**DOCUMENT CHECKLIST**

**NOTIFIABLE TRANSACTIONS**

**(GEM)**

Name of Issuer :

Case Number :

Description of Transaction :

|  | **Documents to be submitted** | **GEM Rule1** | **Checklist Ref.** | **Submission Date** |
| --- | --- | --- | --- | --- |
|  | ***Before publication of the announcement:*** |  |  |  |
|  | Draft announcement (For very substantial disposal, very substantial acquisition, extreme transaction or reverse takeover) | 17.53(2)(a)  19.06C2 | - |  |
|  | A completed checklist “Announcement for Notifiable Transaction and Connected Transaction” 2 | 19.85 | CF007G |  |
|  | A completed checklist “Size Tests for Notifiable Transactions and Connected Transactions” 2, 4 | 19.85 | CF006 |  |
|  | ***Before publication of the circular:*** |  |  |  |
|  | Draft circular | 17.53(1)(c) | - |  |
|  | For a major acquisition,   * + a completed checklist “Circular for Major Acquisition” | 19.85 | CF014G |  |
|  | For a very substantial acquisition, extreme transaction or reverse takeover,  - a completed checklist “(1) Circular for Very Substantial Acquisition/ Extreme Transaction; (2) Listing Document for Reverse Takeover” | 19.85 | CF008G |  |
|  | For a major disposal or very substantial disposal,  - a completed checklist “Circular for Major Realisation/ Very Substantial Disposal” | 19.85 | CF015G |  |
|  | Where a valuation report is required under Chapter 8:  - a completed checklist “Valuation of Properties Being Acquired / Disposed of ” | 19.85 | CF021G |  |
|  | A letter from the listed issuer’s financial advisers or auditors confirming that (a) the statement as to sufficiency of working capital has been made by the directors after due and careful enquiry; and (b) the persons or institutions providing finance have confirmed in writing that such facilities exist | 19.66(13) | - |  |
|  | ***Before granting of the listing approval for the issue of securities (if any) as consideration for the transaction:*** |  |  |  |
|  | *At least 4 clear business days prior to the proposed date for listing the securities:* |  |  |  |
|  | A formal application for listing in the form set out in Form B (published in Regulatory Forms) signed by a duly authorised officer of the issuer4 | 12.16, Regulatory Forms – Form B | FF201G |  |

|  | **Documents to be submitted** | **GEM Rule1** | **Checklist Ref.** | **Submission Date** |
| --- | --- | --- | --- | --- |
|  | ***By no later than 4:00 p.m. on the business day immediately preceding the commencement of dealings in the securities (if any):*** |  |  |  |
|  | The completed company information sheet submitted in the electronic format for publication on the GEM website | 12.27(9), Regulatory Forms – Form G | FF003G |  |
|  | Any fee not previously paid | 12.27(8) | - |  |

Notes:-

1. Please refer to the applicable rule for full details of the documentary requirement where applicable.
2. For very substantial disposals, very substantial acquisitions, extreme transactions and reverse takeovers, a listed issuer must submit the completed announcement checklist and size test checklist to the Exchange at the same time when it submits the draft announcement to the Exchange for review under GEM Rule 17.53(2) or 19.06C. In the case of an extreme transaction, the issuer is also required to provide sufficient information to the Exchange to demonstrate that the acquisition target meets GEM Rule 11.06 and GEM Rule 11.12A (or GEM Rule 11.14) (see HKEX-GL-104-19 (section V)).

For major transactions, discloseable transactions and share transactions, a listed issuer must submit the completed size test checklist to the Exchange on or before the publication of the announcement. It need not submit the announcement checklist unless requested by the Exchange.

1. A reverse takeover must comply with the documentary requirements for new listing under Chapter 11.
2. Please submit the Listing e-Form through the Exchange’s e-Submission System.