

**Sample – Underlying Client (CCC)**

Date:

Hong Kong Securities Clearing Co Ltd (“HKSCC”)  
1/F One & Two Exchange Square  
8 Connaught Place  
Central  
Hong Kong

Dear Sir/Madam,

Re: Application for Scrip Fee Concession

We/I are/am writing to apply for scrip fee concession in respect of our/my stock portfolio to be transferred from AAA (CCASS Participant ID: \_\_\_\_\_) (the “Transferor”) to BBB (CCASS Participant ID: \_\_\_\_\_) (the “Transferee”) on dd/mm/yyyy.

Attached is an inventory list of all stocks and the share quantities to be transferred (“Inventory List”). Please note that should there be any subsequent changes to the Inventory List, they will be confirmed to HKSCC by the Transferor and Transferee on our/my behalf.

We/I confirm that there is no change of beneficial ownership in this transfer.

Should you have any queries, please feel free to contact Ms/Mr xxx on telephone number xxxx-xxxx.

Thank you for your kind consideration.

Yours faithfully,  
For and on behalf of [Underlying Client]

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

**Name of Transferor:** (CCASS Participant ID: \_\_\_\_\_)  
**Name of Transferee:** (CCASS Participant ID: \_\_\_\_\_)  
**Name of Underlying Client:**  
**Date of Transfer:**

[illegible]

For and on behalf of [Underlying Client]

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