Terminal Operations

FUNCTION NAME: **INPUT DI**

WHEN TO USE:

- To input a Delivery Instruction (DI) to **settle** a due/overdue position which participant has opted for DVP/FOP settlement; or to put shares-on-hold pending money confirmation for a due/overdue position which participant has opted for RDP settlement.

AVAILABLE FUNCTION TIME:

- The available function time is between 9:30 a.m. to 3:45 p.m. for Hong Kong market. For Shanghai/Shenzhen market, the available function time is between 4:00 p.m. to 7:00 p.m. for settlement of CNS (Continuous Net Settlement) short positions, and after the Final CNS Batch Settlement Run of Shanghai/Shenzhen market at approximately 7:15 p.m. (to be announced by a broadcast message) and closes at 7:45 p.m. for settlement of Settlement Instruction (SI).

FUNCTIONAL DESCRIPTIONS:

- For Hong Kong market, CNS (Continuous Net Settlement) short positions, delivering IT (Isolated Trade) positions, and delivering matched SI (Settlement Instruction) and ISI (Investor Settlement Instruction) positions can all be settled by inputting a DI.

- For Shanghai/Shenzhen market, CNS short positions, FOP or DVP SI positions can be settled by inputting a DI.

- IT, matched SI and ISI positions with 'DI requirement = Yes' must be settled by a DI input.

- Although IT, matched SI or ISI positions with 'DI requirement = No' and CNS positions are handled by CCASS's multiple batch settlement runs, settlement can also be effected by a DI input before the multiple batch run for Hong Kong market.

- The participant inputting the DI must be the **delivering** party for the position and the positions can only be settled one at a time.

- A position is **immediately** settled by inputting a DI, if the participant has opted for DVP/FOP settlement for Hong Kong market, Shanghai market or Shenzhen market.

- A matched SI or pending for settlement ISI position status is updated to 'shares-on-hold' by inputting a DI, if the participant has opted for RDP settlement.

- A matched on-hold SI position could not be settled by a DI input unless it has been released by the initiating party(ies) of the on-hold mechanism. That means that the status of the SI position has become 'Matched'.

- Similar to SI, an ISI with the "Hold before settlement" indicator set as "Yes" could NOT be settled by a DI unless the ISI is being released by the participant by changing the "Hold before Settlement" indicator to "No" via Change ISI or Hold/Release ISI function (please refer to section 8.1.3 or 8.1.3a for details).
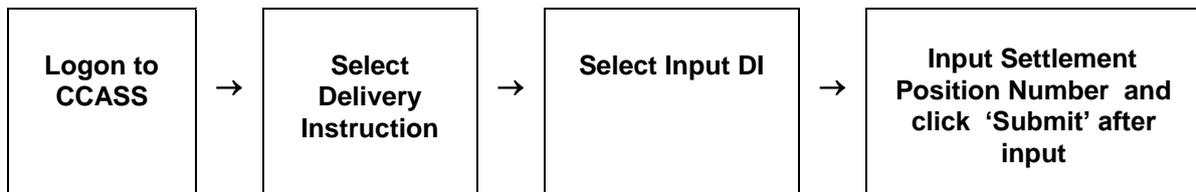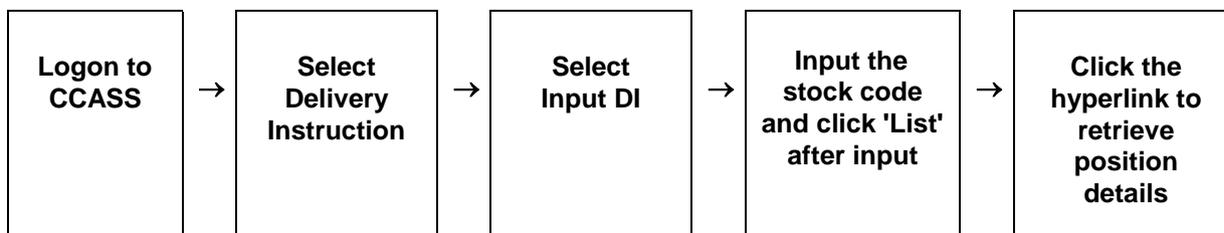

- For Hong Kong market, if a DI is input on or before the 3rd batch settlement run for settling SI/ISI on "RDP" basis, the money value of the SI/ISI will be included in a CHATS payment instruction (CPI) report being generated to the counterparties' designated bank. However, if a DI is input after the completion of the 3rd batch settlement run for settling SI/ISI on "RDP" basis, no CPI report will be generated to the counterparties' designated banks for the money settlement of such SI/ISI, a warning message will be prompted to alert delivering participants to remind their counterparty arrange CHATS payment.

- For Hong Kong Market, once a DI is input, only RDP SI/ISI with status of 'shares-on-hold' can be revoked by paying participants.

- Participants can specify

    a) which **stock account** (clearing or segregated account) is to be used for settlement by the DI, if the position is to be settled on DVP/FOP basis. For positions to be settled on a RDP basis or linked SI position with its linked receiving SI settled (i.e. non-blanked SI on-hold quantity), the stock account originally specified when creating the transaction should be used.

    b) either a **full or partial** settlement. Partial settlement is allowed only for (1) IT positions with payment instruction as FOP and (2) CNS positions. Other types of position must be settled fully.

    c) the **payment instruction** (FOP, DVP or RDP), for IT positions only (CNS positions must be of DVP type; SI positions' payment instructions are fixed at the time of SI matching; ISI positions' payment instructions are fixed at the time of ISI affirmation).

The access path for Input DI function is:

A. If the Settlement Position Number is known, retrieve the position directly.

Logon to CCASS	→	**Select Delivery Instruction**	→	**Select Input DI**	→	**Input Settlement Position Number and click 'Submit' after input**

B. If Settlement Position Number is not known, input the stock code or ISIN and then select a particular position from the list.

Logon to CCASS	→	**Select Delivery Instruction**	→	**Select Input DI**	→	**Input the stock code and click 'List' after input**	→	**Click the hyperlink to retrieve position details**

INPUT DI – Sample Screen:

DESCRIPTION OF FIELDS:

Field	Description/Format
DI NUMBER	- display the DI number which is automatically generated by CCASS each time a DI is executed.
SETTLEMENT POSITION NUMBER	- display the settlement position number entered in INPUT DI PROMPT screen.
POSITION TYPE	- display the type of position. (CNS-Continuous Net Settlement; IT-Isolated Trade; SI-Settlement Instruction; ISI-Investor Settlement Instruction) (note: For Shanghai/Shenzhen market, SI positions will be listed on the list screen during the function available time only)
ISIN OR STOCK CODE	- input the ISIN / stock code as a selection criterion. - can obtain the ISIN or stock code from the hyperlink of 'Enquire Stock List'. - must not be a delisted stock. - CCASS overlooks leading zero(s); i.e. '17', '017', '0017' and '00017' are treated as the same.
STOCK	- display the stock code and short name of the stock.
ISIN	- display the International Securities Identification Number of the stock.

Field	_Description/Format_
SETTLEMENT DATE	- display the due date for settlement. - type the settlement date as one of the selection criteria for listing CNS/IT/SI/ISI. - select radio button "=" to list those CNS/IT/SI/ISI with settlement date equal to the date specified by participant at prompt screen. - select radio button ">=" to list those CNS/IT/SI/ISI with settlement date equal to the date specified by participant at prompt screen (note: no positions of future settlement date will be listed on the list screen) - select radio button "<="to list those CNS/IT/SI/ISI with settlement date earlier than or equal to the date specified by participant at prompt screen. - CCASS defaults value of the radio button is '='.
COUNTERPARTY	- display the counterparty's ID and name (for CNS positions, counterparty must be HKSCC).
PARTICIPANT REFERENCE	- display the participant's SI or ISI input number. - this field only appears in SI or ISI positions.
COUNTERPARTY REFERENCE	- display the counterparty's SI input number. - display the participant's ISI input number. - this field only appears in SI or ISI position.
ORIGINAL POSITION : QUANTITY	- display the original number of shares when the settlement position was created.
ORIGINAL POSITION : TRADE AMOUNT	- display the original money value of the shares when the settlement position was created. - for SI matched with amount varied from the trade amount, displays the actual settlement amount - display as zero, '0', if the payment instruction is FOP - display the settlement currency for SI position
ORIGINAL POSITION : ACCRUED INTEREST	- display the accrued interest of interest-bearing debts securities of the position when created. - display as zero, '0', if the stock is an equity or a zero coupon bonds.
OUTSTANDING POSITION : QUANTITY	- display the number of shares not yet settled. - must be less than or equal to the amount in the ORIGINAL POSITION QUANTITY field.
OUTSTANDING POSITION : TRADE AMOUNT	- display the money value of shares not yet settled. - must be less than or equal to the amount in the ORIGINAL POSITION TRADE AMOUNT field. - display the settlement currency for SI position
OUTSTANDING POSITION : ACCRUED INTEREST	- display the accrued interest of shares not yet settled. - must be less than or equal to the amount in the ORIGINAL POSITION ACCRUED INTEREST.

Field	Description/Format
DELIVERING ACCOUNT	- display the code and name of the account used to settle the outstanding position. The system defaults to '1 Clearing' stock account for CNS / IT positions, defaults to the *Stipulated Settlement Account* for SI / ISI positions. - for positions to be settled on a DVP or FOP basis, change if required; only need to change the account number. - for linked SI positions, change only allowed if the linked receiving SI is unsettled or not yet input. (i.e. when the SI Link On-hold Qty is displayed as "zero"). - '1' for the *Clearing Account*; '20' for the *Stock Collateral Control Account*; '2' onwards for *Segregated Accounts.* - CCASS overlooks leading zero(s); i.e. '2', '02' and '002' are treated as the same. - the delivering account number input must not be (i) a SSA with Statement Service (i.e. account number from 21 onwards) with its Affirmation Requirement set to 'Yes' or (ii) a TSF Account '17' or '18'.
CLIENT ACCOUNT NUMBER	- display the participant's internal client account number, if entered. - this field only appears for SI or ISI positions.
PROCESSING REFERENCE	- display the processing information of the SI entered by participant for internal reconciliation and reference..
AVAILABLE QUANTITY	- display the available balance that can be delivered from the account in DELIVERING ACCOUNT field. - for all stock accounts, the balance may not be equal to the actual account balance since shares might be put on-hold by CCASS due to RDP settlement, ISI settlement pending payment confirmation by the participant's bank, linked SI settlement pending for delivery of linked delivering SI, odd lot withdrawal or deposit withheld pending for re-registration of share certificates. - for the Clearing Account, the available account balance may not be equal to the actual account balance because some of allocated shares from batch settlement runs may not be readily available for use for certain reasons. - for Stock Collateral Control Account, the available account balance may not be equal to the actual account balance because some of the shares are for collateral purpose and not be available for use. - for linked SI settlement, only be used when the SI linked on-hold quantity is blanked for a linked SI or used for the difference between the delivering quantity and the SI linked on-hold quantity when the SI linked on-hold quantity is not blanked for a linked SI.

Field	Description/Format
DELIVERING QUANTITY	- display the number of shares used to settle the outstanding position. CCASS defaults to the outstanding position quantity. - a) for (1) IT with the PAYMENT INSTRUCTION as DVP, (2) SI, or (3) ISI; this field cannot be changed (i.e. must be a full settlement). - b) for (1) IT with PAYMENT INSTRUCTION as FOP or (2) CNS, it can be either a full or partial settlement. In this case, change is allowed in this field. - if the quantity is entered, it must not be greater than the outstanding position quantity and the available quantity of the account. Zero and negative amounts are not allowed.
PAYMENT INSTRUCTION	- display the payment instruction (DVP for delivery versus payment, FOP for free of payment, RDP for realtime delivery versus payment). - for CNS, SI, and ISI positions, this field cannot be changed; for IT positions, payment instruction can be set to either DVP or FOP. - once an IT position has previously been settled partially with payment instruction as FOP, subsequent settlement must be FOP.
DI REQUIRED	- display the DI requirement for settlement; not an input field. - 'Yes' for 'must be settled by entering a DI'; 'No' for 'settled by CCASS's multiple batch processing or by entering a DI'. - ~~CNS - must be 'No'.~~ - SI or ISI positions - can be 'Yes' or 'No' which is selected by the delivering participant when the SI is created or changed by him subsequently using the CHANGE DI REQUIREMENT function. - IT positions - CCASS defaults as 'No', but can be subsequently changed by delivering participants in CHANGE DI REQUIREMENT function.
HOLD MATCHED SI POSITION INDICATOR	- display the "Hold Matched SI Position Indicator" of the SI Position; not an input field. When either party or both parties of SI elect(s) the 'Hold Matched SI' field of their SI as 'Yes', the 'Hold Matched SI Position' indicator will appear as 'Yes'. When both parties of SI select 'No' for 'Hold Matched SI' field of their SI, the position indicator will be shown as 'No'.- 'Yes' for SI position that is not ready for settlement and entering a DI would not be acceptable; 'No' for SI position ready for settlement by inputting a DI or in the next multiple batch run. - this field only appears in SI position.
SI LINKAGE ON-HOLD QUANTITY	- display the SI linked on-hold quantity arisen due to settlement of the linked receiving SI, if any. - this field should be blanked, if there is no linked receiving SI or the linked receiving SI is not yet settled. - this field only appears in SI positions.

Field	Description/Format

DVP ON-HOLD REQUIRED	- display the DVP on-hold required.
	  'Yes' for putting the shares on-hold.
	  'No' for not putting the shares on-hold.
	- this field only appears in ISI positions.

HOLD BEFORE SETTLEMEMT	- display the "Hold Before Settlement" indicator of the ISI positions; not an input field; - 'Yes' for holding the ISI from settlement; Input DI will NOT be accepted for the ISI when the indicator is set as 'Yes'; - 'No' for the ISI ready for settlement by a DI or batch settlement run; - this field only appears in ISI positions.
INTERNAL REFERENCE	- display the participant's internal transaction reference for the SI or ISI position, if entered, or the trade reference number for the IT position. - this field only appears for SI, ISI, and IT positions.
SI MATCHED DATE	- display the date that the pair of SIs were matched. - this field only appears for SI positions.
ISI AFFIRMED DATE	- display the date the ISI was affirmed by counterparty (investor participant). - this field only appears in ISI positions.

PURPOSE OF SI	- display the purpose of the SI.
	  'C - Broker-Custodian transaction'
	  'L - New Borrowing/Lending'
	  'P - Stock Pledging'
	  'M - Portfolio Movement'
	  'R - Return/Recall'
	  blank if not specified.
	- this field only appears for SI positions.

PURPOSE OF ISI	- display the purpose of the ISI.
	  'I - Investor-Intermediary transaction'
	  'L - New Borrowing/Lending'
	  'P - Stock Pledging'
	  'M - Portfolio Movement'
	  'R - Return/Recall'
	  blank if not specified.
	- this field only appears for ISI positions.

SI LINKAGE REFERENCE	- display the SI linkage reference, if entered. - this field only appears in SI positions.
ACCOUNT BALANCE	- display all stock accounts for the above stock and their available account balances. - '1' for Clearing Account; '2' onwards for Segregated Accounts.

Field	*Description/Format*
SETTLEMENT POSITION SUFFIX	- display at the right side of settlement position number. - for Buy-in Trades, Suffix = 'B'. - for SI, Suffix = Purpose of SI. 'C' for Broker-Custodian transaction 'L' for New Borrowing/Lending 'P' for Stock Pledging 'M' for Portfolio Movement 'R' for Return/Recall blank if not specified. - for ISI, Suffix = Purpose of ISI. 'I' for Investor-Intermediary transaction 'L' for New Borrowing / Lending 'P' for Stock Pledging 'M' for Portfolio Movement 'R' for Return / Recall blank if not specified.