

## 4.2 Participantship Management

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### SCard 2 Smartcard Maintenance for user (PG or Special Request)

#### WHEN TO USE:

- When a HKSCC/HKCC/SEOCH Participant, HKSCC Designated Bank or HKSCC Clearing Agency participant wishes to submit smartcard maintenance request for its PG users or special maintenance request for its users through Client Connect.
  
- This eService is available at any time.

#### ABOUT THIS eSERVICE:

- This eService is available to Client Connect Delegated Administrators (CCDAs) granted with the access rights EU\_UserMaintenance.
  
- This eService is equivalent to “SMARTCARD USER PROFILE LIST”(CCASS-Form 92).
  
- The eService is responsive to options selected by Participants such that different fields will appear when maker selects different choices.
  
- Multiple maintenance requests for either Service Choice (PG or Special Request) can be submitted within 1 eService but only for 1 Participantship.
  
- Email and Dashboard notifications will be sent to both maker and checker when there is change related to eService status.

## Section 4.2 (SCard 2)

### Participation Management – Smartcard Maintenance for user (PG or Special Request)

#### SAMPLE UX:

Users can expand all sections to view all the fields.



There is built-in validation on the data input.

#### SERVICE CHOICE

Service Choice

Smartcard Maintenance for User (PG)

Smartcard Maintenance for User (Special Request)

**Service Choice is missing.**

#### SMARTCARD MAINTENANCE

No. of New Smartcard	0
No. of Reuse Smartcard	0
Total in HKD	0
Payment Method	To be debited from my CCASS Money Ledger (Billing A/C 05)

0 Smartcard(s) for reuse will be sent to HKEC for processing.

#### AUTHORIZATION DETAILS

Name of Authorized Collector(s)

*N/A if not applicable*

Type your answer here...

**Name of Authorized Collector(s) is missing.**

Upon completion of processing with notification "Completed" from HKEC, please print out the PDF form for the Authorized Collector to collect the smartcards / password envelopes from HKEC, if applicable.

## 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>SERVICE CHOICE</b>			
3	Service Choice <ul style="list-style-type: none"> <li>o Smartcard Maintenance for User (PG)</li> <li>o Smartcard Maintenance for User (Special Request)</li> </ul>	<ul style="list-style-type: none"> <li>- Checkbox must be ticked.</li> <li>- Select one Service Choice per eService.</li> <li>- Fields displayed are responsive to Service Choice selected.</li> </ul>	
SERVICE CHOICE: SMARTCARD MAINTENANCE FOR USER (PG)			
<b>SMARTCARD MAINTENANCE FOR USER (PG)</b>			
4	Request Type <ul style="list-style-type: none"> <li>o A. Add New User</li> <li>o C. Change User Profile</li> <li>o D. Delete User</li> <li>o R. Reset Password</li> </ul>	<ul style="list-style-type: none"> <li>- Only available when option 1 is selected in SERVICE CHOICE section.</li> <li>- All fields are mandatory.</li> <li>- User ID must be entered except when adding new user.</li> <li>- Maker can submit more than 1 request.</li> </ul>	
5	User Surname		
6	User Other Name(s)		
7	User Group(s)		
8	Smartcard Maintenance <ul style="list-style-type: none"> <li>o Order New</li> <li>o Reuse</li> <li>o N/A</li> </ul>		
9	Proposed Effective Date		
10	User ID		
11	+ REQUEST		
SERVICE CHOICE: SMARTCARD MAINTENANCE FOR USER (SPECIAL REQUEST)			
<b>SMARTCARD MAINTENANCE FOR USER (SPECIAL REQUEST)</b>			
12	Reason(s) for Requesting HKEX's Execution		<ul style="list-style-type: none"> <li>- Only available when option 2 is selected in SERVICE CHOICE section.</li> <li>- All fields are mandatory.</li> <li>- User ID must be entered except when adding new user.</li> <li>- Default Transaction Limit (HKD) must be selected when adding new user and changing user profile.</li> <li>- Maker can submit more than 1 request.</li> </ul>
13	Request Type <ul style="list-style-type: none"> <li>o A. Add New User</li> <li>o C. Change User Profile</li> <li>o D. Delete User</li> <li>o R. Reset Password</li> </ul>		
14	User Surname		
15	User Other Name(s)		
16	User Group(s)		
17	Smartcard Maintenance <ul style="list-style-type: none"> <li>o Order New</li> <li>o Reuse</li> <li>o N/A</li> </ul>		
18	Proposed Effective Date		
19	User ID		
20	Default Transaction Limit (HKD) <ul style="list-style-type: none"> <li>o 9,999,999,999,999.99 (Unlimit)</li> <li>o Other</li> </ul>		
21	Default Transaction Limit (HKD) Other	<ul style="list-style-type: none"> <li>- If "Other" is selected, the amount entered should be 0.00 or a value greater than 0.00.</li> </ul>	

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#	Field Name	Highlights
	Individual Transaction Limit (HKD)	- Only applicable if Default Transaction Limit does not apply.
22	DI	- The amount entered should be 0.00 or a value greater than 0.00 or unlimited.
23	DI Requirement	
24	ISI	
25	Recall Request	
26	Cash Compensation Indicator	
27	ATI	
28	Cash Prepayment	
29	SI	
30	+ REQUEST	
<b>SMARTCARD MAINTENANCE</b>		
31	No. of New Smartcard	- Auto calculated by eService and non-editable. - Payment method is responsive to Participantship selected under COMPANY INFORMATION.
32	No. of Reuse Smartcard	
33	Total HKD	
34	Payment method	
<b>AUTHORIZATION DETAILS</b>		
35	Name of Authorized Collector(s) (N/A if not applicable)	- Mandatory field. - Input "N/A" if no smartcard is to be collected.
<b>CONTACT INFORMATION</b>		
36	Name of Contact Person	- Auto-filled based on maker's profile and content is editable. - If group email is defined, fill in group email instead of maker's email. - Built-in validation: Only on the format of email address and telephone number but not on data correctness. - Maker can provide up to 5 contact information.
37	Email Address	
38	Telephone Number	
39	+ CONTACT PERSON	