

3.2 Nominee Services

3.2.2 Dividend Election

3.2.2.1 Maintain Dividend Election Instruction

HKSCC will collect benefit entitlements in respect of the stock balances held in CCASS and distribute them to Investor Participants. Investor Participants can input Dividend Election Instructions to CCASS if options (e.g. to select scrip or cash) are available. Instructions can be input via the CCASS Phone Operations Hotline, CCASS Internet System or by submitting 'Dividend Election Input Request Form' to our Customer Service Centre on or before the election deadline.

To input / change Dividend Election Instructions via the CCASS Phone Operations Hotline :

Select 'Dividend Election or Voting' by Pressing '4' at the Main Menu...

Select 'Dividend Election' by Pressing '1' at the Sub Menu...

Select 'Input / Change Dividend Election Instruction' by Pressing '1' at the Sub Menu...

Select 'Input Dividend Election Instruction' by Pressing '1' or
'Change Dividend Election Instruction' by Pressing '2' at the Sub Menu...

Input Stock Code

- Example : for stock code 123, enter '123#'

Select an Announcement from
Benefit Entitlement (If any)

- Example : Holdings (Benefit Entitlement) or Receivable (Benefit Entitlement from Warrant Conversion)

Select an Electable Item

- Example : HKD, USD or Scrip

Input Election Quantity

- Enter '#' to select all shares or
The quantity input should be based on the original stock
Example : Electable Quantity Available = 10,000 shares
Election Quantity = 3,000 shares for HKD
7,000 shares for Scrip

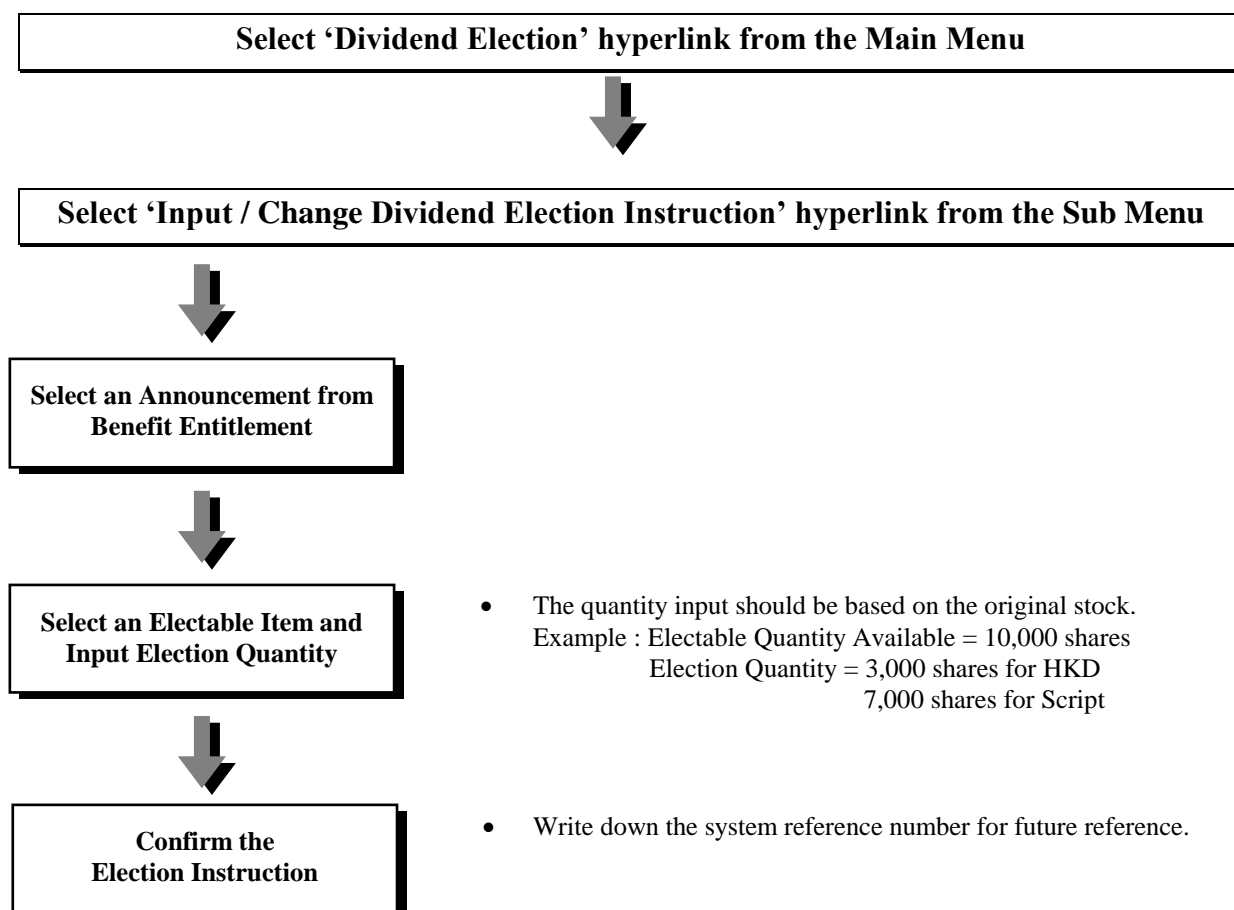
Confirm the
Election Instruction

- Write down the system reference number for future reference.

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To input / change Dividend Election Instructions via the CCASS Internet System :

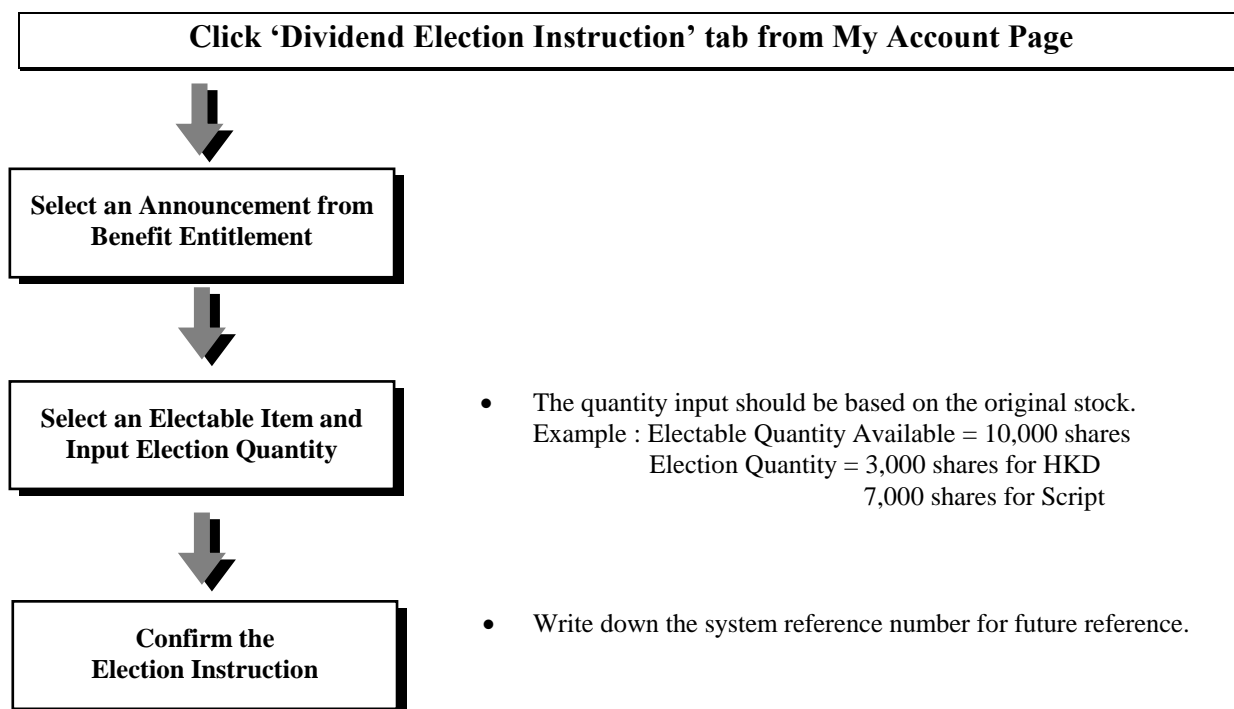
From Main Menu



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To input / change Dividend Election Instructions via the CCASS Internet System :

From My Account Page



Important Notes :

- Under normal circumstances, the deadline for inputting Dividend Election Instructions is usually the same as the issuer's stipulated deadline and the function will be cut-off at 12:00 noon.
- CCASS will select HKD option for Investor Participants if no dividend election instruction or no Standing Instruction (i.e. to elect to receive scrip entitlements in lieu of cash dividend payments) is being maintained in CCASS on or before the election deadline.
- If the net receivable dividend is less than \$10 (after deducting the Dividend Collection Fee), CCASS will NOT credit the amount to Investor Participants' bank accounts. The amount will be kept in Investor Participant's money ledger until the aggregate money settlement amount exceeds \$10.
- Extra charges may incur if foreign currency is elected, and the amount will be deducted from the received dividend.
- Investor Participants will be informed of when the foreign currency cheques or bank drafts are available for collection in the activity statements. Investor Participants are required to collect the cheques or bank drafts in person to our Customer Service Centre.
- For Change Dividend Election Instruction, the previous input of the dividend election instruction details will be superseded.
- For Input / Change Dividend Election Instruction for those stock(s) with Standing Instruction being set up in CCASS, the Standing Instruction will be superseded for that particular dividend announcement only.
- For dividend election instructions input after 7:00pm on Friday and during the weekend, the activities will be printed on following business day's (following Monday) Activity Statement.

3.2 Nominee Services**3.2.2.2 Maintain Standing Instruction to elect to receive scrip entitlements in lieu of cash dividend payments**

Investor Participants may give Standing Instructions to HKSCC requesting to elect to receive scrip entitlements in lieu of cash dividend payments in respect of all future dividend entitlements with scrip option for the entire holdings of the selective stock(s) or all stocks.

To set up / cancel Standing Instruction, Investor Participant can fill in the “Standing Instruction Input Request Form” and submit the duly signed and completed form in person to our Customer Service Centre.

Important Notes :

- Standing Instruction can be set up in advance for any CCASS stock, even for those stocks which are not yet held in Investor Participants’ stock account.
- Once set up, usually the Standing Instruction will be effective immediately, except for those dividend announcements which have already ended for election maintenance at the time of submission of the “Standing Instruction Input Request Form”.
- Standing Instruction is only applicable to those dividend announcements with (1) a single scrip option to receive scrip entitlement of the original stock in lieu of cash dividend payment; and (2) option election period to be started after the relevant record date. In case other circumstances may arise, Investor Participants should follow the existing dividend election process to elect the dividend payment.
- If Investor Participants wish to receive dividend in cash on any occasion after setting up Standing Instruction, Investor Participants can always follow the existing dividend election process by giving dividend election instruction for that particular dividend announcement within the election period via CCASS Internet System, CCASS Phone System or our Customer Service Centre. Such election instruction will be processed by HKSCC as the choice for that particular dividend announcement only and the Standing Instruction will remain in effect to elect scrip entitlements in respect of other dividend announcements with scrip option.
- The maintenance activities of the setting up and/or cancellation of the Standing Instruction will be printed in the Activity Statement under the new “Standing Instruction” sub-section of the existing “ISI & Nominees Activities” section.