4.2 Participantship Management

AC 11 CHANGE OF AUTHORISED SIGNATORIES

WHEN TO USE:

- When HKSCC/Designated Bank/HKCC/SEOCH Participant wishes to update its Authorised Signatories through Client Connect.
- > This eService is available at any time.

ABOUT THIS eSERVICE:

- > This eService is available to business users granted with the access rights EU_CompanyAdministration.
- > This eService form is equivalent to "Change of Authorised Signatories" (G-Form 6).
- > PDF report will be available to Participant after the workflow is ended.

SAMPLE UX:

Users can expand all sections to view all the fields.

日KEX 香港交易所	Welcome, UB@com- ^{18-Nov-2019} Last Login: 15-Nov-2019 15:08 HKT	٩	🚅 🌐 EN 🗸	~ 8
eServices Post Trade	Home /	SAVE	PREVIEW	
Clearing Settlement & Depository	AC 11 CHANGE OF AUTHORISED SIGNATORIES			
Participantship Management Technical Setup	Reference Number:		X Expand	
Support	DETAILS OF CHANGES		+	
eServices Reporting	PRESCRIPED SUPPORTING DOCUMENTS TO RE SUBMITTED AFTER HIKEX'S CONFIRMATION			
			+	

There is built-in validation on the data input.

As Image: HKCC Participant (
DETAILS OF CHANGES –				
Types of Change New List of Authorised Signatories Addition of Authorised Signatories Deletion of Authorised Signatories Signature Amendment Group Amendment Type of Change is missing				
PRESCRIBED SUPPORTING DOCUMENTS TO BE SUBMITTED AFTER HKEX'S CONFIRMATION –				
 Prescribed Supporting Documents to be submitted after HKEX's confirmation: The original completed and signed List of Authorised Signatories with Specimen Signatures (click here to view and print for signing); and Certified True Extract of Minutes of the Meeting of the Board of Directors authorising the aforesaid change of Authorised Signatories by a director or the company secretary, etc., or such equivalent document (view Specimen here). *If needed, you may upload a scanned copy for HKEX to review first (the original copies are still needed to be submitted) 				
UPLOAD Upload a scanned copy for HKEX to review				
Confirmed Effective Date To be confirmed by HKEX				
Your request will normally be processed in five working days upon receipt of your supporting document. Upon completion, relevant clearing house will confirm you the effective date of the changes by phone or email.				
Declare that the information provided in this eService relating to us is complete, true and correct and that we have not made any statements or omissions which would render such information untrue or misleading.				
You must check this before you can proceed.				

FIELDS HIGHLIGHTS:

#	Field Name	Highlights				
COMPANY INFORMATION						
1	From	- Display the Company name of the Participant				
2	As	 Display the role of the Participants 				
DETAILS OF CHANGES						
3	 Types of Change New List of Authorised Signatories [a] Addition of Authorised Signatories [b] Deletion of Authorised Signatures [c] Signature Amendment [d] Group Amendment [e] 	 Field format: Checkbox Can multi-select option b – e 				
NEW I	IST OF AUTHORISED SIGNATORIES					
4	No.	 Field format: Integer Only display when option [a] is selected in "Types of Change" Show row number of the inputting record 16 rows can be added at most 				
5	Full name	 Field format: Alphanumeric Only display when option [a] is selected in "Types of Change" 				
6	Signing Group (if applicable)	 Field format: Alphanumeric Only display when option [a] is selected in "Types of Change" 				
7	+ ADD ANOTHER ROW	 Provide additional information by clicking the button 				
8	 Signing Instruction Any one of the Authorised Signatories signing alone shall be valid Any two of the Authorised Signatories signing jointly shall be valid Any two of Group A or any one of Group A plus any one of Group B of the Authorised Signatories signing jointly shall be valid Others 	 Field Format: Radio button Only display when option [a] is selected in "Types of Change" Input box will be populated if "Others" is selected 				
9	Company Chop Requirement	 Field Format: Radio button Only display when option [a] is selected in "Types of Change" 				
	ION OF AUTHORISED SIGNATORIES/ DE	LETION OF AUTHORISED SIGNATORIES/ SIGNATURE				
10	No.	 Field format: Integer Only display when option other than [a] is selected in "Types of Change" Show row number of the inputting record 16 rows can be added at most 				
11	Full name	 Field format: Alphanumeric Only display when option other than [a] is selected in "Types of Change" 				
12	Signing Group (if applicable)	 Field format: Alphanumeric Only display when option other than [a] is selected in "Types of Change" 				
13	+ ADD ANOTHER ROW	 Provide additional information by clicking the button 				
14	 Signing Instruction Any one of the Authorised Signatories signing alone shall be valid Any two of the Authorised Signatories signing jointly shall be valid 	 Field Format: Radio button Only display when option other than [a] is selected in "Types of Change" Input box will be populated if "Others" is selected 				

#	Field Name	Highlights			
	 Any two of Group A or any one of Group A plus any one of Group B of the Authorised Signatories signing jointly shall be valid Others 				
15	Company Chop Requirement	 Field Format: Radio button Only display when option other than [a] is selected in "Types of Change" 			
PRESCRIBED SUPPORTING DOCUMENTS TO BE SUBMITTED AFTER HKEX'S CONFIRMATION					
16	UPLOAD	 At most 5 files with file size 20Mb each can be uploaded in one submission 			
17	Confirmed Effective Date	 User should refer to the "Confirmed Effective Date" as the final approved effective date 			
18	Declaration checkbox	- Field Format: Checkbox			
CONTACT INFORMATION					
19	Name of Contact Person	 Field format: Alphanumeric Auto-filled based on maker's profile and content is editable. 			
20	Email Address	 Field format: Alphanumeric Auto-filled based on maker's profile and content is editable. 			
21	Telephone Number	 Field format: Numeric Auto-filled based on maker's profile and content is editable. 			
22	+ CONTACT PERSON	 Provide additional contact information by clicking the button Participant can optionally provide up to 5 contact information. 			