

Investor Account Service

An Easier Way to Transfer Shares



You can deliver shares to your designated brokers' accounts without the need of affirmation.



How to do it.....

Just two steps to follow:

- a) **Pre-register** your broker's name with CCASS either through the CCASS Internet System or submitting request form to the Customer Service Centre; and
- b) **Input** an Investor Settlement Instruction (ISI) either through the CCASS Phone System or CCASS Internet System.

Points to note.....

- Delivering shares without going through the affirmation process can only be done on a Free of Payment (FOP) basis.
- Your broker(s) can also deliver shares to your account without requiring your affirmation. Such kind of account transfer will also be done on a FOP basis.
- This is only an alternative. You can continue with the current arrangement and request your broker(s) to input ISI on your behalf and then affirm the ISI as required.

Longer Service Hours



You can enquire account details and input transactions (e.g., Voting, Dividend Election) on a nearly 24-hour basis.



Points to note.....

- The majority of transactions will take effect immediately upon input.
- The following 3 transactions require special handling:
 - a) Affirm ISI
 - b) Input ISI
 - c) Subscription

If these transactions are input after 7:00 p.m. from Monday to Friday, and on Saturday or public holiday, they will be processed in the early morning of the next following business day.

Investor Account Service

An Easier Way to Use the CCASS Internet System



You can access the CCASS Internet System by simply using your own Internet User ID and Password.



How to do it.....

Just follow this:

- a) Go to the CCASS Internet System homepage at <https://ip.ccass.com>
- b) Select the “New User Registration” function
- c) Specify your CCASS Phone User ID, HKID, and then create the Internet User ID and Password that you want to use to access the CCASS Internet System
- d) Input your CCASS Phone Password for authentication

Registration completes!!!

Use Your Mobile Phone to Receive Reminder Messages



You can subscribe to the alert message service so that you can receive reminder messages from CCASS regarding different types of account activities via your mobile phone.



How to do it.....

You can subscribe to the service through 2 different channels:

- use the “Investor Account Maintenance” function available on the CCASS Internet System; or
- submit the request form to the Customer Service Centre.

Points to note.....

The following reminder messages are available for your selection:

- ISI reminder
- EIPO reminder
- Tender reminder
- Voting reminder
- Election reminder

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Voting is Easier Than Ever



When you vote in respect of your shares in a listed company, you can:



- view the voting resolution details (if you are voting through the CCASS Internet System); and
- change your voting instruction at any time before the voting deadline set by CCASS.

An Easier Way to Withdraw Share Certificates



If you want to withdraw shares from your Investor Account, you can simply submit the Stock Withdrawal Form electronically via the CCASS Internet System.



Points to note.....

You are still required to collect your share certificates at the CCASS Depository Service Counters after the withdrawal requests are accepted and processed by HKSCC.

Hardcopy Statement is NOT a Must



You can choose to receive Activity and/or Monthly Statement via mail, or view/download it directly through the CCASS Internet System.



How to do it.....

You can select your option through either of the following channels:

- a) use the “Investor Account Maintenance” function available on the CCASS Internet System; or
- b) submit the request form to the Customer Service Centre.

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Quicker Way to operate via My Account



You can choose to operate your account by clicking the My Account icon



How to do it.....

You can click on the My Account icon beside the CCASS Phone User ID

- a) 7 tabs for different functions: Broadcast Message, Unaffirmed ISI, Voting Instruction, Dividend Election Instruction, Subscription, EIPO Allotment Result and Tender Result
- b) Click on the selected tab to display respective information
- c) Sorting function is provided.