



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.

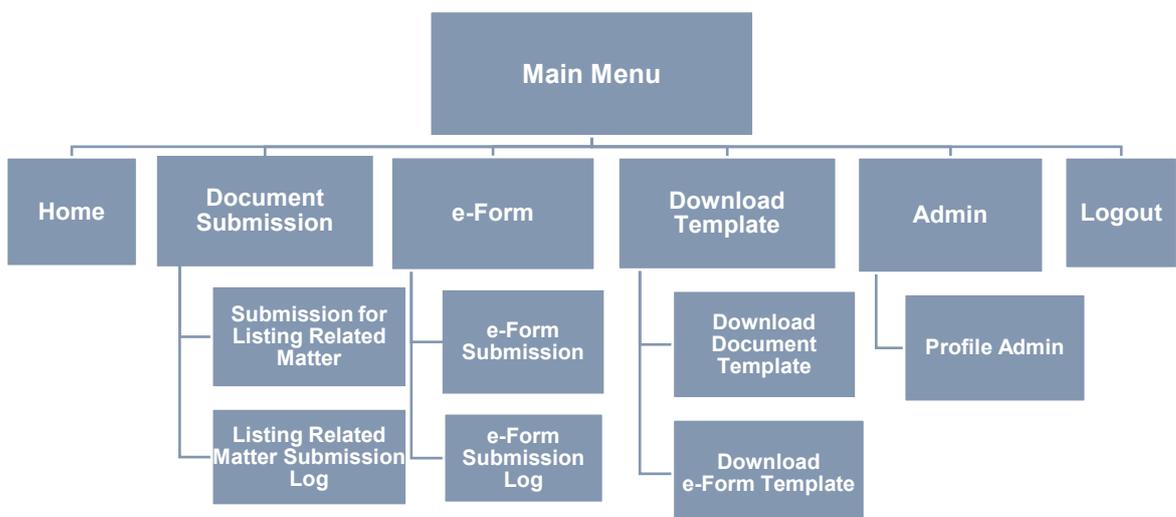
A login user should be defined as a Listing Related Matter user in order to use the functions described under this manual.

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

The screenshot shows the login interface of the e-Submission System. At the top left is the HKEX logo (香港交易所). The header area includes the system name 'e-Submission System' and the text 'The Stock Exchange of Hong Kong Limited (A wholly-owned subsidiary of Hong Kong Exchanges and Clearing Limited)'. On the right, there are font size controls and language options (EN 繁). The main content area contains a 'System Message' box, followed by input fields for 'User ID', 'User Password', and 'One-Time Passcode (OTP)'. Below these fields is a 'Login' button and links for 'Login with SMS Password', 'Forgot User ID', 'Forgot User Password', and 'Registration'. A 'Left Panel' on the left side displays the date and time '14/05/2019 10:50'. At the bottom, a 'Footer Links' section includes 'Terms & Conditions', 'Site Map', 'Contact Us', and 'Privacy Policy'.

After Login

The screenshot shows the dashboard after a successful login. The header remains the same. A 'Main Menu' is located at the top, with options: 'Home', 'Document Submission', 'Download Template', 'Admin', and 'Logout'. Below the menu, a 'System Message' box is present. The main 'Content Frame' is currently empty. The footer contains several quick reference links: 'Frequently Asked Questions', 'Quick Ref (Publication) - Basic', 'Quick Ref (Publication) - Extended', 'Quick Ref (Listing)', and 'User Manual (Publication)'. The user is greeted with 'Welcome USER | 05/05/2020 11:47'.

Header

-  – Clickable link to Home Page of the HKEX website.
-  – 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.
-  – 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).

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

The screenshot shows the 'e-Submission System' registration page. The form includes fields for 'User ID', 'User Registered Email Address', 'New Password', and 'Confirm New Password'. The 'One-Time Password' field is highlighted, and a 'Request' button is visible next to it. A red 'Example >>' link is also present. The page footer contains links for 'Terms & Conditions', 'Site Map', 'Contact Us', and 'Privacy Policy'.

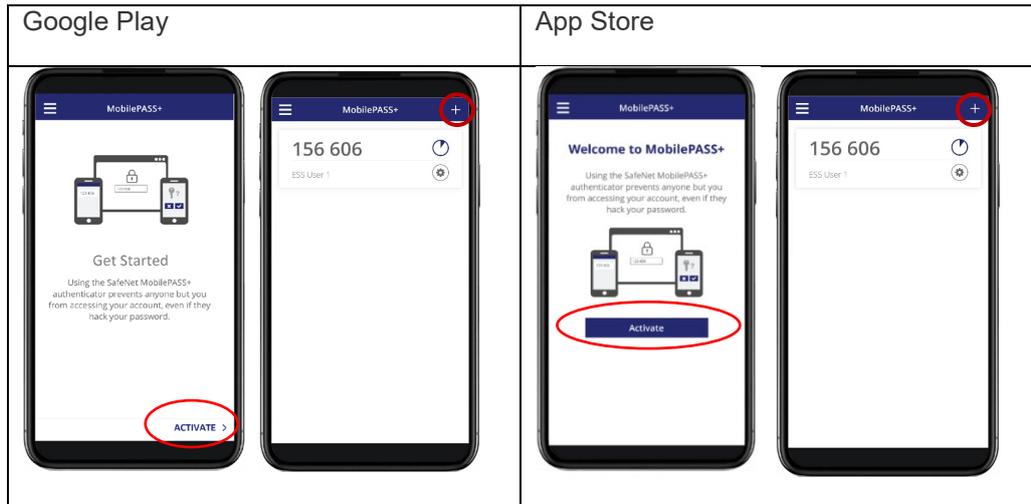
- Input the One-Time Password. Then, click NEXT.

This screenshot is identical to the previous one, but the 'Next' button is now highlighted in blue, indicating the user has entered the One-Time Password and is ready to proceed.

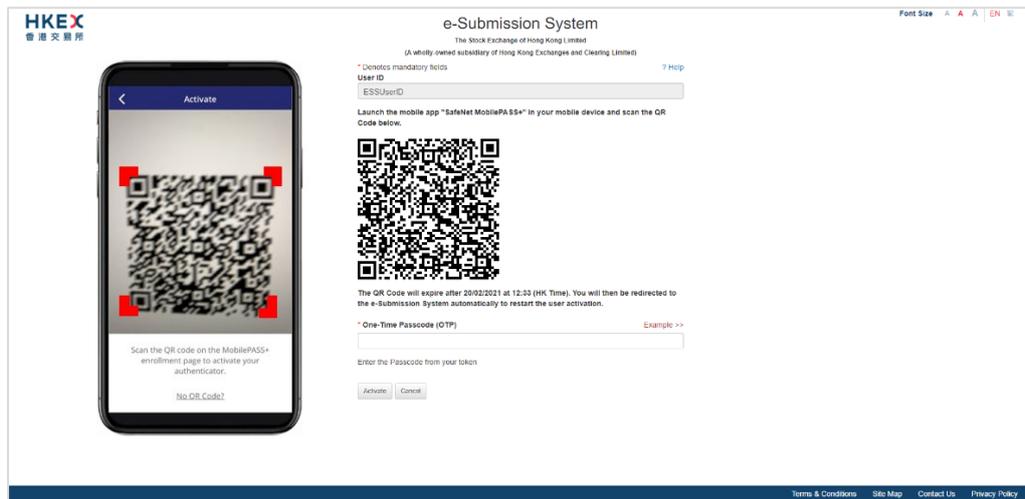
- A system generated QR code will be displayed. Launch the mobile app "MobilePASS+" in your mobile device.

The screenshot shows the registration page with a QR code displayed on the right. On the left, a mobile phone is shown with the 'MobilePASS+' app icon highlighted. The text on the page instructs the user to launch the app and scan the QR code. Below the QR code, there is a 'One-Time Passcode (OTP)' field and 'Activate' and 'Cancel' buttons. The page footer contains links for 'Terms & Conditions', 'Site Map', 'Contact Us', and 'Privacy Policy'.

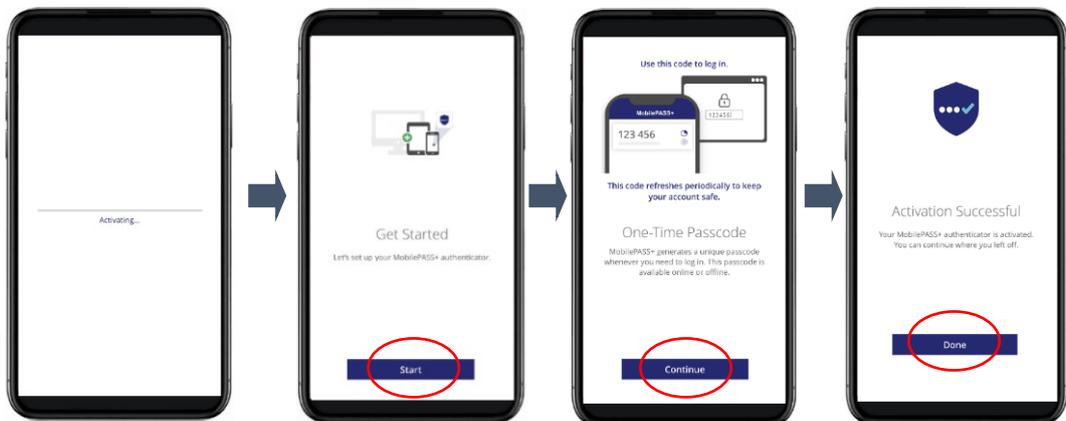
- Tap “Activate” or “+” to create a new security token in your MobilePASS+.



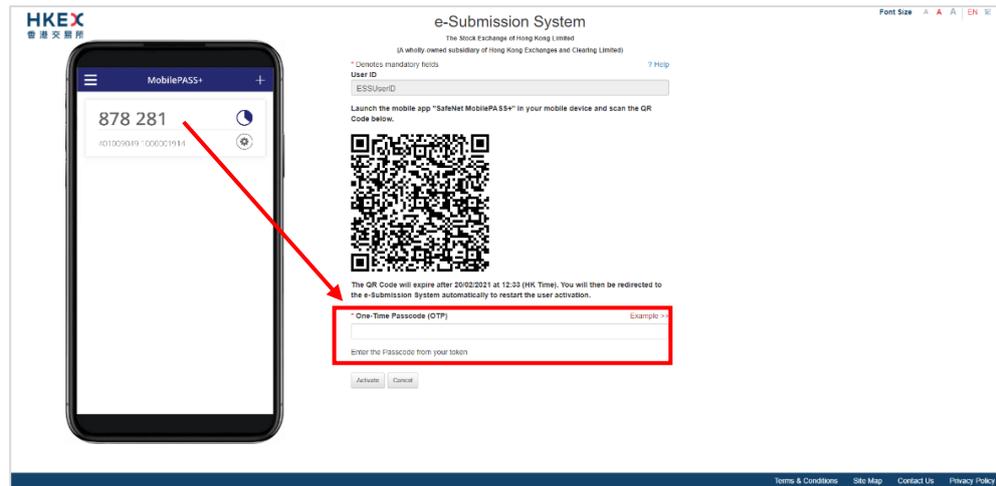
- Scan the QR Code with your MobilePASS+. (Note: The QR Code will expire after 10 minutes. Once the QR has been expired, you will be automatically redirected to the homepage to restart the process of User Activation.)



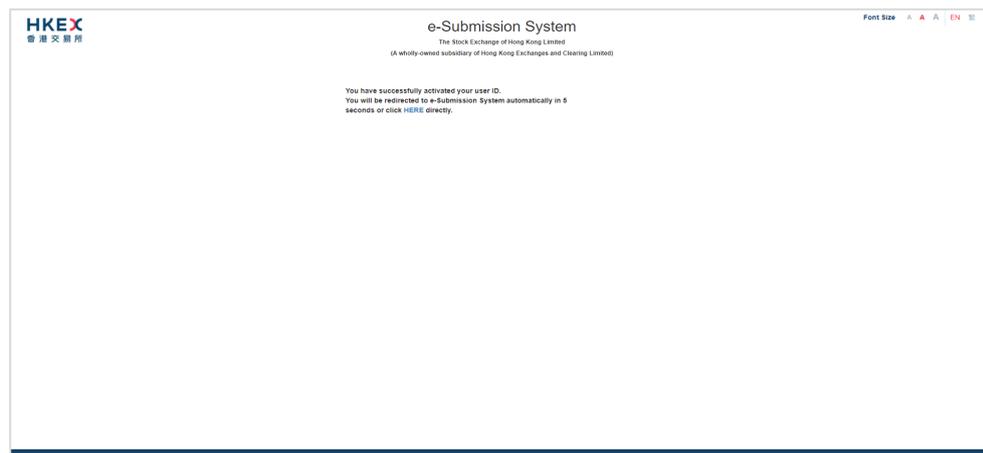
- The token setup starts automatically. Follow the instructions on the screen, tap “Start” and “Continue”. When you’ve successfully set up your token, you will see a confirmation message. Tap “Done” to get a One-Time Password (OTP).



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



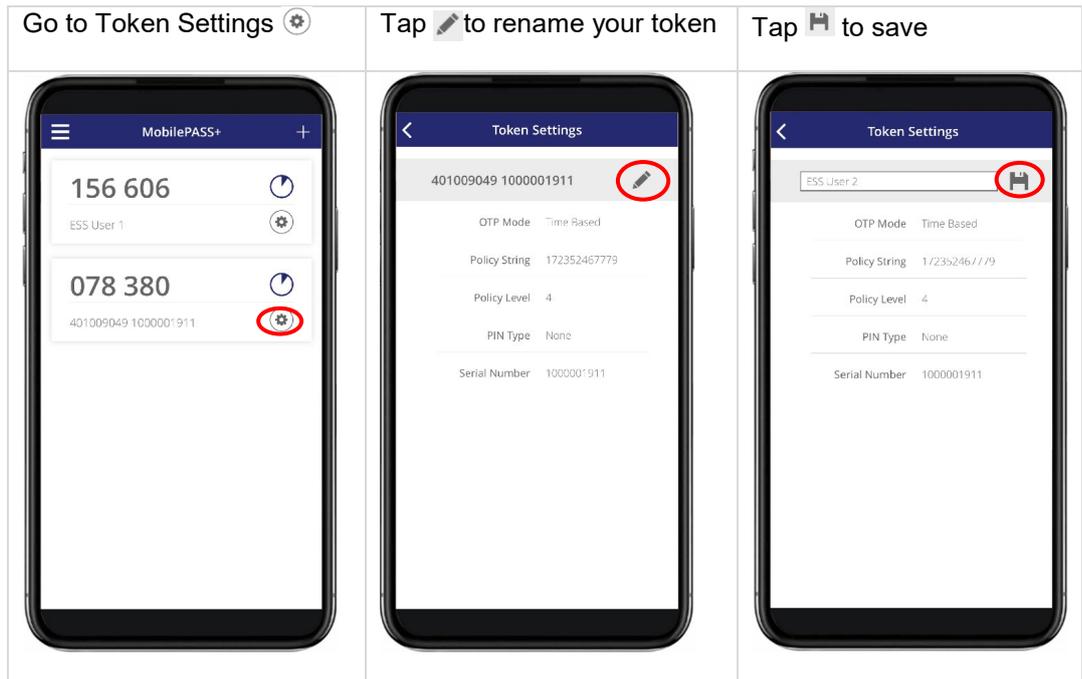
11. If your user account has been activated successfully, the acknowledgement page will be displayed. You will be redirected to User Main page after 5 seconds.



Notes:

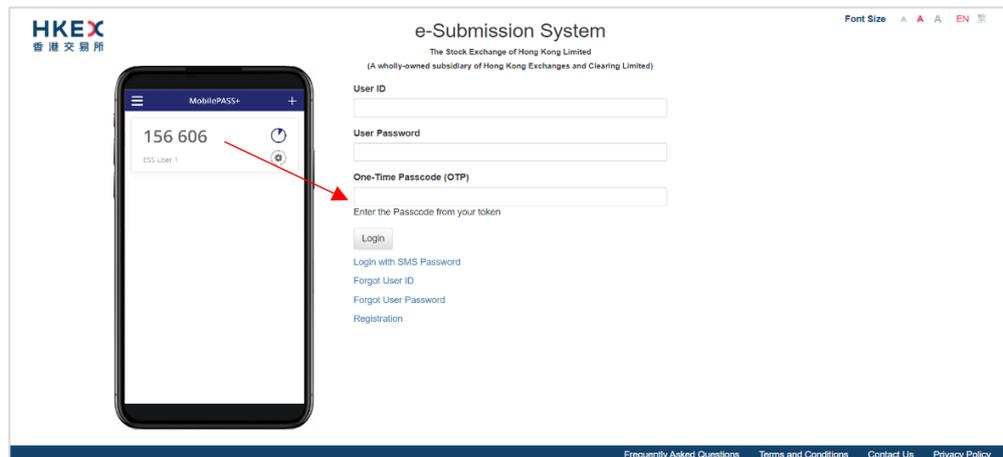
- The screen displays of the MobilePASS+ are for reference and illustration purposes only.
- If your assigned token has been revoked previously (e.g. change of mobile device), your Security Officer has to assign a new token to you. You have to repeat the steps above to re-activate your user account.
- 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



2.2 Logging into the ESS

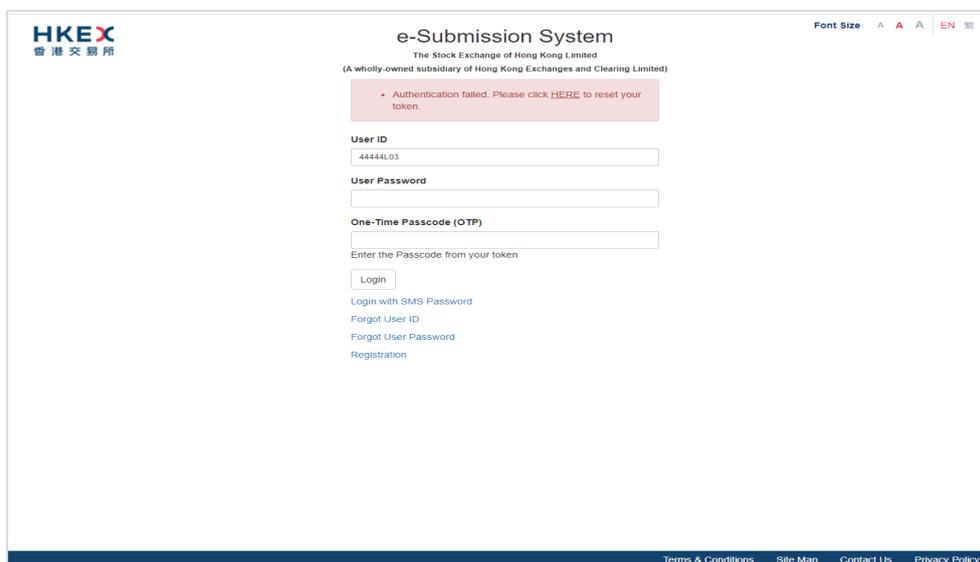
1. On ESS Main page, enter your User ID, User Password and One-Time Passcode (OTP) generated from the assigned security token and then click LOGIN.



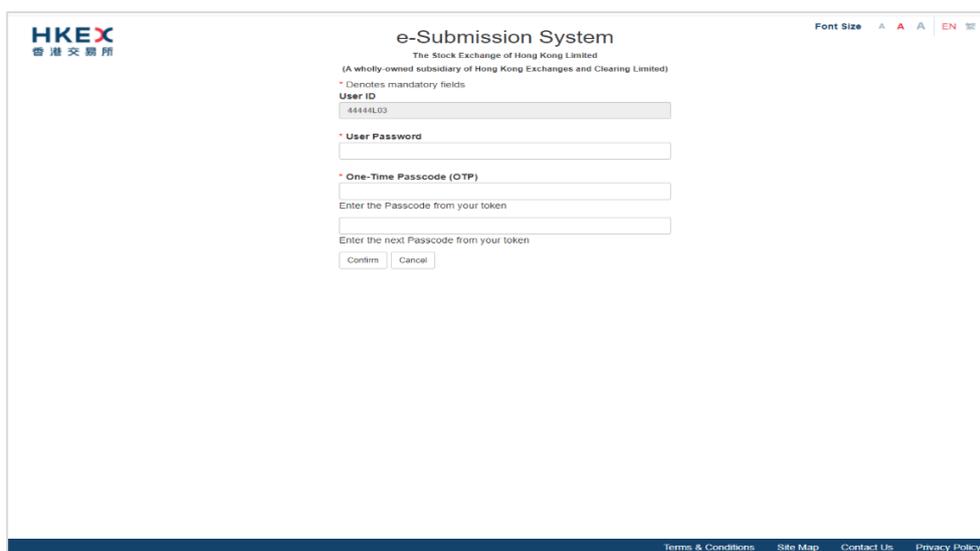
Notes:

- 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.



The screenshot shows the login page of the e-Submission System. At the top left is the HKEX logo (香港交易所). The page title is "e-Submission System" with the subtitle "The Stock Exchange of Hong Kong Limited (A wholly-owned subsidiary of Hong Kong Exchanges and Clearing Limited)". A red error message box states: "Authentication failed. Please click [HERE](#) to reset your token." Below this are input fields for "User ID" (containing "44444L03"), "User Password", and "One-Time Passcode (OTP)" with the instruction "Enter the Passcode from your token". A "Login" button is present, along with links for "Login with SMS Password", "Forgot User ID", "Forgot User Password", and "Registration". The footer contains links for "Terms & Conditions", "Site Map", "Contact Us", and "Privacy Policy".



The screenshot shows the same login page as above, but with the "One-Time Passcode (OTP)" field highlighted. Below the instruction "Enter the Passcode from your token", there is a second instruction: "Enter the next Passcode from your token". At the bottom of this section are "Confirm" and "Cancel" buttons. The rest of the page, including the HKEX logo, page title, error message, and footer, remains the same.

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.

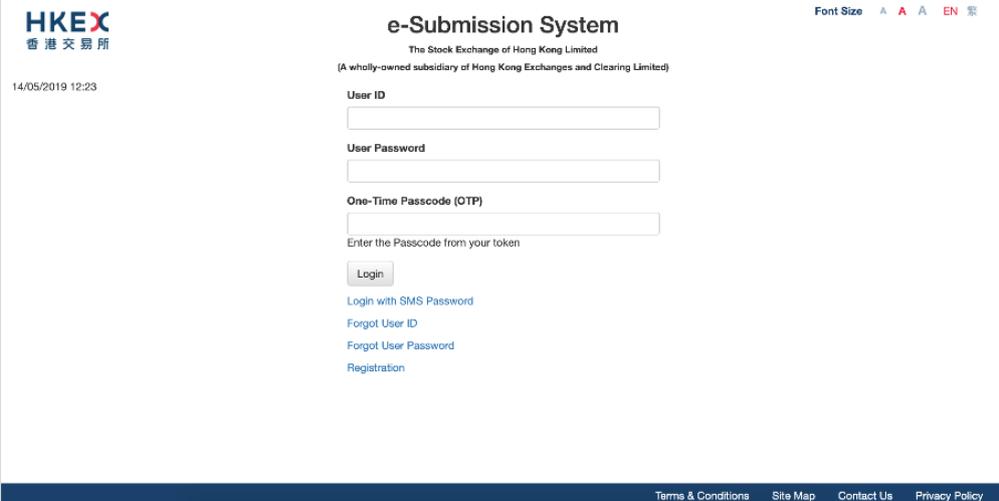
3. User Home page will be displayed.

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.

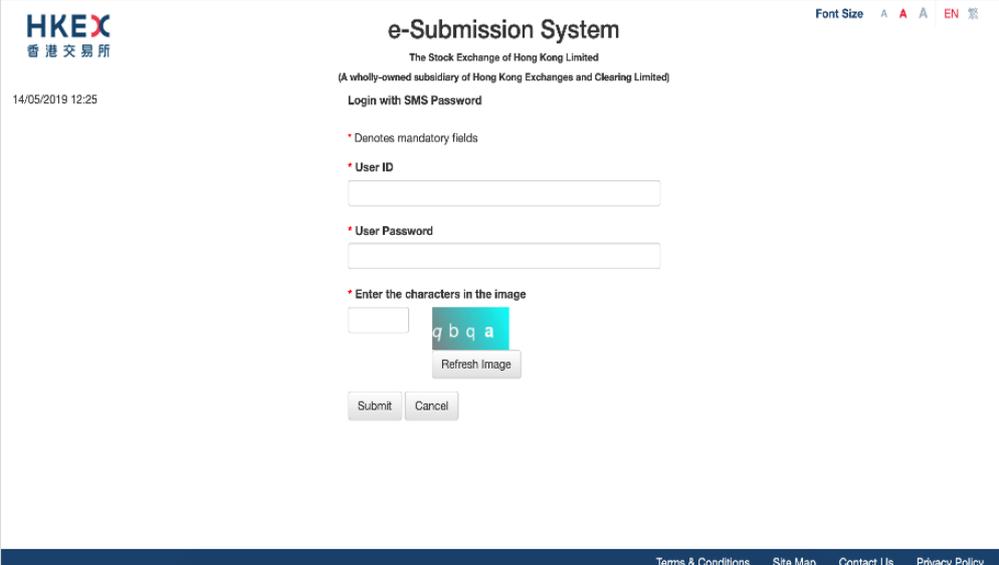
To login the ESS with SMS Password,

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



The screenshot shows the login page of the e-Submission System. The header includes the HKEX logo and the text 'e-Submission System'. Below the header, there is a date and time stamp '14/05/2019 12:23'. The main content area contains a login form with three input fields: 'User ID', 'User Password', and 'One-Time Passcode (OTP)'. Below the fields is a 'Login' button and several links: 'Login with SMS Password', 'Forgot User ID', 'Forgot User Password', and 'Registration'. The footer contains links for 'Terms & Conditions', 'Site Map', 'Contact Us', and 'Privacy Policy'.

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



The screenshot shows the login page of the e-Submission System with the 'Login with SMS Password' form. The header includes the HKEX logo and the text 'e-Submission System'. Below the header, there is a date and time stamp '14/05/2019 12:25'. The main content area contains a login form with three input fields: 'User ID', 'User Password', and a field for entering characters from a CAPTCHA image. The CAPTCHA image shows the characters 'q b q a'. Below the fields are 'Submit' and 'Cancel' buttons. The footer contains links for 'Terms & Conditions', 'Site Map', 'Contact Us', and 'Privacy Policy'.

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

HKEX
香港交易所

11/04/2019 11:36

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Your request has been submitted successfully.

Login with SMS Password

* Denotes mandatory fields

Please enter the One-Time Password sent to your mobile phone (last 4 digits "0768").

* One-Time Password

Login Cancel

Please click [HERE](#) if you did not receive the One-Time Password or if the One-Time Password has expired.

Terms & Conditions Site Map Contact Us Privacy Policy

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.

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e-Submission System Disclaimer Statement Liability and warranty disclaimer

THE E-SUBMISSION USER ACKNOWLEDGES THAT ANY USE OF OR RELIANCE UPON ANY PART OF THE E-SUBMISSION SYSTEM SHALL BE AT ITS SOLE RISK.

The e-Submission User further acknowledges that use of the e-Submission System is provided on an "AS IS, AS AVAILABLE" basis and without warranty of any kind, either express or implied. HKEx, its subsidiaries, associated companies and affiliates from time to time, and the directors, officers, employees, agents, and other representatives of HKEx or any companies aforementioned (collectively, the "Relevant Parties") assume no responsibility of any kind for any submission using or made through the e-Submission System.

By logging onto and/or continuing to use the e-Submission System and/or providing to a representative passwords to be used for submission of information, communication or other material provided to HKEx for the purpose of publication on the Website, the e-Submission User is fully responsible for all information, communication or other material provided to HKEx or SEHK through the e-Submission System. HKEx, SEHK and all other Relevant Parties shall not be liable or responsible (whether in tort, contract or otherwise) for any claim for any losses or damages of any kind (whether direct or indirect) whatsoever and howsoever arising from the use of or reliance upon the e-Submission System, or any related system or software, including any mishandling, omission, non-delivery, delay, negligent or unauthorised use of the e-Submission System or the e-Submission User's registered user ID(s), user password(s), passwords to be used for submission of information for publication and/or other e-Submission System related passwords. The e-Submission User acknowledges that it may only use the e-Submission System for lawful purposes. It shall not at any time submit any information, communication or other materials that are unlawful, obscene, defamatory, or infringe any intellectual property rights of any third party. Acknowledgement of the Terms and Conditions

Use of the e-Submission System is restricted to e-Submission Users and Authorised Persons. Unauthorised use is strictly prohibited. Use of the e-Submission System is governed by the Terms and Conditions from time to time in force. Once the e-Submission User has logged onto the e-Submission System, the e-Submission User will be deemed to have read and accepted the Terms and Conditions currently in force. HKEx (or itself and/or on behalf of SEHK) reserves the absolute right, at its sole discretion, to vary these Terms and Conditions in any way.

If you want to read the Terms and Conditions currently in force, please click [HERE](#).

Accept and Continue Exit

Terms & Conditions Site Map Contact Us Privacy Policy

2.4 Forgot User ID

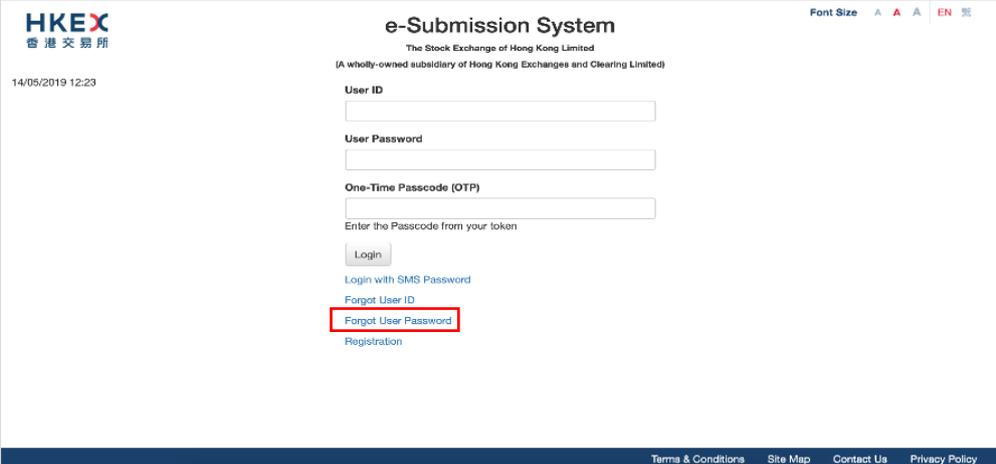
1. If you have forgotten your User ID, you may click Forgot User ID at the Main page.

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.



HKEX
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14/05/2019 12:23

e-Submission System
The Stock Exchange of Hong Kong Limited
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User ID

User Password

One-Time Passcode (OTP)

Enter the Passcode from your token

Login

Login with SMS Password

Forgot User ID

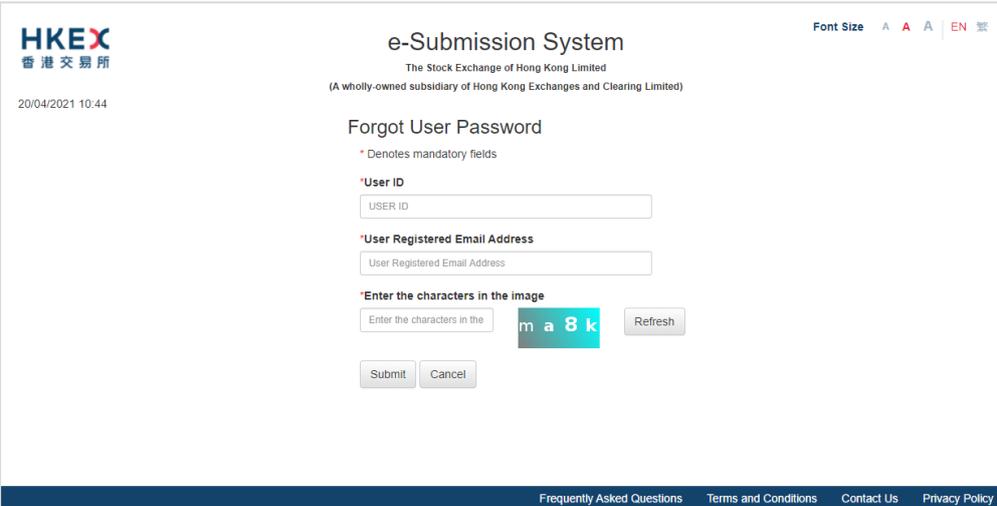
Forgot User Password

Registration

Font Size A A A EN 繁

Terms & Conditions Site Map Contact Us Privacy Policy

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



HKEX
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20/04/2021 10:44

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Forgot User Password

* Denotes mandatory fields

*User ID

*User Registered Email Address

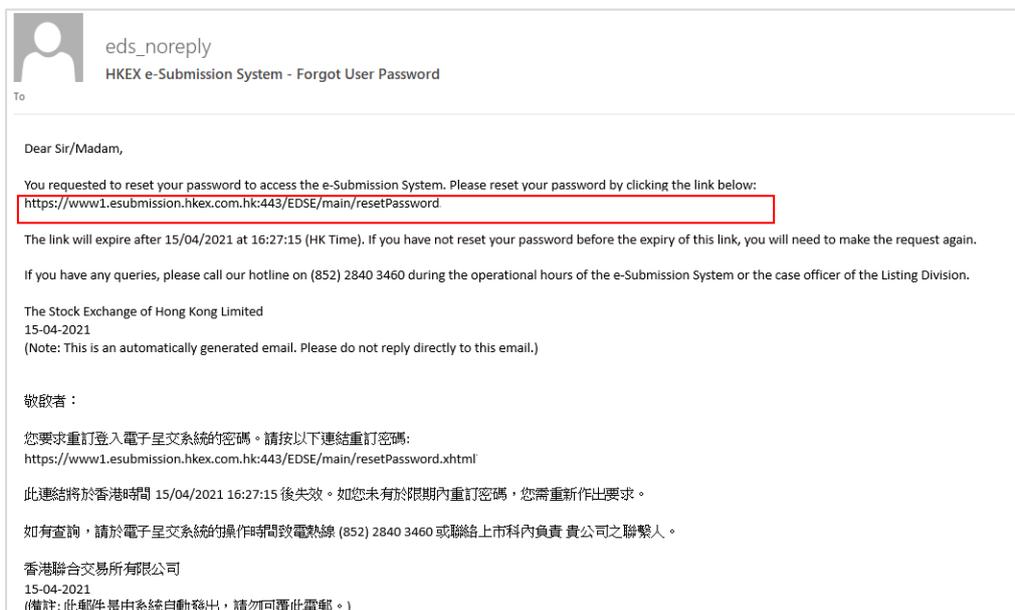
*Enter the characters in the image
Enter the characters in the  Refresh

Submit Cancel

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Font Size A A A EN 繁

- 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.



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

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e-Submission System
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20/04/2021 10:44

Forgot User Password

* Denotes mandatory fields

*User ID

*User Registered Email Address

*Enter the characters in the image
 m a 8 k

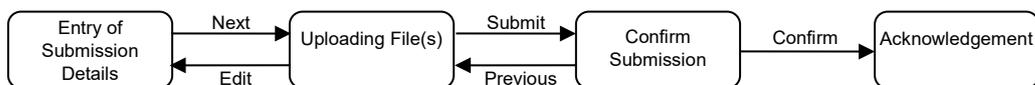
Frequently Asked Questions Terms and Conditions Contact Us Privacy Policy

- 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.

The screenshot shows the 'Listing Related Matter Document Submission' form in the e-Submission System. The form is titled 'Listing Related Matter Document Submission' and includes the following elements:

- Case Type:** Radio buttons for 'New Case / Non-Case' (selected) and 'Existing Case Number'.
- Subject Company Code:** Text input field containing 'LM12345'.
- Existing Case Number:** Text input field containing 'testing'.
- File(s) Upload:** A 'Choose Files' button and the text 'No file chosen'.
- List of File(s) Uploaded:** An empty table with columns for 'Document Type', 'Remark', and 'Filename'.
- Submit:** A 'Submit' button.
- Receive Submission Confirmation Email:** A checkbox that is currently unchecked.

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.

The screenshot shows the 'Listing Related Matter Document Submission' form with one file uploaded. The form is titled 'Listing Related Matter Document Submission' and includes the following elements:

- Case Type:** Radio buttons for 'New Case / Non-Case' (selected) and 'Existing Case Number'.
- Subject Company Code:** Text input field containing 'LM12345'.
- Existing Case Number:** Text input field containing 'testing'.
- File(s) Upload:** A 'Choose Files' button and the text 'No file chosen'.
- List of File(s) Uploaded:** A table with one entry:

Document Type	Remark	Filename
Please Select		cf1e.docx
- Remove:** A '[Remove]' button next to the filename.
- Submit:** A 'Submit' button.
- Receive Submission Confirmation Email:** A checkbox that is currently unchecked.

3. Click SUBMIT.

3.3 Confirm Submission

1. Review Submission Information. Click CONFIRM to submit.

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Home Document Submission E-Form Download Template Admin Logout

Welcome Tai Man Chan | 29/04/2020 09:32

Listing Related Matter Document Submission

Case Type New Case / Non-Case Existing Case Number 12345-123-123

Subject Company Code LM12345 testing

Document Type	Filename	Remark
Declaration and Undertaking Forms	cfile.docx	

Receive Submission Confirmation Email

Previous **Confirm**

3.4 Acknowledgement

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

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Home Document Submission E-Form Download Template Admin Logout

Welcome Tai Man Chan | 29/04/2020 09:32

Listing Related Matter Document Submission - Acknowledgement

Case Type New Case / Non-Case Existing Case Number 12345-123-123

Subject Company Code LM12345 testing

Document Type	Filename	Remark
Declaration and Undertaking Forms	cfile.docx	

Receive Submission Confirmation Email

OK

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.

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Home Document Submission E-Form Download Template Admin Logout

Welcome Tai Man Chan | 29/04/2020 09:32

Document Submission Log

Subject Company Code

Case No.

Submission Date From

To

Retrieve

Submission History

Case Type	Subject Company	Submitted By (Company)	Submitted By (Person)	Uploaded Documents	Date/Time Submitted
New / Non-Case	LM12345	LM12345 - ABCCompany	00008LUATL1	[Declaration and Undertaking Forms-cfile.docx]	27/04/2020 15:58:34

Total Number of Records : 1

<< < 1 > >>

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 Type¹. 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.

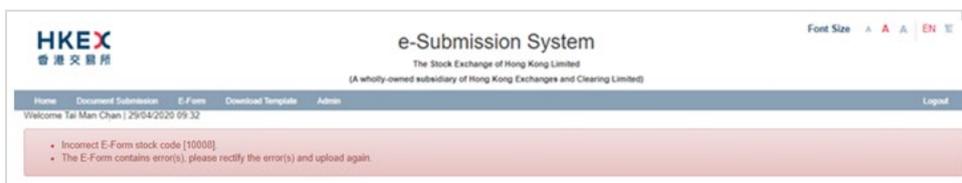
4. If your e-Form is relating to Meeting Notification, an additional selection box “Previous Related Submission” will be displayed. Related submission records (including submission number, meeting date time and meeting type) will be listed for your selection.
 - If the “Status” of the e-Form is “New”,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

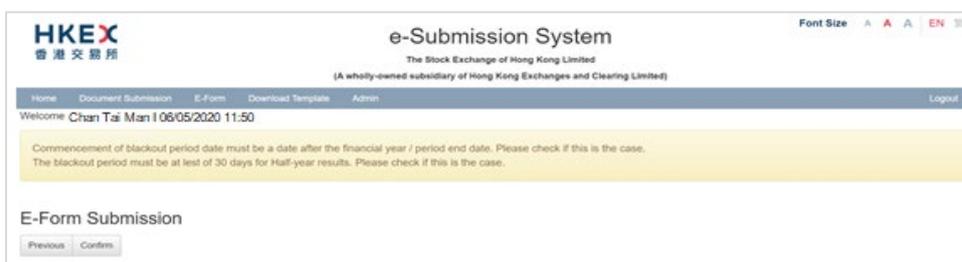
6. If you have uploaded more than 1 file, you should indicate the e-Form by clicking the radio button. Enter the Remark if necessary.

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.

E-Form Submission - Acknowledgement

Case Type: New Case / Non-Case Existing Case Number

Subject Company Code: LM12345 Company Name: ABC Company

Submission ID: EA-20200427-00001 Submission Date/Time: 27/04/2020 17:06

E-Form Document Type:

List of File(s) Uploaded	
Filename	Remark
BLACKOUT_PERIOD_NOTIFICATION_V1.0.0.pdf*	

* Denotes the file has been submitted as an E-Form.

Print OK

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.

The screenshot displays the 'e-Submission System' interface. At the top, there is a navigation bar with 'Home', 'Document Submission', 'E-Form', 'Download Template', and 'Admin'. The 'E-Form' tab is selected. Below the navigation bar, there is a search section for 'E-Form Submission Log'. It includes input fields for 'Subject Company Code', 'Case No.', 'Submission Date From' (with a date of 27/01/2020), and 'To' (with a date of 27/04/2020). A 'Retrieve' button is located below these fields. Below the search section, there is a 'Submission History' table with the following data:

Case Type	Subject Company	Submitted By (Company)	Submitted By (Person)	Uploaded Documents	Date/Time Submitted
New / Non-Case	LM12345	LM12345-ABC Company	00008LUATL1	BLACKOUT_PERIOD_NOTIFICATION_V1.0.0.pdf	27/04/2020 17:14:33
New / Non-Case	LM12345	LM12345-ABC Company	00008LUATL1	BLACKOUT_PERIOD_NOTIFICATION_V1.0.0.pdf	27/04/2020 17:06:18

Below the table, it shows 'Total Number of Records : 2' and a pagination control with a blue button labeled '1'.

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

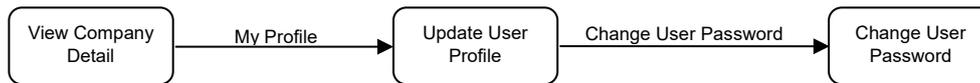
1. Select **Download e-Form Template** under **Download Template** from Main Menu.
2. Select e-Form Categories and Document Types (refer to Appendix C for the List of e-Form templates), then click SELECT.

The screenshot shows the 'Download E-Form Template' page in the e-Submission System. The page header includes the HKEX logo and the system name. The main content area has two dropdown menus for selecting an E-Form Category and an E-Form Document Type. The 'E-Form Categories' dropdown is set to 'New Applicants' and the 'E-Form Document Types' dropdown is set to 'Forms relating to Directors and Supervisors'. A 'Select' button is located below these dropdowns. Below the button, the text reads 'E-Form Template for: New Applicants'. A note at the bottom states: 'Note: At the file link, right click and select "Save Target As" to download the E-Form Template.'

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.

The screenshot shows the 'Download E-Form Template' page with a list of templates displayed below the 'Select' button. The list includes the following templates: 'Contact Details Form For Director / Supervisor / Authorised Representatives / Company Secretary / Compliance Officer', 'Director Undertaking (Main Board) (Non-H Share Company)', 'Director Undertaking (Main Board) (H Share Company)', 'Supervisor Undertaking (Main Board) (H Share Company)', 'Director Undertaking (GEM Board) (Non-H Share Company)', 'Director Undertaking (GEM Board) (H Share Company)', and 'Supervisor Undertaking (GEM Board) (H Share Company)'. A note at the bottom states: 'Note: At the file link, right click and select "Save Target As" to download the E-Form Template.'

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**.

The screenshot shows the 'Company Profile' page in the e-Submission System. The page header includes the HKEX logo and navigation links. The main content area is titled 'Company Profile' and contains a 'Company Details' section with various input fields for company information. At the bottom, there are three buttons: 'Amend Company Profile', 'My Profile', and 'Back to Home'.

8.2 Maintaining User Profile

8.2.1 View and Update User Profile

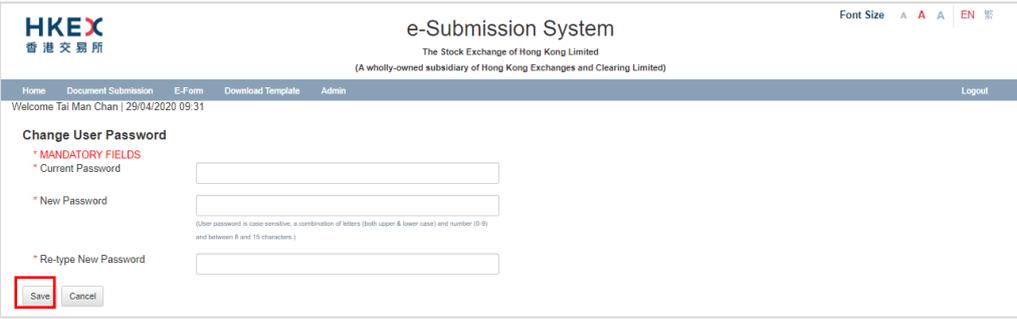
1. Select **Profile Admin** under **Admin** from Main Menu. On Company Details page, click **MY PROFILE**.
2. Your user profile will be displayed. The fields: Salutation, Position, Phone No., Mobile No. and Email can be amended as required. Other fields are displayed for reference only. Click **SAVE**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

The screenshot shows the 'User Profile - Edit' page in the e-Submission System. The page displays various user details in a form, including mandatory fields marked with an asterisk. At the bottom, there are three buttons: 'Save', 'Change User Password', and 'Cancel'.

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.



The screenshot shows the 'Change User Password' form in the e-Submission System. The form is titled 'Change User Password' and includes the following elements:

- Header: 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), Font Size, A A A, EN 港
- Navigation: Home, Document Submission, E-Form, Download Template, Admin, Logout
- Welcome message: Welcome Tai Man Chan | 29/04/2020 09:31
- Form fields:
 - * MANDATORY FIELDS
 - * Current Password
 - * New Password
 - * Re-type New Password
- Buttons: Save (highlighted with a red box), Cancel
- Footnote: (User password is case sensitive, a combination of letters (both upper & lower case) and number (0-9) and between 8 and 15 characters.)

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

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