

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

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

**REPORT LOSS OF SMARTCARD**

We confirm that the Smartcard issued to the following Delegated Administrator / Authorised User has been lost and thereby request you to disable the user profile associated with it. We undertake to inform you in writing when the lost smartcard is found.

**User ID** : \_\_\_\_\_

**User Name** : \_\_\_\_\_

In addition, we request you to take the following action:

[  ] Delete the User ID; OR

[  ] Replace the smartcard

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

b. 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".

**For and on behalf of**

\_\_\_\_\_  
Authorised Signature(s) (with Company Chop)

CCASS / HKCC / SEOCH

Participant or Designated Bank ID: \_\_\_\_\_

CCASS / HKCC / SEOCH

Participant or Designated Bank Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Contact Number: \_\_\_\_\_

**For Office Use Only**

Signature verified by:	Prepared / Checked by:	Reviewed by:	Updated by:
Date:	Date:	Date:	Date: