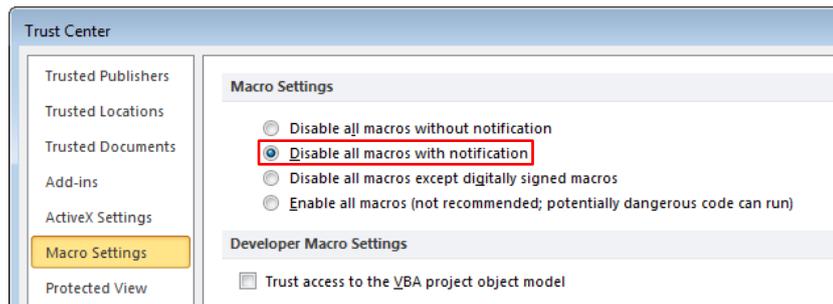


Instructions for the Use of the MS Excel Template of the Stock Borrowing and Lending Monthly Report for China Connect Securities (Shenzhen-Hong Kong Stock Connect) (“Report”)

1. Before opening the MS Excel template, please ensure 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 settings, 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.



(Figures 3)

2. After the template is opened, fill in the required details for the appropriate reporting month. More detailed instructions can be found in the Explanatory Notes of Stock Borrowing and Lending (“SBL”) Monthly Report for China Connect Securities (Shenzhen-Hong Kong Stock Connect).
3. Data controls embedded in the template will check the completeness and consistency of the answers as far as possible.
4. The completed template should be saved in the Excel 97-2003 workbook format (.xls) according to the following naming convention:

SZSBL_NNNNN_YYYYMM.XLS

where *NNNNN* is the 4-digit EP Firm ID with a leading zero, *YYYY* is the year and *MM* is the reporting month (1, 2, 3...12).

5. Alternatively, the Extract button on the template can be pressed after filling in the Report. A macro will then be run which will save a copy of the Excel file with the required file name automatically.