

Form Filling Guide

Next Day Disclosure 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.

Next Day Disclosure Return
(Collective Investment Scheme listed under Chapter 20 of the Exchange Listing Rules (other than listed open-ended Collective Investment Scheme)
- changes in issued units or treasury units, unit buybacks and/or on-market sales of treasury units)

Instrument: Collective Investment Scheme (other than listed open-ended Collective Investment Scheme) Status: New Submission 1

Name of Scheme:

Date Submitted:

Section I must be completed by a Scheme where there has been a change in its issued units or treasury units which is discloseable pursuant to Paragraph 7 of Appendix E3 to the Rules Governing the Listing of Securities on The Stock Exchange of Hong Kong Limited (the "Exchange") (the "Main Board Rules").

Section I					
1. Class of units	Not applicable	Type of units	Not applicable	Listed on the Exchange	
Stock code (if listed)		Description			
Add multi-counter stock code	2				
A. Changes in issued units or treasury units					
Events	Changes in issued units (excluding treasury units)		Changes in treasury units	Issue/ selling price per unit (Note 4)	Total number of issued units
	Number of issued units (excluding treasury units)	As a % of existing number of issued units (excluding treasury units) before the relevant event (Note 3)	Number of treasury units		
Opening balance as at (Note 1)	3		3		Auto-fill
1). <input style="width: 100%; height: 15px;" type="text" value="Type of changes to issued units (excluding treasury units) and/or treasury units"/> <input style="width: 15px; height: 15px;" type="text" value="✎"/>	5	6 %	5	7	4
Description (Note 2)	4				
Date of changes					
Closing balance as at (Notes 5 and 6)	8	Auto-fill	Auto-fill		Auto-fill

B. Units redeemed or repurchased for cancellation but not yet cancelled as at the closing balance date (Notes 5 and 6) <input type="checkbox"/> Not applicable				
1).	Description	9		%
	Date of changes	10		

Add remarks

Confirmation

Not applicable

Pursuant to the SFC's *Circular to Management Companies of SFC-authorized Real Estate Investment Trusts - On-market Unit Repurchases by SFC-authorized REITs* dated 31 January 2008 and *Circular to Management Companies of SFC-authorized Real Estate Investment Trusts - Treasury units of SFC-authorized REITs* dated 24 May 2024 (as amended from time to time) (the "SFC Circulars"), we hereby confirm to the best knowledge, information and belief that, in relation to each issue of units or sale or transfer of treasury units as set out in Section I, it has been duly authorised by the board of directors of the management company of the Scheme and carried out in compliance with all applicable listing rules, laws and other regulatory requirements and, insofar as applicable:

...

Notes to Section I:

...

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

1. 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 e-Form.
2. If the relevant units are traded in multiple counters, the scheme should input the stock code and trading currency of each counter.

Part A

3. A scheme should input the closing balance disclosed in its last published Next Day Disclosure Return or Monthly Return, whichever is the later.
4. When the scheme reports changes in its issued units and/or treasury units arising from an event set out in Paragraph 7(2)(a) of Appendix E3 to the Main Board Rules (e.g. a placing or consideration issue, or a repurchase of units), it should also report any changes arising from other event(s) set out in Paragraph 7(2)(b) of Appendix E3 to the Main Board Rules (e.g. conversion of convertible bonds, cancellation of repurchased units following the settlement of such repurchase, or cancellation of treasury units) which have not been disclosed in a Next Day Disclosure Return or Monthly Return previously published by the scheme.

The scheme should select the relevant “Type of changes to issued units (excluding treasury units) and/or treasury units” from the dropdown list, and disclose the date of change. It can add new rows (by clicking the button) to disclose the changes arising from different events on different dates. See examples in Note 12 below.

5. The scheme should input the increase / decrease (-) in the number of units arising from each relevant event on each day.
6. The percentage change in the number of issued units (excluding treasury units) of the scheme is to be calculated by reference to the opening balance of the number of issued units (excluding treasury units) being disclosed in this e-Form.
7. In the case of a unit repurchase or redemption, the “issue / selling price per unit” shall be construed as “repurchase price per unit” or “redemption price per unit”.

Where units have been issued / sold / repurchased / redeemed at more than one price per unit, the scheme should disclose the volume-weighted average price per unit.

8. The closing balance date is the date of the last relevant event being disclosed in this e-Form.




Part B

9. If any redeemed or repurchased units are to be cancelled upon settlement of such repurchase or redemption after the closing balance date, details of those units should be disclosed in Part B of this e-Form. See examples in Note 12.
10. The scheme should input the date on which the relevant units were repurchased or redeemed.
11. A scheme may check the box “Not applicable” if it did not have any such redeemed or repurchased units that are yet to be cancelled as at the closing balance date.
12. Set out below are two examples.

Example 1






A scheme repurchased 5 million units on 26 July 202X, of which 4 million units were held as treasury units and 1 million units were repurchased for cancellation but not yet cancelled as at 26 July 202X. When the scheme filed the next day disclosure return for such unit repurchase, it also disclosed the following information:

- (a) changes in its issued units and treasury units which were not disclosed in its previous next day disclosure return published on 23 July 202X:
- (i) on 24 July 202X, it cancelled 3 million units which were repurchased on 19 July 202X;
 - (ii) on 25 July 202X, it transferred 1 million treasury units to grantees under a unit scheme; and
- (b) 2 million units repurchased on 23 July 202X for cancellation but not yet cancelled as at 26 July 202X.

A. Changes in issued units or treasury units						
Events	Changes in issued units (excluding treasury units)		Changes in treasury units		Issue/ selling price per unit (Note 4)	Total number of issued units
	Number of issued units (excluding treasury units)	As a % of existing number of issued units (excluding treasury units) before the relevant event (Note 3)	Number of treasury units			
Opening balance as at (Note 1) 23 July 202X	10,000,000,000		1,000,000			10,001,000,000
1). Repurchase of units (units held as treasury units) 	-4,000,000	0.04 %	4,000,000	HKD <input type="text" value="5.2"/>		<input type="text" value=""/>
Description (Note 2)						
Date of changes 26 July 202X						
2). Repurchase of units (units repurchased and cancelled) 	-3,000,000	0.03 %		HKD <input type="text" value="5"/>		<input type="text" value="-"/>
Units repurchased on 19 July 202X and cancelled on 24 July 202X						
Date of changes 24 July 202X						
3). Issue of new units or transfer of treasury units in respect of unit awards or options granted to a participant (who is not a director of the collective investment scheme operator or the collective investment scheme operator itself) under a unit scheme - treasury units involved 	1,000,000	0.01 %	-1,000,000	HKD <input type="text" value="0"/>		<input type="text" value="-"/>
Transfer of treasury units to grantees as unit awards under the unit scheme adopted on 21 May 20XX						
Date of changes 25 July 202X						
Closing balance as at (Notes 5 and 6) 26 July 202X	9,994,000,000		4,000,000			9,998,000,000
B. Units redeemed or repurchased for cancellation but not yet cancelled as at the closing balance date (Notes 5 and 6) <input type="checkbox"/> Not applicable						
1). Units repurchased for cancellation but not yet cancelled	1,000,000	0.01 %		HKD <input type="text" value="5.2"/>		<input type="text" value=""/>
Date of changes 26 July 202X						
2). Units repurchased for cancellation but not yet cancelled	2,000,000	0.02 %		HKD <input type="text" value="5.1"/>		<input type="text" value="-"/>
Date of changes 23 July 202X						

Example 2

A scheme repurchased 2 million units on 9 August 202X for cancellation but not yet cancelled as at 9 August 202X. When the scheme reported such unit repurchase in Part B of the next day disclosure return, it should also complete Part A of the next day disclosure return. The scheme should input the opening balance information, select “Other” from the dropdown list and make cross-reference to the information disclosed in Part B. It should also input the closing balance date and the e-Form would auto-fill the closing balance figures in Part A.

A. Changes in issued units or treasury units						
Events	Changes in issued units (excluding treasury units)		Changes in treasury units	Issue/ selling price per unit (Note 4)	Total number of issued units	
	Number of issued units (excluding treasury units)	As a % of existing number of issued units (excluding treasury units) before the relevant event (Note 3)	Number of treasury units			
Opening balance as at (Note 1) 05 August 202X	10,000,000,000		1,000,000		10,001,000,000	
1). Other (please specify) 		%				
See Part B						
Date of changes 09 August 202X						
Closing balance as at (Notes 5 and 6) 09 August 202X	10,000,000,000		1,000,000		10,001,000,000	
B. Units redeemed or repurchased for cancellation but not yet cancelled as at the closing balance date (Notes 5 and 6) <input type="checkbox"/> Not applicable						
1). Units repurchased for cancellation but not yet cancelled	2,000,000	0.02 %		HKD 	4.7	
Date of changes 09 August 202X						

Section II must also be completed by a Scheme where it has made a repurchase of units which is discloseable pursuant to the SFC Circulars.

Repurchase report

Not applicable

13

Section II					
1. Class of units	Not applicable	Type of units	Not applicable	Listed on the Exchange	
Stock code (if listed)		Description			
Add multi-counter stock code					
A. Repurchase report					
Trading date	Number of units repurchased	Method of repurchase (Note 1)	Repurchase price per unit or highest repurchase price per unit \$	Lowest repurchase price per unit \$	Aggregate price paid \$
1).					
Total number of units repurchased	Auto-fill			Aggregate price paid \$	Auto-fill
Number of units repurchased for cancellation	14				
Number of units repurchased for holding as treasury units					
B. Additional information for a Scheme who has a primary listing on the Exchange					
1).	Date of the resolution granting the repurchase mandate				
2).	Total number of units which the Scheme is authorised to repurchase under the repurchase mandate				
3).	Number of units repurchased on the Exchange or another stock exchange under the repurchase mandate	(a)			
4).	As a % of number of issued units (excluding treasury units) as at the date of the resolution granting the repurchase mandate <i>(a) x 100 / number of issued units (excluding treasury units) as at the date of the resolution granting the repurchase mandate</i>				
5).	Moratorium period for any issue of new units, or sale or transfer of treasury units after the unit repurchase(s) set out in Part A (Note 2)	Up to			

We hereby confirm that the repurchases made on the Exchange set out in Part A above were made in accordance with the Main Board Rules and that there have been no material changes to the particulars contained in the Explanatory Statement dated which has been filed with the Commission. We also confirm that any repurchases made on another stock exchange set out in Part A above were made in accordance with the domestic rules applying to repurchases on that other stock exchange.

Add remarks

Notes to Section II:

1. *Please state whether the repurchase was made on the Exchange, on another stock exchange (stating the name of the exchange), by private arrangement or by general offer.*
2. *Pursuant to the SFC Circulars, a Scheme may not (i) make a new issue of units, or a sale or transfer of any treasury units; or (ii) announce a proposed new issue of units, or a sale or transfer of any treasury units, for a period of 30 days after any purchase by it of units, whether on the Exchange or otherwise, without the prior approval of the Commission.*

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

13. A scheme may check the box “Not applicable” if it has not made any unit repurchase discloseable under Section II.
14. Where a scheme reports any repurchase of units under Section II, it should specify (i) the number of units repurchased for cancellation and (ii) the number of units repurchased for holding as treasury units. Where the treatment of repurchased units deviated from the intention statement previously disclosed in its explanatory statement, it should provide the reasons for any such deviation by using the “Add remarks” field.

Section III must also be completed by a Scheme where it has made a sale of treasury units on the Exchange or any other stock exchange on which the Scheme is listed which is discloseable pursuant to the SFC Circulars.

Report of on-market sale of treasury units

Not applicable 15

Section III					
1. Class of units	Not applicable	Type of units	Not applicable	Listed on the Exchange	+
Stock code (if listed)		Description			
Add multi-counter stock code					

A. Report of on-market sale of treasury units

Trading date	Number of treasury units sold	Name of the exchange	Selling price per unit or highest selling price per unit \$	Lowest selling price per unit \$	Aggregate proceeds received \$	+
1).						+
Total number of treasury units sold	Auto-fill			Aggregate proceeds received \$	Auto-fill	

B. Additional information for a Scheme who has a primary listing on the Exchange (Note 1)

1).	Reference date for the general mandate contemplated under 12.2 of the Code on Real Estate Investment Trusts (the "General Mandate")	<input style="width: 95%;" type="text"/>
2).	Total number of units which the Scheme is authorised to issue, or sell or transfer out of treasury under the General Mandate	<input style="width: 95%;" type="text"/>
3).	Number of treasury units sold on the Exchange or any other stock exchange on which the Scheme is listed under the General Mandate (including the sale(s) as set out in Part A above)	<input style="width: 95%;" type="text"/>
4).	Number of units issued, or sold or transferred out of treasury (other than item 3) under the General Mandate	<input style="width: 95%;" type="text"/>
5).	Available General Mandate limit after the sale(s) as set out in Part A above	Auto-fill (item 2 - item 3 - item 4)
6).	Sale(s) of treasury units on the Exchange within the 30 days prior to (and including) the trading date as set out in Part A above	<input type="checkbox"/> Not applicable
	(i) Date of the last sale of treasury units on the Exchange	<input style="width: 95%;" type="text"/>
	(ii) Moratorium period for any unit repurchase on the Exchange after the sale of treasury units on the Exchange set out in (i) above (Note 2)	Up to <input style="width: 95%;" type="text"/>

Add remarks

Notes to Section III:

1. *Part B is not applicable to any sale of treasury units that are not listed on the Exchange.*
2. *Under the SFC Circulars, a Scheme may not repurchase any of its own units on the Exchange for a period of 30 days after any sale or transfer of any treasury units on the Exchange, without the prior approval of the Commission.*

Submitted by:
(Name)

Title:
(Director, Secretary or other Duly Authorised Officer)

Point to note for completing Section III of this e-Form

15. A scheme may check the box “Not applicable” if it has not made any on-market sales of treasury units discloseable under Section III.

Other point to note

16. 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.