

### 3.5 Depository Services

#### 3.5.2 Stock Withdrawal

Physical share certificates can be withdrawn from Investor Participants' stock accounts against their credit stock balance.

##### 3.5.2.1 Procedure

Investor Participants should first submit either a 'Withdrawal Order Input Request Form' to our Customer Service Centre or an electronic 'Withdrawal Order Form' via the CCASS Internet System. Investor Participants must submit a 'Stock Collection Authorization Form' to our Depository Service Counters to collect the share certificates. The form should be completed and signed by the Investor Participants. Share certificates can be collected by Investor Participants or a third party with authorization.

##### 3.5.2.2 Available Time for Collection

Withdrawal Order Input Time	Withdrawal Quantity	Available Time for Collection Under Normal Circumstances
(i) Before 2:00 pm at Customer Service Centre (ii) Before 1:30 pm at CCASS Internet System	Board Lot	Before 5:00 pm on the same day.
(i) After 2:00 pm at Customer Service Centre (ii) After 1:30 pm at CCASS Internet System	Board Lot	Next business day (except Saturday).
(i) Before 2:00 pm at Customer Service Centre (ii) Before 1:30 pm at CCASS Internet System	Odd Lot	If the requested quantity is available, share certificates will be ready for collection before 5:00 pm on the same day.  If the requested quantity is not available, share certificates will have to be split into the specified quantity at the registrar. HKSCC will confirm with the Investor Participants if they want to wait for the splitting or to cancel the Withdrawal Orders.
(i) After 2:00 pm at Customer Service Centre (ii) After 1:30 pm at CCASS Internet System	Odd Lot	The above procedure will apply on the next business day (except Saturday).

#### Important Notes :

- Investor Participants are suggested to check with our Customer Service Officer via the CCASS Phone Operations Hotline for the availability of share certificates before collecting them.
- Withdrawal Orders input time at our Customer Service Centre is from 09:30 am to 3:45 pm, Monday to Friday, except public holidays.
- Withdrawal Orders input time at CCASS Internet System is 24 hours everyday.
- Collection of share certificates at our Depository Service Counters is from 09:30 am to 5:00 pm, Monday to Friday, except public holidays.
- The 'Stock Collection Authorization Form' can be collected at our Customer Service Centre or Depository Service Counters.
- Investor Participants shall promptly re-register the withdrawn share certificates in their own names before the next book-close date.
- Investor Participants who wish to register the shares in their own names must submit the share certificates withdrawn from their stock accounts, together with the 'Stock Withdrawal Receipt', to the Inland Revenue Department to have a 'No Ad Valorem Duty Payable' chop stamped on the transfer instrument before sending the share certificates to the share registrar for re-registration.
- HKSCC will debit Investor Participants' designated bank accounts on the same day for any withdrawal charges in excess of \$5,000. Share certificates can only be collected upon receipt of the relevant payment.