suggested wordings for suspension and resumption announcements/
press releases under the contingency arrangements**

Message 1 - Half-day Suspension (when both the HKExnews website and the bulletin boards are disrupted and the New Board website address is not yet widely disseminated)

Suspension and Resumption Announcement

[Listco Limited] (the “Company”) has published an announcement [title] on its website. Notification of this announcement has been published on [the New Board].

Trading in the Company’s securities is suspended for the [morning/afternoon] trading session [today / on date] to allow sufficient time for investors to consider the published information.

Trading of the Company’s securities is expected to resume at [9:00 a.m. / 1:30 p.m.¹] [today / on date].

Message 2 - Suspension pending (i) publication of notification of announcement on the bulletin boards / New Board; or (ii) publication of announcement on the listed company’s website (when the HKExnews website and/or the EPS is/are disrupted)

Suspension Announcement

Trading in the securities of [Listco Limited] (the “Company”) was suspended at [9:00 a.m. / 1:30 p.m.¹] today pending notification of its announcement [title] being published on [bulletin board(s)/New Board] / publication of an announcement [title] on its website.

Resumption Announcement

[Listco Limited] (the “Company”) has published an announcement [title] on its website. Notification of this announcement has been published on [bulletin board(s)/ New Board].

Trading of the Company’s securities is expected to resume at [9:00 a.m. / 1:30 p.m.¹] [today / on date].

¹ 1:00 p.m. with effect from 5 March 2012

Confirmation Letter Template

[Letterhead of Issuer]

[Date]

By hand

To : Listing Operations Department
 Hong Kong Exchanges and Clearing Limited ("HKEx")
 10th Floor, One International Finance Centre
 1 Harbour View Street, Central
 Hong Kong

Dear Sirs,

Document for publication

We hereby submit to you the enclosed soft copy of each of the English and Chinese¹ versions of the following document for publication on the HKExnews/GEM² website.

Tier 1 Headline Category (tick one as appropriate):

Announcements and Notices	<input type="checkbox"/>
Circulars	<input type="checkbox"/>
Listing Documents	<input type="checkbox"/>
Financial Statements	<input type="checkbox"/>
Next Day Disclosure Returns	<input type="checkbox"/>
Monthly Returns	<input type="checkbox"/>
Proxy Forms	<input type="checkbox"/>
Company Information Sheet	<input type="checkbox"/>
Debt and Structure Products	<input type="checkbox"/>
Trading Information of Exchange Traded Funds	<input type="checkbox"/>
Constitutional Documents	<input type="checkbox"/>

Tier 2 Headline Category³ (if applicable):Title of Document (in English and Chinese)⁴:

Should you have any queries, please contact [name of contact] on [telephone no.].

Yours faithfully,
 For and on behalf of
 [Name of Issuer]

 Name:

Title:

¹ Both the English and Chinese versions are required to be submitted at the same time unless otherwise permitted under the Listing Rules.

² Delete as appropriate.

³ If applicable, insert all such headline categories as may be appropriate from one of the Schedules to Appendix 24 of the Main Board Listing Rules/Appendix 17 of the GEM Listing Rules.

⁴ Insert the same title as appears in the document.