

# FORM FILLING GUIDE

Director's / Supervisor's Declaration and Undertaking  
(DU003M / DU003G / DU004M / DU004G)

## GENERAL

1. A listed issuer must submit the duly sign and completed form to the Exchange.
  - 1.1 Please submit the completed form using the e-Submission System (ESS) (<https://www1.eSubmission.hkex.com.hk>).
  - 1.2 After login, please select **e-Form Submission** under **e-Form** from Main Menu and follow the instructions. Listing applicants must input the case number without company code for the ESS submission of DU Forms.
  - 1.3 After the submission, please print the submitted form (with a submission number) for signature and send the signed hard copy to the Exchange as soon as possible.
  - 1.4 Please do not sign and send any form to the Exchange without the submission number.
2. The e-Form adopt specific types of character sets. If you find any text or character cannot display properly, please contact the respective contact persons in the Listing Division.
3. This e-Form is only applicable to listing of equity securities. Issuers of debt securities will continue to use the paper listing application form.

## PART 1-1

4. Parts (a) (present surname), (c) (present forename(s)), (d), (e), (f), (g), (h) and (i) are compulsory. If the information is not applicable, please copy the same content in the English field to the Chinese field. *(updated in Jan 2022)*
5. Parts (a) (former surname(s) and alias), (b) and (c) (former forename(s)) are optional. If not applicable, please leave the field(s) blank.
6. For Part (g)(i), please input the Hong Kong ID card number with appropriate format e.g. A123456(7). If not applicable, please leave the field blank. *(updated in Jan 2021)*

### Example:

1. State:- 請填報:	in English 英文	in Chinese 中文
(a) present surname* 現時姓氏*	Robinson	羅賓遜
former surname(s), if any 前度姓氏, 如有		
(b) alias, if any* 別名, 如有*		
(c) present forename(s)* 現時名字*	Peter	彼得
former forename(s), if any 前度名字, 如有		
(d) date of birth 出生日期	01/04/1979	01/04/1979
(e) residential address 住址	Flat B, 1/F, ABC Tower, Hong Kong	香港ABC大廈1樓B室
(f) nationality and former nationality, if any 國籍及前度國籍, 如有	American	American
(g) (i) Hong Kong ID card number 香港身份證號碼	A123456(7)	A123456(7)
(ii) in the case of a non-Hong Kong ID cardholder, passport number or any identification document number 如為非香港身份證持有人, 請列明護 照號碼或任何身份識別文件號碼	N/A	N/A
Name of issuing authority 簽發機構名稱	N/A	
(h) name of issuer (i.e. the new applicant / listed issuer) 發行人 (新申請人 / 上市發行人) 名稱	ABC Company	ABC公司
(i) sex (male / female / non-binary / others) 性別 (男 / 女 / 非二元性別 / 其他)	male	男

7. For Part (g)(ii), please do not add any descriptions, e.g. name of issuing authority or nationality, before the passport number or any identification document number. *(updated in Jan 2021)*

8. For Part (i), if “others” is selected, please specify sex details in additional textbox. (updated in Jan 2022)

(i) sex (male / female / non-binary / others)      others      其他

性別 (男 / 女 / 非二元性別 / 其他)

### PART 3 (DU003 AND DU004 ONLY)

9. If the new applicant has appointed more than one sponsors, all joint sponsors should complete and sign on the Sponsor’s Certification section. Please use the add button to create a new page for each sponsor.

**Part 3**  
第三部分 +

Add sponsor's certification

(A) *If the issuer is a new applicant, the following sponsor’s certification must be completed:-*  
如發行人為新申請人，下列的保薦人證明亦須填報：

**SPONSOR'S CERTIFICATION**  
保薦人證明

We, \_\_\_\_\_, are the sponsor for the issuer appointed on \_\_\_\_\_ for the purpose referred to in GEM Listing Rule 6A.02 and have offices located at \_\_\_\_\_. We hereby certify that we have read the particulars provided by \_\_\_\_\_ in and any document referred to in Part 1 (1) and (2) of this Form B and we are not aware of any information that would lead a reasonable person to inquire further concerning the truthfulness, completeness or accuracy of any of the particulars so provided. ✎

我們 \_\_\_\_\_，乃在 \_\_\_\_\_ 為《GEM上市規則》第 6A.02 條所提及的目的而委任的發行人的保薦人，辦事處設於 \_\_\_\_\_。我們茲證明，我們已閱讀 \_\_\_\_\_ 在 B 表格第一部份(1)及(2)所作及所述任何文件內作出的回答，我們並不知悉任何資料，足以使一名合理的人士，就如此填報的資料的真實性、完整性及準確性作進一步的查詢。 ✎

Executed this \_\_\_ day of \_\_\_\_\_ 20\_\_\_, in \_\_\_\_\_.  
本證明於 20\_\_ 年 \_\_ 月 日在 \_\_\_\_\_ 簽立。 ✎

(Signed 簽署) .....

10. Please click  to edit fields.

*Example:*

**SOLICITOR'S CERTIFICATION**  
**律師證明**

We, ABC Solicitors, are a firm of solicitors qualified to advise on Hong Kong law with offices located at Hong Kong. We hereby certify that we have explained all applicable requirements and procedures for completing and executing this Form H and the documents referred to in this Form H, and the possible consequences of making a false declaration or giving false information, to Robinson Peter. Further, we hereby certify that Robinson Peter has acknowledged to us that he / she understands the foregoing.

Name of firm of solicitors: ABC Solicitors

Address of firm of solicitors: Hong Kong

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