



CCASS Training Course Series

Objectives

The course is designed to provide participants the knowledge of the clearing and settlement operations of the securities clearing house. Nominees Services and Fails and Risk Management will also be covered.

Course Content

Course 1 – Understanding of Securities Clearing & Settlement (2 CPT hours)

- CCASS Service
- Key Features
- Clearing & Settlement
- Depository
- Nominees Service
- Fails & Risk Management

Course 2 – Clearing & Settlement (Part I) (3 CPT hours)

- CCASS Logon & Logoff
- Types of Transaction
- Exchange Trades
 - Continuous Net Settlement (CNS)
 - Isolated Trade (IT)
- Non-Exchange Trades
 - Settlement Instruction (SI)
 - Investor Settlement Instruction (ISI)

Course 3 – Clearing & Settlement (Part II) (3 CPT hours)

- Enquire Settlement Activities
- Settlement Related Report
- Stock Segregated Account with Statement Service (SSA)
- Investor Participant (IP) Account Services
- Report Download

Course 4 – Depository & Nominee System (DNS) (3 CPT hours)

- Depository Services
 - Deposit of shares
 - Withdrawal of shares
- Corporate Communications
 - Input Function
 - File Transfer
- Electronic Initial Public Offering (EIPO)
 - Input Function
 - File Transfer
- Common Nominees System
 - Features
 - Nominee Functions
 - Entitlement Statement

Course 5 – Fails and Risk Management (3 CPT hours)

- Fails Management
- Risk Management
 - Marks
 - Securities On-hold
- Common Collateral Management System (CCMS)
 - CCMS Functions
 - CCMS Reports
- Delegated Management System (DMS)

Course Instructor(s)

Course 1 :

Ms Sharon Ma has over 7 years experience in securities service industry. She is the supervisor leading a support team in providing customer support and helpdesk services to clearing houses participants on their daily operation of CCASS.

Course 2 :

Mr. Willy So & Ms Flora Yeung have over 6 years experience in securities service industry. They are currently responsible for providing customer support and helpdesk services to clearing houses participants.

Course 3 :

Ms Tanya Lam has over 7 years experience in securities service industry. She is responsible for training up a team in providing customer support and helpdesk services to clearing houses participants

Mr Willy So has over 6 years experience in securities service industry. He is currently responsible for providing customer support and helpdesk services to clearing houses participants.

Course 4 :

Ms Zita Lo & Ms Selma Wong have relevant experience in securities service industry. They are currently responsible for providing customer support and helpdesk services to clearing houses participants.

Course 5 :

Ms Sharon Ma has over 7 years experience in securities service industry. She is the supervisor leading a support team in providing customer support and helpdesk services to clearing houses participants on their daily operation of CCASS.

Mr Willy So has over 6 years experience in securities service industry. He is currently responsible for providing customer support and helpdesk services to clearing houses participants.

Who Should Attend

Responsible officers, operations staff (in particular back office settlement staff), sales staff and account executives of brokerage firms.

Program Details

	Course 1	Course 2	Course 3	Course 4	Course 5
Course Code	TESX025010701	TESX026010701	TESX027010701	TESX028010701	TESX029010701
Date	26 Nov 2007 (Monday)	27 Nov 2007 (Tuesday)	27 Nov 2007 (Tuesday)	28 Nov 2007 (Wednesday)	29 Nov 2007 (Thursday)
Language	Cantonese (supplement with English materials)				
Time	9:30am – 11:30am	9:30am – 12:30pm	2:30pm – 5:30pm	9:30am – 12:30pm	9:30am – 12:30pm
Venue	Training Room, UG/F, V-Heun Building, 128-140 Queen's Road Central, Hong Kong				
HKSI's Member or Exchange Participant	HK\$220	HK\$330	HK\$330	HK\$330	HK\$330
	Package Fee: HK\$1400 if Courses 1 - 5 are enrolled.				
Non-member	HK\$290	HK\$435	HK\$435	HK\$435	HK\$435
	Package Fee: HK\$1820 if Courses 1 – 5 are enrolled				
CPT hour (s)	2 hours	3 hours	3 hours	3 hours	3 hours
Remarks:					
<ul style="list-style-type: none"> • Priority will be given to Exchange Participants of HKEx and those applying to attend all courses. • Participants who attend <u>Course 1</u> later than 9:50am or leave before the end of the Q & A session will not be granted the CPT hours. • No CPT hour will be granted if participants who arrive at the training venue after the course commencement time for <u>Courses 2, 3, 4 & 5</u> • If any course(s) is/are cancelled due to inadequate enrollment, the participant can choose to transfer to the next intake or a refund. The refund amount shall base on the package fee on pro-rata basis. 					

CONTINUOUS PROFESSIONAL TRAINING COURSES

持續專業培訓課程

Enrolment Form 報名表格

Please read the general notes overleaf before completing the Enrolment Form. Applicant must complete the enrolment form in BLOCK LETTERS. 請在填表前注意表格背後的申請須知，並用正楷填寫表格。

Part A: Course Details 第一部份：課程資料

(Please tick the box(es) below)

CCASS Training Course Series :

Course 1 - Understanding of Securities Clearing & Settlement (26/11/2007) <input type="checkbox"/>	Course 4 - Depository & Nominee System (DNS) (28/11/2007) <input type="checkbox"/>
Course 2 - Clearing & Settlement (Part I) (27/11/2007) <input type="checkbox"/>	Course 5 - Fails and Risk Management (29/11/2007) <input type="checkbox"/>
Course 3 - Clearing & Settlement (Part II) (27/11/2007) <input type="checkbox"/>	Courses 1 - 5 <input type="checkbox"/>

Part B: Personal Particulars 第二部份：個人資料

*For training purpose only. (此資料只供本學會培訓用途)

Name In English

英文姓名 Surname 姓氏 Given Name 名字

In Chinese 中文: (Mr/Mrs/Miss/Ms) *HKID / Passport No. 香港身份證/護照號碼:

Correspondence Address 聯絡地址

Tel No 電話: Office 辦公室 Home 住宅

Fax No 傳真: Mobile 流動電話

E-mail 電子郵箱: Name of Company 公司名稱:

Please tick the box if you would not like to receive the promotion materials by electronic mail. (如閣下不想透過本學會電郵接收宣傳單張，請在方格內加上“√”號。)

Name of Department 部門名稱: Position Held 職位:

Education Qualifications 教育程度:

Postgraduate or above University Tertiary Secondary
 研究院或以上 大學 大專 中學

Have you or your company joined the Hong Kong Securities Institute? Yes No
 閣下或貴公司是否香港證券專業學會會員? 是 不是

If Yes, Membership No. 如是，會員編號

Please tick the box if you wish to use your membership cash coupon.

(如閣下希望使用學會之會員現金券，請在方格內加上“√”號。)

Corporate Member Company Chop
 團體會籍公司印鑑

HKEx Broker No. (經紀代號): _____

Please note that the HKSI membership cash coupon(s) cannot be used for online booking, e-courses, joint programmes and Continuing Education Fund (CEF) reimbursable courses. 會員現金券不適用於網上報名、網上課程、合辦課程及持續進修基金課程。

Total Amount of 付款總額 HK\$_____ is paid by 以下列所選方式支付:

- Cash 現金 EPS 易辦事
- Personal Cheque 私人支票* (Cheque No. 支票號碼: _____) (*Please see Notes No.2. 請留意申請須知第2項。)
- Company Cheque *(Cheque No. 支票號碼: _____) Date 日期: _____
 (made cheque payable to "Hong Kong Securities Institute" 支票抬頭請付予香港證券專業學會)
- Visa Card 信用卡 Master Card 萬事達卡 (Please note the Institute does not accept Amex or Diners cards)

Visa / Master Card No. 信用卡號碼: - - -

Name of Cardholder 持咭人姓名: _____ Expiry Date 期限: _____ (MM/YY)

(CARD HOLDER MUST BE THE PARTICIPANT, otherwise HKSI will reject the application.)

(持咭人必須為申請者本人，否則本會將不接受申請。)

Signed 簽署: _____ Date 日期: _____

(This signature must correspond with the signature on the credit card. 此簽名必須與信用卡相同。)

Part C: For Office Use Only

Course Schedule Code : _____ Status : Accept/Rejected/Waiting Date : _____

Notes (申請須知)

- For enrolment, please submit one enrolment form for each course. Please send your completed enrolment form together with the appropriate course fee to the HKSI by post or in person before the closing date. Applicants who wish to enjoy Corporate/Ordinary/Affiliate Member Fee must provide relevant information at the time of application. Otherwise, Non-member Fee shall be charged and fee difference will not be refunded.
- Enrolment will only be confirmed upon receipt of payment. Any enrolment forms without appropriate payments will be rejected by the HKSI. Application indicating payment by cheque will not be processed without attachment of a cheque.
- Applicants paying by company cheques should ensure that they have affixed the company chop.
- Applicants should note that cash should not be sent through post and post dated cheques will not be accepted.
- The admission confirmation letter and training courses regulations will be issued five (5) business days before the commencement of the course. Applicants who are rejected will receive telephone notification. Applicants who do not receive notifications in any form should contact the Institute at 3120 6200.
- Applicants must read training courses regulations and agree to abide by them before submitting enrolment form.
- Refund/Substitutions :
 - Refund is not considered.
 - Once accepted to the enrolled course, participant cannot transfer to another course.
 - Participant can **request a substitute to replace his/her enrolment in writing once at least five (5) business days** prior to the commencement of the enrolled course. Any course fee discrepancies will be borne by the participant.
 - The HKSI reserves the right to make any necessary arrangements with regard to the substitution.
- Personal data supplied in this enrollment form will be used only for purposes relating to enrolling / and attending the HKSI professional training courses. HKSI reserves the right to inspect personal identity of attendees.
- Seats are limited and enrolments will be processed on a first-come-first-served basis.
- HKSI reserves the right to cancel or reallocate the course.
- 每一項課程，請遞交一份報名表格。請將填妥的報名表格連同適當的課程學費，於課程截止報名日期前親自或郵寄致香港證券專業學會。申請人如欲享有團體會員/會員/附屬會員課程學費之優惠，在申請時必須提供有關資料，否則本會將收取非會員課程學費之金額。課程費用之差額將概不退還。
- 報名表格必須連同適當學費遞交，學會才會確認該申請。其餘申請，學會一概不會接受。如欲以支票繳付學費者，報名表格必須連同支票一併遞交，否則其課程申請將不獲受理。
- 如申請人以公司支票付款，申請人必須在報名表格的適當位置蓋上公司印鑑。
- 申請人切勿郵寄現金致本學會付款。此外，本學會概不接受期票。
- 申請者將於開課前五個工作天收到學會通知及課程守則。學會將透過電話通知課程不獲接納之申請人。申請人如在期間尚未收到通知，請致電 3120 6200 與學會聯絡。
- 申請者在遞交報名表格前，必須細閱課程守則，並同意及遵守其規條。
- 退還課程費用/學額轉讓
 - 課程費用概不退還。
 - 一經取錄，學員不得轉讀其他課程。
 - 學員可於開課前五個工作天**透過書面向學會申請**學額轉讓他人一次。申請一經批准，學員須繳付課程費用之差額。
 - 學會將保留有關學額轉讓事宜的一切權利。
- 本申請表上提供的個人資料，僅供作處理有關報讀/及出席本學會課程事宜之用。本學會保留檢查出席課程人士之身份證明之一切權利。
- 由於名額有限，報名以先到先得方式進行。
- 本學會保留取消及重新安排課程之一切權利。

Applicant's Declaration 申請人聲明

I hereby declare that the information I provided in this application form is complete and correct. I have read the general notes above and agree to abide by the notes mentioned.

本人謹此聲明在本申請表格中所填報之資料均屬正確無訛。本人已閱讀『申請須知』，並完全同意及遵守有關事項。

Signature of Applicant : _____
申請人簽署

Date : _____
日期

How to Contact Us (如有查詢，請與學會聯絡)

Address : 24th Floor, Wing On Centre, 111 Connaught Road Central, Hong Kong 地址 : 香港干諾道中 111 號永安中心 24 樓 2403 - 08 室

Enquiries 查詢 : Tel 電話: 3120 6200 (Training Hotline 課程熱線) Fax 傳真: 2899 2611

Website 網址 : www.hksi.org E-mail 電子郵件 : training@hksi.org

Opening Hours 辦公時間 : 9:00am - 5:30pm (Mon- Fri 星期一至星期五); 9:00am - 12:00noon (Sat 星期六)