



**HKE<sub>x</sub>**  
香港交易所

## The Stock Exchange of Hong Kong Limited

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

Our Ref: MD20111212-048

12 December 2011

To: Main Board Listed Issuers (Attn: Authorised Representatives)  
GEM Listed Issuers (Attn: Authorised Representatives)  
Market Practitioners

Dear Sirs

### Electronic Submission of Correspondence to the Listing Division

Currently, issuers and advisors correspond with the Listing Division by facsimiles, mail, or couriers. As part of our efforts to improve our communication channels and to reduce paper burden, we now offer issuers and advisors additional communication channels with the Listing Division through email or the newly enhanced e-submission, depending on the level of security desired. We also set out new arrangements for submission of draft circulars and listing documents, and e-submission of documents for publication below:

#### 1. email submission

You may email your submissions to the designated C&M or IPO email account of the responsible teams.

You must quote the case number in the “subject” section of the email. For listed issuers, if no case number has been assigned, you should quote the company name and stock code. The maximum file size limit is 7 megabytes.

For listed issuers, a list of designated teams’ email account addresses is set out below:

Team 1	<a href="mailto:licmteam1@hkex.com.hk">licmteam1@hkex.com.hk</a>	Team 11	<a href="mailto:licmteam11@hkex.com.hk">licmteam11@hkex.com.hk</a>
Team 2	<a href="mailto:licmteam2@hkex.com.hk">licmteam2@hkex.com.hk</a>	Team 12	<a href="mailto:licmteam12@hkex.com.hk">licmteam12@hkex.com.hk</a>
Team 3	<a href="mailto:licmteam3@hkex.com.hk">licmteam3@hkex.com.hk</a>	Team 13	<a href="mailto:licmteam13@hkex.com.hk">licmteam13@hkex.com.hk</a>
Team 4	<a href="mailto:licmteam4@hkex.com.hk">licmteam4@hkex.com.hk</a>	Team 14	<a href="mailto:licmteam14@hkex.com.hk">licmteam14@hkex.com.hk</a>
Team 5	<a href="mailto:licmteam5@hkex.com.hk">licmteam5@hkex.com.hk</a>	Team 15	<a href="mailto:licmteam15@hkex.com.hk">licmteam15@hkex.com.hk</a>
Team 6	<a href="mailto:licmteam6@hkex.com.hk">licmteam6@hkex.com.hk</a>	Team 16	<a href="mailto:licmteam16@hkex.com.hk">licmteam16@hkex.com.hk</a>
Team 7	<a href="mailto:licmteam7@hkex.com.hk">licmteam7@hkex.com.hk</a>	Team 17	<a href="mailto:licmteam17@hkex.com.hk">licmteam17@hkex.com.hk</a>
Team 8	<a href="mailto:licmteam8@hkex.com.hk">licmteam8@hkex.com.hk</a>	Team 18	<a href="mailto:licmteam18@hkex.com.hk">licmteam18@hkex.com.hk</a>
Team 9	<a href="mailto:licmteam9@hkex.com.hk">licmteam9@hkex.com.hk</a>	Team 19	<a href="mailto:licmteam19@hkex.com.hk">licmteam19@hkex.com.hk</a>
Team 10	<a href="mailto:licmteam10@hkex.com.hk">licmteam10@hkex.com.hk</a>		

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This list is also available on the HKEx website under “Contact Persons in the Listing Division of HKEx for Listed Companies”

( [http://www.hkex.com.hk/eng/listing/listreq\\_pro/listcontact/new\\_advisor.htm](http://www.hkex.com.hk/eng/listing/listreq_pro/listcontact/new_advisor.htm)).

For new listing applicants, please use only the email account addresses advised by the responsible teams.

### *2. e-Submission System-Listing Related Matter (ESS-LRM)*

Our ESS-LRM continues to provide a secured submission channel for issuers and advisors to submit documents through the internet. For your convenience, we have simplified the document submission process:

- i) Submission of documents where a case number has been assigned – you may submit these documents simply by entering the case number and document type. We have removed the requirement for a case password.
- ii) Documents without a case number – under the new system, listed issuers may submit these documents simply by ticking the “New case/Non-case” box, enter the company code and select the document type. Listed issuers are no longer required to create a new case number before submitting documents.
- iii) Submission of Web Proof Information Pack (WPIP) – we have removed the company code requirement. Users may key in the case number for submission purposes. Please see revised paragraph C12 of the logistical arrangements at: [http://www.hkex.com.hk/eng/rulesreg/listrules/listadmin/documents/wpip\\_log.pdf](http://www.hkex.com.hk/eng/rulesreg/listrules/listadmin/documents/wpip_log.pdf)

The Quick Reference Guide and the user manual of ESS-LRM have been updated and are available at the home page of ESS website (<http://www.esubmission.hkex.com.hk>).

### *3. Submission of draft circulars and listing documents*

Currently, new listing applicants are required to submit a CD-ROM for each proof of listing document. To streamline and standardize the submission process, we ask all new listing applicants and listed issuers submitting each proof of a circular or listing document to also provide a soft copy version of the same document either by email (email account: [listingdoc@hkex.com.hk](mailto:listingdoc@hkex.com.hk)) or by CD-ROM (for files exceeding 7 megabytes).

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*4. Submission of documents through e-submission system for publication on the HKExnews website*

Main Board issuers can currently submit documents with file size less than 4 megabytes through our e-submission system for publication on the HKExnews website. For your convenience, we have increased the file size limit to 10 megabytes. Issuers submitting documents with file size over 10 megabytes should continue to use CD-ROM.

If you have any question, please contact our case officers.

Yours faithfully,  
For and on behalf of  
The Stock Exchange of Hong Kong Limited

*[Signed]*

Mark Dickens JP  
Head of Listing