

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)

THE STOCK EXCHANGE OF HONG KONG LIMITED

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

11 June 2021

Notice to Issuers – Launch of Announcement Forms and Return e-Forms

Listed issuers and market practitioners are advised that the Exchange will introduce the following e-Forms for listed issuers to make announcements through HKEXnews website:

(1) **Announcement Forms** relating to cash or scrip dividends and bonus issues of shares or warrants (collectively, **relevant corporate actions**):

- Cash Dividend Announcement Form (EF001)
- Cash Dividend with Currency Option Announcement Form (EF002)
- Cash Dividend with Scrip Option Announcement Form (EF003)
- Cash Dividend with Currency and Scrip Options Announcement Form (EF004)
- Bonus Issue of Shares or Warrants Announcement Form (EF005)

(2) **Monthly / Next Day Disclosure Return e-Forms:**

- Monthly Return e-Form for Equity Issuer and Hong Kong Depositary Receipts listed under Chapter 19B of the Exchange Listing Rules (FF301)
- Monthly Return e-Form for Collective Investment Scheme listed under Chapter 20 of the Exchange Listing Rules (other than listed open-ended Collective Investment Scheme) on Movements in Units (FF302)
- Monthly Return e-Form on Movement of Open-ended Collective Investment Scheme listed under Chapter 20 of the Exchange Listing Rules (FF303)
- Next Day Disclosure Return e-Form for Equity Issuers and Collective Investment Scheme under Chapter 20 of the Exchange Listing Rules (other than listed open-ended Collective Investment Schemes) (FF304)

As set out in the Consultation Paper on Proposals to Introduce a Paperless Listing & Subscription Regime, Online Display of Documents and Reduction of the Types of Documents on Display published in July 2020, we are introducing these e-Forms to standardise the presentation of routine information and allow for easier comparison by investors between issuers and to reduce the risk of manual input error through the use of data validation in the e-Forms. This will also assist the Exchange in collecting and analysing data more efficiently.

The Announcement Forms and Return e-Forms will be available for download and submission at the e-Submission System (**ESS**) from **18:00 on 11 July 2021**. To facilitate your planning and preparation for the implementation, please find below the implementation timetable and guidance materials available on HKEX website:

| Timetable | Description | Notes to issuers |
|--|--|---|
| 11 June 2021 | <p>Publication of the following reference materials:</p> <p>https://www.hkex.com.hk/Listing/Rules-and-Guidance/eForm-Corner?sc_lang=en</p> <ul style="list-style-type: none"> • Announcement Forms and Return e-Forms templates • Form Filling Guides • FAQs • Training Videos (for form download & submission) | <p>Issuers are encouraged to go through these materials to familiarise themselves with the content and submission procedure of the Announcement Forms and Return e-Forms.</p> |
| 11 July 2021 (18:00) | Effective date of Return e-Forms | <p>Issuers should use Return e-Forms for publication of next day disclosure return and monthly return from this day onwards.</p> <p>Where an issuer needs to update or amend information in any published next day disclosure return or monthly return (whether it was initially published using a Return e-Form or not), the issuer should re-submit the revised return using a new Return e-Form.</p> |
| 11 July 2021 (18:00) to 5 September 2021 | Transitional arrangement for Announcement Forms | <p>Issuers are encouraged to use Announcement Forms for any relevant corporate actions to be announced after 18:00 on 11 July 2021 and any updates or cancellation of such corporate actions.</p> |
| 6 September 2021 | Effective date of Announcement Forms | <p>Issuers should use Announcement Forms to announce all new relevant corporate actions from this day onwards.</p> <p>Please also note that issuers should use Announcement Forms to disclose any updates or cancellation of their corporate actions initially announced using Announcement Forms. Otherwise, issuers should use the existing announcement format to publish the update or amendment.</p> |

If you have any enquiries about the new e-Forms and related matters, you may contact the Exchange's officers through the following channels:

| Enquiries relating to | Contact |
|---|--|
| <ul style="list-style-type: none"> Matters relating to Announcement Forms and Return e-Forms (e.g. how to fill in the Announcement Forms and Return e-Forms, meaning of error message, etc.) | <p><i>For Announcement Forms</i> Post trade at (+852) 2211 5780 or email at HKSCCN_CAMS@HKEX.COM.HK</p> <p><i>For Return e-Forms</i> Listing Division case officers responsible for your company</p> |
| <ul style="list-style-type: none"> ESS user administration and general submission procedures | <p>ESS Hotline at (+852) 2840 3460 or email at ESSHotline@hkex.com.hk</p> |
| <ul style="list-style-type: none"> Disclosure requirements on dividends, bonus issues, monthly return and next day disclosure return under the Listing Rules | <p>Listing Division case officers responsible for your company</p> |

Listing Division
The Stock Exchange of Hong Kong Limited