

## Terminal Operations

---

**FUNCTION NAME: VOTING INSTRUCTION MAINTENANCE**

**WHEN TO USE:**

- The voting announcement will normally be categorized in two types :-

- Voting period starts on or before shareholding date; and
- Voting period starts after shareholding date

The shareholding date is either the date determined by listed issuers or HKSCC. HKSCC will determine the shareholding date if there is neither record date nor book close for determining the entitlement announced by the relevant listed issuer. The relevant shareholding date of the respective voting announcements can be enquired via the ENQUIRE ANNOUNCEMENT INFORMATION function. (Refer to Section 9.2.1).

- The voting instruction maintenance is used to input instructions with appropriate authorisation for the voting of resolutions in corporate meetings.
- The inputting of voting instructions using the CHANGE CORPORATE VOTING INSTRUCTION function can be performed during the voting period which is specified in the details of the corporate announcement, and can be retrieved by clicking the announcement number displayed under the detail screen.
- Participants are able to input instruction for Cumulative Vote. The details of the Cumulative Vote can be found in the relevant Proxy Form, Circular and the Notice of Meeting.

**AVAILABLE MAINTENANCE FUNCTIONS:**

- A. Change Corporate Voting Instruction  
To input instructions for the voting of resolutions in corporate meetings.
- B. Enquire Corporate Voting Instruction  
To make enquiries on the details and current status of voting instructions.
- C. Authorise Corporate Voting Instruction  
To authorise a pending voting instruction which was entered via the CHANGE CORPORATE VOTING INSTRUCTION function. Or  
To change an authorised voting instruction from "authorised" status to "pending" status, for updating of the voting instruction detail during the voting period.

**AVAILABLE FUNCTION TIME:**

- The Enquire Corporate Voting Instruction function is available between 8:00 a.m. and 8:00 p.m. Monday to Friday (except holidays). All other voting instruction maintenance functions are available daily between 8:00 a.m. and 7:00 p.m. Monday to Friday (except holidays).
- On voting end date imposed by CCASS (i.e. CCASS stated deadline), voting instructions must be maintained before 4:15 p.m. on the day.

## Section 8.2.4

### Voting Instruction Maintenance

---

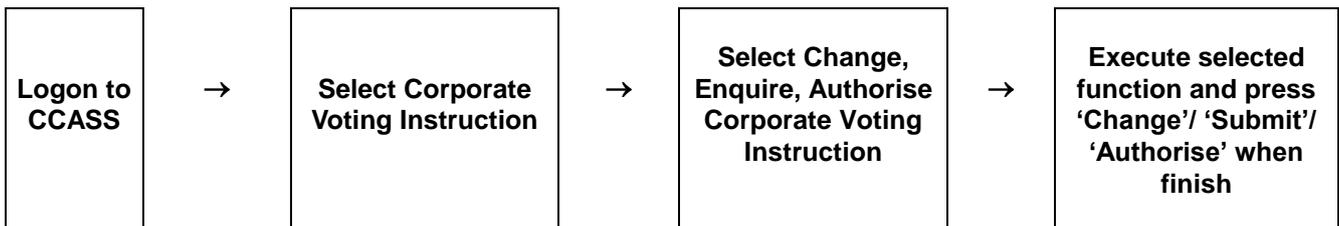
#### FUNCTIONAL DESCRIPTIONS:

- Corporate voting instructions are generated by CCASS with a unique Voting Instruction Number. Participants are only required to input the voting quantity to the instructions, i.e. the shareholdings allocated to each resolution.
  
- 1) In the case of the voting period starts after the shareholding date, voting instructions are generated only to the participants with holdings of the stock (excluding holdings of their SSA with Statement Service whose voting delegation indicators are set to 'No', i.e. those SSA Statement Recipients select to maintain their voting instructions themselves) as at the day before book-close. Based on the participant's shareholding (excluding holdings of their SSA with Statement Service whose voting delegation indicators are set to 'No') at the time of instruction generation, the voting instruction contains the number of shares eligible to vote for any one resolution. When the participant inputs the voting instruction, the total voting quantity for each resolution cannot exceed the shareholding available for voting. Separate voting instructions will be generated to the SSA with Statement Service whose voting delegation indicators are set to 'No' at the time of instruction generation.
  
- 2) For the voting period starts on or before the shareholding date, CCASS generates voting instructions for all participants and their SSA with Statement Service whose voting delegation indicators are set to 'No'. However, the shareholding available for voting may not be reflected upon instruction generation. The number of shares eligible to vote will only be available after CCASS captured the shareholding. During the voting period, if the shareholding is not available, participants can allocate shareholdings of any quantity to the resolutions, where the shareholdings allocated to the resolutions will be validated against the holding as at shareholding date (excluding holdings of their SSA with Statement Service whose voting delegation indicators are set to 'No') on the "shareholding date". For those SSAs with Statement Service whose voting delegation indicators are set to 'No', SSA Statement Recipients can also input the voting instructions and they are not required to input the projected shareholdings.
  
- participants may input the number of votes 'FOR', "AGAINST" and "ABSTAIN/WITHHOLD" on the resolution , up to the maximum number of shares available for voting excluding those of their SSA with Statement Service whose voting delegation indicators are set to 'No' (in the case of voting period starts after shareholding date). CCASS automatically calculates the total shareholding less the number of shares input 'FOR','AGAINST' and ABSTAIN/WITHHOLD on the resolution, and treats the difference as 'NON VOTED" . A voting instruction not authorised ('Pending' status instruction) at voting deadline is treated as 'NON VOTED' At the same time, if participants wish to request for "demand for poll votes" can also input the number of shares required under the "DEMAND POLL" field.
  
- In Cumulative Vote, the total votes are represented by the shares held by the shareholders multiplied by the number of directors/supervisors to be elected, and the total votes can be cast partially to several directors/supervisors or fully to one director/supervisor. Participants should refer to the relevant Proxy Form, Circular and the Notice of Meeting for the details of Cumulative Vote.
  
- Input is required in the following fields of the CHANGE CORPORATE VOTING INSTRUCTION DETAIL screen
  - \* CORP VOTING HOLDING

- \* 'FOR' field
- \* 'AGAINST' field
- \* 'ABSTAIN/WITHHOLD' field

The field 'DEMAND POLL' is an optional field.

- The instruction status remains at 'Pending' unless it is authorised via the AUTHORISE CORPORATE VOTING INSTRUCTION function. Upon authorisation of a voting instruction, the status of the instruction will be updated from 'Pending' to 'Authorised'. If participants wish to make changes to the 'Authorised' instruction within the voting period, participants should change the 'Authorised' voting instruction back to 'Pending' status before making any amendments to the instruction. However, such 'Pending' records required authorisation using the AUTHORISE CORPORATE VOTING after updating in order for the status to be updated to 'Authorised' and be recorded in CCASS.
- The ENQUIRE CORPORATE VOTING INSTRUCTION function can be used for reviewing information regarding voting instructions, including the instructions' status which identifies the stage of the voting instruction's processing. Data cannot be entered or changed with this function. Voting instructions are available for enquiry up to thirty-one days after the voting deadline. Participants are advised to check if voting instructions are being processed by the system after 4:15 p.m. on voting end date (i.e. CCASS stated deadline).
- The access path for voting instruction maintenance function is:



**VOTING INSTRUCTION MAINTENANCE – Sample Screen:**

**Corporate Voting Instruction** [Site Map](#) [Broadcast Message](#) [Report Download](#) B0440101  
NVTC 05  
18-Apr-16 14:56

[Announcement Information](#) [Change Password](#) [Print](#) [Logout](#)

**Change Corporate Voting Instruction Execution**

Voting Instruction Number: T.B.A. Status: PENDING  
 Announcement Number: A04002697 AGM ON 26 AUG 16 - 3 RESOLUTIONS  
 Shareholding: x,xxx,xxx,xxx,xxx  
 Stock: 24801 STK NAME 24801  
 ISIN: HK-ISIN24801  
 Market: HONG KONG MARKET  
 Corporate Voting Holding: x,xxx,xxx,xxx,xxx  
 Share To Voting: 1. To 1.  
 Total Instruction Holding: x,xxx,xxx,xxx,xxx

Number in Proxy Form <a href="#">Enquire Resolution Description</a>	Description Summary in the Proxy Form	For	Against	Abstain/Withhold	Non Voted	Demand Poll
1	Resolution as set out in the Proxy Form	1,234,567,890,123	1,234,567,890,123	1,234,567,890,123	1,234,567,890,123	
2	Resolution as set out in the Proxy Form	1,234,567,890,123	1,234,567,890,123	1,234,567,890,123	1,234,567,890,123	

[Change Another Instruction](#) [Go To List](#) [Help](#)

Local intranet | Protected Mode: Off

## Section 8.2.4

### Voting Instruction Maintenance

---

#### DESCRIPTION OF FIELDS:

<b><u>Field</u></b>	<b><u>Description/Format</u></b>
VOTING INSTRUCTION NUMBER	<ul style="list-style-type: none"><li>- input the Voting Instruction Number to produce a list of voting instructions starting with the number input.</li><li>- for voting period starts after shareholding date, the VOTING INSTRUCTION NUMBER is a 9-digit code beginning with the character 'R'. The system automatically displays the 'R' prefix. Type the remaining eight digits. e.g. for Voting Instruction Number 'R11234567', only enter '11234567'.</li><li>- for the meeting with voting period starts on or before shareholding date, T.B.A. (to be assigned) will be displayed. The system generates the VOTING INSTRUCTION NUMBER with the 'R' prefix and eight digits after 'CHANGE CORPORATE VOTING INSTRUCTION' is updated.</li><li>- leading zeros do not need to be entered. e.g. '00000123' can be entered as '123'.</li><li>- click 'Submit' to display the voting instructions associated with the VOTING INSTRUCTION NUMBER.</li><li>- leave blank when the Voting Instruction Number is not used as a selection criterion.</li></ul>
ANNOUNCEMENT NUMBER	<ul style="list-style-type: none"><li>- type the corporate announcement number for the list of voting instructions associated with the corporate announcement.</li><li>- obtain the ANNOUNCEMENT NUMBER from the ENQUIRE ANNOUNCEMENT INFORMATION function using ENQUIRY TYPE 'A' and ANNOUNCEMENT TYPE 'CORPORATE VOTING' as the selection criteria. (Refer to Section 9.2.1).</li><li>- the ANNOUNCEMENT NUMBER is a 9-digit code beginning with the character 'A'. The system automatically displays the 'A' prefix. Type the remaining eight digits. e.g. for Announcement Number 'A20123456', only enter '20123456'.</li><li>- leading zeros do not need to be entered. e.g. '00000123' can be entered as '123'.</li><li>- click 'Submit' to display the voting instructions associated with the ANNOUNCEMENT NUMBER.</li><li>- leave blank if not used as the selection criterion.</li><li>- the 9 digit code with prefix 'A' announcement number will appear as hyperlink under detail screen, upon clicking the announcement number, respective announcement details will be shown in a pop-up window for information .</li></ul>

<b><u>Field</u></b>	<b><u>Description/Format</u></b>
SHAREHOLDING	<ul style="list-style-type: none"> <li>- display the participant's total shareholdings upon which voting are based (excluding those of SSA with Statement Service whose voting delegation indicators are set to 'No').</li> <li>- for voting period starts on or before the shareholding date, shareholding will only be displayed after CCASS captured the shareholding.</li> </ul>
STOCK	<ul style="list-style-type: none"> <li>- display the stock code and stock short name of the stock for the voting instruction.</li> <li>- click 'submit' to obtain the CHANGE CORPORATE VOTING INSTRUCTION LIST screen which lists all voting instructions related to the stock.</li> </ul>
ISIN	<ul style="list-style-type: none"> <li>- display the International Securities Identification Number of the stock for the voting instruction.</li> <li>- click 'submit' to obtain the CHANGE CORPORATE VOTING INSTRUCTION LIST screen which lists all voting instructions related to the stock.</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 voting instruction.</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>

## Section 8.2.4

### Voting Instruction Maintenance

<u>Field</u>	<u>Description/Format</u>
CORPORATE VOTING HOLDING	<ul style="list-style-type: none"> <li>- Corporate Voting Holding = “For” + “Against” + “Abstain/Withhold” + “Non Voted”.</li> <li>- is automatically decreased by the number of shares involved in authorised corporate representative / proxy records.</li> <li>- for voting period starts after the shareholding date, the CORPORATE VOTING HOLDING is automatically displayed reflecting the maximum number of shares (excluding those of SSA with Statement Service whose voting delegation indicators are set to ‘No’) which can be used for voting in the instruction. This field can be updated as necessary.</li> <li>- for voting period starts on or before the shareholding date, the CORPORATE VOTING HOLDING field is blank before CCASS capture the shareholding, in that case input is required*</li> </ul> <p><i>*Notes for input:</i></p> <ul style="list-style-type: none"> <li>- the number of shares input is the number of shares which will be used for voting in each resolution of the voting instruction record.</li> <li>- The total number of shares used to vote for the ‘FOR’, ‘AGAINST’ or “ABSTAIN/WITHHOLD” options cannot exceed the total shareholdings available for voting (excluding those of SSA with Statement Service whose voting delegation indicators are set to ‘No’)</li> </ul>
SHARE TO VOTING	<ul style="list-style-type: none"> <li>- ‘Share to Voting’ ratio.</li> <li>- indicate the voting rights ratio by displaying the number of shares required to obtain one voting right.</li> </ul>
TOTAL INSTRUCTION HOLDING	<ul style="list-style-type: none"> <li>- Total Instruction Holding = “For” + “Against” + “Abstain/Withhold” + Corp Rep/Proxy + “Non Voted”.</li> <li>- indicate the system calculated sum of the number of shares used for corporate representative / proxy instructions and voting instructions.</li> <li>- for voting period starts after shareholding date, it will be displayed automatically after CHANGE CORPORATE VOTING INSTRUCTION and will be equal to the SHAREHOLDING field.</li> <li>- for voting period starts on or before shareholding date, it will be displayed automatically after the input of corporate vote holding via CHANGE CORPORATE VOTING INSTRUCTION.</li> <li>- the difference between corporate voting holding and total instruction holding should be equal to the number of shares involved in authorised corporate representative / proxy records.</li> </ul>

<u><b>Field</b></u>	<u><b>Description/Format</b></u>
STATUS	<ul style="list-style-type: none"> <li>- indicate the status of voting instructions.</li> <li>- the field defaults to 'Pending' and change is not allowed in the CHANGE CORPORATE VOTING INSTRUCTION PROMPT screen. Upon authorisation of voting instruction, the Instruction Status is 'Authorised'.</li> </ul>
NUMBER IN PROXY FORM	<ul style="list-style-type: none"> <li>- display the resolution number recorded in the Proxy Form of Meeting.</li> </ul>
DESCRIPTION SUMMARY IN THE PROXY FORM	<ul style="list-style-type: none"> <li>- display the description summary of the Proxy Form of Meeting.</li> </ul>
FOR	<ul style="list-style-type: none"> <li>- input is allowed if indicator of "Allow For" is "Y".</li> <li>- for inputting the number of votes 'FOR' the resolution.</li> </ul>
AGAINST	<ul style="list-style-type: none"> <li>- input is allowed if indicator of "Allow Against" is "Y".</li> <li>- for inputting the number of votes 'AGAINST' the resolution.</li> </ul>
ABSTAIN/WITHHOLD	<ul style="list-style-type: none"> <li>- input is allowed if indicator of "Allow Abstain/Withhold" is "Y".</li> <li>- for inputting the number of votes 'ABSTAIN/WITHHOLD' the resolution.</li> </ul>
NON VOTED	<ul style="list-style-type: none"> <li>- reflect the number of Non Voted holdings.</li> <li>- the number of Non Voted holdings is automatically recalculated for any changes to the 'FOR', 'AGAINST' and 'ABSTAIN/WITHHOLD' fields.</li> <li>- no input is required.</li> </ul> <p>Note:</p> <p><u>For Non-Cumulative Voting:</u></p> <ul style="list-style-type: none"> <li>- "NON VOTED" = Total Instruction Holding – Corp Rep /Proxy - (For + Against + Abstain/Withhold)</li> <li>- "NON VOTED" will be shown on each resolution.</li> </ul> <p><u>For Cumulative Voting:</u></p> <ul style="list-style-type: none"> <li>- "NON VOTED" = (Total Instruction Holding – Corp Rep /Proxy) x "No. of directors/supervisors to be elected" - (For + Against + Abstain/Withhold) under same cumulative group</li> <li>- Non Voted will be shown only in the 1<sup>st</sup> row of resolution within the group of Cumulative Vote.</li> </ul>
DEMAND POLL	<ul style="list-style-type: none"> <li>- For inputting the number of shares to be used for demand poll request for the resolution if applicable.</li> <li>- Shares input for demand poll must be less than or equal to the total of votes input as "For", "Against" and "Abstain/Withhold" for the resolution.</li> </ul>