

Terminal Operations

FUNCTION NAME: INTER-COUNTER TRANSFER/CONVERSION INSTRUCTION MAINTENANCE

WHEN TO USE:

This function covers two instruction types:

1) Multi-counter Transfer Instruction

To transfer Multi-counter Eligible Securities of the same issuer held in a Participant's Stock Accounts (except its TSF Accounts (in the case of a TSF CCASS Participant), Stock Collateral Control Accounts, SSA with Statement Service or Special Segregated Accounts (in the case of a Clearing Participant or a Custodian Participant)) from one relevant stock code to another relevant stock code.

2) Parallel Trading Conversion Instruction

To convert the holdings of a Participant in Eligible Securities subject to parallel trading arrangement in its Stock Accounts (except its Stock Collateral Control Accounts, SSA with Statement Service, Special Segregated Accounts (in the case of a Clearing Participant or a Custodian Participant) and TSF Accounts (in the case of a TSF CCASS Participant)) from one relevant stock code to another relevant stock code on a one to one basis.

AVAILABLE MAINTENANCE FUNCTIONS:

- A. Input Inter-counter Transfer/Conversion Instruction
To input details of a Multi-counter Transfer Instruction or a Parallel Trading Conversion Instruction.
- B. Cancel Inter-counter Transfer/Conversion Instruction
To cancel a "Pending for Transfer" Multi-counter Transfer Instruction or Parallel Trading Conversion Instruction.
- C. Enquire Inter-counter Transfer/Conversion Instruction
To enquire all Multi-counter Transfer Instructions and Parallel Trading Conversion Instructions inputted on the current day.

AVAILABLE FUNCTION TIME:

- Input and Cancel Inter-counter Transfer/Conversion Instruction functions are normally available between 8:00 a.m. and 3:45 p.m. Monday to Friday (except holidays). For a Multi-counter Eligible Security subject to a book closure date, the instruction input deadline on the Business Day immediately preceding the book closure date is 2:00 p.m.
- Enquire Inter-counter Transfer/Conversion Instruction function is available between 8:00 a.m. to 7:00 p.m. Monday to Friday (except holidays).

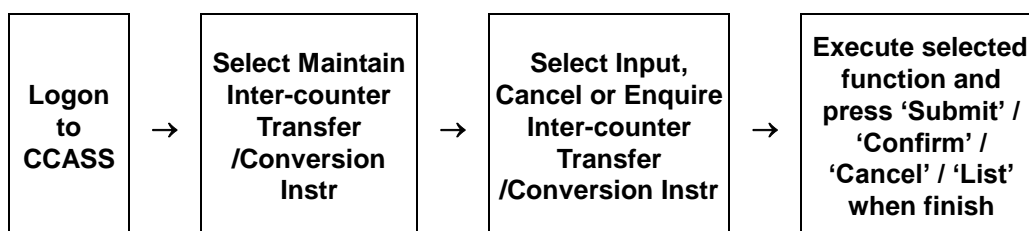
FUNCTIONAL DESCRIPTIONS:

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Inter-counter Transfer/Conversion Instruction Maintenance

- The processing of Multi-counter Transfer Instructions and Parallel Trading Conversion Instructions in CCASS are the same.
- No maker-checker mechanism is applied to Inter-counter Transfer/Conversion Instruction maintenance functions. After an instruction is inputted, the instruction will be processed based on the availability of the number of shares to be transferred:
 - If the number of shares to be transferred is available in the specified delivering stock account at the time of input, the instruction will be effected immediately and the status of the instruction will be updated as “Transferred”.
 - If an instruction is inputted before 3:30 p.m. and the number of shares to be transferred is insufficient in the specified delivering stock account at the time of input, the status of the instruction will be updated as ‘Pending for Transfer’ and the instruction will be processed in the forthcoming Inter-counter Transfer/Conversion Instruction Batch Transfer Run (“Batch Transfer Run”).
 - If an instruction is inputted after 3:30 p.m. and the number of shares to be transferred is insufficient in the specified delivering stock account at the time of input, the instruction will not be allowed for submission.
- There are 5 Batch Transfer Runs from Monday to Friday at 9:15 a.m., 10:15 a.m., 12:30 p.m., 2:30 p.m. and 3:30 p.m. to process the “Pending for Transfer” instructions. If the relevant number of shares to be transferred is available at or before the commencement of the Batch Transfer Run, the instruction will be effected during the Batch Transfer Run and the status of the instruction will be updated as “Transferred(SYSTEM)”. Any outstanding “Pending for Transfer” instructions will be automatically cancelled by the system after the 5th Batch Transfer Run at 3:30 p.m.
- In case that a Multi-counter Eligible Security is subject to a book closure date, the relevant **Multi-counter Transfer Instruction** input deadline on the Business Day immediately preceding the book closing date is 2:00 p.m. Any outstanding “Pending for Transfer” instruction for such stock will be cancelled after the 3rd Batch Transfer Run at 12:30 p.m. There must be sufficient number of shares to be transferred in the specified delivering stock account for any instruction input between 12:30 p.m. (after the 3rd Batch Transfer Run) and 2:00 p.m. in order for the instruction to be effected successfully. Otherwise, such instruction will not be allowed for submission.
- Transaction Limit of ATI, if set up by a Participant, will be applied as the transaction limit of ‘Input Inter-counter Transfer/Conversion Instruction’ and ‘Cancel Inter-counter Transfer/Conversion Instruction’ functions. If no transaction limit of ATI is set up, the default transaction limit of a user will be applied.
- Participants can cancel a “Pending for Transfer” instruction via the ‘Cancel Inter-counter Transfer/Conversion Instruction’ function.
- All instructions inputted on the current day will be purged by the system at day end.

The access paths for the function “Inter-counter Transfer/Conversion Instruction Maintenance” are:



INTER-COUNTER TRANSFER/CONVERSION INSTRUCTION PROMPT– Sample Screen (Input):

<ul style="list-style-type: none"> General Enquiries Eng Settlement Act / Status Mtn Stk Segregated A/C with Stm Sev(SSA) Mtn SSA Bank A/C Delivery Instruction (DI) A/C Transfer Instr (ATI) Stk Seg A/C Transfer Instr (STI) Maintain Inter-counter Trf/Conv Instr Settle Trf/Conv Instr Hide Unmatched SI Content Cpty List Investor Stm Instr (ISI) ISI (With Affirm) Cpty List ISI (W/O Affirm) Cpty List Payment Instruction Cash Prepayment Mtn Cash Pre-pmt/TSF Pmt Standing Instr Maintain Stock Release Request Stock Borrowing / Lending SBL Bulletin Board Login Withdrawal Order Election Instruction Subscription Instruction Corp Voting Instruction EIPO Application Tender Instruction Maintain Unit Order - Creation Maintain Unit Order - Redemption Corp Communication Upload Batch File Mtn CCASS-To-CCMS Stock Transfer Mtn General to Specific Stock Collateral 	<p>Maintain Inter-counter Transfer/Conversion Instruction</p> <p>Site Map Broadcast Message Report Download Announcement Information Change Password Print Logout</p> <p style="text-align: right;">B0030001 VTRA 01 30-Apr-12 13:46</p>
	<p>Input Inter-counter Transfer/Conversion Instruction Prompt</p> <p>Instruction Type : <input checked="" type="radio"/> Multi-counter Transfer Instruction <input type="radio"/> Parallel Trading Conversion Instruction</p> <p>From ISIN / Stock Code : <input type="text"/> Enquire Inter-counter Stock List</p> <p>To ISIN / Stock Code : <input type="text"/></p> <p style="text-align: center;"><input type="button" value="Submit"/> <input type="button" value="Refresh"/></p> <p style="text-align: right;">Help</p>

INTER-COUNTER TRANSFER/CONVERSION INSTRUCTION PROMPT– Sample Screen (Cancel):

<ul style="list-style-type: none"> General Enquiries Eng Settlement Act / Status Mtn Stk Segregated A/C with Stm Sev(SSA) Mtn SSA Bank A/C Delivery Instruction (DI) A/C Transfer Instr (ATI) Stk Seg A/C Transfer Instr (STI) Maintain Inter-counter Trf/Conv Instr Settlement Instruction (SI) Hide Unmatched SI Content Cpty List Investor Stm Instr (ISI) ISI (With Affirm) Cpty List ISI (W/O Affirm) Cpty List Payment Instruction Cash Prepayment Mtn Cash Pre-pmt/TSF Pmt Standing Instr Maintain Stock Release Request Stock Borrowing / Lending SBL Bulletin Board Login Withdrawal Order Election Instruction Subscription Instruction Corp Voting Instruction EIPO Application Tender Instruction Maintain Unit Order - Creation Maintain Unit Order - Redemption Corp Communication Upload Batch File Mtn CCASS-To-CCMS Stock Transfer Mtn General to Specific Stock Collateral 	<p>Maintain Inter-counter Transfer/Conversion Instruction</p> <p>Site Map Broadcast Message Report Download Announcement Information Change Password Print Logout</p> <p style="text-align: right;">B0030001 VTRZ 01 30-Apr-12 13:44</p>
	<p>Cancel Inter-counter Transfer/Conversion Instruction Prompt</p> <p>Instruction Type : <input checked="" type="radio"/> Multi-counter Transfer Instruction <input type="radio"/> Parallel Trading Conversion Instruction</p> <p>From ISIN / Stock Code : <input type="text"/> Enquire Inter-counter Stock List</p> <p>To ISIN / Stock Code : <input type="text"/></p> <p>Instruction Number : <input type="text"/> <input type="button" value="Submit"/></p> <p>From Account : <input type="text"/></p> <p>To Account : <input type="text"/></p> <p>Status : ALL <input type="button" value="List"/> <input type="button" value="Refresh"/></p> <p style="text-align: right;">Help</p>

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Inter-counter Transfer/Conversion Instruction Maintenance

INTER-COUNTER TRANSFER/CONVERSION INSTRUCTION PROMPT– Sample Screen (Enquire):

General Enquiries Eng Settlement Act / Status Mtn Stk Segregated A/C with Stm Sev(SSA) Mtn SSA Bank A/C Delivery Instruction (DI) A/C Transfer Instr (ATI) Stk Seg A/C Transfer Instr (STI) Maintain Inter-counter Trf/Conv Instr Settlement Instruction (SI) Hide Unmatched SI Content Cpty List Investor Stm Instr (ISI) ISI (With Affirm) Cpty List ISI (W/O Affirm) Cpty List Payment Instruction Cash Prepayment Mtn Cash Pre-pmt/TSF Pmt Standing Instr Maintain Stock Release Request Stock Borrowing / Lending SBL Bulletin Board Login Withdrawal Order Election Instruction Subscription Instruction Corp Voting Instruction EIPO Application Tender Instruction Maintain Unit Order - Creation Maintain Unit Order - Redemption Corp Communication Upload Batch File Mtn CCASS-To-CCMS Stock Transfer Mtn General to Specific Stock Collateral	Maintain Inter-counter Transfer/Conversion Instruction	Site Map Announcement Information	Broadcast Message Change Password	Report Download Print Logout	B0030001 VTRE 01 30-Apr-12 13:44
	Enquire Inter-counter Transfer/Conversion Instruction Prompt				
Instruction Type : <input checked="" type="radio"/> Multi-counter Transfer Instruction <input type="radio"/> Parallel Trading Conversion Instruction <input type="radio"/> ALL					
From ISIN / Stock Code : <input type="text"/> Enquire Inter-counter Stock List					
To ISIN / Stock Code : <input type="text"/>					
Instruction Number : <input type="text"/> <input type="button" value="Submit"/>					
From Account : <input type="text"/>					
To Account : <input type="text"/>					
Status : ALL <input type="button" value="List"/> <input type="button" value="Refresh"/>					
Help					

INTER-COUNTER TRANSFER/CONVERSION INSTRUCTION MAINTENANCE – Sample Screen:

General Enquiries Eng Settlement Act / Status Mtn Stk Segregated A/C with Stm Sev(SSA) Mtn SSA Bank A/C Delivery Instruction (DI) A/C Transfer Instr (ATI) Stk Seg A/C Transfer Instr (STI) Maintain Inter-counter Trfl/Conv Instr Settlement Instruction (SI) Hide Unmatched SI Content Cpty List Investor Stm Instr (ISI) ISI (With Affirm) Cpty List ISI (W/O Affirm) Cpty List Payment Instruction Cash Prepayment Mtn Cash Pre-pmt/TSF Pmt Standing Instr Maintain RMB Conversion Request Maintain Stock Release Request Maintain TSF Earmarking Obligation Maintain Cash Prepmnt Received for IPI Stock Borrowing / Lending SBL Bulletin Board Login Withdrawal Order Election Instruction Subscription Instruction Corp Voting Instruction Maintain Early-Ended Voting EIPO Application Maintain Broker Number/Name Tender Instruction Maintain Unit Order -	Maintain Inter-counter Transfer/Conversion Instruction		Site Map Announcement Information	Broadcast Message Change Password	Report Download Print Logout	B0030101 VTRA 02 30-Apr-12 16:02	
	Input Inter-counter Transfer/Conversion Instruction Detail						
	Instruction Type :		Multi-counter Transfer Instruction				
	Instruction Number :		S09524731				
	From Stock Code :		201 STK S1 CNY(IAH)	To Stock Code :		202 STK S2 CNY(SC)	
	ISIN :		HK0201008726	ISIN :		HK0202009665	
	Available Balance (From Stock Code) :		Account	Available Balance	Available Balance (To Stock Code) :	Account	Available Balance
			1	0		1	0
			2	0		2	0
			19	0		19	0
	From Account :		<input type="text" value="1"/>	To Account :		<input type="text" value="2"/>	
	Transfer Quantity :		<input type="text" value="1000"/>				
	Remarks :		<input type="text" value="Settle in the afternoon"/>				
	<input type="button" value="Submit"/> <input type="button" value="Refresh"/>						
	Input Another Instruction Help						

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Inter-counter Transfer/Conversion Instruction Maintenance

DESCRIPTION OF FIELDS:

<u>Field</u>	<u>Description/Format</u>
INSTRUCTION TYPE	<ul style="list-style-type: none">- display the type of instruction. Participants must select either Multi-counter Transfer Instruction or Parallel Trading Conversion Instruction for Input and Cancel functions or can select ALL for Enquire function.
FROM ISIN / STOCK CODE	<ul style="list-style-type: none">- from the prompt screen, input the ISIN / stock code as the “from” counter for the inter-counter transfer of shares. The name of the stock is not required.- can obtain the ISIN or stock code from the hyperlink of 'Enquire Inter-counter 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.- display the ISIN code or stock code and short name of the stock being chosen at the list screen.
TO ISIN / STOCK CODE	<ul style="list-style-type: none">- from the prompt screen, input the ISIN / stock code as the “to” counter for the inter-counter transfer of shares. The name of the stock is not required.- must not be a delisted stock.- CCASS overlooks leading zero(s); i.e. '17', '017', '0017' and '00017' are treated as the same.- display the ISIN code or stock code and short name of the stock being chosen at the list screen.
INSTRUCTION NUMBER	<ul style="list-style-type: none">- display the unique reference number generated by CCASS for the Multi-counter Transfer Instruction and Parallel Trading Conversion Instruction.- change is not allowed.- one of the selection criteria in cancel and enquiry functions.
AVAILABLE BALANCE (FROM STOCK CODE)	<ul style="list-style-type: none">- display the balance (in number of shares) that is available for use in all valid stock accounts for the selected stock. '1' represents the Clearing Account. '2', '3', ... '16' represent segregated accounts.- 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.- change is not allowed.

<u>Field</u>	<u>Description/Format</u>
AVAILABLE BALANCE (TO STOCK CODE)	<ul style="list-style-type: none"> - display the balance (in number of shares) that is available for use in all valid stock accounts for the selected stock. '1' represents the Clearing Account. '2', '3', ... '16' represent segregated accounts. - 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. - change is not allowed.
FROM ACCOUNT	<ul style="list-style-type: none"> - type or select the account number from which the inter-counter transfer of shares to be delivered. - must not be the TSF Accounts (17 or 18), Stock Collateral Control Account (20), SSA with Statement Service (account starting from 21 onwards) or Special Segregated Account (account with "800XXXXX" format). - CCASS overlooks leading zero(s); i.e. '5', '05' and '005' are treated as the same.
TO ACCOUNT	<ul style="list-style-type: none"> - type or select the account number to which the inter-counter transfer of shares to be transferred. - must not be the TSF Accounts (17 or 18), Stock Collateral Control Account (20), SSA with Statement Service (account starting from 21 onwards) or Special Segregated Account (account with "800XXXXX" format). - CCASS overlooks leading zero(s); i.e. '5', '05' and '005' are treated as the same.
TRANSFER QUANTITY	<ul style="list-style-type: none"> - type the quantity of shares to be transferred. - must be greater than zero. - either one of the following formats is accepted by CCASS: '3000' or '3,000'.
REMARKS	<ul style="list-style-type: none"> - optional field. - any text less than 40 characters in length.

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Inter-counter Transfer/Conversion Instruction Maintenance

<u>Field</u>	<u>Description/Format</u>
STATUS	<p>- the status of a Multi-counter Transfer Instruction and a Parallel Trading Conversion Instruction will be:</p> <ul style="list-style-type: none">▪ <i>Pending for Transfer</i> – for instruction inputted via online maintenance function but shares not yet available for transfer. The instruction will be processed in Batch Transfer Run or can be cancelled by the Participant before the run.▪ <i>Transferred</i> – for instruction effected immediately when there is sufficient number of shares in the “from account” upon the instruction submission via online maintenance function.▪ <i>Cancelled</i> – for instruction cancelled by Participants via the cancel function.▪ <i>Pending for Transfer (System)</i> – for valid uploaded Multi-counter Transfer Instructions via File Upload. The instructions will be processed in the next Batch Transfer Run▪ <i>Transferred (System)</i> - for Pending for Transfer / Pending for Transfer (System) instructions effected when there is sufficient number of shares in the delivering account during a Batch Transfer Run.▪ <i>Cancelled (System)</i> - for instruction cancelled by the system after the specified Batch Transfer Run