Quick Reference Guide
for
Listing Related Matters

January 2018

Table of Contents

1 Introduction

The e-Submission system provides a means for external companies to submit documents to the Exchange via internet. Submitted documents will be sent to the Document Management System of the Exchange directly and responsible Exchange staff will be alerted immediately. Therefore, the e-Submission System provides a more effective, efficient and secured medium for the communication between external companies and the Exchange.

2 Listing Related Matter User's Guide

2.1 What to Do with the Listing Related Matters User Account

2.2 Login the system

To login the e-Submission system,

1. With your internet browser, enter

   https://www.esubmission.hkex.com.hk

   NOTE: There are 2 useful links in the Login page: About Registration, Forgot Password.

2. Enter your *User ID* and *Password* and click LOGIN.

   NOTE:
   - *User ID* is case insensitive and Password is case sensitive.
   - You will be requested to reset the password for first time login. For more information on resetting your password, please refer to section 'Reset Your Login Password'.

3. Read through the Disclaimer Page and click ACCEPT AND ENTER.

   NOTE: There is a useful link in the left panel of User Home Page: FAQs for Listing Related Matters (Frequently asked questions).

2.3 Document Submission

2.3.1 Submit Document

To submit documents to the Exchange via the e-submission system,

1. Click **Document Submission** under the menu and **Submit document** on drop down menu. The ***Listing Related Matter Document Submission*** Page will be displayed.

2. Select the option (i) **Existing Case Number (for document with case number)** and enter the existing case number or (ii) **New Case / Non Case (for document without case number)** and enter the company code, then click NEXT to next page.

   Note: New Case/ Non Case option is only applicable to submissions to Listed Issuer Regulation of the Listing Department only.

3. Enter the full name of the file (including the pathname, filename and file extension) to be submitted, or click BROWSE to select the file.

4. Select the *Document Type* and enter the *Remark* if need. Click UPLOAD to upload the file. This process may take some time because the file will be transmitted to the Exchange for virus scanning. The Exchange will reject your file if it is virus infected, or otherwise, the document will be added to the list of ***Files Pending for Submission***.

   If Application Proof, PHIP and related statements made under Main Board Rule 9.08(2)(c) or GEM Rule 12.10(2)(c) is selected as the document type, enter the mandatory fields: (i) *Contact Person* and; (ii) *Contact Number.*

5. Repeat steps 3 and 4 above to upload more documents. Documents will be added to the list of uploaded file(s).

   NOTE: For each uploaded file, you can preview the contents or remove it if it is not the file that you want to submit. To preview the file content, click the PREVIEW button next to the filename. When you do so, another window will be popped up displaying the file content. This preview function does not allow you to edit the file. Should you find the uploaded file be incorrect, remove the file by clicking the REMOVE button next to the filename

6. Click the Checkbox if you want to receive a submission confirmation email.

7. After you have uploaded all files for the case, click SUBMIT. The ***Listing Related Matter Document Submission – Confirmation*** page will be displayed.

8. Check the information on the confirmation page, click CONFIRM to submit document(s) or click PREVIOUS to return to the previous page for amendment if necessary.

9. Once the submission process is completed, the ***Listing Related Matter***

Document Submission – Acknowledgement page will be displayed. Click OK and you will be taken back to the ***User Home Page***.

2.3.2 Document Submission Log

To view the document submission history,

1. Click **Document Submission** under the menu and ***Document Submission Log*** on the drop down menu. The ***Document Submission Log*** page will be displayed:

2. For searching specific record, enter the case number, the subject company code or the submission date in the left pane to the ***Document Submission Log*** page. Click Search to retrieve relevant submission records that matched your search criteria.

2.4 Download Document Template

The Exchange has prepared some standard document templates for your use. To download a template,

1. Select **DOWNLOAD DOC TEMPLATE** from menu. The ***Download Document Template*** page will be displayed.

2. Select the *Transaction Category* and click NEXT. Relevant document templates for the selected Transaction Category will be displayed for your download.

   There are a few alternatives to download a file.

   (A) At the file link, right-click and select SAVE TARGET AS…

   - A 'Save As' dialog box will appear.
   - Enter the *file name* and select the *desired folde*r to store the file. Click SAVE. The ***Download Complete*** dialog box will appear after the download is successful.
   - Click close and return to the ***User Home Page***.

   (B) Click on the file link,

   - The document will be opened with the relevant applications (e.g. Microsoft Word / Excel).
   - Use the SAVE AS function of the applications to save the file to the desired location.

Note: You can download a list of document templates on the left panel on the ***User Home Page***.

2.5 Admin

2.5.1 Viewing Your Company's Profile

To view company profile:

1. Select ADMIN in the MAIN MENU and then select PROFILE ADMIN in SUB-MENU, the ***Company Details*** will be displayed.

2. After you finished viewing the company profile, continue by selecting your next action in the Menu Bar at the top.

2.5.2 Maintaining Your Account Profile

2.5.2.1 Viewing and Changing Your Profile

To view and change profile:

1. Select ADMIN in the MAIN MENU and then select PROFILE ADMIN in SUB-MENU. The ***Company Details*** page will be displayed.

2. Click MY PROFILE button in the ***Company Details*** page. The ***User Details*** page will be displayed.

3. The ***User Details*** page will display your account profiles such as *User ID, User Type, Authority Type, Operation Type, Resign Status*. You may modify your personal profile including *Family Name, Given Name, Salutation, Position, Phone, fax, Email*. After you finish, click SAVE. A dialog box will appear to ask for confirmation. Click OK.

   NOTE: Clicking CANCEL will bring you back to the ***User Details*** page where you can continue your amendment.

4. After the amendment is saved, an acknowledgement message will appear. Click OK and return to the ***User Details*** page with the latest information.

2.5.2.2 Reset Your Login Password

It is recommended to change your password periodically. To reset password,

1. Select ADMIN in the MAIN MENU and then select PROFILE ADMIN in SUB-MENU. The ***Company Details*** page will be displayed.

2. Click MY PROFILE button on the ***Company Details*** page. The ***User Details*** page will be displayed.

3. Click RESET PASSWORD. The ***Change User Password*** page will be displayed.

4. Enter your *Current Login Password*, *New Password* and *Retype New Password* and click SAVE.

   NOTE: Your *New Password* cannot be the same as the *Current Password as well as any of the 3 historic passwords used before*.

5. Click OK in the dialog box to confirm the update.

   NOTE: Clicking CANCEL will return to the ***Change User Password*** page where you can continue editing the user password.

6. After the password is updated successfully, an acknowledgement message will be displayed. Click OK and you will be taken back to the ***Company Details*** Page.

2.6 Logout

1. To logout the system, Click **Logout** in the MAIN MENU to logout.