

CCASS OPERATIONAL PROCEDURES

Definitions

- (a) For the convenience of readers, the definitions contained in the Rules are repeated below.

"Electronic Application Instructions for New Issue Shares"

means instructions by a Participant for an application to be made on its behalf for New Issue Shares and for the payment and refund of application moneys, and, where applicable, includes instructions by a Participant for a confirmation to be made on its behalf of the application for New Issue Shares made on its behalf, as referred to in Rule 1101(vi);

"Prospectus"

means any prospectus, notice, circular or other document offering or calculated to invite offers by the public to subscribe for or purchase securities (including shares, warrants, Depositary Receipts, Debt Securities and Units) and includes, unless inconsistent with the context, its associated application form or forms and (where applicable) confirmation form or forms;

- (b) When used in the Operational Procedures, the following expressions shall have the following meanings unless the context otherwise requires :

"Book-Close Reminder"

means the section in the Entitlement Statement of a Participant other than an Investor Participant which provides information on corporate actions or activities affecting Eligible Securities, ~~which are subject to book-close dates~~, as referred to in Section 8.3.2;

"EIPO"

means the arrangement in these Operational Procedures for instructions to be given electronically to HKSCC by Participants for (i) applications to be made on their behalf for New Issue Shares and for the payment and refund of application moneys and (ii) (where applicable) confirmations to be made on their behalf of the applications for New Issue Shares made on their behalf, and for those instructions to be acted upon;

Section 6

Operational and Service Schedule

6.2 DAILY PROCESSING AND SERVICE SCHEDULE

Time

8:00 a.m.

CCASS events

- (v) subscription, election, voting instructions, Electronic Application Instructions for New Issue Shares (except where such day is the application or confirmation start date), Tender Instructions (except where such day is the tender or application start date) and Corporate Representative / Proxy instructions maintenance functions; and

9:00 a.m.	Commencement of Electronic Application Instructions for New Issue Shares <u>for making applications</u> (if such day is the application start date) and Tender Instructions (if such day is the tender or application start date) maintenance functions
9:30 a.m.	Commencement of the following services and functions, through CCASS Terminal and Participant Gateway <u>where applicable</u> (i) settlement services (DI input, input of recall and return request, if appropriate);
12:00 noon	Deadline for inputting election instructions, where the deadline for election imposed by the relevant Issuer falls on such day. <u>Deadline for submitting Transfer Instructions to be effected on the same day on a delivery versus payment basis in CMU to HKSCC</u>
2:00 p.m.	Third Batch-settlement-run. Deadline for submitting Transfer Instructions <u>to be effected on the same day on a free of payment basis in CMU to HKSCC</u>

Section 8

Nominee Services

8.2 GENERAL PRINCIPLES

8.2.2 HKSCC's role

- (v) Electronic Applications for New Issue Shares: HKSCC's role will be to endeavour to obtain Electronic Application Instructions for New Issue Shares from Participants and (a) to cause the Nominee to apply for New Issue Shares on their behalf and (where applicable), to cause the Nominee to confirm applications made on their behalf, (b) to arrange payment of the money due on application via Electronic Payment Instructions to be issued by HKSCC, (c) upon receipt of allotted shares and file(s) containing information as to the identity of Participants to whom New Issue Shares have been allocated and the number of New Issue Shares allocated to each of them, to cause such allotted shares to be credited to the Stock Accounts of the relevant Participants and (d) upon receipt of file(s) containing information as to the identity of Participants in respect of whom a refund is payable due to share price adjustment or the applications by the Nominee has been unsuccessful (in whole or in part) or (where applicable) unconfirmed, and the amounts of the refunds due to each of them, to generate Electronic Payment Instructions for the purpose of arranging payment of the refund money;

8.2.4 Entitlements of Participants

Generally, a Participant's entitlement will be determined by HKSCC by reference to its holding of the relevant Eligible Securities credited to its Stock Account as at the last registration day before book-close or record date (the entitlements of HKSCC or the Nominee being also determined by reference to the same date), such day being the last day on which transfers of Eligible Securities can be submitted for registration in order to qualify for the entitlement.

However for administrative convenience, HKSCC may use some other date for the purpose of determining the entitlements of Participants in certain corporate actions or activities. For example, in relation to voting in respect of corporate actions or activities not subject to book-close periods or record date, the voting rights of Participants will be determined by reference to their holdings of the relevant Eligible Securities as at the relevant announcement date stated deadline (as specified in Section 8.6.2) (see Section 8.6.42).

...

In case of any holding of the relevant Eligible Securities deposited or credited prior to or on the last registration day before book close or record date is subsequently found to be defective, adjustments to the entitlements of Participants will have to be made.

8.2.5 Right to entitlements

HKSCC's ability to provide nominee services to Participants often depends on whether or not HKSCC or the appropriate Appointed Depositary has received deposit of the Eligible Securities prior to or on the last registration day before in advance of the relevant book-close or record date to enable HKSCC or the appropriate Appointed Depositary to arrange to have Eligible Securities registered in the name of the Nominee or the appropriate Appointed Depositary or its nominee in time for the relevant corporate actions or activities (or for other administrative purposes as in the case of Eligible Securities issued in bearer form).

In most cases, HKSCC should receive sufficient notice of corporate actions or activities for it to arrange for all relevant Eligible Securities already held or recorded in CCASS to be submitted for registration in the name of the Nominee prior to the relevant book-close or record -date.

8.2.6 Time limits for deposits and withdrawals

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If Participants wish to participate in corporate actions or activities affecting Eligible Securities (other than Foreign Securities) through CCASS, the relevant Eligible Securities must usually be deposited into CCASS at the latest by, 12:00 noon on the last registration day before the relevant book-close or record date (or such earlier time as HKSCC may prescribe). Participants wishing to make their own arrangements should withdraw the relevant Eligible Securities from CCASS as soon as possible and, in any event, before 2:00 p.m. on the last registration day before the relevant book-close date or record date (or such earlier time as HKSCC may prescribe).

On the last Business Day before the relevant corporate action effective date or book-close date or record date (or such other time as may be prescribed by HKSCC), no deposit and withdrawal of relevant Eligible Securities by Participants will normally be accepted by HKSCC after 12:00 noon and 2:00 p.m. respectively on that day.

8.3 CORPORATE ANNOUNCEMENT INFORMATION

8.3.2 Book-Close Reminder

In relation to corporate actions or activities subject to a book-close period or a record date, usually, from seven Business Days prior to the relevant book-close or record date (or from a lesser number of Business Days prior to the relevant book-close or record date if the notice period for book-closure or record date is less than ten Business Days), reminders will be posted under the section "Book-Close Reminder" of the Entitlement Statement available to Participants other than Investor Participants via CCASS Terminals and Participant Gateways on a daily basis.

The reminder posted under the "Book-Close Reminder" section will give details of the corporate actions or activities that are subject to a book close date from seven Business Days before the relevant book close date and the information provided will include :

- (i) voting period;
- (ii) book-close period or record date;
- (iii) instruction input period;
- (iv) effective date;
- (v) election period;
- (vi) stock code and stock name and/or ISIN;
- (vii) announcement reference number; and
- (viii) announcement summary.

This "Book-Close Reminder" service only applies to corporate actions or activities relating to Eligible Securities.

8.3.6 Information about Electronic Application Instructions for New Issue Shares

- (i) Enquiry Function:

Information on all New Issue Shares available for input of Electronic Application Instructions for New Issue Shares in CCASS will be provided under the "Enquire Authorized EIPO Announcement" screen of the main Participant Menu which is available to Participants (other than Investor Participants) via CCASS Terminals and Participant Gateways on a daily basis. For a detailed description of the relevant screens, please see the CCASS Terminal User Guide.

Information on New Issue Shares available for input of Electronic Application Instructions for New Issue Shares will be made available to Investor Participants through the "EIPO Announcement Enquiry" function of the CCASS Phone System and the "Enquire EIPO Announcement" function of the CCASS Internet System.

(ii) Information for Participants (other than Investor Participants):

The New Issues Entitlement Report for Participants (other than Investor Participants) has ~~two~~four sections relating to EIPO, the Reminder section (EIPO), ~~and the EIPO Confirmation Reminder section,~~ the Application section (EIPO) and the EIPO Confirmation – Unconfirmed Application Refund section.

The Reminder section (EIPO) contains a summary of all New Issue Shares in respect of which Electronic Application Instructions for New Issue Shares may be given to apply for New Issue Shares. The following information on each New Issue will, as applicable, be shown from the first day of the application period as described in the Prospectus to the last refund date for refund of application money:

- (a) stock code and stock name and/or ISIN;
- (b) application period;
- (c) allotment date;
- (d) stock price; and
- (e) refund date(s).

The EIPO Confirmation Reminder section contains a summary of all New Issue Shares in respect of which Electronic Application Instructions for New Issue Shares may be given to confirm applications for New Issue Shares as required by the relevant Issuers. The information on each such New Issue will be shown from the first day of the confirmation period as specified in the Prospectus and/or supplemental Prospectus to the last refund date for refund of application money with respect to unconfirmed applications.

The Application section (EIPO) contains information about allocation of the relevant securities and refund of application money. ~~For detailed explanation of the New Issues Entitlement Report, please see the CCASS Terminal User Guide.~~

The EIPO Confirmation – Unconfirmed Application Refund section contains information about refund of application money with respect to the unconfirmed applications of the relevant New Issues.

For a detailed explanation of the New Issues Entitlement Report, please see the CCASS Terminal User Guide.

(iii) Information for Investor Participants:

The information will be summarized in the EIPO activity section of the activity statements of Investor Participants. The EIPO activity section has ~~two~~four sub-sections, the EIPO Application sub-section, ~~and the EIPO Allotment Result sub-section,~~ the Confirmed EIPO Application sub-section and the Unconfirmed EIPO Application and Refund Details sub-section.

When an Investor Participant inputs Electronic Application Instructions for New Issue Shares for making applications, the instructions are recorded in the EIPO Application sub-section. This sub-section shows the following information:

- (a) details of the Electronic Application Instructions for New Issue Shares for making applications; and

- (b) the amount of application money and the date when HKSCC will generate an EPI to debit the amount from the Investor Participant's Designated Bank ~~a~~Account.

The EIPO Allotment Result sub-section of the activity statement shows detailed information on allocation result, refund of application monies and, if the application is wholly unsuccessful, the reason for non-allocation.

Where an Investor Participant inputs Electronic Application Instructions for New Issue Shares for making application confirmation, the instructions are recorded in the Confirmed EIPO Application sub-section of the activity statement. This sub-section shows details of such Electronic Application Instructions for New Issue Shares.

The Unconfirmed EIPO Application and Refund Details sub-section of the activity statement shows detailed information on the unconfirmed applications and the amount of application money with respect to the unconfirmed applications to be refunded to the Investor Participant.

In addition, the following information will be provided in the money payment summary section of the activities statements of Investor Participants and such information will be recorded in the activity statement of an Investor Participant on the date on which the relevant securities are credited to the Stock Account of the relevant Participant :

- (a) amount of application money and the EPI generation date for such amount; and
- (b) total refund amount.

8.6 VOTING

8.6.3 Corporate actions subject to book-close period **or record date**

If voting is required in respect of corporate actions or activities which are subject to a book-close period or ~~there is~~ a record date for determining entitlements, the following procedures will normally apply :

- (i) for administrative convenience, the voting rights of Participants will usually be determined by HKSCC by reference to the relevant Eligible Securities credited to their Stock Accounts as at the last registration day before the relevant book-close or record date (although HKSCC reserves the right to use another date for such purpose). Where a Clearing Participant or a Custodian Participant has authorised its SSA Statement Recipient to give voting instructions in relation to the holdings of Eligible Securities in the SSA with Statement Service for the account of the Participant, the Participant itself shall not exercise the voting rights or give voting instructions in relation to those Eligible Securities. The relevant dates may be enquired by Participants other than Investor Participants via the Enquire Announcement Information function available through CCASS Terminals or Participant Gateways;
- (iv) based on the instructions of Participants, HKSCC will consolidate all voting instructions (other than voting instructions to be acted upon by the person nominated by the Participant to attend and vote at the meeting directly) and cause votes to be cast at the relevant meetings. If the total number of Eligible Securities in respect of which any voting instruction is given by a Participant to HKSCC is more than the holding of the Participant as at the last registration

day before the relevant book-close or record date concerned, the following will normally apply:

- (a) if the last registration day before the relevant book-close or ~~the~~ record date falls before the stated deadline (as specified in Section 8.6.2), the relevant voting instruction will be adjusted with reference to its holding as of the last registration day before the relevant book-close or record date. Participants other than Investor Participants should refer to the “Participant Voted Quantity Exception Report – Before Voting Deadline” available on the last registration day before the relevant book-close or record date and, if applicable, confirm any adjusted voting instructions on or before the stated deadline to ensure that the total number of Eligible Securities in respect of which voting instructions are given to HKSCC does not exceed their holdings of such Eligible Securities as of the last registration day before the relevant book-close or record date. Exception details of the voting instructions inputted by SSA Statement Recipients in relation to SSA with Statement Service for the account of Participants will also be shown in the “Participant Voted Quantity Exception Report – Before Voting Deadline”; and
- (b) if the last registration day before the relevant book-close or the record date falls on the stated deadline (as specified in Section 8.6.2), the total number of votes cast in favour of a proposal or against it will be scaled down by reference to the holding of the relevant Eligible Securities of the Participant in CCASS as at the last registration day before the relevant book-close or record date. Participants other than Investor Participants should refer to the “Participant Voted Quantity Exception Report – On Voting Deadline” available after the stated deadline (as specified in Section 8.6.2 above) for scale down information. Exception details of the voting instructions inputted by SSA Statement Recipients in relation to SSA with Statement Service for the account of Participants will also be shown in the “Participant Voted Quantity Exception Report – On Voting Deadline”.
- (v) Participants other than Investor Participants wishing to nominate a person to attend a meeting must input their instructions in a CCASS Terminal or a Participant Gateway before the stated deadline (as specified in Section 8.6.2 above). The Corporate Representative/Proxy Information Batch File Transfer facility is also available for the input of such instructions. After input of such instructions, the number of Eligible Securities which are the subject of such instructions will be deducted from the ~~book-close or record date~~ holdings (as of the last registration day before the relevant book-close or record date) of the relevant Participants in respect of their input of voting instructions to HKSCC (as described in (iii) above). If such instructions are changed by the Participants before the stated deadline, the number of Eligible Securities deducted from the ~~book-close or record date~~ holdings as of the last registration day before the relevant book-close or record date of the Participants will be adjusted accordingly;

8.6.4 Corporate action not subject to book-close period or record date

- (i) If voting is required in respect of corporate actions or activities which are not subject to a book-close period or there is no record date for determining entitlements, similar procedures as those set out in Section 8.6.3 will normally apply, except that the voting rights of Participants, for administrative convenience, will be determined by reference to ~~their holdings of the~~ Eligible

Securities ~~credited to their Stock Accounts in CCASS~~ as at the stated deadline (as specified in Section 8.6.2 above). The deadline and other relevant dates may be enquired by Participants other than Investor Participants via the “Enquire Announcement Information” function available through CCASS Terminals or Participant Gateways. Where a Clearing Participant or a Custodian Participant has authorised its SSA Statement Recipient to give voting instructions in relation to the holdings of Eligible Securities in the SSA with Statement Service for the account of the Participant, the Participant itself shall not exercise the voting rights or give voting instructions in relation to those Eligible Securities.

8.6.5 Demand poll request

- (i) in respect of each instruction to vote in favour of or against a stated matter or resolution given by a Participant in accordance with Section 8.6.32 or Section 8.6.43 (other than voting instructions to be acted upon by the person nominated by the Participant to attend and vote at the meeting directly), the Participant may, if it wishes that votes in respect of that stated matter or resolution be taken by poll at the relevant meeting, request HKSCC to demand that a poll be taken in respect of that stated matter or resolution put to the vote of members at the relevant meeting. Each such demand poll request must be made simultaneously with the voting instruction to which it relates and shall be adjusted, where required, simultaneously with changes made to such voting instruction by the relevant Participant. Participants may change their demand poll requests at any time before the stated deadline and SSA Statement Recipients may change their demand poll request for the account of Participants at any time before the stated deadline;

8.9 DIVIDEND ENTITLEMENTS WITH OPTIONS

8.9.2 Determination of entitlements

A Participant's entitlement to such dividend payments with options will normally be determined by reference to ~~its holding of~~ the relevant Eligible Securities ~~credited to~~ its Stock Account as at the date on which the entitlement of HKSCC or the Nominee is determined (normally the last day on which transfers can be submitted for registration in order to qualify for such entitlements).

8.10 RIGHTS ISSUES

8.10.4 Procedures

The following procedures will usually apply :

- (xi) Participants will be able to withdraw their PALs at any time up to ~~two~~one weeks after the last subscription date (unless otherwise informed by HKSCC) from the CCASS Depository; and

8.15 INTEREST PAYMENTS

8.15.1 Determination of interest

A Participant's entitlement to interest accruing to eligible Debt Securities will be determined by reference to the relevant eligible Debt Securities credited to its Stock Account as at the date on which the entitlement of HKSCC (or the Nominee) is determined. This will normally be the last registration date set by the issuer. However, in the case of bearer securities, it will be the CCASS Record Date imposed by HKSCC and, in the case of Exchange Fund Notes, Government Bonds, Specified Instruments and CMU Instruments, it will be one Business Day before the date on which interest is to be paid on them.

8.18 ELECTRONIC APPLICATION INSTRUCTIONS FOR NEW ISSUE SHARES

8.18.1 General – application instruction

A Participant may electronically instruct HKSCC (a) to cause the Nominee to apply for New Issue Shares on its behalf and (b) to arrange payment and, in the case of wholly or partly unsuccessful applications, refund of the money due on application. Where such an Electronic Application Instruction for New Issue Shares is given by a Participant to make application for New Issue Shares, the Participant is deemed to have agreed to the following:-

- (xi) the Participant authorizes the Issuer, in respect of the New Issue Shares allocated to it, to issue certificates in the name of the Nominee and to deliver the same to the CCASS Depository service counter before the time specified by HKSCC or the Nominee on the day the certificates are to be despatched in accordance with the Prospectus and, if applicable, the Prospectus as supplemented and amended;
- (xii) in the case of a refund of application money, brokerage, transaction levy and the Exchange's trading fee to the Participant, no interest will be paid and the Participant authorizes the Issuer and HKSCC to make payment to effect the refund on the same Business Day that refund cheques are despatched to or available for collection by applicants as described in the Prospectus and, if applicable, the Prospectus as supplemented and amended;

8.18.1A General – application confirmation instruction (if applicable)

Where an application for New Issue Shares is made by the Nominee on behalf of a Participant pursuant to Section 8.18.1, the Participant may, in case where a confirmation of the application is required by the relevant Issuer as described in the Prospectus as supplemented and amended, electronically instruct HKSCC to cause the Nominee to confirm on its behalf the application for New Issue Shares made on its behalf. Where such an Electronic Application Instruction for New Issue Shares is given by the Participant to make confirmation of application, the Participant is deemed to have agreed to the following:

- (i) the Electronic Application Instruction for New Issue Shares given by the Participant must be for all, and not some, of the New Issue Shares (a) applied for in the application made on behalf of the Participant or (b) (where a confirmation is required to be made after the allocation or allotment of New Issue Shares) applied for in the application made on behalf of the Participant and allocated or allotted to the Participant;
- (ii) any confirmation of application made by the Nominee on behalf of the Participant pursuant to the Electronic Application Instruction for New Issue Shares given by the Participant is irrevocable as confirmations are irrevocable (by contract or statute) under the New Issue;
- (iii) HKSCC shall consolidate all Electronic Application Instructions for New Issue Shares from Participants and shall cause the Nominee to confirm, as nominee on behalf of those Participants who have given such Electronic Application Instructions for New Issue Shares to HKSCC, the applications for New Issue Shares made on their behalf, and the Nominee shall be authorized to sign a confirmation form as agent for the Participants;

- (iv) where a confirmation is required to be made after allocation or allotment of New Issue Shares, the Participant undertakes and agrees with HKSCC to accept the final allocation or allotment to it of the New Issue Shares in respect of which it has given Electronic Application Instructions for New Issue Shares;
- (v) for the purpose of determining whether a Participant has confirmed the application made, the Issuer may treat the Participant who gave the Electronic Application Instruction for New Issue Shares as a confirming applicant;
- (vi) the Participant declares that it has read the terms and conditions and confirmation of application procedures set out in the Prospectus as supplemented and amended, and the associated application forms and the confirmation form, and agrees to be bound by them;
- (vii) the Participant confirms that, in giving an Electronic Application Instruction for New Issue Shares, it has only relied on the information and representations in the Prospectus as supplemented and amended, and it agrees that the Issuer and the other parties involved in the New Issue are liable only for the information and representations contained in the Prospectus as supplemented and amended;
- (viii) HKSCC is authorized to disclose and transfer the Participant's personal data and information and confirmation details to the Issuer and its appointed agents, regulatory or governmental bodies;
- (ix) HKSCC and the Nominee (a) are authorized by the Participant on its behalf to give such acknowledgements, acceptances, confirmations, agreements, understandings and declarations as are required to be given and made by or on behalf of the Participant in accordance with the terms and conditions of the Prospectus as supplemented and amended, including in respect of the matters described above in this section 8.18.1A, (b) accept no liability to the Participant arising out of or in connection with any such ~~representations, warranties, acknowledgements, acceptances, confirmations, agreements, understandings and declarations~~ and (c) will be indemnified by the Participant in respect of any costs, losses, liabilities, expenses, damages, actions, suits or proceedings which they suffer or incur arising out of or in connection with any such acknowledgements, acceptances, confirmations, agreements, understandings and declarations; and
- (x) the Participant agrees that (a) the above acknowledgements, acceptances, confirmations, agreements, understandings and declarations will be relied upon by the Issuer and the other parties involved in the New Issue in deciding whether or not to accept the application confirmation made by the Nominee on its behalf and (b) the Participant will be prevented from suing or claiming against the Issuer or any other parties involved in the New Issue for any loss that it may suffer in relation to the application for New Issue Shares made by the Nominee on its behalf.

8.18.2 Procedures

- (i) Information on New Issue Shares available for electronic application and (where applicable) for electronic application confirmation is made available to Investor Participants through the EIPO Announcement Enquiry function of the CCASS Phone System and the “Enquire EIPO Announcement

function of the CCASS Internet System. Similar information is made available to Participants other than Investor Participants through the “Enquire Authorised EIPO Announcement Enquiry?” function of CCASS Terminals and Participant Gateways.

- (ii) Participants other than Investor Participants may input Electronic Application Instructions for New Issue Shares via their CCASS Terminals or Participant Gateways for their clients and themselves and the Participants will be treated as those giving the application instructions or application confirmation instructions, as the case may be. Electronic Application Instructions for New Issue Shares may be given by Investor Participants either via the CCASS Phone System or the CCASS Internet System or submitted by Investor Participants to the Customer Service Centre. For the avoidance of doubt, only those Participants that have given application instructions in respect of a New Issue may input, where applicable, application confirmation instructions in respect of that New Issue.
- (iii) The quantity of New Issue Shares applied for by a Participant must be one of the acceptable quantities specified by the relevant Issuer in the Prospectus. HKSCC reserves the right to reject instructions to apply for any other quantities of New Issue Shares. Any application confirmation instruction, where applicable, must be for (a) all of the New Issue Shares applied for or (b) (where a confirmation is required to be made after allocation or allotment of New Issue Shares) all of the New Issue Shares applied for and allocated or allotted to it. HKSCC reserves the right to reject instructions to confirm part of the New Issue Shares applied for or applied for and allocated or allotted to, as the case may be. The information as to the names, addresses, identification document numbers and number of New Issue Shares in respect of which Electronic Application Instructions for New Issue Shares are given will be transmitted to the registrar for balloting and processing of the application and (where applicable) processing of application confirmation.
- (iv)
 - (a) In respect of application instructions, Participants other than Investor Participants can input Electronic Application Instructions for New Issue Shares for making applications on any Business Day or a Saturday (unless it is a public holiday) during their application period from 9:00 a.m. (if such day is the application start date) or 8:00 a.m. (if otherwise) to 8:30 p.m. on a Business Day or 1:00 p.m. on a Saturday except on the last application day, and Investor Participants can input such Electronic Application Instructions for New Issue Shares during their application period on an approximately 24 hours basis. The latest time for inputting Electronic Application Instructions for New Issue Shares on the last application day is the deadline specified by the Issuer, which is usually 12:00 noon. Participants may cancel their Electronic Application Instructions for New Issue Shares at any time before the application deadline.
 - (b) In respect of application confirmation instructions, Participants other than Investor Participants can input Electronic Application Instructions for New Issue Shares for making application confirmations on any Business Day or a Saturday (unless it is a public holiday) during the period within which confirmation of application can be made from the time specified by the relevant Issuer (if such day is the start date of the confirmation period) or 8:00 a.m. (if otherwise) to 8:30 p.m. on a Business Day or 1:00 p.m. on a Saturday except on the last day of the confirmation period, and Investor Participants can input such Electronic

Application Instructions for New Issue Shares during the confirmation period on an approximately 24 hours basis. The latest time for inputting such Electronic Application Instructions for New Issue Shares on the last day of the confirmation period is usually the deadline specified by the Issuer.

- (v) On the last application day, HKSCC will arrange payment of the application monies by debits to the Designated Bank Accounts of Participants and corresponding credits to the Issuer's account with its receiving bank(s). An application in respect of which the EPI is rejected is liable to be rejected by the Issuer or its registrar.
- (vi) Upon receipt of securities and file(s) containing information as to the identity of Participants to whom New Issue Shares have been allocated and the number of New Issue Shares allocated to each of them, HKSCC will cause such securities to be credited to the Stock Accounts of the CCASS applicants. Upon distribution of securities by HKSCC to them, the Statement of Stock Movement Reports of the relevant Participants other than Investor Participants and activity statements of the relevant Investor Participants will be updated. For the avoidance of doubt, in the event that confirmation of application is required by the relevant Issuer after the allocation or allotment of the New Issue Shares, the crediting of securities and updating of statements will be subject to the confirmation and the final allocation or allotment.
- (vii) Upon receipt of file(s) containing information as to the identity of Participants whose applications have been unsuccessful in whole or in part or whose applications have been rejected or who are entitled to refunds due to application price adjustment or who are entitled to refunds due to applications unconfirmed, and the amounts of the refunds due to each of them, HKSCC will generate EPIs to arrange for payment of refunds. A single EPI will be generated for each Participant other than Investor Participants in respect of refund application monies. The amount of refund money in respect of a Participant other than an Investor Participant will be recorded in its New Issues Entitlement Report. Investor Participants who have elected to receive the activity statement will be informed of the same by mail. Investor Participants can enquire the details of such statements via the CCASS Internet System.
- (viii) (a) In respect of application instructions, Investor Participants can enquire details of their Electronic Application Instructions for New Issue Shares for making applications via ~~the~~ “EIPO Instruction Done Enquiry” function of the CCASS Phone System or the “Enquire EIPO Application Instruction” function of the CCASS Internet System, and Participants other than Investor Participants can enquire about their authorized and pending application instructions through the “Enquire EIPO Application” function of CCASS Terminals or Participant Gateways. Electronic Application Instructions for New Issue Shares for making applications received from Investor Participants will be recorded in the activity statements of such Participants. All application maintenance activities performed by Participants other than Investor Participants will be recorded in the New Issues Application Input Activities Report.
- (b) In respect of application confirmation instructions, Investor Participants can enquire details of their Electronic Applications Instructions for New Issue Shares for making application confirmation via the “Confirmed

EIPO Application Done Enquiry” function of the CCASS Phone System or the “Enquire Confirmed EIPO Application” function of the CCASS Internet System., and Participants other than Investor Participants can enquire about their authorized and pending instructions for making application confirmations through the “Enquire Confirmed EIPO Application” function of CCASS Terminals. Electronic Application Instructions for New Issue Shares for making application confirmations received from Investor Participants will be recorded in the activity statements of such Participants. All maintenance activities in relation to application confirmation instructions performed by Participants other than Investor Participants will be recorded in the New Issues Application Input Activities Report.

- (ix) Participants can enquire about allocation results through the CCASS Phone System, the CCASS Internet System, CCASS Terminals or Participant Gateways. These results will be available from the date of receipt of the relevant information from the Issuer or its agent to 10 Business Days after the later of the refund date and second refund date, if any. Participants other than Investor Participants may receive allocation results from the Issuer's registrar containing details at each Electronic Application Instruction for New Issue Shares level in cases where the relevant information is not provided to HKSCC soon enough. They should in turn inform their clients of the allocation results.
- (x) The amounts of fees for the handling of application instructions and issuance of EPIs (see Sections 21.6, 21.7, 22.3 and 22.4) will be collected from Participants through the generation of DDIs by HKSCC.

8.18.3 Other Procedures

HKSCC may agree with the relevant Issuer the relevant procedures to be followed or observed by the Participants which may be different from and/or in addition to the procedures described in Section 8.18.2 above. Participants will be advised of other relevant procedures to be followed or observed with respect to the Electronic Application Instructions for New Issue Shares on a case by case basis.

8.22 UNCLAIMED ENTITLEMENTS

- 8.22.1** HKSCC may receive more benefit entitlements accruing to Eligible Securities than are required to be distributed to Participants in respect of the Eligible Securities credited to their Stock Account in CCASS at the time. This may arise, for example, where Eligible Securities, withdrawn from CCASS by Participants, fail to be transferred out of the name of the Nominee prior to the relevant book-close or record dates.
- 8.22.2** A Participant other than Investor Participant wishing to claim such unclaimed benefits must apply in writing to HKSCC (to be signed by an Authorised Signatory of the Participant) and must provide HKSCC with satisfactory proof to the effect that the Participant is entitled to the unclaimed benefits being claimed. Normally, such Participant will have to provide HKSCC with a certified copy of the relevant Stock Withdrawal Receipt, a and certified copy of the relevant purchase contract notes or statement showing the relevant purchase transaction details, certified copies of the relevant certificates, certified copies of the relevant transfer deeds, a certified copy of the relevant registrars' transfer receipts with certificate numbers printed thereon, original letter from the beneficial owner claiming the entitlement and a letter of

indemnity, in a form acceptable to HKSCC (see Appendix 3.10), issued by the Participant.

Where such Participant is unable to provide HKSCC with any of the above required documents, HKSCC may entertain a claim for unclaimed benefits subject to the Participant providing HKSCC with (i) ~~an~~ satisfactory explanation as to why any one or more of such documents cannot be provided; (ii) confirmation from the relevant registrar of the non-registration and/or registration of the withdrawn certificates together with details of the transferee as the case may be; HKSCC may obtain such confirmation upon request from the Participant concerned who will be responsible for any charges incurred; and (iii) if so requested by HKSCC, a letter of indemnity, in a form acceptable to HKSCC (see Appendix 3.10), issued by the Participant and endorsed/undersigned by a licensed bank ~~or a recognized insurance company~~ or (subject to the prior approval of HKSCC and in a form acceptable to HKSCC) a third party Participant as guarantor ~~and in a form acceptable to HKSCC~~. A handling charge will be charged by HKSCC by way of autopay (see Section 21.6).

8.22.3 ~~...~~

Normally, an Investor Participant must provide HKSCC with certified copies of the relevant Stock Withdrawal Receipt, the relevant purchase contract notes (or statement showing the relevant purchase transaction details), the relevant certificates, ~~the and~~ transfer deeds and the relevant registrars' confirmation of the non-registration and/or registration of the withdrawn certificates together with details of the transferee. HKSCC may obtain such confirmation upon request from the Investor Participant concerned who will be responsible for any charges incurred. Both the name of the purchaser and the transferee should be the same as the name of the Investor Participant concerned.

Where an Investor Participant is unable to provide HKSCC with any of the above required documents, HKSCC may entertain a claim for unclaimed benefits subject to the Investor Participant providing HKSCC with (i) a satisfactory explanation as to why any one or more of such documents cannot be provided; (ii) confirmation from the relevant registrar of the re-registration; HKSCC may obtain such confirmation upon request from the Investor Participant concerned who will be responsible for any charges incurred; and (iii) if so requested by HKSCC, a letter of indemnity, in a form acceptable to HKSCC (see Appendix 3.10), issued by the Investor Participant and countersigned/endorsed by a license bank ~~or a recognized insurance company in a form acceptable to HKSCC~~. A handling charge will be charged by HKSCC by way of DDI.

Section 9

Overview of Clearing and Settlement in CCASS

9.6 TRANSFER INSTRUCTIONS

A Participant must complete and submit a Transfer Instruction Form to HKSCC before a stipulated deadline on a Business Day to effect a transfer of Exchange Fund Notes, Government Bonds, Specified Instruments or CMU Instruments between CCASS and CMU. Upon receipt of a duly completed Transfer Instructions Form, HKSCC will forward the ~~the~~ instructions to CMU subject to and in accordance with Section 12.4. The transfer between CCASS and CMU can be effected on a free of payment basis or a delivery versus payment basis in CMU, as stipulated in the Transfer Instruction Form submitted by the Participant.

HKSCCASS will update the Participant's Stock Account in CCASS by reference to the settlement results as advised by the CMU. Where applicable, HKSCC will also

credit the Participant's Money Ledger in CCASS by reference to the settlement results.

9.8 MONEY SETTLEMENT

...

For those transactions in which relevant Participants opt for settlement of those transactions in CCASS on a RDP basis, subject to the relevant Eligible Securities being put on-hold in the delivering Participant's Stock Account in CCASS, HKSCC will issue CPIs to the Designated Banks of the paying Participants to request for payment. Delivery of Eligible Securities will be effected upon receipt of confirmation of payments of such transactions from the Clearing House of HKAB to HKSCC within the predefined time schedule, i.e. normally from 10:00 a.m. to 3:30 p.m. on each Settlement Day.

For Transfer Instructions which are to be settled between CCASS and CMU on a delivery versus payment basis in CMU, with payment to be made to HKSCC, HKSCC will, following receipt of the settlement confirmation from CMU and the relevant amount of payment, credit the Participants' Money Ledgers with the relevant amount of payment on the same day.

Section 10

Exchange Trades - CNS System

10.9 LATE DELIVERY : ADJUSTMENTS FOR ENTITLEMENTS

10.9.1 General

A Participant's entitlement to participate through CCASS in corporate actions etc. affecting Eligible Securities will be determined by HKSCC by reference to the holding of that Participant in the relevant Eligible Securities as at the date on which the entitlement of HKSCC or the Nominee is determined (usually the last registration day before the relevant book close or record date).

10.9.5 Cash dividend entitlements

In the case of cash dividends in an Eligible Currency, the following procedures will usually apply :

- (i) on the Business Day following the last Settlement Day preceding the relevant book-close or record date-day, HKSCC will debit the Entitlements Account (a sub-account of the Money Ledger) of the Short Clearing Participants to collect from them amounts in respect of dividends accruing to their outstanding short CNS stock positions; and

In the case of cash dividends in a foreign currency which is not an Eligible Currency, the following procedures will usually apply :

- (ii) such transfers by the Short Clearing Participants, as referred to in paragraph (i) above, are to be provided to HKSCC at the latest by the close of business on the Business Day following the book-close or record date or other time specified by HKSCC. At the time of arranging such transfers, Short Clearing Participants are also required to submit evidence of such transfers, such as application forms to their banks, to HKSCC; and

10.9.6 Bonus issues of securities

In relation to bonus issues of securities, the following procedures will usually apply :

- (i) Short Clearing Participants will normally be required by HKSCC to provide Collateral in the form of cash on the Business Day following the last Settlement Day preceding the relevant book-close or record date~~day~~;

10.9.7 Dividend entitlements with options

In relation to dividend entitlements with options, the following procedures will usually apply:

- (i) Short Clearing Participants will normally be required by HKSCC to provide Collateral in the form of cash on the Business Day following the last Settlement Day preceding the relevant book-close or record date~~day~~;

10.9.8 Rights issues

In relation to rights issues, the following procedures will usually apply :

- (i) Short Clearing Participants will normally be required by HKSCC to provide Collateral in the form of cash on the Business Day following the last Settlement Day preceding the relevant book-close or record date~~day~~;

10.9.10 Take-over offers

In relation to takeover offers, the following procedures will usually apply :

- (i) Short Clearing Participants will normally be required by HKSCC to provide Collateral in the form of cash on the last acceptance day of the take-over offer~~Business Day following the last Settlement Day preceding the relevant book-close day~~;

10.9.12 Interest Payments

In the case of interest payments, the following procedures will usually apply:

- (i) on the Business Day following the last Settlement Day preceding the relevant book-close day or the relevant CCASS Record Date (the date by reference to which the entitlements to interest payments are determined), HKSCC will debit the Entitlements Account of the Short Clearing Participants to collect from them amounts in respect of interest payments accruing to their outstanding short CNS positions; and

10.9.13 Redemption of Debt Securities

In relation to redemption of eligible Debt Securities called by the issuer effected at or before its maturity, and either in part or full, the following procedures will usually apply:

- (i) Short Clearing Participants will normally be required by HKSCC to provide Collateral in the form of cash on the Business Day following the last Settlement Day preceding the relevant book-close day or the relevant CCASS Record Date (the date by reference to which the entitlements to take part in such redemption are determined); and

Section 11

Exchange Trades - Isolated Trades Exchange Trades

11.9 LATE DELIVERY : ADJUSTMENTS FOR ENTITLEMENTS

11.9.1 General

A Participant's entitlement to participate through CCASS in corporate actions etc. affecting Eligible Securities will be determined by HKSCC by reference to the holding of that Participant in the relevant Eligible Securities as at the date on which the entitlement of HKSCC or the Nominee is determined (usually the last registration -day before the relevant book close or record date).

Section 12

Non-Exchange Trades - SI Transactions, Clearing Agency Transactions, ISI Transactions and Transfer Instructions

12.4 TRANSFER INSTRUCTIONS

12.4.1 Submission of Transfer Instructions

A Participant must complete an appropriate Transfer Instruction Form as set out in Appendix 4.21 and 4.22 (as appropriate) the CCASS Terminal User Guide for each transfer of Exchange Fund Notes, Government Bonds or Specified Instruments between it and a Recognized Dealer and for each transfer of CMU Instruments between it and a CMU Member. Participants must submit the duly completed Transfer Instruction Form to HKSCC (i) before 12:00 noon (or such other time as may be specified by HKSCC) on a Business Day for transfer to be effected on a delivery versus payment basis in CMU on the same day and (ii) before 2:00 p.m. (or such other time as may be specified by HKSCC) on a Business Day for transfer to be effected settled on a free of payment FOP basis between CCASS and CMU on a Business Day, if the transfer is to be effected in CMU on the same day. HKSCC reserves the right not to process any Transfer Instructions received after the deadline specified by HKSCC. In such circumstances, late Transfer Instructions will have to be re-submitted to HKSCC on the next Business Day.

In respect of a transfer to be effected on a delivery versus payment basis in CMU, the Participant must specify in the appropriate Transfer Instruction Form the settlement amount and the settlement currency.

A Participant that wishes to utilize Exchange Fund Notes, Government Bonds or Specified Instruments transferred from a Recognized Dealer's CMU Account or CMU Instruments transferred from a CMU Member's CMU Account to settle Exchange Trades and/or SIs must submit its Transfer Instructions to HKSCC at least one Business Day before the settlement day.

12.4.2 Settlement of Transfer Instructions in respect of which a Participant is to receive Exchange Fund Notes, Government Bonds or Specified Instruments from a Recognized Dealer or CMU Instruments from a CMU Member

(i) Upon the receipt of ~~the~~ a duly completed Transfer Instruction Form as set out in the CCASS Terminal User Guide from a Participant in respect of a transfer between CCASS and CMU to be effected on a free of payment basis in CMU, HKSCC will transmit the Transfer Instruction to CMU. If sufficient Exchange Fund Notes, Government Bonds, Specified Instruments

or CMU Instruments (as the case may be) are available in the relevant CMU ~~a~~Account of the counterparty to give effect to the Transfer Instructions, settlement of the Transfer Instructions will be executed in CMU immediately.

~~If sufficient Exchange Fund Notes, Government Bonds, Specified Instruments or CMU Instruments (as the case may be) are not available in the relevant CMU account of the counterparty, the transaction will be processed at the end of day settlement processing by CMU starting from 3:30 p.m. Unsettled Transfer Instructions are purged by CMU at day end.~~

- (ii) Upon the receipt of a duly completed Transfer Instruction Form as set out in the CCASS Terminal User Guide from a Participant in respect of a transfer between CCASS and CMU to be effected on a delivery versus payment basis in CMU, HKSCC will transmit the Transfer Instruction to CMU only if HKSCC is satisfied that it has received from the Participant the required amount of payment, being the aggregate of the settlement amount specified in the Transfer Instruction Form and an amount equivalent to the value determined by CMU from time to time as the tolerance limit of settlement amount, in full before the specified deadline (normally 12:00 noon on a Business Day) in accordance with the arrangements as set out in the Transfer Instruction Form or as HKSCC may from time to time prescribe. Otherwise, the Transfer Instruction will be rejected by HKSCC and will not be submitted to CMU.

Following the transmission of the Transfer Instruction to CMU, if sufficient Exchange Fund Notes, Government Bonds, Specified Instruments or CMU Instruments (as the case may be) are available in the relevant CMU Account of the counterparty to give effect to the Transfer Instruction, HKSCC will be notified of the actual settlement amount payable in order to effect the transfer. Such actual settlement amount may be deviated from the settlement amount specified in the Transfer Instruction Form but the discrepancy will not be greater than the value determined by CMU from time to time as the tolerance limit of settlement amount. HKSCC is authorized by the Participant to use the required amount of payment or any part thereof to pay the actual settlement amount in settlement of the transfer, and to return the remaining balance of the required amount of payment (if any) to the Participant.

- (iii) The effecting of a transfer between CCASS and CMU in accordance with a Transfer Instruction will be dependent upon the appropriate actions being taken by the CMU, the CMU counterparty and, in the case of settlement on a delivery versus payment basis in CMU, HKSCC's banker.
- (iv) Upon receipt of a settlement confirmation from CMU by HKSCC, HKSCC will cause the Exchange Fund Notes, Government Bonds, Specified Instruments or CMU Instruments (as the case may be) to be credited to the designated Stock Accounts of the relevant Participant on the same day. Where applicable, HKSCC will also credit the remaining balance of the required amount of payment (if any) to the Participant's Money Ledger to be settled against its Designated Bank Account on the same day. It will do this on the same day if the confirmation is received before 3:45 p.m. Otherwise, the crediting will be carried out in the morning session on the following Business Day. HKSCC will advise Participants whose Transfer Instructions are not settled. Participants will have to re-submit Transfer Instruction Forms to HKSCC in respect of unsettled Transfer Instructions.

- (v) In case the transfer is not settled in CMU on the day specified in the Transfer Instruction Form, the Transfer Instruction may be carried forward to the next Business Day in CMU, subject to and in accordance with the procedures specified by the CMU. In respect of a Transfer Instruction that can be carried forward to the next Business Day in CMU, the Participant may cancel the Transfer Instruction by submitting to HKSCC a duly completed Transfer Instruction Cancellation Form as set out in the CCASS Terminal User Guide before the deadline specified by HKSCC. An unsettled Transfer Instruction that cannot be carried forward to the next Business Day or has been cancelled by the Participant as aforesaid will be purged by CMU at day end. A Participant will have to re-submit Transfer Instruction Form to HKSCC in respect of such unsettled Transfer Instruction. Where a Participant has made the required amount of payment to HKSCC in respect of such unsettled Transfer Instruction, HKSCC is authorized to and it will credit the relevant amount of payment to the Participant's Money Ledgers to be settled against its Designated Bank Account by HKSCC on the same day.

12.4.3 Settlement of Transfer Instructions in respect of which a Participant is to deliver Exchange Fund Notes, Government Bonds or Specified Instruments to a Recognized Dealer or CMU Instruments to a CMU Member

Upon receipt of ~~the~~ a duly completed Transfer Instruction Form as set out in the CCASS Terminal User Guide from a Participant, HKSCC will check whether there are sufficient Exchange Fund Notes, Government Bonds, Specified Instruments or CMU Instruments (as the case may be) for delivery in the Participant's specified Stock Account before submitting the Transfer Instructions to CMU.

If there are insufficient Exchange Fund Notes, Government Bonds, Specified Instruments or CMU Instruments (as the case may be), HKSCC will notify the Participant by phone. If there are sufficient Exchange Fund Notes, Government Bonds, Specified Instruments or CMU Instruments (as the case may be), HKSCC will debit the Exchange Fund Notes, Government Bonds, Specified Instruments or CMU Instruments in respect of the Transfer Instruction from the specified Stock Account of the Participant. HKSCC will then submit the Transfer Instructions to CMU for processing.

The effecting of a transfer between CCASS and CMU in accordance with a Transfer Instruction will be dependent upon the appropriate actions being taken by the CMU, the CMU counterparty and, in the case of settlement on a delivery versus payment basis, the designated banks of the counterparty and HKSCC's banker.

Upon receipt of a settlement confirmation from CMU, HKSCC will advise the Participant. In the case of a Transfer Instruction specified to be effected on a delivery versus payment basis in CMU, HKSCC will credit the Participant's Money Ledger in accordance with Section 12.4.4. ~~Unsettled Transfer Instructions will be purged by CMU at day end.~~

In case the transfer is not effected in CMU on the day specified in the Transfer Instruction Form, – If HKSCC is advised by CMU before 3:45 p.m. that Transfer Instructions have not been settled in CMU, the Exchange Fund Notes, Government Bonds, Specified Instruments or CMU Instruments (as the case may be) debited from the Stock Accounts of the ~~relevant~~ Participants will be re-credited into their Stock Accounts by HKSCC on the same day and the Participant will be advised accordingly. If the Participant wishes to proceed with the transfer, it will need to submit a new Transfer Instruction Form to HKSCC. If HKSCC is so advised after 3:45 p.m., the re-crediting will be carried out in the morning session on the following Business Day. Participants will have to re-submit Transfer Instructions

~~Forms to HKSCC in respect of unsettled Transfer Instructions if they wish HKSCC to process them.~~

12.4.4 ~~No Money Settlement of Transfer Instructions~~

~~Settlement of Transfer Instructions will be effected on a FOP basis only.~~

~~A Participant shall state in its Transfer Instruction Form submitted to HKSCC whether the transfer between CCASS and CMU is to be effected on a delivery versus payment basis or a free of payment basis in CMU.~~

~~If settlement of the Transfer Instruction is to be effected between CCASS and CMU on a delivery versus payment basis in CMU, the settlement amount and the settlement currency must be specified by Participant in the Transfer Instruction Form. The Participant must maintain a Designated Bank Account in the relevant settlement currency which must be an Eligible Currency.~~

~~For a Transfer Instruction to be settled between CCASS and CMU on a delivery versus payment basis in CMU, with payment to be made to HKSCC, upon receipt of the settlement confirmation from CMU and the settlement amount, HKSCC will issue a credit entry of the relevant amount to the Miscellaneous Account of the Participants' Money Ledgers to be settled against the Participant's Designated Bank Account to effect payment for the value on the same day.~~

~~For a Transfer Instruction to be settled between CCASS and CMU on a delivery versus payment basis in CMU with payment to be made by the Participant, the Participant must pay the required amount of payment, being the aggregate of the settlement amount specified in the Transfer Instruction Form and an amount equivalent to the value determined by CMU from time to time as the tolerance limit of settlement amount, in full to HKSCC before the deadline specified by HKSCC to facilitate the settlement of the transfer between CCASS and CMU in accordance with the Transfer Instruction. HKSCC is authorized to pay the required amount of payment received from the Participant or any part thereof to the CMU counterparty specified in the Transfer Instruction in respect of the settlement of the transfer between CCASS and CMU, and to return the remaining balance of the required amount of payment (if any) to the Participant. Where the settlement of the Transfer Instruction is not effected and cancelled, HKSCC is authorized to return the required amount of payment to the Participant and it will credit the Participant's Money Ledger with the relevant amount of payment.~~

12.4.5 HKSCC not responsible

~~For the avoidance of doubt, HKSCC will not be responsible in any way for the failure or delay of a Participant, a Recognized Dealer or a CMU Member to effect a transfer in accordance with a Transfer Instruction, irrespective of whether the transfer is specified to be effected on a free of payment basis or a delivery versus payment basis in CMU. If one of the parties is in default, the other party will have to pursue the party in default.~~

Section 14

Money Settlement

14.3.3A Amounts arising out of settlement of Transfer Instruction in CMU

~~In respect of the settlement of Transfer Instruction to be effected between CCASS and CMU on a delivery versus payment basis in CMU with payment to be received by HKSCC, HKSCC will normally issue a credit entry to the Money Ledgers of the Participant delivering Exchange Fund Notes, Government Bonds, Specified Instruments or CMU Instruments to be settled against its Designated~~

Bank Accounts so as to effect payment to the Participant on the same day as the date of receipt of the payment by HKSCC.

Section 15 Enquiry Services

15.2 USE OF VARIOUS ENQUIRY FUNCTIONS AVAILABLE

The various enquiry functions that are available for access and the purpose of accessing each such function are set out below :

(i) Available to Participants other than Investor Participants:

- (ab) “Enquire EIPO Application” function: to enquire about details of both authorized and pending Electronic Application Instructions for New Issue Shares inputted by a Participant for making applications;
- (ax) “Enquire Nominee Payment (Evening) Standing Instruction” function: to enquire about the status and details of any Nominee Payment (Evening) Standing Instruction of a Participant; ~~and~~
- (ay) “Enquire Inter-counter Transfer/Conversion Instruction” function: to enquire about the status and details of any Multi-counter Transfer / Parallel Trading Conversion Instruction maintained on current day-; and
- (az) “Enquire Confirmed EIPO Application” function: to enquire about the status and details of any Electronic Application Instruction for New Issue Shares input by a Participant for making application confirmation.

(ii) Available to Investor Participants via the CCASS Phone System:

- (j) “Tender Instruction Done Enquiry”: to enquire about the details of Tender Instructions input by an Investor Participant; ~~and~~
- (k) “Tender Result Enquiry”: to enquire about the details of results of tenders for Exchange Fund Notes, Specified Instruments or results of applications for Government Bonds or CMU Instruments and about refunds-; and
- (l) “Confirmed EIPO Application Done Enquiry”: to enquire about the details of any Electronic Application Instructions for New Issues input by an Investor Participant for making application confirmations.

(iii) Available to Investor Participants via the CCASS Internet:

- (h) “Enquire eEIPO Announcement-~~Enquiry~~”: to enquire about the details of New Issue Shares in respect of which Electronic Application Instructions for New Issue Shares may be given;
- (i) “Enquire eEIPO Application Instruction”: to enquire about the details of both authorized and pending Electronic Application Instructions for New Issue Shares input on current day and the past 31 calendar days for making applications. When information is received from the relevant registrar, the allocation results and any refund information will also be provided via this function;

- (n) “Enquire Issuer Announcement” function: to enquire the information about announcements of listed issuers published on HKEx website; ~~and~~
- (o) “Enquire Internet Account Profile” function: to enquire the internet account details of the Investor Participants; ~~and~~
- (p) “Enquire Confirmed EIPO Application” function: to enquire about the status and details of any Electronic Application Instructions for New Issue Shares input by an Investor Participant on current day and the past 31 calendar days for making application confirmation.

Section 16

Statements and Reports

16.6 REPORTS AND STATEMENTS FOR PARTICIPANTS

16.6.1 Reports and Statements for Participants other than Investor Participants

Report ID	Report name	Frequency	Time available
<u>CCVTF05</u>	<u>Parallel Trading Conversion Instruction Batch Input Control Report</u>	<u>After each batch validation</u>	<u>shortly after completion of each batch validation run on uploaded files containing Parallel Trading Conversion Instructions scheduled at around 9:15 a.m., 10:15 a.m., 12:30 p.m. and 2:30 p.m. (for status of Parallel Trading Conversion Instruction batch uploads)</u>
<u>CEPBV02</u>	<u>EIPO Confirmation Batch Input Control Report</u>	<u>After each batch validation</u>	<u>shortly after each scheduled batch validation run (for status of EIPO Confirmation batch file uploads)</u>

16.6.2 Statements for Investor Participants

- (iv) Electronic Initial Public Offering Section : EIPO ~~A~~ application details, ~~and~~ allotment results, confirmed EIPO application details and refund arrangement for unconfirmed EIPO application details are shown.

Section 17

Statements and Reports

17.2 TYPHOONS

17.2.1 General principles

In general, in the event that a Typhoon Signal No. 8 or above is hoisted on any Business Day at or after 9:00 a.m., all CCASS and CCASS Depository services and facilities available to Participants other than Investor Participants will be terminated by HKSCC within fifteen minutes except as provided below.

- (i) the maintenance functions of and relating to SIs, ISIs, ATIs, STIs, DIs, Multi-counter Transfer Instructions, Parallel Trading Conversion Instructions and Cash Prepayment Instructions will continue to be available for use within one hour after the hoisting and will be terminated thereafter;

17.2.5 Nominee services

...

In relation to Eligible Securities listed on the Exchange which are subject to book-close dates or record date without book closure, the last registration day (and the latest time) before book-close or record date to submit Eligible Securities for registration to qualify for corporate entitlements may be extended in certain circumstances and accordingly, the latest time by which Participants may deposit Eligible Securities into CCASS to qualify for the relevant corporate entitlements through CCASS may also be extended (as well as the period during which no further deposits or withdrawals of relevant Eligible Securities will be allowed). The position in general is explained further below :

- (i) if a typhoon signal no. 8 is lowered between 9:00 a.m. and 12:00 noon on the last registration day before book-close or record date- (or in the case of Debt Securities in bearer form, on the CCASS Record Date imposed by HKSCC), the latest time for submission of relevant Eligible Securities for registration will, under the Exchange's Listing Rules, be extended from 4:00 p.m. to 5:00 p.m. In such a case, the time limit for deposits and withdrawals of relevant Eligible Securities by Participants will also be extended from the normal 12:00 noon to 2:30 p.m. on that day (i.e. the last registration day before book-close or record date, or the CCASS Record Date imposed by HKSCC, as the case may be);
- (ii) if a typhoon signal no. 8 or above is hoisted between 3:00 p.m. and 4:00 p.m. on the last registration day before book-close or record date (or in the case of Debt Securities in bearer form, on the CCASS Record Deate imposed by HKSCC) but lowered at or before 9:00 a.m. on the next Business Day, then under the Exchange's Listing Rules, the latest time for submission of relevant Eligible Securities for registration will be extended to 12:00 noon on the following Business Day (or 5:00 p.m., if the typhoon signal no. 8 is only lowered between 9:00 a.m. and 12:00 noon on that following Business Day). In such a case, the normal CCASS deadline of 12:00 noon for deposit and 2:00 p.m. for withdrawal on the original last registration day before book-close or record date (or on the CCASS Record Date imposed by HKSCC, as the case may be) for the purpose of participating in relevant corporate entitlements through CCASS) will remain but no deposits or withdrawals of relevant Eligible Securities into or out of CCASS will be allowed until 12:00 noon on the following Business Day (or for the rest of the following Business Day, if the typhoon signal no. 8 is lowered between 9:00 a.m. and 12:00 noon on that day); and
- (iii) in other cases where under the Exchange's Listing Rules the last registration day before book-close or record date (or in the case of Debt Securities in bearer form, the CCASS Record Date imposed by HKSCC) is extended to 4:00 p.m. on the following Business Day, the normal CCASS deadline of 12:00 noon for deposit and 2:00 p.m. for withdrawal on the original last registration day before book-close or record date (or on the CCASS Record Date imposed by HKSCC, as the case may be) for the purpose of participating in relevant benefits entitlements through CCASS) will also be extended to 12:00 noon on that following Business Day and, thereafter for the rest of that day, no further deposits and withdrawals of Eligible Securities into or out of CCASS will be allowed.

In relation to corporate activities from which receivable items regarding interest accruing to Eligible Debt Securities (except Exchange Fund Notes, Government Bonds, Specified Instruments and CMU Instruments) will be generated, the following procedures will usually apply:

- (i) if a typhoon signal no. 8 or above remains hoisted at any time between 10:00 a.m. and 12:00 noon at a date which is between the last registration day before book-close or record date and the interest payment day (or at a date which is between the CCASS Record Date imposed by HKSCC for the determination of interest entitlement) and the interest payment day), the related interest receivables may be adjusted with reference to the announcements made by the Debt Securities issuers; and

In relation to subscription instructions and Tender Instructions of Investor Participants which are pending Designated Banks' confirmation that any DDIs relating thereto cannot be effected and such confirmation is delayed or affected as a result of typhoon signal no. 8 or above being hoisted, the following procedures will usually apply:

- (i) if the tender day or expiry day or the last registration day before book-close or record date falls on the Business Day of resumption of CCASS services, HKSCC reserves the right not to give effect to the relevant instructions. However, if HKSCC effects the instructions on the same day, HKSCC shall be entitled to withhold the distribution of the entitlements until it has received sufficient monies for such purposes. Without prejudice to any rights it may have at law, HKSCC shall be entitled to sell or apply the securities or cash subscribed for by HKSCC to cover any shortfall and any administrative costs of HKSCC; and
- (ii) if the expiry day or the last registration day before book-close or record date falls on a day after the Business Day of resumption of CCASS services, HKSCC will cause subscription to be made on the Business Day following the day of receipt of Designated Bank confirmation that the DDIs concerned are not rejected.

In relation to Electronic Application Instructions for New Issue Shares affected as a result of a Typhoon Signal No. 8 or above being hoisted, the following procedures will usually apply:

- (i) if the Signal remains hoisted at 12:00 noon on a Business Day (or 9:00 a.m. on a Saturday) which is not a last application day or last confirmation day, all Electronic Application Instructions for New Issue Shares that have been successfully inputted by Investor Participants through the CCASS Phone System or the CCASS Internet System or at the Customer Service Centre, and by Participants (other than Investor Participants) through CCASS Terminals (or Participant Gateways if applicable) on that day will be maintained and treated as if they were input on the next Business Day; and
- (ii) if a Typhoon Signal No. 8 or above is in force at any time between 9:00 a.m. and 12:00 noon on a Business Day which is a last application day or last confirmation day, the last application day or last confirmation day will be postponed (unless otherwise decided by the relevant Issuer) to the next Business Day which does not have such typhoon signal in force at any time between 9:00 a.m. and 12:00 noon or such other day as specified by the relevant Issuer. If the last application day or last confirmation day is postponed, ~~the~~ the deadline for application on the last application day will

remain at 12:00 noon unless otherwise specified by the relevant Issuer, and the deadline for confirmation on the last confirmation day will remain at the time specified by the relevant Issuer unless otherwise decided by such Issuer.

17.2.7 Clearing and settlement of Transfer Instructions

If a Typhoon Signal No. 8 or above is hoisted before 9:00 a.m. and is not lowered at 12:00 noon on a Business Day, no clearing and settlement of Transfer Instructions between Participants and Recognized Dealers or between Participants and CMU Members will be provided by HKSCC.

If a Typhoon Signal No. 8 or above is hoisted at any time between 9:00 a.m. and 12:00 noon on a Business Day, clearing and settlement of Transfer Instructions between Participants and Recognized Dealers or between Participants and CMU Members will be terminated by HKSCC within fifteen minutes. Participants will have to re-submit all Transfer Instruction Forms submitted by Participants on such a day on the next Business Day.

17.3 RAINSTORMS

17.3.5 Nominee services

...

In relation to Eligible Securities listed on the Exchange which are subject to book-close dates or record date without book-closure, the last registration day (and the latest time) before book-close or record date to submit Eligible Securities for registration to qualify for corporate entitlements may be extended in certain circumstances and accordingly, the latest time by which CCASS Participants may deposit Eligible Securities into CCASS to qualify for the relevant corporate entitlements through CCASS may also be extended (as well as the period during which no further deposits or withdrawals of relevant Eligible Securities will be allowed). The position in general is explained further below:

- (i) if a Black Rainstorm Warning is issued before 9:00 a.m. and is cancelled at or before 12:00 noon on the last registration day before book-close or record date, the latest time for submission of relevant Eligible Securities for registration will, as stipulated under the Exchange's Listing Rules, be extended from 4:00 p.m. to 5:00 p.m.. In such case, the time limit for deposits and withdrawals of relevant Eligible Securities by CCASS Participants will also be extended from the normal 12:00 noon to 2:30 p.m. on that day (i.e. the last registration day before book-close or record date);
- (ii) if a Black Rainstorm Warning is issued at or after 9:00 a.m. on the last registration day before book-close or record date, then as stipulated under the Exchange's Listing Rules, the latest time for submission of relevant Eligible Securities for registration will remain at 4:00 p.m. on that day. In such case, the normal CCASS deadline of 12:00 noon on the last registration day before book-close or record date (for the purpose of participating in relevant corporate entitlements through CCASS) will remain; and
- (iii) in other cases where as stipulated under the Exchange's Listing Rules the latest time for submission of the relevant Eligible Securities for registration on the last registration day before book-close or record date is extended to 4:00 p.m. on the following Business Day (where a Black Rainstorm Warning is issued before 9:00 a.m. and remains in effect at 12:00 noon) ~~on the last registration day~~, the normal CCASS deadline of 12:00 noon on the original last registration day before book-close or record date (for the purpose of participating in relevant benefits entitlements through CCASS) will also be extended to 12:00 noon on the following Business Day and, thereafter for the

rest of that day, no further deposits and withdrawals of relevant Eligible Securities into or out of CCASS will be allowed.

In relation to corporate activities from which receivable items regarding interest accruing to eligible Debt Securities will be generated, the following procedures will usually apply:

- (i) if a Black Rainstorm Warning remains in effect between 9:00 a.m. and 12:00 noon at a date which is between the last registration day before book-close or record date and the interest payment date (or between the CCASS Record Date imposed by HKSCC for the determination of interest entitlement) and the interest payment day), the related interest receivables may be adjusted with reference to the announcements made by the Debt Securities issuers; and

In relation to subscription instructions of Investor Participants which are pending Designated Banks' confirmation that any DDIs relating thereto cannot be effected and such confirmation is delayed or affected by the event of a Black Rainstorm Warning, the following procedures will usually apply:

- (i) if the expiry day or the last registration day before book-close or record date falls on the Business Day of resumption of CCASS services, HKSCC will usually cause subscription to be made on the same day. HKSCC shall be entitled to withhold the distribution of the entitlements until it has received sufficient monies for subscription purposes. Without prejudice to any rights it may have at law, HKSCC shall be entitled to sell or apply the securities or cash subscribed for by HKSCC to cover any shortfall and any administrative costs of HKSCC; and
- (ii) if the expiry day or the last registration day before book-close or record date falls on a day which happens after the Business Day of resumption of CCASS services, HKSCC will cause subscription to be made on the Business Day following the day of receipt of Designated Bank confirmation that the DDIs concerned are not rejected.

In relation to Electronic Application Instructions for New Issue Shares, if a Black Rainstorm Warning is in force at any time between 9:00 a.m. and 12:00 noon on a Business Day which is a last application day or last confirmation day, the last application day or last confirmation day will be postponed (unless otherwise decided by the relevant Issuer) to the next Business Day which does not have such Warning in force at any time between 9:00 a.m. and 12:00 noon or such other day as specified by the relevant Issuer. If the last application day or last confirmation day is postponed, the deadline for application on the last application day will remain at 12:00 noon unless otherwise specified by the relevant Issuer, and the deadline for confirmation on the last confirmation day will remain as specified by the relevant Issuer unless otherwise decided by such Issuer.

17.3.7 Clearing and settlement of Transfer Instructions

If a Black Rainstorm Warning is issued before 9:00 a.m. and remains in effect at 12:00 noon on any Business Day, no clearing and settlement of Transfer Instructions between Participants and Recognized Dealers or between Participants and CMU Members will be provided by HKSCC.

If a Black Rainstorm Warning is issued at or after 9:00 a.m. on any Business Day, clearing and settlement of Transfer Instructions between Participants and Recognized Dealers or between Participants and CMU Members will be available as normal.

Section 21
Costs and Expenses

21.3A CLEARING AND SETTLEMENT OF TRANSFER INSTRUCTIONS

Stock clearing fee for each TI submitted by a Participant. HK\$1.00.

Note:
Fee debited on ~~TI input~~ date of submission.

Stock transfer fee for each TI relating to a transfer between a Participant and a Recognized Dealer or between a Participant and a CMU Member. 0.002% of the gross value subject to a minimum fee of HK\$2 and maximum fee of HK\$100.

Notes:
Gross value for Exchange Fund Notes, Government Bonds, Specified Instruments and CMU Instruments refers to their nominal value.

Fee debited on completion of the TI.

Out-of-pocket expenses incurred by HKSCC, if any, will be borne by the Participant.

21.6 NOMINEE SERVICES

Registration and Transfer fee

...

Fee is debited on one of the following collection dates:-

- (i) The last registration date of a corporate event of which a book-close date / record date is announced by the issuer of registered securities for determining the registered holders and their registered holdings that qualify for receipt of cash and non-cash entitlements, (other than for receipt of out-of-money rights issue entitlements determined by reference to the closing nominal prices of the underlying securities on the first ex-date, i.e., two trading days prior to the relevant book-close dates / record date, for attendance at meetings and votings solely without receipt of any entitlement and for stock conversion into other Eligible Securities only);

Section 22

Tariff for Investor Participants

22.1A CLEARING AND SETTLEMENT OF TI TRANSACTIONS

Notes:

Gross value for Exchange Fund Notes, Government Bonds, Specified Instruments and CMU Instruments refers to their nominal value.

Fee debited on completion of the transfers.

Out-of-pocket expenses incurred by HKSCC, if any, will be borne by the Investor Participant.

22.3 NOMINEE SERVICES

– Registration and transfer fee payable by Investor Participant.

...

Fee is debited on one of the following collection dates:-

- (i) The last registration date of a corporate event of which a book-close date / record date is announced by the issuer of registered securities for determining the registered holders and their registered holdings that qualify for receipt of cash and non-cash entitlements, (other than for receipt of out-of-money rights issue entitlements determined by reference to the closing nominal prices of the underlying securities on the first ex-date, i.e., two trading days prior to the relevant book-close date / record date, for attendance at meetings and votings solely without receipt of any entitlement and for stock conversion into other Eligible Securities only);

Appendix 4.21 ~~Transfer Instruction Form—Exchange Fund Notes, Specified Instruments and/or CMU Instruments—Receive Free of Payment Instruction~~[Repealed]

Appendix 4.22 ~~Transfer Instruction Form—Exchange Fund Notes, Specified Instruments and/or CMU Instruments—Deliver Free of Payment Instruction~~[Repealed]



STOCK COLLECTION AUTHORISATION FORM
Services

CCASS Depository

Participant ID: <input style="width: 100%;" type="text"/>	Participant Name: <input style="width: 100%;" type="text"/>		
<p>I hereby authorise the under-mentioned person to take physical delivery of stock debited from my/our CCASS stock account pursuant to Withdrawal Order input requests made on the date(s) set out below</p>			
Name of authorised person: <input style="width: 100%;" type="text"/>			
HK ID Card No.: <input style="width: 100%;" type="text"/>			
Details of stocks authorised to be collected:			
<u>Withdrawal Order No.</u>	<u>Date</u>	<u>Stock Code</u>	<u>No. of Shares/Warrants</u>
W	D D M M Y Y		
W			
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W			
Authorised Signature(s) of CCASS Participant <i>(with Company Chop)</i>		Remark	
		For Office Use Only	
Name of Contact Person: <input style="width: 100%;" type="text"/>		Title: <input style="width: 100%;" type="text"/>	
Contact Telephone Number: <input style="width: 100%;" type="text"/>		Date: <input style="width: 100%;" type="text"/>	
Notes : <ol style="list-style-type: none"> 1. <u>Hong Kong Securities Clearing Company Limited may accept alternative personal identifier, for instance, passport number (the passport must bear the photo of the authorized person), on a case-by-case basis subject to prior arrangement with the CCASS Depository of Hong Kong Securities Clearing Company Limited.</u> 2. Activities under CCASS are subject to the <u>General Rules of CCASS</u> rules and <u>CCASS</u> Operational Procedures in effect. 			

CD-IF-02-46

DIVIDEND / BONUS CLAIM LETTER
股息 / 紅股申請書

Date :
日期
Claims ref :
申索編號

Hong Kong Securities Clearing Company Limited ("HKSCC") and
HKSCC Nominees Limited ("HKSCC Nominees")
Units 2505-6, 25/F, Infinitus Plaza
199 Des Voeux Road Central Hong Kong
香港中環德輔道中 199 號
無限極廣場 25 樓 2505-6 室
香港中央結算有限公司 ("香港結算") 及
香港中央結算 (代理人) 有限公司 ("香港結算代理人")

Dear Sirs :
執事先生

I / We* write to you in respect of them/ our* Dividend / Bonus Claim/ _____* Claim on _____ shares of (company name) _____ registered in the name of HKSCC Nominees. _____ (company name) under certificate number(s) _____ (股份名稱) (股份票編號碼碼):
就以 香港結算代理人名義登記的 _____ 股 _____ (股份名稱) (股份票編號碼碼):
紅股/ _____ *。 _____ (股份名稱)

I / We / write on behalf of our client, _____, for whom we make this Claim*, who through an oversight, neglected to have the above shares transferred before the relevant closing of the Company's book-close date / record date * of the company. on _____
本人 / 我們 / 我們代表客戶 _____ 來函提出申索。由於本人 / 我們 / 該客戶*一時疏忽，沒有在該公司的有相關截止過戶日期/記錄日*(即 年 月 日)之前辦妥股份過戶手續。

I/We enclose herewith the under-mentioned documents (Items 1-2 in original and Items 3-6 in certified true copies) in respect of the said shares for your perusal ^(Note 1 below). (If you are Investor Participant, Items 3-6 are required)
隨函附上下列有關該等股份的文件 (第 1、2 項為正本，第 3 至 6 項為認證副本)，以供 貴公司參考。:- (如果閣下是投資者戶口持有人，請提供第 3 至 6 項文件) ^(附註 1)

1. Letter of Indemnity*
保證書*
2. Original Claim Letter from beneficiary with the participant's endorsement*
連同參與者簽署的受益人申索書正本*
3. Purchase Contract Note/ Statement showing the relevant purchase transaction details*
買賣合約人成交單據 / 可顯示相關買入成交詳情之結單*
4. Stock Withdrawal Receipt
股份提取收據
5. Share Certificates and Transfer Deeds
股票及過戶契據
6. Transfer Receipt (with certificate numbers printed thereon)/ Confirmation Letter from Share Registrar *
過戶收據 ((印有股票號碼) / 股份過戶登記處發出的確認信 *連股票編號打印在上) / 過戶處確認信

As the shares were registered in the name of HKSCC Nominees, I/we should be grateful if you would arrange for refund of the following ^(Note 2 below). (Please provide attachment if required)
由於該等股份是以 香港結算代理人名義登記，懇請 貴公司安排發還： ^(附註 2)
(如有需要，請提供附件)

_____ (year) Interim/Final* dividend of _____ / - _____ (Currency/ Dividend rate) per share totalling _____ / _____
(Currency/ Amount)
(book closure/ record* date: _____)
_____ (年度) 每股獲派的中期/年終*股息 - _____ / _____ \$ _____ (貨幣/股息率)，合共 _____ /
\$ _____ (貨幣/總額) (截止過戶日期/記錄日*: _____)
_____ (年度)

_____ (year) Bonus Issue / _____ * of _____ totalling _____ share(s) of (company name) _____ (company name)
(book closure/ record* date: _____)
_____ (year)
_____ (年度) 的紅股/ _____ * (每 _____ 股送 _____ 股)，合共 _____ 股 _____ (股份名稱)
_____ (截止過戶日期/記錄日*: _____)
_____ (年度) _____ (股份名稱)

I/We understand and acknowledge that all claims 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 or the Terms and Conditions for Investor Participants (as the case may be) in effect and any other relevant documents from time to time issued by HKSCC.
本人 / 我們明白及確認所有香港結算處理及接受的申請均受現行香港結算不時生效的《中央結算系統一般規則》及《中央結算系統運作程序規則》、有效的參與者協議 或《投資者戶口持有人規則》(如適用)、以及香港結算不時發出的其他相關文件所約束。

Kindly contact our _____ on Tel: _____ if you have any queries on this matter.
如有任何疑問，請致電 _____ 與 _____ 聯絡。

Authorised Signature of CCASS Participant 中央結算系統參與者之認可簽署
(With Company Chop) ^(Note 3 below) (連同公司印章) ^(附註 3) ~~(Note 3 below) May not be applicable to individual or joint Investor Participants (個人或聯名投資者戶口可能不適用)~~

Participant ID (參與者編號): _____

參與者編號

Name (in block letter) (參與者名稱): _____

參與者名稱

Note 1 – If you are an Investor Participant, only Items 3-6 will be required.
註 1: 投資者戶口持有人，只須提供第 3 至 6 項文件

Note 2 – If there is insufficient space, please provide attachment.
註 2: 如有需要，請提供附件

Note 3 – This is not applicable to Individual Investor Participants and Joint Individual Investor Participants
註 3: 不適用於個人及聯名投資者戶口持有人