

Form Filling Guide

Sponsor and Sponsor-Overall Coordinator Engagement Notification Form SE001

General

- For (a) first sponsor and sponsor-overall coordinator appointment notification and (b) subsequent notification in relation to the same applicant:

After log in, please select “New case/Non-case” and input the standard Subject Company Code “**PM13000**” to submit sponsor and sponsor-overall coordinator engagement documents. Please be reminded to also use **PM13000** (instead of the company case number assigned) for subsequent notification including additional appointment, extension and termination of sponsor and /or sponsor-overall coordinator) (**Updated in December 2023**).

- Please submit Sponsor Notification Form together with the PDF file of the signed sponsor engagement letter/supplemental sponsor engagement letter/termination letter through the e-Submission system (“HKEX-ESS”)¹.

The screenshot shows the HKEX e-Submission System interface. The header includes the HKEX logo and the text "e-Submission System" and "The Stock Exchange of Hong Kong Limited". The navigation bar contains links for Home, Document Submission, E-Form, Download Template, Admin, and Logout. The main content area is titled "E-Form Submission" and contains the following fields:

- E-Form Document Type: SE001 - Sponsor Engagement Notification
- Case Type: New Case / Non-Case, Existing Case Number
- Subject Company Code: PM13000
- File(s) Upload: Choose Files, No file chosen

Below the upload section is a table titled "List of File(s) Uploaded":

| E-Form | Remark | Filename | |
|----------------------------------|--------|--|----------|
| <input checked="" type="radio"/> | | SPONSOR_NOTIFICATION_V1.0.0 (Sample).pdf | [Remove] |
| <input type="radio"/> | | Sponsor Engagement Letter (signed version).pdf | [Remove] |

A red box highlights the radio button for the first row with the text: "Please indicate which file is the e-Form by clicking the radio button".

The footer contains links for User Manual for Listing Related Matters, Quick Ref (Publication), User Manual (Listing), User Manual (Publication), Terms & Conditions, Site Map, Contact Us, and Privacy Policy.

- To input multiple values (for example, when more than one sponsors are appointed), please click **+** to expand and click to remove **×** the fields

Form Filling

¹ Instead of sending the sponsor engagement letters by mail/ fax or email.

4. For the first notification of sponsor appointment, user is not required to fill the case number field. For subsequent notification (e.g. extension/ termination) in relation to the same engagement, please **input the case number quoted in the subject of the “Acknowledgement of sponsor engagement notification” email** for the Exchange’s internal reference.

**FORM RELATING TO SPONSOR ENGAGEMENT
SPONSOR AND SPONSOR-OVERALL COORDINATOR ENGAGEMENT NOTIFICATION
FORM
(APPOINTMENT/ EXTENSION/ TERMINATION/ OTHER ISSUE(S)¹)**

| | |
|---|----------------|
| Case no. of sponsor engagement ² : | |
| Subject ³ : | |
| Date of notification ⁴ : | Appointment |
| Sponsor(s) Information : | Extension |
| Name of sponsor : | Termination |
| | Other issue(s) |

5. Please input the name of sponsor and sponsor overall-coordinator using the dropdown list provided (where applicable) or by manual input if the name is not available on the list (**added in December 2023**).
6. To add sponsor and/ or responsible person in each sponsor in relation to the listing application, please use **+** button.

| | | | | |
|--|--|-------------|-------------|----------|
| Sponsor(s) Information : | | | + | |
| Name of sponsor : | ABC CAPITAL LIMITED | | Add sponsor | |
| Date of sponsor engagement letter ^{5(a)} : | 30/06/2020 | | | |
| Expiry date of sponsor engagement letter : | 01/1/2021 | | | |
| Termination date of the engagement ^{5(b)} : | | | | |
| Former name of sponsor, if applicable ⁶ : | | | | |
| Sponsor's contact Information : | | | | |
| Mailing address : | 8/F The Exchange Square Two Hong Kong | | | |
| Project email : | projectxxx@abc.com | | | |
| Responsible staff : | | | | + |
| Name | Telephone | Email | | |
| Chan Tai Man | 98765432 | ctm@abc.com | | |

7. (a) For Main Board listing application

For appointment of a sponsor-overall coordinator for the purpose of Rule 3A.43. This section should be inputted. The date of the overall coordination engagement letter should be the same date as the sponsor engagement letter.

For appointment of a sponsor which is not the sponsor-overall coordinator, user is not required to fill in this section and can leave the fields blank.

| | | | |
|---|----------|---------------------|-------|
| Appointment of sponsor-overall coordinator ^{6A} : | | | + |
| Name of the sponsor-overall coordinator appointed for the purpose of Rule 3A.43 (if not the same legal entity as the sponsor) : | | ABC CAPITAL LIMITED | |
| Date of overall coordinator engagement letter ^{5(a)} : | | 30/06/2022 | |
| Termination date of overall coordinator engagement letter ⁵ : | | | |
| Sponsor-overall coordinator's contact information ^{6A} : | | | |
| Project email : | | projectxxxx@abc.com | |
| Responsible staff : | | | |
| Name | | Telephone | Email |
| Chan Tai Man | 98765432 | ctm@abc.com | |

(b) For GEM listing application

User is not required to fill in this section and can leave the fields blank.

8. Please add the following markers at the end of the applicant's English and Chinese name if applicable. Add (i) a "W" if the applicant is listing with a weighted voting right structure under Chapter 8A of the Main Board Rules; (ii) a "B" if the applicant is a biotech company under Chapter 18A of the Main Board Rules; (iii) a "Z" if the applicant is a Special Purpose Acquisition Company under Chapter 18B of the Main Board Rules; (iv) a "P" if the applicant is a Pre-Commercial Company under Chapter 18C of the Main Board Rules; (v) a "S" if the applicant is applying for a secondary listing under Chapter 19C; or (vi) a "SW" or "BW" if the applicant is applying for a listing on the Exchange with a combination of the above features.

| | |
|----------------------------------|--------------|
| Applicant Information : | |
| Name of applicant (in English) : | XYZ Inc. - W |
| Name of applicant (in Chinese) : | XYZ公司 - W |

9. If the new listing applicant has changed its name subsequent to the signing of the engagement letter / submission to the Exchange the notification of sponsor appointment, please input the former name in English and Chinese (where applicable).

| Applicant Information : | |
|---|----------------|
| Name of applicant (in English) : | XYZ Inc. |
| Name of applicant (in Chinese) : | XYZ 公司 |
| Former name of applicant, if applicable (in English) ⁷ : | Not applicable |
| Former name of applicant, if applicable (in Chinese) ⁷ : | 没有 |
| Board of listing : | GEM |
| Transaction type : | New Listing |

10. Please input the name of the signing party if it is not the same as the new listing applicant and specify the relationship of the signing party and the new listing applicant.

| | |
|--|---------------------------------|
| Name of the signing parties of the engagement letter ¹⁰ : | Others |
| | Name of the signing party : |
| | UVW Holdings Limited |
| | Please specify the difference : |
| | Parent company of XYZ Inc. |

Specify the difference

- End -