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## 通告 CIRCULAR

**Subject: Introduction for Large Open Position Report (“LOPR”) account information submission via Electronic Communication Platform (“ECP”)**

**Enquiry:** [lophkfe@hkex.com.hk](mailto:lophkfe@hkex.com.hk)

The Exchange is pleased to announce its plan to replace the current email submission process by enabling the ECP, a secure and unified channel, to receive submissions of LOPR account information in Q1 2025.

### **Key features of the enhanced LOPR account information submission process**

- The new submission and download functions will be the secure and unified communication channel between the Exchange and LOP submitters for managing all tasks related to LOPR account information.
- All outstanding LOPR account information will be tracked and a complete list of LOPR accounts requiring follow-up actions will be available for download in ECP. The list will be refreshed daily to facilitate LOPR submitters manage outstanding tasks and provide timely updates.
- An enhanced form, consolidating information requests into a streamlined drop-down menu for reporting of LOPR account information, will be introduced.

To allow LOPR submitters to better understand the key features and the new workflow under this enhancement, a [guideline for LOPR account information submission via ECP](#) has been made available on the HKEX website.

### **Practice Session Arrangement**

To allow LOPR submitters to familiarize themselves with the new submission workflow via ECP, an optional practice session has been arranged on **30 November 2024 (Saturday)**. LOPR submitters who wish to participate in the practice session should take the following actions accordingly.

#	Date	Event	Details
1.	By 18 November 2024 (Monday)	LOPR Submitter's Enrollment	<ul style="list-style-type: none"> <li>LOPR submitters who wish to participate in the practice session should <b>complete the <a href="#">online enrollment</a> by 18 November 2024 (Monday)</b>.</li> </ul>
2.	30 November 2024 (Saturday)	Practice Session	<ul style="list-style-type: none"> <li>LOPR submitters should ensure their access to <a href="#">ECP</a> via HKEX Access Management Portal prior to the practice session.</li> <li>LOPR submitters should follow the <a href="#">activity rundown</a> during the practice session.</li> <li>The relevant submission folders will be enabled during the practice session, but the files submitted <b>will not be processed in the production environment</b>.</li> </ul>
3.	By 4 December 2024 (Wednesday)	LOPR Submitter's Confirmation	<ul style="list-style-type: none"> <li>After the completion of the practice session, LOPR submitters should email the completed <a href="#">Confirmation Form</a> to <a href="mailto:lophkfe@hkex.com.hk">lophkfe@hkex.com.hk</a> on or <b>4 December 2024 (Wednesday)</b>.</li> </ul>

**Transition arrangement:**

To ensure a smooth transition for LOPR submitters, a transition arrangement will be introduced at the initial rollout period to accept LOPR account information submissions via both email and ECP. More details on the arrangement will be announced after the successful completion of the practice session. LOPR submitters are strongly encouraged to participate in the practice session to familiarize themselves with the new submission workflow.

Please contact the Market Surveillance and Monitoring Department (email: [lophkfe@hkex.com.hk](mailto:lophkfe@hkex.com.hk)) should there be any questions regarding the above.

**Felix Wang**

**Head**

**Market Surveillance and Monitoring**

**Operations Division**

*This circular has been issued in the English language with a separate Chinese language translation. If there is any conflict in the circulars between the meaning of Chinese words or terms in the Chinese language version and English words in the English language version, the meaning of the English words shall prevail.*