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## Terminal Operations

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**FUNCTION NAME: ENQUIRE SSA CORPORATE VOTING INSTRUCTION**

**WHEN TO USE:**

- This function allows participant to enquire the voting instructions and corporate representative / proxy input by its SSA Statement Recipients.

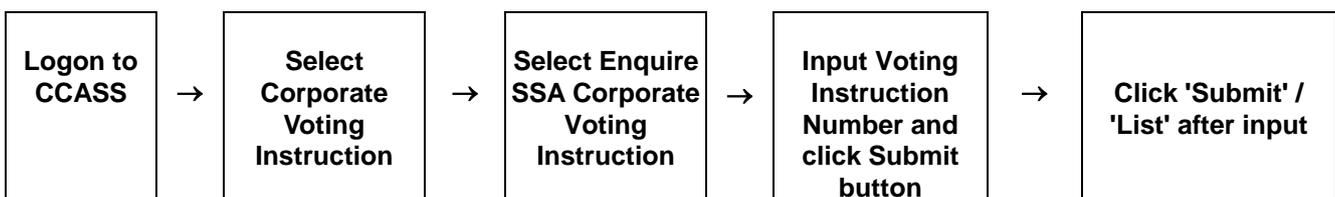
**AVAILABLE MAINTENANCE FUNCTIONS:**

- The ENQUIRE SSA CORPORATE VOTING INSTRUCTION function is available between 8:00 a.m. to 8:00 p.m. Monday to Friday (except holidays).

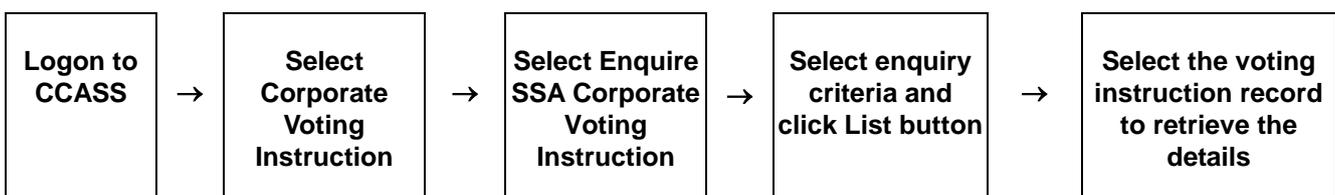
**FUNCTIONAL DESCRIPTIONS:**

- This is an enquiry function. It is used to view information. Data cannot be entered or changed with this function.
- Participant is allowed to enquire the corporate voting instruction with any status including ALL / PENDING / AUTHORISED / SYSTEM PROCESSED / CANCELLED status input by SSA Statement Recipients.
- To select an instruction for enquiry, participant is required to either input the instruction number from the prompt screen or select an instruction from the list screen.
- The access path for voting instruction maintenance function are:

**A. Attempt by direct input of Voting Instruction Number**



**B. Enquire by listing with selection criteria:**



**Section 9.2.10**  
**Enquire SSA Corporate Voting Instruction**

**ENQUIRE SSA CORPORATE VOTING INSTRUCTION – Sample Screens:**

<b>Corporate Voting Instruction</b>		<a href="#">Site Map</a>	<a href="#">Broadcast Message</a>	<a href="#">Report Download</a>	<b>B0350701</b>
		<a href="#">Announcement Information</a>	<a href="#">Change Password</a>	<a href="#">Print</a> <a href="#">Logout</a>	<b>NVSE 01</b>
<b>21-May-16 14:41</b>					
<b>Enquire SSA Corporate Voting Instruction Prompt</b>					
Voting Instruction Number :	R	<input type="text"/>	<input type="button" value="Submit"/>		
Announcement Number :	A	<input type="text"/>			
ISIN or Stock Code :		<input type="text"/>	<a href="#">Enquire Stock List</a>		
Stock Segregated Account Number :		<input type="text"/>			
Market :		HKMK - HONG KONG MARKET	▼		
Status :		ALL	▼		
<input type="button" value="List"/> <input type="button" value="Refresh"/>					
<a href="#">Help</a>					

<b>Corporate Voting Instruction</b>		<a href="#">Site Map</a>	<a href="#">Broadcast Message</a>	<a href="#">Report Download</a>	<b>B0350701</b>
		<a href="#">Announcement Information</a>	<a href="#">Change Password</a>	<a href="#">Print</a> <a href="#">Logout</a>	<b>NVSE 03</b>
<b>21-May-16 14:43</b>					
<b>Enquire SSA Corporate Voting Instruction Detail</b>					
Voting Instruction Number:	R00004176	Status:	AUTHORISED		
Attend As Corporate Representative / Proxy:	NO	SSA Account Type:	INDIVIDUAL		
Announcement Number:	<a href="#">A00004765</a> EGM ON 03JUL07 - 3 RESOLUTION (S)				
Stock Segregated Account:	1001 SSA 1				
Shareholding:					
Stock:	1 CHEUNG KONG				
ISIN:	HK0001000014				
Market :	HONG KONG MARKET				
Share To Voting:	1 . To 1 .				
<b>Number in Proxy Form</b>	<b>Description Summary in the Proxy Form</b>	<b>For</b>	<b>Against</b>	<b>Abstain/ Withhold</b>	<b>Demand Poll</b>
<a href="#">Enquire Resolution Description</a>					
1	RES 1				
YES					
<a href="#">Enquire Another Instruction</a> <a href="#">Go To List</a> <a href="#">Help</a>					

## Section 9.2.10 Enquire SSA Corporate Voting Instruction

<b>Corporate Voting Instruction</b>	<a href="#">Site Map</a> <a href="#">Broadcast Message</a> <a href="#">Report Download</a>	B0774101
	<a href="#">Part List</a> <a href="#">Stock List</a> <a href="#">Announcement Information</a>	HIVSE 03
	<a href="#">Stm Position</a> <a href="#">Change Participant</a> <a href="#">Change Password</a>	12-Nov-16 11:44
	<a href="#">Print</a> <a href="#">Logout</a>	

Enquire SSA Corporate Voting Instruction Detail			
Voting Instruction Number:	R00007942	Status:	AUTHORISED
Attend As Corporate Representative / Proxy:	YES	SSA Account Type:	INDIVIDUAL
Announcement Number:	<a href="#">A00007379</a> AGM ON 09NOV10 - 1 RES A6		
Stock Segregated Account:	27 ISSA07		
Shareholding:			
Stock:	401 401 HOLDINGS		
ISIN:	BMG3654G1006		
Market:	HONG KONG MARKET		
Share To Voting:	1. To 1.		

Number in Proxy Form	Description Summary in the Proxy Form	For	Against	Abstain/Withhold	Demand Poll
1	RES AS SET OUT IN MEETING NOTICE				

Corporate Representative / Proxy Full Name
MR ISSA07 01
Address
ABC ROOM STREET GARDEN GARDEN GARDEN GARDEN GARDEN

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

## Section 9.2.10

### Enquire SSA Corporate Voting Instruction

#### 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 meeting starts 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 ANNOUCEMNET 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>
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>
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 'List' to obtain the list of 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 'List' to obtain the list of all voting instructions related to the ISIN.</li> </ul>
STOCK SEGREGATED ACCOUNT NUMBER	<ul style="list-style-type: none"> <li>- input a stock segregated account number for listing the voting instruction(s) input by a particular SSA Statement Recipient</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>
SHAREHOLDING	<ul style="list-style-type: none"> <li>- display the SSA's total shareholdings upon which voting is based.</li> <li>- for voting period starts on or before the shareholding date, shareholding will only be displayed after CCASS captured the shareholding</li> </ul>
SHARE TO VOTING	<ul style="list-style-type: none"> <li>- display the '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>
STATUS	<ul style="list-style-type: none"> <li>- indicate the status of voting instructions</li> <li>- must be in PENDING / AUTHORISED / SYSTEM PROCESSED / CANCELLED status</li> </ul>
ATTEND AS CORPORATE REPRESENTATIVE / PROXY	<ul style="list-style-type: none"> <li>- display the selection by SSA Statement Recipient for the Corporate Representative / Proxy option</li> <li>- either YES or NO</li> </ul>
SSA ACCOUNT TYPE	<ul style="list-style-type: none"> <li>- display the Account Type of the SSA</li> <li>- SSA Account Type includes: Individual, Joint or Corporate.</li> </ul>

**Section 9.2.10**Enquire SSA Corporate Voting Instruction

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<b><u>Field</u></b>	<b><u>Description/Format</u></b>
NUMBER IN PROXY FORM	- display the resolution number recorded in the Proxy Form of Meeting
DESCRIPTION SUMMARY IN THE PROXY FORM	- display the description summary of the Proxy Form of Meeting
FOR	- display the vote 'FOR' the resolution
AGAINST	- display the vote 'AGAINST' the resolution
ABSTAIN/WITHHOLD	- display the vote 'ABSTAIN/WITHHOLD' from the resolution
DEMAND POLL	- display the vote for demand poll request for the resolution
CORPORATE REPRESENTATIVE / PROXY FULL NAME	- indicates the full name of corporate representative / proxy input by SSA Statement Recipient
ADDRESS	- indicates the address of the proxy appointed by SSA Statement Recipient (if required)