4.1   Settlement and Depository

SET 3   REQUEST FOR SPECIAL BUY-IN

WHEN TO USE:

➢ When HKSCC requests a short Clearing Participant (CP) to deliver scrips entitlement to long CP due to late deliveries of CNS positions.

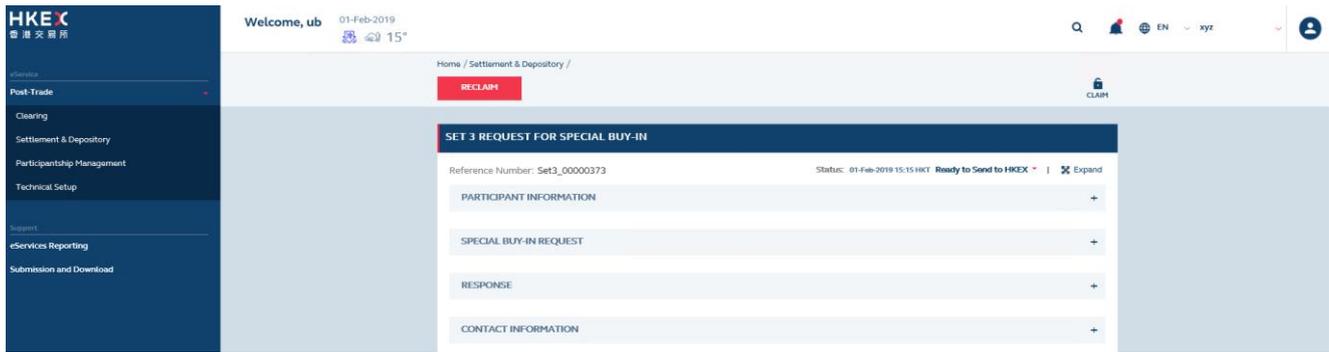➢ This eService is available at any time.

ABOUT THIS eSERVICE:

➢ This eService is available to Business users granted with the access rights EU_SecuritiesSettlement. It is initiated by HKSCC to short CP.

➢ This eService is equivalent to "BUY-IN REPORTING SLIP" (CCASS-Form 58) and "REQUEST LETTER FOR EXEMPTION OF SPECIAL BUY-IN" (CCASS-Form 63).

➢ Short CP can either execute Buy-in to buy back the short positions or apply for exemption of Special Buy-in.

➢ In case the short CP chooses to execute Buy-in, maker must upload the relevant Sales/Purchases Journal using the **UPLOAD** function. File types supported are *.pdf, *.xls or *.xlsx, and maker can upload at most 5 files with file size less than or equal to 20Mb each.

➢ In case the short CP chooses to apply for Special Buy-in exemption, make must provide the reason for the exemption application and provide supplementary document.

➢ Email and Dashboard notifications will be sent to both maker and checker once there is change relating to eService status.

SAMPLE UX:

Users can expand all sections to view all the fields.

There is built-in validation on the data input.

FIELDS HIGHLIGHTS:

#	Field Name	Highlights
PARTICIPANT INFORMATION		
1	Clearing House	- Display details of the short Clearing Participant.
2	Participant Name	- Filled by HKSCC and non-editable.
3	Participant ID	
SPECIAL BUY-IN REQUEST		
4	Announcement Reference	- Display details of the Buy-in request.
5	Payable Date	- Filled by HKSCC and non-editable.
6	Transaction Number	
7	Deadline	
8	Stock Code	
9	Stock Name	
10	Quantity to be Bought-in	
RESPONSE		
Case: Buy-in Reporting Slip		
11	Trade Time	- Maker can add more than one trade.
12	Share Quantity	- Remark must be provided if Quantity of Buy-in trade(s) Executed is less than the Quantity to be Bought-in.
13	Price	- Other Reason must be provided if chosen Others in unsuccessful / incomplete buy-in.
14	Counterparty Exchange Participant No.	- Relevant Sales/Purchases Journal must be uploaded.
15	Final checkbox	- At most 5 files with file size 20Mb each can be uploaded in one submission.
16	DELETE	- Final checkbox is for HKEX's use only.
17	+ ANOTHER TRADE	- Built-in validation: Missing mandatory fields and invalid format of data input.
18	Remark by Participant	
19	Reason for Buy-in to be Unsuccessful / Incomplete checkbox	
20	Other Reasons	
21	UPLOAD	
22	Accept / Reject	
23	Declaration checkbox	
Case: Exemption of Special Buy-in		
24	Participant's Reply	- All fields are mandatory.
25	UPLOAD	- Relevant Sales/Purchases Journal must be uploaded.
26	Declaration checkbox	- At most 5 files with file size 20Mb each can be uploaded in one submission.
CONTACT INFORMATION		
27	Name of Contact Person	- Auto-filled based on maker's profile and editable.
28	Email Address	- If group email is defined, fill in group email instead of maker's email.
29	Telephone Number	- Built-in validation: Only on the format of email address and telephone number but not on data correctness.
30	+ CONTACT PERSON	- Maker can provide up to 5 contact information.