

4.2 Participantship Management

AC 11 CHANGE OF AUTHORISED SIGNATORIES

WHEN TO USE:

- When HKSCC/Designated Bank/HKCC/SEOCH Participant wishes to update its Authorised Signatories through Client Connect.
- This eService is available at any time.

ABOUT THIS eSERVICE:

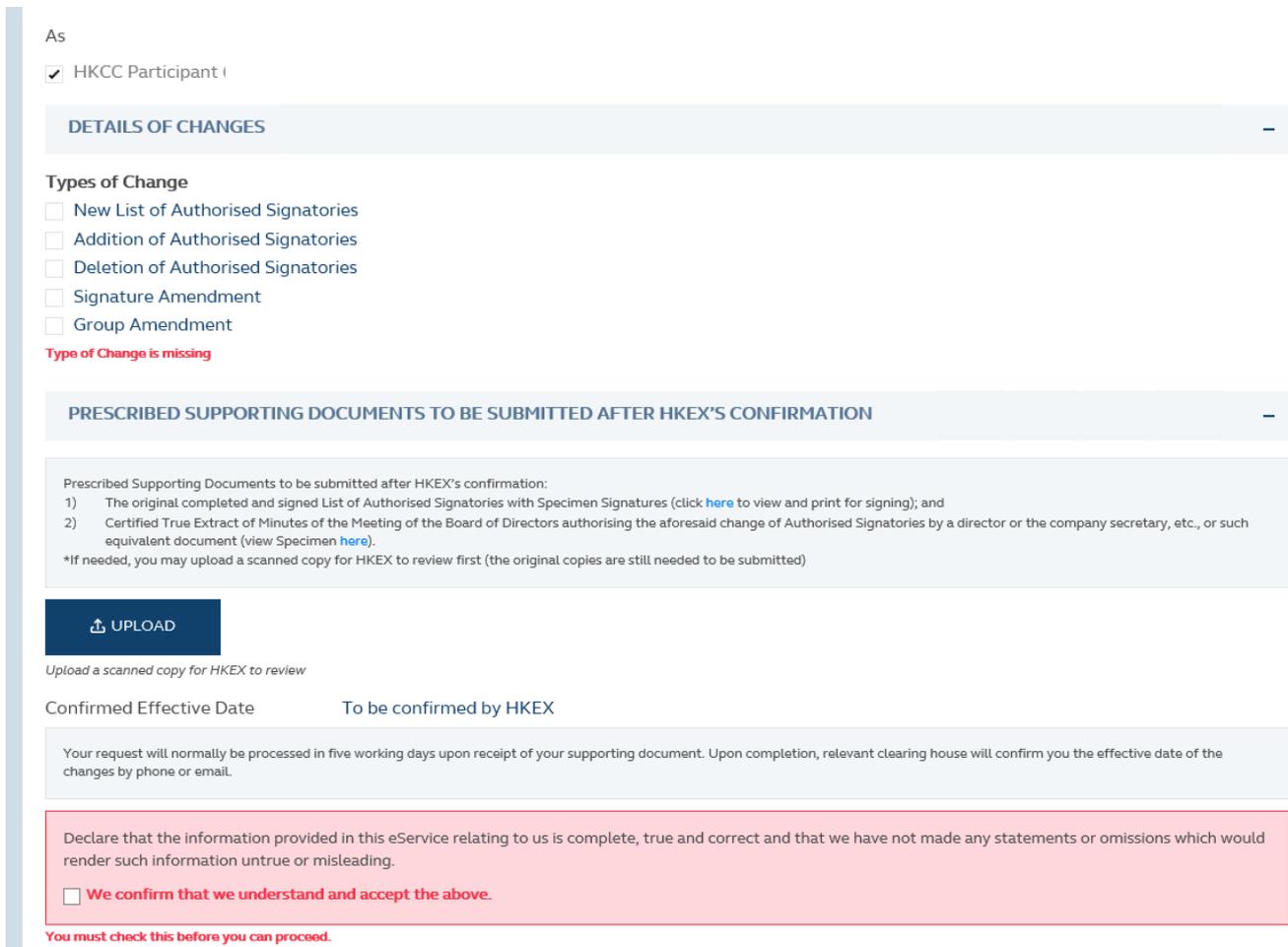
- This eService is available to business users granted with the access rights EU_CompanyAdministration.
- This eService form is equivalent to “Change of Authorised Signatories” (G-Form 6).
- PDF report will be available to Participant after the workflow is ended.

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
COMPANY INFORMATION		
1	From	- Display the Company name of the Participant
2	As	- Display the role of the Participants
DETAILS OF CHANGES		
3	Types of Change <ul style="list-style-type: none"> o New List of Authorised Signatories [a] o Addition of Authorised Signatories [b] o Deletion of Authorised Signatures [c] o Signature Amendment [d] o Group Amendment [e] 	<ul style="list-style-type: none"> - Field format: Checkbox - Can multi-select option b – e
NEW LIST OF AUTHORISED SIGNATORIES		
4	No.	<ul style="list-style-type: none"> - Field format: Integer - Only display when option [a] is selected in “Types of Change” - Show row number of the inputting record - 16 rows can be added at most
5	Full name	<ul style="list-style-type: none"> - Field format: Alphanumeric - Only display when option [a] is selected in “Types of Change”
6	Signing Group (if applicable)	<ul style="list-style-type: none"> - Field format: Alphanumeric - Only display when option [a] is selected in “Types of Change”
7	+ ADD ANOTHER ROW	<ul style="list-style-type: none"> - Provide additional information by clicking the button
8	Signing Instruction <ul style="list-style-type: none"> o Any one of the Authorised Signatories signing alone shall be valid o Any two of the Authorised Signatories signing jointly shall be valid o Any two of Group A or any one of Group A plus any one of Group B of the Authorised Signatories signing jointly shall be valid o Others 	<ul style="list-style-type: none"> - Field Format: Radio button - Only display when option [a] is selected in “Types of Change” - Input box will be populated if “Others” is selected
9	Company Chop Requirement	<ul style="list-style-type: none"> - Field Format: Radio button - Only display when option [a] is selected in “Types of Change”
ADDITION OF AUTHORISED SIGNATORIES/ DELETION OF AUTHORISED SIGNATORIES/ SIGNATURE AMENDMENT/ GROUP AMENDMENT		
10	No.	<ul style="list-style-type: none"> - Field format: Integer - Only display when option other than [a] is selected in “Types of Change” - Show row number of the inputting record - 16 rows can be added at most
11	Full name	<ul style="list-style-type: none"> - Field format: Alphanumeric - Only display when option other than [a] is selected in “Types of Change”
12	Signing Group (if applicable)	<ul style="list-style-type: none"> - Field format: Alphanumeric - Only display when option other than [a] is selected in “Types of Change”
13	+ ADD ANOTHER ROW	<ul style="list-style-type: none"> - Provide additional information by clicking the button
14	Signing Instruction <ul style="list-style-type: none"> o Any one of the Authorised Signatories signing alone shall be valid o Any two of the Authorised Signatories signing jointly shall be valid 	<ul style="list-style-type: none"> - Field Format: Radio button - Only display when option other than [a] is selected in “Types of Change” - Input box will be populated if “Others” is selected

Section 4.2 (AC 11)

Participation Management – Change of Authorised Signatories

#	Field Name	Highlights
	<ul style="list-style-type: none"> ○ Any two of Group A or any one of Group A plus any one of Group B of the Authorised Signatories signing jointly shall be valid ○ Others 	
15	Company Chop Requirement	<ul style="list-style-type: none"> - Field Format: Radio button - Only display when option other than [a] is selected in “Types of Change”
PRESCRIBED SUPPORTING DOCUMENTS TO BE SUBMITTED AFTER HKEX’S CONFIRMATION		
16	UPLOAD	<ul style="list-style-type: none"> - At most 5 files with file size 20Mb each can be uploaded in one submission
17	Confirmed Effective Date	<ul style="list-style-type: none"> - User should refer to the “Confirmed Effective Date” as the final approved effective date
18	Declaration checkbox	<ul style="list-style-type: none"> - Field Format: Checkbox
CONTACT INFORMATION		
19	Name of Contact Person	<ul style="list-style-type: none"> - Field format: Alphanumeric - Auto-filled based on maker’s profile and content is editable.
20	Email Address	<ul style="list-style-type: none"> - Field format: Alphanumeric - Auto-filled based on maker’s profile and content is editable.
21	Telephone Number	<ul style="list-style-type: none"> - Field format: Numeric - Auto-filled based on maker’s profile and content is editable.
22	+ CONTACT PERSON	<ul style="list-style-type: none"> - Provide additional contact information by clicking the button - Participant can optionally provide up to 5 contact information.