

## Special Enquire Functions

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**FUNCTION NAME: ENQUIRE REPORTED LOST CERT**

**WHEN TO USE:**

- To enquire on the details of certificates which have been reported lost.

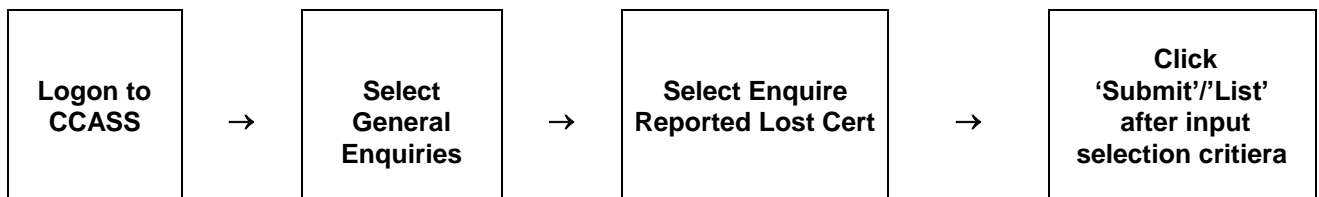
**AVAILABLE FUNCTION TIME:**

- The ENQUIRE REPORTED LOST CERT function must be performed between 9:00 a.m. and 7:00 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.

The access path for ENQUIRE REPORTED LOST CERT function is:



**Section 9.2.4**  
**Enquire Reported Lost Cert**

**ENQUIRE REPORT LOST CERT – Sample Screen:**

General Enquiries	General Enquiries	<a href="#">Site Map</a>	<a href="#">Broadcast Message</a>	<a href="#">Report Download</a>	<b>B0080301</b>
Enq Settlement Act / Status		<a href="#">Announcement Information</a>	<a href="#">Change Password</a>	<a href="#">Print</a> <a href="#">Logout</a>	<b>VBDE 02</b>
Delivery Instruction (DI)					<b>14-May-02</b>
A/C Transfer Instr (ATI)					<b>19:50</b>
Settlement Instruction (SI)	<b>Enquire Reported Lost Certificate List</b>				
Investor Stm Instr (ISI)	Stock: 25601 25601 DIST RTS		ISIN: HK-ISIN25601		
ISI Counterparty List	Certificate Prefix	Certificate Range	Denomination	Registered Shareholder 1	Registered Shareholder 2
Payment Instruction		00003456 00003456	99,999,999	KELVIN MASSEY	
Cash Prepayment		00005460 00005522	6,300	JOHN BUDDY	
Stock Borrowing / Lending	JC	00001001 00001002	200	MS LULU WHITE	
SBL Bulletin Board	JC	00001155 00001166	1,200	MS MIMI ONG	
General Stock Collateral	123	00000050 00000060	1,100	LILY BROWN	
Login Withdrawal Order	123	00008900 00008950	5,100	SALLY CANNING	
Election Instruction					<a href="#">Enquire Another Record Help</a>
Subscription Instruction					
Corp Voting Instruction					
EIPO Application					
Tender Instruction					
Corp Communication					
Upload Batch File	-1001 BOTTOM OF LIST				
Report Profile Maintenance					
View Circular					

**DESCRIPTION OF FIELDS:**

<u>Field</u>	<u>Description/Format</u>
ISIN or STOCK CODE	<ul style="list-style-type: none"> <li>- mandatory field to be input.</li> <li>- either ISIN code or stock code which reported lost certificates enquired can be input in the prompt screen.</li> <li>- displays ISIN code or stock code which reported lost certificates enquired in the list screen.</li> <li>- input the ISIN / stock code for display of settled positions information for a particular stock.</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> <p><b><i>(input of ISIN to be effective upon 2<sup>nd</sup> rollout stage of CCASS/3)</i></b></p>
CERTIFICATE PREFIX	<ul style="list-style-type: none"> <li>- type the certificate prefix in the prompt screen as one of the selection criteria for listing reported list certificates.</li> <li>- leave blank if not used as a selection criterion.</li> <li>- display the certificate prefix of the reported lost certificates enquired in the list screen.</li> </ul>
CERTIFICATE RANGE	<ul style="list-style-type: none"> <li>- type the certificate range in the prompt screen as one of the selection criteria for listing reported list certificates.</li> <li>- leave blank if not used as a selection criterion.</li> <li>- display the certificate range of the reported lost certificates enquired in the list screen.</li> </ul>
DENOMINATION	<ul style="list-style-type: none"> <li>- display the denomination of the reported lost certificates enquired in the list screen.</li> </ul>
REGISTERED SHAREHOLDER	<ul style="list-style-type: none"> <li>- display the name(s) of the registered shareholder of the reported lost certificates enquired in the list screen.</li> </ul>