



e-Submission System

User Manual

For

Publication Related Matters

December 2023

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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 (including submitter and approver) 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 of the 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.

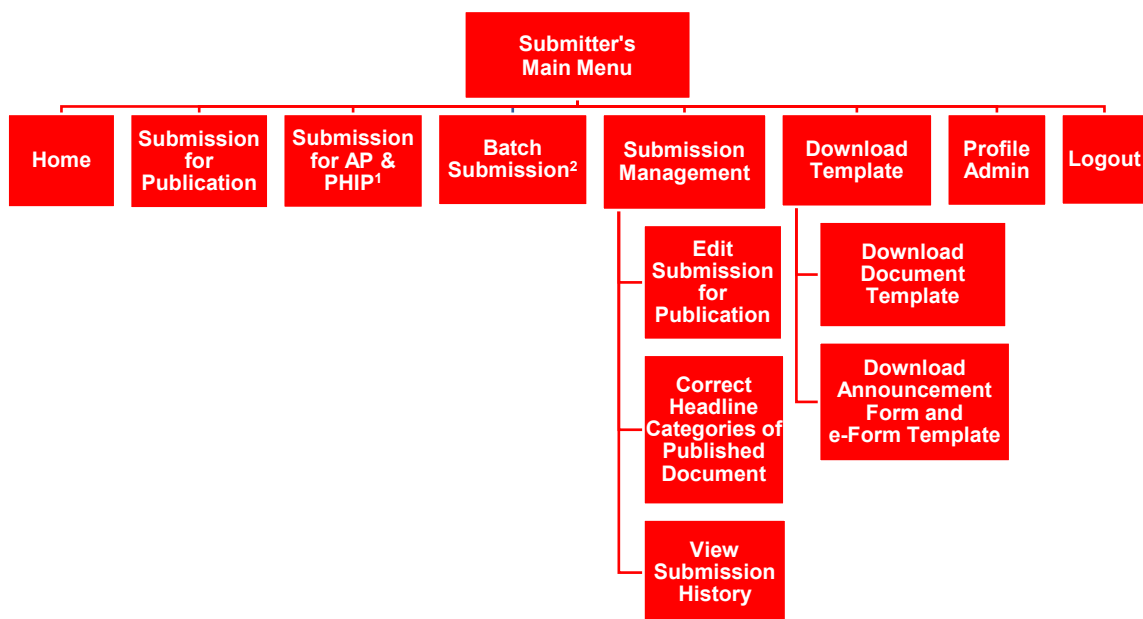
A login user should be defined as a Publication Related Matters user in order to use the functions as set out in this manual.

For Listing Related Matter users, please refer to User Manual for Listing Related Matters for further details.

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

1.2. Functions Menu for Publication Related Matters

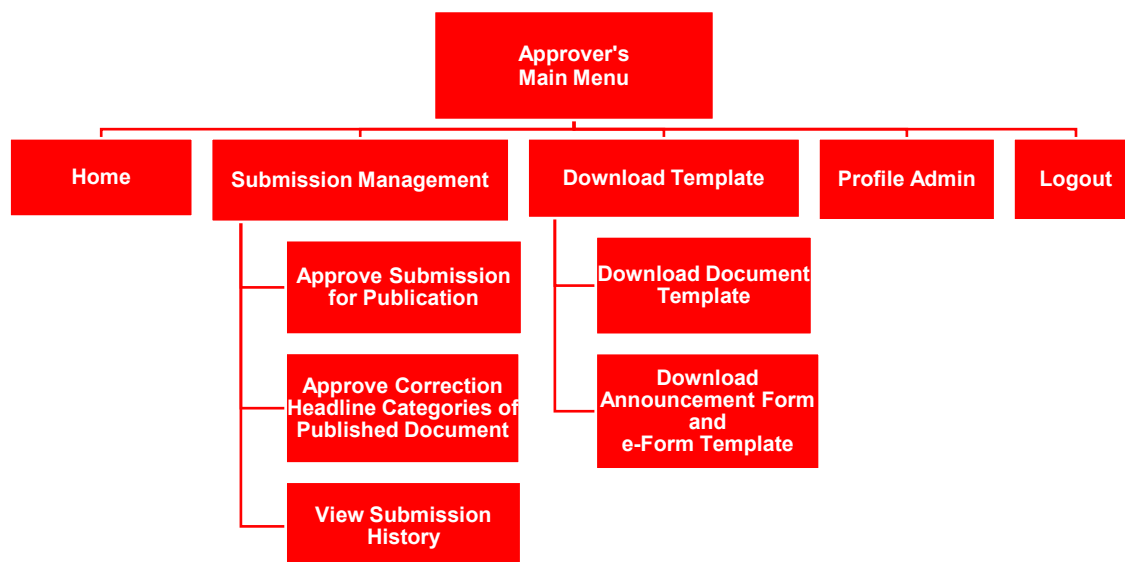
Submitter's Functions Menu



Notes:

1. Submission for Application Proof, OC Announcements, Post Hearing Information Pack and related materials ("Submission for AP & PHIP") is applicable to professional agents only.
2. Batch Submission is applicable to structured products issuers only.

Approver's Functions Menu



1.3. Site Conventions

Before Login

The screenshot shows the login interface of the e-Submission System. The header includes the HKEX logo and the system title. The main content area contains input fields for User ID, User Password, and One-Time Passcode (OTP), along with a Login button and links for SMS login, forgot credentials, and registration. A left panel displays the current date and time. The footer contains various links.

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 繁

14/05/2019 10:50

System Message

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](#)

Left Panel

Content Frame

Footer Links

[Terms & Conditions](#) [Site Map](#) [Contact Us](#) [Privacy Policy](#)

After Login

The screenshot shows the dashboard after a successful login. The header is similar to the login page. A main menu bar is present below the header, containing links to Home, Submission for Publication, Submission Management, Download Document Template, Profile Admin, and Logout. The main content area features a green banner with a System Message and a large Content Frame. The footer contains links to various user manuals and policies.

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Main Menu

[Home](#) [Submission for Publication](#) [Submission Management](#) [Download Document Template](#) [Profile Admin](#) [Logout](#)

Welcome Tai Man Chan | 14/05/2019 11:15


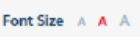

System Message

Content Frame

[Quick Ref \(Listing\)](#) [Quick Ref \(Publication\)](#) [User Manual \(Listing\)](#) [User Manual \(Publication\)](#) [User Manual \(Admin / Security Officer / DI user\)](#) [Terms & Conditions](#) [Site Map](#)

[Contact Us](#) [Privacy Policy](#)

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 to select the displayed language (i.e. English and Traditional Chinese).

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 to display the Function page content.

- Display the Login User Name and the system date/ time at the top left.
- The appointment detail (displayed for approvers only if the Appointment of Approvers function is enabled) including:-
 - [List of Appointed Approvers](#) - the hyperlink to the list of appointed approvers; and/or
 - Appointment Expire On - you will not be able to approve any submission after the expiry date/time; and/or
 - The No. of Submission Available – the number of submissions that you can approve.



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 to the e-Submission System (ESS) to submit 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

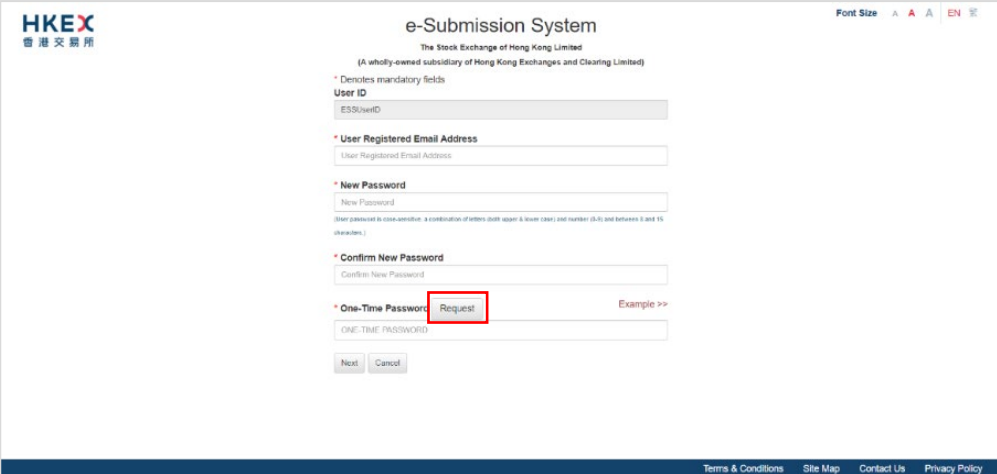
You need to set up your security token at your first-time login to the ESS. Before you logon to ESS website, you should download the software token application “SafeNet MobilePASS+” on your mobile device from App Store or Google Play.

2.1.1. User Activation and Token set-up (MobilePASS+)

1. On ESS Main 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.



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* Denotes mandatory fields

User ID
ESSUserID

User Registered Email Address
User Registered Email Address

New Password
New Password
(User password is case-sensitive: a combination of letters (both upper & lower case) and number (0-9) and between 8 and 16 characters.)

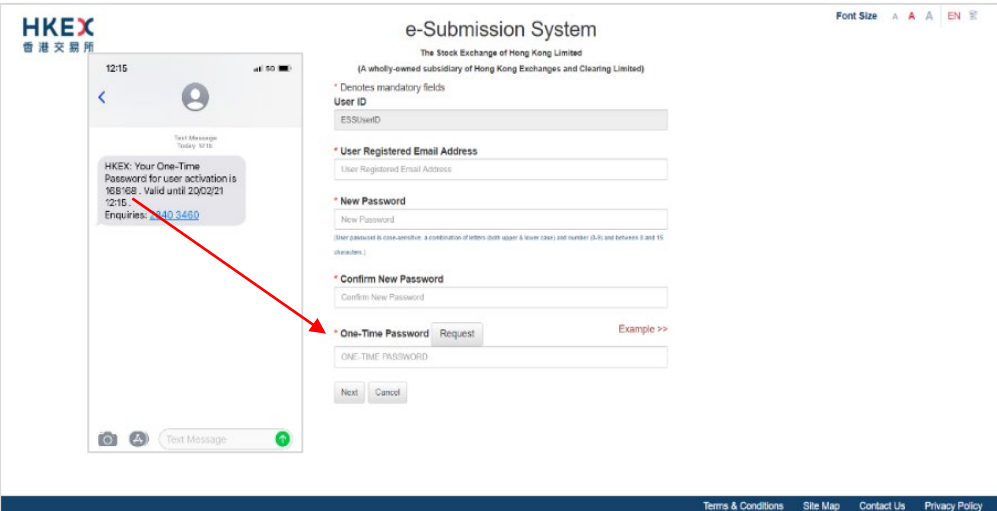
Confirm New Password
Confirm New Password

One-Time Password **Request** [Example >>](#)
ONE-TIME PASSWORD

[Next](#) [Cancel](#)

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



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* Denotes mandatory fields

User ID
ESSUserID

User Registered Email Address
User Registered Email Address

New Password
New Password
(User password is case-sensitive: a combination of letters (both upper & lower case) and number (0-9) and between 8 and 16 characters.)

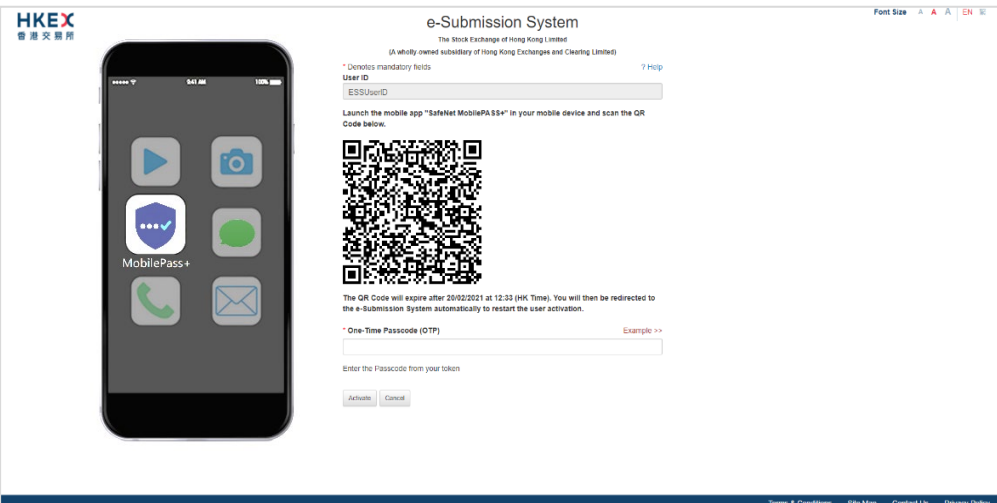
Confirm New Password
Confirm New Password

One-Time Password **Request** [Example >>](#)
ONE-TIME PASSWORD

[Next](#) [Cancel](#)

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




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* Denotes mandatory fields

User ID
ESSUserID

Launch the mobile app "SafeNet MobilePASS+" in your mobile device and scan the QR Code below.



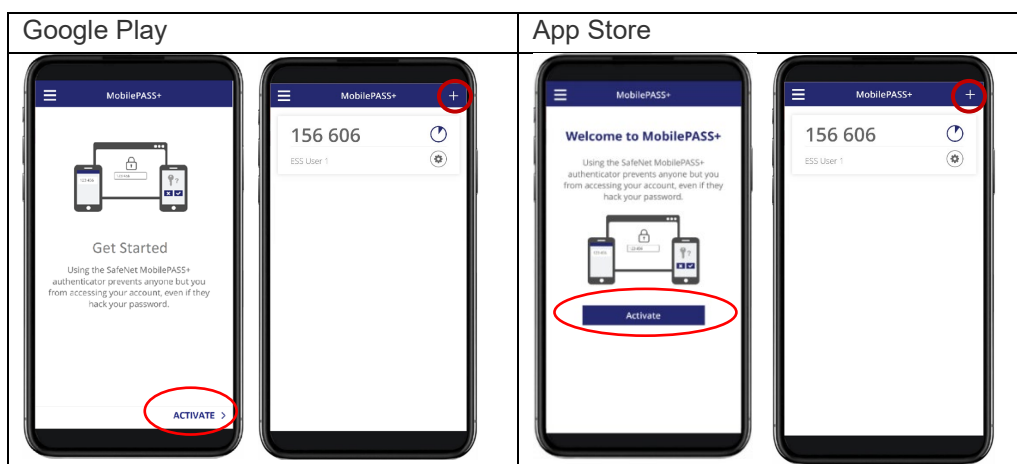
The QR Code will expire after 20/02/2021 at 12:33 (HK Time). You will then be redirected to the e-Submission System automatically to restart the user activation.

One-Time Password (OTP) [Example >>](#)
Enter the Password from your token

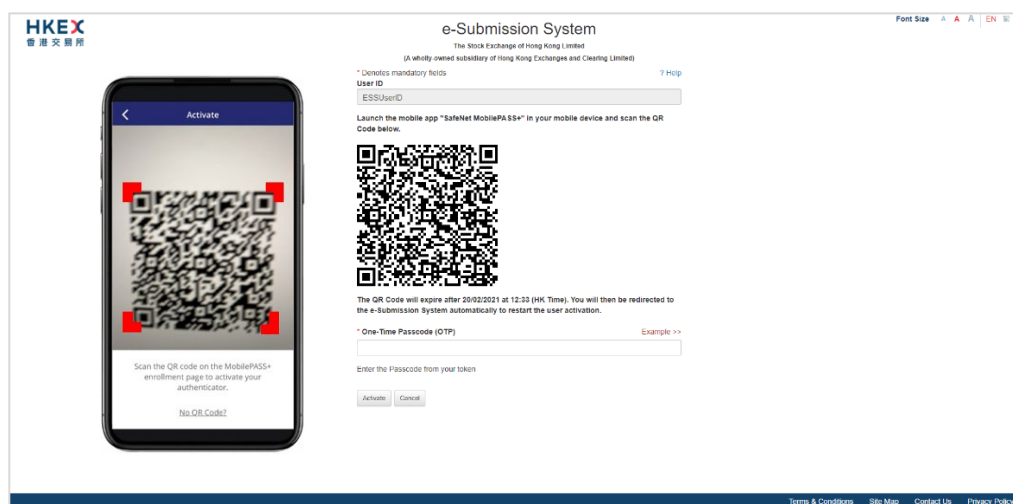
[Activate](#) [Cancel](#)

[Terms & Conditions](#) [Site Map](#) [Contact Us](#) [Privacy Policy](#)

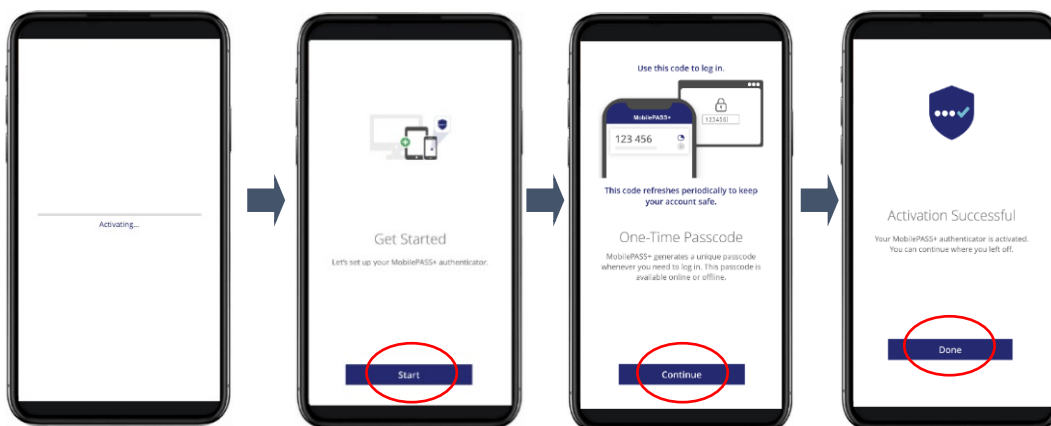
7. Tap “Activate” or “+” to create a new security token in your MobilePASS+.



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



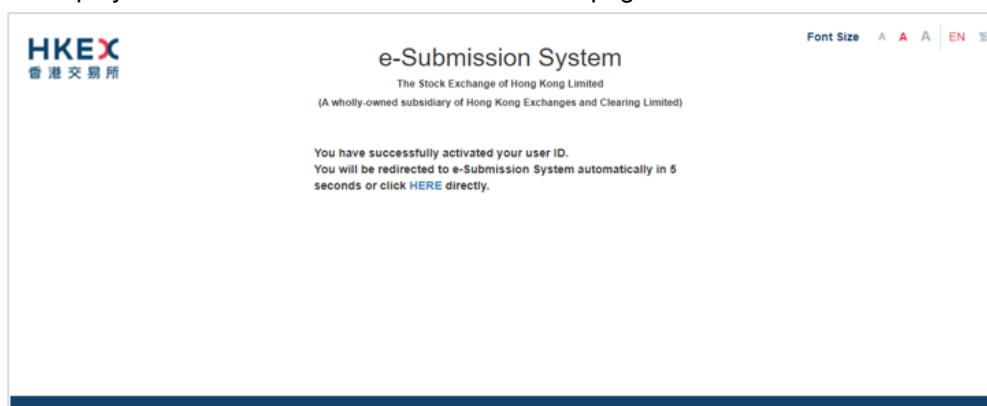
9. The token setup starts automatically. Follow the instructions on the screen, tap “Start” and “Continue”. When you’ve successfully set up your token, you will see a confirmation message. Tap “Done” to get a One-Time Password (OTP).




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. For easy identification, you may tap  to update the Display Name of each token.

2.2. Logging into the ESS

1. On the ESS Main page, enter your User ID, Password and One-Time Passcode (OTP) generated from the assigned 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. You will be asked 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.



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Font Size

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[A](#)

[A](#)

[EN](#)



Authentication failed. Please click [HERE](#) to reset your token.

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](#)

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Font Size

[A](#)

[A](#)

[A](#)

[EN](#)



* Denotes mandatory fields

User ID

* User Password

* One-Time Passcode (OTP)

Enter the Passcode from your token

Enter the next Passcode from your token

Confirm

Cancel


Terms & Conditions

Site Map

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2. Read the disclaimer statement carefully. 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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Font Size

[A](#)

[A](#)

[A](#)

[EN](#)



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

Accept and Continue

Exit

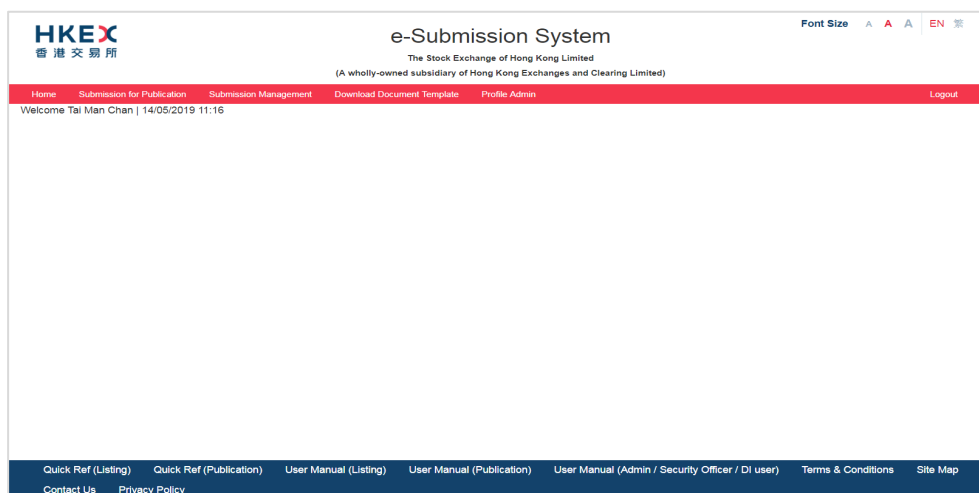
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3. User Home page will be displayed.

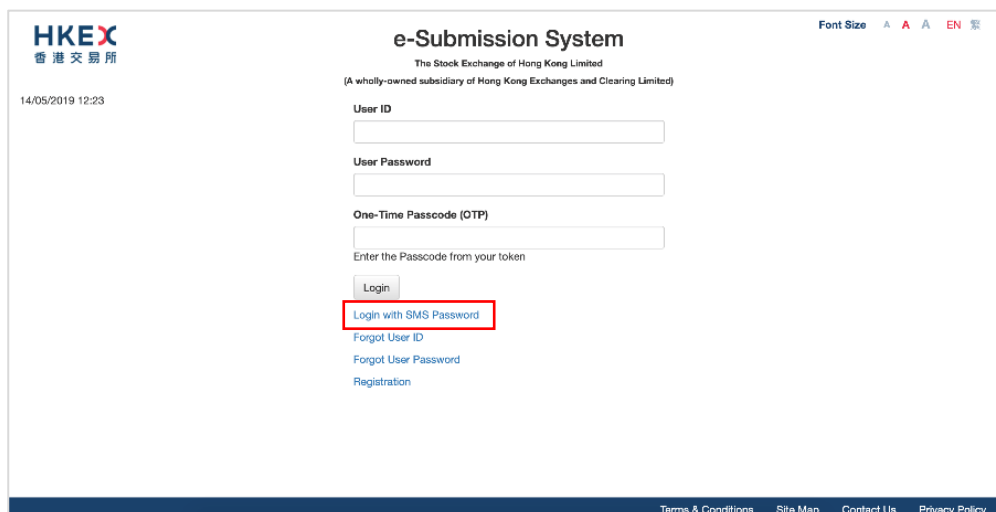


2.3. Login with SMS Password

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. Users 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 the user's registered mobile number.

To login the ESS with SMS Password,

1. Click "Login with SMS Password" on 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” on 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.

2.5. Forgot User Password

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

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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](#)

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

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20/04/2021 10:44


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Forgot User Password

* Denotes mandatory fields

*User ID

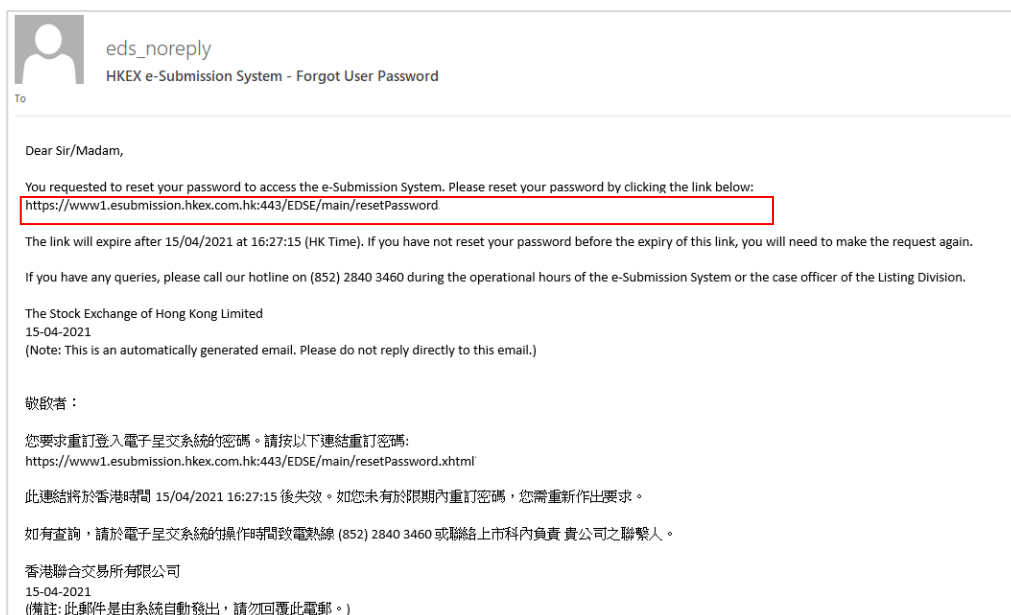
*User Registered Email Address

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

Submit Cancel

Frequently Asked Questions Terms and Conditions Contact Us Privacy Policy

- An email containing 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.



- The Reset Password page will be displayed. To reset your user password, input your User ID, New Password and Re-type New Password. Then, click SUBMIT.

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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
 

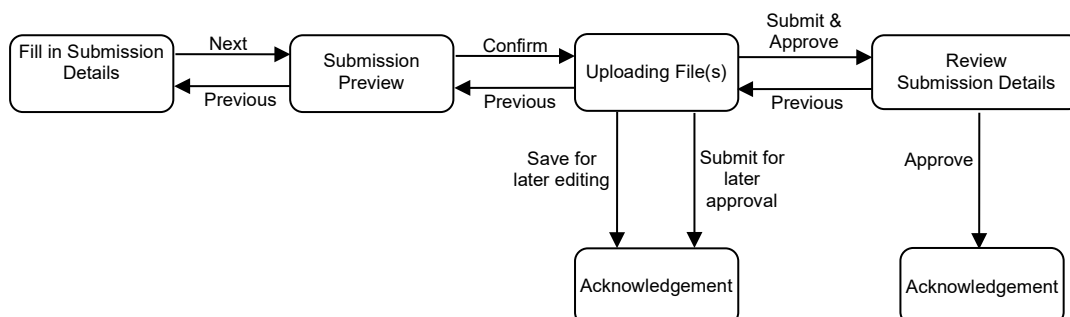
Frequently Asked Questions Terms and Conditions Contact Us Privacy Policy

- 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 and Approval of Documents for Publication



Submitters can follow the steps set out below to submit a document for publication.

3.1. Entry of Submission Details

1. Select **Submission for Publication** from the Main Menu bar.
2. The Submission Details page will be displayed. Fill in the submission details, including the Contact Information, Case Numbers (if applicable), Headline Categories, and Title(s) etc. Then, click NEXT.

The screenshot shows the 'Submission for Publication - Submission Details' page in the e-Submission System. The page includes a navigation bar with links like Home, Submission for Publication, Submission Management, Download Template, and Profile Admin. The main content area contains various input fields and sections:

- Contact Person:** Fields for Name, Contact Number, and Email.
- Stock Code of Related Issuer(s):** A list of stock codes with an 'Add' button.
- Self-defined Passcode:** A field for a passcode.
- Tier 1 Headline:** A dropdown menu with 'Announcements and Notices' selected.
- Tier 2 Headline:** A section titled 'Tier 2 Headline - Available Item(s)' with a list of transaction types (e.g., Auditors or INEDs Unable to Confirm Matters, Connected Transaction, etc.) and an 'Add' button.
- Tier 2 Headline - Selected Item(s):** A section for selecting items from the available list.
- English Title:** A text input field.
- Chinese Title:** A text input field.

At the bottom, there is a disclaimer about personal data collection and a 'Next' button.

Notes:

- Authorised Agent is required to input the Company Code of Represented Issuer.

Submission for Publication - Submission Details

* Denotes mandatory fields

Please complete the following (all input data must be in English, except for the field "Chinese Title"):

* Company Code of Represented Issuer
(Note: L1M00000 for Main Board Issuer, L1G00000 for GEM Issuer)

- You can set a Self-defined Passcode¹ to ensure the submission information can only be accessible by the users who have possession of the self-defined passcode.
- You should use the “Stock Code of Related Issuer(s)” in the following scenarios:-

| Types of Issuers | Use of the “Stock Code of Related Issuer(s)” | Required to update the “Related Stock Code List” before making submission* |
|---------------------------------|--|--|
| Equity issuers | <ul style="list-style-type: none"> - making a joint announcement with another listed issuer(s) - making an announcement concerning its related listed securities (e.g. RMB counter under the HKD-RMB dual counter model) | √ |
| Exchange Traded Product issuers | <ul style="list-style-type: none"> - making an announcement concerning its products (e.g. Exchange Traded Funds or Leveraged and Inverse Products) | √ |
| Debt Securities issuers | <ul style="list-style-type: none"> - making an announcement concerning its related debt securities | - |
| Structured Products issuers | <ul style="list-style-type: none"> - making an announcement concerning its related structured products | - |

*For the maintenance of the “Related Stock Code List”, please refer to the User Manual for Authorised Person, Administrator, DI User and Security Officer.

¹ A self-defined passcode is an optional field which provides an additional level of access control.

- Case sensitive, it should be 8 to 15 characters long containing Alpha-Numeric characters.
- Once the Self-defined Passcode is set, it can only be updated or removed by the original submitter. Other users of the company or its representing agent must provide the Self-defined Passcode to retrieve the submission for update or approve.
- The self-defined passcode will be removed automatically once the submission is approved.

- The debt securities of an equity issuer will be pre-loaded in the submission if they have been maintained in the “Related Stock Code List”. If you considered these debt securities are not necessary, you should remove them from the submission.

- You must select a Tier 1 Headline Category. Then, a list of corresponding Tier 2 Headline Categories will be displayed. You can select up to 30 Tier 2 Headline Categories by clicking the ADD button. You can change the order of the selected Tier 2 Headline Categories by drag-and-drop the Tier 2 Headline Categories upward or downward in the list.
- The English and Chinese Titles can input up to 500 characters.

3.2. Submission Preview

- Review the Headline Categories and Title(s). Then click CONFIRM.

3.3. Uploading File(s)

1. Click CHOOSE FILES to select the files to upload.

HKEX
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e-Submission System
The Stock Exchange of Hong Kong Limited
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Home Submission for Publication Submission Management Download Document Template Profile Admin Logout

Welcome Tai Man Chan | 03/04/2019 11:06

Submission for Publication - File(s) Upload

* Denotes mandatory fields
* File(s) Upload No file chosen

List of File(s) Pending Approval

| Filename |
|----------|
| |

Click **Save** to save the submission OR **Submit** to proceed for later approval OR **Submit & Approve** for approval now.

2. The uploaded files will be displayed under the “List of File(s) Pending Approval”. To preview the file content, click on the filename. To remove the file, click REMOVE next to the file.

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Home Submission for Publication Submission Management Download Document Template Profile Admin Logout

Welcome Tai Man Chan | 03/04/2019 11:31

Submission for Publication - File(s) Upload

* Denotes mandatory fields
* File(s) Upload No file chosen

List of File(s) Pending Approval

| Filename | |
|----------|--------------------------|
| E101.pdf | [Remove] |
| C101.pdf | [Remove] |

Click **Save** to save the submission OR **Submit** to proceed for later approval OR **Submit & Approve** for approval now.

3. Click SUBMIT & APPROVE for immediate approval.

Alternatively, you can click SAVE for later editing (refer to Section 4.1 “Edit Submission for Publication”) or click SUBMIT for later approval (refer to Section 4.2 “Approve Submission for Publication”).

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Home Submission for Publication Submission Management Download Document Template Profile Admin Logout

Welcome Tai Man Chan | 03/04/2019 11:31

Submission for Publication - File(s) Upload

* Denotes mandatory fields
* File(s) Upload No file chosen

List of File(s) Pending Approval

| Filename | |
|----------|--------------------------|
| E101.pdf | [Remove] |
| C101.pdf | [Remove] |

Click **Save** to save the submission OR **Submit** to proceed for later approval OR **Submit & Approve** for approval now.

3.3.1. Uploading Document in Split Files Format or Multiple Documents

If your document exceeds the file size limit (40MB), you should split the document into separate files, each containing logical sub-section within the specified limit, and submit the document in multiple files in one submission. Please refer to Appendices C to F for specifications of the document in multiple files format (e.g. financial report).

Or, if you have several documents that are related to the same headline categories, you may submit these documents in a single submission.



Follow the steps below to compile the document index for publication.



1. Click CHOOSE FILES to select the files to upload. You can select multiple files to upload. The uploaded files will be grouped according to its language and displayed in alphabetical order of filenames. Repeat until all files are uploaded.

2. Fill in Chapter Title for each file.

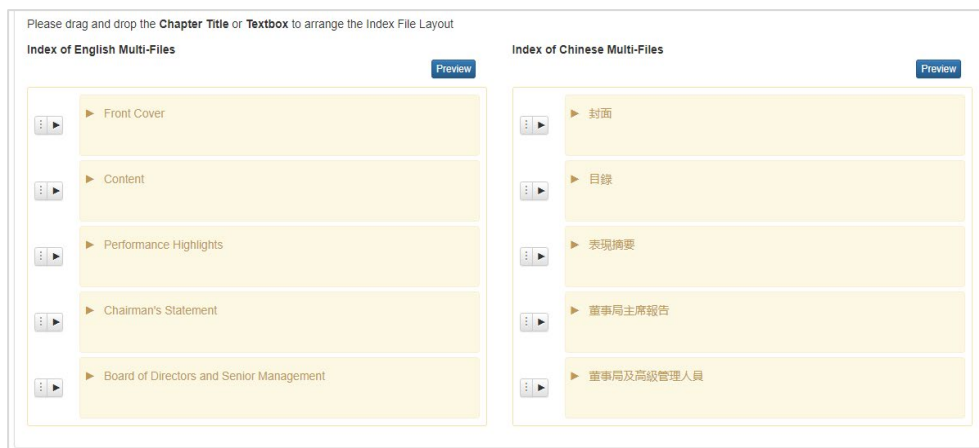
3. Input the information for the Index File Header, including the Stock Code, Document Name and Company Name. For company adopts multiple counters, its related stock codes may be put after the Company Name e.g. ABC Group Limited (stock codes: 1234 (HKD counter) and 81234 (RMB counter)).

4. Compile the Document Index - you can edit the layout by:
- a) Adding narrative boxes - you may add English or Chinese narrative box by clicking the corresponding ADD TEXTBOX button. The narrative box can input up to 500 characters.

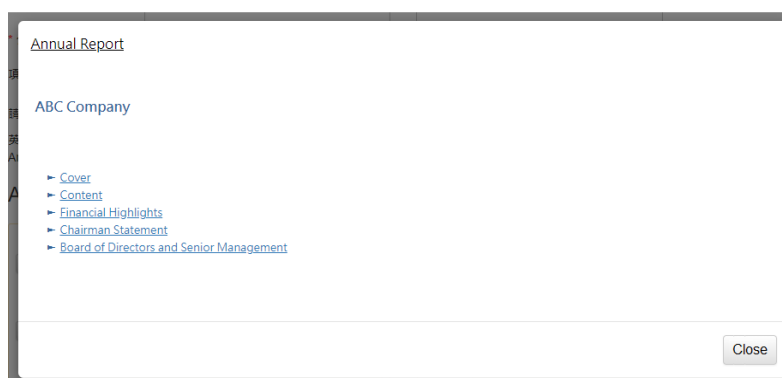
- b) Removing / Restoring bullets - you may remove a bullet by clicking  and restore a bullet by clicking  again. You may also change the bullet style, the selected bullet style will apply to the whole index page.

- c) Adjusting indentation - you may increase indentation by clicking . Click  back to the original position.

- d) Changing the order of Chapter Title - you may change the order by drag-and-drop of the selected chapter title.



5. Click PREVIEW to view the amalgamated document index. The preview function does not allow you to edit the document index. Should you find the content be incorrect, please close the preview function before making correction.



6. After you have compiled the document index, you can click SUBMIT & APPROVE for immediate approval. Alternatively, you can click SAVE for later editing or click SUBMIT for later approval.

3.3.2. Uploading Announcement Form or Return e-Form

You may refer to Appendix H for the types of announcement forms or Return e-Forms to be submitted for publication. Please always use the latest version (the version number is printed at the bottom right of each form) for submission, otherwise, system will not be able to process your submission and display error message.

1. Click CHOOSE FILES to select an announcement form or e-Form.

The screenshot shows the 'e-Submission System' interface. The header includes the HKEX logo and the text 'The Stock Exchange of Hong Kong Limited (A wholly-owned subsidiary of Hong Kong Exchanges and Clearing Limited)'. The navigation menu has links for Home, Submission for Publication, Submission Management, Download Template, Profile Admin, and Logout. The main content area is titled 'Submission for Publication - Announcement Form / e-Form Upload'. It contains a 'Choose File' button with the text 'No file chosen' next to it. Below this is a 'Form Type' dropdown menu with 'Please Select' as the current selection. At the bottom, there is a 'Filename' field and three buttons: 'Previous', 'Save', and 'Next'.

2. The uploaded announcement form or e-Form will be displayed under the “Uploaded Announcement Form / e-Form”.

This screenshot shows the same interface as the previous one, but now the 'Filename' field displays 'EF001_CASH_DIVIDEND.pdf' with a '[Remove]' link next to it. The 'Choose File' button still shows 'No file chosen'. The 'Form Type' dropdown remains at 'Please Select'. The 'Previous', 'Save', and 'Next' buttons are still present at the bottom.

3. Select “Form Type”.

This screenshot shows the 'Form Type' dropdown menu open, displaying a list of options: 'Please Select', 'EF001 - Cash Dividend', 'EF002 - Cash Dividend with Currency Option', 'EF003 - Cash Dividend with Scrip Option', and 'EF004 - Cash Dividend with Currency and Scrip Option'. The 'Filename' field still shows 'EF001_CASH_DIVIDEND.pdf' with a '[Remove]' link. The 'Choose File' button and other navigation buttons remain visible.

4. Select an option from “Previous Related Submission”. Previous Related Submission records (including Submission Number, published date & time and English/Chinese title) are listed for your selection.
 - For Announcement Form or Return e-Form which status is “New Submission”, you should select “Not Applicable”.
 - For Announcement Form which status is “Update to previous announcement” or “Withdrawal of proposed dividend” or “Withdrawal of proposed bonus issue”, you should select its previous submission record.
 - For Returns e-Form which status is “Resubmission”, you should select its previous submission record or “Others” if there is no appropriate option available.

5. Click NEXT to perform system validation. In the following situations, error or warning message will be displayed:-
 - Error message shows in the **red message box** to indicate your uploaded form contains incorrect information. You must remove the uploaded form, make corrections and upload again.

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

The screenshot shows the HKEX e-Submission System interface. At the top, there is a header with the HKEX logo and the text "e-Submission System". Below this, a navigation bar contains links: Home, Submission for Publication, Submission Management, Download Template, Profile Admin, and Logout. A welcome message "Welcome Tai Man Chan | 10/05/2021 17:19" is displayed. A yellow message box contains the following text:

- Record Date shall fall before Payment date
- Payment Date shall fall after Record date

Below the message box, the page title is "Submission for Publication - Announcement Form / e-Form Warning Message". At the bottom, there are two buttons: "Previous" and "Confirm".

- The validated form will be split into two ready-to-publish files (i.e. one in English and one in Chinese). To preview the content, you should save the file to your computer and then open it with Adobe Reader.

If you need to submit additional disclosure files, click "Choose Files" to select files to upload. Please refer to the steps set out in section 3.3.1 for uploading additional files.

The screenshot shows the HKEX e-Submission System interface. At the top, there is a header with the HKEX logo and the text "e-Submission System". Below this, a navigation bar contains links: Home, Submission for Publication, Submission Management, Download Template, Profile Admin, and Logout. A welcome message "Welcome Tai Man Chan | 10/05/2021 17:18" is displayed. The page title is "Submission for Publication - Announcement Form / e-Form Additional Disclosure File(s) Upload". Below the title, there is a section for "File(s) Upload" with a "Choose Files" button and the text "No file chosen". Below this, there is a section for "List of File(s) Pending Approval" with a table showing two files: "e_EF001_CASH_DIVIDEND.pdf" and "c_EF001_CASH_DIVIDEND.pdf", each with a "[Remove]" link. At the bottom, there is a message: "Click **Save** to save the submission OR **Submit** to proceed for later approval OR **Submit & Approve** for approval now." Below this message are four buttons: "Previous", "Save", "Submit", and "Submit & Approve".

- Click **SUBMIT & APPROVE** for immediate approval. Alternatively, click **SAVE** for later editing or click **SUBMIT** for later approval.

The screenshot shows the HKEX e-Submission System interface. At the top, there is a header with the HKEX logo and the text "e-Submission System". Below this, a navigation bar contains links: Home, Submission for Publication, Submission Management, Download Template, Profile Admin, and Logout. A welcome message "Welcome Tai Man Chan | 10/05/2021 17:18" is displayed. The page title is "Submission for Publication - Announcement Form / e-Form Additional Disclosure File(s) Upload". Below the title, there is a section for "File(s) Upload" with a "Choose Files" button and the text "No file chosen". Below this, there is a section for "List of File(s) Pending Approval" with a table showing two files: "e_EF001_CASH_DIVIDEND.pdf" and "c_EF001_CASH_DIVIDEND.pdf", each with a "[Remove]" link. At the bottom, there is a message: "Click **Save** to save the submission OR **Submit** to proceed for later approval OR **Submit & Approve** for approval now." Below this message are four buttons: "Previous", "Save", "Submit", and "Submit & Approve". Arrows point from the "Submit & Approve" button to three boxes: "Save for later editing", "Submit for later approval", and "Submit for immediate approval".

3.3.3. Uploading Documents on Display

For documents that are published to meet transaction disclosure obligations only², issuers are required to publish them for the time period prescribed by the Listing Rules. After the expiry of any relevant display period, issuers can remove the documents on display manually (refer to the Section 4.6 below).

The Exchange will not automatically remove the documents on display from the Exchange's website after a relevant display period has expired.

1. Click CHOOSE FILES to select the files to upload.

The screenshot shows the HKEX e-Submission System interface. The header includes the HKEX logo and the system name. The navigation bar contains links: Home, Submission for Publication, Submission Management, Download Document Template, Profile Admin, and Logout. The main content area is titled 'Submission for Publication - File(s) Upload'. It includes a 'Choose Files' button and a 'List of File(s) Pending Approval' section. The list has a table with columns for 'Filename' and 'Remove'. The table is currently empty. At the bottom, there are buttons for 'Previous', 'Save', 'Submit', and 'Submit & Approve'.

2. For a single document on display, the uploaded file(s) will be displayed under the “List of File(s) Pending Approval”. To preview the file content, click on the filename. The file will be opened with relevant application (e.g. Adobe). To remove the file, click REMOVE next to the file.

The screenshot shows the same HKEX e-Submission System interface, but now the 'List of File(s) Pending Approval' section contains two files. The table has two rows: one for 'E101.pdf' and one for 'C101.pdf'. Each row has a 'Remove' link next to the filename. The rest of the interface remains the same.

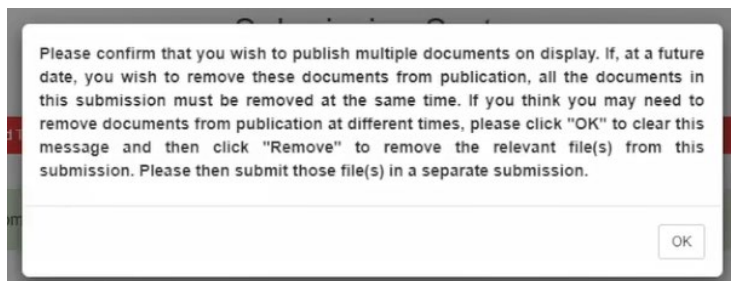
² Submission under the following headline categories:-

- Documents on Display; or
- Documents on Display (Debt Issuance Programmes); or
- Documents on Display (Debt Securities); or
- Documents on Display (Structured Products).

3. For multiple documents on display, a confirmation message box will be displayed.

If, at a future date, you wish to remove these documents from publication, all the documents in this submission must be removed at the same time. If you think you may need to remove documents from publication at different times, please remove the relevant file(s) from this submission and then submit those file(s) in separate submission.

Click OK to clear the message.



4. The uploaded files will be grouped according to their languages and displayed in alphabetical order of filenames. Fill in the Document Titles and Index Header to compile the document index for publication.

- a) Fill in Document Title for each file.

Submission for Publication - File(s) Upload

* Denotes mandatory fields
* File(s) Upload Choose Files No file chosen

[Remove]

| *English Document Title | | | *Chinese Document Title | | |
|-------------------------|------------------|----------|-------------------------|------------------|----------|
| <input type="text"/> | e Document 1.pdf | [Remove] | <input type="text"/> | c Document 1.pdf | [Remove] |
| <input type="text"/> | e Document 2.pdf | [Remove] | <input type="text"/> | c Document 2.pdf | [Remove] |

- b) Input the information for the Index File Header, including the Stock Code, Transaction Name and Company Name. For company with multiple counters, you may put stock codes after the Company Name e.g. ABC Group Limited (stock codes: 1234 (HKD counter) and 81234 (RMB counter)).

Index File Header

| | | |
|--------------------|---|---|
| Stock Code | <input type="text"/> | |
| * Transaction Name | English Transaction Name <input type="text"/> | Chinese Transaction Name <input type="text"/> |
| * Company Name | English Company Name <input type="text"/> | Chinese Company Name <input type="text"/> |

- c) You can edit the layout, such as arranging the order of the documents by drag-and-drop of the selected title. Click PREVIEW to view the document index.

Please drag and drop the **Document Title** or **Textbox** to arrange the Index File Layout

Index of English Multi-Files
Major Transactions

ABC Company (12345)

▶ Material Contract A

▶ Material Contract B

[Preview](#)

Index of Chinese Multi-Files
主要交易

ABC 公司 (12345)

▶ 重大合約A

▶ 重大合約B

[Preview](#)

- d) After you have compiled the document index, you can click **SUBMIT & APPROVE** for immediate approval or click **SAVE** for later editing or click **SUBMIT** for later approval.

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Home Submission for Publication Submission Management Download Template Profile Admin Logout

Welcome Tai Man Chan | 03/09/2021 09:53

You have uploaded more than one file in same language. This submission is regarded as multiple files submission.

Submission for Publication - File(s) Upload

* Denotes mandatory fields
* File(s) Upload [Choose Files](#) No file chosen

[Remove]

| *English Document Title | *Chinese Document Title |
|-------------------------|-------------------------|
| Material Contract A | 重大合約A |
| Material Contract B | 重大合約B |

Narrative box (i.e. No file linkage)

English Textbox [Add Textbox](#) Chinese Textbox [Add Textbox](#)

Index File Header

Stock Code: 12345

* Transaction Name: Major Transactions

* Company Name: ABC Company

Bullets Style: ▶

Please drag and drop the **Document Title** or **Textbox** to arrange the Index File Layout

Index of English Multi-Files
Major Transactions

ABC Company (12345)

▶ Material Contract A

▶ Material Contract B

[Preview](#)

Index of Chinese Multi-Files
主要交易

ABC 公司 (12345)

▶ 重大合約A

▶ 重大合約B

[Preview](#)

Save for later editing **Submit for later approval** **Submit for immediate approval**

Click **Save** to save the submission OR **Submit** to proceed for later approval OR **Submit & Approve** for approval now.

[Previous](#) [Save](#) [Submit](#) [Submit & Approve](#)

3.4. Approving Submission

1. The Approval page will be displayed after you click SUBMIT & APPROVE. Review the submission details. Should the approver find the submission details need to be amended, click PREVIOUS for submitter's amendment.

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Font Size A A A EN

Home Submission for Publication Submission Management Download Document Template Profile Admin Logout

Welcome Tai Man Chan | 23/01/2020 10:36

Submission for Publication - Approval

Please review the following submission details and enter Approval Credential:

| | | | |
|---------------------|---|----------------|----------|
| Contact Person | Chan Tai Man | Contact Number | 22221111 |
| English Issuer Name | XYZ Group Limited | | |
| Chinese Issuer Name | 丁巳己興業有限公司 | | |
| Tier 1 Headline | Announcements and Notices | | |
| Tier 2 Headline | Notice of EGM/SGM | | |
| | Closure of Books or Change of Book Closure Period | | |
| English Title | Notice of General Meeting | | |
| Chinese Title | 股東大會通知 | | |

List of File(s) Pending Approval

[e_01.pdf](#)
[c_01.pdf](#)

Approval Information

- Approver's ID:
- Approver's Password:
- Approver's One-Time Passcode:

2. To approve the submission, enter the Approver's User ID, User Password and One-Time Passcode³ generated from the Approver's Token. Click APPROVE.
3. A confirmation dialog box will be prompted. Click CONFIRM to approve.

HKEX
香港交易所

Font Size A A A EN

Home Submission for Publication Submission Management Download Document Template Profile Admin Logout

Welcome Tai Man Chan | 23/01/2020 10:36

Submission for Publication - Approval

Please review the following submission details and enter Approval Credential:


| | | | |
|---------------------|-------------------|----------------|----------|
| Contact Person | Chan Tai Man | Contact Number | 22221111 |
| English Issuer Name | XYZ Group Limited | | |
| Chinese Issuer Name | 丁巳己興業有限公司 | | |

Are you sure to approve this submission?

³ If you cannot retrieve One-Time Passcode from the token, you can request an SMS OTP for approval. Enter the Approver's ID and Approver's Password, then clicks REQUEST ONE-TIME PASSWORD button. The SMS OTP will be sent to the approver's registered mobile number via SMS.

3.5. Acknowledgement

1. If the approval has been successful, an acknowledgement page with status “Approved” will be displayed. **You should note the Submission Number shown on the page for future reference** or print this page for records.



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Font Size A A A EN

[Home](#) | [Submission for Publication](#) | [Submission Management](#) | [Download Document Template](#) | [Profile Admin](#) | [Logout](#)

Welcome Tai Man Chan | 14/05/2019 12:13

Submission for Publication - Acknowledgement

* Denotes mandatory fields
Your submission was successful! Please record the submission for future reference.

| | | | |
|---------------------|-------------------|----------------|--------------|
| Date/Time Submitted | 14/05/2019 12:14 | Submitted By | 88888PSUBMIT |
| Date/Time Approved | 14/05/2019 12:14 | Approved By | 88888APPROV |
| Submission Number | PROM-190514-00002 | Status | Approved |
| Contact Person | Chan Tai Man | Contact Number | 22221111 |

English Issuer Name: XYZ Group Ltd

Chinese Issuer Name:

Tier 1 Headline: Announcements and Notices

Tier 2 Headline: Notice of EGM/SGM

Closure of Books or Change of Book Closure Period:

English Title: Notice of General Meeting

Chinese Title: 股東大會通告

List of File(s) Uploaded

[E101.pdf](#)

[C101.pdf](#)

Print OK

4. Submission Management

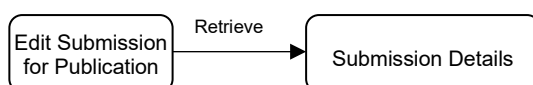
Submissions that have not been approved by the approver of the company or its authorised agent within 30 days following the submission will be automatically removed from the system.

The approved submission records will be automatically removed from the system after 120 days. Only the approved submission records relating to announcement forms, e-Forms and documents on display will be removed after 365 days.

The retention period may be changed without prior notice.

4.1. Edit Submission for Publication

Submission Management



Submitter can follow the steps set out below to edit a saved/rejected submission.

1. Select **Edit Submission for Publication** under **Submission Management**.
2. Enter the Submission Number and the Self-defined Passcode (if necessary) of the submission you wish to edit and click RETRIEVE.

The screenshot shows the 'e-Submission System' interface. At the top, there is a navigation bar with links: Home, Submission for Publication, Submission Management, Download Document Template, Profile Admin, and Logout. Below the navigation bar, the main content area is titled 'Edit Submission for Publication'. It includes a note: '* Denotes mandatory fields'. There is a label '* Submission Number' followed by a text input field. Below the input field is a 'Retrieve' button.

3. The Submission Details page will be displayed. Please refer to steps set out in Section 3 "Submission and Approval of Documents for Publication" or Section 6 "Submission and Approval for Application Proofs & PHIP" to continue the submission.

4.2. Approve Submission for Publication

Submission Management



Approver can follow the steps set out below to retrieve and approve submission.

1. Select **Approve Submission for Publication** under **Submission Management**.

2. Enter the Submission Number and the Self-defined Passcode (if necessary) of the submission you wish to approve and click RETRIEVE.

The screenshot shows the 'Approve Submission for Publication' interface. At the top, there's a header with the HKEX logo and navigation links. Below the header, a red bar contains 'Home', 'Submission Management', 'Download Document Template', 'Profile Admin', and 'Logout'. The main content area has a title 'Approve Submission for Publication' and a note '* Denotes mandatory fields'. A form field for 'Submission Number' is present, followed by a 'Retrieve' button which is highlighted with a red rectangular box.

3. Review the submission details. To approve the submission, enter the Approver's User Password and One-Time Passcode⁴ generated from the Approver's Token. Click APPROVE.

Should the approver find the submission details need to amend, clicks REJECT for submitter's amendment.

The screenshot shows the 'Submission for Publication - Approval' page. It displays submission details for 'XYZ Group Limited' (丁氏巴拿馬有限公司). Below the details, there's a 'List of File(s) Pending Approval' section with links to 'e_announcement.pdf' and 'c_announcement.pdf'. The 'Approval Information' section contains fields for 'Approver's Password' and 'Approver's One-Time Passcode', and buttons for 'Approve', 'Reject', and 'Cancel'. A diagram with blue and red arrows indicates the flow from the 'Approve' and 'Reject' buttons in the top right to the corresponding buttons in the 'Approval Information' section.

4. A confirmation dialog box will be prompted. Click CONFIRM to approve (or reject).

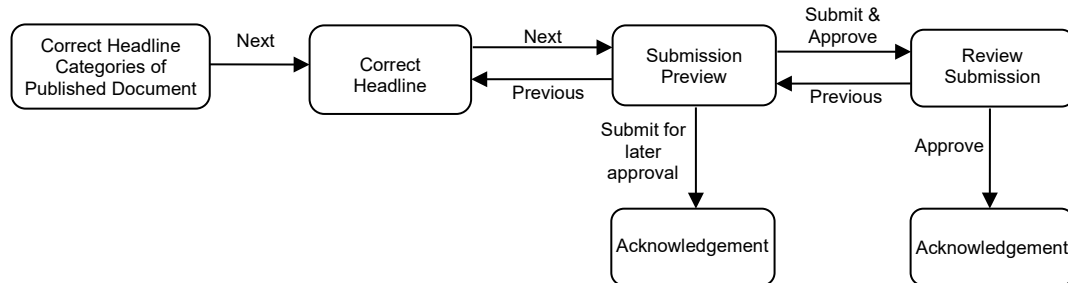
The screenshot shows a confirmation dialog box with the text 'Are you sure to approve this submission?'. At the bottom right, there are two buttons: 'Confirm' and 'Cancel'.

5. If the approval (or rejection) has been successful, an acknowledgement page with status "Approved" (or status "Rejected") will be displayed. **You should note the Submission Number shown on the page for future reference** or print this page for records.

⁴ See footnote 3

4.3. Correcting Headline Categories of Published Document

If the headline category of the published document (except announcement form, e-Form and documents on display) is found to be incorrect, you can only correct the headline once within 5 calendar days following the publication.



Submitter can follow the steps set out below to correct the headline categories.

1. Select **Correct Headline Categories of Published Document** under **Submission Management**.
2. Enter the Submission Number of the published document. Click RETRIEVE.

The screenshot shows the 'Correct Headline Categories of Published Document' page in the e-Submission System. The page has a red header with navigation links: Home, Submission for Publication, Submission Management, Download Document Template, Profile Admin, and Logout. Below the header, there is a search bar for the Submission Number and a 'Retrieve' button.

3. You can amend the Tier-1 and Tier-2 Headline Categories and change the order of the selected Tier-2 Headlines Categories. Then, click NEXT.

The screenshot shows the 'Correct Headline Categories of Published Document' page in the e-Submission System. The page includes a search bar for the Submission Number and a 'Retrieve' button. Below the search bar, there are form fields for Contact Person, Contact Number, Self-defined Passcode, Tier 1 Headline, and Tier 2 Headline. The Tier 2 Headline section includes a list of available items and a list of selected items. The page also includes a disclaimer and a 'Next' button.

- Review the revised Headline Categories. After you have confirmed the Headline Categories are correct, click SUBMIT.

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Home Submission for Publication Submission Management Download Document Template Profile Admin Logout

Welcome Tai Man Chan | 03/04/2019 15:12

Correct Headline Categories of Published Document - Submission Preview

The following information will be displayed on the HKEXnews/GEM website:

English Headline Categories:
(Headlines Revised) Financial Statements/ESG Information - [Annual Report / Environmental, Social and Governance Information/Report]

English Title:
Annual Report

中文標題類別:
(修改後標題) 財務報表/環境、社會及管治資料 - [年報 / 環境、社會及管治資料/報告]

中文標題:
年度報告

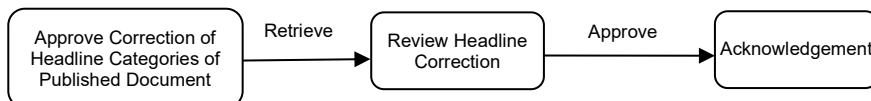
Submit for Later Approval Submit for Immediate Approval

Previous Submit Submit & Approve

- An acknowledgement page with status “Headline Correction Pending Approval” will be displayed. **You should note the Submission Number shown on the page for future reference** or print this page for records.

4.4. Approve Correction of Headline Categories of Published Document

Submission Management



Approver can follow the steps set out below approve correction of headline categories.

- Select **Approve Correction of Headline Categories of Published Document** under **Submission Management** from Main Menu.
- Enter the Submission Number and the Self-defined Passcode (if necessary) of the submission you wish to approve correction of headline categories. Click RETRIEVE.

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Home Submission Management Download Document Template Profile Admin Logout

Welcome Chan Tai Man | 03/04/2019 15:19

Approve Correction of Headline Categories Of Published Document

* Denotes mandatory fields

* Submission Number

Retrieve

- The approval page will be displayed. Review the corrected Headline Categories. Enter the Approver's User Password and One-Time Passcode⁵ generated from the Approver's Token. Click APPROVE.

Should the approver find the headline categories need to amend, click REJECT for submitter's amendment.

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Home Submission Management Download Document Template Profile Admin Logout

Welcome Hardware TOKEN P02 | 23/01/2020 12:20

Approve Correction of Headlines Categories Of Published Document - Approval

Please review the following submission details and enter Approval Credential:

Contact Person: Chan Tai Man Contact Number: 22221111

English Issuer Name: XYZ Group Limited

Chinese Issuer Name: 丁氏已集團有限公司

Tier 1 Headline: Financial Statements/ESG Information

Tier 2 Headline: Environmental, Social and Governance Information/Report

Annual Report

English Title: Annual Report

Chinese Title: 年度報告

List of File(s) Pending Approval

[e_announcement.pdf](#)

[c_announcement.pdf](#)

Approval Information

* Approver's Password

* Approver's One-Time Passcode

Approve Reject Cancel

Request One-Time Password

- A Confirmation dialog box will be prompted. Click CONFIRM to approve (or reject).

Are you sure to approve this submission?

Confirm Cancel

- If the approval (or rejection) has been successfully, an acknowledgement page with status "Headline Correction Approved" (or status "Headline Correction Rejected" for rejected submission) will be displayed. **You should note the Submission Number shown on the page for future reference** or print this page for records.

⁵ See footnote 3

4.5. View Submission History

You can access the unpublished submissions for the past 30 days. If the documents have been approved, you can only access their submission records for the past 120 days (365 days for published announcement forms, Return e-Forms and documents on display).

The submission history covers all submissions made by your company or the authorised agents of your company.

1. Select **View Submission History** under **Submission Management** from Main Menu.
2. To perform a submission search, you should select the Submission Type (“Submission for Publication” or “Submission for Documents on Display⁶”) and then specify other searching criteria, such as date range. Click SEARCH.

3. The search results will be displayed. You can access the submission by clicking on the Submission Number.

| Stock Code of Issuer | Tier 1 Headline & Title | Submission Number | Status | Submission Time & User ID | Approval/Rejection Time & User ID | Correction of Headline - Request Time & User ID | Correction of Headline - Approval/Rejection Time & User ID |
|----------------------|---|-------------------|------------------------------|-------------------------------|-----------------------------------|---|--|
| 12345 | Next Day Disclosure Returns NDDR | PRM-210901-00002 | Saved | 01/09/2021 15:51:25 12345PP01 | - | - | - |
| 12345 | Monthly Returns Monthly Returns | PRM-210817-00007 | Approved | 17/08/2021 18:28:38 12345PP01 | 17/08/2021 18:28:38 12345PP02 | - | - |
| 12345 | Announcements and Notices Final Results | PRM-210817-00006 | Headline Correction Approved | 17/08/2021 18:23:40 12345PP01 | 17/08/2021 18:23:40 12345PP02 | 17/08/2021 18:25:10 12345PP01 | 17/08/2021 18:25:10 12345PP02 |
| 12345 | Announcements and Notices Proposed Interim Dividend | PRM-210817-00003 | Approved | 17/08/2021 18:12:22 12345PP01 | 17/08/2021 18:12:22 12345PP02 | - | - |

Notes:

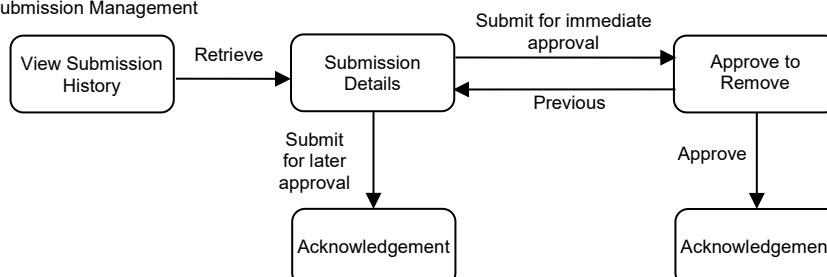
- The Submission Number is not clickable if user has no access rights (depending on the submission status) to the submission or the headline categories of the submission is (i) not allowed to amend or (ii) had been corrected or (iii) beyond 5 calendar days of publication.
- If a Self-defined Passcode is set up for the submission, submitter (other than the original submitter) or approver is required to provide the Self-defined Passcode in order to retrieve the submission details.

⁶ See footnote 2

4.6. Remove Documents on Display

After the expiry of any relevant display period prescribed by the Listing Rules, issuers can remove the documents on display manually from the system. Issuers should not do so before the expiry of the relevant display period.

Submission Management



Submitter can follow the steps set out below to remove the documents on display:-

1. Choose **View Submission History** under **Submission Management** from the Main Menu.
2. Select "Submission for Documents on Displays" from Submission Type and set the date range. Then, click SEARCH.

Submission History

* Denotes mandatory fields

* Submission Type:

Submission Number:

Stock Code of Issuer:

Last Modified Date From (DD/MM/YYYY): To:

Status:

Tier 1 Headline:

3. The search results will be displayed. Click on the Submission Number of the documents that you wish to remove.

| <div> <div> <div>HKEX</div> <div>香港交易所</div> </div> <div> <div>e-Submission System</div> <div>The Stock Exchange of Hong Kong Limited</div> <div>(A wholly-owned subsidiary of Hong Kong Exchanges and Clearing Limited)</div> </div> </div> <div>Font Size A A A EN</div> | | | | | | | |
|--|--|-------------------|----------------------------|-------------------------------|-----------------------------------|--|---|
| <div> <div>Home</div> <div>Submission for Publication</div> <div>Submission Management</div> <div>Download Template</div> <div>Profile Admin</div> </div> <div>Welcome Tai Man Chan 03/09/2021 10:04</div> <div>Logout</div> | | | | | | | |
| <div>Submission History</div> <div>* Denotes mandatory fields</div> <div>* Submission Type: <input type="text" value="Submission for Documents on Display"/></div> <div>Submission Number: <input type="text"/></div> <div>Stock Code of Issuer: <input type="text"/></div> <div>Last Modified Date From (DD/MM/YYYY): <input type="text" value="18/08/2021"/> To: <input type="text" value="18/08/2021"/></div> <div>Status: <input type="text" value="All"/></div> <div>Tier 1 Headline: <input type="text" value="All"/></div> <div><input type="button" value="Search"/></div> | | | | | | | |
| Stock Code of Issuer | Tier 1 Headline & Title | Submission Number | Status | Submission Time & User ID | Approval/Rejection Time & User ID | Documents Removal - Request Time & User ID | Documents Removal - Approval/Rejection Time & User ID |
| 12345 | Documents on Display (Debt Securities) Connected Transaction | PRM-210817-00004 | Approved | 17/08/2021 18:14:03 12345PP01 | 17/08/2021 18:14:03 12345PP02 | - | - |
| 12345 | Documents on Display Major Transactions | PRM-210817-00002 | Documents Removal Approved | 17/08/2021 15:56:04 12345PP01 | 17/08/2021 15:56:04 12345PP02 | 17/08/2021 17:55:52 12345PP01 | 17/08/2021 17:55:52 12345PP02 |
| 12345 | Documents on Display Major Transactions | PRM-210817-00001 | Pending Approval | 17/08/2021 15:26:39 12345PP01 | - | - | - |
| <div>Total Number of Records : 3</div> <div> <div><<</div> <div><</div> <div>1</div> <div>></div> <div>>></div> </div> | | | | | | | |

4. Review the submission details and make sure that you wish to remove all these files. You may click **SUBMIT & APPROVE FOR REMOVAL** for immediate approval or click **SUBMIT FOR REMOVAL** for later approval (refer to Section 4.6.1 below).

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Home Submission for Publication Submission Management Download Template Profile Admin Logout

Welcome Tai Man Chan | 02/09/2021 17:22

Remove Documents on Display

Contact Person: Chan Tai Man Contact Number: 2211 2211

Case Number:

English Issuer Name: ABC Company

Chinese Issuer Name: ABC 公司

Tier 1 Headline: Documents on Display

Tier 2 Headline:

English Title: Major Transactions

Chinese Title: 主要交易

List of File(s) Pending Removal

| Major Transactions | 主要交易 |
|--|--|
| ABC Company (12345) | ABC 公司 (12345) |
| ▶ Material Contract A ▶ Material Contract B | ▶ 重大合約A ▶ 重大合約B |

5. The approval page will be displayed after you click **SUBMIT & APPROVE FOR REMOVAL**. Approver enters his/her user ID, user password and one-time passcode⁷ generated from his/her token. Then click **APPROVE**.

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Home Submission for Publication Submission Management Download Template Profile Admin Logout

Welcome Tai Man Chan | 02/09/2021 17:22

Remove Documents on Display

Contact Person: Chan Tai Man Contact Number: 2211 2211

Case Number:

English Issuer Name: ABC Company

Chinese Issuer Name: ABC 公司

Tier 1 Headline: Documents on Display

Tier 2 Headline:

English Title: Major Transactions

Chinese Title: 主要交易

List of File(s) Pending Removal

| Major Transactions | 主要交易 |
|--|--|
| ABC Company (12345) | ABC 公司 (12345) |
| ▶ Material Contract A ▶ Material Contract B | ▶ 重大合約A ▶ 重大合約B |

Approval Information

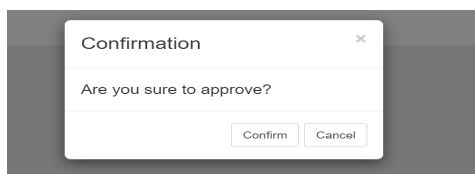
* Approver's ID:

* Approver's Password:

* Approver's One-Time Passcode:

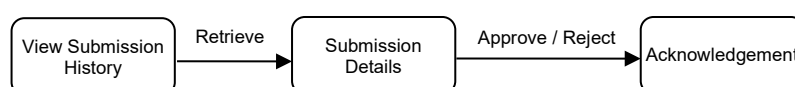
⁷ See footnote 3.

6. A confirmation dialog box will be prompted. Click CONFIRM to remove.



7. If the approval has been successfully, an acknowledgement page with status “Documents Removal Approved” will be displayed. **You should note the Submission Number shown on the page for future reference or print this page for records.**

4.6.1. Approve to Remove Documents on Display



Approver can follow the steps set out below to retrieve a submission for approval.

1. Choose **View Submission History** under **Submission Management** from the Main Menu.
2. Select “Submission for Documents on Display” and set the date range to search for the submission records. Click on the “Submission Number” of the documents that you wish to remove.

Submission History

* Denotes mandatory fields

* Submission Type:

Submission Number:

Status:

Stock Code of Issuer:

Tier 1 Headline:

Last Modified Date From (DD/MM/YYYY): To:

| Stock Code of Issuer | Tier 1 Headline & Title | Submission Number | Status | Submission Time & User ID | Approval/Rejection Time & User ID | Documents Removal - Request Time & User ID | Documents Removal - Approval/Rejection Time & User ID |
|----------------------|--|-------------------|------------------------------------|----------------------------------|-----------------------------------|--|---|
| 12345 | Documents on Display (Debt Securities) Connected Transaction | PRM-210817-00004 | Documents Removal Pending Approval | 17/08/2021 18:14:03 12345PP01 | 17/08/2021 18:14:03 12345PP02 | 03/09/2021 10:11:29 12345PP01 | - |
| 12345 | Documents on Display Major Transactions | PRM-210817-00002 | Documents Removal Approved | 17/08/2021 15:56:04 12345PP01 | 17/08/2021 15:56:04 12345PP02 | 17/08/2021 17:55:52 12345PP01 | 17/08/2021 17:55:52 12345PP02 |
| 12345 | Documents on Display Major Transactions | PRM-210817-00001 | Pending Approval | 17/08/2021 15:26:39 12345PP01 | - | - | - |

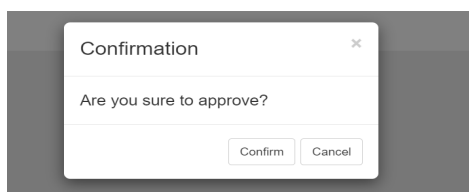
Total Number of Records : 3

- The approval page will be displayed. Review the submission details. To approve the documents removal, enter the Approver's Password and Approver's One-Time Passcode⁸ generated from the approver's token. Then click APPROVE.

If you think these documents should not be removed from publication at this stage, you should click REJECT to cancel the request. Submitter can re-submit the request as and when appropriate for the document removal.

The screenshot displays the 'Remove Documents on Display' interface of the HKEX e-Submission System. It includes a header with the HKEX logo and navigation links. The main section contains a form for submission details, including contact information, case number, and document titles. Below this is a 'List of File(s) Pending Removal' section showing a table with columns for file names and submission numbers. Two large buttons, 'Approve' and 'Reject', are overlaid on the page. Arrows from these buttons point to the 'Approver's Password' and 'Approver's One-Time Passcode' input fields in the 'Approval Information' section at the bottom. The 'Approval Information' section also includes a 'Request One-Time Password' link and 'Approve', 'Reject', and 'Cancel' buttons.

- A confirmation dialog box will be prompted. Click CONFIRM to approve (or reject).



- If the approval (or rejection) has been successful, an acknowledgement page with status "Documents Removal Approved" (or status "Documents Removal Rejected") will be displayed. **You should note the Submission Number shown on the page for future reference or print this page for records.**

⁸ See footnote 3

5. Submissions related to Structured Products Issuers

5.1. Document Submission

1. Select **Submission for Publication** from the Main Menu.
2. The Submission Details page will be displayed. The contact information is pre-filled according to the login user's profile. Add related stock codes (if applicable), select the Tier 1 and Tier 2 Headline Categories, and input the English & Chinese Titles.

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Home Submission for Publication Submission Management Download Document Template Profile Admin Logout

Welcome Tai Man Chan | 14/05/2019 11:27

Submission for Publication - Submission Details

* Denotes mandatory fields

Please complete the following (all input data must be in English, except for the field "Chinese Title"):

Select Submission Template

* Contact Person * Contact Number

Stock Code of Related Issuer(s)

Self-defined Passcode
(Not applicable for the approval in a single session and only accept 0-12 alphanumeric characters.)

* Tier 1 Headline

* Tier 2 Headline

Tier 2 Headline - Available Item(s)

Callable Bull/Bear Contracts (CBBC)
Additional Information - Exotic CBBC
Adjustment to Terms and Conditions - CBBC
Base Listing Document - CBBC
Daily Trading Report - CBBC
Expiry Announcement - CBBC
Inside Information - CBBC
Launch Announcement - CBBC
Liquidity Provision Service - CBBC
Market Disruption Event - CBBC

Tier 2 Headline - Selected Item(s)

English Title

Chinese Title

By clicking on Next I confirm that the individual(s) whose personal data is disclosed in my use of this application consent to the processing of their personal data in accordance with the [HKEX Privacy Policy](#).

Notes:

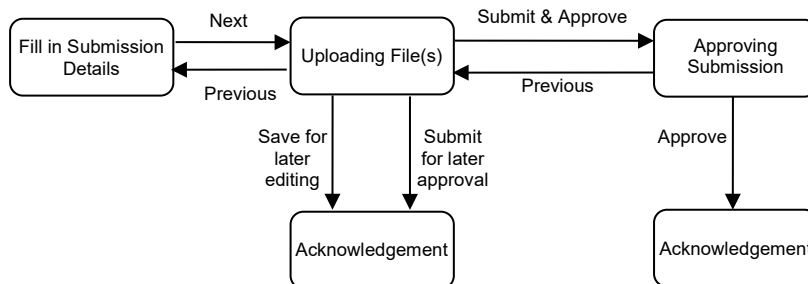
- You may add a Self-defined Passcode for the submission.
- The English and Chinese Titles will be auto-generated if the following Tier 2 Headlines under “Debt and Structured Product” are selected. Submitter should review and update (if necessary) the system-generated titles.

| # | Tier 2 Headlines | Auto-generated Titles |
|---|--|---|
| 1 | Launch Announcement – DW & Supplemental Listing Document - DW | <p>English Title: Launch Announcement and Supplemental Listing Document for Non-Collateralised Derivative Warrants in relation to stock code Stock Code¹ issued by Issuer Name²</p> <p>Chinese Title: Issuer Name²發行的無抵押認股權證代號 Stock Code¹之推出公佈及補充上市文件</p> |
| 2 | Launch Announcement – CBBC & Supplemental Listing Document - CBBC | <p>English Title: Launch Announcement and Supplemental Listing Document for CBBCs in relation to stock code Stock Code¹ issued by Issuer Name²</p> <p>Chinese Title: Issuer Name²發行的可贖回牛熊證代號 Stock Code¹之推出公佈及補充上市文件</p> |
| 3 | Expiry Announcement – CBBC | <p>English Title: Notice of Occurrence of Mandatory Call Event & Early Expiry in relation to stock code Stock Code¹ issued by Issuer Name²/ Notice of Valuation of Mandatory Call Payoff in relation to stock code Stock Code¹ issued by Issuer Name²</p> <p>Chinese Title: Issuer Name²發行的可贖回牛熊證代號 Stock Code¹之強制贖回事件及提早到期通告 / Issuer Name²發行的可贖回牛熊證代號 Stock Code¹的剩餘價值之估值通告</p> |
| 4 | Expiry Announcement – CBBC & Residual Value (Announcement Form) – CBBC | <p>English Title: Notice of Valuation of Mandatory Call Payoff in relation to stock code Stock Code¹ issued by Issuer Name²</p> <p>Chinese Title: Issuer Name²發行的可贖回牛熊證代號 Stock Code¹的剩餘價值之估值通告</p> |
| <p>¹ The Stock Code(s) is retrieved from the “Stock Code of Related Issuer(s)” fields of the submission. If you have subsequently removed any stock code(s) from the “Stock Code of Related Issuer(s)” fields, you should make corresponding amendment in the auto-generated titles.</p> <p>² The Issuer Name is maintained by your company’s Administrator, please refer to the section “Edit Issuer Name” in the User Manual for Authorised Person, Administrator, Security Officer and DI user for detail.</p> | | |

- Click NEXT. The submission preview page will be displayed. Please refer to the above Section 3.2 Submission Preview for subsequent procedure.

5.2. Applying Submission Template for Document Submission

Submission template can be applied to a single document submission or a batch of submissions (refer to Section 5.3 below). Before applying the template to the submission, your Company's Administrator should define the submission templates⁹; ensuring all the required information (such as headline categories and submission titles) is duly completed.



Submitters can follow the steps set out below to submit a document by using a submission template.

1. Choose **Submission for Publication** from Main Menu.
2. The Submission Details page will be displayed. Select a Submission Template. The submission details will be filled in according to the selected submission template.

The screenshot shows the 'Submission for Publication - Submission Details' page in the e-Submission System. The page has a red header bar with the HKEX logo and navigation links: Home, Submission for Publication, Batch Submission, Submission Management, Download Template, Profile Admin, and Logout. Below the header, it says 'Welcome Tai Man Chan | 02/09/2021 17:36'. The main content area is titled 'Submission for Publication - Submission Details' and includes a note: '* Denotes mandatory fields'. Below this, it says 'Please complete the following (all input data must be in English, except for the field "Chinese Title"):' and shows a form with a red border around the 'Select Submission Template' dropdown menu. Below the dropdown are input fields for '* Contact Person' (Tai Man Chan) and '* Contact Number' (2222 1111).

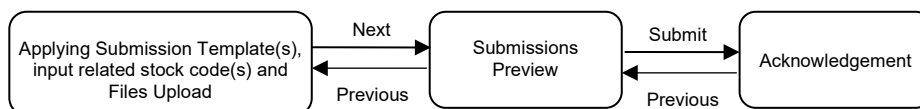
3. Input the relevant stock code(s). Review and edit the submission details if necessary.
4. Click NEXT. The Upload File(s) page will be displayed¹⁰. Refer to the above Section 3.3 "Uploading File(s)" for subsequent procedure.

⁹ Administrator of structured products issuers can create up to 12 submission templates. For detail instruction, please refer to the "User Manual for Authorised Person, Administrator, DI User and Security Officer".

¹⁰ The Submission Preview pages will be skipped when submission template is applied.

5.3. Applying Submission Template(s) for Batch Submissions

You can submit up to 10 submissions in one go by using the Batch Submission function. Before applying the templates to the submissions, your Company's Administrator should define the submission templates¹¹; ensuring all the required information (such as headline categories and titles) is duly completed. This information cannot be edited during the submission.



Submitters can follow the steps set out below to submit up to 10 submissions in one go.

1. Select **Batch Submission** from the Main Menu.
2. The Submission Details page will be displayed. Click CHOOSE FILES to select files to upload. You can select multiple files for uploading. If required, add a self-defined passcode¹². This self-defined passcode will apply to all your submissions in this batch.

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Home Submission for Publication Batch Submission Submission Management Download Template Profile Admin Logout

Welcome Tai Man Chan | 02/09/2021 17:38

Batch Submission - Submission Details and Files Upload

* Denotes mandatory fields

* File(s) Upload No file chosen Self-defined Passcode

| # | Select Submission Template | Stock Code of Structured Products (separated by a comma ",") | List of File(s) Pending Approval | |
|----|--|--|--|--|
| 1 | <input type="text" value="Please Select"/> | <input type="text"/> | English File <input type="text"/> Chinese File <input type="text"/> | <input type="button" value="[Clear]"/> |
| 2 | <input type="text" value="Please Select"/> | <input type="text"/> | English File <input type="text"/> Chinese File <input type="text"/> | <input type="button" value="[Clear]"/> |
| 3 | <input type="text" value="Please Select"/> | <input type="text"/> | English File <input type="text"/> Chinese File <input type="text"/> | <input type="button" value="[Clear]"/> |
| 4 | <input type="text" value="Please Select"/> | <input type="text"/> | English File <input type="text"/> Chinese File <input type="text"/> | <input type="button" value="[Clear]"/> |
| 5 | <input type="text" value="Please Select"/> | <input type="text"/> | English File <input type="text"/> Chinese File <input type="text"/> | <input type="button" value="[Clear]"/> |
| 6 | <input type="text" value="Please Select"/> | <input type="text"/> | English File <input type="text"/> Chinese File <input type="text"/> | <input type="button" value="[Clear]"/> |
| 7 | <input type="text" value="Please Select"/> | <input type="text"/> | English File <input type="text"/> Chinese File <input type="text"/> | <input type="button" value="[Clear]"/> |
| 8 | <input type="text" value="Please Select"/> | <input type="text"/> | English File <input type="text"/> Chinese File <input type="text"/> | <input type="button" value="[Clear]"/> |
| 9 | <input type="text" value="Please Select"/> | <input type="text"/> | English File <input type="text"/> Chinese File <input type="text"/> | <input type="button" value="[Clear]"/> |
| 10 | <input type="text" value="Please Select"/> | <input type="text"/> | English File <input type="text"/> Chinese File <input type="text"/> | <input type="button" value="[Clear]"/> |

¹¹ See footnote 9.

¹² See footnote 1.

3. All the uploaded files will be listed under the “File Selection Boxes” according to their languages. For each submission, select a submission template, input the relevant stock codes of structured products (if applicable and separated by comma) and assign an English and/or Chinese file(s).

Each file can be assigned to one submission only. If you have accidentally assigned the same file to two different submissions, your previous assignment will be cleared automatically. You will need to re-assign a file for that submission. After you have completed the required information, click NEXT.

If you leave the submission page, all the submission details will not be saved.

Batch Submission - Submission Details and Files Upload

* Denotes mandatory fields

* File(s) Upload No file chosen

| # | Select Submission Template | Stock Code of Structured Products (separated by a comma ",") | List of File(s) Pending Approval | |
|---|----------------------------|--|--|---------|
| 1 | Daily Trading Report - DW | 12691,12695,12696 | English File English File e Document 1.pdf e Document 2.pdf e-daily trading summary CBBC1.xlsx e-daily trading summary CBBC2.xlsx e-daily trading summary dw1.xlsx e-daily trading summary dw2.xlsx | [Clear] |
| 2 | Please Select | | | [Clear] |

4. Review the submission details. Should you find the stock codes, or the uploaded files require amendment, click PREVIOUS to go to the previous page for amendment.

Click SUBMIT to submit all the submissions for approver's later approval (refer to Section 5.4 “Approving Submissions”).

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Home Submission for Publication Batch Submission Submission Management Download Template Profile Admin Logout

Welcome Tai Man Chan | 02/09/2021 17:48

Batch Submission - Submission Preview

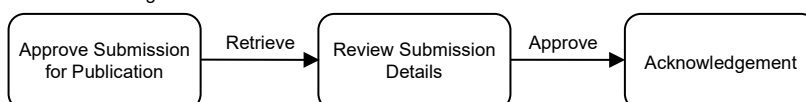
| # | Stock Code of Structured Products | Tier 1 Headline | Tier 2 Headline | English and Chinese Titles | List of File(s) Pending Approval |
|----|---|------------------------------|--|---|--------------------------------------|
| 1 | 12691 HS-HSI @EP1903E 12695 HS-CMOB@EC1906A 12696 HS-HSI @EP1902H | Debt and Structured Products | Daily Trading Report - DW | Nomura - Daily Trading Report on Derivative Warrant | e-daily trading summary dw1.xlsx |
| 2 | 12698 HSCNOOC@EC1911A 12701 HS-AIA @EC1904A 12711 HSPINAN@EC2007A | Debt and Structured Products | Daily Trading Report - CBBC | Nomura - Daily Trading Report on CBBC | e-daily trading summary CBBC1.xlsx |
| 3 | 12721 HSCLIFE@EC1908A 12722 HSENOV@EC1904A | Debt and Structured Products | Launch Announcement - CBBC Supplemental Listing Document - CBBC | Launch Announcement and Supplemental Listing Document for CBBCs issued by Nomura International Nomura International發行的無抵押認股權證推出公佈及補充上市文件 | e Document 1.pdf c Document 1.pdf |
| 4 | 12724 HSPETCH@EC1906A 12726 HSTENCT@EC1902F | Debt and Structured Products | Launch Announcement - CBBC Supplemental Listing Document - CBBC | Launch Announcement and Supplemental Listing Document for CBBCs issued by Nomura International Nomura International發行的無抵押認股權證推出公佈及補充上市文件 | e Document 2.pdf c Document 2.pdf |
| 5 | | | | | |
| 6 | | | | | |
| 7 | | | | | |
| 8 | | | | | |
| 9 | | | | | |
| 10 | | | | | |

5. An acknowledgement page with status “Pending Approval” will be displayed. You should note the Submission Numbers shown on the page for future reference or print this page for records.

| <div>  <div> e-Submission System <small>The Stock Exchange of Hong Kong Limited</small> <small>(A wholly-owned subsidiary of Hong Kong Exchanges and Clearing Limited)</small> </div> </div> <div>Font Size A A A EN</div> | | | | | | |
|--|-------------------|---|------------------------------|--|---|--------------------------------------|
| <div> Home Submission for Publication Batch Submission Submission Management Download Template Profile Admin </div> <div>Welcome Tai Man Chan 02/09/2021 17:50</div> <div>Logout</div> | | | | | | |
| Batch Submission - Acknowledgement | | | | | | |
| Date/Time Submitted 02/09/2021 17:50 | | | Status : Pending Approval | | | |
| # | Submission Number | Stock Code of Structured Products | Tier 1 Headline | Tier 2 Headline | English and Chinese Titles | List of File(s) Uploaded |
| 1 | PRM-210902-00014 | 12691 HS-HSI @EP1903E 12695 HS-CMOB@EC1906A 12696 HS-HSI @EP1902H | Debt and Structured Products | Daily Trading Report - DW | Nomura - Daily Trading Report on Derivative Warrant. | e-daily trading summary dw1.xlsx |
| 2 | PRM-210902-00015 | 12698 HSCNOOC@EC1911A 12701 HS-AIA @EC1904A 12711 HSPINAN@EC2007A | Debt and Structured Products | Daily Trading Report - CBBC | Nomura - Daily Trading Report on CBBC | e-daily trading summary CBBC1.xlsx |
| 3 | PRM-210902-00016 | 12721 HSCLIFE@EC1908A 12722 HSLENOV@EC1904A | Debt and Structured Products | Launch Announcement - CBBC Supplemental Listing Document - CBBC | Launch Announcement and Supplemental Listing Document for CBBCs issued by Nomura International Nomura International發行的無抵押認股權證推出公佈及補充上市文件 | e Document 1.pdf c Document 1.pdf |
| 4 | PRM-210902-00017 | 12724 HSPETCH@EC1906A 12726 HSTENCT@EC1902F | Debt and Structured Products | Launch Announcement - CBBC Supplemental Listing Document - CBBC | Launch Announcement and Supplemental Listing Document for CBBCs issued by Nomura International Nomura International發行的無抵押認股權證推出公佈及補充上市文件 | e Document 2.pdf c Document 2.pdf |
| 5 | | | | | | |
| 6 | | | | | | |
| 7 | | | | | | |
| 8 | | | | | | |
| 9 | | | | | | |
| 10 | | | | | | |
| <div>Print OK</div> | | | | | | |

5.4. Approving Submissions

Submission Management



Approver can follow the steps set out below to retrieve and approve the submission(s).

1. Select **Approve Submission For Publication** under **Submission Management** from Main Menu.
2. The approval page will be displayed. Submission(s) with “Pending Approval” status will be listed in descending order of submission number. Click on the “Submission Number” and enter the Self-defined Passcode (if applicable) to review each submission detail.

You may select one or multiple submissions for approval (or rejection) by checking the selection box.

To approve the selected submission(s), enter the Approver’s User Password and One-Time Passcode¹³ generated from the Approver’s token. Click APPROVE.

Should the approver find the submission details need to amend, clicks REJECT for submitter’s amendment.

¹³ See footnote 3

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香港交易所

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

Home Submission Management Download Document Template Profile Admin Logout

Welcome Tai Man Chan | 24/01/2020 11:43 | List of Appointed Approvers | No. of Submission Available: 70

Approve Submission for Publication

* Denotes mandatory fields

* Submission Number

List of Submission(s) Pending for Approval

| | Stock Code of Structured Products | Submission Number ▼ | Status | Tier 1 Headline | Date/Time Submitted | Submitted By | Self-defined Passcode |
|--------------------------|-----------------------------------|---------------------|------------------|------------------------------|---------------------|--------------|-----------------------|
| <input type="checkbox"/> | - | PRM-200124-00003 | Pending Approval | Listing Documents | 24/01/2020 11:41:30 | 5555SP01 | |
| <input type="checkbox"/> | - | PRM-200124-00002 | Pending Approval | Debt and Structured Products | 24/01/2020 11:41:06 | 5555SP01 | |
| <input type="checkbox"/> | - | PRM-200124-00001 | Pending Approval | Announcements and Notices | 24/01/2020 11:39:20 | 5555SP01 | |
| <input type="checkbox"/> | - | PRM-200115-00050 | Pending Approval | Circulars | 15/01/2020 22:50:25 | 5555SP01 | |
| <input type="checkbox"/> | - | PRM-200108-00096 | Pending Approval | Debt and Structured Products | 08/01/2020 15:10:46 | 5555SP01 | |

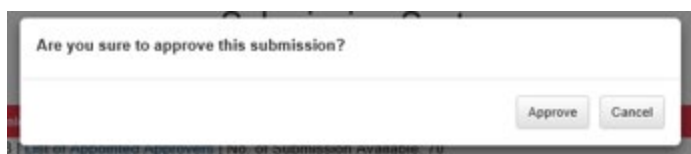
Total Number of Records: 5

Approval Information

* Approver's Password

* Approver's One-Time Passcode

3. A confirmation dialog box will be prompted. Click CONFIRM to approve (or reject).



4. If the approval (or rejection) has been successful, the submission number(s) of all successful submission(s) will be displayed in the acknowledgement message box. **You should note the Submission Number(s) shown on the page for future reference.**

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Home Submission Management Download Document Template Profile Admin Logout

Welcome Tai Man Chan | 29/01/2020 09:22 | List of Appointed Approvers | No. of Submission Available: 67

PRM-200124-00001 has been approved.
PRM-200124-00002 has been approved.
PRM-200124-00003 has been approved.

Approve Submission for Publication

* Denotes mandatory fields

* Submission Number

List of Submission(s) Pending for Approval

| | Stock Code of Structured Products | Submission Number | Status | Tier 1 Headline | Date/Time Submitted | Submitted By | Self-defined Passcode |
|--------------------------|-----------------------------------|-------------------|------------------|------------------------------|---------------------|--------------|-----------------------|
| <input type="checkbox"/> | - | PRM-200115-00050 | Pending Approval | Circulars | 15/01/2020 22:50:25 | 5555SP01 | |
| <input type="checkbox"/> | - | PRM-200108-00096 | Pending Approval | Debt and Structured Products | 08/01/2020 15:10:46 | 5555SP01 | |

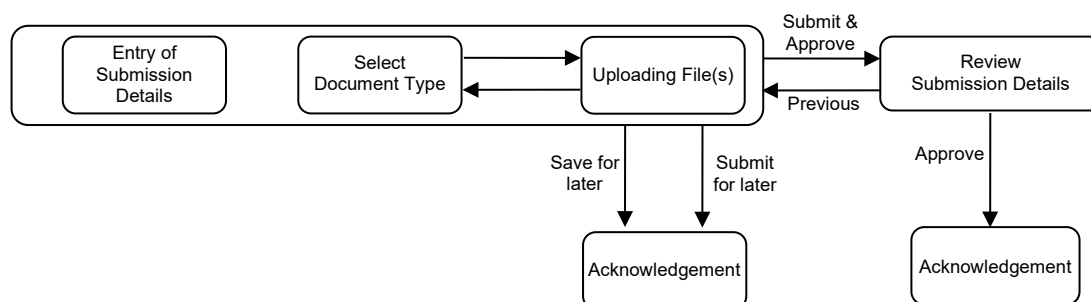
Total Number of Records: 2

Approval Information

* Approver's Password

* Approver's One-Time Passcode

6. Submission and Approval for Application Proof & PHIP



Submitter can follow the steps set out below to submit the Application Proof or PHIP:

6.1. Entry of Submission Details

1. Select **Submission for AP&PHIP** from Main Menu.
2. The Submission Details page will be displayed. Input Case Number for Submission for Application Proof & PHIP. The corresponding company name of the case will be displayed.

The screenshot shows the 'e-Submission System' interface. The header includes the HKEX logo and navigation links: Home, Submission for Publication, Submission for AP/PHIP, Submission Management, Download Document Template, Profile Admin, and Logout. The main content area is titled 'Submission for Application Proof & PHIP - Submission Details'. It contains several form fields: 'Case No.' (with value 20181011-20118-0001), 'Company Name' (IPO-KYZ Group Limited), 'Document Type' (Please Select), 'Contact Person', 'Contact Number', and 'Self-defined Passcode'. A 'Choose Files' button is next to the 'Document Type' field. At the bottom, there are 'Save', 'Submit', and 'Submit & Approve' buttons. A disclaimer at the bottom states: 'By clicking on Save or Submit or Submit & Approve I confirm that the individual(s) whose personal data is disclosed in my use of this application consent to the processing of their personal data in accordance with the HKEX Privacy Policy.'

6.1.1. Uploading File(s) – document in a single file format

Please refer to Appendix G for specifications for files containing Application Proof, OC Announcements, PHIP and related materials.

1. Select a Document Type.
2. Click CHOOSE FILES to select the file for upload. The uploaded files will be displayed under “List of File(s) Pending Approval” of the selected document type. Repeat step 1 and step 2 until its relevant files are selected and uploaded.

The screenshot displays the HKEX e-Submission System interface. At the top, the HKEX logo and 'e-Submission System' title are visible. Below the navigation bar, the page title is 'Submission for Application Proof & PHIP - Submission Details'. The form includes several sections:

- * Denotes mandatory fields**
- * Case No.**: A text field containing '20161011-120118-0001'.
- Company Name**: A text field containing 'IPO-XYZ Group Limited'.
- * Document Type**: A dropdown menu showing 'Warning Statements (for Application Proof/PHIP/related materials)' and a 'Choose Files' button.
- List of File(s) Pending Approval**: A table showing uploaded files with 'Remove' buttons.

| Warning Statements (for Application Proof/PHIP/related materials) | | [Remove] |
|---|----------|--------------------------|
| XYZGROUP-20161011-01.pdf | [Remove] | XYZGROUP-20161011-01.pdf |
| | | [Remove] |
- * Contact Person**: A text field.
- * Contact Number**: A text field.
- Self-defined Passcode**: A text field with a note: '(Not applicable for file approval in a single session and only accept 8-16 alpha-numeric characters)'.

At the bottom, there is a disclaimer about data processing and three buttons: 'Save', 'Submit', and 'Submit & Approve'.

Notes:

- The uploaded files will be validated and scanned for virus. If there is error found during the file upload, the corresponding error message will be displayed next to the problematical file.
- Documents related to OC Announcements, Statements under MB Rule 9.08(2)(c) or GEM Rule 12.10(2)(c) have to be submitted individually and after the publication of Application Proof or PHIP.

6.1.2. Uploading File(s) – document in multiple files format

1. Select a Document Type.
2. Click CHOOSE FILES to select the file(s) for upload. The uploaded files will be displayed under “List of File(s) Pending Approval” grouped by the document type and in alphabetical order of their filenames. Repeat this step until all the relevant files are uploaded.

Fill in Chapter Title for each uploaded file.

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Home Submission for Publication Submission for AP/PHIP Submission Management Download Document Template Profile Admin Logout

Welcome Tai Man Chan | 14/05/2019 14:33

Submission for Application Proof & PHIP - Submission Details

* Denotes mandatory fields

* Case No. 20161011-20116-0001

Company Name XYZ Group Limited

* Document Type Application Proof (1st submission) (Multi-Files) Choose Files No file chosen

List of File(s) Pending Approval

Warning Statements (for Application Proof/PHIP-related materials) [Remove]

XYZGROUP-20131001-01.pdf [Remove] XYZGROUP-20131001-01.pdf [Remove]

Application Proof (1st submission) (Multi-Files) [Remove]

| * English Chapter Title | * Chinese Chapter Title |
|-----------------------------------|-----------------------------------|
| XYZGROUP-20131001-01.pdf [Remove] | XYZGROUP-20131001-01.pdf [Remove] |
| XYZGROUP-20131001-02.pdf [Remove] | XYZGROUP-20131001-02.pdf [Remove] |
| XYZGROUP-20131001-03.pdf [Remove] | XYZGROUP-20131001-03.pdf [Remove] |
| XYZGROUP-20131001-04.pdf [Remove] | XYZGROUP-20131001-04.pdf [Remove] |
| XYZGROUP-20131001-05.pdf [Remove] | XYZGROUP-20131001-05.pdf [Remove] |
| XYZGROUP-20131001-06.pdf [Remove] | XYZGROUP-20131001-06.pdf [Remove] |
| XYZGROUP-20131001-07.pdf [Remove] | XYZGROUP-20131001-07.pdf [Remove] |
| XYZGROUP-20131001-08.pdf [Remove] | XYZGROUP-20131001-08.pdf [Remove] |
| XYZGROUP-20131001-09.pdf [Remove] | XYZGROUP-20131001-09.pdf [Remove] |
| XYZGROUP-20131001-10.pdf [Remove] | XYZGROUP-20131001-10.pdf [Remove] |

3. Review and edit the Document Name and Company Name if necessary.

Index File Header

* Document Name Application Proof 申請證明



* Company Name XYZ Group Limited 丁氏已集團有限公司


Bullets Style [Dropdown]

4. You can construct the index page by:
- Adding narrative boxes - you may add a narrative box by clicking add textbox. The narrative box can input up to 500 characters.







Narrative box (i.e. No file linkage)



| | | | |
|-----------------|-----------------------------|-----------------|-----------------------------|
| English Textbox | Add Textbox | Chinese Textbox | Add Textbox |
|-----------------|-----------------------------|-----------------|-----------------------------|

- Removing / Restoring bullets - you may remove a bullet by clicking  and restore a bullet by clicking  again. You may also change the bullet style, the selected bullet style will apply to the whole index page.

Bullets Style 

Please drag and drop the **Chapter Title** or **Textbox** to arrange the Index File Layout








| Index of English Multi-Files | Index of Chinese Multi-Files |
|---|---|
|  <div>   </div> <div>▶ Front Cover</div> |  <div>   </div> <div>▶ 封面</div> |

- Adjusting indentation - you may increase indentation by clicking . Click  back to the original position.

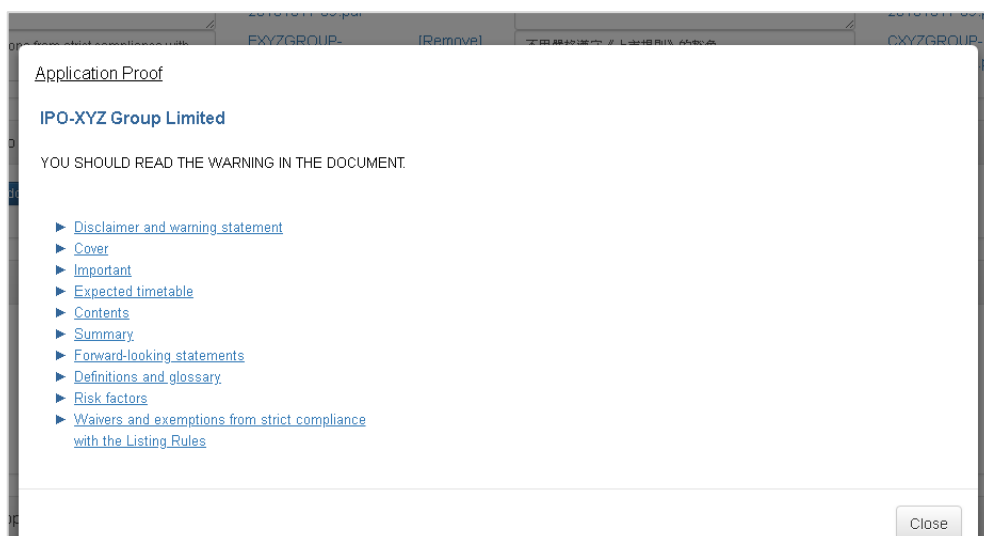
| Index of English Multi-Files | Index of Chinese Multi-Files |
|---|---|
|  <div>   </div> <div>▶ Front Cover</div> |  <div>   </div> <div>▶ 封面</div> |
|   <div>▶ Content</div> |   <div>▶ 目錄</div> |

- Changing the order of Chapter Title - you may change the order by drag-and-drop of the selected chapter title.

Please drag and drop the **Chapter Title** or **Textbox** to arrange the Index File Layout

| Index of English Multi-Files | Index of Chinese Multi-Files |
|---|--|
|  <div>   </div> <div>▶ Front Cover</div> |  <div>   </div> <div>▶ 封面</div> |
|   <div>▶ Content</div> |   <div>▶ 目錄</div> |
|   <div>▶ Performance Highlights</div> |   <div>▶ 表現摘要</div> |
|   <div>▶ Chairman's Statement</div> |   <div>▶ 董事局主席報告</div> |
|   <div>▶ Board of Directors and Senior Management</div> |   <div>▶ 董事局及高級管理人員</div> |

- Click PREVIEW to view the amalgamated index page. The preview function does not allow you to edit the amalgamated index. Should you find the uploaded file / chapter title be incorrect, please close the preview function and correct it on the Submission Details page.



6.1.3. Input Contact Information

- After you have uploaded all required files, fill in the Contact Person, Contact Number and a Self-defined Passcode (if necessary).

* Contact Person

* Contact Number

Self-defined Passcode
(Not applicable for file approval in a single session and only accept 6-10 alpha-numeric characters.)

By clicking on Save or Submit or Submit & Approve I confirm that the individual(s) whose personal data is disclosed in my use of this application consent to the processing of their personal data in accordance with the HkEX [Privacy Policy](#).

Click **Save** to save the submission OR **Submit** to proceed for later approval OR **Submit & Approve** for approval now.

- Click SUBMIT & APPROVE for immediate approval.

Alternatively, click SAVE for later editing (refer to Section 4.1 “Edit Submission for Publication”) or click SUBMIT for later approval (refer to Section 4.2 “Approve Submission for Publication”).

6.2. Approving Submission

1. The Approval page will be displayed after you click SUBMIT & APPROVE. Review the Submission Details. Should the approver find the submission details need to be amended, click PREVIOUS for submitter's amendment.

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Home Submission for Publication Submission for AP/PHIP Submission Management Download Document Template Profile Admin Logout

Welcome Timothy Cheung | 24/01/2020 11:15

Submission for Application Proof & PHIP - Approval

* Denotes mandatory fields

Case No. 20161011-120118-0001

Company Name IPO-XYZ Group Limited

Contact Person Chan Tai Man

Contact Number 22221111

List of File(s) Uploaded

Warning Statements (for Application Proof/PHIP-related materials)
[EXYZGROUP-20161011-01.pdf](#)
[CXYZGROUP-20161011-01.pdf](#)

Application Proof (1st submission) (Multi-Files)
Application Proof 申請版本

IPO-XYZ Group Limited 丁戌己集團有限公司

YOU SHOULD READ THE WARNING IN THE DOCUMENT. 務請閣下閱讀本文件所載的警告。

- ▶ [Disclaimer and warning statement](#)
- ▶ [Cover](#)
- ▶ [Important](#)
- ▶ [Expected timetable](#)
- ▶ [Contents](#)
- ▶ [Summary](#)
- ▶ [Forward-looking statements](#)
- ▶ [Definitions and glossary](#)
- ▶ [Risk factors](#)
- ▶ [Waivers and exemptions from strict compliance with the Listing Rules](#)

- ▶ [企業管治報告聲明](#)
- ▶ [封面](#)
- ▶ [重要提示](#)
- ▶ [預計時間表](#)
- ▶ [目錄](#)
- ▶ [摘要](#)
- ▶ [前瞻性陳述](#)
- ▶ [附錄及詞彙](#)
- ▶ [風險因素](#)
- ▶ [有關豁免及寬免嚴格遵守《上市規則》的聲明](#)

Approval Information

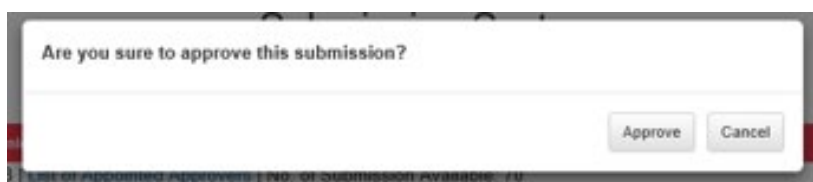
* Approver's ID

* Approver's Password

* Approver's One-Time Passcode Request One-Time Password

Previous **Approve** Cancel


2. To approve the submission, enter the Approver's User ID, User Password and One-Time Passcode¹⁴ generated from the Approver's Token. Then click APPROVE.
3. A confirmation dialog box will be prompted. Click CONFIRM to approve.



¹⁴ See footnote 3

6.3. Acknowledgement

1. If the approval has been successful, an acknowledgement page with status “Approved” will be displayed. **You should note the Submission Number shown on the page for future reference** or print this page for records.



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

Home Submission for Publication Submission for API/PHIP Submission Management Download Document Template Profile Admin Logout

Welcome Timothy Cheung | 03/04/2019 13:07

Submission for Application Proof & PHIP - Acknowledgement

Case No.

20161011-120118-0001

Company Name

IPO-XYZ Group Limited

Date/Time Submitted

03/04/2019 13:07

Submitted By

FREDKP01

Date/Time Approved

03/04/2019 13:07

Approved By

FREDKP02

Submission Number

PRM-190403-00004

Status

Approved

Contact Person

Chan Tai Man

Contact Number

22221111

List of File(s) Uploaded

Warning Statements (for Application Proof/PHIP/related materials)

[EXYZGROUP-20161011-01.pdf](#)
[CXYZGROUP-20161011-01.pdf](#)

Application Proof (1st submission) (Multi-Files)

Application Proof

IPO-XYZ Group Limited

YOU SHOULD READ THE WARNING IN THE DOCUMENT

- ▶ [Disclaimer and warning statement](#)
- ▶ [Cover](#)
- ▶ [Important](#)
- ▶ [Expected timetable](#)
- ▶ [Contents](#)
- ▶ [Summary](#)
- ▶ [Forward-looking statements](#)
- ▶ [Definitions and glossary](#)
- ▶ [Risk factors](#)
- ▶ [Waivers and exemptions from strict compliance with the Listing Rules](#)

申請版本

丁戌己集團有限公司

請閣下閱讀本文件所載的警告。

- ▶ [警告及警告聲明](#)
- ▶ [封面](#)
- ▶ [重要提示](#)
- ▶ [預計時間表](#)
- ▶ [目錄](#)
- ▶ [摘要](#)
- ▶ [定義及詞彙](#)
- ▶ [風險因素](#)
- ▶ [不嚴格遵守《上市規則》的豁免](#)

Print

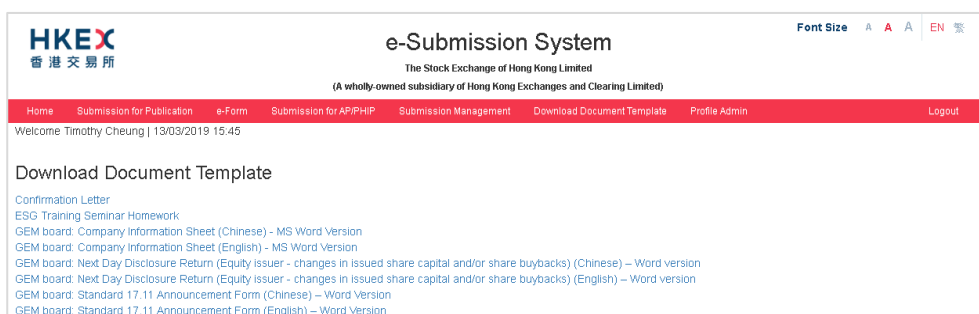
OK

7. Download Template

7.1. Download Document Template

Please follow the steps set out below to download document template:

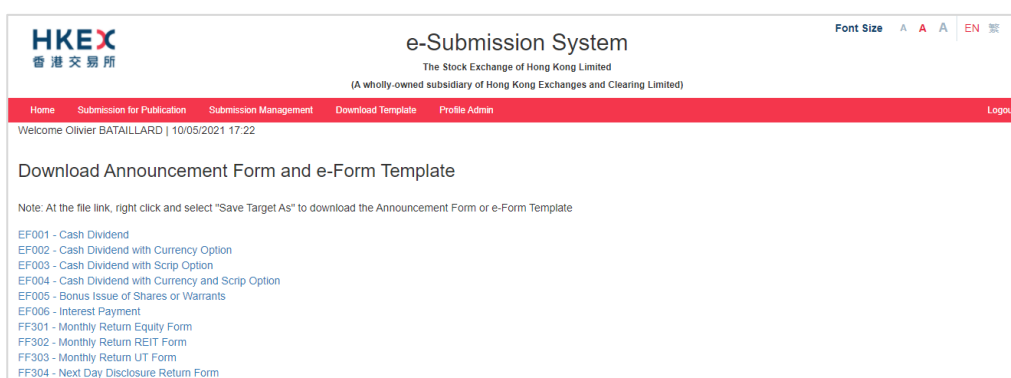
1. Choose **Download Document Template** from **Download Template** from the Main Menu.
2. A list of templates in ascending order of their names will be displayed. You should save the file to your computer before editing.



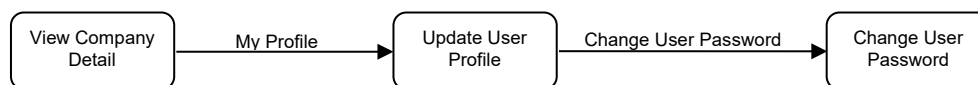
7.2. Download Announcement Form and Return e-Form Template

Please follow the steps set out below to download the announcement form and Return e-Form template:

1. Choose **Download Announcement Form and e-Form Template** from **Download Template** from the Main Menu.
2. A list of templates in ascending order of their names will be displayed. You should save the file to your computer and open it with Adobe Reader for editing.



8. View Your Company's Profile



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

8.1. View and Update User Profile

1. Select **Profile Admin** from the Main Menu. On the Company Details page, click MY PROFILE.
2. Your user profile will be displayed. Amended your user profile as required. Click SAVE after you have finished editing.

8.2. Changing User Password

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

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

The screenshot shows the 'Change User Password' interface within the e-Submission System. The header includes the HKEX logo and navigation links. The form has three input fields for password entry. A note specifies password requirements: case-sensitive, 8-15 characters, including letters and numbers. The 'Save' button is highlighted with a red box.

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. If your password has been changed successfully, an acknowledgement message will be displayed.

9. Exit the System

It is recommended that you log out of the system if you finish your session or are about to leave your PC unattended. If you have partially completed a submission, you should save the submission before you logout and note the Submission Number assigned to your submission; else the un-submitted data will be lost.

To exit the ESS, select **Logout** from Main Menu.

Appendix A. Recommended Configuration for Accessing the ESS

1. Screen resolution: 1920 x 1080 pixels
2. Recommended browsers:
 - Edge 91
 - Chrome 91
 - Safari 14
3. Internet connection: Broadband (with upload connection speed of 1MB or above)

Appendix B. Contingency Measures for ESS Interruption

- 1 In the case of ESS disruption, issuers will deliver to HKEX via email soft copies of documents for publication on the HKEXnews website within the same submission windows as when all systems are fully operational, as prescribed under the Exchange Main Board Listing Rules and GEM Listing Rules. Hard copy or faxed submissions will not be accepted by HKEX and will not comply with these requirements.
- 2 For issuers, this means that, where a soft copy of a document would otherwise be required to be submitted through the e-Submission System (ESS) by 11:00 p.m. for publication on the HKEXnews website, issuers must submit the soft copy to HKEX via email by no later than 11:00 p.m. There is also a morning window (6:00 a.m. – 8:30 a.m.), a lunch-time window (12:00 noon – 12:30 p.m.) and a window on a non-business day immediately preceding a business day (6:00 p.m. – 8:00 p.m.).
- 3 Please note that, where the headline category of any document published under these contingency measures needs to be amended, the issuer will in all cases have to make a request in writing with the Listing Division for such amendment. The issuer will not be able to make the amendment directly through ESS even where the normal prescribed time limit for amendment by the issuer has not yet expired.
- 4 The contingency measures as set out above are subject to review by HKEX from time to time. HKEX will give notice to all ESS authorised persons advising them of the detailed arrangements when contingency measures are invoked. For more details, please refer to the guide and the FAQs for the Listed Company Information Dissemination and Related Trading Arrangements in the Event of Interruption to the HKEXnews Website Service or the Information Dissemination System available on the HKEX corporate website.

[Letterhead of Issuer]

[Date]

By hand

To : Primary Market Information, Post Trade
 Hong Kong Exchanges and Clearing Limited
 30th Floor, One Exchange Square
 8 Connaught Place, Central, Hong Kong

Dear Sirs,

Document for publication

We hereby submit to you the enclosed soft copy of each of the English and Chinese¹ versions of the following document for publication on the HKEXnews website.

Tier 1 Headline Category (tick one as appropriate):

- ☐ Announcements and Notices
- ☐ Circulars
- ☐ Listing Documents
- ☐ Financial Statements/ESG Information
- ☐ Next Day Disclosure Returns
- ☐ Monthly Returns
- ☐ Proxy Forms
- ☐ Company Information Sheet
- ☐ Trading Information of Exchange Traded Funds
- ☐ Trading Information of Leveraged and Inverse Products
- ☐ Constitutional Documents
- ☐ Documents on Display
- ☐ Debt and Structured Products
- ☐ Documents on Display (Debt Issuance Programmes)
- ☐ Documents on Display (Debt Securities)
- ☐ Documents on Display (Structured Products)
- ☐ Application Proofs, OC Announcements and Post Hearing Information Packs or PHIPs

Tier 2 Headline Category² (if applicable):**Title of Document (in English and Chinese)³**

Should you have any queries, please contact [name of contact] on [telephone no.].

Yours faithfully,
 For and on behalf of
 [Name of Issuer]

 Name:

Title:

¹ Both the English and Chinese versions are required to be submitted at the same time unless otherwise permitted under the Listing Rules.

² If applicable, insert all such headline categories as may be appropriate from one of the Schedules to Appendix 24 of the Main Board Listing Rules/Appendix 17 of the GEM Listing Rules.

³ Insert the same title as appears in the document.

Appendix C. Files Specification

Overview

1. This appendix specifies the format and the software to be used in the preparation of files to be submitted for publication on HKEXnews website. Listed Issuers or their authorised representatives; new applicants or their sponsors should ensure that the files are produced in accordance with these specifications.

Publishing Tools

2. The file format MUST be in PDF / DOCX / XLSX. PDF file must be of PDF version 1.5 - 1.7 (ISO32000-1), that can be prepared by Adobe® Acrobat® version 6.0 or above or in Microsoft Word 2010 for Windows or above. DOCX / XLSX file must be prepared by Microsoft Office 2010 or above (or other software that supports the Office Open XML standard).
3. The announcement form and Return e-Form MUST be downloaded from ESS or HKEX website and prepared by Adobe Acrobat Reader DC.

File Size

4. File (in Chinese or English version) in any cases should NOT be larger than 40MB.
5. For a document with its size larger than the requirement set out in paragraph 4 above has to be submitted for publication in multiple files format. Document should be divided into logical sub-sections and each sub-section should be saved under a different file name. Size of each separated file should again follow the requirement as set out in paragraph 4 above.
6. In addition to the document in multiple files format submitted through ESS for publication, a soft copy of the full version (i.e. in one single file) with bookmarks added of the same document must be submitted as soon as possible on a CD-ROM to HKEX. Please call our ESS hotline (+852 2840 3460) in advance for detailed arrangement.

File Name Convention

7. The file name should be written in alphanumeric characters (i.e. using only letters of the western alphabet and numbers). The length of the file name (including file extension) must not exceed 200 characters.
8. The filename of an English language document should begin with the letter “e”. The filename of a Chinese language version of the document should begin with the letter “c”. The filename of a bilingual announcement form or e-form does not necessary to begin with a specific letter.

9. For submission of multiple documents or a document in multiple files format, the individual file name should follow the naming convention [E/C] [chapter number (2 digits)].pdf, the information in the square brackets should be substituted by the relevant information pertaining to each document.

An example of the first chapter of a document in multiple files format would be E01.pdf for English version and C01.pdf for the Chinese version.

General Requirements

10. Document properties of PDF/ Word/ Excel files

All the editable fields under document properties (e.g. title, author, subject and keywords) should be left blank. To view the document properties, choose “File” tab in the tool bar and then select “Properties”.

11. Diagrams and charts

Diagrams and Charts created by other application software, e.g. Microsoft Excel or Microsoft PowerPoint, should be embedded into the document so as to form one single document. Do **NOT** prepare the diagrams or charts in separate documents.

12. Other requirements

- (a) Document printable and with all words being text-searchable and copyable;
- (b) No embedded audio or video;
- (c) Free of computer virus or other items of a destructive nature;
- (d) For PDF file, all fonts (e.g. Chinese character font) used in the file should be embedded in the file;
- (e) No password protected;
- (f) Not contain any macro or formula in Microsoft Excel; and
- (g) Not prepared in read-only format.

Note

13. For simplicity, PDF documents have been used for illustrative purposes in this appendix. However, Word documents are also accepted by the e-Submission System.

Appendix D. Specification for files containing Financial Reports

Overview

1. This appendix specifies the formats to be used for preparation of the files containing Financial Reports to be published on HKEXnews website.
2. For the publishing tools, recommended file size, file name convention and other general requirements, please refer to Appendix C.

Submission of document in multiple files format

3. When file size of the document exceeded the requirement in Appendix C, document has to be submitted in multiple-files format. The index page outlining the table of content will be constructed during submission.

The following example is a submission of an Annual Report in multiple-files format, illustrating the filename of each split file, its corresponding chapter title and the layout of the index page to be published on the HKEXnews website.

Example:

- **Stock Code:** 03456
- **English Document Name:** Annual Report
- **Chinese Document Name:** 年度報告
- **English Company Name:** ABC Group Limited
- **Chinese Company Name:** ABC 集團有限公司

- English Document - the filename of each split file and its corresponding chapter title.

| English Chapter Title | Uploaded Files List |
|--|---------------------|
| Cover | E01.pdf |
| Inside Front Cover | E02.pdf |
| Contents | E03.pdf |
| Financial Highlights | E04.pdf |
| Highlights of the Year | E05.pdf |
| Chairman's Statement | E06.pdf |
| Chief Executive's Review | E07.pdf |
| Corporate Information | E08.pdf |
| Board of Directors and Senior Management | E09.pdf |
| Organisation Chart | E10.pdf |
| Business Review | E11.pdf |
| Financial Review | E12.pdf |
| Financial Statistics since the Year of Merger | E13.pdf |
| Corporate Governance Report | E14.pdf |
| Audit Committee Report | E15.pdf |
| Remuneration Committee Report | E16.pdf |
| Corporate and Social Responsibility Report | E17.pdf |
| Directors' Report | E18.pdf |
| Auditors' Report | E19.pdf |
| Consolidated Profit and Loss Account | E20.pdf |
| Consolidated Statement of Changes in Equity | E21.pdf |
| Consolidated Balance Sheet | E22.pdf |
| Hong Kong Exchanges and Clearing Limited - Balance Sheet | E23.pdf |
| Consolidated Cash Flow Statement | E24.pdf |
| Notes to the Consolidated Accounts | E25.pdf |
| Shareholding Analysis | E26.pdf |
| Information for Stakeholders | E27.pdf |
| Glossary | E28.pdf |
| Inside Back Cover | E29.pdf |
| Back Cover | E30.pdf |

- The layout of the English index page to be published on the HKEXnews website.

Annual Report

ABC Group Limited (03456)

- ▶ [Cover](#)
- ▶ [Inside Front Cover](#)
- ▶ [Contents](#)
- ▶ [Financial Highlights](#)
- ▶ [Highlights of the Year](#)
- ▶ [Chairman's Statement](#)
- ▶ [Chief Executive's Review](#)
- ▶ [Corporate Information](#)
- ▶ [Board of Directors and Senior Management](#)
- ▶ [Organisation Chart](#)
- ▶ [Business Review](#)
- ▶ [Financial Review](#)
- ▶ [Financial Statistics since the Year of Merger](#)
- ▶ [Corporate Governance Report](#)
- ▶ [Audit Committee Report](#)
- ▶ [Remuneration Committee Report](#)
- ▶ [Corporate and Social Responsibility Report](#)
- ▶ [Directors' Report](#)
- ▶ [Auditors' Report](#)
- ▶ [Consolidated Profit and Loss Account](#)
- ▶ [Consolidated Statement of Changes in Equity](#)
- ▶ [Consolidated Balance Sheet](#)
- ▶ [Hong Kong Exchanges and Clearing Limited - Balance Sheet](#)
- ▶ [Consolidated Cash Flow Statement](#)
- ▶ [Notes to the Consolidated Accounts](#)
- ▶ [Shareholding Analysis](#)
- ▶ [Information for Stakeholders](#)
- ▶ [Glossary](#)
- ▶ [Inside Back Cover](#)
- ▶ [Back Cover](#)

- Chinese Document - the filename of each split file and its corresponding chapter title.

| Chinese Chapter Title | Uploaded Files List |
|-----------------------|---------------------|
| 封面 | C01.pdf |
| 封面內封 | C02.pdf |
| 目錄 | C03.pdf |
| 財務摘要 | C04.pdf |
| 全年大事紀要 | C05.pdf |
| 主席報告 | C06.pdf |
| 集團行政總裁的回顧 | C07.pdf |
| 公司資料 | C08.pdf |
| 董事會及高級管理人員 | C09.pdf |
| 組織架構 | C10.pdf |
| 業務回顧 | C11.pdf |
| 財務檢討 | C12.pdf |
| 合併之年以來的財務統計數據 | C13.pdf |
| 企業管治報告 | C14.pdf |
| 稽核委員會報告 | C15.pdf |
| 薪酬委員會報告 | C16.pdf |
| 企業及社會責任報告 | C17.pdf |
| 董事會報告 | C18.pdf |
| 核數師報告 | C19.pdf |
| 綜合損益賬 | C20.pdf |
| 綜合股本權益變動表 | C21.pdf |
| 綜合資產負債表 | C22.pdf |
| 香港交易及結算所有限公司資產負債表 | C23.pdf |
| 綜合現金流動表 | C24.pdf |
| 綜合賬目附註 | C25.pdf |
| 股權分析 | C26.pdf |
| 權益人資料 | C27.pdf |
| 詞彙 | C28.pdf |
| 封底內封 | C29.pdf |
| 封底 | C30.pdf |

- The layout of the Chinese index page to be published on the HKEXnews website.

年度報告

ABC 集團有限公司 (03456)

- ▶ [封面內封](#)
- ▶ [目錄](#)
- ▶ [財務摘要](#)
- ▶ [全年大事紀要](#)
- ▶ [主席報告](#)
- ▶ [集團行政總裁的回顧](#)
- ▶ [公司資料](#)
- ▶ [董事會及高級管理人員](#)
- ▶ [組織架構](#)
- ▶ [業務回顧](#)
- ▶ [財務檢討](#)
- ▶ [合併之年以來的財務統計數據](#)
- ▶ [企業管治報告](#)
- ▶ [稽核委員會報告](#)
- ▶ [薪酬委員會報告](#)
- ▶ [企業及社會責任報告](#)
- ▶ [董事會報告](#)
- ▶ [核數師報告](#)
- ▶ [綜合損益妥賬](#)
- ▶ [綜合股本權益變動表](#)
- ▶ [綜合資產負債表](#)
- ▶ [香港交易及結算所有限公司資產負債表](#)
- ▶ [綜合現金流動表](#)
- ▶ [綜合賬目附註](#)
- ▶ [股權分析](#)
- ▶ [權益人資料](#)
- ▶ [詞彙](#)
- ▶ [封底內封](#)
- ▶ [封底](#)

Appendix E. Specification for files containing Listing Document

Overview

1. This appendix specifies the formats to be used for preparation of the files containing listing document to be published on HKEXnews website.
2. For the publishing tools, recommended file size, file name convention and other general requirements, please refer to Appendix C.

Submission of document in multiple files format

3. When file size of the document exceeded the requirement in Appendix C, document has to be submitted in multiple-files format. The index page outlining the table of content will be constructed during submission.

The following example is a submission of a Listing Document in multiple-files format, illustrating the filename of each split file, its corresponding chapter title and the layout of the index page to be published on the HKEXnews website.

Example:

- **Stock Code:** 03456
- **English Document Name:** Prospectus
- **Chinese Document Name:** 招股書
- **English Company Name:** ABC Group Limited
- **Chinese Company Name:** ABC 集團有限公司

- English Document - The filename of each split file and its corresponding chapter title and the narrative boxes (i.e. no file linkage)

| English Chapter Title / English Narrative box | Uploaded Files List |
|--|---------------------|
| Cover | E01.pdf |
| Important | E02.pdf |
| Expected Timetable | E03.pdf |
| Table of Contents | E04.pdf |
| Summary | E05.pdf |
| Definitions | E06.pdf |
| Glossary | E07.pdf |
| Risk Factors | E08.pdf |
| Forward-looking Statements | E09.pdf |
| Information about this Prospectus and the Global Offering | E10.pdf |
| Parties Involved in the Global Offering | E11.pdf |
| Corporate Information | E12.pdf |
| Industry Overview | E13.pdf |
| Regulations | E14.pdf |
| Restructuring | E15.pdf |
| Business | E16.pdf |
| Financial Information | E17.pdf |
| Relationship with XYZ Group | E18.pdf |
| Connected Transactions | E19.pdf |
| Directors, Supervisors and Senior Management | E20.pdf |
| Substantial Shareholder | E21.pdf |
| Share Capital | E22.pdf |
| Future Plans and Use of Proceeds | E23.pdf |
| The Strategic and Corporate Placings | E24.pdf |
| Underwriting | E25.pdf |
| Structure of the Global Offering | E26.pdf |
| How to Apply for Hong Kong Public Offer Shares | E27.pdf |
| Appendix I - Accountants' Report | |
| Part I | E28.pdf |
| Part II | E29.pdf |
| Part III | E30.pdf |
| Appendix II - Unaudited Pro Forma Financial Information | E31.pdf |
| Appendix III - Profit Forecast | E32.pdf |
| Appendix IV - Interim Financial Information | E33.pdf |
| Appendix V - Property Valuation | E34.pdf |
| Appendix VI - Independent Technical Report | E35.pdf |
| Appendix VII - Taxation and Foreign Exchange | E36.pdf |
| Appendix VIII - Summary of Principal Legal and Regulatory Provisions | E37.pdf |
| Appendix IX - Summary of Articles of Association | E38.pdf |
| Appendix X - Statutory and General Information | |
| Part I | E39.pdf |
| Part II | E40.pdf |
| Appendix XI - Documents Delivered to the Registrar of Companies and Available for Inspection | E41.pdf |
| Back Cover | E42.pdf |

- The layout of the English index page to be published on the HKEXnews website.

Prospectus

ABC Group Limited (03456)

- ▶ [Cover](#)
- ▶ [Important](#)
- ▶ [Expected Timetable](#)
- ▶ [Table of Contents](#)
- ▶ [Summary](#)
- ▶ [Definitions](#)
- ▶ [Glossary](#)
- ▶ [Risk Factors](#)
- ▶ [Forward-looking Statements](#)
- ▶ [Information about this Prospectus and the Global Offering](#)
- ▶ [Parties Involved in the Global Offering](#)
- ▶ [Corporate Information](#)
- ▶ [Industry Overview](#)
- ▶ [Regulations](#)
- ▶ [Restructuring](#)
- ▶ [Business](#)
- ▶ [Financial Information](#)
- ▶ [Relationship with ABC Group](#)
- ▶ [Connected Transactions](#)
- ▶ [Directors, Supervisors and Senior Management](#)
- ▶ [Substantial Shareholder](#)
- ▶ [Share Capital](#)
- ▶ [Future Plans and Use of Proceeds](#)
- ▶ [The Strategic and Corporate Placings](#)
- ▶ [Underwriting](#)
- ▶ [Structure of the Global Offering](#)
- ▶ [How to Apply for Hong Kong Public Offer Shares](#)
- ▶ [Appendix I - Accountants' Report](#)
 - [Part I](#)
 - [Part II](#)
 - [Part III](#)
- ▶ [Appendix II - Unaudited Pro Forma Financial Information](#)
- ▶ [Appendix III - Profit Forecast](#)
- ▶ [Appendix IV - Unaudited Interim Financial Information](#)
- ▶ [Appendix V - Property Valuation](#)
- ▶ [Appendix VI - Independent Technical Report](#)
- ▶ [Appendix VII - Taxation and Foreign Exchange](#)
- ▶ [Appendix VIII - Summary of Principal Legal and Regulatory Provisions](#)
- ▶ [Appendix IX - Summary of Articles of Association](#)
- ▶ [Appendix X - Statutory and General Information](#)
 - [Part I](#)
 - [Part II](#)
- ▶ [Appendix XI - Documents Delivered to the Registrar of Companies and Available for Inspection](#)
- ▶ [Back Cover](#)

- Chinese Document - the filename of each split file and its corresponding chapter title and narrative boxes (i.e. without file link).

| Chinese Chapter Title / Chinese Narrative box | Uploaded Files List |
|---|---------------------|
| 封面 | C01.pdf |
| 重要提示 | C02.pdf |
| 預期時間表 | C03.pdf |
| 目錄 | C04.pdf |
| 概覽 | C05.pdf |
| 釋義 | C06.pdf |
| 詞彙表 | C07.pdf |
| 風險因素 | C08.pdf |
| 前瞻性陳述 | C09.pdf |
| 有關本招股說明書和全球發售的資料 | C10.pdf |
| 參與全球發售的各方 | C11.pdf |
| 公司資料 | C12.pdf |
| 行業概覽 | C13.pdf |
| 監管 | C14.pdf |
| 重組 | C15.pdf |
| 業務 | C16.pdf |
| 風財務資料 | C17.pdf |
| 與 ABC 集團的關係 | C18.pdf |
| 關連交易 | C19.pdf |
| 董事、監事和高級管理人員 | C20.pdf |
| 主要股東 | C21.pdf |
| 股本 | C22.pdf |
| 未來計劃和所得款項用途 | C23.pdf |
| 策略配售和企業配售 | C24.pdf |
| 包銷 | C25.pdf |
| 全球發售架構 | C26.pdf |
| 如何申請香港公開發售股份 | C27.pdf |
| 附錄一 - 會計師報告 | |
| 第一節 | C28.pdf |
| 第二節 | C29.pdf |
| 第三節 | C30.pdf |
| 附錄二 - 未經審核備考財務資料 | C31.pdf |
| 附錄三 - 利潤預測 | C32.pdf |
| 附錄四 - 未經審核中國會計準則中期財務資料 | C33.pdf |
| 附錄五 - 物業估值 | C34.pdf |
| 附錄六 - 獨立技術報告 | C35.pdf |
| 附錄七 - 稅項和外匯 | C36.pdf |
| 附錄八 - 主要法律和監管規定概要 | C37.pdf |
| 附錄九 - 公司章程概要 | C38.pdf |
| 附錄十 - 法定和一般資料 | |
| 第一節 | C39.pdf |
| 第二節 | C40.pdf |
| 附錄十一 - 送呈公司註冊處及備查文件 | C41.pdf |
| 封底 | C42.pdf |

- The layout of the Chinese index page to be published on the HKEXnews website.

| | |
|-------------------|-------------------------------|
| <u>招股書</u> | |
| ABC 集團有限公司(03456) | |
| ▶ | <u>封面</u> |
| ▶ | <u>重要提示</u> |
| ▶ | <u>預期時間表</u> |
| ▶ | <u>目錄</u> |
| ▶ | <u>概覽</u> |
| ▶ | <u>釋義</u> |
| ▶ | <u>詞彙表</u> |
| ▶ | <u>風險因素</u> |
| ▶ | <u>前瞻性陳述</u> |
| ▶ | <u>有關本招股說明書和全球發售的資料</u> |
| ▶ | <u>參與全球發售的各方</u> |
| ▶ | <u>公司資料</u> |
| ▶ | <u>行業概覽</u> |
| ▶ | <u>監管</u> |
| ▶ | <u>重組</u> |
| ▶ | <u>業務</u> |
| ▶ | <u>財務資料</u> |
| ▶ | <u>與 ABC 集團的關係</u> |
| ▶ | <u>關連交易</u> |
| ▶ | <u>董事、監事和高級管理人員</u> |
| ▶ | <u>主要股東</u> |
| ▶ | <u>股本</u> |
| ▶ | <u>未來計劃和所得款項用途</u> |
| ▶ | <u>策略配售和企業配售</u> |
| ▶ | <u>包銷</u> |
| ▶ | <u>全球發售架構</u> |
| ▶ | <u>如何申請香港公開發售股份</u> |
| ▶ | <u>附錄一 - 會計師報告</u> |
| | <u>第一節</u> |
| | <u>第二節</u> |
| | <u>第三節</u> |
| ▶ | <u>附錄二 - 未經審核備考財務資料</u> |
| ▶ | <u>附錄三 - 利潤預測</u> |
| ▶ | <u>附錄四 - 未經審核中國會計準則中期財務資料</u> |
| ▶ | <u>附錄五 - 物業估值</u> |
| ▶ | <u>附錄六 - 獨立技術報告</u> |
| ▶ | <u>附錄七 - 稅項和外匯</u> |
| ▶ | <u>附錄八 - 主要法律和監管規定概要</u> |
| ▶ | <u>附錄九 - 公司章程概要</u> |
| ▶ | <u>附錄十 - 法定和一般資料</u> |
| | <u>第一節</u> |
| | <u>第二節</u> |
| ▶ | <u>附錄十一 - 送呈公司註冊處及備查文件</u> |
| ▶ | <u>封底</u> |

Appendix F. [Repealed 7 December 2023]

Appendix G. Specification for files containing Application Proof, OC Announcements, PHIP and Related Materials

Overview

1. This appendix specifies the formats and the software to be used for preparation of the files containing Application Proof, OC Announcements, Post Hearing Information Proof ("PHIP") and related materials to be published on HKEXnews website. Please also refer HKEX guidance letter (HKEX-GL57-13) for the guidance on the logistical arrangements for the submission and publication of Application Proofs, OC Announcements, PHIPs and related materials.
2. For recommended file size and other general requirements, please refer Appendix C.

Publishing Tools

3. The file format MUST be in PDF which PDF file must be of PDF version 1.5 - 1.7 (ISO32000-1), that can be prepared using Adobe® Acrobat® version 6.0 or above.

File Name Convention

4. The filename of every file submitted for publication should contain only alphanumeric characters (i.e. using only letters of the western alphabet and numbers). The name of the English language file should begin with the letter "E". The name of the Chinese language file should begin with the letter "C". The total file name length must not exceed 200 characters.
5. For warning statement of an Application Proof/PHIP, the naming convention should be as follow:

| | | | | | |
|--------|------------------------------|---|-----------------------------|---|------|
| E or C | Abbreviation of Company Name | - | Date of document (YYYYMMDD) | - | Warn |
|--------|------------------------------|---|-----------------------------|---|------|

6. For multiple files version of Application Proof/PHIP document, the naming convention should be as follow:

| | | | | | |
|--------|------------------------------|---|-----------------------------|---|---------------|
| E or C | Abbreviation of Company Name | - | Date of document (YYYYMMDD) | - | Serial number |
|--------|------------------------------|---|-----------------------------|---|---------------|

For example, ABC Group submitted a PHIP in multiple files format on 1 October 2013, the file name of the 21st file (English version) will be "EABCGROUP-20131001-21.pdf".

7. For the full version of Application Proof/PHIP (contain in a single file), it must include bookmarks to enable readers to navigate easily between chapters of the document. The file shall have the following naming convention:

| | | | | | |
|--------|------------------------------|---|-----------------------------|---|------|
| E or C | Abbreviation of Company Name | - | Date of document (YYYYMMDD) | - | Full |
|--------|------------------------------|---|-----------------------------|---|------|

8. For statement under MB Rule 9.08(2)(c) or GEM Rule 12.10(2)(c), the naming convention should be as follow:

| | | | | | |
|--------|------------------------------|---|-----------------------------|---|-----------|
| E or C | Abbreviation of Company Name | - | Date of document (YYYYMMDD) | - | Statement |
|--------|------------------------------|---|-----------------------------|---|-----------|

9. For OC Announcements, the naming convention should be as follow:

| | | | | | |
|--------|------------------------------|---|-----------------------------|---|----|
| E or C | Abbreviation of Company Name | - | Date of document (YYYYMMDD) | - | OC |
|--------|------------------------------|---|-----------------------------|---|----|

Submission of document in multiple-files format

10. When file separation is required, issuers should construct the index page outlining the table of content during submission. The following is an illustrative example of the input fields for the submission of a PHIP in multiple-files format.

Example:

- **English Document Name:** PHIP
- **Chinese Document Name:** 聆訊後資料集
- **English Company Name:** ABC Group Limited
- **Chinese Company Name:** ABC 集團有限公司

- English Document - The filename of each split file and its corresponding chapter title.

| English Chapter Title | Uploaded Files List |
|--|---------------------------|
| Disclaimer and warning statement | EABCGROUP-20131001-01.pdf |
| Cover | EABCGROUP-20131001-02.pdf |
| Important | EABCGROUP-20131001-03.pdf |
| Expected timetable | EABCGROUP-20131001-04.pdf |
| Contents | EABCGROUP-20131001-05.pdf |
| Summary | EABCGROUP-20131001-06.pdf |
| Definitions and glossary | EABCGROUP-20131001-07.pdf |
| Forward-looking statements | EABCGROUP-20131001-08.pdf |
| Risk factors | EABCGROUP-20131001-09.pdf |
| Waivers and exemptions from strict compliance with the Listing Rules | EABCGROUP-20131001-10.pdf |
| Information about the listing document and any global offering | EABCGROUP-20131001-11.pdf |
| Directors, supervisors and parties involved | EABCGROUP-20131001-12.pdf |
| Corporate information | EABCGROUP-20131001-13.pdf |
| Industry overview | EABCGROUP-20131001-14.pdf |
| Regulations | EABCGROUP-20131001-15.pdf |
| History, development and reorganisation | EABCGROUP-20131001-16.pdf |
| Business | EABCGROUP-20131001-17.pdf |
| Financial information | EABCGROUP-20131001-18.pdf |
| Relationship with controlling shareholders | EABCGROUP-20131001-19.pdf |
| Connected transactions | EABCGROUP-20131001-20.pdf |
| Share capital | EABCGROUP-20131001-21.pdf |
| Substantial shareholders | EABCGROUP-20131001-22.pdf |
| Cornerstone investors | EABCGROUP-20131001-23.pdf |
| Directors, senior management and employees | EABCGROUP-20131001-24.pdf |
| Future plans and use of proceeds | EABCGROUP-20131001-25.pdf |
| Underwriting | EABCGROUP-20131001-26.pdf |
| Structure of the global offering | EABCGROUP-20131001-27.pdf |
| How to apply for Hong Kong offer shares | EABCGROUP-20131001-28.pdf |
| Appendix I - Accountants' report | EABCGROUP-20131001-29.pdf |
| Appendix II - Unaudited pro forma financial information | EABCGROUP-20131001-30.pdf |
| Appendix III - Profit forecast | EABCGROUP-20131001-31.pdf |
| Appendix IV - Property valuation report | EABCGROUP-20131001-32.pdf |
| Appendix V - Other expert reports | EABCGROUP-20131001-33.pdf |
| Appendix VI - Summary of the new applicant's constitution, law of the place of incorporation and information on its dual primary listing | EABCGROUP-20131001-34.pdf |
| Appendix VII - Statutory and general information | EABCGROUP-20131001-35.pdf |
| Appendix VIII - Documents delivered to the Registrar of Companies and available for inspection | EABCGROUP-20131001-36.pdf |

- The layout of the English index page to be published on the HKEXnews website.

PHIP

ABC Group Limited

YOU SHOULD READ THE WARNING IN THE DOCUMENT.

- ▶ Disclaimer and warning statement
- ▶ Cover
- ▶ Important
- ▶ Expected timetable
- ▶ Contents
- ▶ Summary
- ▶ Definitions and glossary
- ▶ Forward looking statements
- ▶ Risk Factors
- ▶ Waivers and exemptions from strict compliance with the Listing Rules
- ▶ Information about the listing document and any global offering
- ▶ Directors, supervisors and parties involved
- ▶ Corporate Information
- ▶ Industry Overview
- ▶ Regulations
- ▶ History, development and reorganisation
- ▶ Business
- ▶ Financial Information
- ▶ Relationship with controlling shareholders
- ▶ Connected transactions
- ▶ Share capital
- ▶ Substantial shareholders
- ▶ Cornerstone investors
- ▶ Directors, senior management and employees
- ▶ Future plans and use of proceeds
- ▶ Underwriting
- ▶ Structure of the global offering
- ▶ How to apply for Hong Kong offer shares
- ▶ Appendix I - Accountants' report
- ▶ Appendix II - Unaudited pro forma financial information
- ▶ Appendix III - Profit forecast
- ▶ Appendix IV - Property valuation report
- ▶ Appendix V - Other expert reports
- ▶ Appendix VI - Summary of the new applicant's constitution, law of the place of incorporation and information on its dual primary listing
- ▶ Appendix VII - Statutory and general information
- ▶ Appendix VIII - Documents delivered to the Registrar of Companies and available for inspection

- Chinese Document - the filename of each split file and its corresponding chapter title.

| Chinese Chapter Title | Uploaded Files List |
|-----------------------------------|---------------------------|
| 免責及警告聲明 | CXYZGROUP-20131001-01.pdf |
| 封面 | CXYZGROUP-20131001-02.pdf |
| 重要提示 | CXYZGROUP-20131001-03.pdf |
| 預計時間表 | CXYZGROUP-20131001-04.pdf |
| 目錄 | CXYZGROUP-20131001-05.pdf |
| 摘要 | CXYZGROUP-20131001-06.pdf |
| 定義及詞彙 | CXYZGROUP-20131001-07.pdf |
| 前瞻性陳述 | CXYZGROUP-20131001-08.pdf |
| 風險因素 | CXYZGROUP-20131001-09.pdf |
| 不用嚴格遵守《上市規則》的豁免 | CXYZGROUP-20131001-10.pdf |
| 有關上市文件及全球發售的資料 | CXYZGROUP-20131001-11.pdf |
| 董事、監事及參及全球發售中的涉及人士 | CXYZGROUP-20131001-12.pdf |
| 公司資料 | CXYZGROUP-20131001-13.pdf |
| 行業概覽 | CXYZGROUP-20131001-14.pdf |
| 規例 | CXYZGROUP-20131001-15.pdf |
| 歷史、發展及重組 | CXYZGROUP-20131001-16.pdf |
| 業務 | CXYZGROUP-20131001-17.pdf |
| 財務資料 | CXYZGROUP-20131001-18.pdf |
| 與控股股東的關係 | CXYZGROUP-20131001-19.pdf |
| 關連交易 | CXYZGROUP-20131001-20.pdf |
| 股本 | CXYZGROUP-20131001-21.pdf |
| 主要股東 | CXYZGROUP-20131001-22.pdf |
| 基礎投資者 | CXYZGROUP-20131001-23.pdf |
| 董事、高層管理人員及職員 | CXYZGROUP-20131001-24.pdf |
| 未來計劃及所得款項用途 | CXYZGROUP-20131001-25.pdf |
| 包銷 | CXYZGROUP-20131001-26.pdf |
| 全球發售的結構 | CXYZGROUP-20131001-27.pdf |
| 如何申請香港發售部分的股份 | CXYZGROUP-20131001-28.pdf |
| 附錄一 會計師報告 | CXYZGROUP-20131001-29.pdf |
| 附錄二 備考財務資料 | CXYZGROUP-20131001-30.pdf |
| 附錄三 溢利預測 | CXYZGROUP-20131001-31.pdf |
| 附錄四 物業估值報告 | CXYZGROUP-20131001-32.pdf |
| 附錄五 其他專家報告 | CXYZGROUP-20131001-33.pdf |
| 附錄六 新申請人的公司組織章程、註冊成立地區法例及雙邊主要上市資料 | CXYZGROUP-20131001-34.pdf |
| 附錄七 法定及一般資料 | CXYZGROUP-20131001-35.pdf |
| 附錄八 送呈公司註冊處處長及備查文件 | CXYZGROUP-20131001-36.pdf |

- The layout of the Chinese index page to be published on the HKEXnews website.

聆訊後資料集

ABC 集團有限公司

務請閣下閱讀本文件所載的警告。

- ▶ 免責及警告聲明
- ▶ 封面
- ▶ 重要提示
- ▶ 預計時間表
- ▶ 目錄
- ▶ 摘要
- ▶ 定義及詞彙
- ▶ 前瞻性陳述
- ▶ 風險因素
- ▶ 不用嚴格遵守《上市規則》的豁免
- ▶ 有關上市文件及全球發售的資料
- ▶ 董事、監事及參及全球發售中的涉及人士
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- ▶ 股本
- ▶ 主要股東
- ▶ 基礎投資者
- ▶ 董事、高層管理人員及職員
- ▶ 未來計劃及所得款項用途
- ▶ 包銷
- ▶ 全球發售的結構
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- ▶ 附錄七 法定及一般資料
- ▶ 附錄八 送呈公司註冊處處長及備查文件

Appendix H. List of Announcement Forms and Return e-Forms for Publication Related Matters

1. Announcement Forms

| | Template Codes | Announcement Forms |
|---|----------------|---|
| Main Board Issuers / GEM Issuers | EF001 | Cash Dividend |
| | EF002 | Cash Dividend with currency option |
| | EF003 | Cash Dividend with scrip option |
| | EF004 | Cash Dividend with currency and scrip options |
| | EF005 | Bonus issue of shares or warrants |
| CCASS Eligible Debt Securities Issuers | EF006 | Interest Payment |
| Structured Products Issuers | SPEW001 | Notice of Suspension of Trading and Withdrawal of Listing |
| | SPRV001 | Notice of Valuation of Residual Value |

2. Return e-Forms

| | Template Codes | Return e-Forms |
|---------------------------|----------------|---|
| Main Board Issuers | FF301 | Monthly Return e-Form for Equity Issuers and Hong Kong Depositary Receipts listed under Chapter 19B of the Exchange Listing Rules |
| | FF302 | Monthly Return e-Form for Collective Investment Schemes listed under Chapter 20 of the Exchange Listing Rules (other than listed open-ended Collective Investment Schemes) on Movements in Units |
| | FF303 | Monthly Return e-Form on Movement of Open-ended Collective Investment Schemes listed under Chapter 20 of the Exchange Listing Rules |
| | FF304 | Next Day Disclosure Return e-Form for Equity Issuers and Collective Investment Scheme under Chapter 20 of the Exchange Listing Rules (other than listed open-ended Collective Investment Schemes) |
| GEM Issuers | FF301 | Monthly Return e-Form for Equity Issuers |
| | FF304 | Next Day Disclosure Return e-Form for Equity Issuers |