

## 4.2 Participantship Management

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### SCARD 3 ORDER SMARTCARD READER(S)

#### WHEN TO USE:

- When a HKSCC/HKCC/SEOCH Participant, HKSCC Designated Bank or HKSCC Clearing Agency Participant wishes to order smartcard reader(s) through Client Connect.
- The 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 “ORDER FORM FOR SMARTCARD READER(S)”(G-Form 1).
- Smartcard reader ordering can only be requested for 1 Participantship in each submission.
- Email and Dashboard notifications will be sent to both maker and checker once there is change relating to eService status.

## Section 4.2 (SCard 3) Participation Management – Order Smartcard Reader(s)

### SAMPLE UX:

Users can expand all sections to view all the fields.

The screenshot shows the HKEX Participant Management interface. The top navigation bar includes the HKEX logo, user information (Welcome, am, 14-Feb-2019, 15°), and search, notification, and language settings. The left sidebar lists various services like Post-Trade, Clearing, Settlement & Depository, and Support. The main content area displays the 'SCARD3 ORDER SMARTCARD READER(S)' form with three collapsed sections: COMPANY INFORMATION, AUTHORIZATION DETAILS, and CONTACT INFORMATION. Each section has a '+' icon to expand it. There are 'SAVE' and 'PREVIEW' buttons at the top right of the form area.

There is built-in validation on the data input.

This detailed view of the 'SCARD3 ORDER SMARTCARD READER(S)' form shows the following fields and validation errors:

- Reference Number:** Field with a 'Collapse' icon.
- COMPANY INFORMATION:** Expanded section containing:
  - From:** xyz
  - As:** Radio button options: HKSCC CAP (XYZ00001), HKSCC Designated Bank (BNKXYZ), **Selected:** HKCC Participant (CXYZ), SEOCH Participant (CXYZ).
- AUTHORIZATION DETAILS:** Expanded section containing:
  - Number of Smartcard Reader Requested:** Input field with a red border and error message: "Number is missing".
  - Amount (HKD):** 0.00
  - Name of Authorized Collector(s):** Dashed border field with error message: "Name of Authorized Collector(s) is missing". Below it are three input fields for "1st Collector", "2nd Collector", and "3rd Collector", each with a red border and error message: "Name of Authorized Collector(s) is missing".

Instructions at the bottom of the form:

- 1) Upon completion of processing, HKEX will provide the related Smartcard Reader(s) S/N with notification "Completed". Please print out the pdf form for the Authorized Collector to collect the said smartcard reader(s).
- 2) The above charges will be debited from your CCMS House Account.

**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/SEACH Participant, HKSCC Designated Bank and HKSCC Clearing Agent Participant.</li> </ul>
2	As	
<b>AUTHORIZATION DETAILS</b>		
3	Number of Smartcard Reader Requested	<ul style="list-style-type: none"> <li>- All fields are mandatory except 2<sup>nd</sup> and 3<sup>rd</sup> Collector.</li> <li>- Amount (HKD) is auto calculated by eService and non-editable.</li> <li>- Payment method is responsive to Participantship selected under COMPANY INFORMATION.</li> </ul>
4	Name of Authorized Collector(s) <ul style="list-style-type: none"> <li>o 1<sup>st</sup> Collector</li> <li>o 2<sup>nd</sup> Collector</li> <li>o 3<sup>rd</sup> Collector</li> </ul>	
5	Amount (HKD)	
6	Payment method (displayed as note 2 at the end)	
<b>CONTACT INFORMATION</b>		
7	Name of Contact Person	<ul style="list-style-type: none"> <li>- Auto-filled based on maker's profile and editable.</li> <li>- If group email is defined, fill in group email instead of maker's email.</li> <li>- Built-in validation: Only on the format of email address and telephone number but not on data correctness.</li> <li>- Maker can provide up to 5 contact information.</li> </ul>
8	Email Address	
9	Telephone Number	
10	+ CONTACT PERSON	