

**Compulsory Quarantine of Certain Persons Arriving at  
Hong Kong Regulation (Cap. 599C) /  
Compulsory Quarantine of Persons Arriving at  
Hong Kong from Foreign Places Regulation (Cap. 599E)  
Exemption for Directors of Hong Kong-listed Companies or  
Listing Applicants on Duty Travel to Hong Kong**

**Application Form**

**Name of Listed Company (Stock Code) / Listing Applicant:** \_\_\_\_\_ ( )

**Contact Person:** \_\_\_\_\_ **Phone Number:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

**Regulation under which the exemption application is being made (please  as appropriate):**

- Cap. 599C : Application for exemption from compulsory quarantine arrangement for inbound travellers from the Mainland, Macao or Taiwan
- Cap. 599E : Application for exemption from compulsory quarantine arrangement for inbound travellers from Foreign Places

**Name of Director(s) under Application (identical with ID card or passport):**

1. \_\_\_\_\_ 2. \_\_\_\_\_  
3. \_\_\_\_\_ 4. \_\_\_\_\_

**ID card or passport number (please provide the identification document for entering HK):**

1. \_\_\_\_\_ 2. \_\_\_\_\_  
3. \_\_\_\_\_ 4. \_\_\_\_\_

**Reason for Application (please  as appropriate):**

- travelling to Hong Kong from the Mainland, Macao, Taiwan or Foreign Places: - \_\_\_\_\_ (please specify city) to attend shareholders' meetings of listed companies held in Hong Kong (including Annual General Meetings, Extraordinary General Meetings and Special General Meetings). The meeting will be held on \_\_\_\_\_ (date).
- travelling to Hong Kong from the Mainland, Macao, Taiwan or Foreign Places: - \_\_\_\_\_ (please specify city) to attend the hearings held by the Hong Kong Exchanges and Clearing Limited ("HKEX"), including listing hearings, disciplinary hearings and review hearings. The hearing will be held on \_\_\_\_\_ (date).
- returning to Hong Kong after travelling to the Mainland, Macao, Taiwan or Foreign Places: \_\_\_\_\_ (please specify city at which the meeting is held) for attending shareholders' meeting of Hong Kong-listed companies (including Annual General Meetings, Extraordinary General Meetings and Special General Meetings). The meeting will be held on \_\_\_\_\_ (date).

**Date of arrival in and departure from Hong Kong:**

**Arrival date:** \_\_\_\_\_ **Departure date:** \_\_\_\_\_

**Travel history in the past 21 days** (*please specify all the travel history (if any) in the past 21 days prior to arrival in chronological order*): \_\_\_\_\_

These places include Foreign Places in  Group A1/A2; and/or  Group B/C and/or  Group D.

**Arrival boundary control point (please  as appropriate) :**

- Hong Kong International Airport  Land Boundary Control Point

**Personal Information Collection Statement (please  as appropriate) :**

- The applicants agree that the personal data provided in the application form will be used for considering and processing applications relating to exemption from the compulsory quarantine arrangement. If necessary, the information may be provided to other government departments or agencies that are authorised to process the information for purposes relating to the exemption from compulsory quarantine arrangement.

**Declaration by the listed company / listing applicant (please  as appropriate) :**

- Our company has provided the following documents with the application:
- notice of shareholders' meeting or letter of relevant hearings;
  - photocopy of ID card/ passport of the applicant(s) ;
  - proof of a COVID-19 vaccination course completed by the applicant(s)<sup>#</sup> ;
  - a seven-day itinerary of the applicant(s) upon their arrival in Hong Kong<sup>#</sup>;
  - a seven-day reservation of designated quarantine hotel for the applicant(s) upon their arrival in Hong Kong / statement of designated accommodation<sup>^</sup>;
  - a valid serology antibody test issued by accredited laboratories in Hong Kong / appointment confirmation for serology antibody test with accredited laboratories in Hong Kong<sup>^</sup>.
- Our company has checked and understood about the details of the testing requirements and the conditions of exemption for exempted persons  
(relevant website: <https://www.coronavirus.gov.hk/eng/exempted-persons-faq.html>).
- Our company will monitor the applicants and ensure that the applicants comply with the relevant conditions of exemption, including but not limited to taking point-to-point transportation as arranged by the company throughout the medical surveillance period, undergoing the COVID-19 testings on the respective days upon arrival in Hong Kong and self-isolation (if applicable), etc., and keep the relevant record.

**Signature of Contact Person:** \_\_\_\_\_ **Date:** \_\_\_\_\_

\* *Delete as appropriate*

\*\* *Please refer to the Notes to Application for the supporting documents required.*

# *For Cap. 599E applicants only*

^ *For Cap. 599E applicants who have stayed in places specified in Group B/C under Cap. 599H only*

**For Shareholders' / Regulatory Meetings**

**Internal Use:**

Date received:	Verified by:	Criteria Matched:	Date to F:	AL ready:	Issue AL by SEHK:
		Y / N / TBC			
<b>Quota:</b>					
<input type="checkbox"/> 1 <sup>st</sup> in _____ (month) [599C / E]* <input type="checkbox"/> 2 <sup>nd</sup> in _____ (month) [599C / E]* <input type="checkbox"/> 3 <sup>rd</sup> in _____ (month) [599C / E]* <input type="checkbox"/> 4 <sup>th</sup> in _____ (month) [599C / E]*					

**Exemption Scheme Attestation Form**

*(please refer to the authorisation letter for the final requirement)*

This form should be completed by the sponsoring listed companies/ listing applicants and submitted to the relevant contact persons in the Listing Division of HKEX for listed companies every three working days or at the half-way point of the trip, whichever is earlier, and on the last day of the exempted person's trip (for a visiting person) or the medical surveillance period (for a returning person).

**Reference number of authorisation letter issued by Financial Services and the Treasury Bureau ("FSTB"):** \_\_\_\_\_

**Name of Listed Company (Stock Code):** \_\_\_\_\_ ( \_\_\_\_\_ )

**Contact Person:** \_\_\_\_\_ **Phone Number:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

**Name of Exempted Director(s):**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

**Date of arrival in and departure from Hong Kong:**

**Arrival date:** \_\_\_\_\_ **Departure date:** \_\_\_\_\_

To the best of our company's knowledge, we attest that the above exempted person(s) has/have, from \_\_\_\_\_ (the start date of the period covered in this attestation) to \_\_\_\_\_ (the last date of the period covered in this attestation):

- complied / not complied\*^ with the Hong Kong requirements and conditions of exemption as set out in the authorisation letter issued by FSTB;
- followed / not followed\*^ the itinerary last provided to HKEX on \_\_\_\_\_ (date); and
- come / not come\*^ into contact with any persons suspected or confirmed to be infected with COVID-19

\* *Delete as appropriate*

^ *If the exempted person did not comply with the requirement / did not follow the itinerary / came into contact with persons suspected or confirmed to be infected with COVID-19, please specify the details below:*

\_\_\_\_\_

\_\_\_\_\_

**Compulsory Quarantine of Certain Persons Arriving at  
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**Notes to Application**

**1. Category of Persons Eligible for Exemption**

- Directors of the companies listed on Stock Exchange of Hong Kong (“SEHK”) or directors of companies applying for listing on SEHK (“listing applicants”) who are on duty travel from the Mainland, Macao, Taiwan or Foreign Places to Hong Kong, or return from duty travel from the Mainland, Macao, Taiwan or Foreign Places to Hong Kong.
- The eligibility is quota-based and applications would be considered on a task-specific and scheme-specified basis.

**2. Specified Duties Eligible for Exemption**

- (a) travelling to Hong Kong from the Mainland, Macao, Taiwan or Foreign Places to attend shareholders’ meetings of listed companies held in Hong Kong (including Annual General Meetings, Extraordinary General Meetings and Special General Meetings);
- (b) travelling to Hong Kong from the Mainland, Macao, Taiwan or Foreign Places to attend the hearings held by the HKEX including listing hearings, disciplinary hearings and review hearings; and
- (c) returning to Hong Kong after travelling to the Mainland, Macao, Taiwan or Foreign Places for attending shareholders’ meetings of Hong Kong-listed companies (including Annual General Meetings, Extraordinary General Meetings and Special General Meetings).

**3. Quota of Exemption**

- Each of the listed companies or listing applicants can only nominate the following number of directors for the exemption during any specified time period -

- a maximum of **two** directors under Cap. 599E (application for exemption from compulsory quarantine arrangement for inbound travellers from Foreign Places) and a maximum of **two** directors under Cap. 599C (application for exemption from compulsory quarantine arrangement for inbound travellers from the Mainland, Macao or Taiwan); or
- a maximum of **one** director under Cap. 599E and a maximum of **three** directors under Cap. 599C; or
- a maximum of **four** directors under Cap. 599C.

#### **4. Specified Time Period for Exemption**

- (a) For exempted persons travelling to Hong Kong (i.e. under paragraphs 2(a) and (b) above):
- Unless constrained by practical circumstances (including transportation), the date of arriving Hong Kong should not be earlier than the day immediately before the completion of the specified duties (i.e. relevant meeting / hearing date). The agreed arrival date would be stipulated in the authorization letter to be issued by the Financial Services and the Treasury Bureau (“FSTB”);
- (b) For exempted persons returning to Hong Kong after travelling to the Mainland, Macao, Taiwan or Foreign Places (i.e. under paragraphs 2(c) above):
- Unless constrained by practical circumstances (including transportation), the date of returning to Hong Kong from the Mainland, Macao, Taiwan or Foreign Places should not be later than the day immediately after the completion of the specified duties (i.e. relevant meeting date). The agreed arrival date would be stipulated in the authorization letter to be issued by the Financial Services and the Treasury Bureau.

#### **5. Vaccination Record**

- For persons applying for exemption under Cap. 599E (compulsory quarantine arrangement for inbound travellers from Foreign Places), they must have completed a COVID-19 vaccination course. A person is deemed to have “completed a COVID-19 vaccination course” if he/she arrives at Hong Kong on or after the 14<sup>th</sup> day<sup>1</sup> after completing vaccination in manners stipulated as follows –

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<sup>1</sup> For example, if the last dose was administered on 1 May, the 14<sup>th</sup> day would be on 15 May.

- (i) For both the Sinovac COVID-19 vaccine (CoronaVac vaccine) and Fosun Pharma/BioNTech COVID-19 vaccine (Comirnaty vaccine), completing the vaccination course involves receiving two doses in general. For persons previously infected with COVID-19, they may be deemed to have completed the COVID-19 vaccination course after receiving one dose of vaccine.
- (ii) For individuals who received COVID-19 vaccines in places outside of Hong Kong and have received the recommended doses as stipulated in relevant guidelines, they will also be regarded to have completed the vaccination course of the relevant COVID-19 vaccine subject to the vaccine used being included on the list of vaccines recognised for this purpose as published on the Government's COVID-19 thematic website<sup>2</sup>.

## **6. Serology Antibody Testing Requirement**

- For Hong Kong-based persons applying for exemption under Cap. 599E who have stayed in places specified in Group B/C under Cap. 599H, they should possess a **positive result of IgG serology antibody test** done at a HOKLAS-accredited laboratory specialized in virology in Hong Kong at the time of application. Such test must be done on platforms by Abbott or Roche, following the standard as specified by the respective manufacturer and with the specimen collected within 3 months prior to the scheduled arrival time of the flight to Hong Kong (“valid test result”). Applications without valid test result will not be considered. The list of accredited locations for conducting the test is at the Government's COVID-19 thematic website.
- For non-Hong Kong based persons applying for exemption under Cap. 599E who have stayed in places specified in Group B/C under Cap. 599H, they must have made an appointment with a HOKLAS-accredited laboratory specialized in virology for an IgG serology antibody test done on platforms by Abbott or Roche, following the standard as specified by the respective manufacturer and with the specimen collected on the day or the following day of arrival at Hong Kong. The exempted person must wait for the results at a designated quarantine hotel.

## **7. Standard Conditions**

*(please refer to the authorization letter for final conditions)*

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<sup>2</sup> [https://www.coronavirus.gov.hk/pdf/list\\_of\\_recognised\\_covid19\\_vaccines.pdf](https://www.coronavirus.gov.hk/pdf/list_of_recognised_covid19_vaccines.pdf)

(a) For all exempted persons upon arrival in or return to Hong Kong (i.e. under paragraphs 2(a), (b) and (c) above), they must:

- note the COVID-19 Thematic Website (<https://www.coronavirus.gov.hk/eng/exempted-persons-faq.html>) for the latest information and requirements regarding testing arrangements, etc.; and check the latest details of the categories of specified places under Cap. 599H on the same website ([www.coronavirus.gov.hk/eng/high-risk-places.html](http://www.coronavirus.gov.hk/eng/high-risk-places.html)). The definition of high-risk places is also specified in the COVID-19 Thematic Website;
- be subject to a number of SARS-CoV-2 nucleic acid tests, including pre-departure test, on arrival test and regular post-arrival test, the details of which will be stipulated in the authorisation letter;
- be subject to medical surveillance arranged by the Department of Health during his/her stay in Hong Kong;
- wear a face mask in any public places, check body temperature daily and report to the Department of Health on any discomfort during the medical surveillance period of their stay in Hong Kong; and
- comply with the relevant conditions of exemption. For exempted persons who are found not to comply with the conditions of exemption including testing requirement, their approved exemption status will be revoked and they must be subject to compulsory quarantine.

(b) Restriction on exemption and self-isolation requirement

- For applicants who have visited any of the extremely high risk places specified in Group A1 and very high risk places specified in Group A2 under Cap. 599H during the 21 days prior to arrival in Hong Kong, their application will not be processed or approved. Listed companies / Listing applicants may check with HKEX regarding the latest arrangement. The definition of high-risk places is also specified in the COVID-19 Thematic Website.
- For applicants who have visited any of the high risk places specified in Group B and medium risk places specified in Group C under Cap. 599H during the 14 days prior to arrival in Hong Kong (and have not stayed in Group A1, A2 specified places under Cap. 599H during the 21 days prior to arrival in Hong Kong), they **must be subject to self-isolation at a designated quarantine hotel / designated accommodation for a certain period** as specified in the authorisation letter upon arrival, except for permitted shareholders' meeting or

hearing conducted in Hong Kong as designated in the exemption and so endorsed by HKEX and FSTB.

- (c) For exempted persons returning to Hong Kong after travelling to the Mainland, Macao, Taiwan or Foreign Places (i.e. under paragraph 2(c) above), they must:
- only travel to and stay at the cities where they conduct the specified duties; and
  - take every precautionary measure to ensure personal hygiene and avoid unnecessary social contact whilst in the Mainland, Macao, Taiwan or Foreign Places.
- (d) For persons arriving at Hong Kong International Airport, respective organisations must arrange point-to-point transportation for the exempted persons, including between the HKIA and the exempted person's accommodation; and between his/her accommodation and the venue of his/her designated activities as specified in the exemption application throughout the medical surveillance period. Use of public transport including MTR, airport shuttle train, taxi and bus for transfer is prohibited.
- (e) The relevant directors must show the authorisation letter issued by the Financial Services and the Treasury Bureau and the valid travel document to the staff at the border in order to be exempted from the compulsory quarantine requirement.
- (f) If necessary, FSTB may revoke the approved exemption.

## **8. Application Procedures and Supporting Document(s) Required**

- The listed companies or the listing applicants must submit the application form together with a copy of the relevant supporting documents (such as the notice of shareholders' meeting or the letter of the relevant hearings showing clearly the date of the relevant meetings), photocopy of ID card / passport of applicants to HKEX at least **ten** working days in advance.
- For persons applying for exemption under Cap. 599E (compulsory quarantine arrangement for inbound travellers from Foreign Places), they must submit vaccination record or a written confirmation in English or Chinese issued by a healthcare institution or a relevant authority of the Government of the place where the vaccine was administered, bearing the name of the relevant vaccinated person identical to that in his/her valid travel document to show that (i) the relevant vaccinated person received the dose(s) of vaccination(s) against COVID-19 and the date(s) on which the dose(s) was/were administered; and (ii) the name of the vaccine

administered which must be included on the list of vaccines recognised for this purpose as published on the Government's COVID-19 thematic website<sup>3</sup>.

- In addition, the listed companies or the listing applicants must submit itinerary of the directors for the seven days upon their arrival in Hong Kong. Only the relevant shareholders' meeting or hearing conducted in Hong Kong should be included in the itinerary; meals with others and social activities should not be included. For an exempted person in self-isolation at designated accommodation, his or her itinerary should also include visits for conducting corresponding COVID-19 tests (only applicable to persons applying for exemption under Cap. 599E).
- The listed companies or the listing applicants should also submit reservation of designated quarantine hotel for seven days upon arrival at Hong Kong / statement of designated accommodation; and serology antibody test record issued by accredited laboratories in Hong Kong / appointment confirmation with accredited laboratories for serology antibody test (only applicable to persons travelling from Group B and C specified places and who apply for exemption under Cap. 599E).
- If the persons travelling to Hong Kong or returning to Hong Kong from the Mainland, Macao, Taiwan or Foreign Places are constrained by practical circumstances and cannot meet the general specified time period for exemption in paragraph 4 above, they should also provide written explanation with supporting documents (such as flight itinerary) as appropriate.
- Application can be submitted either by email or by fax:

	Email	Fax	Phone Number
Application with reasons under paragraphs 2(a) and (c) above	Please refer to the contact information of the contact persons in the Listing Division of HKEX for listed companies. <sup>4</sup>		
Application with reasons under paragraph 2(b) above	<a href="mailto:lcsec@hkex.com.hk">lcsec@hkex.com.hk</a>	2884 3630	2840 3758

- This application form can be downloaded at

<sup>3</sup> [https://www.coronavirus.gov.hk/pdf/list\\_of\\_recognised\\_covid19\\_vaccines.pdf](https://www.coronavirus.gov.hk/pdf/list_of_recognised_covid19_vaccines.pdf)

<sup>4</sup> [https://www.hkex.com.hk/Listing/Rules-and-Guidance/Other-Resources/Listed-Issuers/Contact-Persons-in-HKEX-Listing-Department-for-Listed-Companies/Contact-Persons-in-the-Listing-Department-of-HKEX-for-Listed-Companies?sc\\_lang=en](https://www.hkex.com.hk/Listing/Rules-and-Guidance/Other-Resources/Listed-Issuers/Contact-Persons-in-HKEX-Listing-Department-for-Listed-Companies/Contact-Persons-in-the-Listing-Department-of-HKEX-for-Listed-Companies?sc_lang=en)

[https://www.hkex.com.hk/-/media/HKEX-Market/Listing/Rules-and-Guidance/Other-Resources/Listed-Issuers/Joint-Statement-with-SFC/Application\\_Form\\_for\\_Directors\\_for\\_shareholders\\_meeting\\_599C\\_E\\_202106.pdf](https://www.hkex.com.hk/-/media/HKEX-Market/Listing/Rules-and-Guidance/Other-Resources/Listed-Issuers/Joint-Statement-with-SFC/Application_Form_for_Directors_for_shareholders_meeting_599C_E_202106.pdf)

**9. Enquiries**

- Enquiries should be directed to HKEX set out in paragraph 6 above.

**10. Personal Information Collection Statement**

- The personal data provided in the application forms will be used for considering and processing applications relating to exemption from the compulsory quarantine arrangement. If necessary, the information may be provided to other government departments or agencies that are authorised to process the information for purposes relating to the exemption from compulsory quarantine arrangement. Applicants are required to notify HKEX if there are any subsequent changes to the information provided after submission of the application form.