

**香港联合交易所有限公司**  
(香港交易及结算所有限公司全资附属公司)

本所参考编号: CRO20140321-015

致: 主板上市发行人(收件人: 授权代表)  
创业板上市发行人(收件人: 授权代表)  
市场从业员

敬启者:

**“香港上市公司专题研讨会”邀请函**

我们正筹备在香港举行多场为期半天的“香港上市公司专题研讨会”。此外,我们亦将会分别于2014年4月8日及4月10日在北京及上海举行为期一天的研讨会。

本次研讨会会以广东话、英语或普通话讲授。我们鼓励香港上市公司的授权代表、董事及公司秘书参加。为使更多公司有机会参加研讨会,每家上市公司出席每个地方举行研讨会的人员原则上不超过两人。报名参加之人士可选择出席在香港、上海或北京举行的研讨会。由于场地所限,我们会以先到先得方式接受报名申请。参加本次研讨会之人士可向本所索取出席证明。

以下是研讨会的详细资料:

**香港**

研讨会内容分为以下两部分:

题目	讲授代表
(1) 有关关连交易的《上市规则》修订	本所
(2) 内幕消息制度及《上市规则》持续责任实施后的回顾	证券及期货事务监察委员会及本所

**地点:** 香港中环交易广场一及二期一楼交易所演讲厅

**时间:** 上午10时15分至下午1时正

	日期	讲授语言
1	2014年3月31日(星期一)	英语
2	2014年4月1日(星期二)	广东话
3	2014年4月2日(星期三)	英语
4	2014年4月3日(星期四)	广东话

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	日期	讲授语言
5	2014年4月4日(星期五)	英语
6	2014年4月7日(星期一)	广东话
7	2014年4月8日(星期二)	英语
8	2014年4月9日(星期三)	广东话
9	2014年4月10日(星期四)	广东话
10	2014年4月11日(星期五)	普通话

**中国 -北京及上海**

研讨会以普通话讲授。内容分为以下四部分，并将由本所代表讲授：

- (1) 有关关连交易的《上市规则》修订；
- (2) 内幕消息制度及《上市规则》持续责任实施后的回顾；
- (3) 关于企业管治的最新发展；以及
- (4) 上市规则的执行和更新。

**(a) 北京**

日期： 2014年4月8日(星期二)  
 时间： 上午9时30分至下午5时正(提供免费午餐予参加研讨会人士享用)  
 地点： 北京饭店莱佛士(中国北京东城区东长安街33号B座)

**(b) 上海**

日期： 2014年4月10日(星期四)  
 时间： 上午9时30分至下午5时正(提供免费午餐予参加研讨会人士享用)  
 地点： 上海新天地朗廷酒店(中国上海市卢湾区马当路99号, 靠近兴安路)

有意参加本次研讨会之人士，请于**2014年3月22日至28日**，登入以下网址以英文填写网上**申请报名格**及递交申请 <https://www.esubmission.hkex.com.hk/ITES/Public/Main.aspx>。随函附上网上申请指南(只提供英文版本)。

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我们会尽快以电邮方式通知各报名人士其报名申请是否获接纳。本次研讨会费用全免。除北京及上海于研讨会举行当天提供免费午餐予参加人士享用外，交通和食宿需自理。

如有任何问题，欢迎与我们的上市科专责主任联系。

香港联合交易所有限公司  
集团监管事务总监及上市科主管

戴林瀚 谨启  
2014年3月21日

附件

# Procedures for Online Enrollment

## Step 1 : Access to the online enrollment :

You can gain access to **Inquiry and Training Enrollment System (ITES)** through the ITES website : <https://www.esubmission.hkex.com.hk/ITES/Public/Main.aspx> as follows:

Address: <https://www.esubmission.hkex.com.hk/ITES/Public/Main.aspx>

WELCOME Training Enrollment System

Training Session  
General Information

**Inquiry and Training Enrollment System**

© 2002 Hong Kong Exchanges and Clearing Limited.  
All rights reserved.

## Step 2 : Input your personal information in English

For HKEx Privacy Policy Statement, please see: [http://www.hkex.com.hk/eng/global/privacy\\_policy.htm](http://www.hkex.com.hk/eng/global/privacy_policy.htm).

WELCOME Training Enrollment System

Enrollment Application

Applicant's Last Name :

Applicant's First Name :

Email Address :

Contact Telephone No. :

Company Name :

Remarks :

Each company can only enroll up to **2 attendees** for each location

Please input the applicant's direct email address for correspondence

XXX Company (**Stock code**)

Please input the applicant's **position** (e.g director, company secretary)

Choose Session						
Session Code	Session Name	Session Date	Start Time	End Time	Venue Name	Status
<input type="radio"/> S2014-01	Issuer Seminar (English)	31 Mar 2014	10:15 AM	1:00 PM	HKExA	
<input type="radio"/> S2014-02	Issuer Seminar (Cantonese)	1 Apr 2014	10:15 AM	1:00 PM	HKExA	
<input type="radio"/> S2014-03	Issuer Seminar (English)	2 Apr 2014	10:15 AM	1:00 PM	HKExA	
<input type="radio"/> S2014-04	Issuer Seminar (Cantonese)	3 Apr 2014	10:15 AM	1:00 PM	HKExA	
<input type="radio"/> S2014-05	Issuer Seminar (English)	4 Apr 2014	10:15 AM	1:00 PM	HKExA	
<input type="radio"/> S2014-06	Issuer Seminar (Cantonese)	7 Apr 2014	10:15 AM	1:00 PM	HKExA	
<input type="radio"/> S2014-07	Issuer Seminar (English)	8 Apr 2014	10:15 AM	1:00 PM	HKExA	
<input type="radio"/> S2014-08	Issuer Seminar (Cantonese)	9 Apr 2014	10:15 AM	1:00 PM	HKExA	
<input type="radio"/> S2014-09	Issuer Seminar (Cantonese)	10 Apr 2014	10:15 AM	1:00 PM	HKExA	
<input type="radio"/> S2014-10	Issuer Seminar (Putonghua)	11 Apr 2014	10:15 AM	1:00 PM	HKExA	

### Step 3 : Select your preferred session

Choose your preferred session by selecting appropriate radio button (*Note : only one session selection is allowed on each enrollment*). Click on “**Enroll**” at the bottom of the “**Choose Session**” to confirm your enrollment application.

The screenshot shows an enrollment application form. The top section contains input fields for: Email Address (esubmission@hkex.com.hk), Contact Telephone No. (xxxxxxx), Company Name (Hong Kong Exchanges and Clearing Limited (388)), and Remarks (Company Secretary). Below this is a table titled "Choose Session" with columns: Session Code, Session Name, Session Date, Start Time, End Time, Venue Name, and Status. The table lists 10 sessions (S2014-01 to S2014-10) for Issuer Seminars in English, Cantonese, and Putonghua. All radio buttons are selected. An "Enroll" button is circled at the bottom of the table.

Session Code	Session Name	Session Date	Start Time	End Time	Venue Name	Status
<input type="radio"/> S2014-01	Issuer Seminar (English)	31 Mar 2014	10:15 AM	1:00 PM	HKExA	
<input type="radio"/> S2014-02	Issuer Seminar (Cantonese)	1 Apr 2014	10:15 AM	1:00 PM	HKExA	
<input type="radio"/> S2014-03	Issuer Seminar (English)	2 Apr 2014	10:15 AM	1:00 PM	HKExA	
<input type="radio"/> S2014-04	Issuer Seminar (Cantonese)	3 Apr 2014	10:15 AM	1:00 PM	HKExA	
<input type="radio"/> S2014-05	Issuer Seminar (English)	4 Apr 2014	10:15 AM	1:00 PM	HKExA	
<input type="radio"/> S2014-06	Issuer Seminar (Cantonese)	7 Apr 2014	10:15 AM	1:00 PM	HKExA	
<input type="radio"/> S2014-07	Issuer Seminar (English)	8 Apr 2014	10:15 AM	1:00 PM	HKExA	
<input type="radio"/> S2014-08	Issuer Seminar (Cantonese)	9 Apr 2014	10:15 AM	1:00 PM	HKExA	
<input type="radio"/> S2014-09	Issuer Seminar (Cantonese)	10 Apr 2014	10:15 AM	1:00 PM	HKExA	
<input type="radio"/> S2014-10	Issuer Seminar (Putonghua)	10 Apr 2014	10:15 AM	1:00 PM	HKExA	

Where a session is full, the radio button of the respective session will be disabled and no further enrollment is accepted for that session.

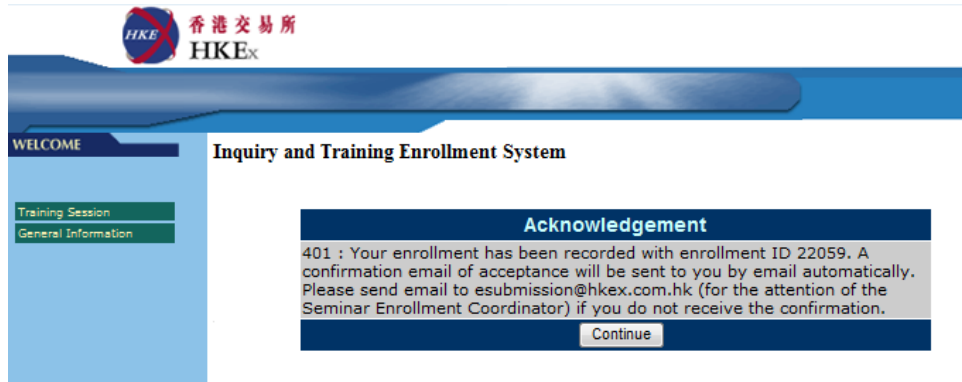
The screenshot shows the enrollment application form with a "Choose Session" table. The first row, S2014-01, has a status of "FULL" and its radio button is disabled. A yellow box labeled "Session is Full" points to this row. The second row, WLS2014-01, is highlighted with a dashed box and has a radio button that is selected. An "Enroll" button is visible at the bottom of the table.

Session Code	Session Name	Session Date	Start Time	End Time	Venue Name	Status
<input type="radio"/> S2014-01	Issuer Seminar (English)	31 Mar 2014	10:15 AM	1:00 PM	HKExA	FULL
<input type="radio"/> S2014-02	Issuer Seminar (Cantonese)	1 Apr 2014	10:15 AM	1:00 PM	HKExA	
<input type="radio"/> S2014-03	Issuer Seminar (English)	2 Apr 2014	10:15 AM	1:00 PM	HKExA	
<input type="radio"/> WLS2014-01	Issuer Seminar (English)	31 Mar 2014	10:15 AM	1:00 PM	HKExA	
<input type="radio"/> WLS2014-02	Issuer Seminar (Cantonese)	1 Apr 2014	10:15 AM	1:00 PM	HKExA	
<input type="radio"/> WLS2014-03	Issuer Seminar (English)	2 Apr 2014	10:15 AM	1:00 PM	HKExA	

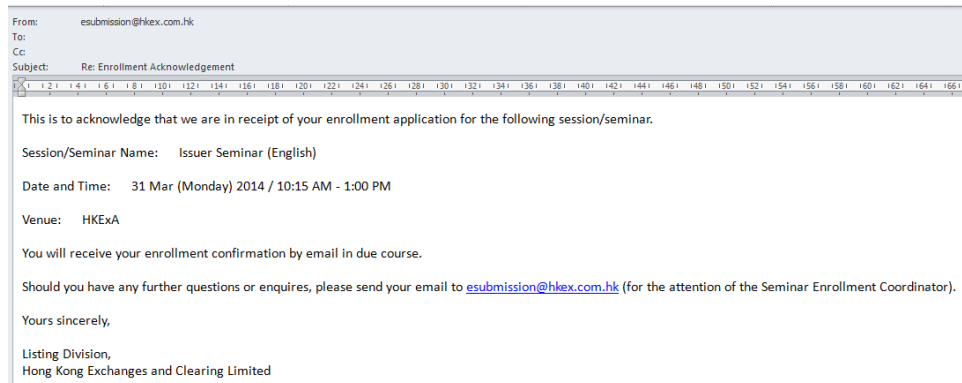
If all the sessions are fully enrolled, you may register “Waiting List” session (Code: WLS2014-01 to WLS2014-10), we will contact you individually if there are spare seats on your preferred session.

## Step 4 : Enrollment completed

After clicking on the “**Enroll**” button, a confirmation page will be displayed and an email is sent to your email address provided in step 4 acknowledging your enrollment for the relevant session.



The screenshot shows the HKEx website interface. At the top left is the HKEx logo with the text '香港交易所 HKE HKEx'. Below it is a 'WELCOME' banner. On the left side, there are two menu items: 'Training Session' and 'General Information'. The main content area is titled 'Inquiry and Training Enrollment System'. A central box titled 'Acknowledgement' contains the following text: '401 : Your enrollment has been recorded with enrollment ID 22059. A confirmation email of acceptance will be sent to you by email automatically. Please send email to [esubmission@hkex.com.hk](mailto:esubmission@hkex.com.hk) (for the attention of the Seminar Enrollment Coordinator) if you do not receive the confirmation.' Below this text is a 'Continue' button.



The screenshot shows an email confirmation message. The header includes: 'From: esubmission@hkex.com.hk', 'To:', 'Cc:', and 'Subject: Re: Enrollment Acknowledgement'. The body of the email contains the following text: 'This is to acknowledge that we are in receipt of your enrollment application for the following session/seminar. Session/Seminar Name: Issuer Seminar (English) Date and Time: 31 Mar (Monday) 2014 / 10:15 AM - 1:00 PM Venue: HKExA You will receive your enrollment confirmation by email in due course. Should you have any further questions or enquires, please send your email to [esubmission@hkex.com.hk](mailto:esubmission@hkex.com.hk) (for the attention of the Seminar Enrollment Coordinator). Yours sincerely, Listing Division, Hong Kong Exchanges and Clearing Limited'.

You are not allowed to change your record once your application is accepted by the system.

## Step 5: Enrollment for another person

If you wish to enroll for another person, click on “**Continue**” and repeat steps 2 to 4. **Each company can only register up to 2 attendees.**

**We will send a separate confirmation email to each successful applicant with detailed information of the seminar.**

If you have any enquiry, please feel free to contact our case officers <http://www.hkex.com.hk/issuer/listcontact/advisor.htm> or email to [esubmission@hkex.com.hk](mailto:esubmission@hkex.com.hk).