

Guiding Note on Monthly Subscriber and/or Individual User Report Submission Securities and Derivatives Market Data (for licensed real-time data vendors and end-users)

PURPOSE

This Guiding Note sets out the reporting requirements for HKEX Information Services Limited (“HKEX-IS”) licensed real-time information vendors (IVs) and end-users (EUs) who externally disseminate or internally use our Securities and/or Derivatives Market Data (“Market Data”), where applicable.

DETAILS

IVs and/or EUs are obliged to provide a Subscriber Report and/or Individual User Report to HKEX-IS within 15 days of the end of each month (unless the Subscriber Report or Individual User Report related to Subscribers or Individual Users outside Hong Kong, in which case it shall be provided within 30 days of the end of each month) as per clause 5.5 of the Market Data Vendor Licence Agreement and clause 6.4 of the Market Data End-User Licence Agreement (collectively known as the “Licence Agreement”) respectively.

In order to facilitate the IVs and/or EUs to complete and submit the monthly Subscriber Report or Individual User Report, all IVs and EUs are required to comply with the following reporting requirements:-

Part A – Monthly Subscriber or Individual User Report Summary

1. Contents of Report Summary

- 1.1 Name of Licensee – Name of the IV or EU as stated on the Licence Agreement.
- 1.2 Fee Item Code –Data Content (e.g. Continuous Access, Per Quote Access, BMP etc.) as per Schedule 4 – MOPP of the Licence Agreement.
- 1.3 Free Trial Units (applicable to IVs only) – Number of Free Trial Units are strictly offered to potential clients who would like to trial real-time data services. Please obtain prior written approval from HKEX-IS or otherwise the IV is liable to pay the applicable subscriber fees on any unapproved or unreported trial units. For details, please refer to ([Link](#)).
- 1.4 Business Support Units (applicable to IVs only) – Number of units being employed solely for business support purposes. At any given time, the total number of Business Support Units shall not exceed 50 units unless with prior written approval from HKEX-IS or otherwise the IV is liable to pay the applicable subscriber fees on any unapproved or unqualified business support units. For details, please refer to ([Link](#)).
- 1.5 Editorial Units (applicable to IVs only) – Number of units being employed solely for editorial or news reporting purpose. Please give prior notice to HKEX-IS for such usages or otherwise the IV is liable to pay the applicable subscriber fees on such units.

For details, please refer to ([Link](#)).

- 1.6 Free units to HKEX-IS – Number of free units provided to HKEX-IS for monitoring purpose.
- 1.7 Total Adjustments – Total amount of adjustment items like under-reported units in last reporting month.
- 1.8 Total Payment – The net amount of "Total Subscriber/Individual User Fee" and "Total Adjustments" paid/payable to HKEX-IS.
- 1.9 Payment of Subscriber/Individual User Fee – IVs and/or EUs are required to properly fill in the relevant information when submitting the Subscriber or Individual User Report Summary.
- 1.10 Authorized signature – Exempted for e-submission. Hardcopy submission must be signed by an authorised representative with the printed name, title and company chop affixed.

Part B – Monthly Detailed Subscriber or Individual User Report

1. Contents of the Detailed Subscriber or Individual User Report

To report the number and details of subscriber or individual user units to whom the IVs and/or EUs externally disseminate or internally use our Market Data on real-time basis. The items included in the report are interpreted as follows:

Fields	Details	Field Type
1.1 Reporting Month	The month in which the number of subscriber or individual user units and the amount of subscriber or individual user fees reported by IVs or EUs.	Char - yy/mm
1.2 Subscriber/ Individual User ID	A unique identifier assigned by IVs or EUs to each subscriber or individual user unit which shall be traceable in the systems of sales, accounting, billing and service permissioning.	Char
1.3 Company Name	The company which the subscriber/user belongs to.	Char
1.4 Address	The address of all <u>corporate</u> subscribers as per clause 5.5 or clause 6.4 of the Licence Agreement.	Char
1.5 Country / Region code	The country/region where the subscribers/individual users are located. (Please refer to Appendix I for details of applicable ISO3166 codes.)	Char
1.6 Type of Subscriber/ Individual Devices	The type of subscriber devices associated with Services and Data Content for Securities or Derivatives Market. Please refer to Schedule 4 - MOPP of the Licence Agreement.	Char
1.7 Type of Subscriber/ Individual Unit	Same as Fee Item Code. Please refer to the MOPP of the Licence Agreement.	Char

Fields	Details	Field Type
1.8 Subscriber/ Individual User fee per unit	Please refer to the MOPP of the Licence Agreement and all the applicable Marketing Programs. (All reported amount must be denominated in HK\$)	Numeric (with 2 decimal points)
1.9 Number of Subscriber/ Individual User unit	The total number of Subscriber/Individual User units permissioned with access right to market data during or as of the reporting month.	Numeric
1.10 Percentage discount (applicable to IVs <u>only</u>)	Please refer to the Discount table in Schedule 5 of the Market Data Vendor Licence Agreement as entitled by the subscribers or IVs.	Numeric
1.11 Total Subscriber/ Individual User fee payable	The total of net Subscriber/Individual User fees after applicable discounted amount. (All reported amount must be denominated in HK\$)	Numeric
1.12 Date of service commenced	The service activation date for permitting each individual subscriber or user to access our Market Data. (All units must be activated in multiple of complete month)	Date - yy/mm/dd
1.13 Date of service terminated	The service de-activation date for disallowing each individual subscriber or user to access our Market Data. (IVs or EUs shall be liable for the subscriber/individual user fee for any re-activation during the reporting month)	Date - yy/mm/dd
1.14 Remarks	Mark "Both" for those units activated with both Securities and Derivatives (L1) Market Data under Mainland China Discount Program.	Char
1.15 Total Payment	Total amount should be agreed to the Monthly Subscriber or Individual User Report Summary	Numeric

2. Reporting on duration period for each subscriber/individual user unit

IVs or EUs shall report the service duration for each subscriber/individual user unit including the "Date of service activated" and the "Date of service de-activated".

For subscriber/individual user units being activated or de-activated during the reporting month (i.e. with duration less than a month), these units shall also be reported to HKEX-IS with remittance of full monthly fee payment for each unit.

3. Entitlement on "Volume Discount" (Solely Applicable to IVs and on Streaming/Continuous Access Service)

IVs shall report and claim the volume discount by no later than the time due for submitting the relevant Subscriber Report.

IVs are reminded to maintain proper audit trails in proving if those subscriber units receive the same classification of service throughout a particular month are properly claimed for the applicable discount.

4. Entitlement on Charge Per Unit Time Service

Please refer to the Guiding Note on Charge Per Unit Time Service posted on HKEX website.

5. Claim on "Marketing/Promotion Programmes" (Solely Applicable to IVs and on Streaming / Continuous Access Service)

IVs shall report and claim the discounted prices by no later than the time due for submitting the relevant Subscriber Report. After fulfilling the following conditions:-

- a) IVs are not entitled to claim the volume discount under Schedule 5 of the Market Data Vendor Licence Agreement simultaneously;
- b) IVs are required to on-pass the discounts to subscribers; and
- c) IVs are required to provide breakdown on the number of subscriber units and the amount of subscriber fees by countries in the Monthly Subscriber Reports.

Part C – Report of Adjustments

Contents of Adjustment Report

IVs or EUs shall submit a separate report in specifying the causes and the details of any adjustment on the Monthly Subscriber or Individual User reports. For clarification purposes, the adjustments may be due to omission in reporting units in the previous month(s) which should be properly supported by documents submitted to HKEX-IS for reference.

Part D – Payment and Filing of Monthly Reports

1. Payment

a) Bank Details for Payment:

Beneficiary : HKEX Information Services Limited
Name of Bank : The Hongkong and Shanghai Banking Corporation Limited
Account No : 004-741-057566001 (in Hong Kong dollar)
SWIFT Code : HSBCHKHH
Bank Address : 1 Queen's Road Central, Hong Kong

b) Payment can be made via autopay. Please fill in and return the Direct Debit Authorisation Form ([Link](#)). Details, please refer to client notice "Autopay Arrangement and New Bank Account" (Ref: MDD/18/1655) on [Client Notices Web Corner](#).

c) For transfer/bank-in or wire, IVs or EUs are reminded to send the remittance advice to ElecReport@hkex.com.hk with following details for reconciliation:

- name of the Licensee
- corresponding HKEX-IS Demand Note number
- nature and month of payment such as "Subscriber Fee for OMD SS for mm/yyyy"

d) Remittance charges shall **NOT** be deducted from the payment amount.

2. Electronic Reporting

IVs or EUs shall send an electronic copy of the Monthly Subscriber/Individual User Report to ElecReport@hkex.com.hk.

(Note: HKEX-IS will send via e-mail a reporting template, each for Securities and Derivatives Market Data, if applicable, in excel format **around each month-end** for IVs' and EUs' completion and submission purposes.)

Should IVs or EUs have any queries, please contact Data Client Audit team of Market Data Department via DataClientAudit@hkex.com.hk.

Appendix I

<u>Country / Area</u>	<u>Code</u>	<u>Country / Area</u>	<u>Code</u>	<u>Country / Area</u>	<u>Code</u>
Argentina	ARG	Greenland	GRL	Peru	PER
Australia	AUS	Guam	GUM	Philippines	PHL
Austria	AUT	Hong Kong	HKG	Poland	POL
Bahamas	BHS	Hungary	HUN	Portugal	PRT
Bahrain	BHR	Iceland	ISL	Romania	ROM
Bangladesh	BGD	India	IND	Russian Federation	RUS
Belgium	BEL	Indonesia	IDN	Saudi Arabia	SAU
Bermuda	BMU	Ireland	IRL	Singapore	SGP
Brazil	BRA	Israel	ISR	South Africa	ZAF
Bulgaria	BGR	Italy	ITA	Spain	ESP
Canada	CAN	Japan	JPN	Sweden	SWE
Cayman Islands	CYM	Republic of Korea	KOR	Switzerland	CHE
Chile	CHL	Kuwait	KWT	Taiwan	TWN
China	CHN	Liechtenstein	LIE	Thailand	THA
Colombia	COL	Luxembourg	LUX	Turkey	TUR
Cyprus	CYP	Macau	MAC	United Kingdom	GBR
Czech Republic	CZE	Malaysia	MYS	United States	USA
Denmark	DNK	Mexico	MEX	Venezuela	VEN
Egypt	EGY	Monaco	MCO	Vietnam	VNM
Finland	FIN	Netherlands	NLD	British Virgin Islands	VGB
France	FRA	Netherlands Antilles	ANT	United States Virgin Islands	VIR
Germany	DEU	New Zealand	NZL	Channel Islands	NDS
Gibraltar	GIB	Norway	NOR	Democratic People's	PRK
Greece	GRC	Panama	PAN	Republic of Korea	

Source: International Organization for Standardization (ISO)

Please refer to the <http://www.un.org/Depts/unsd/methods/m49alpha.htm> for details.