

CCASS OPERATIONAL PROCEDURES

Section 8

Nominee Services

8.2 GENERAL PRINCIPLES

8.2.1 Scope and procedures

Generally, the types of corporate actions or activities in respect of which nominee services are provided by HKSCC, as well as the procedures adopted by HKSCC in relation thereto, are set out in Section 8.4 to Section 8.20C. The procedures for giving Electronic Application Instructions for New Issue Shares and Tender Instructions are set out in Sections 8.18 and 8.19 respectively. If there is any change to such procedures, or if any of the foregoing services will not be provided, HKSCC will inform Participants other than Investor Participants via CCASS Terminals, Participant Gateways and/or by way of circulars and in the case of Investor Participants, by the CCASS Phone System, by the CCASS Internet System, by way of circulars and/or in the activity statement.

In respect of (a) corporate actions or activities affecting Eligible Securities and (b) matters relating to Electronic Application Instructions for New Issue Shares and other electronic applications for or in connection with securities and Tender Instructions which are not dealt with in Section 8.4 to Section 8.20C, HKSCC will usually inform Participants other than Investor Participants via CCASS Terminals, Participant Gateways and/or by way of circulars and in the case of Investor Participants, by the CCASS Phone System, by the CCASS Internet System, by way of circulars and/or in the activity statement as to whether or not nominee services will be provided and, if so, the procedures to be adopted.

8.2.3 Scope of nominee services provided by HKSCC

Full nominee services will normally be provided by HKSCC in respect of the following types of corporate actions or activities :

- (xix) scrip and/or cash payment relating to Structured Products - Section 8.20A;
- (xx) redemption of Structured Products which have a rollover mechanism - Section 8.20B; and
- (xxi) requisitions - Section 8.20C.

8.20C REQUISITIONS

8.20C.1 General

A Participant may apply to request HKSCC to raise requisitions to an Issuer of Eligible Securities by completing, signing and submitting to HKSCC such form as it may from time to time prescribe, together with all relevant supporting documents, including but not limited to documents demonstrating that the requisitioner has the right to make such requisitions and meets all prerequisite requirements such as any minimum securities holding threshold. The types of requisition in respect of which HKSCC may raise on behalf of a Participant and the conditions applicable to the application are set out in the prescribed form.

8.20C.2 Procedures

The following procedures will usually apply:

- (i) a Participant wishing to request HKSCC to raise a requisition must duly complete and submit an application in the prescribed form and provide all relevant supporting documents to HKSCC;
- (ii) an application may be submitted by multiple Participants in case the Eligible Securities are stated in the application as being held by a requisitioner through those Participants;
- (iii) each Participant submitting an application shall monitor and ensure that the requisitioner continues to meet the minimum statutory shareholding requirement or other relevant minimum securities holding requirement or continues to maintain the relevant securities holding stated in the application, as the case may be, and shall notify HKSCC as soon as practicable if the requisitioner has ceased to meet such securities holding requirements;
- (iv) if HKSCC is not satisfied that the minimum securities holding required is maintained, HKSCC may reject the application or procure the Nominee to withdraw the requisition (as the case may be) and inform the Participant accordingly;
- (v) upon acceptance and processing by HKSCC of the application from the Participant based on the information provided by the Participant, HKSCC will cause the requisition to be made in respect of the relevant number of Eligible Securities within three Business Days, or such longer period as HKSCC may in its sole discretion consider necessary; and
- (vi) the Nominee will submit the requisition to the relevant Issuer in its capacity as the nominee holder of the relevant Eligible Securities and will notify the Participant of any responses received from the Issuer in respect of the requisition.

The Participant shall also comply with any additional requirements and procedures that HKSCC may from time to time prescribe on a case by case basis.

Section 21

Costs and Expenses

21.5 DEPOSITORY AND NOMINEE SERVICES

- Handling fee for submitting a requisition to an Issuer. HK\$3,000 per requisition

Note:

Fee is debited upon delivery of the requisition to the Issuer and it is not refundable.

Section 22

Tariff for Investor Participants

22.2 DEPOSITORY AND NOMINEE SERVICES

- Handling fee for submitting a requisition to an Issuer. HK\$3,000 per requisition

Note:

Fee is debited upon delivery of the requisition to the Issuer and it is not refundable.