



e-Submission System User Manual

For

**Authorised Person, Administrator,
DI User and Security Officer**

July 2019

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1 General Overview

1.1 Introduction

The e-Submission system provides a means for issuers and their representatives (e.g. financial advisors, legal advisors and printers) to submit documents to the Exchange via the Internet. All documents to be published on the HKEXnews website or GEM website must be submitted through the e-Submission System.

1.2 Registration

A company must be registered before its staff may use the e-Submission facilities. This safeguards the system from being used by unauthorised users. To apply for registration, in the case of an issuer or other company, a registration form and a letter of acceptance of the terms and conditions must be signed by a director or other person duly authorised by the issuer or company. In the case of an entity which is not an issuer or other company (such as a partner of a legal firm), these must be signed by a person duly authorised by the entity.

1.3 Security Control

In addition to user login account control, information transmission is protected by a 128-bit SSL encryption mechanism. For Publication Related Matter cases, security passwords are also required.

1.4 Document Submission

Listing Related Matter

A Listing Related Matter user may submit documents under an existing case or a new case / non-case to the Listing Department. A Listing Related Matter user may view his submission history. Company Administrators can view the submission history of all documents submitted by users belonging to the Administrator's company.

Publication Related Matter

Only Publication Related Matter users can submit documents for publication on the HKEXnews website. The person who submits a document for publication is known as a submitter. A person who approves the submission for publication is known as the approver. A pair of security passwords is required in order to publish documents via ESS. A submitter will use a submission security password (the first half of a security password pair) to make a submission or edit a saved submission. An approver will use an approval security password (the second half of a security password pair) to approve the submission of documents for publication.

Please refer to the Publication Matter User Manual for guidance on the submission of documents for publication.

1.5 General System Guidelines

User Identification

The URL of the e-Submission System is <https://www.esubmission.hkex.com.hk>. A user requires a User ID and a Password to login to the system.

Depending on the user's predefined user profile, a user will be directed to either 'Listing Related Matter' functions or 'Publication Related Matter' functions.

A company is required to register for access to ESS (see "Registration" section above). The Exchange will create a Company Profile and user profiles for a company's Administrator and Security Officer after a company has successfully registered.

Site Map of e-Submission System for Listing Related Matters User

The Main Features in the e-Submission System for Listing Related Matters Users are:

Document Submission

- Submit document
- View submission history

Download Document Template

View Publication Submission Log

Administration

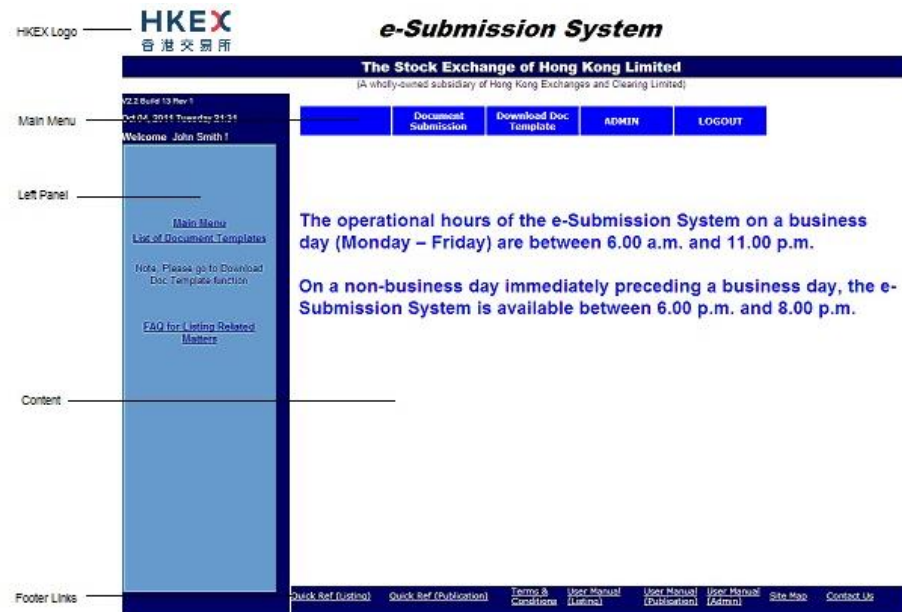
- Profile Administration
 - Viewing or managing your company details
 - Managing your account details
 - Change User Password
- Request for Security Password
- Related Stock Code List Maintenance

Logout

Site Conventions

Figure 1.1

Listing Related Matters User Home Page



HKEX Logo

- Clickable link to the Home Page of The HKEX corporate website

Main Menu

- Drop down menus will appear when placing the cursor over a menu item. Highlighting an item in a drop down menu indicates that the user can access the relevant function.

Left Panel

- Search criteria will appear when a search function is available
- Useful links including About Registration, Forgot Password and Frequently Asked Questions

Footer Links

- Link to the general information for user's reference

Page Content

- Displays the page content of the selected function. If the page is a user input form/page, a red asterisk "*" next to the field label denotes a mandatory field.

Document Conventions

Menu Item

- Times Roman. e.g. Document Submission

Page

- In bold italic, Times Roman. e.g. ***Document Submission Log***

Action Button

- In capital letters, Arial. e.g. CHANGE USER PASSWORD

Fields

- Italic, Times Roman. e.g. *User ID*.

System Configurations

Recommended configuration for accessing the e-Submission System

1. Screen Resolution of 1024 by 768 pixels
2. Internet Browser: Microsoft Internet Explorer 8, 9, 10 and 11*
3. Supported Chinese Character Set: Big5
4. Internet connection : Broadband (with upload connection speed of 1 MB or above)

*e-Submission System cannot be accessed with any other Internet browser but these versions.

2 Authorised Person's Manual

2.1 Maintaining Your Account Profile

2.1.1 Viewing and Changing Your Profile

1. Select ADMIN in the MAIN MENU and then select PROFILE ADMIN in SUB-MENU. The **Company Details** Page will be displayed.
2. Click MY PROFILE on the **Company Details** Page. The **User Details** Page will be displayed.

Figure 2.1

User Details

HKEX
香港交易所

e-Submission System

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

2.2 Build 19 Rev 1
Jul 05, 2019 Friday 13:18
Welcome John Smith!

[Main Menu](#)
[List of Document Templates](#)
Note: Please go to Download Doc Template function
[FAQ for Listing Related Matters](#)

Document Submission | Download Doc Template | **ADMIN** | LOGOUT

Company Code: LM00388 | Company Type: Listed Companies (Main Board)
Company Name: Hong Kong Exchanges and Clearing L

User Details

* MANDATORY FIELDS

* User ID: 00388XAP1 | * User Type: E-AuthorisedPerson
* Authority Type: ☒ Represent OWN company | * Operation Type: ☒ Listing Related Matter
☐ Represent OTHER companies | ☐ Web Publication Related Matter
Access to DI Data: ☐ Yes ☒ No
* Resigned: ☐ Yes ☒ No

* Family Name: Smith | * Given Name: John
* Salutation: Mr | * Position: Company Secretary
* Phone: 2840 3460 | * Fax: 2523 1254
Country code: 852 | Area Code (if any): 12345678 | Mobile No.:
* Mobile No.: 852 - 12345678
* Email: JohnSmith@hkex.com.hk

[Save](#) [Change User Password](#)

3. Your account profile will be displayed: *User ID, User Type, Authority Type, Operation Type, Access to DI Data, Resign Status, Family Name & Given Name* are for your reference only.

Your personal profile: *Salutation, Position, Phone, fax, Mobile No.* and *Email* are editable. You can make changes as necessary. After you finished editing, click SAVE. A dialog box appears asking for confirmation. Click OK.

NOTE: Clicking CANCEL will bring you back to the **User Details** Page where you can continue editing.

4. After the amendment is saved, an acknowledgement message will appear. Click OK and return to the **User Details** Page.

2.1.2 Change Your User Password

It is recommended to change your password periodically. To change your password,

1. Select ADMIN in the MAIN MENU and then select PROFILE ADMIN in the SUB-MENU. The **Company Details** Page will be displayed.
2. Click MY PROFILE on the **Company Details** Page. The **User Details** page will be displayed.
3. Click CHANGE USER PASSWORD. The **Change User Password** Page will be displayed:

Figure 2.2

Change User Password

HKEX
香港交易所

e-Submission System

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

Document Submission | Download Doc Template | ADMIN | LOGOUT

User ID: 00388ADM | Name: John Smith

Change User Password

*** MANDATORY FIELDS (Password should be between 6 and 10 characters in length)**

FOR THE ATTENTION OF SECURITY OFFICER
If a Security Officer intends to reset password for other users, he/she must first enter the Security Officer's user password in the "Your Current User Password" field for validation.

* Your Current User Password:

* New User Password:

* Retype New User Password:

Quick Ref (Listing) | Quick Ref (Publication) | User Manual (Listing) | User Manual (Publication) | User Manual (Admin) | Terms & Conditions | Site Map | Contact Us

4. Enter your *Current Login Password*, *New Password* and *Retype New Password*, and then click SAVE.

NOTE: Your *New Password* must be string of 6 to 10 alphanumeric characters and it cannot be the same as the *Previous three Password*.

5. Click OK in the dialog box to confirm the update.

NOTE: Clicking CANCEL will return to the **Change User Password** Page where you can continue editing the user password.

6. After the password is updated successfully, an acknowledgement message will be displayed. Click OK and you will be taken back to the **Company Details** Page.

3 Administrator's Manual

3.1 Introduction

Role of the Administrator

The Administrator of a company is the person who has the rights to view all Listing Related Matter Document Submission, maintain his/her company's details and "Related Stock Code List". To facilitate segregation of duties, the e-Submission System prevents each user from viewing the Listing Related Matter documents submitted by their colleagues or external representatives. An Administrator is the only person in the company who can view all Listing Related Matter documents submitted by users of your company, regardless of whether they have been submitted on behalf of your own company or other companies; and submitted by users of other companies on behalf of your company.

Therefore, an Administrator is a Super Listing Related Matter User. The Administrator and Security Officer Manual only cover functions unique to the Administrator and Security Officer. Please refer to the Listing Related Matter User's Manual for the procedures of document submission and document template download.

An Administrator can view a submission history of Publication Related Matter but cannot make submissions for publication. Please refer to the Publication Matter User's Manual for the procedures of document submission for publication.

3.2 Login the system

To login into the e-Submission system,

1. Type the following URL at the address bar of your browser and press ENTER.

<https://www.esubmission.hkex.com.hk>

Figure 3.1
eSubmission Main
Page

HKEX
香港交易所

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

023 Bad 19 Nov 1
May 05, 2016 Thursday 16:04

User ID :
Password :
[Login](#)

[About Registration](#)
[Forgot Password](#)

Unauthorised access and use are prohibited. HKEX reserves the right to take actions against offenders.

Welcome to the e-Submission System.

WHAT'S NEW

With effect from 7 September 2014, the e-Submission system will validate the "Stock Code of Related Issuers" field based on the issuer-maintained "Related Stock Code List". For instructions on how to maintain the "Related Stock Code List", please refer to the Administrator & Security Officer's User Manual.

FOR THE ATTENTION OF USERS OF IE11

In Internet Explorer 11, the "AutoComplete" function of remembering and filling User ID and Password in online forms is set on by default. For protecting your privacy and ensuring proper publication of information submitted through ESS, users MUST turn off the "AutoComplete" function and delete the "AutoComplete" history on a PC by following the steps below.

- Select "Tools" and then click "Internet Options"
- Select "Content" Tag and then click "Settings" under "AutoComplete"
- Turn off "User names and passwords on forms" and click "Delete AutoComplete history"
- Click "OK" to save the change

(Note: The IE version will be displayed on screen after selecting "Help" and then "About Internet Explorer".)

The publication windows for issuers' announcements are as follows:

- On a normal business day:

[Terms & Conditions](#) [Site Map](#) [Contact Us](#)

NOTE: There are 3 useful links in the left panel of the login page:

- About Registration. Link to the HKEX website where the registration procedure is described and the relevant documents can be downloaded. Please refer to section 'Registration' above under 'General Overview'
- Forgot Password. If you forget your user password, you may right click to download the form, via this link.

Figure 3.2



Forgot Password

CONFIDENTIAL

ADMINISTRATION OF E-SUBMISSION USER ACCOUNT

EXPLANATORY NOTES Fax No. +852 2523 1254

- This form must be completed in BLOCK letters.
- This form must be signed by Authorised Person (for subsequent registration matters) of your company.
- The new user ID and/or user password will be sent by registered mail to the Primary Authorised Person.
- If you are in doubt as to how to complete this Form, please contact the ESS Hotline (+852 2840-3460). To assist us in improving our service to you, telephone calls may be recorded.

A. PARTICULARS OF COMPANY

Company Code	
Company Name	

B. REQUEST FOR *(Please tick where appropriate.)*

☐ Add New User Account *(Please complete Section C)*

☐ Remove Existing User Account *(Please complete Section D)*

☐ Unlock Authorised Person/Administrator/Security Officer User Account *(Please complete Section E)*

C. PARTICULARS OF NEW USER

1. User Type ¹ (Select one only)	Listing-Related Matters User <input type="checkbox"/> Security Officer <input type="checkbox"/> DI user ² <input type="checkbox"/> Publication-Related Matters User <input type="checkbox"/> Administrator <input type="checkbox"/>	
Username ³ (2-5 characters)		Salutation Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/>
Family Name		Given Names
Position		Fax No.
Phone No.		Mobile No. <small>(Country Code - Area Code - Mobile No.)</small>
Email Address		

2. User Type ¹ (Select one only)	Listing-Related Matters User <input type="checkbox"/> Security Officer <input type="checkbox"/> DI user ² <input type="checkbox"/> Publication-Related Matters User <input type="checkbox"/> Administrator <input type="checkbox"/>	
Username ³ (2-5 characters)		Salutation Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/>
Family Name		Given Names
Salutation	Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/>	Fax No.
Phone No.		Mobile No. <small>(Country Code - Area Code - Mobile No.)</small>
Email Address		

1 Subject to the maximum number of user accounts of:- 1 for Administrator account, 1 for Security officer account, and 8 for Publication-Related Matters accounts.

2 DI user is applicable to listed issuer only for accessing DI information.

3 The Username will form part of the ESS User ID for accessing to the ESS. It accepts only alphabet and numbers.

D. REMOVAL OF EXISTING USER ACCOUNT

1. ESS User ID		Name	
2. ESS User ID		Name	

E. UNLOCK AUTHORISED PERSON / ADMINISTRATOR / SECURITY USER ACCOUNT

1. ESS User ID		Name	
2. ESS User ID		Name	

2. Enter your *user-id* and *password* and click LOGIN.

NOTE:

- User ID is case insensitive and Password is case sensitive throughout the site. A user password must be at least 6 characters long and no longer than 10 characters.
- If this is your first time logging in to the system, the **Change User Password** Page will appear. You must change your login password in order to proceed. For more information on changing your password, please refer to section 'Change Your User Password' below.

Figure 3.3

You will be requested to change your user password for first time login

The screenshot displays the HKEX e-Submission System interface. At the top, the HKEX logo and 'The Stock Exchange of Hong Kong Limited' are visible. A blue banner reads 'Welcome to the e-Submission System.' Below this, a message states: 'If you are experiencing login problems, please contact us. Our contact details can be found by clicking the "Contact Us" link below.' Another message says: 'HKEx has launched the HKExnews website. Please visit http://www.hkexnews.hk'. A Microsoft Internet Explorer dialog box is overlaid, stating: 'Your User Password has expired. Please change it.' with an 'OK' button. The left sidebar contains a list of links: Quick Ref (Listing), Quick Ref (Publication), Terms & Conditions, User Manual (Listing), User Manual (Publication), User Manual (Admin), Site Map, and Contact Us. The main content area shows the 'Change User Password' form with fields for 'Your Current User Password', 'New User Password', and 'Retype New User Password'. A 'Save' button is at the bottom. The footer includes the HKEX logo, 'The Stock Exchange of Hong Kong Limited', and a list of links: Quick Ref (Listing), Quick Ref (Publication), Terms & Conditions, User Manual (Listing), User Manual (Publication), User Manual (Admin), Site Map, and Contact Us. The status bar shows 'Done' and 'Local intranet'.

HKEX
香港交易所

e-Submission System

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

Welcome to the e-Submission System.

If you are experiencing login problems, please contact us. Our contact details can be found by clicking the "Contact Us" link below.

HKEx has launched the HKExnews website. Please visit <http://www.hkexnews.hk>

Microsoft Internet Explorer
Your User Password has expired. Please change it.
OK

Quick Ref (Listing) Quick Ref (Publication) Terms & Conditions User Manual (Listing) User Manual (Publication) User Manual (Admin) Site Map Contact Us

Opening page LoginPanel.aspx...

HKEX
香港交易所

e-Submission System

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

V2.2 Build 10 Rev 0
Oct 17, 2008 Friday 15:48
Welcome John Smith!

User ID: 00388L05 Name: John Smith

Change User Password

* MANDATORY FIELDS (Password should be between 6 and 10 characters in length)

* Your Current User Password:

* New User Password:

* Retype New User Password:

Save

Quick Ref (Listing) Quick Ref (Publication) Terms & Conditions User Manual (Listing) User Manual (Publication) User Manual (Admin) Site Map Contact Us

Done Local intranet

The disclaimer message is displayed:

Figure 3.4

[Listing Matters](#) [Related Disclaimer Page](#)

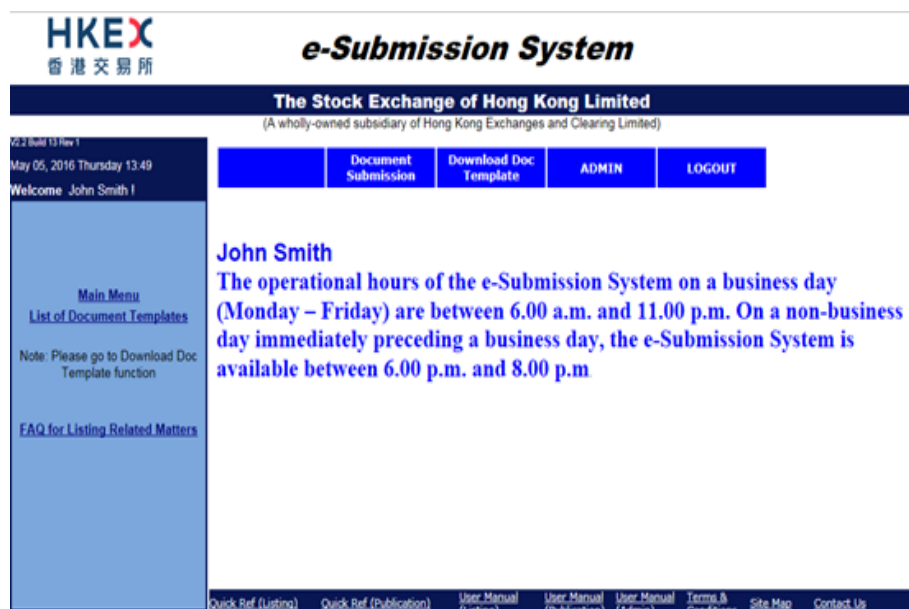


3. Please read the message carefully. Then click ACCEPT AND ENTER if you agree to accept the terms and conditions, and proceed to the **User Home Page**.

NOTE: Clicking EXIT will take you back to the **User Main Page** without logging-in.

Figure 3.5

**Listing Related
Matters User
Home Page**



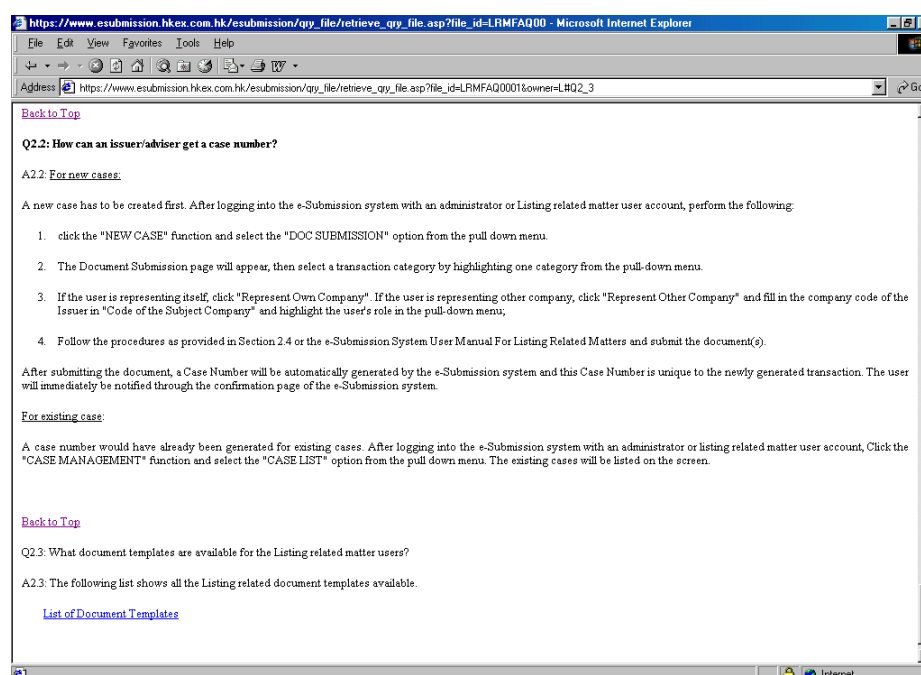
Should you encounter problems logging-in, please contact your company's Security Officer.

NOTE: There is useful link found on the left panel:

- FAQs for Listing Related Matters. Frequently asked questions and answers for using e-Submission System and Listing Related Matters functions can be found.

Figure 3.6

**Frequently
Asked
Questions and
Answers**



3.3 Maintaining the Company Profile

3.3.1 Amend Company Profile

- To maintain the company details, select ADMIN in the MAIN MENU and then select PROFILE ADMIN in SUB-MENU. The **Company Details** Page will be displayed:

Figure 3.7

Company Details

HKEX
香港交易所

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

02/05/2019
Jul 05, 2019 Friday 13:34
Welcome: Peggy Lam!

Main Menu
List of Document Templates
Note: Please go to Download Doc Template function
FAQ for Listing Related Matters

Document Submission **Download Doc Template** **ADMIN** **LOGOUT**

Company Details
Amend Company Details

* MANDATORY FIELDS

Company Code: LK00388 Company Type: Listed Companies (Main Board)

Company Details
Name: Hong Kong Exchanges and Clearing Limited
Chinese Name: 香港交易所有限公司
Website: www.hkexgroup.com/hkex/ir/zh-hk

Authorised Person to receive Passwords and for Subsequent Registration Matters
note: please contact the Publication Related Matters hotline if you wish to register a change of Authorised Person.

1) Primary
User ID: 0038804P1
Family Name: Smith
English Address: S/F, Two Exchange Square, 8 Connaught Place, Central, Hong Kong
Phone: 2840 2460
Mobile No: 952 - 32345678
Email: john.smith@hkex.com.hk
Given Name: John
Chinese Address: [Blank]
Fax: 2823 1254
Position: Company Secretary

2) Secondary
User ID: [Blank]
Family Name: [Blank]
English Address: [Blank]
Phone: [Blank]
Mobile No: [Blank]
Email: [Blank]
Given Name: [Blank]
Chinese Address: [Blank]
Fax: [Blank]
Position: [Blank]

Quick Ref. (Listing) Quick Ref. (Publication) User Manual (Listing) Amend (Publication) User Manual (Listing) Amend (Publication) Amend & Confirmation Site Map Contact Us

https://www.eSubmission.hkex.com.hk/Submit/Issue/View.aspx

- You can review your company details. Should you want to amend the company or contact details, click AMEND DETAILS. The **Amend Company Details** Page will be displayed:

Figure 3.8

Company Details

HKEX
香港交易所

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

02/05/2019
Jul 05, 2019 Friday 13:34
Welcome: Peggy Lam!

Main Menu
List of Document Templates
Note: Please go to Download Doc Template function
FAQ for Listing Related Matters

Document Submission **Download Doc Template** **ADMIN** **LOGOUT**

Company Details
Amend Company Details

* MANDATORY FIELDS

Company Code: LK00388 Company Type: Listed Companies (Main Board)

Company Details
Name: Hong Kong Exchanges and Clearing Limited
Chinese Name: 香港交易所有限公司
Website: www.hkexgroup.com/hkex/ir/zh-hk

Authorised Person to receive Passwords and for Subsequent Registration Matters
note: please contact the Publication Related Matters hotline if you wish to register a change of Authorised Person.

1) Primary
User ID: 0038804P1
Family Name: Smith
English Address: S/F, Two Exchange Square, 8 Connaught Place, Central, Hong Kong
Phone: 2840 2460
Mobile No: 952 - 32345678
Email: john.smith@hkex.com.hk
Given Name: John
Chinese Address: [Blank]
Fax: 2823 1254
Position: Company Secretary

2) Secondary
User ID: [Blank]
Family Name: [Blank]
English Address: [Blank]
Phone: [Blank]
Mobile No: [Blank]
Email: [Blank]
Given Name: [Blank]
Chinese Address: [Blank]
Fax: [Blank]
Position: [Blank]

Quick Ref. (Listing) Quick Ref. (Publication) User Manual (Listing) Amend (Publication) User Manual (Listing) Amend (Publication) Amend & Confirmation Site Map Contact Us

https://www.eSubmission.hkex.com.hk/Submit/Issue/View.aspx

3. You can amend the *company name (English and Chinese)*, *web site address*, *address (English and Chinese)*. Once you have edited the company profile, click **SAVE**. The confirmation dialog box will be displayed.
4. Click **OK** at the dialog box to confirm the amendments.

NOTE: Clicking **CANCEL** will return to the **Amend Company Details** Page where you can continue editing the company profile.

5. After the company's details have been amended successfully, an acknowledgement message will be displayed. Click **OK** and you will be taken back to the **Company Details** Page.

3.3.2 Viewing User List

To view the user list of your company,

1. Select **ADMIN** from the **MAIN MENU** and then select **PROFILE ADMIN** in **SUB-MENU**. The **Company Details** Page will be displayed:

Figure 3.9

Company Details

HKEX
香港交易所

e-Submission System

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

Document Submissions Download Doc Template ADMIN LOGOUT

Welcome Peggy Lam!

Company Details

Amend Company Details

*MANDATORY FIELDS

Company Code: LMK0388 Company Type: Listed Companies (Main Board)

* Company Details

* Name: Hong Kong Exchanges and Clearing Limited

Chinese Name: 香港交易所有限公司

Website: www.hkexgroup.com/hkex/investor.htm

Authorised Person to receive Passwords and for Subsequent Registration Matters

Note: please contact the Publication Related Matters hotline if you wish to register a change of Authorised Person.

1) Primary

User ID: H238549P

* Family Name: Smith

* English Address: 8/F, Two Exchange Square, 8 Connaught Place, Central, Hong Kong

* Phone: (854) 3465

* Mobile No.: 852 - 12345678

* Email: john.smith@hkex.com.hk

* Given Name: John

* Chinese Address:

* Fax: (852) 1234

* Position: Company Secretary

2) Secondary

User ID:

* Family Name:

* English Address:

* Phone:

* Mobile No.:

* Email:

* Given Name:

* Chinese Address:

* Fax:

* Position:

Save

Quick Ref. (Listing) Quick Ref. (Publications) User Manual (Listing) User Manual (Publications) User Manual (Listing) User Manual (Publications) Terms & Conditions Site Map Contact Us

https://www.eSubmission.Market.com.hk/Submit/User/View.aspx

2. Click **USER PROFILE LIST** on the **Company Details** Page. The **User Profile List** Page will be displayed. The user profiles are listed in ascending order of User ID.

Figure 3.10

User Profile List

HKEX
香港交易所

e-Submission System

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

02/06/17 11:51
May 15, 2017 Monday 16:01
Welcome John Smith !

Search User

User ID

User Name

User Profile List

[Next](#)

User ID	Contact Person	Phone	Lock	Resign	Operation Type	Authority Type (S)	Access to DI Data
<input type="radio"/> 00388ADM	John Smith	2842 1111		N	Listing Related Matter	Own Company	N
<input type="radio"/> 00388L05	Miranda Yu	2842 3880		N	Listing Related Matter	Own Company	N
<input type="radio"/> 00388PD1	Grace Leung	2842 3063		N	Web Publication Related Matter	Own Company	N
<input type="radio"/> 00388PD2	Peggy Lam	2842 3762		N	Web Publication Related Matter	Own Company	N
<input type="radio"/> 00388PD3	Grace SH Leung	813522 279		N	Web Publication Related Matter	Own Company	N
<input type="radio"/> 00388PD4	Peter Man	28420248		N	Web Publication Related Matter	Own Company	N
<input type="radio"/> 00388PD5	Lee Mody	28420555		N	Listing Related Matter	Own Company	Y
<input type="radio"/> 00388GCR	John Smith	2842 3063		N	Listing Related Matter	Own Company	N
<input type="radio"/> 00388KAP001	Smith Joseph	28421234		N	Listing Related Matter	Own Company	Y

[Next](#)

[User Details](#) [Unlock User](#) [Change User Password](#)

[Quick Ref \(Listing\)](#) [Quick Ref \(Publication\)](#) [User Manual \(Listing\)](#) [User Manual \(Publication\)](#) [User Manual \(Admin\)](#) [Terms & Conditions](#) [Site Map](#) [Contact Us](#)

Searching for a User

The Administrator can conveniently search for a specific user in the Search Panel:

1. Enter either the *User ID* or the *User Name*. Click SEARCH. If you leave the User ID and User Name blank, the system will display all users. If you enter both search keys, both the *User ID* and the *User Name* must be matched.
2. The search results are displayed in the **User Profile List** Page in ascending order of User ID. If there is no record fulfilling the search criteria, the list will contain no records.

NOTE: The search fields are case insensitive. When more than one search criterion is entered, the system will search for the records that fulfil all search criteria.

3.3.3 Maintaining Related Stock Code List

The “Related Stock Code List” is a list of stock codes maintained by listed issuers in ESS for their related listed issuers and listed securities and is used for validating the stock codes entered into the “Stock Code of Related Issuer(s)” field in each submission. For the avoidance of doubt, the “Related Stock Code List” will not be applicable to debt and structured product issuers. Please refer to the Publication Matter User Manual for guidance on the submission of documents for publication.

NOTE: Only the e-Submission Administrator of the issuer can view and edit the “Related Stock Code List” of the company.

To maintain the “Related Stock Code List”:

1. Login into the e-Submission System (<https://www.esubmission.hkex.com.hk>).
2. Select ADMIN in the MAIN MENU and then select RELATED STOCK CODE LIST MAINTENANCE in the SUB-MENU. The “*Related Stock Code List Maintenance Page*” will be displayed:

Figure 3.11

Related Stock Code List Maintenance Page

HKEX
香港交易所

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

V2.2 Build 13 Rev.1
May 16, 2014 Friday 16:11
Welcome John Smith!

[Main Menu](#)
[List of Document Templates](#)
Note: Please go to Download Doc Template function
[FAQ for Listing Related Matters](#)

[Document Submission](#) [Download Doc Template](#) [ADMIN](#) [LOGOUT](#)

Related Stock Code List Maintenance

	Stock Code	Company Name
1	388	Hong Kong Exchanges and Clearing Limited
2		
3		
4		
5		
6		
7		
8		
9		
10		

Note: The list only displays name of equity issuers.

[Add Row](#) [Save](#)

[Quick Ref. \(Listing\)](#) [Quick Ref. \(Publication\)](#) [User Manual \(Listing\)](#) [User Manual \(Publication\)](#) [User Manual \(Admin\)](#) [Terms & Conditions](#) [Site Map](#) [Contact Us](#)

3. You can add or remove a stock code to/from the list. By clicking ADD ROW, you will have extra rows to input additional stock codes.
4. Once you have finished editing the list, click SAVE.
5. After the list is updated successfully, an acknowledgement message will be displayed. Click OK and you will be taken back to the “Related Stock Code List” Maintenance Page where the Company Name column will be updated.

3.4 Document Submission Log

3.4.1 Viewing Document Submission Log

This function displays the history of documents submitted to the Listing Department.

1. Click **Document Submission** under the menu and **Document Submission Log** on the drop down menu. The **Document Submission Log** Page will be displayed:
2. For Search the specific record, enter subject company code or submission date or case number in the menu bar. Click Search. **The Document Submission Log** Page will be displayed:

The Administrator of your company is authorised to view the document submission log for documents submitted by:

- users of your company, regardless of whether they have been submitted on behalf of your own company or other companies; and
- users of other companies on behalf of your company.

Figure 3.12

Document Submission Log

The screenshot shows the 'e-Submission System' interface. On the left is a search panel with fields for Subject, Company Code, Submission Date (DD/MM/YYYY), From, To, and Case Number, along with a 'Search' button. The main area displays the 'Document Submission Log' with a table of records.

Case Type	Subject Company	Submitted By (Company)	Submitted By (Person)	Submission Date	Uploaded document
New Case / Non-Case	LM00001 - John Smith	LM00001 - John Smith	submituser1	2011-09-27 14:27	[Declaration and Undertaking Forms - Submit1.doc]
Existing Case 20110915-F0001-0001	LM00001 - John Smith	LM00001 - John Smith	submituser1	2011-09-27 14:07	[Declaration and Undertaking Forms - Submit1.doc]

At the bottom of the page, there is a navigation bar with links: Quick Ref. (Initial), Quick Ref. (Publication), Terms & Conditions, User Manual (Initial), User Manual (Publication), User Manual (Admin), Site Map, and Contact Us.

3. After you finished viewing the document submission log, continue by selecting your next action at the Menu Bar.

3.4.2 Searching Document Submission Log

The Search feature is a convenient way to search/ retrieve the document submission list when:

- You know the Case Number;
- You want to filter the submissions for a Subject Company; and
- You want to filter on submission date.

To Perform a Search:

1. Enter the *Subject Company Code*, *Submission Date From/To* and/or *Case Number*. Click SEARCH to execute. If you leave all the fields blank, the system will return all submissions that you have the right to view.

Figure 3.13

Document Submission List

The screenshot shows the 'e-Submission System' interface for 'The Stock Exchange of Hong Kong Limited'. On the left is a 'Document Submission Log Search' sidebar with input fields for 'Subject Company Code', 'Submission Date (DD/MM/YYYY)' (From and To), and 'Case Number', along with a 'Search' button. The main area displays a 'Document Submission Log' table with the following data:

Case Type	Subject Company	Submitted By (Company)	Submitted By (Person)	Submission Date	Uploaded document
New Case / Non-Case	LM00001 - John Smith	LM00001 - John Smith	submituser1	2011-09-27 14:27	[Declaration and Undertaking Forms - Submit1.docx]
Existing Case	LM00001 - John Smith	LM00001 - John Smith	submituser1	2011-09-27 14:07	[Declaration and Undertaking Forms - Submit1.docx]

At the bottom of the interface, there is a navigation bar with links: 'Quick Ref. (Listings)', 'Quick Ref. (Publications)', 'Terms & Conditions', 'User Manual (Listings)', 'User Manual (Publications)', 'User Manual (Admin)', 'Site Map', and 'Contact Us'.

2. The search results are displayed in the list. If there is no record fulfilling the search criteria, the list table will contain no records.

NOTE: The search fields are case insensitive. When more than one search criterion is entered, the system will search for the records that fulfil all search criteria.

3.5 Publication Submission Log

3.5.1 Viewing Publication Submission Log

The Administrator of your company is authorised to view the publication submission log for:

- all submissions that are submitted/approved by the company user; and
- all submissions that are submitted/approved by other companies on behalf of the Administrator's company.
-

To view the Publication Submission Log:

1. Select Publication Submission Log from the drop down menu of Document Submission in the MAIN MENU Bar:
- 2.

Figure 3.14

**Select
Publication
Submission Log
in Menu**



Submission History

1. Specify *Stock Code, Status, Tier 1 Headline, Tier 2 Headline, Submission Number and/or Approval Date Range* and then click SEARCH. If you leave the criteria blank, the system will return all Publication Matter that you have the right to view.

Submission History - Search Result

2. All submissions matching the search criteria that you have a right to view are displayed in the submission log.

- The search fields are case insensitive
- *Stock Code* is enabled only if your company is allowed to represent other companies

3.6 Maintaining Your Account Profile

3.6.1 Viewing and Changing Your Profile

1. Select ADMIN in the MAIN MENU and then select PROFILE ADMIN in SUB-MENU. The **Company Details** Page will be displayed.
2. Click MY PROFILE on the **Company Details** Page. The **User Details** Page will be displayed.

Figure 3.17

User Details

HKEX
香港交易所

e-Submission System

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

Document Submission | Download Doc Template | ADMIN | LOGOUT

Company Code: LM00388 | Company Type: Listed Companies (Main Board)

Company Name: Hong Kong Exchanges and Clearing L

User Details

* MANDATORY FIELDS

* User ID: 00388XAP1

* Authority Type: ☒ Represent OWN company
☐ Represent OTHER companies

Access to DI Data: ☐ Yes ☒ No

* Resigned: ☐ Yes ☒ No

* User Type: E-Authorised Person

* Operation Type: ☒ Listing Related Matter
☐ Web Publication Related Matter

* Family Name: Smith

* Given Name: John

* Salutation: Mr

* Position: Company Secretary

* Phone: 2840 3460

* Fax: 2523 1254

Country code: 852 | Area Code (if any): 12345678 | Mobile No.

* Mobile No.:

* Email: JohnSmith@hkex.com.hk

Save | Change User Password

3. Your account profile will be displayed: *User ID, User Type, Authority Type, Operation Type, Access to DI Data and Resign Status* are for your reference only.

Your personal profile: *Family Name, Given Name, Salutation, Position, Phone, fax, Mobile No.* and *Email* are editable. You can make changes as necessary. After you finished editing, click SAVE. A dialog box appears asking for confirmation. Click OK.

NOTE: Clicking CANCEL will bring you back to the **User Details** Page where you can continue editing.

4. After the amendment is saved, an acknowledgement message will appear. Click OK and return to the **User Details** Page.

3.6.2 Change Your User Password

It is recommended to change your password periodically. To change your password,

1. Select ADMIN in the MAIN MENU and then select PROFILE ADMIN in the SUB-MENU. The **Company Details** Page will be displayed.
2. Click MY PROFILE on the **Company Details** Page. The **User Details** page will be displayed.
3. Click CHANGE USER PASSWORD. The **Change User Password** Page will be displayed:
- 4.

Figure 3.18

Change User Password

The screenshot displays the 'Change User Password' interface of the HKEX e-Submission System. The top header includes the HKEX logo and the system name. Below this, a navigation bar contains links for 'Document Submission', 'Download Doc Template', 'ADMIN', and 'LOGOUT'. The user's current details (User ID: 00368ADM, Name: John Smith) are shown. The main form area is titled 'Change User Password' and includes a mandatory field notice. It contains three input fields: 'Your Current User Password', 'New User Password', and 'Retype New User Password'. A 'Save' button is located at the bottom of the form. The footer contains various links like 'Quick Ref (Listing)', 'User Manual', and 'Terms & Conditions'.

5. Enter your *Current Login Password*, *New Password* and *Retype New Password*, and then click SAVE.

NOTE: Your *New Password* must be string of 6 to 10 alphanumeric characters and it cannot be the same as the *Previous three Password*.

5. Click OK in the dialog box to confirm the update.

NOTE: Clicking CANCEL will return to the **Change User Password** Page where you can continue editing the user password.

6. After the password is updated successfully, an acknowledgement message will be displayed. Click OK and you will be taken back to the **Company Details** Page.

4 DI User's Manual

4.1 Maintaining Your Account Profile

4.1.1 Viewing and Changing Your Profile

1. Select ADMIN in the MAIN MENU and then select PROFILE ADMIN in SUB-MENU. The **Company Details** Page will be displayed.
2. Click MY PROFILE on the **Company Details** Page. The **User Details** Page will be displayed.

Figure 4.1

User Details

HKEX
香港交易所

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

12.2 Build 13 Rev 1
Jul 05, 2019 Friday 13:18
Welcome John Smith!

Main Menu
[List of Document Templates](#)
Note: Please go to Download Doc Template function
[FAQ for Listing Related Matters](#)

Document Submission **Download Doc Template** **ADMIN** **LOGOUT**

Company Code: LM00388 Company Type: Listed Companies (Main Board)
Company Name: Hong Kong Exchanges and Clearing L

User Details
* MANDATORY FIELDS

* User ID: 00388XAP1
* Authority Type: ☒ Represent OWN company ☐ Represent OTHER companies
Access to DI Data: ☐ Yes ☒ No
* Resigned: ☐ Yes ☒ No

* User Type: E-AuthorisedPerson
* Operation Type: ☒ Listing Related Matter ☐ Web Publication Related Matter

* Family Name: Smith
* Salutation: Mr
* Phone: 2840 3460
* Mobile No.: 852 - 12345678
* Email: JohnSmith@hkex.com.hk

* Given Name: John
* Position: Company Secretary
* Fax: 2523 1254

Save **Change User Password**

3. Your account profile will be displayed: *User ID, User Type, Authority Type, Operation Type, Access to DI Data* and *Resign Status* are for your reference only.

Your personal profile: *Family Name, Given Name, Salutation, Position, Phone, fax, Mobile No. and Email* are editable. You can make changes as necessary. After you finished editing, click SAVE. A dialog box appears asking for confirmation. Click OK.

NOTE: Clicking CANCEL will bring you back to the **User Details** Page where you can continue editing.

4. After the amendment is saved, an acknowledgement message will appear. Click OK and return to the **User Details** Page.

4.1.2 Change Your User Password

It is recommended to change your password periodically. To change your password,

1. Select ADMIN in the MAIN MENU and then select PROFILE ADMIN in the SUB-MENU. The **Company Details** Page will be displayed.
2. Click MY PROFILE on the **Company Details** Page. The **User Details** page will be displayed.
3. Click CHANGE USER PASSWORD. The **Change User Password** Page will be displayed:

Figure 4.2

Change User Password

The screenshot displays the 'Change User Password' interface of the HKEX e-Submission System. The top header includes the HKEX logo and the system name. Below this, a navigation bar contains buttons for 'Document Submission', 'Download Doc Template', 'ADMIN', and 'LOGOUT'. The user's current information is shown as 'User ID: 00388ADM' and 'Name: John Smith'. The main section is titled 'Change User Password' and includes a mandatory field warning: '* MANDATORY FIELDS (Password should be between 6 and 10 characters in length)'. A note for security officers is also present. Three input fields are provided for 'Your Current User Password', 'New User Password', and 'Retype New User Password'. A 'Save' button is located at the bottom of the form. The footer contains various links like 'Quick Ref (Listing)', 'User Manual', and 'Terms & Conditions'.

4. Enter your *Current Login Password*, *New Password* and *Retype New Password*, and then click SAVE.

NOTE: Your *New Password* must be string of 6 to 10 alphanumeric characters and it cannot be the same as the *Previous three Password*.

5. Click OK in the dialog box to confirm the update.

NOTE: Clicking CANCEL will return to the **Change User Password** Page where you can continue editing the user password.

6. After the password is updated successfully, an acknowledgement message will be displayed. Click OK and you will be taken back to the **Company Details** Page.

5 Security Officer's Manual

5.1 Introduction

Role of the Security Officer

A Security Officer is the person who controls the access rights of other users of the same company. A Security Officer can maintain the following access rights of other users:

- Operation type – the ability to submit documents for Listing Related Matters, Publication Related Matters
- Disable login by marking resignation of the user (except DI user)
- Grant access or disable login by changing a user's password

A Security Officer may also update the details for other users in the company. However, a Security Officer should only act as support to other users and is not permitted to view or submit documents.

A Security Officer can also submit an online request for security passwords through the e-Submission System.

The e-Submission System will lock a user's account if that user has made five consecutive failed attempts to login. In these circumstances, a Security Officer can unlock the account and change the user's password to a more memorable one.

5.2 Login the system

To login into the e-Submission system,

1. Type the following URL at the address bar of your browser and press ENTER.

<https://www.esubmission.hkex.com.hk>

Figure 5.1

eSubmission Main
Page

HKEX
香港交易所

e-Submission System

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

May 05, 2016 Thursday 16:04

Welcome to the e-Submission System.

WHAT'S NEW

With effect from 7 September 2014, the e-Submission system will validate the "Stock Code of Related Issuers" field based on the issuer-maintained "Related Stock Code List". For instructions on how to maintain the "Related Stock Code List", please refer to the Administrator & Security Officer's User Manual.

FOR THE ATTENTION OF USERS OF IE11

In Internet Explorer 11, the "AutoComplete" function of remembering and filling User ID and Password in online forms is set on by default. For protecting your privacy and ensuring proper publication of information submitted through ESS, users MUST turn off the "AutoComplete" function and delete the "AutoComplete" history on a PC by following the steps below.

- Select "Tools" and then click "Internet Options"
- Select "Content" Tag and then click "Settings" under "AutoComplete"
- Turn off "User names and passwords on forms" and click "Delete AutoComplete history"
- Click "OK" to save the change

(Note: The IE version will be displayed on screen after selecting "Help" and then "About Internet Explorer".)

The publication windows for issuers' announcements are as follows:

- On a normal business day:

Unauthorised access and use are prohibited. HKEX reserves the right to take actions against offenders.

About Registration
Forgot Password

Terms & Conditions Site Map Contact Us

NOTE: There are 3 useful links in the left panel of the login page:

- About Registration. The registration procedure is described here and relevant documents can be downloaded. Please refer to the section 'Registration' above under 'General Overview'
- Forgot Password. If you forget your user password, you may right click to download the form, via https://www.esubmission.hkex.com.hk/public/RetrieveFile.aspx?FileID=L_RMFPP0001&Owner=L

2. Enter your *User ID* and *Password* and click LOGIN.

NOTE:

- User ID is case insensitive and Password is case sensitive throughout the site. The user password must be at least 6 characters long and no longer than 10 characters.
- If this is your first time logging into the system, the **Change User Password** Page will appear. You must change your login password in order to proceed. For more information on changing your password, please refer to the section 'Change Your User Password'.

Figure 5.2

You will be requested to change your password the first time you login

The screenshot shows the HKEX e-Submission System interface. The top header includes the HKEX logo and the text "e-Submission System" and "The Stock Exchange of Hong Kong Limited". Below this, a welcome message states: "Welcome to the e-Submission System. If you are experiencing login problems, please contact us. Our contact details can be found by clicking the 'Contact Us' link below. HKEx has launched the HKExnews website. Please visit http://www.hkexnews.hk". A Microsoft Internet Explorer dialog box is displayed, stating: "Your User Password has expired. Please change it." Below the dialog, a navigation bar contains links: "Quick Ref (Listing)", "Quick Ref (Publication)", "Terms & Conditions", "User Manual (Listing)", "User Manual (Publication)", "User Manual (Admin)", "Site Map", and "Contact Us". The bottom status bar shows "Opening page LoginPanel.aspx..." and "Local intranet".

The second screenshot shows the "Change User Password" page. The top header is identical to the first. Below the header, the user ID is "00388L05" and the name is "John Smith". The page title is "Change User Password". A note states: "* MANDATORY FIELDS (Password should be between 6 and 10 characters in length)". The form contains three fields: "* Your Current User Password", "* New User Password", and "* Retype New User Password". A "Save" button is located below the fields. The navigation bar and status bar are identical to the first screenshot.

The disclaimer message is displayed:

Figure 5.3

**Listing Related
Matters
Disclaimer Page**

HKEX
香港交易所

e-Submission System

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

V2.2 Build 13 Rev 1
Oct 04, 2011 Tuesday 21:38
Welcome John Smith!

e-Submission System Disclaimer Statement

Liability and warranty disclaimer

THE E-SUBMISSION USER ACKNOWLEDGES THAT ANY USE OF OR RELIANCE UPON ANY PART OF THE E-SUBMISSION SYSTEM SHALL BE AT ITS SOLE RISK. The e-Submission User further acknowledges that use of the e-Submission System is provided on an "AS IS, AS AVAILABLE" basis and without warranty of any kind, either express or implied.

HKEx, its subsidiaries, associated companies and affiliates from time to time, and the directors, officers, employees, agents, and other representatives of HKEx or any companies aforementioned (collectively, the "Relevant Parties") assume no responsibility of any kind for any submission using or made through the e-Submission System. By logging onto and/or continuing to use the e-Submission System and/or providing to a representative passwords to be used for submission of information, communication or other material provided to HKEx for the purpose of publication on the Website, the e-Submission User is fully responsible for all information, communication or other material provided to HKEx or SEHK through the e-Submission System. HKEx, SEHK and all other Relevant Parties shall not be liable or responsible (whether in tort, contract or otherwise) for any claim for any losses or damages of any kind (whether direct or indirect) whatsoever and howsoever arising from the use of or reliance upon the e-Submission System, or any related system or software, including any mishandling, omission, non-delivery, delay, negligent or unauthorised use of the e-Submission System or the e-Submission User's registered user ID(s), user password(s), passwords to be used for submission of information for publication and/or other e-Submission System related passwords.

The e-Submission User acknowledges that it may only use the e-Submission System for lawful purposes. It shall not at any time submit any information, communication or other materials that are unlawful, obscene, defamatory, or infringe any intellectual property rights of any third party.

Acknowledgement of the Terms and Conditions

Use of the e-Submission System is restricted to e-Submission Users and Authorised Persons. Unauthorised use is strictly prohibited.

Use of the e-Submission System is governed by the Terms and Conditions from time

[Quick Ref \(Listing\)](#) [Quick Ref \(Publication\)](#) [Terms & Conditions](#) [User Manual \(Listing\)](#) [User Manual \(Publication\)](#) [User Manual \(Admin\)](#) [Site Map](#) [Contact Us](#)

HKEX
香港交易所

e-Submission System

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

V2.2 Build 13 Rev 1
Oct 04, 2011 Tuesday 21:38
Welcome John Smith!

Use of the e-Submission System is restricted to e-Submission Users and Authorised Persons. Unauthorised use is strictly prohibited.

Use of the e-Submission System is governed by the Terms and Conditions from time to time in force. Once the e-Submission User has logged onto the e-Submission System, the e-Submission User will be deemed to have read and accepted the Terms and Conditions currently in force. HKEx (for itself and/or on behalf of SEHK) reserves the absolute right, at its sole discretion, to vary these Terms and Conditions in any way and at any time subject to such variation having been drawn to the attention of the e-Submission User by an explicit statement on the special announcement window of the e-Submission System highlighting the variation. By logging onto and/or continuing to use the e-Submission System, the e-Submission User specifically accepts the Terms and Conditions as varied, including all the matters set out in this disclaimer Statement.

Unless otherwise stated, terms used in this Disclaimer Statement have the same meanings as ascribed to them in the accompanying Terms and Conditions.

If you are a registered e-Submission User, by clicking on the "Accept and Enter" button below, you are indicating your acceptance of the applicable "Terms and Conditions for Listed Issuers and Listing Applicants", "Terms and Conditions for Representatives of Listed Issuers, Listing Applicants or Representatives of Listed Issuers or Listing Applicants".

If you are not a registered e-Submission User, you must click the "Exit" button below to exit this site.

If you want to read the applicable Terms and Conditions currently in force, please click "TERMS AND CONDITIONS CURRENTLY IN FORCE".
If you want to read the Terms and Conditions currently in force, please click [TERMS & CONDITIONS CURRENTLY IN FORCE](#).

[Accept and Enter](#) [Exit](#)

[Quick Ref \(Listing\)](#) [Quick Ref \(Publication\)](#) [Terms & Conditions](#) [User Manual \(Listing\)](#) [User Manual \(Publication\)](#) [User Manual \(Admin\)](#) [Site Map](#) [Contact Us](#)

- Please read the message carefully. Then click ACCEPT AND ENTER if you agree to accept the terms and conditions, and proceed to the **User Home Page**.

NOTE: Clicking EXIT will take you back to the **User Main Page** without logging-in.

Figure 5.4

**Listing Related
Matters User
Home Page**

HKEX
香港交易所

e-Submission System

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

May 05, 2016 Thursday 13:49
Welcome John Smith!

Document Submission **Download Doc Template** **ADMIN** **LOGOUT**

John Smith
The operational hours of the e-Submission System on a business day (Monday – Friday) are between 6.00 a.m. and 11.00 p.m. On a non-business day immediately preceding a business day, the e-Submission System is available between 6.00 p.m. and 8.00 p.m.

[Main Menu](#)
[List of Document Templates](#)
Note: Please go to Download Doc Template function
[FAQ for Listing Related Matters](#)

[Quick Ref \(Listing\)](#) [Quick Ref \(Publication\)](#) [User Manual \(Listing\)](#) [User Manual \(Publication\)](#) [User Manual \(Admin\)](#) [Terms & Conditions](#) [Site Map](#) [Contact Us](#)

Should you encounter problems logging-in, please contact the Exchange.

NOTE: There is useful link found on the left panel:

- FAQs for Listing Related Matters. Frequently asked questions and answers for using e-Submission System and Listing Related Matters functions can be found here.

Figure 5.5

**Frequently
Asked
Questions and
Answers**

[Back to Top](#)

Q2.2: How can an issuer/adviser get a case number?

A2.2: For new cases:

A new case has to be created first. After logging into the e-Submission system with an administrator or Listing related matter user account, perform the following:

1. click the "NEW CASE" function and select the "DOC SUBMISSION" option from the pull down menu.
2. The Document Submission page will appear, then select a transaction category by highlighting one category from the pull-down menu.
3. If the user is representing itself, click "Represent Own Company". If the user is representing other company, click "Represent Other Company" and fill in the company code of the Issuer in "Code of the Subject Company" and highlight the user's role in the pull-down menu;
4. Follow the procedures as provided in Section 2.4 or the e-Submission System User Manual For Listing Related Matters and submit the document(s).

After submitting the document, a Case Number will be automatically generated by the e-Submission system and this Case Number is unique to the newly generated transaction. The user will immediately be notified through the confirmation page of the e-Submission system.

For existing case:

A case number would have already been generated for existing cases. After logging into the e-Submission system with an administrator or listing related matter user account, Click the "CASE MANAGEMENT" function and select the "CASE LIST" option from the pull down menu. The existing cases will be listed on the screen.

[Back to Top](#)

Q2.3: What document templates are available for the Listing related matter users?

A2.3: The following list shows all the Listing related document templates available.

[List of Document Templates](#)

5.3 Amend Users' Profile

5.3.1 Amend User's Information

The Security Officer has the right to amend the user profile of users (except Authority Person) in the same company. To amend a user profile,

1. Select ADMIN in the MAIN MENU and then select PROFILE ADMIN in the SUB-MENU. The **Company Details** Page will be displayed.
2. On the **Company Details** Page, click USER LIST. The **User Profile List** Page will be displayed.

Figure 5.6

User Profile List

HKEX
香港交易所

e-Submission System

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

Document Submission Download Doc Template ADMIN LOGOUT

Company Code: LM00388 Company Type: Listed Companies (Main Board)

Company Name: Hong Kong Exchanges and

User Profile List

Next

User ID	Contact Person	Phone	Lock	Resign	Operation Type	Authority Type (s)	Access to DI Data
00388ADM	John Smith	2840 1111	🔒	N	Listing Related Matter	Own Company	N
00388LS6	Miranda Yu	2840 3880	🔒	N	Listing Related Matter	Own Company	N
00388PD1	Grace Leung	2840 3083	🔒	N	Web Publication Related Matter	Own Company	N
00388PD2	Peggy Lam	2840 3762	🔒	N	Web Publication Related Matter	Own Company	N
00388PD3	Grace Shi Leung	313520 279	🔒	N	Web Publication Related Matter	Own Company	N
00388PD4	Peter Man	28403046	🔒	N	Web Publication Related Matter	Own Company	N
00388PD5	Lee Mody	28403558	🔒	N	Listing Related Matter	Own Company	Y
00388SOR	John Smith	2840 3083	🔒	N	Listing Related Matter	Own Company	N
00388XAPD1	Smith Joseph	28401234	🔒	N	Listing Related Matter	Own Company	Y

Next

User Details Unlock User Change User Password

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3. On the **User Profile List** Page, select the user you need to amend and click USER DETAILS. The **User Details** Page of the selected user will be displayed:

Figure 5.7
User Details

HKEX
香港交易所

e-Submission System

The Stock Exchange of Hong Kong Limited
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Jul 05, 2019 Friday 13:18
Welcome John Smith!

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MANDATORY FIELDS

Company Code: LM00388 Company Type: Listed Companies (Main Board)
Company Name: Hong Kong Exchanges and Clearing L

User Details

* User ID: 00388XAP1
* Authority Type: ☒ Represent OWN company ☐ Represent OTHER companies
Access to DI Data: ☐ Yes ☒ No
* Resigned: ☐ Yes ☒ No

* User Type: E-AuthorisedPerson
* Operation Type: ☒ Listing Related Matter ☐ Web Publication Related Matter

* Family Name: Smith * Given Name: John
* Salutation: Mr * Position: Company Secretary
* Phone: 2840 3460 * Fax: 2523 1254
Country code: 852 Area Code (if any): 12345678
* Mobile No.:
* Email: JohnSmith@hkex.com.hk

[Save](#) [Change User Password](#)

4. Make the necessary amendment for the user - *Family Name, Given Name, Salutation, Position, Phone, fax or email (except Mobile No.)*

NOTE: *User ID, User Type, Access to DI Data and Authority Type* values are not editable.

5. Once you have finished editing the user profile, click **SAVE**. The confirmation dialog box will be displayed.
6. Click **OK** in the dialog box to confirm the update.

NOTE: Clicking **CANCEL** will return to the **User Details** Page where you can continue editing the user profile.

7. After the user's details are updated successfully, an acknowledgement message will be displayed. Click **OK** and you will be taken back to the **User Details** Page.

5.3.2 Changing Operation Type

The *Operation Type* will determine which sub-system the user will access to i.e. ‘Listing Related Matter’ or ‘Web Publication Related Matter’.

The Security Officer has the rights to amend the *Operation Type* for users in the company.

NOTE: The Security Officer and the Administrator are allowed to operate the ‘Listing Related Matter’ sub-system only.

1. Click the ADMIN in the MAIN MENU and then select PROFILE ADMIN in the SUB-MENU. The **Company Details** Page will be displayed.
2. On the **Company Details** Page, click USER LIST. The **User Profile List** Page will be displayed.

Figure 5.8

User Profile List

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e-Submission System

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Document Submission Download Doc. Template ADMIN LOGOUT

Company Code: UM00388 Company Type: Listed Companies (Main Board)
Company Name: Hong Kong Exchanges and

Search User
User ID:
User Name:
Search

User Profile List

User ID	Contact Person	Phone	Lock	Resign	Operation Type	Authority Type (s)	Access to DI Data
00000ACM	John Smith	2840 1111		N	Listing Related Matter	Own Company	N
00000L05	Miranda Yu	2840 3880		N	Listing Related Matter	Own Company	N
00000PD1	Grace Leung	2840 3083		N	Web Publication Related Matter	Own Company	N
00000PD2	Peggy Lam	2840 3782		N	Web Publication Related Matter	Own Company	N
00000PD3	Grace Sh Leung	813520 278		N	Web Publication Related Matter	Own Company	N
00000PD4	Peter Man	28403048		N	Web Publication Related Matter	Own Company	N
00000PD5	Lee Mody	28403880		N	Listing Related Matter	Own Company	Y
00000QR	John Smith	2840 3083		N	Listing Related Matter	Own Company	N
00000KAP001	Smith Joseph	28401234		N	Listing Related Matter	Own Company	Y

User Details Unlock User Change User Password

Quick Ref. (Listing) Quick Ref. (Publication) User Manual (Listing) User Manual (Publication) User Manual (Admin) Terms & Conditions Site Map Contact Us

3. On the **User Profile List** Page, select the user you need to amend, click USER DETAILS. The **User Details** Page of the selected user will be displayed:

Figure 5.9

**User Details -
Operation Type**

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Document Submission **Download Doc Template** **ADMIN** **LOGOUT**

Company Code: LM00388 Company Type: Listed Companies (Main Board)
Company Name: Hong Kong Exchanges and Clearing Ltd

User Details

*** MANDATORY FIELDS**

* User ID: 00388XAP1
* Authority Type: ☒ Represent OWN company ☐ Represent OTHER companies
Access to DI Data: ☐ Yes ☒ No
* Resigned: ☐ Yes ☒ No

* User Type: E-AuthoredPerson
* Operation Type: ☒ Listing Related Matter ☐ Web Publication Related Matter

* Family Name: Smith * Given Name: John
* Salutation: Mr * Position: Company Secretary
* Phone: 2840 3460 * Fax: 2523 1254
Country code: 852 Area Code (if any): 12345678 * Mobile No.:
* Email: JohnSmith@hkex.com.hk

Save **Change User Password**

1. Edit the *Operation Type* by selecting the appropriate radio button. Click SAVE. The confirmation dialog box will be displayed.
2. Click OK at the dialog box to confirm the update.

NOTE: Clicking CANCEL will return to the **User Details** Page where you can continue editing the user's details.

3. After the user's details are updated successfully, an acknowledgement message will be displayed. Click OK and you will be taken back to the **User Details** Page.

NOTE: The difference between Operation Types is explained in the section above.

5.4 Changing Another User's Password

Except for the Administrator & Authorised Person's password, the Security Officer can change the password of any other user in his company. To change the passwords for users of your company:

1. Select ADMIN in the MAIN MENU and then select PROFILE ADMIN in the SUB-MENU. The **Company Details** Page will be displayed.
2. On the **Company Details** Page, click USER LIST. The **User Profile List** Page will be displayed:

Figure 5.10

User Profile List

HKEX
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Document Submission Download Doc Template ADMIN LOGOUT

Company Code: LH00388 Company Type: Listed Companies (Main Board)

Company Name: Hong Kong Exchanges and

User Profile List

Next

User ID	Contact Person	Phone	Lock	Resign	Operation Type	Authority Type (s)	Access to DI Data
00388ADM	John Smith	2840 1111	🔒	N	Listing Related Matter	Own Company	N
00388L25	Miranda Yu	2840 3880	🔒	N	Listing Related Matter	Own Company	N
00388PD1	Grace Leung	2840 3083	🔒	N	Web Publication Related Matter	Own Company	N
00388PD2	Peggy Lam	2840 3762	🔒	N	Web Publication Related Matter	Own Company	N
00388p53	Grace SH Leung	313520 279	🔒	N	Web Publication Related Matter	Own Company	N
00388PD4	Peter Man	28403040	🔒	N	Web Publication Related Matter	Own Company	N
00388PD5	Lee Mody	28403958	🔒	N	Listing Related Matter	Own Company	Y
00388SOR	John Smith	2840 3083	🔒	N	Listing Related Matter	Own Company	N
00388XAP20	Smith Joseph	28401234	🔒	N	Listing Related Matter	Own Company	Y

Next

User Details Unlock User Change User Password

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3. Select the user, click CHANGE USER PASSWORD. The **Change User Password** Page will be displayed:

Figure 5.11

Change User Password

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e-Submission System

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Q2.2 Build 13 Rev 1
May 05, 2016 Thursday 15:12
Welcome John Smith!

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Change User Password
* MANDATORY FIELDS (Password should be between 6 and 10 characters in length)
FOR THE ATTENTION OF SECURITY OFFICER
If a Security Officer intends to reset password for other users, he/she must first enter the Security Officer's user password in the "Your Current User Password" field for validation.

* Your Current User Password
* New User Password
* Retype New User Password

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4. Enter *Your Current User Password* (i.e. the password of the Security Officer), the user's *New Password* and then *Retype New Password*. Click SAVE. The confirmation dialog box will be displayed.

NOTE: User Passwords are case sensitive.

NOTE: A Security Officer cannot change the user password of an Administrator.

5. Click OK at the dialog box to confirm the update.

NOTE: Clicking CANCEL will return to the **Change User Password** Page where you can continue the editing.

6. After the password is updated successfully, an acknowledgement message will be displayed. Click OK and you will be taken back to the **User List** Page.

5.5 Resignation of an User

If a user resigns from the company, his/her account should be set to 'resigned'. When the "Resign" flag is marked 'Yes', a user's login will be disabled. This function can also be used to temporarily suspend a user of your company from submitting documents through the e-Submission system.

After a user resigns, a Security Officer can re-use the account for another user by amending all the resigned user's details and changing the resigned user's password. To do this, please refer to the section 'Amend User's Information' above.

The Security Officer can set any user in the company to 'resigned' except for DI Users and himself/herself.

NOTE: The resignation flag of a Security Officer is always set to 'No' and is non-editable. If the Security Officer resigns, the company should request him/her to surrender the password of the account, change the password and assign another Security Officer to hold the account.

1. Click the ADMIN in the MAIN MENU and then select PROFILE ADMIN in the SUB-MENU. The **Company Details** Page will be displayed.
2. On the **Company Details** Page, click USER LIST. The **User Profile List** Page will be displayed.

Figure 5.12

User Profile List

HKEX
香港交易所

e-Submission System

The Stock Exchange of Hong Kong Limited
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Company Code: LM00388 Company Type: Listed Companies (Main Board)

Company Name: Hong Kong Exchanges and

User Profile List

User ID	Contact Person	Phone	Lock	Resign	Operation Type	Authority Type (X)	Access to DI Data
00388ADM	John Smith	0042 1111	🔒	N	Listing Related Matter	Own Company	N
00388L05	Miranda Yu	0042 3080	🔒	N	Listing Related Matter	Own Company	N
00388PD1	Grace Leung	0042 3093	🔒	N	Web Publication Related Matter	Own Company	N
00388PD2	Peggy Lam	0042 3762	🔒	N	Web Publication Related Matter	Own Company	N
00388PD3	Grace SH Leung	013522 279	🔒	N	Web Publication Related Matter	Own Company	N
00388PD4	Peter Man	00423045	🔒	N	Web Publication Related Matter	Own Company	N
00388PD5	Lee Mody	00423095	🔒	N	Listing Related Matter	Own Company	Y
00388DOR	John Smith	0042 3093	🔒	N	Listing Related Matter	Own Company	N
00388XAP001	Smith Joseph	00421234	🔒	N	Listing Related Matter	Own Company	Y

Next

User Details Unlock User Change User Password

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3. Select the user. Click USER DETAILS. The **User Details** Page of the selected user will be displayed:

Figure 5.13

**User Details -
Resignation
Flag**

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Jul 05, 2019 Friday 13:18
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Document Submission **Download Doc Template** **ADMIN** **LOGOUT**

Company Code: LM00388 Company Type: Listed Companies (Main Board)
Company Name: Hong Kong Exchanges and Clearing L.

User Details

*** MANDATORY FIELDS**

* User ID: 00388XAP1
* Authority Type: ☒ Represent OWN company ☐ Represent OTHER companies
Access to DI Data: ☐ Yes ☒ No
* Resigned: ☐ Yes ☒ No

* User Type: E-AuthorisedPerson
* Operation Type: ☒ Listing Related Matter ☐ Web Publication Related Matter

* Family Name: Smith
* Salutation: Mr
* Phone: 2840 3460
Country code: 852 Area Code (if any): 12345678 Mobile No.:
* Mobile No.:
* Email: JohnSmith@hkex.com.hk

* Given Name: John
* Position: Company Secretary
* Fax: 2523 1254

Save **Change User Password**

4. Disable the user account by clicking 'Yes' against the *Resign* radio buttons, then click SAVE. The confirmation dialog box will be displayed.

5. Click OK at the dialog box to confirm the update.

NOTE: Clicking CANCEL will return to the **User Details** Page where you can continue the editing.

6. After the user's resignation flag is updated successfully, an acknowledgement message will be displayed. Click OK and you will be taken back to the **User Details** Page.

5.6 Unlocking a user

The user account will be locked when the user enters an invalid password for 5 consecutive times. The user cannot login the system until the Security Officer unlocks the account (except Authorised Person(s) & Administrator)

To unlock the user account,

1. Click the ADMIN in the MAIN MENU and then select PROFILE ADMIN in the SUB-MENU. The **Company Details** Page will be displayed.
2. On the **Company Details** Page, click USER LIST. The **User Profiles List** Page will be displayed.

Figure 5.14

User Profile List

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香港交易所

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Document Submission Download Doc Template ADMIN LOGOUT

Company Code: LM00388 Company Type: Listed Companies (Main Board)

Company Name: Hong Kong Exchanges and

User Profile List

Next

User ID	Contact Person	Phone	Lock	Resign	Operation Type	Authority Type (A)	Access to DI Data
00303ACM	John Smith	2840 1111	🔒	N	Listing Related Matter	Own Company	N
00303L05	Miranda Yu	2840 3080	🔒	N	Listing Related Matter	Own Company	N
00303P01	Grace Leung	2840 3083	🔒	N	Web Publication Related Matter	Own Company	N
00303P02	Peggy Lam	2840 3782	🔒	N	Web Publication Related Matter	Own Company	N
00303P03	Grace Siu Heung	313620 279	🔒	N	Web Publication Related Matter	Own Company	N
00303P04	Peter Man	28403048	🔒	N	Web Publication Related Matter	Own Company	N
00303P05	Lee Mody	28403055	🔒	N	Listing Related Matter	Own Company	Y
00303GCR	John Smith	2840 3083	🔒	N	Listing Related Matter	Own Company	N
00303KAP001	Smith Joseph	28401234	🔒	N	Listing Related Matter	Own Company	Y

Next

User Details Unlock User Change User Password

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3. The user's *lock* status is displayed with a lock icon. Select the locked user, click UNLOCK USER. A confirmation dialog box appears.
4. Click OK at the dialog box to confirm.

NOTE: Clicking CANCEL will return to the **User Profiles List** Page.

5. After the user is unlocked successfully, an acknowledgement message will be displayed. Click OK and you will return to the **User Profiles List** Page.

5.7 Viewing Own Company's Profile

To view your company's profile details,

1. Select ADMIN in the MAIN MENU and then select PROFILE ADMIN in the SUB-MENU, the **Company Details** Page will be displayed.

Figure 5.15

Company Details

HKEX
香港交易所

e-Submission System

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

02/01/2016 10:04
14/05/2016 Friday 10:37
Welcome Peggy Lam!

Document Submission Download Doc. Template ADMIN LOGOUT

Company Details

Amend Company Details

* MANDATORY FIELDS

Company Code: LK00000 Company Type: Listed Companies (Main Board)

Company Details

* Name: Hong Kong Exchanges and Clearing Limited

Chinese Name: 香港交易所控股有限公司

Website: www.hkexgroup.com/hkg/investor.htm

Authorized Person to receive Passwords and for Subsequent Registration Matters

Note: please contact the Publication Related Matters hotline if you wish to register a change of Authorized Person.

1) Primary

User ID: 0010860401

* Family Name: Smith

* English Address: 8/F., Two Exchange Square
8 Connaught Place
Central, Hong Kong

* Phone: 2840 2462

Country code: Area Code (if any) Mobile No. 852 - 32345678

* Mobile No. 852 - 32345678

* Email: johnsmith@hkex.com.hk

* Given Name: John

* Chinese Address:

* Fax: 2823 2264

* Position: Company Secretary

2) Secondary

User ID:

* Family Name:

* English Address:

* Phone:

Country code: Area Code (if any) Mobile No.:

* Mobile No.:

* Email:

* Given Name:

* Chinese Address:

* Fax:

* Position:

Save

Back to List (disabled) Back to List (disabled) User Manual (disabled) User Manual (disabled) User Manual (disabled) Terms & Conditions Help Page Contact Us

https://www.eSubmission.hkex.com.hk/Welcome/Owner.aspx

2. After you finished viewing, select your next action from the Main Menu.

5.8 Maintaining Your Own Account Details

5.8.1 Viewing and Changing Own User Profile

1. Select ADMIN in the MAIN MENU and then select PROFILE ADMIN in the SUB-MENU. The **Company Details** Page will be displayed.
2. Click MY PROFILE on the **Company Details** Page. The **User Details** Page will be displayed:

Figure 5.16

User Details - My Profile

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Document Submission **Download Doc Template** **ADMIN** **LOGOUT**

Company Code: LM00388 Company Type: Listed Companies (Main Board)
Company Name: Hong Kong Exchanges and Clearing L

User Details

*** MANDATORY FIELDS**

* User ID: 00388XAP1
* Authority Type: ☒ Represent OWIN company ☐ Represent OTHER companies
Access to DI Data: ☐ Yes ☒ No
* Resigned: ☐ Yes ☒ No

* User Type: E-AuthorisedPerson
* Operation Type: ☒ Listing Related Matter ☐ Web Publication Related Matter

* Family Name: Smith
* Salutation: Mr
* Phone: 2840 3460
* Mobile No.: 852 - 12345678
* Email: JohnSmith@hkex.com.hk

* Given Name: John
* Position: Company Secretary
* Fax: 2523 1254

Save **Change User Password**

3. Your account profile is displayed: *User ID*, *User Type*, *Authority Type*, *Operation Type* and *Resign Status* are for your reference only. Your personal profile: *Family Name*, *Given Name*, *Salutation*, *Position*, *Phone*, *fax*, *Mobile No.* and *Email* are editable. You can make changes as necessary. After you finished editing, click SAVE. A dialog box appears asking for confirmation. Click OK.

NOTE: Clicking CANCEL will bring you back to the **User Details** Page where you can continue editing.

4. After the amendment is saved, an acknowledgement message appears. Click OK and return to the **User Details** Page.

5.8.2 Change Own User Password

It is recommended to change your password periodically. To change your password,

1. Select ADMIN in the MAIN MENU and then select PROFILE ADMIN in the SUB-MENU. The **Company Details** will be displayed.
2. Click MY PROFILE on the **Company Details** page. The **User Details** page will be displayed.
3. Click CHANGE USER PASSWORD. The **Change User Password** page will be displayed:

Figure 5.17

Change User Password

HKEX 香港交易所

e-Submission System

The Stock Exchange of Hong Kong Limited
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Document Submission Download Doc Template ADMIN LOGOUT

User ID: 00388ADM Name: John Smith

Change User Password

* MANDATORY FIELDS (Password should be between 6 and 10 characters in length)

FOR THE ATTENTION OF SECURITY OFFICER
If a Security Officer intends to reset password for other users, he/she must first enter the Security Officer's user password in the "Your Current User Password" field for validation.

* Your Current User Password

* New User Password

* Retype New User Password

Save

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4. Enter your *Current Login Password*, *New Password* and *Retype New Password* and click SAVE.

NOTE: Your *New Password* must be a string of 6 to 10 alphanumeric characters and it cannot be the same as the *Current Password*.

5. Click OK in the dialog box to confirm the update.

NOTE: Clicking CANCEL will return to the **Change User Password** page where you can continue editing the user password.

6. After the password is updated successfully, an acknowledgement message will be displayed. Click OK and you will be taken back to the **Company Details** Page.

5.9 Request for Security Passwords

The Security Officer has the right to make a request for security passwords. To request a security passwords,

1. Select ADMIN in the MAIN MENU and then select REQUEST FOR SECURITY PASSWORDS in the SUB-MENU. The **Request Details** Page will be displayed:

Figure 5.18

**Request for
Security
Passwords**

2. Enter *Number of new security password batches requested for*, select *Batch ID to be voided* and *Method of collection* and click SUBMIT.
3. The confirmation message box will be prompted up for confirmation.

Figure 5.19

**Request for
Security
Passwords –
Confirmation
Message**

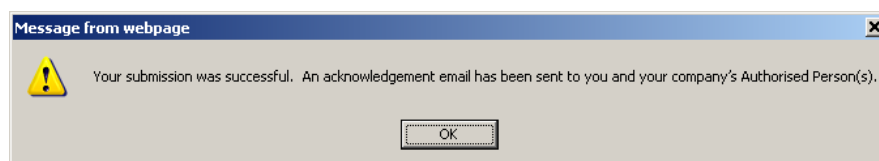
4. Click OK in the dialog box to confirm the request.
NOTE: Clicking CANCEL will return to the **Request for Security Passwords** page where you can continue editing the request.

5. After the request is submitted successfully, an acknowledgement

message will be displayed. Click OK and you will be taken back to the **Request for Security Passwords** Page.

Figure 5.20

**Request for
Security
Passwords –
Acknowledgement
Message**



NOTE: An acknowledgement email will be sent to Security Officer and your company's Authorized Person(s).

Figure 5.21

**Request for
Security
Passwords –
Acknowledgement
Email**

Acknowledgement of Online Request for ESS Security Password

This is to acknowledge receipt of your online request for new security passwords. We will proceed to issue new security password batch(es) and will arrange to send the batch(es) by registered mail to the postal address of the Primary Authorised Person within 2 working days from the issue date of this email. To avoid unnecessary delay, you should inform us of any change in postal address as early as possible by updating relevant information under the Profile Admin section of the e-Submission System.

If you have any questions relating to ESS operations, please contact our hotline at +852 2840 3460. To assist us in improving our service to you, telephone calls may be recorded.

The Stock Exchange of Hong Kong Limited
06-11-2015

(NOTE: THIS IS AN AUTOMATED MESSAGE. PLEASE DO NOT REPLY DIRECTLY TO THIS EMAIL.)

茲收到 貴公司經線上提交的新保安密碼申請。我們會在此電郵發出日期的兩個工作日內，以掛號郵件方式將新保安密碼寄往首名授權人士的郵寄地址。如郵寄地址經已改變，請即更新電子呈交系統PROFILE ADMIN內的相關資料，以避免不必要的延誤。

如有任何有關電子呈交系統的操作查詢，請致電熱線 +852 2840 3460。為幫助我們提升服務質素，對話內容可能會被錄音。

香港聯合交易所有限公司
06-11-2015

(備註: 這是一則自動訊息，請勿回覆此電郵。)