1. Introduction

X What is FINI?

"FINI" (*Fast Interface for <u>New Issuance</u>*) is a software platform owned and operated by HKSCC to modernise Hong Kong's IPO settlement process.

FINI allows relevant market participants and authorities to interact digitally and seamlessly on the many important steps that comprise the end-to-end settlement process for new listings. Leveraging modern and user-friendly interfaces with common workflow logic and data standards, the use of FINI allows IPOs to start trading on the Exchange as soon as "T+2", two business days after pricing.

X Purpose

This document is a technical guide for Intermediaries to implement their system operations in relation to placee submission under FINI. This version is being released to market participants in preparation of FINI's market-wide testing, and may be further refined during market rehearsal and before FINI's roll-out.

X Further Information

For further information, such as other training materials, latest market readiness updates and the API Guide, please visit: <u>https://www.hkex.com.hk/fini</u>



2. Data Specifications

X Placee List

The Placee List Template can be used by users to upload placees by bulk via the Placee List interface. It is an .XLSX file with three worksheets for inputting:

- individual placees;
- nominee placees; and
- corporate placees.

Individual placees

Layout (with example):

	ype o	country or	ID Number	Name	Full Name			tial Addro	ess			nber	of	Placee's		egory (Withou Docun	nent)	Supporting	Placee	Category (With Docum		porting	Remarks
	ji	urisdiction		(English)		Floor, Building	Street	District	City			Telephone Number	Shares allotted		investor		or client of	the issuer	client	shareholder /	its close associate	Underwriter and/or Distributor or its close associate	
Н	KID	HKG	M735589(9)	Alice Hung	洪逗沙	House 10		Central & Western		PRC	852	88765432	500,000	CDE	Y								

Data fields:

#	Field Name	Format	Length	Req.?	Description
1	ІД Туре	String	40	Yes	The type of identification document held by the placee. Must be one of the following values: Value HKID National identification document Passport The order of priority of the placee's identity document type specified in FAQ D12 of the FINI Information Pack must be strictly followed and where an individual placee has a valid HKID card, the HKID card number must be filled in. Similarly for corporate placees, a LEI registration document.
2	ID Country / Jurisdiction	String	3	Yes	The authority issuing the identification document held by the placee, represented in ISO-3166 Alpha-3 format, or 'OTH' to represent Other. If ID Type [Field #1] = HKID, then must be "HKG".
3	ID Number	String	40	Yes	The ID number of the placee. If ID Type [Field #1] = HKID, then must be a concatenation (no spaces) of: • Prefix: 1-2 uppercase alphabetical characters • ID number: 6-digit integer • Check digit: 0 to 9, or 'A', enclosed by parentheses Successful examples Unsuccessful examples • Y123456(7) • Y123456 • Y123456(7) • Y123456? • Y123456(A) • Y123456?
4	Full Name (English)	String	150	Yes	The Full English Name of the placee. Must be alphabetical characters only.

			[1		
						Mandatory if Full Name (Chinese) [Field #5] is blank.
5	Full Name (Chinese)		String	150	Yes	The Full Chinese or Non-English name of the placee. Fully UTF-8 encoded.
_	Desidential Address	Flat Flags Deditions	Otalia a	00	N	Mandatory if Full Name (English) [Field #4] is blank.
6	Residential Address	Flat, Floor, Building	String	80	Yes	The residential address of the placee.
7		Estate/Street No. & Street	String	80	Yes	
8		District	String	80	Yes	
9		City	String	80	Yes	
10		Country	String	80	Yes	
11	Full Telephone Number	Country Code	Integer	200	Yes	The telephone number of the placee.
12		Telephone Number	Integer	200	Yes	
13	Number of Shares Allotted		Integer	20	Yes	The number of securities being allocated to the placee.
14	Name of Placee's Employe	er	String	80	Yes	The employer of the placee.
15	Placee Category	Cornerstone investor	String	1	No	"Y" to indicate if placee is a cornerstone investor. Else, blank.
16	(Without Required	Existing or past employee	String	1	No	"Y" to indicate if placee is an existing or past employee of the issuer. Else, blank.
	Supporting Document)	of the issuer				
17		Customer or client of the	String	1	No	"Y" to indicate if placee is a customer or client of the issuer. Else, blank.
		issuer	-			
18		Supplier to the issuer	String	1	No	"Y" to indicate if placee is a supplier to the issuer. Else, blank.
19	Placee Category (With	Connected client	String	1	No	"Y" to indicate if placee is a connected client. Else, blank.
20	Required Supporting	Existing shareholder /	String	1	No	"Y" to indicate if placee is an existing shareholder / director and close associate. Else, blank.
	Document) \Lambda	director and close				
		associate				
21		Sponsor or its close	String	1	No	"Y" to indicate if placee is a sponsor or its close associate. Else, blank.
		associate				
22		Underwriter and/or	String	1	No	"Y" to indicate if placee is an underwriter and/or distributor or its close associate. Else, blank.
		Distributor or its close				
		associate				
23	Remarks		String	1,000	No	Free text field reserved for the submitting user.

▲ If any of the tags is marked as "Y", the system will require the submitting user to also upload the required supporting document (in PDF format) before submission.

Nominee placees

Layout (with example):

н Ту	pe co	ssuing ountry or risdiction	ID Number	Name	Full Name (Chinese)		Residential				Nu	mber	of Shares	Name of Placee's Employer	Su		/ithout Red locument)		Place	e Category (With Red Documen		porting	Remarks		Details o	of Beneficia	I Ownersh	lip	Remarks
				(,		Flat, Floor,	Estate/Street No. & Street	District	City	Country	Country code	Telephone Number	allotted		Cornerstone investor	or past employee	or client	Supplier to the issuer	client	Existing shareholder/directo and close associate	ror its close	Underwriter and/or Distributor or its close associate		Type	country or jurisdictior		Name (English)	Full Name (Chinese)	
Ηŀ	ID	HKG	B799234(2)	Angela Gui	桂花华	House 13	Peaks, 12	Central & Westerr	Kong	People's Republic of China		93049425		Investment Capital Limited	tY				Y					HKID		B799234(2)			
																								HKID	HKG	1483479(3)	Benjamin Chan	陳皮奶	

Data fields (Nominee Placee): # Field Name

#	Field Name	Format	Length	Req.?	Description
1	ID Type	String	40	Yes	The type of identification document held by the placee. Must be one of the following values: Value HKID National identification document Passport The order of priority of the placee's identity document type specified in FAQ D12 of the FINI Information Pack must be strictly followed and where an individual placee has a valid HKID card, the HKID card number must be filled in. Similarly for corporate placees, a LEI registration document.
2	ID Country / Jurisdiction	String	3	Yes	The authority issuing the identification document held by the placee, represented in ISO-3166 Alpha-3 format, or 'OTH' to represent Other. If ID Type [Field #1] = HKID, then must be "HKG".
3	ID Number	String	40	Yes	 The ID number of the placee. If ID Type [Field #1] = HKID, then must be a concatenation (no spaces) of: Prefix: 1-2 uppercase alphabetical characters ID number: 6-digit integer

						 Check digit: 0 to 9, or 'A', enclosed by parentheses
						Successful examples Unsuccessful examples • Y123456(7) • Y123456 • YZ123456(7) • Y123456? • Y123456(A) • Y123456?
4	Full Name (English)		String	150	Yes	The Full English Name of the placee. Must be alphabetical characters only. Mandatory if Full Name (Chinese) [Field #5] is blank.
5	Full Name (Chinese)		String	150	Yes	The Full Chinese or Non-English name of the placee. Fully UTF-8 encoded. Mandatory if Full Name (English) [Field #4] is blank.
6	Residential Address	Flat, Floor, Building	String	80	Yes	The residential address of the placee.
7		Estate/Street No. & Street	String	80	Yes	-
8		District	String	80	Yes	-
9		City	String	80	Yes	
10		Country	String	80	Yes	
11	Full Telephone Number	Country Code	Integer	200	Yes	The telephone number of the placee.
12		Telephone Number	Integer	200	Yes	-
13	Number of Shares Allotted		Integer	20	Yes	The number of securities being allocated to the placee.
14	Name of Placee's Employe	er	String	80	Yes	The employer of the placee.
15	Placee Category	Cornerstone investor	String	1	No	"Y" to indicate if placee is a cornerstone investor. Else, blank.
16	(Without Required Supporting Document)	Existing or past employee of the issuer	String	1	No	"Y" to indicate if placee is an existing or past employee of the issuer. Else, blank.
17		Customer or client of the issuer	String	1	No	"Y" to indicate if placee is a customer or client of the issuer. Else, blank.
18		Supplier to the issuer	String	1	No	"Y" to indicate if placee is a supplier to the issuer. Else, blank.
19	Placee Category (With	Connected client	String	1	No	"Y" to indicate if placee is a connected client. Else, blank.
20	Required Supporting Document) <u>∧</u>	Existing shareholder / director and close associate	String	1	No	"Y" to indicate if placee is an existing shareholder / director and close associate. Else, blank.
21		Sponsor or its close associate	String	1	No	"Y" to indicate if placee is a sponsor or its close associate. Else, blank.
22		Underwriter and/or Distributor or its close associate	String	1	No	"Y" to indicate if placee is an underwriter and/or distributor or its close associate. Else, blank.
23	Remarks		String	1,000	No	Free text field reserved for the submitting user.

▲ If any of the tags is marked as "Y", the system will require the submitting user to also upload the required supporting document (in PDF format) before submission.

Data fields (Beneficial owner(s)):

#	Field Name		Format	Length	Req.?	Description
1	Details of beneficial ownership	ID Туре	String	40	Yes	The type of identification document held by the beneficial owner(s). Must be one of the following values:
						Value HKID National identification document Passport Stock code of listed company The order of priority of the placee's identity document type specified in FAQ D12 of the FINI Information Pack must be strictly followed and where an individual placee has a valid HKID card, the HKID card number must be filled in. Similarly for corporate placees, a LEI registration document number must be used if an entity has a LEI registration document.
2		ID Country / Jurisdiction	String	3	Yes	The authority issuing the identification document held by the placee, represented in ISO-3166 Alpha-3 format, or 'OTH' to represent Other. If ID Type [Field #1] = HKID, then must be "HKG".
3		ID Number	String	40	Yes	The ID number of the placee. If ID Type [Field #1] = HKID, then must be a concatenation (no spaces) of: • Prefix: 1-2 uppercase alphabetical characters • ID number: 6-digit integer • Check digit: 0 to 9, or 'A', enclosed by parentheses Successful examples • Y123456(7) • Y123456(7) • Y123456(7) • Y123456(7) • Y123456(7) • Y123456(7)
4		Full Name (English)	String	150	Yes	The Full English Name of the placee. Must be alphabetical characters only.
5		Full Name (Chinese)	String	150	Yes	Mandatory if Full Name (Chinese) [Field #5] is blank. The Full Chinese or Non-English name of the placee. Fully UTF-8 encoded.
	Demerika		Christen et	1.000	Nia	Mandatory if Full Name (English) [Field #4] is blank.
6	Remarks		String	1,000	No	Free text field reserved for the submitting user.

Corporate placees

Layout (with example):

ІС Тур	e cou	suing untry or sdiction	ID Number	Full Company Name (English)	Full Company Name		Busines	s address					Person	Shares		Placee cate				Sı	pporting Do	cument R	equirement			Details of E	Beneficial C	wnership)	
					(Chinese)	Flat, Floor, Building	Estate/Street No. & Street	District	City			Telephone Number		allotted	investor	Discretionary trust	governmental body	or client	Supplier to the issuer		shareholder Director or	or its close associate	Distributor or its close	SFC authori	ID Type	Issuing country or jurisdiction	ID Number	Name	Full Name (Chinese)
LEI	(OTH 5	IOPXNJ56U	Equity Investments Asset Management Company Limited		77/F	1 Garden Road	Causeway Bay	Kong	People's Republic of China	852	28379763	Ms. Mary Fei	880,000						Y								Xiong	
								•								•	•								HKID	HKG	Q309719(7)	Janice Hao	

#	Field Name	Format	Length	Req.?	Description
1	ID Туре	String	40	Yes	The type of identification document held by the placee. Must be one of the following values: Value
					LEI registration document Certificate of incorporation
					Business registration certificate
					Other official incorporation document
					The order of priority of the placee's identity document type specified in <i>FAQ D12</i> of the <i>FINI</i> <i>Information Pack</i> must be strictly followed and where an individual placee has a valid HKID card, the HKID card number must be filled in. Similarly for corporate placees, a LEI registration document number must be used if an entity has a LEI registration document.
2	ID Country / Jurisdiction	String	3	Yes	The authority issuing the identification document held by the placee, represented in ISO-3166 Alpha-3 format, or 'OTH' to represent Other.
3	ID Number	String	40	Yes	The ID number of the placee.
					If ID Type [Field #1] = LEI registration document, then must be exactly 20 uppercase alphanumeric characters.
4	Full Company Name (English)	String	150	Yes	The Full Company Name of the placee in English. Must be alphabetical characters only.
					Mandatory if Full Name (Chinese) [Field #5] is blank.
5	Full Company Name (Chinese)	String	150	Yes	The Full Company Name of the placee in Chinese. Fully UTF-8 encoded.
					Mandatory if Full Name (English) [Field #4] is blank.
6	Business Address Flat, Floor, Building	String	80	Yes	The residential address of the placee.

7		Estate/Street No. & Street	String	80	Yes	
8		District	String	80	Yes	-
9		City	String	80	Yes	-
9 10		,	String	80	Yes	-
		Country	0			
11	Full Telephone Number	Country Code	Integer	200	Yes	The telephone number of the placee.
12		Telephone Number	Integer	200	Yes	
13	Number of Shares Allotted		Integer	20	Yes	The number of securities being allocated to the placee.
14	Contact Person		String	80	Yes	The contact person of the placee.
15	Placee Category	Cornerstone investor	String	1	No	"Y" to indicate if placee is a cornerstone investor. Else, blank.
16	(Without Required	Discretionary trust	String	1	No	"Y" to indicate if placee is a discretionary trust. Else, blank.
17	Supporting Document)	Customer or client of the	String	1	No	"Y" to indicate if placee is a customer or client of the issuer. Else, blank.
		issuer				
18		Discretionary managed	String	1	No	"Y" to indicate if placee is a discretionary managed portfolio. Else, blank.
		portfolio				
19		PRC governmental body	String	1	No	"Y" to indicate if placee is a PRC governmental body. Else, blank.
20		Supplier to the issuer	String	1	No	"Y" to indicate if placee is a supplier to the issuer. Else, blank.
21	Placee Category (With	Connected client	String	1	No	"Y" to indicate if placee is a connected client. Else, blank.
22	Required Supporting	Existing	String	1	No	"Y" to indicate if placee is an existing shareholder / director and close associate. Else, blank.
	Document) 🛆	shareholder/Director or its	•			
	,	close associate				
23		Sponsor or its close	String	1	No	"Y" to indicate if placee is a sponsor or its close associate. Else, blank.
		associate	Ŭ			
24		Underwriter and/or	String	1	No	"Y" to indicate if placee is an underwriter and/or distributor or its close associate. Else, blank.
		Distributor or its close	Ĵ			
		associate				
25		Non-SFC authorised fund	String	1	No	"Y" to indicate if placee is a Non-SFC authorised fund. Else, blank.
26	Remarks		String	1,000	No	Free text field reserved for the submitting user.
			9	.,		· · · · · · · · · · · · · · · · · · ·

▲ If any of the tags is marked as "Y", the system will require the submitting user to also upload the required supporting document (in PDF format) before submission.

Data fields (Beneficial owner(s)):

#	Field Name		Format	Length	Req.?	Description							
1	Details of beneficial ownership	ID Type	String	40	Yes	The type of identification document held by the beneficial owner(s). Must be one of the following values: Value HKID National identification document Passport							
						Stock code of listed company The order of priority of the placee's identity document type specified in <i>FAQ D12</i> of the <i>FINI Information Pack</i> must be strictly followed and where an individual placee has a valid HKID card, the HKID card number must be filled in. Similarly for corporate placees, a LEI registration document number must be used if an entity has a LEI registration document. The authority issuing the identification document held by the placee, represented in ISO-3166							
2		ID Country / Jurisdiction	String	3	Yes	The authority issuing the identification document held by the placee, represented in ISO-3166 Alpha-3 format, or 'OTH' to represent Other. If ID Type [Field #1] = HKID, then must be "HKG".							
3		ID Number	String	40	Yes	The ID number of the placee. If ID Type [Field #1] = HKID, then must be a concatenation (no spaces) of: • Prefix: 1-2 uppercase alphabetical characters • ID number: 6-digit integer • Check digit: 0 to 9, or 'A', enclosed by parentheses Successful examples • Y123456(7) • Y123456(7) • Y123456(7) • Y123456(7) • Y123456(7) • Y123456(7)							
4		Full Name (English)	String	150	Yes	The Full English Name of the placee. Must be alphabetical characters only. Mandatory if Full Name (Chinese) [Field #5] is blank.							
5		Full Name (Chinese)	String	150	Yes	The Full Chinese or Non-English name of the placee. Fully UTF-8 encoded. Mandatory if Full Name (English) [Field #4] is blank.							
6	Remarks		String	1,000	No	Free text field reserved for the submitting user.							