4.2   Participantship Management

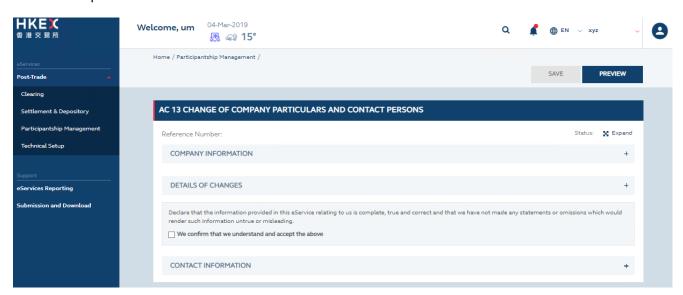### AC 13 CHANGE OF COMPANY PARTICULARS AND CONTACT PERSONS

WHEN TO USE:

➢ When a HKSCC/HKCC/SEOCH Participant, HKSCC Designated Bank or HKSCC Clearing Agency Participant wishes to update company particulars and contact persons through Client Connect.

➢ The eService is available at any time.
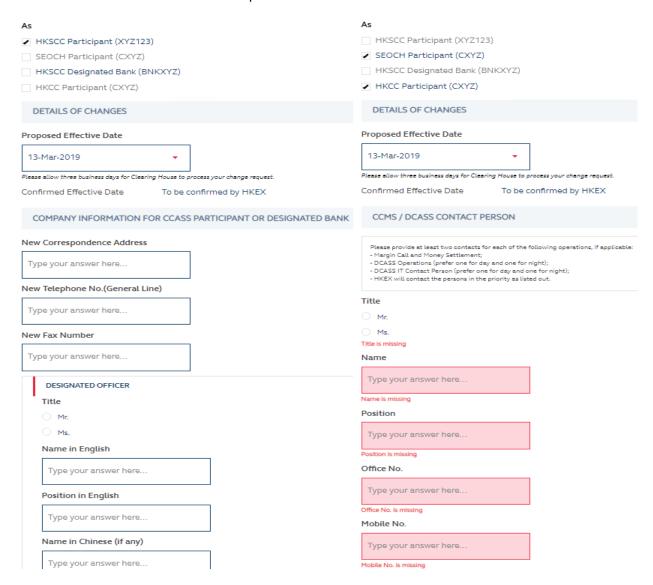
ABOUT THIS eSERVICE:

➢ This eService is available to Business users granted with the access rights EU_CompanyAdministration.

➢ This eService is equivalent to "Change of Account Information Form"(CCASS-Form 48) and "CHANGE OF CCMS/DCASS CONTACT PERSONS FORM" (DCASS-Form 3).

➢ The eService is responsive to options selected by Participants, different set of fields will appear when maker selects different Participantships for HKSCC, HKCC and or SEOCH. Separate sets of fields will appear if maker selects HKSCC Participant/HKSCC Designated Bank/HKSCC Clearing Agency Participant or if maker selects HKCC/SEOCH Participant. A HKSCC Participant/HKSCC Designated Bank/HKSCC Clearing Agency Participant can only update the CCASS information in one eService and as a HKCC/SEOCH Participant, it needs to submit another eService if it wishes to update the CCMS/DCASS information .

➢ Email and Dashboard notifications will be sent to both maker and checker once there is change relating to eService status.

SAMPLE UX:

Users can expand all sections to view all the fields.

There is built-in validation on the data input.

FIELDS HIGHLIGHTS:

#	Field Name	Highlights
COMPANY INFORMATION		
1	From	- Display the company name on behalf of which the maker is acting.
2	As	- Applicable to HKSCC/HKCC/SEOCH Participant, HKSCC Designated Bank and HKSCC Clearing Agency Participant.
DETAILS OF CHANGES		
3	Proposed Effective Date	- Proposed Effective Date must be at least 3 business dates later.
4	Confirmed Effective Date	- Confirmed Effective Date is only available when HKEX completed the request.
COMPANY INFORMATION FOR HKSCC PARTICIPANT OR DESIGNATED BANK OR CLEARING AGENCY PARTICIPANT		
5	New Correspondence Address	- Only available for HKSCC Participant / HKSCC Designated Bank and HKSCC Clearing Agency Participant.
6	New Telephone No. (General Line)	- All fields are optional.
7	New Fax Number	
DESIGNATED OFFICER / ALTERNATIVE DESIGNATED OFFICER		
8	Title ○ Mr. ○ Ms.	- Only available for HKSCC Participant / HKSCC Designated Bank and HKSCC Clearing Agency Participant. - All fields are optional except for HKSCC Designated Bank:- Name in Chinese (if any) and Position in Chinese (if any) are compulsory if the relevant fields in English have been inputted.
9	Name in English	
10	Position in English	
11	Name in Chinese (if any)	
12	Position in Chinese (if any)	
13	Direct Telephone No.	
14	Email Address	
15	Request for Data Download Service in CCASS checkbox	
16	Bank Identifier Code (BIC) ○ New ○ Change ○ Delete	
17	BIC Bank Code	
18	BIC Country Code	
19	BIC Location Code	
CCMS / DCASS CONTACT PERSON for HKCC/SEOCH Participant		
20	Title ○ Ms. ○ Mr.	- Only available for HKCC and/or SEOCH Participant. - All fields are mandatory.
21	Name	
22	Position	
23	Office No.	
24	Mobile No.	
26	Email Address	
26	Margin Call and Money Settlement checkbox	- At least one checkbox must be selected.
27	DCASS Operations Day / Night checkbox	

#	Field Name	Highlights
28	DCASS IT Contact Day / Night checkbox	
29	+ CONTACT PERSON	- Maker can add more than one CCMS/DCASS contact person.
30	Declaration checkbox	
CONTACT INFORMATION		
31	Name of Contact Person	- Field format: Alphanumeric - Auto-filled based on maker's profile and content is editable.
32	Email Address	- Field format: Alphanumeric - Auto-filled based on maker's profile and content is editable.
33	Telephone Number	- Field format: Numeric - Auto-filled based on maker's profile and content is editable.
34	+ CONTACT PERSON	- Provide additional contract information by clicking the button - Participant can optionally provide up to 5 contact information.