

**香港聯合交易所有限公司**  
(香港交易及結算所有限公司全資附屬公司)

本所參考編號：CRO20140321-015

致： 主板上市發行人（收件人：授權代表）  
創業板上市發行人（收件人：授權代表）  
市場從業員

敬啟者：

**“香港上市公司專題研討會”邀請函**

我們正籌備在香港舉行多場為期半天的“香港上市公司專題研討會”。此外，我們亦將會分別於2014年4月8日及4月10日在北京及上海舉行為期一天的研討會。

本次研討會會以廣東話、英語或普通話講授。我們鼓勵香港上市公司的授權代表、董事及公司秘書參加。為使更多公司有機會參加研討會，每家上市公司出席每個地方舉行研討會的人員原則上不超過兩人。報名參加之人士可選擇出席在香港、上海或北京舉行的研討會。由於場地所限，我們會以先到先得方式接受報名申請。參加本次研討會之人士可向本所索取出席證明。

以下是研討會的詳細資料：

**香港**

研討會內容分為以下兩部分：

題目	講授代表
(1) 有關關連交易的《上市規則》修訂	本所
(2) 內幕消息制度及《上市規則》持續責任實施後的回顧	證券及期貨事務監察委員會及本所

**地點：**香港中環交易廣場一及二期一樓交易所演講廳

**時間：**上午10時15分至下午1時正

	日期	講授語言
1	2014年3月31日(星期一)	英語
2	2014年4月1日(星期二)	廣東話
3	2014年4月2日(星期三)	英語
4	2014年4月3日(星期四)	廣東話

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香港聯合交易所有限公司  
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- 2 -

	日期	講授語言
5	2014年4月4日(星期五)	英語
6	2014年4月7日(星期一)	廣東話
7	2014年4月8日(星期二)	英語
8	2014年4月9日(星期三)	廣東話
9	2014年4月10日(星期四)	廣東話
10	2014年4月11日(星期五)	普通話

**中國-北京及上海**

研討會以普通話講授。內容分為以下四部分，並將由本所代表講授：

- (1) 有關關連交易的《上市規則》修訂;
- (2) 內幕消息制度及《上市規則》持續責任實施後的回顧;
- (3) 關於企業管治的最新發展 ;以及
- (4) 上市規則的執行和更新。

**(a) 北京**

日期： 2014年4月8日(星期二)  
時間： 上午9時30分至下午5時正(提供免費午膳予參加研討會人士享用)  
地點： 北京飯店萊佛士(中國北京東城區東長安街33號B座)

**(b) 上海**

日期： 2014年4月10日(星期四)  
時間： 上午9時30分至下午5時正(提供免費午膳予參加研討會人士享用)  
地點： 上海新天地朗廷酒店(中國上海市盧灣區馬當路99號, 靠近興安路)

有意參加本次研討會之人士，請於**2014年3月22日至28日**，登入以下網址以英文填寫網上申請報名格及遞交申請 <https://www.esubmission.hkex.com.hk/ITES/Public/Main.aspx>。隨函附上網上申請指南(只提供英文版本)。

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- 3 -

我們會儘快以電郵方式通知各報名人士其報名申請是否獲接納。本次研討會費用全免。除北京及上海於研討會舉行當天提供免費午膳予參加人士享用外，交通和食宿需自理。

如有任何問題，歡迎與我們的上市科專責主任聯繫。

香港聯合交易所有限公司  
集團監管事務總監及上市科主管

戴林瀚 謹啟  
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.

Form fields:

- Email Address : esubmission@hkex.com.hk
- Contact Telephone No. : xxxxxxxx
- Company Name : Hong Kong Exchanges and Clearing Limited (388)
- Remarks : 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)	10 Apr 2014	10:15 AM	1:00 PM	HKExA		

Enroll

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

Form fields:

- Applicant's Last Name : [ ]
- Applicant's First Name : [ ]
- Email Address : [ ]
- Contact Telephone No. : [ ]
- Company Name : [ ]
- Remarks : [ ]

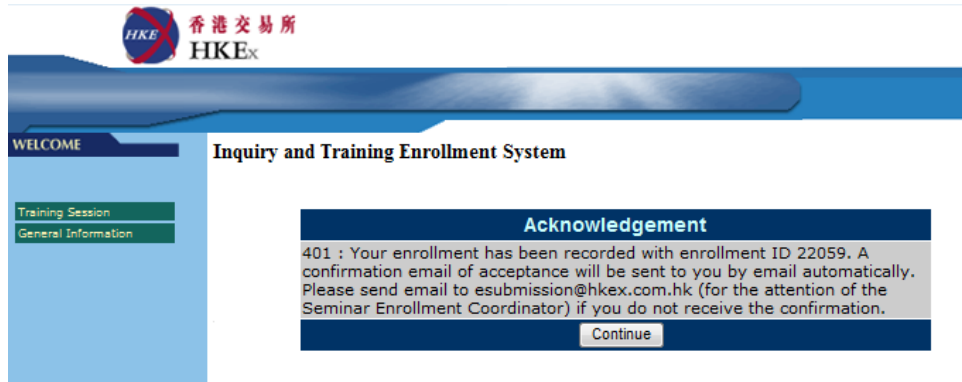
Choose Session							
Session Code	Session Name	Session Date	Start Time	End Time	Venue Name	Status	
<input type="radio"/> S2014-01	Issuer Seminar (English)	31 Mar 2014	10:15 AM	1:00 PM	HKExA	FULL	
<input type="radio"/> S2014-02	Issuer Seminar (Cantonese)	1 Apr 2014	10:15 AM	1:00 PM	HKExA		
<input type="radio"/>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

Enroll

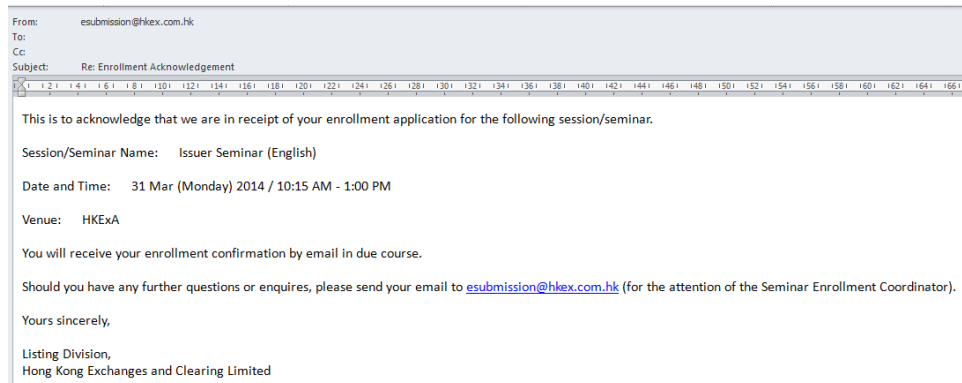
If all the sessions are fully enrolled, you may register “Waiting List” session (Code: WLS2014-01 to WLS2014-10), we will contact you individually if there are spare seats on your preferred session.

## 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 HKE<sub>x</sub>'. Below the logo is a 'WELCOME' section with a sidebar containing 'Training Session' and 'General Information'. The main content area is titled 'Inquiry and Training Enrollment System' and features a blue box with the heading 'Acknowledgement'. The text inside the box reads: '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 from [esubmission@hkex.com.hk](mailto:esubmission@hkex.com.hk). The subject is 'Re: Enrollment Acknowledgement'. The body of the email contains the following information: '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).