

Form Filling Guide

Sponsor and Sponsor-Overall Coordinator Engagement Notification Form SE001

General

1. After log in, please select “New case/Non-case” and input the standard Subject Company Code “**PM13000**” (this is applicable to all sponsors for the purpose of sponsor engagement notification, including appointment, extension and termination).
2. Please submit Sponsor Notification Form together with the PDF file of the signed sponsor engagement letter/supplemental sponsor engagement letter/termination letter through the e-Submission system (“HKEX-ESS”)¹.

The screenshot displays the HKEX e-Submission System interface. At the top, the HKEX logo and 'e-Submission System' title are visible. The page includes a navigation menu with 'Home', 'Document Submission', 'E-Form', 'Download Template', and 'Admin'. The main content area is titled 'E-Form Submission' and contains the following fields:

- E-Form Document Type:** SE001 - Sponsor Engagement Notification
- Case Type:** New Case / Non-Case, Existing Case Number
- Subject Company Code:** PM13000
- File(s) Upload:** Choose Files (No file chosen)

Below the upload section, a table lists the uploaded files:

E-Form	Remark	Filename	Action
<input checked="" type="radio"/>		SPONSOR_NOTIFICATION_V1.0.0 (Sample).pdf	[Remove]
<input type="radio"/>		Sponsor Engagement Letter (signed version).pdf	[Remove]

A red box highlights the 'E-Form' column, and a red arrow points to the selected radio button with the text: "Please indicate which file is the e-Form by clicking the radio button".

The footer contains navigation links: User Manual for Listing Related Matters, Quick Ref (Publication), User Manual (Listing), User Manual (Publication), Terms & Conditions, Site Map, Contact Us, and Privacy Policy.

3. To input multiple values (for example, when more than one sponsors are appointed), please click **+** to expand and click to remove **x** the fields

¹ Instead of sending the sponsor engagement letters by mail/ fax or email.

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5. For the first notification of sponsor appointment, user is not required to fill the case number field. For subsequent notification (e.g. extension/ termination) in relation to the same engagement, please **input the case number quoted in the subject of the “Acknowledgement of sponsor engagement notification” email.**

**FORM RELATING TO SPONSOR ENGAGEMENT
SPONSOR AND SPONSOR-OVERALL COORDINATOR ENGAGEMENT NOTIFICATION
FORM
(APPOINTMENT/ EXTENSION/ TERMINATION/ OTHER ISSUE(S)¹)**

Case no. of sponsor engagement ² :	<input style="border: 2px solid red;" type="text"/>
Subject ³ :	<input type="text"/>
Date of notification ⁴ :	Appointment
Sponsor(s) Information :	Extension
Name of sponsor :	Termination
	Other issue(s)

6. To add sponsor and/ or responsible person in each sponsor in relation to the listing application, please use **+** button.

Sponsor(s) Information :			<input data-bbox="1236 929 1284 974" style="border: 2px solid red;" type="button" value="+"/>
Name of sponsor :	ABC CAPITAL LIMITED		<input data-bbox="1125 996 1268 1019" type="button" value="Add sponsor"/>
Date of sponsor engagement letter ^{5(a)} :	30/06/2020		
Expiry date of sponsor engagement letter :	01/1/2021		
Termination date of the engagement ^{5(b)} :			
Former name of sponsor, if applicable ⁶ :			
Sponsor's contact Information :			
Mailing address :	8/F The Exchange Square Two Hong Kong		
Project email :	projectxxx@abc.com		
Responsible staff :			<input data-bbox="1236 1299 1284 1344" style="border: 2px solid red;" type="button" value="+"/>
Name	Telephone	Email	
Chan Tai Man	98765432	ctm@abc.com	

7. (a) For Main Board listing application

For appointment of a sponsor-overall coordinator for the purpose of Rule 3A.43. This section should be inputted. The date of the overall coordination engagement letter should be the same date as the sponsor engagement letter.

For appointment of a sponsor which is not the sponsor-overall coordinator, user is not required to fill in this section and can leave the fields blank.

Appointment of sponsor-overall coordinator ^{6A} :			+
Name of the sponsor-overall coordinator appointed for the purpose of Rule 3A.43 (if not the same legal entity as the sponsor) :		ABC CAPITAL LIMITED	
Date of overall coordinator engagement letter ^{5(a)} :		30/06/2022	
Termination date of overall coordinator engagement letter ⁵ :			
Sponsor-overall coordinator's contact information ^{6A} :			
Project email :		projectxxxx@abc.com	
Responsible staff :			
Name		Telephone	Email
Chan Tai Man	98765432	ctm@abc.com	

(b) For GEM listing application

User is not required to fill in this section and can leave the fields blank.

8. Please add the following markers at the end of the applicant's English and Chinese name if applicable. Add (i) a **“W”** if the applicant is listing with a weighted voting right structure under Chapter 8A of the Main Board Rules; (ii) a **“B”** if the applicant is a biotech company under Chapter 18A of the Main Board Rules; (iii) a **“Z”** if the applicant is a Special Purpose Acquisition Company under Chapter 18B of the Main Board Rules; (iv) a **“S”** if the applicant is applying for a secondary listing under Chapter 19C; or (v) a **“SW”** or **“BW”** if the applicant is applying for a listing on the Exchange with a combination of the above features.

Applicant Information :	
Name of applicant (in English) :	XYZ Inc. - W
Name of applicant (in Chinese) :	XYZ公司 - W

9. If the new listing applicant has changed its name subsequent to the signing of the engagement letter / submission to the Exchange the notification of sponsor appointment, please input the former name in English and Chinese (where applicable).

Applicant Information :	
Name of applicant (in English) :	XYZ Inc.
Name of applicant (in Chinese) :	XYZ 公司
Former name of applicant, if applicable (in English) ⁷ :	Not applicable
Former name of applicant, if applicable (in Chinese) ⁷ :	没有
Board of listing :	GEM <input type="button" value="v"/>
Transaction type :	New Listing <input type="button" value="v"/>

10. Please input the name of the signing party if it is not the same as the new listing applicant and specify the relationship of the signing party and the new listing applicant.

Name of the signing parties of the engagement letter ¹⁰ :	Others <input type="button" value="v"/>
	Name of the signing party :
	UVW Holdings Limited
	Please specify the difference :
	Parent company of XYZ Inc.

- End -