

The logo of the Hong Kong Exchange, featuring the letters "HKEx" in a stylized font inside a dark circular shape.

香港交易所

The Stock Exchange of Hong Kong Ltd.

(A wholly-owned subsidiary of Hong Kong Exchanges and Clearing Limited)

Our Ref: 20030214-00002

18 February 2003

To: All listed issuers

Attention: Authorised Representatives

Dear Sirs

Submission of soft copies for publication

Issuers will recall that, in February 2002, we announced a series of measures aimed at reducing the volume of printed documents generated by issuers as a result of compliance with the Listing Rules. The announcement is available for viewing on the website of Hong Kong Exchanges and Clearing Limited ("HKEx") at <http://www.hkex.com.hk> and the website of the Growth Enterprise Market ("GEM") at <http://www.hkgem.com>.

One of the measures required Main Board and GEM issuers to submit to us within a certain time frame a soft copy of all listing-related corporate communications for publication on the HKEx website or GEM website (as the case may be).

On 6 February 2002, we wrote to all listed issuers informing them of the new arrangements and soft copy submission deadlines. In the year since its implementation, we have noted cases of non-compliance with these deadlines. In view of this, we are taking this opportunity to remind issuers of their obligations, to encourage them to submit draft announcements (and other documents) at an early stage and to make full use of our e-Submission system.

We enclose with this letter a copy of the table originally enclosed with our letter of 6 February 2002 which summarises the submission deadlines and soft copy formats for the various documents submitted to us for publication on the HKEx website or GEM website. (Note 7 to the table makes reference to Appendices B to E to the "e-Submission System User Manual for Publication Related Matters", which set out the technical specifications. They are available for download from the e-Submission system and are not enclosed with this letter.)

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香港交易及結算所有限公司

Hong Kong Exchanges and Clearing Limited

香港中環港景街一號國際金融中心一期12樓 12/F, One International Finance Centre, 1 Harbour View Street, Central, Hong Kong
電話 Tel: (852) 2522 1122 傳真 Fax: (852) 2295 3106 網址 Website: www.hkex.com.hk 電郵 E-mail: info@hkex.com.hk

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Obviously, the early submission to us by issuers of draft announcements (and other documents) requiring our vetting will in turn facilitate our early clearance and their early submission of a soft copy to us for publication. We would remind issuers that, for this purpose, it is not necessary to withhold draft announcements until an agreement has been signed. We are happy to review early drafts that provide a substantially complete description of the terms, rationale for and effect of the contemplated transaction. Issuers can rest assured that communications between us are treated in the strictest confidence. Sending in a draft announcement for our review will not by itself trigger an immediate trading suspension. Normally, suspensions are considered necessary before an announcement is made only when an agreement is signed, price sensitive information is leaked or confidentiality in the matter is unlikely to be maintained.

In addition, use of e-Submission to send in draft announcements (and other documents) requiring our vetting and, after clearance by us, to submit the soft copy to us for publication will also help to speed up the entire process. Issuers which have yet to open an e-Submission account with us should do so as soon as possible. Issuers who have already opened an e-Submission account should make full use of the system when submitting documents to us. We understand that most of the financial printers and many professional advisers have already established an e-Submission account with us. This means that, when issuers make use of their services, communications with us on transactions can also be through the e-Submission system.

As well as meeting the relevant submission deadlines, issuers must also ensure that the soft copy of any document submitted to us for publication on the HKEx website or GEM website is exactly the same as the corresponding version cleared by us and/or sent out and/or published by them (as the case may be). Also, as mentioned in our letter of 6 February 2002, any soft copy submitted to us other than by e-Submission must be accompanied by a written confirmation in the prescribed form.

Adherence by issuers to all relevant requirements is essential for maintaining the efficiency and upholding the integrity of the market. Please note that we will follow up on breaches of the Listing Rules and, where appropriate, institute disciplinary proceedings.

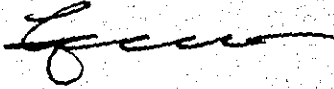
We appreciate that issuers often engage professional advisers in dealing with us in these matters. Accordingly, we have circulated this letter to investment bankers, lawyers and accountants so that they will also be aware of the above matters.

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Any issuer with queries should contact the Listing Division executives with oversight for such issuer.

Yours faithfully
For and on behalf of
The Stock Exchange of Hong Kong Limited



Karen Lee
Executive Vice President
Listing, Regulation and Risk Management

KL/RW/KW/GeT/cc

Encl.

c.c. The Managing Director of investment bankers
The Managing Partner of legal advisers
The Managing Partner of accounting firms

Submission Procedure

Document	Deadline for submission of ready-to-publish soft copy	Acceptable soft copy formats				
		e-Submission template	PDF	MS Word	MS Excel	Text
Results:						
Short form preliminary results announcements (i.e. the results announcement which is released on Teletext as well as the HKEx website or GEM website)	immediately after board approval and in any event no later than 9.00 p.m. on that day, being a business day, (in practice between 12:30 p.m. and 1:30 p.m. (Main Board)/1:00 p.m. (GEM) or after 4.00 p.m.)	✓ (note 1)			✓ (note 1)	
All other preliminary results announcements	as above		✓	✓		
Financial information required by paragraph 45(5) of Appendix 16 of the Main Board Listing Rules (relating to annual results) to be submitted if the listed issuer has chosen initially to publish only a summarised preliminary results announcement for the financial year in the newspapers	no later than 9:00 p.m. on a business day that is not more than 21 days after the board approval, subject to this being not more than 4 months after the issuer's financial year end		✓		✓ (note 2)	
Financial information required by paragraph 46(8) of Appendix 16 of the Main Board Listing Rules (relating to interim results) to be submitted if the listed issuer has chosen initially to publish only a summarised preliminary interim results announcement in the newspapers	no later than 9:00 p.m. on a business day that is not more than 21 days after the board approval, subject to this being not more than 3 months after the end of the issuer's interim period		✓		✓ (note 2)	

Document	Deadline for submission of ready-to-publish soft copy	Acceptable soft copy formats				
		e-Submission template	PDF	MS Word	MS Excel	Text
Financial information required by GEM Listing Rule 18.50C (relating to annual results) to be submitted if the listed issuer has chosen initially to publish only a summarised preliminary results announcement for the financial year on the GEM website	no later than 9:00 p.m. on a business day that is not more than 3 months after the issuer's financial year end		✓		✓ (note 2)	
All other unvetted announcements	no later than 9:00 p.m. on any business day, if it is to be published on the HKEx website or GEM website before the commencement of trading on the following business day		✓	✓		
Vetted announcements (including formal notices, allotment results and (GEM) placing results)	as above		✓	✓		✓ (note 3)
Share buyback reports	as above	✓	✓			
Company information sheets (GEM issuers only)	as above		✓			
Corporate communications required to be sent by a listed issuer under the Listing Rules to shareholders (including circulars, listing documents and application forms, annual reports, interim reports (Main Board), quarterly and half-year reports (GEM) and notices of annual and extraordinary/special general meetings)	no later than 9:00 p.m. on the business day immediately preceding the day on which it is sent by the listed issuer to shareholders		✓			
IPO prospectuses and application forms	no later than 9:00 a.m. on the business day immediately preceding its date of registration under the Companies Ordinance		✓			✓ (note 2)

Notes:

1. *Main Board issuers should preferably complete and submit the e-Submission template for short form preliminary results announcements available online on the e-Submission system. If this is not possible, a faxed copy of the standard form will continue to be accepted for the time being. GEM issuers should download the MS Excel template from the e-Submission system or the GEM website for completion offline and submit this by one of the methods specified in note 4 below.*
2. *This file (which is required in addition to the PDF file) should contain only the index page. It is to facilitate the creation of an html file with hyperlinks to the contents of the document.*
3. *This file (which is required in addition to the PDF or MS Word file) is for release on the AMS/3 terminal.*

4. *Documents may be submitted:*

- (a) by e-Submission;*
- (b) by uploading onto the GEM website (for GEM issuers only); or*
- (c) on a diskette or CD ROM.*

Methods (a) and (b) are currently subject to a maximum upload time of 30 minutes. Lengthy documents should therefore be submitted on a CD ROM.

5. *Where a particular document falls under more than one category, the issuer must comply with the earliest applicable submission deadline and all applicable requirements as to the soft copy format.*

The above deals only with the submission by issuers of soft copies to the Exchange. It is not intended to replace requirements in the Listing Rules as to the submission by issuers of hard copies to the Exchange.

7. *The prescribed technical specifications for the various soft copy formats remain unchanged. Please refer to Appendices B to E to the "e-Submission System User Manual for Publication Related Matters", which is available for download from the e-Submission system. They are also enclosed for reference. Please note that the specifications set out in the Appendices apply equally to both Main Board and GEM issuers.*