

**USER PROFILE FOR DELEGATED ADMINISTRATOR (DA)**

To: Clearing Operations - Operations Support & Security Administration  
 Hong Kong Exchanges and Clearing Limited  
 30/F, One Exchange Square, 8 Connaught Square, Central, Hong Kong

Date : \_\_\_\_\_

CCASS/HKCC/SEOCH Participant / Designated Bank ID : \_\_\_\_\_ Full Name : \_\_\_\_\_

Maintenance Request:

**A** = Add new DA                      **C** = Change (Administration Rights / Maker or Checker type)                      **D** = Delete DA  
**R** = Reset Password                      **EN** = Enable DA status                      **DN** = Disable DA status                      **RS** = Replace damaged Smartcard

Please specify updated user profile details:

|    | Maintenance Request | User Name                   | Effective Date | Administration Rights | Maker / Checker |
|----|---------------------|-----------------------------|----------------|-----------------------|-----------------|
|    |                     | Surname      Other Names(s) | DD/MM/YY       | (1/2/3)*              | (M/C)#          |
| 1. | [      ]            | _____                       | _____          | _____                 | _____           |
| 2. | [      ]            | _____                       | _____          | _____                 | _____           |
| 3. | [      ]            | _____                       | _____          | _____                 | _____           |
| 4. | [      ]            | _____                       | _____          | _____                 | _____           |
| 5. | [      ]            | _____                       | _____          | _____                 | _____           |

**For Office Use Only**

Ref.No.: \_\_\_\_\_

| <u>User ID</u> | <u>Smartcard Serial Number</u> | <u>Password</u> |
|----------------|--------------------------------|-----------------|
| 1. _____       | _____                          | _____           |
| 2. _____       | _____                          | _____           |
| 3. _____       | _____                          | _____           |
| 4. _____       | _____                          | _____           |
| 5. _____       | _____                          | _____           |

**\*Administration Rights : 1- for user profile only, 2 – for reset smartcard password only or 3 - for both**  
**# Maker / Checker : M - for maker or C - for checker**

FOR & ON BEHALF OF \_\_\_\_\_

Tick whichever is appropriate

[ ] \_\_\_\_\_ smartcard(s) is / are attached for reuse.

[ ] Order \_\_\_\_\_ new smartcard(s), total for HKD \_\_\_\_\_ (@HKD250.00).

1. For **CCASS Participants**, the above charges will be debited from your CCASS Money Ledger (Billing A/C 05).
2. For **HKCC / SEOCH Participants**, the above charges will be debited from your CCMS House Account.
3. For **CCASS Designated Banks**, please issue cheque payable to “Hong Kong Securities Clearing Company Limited”.

\_\_\_\_\_  
 Authorised Signature(s) (with company chop, ONLY applicable if it forms part of your signing instruction)

|                       |      |
|-----------------------|------|
| Signature Verified by | Date |
| Prepared/Checked by   | Date |
| Reviewed by           | Date |
| Updated by            | Date |