

## 4.2 Participantship Management

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### AC 9 CHANGE OF COMPANY NAME

#### WHEN TO USE:

- When a HKSCC/HKCC/SEOCH Participant, HKSCC Designated Bank or HKSCC Clearing Agency Participant wishes to change its company name through Client Connect.
- The 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 is equivalent to “CHANGE OF COMPANY NAME FORM” (G-Form 5).
- To support the request, maker must upload a certified true copy of the Certificate of Change of Name issued by the Companies Registry of Hong Kong or Business Registration Certificate or such other equivalent document(s) and submit the original supporting documents to HKSCC/HKCC/SEOCH. Such certificate or document(s) can be submitted using the **UPLOAD** function. Maker can upload at most 3 files with file size less than or equal to 20Mb each in one submission.
- The e-Service form must be printed out to affix with the Specimen of New Company Chop if company chop requirement is “Yes”. The original e-Service form must be submitted to HKSCC/HKCC/SEOCH together with the other supporting documents.
- Email and Dashboard notifications will be sent to both maker and checker once there is change relating to eService status.

## Section 4.2 (AC 9) Participation Management – Change of Company Name

### SAMPLE UX:

Users can expand all sections to view all the fields.



There is built-in validation on the data input.

### AC 9 CHANGE OF COMPANY NAME

Reference Number: Status:  Collapse

#### COMPANY INFORMATION

**From**  
xyz

**As**

HKSCC Participant (XYZ123)  
 SEOCH Participant (CXYZ)  
 HKSCC Designated Bank (BNKXYZ)  
 HKCC Participant (CXYZ)  
Please select the Participant type

#### DETAILS OF CHANGES

**Confirmed Effective Date** To be confirmed by HKE X

**New English Name**

Type your answer here...

No more than 100 alphanumeric characters  
New English Name is missing

**New Chinese Name (if applicable)**

Type your answer here...

Please state "N/A" if not applicable  
New Chinese Name is missing

#### COMPANY CHOP REQUIREMENT

**Require Company Chop**

Yes  
 No

Require Company Chop is missing

1. Company chop is required ONLY if you are required to affix company chop to execute a document under the laws of your jurisdiction of incorporation, your articles of association or your company policy.  
2. Board Resolution is also required to submit physically if the company chop requirement is changed from Yes to No or vice versa. Please refer to the [Board Resolution of G Form 6](#).

Declare that the information provided in this eService relating to us is complete, true and correct and that we have not made any statements or omissions which would render such information untrue or misleading.

We confirm that we understand and accept the above.

Please select the checkbox declaration

**FIELDS HIGHLIGHTS:**

#	Field Name	Highlights
<b>COMPANY INFORMATION</b>		
1	From	<ul style="list-style-type: none"> <li>- Display the company name on behalf of which the maker is acting.</li> <li>- Applicable to HKSCC/HKCC/SEOCH Participant, HKSCC Designated Bank and HKSCC Clearing Agency Participant.</li> </ul>
2	As	
<b>DETAILS OF CHANGES</b>		
3	New English Name	<ul style="list-style-type: none"> <li>- To input new company names in English and Chinese (if applicable).</li> <li>- New English Name field is mandatory.</li> <li>- State "N/A" if New Chinese Name is not applicable.</li> </ul>
4	New Chinese Name (if applicable)	
<b>HKSCC</b>		
5	New Short Name in English	<ul style="list-style-type: none"> <li>- Available to HKSCC Participant and/or HKSCC Designated Bank or HKSCC Clearing Agency Participant.</li> <li>- All fields are mandatory.</li> <li>- At most 3 files with file size 20Mb each can be uploaded in one submission.</li> <li>- For HKSCC Designated Bank, state 'N/A' on New Bank Account Name.</li> </ul>
6	New Bank Account Name (for HKSCC)	
7	UPLOAD	
<b>HKCC/SEOCH</b>		
8	New Short Name in English	<ul style="list-style-type: none"> <li>- Available to HKCC and/or SEOCH Participant .</li> <li>- All fields are mandatory.</li> <li>- State "N/A" if New Bank Account Name (Market Maker A/C) is not applicable.</li> <li>- At most 3 files with file size 20Mb each can be uploaded in one submission.</li> </ul>
9	New Bank Account Name (House A/C)	
10	New Bank Account Name (Client A/C)	
11	New Bank Account Name (Market Maker A/C)	
12	UPLOAD	
<b>COMPANY CHOP REQUIREMENT</b>		
13	Require Company Chop	<ul style="list-style-type: none"> <li>- Fields are mandatory.</li> <li>- Maker is required to affix specimen of new company chop if the company chop is required.</li> </ul>
14	Declaration checkbox	
<b>CONTACT INFORMATION</b>		
15	Name of Contact Person	<ul style="list-style-type: none"> <li>- Field format: Alphanumeric</li> <li>- Auto-filled based on maker's profile and content is editable.</li> </ul>
16	Email Address	<ul style="list-style-type: none"> <li>- Field format: Alphanumeric</li> <li>- Auto-filled based on maker's profile and content is editable.</li> </ul>
17	Telephone Number	<ul style="list-style-type: none"> <li>- Field format: Numeric</li> <li>- Auto-filled based on maker's profile and content is editable.</li> </ul>
18	+ CONTACT PERSON	<ul style="list-style-type: none"> <li>- Provide additional contract information by clicking the button</li> <li>- Participant can optionally provide up to 5 contact information.</li> </ul>