

編號

LSD/29/2010

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Date:

10/09/2010

### 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

事項中央結算系統運作程序規則之修訂

Subject: Amendments to the CCASS Operational Procedures

查詢 查詢熱線

Enquiry: Hotline 2979 7111

CCASS participants are requested to note that the Securities and Futures Commission has approved amendments to the CCASS Operational Procedures to enable operational readiness for the clearing and settlement of Renminbi denominated transactions in CCASS.

The amendments, as set out in the Appendix, will come into effect on 13 September 2010.

The marked-up version of the amendments can be downloaded from the "Rule Update - CCASS Operational Procedures" section of the HKEx website.

Christine Wong Chief Counsel & Head Legal Services Department

請各位中央結算系統參與者注意,證券及期貨事務監察委員會已批准中央結算系統運作程序規則,有關以人民幣款項結算交收運作之修訂。

載於附件之修訂由2010年9月13日起生效。

有關規則的標明修訂本可在香港交易所網站之"規則修訂-中央結算系統運作程序規則"中下載。

法律服務部 首席法律顧問及主管 黃凱明 謹啟

# 香港交易及結算所有限公司

#### **CCASS OPERATIONAL PROCEDURES**

#### **Section 21**

#### **Costs and Expenses**

#### 21.1 CLEARING AND SETTLEMENT OF EXCHANGE TRADES

In this Section 21, references to "HKD" or "HK\$" means Hong Kong Dollar; references to "CNY" means Chinese Yuan (Renminbi) and references to "USD" means US Dollar.

- Money settlement fee under CNS System.

*Note:* 

Fee debited on the day of money settlement.

- Money Settlement fee for Isolated Trades payable by each Clearing Participant for each Isolated Trade cleared and settled through CCASS.

Note:

Fee debited on the day of money settlement.

HK\$1.20 for HKD items, HK\$0.50 for CNY items and HK\$3.50 for USD items for each DDI or DCI issued by HKSCC in respect of money positions of a Clearing Participant to be settled under the CNS System on each day.

HK\$1.20 for HKD items, HK\$0.50 for CNY items and HK\$3.50 for USD items for each EPI issued by HKSCC for Isolated Trades settled in CCASS on a DVP basis.

#### 21.2 CLEARING AND SETTLEMENT OF SI TRANSACTIONS

- Money settlement fee for SI
Transactions payable by each
counterparty Participant to SI
Transactions.

HK\$1.20 for HKD items, HK\$0.50 for CNY items and HK\$3.50 for USD items for each EPI issued by HKSCC for SI Transactions settled in CCASS on a DVP basis.

Note:

Fee debited on the day of money settlement.

- Money settlement fee for SI
Transactions settled in CCASS on a
RDP basis payable by each
counterparty Participant to SI
Transactions.

Note:

Fee debited on the day of money settlement.

HK\$1.20 for HKD items, HK\$0.50 for CNY items and HK\$3.50 for USD items per side per SI Transaction elected by the Participants to be settled in CCASS on a RDP basis.

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#### 21.3 CLEARING AND SETTLEMENT OF ISI TRANSACTIONS

- Money settlement fee for ISI
Transactions payable by each
counterparty Participant to ISI
Transactions.

HK\$1.20 for HKD items, HK\$0.50 for CNY items and HK\$3.50 for USD items for each EPI issued by HKSCC for ISI Transactions settled in CCASS on a DVP basis.

Note:

Fee debited on the day of money settlement.

- Money settlement fee for ISI Transactions settled in CCASS on RDP basis payable by each counterparty to ISI Transactions. HK\$1.20 for HKD items, HK\$0.50 for CNY items and HK\$3.50 for USD items per side per ISI Transaction elected by the Participants to be settled in CCASS on a RDP basis.

Note:

Fee debited on the day of money settlement.

#### 21.7 OTHER MONEY SETTLEMENT FEES

 Money settlement fees for other miscellaneous amounts to be paid to or collected from Participants (e.g. Marks, Contributions, application and refund monies under Electronic Application Instructions for New Issue Shares and Tender Instructions). HK\$1.20 for HKD items, HK\$0.50 for CNY items and HK\$3.50 for USD items for each DDI/DCI/EPI issued or each CPI settled by HKSCC.

Note:

Fee debited on the day of money settlement.

#### 21.10 APPLICABLE INTEREST RATES

 Rate of interest chargeable on overdue money balances in HKD or CNY or USD owed to HKSCC.

Notes:

Interest will be debited to the Money Ledger of Participants and collected on a daily basis (except the Billing Account, to which interest will be debited and collected on a weekly basis).

HKSCC shall pay interest at HKD saving account deposit rate or where applicable, CNY or USD savings account deposit rate (or CNY or USD investment rate, if lower) of HKSCC's banker to Participants only if such payment is expressly provided for under the Rules.

HKD or where applicable, CNY or USD best lending rate of HKSCC's banker plus 2% per annum or the relevant Interbank Offered Rate for HKD, CNY or USD plus 2% per annum, whichever is higher and is incurred by HKSCC.

#### Section 22

#### **Tariff for Investor Participants**

#### 22.1 CLEARING AND SETTLEMENT OF ISI TRANSACTIONS

In this Section 22, references to "HKD" or "HK\$" means Hong Kong Dollar; references to "CNY" means Chinese Yuan (Renminbi) and references to "USD" means US Dollar.

- Money settlement fee for ISI
Transactions payable by each
counterparty Participant to ISI
Transactions.

HK\$1.20 for HKD items, HK\$0.50 for CNY items and HK\$3.50 for USD items for each EPI issued by HKSCC for ISI Transactions settled in CCASS on a DVP basis.

Note:

Fee debited on the day of money settlement.

- Money settlement fee for ISI
Transactions settled in CCASS on a
RDP basis payable by each
counterparty Participant to ISI
Transactions.

HK\$1.20 for HKD items, HK\$0.50 for CNY items and HK\$3.50 for USD items per side per ISI Transaction elected by the Participants to be settled in CCASS on a RDP basis.

Note:

Fee debited on the day of money settlement.

#### 22.4 OTHER MONEY SETTLEMENT FEES

- Money settlement fees for other amounts to be paid to or collected from Investor Participants (e.g. warrants conversion, rights subscriptions, fees and application and refund monies under Electronic Application Instructions for New Issue Shares and Tender Instructions) payable by Investor Participant.

Notes:

Fee debited on the day of money settlement.

If the day end balance due for money settlement with HKSCC is less than HK\$10, the balance will be rolled over to the next day and no DDI/DCI will be issued on due date.

HK\$1.20 for HKD items, HK\$0.50 for CNY items and HK\$3.50 for USD items for each DDI/DCI/EPI issued or each CPI settled by HKSCC.

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#### 22.7 APPLICABLE INTEREST RATES

- Rate of interest charge on investor account payable by Investor Participant.

Note:

HKSCC will charge interest if it is expressly provided for under the Rules.

- Rate of interest credit on investor account payable to Investor Participants.

Note:

HKSCC will pay interest credit to Investor Participants only if such payment is expressly provided for under the Rules. HKD or where applicable, CNY or USD best lending rate of HKSCC's banker plus 2% per annum or the relevant Interbank Offered Rate for HKD, CNY or USD plus 2% per annum, whichever is higher and is incurred by HKSCC.

HKD, CNY or USD saving account deposit rate of HKSCC's banker.

# Beneficiary Details and Registration Authorization Form Beneficiary Details and Authorization

	F Vicwood Plaza, 199 Des Voer			
Re: R	Registration ofn	units (/_	, curi	rency / nominal amount) (Name of Bond)
	(date) for	units ( /	. V	ount) in the above-named
secur			registration of the said securit ) in accordance with the attached R	
			registered bondholder at the CCAS	
Com	pany Chop and Authorized Signa	ature(s) of CCASS Participant		
		REGISTRATION AUTI	HORIZATION	
То:			(Name of Issuer/Transfer Age	ent)
Re:			, cur(Name of Bon	
secur	ity in accordance with the Regis	tration and Payment Instructions	nominal amount) of the above-name (currency / nominal a as set out below, please let us have (currency / nominal amount)	the balance in one
HKS	CC Nominees Limited			
Auth	orized Signature (s)	<u> </u>		
Regi	stration and Payment Instruct	ions		
I/We				(Name of Bond) to
	ter a total of / my/our instructions as set out be		urrency / nominal amount) in my/ou	ar name(s) in accordance
Deno	mination required:	x/	(currency / nomi	nal amount)
				_
Addr	ess of bondholder:			
			Tel:	
		nd/or interest payment to my/our		
Auth	orized Signature(s) of bondholde	er(s)	Specimen Signature(s) of	f bondholder(s)

# Foreign Currency Dividend Entitlement Instruction Form

Nominees Section	Date :
Hong Kong Securities Clearing Company Limited ("HKS	
Units 2505-6, 25/F., Vicwood Plaza	
199 Des Voeux Road, Central	
Hong Kong	
Fax no.: 2815 2728	
Dear Sirs,	
Re:	(Company Name) (Stock Code :)
Dividend at/(currency / amou	unt) per share
Payable : on or about	
We wish to receive the above dividend on our holding of account as follows:-	shares held for our
1. ☐ In Bank Draft after deducting the charges incu	ırred
2.   Credit to our bank account via telegraphic tran	nsfer held with
We understand and acknowledge that:	
(1) this form should reach HKSCC no later than the close of the e corporate announcement;	lection period as specified by HKSCC in the relevant CCASS
(2) if HKSCC does not receive this form by the stated deadline, HKS to our securities as it may consider fit; and	CC is entitled (but not bound) to take such actions with respect
(3) our request and instructions will only be effected or accepted by a Operational Procedures as are in force from time to time.	HKSCC subject to the General Rules of CCASS and the CCASS
Authorized Signature of CCASS Participant (with Company Chop)	
Participant ID :	
Name (in block letter):	
Contact Tel No :	<u> </u>
Contact Person :	<u> </u>
Note:	

Please tick the appropriate box(es).

# **Cash/Scrip Dividend Election Form**

Nominees Section Date:
Hong Kong Securities Clearing Company Limited ("HKSCC")
Units 2505-6, 25/F., Vicwood Plaza
199 Des Voeux Road, Central
Hong Kong
Fax no.: 2815 2728
Door Sire
Dear Sirs,
Re:(Company Name) (Stock Code :)
Optional Dividend at/ (currency / amount) per share or
/ (currency / amount) per share or
/(currency / amount) per share
Payable : on or about
We wish to receive the above dividend on our holding held in our account as follows:-
1. □ In cash ( , currency) in respect of our total holding as at the last registration date.
2.   In scrip in respect of our total holding as at the last registration date.
3. □ In cash and/or scrip in accordance with the following distribution
Cash dividend ( , currency ) to be received on our shares
Cash dividend ( , currency) to be received on our shares
Cash dividend ( , currency) to be received on our shares
Scrip to be received on our shares
We understand and acknowledge that:
(1) this form should reach HKSCC no later than the close of the election period as specified by HKSCC in the relevant CCASS corporate announcement;
(2) if HKSCC does not receive this form by the stated deadline, HKSCC is entitled (but not bound) to take such actions
with respect to our securities as it may consider fit; and  (2) some request and instructions will only be effected on accounted by UNSCC rubicet to the Consul Rules of CCASS and
(3) our request and instructions will only be effected or accepted by HKSCC subject to the General Rules of CCASS and the CCASS Operational Procedures as are in force from time to time.
· · · · · · · · · · · · · · · · · · ·
Authorized Signature of CCASS Participant
(with Company Chop)
Participant ID :
Name (in block letter) :
Contact Tel No :
Contact Person :
Note: Please tick the appropriate box and insert the number of shares if you opt for item 3.

# **Subscription of Open Offers Form**

Nomi	nees Section		Date :
_	Kong Securities Clearing Company Li 2505-6, 25/F., Vicwood Plaza	mited ("HKSCC")	
	es Voeux Road, Central, Hong Kong D.: 2815 2728		
Dear S			
			(C N
Re:	Open Offer for shares of(Stock Code :) at/	(currency / su	(Company Name)  lbscription price) per share
Please	act on our behalf in respect of our hol		
<u>Open</u>	<u>Offer</u>		
	new shares in a new shares in		
	ant to the above, please debit from our CCASS stock account numb		s of the company mentioned
Exces	s Application		
excess into the we und (1) the re (2) if (3) He st	from the new shares which we are enti- shares on our behalf. We will credit ge bank account of HKSCC Nominees  derstand and acknowledge that: is form should reach HKSCC no later than to the levant CCASS corporate announcement; HKSCC does not receive this form by the state ith respect to our securities as it may consider, KSCC will debit immediately from our CCASS abscribe for as set out herein upon receipt of our request and instructions will only be effected to CCASS Operational Procedures as are in for	good funds of///	(currency / amount) to HKSCC's instructions.  iod as specified by HKSCC in the but not bound) to take such actions to offer rights that we are entitled to to the General Rules of CCASS and
		Authorized Sign	nature of CCASS Participant (with Company Chop)
		Participant ID	:
		Name (in block letter)	:
		CCASS Stock A/C#	:
		Contact Tel No	:
		Contact Person	

### **Take-over Offer Acceptance/Election Form**

Nominees Section				Date : _	Date :	
_		g Securities Cl 5-6, 25/F., Vicy		any Limited ("HKS		
		oeux Road, Ce	entral			
Hong		-				
Fax n	io.: 28	815 2728				
Dear	Sirs,					
Re: _					(Company Name) (St	ock Code:)
	Ca	ash Offer at	/	(currency / off	er price) per share and	/or
	Sc	rip or Securiti	es Exchange (	Offer atper	share	
our a	ccour	nt. According	ly, please debi		s of the company ment	shares held in tioned above from our
1.		Acceptance of	of the offer cor	nsideration in CASI	I in respect of our hold	ding as stated above.
2.		Acceptance of	of the offer cor	nsideration in SCRI	P in respect of our hole	ding as stated above.
3.		Acceptance of	of the offer cor	nsideration in cash a	and in scrip	
		Cash to be re-	ceived in resp	ect of	shares	out of the holding
		as stated above	ve.			
		Scrip to be re	ceived in resn	ect of	shares	s out of the holding
		as stated above			snares	out of the holding
Wa un	doneta	nd and asknowle	dae that			
		<b>nd and acknowle</b> n should reach H		an the close of the offer	period as specified by HK	SCC in the relevant CCASS
		te announcement, CC does not receiv		e stated deadline. HKS0	CC is entitled (but not boun	d) to take such actions with
re	espect	to our securities d	as it may consider	r fit;		
	KSCC equest;		liately from our (	CCASS stock account th	ne number of shares set out	herein upon receipt of our
(4) or	ur requ	uest and instructi		effected or accepted by in force from time to ti		neral Rules of CCASS and
Autho	orizeo	d Signature of	CCASS Partic	 cipant		
		(with Com	pany Chop)			
Partic	cipar	nt ID	:		<u></u>	
Name	e (in	block letter)	:		<u></u>	
Cont	act T	el number	:			
Cont	act P	erson	:			
Note: Please t	ick the	appropriate box and	d insert the number	of shares if you opt for ite	m 3.	

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# Rights Issue Subscription Request Form

Nominees Section		Date :
Hong Kong Securities Clearing Company	Limited ("HKSCC")	
Units 2505-6, 25/F., Vicwood Plaza		
199 Des Voeux Road, Central		
Hong Kong		
Fax no.: 2815 2728		
Dear Sirs,		
		(C. N.)
Re: Rights Issue for shares of		(Company Name)
(Stock Code:) at	/ (currenc	y / subscription price) per snare
Please act on our behalf on our holding a	s follows:-	
Rights Allotment		
Take up new share	s on our behalf. We will	credit good funds of /
(currency / amount) into	o the bank account of I	HKSCC Nominees Limited in
accordance with HKSCC's instructions.		
Accordingly, please debit ni	l-paid rights of the comp	any mentioned above from our
CCASS stock account number		•
Excess Application		
A mant from the many shares with the me		lacas also ample for
Apart from the new shares which we are shares on our behalf. We will credit good		
the bank account of HKSCC Nominees L		
the bank account of TIRSCE Nominees I	annica in accordance with	TIRSCE'S HISH uctions.
We understand and acknowledge that:		
(1) this form should reach HKSCC no later the	un the close of the subscription	period as specified by HKSCC in the
relevant CCASS corporate announcement; (2) if HKSCC does not receive this form by the s	etated deadline HKSCC is entitle	ed (but not bound) to take such actions
with respect to our securities as it may consid	ler fit;	
(3) HKSCC will debit immediately from our CC	CASS stock account the number	of nil-paid rights set out herein upon
receipt of our request; and (4) our request and instructions will only be effect	cted or accented by HKSCC subj	iect to the General Rules of CCASS and
the CCASS Operational Procedures as are in		cer to the General Rules of Ceriss and
A d : 10: A COCAGO D d':		
Authorized Signature of CCASS Particip	ant	
(with Company Chop)	Douti air ant ID	
	Participant ID	:
	N (* 11 11 4	
	Name (in block lett	ter) :
	Cont. (TD 13)	
	Contact Tel No	:
	Contact Daws	
	Contact Person	:

# Warrant Conversion Request Form

Nominees Section		Date :
Hong Kong Securities Clearing Company	Limited ("HKSCC")	
Units 2505-6, 25/F., Vicwood Plaza		
199 Des Voeux Road, Central		
Hong Kong		
Fax no.: 2815 2728		
Dear Sirs,		
Re: Conversion of Warrants		
In respect of the warrants held by you for	our account, we wish you to	act as follows:-
EXERCISE the subscription rights attached	ed to our warrants:	
(name of warrant) (Stock Code:)	in units of	(currency) to subscribe
forshares of	(Company N	ame) (Stock Code:)
for shares of at/(currency / conv	version price) per share, and	we will credit good funds of
/ (currency / amou	unt) into the bank account of	HKSCC Nominees Limited
in accordance with HKSCC's instructions	S.	
Pursuant to the above, please debit	unite of warrante	mentioned above from our
CCASS stock account number		mentioned above from our
	<del></del> -	
We understand and acknowledge that:		
(1) this form should reach HKSCC no later than		n period as specified by HKSCC in
the relevant CCASS corporate announcement; (2) if HKSCC does not receive this form by the st		but not bound) to take such actions
with respect to our securities as it may conside		ou not bound) to take such actions
(3) HKSCC will debit immediately from our CCA	SS stock account the number of war	rants set out herein upon receipt of
our request; and (4) our request and instructions will only be effec	tad or accepted by HVSCC subjects	to the Congral Pulse of CCASS and
the CCASS Operational Procedures as are in		o the General Rules of CCASS and
c c c p	,	
Authorized Signature of CCASS Participa	ant	
(with Company Chop)		
	Participant ID	
	Turticipant 13	·
	Name (in block letter)	:
	Contact Tel No	:
	Contact Person	:

#### **LETTER OF INDEMNITY**

To: Hong Kong Securities Clearing Company Limited ("HKSCC") and HKSCC Nominees Limited ("HKSCC Nominees") Units 2505-6, 25/F., Vicwood Plaza 199 Des Voeux Road, Central Hong Kong

In consideration of HKSCC Nominees instructing and directing HKSCC to effect the act or acts set out in Part 1 below; and in consideration of HKSCC following the instructions of HKSCC Nominees with respect to any act mentioned in Part 1 below, we hereby undertake to indemnify both HKSCC and HKSCC Nominees (together, the "Companies") in the manner set out in Part 2 below.

Part 1				
To reimburse, or pay t	o us the Interim/Final*	dividend of	/	(currency /
To reimburse, or pay to us the Interim/Final* dividend of/ (currency / amount) in total and/or send or release to us the bonus issue shares of (Stock Code /				
Name of the bonus iss	ue) in total in respect o	f	shares of	
(Company Name) (Sto	ock Code:	) (certificate n	umber(s)	) issued
by the company and w	which are registered in t	he name of HKSC	CC Nominees.	
Part 2				
				, claims or proceedings
				and expenses suffered or
				etion with either of the
Companies having do	ne or performed any of	the acts mentione	ed in Part I above.	
Dated this	day of	20		
	uay or	20		
Authorized Signature of	CCASS Participant	Banker's er	ndorsement	
(With Company Chop)	•			
Participant ID	:			
Name (in block letters)	:			
Contact Tel No	:			
Contact Person	:			
Witness by:				
	(Signature)			
	(Name)			
Address:				

<sup>\*</sup>Delete whichever is inapplicable

# **Debt Securities Conversion Request Form**

Nominees Section		Date :				
Hong Kong Securities Clearing Company	Limited ("HKSCC")					
Units 2505-6, 25/F., Vicwood Plaza						
199 Des Voeux Road, Central						
Hong Kong						
Fax no.: 2815 2728						
Dear Sirs,						
Re: Conversion of Debt Securities						
In respect of the debt securities held by yo	ou for our account, we wish y	ou to act as f	Collows:-			
EXERCISE the conversion rights attached	d to our debt securities:					
(name of debt securities)(Stock Code :	) inu	ınits of	(currency)			
to convert for shares of						
to convert for shares of (Company Name)(Stock Code :) at share; and we will credit good funds of account of HKSCC Nominees Limited in	/ (curre	ncy / amoun	rsion price) per t) into the bank			
Pursuant to the above, please debit  CCASS stock account number	units of the debt securiti	es mentioned	above from our			
We understand and acknowledge that: (1) this form should reach HKSCC no later that HKSCC in the relevant CCASS corporate ann (2) if HKSCC does not receive this form by the st with respect to our securities as it may consid (3) HKSCC will debit immediately from our CC receipt of our request; and (4) our request and instructions will only be effect the CCASS Operational Procedures as are in	ouncement; tated deadline, HKSCC is entitled ( er fit; ASS stock account the number of ted or accepted by HKSCC subject	(but not bound) debt securities	to take such actions set out herein upon			
Authorized Signature of CCASS Participa (with Company Chop)	ant .					
	Participant ID	:				
	Name (in block letter)	) :				
	Contact Tel number	:				
	Contact Person	:				

# **Debt Securities Redemption Acceptance Form**

Nominees Section			Date :		
Hong Kong Securities C	Clearing Company Lin	')			
Units 2505-6, 25/F., Vic	wood Plaza				
199 Des Voeux Road, C					
Hong Kong					
Fax no.: 2815 2728					
Dear Sirs,					
Re:			(Name of Debt Securities)		
(Stock Code :	)				
Debt Securities	Redemption at	/(	currency / redemption price) per unit		
	-		respect of our holding of units held for debt securities from our CCASS stock account		
We understand and acknowl	ledge that:				
(1) this form should reach	HKSCC no later than the c	close of the debt see	curities redemption period as specified by HKSCC in the		
relevant CCASS corpore	ate announcement;				
(2) if HKSCC does not rece	ive this form by the stated o	deadline, HKSCC is	entitled (but not bound) to take such actions with respect		
	to our securities as it may consider fit;				
(3) HKSCC will debit imme request; and	ediately from our CCASS s	tock account the nu	mber of debt securities set out herein upon receipt of our		
	ctions will only be effected ocedures as are in force from		KSCC subject to the General Rules of CCASS and the		
Authorized Signature of (with 6	f CCASS Participant Company Chop)				
Participant ID	:				
Name (in block letter)	:				
Contact Tel No	:				
Contact Person	:				

# **Rights Issues Subscription Election Form - CNS Positions**

Clearing / Settlement Section	Date:
Hong Kong Securities Clearing Company Limited ("	HKSCC")
7/F., Vicwood Plaza,	
199 Des Voeux Road Central,	
Hong Kong.	
Fax no. 2851 6921	
Dear Sirs,	
Re: Rights Issue for shares of	(Company Name)
Re: Rights Issue for shares of(Stock Code :) at/	(currency / subscription price) per share
Please act on our behalf on our CNS long position(s) as follows:-	(Settlement Position Number(s))
Rights Allotment	
_	behalf and we will credit good funds of/ bunt of HKSCC Nominees Limited in accordance with
Excess Application	
-	subscribe for, please also apply for excess shares / (currency / amount) into the bank with HKSCC's instructions
We understand and acknowledge that:	
	on the Business Day before the close of the subscription period as
specified by HKSCC in the relevant CCASS corporate anno	uncement; and
(2) our request and instructions will only be effected or according CCASS Operational Procedures as are in force from time to	epted by HKSCC subject to the General Rules of CCASS and the time.
	Authorized Signature of CCASS Participant (with Company Chop)
	Participant ID :
	Name (in block letter) :
	Contact Tel No. :
	Contact Person :

# **Subscription of Open Offer Form - CNS Positions**

Clearing / Settlement Section	Date:
Hong Kong Securities Clearing Company Limited (	
7/F., Vicwood Plaza,	
199 Des Voeux Road Central, Hong Kong.	
Fax no. 2851 6921	
Dear Sirs,	
Re: Open Offer for shares of	(Company Name)
Re: Open Offer for shares of	(currency / subscription price) per share
Please act on our behalf on our CNS long posit follows:-	tion(s) (Settlement Position Number(s)) as
Open Offer	
	will credit good funds of / (currency / ss Limited in accordance with HKSCC's instructions.
Excess Application	
we understand and acknowledge that:  (1) this form should reach HKSCC no later than 2:00 p.m. of by HKSCC in the relevant CCASS corporate announcement	n the Business Day before the close of subscription period as specified
	Authorized Signature of CCASS Participant (with Company Chop)
	Participant ID :
	Name (in block letter):
	Contact Tel No. :
	Contact Person :

# **Take-over Offer Acceptance/Election Form - CNS Positions**

Clearing / S	Settlement Section		Date :
Hong Kong	g Securities Clearing Company Li	mited ("HKSCC")	
7/F., Vicwo	ood Plaza		
199 Des Vo	eux Road Central, Hong Kong		
Fax no. 285	51 6921		
Dear Sirs,			
,			
Re:		(Compa	ny Name) (Stock Code :)
	Cash Offer at/	(currency / offer pric	ce) per share and/or
	Scrip or Securities Exchange Of	fer at	per share
We wish to	accent the above take-over offer	in respect of our CNS lo	ong position(s) (Settlement Position
		-	
		·	
1. $\square$	Acceptance of the offer consider	ration in CASH in respe	ect of our long position(s) stated above.
2. □	Acceptance of the offer consider	ration in SCRIP in respe	ect of our long position(s) stated above.
3. □	Acceptance of the offer consider	ration in cash and in scri	ip
	•		
	Cash to be received in respect of	f	shares of our position(s) stated above.
	Scrip to be received in respect o	f	shares of our position(s) stated above.
We und	erstand and acknowledge that:		
(1) thi	is form should reach HKSCC no later tha		Day before the close of the offer period as specified
-	HKSCC in the relevant CCASS corporat		E subject to the General Rules of CCASS and the
	r request and instructions will only be eff CASS Operational Procedures as are in fo	• •	. subject to the General Rules of CCASS and the
		v	
Authorized	Signature of CCASS Participant		
	(with Company Chop)		
Participant	ID ·		
Name (in b			
Contact Tel	·		
Contact Per			
_ 311.000 1 01	•		

Note:

 ${\it Please\ tick\ the\ appropriate\ box\ and\ insert\ the\ number\ of\ shares\ if\ you\ opt\ for\ item\ 3.}$ 

# **Warrant Conversion Election Form - CNS Positions**

Clearing / Settlement Section	Date:
Hong Kong Securities Clearing Company Limited ("HKSCC")	
7/F., Vicwood Plaza	
199 Des Voeux Road Central	
Hong Kong	
Fax no. 2851 6921	
1 dx 110. 2031 0721	
Dear Sirs,	
Dour Bird,	
Re: Conversion of Warrants	
In respect of the warrants (Stock Code)	(name of warrant)
due from the CNS long position(s) (Settlement Position Numb	
you to act as follows: -	,,,,
•	
EXERCISE the subscription rights attached to the warran	ts mentioned above in units of
(currency) to subscribe for sha	
(Company Name) (Stock Code :) at/	(currency / conversion price) per
share, and we will credit good funds of/	(currency / amount) into the bank account of
HKSCC Nominees Limited in accordance with HKSCC's instr	
We understand and acknowledge that: (1) this form should reach HKSCC no later than 2:00 p.m. on the Busines. as specified by HKSCC in the relevant CCASS corporate announcement our request and instructions will only be effected or accepted by HICCASS Operational Procedures as are in force from time to time.	t; and
Authorized Signature of CCASS Participant	
(with Company Chop)	
(with Company Chop)	
Participant ID :	
i articipant 1D	
Name (in block letter):	
	<del></del>
Contact Tel No. :	
	<del></del>

# **Cash Prepayment – Intra-bank Transfer Sample**

(Company Letter Head)

Date		
Bank Name & Address Attn:		
Dear Sirs,		
Re: Irrevocable Payment b	y Interna	al Bank Account Transfer
We hereby instruct and aut	horise yo	ou to make the following irrevocable payment.
Value date	:	date/month/year
Availability of funds	:	Full payment amount be made available to the beneficiary set out below immediately upon transfer at no later than 2:45 p.m. on the value date
Beneficiary	:	Hong Kong Securities Clearing Company Limited
Beneficiary's account num	ber*:	
Currency / Amount	:	/
Special Instructions	:	By order of Participant ID
Upon execution of the abortransfer to the bearer of this		uctions, please deliver the bank debit and credit advices in respect of the s evidence of execution.
In settlement, please debit	our acco	ount number
Thank you for your attention	on.	
Yours faithfully		
Note: * Please contact Cl	earing /	Settlement Section for a full list of HKSCC beneficiary account numbers.

# **Cash Prepayment - CHATS Payment Instruction Sample**

(Company Letter Head)

Date		
Bank Name & Address Attn:		
Dear Sirs,		
Re: Irrevocable Payment by C	HATS	S Payment
We hereby instruct and authori	se yo	u to make the following irrevocable payment.
Value date	:	date/month/year
Availability of funds	:	Immediate full payment amount be made available to the beneficiary set out below at no later than 2:45 p.m. on the value date
Beneficiary	:	Hong Kong Securities Clearing Company Limited
Beneficiary's account number	<sup>k</sup> :	
Currency / Amount	:	/
Special Instructions	:	By order of Participant ID
In settlement, please debit our	accou	unt number
Thank you for your attention.		
Yours faithfully		
Note: * Please contact Cleari	ng / S	Settlement Section for a full list of HKSCC beneficiary account numbers

# **Rights Issues Subscription Election Form - IT Positions**

Clearing / Settlemen	t Section			Date	
•		ompany Limited ("H	KSCC")		
7/F., Vicwood Plaza	•	ompun)	11000)		
199 Des Voeux Road					
	i Centrai				
Hong Kong.					
Fax no. 2851 6921					
Dear Sirs,					
Re: Rights Issue	e for shares	of		(	(Company Name)
(Stock Code	e:	_) at/		(currency / subscription	on price) per share
	half on our I	Γ Position(s) (Settlem	ent Position I	Number(s)	)
as follows:-					
<b>Rights Allotment</b>					
_				lit good funds of Limited in accordance	
Excess Application					
Apart from the new	shares which	we are entitled to su	ibscribe for, p	olease also apply for	
excess shares on our	r behalf and v	will credit good funds	s of/_	(currer HKSCC's instructions.	ncy / amount) into
We understand and acki	nowledge that:				
		later than 2:00 p.m. on CCASS corporate announ		ay before the close of the s	ubscription period as
(2) our request and in	structions will o		ted by HKSCC	subject to the General Rul	es of CCASS and the
Authorized Signatur (with Com	e of CCASS pany Chop)	Participant			
Participant ID	:		_		
Name (in block lette	er):		_		
Contact Tel No	:		_		
Contact Person	:		_		

### **Warrant Exercise Election Form - IT Positions**

Clearing / Settlement Section		Date
Hong Kong Securities Clearing Con	npany Limited ("HKSCC")	
7/F., Vicwood Plaza		
199 Des Voeux Road Central		
Hong Kong		
Fax no. 2851 6921		
Dear Sirs,		
Re: Exercise of Warrants		
In respect of the warrants	(Stock Code)	
(name of warrant) due from the IT l	ong position(s) (Settlement Positi	on Number(s),),
we wish you to act as follows:-		
		ned above inunits of
(currency) to subscribe for	shares of	
(Company Name) (Stock Code :	/	(currency / conversion price)
per share, will credit good funds of	f / (currer	ncy / amount) into the bank account of
HKSCC Nominees Limited in accor	dance with HKSCC's instructions	
as specified by HKSCC in the relevant	CCASS corporate announcement; and y be effected or accepted by HKSCC su	fore the close of the warrant conversion period bject to the General Rules of CCASS and the
Authorized Signature of CCASS Par (with Company Chop)	rticipant	
Participant ID :		
Name (in block letter):		
Contact Tel number :		
Contact Person :		

#### **Transfer Instruction Form**

To: Hong Kong Securi 2/F Vicwood Plaza 199 Des Voeux Ro Hong Kong Attn: Depository Service	oad Central	nited ("HKSCC") Instr	uction Date:	
Dear Sirs,				
	NOTES, GOVERNMEN' STRUMENTS RECEIVE	·	INSTRUMENTS AND/OR NSTRUCTION	
1. Please RECEIVE notes	s Free of Payment via CMU a	according to the following i	nstruction for value on	
DEBIT Counterparty (Account Code)	Beneficiary	Issue Number	Nominal Value (Currency)	
2. Please CREDIT my/ou	r CCASS stock account num	ber with the fo	llowing holding :	
Stock Code	Stock	Stock Name		
Participant ID :				
Participant Name (in block letters) :				
Contact Person / Telephone Number :				
Fax Number :		Authorized Signa (with Compa	nture of CCASS Participant	
<ul> <li>For Receive Free of Pa Specified Instruments</li> <li>Government Bonds, Space be credited on the next</li> </ul>	and/or CMU Instruments by Epecified Instruments and/or CM working day.	unt will be credited upon rec HKSCC from counterparty in MU Instruments are received	nt. seipt of EFN, Government Bonds, n CMU before 3:00 p.m. If EFN, after 3:00 p.m., your account will General Rules of CCASS and the	
CCASS Operational P	rocedures as are in force fron	n time to time and to the pa	rticipant agreements in effect and	

T. I. Authorized

For Office Use Only

Account Updated

UML prepared / approved

Advice Issued

any other relevant documents from time to time issued by HKSCC.

T. I. Input

Signature Verified

# **Transfer Instruction Form**

To: Hong Kong Securities Clearing Company Limited 2/F Vicwood Plaza 199 Des Voeux Road Central Hong Kong Attn: Depository Services (Fax No.: 2543-7910)				Instruction I	Date :	
Dear Sirs,	y Bervices (1 a	X 110., 2545-17.	10)			
·	FUND NOTI	FS COVEDN	IMENT RONDS	S, SPECIFIED INST	DIIMENTS ANI	)/OP
		ŕ		F PAYMENT INSTR		лок
1. Please DEBIT m	y/our CCASS	stock account nu	ımber	with the following holdin	ng :	
Stock Code		Stock	Name	Num	ber of Unit	
2. Please DELIVE	R notes Free of	Payment via CN	AU according to the	e following instruction fo	or value on	_:
CREDIT Counterparty (Account Cod		Beneficia	ary	Issue Number	Nominal Value (Curre	ency)
Participant ID Participant Name (in block letters)	: <u> </u>					
Contact Person / Telephone Number	er :					
Fax Number	:			Authorized Signature (with C	of CCASS Particip ompany Chop)	ant
<ul> <li>For Deliver From the value day.</li> <li>on the next work.</li> <li>Your instruction CCASS Operation.</li> </ul>	ree of Payment You are oblig orking day. on will only be ational Proced	t, instruction wi ged to submit a f e effected and ac ures as are in f	Il automatically lagresh instruction to	r same day settlement. pse if the instruction is us if you wish to settle C subject to the Genera time and to the partici HKSCC.	the prescribed inst	ruction
			Office Use Only			
Signature Verified	Account Updated	T. I. Input	T. I. Authorized	UML prepared / approved	Advice Issued	_

# **<u>Debt Securities Conversion Request Form - IT Positions</u>**

Clearing / Settlement Section	Date			
Hong Kong Securities Clearing Company Limited ("HKSCC				
7/F., Vicwood Plaza				
199 Des Voeux Road Central				
Hong Kong				
Fax no. 2851 6921				
Dear Sirs,				
Re: Conversion of Debt Securities				
In respect of the debt securities due from the), we wish you to act as follows:-	IT position(s) (Settlement Position Number(s)			
EXERCISE the conversion rights attached to our debt se	ecurities:			
(name of debt securities) (Stock Code: ) in	units of (currency) to convert for			
shares of (Stock Code : ) at / (curre	(Company Name)			
(Stock Code :) at / (curre	ncy / conversion price) per share; and we will credi			
good funds of / (currency / amount) int	to the bank account of HKSCC Nominees Limited in			
accordance with HKSCC's instructions.				
We understand and acknowledge that:				
(1) this form should reach HKSCC no later than 2:00 p.m. on the Busine	ess Day before the close of the debt securities conversion period a			
specified by HKSCC in the relevant CCASS corporate announcement,				
(2) our request and instructions will only be effected or accepted by I				
Operational Procedures as are in force from time to time.				
operational Procedures as are injuree from time to time.				
Authorized Signature of CCASS Participant				
(with Company Chop)				
Participant ID :				
Nama (in blook letter)				
Name (in block letter):	<del></del>			
Contact Tel No :				
Contact Tel No :				
Contact Person :				

# **Debt Securities Conversion Request Form - CNS Positions**

Clearing / Settlement Section	Date
Hong Kong Securities Clearing Company Limited ("HE	
7/F., Vicwood Plaza	,
199 Des Voeux Road Central	
Hong Kong	
Fax no. 2851 6921	
Dear Sirs,	
Re: Conversion of Debt Securities	
In respect of the debt securities due from the C	
EXERCISE the conversion rights attached to our de	bt securities:
(name of debt securities) (Stock Code :) in convert for shares of	units of (currency) to (Company
Name) (Stock Code :) at/	(currency / conversion price) per share; and
we will credit good funds of / (cu	
Nominees Limited in accordance with HKSCC's instruc	ctions.
We understand and acknowledge that:	
(1) this form should reach HKSCC no later than 2:00 p.m. on the	Business Day before the close of the debt securities conversion
period as specified by HKSCC in the relevant CCASS corporat	e announcement; and
(2) our request and instructions will only be effected or accepte	
CCASS Operational Procedures as are in force from time to tin	ie.
Authorized Signature of CCASS Participant	
(with Company Chop)	
Participant ID :	
Name (in block letter):	
Contact Tel No :	
Contact Person :	

### 中央結算系統運作程序規則

#### 第二十一節

#### 費用及開支

#### 21.1 聯交所買賣的結算及交收

本第21節內, "HKD"或"HK\$"指港元; "CNY"指中國元(人民幣), 而"USD"指美元。

收費用。

附註:

費用於款項交收日記除。

根據持續淨額交收制度下的款項交 每項直接記除指示或直接記存指示收費:港 元指示收費1.20港元;人民幣指示收費0.50港 元;美元指示收費3.50港元,乃結算公司就 有關結算參與者每日按持續淨額交收制度交 收的款項數額而發出者。

用,由每位結算參與者支付。

附註:

費用於款項交收日記除。

透過中央結算系統結算及交收的 每項電子收付款指示收費:港元指示收費 「已劃分的買賣」的款項交收費 1.20港元;人民幣指示收費0.50港元;美元指 示收費3.50港元,乃結算公司就按貨銀對付 方式在中央結算系統交收的「已劃分的買 賣」而發出者。

#### 21.2 「交收指示的交易」的結算及交收

易」的參與對手支付。

附註:

費用於款項交收日記除。

每宗「交收指示的交易」的款項交 每項電子收付款指示收費:港元指示收費 收費用,由每位「交收指示的交 1.20港元;人民幣指示收費0.50港元;美元指 示收費3.50港元,乃結算公司就按貨銀對付 方式在中央結算系統交收的「交收指示的交 易」而發出者。

算系統交收的「交收指示的交易」 示的交易」的參與對手支付。

附註:

費用於款項交收日記除。

每宗以即時貨銀對付方式在中央結 每項交收指示每邊收費:港元指示收費1.20 港元; 人民幣指示收費0.50港元; 美元指示 的款項交收費用,由每位「交收指 收費3.50港元,乃參與者選擇以即時貨銀對 付方式在中央結算系統交收「交收指示的交 易」而發出者。

### HKE<sub>x</sub>香港交易所

#### 21.3 「投資者交收指示的交易」的結算及交收

收指示的交易」的參與對手支付。

附註:

費用於款項交收日記除。

對手支付。

附註:

費用於款項交收日記除。

每宗「投資者交收指示的交易」的 每項電子收付款指示收費:港元指示收費 款項交收費用,由每位「投資者交 1.20港元;人民幣指示收費0.50港元;美元指 示收費3.50港元,乃結算公司就按貨銀對付 方式在中央結算系統交收的「投資者交收指 示的交易」而發出者。

每宗以即時貨銀對付方式在中央結 每項投資者交收指示每邊收費:港元指示收 算系統交收的「投資者交收指示的 費1.20港元;人民幣指示收費0.50港元;美元 交易」的款項交收費用,由每位 指示收費3.50港元,乃參與者選擇以即時貨 「投資者交收指示的交易」的參與 銀對付方式在中央結算系統交收「投資者交 收指示的交易」而發出者。

#### 其他款項交收收費 21.7

開支所需的款項交收費用(例如: 款)。

附註:

費用於款項交收日記除。

其他支付予或向參與者收取的雜項 每項由結算公司發出的直接記除指示 / 直接 記存指示 / 電子收付款指示收費或每項已交 差額繳款、供款、有關電子認購新 收的票據交換所自動轉賬系統付款指示收 股指示及投標指示的認購款項及退 費:港元指示收費1.20港元;人民幣指示收 費0.50港元;美元指示收費3.50港元。

#### 21.10 適用的利率

美元欠款利息的利率。

附註:

利息將於參與者的款項記賬記除, 並按日收取(例外的是結賬戶口的 利息記除或記存會按週收取)。

結算公司只會在一般規則所列明的 情況下, 支付參與者以結算公司往 來銀行的港元儲蓄戶口存款利率或 (如適用者)人民幣或美元儲蓄戶 口存款利率(或人民幣或美元投資 利率,兩者取其較低者)計算的利 息。

計算參與者逾期之港元、人民幣或 港元、人民幣或美元年利率爲結算公司須負 擔的往來銀行最優惠貸款利率加2厘,或銀行 同業拆息率加2厘,兩者取其較高者。

#### 第二十二節

#### 投資者戶口持有人費用

#### 22.1 「投資者交收指示的交易」的結算及交收

本第22節內, "HKD"或"HK\$"指港元; "CNY"指中國元(人民幣), 而"USD"指美元。

收指示的交易」的參與對手支付。

每宗「投資者交收指示的交易」的 每項電子付款指示收費:港元指示收費1.20 款項交收費用,由每位「投資者交 港元;人民幣指示收費0.50港元;美元指示 收費3.50港元,乃結算公司就按貨銀對付方 式在中央結算系統交收的「投資者交收指示 的交易」而發出者。

#### 附註:

費用於款項交收日記除。

對手支付。

每宗以即時貨銀對付方式在中央結 每項投資交收指示每邊收費:港元指示收費 算系統交收的「投資者交收指示的 1.20港元;人民幣指示收費0.50港元;美元指 交易」的款項交收費用,由每位 示收費3.50港元,乃參與者選擇以即時貨銀 「投資者交收指示的交易」的參與一對付方式在中央結算系統交收「投資者交收 指示的交易」而發出者。

#### 附註:

費用於款項交收日記除。

#### 22.4 其他款項交收收費

由投資者戶口持有人支付。

其他支付予或向投資者戶口持有人 每項由結算公司發出的直接記除指示 / 直接 收取款項所需的款項交收費用(例 記存指示/電子收付款指示收費或每項已交 如:轉換認股權證、認購配售股 收的票據交換所自動轉賬系統付款指示收 份、費用、有關電子認購新股指示 費:港元指示收費1.20港元;人民幣指示收 及投標指示的認購款項及退款), 費0.50港元;美元指示收費3.50港元。

#### 附註:

費用於款項交收日記除。

倘若於某日結束時到期與結算公司 進行款項交收的款額是低於10港 元,該款額會調撥至下一日的賬目 內,而不會於該到期日發出直接記 除指示/直接記存指示。

# HKEx香港交易所

#### 22.7 適用的利率

口應繳利息的利率。

計算投資者戶口持有人的投資者戶 港元、人民幣或美元年利率爲結算公司須負 擔的往來銀行最優惠貸款利率加2厘,或銀行 同業拆息率加2厘,兩者取其較高者。

#### 附註:

結算公司只會在一般規則所列明的 情況下收取利息。

有人利息的利率,該等利息將記存 蓄戶口存款利率。 在投資者戶口。

計算結算公司應支付投資者戶口持 結算公司往來銀行的港元、人民幣或美元儲

#### 附註:

結算公司只會在一般規則所列明的 情況下向投資者戶口持有人支付利 息。

# Beneficiary Details and Registration Authorization Form Beneficiary Details and Authorization

			ny Limited ("HKSCC ad Central, Hong Kong			
Re: F	Registration of		units (	/		, currency / nominal amount) (Name of Bond)
	(date)	) for	units ( /		_, currency / nomir	) inputted into CCASS on nal amount) in the above-named security into the name of
Instru	actions. We shall covailable.	ollect the bond cert	(the benefi ificate(s) on behalf of	ciary) in accor the registered	rdance with the atta d bondholder at the	ched Registration and Payment CCASS Depository when they
Com	pany Chop and Autl	horized Signature(s	) of CCASS Participa	nt		
			REGISTRATION A	AUTHORIZA	<u>TION</u>	
To:				(Na	ame of Issuer/Trans	fer Agent)
Re:	Registration of _ in		units ( /		(Name	, currency / nominal amount) of Bond)
secur Glob	ity in accordance w	ith the Registration ting to/	f (current and Payment Instruct	tions as set out	below, please let u	ve-named security and hereby minal amount) of the said s have the balance in one mount).
	orized Signature (s)					
Regi	stration and Paym	ent Instructions				
					<u>-</u>	Issuer/Transfer Agent of (Name of Bond) to
regist with	ter a total of my/our instructions	s as set out below:		(currency /	nominal amount) ii	n my/our name(s) in accordance
	•		/		(currency	/ nominal amount)
Nam						
Addr	ess of bondholder:					_
					Tel:	
			interest payment to m			
Auth	orized Signature(s)	of bondholder(s)			Specimen Signatu	re(s) of bondholder(s)

# Foreign Currency Dividend Entitlement Instruction Form

Nominees Section			Date	e:	
Hong Kong Securities Cl	earing Company Lin	mited ("HKSCC"			
Units 2505-6, 25/F., Vicy	vood Plaza				
199 Des Voeux Road, Ce	ntral				
Hong Kong					
Fax no.: 2815 2728					
Dear Sirs,					
Re:			(Company Na	me) (Stock Code	e :)
Dividend at	/(cur	rency / amount) p	per share		
Payable : on or a	bout				
We wish to receive the al account as follows:-	oove dividend on our	r holding of		shares held	l for our
1. □ In Bank Draf	t after deducting the	charges incurred			
2. □ Credit to our	bank account via tel	egraphic transfer	held with		
We understand and acknowle  (1) this form should reach E- corporate announcement,  (2) if HKSCC does not receiv to our securities as it may  (3) our request and instruction Operational Procedures of	IKSCC no later than the  the this form by the stated  consider fit; and  ons will only be effected o	deadline, HKSCC is	entitled (but not bound)	) to take such action	s with respect
Authorized Signature of (with C	CCASS Participant company Chop)				
Participant ID	:				
Name (in block letter)	:				
Contact Tel No	:				
Contact Person	:				
Note:					
Please tick the appropriate box(es)	) <b>.</b>				

# **Cash/Scrip Dividend Election Form**

Nominees Section Date :
Hong Kong Securities Clearing Company Limited ("HKSCC")
Units 2505-6, 25/F., Vicwood Plaza
199 Des Voeux Road, Central
Hong Kong
Fax no.: 2815 2728
Dear Sirs,
Re:(Company Name) (Stock Code :)
Ontional Dividend et
Optional Dividend at/ (currency / amount) per share or/ (currency / amount) per share or
/(currency / amount) per share or/ (currency / amount) per share
/(currency / amount) per snare
Payable : on or about
We wish to receive the above dividend on our holding held in our account as follows:-
1
1. $\square$ In cash ( , currency) in respect of our total holding as at the last registration date.
2. □ In scrip in respect of our total holding as at the last registration date.
2. In scrip in respect of our total holding as at the last registration date.
3. □ In cash and/or scrip in accordance with the following distribution
Cash dividend ( , currency ) to be received on our shares
Cash dividend ( , currency) to be received on our shares
Cash dividend ( , currency) to be received on our shares
Scrip to be received on our shares
We understand and acknowledge that: (1) this form should reach HKSCC no later than the close of the election period as specified by HKSCC in the relevant
CCASS corporate announcement;
(2) if HKSCC does not receive this form by the stated deadline, HKSCC is entitled (but not bound) to take such actions with
respect to our securities as it may consider fit; and (3) our request and instructions will only be effected or accepted by HKSCC subject to the General Rules of CCASS and
the CCASS Operational Procedures as are in force from time to time.
Authorized Signature of CCASS Participant
(with Company Chop)
Participant ID :
Name (in block letter)
Name (in block letter) :
Contact Tel No :
Contact Person :
Note: Please tick the appropriate box and insert the number of shares if you opt for item 3.
rease tien the appropriate our and insert the number of shares if you opt for hell 3.

# **Subscription of Open Offers Form**

Nomi	nees Section		Date :
_	Kong Securities Clearing Company Li 2505-6, 25/F., Vicwood Plaza	mited ("HKSCC")	
	es Voeux Road, Central, Hong Kong D.: 2815 2728		
Dear S			
			(C N )
Re:	Open Offer for shares of(Stock Code :) at/	(currency / su	(Company Name) bscription price) per share
Please	act on our behalf in respect of our hol		
<u>Open</u>	<u>Offer</u>		
	new shares in the property of		
	ant to the above, please debit from our CCASS stock account numb		s of the company mentioned
Exces	s Application		
excess into the we und (1) the re (2) if (3) He st	from the new shares which we are enti- shares on our behalf. We will credit ge bank account of HKSCC Nominees  derstand and acknowledge that: is form should reach HKSCC no later than to the levant CCASS corporate announcement; HKSCC does not receive this form by the state ith respect to our securities as it may consider, KSCC will debit immediately from our CCASS abscribe for as set out herein upon receipt of our request and instructions will only be effected to CCASS Operational Procedures as are in for	good funds of///	(currency / amount) to HKSCC's instructions.  The control of the such actions of the such actions of the confer rights that we are entitled to the General Rules of CCASS and
		Authorized Sign	nature of CCASS Participant (with Company Chop)
		Participant ID	:
		Name (in block letter)	:
		CCASS Stock A/C#	:
		Contact Tel No	:
		Contact Person	

### **Take-over Offer Acceptance/Election Form**

Nominees Section		Date :	
Hong Kong Securities C	learing Company Lin		
Units 2505-6, 25/F., Vicy			
199 Des Voeux Road, Ce	entral		
Hong Kong Fax no.: 2815 2728			
Dear Sirs,			
Re:		(Company Name) (Stock Code:)	
Cash Offer at	/(0	currency / offer price) per share and/or	
Scrip or Securitie	es Exchange Offer a	tper share	
We wish to accept the ab	ove take-over offer	in respect of our holding of shares held in	
our account. According	ly, please debit	shares of the company mentioned above from our	
CCASS stock account nu	ımber (	) as follows:-	
1. ☐ Acceptance of	of the offer considera	ation in CASH in respect of our holding as stated above.	
2. ☐ Acceptance of	of the offer considera	ation in SCRIP in respect of our holding as stated above.	
3.	of the offer considera	ation in cash and in scrip	
Cash to be re	ceived in respect of	shares out of the holding	
as stated above	ve.		
Scrip to be re	eceived in respect of	shares out of the holding	
as stated above	_		
We understand and acknowle			
corporate announcement	,	close of the offer period as specified by HKSCC in the relevant CCASS	
(2) if HKSCC does not receive respect to our securities a		l deadline, HKSCC is entitled (but not bound) to take such actions with	
(3) HKSCC will debit immed		stock account the number of shares set out herein upon receipt of our	
request; and (4) our request and instructi the CCASS Operational I		d or accepted by HKSCC subject to the General Rules of CCASS and re from time to time.	
Authorized Signature of	CCASS Participant	-	
(with Com	npany Chop)		
Participant ID	:		
Name (in block letter)	:		
Contact Tel number	:		
Contact Person	:		

9

 $\underline{\underline{Note:}}$  Please tick the appropriate box and insert the number of shares if you opt for item 3.

# Rights Issue Subscription Request Form

Nominees Section		Date :
Hong Kong Securities Clearing Company	Limited ("HKSCC")	· · · · · · · · · · · · · · · · · · ·
Units 2505-6, 25/F., Vicwood Plaza	,	
199 Des Voeux Road, Central		
Hong Kong		
Fax no.: 2815 2728		
Dear Sirs,		
Re: Rights Issue for shares of		(Company Name)
Re: Rights Issue for shares of at at	/(currenc	y / subscription price) per share
Please act on our behalf on our holding as	s follows:-	
Rights Allotment		
Take up new shares	on our behalf. We will	credit good funds of/
(currency / amount) into	the bank account of l	HKSCC Nominees Limited in
accordance with HKSCC's instructions.		
Accordingly, please debit ni		any mentioned above from our
CCASS stock account number	·	
Excess Application		
Apart from the new shares which we are		
shares on our behalf. We will credit good		
the bank account of HKSCC Nominees L	imited in accordance with	HKSCC's instructions.
We are derectored and a characteristic described.		
<b>We understand and acknowledge that:</b> (1) this form should reach HKSCC no later tha	n the close of the subscription	neriod as specified by HKSCC in the
relevant CCASS corporate announcement;	i the close of the subscription	period as specified by IIIIsee in inc
(2) if HKSCC does not receive this form by the st		ed (but not bound) to take such actions
with respect to our securities as it may consid (3) HKSCC will debit immediately from our CC		of nil naid rights set out herein upon
receipt of our request; and	ASS STOCK account the number	of nii-paia rights set out herein upon
(4) our request and instructions will only be effec	ted or accepted by HKSCC subj	iect to the General Rules of CCASS and
the CCASS Operational Procedures as are in	force from time to time.	
A-dl-si-slSi-sadam of CCASS D-disin		
Authorized Signature of CCASS Participa	ını	
(with Company Chop)	D dd dae	
	Participant ID	:
	Name (in block let	ter) :
	_	
	C 4 4 T-1 N -	
	Contact Tel No	:
	Contact Tel No  Contact Person	:

# Warrant Conversion Request Form

Nominees Section		Date :
Hong Kong Securities Clearing Company L	imited ("HKSCC")	
Units 2505-6, 25/F., Vicwood Plaza		
199 Des Voeux Road, Central		
Hong Kong		
Fax no.: 2815 2728		
Dear Sirs,		
Re: Conversion of Warrants		
In respect of the warrants held by you for ou	ur account, we wish you to	act as follows:-
EXERCISE the subscription rights attached	to our warrants:	
(name of warrant) (Stock Code:) ir	n units of	(currency) to subscribe
forshares of	(Company Na	ame) (Stock Code:)
for shares of at/(currency / conver	rsion price) per share, and v	we will credit good funds of
/ (currency / amoun	t) into the bank account of	HKSCC Nominees Limited
in accordance with HKSCC's instructions.		
Pursuant to the above, please debit	units of warrants	mentioned above from our
CCASS stock account number		mentioned above from our
We understand and acknowledge that:		
<ol> <li>this form should reach HKSCC no later than the the relevant CCASS corporate announcement;</li> </ol>	e close of the warrant conversion	period as specified by HKSCC in
(2) if HKSCC does not receive this form by the state	ed deadline, HKSCC is entitled (b	out not bound) to take such actions
with respect to our securities as it may consider	fit;	
(3) HKSCC will debit immediately from our CCASS	stock account the number of war	rants set out herein upon receipt of
our request; and (4) our request and instructions will only be effected	l or accepted by HKSCC subject t	o the General Rules of CCASS and
the CCASS Operational Procedures as are in for		o me concrui runes of e criss una
Authoritation of CCASS Partition		
Authorized Signature of CCASS Participant (with Company Chop)	l	
(with Company Chop)		
	Participant ID	:
	1	
	Name (in block letter)	:
	Contact Tel No	:
	2011110	
	Contact Person	:

#### **LETTER OF INDEMNITY**

To: Hong Kong Securities Clearing Company Limited ("HKSCC") and HKSCC Nominees Limited ("HKSCC Nominees") Units 2505-6, 25/F., Vicwood Plaza 199 Des Voeux Road, Central Hong Kong

In consideration of HKSCC Nominees instructing and directing HKSCC to effect the act or acts set out in Part 1 below; and in consideration of HKSCC following the instructions of HKSCC Nominees with respect to any act mentioned in Part 1 below, we hereby undertake to indemnify both HKSCC and HKSCC Nominees (together, the "Companies") in the manner set out in Part 2 below.

Part 1				
To reimburse, or pay to	o us the Interim/Final*	dividend of	/	(currency /
amount) in total and/or	r send or release to us	the bonus issue	shares of	(currency / (Stock Code /
Name of the bonus issu	ue) in total in respect of	of	shares of	
(Company Name) (Sto	ck Code:	) (certificate n	umber(s)	) issued
by the company and w	hich are registered in t	he name of HKSC	CC Nominees.	
-				
Part 2	1 6.1 6	. 1 .0. 1		1 ' 1'
				, claims or proceedings
				nd expenses suffered or
				tion with either of the
Companies having don	ie or performed any of	the acts mentione	d in Part 1 above.	
Dated this	day of	20		
	day or	20		
Authorized Signature of	CCASS Participant	Banker's er	ndorsement	
(With Company Chop)	•			
Participant ID	:			
Name (in block letters)	: <u></u>			
Contact Tel No	:			
Contact Person	:			
Witness by:		<u>-</u>		
	(Signature)			
	(Name)	-		
	(Name)			
Address:		-		
		<del>.</del>		
		-		
		-		

<sup>\*</sup>Delete whichever is inapplicable

## **Debt Securities Conversion Request Form**

Nominees Section		Date:	
Hong Kong Securities Clearing Company	y Limited ("HKSCC")		
Units 2505-6, 25/F., Vicwood Plaza	•		
199 Des Voeux Road, Central			
Hong Kong			
Fax no.: 2815 2728			
Dear Sirs,			
Re: Conversion of Debt Securities			
In respect of the debt securities held by y	you for our account, we wish	you to act as f	follows:-
EXERCISE the conversion rights attache	ed to our debt securities:		
(name of debt securities)(Stock Code :	) in	units of	(currency)
to convert for shares of			
to convert for shares of (Company Name)(Stock Code :) at share; and we will credit good funds of account of HKSCC Nominees Limited in	f / (curre	ency / amoun	rsion price) per t) into the bank
Pursuant to the above, please debit  CCASS stock account number		ies mentioned	above from our
We understand and acknowledge that: (1) this form should reach HKSCC no later th HKSCC in the relevant CCASS corporate and if HKSCC does not receive this form by the swith respect to our securities as it may conside (3) HKSCC will debit immediately from our CC receipt of our request; and (4) our request and instructions will only be effect the CCASS Operational Procedures as are in	nouncement; stated deadline, HKSCC is entitled der fit; CASS stock account the number of cted or accepted by HKSCC subject	(but not bound)	to take such actions set out herein upon
Authorized Signature of CCASS Particip (with Company Chop)	pant		
	Participant ID	:	
	Name (in block letter	·) :	
	Contact Tel number	:	
	Contact Person	:	

## **Debt Securities Redemption Acceptance Form**

Nominees Section		Date :	
Hong Kong Securities C	Clearing Company Limi	nited ("HKSCC")	
Units 2505-6, 25/F., Vic	wood Plaza		
199 Des Voeux Road, C	entral		
Hong Kong			
Fax no.: 2815 2728			
Dear Sirs,			
Re:		(Name of Debt Securities)	
(Stock Code:	)		
Debt Securities	Redemption at/	/ (currency / redemption price) per unit	
	_	lebt securities in respect of our holding of units held t units of debt securities from our CCASS stock according to the control of the control o	
We understand and acknowle	edae that:		
	=	close of the debt securities redemption period as specified by HKSCC in	the
relevant CCASS corpora		· · · · · · · · · · · · · · · · · · ·	
		leadline, HKSCC is entitled (but not bound) to take such actions with resp	eci
to our securities as it ma			
(3) HKSCC will debit immederequest; and	diately from our CCASS sto	tock account the number of debt securities set out herein upon receipt of	our
(4) our request and instruc	ctions will only be effected occdures as are in force from	or accepted by HKSCC subject to the General Rules of CCASS and	the
CCASS Operational 110	cedures as are in jorce from	i time to time.	
Authorized Signature of (with C	CCASS Participant Company Chop)		
Participant ID	:		
Name (in block letter)	:		
Contact Tel No	:		
Contact Person	:		

# **Rights Issues Subscription Election Form - CNS Positions**

Clearing / Settlement Section	Date:
Hong Kong Securities Clearing Company Limited ("H	
7/F., Vicwood Plaza,	
199 Des Voeux Road Central,	
Hong Kong.	
Fax no. 2851 6921	
Dear Sirs,	
Day Dights Issue for shares of	(Company Nama)
Re: Rights Issue for shares of	(company Name)
(Stock Code:) at/	(currency / subscription price) per share
Please act on our behalf on our CNS long position(s) (S as follows:-	Settlement Position Number(s))
Rights Allotment	
Taka um mayy ahanas an ayun l	habelf and we will anoth good funds of
Take up new shares on our l	
	ant of HKSCC Nominees Limited in accordance with
HKSCC's instructions.	
Excess Application	
Apart from the new shares which we are entitled to su	bscribe for, please also apply for excess shares
on our behalf and we will credit good funds of	/ (currency / amount) into the bank
account of HKSCC Nominees Limited in accordance w	with HKSCC's instructions
We understand and acknowledge that:	
(1) this form should reach HKSCC no later than 2:00 p.m. on	the Business Day before the close of the subscription period as
specified by HKSCC in the relevant CCASS corporate announ	ecement; and
(2) our request and instructions will only be effected or accept	ted by HKSCC subject to the General Rules of CCASS and the
CCASS Operational Procedures as are in force from time to til	me.
	1
	Authorized Signature of CCASS Participant
	(with Company Chop)
	Participant ID :
	-
	Name (in block letter) :
	Contact Tel No. :
	Contact Person ·

# **Subscription of Open Offer Form - CNS Positions**

Clearing / Settlement Section	Date:
Hong Kong Securities Clearing Company Limited (	
7/F., Vicwood Plaza,	
199 Des Voeux Road Central, Hong Kong.	
Fax no. 2851 6921	
Dear Sirs,	
Re: Open Offer for shares of	(Company Name)
(Stock Code : ) at /	(currency / subscription price) per share
Please act on our behalf on our CNS long posit follows:-	ion(s) (Settlement Position Number(s)) as
Open Offer	
Take up new shares and we shares	will credit good funds of/ (currency /
	s Limited in accordance with HKSCC's instructions.
,	
Excess Application	
account of HKSCC Nominees Limited in accordance  We understand and acknowledge that:  (1) this form should reach HKSCC no later than 2:00 p.m. on by HKSCC in the relevant CCASS corporate announcement	n the Business Day before the close of subscription period as specified
	Authorized Signature of CCASS Participant (with Company Chop)
	Participant ID :
	Name (in block letter):
	Contact Tel No. :
	Contact Person :

## **Take-over Offer Acceptance/Election Form - CNS Positions**

Clearing / S	Settlement Section	1		Date :		
Hong Kong	Securities Cleari	ng Company I	Limited ("HKS	SCC")		
7/F., Vicwo	od Plaza					
199 Des Vo	eux Road Central	, Hong Kong				
Fax no. 285	51 6921					
Dear Sirs,						
Dear Sirs,						
Re:				(Company Name) (Stock Code :)		
	Cash Offer at	/	(currency	y / offer price) per share and/or		
	Scrip or Securiti	es Exchange C	Offer at	per share		
We wish to	accept the above	take-over offe	r in respect of	f our CNS long position(s) (Settlement Position		
	_		_	shares as follows:-		
(-)			, · · ·			
1. 🗆	Acceptance of th	ne offer consid	eration in CAS	SH in respect of our long position(s) stated above.		
2. $\square$	Acceptance of the	ne offer consid	eration in SCF	RIP in respect of our long position(s) stated above.		
3. □	Acceptance of the					
-	<b>F</b>			······		
	Cash to be received	ved in respect	of	shares of our position(s) stated above.		
	Scrip to be recei	ved in respect	of	shares of our position(s) stated above.		
(1) thi. by (2) out	HKSCC in the releva	HKSCC no later th nt CCASS corport ions will only be e	ate announcemen effected or accept	oted by HKSCC subject to the General Rules of CCASS and the		
Authorized	Signature of CCA (with Company	_	t			
Participant	ID ·					
Name (in b)						
Contact Tel						
Contact Per						
	•			<del></del>		

<u>Note:</u>

 ${\it Please\ tick\ the\ appropriate\ box\ and\ insert\ the\ number\ of\ shares\ if\ you\ opt\ for\ item\ 3.}$ 

### **Warrant Conversion Election Form - CNS Positions**

Clearing / Settlement Section	Date:
Hong Kong Securities Clearing Company Limited ("HKSCC")	
7/F., Vicwood Plaza	
199 Des Voeux Road Central	
Hong Kong	
Fax no. 2851 6921	
Dear Sirs,	
D G	
Re: Conversion of Warrants	
In respect of the warrants (Stock Code)	(name of warrant)
due from the CNS long position(s) (Settlement Position Number(	
you to act as follows: -	j, we wish
y ou to us 10110 113.	
EXERCISE the subscription rights attached to the warrants	mentioned above in units of
(currency) to subscribe for shares	s of
(Company Name) (Stock Code :) at/	(currency / conversion price) per
share, and we will credit good funds of/ (cur	rrency / amount) into the bank account of
HKSCC Nominees Limited in accordance with HKSCC's instruct	ions.
We understand and acknowledge that: (1) this form should reach HKSCC no later than 2:00 p.m. on the Business Deas specified by HKSCC in the relevant CCASS corporate announcement; and (2) our request and instructions will only be effected or accepted by HKSC CCASS Operational Procedures as are in force from time to time.	nd
Authorized Signature of CCASS Participant (with Company Chop)	
Participant ID :	
Name (in block letter):	
Contact Tel No. :	
Contact Person :	

## **Cash Prepayment – Intra-bank Transfer Sample**

(Company Letter Head)

Date		
Bank Name & Address Attn:		
Dear Sirs,		
Re: Irrevocable Payment by	y Interna	al Bank Account Transfer
We hereby instruct and auth	norise yo	ou to make the following irrevocable payment.
Value date	:	date/month/year
Availability of funds	:	Full payment amount be made available to the beneficiary set out below immediately upon transfer at no later than 2:45 p.m. on the value date
Beneficiary	:	Hong Kong Securities Clearing Company Limited
Beneficiary's account number	ber*:	
Currency / Amount	:	/
Special Instructions	:	By order of Participant ID
Upon execution of the abo transfer to the bearer of this		actions, please deliver the bank debit and credit advices in respect of the s evidence of execution.
In settlement, please debit of	our acco	unt number
Thank you for your attention	on.	
Yours faithfully		
Note: * Please contact Cle	earing /	Settlement Section for a full list of HKSCC beneficiary account numbers.

# **Cash Prepayment - CHATS Payment Instruction Sample**

(Company Letter Head)

Date		
Bank Name & Address Attn:		
Dear Sirs,		
Re: Irrevocable Payment by	CHAT	S Payment
We hereby instruct and auth	norise y	ou to make the following irrevocable payment.
Value date	:	date/month/year
Availability of funds	:	Immediate full payment amount be made available to the beneficiary set out below at no later than 2:45 p.m. on the value date
Beneficiary	:	Hong Kong Securities Clearing Company Limited
Beneficiary's account number	per*:	
Currency / Amount	:	/
Special Instructions	:	By order of Participant ID
In settlement, please debit of	our acco	ount number
Thank you for your attention	on.	
Yours faithfully		
Note: * Please contact Clo	earing /	Settlement Section for a full list of HKSCC beneficiary account numbers.

## **Rights Issues Subscription Election Form - IT Positions**

Clearin	ng / Settlement Section		Date	_
Hong 1	Kong Securities Clearing (	Company Limited ("HKS		
_	icwood Plaza	1 7	,	
	es Voeux Road Central			
Hong 1				
•	o. 2851 6921			
I un iic	. 2001 0721			
Dear S	irs,			
Re:	Rights Issue for shares	s of	(Company Name	e)
	(Stock Code :	) at/	(currency / subscription price) per shar	e
Please	act on our behalf on our I	T Position(s) (Settlemen	t Position Number(s)	
as follo		1 1 Osmon(s) (Sememen	1 Osition (vulnoci(s)	—
as tom	Jws			
Right	s Allotment			
Takan	n naw ch	vares on our behalf and w	ve will credit good funds of/	
	-		Nominees Limited in accordance with HKSCC	<u> </u>
instruc		lik account of TIKSCC	Nominees Emined in accordance with TRSCC	5
msuuc	tions.			
Excess	S Application			
Anart	from the new shares which	h we are entitled to subs	cribe for, please also apply for	
_			f/(currency / amount) int	_
		_	lance with HKSCC's instructions.	U
We und	erstand and acknowledge that:			
(1) this	s form should reach HKSCC no	o later than 2:00 p.m. on the	Business Day before the close of the subscription period of	ıs
spe	ecified by HKSCC in the relevant	t CCASS corporate announcer	nent; and	
(2) our	r request and instructions will	only be effected or accepted	by HKSCC subject to the General Rules of CCASS and the	ıe
CC	ASS Operational Procedures as	are in force from time to time.		
Author	wigad Cianatuma of CCACC	Doutioinant		
Aumo	rized Signature of CCASS (with Company Chop)	ranticipant		
	(with Company Chop)			
Partici	pant ID :			
Name	(in block letter):			
Contac	et Tel No :			
Contac	et Person :			

#### **Warrant Exercise Election Form - IT Positions**

Clearing / Settlement Section		Date	
Hong Kong Securities Clearing Com	pany Limited ("HKSCC")		
7/F., Vicwood Plaza			
199 Des Voeux Road Central			
Hong Kong			
Fax no. 2851 6921			
Dear Sirs,			
Re: Exercise of Warrants			
In respect of the warrants	(Stock Code)		
(name of warrant) due from the IT lo	ong position(s) (Settlement Posi	tion Number(s),	),
we wish you to act as follows:-			
EXERCISE the subscription rights a			
(currency) to subscribe for	shares of		
(Company Name) (Stock Code :	/ at/	(currency	/ conversion price)
per share, will credit good funds of	/ (curre	ency / amount) into the	he bank account of
HKSCC Nominees Limited in accord	lance with HKSCC's instruction	18.	
We understand and acknowledge that:  (1) this form should reach HKSCC no later as specified by HKSCC in the relevant C  (2) our request and instructions will only CCASS Operational Procedures as are in	CCASS corporate announcement; and be effected or accepted by HKSCC s		
Authorized Signature of CCASS Part (with Company Chop)	-		
Participant ID :			
Name (in block letter):			
Contact Tel number :			
Contact Person :			

#### **Transfer Instruction Form**

Instruction Date: \_\_\_\_\_

2/F Vicwood Plaza 199 Des Voeux Roa Hong Kong Attn: Depository Services			
Dear Sirs,			
	NOTES, GOVERNMENT TRUMENTS RECEIVE I	,	NSTRUMENTS AND/OR ISTRUCTION
1. Please RECEIVE notes	Free of Payment via CMU a	ccording to the following ir	struction for value on
DEBIT Counterparty (Account Code)	Beneficiary	Issue Number	Nominal Value (Currency)
2. Please CREDIT my/our	CCASS stock account numb	oer with the fol	lowing holding :
Stock Code	Stock N	Name	Number of Unit
Participant ID : _			
Participant Name (in block letters) : _			
Contact Person / Telephone Number : _			
Fax Number : _		Authorized Signa (with Compa	ture of CCASS Participant ny Chop)
<ul> <li>For Receive Free of Pay Specified Instruments an Government Bonds, Spe be credited on the next v</li> </ul>	nd/or CMU Instruments by Hecified Instruments and/or CM working day.	nt will be credited upon rec KSCC from counterparty in IU Instruments are received	nt. eipt of EFN, Government Bonds, CMU before 3:00 p.m. If EFN, after 3:00 p.m., your account will General Rules of CCASS and the
CCASS Operational Pro	=	time to time and to the par	ticipant agreements in effect and

To : Hong Kong Securities Clearing Company Limited ("HKSCC")

T. I. Authorized

T. I. Input

Signature Verified

For Office Use Only

Account Updated

UML prepared / approved

Advice Issued

#### **Transfer Instruction Form**

2/F Vicw	ood Plaza Voeux Road Ce ng		•	Instruction	Date :
Dear Sirs,					
,	ELINID NIOTE	ec covens			
		ŕ		S, SPECIFIED INS F PAYMENT INST	TRUMENTS AND/OR RUCTION
1. Please DEBIT r	my/our CCASS	stock account nu	ımber	with the following hold	ling:
Stock Code		Stock			mber of Unit
2. Places DELIVE	VD o4oo Eoo of	Darmant via CN	ATI a according to the	a fallouring instrumetion	for volue or
CREDIT	AK Hotes Free of	rayment via Cr	wio according to th	e following instruction	for value on:
Counterpart		Beneficia	ary	Issue Number	Nominal Value (Currency)
(Account Co	de)				
-	<del>-</del>		-	-	
Participant ID	: <u> </u>				
Participant Name					
(in block letters)	: _				
Contact Person /					
Telephone Numb	er :				
				Authorized Cionetur	o of CCASS Doution ont
Fax Number	•			•	e of CCASS Participant Company Chop)
1 0.11 1 (0.11.0 0.1				(,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	company enopy
Note:					
			-	or same day settlement	
	•		· · · · · · · · · · · · · · · · · · ·	-	s not settled in the CMU or
on the next w	-	ged to submit a i	fresh instruction to	o us if you wish to sett	le the prescribed instruction
		e effected and a	ccepted by HKSC	C subject to the Gener	al Rules of CCASS and the
	•		-	•	cipant agreements in effect
_			e to time issued by	-	
For Office Use Only					
Signature Verified	Account Updated	T. I. Input	T. I. Authorized	UML prepared / approve	d Advice Issued

### **<u>Debt Securities Conversion Request Form - IT Positions</u>**

Clearing / Settlement Section	Date
Hong Kong Securities Clearing Company Limited ("HKS	CC")
7/F., Vicwood Plaza	
199 Des Voeux Road Central	
Hong Kong	
Fax no. 2851 6921	
Dear Sirs,	
Re: Conversion of Debt Securities	
In respect of the debt securities due from the), we wish you to act as follow	
EXERCISE the conversion rights attached to our debt	securities:
(name of debt securities) (Stock Code :) in shares of	units of (currency) to convert for (Company Name)
shares of (Stock Code : ) at / (cu	rrency / conversion price) per share; and we will credit
good funds of / (currency / amount)	into the bank account of HKSCC Nominees Limited in
accordance with HKSCC's instructions.	
We understand and acknowledge that:	
(1) this form should reach HKSCC no later than 2:00 p.m. on the Bu	
specified by HKSCC in the relevant CCASS corporate announcem	
(2) our request and instructions will only be effected or accepted in	by HKSCC subject to the General Rules of CCASS and the CCASS
Operational Procedures as are in force from time to time.	
Authorized Signature of CCASS Participant	
(with Company Chop)	
Participant ID :	
•	
Name (in block letter):	
Contact Tel No :	
Contact Person	

### **<u>Debt Securities Conversion Request Form - CNS Positions</u>**

Clearing / Settlement Section	Date
Hong Kong Securities Clearing Company Limited ("HKSCC") 7/F., Vicwood Plaza 199 Des Voeux Road Central Hong Kong Fax no. 2851 6921	)
Dear Sirs,	
Re: Conversion of Debt Securities	
In respect of the debt securities due from the CNS positio), we wish you to act as fo	
EXERCISE the conversion rights attached	shares of
Authorized Signature of CCASS Participant (with Company Chop)	
Participant ID :	-
Name (in block letter):	-
Contact Tel No :	-
Contact Dayson	