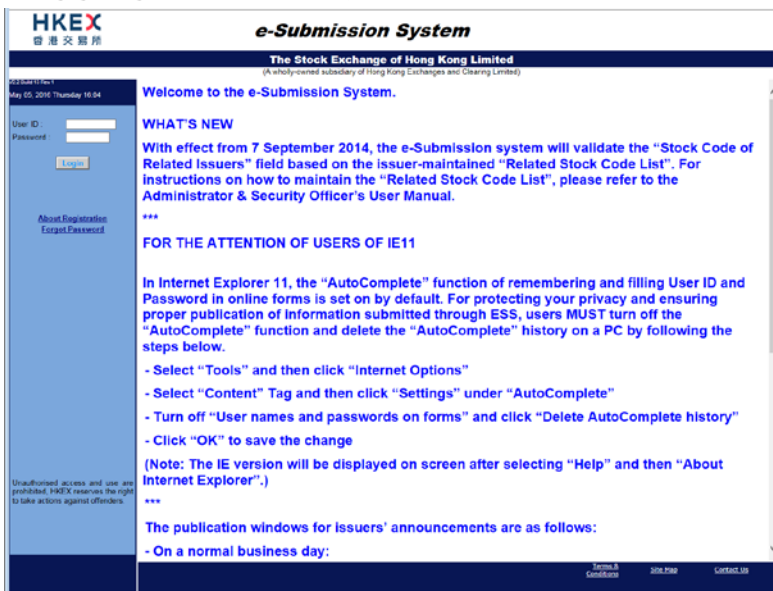


Things to have ready

1. Submitter / Approver User ID and User Password – used to log onto the system itself.
2. Security Passwords (Submission & Approval Password pair) – a list of these passwords will have been issued to you (if you are an issuer) by the Exchange in a sealed envelope.
3. Headline Categories – one or more categories from the Exchange’s list of standard headlines.
4. News Title (in English and Chinese).
5. File(s) to be uploaded (the name of the English Language file must start with the letter “e” and the name of the Chinese Language file must start with the letter “c”). The total file name length must not exceed 100 characters.

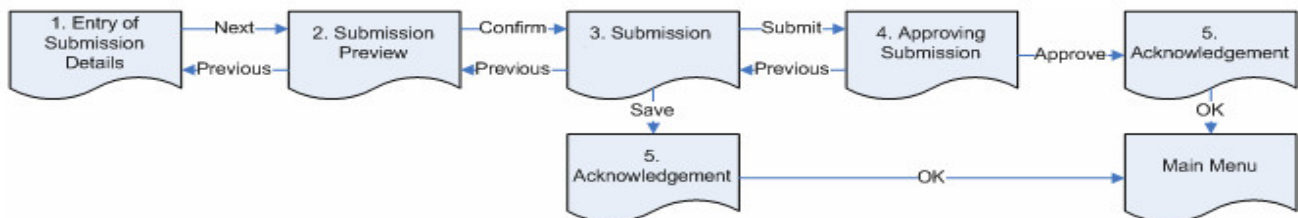
Logging onto the System



1. Enter User ID and User Password. Click Login Button.
2. A Disclaimer page will be displayed. Click ACCEPT and ENTER to continue.
3. The Main Page will be displayed.

Submission and Approval of Files in Single Session

Files can be submitted and approved immediately (in a single session) or submitted and saved for later approval.



1. Entry of Submission Details

- a) Select SUBMISSION FOR PUBLICATION from the MAIN MENU bar.
- b) Enter the submission details, including the Submission Security Password (first half of Submission & Approval Password pair), Headlines Categories, News Title(s) etc. on the General Submission form.
Please note that all data you input must be in English, except for the field “Title (Chinese)”.
- c) Click NEXT.
- d) Review the name(s) of the equity issuer(s) of the corresponding stock code(s) entered into the “Related Stock Code” fields. Click OK to continue the submission or click CANCEL to edit the submission details.

2. Submission Preview

- a) Review the Headline Categories and News Title(s). Click CONFIRM.

3. Uploading a file

- a) Click BROWSE to select the file to be uploaded. Then click "UPLOAD". The filename will be displayed in the table "List of Files Pending Approval". Repeat for all the files to be uploaded.

For dual language submissions the name of the English Language file must start with the letter "e" and the name of the Chinese Language file must start with the letter "c".

- b) After you have finished uploading the files, you can complete the approval process immediately by clicking SUBMIT to proceed to the Approve Submission page.

Alternatively, you can save the submission (with or without uploading the files) for later editing or approval by clicking SAVE (see "Retrieving Previously Saved Files for Approval" below). You will be shown an acknowledgement and a Submission Number will be displayed. **You should note the Submission Number for future reference.** Click OK and you will be taken back to the Main Menu.

4. Approving Submission

- a) Review the Submission Details.
- b) Enter the Approver User ID and Approval User Password; enter the Approval Security 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.**
- c) Click APPROVE.

5. Acknowledgement

- a) If the approval and submission have been successful a Submission Number will be displayed. **You should note the Submission Number for future reference.**
- b) Click OK and you will be taken back to the Main Menu.

Retrieving Previously Saved Submission for Approval



1. Log onto the system

- a) See instructions above. **Please note that you must log onto the system as the approver not as the submitter.**

2. Submission History

- a) Select SUBMISSION MANAGEMENT from the MAIN MENU bar and choose “View Submission History” from the drop down list.
- b) On the Submission History page, search for and select the appropriate saved submission by clicking the appropriate Submission Number.

3. Submission History - Retrieval

- a) Enter the Submission Security Password (i.e. the Submission Security Password used to upload the files) and click RETRIEVE.

4. Approving Submission

- a) Review the Submission Details.
- b) Check all file(s) have been uploaded
- c) Enter the Approver User ID and Approver User Password. You must also enter the Approval Security Password (the second half of the Submission & Approval Security Password pair). Click APPROVE.

5. Acknowledgement

- a) If the approval and submission have been successful, the original Submission Number will be displayed again.
- b) Click OK and you will be taken back to the Main Menu.

Logging out of the System

1. Select LOGOUT in the MAIN MENU.
2. The e-Submission Main Page will be displayed.
3. Close the browser window.