

香港中央結算有限公司

(香港交易及結算所有限公司全資附屬公司)

HONG KONG SECURITIES CLEARING COMPANY LIMITED

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

11 June 2021

Notice to Issuers – Launch of Meeting Notification e-Form

Listed issuers and market practitioners are advised that the Exchange will introduce the following e-Form:

- (1) **e-Form** relating to meeting notification (collectively, **relevant corporate actions**):
 - Meeting Notification e-Form (IF001)

Listed issuers are required under the CCASS stock admission requirement to complete and submit the Meeting Notification e-Form through the e-Submission System (**ESS**) on the same day when the notice of meeting is published by the issuer.

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 this e-Form to standardise the presentation of routine information and to reduce the risk of manual input error through the use of data validation in the e-Form. This will also assist the Exchange in collecting and analysing data more efficiently.

The e-Form 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: https://www.hkex.com.hk/Listing/Rules-and-Guidance/eForm-Corner?sc_lang=en</p> <ul style="list-style-type: none"> • e-Form template • Form Filling Guide • FAQs • Training Video (for Form download & submission) 	Issuers are encouraged to go through these materials to familiarise themselves with the content and submission procedure of the e-Form.
11 July 2021 (18:00) to 5 September 2021	Transitional arrangement for e-Form	Issuers are encouraged to use e-Form for any relevant corporate actions to be announced after 18:00 on 11 July 2021 and any updates or cancellation of such corporate actions.
6 September 2021	Effective date of e-Form	Issuers should use e-Form to announce all new relevant corporate actions from this day onwards and submit through the ESS on the same day when the notice of meeting is published by the issuer.

If you have any enquiries about the new e-Form 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 e-Form (e.g. how to fill in the e-Form, meaning of error message, etc.) 	<p><i>For e-Form</i> Post Trade At (+852) 2211 5780 or email at HKSCCN_CAMS@HKEX.COM.HK</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>

Depository and Nominee Services
Post Trade Division
Hong Kong Securities Clearing Company Limited