

## Terminal Operations

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**FUNCTION NAME: REDEMPTION ORDER MAINTENANCE**

**WHEN TO USE:**

- The redemption order maintenance is used in relation to Redemption Order for unit trust.

**AVAILABLE MAINTENANCE FUNCTIONS:**

- A. Add Redemption Order  
To input details of a redemption order for unit trust.
- B. Change Redemption Order  
To change the details of a pending Redemption Order entered by the participant if any error is found.
- C. Delete Redemption Order  
To delete a pending Redemption Order.
- D. Authorise Redemption Order  
To authorise a pending Redemption Order.
- E. Enquire Redemption Order  
To make enquiries on the details and current status of Redemption Orders.

**AVAILABLE FUNCTION TIME:**

- Except the ENQUIRE REDEMPTION ORDER function, redemption order maintenance must be performed between 9:15 a.m. and 4:25 p.m. Monday to Friday (except holidays). The ENQUIRE REDEMPTION ORDER function must be performed between 9:00 a.m. and 8:00 p.m. Monday to Friday (except holidays).

**FUNCTIONAL DESCRIPTIONS:**

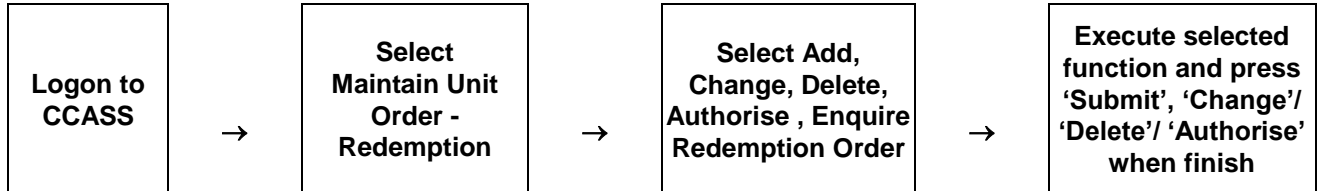
- Only participating dealers can input Redemption Order via CCASS terminal.
- Newly added Redemption Order will have a 'Pending' status. Details of a 'Pending' order can be changed using the CHANGE REDEMPTION ORDER function. 'Pending' Redemption Orders require authorisation using the AUTHORISE REDEMPTION ORDER function in order for the status to be updated to 'Accepted'. Once a redemption order is accepted, no further changes or deletion will be allowed.
- Only pending Redemption Orders can be deleted with the DELETE REDEMPTION ORDER function.

## Section 8.2.12

### Redemption Order Maintenance

- ENQUIRE REDEMPTION ORDER function can be used to view the details and current status of Redemption Orders. Data cannot be entered or changed with this function.
- Pending Redemption Order will be purged by the system at day end.

The access path for redemption maintenance function is:



### REDEMPTION ORDER MAINTENANCE – Sample Screen:

**Maintain Unit Order** B0306001  
NRSE 03  
21-May-07 16:05

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#### Enquire Redemption Order Detail

Redemption Order Number :	R00004754	Status :	PENDING
Stock :	5800 CRACKER FUND		
ISIN :	HK2800008000		
Market :	HONG KONG MARKET		
Stock Account :	1 CLEARING A/C		
Redemption Quantity :	6,000,000		
Expected Settlement Date :	03-JUL-07		
Redemption Acceptance Date :			

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**DESCRIPTION OF FIELDS:**

<u><i>Field</i></u>	<u><i>Description/Format</i></u>
REDEMPTION ORDER NUMBER	<ul style="list-style-type: none"> <li>- display the unique reference number assigned by CCASS when the ADD REDEMPTION ORDER DETAIL screen is retrieved.</li> <li>- the Redemption Order Number is a 9-digit reference number beginning with the character 'R'.</li> <li>- no entry is required for ADD REDEMPTION ORDER function.</li> </ul>
SELECT	<ul style="list-style-type: none"> <li>- click the check box for the particular redemption order to be <u>authorised or deleted</u>.</li> <li>- click multiple check boxes for selection of multiple redemption orders to be <u>authorised or deleted</u>.</li> <li>- 'Select All' for all redemption orders to be <u>authorised or deleted</u>.</li> </ul>
STOCK	<ul style="list-style-type: none"> <li>- display the stock code and stock short name of the stock of the redemption order.</li> </ul>
ISIN	<ul style="list-style-type: none"> <li>- display the International Securities Identification Number of the stock of the redemption order.</li> </ul>
ISIN OR STOCK CODE	<ul style="list-style-type: none"> <li>- input the ISIN / stock code for display of a particular stock for the redemption order.</li> <li>- can obtain the ISIN or stock code from the hyperlink of 'Enquire Stock List'.</li> <li>- must not be a delisted stock.</li> <li>- CCASS overlooks leading zero(s); i.e. '17', '017', '0017', and '00017' are treated as the same.</li> </ul>
MARKET	<ul style="list-style-type: none"> <li>- select the market code assigned by HKSCC via pull down menu.</li> <li>- display the market code and market short name of the market being enquired.</li> </ul>
STOCK ACCOUNT	<ul style="list-style-type: none"> <li>- type a valid stock account code for the debit of units being redeemed.</li> <li>- '1' for the Clearing Account; '2' for Entitlement Account; '3', '4', ... for other segregated accounts.</li> <li>- must not be a TSF Account ('17' or '18')</li> <li>- CCASS overlooks leading zero(s); i.e. '5', '05' and '005' are treated as the same.</li> </ul>
REDEMPTION QUANTITY	<ul style="list-style-type: none"> <li>- type the quantity of units to be redeemed for the redemption order;</li> <li>- must be greater than 0 and in multiple of the redemption unit.</li> </ul>

## Section 8.2.12

### Redemption Order Maintenance

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<b><u>Field</u></b>	<b><u>Description/Format</u></b>
EXPECTED SETTLEMENT DATE	<ul style="list-style-type: none"><li>- display the expected settlement day of the transaction, i.e. 2 settlement days after the input day;</li><li>- no input is required.</li></ul>
REDEMPTION ACCEPTANCE DATE	<ul style="list-style-type: none"><li>- display the acceptance date of the redemption order;</li><li>- not applicable for ADD REDEMPTION ORDER function.</li></ul>
STATUS	<ul style="list-style-type: none"><li>- display the status of the redemption order. CCASS defaults to 'Pending';</li><li>- no input is required.</li></ul>