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香港中央結算有限公司

(香港交易及結算所有限公司全資附屬公司)

## HONG KONG SECURITIES CLEARING COMPANY LIMITED

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

## 通告 CIRCULAR

Subject: Voting Arrangements of Shareholders' Meetings during Peak Season in May

and June 2016

Enquiry: Hotline at 2979 7111

CCASS Participants ("Participants") are advised to take note of the following special arrangements during the upcoming peak season for shareholders' meetings in May and June 2016 when submitting instructions via the voting functions in CCASS. Participants should also communicate the relevant information with their clients, if appropriate.

## **CCASS** stated deadline

According to section 8.6.2 of the CCASS Operational Procedures, under normal circumstances, CCASS stated deadline for submission of voting instructions for the shareholders' meetings held in Hong Kong will be one business day before the meeting day and these meetings will be attended by corporate representatives of HKSCC. To ensure HKSCC have sufficient capacity and consistent approach to act on the voting instructions for all shareholders' meetings held during the peak season, the CCASS deadlines for submission of voting instructions and appointment of persons nominated by Participants to attend and vote at the meetings held in Hong Kong will be set as one business day prior to the proxy deadline announced by the listed issuers (normally three business days before the meeting day instead of one business day prior to the meeting day now). HKSCC will consolidate voting instructions from Participants and submit one combined proxy form to the listed issuer.

Participants should observe the CCASS deadlines set for submission of voting instructions and appointment of persons nominated by Participants for <u>all</u> meetings held in May and June 2016.

For the avoidance of doubt, all shareholders' meetings will not be attended by corporate representatives of HKSCC during the voting peak season. Persons nominated by Participants to attend and vote at such meetings will be appointed by HKSCC as proxies instead of corporate representatives.

If Participants fail to submit instructions on or before the stated CCASS deadline, HKSCC shall be under no obligation to take any action on their voting instructions.



Should you have any enquiries on the above arrangements, please contact our Hotline at 2979 7111.

Grace Tong Vice President Depository and Nominee Services