



e-Submission System User Manual

For

Publication Related Matters

August 2019

Table of Contents

APPENDIX A - RECOMMENDED CONFIGURATION FOR ACCESSING THE E-SUBMISSION SYSTEM	44
APPENDIX B – CONTINGENCY SCHEDULE	45
APPENDIX C - SPECIFICATIONS FOR FILES CONTAINING ANNOUNCEMENTS TO BE PUBLISHED ON HKEXNEWS WEBSITE AND GEM WEBSITE (APPLICABLE TO MAIN BOARD & GEM BOARD ISSUERS).....	47
APPENDIX D - SPECIFICATIONS FOR FILES CONTAINING ANNUAL REPORT/FINANCIAL REPORTS TO BE PUBLISHED ON HKEXNEWS WEBSITE AND GEM WEBSITE (APPLICABLE TO MAIN BOARD & GEM LISTED ISSUERS)	49
APPENDIX E - SPECIFICATIONS FOR FILES CONTAINING LISTING DOCUMENT TO BE PUBLISHED ON HKEXNEWS WEBSITE AND GEM WEBSITE (APPLICABLE TO MAIN BOARD & GEM BOARD ISSUERS)	57
APPENDIX F - SPECIFICATION FOR FILES CONTAINING IPO ALLOTMENT RESULTS TO BE PUBLISHED ON HKEXNEWS WEBSITE AND GEM WEBSITE (APPLICABLE TO MAIN BOARD AND GEM BOARD NEW APPLICANTS).....	71
APPENDIX G - SPECIFICATIONS FOR FILES CONTAINING APPLICATION PROOF, PHIP AND RELATED MATERIALS TO BE PUBLISHED ON HKEXNEWS WEBSITE AND GEM WEBSITE (APPLICABLE TO MAIN BOARD & GEM BOARD NEW APPLICANTS)	79
APPENDIX H - SUGGESTIONS ON PREPARING A ADOBE PORTABLE DOCUMENT FORMAT (PDF) FILE FOR PUBLISHING ON HKEXNEWS WEBSITE AND GEM WEBSITE	87

Appendix A - 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.

Appendix B – Contingency Schedule

Contingency Measures

1. Issuers will deliver to HKEX via email soft copies of documents for publication on the HKEX website¹ within the same submission windows as when all systems are fully operational, as prescribed under the Exchange Main Board Listing Rules and GEM Listing Rules. Hard copy or faxed submissions will not be accepted by HKEX and will not comply with these requirements.
2. For issuers, this means that, where a soft copy of a document would otherwise be required to be submitted through the e-Submission System (ESS) by 11:00 p.m. for publication on the HKEXnews website, issuers must submit the soft copy to HKEX via email by no later than 11:00 p.m.. There is also a morning window (6:00 a.m. – 8:30 a.m.), a lunch-time window (12:00 noon – 12:30 p.m.) and a window on a non-business day immediately preceding a business day (6:00 p.m. – 8:00 p.m.).
3. For large-size documents, delivery will be made by depositing the CD in the collection box on 11/F, Two Exchange Square, 8 Connaught Place, Central, Hong Kong.
4. When delivering large-size documents, issuers must stamp the CD with the delivery time using the time stamp at the address abovementioned. The CD must be accompanied by a confirmation letter in the form attached, setting out the appropriate headline categories and confirming the English and Chinese title.
5. Please note that, where the headline category of any document published under these contingency measures needs to be amended, the issuer will in all cases have to make a request in writing with the Listing Department for such amendment. The issuer will not be able to make the amendment directly through ESS even where the normal prescribed time limit for amendment by the issuer has not yet expired.
6. The contingency measures as set out above are subject to review by HKEX from time to time. HKEX will give notice to all ESS authorised persons advising them of the detailed arrangements when contingency measures are invoked. For more details, please refer to the guide and the FAQs for the Listed Company Information Dissemination and Related Trading Arrangements in the Event of Interruption to the HKEXnews Website Service or the Information Dissemination System available on the HKEX corporate website under the section *Administrative Matters*.

¹ References to the “HKEX website” include, where applicable, the HKEXnews website and/or the GEM website.

[Letterhead of Issuer]

[Date]

By hand

To : Primary Market Information
Listing Department
Hong Kong Exchanges and Clearing Limited ("HKEX")
11/F, Two Exchange Square
8 Connaught Place, 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/ESG Information	<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 Category (if applicable)³:

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.

Appendix C - Specifications for files containing announcements to be published on HKEXnews website and GEM website (applicable to Main Board & GEM Board issuers)

Overview

1. This appendix specifies the format and the software to be used in the preparation of files containing announcements to be submitted for publication on HKEXnews website and GEM website. Issuers or their authorised representatives should ensure that the files are produced in accordance with these specifications, virus-free, document printable, and with all words being text-searchable and copyable.

Publishing Tools

2. The document **MUST** be prepared in Adobe® portable document format (i.e. PDF) using Adobe® Acrobat® version 7.0 or above (and the PDF file created should be compatible with Adobe 5.0), or in Microsoft Word 2002 for Windows or above. For your reference, an illustration on how to produce a PDF file by using Adobe® Acrobat® has been provided in Appendix H. For more information on Adobe® Acrobat®, please visit their website at <http://www.adobe.com/products/acrobat/main.html>

File Name Convention and Recommended File Size

3. The filename of files submitted for publication, should be written in alphanumeric characters (i.e. using only letters of the western alphabet and numbers). 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”. The total file name length must not exceed 100 characters.

4. File (whether in Chinese or English version) in any cases should **NOT** be larger than 10.0M bytes for Main Board cases or 20.0M bytes for GEM cases.

5. For a document with its size larger than the requirement set out in paragraph 4 above, in order to speed up the time required to load the document, we recommend that issuers divide the document into logical sub-sections and save each sub-section under a different file name. Size of each separated file should again follow the requirement as set out in paragraph 4 above. Please refer to the “File Name Convention and Recommended File Size” and “Excel Spreadsheet” sections of Appendix D for the detail requirements of the split files. In addition to the split files submitted through ESS for publication, a soft copy of the full version (i.e. in one single file) with bookmarks added of the same document must be submitted as soon as possible on a CD by mailing or physical delivery to HKEX.

General Requirements

6. Diagrams and charts

Diagrams and Charts created by other application software, e.g. Microsoft Excel or Microsoft PowerPoint, should be embedded into the document so as to form one single document. Do **NOT** prepare the diagrams or charts in separate documents.

7. Other requirements

- (a) No embedded audio or video.
- (b) No graphics or images except for Company logos.
- (c) Free of computer virus or other items of a destructive nature.
- (d) For PDF file, all fonts (e.g. Chinese character font) used in the file should be embedded in the file.

Appendix D - Specifications for files containing Annual Report/Financial Reports to be published on HKEXnews website and GEM website (applicable to Main Board & GEM listed issuers)

Overview

1. This appendix specifies the formats and the software to be used for preparation of the files containing annual report/ financial reports to be published on HKEXnews website and GEM website. Issuers or their authorised representatives should ensure that the files are produced in accordance with these specifications, virus-free, document printable, and with all words being text-searchable and copyable.

Publishing Tools

2. The document **MUST** be prepared in Adobe® portable document format (i.e. PDF) using Adobe® Acrobat® version 7.0 or above (and the PDF file created should be compatible with Adobe 5.0), or in Microsoft Word 2002 for Windows or above . For simplicity, pdf document have been used for illustrative purposes in this appendix (e.g. filename convention), however Word documents are also accepted by the e-Submission System. For more information on Adobe® Acrobat®, please visit their website at <http://www.adobe.com/products/acrobat/main.html>.

File Name Convention and Recommended File Size

3. The filename of files submitted for publication, should be written in alphanumeric characters (i.e. using only letters of the western alphabet and numbers). 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”. The total file name length must not exceed 100 characters.

4. File (whether in Chinese or English version) in any cases should **NOT** be larger than 10.0M bytes for Main Board cases or 20.0M bytes for GEM cases. Bookmarks should be added to the document when such financial statement is submitted in a single file. For your reference, an illustration on how to create bookmarks in a PDF file by using Adobe® Acrobat® has been provided in Appendix H.

5. For a document with its size larger than the requirement set out in paragraph 4 above, in order to speed up the time required to load the document, we recommend that issuers divide the document into logical sub-sections and save each sub-section under a different file name. Size of each separated file should again follow the requirement as set out in paragraph 4 above. In addition to the split files submitted through ESS for publication, a soft copy of the full version (i.e. in one single file) with bookmarks added of the same document must be submitted as soon as possible on a CD by mailing or physical delivery to HKEX.

6. For individual files, their name must be in English. The naming convention should follow [E/C][sequence number (1 digit)][chapter number (2 digits)].pdf¹, issuers should substitute the information in the square brackets with the relevant information pertaining to each document. An example of a file under such naming convention would be like E101.pdf for English version and C101.pdf for the Chinese version.

General Requirements

7. Diagrams and charts

Diagrams and Charts created by other application software, e.g. Microsoft Excel or Microsoft PowerPoint, should be embedded into the document so as to form one single document. Do **NOT** prepare the diagrams or charts in separate documents.

8. Other requirements

- (a) No embedded audio or video.
- (b) Free of computer virus or other items of a destructive nature.
- (e) For PDF file, all fonts (e.g. Chinese character font) used in the file should be embedded in the file.

Excel Spreadsheet

9. Where file separation is required, issuers should submit, together with the separated PDF file, 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 paragraph 3 above.

¹ The sequence number indicates the number of filings (for example, an issuer submits two sets of annual report at one time, the sequence number should be filled with "1" for the first set and "2" for the second set. In a normal situation, the sequence number should always be filled with "1").

10. Excel Spreadsheet formats: an illustrative example

The following example will use Microsoft Excel 2002 to illustrate the specification of each of the English and Chinese version of an Excel Spreadsheet.

Chinese Version

The information must be stored in "Sheet1".

The first 3 rows describe the document whereby: -

Cell A1 contains the document name, for example: 2005 年度報告

Cell A2 contains the company name, for example: 香港交易及結算所有限公司

Cell A3 contains the stock code (in 5 digit numbers), for example: 00388

The forth row is used to display the image of document title: -

Cell A4 contains the fixed value "Image of Title", and Cell B4 should be left blank for Exchange's use.

The fifth row is used to display the text of document title: -

Cell A5 contains the fixed value "Text of Title", but leave cell B5 blank in this case.

The sixth row contains a cover image of the document:

Cell A6 contains the fixed value "Cover Image", but leave cell B6 blank in this case.

The seventh and subsequence rows store the Chapter(s)/Section Title(s) and their corresponding file name(s). **No blank line is allowed within the table of content.**

Column A in each row contains the Chapter(s)/Section Title(s). For Sub-Section(s), two characters of dash "--" will be added in front of the Sub-Section title.

Each chapter/section title should be placed in one cell.

Each cell should contain not more than 125 Chinese characters.

Traditional Chinese characters are recommended to use for the chapter/section titles.

Column B in each row contains the file name. Left it blank if the title does not relate to any file.

	A	B
1	2005 年度報告	
2	香港交易及結算所有限公司	
3	00388	
4	Image of Title	
5	Text of Title	
6	Cover Image	
7	封面	C101.pdf
8	封面內封	C102.pdf
9	目錄	C103.pdf
10	財務摘要	C104.pdf
11	全年大事紀要	C105.pdf
12	主席報告	C106.pdf
13	集團行政總裁的回顧	C107.pdf
14	公司資料	C108.pdf
15	董事會及高級管理人員	C109.pdf
16	組織架構	C110.pdf
17	業務回顧	C111.pdf
18	財務檢討	C112.pdf
19	合併之年以來的財務統計數據	C113.pdf
20	企業管治報告	C114.pdf
21	稽核委員會報告	C115.pdf
22	薪酬委員會報告	C116.pdf
23	企業及社會責任報告	C117.pdf
24	董事會報告	C118.pdf
25	核數師報告	C119.pdf
26	綜合損益賬	C120.pdf
27	綜合股本權益變動表	C121.pdf
28	綜合資產負債表	C122.pdf
29	香港交易及結算所有限公司資產負債表	C123.pdf
30	綜合現金流動表	C124.pdf
31	綜合賬目附註	C125.pdf
32	股權分析	C126.pdf
33	權益人資料	C127.pdf
34	詞彙	C128.pdf
35	封底內封	C129.pdf
36	封底	C130.pdf
37		
38		

Sheet1

File Name: C0388.xls

Generated HTML Table of Content from the Excel Spreadsheet

二零零五年年報

香港交易及結算所有限公司 (00388)

- ▶ [封面內封](#)
- ▶ [目錄](#)
- ▶ [財務摘要](#)
- ▶ [全年大事紀要](#)
- ▶ [主席報告](#)
- ▶ [集團行政總裁的回顧](#)
- ▶ [公司資料](#)
- ▶ [董事會及高級管理人員](#)
- ▶ [組織架構](#)
- ▶ [業務回顧](#)
- ▶ [財務檢討](#)
- ▶ [合併之年以來的財務統計數據](#)
- ▶ [企業管治報告](#)
- ▶ [稽核委員會報告](#)
- ▶ [薪酬委員會報告](#)
- ▶ [企業及社會責任報告](#)
- ▶ [董事會報告](#)
- ▶ [核數師報告](#)
- ▶ [綜合損益賬](#)
- ▶ [綜合股本權益變動表](#)
- ▶ [綜合資產負債表](#)
- ▶ [香港交易及結算所有限公司資產負債表](#)
- ▶ [綜合現金流動表](#)
- ▶ [綜合賬目附註](#)
- ▶ [股權分析](#)
- ▶ [權益人資料](#)
- ▶ [詞彙](#)
- ▶ [封底內封](#)
- ▶ [封底](#)

English Version

The information must be stored in “Sheet1”.

The first 3 rows describe the document whereby: -

Cell A1 contains the document name, for example: 2005 Annual Report

Cell A2 contains the company name, for example: Hong Kong Exchanges and Clearing Limited

Cell A3 contains the stock code (in 5 digit numbers), for example: 00388

The forth row is used to display the image of document title: -

Cell A4 contains the fixed value “Image of Title”, and Cell B4 should be left blank for Exchange's use.

The fifth row is used to display the text of document title: -

Cell A5 contains the fixed value “Text of Title”, but leave cell B5 blank in this case.

The sixth row contains a cover image of the document:

Cell A6 contains the fixed value “Cover Image”, but leave cell B6 blank in this case.

The seventh and subsequence rows store the Chapter(s)/Section Title(s) and their corresponding file name(s). **No blank line is allowed within the table of content.**

Column A in each row contains the Chapter(s)/Section Title(s). For Sub-Section(s), two characters of dash “--” will be added in front of the Sub-Section title.

Each chapter/section title should be placed in one cell.

Each cell should contain not more than 250 characters.

Column B in each row contains the file name. Left it blank if the title does not relate to any file.

	A	B
1	2005 Annual Report	
2	Hong Kong Exchanges and Clearing Limited	
3	00388	
4	Image of Title	
5	Text of Title	
6	Cover Image	
7	Cover	E101.pdf
8	Inside Front Cover	E102.pdf
9	Contents	E103.pdf
10	Financial Highlights	E104.pdf
11	Highlights of the Year	E105.pdf
12	Chairman's Statement	E106.pdf
13	Chief Executive's Review	E107.pdf
14	Corporate Information	E108.pdf
15	Board of Directors and Senior Management	E109.pdf
16	Organisation Chart	E110.pdf
17	Business Review	E111.pdf
18	Financial Review	E112.pdf
19	Financial Statistics since the Year of Merger	E113.pdf
20	Corporate Governance Report	E114.pdf
21	Audit Committee Report	E115.pdf
22	Remuneration Committee Report	E116.pdf
23	Corporate and Social Responsibility Report	E117.pdf
24	Directors' Report	E118.pdf
25	Auditors' Report	E119.pdf
26	Consolidated Profit and Loss Account	E120.pdf
27	Consolidated Statement of Changes in Equity	E121.pdf
28	Consolidated Balance Sheet	E122.pdf
29	Hong Kong Exchanges and Clearing Limited - Balance Sheet	E123.pdf
30	Consolidated Cash Flow Statement	E124.pdf
31	Notes to the Consolidated Accounts	E125.pdf
32	Shareholding Analysis	E126.pdf
33	Information for Stakeholders	E127.pdf
34	Glossary	E128.pdf
35	Inside Back Cover	E129.pdf
36	Back Cover	E130.pdf
37		
38		

Sheet1

File Name: E0388.xls

Generated HTML Table of Content from the Excel Spreadsheet

2005 Annual Report

Hong Kong Exchanges and Clearing Limited (00388)

- ▶ [Cover](#)
- ▶ [Inside Front Cover](#)
- ▶ [Contents](#)
- ▶ [Financial Highlights](#)
- ▶ [Highlights of the Year](#)
- ▶ [Chairman's Statement](#)
- ▶ [Chief Executive's Review](#)
- ▶ [Corporate Information](#)
- ▶ [Board of Directors and Senior Management](#)
- ▶ [Organisation Chart](#)
- ▶ [Business Review](#)
- ▶ [Financial Review](#)
- ▶ [Financial Statistics since the Year of Merger](#)
- ▶ [Corporate Governance Report](#)
- ▶ [Audit Committee Report](#)
- ▶ [Remuneration Committee Report](#)
- ▶ [Corporate and Social Responsibility Report](#)
- ▶ [Directors' Report](#)
- ▶ [Auditors' Report](#)
- ▶ [Consolidated Profit and Loss Account](#)
- ▶ [Consolidated Statement of Changes in Equity](#)
- ▶ [Consolidated Balance Sheet](#)
- ▶ [Hong Kong Exchanges and Clearing Limited - Balance Sheet](#)
- ▶ [Consolidated Cash Flow Statement](#)
- ▶ [Notes to the Consolidated Accounts](#)
- ▶ [Shareholding Analysis](#)
- ▶ [Information for Stakeholders](#)
- ▶ [Glossary](#)
- ▶ [Inside Back Cover](#)
- ▶ [Back Cover](#)

Appendix E - Specifications for files containing listing document to be published on HKEXnews website and GEM website (applicable to Main Board & GEM Board issuers)

Overview

1. This appendix specifies the formats and the software to be used for preparation of the files containing listing document to be published on HKEXnews website and GEM website. Issuers or their authorised representatives should ensure that the files are produced in accordance with these specifications, virus-free, document printable, and with all words being text-searchable and copyable.

Publishing Tools

2. The document **MUST** be prepared in Adobe® portable document format (i.e. PDF) using Adobe® Acrobat® version 7.0 or above (and the PDF file created should be compatible with Adobe 5.0), or in Microsoft Word 2002 for Windows or above. For simplicity, PDF document have been used for illustrative purposes in this appendix (e.g. filename convention), however Word documents are also accepted by the e-Submission System. For more information on Adobe® Acrobat®, please visit their website at <http://www.adobe.com/products/acrobat/main.html>.

File Name Convention and Recommended File Size

3. The filename of files submitted for publication, should be written in alphanumeric characters (i.e. using only letters of the western alphabet and numbers). 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”. The total file name length must not exceed 100 characters.

4. File (whether in Chinese or English version) in any cases should **NOT** be larger than 10.0M bytes for Main Board cases or 20.0M bytes for GEM cases. Bookmarks should be added to the document when such listing document is submitted in a single file. For your reference, an illustration on how to create bookmarks in a PDF file by using Adobe® Acrobat® has been provided under Appendix H

5. For GEM listing document and Main Board listing document of which its size is larger than the requirement set out in paragraph 4 above, in order to speed up the time required to load the listing document, we recommend that issuers divide the listing document into different chapters as in the table of content and save each chapter under a different file name. Size of each separated file should again follow the requirement as set out in paragraph 4 above. In addition to the split files submitted through ESS for publication, a soft copy of the full version (i.e. in one single file) with bookmarks added of the same document must be submitted as soon as possible on a CD by mailing or physical delivery to HKEX.

6. For the individual files, their name must be in English. The naming convention should follow [E/C][sequence number (1 digit)][chapter number (2 digits)].pdf², issuers should substitute the information in the square brackets with the relevant information pertaining to each document. An example of a file under such naming convention would be like E101.pdf for English version and C101.pdf for the Chinese version.

General Requirements

7. Diagrams and charts

Diagrams and Charts created by other application software, e.g. Microsoft Excel or Microsoft PowerPoint, should be embedded into the document so as to form one single document. Do **NOT** prepare the diagrams or charts in separate documents.

8. Other requirements

- (a) No embedded audio or video.
- (b) Free of computer virus or other items of a destructive nature.
- (c) For PDF file, all fonts (e.g. Chinese character font) used in the file should be embedded in the file.

Excel Spreadsheet

9. Together with the PDF file(s), issuers should submit an Excel Spreadsheet outlining the table of content and their corresponding file name(s). The naming convention for the Excel Spreadsheet should follow the requirement set out in paragraph 3 above.

² The sequence number indicates the number of filings (for example, an issuer submits two sets of listing document at one time, the sequence number should be filled with "1" for the first set and "2" for the second set. In a normal situation, the sequence number should always be filled with "1").

10. Excel Spreadsheet formats: an illustrative example for Main Board listing issuers

The following example will use Microsoft Excel 2002 to illustrate the specification of each of the English and Chinese version of an Excel Spreadsheet.

Chinese Version

The information must be stored in "Sheet1".

The first 3 rows describe the document whereby: -

Cell A1 contains the document name, for example: 招股書

Cell A2 contains the company name, for example: 中國中煤能源股份有限公司

Cell A3 contains the stock code (in 5 digit numbers), for example: 01898

The forth row is used to display the image of document title: -

Cell A4 contains the fixed value "Image of Title", and Cell B4 should be left blank for Exchange's use.

The fifth row is used to display the text of document title: -

Cell A5 contains the fixed value "Text of Title", but leave cell B5 blank in this case.

The sixth row contains a cover image of the document:

Cell A6 contains the fixed value "Cover Image", but leave cell B6 blank in this case.

The seventh and subsequence rows store the Chapter(s)/Section Title(s) and their corresponding file name(s). **No blank line is allowed within the table of content.**

Column A in each row contains the Chapter(s)/Section Title(s). For Sub-Section(s), two characters of dash "--" will be added in front of the Sub-Section title.

Each chapter/section title should be placed in one cell.

Each cell should contain not more than 125 Chinese characters.

Traditional Chinese characters are recommended to use for the chapter/section titles.

Column B in each row contains the file name. Left it blank if the title does not relate to any file.

	A	B
1	招股書	
2	中國中煤能源股份有限公司	
3	01898	
4	Image of Title	
5	Text of Title	
6	Cover Image	
7	封面	C101.pdf
8	重要提示	C102.pdf
9	預期時間表	C103.pdf
10	目錄	C104.pdf
11	概覽	C105.pdf
12	釋義	C106.pdf
13	詞彙表	C107.pdf
14	風險因素	C108.pdf
15	前瞻性陳述	C109.pdf
16	有關本招股說明書和全球發售的資料	C110.pdf
17	參與全球發售的各方	C111.pdf
18	公司資料	C112.pdf
19	行業概覽	C113.pdf
20	監管	C114.pdf
21	重組	C115.pdf
22	業務	C116.pdf
23	風財務資料	C117.pdf
24	與中煤集團的關係	C118.pdf
25	關連交易	C119.pdf
26	董事、監事和高級管理人員	C120.pdf
27	主要股東	C121.pdf
28	股本	C122.pdf
29	未來計劃和所得款項用途	C123.pdf
30	策略配售和企業配售	C124.pdf
31	包銷	C125.pdf
32	全球發售架構	C126.pdf
33	如何申請香港公開發售股份	C127.pdf
34	附錄一—會計師報告	
35	--第一節	C128.pdf
36	--第二節	C129.pdf
37	--第三節	C130.pdf
38	附錄二—未經審核備考財務資料	C131.pdf
39	附錄三—利潤預測	C132.pdf
40	附錄四—上海大屯的未經審核中國會計準則中期財務資料	C133.pdf
41	附錄五—物業估值	C134.pdf
42	附錄六—獨立技術報告	
43	--第一節	C135.pdf
44	--第二節	C136.pdf
45	附錄七—稅項和外匯	C137.pdf
46	附錄八—主要法律和監管規定概要	C138.pdf
47	附錄九—公司章程概要	C139.pdf
48	附錄十—法定和一般資料	
49	--第一節	C140.pdf
50	--第二節	C141.pdf
51	附錄十一—送呈公司註冊處及備查文件	C142.pdf
52	封底	C143.pdf
53		

Sheet1

File Name: C1898.xls

Generated HTML Table of Content from the Excel Spreadsheet

招股書

中國中煤能源股份有限公司 (1898)

- ▶ [封面](#)
- ▶ [重要提示](#)
- ▶ [預期時間表](#)
- ▶ [目錄](#)
- ▶ [概覽](#)
- ▶ [釋義](#)
- ▶ [詞彙表](#)
- ▶ [風險因素](#)
- ▶ [前瞻性陳述](#)
- ▶ [有關本招股說明書和全球發售的資料](#)
- ▶ [參與全球發售的各方](#)
- ▶ [公司資料](#)
- ▶ [行業概覽](#)
- ▶ [監管](#)
- ▶ [重組](#)
- ▶ [業務](#)
- ▶ [財務資料](#)
- ▶ [與中煤集團的關係](#)
- ▶ [關連交易](#)
- ▶ [董事、監事和高級管理人員](#)
- ▶ [主要股東](#)
- ▶ [股本](#)
- ▶ [未來計劃和所得款項用途](#)
- ▶ [策略配售和企業配售](#)
- ▶ [包銷](#)
- ▶ [全球發售架構](#)
- ▶ [如何申請香港公開發售股份](#)
- ▶ [附錄一－會計師報告](#)
 - [第一節](#)
 - [第二節](#)
 - [第三節](#)
- ▶ [附錄二－未經審核備考財務資料](#)
- ▶ [附錄三－利潤預測](#)
- ▶ [附錄四－上海大屯的未經審核中國會計準則中期財務資料](#)
- ▶ [附錄五－物業估值](#)
- ▶ [附錄六－獨立技術報告](#)
 - [第一節](#)
 - [第二節](#)
- ▶ [附錄七－稅項和外匯](#)
- ▶ [附錄八－主要法律和監管規定概要](#)
- ▶ [附錄九－公司章程概要](#)
- ▶ [附錄十－法定和一般資料](#)
 - [第一節](#)
 - [第二節](#)
- ▶ [附錄十一－送呈公司註冊處及備查文件](#)
- ▶ [封底](#)

English Version

The information must be stored in "Sheet1".

The first 3 rows describe the document whereby: -

Cell A1 contains the document name, for example: IPO

Cell A2 contains the company name, for example: China Coal Energy Company Limited

Cell A3 contains the stock code (in 5 digit numbers), for example: 01898

The forth row is used to display the image of document title: -

Cell A4 contains the fixed value "Image of Title", and Cell B4 should be left blank for Exchange's use.

The fifth row is used to display the text of document title: -

Cell A5 contains the fixed value "Text of Title", but leave cell B5 blank in this case.

The sixth row contains a cover image of the document:

Cell A6 contains the fixed value "Cover Image", a but leave cell B6 blank in this case.

The seventh and subsequence rows store the Chapter(s)/Section Title(s) and their corresponding file name(s). **No blank line is allowed within the table of content.**

Column A in each row contains the Chapter(s)/Section Title(s). For Sub-Section(s), two characters of dash "--" will be added in front of the Sub-Section title.

Each chapter/section title should be placed in one cell.

Each cell should contain not more than 250 characters.

Column B in each row contains the file name. Left it blank if the title does not relate to any file.

	A	B
1	IPO	
2	China Coal Energy Company Limited	
3	01898	
4	Image of Title	
5	Text of Title	
6	Cover Image	
7	Cover	E101.pdf
8	Important	E102.pdf
9	Expected Timetable	E103.pdf
10	Table of Contents	E104.pdf
11	Summary	E105.pdf
12	Definitions	E106.pdf
13	Glossary	E107.pdf
14	Risk Factors	E108.pdf
15	Forward-looking Statements	E109.pdf
16	Information about this Prospectus and the Global Offering	E110.pdf
17	Parties Involved in the Global Offering	E111.pdf
18	Corporate Information	E112.pdf
19	Industry Overview	E113.pdf
20	Regulations	E114.pdf
21	Restructuring	E115.pdf
22	Business	E116.pdf
23	Financial Information	E117.pdf
24	Relationship with ChinaCoal Group	E118.pdf
25	Connected Transactions	E119.pdf
26	Directors, Supervisors and Senior Management	E120.pdf
27	Substantial Shareholder	E121.pdf
28	Share Capital	E122.pdf
29	Future Plans and Use of Proceeds	E123.pdf
30	The Strategic and Corporate Placings	E124.pdf
31	Underwriting	E125.pdf
32	Structure of the Global Offering	E126.pdf
33	How to Apply for Hong Kong Public Offer Shares	E127.pdf
34	Appendix I - Accountants' Report	
35	--Part I	E128.pdf
36	--Part II	E129.pdf
37	--Part III	E130.pdf
38	Appendix II - Unaudited Pro Forma Financial Information	E131.pdf
39	Appendix III - Profit Forecast	E132.pdf
40	Appendix IV - Unaudited PRC GAAP Interim Financial Information of Shanghai Datun	E133.pdf
42	Appendix V - Property Valuation	E134.pdf
43	Appendix VI - Independent Technical Report	
44	--Part I	E135.pdf
44	--Part II	E136.pdf
45	Appendix VII - Taxation and Foreign Exchange	E137.pdf
46	Appendix VIII - Summary of Principal Legal and Regulatory Provisions	E138.pdf
47	Appendix IX - Summary of Articles of Association	
48	Appendix X - Statutory and General Information	E139.pdf
49	--Part I	E140.pdf
50	--Part II	E141.pdf
51	Appendix XI - Documents Delivered to the Registrar of Companies and Available for Inspection	E142.pdf
52	Back Cover	E143.pdf
53		

Sheet1

File Name:E1898.xls

Generated HTML Table of Content from the Excel Spreadsheet



IPO

China Coal Energy Company Limited (1898)

- ▶ [Cover](#)
- ▶ [Important](#)
- ▶ [Expected Timetable](#)
- ▶ [Table of Contents](#)
- ▶ [Summary](#)
- ▶ [Definitions](#)
- ▶ [Glossary](#)
- ▶ [Risk Factors](#)
- ▶ [Forward-looking Statements](#)
- ▶ [Information about this Prospectus and the Global Offering](#)
- ▶ [Parties Involved in the Global Offering](#)
- ▶ [Corporate Information](#)
- ▶ [Industry Overview](#)
- ▶ [Regulations](#)
- ▶ [Restructuring](#)
- ▶ [Business](#)
- ▶ [Financial Information](#)
- ▶ [Relationship with ChinaCoal Group](#)
- ▶ [Connected Transactions](#)
- ▶ [Directors, Supervisors and Senior Management](#)
- ▶ [Substantial Shareholder](#)
- ▶ [Share Capital](#)
- ▶ [Future Plans and Use of Proceeds](#)
- ▶ [The Strategic and Corporate Placings](#)
- ▶ [Underwriting](#)
- ▶ [Structure of the Global Offering](#)
- ▶ [How to Apply for Hong Kong Public Offer Shares](#)
- ▶ [Appendix I - Accountants' Report](#)
- ▶ [Part I](#)
- ▶ [Part II](#)
- ▶ [Part III](#)
- ▶ [Appendix II - Unaudited Pro Forma Financial Information](#)
- ▶ [Appendix III - Profit Forecast](#)
- ▶ [Appendix IV - Unaudited PRC GAAP Interim Financial Information of Shanghai](#)

Datun

- ▶ [Appendix V - Property Valuation](#)
- ▶ [Appendix VI - Independent Technical Report](#)
- ▶ [Part I](#)
- ▶ [Part II](#)
- ▶ [Appendix VII - Taxation and Foreign Exchange](#)
- ▶ [Appendix VIII - Summary of Principal Legal and Regulatory Provisions](#)
- ▶ [Appendix IX - Summary of Articles of Association](#)
- ▶ [Appendix X - Statutory and General Information](#)
- ▶ [Part I](#)
- ▶ [Part II](#)

	Appendix XI - Documents Delivered to the Registrar of Companies and Available for Inspection
	Back Cover

11. Excel Spreadsheet formats: an illustrative example for GEM Board listing issuers

The following example will use Microsoft Excel 2002 to illustrate the specification of each of the English and Chinese version of an Excel Spreadsheet.

Chinese Version

The information must be stored in "Sheet1".

The first 3 rows describe the document whereby: -

Cell A1 contains the document name, for example: 招股章程

Cell A2 contains the company name, for example: 浙江世寶股份有限公司

Cell A3 contains the stock code (in 5 digit numbers), for example:08331

The forth row is used to display the image of document title: -

Cell A4 contains the fixed value "Image of Title", and Cell B4 contains fixed value "/newlistings/images/tc_prospectuses.gif".

The fifth row is used to display the text of document title: -

Cell A5 contains the fixed value "Text of Title", and Cell B5 should be blank in this case.

The sixth row contains a cover image of the document:

Cell A6 contains the fixed value "Cover Image", but leave cell B6 blank in this case.

The seventh and subsequence rows store the Chapter(s)/Section Title(s) and their corresponding file name(s). **No blank line is allowed within the table of content.**

Column A in each row contains the Chapter(s)/Section Title(s). For Sub-Section(s), two characters of dash "--" will be added in front of the Sub-Section title. You may refer to the 22nd and 23rd lines in the illustration below.

Each chapter/section title should be placed in one cell.

Each cell should contain not more than 125 Chinese characters.

Traditional Chinese characters are recommended to use for the chapter/section titles.

Column B in each row contains the file name. Left it blank if the title does not relate to any file.

The following is an example of excel file for GEM board:

	A	B
1	招股章程	
2	浙江世寶股份有限公司	
3	08331	
4	Image of Title	/newlistings/images/tc_prospectuses.gif
5	Text of Title	
6	Cover Image	
7	封面	C100.pdf
8	重要文件	C101.pdf
9	創業板的特色	C102.pdf
10	預期時間表	C103.pdf
11	目錄	C104.pdf
12	概要	C105.pdf
13	釋義	C106.pdf
14	技術詞彙	C107.pdf
15	風險因素	C108.pdf
16	豁免遵守創業板上市規則	C109.pdf
17	有關本招股章程及配售的資料	C110.pdf
18	董事、監事及其他參與配售的各方	C111.pdf
19	公司資料	C112.pdf
20	行業概覽	C113.pdf
21	業務	
22	--第一節	C114.pdf
23	--第二節	C115.pdf
24	業務目標聲明	C116.pdf
25	進行配售的原因及所得款項用途	C117.pdf
26	董事、監事、高級管理層及僱員	C118.pdf
27	主要股東、上市時管理層股東及發起人	C119.pdf
28	股本	C120.pdf
29	財務資料	C121.pdf
30	包銷	C122.pdf
31	配售的架構及條件	C123.pdf
32	附錄一: 會計師報告	C124.pdf
33	附錄二: 未經審核備考財務資料	C125.pdf
34	附錄三: 物業估值	C126.pdf
35	附錄四: 主要法律和監管規定及公司章程概要	C127.pdf
36	附錄五: 法定及一般資料	C128.pdf
37	附錄六: 送呈香港公司註冊處處長及備查文件	C129.pdf
38		

Sheet1

File Name: C8331.xls

Generated HTML Table of Content from the Excel Spreadsheet

招股章程

招股章程

浙江世寶股份有限公司 (08331)

- ▶ 封面
- ▶ 重要文件
- ▶ 創業板的特色
- ▶ 預期時間表
- ▶ 目錄
- ▶ 概要
- ▶ 釋義
- ▶ 技術詞彙
- ▶ 風險因素
- ▶ 豁免遵守創業板上市規則
- ▶ 有關本招股章程及配售的資料
- ▶ 董事、監事及其他參與配售的各方
- ▶ 公司資料
- ▶ 行業概覽
- ▶ 業務
- ▶ 第一節
- ▶ 第二節
- ▶ 業務目標聲明
- ▶ 進行配售的原因及所得款項用途
- ▶ 董事、監事、高級管理層及僱員
- ▶ 主要股東、上市時管理層股東及發起人
- ▶ 股本
- ▶ 財務資料
- ▶ 包銷
- ▶ 配售的架構及條件
- ▶ 附錄一: 會計師報告
- ▶ 附錄二: 未經審核備考財務資料
- ▶ 附錄三: 物業估值
- ▶ 附錄四: 主要法律和監管規定及公司章程概要
- ▶ 附錄五: 法定及一般資料
- ▶ 附錄六: 送呈香港公司註冊處處長及備查文件

English Version

The information must be stored in “Sheet1”.

The first 3 rows describe the document whereby: -

Cell A1 contains the document name, for example: Prospectus

Cell A2 contains the company name, for example: Zhejiang Shibao Company Limited

Cell A3 contains the stock code (in 5 digit numbers), for example: 08331

The forth row is used to display the image of document title: -

Cell A4 contains the fixed value “Image of Title”, and Cell B4 contains fixed value “/newlistings/images/e_prospectuses.gif”.

The fifth row is used to display the text of document title: -

Cell A5 contains the fixed value “Text of Title”, and Cell B5 should be blank in this case.

The sixth row contains a cover image of the document:

Cell A6 contains the fixed value “Cover Image”, but leave cell B6 blank in this case.

The seventh and subsequence rows store the Chapter(s)/Section Title(s) and their corresponding file name(s). **No blank line is allowed within the table of content.**

Column A in each row contains the Chapter(s)/Section Title(s). For Sub-Section(s), two characters of dash “--” will be added in front of the Sub-Section title. You may refer to the 22nd and 23rd lines in the illustration below.

Each chapter/section title should be placed in one cell.

Each cell should contain not more than 250 characters.

Column B in each row contains the file name. Left it blank if the title does not relate to any file.

The following is an example of excel file for GEM board:

	A	B
1	Prospectus	
2	Zhejiang Shibao Company Limited	
3	08331	
4	Image of Title	/newlistings/images/e_prospectuses.gif
5	Text of Title	
6	Cover Image	
7	Cover	E100.pdf
8	Important	E101.pdf
9	Characteristics of GEM	E102.pdf
10	Expected timetable	E103.pdf
11	Contents	E104.pdf
12	Summary	E105.pdf
13	Definitions	E106.pdf
14	Glossary of technical terms	E107.pdf
15	Risk factors	E108.pdf
16	Waiver from compliance with GEM Listing Rules	E109.pdf
17	Information about this prospectus and the Placing	E110.pdf
18	Directors, Supervisors and other parties involved in the Placing	E111.pdf
19	Corporate information	E112.pdf
20	Industry overview	E113.pdf
21	Business	
22	--Part I	E114.pdf
23	--Part II	E115.pdf
24	Statement of business objectives	E116.pdf
25	Reasons for the Placing and use of proceeds	E117.pdf
26	Directors, Supervisors, senior management and employees	E118.pdf
27	Substantial Shareholders, Initial Management Shareholders and Promoters	E119.pdf
28	Share capital	E120.pdf
29	Financial information	E121.pdf
30	Underwriting	E122.pdf
31	Structure and conditions of the Placing	E123.pdf
32	Appendix I: Accountants' report	E124.pdf
33	Appendix II: Unaudited pro forma financial information	E125.pdf
34	Appendix III: Property valuation	E126.pdf
35	Appendix IV: Summary of principal legal and regulatory provisions and Articles of Association	E127.pdf
36	Appendix V: Statutory and general information	E128.pdf
37	Appendix VI: Documents delivered to the Registrar of Companies in Hong Kong and available for inspection	E129.pdf
38		

Sheet1

File Name: E8331.xls

The following picture is the generated content page layout for GEM board:

Prospectus

Prospectus

Zhejiang Shibao Company Limited (08331)

- ▶ [Cover](#)
- ▶ [Important](#)
- ▶ [Characteristics of GEM](#)
- ▶ [Expected timetable](#)
- ▶ [Contents](#)
- ▶ [Summary](#)
- ▶ [Definitions](#)
- ▶ [Glossary of technical terms](#)
- ▶ [Risk factors](#)
- ▶ [Waiver from compliance with GEM Listing Rules](#)
- ▶ [Information about this prospectus and the Placing](#)
- ▶ [Directors, Supervisors and other parties involved in the Placing](#)
- ▶ [Corporate information](#)
- ▶ [Industry overview](#)
- ▶ [Business](#)
- ▶ [Part I](#)
- ▶ [Part II](#)
- ▶ [Statement of business objectives](#)
- ▶ [Reasons for the Placing and use of proceeds](#)
- ▶ [Directors, Supervisors, senior management and employees](#)
- ▶ [Substantial Shareholders, Initial Management Shareholders and Promoters](#)
- ▶ [Share capital](#)
- ▶ [Financial information](#)
- ▶ [Underwriting](#)
- ▶ [Structure and conditions of the Placing](#)
- ▶ [Appendix I: Accountants' report](#)
- ▶ [Appendix II: Unaudited pro forma financial information](#)
- ▶ [Appendix III: Property valuation](#)
- ▶ [Appendix IV: Summary of principal legal and regulatory provisions and Articles of Association](#)
- ▶ [Appendix V: Statutory and general information](#)
- ▶ [Appendix VI: Documents delivered to the Registrar of Companies in Hong Kong and available for inspection](#)

Appendix F - Specification for files containing IPO Allotment Results to be published on HKEXnews website and GEM website (applicable to Main Board and GEM Board new applicants)

Overview

1. This appendix specifies the formats and the software to be used for preparation of the files containing IPO allotment results to be published on HKEXnews website and GEM website. New applicants or their sponsors should ensure that the files are produced in accordance with these specifications, virus-free, document printable, and with all words being text-searchable and copyable.

Publishing Tools

2. The document **MUST** be prepared in Adobe® portable document format (i.e. PDF) using Adobe® Acrobat® version 7.0 or above (and the PDF file created should be compatible with Adobe 5.0), or in Microsoft Word 2002 for Windows or above. For simplicity, PDF document have been used for illustrative purposes in this appendix (e.g. filename convention), however Word documents are also accepted by the e-Submission System. For more information on Adobe® Acrobat®, please visit their website at <http://www.adobe.com/products/acrobat/main.html>.

File Name Convention and Recommended File Size

3. The filename of files submitted for publication, should be written in alphanumeric characters (i.e. using only letters of the western alphabet and numbers). 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”. The total file name length must not exceed 100 characters.

4. In order to speed up the time required to load the announcement, new applicants must divide the document into different logical sub-sections and save each sub-section under a different file name. The files which contain information on allocation of the Public Offer Shares with successful applicants' identification document numbers should have a size **between 100K bytes to 150K bytes**.

5. The name of file must be in English. The naming convention for the individual files should follow [E/C][sequence number (1 digit)][file number (2 digits)].pdf³, new applicants should substitute the information in the square brackets with the relevant information pertaining to each document. An example of a file under such naming convention would be like E101.pdf for English version and C101.pdf for the Chinese version.

³ The sequence number indicates the number of filings (for example, an issuer submits two sets of announcement at one time, the sequence number should be filled with "1" for the first set and "2" for the second set. In a normal situation, the sequence number should always be filled with "1").

General Requirements

6. Diagrams and charts

Diagrams and Charts created by other application software, e.g. Microsoft Excel or Microsoft PowerPoint, should be embedded into the document so as to form one single document. Do **NOT** prepare the diagrams or charts in separate documents.

7. Other requirements

- (a) No embedded audio or video.
- (b) Free of computer virus or other items of a destructive nature.
- (c) For PDF file, all fonts (e.g. Chinese character font) used in the file should be embedded in the file.

Excel Spreadsheet

8. Together with the PDF file(s), new applicants should submit an Excel Spreadsheet outlining the table of content and their corresponding file name(s). The naming convention for the Excel Spreadsheet should follow the requirement set out in paragraph 3 above.

9. Excel Spreadsheet formats: an illustrative example

The following example will use Microsoft Excel 2002 to illustrate the specification of each of the English and Chinese version of an Excel Spreadsheet.

Chinese Version

The information must be stored in "Sheet1".

The first 3 rows describe the document whereby: -

Cell A1 contains the document name, for example: 新上市股份配發結果

Cell A2 contains the company name, for example: 甲乙丙集團有限公司

Cell A3 contains the stock code (in 5 digit numbers), for example: 03456

The forth row is used to display the image of document title: -

Cell A4 contains the fixed value "Image of Title", and Cell B4 should be left blank for Exchange's use.

The fifth row is used to display the text of document title: -

Cell A5 contains the fixed value "Text of Title", but leave cell B5 blank in this case.

The sixth row contains a cover image of the document:

Cell A6 contains the fixed value "Cover Image", but leave cell B6 blank in this case.

The seventh and subsequence rows store the Chapter(s)/Section Title(s) and their corresponding file name(s). **No blank line is allowed within the table of content.**

Column A in each row contains the Chapter(s)/Section Title(s). For Sub-Section(s), two characters of dash "--" will be added in front of the Sub-Section title.

Each chapter/section title should be placed in one cell.

Each cell should contain not more than 125 Chinese characters.

Chinese characters to be entered for chapter/section titles must be in Traditional Chinese (Big-5).

Column B in each row contains the file name. Leave it blank if the title does not relate to any file.

	A	B
1	新上市股份配發結果	
2	甲乙丙集團有限公司	
3	03456	
4	Image of Title	
5	Text of Title	
6	Cover Image	
7	封面	C101.pdf
8	摘要	C102.pdf
9	申請人使用白色申請表格進行申請認購的結果	
10	以下是使用白色申請表格成功申請認購的人士，未列出尚未提供其身份證號碼的申請人。	
11	--身份證號碼(A1234567 至 B1234567)	C103.pdf
12	--身份證號碼(C1234567 至 D1234567)	C104.pdf
13	--身份證號碼(E1234567 至 G1234567)	C105.pdf
14	--身份證號碼(H1234567 至 K1234567)	C106.pdf
15	--身份證號碼(L1234567 至 Z1234567)	C107.pdf
16	透過指定中央結算系統經紀／託管商參與者使用黃色申請表格提出申請的結果	
17	以下為透過指定中央結算系統經紀／託管商參與者使用黃色申請表格提出申請的成功申請結果。未列出尚未提供其身份證號碼的申請人。	
18	--身份證號碼(A1234567 至 D1234567)	C108.pdf
19	--身份證號碼(E1234567 至 Z1234567)	C109.pdf
20	中央結算系統投資者戶口持有人使用黃色申請表格進行申請認購的結果	
21	以下是使用黃色申請表格成功申請認購的中央結算系統投資者戶口持有人，未列出尚未提供其身份證號碼的中央結算系統投資者戶口持有人。	C110.pdf
22	透過向香港結算發出電子認購指示進行申請認購的香港公開發售申請結果	
23	以下是透過向香港結算發出電子認購指示成功申請認購的人士，未列出尚未提供其身份證號碼的申請人。	
24	--身份證號碼(A1234567 至 B1234567)	C111.pdf
25	--身份證號碼(C1234567 至 D1234567)	C112.pdf
26	--身份證號碼(H1234567 至 Z1234567)	C113.pdf
27	股票和退款支票的領取／寄發	C114.pdf
28		

Sheet1

File Name: C3456.xls

Generated HTML Table of Content from the Excel Spreadsheet

新上市股份配發結果

甲乙丙集團有限公司 (03456)

- ▶ [封面](#)
- ▶ [摘要](#)
- ▶ 申請人使用白色申請表格進行申請認購的結果
- ▶ 以下是使用白色申請表格成功申請認購的人士，
未列出尚未提供其身份證號碼的申請人。
[身份證號碼\(A1234567 至 B1234567\)](#)
[身份證號碼\(C1234567 至 D1234567\)](#)
[身份證號碼\(E1234567 至 G1234567\)](#)
[身份證號碼\(H1234567 至 K1234567\)](#)
[身份證號碼\(L1234567 至 Z1234567\)](#)
- ▶ 透過指定中央結算系統經紀／託管商參與者使用黃色
申請表格提出申請的結果
- ▶ 以下為透過指定中央結算系統經紀／託管商參與者使
用黃色申請表格提出申請的成功申請結果。未列出
尚未提供其身份證號碼的申請人。
[身份證號碼\(A1234567 至 D1234567\)](#)
[身份證號碼\(E1234567 至 Z1234567\)](#)
- ▶ 中央結算系統投資者戶口持有人使用黃色申請表格進行
申請認購的結果
- ▶ [以下是使用黃色申請表格成功申請認購的中央結算系統投資
者戶口持有人，未列出尚未提供其身份證號碼的中央結算系
統投資者戶口持有人。](#)
- ▶ 透過向香港結算發出電子認購指示進行申請認購的香港公開
發售申購結果
- ▶ 以下是透過向香港結算發出電子認購指示成功申請認購的人士，
未列出尚未提供其身份證號碼的申請人。
[身份證號碼\(A1234567 至 B1234567\)](#)
[身份證號碼\(C1234567 至 D1234567\)](#)
[身份證號碼\(H1234567 至 Z1234567\)](#)
- ▶ [股票和退款支票的領取／寄發](#)

English Version

The information must be stored in "Sheet1".

The first 3 rows describe the document whereby: -

Cell A1 contains the document name, for example: IPO Allotment Results

Cell A2 contains the company name, for example: ABC Group Limited

Cell A3 contains the stock code (in 5 digit numbers), for example: 03456

The forth row is used to display the image of document title: -

Cell A4 contains the fixed value "Image of Title", and Cell B4 should be left blank for Exchange's use.

The fifth row is used to display the text of document title: -

Cell A5 contains the fixed value "Text of Title", but leave cell B5 blank in this case.

The sixth row contains a cover image of the document:

Cell A6 contains the fixed value "Cover Image", but leave cell B6 blank in this case.

The seventh and subsequence rows store the Chapter(s)/Section Title(s) and their corresponding file name(s). **No blank line is allowed within the table of content.**

Column A in each row contains the Chapter(s)/Section Title(s). For Sub-Section(s), two characters of dash "--" will be added in front of the Sub-Section title.

Each chapter/section title should be placed in one cell.

Each cell should contain not more than 250 characters.

Column B in each row contains the file name. Leave it blank if the title does not relate to any file.

A		B
1	IPO Allotment Results	
2	ABC Group Limited	
3	03456	
4	Image of Title	
5	Text of Title	
6	Cover Image	
7	Cover	E101.pdf
8	Summary	E102.pdf
9	Results of applications made by applicants using white application forms	
10	The following are the results of successful applications using white Application Forms. Applicants who have not provided their identification document numbers are not shown.	
11	--Identification document number(s) (A1234567 to B1234567)	E103.pdf
12	--Identification document number(s) (C1234567 to E1234567)	E104.pdf
13	--Identification document number(s) (F1234567 to G1234567)	E105.pdf
14	--Identification document number(s) (H1234567 to K1234567)	E106.pdf
15	--Identification document number(s) (L1234567 to Z1234567)	E107.pdf
16	Results of applications using yellow application forms through designated CCASS Broker/Custodian Participants	
17	The following are the results of successful applications using yellow Application Forms through designated CCASS Broker/Custodian Participants. Applicants who have not provided their identification document numbers are not shown.	
18	--Identification document number(s) (A1234567 to D1234567)	E108.pdf
19	--Identification document number(s) (E1234567 to Z1234567)	E109.pdf
20	Results of applications made by CCASS investor participants using yellow application forms	
21	The following are the results of successful applications made by CCASS Investor Participants using yellow Application Forms. CCASS Investor Participants who have not provided their identification document numbers are not shown.	E110.pdf
22	Results of applications under the Hong Kong public offering by electronic application instructions given to HKSCC	
23	The following are the results of successful applications made by giving electronic application instructions to HKSCC. Applicants who have not provided their identification document numbers are not shown.	
24	--Identification document number(s) (A1234567 to B1234567)	E111.pdf
25	--Identification document number(s) (C1234567 to D1234567)	E112.pdf
26	--Identification document number(s) (H1234567 to Z1234567)	E113.pdf
27	Collection / posting of H share certificates and refund cheques	E114.pdf
28		

Sheet1

File Name: E3456.xls

Generated HTML Table of Content from the Excel Spreadsheet

IPO Allotment Results

ABC Group Limited (03456)

- ▶ [Cover](#)
- ▶ [Summary](#)
- ▶ Results of applications made by applicants using white application forms
- ▶ The following are the results of successful applications using white Application Forms. Applicants who have not provided their identification document numbers are not shown.
 - [Identification document number\(s\) \(A1234567 to B1234567\)](#)
 - [Identification document number\(s\) \(C1234567 to E1234567\)](#)
 - [Identification document number\(s\) \(F1234567 to G1234567\)](#)
 - [Identification document number\(s\) \(H1234567 to K1234567\)](#)
 - [Identification document number\(s\) \(L1234567 to Z1234567\)](#)
- ▶ Results of applications using yellow application forms through designated CCASS Broker/Custodian Participants
- ▶ The following are the results of successful applications using yellow Application Forms through designated CCASS Broker/Custodian Participants. Applicants who have not provided their identification document numbers are not shown.
 - [Identification document number\(s\) \(A1234567 to D1234567\)](#)
 - [Identification document number\(s\) \(E1234567 to Z1234567\)](#)
- ▶ Results of applications made by CCASS investor participants using yellow application forms
- ▶ [The following are the results of successful applications made by CCASS Investor Participants using yellow Application Forms. CCASS Investor Participants who have not provided their identification document numbers are not shown.](#)
- ▶ Results of applications under the Hong Kong public offering by electronic application instructions given to HKSCC
- ▶ The following are the results of successful applications made by giving electronic application instructions to HKSCC. Applicants who have not provided their identification document numbers are not shown.
 - [Identification document number\(s\) \(A1234567 to B1234567\)](#)
 - [Identification document number\(s\) \(C1234567 to D1234567\)](#)
 - [Identification document number\(s\) \(H1234567 to Z1234567\)](#)
- ▶ [Collection / posting of H share certificates and refund cheques](#)

Appendix G - Specifications for files containing Application Proof, PHIP and Related Materials to be published on HKEXnews website and GEM website (applicable to Main Board & GEM Board new applicants)

Overview

1. This appendix specifies the formats and the software to be used for preparation of the files containing Application Proof, Post Hearing Information Proof ("PHIP") and related materials to be published on HKEXnews website and GEM website. New applicants or their sponsors should ensure that the files are produced in accordance with these specifications, virus-free, and document printable and in a read-only format. The copying and editing functions in the file must be disabled.
2. New applicants or their sponsors should also ensure that the files containing Application Proofs, PHIP and related materials are submitted through ESS (for Listing Related Matters). For details of how to make submission through ESS (for Listing Related Matters), please refer to the Logistical Arrangements for Publication of Application Proofs, Post Hearing Information Packs and Related materials (the "Logistical Arrangements for Application Proof/PHIP") and the User Manual for the e-Submission System For Listing Related Matters.

Publishing Tools

3. The document MUST be prepared in Adobe® portable document format (i.e. PDF) using Adobe® Acrobat® version 7.0 or above (and the PDF file created should be compatible with Adobe 5.0). For more information on Adobe® Acrobat®, please visit their website at <http://www.adobe.com/products/acrobat/main.html>.

File Name Convention and Recommended File Size

4. The filename of every Application Proof/PHIP⁴ file submitted for publication should contain only alphanumeric characters (i.e. using only letters of the western alphabet and numbers). The name of the English language file should begin with the letter "E". The name of the Chinese language file should begin with the letter "C". The total file name length must not exceed 100 characters.

⁴ Pursuant to the Logistical Arrangements for Application Proof/PHIP, every first Application Proof/PHIP must contain the following:

- (a) a single file containing the full version of the warning statement for posting an Application Proof/PHIP;
- (b) a single file containing the full version Application Proof/PHIP with bookmarks; and
- (c) a multi-file version of the same Application Proof/PHIP.

In the same submission, the new applicant will also need to submit a recommended contents layout in an Excel file as specified in this appendix as an index for each individual file.

5. For the warning statement of an Application Proof/PHIP, the naming convention should be as follow:

E or C	Abbreviation of Company Name	-	Date of document (YYYYMMDD)	-	Warn
--------	------------------------------	---	-----------------------------	---	------

6. In the case of multi-file Application Proof/PHIP, in addition to the requirement set out in paragraph 4 above, each individual file must not larger than 20 MB and shall have the following naming convention:

E or C	Abbreviation of Company Name	-	Date of document (YYYYMMDD)	-	Serial number
--------	------------------------------	---	-----------------------------	---	---------------

For example, ABC Group submitted a multi-file Application Proof/PHIP containing 30 files on 1 October 2013, the full file name of the 21st file (English version) will be "EABCGROUP-20131001-21.pdf".

7. For the full version Application Proof/PHIP⁵ which should be contained in one single-file, it must include bookmarks to enable readers to navigate easily between chapters of the document. For your reference, an illustration on how to create bookmarks in a PDF file by using Adobe® Acrobat® has been provided under Appendix H. And the file shall have the following naming convention:

E or C	Abbreviation of Company Name	-	Date of document (YYYYMMDD)	-	Full
--------	------------------------------	---	-----------------------------	---	------

8. For the statement under MB Rule 9.08(2)(c) or GEM Rule 12.10(2)(c) (i.e. related materials of an Application Proof or a PHIP), the naming convention should be as follow:

E or C	Abbreviation of Company Name	-	Date of document (YYYYMMDD)	-	Statement
--------	------------------------------	---	-----------------------------	---	-----------

For example, XYZ Company submitted two statements on 1 October 2013, the full file name of the second statement (English version) will be "EXYZCO-20131001-Statement2.pdf".

9. All Application Proof/PHIP file must not be in a compressed format (e.g. as a "zip" file).

General Requirements

10. Diagrams and charts

Diagrams and Charts created by other application software, e.g. Microsoft Excel or Microsoft PowerPoint, should be embedded into the document so as to form one single document. Do **NOT** prepare the diagrams or charts in separate documents.

⁵ If the full version Application Proof/PHIP exceeds 20 MB, the new applicant must submit such full version Application Proof /PHIP by way of a CD ROM to the HKEX during the operational hours of ESS simultaneously with or as soon as practicable after a multi-file version Application Proof /PHIP is submitted through the ESS.

11. Other requirements

- (a) No embedded audio or video.
- (b) Free of computer virus or other items of a destructive nature.
- (c) All fonts (e.g. Chinese character font) used in the file should be embedded in the file.

Excel Spreadsheet

12. Together with the PDF file(s), issuers should submit an Excel Spreadsheet outlining the table of content and the corresponding file name(s). And the file shall have the following naming convention:

E or C	Abbreviation of Company Name	-	Date of document (YYYYMMDD)	-	Layout
--------	------------------------------	---	-----------------------------	---	--------

13. Excel Spreadsheet formats: an illustrative example

The following example will use Microsoft Excel 2002 to illustrate the specification of each of the English and Chinese version of an Excel Spreadsheet for a PHIP. For the recommended content layout of an Application Proof and a PHIP, please refer to the Logistical Arrangements for AP/PHIP.

Chinese Version

The information must be stored in "Sheet1".

The first 2 rows describe the document whereby: -

Cell A1 contains the document name, for example: 聆訊後資料集

Cell A2 contains the company name, for example: 丁戌己集團有限公司

The third to sixth rows should contain the fixed values as below:-

Cell A3 should contain "99999".

Cell A4 should contain "Image of Title".

Cell A5 should contain "Text of Title".

Cell A6 should contain "Cover Image".

Leave column B of these rows blank.

The seventh and subsequence rows store the Chapter(s)/Section Title(s) and their corresponding file name(s). **No blank line is allowed within the table of content.**

Column A in each row contains the Chapter(s)/Section Title(s). For Sub-Section(s), two characters of dash "--" will be added in front of the Sub-Section title.

Each chapter/section title should be placed in one cell.

Each cell should contain not more than 125 Chinese characters.

Traditional Chinese characters are recommended to use for the chapter/section titles.

Column B in each row contains the file name. Leave it blank if the title does not relate to any file.

	A	B
1	聆訊後資料集	
2	丁戌己集團有限公司	
3	99999	
4	Image of Title	
5	Text of Title	
6	Cover Image	
7	免責及警告聲明	CXYZGROUP-20131001-01.pdf
8	封面	CXYZGROUP-20131001-02.pdf
9	重要提示	CXYZGROUP-20131001-03.pdf
10	預計時間表	CXYZGROUP-20131001-04.pdf
11	目錄	CXYZGROUP-20131001-05.pdf
12	摘要	CXYZGROUP-20131001-06.pdf
13	定義及詞彙	CXYZGROUP-20131001-07.pdf
14	前瞻性陳述	CXYZGROUP-20131001-08.pdf
15	風險因素	CXYZGROUP-20131001-09.pdf
16	不用嚴格遵守《上市規則》的豁免	CXYZGROUP-20131001-10.pdf
17	有關上市文件及全球發售的資料	CXYZGROUP-20131001-11.pdf
18	董事、監事及參及全球發售中的涉及人士	CXYZGROUP-20131001-12.pdf
19	公司資料	CXYZGROUP-20131001-13.pdf
20	行業概覽	CXYZGROUP-20131001-14.pdf
21	規例	CXYZGROUP-20131001-15.pdf
22	歷史、發展及重組	CXYZGROUP-20131001-16.pdf
23	業務	CXYZGROUP-20131001-17.pdf
24	財務資料	CXYZGROUP-20131001-18.pdf
25	與控股股東的關係	CXYZGROUP-20131001-19.pdf
26	關連交易	CXYZGROUP-20131001-20.pdf
27	股本	CXYZGROUP-20131001-21.pdf
28	主要股東	CXYZGROUP-20131001-22.pdf
29	基礎投資者	CXYZGROUP-20131001-23.pdf
30	董事、高層管理人員及職員	CXYZGROUP-20131001-24.pdf
31	未來計劃及所得款項用途	CXYZGROUP-20131001-25.pdf
32	包銷	CXYZGROUP-20131001-26.pdf
33	全球發售的結構	CXYZGROUP-20131001-27.pdf
34	如何申請香港發售部分的股份	CXYZGROUP-20131001-28.pdf
35	附錄一 會計師報告	CXYZGROUP-20131001-29.pdf
36	附錄二 備考財務資料	CXYZGROUP-20131001-30.pdf
37	附錄三 溢利預測	CXYZGROUP-20131001-31.pdf
38	附錄四 物業估值報告	CXYZGROUP-20131001-32.pdf
39	附錄五 其他專家報告	CXYZGROUP-20131001-33.pdf
40	附錄六 新申請人的公司組織章程、註冊成立地區法例及雙邊主要上市資料	CXYZGROUP-20131001-34.pdf
41	附錄七 法定及一般資料	CXYZGROUP-20131001-35.pdf
42	附錄八 送呈公司註冊處處長及備查文件	CXYZGROUP-20131001-36.pdf

Sheet1

File Name: CXYZGROUP-20131001-Layout.xls

Generated HTML Table of Content from the Excel Spreadsheet

聆訊後資料集

丁戌己集團有限公司

務請閣下閱讀本文件所載的警告。

- ▶ 免責及警告聲明
- ▶ 封面
- ▶ 重要提示
- ▶ 預計時間表
- ▶ 目錄
- ▶ 摘要
- ▶ 定義及詞彙
- ▶ 前瞻性陳述
- ▶ 風險因素
- ▶ 不用嚴格遵守《上市規則》的豁免
- ▶ 有關上市文件及全球發售的資料
- ▶ 董事、監事及參及全球發售中的涉及人士
- ▶ 公司資料
- ▶ 行業概覽
- ▶ 規例
- ▶ 歷史、發展及重組
- ▶ 業務
- ▶ 財務資料
- ▶ 與控股股東的關係
- ▶ 關連交易
- ▶ 股本
- ▶ 主要股東
- ▶ 基礎投資者
- ▶ 董事、高層管理人員及職員
- ▶ 未來計劃及所得款項用途
- ▶ 包銷
- ▶ 全球發售的結構
- ▶ 如何申請香港發售部分的股份
- ▶ 附錄一 會計師報告
- ▶ 附錄二 備考財務資料
- ▶ 附錄三 溢利預測
- ▶ 附錄四 物業估值報告
- ▶ 附錄五 其他專家報告
- ▶ 附錄六 新申請人的公司組織章程、註冊成立地區法例及雙邊主要上市資料
- ▶ 附錄七 法定及一般資料
- ▶ 附錄八 送呈公司註冊處處長及備查文件

English Version

The information must be stored in “Sheet1”.

The first 2 rows describe the document whereby: -

Cell A1 contains the document name, for example: PHIP

Cell A2 contains the company name, for example: XYZ Group Limited

The third to sixth rows should contain the fixed values as below:-

Cell A3 should contain “99999”.

Cell A4 should contain “Image of Title”.

Cell A5 should contain “Text of Title”.

Cell A6 should contain “Cover Image”.

Leave column B of these rows blank.

The seventh and subsequence rows store the Chapter(s)/Section Title(s) and their corresponding file name(s). **No blank line is allowed within the table of content.**

Column A in each row contains the Chapter(s)/Section Title(s). For Sub-Section(s), two characters of dash “--” will be added in front of the Sub-Section title.

Each chapter/section title should be placed in one cell.

Each cell should contain not more than 250 characters.

Column B in each row contains the file name. Leave it blank if the title does not relate to any file.

	A	B
1	PHIP	
2	XYZ Group Limited	
3	99999	
4	Image of Title	
5	Text of Title	
6	Cover Image	
7	Disclaimer and warning statement	EXYZGROUP-20131001-01.pdf
8	Cover	EXYZGROUP-20131001-02.pdf
9	Important	EXYZGROUP-20131001-03.pdf
10	Expected timetable	EXYZGROUP-20131001-04.pdf
11	Contents	EXYZGROUP-20131001-05.pdf
12	Summary	EXYZGROUP-20131001-06.pdf
13	Definitions and glossary	EXYZGROUP-20131001-07.pdf
14	Forward-looking statements	EXYZGROUP-20131001-08.pdf
15	Risk factors	EXYZGROUP-20131001-09.pdf
16	Waivers and exemptions from strict compliance with the Listing Rules	EXYZGROUP-20131001-10.pdf
17	Information about the listing document and any global offering	EXYZGROUP-20131001-11.pdf
18	Directors, supervisors and parties involved	EXYZGROUP-20131001-12.pdf
19	Corporate information	EXYZGROUP-20131001-13.pdf
20	Industry overview	EXYZGROUP-20131001-14.pdf
21	Regulations	EXYZGROUP-20131001-15.pdf
22	History, development and reorganisation	EXYZGROUP-20131001-16.pdf
23	Business	EXYZGROUP-20131001-17.pdf
24	Financial information	EXYZGROUP-20131001-18.pdf
25	Relationship with controlling shareholders	EXYZGROUP-20131001-19.pdf
26	Connected transactions	EXYZGROUP-20131001-20.pdf
27	Share capital	EXYZGROUP-20131001-21.pdf
28	Substantial shareholders	EXYZGROUP-20131001-22.pdf
29	Cornerstone investors	EXYZGROUP-20131001-23.pdf
30	Directors, senior management and employees	EXYZGROUP-20131001-24.pdf
31	Future plans and use of proceeds	EXYZGROUP-20131001-25.pdf
32	Underwriting	EXYZGROUP-20131001-26.pdf
33	Structure of the global offering	EXYZGROUP-20131001-27.pdf
34	How to apply for Hong Kong offer shares	EXYZGROUP-20131001-28.pdf
35	Appendix I - Accountants' report	EXYZGROUP-20131001-29.pdf
36	Appendix II - Unaudited pro forma financial information	EXYZGROUP-20131001-30.pdf
37	Appendix III - Profit forecast	EXYZGROUP-20131001-31.pdf
38	Appendix IV - Property valuation report	EXYZGROUP-20131001-32.pdf
39	Appendix V - Other expert reports	EXYZGROUP-20131001-33.pdf
40	Appendix VI - Summary of the new applicant's constitution, law of the place of incorporation and information on its dual primary listing	EXYZGROUP-20131001-34.pdf
41	Appendix VII - Statutory and general information	EXYZGROUP-20131001-35.pdf
42	Appendix VIII - Documents delivered to the Registrar of Companies and available for inspection	EXYZGROUP-20131001-36.pdf

Sheet1

File Name: EXYZGROUP-20131001-Layout.xls

Generated HTML Table of Content from the Excel Spreadsheet

PHIP

XYZ Group Limited

YOU SHOULD READ THE WARNING IN THE DOCUMENT.

- ▶ Disclaimer and warning statement
- ▶ Cover
- ▶ Important
- ▶ Expected timetable
- ▶ Contents
- ▶ Summary
- ▶ Definitions and glossary
- ▶ Forward looking statements
- ▶ Risk Factors
- ▶ Waivers and exemptions from strict compliance with the Listing Rules
- ▶ Information about the listing document and any global offering
- ▶ Directors, supervisors and parties involved
- ▶ Corporate Information
- ▶ Industry Overview
- ▶ Regulations
- ▶ History, development and reorganisation
- ▶ Business
- ▶ Financial Information
- ▶ Relationship with controlling shareholders
- ▶ Connected transactions
- ▶ Share capital
- ▶ Substantial shareholders
- ▶ Cornerstone investors
- ▶ Directors, senior management and employees
- ▶ Future plans and use of proceeds
- ▶ Underwriting
- ▶ Structure of the global offering
- ▶ How to apply for Hong Kong offer shares
- ▶ Appendix I - Accountants' report
- ▶ Appendix II - Unaudited pro forma financial information
- ▶ Appendix III - Profit forecast
- ▶ Appendix IV - Property valuation report
- ▶ Appendix V - Other expert reports
- ▶ Appendix VI - Summary of the new applicant's constitution, law of the place of incorporation and information on its dual primary listing
- ▶ Appendix VII - Statutory and general information
- ▶ Appendix VIII - Documents delivered to the Registrar of Companies and available for inspection

Appendix H - Suggestions on Preparing a Adobe Portable Document Format (PDF) File for publishing on HKEXnews website and GEM website

Overview

1. This appendix tries to provide users some useful information on how to preparing a PDF file containing information to be submitted for publication on HKEXnews website or GEM website. Users are recommended to seek your own technical supports or visit Adobe's website (at <http://www.adobe.com>) for more and latest information of Adobe® Acrobat®. By using Adobe® Acrobat® version 7.0 for illustration, this appendix will cover the followings:-

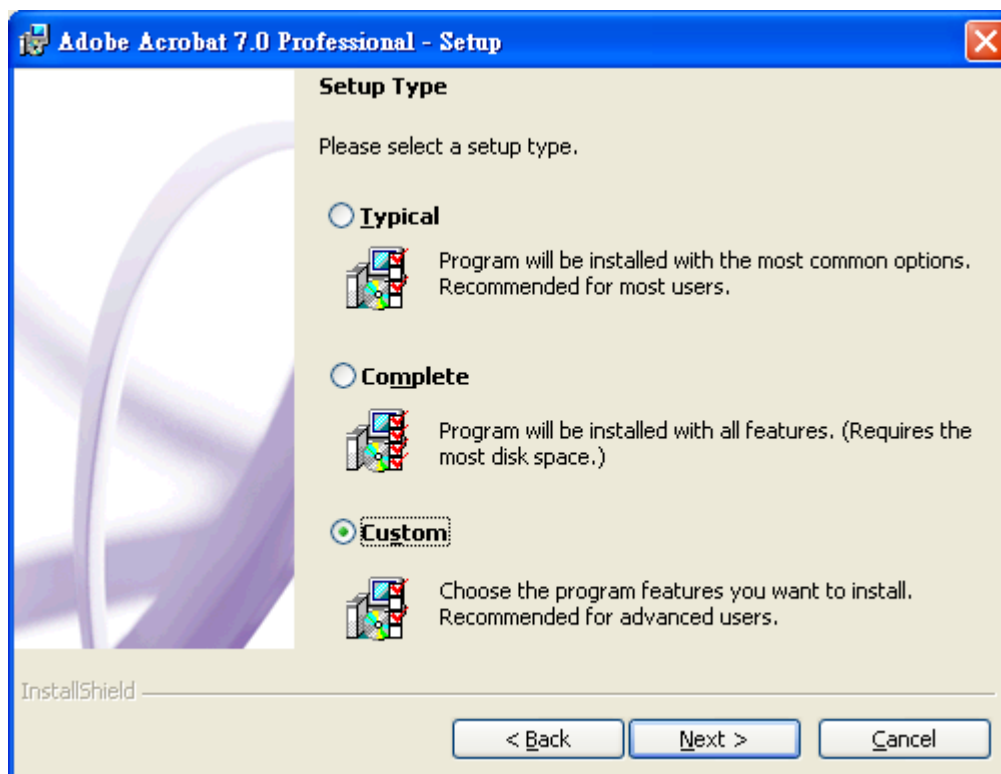
- Installing and Configuring Adobe® Acrobat®;
- Producing a PDF file from MS word; and
- Creating and structuring bookmarks for a PDF file.

Suggestions on Installing and Configuring Adobe® Acrobat®

2. The following are suggestions on installing and configuring Adobe® Acrobat® 7.0. Steps for installation and configuration are the same for English and Chinese versions.

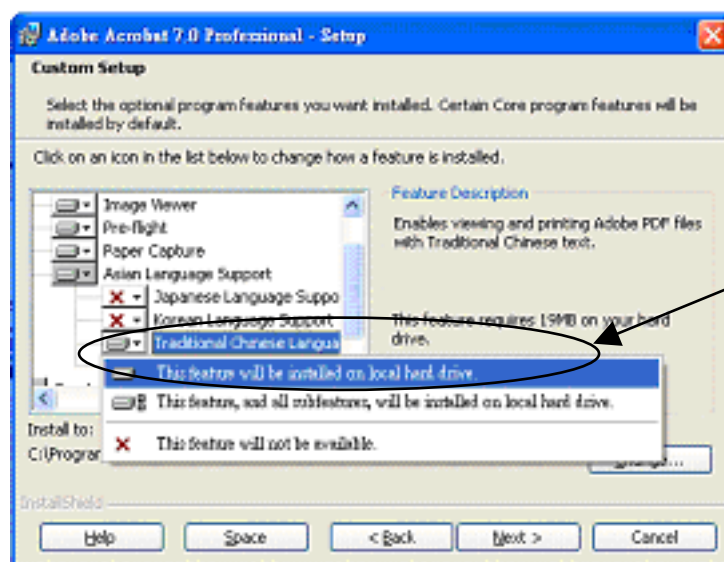
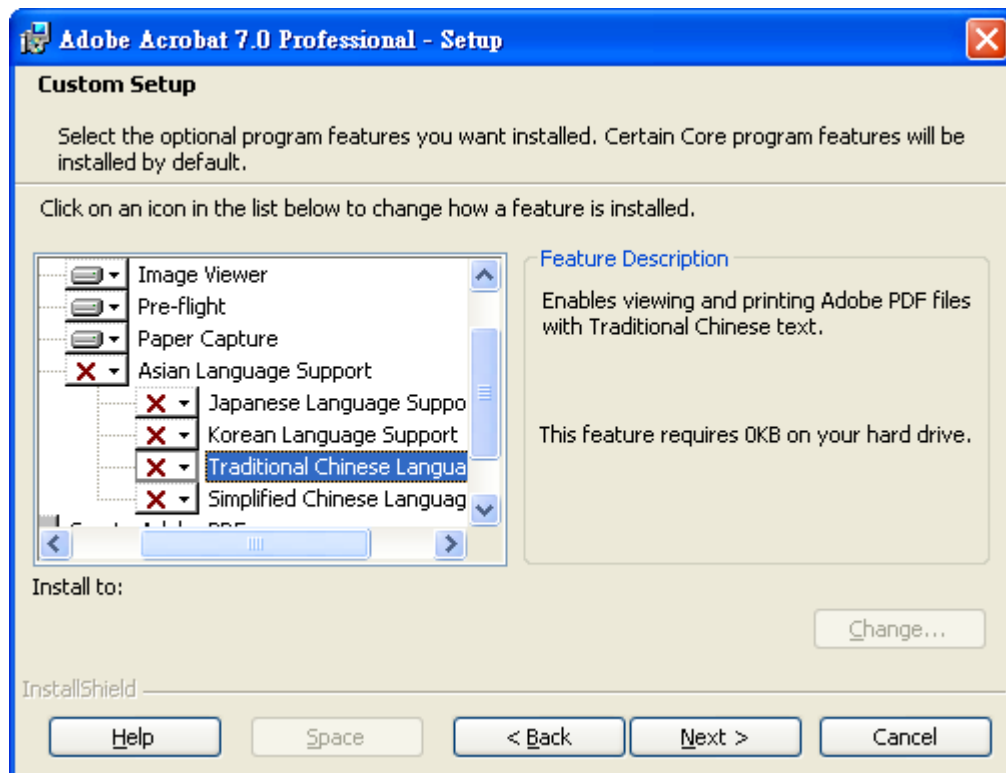
Installation Suggestions

- i. Click the "custom" option during installation;

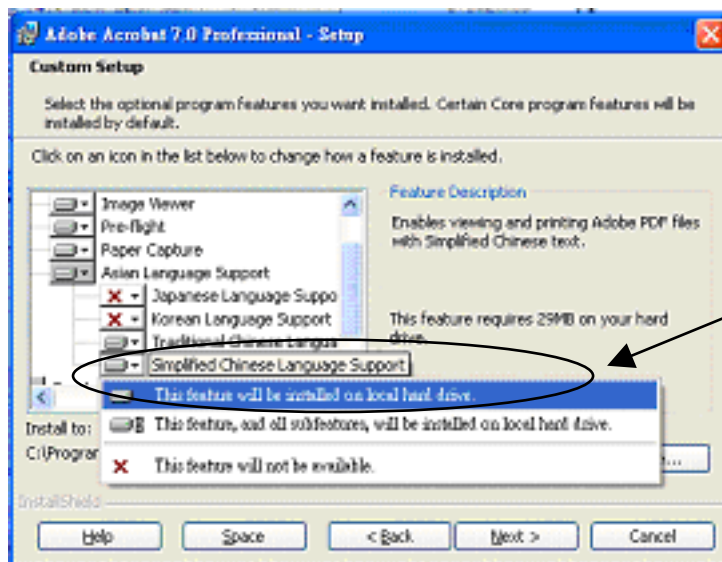


- ii. Then check all Chinese fonts "both traditional and simplified" ("繁體字及簡體字") related boxes and the "Distiller Asian Language PDF Generation" ("亞洲語言支援") box to install all necessary sub-components to produce Chinese characters embedded pdf files.

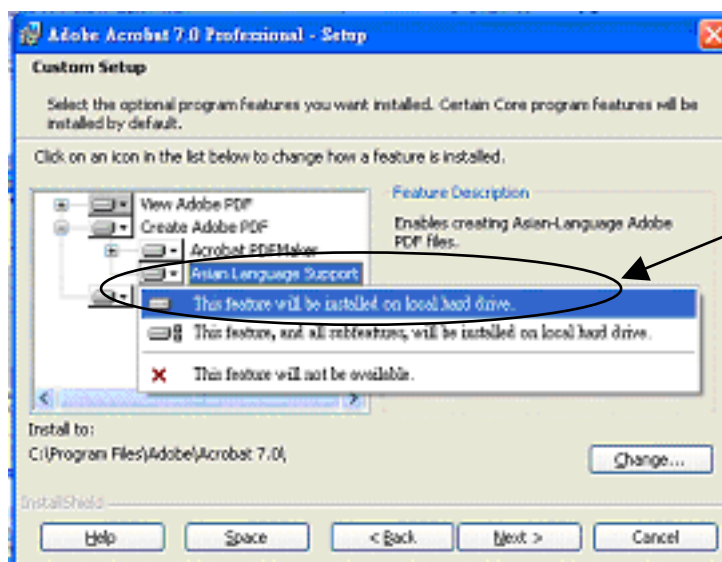
- This check box is to embed the Traditional Chinese fonts



- This check box is to embed the Simplified Chinese fonts



- This check box is to embed the Distiller Asian Language PDF fonts in all generated PDF files

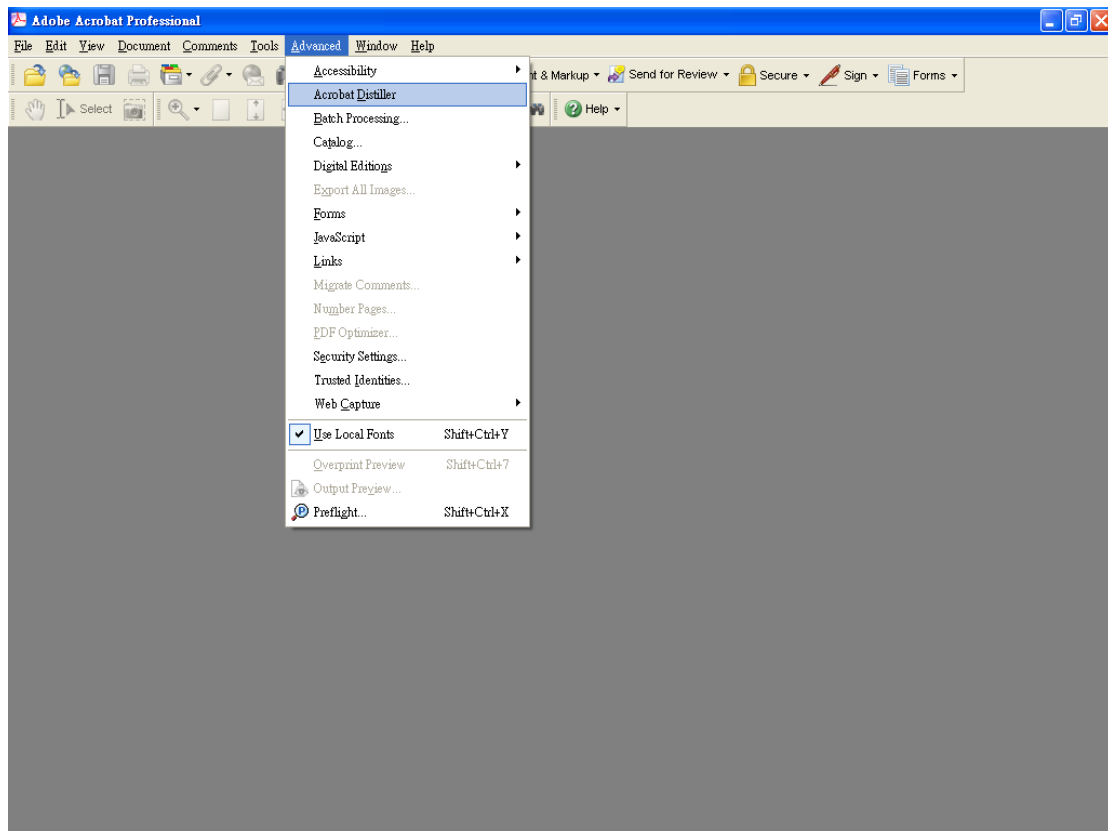


Configuration Suggestions

iii. After installation, there are some settings need to configure in order to allow the generated PDF files to be able to view by lower version of the Acrobat Reader.

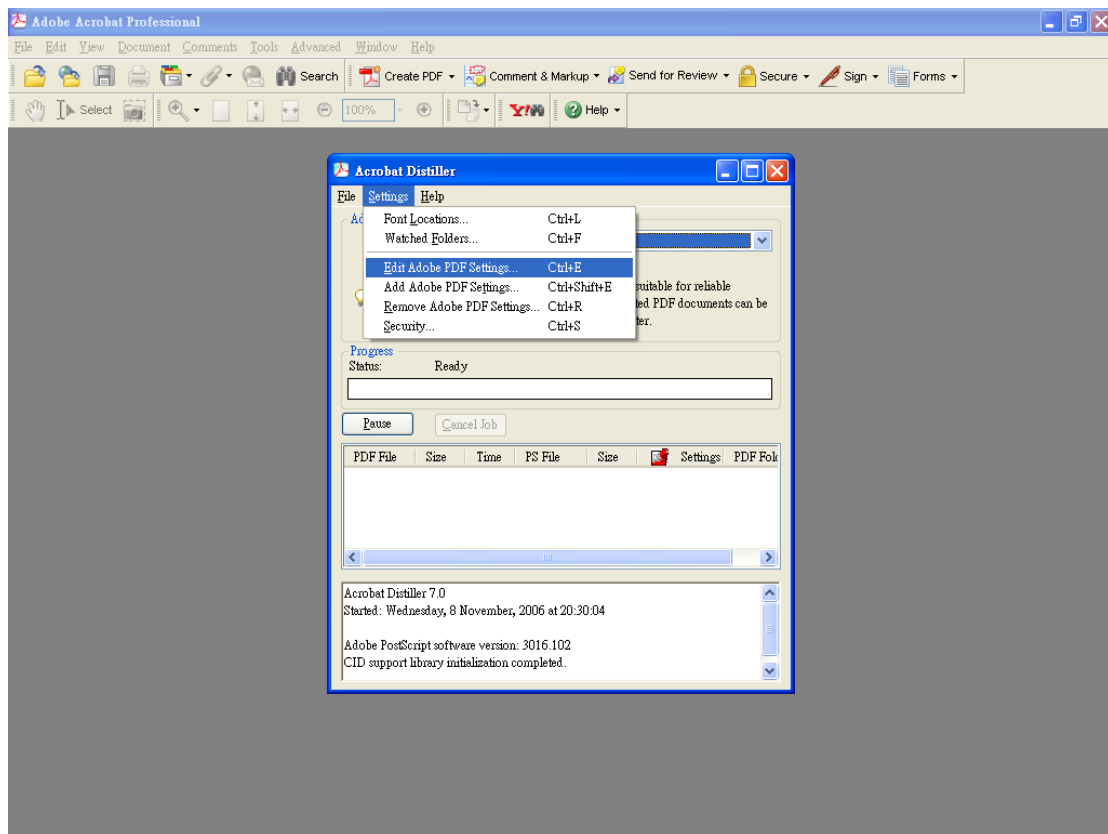
iv. In Acrobat Distiller, select "Acrobat Distiller", "Edit Acrobat PDF Settings", and choose "Acrobat 5.0" in the box marked "Compatibility" under the General section.

- Select "Acrobat Distiller"

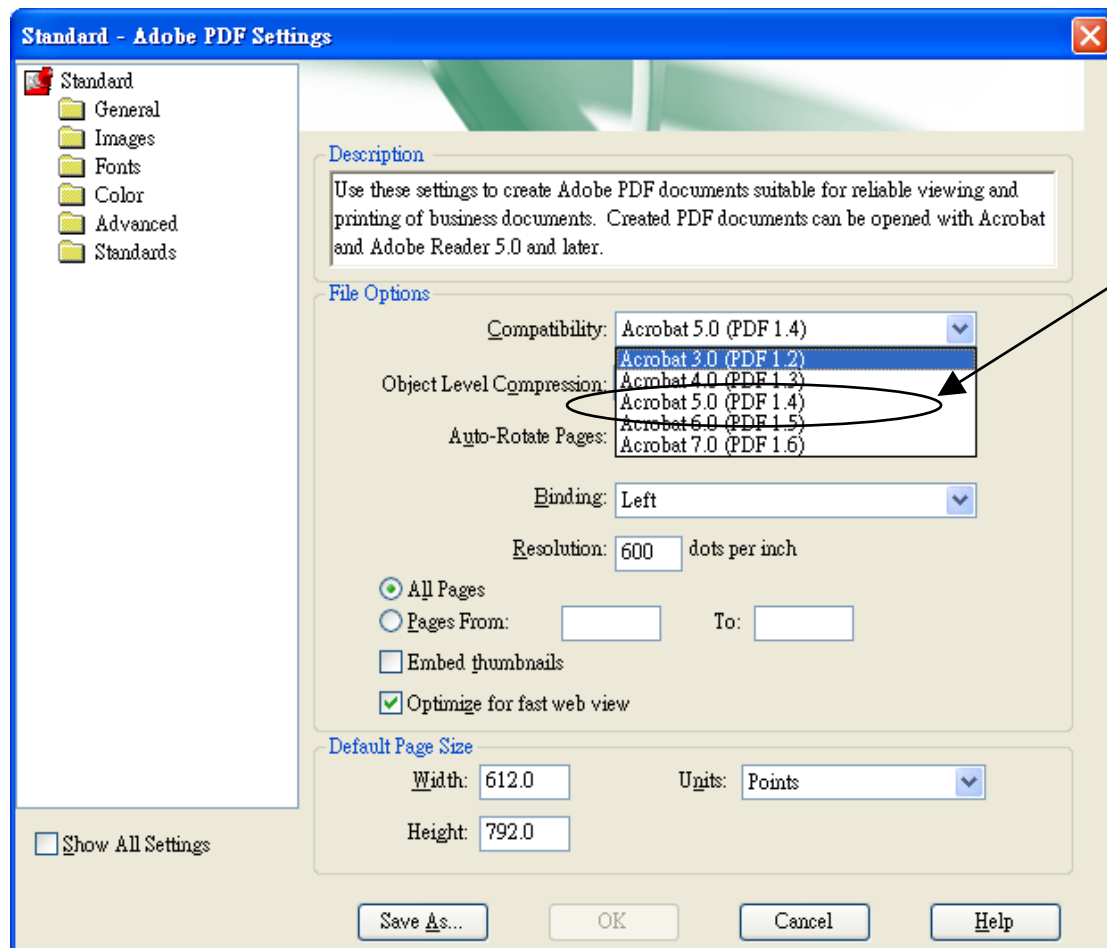


For simplicity, PDF documents have been used for illustrative purposes in this appendix, however Word documents are also accepted by the e-Submission System.

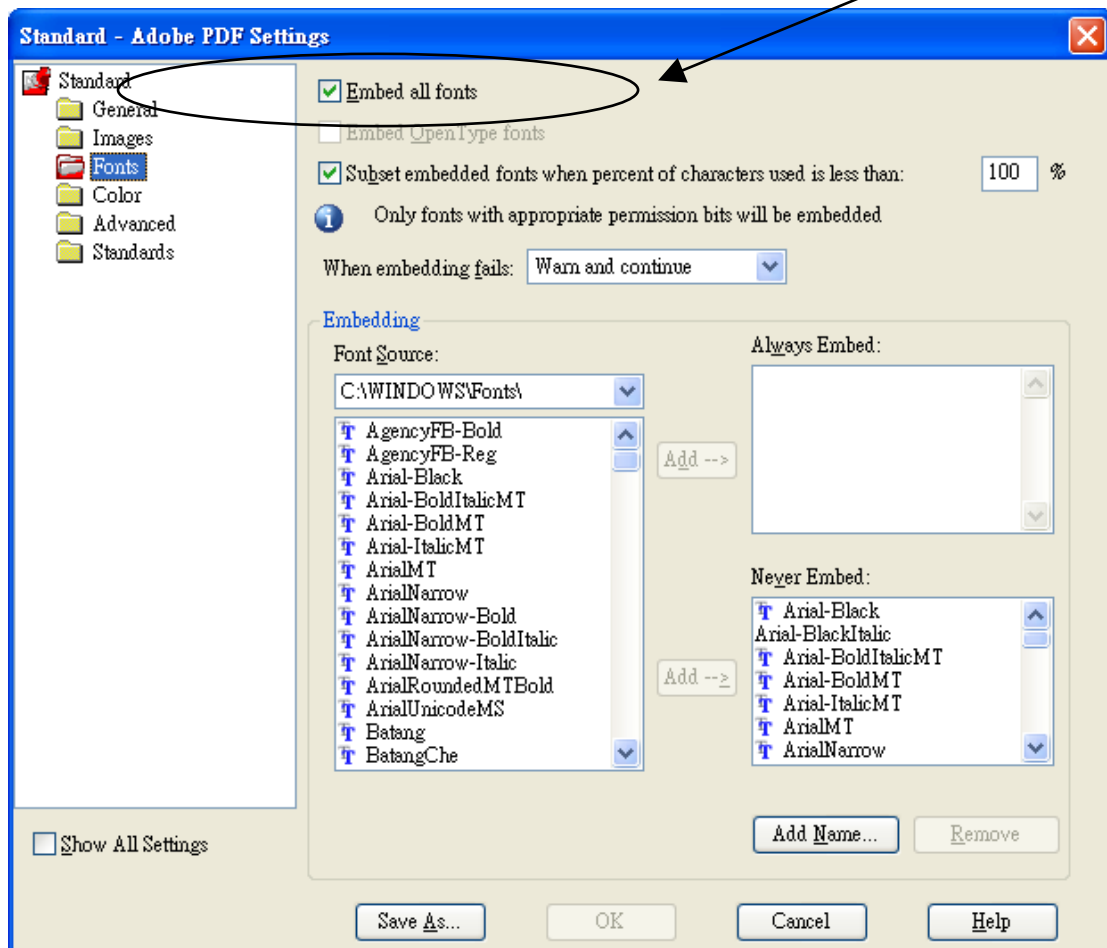
- Select "Edit Acrobat PDF Settings"



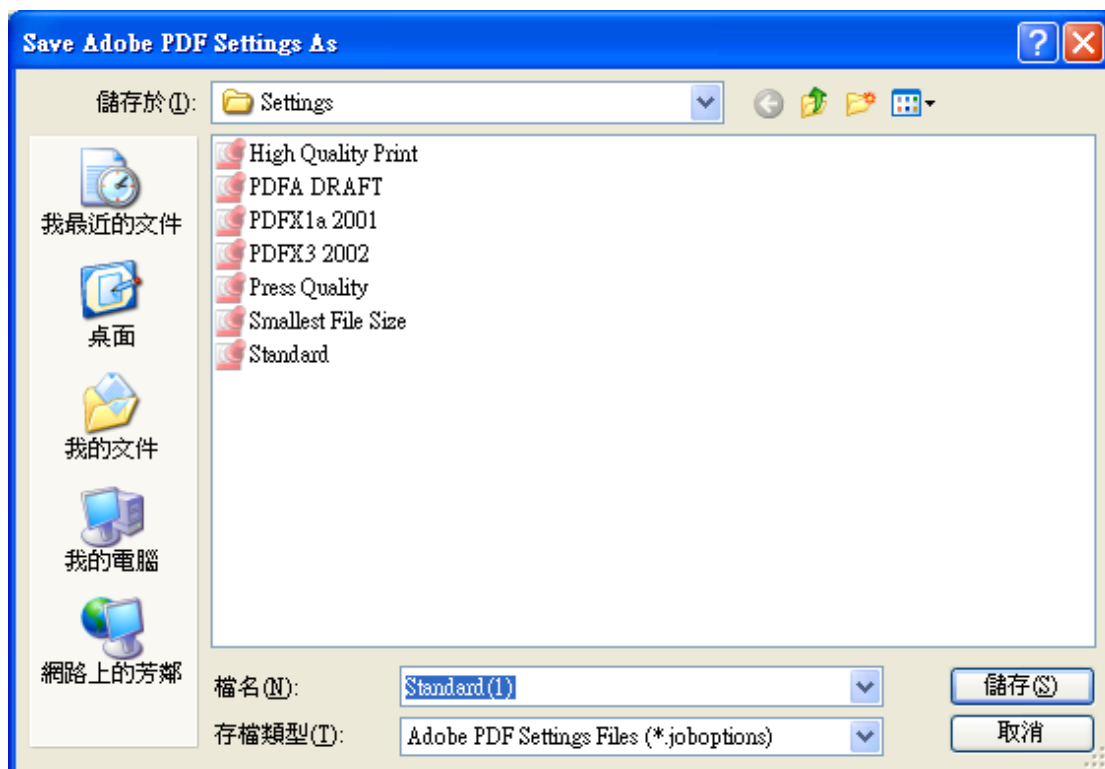
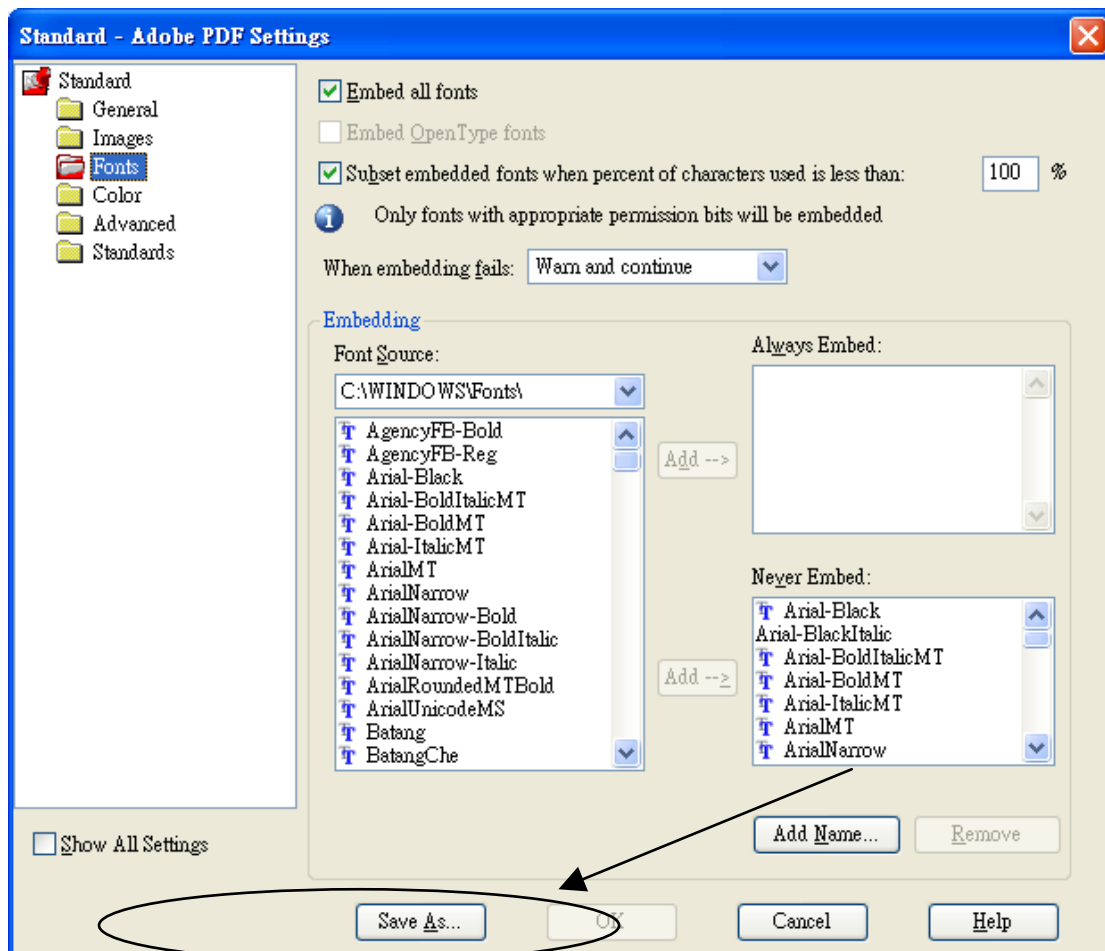
- Choose "Acrobat 5.0" in the box marked "Compatibility" under the General section



- In the "Font section", check the box to "Embed All Fonts"



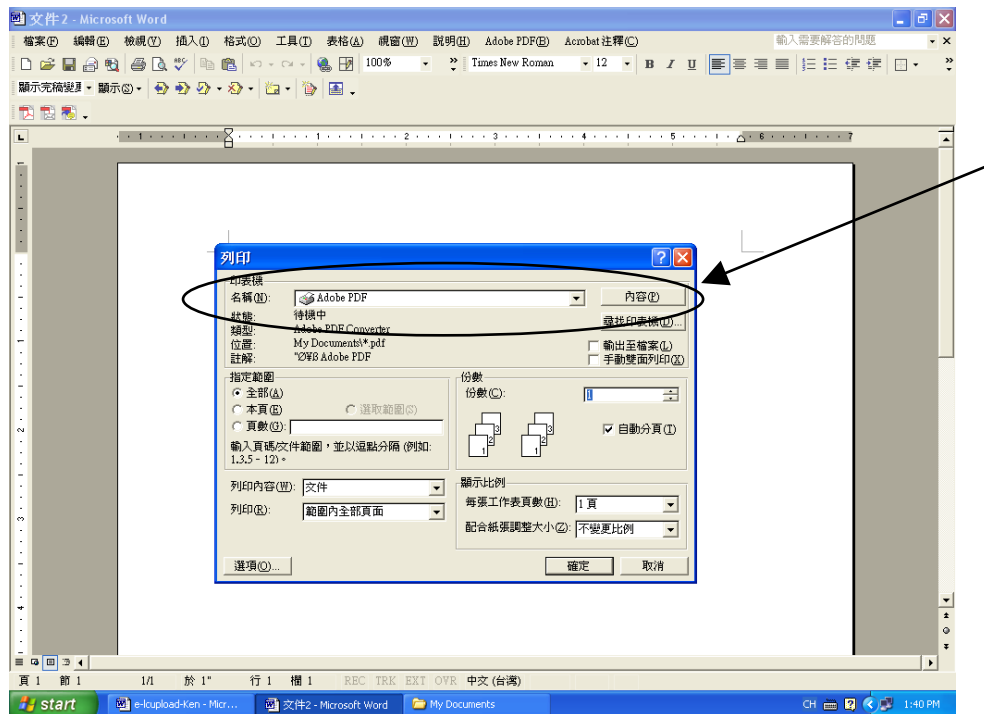
v. Save the above setting in the PDF Distiller



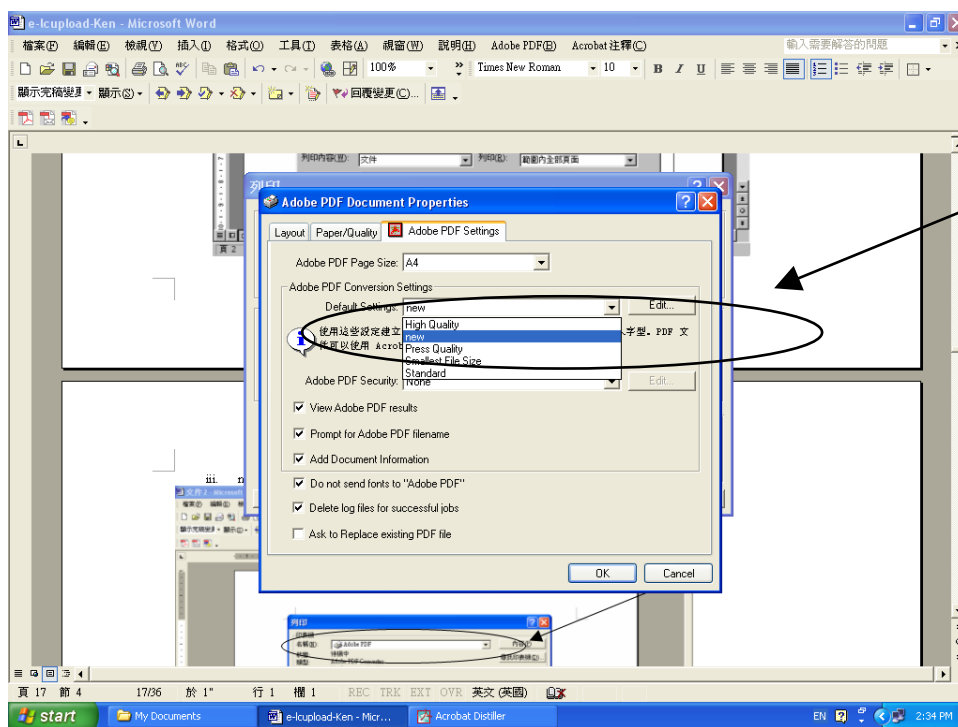
An introduction to Producing a PDF File

3. The following example will use Microsoft Word 2002 to illustrate the steps involved in producing a PDF file after all editing is complete in a word processing application.

- i. Choose File, Print under MS Word menu;
- ii. Choose "Acrobat Distiller" under the Printer name menu, and then click "Properties";



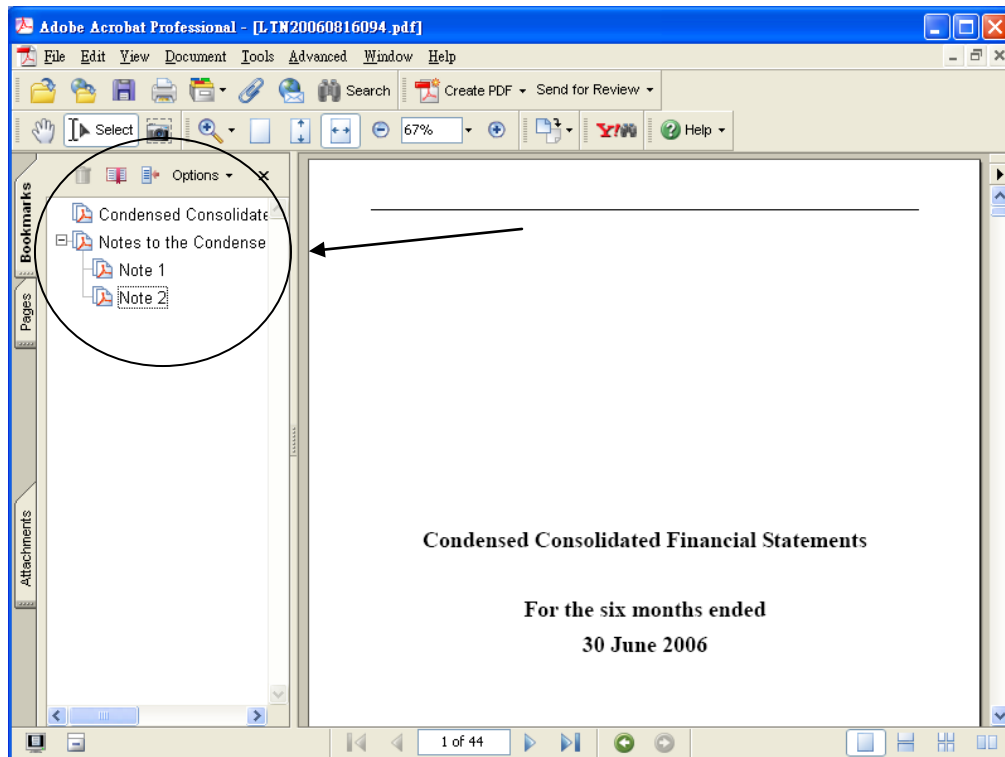
- iii. Select the above saved configuration setting as the default setting by choosing "Adobe PDF Setting" and select the saved setting file.



- iv. Click "OK" to produce the PDF file; and
- v. The PDF file will be saved in the directory specified.

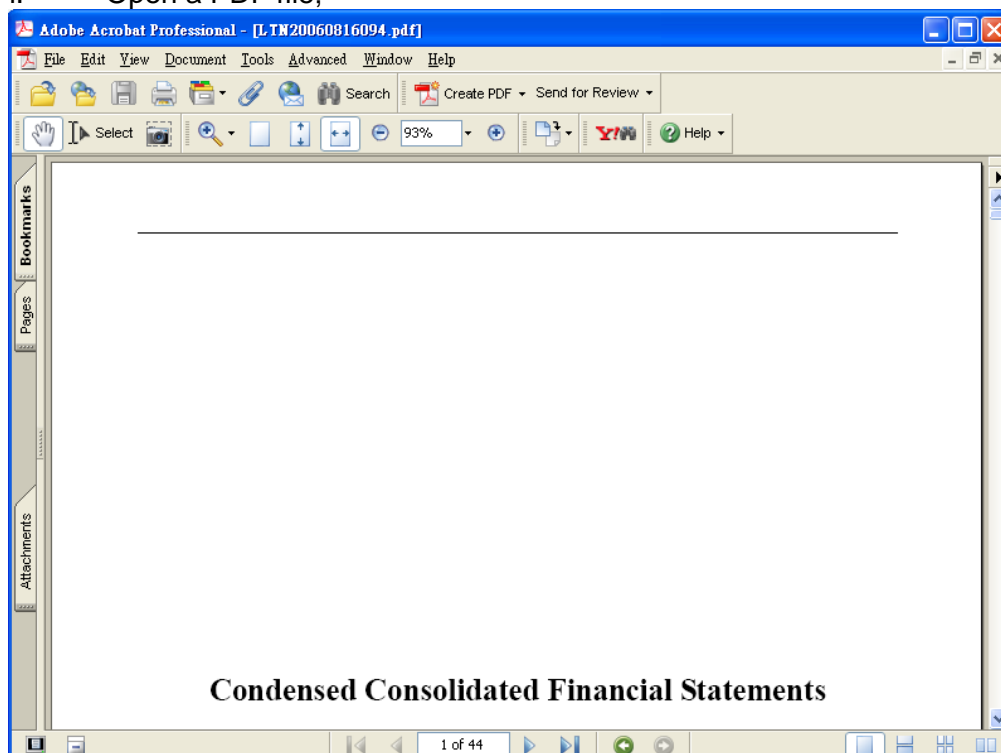
Creating and Structuring Bookmarks for a PDF File

4. Bookmarks can be added to a PDF file so that the user will be able to easily navigate the document. The following example will use Adobe® Acrobat® 7.0 to illustrate the steps for creating, changing and structuring bookmarks of a PDF file.

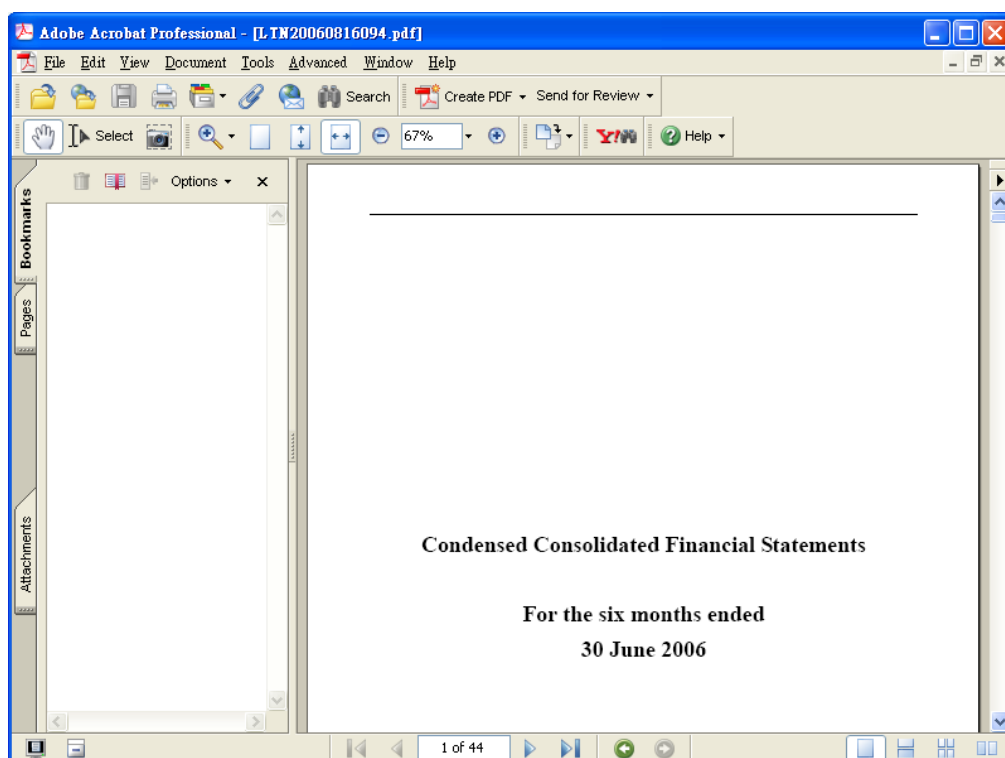
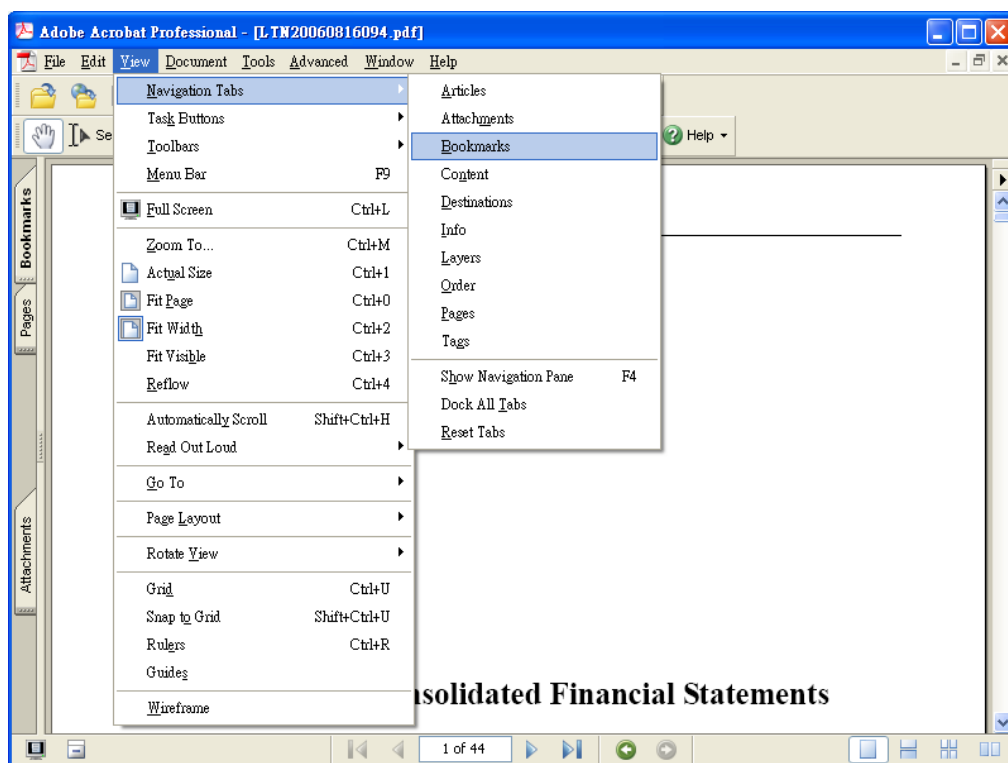


5. Creating bookmarks

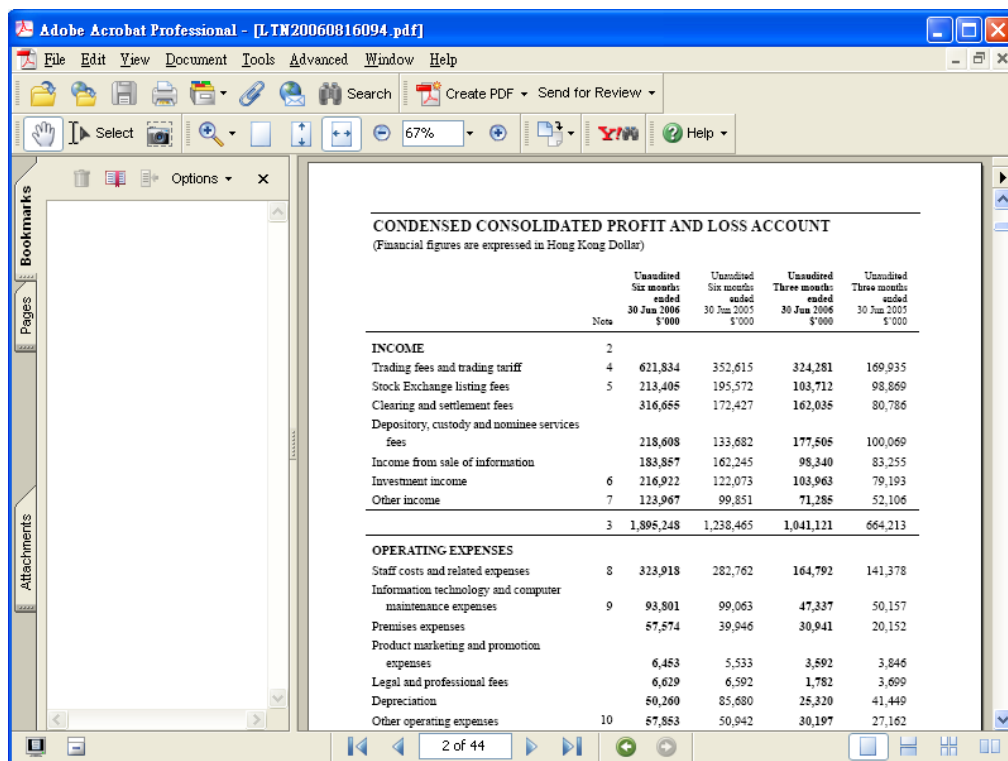
i. Open a PDF file;



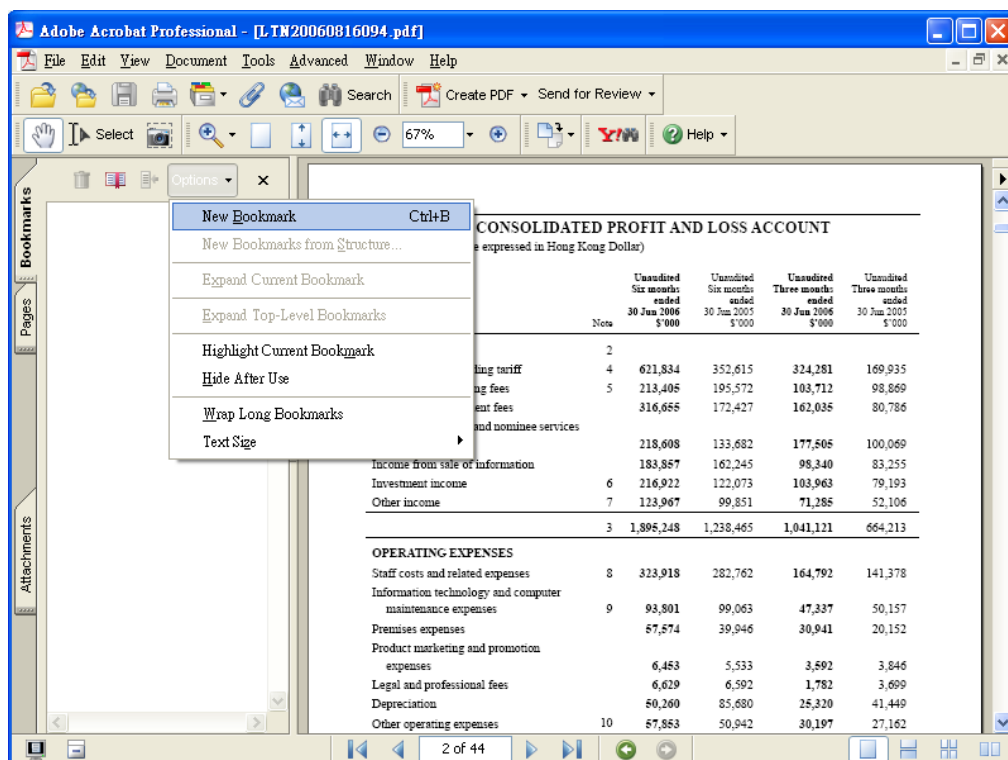
- ii. Click the “Bookmark” Tab on the left of the document window. **Or** from the menu, select View > Navigation Tabs > Bookmarks;

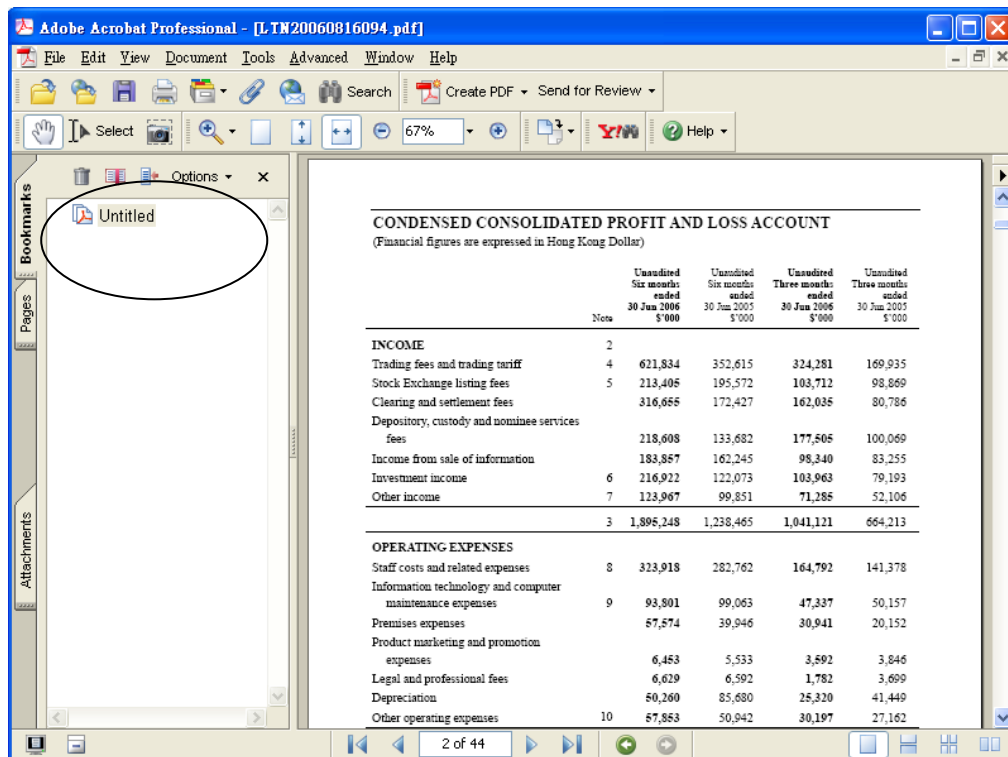


iii. Go to the page where a bookmark will be added;

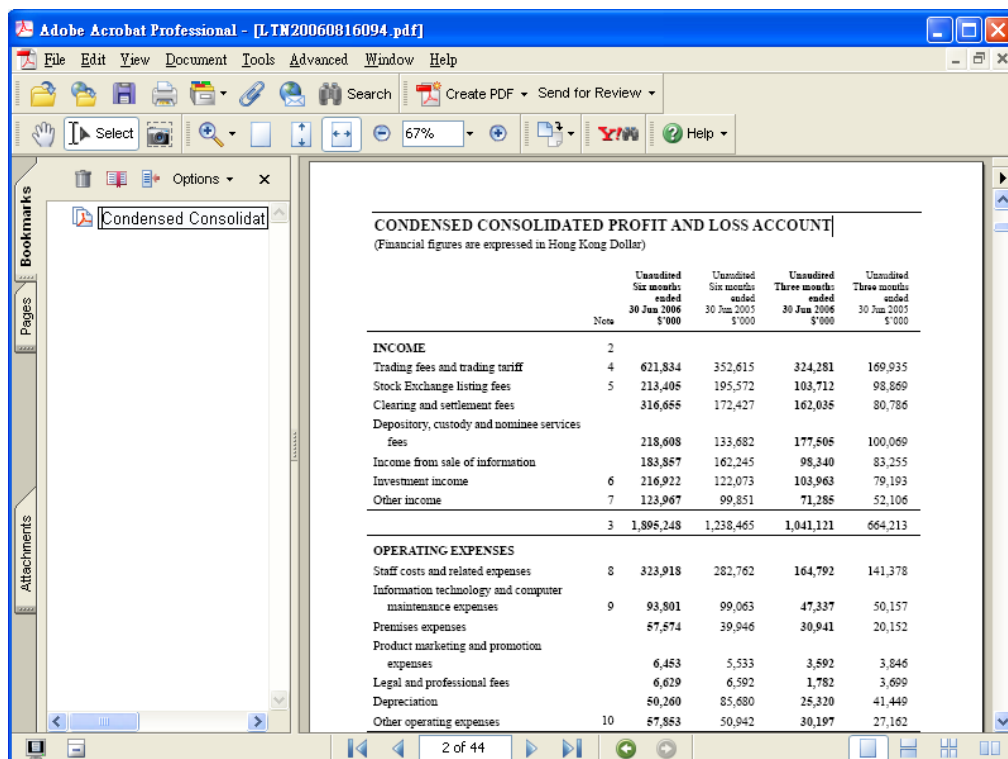


iv. Click on the "Options" menu at the top of the navigation pane and select "New Bookmark". A new untitled bookmark will appear in the Navigation pane;

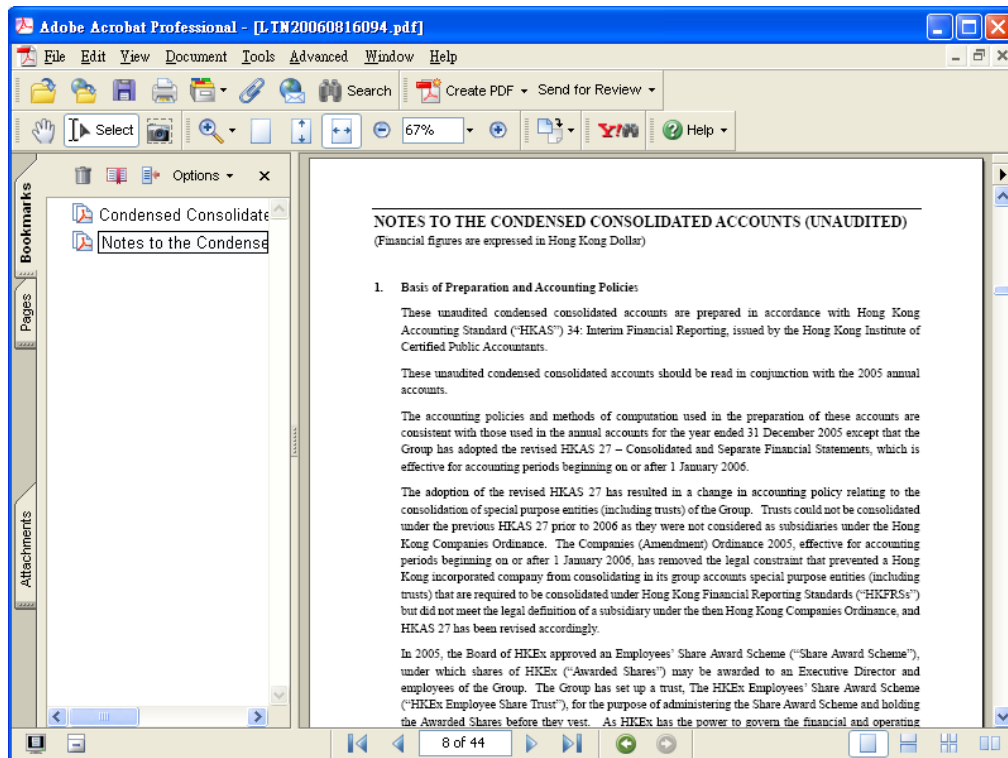




- v. Double click on the word “untitled” and enter a title for it;



- vi. Repeat (iii), (iv) and (v) for creating another bookmark;

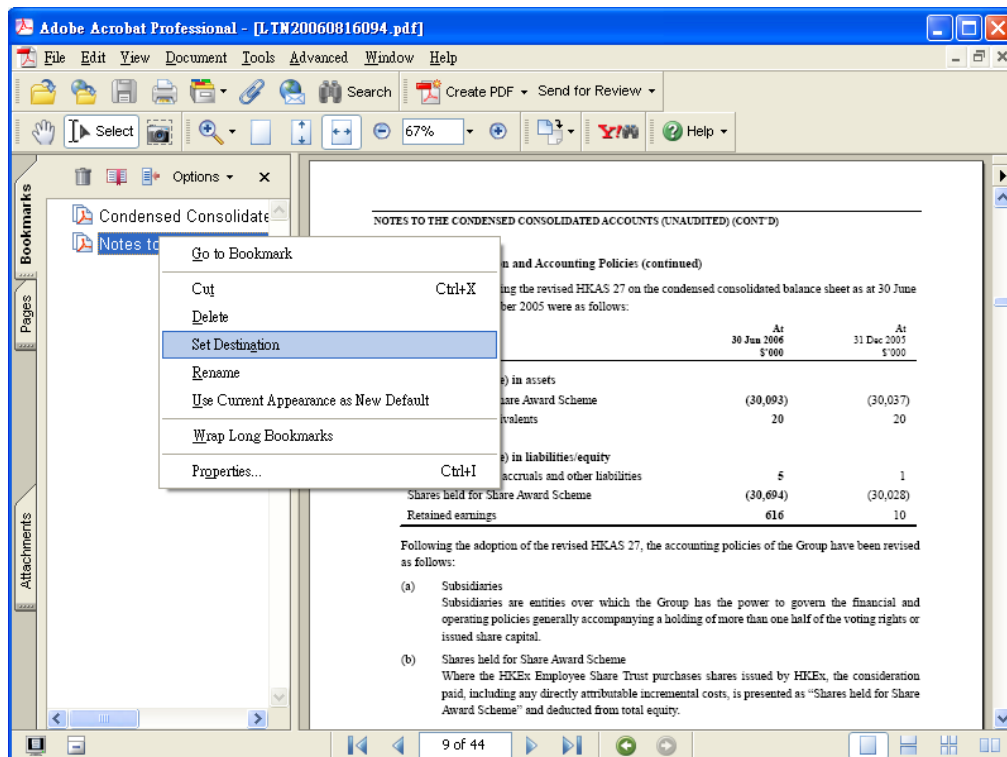


- vii. Save the document when done.

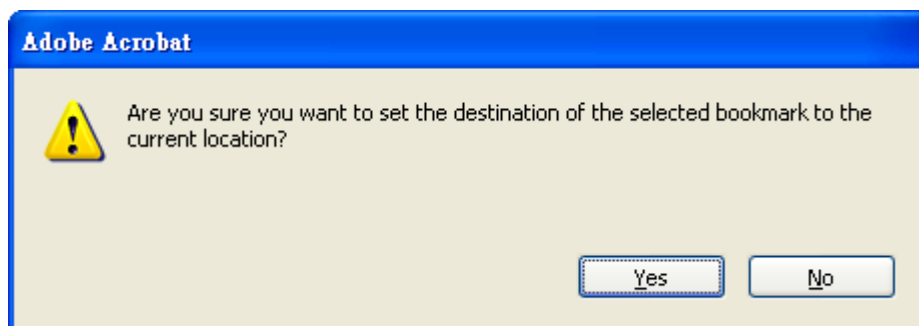
6. Changing bookmarks

Destination of the bookmarks can be changed according to the following steps.

- i. Go to the new destination, right click on the bookmark where the change to be make and then select “Set Destination”;



- ii. A confirmation message will be prompted for the change. Click “Yes”. The bookmark will be reset to jump to the new destination;

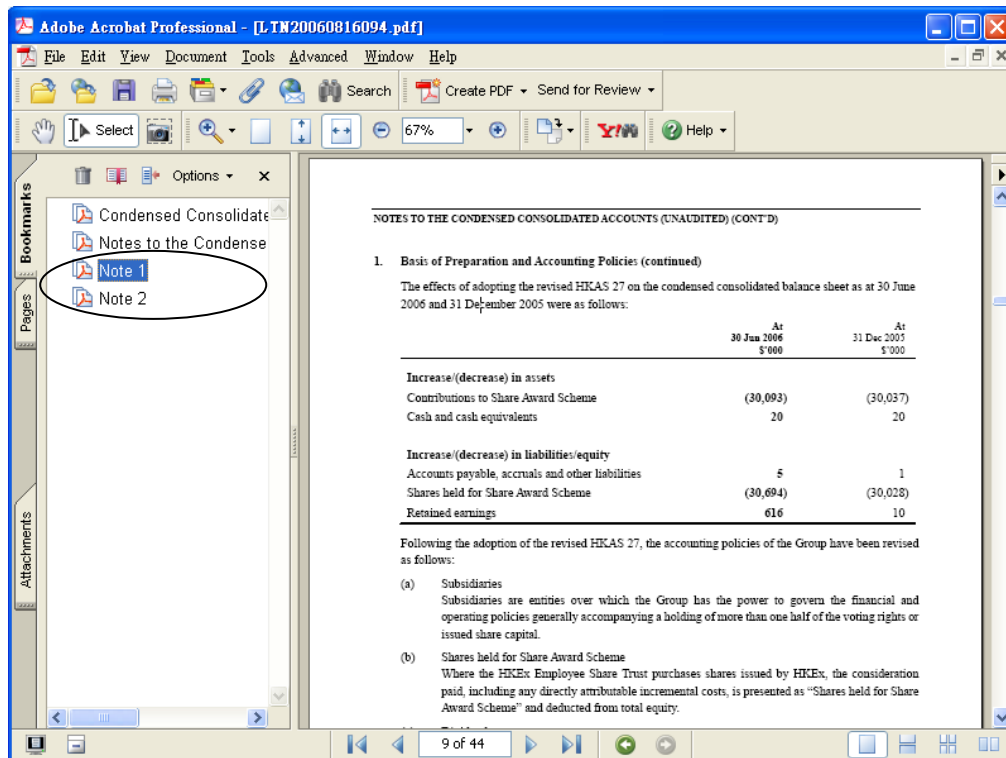


- iii. Save the document when done.

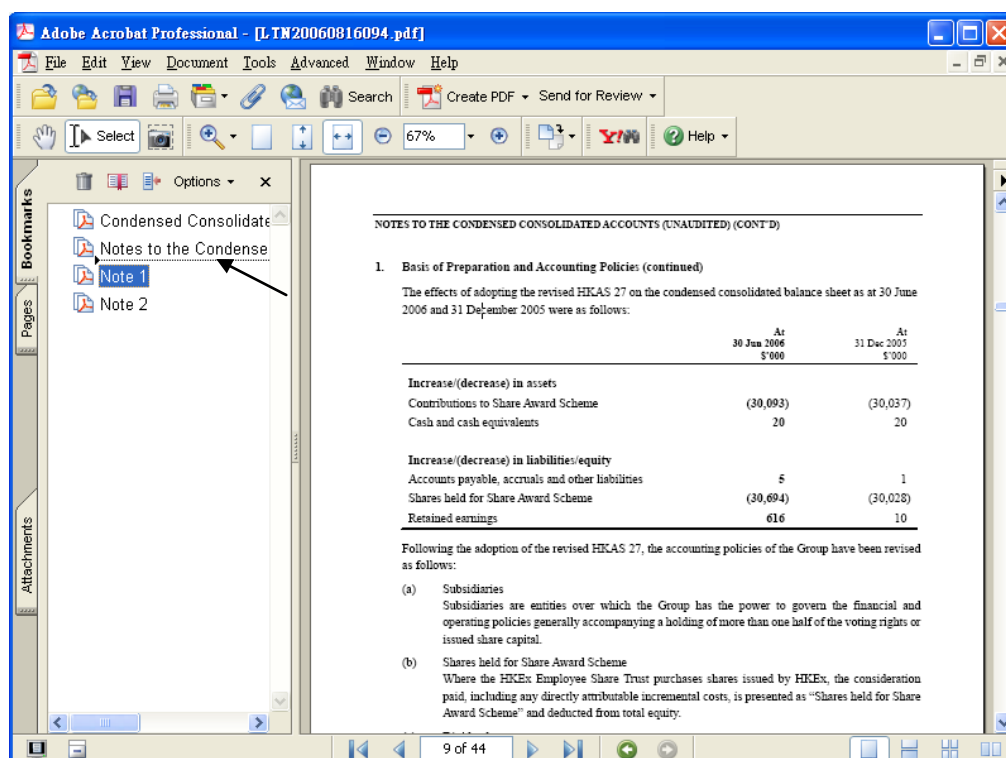
7. Structuring Bookmarks

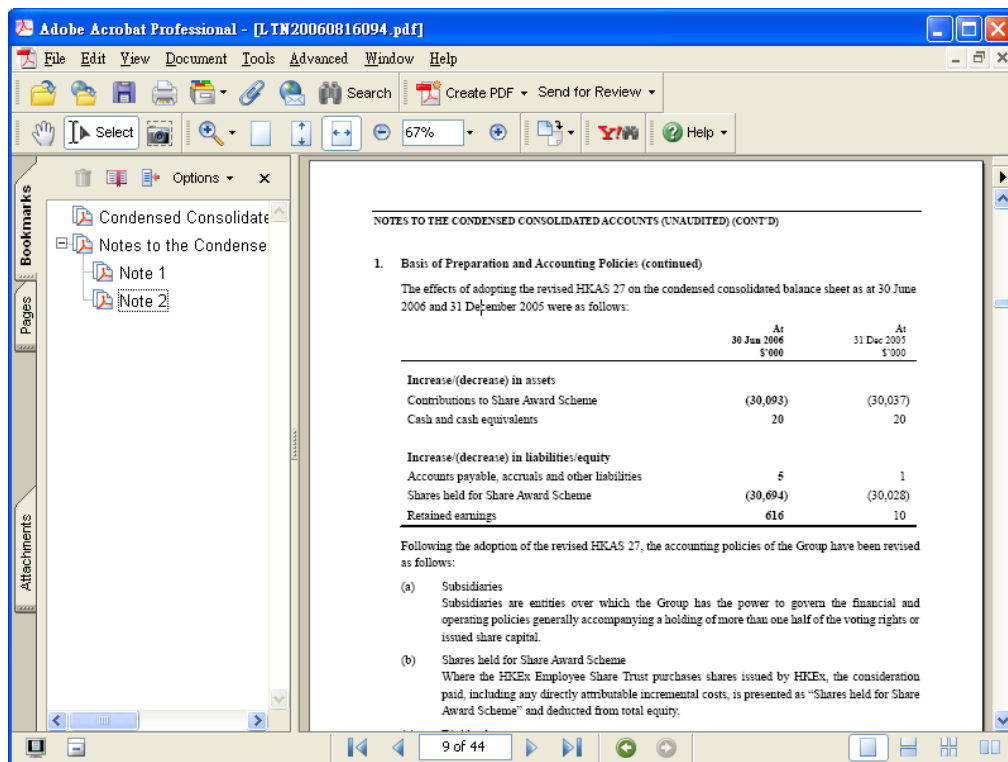
Bookmarks can be moved to create a logical structure by the following steps.
e.g. nest bookmark “Note 1” and “Note 2” under bookmark “Notes to the Condensed ...”

- i. Click on the Page icon of the selected bookmark/group of bookmarks;



- ii. Drag the selected bookmark/group of bookmarks just under and to the right of the topmost bookmark “Notes to the Condensed ...”;





iii. Save the document when done.

-END-