



SECURITIES AND
FUTURES COMMISSION
證券及期貨事務監察委員會



Attachment 3

Logistical Arrangements for Posting a WPIP on the HKEx Website

A. Submission Procedures and File Specifications

1. As soon as the Exchange or the SFC, as the case may be, sends out a “request for posting” requiring the Applicant, via its sponsor, to submit the WPIP to the Exchange for publication on the HKEx Website, the sponsor on behalf of the Applicant must submit to the Exchange as soon as practicable a ready-to-publish electronic copy of the WPIP (including the warning statements) for publication purposes with an accompanying written confirmation in the form set out herein. A sample request for posting and a sample confirmation letter to be given by each sponsor are set out in Enclosure 1 and Enclosure 2 respectively.
2. Any WPIP shall be submitted to the responsible staff members of the Exchange (IPO Transactions Department) during office hours, between 9:00 a.m. and 6:00 p.m., on a business day.
3. All WPIPs should be in the English language accompanied by a Chinese translation.
4. The WPIP must be submitted to us on a CD ROM.
5. The WPIP must, unless otherwise specified herein, follow the file specifications applicable to e-Submission System User as set out in the “e-Submission System User Manual for Publication Related Matters (March 2007)” on pages 89 to 102 of the Appendix thereto under the heading “Appendix E - Specification for files containing Listing Documents to be published on HKEx and GEM website (applicable to Main Board and GEM Board new applicants)”. This document may be downloaded from the e-Submission System and the HKEx website at: http://www.hkex.com.hk/listing/listcomrpt/ESS_User_Manual_App.pdf.
6. The WPIP must be a read-only document. The copying and editing functions in the WPIP must be disabled.



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B. Processing of WPIP by the Exchange

1. The WPIP submitted by each Applicant will be posted under the Listing Matters and Listed Companies section of the Main Board website as follows:



2. A new icon (see proposed web page below) entitled “Web Proof Information Packs (WPIP)” will appear on the GEM website for publication of WPIP for GEM applicants. The layout and contents of the relevant GEM web pages for publication of WPIP will be the same as those appearing on the Main Board website.





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- 3. Viewers can click on the “Web Proof Information Packs” icon to access the WPIP submitted by different Applicants.

The screenshot shows the HKEx website interface. The main content area is titled "Listing Matters and Listed Companies" and "Web Proof Information Packs (WPIP)". Below this, there is a section for "WPIP-Posting Information" which is updated as of 1 January 2008. A table lists the following issuers and their WPIP status:

Issuer Name	Status (PP/L)* see legend
ABC Company	PP
DEF Company	PP/L
GHI Company	
JKL Company	
MNO Company	

Legend:
"PP" denotes a prospectus relating to the named company has been posted on this website.
"L" denotes the securities of the named company have been listed on the Exchange.
For further information regarding companies with "PP" or "PP/L" status, please visit our ["Investor / Investment Service Centre / Listed Company Information Search - Current Securities"] or ["Latest Company Announcement"] section web page at:[Main Board / GEM hyperlink as appropriate]

- 4. Viewers can click on the Applicant’s name icon to access the relevant WPIP submitted. For example, viewers can click on ABC Company icon to select the WPIP submitted by ABC Company.
- 5. Once an Applicant’s name icon is clicked on, a warning statement will be displayed. It is recommended that only viewers who confirm that they are residents of Hong Kong and have read the contents of the warning statement are invited to proceed by clicking on the acceptance button. Please refer to Attachment 1 – Part 2 for sample warning statement. While Applicants are free to design their own device for screening purposes, there may be technical limitations on installing the Applicants’ intended device on the HKEx Website. Applicants are advised to consult the staff of the Exchange at an early stage to check whether their intended device is system-supportable.



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The screenshot shows the HKEx website interface. The main content area is titled "Listing Matters and Listed Companies" and "Web Proof Information Packs (WPIP)". Under "WPIP-Posting Information", there is a section for "ABC Company". A "Warning Statement" box is displayed, containing the following text:

Warning Statement
 This Web Proof Information Pack which you will access ...for any loss howsoever arising from or in reliance upon the whole or any part of the contents of this information...

I hereby declare that I am a resident of Hong Kong and I confirm that I have read the above warning statement before proceeding to the next webpage.

Accept Do Not Accept

6. The WPIPs will be displayed as follows, with the most recent appearing at the top of the list.

The screenshot shows the HKEx website interface. The main content area is titled "Listing Matters and Listed Companies" and "ABC Company". A table lists the Web Proof Information Packs (WPIPs) for ABC Company:

Date of Posting	Title
5 January 2008	Web Proof Information Pack
1 January 2008	Web Proof Information Pack



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C. Revisions to the WPIP and Withdrawal

1. It is important that appropriate disclaimer and warning statements (see sample disclaimer and warning language in Attachment 1 for reference) appear on all subsequently revised WPIPs and/or addenda to the original WPIP.
2. In the event that the Applicant has revised the WPIP by way of a replacement WPIP after its initial posting on the HKEx Website, the replacement WPIP must be blacklined to show the changes made to the previously posted WPIP.
3. The WPIP including any supplemental materials or revised proof(s) thereof will be withdrawn from the HKEx Website as soon as practicable after the Applicant gives notice to the Exchange to withdraw its listing application (and in the case of CIS listing applicants, the CIS listing applicant giving notice to the SFC to withdraw its authorisation application) or when the relevant application lapses.

D. Re-posting of the WPIP in the Latest Listed Company Information section of the HKEx Website upon Listing

1. Electronic reminders will be displayed on the HKEx Website to notify viewers when the definitive registered prospectus or the authorised offering circular of the Applicant has been posted and when the shares or interests in CIS of the Applicant have been listed. When a “PP” or “PP/L” status symbol in relation to the Applicant appears on the Web Proof Information Pack (WPIP) web page, access to the Applicant’s WPIP will be disabled.
2. The Applicant whose shares or interests in CIS have proceeded to listing will be required to re-submit the WPIP, prior to the posting of the formal notice, through the HKEx’s electronic publication system (“HKEx-EPS”) to the Exchange for publication on the:

Main Board website: under the Investor / Investment Service Centre / Latest Listed Company Information section.

GEM website: under the Latest Company Announcement section.

3. When submitting the WPIP through the HKEx-EPS, the Applicant should select the following headline categories (see Appendix 24 of the Main Board Listing Rules and Appendix 17 of the GEM Listing Rules):

Tier 1 headline: Listing Documents



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- Tier 2 headline: (1) input the headlines best applicable to the contents of the document e.g. “Offer for Sale”, “Offer for Subscription”;
- (2) input also the headline “Other”.
4. The Applicant should input “Web Proof Information Pack” into the designated free-text field available in the HKEx-EPS when re-posting the WPIP through the HKEx-EPS.



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Enclosure 1- Sample Request for Posting a WPIP on the HKEx Website

Letter head of the Exchange¹

Private and Confidential

Our Ref.: LD-2008XXXX-000XX

[Date]

[Sponsor's² address]

**BY FAX (XXXX XXXX)
& BY POST**

Attn: _____

Dear Sirs,

**Company³ :
Case Number :
Transaction Type : New Listing – Primary Listing on HKSE
Subject : Request for Posting of the Web Proof Information Pack (WPIP)
Pursuant to the Pilot Scheme**

We refer to the Pilot Scheme more particularly described in the Joint Policy Statement issued by the Stock Exchange of Hong Kong Limited (the “Exchange”) and the Securities and Futures Commission (the “SFC”) dated 5 November 2007. Capitalised terms in this letter have the same meanings as those used in the Joint Policy Statement, unless otherwise stated.

For purposes of WPIP-posting, we request you to submit to [us/the Exchange] a ready-to-publish WPIP in electronic format on a CD ROM for publication on the HKEx Website as soon as practicable upon receipt of this request for posting and in any event no later than the earlier of:

- the time at which the Applicant⁴ first distributes any Red-Herring⁵ to the Institutional Investors; and
- the time at which the first meeting (whether held physically or by video conference or any other media) with the Institutional Investors commences for

¹ In the case of CIS listing applicants, the request for posting will be sent under the letterhead of the SFC

² Listing agent in the case of CIS listing applicants

³ CIS in the case of CIS listing applicants

⁴ CIS in the case of CIS listing applicants

⁵ Red-Herring Offering Circular in the case of CIS listing applicants



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“bookbuilding” purposes, irrespective of whether any Red Herring⁵ has been distributed.

Written Confirmation - Please be reminded that a written confirmation in the form set out in Annexure 1 must be given to the Exchange from each sponsor⁶, confirming that the WPIP is submitted within the Prescribed Timing Requirement for WPIP-posting as defined in the Joint Policy Statement.

Logistical Arrangements - Please refer to Annexure 2 regarding the logistical arrangements for posting of the WPIP.

Please refer to the Joint Policy Statement for other details of the Pilot Scheme.

We have assigned a case number to this transaction as stated above. Please quote prominently this case number in any future correspondence relating to this case for efficient processing of the documents and avoiding unnecessary delay.

Should you have any queries, please do not hesitate to contact [name of contact] on [telephone no.], [name of contact] on [telephone no.], [name of contact] on [telephone no.] or [name of contact] on [telephone no.].

Yours faithfully
For and on behalf of
The Stock Exchange of Hong Kong Limited

Assistant Vice President⁷
Listing Division

Enclosure

⁶ Listing agent in the case of CIS listing applicants

⁷ To be issued by the Investment Products Department of the SFC



Enclosure 2- Sample Confirmation Letter from Each Sponsor⁸

[letterhead of IPO sponsor⁹]

[date]

By fax (2295 0198) and by mail

To : Hong Kong Exchanges and Clearing Limited (“HKEx”)
The Stock Exchange of Hong Kong Limited (the “Exchange”)
11th Floor, One International Finance Centre
1 Harbour View Street, Central
Hong Kong

Dear Sirs,

Company :
Case Number :
Transaction Type : **New Listing – Primary Listing on HKSE**
Subject : **Request for Posting of the Web Proof Information Pack (WPIP)
Pursuant to the Pilot Scheme**

We refer to your letter [the letter of the Securities and Futures Commission] dated [*] containing a request for posting the WPIP on the HKEx Website. The enclosed WPIP is submitted to you by or on behalf of the Company¹⁰ (Applicant) for publication on the HKEx Website in electronic format on a CD ROM. Capitalised terms in this letter have the same meanings as those used in the Joint Policy Statement issued by the Exchange and the Securities and Futures Commission dated 5 November 2007, unless otherwise stated.

We confirm that the WPIP is submitted to you within the Prescribed Timing Requirement for WPIP-posting as defined in the Joint Policy Statement, i.e. as soon as practicable after receipt of the request for posting and in any event not later than the earlier of the time at

⁸ Listing agent in the case of CIS listing applicants

⁹ Listing agent in the case of CIS listing applicants

¹⁰ CIS in the case of CIS listing applicants



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which the Company¹¹ (Applicant) first distributes the Red-Herring¹² to the Institutional Investors and the time at which the first meeting (whether held physically or by video conference or any other media) with the Institutional Investors commences for “bookbuilding” purposes, irrespective of whether any Red Herring¹³ has been distributed.

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

Yours faithfully,
For and on behalf of
[name of each IPO sponsor¹⁴]

Name:
Title

Enclosure: the WPIP

Copy: Investment Products Department, Securities and Futures Commission (in the case of CIS listing applicants)

¹¹ CIS in the case of CIS listing applicants

¹² Red-Herring Offering Circular in the case of CIS listing applicants

¹³ Red-Herring Offering Circular in the case of CIS listing applicants

¹⁴ Listing agent in the case of CIS listing applicants