

4.2 Participantship Management

DCDA1 OCP DEVELOPER CORNER DELEGATED ADMINISTRATOR APPLICATION/ MAINTENANCE FORM

WHEN TO USE:

- When a HKSCC/HKCC/SEIOCH Participant or HKSCC Designated Bank wishes to apply or maintain their OCP Developer Corner Delegated Administrator (DCDA) rights through the Client Connect.
- This eService is available 24 hours a day; except during regular system maintenance.

ABOUT THIS eSERVICE:

- This eService is available to Client Connect Delegated Administrators (CCDAs) or Business users with the access right **EU_UserMaintenance**.
- The eService is responsive to options selected by Participants such that different fields will appear when maker selects different maintenance request.
- Multiple maintenance requests (if applicable) can be submitted within one eService form but only for one Participantship. (i.e. If the DCDA manages the user profiles of multiple companies, a separate DCDA maintenance form needs to be submitted for each managed company).
- Read carefully the OCP API Service – API Certification Testing Guide, Terms and Conditions on our [OCP website](#) and [HKEX General Privacy Notice](#) before completion.
- Email and Dashboard notifications will be sent to both maker and checker when there is change related to eService status.
- After the end of workflow, participants can download the form in PDF format for reference.

SAMPLE UX:

Users can expand all sections to view all the fields.

The screenshot shows a web application interface for the "DCDA1 OCP DEVELOPER CORNER DELEGATED ADMINISTRATOR APPLICATION/ MAINTENANCE FORM". The page has a header with "Welcome, maker", a date "17-Jun-2026", and a user profile "ABC Company". The main content area contains several expandable sections: "COMPANY INFORMATION", "MAINTENANCE REQUEST", "INFORMATION", and "CONTACT INFORMATION". Each section has a plus icon and a minus icon. The "COMPANY INFORMATION" section is currently expanded, showing a "Reference Number:" field, a "Status:" dropdown, and a "Remark:" text area. Below the "Remark:" field is a checkbox labeled "We confirm that we understand and accept the above". The "CONTACT INFORMATION" section is also expanded, showing a "From:" field with "ABC Company" and an "As:" field with four radio button options: "HKSCC Participant (B01234)", "HKSCC Designated Bank (BNK001)", "HKCC Participant (CABC)", and "SEOCH Participant (CABC)".

There is built-in validation on **Company Information** and the data input.

This close-up view of the "COMPANY INFORMATION" section shows the "Reference Number:" field and the "Status:" dropdown. Below these fields is the "COMPANY INFORMATION" section header. Underneath, there is a "From:" field with "ABC Company" and an "As:" field. The "As:" field has four radio button options: "HKSCC Participant (B01234)", "HKSCC Designated Bank (BNK001)", "HKCC Participant (CABC)", and "SEOCH Participant (CABC)".

1. Add DCDA:

- Tick the **Add** box under **MAINTENANCE REQUEST**

MAINTENANCE REQUEST

☒ Add
☐ Change
☐ Unlock
☐ Delete

INFORMATION

Please appoint at least 2 Developer Corner Delegated Administrators (Developer Corner DA) to act as maker and checker to maintain applicant's user profile.

To appoint / remove a DA, unlock DA account or change DA profile details, a participant / designated bank must submit this eService to HKEX for processing.

The e-Service is responsive to Maintenance Request(s) selected such that different fields will be displayed for input. Multiple maintenance requests are allowed within one eService. Maximum 5 requests are allowed per Maintenance Request selection.

To add new DA, please input all mandatory fields and provide corporate email address for security reason.

Each new DA will receive a system generated email notification upon completion of account creation. The new DA will be assigned a unique alphanumeric user ID which can be found from the completed eService.

To change DA's user profile, please only update field(s) that change is/are required; the default setting of the available fields will be "No Change".

To unlock DA's user profile, all fields are mandatory.

To delete Developer Corner DA(s), all fields are mandatory. Select "Delete Developer Corner DA Access" if the user will remain access for OCP.

Please note that an individual who acts as both Maker and Checker cannot approve action initiated by himself / herself. If only 2 individuals are appointed to act as DAs, please ensure that they are both Makers and Checkers; or at least one Maker and one Checker.

- Users can select **+ REQUEST** for additional DCDA add request under the same company

DETAILS OF ADD REQUEST

Last Name	First Name
Email Address	Add admin role to existing user ID
Telephone Number	DETAILS OF ADD REQUEST ▼ Admin Maker Admin Checker Both Admin Maker and Admin Checker

+ REQUEST

Remark

We represent, warrant and declare that (1) the information provided in this eService relating to us is complete, true, and correct; (2) we have obtained consents from the relevant persons to share such information and their personal data with HKEX, its affiliates and third parties as set out in the [HKEX General Privacy Notice](#); and (3) 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

2. Change DCDA:

- Tick the **Change** box under **MAINTENANCE REQUEST**

MAINTENANCE REQUEST

☐ Add
☒ **Change**
☐ Unlock
☐ Delete

INFORMATION

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To change DA's user profile, please only update field(s) that change is/are required; the default setting of the available fields will be "No Change".

To unlock DA's user profile, all fields are mandatory.

To delete Developer Corner DA(s), all fields are mandatory. Select "Delete Developer Corner DA Access" if the user will remain access for OCP.

Please note that an individual who acts as both Maker and Checker cannot approve action initiated by himself / herself. If only 2 individuals are appointed to act as DAs, please ensure that they are both Makers and Checkers; or at least one Maker and one Checker.

- Users can select **+ REQUEST** for additional DCDA change request under the same company

DETAILS OF CHANGE REQUEST

User ID 	User Role ▼	➔ ▼ Admin Maker Admin Checker Both Admin Maker and Admin Checker No Change
Telephone Number 	Email Address 	

+ REQUEST

Remark

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3. Unlock DCDA:

- Tick the **Unlock** box under **MAINTENANCE REQUEST**

MAINTENANCE REQUEST

☐ Add
☐ Change
☒ **Unlock**
☐ Delete

INFORMATION

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To add new DA, please input all mandatory fields and provide corporate email address for security reason.

Each new DA will receive a system generated email notification upon completion of account creation. The new DA will be assigned a unique alphanumeric user ID which can be found from the completed eService.

To change DA's user profile, please only update field(s) that change is/are required; the default setting of the available fields will be "No Change".

To unlock DA's user profile, all fields are mandatory.

To delete Developer Corner DA(s), all fields are mandatory. Select "Delete Developer Corner DA Access" if the user will remain access for OCP.

Please note that an individual who acts as both Maker and Checker cannot approve action initiated by himself / herself. If only 2 individuals are appointed to act as DAs, please ensure that they are both Makers and Checkers; or at least one Maker and one Checker.

- Users can select **+ REQUEST** for additional DCDA Unlock request under the same company

DETAILS OF UNLOCK REQUEST

User ID

Email Address

+ REQUEST

Remark

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4. Delete DCDA:

- Tick the **Delete** box under **MAINTENANCE REQUEST**

MAINTENANCE REQUEST

☐ Add
☐ Change
☐ Unlock
☒ Delete

INFORMATION

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To delete Developer Corner DA(s), all fields are mandatory. Select "Delete Developer Corner DA Access" if the user will remain access for OCP.

Please note that an individual who acts as both Maker and Checker cannot approve action initiated by himself / herself. If only 2 individuals are appointed to act as DAs, please ensure that they are both Makers and Checkers; or at least one Maker and one Checker.

- Users can select **+ REQUEST** for additional DCDA Delete request under the same company

DETAILS OF DELETE REQUEST

User ID

Email Address

Please choose

Delete Developer Corner DA Access ▼

+ REQUEST

Remark

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☐ We confirm that we understand and accept the above

FIELDS HIGHLIGHTS:

#	Field Name	Highlights
COMPANY INFORMATION		
1	From	- Display the company name on behalf of which the maker is acting. - Applicable to all HKSCC/ HKCC/ SEOCH Participant and HKSCC Designated Bank
2	As	
MAINTENANCE REQUEST		
3	Maintenance Request • Add • Change • Unlock • Delete	- Maker can tick Add (option 1) and/or Change (option2) and/or Unlock (option 3), and/or Delete (Option 4) requests - Multiple sections are allowed
DETAILS OF INFORMATION		
Maintenance Request: Add		
- All fields are mandatory unless specified - Maker can submit more than 1 request (maximum 4 requests)		
DETAILS OF ADD REQUEST		
4	Last Name	- Field format: Alphanumeric
5	First Name	- Field format: Alphanumeric
6	Email Address	- Field format: Alphanumeric
7	Add admin role to existing User ID	- Field format: Checkbox - Applicable to existing user only - Fill in User ID in the box available if “Add admin role to existing user ID” is required. Otherwise, please input “NA”.
8	Telephone Number	- Field format: Numeric
9	Role • Admin Maker • Admin Checker • Both Maker and Checker	- Dropdown Menu
10	+ REQUEST	- Click to add other request under same company - Field 4 to 9 will be populated for input
Maintenance Request: Change		
- All fields are mandatory unless specified - Maker can submit more than 1 request (maximum 4 requests)		
DETAILS OF CHANGE REQUEST		
11	User ID	- Field format: Alphanumeric
12	Role • Admin Maker • Admin Checker • Both Maker and Checker • No Change	- Dropdown Menu
13	Telephone Number	- Field format: Numeric
14	Email Address	- Field format: Alphanumeric
15	+ REQUEST	- Click to add other request under same company

		- Field 11-14 will be populated for input
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Maintenance Request: Unlock

- All fields are mandatory unless specified
- Maker can submit more than 1 request (maximum 4 requests)

DETAILS OF UNLOCK

16	User ID	- Field format: Alphanumeric
17	Email Address	- Field format: Alphanumeric
18	+ REQUEST	- Click to add other request under same company - Field 16-17 will be populated for input

Maintenance Request: Delete

- All fields are mandatory unless specified
- Maker can submit more than 1 request (maximum 4 requests)

DETAILS OF DELETE REQUEST

19	User ID	- Field format: Alphanumeric
20	Email Address	- Field format: Alphanumeric
21	Please Choose • Delete Developer Corner DA Access	- Dropdown Menu - Delete Developer Corner DA Access: For DCDA who intends to remove its DA role only and remain its business user role or other DA role.
22	+ REQUEST	- Click to add other request under same company - Field 19 to 21 will be populated for input

Maintenance Request: Add, Change, Unlock and/or Delete:

23	Remarks	- Field format: free text - Optional input
24	Declaration Box	- Mandatory Checkbox

CONTACT INFORMATION

31	Name of Contact Person	- Auto-filled based on Maker's profile and content is editable - Maker can optionally provide up to 5 contact information - 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
32	Email Address	
33	Telephone Number	
34	+ CONTACT PERSON	