



e-Submission System
Quick Reference Guide
For
Publication Related Matters
(Extended)

September 2021

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1 Things to have ready

1. Submitter / Approver User ID, User Password and Security Token for generating the One-Time Passcode – for logging into the system and approving a submission for publication purpose.
2. Headline Categories – one or more categories from the Exchange’s list of standard headlines.
3. Document Titles (in English and Traditional Chinese) – will be published on the HKEX website and/or GEM website as the News Titles.
4. Ready to publish document (with English and/or Traditional Chinese version) and/or a duly completed Announcement Form or e-Form.
 - The filename should be written in alphanumeric characters and the length of the filename (including file extension) must not exceed 200 characters.
 - Except for the Announcement Form and e-Form, the filename of the English language file must start with the letter “e” and the name of the Chinese language file must start with the letter “c”.

2 First-time login to e-Submission System

Before you logon to the ESS website, you should download the software token application “SafeNet MobilePASS+” on your mobile device from App Store or Google Play. You will need to set up your security token when you login to the e-Submission System (ESS).

2.1 User Activation via Software Token (MobilePASS+)

- a) Go to the e-Submission System website <https://www1.esubmission.hkex.com.hk>. On the login page, input your User ID. The User Activation page will be displayed.

User Activation Page (Software Token)

- b) Fill in your Registered Email Address.
- c) Set up your User Password¹ by entering a new password and re-enter the new password.
- d) Click REQUEST to obtain a One-Time Password. The One-Time Password will be sent to your registered mobile phone number via SMS.
- e) Input One-Time Password. Click NEXT. A system generated QR Code will be displayed.

¹ User password is case-sensitive, between 8 to 15 characters long and a combination of letters (both upper & lower case) and number (0-9).

Set up the security token with system generated QR Code

The screenshot shows the user activation interface. At the top left is the HKEX logo. The main heading is 'e-Submission System'. Below it, there is a 'User ID' field with the value 'ESSUserID'. A QR code is prominently displayed in the center. Below the QR code, there is a text box for the 'One-Time Passcode (OTP)' and two buttons: 'Activate' and 'Cancel'. The footer contains links for 'Terms & Conditions', 'Site Map', 'Contact Us', and 'Privacy Policy'.

- f) Scan the QR Code² by using your mobile app “SafeNet MobilePASS+”.
- g) Follow the on-screens instructions to set up the security.
- h) Input the One-Time Password generated from your security token. Click ACTIVATE to complete the user activation.
- i) If your user account has been activated successfully, the acknowledgement page will be displayed

Acknowledgement Page

The screenshot shows the acknowledgement page. It features the HKEX logo and the system title 'e-Submission System'. The main message reads: 'Welcome to the e-Submission System. You have successfully activated your user account. You will be redirected to e-Submission System automatically in 5 seconds or click [HERE](#) directly.' The footer includes links for 'Terms & Conditions', 'Site Map', 'Contact Us', and 'Privacy Policy'.

Note:

- The screen displays and the images of the SafeNet MobilePASS+ are for reference and illustration purposes only.

² The QR Code will expire after 10 minutes. You will then be redirected to the ESS homepage automatically to restart the user activation.

3 Logging into the e-Submission System

You must login the ESS to submit for publication or user profile maintenance. Open the web browser and enter the web address: <https://www1.esubmission.hkex.com.hk>. The following login page will be displayed:

Login Page

3.1 Entering User ID, User Password and One-Time Passcode

- Enter the User ID, User Password and the One-Time Passcode (OTP) generated from the assigned Security Token.
- Click LOGIN.

Notes:

- If you have forgotten your User ID, you may click “Forgot User ID” at the login page. Fill in your User Name, Registered Email Address, Company Code, the characters in the image and click SUBMIT. The system will send an email to the registered email address listing all User IDs matched with the provided information.
- If you have forgotten your User Password, you may click “Forgot User Password” at the login page. Fill in your User ID, Registered Email Address, the characters in the image and click SUBMIT. The system will send an email to the registered email address. You can click the link in the email to reset your password.

3.2 Acceptance of Disclaimer

- Read the Disclaimer carefully.
- Click ACCEPT AND CONTINUE to enter the ESS Main page.

3.3 Selection of Functions in Main Menu

- The User Home page will be displayed with the **Red Main Menu** on the top of the page. Select the required function to proceed.

4 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 login page to request a One-Time Password by providing User ID and User Password. The One-Time Password will be sent through SMS to user’s registered mobile number.

4.1 Submit Request for Login with SMS Password

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

Login with SMS Password

The screenshot shows the e-Submission System interface. At the top left is the HKEX logo (香港交易所) and the date 11/04/2019 11:36. The main heading is "e-Submission System" with the subtitle "The Stock Exchange of Hong Kong Limited (A wholly-owned subsidiary of Hong Kong Exchanges and Clearing Limited)". A green success message states "Your request has been submitted successfully." Below this, the section is titled "Login with SMS Password" with a note "* Denotes mandatory fields". A prompt asks the user to "Please enter the One-Time Password sent to your mobile phone (last 4 digits '0768')." There is a text input field for the "One-Time Password" and "Login" and "Cancel" buttons. At the bottom, there is a link: "Please click [HERE](#) if you did not receive the One-Time Password or if the One-Time Password has expired." The footer contains links for "Terms & Conditions", "Site Map", "Contact Us", and "Privacy Policy".

4.2 Login with SMS Password

- A One-Time Password will be sent to the registered mobile phone number via SMS.
- Input One-Time Password.
- Click LOGIN.

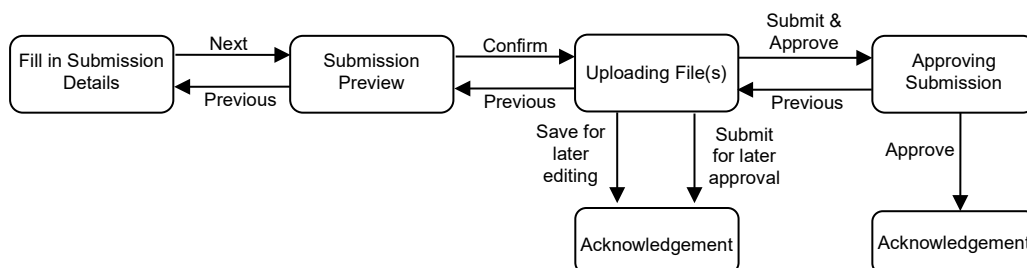
4.3 Acceptance of Disclaimer

- Read the Disclaimer carefully.
- Click ACCEPT AND CONTINUE to enter the ESS Main page.

4.4 Selection of Functions in Main Menu

- The User Home page will be displayed with the **Red Main Menu** on the top of the page. Select the required function to proceed.

5 Submission and Approval of Documents



5.1 Fill in Submission Details

- Choose **Submission for Publication** from the Main Menu.
- Submission Details page will be displayed. Fill in the submission details, including the Contact Information, Case Number (if applicable), Headline Categories and Title(s) etc.
- Click NEXT.

5.2 Submission Preview

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

5.3 Uploading Document

- Click CHOOSE FILES to select the files to upload.
- The filenames of the uploaded files will be displayed under “List of File(s) Pending Approval”. Click SUBMIT & APPROVE.

5.3.1 Uploading Document in Split Files Format or Multiple Documents

If the uploaded files include more than one English file and/or one Chinese file, the submission will be regarded as multiple files submission.

- Click CHOOSE FILES to select the files to upload. The filenames of the uploaded files will be displayed under “List of File(s) Pending Approval” and in alphabetical order.
- Fill in the Chapter title for each uploaded file.
- Input Stock code, Document Name and Company Name.
- Compile the Document Index. You can edit the layout such as arrange the order of the documents by drag-and-drop of the selected title. Click PREVIEW to view the document index.
- Click SUBMIT & APPROVE.

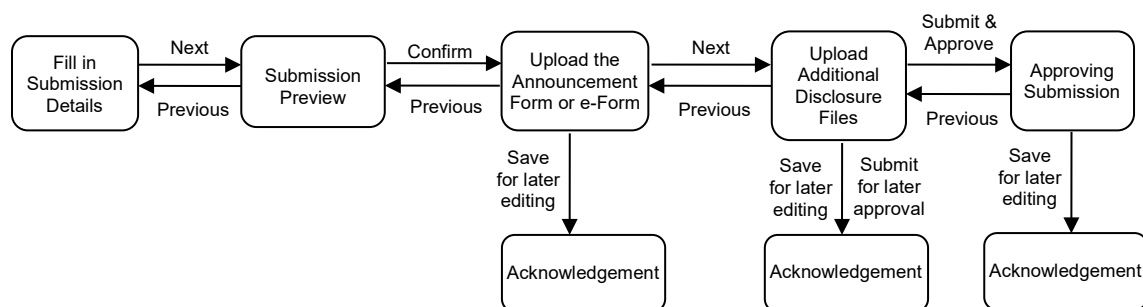
5.4 Approving Submission

- Review Submission Information. Enter the Approver User ID, User Password and One-Time Passcode generated from the token. Then click APPROVE.
- A confirmation box will be displayed. Click OK to confirm.

5.5 Acknowledgement

- If the approval has been successful, an acknowledgement page with a submission number will be displayed. You may click PRINT to print this page for record. **You should note the Submission Number shown on the page for future reference.**

6 Submission and Approval of Announcement Form or Return e-Form



6.1 Fill in Submission Details

- Choose **Submission for Publication** from the Main Menu.
- Submission Details page will be displayed. Fill in the submission details, including the Contact Information, Case Number (if applicable), Headline Categories, and Titles etc.
- Click NEXT.

6.2 Submission Preview

- Review the Headline Categories and Titles.
- Click CONFIRM.

6.3 Uploading an Announcement Form or Return e-Form and/or additional disclosure files

- Click CHOOSE FILES to select file to upload. The filename of the uploaded file will be displayed under "Uploaded Announcement Form / e-Form".
- Select form type of your Announcement Form or e-Form.
- Select an option from "Previous Related Submission".
 - For new Announcement form or Return e-Form, you should select "**Not Applicable**".
 - For an update or withdrawal of the published Announcement Form, you should select its **latest related submission record**;
 - For a resubmission of the published Return e-Form, you should select its **latest related submission record** or "**Others**" if there is no appropriate option available.
- Click NEXT to perform system validation.
- The validated form will be split into two ready-to-publish files (one in English and one in Chinese).
- If you need to submit additional disclosure files, click "Choose Files" to select files to upload. Please refer to steps set out in Section 5.3.1 for uploading multiple documents.
- Click SUBMIT & APPROVE.

Notes:

- To preview the content of the uploaded Announcement Form or Return e-Form, you should save the file in your computer and open it with Adobe Reader.
- The “Previous Related Submission” will display the information of the previous published Announcement Form or Return e-Form for your reference. The information includes its Submission Number, published date time and English/Chinese title.

6.4 Approving Submission

- a) Review Submission Information. Enter the Approver’s User ID, User Password and One-Time Passcode generated from the token. Then click APPROVE.
- b) A confirmation box will be displayed. Click OK to confirm.

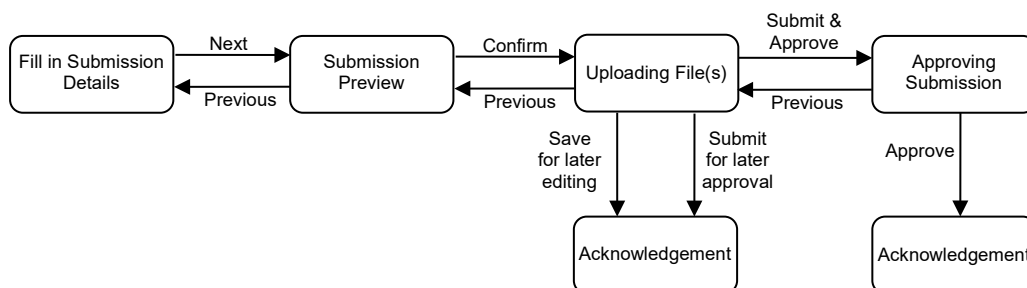
6.5 Acknowledgement

- a) If the approval has been successful, an acknowledgement page with a submission number will be displayed. You may click PRINT to print this page for record. **You should note the Submission Number shown on the page for future reference.**

7 Publication of Documents on Display

For documents that are published to meet transaction disclosure obligations only³, 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 8 below).

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



7.1 Fill in Submission Details

- Choose **Submission for Publication** from the Main Menu.
- Submission Details page will be displayed. Fill in the submission details, including the Contact Information, Case Number (if applicable), Headline Categories and Title(s) etc.
- Click NEXT.

7.2 Submission Preview

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

7.3 Uploading Single Document

- Click CHOOSE FILES to select the files to upload. The filenames of the uploaded files will be displayed under "List of File(s) Pending Approval".
- Click SUBMIT & APPROVE for immediately approval.

³ 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).

7.3.1 Uploading Multiple Documents

- a) Click CHOOSE FILES to select the files to upload. The filenames of the uploaded files will be displayed under “List of File(s) Pending Approval” according to the languages of these documents.
- b) Fill in the title of each document.
- c) Input Stock code, Transaction Name and Company Name.
- d) Compile the Document Index. You can edit the layout such as arrange the order of the documents by drag-and-drop of the selected title. Click PREVIEW to view the document index.
- e) Click SUBMIT & APPROVE.

Note:

- If, at a future date, you wish to remove these documents from publication, all the documents in the 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 a separate submission.

7.4 Approving Submission

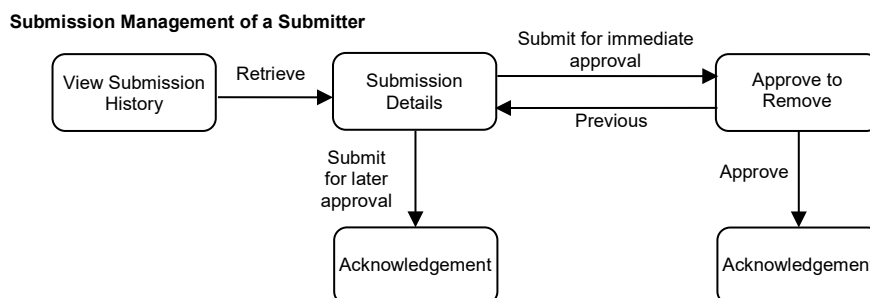
- a) Review Submission Information. Enter the Approver’s User ID, User Password and One-Time Passcode generated from the token. Then click APPROVE.
- b) A confirmation box will be displayed. Click OK to confirm.

7.5 Acknowledgement

- a) If the approval has been successful, an acknowledgement page with a submission number will be displayed. You may click PRINT to print this page for record. **You should note the Submission Number shown on the page for future reference.**

8 Removal of 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.



1.

8.1 Submission Retrieval

- Choose **View Submission History** from **Submission Management**.
- On the Submission History page, select “Submission for Documents on Display” and set the time range. Then, click SEARCH.
- Select the submission that you wish to remove by clicking on the Submission Number.

8.2 Review the Submission Details and Submit for Removal

- Review the submission details and make sure that you wish to remove these documents.
- Click **SUBMIT & APPROVE FOR REMOVAL** for immediately removal.

8.3 Approve to Remove the Documents on Display

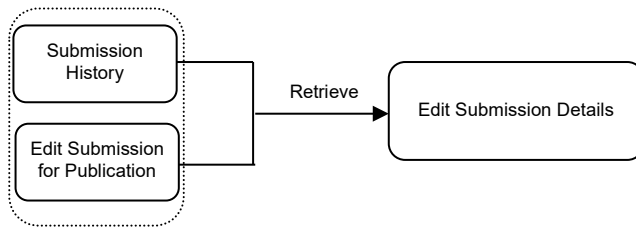
- Enter the Approver’s User ID, User Password and One-Time Passcode generated from the token. Then click **APPROVE**.
- A confirmation box will be displayed. Click **OK** to confirm.

8.4 Acknowledgement

- If the approval has been successful, an acknowledgement page with a submission number will be displayed. You may click **PRINT** to print this page for record. **You should note the Submission Number shown on the page for future reference.**

9 Edit a Saved Submission

Submission Management of a Submitter



9.1 Submission Retrieval

9.1.1 Via View Submission History

- Choose **View Submission History** from **Submission Management**.
- On the Submission History page, search for and select the saved submission by clicking the appropriate Submission Number.
- Enter the Self-defined Passcode (if applicable).

9.1.2 Via Edit Submission for Publication

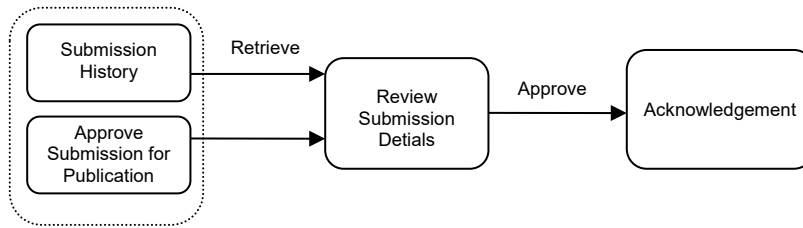
- Choose **Edit Submission for Publication** from **Submission Management**.
- Input Submission Number, then click RETRIEVE.
- Enter the Self-defined Passcode (if applicable).

9.2 Edit a Submission

- The Submission Details page will be displayed depending on the types of Submission.
- Edit the submission details. Please refer to the other sections of this User Guide to continue the subsequent submission steps.

10 Approve Submission for Publication

Submission Management of an Approver



10.1 Submission Retrieval

10.1.1 Via View Submission History

- Choose **View Submission History** from **Submission Management**.
- On the Submission History page, search for and select the submitted submission by clicking the appropriate Submission Number.
- Enter the Self-defined Passcode (if applicable).

10.1.2 Via Approve Submission for Publication

- Choose **Approve Submission for Publication** from **Submission Management**.
- Input Submission Number, then click RETRIEVE.
- Enter the Self-defined Passcode (if applicable).

10.2 Approving Submission

- The Submission Details page will be displayed depending on the type of Submission Review Submission Information.
- Enter the Approver's User Password and One-Time Passcode generated from the token. Then click APPROVE.
- A confirmation box will be displayed. Click OK to confirm.

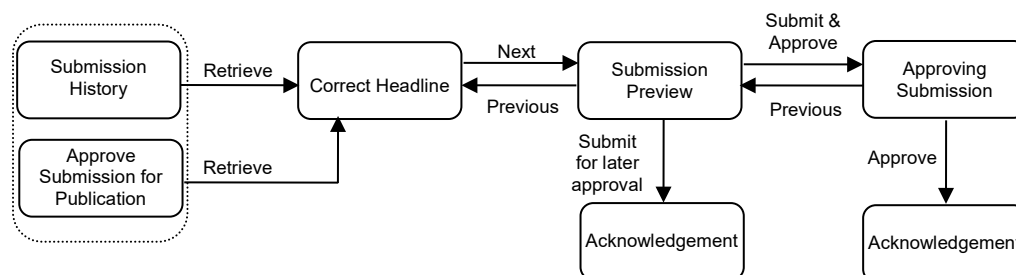
10.3 Acknowledgement

- If the approval has been successful, an acknowledgement page with a submission number will be displayed. You may click PRINT to print this page for record. **You should note the Submission Number shown on the page for future reference.**

11 Correcting Headline Categories of a Published Document

If the published document is found with incorrect headline categories, you may correct the headline as appropriate (except for announcement form, e-Form and documents on display). You can only correct the headline categories once within 5 calendar days of publication through the ESS.

Submission Management of a Submitter



11.1 Submission Retrieval

11.1.1 Via View Submission History

- Choose **View Submission History** from **Submission Management**.
- On the Submission History page, search for and select the published submission by clicking the appropriate Submission Number.

11.1.2 Via Correct Headline Categories of Published Document

- Choose **Correct Headline Categories of Published Document** from **Submission Management**.
- Input Submission Number, then click RETRIEVE.

11.2 Correct Headline Categories of Published Document

- You can amend, add or remove the Tier-1 and/ or Tier-2 Headline Categories.
- You can change the order of the selected Tier-2 Headlines Categories.
- Click NEXT.

11.3 Submission Preview

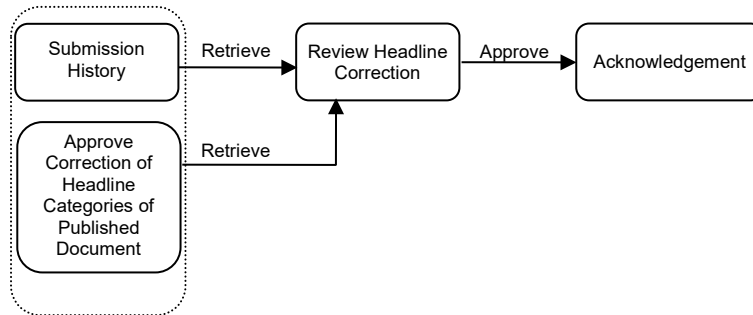
- Review Headline Categories.
- Click SUBMIT.

11.4 Acknowledgement

- If the submission has been successful, an acknowledgement page with a submission number will be displayed. You may click PRINT to print this page for record. **You should note the Submission Number shown on the page for future reference.**

12 Approving Correction of Headline Categories of a Published Document

Submission Management of an approver of Publication Related Matters users



12.1 Submission Retrieval

12.1.1 Via View Submission History

- Choose **View Submission History** from **Submission Management**.
- On the Submission History page, search for and select the published submission with headline correction by clicking the appropriate Submission Number.
- Enter the Self-defined Passcode (if applicable).

12.1.2 Via Approve Correction of Headline Categories of a Published Document

- Choose **Approve Correction of Headline Categories of Published Document** from **Submission Management**.
- Input Submission Number, then click RETRIEVE.
- Enter the Self-defined Passcode (if applicable).

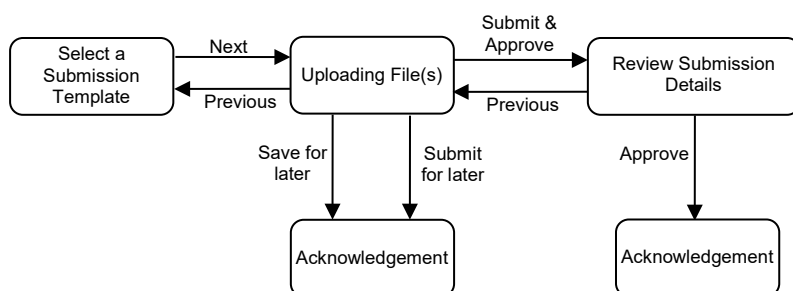
12.2 Approving Correction of Headline Categories of a Published Document

- Review Submission Information. Enter the Approver's User Password and One-Time Passcode generated from token. Then click APPROVE.
- A confirmation box will be displayed. Click OK to confirm.

12.3 Acknowledgement

- If the approval has been successful, an acknowledgement page with a submission number will be displayed. You may click PRINT to print this page for record. **You should note the Submission Number shown on the page for future reference.**

13 Applying Submission Template for Document Submission (Applicable to Structured Product Issuers only)



13.1 Fill in Submission Details

- Choose **Submission for Publication** from the Main Menu.
- Submission Details page will be displayed. Select a Submission Template. The submission details, including the Contact Information, Headline Categories and Title(s) etc. will be filled according to the selected submission template.
- Click NEXT.

13.2 Uploading Document

- Click CHOOSE FILES to select the files to upload. The filenames of the uploaded files will be displayed under "List of File(s) Pending Approval".
- Click SUBMIT.

13.3 Acknowledgement

- An acknowledgement page with a submission number will be displayed. You may click PRINT to print this page for record. **You should note the Submission Number shown on the page for future reference.**

Notes:

- For submission without applying submission template, please refer to Section 5 of this User Guide.
- For applying submission templates for multiple submissions, please refer to the Section 5.3 "Applying Submission Template(s) for Multiple Submissions" of the "User Manual for Publication Related Matters".

14 Approve Submissions for Publication (Applicable to Structured Product Issuers only)

Submission Management of an Approver



14.1 Submission Retrieval

- Choose **Approve Submission for Publication** from **Submission Management**.
- Submission(s) with “Pending Approval” status will be listed in descending order of submission number.
- You may select one or multiple submissions for approval by checking the selection box. Enter the Self-defined Passcode for each selected submission (if applicable).

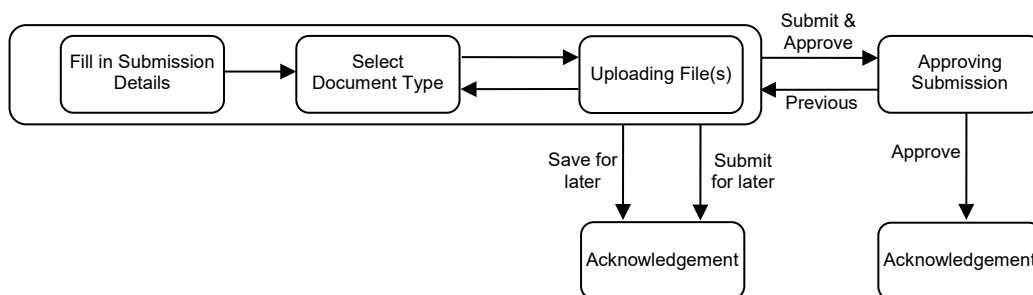
14.2 Approving Submission

- Enter the Approver’s User Password and One-Time Passcode generated from the token. Then click APPROVE.
- A confirmation box will be displayed. Click OK to confirm.

14.3 Acknowledgement

- If the approval has been successful, the submission number(s) of all successful submission(s) will be displayed on the approval page. **You should note the Submission Number(s) shown on the page for future reference.**
- You may continue to approve the remaining submissions in the list.

15 Submission and Approval of Application Proof & PHIP



15.1 Fill in Submission Details

- Choose **Submission for AP/PHIP** from the main menu.
- Submission Details page will be displayed. Input the Case Number.

15.1.1 Uploading File(s) – document in single file format

- Select Document Type.
- Click CHOOSE FILES to select the files to upload. The filenames of the uploaded files will be grouped by its Document Type and displayed under “List of File(s) Pending Approval”.
- Repeat steps above until all Document Type and files are uploaded.

15.1.2 Uploading File(s) – document in multiple files format

- Select Document Type.
- Click CHOOSE FILES to select the files to upload. The filenames of the uploaded files will be grouped by its Document Type and displayed under “List of File(s) Pending Approval”.
- Fill in the Chapter title for each uploaded file.
- Compile the Document Index. You can edit the layout such as arrange the order of the documents by drag-and-drop of the selected title. Click PREVIEW to view the document index.

15.1.3 Input Contact Information

- Fill in Contact Information.
- Click SUBMIT & APPROVE.

15.2 Approving Submission

- Review Submission Information. Enter the Approver’s User ID, User Password and One-Time Passcode generated from the token. Then click APPROVE.
- A confirmation box will be displayed. Click OK to confirm.

15.3 Acknowledgement

- If the approval has been successful, an acknowledgement page with a submission number will be displayed. You may click PRINT to print this page for record. **You should note the Submission Number shown on the page for future reference.**

16 Download Template

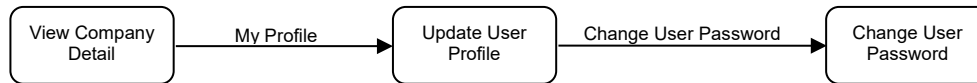
16.1 Download Document Template

- a) Choose **Download Document Template** from **Download Template**. A list of templates in ascending order of template name will be displayed.
- b) Right click the appropriate template to download.
- c) The Download Complete dialog box appears. Click SAVE to save the file to the desired location. Alternatively, click OPEN to open the file with the relevant applications (e.g. Microsoft Word/Excel).

16.2 Download Announcement Form and Return e-Form Template

- a) Choose **Download Announcement Form and e-Form Template** from **Download Template**. A list of templates in ascending order of template name will be displayed.
- b) Right click the name of the template and save it to your computer.
- c) The Download Complete dialog box appears. You must open the template with Adobe Reader for viewing and editing.

17 View Company Profile / Update User Profile / Change User Password



17.1 View Company Profile

- a) Choose **Profile Admin** from Main Menu.
- b) Company Details page will be displayed.

17.2 Update User Profile

- a) Click MY PROFILE.
- b) Update your profile as required. If you wish to change your password, please proceed to the “Change Your Password” section below.
- c) Click SAVE.

17.3 Change User Password

- a) On the User Profile page, click CHANGE USER PASSWORD.
- b) Input your current password.
- c) Type in a new password and re-enter the new password.
- d) Click SAVE. A message will be displayed if your password has been changed successfully.