

Form Filling Guide

Financial Statement Submission Form (For issuer / guarantor of listed debt securities only)

DS002

PART I: GENERAL

1. Debt issuer or guarantor would need to download Adobe Acrobat Reader DC on a PC to view and complete the form. Mobile devices such as tablets and mobile phones are not supported.
2. The fields marked with <*> in Part II of this guide are mandatory.
3. i) Please submit the completed form using the e-Submission System (ESS) (<https://www1.eSubmission.hkex.com.hk>).
ii) After login, please select **e-Form Submission** under **e-Form** from the main menu and follow the relevant instructions.
4. Any attachment(s) of financial statement uploaded with the completed form should not exceed 40 MB in size. Split the larger financial statements over several attachment files.
5. Please complete all fields in the form following the detail instructions under Part II of this guide.

PART II. DETAIL INSTRUCTIONS

Section A – Company information

| | |
|-----------------------------------|--|
| English name / 英文名稱 <*> | |
| Chinese name (if any) / 中文名稱 (如有) | |
| Company code / 公司代碼 <*> | |

1. Complete the fields above with the information provided by Listing Division.
2. For Chinese name, both traditional Chinese and simplified Chinese are acceptable.

Section B – Information on financial statement submitted

| Financial statement type 財務報表類型 <*> | End date of accounting period (dd/mm/yyyy) 會計期間的結束日期 (日/月/年) <*> | Type of submission 提交類型 <*> | URL link 網址連結 | File name(s) of attachment* 附件的文件名稱 |
|--|---|--------------------------------|----------------------|---|
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |

3. For “Financial statement type”, select the applicable type from the drop down menu.
4. For “End date of accounting period”, select from the calendar or, if it is inputted, input as dd/mm/yyyy.
5. For “Type of submission”, select the applicable type from the drop down menu.
6. i) If “URL link” is selected in the field of “Type of Submission”, input the URL link where the financial statements are published on a website; OR
ii) If “Attachment” is selected in the field of “Type of Submission”, enter the file name(s) of each attachment containing the financial statements.
7. Click to add a new row for each additional submission of financial statement, if applicable.

| | |
|--------------|----------------------|
| Remarks / 備註 | <input type="text"/> |
|--------------|----------------------|

8. Enter additional information under “Remarks”, if applicable.

Section C – Contact information of Submitter

| | |
|----------------------------|--|
| Name / 姓名 <*> | |
| Email address / 電子郵件地址 <*> | |
| Phone number / 電話號碼 <*> | |

9. Complete the fields above for the submitter.