

USER PROFILE FOR DELEGATED ADMINISTRATOR (DA)

To: Cash & Derivatives Clearing Operations
 Hong Kong Exchanges and Clearing Limited
 30/F, One Exchange Square, 8 Connaught Square, Central, Hong Kong

Date : _____

CCASS/HKCC/SEIOCH 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 DD/MM/YY	Administration Rights (1/2/3)*	Maker / Checker (M/C)#
	Surname	Other Names(s)			
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).

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

 Authorised Signature(s) (with Company Chop)

For Office Use Only

Ref.No.: _____

Ref.No.	Smartcard	
	User ID	Serial Number
1.	_____	_____
2.	_____	_____
3.	_____	_____
4.	_____	_____
5.	_____	_____

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