

Terminal Operations

FUNCTION NAME: TENDER INSTRUCTION MAINTENANCE

WHEN TO USE:

- Tender instruction maintenance is used to maintain and enquire the details of Tender instructions. Maintenance of Tender instruction is available from application start time on the start day to application end time on the end day. The application period varies for different Tender.

AVAILABLE MAINTENANCE FUNCTIONS:

- A. Add Tender Instruction
To input details of tender instruction(s) to tender announcements.
- B. Change Tender Instruction
To change the details of pending tender instruction(s) entered by the Participant if any error is found.
- C. Delete Tender Instruction
To delete pending tender instruction(s).
- D. Authorise Tender Instruction
To authorise pending tender instruction(s).
- E. Cancel Tender Instruction
To cancel authorised tender instruction(s).
- F. Enquire Tender Instruction
To enquire the details and current status of tender instruction(s).

AVAILABLE FUNCTION TIME:

- In general, the Enquire Tender Instruction function is available between 8:00 a.m. and 8:00 p.m. Monday to Friday (except holidays). All other tender instruction maintenance functions are available between 8:00 a.m. to 7:00 p.m. Monday to Friday, 8:00 a.m. to 1:00 p.m. on Saturday (except public holidays).
- However, on application start day, the tender instruction maintenance can only be performed after the start time. Also, on application end day, the creation of tender instructions should be performed on or before the application end time.
- After the application end day but before the tender day, Participants can still be able to maintain the tender instructions on or before the tender application end time, provided that the ultimate total amount of tender moneys required for its authorised tender instructions shall be less than or equal to the amount of tender moneys collected on the application end day.

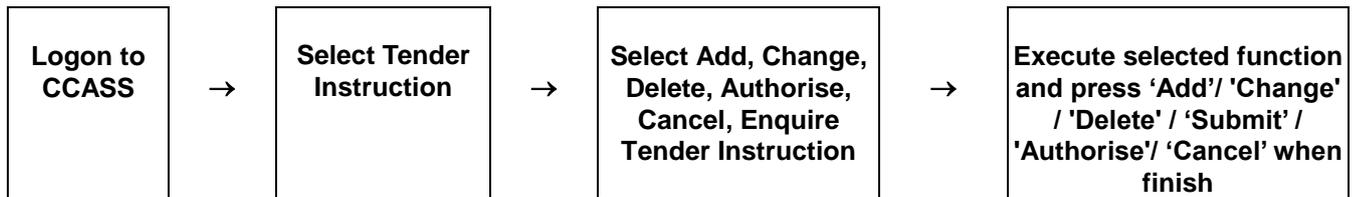
FUNCTIONAL DESCRIPTIONS:

- Normally, Participants can maintain tender instructions during application period, i.e. from application start date to application end date through the ADD TENDER INSTRUCTION or batch file upload via CCASS terminals. The application period may vary for different tender announcements and can be enquired through the ENQUIRE AUTHORISED TENDER ANNOUNCEMENT function (refer to Section 9.2.7). Application details can be input within the following schedule:

<u>Application Start Date</u>	Monday to Friday	From application start time, usually 09:00, until 19:00
<u>Non-application Start / End Date</u>	Monday to Friday	08:00 – 19:00
	Saturday	08:00 – 13:00
	Sunday & Public Holidays	No service
<u>Application End Date</u>	Monday to Friday	08:00 – Application end time, usually 15:45
<u>After Application End Date and Before Tender Date</u>	Monday to Friday	08:00 – Application end time, usually 15:45
	Saturday	08:00 – Application end time, usually 13:00
	Sunday & Public Holidays	No service

- If the tender is non-competitive, the input of price bid is not required. The default price bid of non-competitive tender instruction will be the 'Initial Price Bid' announced by the Issuer or its Agent. However, Participants should be aware that successful non-competitive tender instructions will be allotted at the 'Final Accepted Price Bid' which may be **LOWER** or **HIGHER** than the 'Initial Price Bid'. In case that the 'Final Accepted Price Bid' is **lower** than the 'Initial Price Bid', excess tender moneys will be refunded via DCIs on the date the tender result is announced. In case that the 'Final Accepted Price Bid' is **higher** than the 'Initial Price Bid', additional tender moneys will be **collected via DDIs** on the date the tender result is announced.
- Newly added instruction will carry a 'Pending' status. Pending instructions can be changed through CHANGE TENDER INSTRUCTION function or deleted through DELETE TENDER INSTRUCTION function.
- Pending instructions have to be authorised through AUTHORISE TENDER INSTRUCTION function. If a pending tender instruction is to be authorised after application end date and before the tender date, CCASS will check whether the total tender amount collected via DDI on the application end date is exceeded, i.e. taking into account any new cancellation and authorisation performed. Authorisation will be allowed only if the total tender moneys collected are in excess of the ultimate total tender moneys required after the modifications. Once the instruction has been authorised, the status will be updated to 'Authorised'.
- Only authorised tender instructions can be cancelled via CANCEL TENDER INSTRUCTION. Use the DELETE TENDER INSTRUCTION function to delete pending tender instructions. Status of the authorised tender instructions changes from 'AUTHORISED' to 'CANCELLED'. Tender instructions with 'Cancelled' status will not be processed further by CCASS.

The access path for tender instruction maintenance function is:



TENDER INSTRUCTION MAINTENANCE – Sample Screen:

<ul style="list-style-type: none"> General Enquiries Enq 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) 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 Maintain Cash Prepayment Standing Instr Maintain Cash Prepmt Received for IPI Stock Borrowing / Lending SBL Bulletin Board Login Withdrawal Order Election Instruction Subscription Instruction Corp Voting Instruction EIPO Application Maintain Broker Number/Name Tender Instruction 	<div style="text-align: right;"> H00001 HKSCC H00001 H0000121 HAPE 03 02-Dec-09 11:52 </div> <p>Maintain Tender Instruction</p> <p> Site Map Broadcast Message Report Download Part List Stock List Announcement Information Stm Position Change Participant Change Password Print Logout </p> <p>Enquire Tender Instruction Detail</p> <p> Tender Instruction Number : 300002227 Status : CANCELLED Stock : 4063 EFH 6.69 1301 ISIN : HK4063009004 CMU Issue Number : 4063 Bid Type : NON COMPETITIVE Price Bid : 102.00 % Application Quantity : 1,000 Application Amount : 13,013.12 USD Debit Date : 26-OCT-09 Beneficial Owner : A123456 HKID/BRH : A0123456 Broker Number : 0018 Remarks : 1234567890123456789012345678901234567890123456789012345678901234567890 </p> <p style="text-align: right;"> Enquire Another Instruction Go To List Help </p>
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DESCRIPTION OF FIELDS:

<u>Field</u>	<u>Description/Format</u>
TENDER INSTRUCTION NUMBER	<ul style="list-style-type: none"> - display the unique reference number assigned by CCASS when the ADD TENDER INSTRUCTION DETAIL screen is retrieved; - the Tender Instruction Number is a 9-digit reference number beginning with the character '3'; - no entry is required.

Section 8.2.9
Tender Instruction Maintenance

<u>Field</u>	<u>Description/Format</u>
SELECT	<ul style="list-style-type: none"> - click the check box for the particular tender instruction to be authorised, deleted or cancelled. - click multiple check boxes for selection of multiple tender instructions to be authorised, deleted or cancelled. - 'Select All' to authorise, delete or cancel all listed tender instructions.
STOCK	<ul style="list-style-type: none"> - display the stock code and stock short name of the stock for which tender instruction to be processed.
ISIN	<ul style="list-style-type: none"> - display the International Securities Identification Number of the stock for which tender instruction to be processed.
ISIN OR STOCK CODE	<ul style="list-style-type: none"> - input the ISIN / stock code for display of a particular stock for the tender instruction to be processed. - ISIN or stock code can be obtained from the hyperlink of 'Enquire Stock List'; - 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 input field.
CMU ISSUE NUMBER	<ul style="list-style-type: none"> - display the corresponding CMU Issue number of the input stock. - no entry is required.
BID TYPE	<ul style="list-style-type: none"> - display the bid type of the corresponding tender : Competitive – Competitive Bid; Non-competitive – Non-competitive Bid; - no entry is required.
PRICE BID	<ul style="list-style-type: none"> - input the price bid for the tender instruction; - mandatory field for competitive bid; - no entry is required for non-competitive bid tender, and the 'Initial Price Bid' will be displayed.
APPLICATION QUANTITY	<ul style="list-style-type: none"> - type the quantity to be tendered for the tender instruction; - must be a permitted quantity as specified in the tendering document of the specific tender; - mandatory input field.

<u>Field</u>	<u>Description/Format</u>
APPLICATION AMOUNT	<ul style="list-style-type: none"> - display the total amount of tender moneys and charges with currency code that will be collected on application closing date. The amount includes tender moneys, brokerage fee (only applicable to Participants which are not Exchange Participants), transaction levy (if applicable) and trading fee (if applicable); - the amount will be calculated by CCASS based on the application quantity, price bid (if applicable) being input. No entry is required.
DEBIT DATE	<ul style="list-style-type: none"> - display the date on which the total amount will be debited from the applicants' accounts. - no entry is required.
BENEFICIAL OWNER	<ul style="list-style-type: none"> - type the name of the beneficiary owner of the tender instruction; - input the name of the broker if apply for house account; - optional field.
HKID/BRN	<ul style="list-style-type: none"> - type the HKID number of the beneficial owner, or the Business Registration number of the applicant if the applicant is a corporation; - optional field.
BROKER NUMBER	<ul style="list-style-type: none"> - if a Clearing Participant which is also an Exchange Participant enters instruction, the field will be protected; - optional field.
REMARKS	<ul style="list-style-type: none"> - type any additional remarks for the tender instruction, if desired; - any text should be less than 70 characters in length; - optional field.
STATUS	<ul style="list-style-type: none"> - identifies the status of the tender instruction; - a newly added tender instruction prior to authorisation is at 'Pending' status; an authorised tender instruction is at 'Authorised' status; an authorised tender instruction being processed is at 'System Processed' status; a cancelled tender instruction is at 'Cancelled' status - no entry is required.