

Form Filling Guide

Monthly Return e-Form for Collective Investment Scheme listed under Chapter 20 of the Exchange Listing Rules (other than listed open-ended Collective Investment Scheme)

General points to note

- Schemes would need to download Adobe Acrobat Reader DC on a PC for viewing and completing this e-Form. Mobile devices such as tablets and mobile phones are not supported.
- Schemes must complete both English and Chinese versions of this e-Form. Please use traditional Chinese characters when completing the Chinese version of this e-Form. When schemes fill in a non-text field in the English version of this e-Form, the corresponding field in the Chinese version of this e-Form will be auto-filled, and vice versa.



1

Roll to next month

Monthly Return for Collective Investment Scheme listed under Chapter 20 of the Exchange Listing Rules (other than listed open-ended Collective Investment Scheme) on Movements in Units

For the month ended:

Status: New Submission 2 ▼

To : Hong Kong Exchanges and Clearing Limited

Name of Scheme:

Date Submitted:

I. Movements in Issued Units and/or Treasury Units 3

1. Stock code	<input style="width: 95%; height: 20px;" type="text"/>			+
Add multi-counter stock code 4				
	Number of issued units (excluding treasury units)	Number of treasury units	Total number of issued units	
Balance at close of preceding month	1, 5		Auto-fill	
Increase / decrease (-)	6			
Balance at close of the month	Auto-fill	Auto-fill	Auto-fill	

Add remarks

Points to note for completing Section I of this e-Form

1. A scheme may click the **Roll to next month** button to automatically roll-forward the closing balance information disclosed in Sections I, II(A), II(B) and II(C) of its monthly return submitted for the preceding month as the opening balance information in this e-Form.
2. For the “Status” field, a scheme should select (a) “New Submission” for first time submission of this e-Form; or (b) “Resubmission” if the scheme wishes to update any information on any previously published monthly return e-Form.
3. A scheme should complete Section I (irrespective of whether there has been any change in the information disclosed in its previous monthly return e-Form).
4. If the relevant units are traded in multiple counters, the scheme should input the stock code and trading currency of each counter.
5. For a newly listed scheme which was not yet listed on the Exchange on the last day of the preceding month, it may input the number of units at the time of listing and provide a clarification in the “Add remarks” field.
6. A scheme should input the increase / decrease (-) in the number of issued units (excluding treasury units) and treasury units during the month.

II. Details of Movements in Issued Units and/or Treasury Units

(A). Unit Options (under Unit Option Schemes of the Scheme) Not applicable

1. Stock code (if listed on the Exchange) (Note 1)		0XXXX								+	
Add multi-counter stock code											
Particulars of unit option scheme	Number of unit options outstanding at close of preceding month	Movement during the month			Number of unit options outstanding at close of the month	Number of new units issued during the month pursuant thereto (A1)	Number of treasury units transferred out of treasury during the month pursuant thereto (A2)	Number of units which may be issued or transferred out of treasury pursuant thereto as at close of the month	The total number of units which may be issued or transferred out of treasury upon exercise of all unit options to be granted under the scheme at close of the month		
1).	1, 5	↓	7, 8	+	Auto-fill	Auto-fill	Auto-fill	9	10		
General Meeting approval date (if applicable)		<div style="border: 1px solid black; padding: 2px;"> Granted Exercised - new units involved Exercised - treasury units involved Cancelled Lapsed Others </div>									
Increase in issued units (excluding treasury units):					Auto-fill	(0XXXX) (AA1)					
Decrease in treasury units:					Auto-fill	(0XXXX) (AA2)					
Total funds raised during the month from exercise of options:					↓						
Add remarks											

Points to note for completing Section II(A) of this e-Form

7. A scheme should select the relevant event from the dropdown list under the “Movement during the month” field and input the increase / decrease (-) in the number of unit options arising from such event. Movements in unit options arising from the different events (e.g. granted, exercised, cancelled or lapsed of options) should be disclosed in separate rows.

Please see below an example where a scheme granted 2,000,000 unit options to grantees and issued 1,000,000 new units and transferred 500,000 treasury units upon exercise of unit options. The scheme should input the increase / decrease (-) in the number of unit options arising from each of these events under the “Movement during the month” field. The “Number of unit options outstanding at close of the month” and the fields (A1), (A2), (AA1) and (AA2) will be auto-filled based on the figures input by the scheme.

Particulars of unit option scheme		Number of unit options outstanding at close of preceding month	Movement during the month			Number of unit options outstanding at close of the month	Number of new units issued during the month pursuant thereto (A1)	Number of treasury units transferred out of treasury during the month pursuant thereto (A2)	
1).	2022 Unit Option Scheme	50,000,000	Granted	▼	2,000,000	+	50,500,000	1,000,000	500,000
			Exercised - new units involved	▼	-1,000,000	-			
			Exercised - treasury units invol	▼	-500,000	-			
General Meeting approval date (if applicable)		09 December 2022							

Increase in issued units (excluding treasury units):	1,500,000	(0XXXX) (AA1)
Decrease in treasury units:	-500,000	(0XXXX) (AA2)

8. Where a scheme wishes to report any exercise of unit options funded by existing units, it may select "Others" from the dropdown list and specify the event in the space provided.
9. A scheme should input the number of units that may be issued or transferred out of treasury under all outstanding unit options (i.e. vested but not yet exercised) at the end of the month.
10. This refers to the available scheme mandate limit at the end of the month for all unit options to be granted under the scheme.

(B). Warrants to Issue Units in the Scheme

Not applicable

1. Stock code (if listed on the Exchange) (Note 1)								+
Add multi-counter stock code								
Description of Warrants	Currency	Nominal value at close of preceding month	Movement during the month	Nominal value at close of the month	Number of new units issued during the month pursuant thereto (B1)	Number of treasury units transferred out of treasury during the month pursuant thereto (B2)	Number of units which may be issued or transferred out of treasury pursuant thereto as at close of the month	
1).		1, 5		Auto-fill				+
Stock code of the Warrant (if listed on the Exchange) (Note 1)								
Subscription price								
Date of expiry								
General Meeting approval date (if applicable)								

Add remarks

(C). Convertibles (i.e. Convertible into Units in the Scheme)

Not applicable

1. Stock code (if listed on the Exchange) (Note 1)								+
Add multi-counter stock code								
Description of the Convertibles	Currency	Amount at close of preceding month	Movement during the month	Amount at close of the month	Number of new units issued during the month pursuant thereto (C1)	Number of treasury units transferred out of treasury during the month pursuant thereto (C2)	Number of units which may be issued or transferred out of treasury pursuant thereto as at close of the month	
1).		1, 5		Auto-fill				+
Type of the Convertibles								
Stock code of the Convertibles (if listed on the Exchange) (Note 1)								
Subscription/Conversion price								
General Meeting approval date (if applicable)								

Add remarks

(D). Any other Agreements or Arrangements to Issue Units in the Scheme, including Options (other than under Unit Option Schemes)

Not applicable

1. Stock code (if listed on the Exchange) (Note 1)					+
Add multi-counter stock code					
Description of other agreements or arrangements		General Meeting approval date (if applicable)	Number of new units issued during the month pursuant thereto (D1)	Number of treasury units transferred out of treasury during the month pursuant thereto (D2)	Number of units which may be issued or transferred out of treasury pursuant thereto as at close of the month
1).					+

Add remarks

(E). Other Movements in Issued Units and/or Treasury Units

Not applicable

1. Stock code (if listed on the Exchange) (Note 1)								+
Add multi-counter stock code								
Events	At price (if applicable)		Date of event (Note 2)	General Meeting approval date (if applicable)	Increase/ decrease (-) in issued units (excluding treasury units) during the month pursuant thereto (E1)	Increase/ decrease (-) in treasury units during the month pursuant thereto (E2)	Number of units redeemed or repurchased for cancellation but not yet cancelled as at close of the month (Note 3)	
	Currency	Amount						
1).	11, 12				11	11	12	+
<div style="border: 1px solid black; padding: 2px;"> On-market sale of treasury units Repurchase of units (units repurchased an Repurchase of units (units held as treasury Repurchase of units (units repurchased for Redemption of units (units redeemed and c Redemption of units (units redeemed but n Cancellation of treasury units Issue of new units or transfer of treasury un Issue of new units or transfer of treasury un </div>								

Points to note for completing Section II(E) of this e-Form

11. A scheme should select the relevant event from the dropdown list under the “Events” field and input the increase / decrease (-) in the number of issued units (excluding treasury units) and/or treasury units arising from such event. Changes in the number of units arising from the different events should be disclosed separately.

12. A scheme should input a negative number in this field for any units redeemed or repurchased for cancellation but not yet cancelled at the end of the month. This includes any such units redeemed or repurchased by the scheme in the current month and/or preceding months.

Please see below an example where a scheme (1) cancelled 3 million repurchased units on 5 July 202X; (2) repurchased 4 million units on 10 July 202X for holding as treasury units; (3) transferred 1 million treasury units to grantees on 18 July 202X under a unit scheme; and (4) repurchased 2 million units for cancellation but not yet cancelled at the end of the month. The scheme should input the changes arising from each of these events. The fields (EE1) and (EE2) will be auto-filled based on the figures in the fields (E1) and (E2) input by the scheme.

Events	At price (if applicable)		Date of event (Note 2)	General Meeting approval date (if applicable)	Increase/ decrease (-) in issued units (excluding treasury units) during the month pursuant thereto (E1)	Increase/ decrease (-) in treasury units during the month pursuant thereto (E2)	Number of units redeemed or repurchased for cancellation but not yet cancelled as at close of the month (Note 3)
	Currency	Amount					
1). Repurchase of units (units repurchased and cancelled)	HKD	X.XX	05 July 202X	24 May 202X	-3,000,000		
2). Repurchase of units (units held as treasury units)	HKD	X.XX	10 July 202X	24 May 202X	-4,000,000	4,000,000	
3). Issue of new units or transfer of treasury units in respect of unit awards granted under a unit scheme - treasury units involved	HKD	X.XX	18 July 202X	24 May 202X	1,000,000	-1,000,000	
4). Repurchase of units (units repurchased for cancellation but not yet cancelled)	HKD	X.XX		24 May 202X			-2,000,000

Increase/ decrease (-) in issued units (excluding treasury units): -6,000,000 (0XXXX) (EE1)

Increase/ decrease (-) in treasury units: 3,000,000 (0XXXX) (EE2)

Point to note upon completion of Section II of this e-Form

Total increase/ decrease (-) in issued units (excluding treasury units) during the month (i.e. Total of AA1 to EE1):	Auto-fill	(0XXXX)
Total increase/ decrease (-) in treasury units during the month (i.e. Total of AA2 to EE2):	Auto-fill	(0XXXX)

13. Upon completion of the whole Section II, this e-Form will auto-calculate the increase / decrease (-) in the number of issued units (excluding treasury units) and treasury units during the month based on the figures input by the scheme under this section. The scheme should ensure that such numbers are consistent with the numbers input in Section I of this e-Form (see Note 6).

III. Confirmations

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IV. Remarks (if any)

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Notes

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Other point to note

14. A scheme may use the “Add remarks” fields to supplement any information. Where necessary, the scheme may submit additional documents in PDF file format when uploading the e-Form through the ESS system.