

## RECIPIENT MASTER MAINTENANCE ACTIVITY REPORT

<b>Report ID</b>	:	CCJCC13
<b>Report Name</b>	:	<i>Recipient Master Maintenance Activity Report</i>
<b>Purpose</b>	:	The <i>Recipient Master Maintenance Activity Report</i> lists the recipient master records maintenance activities. It shows details of recipient master records that are added, changed or deleted by the participant during the day.
<b>Time available</b>	:	At the beginning of each business day and Saturday from 9:00 a.m.
<b>Frequency</b>	:	Daily

**Section 4.3**  
Report Description

This key refers to the *Recipient Master Maintenance Activity Report* sample 4.3.29.

**Field Description:**

<b>X-Ref</b>	<b>Field Name</b>	<b>Description</b>
(1)	CCJCC13	Report ID for <i>Recipient Master Maintenance Activity Report</i>
(2)	B11668	Participant ID
(3)	GOODWILL & COMPANY	Participant full name
(4)	RUN DATE	Date of running the report
(5)	RUN TIME	Time of running the report
(6)	DATE	Date of the report
(7)	ACTION TYPE	Action type shows the nature of the Recipient Master maintenance activity  Action type includes: ADD - add; CHG (OLD) - image before change; CHG (NEW)- image after change; DEL - delete
(8)	RECIPIENT NO	Reference number of the recipient assigned by the participant
(9)	HKID/PASSPORT/BR NO	HKID, Passport or Business Registration Number of the recipient
(10)	DOMAIN(HK)	Domain of the recipient: Y – Hong Kong, N – Overseas (Address other than HK)
(11)	RECIPIENT NAME	Name of the recipient
(12)	RECIPIENT ADDRESS	Address of the recipient
(13)	ACTION BY	Indicates the user ID, the terminal ID, and the time of the update to the recipient master record.
(14)	TOTAL NO. OF RECORDS ADDED	Total number of records added
(15)	TOTAL NO. OF RECORDS CHANGED	Total number of records changed
(16)	TOTAL NO. OF RECORDS DELETED	Total number of records deleted
(17)	STOCK FOR STANDING INSTRUCTION	List of stocks maintained by participants for the Recipient Master record as standing instruction to receive corporate communications of those specified stocks  “All Stock” will be printed for updating of designated officer’s Recipient Master record with the “All Stock” indicator set as “YES”