

Listed company information dissemination and related trading arrangements in the event of interruption to the HKEXnews website service or its information dissemination system (Updated on 20 March 2020)

Frequently asked questions for listed companies

- 1. In the case of e-Submission System (ESS) disruption, is there any restriction on the file size or the number of attachments for listed companies submitting documents to the Exchange's designated e-mail address?**

The maximum file size is limited to 7 MB (including message header, body and attachments), and the maximum number of attachments for each e-mail is limited to 50 documents.

For files exceeding the maximum limit, listed companies should submit, instead of e-mail, a soft-copy of the large files on a CD with a signed and completed confirmation letter by physical delivery to the collection box on 11/F, Two Exchange Square, 8 Connaught Place, Central, Hong Kong. Listed companies may deliver the CD to the collection box between 6:00 a.m. and 11:00 p.m. on a business day and between 6:00 p.m. and 8:00 p.m. on a non-business day immediately preceding a business day.

The confirmation letter template is available in Appendix B or at <https://www.hkex.com.hk/-/media/HKEX-Market/Listing/Rules-and-Guidance/eSubmission-System/Listed-Company-Information-Dissemination-and-Related-Trading-Arrangements/confirmltr.docx?la=en>.

- 2. During the disruption of the HKEXnews website and/or ESS, can the listed company hold a press conference for some inside information or results announcement after it has submitted the announcement to HKEX?**

The listed company may hold a press conference during the system disruption. However, it should ensure that the inside information or results announcement is already published on its website. For inside information (except for results announcement), a notification of the announcement must also be posted on the bulletin boards (www.bulletinboard.hk and www.hkex-is.hk) or New Bulletin Board¹.

¹ In the unlikely event that the HKEXnews and the two bulletin boards are all interrupted, a new bulletin board (New Bulletin Board) will be activated.

3. Why are listed companies required to publish an announcement or a news release on their website for suspension/ resumption of trading in the event of disruption of the HKEXnews website or ESS?

Investors are asked to rely on the listed companies' websites for information during the service interruption period. Listed companies should therefore post an announcement or news release on their websites to inform investors about the suspension/resumption of trading in their securities.

4. During the system disruption, what will be the procedure for a listed company to change the headline categories after submission to HKEX for publication?

The listed company will have to make a request in writing to the Listing Division.

5. What should listed companies do if they want to change their website addresses?

Listed companies should notify the case officers in Listing Division immediately and provide the new website addresses for publication on the HKEXnews website/ bulletin boards or New Bulletin Board.

6. During the disruption of the HKEXnews website and/or ESS, can a listed company publish an inside information announcement on another website if it has problems in posting the announcement on its own website or its website is not accessible?

Yes. The listed company should arrange publication of its inside information announcement on another website. In this case, it should notify the Listing Division immediately and provide the new website address for publication on the HKEXnews website/ bulletin boards.