Participant Contact Detail for Shenzhen-Hong Kong Stock Connect-
Pre-Launch System Readiness Test
(For CCASS Participants Only)

(Completed form should be returned **by fax to 2579-0136 / 2579-0085
on or before 1 December 2016, Thursday)**

To : Hong Kong Exchanges & Clearing Ltd – Clearing Support Services

CCASS Participant Contact Person Information

Participant Name	Participant ID

Please contact below persons for all matters relating to the Pre-launch System Readiness Test:

Primary Contact Person	
Name	Office Telephone
Email Address	Mobile *(Compulsory field)*
Secondary Contact Person	
Name	Office Telephone
Email Address	Mobile *(Compulsory field)*

Authorised Signature (s)
with Company Chop : _____ Date : _____

Shenzhen-Hong Kong Stock Connect

Pre-launch System Readiness Test

CCASS Participant Information Package

(3 December 2016)

Issue Date: 25 November 2016

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Table of Contents

1. Introduction

Prior to the business launch of Shenzhen-Hong Kong Stock Connect on 5 December 2016, HKEX will arrange an optional Pre-launch System Readiness Test (Test) on 3 December 2016 (Saturday) for CCASS Participants to verify their system and operational readiness prior to launch of Shenzhen-Hong Kong Stock Connect. All CCASS Participants are welcomed to participate in the Test to familiarize with the CCASS processing after the rollout of Shenzhen-Hong Kong Stock Connect, and provide feedback of the Test, if any, to our hotline at 2979-7123.

This Information Package is designed to assist CCASS Participants in planning and preparing for the Test. CCASS Participants should read this Information Package carefully and make necessary preparation before conducting the Test. A copy of this document should also be passed to their IT support or system vendor to ensure the availability of proper technical support before and during the Test.

2. Objective and Scope

2.1 Objective

The Test provides an opportunity for CCASS Participants to conduct an end-to-end examination from their back office system (BOS) and internal operational processes to the CCASS interface to practise their operations and procedures to clear and settle transactions related to Shenzhen A shares market and Shanghai A shares market activities.

2.2 Scope

The Test will simulate the clearing and settlement activities on T day. CCASS will start processing from 3rd SI matching of China Connect Markets until the final ATI / final STI batch validation run.

Notes:
1) GCPs who would participate in the Test should ensure their Non-Clearing Participant clients (NCPs) would also participate in the Test. The GCP-NCP stock account mapping for A shares will follow the production setting upon launch.

CCASS online session will be provided during the Test for CCASS Participants to:

- perform clearing and settlement activities of trades and/or transactions arise from Hong Kong stock market and Northbound Trading;
- perform various CCASS online maintenance and enquiry functions
- download and verify various CCASS reports/data files; and
- upload various CCASS batch transfer files with transactions in relation to Hong Kong market, Shanghai and Shenzhen A shares markets, where applicable.

Execution Date	Time	Logical Date	Major Event
3 Dec 2016 (Sat)	11:00 – 15:15	3 Dec 2016 (Sat)*	Simulate China Connect Markets stock settlement on T day, CCASS will start processing from 3rd SI matching of China Connect Markets until the final ATI / final STI batch validation run.

Assume 3 Dec 2016 (Sat) is a normal business day.

CCASS Participants who are also Exchange Participants are required to refer to the Shenzhen-Hong Kong Stock Connect Exchange Participant Information Package on Pre-launch System Readiness Test regarding Trading arrangement.

3   Important Notes to CCASS Participants

CCASS Participants should note the following arrangements for the preparation and execution of the Test:

a) Participants should use their existing CCASS Terminals (C3T) and/or Participant Gateway (PG) to access CCASS during the Test. ***Participants are reminded to remove ALL testing batch transfer files and CCASS reports/data files from their C3T, PG and/or BOS upon completion of the Test activities on the testing day*** to avoid mis-using these testing files/reports in their normal business on the following Monday.

b) For those Participants who would upload batch transfer files in the Test, they should prepare the testing batch transfer files before the Test.

c) Participating users must have experience in conducting CCASS related activities for their daily business operations, and should use their production smartcards and passwords for accessing C3T and/or PG during the Test. ***If smartcard password has been reset during the Test, the user concerned should use the latest password (i.e. after password reset in Test) for production use on the following Monday.*** Besides, Participants should ensure that Test participating users have appropriate user function access to perform the required CCASS activities during the Test. **Participants' Delegated Administrators (DA) are not encouraged to revise the users function access during the Test because it will take time to take effect**.

d) The reports/data files available in the Test are for testing purpose only. Participants should not use these reports/data files for production use.

e) Participants should refer to the Checklist in Appendix A for the action items to be performed before, during and after the Test for preparation and execution of the Test.   In order to achieve the testing objective, Test participating users should familiarize themselves with the requirements and procedures prior to the Test.

f) In addition, Participants are encouraged to maintain proper audit trail in respect of all activities conducted during the Test. A Responsible Officer or his/her designate of each participating Participant is advised to be present during the Test to supervise the testing process and to be responsible for relaying any issues arising during the Test to HKEX. To ensure smooth operation during the Test, Participants should ensure all their Test participating users fully understand the requirements and procedures; and make necessary arrangement for the Test.

g) Participants should have their system administrator ID(s) and password(s) of their internal servers ready throughout the Test, in case technical trouble-shooting is required.

4   Schedule and Arrangement

4.1   Overview

The Test will be held on 3 December 2016 (Saturday). CCASS will capture the Exchange Trades and Northbound Trades executed during the Test. Selective CCASS reports/data files dated 2 December 2016 which show available stock balances of Participants for Hong Kong market and Shanghai A shares market will be made available for download when CCASS online session starts. To simulate real situation on the first business launch day of Shenzhen-Hong Kong Stock Connect, no SZSE stock balances will be created to Participants.

Clearing Participants are requested to coordinate with their trading partners to have trades executed during the Test for clearing and settlement.

4.2   Schedule and Timetable

Clearing & Settlement Activities on T Day

CCASS Participants who are also Exchange Participants are required to refer to the Shenzhen-Hong Kong Stock Connect Exchange Participant Information Package on Pre-launch System Readiness Test for detailed schedule of Trading hours on T Day.

T day

Execution Date :   3 December 2016 (Saturday)
Logical Date   :   3 December 2016 (Saturday)

3 December 2016 (simulate T Day)			
Time (approx.)	CCASS Processing		Remarks / Logical Time
	Hong Kong Stock Market (HKMK)	**Shanghai/Shenzhen A Share Market (MAMK/SZMK)**	
11:00 – 15:15	Logon and Online Session (report retrieval, online maintenance activities and batch file transfer)		
From 11:00	• **CCASS online session available** • Logon to CCASS by using the production smartcard and password via the hyperlink: **https://www.ccass.com**		
	• Perform report download / printing via Report Download function • Perform data file download, if applicable, via Report Download function *Note: T-1 day (dated 2 December 2016) reports / data files are available for download*		• Before downloading the testing reports/data files, Participants should change the pre-defined "Report Directory" for download of reports / data files via "Report Profile Maintenance" function, please refer to Appendix C for details

3 December 2016 (simulate T Day)			
Time (approx.)	**CCASS Processing**		**Remarks / Logical Time**
	Hong Kong Stock Market (HKMK)	**Shanghai/Shenzhen A Share Market (MAMK/SZMK)**	
			• PG users should avoid mixing up the directory(ies) for receiving the testing reports/data files in the Test from their directory(ies) designated for production use
	• Perform CCASS batch file transfers (SI / ATI / STI), if applicable *Note: File Transmission Date and Batch Transmission Date in respective batch transfer files should be set as the Logical Date, i.e. 3 December 2016* • Perform CCASS online transactions		• Refer to Appendix B1 for data setup in the Test • Refer to Appendix B2 and B3 for suggested functions to be executed, and list of reports/data files to be checked in the Test
11:15		3rd SI matching	15:00
11:20	6th SI matching		15:15
	5th ATI batch validation run		15:15
11:25	4th STI batch validation run		15:30
11:30	7th SI matching		15:45
	Final BSR		15:45
12:30		Final Clearing Statement (FCS) available	16:00 Clearing Participants prepare funding for CNS position money settlement
12:30 – 14:00		"Cash Prepayment Instruction Maintenance for China Connect Markets" function available	16:00 – 18:00
12:30 – 15:00		"Input DI" function available (CNS: 12:30 – 14:30; SI: after 14:30 – 15:00)	CNS: 16:00 – 19:00 SI: after 19:00 – 19:45
13:00		Generation of broadcast message for estimated Mainland Settlement Deposit requirement	16:30
13:15		4th SI matching	17:00
	8th SI matching		17:00

3 December 2016 (simulate T Day)			
Time (approx.)	CCASS Processing		Remarks / Logical Time
	Hong Kong Stock Market (HKMK)	Shanghai/Shenzhen A Share Market (MAMK/SZMK)	
	6th ATI/5th STI batch validation run		17:00
13:45		5th SI matching	17:30
		1st SI BSR	17:30 For settlement of SI stock positions from Special Segregated Accounts of Custodian Participants and non-EP GCPs to CCCPs only
	7th ATI/6th STI batch validation run		17:30
		1st BSR (for CNS stock positions)	17:30
14:00	Final SI matching		18:00
14:30		6th SI matching	19:00
		2nd SI BSR	19:00 For settlement of SI stock positions from Special Segregated Accounts of Custodian Participants and non-EP GCPs to CCCPs only
		Final BSR (for CNS stock positions)	19:00
14:45		Calculation and generation of broadcast message and report for Mainland Settlement Deposit	By 19:30
15:00		Final SI matching	19:45
		Final SI BSR (for settlement of SI stock positions only)	19:45
15:10	Final ATI/Final STI batch validation run		20:00
15:15	**End of Test: Cut-off for online maintenance activities and CCASS online session closes**		Logout CCASS upon completion of online activities

4.3 User Profile Setting & Logon Password

Participants' user profiles that will be applied to the commencement of the Test will be based on the latest user profiles maintained as of latest production image before the Test, i.e. 2 December 2016 (Friday).

During the Test, Participants' DA are responsible for resetting their participating users' passwords if they are revoked. If smartcard password has been reset during the Test, the user concerned should use the *new* password for production use on the following Monday (i.e. 5 December 2016). DA is reminded to ensure their passwords are workable and not revoked for the Test.

As password reset services will not be provided by HKEX during the Test, DA should keep proper record of their CCASS login passwords as of day-end image of 2 December 2016 (Friday), which will be used in the Test.

4.4 Test Environment

The Test environment will be set up with production stock balances of Hong Kong market and Shanghai A shares market as of day-end image of 2 December 2016 (Friday). To simulate the actual situation of the first business launch day of Shenzhen-Hong Kong Stock Connect, no pre-defined Shenzhen A shares stock balances will be provided to Participants.

4.5 Transactions to be Executed

On-line sessions will be provided during the Test for Participants to simulate the operations of their BOS and internal processes to examine their readiness in supporting clearing and settlement of A shares market trades or positions. Participants should make reference to their daily operations to plan what type of transactions and/or activities should be covered in the Test. Participants might refer to Appendix B2 for the suggested test script.

4.6 Report Download

Reports and/or data files available at the beginning of the Test online session:

Daily Stock Balance Report (CSESB01) of Hong Kong market (HKMK) and Shanghai A shares market (MAMK) dated 2 December 2016 (Friday) will be available to download by Participants when CCASS online session starts, showing the opening stock balance detail as of the start of Test.

Reports and/or data files available during the Test online session:

- Batch input control reports;

- Intra-day Mainland Settlement Deposit Payable Reports (Shanghai and Shenzhen); and

- Intra-day settlement related reports.

Day-end reports will not be available to Participants in the Test.

4.7   Prior Testing Arrangement

Participants should ensure their BOS are ready for supporting both Shanghai and Shenzhen A shares markets related transactions.

Participants should create a new directory for changing of "pre-defined" "Report Directory" for downloading of CCASS reports / data files during the Test.

If Participants would use their production BOS to perform the Test, they should ensure that their production BOS data are properly backed up before the Test. Data restore procedures should also be prepared before the Test so that production data can be restored to their production BOS upon completion of the Test. Participants should arrange where appropriate data backup arrangement with their IT support or BOS vendor before the Test, if such procedures are required.

4.8   Important Reminder for Post Testing Arrangement

PG users are reminded to clean-up their testing data, (including but not limited to ALL testing batch transfer files and downloaded reports/data files) and ensure their corresponding systems used in the Test are restored, if appropriate, and ready for normal business activities on the following Monday.

5 Contingency Arrangements for the Test

5.1 Typhoon Arrangement

In case Typhoon Signal Number 8 or above is hoisted and remained in effect after 7:00 a.m. and before 9:00 a.m., the Test will be cancelled.

In case Typhoon Signal Number 8 or above is hoisted at or after 9:00 a.m., all activities will be terminated 15 minutes thereafter.

5.2 Rainstorm Arrangement

In case Black Rainstorm Warning is remained in effect after 7:00 a.m. and before 9:00 a.m., the Test will be cancelled.

In case Black Rainstorm Warning is issued during testing hours
If the black rainstorm warning is issued after the commencement of Trading Pre-launch System Readiness Test, i.e. after 9:00 a.m., the Test will continue until completion.

6 Communication Channels

Participants can call China Connect Hotline at 2979-7123 from 8:30 a.m. on the Test day to confirm whether the Test will be proceeded according to the schedule.

During the Test, HKEX will communicate with Participants via Broadcast Message function of CCASS.

7 Help Desk

For any queries about the preparation for the Test and during the Test, Participants can contact the CCASS Hotline at 2979-7123.

APPENDIX A: Checklist for the Test

ITEMS TO BE CHECKED	✓
(A) Before Test	
1 Have you read and understood this document ("Shenzhen-Hong Kong Stock Connect Pre-launch System Readiness Test CCASS Participant Information Package") and the Stock Connect Another Milestone Information Book for Market Participants?	
2 Have you passed this document and the Stock Connect Another Milestone Information Book for Market Participants to your IT support or BOS vendor and ensured that they would take follow-up action (if necessary)?	
3 For CPs, have you coordinated with your trading partners to have trades executed during the Test for clearing and settlement in the Test?	
4 Have you ensured that the participating users have appropriate user function access to perform the required CCASS activities and/or BOS activities during the Test?	
5 Have you established appropriate procedures to restore your BOS upon completion of the Test and verification control to ensure system readiness for normal business operations on the following Monday?	
6 Have you prepared the testing batch transfer file(s) in case you would like to try batch file transfers function in the Test?	
7 Have you created a new directory for downloading the testing CCASS reports/data files during the Test?	
8 Have you ensured that the participating users have access to the pre-defined directory(ies), (re point 7 above) to retrieve the downloaded reports/data files during the Test?	
9 Have you arranged IT support with appropriate system administration ID and password during the Test in case there is any technical problem?	
(B) On the Test day before executing test cases	
1 Have you backed up the production reports / data files dated 2 and 3 December 2016 from the pre-defined report directory(ies) before executing the Test?	
2 Have you changed the pre-defined "Report Directory" for testing report/data file download via "Report Profile Maintenance" function? Please refer to Appendix C for details.	
(C) After the Test	
1 Have you cleaned up or removed the testing batch transfer files or download reports /data files from the production C3T, PG and/or BOS after the Test?	
2 Have you restored your BOS and/or PG with the production image and to ensure they are ready for production use on the following Monday?	

APPENDIX B1: Data Setup for the Test

(1) <u>**Stock Balances**</u>

<u>**Hong Kong Stock and Shanghai A Shares**</u>
All Hong-Kong market stocks and Shanghai A shares admitted in the CCASS as of 2 December 2016 will be eligible to be cleared and settled by CCASS during the Test. Hong Kong and Shanghai A shares market stock balances as day-end production image prior to the Test will be available to Participants during the Test.

<u>**Shenzhen A Shares**</u>
No Shenzhen A shares stock balances will be allocated to Participants during the Test, in order to simulate the real situation on the first business launch day.

(2) <u>**Risk Management Deposit for each China Connect Clearing Participant (CCCP) in Shanghai and Shenzhen A shares markets**</u>

Each CCCP will have the minimum Mainland Security Deposit of CNY 200,000 deposited into its CCMS account with Special-Use type "MCD" (SH MAINLAND SECURITY DEPOSIT).

The 'confirmed amount' of Mainland Settlement Deposit (MSCD) and Mainland Security Deposit (MSTD) (for Shanghai) from production environment will be kept in the testing environment.

APPENDIX B2: Suggested Executions for the Test

Details	Scope
Execution Date	3 December 2016 (Saturday)
Logical Date	3 December 2016 (Saturday)
(I) Report Download Functions:	Participants will be able to download and verify the reports / data files during CCASS online session. Please refer to Appendix B3 for more details on the reports / data files.
(II) Batch File Transfer Functions:	Participants are encouraged to perform the batch file transfers which are considered as critical business transactions with A shares during the Test online session. Herein below are the relevant batch file transfers for Participants' reference: ❑ SI Batch File Transfer ❑ ATI Batch File Transfer ❑ STI Batch File Transfer Participants should refer to section 4.2 for schedule of different batch processes. (Note: Since no pre-defined A share stock balances will be available to Participants for Shenzhen A shares market, Participants will only have Shenzhen A shares balances after CNS final batch settlement run at around 7 p.m. (logical time) on T day from CNS buy positions for executing the above batch file transfer functions for Shenzhen A shares)

(III) Online Functions:	Participants may perform various online functions which are considered as critical business transactions in relation to A shares during the Test online session. Herein below are some suggested transactions for Participants' reference:-
	
	❑ Input ATI/STI
	❑ Maintain SI
	❑ Input DI to settle SI stock positions / CNS positions of A shares
	❑ Enquire Stock Account Balance
	❑ Enquire Stock Account Movement
	❑ Enquire Due/Overdue Positions
	❑ Enquire Settlement Activity
	❑ Enquire Collateral Account Balance
	
	Participants may make use of Enquire Money Position for A shares markets to plan their funding arrangement on T-day & T+1 day:
	
	❑ Enquire Money Position / Instructions Functions for CNS money obligation
	   (i) upon generation of Final Clearing Statement (around 4:00 p.m. logical time) [1]
	   (ii) upon completion of Final BSR for CNS stock positions (around 7:00 p.m. logical time)
	
	Participants should note the following arrangement for SI/ATI/STI:
	
	• Participants can make use of the Hong Kong market / Shanghai A shares market stock balances as of day end production image of the day prior to the Test in various stock accounts (re Appendix B1(1)) for

Details	Scope
	maintenance of SI / ATI / STI • Participants should arrange with other counterparts to match SIs during the Test, as no dummy SI will be created to Participants • Participants should note that ad hoc validation will be performed for the SI batch file being uploaded during the Test as of production
(IV) Cash Prepayment	CPs who want to perform A shares transfer for T-day position via SI (e.g. transfer A shares to SPSA account of non-EP GCPs or Custodian Participants on T Day) and GCPs who serve more than one EP may need to make cash prepayment from 16:00 to 18:00 (logical time) on T Day via CCASS function "Cash Prepayment Instruction Maintenance for China Connect Markets". The total net money positions for Shanghai and Shenzhen markets will be offset against each other to result in one net money position for settlement within HKSCC. CP can make one Cash Prepayment Instruction (if applicable) to release CNS allocated shares for both markets. When cash prepayments are confirmed by HKSCC, the Money Ledger of the relevant CPs and GCPs will be updated to release the on-hold A shares.

[1]Separate broadcast messages will be generated upon posting of CNS money obligation for Shanghai and Shenzhen markets respectively.

APPENDIX B3: Suggested Reports / Data Files Verification for the Test

Available at the beginning of the Test from 11:00 a.m. onwards

Report Date: 2 December 2016 (Friday)

Report		HK Market (HKMK)	A Shares Markets (MAMK & SZMK)	Data file	Remarks
CSESB01	Daily Stock Balance Report	Y	Y	Y	• Stock balance as of start of the Test

Available during the online and report retrieval sessions

Report Date: 3 December 2016 (Saturday)

	Report		HK Market (HKMK)	A Shares Markets (MAMK & SZMK)	Global Market (GLOB)	Data file
Settlement Related Reports	*Batch Input Control Reports*					
	CCLEI01	SI Batch Input Control Report			Y	
	CSEBA01	ATI Batch Input Control Report			Y	
	CSEAT01	STI Batch Input Control Report			Y	
	Intra-day Reports					
	CCLTN04	Provisional Clearing Statement	Y			Y
	CCLTN05	Final Clearing Statement	Y	Y		Y
	CCLTA01	Trade File of SPSA		Y		Y
	CCLUS01	Unmatched SI Report	Y	Y		Y
	CSESI02	Intra-Day ISI/SI Full List	Y	Y		Y
	CSESP04	Intra-day Settled Position Report	Y	Y		Y
	CSEMA08	Statement of Money Ledger			Y	Y
	CSEMA29 CSEMS29 CSEMN29	Settlement Related EPI Listing			Y	
	CSESP01	Settled Position Report	Y	Y		Y
	CSEMP04	CCASS Funding Projection Report (Night Settlement) for Participant			Y	
Risk Management Related Reports	*Intra-day Report*					
	CRMSD07	Intra-day Mainland Settlement Deposit Payable Report (Shanghai)		Y		
	CRMSD09	Intra-day Mainland Settlement Deposit Payable Report (Shenzhen)		Y		
	CRMSD01	Mainland Settlement Deposit Payable Report		Y		

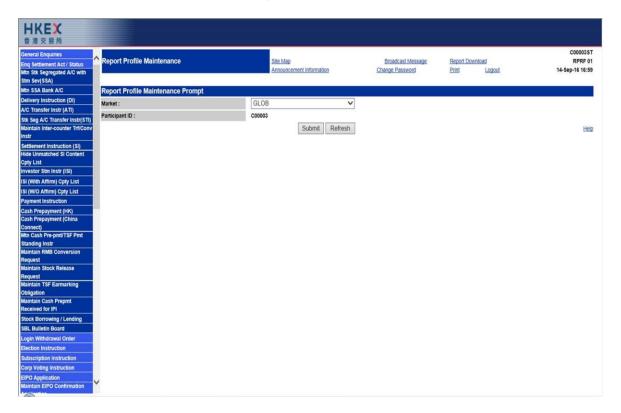|		Report	HK Market (HKMK)	A Shares Markets (MAMK & SZMK)	Global Market (GLOB)	Data file
		(Shanghai)				
	CRMSD04	Mainland Settlement Deposit Payable Report (Shenzhen)		Y		

Day-end reports will not be available to Participants in the Test.

Remarks :

The contents of reports are testing data only they should only be used solely for testing purposes during the Test.

APPENDIX C : **Procedures to change the pre-defined "Report Directory" for download of testing CCASS reports and date files via "Report Profile Maintenance" function**

1. Logon to CCASS and select "Report Profile Maintenance" function (available to user with function group C only)

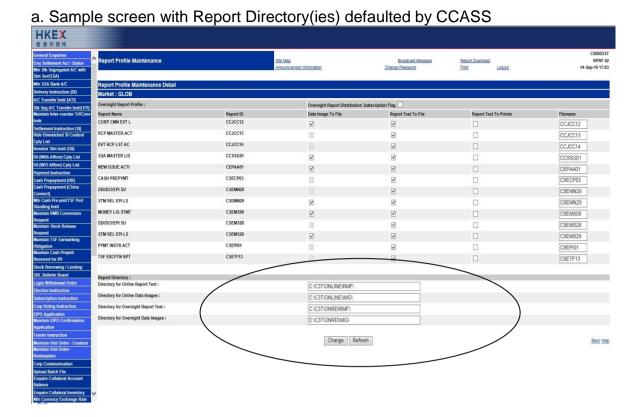2. Select "GLOB" at the Market data field, then click the Submit button.

3. Enter the directories for downloading of reports / data files for the Test.
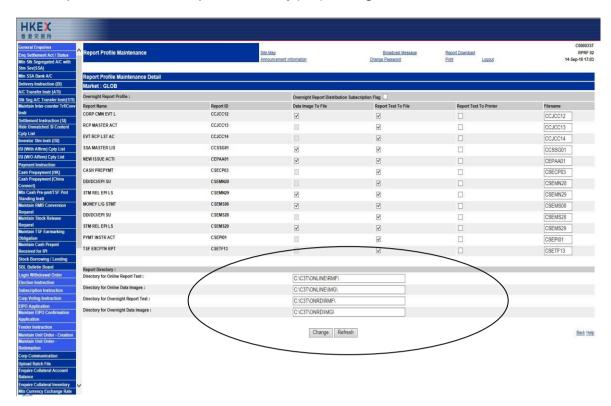
    (e.g. for downloading reports and **X:\SSMR\ONLINE\IMG** for downloading data files), then click the "Change" button.

    Please ensure you have
    (i) created the new directory(ies), if necessary, before changing the pre-defined "Report Directory" for downloading testing CCASS reports and data files during the Test; and
    (ii) access to the pre-defined directory(ies) to retrieve the downloaded testing CCASS reports / data files during the Test.

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a. Sample screen with Report Directory(ies) defaulted by CCASS

b. Sample screen with Report Directory(ies) changed for the Test

4. Then click "Confirm" button to confirm the Report Profile settings.

5. Repeat steps 1 to 4 above by selecting "HONG KONG MARKET", "SHANGHAI SECURITIES MARKET" and "SHENZHEN SECURITIES MARKET" at the market field.

Please note that there is NO need for participating users to reset the "Report Directory", the "Report Directory" changed during the Test will NOT be carried forward to the production environment on the following Monday.