

Terminal Operations

FUNCTION NAME: EIPO APPLICATION MAINTENANCE

WHEN TO USE:

- EIPO application maintenance is used to maintain or enquire the details of an Electronic Initial Public Offering ('EIPO') application. Maintenance of EIPO application is available from application start time on the start day to application end time on the closing day. The application period varies for different EIPO.

AVAILABLE MAINTENANCE FUNCTIONS:

- A. Add EIPO Application
To input application details to an EIPO.
- B. Change Pending EIPO Application
To change the details of pending EIPO application instruction(s) added by the Participant if updating is required.
- C. Delete Pending EIPO Application
To delete pending EIPO application instruction(s).
- D. Authorise EIPO Application
To authorise pending EIPO application instruction(s).
- E. Cancel EIPO Application
To cancel authorised EIPO application instruction(s).
- F. Enquire EIPO Application
To enquire the details and current status of EIPO application instruction(s).

AVAILABLE FUNCTION TIME:

- In general, EIPO application maintenance functions, including enquiry function, are available daily between 8:00 a.m. to 8:30 p.m. Monday to Friday, 8:00 a.m. to 1:00 p.m. on Saturday (except holidays).
- However, on EIPO application start day, the EIPO application maintenance can only be performed after the start time: usually sets as 9:00 a.m.. Also, on EIPO Application closing day, the EIPO application maintenance should be performed on or before the EIPO application end time: usually sets as 12:00 noon.

Section 8.2.8
EIPO Application Maintenance

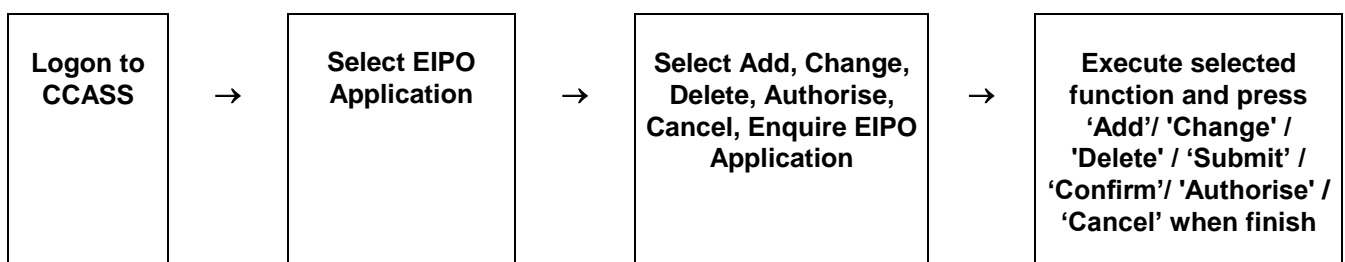
FUNCTIONAL DESCRIPTIONS:

Application instruction can be input by Participants from application start date to application closing date through the ADD EIPO APPLICATION function or batch file upload via CCASS terminals. The application period varies for different EIPO and can be enquired through the ENQUIRE AUTHORISED EIPO ANNOUNCEMENT function (refer to Section 9.2.5). Application details can be input within the following schedule:

<u>Application Start Date</u>	Weekdays	09:00 – 20:30
	Saturdays	09:00 – 13:00
<u>Non-application Start / Closing Date</u>	Weekdays	08:00 – 20:30
	Saturdays	08:00 – 13:00
	Sundays & Public Holidays	No service
<u>Application Closing Date</u>	Mondays to Fridays	08:00 – Application end time, usually 12:00

- CCASS Participants may input application instructions on behalf of their clients. In this case, CCASS Participants will be considered as the IPO applicants and their clients are the beneficiary owners.
- Newly added instruction will carry a 'Pending' status. Details of pending instructions can be changed through CHANGE PENDING EIPO APPLICATION function or they can be deleted through DELETE PENDING EIPO APPLICATION function. Pending instructions have to be authorised through AUTHORISE EIPO APPLICATION function. Once the instruction has been authorised, the status will be updated to 'Authorised'. If required, Participants can cancel any authorised EIPO application instruction through CANCEL EIPO APPLICATION function before the application end time on the closing day, and the status will be updated to 'Cancelled'.
- All authorised instructions will be processed on the application closing date and send to the registrar for balloting. The status of all the processed instructions will be changed from 'authorised' to 'processed'. Maintenance of EIPO application instructions will NOT be accepted after the application end time on the closing day.

The access path for EIPO APPLICATION MAINTENANCE function is:



EIPO APPLICATION MAINTENANCE – Sample Screen:

<ul style="list-style-type: none"> ISI (With Affirm) Cpty List ISI (W/O Affirm) Cpty List Payment Instruction Cash Prepayment Stock Borrowing / Lending SBL Bulletin Board Login Withdrawal Order Election Instruction Subscription Instruction Corp Voting Instruction EIPO Application Tende Add EIPO Application Mainta Change Pending EIPO A Mainta Delete Pending EIPO Ap Redem Authorise EIPO App Corp C Enquire EIPO App Upload Enquire Auth EIPO Mtn C Announcement Trans Enquire Allotment Resu Mtn General to Specific Stock Collateral Mtn Specific to General Stock Collateral Enquire Collateral Account Balance Enquire Collateral Inventory Mtn Currency Exchange Rate and Haircut Mtn CCMS-To-CCASS Cash 	<div style="display: flex; justify-content: space-between;"> <div style="background-color: #0056b3; color: white; padding: 5px; border: 1px solid #0056b3;">Maintain EIPO Application</div> <div style="text-align: right;"> H00001 TESTER H00001 H00001AC QEAA 01 05-Jan-05 10:16 </div> </div> <div style="margin-top: 10px;"> <div style="display: flex; justify-content: space-between; font-size: small;"> Site Map Broadcast Message Report Download </div> <div style="display: flex; justify-content: space-between; font-size: small;"> Part List Stock List Announcement Information </div> <div style="display: flex; justify-content: space-between; font-size: small;"> Stm Position Change Participant Change Password </div> <div style="display: flex; justify-content: space-between; font-size: small;"> Print Logout </div> </div> <div style="margin-top: 10px; background-color: #0056b3; color: white; padding: 5px; border: 1px solid #0056b3;">Add EIPO Application Detail</div> <table style="width: 100%; border-collapse: collapse; margin-top: 5px;"> <tr> <td style="width: 40%;">Application Instruction Number :</td> <td style="width: 60%;">200017792</td> </tr> <tr> <td>ISIN or Stock Code :</td> <td><input type="text"/></td> </tr> <tr> <td>Application Quantity :</td> <td><input type="text"/> Table of Application Tiers and Payments</td> </tr> <tr> <td>Beneficial Owner :</td> <td><input type="text"/></td> </tr> <tr> <td>HKID/BRN/Passport :</td> <td><input type="text"/></td> </tr> <tr> <td>Broker Seat Number :</td> <td><input type="text"/></td> </tr> <tr> <td>Status :</td> <td>PENDING</td> </tr> </table> <div style="text-align: right; margin-top: 10px;"> <input type="button" value="Submit"/> <input type="button" value="Refresh"/> </div> <div style="text-align: right; margin-top: 10px;"> Help </div>	Application Instruction Number :	200017792	ISIN or Stock Code :	<input type="text"/>	Application Quantity :	<input type="text"/> Table of Application Tiers and Payments	Beneficial Owner :	<input type="text"/>	HKID/BRN/Passport :	<input type="text"/>	Broker Seat Number :	<input type="text"/>	Status :	PENDING
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Broker Seat Number :	<input type="text"/>														
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DESCRIPTION OF FIELDS:

<u>Field</u>	<u>Description/Format</u>
APPLICATION INSTRUCTION NUMBER	<ul style="list-style-type: none"> - display the unique reference number assigned by CCASS when the ADD EIPO APPLICATION DETAIL screen is retrieved. - the Application Instruction Number is a 9-digit reference number beginning with the character '2'. - no entry is required.
SELECT	<ul style="list-style-type: none"> - click the check box for the particular EIPO application instruction to be authorised, deleted or cancelled. - click multiple check boxes for selection of multiple EIPO application instructions to be authorised, deleted, cancelled. - 'Select All' for all EIPO application instructions to be authorised, deleted or cancelled.
STOCK	<ul style="list-style-type: none"> - display the stock code and stock short name of the stock of the EIPO application instruction.

Section 8.2.8
EIPO Application Maintenance

<u>Field</u>	<u>Description/Format</u>
ISIN	<ul style="list-style-type: none"> - display the International Securities Identification Number of the stock of the EIPO application instruction.
ISIN OR STOCK CODE	<ul style="list-style-type: none"> - input the ISIN / stock code for display of a particular stock for the EIPO application instruction. - must not be a delisted stock. - CCASS ignores the leading zero(s); i.e. '17', '017', '0017', and '00017' are treated as the same. - Mandatory field
APPLICATION QUANTITY	<ul style="list-style-type: none"> - type the number of shares being applied for the EIPO application. - can obtain the application quantity from the hyperlink of 'Table of Application Tiers and Payments' - must be a permitted application quantity as specified in the listing document of the specific IPO; - mandatory field.
TOTAL AMOUNT	<ul style="list-style-type: none"> - display the total amount and the currency of application money and charges that will be collected on application closing date. The amount includes application money, brokerage fee, transaction levy and trading fee. - the amount will be calculated by the system after entering application quantity. No entry is required.
SCHEDULED DEBIT DATE OF APPLICATION MONIES	<ul style="list-style-type: none"> - display the date on which the payment instruction will be generate to debit the application money from the applicants' accounts. - no entry is required.
BENEFICIAL OWNER	<ul style="list-style-type: none"> - type the name of the beneficial owner of the application. - inputs the name of the broker if apply for house account; - mandatory field.
HKID/BRN/PASSPORT	<ul style="list-style-type: none"> - type the HKID number, Hong Kong Business Registration Number or the Passport Number of the beneficial owner; - optional field.
BROKER SEAT NUMBER	<ul style="list-style-type: none"> - if a Clearing Participant which is also an Exchange Participant of SEHK enters instruction, the field might be defaulted to its broker number; - leading zeros will be added if the broker seat number entered is shorter than 5 digits. - optional field.

<u>Field</u>	<u>Description/Format</u>
BROKER NAME	<ul style="list-style-type: none"> - display the broker name associated with the broker seat number. - no entry is required.
EPI NUMBER	<ul style="list-style-type: none"> - display the Electronic Payment Instruction number assigned for the collection of application monies on application closing date. - EPI number can be obtained from the New Issue Entitlement Report. - no entry is required.
STATUS	<ul style="list-style-type: none"> - identify the status of the application instruction. - a newly added application instruction prior to authorisation is at 'Pending' status. An authorised instruction record is at 'Authorised' status. An authorised instruction being processed on the application closing date and send to the registrar for balloting is 'Processed'. Application instruction being cancelled will be displayed with 'Cancelled' status - no entry is required.
Input Date / Time	<ul style="list-style-type: none"> - input the 'Input Date / Time' to retrieve a list of EIPO application instructions of the particular stock in ascending order of input timestamp - for record with the same input timestamp, records will be shown in ascending order of beneficial owner - display the input date and input timestamp of the EIPO application instructions
Authorisation Date / Time	<ul style="list-style-type: none"> - input the 'Authorisation Date / Time' to retrieve a list of EIPO application instructions of the particular stock in ascending order of authorisation timestamp - for record with the same authorisation timestamp, records will be shown in ascending order of beneficial owner - display the authorisation date and authorisation timestamp of the EIPO application instructions.
Table of Application Tiers and Payments	<ul style="list-style-type: none"> - by clicking this hyperlink, a Table of Application Tiers and Payments will be displayed to show the acceptable application quantities and respective payable amount per application
Number of Shares to be applied	<ul style="list-style-type: none"> - display the acceptable number of shares to be applied for the EIPO Announcement
Amount Payable on application	<ul style="list-style-type: none"> - display the respective payable amount per acceptable number of shares per application