






# Form Filling Guide

M402/ G402

## Notification of Submission of Transaction Levy, Trading Fee and Brokerage

### General

1. Case Number - When making the submission on e-Submission System (ESS), please choose the “Existing Case Number” option as case type and input the case number provided by the Exchange in a standard format xxxxxxxx-lxxxxx-xxxx. Do NOT input the “Subject Company Code”.

2. Please click  to edit fields and click  to select an item from the dropdown list.
3. Please click  to expand the fields to input multiple values and click  to remove the unused added fields.
4. Some fields do not require user’s input. Instead, they will automatically display the required information based on the inputs in other fields. Please see below for detailed explanation (fields indicated with .
5. Please input any explanation or additional information in the free text box under the relevant section.
6. Please ensure that the amount(s) in this form match(es) with the amount(s) stated in the cheque(s)/ cashier order(s)/ supporting document(s) of electronic transfer(s).

### Form Filling

#### Part I - Transaction levy, trading fee and brokerage fee calculation

Select the method of shares offered from the dropdown list and input the respective number of shares offered under each method. If “Others, please specify on the explanatory note field” is selected, please provide further information of such other method in the free text box below.

Please be reminded to use the latest version of the M402/ G402 e-Form that includes new input fields for the FRC transaction levy, which takes effect on 1 January 2022 (**updated January 2022**).

Example

Calculation as follows:

Method of shares offered: **International placing** +

(1) Trading fee:	90,000,000	x	HK\$	1	x	0.010%	=	HK\$	9,000
(2) SFC transaction levy:	90,000,000	x	HK\$	1	x	0.0054%	=	HK\$	4,860
(3) FRC transaction levy:	90,000,000	x	HK\$	1	x	0.0003%	=	HK\$	270
<b>Sub-total</b>								<b>HK\$</b>	<b>14,130</b>

Explanatory note (if any)

For each method of shares offered, please input the number of shares offered and the offer price once. The other fields will be auto-filled accordingly.

If "Others" is selected, please provide further information in the text box below.

Method of shares offered: **Others, please specify on the explanatory note field** -




(1) Trading fee:	1,000,000	x	HK\$	1	x	0.010%	=	HK\$	100
(2) SFC transaction levy:	1,000,000	x	HK\$	1	x	0.0054%	=	HK\$	54
(3) FRC transaction levy:	1,000,000	x	HK\$	1	x	0.0003%	=	HK\$	3
<b>Sub-total</b>								<b>HK\$</b>	<b>157</b>

Preferential offering

**Part II - Payment details**


Please indicate whether the transaction levy and trading fee and/ or the brokerage fee is/ are paid by cheque(s)/ cashier order(s) or electronic transfer(s).


*By cheque(s)/ cashier order(s)*


If the fees are paid by cheque(s), please click  to expand the fields and then click  to select "cheque"/ "cashier order" for the further input of the instrument number and the paying bank. Please click  to further specify if more than one cheque/ cashier order are submitted.

The submission is made in the following manner:

(please check  the appropriate item(s) below)

through the [cheque/ cashier order] numbered [cheque number/ cashier order number] drawn on [bank name] and payable to "The Stock Exchange of Hong Kong Limited"; 

Paid by	Cheque number / Cashier order number	Bank name
		



*By electronic transfer*

If the fees are paid by electronic transfer, the total payment amount is calculated based on the sub-total amount of trading fee and transaction levy under each method of shares offered and the brokerage fee.

Calculation as follows:

Method of shares offered: **International placing** +

(1) Trading fee:	90,000,000	x	HK\$	1	x	0.010%	=	HK\$	9,000
(2) SFC transaction levy:	90,000,000	x	HK\$	1	x	0.0054%	=	HK\$	4,860
(3) FRC transaction levy:	90,000,000	x	HK\$	1	x	0.0003%	=	HK\$	270
<b>Sub-total</b>								<b>HK\$</b>	<b>14,130</b>

A

Explanatory note (if any)

Method of shares offered: **Public offer** -

(1) Trading fee:	10,000,000	x	HK\$	1	x	0.010%	=	HK\$	1,000
(2) SFC transaction levy:	10,000,000	x	HK\$	1	x	0.0054%	=	HK\$	540
(3) FRC transaction levy:	10,000,000	x	HK\$	1	x	0.0003%	=	HK\$	30
<b>Sub-total</b>								<b>HK\$</b>	<b>1,570</b>

B

Explanatory note (if any)

**Brokerage:**

450,000 x HK\$ 1 x 1% = HK\$ 4,500

C

Explanatory note (if any)

through electronic transfer:

(i) For transaction levy and trading fee:

D HK\$ 15,700 on 08/01/2022

Bank name: Hang Seng Bank

Bank account number: 024-262-008113-003

Account name: The Stock Exchange of Hong Kong Limited

Bank address: 83 Des Voeux Road Central Hong Kong

Swift code (for non-local transfer only): HASEHKHH

This field is automatically generated based on the sub-total amount of trading fee and transaction levy under each method of shares offered.  
i.e. D = A + B

(ii) For brokerage:

C HK\$ 4,500 on 08/01/2022

Bank name: Hang Seng Bank

Bank account number: 024-262-008113-001

Account name: The Stock Exchange of Hong Kong Limited

Bank address: 83 Des Voeux Road Central Hong Kong


Swift code (for non-local transfer only): HASEHKHH

This field will be automatically generated based on the brokerage fee calculated in the above section.

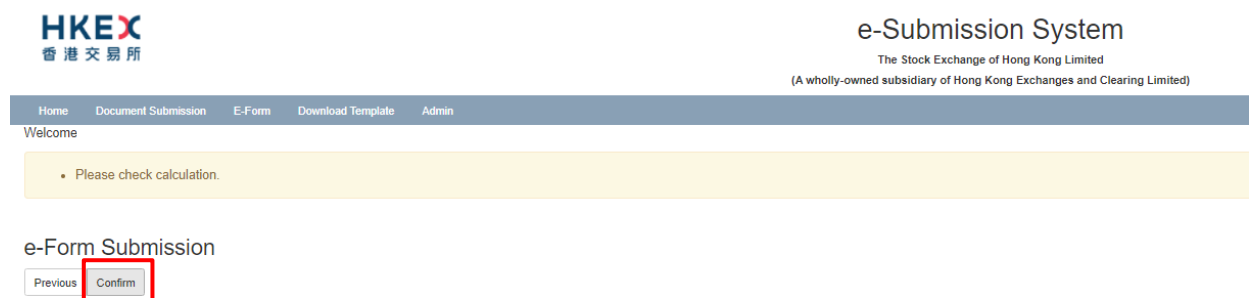
Users are allowed to input the amounts in these fields manually. If there are any discrepancies between the auto-generated amount and the manually input amount, a warning message will pop up right next to the field. Users could continue to save the form if no amendments are necessary.

through electronic transfer:

(i) For transaction levy and trading fee:

HK\$  on    
 Bank name: Hang Seng Bank  
 Bank account number: 024-262-008113-003  
 Warning: Please check calculation.

When submitting this e-Form through ESS, user will be reminded to check calculation again. If no amendments are necessary, please click "Confirm" to proceed the submission.



The screenshot shows the HKEX e-Submission System interface. At the top left is the HKEX logo (香港交易所). At the top right is the text "e-Submission System" and "The Stock Exchange of Hong Kong Limited (A wholly-owned subsidiary of Hong Kong Exchanges and Clearing Limited)". Below this is a navigation bar with links: Home, Document Submission, E-Form, Download Template, Admin. A yellow banner displays the message "Please check calculation." Below the banner, under "e-Form Submission", there are two buttons: "Previous" and "Confirm". The "Confirm" button is highlighted with a red box.

### Contact Person and Signature

If there are more than one sponsors or more than one signing person representing the sponsor, please click  to add additional signing fields.

After the e-Form is submitted through ESS, please download a copy of the submitted version (i.e. the copy with a submission no.) from the e-Form Submission Acknowledgement page for each signing person's signature. After the form is signed, please submit a scanned copy of the signed version together with other supporting documents through ESS. The signed version together with the cheque(s) should then be delivered to the Exchange's office physically.

Once the e-Form has been successfully submitted through ESS, a submission number will be generated and displayed on the bottom left corner of the e-Form.

Submission no.: FE-20210902-02654

Submitted by:

Name: Chan Tai Man

Position: Managing Director

For and on behalf of  
ABC Securities

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HKEX EDS

www1.esubmission.hkex.com.hk/EDSE/external/listing/eFormSubmission.xhtml

HKEX 香港交易所

e-Submission System  
The Stock Exchange of Hong Kong Limited  
(A wholly-owned subsidiary of Hong Kong Exchanges and Clearing Limited)

Home Document Submission e-Form Download Template Admin

Welcome

e-Form Submission

e-Form Document Type: M402 / G402 - Trading fee, transaction levy and brokerage fee

Case Type:  New Case / Non-Case  Existing Case Number (20200611-120001-0001)

Subject Company Code: [Input Field]

\* File(s) Upload: Choose Files No file chosen

List of File(s) Uploaded		
<input checked="" type="radio"/>	Remark	Filename
<input type="radio"/>		M402_G402_TRADING_BROKERAGE_FEE_TX_LEVY_V1_0_0.pdf [Remove]
		Supporting Document.docx [Remove]

Note: Subject Company Code should be filled in for sponsor.

Submit Cancel

- End -