4.2 Participantship Management

RR 1 REQUEST FOR RETRIEVING CCASS/CCMS/DCASS REPORTS AND DATA FILES

WHEN TO USE:

- When HKSCC Participant, HKSCC Designated Bank, HKCC Participant and SEOCH Participant fail to download reports or data files from CCASS/CCMS and DCASS systems, they can send the request to HKEX via Client Connect.
- This eService is available at any time.

ABOUT THIS eSERVICE:

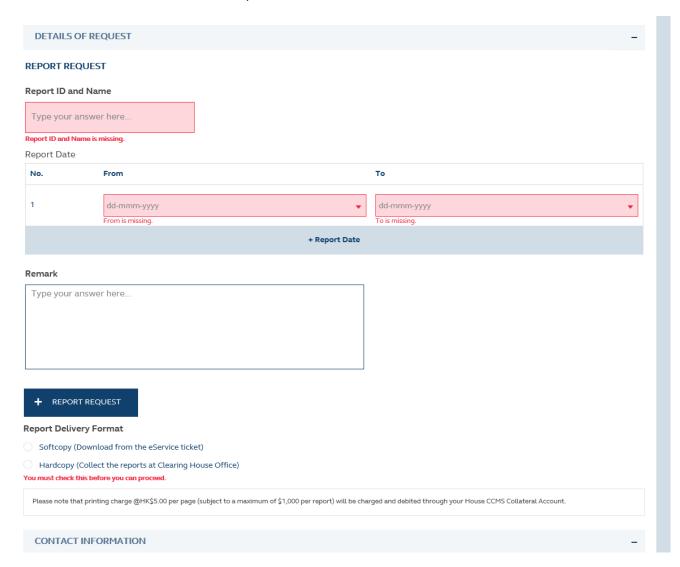
- This eService is available to business users granted with the access rights EU_CompanyAdministration.
- This eService form is equivalent to "Report Reprint Request Form" (CCASS-Form 54) and "Request for Retrieving DCASS/CCMS Reports and Data Files Form" (DCASS-Form 5).
- Upon completion of the eService form, Participant will be notified of the availability of reports/data files and the relevant charges. For participants requesting softcopy of reports or data files, they can download the relevant reports or data files via the eService form. For participants requesting hardcopy of the reports or data files, they have to collect the reports or data files in HKEX office upon presentation of the duley signed Letter of Authorization.
- > Email and Dashboard notifications will be sent to both maker and checker when there is change related to eService status.
- PDF report will be available to Participant after the workflow is ended.

SAMPLE UX:

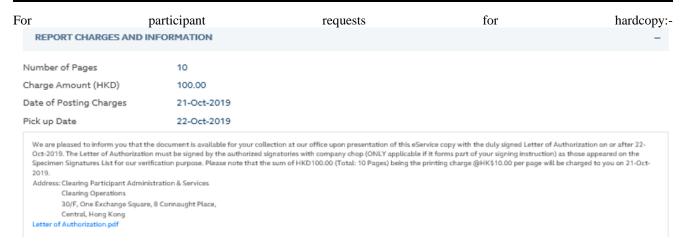
Users can expand all sections to view all the fields.



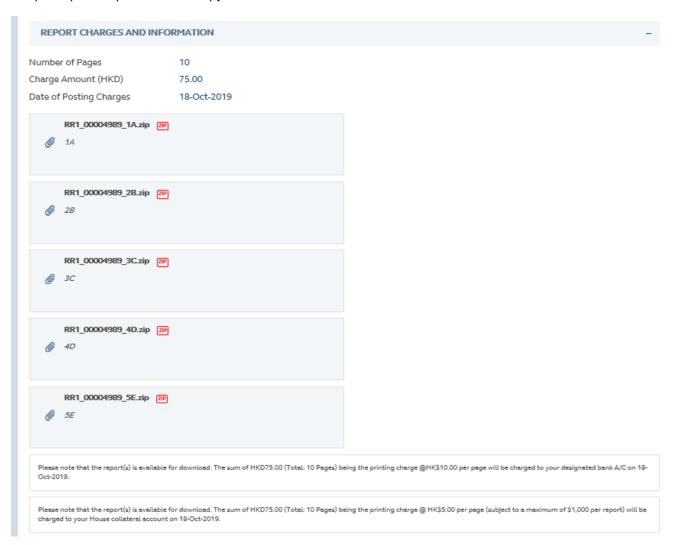
There is built-in validation on the data input.



Upon completion of the eService form, Participant will be notified of the information of report and charges.



For participant requests for softcopy:-



FIELDS HIGHLIGHTS:

#	Field Name	Highlights	
COM	COMPANY INFORMATION		
1	From	- Display the Company name of the Participant	
2	As	- Display the role of the Participant	
DETA	ILS OF THE REQUEST		
3	Report ID and Name	- Field format: Alphanumeric	
4	Market O Hong Kong Market O Shenzhen Market O Shanghai Market	 For HKSCC participant and HKSCC Designated Bank only Field format: Checkbox 	
5	From	- Field format: Calendar marker	
6	То	- Field format: Calendar marker	
7	+ Report Date	 Inserting additional report dates by clicking the button 	
8	Remark	- Optional; Field format: Alphanumeric	
9	+ REPORT REQUEST	 Inserting additional report requests by clicking the button 	
10	Report Delivery Format Softcopy (Download from the eService ticket) Hardcopy (Collect the reports at Clearing House Office)	- Field format: Radio button	
11	Number of Copies	 Field format: Positive Integer Only available when "Hardcopy" is selected in field 10 	
12	Report Charges and Information (i) Number of Pages (ii) Charge Amount (HKD) (iii) Date of Posting Charges (iv) Pick up Date	 Information available when the eService form is completed. "Pick up Date" is available only if Participant selects hardcopy reports. 	
CONT	ACT INFORMATION		
12	Name of Contact Person	 Field format: Alphanumeric Auto-filled based on maker's profile and content is editable. 	
13	Email Address	 Field format: Alphanumeric Auto-filled based on maker's profile and content is editable. 	
14	Telephone Number	 Field format: Numeric Auto-filled based on maker's profile and content is editable. 	
15	+ CONTACT PERSON	 Provide additional contract information by clicking the button Participant can optionally provide up to 5 contact information. 	