

## CCASS OPERATIONAL PROCEDURES

### Section 21

#### Costs and Expenses

##### 21.1 CLEARING AND SETTLEMENT OF EXCHANGE TRADES

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

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

*Note:*

Fee debited on the day of money settlement.

- Money Settlement fee for Isolated Trades payable by each Clearing Participant for each Isolated Trade cleared and settled through CCASS. HK\$1.20 for HKD items, HK\$0.50 for CNY items and HK\$3.50 for USD items for each EPI issued by HKSCC for Isolated Trades settled in CCASS on a DVP basis.

*Note:*

Fee ~~D~~ebited on the day of money settlement.

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

- Money settlement fee for SI Transactions payable by each counterparty Participant to SI Transactions. HK\$1.20 for HKD items, HK\$0.50 for CNY items and HK\$3.50 for USD items for each EPI issued by HKSCC for SI Transactions settled in CCASS on a DVP basis.

*Note:*

Fee debited on the day of money settlement.

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

*Note:*

Fee debited on the day of money settlement.

### 21.3 CLEARING AND SETTLEMENT OF ISI TRANSACTIONS

- Money settlement fee for ISI Transactions payable by each counterparty Participant to ISI Transactions. HK\$1.20 for HKD items, HK\$0.50 for CNY items and HK\$3.50 for USD items for each EPI issued by HKSCC for ISI Transactions settled in CCASS on a DVP basis.

*Note:*

Fee debited on the day of money settlement.

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

*Note:*

Fee debited on the day of money settlement.

### 21.7 OTHER MONEY SETTLEMENT FEES

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

*Note:*

Fee debited on the day of money settlement.

## 21.10 APPLICABLE INTEREST RATES

- Rate of interest chargeable on ~~Hong Kong dollars (HKD)~~ or where applicable, ~~USD dollar~~ best lending rate of HKSCC's banker plus 2% per annum or the relevant Interbank Offered Rate for HKD, CNY or USD plus 2% per annum, whichever is ~~the~~ higher and is incurred by HKSCC.

*Notes:*

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

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

## Section 22

### Tariff for Investor Participants

#### 22.1 CLEARING AND SETTLEMENT OF ISI TRANSACTIONS

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

- Money settlement fee for ISI Transactions payable by each counterparty Participant to ISI Transactions. HK\$1.20 for HKD items, HK\$0.50 for CNY items and HK\$3.50 for USD items for each EPI issued by HKSCC for ISI Transactions settled in CCASS on a DVP basis.

*Note:*

Fee debited on the day of money settlement.

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

*Note:*

Fee debited on the day of money settlement.

## 22.4 OTHER MONEY SETTLEMENT FEES

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

*Notes:*

Fee debited on the day of money settlement.

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

## 22.7 APPLICABLE INTEREST RATES

- Rate of interest charge on investor account payable by Investor Participant. ~~HKD Hong Kong dollar~~ or where applicable, CNY or USD dollar best lending rate of HKSCC's banker plus 2% per annum or the relevant Interbank Offered Rate for ~~HKD Hong Kong dollars~~, CNY or USD dollars plus 2% per annum, whichever is ~~the~~ higher and is incurred by HKSCC.

*Note:*

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

- Rate of interest credit on investor account payable to Investor Participants. ~~Hong Kong dollar~~ HKD, CNY or USD saving account deposit rate of HKSCC's banker.

*Note:*

HKSCC will pay interest credit to Investor Participants only if such payment is expressly provided for under the Rules.

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

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

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

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

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

**REGISTRATION AUTHORIZATION**

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

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

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

HKSCC Nominees Limited

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

**Registration and Payment Instructions**

I/We hereby confirm that I/~~W~~we have authorized HKSCC ~~to arrange for myself/ourselves~~ to request the Issuer/Transfer Agent \_\_\_\_\_ of

(Name of Bond) to register a total of ~~HKD~~ \_\_\_\_\_ / \_\_\_\_\_ (currency / nominal amount) in my/our name(s) in accordance with as per my/our instructions as set out below:

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

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

Address of bondholder:

\_\_\_\_\_

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

\_\_\_\_\_

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

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

\_\_\_\_\_

\_\_\_\_\_

Authorized Signature(s) of bondholder(s)  
bondholder(s)

Specimen Signature(s) of

## Foreign Currency Dividend Entitlement Instruction Form

~~HKSCC~~ Nominees ~~Section Limited~~  
Hong Kong Securities Clearing Company Limited ("HKSCC")  
 Units 2505-6, 25/F., Vicwood Plaza  
 199 Des Voeux Road, Central  
 Hong Kong  
 Fax no.: 2815 2728

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

Dear Sirs,

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

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

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

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

1.  In ~~b~~Bank Draft after deducting the charges incurred
2.  ~~Credit the net dividend to my/our foreign currency account no. \_\_\_\_\_ with my bank held with \_\_\_\_\_~~
- 3-2.  Credit to ~~my-our~~ bank account via telegraphic transfer ~~with my bank account~~ held with \_\_\_\_\_

We understand and acknowledge that:

- (1) ~~this form should reach HKSCC no later than the close of the election period as specified by HKSCC in the relevant CCASS corporate announcement;~~
- (2) ~~if HKSCC does not receive this form by the stated deadline, HKSCC is entitled (but not bound) to take such actions with respect to our securities as it may consider fit; and~~
- (3) ~~our request and instructions will only be effected or accepted by HKSCC subject to the General Rules of CCASS and the CCASS Operational Procedures as are in force from time to time.~~

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

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

Name (in block letter) : \_\_\_\_\_

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

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

Note:

Please ~~check tick~~ the appropriate box(es).

~~Please note that this instruction letter should reach HKSCC Nominees Limited not later than the Election End Date specified in the Corporate Announcement Information.~~

~~If HKSCC Nominees Limited does not received this instruction letter by the stated deadline, HKSCC Nominees Limited will (but not be bound to) take such action with respect to your securities as it considers fit.~~

~~Activities under CCASS are subject to the General Rules of CCASS and Operational Procedures in effect.~~

## Cash/Scrip Dividend Election Form

~~HKSCC~~ Nominees ~~Section~~ Limited  
 Hong Kong Securities Clearing Company Limited ("HKSCC")  
 Units 2505-6, 25/F., Vicwood Plaza  
 199 Des Voeux Road, Central  
 Hong Kong  
 Fax no.: 2815 2728

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

Dear Sirs,

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

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

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

~~I/we~~ We wish to receive the above dividend on ~~my/our~~ holding of \_\_\_\_\_ shares held ~~in for~~  
~~my/our~~ account as follows:-

1.  In cash (HK\$ \_\_\_\_\_, currency) in respect of ~~on my/our~~ total holding as at ~~the last~~  
~~registration ex~~-date.
- ~~2.  In cash (\_\_\_\_\_) on my/our holding as at ex-date.~~
- ~~3.2.~~  In scrip in respect of ~~on my/our~~ total holding as at ~~ex-the last registration~~ date.
- ~~4.3.~~  In cash and/or scrip in accordance with the following distribution

Cash dividend (_____, currency HK\$) to be received on <del>my/our</del> _____ shares
Cash dividend (_____, currency_____) to be received on <del>my/our</del> _____ shares
<del>Cash dividend (_____, currency) to be received on our _____ shares</del>
Scrip to be received on <del>my/our</del> _____ shares

**We understand and acknowledge that:**

- ~~(1) this form should reach HKSCC no later than the close of the election period as specified by HKSCC in the relevant CCASS corporate announcement;~~
- ~~(2) if HKSCC does not receive this form by the stated deadline, HKSCC is entitled (but not bound) to take such actions with respect to our securities as it may consider fit; and~~
- ~~(3) our request and instructions will only be effected or accepted by HKSCC subject to the General Rules of CCASS and the CCASS Operational Procedures as are in force from time to time.~~

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

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

Name (in block letter) : \_\_\_\_\_

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

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

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Note:

Please ~~check~~tick the appropriate box and insert the number of shares if you opt for item 3~~partial~~ election. ~~If number of shares is not given in item 4, we shall arrange to receive on your behalf all dividend in the form as offered by the Company.~~

~~PLEASE NOTE THAT THIS INSTRUCTION LETTER SHOULD REACH HKSCC NOMINEES LIMITED NOT LATER THAN THE ELECTION END DATE SPECIFIED IN THE CORPORATE ANNOUNCEMENT INFORMATION.~~

~~If HKSCC Nominees Limited does not receive this instruction letter by the stated deadline, HKSCC Nominees Limited will (but not be bound to) take such action with respect to your securities as it considers fit.~~

~~Activities under CCASS are subject to the General Rules of CCASS and Operational Procedures in effect.~~

## Subscription of Open Offers Form

~~HKSCC Nominees Section Limited~~  
~~Hong Kong Securities Clearing Company Limited (“HKSCC”)~~  
~~Units 2505-6, 25/F., Vicwood Plaza~~  
~~199 Des Voeux Road, Central,~~  
~~Hong Kong~~  
~~Fax no.: 2815 2728~~

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

Dear Sirs,

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

Please act on ~~my~~/our behalf in respect of ~~on my~~/our holding as follows:-Open Offer

Take up \_\_\_\_\_ new shares in respect of ~~on my~~/our holdings. -We will credit good funds of \_\_\_\_\_ / \_\_\_\_\_ (currency / amount) into the bank account of HKSCC Nominees Limited in accordance with HKSCC’s instructions ~~A/C# 600 398333 007 with HSBC for HKD~~ \_\_\_\_\_.

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

Excess Application

Apart from the new shares which ~~I am~~/we are entitled to subscribe for, please also apply for \_\_\_\_\_ excess shares on our behalf. -We will credit good funds of \_\_\_\_\_ / \_\_\_\_\_ (currency / amount) into the bank account of HKSCC Nominees Limited ~~A/C# 600 398333 007 with HSBC for HKD~~ \_\_\_\_\_ in accordance with HKSCC’s instructions.

We understand and acknowledge that:

- (1) this form should reach HKSCC no later than the close of the subscription period as specified by HKSCC in the relevant CCASS corporate announcement;
- (2) if HKSCC does not receive this form by the stated deadline, HKSCC is entitled (but not bound) to take such actions with respect to our securities as it may consider fit;
- (3) HKSCC will debit immediately from our CCASS stock account the number of the offer rights that we are entitled to subscribe for as set out herein upon receipt of our request; and
- (4) our request and instructions will only be effected or accepted by HKSCC subject to the General Rules of CCASS and the CCASS Operational Procedures as are in force from time to time.

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

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

Name (in block letter) : \_\_\_\_\_

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

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

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

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Note:

~~Hong Kong Securities Clearing Company Limited will withdraw immediately from your CCASS account with the number of offer that you are entitled to subscribe as quoted herein upon receipt of your request. For excess application, in the event that the issue is over-subscribed and allotments are made on a scale basis, distributions to applicants may not necessarily be the same as those published by the company.~~

~~Activities under CCASS are subject to the General Rules of CCASS and Operational Procedures in effect.~~

## Take-over Offer Acceptance/Election Form

~~HKSCC~~ Nominees ~~Section Limited~~  
 Hong Kong Securities Clearing Company Limited (“HKSCC”)  
 Units 2505-6, 25/F., Vicwood Plaza  
 199 Des Voeux Road, Central  
 Hong Kong  
 Fax no.: 2815 2728

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

Dear Sirs,

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

Cash Offer at ~~HKD~~ \_\_\_\_\_ / \_\_\_\_\_ (currency / offer price) -per share ~~and/or~~Scrip ~~or Securities Exchange~~ Offer at \_\_\_\_\_ per share

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

1.  ~~Acceptance of the offer consideration in~~ CASH ~~in respect of~~ ~~on my/our~~ holding as ~~at ex-~~ ~~date~~ stated above.
2.  ~~Acceptance of the offer consideration in~~ SCRIP ~~in respect of~~ ~~on my/our~~ holding as ~~at ex-~~ ~~date~~ stated above.
3.  ~~Acceptance of the offer consideration in cash and in scrip~~ **Partial Election**

Cash to be received <del>in respect of</del> <del>on my/our</del> _____ shares <del>out of the holding</del> as stated above.
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Scrip to be received <del>in respect of</del> <del>on my/our</del> _____ shares <del>out of the holding</del> as stated above.
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**We understand and acknowledge that:**

- (1) ~~this form should reach HKSCC no later than the close of the offer period as specified by HKSCC in the relevant CCASS corporate announcement;~~
- (2) ~~if HKSCC does not receive this form by the stated deadline, HKSCC is entitled (but not bound) to take such actions with respect to our securities as it may consider fit;~~
- (3) ~~HKSCC will debit immediately from our CCASS stock account the number of shares set out herein upon receipt of our request; and~~
- (4) ~~our request and instructions will only be effected or accepted by HKSCC subject to the General Rules of CCASS and the CCASS Operational Procedures as are in force from time to time.~~

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

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

Name (in block letter) : \_\_\_\_\_

Contact Tel number : \_\_\_\_\_

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

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Note:

Please ~~check~~ tick the appropriate box and insert the number of shares if you opt for ~~item 3~~ partial election. ~~If number of shares is not given in item 3, we shall arrange to receive on your behalf all dividend in the form as offered by the Company.~~

~~PLEASE NOTE THAT THIS INSTRUCTION LETTER SHOULD REACH HKSCC NOMINEES LIMITED NOT LATER THAN THE ELECTION END DATE SPECIFIED IN THE CORPORATE ANNOUNCEMENT INFORMATION.~~

~~If HKSCC Nominees Limited does not receive this instruction letter by the stated deadline, HKSCC Nominees Limited will (but not be bound to) take such action with respect to your securities as it considers fit.~~

~~We will withdraw immediately from your CCASS account with the number of rights quoted herein upon receipt of your request.~~

~~Activities under CCASS are subject to the General Rules of CCASS and Operational Procedures in effect.~~

## Rights Issue Subscription Request Form

~~HKSCC Nominees Section Limited~~  
~~Hong Kong Securities Clearing Company Limited ("HKSCC")~~  
~~Units 2505-6, 25/F., Vicwood Plaza~~  
~~199 Des Voeux Road, Central~~  
~~Hong Kong~~  
~~Fax no.: 2815 2728~~

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

Dear Sirs,

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

Please act on ~~my~~/our behalf on ~~my~~/our holding as follows:-Rights Allotment

Take up \_\_\_\_\_ new shares on our behalf. -We will credit good funds of \_\_\_\_\_ /  
 \_\_\_\_\_ (currency / amount) into the bank account of HKSCC Nominees Limited A/C# 600-  
 398333-007 with HSBC for HKD \_\_\_\_\_. in accordance with HKSCC's instructions.

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

Excess Application

Apart from the new shares which ~~I am~~/we are entitled to subscribe for, please also apply for  
 excess shares on our behalf. -We will credit good funds of \_\_\_\_\_ / \_\_\_\_\_ (currency /  
 amount) into the bank account of HKSCC Nominees Limited A/C# 600-398333-007 with HSBC  
 for HKD \_\_\_\_\_ in accordance with HKSCC's instructions.

We understand and acknowledge that:

- (1) this form should reach HKSCC no later than the close of the subscription period as specified by HKSCC in the relevant CCASS corporate announcement;
- (2) if HKSCC does not receive this form by the stated deadline, HKSCC is entitled (but not bound) to take such actions with respect to our securities as it may consider fit;
- (3) HKSCC will debit immediately from our CCASS stock account the number of nil-paid rights set out herein upon receipt of our request; and
- (4) our request and instructions will only be effected or accepted by HKSCC subject to the General Rules of CCASS and the CCASS Operational Procedures as are in force from time to time.

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

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

Name (in block letter) : \_\_\_\_\_

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

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

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Note:

~~Hong Kong Securities Clearing Company Limited will withdraw immediately from your CCASS account with the number of rights quoted herein upon receipt of your request.~~

~~In respect of application for Excess Shares, you will appreciate that although we act on behalf of various individual participants the Company considers ourselves as a single shareholder and therefore allow us to lodge one application form only. In the event that the issue is oversubscribed and allotments are made on a scale basis, distributions to applicants may not necessarily be the same as those published by the Company.~~

~~Activities under CCASS are subject to the General Rules of CCASS and Operational Procedures in effect.~~

## Warrant Conversion Request Form

~~HKSCC Nominees Limited~~  
Section  
Hong Kong Securities Clearing Company Limited ("HKSCC")  
Units 2505-6, 25/F., Vicwood Plaza  
199 Des Voeux Road, Central  
Hong Kong  
Fax no.: 2815 2728

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

Dear Sirs,

Re: Conversion of Warrants

In respect of ~~the my/our~~ warrants held by you for ~~my/our~~ account, ~~I~~we wish you to act as follows:-

EXERCISE the subscription rights attached ~~edment~~ to ~~my/our~~ warrants: \_\_\_\_\_  
 \_\_\_\_\_ (company name of warrant) (Stock Code: - \_\_\_\_\_ -) in \_\_\_\_\_ (years) ~~warrants~~  
~~in~~ units of ~~HKD~~ \_\_\_\_\_ (currency) to subscribe for \_\_\_\_\_ shares of \_\_\_\_\_  
 \_\_\_\_\_ (company name) (Stock Code: \_\_\_\_\_) at ~~HKD~~ \_\_\_\_\_ /  
 \_\_\_\_\_ (currency / conversion price) per share, and we will credit good funds of \_\_\_\_\_ /  
 \_\_\_\_\_ (currency / amount) into ~~the bank account of~~ HKSCC Nominees Limited ~~A/C# 600-~~  
~~398333 007 with HSBC for HKD~~ \_\_\_\_\_ in accordance with HKSCC's instructions.

Pursuant to the above, please debit \_\_\_\_\_ units of warrants mentioned above from our  
 CCASS stock account number \_\_\_\_\_. ~~Please subscribe on my/our behalf under advice to~~  
~~me/us, as soon as possible.~~

**We understand and acknowledge that:**

- (1) this form should reach HKSCC no later than the close of the warrant conversion period as specified by HKSCC in the relevant CCASS corporate announcement;
- (2) if HKSCC does not receive this form by the stated deadline, HKSCC is entitled (but not bound) to take such actions with respect to our securities as it may consider fit;
- (3) HKSCC will debit immediately from our CCASS stock account the number of warrants set out herein upon receipt of our request; and
- (4) our request and instructions will only be effected or accepted by HKSCC subject to the General Rules of CCASS and the CCASS Operational Procedures as are in force from time to time.

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

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

Name (in block letter) : \_\_\_\_\_

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

Contact Person : \_\_\_\_\_**Note:**

~~Hong Kong Securities Clearing Company Limited will withdraw immediately from your CCASS account with the number of rights quoted herein upon receipt of your request.~~

~~Activities under CCASS are subject to the General Rules of CCASS and Operational Procedures in effect.~~



**Bond Debt Securities Conversion Election Request Form**~~HKSCC Nominees Limited Section~~

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

~~Hong Kong Securities Clearing Company Limited ("HKSCC")~~~~Units 2505-6, 25/F., Vicwood Plaza~~~~199 Des Voeux Road, Central~~~~Hong Kong~~~~Fax no.: 2815 2728~~

Dear Sirs,

Re: Conversion of ~~Bond Debt Securities~~In respect of ~~the debt securities my/our bond~~ held by you for ~~my/our~~ account, ~~I/we~~ wish you to act as follows:-

EXERCISE the ~~conversion subscription~~ rights attached ~~edment~~ to ~~my/our~~ ~~debt securities~~: \_\_\_\_\_  
 \_\_\_\_\_ (name of debt securities company name) (Stock Code : \_\_\_\_\_)  
 \_\_\_\_\_ (years) bonds in \_\_\_\_\_ units of ~~HKD~~ \_\_\_\_\_ (currency)  
 to convert for \_\_\_\_\_ shares of \_\_\_\_\_  
 (~~eCompany nName~~)(Stock Code : \_\_\_\_\_) -at ~~HKD~~ \_\_\_\_\_ / \_\_\_\_\_ (currency / conversion price)  
 \_\_\_\_\_ per share; and we will credit good funds of \_\_\_\_\_ / \_\_\_\_\_  
 (currency / amount) into the bank account of HKSCC Nominees Limited in accordance with  
HKSCC's instructions A/C# 600 398333 009 with HSBC for HKD \_\_\_\_\_.

~~Please subscribe on my/our behalf under advice to me/us, as soon as possible. Pursuant to the above, please debit \_\_\_\_\_ units of the debt securities mentioned above from our CCASS stock account number \_\_\_\_\_.~~

**We understand and acknowledge that:**

- ~~(1) this form should reach HKSCC no later than the close of the debt securities conversion period as specified by HKSCC in the relevant CCASS corporate announcement;~~
- ~~(2) if HKSCC does not receive this form by the stated deadline, HKSCC is entitled (but not bound) to take such actions with respect to our securities as it may consider fit;~~
- ~~(3) HKSCC will debit immediately from our CCASS stock account the number of debt securities set out herein upon receipt of our request; and~~
- ~~(4) our request and instructions will only be effected or accepted by HKSCC subject to the General Rules of CCASS and the CCASS Operational Procedures as are in force from time to time.~~

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

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

Name (in block letter) : \_\_\_\_\_

Contact Tel number : \_\_\_\_\_

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

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Note:

~~Hong Kong Securities Clearing Company Limited will withdraw immediately from your CCASS account with the number of rights quoted herein upon receipt of your request.~~

~~Activities under CCASS are subject to the General Rules of CCASS and Operational Procedures in effect.~~

**Bond-Debt Securities Redemption Acceptance/~~Election~~ Form**~~HKSCC~~ Nominees ~~Limited~~ Section

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

Hong Kong Securities Clearing Company Limited (“HKSCC”)Units 2505-6, 25/F., Vicwood Plaza

199 Des Voeux Road, Central

Hong Kong

Fax no.: 2815 2728

Dear Sirs,

Re: \_\_\_\_\_ (Name of Debt  
~~Securities~~ Company Name)

(Stock Code : \_\_\_\_\_)

Bond-Debt Securities Redemption at HKD \_\_\_\_\_ / \_\_\_\_\_ (currency / redemption price) per  
~~share~~ unit~~I/we~~We wish to ~~receive the above bond redemption on my/~~ exercise our right to redeem the debt securities in  
respect of our holding of \_\_\_\_\_ ~~shares~~ units held for ~~my/~~our account in cash. Accordingly, please debit  
\_\_\_\_\_ units of debt securities from ~~on my/our total holding as at ex date~~ CCASS stock account number  
\_\_\_\_\_.**We understand and acknowledge that:**

- (1) this form should reach HKSCC no later than the close of the debt securities redemption period as specified by HKSCC in the relevant CCASS corporate announcement;*
- (2) if HKSCC does not receive this form by the stated deadline, HKSCC is entitled (but not bound) to take such actions with respect to our securities as it may consider fit;*
- (3) HKSCC will debit immediately from our CCASS stock account the number of debt securities set out herein upon receipt of our request; and*
- (4) our request and instructions will only be effected or accepted by HKSCC subject to the General Rules of CCASS and the CCASS Operational Procedures as are in force from time to time.*

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

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

Name (in block letter) : \_\_\_\_\_

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

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

~~PLEASE NOTE THAT THIS INSTRUCTION LETTER SHOULD REACH HKSCC NOMINEES LIMITED NOT LATER THAN THE ELECTION END DATE SPECIFIED IN THE CORPORATE ANNOUNCEMENT INFORMATION.~~

~~If HKSCC Nominees Limited does not receive this instruction letter by the stated deadline, HKSCC Nominees Limited will (but not be bound to) take such action with respect to your securities as it considers fit.~~

~~We will withdraw immediately from your CCASS account with the number of rights quoted herein upon receipt of your request.~~

~~Activities under CCASS are subject to the General Rules of CCASS and Operational Procedures in effect.~~

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

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

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

Dear Sirs,

Re: Rights Issue for shares of \_\_\_\_\_ (eCompany nName)  
-(Stock Code : \_\_\_\_\_) at  
HKD \_\_\_\_\_ ( / \_\_\_\_\_ (currency / subscription price) per share

Please act on my/our behalf on my/our CNS long position(s) (Settlement Position Number(s) \_\_\_\_\_  
 \_\_\_\_\_) as follows:-

**Rights Allotment**

Take up \_\_\_\_\_ new shares on our behalf and we will credit good funds of \_\_\_\_\_ /  
 \_\_\_\_\_ (currency / amount) ~~utilize the enclosed cashier order no. \_\_\_\_\_ (Name of issuing~~  
~~bank \_\_\_\_\_) for HKD \_\_\_\_\_.~~ into the bank account  
of HKSCC Nominees Limited in accordance with HKSCC’s instructions.

**Excess Application**

Apart from the new shares which I am/we are entitled to subscribe for, please also apply for \_\_\_\_\_ excess  
 shares on our behalf and we will credit good funds of ~~utilize the enclosed cashier order no. \_\_\_\_\_~~  
~~(Name of issuing bank \_\_\_\_\_) for HKD \_\_\_\_\_.~~ \_\_\_\_\_ /  
 \_\_\_\_\_ (currency / amount) into the bank account of HKSCC Nominees Limited in accordance with  
HKSCC’s instructions

**We understand and acknowledge that:**

- (1) this form should reach HKSCC no later than 2:00 p.m. on the Business Day before the close of the subscription period as specified by HKSCC in the relevant CCASS corporate announcement; and
- (2) our request and instructions will only be effected or accepted by HKSCC subject to the General Rules of CCASS and the CCASS Operational Procedures as are in force from time to time.



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

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

Name (in block letter):-  
 \_\_\_\_\_  
 \_\_\_\_\_

Contact Tel No. :-

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Contact Person :-

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Note:

*In the event that the issue is over-subscribed and allotments are made on a scale basis, distributions to applicants may not necessarily be the same as those published by the company.*

*Activities under CCASS are subject to the General Rules of CCASS and Operational Procedures in effect.*

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

Clearing / Settlement Section \_\_\_\_\_ Date: \_\_\_\_\_

Hong Kong Securities Clearing Company Limited ("HKSCC")

7/F., Vicwood Plaza,

199 Des Voeux Road Central,

Hong Kong.

Fax no. 2851 6921

Dear Sirs,

Re: ~~Rights Issue~~Open Offer for shares of \_\_\_\_\_ (eCompany  
 Name) (Stock Code : \_\_\_\_\_) at HKD \_\_\_\_\_ (currency /  
 subscription price) per share

Please act on ~~my~~/our behalf on ~~my~~/our CNS long position(s) (Settlement Position Number(s) \_\_\_\_\_) as follows:-

Open Offer

Take up \_\_\_\_\_ new shares and ~~utilize the enclosed cashier order no. \_\_\_\_\_~~  
 (Name of issuing bank \_\_\_\_\_) for HKD \_\_\_\_\_ we will credit good  
 funds of \_\_\_\_\_ / \_\_\_\_\_ (currency / amount) into the bank account of HKSCC Nominees Limited in  
 accordance with HKSCC's instructions.

Excess Application

Apart from the new shares which ~~I am~~/we are entitled to subscribe for, please also apply for \_\_\_\_\_ excess  
 shares on our behalf and ~~utilize the enclosed cashier order no. \_\_\_\_\_~~ (Name of issuing bank  
 \_\_\_\_\_) for HKD \_\_\_\_\_ we will credit good funds of \_\_\_\_\_ /  
 \_\_\_\_\_ (currency / amount) into the bank account of HKSCC Nominees Limited in accordance with  
 HKSCC's instructions.

We understand and acknowledge that:

- (1) this form should reach HKSCC no later than 2:00 p.m. on the Business Day before the close of subscription period as specified by HKSCC in the relevant CCASS corporate announcement; and
- (2) our request and instructions will only be effected or accepted by HKSCC subject to the General Rules of CCASS and the CCASS Operational Procedures as are in force from time to time.

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

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

Name (in block letter) \_\_\_\_\_:

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

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

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Note:

~~In the event that the issue is over-subscribed and allotments are made on a scale basis, distributions to applicants may not necessarily be the same as those published by the company.~~

~~Activities under CCASS are subject to the General Rules of CCASS and Operational Procedures in effect.~~

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

Clearing / Settlement Section

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

Hong Kong Securities Clearing Company Limited ("**HKSCC**")

7/F., Vicwood Plaza

199 Des Voeux Road Central, Hong Kong

Fax no. 2851 6921 Hong Kong

~~Fax no. 2851 6921~~

Dear Sirs,

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

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

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

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

1.  Acceptance of the offer consideration in ~~IN~~ CASH in respect of ~~on my/our~~ long position(s) ~~as at ex-date~~ stated above.

2.  Acceptance of the offer consideration in ~~IN~~ SCRIP in respect of ~~on my/our~~ long position(s) ~~as at ex-date~~ stated above.

3.  Acceptance of the offer consideration in cash and in scrip

3.	<input type="checkbox"/> <u>Cash to be received <del>on my/our</del> in respect of _____ shares of our position(s) stated above.</u>
	<input type="checkbox"/> <u>Scrip to be received in respect of _____ shares of our position(s) stated above.</u>
	<u>Election</u>
	<u>Scrip to be received on my/our _____ shares</u>

**We understand and acknowledge that:**

- (1) this form should reach HKSCC no later than 2:00 p.m. on the Business Day before the close of the offer period as specified by HKSCC in the relevant CCASS corporate announcement; and
- (2) our request and instructions will only be effected or accepted by HKSCC subject to the General Rules of CCASS and the CCASS Operational Procedures as are in force from time to time.

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

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

Note:

*Please tick the appropriate box and insert the number of shares if you opt for ~~partial election~~ item 3. ~~If number of shares is not given in item 3, we shall arrange to receive on your behalf all consideration in the form as offered by the Company.~~*

*~~Activities under CCASS are subject to the General Rules of CCASS and Operational Procedures in effect.~~*

**Warrant ~~Exercise-Conversion~~ Election Form - CNS Positions**

Clearing / Settlement Section

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

Hong Kong Securities Clearing Company Limited ("HKSCC")

7/F., Vicwood Plaza

199 Des Voeux Road Central

Hong Kong

Fax no. 2851 6921

Dear Sirs,

Re: ~~Exercise-Conversion~~ of Warrants

In respect of ~~my~~ / ~~our~~ ~~the~~ warrants \_\_\_\_\_ (Sstock Ccode)  
 \_\_\_\_\_ (name of warrant) \_\_\_\_\_ (~~years~~) due from the  
 CNS long position(s) (Settlement Position Number(s) \_\_\_\_\_), ~~I~~ we wish you to act  
 as follows: -

~~I~~ We indicate the instruction by ticking the appropriate box.

~~EXERCISE~~ exercise the subscription rights attached to the ~~above~~ warrants mentioned above in  
 \_\_\_\_\_ units of ~~HKD~~ \_\_\_\_\_ (currency) to subscribe for \_\_\_\_\_ shares of  
 \_\_\_\_\_ (eCompany nName) (Stock Code : \_\_\_\_\_) at ~~HKD~~  
 \_\_\_\_\_ / \_\_\_\_\_ (currency / conversion price) -per share, and ~~utilise the enclosed cashier~~  
~~order number~~ \_\_\_\_\_ (name of the issuing bank \_\_\_\_\_) for ~~HKD~~  
 \_\_\_\_\_ we will credit good funds of \_\_\_\_\_ / \_\_\_\_\_ (currency / amount) into the bank  
account of HKSCC Nominees Limited in accordance with HKSCC's instructions.

**We understand and acknowledge that:**

- (1) this form should reach HKSCC no later than 2:00 p.m. on the Business Day before the close of the warrant conversion period as specified by HKSCC in the relevant CCASS corporate announcement; and  
 (2) our request and instructions will only be effected or accepted by HKSCC subject to the General Rules of CCASS and the CCASS Operational Procedures as are in force from time to time.

~~Exercise the rights attached to the above warrant in~~ \_\_\_\_\_ units and utilizing the enclosed  
~~cashier order number~~ \_\_\_\_\_ (name of the issuing bank \_\_\_\_\_) in  
~~the amount of HKD~~ \_\_\_\_\_.

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

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

Name (in block letter) : \_\_\_\_\_

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

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

Note:

*Activities under CCASS are subject to the General Rules of CCASS and Operational Procedures in effect.*

## Cash Prepayment – Intra-bank Transfer Sample

(Company Letter Head)

Date

Bank Name & Address  
Attn:

Dear Sirs,

Re: Irrevocable Payment by Internal Bank Account Transfer

We hereby instruct and authorise your ~~r-bank~~ to make the following irrevocable payment.

Value date : \_\_\_\_\_  
date/month/year

Availability of funds : Full payment amount be made available to the beneficiary set out below immediately upon transfer at no later than 2:45 p.m. on the value date

Beneficiary : Hong Kong Securities Clearing Company Limited

Beneficiary's account number\* :

Currency / Amount : HKD/ USD \_\_\_\_\_

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

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

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

Thank you for your attention.

Yours faithfully

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

**Cash Prepayment - CHATS Payment Instruction Sample**

(Company Letter Head)

Date

Bank Name & Address

Attn:

Dear Sirs,

Re: Irrevocable Payment by CHATS Payment

We hereby instruct and authorise your ~~r-bank~~ to make the following irrevocable payment.

Value date : \_\_\_\_\_  
date/month/year

Availability of funds : Immediate full payment amount be made available to the beneficiary set out below at no later than 2:45 p.m. on the value date

Beneficiary : Hong Kong Securities Clearing Company Limited

Beneficiary's account number\* : \_\_\_\_\_

Currency / Amount : \_\_\_\_\_ HKD / USD \_\_\_\_\_

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

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

Thank you for your attention.

Yours faithfully

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

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

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

Date \_\_\_\_\_

Dear Sirs,

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

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

**Rights Allotment**

Take up \_\_\_\_\_ new shares ~~on our behalf~~ and ~~we will credit good funds of~~ / \_\_\_\_\_  
 (currency / amount) into the bank account of HKSCC Nominees Limited in accordance with HKSCC's  
~~instructions utilize the enclosed cashier order no. \_\_\_\_\_ (Name of issuing bank~~  
~~\_\_\_\_\_)~~ for HKD \_\_\_\_\_.

**Excess Application**

Apart from the new shares which ~~I am~~/we are entitled to subscribe ~~for~~, please ~~also~~ apply for  
 \_\_\_\_\_ excess shares ~~on our behalf~~ and ~~will credit good funds of~~ / \_\_\_\_\_  
 (currency / amount) into the bank account of HKSCC Nominees Limited in accordance with HKSCC's  
~~instructions utilize the enclosed cashier order no. \_\_\_\_\_ (Name of issuing bank~~  
~~\_\_\_\_\_)~~ for HKD \_\_\_\_\_.

**We understand and acknowledge that:**

- ~~(1) this form should reach HKSCC no later than 2:00 p.m. on the Business Day before the close of the subscription period as  
 specified by HKSCC in the relevant CCASS corporate announcement; and~~  
~~(2) our request and instructions will only be effected or accepted by HKSCC subject to the General Rules of CCASS and the  
 CCASS Operational Procedures as are in force from time to time.~~

I / We understand that:

- ~~(1) In the event that the issue is over-subscribed and allotments are made on a scale basis,  
 distributions to applicants may not necessarily be the same as those published by the company.~~

~~(2) Activities under CCASS are subject to the General Rules of CCASS and Operational Procedures in effect.~~

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

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

Name (in block letter): \_\_\_\_\_

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

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

**Warrant Exercise Election Form - IT Positions**

Clearing / Settlement Section

Date \_\_\_\_\_

Hong Kong Securities Clearing Company Limited ("HKSCC")

7/F., Vicwood Plaza

199 Des Voeux Road Central

Hong Kong

Fax no. 2851 6921

Dear Sirs,

Re: Exercise of Warrants

In respect of ~~the my/our~~ \_\_\_\_\_ warrants \_\_\_\_\_ (sStock eCode) \_\_\_\_\_ (name of warrant) \_\_\_\_\_ (years) due from the IT long position(s) (Settlement Position Number(s), \_\_\_\_\_), ~~I/~~ we wish you to act as follows:-

~~I/We indicate the instruction by ticking the appropriate box.~~

~~EXERCISE~~ exercise the subscription rights attached to the ~~above~~ warrants mentioned above in \_\_\_\_\_ units of \_\_\_\_\_ HKD \_\_\_\_\_ (currency) to subscribe for \_\_\_\_\_ shares of \_\_\_\_\_ (eCompany nName) at HKD \_\_\_\_\_ per share, and ~~utilise the enclosed cashier order number \_\_\_\_\_ (name of the issuing bank \_\_\_\_\_) for the amount of HKD \_\_\_\_\_ (Stock Code : \_\_\_\_\_) at / \_\_\_\_\_ (currency / conversion price) per share, will credit good funds of \_\_\_\_\_ / \_\_\_\_\_ (currency / amount) into the bank account of HKSCC Nominees Limited in accordance with HKSCC's instructions.~~

~~Exercise the rights attached to the above warrant in \_\_\_\_\_ units and utilizing the enclosed cashier order number \_\_\_\_\_ (name of the issuing bank \_\_\_\_\_) in the amount of HKD \_\_\_\_\_.~~

**We understand and acknowledge that:**

- ~~(1) this form should reach HKSCC no later than 2:00 p.m. on the Business Day before the close of the warrant conversion period as specified by HKSCC in the relevant CCASS corporate announcement; and~~  
~~(2) our request and instructions will only be effected or accepted by HKSCC subject to the General Rules of CCASS and the CCASS Operational Procedures as are in force from time to time.~~

~~I/ We understand that activities under CCASS are subject to the General Rules of CCASS and Operational Procedures in effect.~~

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

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

Name (in block letter): \_\_\_\_\_

Contact Tel number : \_\_\_\_\_

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

Appendix 4.21  
**Transfer Instruction Form**

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

Dear Sirs,

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

<b>1. Please RECEIVE notes Free of Payment via CMU according to the following instruction for value on _____ :</b>			
DEBIT Counterparty (Account Code)	Beneficiary	Issue Number	Nominal Value ( <b>HK\$Currency</b> )
<b>2. Please CREDIT my/our CCASS <del>S</del>stock <del>a</del>Account <del>N</del>number _____ with the following holdings :</b>			
Stock Code	Stock Name	Number of Units	

Participant ID : \_\_\_\_\_  
 Participant Name  
 (in block letters) : \_\_\_\_\_  
 Contact Person /  
 Telephone Number : \_\_\_\_\_

\_\_\_\_\_  
 Authorized Signature of CCASS Participant

Fax Number : \_\_\_\_\_ (with Company Chop)

Note:

- ~~(i)~~ Your instruction should reach us **Not Later Than 2:00 p.m.** for same day settlement.
- For Receive Free of Payment Instruction, your account will be credited upon receipt of EFN, Government Bonds, Specified Instruments and/or CMU Instruments **by HKSCC** from counterparty in CMU before 3:00 p.m. If EFN, Government Bonds, Specified Instruments and/or CMU Instruments are received after 3:00 p.m., your account will be credited on the next working day.
- ~~(xiv)~~ Your instruction will only be effected and accepted by HKSCC. Activities under CCASS are subject to the General Rules of CCASS and the CCASS Operational Procedures as are in force from time to time and to the participant agreements in effect and any other relevant documents from time to time issued by HKSCC.

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

**Transfer Instruction Form**

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

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

Dear Sirs,

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

1. Please DEBIT my/our CCASS <del>S</del> stock <del>A</del> ccount <del>N</del> umber _____ with the following holdings :			
Stock Code	Stock Name	Number of Units	
2. Please DELIVER notes Free of Payment via CMU according to the following instruction for value on _____ :			
CREDIT Counterparty (Account Code)	Beneficiary	Issue Number	Nominal Value (Currency:HK\$)

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

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

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

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

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

Note:

~~(ii)~~ Your instruction should reach us **Not Later Than 2:00 p.m.** for same day settlement.

- For Deliver Free of Payment, instruction will automatically lapse if the instruction is not settled in the CMU on the value day. You are obliged to submit a fresh instruction to us if you wish to settle the prescribed instruction on the next working day.

~~(xy)~~ Your instruction will only be effected and accepted by HKSCC Activities under CCASS are subject to the General Rules of CCASS and the CCASS Operational Procedures as are in force from time to time and to the participant agreements in effect and any other relevant documents from time to time issued by HKSCC.

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

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

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

Date \_\_\_\_\_

Dear Sirs,

Re: Conversion of Debt Securities

In respect of ~~the my / our Debt s~~Securities due from the IT position(s) (Settlement Position Number(s) \_\_\_\_\_), ~~I~~we wish you to act as follows:-

EXERCISE the conversion rights attached to ~~my/our~~ debt securities: \_\_\_\_\_  
 (~~company name~~ of debt securities) (Stock Code : \_\_\_\_\_) in \_\_\_\_\_ units of \_\_\_\_\_  
 (currency) to convert for \_\_\_\_\_ shares of \_\_\_\_\_  
 \_\_\_\_\_ (Company Name) (Stock Code : \_\_\_\_\_) at \_\_\_\_\_ / \_\_\_\_\_ (currency / conversion price)  
 per share; and we will credit good funds of \_\_\_\_\_ / \_\_\_\_\_ (currency / amount) into the bank account of  
HKSCC Nominees Limited in accordance with HKSCC's instructions. \_\_\_\_\_ (coupon rate)  
 \_\_\_\_\_ (maturity date dd/mm/yy) in \_\_\_\_\_ units to convert for \_\_\_\_\_ shares of  
 \_\_\_\_\_ (company name) at HKD \_\_\_\_\_ (conversion prices) per share,  
 and ~~utilise the enclosed cashier order no. \_\_\_\_\_ (name of the issuing bank~~  
 \_\_\_\_\_) for the amount of HKD \_\_\_\_\_.

**We understand and acknowledge that:**

- (1) this form should reach HKSCC no later than 2:00 p.m. on the Business Day before the close of the debt securities conversion period as specified by HKSCC in the relevant CCASS corporate announcement; and
- (2) our request and instructions will only be effected or accepted by HKSCC subject to the General Rules of CCASS and the CCASS Operational Procedures as are in force from time to time.

~~Please convert on my/our behalf as soon as possible.~~

~~I / We understand that activities under CCASS are subject to the General Rules of CCASS and Operational Procedures in effect.~~

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

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

Name (in block letter) : \_\_\_\_\_

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

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

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

Clearing / Settlement Section

Date \_\_\_\_\_

Hong Kong Securities Clearing Company Limited ("HKSCC")

7/F., Vicwood Plaza

199 Des Voeux Road Central

Hong Kong

Fax no. 2851 6921

Dear Sirs,

Re: Conversion of Debt Securities

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

EXERCISE the conversion rights attached to ~~my/our~~ debt securities:  
 \_\_\_\_\_ (name of debt securities) (Stock Code : \_\_\_\_\_) in  
 \_\_\_\_\_ units of \_\_\_\_\_ (currency) to convert for \_\_\_\_\_ shares of  
 \_\_\_\_\_ (Company Name) (Stock Code : \_\_\_\_\_)  
 at \_\_\_\_\_ / \_\_\_\_\_ (currency / conversion price) per share; and we will credit good funds of  
 \_\_\_\_\_ / \_\_\_\_\_ (currency / amount) into the bank account of HKSCC Nominees Limited in  
 accordance with HKSCC's instructions \_\_\_\_\_ (company name) \_\_\_\_\_ (coupon  
 rate) \_\_\_\_\_ (maturity date dd/mm/yy) in \_\_\_\_\_ units to convert for  
 \_\_\_\_\_ shares of \_\_\_\_\_ (company name) at HKD  
 \_\_\_\_\_ (conversion prices) per share, and utilise the enclosed cashier order no.  
 \_\_\_\_\_ (Name of the issuing bank \_\_\_\_\_) for HKD  
 \_\_\_\_\_.

Please convert on my/our behalf as soon as possible.

**We understand and acknowledge that:**

- (1) this form should reach HKSCC no later than 2:00 p.m. on the Business Day before the close of the debt securities conversion period as specified by HKSCC in the relevant CCASS corporate announcement; and
- (2) our request and instructions will only be effected or accepted by HKSCC subject to the General Rules of CCASS and the CCASS Operational Procedures as are in force from time to time.

~~I / We understand that activities under CCASS are subject to the General Rules of CCASS and Operational Procedures in effect.~~

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

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

Name (in block letter): \_\_\_\_\_

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

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