

Sample – Transferee (BBB)
[Transferee's Company Letter Head]

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 are writing to apply for scrip fee concession in respect of the stock portfolio (belongs to the underlying client, CCC), to be transferred from AAA (CCASS Participant ID: _____) to BBB (CCASS Participant ID : _____) on dd/mm/yyyy.

Attached is an inventory list of all stocks and the share quantities to be transferred (the "Inventory List"). We undertake that should there be any subsequent changes to the Inventory List, we shall notify and render the underlying client aware of these changes and that we shall pass on the additional scrip fee concession, if any, to the underlying client.

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

In consideration of HKSCC acceding to our application as set out in this letter, we hereby agree to indemnify HKSCC and/or any of its subsidiary associate companies or its holding company Hong Kong Exchanges and Clearing Limited and its affiliate companies ("HKEX group of companies") and hold each of them harmless against all actions, claims, proceedings, damages, costs and expenses (including legal costs) which may be brought against HKEX group of companies or suffered or incurred by HKEX group of companies as a result of or in connection with HKSCC acceding to the application as set out in this letter and all matters relating thereto provided that such actions, claims, proceedings, damages, costs and expenses are not due to any act not done or not omitted to be done in good faith by HKSCC.

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

Thank you for your kind consideration.

Yours faithfully,
For and on behalf of [Transferee]

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

Application for Scrip Fee Concession - Inventory List (Transferee)

Name of Transferor: (CCASS Participant ID: _____)

Name of Transferee: (CCASS Participant ID: _____)

Name of Underlying Client:

Date of Transfer:

Stock Code	Stock Short Name	Share Quantity to be transferred

For and on behalf of [Transferee]

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