

## 4.5 Submission and Download (for Share Registrar)

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### WHEN TO USE:

- When HKEX initiates a form to upload files to Share Registrar, the form will be available for Share Registrar makers to download such files.
  
- The following scenarios are supported (Files/data transferred from HKEX to Share Registrar):
  - Corporate Communication data file
  - Corporate Representatives and Proxy data files
  - Corporate Representative Letters and Proxy Forms
  - Reply slip letter
  - Denomination list on entitlement of non-eligible securities in CCASS
  
- This eService is available at any time.

### ABOUT THIS eSERVICE:

- This eService is available to Business users granted with the access rights:
  - EU\_Registrar\_maker
  
- Email and Dashboard notifications will be sent to makers once there is change relating to eService status.
  
- A reminder emails will be sent to makers at specific time if the part or all of the files are not yet downloaded.
  
- The files can be downloaded from the upload date (considered as day 0) to third business days (exclude Saturdays and public holidays).
  
- Makers should complete the workflow by clicking “Confirm” button after they have downloaded the files.
  
- PDF report which contains the Submission and Download information will be available to maker after the workflow is ended.
  
- Makers can retrieve an ad hoc report for the details of the forms at “eServices Reporting” section by inputting “Uploaded or Download Date” and “File Type”.

## Section 4.5 (UD) Submission and Download (for Share Registrar)

### SAMPLE UX:

Makers will receive notification in Tasks list.

Welcome, 31-Oct-2019  
Last Login: 31-Oct-2019 14:25 HKT 26°

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### Tasks

Sort By:  Descending Filters:   [Clear Filters](#)

Classification	Company Participant ID	Details	Last Update Date	Job Status
General	HKEX HKEX	UD_00006343 - Submission & Download	31-Oct-2019	Uploaded

The file will be available for download when makers open the form.

### UD SUBMISSION & DOWNLOAD

Reference Number: UD\_00006343 Status: 31-Oct-2019 16:45 HKT **Uploaded** | Collapse

#### FILE UPLOAD

Upload File Type: Corporate Communications Mailing Address Label Data File  
File Date: 31-Oct-2019

UD\_00006343\_New Text Document.txt TXT

testing  
31-Oct-2019 16:43 HKT

#### RECIPIENT INFORMATION

Message to Recipient: test

**FIELDS HIGHLIGHTS:**

#	Field Name	Highlights
<b>FILE UPLOAD</b>		
1	Upload File Type	<ul style="list-style-type: none"> <li>- Read-only message</li> <li>- Upload File Type is selected by HKEX</li> </ul>
2	File Date	<ul style="list-style-type: none"> <li>- Read-only message</li> <li>- File Date is selected by HKEX</li> </ul>
3	Uploaded File	<ul style="list-style-type: none"> <li>- Files are downloadable by makers</li> <li>- Maximum 5 files will be uploaded to a form</li> <li>- The files can be downloaded from the current upload date (considered as day 0) to third business days (exclude Saturdays and public holidays).</li> </ul>
<b>RECIPIENT INFORMATION</b>		
4	Message to Recipient	<ul style="list-style-type: none"> <li>- Read-only message</li> <li>- Message to Recipient is input by HKEX</li> </ul>