4.2 Participantship Management

DA 4 CCASS / CCMS USER ACCOUNT APPLICATION FORM

WHEN TO USE:

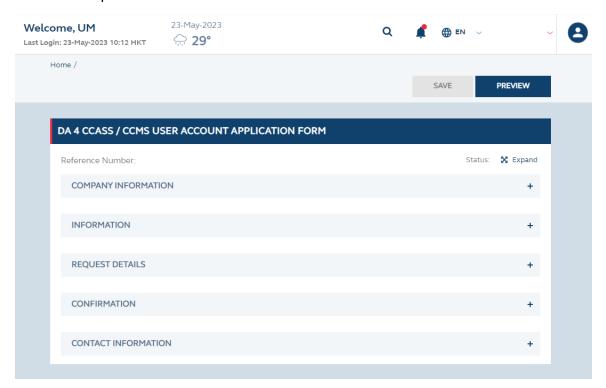
- ➤ When a HKSCC/HKCC/SEOCH Participant or HKSCC Designated Bank wishes to apply for additional user account for accessing to CCASS/ CCMS Terminal or security management functions.
- > This eService is available 24 hours a day; except during regular system maintenance.

ABOUT THIS eSERVICE:

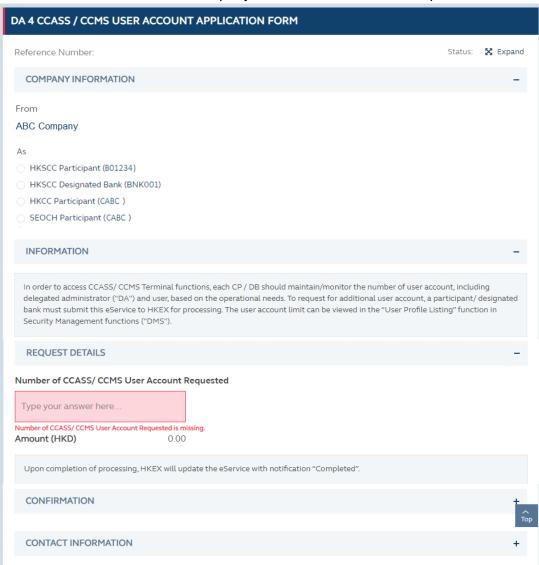
- ➤ This eService is available to Client Connect Delegated Administrators (CCDAs) or Business users with the access right EU_UserMaintenance.
- > The eService can only be requested for 1 Participantship in each submission.
- Email and Dashboard notifications will be sent to both maker and checker when there is change related to eService status.
- > After the end of workflow, participants can download the form in PDF format for reference.

SAMPLE UX:

Users can expand all sections to view all the fields.



There is built-in validation on company information and the data input.



FIELDS HIGHLIGHTS (FOR THE FUNCTION AVAILABLE FROM 20 MARCH 2023)

| # | Field Name | Highlights |
|---------------------|---|---|
| COMPANY INFORMATION | | |
| 1 | From | - Display the company name on behalf of which the maker is |
| 2 | As | acting Applicable to HKSCC/ HKCC/ SEOCH Participant and HKSCC Designated Bank |
| REQUEST DETAILS | | |
| 3 | Number of CCASS/ CCMS User Account Request | Field format: Numeric, no special character is allowed Mandatory input |
| 4 | Amount (HKD) | Auto-populated by eService and non-editable Payment method is responsive to Participantship selected under COMPANY INFORMATION. |
| CONFIRMATION | | |
| 5 | Remarks | - Field format: Free text - Optional input |
| 6 | Declaration Box | - Mandatory Checkbox |
| CONTACT INFORMATION | | |
| 7 | Name of Contact Person | Auto-filled based on maker's profile and content is editable Maker can optionally provide up to 5 contact information If group email is defined, fill in group email instead of maker's |
| 8 | Email Address | |
| 9 | Telephone Number | |
| 10 | + CONTACT PERSON | email - Built-in validation: Only on the format of email address and telephone number but not on data correctness |