

# Form Filling Guide

## Interest Payment Announcement Form

### **General points to note**

- Issuers would need to download Adobe Acrobat Reader DC on a PC for viewing and completing the Announcement Forms. Mobile devices such as tablets and mobile phones are not supported.
- Issuer must complete both English and Chinese versions of this Announcement Form. Please use traditional Chinese characters when completing the Chinese version of this Announcement Form. When the Issuer inputs a non-text field in any one language, the corresponding field in the other language will be auto-filled.
- The fields marked with <\*> are mandatory.

**Part 1. Disclaimer**

1. This is the disclaimer from Hong Kong Exchanges and Clearing Limited and The Stock Exchange of Hong Kong Limited. **Please do not edit the text in this field.**

|  |  |
|--|--|
| <b>Disclaimer</b>  |  |
| Hong Kong Exchanges and Clearing Limited and The Stock Exchange of Hong Kong Limited take no responsibility for the contents of this electronic form, make no representation as to its accuracy or completeness and expressly disclaim any liability whatsoever for any loss howsoever arising from or in reliance upon the whole or any part of the contents of this electronic form. |  |

**Part 2. Interest Payment Announcement**

2. Input issuer name and stock code of debt securities. <\*>

| Interest Payment Announcement |                  |
|-------------------------------|------------------|
| Issuer name                   | HKSAR Government |
| Stock code of debt securities | 04200            |

3. Input name of debt securities. <\*>

|                         |           |
|-------------------------|-----------|
| Name of debt securities | HKGB 9999 |
|-------------------------|-----------|

4. Input name of guarantor. <\*>

|                   |                     |
|-------------------|---------------------|
| Name of guarantor | XYZ Company Limited |
|-------------------|---------------------|

5. Tick the box 'Not applicable' if the name of guarantor is not applicable.

|                   |  |
|-------------------|--|
| Name of guarantor | <input checked="" type="checkbox"/> Not applicable |
|-------------------|--|

6. Input issue date of debt securities. <\*>

|                               |                  |
|-------------------------------|------------------|
| Issue date of debt securities | 06 December 2021 |
|-------------------------------|------------------|

7. Select the announcement date from the calendar by clicking . <\*>

|                                 |   |               |     |     |     |     |  |  |     |     |     |     |     |     |     |    |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |   |   |   |   |   |   |   |   |   |    |    |    |    |
|---------------------------------|---|---------------|-----|-----|-----|-----|--|--|-----|-----|-----|-----|-----|-----|-----|----|---|---|---|---|---|---|---|---|---|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|---|---|---|---|---|---|---|---|---|----|----|----|----|
| Announcement date               | <table border="1"> <tr> <td colspan="7">February 2021</td> </tr> <tr> <td>Sun</td> <td>Mon</td> <td>Tue</td> <td>Wed</td> <td>Thu</td> <td>Fri</td> <td>Sat</td> </tr> <tr> <td>31</td> <td>1</td> <td>2</td> <td>3</td> <td>4</td> <td>5</td> <td>6</td> </tr> <tr> <td>7</td> <td>8</td> <td>9</td> <td>10</td> <td>11</td> <td>12</td> <td>13</td> </tr> <tr> <td>14</td> <td>15</td> <td>16</td> <td>17</td> <td>18</td> <td>19</td> <td>20</td> </tr> <tr> <td>21</td> <td>22</td> <td>23</td> <td>24</td> <td>25</td> <td>26</td> <td>27</td> </tr> <tr> <td>28</td> <td>1</td> <td>2</td> <td>3</td> <td>4</td> <td>5</td> <td>6</td> </tr> <tr> <td>7</td> <td>8</td> <td>9</td> <td>10</td> <td>11</td> <td>12</td> <td>13</td> </tr> </table> | February 2021 |     |     |     |     |  |  | Sun | Mon | Tue | Wed | Thu | Fri | Sat | 31 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 |
| February 2021                   |   |               |     |     |     |     |  |  |     |     |     |     |     |     |     |    |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |   |   |   |   |   |   |   |   |   |    |    |    |    |
| Sun                             | Mon   | Tue           | Wed | Thu | Fri | Sat |  |  |     |     |     |     |     |     |     |    |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |   |   |   |   |   |   |   |   |   |    |    |    |    |
| 31                              | 1   | 2             | 3   | 4   | 5   | 6   |  |  |     |     |     |     |     |     |     |    |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |   |   |   |   |   |   |   |   |   |    |    |    |    |
| 7                               | 8   | 9             | 10  | 11  | 12  | 13  |  |  |     |     |     |     |     |     |     |    |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |   |   |   |   |   |   |   |   |   |    |    |    |    |
| 14                              | 15  | 16            | 17  | 18  | 19  | 20  |  |  |     |     |     |     |     |     |     |    |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |   |   |   |   |   |   |   |   |   |    |    |    |    |
| 21                              | 22  | 23            | 24  | 25  | 26  | 27  |  |  |     |     |     |     |     |     |     |    |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |   |   |   |   |   |   |   |   |   |    |    |    |    |
| 28                              | 1   | 2             | 3   | 4   | 5   | 6   |  |  |     |     |     |     |     |     |     |    |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |   |   |   |   |   |   |   |   |   |    |    |    |    |
| 7                               | 8   | 9             | 10  | 11  | 12  | 13  |  |  |     |     |     |     |     |     |     |    |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |   |   |   |   |   |   |   |   |   |    |    |    |    |
| Status                          |    |               |     |     |     |     |  |  |     |     |     |     |     |     |     |    |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |   |   |   |   |   |   |   |   |   |    |    |    |    |
| <b>Interest Payment Details</b> |   |               |     |     |     |     |  |  |     |     |     |     |     |     |     |    |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |   |   |   |   |   |   |   |   |   |    |    |    |    |
| Listing date                    |   |               |     |     |     |     |  |  |     |     |     |     |     |     |     |    |   |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |   |   |   |   |   |   |   |   |   |    |    |    |    |

|                   |                  |
|-------------------|------------------|
| Announcement date | 15 February 2021 |
|-------------------|------------------|

8. Select the announcement status from the dropdown list: <\*>
  - a. For new interest payment announcement, the Issuers should select "New announcement";

|                                 |   |                  |                                 |                                |
|---------------------------------|---|------------------|---------------------------------|--------------------------------|
| Status                          |    |                  |                                 |                                |
| <b>Interest Payment Details</b> | <table border="1"> <tr> <td>New announcement</td> </tr> <tr> <td>Update to previous announcement</td> </tr> <tr> <td>Withdraw the proposed interest</td> </tr> </table> | New announcement | Update to previous announcement | Withdraw the proposed interest |
| New announcement                |   |                  |                                 |                                |
| Update to previous announcement |   |                  |                                 |                                |
| Withdraw the proposed interest  |   |                  |                                 |                                |

- b. If the Issuers would like to update or supplement any information on the interest payment previously disclosed, the Issuers should select "Update to previous

announcement” and input the reason for the update/change in the corresponding field <\*> [Character limit: 1,000 characters including space]; and

|                                  |  |
|----------------------------------|--|
| Status                           | Update to previous announcement <input type="button" value="v"/> |
| Reason for the update / withdraw |  |

- c. If the Issuers would like to cancel or withdraw any interest payment previously disclosed, the Issuers should select “Withdraw the proposed interest” and input the reason for the update/change in the corresponding field. **Please note that this field is solely used for the cancellation or withdrawal of the previously disclosed interest payment and not for the cancellation or withdrawal of the related Announcement Form.** If issuer would like to cancel any previous published Announcement Forms, please refer to the section “Exception scenario handling” in the FAQ. <\*> [Character limit: 1,000 characters including space]

|                                  |   |
|----------------------------------|---|
| Status                           | Withdraw the proposed interest <input type="button" value="v"/> |
| Reason for the update / withdraw |   |

### Part 3. Interest Payment Details

- 9. Select the listing date from the calendar by clicking  <\*>

| Interest Payment Details |  |
|--------------------------|--|
| Listing date             | <input type="button" value="v"/> May 2020      |
| Perpetual bond           | Sun 26 Mon 27 Tue 28 Wed 29 Thu 30 Fri 1 Sat 2 |
| Debt securities tenor    | 3 4 5 6 7 8 9                                  |
| Maturity date            | 10 11 12 13 14 15 16                           |
|                          | 17 18 19 20 21 22 23                           |
|                          | 24 25 26 27 28 29 30                           |
|                          | 31 1 2 3 4 5 6                                 |

|              |             |
|--------------|-------------|
| Listing date | 05 May 2020 |
|--------------|-------------|

- 10. Select the type of perpetual bond from the dropdown list. <\*>

|                       |                                      |
|-----------------------|--------------------------------------|
| Perpetual bond        | Yes <input type="button" value="v"/> |
| Debt securities tenor | Yes                                  |
|                       | No                                   |

- 11. If it is a perpetual bond, debt securities tenor and maturity date are not applicable.

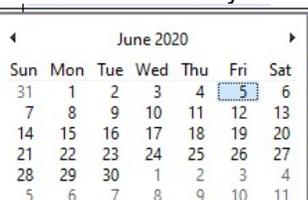
|                       |                                      |
|-----------------------|--------------------------------------|
| Perpetual bond        | Yes <input type="button" value="v"/> |
| Debt securities tenor | Not applicable                       |
| Maturity date         | Not applicable                       |

- 12. If it is not a perpetual bond, input the debt securities tenor and select the maturity date from the calendar by clicking  <\*>

|                       |   |
|-----------------------|---|
| Perpetual bond        | No <input type="button" value="v"/>         |
| Debt securities tenor | 10.5  |
| Maturity date         | <input type="button" value="v"/> June 2027  |
| Interest period       | Sun 30 Mon 31 Tue 1 Wed 2 Thu 3 Fri 4 Sat 5 |
| Announced currency    | 6 7 8 9 10 11 12                            |
| Distributed currency  | 13 14 15 16 17 18 19                        |
|                       | 20 21 22 23 24 25 26                        |
|                       | 27 28 29 30 1 2 3                           |
|                       | 4 5 6 7 8 9 10                              |

|                       |              |
|-----------------------|--------------|
| Perpetual bond        | No           |
| Debt securities tenor | 10.5         |
| Maturity date         | 30 June 2027 |

13. Select the interest period\* from the calendar by clicking . <\*>

|   |   |
|---|---|
| Interest period   |  |
| Announced currency  |   |
| Distributed currency                                      |   |
| Exchange rate (Announced currency : Distributed currency) |   |

|                 |  |
|-----------------|--|
| Interest period | From: 05 June 2020 To: 05 January 2021 |
|-----------------|--|

Please insert the exact dates here to indicate the interest period to which the relevant announcement form relates

14. Select the announced currency and distributed currency from the dropdown list. <\*>

|   |                          |
|---|--------------------------|
| Announced currency  |                          |
| Distributed currency                                      | HKD<br>RMB               |
| Exchange rate (Announced currency : Distributed currency) | USD<br>AUD<br>CAD<br>CHF |
| Interest rate per annum                                   | EUR<br>GBP               |
| Interest period frequency                                 | ILS                      |

15. If announced currency is not equal to the distributed currency, input the exchange rate. <\*>

|   |                  |
|---|------------------|
| Announced currency  | HKD              |
| Distributed currency                                      | RMB              |
| Exchange rate (Announced currency : Distributed currency) | HKD 1 : RMB 0.88 |

16. Input interest rate per annum (r%). <\*>

|                              |  |
|------------------------------|--|
| Interest rate per annum (r%) |  |
|------------------------------|--|

17. Select the interest period frequency from the dropdown list. <\*>

|                                |                       |
|--------------------------------|-----------------------|
| Interest period frequency      |                       |
| Interest calculation method    | Monthly<br>Quarterly  |
| Upcoming interest payment date | Half yearly<br>Yearly |

18. Select the interest calculation method from the dropdown list. <\*>

|                                |   |
|--------------------------------|---|
| Interest calculation method    |   |
| Upcoming interest payment date | 01- r% X Number of actual days / Number of actual days in the year (365 or 366)<br>02- r% X Number of interest days (30 Interest days each month) / 360 |
| Upcoming record date           | 03- r% X Number of actual days / 360<br>04- r% X Number of actual days / 365  |
| Other Information              | 05- Other   |

r% is the interest rate inputted in Step 16

19. If option “05-Other” is selected (Refer to Step 18), input the day count basis of interest day and day count basis in the year accordingly.

|                             |           |
|-----------------------------|-----------|
| Interest calculation method | 05- Other |
| r% X                        | 250 / 365 |

20. Select the upcoming interest payment date from the calendar by clicking  <\*>

|                                |   |
|--------------------------------|---|
| Upcoming interest payment date |  |
| Upcoming record date           | <input type="checkbox"/>  |
| <b>Other Information</b>       |   |
| Upcoming interest payment date | 01 December 2021  |

21. Select the upcoming record date from the calendar by clicking .

|                          |   |
|--------------------------|---|
| Upcoming record date     | <input type="checkbox"/> Not applicable |
| <b>Other Information</b> |   |
| Other information        | <input type="checkbox"/> Not applicable |
| Upcoming record date     | 01 December 2020                        |

The record date is set to determine the holders entitle to the interest payment

22. Tick the box “Not applicable” if upcoming record date is not applicable.

|                      |  |
|----------------------|--|
| Upcoming record date | <input checked="" type="checkbox"/> Not applicable |
|----------------------|--|

**Part 4. Other Information**

23. If the issuer wishes to supplement any information in the Announcement Form, the issuer may either input in the “Other information” field in this Announcement Form (see the guidelines below) or upload additional documents together with the Announcement Form through the ESS system. <\*>

Input other information if applicable [Character limit: 8,000 characters including space]. Otherwise, tick the box ‘Not applicable’ if there is no additional information relating to the interest payment to be disclosed.

|   |   |
|---|---|
| <b>Other Information</b>  |   |
| The record date is set to determine the holders entitle to the interest payment |   |
| Other information   | <input type="checkbox"/> Not applicable |