

Fast Interface for New Issuance (FINI)

FINI Registration Guide



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Versions

Publication Date	Version
22 November 2023 [Current]	Second version published
8 November 2022	First version published

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A. Introduction

A1. What is FINI?

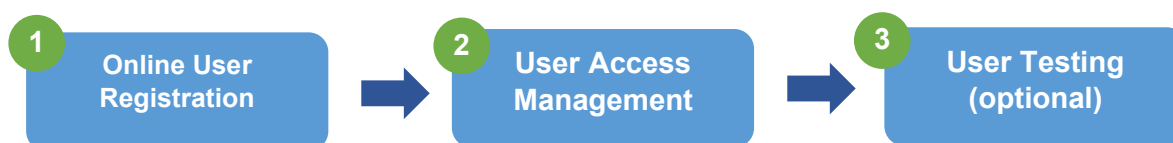
FINI is an online platform that is being developed by HKSCC that will be used for subscription, settlement and admission to trading of New Listings of equity securities, depository receipts, stapled securities and REITs on SEHK, covering:

- Primary listings;
- Dual-primary listings;
- Secondary listings;
- Reverse Takeovers;
- Listings by way of introduction; and
- Transfers from GEM to the Main Board.

FINI fully replaces the CCASS EIPO service among market participants and HKEX, as set out in Section B.

A2. Onboarding process

In order to be onboarded to FINI, your firm will go through three steps as follows:



The document describes the process of **1 Online User Registration**.

For **2 User Access Management**, please refer to [Access Management User Guide](#).

For **3 User Testing Setup**, please refer to [FINI Testing Environment Setup and Access Guide](#).

B. Who should read this Guide?

This FINI User Registration Guide is for firms who wish to either:

- i. register to become FINI Users for the first time in one or more of the user type(s) set out in the table below, or
- ii. modify their existing FINI user type(s) registration at any time.

The FINI user types are listed below:

FINI user type	Possible role on FINI...	Will primarily use FINI for...
Sponsor	Designated Sponsor	<ul style="list-style-type: none"> • Manage offering initiation and reference data • Manage deal access control for syndicate members / advisers • Provide certain regulatory submissions
	Other Sponsor	<ul style="list-style-type: none"> • Provide certain regulatory submissions
Legal Counsel	Sponsor Counsel	<ul style="list-style-type: none"> • Where invited, to input the reference data into FINI but the data can only be submitted by the Designated Sponsor
	Issuer Counsel	<ul style="list-style-type: none"> • Provide certain regulatory submissions required from the Issuer
Intermediary	Designated Overall Coordinator (“DOC”)	<ul style="list-style-type: none"> • Confirm deal size, tranche allocations and final pricing • Manage the control list of distributors’ share allocations • Provide certain regulatory submissions • Provide own placee information and supporting documents
	Other Overall Coordinator	<ul style="list-style-type: none"> • Manage the control list of distributors’ share allocations • Provide certain regulatory submissions • Provide own placee information and supporting documents
	Distributor	<ul style="list-style-type: none"> • Provide own placee information and supporting documents • Provide certain regulatory submissions
HKSCC Participant	CCASS Participant of HKSCC (“CP”)	<ul style="list-style-type: none"> • Input or amend public offer application lists (“EIPO”)
FINI Bank	Designated EIPO Bank of CPs (“DB”)	<ul style="list-style-type: none"> • Monitor CPs’ EIPO pre-funding requirements • Confirm that CPs have met their pre-funding requirements • Enact money settlement in respect of CPs’ EIPO share allotments
	Receiving Bank of IPO Issuers (“RB”)	<ul style="list-style-type: none"> • Monitor EIPO money settlement in respect of IPO issuer’s proceeds • If the IPO is cancelled after money settlement, enact refund settlement in respect of CP’s EIPO share allotments
Share Registrar	Approved Share Registrar	<ul style="list-style-type: none"> • Confirm public, preferential and employee offering subscription levels • Provide public offer allotment information

C. Eligibility and document requirements

Please check and ensure your compliance with the eligibility requirements for the User types you wish to apply.

FINI user type	Eligibility requirements for:		
	Firm	Authorised signatory(ies)	Supporting documents required
Sponsor	<ul style="list-style-type: none"> Holds a valid SFC Type 6 license 	<ul style="list-style-type: none"> Registered as a Responsible Officer on the SFC Public Register of Licensed Persons and Registered Institutions 	<ul style="list-style-type: none"> A copy of the applicant's Business Registration Certificate
Legal Counsel	<ul style="list-style-type: none"> Registered as a Hong Kong Law Firm under the Hong Kong Law Society's Law List 	<ul style="list-style-type: none"> Registered as a member with practicing certificate under the Hong Kong Law Society's Law List; or Registered as a partner of the firm under the Hong Kong Law Society's Law List 	<ul style="list-style-type: none"> A copy of the applicant's Business Registration Certificate
Intermediary	<ul style="list-style-type: none"> Holds a valid SFC Type 1 license or a securities license issued by a Recognised Securities Regulator* 	<ul style="list-style-type: none"> Registered as a Responsible Officer on the SFC Public Register of Licensed Persons and Registered Institutions or relevant register of the Recognised Securities Regulator* 	<ul style="list-style-type: none"> A copy of the applicant's Business Registration Certificate
HKSCC Participant	<ul style="list-style-type: none"> Admitted by HKSCC as a Participant of CCASS (link) 	<ul style="list-style-type: none"> Registered as a designated officer of the HKSCC Participant 	<ul style="list-style-type: none"> No supporting document is required. A HKSCC Participant's use of FINI will be bound by HKSCC Rules
Bank	<ul style="list-style-type: none"> Registered as a designated bank with HKSCC on the following HKEX website (link) 	<ul style="list-style-type: none"> Registered as a designated bank officer of the Bank 	<ul style="list-style-type: none"> A copy of the nominee bank account information on all supported currencies (HKD/RMB/USD)
Share Registrar	<ul style="list-style-type: none"> Registered as a Member of the Federation of Share Registrars ("FSR") on the FSR's Members List 	<ul style="list-style-type: none"> Any authorised signatory of the company 	<ul style="list-style-type: none"> A copy of the applicant's Business Registration Certificate

* *Recognized Securities Regulator is a signatory to the International Organization of Securities Commissions' (IOSCO) Multilateral Memorandum of Understanding Concerning Consultation and Cooperation and the Exchange of Information (MMoU): <https://www.iosco.org/about/?subSection=mmou&subSection1=signatories>*

⚠ HKSCC will take steps to verify applicants' eligibility and reserves the right to reject an application. If there are any questions on your firm's eligibility, please reach out to HKSCC (cs_cps_cc@hkex.com.hk) for further information.

D. Registration process workflow

The Registration process includes (i) submitting the registration form; (ii) signing the registration form.

Before starting the registration:

- read carefully the [Explanatory Notes](#) and [Terms and Conditions of FINI](#) on our FINI webpage;
- ensure that supporting documents (as stated in [Section C](#)) are prepared ahead of registration.

D1. Submitting the registration form

To start your registration, go the registration form link:

https://surveys.hkex.com.hk/jfe/form/SV_7anIG2LRi0V3gij

or scan the QR Code below:



You will need to provide the following details in the registration form. All the displayed input fields are mandatory unless specified as 'optional' on the form.

Step	Description	Remarks
Applicants Details		
1	Provide your company details, contact person details	Ensure input for "place of incorporation" field is accurate. Here is why .
2	Select the FINI User Type(s) you wish to apply and ensure the eligibility requirements (Section C) are met.	
3	Provide the unique firm identifier based on the user type(s) selected for HKSCC to verify and authenticate.	Further details on identifier here .
Delegated Administrators ("DAs")		
4	Provide the details of DAs that your firm wishes to appoint, where DAs will be responsible for managing business user accounts (i.e. to add / delete users) and setting API access for your firms (if applicable).	You may appoint your existing Client Connect DAs as newly selected FINI user type(s). Further details available here .
Nominee Bank Account [for Bank Users only]		
5	Provide details information of: (i) Nominee Bank accounts (ii) Debit Authorisation form signatory(ies), including the Nominee Bank Account holder and the Bank countersign.	You may assign up to three signatory(ies) for Nominee Bank Account holder to sign and the Bank. Further details available here .
Upload supporting documents		
6	Upload supporting document(s) for your selected user type(s). Please refer to Section C for the supporting document requirements.	Upload feature is limited to one PDF file and must not exceed 10MB per file.
FINI Registration Form Signatory(ies)		
7	Provide name and email address of the authorised signatory(ies). You are required to provide the signatory(ies) information for each FINI user type selected.	You may assign up to three signatory(ies) for each FINI user type selected to sign the registration form. Further details available here .

Upon the submission of the registration form, you will receive an acknowledgement email from us, and submission reference ID will be provided. You may quote your submission reference ID when you need to enquire the application status.

D2. Signing the registration form

We will process your registration form as soon as we receive it. We will contact you via the 'Contact person' specified in the registration form if we have any queries on the form. If there is a need to update the registration form (either initiated by us or your firm), we will send you a hyperlink which you can access the registration form, update the information, and then re-submit the form.

When the registration form is ready for signing, your firm's authorised signatory(ies) are required to sign the form to complete the registration process. There are two ways to sign, depending on your firm's place of incorporation.

Signature method	If your firm's...	Then you should...
Electronic	Place of incorporation <u>is</u> a recognised jurisdiction*	Receive an email from DocuSign requesting for electronic signature action based on the email address(es) of each authorised signor(s) provided under Section D1 (Step 7)
Physical	Place of incorporation is <u>not</u> listed as a recognised jurisdiction*	Receive an email from HKSCC requesting for physical signature action based on the email address(es) of each contact person(s) provided under Section D1 (Step 1)

*Recognised jurisdictions include Hong Kong, Australia, Bermuda, British Virgin Islands, Cayman Islands, the United Kingdom, New Zealand, Singapore, and the USA.

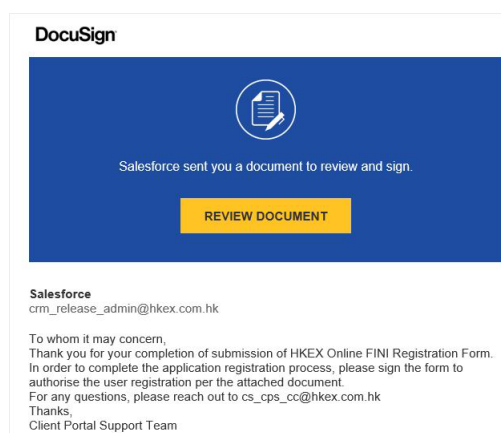
Reminder for Bank Users:

Apart from a Bank's place of incorporation, the registration form and Debit Authorisation Form signing method will also depend on the place of incorporation of the Nominee Bank Account holder. In short, electronic signing will be provided only if the place of incorporation of both the Bank and the Nominee Bank Account holder are listed as a recognised jurisdiction.

1) Electronic signing via DocuSign

The registration form signatory(ies) will receive email which contains a link to the registration form. Follow the steps below to sign the form:

Step 1: Click the **REVIEW DOCUMENT** button in the email to view the registration form.



Step 2: Click **CONTINUE** and you will be directly to the signature block with a **Sign** button. Press the 'Sign' button to start signing.



Step 3: Either choose **USE SAVED** to pick a used signature (if you have used DocuSign before) or click **ADOPT NEW** to create a new one.



Step 4: Click **FINISH** to complete your signing.



The registration form signing is completed when all the signatory(ies) sign the registration form.

HKSCC will create your firm's profile in FINI based on the completed registration form.

2) Physical signing

In case of physical signing of the registration form is required, we will email the filled registration form (in pdf format) to the 'Contact person(s)' who will need to arrange physical signing with the signatory(ies) provided in the registration form.

Please return the physically signed copy of the FINI registration form by email to cs_cps_cc@hkex.com.hk followed by post to the Client Portal Support Team ("CPS") department (6th floor, Two Exchange Square, 8 Connaught Place, Hong Kong) within one month of the email. HKSCC will only create your firm's profile after receiving the physical copy.

⚠ If the FINI Registration is not signed within a month after the authorised signatory(ies) received the form, HKSCC reserves the right to invalidate an application.

E. Frequently Asked Questions (“FAQs”)

E1. Why is the “place of incorporation” field important?

The screenshot shows a registration form titled "Applicant Details". Under "Company Information", there are two text input fields: "Company Name (English)" containing "Company ABC" and "Company Name (Chinese) (optional)". Below this, the "Place of Incorporation" section is highlighted with a green border. It contains a grid of radio button options: Hong Kong (selected), United Kingdom, Australia, New Zealand, Bermuda, Singapore, British Virgin Islands, USA, and Cayman Islands. Below the "Others (please specify):" option is a text input field. At the bottom of the form, there is a progress indicator showing 0% completion and navigation arrows.

Only one place of incorporation can be selected for your firm. Should your firm’s place of incorporation is not among the available selections, select “Others (please specify)” and input the name of place of incorporation (e.g. Indonesia).

The place of incorporation information provided is important, as it will determine your firm’s eligibility for using an electronic signature when submitting the registration form (see [Section D2](#)).

E2. How do I find my firm’s identifier?

An identifier is the unique code that is assigned to your firm, detailed below for your reference. The identifier will be used by HKSCC to authenticate whether your firm indeed meets the eligibility requirements.

FINI user type	Requirements	Sources and relevant field	Identifier example
Sponsor	Valid SFC Type 6 license	CE Reference on SFC Public Register of Licensed Persons and Registered Institutions	AAB123
Legal Counsel	Registered on the Hong Kong Law Society’s Law List (as HK Law Firm)	Firm Name (English) on Hong Kong Law Society’s Law List	Firm ABC
Intermediary	Valid SFC Type 1 license	CE Reference on SFC Public Register of Licensed Persons and Registered Institutions	AAD123
	Overseas accreditation	May vary depending on member agencies (link)	
HKSCC Participant	CCASS Participant ID	HKSCC Participant’s “Participant ID” on the HKEX Website	C00123
Bank	Designated Bank code	Designated Bank’s “Code” on the HKEX Website	123/456
Share Registrar	Share Registrar code	Share Registrar “Code” on the HKEX Website	R01

E3. Why do I need to select the number of authorised signatory(ies)?

We will require the registration form to be signed by the authorised signatory(ies) of your firm.

Depending on the policy of the firms, it is possible that a firm will require more than one authorised signatory in order to sign any legal documents on behalf of the firm.

You may assign up to three authorised signatory(ies) for each FINI user type selected to sign the registration form.

Please indicate the number of authorised signatory required (for the user type HKSCC Participant):

1
2
3

0% ————— 100%

→

The same also applies to the Bank User, which, apart from signing registration form, the Nominee Bank Accountholder is required to sign, and the Bank is required to countersign the Debit Authorisation Form. You may assign up to three authorised signatory(ies).

The image shows two screenshots of a registration form. The top screenshot is titled "Please indicate the number of authorised signatory(ies) of the Accountholder." It features a dropdown menu with options 1, 2, and 3, a progress bar at 0%, and a right arrow button. The bottom screenshot is titled "Please indicate the number of authorised signatory(ies) of the Bank." It also features a dropdown menu with options 1, 2, and 3, a progress bar at 0%, and a right arrow button.

If your firm requires more than three authorised signatory(ies) to sign registration form (and for Bank User, the registration form and Debit Authorisation form), please contact us via cs_cps_cc@hkex.com.hk for special arrangement.

E4. As Bank User, what are my additional required actions?

Firstly, you are required to provide nominee bank account details per applicable currency(ies) of HKD, RMB and / or USD.

NOTE: Bank Users are reminded that your firm is required to have a nominee bank account in the trading currency of the IPO to be eligible to participate in the IPO. For example, if the IPO is in USD, your firm needs to have a USD nominee bank account.

The image shows a screenshot of the "Nominee Bank Account details" form. It includes the text "As you have selected the user type 'Bank', please provide the Nominee Bank Account details as follows:" and "Please select applicable bank account currency(ies):". Below this, there are three rows, each with a checked checkbox and a currency label: HKD, USD, and RMB. At the bottom, there is a progress bar at 0% and left and right arrow buttons.

Please fill in the HKD account details below:

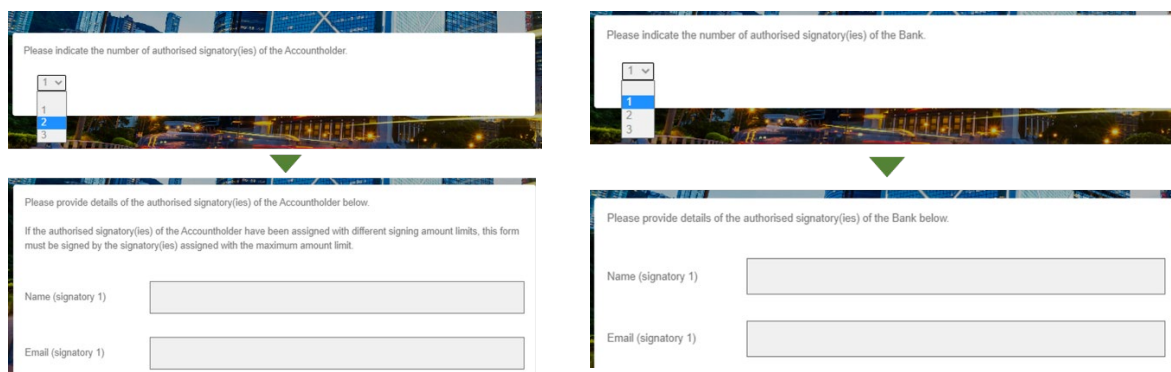
Effective Date (YYYY/MM/DD)	2023/01/03
SWIFT BIC Code	XYZHHKHKHH
HKAB Bank Code	999
Bank Branch Code	111
Bank Branch Name (optional)	Hong Kong Branch
Bank Account Number	234567891
Bank Account Name (must be acceptable SWIFT character)	Bank XYZ (HK)
Bank Account Address (must be acceptable SWIFT character)	2 Exchange Square, Central
Debtor's Reference Number (must be acceptable SWIFT character)	IP0xyz99881122

← 0% ————— 100% →

Field name	Length	Consideration
Effective Date	-	Ensure format always in “YYYY/MM/DD”.
SWIFT BIC Code	11	Ensure SWIFT BIC code provided is unique to your firm.
HKAB Bank Code	3	Ensure Bank Code provided is unique to your firm, and same as the identifier provided under Section D1 (Step 5).
Bank Branch Code	3	Ensure Bank Branch code provided is unique to your firm.
Branch Name	-	Optional field for Bank Branch name
Bank Account Number	9	Ensure Bank Account Number is provided and consistent with the supporting document provided under Section D1 (Step 6).
Bank Account Name	80	Ensure characters provided are acceptable by SWIFT (for money settlement purposes), available here .
Bank Account Address	120	
Debtor's Reference Number	40	

In addition, applicants are reminded that the setup of SWIFT Relationship Management Application (“RMA”) and Closed User Groups (“CUG”) (refer to *FAQ E28* of the *FINI Information Pack & User Guide for FINI Banks* for details) is required. HKSCC may contact your firm accordingly on the RMA and CUG setup progress.

You are also required to provide the following Debit Authorisation information: (i) name and / or email address(es) of nominee bank account information(s); and (ii) name and / or email address(es) of countersign signor(s). This step for Debit Authorisation is mandatory for the public offer money settlement purpose (refer to *Step 7, FAQ B1* of the *FINI Information Pack* for details), in which it provides authorisation for payment instruction(s) transmission to Banks by HKSCC via FINI.



Field name for Debit Authorisation	What does it refer to?
Nominee Bank Accountholder	Nominee Bank Accountholder to signify authorisation and agreement of the Debit Authorisation, based on nominee bank account details.
Bank's Authorised signatory(ies) to countersign	Authorised signatory(ies) of the Bank who are required to sign in duplicate of the Debit Authorisation form, based on nominee bank account details.

E5. What can I do if the registration form is not accessible?

If the registration form is not accessible on the HKEX FINI Website, you may contact cs_cps_cc@hkex.com.hk for any enquiries.

E6. What are the operating hours to access the registration form?

The registration form will be available 24 hours daily but HKSCC's processing time is from 09:00 to 18:00, Monday to Friday (except Hong Kong public holidays).

E7. What is the procedure for applying to be a FINI User at a group and subsidiary level?

If your firm is applying to be a FINI user at a group level entity and at the subsidiary level, two separate registration form submissions are required. For example, if firm B is the subsidiary to firm A, separate submissions by firm A and firm B will be required.

E8. What can I do if I need to amend a submitted registration form?

If you need to update a submitted registration form, please contact HKSCC via email (cs_cps_cc@hkex.com.hk) and quote the reference ID found in the acknowledgement email (which you will receive upon the online registration submission). Then we will provide you with an URL that is specific to your firm's registration form request for amendment.

E9. Do I need to sign the separate FINI Terms and Conditions in order to complete the FINI Registration?

Signing the FINI Registration Form means you accept the FINI Terms and Conditions. Please read the T&C carefully before completing the FINI Registration Form. You may find the FINI Terms and Conditions on FINI Webpage.

E10. How long will it take for my application to be processed?

In general, HKSCC will process a duly completed registration within 5 working days.