

# USER PROFILE FOR DELEGATED ADMINISTRATOR (DA)

G-Form 4

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	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, ONLY applicable if it forms part of your signing instruction)

## 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