



編號

LSD/29/2010

Ref. No.:

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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)*

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**通告 CIRCULAR**

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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 2979 7111  
Enquiry : Hotline

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 謹啓

香港交易及結算所有限公司  
Hong Kong Exchanges and Clearing Limited

香港中環港景街一號國際金融中心一期12樓  
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## **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.

- |  |  |
|--|--|
| <ul style="list-style-type: none"> <li>- Money settlement fee under CNS System.</li> </ul> <p><i>Note:</i><br/>Fee debited on the day of money settlement.</p>   | <p>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.</p> |
| <ul style="list-style-type: none"> <li>- Money Settlement fee for Isolated Trades payable by each Clearing Participant for each Isolated Trade cleared and settled through CCASS.</li> </ul> <p><i>Note:</i><br/>Fee debited on the day of money settlement.</p> | <p>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.</p>   |

##### **21.2 CLEARING AND SETTLEMENT OF SI TRANSACTIONS**

- |   |   |
|---|---|
| <ul style="list-style-type: none"> <li>- Money settlement fee for SI Transactions payable by each counterparty Participant to SI Transactions.</li> </ul> <p><i>Note:</i><br/>Fee debited on the day of money settlement.</p>                                 | <p>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.</p>              |
| <ul style="list-style-type: none"> <li>- Money settlement fee for SI Transactions settled in CCASS on a RDP basis payable by each counterparty Participant to SI Transactions.</li> </ul> <p><i>Note:</i><br/>Fee debited on the day of money settlement.</p> | <p>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.</p> |

### **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. 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.

*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.

## 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.

- |   |   |
|---|---|
| <ul style="list-style-type: none"> <li>- Money settlement fee for ISI Transactions payable by each counterparty Participant to ISI Transactions.</li> </ul> | <p>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.</p> |
|---|---|

*Note:*

Fee debited on the day of money settlement.

- |   |  |
|---|--|
| <ul style="list-style-type: none"> <li>- Money settlement fee for ISI Transactions settled in CCASS on a RDP basis payable by each counterparty Participant to ISI Transactions.</li> </ul> | <p>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.</p> |
|---|--|

*Note:*

Fee debited on the day of money settlement.

#### 22.4 OTHER MONEY SETTLEMENT FEES

- |  |  |
|--|--|
| <ul style="list-style-type: none"> <li>- 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.</li> </ul> | <p>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.</p> |
|--|--|

*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.

## **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.

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.

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

**Beneficiary Details and Registration Authorization Form**  
**Beneficiary Details and Authorization**

To: Hong Kong Securities Clearing Company Limited ("HKSCC")  
 2/F Vicwood Plaza, 199 Des Voeux Road Central, Hong Kong

Re: Registration of \_\_\_\_\_ units (\_\_\_\_ / \_\_\_\_\_, currency / nominal amount)  
 in \_\_\_\_\_ (Name of Bond)

We refer to our withdrawal request (Login Withdrawal Order No. V\_\_\_\_\_ ) inputted into CCASS on \_\_\_\_\_ (date) for \_\_\_\_\_ units (\_\_\_\_ / \_\_\_\_\_, currency / nominal amount) in the above-named security and, hereby request HKSCC to arrange for the registration of the said security into the name of \_\_\_\_\_ (the beneficiary) in accordance with the attached Registration and Payment Instructions. We shall collect the bond certificate(s) on behalf of the registered bondholder at the CCASS Depository when they are available.

\_\_\_\_\_  
 Company Chop and Authorized Signature(s) of CCASS Participant

**REGISTRATION AUTHORIZATION**

To: \_\_\_\_\_ (Name of Issuer/Transfer Agent)

Re: Registration of \_\_\_\_\_ units (\_\_\_\_ / \_\_\_\_\_, currency / nominal amount)  
 in \_\_\_\_\_ (Name of Bond)

We enclose herewith \_\_\_\_\_ / \_\_\_\_\_ (currency / nominal amount) of the above-named security and hereby request you to arrange for the registration of \_\_\_\_\_ / \_\_\_\_\_ (currency / nominal amount) of the said security in accordance with the Registration and Payment Instructions as set out below, please let us have the balance in one Global Certificate amounting to \_\_\_\_\_ / \_\_\_\_\_ (currency / nominal amount).

HKSCC Nominees Limited

\_\_\_\_\_  
 Authorized Signature (s)

**Registration and Payment Instructions**

I/We hereby confirm that I/we have authorized HKSCC to request the Issuer/Transfer Agent of \_\_\_\_\_ (Name of Bond) to register a total of \_\_\_\_\_ / \_\_\_\_\_ (currency / nominal amount) in my/our name(s) in accordance with my/our instructions as set out below:

Denomination required: \_\_\_\_\_ x \_\_\_\_\_ / \_\_\_\_\_ (currency / nominal amount)

Name of bondholder: \_\_\_\_\_  
 \_\_\_\_\_

Address of bondholder:  
 \_\_\_\_\_  
 \_\_\_\_\_

\_\_\_\_\_  
 Tel: \_\_\_\_\_

Please pay the redemption proceeds and/or interest payment to my/our Bank Account as follows:

Bank: \_\_\_\_\_ Bank A/C No.: \_\_\_\_\_

\_\_\_\_\_  
 Authorized Signature(s) of bondholder(s)

\_\_\_\_\_  
 Specimen Signature(s) of bondholder(s)

## Foreign Currency Dividend Entitlement Instruction Form

Nominees Section  
 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

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

Dear Sirs,

Re: \_\_\_\_\_ (Company Name) (Stock Code : \_\_\_\_\_)

Dividend at \_\_\_\_\_ / \_\_\_\_\_ (currency / amount) per share

Payable : on or about \_\_\_\_\_

We wish to receive the above dividend on our holding of \_\_\_\_\_ shares held for our account as follows:-

1. ☐ In Bank Draft after deducting the charges incurred
2. ☐ Credit to our bank account via telegraphic transfer held with  
 \_\_\_\_\_

***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) : \_\_\_\_\_

Contact Tel No : \_\_\_\_\_

Contact Person : \_\_\_\_\_

Note:

Please tick the appropriate box(es).

**Cash/Scrip Dividend Election Form**

Nominees Section  
 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

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

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*
- (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

Nominees Section  
 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

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

Dear Sirs,

Re: Open Offer for shares of \_\_\_\_\_ (Company Name)  
 (Stock Code : \_\_\_\_\_) at \_\_\_\_\_ / \_\_\_\_\_ (currency / subscription price) per share

Please act on our behalf in respect of our holding as follows:-

Open Offer

Take up \_\_\_\_\_ new shares in respect of our holdings. We will credit good funds of \_\_\_\_\_ / \_\_\_\_\_ (currency / amount) into the bank account of HKSCC Nominees Limited in accordance with HKSCC's instructions.

Pursuant to the above, please debit \_\_\_\_\_ units of the offer rights of the company mentioned above from our CCASS stock account number \_\_\_\_\_.

Excess Application

Apart from the new shares which we are entitled to subscribe for, please also apply for \_\_\_\_\_ excess shares on our behalf. 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 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 stated 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 immediately from our CCASS stock account the number of the offer rights that we are entitled to subscribe for as set out herein upon receipt of our request; and*
- (4) *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) : \_\_\_\_\_

CCASS Stock A/C# : \_\_\_\_\_

Contact Tel No : \_\_\_\_\_

Contact Person : \_\_\_\_\_

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

Nominees Section  
 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

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

Dear Sirs,

Re: \_\_\_\_\_ (Company Name) (Stock Code: \_\_\_\_\_)

Cash Offer at \_\_\_\_\_ / \_\_\_\_\_ (currency / offer price) per share and/or

Scrip or Securities Exchange Offer at \_\_\_\_\_ per share

We wish to accept the above take-over offer in respect of our holding of \_\_\_\_\_ shares held in our account. Accordingly, please debit \_\_\_\_\_ shares of the company mentioned above from our CCASS stock account number (\_\_\_\_\_) as follows:-

1. ☐ Acceptance of the offer consideration in CASH in respect of our holding as stated above.
2. ☐ Acceptance of the offer consideration in SCRIP in respect of our holding as stated above.
3. ☐ Acceptance of the offer consideration in cash and in scrip

Cash to be received in respect of _____ shares out of the holding as stated above.
Scrip to be received in respect of _____ shares out of the holding as stated above.

***We understand and acknowledge that:***

- (1) *this form should reach HKSCC no later than the close of the offer 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;*
- (3) *HKSCC will debit immediately from our CCASS stock account the number of shares set out herein upon receipt of our request; and*
- (4) *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 number : \_\_\_\_\_

Contact Person : \_\_\_\_\_

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  
 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

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

Dear Sirs,

Re: Rights Issue for shares of \_\_\_\_\_ (Company Name)  
 (Stock Code: \_\_\_\_\_) at \_\_\_\_\_ / \_\_\_\_\_ (currency / subscription price) per share

Please act on our behalf on our holding as follows:-

**Rights Allotment**

Take up \_\_\_\_\_ new shares on our behalf. We will credit good funds of \_\_\_\_\_ / \_\_\_\_\_ (currency / amount) into the bank account of HKSCC Nominees Limited in accordance with HKSCC's instructions.

Accordingly, please debit \_\_\_\_\_ nil-paid rights of the company mentioned above from our CCASS stock account number \_\_\_\_\_.

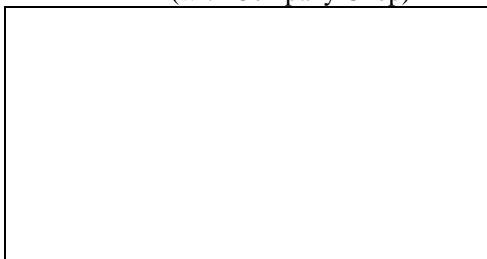
**Excess Application**

Apart from the new shares which we are entitled to subscribe for, please also apply for \_\_\_\_\_ excess shares on our behalf. 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 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 stated 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 immediately from our CCASS 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 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 : \_\_\_\_\_

**Warrant Conversion Request Form**

Nominees Section  
 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

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

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 to our warrants: \_\_\_\_\_  
 (name of warrant) (Stock Code: \_\_\_\_\_) in \_\_\_\_\_ units of \_\_\_\_\_ (currency) to subscribe  
 for \_\_\_\_\_ shares of \_\_\_\_\_ (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 instructions.

Pursuant to the above, please debit \_\_\_\_\_ units of warrants mentioned above from our  
 CCASS stock account number \_\_\_\_\_.

***We understand and acknowledge that:***

- (1) *this form should reach HKSCC no later than the close of the warrant conversion 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;*
- (3) *HKSCC will debit immediately from our CCASS stock account the number of warrants set out herein upon receipt of our request; and*
- (4) *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 : \_\_\_\_\_

**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 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 issue) in total in respect of \_\_\_\_\_ shares of \_\_\_\_\_ (Company Name) (Stock Code: \_\_\_\_\_) (certificate number(s) \_\_\_\_\_) issued by the company and which are registered in the name of HKSCC Nominees.

**Part 2**

We undertake to keep each of the Companies indemnified against (i) all actions, claims or proceedings which may be brought against each of the Companies and (ii) all damages, costs and expenses suffered or incurred by each of the Companies and which may arise out of or in connection with either of the Companies having done or performed any of the acts mentioned in Part 1 above.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_

\_\_\_\_\_  
 Authorized Signature of CCASS Participant  
 (With Company Chop)

\_\_\_\_\_  
 Banker's endorsement

Participant ID : \_\_\_\_\_  
 Name (in block letters) : \_\_\_\_\_  
 Contact Tel No : \_\_\_\_\_  
 Contact Person : \_\_\_\_\_

Witness by: \_\_\_\_\_  
 (Signature)

\_\_\_\_\_  
 (Name)

Address: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

\*Delete whichever is inapplicable

**Debt Securities Conversion Request Form**

Nominees Section  
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

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

Dear Sirs,

Re: Conversion of Debt Securities

In respect of the debt securities held by you for our account, we wish you to act as follows:-

EXERCISE the conversion rights attached to our debt securities: \_\_\_\_\_  
(name of debt securities)(Stock Code : \_\_\_\_\_) in \_\_\_\_\_ units of \_\_\_\_\_ (currency)  
to convert for \_\_\_\_\_ shares of \_\_\_\_\_  
(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 instructions.

Pursuant to the above, please debit \_\_\_\_\_ units of the debt securities mentioned above from our  
CCASS stock account number \_\_\_\_\_.

***We understand and acknowledge that:***

- (1) this form should reach HKSCC no later than the close of the debt securities conversion 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;*
- (3) HKSCC will debit immediately from our CCASS stock account the number of debt securities set out herein upon receipt of our request; and*
- (4) 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 number : \_\_\_\_\_

Contact Person : \_\_\_\_\_

**Debt Securities Redemption Acceptance 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: \_\_\_\_\_ (Name of Debt Securities)  
(Stock Code : \_\_\_\_\_)

Debt Securities Redemption at \_\_\_\_\_ / \_\_\_\_\_ (currency / redemption price) per unit

We wish to exercise our right to redeem the debt securities in respect of our holding of \_\_\_\_\_ units held for our account in cash. Accordingly, please debit \_\_\_\_\_ units of debt securities from our CCASS stock account number \_\_\_\_\_.

***We understand and acknowledge that:***

- (1) this form should reach HKSCC no later than the close of the debt securities redemption 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;*
- (3) HKSCC will debit immediately from our CCASS stock account the number of debt securities set out herein upon receipt of our request; and*
- (4) 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 : \_\_\_\_\_

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

Clearing / Settlement Section  
Hong Kong Securities Clearing Company Limited ("HKSCC")  
7/F., Vicwood Plaza,  
199 Des Voeux Road Central,  
Hong Kong.  
Fax no. 2851 6921

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

Dear Sirs,

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) (Settlement Position Number(s) \_\_\_\_\_)  
as follows:-

**Rights Allotment**

Take up \_\_\_\_\_ new shares on our behalf and we will credit good funds of \_\_\_\_ / \_\_\_\_\_ (currency / amount) into the bank account of HKSCC Nominees Limited in accordance with HKSCC's instructions.

**Excess Application**

Apart from the new shares which we are entitled to subscribe 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 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 announcement; and*
- (2) 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 : \_\_\_\_\_



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

Clearing / Settlement Section  
Hong Kong Securities Clearing Company Limited ("HKSCC")  
7/F., Vicwood Plaza,  
199 Des Voeux Road Central, Hong Kong.  
Fax no. 2851 6921

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

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 position(s) (Settlement Position Number(s) \_\_\_\_\_) as follows:-

**Open Offer**

Take up \_\_\_\_\_ new shares and we will credit good funds of \_\_\_\_ / \_\_\_\_\_ (currency / amount) into the bank account of HKSCC Nominees Limited in accordance with HKSCC's instructions.

**Excess Application**

Apart from the new shares which we are entitled to subscribe 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 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 subscription period as specified by HKSCC in the relevant CCASS corporate announcement; and*
- (2) 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 : \_\_\_\_\_

**Take-over Offer Acceptance/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 : \_\_\_\_\_ (Company Name) (Stock Code : \_\_\_\_\_)

Cash Offer at \_\_\_\_\_ / \_\_\_\_\_ (currency / offer price) per share and/or

Scrip or Securities Exchange Offer at \_\_\_\_\_ per share

We wish to accept the above take-over offer in respect of our CNS long position(s) (Settlement Position Number(s) \_\_\_\_\_) of \_\_\_\_\_ shares as follows:-

1. ☐ Acceptance of the offer consideration in CASH in respect of our long position(s) stated above.
2. ☐ Acceptance of the offer consideration in SCRIP in respect of our long position(s) stated above.
3. ☐ Acceptance of the offer consideration in cash and in scrip

Cash to be received in respect of \_\_\_\_\_ shares of our position(s) stated above.

Scrip to be received in respect of \_\_\_\_\_ shares of our position(s) stated above.

***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 offer period as specified by HKSCC in the relevant CCASS corporate announcement; and*
- (2) *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.*

**Warrant Conversion Election Form - CNS Positions**

Clearing / Settlement Section  
Hong Kong Securities Clearing Company Limited ("HKSCC")  
7/F., Vicwood Plaza  
199 Des Voeux Road Central  
Hong Kong  
Fax no. 2851 6921

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

Dear Sirs,

Re: Conversion of Warrants

In respect of the warrants \_\_\_\_\_ (Stock Code) \_\_\_\_\_ (name of warrant) due from the CNS long position(s) (Settlement Position Number(s) \_\_\_\_\_), we wish you to act as follows: -

EXERCISE the subscription rights attached to the warrants mentioned above in \_\_\_\_\_ units of \_\_\_\_\_ (currency) to subscribe for \_\_\_\_\_ shares of \_\_\_\_\_ (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 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 warrant conversion period as specified by HKSCC in the relevant CCASS corporate announcement; and*
- (2) 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 : \_\_\_\_\_

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

(Company Letter Head)

Date

Bank Name & Address

Attn:

Dear Sirs,

Re: Irrevocable Payment by Internal Bank Account Transfer

We hereby instruct and authorise you 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\* : \_\_\_\_\_

Currency / Amount : \_\_\_\_ / \_\_\_\_\_

Special Instructions : By order of Participant ID \_\_\_\_\_

Upon execution of the above instructions, please deliver the bank debit and credit advices in respect of the transfer to the bearer of this letter as evidence of execution.

In settlement, please debit our account number \_\_\_\_\_.

Thank you for your attention.

Yours faithfully

Note : \* Please contact Clearing / 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 CHATS Payment

We hereby instruct and authorise you 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\* : \_\_\_\_\_

Currency / Amount : \_\_\_\_\_ / \_\_\_\_\_

Special Instructions : By order of Participant ID \_\_\_\_\_

In settlement, please debit our account number \_\_\_\_\_.

Thank you for your attention.

Yours faithfully

Note : \* Please contact Clearing / Settlement Section for a full list of HKSCC beneficiary account numbers.

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

Clearing / Settlement Section  
Hong Kong Securities Clearing Company Limited ("HKSCC")  
7/F., Vicwood Plaza  
199 Des Voeux Road Central  
Hong Kong.  
Fax no. 2851 6921

Date \_\_\_\_\_

Dear Sirs,

Re: Rights Issue for shares of \_\_\_\_\_ (Company Name)  
(Stock Code : \_\_\_\_\_) at \_\_\_\_\_ / \_\_\_\_\_ (currency / subscription price) per share

Please act on our behalf on our IT Position(s) (Settlement Position Number(s) \_\_\_\_\_)  
as follows:-

**Rights Allotment**

Take up \_\_\_\_\_ new shares on our behalf and we will credit good funds of \_\_\_\_\_ / \_\_\_\_\_  
(currency / amount) into the bank account of HKSCC Nominees Limited in accordance with HKSCC's  
instructions.

**Excess Application**

Apart from the new shares which we are entitled to subscribe for, please also apply for \_\_\_\_\_  
excess shares on our behalf and 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 Business Day before the close of the subscription period as specified by HKSCC in the relevant CCASS corporate announcement; and*
- (2) 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 : \_\_\_\_\_

**Warrant Exercise Election Form - IT Positions**

Clearing / Settlement Section  
Hong Kong Securities Clearing Company Limited ("HKSCC")  
7/F., Vicwood Plaza  
199 Des Voeux Road Central  
Hong Kong  
Fax no. 2851 6921

Date \_\_\_\_\_

Dear Sirs,

Re: Exercise of Warrants

In respect of the warrants \_\_\_\_\_ (Stock Code) \_\_\_\_\_  
(name of warrant) due from the IT long position(s) (Settlement Position Number(s), \_\_\_\_\_),  
we wish you to act as follows:-

EXERCISE the subscription rights attached to the warrants mentioned above in \_\_\_\_\_ units of \_\_\_\_  
(currency) to subscribe for \_\_\_\_\_ shares of \_\_\_\_\_  
(Company Name) (Stock Code : \_\_\_\_\_) at \_\_\_\_\_ / \_\_\_\_\_ (currency / conversion price)  
per share, 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 Business Day before the close of the warrant conversion period as specified by HKSCC in the relevant CCASS corporate announcement; and*
- (2) 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 number : \_\_\_\_\_

Contact Person : \_\_\_\_\_

**Transfer Instruction Form**

To : Hong Kong Securities Clearing Company Limited ("HKSCC")      Instruction Date: \_\_\_\_\_  
 2/F Vicwood Plaza  
 199 Des Voeux Road Central  
 Hong Kong  
 Attn: Depository Services (Fax No.: 2543-7910)

Dear Sirs,

**EXCHANGE FUND NOTES, GOVERNMENT BONDS, SPECIFIED INSTRUMENTS AND/OR  
 CMU INSTRUMENTS RECEIVE FREE OF PAYMENT INSTRUCTION**

<b>1. Please RECEIVE notes Free of Payment via CMU according to the following instruction for value on _____ :</b>			
DEBIT Counterparty (Account Code)	Beneficiary	Issue Number	Nominal Value (Currency)
<b>2. Please CREDIT my/our CCASS stock account number _____ with the following holding :</b>			
Stock Code	Stock Name	Number of Unit	

Participant ID : \_\_\_\_\_

Participant Name  
(in block letters) : \_\_\_\_\_

Contact Person /  
Telephone Number : \_\_\_\_\_

\_\_\_\_\_  
 Authorized Signature of CCASS Participant  
 (with Company Chop)

Fax Number : \_\_\_\_\_

Note:

- Your instruction should reach us **No Later Than 2:00 p.m.** for same day settlement.
- For Receive Free of Payment Instruction, your account will be credited upon receipt of EFN, Government Bonds, Specified Instruments and/or CMU Instruments by HKSCC from counterparty in CMU before 3:00 p.m. If EFN, Government Bonds, Specified Instruments and/or CMU Instruments are received after 3:00 p.m., your account will be credited on the next working day.
- Your instruction will only be effected and accepted by HKSCC subject to the General Rules of CCASS and the CCASS Operational Procedures as are in force from time to time and to the participant agreements in effect and any other relevant documents from time to time issued by HKSCC.

For Office Use Only					
Signature Verified	T. I. Input	T. I. Authorized	Account Updated	UML prepared / approved	Advice Issued



**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 Date : \_\_\_\_\_

Dear Sirs,

**EXCHANGE FUND NOTES, GOVERNMENT BONDS, SPECIFIED INSTRUMENTS AND/OR  
 CMU INSTRUMENTS DELIVER FREE OF PAYMENT INSTRUCTION**

<b>1. Please DEBIT my/our CCASS stock account number _____ with the following holding :</b>			
Stock Code	Stock Name	Number of Unit	
<b>2. Please DELIVER notes Free of Payment via CMU according to the following instruction for value on _____ :</b>			
CREDIT Counterparty (Account Code)	Beneficiary	Issue Number	Nominal Value (Currency)

Participant ID : \_\_\_\_\_

Participant Name  
(in block letters) : \_\_\_\_\_

Contact Person /  
Telephone Number : \_\_\_\_\_

Fax Number : \_\_\_\_\_

\_\_\_\_\_  
 Authorized Signature of CCASS Participant  
 (with Company Chop)

Note:

- Your instruction should reach us **No Later Than 2:00 p.m.** for same day settlement.
- For Deliver Free of Payment, instruction will automatically lapse if the instruction is not settled in the CMU on the value day. You are obliged to submit a fresh instruction to us if you wish to settle the prescribed instruction on the next working day.
- Your instruction will only be effected and accepted by HKSCC subject to the General Rules of CCASS and the CCASS Operational Procedures as are in force from time to time and to the participant agreements in effect and any other relevant documents from time to time issued by HKSCC.

For Office Use Only					
Signature Verified	Account Updated	T. I. Input	T. I. Authorized	UML prepared / approved	Advice Issued

**Debt Securities Conversion Request Form - IT Positions**

Clearing / Settlement Section  
 Hong Kong Securities Clearing Company Limited ("HKSCC")  
 7/F., Vicwood Plaza  
 199 Des Voeux Road Central  
 Hong Kong  
 Fax no. 2851 6921

Date \_\_\_\_\_

Dear Sirs,

Re: Conversion of Debt Securities

In respect of the debt securities due from the IT position(s) (Settlement Position Number(s) \_\_\_\_\_), we wish you to act as follows:-

EXERCISE the conversion rights attached to our debt securities: \_\_\_\_\_  
 (name of debt securities) (Stock Code : \_\_\_\_\_) in \_\_\_\_\_ units of \_\_\_\_\_ (currency) to convert for  
 \_\_\_\_\_ shares of \_\_\_\_\_ (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 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 debt securities conversion period as specified by HKSCC in the relevant CCASS corporate announcement; and*
- (2) *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 : \_\_\_\_\_

**Debt Securities Conversion Request 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: Conversion of Debt Securities

In respect of the debt securities due from the CNS position(s) (Settlement Position Number(s) \_\_\_\_\_), we wish you to act as follows:-

EXERCISE the conversion rights attached to our debt securities: \_\_\_\_\_  
(name of debt securities) (Stock Code : \_\_\_\_\_) in \_\_\_\_\_ units of \_\_\_\_\_ (currency) to  
convert for \_\_\_\_\_ shares of \_\_\_\_\_ (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 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 debt securities conversion period as specified by HKSCC in the relevant CCASS corporate announcement; and*
- (2) *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 : \_\_\_\_\_

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。

- 根據持續淨額交收制度下的款項交收費用。  
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「已劃分的買賣」的款項交收費用，由每位結算參與者支付。  
附註：  
費用於款項交收日記除。
- 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。
- 每項電子收付款指示收費：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

- 每宗「交收指示的交易」的款項交收費用，由每位「交收指示的交易」的參與對手支付。  
附註：  
費用於款項交收日記除。
  - 每宗以即時貨銀對付方式在中央結算系統交收的「交收指示的交易」的款項交收費用，由每位「交收指示的交易」的參與對手支付。  
附註：  
費用於款項交收日記除。
- 每項電子收付款指示收費：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。
- 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。

### 21.3 「投資者交收指示的交易」的結算及交收

- 每宗「投資者交收指示的交易」的款項交收費用，由每位「投資者交收指示的交易」的參與對手支付。  
  
附註：  
費用於款項交收日記除。
  - 每宗以即時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」的款項交收費用，由每位「投資者交收指示的交易」的參與對手支付。  
  
附註：  
費用於款項交收日記除。
- 每項電子收付款指示收費：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。
- 每項投資者交收指示每邊收費：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「投資者交收指示的交易」而發出者。

### 21.7 其他款項交收收費

- 其他支付予或向參與者收取的雜項開支所需的款項交收費用（例如：差額繳款、供款、有關電子認購新股指示及投標指示的認購款項及退款）。  
  
附註：  
費用於款項交收日記除。
- 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收的票據交換所自動轉賬系統付款指示收費：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。

### 21.10 適用的利率

- 計算參與者逾期之港元、人民幣或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。
- 港元、人民幣或美元年利率為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。

- 每宗「投資者交收指示的交易」的款項交收費用，由每位「投資者交收指示的交易」的參與對手支付。  
附註：  
費用於款項交收日記除。  
每項電子付款指示收費：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算系統交收的「投資者交收指示的交易」的款項交收費用，由每位「投資者交收指示的交易」的參與對手支付。  
附註：  
費用於款項交收日記除。  
每項投資交收指示每邊收費：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「投資者交收指示的交易」而發出者。

#### 22.4 其他款項交收收費

- 其他支付予或向投資者戶口持有人收取款項所需的款項交收費用（例如：轉換認股權證、認購配售股份、費用、有關電子認購新股指示及投標指示的認購款項及退款），由投資者戶口持有人支付。  
附註：  
費用於款項交收日記除。  
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收的票據交換所自動轉賬系統付款指示收費：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。

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。

## 22.7 適用的利率

- 計算投資者戶口持有人的投資者戶口應繳利息的利率。 港元、人民幣或美元年利率為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。

- 計算結算公司應支付投資者戶口持有人利息的利率，該等利息將記存在投資者戶口。 結算公司往來銀行的港元、人民幣或美元儲蓄戶口存款利率。

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**

To: Hong Kong Securities Clearing Company Limited ("HKSCC")  
 2/F Vicwood Plaza, 199 Des Voeux Road Central, Hong Kong

Re: Registration of \_\_\_\_\_ units (\_\_\_\_ / \_\_\_\_\_, currency / nominal amount)  
 in \_\_\_\_\_ (Name of Bond)

We refer to our withdrawal request (Login Withdrawal Order No. V \_\_\_\_\_) inputted into CCASS on \_\_\_\_\_ (date) for \_\_\_\_\_ units (\_\_\_\_ / \_\_\_\_\_, currency / nominal amount) in the above-named security and, hereby request HKSCC to arrange for the registration of the said security into the name of \_\_\_\_\_ (the beneficiary) in accordance with the attached Registration and Payment Instructions. We shall collect the bond certificate(s) on behalf of the registered bondholder at the CCASS Depository when they are available.

\_\_\_\_\_  
 Company Chop and Authorized Signature(s) of CCASS Participant

**REGISTRATION AUTHORIZATION**

To: \_\_\_\_\_ (Name of Issuer/Transfer Agent)

Re: Registration of \_\_\_\_\_ units (\_\_\_\_ / \_\_\_\_\_, currency / nominal amount)  
 in \_\_\_\_\_ (Name of Bond)

We enclose herewith \_\_\_\_\_ / \_\_\_\_\_ (currency / nominal amount) of the above-named security and hereby request you to arrange for the registration of \_\_\_\_\_ / \_\_\_\_\_ (currency / nominal amount) of the said security in accordance with the Registration and Payment Instructions as set out below, please let us have the balance in one Global Certificate amounting to \_\_\_\_\_ / \_\_\_\_\_ (currency / nominal amount).

HKSCC Nominees Limited

\_\_\_\_\_  
 Authorized Signature (s)

**Registration and Payment Instructions**

I/We hereby confirm that I/we have authorized HKSCC to request the Issuer/Transfer Agent of \_\_\_\_\_ (Name of Bond) to register a total of \_\_\_\_\_ / \_\_\_\_\_ (currency / nominal amount) in my/our name(s) in accordance with my/our instructions as set out below:

Denomination required: \_\_\_\_\_ x \_\_\_\_\_ / \_\_\_\_\_ (currency / nominal amount)

Name of bondholder: \_\_\_\_\_  
 \_\_\_\_\_

Address of bondholder: \_\_\_\_\_  
 \_\_\_\_\_

\_\_\_\_\_  
 Tel: \_\_\_\_\_

Please pay the redemption proceeds and/or interest payment to my/our Bank Account as follows:

Bank: \_\_\_\_\_ Bank A/C No.: \_\_\_\_\_

\_\_\_\_\_  
 Authorized Signature(s) of bondholder(s)

\_\_\_\_\_  
 Specimen Signature(s) of bondholder(s)



## Foreign Currency Dividend Entitlement Instruction Form

Nominees Section  
 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

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

Dear Sirs,

Re: \_\_\_\_\_ (Company Name) (Stock Code : \_\_\_\_\_)

Dividend at \_\_\_\_\_ / \_\_\_\_\_ (currency / amount) per share

Payable : on or about \_\_\_\_\_

We wish to receive the above dividend on our holding of \_\_\_\_\_ shares held for our account as follows:-

1. ☐ In Bank Draft after deducting the charges incurred
2. ☐ Credit to our bank account via telegraphic transfer held with  
 \_\_\_\_\_

***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) : \_\_\_\_\_

Contact Tel No : \_\_\_\_\_

Contact Person : \_\_\_\_\_

Note:

Please tick the appropriate box(es).

**Cash/Scrip Dividend Election Form**

Nominees Section  
 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

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

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*
- (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

Nominees Section  
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

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

Dear Sirs,

Re: Open Offer for shares of \_\_\_\_\_ (Company Name)  
(Stock Code : \_\_\_\_\_) at \_\_\_\_\_ / \_\_\_\_\_ (currency / subscription price) per share

Please act on our behalf in respect of our holding as follows:-

### Open Offer

Take up \_\_\_\_\_ new shares in respect of our holdings. We will credit good funds of \_\_\_\_\_ / \_\_\_\_\_ (currency / amount) into the bank account of HKSCC Nominees Limited in accordance with HKSCC’s instructions.

Pursuant to the above, please debit \_\_\_\_\_ units of the offer rights of the company mentioned above from our CCASS stock account number \_\_\_\_\_.

### Excess Application

Apart from the new shares which we are entitled to subscribe for, please also apply for \_\_\_\_\_ excess shares on our behalf. 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 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 stated 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 immediately from our CCASS stock account the number of the offer rights that we are entitled to subscribe for as set out herein upon receipt of our request; and*
- (4) *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) : \_\_\_\_\_

CCASS Stock A/C# : \_\_\_\_\_

Contact Tel No : \_\_\_\_\_

Contact Person : \_\_\_\_\_

## Take-over Offer Acceptance/Election Form

Nominees Section  
 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

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

Dear Sirs,

Re: \_\_\_\_\_ (Company Name) (Stock Code: \_\_\_\_\_)

Cash Offer at \_\_\_\_\_ / \_\_\_\_\_ (currency / offer price) per share and/or

Scrip or Securities Exchange Offer at \_\_\_\_\_ per share

We wish to accept the above take-over offer in respect of our holding of \_\_\_\_\_ shares held in our account. Accordingly, please debit \_\_\_\_\_ shares of the company mentioned above from our CCASS stock account number (\_\_\_\_\_) as follows:-

1. ☐ Acceptance of the offer consideration in CASH in respect of our holding as stated above.
2. ☐ Acceptance of the offer consideration in SCRIP in respect of our holding as stated above.
3. ☐ Acceptance of the offer consideration in cash and in scrip

Cash to be received in respect of _____ shares out of the holding as stated above.
--

Scrip to be received in respect of _____ shares out of the holding as stated above.
---

***We understand and acknowledge that:***

- (1) *this form should reach HKSCC no later than the close of the offer 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;*
- (3) *HKSCC will debit immediately from our CCASS stock account the number of shares set out herein upon receipt of our request; and*
- (4) *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 number : \_\_\_\_\_

Contact Person : \_\_\_\_\_

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  
 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

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

Dear Sirs,

Re: Rights Issue for shares of \_\_\_\_\_ (Company Name)  
 (Stock Code: \_\_\_\_\_) at \_\_\_\_\_ / \_\_\_\_\_ (currency / subscription price) per share

Please act on our behalf on our holding as follows:-

### Rights Allotment

Take up \_\_\_\_\_ new shares on our behalf. We will credit good funds of \_\_\_\_\_ / \_\_\_\_\_ (currency / amount) into the bank account of HKSCC Nominees Limited in accordance with HKSCC’s instructions.

Accordingly, please debit \_\_\_\_\_ nil-paid rights of the company mentioned above from our CCASS stock account number \_\_\_\_\_.

### Excess Application

Apart from the new shares which we are entitled to subscribe for, please also apply for \_\_\_\_\_ excess shares on our behalf. 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 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 stated 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 immediately from our CCASS 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 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 : \_\_\_\_\_

# Warrant Conversion Request Form

Nominees Section  
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

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

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 to our warrants: \_\_\_\_\_  
(name of warrant) (Stock Code: \_\_\_\_\_) in \_\_\_\_\_ units of \_\_\_\_\_ (currency) to subscribe  
for \_\_\_\_\_ shares of \_\_\_\_\_ (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 instructions.

Pursuant to the above, please debit \_\_\_\_\_ units of warrants mentioned above from our  
CCASS stock account number \_\_\_\_\_.

***We understand and acknowledge that:***

- (1) *this form should reach HKSCC no later than the close of the warrant conversion 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;*
- (3) *HKSCC will debit immediately from our CCASS stock account the number of warrants set out herein upon receipt of our request; and*
- (4) *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 : \_\_\_\_\_

**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 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 issue) in total in respect of \_\_\_\_\_ shares of \_\_\_\_\_ (Company Name) (Stock Code: \_\_\_\_\_) (certificate number(s) \_\_\_\_\_) issued by the company and which are registered in the name of HKSCC Nominees.

**Part 2**

We undertake to keep each of the Companies indemnified against (i) all actions, claims or proceedings which may be brought against each of the Companies and (ii) all damages, costs and expenses suffered or incurred by each of the Companies and which may arise out of or in connection with either of the Companies having done or performed any of the acts mentioned in Part 1 above.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_

\_\_\_\_\_  
 Authorized Signature of CCASS Participant  
 (With Company Chop)

\_\_\_\_\_  
 Banker's endorsement

Participant ID : \_\_\_\_\_  
 Name (in block letters) : \_\_\_\_\_  
 Contact Tel No : \_\_\_\_\_  
 Contact Person : \_\_\_\_\_

Witness by: \_\_\_\_\_  
 (Signature)

\_\_\_\_\_  
 (Name)

Address: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

\*Delete whichever is inapplicable

# Debt Securities Conversion Request Form

Nominees Section  
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

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

Dear Sirs,

Re: Conversion of Debt Securities

In respect of the debt securities held by you for our account, we wish you to act as follows:-

EXERCISE the conversion rights attached to our debt securities: \_\_\_\_\_  
(name of debt securities)(Stock Code : \_\_\_\_\_) in \_\_\_\_\_ units of \_\_\_\_\_ (currency)  
to convert for \_\_\_\_\_ shares of \_\_\_\_\_  
(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 instructions.

Pursuant to the above, please debit \_\_\_\_\_ units of the debt securities mentioned above from our  
CCASS stock account number \_\_\_\_\_.

***We understand and acknowledge that:***

- (1) *this form should reach HKSCC no later than the close of the debt securities conversion 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;*
- (3) *HKSCC will debit immediately from our CCASS stock account the number of debt securities set out herein upon receipt of our request; and*
- (4) *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 number : \_\_\_\_\_

Contact Person : \_\_\_\_\_



## Debt Securities Redemption Acceptance 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: \_\_\_\_\_ (Name of Debt Securities)  
(Stock Code : \_\_\_\_\_)

Debt Securities Redemption at \_\_\_\_\_ / \_\_\_\_\_ (currency / redemption price) per unit

We wish to exercise our right to redeem the debt securities in respect of our holding of \_\_\_\_\_ units held for our account in cash. Accordingly, please debit \_\_\_\_\_ units of debt securities from our CCASS stock account number \_\_\_\_\_.

***We understand and acknowledge that:***

- (1) *this form should reach HKSCC no later than the close of the debt securities redemption 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;*
- (3) *HKSCC will debit immediately from our CCASS stock account the number of debt securities set out herein upon receipt of our request; and*
- (4) *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 : \_\_\_\_\_

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

Clearing / Settlement Section  
 Hong Kong Securities Clearing Company Limited ("HKSCC")  
 7/F., Vicwood Plaza,  
 199 Des Voeux Road Central,  
 Hong Kong.  
 Fax no. 2851 6921

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

Dear Sirs,

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) (Settlement Position Number(s) \_\_\_\_\_)  
 as follows:-

**Rights Allotment**

Take up \_\_\_\_\_ new shares on our behalf and we will credit good funds of \_\_\_\_\_ / \_\_\_\_\_ (currency / amount) into the bank account of HKSCC Nominees Limited in accordance with HKSCC's instructions.

**Excess Application**

Apart from the new shares which we are entitled to subscribe 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 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 announcement; and*
- (2) *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 : \_\_\_\_\_

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

Clearing / Settlement Section  
Hong Kong Securities Clearing Company Limited ("HKSCC")  
7/F., Vicwood Plaza,  
199 Des Voeux Road Central, Hong Kong.  
Fax no. 2851 6921

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

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 position(s) (Settlement Position Number(s) \_\_\_\_\_) as follows:-

**Open Offer**

Take up \_\_\_\_\_ new shares and we will credit good funds of \_\_\_\_ / \_\_\_\_\_ (currency / amount) into the bank account of HKSCC Nominees Limited in accordance with HKSCC's instructions.

**Excess Application**

Apart from the new shares which we are entitled to subscribe 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 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 subscription period as specified by HKSCC in the relevant CCASS corporate announcement; and*
- (2) *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 : \_\_\_\_\_

**Take-over Offer Acceptance/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 : \_\_\_\_\_ (Company Name) (Stock Code : \_\_\_\_\_)

Cash Offer at \_\_\_\_\_ / \_\_\_\_\_ (currency / offer price) per share and/or

Scrip or Securities Exchange Offer at \_\_\_\_\_ per share

We wish to accept the above take-over offer in respect of our CNS long position(s) (Settlement Position Number(s) \_\_\_\_\_) of \_\_\_\_\_ shares as follows:-

1. ☐ Acceptance of the offer consideration in CASH in respect of our long position(s) stated above.
2. ☐ Acceptance of the offer consideration in SCRIP in respect of our long position(s) stated above.
3. ☐ Acceptance of the offer consideration in cash and in scrip

Cash to be received in respect of _____ shares of our position(s) stated above.
Scrip to be received in respect of _____ shares of our position(s) stated above.

***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 offer period as specified by HKSCC in the relevant CCASS corporate announcement; and*
- (2) *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.*

**Warrant Conversion Election Form - CNS Positions**

Clearing / Settlement Section  
 Hong Kong Securities Clearing Company Limited (“HKSCC”)  
 7/F., Vicwood Plaza  
 199 Des Voeux Road Central  
 Hong Kong  
 Fax no. 2851 6921

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

Dear Sirs,

Re: Conversion of Warrants

In respect of the warrants \_\_\_\_\_ (Stock Code) \_\_\_\_\_ (name of warrant) due from the CNS long position(s) (Settlement Position Number(s) \_\_\_\_\_), we wish you to act as follows: -

EXERCISE the subscription rights attached to the warrants mentioned above in \_\_\_\_\_ units of \_\_\_\_\_ (currency) to subscribe for \_\_\_\_\_ shares of \_\_\_\_\_ (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 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 warrant conversion period as specified by HKSCC in the relevant CCASS corporate announcement; and*
- (2) 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 : \_\_\_\_\_

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

(Company Letter Head)

Date

Bank Name & Address

Attn:

Dear Sirs,

Re: Irrevocable Payment by Internal Bank Account Transfer

We hereby instruct and authorise you 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\* : \_\_\_\_\_

Currency / Amount : \_\_\_\_ / \_\_\_\_\_

Special Instructions : By order of Participant ID \_\_\_\_\_

Upon execution of the above instructions, please deliver the bank debit and credit advices in respect of the transfer to the bearer of this letter as evidence of execution.

In settlement, please debit our account number \_\_\_\_\_.

Thank you for your attention.

Yours faithfully

Note : \* Please contact Clearing / 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 CHATS Payment

We hereby instruct and authorise you 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\* : \_\_\_\_\_

Currency / Amount : \_\_\_\_\_ / \_\_\_\_\_

Special Instructions : By order of Participant ID \_\_\_\_\_

In settlement, please debit our account number \_\_\_\_\_.

Thank you for your attention.

Yours faithfully

Note : \* Please contact Clearing / Settlement Section for a full list of HKSCC beneficiary account numbers.

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

Clearing / Settlement Section  
 Hong Kong Securities Clearing Company Limited (“HKSCC”)  
 7/F., Vicwood Plaza  
 199 Des Voeux Road Central  
 Hong Kong.  
 Fax no. 2851 6921

Date \_\_\_\_\_

Dear Sirs,

Re: Rights Issue for shares of \_\_\_\_\_ (Company Name)  
 (Stock Code : \_\_\_\_\_) at \_\_\_\_\_ / \_\_\_\_\_ (currency / subscription price) per share

Please act on our behalf on our IT Position(s) (Settlement Position Number(s) \_\_\_\_\_)  
 as follows:-

**Rights Allotment**

Take up \_\_\_\_\_ new shares on our behalf and we will credit good funds of \_\_\_\_\_ / \_\_\_\_\_  
 (currency / amount) into the bank account of HKSCC Nominees Limited in accordance with HKSCC’s  
 instructions.

**Excess Application**

Apart from the new shares which we are entitled to subscribe for, please also apply for \_\_\_\_\_  
 excess shares on our behalf and 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 Business Day before the close of the subscription period as specified by HKSCC in the relevant CCASS corporate announcement; and*
- (2) *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 : \_\_\_\_\_



**Warrant Exercise Election Form - IT Positions**

Clearing / Settlement Section  
 Hong Kong Securities Clearing Company Limited ("HKSCC")  
 7/F., Vicwood Plaza  
 199 Des Voeux Road Central  
 Hong Kong  
 Fax no. 2851 6921

Date \_\_\_\_\_

Dear Sirs,

Re: Exercise of Warrants

In respect of the warrants \_\_\_\_\_ (Stock Code) \_\_\_\_\_  
 (name of warrant) due from the IT long position(s) (Settlement Position Number(s), \_\_\_\_\_),  
 we wish you to act as follows:-

EXERCISE the subscription rights attached to the warrants mentioned above in \_\_\_\_\_ units of \_\_\_\_  
 (currency) to subscribe for \_\_\_\_\_ shares of \_\_\_\_\_  
 (Company Name) (Stock Code : \_\_\_\_\_) at \_\_\_\_\_ / \_\_\_\_\_ (currency / conversion price)  
 per share, 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 Business Day before the close of the warrant conversion period as specified by HKSCC in the relevant CCASS corporate announcement; and*
- (2) 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 number : \_\_\_\_\_

Contact Person : \_\_\_\_\_

**Transfer Instruction Form**

To : Hong Kong Securities Clearing Company Limited ("HKSCC")      Instruction Date: \_\_\_\_\_  
 2/F Vicwood Plaza  
 199 Des Voeux Road Central  
 Hong Kong  
 Attn: Depository Services (Fax No.: 2543-7910)

Dear Sirs,

**EXCHANGE FUND NOTES, GOVERNMENT BONDS, SPECIFIED INSTRUMENTS AND/OR  
 CMU INSTRUMENTS RECEIVE FREE OF PAYMENT INSTRUCTION**

<b>1. Please RECEIVE notes Free of Payment via CMU according to the following instruction for value on _____ :</b>			
DEBIT Counterparty (Account Code)	Beneficiary	Issue Number	Nominal Value (Currency)
<b>2. Please CREDIT my/our CCASS stock account number _____ with the following holding :</b>			
Stock Code	Stock Name	Number of Unit	

Participant ID : \_\_\_\_\_

Participant Name  
(in block letters) : \_\_\_\_\_

Contact Person /  
Telephone Number : \_\_\_\_\_

\_\_\_\_\_  
 Authorized Signature of CCASS Participant  
 (with Company Chop)

Fax Number : \_\_\_\_\_

Note:

- Your instruction should reach us **No Later Than 2:00 p.m.** for same day settlement.
- For Receive Free of Payment Instruction, your account will be credited upon receipt of EFN, Government Bonds, Specified Instruments and/or CMU Instruments by HKSCC from counterparty in CMU before 3:00 p.m. If EFN, Government Bonds, Specified Instruments and/or CMU Instruments are received after 3:00 p.m., your account will be credited on the next working day.
- Your instruction will only be effected and accepted by HKSCC subject to the General Rules of CCASS and the CCASS Operational Procedures as are in force from time to time and to the participant agreements in effect and any other relevant documents from time to time issued by HKSCC.

For Office Use Only					
Signature Verified	T. I. Input	T. I. Authorized	Account Updated	UML prepared / approved	Advice Issued

# 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 Date : \_\_\_\_\_

Dear Sirs,

## EXCHANGE FUND NOTES, GOVERNMENT BONDS, SPECIFIED INSTRUMENTS AND/OR CMU INSTRUMENTS DELIVER FREE OF PAYMENT INSTRUCTION

<b>1. Please DEBIT my/our CCASS stock account number _____ with the following holding :</b>			
Stock Code	Stock Name	Number of Unit	
<b>2. Please DELIVER notes Free of Payment via CMU according to the following instruction for value on _____ :</b>			
CREDIT Counterparty (Account Code)	Beneficiary	Issue Number	Nominal Value (Currency)

Participant ID : \_\_\_\_\_

Participant Name  
(in block letters) : \_\_\_\_\_

Contact Person /  
Telephone Number : \_\_\_\_\_

Fax Number : \_\_\_\_\_

\_\_\_\_\_  
Authorized Signature of CCASS Participant  
(with Company Chop)

### Note:

- Your instruction should reach us **No Later Than 2:00 p.m.** for same day settlement.
- For Deliver Free of Payment, instruction will automatically lapse if the instruction is not settled in the CMU on the value day. You are obliged to submit a fresh instruction to us if you wish to settle the prescribed instruction on the next working day.
- Your instruction will only be effected and accepted by HKSCC subject to the General Rules of CCASS and the CCASS Operational Procedures as are in force from time to time and to the participant agreements in effect and any other relevant documents from time to time issued by HKSCC.

For Office Use Only					
Signature Verified	Account Updated	T. I. Input	T. I. Authorized	UML prepared / approved	Advice Issued

**Debt Securities Conversion Request Form - IT Positions**

Clearing / Settlement Section  
 Hong Kong Securities Clearing Company Limited ("HKSCC")  
 7/F., Vicwood Plaza  
 199 Des Voeux Road Central  
 Hong Kong  
 Fax no. 2851 6921

Date \_\_\_\_\_

Dear Sirs,

Re: Conversion of Debt Securities

In respect of the debt securities due from the IT position(s) (Settlement Position Number(s) \_\_\_\_\_), we wish you to act as follows:-

EXERCISE the conversion rights attached to our debt securities: \_\_\_\_\_  
 (name of debt securities) (Stock Code : \_\_\_\_\_) in \_\_\_\_\_ units of \_\_\_\_\_ (currency) to convert for  
 \_\_\_\_\_ shares of \_\_\_\_\_ (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 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 debt securities conversion period as specified by HKSCC in the relevant CCASS corporate announcement; and*
- (2) *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 : \_\_\_\_\_

**Debt Securities Conversion Request 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: Conversion of Debt Securities

In respect of the debt securities due from the CNS position(s) (Settlement Position Number(s) \_\_\_\_\_), we wish you to act as follows:-

EXERCISE the conversion rights attached to our debt securities: \_\_\_\_\_ (name of debt securities) (Stock Code : \_\_\_\_\_) in \_\_\_\_\_ units of \_\_\_\_\_ (currency) to convert for \_\_\_\_\_ shares of \_\_\_\_\_ (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 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 debt securities conversion period as specified by HKSCC in the relevant CCASS corporate announcement; and*
- (2) *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 : \_\_\_\_\_