e-Submission System

User Manual

For

Listing Related Matters

May 2022

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1 Introduction

1.1 User Identification

Your company is required to register for access to the system. If your registration is successful, HKEX will create your Company Profile on the system. HKEX will also create user accounts for your company's Authorised Person, Administrator, Security Officer, Disclosure of Interests ("DI") user and up to 8 Publication Related Matter and up to 8 Listing Related Matter users. After registration, your company's Security Officer and/or Authorised Person can create additional user accounts for new users for your company, if required.

The URL of the e-Submission System (ESS) is https://www1.esubmission.hkex.com.hk. A user account includes a User ID, a User Password and a One-Time Passcode generated from security token that are required to login to the system.

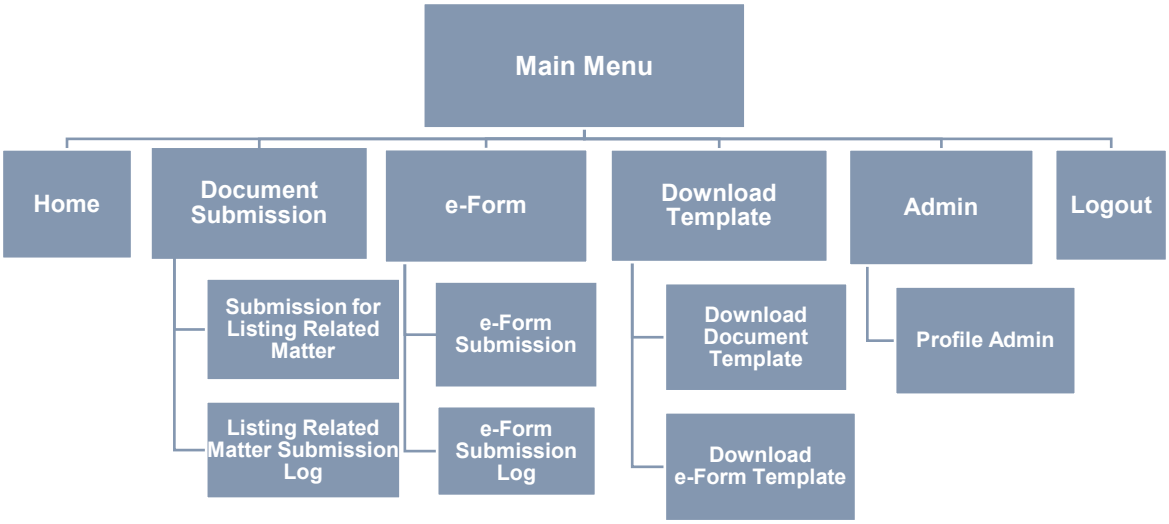
A login user should be defined as a Listing Related Matter user in order to use the functions described under this manual.

For Publication Related Matter users, please refer to the "User Manual for Publication Related Matter" for further details.

For Authorised Person, Administrator, Security Officer and DI user, please refer to the "User Manual for Authorised Person, Administrator, Security Officer and DI users" for further details.

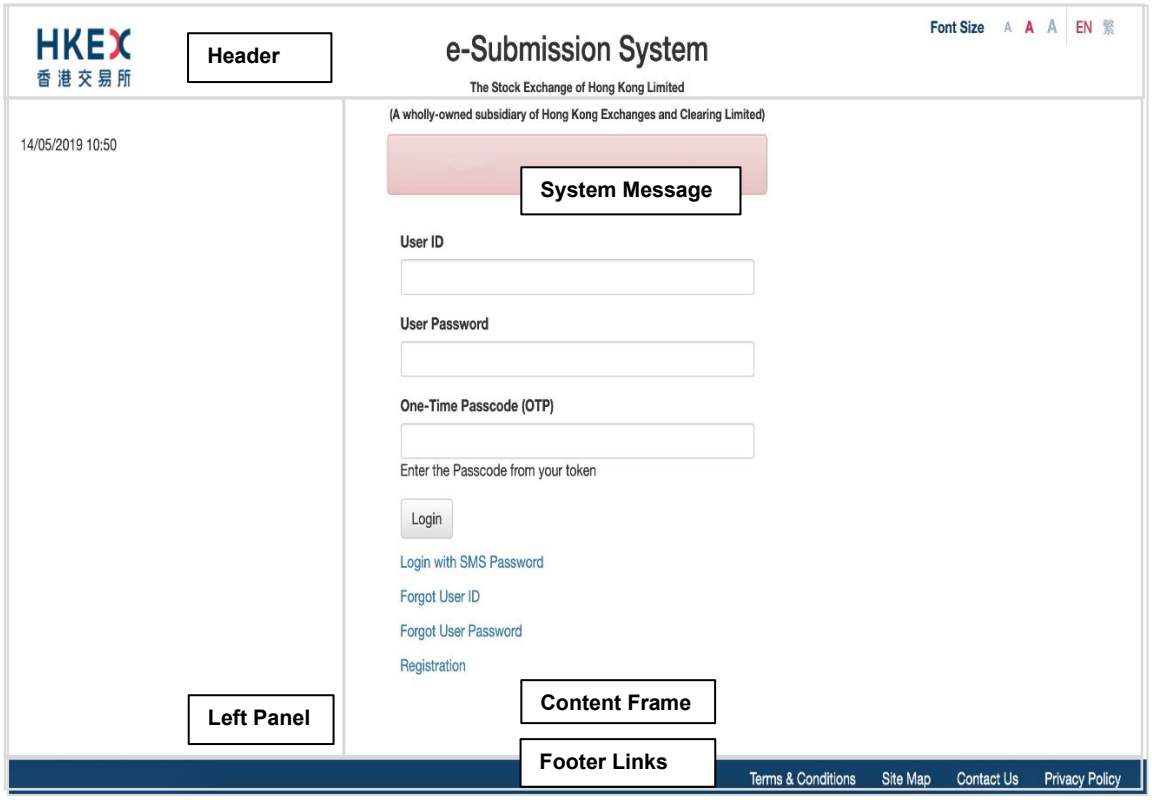
1.2 User Menu for Listing Related Matters

The main menu is sub-divided into the following categories:

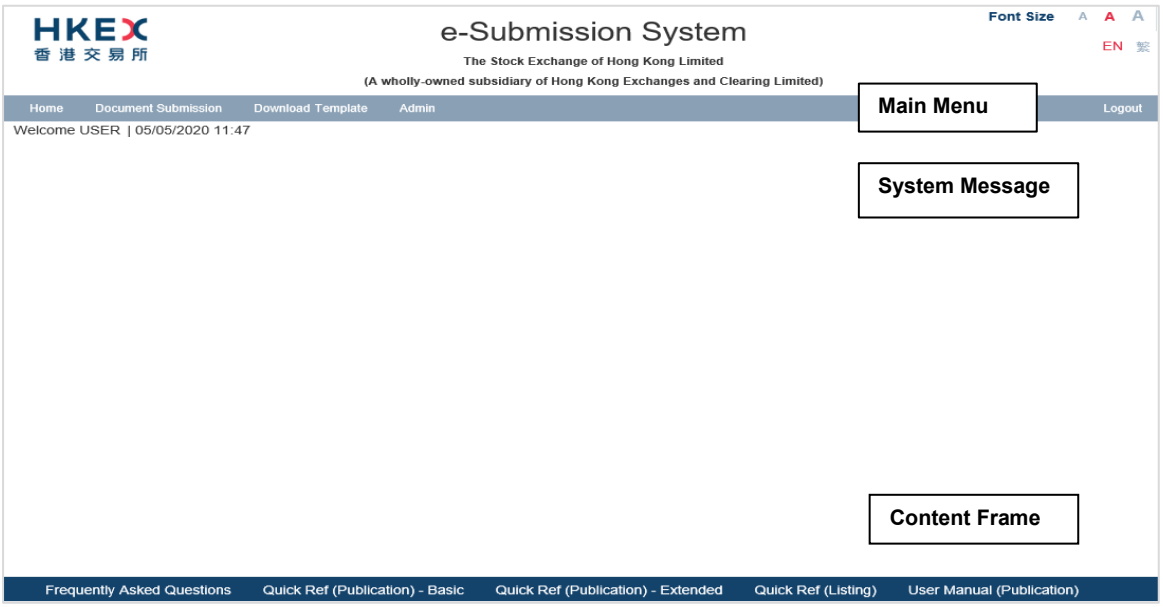


1.3 Site Conventions

Before Login



After Login



Header

- HKEX 香港交易所 – Clickable link to Home Page of the HKEX website.
- Font Size A A A – Font size selection icon (i.e. Small/Normal/Large) to select the displayed font size of the Left Panel and the Content Frame of the ESS website. The font size of the button will remain intact even if the font size is changed. Normal font size is selected by default.
- EN | 繁 – Language selection icon (i.e. English and Traditional Chinese) to select the displayed language.

Left Panel

- Display the system date/time and general information.

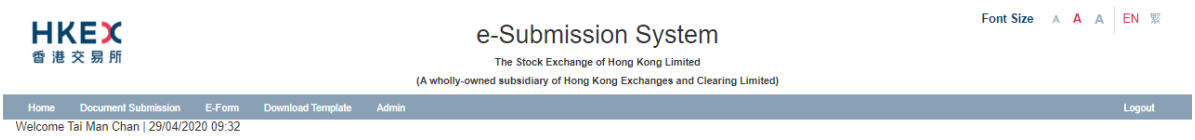
Content Frame

Before login,

- Display the login page content and links to Login with SMS Password, Forgot User ID, Forgot User Password and Registration.

After login, the Content Frame will extend to the Left Panel for display the Function page content.

- Display the Login User Name and the system date/ time at the top left.



System Message

- Error message is displayed in the red message box.
- Warning message is displayed in the yellow message box.
- System Information is displayed in the green message box.

Main Menu

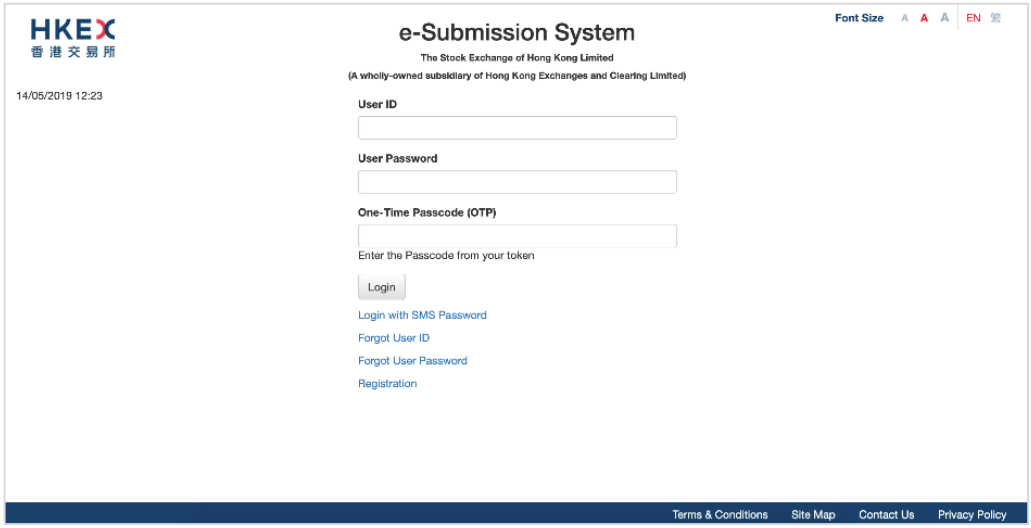
- A drop-down menu will be displayed when placing the cursor over the menu item.

Footer Links

- Link to general information for user's reference.

2 Login to e-Submission System

You must login the ESS for submission or user profile maintenance. Open the web browser and enter the web address: https://www1.esubmission.hkex.com.hk. The **ESS Main** page (i.e. the login page) will be displayed.

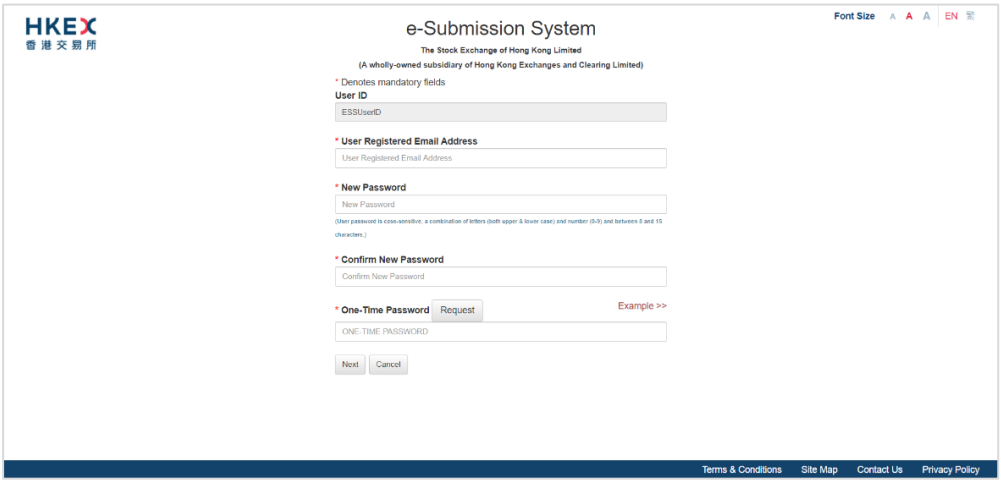


2.1 First-time login to ESS

You need to setup your security token on your first-time login to the ESS. Download the software token application “SafeNet MobilePASS+” on your mobile device from App Store or Google Play before your first-time login.

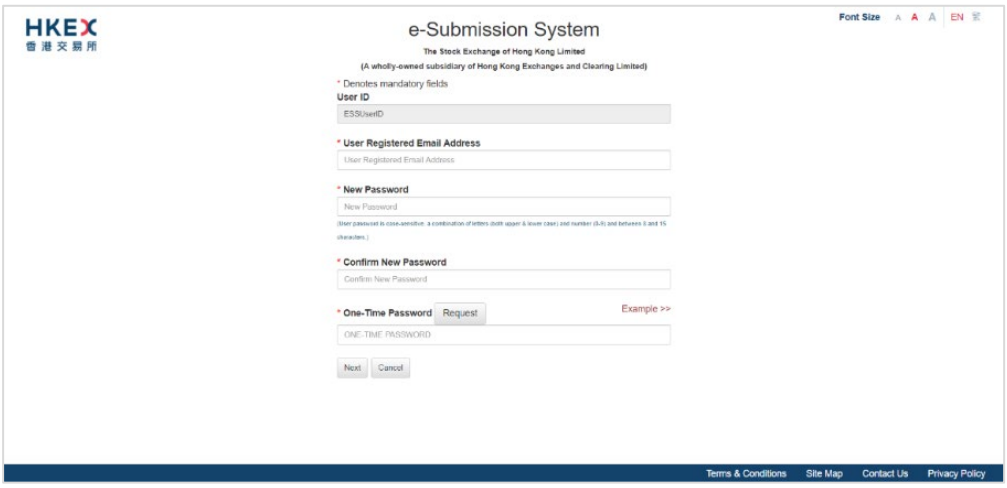
2.1.1 User Activation via Software Token (MobilePASS+)

1. At the login page, input your User ID. User Activation page will be displayed.

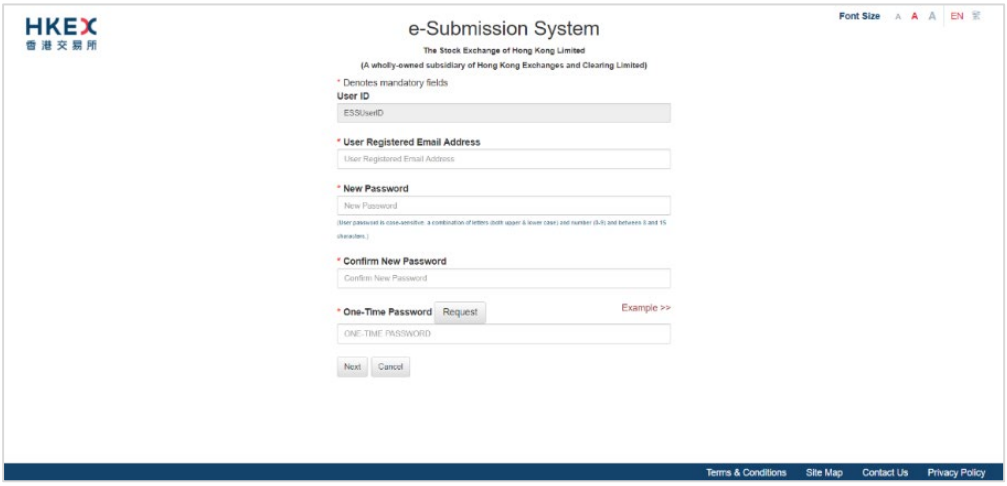


2. Fill in your Registered Email Address.
3. Set up your User Password, enter a new password and re-enter the new password. The User password is case-sensitive. It must be 8 to 15 characters long with a combination of letters (both upper & lower case) and numbers (0-9).

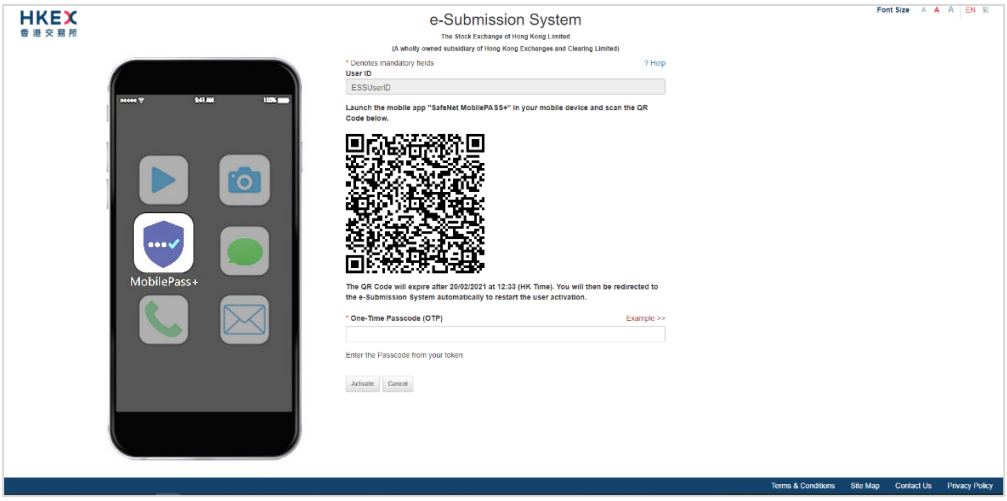
4. Click REQUEST. A One-Time Password will be sent to your registered mobile phone number via SMS.



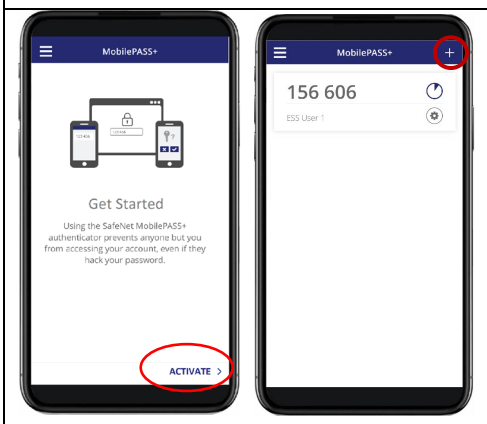
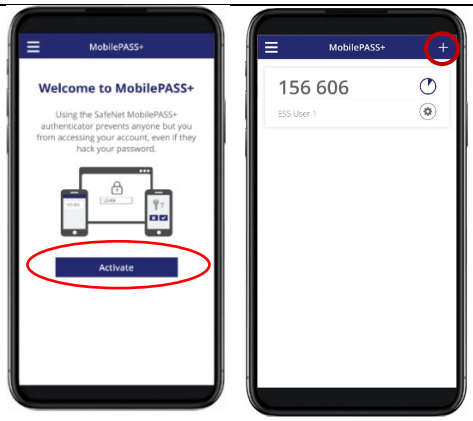
5. Input the One-Time Password. Then, click NEXT.



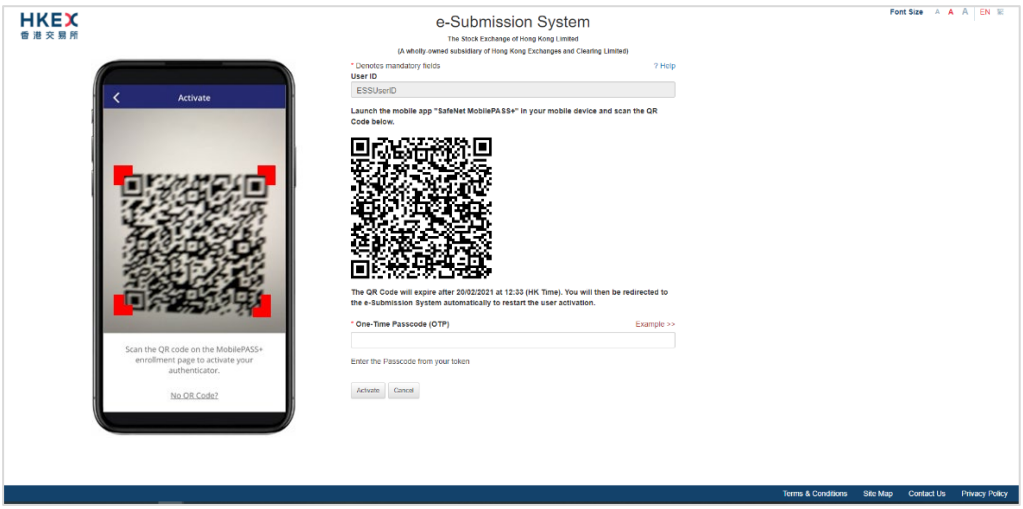
6. A system generated QR code will be displayed. Launch the mobile app “MobilePASS+” in your mobile device.



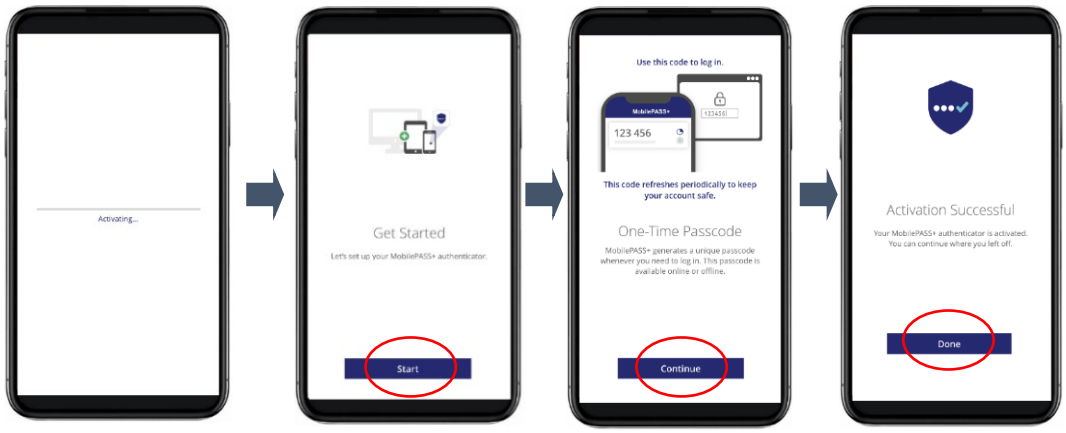
7. Tap “Activate” or “+” to create a new security token in your MobilePASS+.

Google Play	App Store
	

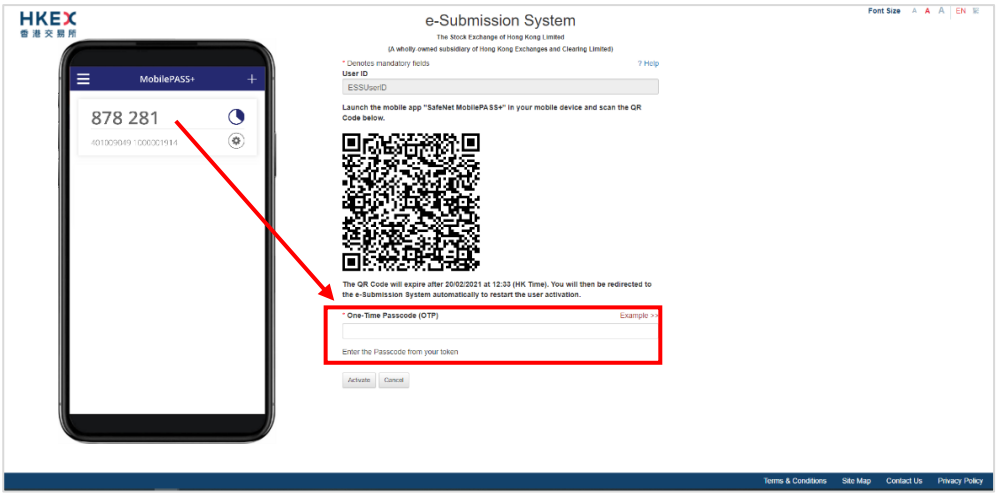
8. Scan the QR Code with your MobilePASS+. (Note: The QR Code will expire after 10 minutes. Once the QR has been expired, you will be automatically redirected to the homepage to restart the process of User Activation.)



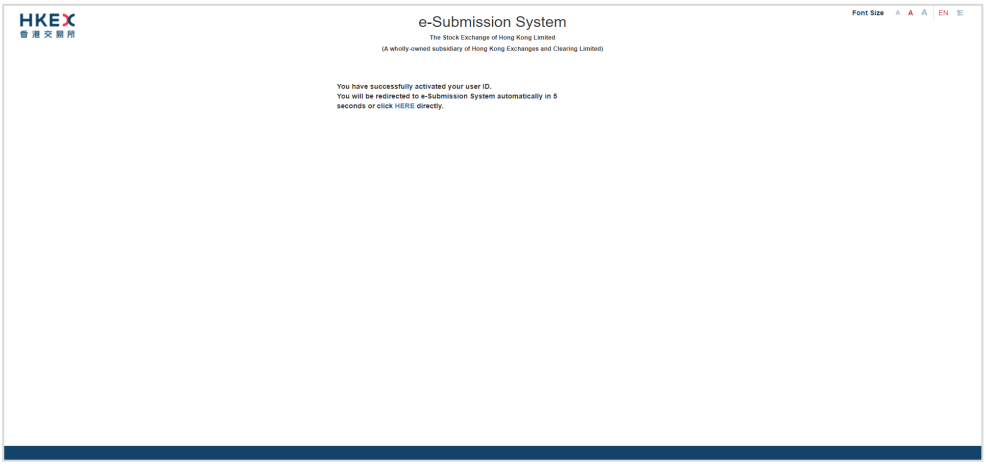
9. The token setup starts automatically. Follow the instructions on the screen, tap “Start” and “Continue”. When you’ve successfully set up your token, you will see a confirmation message. Tap “Done” to get a One-Time Password (OTP).



10. Input the One-Time Passcode (OTP) generated from your token. Then click ACTIVATE to complete the user activation.



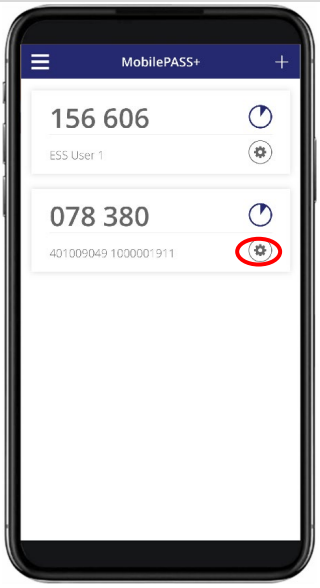
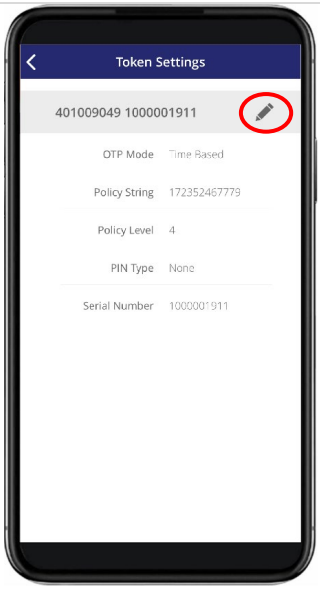
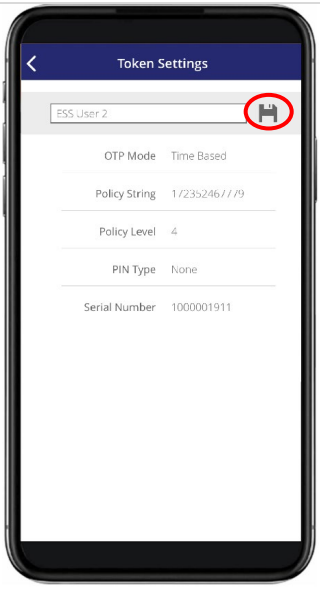
11. If your user account has been activated successfully, the acknowledgement page will be displayed. You will be redirected to User Main page after 5 seconds.



Notes:

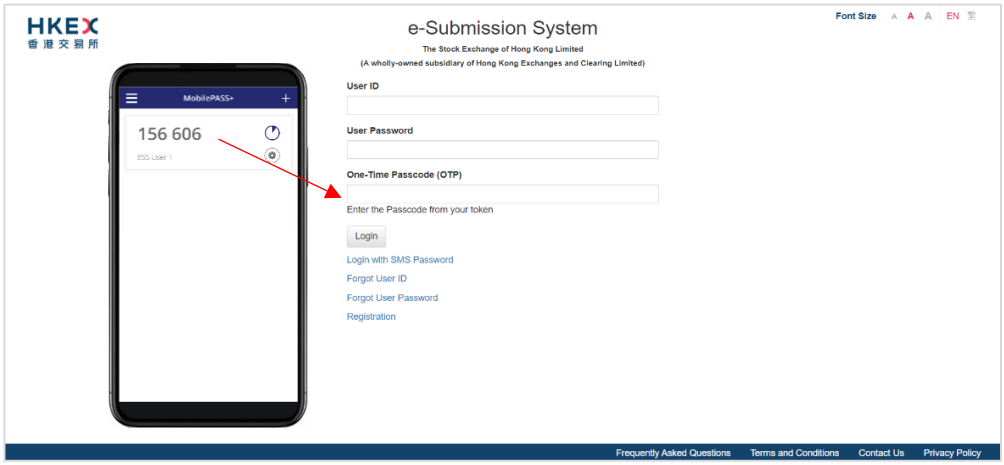
- The screen displays of the MobilePASS+ are for reference and illustration purposes only.
- If your assigned token has been revoked previously (e.g. change of mobile device), your Security Officer has to assign a new token to you. You have to repeat the steps above to re-activate your user account.
- Following the steps above, you can set up multiple tokens within a single MobilePASS+ application if you have different roles in the ESS. You should rename each of your security tokens for easy identification.

Rename your security token

Go to Token Settings	Tap to rename your token	Tap to save
		

2.2 Logging into the ESS

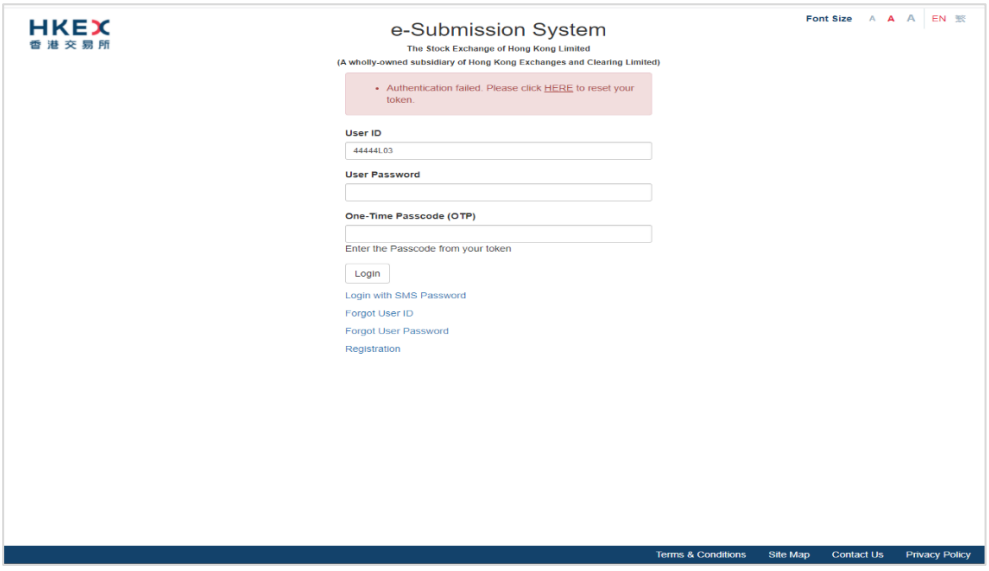
1. On ESS Main page, enter your User ID, User Password and One-Time Passcode (OTP) generated from the assigned security token and then click LOGIN.

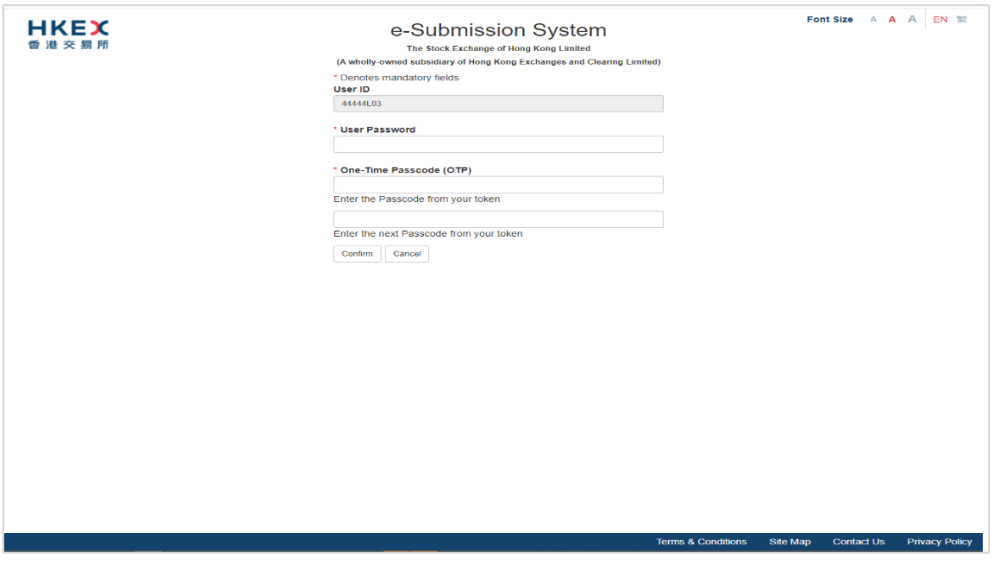


Notes:

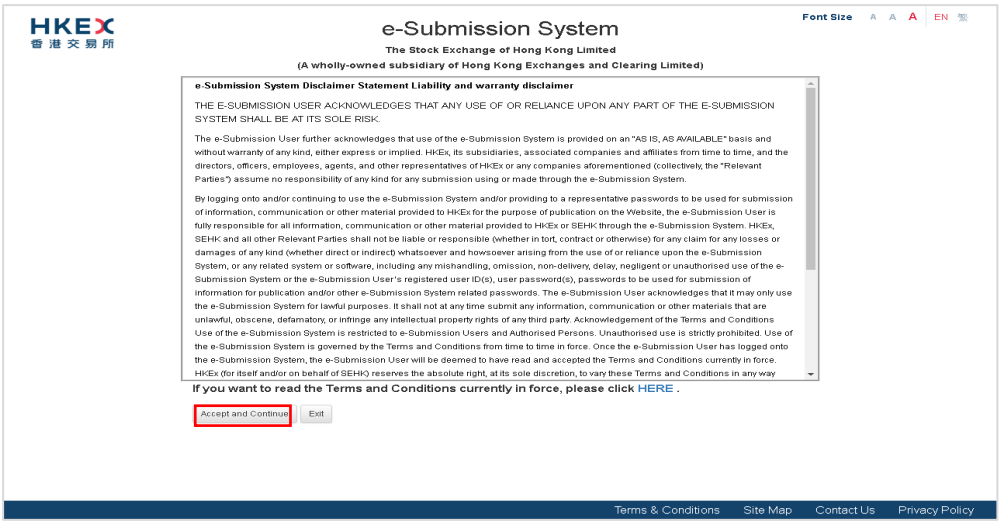
- User Password is case sensitive.
- If an incorrect User Password and/or OTP generated from the security token was entered 5 consecutive times, your user account will be locked until it is unlocked by your company's security officer. A locked account cannot be used.
- If the date when you last changed your password is more than 90 days ago, the system will require you to change your user password immediately. You will not be able to use any function on the ESS until your password is changed (refer to Section 8.2.2 Changing User Password).

- If you leave the ESS idle for 30 minutes, you will be logged out automatically for security reason.
- Multiple logins are not allowed.
- If you have forgotten your User ID, you can click “Forgot User ID” to retrieve your login ID (refer to Section 2.4 Forgot User ID).
- If you have forgotten your User Password, you can click “Forgot User Password” to reset your password (refer to Section 2.5 Forgot User Password).
- If you cannot retrieve One-Time Passcode (OTP) from your assigned security token, you can click “Login with SMS Password” which serves as a **back-up channel** for you to access the ESS (refer to Section 2.3 Login with SMS Password).
- Deviation of time setting of your mobile device may result in OTP verification error. In this case, you should click the link “HERE” in the error message. System will ask you to input your User Passwords and the two consecutive OTPs to reset your security token. After you have successfully reset your security token, a successful message will be displayed.

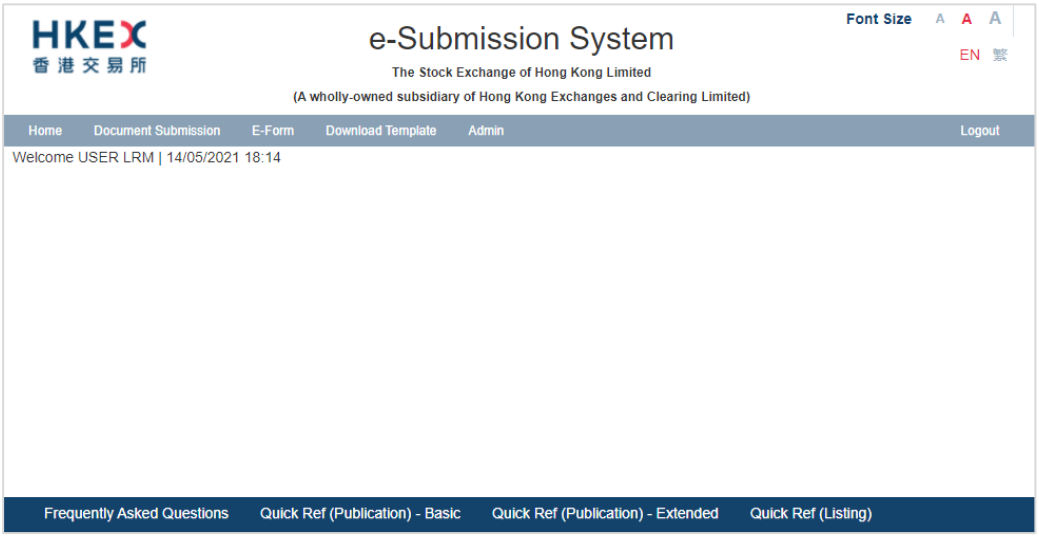




2. Read the disclaimer statement carefully. Then click ACCEPT AND CONTINUE to accept the terms and conditions to proceed or click EXIT to go back to Main page.



3. User Home page will be displayed.

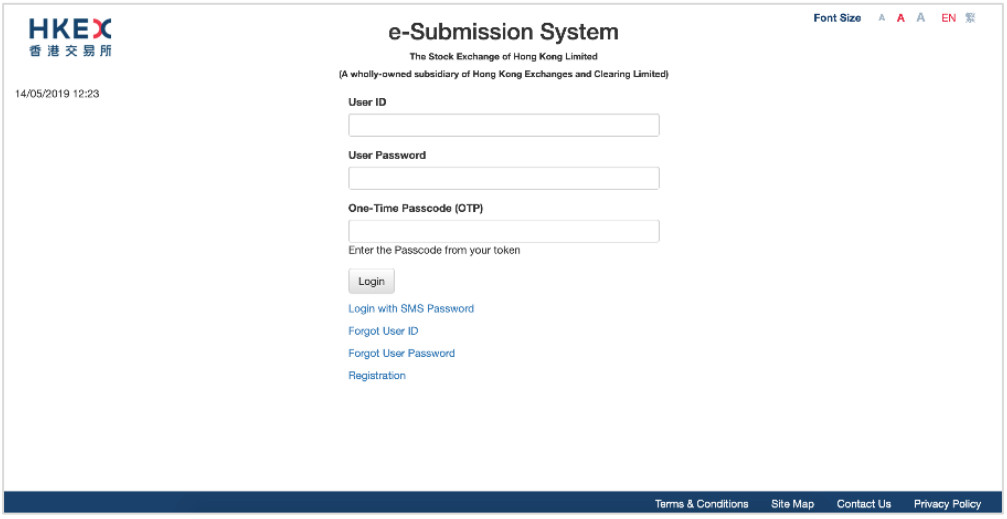


2.3 Login with SMS Password

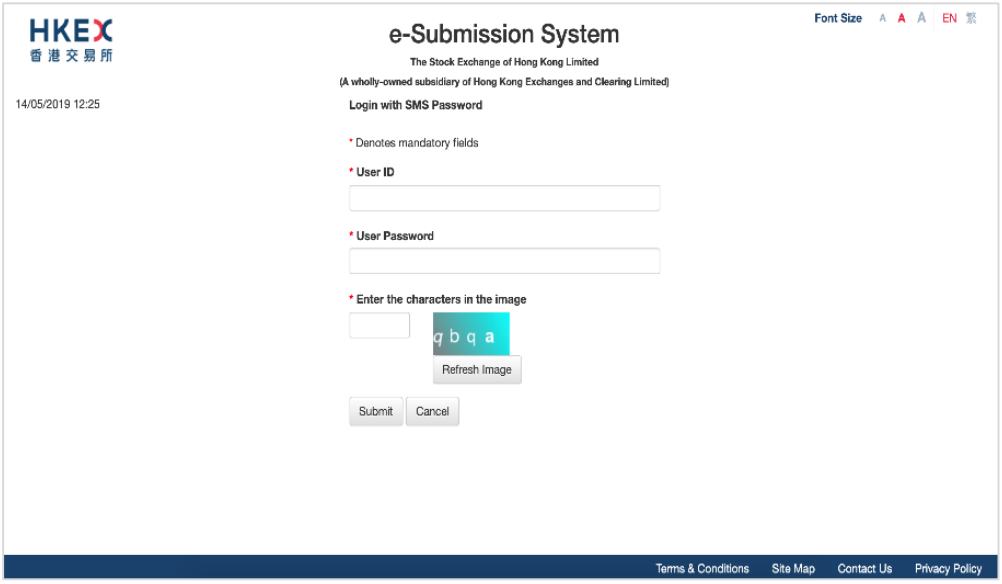
Login with SMS Password is a **back-up channel** for users to access the ESS when user cannot retrieve OTP from the assigned security token. User can click “Login With SMS Password” at the Main page to request a One-Time Password by providing User ID and Password. The One-Time Password will be sent through SMS to user’s registered mobile number.

To login the ESS with SMS Password,

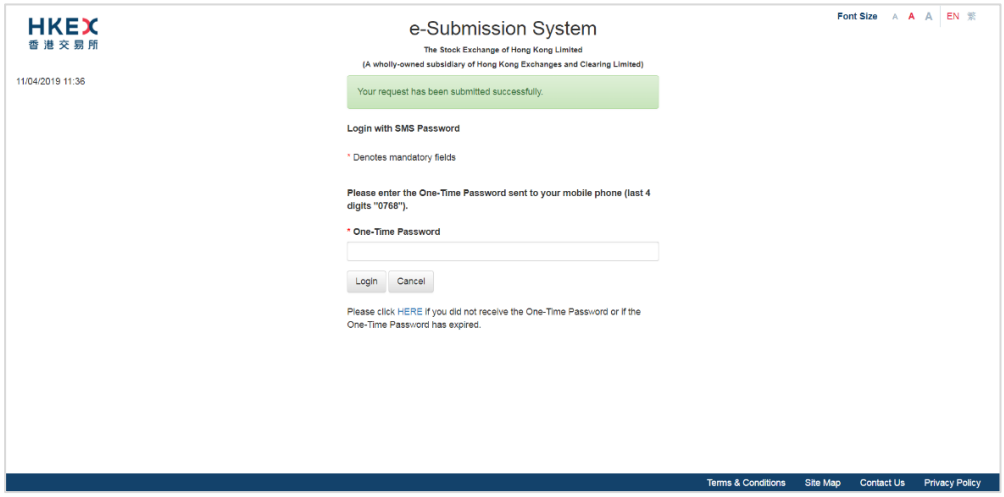
1. Click “Login with SMS Password” at the Main page.



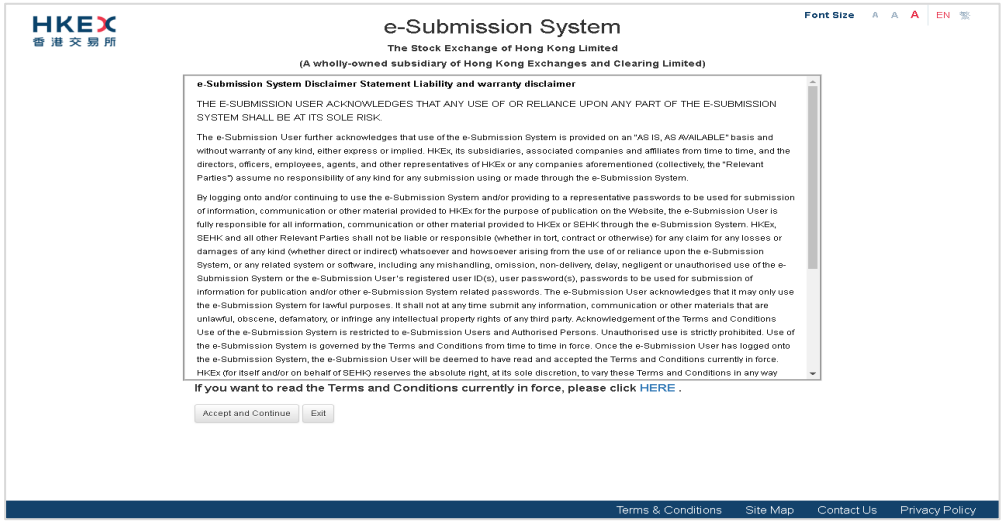
2. Enter your User ID, User Password and the characters in the image. Click SUBMIT.



3. A One-Time Password will be sent to your registered mobile phone number via SMS. Input One-Time Password and click LOGIN.

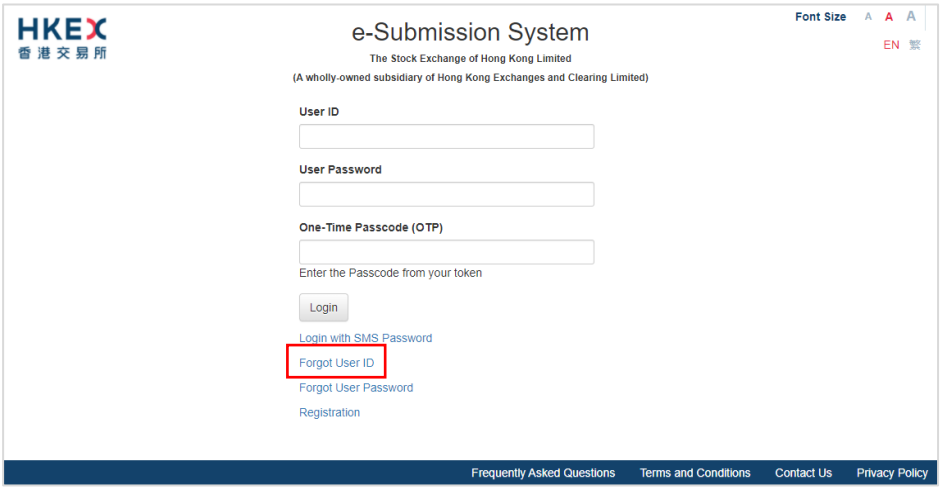


4. Read the disclaimer statement carefully. Then click ACCEPT AND CONTINUE to accept the terms and conditions to proceed or click EXIT to go back to Main page.

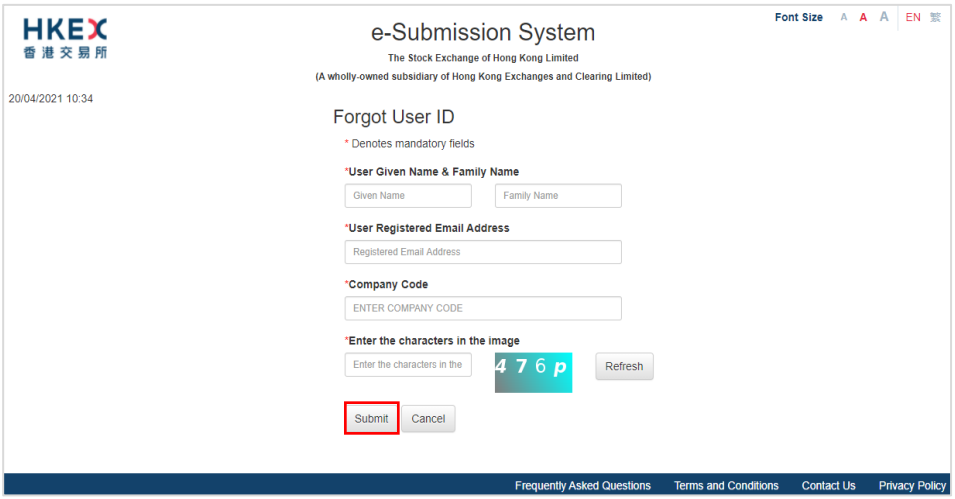


2.4 Forgot User ID

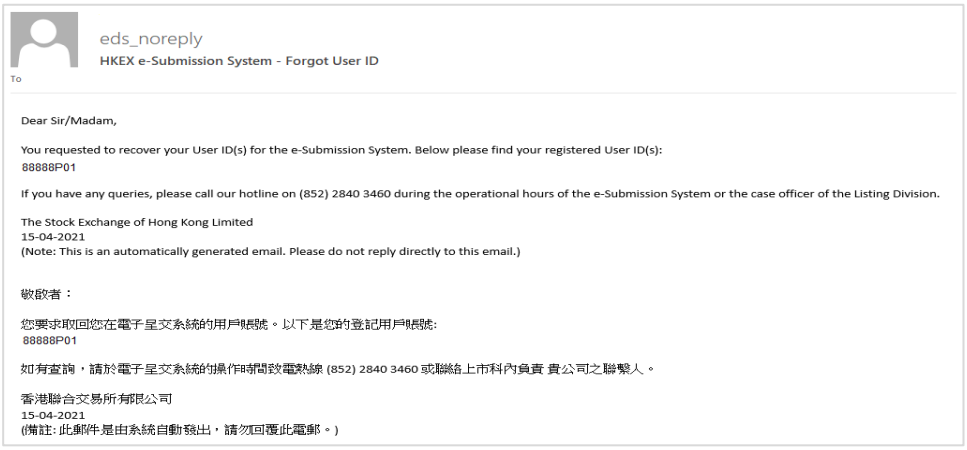
1. If you have forgotten your User ID, you may click Forgot User ID at the Main page.



2. Fill in your User Name (User Given Name & Family Name), Registered Email Address, Company Code and the characters in the image. Then, click SUBMIT.

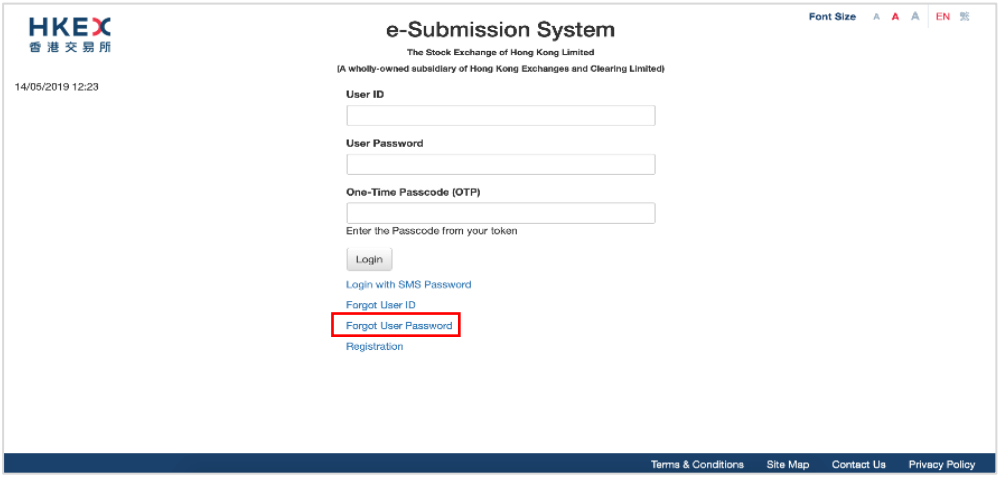


3. An email will be sent to the registered email address listing all User IDs matched with the information provided in step 2 above.

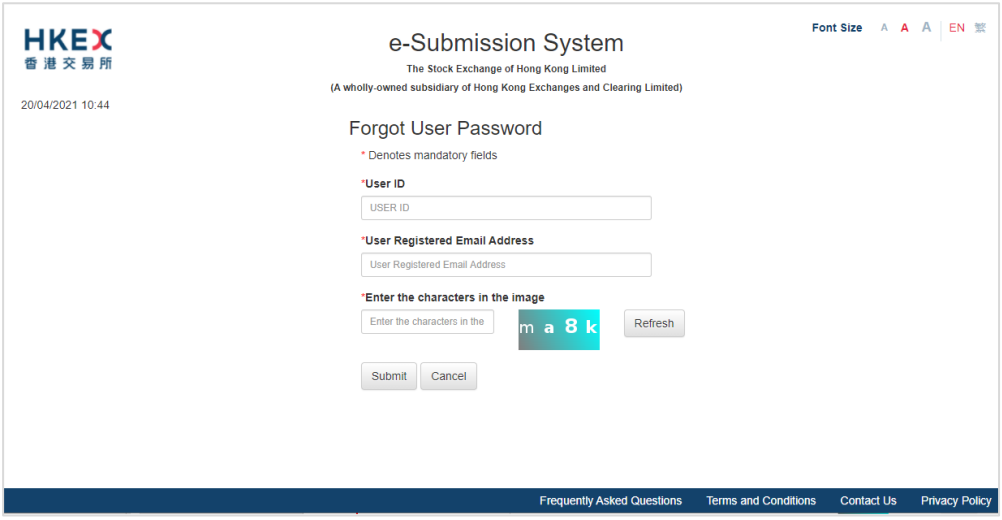


2.5 Forgot User Password

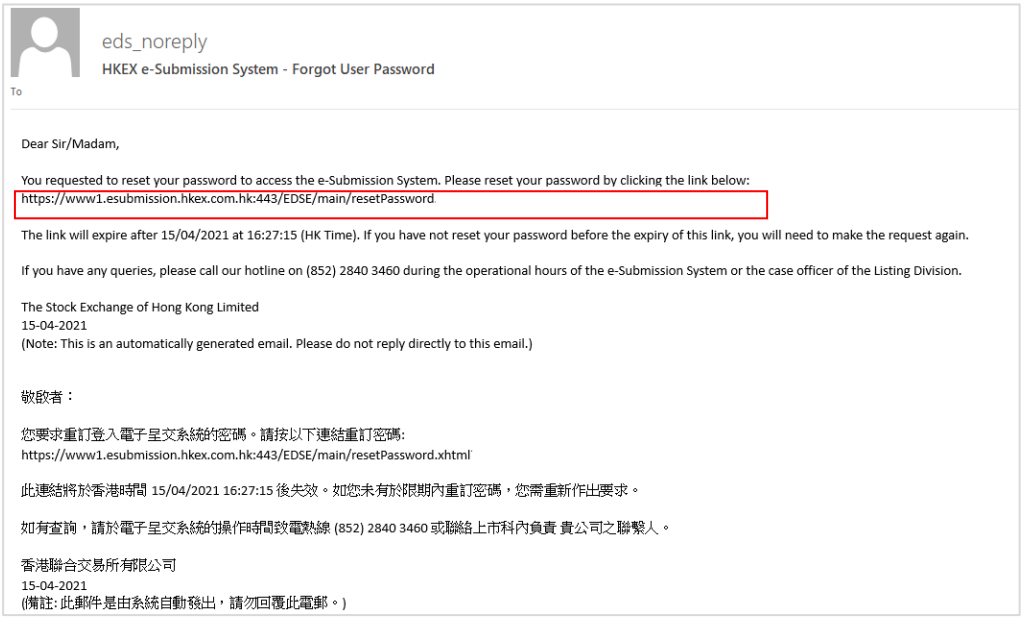
1. If you have forgotten your User Password, you may click “Forgot User Password” at the Main page.



2. Fill in your User ID, Registered Email Address, the characters in the image and click SUBMIT.



3. An email contains the URL will be sent to your registered email address. Click the URL in the email to reset your password. If the URL is not clickable, try copying and pasting it into the address bar of your web browser.



eds_noreply
HKEX e-Submission System - Forgot User Password
To

Dear Sir/Madam,

You requested to reset your password to access the e-Submission System. Please reset your password by clicking the link below:
https://www1.esubmission.hkex.com.hk:443/EDSE/main/resetPassword

The link will expire after 15/04/2021 at 16:27:15 (HK Time). If you have not reset your password before the expiry of this link, you will need to make the request again.

If you have any queries, please call our hotline on (852) 2840 3460 during the operational hours of the e-Submission System or the case officer of the Listing Division.

The Stock Exchange of Hong Kong Limited
15-04-2021
(Note: This is an automatically generated email. Please do not reply directly to this email.)

敬啟者：

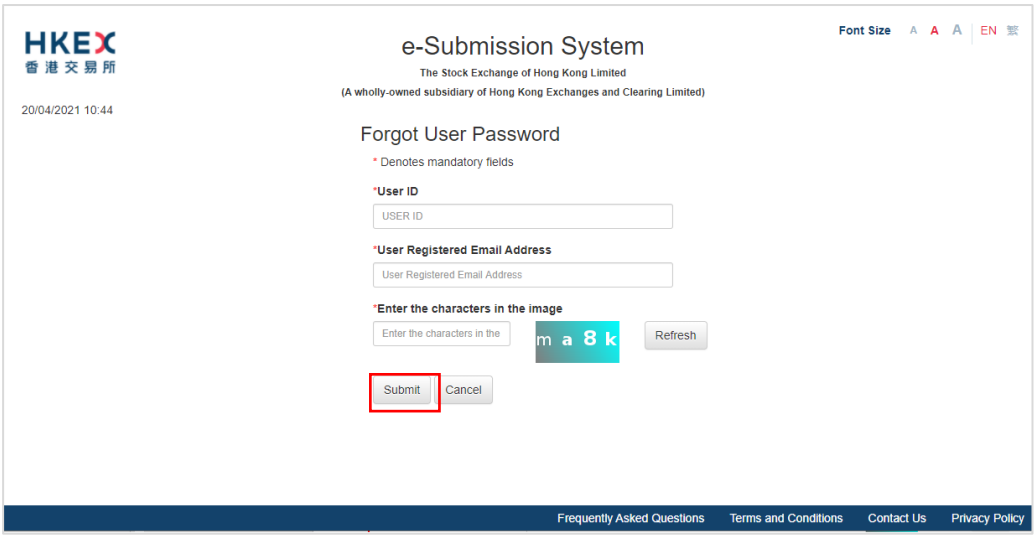
您要求重訂登入電子呈交系統的密碼。請按以下連結重訂密碼:
https://www1.esubmission.hkex.com.hk:443/EDSE/main/resetPassword.xhtml

此連結將於香港時間 15/04/2021 16:27:15 後失效。如您未有於限期內重訂密碼，您需重新作出要求。

如有查詢，請於電子呈交系統的操作時間致電熱線 (852) 2840 3460 或聯絡上市科內負責 貴公司之聯繫人。

香港聯合交易所有限公司
15-04-2021
(備註: 此郵件是由系統自動發出，請勿回覆此電郵。)

4. Input your User ID, New Password and Re-type New Password. Then click SUBMIT.



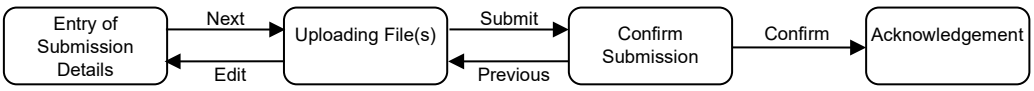
HKEX 香港交易所
20/04/2021 10:44
Font Size A A A EN 繁
e-Submission System
The Stock Exchange of Hong Kong Limited
(A wholly-owned subsidiary of Hong Kong Exchanges and Clearing Limited)
Forgot User Password
* Denotes mandatory fields
*User ID
USER ID
*User Registered Email Address
User Registered Email Address
*Enter the characters in the image
Enter the characters in the
m a 8 k
Refresh
Submit Cancel
Frequently Asked Questions Terms and Conditions Contact Us Privacy Policy

5. After your User Password has been reset successfully, an acknowledgement page will be displayed.

Notes:

- User password is case-sensitive. It must be 8 to 15 characters long with a combination of letters (both upper & lower case) and number (0-9). It shall not be the same as any of the last 5 passwords (including your Current Password).
- The URL to reset the password will be expired after 30 minutes.

3 Submission For Listing Related Matter

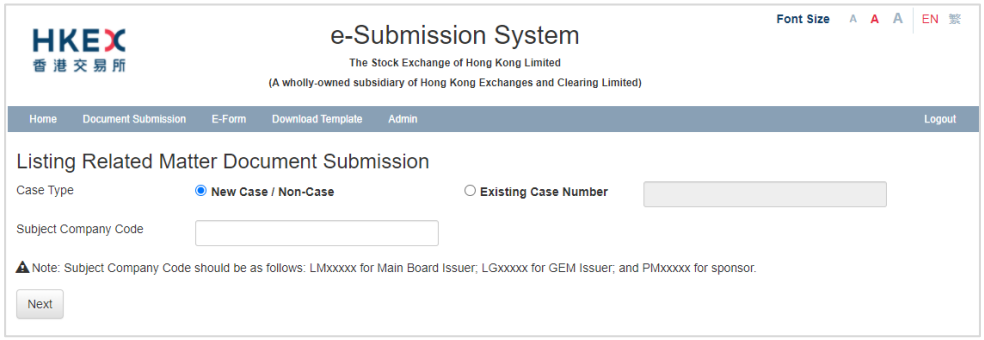


Please follow the steps set out below to submit a document.

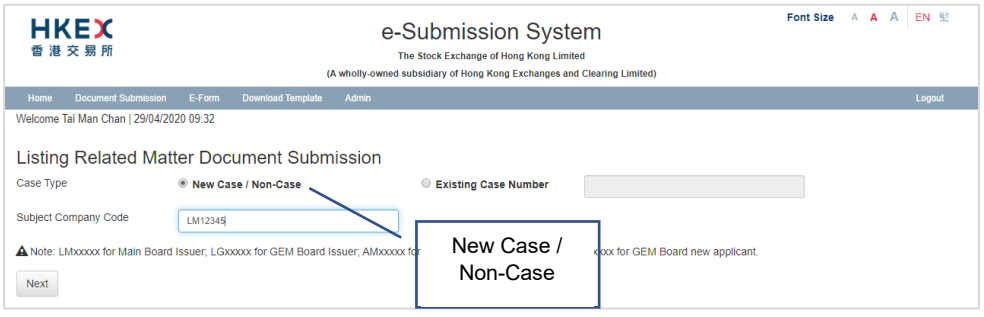
3.1 Entry of Submission Details

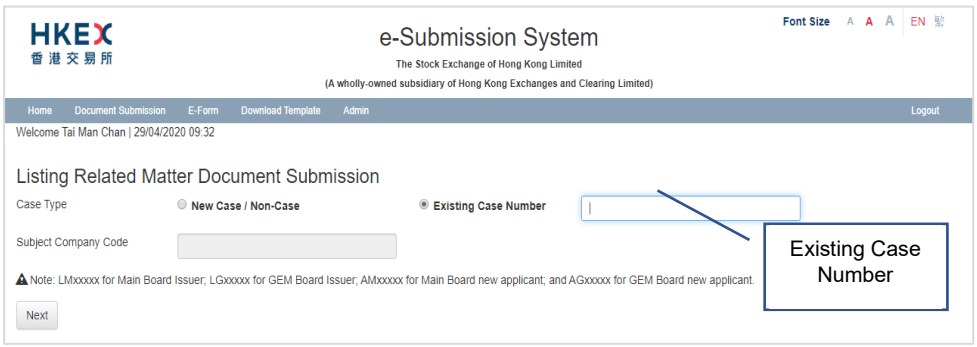
1. Select **Submission for Listing Related Matter** under **Document Submission** from Main Menu.

2. The Listing Related Matter Document Submission page will be displayed.



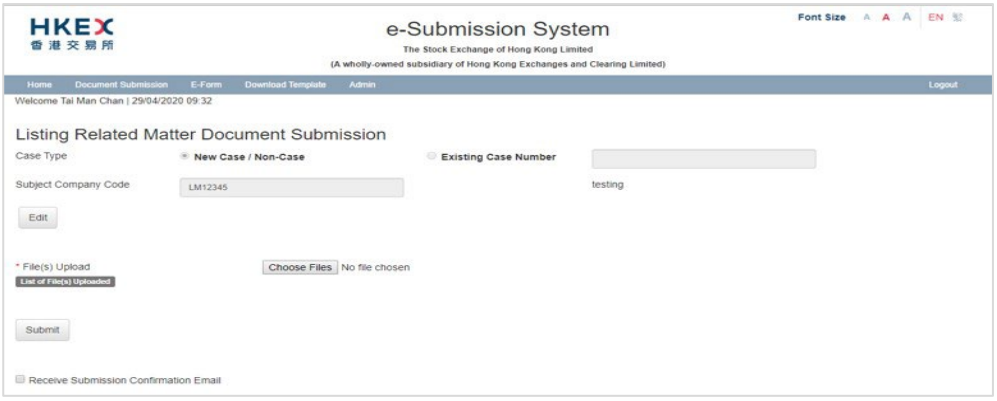
3. Select Case Type. If case type is New Case / Non-Case (for documents without a case number assigned), enter the Subject Company Code. If case type is Existing Case Number (for documents with a case number assigned), enter the Existing Case Number. Click NEXT.



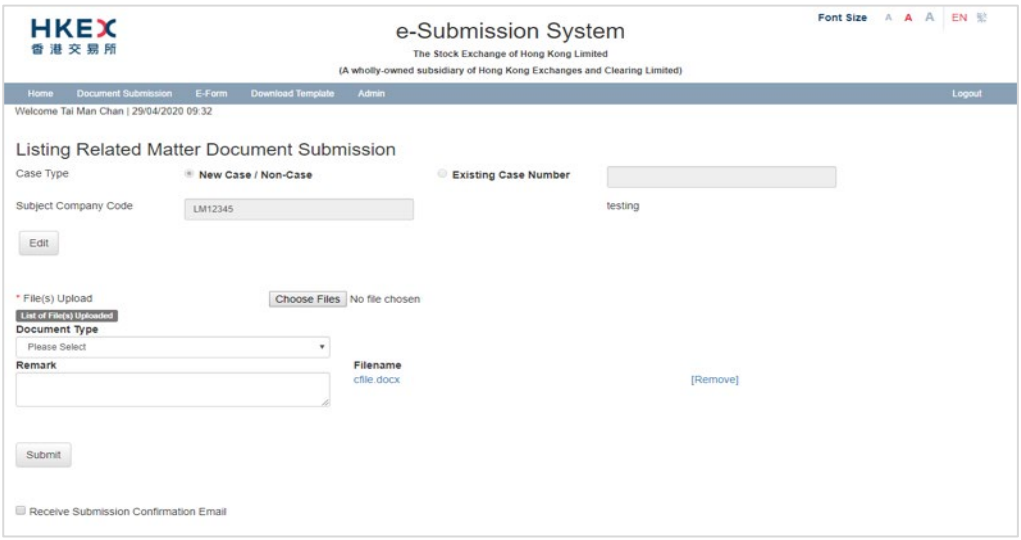


3.2 Uploading File(s)

1. Click CHOOSE FILES to select the files to upload. The uploaded files will be displayed under “List of File(s) Uploaded”. You can refer to Appendix A for file specifications.



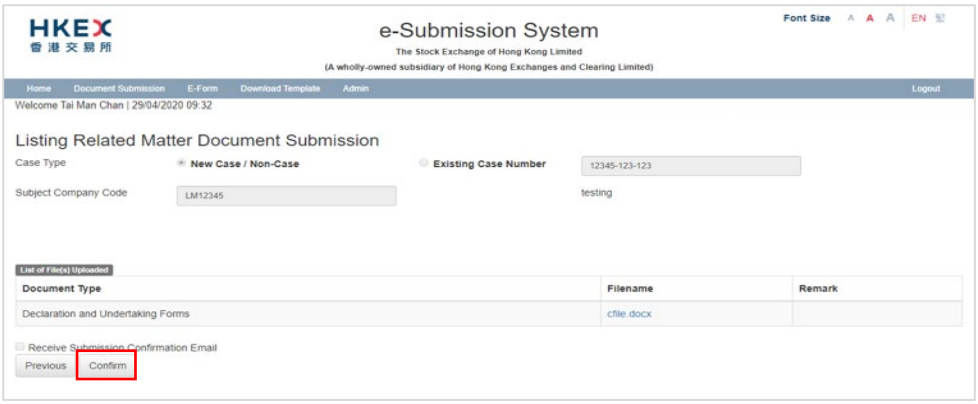
2. Select the Document Type for each uploaded file. Enter the Remark if necessary. If you wish to receive submission confirmation email after document submission, click the checkbox of Receive Submission Confirmation Email.



3. Click SUBMIT.

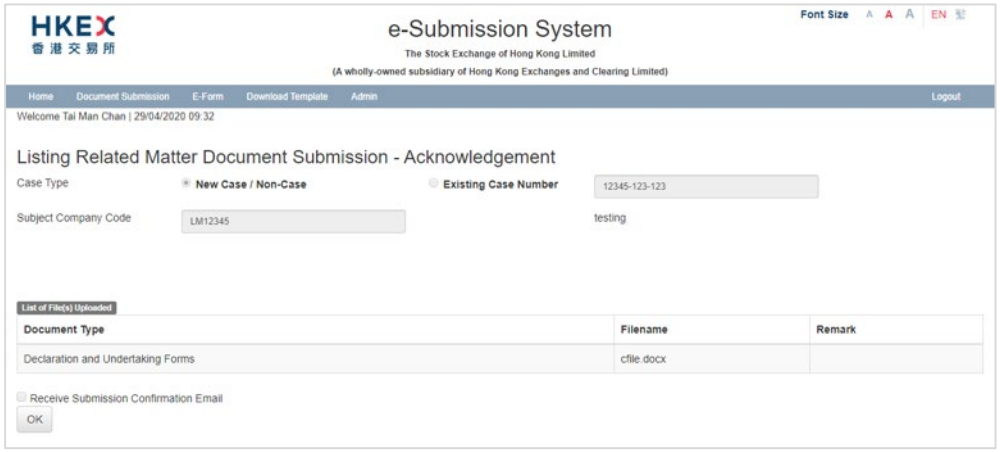
3.3 Confirm Submission

1. Review Submission Information. Click CONFIRM to submit.



3.4 Acknowledgement

1. If the document has been submitted successfully, an acknowledgement page will be displayed.

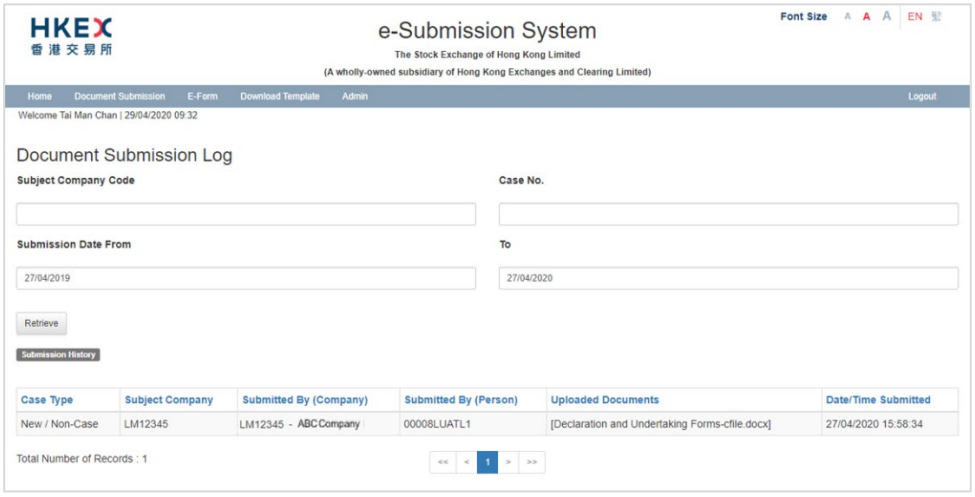


4 View Listing Related Matter Submission Log

1. Select **Listing Related Matter Submission Log** under **Document Submission** from Main Menu.

2. The Document Submission Log page will be displayed. The submission records cover details of submissions by the login user in the last 365 days. It is listed in descending order by submission date/time.

   To perform a submission search, specify the following criteria and click RETRIEVE.
   - Subject Company Code;
   - Case Number; and/or
   - Submission Date Range.



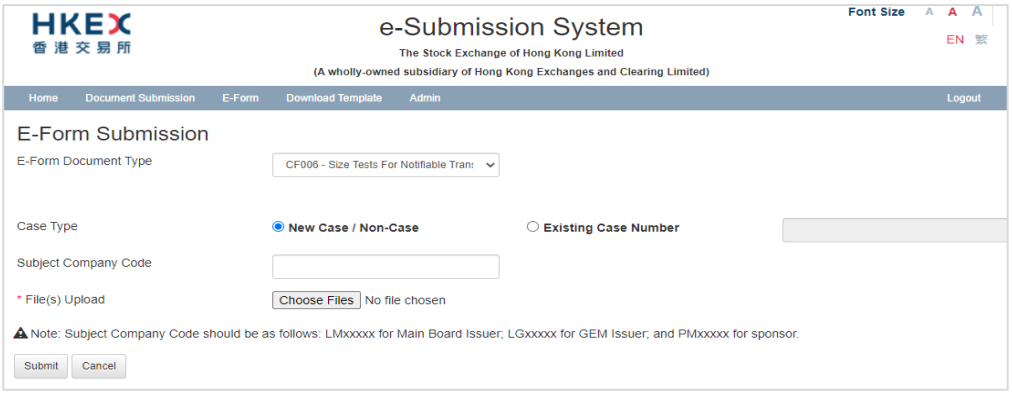
5 e-Form Submission

You may refer to the Appendix C for the types of e-Forms to be submitted by this e-Form Submission function.

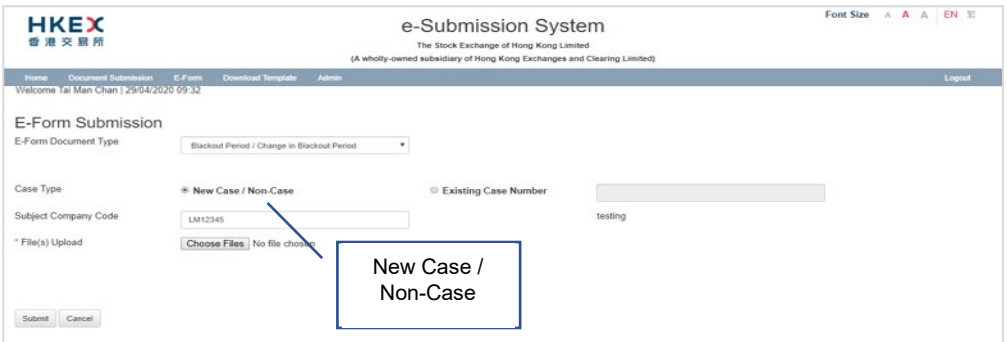
5.1 Entry of Submission Details and Upload File(s)

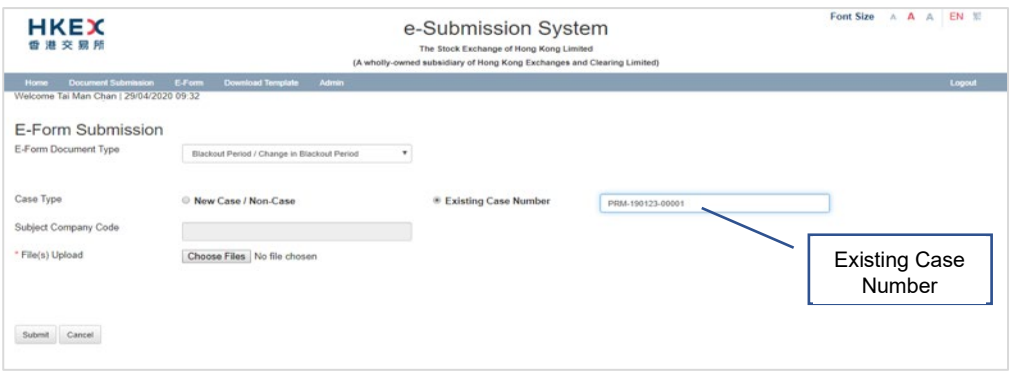
1. Select **e-Form Submission** under **e-Form** from Main Menu.

2. Select e-Form Document Type.



3. Select Case Type[1]. If case type is New Case / Non-Case (for e-Form without a case number assigned), enter the Subject Company Code. If case type is Existing Case Number (for e-Form with a case number assigned), enter the Existing Case Number.

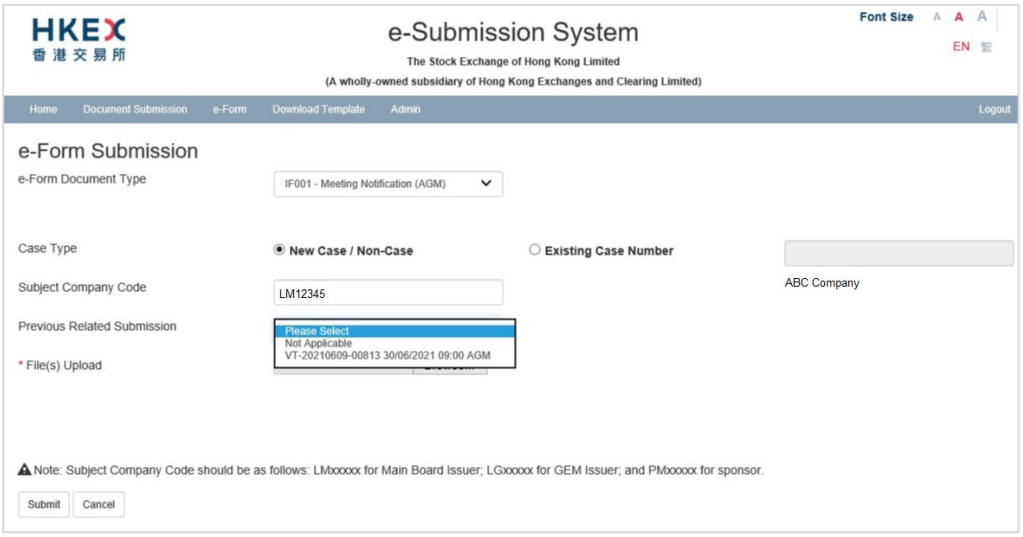




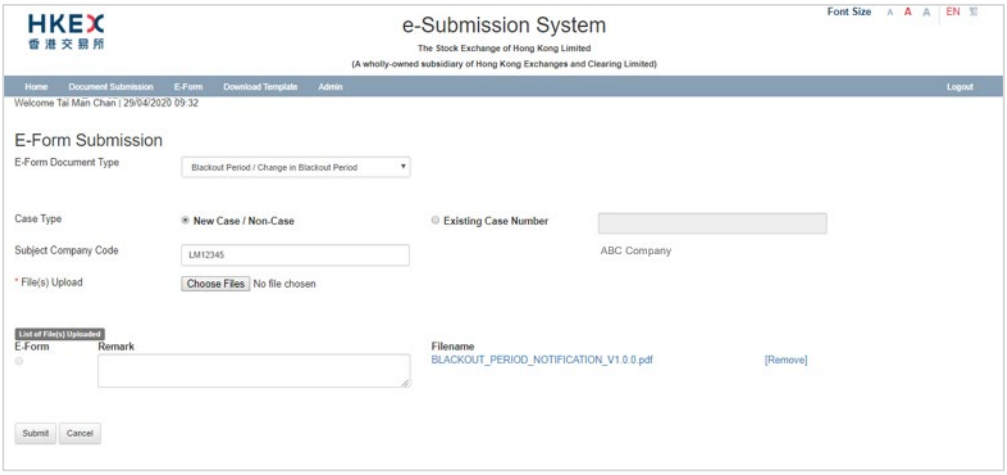
[1] Case Type is not applicable for the e-Form related to Debt Securities.

4. If your e-Form is relating to Meeting Nofication, an additional selection box “Previous Related Submission” will be displayed. Related submission records (including submission number, meeting date time and meeting type) will be listed for your selection.

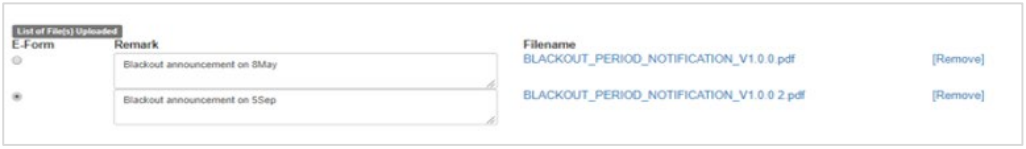
   - If the “Status” of the e-Form is “New”, you should select “Not Applicable”.
   - If the “Status” of the e-Form is “Update to previous submission” or “Cancellation of the proposed meeting”, you should select its previous submission record.



5. Click CHOOSE FILES to select the file to upload. Only 1 e-Form is allowed in each submission. The uploaded file will be displayed under “List of File(s) Uploaded”. To preview the content, save it to your computer and view the file with Adobe Reader. To remove it, click Remove next to the file.



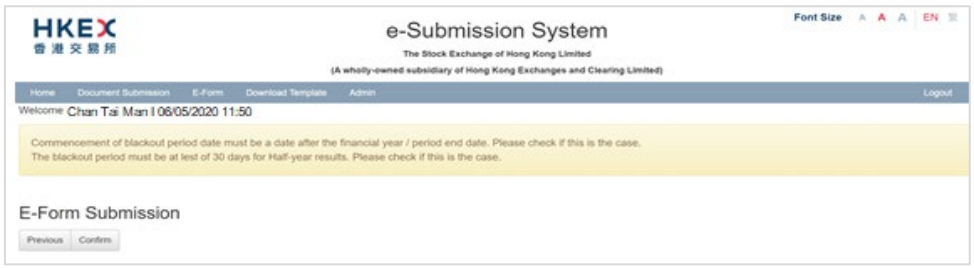
6. If you have uploaded more than 1 file, you should indicate the e-Form by clicking the radio button. Enter the Remark if necessary.



7. Click SUBMIT. System will perform validation. Error or warning message will be displayed in the following situation:-

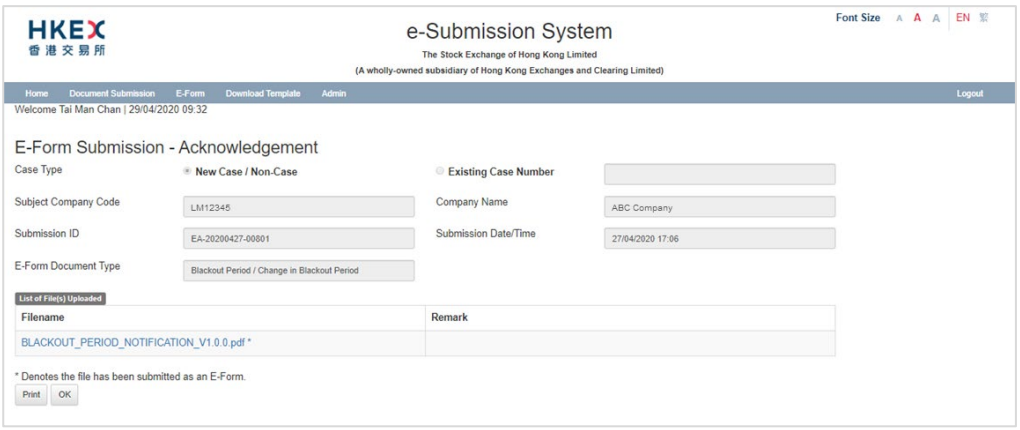
   - Error message will be shown in the **red error message box** to indicate your uploaded form contains incorrect information. You must remove the uploaded file, make correction and upload again.

   - Warning message will be shown in the **yellow message box** to indicate your uploaded form may contains incorrect information. If you consider amendment is not necessary, click CONFIRM to proceed.



5.2 Acknowledgement

1. If the submission has been submitted successfully, an acknowledgement page will be displayed. You may click on the filename to download the read-only e-Form and click PRINT to print this page for record.

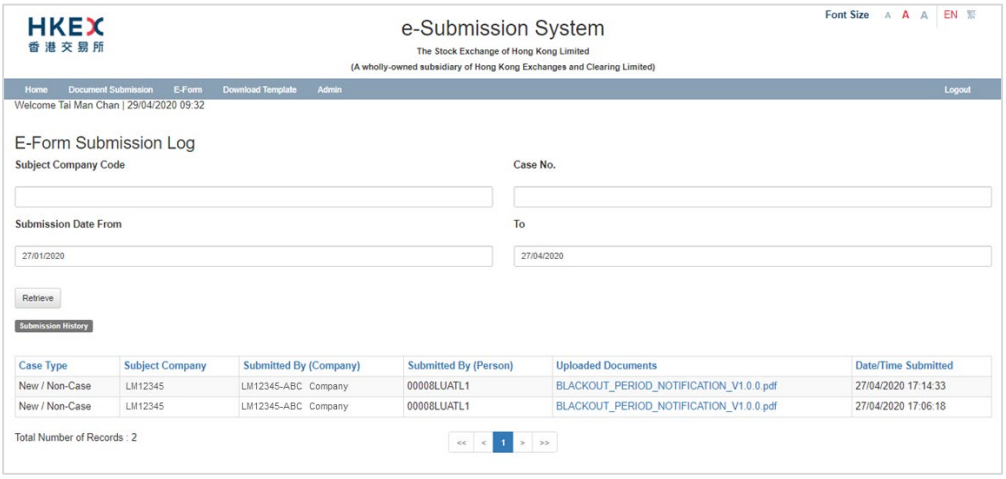


6 View e-Form Submission Log

You can only view and download your own submitted e-Forms in read-only version.

1. Select **e-Form Submission Log** under **e-Form** from Main Menu.

2. The e-Form Submission Log will be displayed. It is listed in descending order by submission date/time. To perform a submission search, specify the following criteria and click RETRIEVE.
   - Subject Company Code;
   - Case Number; and/or
   - Submission Date Range.

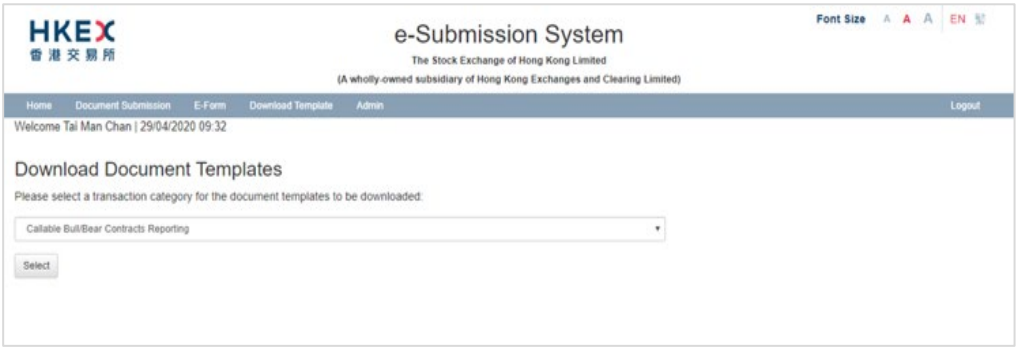


7 Download Template

7.1 Download Document Template

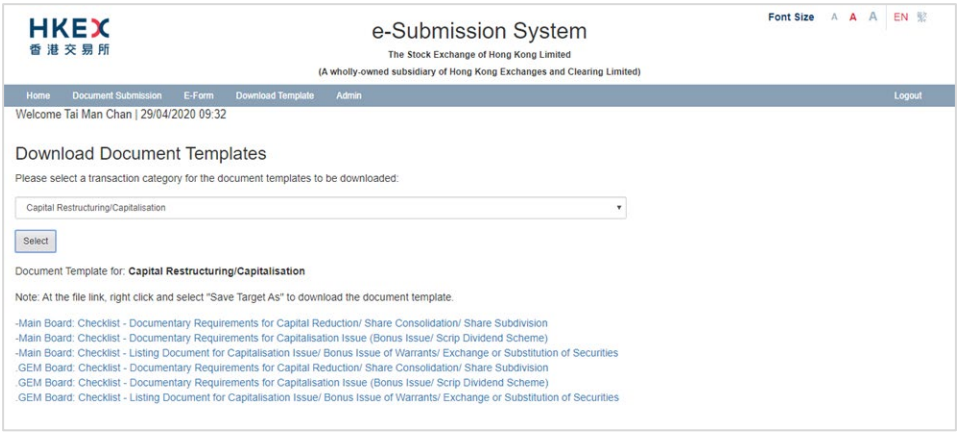
1. Select **Download Document Template** under **Download Template** from Main Menu.

2. Select Transaction Category (refer to Appendix B for list of Transaction Categories) and click SELECT.



3. A list of templates in ascending order of template name will be displayed.

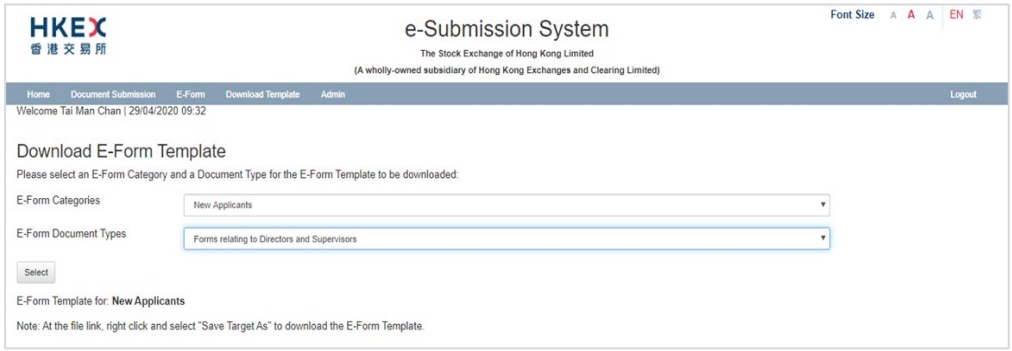
   Click the template to download. The Download Complete dialog box appears. Click SAVE to save the file to the desired location. Alternatively, click OPEN to open the file with the relevant applications (e.g. Microsoft Word/Excel).



7.2 Download e-Form Template

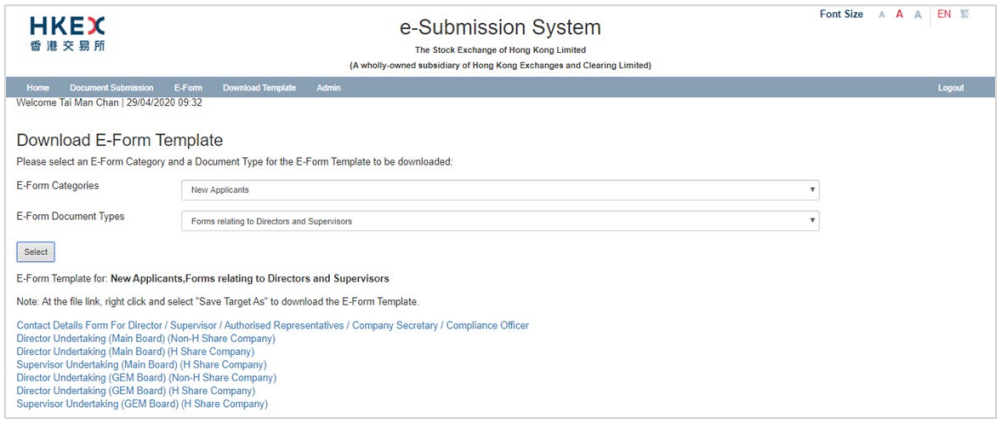
1. Select **Download e-Form Template** under **Download Template** from Main Menu.

2. Select e-Form Categories and Document Types (refer to Appendix C for the List of e-Form templates), then click SELECT.



3. A list of e-Form templates in ascending order of template name will be displayed.

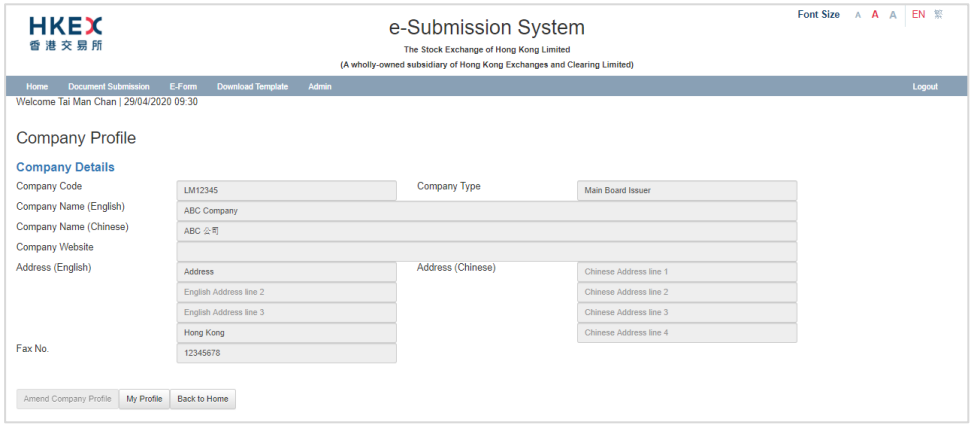
   Right click the template to save the file to your computer. You should view and edit the e-Form by Adobe Reader.



8 Profile Administration

8.1 View Your Company's Profile

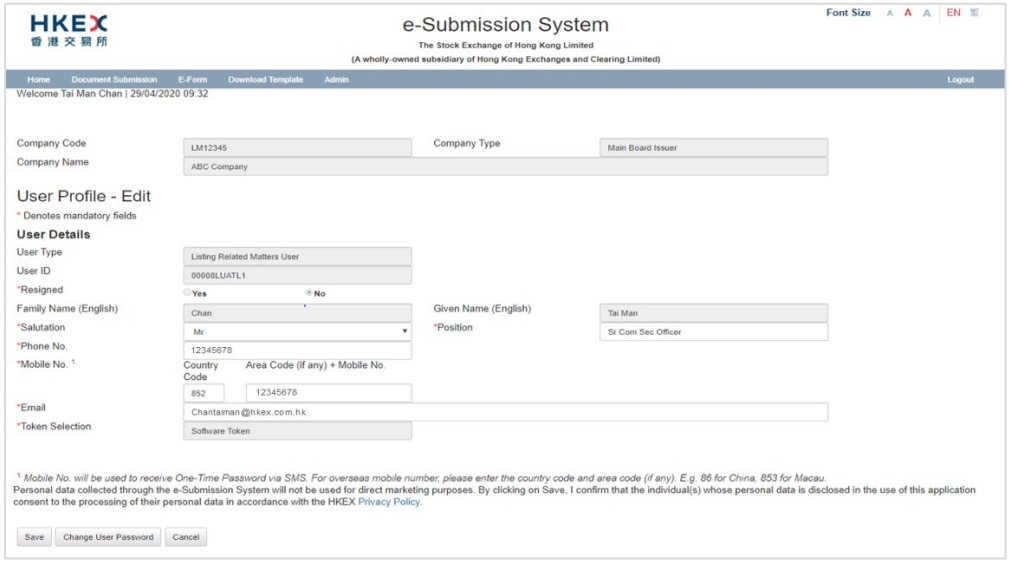
1. Select **Profile Admin** under **Admin** from Main Menu.
2. The Company Details will be displayed. You can update your user profile by clicking MY PROFILE.



8.2 Maintaining User Profile

8.2.1 View and Update User Profile

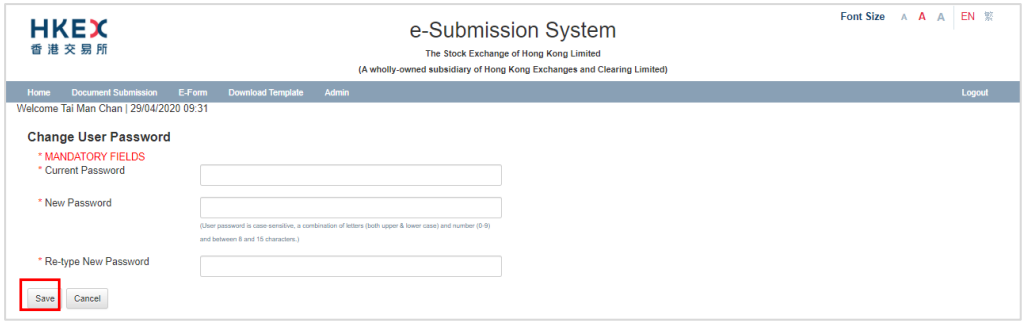
1. Select **Profile Admin** under **Admin** from Main Menu. On Company Details page, click MY PROFILE.
2. Your user profile will be displayed. The fields: Salutation, Position, Phone No., Mobile No. and Email can be amended as required. Other fields are displayed for reference only. Click SAVE after you have finished editing.



8.2.2 Changing User Password

It is recommended to change your user password periodically. To change your password, please follow the steps set out below:

1. Select **Profile Admin** from Main Menu. At Company Details page, click MY PROFILE.
2. The User Profile will be displayed. Click CHANGE USER PASSWORD.
3. Enter your Current Password, a New Password and Retype New Password. Click SAVE.



Notes:

- User Password is case-sensitive. It must be 8 to 15 characters long with a combination of letters (both upper & lower case) and number (0-9). It shall not be the same as any of the last 5 passwords (including your Current Password).
- User Password is not allowed to change again within 24 hours.

4. A message will be displayed informing you that your password has been changed successfully.

9 Exit the System

It is recommended that you logout the system if you finish your session or are about to leave your PC unattended. Please note that the submission that are partially completed will be lost when you logout the system. To exit the ESS, select **Logout** from Main Menu.

Appendix A - File Specifications

File Name Convention

1. The filename should not exceed 200 characters and should be written in alphanumeric characters (i.e. using only letters of the western alphabet and numbers).

File Size

2. The file size should not exceed 40MB.

File Format

3. For submission of document other than e-Form, the file submitted must be in the following formats:-
   .PDF, .TIFF, .TIF, .CGM, .GIF, .JPG, .JPEG, .JP2, .BMP, .FAX, .HTML, .HTM, .DOCX, .XLS, .PPS, .PPT, .VSD, .CSV, .DOC, .WDB, .RTF, .WP5, .WP6, .WPD, .WPF, .XLSX and .PPTX.
   For example: “file.ext” will be rejected for uploading.

4. For submission of e-Form, the file submitted must be downloaded from ESS or HKEX website.

e-Form Preparation Tools

5. The e-Form is best prepared using the below software specifications:

	For Window	For Mac
PDF e-Form input	Acrobat Reader DC	Acrobat Reader DC

Appendix B - Transaction Category of Document Templates

The following table lists the Transaction Categories for all Download Document Templates:

Transaction Category Code	Transaction Category Description
CR	Capital Restructuring/Capitalisation
DD	DDD Transactions
MT	Minor Transactions
NR	Minor Transactions Involving News Release and TA
NT	Notifiable Transaction & Connected Transaction
SI	Subsequent Issue of Securities
TM	Takeovers and Mergers
IT	Internal Transactions
DR	Derivative Warrants Reporting
PA	Participant Admission
ER	Equity Linked Instruments Reporting
ITA	Internal Transactions - ACU
MTA	Minor Transactions - ACU
NLA	New Listing - ACU
NTA	Notifiable Transaction & Connected Transaction - ACU
CBR	Callable Bull/Bear Contracts Reporting
ETF	Exchange Traded Funds Reporting

Appendix C – List of e-Forms for Listing Related Matters

The following table lists all the e-Forms to be submitted via Listing Related Matters platform.

e-Form Categories	Document Types	List of e-Form Templates
New Applicants	Forms relating to sponsor engagement	SE001 - Sponsor Engagement Notification
	Forms relating to IPOs	M103 - Listing Application Form (For Equity Securities & Debt Securities) (Main Board) G103 - Listing Application Form (For Equity Securities of an issuer no part of whose share capital is already listed) (GEM) M201/G201 - New Listing Particulars (Main Board and GEM) CIS002 - Listing Application Form (For Collective Investment Scheme) (Form A2) M501 - Formal Application (For open-ended investment companies, unit trusts, mutual funds M112 / G112 - Application for waiver from strict compliance with the Listing Rules / GEM Listing Rules M119 / G118 - Additional Information to be submitted with Pre-IPO Enquiry / Form A1 / Form 5A M402 / G402 - Notification of Submission of Transaction Levy, Trading Fee and Brokerage
	Forms relating to Directors and Supervisors, Authorised Representatives, Company Secretaries and Compliance Officers	FF004 - Contact Details Form For Director / Supervisor / Authorised Representatives / Company Secretary / Compliance Officer (Main Board and GEM) DU003M - Declaration and Undertaking with regard to Directors (Main Board) DU004M - Declaration and Undertaking with regard to Directors of an Issuer incorporated in the PRC (Main Board) DU005M - Declaration and Undertaking with regard to Supervisors of an Issuer incorporated in the PRC (Main Board) DU003G - Director's Declaration, Undertaking and Acknowledgement (GEM) DU004G - Director's Declaration, Undertaking and Acknowledgement (PRC Issuer) (GEM) DU005G - Supervisor's declaration, undertaking and acknowledgement in respect of an Issuer incorporated in the PRC (GEM)

e-Form Categories	Document Types	List of e-Form Templates
Main Board Issuers	Forms relating to Directors and Supervisors, Authorised Representatives and Company Secretaries	FF004 - Contact Details Form For Director / Supervisor / Authorised Representatives / Company Secretary / Compliance Officer DU003M - Declaration and Undertaking with regard to Directors DU004M - Declaration and Undertaking with regard to Directors of an Issuer incorporated in the PRC DU005M - Declaration and Undertaking with regard to Supervisors of an Issuer incorporated in the PRC
	Forms relating to Announcements and Trading Arrangements	CF006 - Size Tests For Notifiable Transactions and Connected Transactions CF093 - Trading Arrangement Form
	Forms relating to Application for Listing of Securities	FFD001M - Formal Application (For Equity Securities)
	Forms relating to Blackout Period	FF005 - Blackout Period Notification Form
	Forms relating to Meeting Notification	IF001 - Meeting Notification
GEM Issuers	Forms relating to Authorised Representatives, Company Secretaries and Compliance Officers	FF004 - Contact Details Form For Director / Supervisor / Authorised Representatives / Company Secretary / Compliance Officer DU003G - Director's Declaration, Undertaking and Acknowledgement DU004G - Director's Declaration, Undertaking and Acknowledgement (PRC Issuer) DU005G - Supervisor's declaration, undertaking and acknowledgement in respect of an Issuer incorporated in the PRC
	Forms relating to Announcements and Trading Arrangements	CF006 - Size Tests For Notifiable Transactions and Connected Transactions CF093 - Trading Arrangement Form
	Forms relating to Application for Listing of Securities	FF201G - Application Form - Equity Securities (of an issuer part of whose share capital is already listed)
	Forms relating to Blackout Period	FF005 - Blackout Period Notification Form
	Forms relating to Meeting Notification	IF001 - Meeting Notification

e-Form Categories	Document Types	List of e-Form Templates
Debt Securities Issuers	Forms relating to debt securities and MTN Programme	DS001 - New Listing Particulars - Debt Securities
	Forms relating to continuing obligations – financial statement submission	DS002 - Financial Statement Submission Form - For issuer / guarantor of listed debt securities only