

e-Submission System User Manual

For

Publication Related Matters

March 2012



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

Table of Contents

1.5	SUBMISSION MANAGEMENT	50
1.5.1	<i>Edit Saved Submission For Publication</i>	50
1.5.2	<i>Approve Submission for Publication</i>	53
1.5.3	<i>Correct Headline Categories of Published Document</i>	56
1.5.4	<i>Approve Correction of Headline Categories of Published Document</i>	61
1.5.5	<i>Viewing Submission History</i>	63
1.6	DOWNLOADING DOCUMENT TEMPLATE	66
1.7	VIEWING YOUR COMPANY'S PROFILE	70
1.8	MAINTAINING YOUR USER DETAILS	71
1.8.1	<i>Viewing and Changing Your User Details</i>	71
1.8.2	<i>Change User Password</i>	72
1.9	EXIT THE SYSTEM.....	73

1.5 Submission Management

NOTE: Submissions that have not been approved within 60 days of submission will be automatically removed from the system. This retention period may be changed without prior notice.

1.5.1 Edit Saved Submission For Publication

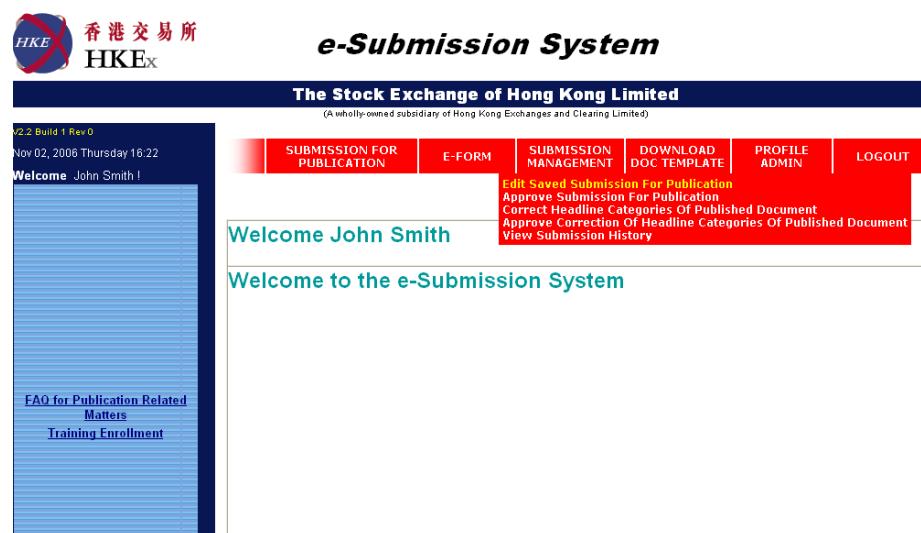
Please follow the steps set out below to edit a saved submission with a “Pending Approval” status.

1. Select EDIT SAVED SUBMISSION FOR PUBLICATION from the SUBMISSION MANAGEMENT drop down menu in the MAIN MENU Bar:

NOTE: Only the original submitter can retrieve his / her own saved submission. Users other than the submitter cannot retrieve a saved submission for editing using the EDIT SAVED SUBMISSION FOR PUBLICATION function.

Figure 1.32

Edit Saved Submission for Publication Menu



The *Edit Saved Submission for Publication* page appears:

Figure 1.33

**Edit Saved
Submission for
Publication -
Retrieval**

The screenshot shows the 'e-Submission System' interface for 'The Stock Exchange of Hong Kong Limited'. The page title is 'Edit Saved Submission For Publication' with the Chinese translation '編輯已儲存的呈交資料以備刊發'. The interface includes a navigation menu with options: SUBMISSION FOR PUBLICATION, E-FORM, SUBMISSION MANAGEMENT, DOWNLOAD DOC TEMPLATE, PROFILE ADMIN, and LOGOUT. The main content area contains instructions to complete the following fields and click 'Retrieve' to retrieve the saved submission for change. The fields are: Submission Number (呈交編號) and Submission Password (Note) (呈交密碼 (註)). A note states: 'Note: The submission password that was used to make the above submission. 註: 儲存上述資料所使用的呈交密碼。' A 'Retrieve 檢索' button is located at the bottom of the form.

2. Enter the *Submission Number* of the submission you wish to edit.
3. Enter the *Submission Password* (i.e. the Submission Security Password used to make the submission you wish to edit) and click RETRIEVE.

Figure 1.34

*Submission for
Publication -
Submission
Details*

香港交易所
HKE_x

e-Submission System

The Stock Exchange of Hong Kong Limited
(A wholly-owned subsidiary of Hong Kong Exchanges and Clearing Limited)

V2.2 Build 1 Rev 0
Nov 02, 2006 Thursday 16:27
Welcome John Smith |

SUBMISSION FOR PUBLICATION | E-FORM | SUBMISSION MANAGEMENT | DOWNLOAD DOC TEMPLATE | PROFILE ADMIN | LOGOUT

Submission For Publication - Submission Details
呈交以備刊發 - 資料詳情

*** MANDATORY FIELDS**
必須填寫

Please complete the following (all input data must be in English, except for the field "Title (Chinese)");
請提供下列資料 (除 "題目 (中文)" 一項外, 所有資料必須以英文填寫):

* Issuer 發行人
 Agent for Issuer 發行人之代理
 Stock Code of Issuer 發行人之股份代號
 Type of Agent 代理人類別 <Select One>

* Contact Person 聯絡人: Mr John Smith

* Contact Number 聯絡電話: 23435678

Stock Code of Related Issuer(s) 相關發行人之股份代號

* Tier 1 Headline 標題類別 (第一層): Announcements and Notices

* Tier 2 Headline 標題類別 (第二層)

--Connected Transactions
 Auditors or INEDs Unable to Confirm Matters relating to Continuing Connected Transaction
 Guaranteed Net Tangible Assets or Profits
 --Corporate Positions and Committees/Corporate Changes
 Amendment of Constitutional Documents
 Change in Auditors
 Change in Class Rights
 Change in Company Secretary
 Change in Compliance Adviser
 Change in Compliance Officer
 Change in Directors
 Change in Financial Year End

↓ Add 增加 ↓ ↑ Remove 移除 ↑

Connected Transaction
 Continuing Connected Transaction
 Waiver in respect of Connected Transaction Requirements

Move L
Move Dc

Title (English) 題目 (英文): English Document

Title (Chinese) 題目 (中文): 中文文件

Next 下一頁

FAO for Publication Related Matters
Training Enrollment

4. Edit the submission details as appropriate, including the Headline Categories, News Title(s) etc. **Please note that all data you input must be in English, except for the field "Title (Chinese)".**
5. Continue with the Submission For Publication as normal. Please refer to Section 1.3 – Submission for Publication above.

1.5.2 Approve Submission for Publication

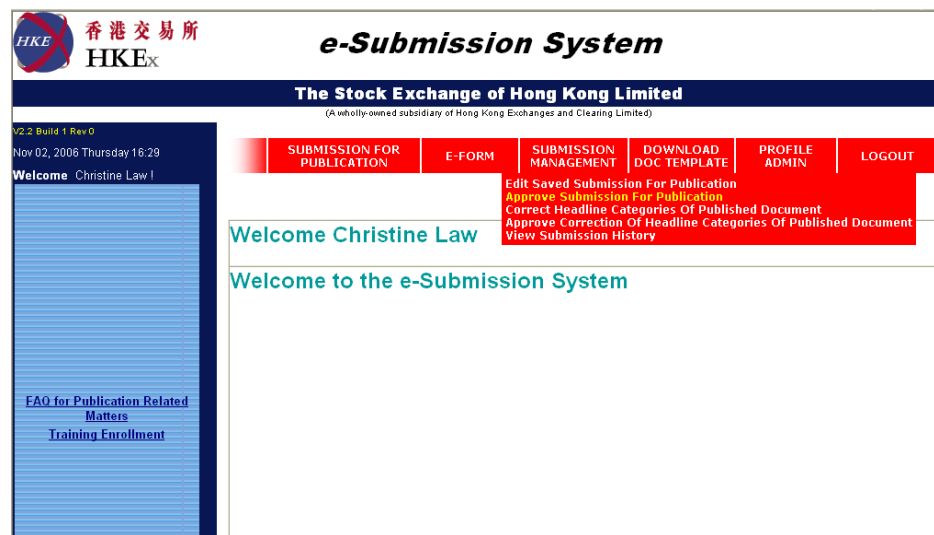
Please follow the steps set out below to approve a submission with a “Pending Approval” status:

1. Select APPROVE SUBMISSION FOR PUBLICATION from the SUBMISSION MANAGEMENT drop down menu in the MAIN MENU Bar:

NOTE: The original submitter cannot retrieve a saved submission(s) for approval through the APPROVE SUBMISSION FOR PUBLICATION function. Only a Web Publication user other than the original submitter can approve a saved submission.

Figure 1.35

Approve Submission for Publication Menu



The *Approve Submission for Publication* page is displayed:

Figure 1.36

Approve Submission for Publication Page

The screenshot shows the 'Approve Submission for Publication' page. The page title is 'Approve Submission for Publication' and '批准呈交資料以備刊發'. Below the title, there is a message: 'Please complete the following and click Retrieve to retrieve the submission for approval. 請填妥以下資料，並按檢索獲取已呈交資料以供審批。'. The form contains the following fields:

- Submission Number (呈交編號): EBIS-061102-00037
- Submission Password (Note) (呈交密碼 (註)): [Redacted] (Not applicable to E-Forms) (不適用於電子表格)

Below the form, there is a note: 'Note: The submission password that was used to make the above submission. 註: 儲存上述資料所使用的呈交密碼。'. At the bottom of the form, there is a 'Retrieve 檢索' button.

2. Enter the *Submission Number* of the submission you wish to approve.
3. Enter the Submission Password (i.e. the Submission Security Password used to make the submission you wish to approve) and click RETRIEVE.
4. The *Approval* page of the submission will be displayed:

Figure 1.37
*Submission for
Publication -
Approval Page*

香港交易所 HKE_x
e-Submission System
The Stock Exchange of Hong Kong Limited
(A wholly-owned subsidiary of Hong Kong Exchanges and Clearing Limited)

V2.2 Build 1 Rev 0
Nov 02, 2006 Thursday 16:31
Welcome Christine Law!

SUBMISSION FOR PUBLICATION | **E-FORM** | **SUBMISSION MANAGEMENT** | **DOWNLOAD DOC TEMPLATE** | **PROFILE ADMIN** | **LOGOUT**

Submission For Publication - Approval
呈交以備刊發 — 批准

Please review the following submission details and enter user ID, user password and approval password.
請審閱以下呈交資料詳情，並輸入批准人的使用者編號、使用者密碼及批准密碼。

Issuer 發行人
 Agent of Issuer 發行人之代理
Stock Code of Issuer 發行人之股份代號
Type of Agent 代理人類別

Contact Person 聯絡人: Mr John Smith
Contact Number 聯絡電話: 23435678
Stock Code of Related Issuer(s) 相關發行人之股份代號
Issuer Name 公司名稱: PCCW 電訊盈科有限公司
Tier 1 Headline 標題類別 (第一層): Announcements and Notices
Tier 2 Headline 標題類別 (第二層)

Connected Transaction
Continuing Connected Transaction
Waiver in respect of Connected Transaction Requirements

Title (English) 題目 (英文): English Document
Title (Chinese) 題目 (中文): 中文文件

Filename 檔案名稱
e1.doc
c3.doc

Please note that the approval of multiple English files for publication or multiple Chinese files for publication, without an Excel index file, will cause more than one publication record to appear for the issuer on the HKExnews or GEM website.
請注意：發行人於呈交多個英文檔案或多個中文檔案供審批登載時，若沒有提供Excel索引檔案，其在披露或創業板網站上將會有多於一個的檔案登載紀錄顯示出來。
We hereby submit the above for publication on the HKExnews/GEM website, as the case may be.
我們現呈交上述資料以供在披露/創業板(視情況而定)網站登載。

Mandatory Fields 必須填寫
Approver's User ID 批准人編號
Approver's User Password 批准人密碼
Approval Password 批准密碼

Amend 修改 | Approve 批准 | Exit 離開

FAQ for Publication Related Matters
Training Enrollment

5. Review the Submission Details. You can amend the details of the submission by clicking the AMEND button. The *File(s) Upload* page will be displayed. Please refer to section 1.3.3 above when making amendments.
6. Enter the *Approver's User ID* and *Approver's User Password*. You must also enter the Approval Password (the second half of the Submission & Approval Security Password pair). Please note that the approver must not be the same person as the submitter.
7. Click APPROVE.

NOTE: If you do not wish to approve the submission, click EXIT.

Figure 1.38

*Submission for
Publication -
Acknowledgement
Page*

HKE 香港交易所 HKE_{EX}

e-Submission System

The Stock Exchange of Hong Kong Limited
(A wholly-owned subsidiary of Hong Kong Exchanges and Clearing Limited)

V2.2 Build 1 Rev 0
Nov 02, 2008 Thursday 18:31
Welcome Christine Law!

SUBMISSION FOR PUBLICATION | E-FORM | SUBMISSION MANAGEMENT | DOWNLOAD DOC TEMPLATE | PROFILE ADMIN | LOGOUT

Submission For Publication - Acknowledgement
呈交以備刊登 - 確認

Your submission was successful! Please record the submission number for future reference.
有關資料已經成功呈交! 請記下呈交編號以作日後參照。

Submission Details
呈交資料詳情

Tool

Date/Time Submitted 呈交日期 / 時間	02/11/2006 16:25:06	Submitted by 呈交者	LM00008B
Date/Time Approved 批准日期 / 時間	02/11/2006 16:32:13	Approved by 批准人	LM00008C
Submission Number 呈交編號	EBIT5-061102-00037	Status 狀況	Approved

Issuer
發行人

Agent of Issuer
發行人之代理
Stock Code of Issuer
發行人之股份代號
Type of Agent
代理人類別

Contact Person
聯絡人: Mr John Smith

Contact Number
聯絡電話: 23435678

Stock Code of Related Issuer(s)
相關發行人之股份代號

Issuer Name
公司名稱: PCCW
電訊盈科有限公司

Tier 1 Headline
標題類別 (第一層): Announcements and Notices

Tier 2 Headline
標題類別 (第二層)

Connected Transaction
Continuing Connected Transaction
Waiver in respect of Connected Transaction Requirements

Title (English)
題目 (英文): English Document

Title (Chinese)
題目 (中文): 中文文件

Filename
檔案名稱: e1.doc, c3.doc

OK 完成

FAQ for Publication Related Matters
Training Enrolment

8. If approval was successful an **Acknowledgement** page will be displayed which includes the **Submission Number**.
9. Click OK. The **Main Menu** page will be displayed.

NOTE: Once you have approved a submission, the status of the submission will change to "Approved".

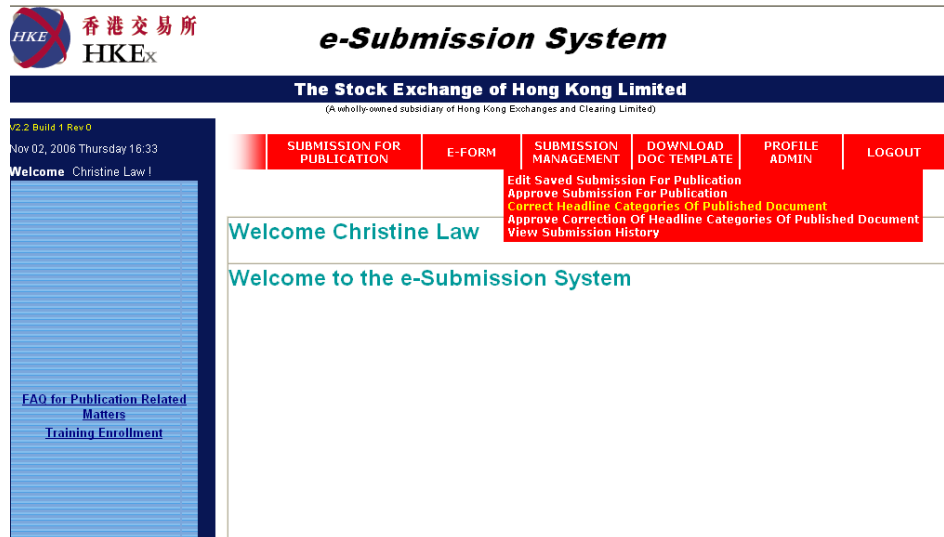
1.5.3 Correct Headline Categories of Published Document

Please follow the steps set out below to correct the headline categories of a published submission:

1. Select **CORRECT HEADLINE CATEGORIES OF PUBLISHED DOCUMENT** from the **SUBMISSION MANAGEMENT** drop down menu in the **MAIN MENU** Bar:

Figure 1.39

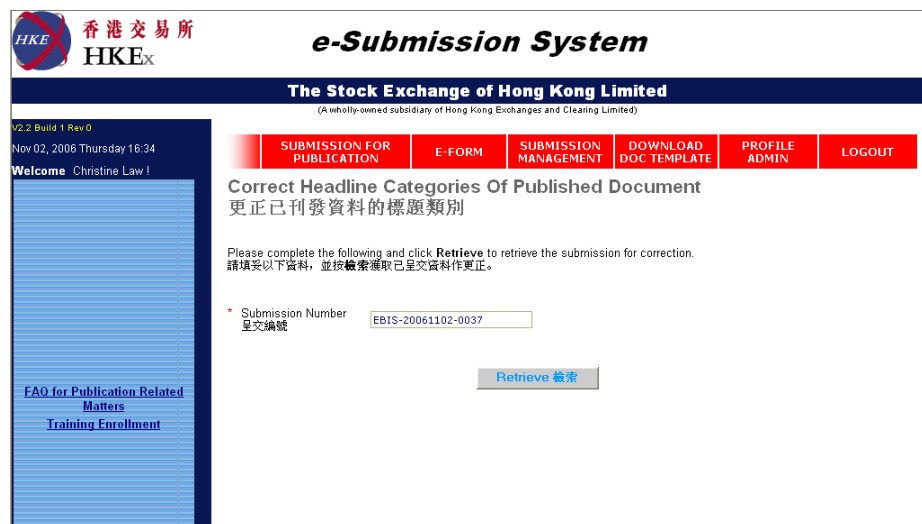
Correct Headline Categories Of Published Document Menu



The *Correct Headline Categories of Published Document* page is displayed.

Figure 1.40

Correct Headline Categories of Published Document Page



2. Enter the *Submission Number* of the original Submission. Click **RETRIEVE**.

Figure 1.41

**Correct Headline
Categories Of
Published
Document**

The screenshot shows the 'e-Submission System' interface for 'The Stock Exchange of Hong Kong Limited'. The page title is 'Correct Headline Categories Of Published Document' with the Chinese translation '更正已刊發資料的標題類別'. The interface includes a navigation menu with options like 'SUBMISSION FOR PUBLICATION', 'E-FORM', 'SUBMISSION MANAGEMENT', 'DOWNLOAD DOC TEMPLATE', 'PROFILE ADMIN', and 'LOGOUT'. The main form area contains several sections:

- MANDATORY FIELDS (必須填寫):** A notice stating that all input data must be in English, except for the 'Title (Chinese)' field.
- Issuer (發行人):** Radio buttons for 'Issuer' and 'Agent for Issuer'. The 'Agent for Issuer' section includes fields for 'Stock Code of Issuer' and 'Type of Agent'.
- Submission Password (呈交密碼):** A password input field.
- Tier 1 Headline (標題類別 (第一層)):** A dropdown menu currently set to 'Circulars'.
- Tier 2 Headline (標題類別 (第二層)):** A list of categories including 'Connected Transaction', 'Corporate Positions and Committees/Corporate Changes', 'Meetings/Voting', 'Miscellaneous', etc.
- Move Up / Move Down:** Buttons to adjust the priority of the selected headline categories.
- Title (English) (題目 (英文)):** A text field containing 'Francis Submission Straight-through To be Amended. (Eng)'. A dropdown arrow is visible on the right.
- Title (Chinese) (題目 (中文)):** A text field containing 'Francis Submission Straight-through To be Amended. (Chi)'. A dropdown arrow is visible on the right.
- Next (下一頁):** A button at the bottom of the form.

On the left side of the page, there is a sidebar with a 'Welcome John Smith |' message and a link for 'FAQ for Publication Related Matters Training Enrollment'.

3. Enter a **new Submission Password** (the first half of the new Submission & Approval Security Password pair) into the *Submission Password* field. The new *Submission Password* must be the next available one in the sequence of Security Password pairs.
4. Select the appropriate Tier 1 and / or Tier 2 Headline Categories. Ensure the Headline Categories are in the correct order of priority.
5. Click NEXT.
6. Review the Headline Categories and News Title(s) for accuracy.
7. Click CONFIRM.

Figure 1.42

**Correct Headline
Categories Of
Published
Document –
Submission
Preview**

V2.2 Build 5 Rev 0
Nov 22, 2008 Wednesday 15:50
Welcome John Smith!

香港交易所
HKE_x

e-Submission System

The Stock Exchange of Hong Kong Limited
(A wholly-owned subsidiary of Hong Kong Exchanges and Clearing Limited)

SUBMISSION FOR PUBLICATION | E-FORM | SUBMISSION MANAGEMENT | DOWNLOAD DOC TEMPLATE | PROFILE ADMIN | LOGOUT

Correct Headline Categories Of Published Document
更正已刊發資料的標題類別

The following information will be displayed on the HKExnews/GEM website:
下列資料將在披露易/創業板網站登載：

English Headline Categories:
(Headline Revised) Circulars - [Connected Transaction / Continuing Connected Transaction]

English News Title:
Francis Submission Straight-through To be Amended. (Eng)

中文標題類別:
(修改後標題) 通函 - [關連交易 / 持續關連交易]

中文題目:
Francis Submission Straight-through To be Amended. (Ch)

FAO for Publication Related Matters
Training Enrollment

Previous 上一頁 | Confirm 確認 | Save 儲存

8. After you have finished confirming the accuracy, you can approve the submission immediately by clicking SUBMIT to proceed to the Approve Submission page.
9. Alternatively, you can save the headline amendment for later editing or approval by clicking SAVE (see “Approve Correction of Headline Categories of Published Document” section below).

Figure 1.43

Correct Headline Categories Of Published Document - Approval

香港交易所
HKEx

e-Submission System

The Stock Exchange of Hong Kong Limited
(A wholly-owned subsidiary of Hong Kong Exchanges and Clearing Limited)

V2.2 Build 5 Rev 0
Nov 22, 2006 Wednesday 15:50
Welcome John.Smith.1

SUBMISSION FOR PUBLICATION | E-FORM | SUBMISSION MANAGEMENT | DOWNLOAD DOC TEMPLATE | PROFILE ADMIN | LOGOUT

Approve Correction Of Headline Categories Of Published Document
批准更正已刊發資料的標題類別

Please review the following submission details and enter user ID, user password and approval password.
請審閱以下呈交資料詳情，並輸入批准人的使用者編號、使用者密碼及批准密碼。

Issuer 發行人
 Agent of Issuer 發行人之代理
 Stock Code of Issuer 發行人之股份代號
 Type of Agent 代理人類別

Issuer Name 公司名稱: PCCW
 電訊盈科有限公司

Tier 1 Headline 標題類別 (第一層): Circulars
 Tier 2 Headline 標題類別 (第二層):

Connected Transaction
 Continuing Connected Transaction

Title (English) 題目 (英文): Francis Submission Straight-through To be Amended. (Eng)
 Title (Chinese) 題目 (中文): Francis Submission Straight-through To be Amended. (Chi)

Please note that the approval of multiple English files for publication or multiple Chinese files for publication, without an Excel index file, will cause more than one publication record to appear for the issuer on the HKExnews or GEM website.
 請注意：發行人於呈交多個英文檔案或多個中文檔案供審批登載時，若沒有提供Excel索引檔案，其在披露易或創業板網站上將會有多於一個的檔案登載紀錄顯示出來。
 We hereby submit the above for publication on the HKExnews/GEM website, as the case may be.
 我們現呈交上述資料以供在披露易／創業板視情況而定網站登載。

Mandatory Fields 必須填寫
 Approver's User ID 批准人編號
 Approver's User Password 批准人密碼
 Approval Password 批准密碼

[Previous 上一頁](#) | [Approve 批准](#) | [Exit 離開](#)

[FAQ for Publication Related Matters](#)
[Training Enrollment](#)

10. Enter the Approver User ID, Approval User Password and enter the Approval Password (the second half of the Submission & Approval Security Password pair).

Please note that the approver must not be the same person as the submitter.

11. Click APPROVE.

Important: Should the approver need to amend the submission details, click the PREVIOUS button to return to the previous page. Using the PREVIOUS button ensures that the data you input on the previous pages are preserved. Using the BACK button in your browser instead may lead to the loss of data you previously input.

Figure 1.44

Correct Headline
Categories Of
Published
Document -
Acknowledgement

香港交易所
HKE_x

e-Submission System

The Stock Exchange of Hong Kong Limited
(A wholly-owned subsidiary of Hong Kong Exchanges and Clearing Limited)

V2.2 Build 5 Rev 0
Nov 22, 2006 Wednesday 15:50
Welcome John Smith!

SUBMISSION FOR PUBLICATION | **E-FORM** | **SUBMISSION MANAGEMENT** | **DOWNLOAD DOC TEMPLATE** | **PROFILE ADMIN** | **LOGOUT**

Approve Correction Of Headline Categories Of Published Document - Acknowledgement
批准更正已刊發資料的標題類別 — 確認

Your submission was successful! Please record the submission number for future reference.
有關資料已經成功呈交! 請記下呈交編號以作日後參照。

Submission Details
呈交資料詳情

Date/Time Submitted
呈交日期 / 時間: 22/11/2006 15:56:43

Date/Time Approved
批准日期 / 時間: 22/11/2006 15:56:43

Submission Number
呈交編號: EBIS-061122-00006

Submitted by
呈交者: LM00008B

Approved by
批准人: LM00008C

Status
狀況: Headline Categories Correction Appro

Issuer
發行人

Agent of Issuer
發行人之代理

Stock Code of Issuer
發行人之股份代號

Type of Agent
代理人類別

Issuer Name
公司名稱: PCCW
電訊盈科有限公司

Tier 1 Headline
標題類別 (第一層): Circulars

Tier 2 Headline
標題類別 (第二層):

Connected Transaction
Continuing Connected Transaction

Title (English)
題目 (英文): Francis Submission Straight-through To be Amended. (Eng)

Title (Chinese)
題目 (中文): Francis Submission Straight-through To be Amended. (Chi)

FAO for Publication Related Matters
Training Enrollment

OK 完成

12. Click OK. The *Main Menu* page will be displayed.

NOTE: If you need to print the Submission Details summary page, please use the Browser Print Function (Ctrl-P) or use the print-friendly button.

1.5.4 Approve Correction of Headline Categories of Published Document

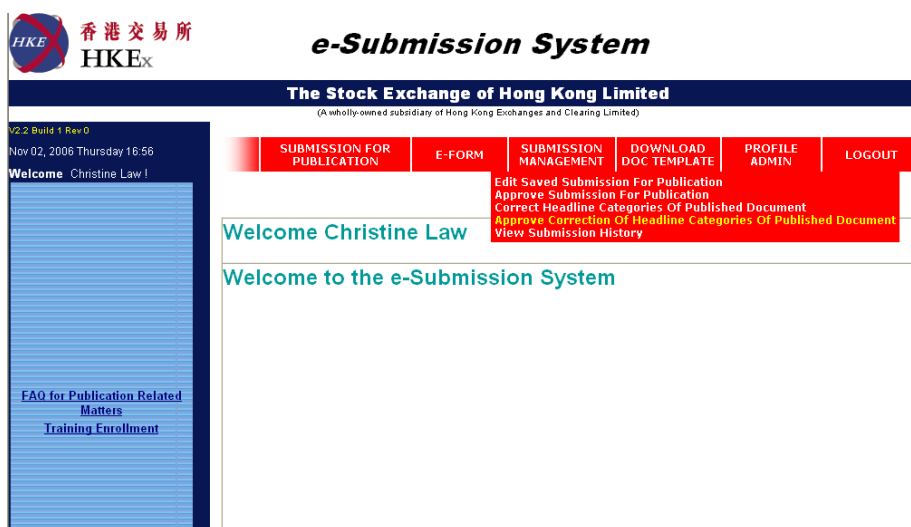
Please follow the steps set out below to approve correction of headline categories of a published document:

1. Select APPROVE CORRECTION OF HEADLINE CATEGORIES OF PUBLISHED DOCUMENT from the drop down menu of SUBMISSION MANAGEMENT in the MAIN MENU Bar:

Note: The person who corrected the headline categories for a submission cannot retrieve that submission using the APPROVE CORRECTION OF HEADLINE CATEGORIES OF PUBLISHED DOCUMENT function. Only a person other than the corrector can approve a correction of headline categories.

Figure 1.45

Approve Correction of Headline Categories of Published Document Menu



Approve Correction of Headline Categories of Published Document page is displayed.

Figure 1.46

Approve Correction of Headline Categories of Published Document Page



2. Enter the *Submission Number* and *Submission Password* used to make the headline category correction.
3. Click RETRIEVE.

Figure 1.47

**Approve
Correction of
Headline
Categories of
Published
Document Page**

香港交易所
HKE_x

e-Submission System
The Stock Exchange of Hong Kong Limited
(A wholly-owned subsidiary of Hong Kong Exchanges and Clearing Limited)

V2.2 Build 1 Rev 0
Nov 02, 2006 Thursday 17:00
Welcome John Smith |

Approve Correction Of Headline Categories Of Published Document
批准更正已刊發資料的標題類別

Please review the following submission details and enter user ID, user password and approval password.
請審閱以下呈交資料詳情，並輸入批准人的使用者編號、使用者密碼及批准密碼。

Issuer
發行人

Agent of Issuer
發行人之代理

Stock Code of Issuer
發行人之股份代號

Type of Agent
代理人類別

Issuer Name
公司名稱: PCCW
電訊盈科有限公司

Tier 1 Headline
標題類別 (第一層): Announcements and Notices

Tier 2 Headline
標題類別 (第二層)

Connected Transaction
Continuing Connected Transaction
Waiver in respect of Connected Transaction Requirements

Title (English)
題目 (英文): English Document

Title (Chinese)
題目 (中文): 中文文件

Please note that the approval of multiple English files for publication or multiple Chinese files for publication, without an Excel index file, will cause more than one publication record to appear for the issuer on the HKEnews or GEM website.
請注意：發行人於呈交多個英文檔案或多個中文檔案供審批登載時，若沒有提供Excel索引檔案，其在披露易或創業板網站上將會有多於一個的檔案登載紀錄顯示出來。

We hereby submit the above for publication on the HKEnews/GEM website, as the case may be.
我們現呈交上述資料以供在披露易/創業板(視情況而定)網站登載。

FAO for Publication Related Matters Training Enrollment

Mandatory Fields
必須填寫

Approver's User ID
批准人編號: Im00088b

Approver's User Password
批准人密碼:

Approval Password
批准密碼:

Amend 修改 Approve 批准 Exit 離開

4. Review the Headline Category Correction Details.
5. Enter the *Approver's User ID* and *Approver's User Password*. You must also enter the new *Approval Password* (the second half of the new Submission & Approval Security Password pair).
6. Click APPROVE.
7. If approval was successful an *Acknowledgement* page will be displayed.
8. Click OK. The *Main Menu* page will be displayed.

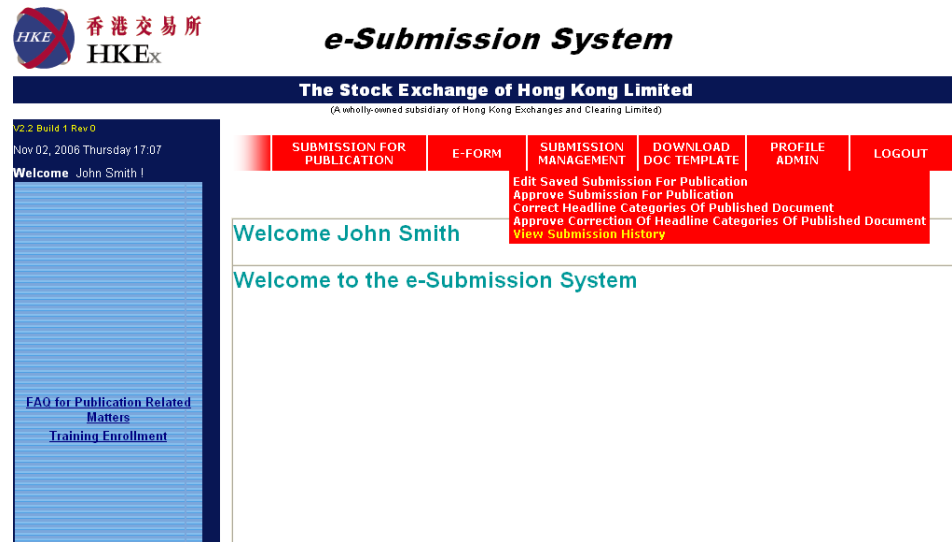
NOTE: Once you have approved a headline correction, the status of the submission will change to "Headline Categories Correction Approved".

1.5.5 Viewing Submission History

To view the Submission History:

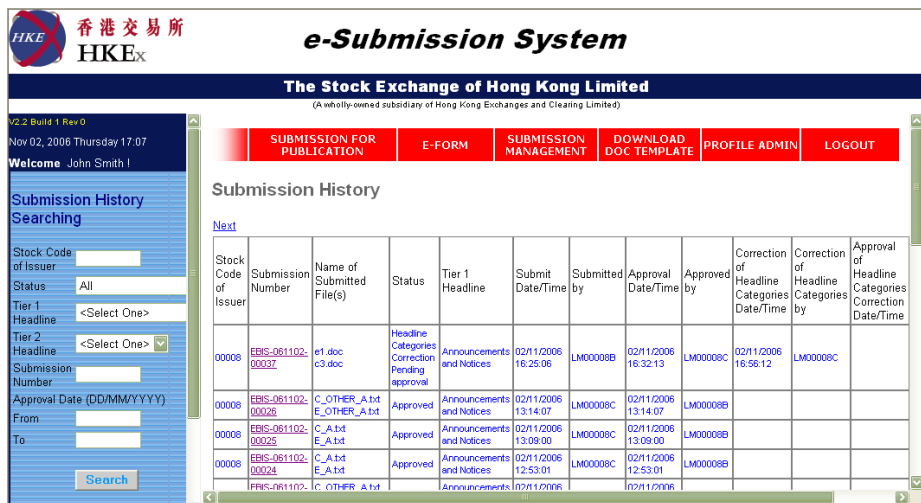
1. Select VIEW SUBMISSION HISTORY from the SUBMISSION MANAGEMENT drop down menu in the MAIN MENU Bar:

Figure 1.48
View Submission History Menu



The *Submission History* page appears:

Figure 1.49
View Submission History Page



2. On the *Submission History* page, you may search for and select the

appropriate published submission by clicking the appropriate Submission Number.

NOTE The list is sorted in ascending order by *Company Name*, and then in descending order by *submission date/time*, *status*, *category* and *case no.*

NOTE By clicking on the *Submission Number*, you will be automatically diverted to an appropriate page depending upon the status of the submission and whether you are the original submitter or the corrector of headline categories:

Submission Status	User	Action
Pending for Approval	Submitter	Retrieve the Submission for editing
	Not Submitter	Retrieve the Submission for approval
Approved	Any User	Retrieve the Submission to correct the headline categories
Headline Categories Correction Pending for Approval	Corrector	No action permitted.
	Not Corrector	Retrieve the Submission with correction for approval.
Headline Categories Correction Approved	Any User	No action permitted.

1.5.5.1 Searching for Submission

The search function on the left panel allows you to filter the submissions by:

- stock code of issuer;
- submission status;
- tier 1 headline;
- tier 2 headline;
- submission number;
- approval date range;

To Perform a Submission Search:

Specify any combination of the above criteria to perform a key search or leave all the criteria blank/unselected to view all the submissions relating to the login user.

NOTE:

- The search fields are case insensitive
- *Code of Issuer* is enabled only if login user's company is Agent for Issuer
- Submissions relating to the login user are:
 - the submission submitted by user;
 - all submissions in which the login user's company is the subject company.

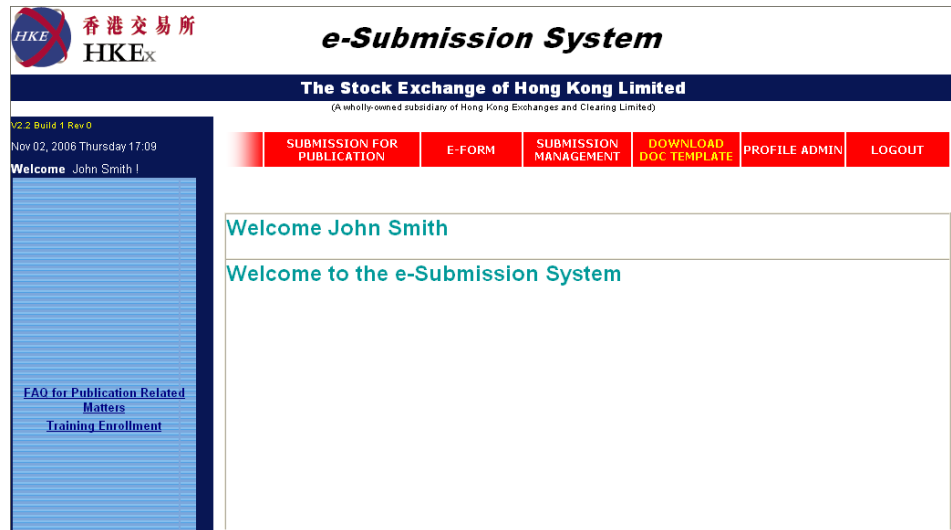
1.6 Downloading Document Template

Please follow the steps set out below to download Document Template:

1. Select DOWNLOAD DOC TEMPLATE from the main menu.

Figure 1.50

Download Document Template Menu



The *Web Publication Download Template* Page will be displayed:

Figure 1.51

Web Publication Download Template



Please choose either method (A) or (B) to download a file:

(A) At the file link, right click and select SAVE TARGET AS...

Figure 1.52
Save Target As

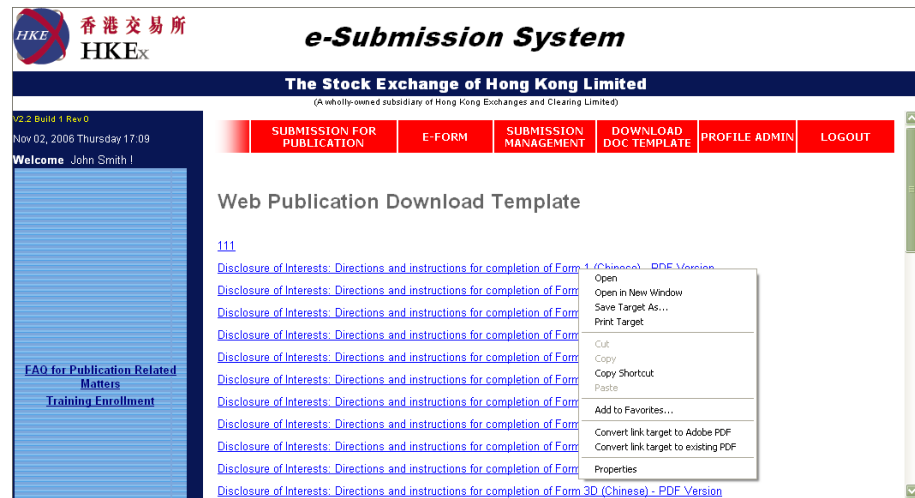
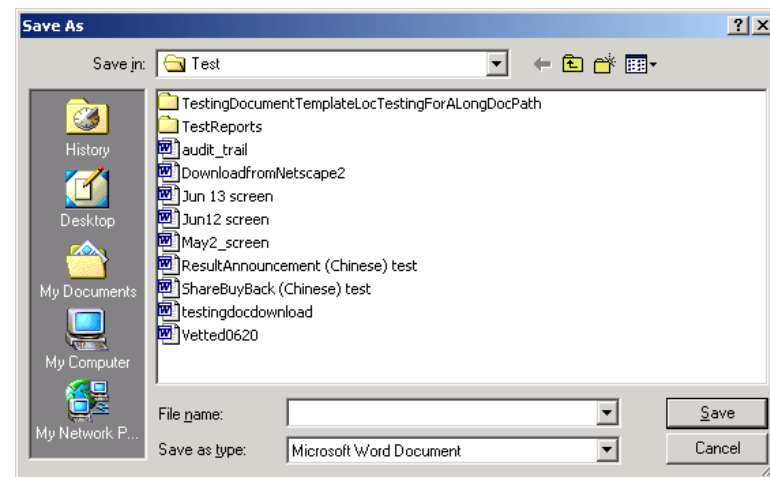
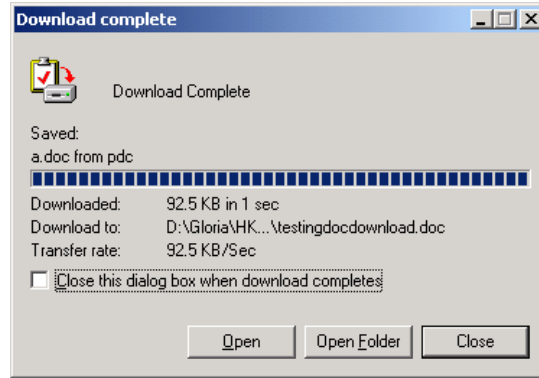


Figure 1.53
Browsing Location for Download



Specify the *file name* and *desired folder*. Click **SAVE**. After the file is downloaded successfully, a **Download Complete** dialog box appears. The file will have been saved in the selected location.

Figure 1.54

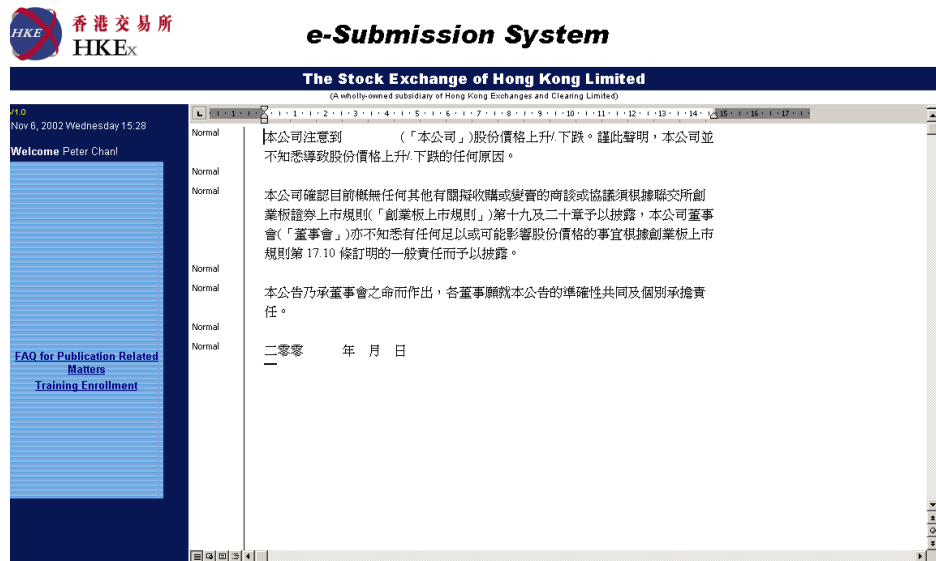
Download Complete

Click CLOSE.

(B) Click on the file link,

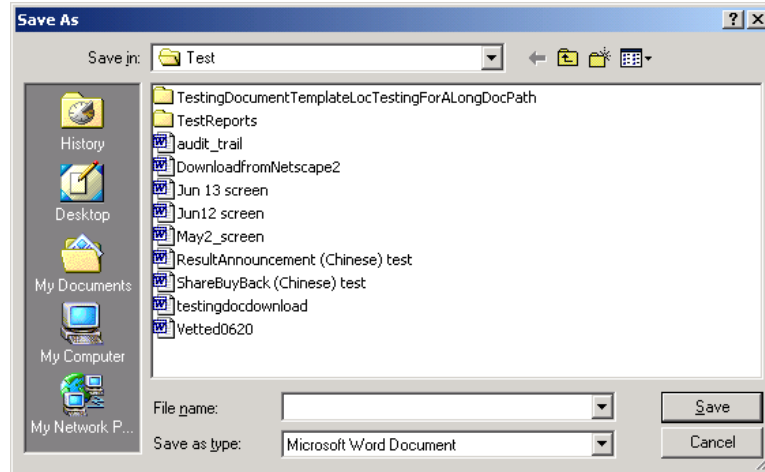
- A new window will be opened to display the file content automatically:

Figure 1.55

Download Files with File Menu

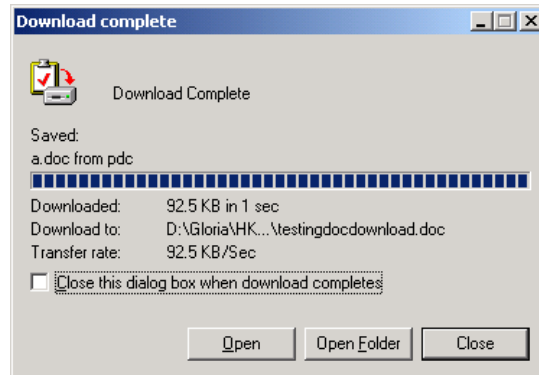
- Use the SAVE AS option in the FILE drop down menu on your browser's menu bar to save the file to the desired location.

Figure 1.56

**Browsing Location
for Download**

Specify the *file name* and *desired folder*. Click **SAVE**. After the file is downloaded successfully, a **Download Complete** dialog box appears. The file will have been saved in the selected location.

Figure 1.57

**Download
Complete**

Click **CLOSE**.

1.7 Viewing Your Company's Profile

To view your company's profile details,

1. Click PROFILE ADMIN in the MAIN MENU, the *Company Details* page is displayed.

Figure 1.58

*My Company
Details*

HKE 香港交易所

e-Submission System

The Stock Exchange of Hong Kong Limited
(A wholly-owned subsidiary of Hong Kong Exchanges and Clearing Limited)

22.2 Build 10 Rev 0
Oct 15, 2008 Wednesday 15:58
Welcome John Smith!

[SUBMISSION FOR PUBLICATION](#)
[E-FORM](#)
[SUBMISSION MANAGEMENT](#)
[DOWNLOAD DOC TEMPLATE](#)
[PROFILE ADMIN](#)
[LOGOUT](#)

Company Details

Company Code: LM00388 Company Type: Listed Companies (Main Board)

Company Details

Name: Hong Kong Exchanges and Clearing Limited
Chinese Name: 香港交易及結算所有限公司
Website: http://www.hkex.com.hk

Authorised Person to Receive Passwords and for Subsequent Registration Matters

1) Primary

Family Name	Smith	Given Name	John
Address	12/F, One International Finance Centre, Harbour View Street, Central, Hong Kong	Phone	2222 2222
		Fax	2222 3333
		Email	johnsmith@388.com

2) Secondary

Family Name		Given Name	
Address		Phone	
		Fax	
		Email	

[FAQ for Publication Related Matters](#)
[Training Enrollment](#)

2. You can amend your own User Details by clicking the MY PROFILE button (see below for details).

1.8 Maintaining Your User Details

1.8.1 Viewing and Changing Your User Details

1. Select PROFILE ADMIN in the MAIN MENU. The *Company Details* page is displayed.
2. Click MY PROFILE button in *Company Details* page. The *User Details* page is displayed:

Figure 1.59

Company User Details

The screenshot shows the 'User Details' page in the e-Submission System. The page header includes the HKEx logo and the text 'The Stock Exchange of Hong Kong Limited'. A navigation menu at the top right contains buttons for 'SUBMISSION FOR PUBLICATION', 'E-FORM', 'SUBMISSION MANAGEMENT', 'DOWNLOAD DOC TEMPLATE', 'PROFILE ADMIN' (which is highlighted), and 'LOGOUT'. The main content area is titled 'User Details' and includes a section for 'MANDATORY FIELDS'. The fields are as follows:

* User ID	LM00008B	* User Type	E-user
* Authority Type	<input checked="" type="checkbox"/> Represent OWN company <input checked="" type="checkbox"/> Represent OTHER companies	* Operation Type	<input type="radio"/> Listing Related Matter <input checked="" type="radio"/> Web Publication Related Matter
* Resigned	<input type="radio"/> Yes <input checked="" type="radio"/> No		
* Family Name	Smith	* Given Name	John
* Salutation	Mr	* Position	Officer
* Phone	21212121	* Fax	21212121
* Email	boy@8.com		

At the bottom of the form, there are two buttons: 'Save' and 'Change User Password'.

3. Your account profile will be displayed. The fields: *User ID*, *User Type*, *Authority Type*, *Operation Type* and *Resign Status* are for your reference only.

The fields: *Family Name*, *Given Name*, *Salutation*, *Position*, *Phone*, *fax* and *Email* can be amended. You can make changes as required.

4. After you have finished editing, click SAVE. A dialog box will appear to ask for confirmation.
5. Click OK, an acknowledgement message will appear.
6. Click OK. The *User Details* page is displayed with the amended information.

1.8.2 Change User Password

It is recommended to change your password periodically. To change your password, please follow the steps set out below:

1. Select PROFILE ADMIN in the MAIN MENU. The *Company Details* page is displayed.
2. Click MY PROFILE button on the *Company Details* page. The *User Details* page is displayed.
3. Click RESET PASSWORD. The *Change User Password* page is displayed:

Figure 1.60
*Reset Login
Password*

4. Enter your *Current User Password*, *New User Password* and *Retype New User Password* and click SAVE.

NOTE: Your *New Password* must be between 6 and 10 characters in length and cannot be the same as the last 3 passwords you have used, including your *Current Password*.

5. Click SAVE in the dialog box to confirm the update. An acknowledgement message is displayed.
6. Click OK. The *Company Details* page is displayed.

1.9 Exit the System

It is recommended that you logout the system if you finish your session or are about to leave your PC unattended.

NOTE: If you have partially completed a submission, you should save or approve the submission before you logout and note the Submission Number assigned; else the un-submitted data will be lost.

1. Select LOGOUT in the MAIN MENU.

Figure 1.61

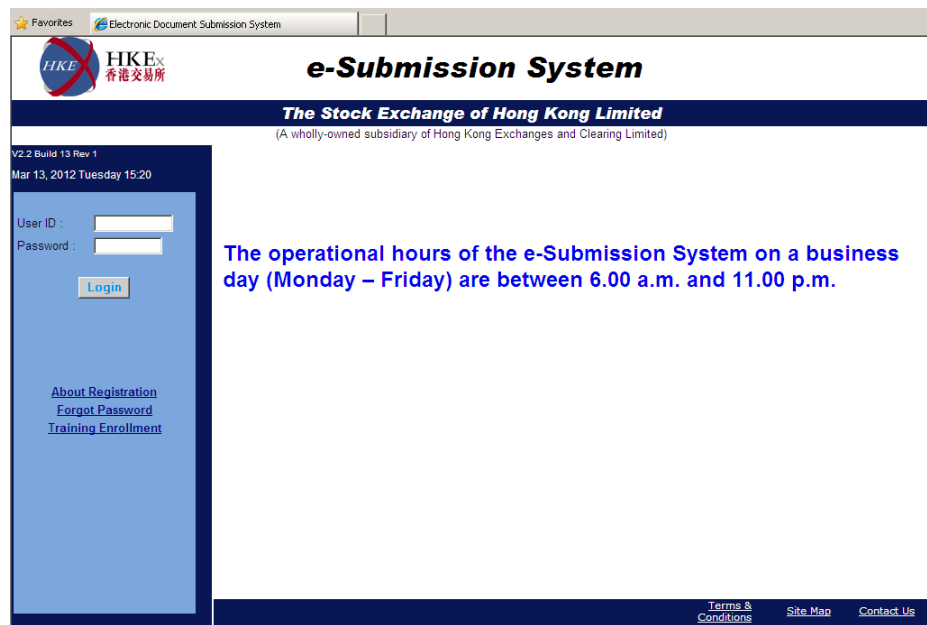
Main Menu

The screenshot shows the main menu of the e-Submission System. At the top left is the HKE logo with the text '香港交易所 HKE_x'. The main title is 'e-Submission System' and below it is 'The Stock Exchange of Hong Kong Limited (A wholly-owned subsidiary of Hong Kong Exchanges and Clearing Limited)'. A navigation bar contains buttons for 'SUBMISSION FOR PUBLICATION', 'E-FORM', 'SUBMISSION MANAGEMENT', 'DOWNLOAD DOC TEMPLATE', 'PROFILE ADMIN', and 'LOGOUT'. The user ID is 'LM00008B' and the name is 'John Smith'. A 'Change User Password' section contains three mandatory fields: 'Current User Password', 'New User Password', and 'Retype New User Password', with a 'Save' button below.

The *e-Submission Main* Page will be displayed:

Figure 1.62

e-Submission Main Page



2. Close the browser window.