

Sample – Transferor (AAA)*[Transferor's Company Letter Head]*

Date:

Hong Kong Securities Clearing Co Ltd ("HKSCC")
 1/F One & Two Exchange Square
 8 Connaught Place
 Central
 Hong Kong

Dear Sir/Madam,

Re: Application for Scrip Fee Concession

We refer to the application from the underlying client [CCC] for scrip fee concession in respect of their stock portfolio to be transferred from [AAA] (CCASS Participant ID: _____) to [BBB] (CCASS Participant ID: _____) on [DD/MM/YYYY].

To facilitate your approval on the subject application, we have attached the following documents:

- (1) a file [saved in a CD-ROM / sent via ICLNet] containing an inventory list of all stocks to be delivered together with the client's balances as of last scrip fee collection dates and the share quantities to be transferred (the "Inventory List") in a specific format prescribed by HKSCC. Summary of the application:

File name (Participant ID+Date of application) (i.e. : X99999_ddmmyyyy.xls)	Total number of stocks to be transferred	Total number of shares to be transferred

and

- (2) an Entitlement Statement (Report ID:CCNPT02) showing our balances as of the last scrip fee collection dates.

We confirm that all the information provided as recorded in the file as indicated above relating to this application is true and correct. We undertake that should there be any subsequent changes to the Inventory List, we shall notify and render the underlying client aware of these changes.

We understand that HKSCC reserves the right to reject this application and/or terminate any concession granted if the information provided in this letter and/or file is found to be untrue or incorrect.

We confirm that there is no change of beneficial ownership in this transfer.

In consideration of HKSCC acceding to our application as set out in this letter, we hereby agree to indemnify HKSCC and/or any of its subsidiary associate companies or its holding company Hong Kong Exchanges and Clearing Limited and its affiliate companies ("HKEX group of companies") and hold each of them harmless against all actions, claims, proceedings, damages, costs and expenses (including legal costs) which may be brought against HKEX group of companies or suffered or incurred by HKEX group of companies as a result of or in connection with HKSCC acceding to the application as set out in this letter and all matters relating thereto provided that such actions, claims, proceedings, damages, costs and expenses are not due to any act not done or not omitted to be done in good faith by HKSCC.

Should you have any queries, please feel free to contact Ms/Mr [xxx] at [telephone number] and Fax Number [xxx].

Thank you for your kind consideration.

Yours faithfully,
For and on behalf of [Transferor]

Authorized Signature(s) of CCASS Participant
(with company chop, ONLY applicable if it forms part of your signing instruction)