

**Hong Kong Securities Clearing Company Limited**  
*(A wholly-owned subsidiary of Hong Kong Exchanges and Clearing Limited)*

To : \_\_\_\_\_ Date : \_\_\_\_\_  
 Attn : \_\_\_\_\_ Fax No. : \_\_\_\_\_

Dear Sir

**SPECIAL BUY-IN REQUEST**

In regard to your failure to deliver entitlement to HKSCC regarding:

Announcement Reference : \_\_\_\_\_  
 Payable Date : \_\_\_\_\_  
 Transaction Number : \_\_\_\_\_

You are required to execute a buy-in request and fax a Buy-in Reporting Slip to HKSCC at 2851-6921 before 11:00 am on dd-mmm-yyyy. Details of the buy-in request are as follows:

Stock Code : \_\_\_\_\_  
 Stock Name : \_\_\_\_\_  
 Quantity to be bought in : \_\_\_\_\_

Yours faithfully  
 For and on behalf of  
 Hong Kong Securities Clearing Co. Ltd.

To: Cash & Derivatives Clearing Operations - Settlement, Hong Kong Securities Clearing Co. Ltd.  
 Fax No. 2851 6921 Email: [CSC\\_incomingform@HKEX.COM.HK](mailto:CSC_incomingform@HKEX.COM.HK)

**APPLICATION FOR EXEMPTION OF SPECIAL BUY-IN**

Regarding the above special buy-in, we hereby apply for exemption as:

\_\_\_\_\_

For Office Use

Checked by : \_\_\_\_\_

Accepted by : \_\_\_\_\_

Rejected by : \_\_\_\_\_

Remarks : \_\_\_\_\_

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