

# Form Filling Guide

## Sponsor and Sponsor-Overall Coordinator Engagement Notification Form (e-Form SE001 - v 1.3.5)

### General

- After log in, please select “New case/Non-case” and input the standard Subject Company Code “**PM13000**” (this is applicable to all sponsors for the purpose of sponsor engagement notification, including appointment, extension and termination).
- 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.

**HKEX**  
香港交易所

**e-Submission System**  
The Stock Exchange of Hong Kong Limited  
(A wholly-owned subsidiary of Hong Kong Exchanges and Clearing Limited)

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Welcome Monika Agarwal | 21/10/2020 16:53

**E-Form Submission**

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

**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]

Submit Cancel

User Manual for Listing Related Matters Quick Ref (Publication) User Manual (Listing) User Manual (Publication) Terms & Conditions Site Map Contact Us 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

<sup>1</sup> Instead of sending the sponsor and/or sponsor overall-coordinator engagement letters by mail/ fax or email.

## Form Filling

5. For the first notification of sponsor / sponsor overall-coordinator 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 and sponsor overall-coordinator engagement notification" email.**

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

Case no. of sponsor engagement <sup>2</sup> :	
Subject <sup>3</sup> :	
Date of notification <sup>4</sup> :	Appointment
<b>Sponsor(s) Information :</b>	Extension
	Termination
Name of sponsor :	Other issue(s)



6. To add sponsor and/ or up to 10 responsible person in each sponsor in relation to the listing application, please use **+** button.

<b>Sponsor(s) Information :</b>			<b>+</b>
Name of sponsor :	ABC CAPITAL LIMITED		<b>Add sponsor</b>
Date of sponsor engagement letter <sup>5(a)</sup> :	30/06/2020		
Expiry date of sponsor engagement letter :	01/1/2021		
Termination date of the engagement <sup>5(b)</sup> :			
Former name of sponsor, if applicable <sup>6</sup> :			
<b>Sponsor's contact Information :</b>			
Mailing address :	8/F The Exchange Square Two Hong Kong		
Project email :	projectxxx@abc.com		
Responsible staff :			<b>+</b>
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 / termination of engagement 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.

<b>Appointment of sponsor-overall coordinator <sup>6A</sup> :</b>			
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 <sup>5(a)</sup> :		30/06/2022	
Termination date of overall coordinator engagement letter <sup>5</sup> :			
<b>Sponsor-overall coordinator's contact information <sup>6A</sup> :</b>			
Project email :		projectxxx@abc.com	
Responsible staff :			
Name	Telephone	Email	
Chan Tai Man	98765432	ctm@abc.com	

Please use dropdown list to select the name of sponsor and sponsor overall-coordinator (where applicable).

<b>Sponsor(s) Information :</b>			
Name of sponsor :			
Date of sponsor engagement letter <sup>5(a)</sup> :		N/A	
Expiry date of sponsor engagement letter :		 <div> ABC Capital Limited  Alliance Capital Partners Limited  Altus Capital Limited  Ample Capital Limited  Beijing Dentons Law Offices, LLP (Guangzhou)  BNP Paribas Securities (Asia) Limited  BOCI Asia Limited  BOCI-Prudential Asset Management Limited </div>	
Termination date of the engagement <sup>5(b)</sup> :			
Former name of sponsor, if applicable <sup>6</sup> :			
<b>Sponsor's contact Information :</b>			
Mailing address :			
Project email :			
Responsible staff :			
Name	Telephone	Email	

<b>Appointment of sponsor-overall coordinator <sup>6A</sup> :</b>		
Name of the sponsor-overall coordinator appointed for the purpose of Rule 3A.43:		
Date of overall coordinator engagement letter <sup>5(a)</sup> :	N/A	
Termination date of overall coordinator engagement letter <sup>5</sup> :	ABCI Capital Limited Alliance Capital Partners Limited Altus Capital Limited Ample Capital Limited Beijing Dentons Law Offices, LLP (Guangzhou) BNP Paribas Securities (Asia) Limited BOCI Asia Limited BOCI-Prudential Asset Management Limited	
<b>Sponsor-overall coordinator's contact information</b>		
Project email :		
Responsible staff :		

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If the name is not available on the dropdown list, user could also input the name of the sponsor and sponsor overall-coordinator.

**(APPOINTMENT/ EXTENSION/ TERMINATION/ OTHER ISSUE(S)<sup>1</sup>)**

Case no. of sponsor engagement <sup>2</sup> :		
Subject <sup>3</sup> :		
Date of notification <sup>4</sup> :		
<b>Sponsor(s) Information :</b>		
Name of sponsor :	Type the name of sponsor	
Date of sponsor engagement letter <sup>5(a)</sup> :		
Expiry date of sponsor engagement letter :		
Termination date of the engagement <sup>5(b)</sup> :		
Former name of sponsor, if applicable <sup>6</sup> :		
<b>Sponsor's contact Information :</b>		
Mailing address :		
Project email :		
Responsible staff :		
Name	Telephone	Email

<b>Appointment of sponsor-overall coordinator <sup>6A</sup> :</b>		
Name of the sponsor-overall coordinator appointed for the purpose of Rule 3A.43:	Type the name of sponsor OC	
Date of overall coordinator engagement letter <sup>5(a)</sup> :		
Termination date of overall coordinator engagement letter <sup>5</sup> :		
<b>Sponsor-overall coordinator's contact information <sup>6A</sup> :</b>		
Project email :		
Responsible staff :		

(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 **“S”** if the applicant is applying for a secondary listing under Chapter 19C; or (v) 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. Please select the appropriate value(s) from “Other listing information”. (added in November 2024)

Applicant Information :	
Name of applicant (in English) :	
Name of applicant (in Chinese) :	
Former name of applicant, if applicable (in English) <sup>7</sup> :	
Former name of applicant, if applicable (in Chinese) <sup>7</sup> :	
Board of listing :	
Transaction type :	
Other listing information (can choose more than one item):	
Name of the signing party of the engagement letter <sup>10</sup> :	Ch.8A Weighted Voting Rights (WVR) Ch.18A Biotech Ch.18B Special Purpose Acquisition Company Ch.18B Successor Company Ch.18C Specialist Technology - Commercial C Ch.18C Specialist Technology - Pre-Commerc Ch.19C Secondary Listing Ch.18 Mining company Ch.20 Investment Vehicle
Explanatory note (if any):	

Notes

1. Any changes in the sponsor engagement practicable. A copy of the supplemental engagement letter must be provided to the

10. 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).

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

11. 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 <sup>10</sup> :	Others
	Name of the signing party :
	UVW Holdings Limited
	Please specify the difference :
	Parent company of XYZ Inc.

Specify the difference

- End -