4.2 Participantship Management

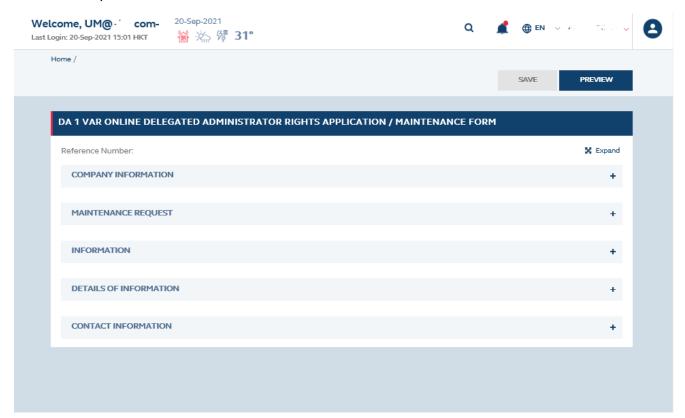### DA 1 VAR ONLINE DELEGATED ADMINISTRATOR RIGHTS APPLICATION / MAINTENANCE FORM

WHEN TO USE:

➢ When a HKSCC Participant wishes to apply or maintain their VaR Online Delegated Administrator (VaR DA) rights through Client Connect.

➢ This eService is available 24 hours a day; except during regular system maintenance.

ABOUT THIS eSERVICE:

➢ This eService is available to Client Connect Delegated Administrators (CCDAs) or Business users with the access right EU_UserMaintenance.

➢ The eService is responsive to options selected by Participants such that different fields will appear when maker selects different choices.

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

➢ After the end of workflow, participants can download the form in PDF format for reference.

SAMPLE UX:

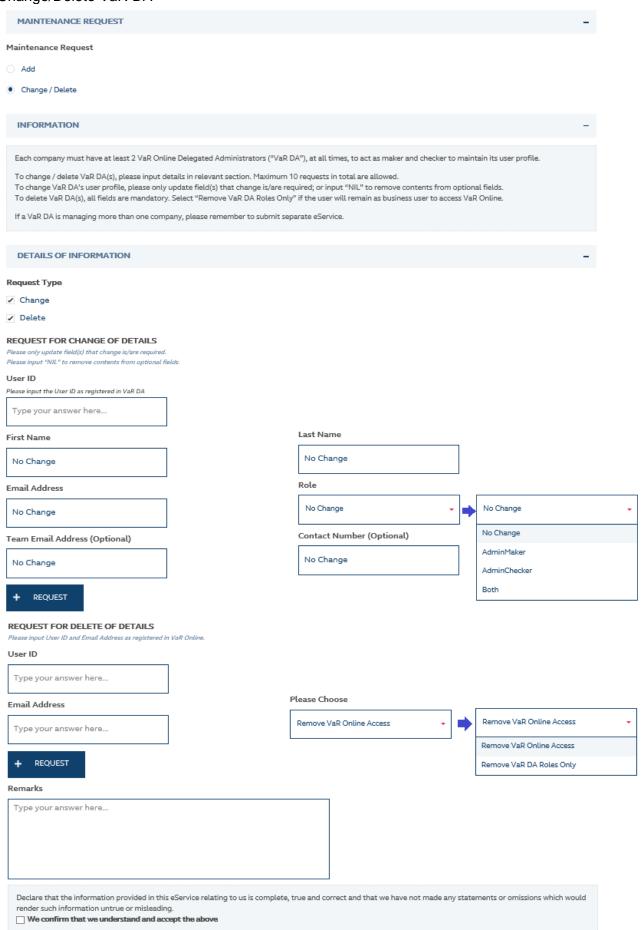Users can expand all sections to view all the fields.

There is built-in validation on the data input.

Add VaR DA

MAINTENANCE REQUEST   —

Maintenance Request

◉ Add

◯ Change / Delete

INFORMATION   —

Please appoint at least 2 VaR Online Delegated Administrators ("VaR DA") to act as maker and checker to maintain applicant's user profile. An applicant may, at the maximum, appoint 4 individuals to act as maker, checker or both. A VaR DA who acts as both maker and checker cannot approve actions initiated by himself / herself; or actions relating to his / her own profile.

For each VaR DA, applicant should create and assign an unique alphanumeric user ID which will form part of the system generated VaR DA user ID. Please ensure the email address is entered correctly as VaR DA user ID and login information will be sent to this email address. For security reasons, please provide your corporate email address.

If a VaR DA manages more than one company, the same user ID and email address should be assigned to such VaR DA. Please remember to submit separate eService if a VaR DA is to manage more than one company.

In general, HKEX will process the duly completed form by batches. VaR DA will receive a system generated email notification upon account creation. He / She has to setup his / her own password following the instructions in the email.

DETAILS OF INFORMATION   —

User ID

| Type your answer here... |

First Name

| Type your answer here... |

Last Name

| Type your answer here... |

Email Address

| Type your answer here... |

Role

| Both ▾ |

Team Email Address (Optional)

| Type your answer here... |

Contact Number (Optional)

| Type your answer here... |

[+   REQUEST]

Remarks

| Type your answer here... |

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.
☐ **We confirm that we understand and accept the above**

Change/Delete VaR DA

MAINTENANCE REQUEST   −

Maintenance Request

○ Add

● Change / Delete

INFORMATION   −

Each company must have at least 2 VaR Online Delegated Administrators ("VaR DA"), at all times, to act as maker and checker to maintain its user profile.

To change / delete VaR DA(s), please input details in relevant section. Maximum 10 requests in total are allowed.
To change VaR DA's user profile, please only update field(s) that change is/are required; or input "NIL" to remove contents from optional fields.
To delete VaR DA(s), all fields are mandatory. Select "Remove VaR DA Roles Only" if the user will remain as business user to access VaR Online.

If a VaR DA is managing more than one company, please remember to submit separate eService.

DETAILS OF INFORMATION   −

Request Type

☑ Change

☑ Delete

REQUEST FOR CHANGE OF DETAILS
Please only update field(s) that change is/are required.
Please input "NIL" to remove contents from optional fields.

User ID
Please input the User ID as registered in VaR DA

    Type your answer here...

First Name   **Last Name**

    No Change   No Change

Email Address   **Role**

    No Change   No Change   ⟶   No Change
                                                            No Change
Team Email Address (Optional)   **Contact Number (Optional)**   AdminMaker

    No Change   No Change   AdminChecker

                                                                        Both
    ➕ REQUEST

REQUEST FOR DELETE OF DETAILS
Please input User ID and Email Address as registered in VaR Online.

User ID

    Type your answer here...

Email Address   **Please Choose**

    Type your answer here...   Remove VaR Online Access ⟶ Remove VaR Online Access

    ➕ REQUEST   Remove VaR Online Access

                                                              Remove VaR DA Roles Only
Remarks

    Type your answer here...

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.
☐ **We confirm that we understand and accept the above**

CONTACT INFORMATION   —

Name of Contact Person

UM@

Email Address

UM@

Telephone Number

+   CONTACT PERSON

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 Participant only
MAINTENANCE REQUEST		
3	Maintenance Request • Add • Change/Delete	- Maker can tick Add (option 1) or Change/Delete (option2) requests
DETAILS OF INFORMATION		
Maintenance Request: Add		
	- All fields are mandatory unless specified - Maker can submit more than 1 request (max 4)	
4	User ID	- Field format: Alphanumeric, no special character is allowed
5	First Name	- Field format: Alphabatic
6	Last Name	- Field format: Alphabatic
7	Email Address	- Field format: Alphanumeric
8	Role • AdminMaker • AdminChecker • Both	- Dropdown Menu
9	Team Email Address (Optional)	- Field format: Alphanumeric - Optional Field
10	Contact Number (Optional)	- Field format: Numeric - Optional Field
11	+ REQUEST	- Click to add another request - Field 4 to 10 will be populated for input
12	Remarks	- Field format: free text - Optional input
13	Declaration Box	- Mandatory Checkbox
Maintenance Request: Change/Delete		
	- All fields are mandatory unless specified - Maker can submit more than 1 request (max 10 Change/Delete requests in total)	
14	Request Type • Change • Delete	- Maker can choose either one or both options
Request Type: Change		
REQUEST FOR CHANGE OF DETAILS *Please only update field(s) that is/are required.* *Please input "NIL" to remove contents from optional fields.*		
15	User ID	- Field format: Alphanumeric, no special character is allowed
16	First Name	- Field format: Alphabatic
17	Last Name	- Field format: Alphabatic
18	Email Address	- Field format: Alphanumeric
19	Role • Unchanged • AdminMaker • AdminChecker • Both	- Dropdown Menu
20	Team Email Address (Optional)	- Field format: Alphanumeric - Optional Field
21	Contact Number (Optional)	- Field format: Numeric - Optional Field
22	+ REQUEST	- Click to add another request - Field 15 to 21 will be populated for input

#	Field Name	Highlights
23	Remarks	- Field format: Free text - Optional input
24	Declaration Box	- Mandatory Checkbox
Request Type: Delete		
REQUEST FOR DELETE OF DETAILS *Please input User ID and Email Address as registered in VaR Online*		
25	User ID	- Field format: Alphanumeric, no special character is allowed
26	Email Address	- Field format: Alphanumeric
27	Please Choose • Remove VaR Online Access • Remove VaR DA Roles Only	- Dropdown Menu - "Remove VaR Online Access" is for VaR DA who intends to remove both of its DA and business user role; while "Remove VaR DA Roles Only" is for VaR DA who intends to remove its DA roles only and remain its business user role.
28	+ REQUEST	- Click to add another request - Field 25 to 27 will be populated for input
29	Remarks	- Field format: free text - Optional input
30	Declaration Box	- Mandatory Checkbox
CONTACT INFORMATION		
31	Name of Contact Person	- Auto-filled based on maker's profile and content is editable - Maker can optionally provide up to 5 contact information - If group email is defined, fill in group email instead of maker's email - Built-in validation: Only on the format of email address and telephone number but not on data correctness
32	Email Address	
33	Telephone Number	
34	+ CONTACT PERSON	