

**Compulsory Quarantine of Certain Persons Arriving at Hong Kong Regulation
(Cap. 599C)**

**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: _____

Name of Director(s) under Application: _____ / _____

ID card or passport number: _____ / _____

Reason for Application (please as appropriate):

- travelling to Hong Kong from the Mainland 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 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 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) at _____(the Mainland city at which the meeting is held).

Date of arriving Hong Kong: _____

Signature of Contact Person: _____ **Date:** _____

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

Internal Use:

Date received:	Verified by:	Criteria Matched:	Date to F:	AL ready:	Issue AL by SEHK:
		Y / N / TBC			

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(Cap. 599C)
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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 to Hong Kong, or return from duty travel to Hong Kong.

2. Specified Duties Eligible for Exemption

- (a) travelling to Hong Kong from the Mainland 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 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 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 a maximum of **two** directors for the exemption during any specified time period.

4. Specified Time Period for Exemption

- (a) For 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;

- (b) For persons returning to Hong Kong after travelling to the Mainland (i.e. under paragraphs 2(c) above):
- Unless constrained by practical circumstances (including transportation), the date of returning to Hong Kong from the Mainland should not be later than the day immediately after the completion of the specified duties (i.e. relevant meeting). The agreed arrival date would be stipulated in the authorization letter to be issued by the Financial Services and the Treasury Bureau.

5. Standard Conditions

(please refer to the authorization letter for final conditions)

- (a) For all persons upon arrival in or return to Hong Kong (i.e. under paragraphs 2(a), (b) and (c) above), they must:
- 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 during the first 14 days of their stay in Hong Kong;
 - check body temperature daily during the first 14 days of their stay in Hong Kong; and
 - report to the Department of Health on any discomfort during the first 14 days of their stay in Hong Kong.
- (b) For persons returning to Hong Kong after travelling to the Mainland (i.e. under paragraph 2(c) above), they must:
- only travel to and stay at the Mainland 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.
- (c) 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.
- (d) If necessary, the Financial Services and the Treasury Bureau may revoke the approved exemption.

6. 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 **three** working days in advance.
- If the persons travelling to Hong Kong or returning to Hong Kong from the Mainland 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. ¹		
Application with reasons under paragraph 2(b) above	lcsec@hkex.com.hk	2884 3630	2840 3758

- This application form can be downloaded at https://www.hkex.com.hk/-/media/HKEX-Market/Listing/Rules-and-Guidance/Other-Resources/Listed-Issuers/Joint-Statement-with-SFC/Application_Form_for_Exemption_on_Duty_Travel.pdf

7. Enquiries

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

¹ 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