

**DIVIDEND / BONUS CLAIM LETTER**  
**股息 / 紅股申請書**

Date :  
日期  
Claims ref :  
申索編號

Hong Kong Securities Clearing Company Limited ("HKSCC") and  
HKSCC Nominees Limited ("HKSCC Nominees")  
30/F, One Exchange Square,  
8 Connaught Place, Central, Hong Kong  
香港中環康樂廣場 8 號  
交易廣場 1 期 30 樓  
香港中央結算有限公司 ("香港結算") 及  
香港中央結算 (代理人) 有限公司 ("香港結算代理人")

Dear Sirs :  
執事先生

I / We\* write to you in respect of my/ our\* Dividend / Bonus / \_\_\_\_\_ \* Claim on \_\_\_\_\_ shares of \_\_\_\_\_  
\_\_\_\_\_ (company name) under certificate number(s) \_\_\_\_\_ registered in the name of  
HKSCC Nominees.

就以 香港結算代理人名義登記的 \_\_\_\_\_ 股 \_\_\_\_\_ (股份名稱) (股票號碼: \_\_\_\_\_) ,  
本人我們特此來函申索有關的股息 / 紅股 / \_\_\_\_\_ \* 。

I / We / Our client, \_\_\_\_\_, for whom we make this Claim\*, through an oversight, neglected to have  
the above shares transferred before the relevant book-close date / record date \* of the company.

本人我們 / 我們代表客戶 \_\_\_\_\_ 來函提出申索。由於本人 / 我們 / 該客戶 \* 一時疏忽, 沒有在該公司的相關  
截止過戶日期/記錄日\*之前辦妥股份過戶手續。

I/We enclose herewith the under-mentioned documents (Items 1-2 in original and Items 3-6 in certified true copies) in respect of the said  
shares for your perusal <sup>(Note 1 below)</sup>:-

隨函附上下列有關該等股份的文件 (第 1、2 項為正本, 第 3 至 6 項為認證副本), 以供 貴公司參考:- <sup>(附註 1)</sup>

1. Letter of Indemnity\*  
保證書\*
2. Claim Letter from beneficiary with the participant's endorsement\*  
連同參與者簽署的受益人申索書正本\*
3. Purchase Contract Note/ Statement showing the relevant purchase transaction details\*  
買入成交單據 / 可顯示相關買入成交詳情之結單\*
4. Stock Withdrawal Receipt  
股份提取收據
5. Share Certificates and Transfer Deeds  
股票及過戶契據
6. Transfer Receipt (with certificate numbers printed thereon)/ Confirmation Letter from Share Registrar \*  
過戶收據 (印有股票號碼) / 股份過戶登記處發出的確認信 \*

As the shares were registered in the name of HKSCC Nominees, I/we should be grateful if you would arrange for refund of the following <sup>(Note 2 below)</sup>:-  
由於該等股份是以 香港結算代理人名義登記, 懇請 貴公司安排發還: <sup>(附註 2)</sup>

\_\_\_\_ (year) Interim/Final\* dividend of \_\_\_\_ / \_\_\_\_\_ (Currency/ Dividend rate) per share totaling \_\_\_\_ / \_\_\_\_\_ (Currency/ Amount)  
(book closure/ record\* date: \_\_\_\_\_)

\_\_\_\_ (年度) 每股獲派的中期/年終\*股息 \_\_\_\_ / \_\_\_\_\_ (貨幣/股息率), 合共 \_\_\_\_ / \_\_\_\_\_ (貨幣/總額) (截止過戶日期/記錄  
日\*: \_\_\_\_\_)

\_\_\_\_ (year) Bonus Issue / \_\_\_\_\_ \* of \_\_\_\_\_ totaling \_\_\_\_\_ shares of \_\_\_\_\_ (company name)  
(book closure/ record\* date: \_\_\_\_\_)

\_\_\_\_ (年度) 的紅股 / \_\_\_\_\_ \* (每 \_\_\_\_\_ 股送 \_\_\_\_\_ 股), 合共 \_\_\_\_\_ 股 \_\_\_\_\_ (股份名稱)  
(截止過戶日期/記錄日\*: \_\_\_\_\_)

I/We understand and acknowledge that all claims will only be effected and accepted by HKSCC subject to the General Rules of CCASS and  
the CCASS Operational Procedures as are in force from time to time and to the participant agreements or the Terms and Conditions for  
Investor Participants (as the case may be) in effect and any other relevant documents from time to time issued by HKSCC.

本人我們明白及確認所有香港結算處理及接受的申請均受現行香港結算不時生效的《中央結算系統一般規則》及《中央結算系統  
運作程序規則》、有效的參與者協議或《投資者戶口持有人規則》(如適用)、以及香港結算不時發出的其他相關文件所約束。

Kindly contact our \_\_\_\_\_ on Tel: \_\_\_\_\_ if you have any queries on this matter.  
如有任何疑問, 請致電 \_\_\_\_\_ 與 \_\_\_\_\_ 聯絡。

Authorised Signature of CCASS Participant 中央結算系統參與者之認可簽署  
(with company chop. ONLY applicable if it forms part of your signing instruction) <sup>(Note 3 below)</sup>  
(連同公司印鑑, 只適用於該印鑑為貴戶簽署指示的一部分) <sup>(附註 3)</sup>

Participant ID (參與者編號): \_\_\_\_\_  
Name (in block letter) (參與者名稱): \_\_\_\_\_

Note 1 - If you are an Investor Participant, only Items 3-6 will be required.

註 1: 投資者戶口持有人, 只須提供第 3 至 6 項文件

Note 2 - If there is insufficient space, please provide attachment.

註 2: 如有需要, 請提供附件

Note 3 - This is not applicable to Individual Investor Participants and Joint Individual Investor Participants

註 3: 不適用於個人及聯名投資者戶口持有人