

# FORM FILLING GUIDE

## Contact Details Form for Director/ Supervisor/ Authorised Representatives/ Company Secretary/ Compliance Officer (Main Board and GEM) (FF004)

- For Listed Issuers, case number is an optional field for this form. If issuer does not have the case number provided by the Exchange, please leave this field as blank. If you enter an incorrect case number in this form, you will not be able to submit this form through the e-Submission System. *(updated in Jan 2021)*
- New listing applicant should enter the assigned company case number in relation to the listing application and leave the Stock Code field empty. *(updated in Jan 2021)*

**HKEX**

香港交易所

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)

FF004

**CONTACT DETAILS FORM FOR DIRECTOR / SUPERVISOR /  
AUTHORISED REPRESENTATIVES / COMPANY SECRETARY / COMPLIANCE OFFICER  
(MAIN BOARD AND GEM)**

董事 / 監事 / 授權代表 / 公司秘書 / 監察主任 – 聯絡資料表格  
(主板及GEM)

Case Number 案件編號	:	20201124-I33221-0001
Name of Issuer 發行人名稱	:	ABC International Company
Stock code 股份代號	:	<input type="text"/>

- Issuers can fill in the information for multiple persons in one single form by clicking the  button for addition.
- For appointment of new authorized representative(s), issuers should submit a completed contact details form with the filing type of “First Notification” immediately after the appointment. In the case of replacement of authorized representative(s), issuers should also notify the Exchange on which existing authorized representative(s) will be replaced by attaching additional supporting document(s) with the submission of the contact details form in the e-Submission System.
- E-Form adopts 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.

- End -