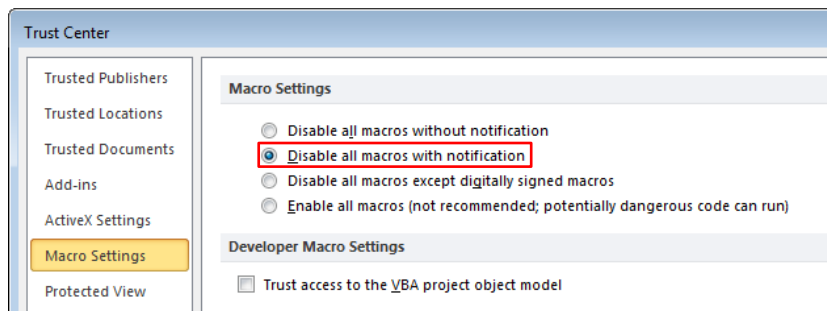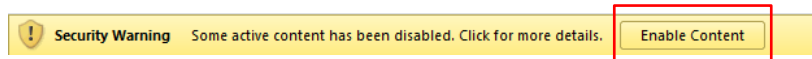# Shenzhen-Hong Kong Stock Connect
## Quarterly Return on Trading Composition (Form TCS)
### — Instructions for the Use of MS Excel Template —

1.  Before opening the MS Excel template, make sure that the *macro security setting of your MS Excel application* is at the recommended level so that the macro in the template can be activated.

    a)  For **MS Excel 2010**, the recommended macro security setting [ Options → Trust Center → Trust Center Settings → Macro Settings ] is to "Disable all macros **with** notification" (see Figure 1).
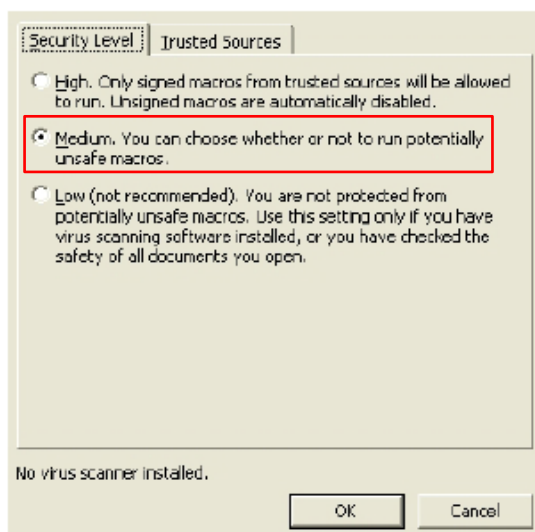


(Figure 1)

With the above setting, a yellow bar will appear on the top of the worksheet (see Figure 2) when the template is opened.   Please click the "Enable Content" button to enable macros.



(Figure 2)

    b)  For **MS Excel older than 2010**, the recommended macro security level [ Tools → Macro→ Security → Security Level (see Figure 3) ] is "Medium".   If the setting is at Medium, you will be prompted to enable or disable macros and you should click "Enable Macro" upon opening of the template.
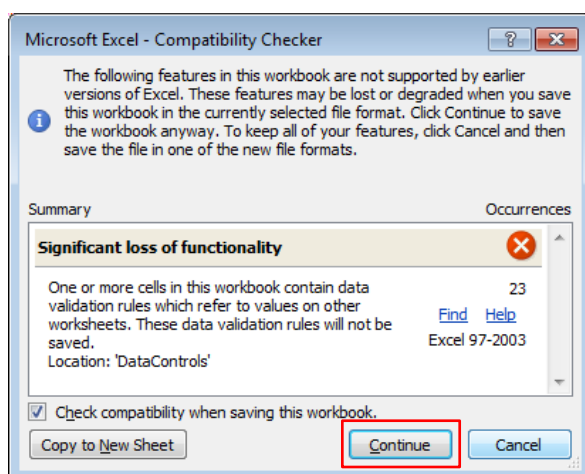


(Figure 3)

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2.  After the template is opened, fill in the details of the Form for the appropriate reporting quarter.  More detailed instructions can be found in the template as well as the Explanatory Notes.

3.  Data controls embedded in the template will check the completeness and consistency of the answers as far as possible.

4.  After inputting all of the required information into the template, press the "Extract to CSV" button on the top right hand corner to export the information to a *Comma-separated Values (CSV)* file.   The CSV file should be named according to the following naming convention:
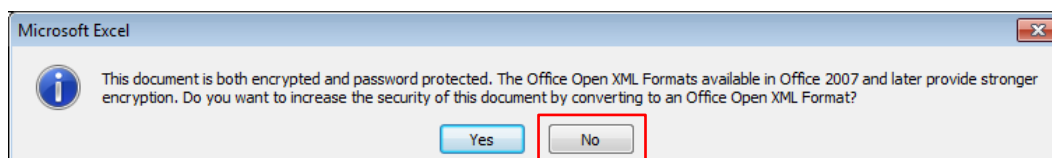
    S Z T C S _ X X X X X _ Y Y Y Y Q n . c s v

    where *XXXXX* is the 4-digit EP Firm ID with a leading zero, *YYYY* is the year of the reporting quarter and *n* is the single digit representing the reporting quarter (1, 2, 3 or 4).

5.  You may save your completed or semi-completed form.  When doing so, you may encounter the following warnings:

    a)  Excel may issue a *compatibility warning* about loss of functionality in the "Return" worksheet.   Please *ignore* this warning and press the "Continue" button to save the file (see Figure 4).



(Figure 4)

    b)  Excel may suggest that the file can be saved in a *newer format*.   Please choose "*No*" to keep the original format (see Figure 5).



(Figure 5)

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